



Minutes

Of The

General Council Meeting

Held in the Warren Truss Chamber, 45 Glendon Street Kingaroy

On Wednesday 16 November 2016

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 MINUTES

Wednesday 16 November 2016

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Minutes of the meeting of the South Burnett Regional Council, held in the Warren Truss Chamber, 45 Glendon Street Kingaroy on 16 November 2016 at 9.00am

PRESENT:

Councillors:

Cr KM Campbell (Mayor), Cr RJ Frohloff, Cr GA Jones, Cr DA Potter, Cr TW Fleischfresser, Cr KA Duff, Cr RLA Heit

Council Officers:

Lester Schumacher (Acting Chief Executive Officer), Joy Manalo (Acting General Manager Finance), Peter O'May (General Manager Corporate Services), Russell Hood (General Manager Infrastructure)

1. Leave Of Absence

Nil.

2. Prayers

Nil

3. Confirmation of Minutes of Previous Meeting

3.1 South Burnett Regional Council Minutes

Officer's Recommendation

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

Resolution:

Moved Cr DA Potter, seconded Cr RLA Heit.

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

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

3.2 South Burnett Regional Council Special Meeting Minutes

Officer's Recommendation

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

Resolution:

Moved Cr KA Duff, seconded Cr RLA Heit.

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

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

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

See Business Function Headings

4. Portfolio - Economic Development, Governance and Communications

4.1 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.

Resolution:

Moved Cr KM Campbell, seconded Cr GA Jones.

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

Governance & Communication

Swickers Fire Event – Disaster Management / Recovery

As Chair of the Local Disaster Management Group I would like to take the opportunity through my portfolio report to provide an update to the community on the management and recovery efforts in relation to the recent Swickers Fire Event.

Under the Disaster Management Act 2003 and Regulation 2014, Council is the lead agent in the region for the management of and recovery from a local disaster. From 11am Sunday the 6th of November through to Thursday afternoon, Council staff and resources were working around the clock to support Swickers in their management of and recovery from impact of the fire.

Swickers Management, through the Local Disaster Management Group, were provided immediate support from group members such as Queensland Fire & Emergency Services, Queensland Police Service, and various State Government Departments. Council's response was immediate to requests for support providing access to halls, facilities, equipment, communication assistance as well as environmental technical expertise. An example of this was in relation to the urgent need for the disposal of some 2000 carcasses (approximately 400 cubic metres) and some 200 cubic

metres of other boxed pig product. Council officers gained all the necessary approvals and undertook all the necessary preparations factoring in the logistics in record time to make ready the landfill site.

I am very proud of how our Council has coordinated the disaster management and recovery response for this event. It is a credit to the Staff and my fellow Councillors who immediately stopped their everyday lives and commitments dedicating themselves to ensuring the best approach to minimise the impact on our region. I would also like to commend Swickers Bacon Factory/Sunpork management for their fast acting dedicated efforts in ensuring that staff, suppliers and customers were a priority at this challenging time as well as their efforts to re-establish operations / production.

As of Thursday last week, with the consent of Swickers Bacon Factory, the Local Disaster Recovery Group stood down. This doesn't mean that Council or the region will walk away from the level of assistance provided to date. What it does mean is that Council, through Infrastructure, Economic Development, Environment as well as Human and Social recovery will work one on one with Swickers to assist where possible to ensure a full recovery from this devastating event.

Annual Report 2015/16

Council adopted the annual report 2015/2016 at the special meeting of Council last week. The report is now available on the website. In the coming weeks the report will be available in hardcopy or on disk for purchase at Council offices and for viewing at the Council libraries. I encourage the community to read this comprehensive report.

Communication Strategy

As per the operational plan for 2016-2017, Council will develop a communication strategy to assist Council in achieving the five (5) principles that underpin the Queensland Local Government Act 2009. This Council has made a commitment to meaningful community engagement / social inclusion and with this in mind has reviewed the Community Engagement and Media Relations Policies as presented here today for adoption.

Lobbying for support and recognition for the South Burnett region

During the past few weeks I have taken the opportunity to lobby on behalf of the South Burnett at a number of regional and state leadership forums. I attended the Local Government of Queensland Annual Conference with my fellow Councillors, Cr Heit and Cr Potter. I also attended Destinations Q in Mackay with the Manager of Economic Development Phil Harding and attended the Wide Bay Burnett Regional Organisation of Council's (WBBROC) Meeting in Brisbane with Acting CEO Lester Schumacher.

I would like to make particular mention of the WBBROC meeting as I met with Jennifer Howard, Assistant Minister for Infrastructure, Local Government and Planning and Trade and Investment, Steven Miles, Minister for Environment and Heritage Protection and National Parks and the Great Barrier Reef, Mark Bailey, Minister for Main Roads, Road Safety and Ports and Energy, Biofuels and Water Supply and Dr Anthony Lynham, Minister for State Development and Natural Resources and Mines. These discussions were a key opportunity to highlight the many issues important to our Region. Two of the matters discussed were the issue of modern heavy vehicles and the first and last mile freight project as well as the issue around the importance of developing an economic framework for a regional water strategy. I am pleased to convey that the progress that is being made on these two issues, as well as a range of others, represents a united approach to Government. Essentially, we have chosen well through South Burnett Directions to develop the Agricultural Sub Committee and the National Heavy Vehicle Sub Committee as both of these issues are key to our future prosperity and sustainability.

Over the coming months, my fellow Councillors and I will develop an agreed strategic position with regards to additional matters that are critical to the South Burnett's growth and progress. These matters will then become the issues to be concentrated on as being key for the future of the region. There are many direct benefits of this leadership approach, one of which is a more

rigorous application process for grants for a variety of pre-determined capital work projects and if successful will further add to enhancing our regions assets.

Detailed information of the LGAQ conference can be found on the LGAQ Website. Destinations Q information is also available on their website. I will distribute to Councillors the Agenda and Reports from the WBBROC Meeting.

Economic Development

South Burnett Directions (SBD) and SBRC Economic Development staff are working on several projects including:

South Burnett Rewards:

60 businesses across the region have signed up to the innovative South Burnett Rewards shop local program. These businesses will benefit from ongoing marketing throughout the 3-month support local program through media and daily rewards for shoppers' who participate. I encourage shoppers' to obtain their Rewardle Card from any participating business which are easy to find with the promotional flags out front of their businesses.

Our Economic Development staff are visiting businesses to encourage participation and to signing up to the program. Our target is 100 participating businesses in the program, which will 'kick off' during the last week of November.

Agriculture Project

Agriculture is the cornerstone of our region. By building on our existing agriculture base this project will create and implement a vision for sustainable agriculture for the long-term benefit of the South Burnett. The project considers current agriculture grown in the region and looks to identify value add opportunities through growing higher value crops, food processing opportunities, job skills and transport logistics. We intend to work with the University of Southern Queensland, local growers, and potential investors.

This project will be run in conjunction with projects soon to commence by WBBROC in which our economic development staff together with the Department of State Development participate. The projects include:

- *The availability and accessibility to water for economic development.*
- *Heavy vehicle transport efficiencies*
- *South Burnett Community Hospital*
- *As previously advised the Lady Bjelke-Petersen Community Hospital has been undertaking procedures on eyes, dental, scopes and infusions. Specialists consulting services have also commenced.*
- *The Board of the South Burnett Community Hospital Foundation together with South Bank Day Hospital has identified and is in the process of purchasing equipment that will allow the hospital to undertake gynaecology and general surgery commencing January 2017.*
- *Respite care is also being considered.*

Swickers

As part of our Economic Development staff's role in the Disaster Recovery Committee a function for local businesses hosted by Swickers, South Burnett Directions, Department of State Development and South Burnett Regional Council was held last Monday evening in the South Burnett Directions office. Swickers informed local businesses of their contingency plans and their commitment to the region.

Transport Reference Group:

To improve transport efficiencies by facilitating communication between the State Department of Main Roads, the Federal Heavy Vehicle regulator and local transport companies SBD has established a Transport Reference Group. The first meeting will be held late November 2016.

South Burnett Food Forum

Just on 70 businesses have registered for the inaugural South Burnett Food Forum which is designed to facilitate the 'paddock to plate' concept. Over time the intention is to establish the South Burnett as a culinary food destination that complements our wine and tourism industries and ultimately bring more visitors to our picturesque region.

The forum will be held on Monday 28th November and will include guest speakers who work in this field of growing, preparing and selling local produce in the region.

Discover South Burnett Website

The region's new tourism website has been up and running for a few months. Statistics show that more people are visiting the website and the site is becoming easier to navigate.

The site promotes:

- things to do
- what's on
- places to stay
- towns
- drives
- trip planning

Tourism operators and event holders are encouraged to promote their businesses and events on the Australian Tourism Data Warehouse which promotes all such experiences throughout Queensland and Australia by linking many other websites across Australia including 'discoversouthburnett.com.au'.

Most visitors to the website go to the homepage, accommodation, events and the South Burnett Wine Trail.

During December through 'on-line' marketing we will be targeting potential visitors from South East Queensland to our region – that is those visitors searching for wineries and weekend holidays.

BIEDO

It has been a very busy couple of months for BIEDO with several events and activities across the region.

On Friday 14th October International Day of Rural Women was celebrated with a coffee and cake morning in Wondai. This special day resonates strongly with BIEDO as much of BIEDO's work engages with the women of our rural communities. The celebration in Wondai featured inspiring guest speakers Tracy Anderson of Anderlea Pork Hivesville, Carol McArthur of Circles of Women Brisbane and Cr Kathy Duff. Ladies travelled from many communities across the region to attend including Councillors Danita Potter and Ros Heit.

BIEDO was pleased to assist Council in coordinating a session of Laughter Yoga in the Town Hall forecourt to acknowledge Mental Health Week. It was fantastic to have our Councillors and staff along with several members of the community joining in...it was impossible not to laugh!

The BIEDO Girl's Day Out, held in Murgon on Saturday 5th November, was the first Women's Wellness Day to be held on a weekend. This enabled women who have work and other

commitments during the week to attend one of the Wellness events. This event was well supported with women of all ages travelling from across the South Burnett (and beyond) to share the afternoon together. Informative addresses from guest speaker Heather Eagleson (focusing on self-esteem), Liz Nicholson (Women's Health), Erin Jeffs (Centacare – Financial Wellbeing) and social media safety all left feeling inspired and raised awareness of some very important issues. Other support agencies, businesses and organisations joined in to provide information and activities as well. Thank you to Deputy Mayor Kathy Duff for making time in her extremely busy day to speak at the event and connect with women afterwards.

The next activity on the BIEDO calendar is the South Burnett Business Expo. It is an opportunity for all stakeholders with an interest in business (and the general public) to come together. The Expo will take place on Monday 21st November 2016, 5.30pm-8.30pm at the Kingaroy Town Hall. It will include an address by guest speaker 'Stay at Home Mum', a well-known blogger with a significant social media profile and Agforce ambassador. The evening will also feature other speakers and trade and information stands from a wide variety of businesses and organisations.

The Expo is open to the public and admission is free. There has been a great response so far with many confirmed bookings for trade and information stands at the event. We look forward to a fantastic evening at the South Burnett Business Expo and hope to see you there!

Carried 7/0

FOR VOTE - Councillors voted unanimously

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)

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

Resolution:

Moved Cr DA Potter, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

Carried 7/0

FOR VOTE - Councillors voted unanimously

4.2.2 G - 1678851 - Delegations to the Chief Executive Officer under 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]

Resolution:

Moved Cr TW Fleischfresser, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

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

4.2.3 G - 1678215 - 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

Resolution:

Moved Cr GA Jones, seconded Cr TW Fleischfresser.

That the Officer's Recommendation be adopted.

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

4.2.4 G - 1678223 - 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

Resolution:

Moved Cr RLA Heit, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

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

4.2.5 G - 1678200 - 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-hazardous transient damage	Meets all current & foreseeable regulation No damage/loss	Fully operational; no downtime	Staff issues cause interruption of day to day service delivery. Limited impact on staff morale	Risk of legal action against Council 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	Downtime up to 1 day per year; still well maintained with early signs of wear and tear	Staff issues cause interruption of day to day service delivery 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 outages for ≤1 working days IT - Group experiencing faults and outages for ≤4 working hours IT - Organisation experiencing faults and outages for ≤1 working hour	Minor local community concern manageable through good public relations
Moderate	Medical treatment	\$50,000 to <\$300,000	Significant level of complaints; cause 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 infrastructure Moderate damage	Up to 3 days out of service per year; functions normally with early signs of wear	Staff issues cause failure to deliver services to key objectives and temporary recoverable failure of day to day service delivery 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 outages for > 2 working days to ≤3 working days IT - Group experiencing faults and outages for > 4 to ≤8 working hours IT - Organisation experiencing faults and outages for > 2 working days	Loss of reputation with extensive local media coverage QAO and/or Information Commissioner involvement
Major	Serious 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 5 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 impact on day to day service delivery 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 outages 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 Widespread, long term loss of substantial key assets and infrastructure Extensive damage	Not functioning; immediate 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 >\$300,000	Service delivery terminated Permanent out sourcing of service Removal of key revenue generation IT - Organisation experiencing faults and outages for > 4 to ≤24 working hours	Permanent loss of reputation with extensive national media coverage Loss of power and influence resulting in decision making capabilities



Risk Register Tools

Control Rating	Definition	Table B(2)	Table B(1)	Consequences	Table B(1)
Excellent (E)	Systems, process controls, procedures in place and can be relied upon to prevent risk materialising			Insignificant	
Good (G)	Systems, process controls and procedures in place and can be relied upon to mitigate or detect risk materialising in most circumstances			Minor	
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			Moderate	
Weak (W)	Basic systems, process controls and procedures in place. No guarantee risk will be controlled			Major	
Unsatisfactory (U)	Control not exist or risk are not operating effectively. Risk will not be controlled.			Catastrophic	

Risk Process

↓ Identify
↓ Assess
↓ Control

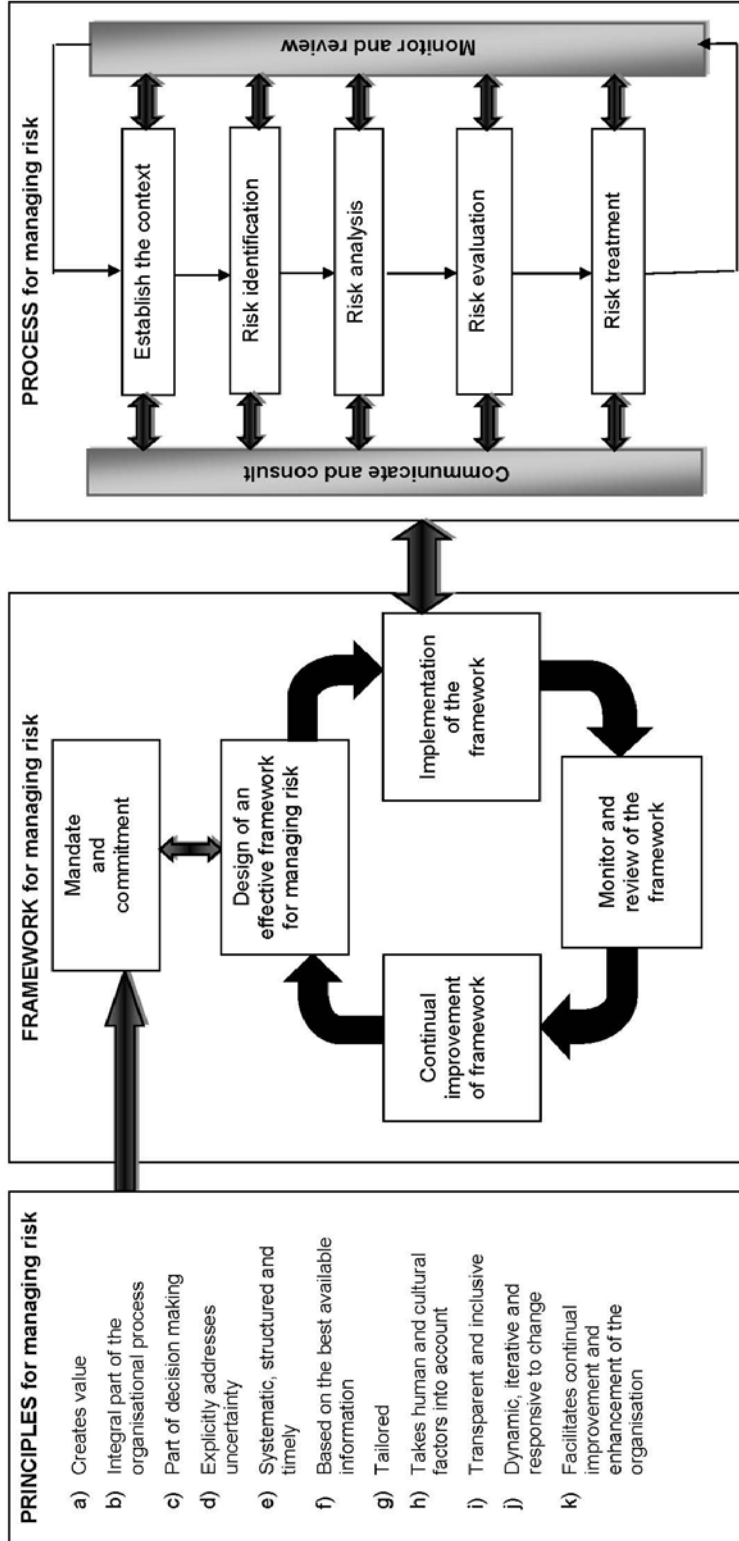
Step 1	Establish the context → External & internal → Risk management context
Step 2 -Table A	Identify the risk → What, where and when can it happen → Identify Risk Category
Step 3 -Tables B(1);B(2)	Analyse the risk → Effectiveness of controls - refer to Control Rating → Positive and negative consequences and likelihood of occurrence
Step 4 -Table C	Evaluate the risk → Determine if the risk is acceptable or not based on risk tolerance
Step 5 -Table D	Control/treat the risk → Select treatment options - refer to Risk Treatment → Prepare and implement treatment plans

Likelihood	Minor	Moderate	Major	Catastrophic
Almost Certain Is expected to occur at most times	H -40	E -72	E -84	E -100
Likely Will probably occur at most times	M -24	H -56	E -80	E -96
Possible Might occur at some time	L -12	H -52	E -76	E -92
Unlikely Could occur at some time	L -3	M -36	H -64	E -88
Rare May occur in rare circumstances	L -4	M -32	H -60	H -68

Risk Evaluation	Action Required	Table C	Table D
E – Extreme risk H – High risk	Immediate/Prioritised corrective action, sign off by CEO and Audit Committee	Review 6 monthly	Where the risk cannot be avoided, reduced or transferred. Usually likelihood and consequences are low
M – Moderate risk L – Low risk	Manage by routine procedures within existing resources; sign off by CEO	Review 6 monthly	Reduce the likelihood of occurrence or the consequences (e.g. implement procedures or internal controls)
	Review 6 monthly		Shift all or part of the responsibility to another party (e.g. insurer)
			Decide not to proceed with the activity or project

Risk Category	Broad 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 owned assets, 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 (FC)	Risks associated with Fraud and Corruption across all areas of Council operation
Service Delivery (SD)	Risks associated with the delivery of Council services relating to the efficiency, functionality and management of information technological systems and processes
Reputation/Political (RP)	Risks associated with possible events that may cause potential damage to Council's public image and reputation.

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

Resolution:

Moved Cr TW Fleischfresser, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

4.2.6 G - 2002876 - Amendment to Annualised Funding

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.

Resolution:

Moved Cr DA Potter, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

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

5. Portfolio - Roads & Drainage

5.1 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.

Resolution:

Moved Cr GA Jones, seconded Cr KA Duff.

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

November Roadworks

Construction Crew North

Kingaroy Barkers Creek Project near Swickers

The kerb and channel and subbase gravel has been completed on the southern side with the top course gravel being laid this week, weather permitting. The scoured drain in front of Swickers is also being rock lined at TMR's expense whilst we are in the area.

The next phase will involve roadworks and culvert extension along the northern side of the road.

Construction Crew Central – Kumbia Road Project West of Stuart River Bridge

The shoulders have been widened and gravelled and the full width strengthening gravel overlay has commenced. The project will be progressively sealed as the overlay extends.

Construction Crew South – Blackbutt Crows Nest project to Corcoran Road

There has been a delay due to gravel quality issues. Work is continuing on other sections of this project whilst the material quality issue is being resolved.

Concrete Construction Crew – Alford Street near Memorial Park, Kingaroy

Excavation for the large box culvert structure is completed and the crew are working on the concrete base for the box culverts.

Seepage continues to be an ongoing problem and the area will be susceptible to rainfall until the bases is completed.

Heavy Maintenance North

Gravel resheeting is underway on Flats, Beers, Kerkow and Wheatlands Loop Roads.

Grading is underway on Shellytop and McLean Roads

General Maintenance North

The Durong School carpark and turnaround project is near completion with only tree planting and linemarking to be done.

A disused grid has been removed from Shellytop Road

Drainage improvements are scheduled for Shellytop and McLean Roads.

Isolated melon holes are being repaired in the Durong area

The sealed shoulder and kerb and channel in front of the Timber Museum in Wondai is to be repaired.

Heavy Maintenance Central

Grading will continue on Hodges Dip, Burrandowan and Greystonlea Roads

General Maintenance Central

Drainage improvements will occur on Hodges Dip, Greystonlea Ironpot and Deep Creek Roads

Heavy Maintenance South

Maintenance grading of Memerambi Barkers Creek Road

Gravel resheeting is occurring on Hamilton, Old Esk North, Oaky Creek and McCauley Weir Roads

Grading and spot gravelling will occur on Tim Shea and Upper Barkers Creek Roads

General Maintenance South

Spot gravel maintenance is scheduled for Behan, Maidenwell Pimpimbudgee and Wengen Creek Roads

Drainage structure repairs are scheduled for Maidenwell Bunya Mountains and Saddletree Creek Roads

Bitumen Reseals are underway throughout the region as previously listed.

Council is currently undertaking extensive road repairs on state controlled roads throughout the region as part of reseal preparation for TMR.

Survey & Design

Survey and design for the following projects has either commenced or in the process of being completed and on the program for construction:

- Bunya Highway/ Taylors Rd intersection, Kingaroy – This project has commenced design and is an intersection upgrade with turn lanes from the highway into Taylors Rd. This is also being cross assessed against a traffic impact assessment for the adjacent Sunnyvale development.
- D'Aguilar Highway/ Coolabunia Rd intersection, Coolabunia - This design is currently being reviewed by TMR for feedback prior to certification and procurement.
- Blackbutt Town Hall Relocation – The site for the location of the resited Blackbutt Town Hall has been surveyed with design for supportive Infrastructure works to be conducted in the coming weeks.
- Alford St Cycleway – The design has commenced for the cycleway that will extend between the Kingaroy Swimming Pool and First Avenue, and will incorporate the section over the culverts that are currently being constructed.

Bridges

- 2016/17 Bridge Programme – Council has awarded this contract to Kay & Associates and Possession of Site has been awarded for both sites to allow bridge works to commence. The bridges have both been removed and a sidetrack installed. Piling works were completed at Kings Bridge last week and are proposed to be completed this week at Marshlands Bridge.

Items of Interest

- Memerambi Subdivision – Ergon have executed the contract document with Council and are liaising with Council's electrical contractor to finalise the infrastructure for the development.
- National Heavy Vehicle Regulator – Council has processed 17 applications in the last month assisting the freight industry in delivering excess mass or dimensioned vehicles through the South Burnett.

Materials Laboratory

The Materials Laboratory officers are currently undertaking construction materials testing for the following private clients/projects:

- Local quarries
- Downer EDI
- Kay & Associates

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

ATTENDANCE:

Cr GA Jones left the meeting at 9.46am
Cr GA Jones returned to the meeting at 9.49am

6. Portfolio - Community & Health Services & The Arts

6.1 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.

Resolution:

Moved Cr DA Potter, seconded Cr GA Jones.

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

South Burnett Libraries:

Get Ready Campaign

From October 13th libraries across the region have facilitated the scanning of personal documents as part of the Get Ready Queensland initiative. A number of community members have already taken the opportunity to have their important documents saved onto a complimentary USB provided by Council. I am so pleased that Council has provided this service to our community through this funding.

Kingaroy Library

On Wednesday 9th November, Roger Nunn Place was overrun by littlies and their teddies as the Kingaroy Library hosted a special Teddy Bear's Picnic story time. Participants enjoyed stories, rhymes and songs and were treated to a healthy morning tea.

Nanango Library

On Monday 17th October, the Nanango library was a buzz with activity, as Reg McCallum former Mayor of the Nanango Shire Council visited to talk about the history of the area he grew up in and loves. From his involvement in the Blackbutt to Linville rail trail project, the history of Tarong Power

Station and its impact on the local industry, Reg captivated 32 members of the local community who attended the talk.

On the morning of Friday 21st October, Nanango Library attended Under 8's day at the Nanango State School. There were hundreds of kids running around the various activities; the library's stand was very popular. Library staff interacted with around 140 children and 10 parents and the morning was enjoyed by all.

Proston Library

On the 18th October, Proston Library hosted a cake decorating workshop for families who frequent First 5 Forever Rhyme Time sessions. Delivered in partnership with the Proston CWA, participants were delighted with their creations of a "clown" butter cake, with royal icing and lollies for decoration.

As a result of feedback received during the Councillor's Listening Tours, it was identified that there was an issue at the Proston Library with the amount of desk space at the public access computers. This issue has since been rectified in partnership with the Proston Men's Shed, who handcrafted a desk suitable for the space.

Wondai Library

Visiting guests joined in the Conversations Group book discussions held on Thursday 27th October. Many books were discussed with the main topic being healthy eating. A member of the group, who has recently undergone thyroid surgery, brought a copy of the book titled "Can Food Be Medicine against Cancer?" which was recommended to him by his surgeon. He has now donated this title to the library so it can be shared with other community members.

Upcoming Events

Library staff across the service have been busily preparing activities and events to ensure our young community members are entertained at their local library over the upcoming summer holidays. South Burnett Libraries will once again take part in the Summer Reading Club, held each year in partnership with the State Library of Queensland. This year the club will launch on 10th December 2016, with a Heroes and Villains theme.

Community and The Arts funding:

Drought Relief Functions

There has been a very positive response to the Drought Relief functions provided by Council through funding from the Department of Communities, Child Safety and Disability Services. These functions are a follow on from the trip to Farmfest for local primary producers earlier in the year. To date this year there have been drought relief functions held at Wooroolin, Tablelands, Dulong, Booie, Mondure, Kumbia, Goodger and Maidenwell with remaining functions at Cloyna on the 19th of November and Coverty on the 10th of December to finish the funding.

Local Disaster Recovery

As mentioned by the Mayor, the Local Disaster Recovery Group was activated to coordinate a response in relation to the recent Swickers Fire Event. As Chair of the Local Disaster Human and Social Recovery Sub-Committee, I have called for expressions of interest from local service providers to assist Council in coordinating medium to long term support and assistance when our region experiences a disaster such as the Swickers Fire. This sub-committee once convened will meet periodically throughout the year to develop the sub plan, review relevant response documents as well as develop and provide information for the community so we are able to be as effective and as prepared as possible for any disaster that the South Burnett may experience.

Health Services:

Mosquito Control

It is once again that time of year when the weather conditions are favourable for mosquitoes and they become more active.

Council's Environmental Health Team continues to implement the Eradication Program for Aedes aegypti in the township of Wondai. We are also continuing monitoring throughout the region.

Please do your bit to help control mosquitoes around your home. Some of the ways you can help is by disposing of your pot plant bases or alternatively, empty and clean the base weekly or put sand in it to absorb the water. With regards to tins, tyres, jars, toys and rubbish items, any items left lying around your yard that hold water will breed mosquitoes so we recommend people store these items under cover and dispose of all unwanted items.

Roof gutters can be regularly cleaned out so they are free from leaves and other debris and also consider cutting back and trimming trees as blocked gutters also breed mosquitos.

There are more ways for us to control mosquitoes around our homes so please access Council's website or contact the Environmental Health team for more information.

Animal Management

Owners of a registered dog should now have received their dog registration renewal. If not, I encourage those dog owners to contact Council's Compliance section.

The next Dog Registration Period will be the 1st of December 2016 to the 30th of November 2017.

To help Council to ensure that dogs located within the designated registration areas are registered, staff are out presently doing house to house dog registration checks around the region's townships. There is opportunity for dog owners who have not yet registered their dog or dogs to do so before they incur a fine of \$243, which is substantially more than the dog registration fee. Please contact Council to discuss the process.

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

7. Portfolio - Planning & Property

7.1 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.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr KA Duff.

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

Planning

Proposed Planning Scheme

The date for public submissions on the proposed Planning Scheme officially closed on 31 October 2016. A relatively small number of submissions were received relating mostly to requesting

changes to the proposed zonings of land owned by the submitters. Council is now required to consider every submission made to the proposed Planning Scheme and it is anticipated that the submission can be considered early next year. Council may choose to amend the proposed Planning Scheme to address issues listed in the submission or treat it as a drafting error. Should Council decide to amend the proposed Planning Scheme it needs to seek approval from the Minister prior to adopting the amended Planning Scheme.

Coopers Gap Wind Farm - Environmental Impact Statement (EIS)

The final EIS was open for public comment recently and Council made a submission to the Coordinator-General's office regarding the EIS on Monday 7 November 2016. Council's submission addressed the potential impacts on Council's road network as a result of heavy vehicle movements associated with the construction activities should the project proceed to construction. Council's further requested that the proposal meets the Queensland Wind Farm Code to ensure potential off site impacts are appropriately mitigated. Given that the decision making process of this proposal rests with the Coordinator-General it is difficult to predict when a decision may be made about this project.

South Burnett Coal Project – Draft Terms of Reference (ToR)

The Coordinator-General declared this project a “coordinated-project” meaning that it is subject to an EIS process. The project essentially consists of an open cut thermal coal mine and coal transport infrastructure by MRV Tarong Basin Coal Pty Ltd. The proposed mine is located approximately 6 kilometres south of Kingaroy and the associated transport infrastructure is approximately 131 kilometres from the mine site to Theebine.

The Coordinator-General has prepared draft ToR for an environmental impact statement (EIS) for the project. The draft TOR sets out the matters the proponent must address when preparing the EIS. The Draft ToR was subject to public submission for comment until 14 November 2016 on whether the draft ToR adequately covers all the matters the project proponent must address when preparing the EIS.

Council made a submission on the draft ToR and will have the opportunity to make a further submission once the draft EIS is released for public comment.

Property

Property section has awarded a building contract to builder Merrigum Homes to construct the Blackbutt Benarkin Lions Amenities and new decking on the building. The new amenities and decking will be completed mid-December.

Property section has awarded a building contract to Australian Asbestos Management for the removal and replacement of the roof, fascia, gutters and flashings on the Kingaroy Mens Shed located at Kingaroy Airport. Council has also recently approved a contribution of \$1500 towards concreting the workshop floors.

Re-roofing of the Wondai Art Gallery will commence 16th of January 2017. During this time the art gallery will not be open to the community.

The 7 new medical suites at the Lady Bjelke Petersen Community Hospital will be available for new tenants to move into on Monday 21st of November.

Proston Swimming Pool opens on Saturday 19th of November. The new pool manager Mr James Neilson can be contacted to make arrangements for swimming lessons, swimming club training sessions and exercise programs.

Murgon Mens Shed and Kingaroy Mens Shed have new licence agreements. Both groups are busy fundraising and making improvements to their facilities.

Durong Hall Committee Inc. have a newly signed lease agreements and working on new funding arrangements to make improvements to the hall and surrounds.

The Murgon Tennis Association is working with Council to finalise land tenure arrangements. Although established for years, the courts encroached onto the road. Council is finalising the road closure to secure tenure for the Tennis Association.

Sunwater have signed a lease with Council for land at Boondooma Dam for a temporary site office while they undertake maintenance works over the coming months.

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

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

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

Resolution:

Moved Cr TW Fleischfresser, seconded Cr GA Jones.

That the Officer's Recommendation be adopted.

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

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

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.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

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

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.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

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

7.3 Property (P)

Officer's Reports

7.3.1 P - 1679417 - Proposed waiver of Hall Hire Fees - 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.

Resolution:

Moved Cr DA Potter, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

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

8.1 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.

Resolution:

Moved Cr RJ Frohloff, seconded Cr GA Jones.

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

Gordonbrook Water Treatment Plant

- *Official opening held 27 October*
- *Work will continue finishing off the project over the next couple of months*
- *Received an award for excellence in innovation from IPWEAQ on 9 November*

Kingaroy Wastewater Treatment Plant

- *Works are continuing on the ancillary projects such as trunk main replacement, pond refurbishment and irrigation area upgrade*
- *Recycled Water Pipeline to showgrounds and sports fields is installed – electronic controls to be completed in the coming weeks*
- *Demolition of old plant complete*
- *Project also received an award for excellence from IPWEAQ on 9 November*

Murgon Water Treatment Plant

- Works are continuing on repairing and refurbishing filter #1 and #2
- Aim to complete the project by end November

Waste Management

- Due to the extremely poor international scrap metal price the current contractor has declined to exercise the extension provisions in the current Scrap Metal Agreement, which is due to expire. Therefore, Council's Waste Services will be formally calling for quotes for a new Agreement. The international scrap metal price has been significantly depressed for some time now and forecasts are for it to continue into the foreseeable short term future. Therefore, it is unlikely the next Agreement will be as favourable financially as the one soon to finish.
- The Bunya Mountains transfer station has been upgraded with a concrete hardstand being installed.

Carried 7/0
FOR VOTE - Councillors voted unanimously

ADJOURNMENT:

Motion:

Moved Cr TW Fleischfresser, seconded Cr RLA Heit.

That the meeting adjourn for a citizenship ceremony and morning tea.

Carried 7/0
FOR VOTE - Councillors voted unanimously

CITIZENSHIP CEREMONY

During the adjournment a citizenship ceremony was held for:

Mrs Luchie Anhao
Ms Allen Naldoza
Mr Jior Prodigalidad
Miss Krieshia Sabandal
Miss Shirwen Sabandal
Mrs Salome Welk
Mr Lawrence Wright
Mr Abul Ahmed
Ms Mehbuba Sharmin
Miss Faiza Tabassum
Miss Rehnuma Tarannum

RESUMPTION:

Motion:

Moved Cr DA Potter, seconded Cr RLA Heit.

That the meeting resume at 11.10am with attendance as previous to the adjournment

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

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

9.1 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.

Resolution:

Moved Cr KA Duff, seconded Cr RJ Frohloff.

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

Weed Control

Lantana control has commenced at Boat Mountain, Cushnie and Tingoorra Chelmsford Road. Mother of Millions have been treated at Carroll Nature Area and groundsel at Gordonbrook, Mondure and Kingaroy. Treatment of Giant Rats Tail grass has commenced throughout the region with treatment of all sites on Council roadsides and reserves.

Equipment Loan

Landholders have borrowed cat traps to be used on properties in the Greenview and Kingaroy areas. Nine (9) traps were set at the Hivesville landfill with two (2) cats trapped and euthanased. Cat traps will be set at the Murgon landfill during November.

Splatter guns and a spray trailer for Lantana control were utilised by landholders in Hivesville, Maidenwell, Ellesmere and Malar. Wild dog traps are in use by landholders at Wondai, Brooklands and Corndale, rabbit traps at Wooroolin and fox traps at Wattlecamp.

Wandering Livestock

Council's stock route officer attended wandering livestock complaints at Inverlaw, Booie, Proston and Bunya Mountains.

Feral Animal control

170 kilograms of 1080 meat baits and 400 doggone baits were requested and distributed to landholders at Boondooma, Leafdale, Haly Creek and Tarong to assist with the control of wild dogs and feral pigs.

Activity at the Coolabunia Saleyards during October 2016 was:

Private Cattle

Dipped & Inspected – 1,120 head

Sale Cattle

Fat & Store 11/10/2016 - 269 head

Fat & Store plus Female – 1089 head

Currently doing general maintenance at the yards with rails and troughs ongoing.

A School Based Trainee has started one day per week learning the general day to day runnings of a saleyard.

Biodiversity activities for October include:

- General maintenance of new plantings.
- 10 advanced trees planted in northern end of Tessmanns Road
- Tree replacement and watering in Kingaroy Showgrounds
- Maintenance and watering in Nature Reserve in Kingaroy
- Vegetation management and identification advice provided to general public and internal clients
- Free tree program commenced – plants purchased. Advertising and distribution has begun with a positive response so far.

Christmas preparations have started and are under way with the ordering of Christmas Decorations, Christmas Mowing Programmes and rosters for Christmas Carnivals in all areas.

Kingaroy

- New plinths to be laid at Taabinga cemetery by next month
- 3 Funerals

Murgon

- Working on concept plan for Murgon Skate Park
- New playground equipment order – hoping to start in the new year
- 2 Funerals
- BP Dam- Mowing, Weedeating, General Maintenance

Wondai

- New Hivesville Toilet Block Officially Opened
- Working on concept for Dingo Creek Park
- A new refurbishment of bollards, tables and chairs, etc.
- 6 Funerals

Proston

- Brick Laying at Proston Cemetery Columbarium – now complete
- Boondooma Dam- Mowing, Weedeating, Grounds Maintenance

Nanango & Blackbutt

In Nanango and Blackbutt this month we have:

- Removed the old annual gardens and planted all new season gardens

- *Both town areas have been mowed, action requests up to date and turf establishment in Blackbutt is ongoing*
- *Maidenwell has had general maintenance.*
- *School based trainee on a Thursday going well.*
- *Cultural centre and Reg McCullum Park finished.*
- *3 Funerals*

Rail Trail

The Disaster Recovery Committee has been meeting due to the Swickers Fire and to speed the process up for Swickers, Council has released the contractor who has been working on the Rail Trail. Our contractor Aaron Connolly is now working to help Swickers with temporary accesses and other work. The completion of the rail trail will be delayed for up to three months and possibly longer. There will be sections able to be used when the road crossings and safety markers are in place.

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

10. Portfolio - Finance, ICT & Human Resources

10.1 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.

Resolution:

Moved Cr RLA Heit, seconded Cr DA Potter.

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

Finance

Financial Report

The attached periodic financial statements are as at 31 October 2016.

The financial ratios for cash, operating cash, working capital and funded long term liabilities are all within the industry guide.

The rates discount period ended on the 25 October. Initial reminder notices for the six-monthly rates that remain uncollected were posted on the 9 November. Second reminder notices will be sent accordingly on the 23 November when interest charges start accruing.

The Non-Current Trade Receivables and corresponding Non-Current Unearned Revenue amounting to \$2.3 Million represent the Memerambi special charges due for collection on annual basis in the next nine (9) financial years.

With regard to the Comprehensive Income Statement:

50% of the rates revenue has been achieved as a result of the six monthly rating. Rental income and sales revenue are deferred due to timing difference in revenue recognition. The budget for other income and interest income will be reassessed as part of the 2 quarter operating budget review.

The second quarterly payment amounting to \$1.7 Million for the Financial Assistance Grant (FAG) is expected to be received by November.

In terms of expenditures, employee benefits; materials and services; and depreciation are within budget limits. Interest expense on loans for the month of October has not yet been recognised due to the delay in the loan statements from Queensland Treasury Corporation (QTC).

Capex Report

Actual year-to-date capital expenditure amounts to \$6,837,793 equivalent to 21% of the total \$32,998,935 2016-2017 capex budget. Year-to-date commitments amount to \$14,937,495.

QAO Certification of FY 2015-2016 financial statements

On the 13 of October, the Queensland Audit Office certified and issued an unmodified audit opinion on Council's 2015-2016 financial statements. The corresponding management report was presented to the Audit Committee during the regular quarterly meeting held on the 3 of November.

Human Resources

Traineeships

Last year Council was approved under the first start program to employ 8 trainees, the traineeships were for a 12 month period. The 2016 intake of trainees consisted of young people aged from 17 to 21 and were allocated across our region in the areas of Water & Wastewater Treatment, Construction & Administration, Civil Construction Roads & Concrete, Warehousing and Horticulture. All our trainees have been moving very well through their studies and are showing that they are very motivated and capable.

Good news for next year is the Department of Education and Training have once again approved Council for traineeship positions under the first start program, and this time it will be 10 positions. Council sees the increase of numbers as an indication of Council's commitment to the young people and the identified disadvantaged groups of our region. As well Council and the State Government recognise the commitment of our supervisors and staff who put in the effort of the day to day training and mentoring of these motivated young people. The 2017 intake will receive funding from the State Government of \$137,500 to assist Council in providing young people of our region with employment and training to take them into the future. Recruitment will commence in January 2017 with selection processes following shortly after that time.

The criteria specified by the State Government is to target the following groups:-

- Young people (aged 15-24 years)
- Aboriginal and Torres Strait Islander people
- Mature-age job seekers (45 years or older)
- Migrants and refugees from culturally and linguistically diverse backgrounds
- People with disability
- Women re-entering the workforce

Council considers all these identified groups during the selection process to comply with the funding requirements.

Human Resources Section has already had departments show keen interest in obtaining trainees for their sections, allocation of these young people will be decided in the New Year. The 2017

intake will see trainees commencing around April, which will coincide with the finalisation of the 2016 intake completing their training

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

10.2 Finance (F)

Officer's Reports

10.2.1 F - 1678689 - Monthly Financial Statements

Summary




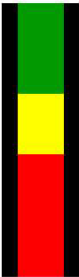







The following information provides a snapshot of Council's Financial Position as at 31 October 2016.

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

Resolution:

Moved Cr RLA Heit, seconded Cr TW Fleischfresser.

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

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

10.2.2 F - 1677817 - Rate Exemptions and Remissions - Additions to Approved List - Murgon Men's Shed 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.

Resolution:

Moved Cr RLA Heit, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

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

11. Consideration of Notices of Motion

No Report.

12. Information Section (IS)

12.1 IS - 1678659 - Reports 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.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr RLA Heit.

That the reports be received.

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

CLOSED SESSION:

Motion:

Moved Cr GA Jones, seconded Cr RJ Frohloff.

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

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

OPEN COUNCIL:

Motion:

Moved Cr RJ Frohloff, seconded Cr DA Potter.

That the meeting resume in Open Council.

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

ATTENDANCE:

General Manager Russell Hood left the meeting at 11.42am.

Report:

The Mayor reported that whilst in Closed Session, in accordance with Section 275(1)(e) contracts proposed to be made by it, of the Local Government Regulation 2012, Council considered matters concerning the replacement of Jetpatcher Truck [Plant 163].

Motion:

Moved Cr RLA Heit, seconded Cr DA Potter.

That the Mayor's report be received

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

13. Confidential Section

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

Reason for Confidentiality

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

(e) contracts proposed to be made by it

Recommendation

That Council purchase Paveline Autopatch unit for the total price of \$386,272.00 plus GST.

Resolution:

Moved Cr KA Duff, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

There being no further business the meeting was declared closed at 11.51am.

Confirmed before me this day of2016

..... **MAYOR**