



SOUTH BURNETT

REGIONAL COUNCIL

Agenda

of the

General Meeting

Held in the Warren Truss Chamber 45 Glendon Street Kingaroy

on Wednesday, 16 November 2016

Commencing at 9.00 am

Acting Chief Executive Officer: Lester Schumacher

Our Vision

"Individual communities building a strong and vibrant region."

Our Values

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



SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 16 November 2016

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1. Leave Of Absence

Nil.

2. Prayers

A representative of the Kingaroy District Ministers Association, Major Allan Kerr offered prayers for Council and for the conduct of the Council meeting.

3. Confirmation of Minutes of Previous Meeting

3.1 South Burnett Regional Council Minutes

Précis

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

Officer's Recommendation

That the minutes of the previous meeting held on Wednesday 12 October 2016 as recorded be confirmed.

3.2 South Burnett Regional Council Special Meeting Minutes

Précis

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

Officer's Recommendation

That the minutes of the Special meeting held on Wednesday 9 November 2016 as recorded be confirmed.

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

See Business Function Headings

4. Portfolio - Economic Development, Governance and Communications

4.1 Economic Development, Governance and Communications Portfolio Report

Document Information

IR No 1679448

Author Mayor, South Burnett Regional Council

Date 14 November 2016

Précis

Economic Development, Governance and Communications Portfolio Report

Summary

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

Officer's Recommendation

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

4.2 Governance (G)

Officer's Report

4.2.1 G - 1679140 - Change to Appointment of Councillor Representatives on the Burnett Inland Economic Development Organisation (BIEDO)

Document Information

IR No 1679140

Author Executive Assistant

Endorsed
By Acting Chief Executive Officer

Date 8 November 2016

Précis

Change of Councillor Representatives on the Burnett Inland Economic Development Organisation (BIEDO)

Summary

Mayor Keith Campbell and Cr Ros Heit are the Councillor representatives for the Burnett Inland Economic Development Organisation (BIEDO). It is recommended that Deputy Mayor Kathy Duff replace the Mayor.

Officer's Recommendation

That the following change be made to Councillor Representatives representing Council on the Burnett Inland Economic Development Organisation (BIEDO):

COMMITTEES	MEMBERSHIP	COUNCILLOR
Burnett Inland Economic Development Organisation (BIEDO)	2 Councillors	Deputy Mayor Kathy Duff Cr Ros Heit

Financial and Resource Implications

No direct financial or resource implications arise from this report.

Link to Corporate/Operational Plan

Corporate Plan: EXC5 Effective advocacy and strategic partnerships.

Communication/Consultation (Internal/External)

N/A

Legal Implications (Statutory Basis, Legal Risks)

No direct legal implications arise from this report

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.

4.2.2 G - 1678851 - Delegations to the Chief Executive Officer under Biosecurity Regulation 2016

Document Information

IR No 1678851

Author Manager Social and Corporate Performance

**Endorsed
By** Manager Corporate Services

Date 3 November 2016

Précis

The purpose of this report is to update Council's delegation of powers to the Chief Executive Officer (CEO) to include the *Biosecurity Regulation 2016*.

Summary

Council is a subscriber to a delegations update service provided by Council's solicitors, MacDonnells Law. Recently the *Biosecurity Act 2014* commenced and to supplement this, the State Government has endorsed the *Biosecurity Regulation 2016* which contains further delegable powers and authorised person powers. Therefore a delegation under the *Biosecurity Regulation 2016* has been reviewed and customised for resolution by Council.

Officer's Recommendation

That pursuant to section 257 of the *Local Government Act 2009* Council resolves to delegate the exercise of the powers contained in Schedule 1 of the Instrument of Delegation to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instrument of Delegation.

INSTRUMENT OF DELEGATION

South Burnett Regional Council ***Biosecurity Regulation 2016***

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.

Schedule 1

Biosecurity Regulation 2016 ("BIOR")**CHAPTER 2 – BIOSECURITY OBLIGATIONS****Part 6 - Diagnostic Testing**

Entity power given to	Section of BIOR	Description
Person	27(1)	Power to apply to the chief executive in the approved form for a test kit or method approval

CHAPTER 5 – PREVENTION AND CONTROL MEASURES FOR BIOSECURITY MATTER**Part 1 - Preliminary**

Entity power given to	Section of BIOR	Description
Responsible person	46(1)	In certain circumstances, power to ensure biosecurity matter or a carrier is dealt with in accordance with a risk minimisation requirement for dealing with the biosecurity risk or carrier.

Schedule 2

Limitations 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, in exercising delegated power in relation to that matter, the delegate will only commit 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, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of 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 effect, 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 delegated power which cannot lawfully be the subject of delegation by Council.

[2016 08 12 - BIOR - Delegation Instrument - South Burnett]

Financial and Resource Implications

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

Link to Corporate/Operational Plan

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

Communication/Consultation (Internal/External)

The Chief Executive Officer, General Manager Corporate Services and Manager Natural Resource Management and Parks have been consulted in regards to the delegation of powers under the amended *Biosecurity Regulation 2016*.

Legal Implications (Statutory Basis, Legal Risks)

No direct legal implications arise from this report.

Policy/Local Law/Delegation Implications

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

Asset Management Implications

No direct asset management implications arise from this report.

4.2.3 G - 1678215 - Adoption of the revised Community Engagement Policy

Document Information

IR No 1678215

Author Manager Social & Corporate Performance

**Endorsed
By** General Manager Corporate Services

Date 3 November 2016

Précis

Adoption of the revised Community Engagement Policy.

Summary

Council is committed to effective and appropriate community engagement, recognising that it is essential in making good decisions through listening and responding to community needs. Council also recognises its obligations under the *Local Government Act 2009*.

This policy is not intended to replace decision making responsibility but enable Council to improve its decision making processes for corporate planning, services and major projects.

This policy employs a flexible approach to how the community is engaged recognising that different levels of engagement would be suitable depending on the complexity and sensitivity of activity, project or decision.

Officer's Recommendation

That Council adopt the revised Community Engagement Policy.



Community Engagement Policy

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1. POLICY STATEMENT

Council is committed to effective and appropriate community engagement, recognising that it is essential in making good decisions through listening and responding to community needs. Council also recognises its obligations under the *Local Government Act 2009 (LGA2009)*.

This policy is not intended to replace decision making responsibility but enable Council to improve its decision making processes for corporate planning, services and major projects.

To facilitate this commitment to the South Burnett community, Council will develop and continually improve its capacity and performance in community engagement through ongoing training, resource development, review and evaluation of its community engagement practices. Council will also work with communities to identify the most appropriate and effective engagement methods in order to continually improve the relationship between all parties.

2. SCOPE

This policy applies to all areas of Council's operations and is the responsibility of all employees and elected representatives. This document aims to guide and support elected representatives and Council employees in relation to the appropriateness and level of community engagement to be undertaken.

3. POLICY OBJECTIVES

The objectives of this policy are to:

- Integrate community engagement across a range of policy, program and service issues, where appropriate, including Council's strategic planning activities;
- Engage the community through informing, seeking information from, and involving community members in the decision making process;
- Develop Council's skills and capacity to undertake effective community engagement based on the International Association of Public Participation (IAP2) public participation spectrum;
- Assist Council in meeting its legislative obligations; and

- Provide a clear framework for the Councillors, Council employees and the community to understand the community engagement process.

4. BACKGROUND AND/OR PRINCIPLES

Community engagement is about working collaboratively with the community. Our Vision; *Individual communities building a strong and vibrant region*, has a strong focus on our community and together with our values emphasises the importance of community engagement in developing and enhancing relationships between the community and Council:

Our values include:

- Accountability – we accept responsibility for our decisions and actions
- Community – building partnerships, supporting communities and delivering quality services
- Harmony- our people working cooperatively to achieve common goals in a supportive and safe environment
- Innovation – encouraging an innovative and resourceful workplace and community
- Ethical conduct – we behave fairly with open, honest and accountable behaviour and consistent decision-making
- Vision – Our vision is the driving force behind our actions and responsibilities
- Excellence – striving to deliver excellent environmental, social and economic outcomes

The *LGA2009* section 4(2)(c) also provides Council with guiding principles to ensure we are accountable, effective, efficient and sustainable. The principle '*democratic representation, social inclusion and meaningful community engagement*', is an important principle behind the planning, policy development and decision making process of Council.

To this end Council's community engagement policy is based on the IAP2 public participation spectrum. IAP2 details seven core values which form the basis of Council's principles of community engagement as follows:

1. The public should have a say in decisions about actions that could affect their lives.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.

5. GENERAL INFORMATION

Council is committed to the development of a culture within the organisation which enables appropriate community participation in its decision making processes.

Council recognises that not all community engagement is formal or can be planned. Informal engagement in which both Councillors and Council staff are routinely involved is a valuable tool to encourage community participation in our decision making processes.

This policy recommends a flexible approach to exactly how the community is engaged. It recognises that different levels of engagement will be required depending on the complexity and sensitivity of individual circumstances.

Community involvement in the implementation of projects is a crucial element of strengthening local communities. Council will undertake the appropriate level of community engagement for/where:

- It is required by legislation;
- Strategic planning, e.g. Community Plan;
- Policy development and/or implementation that will have a direct impact on the community;
- A new facility, program or service that will have a direct impact on the community;
- Proposed changes that will have significant impact on users or customers of a Council program, service or facility;
- Monitoring customer satisfaction with Council's services, programs or facilities and/or;

The IAP2's public participation spectrum developed by the International Association of Public Participation details five levels of community engagement that will be used by Council depending on the community involvement required.

The IAP2 table has been adapted specifically for Council and is to be referenced as a guide assisted by Trigger Points for engagement based on Council's Consequences Impact Matrix (Table E):

	Participation Goal	Promise to the Community	Example Techniques	Risk Matrix Trigger point
INFORM	One way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened	We will keep you informed	Website, newsletter, radio interviews, media released, advertising, fact sheets	Insignificant / Minor
CONSULT	Two way communications designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision making.	We will keep you informed, listen to you and acknowledge your concerns. We will provide feedback on how public input influenced the decision.	Focus groups, surveys, public meetings, feedback opportunities, informal consultations.	Minor / Moderate

	Participation Goal	Promise to the Community	Example Techniques	Risk Matrix Trigger point
INVOLVE	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision making.	Where legislatively and financially appropriate, we will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed. We will provide feedback on how public input influenced the decision.	Workshops, informal polling.	Moderate / Major
COLLABORATE	Working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions.	Where legislatively and financially appropriate, we will look to you for direct advice and innovation in formulating solutions and incorporate you advice and recommendations into decisions made.	Advisory committees, project steering committees.	Moderate / Major

6. DEFINITIONS

Community engagement is a broad term describing a variety of ways to communicate, consult, involve and encourage participation between community and council. Community engagement is about offering opportunities for people to influence what happens in the community through being active in informing decisions of Council.

The International Association of Public Participation (IAP2) does not refer to an actual definition of community engagement; instead it draws from a number of sources of global definitions which affirm that community engagement is critical to effective, transparent and accountable governance in the public, community and private sectors and is recognised as a two way process:

- By which the aspirations, concerns, needs and values of citizens and communities are incorporated at all levels and in all sectors in policy development, planning, decision-making, service delivery and assessment; and
- By which governments and other business and civil society organisations involve citizens, clients, communities and other stakeholders in these processes.

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/ChapterResources_UNBrisbane_DeclarationCommunityEngagement.pdf

For the purposes of this policy, 'community' refers to individuals or groups associated with the South Burnett Local Government Area.

7. LEGISLATIVE REFERENCE

LGA2009 Section 4(2)(c) – local government actions are to be consistent with the guiding principle; democratic representation, social inclusion and meaningful community engagement.

8. RELATED POLICIES/PROCEDURES

SBRC Risk Management - Consequences Impact Matrix (Table E)
Community Engagement Procedure

9. NEXT REVIEW

December 2018

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Financial and Resource Implications

There are no anticipated financial and resource implications.

Link to Corporate/Operational Plan

EC1 *An informed and engaged community.*

Communication/Consultation (Internal/External)

The revised draft of the Community Engagement Policy was circulated to Councillors and the Senior Management Team, updated from feedback received and subsequently presented to the Councillors for further discussion at the Portfolio Meeting.

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

4.2.4 G - 1678223 - Adoption of the revised Media Relations Policy

Document Information

IR No 1678223

Author Manager Social & Corporate Performance

**Endorsed
By** General Manager Corporate Services

Date 3 November 2016

Précis

Adoption of the revised Media Relations Policy.

Summary

Media relations are an important tool for effective communication and promotion of Council's activities, decisions, initiatives, services and facilities. It is critical to ensure residents are accurately and factually informed about these matters. To achieve this and facilitate organisational transparency and accountability, it is essential that Council has a media relations policy that ensures an effective flow of information to the community with unified and considered messages.

This policy outlines the principles, protocols and methods for managing communication to ensure consistent, factual information is provided to the community through the media.

Officer's Recommendation

That Council adopt the revised Media Relations Policy.



Media Relations Policy

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1. POLICY STATEMENT

This policy outlines the principles, protocols and methods for managing communication to ensure consistent, factual information is provided to the community through the media.

2. SCOPE

The policy applies to all areas of Council: Councillors, employees, consultants and contractors engaged by the Council and all media outlets.

3. POLICY OBJECTIVES

To ensure Council's stakeholders – ratepayers, residents, business and industry, community organisations and visitors – are properly informed through the media of Council activities, decisions and the delivery of services and facilities. This policy also ensures that Council maintains its corporate integrity by delivering clear messages that are consistent with Council's strategic direction and operational intent.

4. BACKGROUND AND/OR PRINCIPLES

Media relations is an important tool for effective communication and promotion of Council's activities, decisions, initiatives, services and facilities. It is critical to ensure residents are accurately and factually informed about these matters. To achieve this and facilitate organisational transparency and accountability, it is essential that Council has a media relations policy that ensures an effective flow of information to the community with unified and considered messages.

5. GENERAL INFORMATION

There are two distinct types of media relations:

(1) Organisational Media Relations (Council);

- Preparing/Releasing Media Statements (Proactive)
- Responding to Media Enquiries (Reactive)

(2) Councillors and the Media

5.1. ORGANISATIONAL MEDIA RELATIONS

5.1.1. Preparing and Releasing Media Statements

Organisational media relations are coordinated by Council's Social & Corporate Performance (S&CP) Branch. The S&CP Branch is responsible for overseeing information provided to the media on Council decisions, activities, services and facilities. Council media relations are proactive and aim to inform and foster public confidence in the organisation. Activities include the production of media releases and the management of media enquiries.

5.1.1.1. Official Council Spokespersons

The Mayor is the official spokesperson for all Council responses or media interviews of organisational or regional significance. The Mayor may delegate to a Councillor to speak on their behalf.

Portfolio Councillors are able to make comment to the media on Council activities relating to their specific portfolio area.

If an enquiry is of a technical nature that requires certain expertise or if it relates to programmed Council activities, then the S&CP Branch will field all enquiries. Through the S&CP Branch, the Chief Executive Officer may authorise other Council officers to engage with the media on operational matters.

5.1.1.2. Media Release Preparation

All media releases will be managed and distributed through Council's S&CP Branch to maintain a quality standard.

The Mayor, Councillors, Chief Executive Officer may request a media release be prepared. Council officers in the course of their duties may prepare a draft media release to be provided to the S&CP Branch for finalisation, authorisation and distribution.

5.1.1.3. Approval Process

The Chief Executive Officer or delegated officer must approve all written Council media releases provided to the media.

5.1.2. Responding to Media Enquiries

All media enquiries are to be directed to the S&CP Branch in the first instance. The S&CP Branch, in consultation with the Chief Executive Officer where necessary, will co-ordinate a response in accordance with Council's media relations procedure, consulting with the relevant Council officer and/or Councillor.

The Mayor is Council's official spokesperson however on occasions where the Mayor is unavailable or decides that another person responds, the following general guidelines will be used by the Chief Executive Officer in allocating responsibility:

- Where the matter relates to a portfolio, the Chief Executive Officer may ask the Portfolio Councillor to respond;
- If the matter has a specialised or technical component, the Chief Executive Officer may respond or delegate to a General Manager;
- It is preferred Council provide a written response to specific questions. All written responses shall be co-ordinated by the S&CP Branch and must be approved by the Chief Executive Officer; however
- In all cases, where comment is made to the media, the spokesperson is required to notify the Chief Executive Officer of the nature of their comments.

5.2. COUNCILLORS AND THE MEDIA

Media relations initiated and undertaken by Councillors on their own behalf rather than as designated representatives of the Council as a whole or in relation to their portfolio, are not supported by Council's internal media relations function, unless otherwise directed by the Chief Executive Officer. Background information on a topic may be provided to a Councillor by the relevant Council officer with approval from the General Manager or the Chief Executive Officer.

In undertaking Councillor media relations, Councillors should ensure that they state that their views are a personal opinion.

6. DEFINITIONS

Media relations refer to the use of the media to communicate messages about Council. This includes preparation and distribution of media releases, media statements, media interviews and conferences or briefings, media launches and features.

Media refers to television, radio, print and social media journalists, photographers and camera operators, including representatives from trade and specialist publications and internet news services.

Media release is designed to be sent to the media in order to encourage them to develop articles on a subject. A media release is written in order to highlight an important event, program, or piece of information by Council that succinctly describes *who, what, where, when, why and how* of the story. Media releases are intended to promote the interests of Council.

7. LEGISLATIVE REFERENCE

Local Government Act 2009

8. RELATED POLICIES/PROCEDURES

Community Engagement Policy
Community Engagement Procedure
Media Relations Flowchart
Social Media Procedure

9. NEXT REVIEW

December 2018

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Financial and Resource Implications

There are no anticipated financial and resource implications.

Link to Corporate/Operational Plan

EC1 *An informed and engaged community.*

Communication/Consultation (Internal/External)

The revised draft of the Media Relations Policy was circulated to Councillors and the Senior Management Team, updated from feedback received and subsequently presented to the Councillors for further discussion at the Portfolio Meeting.

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

4.2.5 G - 1678200 - Adoption of the revised Risk Management Policy and associated Risk Management Committee Terms of Reference

Document Information

IR No 1678200

Author Manager Social & Corporate Performance

Endorsed By General Manager Corporate Services

Date 3 November 2016

Précis

Adoption of the revised Risk Management Policy and associated Risk Management Committee Terms of Reference.

Summary

The purpose of the Risk Management Policy and associated Risk Management Committee Terms of Reference is to maintain enterprise risk management that ensures the effective and efficient assessment, evaluation and treatment of Council's operational and strategic risks. These documents assist in the integration of risk management practices and procedures into all organisational processes.

The Risk Management Policy and associated Risk Management Committee Terms of Reference have been reviewed in accordance with the *Local Government Regulation 2012*.

Officer's Recommendation

That Council adopt the revised Risk Management Policy and associated Risk Management Committee Terms of Reference.



Risk Management Policy

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1. POLICY STATEMENT

The *AS/NZS ISO 31000:2009* risk management process (or any successors thereof) is to be applied in all activities to ensure that risks associated with Council's strategic and operational objectives are identified and effectively integrated into a Council-wide process.

2. SCOPE

This policy applies to

- All Council activities, including entities over which Council has direct ownership, management, sponsorship or financial control
- All Council officers, contractors, the officers and Committee members of related entities, involved in and with responsibility for contributing towards the achievement of Council's objectives, asset management and reporting responsibilities.

3. POLICY OBJECTIVES

The objective of this policy is to maintain enterprise risk management that incorporates principles to ensure the effective and efficient assessment, evaluation and treatment of Council's operational and strategic risks. It also aims to establish the integration of risk management practices and procedures into all organisational processes.

An effective enterprise risk management will:

- Contribute to the achievement of strategic priorities as specified in Council's Corporate Plan;
- Facilitate open and transparent communication and consultation between Councillors, the Senior Management Team and employees in defining aspects related to the identification, analysis, evaluation and treatment of strategic and operational risks to which Council is exposed;
- Enhance corporate governance by promoting a structured and systematic approach to Council's decision making processes;
- Promote a proactive and dynamic perspective in identifying, handling and monitoring emerging new risks;
- Facilitate continual improvement of the organisation.

4. BACKGROUND AND/OR PRINCIPLES

Council recognises the need for an enterprise wide risk management process that will embody the assessment and prudent management of strategic and operational risks. Council will undertake the implementation of the risk management policy to provide reasonable assurance that strategic and operational objectives will be achieved within a tolerable degree of residual risk.

5. GENERAL INFORMATION

Risk Appetite

Council's risk appetite is conservative whilst permitting effective and efficient operations.

Council manages ten (10) interrelated categories of risk and accepts a low and moderation level of risk delivering on the organisational values of accountability, community, harmony, innovation, ethical conduct, vision and excellence.

It is the responsibility of Councillors, the Senior Management Team and staff to identify and manage low and moderate risks as part of day to day operations. High and extreme risks will be identified and managed by the responsible Officer subsequently monitored by the Senior Executive Team and the Internal Audit Committee.

Council will act in accordance with this risk appetite statement to achieve operational and strategic objectives.

Commitment to enterprise wide risk management

Council and the Senior Management Team view enterprise wide risk management as an important and strategic initiative towards providing reasonable assurance that organisational objectives as indicated in the Corporate Plan/Annual Operational Plan will be achieved through the identification and efficient management of potential risks. A commitment to effective enterprise risk management will help Council attain long term sustainability and meet community expectations.

Good corporate governance will be promoted by encouraging a culture of prudent risk taking within the tolerable risk limits of the organisation in making informed decisions about opportunities.

Link between strategic priorities and risk management

The policy establishes the link between the achievement of Council's strategic priorities, goals and objectives by integrating risk management into all the organisational processes in a way that is relevant, effective and efficient. Enterprise risk management will be embedded into the policy development, business and strategic planning and review and change management processes.

Accountability and responsibility

Risk management is the responsibility of everyone in Council. Risk management responsibilities will be incorporated in employees' position descriptions.

A Risk Management Framework will be developed to indicate the specific accountabilities and responsibilities related to the enterprise risk management process.

Resources

Appropriate resources such as people, skills, competence, experience, documented procedures and processes, information and knowledge systems shall be made available for the managing of risks.

Communication and consultation

The policy and key components of the enterprise risk management framework will be properly communicated and disseminated to all stakeholders through internal and external communication and reporting mechanisms.

Quality assessment

Performance relating to the effectiveness and efficiency of the design and operation of the enterprise risk management process will be measured and reported through internal and/or external evaluations and assessments conducted through the authority of the Audit Committee.

6. DEFINITIONS

Risk Management Framework (RMF) provides a disciplined and structured process that integrates information security and risk management activities.

Risk appetite is the amount and type of risk that Council is willing to take in order to meet their strategic objectives

7. LEGISLATIVE REFERENCE

Local Government Regulation 2012

AS/NZS ISO 31000:2009 Risk management – Principles and guidelines

8. RELATED POLICIES/PROCEDURES

Audit Committee Policy

Audit Committee Terms of Reference

Fraud and Corruption Prevention Management Policy

Risk Management Committee Terms of Reference

9. NEXT REVIEW

December 2017

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Table E

South Burnett Regional Council Consequences Impact Matrix

Consequence	OHS	Financial Impact	Legal & Regulatory	Environmental	Infrastructure	Asset, Property and Utilities	Human Resources	Fraud & Corruption	Service Delivery	Reputation/ Political
Insignificant	No injury	Less than \$10,000	Minor complaint, No legal action against Council	Little impact Brief or non-existent transient damage	Meets all current & foreseeable regulation No damage/loss	Fully operational, no downtime	Staff issues cause negligible impact of day to day service Limited impact on staff morale	Risk of complaint, No legal action No breach of legislation	Negligible impact on service Brief interruption for several hours IT - Individual user experiencing fault for <1 working day but still operational	Issue promptly resolved No effect Single complaint
Minor	First aid treatment	\$10,000 to <\$50,000	Isolated complaint, cause threat of legal action with fines up to \$50,000 Minor delay to compliance with legislation	Minor damage or contamination Remote or temporary pollution	Meets all current regulations & with some modifications will meet future regulation Minor loss/damage	Downing up to 1 day per year, still well maintained with early signs of wear and tear	Staff issues cause several days interruption of day to day service Minimal impact on staff morale	Criminal offence Minor loss to Council < \$1,000 Asset < \$500 Cash	Service delivery affected Require staff redirection Intermittent service interruption from a day but not more than a week IT - Individual user experiencing faults and not operational for > 1 to < 2 working days IT - Group experiencing faults and not operational for < 4 working hours IT - Organisation experiencing faults and not operational for < 1 working hour Service delivery temporarily slowed down but within acceptable rate	Minor local community concern manageable through good public relations
Moderate	Medical treatment	\$50,000 to < \$300,000	Significant level of complaints cause high threat of legal action with fines up to \$300,000; Moderate delay to compliance with legislation	Moderate impact on the environment Damage requiring restitution or internal clean up	Meets all current regulations but does not meet foreseeable regulation Short - medium term loss of key assets and infrastructure Moderate damage	Up to 8 days out of service per year, functions normally with early signs of wear	Staff issues cause minor strategic objectives and temporary failure of day to day service Moderate impact on staff morale	Breach of the Legislation Criminal offence Risk of Moderate loss to Council > \$1,000 Asset > \$500 Cash	Service delivery temporarily slowed down but within acceptable rate Temporary out sourcing of service Intermittent service interruption for a week IT - Individual user experiencing faults and not operational for > 2 working days to < 3 working days IT - Group experiencing faults and not operational for > 4 to < 8 working hours IT - Organisation experiencing faults and not operational for > 1 to < 4 working hrs	Loss of reputation with extensive local media coverage QAO and/or Information Commissioner involvement
Major	Severe injuries	\$300,000 to \$1,000,000	Civil and/or criminal law suit against Council with fines up to \$1,000,000; Major delay to compliance with legislation	Severe environmental impact Minor breach of legislation Significant contamination requiring third party clean up.	Meets some current regulations but does not meet foreseeable regulation Widespread, short-medium term loss of infrastructure Significant damage	Up to 8 days out of service per year, functions only with high level maintenance	Staff issues cause widespread failure to deliver several major strategic objectives and long term delay to day to day service Significant impact on staff morale	Breach of the Legislation Criminal offence Risk of Major loss to Council > \$20,000	Service delivery at RISK of cessation Prolonged and extensive out sourcing Long term failure causing lengthy service interruption IT - Organisation experiencing faults and not operational for > 4 to < 24 working hours	Loss of reputation with extensive State/ Regional media Coverage CCC involvement
Catastrophic	Death	More than \$1,000,000	Civil and/or criminal law suit against Council with fines > \$1,000,000 Unable to comply with legislation	Widespread environmental damage Major breach of legislation Extensive contamination requiring third party intervention	Does not meet current or future regulation Wide spread, long term loss of substantial key assets and infrastructure Extensive damage	NOT functioning, replacement required	Staff issues cause continuing failure to deliver essential services Highly significant impact on staff morale	Breach of Legislation Criminal offence Risk of Significant loss to Council > \$50,000	Service delivery terminated Permanent out sourcing of service Removal of key revenue generation IT - Organisation experiencing faults and not operational for > 4 to < 24 working hours	Permanent loss of reputation with extensive national media coverage Loss of power and influence restricting decision making capabilities



Risk Register Tools

Control Rating

Excellent (E) Systems, process controls, procedures in place and can be relied upon to prevent risk materialising

Good (G) Systems, process controls and procedures in place and can be relied upon to mitigate or detect risk materialising in most circumstances

Moderate (M) Majority of systems, process controls and procedures in place. Basic risks will be controlled some of the time. However, scope exists to improve controls

Weak (W) Basic systems, process controls and procedures in place. No guarantee risk will be controlled

Unsatisfactory (U) Controls do not exist or else are not operating effectively. Risk will not be controlled.

Risk Process

I Identify

A Assess

C Control

Table B (1) Consequences

Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain is expected to occur at most times	H -40	H -48	E -72	E -84	E -100
Likely Will probably occur at most times	M -24	H -44	H -56	E -80	E -96
Possible Might occur at some time	L -12	M -28	H -52	E -76	E -92
Unlikely Could occur at some time	L -8	L -20	M -36	H -64	E -88
Rare May occur in rare circumstances	L -4	L -16	M -32	H -60	H -68

Table B (2) Definition

Occupational Health and Safety (OHS) Risks relating to the safety, occupational health and wellbeing of Council staff

Financial Impact (FI) Risks associated with financial management and transactions having monetary impact

Legal & Regulatory (LR) Risks that have potential to cause legal action against Council. Risks associated with non-compliance or delays in compliance with Acts and Regulations

Environmental (ENV) Risks relating to the protection of the environment

Infrastructure (INFR) Risks associated with the management and maintenance of Council's roads, bridges, depots, water & sewerage plants

Asset, Property and Utilities (APU) Risks associated with physical assets other than those listed under Infrastructure.

Human Resources (HR) Risks relating to staff/personnel management (recruitment, engagement, training and development)

Fraud & Corruption (FCU) Risks associated with Fraud and Corruption across all areas of Council operations.

Service Delivery (SD) Risks associated with the delivery of Council services Risks relating to the security, function and management of information technological systems and processes

Reputation/Political (RP) Risks associated with possible event that may cause potential damage to Council's public image and reputation.

Table C Action Required

E - Extreme risk
H - High risk

Immediate/Prioritised corrective action; sign off by CEO and Audit Committee

M - Moderate risk
L - Low risk

Review 6 monthly

Manage by routine procedures within existing resources; sign off by CEO

Review 6 monthly

Table D Risk Treatment Options

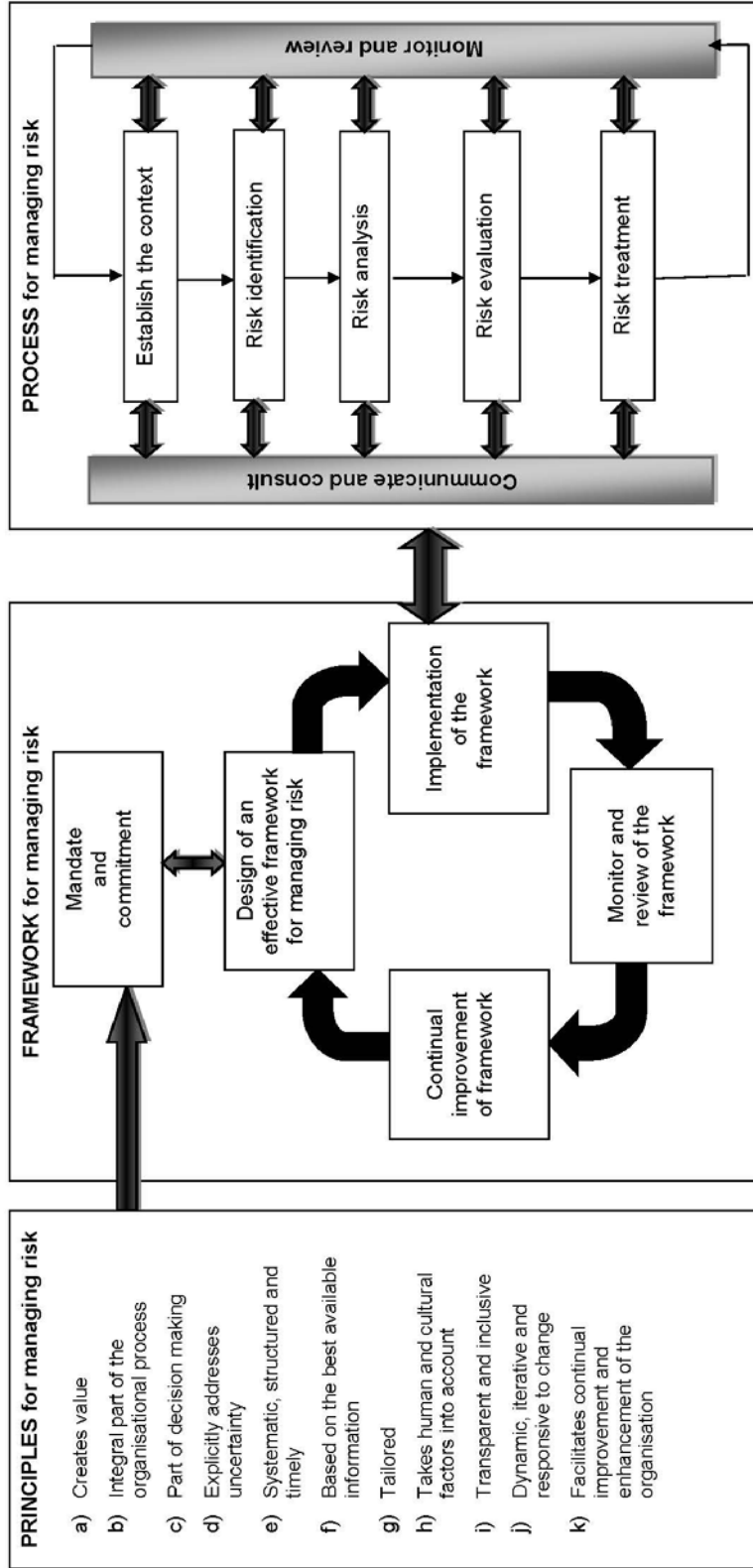
Accept
Where the risk cannot be avoided, reduced or transferred. Usually likelihood and consequences are low

Control
Reduce the likelihood of occurrence or the consequences (e.g. implement procedures or internal controls)

Transfer
Shift all or part of the responsibility to another party (e.g. insurer)

Avoid
Decide not to proceed with the activity or project

Risk Management Principles, Framework and Process (adopted from AS/NZS ISO 31000:2009)





Risk Management Committee Terms of Reference

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1. INTRODUCTION

The Risk Management Committee will help facilitate and monitor enterprise risk management within Council. The objective, duties, responsibilities and membership of the Committee are indicated in this Terms of Reference.

2. OBJECTIVE

The main objective of the Committee is to assist in the development, dissemination and implementation of the enterprise risk management policy, risk registers and treatment plans.

3. DUTIES AND RESPONSIBILITIES

The Risk Management Committee's primary duties are:

- To liaise with stakeholders and consolidate inputs regarding the development and implementation of the enterprise risk management risk registers and treatment plans;
- To ensure risk management activities align with the standard for Risk Management AS/NZS 31000:2009;
- To promote and encourage risk management and a positive risk culture within Council;
- To provide feedback and inform the Audit Committee regarding risk concerns and priorities;
- To review and monitor on a regular basis risk registers and treatment plans; and
- To continuously improve the enterprise risk management processes as a result of monitoring and review.

4. MEMBERSHIP

The Committee shall be composed of the members of the Senior Management Team.

The Chief Executive Officer (CEO) shall act as Chairperson.

Should a member of the committee be unable to attend a meeting, a notice shall be provided to the Manager Social & Corporate Performance (S&CP) at least two (2) days before the meeting. The absent member may appoint a representative to the meeting. However, the representative cannot vote on behalf of the absent member.

The Committee may invite Council Officers who are non-committee members to attend meetings as necessary.

5. MEETINGS

Notice of meetings

- The Committee shall meet once every 3 months. The CEO shall send a notice to Committee members indicating the date, time and venue of the meeting. The agenda shall be prepared by the Risk Management Coordinator and circulated among members and attendees at least 5 working days before the meeting.
- A special meeting may be called by the CEO if requested to do so by any Committee Member.

Quorum

- A quorum shall consist of at least half of the members of the committee.

Report

- The S&CP Branch shall provide secretarial functions and prepare a written report about the matters reviewed during the meeting and corresponding committee recommendations. This report shall be provided to the Risk Management Committee Members and invited attendees to the particular meeting within one week from the date of the meeting. The Audit Committee shall also be provided in its next meeting nearest the last Risk Management Committee meeting, a copy of the written report.

6. REPORTING RESPONSIBILITY

The CEO shall update the Audit Committee regarding the progress of risk management efforts.

The frequency of reporting shall be on a quarterly basis.

7. AUTHORITY AND ACCESS

The Committee, through the CEO, shall have authority to access Council personnel, records and information essential in the performance of its duties and responsibilities. The Committee shall have authority to seek any professional advice as it considers necessary.

8. CONFLICT OF INTEREST

Members must immediately declare to the Chairperson any interest that may represent a real, potential or apparent conflict of interest related to their committee membership. In case of a conflict of interest involving the Chairperson, declaration to the Audit Committee is required. Potential conflict of interest related to specific agenda items must be declared at the outset of each committee meeting and be updated as necessary.

9. TRAINING

The Committee Members will be provided formal and/or informal training related to enterprise risk management necessary for the effective performance of their duties and responsibilities.

10. COMMITTEE EVALUATION

The Committee will conduct an annual self-assessment to evaluate its performance and ensure the efficient and effective achievement of objectives. The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed. The Chairperson will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

11. RELATED POLICIES

Audit Committee Policy
Risk Management Policy
Fraud & Corruption Prevention Management Policy

12. NEXT REVIEW DATE

November 2017

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Financial and Resource Implications

There are no anticipated financial and resource implications.

Link to Corporate/Operational Plan

EXC2 Effective business management.

Communication/Consultation (Internal/External)

The revised draft of the Risk Management Policy and associated Risk Management Committee Terms of Reference were circulated to Councillors, the Senior Management Team and the Audit Committee. The documents were updated from feedback received and subsequently presented to the Councillors for further discussion at the Portfolio Meeting.

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

4.2.6 G - 2002876 - Amendment to Annualised Funding

Document Information

IR No 2002876

Author Community Development/Grants Officer

**Endorsed
By** Manager Social & Corporate Performance

Date 31 October 2016

Précis

Amendment to Community Assistance Annualised Grants Listing - Tanduringie State School P&C Event.

Summary

Council adopted the Budget Document 2016/2017 at the Special Meeting on the 27 June 2016. The Tanduringie State School P&C Bull Ride event was included on the Community Assistance Annualised Grants list whereby Council was to provide \$1,000 towards the cost of the event. The Tanduringie State School P&C have advised that the Bull Ride will not be held this financial year and have requested that the \$1,000 allocation be provided to the organisation to assist with running the Maidenwell Marathon 2017.

Officer's Recommendation

That Council approve the amendment to the Community Assistance Annualised Grant listing to reflect – Tanduringie State School P&C – Maidenwell Marathon event costs \$1,000.

Financial and Resource Implications

Adoption of the budget provides the strategic direction for revenue and expenditure for 2016/2017. Nil additional funding is required.

Link to Corporate/Operational Plan

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

Communication/Consultation (Internal/External)

Correspondence dated 25 October 2016 received from Tanduringie State School P&C requesting the variance to the funding approved.

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

5. Portfolio - Roads & Drainage

5.1 Roads & Drainage Portfolio Report

Document Information

IR No 1679427

Author Cr Gavin Jones

Date 14 November 2016

Précis

Roads & Drainage Portfolio Report

Summary

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

Officer's Recommendation

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

6. Portfolio - Community & Health Services & The Arts

6.1 Community and Health Services and the Arts Portfolio Report

Document Information

IR No 1679449

Author Cr Danita Potter

Date 14 November 2016

Précis

Community and Health Services and the Arts Portfolio Report

Summary

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

Officer's Recommendation

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

7. Portfolio - Planning & Property

7.1 Planning and Property Portfolio Report

Document Information

IR No 1679456

Author Cr Terry Fleischfresser

Date 14 November 2016

Précis

Planning and Property Portfolio Report

Summary

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

Officer's Recommendation

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

7.2 Planning (P&LM)

Officer's Reports

7.2.1 P&LM - 1662454 - Forwarding Reduction in Council Fees Application for Blackbutt & District Tourism and Heritage Association for the project to install a life-size bronze statue of Roy Emerson to be installed at the Roy Emerson Museum - BLD2016/0171

Document Information

IR No 1662454

Author Technical Officer Planning

Endorsed By Manager Planning & Land Management
General Manager Corporate Services

Date 19 October 2016

Précis

Forwarding Reduction in Council Fees Application for Blackbutt & District Tourism and Heritage Association for the project to install a life-size bronze statue of Roy Emerson

Summary

Council received a written request from Blackbutt and District Tourism and Heritage Association for a waiver of the Building Application Fees associated with the installation of a bronze statue located at Hart Road, Blackbutt (and described as Lot 31 on RP32384).

Officer's Recommendation

That Council *approves* a 100% waiver of the Building Application Fee associated with the installation of a bronze statue (\$500.00) taking into consideration the community nature of the Blackbutt and District Tourism and Heritage Association and retain a document lodgement fee of \$168.00

Financial and Resource Implications

Financial implication - reduced revenue – Building Application Fee - \$500.00

Link to Corporate/Operational Plan

No implication can be identified.

Communication/Consultation (Internal/External)

Not relevant

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

Consideration of Applications for Reduction in Council's Fees & Charges – Building & Development Applications Policy

Asset Management Implications

No implication can be identified.

7.2.2 P&LM - 1617688 - Forwarding IDAS Application for Material Change of Use (Major utility - telecommunication facility) 6883 Bunya Highway Boyneside - Lot 72 BO496 Applicant: VHA C/- Service Stream MCUI2016/0003

Document Information

IR No 1617688

Author Technical Officer Planning

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

Date 24 October 2016

Précis

Forwarding IDAS Application for Material Change of Use (Major utility - telecommunication facility) 6883 Bunya Highway Boyneside - Lot 72 BO496 Applicant: VHA C/- Service Stream MCUI2016/0003

Summary

- Application is for a Material Change of Use – Major Facility (Telecommunication Facility) for Vodafone. The facility will enable Vodafone to enhance and further expand mobile and broadband services within the region. The scope of works will consist of:-
 - A new 40 m high monopole
 - Three (3) panel antennas (2580mm x 620mm x 160mm) at a centreline elevation of 40 m
 - One (1) radio transmission dish (0.6m in diameter)
 - The installation of associated ancillary equipment including Remote Radio Units, Combiners, Feeders, Mast Head Amplifiers etc
 - One (1) 2 bay outdoor equipment unit (3m x 2.5m) at the base of the proposed facility
 - The overall height of the facility will be 43.03m
 - 2.4m high security fence
- Subject site is included in the Rural Locality
- Application is Impact Assessable against:
 - Rural Locality Code
 - Telecommunications Facility Code
- The application triggered referral to SARA due to the proximity to State Controlled Road
- Application was publicly notified between 2 September 2016 and 27 September 2016 and no public submissions were received during the notification period
- Application is recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council *approve* a Development Permit for Material Change of Use (Major Utility – Extension to Telecommunication Facility) at 6883 Bunya Highway Boyneside - Lot 72 BO496 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: 440247-G1, Title: Site and Locality Plans, Rev: B
 - Drawing No: 440247-G2, Title: Site Setout Plan, Rev: B
 - Drawing No: 440247-G3, Title: Site Elevation, Rev: B
 - Drawing No: 440247-G6, Title: Site Tenure Plan, Rev: B
- GEN2. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN3. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN4. Maintain the site in a clean and orderly state at all times.
- GEN5. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- GEN6. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Building Works.

Property Access

- ENG 1. Prior to sealing the survey plan, ensure that property access from the road reserve into Lot 72 BO496 is in accordance with the details in Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme; and Council's standard Drawing No. SBRC 00049 *Rural Access*.
- ENG 2. The property access shall conform to the requirements of the Kingaroy Shire *Rural Locality Code* section 3.2.2(2), (e) *Vehicular parking, access and movement*, part 013.
- ENG 3. Only one access to Lot 72 BO496 will be permitted.
- ENG 4. Road works and the property entrance shall be constructed so as to:
- (a) permit vehicles to enter and leave the property in a forward gear;
 - (b) avoid a trip hazard to pedestrians;
 - (c) ensure that low-clearance vehicles can enter and leave the property;
 - (d) ensure that fencing, landscaping and letterboxes do not impede sight lines for vehicles entering or leaving the property or travelling along the public road.
 - (e) remove all disused vehicle entrances and reinstate the verge consistent with the adjacent road profile.

Stormwater

- ENG 5. Management of stormwater shall be in accordance with Schedule 2, Tables S2.11, S2.12 and S2.13 *Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme.
- ENG 6. The stormwater drainage system serving the site shall 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.
- ENG 7. Drainage shall be designed such that no restriction to existing or developed stormwater flow from upstream or downstream properties or ponding of stormwater within upstream and downstream properties occurs as a result of this development.
-

- ENG 8. Any new earthworks, landscaping, pavements or structures shall not concentrate or impede the natural flow of water across property boundaries and onto any other properties.

Earthworks

- ENG 9. Any proposed earthworks shall be undertaken in accordance with the *Urban Locality Code*, Element (g) within the Kingaroy Shire IPA Planning Scheme Part 3 Division 2 section 3.4, unless approved separately under a Development Permit for Operational Works; and strictly in accordance with the requirements of Australian Standard 3798; other relevant Australian Standards; and accepted engineering Codes of Practice and Industry Guidelines as nominated by Council. A certificate of quality and uniformity of fill shall be provided by the Supervising RPEQ for all filled areas.

Clearing of Vegetation

- ENG 10. Any proposed clearing of vegetation within road reserves shall comply with the requirements of the Kingaroy Shire *Rural Locality Code* section 3.2.2 (2) (d).

Advice

- ADV 1. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- ADV 2. The applicant should contact Council's Co-ordinator Natural Resource Management for advice and approval before carrying out any proposed clearing of vegetation within road reserves.
- ADV2. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV3. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
 - b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

Strategic Priority 2. Growth and Opportunity

Balanced development that preserves and enhances our region.

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

Communication/Consultation (Internal/External)

Refer to Section 4.0 of this Report.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

7.2.3 P&LM - 1651765 - Forwarding Material Change of Use (Major utility - telecommunication facility) at Somerset Street Kingaroy - Lot 2 RP165703 - Applicant: Optus Mobile C/- Daly International - MCUC2016/0010

Document Information

IR No 1651765

Author Technical Officer Planning

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

Date 24 October 2016

Précis

Forwarding Material Change of Use (Major utility - telecommunication facility) at Somerset Street Kingaroy - Lot 2 RP165703 - Applicant: Optus Mobile C/- Daly International - MCUC2016/0007

Summary

- Application is to install a new telecommunications facility which is part of a nationwide rollout to improve mobile coverage and access to enhanced services via the Optus mobile network. The facility will consist of:-
 - One (1) new 40m monopole
 - Three (3) new panel antennas, to be mounted on a headframe on top of the pole;
 - Three (3) parabolic (dish) antennas
 - Twelve (12) remote radio units
 - One (1) new prefabricated equipment shelter, with a floor area less than 7.5sqm, to be mounted at ground level
 - Installation of ancillary equipment associated with operation of the facility; and
 - Will be contained within a 126sqm leased compound, enclosed by a 2.4m high chain link security fence
- Subject site is included in the Parks and Open Space Zone
- Application is Code Assessable, however the applicant chose to notify various landholders within the immediate vicinity to make them aware of the proposal
- Application is recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council *approve* a Development Permit for Material Change of Use (Major Utility – Telecommunication Facility) at Somerset Street, Kingaroy (and described as - Lot 2 RP165703) 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. B1225-P1 Rev 02 – Draft Site Layout
 - Drawing No. B1225-P2 Rev 01 – Draft Site Elevation
 - Drawing No. B1225-P3 Rev 01 – Draft Property Layout
-

- GEN2. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN3. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN4. Maintain the site in a clean and orderly state at all times.
- GEN5. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- GEN6. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Building Works.

Property Access

- ENG 1. Property access to the facility must be provided in accordance with the details in Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme; and the IPWEA standard Drawing No. RS-051 *Driveways – Heavy Duty Vehicle Crossings*. Where there is no K&C, existing bitumen shall be saw-cut and the concrete crossing abutted to the saw cut edge.
- ENG 2. The property access shall conform to the requirements of the Kingaroy Shire *Urban Locality Code* section 3.4.2(2), (e) *Vehicular parking, access and movement*, part 018.
- ENG 3. Access shall make use of the existing entry point. No other or new access to Lot 2 RP 1657034 will be permitted.
- ENG 4. The property entrance shall be constructed so as to:
- (a) permit vehicles to enter and leave the property in a forward gear;
 - (b) avoid a trip hazard to pedestrians;
 - (c) ensure that low-clearance vehicles can enter and leave the property;
 - (d) ensure that fencing, landscaping and letterboxes do not impede sight lines for vehicles entering or leaving the property or travelling along the public road.
 - (e) remove all disused vehicle entrances and reinstate the verge consistent with the adjacent road profile.

Stormwater

- ENG 5. Management of stormwater shall be in accordance with Schedule 2, Tables S2.11, S2.12 and S2.13 *Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme.
- ENG 6. The stormwater drainage system serving the site shall 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.
- ENG 7. Drainage shall be designed such that no restriction to existing or developed stormwater flow from upstream or downstream properties or ponding of stormwater within upstream and downstream properties occurs as a result of this development.
- ENG 8. Any new earthworks, landscaping, pavements or structures shall not concentrate or impede the natural flow of water across property boundaries and onto any other properties.

Advice

- ADV1. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in
-

accordance with section 341(7) a related approval may extend the relevant (currency) period.

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

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

Strategic Priority 2. Growth and Opportunity

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

Communication/Consultation (Internal/External)

Refer to Section 4.0 of this Report.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

7.3 Property (P)

Officer's Reports

7.3.1 P - 1679417 - Proposed waiver of Hall Hire Fees - Swickers Bacon Factory Pty Ltd

Document Information

IR No 1679417

Author Manager Property

**Endorsed
By** Acting General Manager Finance

Date 8 November 2016

Précis

Proposed waiver of Hall Hire Fees and Charges for Swickers Bacon Factory Pty Ltd

Summary

As a result of the fire at Swickers Bacon Factory Pty Ltd on Sunday 6 November 2016 a temporary office location and meeting facility was made available by South Burnett Regional Council to assist Swickers with emergency response and staff briefing sessions. Council to consider 100% waiver of Hall Hire Fees for the use of Kingaroy Town Hall on Sunday 6 November 2016 and use of the Kingaroy Town Common Hall up to a 2 week period for emergency response meeting.

Officer's Recommendation

That Council waives all fees and charges for the hire of Kingaroy Town Hall on 6 November 2016 and Kingaroy Town Common Hall from 6 November 2016 to 21 November 2016 for Swickers Bacon Factory Pty Ltd.

Financial and Resource Implications

The fee for hiring the Kingaroy Town Hall for a meeting is \$550 and the fee for hiring the Kingaroy Town Common Hall for up to a 2 week period is \$5600. The total financial value of \$6150 would be waived.

Link to Corporate/Operational Plan

EXC1.1 Develop and implement long term financial plans.

Communication/Consultation (Internal/External)

Local Disaster Management Group and Swickers Bacon Factory Pty Ltd.

Legal Implications (Statutory Basis, Legal Risks)

Fees and Charges adopted in accordance with the Local Government Act.

Policy/Local Law/Delegation Implications

Fees and Charges resolution takes into account use of facilities by not for profit community organisations.

Asset Management Implications

Nil

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

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

Document Information

IR No 1679436

Author Cr Roz Frohloff

Date 14 November 2016

Précis

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

Summary

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

Officer's Recommendation

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

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

9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Document Information

IR No 1679435

Author Cr Kathy Duff

Date 14 November 2016

Précis

Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Summary

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

Officer's Recommendation

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

10. Portfolio - Finance, ICT & Human Resources

10.1 Finance, ICT and Human Resources Portfolio Report

Document Information

IR No 1679434

Author Cr Ros Heit

Date 14 November 2016

Précis

Finance, ICT and Human Resources Portfolio Report

Summary

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

Officer's Recommendation

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

10.2 Finance (F)

Officer's Reports

10.2.1 F - 1678689 - Monthly Financial Statements

Document Information

IR No 1678689

Author Finance Officer (Financial Reporting)

**Endorsed
By** Acting General Manager Finance

Date 8 November 2016

Précis

Report on the Financial Position of South Burnett Regional Council as at 31 October 2016.

Summary

The following information provides a snapshot of Council's Financial Position as at 31 October 2016.








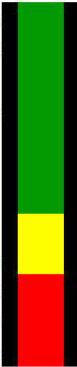



Officer's Recommendation

That the Monthly Financial Report as at 31 October 2016 be received and noted.

Key Financial Ratios

SOUTH BURNETT REGIONAL COUNCIL

FINANCIAL SCORECARD

		SBRC RATING	INDUSTRY GUIDE
1. CASH			
Number of months operating expenditure covered by total cash held	6.7 mths		
			5 mths 4 mths 3 mths 2 mths 1 mth 2 wks 1 wk 0
2. OPERATING CASH			
Number of months operating expenditure covered by working cash held	3.6 mths		
Working Cash = Cash less Restricted Cash			5 mths 4 mths 3 mths 2 mths 1 mth 2 wks 1 wk 0
3. Working Capital Ratio			
Current Assets / Current Liabilities	3.56		
			1.4 1.3 1.2 1.1 1 0.9 0.8 0.7
4. Funded Long Term Liabilities			
Percentage of Restricted Cash and Long Term Borrowings backed by Cash	64%		
			100% 90 - 99% 80 - 89% 70 - 79% 60 - 69% 50 - 59% 40 - 49% < 40%
			100% 90 - 99% 80 - 89% 70 - 79% 60 - 69% 50 - 59% 40 - 49% > 40%
		 Good  Ok  Review	

Statement of Comprehensive Income

Statement of Comprehensive Income

as at 31 October 2016

33% of Year Complete

	2017	Original Budget	Amended Budget	Variance
	\$	\$	\$	%
Income				
Revenue				
Recurrent Revenue				
Rates, levies and charges	22,129,205	44,163,446	44,058,446	50%
Fees and charges	1,527,430	4,335,478	4,335,478	35%
Rental Income	151,929	521,645	521,645	29%
Interest received	297,749	1,720,166	1,720,166	17%
Sales revenue	931,702	3,257,650	3,257,650	29%
Other Income	273,894	458,676	529,751	52%
Grants, Subsidies, Contributions & Donations	1,841,337	7,530,996	7,526,979	24%
	<u>27,153,247</u>	<u>61,988,057</u>	<u>61,950,115</u>	
Capital Revenue				
Grants, Subsidies, Contributions & Donations	3,892,269	10,544,224	9,693,890	37%
Total Revenue	<u>31,045,517</u>	<u>72,532,281</u>	<u>71,644,005</u>	
Total Income	<u>31,045,517</u>	<u>72,532,281</u>	<u>71,644,005</u>	
Expenses				
Recurrent Expenses				
Employee benefits	7,350,882	22,475,373	22,591,516	33%
Materials and services	7,389,479	22,217,186	21,974,108	34%
Finance costs	549,023	2,042,350	2,042,350	27%
Depreciation and amortisation	4,821,152	14,463,457	14,463,457	33%
	<u>20,110,536</u>	<u>61,198,366</u>	<u>61,071,431</u>	
Capital Expenses				
	(183,642)	(461,250)	(461,250)	40%
Total Expense	<u>19,926,894</u>	<u>60,737,116</u>	<u>60,610,181</u>	
Net Result	<u>11,118,622</u>	<u>11,795,165</u>	<u>11,033,824</u>	

Statement of Financial Position

Statement of Financial Position as at 31 October 2016

	2017 \$	Original Budget \$
Current Assets		
Cash and Cash Equivalents	33,754,861	33,080,511
Trade and Other Receivables	9,224,112	6,023,740
Inventories	1,209,446	1,194,663
Investments	-	-
Total Current Assets	44,188,419	40,298,914
Non-Current Assets		
Trade and other receivables	2,328,707	-
Property, Plant and Equipment	890,258,822	879,461,585
Intangible Assets	8,788,508	8,044,429
Total Non-Current Assets	901,376,038	887,506,014
TOTAL ASSETS	945,564,457	927,804,928
Current Liabilities		
Trade and other payables	4,969,330	4,578,196
Borrowings	3,889,377	2,436,953
Provisions	3,548,901	3,399,682
Unearned Revenue	123,212	-
Total Current Liabilities	12,407,608	10,414,831
Non-Current Liabilities		
Borrowings	37,232,880	39,845,689
Provisions	11,910,078	11,844,859
Unearned Revenue	2,328,707	-
Total Non-Current Liabilities	49,142,958	51,690,548
TOTAL LIABILITIES	64,002,484	62,105,379
NET COMMUNITY ASSETS	881,561,973	865,699,549
Community Equity		
Asset Revaluation Surplus	447,831,130	422,246,433
Retained Surplus/(Deficiency)	433,730,843	443,453,116
TOTAL COMMUNITY EQUITY	881,561,973	865,699,549

Financial and Resource Implications

Tracking actual revenue and expenditure compared to budget as adopted at the Council meeting held on 27 June 2016.

Link to Corporate/Operational Plan

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

Communication/Consultation (Internal/External)

Monitored by budget managers.

Legal Implications (Statutory Basis, Legal Risks)

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

Policy/Local Law/Delegation Implications

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

Asset Management Implications

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

10.2.2 F - 1677817 - Rate Exemptions and Remissions - Additions to Approved List - Murgon Men's Shed at 75 Macalister Street, Murgon

Document Information

IR No 1677817

Author Rates Team Leader

Endorsed By Acting General Manager Finance

Date 4 November 2016

Précis

Requesting Council approve an ongoing rate remission for the Murgon Men's Shed Inc. for their property situated at 75 Macalister Street, Murgon.

Summary

A request has been received from the Murgon Men's Shed Inc. to allow a rate remission on their property situated at 75 Macalister Street, Murgon.

It is recommended that Council agree to provide a rate remission for the Murgon Men's Shed Inc.

Officer's Recommendation

That Council agree to provide a rate remission for Water Access charges, Wastewater Access Charges and Waste Collection Fees for the Murgon Men's Shed Inc. on their property situated at 75 Macalister Street, Murgon effective from 1 July 2016.

Financial and Resource Implications

Reduction in Council's Revenue.

Link to Corporate/Operational Plan

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

Communication/Consultation (Internal/External)

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

Legal Implications (Statutory Basis, Legal Risks)

Section 93(3) *Local Government Act 2009*; Section 120(1) *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

Revenue Policy, Revenue Statement.

Asset Management Implications

Nil.

11. Consideration of Notices of Motion

No Report.

12. Information Section (IS)

12.1 IS - 1678659 - Reports for the Information of Council

Document Information

IR No 1678659

Author Executive Assistant

Date 8 November 2016

Précis

Reports received for the Information of Council.

Summary

List of correspondence pending completion of assessment report
Delegated Authority Report
Monthly Capital Works report as at 31 October 2016
Road Maintenance Expenditure Report

Officer's Recommendation

That the reports be received.

13. Confidential Section

13.1 CONF - 1677793 - Quote for SBRCQ-16/17-07 - Replacement of Jetpatcher Truck [Plant 163]

Document Information

IR No 1677793

Author Plant & Workshop Coordinator

**Endorsed
By Acting General Manager Finance**

Date 4 November 2016

Reason for Confidentiality

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

- (e) contracts proposed to be made by it
-

