



**Agenda**

**of the**

**General Meeting**

**Held in the Council Chambers, 45 Glendon Street Kingaroy**

on Wednesday, 25 June 2014

Commencing at 9.00 am

**Chief Executive Officer: Ken McLoughlin**



# SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 25 June 2014

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**1. Leave Of Absence**

Nil.

**2. Prayers**

A representative of the Ministers Fraternal, Major Allan Kerr from the Salvation Army offered prayers for Council and for the conduct of the Council meeting.

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

**3.1 South Burnett Regional Council Minutes**

**Précis**

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

**Officer's Recommendation**

That the minutes of the previous meeting held on Wednesday 21 May 2014 as recorded be confirmed

## **4. Mayoral Report**

### **4.1 MR - 1317034 - Mayor's Report**

#### **Document Information**

**IR No** 1317034

**Author** Mayor, South Burnett Regional Council

**Date** 16 June 2014

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#### **Précis**

Mayoral Report

#### **Summary**

Mayoral Report to Council for the period 13 May 2014 to 16 June 2014.

#### **Officer's Recommendation**

That the Mayoral Report to Council for the period 13 May 2014 to 16 June 2014 be received.

#### **Report**

With a view of ensuring open communication it gives me great pleasure to present my Mayoral Report for the period 13 May 2014 to 16 June 2014.

Events and meetings attended during this time included:-

#### **May**

- 15 Attended a Breakfast with the Attorney General & Minister for Justice The Honourable Jarrod Bleijie MP in Nanango
- 15 Council hosted the Wide Bay Regional Organisation of Councils (WBBROC) & Regional Road Transport Group (RRTG) meeting and AGM at Dusty Hill, Moffatdale
- 16 Attended the 2014 Film Fest official opening held in Nanango
- 17 Attended the Blackbutt Show at the Blackbutt Showgrounds
- 17 Attended the 100<sup>th</sup> Year Celebration of the property 'Bethany'
- 20 Attended a meeting with Mary-Clare Power from Southern Queensland Country Tourism in Kingaroy
- 22 Hosted the Mayor's Community Breakfast at the Wondai RSL with all proceeds going to Relay for Life
- 23 Hosted a Citizenship Ceremony for three (3) new citizens in the Kingaroy Council Chambers
- 27 Attended and co-hosted a dinner welcoming Lord Shaftesbury to our Region at the Gympie Civic Centre
- 28 Attended the opening of the Arethusa College Barambah Creek Campus by Nicholas Ashley Cooper, 12th Earl of Shaftesbury

#### **June**

- 02 Attended the South Burnett Directions Meeting held in Kingaroy
  - 02 Attended the KCCI monthly meeting
  - 03 Mayor's Meet & Greet held in Wondai
-

- 05 WBBROC delegation met with Minister David Crisafulli in Brisbane to discuss the decentralisation of government services to the regions
- 05 WBBROC delegation met with National Broadband Network (NBN) and Vodaphone in Brisbane to discuss Blackspots
- 06 Hosted a Mayor's Meet & Greet in Nanango
- 07 Hosted the Mayor's Gala Charity Ball in Kingaroy
- 12 Meet with Deputy Premier Jeff Seeney to discuss Brisbane Bus Lines
- 12 Meet with Brisbane Bus Lines and Translink
- 15-18 Attended the 2014 National General Assembly of Local Government in Canberra

**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**

- 5.1.1 P&LM - 1261197 - Forwarding eDA Reconfiguration of a Lot (1 lot into 2 lots) at 198 Birt Road Booie - Lot 7 RP185462 - Applicant: O'Reilly Nunn Favier Owner: C. Anderson**

**Document Information**

**IR No 1261197**

**Author Senior Planning Officer**

**Endorsed By Manager - Planning, Land Management & Community  
General Manager - Planning, Community & Environment**

**Date 12 June 2014**

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**Précis**

Forwarding eDA Reconfiguration of a Lot (1 lot into 2 lots) at 198 Birt Road Booie - Lot 7 RP185462 - Applicant: O'Reilly Nunn Favier Owner: C. Anderson

**Summary**

**Key Point Summary**

- Application for Development Permit for Reconfiguration of a Lot (1 Lot into 2 Lots)
- Subject site included within the Rural Residential Zone under the Kingaroy Shire IPA Planning Scheme
- Proposed lots do not comply with the 2ha minimum lot size within the Rural Residential Zone (Rural Residential B Preferred Land Use Area) and is identified as Impact Assessable within the Kingaroy Shire IPA Planning Scheme
- Ergon Energy were identified as a Advice Agency due to an electricity easement traversing the subject site
- Ergon Energy provided advice in relation to future building works and potential impacts on the electricity easement
- Proposed Lot 8 has an area of 2.1ha and is improved by an existing Dwelling House, Shed and Stable with a frontage to both Birt Road and Belair Drive
- Proposed Lot 9 has an area of 1.71ha and is currently vacant with a frontage to Belair Drive
- No submissions received by Council during the public notification period
- Proposed reconfiguration represents a marginal increase in residential density within the existing Rural Residential Zone approximately 6.1km north of the Kingaroy CBD
- Application recommended for approval subject to reasonable and relevant conditions



## **Officer's Recommendation**

That Council *approve* the applicants request for a Development Permit for Reconfiguration of a Lot (1 Lot into 2 Lots) on Lot 7 on SP185462 located at 198 Birt Road, Boobie 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:

- Drawing No: 5181P/1, Sheet No 1 of 1 (Proposed Subdivision), Drawn by O'Reilly Nunn Favier and received by Council on 23 January 2014

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

GEN3. The applicant is required to maintain the site in a clean and orderly state at all times, clearing declared weeds and feral animals.

### **Compliance Assessment**

GEN4. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the sealing of the Survey Plan, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

A Compliance Certificate fee will be charged, with payment required prior to Council approval of the associated documentation requiring compliance assessment.

### **Survey Marks**

RAL1. Prior to the submission of the Survey Plan to Council, the applicant is to reinstate survey marks and install new survey marks in their correct position in accordance with the Survey Plan, and the work is to be certified in writing by a Licensed Surveyor.

### **Natural Resources Valuation Fees**

RAL2. Payment of Department of Natural Resources and Mines valuation fees that will result from the issue of split valuations prior to Council sealing the Survey Plan. The contribution is currently assessed at \$90.00 (2 x \$45.00); 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.

### **Property Access**

ENG1. A single property access is to be provided for proposed Lot 9 in accordance with IPWEAQ Standard Drawing R-056 and Table S2.7 - Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme with the location of the access in accordance with the approved Proposal Plan. Only one access per lot is permitted.

### **Stormwater**

ENG2. All stormwater drainage systems, including all surface, underground and roof water components, to effectively drain all stormwater falling on the proposed development to Council's stormwater system, rain water tanks or other lawful points of discharge.

### **Earthworks**

ENG3. Any proposed earthworks if not self-assessable against Council's Kingaroy Shire IPA Planning Scheme shall be in accordance with Council's Planning Scheme Urban Locality Code - 020 – S20.1 and shall be undertaken under a separate Development Permit for Operational Works.

ENG4. No infrastructure is to be placed within the easement.

**Advice**

- ADV1. Section 341(2)(a) 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. 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)
- ADV3. The applicant may be required to negotiate electricity supply arrangements by applying in writing to Ergon Energy, or by contacting Ergon Energy on 13 10 46. Early contact is recommended.
- ADV4. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV5. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
  - b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

**Financial and Resource Implications**

No implication can be identified.

**Link to Corporate/Operational Plan**

- GO3 Balanced development that preserves and enhances our region.  
GO3.3 Implement policies and plans that support appropriate planning and development for business, industry and community needs.

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

Council's Infrastructure Department (Internal). Refer to Section 4.1 of this Report.

Ergon Energy (External). Refer to Section 4.2 of this Report.

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

No implication can be identified.

**Policy/Local Law/Delegation Implications**

No implication can be identified.

**Asset Management Implications**

No implication can be identified.

**5.1.1 P&LM - 1301056 - Forwarding application for Material Change of Use for Dwelling House to Veterinary Clinic at 217 Haly Street Kingaroy - Lot 10 RP7914; Applicant: Trinity Bywater; Lodged by: South Burnett Building Approvals**

**Document Information**

**IR No 1301056**

**Author Technical Officer - Planning**

**Endorsed**

**By Manager - Planning, Land Management & Community  
General Manager - Planning, Community & Environment**

**Date 19 June 2014**

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**Précis**

Forwarding application for Material Change of Use for Dwelling House to Veterinary Clinic at 217 Haly Street Kingaroy - Lot 10 RP7914; Applicant: Trinity Bywater; Lodged by: South Burnett Building Approvals

**Summary**

**Key Point Summary**

- Application for a Veterinary Clinic which falls within the Commercial Use Class under the Planning Scheme;
- Proposed location is residential land;
- Subject site is Residential with Preferred Land Use Area of Residential B;
- Application is Code “Inconsistent” within the Residential Zone of the Kingaroy Shire IPA Planning Scheme;
- The proposed Veterinary Clinic is a low scale use of the vacant lot within an area of mixed residential and non-residential land uses and is considered an appropriate use located <100m to the CBD; and
- Application is recommended for approval subject to reasonable and relevant conditions.

**Officer's Recommendation**

That Council approve the Development Application for a Material Change of Use (Veterinary Clinic) located at 217 Haly Street, Kingaroy (and described as Lot 10 on RP7914), 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:
- Job No.1689, Sheet 1 of 11 – Proposed Floor Plan Rev Date: 27-05-14;
  - Job No.1689, Sheet 2 of 11 – Proposed Site Plan Rev Date: 27-05-14;
  - Job No.1689, Sheets 5 to 11 – Proposed Carpark Manoeuvring Rev Date: 27-05-14;
  - Dwg No. 2868-2 AMD. A Drawing Title: Stormwater Drainage;
  - Dwg No. 2868-3 Drawing Title: Hydraulic Services.
-

- GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Building Works; and
  - Development Permit for Plumbing and Drainage Work.
- GEN3. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN4. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

### **Compliance Assessment**

- GEN5. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

A Compliance Certificate fee will be charged, with payment required prior to Council approval of the associated documentation requiring compliance assessment.

### **Approved Use**

- GEN6. This approval is for a Veterinary Clinic with a total area of 236.40m<sup>2</sup> and does not imply approval for other similar uses. The subject site is not to be used for any other purpose unless in the opinion of Council is subservient to the predominant use of the site for a Veterinary Clinic.

### **Fencing**

- MCU1. Fence construction along the western, eastern and southern property boundary is to be of solid screen fencing to a height not exceeding 1.8m from natural ground level.
- MCU2. Fences or walls over 1.2 metres in height are tapered to 1.2 metres in height over a length of 4 metres toward any road frontage.

### **Refuse Storage Collection**

- MCU3. Provision must be made for the storage and removal of refuse in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.
- MCU4. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:
- a) level;
  - b) provided with impervious hard stand and drained; and
  - c) if facing either the street frontage or adjoining properties, screened by a 1.8m high fence around the full perimeter.
- MCU5. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:
- a) all tap outlets must be fitted with backflow prevention devices;
  - b) the floor areas are to be drained to sewer; and
  - c) areas are to be covered and drainage designed such that water not associated with the washing out process (e.g. rainfall) does not enter the sewer.
- MCU6. Medical Waste – Cytotoxic and infectious disease waste is not to be disposed of through the general waste stream. Cytotoxic and infectious disease waste must be disposed of via a regulated waste transporter/disposal operator.

### **Landscaping**

MCU7. 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.

MCU8. Landscaped planting is to be established as per the following requirements:-

- 2m wide strip along the Haly Street road frontage (excluding vehicle manoeuvring areas) as indicated on the site plan;
- 2m wide strip along the western boundary to the Haly Street frontage;
- 1m wide strip along the eastern boundary adjacent to the carparking area to the front property boundary;

Plant species may be selected from Council's Branching Out – Your Hand Guide to Tree Planting in the South Burnett.

### **Mechanical Plant**

MCU9. Mechanical plant (air conditioning, refrigeration equipment and pumps) must comply with the *Environmental Protection Act 1994*.

Air conditioning and refrigeration equipment must achieve no more than 3dB(A) above the background level from 10pm to 7am and no more than 5dB(A) above the background level from 7am to 10pm when measured at an affected building.

Pumps (including heat pumps) must not be audible from 10pm to 7am, no more than 5dB(A) above the background level from 7am to 7pm and no more than 3dB(A) above the background level from 7pm to 10pm when measured at an affected building.

### **Advertising Devices**

MCU10. Any proposed signage associated with the proposed development must meet the requirements in Schedule 4 of the Kingaroy Shire IPA Planning Scheme.

### **Property Access**

ENG1. Property access shall be provided in accordance with the details in table S2.7 – *Design and Construction Standards* of the Kingaroy Shire Council IPA Planning Scheme; and IPWEAQ standard Drawing No. SEQ R-051, Type A, with dimension W1 being the greater of:

- a) 6.0m; and
- b) the minimum value necessary to meet the swept path requirements of the B99 vehicle as defined in AS/NZS 2890.1.

ENG2. Only one access to the site will be permitted.

ENG3. Fencing, landscaping and letterboxes must not to impede sight lines for vehicles exiting the site.

ENG4. Road works and entrances shall be constructed so as to:

- a) remove all disused vehicle entrances and reinstate kerbing consistent with the adjacent kerb profile;
- b) permit access and egress from the site in a forward gear;
- c) avoid a trip hazard to pedestrians; and
- d) ensure that low-clearance vehicles can clear the cross-over pavement upon entering and leaving the property.

### **Car Parking & Manoeuvrability**

ENG5. Before commencing use, provide at least seven (7) line-marked car parking spaces, comprising of six (6) for B99 vehicles and one (1) disabled bay in accordance with the requirements of Schedule 1 and Table S1.1 of the Kingaroy Shire Council IPA Planning

Scheme and in compliance with the requirements of the current version of AS/NZS 2890.1.

- ENG6. The disabled car park shall be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.6.
- ENG7. All driveways, vehicle manoeuvring areas and turning radii shall be designed and constructed in all other respects in accordance with the requirements of the current version of AS/NZS 2890.1 for a B99 vehicle.
- ENG8. Provide drawings showing the swept paths required to both enter and exit the property at the proposed Haly Street cross-over in a forward direction; and to enter and exit all proposed parking bays using a B99 class vehicle, meeting the requirements of Australian Standard AS/NZS 2890.1, including a clearance of 300mm to both sides of the turning path as required by clause B3.2 of AS/NZS 2890.1.
- ENG9. Kerbing associated with the car parking bays shall be low enough to provide for clearance under vehicles as the B99 swept vehicle path intrudes over them.
- ENG10. The car parking areas and internal driveways shall be designed, constructed, drained and surfaced with either asphaltic concrete, bitumen or reinforced concrete so as to minimise dust emissions, erosion and sediment run-off. The construction and design shall be in accordance with the current version of AS/NZS 2890.1 and to the satisfaction of South Burnett Regional Council.

#### **Kerb and Channel**

- ENG11. Any damaged kerb & channel shall be re-instated to a profile matching the existing profile in Haly Street.

#### **Pedestrian & Disabled Access**

- ENG12. Before commencing use, provide an internal Traffic Management Plan (TMP) for approval and install the traffic management devices required in accordance with the Manual of Uniform Traffic Control Devices (MUTCD); ensuring that the TMP provides for the use of vehicles, pedestrians and mobility aids for disabled access. Driveways and car parking areas shall be adequately sign-posted indicating combined usage by pedestrians and vehicles.

#### **Stormwater**

- ENG13. Before submitting an application for Operational Works, the Applicant must submit an on-site Stormwater Management Plan (SMP) for Compliance Assessment by Council's General Manager of Infrastructure, indicating drainage paths for all roofed and impervious areas. The on-site SMP shall also detail the following:
- a) Hydraulic design for stormwater including sizing and location of all proposed pipes and channels;
  - b) Location of gully pits, field inlets, etc.;
  - c) Details of all pre and post development flows; and
  - d) Details of any cut or fill required to direct stormwater to a legal point of discharge.

A Compliance Certificate fee will be charged, with payment required prior to Council approval of the associated documentation requiring compliance assessment.

- ENG14. All stormwater drainage systems, including all surface, underground and roof water components, shall effectively drain all stormwater falling onto the proposed development to Council's stormwater system, rain water tanks or other lawful point of discharge.
- ENG15. A stormwater drainage system draining to the street or stormwater network shall be installed to serve the site, designed in accordance with the provisions of the Queensland Urban Drainage Manual (QUDM), 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. [All engineering designs submitted to Council for engineering approval must be certified by an appropriate Registered Professional Engineer of Queensland].

- ENG16. Stormwater drainage shall be designed 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.
- ENG17. Heavy duty galvanized steel roof water kerb adaptors (Kacey or similar), shall be installed in the kerb and channelling during construction in all locations where inter-allotment drainage systems are not required, in accordance with South Burnett Regional Council requirements and to the satisfaction of Council. Stormwater socket reducers may be required to accommodate these, depending on the pipe diameters proposed.
- ENG18. All stormwater systems must be constructed before commencing any approved use or building works.
- ENG19. Any new earthworks, landscaping, pavements or structures shall not concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- ENG20. During the construction phase, install and maintain silt management facilities until the building works and/or operational works are completed and the site is reinstated with ground cover.

#### **Building Over and Adjacent to Sewer**

- ENG21. Any work over or adjacent to Council's sewerage infrastructure, including the construction/rebuilding/alteration of buildings, pavements, or other structures; and filling or excavation of material; shall be in accordance with MP 1.4 *Building over or near relevant infrastructure*.
- ENG22. Where the proposed driveway and car-parking pavement is proposed to be constructed over the sewer, construction jointed sections shall be incorporated so as to facilitate future Council access for maintenance/service purposes.
- ENG23. Any alteration to the sewer maintenance hole within the property may not proceed without the approval of South Burnett Regional Council and shall be undertaken at no cost to Council. Any live sewer works may only be undertaken by South Burnett Regional Council and will be at the applicant's cost.

#### **Noise Attenuation**

- ENG24. Fit all noise producing machinery and equipment (including air conditioners, compressors and cooling systems) with noise attenuation features so that noise at the site boundary does not to exceed the levels indicated in the table below:

#### **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. A search can be arranged by visiting <http://www.datsima.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form

- ADV3. Attached for your information is a copy of Division 8 of the Sustainable Planning Act 2009 as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
  - b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

### **Financial and Resource Implications**

No implication can be identified.

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

G03 Balanced development that preserves and enhances our region.  
G03.3 Implement policies and plans that support appropriate planning and development for business, industry and community needs.

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

Refer to Section 4.0 of this Report.

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

No implication can be identified.

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

No implication can be identified.

### **Asset Management Implications**

No implication can be identified.

**(b) Portfolio Report**

Planning & Land Management Portfolio Report

No Report.

**5.2 Environmental Services (ES)**

**(a) Officer's Reports**

No Report.

**(b) Portfolio Report**

**5.2.1 ES - 1316757 - Environmental Services Portfolio Report**

**Document Information**

**IR No** 1316757

**Author** Cr Kathy Duff

**Date** 16 June 2014

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**Précis**

Environmental Services Portfolio Report

**Summary**

Environmental Services Portfolio Report to Council for the period 13 May 2014 to 16 June 2014.

**Officer's Recommendation**

That the Environmental Services Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

**Report**

The following is a summary for the Environmental Services Portfolio for the period 13 May 2014 to 16 June 2014:-

- Update on mosquito control/management in towns

## **5.3 Waste (W)**

### **(a) Officer's Reports**

No Report.

### **(b) Portfolio Report**

#### **5.3.1 W - 1316885 - Waste Portfolio Report**

#### **Document Information**

**IR No** 1316885

**Author** Cr Kathy Duff

**Date** 16 June 2014

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#### **Précis**

Waste Portfolio Report

#### **Summary**

Waste Portfolio Report to Council for the period 13 May 2014 to 16 June 2014.

#### **Officer's Recommendation**

That the Waste Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

#### **Report**

The following is a summary for the Waste Portfolio for the period 13 May 2014 to 16 June 2014:-

- Update on trial with Cherbourg with their Recycling Facility
- Update on new contract and bin rollout

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

### ***(a) Officer's Reports***

No Report.

### ***(b) Portfolio Report***

#### **5.4.1 NRM&P - 1316504 - Natural Resource Management & Parks Portfolio Report**

##### **Document Information**

**IR No** 1316504

**Author** Cr Kathy Duff

**Date** 16 June 2014

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##### **Précis**

Natural Resource Management & Parks Portfolio Report

##### **Summary**

Natural Resource Management & Parks Portfolio Report to Council for the period 13 May 2014 to 16 June 2014.

##### **Officer's Recommendation**

That the Natural Resource Management & Parks Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

##### **Report**

The following is a summary for the Natural Resource Management & Parks Portfolio for the period 13 May 2014 to 16 June 2014:-

- Update on Wild Dog Baiting program and funding for Trapping
- Update on Biodiversity Grant
- Update on Nanango Streetscape

## **5.5 Community (C)**

### **(a) Officer's Reports**

#### **5.5.1 C - 1303640 - Minutes of the Mayor's Community Benefit Fund Assessment Committee meeting held on 7 May 2014**

#### **Document Information**

**IR No** 1303640

**Author** Cultural Services Coordinator

**Endorsed  
By** Chief Executive Officer

**Date** 13 May 2014

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#### **Précis**

Minutes of the Mayor's Community Benefit Fund Assessment Committee meeting held on 7 May 2014.

#### **Summary**

Providing a copy of the Minutes of the Mayor's Community Benefit Assessment Committee held in the South Burnett Regional Council Chambers on Wednesday 7 May 2014.

#### **Officer's Recommendation**

That Council endorse the attached minutes and recommendations of the Mayor's Community Benefit Assessment Committee held on Wednesday 7 May 2014 noting that the successful recipients for Round 2 are:

1. Boots 'n Bulldust Inc – Accidental Counsellor
2. Graham House Community Centre - Amanda Gore revisited and Laughter – the Heart of Healing
3. Kingaroy State High School P&C Association - Mental Health First Aid Training
4. Murgon's Men Shed - Work Bench and Lock Up Cabinets



## **Minutes**

Of the

### **Mayor's Community Benefit Fund Assessment Committee**

Held in the South Burnett Regional Council Chambers, Kingaroy

on Wednesday 7 May 2014

Commencing at 7:53am

Community & Cultural Services Coordinator: Michael Hunter



## Mayor's Community Benefit Fund Assessment Committee Agenda

### ORDER OF BUSINESS:

<b>1.</b>	<b>AGENDA ITEMS .....</b>	<b>2</b>
1.1	Welcome .....	2
1.2	Apologies .....	2
1.3	Confirmation Of Minutes Of Previous Meeting.....	2
1.4	Correspondence.....	2
1.5	Review of Round Two Applications for the 2013/2014 Year .....	2
1.6	Round 3 Funding Criteria and Dates .....	5
1.7	Late Application.....	5
<b>2.</b>	<b>GENERAL SECTION .....</b>	<b>5</b>
2.1	Other Business.....	5



MAYOR'S COMMUNITY BENEFIT FUND ASSESSMENT COMMITTEE – MINUTES – 19 FEBRUARY 2014

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Minutes of the meeting of the Mayor's Community Benefit Fund Assessment Committee, held in the South Burnett Regional Council Chambers, Glendon Street, Kingaroy on Wednesday 7 May 2014 at 7:53am.

**Present**

Cheryl Dalton (Chairperson), Michael Hunter (SBRC Cultural Services Coordinator), Lynelle Paterson (Minutes), Lesley Dennien, Jim Young, Ross Heaney, Rod Morgan and Mark Huston

**1. AGENDA ITEMS**

**1.1 Welcome**

Cheryl Dalton welcomed everyone to the meeting.

**1.2 Apologies**

Apologies were received from the following Committee members:

Marie Shaw, Scott McLennan

**1.3 Confirmation Of Minutes Of Previous Meeting**

**Resolution:**

*Moved Mark Huston, seconded Ross Heaney*

*That the minutes of the previous meeting held on Wednesday 19 February 2014 be confirmed.*

Carried 6/0

**1.4 Correspondence**

Nil

**1.5 Review of Round Two Applications for the 2013/2014 Year**

Council has received four (4) applications for Round Two with a total amount requested of \$10,086. The criteria for this Funding Round is for Mental Health with a focus on projects that deliver a meaningful outcome to the community of the South Burnett that don't receive support from other recognised channels.

**Organisation:** Boots 'n Bulldust Inc

**Description of Project:** Accidental Counsellor

**Cost:** \$3,156



**Resolution:**

*Moved Mark Huston, seconded Jim Young.*

*That full funding of \$3,156 approved as it meets the criteria of the funding round, and the Committee request the following to be included in the acquittal:*

- 1. financial evidence (receipt of payment invoices and payments of the accounts)*
- 2. evidence that primarily South Burnett residents benefitted*
- 3. evidence of overall community benefit*
- 4. list of successful course attendees (This information is for the committee only and will be treated as confidential)*

*Carried 6/0*

**DECLARATION OF INTEREST:**

Lesley Dennien declared a conflict of interest in the following matter and left the room.

**Organisation:** Graham House Community Centre  
**Description of Project:** 1. Amanda Gore revisited  
2. Laughter – the Heart of Healing  
**Cost:** \$2,000

**Resolution:**

*Moved Ross Heaney, seconded Rod Morgan*

*That full funding of \$2,000 be approved as it meets the criteria of the funding round, and the Committee request the following to be included in the acquittal:*

- 1. financial evidence (receipt of payment invoices and payments of the accounts)*
- 2. evidence that primarily South Burnett residents benefitted*
- 3. evidence of overall community benefit.*

*Carried 5/0*

*ABSENT – Did Not Vote – Lesley Dennien*

**ATTENDANCE:**

Lesley Dennien returned to the meeting.

**Organisation:** Kingaroy State High School P&C Association  
**Description of Project:** Mental Health First Aid Training  
**Cost:** \$2,930

**Resolution:**

*Moved Lesley Dennien, seconded Jim Young.*

*That full funding of \$2,930 be approved as it meets the criteria of the funding round, and the Committee request the following to be included in the acquittal:*

- 1. financial evidence*
- 2. evidence that primarily South Burnett residents benefitted*
- 3. evidence of overall community benefit*
- 4. written feedback on statistical information on attendees*

*Carried 6/0*

**Organisation:** Murgon's Men Shed  
**Description of Project:** Work Bench and Lock Up Cabinets  
**Cost:** \$2,000

**Resolution:**

*Moved Ross Heaney, seconded Mark Huston.*

*That full funding of \$2,000 be approved as it meets the criteria of the funding round, conditional on either lease/ownership or written agreement of site/shed with 12 months to take up funding, and the Committee request the following to be included in the acquittal:*

- a) financial evidence (Receipt of payment invoices and payments of the accounts)*
- b) evidence that primarily South Burnett residents benefitted*
- c) evidence of overall community benefit*

*Carried 6/0*

**1.6 Round 3 Funding Criteria and Dates**

**Resolution:**

*Moved Jim Young, seconded Rod Morgan*

*That*

1. *The Criteria for Round three (3) of funding is for*
  - *Mental Health with a focus on projects that deliver a meaningful outcome to the community of the South Burnett that don't receive support from other recognised channels;*
  - *Organisations that are directly addressing community welfare.*
2. *Applications will open on 1 August 2014, close on 29 August 2014, be assessed on Friday 5 September 2014 at a breakfast meeting commencing at 8:00am; and*
3. *The allocated amount of funding for Round 3 is \$15,000.*

*Carried 6/0*

**1.7 Late Application**

**Resolution:**

*Moved Mark Huston, seconded Ross Heaney.*

*That the application received by South Burnett Peace of Mind was late and was therefore unable to be assessed, and encourage them to apply in the next round of funding in August 2014.*

*Carried 6/0*

**2. GENERAL SECTION**

**2.1 Other Business**

Terms of Reference to be updated and policy to be created for the Mayor's Community Benefit Fund and a draft will be provided at the next meeting.

The meeting closed at 9:09am.

**Financial and Resource Implications**

N/A

**Link to Corporate/Operational Plan**

N/A

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

N/A

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

N/A

**Policy/Local Law/Delegation Implications**

N/A

**Asset Management Implications**

N/A

**5.5.2 C - 1316985 - Minutes of the Mayor's Community Benefit Fund Assessment Committee Special Meeting held on Thursday 5 June 2014**

**Document Information**

**IR No** 1316985

**Author** Cultural Services Coordinator

**Endorsed By** Chief Executive Officer

**Date** 16 June 2014

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**Précis**

Minutes of the Mayor's Community Benefit Fund Assessment Committee Special Meeting held on Thursday 5 June 2014.

**Summary**

Providing a copy of the Minutes of the Mayor's Community Benefit Assessment Committee Special Meeting held in the South Burnett Regional Council Chambers on Thursday 5 June 2014.

**Officer's Recommendation**

That Council endorse the attached minutes and recommendations of the Mayor's Community Benefit Assessment Committee Special Meeting held on Thursday 5 June 2014 noting that

- 1. the Committee support an annual beneficiary funding round to be announced by the Mayor at the Mayoral Ball on 7 June 2014;*
- 2. expressions of interest applications for the annual beneficiary grant open on 10 June 2014 and close on 4 July 2014;*
- 3. the Annual beneficiary amount for this year is \$15,000;*
- 4. the Expression of Interest beneficiary funding round is open to South Burnett organisations with a focus on projects that deliver a meaningful outcome to the wider community of the South Burnett and meet the funding criteria outlined in the Mayor's Community Benefit Fund Guidelines;*
- 5. the project to be completed by 31 December 2014 and acquitted six (6) weeks after completion.*



**Minutes**

**Of the**

**Special Meeting of the**

**Mayor's Community Benefit Fund**

**Held in the South Burnett Regional Council Chambers, Kingaroy**

on Thursday 5 June 2014

Commencing at 5:28pm

**Community & Cultural Services Coordinator: Michael Hunter**



## Mayor's Community Benefit Fund Special Meeting Minutes

### ORDER OF BUSINESS:

1	Welcome .....	1
2.	Apologies .....	1
3	Correspondence.....	1
4	Business .....	1

MAYOR'S COMMUNITY BENEFIT FUND – SPECIAL MINUTES – THURSDAY 5 JUNE 2014

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Minutes of the meeting of the Mayor's Community Benefit Fund Assessment Committee, held in the South Burnett Regional Council Chambers, Glendon Street, Kingaroy on Thursday 5 June 2014.

**Present**

Cheryl Dalton (Chairperson), Michael Hunter (SBRC Cultural Services Coordinator), Lesley Dennien, Jim Young, Rod Morgan and Mark Huston

**1 Welcome**

Cheryl Dalton welcomed the committee and thanked them for attending at such short notice.

**2. Apologies**

Scott McLennan, Ross Heaney, Marie Shaw

**3 Correspondence**

Email from Cultural Services Coordinator on behalf of Committee Chair  
Email from Committee Chair to MCBF Committee  
Email received from Ross Heaney

**4 Business**

**4.1 Mayor's Community Benefit Fund – Annual Grant Beneficiary 2014**

The committee discussed the potential of creating an annual grant and determined how this would be progressed.

**Resolution:**

*Moved Lesley Dennien, seconded Rod Morgan*

*That*

- 1. the Committee support an annual beneficiary funding round to be announced by the Mayor at the Mayoral Ball on 7 June 2014;*
- 2. expressions of interest applications for the annual beneficiary grant open on 10 June 2014 and close on 4 July 2014;*
- 3. the Annual beneficiary amount for this year is \$15,000;*
- 4. the Expression of Interest beneficiary funding round is open to South Burnett organisations with a focus on projects that deliver a meaningful outcome to the wider community of the South Burnett and meet the funding criteria outlined in the Mayor's Community Benefit Fund Guidelines;*
- 5. the project to be completed by 31 December 2014 and acquitted six (6) weeks after completion.*

Carried 5/0

The meeting closed at 6:01pm



**Financial and Resource Implications**

N/A

**Link to Corporate/Operational Plan**

N/A

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

N/A

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

N/A

**Policy/Local Law/Delegation Implications**

N/A

**Asset Management Implications**

N/A

**5.5.3 C - 1315712 - Minutes of the Healthy Communities Management Advisory Committee meeting held on 27 May 2014**

**Document Information**

**IR No 1315712**

**Author Healthy Communities Coordinator**

**Endorsed**

**By Manager Planning, Land Management & Community  
General Manager – Planning, Community & Environment**

**Date 13 June 2014**

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**Précis**

Minutes of the Healthy Communities Management Advisory Committee meeting held on Tuesday, 27 May 2014.

**Summary**

Providing a copy of the Minutes of the Healthy Communities Management Advisory Committee Meetings held on Tuesday, 27 May 2014.

**Officer's Recommendation**

That Council endorse the attached minutes and recommendations of the Healthy Communities Management Advisory Committee held on Tuesday, 27 May 2014.



**South Burnett**  
Regional Council

Directorate - Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 May 2014 @ 1.00pm

**Present:** Cr Ros Heit (SBRC), Cr Barry Green (SBRC), Chris Du Plessis (SBRC), Kerry Oldfield (SBRC), Nicole Connolly (Stanwell), Janine Pay (NPRSR), Nicole O'Brien (BIEDO), Michael Eadie (PCYC) Matthew Kenny (CTC)

**Apologies:** Alice Cavanagh (Active After School Program), Bernice Hilly (RHealth), Margie Hams (DDWNO ML), Shenaed Bliss (DDWNO ML), Juanita O'Rourke (DDWNO ML), Melinda Bradford (CTC), Greg Griffiths (SBRC), Kerrie Zeller (QRME), Tamara Kelly (BIEDO), Mark White (Old Health), Caitlin Isaac (RHealth), Belinda Pennel (Deb Frecklington's Office), Richard Fahy (Rotary Kingaroy), Linda Silburn (BIEDO), Judith Skinner (DDWNO ML), Richard Henshaw (Old Health), Amy Frame (Old Health), Juliette McAleer (Disability Services), Nina Temperton (CTC), Kristen Firman (CTC), Louise Judge (SBODP), Prue Bauer (CTC), Rosemary Braithwaite (Graham House) and Sue Crossley (Old Health)

**Chair:** Cr Ros Heit      **Minutes:** Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
<b>Welcome</b>	Cr Heit welcomed everybody to the meeting.		
<b>Minutes from Previous Meeting</b>	<b>Resolution:</b> <i>That the minutes of the previous Committee Meeting held on Tuesday, 22 April 2014 as recorded be confirmed.</i>  Moved: Kerry Oldfield Seconded: Janine Pay  Carried 9/0		
<b>Correspondence</b>			
<ul style="list-style-type: none"> <li>South Burnett people with MS Support Group – Josie Potter</li> </ul>	Cr Heit invited Josie Potter to speak to the letter received. Josie is the Secretary of South Burnett people with MS Support Group. This year they are hosting "The Inverlaw Walk for MS" on 8 June 2014. The event consists of three courses – a half marathon, 13 km or 7.5 km with can either be walked or run by	Kerry Oldfield	24 June 2014



**South Burnett**  
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> <li>PCYC South Burnett – Heart Moves</li> </ul>	<p>participants. Currently they have 50 nominations however are expecting up to 100 registrations as well as spectators.</p> <p>The aim of the walk/run is to raise people's awareness within the South Burnett of the positive effects that exercise can have on those dealing with MS and to educate the community about the plight of MS Sufferers.</p> <p>There will be a Canteen available on the day and will provide healthy menu choices (including gluten free options) for participants on the day. People are being encouraged to wear Red at the event as World MS Day is 28 May.</p> <p>Costs relating to the event will be for the hire of a cold room, two portable toilets, tables and chairs, signage and advertising.</p> <p>Ms Potter advised that they are not an incorporated group however MS Queensland would be happy to provide a letter of support if required.</p> <p>Cr Barry Green asked if this would be an annual event and Ms Potter advised it was hoped to make this a bi-annual event.</p> <p><b>Resolution: That the Healthy Communities Management Advisory Committee would like to support this event for \$750 to assist with the costs.</b></p> <p>Moved: Cr Barry Green Seconded: Michael Eadie <i>Carried 9/0</i></p>	Kerry Oldfield	24 June 2014



**South Burnett**  
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> <li>• BIEDO</li> </ul>	<p>They currently have 27 participants and are requesting \$3,000 for the next 6 months and this will fund go towards venue hire, equipment, healthy morning teas, and facilitators.</p> <p><b>Resolution: That the Committee support the request from PCYC – South Burnett for funding for \$3,000 towards continuing Heart Moves at Castra Nursing Home.</b></p> <p><i>Moved: Janine Pay</i> <i>Seconded: Cr Barry Green</i></p> <p style="text-align: right;"><i>Carried 9/0</i></p>		
<ul style="list-style-type: none"> <li>• Business Arising from Previous Meeting</li> </ul>	<p>A letter was received advising that the funding for the BIEDO-auspiced Regional Garden Program is to cease from May 2014. As a result, BIEDO will be unable to continue support for the Pound St Community Garden in Kingaroy.</p> <p><b>Resolution: That this correspondence be received.</b></p> <p><i>Moved: Kerry Oldfield</i> <i>Seconded: Cr Barry Green</i></p> <p style="text-align: right;"><i>Carried 9/0</i></p>		
<ul style="list-style-type: none"> <li>• Nil</li> </ul>			
<ul style="list-style-type: none"> <li>• Business for Discussion</li> <li>• 2013/2014 Healthy Communities Committee Budget</li> </ul>	<p>Kerry Oldfield provided an update on the 2013/2014 financial year's budget for the Committee. To date the Committee have spent approximately \$1,000, which leaves a balance of \$7,000</p>	<p>Cr Barry Green, Cr Ros Heit &amp; Chris Du Plessis</p>	<p>24 June 2014</p>



**South Burnett**  
Regional Council

Directorate - Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> <li>Active Healthy Communities Case Study – South Burnett Regional Council &amp; Qld Health</li> </ul>	<p>to be spent in the remainder of this financial year. If there are any events in the next month there would be an opportunity to assist.</p> <p>Discussions were held regarding the funds and budget for the 2014-2015 year. Concerns were raised that as of 1 July 2014, the Healthy Communities Management Advisory Committee would lose funding support from Council.</p> <p>It was requested that Cr Ros Heit, Cr Barry Green and Council's Manager – Planning, Land Management &amp; Community, Chris Du Plessis provide an update at the next meeting (24 June 2014) clarifying if there will be support from Council, to include the Healthy Communities Management Advisory Committee in the budget for 2014/2015 and if unspent funds from 2013-2014 will be rolled over to the following financial year.</p>	Kerry Oldfield	24 June 2014
	<p>Council's Healthy Communities Coordinator Kerry Oldfield provided a brief overview of the Case Study.</p> <p>This case study showcases healthy food programs in the South Burnett such as "Good Food Choices".</p> <p>It was highlighted that with a high level of socio-economic disadvantage across the region and high proportion of elderly and young people, the South Burnett Regional Council has been very proactive in planning, promotion and delivering healthy community initiatives.</p> <p>Kerry advised that she has requested that this report be presented to the next Council Meeting.</p>	Kerry Oldfield	24 June 2014



**South Burnett**  
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> <li>Jamie's Ministry of Food</li> </ul>	<p>Council's Healthy Communities Coordinator, Kerry Oldfield provided an overview on the report from the Good Foundation for Jamie's Ministry of Food Mobile Kitchen recently located in Nanango and Wondai.</p> <p>A request was made if the report could be passed on to members of the community and businesses within the South Burnett?</p> <p>Kerry advised that the information from this report could be exported and provided to various interested parties if there was a need.</p> <p>However it needs to be presented to Council at their next meeting.</p>	Kerry Oldfield	24 June 2014
<ul style="list-style-type: none"> <li>Update from Healthy Communities Officer</li> </ul>	<p>Council's Healthy Communities Coordinator, Kerry Oldfield provided an update regarding the Healthy Communities Initiative project. The report is attached to the minutes.</p> <p>Kerry to provide a list to the committee of all "Heart moves" and "Lift for Life" providers who have up-to-date licences and accreditations.</p> <p>Kerry advised that she is the local coordinator for the Heart Foundation walking groups until June 2014 and if the Committee are aware of someone who is willing to take on the role after June to contact her. She will be sending out an expression of interest for this role before June 2014.</p> <p>Active Parks Programs will be held in Nanango, Wondai &amp; Murgon throughout June 2014. Kerry will send out the program flyers to all the committee members to distribute</p>	Kerry Oldfield	24 June 2014



**South Burnett**  
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>through their contacts. Kerry advised that the NAB staff are still keen to continue with assisting at the Community Garden in Pound Street. Kerry will be putting them in contact with Council's Manager for Parks and Gardens. Graham House Community Centre in Murgon is interested in starting a community garden at their centre. This will be available to their existing clients, programs and the wider community.</p>		
<b>General Section</b>			
<b>Update from Members</b>	Update from Committee members on recent activities.		
<b>Janine Pay</b>	<p>The Queensland State Government has sent out a media release advising of the "Get Out and Get Active" program. This program is aimed at women and is open to Local Government. A copy of the media release is attached. Get Started Vouchers will be opening on 15 July 2014. A suggestion was made that a workshop geared towards finding and securing funding as well as grant writing could be held in the new financial year aimed at all Community Groups. The majority of sporting groups (from the information on the Sports Clubs survey's that is currently being collated by South Burnett Regional Council and BIEDO) shows that Sporting Clubs do not utilise forward budgets and as a result Janine is considering the option to host a funding applications workshop as well as a financial management workshop at the same time.</p>	Janine Pay	24 June 2014





**South Burnett**  
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<p><b>Kerry Oldfield</b></p>	<p>Janine is also considering approaching Gambling Community to attend and contribute at these workshops. Janine is to advise the Committee at the next meeting if Gambling Community is willing to come on board.</p> <p>The Department of National Parks, Recreation, Sport and Racing were considering hosting a "How to Rewrite your Constitution" Workshop", however the Sports Club Survey feedback showed that clubs believe their constitutions are up to date and are regularly looked at.</p> <p>Janine advised that Bill Stewart, the Indigenous Sport and Recreation Advisor based in Bundaberg and currently servicing Cherbourg will be attending the Healthy Communities Management Advisory Committee in July 2014.</p> <p>The Australian Sports Commission roles (Active After School Communities Program) is finishing in December 2014 as it currently stands, however the program will be continuing in a different format. It will now be up to the local schools and clubs to liaise with providers and to deliver the activities.</p> <p>Kerry advised that she would be in contact with our Healthy Communities partners to see if they are still willing to continue working with Council as part of the Healthy Communities Management Advisory Committee after June 2014. She will be creating a survey, possibly an online survey, to send to all our Committee members to gauge availability, possible future partnerships and directions for the Committee.</p>	<p>Kerry Oldfield</p>	<p>24 June 2014</p>
<p><b>Matthew Kenny – CTC</b></p>	<p>Matt advised there was no update and the application for</p>		



**South Burnett**  
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<b>Cr Barry Green</b>	Nanango Heritage Lodge is still waiting for approval. Cr Green advised that he did not have an update for the Committee		
<b>Nicole O'Brien</b>	Nicole advised that she is continuing to work the Sports Clubs in the South Burnett with their concerns regarding their leases and grant applications.		
<b>Michael Eadie</b>	Michael verbally confirmed that he finishes up at South Burnett PCYC on 27 June 2014 and he thanked the Committee for their efforts. He believes the Committee needs to continue and is very necessary as they create partnerships within the community. Cr Ros Heit thanked Michael for his support and efforts within the Committee and the community and wished him well in his new role.		
<b>Nicole Connolly</b>	Nicole advised that John Schumann and the Vagabond Crew are coming back to Kingaroy and are promising an 'Awesome Day'. The <b>FREE</b> community concert and barbecue will be held in the Kingaroy Town Hall Forecourt this Sunday 1 June. Craig Hamilton, one of Australia's leading mental health advocates will be joining this year's line-up. Craig will tell his own inspirational story to help de-stigmatise mental illness and encourage help-seeking behaviours. A special gift will be available for all attendees. Stanwell is again partnering with Cycling Queensland and the South Burnett Regional Council to host the upcoming South Burnett Community Rides that will be held on 21-22 June as		



**South Burnett**  
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting  
Tuesday, 27 May 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	part of the 2014 Brisbane Camperland Queensland Road Team Series.  Concerns were raised by Committee members that the Healthy Communities Management Advisory Committee would not be continuing after 30 June 2014. Cr Green advised the Committee that to ensure the continuation of this committee, it is imperative to lobby all the Councillors.		
Meeting closed at 2.38 pm			



Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda  
 Tuesday, 27 May 2014 @ 1:00pm

HC MAC May 2014

Item	
1	<p>Allocate resources (human and financial) towards on-the-ground implementation of the Plan. Seek funding (such as COAG Healthy Communities funding or similar) to fund a Healthy Communities Co-ordinator position. SBRC Healthy Communities Plan - 3.6.1 (b)</p>
2	<p>Engage local fitness leaders to conduct Lift for Life or Heart Moves programs for adults. (dependent on identified community needs)</p> <p>(This goal has been changed to fit in with the National Program Guidelines)                      SBRC Healthy Communities Plan - 3.3.1 (i - o)</p> <p>Lift for Life :                      LL program continuing in Wondai, funded program due to finish in June. LL Program recently completed - Blackbutt. The Blackbutt participants have been offered subsidised membership options with a different provider. A different provider has been offered as the Blackbutt Lift for Life providers are moving away from the region. Some Blackbutt participants have purchased their own equipment to continue exercising at home. Murgon PCYC Lift for Life classes are ongoing post-funded program as a regular class.                      Heartmoves:                      Heartmoves programs continuing in Nananago, Wondai, Murgon and Boonooma (all post-funded programs). Kingaroy program no longer "Heartmoves", PCYC are running a gentle exercise class with a different fitness instructor. Blackbutt program recently completed - very low retention of participants due to illness or activities not challenging enough (eg participant already has a good level of fitness). This program will not continue as an ongoing class as the providers are moving away from the region. Blackbutt participants will be provided with Nananago Heartmoves details.                      Provider update:                      Heartmoves leaders who are continuing in the area and are in the process of renewing licenses/accreditations - Nananago Physiotherapy, SB PCYC, Fysofit, Wondai, Lynelle Seiler from Boonooma. 3 Heartmoves providers have either changed employment or moved away from the region.                      2. Lift for Life providers are due for accreditation and license re-newal in June 2014 - Lynelle Seiler from Boonooma and Kingaroy Fitness. Boonooma provider has decided against renewing as there has been very little interest in the program. Kingaroy Fitness is TBA. Other providers - SB PCYC and Fysofit                      Wondai - licenses and accreditations are valid into the next FY. 3 LL providers have either changed employment or moved away from the region.</p>

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda  
Tuesday, 27 May 2014 @ 1.00pm

3	<p>Engage local fitness leaders to conduct <del>Heart4Life</del> <del>in</del> <del>public</del> <del>to</del> <del>adult</del> <del>learn</del> <del>to</del> <del>swim</del> <del>water</del> <del>fitness</del> <del>where</del> <del>there</del> <del>are</del> <del>pool</del> <del>facilities</del> <del>available</del>. (This goal has been changed to fit in with the National Program Guidelines) SBRC Healthy Communities Plan - 3.3.1 (j...o)</p>	<p>No activity to report - these programs are now complete as per the implementation plan.</p>
4	<p>Partner with physical activity providers such as South Burnett Aquatic Centre, PCYC, commercial gyms to provide reduced memberships as part of a recognition program. The program to be two-fold with one stream focusing on the unemployed (holding a concession card) and the other stream to focus on volunteers. This is to help with the sustainability of the Lift for Life program (work with businesses to support down time) Eligibility to be determined. SBRC Healthy Communities Plan - 3.3.2 (c)</p>	<p>Subsidised memberships - 176 memberships rolled out.</p>
5	<p>In conjunction with Heart Foundation Walking, work to establish a sustainable walking program across the region by: Blackbutt Ø Improving promotion of existing walking groups in Kingaroy, Wondai and Blackbutt Ø Establishing new walking groups in all towns, with priority locations being: o Nanango o Murgon o Proston o Kumbia and o Maidenwell Ø Once established, continue to expand walking groups and increase the number of available groups Ø Ensure walking groups provide for a range of target groups, with a key focus on:</p>	<p>Walking groups continuing as normal - Kingaroy, Wondai, Murgon, Proston, Hircoville Reminder - Healthy Communities Coordinator can assist new groups to get started until 30/6/2014 Replacement Local Coordinator required after 30/6/2014 - HCC to send an EQI to HC MAC and SBRC staff Reminder - Healthy Communities Coordinator can provide contact details for all walking groups if committee members know of clients/contacts who may be interested.</p>



**South Burnett**  
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Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda  
Tuesday, 27 May 2014 @ 1.00pm

<ul style="list-style-type: none"> <li>o Men</li> <li>o Mums with strollers</li> <li>o Older adults</li> <li>SBRC Healthy Communities Plan - 3.3.1 (d)</li> </ul>	<p>Work in progress</p>
<p>6 Undertake the Healthy Food Access Basket survey as highlighted in the Healthy Communities Plan and original tender brief.</p>	<p>Events required have been completed as per Implementation Plan</p>
<p>7 Undertake a Ausdrisk Health Promotion and Health assessment pitstops and local program advertising and marketing. (Australian Diabetes Risk Assessment Tool) at community events SBRC Healthy Communities Plan - 3.6.3</p>	<p>Active Parks programs to be held in Nanango, Wondai and Murgon. Dates 10-27 June 2014. Local providers delivering activities such as fitness circuits and boxing-style classes in local parks. Flyer to be forwarded to HC, MAC and promoted in the community and local media.</p>
<p>8 Active local parks by running an annual Active Parks program across the region                   o Target mothers, 45-59 year olds and older adults                  o Concentrate on destination parks and ensure provision across the region in Kingaroy, Nanango, Wondai and Murgon                  o Seek Expression of interest from local person/s to coordinate the program                  SBRC Healthy Communities Plan - 3.3.1 (a)</p>	<p>No activity to report - these programs are now complete as per the implementation plan.</p>
<p>9 Establish an "Active and Healthy Families" program aimed at providing a range of free or low-cost activities across the region for families with a specific focus on mothers out of the workforce. Activities could include:                  o Obstacle / fitness circuits                  o Treasure hunts                  o Cooking workshops                  o Gardening workshops (utilising community gardens)                  SBRC Healthy Communities Plan - 3.3.1 (b)</p>	<p>Cycling Old Community Ride event 21-22/6/2014 in conjunction with Old Road Team Series. Tour De Kumbia 21/6, Tour De Kingaroy 22/6. Tour De Kingaroy will include the SB Community Ride - sponsored by SBRC Healthy Communities. Tour De Kumbia will also include fun community activities. Brochure and posters are being designed and will be promoted throughout networks when ready. Advertising with local media is in the process of being organised plus a letterbox drop.</p>
<p>10 Develop a regular community event such as a "Mt Woodrobin Race" that inspires people to get fit. The event could:</p>	



Directorate - Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda  
 Tuesday, 27 May 2014 @ 1.00pm

<p>Ø Include several classes                  Ø Be incorporated with an overall Healthy Lifestyle Expo or another Festival Partner with employment groups to help run the program                  SBRC Healthy Communities Plan - 3.3.1 (f)</p>	<p>Gr Heit and the IICC attended National Co-ops Collaboration Workshop (Community Based Obesity Prevention sites).</p>
<p>11 Conduct a 'program planning day' at least once or twice per year, to determine a suite of programs to be run under an 'Active &amp; Healthy South Burnett' banner and work together to confirm funding arrangements, dates, venues and contact details for the programs so that they may be incorporated into an 'Active &amp; Healthy South Burnett' program brochure (monthly stakeholders meetings)                  SBRC Healthy Communities Plan - 3.4.1 (b)</p>	<p>Updates to website/Facebook as required</p>
<p>12 Develop a permanent 'Healthy Communities' link on the home page of Council's website providing an active and healthy tip and linking to the Active South Burnett website                  SBRC Healthy Communities Plan - 3.4.1 (d)</p>	<p>Preparing content and commenced map collection - ongoing</p>
<p>13 Develop 'active and healthy' maps and brochures showing all walk / cycle paths and key sport and recreation facilities throughout the region. Publish hard copies and include on Councils website and the Active South Burnett website.                  SBRC Healthy Communities Plan - 3.4.1 (g)</p>	<p>Ongoing for all programs as needed</p>
<p>14 In addition to a combined program brochure develop individual promotional flyers for all physical activity and healthy eating programs and distribute through local networks such as school newsletters, letter-box drops and newspaper inserts. (including launch material for COAG funded program)                  SBRC Healthy Communities Plan - 3.4.1 (i)</p>	<p>Completed</p>
<p>15 Seek permission to incorporate the logos of the Federal Government's 'Measure Up' campaign and State Government's 'Go for 2 and 5' campaign on all promotional material associated with Healthy Communities programs to reinforce social marketing messages                  SBRC Healthy Communities Plan - 3.4.1 (h)</p>	<p>Blackbutt State School - considering food safety supervisor training for more parents through Kingsway TAFE. Final enrolment numbers TBC. Training will potentially be done online and will be completed before 30/6/2014.</p>
<p>16 Work with primary schools to identify the skills and interests of parents and establish a community volunteerism program encouraging and providing training for local parents to become involved in physical activity and nutrition programs as leaders/helpers. This initiative may be piloted in one township</p>	



Healthy Communities Management Advisory Committee (MAC) Meeting Agenda  
 Tuesday, 27 May 2014 @ 1.00pm

<p>Initially to determine its effectiveness and later extended to other areas in the region</p>	<p>SBRRC Healthy Communities Plan - 3.4.2 (a)                  Partner with other agencies to promote healthy eating eg.                  Ø Engage directly with supermarket chains to run demonstration classes in supermarkets (eg food budgeting, shopping, healthy food preparation)                  Ø Conduct workshops on nutrition-related topics (eg food budgeting, shopping, food preparation, home growing fruit and vegetables) at community events such as markets, festivals, shows etc.                  Ø Assist local residents to access locally grown fruit and vegetables via markets, roadside stalls etc                  Ø Community Kitchen cooking skills startup program                  SBRRC Healthy Communities Plan - 3.5.2 (a)</p>	<p>Funded programs and activities now complete. Community kitchens continuing post-Healthy Communities funding: Kingaroy, Proston, Murgon.                  Proston Community Kitchen has secured funding assistance through SBRRC Community Assistance Grants. This will help the group to purchase ingredients for upcoming sessions.</p>
<p>18</p>	<p>Provide incentives to restaurants, cafes, take away food outlets to provide healthy eating choices possibly via:                  Ø Reduced licensing fees                  Ø Promotion in 'healthy eating' guides                  Ø Use of venues as preferred caterers for corporate events                  SBRRC Healthy Communities Plan - 3.5.2 (b)</p>	<p>No activity to report.</p>
<p>19</p>	<p>Support and partner with RHealth in the development and implementation of a 'Healthy Food Choice' program aimed at 'accrediting' local food outlets                  Ø Potential to resource through Council's existing EHO responsibilities                  Ø Once mobile, develop a database of 'preferred suppliers' for use at Council functions                  SBRRC Healthy Communities Plan - 3.5.2 ©</p>	<p>Accredited Businesses - Copper Country Motor Inn, Lee's Kitchen, Wild Lettuce, Taste South Burnett, Asian Gourmet Kitchen, Aussie's Piza Cafe, Whipland Cafe, Captains Paddock, Kingaroy Seafood and Takeaway.                  Program evaluation completed March 2014 - 3 businesses are no longer involved with the program. Reasons for not being involved include - businesses being sold and the new owners are not ready to be involved, or the business is no longer interested in being involved in the program.</p>





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Healthy Communities Management Advisory Committee (MAC) Meeting Agenda  
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20	<p>Work with local residents to establish, revitalize or continue community gardens.</p> <p>SBRC Healthy Communities Plan - 3.5.2 (d)</p>	<p>Staff from the local NAB are volunteering at the community garden on Pound Street. Meetings are held on Wednesdays 10am-12pm. This group is interested in continuing at the community garden after 30/6/2014 (post Healthy Communities Initiative Project).</p> <p>SBRC Healthy Communities will provide funding support to Graham House Community Centre to help start a community garden at their centre. Once a flyer is ready it will be promoted through the Healthy Communities network and beyond.</p>
21	<p>Liaise with RHealth and Old Health to promote the 'Lighten up' program in all main towns</p> <p>SBRC Healthy Communities Plan - 3.5.2 (f)</p>	<p>No activity to report - these programs are now complete as per the implementation plan.</p>
22	<p>Establish mechanisms to ensure planning for active and healthy communities is embedded into and considered across all Council departments, particularly Health, Planning, Parks, Transport and Human Resources. This could be achieved by including an 'Active &amp; Healthy' component on the agendas of existing inter-departmental meetings (eg Managers meetings) or by creating an internal 'Healthy Communities Working Group' involving the relevant staff positions.</p> <p>SBRC Healthy Communities Plan - 3.6.1 (c)</p>	<p>Ongoing</p>
23	<p>Clearly define the relationship between the Healthy Communities Management Advisory Committee, the Active South Burnett group and local physical activity providers and establish clear communication channels</p> <p>SBRC Healthy Communities Plan - 3.6.2 (a)</p>	<p>Ongoing</p>
24	<p>Audit Fees</p>	<p>No activity to report</p>
25	<p>Jamie's Ministry of Food (JMDF) - Mobile Kitchen</p> <p>No participants on Healthy Communities database - 409</p>	<p>Final Report attached - separate agenda item.</p>



**South Burnett**  
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Directorate- Planning & Environment

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Healthy Communities Management Advisory Committee (MAC) Meeting Agenda  
Tuesday, 27 May 2014 @ 1.00pm

South Burnett pwMS Support Group  
C/- 1466 Kingaroy Burrandowan Road  
Kingaroy Qld 4610  
41643141 or 0407 618148

26<sup>th</sup> May 2014

Ms Kerry Oldfield  
Healthy Communities Initiative  
South Burnett Regional Council  
Glendon Street  
KINGAROY QLD 4610

Dear Ms Oldfield,

On Sunday 8<sup>th</sup> June 2014 The South Burnett People with MS Support Group in conjunction with Kingaroy Cruisers are holding an event called "The Inverlaw Walk for MS". The event will consist of three courses – a half marathon, 13km or 7.5km which can either be walked or run by participants.

All of the proceeds raised from this event will go toward Kingaroy Cruisers Fundraising for the MS Brisbane to the Bay Bike Ride which raises funds for Multiple Sclerosis Queensland to support its clientele, including those who live within our district. I have attached a copy of the flyer, entry form and sponsorship forms for your perusal.

The event is geared to raise much needed funds to help support the needs of sufferers but our other aim is to raise awareness within the South Burnett of the positive effects that exercise can have on those who are dealing with this illness and educate the community a little about the plight of MS sufferers as well as encouraging the community to participate in a fun and healthy activity. The event is non-competitive and people are encouraged to don their brightest red exercise gear or novelty attire to show their support for MS sufferers.

We currently have almost 50 nominations and expect by the day that we will have between 80 – 100 participants as well as spectators. Costs relating to the event will be for hire of a cold room, two toilets, 20 tables and chairs, signage and advertising. We are also planning to provide some healthy menu choices for participants on the day. These will include raisin toast first thing in the morning, followed later on by homemade healthy slices and gluten free slices, scones, homemade pumpkin soup, homemade thai sweet potato and red lentil soup, toasted sandwiches on either wholemeal, white, wholegrain or gluten free bread with the choice of ham or roast meat, tomato, cheese and avocado, fresh fruit, bottled water and 100% natural fruit juice. We ask whether your committee would consider providing a grant of \$750.00 to assist with the costs associated with this event. We would be only too happy to acknowledge your support via the radio, newspaper and on the web.



**South Burnett**  
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Healthy Communities Management Advisory Committee (MAC) Meeting Agenda  
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Neither the Kingaroy Cruisers nor the South Burnett People with MS Support Group are incorporated entities, although the support group does have a bank account, however, I am confident that I can provide a letter of support of this application from Multiple Sclerosis Queensland if it was required. We have not sought funding from any other sources to assist with these costs.

We thank you in anticipation of obtaining a positive result and look forward to your response.

Josie Potter

SB pwMS Support Group

Secretary/Treasurer



**South Burnett**  
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda  
Tuesday, 27 May 2014 @ 1.00pm



## **Inverlaw Walk for MS**

**Sunday 8th June 2014**

*Walk or run a half marathon, 13km or 7.5km course*



*Dress in your brightest red exercise gear or don your novelty red attire to show your support for MS Sufferers*

- Where:** "Glenhye" 1466 Kingaroy Burrandowan Road, Kingaroy  
(parking available on property)
- Nomination Fee:** \$15.00 Standard Entry  
\$10.00 Fundraising Entry - Sponsorship Forms available with entry forms
- Time:** Please arrive at least ½ an hour before your event start time or come early to enjoy a coffee and cheer on other competitors

<b>Distance</b>	<b>Pace</b>	<b>Time</b>
½ Marathon	Walk	6.30am
½ Marathon	Run	7.45am
13km	Walk	8.00am
13km	Run	8.45am
7.5km	Walk	9.45am
7.5km	Run	10.00am

Limited entries available. Please nominate early to avoid disappointment.  
Nominations will not be available on the day.  
Children 12 yrs and under must be accompanied by an adult at all times.

*Canteen operating all morning for refreshments  
Raffles and novelty prizes*

*All proceeds raised will go toward Kingaroy Cruisers  
Fundraising for the MS Brissie to the Bay Bike Ride for  
Multiple Sclerosis Queensland*

Entry forms are available by calling Josie on 0407 618148, Kerry on 0438 971 066 or emailing [gjpotters187@gmail.com](mailto:gjpotters187@gmail.com) or in person from Struddys Sports Kingaroy



Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda  
Tuesday, 27 May 2014 @ 1.00pm

**ENTRY FORM**

**The Inverlaw Walk for MS**

Walk or run a half marathon (21.1km), 13km or 7.5km course

NAME.....

ADDRESS.....

MOBILE PHONE:.....

EMAIL:.....

EMERGENCY CONTACT NAME.....PHONE.....

ENTRY FEE Standard \$15.00 \$.....

Fundraiser \$10.00 \$.....

OPTIONAL PERSONAL DONATION \$.....

TOTAL ENCLOSED \_\_\_\_\_

**Tax receipts are available for any personal donations made**

Distance (please circle)      21.2KM      13KM      7.5KM

Pace (please circle)      Walk      Run

Place entry form and money in an envelope and leave at Struddys Sports, Kingaroy or email completed form to [gpotters187@gmail.com](mailto:gpotters187@gmail.com). Fees can be deposited to the following account with your name as the reference BSB 084763 Account 64 609 6646

**ENTRIES CLOSE 1<sup>ST</sup> JUNE 2014 unless numbers exhausted earlier. No nominations available on the day**

**Course details and walk rules will be emailed in the week before the walk**

I acknowledge by signing this agreement that I accept liability for my personal safety and indemnify the property owner and event organisers in the event of injury or loss to myself or my personal property. I understand that I am giving up substantial rights, including the right to sue. I acknowledge that I am agreeing to this waiver freely and voluntarily and intend by my acceptance a complete and unconditional release of all liability to the greatest extent allowed by law.

NAME.....

SIGNATURE.....

(PARENT/GUARDIAN TO SIGN IF UNDER 18 YEARS OF AGE)

DATE.....

A small number of volunteers will be needed on the day. If you have a family member or friend who will not be completing the course they might like to consider this. Please call 41643141 if interested.



**South Burnett**  
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda  
Tuesday, 27 May 2014 @ 1.00pm

**SPONSORSHIP FORM**

PLEASE NOTE:

DONATIONS OVER \$2.00 ARE ELIGIBLE TO RECEIVE A TAX RECEIPT. SPONSORS  
NAME AND ADDRESS MUST BE SUPPLIED IF A TAX RECEIPT IS REQUIRED. PLEASE  
CALL JOSIE ON 0407 618148 IF RECEIPTS ARE REQUIRED

ENTRANTS NAME.....

Name of sponsor	Amount	Address	Tax Receipt Required?

Please return sponsorship forms with money on the morning of the event or  
earlier. Please print your name and the amount enclosed on the front of an  
envelope and include sponsorship form and monies



**South Burnett**  
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda  
Tuesday, 27 May 2014 @ 1.00pm

IT ALL  
STARTS  
HERE,



South Burnett Regional Council  
Healthy Communities Committee  
c/- Kerry Oldfield  
PO Box 336  
Kingaroy, Qld 4610

30 April 2014

Re: Request for Funds for Heartmoves Program at Murgon Castra Nursing Home

Dear Healthy Communities Committee,

The South Burnett PCYC has been delivering the Heart Moves program within Murgon and Kingaroy since the Healthy Communities Committee commenced the program. We have been running a heart moves program at Castra Nursing home for the in-house residents and residents of Murgon. We currently have 27 participants and increasing. I was hoping that your committee would be able to continue another round of the program at the nursing home and assist in funding this program. Both the residents of Murgon and Castra have seen great benefit from this program which otherwise would not be run for them.

We are currently one of the last providers within South Burnett Region that are continuing this program due to the benefits to the communities.

We are asking for minimum financial contribution of \$3,000 towards this program. If you can please let me know if this is at all possible it would be appreciated.

Kind regards,

Michael Eadie  
Branch Manager  
South Burnett PCYC

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**South Burnett**

Queensland Police Children  
Youth Welfare Association  
ABN 58 005 665 193

PO Box 242  
Murgon Qld 4605

Registered office  
40 Macarthur Street  
Murgon Qld 4605

Email: [michael.eadie@pcyc.org.au](mailto:michael.eadie@pcyc.org.au)  
Phone: (07) 4168 1888  
Fax: (07) 4168 3685  
Web: [pcyc.org.au](http://pcyc.org.au)





**South Burnett**  
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda  
Tuesday, 27 May 2014 @ 1.00pm

**Burnett Inland Economic Development Organisation**

PO Box 94  
GOOMERU QLD 6601  
PH: 07 4169 7851  
FAX: 07 4169 7852  
biEDO@burnett.qld.gov.au  
ABN: 12 849 946 892

Atten: Ken McLoughlin  
Cc: Kerry Oldfield  
Cc: Greg Griffiths

**Re: Notice of Withdrawal**

BIEDO wishes to inform South Burnett Regional Council that funding for the BIEDO-auspiced Regional Garden Program will cease at the end of May 2014. As a result, BIEDO will be unable to continue support for the Pound St Community Garden in Kingaroy.

More than 50 families and 100 volunteers, plus organisations such as South Burnett Care, Endeavour Foundation, Grow the Burnett, Blue Care, Lifeline and the National Australia Bank have been regularly involved in the Pound St Garden, through:

- A Grow, Cook & Eat program operated in collaboration with R Health,
- Weekly activities, supported open garden times and information sessions,
- Community swap-meet picnics,
- Volunteer support through the NAB volunteer-for-a-day employee programme
- A permaculture group that ran for a year, conducting working bees, sharing information and trying new ideas. They conducted the following open information sessions...
  - o Several sessions on permaculture design
  - o Information sessions on insects and their roles in the garden
  - o Demonstration of frost protection techniques
  - o Facebook page established for communication

BIEDO has built and will continue to maintain resources that are widely subscribed across the Wide Bay Burnett and beyond, including:

- A multi-page, multi-resource Community Garden website & Facebook,
- Fast Fact Sheets, Educational Curriculum, Gardening Booklets and other resource materials,
- Three Regional Garden Resource Banks, including a Seed Bank, a Tool Bank and an Ideas Bank,
- A Guide for Community Gardens in Rural Areas.

The latter was particularly important (re the establishment and running of community gardens in rural areas) because the establishment and operational process and needs are markedly different from that of community gardens operated in urban areas. The Pound St Garden is a case in point.

From the outset of our involvement, BIEDO had concerns that the Pound St Garden, which was initiated and developed by a third party, had not been established on sustainable principles suited to rural communities (i.e. the location, accessibility, volunteer base, resource base, integration with stakeholder needs and capacities, access to water and tools, layout, connection with rural culture, etc). The absence of sustainability thinking and logistical planning in the original establishment of Pound St has made it enormously challenging to create a viable, volunteer-operated community garden that has a sustainable future.

Nonetheless, BIEDO, the Healthy Communities Committee, Council personnel and other stakeholders have made a praiseworthy attempt to overcome or work around these foundational flaws, as the extensive and varied results (listed above) indicate. We have enjoyed the opportunity to work with highly effective Council personnel, such as Kerry Oldfield, Greg Griffiths and others, who have tried to secure the ongoing viability and relevance of Pound St.

Yours faithfully

Linda Silburn  
CEO BIEDO







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Healthy Communities Management Advisory Committee (MAC) Meeting Agenda  
Tuesday, 27 May 2014 @ 1.00pm



### **Get out, Get Active**

Zumba, Pilates, Yoga, and aqua aerobics will be more accessible to Queensland women in a new initiative to fuse fitness and fun and encourage them to *Get Out and Get Active*.

Recreation and Sport Minister Steve Dickson said the Queensland Government would contribute up to \$20,000 towards the delivery of community-based activities in a partnership with local councils.

"*Get Out, Get Active* is aimed at getting more women and girls active, as part of the Newman Government's commitment to boost participation levels in recreation and sport," Mr Dickson said.

"We're allocating \$200,000 towards this initiative, and asking local councils to come up with innovative community activities women can participate in.

Mr Dickson said the idea was motivated by a key recommendation from the Newman Government's Ministerial Advisory Committee on Women and Girls in Sport and Recreation's *Start Playing, Stay Playing* report.

"The report recommended partnering with local government to provide active recreation opportunities," he said.

"I would love to see a local council organise a series of high-energy activities around local parks, and use the money to pay for instructors and equipment.

"The idea is to provide local, accessible and free or affordable opportunities that will encourage women to become more active, in activities that are less structured than traditional team and individual sports."

Sunshine Coast Zumba instructor Mel Volker said community-based programs had the potential to deliver good results by providing readily accessible activities.

"Physical activity is a great way for women to interact with each other and stay healthy," Ms Volker said.

"Activities like Zumba are great because they can be organised at a time and place to suit many women, just needing enough floor space, great music and loads of enthusiasm."

**[ENDS] 21 May 2014**

**Media Contact:** Michelle Buckworth 0418 433 647

[Unsubscribe](#)



**South Burnett**  
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda  
Tuesday, 27 May 2014 @ 1.00pm

GAQAP: Bris North 26 July 2014

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**KINGARROY**

**Saturday 2 August 2014**

Kingarroy State High School, Toomey Avenue, Kingarroy

Hi,

Registrations are now open for the Get Active Queensland Accreditation Program being held in Kingarroy on Saturday 2 August 2014. Available courses include:-

<b>Athletics Coaching Part A</b>	<b>Athletics Coaching Part B (Sunday 2 August)</b>
<b>Basketball Coaching</b>	<b>Football (Soccer) Coaching</b>
<b>Netball Coaching</b>	<b>Sports First Aid (AST)</b>
<b>Tennis Coaching</b>	<b>Touch Coaching</b>

**What is the Get Active Queensland Accreditation Program:**

The GAQAP provides teachers, school sport volunteers, tertiary and senior secondary school students throughout Queensland with FREE training that can ultimately lead to recognised accreditation in coaching, officiating and sports first aid.

The courses are FREE to attend on the day. Some courses require completion of assessment tasks for the awarding of formal accreditation. Fees for accreditation may apply for non-school sport volunteers. Registration is limited to one sport only as each course is approximately 6 hours in length.

**Register Now**

Registrations close: Friday 18 July 2014

**Steve Paulsen**  
Development Officer  
Phone: 07 3336 9265  
Fax: 07 3336 9292

Level 8/111 George Street,  
Brisbane QLD 4000

[Click to Contact](#)



This email was sent by Sport and Recreation Services, Sport and Recreation Services, Level 8/111 George

<http://www.vision6.com.au/em/mail/view.php?id=1111592&a=35884&k=8c3049d>

19/05/2014

## **Financial and Resource Implications**

The works and activities to be undertaken are within the Healthy Communities budget allocation for 2013-14.

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

*Link to Operational Plan:*

EC2.2 Advocate and support community initiatives that promote healthy lifestyles.

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

Internal through Healthy Communities Committee representatives.

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

Nil

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

Nil

## **Asset Management Implications**

Nil

**(b) Portfolio Reports**

**5.5.4 C - 1316963 - Communities Portfolio Report**

**Document Information**

**IR No** 1316963

**Author** Cr Ros Heit

**Date** 16 June 2014

---

**Précis**

Communities Portfolio Report

**Summary**

Communities Portfolio Report to Council for the period 13 May 2014 to 16 June 2014.

**Officer's Recommendation**

That the Communities Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

**Report**

The following is a summary for the Communities Portfolio for the period 13 May 2014 to 16 June 2014:-

- Jamie's Ministry of Food

**5.5.5 C - 1316990 - Sport and Recreation Portfolio Report**

**Document Information**

**IR No** 1316990

**Author** Cr Barry Green

**Date** 16 June 2014

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**Précis**

Sport and Recreation Portfolio Report

**Summary**

Sport and Recreation Portfolio Report to Council for the period 13 May 2014 to 16 June 2014.

**Officer's Recommendation**

That the Sport and Recreation Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

**Report**

The following is a summary for the Sport and Recreation Portfolio for the period 13 May 2014 to 16 June 2014:-

- Wondai Sporting Complex

**6. Economic Development & Tourism (ED&T)**

**(a) Officer's Reports**

No Report.

**(b) Portfolio Report**

**6.1 ED - 1316929 - Economic Development & Tourism Portfolio Report**

**Document Information**

**IR No** 1316929

**Author** Cr Wayne Kratzmann

**Date** 16 June 2014

---

**Précis**

Economic Development & Tourism Portfolio Report

**Summary**

Economic Development & Tourism Portfolio Report to Council for the period 13 May 2014 to 16 June 2014.

**Officer's Recommendation**

That the Economic Development & Tourism Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

**Report**

The following is a summary for the Economic Development & Tourism Portfolio:-

**South Burnett Directions:**

Projects identified as regionally significant and being worked on:

- Business Excellence Awards:
  - Several business sponsorship packages have been obtained with the Heritage Community Bank Nanango confirming its intention to contribute as the major awards sponsor.
  - Business category nominations will open in July
- Mentoring for Growth:
  - Has been included in the Business Excellence Awards as a way to support business category nominees to grow their businesses.

- Tourism Development:
  - A 2014-15 Tourism Development Plan has been prepared that outlines the objectives to increase visitor numbers to the South Burnett and increase their length of stay by working with SQCT and SBTA.
  
- Digital Connectivity:
  - A new Mono Pole will be erected at Durong by the end of June. This pole will initially support 2 way radio coverage to improve communications during disaster events. In addition discussions are being held with telecommunications carriers to consider installing broadband and mobile phone equipment on the Pole
  
- South Burnett Directions Website and E-newsletter
  - New Website and newsletter will be released in July
  - The site will include the draft South Burnett Economic Development Strategy for comment and a telecommunications survey for the community to on their experiences mobile phone and broadband coverage in the region
  
- Transport:
  - Brisbane Bus Lines, Translink and SBRC have worked together for the continuation of the daily public passenger transport service from Murgon to Brisbane.
  - There will be 2 bus services between Murgon and Caboolture (morning and afternoon) each day for 7 days a week. The service will link with Translink trains to travel onto Brisbane or other destinations such as Brisbane Airport.
  - The travel time to Brisbane will be the same as the previous bus service direct to Brisbane and the fare to Brisbane will increase by \$0.62.
  - The new service will start at the beginning of August
  - The South Burnett Get on Board Services will continue in 2014/15. SBRC and the Community Transport Reference Group to jointly fund the following services:
    - School Holiday service between Murgon and Kingaroy
    - School Holiday Service between Blackbutt and Kingaroy
    - Kingaroy around town service
    - Unfortunately the daily morning service between Nanango and Kingaroy return will not be subsidised due to budget constraints
  
- Events:
  - SBRC will promote local producers at Regional Flavours in Brisbane in July and at the EKKAA in August 2014.
  - SBRC promoted the South Burnett at the Sydney Caravan and Camping show during May and at the Brisbane show in June
  - SBRC is sponsoring and supporting the In Trust Rugby league game that will be held in Kingaroy in August.
  
- Grants:
  - An application to fund a modern Mini Golf Course at Yallakool was submitted in June

**7. Infrastructure Services**

**7.1 Roads & Drainage (R&D)**

**(a) Officer's Reports**

No Report.

**(b) Portfolio Report**

No Report.

**7.2 Design & Technical Services (D&TS)**

**(a) Officer's Reports**

**7.2.1 D&TS - 1317288 - Forwarding Notice to Rescind a Council Resolution - 2014/2015 Proposed Roads to Recovery Program**

**Document Information**

**IR No** 1317288

**Author** Chief Executive Officer

**Date** 12 March 2014

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**Précis**

Notice of Repeal of Resolution

**Summary**

In accordance with Section 262 of the Queensland Local Government Regulation 2012, Councillor Damien Tessmann is seeking to rescind a motion adopted by Council at its ordinary meeting held on Wednesday 16 October 2013 in Kingaroy regarding the 2014/2015 Proposed Roads to Recovery Program.

**Officer's Recommendation**

That the following recommendation and resolution be rescinded:

Item 7.2.2 - D&TS - 1225440 - 2014/2015 Proposed Roads to Recovery Program –

Recommendation that Council adopt the following list of projects for the 2014/2015 Roads to Recovery Program:

- Haly St (Rixon to Mt Wooroolin - pavement widening)	\$ 204,000
- Clarke & Swendsons Rd (floodway)	\$ 170,000
- First Ave (River to Logan - floodway)	\$ 500,000
- Ellesmere Rd (Old Taabinga Rd intersection)	\$ <u>300,000</u>
	\$ <u>1,174,000</u>

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Resolution:

Moved Cr DP Tessmann, seconded Cr KM Campbell.

That the Officer's Recommendation be adopted.

Carried 6/1  
FOR VOTE - Cr DW Kratzmann (Mayor), Cr KM Campbell, Cr BL Green, Cr DJ Palmer, Cr DP  
Tessmann, Cr RLA Heit  
AGAINST VOTE - Cr KA Duff

## **7.2.2 D&TS - 1296679 - Proposed permanent road closure Unnamed Road, Boyneside**

### **Document Information**

**IR No** 1296679

**Author** Manager Design & Technical Services

**Endorsed  
By** General Manager Infrastructure

**Date** 16 June 2014

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### **Précis**

An application to permanently close existing road reserve abutting Lot 2 on BO441, Lot 1 on RP44816 and Lot 5 on RP891869, Boyneside has been received by DNRM and requesting Council to make comment on this proposal.

### **Summary**

An application has been received by the Department of Natural Resources and Mines (DNRM) to permanently close road reserve abutting Lot 2 on BO441, Lot 1 on RP44816 and Lot 5 on RP891869, Boyneside. The unformed road reserve informally interconnects Niagara Road and Nords Roads with the total area of land proposed to be resumed being approximately 5.5 hectares.

The proposal seeks to separate the closure into Part A & Part B with Part A (4.4 hectares) abutting Lot 1 on RP44816 and Lot 2 on BO441 and Nords Road and Part B (1.1 hectares) internally abutting Lot 5 on RP891869 and Niagara Road.

### **Officer's Recommendation**

That Council advise the Department of Natural Resources and Mines that there is no objection with the submitted proposal for road closure and that Council is also prepared to release the floating reservation for road purposes over Lot 2 on BO441

### **Financial and Resource Implications**

Nil

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

N/A

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

There has been minimal discussion internal to Council and no external consultation undertaken to date.

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

Nil

**Policy/Local Law/Delegation Implications**

N/A

**Asset Management Implications**

Nil

**7.2.3 D&TS - 1316393 - Request for the naming of an unnamed road reserve to Alexander Lawson Road, Brigooda**

**Document Information**

**IR No** 1316393

**Author** Manager Design & Technical Services

**Endorsed By** General Manager Infrastructure

**Date** 12 June 2014

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**Précis**

Request for the naming of an unnamed reserve to Alexander Lawson Road, Brigooda.

**Summary**

This report addresses the request by the Boondooma Homestead Management Advisory Committee for an unnamed road reserve located between Proston Boondooma Road and Lawsons Broad Creek to be named as Alexander Lawson Road.

**Officer's Recommendation**

That Council name the unnamed road reserve that extends from Proston Boondooma Road to Lawsons Broad Creek as Alexander Lawson Road.

**Financial and Resource Implications**

The financial and resource implications would be minimal as there is an existing name plate that incorrectly identifies it as 'Broad Creek Road'. It will cost approximately \$200 to supply and install a new name plate formally identifying it as Alexander Lawson Road.

**Link to Corporate/Operational Plan**

N/A

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

There has been consultation undertaken with the divisional councillor who chairs the committee that made the submission. The committee contains ten (10) representatives who contribute to the operations of the Boondooma Homestead Management Advisory Committee.

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

N/A

**Policy/Local Law/Delegation Implications**

N/A

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## **Asset Management Implications**

Nil, as it is not proposed to form this road to provide any additional level of service. The name serves as a reference for the unnamed reserve and there was no request received in altering the existing condition.

### **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 - 1317171 - Monthly Financial Statements**

#### **Document Information**

**IR No** 1317171

**Author** Finance Officer (Financial Reporting)

**Endorsed By** General Manager Finance, Property & Information Technology

**Date** 18 June 2014

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#### **Précis**

Report on the Financial Position of South Burnett Regional Council as at 18 June 2014.

#### **Summary**

The following information provides a snapshot of Council's Financial Position as at 18 June 2014.

#### **Officer's Recommendation**

The Monthly Financial Report as at 18 June 2014 be received and noted.

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

N/A

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

EC1.1            Development and implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities.

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

N/A

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

N/A

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

N/A

## **Asset Management Implications**

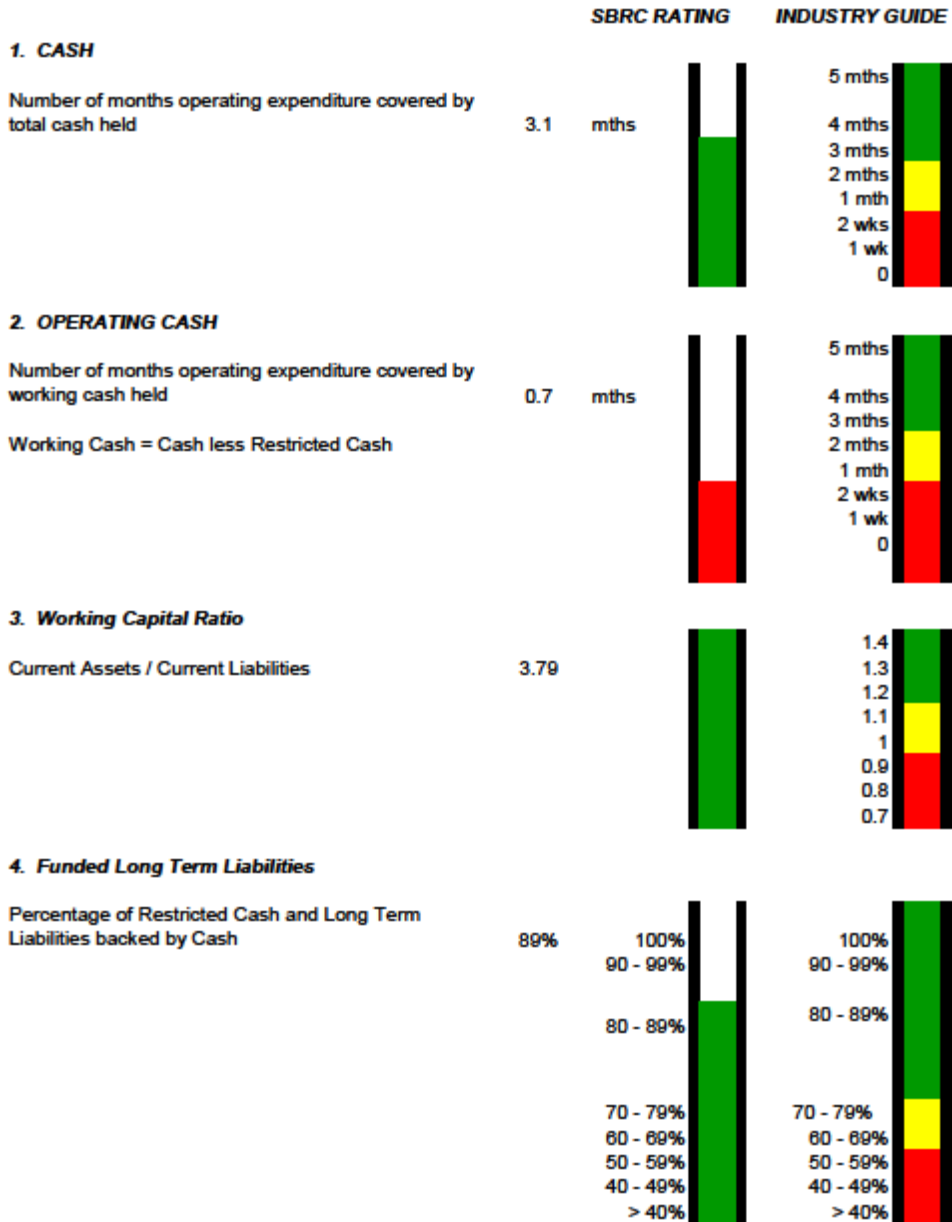
N/A

## **Report**

Attached are the Financial Reports of the South Burnett Regional Council as at 18 June 2014.

**Attachment 1 - Key Financial Ratios**

**SOUTH BURNETT REGIONAL COUNCIL  
FINANCIAL SCORECARD**





## Attachment 2 - Statement of Comprehensive Income

## Comprehensive Income Statement

As at 31 May 2014

92% of Year Complete

	Actuals	Amended Budget
<b>REVENUE</b>		
<b>Recurrent Revenue</b>		
Fees & Charges	- 1,538,728 -	1,303,961
Interest Received	- 1,116,264 -	1,351,760
Other Income	- 1,436,264 -	2,661,484
Rates, Levies & Charges	- 39,489,892 -	42,448,979
Rental Income	- 464,683 -	480,101
Sales Revenue	- 5,651,425 -	5,796,029
Grants, Subsidies, Contributions & Donations	- 27,917,465 -	49,093,080
<b>Total Recurrent Revenue</b>	<b>- 77,614,721 -</b>	<b>103,135,394</b>
<b>Capital Revenue</b>		
Grants, Subsidies, Contributions & Donations	- 1,234,802 -	4,136,457
<b>Total Revenue</b>	<b>- 78,849,523 -</b>	<b>107,271,851</b>
<b>Capital Income</b>		
Capital Income	- 470,296	-
<b>TOTAL INCOME</b>	<b>- 79,319,819 -</b>	<b>107,271,851</b>
<b>EXPENSES</b>		
<b>Recurrent Expenses</b>		
Depreciation	11,160,488	12,155,630
Donations	266,922	267,200
Employee Benefits	27,053,901	32,331,903
Finance Costs	1,283,101	1,238,849
Materials & Services	40,101,913	55,997,390
<b>Total Recurrent Expenses</b>	<b>79,866,324</b>	<b>101,990,972</b>
<b>TOTAL EXPENSES</b>	<b>79,866,324</b>	<b>101,990,972</b>
<b>Net Operating Surplus</b>	<b>546,506 -</b>	<b>5,280,879</b>

**Attachment 3 - Statement of Financial Position**

**South Burnett Regional Council**  
**Statement of Financial Position**  
As at 31 May 2014

	<i>Actuals</i>	<i>Amended Budget</i>
<b>Current Assets</b>		
Cash and Cash Equivalents	22,774,539	32,210,101
Trade and Other Receivables	16,290,955	7,449,637
Inventories	1,155,381	1,095,853
Investments	10,000	10,000
<b>Total Current Assets</b>	<b>40,230,875</b>	<b>40,765,591</b>
<b>Non-Current Assets</b>		
Property, Plant and Equipment	500,294,548	513,183,502
Investment Property	- 488,034 -	170,320
Trade and other receivables	20,242	24,379
Intangible Assets	6,234,639	6,234,639
<b>Total Non-Current Assets</b>	<b>506,061,395</b>	<b>519,272,200</b>
<b>TOTAL ASSETS</b>	<b>546,292,270</b>	<b>560,037,791</b>
<b>Current Liabilities</b>		
Trade and other payables	- 6,562,563 -	6,043,799
Borrowings	- 748,489 -	1,548,064
Provisions	- 3,326,105 -	2,910,922
<b>Total Current Liabilities</b>	<b>- 10,637,156 -</b>	<b>10,502,785</b>
<b>Non-Current Liabilities</b>		
Trade and other payables	-	-
Provisions	- 4,581,422 -	4,639,069
Borrowings	- 11,468,801 -	18,677,908
<b>Total Non-Current Liabilities</b>	<b>- 16,050,223 -</b>	<b>23,316,977</b>
<b>TOTAL LIABILITIES</b>	<b>- 26,687,379 -</b>	<b>33,819,762</b>
<b>NET COMMUNITY ASSETS</b>	<b>519,604,891</b>	<b>526,218,029</b>
<b>Community Equity</b>		
Retained (Surplus)/Deficiency	- 406,116,837 -	393,374,598
Operating (Surplus)/Deficiency	548,506	
Asset Revaluation Reserve	- 114,034,560 -	132,843,431
<b>TOTAL COMMUNITY EQUITY</b>	<b>- 519,604,891 -</b>	<b>526,218,029</b>

## 8.1.2 F - 1316234 - Restricted Cash - Land Sales

### Document Information

IR No	1316234
Author	General Manager Finance, Property & Information services
Date	16 June 2014

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### Précis

Change in way proceeds from Land Sales are utilised to fund capital works programs.

### Summary

During the development of the 2014/15 budget Council considered a number of options for the funding of future capital works. It was identified that Council has a significant land portfolio which could be sold. Consequently the 2014/15 budget has been framed on utilising the proceeds from land sales in 2013/14 to fund capital works and forward budgets to be framed on future land sales also being utilised to funds capital works.

In September 2012 Council created a reserve specifically for the revitalisation and future development of the streetscapes of various towns and villages within the South Burnett and resolved that funds received from the disposal of Council owned commercial and residential real estate during period 1 July 2012 to 30 June 2015 be placed in this reserve.

In order to achieve the desired outcome for the 2014/15 budget and ongoing budgets the above decision needs to be superseded by a resolution reflecting the new desired outcome.

### Officer's Recommendation

That

- a) The requirements for the "*Allocation of Funds from the Disposal of Land*" contained in Council's policy for the "*Disposal of Council Real Estate*" be suspended until an amended policy is approved by Council
- b) In the interim until a new policy is adopted all funds received from the disposal of Council owned land for period 1 July 2013 be held as restricted cash for purpose of future capital works or debt reduction as determined in the budget each year

### Financial and Resource Implications

The proposal is simply a redirection of restricted cash from one purpose to another. Consequently there is no financial implication in the proposal.

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

EXC1.1            Develop and Implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities.

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

Consultation has been undertaken with Councillors as part of budget deliberations.

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

Not applicable

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

The recommendation will suspend the clause on the *“Allocation of Funds from the Disposal of Land”* in Council’s policy for *“Disposal of Council Real Estate”* until further determined by council.

## **Asset Management Implications**

The proposal confines funds from land sales for future capital works or debt reduction for an indefinite period. Consequently no additional funds will be restricted for asset replacement during this period.

### 8.1.3 F - 1316976 - Fees and Charges Schedule

#### Document Information

**IR No** 1316976  
**Author** Manager Finance  
**Endorsed**  
**By** General Manager Finance, Property and Information Technology  
**Date** 17 June 2014

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#### Précis

Fees and Charges for the South Burnett Regional Council.

#### Summary

Each year the Council considers the level of fees and charges. The Fees and Charges Schedule attached includes both the Regulatory Fees and Commercial Charges.

Section 97(2) of the Local Government Act 2009 provides examples of a Regulatory Fee:

“A **cost-recovery fee** is a fee for—

- (a) an application for the issue or renewal of a licence, permit, registration or other approval under a Local Government Act (an **application fee**); or
- (b) recording a change of ownership of land; or
- (c) giving information kept under a Local Government Act; or
- (d) seizing property or animals under a Local Government Act; or
- (e) the performance of another responsibility imposed on the local government under the Building Act or the Plumbing and Drainage Act.”

A commercial fee is for a service which Council provides, however the service could also be sourced from another provider.

In the case of Regulatory Fees the Act also states that a cost-recovery fee must not be more than the cost to the local government of taking the action for which the fee is charged.

The Fees & Charges in the attached schedule have been generally increased by 2.5%. However some fees have not changed from those charged in the 2013/2014 financial year. The charges for 2013/2014 financial year have been included in the schedule to allow comparison with the proposed charges for the 2014/2015 financial year.

The fees for Halls and Saleyards have been left as for the 2013/2014 financial year, but will be subject to a review during the 2014/2015 financial year. The fees and charges for the Pools are the subject of a separate report to Council.

As per section 98(1) of the Local Government Act 2009 South Burnett Regional Council maintains a register of Cost Recovery Fees.

#### Officer's Recommendation

That the Fees and Charges listed be received and adopted effective from 1 July 2014 continuing in place until further reviewed by Council.



## Register of Fees and Charges



## Contents

Animals - Domestic	Halls-Kingaroy Town Hall	Right to Information
Animals - Other	Halls-Murgon Town Hall	Roads
Art Gallery	Halls-Nanango	Saleyards & Dips
Bjelke-Petersen Dam	Halls-Others	Searches
Books	Library	Soil Laboratory Testing
Boondooma Dam	Pest Management	Subdivision - Engineering
Buildings	Planning	Waste Services
Caravan Parks	Plumbing	Waste Water
Cemeteries	Printing & Stationery	Water - Sales
Environment Health Licenses / Permits	Private Works	Water Supplies
Halls-Kingaroy Town Common Hall	Rentals	
Glossary		

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
<b>Animals - Domestic</b>						
<b>Anti-Barking Collar</b>						
Hire Anti-Barking Collar	/fortnight or part thereof	\$ 56.00	\$ 56.00	Y		C
<b>Impounding</b>						
<b>Release Fee: Cats &amp; Dogs</b>						
Drop Off (if able to find owner prior to taking to Animal Housing Facility)		\$ 56.00	\$ 56.00	N	Local Government Act 2009 S97 (2)(d)	R
First Impounding		\$ 100.00	\$ 100.00	N	Local Government Act 2009 S97 (2)(d)	R
Second Impounding		\$ 150.00	\$ 150.00	N	Local Government Act 2009 S97 (2)(d)	R
Third Impounding (fee plus possible fine of minimum 2 penalty units)		\$ 167.00	\$ 167.00	N	Local Government Act 2009 S97 (2)(d)	R
Fourth Impounding		Legal Action	Legal Action			
Dogs - Unregistered (excludes Non-Registrable Areas)		\$ 203.00	\$ 203.00	N	Local Government Act 2009 S97 (2)(d)	R
Sustenance Fee	/day	\$ 8.00	\$ 8.00	Y		C
Veterinary and Other Costs:		At Cost	At Cost	Y		C
(Payment prior to release of impounded animal of actual Veterinary and other costs incurred in impounding the animal)						
Delivery of Cat / Dog Cage and / or the Collection of Stray Cat / Dog		At Cost	At Cost	Y		C
<b>Permits</b>						
<b>To Keep Excess Animals (e.g. three (3) Dogs) in a Registrable Area</b>						
Application for Permit		\$ 167.00	\$ 167.00	N	Local Government Act 2009 S97 (2)(a)	R
<b>Registration - Dogs</b>						
<b>Defined Area</b>						
Defined Area Entire Dog		\$ 142.00	\$ 142.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Defined Area Entire Dog - Microchipped		\$ 109.00	\$ 109.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Defined Area De-sexed Dog		\$ 55.00	\$ 55.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Defined Area De-sexed Dog - Microchipped		\$ 27.00	\$ 27.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Guide Dogs for the Blind / Deaf / Companion		No Charge	No Charge			
Declared Restricted Dog		\$ 273.00	\$ 273.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Declared Menacing Dog		\$ 328.00	\$ 328.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Declared Dangerous Dog		\$ 656.00	\$ 656.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
<b>Breeders and Show Dog</b>						
Breeders and Show Dog		\$ 262.00	\$ 262.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
(Capped at 12 animals based on Entire Non-Defined Area Dog)						
<b>Non-Defined Area</b>						
Non-Defined Area Entire Dog		\$ 22.00	\$ 22.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Non-Defined Area De-sexed Dog		\$ 9.00	\$ 9.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
ID Tag / Replacement Tag		\$ 9.00	\$ 9.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Working Dog - Tag Cost Only		\$ 9.00	\$ 9.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Guide Dogs for the Blind / Deaf / Companion		No Charge	No Charge			
Declared Restricted Dog		\$ 273.00	\$ 273.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Declared Menacing Dog		\$ 328.00	\$ 328.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
Declared Dangerous Dog		\$ 656.00	\$ 656.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R
<b>Traps</b>						
Cat Trap Hire	/day	No Charge	No Charge			
<b>Registration</b>						
All fees are waived for the initial registration for the first year for dogs purchased through the RSPCA re-homing facility.						
If newly obtained dog is registered in the first 6 months of the registration period then full registration fee applies.						
If newly obtained dog is registered in the last 6 months of the registration period then 50% of registration fee applies.						
Animal previously registered in another shire, but transferring to the South Burnett, then reciprocal registration for fee applies.						
<b>Deceased Dog</b>						
Deceased Animal Refund - 50% refund of the initial registration fee where animal is deceased in the first 6 months of the registration period. There will be no refund where the animal is deceased after the first 6 months of the registration period.						
<b>De-sexing / Microchipping - New Animal or Renewal</b>						
If the dog is registered in the first 6 months of the registration period (as Entire and / or Non-Microchipped) and the animal is subsequently de-sexed / microchipped within 6 months of being registered then there will be a reimbursement of the difference between the full fee and the revised fee upon production of the necessary supporting documentation / certificates.						
If the dog was registered after the first 6 months of the registration period then went and had the animal de-sexed and / or microchipped within 6 months they would not be entitled to a de-sexed or microchipped reimbursement. They have already had a concession on the registration fee.						



Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
<b>Animals - Other</b>						
<b>Depasture: (Maximum Fees as Prescribed by Regulations)</b>						
Cattle & Horses - Minimum Charge	/ head per week	\$ 1.00	\$ 1.00	N	Local Government Act 2009 597(2)(a)	R
Cattle & Horses - Maximum Charge	/ head per week	\$ 2.00	\$ 2.00	N	Local Government Act 2009 597(2)(a)	R
Small Animals (Pigs, Goats, Sheep, Alpacas)	/ head per week	\$ 0.40	\$ 0.40	N	Local Government Act 2009 597(2)(a)	R
<b>Impounding</b>						
<b>Cattle &amp; Horses</b>						
Impounding Fee (Release)	/ head	\$ 278.00	\$ 285.00	N	Local Government Act 2009 597(2)(d)	R
Poundage Fee	/ head per day or part thereof	\$ 35.00	\$ 37.00	N	Local Government Act 2009 597(2)(d)	R
Inspection Fee - Impounded Livestock - Wondai Pound	/ head - 15 min interval	\$ 34.00	\$ 35.00	N	Local Government Act 2009 597(2)(d)	R
Spray Fee - Impounded Livestock - Wondai Pound	/ head	\$ 12.00	\$ 12.00	N	Local Government Act 2009 597(2)(d)	R
Transport Costs		At Cost	At Cost	N	Local Government Act 2009 597(2)(d)	R
Subsequent Impounding Fee for Same Animal/s		\$ 405.00	\$ 416.00	N	Local Government Act 2009 597(2)(d)	R
Sustenance Rate	/ head per day or part thereof	\$ 23.00	\$ 24.00	N	Local Government Act 2009 597(2)(d)	R
Damages (Grass Paddock)	/ head	\$ 45.00	\$ 46.00	N	Local Government Act 2009 597(2)(d)	R
Damages (Orchard, Crop, garden)	/ head	\$ 256.00	\$ 262.00	N	Local Government Act 2009 597(2)(d)	R
Damages (Council Saleyards, Portable Yards)	/ head	\$ 139.00	\$ 142.00	N	Local Government Act 2009 597(2)(d)	R
Advertising Cost		At Cost	At Cost	N	Local Government Act 2009 597(2)(d)	R
Extracts from Register	/ extract	\$ 22.00	\$ 23.00	N	Local Government Act 2009 597(2)(d)	R
Straying Stock Not Impounded - Returned to Owner by Council Officer	/ call out	\$ 217.00	\$ 222.00	N	Local Government Act 2009 597(2)(d)	R
<b>Pigs / Goats / Sheep / Other Domestic Livestock</b>						
Impounding Fee (Release)	/ head	\$ 134.00	\$ 137.00	N	Local Government Act 2009 597(2)(d)	R
Poundage Fee	/ head per day or part thereof	\$ 22.00	\$ 23.00	N	Local Government Act 2009 597(2)(d)	R
Transport Costs		At Cost	At Cost	N	Local Government Act 2009 597(2)(d)	R
Sustenance Rate	/ head per day or part thereof	\$ 15.00	\$ 15.00	N	Local Government Act 2009 597(2)(d)	R
Damages (Grass Paddock)	/ head	\$ 33.00	\$ 34.00	N	Local Government Act 2009 597(2)(d)	R
Damages (Orchard, Crop, garden)	/ head	\$ 94.00	\$ 96.00	N	Local Government Act 2009 597(2)(d)	R
Damages (Council Saleyards, Holding Pens)	/ head	\$ 81.00	\$ 83.00	N	Local Government Act 2009 597(2)(d)	R
Advertising Cost		At Cost	At Cost	N	Local Government Act 2009 597(2)(d)	R
Extracts from Register	/ extract	\$ 22.00	\$ 23.00	N	Local Government Act 2009 597(2)(d)	R
<b>Sale of Impounded Animals</b>						
Auction of Animals as Advertised - Refer to Local Law (CEO or Poundkeeper Authorised to Conduct Sales)						

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<b>Fees &amp; Charges</b>					
<b>Type of Charge</b>	<b>13 / 14</b>	<b>14 / 15</b>	<b>GST</b>	<b>Head of Power</b>	<b>Reg / Com</b>
<b>Art Gallery, Kingaroy</b>					
To Exhibit in Main Gallery	\$ 195.00	\$ 200.00	Y		C
To Show Works in Two Side Galleries (Each)	\$ 95.00	\$ 100.00	Y		C
To Show Works in "Earthworks" Gallery	\$ 147.00	\$ 150.00	Y		C
Commission on All Works Sold Including the Craft Shop	20%	20%	Y		C

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Fees & Charges								
Type of Charge		13/14		14/15		GST	Head of Power	Reg / Com
<b>Bjelle Petersen Dam and Recreation Park</b>								
<b>Accommodation</b>								
<b>Cabins</b>								
Self-Contained Cabins (9 - with TV - Sleep 5 - 1 dibed -triple bunks)								
Per Night		\$ 117.00	\$ 96.00	\$ 120.00	\$ 98.00	Y		C
<b>Villas</b>								
All Villas are Air-Conditioned, with DVD Player & Large TV - All Linen Provided - Sleeps up to 6 People	/ night	\$ 150.00	\$ 126.00	\$ 154.00	\$ 126.00	Y		C
Powered Sites - 2 Persons	/ night	\$ 31.00	\$ 26.00	\$ 32.00	\$ 26.00	Y		C
Powered Sites - Extra Adult	/ night	\$ 16.00	\$ 14.00	\$ 16.00	\$ 14.00	Y		C
Powered Sites - Extra Child	/ night	\$ 10.00	\$ 9.00	\$ 10.00	\$ 9.00	Y		C
(Children under 5 years - No Charge)								
Unpowered Sites - 2 Persons	/ night	\$ 27.00	\$ 23.00	\$ 28.00	\$ 23.00	Y		C
Unpowered Sites - Extra Adult	/ night	\$ 13.00	\$ 11.00	\$ 13.00	\$ 11.00	Y		C
Unpowered Sites - Extra Child	/ night	\$ 9.00	\$ 8.00	\$ 9.00	\$ 8.00	Y		C
(Children under 5 years - No Charge)								
<b>Ensuite Powered Caravan Sites</b>								
Ensuite Site - 2 Persons	1 night only	\$ 41.00	\$ 35.00	\$ 42.00	\$ 35.00	Y		C
Ensuite Site - Extra Adult	/ night	\$ 19.00	\$ 16.00	\$ 19.00	\$ 16.00	Y		C
Ensuite Site - Extra Child	/ night 1 person	\$ 10.00	\$ 9.00	\$ 10.00	\$ 9.00	Y		C
<b>Tennis Court Hire</b>								
Daily - Skating in Park	/ hour							
Night Hire	/ hour	\$ 12.00	\$ -	\$ 13.00	\$ -	Y		C
Key Deposit		\$ 20.00	\$ -	\$ 20.00	\$ -			

Register of Fees and Charges

Bjelle Petersen Dam

13/06/14 11:00:04

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Books</b>					
First 100 Years	\$ 11.00	\$ 11.00	Y		C
Landscapes of Change - 970 in Stock	\$ 55.00	\$ 55.00	Y		C
Gathering of the Waters	\$ 35.00	\$ 35.00	Y		C
Pioneering into the Future	\$ 33.00	\$ 33.00	Y		C
Cradled in the Ranges	\$ 10.00	\$ 10.00	Y		C
The Sags of a Shire	\$ 10.00	\$ 10.00	Y		C
Murgon Centenary	\$ 12.00	\$ 12.00	Y		C
Murgon in Focus	\$ 25.00	\$ 25.00	Y		C
Heart Break, Hope and Harmony (2 Volume)	\$ 110.00	\$ 110.00	Y		C
All Postage and Handling		At Cost	At Cost		

Fees & Charges								
Type of Charge		13/14		14/15		GST	Head of Power	Reg / Com
Boondooma Dam and Recreation Park		1-2 days	>2 days	1-2 days	>2 days			
<b>Accommodation</b>								
<b>Cabins - Charge \$</b>								
2 Persons Per Night	/ night	\$ 107.00	\$ 92.00	\$ 110.00	\$ 92.00	Y		C
Extra Adult	/ night	\$ 12.00	\$ 10.00	\$ 13.00	\$ 10.00	Y		C
Extra Child	/ night	\$ 10.00	\$ 9.00	\$ 10.00	\$ 9.00	Y		C
<b>Caravan &amp; Camping Area</b>								
<b>Terrace Caravan Park</b>								
Powered Sites - Minimum 2 Persons	/ night	\$ 31.00	\$ 26.00	\$ 32.00	\$ 26.00	Y		C
Powered Sites - Extra Adult	/ night	\$ 15.00	\$ 14.00	\$ 15.00	\$ 14.00	Y		C
Powered Sites - Extra Child	/ night	\$ 9.00	\$ 7.00	\$ 9.00	\$ 7.00	Y		C
<b>The Lookout Caravan Park</b>								
Powered Sites - Minimum 2 Persons	/ night	\$ 31.00	\$ 26.00	\$ 32.00	\$ 26.00	Y		C
Powered Sites - Extra Adult	/ night	\$ 16.00	\$ 14.00	\$ 16.00	\$ 14.00	Y		C
Powered Sites - Extra Child	/ night	\$ 9.00	\$ 8.00	\$ 9.00	\$ 8.00	Y		C
<b>(Children under 5 years - No Charge)</b>								
<b>Lakeview Campsite</b>								
Unpowered Sites - Extra Adult	/ night	\$ 12.00	\$ 11.00	\$ 12.00	\$ 11.00	Y		C
Unpowered Sites - Extra Child	/ night	\$ 9.00	\$ 8.00	\$ 9.00	\$ 8.00	Y		C
<b>Deposits</b>								
100% - School Holidays, Easter, Christmas and Public Holidays								
50% - Other Periods								
<b>Barb House</b>								
Per Room (4 Persons Max.)	/ night	\$ 22.00	\$ 20.00	\$ 20.00	\$ 20.00	Y		C
Per Facility Booking - All Rooms	/ night	\$ 364.00	\$ 311.00	\$ 440.00	\$ 352.00	Y		C
Nav Deposit		\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00			

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
<b>Buildings</b>						
<b>Class 1</b>						
<b>Single Dwelling &amp; Relocatable Dwelling</b>						
New Buildings Up to 200 Square Metres	\$ 1,019.00	\$ 1,044.00	Y			C
New Buildings Over 200 Square Metres	\$ 1,129.00	\$ 1,157.00	Y			C
Modifications / Alterations	\$ 625.00	\$ 640.00	Y			C
Change to Development Approval	\$ 400.00	\$ 410.00	Y			C
<b>Removal or Demolition of Building</b>						
Demolition Permit	\$ 285.00	\$ 292.00	N	Sustainable Planning Act 2009 S260(d)(1)		R
Security Deposit - to ensure the site is cleared of all debris & finished surface levels are reinstated to a maintainable state - (Cash or Bank Guarantee)	\$ 1,096.00	\$ 1,120.00	N	Sustainable Planning Act 2009 S260(d)(1)		R
<b>Relocated Buildings</b>						
Concurrence Agency Referral	\$ 285.00	\$ 292.00	N	Sustainable Planning Act 2009 S272(c)(i)		R
Inspection (only if supporting documentation is not provided)	\$ 740.00	\$ 760.00	Y			C
Security Bond - to ensure the buildings are reinstated or upgraded in accordance with current building regulations within the currency period of the Approval - (Cash or Bank Guarantee)	\$ 16,447.00	\$ 16,900.00	N	Sustainable Planning Act 2009 S260(d)(1)		R
Restumping of Building	\$ 444.00	\$ 455.00	Y			C
<b>Class 2</b>						
New Buildings Up to 300 Square Metres	\$ 1,129.00	\$ 1,157.00	Y			C
New Buildings 300-500 Square Metres	\$ 1,899.00	\$ 1,740.00	Y			C
New Buildings Over 500 Square Metres By Quotation						C
Modifications / Alterations	\$ 795.00	\$ 815.00	Y			C
Change to Development Approval	\$ 570.00	\$ 584.00	Y			C
<b>Class 3</b>						
New Buildings Up to 300 Square Metres	\$ 1,129.00	\$ 1,157.00	Y			C
New Buildings 300-500 Square Metres	\$ 1,899.00	\$ 1,740.00	Y			C
New Buildings Over 500 Square Metres By Quotation			Y			C
Modifications / Alterations	\$ 795.00	\$ 815.00	Y			C
Change to Development Approval	\$ 570.00	\$ 584.00	Y			C
<b>Class 4, 5, 6 &amp; 9</b>						
New Buildings Under 500 Square Metres	\$ 1,129.00	\$ 1,157.00	Y			C
Modifications / Alterations	\$ 680.00	\$ 697.00	Y			C
New Buildings Over 500 Square Metres	\$ 1,899.00	\$ 1,740.00	Y			C
Modifications / Alterations	\$ 850.00	\$ 870.00	Y			C
Internal Fitout Under 500 Square Metres	\$ 570.00	\$ 584.00	Y			C
Internal Fitout Over 500 Square Metres	\$ 680.00	\$ 697.00	Y			C
Change to Development Approval	\$ 340.00	\$ 349.00	Y			C
<b>Class 7 &amp; 8</b>						
<b>Industrial Buildings</b>						
New Buildings Under 500 Square Metres	\$ 1,129.00	\$ 1,157.00	Y			C
Change to Development Approval	\$ 455.00	\$ 466.00	Y			C
New Buildings Over 500 Square Metres	\$ 1,480.00	\$ 1,517.00	Y			C
Modifications / Alterations Under 500 Square Metres	\$ 570.00	\$ 584.00	Y			C
Modifications / Alterations Over 500 Square Metres	\$ 1,129.00	\$ 1,157.00	Y			C
Change to Development Approval	\$ 455.00	\$ 466.00	Y			C
<b>Special Structure Piggery / Poultry, etc.</b>						
Per New Structure	\$ 806.00	\$ 826.00	Y			C
Modifications / Alterations	\$ 406.00	\$ 416.00	Y			C
Change to Development Approval	\$ 406.00	\$ 416.00	Y			C
<b>Class 10a</b>						
New Structures	\$ 395.00	\$ 405.00	Y			C
Modifications / Alterations	\$ 230.00	\$ 236.00	Y			C
Change to Development Approval	\$ 197.00	\$ 200.00	Y			C
<b>Class 10b</b>						
<b>Swimming Pools</b>						
New Structures	\$ 455.00	\$ 466.00	Y			C
Modifications / Alterations	\$ 230.00	\$ 236.00	Y			C
Change to Development Approval	\$ 230.00	\$ 230.00	Y			C
<b>Signs / Satellite Dishes, etc.</b>						
New Structures	\$ 490.00	\$ 492.00	Y			C
Modifications / Alterations	\$ 170.00	\$ 174.00	Y			C
Change to Development Approval	\$ 247.00	\$ 253.00	Y			C
<b>Temporary Tents 100 to 500</b>						
New Structures	\$ 340.00	\$ 350.00	Y			C
Modifications / Alterations	\$ 170.00	\$ 174.00	Y			C
Change to Development Approval	\$ 170.00	\$ 174.00	Y			C
<b>Temporary Tents Over 500</b>						
New Structures	\$ 340.00	\$ 350.00	Y			C
Modifications / Alterations	\$ 170.00	\$ 174.00	Y			C
Change to Development Approval	\$ 170.00	\$ 174.00	Y			C
<b>Retaining Walls</b>						
New Structures	\$ 340.00	\$ 360.00	Y			C
Modifications / Alterations	\$ 170.00	\$ 174.00	Y			C
Change to Development Approval	\$ 170.00	\$ 174.00	Y			C
<b>Budget Accommodation</b>						
Compliance Inspection and Report	\$ 455.00	\$ 466.00	N	Building Act 1975 S146(1)		R
<b>Fire Safety Assessment</b>						
Compliance Inspection and Report	\$ 455.00	\$ 466.00	N	Building Act 1975 S231AL(3)		R
<b>Swimming Pool Compliance (Fence)</b>						
Compliance Inspection and Report	\$ 312.00	\$ 320.00	Y			C
<b>Certificate of Classification</b>						
Inspection	\$ 422.00	\$ 433.00	Y			C
Copy of Certificate	\$ 164.00	\$ 168.00	Y			C
Reinspections, Miscellaneous Inspections, Reports	\$ 143.00	\$ 147.00	Y			C
Building Form 19 Requisition	\$ 164.00	\$ 168.00	N	Sustainable Planning Act S272(c)(ii)		R
Building Records Search	\$ 164.00	\$ 168.00	N	Local Government Act S262(3)(c)		R
Building Records Search (Urgent)	\$ 247.00	\$ 253.00	N	Local Government Act S262(3)(c)		R
Building Property Search	\$ 295.00	\$ 292.00	N	Local Government Act S262(3)(c)		R
Copy of Building Plans	\$ 164.00	\$ 168.00	N	Sustainable Planning Act 2009 S729(1)(g)		R
Extension of Time	\$ 164.00	\$ 168.00	N	Sustainable Planning Act 2009 S729(1)(g)		R

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Buildings</b>					
Building Regulation Concession	\$ 340.00	\$ 349.00	N	Sustainable Planning Act 2009 S729(1)(i)	R
Document Lodgement Fee	\$ 164.00	\$ 168.00	N		R
<b>Miscellaneous Fees</b>					
Application Following Disengagement of Private Certifier - % of Base Fee	60%	60%	N	Local Government Act 2009 337(2)(e)	R
Applications Following Lapsed Approval - % of Base Fee	60%	60%	N		C
Private Certification Inspections By Quotation (Inspection for Private Certifier)	minimum	A Cost	\$ 250.00	Y	C
<b>Building Fees Refund</b>					
Prior to Approval - % of Fees Paid	80%	80%	N		C
Following Assessment - % of Fees Paid	60%	60%	N		C
Permit Issued Structure Not Commenced - % of Fees Paid	40%	40%	N		C

Fees & Charges						
Type of Charge	13/14		14/15		GST	Reg / Com
	1-2 days	>2 days	1-2 days	>2 days		
<b>Caravan Parks</b>						
<b>Caravan Park - Wondai</b>						
<b>Van Sites - Short Term</b>						
Nightly Charge (Up to 2 Persons)	\$ 21.00	\$ 18.00	\$ 22.00	\$ 18.00	Y	C
Additional Person - Per Night (Over 6 People)	\$ 11.00	\$ 9.00	\$ 11.00	\$ 9.00	Y	C
<b>Van Sites - Long Term (After 4 Weeks)</b>						
Weekly (Up to 2 Persons)		\$ 104.00		\$ 107.00	Y	C
Additional Persons - Per Week		\$ 39.00		\$ 40.00	Y	C
<b>Tent Sites - Short Term</b>						
Nightly Charge (Up to 2 Persons)	\$ 18.00	\$ 16.00	\$ 21.00	\$ 17.00	Y	C
Additional Persons - Per Night (Over 6 People)	\$ 9.00	\$ 8.00	\$ 9.00	\$ 8.00	Y	C
<b>Amenities (Whilst Not Staying in Caravan Park)</b>						
Showers (Per Person)	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	Y	C
Showers (Weekly)	\$ 33.00	\$ 33.00	\$ 34.00	\$ 34.00	Y	C
<b>Key Deposit</b>						
Per Key	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	Y	C
<b>Caravan Park - Preston</b>						
<b>Van Sites - Short Term</b>						
Nightly Charge (Up to 2 Persons)	\$ 20.00	\$ 17.00	\$ 22.00	\$ 18.00	Y	C
Additional Person - Per Night	\$ 8.00	\$ 8.00	\$ 11.00	\$ 9.00	Y	C
<b>Van Sites - Long Term (After 4 Weeks)</b>						
Weekly (Up to 2 Persons)		\$ 99.00		\$ 107.00	Y	C
Additional Persons - Per Week		\$ 37.00		\$ 40.00	Y	C
<b>Tent Sites - Short Term</b>						
Nightly Charge (Up to 2 Persons)	\$ 20.00	\$ 17.00	\$ 21.00	\$ 17.00	Y	C
Additional Person - Per Night	\$ 9.00	\$ 8.00	\$ 9.00	\$ 8.00	Y	C
<b>Amenities (Whilst Not Staying in Caravan Park)</b>						
Showers (Per Person)	\$ 10.00	\$ 10.00	\$ 11.00	\$ 11.00	Y	C
Showers (Weekly)	\$ 31.00	\$ 31.00	\$ 34.00	\$ 34.00	Y	C
<b>Key Deposit</b>						
Per Key	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	Y	C



Fees & Charges						
Type of Charge		13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Cemeteries</b>						
Purchase of Grave & Interment	adult	\$ 1,757.00	\$ 1,800.00	Y		C
	child > 12 years	\$ 1,081.00	\$ 1,108.00	Y		C
	infant > 2 years	\$ 656.00	\$ 672.00	Y		C
Reopening of Grave for 2nd Interment	adult & child	\$ 1,081.00	\$ 1,108.00	Y		C
Reopening of Grave for 2nd Interment	infant > 2 years	\$ 676.00	\$ 693.00	Y		C
Reservation Fee (Rebate of Interment Expenses If Surrendered)		\$ 1,757.00	\$ 1,800.00	Y		C
Purchase of Grave for Interment of Ashes		\$ 676.00	\$ 693.00	Y		C
2nd and Subsequent Interment of Ashes in Existing Grave - at Customer's Expense (Details of Interment to be provided to Council)		No Charge	No Charge	Y		C
Breaking of Concrete / Removal of Monument		\$ 338.00	\$ 346.00	Y		C
Exhumation of Remains		\$ 2,027.00	\$ 2,078.00	Y		C
Additional Charge for Council Services Out of Business Hours		Standard Fees +	Standard Fees +	Y		C
		\$ 405.00	\$ 415.00	Y		C
<b>Columbaria &amp; Garden</b>						
Purchase / Reservation of Niche or Garden Plot (A Reserve Marker will be installed)		\$ 264.00	\$ 270.00	Y		C
Plaques and Installation Thereof and Interment of Ashes - No Service Provided by Council, but must be to Council Specification						
<b>Cemetery Search</b>						
Standard Search (Over 6 Names)		At Cost	At Cost	Y		C

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
<b>Environmental Health Licence / Permits</b>						
<b>Environmental Protection Act 1984</b>						
<b>Environmental Relevant Activities</b>						
<i>Registration Certificates</i>						
Application for Registration Certificate - Annual Fee	\$ 357.00	\$ 366.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
Application for Continuing Registration Certificate	\$ 132.00	\$ 135.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
<i>Annual/Registration Certificate Fees:</i>						
ERA with AES of 0	\$ 140.00	\$ 144.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
ERA with AES of 0 to 10	\$ 214.00	\$ 219.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
ERA with AES of 11 to 30	\$ 427.00	\$ 438.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
ERA with AES of more than 30	\$ 636.00	\$ 712.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
<b>Food Act 2006</b>						
<b>Application for Licence</b>						
Assessment of Applicant (N / A for Temporary Licence)	\$ 73.00	\$ 75.00	N	Food Act 2006, Ch1, Pt4, S31	R	
High		\$ 444.00	N	Food Act 2006, Ch1, Pt4, S31	R	
Medium		\$ 406.00	N	Food Act 2006, Ch1, Pt4, S32	R	
Low		\$ 329.00	N	Food Act 2006, Ch1, Pt4, S33	R	
Supermarket		\$ 406.00	N	Food Act 2006, Ch1, Pt4, S34	R	
Add Unit (to Supermarket for Each Additional Over 2 Departments)		\$ 29.00	N	Food Act 2006, Ch1, Pt4, S35	R	
Market (Held on a Monthly Basis)	\$ 37.00	\$ 59.00	N	Food Act 2006, Ch1, Pt4, S31	R	
Temporary	\$ 37.00	\$ 38.00	N	Food Act 2006, Ch1, Pt4, S31	R	
<b>Renewal of Licence</b>						
High		\$ 305.00	N	Food Act 2006, Ch1, Pt4, S31	R	
Medium		\$ 268.00	N	Food Act 2006, Ch1, Pt4, S32	R	
Low		\$ 193.00	N	Food Act 2006, Ch1, Pt4, S33	R	
Supermarket		\$ 268.00	N	Food Act 2006, Ch1, Pt4, S34	R	
Add Unit (to Supermarket for Each Additional Over 2 Departments)		\$ 29.00	N	Food Act 2006, Ch1, Pt4, S35	R	
Market	\$ 58.00	\$ 59.00	N	Food Act 2006, Ch1, Pt4, S31	R	
<b>Home Based Business</b>						
(Selling within South Burnett at Local Markets Only)						
Assessment of Applicant (N / A for Temporary Licence)	\$ 73.00	\$ 75.00	N	Food Act 2006, Ch1, Pt4, S31	R	
Home Based Business - Market Licence	\$ 58.00	\$ 59.00	N	Food Act 2006, Ch1, Pt4, S31	R	
Renewal of Licence	\$ 58.00	\$ 59.00	N	Food Act 2006, Ch1, Pt4, S31	R	
<b>Food Safety Program Accreditation/Audit</b>						
<b>Non-Compliance Inspection Fee</b>	/hour	At Cost	At Cost	N	C	
		\$ 100.00	\$ 100.00	Y	C	
<b>Public Health (Infection Control for Personal Appearance Services) Act 2003</b>						
<b>Higher-Risk Personal Appearance Service</b>						
<i>Licence Application Fees</i>						
Application for a New Licence	\$ 357.00	\$ 366.00	N	Local Government Act 2009 S97(2)(a)	R	
Application to Renew a Licence	\$ 226.00	\$ 231.00	N	Local Government Act 2009 S97(2)(a)	R	
Application to Amend a Licence	\$ 320.00	\$ 328.00	N	Local Government Act 2009 S97(2)(a)	R	
Transfer Fee	\$ 73.00	\$ 75.00	N	Local Government Act 2009 S97(2)(a)	R	
<b>Non-Higher Risk Personal Appearance Service</b>						
Inspection Fee	\$ 146.00	\$ 150.00	N	Local Government Act 2009 S97(2)(a)	R	
<b>Residential Services (Accreditation Act 2002)</b>						
Application Fee	At Cost	At Cost	N	Local Government Act 2009 S97(2)(a)	R	
<b>Local Law Permits</b>						
<b>Transfer Fee</b>						
	\$ 73.00	\$ 75.00	N	Local Government Act 2009 S97(2)(a)	R	
<b>Registration of Catteries or Kennels</b>						
Application Fee	\$ 357.00	\$ 366.00	N	Local Government Act 2009 S97(2)(a)	R	
Renewal Fee	\$ 226.00	\$ 231.00	N	Local Government Act 2009 S97(2)(a)	R	
<b>Temporary Home Permit</b>						
Application Fee	\$ 146.00	\$ 150.00	N	Local Government Act 2009 S97(2)(a)	R	
<b>Display of Goods on Footpaths</b>						
Application Fee	\$ 146.00	\$ 150.00	N	Local Government Act 2009 S97(2)(a)	R	
Renewal Fee	\$ 66.00	\$ 68.00	N	Local Government Act 2009 S97(2)(a)	R	
<b>Caravan Parks / Camping Grounds</b>						
Application Fee	\$ 357.00	\$ 366.00	N	Local Government Act 2009 S97(2)(a)	R	
Renewal Fee	\$ 226.00	\$ 231.00	N	Local Government Act 2009 S97(2)(a)	R	
<b>Public Swimming Pools</b>						
Application Fee	\$ 357.00	\$ 366.00	N	Local Government Act 2009 S97(2)(a)	R	
Renewal Fee	\$ 73.00	\$ 75.00	N	Local Government Act 2009 S97(2)(a)	R	
<b>Standing Sign Site</b>						
Application Fee - Relevant Minimum General Rate for the Current Financial Year + \$50			N	Local Government Act 2009 S97(2)(a)	R	
Renewal Fee - Relevant Minimum General Rate for the Current Financial Year			N	Local Government Act 2009 S97(2)(a)	R	
<b>General</b>						
The Application Fee for all Environmental Health Licences / Permits includes the Assessment Fee & the Licensing Fee. The Licence / Permit will be considered valid for 12 months from the month the Licence / Permit is issued.						
<b>Miscellaneous Fees</b>						
<b>Special Inspection (e.g. Compliance Search)</b>						
To Undertake Inspection of any Licensed Premises and Requires a Written Report	\$ 318.00	\$ 328.00	Y		C	
<b>Health Records Search</b>						
<b>Impounded Vehicles / Goods</b>	\$ 34.00	\$ 35.00	Y		C	
Impounding Fee	\$ 146.00	\$ 150.00	N	Local Government Act 2009 S97(2)(d)	R	
Holding Fee	\$ 8.00	\$ 8.00	Y		C	
Transportation	At Cost	At Cost	N	Local Government Act 2009 S97(2)(d)	R	
<b>Overgrown Allotments</b>						
Stadh Residential Block	At Cost	At Cost	N	Local Government Act 2009 S97(2)(a)	R	
Stadh Block Larger than Residential	At Cost	At Cost	N	Local Government Act 2009 S97(2)(a)	R	
Administration Cost - Authority to Slash	\$ 57.00	\$ 50.00	Y		C	
Administration Cost - No Authority to Slash	\$ 78.00	\$ 80.00	Y		C	
<b>Testing Water Samples</b>						
Testing of Private Water Samples (+ Costs of Tests if Charged by Qld Scientific Services)	\$ 74.00	\$ 76.00	Y		C	

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Halls-Kingaroy Town Common Hall</b>					
<b>Wedding Receptions / Private Dinners / Private Entertainments</b>					
<b>Day &amp; Night Combined</b>					
With Alcohol	\$ 362.00	\$ 362.00	Y		C
Without Alcohol	\$ 243.00	\$ 243.00	Y		C
<b>Rehearsals / Preparations / Setting Up</b>					
Daytime	/ hour	\$ 24.00	\$ 24.00	Y	C
Nighttime	/ hour	\$ 36.00	\$ 36.00	Y	C
<b>Concessions for Organisations Involved in Original Construction of Complex</b> (Lions Club, SB CTC Services, Kingaroy Junior Soccer and Vintage Car Club)					
Relevant Hire Fee	60%	60%	Y		C
<b>Functions / Events Run by Local Clubs, Groups, Schools, etc. for the Purpose of Raising Funds for Themselves</b> e.g. Blue Light Discos, Old Sciencentre, Show Society, Scouts, Guides, Schools (for the purpose of consistency this should be 50% like all others under this policy)					
	50%	50%	Y		C
<b>Cleaning / Security Deposit</b>					
Payable Prior to Single or Multiple Booking of Any Part of the Facility	\$ 382.00	\$ 382.00	N		C
Security Charge #	At Cost	At Cost	Y		C
# When deemed necessary (e.g. 18th / 21st, bucks nights) - Paid to Council for Council to engage security guard					
<b>Public Address System Fees and Charges</b>					
Bond	\$ 329.00	\$ 329.00	N		C
Delivery, Setup, Removal (+ Travel @ 75c/km)	\$ 198.00	\$ 198.00	Y		C
Hire Fee (Minimum of seven (7) days notice is required prior to any hire of the equipment) - % of Total Setup Fees	10%	10%	Y		C
<b>Other Equipment</b>					
Large Conference Projector	\$ 250.00	\$ 250.00	Y		C
Coowinda Craft Group (Mondays only) - (as per arrangement with the former Kingaroy Shire Council)	\$ 16.00	\$ 16.00	Y		C
Kingaroy Junior Soccer Small Canteen and Toilets - (as per arrangement with the former Kingaroy Shire Council)	No Charge	No Charge	Y		C
SB Antique Car Club (until 2013) - (as per arrangement with the former Kingaroy Shire Council)	No Charge	No Charge	Y		C

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Halls-Kingaroy Town Hall</b>					
<b>Balls / Cabarets / Dances</b>					
<b>Day and Night Combined</b>					
Town Hall	\$ 552.00	\$ 552.00	Y		C
Reception Room	\$ 243.00	\$ 243.00	Y		C
Barbecue Area	\$ 126.00	\$ 126.00	Y		C
Total Complex	\$ 789.00	\$ 789.00	Y		C
<i># Local Productions - Local Artists Only - Subject to a 50% Reduction</i>					
<b>National Tours</b>					
<b>Full Bar Operating</b>					
Town Hall	\$ 1,527.00	\$ 1,527.00	Y		C
Reception Room	\$ 750.00	\$ 750.00	Y		C
Barbecue Area	\$ 260.00	\$ 260.00	Y		C
Total Complex	\$ 2,184.00	\$ 2,184.00	Y		C
<b>Rehearsals / Preparations / Setting Up</b>					
8am to 5pm					
Midday to 1am					
<b>Daytime</b>					
	/hour				
Town Hall	\$ 36.00	\$ 36.00	Y		C
Reception Room	\$ 24.00	\$ 24.00	Y		C
Barbecue Area	\$ 13.00	\$ 13.00	Y		C
<b>Nighttime</b>					
	/hour				
Town Hall	\$ 40.00	\$ 40.00	Y		C
Stage	\$ 24.00	\$ 24.00	Y		C
Reception Room	\$ 24.00	\$ 24.00	Y		C
Barbecue Area	\$ 13.00	\$ 13.00	Y		C
<b>Hire of Platform</b>					
Inside / Day / Module	\$ 13.00	\$ 13.00	Y		C
<b>Concessions for Local Charity / Community Organisations</b>					
<i>The Standard Security / Cleaning Deposit Applies</i>					
<b>Functions / Events that are Held for the Benefit of the Community, or to Raise Funds for Charities, etc.</b>					
<i>e.g. Eisteddfod, Cancer Society, Meals on Wheels, Carols by Candlelight, High School Farefare, Quota, Rotary, Variety Club, Zonta</i>					
Town Hall	100%	100%			C
Reception Room	100%	100%			C
BBQ Area	100%	100%			C
Total Complex	100%	100%			C
<b>In Lieu of Hire Fees, Organisations that Qualify for the 100 % Concession will be Charged a Contribution (for Electricity, etc.) at the Above Rate</b>					
	/per day or part thereof				
Town Hall	\$ 53.00	\$ 53.00	Y		C
Reception Room	\$ 40.00	\$ 40.00	Y		C
BBQ Area	\$ 40.00	\$ 40.00	Y		C
Total Complex	\$ 86.00	\$ 86.00	Y		C
<b>Functions / Events Run by Local Clubs, Groups, Schools, etc. for the Purpose of Raising Funds for Themselves</b>					
<i>e.g. Blue Light Discos, Old Saencentre, Show Society, Soxots, Guides, Schools</i>					
Town Hall	50%	50%	Y		C
Reception Room	50%	50%	Y		C
BBQ Area	50%	50%	Y		C
Total Complex	50%	50%	Y		C
<b>Cleaning / Security Bonds</b>					
<b>Balls / Cabarets / Dances / Wedding Receptions / Private Dinners / Private Entertainments</b>					
Town Hall	\$ 447.00	\$ 447.00	N		C
Reception Room	\$ 158.00	\$ 158.00	N		C
Barbecue Area	\$ 82.00	\$ 82.00	N		C
Total Complex	\$ 487.00	\$ 487.00	N		C
<b>National Tour with Full Bar Operating</b>					
Town Hall	\$ 888.00	\$ 888.00	N		C
Reception Room	\$ 310.00	\$ 310.00	N		C
Barbecue Area	\$ 184.00	\$ 184.00	N		C
Total Complex	\$ 973.00	\$ 973.00	N		C
<b>National Tour with No Bar Operating</b>					
Town Hall	\$ 447.00	\$ 447.00	N		C
Reception Room	\$ 156.00	\$ 156.00	N		C
Barbecue Area	\$ 92.00	\$ 92.00	N		C
Total Complex	\$ 487.00	\$ 487.00	N		C
<b>Hire of Platform</b>					
Inside / Module	\$ 33.00	\$ 33.00	N		C
Outside / Module	\$ 59.00	\$ 59.00	N		C
<i>The hirer shall be responsible for the cost of repair of any damage to the stands</i>					
<b>Security Charge #</b>					
<i># When deemed necessary (e.g. 18th / 21st, trucks nights) - Paid to Council for Council to engage security guard</i>					
	At Cost	At Cost			C
<b>Public Address System Fees and Charges</b>					
Bond + Travel	\$ 329.00	\$ 329.00	N		C
Delivery, Setup, Removal (+ Travel @ 75c/km)	\$ 198.00	\$ 198.00	Y		C
<b>Hire Fee (Minimum of seven (7) days notice is required prior to any hire of the equipment)</b>					
-% of Total Setup Fees					
<b>Other Equipment</b>					
Large Conference Projector	\$ 250.00	\$ 250.00	Y		C

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Halls-Murgon Town Hall</b>					
<b>Functions Not Involving Consumption of Alcohol</b>					
<b>Hall &amp; Supper Room - With Use of Kitchen Facilities</b>					
Booking Charge	\$ 211.00	\$ 211.00	Y		C
+ Bond (Refundable less Cost of Damage or Loss)	\$ 349.00	\$ 349.00	N		C
Non-Local Show (Organised by Non-Resident of Shire)	\$ 276.00	\$ 276.00	Y		C
+ Bond (Refundable less Cost of Damage or Loss)	\$ 349.00	\$ 349.00	N		C
<b>Hall &amp; Supper Room - Without Use of Kitchen Facilities</b>					
Day Time Meeting	\$ 79.00	\$ 79.00	Y		C
Night Time Meeting	\$ 92.00	\$ 92.00	Y		C
Rehearsal - Without Lighting	\$ 79.00	\$ 79.00	Y		C
Rehearsal - With Lighting	\$ 92.00	\$ 92.00	Y		C
Commercial Hire	\$ 349.00	\$ 349.00	Y		C
+ Bond (Refundable less Cost of Damage or Loss)	\$ 349.00	\$ 349.00	Y		C
Weekly Hire for YMCA Bingo Sessions	\$ 66.00	\$ 66.00	Y		C
<b>Supper Room Only - With Use of Kitchen Facilities</b>					
Booking Charge	\$ 139.00	\$ 139.00	Y		C
+ Bond (Refundable less Cost of Damage or Loss)	\$ 349.00	\$ 349.00	N		C
<b>Supper Room Only - Without Use of Kitchen Facilities</b>					
Day Time Meeting	\$ 79.00	\$ 79.00	Y		C
Night Time Meeting	\$ 92.00	\$ 92.00	Y		C
Rehearsal - Without Lighting	\$ 79.00	\$ 79.00	Y		C
Rehearsal - With Lighting	\$ 92.00	\$ 92.00	Y		C
<b>All Functions Involving Consumption of Alcohol</b>					
Cabarets, Weddings, Parties, etc. - Includes Use of Kitchen Facilities					
<b>Hall and Supper Room</b>					
Booking Charge	\$ 349.00	\$ 349.00	Y		C
+ Bond (Refundable less Cost of Damage or Loss)	\$ 697.00	\$ 697.00	N		C
<b>Supper Room Only</b>					
Booking Charge plus bond	\$ 184.00	\$ 184.00	Y		C
+ Bond (Refundable less Cost of Damage or Loss)	\$ 697.00	\$ 697.00	N		C
Security Charge #	At Cost	At Cost	Y		C
# When deemed necessary (e.g. 18th / 21st, trucks nights) - Paid to Council for Council to engage security guard					
<b>Public Address System Fees and Charges</b>					
Bond	\$ 329.00	\$ 329.00	N		C
Delivery, Setup, Removal (+ Travel @ 75c/km)	\$ 198.00	\$ 198.00	Y		C
Hire Fee (Minimum of seven (7) days notice is required prior to any hire of the equipment)	10%	10%	Y		C
- % of Total Setup Fees					
<b>Other Equipment</b>					
Large Conference Projector	\$ 250.00	\$ 250.00	Y		C
<b>Concessions for Local Charity / Community Organisations</b>					
Functions / Events that are Held for the Benefit of the Community, or to Raise Funds for Charities, etc. - e.g. Eisteddfod, Cancer Society, Meals on Wheels, Carols by Candlelight, High School Fanfare, All Service Clubs	100%	100%			
Functions / Events Run by Local Clubs, Groups, Schools, etc. for the Purpose of Raising Funds for Themselves - e.g. Blue Light Disco, Old Science Centre, Show Society, Scouts, Guides, Schools	50%	50%	Y		C
Standard Security and Cleaning Deposit Applies					

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Halls-Nanango</b>					
<b>Cultural Centre, Nanango</b>					
<b>Function with No Alcohol</b>					
Bond		\$ 192.00	\$ 192.00	N	C
Stage One or Two	each	\$ 112.00	\$ 112.00	Y	C
Use of Stage Two Kitchen		\$ 59.00	\$ 59.00	Y	C
<b>Function with Alcohol</b>					
Bond		\$ 250.00	\$ 250.00	N	C
Stage One or Two	each	\$ 194.00	\$ 194.00	Y	C
Use of Stage Two Kitchen		\$ 59.00	\$ 59.00	Y	C
<b>Pop Concert</b>					
Bond		\$ 250.00	\$ 250.00	N	C
Stage One or Two	each	\$ 231.00	\$ 231.00	Y	C
<b>Meetings</b>					
Bond	/3 hours	\$ 85.00	\$ 85.00	N	C
Stage One or Two	each	\$ 59.00	\$ 59.00	Y	C
<b>Rehearsals / School Lessons</b>					
Bond	/3 hours	\$ 192.00	\$ 192.00	N	C
Stage One or Two	each	\$ 32.00	\$ 32.00	Y	C
<b>Senior Citizens / Respite / 2nd Chance</b>					
Bond		\$ 54.00	\$ 54.00	N	C
Stage One or Two	each	\$ 20.00	\$ 20.00	Y	C
<b>Set Up for Functions Previous Day</b>					
After 3pm Only		\$ 46.00	\$ 46.00	Y	C
Before 3pm		\$ 105.00	\$ 105.00	Y	C
<b>Concessions for Local Charity / Community Organisations</b>					
Functions / Events that are Held for the Benefit of the Community, or to Raise Funds for Charities, etc. - e.g. Bisteddof, Cancer Society, Meals on Wheels, Carols by Candlelight, High School Farefare, All Service Clubs	100%	100%			
Functions / Events Run by Local Clubs, Groups, Schools, etc. for the Purpose of Raising Funds for Themselves - e.g. Blue Light Disco, Old Sciencecentre, Show Society, Scouts, Guides, Schools	50%	50%	Y		C
Standard Security and Cleaning Deposit Applies					

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Halls-Others</b>					
<b>Blackbutt Hall</b>					
<b>Functions With No Alcohol</b>					
Bond	\$ 174.00	\$ 174.00	N		C
Fee	\$ 112.00	\$ 112.00	Y		C
<b>Functions With Alcohol</b>					
Bond	\$ 250.00	\$ 250.00	N		C
Fee	\$ 204.00	\$ 204.00	Y		C
<b>Public Meetings</b>					
	/3 hours or part thereof				
Bond	\$ 85.00	\$ 85.00	N		C
Fee	\$ 59.00	\$ 59.00	Y		C
<b>Club Meetings</b>					
	/3 hours or part thereof				
Bond	\$ 20.00	\$ 20.00	N		C
Fee	\$ 20.00	\$ 20.00	Y		C
<b>Rehearsals / School Lessons</b>					
	/3 hours or part thereof				
Bond					
Fee	\$ 20.00	\$ 20.00	Y		C
<b>Senior Citizens / CWA / Red Cross</b>					
Bond					
Fee	\$ 18.00	\$ 18.00	Y		C
<b>Rental – Solicitor</b>					
	/ day or part thereof				
Bond	\$ 54.00	\$ 54.00	N		C
Fee	\$ 40.00	\$ 40.00	Y		C
<b>Kitchen – Registered</b>					
Bond	\$ 85.00	\$ 85.00	N		C
Fee	\$ 59.00	\$ 59.00	Y		C
<b>Catholic Church Ladies Committee</b>					
Bond	\$ 54.00	\$ 54.00	N		C
Annual Event	\$ 59.00	\$ 59.00	Y		C
<b>RSL &amp; Sub Branch – Anzac Day Only</b>					
Functions / Events that are Held for the Benefit of the Community, or to Raise Funds for Charities, etc. - e.g. Eisteddfod, Cancer Society, Meals on Wheels, Carols by Candlelight, High School Farefare, All Service Clubs	100%	100%			
Functions / Events Run by Local Clubs, Groups, Schools, etc. for the Purpose of Raising Funds for Themselves - e.g. Blue Light Disco, Old Scenecentre, Show Society, Scouts, Guides, Schools	50%	50%	Y		C
Standard Security and Cleaning Deposit Applies					

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Halls-Others</b>					
<b>Maldenwell Hall</b>					
<b>Functions With No Alcohol</b>					
Bond	\$ 170.00	\$ 170.00	N		C
Fee	\$ 59.00	\$ 59.00	Y		C
<b>Functions With Alcohol</b>					
Bond	\$ 20.00	\$ 20.00	N		C
Fee	\$ 20.00	\$ 20.00	Y		C
<b>Public Meetings</b> /3 hours or part thereof					
Bond	\$ 20.00	\$ 20.00	N		C
Fee	\$ 13.00	\$ 13.00	Y		C
<b>Club Meetings</b> /3 hours or part thereof					
Bond	\$ 20.00	\$ 20.00	N		C
Fee	\$ 20.00	\$ 20.00	Y		C
<b>Functions Held in Supper Room</b>					
Bond	\$ 20.00	\$ 20.00	N		C
Fee	\$ 13.00	\$ 13.00	Y		C
<b>Rehearsals / School Lessons</b> /3 hours or part thereof					
Bond	\$ 18.00	\$ 18.00	N		C
Fee	\$ 13.00	\$ 13.00	Y		C
<b>Senior Citizens / CWA / Red Cross / Respite / 2nd Chance</b>					
Bond	\$ 18.00	\$ 18.00	N		C
Fee	\$ 13.00	\$ 13.00	Y		C
<b>Maldenwell Oval Facilities</b>					
Use of Kitchen	\$ 33.00	\$ 33.00	Y		C
<b>Camping Toilet and Shower</b>					
Per Child	\$ 3.00	\$ 3.00	N		C
Per Adult	\$ 7.00	\$ 7.00	N		C
Security Charge #	At Cost	At Cost	Y		C
# When deemed necessary (e.g. 18th / 21st, trucks nights) - Paid to Council for Council to engage security guard					
<b>Public Address System Fees and Charges</b>					
Bond	\$ 329.00	\$ 329.00	N		C
Delivery, Setup, Removal (+ travel @ 75c/km)	\$ 198.00	\$ 198.00	Y		C
Hire Fee (Minimum of seven (7) days notice is required prior to any hire of the equipment) - % of Total Setup Fees	10%	10%	Y		C
<b>Other Equipment</b>					
Large Conference Projector	\$ 250.00	\$ 250.00	Y		C
<b>Concessions for Local Charity / Community Organisations</b>					
Functions / Events that are Held for the Benefit of the Community, or to Raise Funds for Charities, etc. - e.g. Eisteddfod, Cancer Society, Meals on Wheels, Carols by Candlelight, High School Fanfare, All Service Clubs	100%	100%			
Functions / Events Run by Local Clubs, Groups, Schools, etc. for the Purpose of Raising Funds for Themselves - e.g. Blue Light Disco, Old Science Centre, Show Society, Scouts, Guides, Schools	50%	50%	Y		C
Standard Security and Cleaning Deposit Applies					



Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Halls-Others</b>					
<b>Pigeon Hill</b>					
<b>Functions With No Alcohol</b>					
Bond	\$ 170.00	\$ 170.00	N		C
Fee	\$ 112.00	\$ 112.00	Y		C
<b>Functions With Alcohol</b>					
Bond	\$ 250.00	\$ 250.00	N		C
Fee	\$ 204.00	\$ 204.00	Y		C
<b>Public Meetings</b> /3 hours or part thereof					
Bond	\$ 85.00	\$ 85.00	N		C
Fee	\$ 59.00	\$ 59.00	Y		C
<b>Club Meetings</b> /3 hours or part thereof					
Bond	\$ 20.00	\$ 20.00	N		C
Fee	\$ 24.00	\$ 24.00	Y		C
<b>Rehearsals / School Lessons</b> /3 hours or part thereof					
Fee	\$ 24.00	\$ 24.00	Y		C
<b>Senior Citizens / CWA / Red Cross</b>					
Fee	\$ 18.00	\$ 18.00	Y		C
<b>Kitchen – Registered</b>					
Bond	\$ 85.00	\$ 85.00	N		C
Fee	\$ 59.00	\$ 59.00	Y		C
<b>Air conditioning – Per function</b>					
Fee (Day or Night)	\$ 66.00	\$ 66.00	Y		C
<b>Public Address System Fees and Charges</b>					
Bond	\$ 329.00	\$ 329.00	N		C
Delivery, Setup, Removal (+ travel @ 75c/km)	\$ 198.00	\$ 198.00	Y		C
Hire Fee (Minimum of seven (7) days notice is required prior to any hire of the equipment)	10%	10%	Y		C
- % of Total Setup Fees					
<b>Concessions for Local Charity / Community Organisations</b>					
Functions / Events that are Held for the Benefit of the Community, or to Raise Funds for Charities, etc. - e.g. Bisteddod, Cancer Society, Meals on Wheels, Carols by Candlelight, High School Fanfare, All Service Clubs	100%	100%			
Functions / Events Run by Local Clubs, Groups, Schools, etc. for the Purpose of Raising Funds for Themselves - e.g. Blue Light Disco, Old Sciencecentre, Show Society, Scouts, Guides, Schools	50%	50%	Y		C
Standard Security and Cleaning Deposit Applies					
Security Charge #	\$ 281.00	\$ 281.00	Y		C
# When deemed necessary (e.g. 18th / 21st, bucks nights) - Paid to Council for Council to engage security guard					

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Halls-Others</b>					
<b>Wondai Memorial Hall</b>					
Ball, Cabaret, Wedding etc (Includes Bar & Kitchen)	\$ 513.00	\$ 513.00	Y		C
Ball, Cabaret, Wedding etc (Kitchen Only)	\$ 375.00	\$ 375.00	Y		C
Concert (Hall Only)	\$ 270.00	\$ 270.00	Y		C
Meetings (<50) / Trade Shows	\$ 198.00	\$ 198.00	Y		C
Meetings (<50)	\$ 105.00	\$ 105.00	Y		C
Indoor Bowls, Community Groups	\$ 59.00	\$ 59.00	Y		C
Wondai Indoor Bowls Club Practice Nights	\$ 26.00	\$ 26.00	Y		C
Full Use of Kitchen	\$ 118.00	\$ 118.00	Y		C
Bar Facilities	\$ 131.00	\$ 131.00	Y		C
Use of Kitchen - Tea and Coffee Facilities Only	\$ 46.00	\$ 46.00	Y		C
Supper Room - Meetings (<50)	\$ 46.00	\$ 46.00	Y		C
Additional Cleanup Fee (Sunday Morning)	\$ 66.00	\$ 66.00	Y		C
Early Setup Fee (Prior to 3pm)	\$ 66.00	\$ 66.00	Y		C
Bond Applies (All Damages and Breakages Must be Paid For)	\$ 490.00	\$ 490.00	N		C
<b>Tables and Chairs</b>					
Chairs #	\$ 1.00	\$ 1.00	Y		C
Tables #	\$ 8.00	\$ 8.00	Y		C
# Bond Applies (All Damages and Breakages Must be Paid For)	\$ 70.00	\$ 70.00	N		C
<b>Other Equipment</b>					
Large Conference Projector	\$ 250.00	\$ 250.00	Y		C
<b>Concessions for Local Charity / Community Organisations</b>					
Functions / Events that are Held for the Benefit of the Community, or to Raise Funds for Charities, etc - e.g. Eisteddfod, Cancer Society, Meals on Wheels, Carols by Candlelight, High School Fanfare, All Service Clubs	100%	100%			
Functions / Events Run by Local Clubs, Groups, Schools, etc for the Purpose of Raising Funds for Themselves - e.g. Blue Light Disco, Old Sciencecentre, Show Society, Scouts, Guides, Schools	50%	50%	Y		C
Standard Security and Cleaning Deposit Applies					
Security Charge #	At Cost	At Cost	Y		C
# When deemed necessary (e.g. 18th / 21st, bucks nights) - Paid to Council for Council to engage security guard					
<b>Meeting Rooms</b>					
<b>Kingaroy 1913 Chambers</b>					
Non Profit Organisations - Free Hire - \$60 Cleaning Charge If Facility Not Left Clean	\$ 69.00	\$ 69.00	Y		C
Commercial Organisations	/ day or part thereof				
<b>Kingaroy 1938 Chambers</b>					
Non Profit Organisations - Free Hire - \$60 Cleaning Charge If Facility Not Left Clean	\$ 69.00	\$ 69.00	Y		C
Commercial Organisations	/ day or part thereof				

Fees & Charges						
Type of Charge		13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Library</b>						
<b>Fines on Overdue Books</b>						
Member - After 4 Weeks - Per Book Per Working Day - Minimum 20c		No Charge	No Charge			
<b>Internet</b>						
First Hour		No Charge	No Charge			
Per Half Hour Over First Hour		No Charge	No Charge			
<i>Prior bookings for the internet take precedence over sessions not booked</i>						
<b>Lost Books</b>						
Replacement Fee		At Cost	At Cost	Y		C
<b>Membership</b>						
Membership		No Charge	No Charge			
Bond for Visitor Membership (Refundable)		No Charge	No Charge			
<b>Photocopying (as per Administration Costs)</b>						
A4 Page	/ page	\$ 0.70	\$ 0.70	Y		C
A3 Page	/ page	\$ 0.80	\$ 0.80	Y		C
A4 Community Groups	/ page	\$ 0.20	\$ 0.20	Y		C
<b>Printing (as per Administration Costs)</b>						
Full Page Colour (e.g. picture/poster)	/ page	\$ 2.50	\$ 2.50	Y		C
Colour Picture and Writing	/ page	\$ 1.25	\$ 1.25	Y		C
Colour Writing	/ page	\$ 0.70	\$ 0.70	Y		C
Black Writing	/ page	\$ 0.20	\$ 0.20	Y		C
<b>Other</b>						
Library Membership Card Replacement Fee	each	\$ 5.50	\$ 5.50	Y		C
Library Bags	each	\$ 3.00	\$ 3.00	Y		C

<b>Fees &amp; Charges</b>						
<b>Type of Charge</b>	<b>13 / 14</b>	<b>14 / 15</b>	<b>GST</b>	<b>Head of Power</b>	<b>Reg / Com</b>	
<b>Pest Management</b>						
<b>Administration Fee - Control Notices</b>						
Administration Fee - Control Notices	\$ 54.00	\$ 55.00	N	Local Government Act 2009 S97(2)(a)		R
<b>Purchase of Doggone Baits</b>						
Purchase of Doggone Baits	At Cost + Admin.	At Cost + Admin.	Y			C
<b>Wild Dog Scalps</b>						
Wild Dog Scalps (Rebate)	/ head	\$ 30.00	\$ 30.00	N	Local Government Act 2009 S97(2)(a)	R
<b>Noxious Weeds - Property Inspection</b>						
Noxious Weeds - Property Inspection		\$ 167.00	\$ 171.00	N	Local Government Act 2009 S97(2)(a)	R

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
<b>Planning</b>						
<b>Planning Searches</b>						
Limited Planning Certificate	\$ 126.00	\$ 129.00	N	Sustainable Planning Act 2009 S73(2)	R	
Standard Planning Certificate	\$ 372.00	\$ 380.00	N	Sustainable Planning Act 2009 S73(2)	R	
Full Planning Certificate	\$ 745.00	\$ 764.00	N	Sustainable Planning Act 2009 S73(2)	R	
<b>Preliminary Approval</b>						
Application Fee (70% of Prescribed Fee)	\$ 2,738.00	\$ 2,806.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
<b>Reconfiguring a Lot Code</b>						
Boundary Realignments, Easements & Compliance Assessments	\$ 937.00	\$ 1,022.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Reconfigure 1 to 5 lots	\$ 1,742.00	\$ 1,796.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Reconfigure 6 to 15 lots	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Reconfigure Over 15 lots	\$ 3,303.00	\$ 3,386.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
<b>Reconfiguring a Lot Impact</b>						
Boundary Realignments & Easements	\$ 2,246.00	\$ 2,302.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Reconfigure 1 to 5 lots	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Reconfigure 6 to 15 lots	\$ 3,736.00	\$ 3,828.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Reconfigure Over 15 lots	\$ 4,984.00	\$ 5,109.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
<b>Sealing of Survey Plans &amp; Compliance</b>						
Sealing of a Survey Plan (includes endorsement of plan and associated documentation, site inspections, re-inspection for condition compliance) (Compliance Certificate)	\$ 360.00	\$ 369.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
DERM Valuation Fee (Per Lot on Survey Plan)	\$ 45.00	\$ 46.00	N	Local Government Act 2009 897(2)(a)	R	
Separate Assessment of Documents including Landscaping Plans (Compliance Certificate), Resealing of a Survey Plan	\$ 144.00	\$ 148.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
<b>Material Change of Use Code</b>						
Dwelling House	\$ 997.00	\$ 1,022.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Annexed Unit, D&B, Caretakers Residence, Estate Office, Home Based Business, Relatives Unit	\$ 1,249.00	\$ 1,280.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Animal Keeping, Farming, Forestry Business, Rural Service Industry, General Store < 100m <sup>2</sup>	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Neighbourhood Shopping Centre < 500m <sup>2</sup>	\$ 3,111.00	\$ 3,189.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Integrated Shop	\$ 3,747.00	\$ 3,840.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Major Shopping Development > 500m <sup>2</sup>	\$ 6,245.00	\$ 6,400.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Commercial Uses < 500m <sup>2</sup>	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Commercial Uses > 500m <sup>2</sup>	\$ 3,111.00	\$ 3,189.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Borrow Pits Small Scale	\$ 1,862.00	\$ 1,909.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Borrow Pits Large Scale	\$ 3,111.00	\$ 3,189.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Extractive Industry < 2ha, General Industry, Service Station, Transport Station	\$ 2,486.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Extractive Industry > 2ha	\$ 3,747.00	\$ 3,840.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
High Impact Industry	\$ 5,477.00	\$ 5,614.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Industrial Uses < 500m <sup>2</sup>	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Industrial Uses > 500m <sup>2</sup>	\$ 3,747.00	\$ 3,840.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Intensive Animal Husbandry (Feedlots < 50csu, Piggery < 200csu)	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Intensive Animal Husbandry (Feedlots > 50csu, Piggery > 200csu, Poultry Farm, Other)	\$ 2,486.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Child Care Centre	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Local Utility	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Major Utility	\$ 3,747.00	\$ 3,840.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Special Use	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Telecommunications facility (Medium Impact)	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
All other Community Uses	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Indoor Entertainment	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Indoor Sports Facility	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Outdoor Recreation	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Park	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
<b>Material Change of Use Impact</b>						
Dwelling House	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Annexed Unit, D&B, Caretakers Residence, Estate Office, Home Based Business, Relatives Unit	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Animal Keeping, Farming, Forestry Business, Rural Service Industry, General Store < 100m <sup>2</sup>	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Neighbourhood Shopping Centre < 500m <sup>2</sup>	\$ 3,747.00	\$ 3,840.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Integrated Shop	\$ 4,444.00	\$ 4,555.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Major Shopping Development > 500m <sup>2</sup>	\$ 7,567.00	\$ 7,756.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Borrow Pits Small Scale	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Borrow Pits Large Scale	\$ 3,747.00	\$ 3,840.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Extractive Industry < 2ha, General Industry, Service Station, Transport Station	\$ 4,444.00	\$ 4,555.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Extractive Industry > 2ha	\$ 5,044.00	\$ 5,170.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
High Impact Industry	\$ 7,567.00	\$ 7,756.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Industrial Uses < 500m <sup>2</sup>	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Industrial Uses > 500m <sup>2</sup>	\$ 5,044.00	\$ 5,170.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Commercial Uses < 500m <sup>2</sup>	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Commercial Uses > 500m <sup>2</sup>	\$ 3,747.00	\$ 3,840.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Intensive Animal Husbandry (Feedlots < 50csu, Piggery < 200csu)	\$ 3,111.00	\$ 3,189.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Intensive Animal Husbandry (Feedlots > 50csu, Piggery > 200csu, Poultry Farm, Other)	\$ 5,044.00	\$ 5,170.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Child Care Centre	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Local Utility	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Major Utility	\$ 6,245.00	\$ 6,400.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Special Use	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Telecommunications facility (Medium Impact)	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
All other Community Use	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Indoor Entertainment	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Indoor Sports Facility	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Outdoor Recreation	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Park	\$ 2,498.00	\$ 2,560.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
<b>Multiple Dwelling Units / Caravan Parks / Accommodation Building / Retirement Villages (Per Unit) Code</b>						
Code - Small < 5 Units	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Code - Medium 5-10 Units	\$ 5,044.00	\$ 5,170.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	
Code - Large > 10 Units	\$ 5,284.00	\$ 5,416.00	N	Sustainable Planning Act 2009 S260(1)(d)	R	

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
<b>Planning</b>						
<b>Multisite Dwelling Units / Caravan Parks / Accommodation Building / Retirement Villages (Per Unit) Impact</b>						
Impact - Small < 5 Units	\$ 1,874.00	\$ 1,920.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)		R
Impact - Medium 5-10 Units	\$ 5,044.00	\$ 5,170.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Impact - Large > 10 Units	\$ 6,294.00	\$ 6,416.00	N	Sustainable Planning Act 2009 S260(1)(d)(iii)		R
<b>Minor Relaxations &amp; Siting Variations</b>						
Relaxation or Siting variation	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
<b>Building Work / Operational Work Not Associated With an MCU</b>						
Class 10 on Vacant Land	\$ 240.00	\$ 246.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Building or Structure - Height, Site Cover or Setback	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Fence or wall forward of building line and less 50% transparent	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Retaining wall over 2m in height	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Displacement of more than 20 cubic metres of material	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Building or structure on Cultural Heritage Site show on SMDA	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Building or structure on land in SMOA to the Kingsford airport	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Excavation and/or filling that materially affects premises	\$ 757.00	\$ 776.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
Advertising Devices	\$ 626.00	\$ 640.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)		R
<b>Change to an Approval</b>						
Application to amend an approval, extension to relevancy period	\$ 1,504.00	\$ 1,542.00	N	Sustainable Planning Act 2009 S370(2)(a)		R
Request for Negotiated Decision Notice (10% of prescribed fee with a minimum \$200)			N	Sustainable Planning Act 2009 S360		R
<b>Other Planning Fees</b>						
Enquiry - Preliminary Application	\$ 622.00	\$ 638.00	N	Local Government Act 2009 S97(2)(a)		R
<b>Resident Vendors / Commercial Use of Roads</b>						
Application Fee (for Council Decision)	\$ 432.00	\$ 443.00	N	Local Government Act 2009 S97(2)(a)		R
Annual Licence Fee	\$ 781.00	\$ 800.00	N	Local Government Act 2009 S97(2)(a)		R
<b>Infrastructure Provisions</b>						
Development Contributions - Infrastructure Unit Charge (E)		1 Unit	N	Local Government Act 2009 S97(2)(a)		R
Car Parking Contributions	\$ 7,531.00	\$ 7,719.00	N	Local Government Act 2009 S97(2)(a)		R
<b>Refund of Fees</b>						
<i>Refund of Application Fees when an Application is Withdrawn or Returned due to "Not Properly Made"</i>						
(i) Application submitted and preliminary clerical work completed	90%	90%	N	Sustainable Planning Act 2009 S260 / S356		R
(ii) Application advertised and placed on public display	50%	50%	N	Sustainable Planning Act 2009 S260 / S356		R
(iii) Site inspected and department reports prepared	25%	25%	N	Sustainable Planning Act 2009 S260 / S356		R
(iv) Meeting Report completed, prior to Council Meeting	10%	10%	N	Sustainable Planning Act 2009 S260 / S356		R
(v) After Council's consideration	Nil	Nil	N	Sustainable Planning Act 2009 S260 / S356		R
<b>Planning Scheme Documents and Stationery</b>						
Transitional Planning Schemes (Superseded Planning Schemes)	\$ 30.00	\$ 30.00	N	Sustainable Planning Act 2009 S223(4)(a)(b)		R
IPA Planning Scheme (2006) Disk (any ex Shire - per item)	\$ 30.00	\$ 30.00	Y			C
IPA Planning Scheme (2006) Hard Copy (any ex Shire - per item)	\$ 384.00	\$ 394.00	Y			C
Maps in Current Planning Schemes (Colour) A4	\$ 18.00	\$ 18.00	Y			C
Maps in Current Planning Schemes (Colour) A3	\$ 24.00	\$ 25.00	Y			C
Planning Scheme Application Pack (all relevant Codes and application forms) A4 copies	\$ 42.00	\$ 43.00	Y			C
Purchase of Public Notification Signs	\$ 30.00	\$ 35.00	Y			C

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
<b>Plumbing</b>						
Dwelling - Sewered	\$ 758.00	\$ 777.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Dwelling - Unsew - HSTP / SEPTIC	\$ 758.00	\$ 777.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Multi Dwelt Units - Sewered Per Unit	\$ 488.00	\$ 480.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Multi Dwelt Units - Unsew - HSTP / SEPTIC Per Unit	\$ 488.00	\$ 480.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Commercial Applications - School Projects, Industrial Development	\$ 889.00	\$ 880.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Plus Per Fixture Up To 19	\$ 28.00	\$ 29.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Plus Per Fixture More Than 20	\$ 33.00	\$ 34.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
<b>Plumbing &amp; Drainage Applications - Alterations</b>						
Dwelling & Multi Units - Sewered	\$ 579.00	\$ 593.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Plus Per Fixture < 20	\$ 28.00	\$ 29.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Dwelling & Multi Units - Unsew - HSTP / SEPTIC	\$ 646.00	\$ 662.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Plus Per Fixture < 20	\$ 28.00	\$ 29.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
<b>Reinspection Fees</b>						
Residential	\$ 145.00	\$ 149.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Commercial	\$ 178.00	\$ 182.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
<b>Miscellaneous Plumbing &amp; Drainage Inspections</b>						
Swimming Pool & Sewer Lines	\$ 173.00	\$ 177.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Unsewered (HSTP / SEPTIC)	\$ 201.00	\$ 206.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Disconnection from Sewered or Unsewer (HSTP / SEPTIC)	\$ 234.00	\$ 240.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
<b>Searches</b>						
Plumbing Search - House Drainage Plans within the Property (Owner / Private Certifier Info Request)	\$ 38.00	\$ 40.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
<b>Backflow Prevention Devices</b>						
Backflow Prevention Device Assessment Fee - New Applications	\$ 201.00	\$ 206.00	N	Plumbing & Drainage Act 2002 S85(2)(c)	R	
Backflow Prevention Device Registration Fee (Per Device)	\$ 38.00	\$ 39.00	N	Plumbing & Drainage Act 2002 S85(2)(c)	R	
<b>HSTP Maintenance Fees</b>						
Assessment Service Reports for HSTP (Unsewered Areas)	\$ 45.00	\$ 46.00	N	Plumbing & Drainage Act 2002 S85(2)(c)	R	
<b>Grey Water Installations</b>						
<i>Full Grey Water Use Facility for New Dwelling</i>						
Application Fee	\$ 357.00	\$ 368.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Inspection Fee	\$ 195.00	\$ 200.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Alteration to Existing Drainage Work & Approval of Grey Water Use Facility	\$ 279.00	\$ 286.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
<b>Refund of Fees</b>						
Prior to Assessment - % of Fees Paid	80%	80%	N	Plumbing & Drainage Act 2002 S42(3)	R	
Following Assessment - % of Fees Paid	25%	25%	N	Plumbing & Drainage Act 2002 S42(3)	R	
Permit Issued - % of Fees Paid	Nil	Nil	N	Plumbing & Drainage Act 2002 S42(3)	R	

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
<b>Printing &amp; Stationery</b>						
<b>Council Documents</b>						
Council Minutes	/ page	\$ 0.70	\$ 0.70	N	Local Government Act 2009 §97(2)(c)	R
10 Copies or More	/ page	\$ 0.30	\$ 0.30	N	Local Government Act 2009 §97(2)(c)	R
Per Set		\$ 2.50	\$ 2.50	N	Local Government Act 2009 §97(2)(c)	R
Local Laws & Local Law Policies	/ page	\$ 0.70	\$ 0.70	N	Local Government Act 2009 §97(2)(c)	R
10 Copies or More	/ page	\$ 0.30	\$ 0.30	N	Local Government Act 2009 §97(2)(c)	R
Budget Document		No Charge	No Charge	N	Local Government Act 2009 §97(2)(c)	R
Corporate Plan		No Charge	No Charge	N	Local Government Act 2009 §97(2)(c)	R
Annual Report		\$ 37.00	\$ 46.20	N	Local Government Act 2009 §97(2)(c)	R
Annual Report - CD		\$ 6.40	\$ 6.60	N	Local Government Act 2009 §97(2)(c)	R
Annual Financial Statements		\$ 19.00	\$ 19.50	N	Local Government Act 2009 §97(2)(c)	R
Register of Fees & Charges		No Charge	No Charge	N	Local Government Act 2009 §97(2)(c)	R
<b>Facsimile Transmissions</b>						
Local Call - First Page		\$ 2.00	\$ 2.00	Y		C
Local Call - Each Additional Page		\$ 0.70	\$ 0.70	Y		C
STD or ISD - First Page		\$ 2.70	\$ 2.70	Y		C
STD or ISD - Each Additional Page		\$ 1.25	\$ 1.25	Y		C
<b>Laminating</b>						
A4	/ page	\$ 3.50	\$ 3.60	Y		C
A3	/ page	\$ 4.25	\$ 4.40	Y		C
A0	/ metre	\$ 26.50	\$ 27.20	Y		C
<b>Photocopying</b>						
A4	/ page	\$ 0.70	\$ 0.70	Y		C
Double Sided		\$ 0.70	\$ 0.70	Y		C
Own Paper Supplied	/ page	\$ 0.20	\$ 0.20	Y		C
10 Sheets or More	/ page	\$ 0.30	\$ 0.30	Y		C
Community Organisations	/ page	\$ 0.20	\$ 0.20	Y		C
Colour	/ page	\$ 2.70	\$ 2.70	Y		C
A3	/ page	\$ 0.80	\$ 0.80	Y		C
Double sided		\$ 0.80	\$ 0.80	Y		C
Own Paper Supplied	/ page	\$ 0.20	\$ 0.20	Y		C
10 Sheets or More	/ page	\$ 0.30	\$ 0.30	Y		C
Community Organisations	/ page	\$ 0.20	\$ 0.20	Y		C
Colour	/ page	\$ 5.80	\$ 5.70	Y		C
<b>Plan Printing</b>						
Precl Sheets A1		\$ 25.00	\$ 25.60	Y		C
Precl Sheets A0		\$ 32.00	\$ 32.80	Y		C



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Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
<b>Private Works</b>						
<b>Mowing</b>						
Staking of Allotments (1/4 acre or 1/4 Hour) - At Cost + Administration		\$ 59.00	\$ 59.00	Y		C
Staking and Burning off of Private Land - Up to >1100sqm - At Cost + Administration / hour or part thereof		\$ 114.00	\$ 117.00	Y		C
Staking and Burning off of Private Land - Up to <1100sqm - At Cost + Administration / hour or part thereof		\$ 114.00	\$ 117.00	Y		C
Where the Owner Enters an Ongoing Agreement <1000sqm - At Cost + Administration / hour or part thereof		\$ 99.00	\$ 101.00	Y		C

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Rentals</b>					
<b>Community Housing</b>					
<b>Murgon</b>					
<b>Jeffries Street Units</b>					
% of Weekly Household Assessable Income Pursuant to Community Housing Ready Reckoner	30%	30%			
<b>Wright Way Units</b>					
% of Weekly Household Assessable Income Pursuant to Community Housing Ready Reckoner	30%	30%			
<b>Nanango</b>					
<b>Appin Place</b>					
Standard Units	\$ 155.00	\$ 159.00	Y		C
Man Unit	\$ 195.00	\$ 200.00	Y		C
<b>Brighthaven</b>					
Units 1 - 10	\$ 114.00	\$ 117.00	Y		C
<b>Drayton Villas</b>					
Minimum Standard Unit	\$ 175.00	\$ 179.00	Y		C
Minimum Extended Unit	\$ 184.00	\$ 189.00	Y		C
<b>Scotthaven</b>					
Units 1 - 4	\$ 122.00	\$ 125.00	Y		C
<b>Council Housing</b>					
<b>Murgon</b>					
Goodchild Drive	CMV	CMV	Y		C
Macalister Street House	CMV	CMV	Y		C
Tieman Terrace	CMV	CMV	Y		C
<b>Nanango</b>					
Pioneer Cottage	CMV	CMV			
Bunker Avenue (Staff Accommodation as per Contract) #	CMV	CMV			
Hunter Street (Staff Accommodation as per Contract) #	CMV	CMV			
Brisbane Street	CMV	CMV			
# # Contracts Cease - Fees Will Be Set at Current Market Rental Values (CMV)					

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
<b>Right to Information</b>						
Access Application		\$ 40.50	\$ 41.90	N	RTI Regulation 2009 S4	R
Processing Charge for an Access Application (For Any Application Where the Processing Time is More Than 5 Hours)	/ 15 minutes	\$ 6.25	\$ 6.45	Y	RTI Regulation 2009 S5	R
Access Charge (Only Where Actual Costs are Incurred as per RTI Regulation 2009)	/ 15 minutes	\$ 6.25	\$ 6.45	Y	RTI Regulation 2009 S6	R
Photocopying (A4) B & W	/ page	\$ 0.20	\$ 0.20	Y	RTI Regulation 2009 S6	R

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
<b>Roads</b>						
<b>Banners Across Roads</b>						
Use of Banner Poles	\$ 197.00	\$ 220.00	N	Local Government Act 2009 S97(2)(a)	R	
<b>Permits</b>						
Blanketing	\$ 40.00	\$ 41.00	N	Local Government Act 2009 S97(2)(a)	R	
Barriers and Balconies Over Roads	\$ 40.00	\$ 41.00	N	Local Government Act 2009 S97(2)(a)	R	
Building Materials Placed on Road	\$ 40.00	\$ 41.00	N	Local Government Act 2009 S97(2)(a)	R	
Licensed Gates - Application Fee	\$ 69.00	\$ 71.00	N	Local Government Act 2009 S97(2)(a)	R	
Licensed Grids - Application Fee	\$ 69.00	\$ 71.00	N	Local Government Act 2009 S97(2)(a)	R	
Scaffolding	\$ 40.00	\$ 41.00	N	Local Government Act 2009 S97(2)(a)	R	
Car Park Bays / day	\$ 10.00	\$ 10.00	N	Local Government Act 2009 S97(2)(a)	R	
<b>Pipes Across Gazetted Roads</b>						
Application Fee	\$ 132.00	\$ 135.00	N	Local Government Act 2009 S97(2)(a)	R	
<b>Marker Posts (Complete)</b>						
Each	\$ 53.00	\$ 54.00	Y		C	
<b>Complete Repairs</b>						
Estimated Cost for Council to Supply, Lay & Backfill Enveloping Pipe (Actual Cost to be Charged)	At Cost	At Cost	Y		C	
<b>Removal Bond</b>						
For Movements Into, Out of, or Within the South Burnett Regional Council (When Damage Occurs to Council Roads Cost of Repairs to be Deducted from the Bond)	\$ 1,200.00	\$ 1,200.00	N	Local Government Act 2009 S97(2)(a)	R	
	*(+ \$180 Non-Refundable Application Fee)	*(+ \$200 Non-Refundable Application Fee)				
<b>Rural Property Number</b>						
For Premises Other Than Dwellings	\$ 89.00	\$ 101.00	Y		C	
Rural Numbers / each cap	\$ 5.00	\$ 5.00	Y		C	
Rural Numbers / each number	\$ 7.00	\$ 7.00	Y		C	
Rural Numbers / each post	\$ 12.00	\$ 12.00	Y		C	

Fees & Charges						
Type of Charge		13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Saleyards &amp; Dips</b>						
<b>Animals Licence Fee</b>						
Licence Fee for Speciality Sales (1 or 2 Day Sale)		\$ 1 100.00	\$ 1 100.00	Y		C
Annual Charge - Porters Transport		No Charge	No Charge	Y		C
<b>Livestock Selling Fees</b>						
Liveweight Sale (Weighing & Yard Due Fee)	/head	\$ 5.40	\$ 5.40	Y		C
Open Auction Sale (Yard Due Fee Only)	/head	\$ 3.60	\$ 3.60	Y		C
Cattle Sold Per Head at Sales Other Than Store, Liveweight & Stud Sales	/head	\$ 1.60	\$ 1.60	Y		C
Agents Licence and Scale Fee	/head	\$ 1.60	\$ 1.60	Y		C
Pigs, Sheep, Goats, Chickens, Llamas Sold	/head	\$ 1.60	\$ 1.60	Y		C
Horses and Buffalo	/head	\$ 7.20	\$ 7.20	Y		C
Calves Sold	/head	\$ 1.10	\$ 1.10	Y		C
Cattle Sold at Open Auction and Privately Weighed on Completion of Sale	/head	\$ 3.10	\$ 3.10	Y		C
<b>Stud Selling Fees</b>						
Open Auction Sale Ring Use	/head	\$ 25.50	\$ 25.50	Y		C
Open Auction Sale (Yard Use Fee Only)		\$ 3.60	\$ 3.60	Y		C
<b>Hay Feeders</b>						
Hire of Hay Feeders	/pen per day	\$ 8.00	\$ 8.00	Y		C
<b>Consignment Fee for Cattle</b>						
Consignment Fee 1st Day (Yard Due, Use of Ramp, Mob Base Transfer)	/head	\$ 2.20	\$ 2.20	Y		C
Consignment Holding Fee 2nd Day and Thereafter (Yard Use)		\$ 1.00	\$ 1.00	Y		C
Mob Based Transfers		\$ 1.50	\$ 1.50	Y		C
<b>Cleaning of Other Areas</b>						
Cleaning of Agents Room and Toilets After Additional Speciality Sales	/event	\$ 205.00	\$ 205.00	Y		C
<b>Cleaning of Yards</b>						
Cattle Yards	/pen	\$ 70.00	\$ 70.00	Y		C
<b>National Livestock Identification Schemes (NLIS)</b>						
Saleryard NLIS Devices Replacement		\$ 15.50	\$ 15.50	Y		C
Agent Fee for Hire of NLIS Scanner 4217 Prior to Sales	/head	\$ 1.20	\$ 1.20	Y		C
<b>Removal and Disposal</b>						
Removal and Disposal of Dead Animal		\$ 220.00	\$ 220.00	Y		C
<b>Weighing Fees</b>						
<b>Other Than at Cattle Liveweight Sales</b>						
Minimum Fee - 1 to 20 Head		\$ 31.50	\$ 31.50	Y		C
Weighed Per Head - Over 20 Head		\$ 1.60	\$ 1.60	Y		C
<b>Inspections Fees - Weekdays</b>						
Inspection Fee	/hour	\$ 120.00	\$ 120.00	Y		C
Minimum Charge of 15 Minutes:		\$ 30.00	\$ 30.00	Y		C
Off Site Inspections - Travel Time Cost Per Kilometre Travelled		\$ 0.90	\$ 0.90			
<b>On Property Inspections (Properties in the Infected Area During Business Hours)</b>						
Per Hour		\$ 113.80	\$ 113.80	Y		C
Minimum Charge of 15 Minutes:		\$ 30.00	\$ 30.00	Y		C
<b>Inspection Fees - Out of hours / Weekends / Public Holidays</b>						
Minimum Charge of 1 Hour	/hour - minimum 1 hour	\$ 240.00	\$ 240.00	Y		C
Callout Fee		\$ 90.00	\$ 90.00	Y		C
Off Site Inspections - Travel Time Cost Per Kilometre Travelled		\$ 0.90	\$ 0.90	Y		C
<b>Dipping Fees</b>						
Dipping Fees:		\$ 2.20	\$ 2.20	Y		C
Travel Time Cost Per Kilometre Travelled				Y		C
<b>Servina Fees</b>						
Per Animal		\$ 4.80	\$ 4.80	Y		C
Minimum Fee		\$ 13.80	\$ 13.80	Y		C

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
<b>Searches</b>						
<b>Building Searches</b>						
Building Property Search	\$ 285.00	\$ 292.00	N	Local Government Act 2009 S262(3)(g)	R	
Building Records Search	\$ 164.00	\$ 168.00	N	Local Government Act 2009 S262(3)(g)	R	
Building Records Search (Urgent)	\$ 247.00	\$ 253.00	N	Local Government Act 2009 S262(3)(g)	R	
Copy of Building Plans	\$ 164.00	\$ 168.00	N	Sustainable Planning Act 2009 S729(1)(k)	R	
<b>Cemetery Search</b>						
Standard Search (Over 6 Names)	At Cost	#REF!	Y		C	
<b>Environmental Health Licences</b>						
<b>Special Inspection (e.g. Compliance Search)</b>						
To Undertake Inspection of any Licensed Premises and Requires a Written Report	\$ 318.00	\$ 326.00	Y		C	
The Application Fee for all Environmental Health Licences / Permits includes the Assessment Fee and the Balance of the Licensing period. If a new application is received in the last 3 months of the licensing period the approval shall be issued to the common due date in the following financial year.						
<b>Health Records Search</b>						
	\$ 34.00	\$ 85.00	Y		C	
<b>Noxious Weeds - Property Inspection</b>						
	\$ 167.00	\$ 171.00	N	Local Government Act 2009 S97(2)(a)	R	
<b>Rate / Property Searches</b>						
Short Search	\$ 70.00	\$ 70.00	N	Local Government Act 2009 S97(2)(c)	R	
Full Search	\$ 125.00	\$ 125.00	N	Local Government Act 2009 S97(2)(c)	R	
Urgent Search (Less than 48 hours from receipt of request)	\$ 180.00	\$ 180.00	N	Local Government Act 2009 S97(2)(c)	R	
Property Archive Search/Miscellaneous Administration Fee	/hour	\$ 35.00	Y		C	
Property Archive Search/Miscellaneous Administration Fee - if less than 1/2 hour	/half hour - minimum	\$ 20.00	Y		C	
<b>Note:</b>						
(i) The owner (or his Agent authorised in writing) may inspect the Rate Book in respect of land of which he is the owner, lessee, or occupier, and / or land adjoining there to, without charge.						
(ii) Rate information is not to be given by telephone.						
<b>Special Water Meter Reading</b>						
	\$ 67.00	\$ 69.00	N	Local Government Act 2009 S97(2)(e)	R	
<b>Planning Searches</b>						
Limited Planning Certificate	\$ 126.00	\$ 129.00	N	Sustainable Planning Act 2009 S737(2)	R	
Standard Planning Certificate	\$ 372.00	\$ 380.00	N	Sustainable Planning Act 2009 S737(2)	R	
Full Planning Certificate	\$ 745.00	\$ 764.00	N	Sustainable Planning Act 2009 S737(2)	R	
<b>Searches</b>						
Plumbing Search - House Drainage Plans within the Property (Owner / Private Certifier Info Request)	\$ 39.00	\$ 40.00	N	Plumbing & Drainage Act 2002 S145(2)(b)	R	

Fees & Charges					
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Soil Laboratory Testing</b>					
<b>Aggregate Sampling</b>					
Sampling of Aggregate	/ hour	\$ 70.00	\$ 70.00	Y	C
Flakiness Index (Including ALD, Particle Size Distribution)		\$ 168.00	\$ 168.00	Y	C
Degradation Test		\$ 220.00	\$ 220.00	Y	C
Weak Particles		\$ 70.00	\$ 70.00	Y	C
Crushed Particles		\$ 70.00	\$ 70.00	Y	C
Degree Precast		\$ 70.00	\$ 70.00	Y	C
10% Fines Wet / Dry Variation		\$ 504.00	\$ 504.00	Y	C
Sand, Silt Clay Content		\$ 50.00	\$ 50.00	Y	C
Loose Density		\$ 50.00	\$ 50.00	Y	C
<b>CBR Testing</b>					
<b>CBR (8 Points)</b>					
Unsoaked		\$ 430.00	\$ 430.00	Y	C
Soaked		\$ 430.00	\$ 430.00	Y	C
<b>In Situ CBR Test (DCP)</b>					
<b>CBR (1 Point)</b>					
Unsoaked	/ hour	\$ 70.00	\$ 70.00	Y	C
Soaked		\$ 252.00	\$ 252.00	Y	C
<b>Compaction Testing</b>					
<b>Conventional</b>					
<b>Dry Density - Moisture Relationship (MDR)</b>					
Large Mould MDR		\$ 170.00	\$ 170.00	Y	C
Small Mould MDR		\$ 130.00	\$ 130.00	Y	C
<b>Field Density (Sand Replacement)</b>					
Less than 5 Density Tests		\$ 78.00	\$ 78.00	Y	C
5 or More Density Tests		\$ 78.00	\$ 78.00	Y	C
<b>Concrete Testing</b>					
<b>Slump Test</b>					
0-25 Tests	/ month	\$ 25.00	\$ 25.00	Y	C
<b>Making Cylinders and Curing (Each Cylinder) (Includes 1 Slump Test Per Set of 3)</b>					
Set of 3	/ month	\$ 165.00	\$ 165.00	Y	C
Cast and Cure Extra Cost	/ month	\$ 25.00	\$ 25.00	Y	C
Unconfined Compressive Strength (UCS)		\$ 336.00	\$ 336.00		
<b>Compressive Strength Tests (Each Cylinder)</b>					
0-25 Tests	/ month	\$ 25.00	\$ 25.00	Y	C
<b>Nuclear Meter Testing (NATA Certified)</b>					
Field Dry Density - Moisture Content Each		\$ 41.00	\$ 41.00	Y	C
<b>Soil Testing</b>					
<b>Moisture Content</b>					
<b>Sieve Analysis</b>					
Particle Size Distribution (PSD) Dry / Wet		\$ 127.00	\$ 127.00	Y	C
Particle Size Distribution (PSD) Less than 5 Sieves		\$ 85.00	\$ 85.00	Y	C
<b>Atterberg Limits</b>					
5 Points (Includes Liquid Limit, Linear Shrinkage and Plastic Index)		\$ 185.00	\$ 185.00	Y	C
1 Point (Includes Liquid Limit, Linear Shrinkage and Plastic Index)		\$ 88.00	\$ 88.00	Y	C
<b>Linear Shrinkage</b>					
		\$ 40.00	\$ 40.00	Y	C
<b>Discount for Bulk Customers - Soil Testing Only</b>					
		Up to 20%	Up to 20%		
<b>Standard Fees</b>					
Hourly Travel Rate	/ hour	\$ 88.00	\$ 88.00	Y	C
<b>Notes</b>					
1. Costs include travel of up to 10km radius of Kinross, otherwise travel charges apply.					
2. A wait time of 15 minutes per job after which hourly rate charged at 15 minute intervals					
3. If a sample is to be sent to another Laboratory, cartage shall be added					
4. Any tests not listed but able to be undertaken by the Soils Laboratory shall be charged at the hourly rate.					
5. The Soils Laboratory hours of operation are 8.30am to 3.30pm Monday to Friday Testing outside of these hours will attract overtime rates.					
6. When Soil Tester is undertaking a large volume of testing for a single client a lower charge out rate may be negotiated if in agreement with the Chief Executive Officer.					
7. Call fee of half an hour applies if job cancelled and not notified plus travel costs where applicable					

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
<b>Subdivision - Engineering</b>						
<b>01. Inspection of Construction When Design Carried Out By Others</b>						
Up to \$200,000	+2.2%	+2.2%	Y		C	
\$200,000 - \$500,000			Y		C	
+ % of Construction Cost Between \$200,000-\$500,000	+1.05%	+1.05%	Y		C	
Over \$500,000			Y		C	
+ % of Construction Cost Over \$500,000	+1.1%	+1.1%	Y		C	
Over \$1,000,000			Y		C	
+ % of Construction Cost Over \$1,000,000	+0.55%	+0.55%	Y		C	
<b>02. Inspection of Construction When Design Carried Out By Others and Supervised and Certified by Consulting Engineers</b>	+0.55%	+0.55%	Y		C	
<b>03. Design, Preparation of Estimate and Supervision of Engineering Works, When Carried Out by Council % of Estimated Cost</b>	+9.9%	+9.9%	Y		C	
<b>04. Design and Preparation of Estimate % of Estimated Cost</b>	+7.7%	+7.7%	Y		C	
<b>05. Preparation of Estimate Only, Where Schedule of Quantities Submitted by Others % of Estimated Cost</b>	+0.55%	+0.55%	Y		C	
<b>06. Supervision of Construction Works, When Designed by Others + % of Estimated Cost</b>	+3.85%	+3.85%	Y		C	
<b>07. Where a NATA Certified Testing Authority is Used for Testing of Water and Sewerage Mains the Total Fee Shall be Reduced by 15%</b>	-15%	-15%	Y		C	
<b>08. Reinspection Fee Where First or Subsequent Inspections Have Failed</b>	\$ 190.00	\$ 190.00	Y		C	
<b>Scrutiny of Submitted Engineering Plans</b>						
% of Estimated Cost						
minimum	+1.1%	+1.1%	N	Local Government Act 2009 §97(2)(a)	R	
	\$ 357.00	\$ 395.00	N	Local Government Act 2009 §97(2)(a)	R	
<b>Notes:</b>						
1. When Council refuses a subdivision application and the applicant desires to submit a revised design, then Council allows a 50% reduction in fees, subject to the following conditions:						
(i) The minimum charge is still to apply.						
(ii) A fresh application form must be completed.						
(iii) The application must be on behalf of the same owner.						
(iv) The revised design must be submitted within 12 months of the refusal.						
(v) Normally it will be a revision of the internal design only.						
(vi) The required period for assessment of applications will still apply.						
2. That when an application is refused because of the non-payment of rates and a fresh application is submitted a 50% reduction in fees will be allowed, subject to the following conditions:						
(i) An application form only is to be submitted.						
(ii) The application must be on behalf of the same owner.						
(iii) The fresh application form is to be submitted within 12 months of the refusal.						
(iv) The minimum charge is still to apply.						
(v) If any amendment of the application is desired, it does not qualify under this policy.						
3. Refund of Application Fees when an Application is withdrawn:						
(i) Application submitted and preliminary clerical work completed.						
(ii) Application advertised and placed on public display.						
(iii) Site inspected and department reports prepared.						
(iv) Meeting report completed, prior to Council meeting.						
(v) After Council consideration.						



Fees & Charges						
Type of Charge		13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Waste Services</b>						
<b>Bin Purchase - Kingaroy</b>						
Bulk Bin (10 cubic metre, 27 cubic metre, etc)		At Cost	At Cost	Y		C
<b>Casual Bin Hire (Including Collection) (Special Events Backyard Cleanups) - Kingaroy</b>						
Wheeled Bin - Each Bin (Minimum of 10 Required in Order to be Delivered)	/ service	\$ 11.00	\$ 11.50	Y		C
2 cubic metre Wheeled Container	/ service	\$ 110.00	\$ 113.00	Y		C
<b>Casual Bin Hire (Including Collection) (Special Events Backyard Cleanups) - Murgon, Nanango, Wondal</b>						
Wheeled Bin - Each Bin (Minimum of 10 Required in Order to be Delivered)	/ service	At Cost	At Cost	Y		C
<b>Casual Refuse Collection Service (Missed, Additional Services) - Kingaroy</b>						
Wheeled Bin	/ service	\$ 53.00	\$ 53.00	Y		C
Where an Additional 240L Bin is Provided at the Time of Service		\$ 16.00	\$ 16.00	Y		C
<b>Casual Refuse Collection Service (Missed, Additional Services) - Murgon, Nanango, Wondal</b>						
Wheeled Bin	/ service	At Cost	At Cost	Y		C
Where an Additional 240L Bin is Provided at the Time of Service		At Cost	At Cost	Y		C
<b>Collection and Disposal of Dead Animals - Kingaroy Vets</b>						
A Small Sized Animal <15Kgs	/ animal	\$ 18.00	\$ 18.00	Y		C
A Medium Sized Animal >15Kgs - <45Kgs	/ animal	\$ 27.00	\$ 27.00	Y		C
A Large Sized Animal >45Kgs - <90Kgs	/ animal	\$ 89.00	\$ 89.00	Y		C
A Horse & Cow Type Animal (Irrespective of the Weight)	/ animal	\$ 142.00	\$ 142.00	Y		C
Animal Offal/Waste Products (Irrespective of the Weight)						
<b>Disposal of Septic Tank and Grease Trap Waste - Contractor Fee</b>						
Annual Fee		\$ 4,800.00	\$ 4,800.00	Y		C
<b>Tipping Fees - Disposal of Regulated Waste</b>						
	/ cubic metre or part thereof	\$ 145.00	\$ 148.00	Y		C
<b>Commercial / Industrial Tipping Fees - Landfills / Transfer Stations</b>						
Batteries	each	No Charge	No Charge			
Waste Oil	/ litre	No Charge	No Charge			
Clean Fill		No Charge	No Charge			
Light Gauge Metal / Car Bodies / Metal Tanks		No Charge	No Charge			
Cardboard and Paper Waste (Only Able to be Recycled at Kingaroy and Nanango)		No Charge	No Charge			
Waste	/ cubic metre or part thereof	\$ 22.00	\$ 22.50	Y		C
Liquid Paint (Disposal Available at Kingaroy Only)	litre	\$ 8.00	\$ 8.00	Y		C
Truck (Compacted Waste)	/ cubic metre	\$ 64.00	\$ 66.00	Y		C
Truck (Uncompacted Waste Including Skips)	/ cubic metre	\$ 22.00	\$ 23.00	Y		C
Waste from Outside Shire	/ cubic metre	\$ 42.00	\$ 46.00	Y		C
<b>Commercial Tipping Fees - Kingaroy Weighbridge</b>						
Commercial & Industrial Waste	/ tonne	\$ 86.00	\$ 88.00	Y		C
Construction & Demolition Waste	/ tonne	\$ 29.00	\$ 30.00	Y		C
Green Waste	/ tonne	\$ 86.00	\$ 88.00	Y		C
<b>Tyres (Commercial or Residential)</b>						
Tyres - Motorcycle		\$ 5.00	\$ 5.00	Y		C
Tyres - Car		\$ 8.00	\$ 8.00	Y		C
Tyres - Truck to Super Single		\$ 23.00	\$ 23.00	Y		C
Tyres - Tractor < 1.5		\$ 106.00	\$ 106.00	Y		C
Tyres - With Rims + Base Cost		\$ 1.00	\$ 1.00	Y		C
Other		At Cost	At Cost	Y		C

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
<b>Waste Water</b>						
Sewerage Connection	\$ 505.00	\$ 518.00	N	Local Government Act 2009 §97(2)(e)	R	
Service Connection - Cut Into Existing Main	At Cost	At Cost	N	Local Government Act 2009 §97(2)(e)	R	
Service - Other	At Cost	At Cost	N	Local Government Act 2009 §97(2)(e)	R	
Location of Services (Water & Sewer)	\$ 123.00	\$ 126.00	N		C	
<b>Water &amp; Wastewater Searches</b>						
Requests for Sewer & Water Details Within Property (Sewer Main & Water Main Location Information)	\$ 47.00	\$ 48.00	N	Local Government Act 2009 §97(2)(e)	R	
Requests for Sewer & Water Details Adjacent to the Property (Sewer Main & Water Main Location Information)	\$ 47.00	\$ 48.00	N	Local Government Act 2009 §97(2)(e)	R	
<b>Trade Waste Application Fee</b>						
Category 1 License	\$ 239.00	\$ 245.00	N	Local Government Act 2009 §97(2)(e)	R	
Category 2 (Minimum \$330 P/A volume c/k)	\$ 0.90	\$ 1.00	N	Local Government Act 2009 §97(2)(e)	R	
Category 3 (Minimum \$330 P/A volume c/k)	\$ 0.90	\$ 1.00	N	Local Government Act 2009 §97(2)(e)	R	
BOD <sub>5</sub> c/kg	\$ 1.40	\$ 1.45	N	Local Government Act 2009 §97(2)(e)	R	
Sus Solids c/kg	\$ 0.90	\$ 1.00	N	Local Government Act 2009 §97(2)(e)	R	
Swimming Pool Application Fee	\$ 157.00	\$ 161.00	N	Local Government Act 2009 §97(2)(e)	R	
<b>Miscellaneous Wastewater Fees</b>						
Hire of Sewer Camera Including Staff	/hour	\$ 152.00	\$ 156.00	Y	C	
Hire of Sewer Jetter Including Staff	/hour	\$ 244.00	\$ 250.00	Y	C	

Fees & Charges						
Type of Charge		13 / 14	14 / 15	GST	Head of Power	Reg / Com
<b>Water - Sales</b>						
<b>Blackbutt Bulk Nukku Pipeline Water</b>	/kilometre	\$ 0.90	\$ 0.95	N		C
<b>Purchase of Water</b>						
Water from Standpipe Commercial or Coin	/kilometre	\$ 4.00	\$ 4.00	N		C
Deposit on Standpipe Key		\$ 119.00	\$ 122.00	N		C

Fees & Charges						
Type of Charge	13 / 14	14 / 15	GST	Head of Power	Reg / Com	
<b>Water Supplies</b>						
<b>Connection Fees (Measurements are Internal Diameter)</b>						
Standard 20mm Service (<30 metres)	\$ 923.00	\$ 946.00	N	Local Government Act 2009 597(2)(e)		R
Standard & Restricted Rural 12mm Service	\$ 923.00	\$ 946.00	N	Local Government Act 2009 597(2)(e)		R
25mm Service (includes 25mm meter) (<30 metres)	\$ 1,238.00	\$ 1,269.00	N	Local Government Act 2009 597(2)(e)		R
Multiple Dwelling Units - Connection 25mm (Incl. 1 x 20mm meter Per Unit) (<30 metres)	\$ 630.00	\$ 646.00	N	Local Government Act 2009 597(2)(e)		R
32mm Service (includes 32mm meter) (<30 metres)	\$ 2,412.00	\$ 2,472.00	N	Local Government Act 2009 597(2)(e)		R
40mm and Above Service (Including meter)	At Cost	At Cost	N	Local Government Act 2009 597(2)(e)		R
Over 30 metres from Main (All Sizes)	At Cost	At Cost	N	Local Government Act 2009 597(2)(e)		R
<b>Other Fees</b>						
Disconnection Fee	\$ 126.00	\$ 131.00	N	Local Government Act 2009 597(2)(e)		R
Inspection of Testable Backflow Prevention Valves	\$ 123.00	\$ 126.00	N			C
Raise Meter Above-Ground	\$ 134.00	\$ 137.00	N	Local Government Act 2009 597(2)(e)		R
Reconnection Fee (Where Old Service Reused)	\$ 134.00	\$ 137.00	N	Local Government Act 2009 597(2)(e)		R
Relocate Meter to Other Location			N	Local Government Act 2009 597(2)(e)		R
Special Water Meter Reading	\$ 67.00	\$ 69.00	N	Local Government Act 2009 597(2)(e)		R
Testing Meter - Internally	\$ 84.00	\$ 86.00	N	Local Government Act 2009 597(2)(e)		R
Testing Meter - Externally	At Cost	At Cost	N	Local Government Act 2009 597(2)(e)		R
Location of Water Mains	\$ 123.00	\$ 126.00	N			C
<b>Meter Boxes (PVC)</b>						
Existing Connection (To be installed by Council)	\$ 89.00	\$ 91.00	N			C

## Register of Fees and Charges

### Glossary

#### Acts and Regulations

BA	Building Act 1975
DGSMR	Dangerous Goods Safety Management Regulation 2001
EPA	Environmental Protection Act 1994
FA	Food Act 2006
FOI	Freedom of Information Act 1992
HR	Health Regulations 1996
IPA	Integrated Planning Act 1997
LPA	Land Protection (Pest & Stock Route Management) Act 2002
PDA	Plumbing & Drainage Act 2002

#### Corporate Program

AF	Administration, Finance
CDYW	Cultural Development, Youth, Welfare
CG	Corporate Governance
EDT	Economic Development, Tourism
EHS	Environmental Health Service
EMS	Engineering Management Services
King W	Kingaroy Water
Kum W	Kumbia Water
KS	Kingaroy Sewerage
P&DS	Planning & Development Services
RDTS	Roads, Drainage, Transport Services
RS	Recreation, Sport
RSNRM	Rural Services, Natural Resource Management
Woor W	Wooroolin Water

#### Local Laws

LL 3	Libraries
LL 4	Keeping and Control of Animals
LL 5	Impounding
LL 6	Entertainment Venues
LL 7	Temporary Homes
LL 8	Rental Accommodation with Shared Facilities
LL 11	Domestic Water Carriers
LL 15	Commercial Use of Roads
LL 17	Caravan Parks
LL 18	Cemeteries
LL 19	Swimming Pools
LL 20	Roads
LL 22	Control of Advertising
LL 35	Control of Stock Saleyards

## **Financial and Resource Implications**

Fees and Charges are a revenue source used to fund Councils service delivery. This revenue is included in each annual budget. Appropriate levels of funding from user fees reflect the cost of providing the service and are essential for long term financial sustainability.

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

EXC1.2            Optimise Councils revenue based, on realistic and equitable policies and practices

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

Input was requested from each officer who has responsibility for implementing their section of the Fees and Charges as well as the respective Managers and General Managers.

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

Fees and Charges proposed in accordance with the Local Government Act 2009.

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

Fees and Charges proposed in accordance with any Policy or Local Law and Delegations.

## **Asset Management Implications**

Revenue required for the renewal and development of Council's assets are not factored into the fees and charges.

#### **8.1.4 F - 1315382 - Loan Borrowing Program 2013/2014**

##### **Document Information**

<b>IR No</b>	<b>1315382</b>
<b>Author</b>	<b>General Manager Finance, Property &amp; Information services</b>
<b>Date</b>	<b>12 June 2014</b>

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##### **Précis**

Loan Borrowing Program 2013/2014.

##### **Summary**

As part of the 2013/2014 budget Council adopted a “Debt Policy” which included projected loan borrowings for 2013/2014 as follows:

Approval has been received from the Department of Local Government for Council to borrow these funds from the Queensland Treasury Corporation. However, since the request for funds was lodged Council has received State Government Subsidy of \$10,000,000 towards the Kingaroy Waste Water Treatment Plant negating the need to borrow the total \$26,000,000 for that purpose.

A review of the forward capital works program was undertaken by Council where it was decided to amend its borrowing program to escalate the bridge replacement program and build some additional cabins at Yallakool & Boondooma Recreation Parks.

The amended proposal was discussed with Queensland Treasury Corporation who advised that the earlier Council draws down its funds will lessen the risk of increased borrowing rates that normally occur the closer we get to 30<sup>th</sup> June. As a result the amended borrowing program has been split with Queensland Treasury Corporation being authorised to draw down funds previously approved in the budget totalling \$22.72m on Council’s behalf.

The balance of \$1,940,000 in additional borrowings will require a Council resolution to allow the borrowing procedures to be implemented by 30<sup>th</sup> June 2014:

## **Officer's Recommendation**

That Council draw down the \$1,940,000 of approved loan borrowings for 2013/2014 and apply funds to the following projects:

## **Financial and Resource Implications**

Debt Service Payments as well the liabilities for the new borrowings have been factored into Council's Long Term Financial Forecast and forward budget projections.

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

EXC1.1            Develop and implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities.

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

N/A

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

N/A

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

The Debt Policy is consistent with the Long Term Financial Forecast, the 2014 Budget and the Financial plan.

## **Asset Management Implications**

The identified projects for the new borrowing program will have ongoing asset management implications, depreciation, renewal as well as operation and maintenance. These implications will be managed through the long term Asset Management Plans.



### **8.1.5 F - 1315291 - South Burnett Regional Council Monthly Capital Works Report**

#### **Document Information**

**IR No** 1315291

**Author** Financial Accountant (Asset Management)

**Endorsed By** General Manager Finance, Property & Information Technology

**Date** 12 June 2014

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#### **Précis**

Report of the Capital Works of South Burnett Regional Council as at 12 June 2014.

#### **Summary**

The following information provides a snapshot of Council's Capital Works as at 12 June 2014.

#### **Officer's Recommendation**

That the South Burnett Regional Council's Monthly Capital Works Report as at 12 June 2014 be received and noted.

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

N/A

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

EC1.1 Development and implement long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities.

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

Ongoing budget monitoring and review undertaken by all Departments.

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

Works are part of normal operations.

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

Works undertaken have been approved as part of 2012-2013 Budget.

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## **Asset Management Implications**

Asset registers will be updated on completion of projects.

## **Report**

Attached are the Capital Works of the South Burnett Regional Council as at 12 June 2014.

**(b) Portfolio Report**

Finance Portfolio Report

No Report.

**8.2 Property (P)****(a) Officer's Reports****8.2.1 P - 1316177 - Proposed fees and charges for the 2014/2015 financial year for South Burnett Swimming Pools****Document Information**

IR No 1316177

Author Manager  
PropertyEndorsed  
By General Manager  
Finance, Property and Information Technology

Date 16 June 2014

**Précis**

Proposed fees and charges for the 2014/2015 financial year for South Burnett Swimming Pools

**Summary**

The proposed fees and charges are recommended to standardise the entry fees for swimming pools across the South Burnett Region.

**Officer's Recommendation**

That the following fees and charges be adopted by Council to standardise the entry fees and charges for swimming pools across the South Burnett region for the 2014/2015 financial year;

Type of Charge		2013/14	2014/15 Proposed
<b>South Burnett Swimming Pools – Kingaroy, Murgon, South Burnett Aquatic Centre</b>			
Adult	Per head	\$3.20	\$3.20
Children under the age of 12 years	Per head	\$2.50	\$2.50
Senior / concession card holders	Per head	\$2.50	\$2.50
Hydro Pool	Per head		\$6.00
School Swimming Carnival		\$330.00	\$340.00

Private hire	Per hour	\$70.00	\$70.00
Lane Hire	Per Lane per hour	\$13.00	\$13.00
Learn to Swim Lessons	Per head	\$1.00	\$1.00
<b>South Burnett Swimming Pools – Wondai, Proston and Blackbutt</b>			
Adult	Per head	\$2.60	\$3.20
Children under the age of 12 years	Per head	\$2.10	\$2.50
Senior / concession card holders	Per head	\$2.10	\$2.50
School Swimming Carnivals		\$275.00	\$340.00
Private hire	Per hour	\$70.00	\$70.00
Lane Hire	Per lane per hour	\$9.50	\$13.00
Learn to Swim Lessons	Per head	\$1.00	\$1.00

### Financial and Resource Implications

Fees and Charges are a revenue source used to fund Councils service delivery. This revenue is included in each annual budget. Appropriate levels of funding from user fees reflect the cost of providing the service and are essential for long term financial sustainability.

### Link to Corporate/Operational Plan

EXC1.2 Optimise Council's revenue, based on realistic and equitable policies and practices

### Communication/Consultation (Internal/External)

Not Applicable

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

Not Applicable

### Policy/Local Law/Delegation Implications

Not Applicable

### Asset Management Implications

Not Applicable

### Report

Fees and charges for Council Pools currently differ across the South Burnett region.

The following fees and charges are recommended to standardise the entry fees and charges across the region, making it easier for office staff to manage.

Type of Charge		2013/14	2014/15 Proposed
<b>South Burnett Swimming</b>			

<b>Pools – Kingaroy, Murgon, South Burnett Aquatic Centre</b>			
Adult	Per head	\$3.20	\$3.20
Children under the age of 12 years	Per head	\$2.50	\$2.50
Senior / concession card holders	Per head	\$2.50	\$2.50
Hydro Pool	Per head		\$6.00
School Swimming Carnival		\$330.00	\$340.00
Private hire	Per hour	\$70.00	\$70.00
Lane Hire	Per Lane per hour	\$13.00	\$13.00
Learn to Swim Lessons	Per head	\$1.00	\$1.00
<b>South Burnett Swimming Pools – Wondai, Proston and Blackbutt</b>			
Adult	Per head	\$2.60	\$3.20
Children under the age of 12 years	Per head	\$2.10	\$2.50
Senior / concession card holders	Per head	\$2.10	\$2.50
School Swimming Carnivals		\$275.00	\$340.00
Private hire	Per hour	\$70.00	\$70.00
Lane Hire	Per lane per hour	\$9.50	\$13.00
Learn to Swim Lessons	Per head	\$1.00	\$1.00

The following fees and charges have been sourced from Western Downs Regional Council and Bundaberg Regional Council as a comparison to South Burnett Regional Council fees and charges;

Type of Charge		2013/14
<b>Western Downs Regional Council – Dalby and Chinchilla</b>		
Adult	Per head	\$3.10
Children under the age of 12 years	Per head	\$2.10
Seniors/ concession card holders	Per head	\$2.60
<b>Bundaberg Regional Council – Bundaberg ANZAC Swimming Pool</b>		
Adult	Per head	\$3.00
Children under the age of 12 years	Per head	\$2.00
Seniors/ concession card holders	Per head	\$2.00

***(b) Portfolio Report***

**8.2.2 P - 1316883 - Properties Portfolio Report**

**Document Information**

**IR No** 1316883

**Author** Cr Debra Palmer

**Date** 17 June 2014

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**Précis**

Property Portfolio Report

**Summary**

Property Portfolio Report to Council for the period 13 May 2014 to 16 June 2014.

**Officer's Recommendation**

That the Property Portfolio Report to Council for the period 13 May 2014 to 16 June 2014 be received.

**Report**

The following is a summary for the Property Portfolio for the period 13 May 2014 to 16 June 2014:-

**South Burnett Private Hospital Renovating Wards and Roofing** - Capital Works Project for renovating wards and reroofing and electrical rewiring for A Wing and B Wing will be completed by the end of June 2014.

Reroofing and electrical rewiring of Administration area and Consult rooms will commence late August due to surgery booked for the entire months of July and August.

**Swimming Pools – Capital Works** - The South Burnett Aquatic Centre maintenance and repair works will take an additional 2 weeks before completion.

This work includes removal of insulation from roof, painting of roof, repair expansion joints, repair shade sail post footings and erection of a new shade sail.

South Burnett Aquatic Centre will reopen on the Monday 30th of June 2013.

**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 Human Resources (HR)**

**(a) Officer's Reports**

No Report.

**(b) Portfolio Report**

Human Resources Portfolio Report

No Report.

**9.2 Governance (G)**

**(a) Officer's Reports**

**9.2.1 G - 1316955 - Change of Company Name from Kingaroy Private Hospital Limited to South Burnett Community Hospital Foundation Limited**

**Document Information**

**IR No** 1316955

**Author** Manager Economic Development

**Endorsed**  
**By** Chief Executive Officer

**Date** 13 June 2014

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**Précis**

Change of Company Name from Kingaroy Private Hospital Limited to South Burnett Community Hospital Foundation Limited

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## **Summary**

The South Burnett's Private Hospital is wholly owned by South Burnett Regional Council. The Hospital's existing name - Kingaroy Private Hospital Limited would better reflect the hospital's regional presence and gift status as outlined in its Constitution with a name – South Burnett Community Hospital Foundation Limited.

## **Officer's Recommendation**

That

1. the Kingaroy Private Hospital Limited be renamed the South Burnett Community Hospital Foundation Limited and;
2. the Chief Executive Officer be delegated authority to change the Company's Constitution so that:
  - a) The Company's name be read as South Burnett Community Hospital Foundation Limited;
  - b) The Company's intention to act as a Foundation to raise funds for the hospital and medical equipment are noted;
  - c) all references to Kingaroy Shire are replaced with South Burnett Region; and
  - d) other minor changes are made to reflect the current operating status of the hospital; and the Board

## **Financial and Resource Implications**

This change will support marketing activities to attract tax deductible charitable donations for the benefit of the hospital and the community.

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

GO2.1 Develop and implement an Economic Development Strategy that identifies opportunities for economic expansion and development within the region.

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

The change of Company name has been approved by the Kingaroy Private Hospital Board Limited.

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

Legal opinion by King and Co supports the name change

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

Not Applicable

## **Asset Management Implications**

Additional charitable funds will support asset management and replacement.



## 9.2.2 G - 1314752 - Adoption of General Complaints Process Policy

### Document Information

IR No 1314752

Author Manager Governance

Date 10 June 2014

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### Précis

Adoption of Council's General Complaints Process Policy

### Summary

As per recent amendments to the *Local Government Act 2009* and the *Local Government Regulation 2012*, the General Complaints Process Policy has been updated to reflect these changes.

Council is required to have a general complaints process to receive complaints about Councillor conduct and/or breaches of the model code and time and quality complaints related to Council service.

### Officer's Recommendation

That:

- the General Complaints Process Policy be adopted; and
- authority be delegated to the Chief Executive Officer to advertise the adoption of the General Complaints Process Policy.



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## General Complaints Process Policy

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## 1. LEGISLATIVE AUTHORITY

*Local Government Act 2009 - Section 268*

## 2. BACKGROUND AND/OR PRINCIPLES

The Council intends to provide a level of customer service that does not attract complaints, but acknowledges the right of persons to provide feedback, both positive and negative, on its services and/or to lodge a complaint about a decision or other action it takes.

The complaints process has been instituted to ensure that, to the greatest practical extent, any complaint is dealt with fairly, promptly, professionally, in confidence (subject to any legal requirements) and in a manner respectful to the complainant.

The Council commits to providing adequate resources and trained officers to deal with complaints and to record and analyse complaints data.

To this end, the Council will endeavour to ensure that:

- anyone who is dissatisfied about a decision or other action of the Council, a Council officer or a Councillor can easily and simply lodge a complaint.
- complainants are provided with information on the complaints process and, if necessary, assistance to make their complaint.
- each complaint is initially assessed in terms of its seriousness, safety implications, complexity and degree of urgency.
- Council officers will receive complaints in a professional manner and welcome valid feedback as an opportunity for improvement of the Council's administrative practices.
- complaints are responded to as quickly as possible and in accordance with the timeframes set out in the complaints process.
- complainants will not suffer any reprisal from Council or its officers for making a complaint.
- complaints are properly monitored with a view to continuous improvement of the Council's business processes.
- if a complainant is not satisfied that a complaint has been satisfactorily resolved, he/she will be informed of any statutory right of review and, if they request, be provided with details of any further review mechanism that is available.

## 3. POLICY STATEMENT

To establish a framework for administration complaints about administrative decisions and breaches of Council's *Code of Conduct for Councillors*.

## 4. SCOPE

The complaints process has been established for resolving complaints by affected persons about administrative action of Council or an alleged minor breach by a Councillor of the Council's *Code of Conduct for Councillors*.

This policy details the General Complaints Process (the complaints process) of the South Burnett Regional Council (the Council).

The complaints process is made under the *Local Government Act 2009* (the Act) and includes the elements required by Chapter 7, Part 6 of the Act to be included in the Council's General Complaints Process

However, the complaints process does not apply to a complaint:

- that could be made under Chapter 3 of the Act about competitive neutrality issues;
- about corrupt conduct that should be directed to the Crime and Corrupt Commission; or
- about a meeting breach, a repeat breach or a statutory breach under the Council's *Code of Conduct for Councillors*.

## 5. POLICY OBJECTIVES

The general complaints process is established with the following objectives:

- fair, efficient and consistent treatment of complaints about decisions and other administrative actions of the Council and complaints about minor breaches;
- easy to understand and is readily accessible to all;
- detection and rectification, where appropriate, of administrative errors;
- identification of areas for improvement in the Council's administrative practices;
- increase in awareness of the complaints process Council's staff and the community;
- enhancement of the community's confidence in the complaints process and of the reputation of Council as being accountable and transparent; and
- building the capacity of staff to effectively manage complaints in an environment of continuous improvement.

## 6. DEFINITIONS

Terms used in the complaints process have the following meanings:

- affected person - A person who is apparently directly affected by an administrative action of a local government
- administrative action complaint - An administrative action complaint is a complaint that -
  - a) is about an administrative action of a local government; and
  - b) is made by an affected person.

to clarify, the complaints process is for resolution of a complaint about the **way** in which an administrative action was carried out, and **not** about the decision itself.

- Administrative Action Complaints Process -
  - a) The statutory complaints process required under section 268 of the *Local Government Act 2009* (the Act) referenced as the complaints process in this policy.
- CEO - Chief Executive Officer
- Council - South Burnett Regional Council
- complainant - The affected person or organisation making a complaint.
- General Manager - Generally responsible for various functions of the Council and who reports directly to the CEO.
- Leadership Team - Includes the CEO and all General Managers.

- Council officer - Includes a permanent, temporary, casual or contract member on the Council's staff.
- General Complaints Process - The statutory complaints process described in Chapter 7, Part 6, section 268 of the Act (the complaints process).
- minor breach - A minor breach by a Councillor of the Council's *Code of Conduct for Councillors*.
- request for service - A request for the Council to take action to satisfy the needs of a customer or ratepayer. (This may be of a physical nature, such as a request to fill a pothole or to collect a stray dog, or a request for information).
- social media - is a term used to describe the type of media that is based on conversation and interaction between people on-line.
- The Act - *Local Government Act 2009*
- The Regulation - *Local Government Regulation 2012*

## 7. COMPLAINT HANDLING FRAMEWORK

The following framework describes the guidelines adopted by the Council for handling complaints:

### STAGE 1

#### PRELIMINARY PROCEDURES

Review of complaint in Council service area where administrative action occurred (see Sections 6 and 7 of this policy)

### STAGE 2

#### COMPLAINT PROCESS

- internal review by a Council officer;
- external review by a person who is not a Council officer - see Section 9.

Further review by Council, if deemed necessary – see Section 19.

### STAGE 3

Complainant informed of other review options if not satisfied with Council decision on complaint e.g. complaints agency such as the Queensland Ombudsman, other avenues of appeal or review or alternative dispute resolution – see Section 20.

#### A. STAGE 1 - PRELIMINARY PROCEDURES

## 8. PRELIMINARY PROCEDURES BEFORE A COMPLAINANT CAN MAKE A COMPLAINT

This section applies if a person makes a complaint about an administrative action of the Council or a minor breach.

When a person makes a complaint without having contacted the relevant service area of the Council (or CEO) to try to resolve the complaint, the person may be required to take this initial step before the complaint will be registered and dealt with under the complaints process.

If the complaint is not resolved by the relevant service area, CEO or with the relevant Councillor, the complaint will be dealt with in accordance with the complaints process.

Compliance with this section is not a pre-requisite to the submission of a formal written complaint under the complaints process where it is clear on the face of the document that a complaint has been made. In those circumstances the complaint will be dealt with under the complaints process, unless it is earlier resolved to the complainant's satisfaction or is withdrawn by the complainant.

#### **The way a Complainant may make a complaint**

A complainant may make a complaint in any of the following ways:

- orally, either by telephone or in person to a Council officer.
- by email to [info@southburnett.qld.gov.au](mailto:info@southburnett.qld.gov.au)
- in writing (by letter, fax, or by completing the Council's complaint form, whether signed or unsigned).

All written and electronic complaints should be addressed to the CEO. The complainant's contact details should be identified so the Council can contact the complainant as required by the Act. Anonymous complaints will not be dealt with under the complaints process. They may be dealt with under another administrative process.

If an oral complaint is received the CEO, or delegate, may request that the complaint be put in writing if it is of a complex nature or contains complex material.

The Council officer who receives an oral complaint will record details in the (Complaint Recording System) and, if the complaint is not resolved to the complainant's satisfaction, will refer the complaint for action under the complaints process.

All written complaints will be referred to the CEO, or delegate, who will arrange for the complaint details to be recorded in the (Complaint Recording System).

If necessary, assistance may be provided by a Council officer to a complainant on how to make a complaint, including how it should be documented. The aim is to clarify the matter of concern to the complainant and the outcome/s sought.

If a complainant requires interpreter services, or has special needs, the complainant will be referred to the appropriate Council officer who will provide advice or arrange for the giving of assistance, to the extent practicable.

Complaints submitted by social media sites will not be accepted or acknowledged by Council. Examples of social media sites include: MySpace, Facebook, Twitter, Internet Forums, weblogs, social blogs, wikis, podcasts, etc.

#### **Complaints by agents**

If a complaint is lodged on behalf of a person by a professional advisor eg a solicitor or accountant, the Council will respond direct to that advisor.

A complaint lodged by a person on behalf of an affected person will be responded to direct to the affected person. Unless a letter of authority is provided to Council indicating otherwise.

#### ***B. STAGE 2 - COMPLAINT PROCESS***

### **9. PROCESS FOR SELECTING AND APPOINTING A COMPLAINTS OFFICER TO INVESTIGATE COMPLAINTS**

The Council, has by resolution delegated to the CEO the power to select and appoint a person or persons to be a complaints officer to investigate complaints.

The CEO may delegate his/her powers under the above to another employee of the Council under the Act.

The investigation is to be undertaken either by way of internal review or external review. Relevant criteria to be applied in making the decision about the method of review are:

***Internal review***

An internal review of a complaint will be conducted where the administrative action in question was undertaken by a Council officer. The review will be conducted by the CEO, or an officer appointed by the CEO or the CEO's delegate, as the complaints officer for the complaint. The complaints officer must not be less senior than the officer who took the administrative action that is being reviewed.

***External review***

External review of a complaint will only be undertaken after the complainant has undertaken the preliminary procedure (under section 8).

An external review of a complaint will be conducted where the administrative action in question was taken by:

- a) the Council, or a committee of the Council, at a meeting;
- b) the Mayor or the chairman of a standing committee acting under statutory or delegated authority;
- c) the CEO; or
- d) a Council officer and the requirement that an internal review be conducted by a Council officer who is no less senior than the officer who took the administrative action cannot be met (for whatever reason).

External review will also be conducted for a complaint about a minor breach.

***Appointment of reviewer***

The CEO, or delegate, will:

- assess the nature of the complaint and determine whether the complaint is to be investigated by means of internal review or external review;
- delegate to a complaints officer under a delegation of the authority OR based on the review criteria, appoint a suitable person as the complaints officer for the complaint from a panel established by the CEO for that purpose; and
- give the person appointed as the complaints officer an instrument of appointment that also stipulates the date by which the complaints officer must complete the report on the investigation if the complaint is not earlier resolved to the complainant's satisfaction or is withdrawn by the complainant.

The person appointed as a complaints officer for a complaint must have the appropriate knowledge, qualifications, skill and experience, including the relevant investigative, analytical and report-writing skills, to conduct an investigation into the complaint, make findings, formulate

recommendations (where appropriate) and prepare a report on the outcome of the investigation for consideration by the Council or its delegate.

The complaints officer appointed to investigate a complaint by way of internal or external review must not have been involved with the administrative action or alleged minor breach in question.

#### **10. SENDING COMPLAINTS TO, AND THEIR INVESTIGATION BY, THE COMPLAINTS OFFICER**

The CEO, or officer authorised by the CEO ("authorised officer"), after the oral or written complaint has been recorded, will arrange for the complaint and other materials, including relevant documents from the Council's records, to be forwarded to the complaints officer for assessment of the complaint as soon as practicable after the officer's appointment.

The instrument of appointment of a complaints officer must indicate the timeframe for dealing with the complaint.

The timeframe for dealing with a complaint will depend on an assessment of the following factors by the CEO or authorised officer:

- the urgency of the situation in terms of loss or damage likely to be suffered if the complaint is not quickly resolved;
- the likelihood that the complaint can be resolved in a timely manner;
- the complexity of the complaint issue/s;
- whether the complaint requires internal review or external review in accordance with the criteria for the selection of a complaints officer for the complaint as set out in the complaints process.

In general terms, the Council will endeavour to meet to the following timeframes for dealing with a complaint:

- acknowledge receipt of the complaint - within 10 days;
- for urgent matters - within 21 days;
- for non-urgent complaints that are not considered to be complex or where the complaint is to be investigated under the internal review mechanism - within 45 days;
- for complex complaints or where the complaint is to be investigated under the external review mechanism - within 60 days.

If the nominated timeframe for dealing with a complaint cannot be met for any reason, the CEO or delegate may, once only, extend the time for dealing with the complaint and notify the complainant in writing of the extension before the expiry of the initial timeframe. In determining any extension of time, the CEO, or delegate, must consult with the complaints officer for the complaint and fix a date that is reasonable in all the circumstances, but in no case more than three (3) months from the date the complaint was received by the council.

The complaints officer will acknowledge receipt of the complaint and any other material, indicating the date of receipt.

If a complaint is resolved to the complainant's satisfaction before it is sent to a complaints officer for investigation, notice that the complaint has been resolved may be given to the complainant in the same medium by which the complaint was initially made e.g. an oral response may be given to a complaint that was made orally.



However, the Council may give a formal written response to a complaint irrespective of the medium by which the complaint was made. The Council will make a record of any oral advice given to a complainant that the complaint has been resolved.

As a condition of appointment, an external reviewer will be required, when forwarding his/her investigation report to the CEO, to return all records and documents relating to the investigation.

The timeframe for dealing with a complaint is measured from the date of receipt of a complaint to the date the complainant is informed of the outcome of the complaint.

#### **11. OPPORTUNITY FOR COMPLAINANT TO PROVIDE FURTHER INFORMATION ABOUT THE COMPLAINT**

The complaints officer will invite the complainant to provide further information after the initial assessment of the complaint material to assist in fully understanding the complainant's concerns, the issue/s to be investigated (if an investigation is to be undertaken) and the outcome or remedy sought by the complainant.

Seeking further information from the complainant at this stage of the complaints process may be undertaken by informal means such as telephone, e-mail or face-to-face discussion. The complaints officer will record a fair summary of any oral information received and will confirm with the complainant in an appropriate manner that the summary accurately reflects the information provided by the complainant.

The complaints officer will attempt to resolve the complaint informally, for example, by providing an explanation for the Council's or the Councillor's action in the particular case. A complaint may be resolved or withdrawn by the complainant at any time during the complaints process. A complaint is taken to be resolved to the complainant's satisfaction, or is taken to be withdrawn, if the complainant gives a clear indication to that effect to the complaints officer. Written notice that the complaint has been resolved, and the general manner in which it was resolved, will be given to both the Council and the complainant.

If in the opinion of the complaints officer, resolution of a complaint about an administrative action merely involves rectification of an obvious error or a remedy of a similar nature, the complaints officer will discuss the issue with the relevant Council officer with a view to resolving the complaint.

#### **12. GROUNDS FOR REFUSAL TO INVESTIGATE COMPLAINT**

In assessing a complaint (including any further information provided by the complainant) the complaints officer will consider whether there is a statutory ground on which the complaint may be refused. The complaints officer may refuse to investigate a complaint or, having started to investigate a complaint, refuse to continue the investigation if the officer reasonably considers that-

- a) the complaint is trivial; or
- b) the complaint concerns frivolous matter or was made vexatiously; or
- c) the complainant does not have a sufficient direct interest in the administrative action or alleged minor breach the subject of the complaint; or
- d) in the circumstances, investigating the complaint is unnecessary or unjustifiable. The complaints officer will give both the Council and the complainant written notice of a decision made by the officer to refuse to investigate the complaint, or to continue the investigation, and the reasons for the decision.

### 13. INVESTIGATING A COMPLAINT

The investigation of a complaint will be undertaken by the complaints officer in an independent, impartial and objective manner. A complaints officer may, if the officer considers appropriate in the circumstances, undertake mediation between the parties with a view to resolving a complaint, but will not act as an advocate.

The investigation of a complaint will typically involve the following stages:

- preparation of an action plan for conducting the investigation;
- information gathering, including discussions and interviews with the complainant, Council personnel and third parties (where relevant) and examining relevant laws and Council policies and procedures;
- analysis of all relevant information obtained;
- formulation of findings and any recommendations for the CEO (or Council's consideration with external review);
- preparation of a report on the results of the investigation or the outcome of the complaint if it was resolved during the complaints process or was withdrawn by the complainant.

The complaints officer will adhere to the following principles when conducting an investigation of a complaint:

- procedural fairness/natural justice;
- establishment and maintenance of a complete document trail (to facilitate any subsequent review that may be undertaken of the investigation conducted by the complaints officer);
- Council and other policies are designed for administrative guidance only, and should not be rigidly applied irrespective of the merits of a particular case. (An administrative policy may be departed from if the merits of a particular case warrant that course of action);
- lawfulness of a particular action is not necessarily decisive of the issue in dispute. (The complaints officer will also assess whether the action was unfair, unreasonable or wrong);
- the civil standard of proof applies for administrative investigations. (This means that allegations have to be established on the balance of probabilities – that is, it must be more probable than not that the allegation occurred);
- confidentiality about the investigation must be maintained to the extent that it can reasonably be achieved, subject to other legal requirements about the disclosure of information.

### 14. OBLIGATION OF COMPLAINTS OFFICER ON COMPLETION OF INVESTIGATION

If a complaint is not resolved during the investigation process to the satisfaction of the complainant or is not withdrawn by the complainant, the complaints officer will give the CEO (or Council if applicable) and the complainant a written report on the results of the investigation and any recommendations. The complaints officer must give the report to both the CEO (or Council if applicable) and the complainant within the time stipulated in the instrument of appointment, subject to any approved extension of time.

The report will typically address the following matters to the extent each matter is relevant in the particular case:

- the complaint issue/s;
- a concise summary of the material facts and circumstances of the matter;
- any relevant legislation;
- any relevant Council or other policy;
- persons interviewed and/or consulted and relevant information obtained during any interviews and consultations;
- results of any relevant research;
- analysis of complaint issues to the extent necessary;
- findings on material questions of fact and law;
- whether the complaint is sustained and reasons for that finding;
- if the complaint is sustained, any recommendation/s to the CEO (or Council) to redress the complainant's grievance, whether by way of benefit to the complainant and other affected persons (if any) and/or systemic improvements to the Council's administrative practice with a view to preventing a recurrence of similar complaints.

The report will contain any recommendations that the complaints officer considers to be appropriate in the circumstances. In some cases, it will be appropriate to make a recommendation for procedural improvement even where the complaint has not been sustained. A recommendation may relate to:

- a specific remedy or remedies that is/are available under section 16 to redress the complainant's grievance; and/or
- the proposed amendment of a relevant Council policy, procedure or practice to address any systemic issue raised by the complaint with a view to preventing similar complaints in the future.

## 15. REMEDIES

The Council has adopted a range of remedies for addressing administrative actions that it considers to be unfair or wrong. Remedies include, but are not limited to:

- an explanation for the action in question
- an admission of fault
- an apology
- revocation or amendment of the decision
- rectification, including repairing or replacing the matter in dispute
- revision of relevant policy, procedure or practice
- provision of technical assistance
- reimbursement of costs incurred as a result of the action in question
- financial compensation, including an *ex-gratia* payment
- waiver of debt.

More than one remedy may be applied in the particular case if the circumstances justify that course of action.

## **16. CONSIDERATION OF REPORT BY COUNCIL**

### ***Report about an administrative action***

A complaints officer's report prepared under section 15 of the complaints process, including any recommendation(s), on a complaint about an administrative action will be considered:

- a) by the Council by resolution if the administrative action in question was taken by;
  - i. the Council, or a committee of the Council, at a meeting;
  - ii. the Mayor or the Chairman of a standing committee acting under statutory or delegated authority;
  - iii. the CEO; or
  - iv. another Council officer where the requirement that the complaints officer be no less senior than the officer who took the administrative action, cannot be met.
- b) by the CEO under delegated authority if the administrative action in question was taken by a senior officer who reports directly to the CEO.
- c) by another Council officer under delegated authority if the administrative action in question was taken by a Council officer who is not more senior than the delegate.

A Council officer exercising delegated authority to deal with the complaint, by accepting or rejecting the findings of the complaints officer, has authority to provide any lawful remedy for the complainant that is available under section 16 of the complaints process, irrespective of whether the remedy has been recommended by the complaints officer.

Where the complaints officer's report includes a recommendation that a suitable policy be made to address the complaint issue, or an existing policy be appropriately amended, the recommendation will be referred to the Council for consideration by resolution.

### ***Report about a minor breach***

If a complaints officer who investigated a complaint about a minor breach gives a report to Council stating that the complaint has not been resolved through the complaints process, the report will be dealt with by the Council by resolution under the Act.

When the Council considers a report, it must:

- a) decide by resolution under the Act to take no further action in relation to the complaint if satisfied the complaint concerns frivolous matter or was made vexatiously; or
- b) having regard to the complaints officer's report about the matter, decide whether the Councillor in question has committed the alleged minor breach.

In deciding whether the Councillor has committed a minor breach, the Council must comply with the principles of natural justice and, at the least, afford the Councillor an opportunity to make a submission on whether the breach was committed. If the Council decides the Councillor committed the minor breach it must then give the Councillor an opportunity to make a further submission on whether a penalty should be imposed and the nature of that penalty, being one of the actions that may be taken under the Act.

#### **17. NOTICE TO COMPLAINANT ABOUT OUTCOME OF COMPLAINT**

Written notice of the outcome of a complaint will be given to the complainant following the Council's consideration of, and decision on, the complaints officer's report and recommendations (if any).

The notice to the complainant will generally include the following advice:

- whether the complaint is sustained;
- if the complaint is not sustained, the reasons for the decision;
- if the complaint is sustained:
  - any remedy to be made available to the complainant;
  - if applicable, the circumstances and timeframe in which the remedy will be made available; and/or
  - whether the investigation identified the need to revise Council policy, procedure or practice to prevent similar complaints arising, details of the proposed revision and the timeframe for implementation.

#### **18. IMPLEMENTATION OF REMEDY**

The Council, through the CEO or delegate, will take action in a timely manner to implement any remedy to be made available to a complainant and/or any revision of its policy, practice or procedure.

#### **19. COUNCIL REVIEW IF COMPLAINANT DISSATISFIED WITH OUTCOME OF COMPLAINT**

If a complainant is dissatisfied with the outcome of the consideration of the complaints officer's report and any recommendation, the complainant may request a review of the decision on the complaint. The complainant may submit new information with the request for review and seek reconsideration of the complaint on the basis of the new information or on any other basis.

The Council will-

- undertake the review as requested and advise the complainant accordingly; or
- decline the review on the basis that the complainant has not provided any reasonable basis for the review.

Any review undertaken will generally be in accordance with the complaints process. The reviewer will be independent of the original decision maker and the complaints officer.

**C. STAGE 3 – REVIEW BY OMBUDSMAN OR OTHER COMPLAINT ENTITIES**

**20. REVIEW BY OTHER COMPLAINT ENTITIES**

If the Council decides not to undertake a review, it will inform the complainant that a complaint may be lodged with the Queensland Ombudsman or other relevant Agency.

**COMPLAINTS MANAGEMENT SYSTEM**

**21. REPORTING ON COMPLAINT TRENDS**

Annually, commencing from the date the complaints process commenced, the CEO, or delegate, will complete a report on all complaints (oral and written) received through the complaints process, being complaints about administrative actions of the Council and complaints about alleged minor breaches of the Council's *Code of Conduct for Councillors*.

The report will include details for the particular 12 months and the financial year to date and, to the extent details are available, draw comparisons with corresponding periods for the two (2) immediately preceding financial years.

Each report will set out:

- details of complaints received and resolved during the period;
- whether timeframes were met;
- how each complaint was dealt with (pre-complaint stage, by complaints officer, CEO decision or Council decision on complaints officer's report, or still not resolved to complainant's satisfaction);
- a brief description of the outcome, including any remedy given to a complainant; and
- details of any service delivery or business improvements that have been effected as an outcome of the Council's consideration of complaints.

The report will also:

- contain details of any systemic issues that have been identified and/or whether there is any trend in the complaints received; and
- suggest whether any other action should be taken to change service delivery and/or improve business activities, services, systems and staff skills, etc.

The CEO will discuss the report with the (leadership team) and will thereafter submit it to the Council for consideration, together with any comments from the (leadership team).

Details about complaints concerning administrative actions and alleged breaches of the Council's *Code of Conduct for Councillors* will be provided in the Council's annual report, as required by section 187 of the *Local Government Regulation 2012*.

## **22. RESPONSIBILITY OF OFFICERS**

### ***Leadership Team***

The Leadership Team will:

- a) encourage excellence in customer service by Council officers;
- b) ensure that all Council officers are aware of, and implement the complaints process in the manner intended by the Council;
- c) foster an environment where complaints management is the responsibility of all Council officers; and
- d) ensure any necessary staff training is provided eg on the complaints process, conducting an investigation of a complaint, conflict management, customer service skills.

### ***General Managers & Managers***

Each general manager and manager will ensure that:

- a) all Council officers under the general manager's and/or manager's management and control are aware of their role in customer service and responsibility for complaint management; and
- b) service standards are met.

### ***Council Officers***

All Council officers:

- a) are required to observe the complaints process; and
- b) wherever appropriate, attempt to resolve a complaint before it is referred for attention under the complaints process.

## **23. RELATED POLICIES OR PROCEDURES**

All Council policies and procedures must be taken into consideration when considering or investigating a complaint under the complaints process.

## **24. EVALUATION AND REVIEW OF THE COMPLAINTS PROCESS**

Every two (2) years the Council will conduct a review audit of the complaints process.

The review audit will evaluate the performance of the complaints process and will consider the following aspects, where necessary:

- accessibility – whether the complaint process is readily available to members of the community and is user-friendly.
- timeliness – whether timelines for responding to complaints have been met and, if not, remedial action proposed.
- satisfaction – as evidenced by any complaint about the complaints process.
- compliance – by considering reports on the operation of the complaints process.

The complaints process will be amended in terms of any adopted recommendation arising from the review.

**25. COMMUNICATION**

The Council will take appropriate steps to publicise the complaints process. For example, the Council will place this document on its website and include training on the complaints process in the induction process for new employees and in other appropriate staff training forums.

**26. DATE REVIEWED**

May 2014



### 9.2.3 G - 1316237 - Operational Plan March 2014 Progress Report

#### Document Information

IR No

Author Governance Officer

Endorsed  
By Manager Governance

Date 7 March 2014

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#### Précis

Operational Plan 2013/14 Progress Report for March Quarter

#### Summary

The Annual Operational Plan details the projects, services and initiatives that Council has planned to deliver for the 2013/14 financial year. Pursuant to section 174(3) of the *Local Government Regulation 2012* a report must be presented to Council detailing the progress towards the implementation of the Annual Operational Plan.

#### Officer's Recommendation

That the Operational Plan 2013/14 Progress Report for the March Quarter be adopted.

#### Financial and Resource Implications

No direct financial or resource implications arise from this report.

#### Link to Corporate/Operational Plan

Corporate Plan: EXC4.1 A governance framework that delivers good organisational management.

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

General Managers and Managers have contributed to this report in respect of their relevant areas of responsibility.

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

Pursuant to Section 174(3) of the *Local Government Regulation 2012* the Chief Executive Officer has a statutory obligation to present a written assessment of the implementation of the Annual Operational Plan.

#### Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

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## **Asset Management Implications**

No direct asset management implications arise from this report.

## **Report**

The Operational Plan 2013/14 details Council's planned services and activities which will contribute to the Corporate Plan 2009/13. This review report provides a written assessment of the implementation of the annual operational plan to the 31 March 2014. The report includes the following departments and branches:

Department: Planning and Environment

- Planning and Land Management Branch
- Environment and Waste Branch
- NRM and Parks Branch

Department: Finance & Information Technology

- Finance Branch
- Information Services Branch

Department: Infrastructure

- Technical Services Branch
- Water and Wastewater Branch
- Flood Restoration Program
- Operations Branch

Department: Executive Services

- Economic Development Branch
- Governance Branch
- Properties Branch
- Human Resources Branch

## 9.2.4 G - 1309646 - Revision to the Audit Committee Terms of Reference

### Document Information

IR No 1309646

Author Internal Auditor

Endorsed  
By Chief Executive Officer

Date 28 May 2014

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### Précis

Revision to the Audit Committee Terms of Reference

### Summary

The Audit Committee Terms of Reference specify the objectives of the Audit Committee, its duties and responsibilities, membership, frequency of meetings and members' ethical conduct.

The Terms of Reference *Section 4- Membership* stipulates that "The Chief Executive Officer, General Manager for Finance and Information Services, Manager Finance, Manager Governance and Risk and Internal Audit Coordinator are required to attend meetings as permanent attendees with no voting rights." The appointment of Council Officers to the Audit Committee as non-voting members is on the premise that these positions have the capacity to provide advisory services with regard to controls, risk and financial management.

A recent change in reporting function resulted to Internal Audit being repositioned from Governance to Executive Services and the Internal Auditor reporting directly to the Chief Executive Officer.

To effectively accomplish the objectives, duties and responsibilities of the Audit Committee, there is a need to revise the existing Audit Committee Terms of Reference with regard to the membership of Council Officers who are permanent attendees with no voting rights. The revision of membership, as a result of the change in reporting function, will reflect the purpose for which permanent attendees are nominated to the Audit Committee.

### Officer's Recommendation

It is recommended that the membership of permanent attendees to the Audit Committee as specified in the Terms of Reference be amended as follows:

- The Chief Executive Officer, General Manager Finance, Information Services and Property, Manager Finance and Internal Auditor are required to attend meetings as permanent attendees with no voting rights.

### Financial and Resource Implications

There are no financial and resource implications

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

The implementation of the Audit Committee Terms of Reference is linked to the strategic priority on Organisational Excellence focussing on the goal towards ethical, accountable and transparent decision making.

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

The Audit Committee was consulted during the meeting held on 19 May 2014. The Committee resolved to endorse the recommendation to amend the Terms of Reference regarding the provision on permanent attendees.

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

The provisions of the Audit Committee Terms of Reference are in compliance with:

- a) Local Government Act 2009 Section 105 – Auditing including Internal Auditing
- b) Local Government Regulation Section 210 - Audit Committee composition

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

The Audit Committee Terms of Reference is linked to the Audit Committee Policy adopted by Council on 17 April 2013

### **Asset Management Implications**

There are no asset management implications.

**(b) Portfolio Report**

Governance Portfolio Report

No Report.

**10. Information Section (IS)**

**10.1 IS - 1317246 - Reports for the Information of Council**

**Document Information**

**IR No** 1317246

**Author** Executive Services

**Date** 18 June 2014

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**Précis**

Reports received for the Information of Council.

**Summary**

Minutes of the Audit Committee Meeting held on 19 May 2014  
Road Maintenance Expenditure Report  
List of Correspondence Pending Completion of Assessment Report  
Delegated Authority Report

**Officer's Recommendation**

That the reports be received.

**11. General Section**

No Report.

**12. Confidential Section**

**12.1 CONF - 1316485 - Tender 12/13-013 Relining of Sewer Mains and Household Junctions in Nanango, Kingaroy, Wondai and Murgon**

**Document Information**

**IR No 1316485**

**Author Services and Projects Coordinator**

**Endorsed  
By General Manager Infrastructure**

**Date 16 June 2014**

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**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

**12.2 CONF - 1304088 - Memerambi Estate - Benefitted Area - Payment for Roadwork and Drainage Work**

**Document Information**

**IR No 1304088**

**Author General Manager – Planning, Community & Environment**

**Endorsed  
By Chief Executive Officer**

**Date 13 May 2014**

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**Reason for Confidentiality**

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

- (f) starting or defending legal proceedings involving the local government

**12.3 CONF - 1316713 - Gordonbrook Water Treatment Plant Tender Evaluation Plan**

**Document Information**

**IR No 1316713**

**Author Special Projects Engineer**

**Endorsed  
By General Manager Infrastructure**

**Date 17 June 2014**

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**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



**12.4 CONF - 1316659 - Kingaroy Wastewater Treatment Plant Evaluation Plan Tender**

**Document Information**

**IR No** 1316659

**Author** Special Projects Engineer

**Endorsed By** General Manager Infrastructure

**Date** 17 June 2014

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**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

