



Agenda

of the

General Meeting

Held in the Council Chambers, 45 Glendon Street Kingaroy

on Wednesday, 16 April 2014

Commencing at 9.00 am

Acting Chief Executive Officer: Stan Taylor



SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 16 April 2014

ORDER OF BUSINESS:

1. LEAVE OF ABSENCE	1
2. PRAYERS	1
3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING	1
3.1 South Burnett Regional Council Minutes	1
4. MAYORAL REPORT	2
4.1 MR - 1289451 - Mayor's Report	2
5. PLANNING, COMMUNITIES & ENVIRONMENT.....	3
5.1 PLANNING & LAND MANAGEMENT (P&LM).....	3
(A) OFFICER'S REPORTS.....	3
5.1.1 P&LM - 1140201 - Forwarding SeDA Reconfiguration of a Lot (1 lot into 3 lots) for property at 65 Levers Road Tablelands - Lot 20 RP891053 - Applicant : O'Reilly Nunn Favier Owner : R & M Kiely.....	3
5.1.2 P&LM - 1252673 - Forwarding Request to Change an Existing Development and Masterplan Approval for Youngman Street & Taylors Road Kingaroy - Lot 3 SP181686.....	6
5.1.3 P&LM - 1254547 - Forwarding eDA Reconfiguration of a Lot (1 lot into 3 lots) at 10405 Bunya Highway Kingaroy - Lot 5 RP200509 - Applicant: Ian Birchley	16
(B) PORTFOLIO REPORT	20
5.1.5 P&LM - 1289989 - Planning & Land Management Portfolio Report.....	20
5.2 ENVIRONMENTAL SERVICES (ES).....	21
(A) OFFICER'S REPORTS.....	21
5.2.1 ES - 1285566 - Approved Systematic Inspection Program Animal Management (Cats and Dogs) Act 2008	21
(B) PORTFOLIO REPORT	23
5.3 WASTE (W).....	23
(A) OFFICER'S REPORTS.....	23
(B) PORTFOLIO REPORT	23
5.3.1 W - 1289940 - Waste Portfolio Report	23
5.4 NATURAL RESOURCE MANAGEMENT (NRM) & PARKS (NRM&P).....	24
(A) OFFICER'S REPORTS.....	24
(B) PORTFOLIO REPORT	24
5.4.1 NRM&P - 1289981 - Natural Resource Management & Parks Portfolio Report.....	24
5.5 COMMUNITY (C)	25
(A) OFFICER'S REPORTS.....	25
5.5.1 C - 1288427 - Minutes of the Healthy Communities Management Advisory Committee meeting held on 25 March 2014.....	25
5.5.2 C - 1288424- Minutes of the Boondooma Homestead Management Advisory Committee meeting held on 8 April 2014	57
(B) PORTFOLIO REPORTS	64
5.5.3 C - 1289984 - Sport and Recreation Portfolio Report.....	64
5.5.4 C - 1289939 - Indigenous Affairs Portfolio Report.....	65

6. ECONOMIC DEVELOPMENT & TOURISM (ED&T)	66
(A) OFFICER’S REPORTS	66
(B) PORTFOLIO REPORT	66
7. INFRASTRUCTURE SERVICES	66
7.1 ROADS & DRAINAGE (R&D)	66
(A) OFFICER’S REPORTS	66
7.1.1 R&D - 1289450 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 11 March 2014	66
(B) PORTFOLIO REPORT	76
7.1.2 R&D - 1289793 - Roads Portfolio Report	76
7.2 DESIGN & TECHNICAL SERVICES (D&TS)	77
(A) OFFICER’S REPORTS	77
7.2.1 D&TS - 1223754 - Requesting consideration for naming a Kingaroy Street, Park, place or other feature to honor Carew Brothers who contributed to the development of the district 77	
7.3 WATER & WASTEWATER (W&W)	79
(A) OFFICER’S REPORTS	79
(B) PORTFOLIO REPORT	79
7.3.1 W&WW - 1289982 - Water and Wastewater Portfolio Report.....	79
8. FINANCE, PROPERTY & INFORMATION TECHNOLOGY	80
8.1 FINANCE (F)	80
(A) OFFICER’S REPORTS	80
8.1.1 F - 1291094 - Monthly Financial Statements.....	80
8.1.2 F - 1289087 - South Burnett Regional Council Monthly Capital Works Report	84
8.1.3 F - 1289389 - Revised Building Capital Works Budget.....	85
8.1.4 F - 1289081 - Rate Exemptions and Remissions - Additions to Approved List St Vincent de Paul Society - 63 Haly Street, Wondai.....	90
(B) PORTFOLIO REPORT	92
8.1.4 F - 1289743 - Financial Services Portfolio Report	92
8.2 PROPERTY (P)	93
(A) OFFICER’S REPORTS	93
8.2.1 P - 1288711 - Transfer of land and Community Housing asset title located at 3 Jefferies Street Murgon and 3 Wright Way Murgon back to the Department of Housing and Public Works.....	93
(B) PORTFOLIO REPORT	95
8.2.2 P - 1291697 - Properties Portfolio Report	95
8.3 INFORMATION TECHNOLOGY (IT)	97
(A) OFFICER’S REPORTS	97
(B) PORTFOLIO REPORT	97
9. EXECUTIVE SERVICES	97
9.1 HUMAN RESOURCES (HR)	97
(A) OFFICER’S REPORTS	97
(B) PORTFOLIO REPORT	97
9.2 GOVERNANCE (G)	97
(A) OFFICER’S REPORTS	97
9.2.1 G - 1289475 - Acceptable Request Guidelines	97

9.2.2	G - 1285727 - Delegation of Powers to the Chief Executive Officer - Tattoo Parlours Act 2013112	
9.2.3	G - 1289471 - Delegation of Powers to the Chief Executive Officer - Water Supply (Safety and Reliability) Act 2008	117
9.2.4	G - 1285428 - Deputy Mayor to assume Mayoral duties while Mayor Wayne Kratzmann is on official duties overseas.	139
(B)	PORTFOLIO REPORT	140
9.2.5	G - 1289990 - Governance Portfolio Report.....	140
10.	INFORMATION SECTION (IS)	141
10.1	IS - 1290069 - Reports for the Information of Council.....	141
11.	GENERAL SECTION.....	142
12.	CONFIDENTIAL SECTION	142
12.1	CONF - 1287366 - Update on a Planning and Environment Court Appeal - 46 Cants Road Cushnie - Lot 55 FTZ37183 - Owner: Gregory G and Wendy L Horne.....	142

1. Leave Of Absence

Nil.

2. Prayers

A representative of the Ministers Fraternal, Gideon Okesene 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 19 March 2014 as recorded be confirmed

4. Mayoral Report

4.1 MR - 1289451 - Mayor's Report

Document Information

IR No 1289451

Author Mayor, South Burnett Regional Council

Date 8 April 2014

Précis

Mayoral Report

Summary

Mayoral Report to Council for the period 12 March 2014 to 8 April 2014.

Officer's Recommendation

That the Mayoral Report to Council for the period 12 March 2014 to 8 April 2014 be received.

Report

With a view of ensuring open communication it gives me great pleasure to present my Mayoral Report for the period 12 March 2014 to 8 April 2014.

Events and meetings attended during this time included:-

March

- 13 Hosted the Murgon Business Breakfast in Murgon
- 13 Held a Blackbutt Meet & Greet - Blackbutt Office
- 14 Attended a Breakfast with Tim Mander MP Minister for Housing & Public Works in Kingaroy
- 17 Attended a Tiernan Delegation Group meeting in Murgon
- 20 Visited Parliament House and LGAQ with Councillors, CEO, GM Infrastructure and GM Planning Community and Environment
- 21 Visited Emergency Management Queensland with Councillors, CEO, GM Infrastructure and GM Planning Community and Environment
- 22 Attended the Bunya Peoples' Aboriginal Corporation's 2nd annual Community Day at Bunya Mountains
- 26 Attended the Official opening of Kingaroy Ambulance Station - Kingaroy
- 26 Attended the Stanwell Board of Directors Dinner in Kingaroy
- 27 Attended the WBBROC meeting in Gayndah
- 31 Hosted the Bendigo Bank visit to Wondai and Murgon

April

- 03 Held a Blackbutt Meet & Greet - Blackbutt Office
 - 03 Met with Brisbane Bus Lines at Enoggera
 - 03 Met with Graeme Newton QRA in Brisbane
 - 04 Attended a meeting with Local Member Deb Frecklington in Kingaroy
 - 07 Attended the South Burnett Directions meeting in Kingaroy
 - 08 Held a Murgon Meet & Greet - Murgon Office
 - 08 Attended Kingaroy Private Hospital Board Meeting held in Kingaroy
 - 08 Attended a public meeting regarding the Tour De Kumbia - Kumbia
-

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 - 1140201 - Forwarding SeDA Reconfiguration of a Lot (1 lot into 3 lots) for property at 65 Levers Road Tablelands - Lot 20 RP891053 - Applicant : O'Reilly Nunn Favier Owner : R & M Kiely**

Document Information

IR No 1140201

Author Technical Officer Planning

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

Date 7 April 2014

Précis

Forwarding SeDA Reconfiguration of a Lot (1 lot into 3 lots) for property at 65 Levers Road Tablelands - Lot 20 RP891053 - Applicant : O'Reilly Nunn Favier Owner : R & M Kiely

Summary

Key Point Summary

- Application for Reconfiguring a Lot (1 lot into 3 lots);
- Subject site included within the Rural Residential Zone under the Murgon Shire IPA Planning Scheme;
- Applicant sought to subdivide existing lot into 3 lots - 2 lots of approximately 4,000m² each plus balance area;
- Application is Impact Assessable against the Murgon Shire IPA Planning Scheme;
 - Proposed lots are within 200m of land shown on SMOA Map 2D – Good Quality Agricultural Land;
- Application was publicly advertised between 25 June 2013 and 19 July 2013;
- Three (3) submissions were received against the development during the public notification period;
- Original applicant requested via Smart eDA email on 7 April 2014 that any future correspondence and decision be directed to the land owner; and
- Application recommended for refusal subject to grounds listed below.

Officer's Recommendation

That Council *refuse* the Applicants request for a Development Permit for Reconfiguration of a Lot (1 Lot into 3 Lots) on Lot 20 on RP891053 located at Levers Road, Tablelands based on the following grounds:

- 1) The application does not recognise the current physical constraints of the land due to a geotechnical hazard.
- 2) The proposed development is located in an area subject to a hazard that is not considered suitable for residential purposes.
- 3) The reconfiguring of the land, as proposed, does not meet the overall outcomes of the Rural Residential Locality Code of the Murgon Shire IPA Planning Scheme and specific outcomes of the Natural Features and Resources Overlay Code, having regard for points 1, and 2 above.
- 4) Additional landslips further to the west of the site have occurred, indicating that the same ground conditions and slip mechanisms may be likely through this entire area as identified in previous Geotechnical Investigations, leaving the potential of risk to safety of property and human life.
- 5) Submissions in opposition to the proposal received from the adjacent land owners confirmed the incidence and risk to people and property of the land slips in the area.

Advice

- ADV1. 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)

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.

5.1.2 P&LM - 1252673 - Forwarding Request to Change an Existing Development and Masterplan Approval for Youngman Street & Taylors Road Kingaroy - Lot 3 SP181686

Document Information

IR No 1252673

Author Senior Planning Officer

Endorsed

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

Date 4 April 2014

Précis

Forwarding Request to Change an Existing Development and Masterplan Approval for Youngman Street & Taylors Road Kingaroy - Lot 3 SP181686

Summary

Key Point Summary

- Applicant has requested a change to conditions contained within an existing Development Approval and changes to the approved Master Plan Schedule which outlines levels of assessment for certain land uses along with Codes to be utilised by Council in the assessment of future development applications over the subject site
- Part of the written representations provided by the Applicant seek to remove the requirement for future Material Change of Use applications over the subject site a Shop or Retail Warehouse to require a Commercial Needs Assessment providing sufficient justification for commercial floor space outside of the Kingaroy CBD
- Applicant is further requesting that Condition ENG24 to ENG26 are amended to allow for a deferred payment of infrastructure charges and credits for construction of link road
- Preliminary Approval for Material Change of Use (Master Planned Community) and Development Permit for Reconfiguration of a Lot (1 Lot into 23 Lots plus parkland dedication) approved by Council on 9 December 2009 and Decision Notice issued 11 December 2009 (Council Reference: IR 444590)
- Master Plan Approval allows for commercial, light industry, retail, tourist, residential and parkland land uses subject to future Development Permit for Material Change of Use approvals
- The Department of State Development, Infrastructure and Planning (DSDIP) have considered the proposed changes and advised that it has no objection in correspondence received by Council on 2 April 2014
- The Applicant has made separate representations to the Department of Transport and Main Roads (DTMR) regarding direct access from the subject site onto the Bunya Highway and to update proposal plan and lot references within the Concurrence Agency Conditions
- Written representations forwarded by the Applicant include revised lot layout, staging plan, master plan document and proposed changes to Conditions GEN1, GEN2, USE1 to USE6,

RAL1, RAL4 to RAL8, ENG8, ENG15, ENG16, ENG20, ENG21, ENG24 to ENG26 and ENG27

- Recommendation that Council partially agree to the written representations provided by the Applicant and
 - Amend Conditions GEN1, GEN2, RAL1, RAL4, RAL5, ENG7, ENG15, ENG20 and ENG27
 - Delete Conditions USE1, USE2, USE3, USE4, USE5, USE6, ENG8, ENG21, ENG24, ENG25, ENG26, ENG29, ENG30, ENG31, ENG32, ENG33, ENG34, ENG35, ENG36, ENG37 and ENG38

as outlined in the Officer's recommendation below

Officer's Recommendation

That Council:

1. Amend Condition GEN1 to read as follows (deleted text in strikethrough and new text in bold):

Development of the subject land is to proceed generally in accordance with the following proposal plans submitted to Council as a response to Council's Information Request on 21 July 2009:

- ~~Drawing No. M2238-02G Sheet 1 of 1 (Master Plan) prepared by Jones, Flint & Pike and dated 24 June 2009;~~
 - ~~Drawing No. M2238-06A Sheet 1 of 1 (Concept Plan) prepared by Jones, Flint & Pike and dated 25 June 2009;~~
 - ~~Drawing No. M086-C01-C prepared by Birt Marriott Developments Pty Ltd and dated 19 May 2009;~~
 - ~~Drawing No. M2238-08 Sheet 1 of 1 (Staging Plan 1) prepared by Jones, Flint & Pike and dated 8 July 2009;~~
 - ~~Drawing No. M2238-07A Sheet 1 of 1 (Staging Plan 2) prepared by Jones, Flint & Pike and dated 9 July 2009;~~
 - ~~Drawing No. M2238-04E Sheet 1 of 1 (Connectivity Plan) prepared by Jones, Flint & Pike and dated 24 June 2009; and~~
 - ~~Drawing No. M086-T01-C prepared by Birt Marriott Developments Pty Ltd and dated 13 May 2009~~
 - ~~Sunnyvale Masterplan Schedule prepared by Jones, Flint & Pike~~
 - **Drawing No. M2238-02H Sheet 1 of 1 (Master Plan) prepared by JFP Urban Consultants and dated 4 December 2013**
 - **Drawing No. M2238-09B Sheet 1 of 1 (Reconfiguration Plan) by JFP Urban Consultants and dated 20 November 2013**
 - **Sunnyvale Master Plan Document prepared by JFP Urban Consultants and dated November 2013**
2. Amend Condition GEN2 to read as follows (deleted text in strikethrough and new text in bold):

The following amendments are to be incorporated into the approved Masterplan Schedule and approved plans. These amended plans and amended Masterplan Schedule are to be submitted to and approved by Council prior to the issue of a Development Permit for Operational Works:

- A minimum 15.0m vegetation buffer is to be incorporated along the full frontage of both the Bunya Highway and Taylors Road on each of the plans;
- Any ~~Shop (Major Shopping Development)~~ and **Retail Warehouse** over 500m² shall require Impact Assessment (Public Notification) and a Commercial Needs Assessment;

- ~~Any Reconfiguration of a Lot application within the Traditional Housing Precinct and Mixed Housing and Apartment Precinct to create freehold residential lots less than 600m² will require a Material Change of Use (Dwelling House) application to be lodged concurrently with the Reconfiguration of a Lot application;~~
- ~~Probable Solution P4.3 of the Traditional Housing Precinct Code is to be amended to include a minimum 6.0m and maximum 9.0m built to boundary wall length; and~~
- ~~Probable Solution P4.4 of the Mixed Housing and Apartment Precinct Code is to be amended to include a minimum 6.0m and maximum 9.0m built to boundary wall length;~~
- ~~Building setbacks for Class 1 buildings within the Traditional Housing Precinct Code and Mixed Housing and Apartment Precinct Code are to reference Queensland Development Code (QDC) Part MP1.1 for allotments less than 450m² in area and Queensland Development Code (QDC) Part MP1.2 for allotments greater than 450m² in area~~

3. Delete Condition USE1:

~~The Locality, Zone and Preferred Land Use Area that applies to the 'Traditional Housing Precinct' for the purposes of Table 1 of the Kingaroy Shire IPA Planning Scheme are-~~

~~Locality: _____ Urban
Zone: _____ Residential
Preferred Land Use Area: _____ Residential A~~

4. Delete Condition USE2:

~~The Locality, Zone and Preferred Land Use Area that applies to the 'Mixed Housing and Apartment Precinct' for the purposes of Table 1 of the Kingaroy Shire IPA Planning Scheme are-~~

~~Locality: _____ Urban
Zone: _____ Residential
Preferred Land Use Area: _____ Residential B~~

5. Delete Condition USE3:

~~The Locality, Zone and Preferred Land Use Area that applies to the 'Commercial Precinct' for the purposes of Table 1 of the Kingaroy Shire IPA Planning Scheme are-~~

~~Locality: _____ Urban
Zone: _____ Business and Commercial
Preferred Land Use Area: _____ Core (Commercial Development Parcels 2 and 16)
Frame (Commercial Development Parcels 3, 4, 9-12, 17 and 18)~~

6. Delete Condition USE4:

~~The Locality, Zone and Preferred Land Use Area that applies to the 'Retirement and Aged Care Precinct' for the purposes of Table 1 of the Kingaroy Shire IPA Planning Scheme are-~~

~~Locality: _____ Urban
Zone: _____ Residential
Preferred Land Use Area: _____ Residential B~~

7. Delete Condition USE5:

~~The Locality, Zone and Preferred Land Use Area that applies to the 'Parks and Open Space Precinct' for the purposes of Table 1 of the Kingaroy Shire IPA Planning Scheme are-~~

~~Locality: _____ Urban
Zone: _____ Parks and Open Space~~

8. Delete Condition USE6:

~~Any future Development Permit for Material Change of Use, Reconfiguration of a Lot or Operational Works is to be undertaken in accordance with the relevant Tables of Assessment, Levels of Assessment and Codes within the Sunnyvale Masterplan Schedule prepared by Jones Flint & Pike and received by Council on 21 July 2009. All other appropriate codes and provisions are to be taken from the Kingaroy Shire IPA Planning Scheme or any subsequent Planning Scheme adopted by the South Burnett Regional Council.~~

9. Amend Condition RAL1 to read as follows (deleted text in strikethrough and new text in bold):

The Development Permit for Reconfiguration of a Lot relates to ~~thirty-one (31)~~ **sixteen (16)** allotments broken down into the following stages as per ~~Drawing Nos. M2238-08 and M2238-07A prepared by Jones, Flint & Pike dated 8 July 2009 and 9 July 2009~~ **Drawing No. M2238-09B prepared by JFP Urban Consultants and dated 20 November 2013** respectively:

- ~~▪ Stage 1 – 4 Lots and new road (Proposed Lots 1 to 4 plus extension to Fisher Street west to meet Bunya Highway)~~
- ~~▪ Stage 2A – 6 Lots (Proposed Lots 14 to 19 plus new north-south road connecting internal link road and Taylors Road)~~
- ~~▪ Stage 2B – 11 Lots (Proposed Lots 4, 5, 6, 8, 9, 10, 11, 12, 13, 20 and 21 plus new internal roads)~~
- ~~▪ Stage 3A – 3 Lots (Proposed Lots 22, 23 and 24 plus new road)~~
- ~~▪ Stage 3B – 4 Lots (Proposed Lots 25, 26, 27 and 28 plus new road)~~
- ~~▪ Stage 3C – 2 Lots (Proposed Lots 29 and 30 plus new road)~~

- **Stage 1 – proposed Lots 1 to 5 and partial construction of new north-south road**
- **Stage 2 – proposed Lots 6 and 7 and 4,900m² drainage reserve and partial construction of new north-south road**
- **Stage 3 – proposed Lots 8 to 15 plus 2,200m² and construction of new internal road network**
- **Stage 4 – proposed Lot 16**

10. Amend Condition RAL4 to read as follows (deleted text in strikethrough and new text in bold):

A vegetation buffer is to be established along the Taylors Road and Bunya Highway frontages. This vegetation buffer is to be established in accordance with Conditions RAL5, RAL6 and RAL8 as per proposed staging outlined below:

- Buffer along Bunya Highway frontage (Proposed Lots ~~2 and 3~~ **1 to 5**) to be established as per conditions of development approval prior to Council sealing the Survey Plan for Stage 1;
- Buffer along Taylors Road and ~~Bunya Highway~~ frontages (Proposed Lots ~~15, 17 and 18~~ **6**) to be established as per conditions of development approval prior to Council sealing the Survey Plan for Stage 2A; and
- Buffer along Bunya Highway frontage (Proposed Lot ~~4~~ **Lots 12 to 14**) to be established as per conditions of development approval prior to Council sealing the Survey Plan for Stage ~~2B~~ **3**.

11. Amend Condition RAL5 to read as follows (deleted text in strikethrough and new text in bold):

A 15m vegetation buffer is to be established within allotments specified in Condition RAL4 ~~to comply with State Planning Policy 1/92~~. The buffer is to be established to a minimum height of 1.5m with abundant foliage prior to the issue of any Development Permit for Building Work on each of the allotments. Alternatively, a bond may be lodged with Council that is equal to 20% of the estimated cost of the landscaping, provided that planting has been undertaken in accordance with the approved detailed landscaping plan.

12. Amend Condition ENG7 to read as follows (deleted text in strikethrough and new text in bold):

No vehicular access is permitted to Taylors Road from proposed Lots ~~45~~ **1** and ~~48~~ **6**. The aforementioned allotments are to utilise the new internal road for vehicular access purposes.

13. Delete Condition ENG8:

~~No vehicular access is permitted to the Bunya Highway from proposed Lots 2 and 3. The aforementioned allotments are to utilise the new internal road for vehicular access purposes.~~

14. Amend Condition ENG15 to read as follows (deleted text in strikethrough and new text in bold):

The stormwater management network servicing the ultimate development of the subject site shall be designed to comply with the ~~Draft State Planning Policy for Healthy Waters 2009, Draft State Planning Policy Guidelines for Healthy Waters 2009, Environmental Protection (Water) Policy 2009 and the Draft Urban Stormwater – Queensland Best Practice Environmental Management Guidelines 2009~~ **stormwater management provisions contained within the Single State Planning Policy dated December 2013**. Compliance to these policies and guidelines shall make up part of the overall stormwater management report. This report shall be submitted to Council for scrutiny and approval prior to the issue of a Development Permit for Operational Works **in association with the approved Development Permit for Reconfiguration of a Lot and future Material Change of Use approvals**.

15. Delete Condition ENG16:

~~The detention basins relevant to the subject application are to be considered in accordance with the approved Engineering Drawings submitted with operational works permit application at the onset to mitigate the potential flooding issues at the Bunya Highway boundary due to the increase in impervious area.~~

16. Amend Condition ENG20 to read as follows (deleted text in strikethrough and new text in bold):

~~Each allotment created as a result of this approval shall be individually and separately provided with an on-site sewerage disposal system in accordance with Council requirements and the requirements of the Queensland Plumbing and Wastewater Code and Australian Standards AS1547 and AS3500.~~

Stages 1 & 3 (proposed Lots 1 to 5 and 8 to 15) are to be connected to Council's reticulated sewer network at one or more points nominated or agreed to by Council; provided that the applicant is responsible for supplying and constructing all sewers outside these allotments to the agreed point of connection; and house drains within them, in accordance with Council's requirements and the requirements of the *Plumbing and Drainage Act 2002*; Australian standards including AS3500 and the provisions of WSA-02 Sewerage Code of Australia, as applicable.

Stages 2 & 4 (proposed Lots 6, 7 and 16) may be provided with on-site sewage disposal systems however any future allotments (creation of smaller lots within Stages 2 & 4) will require connection to Council's reticulated sewer network. On-site sewage disposal systems shall comply with Council requirements; and with the requirements of the Queensland Plumbing and Wastewater Code and Australian standards including AS1547 and AS3500.

17. Delete Condition ENG21:

~~The sewer main which traverses the site from North-East to South-West shall be relocated by the applicant/developer at no cost to Council under a separate Development Permit for Operational Works.~~

18. Delete Condition ENG24:

~~Payment prior to Council sealing any Survey Plan for the development, a contribution is to be made towards water infrastructure in accordance with Kingaroy Shire IPA Planning Scheme Policy No. 7 – Infrastructure.~~

~~The contribution is currently assessed at \$4,791,700.51; however the actual amount payable will be based on Council's Policy and the rate applicable at the time of payment.~~

~~The above amount has been calculated as follows: (6.84ha (Res A) x 32EP/ha (Res A)) x (25.11ha (Res B) x 100EP/ha (Res B)) x (16.80ha (Com) x 60EP/ha (Com)) = 3737.88EP x \$1,281.93/EP = \$4,791,700.51.~~

19. Delete Condition ENG25:

~~Payment prior to Council sealing any Survey Plan for the development, a contribution is to be made towards sewer infrastructure in accordance with Kingaroy Shire IPA Planning Scheme Policy No. 7 – Infrastructure.~~

~~The contribution is currently assessed at \$3,293,072.28; however the actual amount payable will be based on Council's Policy and the rate applicable at the time of payment.~~

~~The above amount has been calculated as follows: (6.84ha (Res A) x 32EP/ha (Res A)) x (25.11ha (Res B) x 100EP/ha (Res B)) x (16.80ha (Com) x 60EP/ha (Com)) = 3737.88EP x \$881/EP = \$3,293,072.28.~~

20. Delete Condition ENG26:

~~Payment prior to Council sealing any Survey Plan for the development, a contribution is to be made towards parkland infrastructure in accordance with Kingaroy Shire IPA Planning Scheme Policy No. 7 – Infrastructure.~~

~~The contribution is currently assessed at \$990,618.20; however the actual amount payable will be based on Council's Policy and the rate applicable at the time of payment.~~

~~The above amount has been calculated as follows: (6.84ha (Res A) x 32EP/ha (Res A)) x \$333.34/EP) + ((25.11ha (Res B) x 100EP/ha (Res B)) x \$333.34/EP) x ((16.80ha (Com) x 60EP/ha (Com)) x \$80/EP) = \$990,618.20.~~

21. Amend Condition ENG27 to read as follows (deleted text in strikethrough and new text in bold):

The applicant shall maintain the current infrastructure agreement in respect of the Future Link Road joining Fisher Street to the Bunya Highway. The developer shall contribute ~~\$2,000~~ **\$2,460.64** per lot indexed (commencing 1 July 2004) towards the upgrades, to be payable prior to Council sealing the Survey Plan. Currently the ~~20~~ **16** Lots will yield 1227 equivalent lots (as per the proposed Infrastructure Agreement dated September 2009) there a rate, current to ~~September's~~ **March 2014** CPI is 1227 Lots (Equivalent Lots) x \$2000 per Lot x 174.1/146.8 **101.6/105.4** (CPI) = ~~\$2,910,363.76~~ **\$3,019,215.95**.

22. Delete Condition ENG29:

~~All operational works are to be designed and constructed in accordance with South Burnett Regional Council requirements and accepted engineering practice including reference to Australian Standards, Codes of Practice and Industry Guidelines as nominated by South Burnett Regional Council.~~

23. Delete Condition ENG30:

~~Any lot filling undertaken on the site is to be in accordance with Queensland Development Code Part 10.0 – Retaining Walls and Excavation and Filling and to the satisfaction of Council.~~

24. Delete Condition ENG31:

~~No fill is to be placed on the development unless approved by Council as part of the engineering plans for Operational Works.~~

25. Delete Condition ENG32:

~~Submit to Council evidence of written appointment and acceptance of a responsible contractor for the project as defined under the *Workplace Health and Safety Act 1995*.~~

26. Delete Condition ENG33:

~~The following design plans shall be submitted to Council for approval prior to the commencement of construction works-~~

- ~~▪ Internal roadworks plan;~~
- ~~▪ Water supply internal reticulation;~~
- ~~▪ Stormwater layout plan and design details;~~
- ~~▪ Landscaping plan and detailed planting schedule;~~
- ~~▪ Electricity layout;~~
- ~~▪ Environmental management plan.~~

27. Delete Condition ENG34:

~~The developer or any subsequent agents, contractors or servants, must not carry out any works that makes or causes audible noise to be emitted from the site-~~
a) ~~On a Sunday or Public Holiday, at any time; or~~
b) ~~On a Saturday or business day, before 6:30am or after 6:30pm~~

28. Delete Condition ENG35:

~~All reasonable precautions are to be taken to ensure nuisance is not caused to adjacent and nearby dwellings, roads, reserves or other property during construction work on the site, to the satisfaction of Council. Nuisance includes impacts due to noise, dust, mud, sediment, waste, smoke, soot, vibration or electrical interference. Such precautions are to be discussed and agreed to by Council prior to construction commencing and will form part of the Construction Site Management Plan.~~

29. Delete Condition ENG36:

~~As constructed details of all infrastructure including sewerage, water, stormwater and roads are to be provided in AMG co-ordinates in DWG or DXF format in accordance with the "As Constructed Plan Requirements" for South Burnett Regional Council, and one (1) hard copy on reinforced paper or film. Dimensions and details are to be submitted in accordance with the IPWEAQ Standard Drawings clearly identifying the details required.~~

30. Delete Condition ENG37:

~~Works are to be constructed generally in accordance with the specification requirements outlined in Aus-spec #1 and the IPWEAQ Standard Drawings unless otherwise approved by Council.~~

31. Delete Condition ENG38:

~~A Maintenance Bond, equal to 5% of the total cost of construction of the civil works, including landscaping where applicable, is to be lodged with the Council for a period of twelve (12) months from the date of acceptance of "on maintenance" of the works.~~

All other conditions of development approval are to be retained as per Council's Decision Notice dated 25 September 2012.

Adopted Infrastructure Charges Notice

To: Kingaroy Investments Pty Ltd
 C/- JFP Urban Consultants
 PO Box 6
 MAROOCHYDORE QLD 4558

Date of Issue: 4 April 2014

Reference Number: IR1252673

Amount of the Charge: \$ 125,775.00

Land to which the charge applies: Youngman Street and Taylors Road, Kingaroy (and described as Lot 3 on SP181686)

The person to whom the charge must be paid: South Burnett Regional Council

When the charge is payable: **Reconfiguring a Lot:** Prior to Council approval of the plan of subdivision for the reconfiguration (in accordance with Section 648H (a) of the *Sustainable Planning Act 2009*).

Advisory Notes:

- The abovementioned charge may in the future be indexed;
- Enquiries regarding this adopted infrastructure charges notice can be made by contacting Council's Coordinator, Infrastructure and Planning on 4189 9100;
- The apportionment of infrastructure charges to the relevant networks is proposed as follows:

Youngman Street & Taylors Road, Kingaroy			
Reconfiguring a Lot			
Reference IR 1252673			
DEVELOPMENT CONTRIBUTIONS			
Description	No. of lots	Infrastructure Rate	Total Infrastructure Cost
RAL	16	\$8,385.00	\$134,160.00
Credit for RAL	1	\$8,385.00	\$8,385.00
TOTAL			\$125,775.00

Financial and Resource Implications

Infrastructure charges were included as part of the Decision Notices issued by Council on 11 December 2009 and 25 September 2012 (Council Reference: IR 444590) as the subject site is included within the infrastructure charges area within Planning Scheme Policy No. 7 of the Kingaroy Shire IPA Planning Scheme. On 1 November 2013, Planning Scheme Policy No. 7 was superseded by the Adopted Infrastructure Charges Resolution No. 1 2013 (AICR) and Conditions ENG24 to ENG26 are to be updated accordingly. The Applicant has agreed to this change.

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 reviewed existing infrastructure conditions contained within the Decision Notice dated 11 December 2009 in respect of written representations forwarded by the Applicant. Comments have been received from Council's Infrastructure Department.

In addition, it is considered suitable to remove 'associated operational works' conditions (Conditions ENG29 to ENG38) as these specifically relate to a separate Operational Works approval and the approval in question is specifically for the Reconfiguration of a Lot and a Preliminary Approval for Material Change of Use (overriding the Planning Scheme).

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.

5.1.3 P&LM - 1254547 - Forwarding eDA Reconfiguration of a Lot (1 lot into 3 lots) at 10405 Bunya Highway Kingaroy - Lot 5 RP200509 - Applicant: Ian Birchley

Document Information

IR No 1254547

Author Senior Planning Officer

Endorsed

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

Date 4 April 2014

Précis

Forwarding eDA Reconfiguration of a Lot (1 lot into 3 lots) at 10405 Bunya Highway Kingaroy - Lot 5 RP200509 - Applicant: Ian Birchley

Summary

- Application for Development Permit for Reconfiguration of a Lot (1 Lot into 3 Lots)
- Subject site included within the Rural Residential Zone under the Kingaroy Shire IPA Planning Scheme
- Proposed reconfiguration complies with the minimum 2.0ha allotment size specified within the Rural Residential Locality Code under the Kingaroy Shire IPA Planning Scheme
- Proposed Lots 1 and 2 have an area of 2.0ha in area and a full width frontage to the Bunya Highway
- Proposed Lot 3 is a rear access lot with a 10.0m frontage to the Bunya Highway and area of 2.44ha
- The Department of State Development, Infrastructure and Planning (DSDIP) have provided a Concurrence Agency Response on behalf of the Department of Transport and Main Roads (DTMR) as the subject site increases the number of lots fronting a State Controlled Road (Bunya Highway)
- One (1) submission received during the public notification period
- 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 3 Lots) on Lot 5 on RP200509 located at 10405 Bunya Highway, Kingaroy 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: 5708 P1, Sheet No 1 of 1 (Proposed Subdivision), Drawn by: O'Reilly Nunn Favier and dated 26 September 2013

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 Plan of Survey. The contribution is currently assessed at \$135.00 (3 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. Property access shall be in accordance with the details in the Department of Transport and Main Roads Concurrence Agency Response dated 10 February 2014 including Standard Drawing D12-2 and *Standard Access Type A-2*.

ENG2. Access and egress from the properties shall be constructed so as to allow ingress and egress in a forward direction.

ENG3. The dual vehicle access for proposed Lots 2 and 3 covered by the Department of Transport and Main Roads Standard Drawing D12-2 shall be provided with a CBR 35 gravel driveway with a minimum width of 8.0m for the dual entrance, tapering to a minimum width of 4.0m for the full length of the access handle for proposed Lot 3.

Stormwater

ENG4. The stormwater drainage system serving the site is to be designed 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.

ENG5. The stormwater drainage system shall be designed such that no restriction to existing or developed stormwater flows from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.

ENG6. The stormwater system shall be designed in accordance with the requirements of the Queensland Urban Drainage Manual (QUDM).

Water Supply

ENG7. Council's town water supply system at 10405 Bunya Highway is a trickle feed supply using a small diameter service, which already services properties as far as Lankowskis Road to the south and Stuart River to the west. If the Applicant requires a trickle feed water connection, it will be subject to investigation by Council's Infrastructure Department to determine both its feasibility and desirability. If Council agrees to provide

an augmented main to the Applicant's street connection point, the cost of works shall be borne by the Applicant.

ENG8. Demand and pressure required at each lot shall be considered by the Applicant in providing new or altered water services to and within the proposed new lots.

ENG9. The internal water service to the battleaxe block shall be located within the proposed access strip but clear of the require gravel access driveway.

Earthworks

ENG10. Any proposed earthworks shall be undertaken in accordance with the Urban Locality Code, Element (g) within the Kingaroy Shire IPA Planning Scheme unless approved separately under a Development Permit for Operational Works.

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. 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.

ADV4. 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.

Department of State Development, Infrastructure and Planning (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.

(b) Portfolio Report

5.1.5 P&LM - 1289989 - Planning & Land Management Portfolio Report

Document Information

IR No 1289989

Author Cr Keith Campbell

Date 8 April 2014

Précis

Planning & Land Management Portfolio Report

Summary

Planning & Land Management Portfolio Report to Council for the period 11 March 2014 to 7 April 2014.

Officer's Recommendation

That the Planning & Land Management Portfolio Report to Council for the period 11 March 2014 to 7 April 2014 be received.

Report

The following is a summary for the Planning & Land Management Portfolio for the period 11 March 2014 to 7 April 2014:-

- Planning Scheme Update
- Temporary Planning Instrument

5.2 Environmental Services (ES)

(a) Officer's Reports

5.2.1 ES - 1285566 - Approved Systematic Inspection Program Animal Management (Cats and Dogs) Act 2008

Document Information

IR No 1285566

Author Tony Green – Senior Compliance Officer

Endorsed By Manager Environment and Waste Services

Date 20 March 2014

Précis

Approved Systematic Inspection Program in accordance with the *Animal Management (Cats and Dogs) Act 2008*.

Summary

The *Animal Management (Cats and Dogs) Act 2008* provides for Council to approve a Systematic Inspection Program in order for staff to proactively investigate compliance with the legislation.

Officer's Recommendation

1. That Council approve a Systematic Inspection Program of properties within the South Burnett Regional Council's jurisdiction in accordance with *Section 113 of the Animal Management (Cats and Dogs) Act 2008*.
2. Compliance staff investigate the designated town areas for animal management purposes of the townships of Kingaroy, Kumbia, Crawford, Memerambi, Taabinga, Wooroolin, Nanango, Blackbutt, Maidenwell, Brooklands, Wondai, Preston, Tingoora, Mondure, Hivesville and Murgon in order to monitor compliance with the requirements of the *Animal Management (Cats and Dogs) Act 2008*.

Financial and Resource Implications

Existing Council staff shall be utilised to carry out the house to house inspections. It is hopeful that there will be an increase in the revenue realised for Animal Registration as the Compliance staff are of the opinion that there are a number of unregistered dogs in the South Burnett community.

Link to Corporate/Operational Plan

The applicable Corporate Strategy is:

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

The applicable Goal & Strategies are:

- EC2 An active, safe and healthy community
- EC2.2 Advocate and support community initiatives that promote healthy lifestyles
- EC2.3 Manage identified public health and environmental issues in accordance with relevant legislation
- EC2.4 Partner, investigate and implement plans to increase community safety in public areas

Communication/Consultation (Internal/External)

There will be notification to the public via a newspaper advertisement to be placed in the South Burnett Times on Friday 25 April 2014, Tuesday 29 April 2014 and Friday 2 May 2014. The notification will also be placed on Council's website.

Legal Implications (Statutory Basis, Legal Risks)

All dogs over the age of three (3) months are obliged to be registered with the local authority, in which the animal resides, as required by the state's Animal Management legislation. This systematic inspection program seeks to proactively check to see if animal owners are complying with their obligations.

Policy/Local Law/Delegation Implications

Council has the ability to undertake these house to house inspections in order to ascertain compliance with the legislation. The *Animal Management (Cats and Dogs) Act 2008* provides the necessary head of power to carry out the registration checking activities.

Asset Management Implications

N/A

(b) Portfolio Report

Environmental Services Portfolio Report

No Report.

5.3 Waste (W)

(a) Officer's Reports

No Report.

(b) Portfolio Report

5.3.1 W - 1289940 - Waste Portfolio Report

Document Information

IR No 1289940

Author Cr Kathy Duff

Date 10 February 2014

Précis

Waste Portfolio Report

Summary

Waste Portfolio Report to Council for the period 11 March 2014 to 7 April 2014

Officer's Recommendation

That the Waste Portfolio Report to Council for the period 11 March 2014 to 7 April 2014 be received.

Report

The following is a summary for the Waste Portfolio for the period 11 March 2014 to 7 April 2014:-

- Cost of Cleaning Murgon & Wondai Waste Facilities

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

(a) Officer's Reports

No Report.

(b) Portfolio Report

5.4.1 NRM&P - 1289981 - Natural Resource Management & Parks Portfolio Report

Document Information

IR No 1289981

Author Cr Kathy Duff

Date 8 April 2014

Précis

Natural Resource Management & Parks Portfolio Report

Summary

Natural Resource Management & Parks Portfolio Report to Council for the period 11 March 2014 to 7 April 2014.

Officer's Recommendation

That the Natural Resource Management & Parks Portfolio Report to Council for the period 11 March 2014 to 7 April 2014 be received.

Report

The following is a summary for the Natural Resource Management & Parks Portfolio for the period 11 March 2014 to 7 April 2014:-

- Proston Cemetery Beautification
- Grant Crescent and Moffatdale Parks partnership with Department of Justice
- Capital Projects Update
- Roadside Grazing

5.5 Community (C)

(a) Officer's Reports

5.5.1 C - 1288427 - Minutes of the Healthy Communities Management Advisory Committee meeting held on 25 March 2014

Document Information

IR No 1288427

Author Healthy Communities Coordinator

Endorsed

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

Date 7 April 2014

Précis

Minutes of the Healthy Communities Management Advisory Committee meeting held on Tuesday, 25 March 2014.

Summary

Providing a copy of the Minutes of the Healthy Communities Management Advisory Committee Meetings held on Tuesday, 25 March 2014.

Officer's Recommendation

That Council endorse the attached minutes and recommendations of the Healthy Communities Management Advisory Committee held on Tuesday, 25 March 2014.



Directorate - Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
 Tuesday, 25 March 2014 @ 1.00pm

Present: Chris du Plessis (South Burnett Regional Council), Kerry Oldfield (SBRC), Margie Hams (DDWNG ML), Nicole Connolly (Stanwell), Melinda Bradford (CTC), Janine Pay (NPRSR), Nicole O'Brien (BIEDO), Alice Cavanagh (Active After School Program) and Louise Judge (SBODP),

Apologies: Cr Ros Heit (SBRC), Cr Barry Green (SBRC), Richard Fahy (Rotary Kingaroy), Paula Nunan & Michael Eadie (PCYC), Berniece Hilly (RHealth), Shernaed Bliss (DDWNG ML), Juanita O'Rourke (DDWNG ML), Greg Griffiths (SBRC), Tamara Kelly (BIEDO), Mark White (Old Health), Caitlin Isaac (RHealth), Belinda Pennel (Deb Freckington's Office), Linda Silburn (BIEDO), Judith Skinner (DDWNG ML), Richard Henshaw (Old Health), Army Frame (Old Health), Juliette McAleer (Disability Services), Nina Temperton (CTC), Kristen Firman (CTC), Matthew Kenny (CTC), Kerrie Zeller (GRME) and Prue Bauer (CTC), Rosemary Braithwaite (Graham House) and Sue Crossley (Old Health)

Chair: Chris Du Plessis **Minutes:** Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome	Council's Manager of Planning, Land Management and Community, Chris Du Plessis welcomed everybody to the meeting and advised that he would be the Chair, as Cr Ros Heit and Cr Barry Green were unable to attend the meeting.		
Minutes from Previous Meeting	Resolution: <i>That the minutes of the previous Committee Meeting held on Tuesday, 25 March 2014 as recorded be confirmed.</i> Moved: Louise Judge Seconded: Janine Pay		
Correspondence	Carried 8/0		
<ul style="list-style-type: none"> The Ration Shed - Funding request - Reconciliation Fun Run April 2014 	Council's Manager of Planning, Land Management and Community, Chris Du Plessis advised that Council had received a request for funding assistance for the Reconciliation Fun Run (Murgon to Cherbourg) being held on 27 April 2014 for \$5,000. Concerns were raised regarding the submitted budget and the overall costs of holding this event.	Kerry Oldfield	



South Burnett
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 25 March 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> DDSWNQ ML - Date Claimer – Forum & Market Place 	<p>Discussions were held regarding whether the committee would assist. Kerry Oldfield entered the meeting at 1.15pm Kerry provided a brief update to the committee further to the information provided by Chris. Resolution: The Committee decided not to support the request for funding as the South Burnett Regional Council had provided support via Round 2 of the 2013/2014 Community Assistant Funding for this event. The Committee are happy however to promote this event via their networks. Kerry Oldfield to contact the applicant and advise of outcome of Meeting and request information flyers to be forward onto the Committee Moved: Janine Pay Seconded: Louise Judge Carried 9/0</p>		
<ul style="list-style-type: none"> Kev Robinson, Community Liaison Officer from Nanango State School - Welcome Package 	<p>Margie Hams advised that she was unable to get any further information regarding this event. At this stage it's a Date Claimer only.</p>		
<ul style="list-style-type: none"> Cycling Queensland 	<p>Louise Judge briefly outlined to the Committee the concept of this request. She asked that if any of the committee members who are wanting to contribute to the welcome package, they are to contact Kev Robinson at the Nanango High School. They have requested region wide information.</p> <p>Kerry provided an update on the request for assistance for Cycling Queensland's Round 3 of the Queensland Road Teams Series, which is being held in Kumbia (Stage 1) and Kingaroy (Stage 2) on 21-22 June 2014. It will be along the same lines as the event last year, which was very successful. They have requested \$5,000 and Kerry advised that there is funding available under the COAG</p>		



Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
 Tuesday, 25 March 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>Healthy Communities Initiative Project to support the South Burnett Community Ride which will be held in Kingaroy on 22 June 2014 starting before the professional road race. This year Cycling Queensland is looking to have a 'Fair on the Green' atmosphere on Railway Terrace, in Kingaroy on 22 June 2014. Service providers will be invited to have a display/stall. Further information will be provided closer to the time.</p> <p>Resolution: The Committee support the funding request from Cycling Queensland for \$5,000, subject to the letter of agreement being signed.</p> <p><i>Moved: Kerry Oldfield</i> <i>Seconded: Margie Hams</i></p> <p style="text-align: right;"><i>Carried 9/0</i></p>		
Business Arising from Previous Meeting			
• Nil			
Business for Discussion			
• Update from Healthy Communities Officer	<p>Council's Health Communities Coordinator, Kerry Oldfield provided an update on her projects. A copy of her report is attached.</p> <p>She advised that she had recently met with representatives from Toowoomba's Baillie Henderson Hospital. They currently run workshops from the Rehabilitation and Recovery Centre in Toowoomba. The Team Leader's contact details will be provided in the next month.</p>		
General Section			
Update from Members	Update from Committee members on recent activities.		
Alice Cavanagh	Alice advised that she has met with most of the South Burnett Sporting Clubs in the Murgon and		



South Burnett
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 25 March 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
Nicole O'Brien	<p>Cherbourg area: initiating these relationships to determine their local needs.</p> <p>26/03/2014: Community Coach Training Program (CCTP) in Murgon at SB PCYC</p> <p>27/03/2014: Community Coach Training Program (CCTP) in Kingaroy at Taabinga State School</p> <p>15/04/2014: PCYC Queensland holding Cherbourg Sport Summit</p> <p>01/06/2014: AASC funding the SBAGZ to host a Community Coach Golf Coaching Course at Kingaroy Golf Club – 10 participants have been fully-funded to attend this course</p>		
Louise Judge	<p>Nicole advised that she had met with the Wondai Sports Assoc and is assisting them with developing a proposal. Club surveys are starting to come in and now she has to collate that information. She will be making phone calls this week to follow up on the clubs.</p> <p>There is now a link to the BIEDO Sport Club Directory on Council's website and there will be a link to other websites for Community Directories (organisations and resources) going up soon.</p>		
Margie Hams	<p>Louise advised that the Kingaroy Community Kitchen is going really well and it has an increased participation rate. Harmony Day was last week and was well supported.</p> <p>Arafmi Qld (http://arafmqld.org) is running a support group once a month on the third Friday of the month for carers and friends of family members with mental illness at the "Biscuit Tin".</p> <p>"Mates who open Gates" – a pilot project by Toowoomba-based Ag Assist farm management consultants, aims to give volunteers a range of mental health training and information to help them provide on-farm support, has started.</p> <p>Taabinga Rotary Club will be running a Mental Health First Aid program for community members, however a date is yet to be set.</p> <p>"Where to get help in the South Burnett" brochure – this years updated brochure to be launched soon. It has been proposed to hold another John Schuman Concert in Kingaroy on 29 May 2014.</p>		
	DDSWQ Medicare Local are partnering with QRME and the National Centre for Farmers Health at the		



South Burnett
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 25 March 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
Janine Pay	<p>Kingaroy Show. They will be offering free health checks and supplying Health information resources.</p> <p>The Heart Foundation will be facilitating a women's health event for the general public, on the 11 June 2014, at the GRME Training Rooms onsite at the Kingaroy Hospital. DDSWQ Medicare Local will be hosting this event.</p> <p>There is an Advanced Sport Strapping Workshop being held in Kingaroy</p> <p>There is a Get Active Qld Accreditation program being run in August for Teachers.</p> <p>She is looking to hosting a workshop towards the end of the year in Nanango on rewriting your constitution for sporting clubs.</p> <p>Daily Physical Activity App - The aim of this resource is to get school children active and to instil in them a positive attitude towards an active lifestyle. This app will not only help teachers to incorporate physical activity into their daily teaching programs, it is a now a quick and easy avenue for the general public to incorporate physical activity into their everyday lives. Available on iTunes.</p> <p>Nature Play Program – is on hold until the passports are available.</p> <p>The Talebudgera Active Recreation Centre is located on at Palm Beach coastline and is renting out self-contained cabins</p> <p>Prices start from just \$80 per cabin per night</p> <p>Room facilities</p> <ul style="list-style-type: none"> • Bedding configuration to sleep up to seven guests. • Ensuite. • Bar fridge. • Microwave. • Kettle. • Room fan. • Linen—available on request (charges apply). 		



South Burnett
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 25 March 2014 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>For reservations please use our booking reservation form http://www.nbrsr.qld.gov.au/get-active/recreation-centres/pdf/tarc-wkndr-reservation-form.pdf) or contact us(http://www.nbrsr.qld.gov.au/get-active/recreation-centres/contacts.html) for further information.</p> <p>Next funding round to open LATER in 2014 but funds won't be available until 2015. DATE to be confirmed.</p> <p>There may be other funding available from other avenues. Watch this space.</p> <p>Janine passed on a message from Paula Nunan (Murgon PCYC) – mentioned that Gambling Community Benefit Fund and Jupiter's Casino Community Benefit Fund will be undergoing some changes during July 2014 and the funding rounds will be held twice a year (Flyer Attached).</p> <p>PCYC – are hosting "Start Flash Pop up Exercise" this will be promoted via (Facebook). At this stage it is a trial and is targeting the whole region. Starts this week in Murgon on Thursday, 27 March 2014.</p>		
Melinda Bradfield	<p>Advised that CTC Staff participated in the fundraising bike ride, which is a three-day ride around the borders of the South Burnett to raise funds for Epilepsy Action Australia.</p> <p>An Epilepsy Support group has been started in the area. Will advise date of next support group.</p>		
Nicole Connolly	<p>Upcoming Event is the "Mother's Day Classic" fun run. This is the third year that Stanwell Corporation will be supporting this event. Registrations are via Online.</p> <p>https://mdc.mothersdayclassic.com.au/register-login.php?page=https%3A%2F%2Fmdc.mothersdayclassic.com.au%2Fregister.php%3Feventid%3D73</p>		
Alice Cavanagh	<p>They are hosting in Cherbourg – a Rules Discussion evening for Touch football, Netball and Basketball (Juniors and Seniors).</p>		



South Burnett
Regional Council

Directorate- Planning & Environment

Healthy Communities Management Advisory Committee (MAC) Meeting Agenda
Tuesday, 25 March 2014 @ 1.00pm


Agenda Item	Action Summary	Responsible Officer	Due Date
Meeting closed at 2.16pm			



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm



THE RATION SHED MUSEUM RECONCILIATION FUN RUN
PO Box 354 Murgon Q.4605

Healthy Communities Committee
South Burnett Regional Council
Kingaroy Q.4610
5th March 2014

Dear Committee Members,

The Cherbourg Historical Precinct Group Inc (www.rationshed.com.au) is seeking your support to enable the successful hosting of their inaugural **Reconciliation Fun Run** and invites you to be a contributing partner in this event.

The Ration Shed Committee is planning to raise awareness and funds to support their endeavours through the hosting of a 7 kilometre **Reconciliation Fun Run on Sunday 27th April, 2014** commencing in Murgon at 8 am and ending at Cherbourg where participants will be warmly welcomed and offered a range of fun things to see and do. These will include tours of the Ration Shed Museum featuring a Sports Exhibition of Aboriginal Sportsmen and Women, market stalls, information booths, entertainment, dance, music and a range of family activities including traditional games.

The Ration Shed Museum's Objectives for the Reconciliation Fun Run are to:


- *Conduct a vibrant and dynamic event focussed around a reconciliation fun run from Murgon to Cherbourg*
- *Raise awareness of and support for the Ration Shed Museum and its wide range of facilities and services*

The Aims of the Event are to:

- *Welcome people into the Community of Cherbourg*
- *Achieve reconciliation through education, collaboration and friendship*
- *Inspire healthy active lifestyles*
- *Elevate Aboriginal Culture and celebrate the achievements of the Community and its People*
- *Promote the Ration Shed and all that it offers*
- *Generate extra funds for the Ration Shed's educational and cultural programs*
- *Have fun and enjoy*

We would like to apply to your Committee for funds to assist in the hosting of this event and would be happy to come and speak with the Committee at your next meeting. Thank you for your considerations, we look forward to a mutually rewarding partnership and further discussions.

Kind regards,
Zona Hussey-Smith
Events Coordinator
M: 0427 340 710 E: zona@steppingblack.com.au





Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm



**THE RATION SHED MUSEUM
RECONCILIATION FUN RUN and WALK**

From Murgon to Cherbourg
Sunday 27th April, 2014

- BACKGROUND BRIEF FOR SPONSORS -

The Cherbourg Historical Precinct Group Inc (www.rationshed.com.au) is seeking your support to enable the successful hosting of their inaugural **Reconciliation Fun Run** and invites you to be a contributing partner in this event.

The Ration Shed Museum provides visitors with an exceptional experience and insight into Aboriginal life, both under the Act and within the modern context. Established 10 years ago on the Centenary of Cherbourg and run by a team of dedicated volunteers, the Ration Shed offers the following services to facilitate greater understanding and to strengthen good relationships between different cultures:-

- *Tours and Educational Programs for schools, institutions and groups of visitors*
- *A Keeping Place and Archive which conserves and exhibits artefacts, documents and displays*
- *The Memory – an interactive archive documenting family, clan and community histories*
- *Art, books, clothing, DVD's and souvenir items for sale*
- *A community art gallery, art studio and meeting place – in The old Boy's Dormitory*
- *A Corroboree ring and stage and landscaped gardens*
- *Cultural Awareness programs*

The Ration Shed creates opportunities for local residents to gain part time employment while developing new skills across a wide range of interests and occupations. As the community has minimal industry and business outside of government run services, the Ration Shed is a vital element in both individual and community development with potential to contribute to the economic future of Cherbourg.

Being primarily a cultural education facility, the Ration Shed Committee is planning to raise funds to support their endeavours through the hosting of a 7 kilometre **Reconciliation Fun Run on Sunday 27th April, 2014** commencing in Murgon at 8 am and ending at Cherbourg where participants will be warmly welcomed and offered a range of fun things to see and do. These will include tours of the Ration Shed Museum, featuring a Sports Exhibition of Aboriginal Sportsmen and Women, market stalls, entertainment, dance, music and a range of family activities.



Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm

- THE RECONCILIATION FUN RUN EVENT -

The event is being managed by an experienced Events Coordinator and Committee who meet regularly to plan, action and review progress. Comprised of key leaders from the community and the broader region, the team is dedicated to ensuring the Fun Run is a success and welcomes ideas and contributions.

The Ration Shed Museum's Objectives for the Reconciliation Fun Run are to:

- *Conduct a vibrant and dynamic event focussed around a reconciliation fun run from Murgon to Cherbourg*
- *Raise awareness of and support for the Ration Shed Museum and its wide range of facilities and services*

The Aims of the Event are to:

- *Welcome people into the Community of Cherbourg*
- *Achieve reconciliation through education, collaboration and friendship*
- *Inspire healthy active lifestyles*
- *Elevate Aboriginal Culture and celebrate the achievements of the Community and its People*
- *Promote the Ration Shed and all that it offers*
- *Generate extra funds for the Ration Shed's educational and cultural programs*
- *Have fun and enjoy*

Media and Marketing

Our wide range of media partners ensure that the event will gain maximum marketing exposure including through press releases, social media, event listing on high traffic sites, extensive networks, radio and television.

As a financial contributor and highly valued partner, your investment will attract benefits that are outlined in more detail within the attached sponsorship proposal. We also appreciate your ideas and suggestions and are keen to open conversations with you.

We thank you for your considerations in supporting this exciting event and look forward to a mutually rewarding partnership and further discussions.

Sponsorship investment enquiries please contact:-

Event Coordinator
Zona Hussey-Smith

M: 0427 340 710

E: zona@steppingblack.com.au






South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm



THE RATION SHED MUSEUM RECONCILIATION FUN RUN-WALK

SPONSORSHIP INFORMATION

The Cherbourg Community Reconciliation Fun Run-Walk Committee would like to offer you this great opportunity to come on board with us as a valued sponsor and partner for our inaugural event in 2014.

As partners, we encourage your participation in the planning, developing and execution of all components of the event.

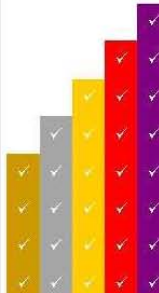
We know that our local businesses, community organisations and corporate bodies have a genuine desire to give back to the local community and we greatly appreciate any support you may be able to offer.

We are planning this event as a way of building relationships within our communities and across the region. We are targeting both locals and visitors through a range of multi-media avenues including social media, event listings, networks, newspapers and radio and television coverage.

With your support we are looking forward to a successful event to be held on **Sunday 27 April 2014**. Below are the details of our sponsorship investment levels and benefits:

Platinum: \$20,000 +	Diamond: \$10000 +	Gold: \$5001 - \$10000	Silver: \$2501 - \$5000	Bronze: \$500 - \$2500
-----------------------------	---------------------------	-------------------------------	--------------------------------	-------------------------------

(In-Kind Donations will be reviewed for value or placed in Bronze Category)




- ✓ Press Release acknowledgement of Sponsor; Naming Rights; logo on finishing tape
- ✓ Brief 'Company Info Block' on Event Web Page with link to company website; logo on advertising including print media, radio and press releases
- ✓ Opportunity to display Company Banner or Signage at the Event
- ✓ Permanent brass name plaque on Ration Shed Wall (financial contributions only); Logo printed on all promotional materials
- ✓ Logo acknowledgement on Event Web Page
- ✓ Fun Run announcements at Event
- ✓ Acknowledgement on Event Facebook Page
- ✓ Opportunity for stall at Event; Friend of Ration Shed Certificate

If your organisation would like to participate in this year's events as a sponsor, please complete the attached form and return via email or post. Details are at the bottom of the form.

Should you require any further information or clarification, please contact me on Mobile no: **0427 340 710**
Or by email: zona@steppingblack.com.au.

Thank you

Zona
Event Coordinator





South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm



THE RATION SHED MUSEUM RECONCILIATION FUN RUN-WALK

SPONSORSHIP REGISTRATION

Name: _____

Address: _____

Business Phone: _____ Mobile: _____ Fax: _____

Email: _____

Business Organisation: _____

Website: _____

Sponsorship Specifications: _____

Sponsorship Areas

Cash Sponsorship *Sponsorship Funding Amount:* \$

Event Goods/Services *Details*

Award Sponsorship *Award*..... *Details*

In-Kind Sponsorship *Details*

Provision of Volunteers *Details*

Other (please specify)

Name of Representative: _____ Position: _____

Signature: _____ Date: _____

Agreements and payments may be forwarded to:

Ration Shed Museum Reconciliation Fun Run Committee
 PO Box 354 Murgon Qld 4605
 Mobile: 0427 340 710
 Email: zona@steppingback.com.au Website: www.rationshed.com.au



Payment Methods:
 Cheque made out to: Cherbourg Historical Precinct Group Inc.
 Or Direct Credit to: Account - **Cherbourg Historical Precinct Group Inc**
 Bank: Westpac
 BSB: 034 625
 Account Number: 185 194

The Cherbourg Community Fun Run Committee would sincerely like to thank you for your support. The sponsorship which you have provided will make a difference to the development of the Ration Shed facilities for the community, its people and its visitors. We look forward to forming long lasting partnerships with sponsors for this proposed annual event.



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm

PROPOSED BUDGET

For
Ration Shed Reconciliation Fun Run
27th April, 2014

PROJECT MANAGEMENT AND EVENT FACILITATION SERVICES

Please Note: The following budget represents a realistic estimate of the minimum costs associated with the professional facilitation of a successful event. The Project Manager will be aiming to raise the finances to meet these and other yet to be determined costs, through fundraising and sponsorship acquisition.

Line Item	Cost
Project and Event Management Fees 65 days @ \$500 per day <i>(a discount of \$380 per day as in kind sponsorship)</i> <i>2 days pw x 3 months = 24 days</i> <i>3 days pw 2 months = 16 days</i> <i>4 days pw 1 month = 16 days</i> <i>3 days @ event = 3 days</i> <i>1 day debrief mtg = 1 day</i> <i>5 days acquittals and reports = 5 days</i>	\$32,500
7500 kms travel @ 75 c per km	\$ 5,625
Accommodation (\$1600 in kind sponsorship)	
Administration	\$ 1,500
Total event management costs	\$39,625



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm

PROPOSED BUDGET

<i>Funds required</i>	<i>Cost</i>
Project and Event Management Fees 65 days @ \$500 per day (includes members of Stepping Black Team) (discounted rate)	\$32,500
7500 kms travel @ 75 c per km	\$ 5,625
Administration	\$ 1,500
Equipment Hire and purchase water carriers x 3 - \$450 Barambah Medical Centre bottled water x 2000 - \$2500 Barambah Med Centre- AEC marquees x 2 - \$500 Cherbourg Council porta loos x 12 - \$720 shaded water stations x 3 - \$900 Barambah Medical Centre 2 x pa systems - \$500 R Langton, Murgon Show Society	\$ 5,570
Support services Volunteer help – 50 x 7 hours x \$20= \$7000 community in kind Medical and health workers 8 x 6 hours x \$40 = \$1920 Barambah Med Centre - Cherbourg Community Health SES Traffic Management - \$1000 Traffic Management Plan - \$250 Sports Activities and Fun Run Marshalls 8 x 6 hours x \$40 = \$1920 PCYC Entertainment (music and dance) \$2000 Creative Trax	\$ 14,090
Training costs (volunteers) – Stepping Black High visibility hats for volunteers (min 100) = \$969	\$ 2,969
Sunsafe PPE for runners, participants and volunteers (hats, numbered bands, T shirts)	\$ 5,000
Insurance – Iron Australia Reconciliation Qld TBC	\$ 650
Prize pool and certificates some donations and sponsorships	\$ 3,000
Marketing (materials, printing, IT Services, on line registration software, merchandising, media etc)	\$ 9,000
Transport on day (buses etc)	\$ 900
Total event costs	\$80,804.00



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm

SAVE THE DATE

**Darling Downs South West Qld
Home & Community Care Services
Forum & 'Market Place'**



Date: 21 May 2014
Venue: Toowoomba Golf Club, Middle Ridge
Cost: Free

For more information contact: Liz Grummitt (07) 4688 2000 | lgrummitt@ddswqmedicarelocal.com.au
This event is being held in conjunction with Carers Qld.





South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm



Chandler Walstrom
Sween Sports Complex
Cnr Old Cleveland and Tully Rds
Chandler QLD 4155
PO Box 8115 Queensland QLD 4154
T: 07 3390 1477
F: 07 3390 2852
E: cqa.info@cycling.org.au

Kerry Oldfield
Healthy Communities Coordinator
South Burnett Regional Council

24th March 2014

Good morning Kerry,

I am following up on the discussions Wendy Sanders and I had with you on 3rd March when we travelled to Kingaroy and spoke with Mayor Kratzmann about the Queensland Road Teams Series, which we have planned to stage in the South Burnett Region again this year.

The dates for Round 3 of this year's event are June 21st and 22nd. On Saturday 21st we have planned to have the Tour De Kumbia and on Sunday 22nd we are planning the same activities in Kingaroy as we did last year, which were a great success.

Prior to the event in Kingaroy on Sunday we will again conduct some community rides for the residents of South Burnett and visiting recreational cyclists.

With this in mind we seek the support of the South Burnett Regional Council to financially support the organisation of these community rides with funds that may be available from the Healthy Communities Program. Such funds would be utilised to promote the community events throughout the South Burnett Region and to the membership of Cycling Queensland clubs in the south of the state.

As you would be aware also there are strict requirements we must adhere to with regards to costs associated to traffic management and police presence that contributes substantially to providing safe circuits for the participants.

Once again the funds raised from the community rides will be donated to the Mayor's Charity Trust.

I have enclosed a sponsorship letter of agreement which outlines the benefits we are prepared to offer. This is the same proposal as 2013 and has been updated.

I do hope that the South Burnett Council is supportive of this proposal and I look forward to hearing from you in the near future.

With kind regards,

Mike Victor OAM
President
Cycling Queensland
Phone: 0419 444 537



Queensland
Government



Brisbane
Subaru



Jayco





South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm



Cycling Queensland

SPONSORSHIP LETTER OF AGREEMENT

BETWEEN:

1. Cycling Queensland ABN 92 224 723 042 of PO Box 4115 Gumdale Qld 4154
2. South Burnett Regional Council ABN 89 972 463 351 of PO Box 336 Kingaroy Qld 4610

PURPOSE:

- A. Cycling Queensland is the event organiser of the Round 3 of the 2014 Brisbane Camperland Queensland Road Team Series (QRTS) and Recreation Ride to be held in the South Burnett region on 21 & 22 June 2014 (The Event)
- B. South Burnett Regional Council has agreed to be a sponsor of the Event in return for sponsorship benefits
- C. Cycling Queensland and South Burnett Regional Council enter into this Agreement to record the terms and conditions of their agreement

AUTHORISATION:

In agreement with the *Schedule of Sponsorship Details* outlined following we require authorisation to confirm the sponsorship.

SIGNED for and on behalf of
Cycling Queensland by the duly authorized representative

A handwritten signature in black ink, appearing to read "Mike Victor".

Mike Victor. OAM
President
Cycling Queensland

Date: 21 March, 2014

SIGNED for and on behalf of
South Burnett Regional Council by the duly authorized representative

Name: _____ Date: _____
Title: _____
South Burnett Regional Council



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm



SCHEDULE OF SPONSORSHIP DETAILS:

Item 1	Commencement Date:	Once both parties have executed this letter of agreement
Item 2	Term:	Until 31 August 2014
Item 3	Sponsorship Benefits:	<p>Cycling Queensland to provide:</p> <p><u>Designation</u> Official Partner of the community ride which will be known as <i>“South Burnett Community Ride presented by South Burnett Regional Council”</i></p> <p><u>Branding Exposure</u></p> <ul style="list-style-type: none"> • Logo placement on community ride commemorative t-shirt/singlet. • Logo placement on presentation stage and backdrop of the Queensland Road Team Series for the South Burnett Round (sponsor to provide signage to correct specification) • Logo placement and feature on the Queensland Road Teams Series homepage via Cycling Queensland’s website • Logo placement with link to South Burnett Regional Council website included on CQ Website (over 890,000 visits in 2013) • South Burnett Regional Council branded barricade signage and tear drop banners to feature throughout event areas including start/finish line for both community ride and the South Burnett Round of the Brisbane Camperland Queensland Road Team Series (sponsor to provide signage to correct specification) <p><u>Marketing Exposure</u></p> <ul style="list-style-type: none"> • A feature page for editorial or advertising in the race printed program for the South Burnett Round of the Queensland Road Team Series • South Burnett Regional Council logo to have prime placement on all media and advertising relating to the South Burnett Community Ride including: <ul style="list-style-type: none"> o Editorial features o Media releases o Radio segments o Recognition on social media report of the event on CQ website o Print media • Dedicated company profile or editorial in Cycling Queensland’s monthly E-newsletter in the lead up to the event (current distribution over 6,000 plus links to newsletter on partners websites) • Opportunity for South Burnett Regional Council representative to present a Leader Jersey for the South Burnett round of the Queensland Road Team Series • Opportunity to present prizes to the winners of the South Burnett Community Ride



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm



		<ul style="list-style-type: none"> Acknowledgement during events via public address system Where appropriate the following statements will be included in some of the above marketing opportunities: Healthy Communities Initiative funding acknowledgement options – <i>“This National Partnership Agreement on Preventive Health was funded by the Australian Government”</i> or <i>“This initiative was funded by the Australian Government”</i> Cycling Queensland agree to share the entry participation data information with South Burnett Regional Council for marketing purposes within 4 to 6 weeks of the conclusion of the event if previously agreed to by the participants. <p>Promotions</p> <ul style="list-style-type: none"> Opportunity to work with Cycling Queensland on developing promotional activations to promote South Burnett Regional tourism. Allocation of exhibit on space to promote South Burnett Regional Council products and services to spectators and competitors at the event. Cycling Queensland will endeavour to work with, in the lead up to the Brisbane Camperland Queensland Road Team Series and Community Ride taking place in South Burnett Region, South Burnett Regional Council via a number of school visits with team members and Cycling Queensland developmental officers to encourage participation and cycling as a healthy lifestyle <p>Corporate Hospitality</p> <ul style="list-style-type: none"> Two corporate tickets to the 2014 Annual Gala Awards Dinner Provision of prime site at start/finish of South Burnett Round of the Queensland Road Team Series and the community ride for hospitality opportunities Opportunity for a representative of South Burnett Regional Council to follow the race in the official race convoy
Item 4	Sponsorship Category:	Official Support Sponsor
Item 5	Sponsor's Branding:	<p>Cycling Queensland to utilise the following logos in reference to the event in accordance with this agreement.</p>  
Item 7	Sponsorship Contribution:	<p>South Burnett Regional Council Corporation to provide:</p> <ul style="list-style-type: none"> Cash Investment of \$5,000 (ex GST)
Item 8	Sponsorship Payment:	<p>Terms of payment:</p> <ul style="list-style-type: none"> Sponsorship fee due on signing of letter of agreement



Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm



Kingaroy Go .Getter Girls - Kym Cronin, Jenni Farr and Julie Stenning

Mothers Day Classic - Kingaroy

The Kingaroy event involves a 4km walk and an 8km run. Online registrations are now open or you can also register on the day. For more details on the Kingaroy event and registration closing dates see the information below. Alternatively you can come along and support all walkers and runners and join in the entertainment and activity taking place around the course.

Remember to fill in a tribute card to wear on the day in memory of a loved one or with words of encouragement to someone currently undergoing treatment. [Create your tribute card here.](#)

If you wish to make a stand alone donation to the Mother's Day Classic for breast cancer research, you can do so from our [website here.](#)

Information for Runners and Walkers

Assembly area: - Haly Street side of Memorial Park. Start line is at the bridge. Water stations at turnaround points. Course well signed and safe with supervision of SES and police.

Where: Memorial Park, Haly Street, Kingaroy

When: Sunday 11 May 2014

Registration closing dates: Online registrations close on Wednesday 7 May 2014

How to register: Online registrations are now open or on the day.

Cost:

- Adult - \$20
- Student / Health Card holder - \$12
- Child (16 years and under) - \$10
- Family (2 adults and up to 4 children) - \$50
- Family (1 adult and up to 4 children) - \$30

Start times:

- On the day registrations open at 7:00am



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm

- 8km Run: 7:30am
- 4km Walk: 7:45am

The course:

Flat course on bitumen along Haly Street and West Street. Starting and finishing at Memorial Park.

Getting there: Haly-William Street or Alford-William Street

Event day information:

- Famous GGG tutu's available to purchase
- Please note dogs are not allowed at this event
- Medallions are subject to availability on the day

Activities at the event:

Coffee and breakfast available to purchase (more activities yet to be confirmed)

Prizes: Best dressed

Important information: Medallions at the end of the course subject to availability

Please note that regional event participants won't receive race packs. As the regional events have a more relaxed feel you can just turn up on the day and walk or run!

Fundraising

You can choose to raise more funds by taking part in fundraising.

After you've registered you will receive an email with your fundraising url. If you aren't sure how to set up your fundraising page or if your friends need help filling it in, we can help you [here](#).

Contact: For more information contact Colleen Gunn on 07 4162 5146 or email colleengunn@optusnet.com.au



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm

Department of Justice and Attorney General

Office of Liquor and Gaming Regulation

Community Benefit Funds amalgamation—streamlining grants

The Office of Liquor and Gaming Regulation is streamlining the way gambling benefits the Queensland community with the amalgamation of the current community benefit funds. The Government has introduced legislation to amalgamate the four funding programs into one fund that will service the whole State.

Community organisations can have confidence in knowing the total budget for grants will not decrease with the new State-wide funding program.

Fast Facts

- \$35,000 maximum per organisation
- Four rounds per year,
- One system for the whole state

This map shows how the four funds currently fit within Queensland, the Gambling Community Benefit Fund (not shown) covers the whole State. Under the current provisions some eligible community groups apply to the relevant casino fund and the Gambling Community Benefit Fund, this means submitting more than one application.

While some organisations are ineligible to apply to the casino funds they only have an opportunity to apply to the Gambling Community Benefit Fund.

- Reef Hotel Casino Community Benefit Fund
Gambling Community Benefit Fund
- Brewster Island Casino Community Benefit Fund
Gambling Community Benefit Fund
- Jupiters Casino Community Benefit Fund
Gambling Community Benefit Fund

Frequently Asked Questions

What does this mean for community groups?

- eligible community organisations will have access to the same level of funding
- funding guidelines will be consistent for all Queensland community organisations
- the grant value, project and budget eligibility will be the same for all applications, resulting in less time being spent interpreting eligibility and applying for funding
- organisations will only need to lodge an application to one fund.

When will the change come into effect?
The new fund is planned to be available for the funding round that opens mid-July and closes 31 August, 2014.

I usually apply to the Jupiters Casino Community Benefit Fund, will I be worse off?
No, by amalgamating the funds all eligible organisations can now apply for the same grant value. Currently the casino funding programs have different maximum grant values and although the new maximum is less than the current for this fund the average payment is approximately \$20,000.

My organisation is eligible to apply to a casino fund and Gambling Community Benefit Fund – do I still make two applications for funding?
No, if your organisation is eligible you only need to make one funding application. This is now a simpler process for organisations.

Will grants still be provided to community groups in my district?
Yes, eligible organisations will make funding applications. An independent committee made up of community representatives from areas throughout Queensland will be charged to make funding recommendations ensuring that they are made to organisations throughout Queensland.

If you have any queries regarding this change, contact the Manager Community Benefit Funds Unit, Julie Koplick, on: (07) 3224 4342 or julie.koplick@justice.qld.gov.au or go to www.olgr.qld.gov.au and click on 'Grants'.

Great state. Great opportunity.



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm

IHC MAC Mar 2014

Item		
1	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)	
2	Engage local fitness leaders to conduct Lift for Life or Heart Moves programs for adults. (dependant on identified community needs)	Lift for Life programs continuing in Wondai, Blackbutt, Murgon. Program recently completed - Kingaroy. Kingaroy participants offered memberships with provider gym - 9 participants took advantage of the offer. Heartmoves programs continuing in Blackbutt, Nanango, Kingaroy, Wondai, Murgon and Boondooma
3	(This goal has been changed to fit in with the National Program Guidelines) SBRC Healthy Communities Plan - 3.3.1 (j – o) Engage local fitness leaders to conduct Heart Moves in pools or adult learn to swim/ water fitness where there are pool facilities available.	Term 1 2014 Adult swimming programs continuing - Nanango, Kingaroy, Wondai, Murgon pools. Blackbutt and Proston programs recently completed. Excellent feedback from Proston participants, their program also included a weight loss challenge. Participants reported they lost weight, improved in fitness and strength. They also expressed interest in doing the program next season.
	(This goal has been changed to fit in with the National Program Guidelines) SBRC Healthy Communities Plan - 3.3.1 (j – o)	



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm

<p>4 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 Lit for Life program (work with businesses to support down time) Eligibility to be determined.</p> <p>SBRC Healthy Communities Plan - 3.3.2 (c)</p>	<p>Subsidised memberships - 170 memberships rolled out.</p>
<p>5 In conjunction with Heart Foundation Walking, work to establish a sustainable walking program across the region by:</p> <ul style="list-style-type: none"> Ø Improving promotion of existing walking groups in Kingaroy, Wondai and Blackbutt Ø Establishing new walking groups in all towns, with priority locations being: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> o Men 	<p>Walking groups continuing as normal - Kingaroy, Wondai, Murgon, Proston, Iivesville</p> <p>Nanango walking group - currently walking casually but not as an official "Heart Foundation Walking Group". The Healthy Communities Coordinator is in contact with the walking group leader to discuss the possibility of registering with HF Walking.</p> <p>Reminder - Healthy Communities coordinator can assist new groups to get started</p> <p>Reminder - Healthy Communities Coordinator can provide contact details for all walking groups if committee members know of clients/contacts who may be interested.</p>



Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
 Tuesday, 25 March 2014 @ 1.00pm

<p>o Mums with strollers o Older adults SBRC Healthy Communities Plan - 3.3.1 (d)</p>	<p>6 Undertake the Healthy Food Access Basket survey as highlighted in the Healthy Communities Plan and original tender brief.</p>	<p>Work in progress</p>
<p>7 Undertake a Ausdrisk Health Promotion and Health assessment piloting and local program advertising and marketing. (Australian Diabetes Risk Assessment Tool) at community events SBRC Healthy Communities Plan - 3.6.3</p>	<p>7 Events required have been completed as per Implementation Plan</p>	
<p>8 Active local parks by running an annual Active Parks program across the region Ø Target mothers, 45-50 year olds and older adults Ø Concentrate on destination parks and ensure provision across the region in Kingaroy, Namungo, Wondai and Murgon Ø Seek Expression of Interest from local person/s to coordinate the program SBRC Healthy Communities Plan - 3.3.1 (a)</p>	<p>8 Active Parks programs in planning stages for Namungo, Wondai and Murgon.</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: Ø Obstacle / fitness circuits Ø Treasure hunts Ø Cooking workshops Ø Gardening workshops (utilising community gardens) SBRC Healthy Communities Plan - 3.3.1 (b)</p>	<p>9 Active Healthy Families events to be held at Libraries in first week of school holidays. A Flyer will be sent to the Committee asap. Activities include - different physical activity providers and activities with Library staff eg scavenger Hunts, Art and Craft etc.</p>	



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm

<p>10 Develop a regular community event such as a 'Mt Wooroolin Race' that inspires people to get fit. The event could: 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>Cycling Old Community Ride event 2014 - in conjunction with Old Road Team Series - separate agenda item.</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 & 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 & Healthy South Burnett' program brochure (monthly stakeholders meetings) SBRC Healthy Communities Plan - 3.4.1 (b)</p>	<p>No activity to report</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>Updates to SBRC website/facebook as required</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 Council's website and the Active South Burnett website. SBRC Healthy Communities Plan - 3.4.1 (g)</p>	<p>Preparing content and commenced map collection - ongoing</p>



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm

<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)</p>	<p>Ongoing for all programs as needed</p>
<p>15 SBRC Healthy Communities Plan - 3.4.1 (i) 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</p>	<p>Completed</p>
<p>16 SBRC Healthy Communities Plan - 3.4.1 (h) 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 initially to determine its effectiveness and later extended to other areas in the region</p>	<p>No activity to report</p>
<p>17 SBRC 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)</p>	<p>Funded programs and activities now complete. Community kitchens continuing post-Healthy Communities funding: Kangaroo, Preston, Murgon.</p>



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm

<p>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.</p> <p>Ø Assist local residents to access locally grown fruit and vegetables via markets, roadside stalls etc</p> <p>Ø Community Kitchen cooking skills startup program</p> <p>SBRC Healthy Communities Plan - 3.5.2 (a)</p>	<p>18. Provide incentives to restaurants, cafes, take-away food outlets to provide healthy eating choices possibly via:</p> <p>Ø Reduced licensing fees</p> <p>Ø Promotion in 'healthy eating' guides</p> <p>Ø Use of venues as preferred caterers for corporate events</p> <p>SBRC Healthy Communities Plan - 3.5.2 (b)</p>	<p>Ø Potential to resource through Council's existing EHO responsibilities</p> <p>Ø Once mobile, develop a database of 'preferred suppliers' for use at Council functions</p> <p>SBRC Healthy Communities Plan - 3.5.2 ©</p>
	<p>No activity to report</p>	<p>Accredited Businesses as per previous updates - Copper Country Motor Inn, Lee's Kitchen, Wild Lettuce, Lizabella's Cafe, Woodcutters of Blackbutt, Taste South Burnett, Asian Gourmet Kitchen, Bunya Nut Cafe, Aussies Pizza Cafe, Whipbird Cafe, Captains Paddock, Kingaroy Seafood and Takeaway.</p>



South Burnett
Regional Council

Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Tuesday, 25 March 2014 @ 1.00pm

20	Work with local residents to establish, revitalize or continue community gardens.	Staff from the local NAB are volunteering at the community garden on Pound Street. Meetings are held on Wednesdays 10am-12pm. New flyer completed and will be sent to Committee asap. It will also be advertised in local paper. Local community organisation interested in using the space with their clients/members - Healthy Communities Coordinator and relevant areas of Council have held meetings with this organisation. Unfortunately this will not be progressing further.
21	SBRC Healthy Communities Plan - 3.5.2 (d) Liaise with RHealth and Qld Health to promote the 'Lighten up' program in all main towns	Diabetes Prevention Programs (DPP) - Kingaroy and Murgon programs complete. Nanango - 1 more session to go. Excellent attendance and sustained participation for all programs.
22	SBRC Healthy Communities Plan - 3.5.2 (f) 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 & Healthy' component on the agendas of existing inter-departmental meetings (eg Manager's meetings) or by creating an internal 'Healthy Communities Working Group' involving the relevant staff positions.	Ongoing
23	SBRC Healthy Communities Plan - 3.6.1 (c) 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 SBRC Healthy Communities Plan - 3.6.2 (a) Audit Fees	Ongoing No activity to report



Directorate- Planning & Environment

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
 Tuesday, 25 March 2014 @ 1.00pm

25 Jamie's Ministry of Food (JMOP) - Mobile Kitchen	Jamie's Ministry of Food - departs Wondai 29/3/2014. Excellent support from the community - participants and volunteers. Evaluation underway, word of mouth feedback has been very positive.
No participants on HC database	407 OTHER ACTIVITIES - Healthy Communities Coordinator recently met with DHealth Mental Health team from Twba - information provided regarding Rehabilitation and Recovery Centre workshops/courses. These activities are currently happening in Twba. Healthy Communities Coordinator to pass on info/flyers re these activities to the Committee via email.

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

5.5.2 C - 1288424- Minutes of the Boondooma Homestead Management Advisory Committee meeting held on 8 April 2014

Document Information

IR No 1288424

Author Cultural Services Coordinator

Endorsed By Manager Planning & Land Management
General Manager Planning & Environment

Date 8 April 2014

Précis

Minutes of the Boondooma Homestead Management Advisory Committee meeting held on Tuesday, 8 April 2014.

Summary

Providing a copy of the Minutes of the Boondooma Homestead Management Advisory Committee Meetings held on Tuesday, 8 April 2014.

Officer's Recommendation

That Council endorses the recommendations and minutes of the Boondooma Homestead Management Advisory Committee meeting held on Tuesday, 8 April 2014.



South Burnett
Regional Council

Directorate: Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee
Tuesday, 8 April 2014 @ 10:00 am

Present: Cr Kathy Duff, Mavis Metzroth, Bruce Metzroth, Lynne Bennett, Lesley Somerset, Richard Grimes, Marion Alford, and Pattie Brown, Marion & Rance Darlington

Apologies: Cr Ros Heit, Bob Somerset

Observers: Michael Hunter, Vince Dwyer and Chris Du Plessis

Chair: Cr Kathy Duff **Minutes:** Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
<p>Welcome</p>	<p>Cr Duff welcomed everybody to the meeting. Boondooma Museum & Heritage Association Inc are to confirm with Council, who is to be included on the Management Advisory Committee. The committee members from the Boondooma Museum & Heritage Association Inc are as follows:</p> <ul style="list-style-type: none"> • Bruce Metzroth • Mavis Metzroth • Lyn Bennett • Lesley Somerset • Bob Somerset • Richard Grimes • Marion Alford • Pattie Brown • Marian Darlington • Rance Darlington 		
<p>Minutes from Previous Meeting</p>	<p>Resolution: That the minutes of the previous Committee Meeting held on 11 March 2014 as recorded be confirmed.</p>		



South Burnett
Regional Council

Directorate- Planning , Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee
Tuesday, 8 April 2014 @ 10:00 am

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>Moved: Bruce Metzroth Seconded: Marion Alford</p> <p style="text-align: right;"><i>Carried 8/0</i></p>		
Correspondence			
<ul style="list-style-type: none"> • Keith & Judy Brandt – Acting Caretakers 	<p>Council's Cultural Services Coordinator, Michael Hunter advised that Council had received a letter of resignation from Keith & Judy Brandt for the position of acting Caretakers at Boondooma Homestead. Michael advised the Committee that he has responded on behalf of Council to Keith and Judy – See below</p> <p>"Judy & Keith</p> <p>Thanks for the email advising Council of your termination of acting caretakers at Boondooma Homestead as of 1 May 2014. I will forward this onto the Boondooma Committee members and table at the next MAC meeting. On behalf of Council I would like to take this opportunity to sincerely thank you and Keith for the dedication and efforts whilst caretaking at Boondooma Homestead. Judy I would also like to thank you for your professional manner when dealing with Council whilst in the position of secretary of the incorporated association, your knowledge and attention to detail is second to none and will certainly be sorely missed.</p> <p>Judy & Keith I wish you all the very best with your future endeavours. Regards Michael"</p>		



Directorate- Planning , Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee
 Tuesday, 8 April 2014 @ 10:00 am

Agenda Item	Action Summary	Responsible Officer	Due Date
<p>Business Arising from Previous Meeting – 11 March 2014</p> <ul style="list-style-type: none"> DRAFT Lease Document 	<p>Council's Senior Lease & Property Management Officer, Vince Dwyer received feedback/comments from the Boondooma Museum & Heritage Association Inc. members regarding the Draft Lease document.</p> <p>Concerns were raised regarding insurance on the Buildings, however the Committee were advised that as the buildings are Council Assets they are covered for normal building cover on the Council's policy, and that the insurance requirements mentioned within the Lease relate to the necessity for the Lessee to have Public Liability cover.</p> <p>Concerns were also raised relating to the pest and termite control responsibilities under the proposed lease. Vince stated that he could insert a clause making the Lessor (Council) responsible; however, further discussion resolved that this matter was already adequately covered within the requirements of the Queensland Heritage Regulations.</p> <p>Discussions were held regarding the responsibility of the maintenance of the buildings within the area subject to the lease, and whether the Lessee or Lessor will be responsible for the day to day maintenance under the proposed lease. Vince indicated that his understanding of Clause 3.01 of the proposed lease is that the Lessor (Council) is responsible for maintenance of the buildings caused through normal wear and tear.</p> <p><i>Rance and Marion Darlington entered the meeting at 10.17 am</i></p> <p>Vince will seek clarification of his interpretation of the proposed lease regarding building maintenance and report back to the next meeting.</p>	<p>Vince Dwyer</p>	<p>Next Meeting</p>



South Burnett
Regional Council

Directorate: Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee
Tuesday, 8 April 2014 @ 10:00 am

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> Heritage Restoration Works Budget 	<p>Michael provided an update on the Capital Works Restoration Budget. The budget available is \$9,600.</p> <p>Resolution: That the 2013/2014 restoration capital works budget be utilised to purchase tanks to assist in drought proofing the heritage gardens surrounding the Homestead.</p> <p>Moved: Bruce Metzroth Seconded: Lesley Somerset Carried 10/1</p>	Michael Hunter	
<ul style="list-style-type: none"> Caretakers Agreement – DRAFT 	<p>Discussions were held regarding the DRAFT Caretakers Agreement. The incorporated body are satisfied with the document and thanked Council for their assistance. Michael will forward the document onto the Boondooma Museum & Heritage Association Inc to present at their next incorporated meeting.</p>	Michael Hunter	13 May 2014
<ul style="list-style-type: none"> Caravan Turning Signs & Lawsons Broadcreek Road Sing 	<p>Cr Duff advised that after a conversation with Department of Transport and Main Road, she was advised that the caravan turning signage had not been progressed, however now that Boondooma Homestead is now an approved Caravan Park, they will now consider the requests for caravan turning signs.</p> <p>Cr Duff further advised that she had been in discussions, with Council's Manager Design & Technical Services, James D'Arcy regarding the name change of Lawsons Broadcreek Road. He has drafted a report to Council however he is recommending that Council refuse the request from Boondooma Museum & Heritage Association Inc due to the number of roads in the district already with similar</p>	Cr Kathy Duff	



South Burnett
Regional Council

Directorate: Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee
Tuesday, 8 April 2014 @ 10:00 am

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>names. He however suggested that Boondooma Museum & Heritage Association Inc offer alternative suggestions that Council may consider. A number of suggestions were discussed.</p> <p>Resolution: Cr Kathy Duff to take the following name suggestions to James D'Arcy who will prepare a report to Council as an alternative name for the Broadcreek Road, Brigooda</p> <p>Preferred Suggestion: Alexander Laws on Road</p> <p>Second Option: Lawsons Boondooma Road</p> <p><i>Moved: Cr Kathy Duff</i> <i>Seconded: Pattie Brown</i></p> <p style="text-align: right;"><i>Carried 10/1</i></p>		
Agenda Items - New Business			
General Business			
<ul style="list-style-type: none"> Budget Update 	Council is still unable to provide an update on the budget as currently unavailable through the new Tech1 system.	Michael Hunter	
Meeting closed at 11.57 am			
The next Boondooma Management Advisory Committee meeting is to be held on Tuesday, 13 May starting at 10.00 am			

Financial and Resource Implications

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

Link to Corporate/Operational Plan

Link to Operational Plan:

Continue to support Boondooma Homestead through the Management Advisory Committee.

EC1 A community with the capacity to develop the area of arts, culture and heritage

(Corporate Plan Goal)

EC1.2 Build the capacity of our arts, heritage and library facilities to become vibrant community centres (Corporate Plan Strategy)

Continue to coordinate the MAC through the VIC and Heritage Team Leader position

(Key Performance Indicator)

Communication/Consultation (Internal/External)

Membership of the Boondooma Homestead Management Advisory Committee.

Legal Implications (Statutory Basis, Legal Risks)

Nil

Policy/Local Law/Delegation Implications

Nil

Asset Management Implications

Improved asset management of the Boondooma Homestead facility.

(b) Portfolio Reports

5.5.3 C - 1289984 - Sport and Recreation Portfolio Report

Document Information

IR No 1289984

Author Cr Barry Green

Date 11 March 2014

Précis

Sport and Recreation Portfolio Report

Summary

Sport and Recreation Portfolio Report to Council for the period 11 March 2014 to 7 April 2014.

Officer's Recommendation

That the Sport and Recreation Portfolio Report to Council for the period 11 March 2014 to 7 April 2014 be received.

Report

The following is a summary for the Sport and Recreation Portfolio for the period 11 March 2014 to 7 April 2014:-

- Wondai Sportsground Update

5.5.4 C - 1289939 - Indigenous Affairs Portfolio Report

Document Information

IR No 1289939

Author Cr Kathy Duff

Date 10 February 2014

Précis

Indigenous Affairs Portfolio Report

Summary

Indigenous Affairs Portfolio Report to Council for the period 11 March 2014 to 7 April 2014.

Officer's Recommendation

That the Indigenous Affairs Portfolio Report to Council for the period 11 March 2014 to 7 April 2014 be received.

Report

The following is a summary for the Indigenous Affairs Portfolio for the period 11 March 2014 to 7 April 2014:-

- State Indigenous Golf Championships hosted in Murgon

6. Economic Development & Tourism (ED&T)

(a) Officer's Reports

No Report.

(b) Portfolio Report

Economic Development & Tourism Portfolio Report

No Report.

7. Infrastructure Services

7.1 Roads & Drainage (R&D)

(a) Officer's Reports

7.1.1 R&D - 1289450 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 11 March 2014

Document Information

IR No 1289450

Author General Manager Infrastructure

Date 8 April 2014

Précis

Minutes of the Traffic Advisory Committee held on Tuesday 11 March 2014.

Summary

The Minutes of the Traffic Advisory Committee Meeting held in the Committee Room of South Burnett Regional Council's Kingaroy office on Tuesday 11 March 2014 are provided for Council to note and consider.

Officer's Recommendation

That Council:

1. Endorses the attached Minutes of the Traffic Advisory Committee held on Tuesday 11 March 2014.
 2. Adopts the recommendations of the Committee in relation to:
 - 2.1 **Request for Flashing lights at Durong State School:**
That the Mayor write to the Deputy Premier requesting assistance.
 - 2.2 **Alford St (between First Ave & Windsor Circle)**
-

That Council write to Canowindra asking them to direct trucks servicing their business to use Haly St into Windsor Circle given the safety issue.

2.3 Transport & Main Roads (TMR) signage in Kingaroy St, Kingaroy:

That the Mayor write to TMR stating reasons for his request to move this signage from its current site near Pharmacy Essentials.



South Burnett
Regional Council

MINUTES
Traffic Advisory Committee

Purpose: Meeting of Traffic Advisory Committee (TAC)
Venue: Kingaroy Office
Date: 11 March 2014
Attendance: Cr Wayne Kratzmann (Mayor), Cr Damien Tessmann, Russell Hood (General Manager Infrastructure), James D'Arcy (Manager Design & Technical Services), Peter Van Eysden (Principal Engineer, TMR Bundaberg), Russell Rogers (Snr Advisor Traffic & Road Safety, TMR Bundaberg), (Sgt Ron Reynolds (QPS Kingaroy), Snr Constable Adam Entwistle (QPS Kumbia),), Sgt Alan Gerrard (QPS Blackbutt), Kay Dove (Infrastructure Support Officer).
Apologies: Cr Kathy Duff, Jeff Stephan (Manager Roads & Drainage), Judi Johnson (Regional Manager RACQ), Snr Constable Paul Britten, Snr Sgt Lance Guteridge (QPS Murgon), Sgt Jason Newton (QPS Nanango), Snr Sgt Duane Frank (OIC QPS Kingaroy).

AGENDA ITEM	OUTCOME
OPENING	Cr Kratzmann welcomed Snr Constable Entwistle who has taken up a posting in Kumbia. Apologies were noted.
CONFIRMATION OF PREVIOUS MINUTES	Moved by Cr Tessmann, seconded Sgt Al Gerard, that the Minutes of the previous Traffic Advisory Committee held 14 November 2013 as recorded be confirmed.
BUSINESS ARISING FROM MINUTES (a) Markwell / Kingaroy Traffic lights (b) Durong State School re parking signage (Cr Duff)	<p>Peter Van Eysden gave an update on the traffic lights:</p> <p>Nanango: Tenders have been received and consultation has occurred. Work should commence in 2 to 3 weeks.</p> <p>Kingaroy: Markwell Street plans are progressing.</p> <p>James D'Arcy presented a proposed parking layout. There are a few possible methods of funding including applying for SafeST funding. The cost is estimated in excess of \$100,000. The Mayor advised that the landholder was prepared to donate land to be held by SBRC in Freehold.</p>

<p>(c) Request from Durong State School for flashing lights due to busy road (email Cr Heit).</p> <p>(d) Murgon Skate Park</p> <p>(e) Kingaroy General Hospital turning lane (right turn into Albert St heading north on Bunya Hwy)</p> <p>(f) Intersection Toomey & William Sts (Cr Tessmann from Louise Judge)</p> <p>(g) Bunya Hwy opposite Kingaroy Bowling Club</p>	<p>Russell Rogers asked if consideration had been given to turning traffic on the main road.</p> <p>ACTION: James D'Arcy advised the road needs sightline assessing and Design & Technical Services will organise this.</p> <p>The possibility of flashing lights as raised by Cr Heit was discussed.</p> <p>ACTION: The Mayor to write to the Deputy Premier to request flashing lights for Durong SS.</p> <p>James D'Arcy presented the proposed signage plan and asked for comment.</p> <p>ACTION: Signage will be installed ASAP.</p> <p>Russell Rogers reported that the approximate traffic count was 4,000 vehicles. There is very little shoulder at the intersection which is listed as a Priority 4 (only ranked to 5 with 1 being the highest). Russell suggested Council line marking could have been changed in the recent reseal.</p> <p>Sgt Ron Reynolds suggested 'hospital zone' signage however this was not taken up.</p> <p>ACTION: Request from TMR for SBRC to extend the centre line treatment on Albert Street.</p> <p>ACTION: TMR will install the Stop Ahead sign.</p> <p>Cr Tessmann asked what was happening with this. Action from last meeting was that Design and Technical Services would check and sign accordingly however this has not happened.</p> <p>ACTION: James D'Arcy to follow-up on Stop / Give Way signage.</p> <p>Signage for no long term parking for trucks was raised again. TMR have delivered the signs however Council is yet to erect them.</p> <p>ACTION: James D'Arcy to follow-up and action the installation of truck parking signage.</p>
--	--

<p>GENERAL BUSINESS</p> <p>(a) Moffatdale SS</p> <p>(b) 1. Request to extend turning lane off Bunya Hwy into Crawford (email Cr Heit)</p> <p>2. Request for signage 'do not use air brakes' at the 80 kph into Wondai on Southern approach.</p> <p>(c) Request for Give Way sign at the T-Junction of Greenview Rd and the Bunya Hwy.</p> <p>(d) Reedy Creek Rd and Bunya Hwy intersection (email Cr Damien Tessmann) - 100 kph zone.</p>	<p>Russell Rogers reported that TMR have assessed following a request for 80 kph zone. He found that line of sight was good; crash history nil; and two faded school zone signs.</p> <p>ACTION: TMR will:</p> <ol style="list-style-type: none"> 1. Move signage closer to the school. 2. Consider installing advanced 'school ahead' signage. 3. Install additional school signage to assist local traffic. <p>SBRC provided 2006 traffic counts but these were too old. Intersection is a Priority 4 on the TMR list. The shoulder is not wide enough for a turning lane and this would need fairly major work. This was designed to standards of the day. No change.</p> <p>Russell Rogers believes there is a sign already in place. There is no gradient so trucks should not need to use air brakes. No change.</p> <p>TMR reviewed the request for additional signage and SBRC provided 2008 traffic counts. There have been no crashes. As this is a T-intersection the law is in place to give way so no additional signage is required. Russell Rogers noted that the line marking is quite faded and suggested SBRC need to look at line marking.</p> <p>ACTION: SBRC to renew faded line marking on Greenview Rd.</p> <p>Due to a recent crash there was a request that the intersection be relocated back towards Kingaroy. This matter was raised at the TAC meeting in September 2011 and additional guide posts were installed at that time to delineate the intersection. Kay to send these Minutes to Russell Rogers.</p> <p>Sgt Reynolds attended a crash when fog came into play and agreed intersection should be moved back towards Kingaroy. Peter Van Eysden noted that TMR do not have the budget for this. MUTCD doesn't take fog into account.</p> <p>ACTION: Item to 'lay this on the table' and bring back to next meeting for consideration of intersection layout improvements to be prepared by Design & Technical Services.</p>
--	--

<p>(e) No Standing Zone D'Aguilar Hwy opposite BP Nanango (email Deb Frecklington MP)</p> <p>(d) Pedestrian Crossing Haly St Kingaroy near Glendon St intersection.</p>	<p>Russell Rogers says signs are strategically placed however trucks continue to illegally park.</p> <p>No further action.</p> <p>Russell Hood suggested Council take TMR traffic safe report into account when planning the Kingaroy Streetscape changes and this may result in relocating the crossing. The question was asked if action could wait that long.</p> <p>Peter Van Eysden spoke about improving visibility and also strategically placed build-outs in advance of the crossing for the time being.</p> <p>James D'Arcy was in favour of target boards.</p> <p>Sgt Reynolds said pedestrians need to take responsibility for their actions when using pedestrian crossings.</p> <p>The responsibility lies with TMR as they are the road managers of that corridor. Council is not particularly interested in driving any changes for this crossing.</p> <p>No further action by this Committee.</p>
<p>(e) Main St Hivesville and Hivesville Rd, Hivesville.</p>	<p>The Hivesville Hotel intersection is both Local and State Government roads. Apparently tourists get confused which is the correct route to Murgon.</p> <p>The Mayor suggested the sign be brought back to the toilet block however it was thought that this would direct traffic off TMR road. TMR will leave Murgon signage as is.</p> <p>Russell Rogers advised that he removed a long fingerboard sign from the intersection and now hotel owners says they have to pull cars out of that paddock. This is a 60 kph zone and there is also a light at that intersection</p> <p>ACTION: TMR will consider installing a uni-directional hazard marker to warn traffic of the road curvature.</p>

<p>(f) Alford St (between First Ave and Windsor Circle) - Request for local traffic only sign. (email from Cr Tessmann)</p> <p>(g) TMR Corridor Nanango meeting outcome</p> <p>(h) Road Safety Strategy - Local meetings (James D'Arcy)</p> <p>(i) TMR signage in Haly St & Kingaroy St, Kingaroy</p>	<p>Cr Tessmann believes that Haly St was designed to take heavier vehicles however Russell Hood advised that trucks going to Canowindra are considered local traffic.</p> <p>ACTION: SBRC (James D'Arcy) will write to Canowindra advising them of discussions at this meeting and ask that they direct any trucks servicing their business to use Haly Street into Windsor Circle, given the safety aspect.</p> <p>Request to move the 50 kph sign near Nanango Police Station out further to the north. The main reason is that Council has expanded the Scott St carpark and this is being utilised more and there is provision for caravans that will be turning etc.</p> <p>There will be traffic lights in the near future on Drayton St / Burnett Hwy corner so this reduction in speed will also support them.</p> <p>ACTION: TMR will move the 50 kph signage to the north of the Elk St intersection.</p> <p>Tentative date will be 31 March in Kingaroy. Alan Mears from Lockholm Consulting will conduct the workshop. Members of the TAC will be invited as well as any other interested parties. <i>(later changed to the 10 April).</i></p> <p>The Mayor asked what had happened to the big TMR directional signage in Haly St that was removed from near Raine and Horne. Russell Rogers advised that TMR are looking for an alternative position.</p> <p>The Mayor asked that a similar sign in near Pharmacy Essentials in Kingaroy St also be moved - he suggested to the intersection of Kingaroy St and Haly St.</p> <p>TMR suggested that any concerns regarding current signage and reasons for requesting changes be put in writing to TMR.</p> <p>ACTION: The Mayor will follow-up on this.</p>
---	--

<p>REPORTS Kingaroy Police</p> <p>Kumbia Police</p> <p>Blackbutt (Sgt Alan Gerrard)</p> <p>Nanango (Sgt Jason Newton)</p>	<p>From the last meeting: <i>Snr Sgt Frank advised that a number of serious injury crashes recently and most are due to driver error and behavior and that parking was becoming a serious issue at Kingaroy State Primary School, William St and Alford St. with the drop-off zone at the roundabout. Also people accessing the town pool have caused more traffic in the Summer season.</i></p> <p>Russell Hood advised the meeting that there is adequate parking on the western and northern sides of the school. This area needs to be policed every day. No further action.</p> <p>1. A complaint to SBRC about a cattle truck parking out front of a shop resulting in cattle defecating and the odour fouling shop. Advice was given to the shop owner to park her private vehicle out the front to prevent this.</p> <ul style="list-style-type: none"> • Snr Constable Entwistle advised there is angle parking signage but no line marking so this makes it difficult to police. Signage is also faded and needs replacing. • Cr Tessmann suggested TMR check with Kumbia Progress Association before any changes are made to signage. <p>2. Brook St / Bunya Hwy corner. A bus driver advised trees are impairing his vision of cars coming from the North.</p> <p>ACTION: SBRC (James D'Arcy) to check if the trees are inside the private property boundary or on the Bunya Hwy and action accordingly.</p> <p>ACTION: TMR to improve regulatory signage on northern and southern approaches to Kumbia so that they are the same from either approach.</p> <p>Sgt Gerrard enquired if Blackbutt could get a town camera as he knew that Yarraman has one and this could be a valuable tool. It was noted that Toowoomba TMR looks after Yarraman. TMR advised that there is currently no requirement for TMR to have a traffic monitoring camera in Blackbutt. No further action.</p> <p>Sgt Ron Reynolds spoke on behalf of Sgt Newton. Request for Stop signs at the intersections of Cairns / Drayton Street and Cairns / Appin Street. Both intersections are on the heavy vehicle by-pass through town which are both governed by Give Way signs (<i>currently installed are two give way signs gateway with target boards</i>).</p> <p>There have been two crashes at Cairns / Drayton this year, one involving two vehicles overturning and colliding with a heavy vehicle. The main reason appears to be drivers failing to give way.</p>
--	--

	<p>TMR have already done an assessment and concluded that the Give Way signage is appropriate and if vehicles are failing to give way to oncoming motorists this may be an enforcement issue. TMR validated crashes do not included these recent crashes. No further changes planned.</p> <p>ACTION: Russell Rogers advised TMR will reinstate line marking. ACTION: QPS to monitor.</p>
<p>TMR Report</p>	<p><i>Investigation following an email from Cr Duff.</i></p> <p>(1) Boondooma Homestead - requesting TMR to undertake a speed review between Thompson Rd and Manar Rd. A review was conducted by TMR and found that there was no need for any change to the current speed.</p> <p>ACTION: TMR will install white on blue service signs (caravan) in the hope that this may assist motorists turning and thus get them off the main road quicker.</p> <p>(2) Corrunovan Homestead - complaint that the Bali post was removed on the approach to the homestead and with it the sign for the homestead. TMR advised that it does not for the criteria under the MUTCD for private business names to be on TMR signage. No further action.</p> <p>Outstanding items from last meeting: <i>Signage review request just past Rogers Drive, Kingaroy (raised by Sgt Paul Britten).</i> TMR reviewed the current signage and will implement to entry and exit speed restriction signs and they will install 'gateway 60 kph' signs to the entrance to Kingaroy on the southern approach.</p> <p>ACTION: TMR to improve signage.</p> <p>Cloyna / Windera School signage is yet to be erected by TMR as sufficient information has not been forthcoming from Design & Technical Services.</p> <p>ACTION: James D'Arcy advised that SBRC will provide correct location to TMR.</p>
<p>Next meeting</p>	<p>13 May 2014 Meeting closed at 12.45 pm</p>

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

(b) Portfolio Report

7.1.2 R&D - 1289793 - Roads Portfolio Report

Document Information

IR No 1289793

Author Cr Damien Tessmann

Date 10 March 2014

Précis

Roads Portfolio Report

Summary

Roads Portfolio Report to Council for the period 11 March 2014 to 7 April 2014

Officer's Recommendation

That the Roads Portfolio Report to Council for the period 11 March 2014 to 7 April 2014 be received.

Report

The following is a summary for the Roads Portfolio for the period 11 March 2014 to 7 April 2014:-

- Update on NDRRA activities
- Update on road maintenance for March/April
- Update on road capital works

7.2 Design & Technical Services (D&TS)

(a) Officer's Reports

- 7.2.1 D&TS - 1223754 - Requesting consideration for naming a Kingaroy Street, Park, place or other feature to honor Carew Brothers who contributed to the development of the district**

Document Information

IR No 1223754

Author Manager Design and Technical Services

**Endorsed
By General Manager Infrastructure**

Date 7 April 2014

Précis

Proposed naming of Lot 900 on plan RP896938 on the corner of Tessmanns Road and Doonkuna Street, Kingaroy as Carew Park

Summary

Council resolved in November 2013 to carry out public consultation regarding the proposal to name the existing unnamed park at the corner of Tessmanns Road and Doonkuna Street, described as Lot 900 on plan RP896938, as Carew Park. The proposal was subsequently made public through the media and submissions were sought by 18 December 2013. A further advertisement was placed in the South Burnett Times with a closing date of 11 April 2014.

Officer's Recommendation

That Council name the existing park at the corner of Tessmanns Road and Doonkuna Street, described as Lot 900 on plan RP896938, as Carew Park.

Financial and Resource Implications

It is anticipated that \$500 will be required for the supply and installation of a signage.

Link to Corporate/Operational Plan

EC 1 - A community with the capacity to develop the area of arts, culture and heritage.

Communication/Consultation (Internal/External)

The proposal was first put to the November 2013 Council Meeting and subsequent external publicity seeking submissions by 18 December 2013 and again by 11 April 2014.

Legal Implications (Statutory Basis, Legal Risks)

The park proposed to be named is an existing park and there are no additional legal implications.

Policy/Local Law/Delegation Implications

There are no Policy/Local Law/Delegation implications from this report.

Asset Management Implications

The park proposed to be named is an existing park and there are no additional asset management implications.

Report

The first two Carew brothers, William and Thomas, arrived in 1898 and selected 640 acres (259ha) on the eastern side of Tessmanns Road and north of Kingaroy Barkers Creek Road and these brothers worked on the Kingaroy Railway line and railway dam.

A third brother, Michael, arrived in 1908 and settled at Wattlegrove. He was a member of Kingaroy Shire Council from 1920 -27 as well as a director at the Kingaroy Butter Factory from 1929-31. Michael was also a supporter of various local organisations such as Kingaroy District Hospital and Kingaroy AP&I Assoc. Two of William's five children are still living, one in Brisbane and one in Kingaroy.

For these historic reasons and following external publicity with no submissions being received, it is recommended that the naming of Carew Park be formally adopted.

Attachments

Nil

7.3 Water & Wastewater (W&W)

(a) Officer's Reports

No Report.

(b) Portfolio Report

7.3.1 W&WW - 1289982 - Water and Wastewater Portfolio Report

Document Information

IR No 1289982

Author Cr Barry Green

Date 8 April 2014

Précis

Water and Wastewater Portfolio Report

Summary

Water and Wastewater Portfolio Report to Council for the period 11 March 2014 to 7 April 2014.

Officer's Recommendation

That the Water and Wastewater Portfolio Report to Council for the period 11 March 2014 to 7 April 2014 be received.

Report

The following is a summary for the Water and Wastewater Portfolio for the period 11 March 2014 to 7 April 2014:-

- Update on Proston Rural Water

8. Finance, Property & Information Technology

8.1 Finance (F)

(a) Officer's Reports

8.1.1 F - 1291094 - Monthly Financial Statements

Document Information

IR No 1291094

Author Finance Officer (Financial Reporting)

Endorsed By General Manager Finance, Property & Information Technology

Date 9 April 2014

Précis

Report on the Financial Position of South Burnett Regional Council as at 9 April 2014.

Summary

The following information provides a snapshot of Council's Financial Position as at 9 April 2014.

Officer's Recommendation

That the Monthly Financial Report as at 9 April 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)

N/A

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

Report

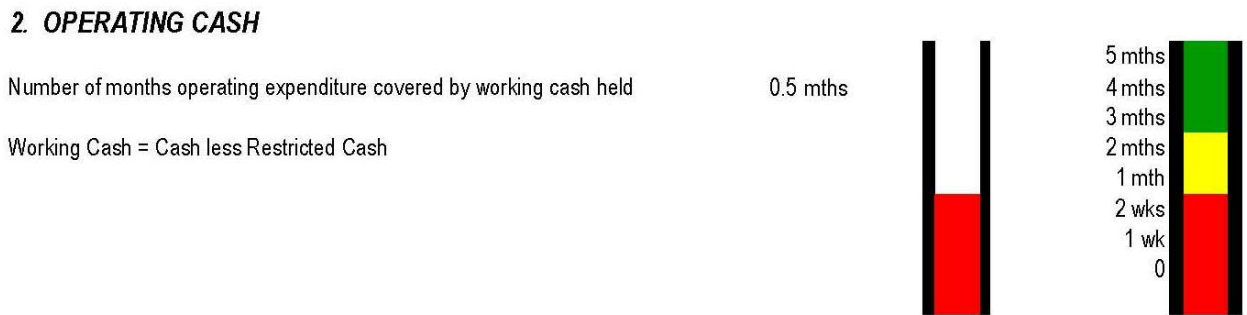
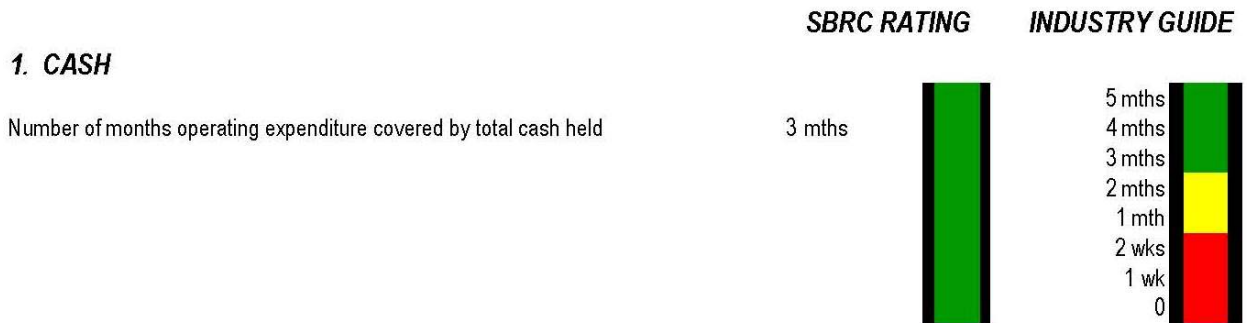
Attached are the Financial Reports of the South Burnett Regional Council as at 9 April 2014.

Attachments

1. Current Position
2. Statement of Comprehensive Income

Attachment 1 - Current Position (i.e. Financial Scorecard)
SOUTH BURNETT REGIONAL COUNCIL

FINANCIAL SCORECARD



Attachment 2 - Statement of Comprehensive Income**Comprehensive Income Statement***As at 31 March 2014**75% of Year Complete*

	<i>Actuals</i>	<i>Amended Budget</i>
REVENUE		
Recurrent Revenue		
Fees & Charges	1,163,940	1,303,961
Interest Received	883,664	1,351,760
Investment Properties Income	4,760	-
Other Income	1,086,495	2,661,484
Rates, Levies & Charges	32,638,864	42,448,979
Rental Income	339,178	480,101
Sales Revenue	3,293,436	42,496,029
Grants, Subsidies, Contributions & Donations	20,212,387	12,393,080
Total Recurrent Revenue	59,622,724	103,135,394
Capital Revenue		
Grants, Subsidies, Contributions & Donations	722,781	4,136,457
Total Revenue	60,345,505	107,271,851
Capital Income		
Capital Income	473,664	-
TOTAL INCOME	60,819,168	107,271,851
EXPENSES		
Recurrent Expenses		
Depreciation	9,131,308	12,155,630
Donations	248,812	203,000
Employee Benefits	21,339,056	32,331,903
Finance Costs	768,936	1,238,849
Materials & Services	29,240,239	56,061,590
Total Recurrent Expenses	60,728,351	101,990,972
TOTAL EXPENSES	60,728,351	101,990,972
Net Operating Surplus	90,818	5,280,879

8.1.2 F - 1289087 - South Burnett Regional Council Monthly Capital Works Report

Document Information

IR No 1289087

Author Financial Accountant (Asset Management)

Endorsed By General Manager Finance, Property & Information Technology

Date 7 April 2014

Précis

Report of the Capital Works of South Burnett Regional Council as at 7 April 2014.

Summary

The following information provides a snapshot of Council's Capital Works as at 7 April 2014.

Officer's Recommendation

That the South Burnett Regional Council's Monthly Capital Works Report as at 7 April 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.

Asset Management Implications

Asset registers will be updated on completion of projects.

8.1.3 F - 1289389 - Revised Building Capital Works Budget**Document Information****IR No** 1289389**Author** General Manager Finance, Property & Information Technology**Date** 7 April 2014**Précis**

Advising of proposed changes to be made to the 2013 / 2014 Building Capital Budget.

Précis

Advising of proposed changes to be made to the 2013 / 2014 Building Capital Budget.

Summary

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

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

The table listed in recommendation reflects various changes made to building capital works program due to emerging safety issues that need to be addressed, unforeseen costs incurred in renovation work, et cetera.

The overall net result is a minor increase of approximately \$40,650 which will be funded from the asset replacement reserve.

Officer's Recommendation

That the following changes be made to Council's 2013 / 2014 budget at the next quarterly review:

Facilities	Amendment	Revised Budget	Comment
Revenue:			
Flexible Funding Grant	+\$110,000	\$110,000	Grant utilised to partially fund communication tower at Durong
Graffiti Walls	+\$12,606	\$24,606	Grant funds provided
Expenditure:			
Kingaroy Administration Building	-\$90,000	\$30,000	New treatment applied to roof to prevent leaking instead of replacing roof
Kingaroy Administration Building	-\$20,000	\$0,000	Damaged ceiling tiles replaced under maintenance

Kingaroy Administration Building	+\$20,000	\$20,000	Additional security exit required to executive services area
Nanango Administration Building	-\$15,000	\$0,000	Records compactus for Nanango office deferred to 2014/15
Facilities	Amendment	Revised Budget	Comment
Nanango Administration Building	+\$4,000	\$29,000	Additional cost to upgrade electrical switchboard in Nanango Office
Nanango Administration Building	+\$20,000	\$20,000	Reinstate carpark behind Nanango Office due to work undertaken on Cultural Centre
Wondai Administration Building	-\$40,000	\$20,000	Office refit downscaled to painting and recarpeting only
Murgon Administration Building	-\$15,000	\$0,000	Office changes not proceeding
Communication Tower	+\$150,000	\$150,000	Communication tower to be erected in Durong partly funded from flexible funding grant \$110,000
Kingaroy Aerodrome	+\$12,000	\$462,000	Additional cost for runway resurfacing
Kingaroy Aerodrome	+\$35,000	\$65,000	Resealing area between hangars
Kingaroy Aerodrome	+\$35,000	\$35,000	Install GPS Navigational Unit
Kingaroy Aerodrome	-\$70,000	\$0,000	Weather Forecasting Station deferred to 2014/15
Wondai Caravan Park	-\$55,000	\$0,000	Project deferred to 2014/15
Murgon Caravan Park	-\$10,000	\$20,000	Scope project reduced – concrete slabs not to be removed
Commercial Premises	-\$11,000	\$0,000	Replace gutters at Glendon Street Family Practice deferred to 2014/15
Commercial Premises	-\$52,500	\$0,000	Repairs to Murgon Shops deferred to 2014/15
Commercial Premises	+\$30,000	+\$30,000	Repair awning and electrical wiring at Communication House
Depots	-\$15,000	\$0,000	Concrete slab for records containers at Kingaroy deferred to 2014/15
Depots	-\$8,000	\$0,000	Bunding at depots provided out of maintenance
Depots	-\$50,000	\$0,000	WH&S issues at depots undertaken out of maintenance
Wondai Town Hall	-\$20,000	\$0,000	Replace kitchen roof At Wondai Hall deferred to 2014/15
Wondai Town Hall	+\$4,760	\$15,000	Toilet repairs at Wondai hall
Wondai Town Hall	+\$2,500	\$6,000	Install fire retardant curtains
Nanango Cultural Centre	-\$5,500	\$4,500	Repairs to kitchen roof
Nanango Cultural	+\$80,000	\$80,000	Replace roof at Nanango Cultural

Facilities	Amendment	Revised Budget	Comment
Centre			Centre
Nanango Cultural Centre	+\$63,000	\$143,000	Replace timber floor Nanango Cultural Centre
Nanango Cultural Centre	-\$2,200	\$7,300	Replace stage curtains
Kingaroy Town Common hall	-\$40,000	\$0,000	Partial restump Kingaroy Town Common hall deferred to 2014/15
Kingaroy Town Hall	+\$212,000	\$212,000	Upgrade kitchen Kingaroy Town hall
Kingaroy Town Hall	-\$80,000	\$0,000	Level carpet area not proceeding
Kingaroy Town Hall	-\$150,000	\$0,000	Repainting external building deferred to 2014/15
Kingaroy Town Hall	-\$35,000	\$0,000	Automatic front doors not proceeding
Murgon Town hall	-\$1,900	\$4,100	Paint Stage & replace curtain
Mondure Hall	-\$5,000	\$0,000	Replacing rear stairs deferred to 2014/15
Proston Town hall	-\$15,000	\$0,000	Light over community area installed by community
Proston Town hall	-\$1,000	\$9,000	Sound system
Kingaroy Pool Residence	-\$13,300	\$6,700	External sand & paint building
Wrightway Units	-\$50,000	\$0,000	Capital works not proceeding pending decision to return them to state government
Private Hospital	+\$77,000	\$277,000	Additional work required to replace roof
Private Hospital	+\$10,000	\$30,000	Replace air conditioning unit
Private Hospital	-\$5,000	\$0,000	Replace faulty doors undertaken out of maintenance
Private Hospital	+\$40,000	\$100,000	Replace faulty fire panel
Private Hospital	+\$39,000	\$64,000	Additional costs with room renovations
Private Hospital	-\$3,000	\$12,000	Hot water system upgrade
Private Hospital	+\$65,000	\$65,000	Bathroom renovations
Private Hospital	+\$8,000	\$8,000	Replace generator not covered by insurance
Private Hospital	+\$50,000	\$50,000	Surgery equipment replacement
Private Hospital	+\$20,000	\$20,000	Electrical Upgrade
Saleyards	-\$40,000	\$45,000	Scope of project reduced
Wondai Sportsground	-\$5,000	\$0,000	Project deferred as part larger project in 2014/15
Murgon PCYC	+\$25,000	\$50,000	Includes carry over project from

			2012/13
Tingoorra Tennis Courts	-\$5,000	\$0,000	Repairs to roof not proceeding
Facilities	Amendment	Revised Budget	Comment
Murgon Showgrounds	-\$5,000	\$0,000	Project deferred as part larger project in 2014/15
Murgon Pool	-\$9,000	\$0,000	Project deferred to 2014/15
Murgon Pool	-\$3,000	\$0,000	Project deferred to 2014/15
Wondai Pool	+\$90,000	\$100,000	Render pool & replace expansion joints
Wondai Pool	+\$900	\$8,000	Replace rollers for heat blankets
Wondai Pool	-\$3,900	\$0,000	Project deferred
SB Aquatic Centre	+\$15,000	\$35,000	Remove lining to roof
SB Aquatic Centre	+\$26,000	\$30,000	Replace expansion joints
Yallakool Tourist Park	-\$10,000	\$0,000	Replace road signage deferred to 2014/15
Lake Boondooma	+9,000	+9,000	Replace hot water system in amenities building (BU15)
Rail Trail	-\$50,000	\$0,000	Matching funding no longer required
Glendon Street Toilets	-\$20,000	\$0,000	Refurbishment not proceeding
Apex Park, Kingaroy	+\$5,808	\$15,408	Toilet Refurbishment
Apex Park Kingaroy	-\$600	\$0,000	Minor improvements not proceeding
Apex Park Kingaroy	+\$6,400	\$42,400	Installation of playground equipment
Memorial Park Kingaroy	-\$200	\$19,800	Installation of playground equipment
River Road Park Kingaroy	-\$10,844	\$54,156	Installation of climbing wall
River Road Park Kingaroy	-\$464	\$64,536	New Toilet Block
Pioneer Park Nanango	-\$1,400	\$0,000	BBQs installed last year
Pioneer Park Nanango	+\$700	\$28,000	Skate Park & Shelter
Kumbia Apex Park	-\$3,750	\$11,250	Installation Playground Equipment
Murgon Youth Park	+\$72,955	\$102,955	Youth Park Development
Murgon Skate Park	-\$55,000	\$0,000	Toilet Block not proceeding
Murgon Lions Park Shelter	-\$17,955	\$2,045	Part of Youth park Development
Les Muller Park	+\$100,000	\$175,000	Park Upgrade includes toilet block
Les Muller Park	-\$55,000	\$0,000	Picnic Area revamp incorporated into park upgrade
Graffiti Wall Murgon	+\$435	+\$935	Covered by grant
Graffiti Wall Nanango	+\$12,671	+\$23,671	Covered by grant

Graffiti Wall Kingaroy	-\$500	\$0,000	Project completed last year
Facilities	Amendment	Revised Budget	Comment
Lions Park Nanango	+\$153,500	+\$153,500	New toilet constructed, old toilet relocated as part of Streetscape
Nanango Streetscape	-\$153,500	\$812,500	New toilet constructed, old toilet relocated as part of Streetscape

Financial and Resource Implications

As a result of the above changes the overall impact has been an increase of \$40,650 to be funded from Asset Replacement Reserve.

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)

Discussion undertaken with Councillors through various portfolio briefing sessions.

Legal Implications (Statutory Basis, Legal Risks)

Budget can only be revised in accordance with Section 170(3) of the Local Government Regulation 2012.

Policy/Local Law/Delegation Implications

Budget reviews allows expenditure to be incurred by delegation or approval of Council.

Asset Management Implications

Depreciation is used as a source of funds to enable completion of capital projects. The Asset Registers for all Asset Classes will be adjusted as required to account for the Capital Expenditure.

8.1.4 F - 1289081 - Rate Exemptions and Remissions - Additions to Approved List St Vincent de Paul Society - 63 Haly Street, Wondai

Document Information

IR No 1289081

Author Rates Team Leader

Endorsed By General Manager - Finance & Information Services

Date 7 April 2014

Précis

Requesting Council approve an ongoing rate remission for the St Vincent De Paul Society for their property situated at 63 Haly Street, Wondai.

Summary

A request has been received from the St Vincent De Paul Society to allow a rate remission on their property situated at 63 Haly Street, Wondai.

It is recommended that Council agree to provide a rate remission for the St Vincent De Paul Society.

Officer's Recommendation

That Council agree to provide a rate remission for the Kingaroy Care for the St Vincent De Paul Society situated at 63 Haly Street, Wondai effective from 01/01/2014.

Financial and Resource Implications

Reduction in Council's Revenue.

Link to Corporate/Operational Plan

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

Communication/Consultation (Internal/External)

Nil required – this is a specific request from a ratepayer.

Legal Implications (Statutory Basis, Legal Risks)

Nil.

Policy/Local Law/Delegation Implications

Revenue Policy, Revenue Statement.

Asset Management Implications

Nil.

(b) Portfolio Report

8.1.4 F - 1289743 - Financial Services Portfolio Report

Document Information

IR No 1289743

Author Cr Keith Campbell

Date 8 April 2014

Précis

Financial Services Portfolio Report

Summary

Financial Services Portfolio Report to Council for the period 11 March 2014 to 7 April 2014

Officer's Recommendation

That the Financial Services Portfolio Report to Council for the period 11 March 2014 to 7 April 2014 be received.

Report

The following is a summary for the Financial Services Portfolio for the period 11 March 2014 to 7 April 2014:-

- Variations State Government's Emergency Management Fire & Rescue Levy
- Uptake by Primary Producers who were afforded an extension to the discount period for 3rd Quarter
- Rate collections for the 3rd quarter rate period which closed on April 7th
- 4th quarter rate notices will be issued on either 6 May 2014 or 13 May 2014. Discount will then close on either 10 June 2014 or 16 June 2014.
- Options to Pay Rates promotion
- Proposed half yearly rate notices to commence for 2014/2015 Financial Year.

8.2 Property (P)

(a) Officer's Reports

8.2.1 P - 1288711 - Transfer of land and Community Housing asset title located at 3 Jefferies Street Murgon and 3 Wright Way Murgon back to the Department of Housing and Public Works

Document Information

IR No 1288711

Author Manager Property

Endorsed By General Manager
Finance, Property & Information Services

Date 07 April 2014

Précis

Requesting approval to transfer the land and Community Housing asset title located at 3 Jefferies St Murgon and 3 Wright Way, Murgon back to the Department of Housing and Public Works at no cost to Council.

Summary

Community housing providers who are currently registered under the Housing Act 2003 have the option to end the current funding agreements with the Department of Housing and Public Works if they no longer wish to continue delivering social housing and do not wish to apply and attain registration for the National Regulatory System for Community Housing (NRSCH) by 31 December 2014.

Council has 3 options to consider for ending funding relationship with the Department of Housing and Public Works;

Option 1: Pay out the department's interest in the community housing assets, either to release the Department's interest or at sale of the properties

Option 2: Transfer of title of community housing back to the department

Option 3: Transfer community housing assets to another housing provider who obtains registration under NRSCH

Officer's Recommendation

That the land and Community Housing assets for 3 Jefferies St and 3 Wright Way Murgon be transferred back to the Department of Housing and Public Works at no cost to Council with the recommendation that the Department consider transfer of the assets to a local provider within the South Burnett region.

Financial and Resource Implications

The Wright Way Units in Murgon will require major Capital Work Expenditure to address the structural issues with the floor slabs, footings and internal walls.

Wright Way and Jefferies St Units will require an approximate spend of \$90,000 on repairs and maintenance of the asset over the next 3 years.

Capital Funding Agreements were signed in 2001 with the former Murgon Shire Council, and varied by a Deed of Variation signed 20 June 2002 for 3 Jefferies St and 3 Wright Way Murgon. If Council was to buy or sell the Community Housing assets there is a contingent liability payable to the department and surplus funds generated from the management of the property is also payable to the department.

Council does not have trained personnel to assist some of the tenants that require community housing. In some instances resources and advice has been sourced from other organisations that have trained personnel.

Link to Corporate/Operational Plan

EXC 4.2 Implement management plans to reduce risk to Council and the Community

Communication/Consultation (Internal/External)

Council Property Manager consulted with the Department of Housing and Public works to determine the options available to Council for the termination of the funding relationship with the Department.

Legal Implications (Statutory Basis, Legal Risks)

Suggested course of action mitigates any legal risk.

Policy/Local Law/Delegation Implications

Not Applicable

Asset Management Implications

A transfer of asset title back to Department of Housing and Public Works will include the transfer of Councils freehold land.

(b) Portfolio Report

8.2.2 P - 1291697 - Properties Portfolio Report

Document Information

IR No 1291697

Author Cr Deb Palmer

Date 8 April 2014

Précis

Property Portfolio Report

Summary

Property Portfolio Report to Council for the period 11 March 2014 to 7 April 2014.

Officer's Recommendation

That the Property Portfolio Report to Council for the period 11 March 2014 to 7 April 2014 be received.

Report

The following is a summary for the Property Portfolio for the period 11 March 2014 to 7 April 2014:-

- **Kingaroy Town Hall Renovations** - Construction work commenced on 11 March 2014 with the removal of the old cupboards, plumbing and cooking equipment. Kingaroy Joinery worked to a very tight timeframe to ensure the kitchen was operational for a function on Friday 28 March 2014. With a new design the kitchen has improved the area and function of bench space, sinks, wash area, industrial dishwasher, cool room with built in fridges and a new combi oven. Local caterers and volunteers has given positive feedback on the design and functionality of the kitchen.
- **South Burnett Private Hospital A Wing Renovations and Reroofing** - The internal renovations for A Wing of the South Burnett Private Hospital was completed by Friday 11 March 2014. The renovation has included the refurbishment of 3 bathrooms, refurbishment of 7 wards and a medicine storage room. Ward rooms have new vanity units, cupboards, electrical wiring and painted walls and ceilings.

The reroofing of A Wing was also completed by Friday 11 March 2014. The reroofing has allowed Council to electrically rewire A Wing wards and bathrooms to replace and remove non compliant wiring, install new switch board, balance electrical loads across bus bars to ensure loads are adequate for backup generator.

- **Maidenwell Sportsground Oval Levelling** - The Maidenwell Community Committee and Council have worked together to complete the levelling of the oval and moved the entrance point to sportsground. Council is now working with the Maidenwell Community Committee to install a bore, water tanks and pipework to supply water to the sportsground, fire brigade
-

and public toilet facilities. The supply of this alternative water will reduce long term costs to Council and the community as we will no longer need to truck water to these facilities. Maidenwell Community Committee have been successful in obtaining a \$35,000 grant from Stanwell to assist in the development of the sportsground by providing water tanks, pump and a BBQ Shelter.

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 - 1289475 - Acceptable Request Guidelines

Document Information

IR No 1289475

Author Manager Governance

**Endorsed
By** Chief Executive Officer

Date 16 April 2014

Précis

Adoption of the Acceptable Request Guidelines

Summary

The Mayor and Councillors of South Burnett Regional Council will all from time to time require advice or information from the employees of the Council to enable them to effectively carry out their duties and represent the interests of the community.

Pursuant to Section 170A(6) of the *Local Government Act 2009* (the Act), Council is required to adopt acceptable requests guidelines about:

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

The underpinning principles and Councillors' responsibilities under the Act are set out in Sections 4 and 12 respectively. Through these principles and responsibilities the Act recognises that Councillors need to have access to current and relevant advice and information about the local government to enable them to carry out their responsibilities.

Accordingly, these Guidelines outline the standards for the provision of advice or information to Councillors and are to be followed by the Mayor, all Councillors and all employees.

Officer's Recommendation

That the Acceptable Request Guidelines be adopted.



Acceptable Request Guidelines

Table of Contents

1. PURPOSE.....	1
2. SCOPE.....	1
3. REFERENCES.....	1
4. DEFINITIONS.....	2
5. RESPONSIBILITY.....	2
6. PROCEDURE.....	2
7. DOCUMENTS.....	5

1. PURPOSE

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

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

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

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

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

2. SCOPE

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

3. REFERENCES

Local Government Act 2009

Local Government principles referred to in section 4 (2) of the Local Government Act 2009

Councillors Code of Conduct

Employee Code of Conduct

Council Values: Accountability; Community; Harmony; Innovation; Ethical Conduct; Vision and Excellence

Public Sector Ethics Act 1994 principles

4. DEFINITIONS

For the purposes of the Acceptable Request Guidelines a senior executive employee is a General Manager.

5. RESPONSIBILITY

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

6. PROCEDURE

- 6.1 Communications between Councillors and Council employees must;
- (a) be conducted in accordance with the Local Government Principles prescribed in Section 4(2) of the Act;
 - (b) be conducted in accordance with the Councillors' Code of Conduct;
 - (c) comply with the law and Council policies, guidelines and procedures;
 - (d) be conducted in good faith; and
 - (e) be conducted in a respectful, reasonable and professional manner.
- 6.2 Councillors shall consider the likely cost implications in making requests for advice or information, and shall not make requests where the costs could not be justified as being in the public interest.
- 6.3 Councillors may request, from any Council employee, advice or information of a similar nature and in a similar manner to that which the Council employee ordinarily gives similar advice to the public (eg with a Customer Service Officer at a Customer Service Centre).
- 6.4 Councillors requests for access to confidential information shall only be made to the relevant Manager, General Manager or CEO and shall be put in writing if requested.
- 6.5 In respect to advice and information provided by Council employees to Councillors, Councillors may refer complaints to the CEO in writing. All written complaints will be dealt with under Council's *General Complaints* Policy and procedures.
- 6.6 Councillors requests for advice or information during the caretaker period of a local government election shall be restricted to information or advice that is available to members of the public and/or any other candidate in the election, other than in accordance with matters being formally considered by Council.
- 6.7 Any Councillor's decision to rely on verbal advice given by a Council employee shall be the responsibility of the Councillor and shall be made entirely at the discretion of the Councillor. Any such decision to rely on verbal advice given shall be made with due regard for the level of knowledge and experience of the Council employee providing the advice and shall be made with due regard for alternative advice available from other sources.
- 6.8 Councillors must not breach conflict of interest or material personal interest's provisions as described in the Act when requesting information from Council employees.
- 6.9 Other than in emergency situations, as detailed in section 10 and 11 hereunder, Councillors are not to contact a Council employee outside working hours other than with the prior approval of the Council employee.
-
-

- 6.10 If an afterhours matter is of a non-emergency operational nature Councillors should, as far as possible, defer the matter for consideration during business hours. Otherwise, Councillors must log a request through the general Council phone number (4189 9100) - which is also Council's after hours emergency service number.
- 6.11 When a matter occurs after hours and is of such urgency that to delay contact will bring harm to the Council or damage the reputation of Council, Councillors may contact one of the Council employees listed below:
- (a) CEO
 - (b) General Manager
 - (c) Manager
- 6.12 When referring service requests, Councillors shall use the Customer Request System rather than directly referring requests to any Council employee individually. This will ensure the matter is recorded and can be appropriately actioned.
- 6.13 Councillors may request advice or information from a Council employee only in accordance with these Acceptable Request Guidelines and Appendix 1 hereto - "Table of Authorised Employees". Where the nominated officer is not available when the contact or request is made, another suitably qualified Council employee may, entirely at the Council employee's discretion, determine either to provide the advice or information requested or decide to take a message for the nominated officer to respond in person to the Councillor.
- 6.14 Councillors may be given approval by the CEO to request advice and information from a Council employee other than General Managers and Managers, in specific circumstances; for example where a Council employee is a member or support officer to a Management Advisory Committee. In these specific circumstances, written approval will be provided to both the Councillor and the Council employee. This written approval will be provided by the CEO and recorded electronically in Council's Electronic Document Management System.
- 6.15 Pursuant to section 170A(3) Councillors may not ask for information that:
- a) is a record of the regional conduct review panel or the tribunal; or
 - b) if disclosure of the information to the Councillor would be contrary to an order of a court or tribunal; or
 - c) would be privileged from production in a legal proceeding on the ground of legal professional privilege.
- 6.16 Other than in accordance with these guidelines, Councillors shall:
- (a) not direct, or attempt to direct any Council employee to do anything (except for the Mayor, who is entitled to direct the CEO and senior executive employees in accordance with Section 170(1) of the Act);
 - (b) not behave towards Council employees in an overbearing or threatening manner;
 - (c) not coerce or entice, or attempt to coerce or entice any Council employee to do anything that does not comply with these Acceptable Request Guidelines;
 - (d) not unduly disrupt a Council employee in the undertaking of that Council employee's routine employment obligations, nor during an Council employee's meal breaks, nor shall Councillors unduly disrupt that Council employee's workplace eg lengthy,

unscheduled discussions with an Council employee in the corridor or unplanned attendance at Council employee's work station;

- (e) not place, or attempt to place any Council employee in a position that would create a conflict of interest for that Council employee, or that would compromise the integrity and honest performance of that Council employee; and
 - (f) not direct or pressure a Council employee in relation to their work or recommendations they should make or action they should take.
- 6.17 A Mayoral direction may be given to the Chief Executive Officer and senior executive employees but only in fulfilling the Mayoral responsibilities outlines in section 12(4)(d) of the Act.
- 6.18 All council employees are bound by Council's code of conduct and the Local Government Act 2009 principles and the Public Sector Ethics Act 1994 principles. Council employees will maintain an awareness of their role as a public service provider. They will seek to maintain and enhance public confidence in the integrity of public administration, and to advance the common good of the community served by council.

Specifically, Council employees will not:

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

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

If the Mayor or a Councillor behaves inappropriately or asks for help or advice from a Council employee other than under these guidelines, the Council employee must inform their Manager, General Manager or the CEO about the request as soon as is practicable.

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

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

- 6.19 Where Councillors are dissatisfied with the response from a Council employee (for a request for advice or information) the Councillor may report their dissatisfaction to the Council employees' General Manager. Councillors may seek a further review if they are dissatisfied with the General Managers response, by putting their concerns in writing to the Chief Executive Officer.
- 6.20 If the Mayor or a Councillor behaves inappropriately or asks for help or advice from an Council employee other than under these guidelines, the council employee must inform

their Manager, General Manager or the Chief Executive Officer about the request as soon as is practicable as outlined under section 170a(4) of the Act.

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

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

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

7. DOCUMENTS

Appendix 1: Table of Authorised Employees



South Burnett
Regional Council

Acceptable Request Guidelines: Appendix 1
Updated: 16 April 2014

Table of Authorised Employees

The following Council employees are authorised to provide information and/or advice to Councillors in accordance with the "Acceptable Request Guidelines" of the South Burnett Regional Council.

Advice on any matter

Chief Executive Officer

Ext 9157

☎ 0477 640 964

Advice on Departmental matters

All General Managers (relevant to their departments)

Gary Wall

Finance, Property & Information Technology

Ext 9111

☎ 0429 728 958

Russell Hood

Infrastructure

Ext 9454

☎ 0400 646 976

Stan Taylor

Planning, Community & Environment

Ext 9136




☎ 0429 635 127

Advice on matters relating to programs in specific Branches


Refer to schedule over page:

AUTHORISED OFFICER	MATTER	PHONE EXT
<p>MANAGER ECONOMIC DEVELOPMENT</p>	<p>Company Boards, Advisory Boards & Committees Economic Development Regional Development Business Development Boondooma Dam Yallakool Tourist Park Regional Promotion Tourism Development & Marketing Coolabunia Saleyards</p>	<p>Ext 9170 ☎ 0409 916 577</p>
<p>MANAGER ENVIRONMENT & WASTE</p>	<p>Health Services Nuisance Control Animal Management Policing Local Laws EPA Waste Management/DrumMuster</p>	<p>Ext 9137 ☎ 0427 579 588</p>

AUTHORISED OFFICER	MATTER	PHONE EXT
<p>MANAGER FINANCE</p>	<p>Procurement Stores Rates Accounts Receivable & Payable Cash Management Insurance Finance Registers FBT, Payroll Tax BAS Trust Accounts Plant & Fleet Management Asset Management Asset Financial Management Budget Preparation & Monitoring Financial Planning Reporting & Compliance</p>	<p>Ext 9311 ☎ 0407 653 004</p>

AUTHORISED OFFICER	MATTER	PHONE EXT
<p>MANAGER GOVERNANCE</p>	<p>Community Engagement & Consultation Corporate Communications Corporate Registers Council Meetings (Agendas & Minutes) Councillor Support Delegations & Authorisations Indigenous Affairs – including RAP Information Privacy Internal Audit Local Laws & Policy Coordination Long Term Planning - Corporate Planning & Community Planning Legal Media & Corporate Image Operational Planning & Performance Regional Bodies Right to Information</p>	<p>Ext 9113  0475 604 456</p>
<p>MANAGER HUMAN RESOURCES</p>	<p>Learning & Development Organisational Development Payroll Services Performance Management Recruitment & Selection Workplace Relations Workplace Health & Safety</p>	<p>Ext 9125  0429 601 207</p>
<p>MANAGER INFORMATION & COMMUNICATION TECHNOLOGY</p>	<p>Information & Communication Technology Records Management GIS Council Internet / Website Council Intranet</p>	<p>Ext 9241  0428 191 215</p>

AUTHORISED OFFICER	MATTER	PHONE EXT
MANAGER TECHNICAL SERVICES	Design Services Infrastructure Planning Soil Laboratory	Ext 9425 ☎ 0427 166 486
MANAGER ROADS & DRAINAGE	Roads Infrastructure Maintenance Construction – Roads, Drainage, Foot & Cycleways Bridges, Drainage & Flood Mitigation Traffic Facilities Street Lighting Road Mowing & Slashing	Ext 9433 ☎ 0417 746 539
MANAGER NRM & PARKS	Cemeteries – Operational Matters Cultural Heritage Livestock Services/Tick Facilities Spraying Livestock Impounding Livestock Natural Resources Roadside Cleaning & Burning Environmental Areas/Reserves/Wetlands Cultural Heritage Parks Development Parks & Gardens All Weed Spraying Public Conveniences Rail Trails Recreational Reserves Sporting Facilities Stock Routes Weeds & Pest Management	Ext 9123 ☎ 0488 911 187

AUTHORISED OFFICER	MATTER	PHONE EXT
<p>MANAGER PLANNING, LAND MANAGEMENT AND COMMUNITY</p>	<p>Compliance Services Building Assessment & Inspection Plumbing Assessment & Inspection Infrastructure Charges PIPS, RICS, SICS Statutory Planning Development Assessment Development Compliance Strategic Land Use Planning Planning Schemes Art Galleries Museums Art Development & RADF Libraries Healthy Communities Sport & Recreation Community Assistance - <i>(Grants & Donations)</i> Youth Aged Care Boondooma Homestead Visitor Information Centre</p>	<p>Ext 9130  0427 798 599</p>

AUTHORISED OFFICER	MATTER	PHONE EXT
<p>MANAGER PROPERTY MANAGEMENT</p>	<p>Leases Commercial Leases & Contracts Community Organisations Leases & Contracts Sale of land - residential & industrial (incl. dams) Council Land Stock Council Buildings & Special Maintenance Halls Public Facilities Pulse/PCYC Caravan Parks Ficks Crossing Swimming Pools Airports Housing (Pensioner/Disabled/Rental Depots</p>	<p>Ext 9460 ☎ 0427 955 912</p>
<p>MANAGER WATER & WASTEWATER</p>	<p>Bulk Water Supply (Storage & Treatment) Construction – Water & Wastewater System Maintenance Systems Management Wastewater Treatment Wastewater Service Delivery Water Service Delivery</p>	<p>Ext 9454 ☎ 0400 646 976</p>

Financial and Resource Implications

No direct financial or resource implications arise from this report.

Link to Corporate/Operational Plan

EXC4.1 - A governance framework that delivers good organisational management

Communication/Consultation (Internal/External)

Internal communication and consultation: A draft copy of the Acceptable Request Guideline was forwarded and to all Councillors, General Managers and Managers and open for comment three (3) weeks.

Legal Implications (Statutory Basis, Legal Risks)

These Acceptable Request Guidelines are intended to provide guidance to:

- Councillors and Council employees to meet their statutory obligations under section 170A of the *Local Government Act 2009* (the Act), “Requests by Councillors for advice or information”; and
- the Chief Executive Officer’s statutory obligation under section 13(3)(g) of the Act to comply with reasonable requests from Councillors for advice to help the Councillor make a decision or information, that the local government has access to, relating to the local government.

Policy/Local Law/Delegation Implications

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

Asset Management Implications

No direct asset management implications arise from this report.

9.2.2 G - 1285727 - Delegation of Powers to the Chief Executive Officer - Tattoo Parlours Act 2013

Document Information

IR No 1285727

Author Manager Governance

**Endorsed
By** Chief Executive Officer

Date 20 March 2014

Précis

The purpose of this report is to review and update Council's delegation of powers to the Chief Executive Officer (CEO) in relation to the *Tattoo Parlours Act 2013*.

Summary

Council is a subscriber to a delegations update service provided by Council's solicitors, MacDonnells Law. They have advised that the *Tattoo Parlours Act 2013* has been revised as part of their commitment to ongoing improvement to the Delegation Update Service. Therefore the delegations under the *Tattoo Parlours Act 2013* are to be updated.

Recommendation

That pursuant to section 257 of the *Local Government Act 2009* Council resolves:

1. To delegate to the Chief Executive Officer the exercise of its powers under the *Tattoo Parlours Act 2013* in the terms of the Instrument of Delegation contained in Appendix 1 to this report. These powers must be exercised subject to any limitations and conditions contained in Schedule 2 of the Instrument of Delegation.

INSTRUMENT OF DELEGATION

South Burnett Regional Council – Tattoo Parlours Act 2013

Under Section 257 of the *Local Government Act 2009*, **SOUTH BURNETT REGIONAL COUNCIL**, resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

Tattoo Parlour Act 2013 ("TPA")

Part 7 - General

Entity Power given to	Section of TPA	Description
Relevant agency	61(1)	Power to enter into an arrangement (<i>an information-sharing arrangement</i>) with the chief executive.

Limitations and Conditions to the Exercise of Power

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
3. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any power which cannot lawfully be the subject of delegation by Council.

Financial and Resource Implications

Given the vast number of decisions which need to be made and the operational activities which need to be undertaken on a daily basis, Council could simply not function if a separate resolution was required every time. The delegation of some powers to the Chief Executive Officer will facilitate a more efficient and streamlined operation of Council's decision making processes.

Link to Corporate/Operational Plan

Corporate Plan: EXC4 Ethical, accountable and transparent decision making.

Communication/Consultation (Internal/External)

The Chief Executive Officer, General Managers and Managers have been consulted in regards to the delegation of powers under the amended *Tattoo Parlours Act 2013*.

Legal Implications (Statutory Basis, Legal Risks)

No direct legal implications arise from this report.

Policy/Local Law/Delegation Implications

Pursuant to Section 257(1) of the *Local Government Act 2009* (the Act) Council may by resolution delegate a power under the Act or another Act, to the Chief Executive Officer.

Asset Management Implications

No direct asset management implications arise from this report.

9.2.3 G - 1289471 - Delegation of Powers to the Chief Executive Officer - Water Supply (Safety and Reliability) Act 2008

Document Information

IR No 1289471

Author Manager Governance

**Endorsed
By** Chief Executive Officer

Date 7 April 2014

Précis

The purpose of this report is to review and update Council's delegation of powers to the Chief Executive Officer (CEO) in relation to the *Water Supply (Safety and Reliability) Act 2008*.

Summary

Council is a subscriber to a delegations update service provided by Council's solicitors, MacDonnells Law. They have advised that following on from their review of the *Water Act 2000* last month, they have reviewed other water legislation. Therefore the delegations under the *Water Supply (Safety and Reliability) Act 2008* are to be updated.

Officer's Recommendation

That pursuant to section 257 of the *Local Government Act 2009* Council resolves:

1. To delegate to the Chief Executive Officer the exercise of its powers under the *Water Supply (Safety and Reliability) Act 2008* in the terms of the Instrument of Delegation contained in Appendix 1 to this report. These powers must be exercised subject to any limitations and conditions contained in Schedule 2 of the Instrument of Delegation.
2. That all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

INSTRUMENT OF DELEGATION

South Burnett Regional Council - Water Supply (Safety and Reliability) Act 2008

Under Section 257 of the *Local Government Act 2009*, **SOUTH BURNETT REGIONAL COUNCIL**, resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations and conditions contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

Water Supply (Safety and Reliability) Act 2008 ("WSSRA")**CHAPTER 2 - INFRASTRUCTURE AND SERVICE****Part 3 - Service Providers****Division 1 - Regulation of service providers****Subdivision 1 – Application for registration**

Entity Power Given To	Section of WSSRA	Description
Service provider	20(1)	Power to apply for registration as a service provider.
Relevant infrastructure owner	21(1)(c)(ii)	Power to give written consent.

Subdivision 2 – Changing registration details

Entity Power Given To	Section of WSSRA	Description
Service provider	23(1)	Power to apply to change the service provider's details of registration in the service provider register
Service provider	23A(2)	In the specified circumstances, power to give the regulator notice of the change in the approved form.

Subdivision 3 – Transferring registration

Entity Power Given To	Section of WSSRA	Description
Current infrastructure owner	25A(1)	In the specified circumstances, power to give the regulator notice (the transfer notice) of the proposed transfer.

Subdivision 4 – Cancelling registration other than for transfer

Entity Power Given To	Section of WSSRA	Description
Service provider	26(2)	Power to give notice of the possible stoppage.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Service provider	26(8)	In the specified circumstances, power to give notice of the stoppage.
Service provider	28(1)	In the specified circumstances, power to apply to the regulator to have the provider's registration cancelled.
Service provider	28(4)(b)	In the specified circumstances, power to verify information included in the application, or the additional information provided under section 28(4)(a), by statutory declaration.

Division 2 – General powers of service providers and authorised persons

Entity Power Given To	Section of WSSRA	Description
Service provider	33(2)	In the specified circumstances, power to give a person a notice asking the person to state, within a reasonable time stated in the notice, why the person's unauthorised connection should not be disconnected.
Service provider	33(4)	In the specified circumstances, power to be satisfied regarding whether an unauthorised connection should be disconnected.
Service provider	34(2)	In the specified circumstances, power to give an owner a notice to do work within a reasonable time stated in the notice, to: <ul style="list-style-type: none"> (a) rectify the equipment; or (b) remove the vegetation or other thing.
Service provider	35(1)	Power to decide the position of a meter on infrastructure supplying water to premises, and to approve the installation of that meter in the position decided.
Service provider	36(2)(b)	In the specified circumstances, power to give an occupier at least 14 days notice of the entry and the purpose of the entry.

Schedule 1

Division 3 - Power to restrict water supply

Entity Power Given To	Section of WSSRA	Description
Water service provider <u>outside the SEQ Region</u>	41(1)	Power to consider it necessary, to restrict: <ul style="list-style-type: none"> (a) the volume of water taken by or supplied to a customer or type of customer; or (b) the hours when water may be used on premises for stated purposes; or (c) the way water may be used on premises.
Water service provider	41(3)	Power to apply a restriction imposed under section 41(1) to water taken from a rainwater tank connected to the service provider's reticulated supply.
Water service provider	43(1)	Power to give notice of a service provider water restriction to anyone affected by it in the way you consider appropriate having regard to the circumstances in which the service provider water restriction is imposed.
Water service provider	44(1)	Power to shut off a water supply to premises for a time reasonably necessary for work to be performed on the service provider's infrastructure, including a property service.
Water service provider	44(2)	In the specified circumstances, power to give to anyone likely to be affected by shutting off the water supply at least 48 hours notice of the intention to shut off the water supply, advising the reasons for shutting it off, and for how long it will be shut off.
Water service provider	44(3)	In the specified circumstances, power to shut off water supply, without notice, if there is: <ul style="list-style-type: none"> (a) a serious risk to public health; (b) a likelihood of serious injury to persons or damage to property; or (c) another emergency.
Water service provider	44(4)	In the specified circumstances power to give, to anyone likely to be affected by the action: <ul style="list-style-type: none"> (a) notice of the action; and (b) the reasons for the action; and (c) if the action is continuing when the notice is given - notice about how long the action will continue.

Schedule 1

Division 4 - Authorised persons

Entity Power Given To	Section of WSSRA	Description
Service provider	45	Power to appoint a person to be an authorised person if: <ul style="list-style-type: none"> (a) satisfied the person has the necessary expertise or experience to be an authorised person; or (b) the person has satisfactorily finished training approved by the service provider.

Division 6 - Water efficiency management plans

Entity Power Given To	Section of WSSRA	Description
Water service provider	52(1)	Upon written direction of the chief executive, power to give a customer, or type of customer, a written notice: <ul style="list-style-type: none"> (a) to prepare a plan (a <i>water efficiency management plan</i>); and (b) to give it to the water service provider within the reasonable time stated by the chief executive.
Water service provider	52(3)	In the specified circumstances, power to give a customer, or type of customer, a written notice, approved by the chief executive: <ul style="list-style-type: none"> (a) to prepare a plan (also a <i>water efficiency management plan</i>); and (b) to give it to the water service provider within the reasonable time stated by the water service provider.
Water service provider	54(1)	For deciding whether or not to approve a water efficiency management plan, power to require the customer to give additional information about the plan within a reasonable period.
Water service provider	54(2)	Power to approve, with or without conditions, or refuse to approve a water efficiency management plan: <ul style="list-style-type: none"> (1) if additional information is not required – within 60 business days after receiving the plan; or (2) if additional information is required – within 60 business days of when the information is received or should have been given, whichever is earlier.
Water service provider	54(3)	In the specified circumstances, power to give the customer an information notice.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Water service provider	54(5)	Power to extend the period of 20 business days mentioned in section 54(4).
Water service provider	57(2)	Upon the direction of the chief executive, power to give a customer, or type of customer, a written notice requiring the customer to: <ul style="list-style-type: none"> (a) amend an approved water efficiency management plan and give it to the water service provider within the reasonable time stated by the chief executive; or (b) prepare a new water efficiency management plan and give it to the water service provider within the reasonable time stated by the chief executive.
Water service provider	58(1)	Power to be satisfied that: <ul style="list-style-type: none"> (a) for a customer, or a type of customer, production output or water consumption has increased significantly; or (b) the cost effectiveness of implementing an approved water efficiency management plan is likely to have changed significantly; or (c) there is or there is likely to be a severe water supply shortage.
Water service provider	58(2)	Subject to being satisfied under section 58(1), power to give the customer a written notice requiring the customer to: <ul style="list-style-type: none"> (a) amend the plan and give it to the water service provider within the reasonable time stated by the water service provider; or (b) prepared a new water efficiency management plan and give it to the water service provider within the reasonable time stated by the water service provider.
Water service provider	59(2)	Power to approve a request from a customer under section 59(1).
Water service provider	60(1)	Power to be satisfied or reasonably believe that a customer to whom an approved water efficiency management plan applies has not complied with the plan.
Water service provider	60(2)	In the specified circumstances, power to give the customer a notice, requiring the customer to comply with the plan within the reasonable time stated in the notice.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Water service provider	61(1)	Power to ensure a customer to whom an approved water efficiency management plan applies reviews the plan when the water service provider considers it appropriate.

Part 4 -Service Providers Obligations**Division 1 - Strategic assessment management plans**

Entity Power Given To	Section of WSSRA	Description
Water service provider	76(1)	Power to change the strategic asset management plan, after it is approved, with the written agreement of the regulator and, for a service provider who is the prescribed related entity of the relevant infrastructure owner, the owner.

Division 2 - System leakage management plans**Subdivision 3 - Exemption from preparing plan**

Entity Power Given To	Section of WSSRA	Description
Water service provider	83(1)	Power to apply to the regulator for an exemption from complying with subdivision 2.
Water service provider	86(1)	In the specified circumstances, power to give the regulator notice of the change.

Subdivision 5 - Miscellaneous

Entity Power Given To	Section of WSSRA	Description
Water service provider	90(1)	Power to obtain the regulator's agreement to change a system leakage management plan after it is approved.

Division 3 - Drinking water quality management**Subdivision 2 - Drinking water quality management plans**

Entity Power Given To	Section of WSSRA	Description
Drinking water service provider	95(1)	Power to apply to the regulator for approval of a drinking water quality management plan.
Drinking water service provider	100(2)	Power to apply to the regulator for approval of a proposed amended drinking water quality management plan.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Drinking water service provider	102(2)	Power to inform the regulator notice of noncompliance and the circumstances that gave rise to the noncompliance.
Drinking water service provider	102(3)	Power to give the regulator notice of the following in the approved form: <ul style="list-style-type: none"> (a) the noncompliance and the circumstances that gave rise to the noncompliance; (b) any action taken, or to be taken, by the provider to correct the noncompliance; and (c) the measures the provider will take to prevent the noncompliance in the future.
Drinking water service provider	102A(2)	In the specified circumstances, power to immediately inform the regulator of the prescribed incident.
Drinking water service provider	102A(2)	In the specified circumstances, power to give the regulator notice of the following in the approved form: <ul style="list-style-type: none"> (a) the prescribed incident and the circumstances that gave rise to the incident; (b) any action taken, or to be taken, by the provider relating to the prescribed incident; and (c) the measures the provider will take to prevent the prescribed incident happening again in the future.
Drinking water service provider	103(2)	Power to give a notice to the owner of water storage or other infrastructure to ask the owner to give the drinking water service provider information reasonably requested about the quality of water in the water storage or infrastructure.
Service provider	107(7)(b)	In the specified circumstances, power to apply to the regulator for approval of an amended plan.

Division 6 - Drought management plan

Entity Power Given To	Section of WSSRA	Description
Water service provider	126(1)	Power to apply to the regulator for an exemption from complying with the requirement to prepare a drought management plan in accordance with Division 6 for an area in which the provider supplies a water service.
Water service provider	127(1)	In the specified circumstances, power to give the regulator notice of the change.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Water service provider	133(1AA)(b)	Power to consult with the regulator.
Water service provider	135(1)	Power to obtain the regulator's agreement to change an outdoor water use conservation plan after it is approved.

Division 8 - Other service provider obligations

Entity Power Given To	Section of WSSRA	Description
Water service provider	139(2)	In the specified circumstances, power to give a notice (or water advice) in the approved form, to an occupier of residential premises stating the volume of water supplied to the premises during each billing period for the premises.

Division 10 - Water for fire fighting

Entity Power Given To	Section of WSSRA	Description
Service provider	145(1)	Power to permit a person to take water from a fire fighting system or a service provider's hydrant.

Division 11 - Water for fire fighting

Entity Power Given To	Section of WSSRA	Description
Small service provider	146(1)	Power to apply to the regulator for an exemption from complying with the specified requirements.
Small service provider	149(1)	In the specified circumstances, power to give the regulator notice of the change.

Part 5 - Service Areas**Division 3 - Access to services in service areas**

Entity Power Given To	Section of WSSRA	Description
Service provider	166(3)	In the specified circumstances, power to impose conditions on the installation of water storage tanks and pumps.

Schedule 1

Division 4 - Connecting to registered services

Entity Power Given To	Section of WSSRA	Description
Service provider	167(2)	In the specified circumstances, power to advise an owner of any work that is considered reasonably necessary to be carried out on premises and any reasonable connection fee to enable the premises to be connected to the infrastructure.
Service provider	168(1)	Power to, by notice given to the owner of premises in the service area, require the owner to carry out works for connecting the premises to a registered service.
Service provider	168(2)(c)	In the specified circumstances, power to agree to an extension of the period within which the work must be completed.

Division 5 - Restricting domestic water supply

Entity Power Given To	Section of WSSRA	Description
Service provider	169(1)	Power to give a notice to an owner or occupier of domestic premises not to contravene a restriction or to pay a rate or charge for a service.
Service provider	169(2)	Power to decide the minimum level of water necessary for the health and sanitation purposes of the owner or occupier.

Part 6 - Trade Waste

Entity Power Given To	Section of WSSRA	Description
Sewerage Service Provider	180(1)	In the specified circumstances, power to give a person an approval to discharge trade waste (a trade waste approval) into Council's sewerage infrastructure.
Sewerage Service Provider	180(2)	In the specified circumstances and before giving a trade waste approval, power to consider the effect of the proposed discharge on an existing or potential re-use of waste water or sludge.
Sewerage Service Provider	180(3)	Power to consider the effect of the proposed discharge on any existing or potential re-use of waste water or sludge.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Sewerage Service Provider	180(4)	Power to be satisfied: (a) having regard to the amount, type and strength of the proposed discharge, the discharge will not harm the sewerage or the health and safety of anyone working on the sewerage; and (b) the sewage treatment plant to treat the discharge is capable of treating the discharge to an acceptable standard.
Sewerage Service Provider	180(5)	In the specified circumstances, power to be satisfied the proposed discharge into the sewerage is consistent with the plan.
Sewerage Service Provider	181(1)	Power to give a trade waste approval on conditions.
Sewerage Service Provider	182	Power to suspend or cancel a trade waste approval (the proposed action) if satisfied any of the specified circumstances applies.
Sewerage Service Provider	183(1)	In the specified circumstances, power to give an approval holder a show cause notice about the proposed action.
Sewerage Service Provider	183(2)	Power to consider submissions made in response to a Show Cause Notice, to be satisfied the proposed action should be taken, and then to: (a) if the proposed action was to suspend the approval for a stated period - suspend the approval for not longer the proposed suspension period; or (b) if the proposed action was to cancel the approval - either cancel the approval or suspend it for a period.
Sewerage Service Provider	183(3)	In the specified circumstances, power to give the approval holder an information notice about the decision.
Sewerage Service Provider	183(4)	Power to consider any submissions and, if not satisfied the proposed action should be taken, the power to give the approval holder a notice about the decision.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Sewerage Service Provider	184(1)	In the specified circumstances, power to suspend or cancel an approval without giving a show cause notice, if further action is considered necessary: (a) in the interests of public health or safety; or (b) to prevent environmental harm; or (c) to prevent damage to Council's sewerage system.
Sewerage Service Provider	184(2)	In the specified circumstances, power to cancel a trade waste approval given by the sewerage service provider.
Sewerage Service Provider	184(3)	In the specified circumstances, power to give the approval holder an information notice about the action.
Sewerage Service Provider	185(2)	Power to give a notice to the approval holder to amend a trade waste approval to ensure that it is consistent with conditions mentioned in section 185(1)(a).

Part 7 - Offences

Entity Power Given To	Section of WSSRA	Description
Service provider	191	Power to give written consent to a person connecting to, or disconnecting from, the service provider's infrastructure.
Service provider	192(1)	Power to give written consent to a person interfering with a service provider's infrastructure.
Service provider	192(2)	Power to give written consent to a person building over, interfering with access to, increasing or reducing the cover over, or changing the surface of land in any way causing ponding of water over an access chamber for, a service provider's infrastructure.
Service provider	193(1)	Power to give written consent to a person discharging trade waste into a service provider's infrastructure.
Service provider	193(3)	Power to give written consent to a person discharging water from an ornamental pond, a swimming pool or the filtration system of a swimming pool into a service provider's infrastructure.
Service provider	195(1)	Power to give written approval to a person taking water from a service provider's infrastructure.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Service provider	195(2)	In the specified circumstances, power to give written approval to a person taking water from a supply pipe on premises for use off the premises.

CHAPTER 3 - RECYCLED WATER MANAGEMENT**Part 2 - Recycled Water Management Planning**

Entity Power Given To	Section of WSSRA	Description
Recycled water provider	202(1)	Power to apply to the regulator for approval of a recycled water management plan.
Recycled water provider	203(1)(b)	Power to sign a statutory declaration verifying the information included in the plan, or any additional information given under section 203(1)(a).
Recycled water provider	208(2)	Power to give regulator notice of a stoppage or proposed stoppage of the production or supply of recycled water, in accordance with the circumstances of that section.
Recycled water provider	208(5)	Power to, as soon as practicable, give the regulator notice of the stoppage or proposed stoppage of the production or supply of recycled water under a scheme and otherwise in the circumstances of that section.
Recycled water provider	209(1)	Power to obtain the regulator's agreement to amend the recycled water management plan for the scheme.
Recycled water provider	212(2)	Power to apply to the regulator for approval of the proposed amended recycled water management plan.
Recycled water provider	212(3)	Power to exercise the delegable powers (if any) contained in sections 202(2), (3) and (4), and sections 203 to 208 as if a reference in the sections to: <ul style="list-style-type: none"> (a) the recycled water management plan were a reference to the amended recycled water management plan; and (b) the plan were a reference to the amended plan.
Relevant entity for the recycled water scheme	215(1)	If a recycled water management plan has been suspended, power to apply to the regulator for an approval to resume supply of recycled water under the scheme.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Recycled water provider	215(3)	Power to exercise the delegable powers (if any) contained in sections 202 and 203 as if a reference in the sections to: <ul style="list-style-type: none"> (a) the recycled water management plan were a reference to the suspended recycled water management plan; and (b) the plan were a reference to the suspended plan.
Recycled water provider	215(7)	Power to exercise the delegable powers (if any) contained in sections 202(2), (3) and (4), and sections 203 to 208 as if a reference in the sections to: <ul style="list-style-type: none"> (a) the recycled water management plan were a reference to the amended recycled water management plan; and (b) the plan were a reference to the amended plan.

Part 3 - Notice About Permanently Stopping Supply of Recycled Water

Entity Power Given To	Section of WSSRA	Description
Recycled water provider	230(2)	Power to give a notice to the regulator of a proposed stoppage at least 30 days before the supply of recycled water is stopped.
Relevant entity for the critical recycled water scheme (if relevant)	230(4)	Power to give the regulator notice of the proposed stoppage at least 60 days before supply of the recycled water is stopped.
Relevant entity for the critical recycled water scheme (if relevant)	230(6)(b)	Power to sign a statutory declaration verifying the information included in the notice, or any additional information given under section 230(6)(a).
Recycled water provider	230(9)	Power to give the regulator notice of a stoppage of recycled water under recycled water scheme within 5 days after the supply stops.

Schedule 1

Part 4 - Validation Programs

[This part applies to a recycled water scheme if recycled water is proposed to be supplied under the scheme to augment a supply of drinking water.]

Entity Power Given To	Section of WSSRA	Description
Recycled water provider	237(1)	Power to apply to the regulator for approval of a validation program.
Relevant entity for the critical recycled water scheme (if relevant)	238(1)(b)	Power to sign a statutory declaration verifying the information included in the program, or any additional information given under section 238(1)(a).
Relevant entity	242(2)	Power to apply to the regulator for approval of the proposed amended validation program.
Recycled water provider	242(3)	Power to exercise the delegable powers (if any) contained in sections 237(2) and sections 238 to 241 as if a reference in the sections to: <ul style="list-style-type: none"> (a) the validation program were a reference to the amended validation program; and (b) the program were a reference to the amended program.

Part 5 - Exemptions

Entity Power Given To	Section of WSSRA	Description
Recycled water provider	250(1)	In the specified circumstances, power to apply to the regulator for an exemption from having an approved recycled water management plan for the scheme.
Recycled water provider	251(1)(b)	Power to sign a statutory declaration verifying the information included in the application, or any additional information given under section 251(1)(a).
Recycled water provider	257(1)	In the specified circumstances, power to give the regulator notice of the change.

Part 6 - Reviews and Audits of Recycled Water Management Plans

Entity Power Given To	Section of WSSRA	Description
Recycled water provider	259(2)(b)	In the specified circumstances, power to apply to the regulator for approval of the amended plan.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Scheme manager	259(4)	In the specified circumstances, power to apply to the regulator for approval of the amended recycled water management plan for the scheme.
Recycled water provider	259(6)	Power to exercise the delegable powers (if any) contained in sections 202(2), (3) and (4), and sections 203 to 208 as if a reference in the sections to: <ul style="list-style-type: none"> (c) the recycled water management plan were a reference to the amended recycled water management plan; and (d) the plan were a reference to the amended plan.

Part 7 - Reporting Requirements**Division 4 - Connecting to registered services**

Entity Power Given To	Section of WSSRA	Description
Alerting entity	270(2)	In the specified circumstances, power to immediately inform the regulator and, if another entity is the responsible entity for the noncompliance, the responsible entity, of the noncompliance and the circumstances that gave rise to the noncompliance.
Responsible entity for the noncompliance	270(4)	Power to give the regulator notice of the following: <ul style="list-style-type: none"> (a) the noncompliance and the circumstances that gave rise to the noncompliance; (b) any action taken, or to be taken, by the entity to correct the noncompliance; and (c) the measures the entity will take to prevent the noncompliance in the future.
Alerting entity	271(2)	In the specified circumstances, power to immediately inform the regulator and, if another entity is the responsible entity for prescribed incident, the responsible entity, of the prescribed incident.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Alerting entity	271(4)	In the specified circumstances, power to give the regulator notice of: <ul style="list-style-type: none"> (a) the prescribed incident and the circumstances that gave rise to the prescribed incident; (b) any action taken, or to be taken, by the entity relating to the prescribed incident; and (c) the measures the entity will take to prevent the prescribed incident happening again in the future.

Part 8 - Declaration of critical recycled water schemes

Entity Power Given To	Section of WSSRA	Description
Entity to whom a notice of the regulator's intention to make a decision	303(3)(e)	In the specified circumstances, power to give the regulator a written submission about the proposed declaration.
Relevant entity for a critical recycled water scheme	306(1)	Power to consider the scheme should not be a critical recycled water scheme, and to ask the regulator to review the making of the declaration.
Recycled water provides / entity declared to be part of the scheme	307(2)	In the specified circumstances, power to give the regulator notice of who is the scheme manager.

Part 10 - Miscellaneous

Entity Power Given To	Section of WSSRA	Description
Scheme manager for a multiple-entity recycled water scheme	333(2)	In the specified circumstances, power to, by notice, require a recycled water provider or other declared entity for the scheme to give the scheme manager, within a stated reasonable period, information the scheme manager reasonably requires to comply with the scheme manager's obligations under this Act.

CHAPTER 5 – INVESTIGATIONS AND ENFORCEMENT MATTERS**Part 8 - Notices of Cost Recovery****Division 1 – Show cause notices**

Entity Power Given To	Section of WSSRA	Description
Person given a show cause notice, or a copy of a show cause notice	463(1)(d)	Power to make submissions about the show cause notice.

Part 9 - Enforcement Proceeding

Entity Power Given To	Section of WSSRA	Description
Entity	476(1)	Power to consent to a proceeding for an enforcement order being started by a person on the entities behalf.

CHAPTER 7 – REVIEWS, APPEALS AND ARBITRATION**Part 1 - Preliminary**

Entity Power Given To	Section of WSSRA	Description
Interested person for an original decision	512(1)	Power to apply for an internal review of an original decision.
Recipient of a submitter notice	513(3)	Power to make written submissions on the internal review application to the reviewer.

Part 4 - Arbitration

Entity Power Given To	Section of WSSRA	Description
Interested person who applied for the review decision	524(2)	Power to be dissatisfied with the decision and to give the authority under the <i>Queensland Competition Authority Act 1997</i> a notice (a dispute notice) applying for arbitration on the decision.

Schedule 1

Entity Power Given To	Section of WSSRA	Description
Interested person who gave dispute notice	526	Power to withdraw the dispute notice at any time before the authority makes its decision on the dispute.

CHAPTER 8 - MISCELLANEOUS**Part 3 - Other Miscellaneous Provisions**

Entity Power Given To	Section of WSSRA	Description
Water service provider	573	Power to make guidelines to provide guidance to persons about preparing a water efficiency management plan.

Schedule 2

Limitations and Conditions to the Exercise of Power

1. The Chief Executive Officer may sub-delegate the powers contained in Schedule 1.
2. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
3. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
4. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
5. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
6. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
7. The delegate will not exercise any power which cannot lawfully be the subject of delegation by Council.

Financial and Resource Implications

Given the vast number of decisions which need to be made and the operational activities which need to be undertaken on a daily basis, Council could simply not function if a separate resolution was required every time. The delegation of some powers to the Chief Executive Officer will facilitate a more efficient and streamlined operation of Council's decision making processes.

Link to Corporate/Operational Plan

Corporate Plan: EXC4 Ethical, accountable and transparent decision making.

Communication/Consultation (Internal/External)

The Chief Executive Officer, General Managers and Managers have been consulted in regards to the delegation of powers under the amended *Water Supply (Safety and Reliability) Act 2008*.

Legal Implications (Statutory Basis, Legal Risks)

No direct legal implications arise from this report.

Policy/Local Law/Delegation Implications

Pursuant to Section 257(1) of the *Local Government Act 2009* (the Act) Council may by resolution delegate a power under the Act or another Act, to the Chief Executive Officer.

Asset Management Implications

No direct asset management implications arise from this report.

9.2.4 G - 1285428 - Deputy Mayor to assume Mayoral duties while Mayor Wayne Kratzmann is on official duties overseas.

Document Information

IR No 1285428

Author Chief Executive Officer

Date 28 March 2014

Précis

Deputy Mayor to assume Mayoral duties while Mayor Wayne Kratzmann is on official duties overseas.

Summary

While Mayor Kratzmann is on official duties overseas, Deputy Mayor Keith Campbell will fulfil the duties of the Mayor.

Officer's Recommendation

That Council approve Deputy Mayor Keith Campbell to fulfil the duties of the Mayor during the period Saturday 26 April 2014 to Tuesday 6 May 2014 while Mayor Wayne Kratzmann is on official duties at Dodewaard, Netherlands to commemorate the 70 year anniversary of Patrick Tiernan's death during World War 2.

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

(b) Portfolio Report

9.2.5 G - 1289990 - Governance Portfolio Report

Document Information

IR No 1289990

Author Cr Wayne Kratzmann

Date 8 April 2014

Précis

Governance Portfolio Report

Summary

Governance Portfolio Report to Council for the period 11 March 2014 to 7 April 2014.

Officer's Recommendation

That the Governance Portfolio Report to Council for the period 11 March 2014 to 7 April 2014 be received.

Report

The following is a summary for the Governance Portfolio for the period 11 March 2014 to 7 April 2014:-

- Emergency Volunteering Leadership Training 13 and 14 June 2014

10. Information Section (IS)

10.1 IS - 1290069 - Reports for the Information of Council

Document Information

IR No 1290069

Author Administration Section

Date 9 April 2014

Précis

Reports received for the Information of Council.

Summary

Listing of correspondence pending completion of assessment report
Delegated Authority Report
Workplace Health and Safety Report
Road Maintenance Expenditure Report as at 31 March 2014

Officer's Recommendation

That the reports be received.

11. General Section

No Report.

12. Confidential Section

- 12.1 CONF - 1287366 - Update on a Planning and Environment Court Appeal - 46 Cants Road Cushnie - Lot 55 FTZ37183 - Owner: Gregory G and Wendy L Horne**

Document Information

IR No 1287366

Author Senior Planning Officer

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

Date 2 April 2014

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 it

