



South Burnett

Regional Council

Minutes

Of The

General Council Meeting

Held in the Warren Truss Chamber, 45 Glendon Street Kingaroy

On Wednesday 18 May 2016

Chief Executive Officer: Gary Wall

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, 18 May 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 18 May 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:

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

1. Leave Of Absence

Nil.

2. (a) Prayers

A representative of the Kingaroy District Ministers Association, Pastor Steve Nixon, offered prayers for Council and for the conduct of the Council meeting.

(b) Receipt of Petitions

- 2b.1 PET - 1605347 - Forwarding Signed Petition by various residents addressing three (3) issues in the Ellesmere Area regarding the conditions of Parker Road Ellesmere and no signage for school buses**

Summary

A petition has been received from residents addressing three (3) issues in the Ellesmere Area regarding the conditions of Parker Road Ellesmere and no signage for school buses

Officer's Recommendation

That the petition be received and referred to staff for consideration and report to Council.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr GA Jones.

That the petition be received and referred to staff for consideration and report to Council.

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

- 2b.2 PET - 1596631 - Forwarding petition requesting Council consider when planning for the next swimming season to keep the pools open all year with a one month closure in July to allow for any maintenance in regards to the Murgon & Wondai heated swimming Pool**

Summary

A petition has been received requesting Council to consider when planning for the next swimming season to keep the pools open all year with a one month closure in July to allow for any maintenance in regards to the Murgon & Wondai heated swimming Pools

Officer's Recommendation

That the petition be received and referred to staff for consideration and report to Council

Resolution:

Moved Cr RLA Heit, seconded Cr DA Potter.

That the petition be received and referred to staff for consideration and report to Council.

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

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 20 April 2016 as recorded be confirmed.

Resolution:

Moved Cr RJ Frohloff, seconded Cr KA Duff.

That the minutes of the previous meeting held on Wednesday 20 April 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 RJ Frohloff.

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

Economic Development

- *Lady Bjelke-Petersen Community Hospital*
 - *Qld Health completed an audit on the Hospital with a verbal acknowledgement that the Hospital meets Qld Health's expectations.*
 - *The 23 hour day hospital is currently licenced to operate with 5 overnight beds. This will be increased to 9 beds.*
 - *The hospital licence was recently expanded to include general children surgery*
 - *A public patient list for Children Dentistry procedures will commence next week*
 - *It is anticipated that the hospital will open properly for business at the end July.*
 - *South Bank Day Hospital is currently exploring the introduction of Oncology services together with working with Qld Health on recommendations for future offerings.*
- *A National Telecommunications Black Spot Round 2 Funding application was submitted during May to fund additional infrastructure sites throughout the region. This application builds on the successful round 1 application where the South Burnett received funding for the most sites in Queensland.*
- *South Burnett Directions is rolling out business breakfasts in each town to celebrate Small Business Week and promote its up and coming shop local program and its Customer Experience and Service Workshops.*

Governance & Communications

Fraud and Corruption Prevention Management Framework

In June 2015 the Queensland Audit Office prepared a report under Part 3 of the Auditor-General Act 2009, titled 'Fraud Management in Local Government'. The report identified that most councils are not effectively managing their fraud risks. The report made recommendations that:

1. *The Department of Infrastructure, Local Government and Planning pursue amendment of the Local Government Regulation 2012 to require:*
 - *loss as a result of fraud to be a reportable loss to the Auditor-General and to the Minister responsible for local government*
 - *councils to keep written records of alleged and proven losses arising from fraud.*

2. *All councils assess themselves against the findings in this report as a priority and where needed develop, revise or update their:*
 - *policies and procedures for fraud and corruption management*
 - *fraud and corruption control plans*
 - *fraud risk assessments*
 - *data analytics capability for fraud detection*

Further to this report, the Department has made the recommended amendments to the Local Government Regulation 2012.

Council is committed to acting in the best interest of the community and upholding the principles of honesty, integrity and transparency. Council operates as an organisation in which ethical conduct is expected, encouraged and supported with no tolerance for corrupt conduct, fraudulent activities or maladministration. Risk management principles and matching fraud and corruption prevention measures are applied across all areas of Council operations to protect the assets and resources of Council.

Council is currently finalising the Fraud and Corruption Prevention Management Framework which will encompass a policy (tabled at the Council meeting today for adoption), a control plan as well as prevention / detection / reporting / risk assessment and monitoring procedures.

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

4.2 Governance (G)

Officer's Report

4.2.1 G - 1604406 - Adoption of Council's Fraud and Corruption Prevention Management Policy

Summary

In June 2015, the Auditor General tabled the report 'Fraud Management in Local Government' which included the recommendation that:

All councils assess themselves against the findings of the report and where needed develop, revise or update their:

- Policies and procedures for fraud and corruption management;
- Fraud and corruption control plans;
- Fraud risk assessments;
- Data analysis capabilities for fraud detection.

The Fraud & Corruption Prevention Management Policy clearly states South Burnett Regional Council's commitment to progress and maintain a structured integrated fraud & corruption prevention management framework supporting the development, implementation and regular review of:

- Fraud and corruption prevention and detection strategies, and
- Response and reporting strategies.

Officer's Recommendation

That the Fraud and Corruption Prevention Management Policy be adopted.



Fraud and Corruption Prevention Management Policy

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1. POLICY STATEMENT

South Burnett Regional Council (Council) is committed to acting in the best interest of the community and upholding the principles of honesty, integrity and transparency. Council operates as an organisation in which ethical conduct is expected, encouraged and supported with no tolerance for corrupt conduct, fraudulent activities or maladministration. Risk management principles and matching fraud and corruption prevention measures are applied across all areas of Council operations to protect the assets and resources of Council.

2. SCOPE

This Policy applies to any instances or suspected instances of fraud and corruption involving Council employees, Councillors, contractors, consultants, volunteers, vendors or any other party with a business relationship with the Council.

3. POLICY OBJECTIVES

This Policy clearly states Council's commitment to progress and maintain a structured integrated fraud and corruption prevention management framework supporting the development, implementation and regular review of:

- Fraud and corruption prevention and detection strategies, and
- Response and reporting strategies.

The Policy objectives are to:

- Protect Council's assets, resources, credibility and reputation;
- Ensure sound governance principles and encourage an ethical culture at Council;
- Ensure Council employees and Councillors are aware of their obligations and responsibilities regarding ethical conduct and the reporting of instances or suspected instances of fraudulent or corrupt activity;
- Ensure all investigations of alleged fraud and corruption adhere to the principles of procedural fairness and natural justice; and
- Ensure the review and continuous improvement of the Fraud and Corruption Prevention Management framework.

4. BACKGROUND AND/OR PRINCIPLES

Council has established an environment in which fraud and corruption is not tolerated and demonstrates a commitment to the rigorous management of fraud and corruption risk through appropriate procedures for reporting and investigation.

The principles of this Policy are to:

- Prevent any incidence of fraud and corruption;
- Minimise opportunities for fraud and corruption through effective internal controls, awareness and appropriate supervision;
- Encourage ethical conduct and dealings at all levels of Council;
- Ensure compliance with legal and statutory obligations; and
- Prevent any financial or reputational damage to Council.

5. GENERAL INFORMATION

Councillors and the Council Senior Executive Team are responsible for ensuring there are appropriate practices, measures and systems in place to realise fraud and corruption prevention and management.

Management communicate, implement, monitor and review Council's Fraud and Corruption Prevention Management framework.

All Council employees and Councillors must act with integrity in accordance with Council's Employee Code of Conduct and the Councillor Code of Conduct respectively, and all have a responsibility and obligation to report suspected or known incidents of fraud or corruption.

Council will take action against anyone who takes reprisal action against a Council employee or Councillor who reports suspected or known incidents, consistent with the provisions of the Public Interest Disclosure Act 2010 and Section 4(e) of Council's Public Interest Disclosure Policy.

Allegations of fraud against an employee or Councillor can potentially be made by a party with the intention of causing harm, damage or disruption. Vexatious, misleading or false reporting wastes Council time and resources in investigating the matter. This can also cause the person who is subject to the allegation a significant amount of emotional trauma and stress. Vexatious, misleading or false reporting of any allegation of fraud has serious consequences to the person bringing about such an allegation.

6. DEFINITIONS

The following definitions (drawn in part from AS 8001-2008 Fraud and Corruption Control; the Crime and Corruption Act 2001; the Public Interest Disclosure Act 2010) are provided to assist in the use of a common terminology.

Agency – A corporation, government agency, not-for-profit organisation or other body engaged in business activity or transacting with other agencies in a business-like setting.

Corrupt conduct – *Section 15 of the Crime and Corruption Act 2001* defines corrupt conduct as conduct of a person, regardless of whether the person holds or held an appointment, that—

- a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—
 - a unit of public administration (UPA); or
 - an individual person holding an appointment in a UPA.
- b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned above in a way that—

- is not honest or is not impartial;
 - involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly;
 - involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment.
- c) is engaged in for the purpose of providing a benefit to the person or another person or causing a detriment to another person
- d) would, if proved, be—
- a criminal offence; or
 - a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were a holder of an appointment.

Conduct includes:

- neglect, failure and inaction;
- conspiracy to engage in conduct;
- attempt to engage in conduct.

Examples of corrupt conduct

The *Crime and Corruption Act 2001* provides examples of conduct that could be corrupt conduct, including:

- abuse of public office;
 - bribery, including bribery relating to an election;
 - extortion;
 - obtaining or offering a secret commission;
 - fraud, stealing or forgery;
 - perverting the course of justice;
 - an offence relating to an electoral donation;
 - loss of revenue of the state;
 - sedition;
 - homicide, serious assault or assault occasioning bodily harm or grievous bodily harm
 - obtaining a financial benefit from procuring prostitution or from unlawful prostitution engaged in by another person;
 - illegal drug trafficking;
 - illegal gambling.
- e) Corruption – is defined in a practical way through AS8001-2008 as dishonest activity in which a employee, contractor or agent acts contrary to the interests of Council and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.
- f) Fraud – is defined in AS8001-2008 as dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to Council and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position. Fraud can also be seen as a major subset of corruption and is a deliberate, intentional and premeditated dishonest act or omission acted out with the purpose of deceiving to gain advantage from a position of trust and authority. It includes acts such as theft, making false statements/representation, evasion, manipulation of information, criminal deception and misuse of Council resources, property or time.

- g) Maladministration – is defined in the Public Interest Disclosure Act 2010 as an administrative action that:
- a) was taken contrary to law or;
 - b) was unreasonable, unjust, oppressive, or improperly discriminatory or;
 - c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive or improperly discriminatory in the particular circumstances; or
 - d) was taken –
 - (i) for an improper purpose; or
 - (ii) on irrelevant grounds; or
 - (iii) having regard to irrelevant considerations; or
 - e) was an action for which reasons should have been given, but were not given; or
 - f) was based wholly or partly on a mistake of law or fact; or
 - g) was wrong.

Risk Management – The term applied to a logical and systematic method of identifying, analysing, assessing, treating, monitoring and communicating risks associated with any activity, function or process in a way that will enable organisations to minimise potential losses and maximise positive outcomes.

The following actions are examples of fraud in the context of Council:

- a) evasion of payments owing to Council;
- b) false invoicing;
- c) obtaining by deceit, benefits to which the recipient is not entitled such as improper reimbursement of expenses or travel allowances;
- d) charging for goods or services not delivered or only part delivered;
- e) false timesheet claims or misrepresenting time and work commitments;
- f) theft of Council property or resources;
- g) theft, misuse or wrongful use of information for financial or other gain;
- h) abuse of position or discretion such as accepting bribes to facilitate an outcome;
- i) false accounting;
- j) credit card fraud;
- k) abuse of Council facilities for personal use;
- l) making false statements or altering signatures or other information and materials such as to mislead or misrepresent a position or hide wrongdoing.

7. LEGISLATIVE REFERENCE

- *Crime & Corruption Act 2001*
- *Integrity Act 2009*
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Public Interest Disclosure Act 2010*
- *Public Sector Ethics Act 1994*

8. RELATED POLICIES/PROCEDURES

8.1. Internal Documents

- Asset Management Policy
- Councillor Code of Conduct
- Community Assistance Policy
- Debt Policy
- Employee Code of Conduct
- Fraud and Corruption Prevention Management Plan
- General Complaints Process Policy
- Investment Policy
- Public Interest Disclosure Policy
- Procurement Policy 2016

8.2. External Documents

- The Australian Standard for Fraud is *AS8001 – 2008 Fraud and Corruption Control*
- Local Government Fraud Prevention and Management Guidelines

9. NEXT REVIEW

June 2018

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Resolution:

Moved Cr KM Campbell, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

4.2.2 G - 1606228 - Change of General Meeting Date

Summary

As a result of the recent change to Council's Meeting dates to the 3rd Wednesday of each month the December meeting will now fall on 21 December 2016. Due to the proximity to Christmas it is suggested that the Council's General Meeting date be changed.

Officer's Recommendation

That Council's General Meeting scheduled for Wednesday 21 December 2016 be changed to Wednesday 14 December 2016.

Resolution:

Moved Cr KM Campbell, seconded Cr KA Duff.

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 RJ Frohloff.

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

Current Projects

Tingooora Chelmsford Road – Corner Realignment - The sub base gravel has been laid and we will be starting the top base course gravel on Thursday 19.5.16. We estimate that works should be completed within three weeks.

Tingooora Chelmsford Road - Pavement Rehabilitation - Emulsion seal is to be completed this week.

Angel Avenue Carpark Extension, Murgon - 90% complete. Fence to be completed. Final bitumen seal and linemarking still to be done.

Tingooora School Carpark - Still to complete a pram ramp and linemarking.

Weens Road, Kingaroy – Crest Widening - The section closest to Mt Wooroolin Road will be emulsion sealed this week. The base on the second section should begin to be laid this week.

Nords Road, Kumbia -Extension of 900mm pipes has been completed.

Hodges Road, Kingaroy (Outside Sewerage Plant) - Kerb and channel has been completed. Works will begin on driveways this week.

Glendon Street Carpark, Kingaroy - Linemarking has been completed. Concrete for the garden beds to be completed.

Fisher / Moore Streets Roundabout, Kingaroy - Concrete to complete the centre island will be poured this week. Works on the traffic islands should occur next week.

Proston Boondooma Road, Proston - All works have been completed. We are awaiting the second seal and linemarking – Should be completed in August.

Blackbutt Crows Nest Road, Blackbutt - Headwalls are being installed on the driveways. Shaping the drains on the left hand side. Tree clearing has commenced this Tuesday.

Coulson Street, Blackbutt - Continuing the installation of the 675mm concrete pipes heading east on Coulson Street. The installation of the kerb inlet in front of the Newsagency has commenced.

Clark & Swendson Road, Kingaroy - Clearing near the Swickers Corner should be finished today. All the service locations have been completed. We should commence the installation of the 750mm pipes this week. New fence realignment to commence next week.

Current Grader Maintenance

- Redvale Road, Booie
- Glencoe Road and Trentham Lane, Coverty
- Maidenwell Upper Yarraman Road and surrounding roads, Maidenwell

Survey & Design

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

- William St, Kingaroy – The water main has been designed for the section between Haly St and Queen St and is currently being reviewed for constructability.
- Queen St, Kingaroy – The water main has been designed for the section between William St and Youngman St and is currently being reviewed for constructability.

- *Mt Wooroolin Rising Main, Kingaroy – This project involves the upgrading of the main between the Mt Wooroolin reservoir and the Haly St pump station.*
- *Stonelands Rd Bridge, Stonelands – This project involves the replacement of the timber bridge with twin large box culverts (3600x3600). This has been designed and is currently being reviewed for the Sunday Creek crossing, just to the north of the intersection with Webber Bridge Rd.*
- *Mundubbera Durong Rd, Durong – This project has been designed and will need to consult with the divisional councillor and the school prior to certification.*
- *Tessmanns Rd North, Kingaroy – The design is currently being reviewed for works associated with the northern side of the Taylors Rd intersection in the unformed road reserve.*
- *Kumbia Rd, Kumbia – This design is a road widening project that extends from the western side of the Stuart River Bridge back towards Kumbia.*
- *Alford St, Kingaroy - The large culvert structure is currently being surveyed for the installation of a new structure in addition to a complimentary footpath/cycleway adjacent to Memorial Park and the Kingaroy State School.*
- *East Nanango/Snowys Knob Intersection, Nanango – This project involves the realignment of the intersection and improving the visibility for the Snowys Rd leg.*

Bridges

- *15/16 Bridge Replacements – All three (3) bridge sites are in their final stages of completion:*
 - *Campbells Rd – Pavement has been profiled, constructed and compacted. The bitumen seal and aggregate are being applied today along with linemarking and signage to be installed.*
 - *Mondure Rd – Pavement has been profiled, constructed and compacted. The bitumen seal and aggregate are being applied today along with linemarking and signage to be installed.*
 - *Weens Rd – The No-Fines wingwalls and table drain transitions have been formed and poured and the sidetrack is being removed today and tomorrow, making the bridge operational for traffic.*
- *Timber Bridge Rehabilitation – The tender was awarded to Professional Bridge Services at the last Council meeting. We have held a prestart meeting with the contractor and procurement of materials has commenced with works to be undertaken for the full month of June for all four (4) sites (Webbers Creek, Manar, Stumckes, Gayndah Hivesville)*
- *2016/17 Bridge Programme – Contract documentation is currently being drafted for the Marshlands and Kings Rd bridges, which is anticipated to go out to tender in early June. The tender will be in line with previous years in the form of a modified AS2124 contract with a design & construct methodology. Survey, geotechnical and environmental assessments have*

been generated as supporting material to assist with quotations from the civil construction industry.

Projects of Interest

- *Memerambi Subdivision – Newlands have continued to proceed with the roadworks and earthworks at the site. The detention basin and diversion drain have been profiled and topsoiled, as well as drainage infrastructure installed from the basin to the highway inlet at Lord St. The project is slightly behind schedule with works expecting to extend into July, but having minimal impact on Council's programme.*
- *16/17 Blackspot – Investigations have been undertaken at a variety of sites including concept design, traffic counts, survey and road safety audits at the following sites:*
 - *Knight/Somerset/Walter Rd intersection, Kingaroy*
 - *Alford/Somerset St intersection, Kingaroy*
 - *Youngman/King St intersection, Kingaroy*
 - *Drayton/Cairns St intersection, Nanango*
 - *Haly/William St intersection, Kingaroy*

Materials Laboratory

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

- *Downer EDI – SD27 Dam project at Tarong Mine*
- *Newlands Civil Construction – Memerambi Subdivision*

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

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 RJ Frohloff.

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

Libraries

South Burnett Libraries are very excited to be part of bringing narrator Stig Wemyss to the young members of the South Burnett community. Stig is the voice of over 150 audiobooks, narrating for many well-known authors including Tim Winton, Paul Jennings and Morris Gleitzman however he is best known for his renditions of Andy Griffiths stories such as the Tree House series. This performance is sponsored by Bolinda Audio and their digital platform BorrowBox which South Burnett Libraries uses to provide eAudiobooks and eBooks to our community. Stig's performance will be held in the Kingaroy Town Hall on Monday 13 June 2016 from 10.00am to 11.30am.

Upcoming Events:

National Simultaneous Storytime

All libraries are preparing for National Simultaneous Storytime which will be held at 11:00am on Wednesday 25 May 2016. Now in its 16th year, National Simultaneous Storytime is an annual campaign that aims to promote the value of reading using Australian children's books while addressing key learning areas of the National Curriculum. This year's story is "I Got This Hat" by Jol and Kate Temple which provides a fun way for children to engage with the written word. As part of the event, children from local schools have been invited to visit the library and join in the fun. Nanango Library has two groups of children from the local community attending while Kingaroy Library has booked the forecourt and has 70 children attending.

South Burnett Libraries will also be joining Bush Kids, Child Safety, CTC Family and Child Connect, Downtown Community Health and other child care centres, Family Day Care services, Kindergartens and Primary schools across the region to celebrate Under 8's Week on Wednesday 25th May at Memorial Park in Kingaroy. One of the highlights of the day will be the participation in National Simultaneous Story Time at 11:00 in line with other community focused organisations across the nation.

Blackbutt Library

Blackbutt Library hosted a number of meetings including three Baby Clinics, three Jobmatch sessions, and one Infrastructure meeting. Two storytime activities were held in the past weeks with the session prior to Easter run in the local Blackbutt kindergarten where it was warmly received.

Kingaroy Library

Kokoda Trail Talks

On Wednesday 27 April, 50 students from Kingaroy State High School made their way to the Kingaroy Library to hear local men Brett Whitewood and Peter Ranasinghe talk about their experiences walking the Kokoda track. The grade ten students were enthralled as the men explained the testing nature of the track, and how factors such as weather, physical fitness and endurance played a part in the success of their 9 day journey.

On Thursday 28 April, Brett and Peter returned to the library to host a public talk about their Kokoda experience, this time delving deeper into the history of the track and the culture of the people who inhabit the area today. The audience viewed photos and were encouraged to try on the men's backpacks, which were worn on the journey, and can weigh up to twenty kilos.

Tech Savvy Sessions

The Kingaroy Library continued to deliver popular Tech Savvy sessions, which provide participants the chance to learn about computers, the internet and email, through to online shopping and internet banking. Feedback from the sessions has been highly positive, with patrons remarking how fantastic and helpful the classes have been.

First 5 Forever - Kingaroy

Positive feedback has encouraged an increase of First 5 Forever Rhyme Times sessions at the Kingaroy Library. The sessions will be now held weekly instead of fortnightly. Parents and caregivers now have the opportunity to bring their young ones along every Monday morning to sing songs, rhymes and listen to stories. In addition to this, the Kingaroy Library have been speaking with Queensland Health in the hopes of providing Rhyme Time sessions at their premises in

Glendon Street during drop in visits by young parents. It is expected that this community outreach will encourage families who may not frequent the library to drop in and see the variety of resources available for young children and their families.

Nanango Library

For the month of May, Nanango Library is showcasing the handicraft of 'Knit and Natter' a local community group that knits garments for charity. Various knitted items are adorning the display wall of Nanango Library. The display includes items such as, blankets, beanies, socks, gloves and even some soft toys. The display is a fantastic opportunity to see the wonderful work these ladies do for their community when they meet monthly within the library and in their own time.

The Nanango Library has recently showcased it's collection of Young Adult Fiction books with hopes of engaging an older audience for the genre to increase its popularity amongst the community. Nanango Library recently put together a display for Privacy Awareness Week 9-15th May where information from the Office of the Australian Information Commissioner was provided for the patrons of the library to help them understand the importance of privacy.

Proston Library

Proston Public Library hosted an author talk and morning tea on Wednesday 11th May 2016. Our guest author was Mr Errol Bishop who is a local Wondai resident and he has penned an historical book of fiction titled "Ghost Galleon". Eighteen guests enjoyed the informative talk very much and a very lively morning tea took place after the event. Mr Bishop is soon to attend a two day Writer's workshop hosted by the State Library of Queensland so he had some very interesting topics to discuss.

Wondai Library

Wondai Library liaised with the Wondai Kindergarten regarding a visit to the library and they will be visiting, along with Mother Kate's Early Learning Centre for National Simultaneous Storytime in May. Two new volunteers have been signed up after long- time volunteer Jenny Weiland retired back to Hervey Bay and the Wondai Art Gallery will be selecting some new exhibits to hang on the wall of the library.

ANZAC Day

I attended a couple of ANZAC Day ceremonies in the region and it was great to see so many community members of all ages participating in the services and parades to acknowledge those who have served our country.

South Burnett Community Network Committee

I also attended a meeting of the South Burnett Community Network Committee this month with the key initiative for the region this month is Domestic Violence Awareness – it is encouraging to see fellow colleagues supporting this initiative by wearing white shirts today.

Melanoma Awareness – Walk for Lynda

The community came out to support the Melanoma Awareness Foundation Walk for Lynda on the weekend. I was honoured to MC the event as raising awareness that can prevent melanoma is a very important and unfortunately close to home issue in our community.

Drought Funding

Council in partnership with Department of Communities, Child Safety and Disability Services & Agforce have invited primary producers to attend Farmfest Wednesday 8 June 2016.

Invitations were posted to South Burnett Primary Producers on 13 May 2016 with RSVP by 1 June to Kimberley Donohue or completed form to any Customer Service Centre. Free Buses will be running from various locations. Bookings are essential, free admission, free lunch – Sponsored by Ag Force and a complimentary gift pack.

RADF

Applications closed for Round 4 on 13 May. Six (6) applications have been received and will be assessed at the Arts Cultural & Heritage Meeting on 24 May 2016.

Art Exhibitions

I attended the openings of the May Exhibitions at both Wondai and Kingaroy Art Galleries; it is great to see the wonderful talents of our local artists on display.

Heritage Bank Nanango Film Festival

Tickets are selling well, the Friday matinée movie “The Dressmaker” screening at Ringsfield Church are sold out.

Special Guest Michael Caton will be at the Red Carpet Opening Night movie “Eddie the Eagle” and will introduce the Saturday morning movie “Last Cab to Darwin”. Following the movie Michael will do a Q&A with the audience. Tickets for all movies are available from any Council Customer Service Centre & Thorps Jewellers in the Mall. Tickets will be available at the door; however we encourage residents to pre purchase tickets to avoid disappointment.

Health Services

Mosquito Control – Imported Dengue Case

The attention to the Queensland Health notified imported Dengue Fever case in the Murgon, just before Easter 2016, has now effectively been closed. Queensland Health were appreciative and impressed with the South Burnett Regional Council’s quick response to the notification. The outcome of Council’s quick intervention meant that the risk for any local transmission was effectively eliminated.

Council will be providing a report to Queensland Health on the lessons learnt from its involvement to assist other regional Council’s in effectively responding to similar situations.

Mosquito Control Program 15/16 Update

Council conducted follow up inspections on properties in the Wondai and Murgon areas where positive breeding for Aedes aegypti mosquito has been found previously. A number of houses were positively identified this season, which included previously known properties as well as unfortunately new premises. Council staff in turn responded by treating the breeding sites and areas where adults are known to harbour. Council has subsequently gone back to check how effective its treatment program worked. After checking primary breeding areas of the affected properties the good news is that this season’s treatment program has resulted in no further breeding noted. This is not to say that this is the end of the problem as the treatment process only has a residual effect of some 8 weeks, while mosquito eggs can last in the environment for years. So, Council’s commitment to monitoring and treating in the Murgon and Wondai areas will be for years to come. Environmental Services are hoping that if a few successful years of treatment can be consecutively established then we may be able to effectively eradicate this mosquito from these areas. However, continued vigilance and monitoring will always be necessary to make sure that the reintroduction of this mosquito into the Wondai, Murgon or any other area within the South Burnett does not occur. Part of this ongoing monitoring of the South Burnett has been occurring in the townships of Kingaroy, Nanango, Kumbia, Blackbutt, Tingoorra and Wooroolin. The data to date shows no positive presence of the Aedes aegypti mosquito in these areas.

Environmental Services has almost completed its final version of the Council’s Mosquito Management Plan, which is a document required by Queensland Health. This document will be forwarded to Council for its consideration and adoption.

Show Food Inspections

Food inspections, as required by state law, at a number of the local Agricultural Shows within the South Burnett, of local and transient (i.e., “Showies”) food establishments, have recently been conducted. The results being very favourable with only a few minor food safety issues noted.

*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 DA Potter.

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

Property

Kingaroy, Wondai, Murgon and Blackbutt Swimming Pools are now closed for the winter months for routine maintenance and capital works. South Burnett Aquatic Centre hydrotherapy and 25m pool is open for the entire winter season and the Kingaroy Learn to swim pool is open until July.

In coming weeks, Council will be calling for tenders for the management of Kingaroy Swimming Pool and Proston Swimming Pool. Tenders will be advertised locally, and on Queensland Royal Lifesaving and Swimming Australia websites.

Council property section has reviewed, inspected and prioritised capital works project requests for Council and community managed buildings, recreation and sporting facilities. This information has then assisted in preparing the Capital works program for 2016/17 to 2019/20.

Property section has been working closely with the Lady Bjelke-Petersen Community Hospital Foundation, the new provider and Queensland Health to ensure all maintenance and servicing of equipment is completed and compliant prior to the transfer of licence and the commencement of the new provider.

Property section is planning and designing the new Council records facility to be located at the Kingaroy Works Depot. This new facility is to store the 2, 5, 7 and 10 year retention documents.

*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 RLA Heit.

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

Kingaroy Wastewater Treatment Plant

Raw sewage cut over was achieved at the new Kingaroy Wastewater Treatment plant on Monday 15 May. Aquatec Maxcon are now operating the plant and training Council operators. Finalisation of instrumentation, mechanical and civil works is now close to completion.

Seed sludge to start the biological processes was added in the first 2 weeks of May. The biological process is starting to mature and good results are being seen. It is early days however, with the plant not yet operating at full capacity. We should see some good results by the next Council meeting which I look forward to reporting.

The old plant has been disconnected and demolition will proceed over the coming months.

Gordonbrook Water Treatment Plant upgrade

Stage 2 of the installation and commissioning of the new Gordonbrook Water Treatment Plant was successfully completed last night. The project team worked around the clock for 2 days to ensure that the 'cut in' went smoothly with minimal impacts on the town water supply.

Council would like to thank Kingaroy residents for complying with the restrictions put in place and reducing the overall water use during this period. This helped Operators to maintain sufficient volumes in the reservoirs with no interruptions to supplies.

The project is now very close to completion with some further commissioning work planned, site clean up and demobilisation remaining to be done.

Murgon Water Treatment Plant

M2O are continuing to work at the Murgon Water Treatment Plant. They have stripped back the third filter train and are progressing with some repairs to the internals of the vessel. Some delays have occurred to the overall project due to the degree of repairs needed however once this work is completed the overall refurbishment should be able to progress at a reasonable pace. The new backwash tanks are on site and will be installed in the coming weeks.

Waste Management

A scheduled contract meeting was recently held with Council's Waste Collection Contractor (JJ Richards). JJ Richards continues to perform well against the Key Performance Indicators contained within the contract.

Capping works of the closed landfill at Cloyna continue. A lot of the capping material required is being sourced from on site in an attempt to keep the costs down, while also tidying up the area.

The Wide Bay Burnett Regional Organisation of Councils (WBBROC), which includes the South Burnett Regional Council, Fraser Coast Regional Council, North Burnett Regional Council, Bundaberg Regional Council, Gympie Regional Council and the Cherbourg Aboriginal Shire Council, will shortly be considering whether to go out to a regional tender on behalf of Council members for water quality monitoring for the various waste facilities across the wide bay region. This is an example of one of the proposed ways that the regional Councils are trying to work together to achieve savings and efficiencies across the Wide Bay region. Another example of this co-operative interaction between the Wide Bay Councils is the Regional Waste Strategy. Presently, the Waste and Recycling Committee of WBBROC is looking at developing a scoping document to move forward a number of the regional recommendations from that group Strategy.

Sport & Recreation

Community Assistance Funding:

Grants Funding information session will be held on 30 June 2016 at the Town Common Hall commencing at 6pm – 9pm for all not for profit organisations within the South Burnett Region.

Presenters from Sport & Recreation Services (Department of National Parks, Sport & Racing), Stanwell, BIEDO, Heritage, Bendigo and Council will be invited to advise on available funding etc.

Wondai Sprints

Wondai Sprints will debut on 11-12 June 2016 at the Wondai Industrial Estate.

*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 DA Potter.

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

Parks & Gardens

- *Completed New Fence at Proston Cemetery*
- *Glendon Street Carpark*
 - *Started on black wall and garden edging.*
 - *Started on new playground equipment*
 - *Building has been rendered and painted*
 - *Toilet Block outer walls have been rendered and painted*
 - *Toilet block's inside refurbishment of new tiles and paint job.*
 - *Trees have been delivered and ready for planting.*
- *New gazebo at Wondai cemetery is now completed with a new pathway.*
- *New shade cloth at Kingaroy Skate Park now complete.*
- *In Nanango and Blackbutt we are into the last round of town mowing and some tidy up whipper snipping.*
- *All of the Anzac day preparations and clean-up have been completed; gardens have been pulled out and will go back in the next few weeks.*
- *The new toilet block at Benarkin has been started.*
- *Maidenwell mowing is in the program of works*
- *Maintenance and tidy up of Reg McCallum park is finished.*
- *Street trees in Nanango have been sprayed for borers and will be monitored.*
- *The season is quite mild at the moment so tidy up work will continue as required*

Rail Trail

- *Memerambi North Walkway Bridge Construction is well on the way and is up to decking stage and will be completed in the next few days.*
- *Oiling of the bridge has been started by the CTC Work Skills Team and installation of the Balustrade will commence soon after decking is installed.*
- *Barambah Walkway Bridge has been under construction for the past week and completion in the next few days will see walkway access available for the remainder of the construction phase and into the future.*
- *Earth works around bridge approaches is also under way.*
- *Surface construction is ramping up and will be in full swing asap.*

We have had the first meeting of a newly formed committee to work on a gala opening which is planned for the October South Burnett & Cherbourg on Show long weekend. The committee includes some community members who are keen to be involved.

Indigenous Affairs

The Mayor and I both participated in the Reconciliation Fun Run on Sunday. There were around 450 registrations which is up on last year. It was a great opportunity to build relationships, have some fun and raise money for the Ration Shed.

There were lots of prizes given out for the fastest runners and the best costumes etc. Sadly the Mayor and I were not in the winner's circle however I did manage to just pip the Mayor at the post.

*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 RJ Frohloff.

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

Financial Report

The attached periodic financial statements are as at 30 April 2016.

The financial ratios are within reasonable parameters. However, the funded long term liabilities ratio computed at 59% is slightly under the 60% industry guide. This ratio is expected to improve once collections for the 4th quarter rates are received.

There is a \$9.3 Million increase in trade receivables mainly on account of the 4th quarter rates levy. Rate notices were issued on the 19th April with discount date on the 24th May. Collection of the 4th quarter rates will further improve Council's cash position and sustain the financial ratios.

With regard to the Comprehensive Income Statement:

94% of the total revenue budget has been achieved mainly due to recognition of the 4th quarter rates. Timely receipt of grants also contributed to the attainment of the revenue budget as at reporting date.

In terms of operating expenses, 78% of the total recurrent expenses budget has been expended. Costs incurred for employee benefits are within the expected budget limit.

It was noted that the materials and services budget for plant and fleet needs to be reviewed. Budget adjustments will be reflected in the 4th quarter budget revision and in the Statement of Estimated Financial Position for the year ending 30 June 2016.

Capex Report

Capital expenditure to date including commitments amounts to \$47.4 Million equivalent to 84% of the \$56.5 Million revised 2015/16 capex budget.

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

10.2 Finance (F)

Officer's Reports

10.2.1 F - 1606010 - Monthly Financial Statements

Summary

The following information provides a snapshot of Council's Financial Position as at 30 April 2016.

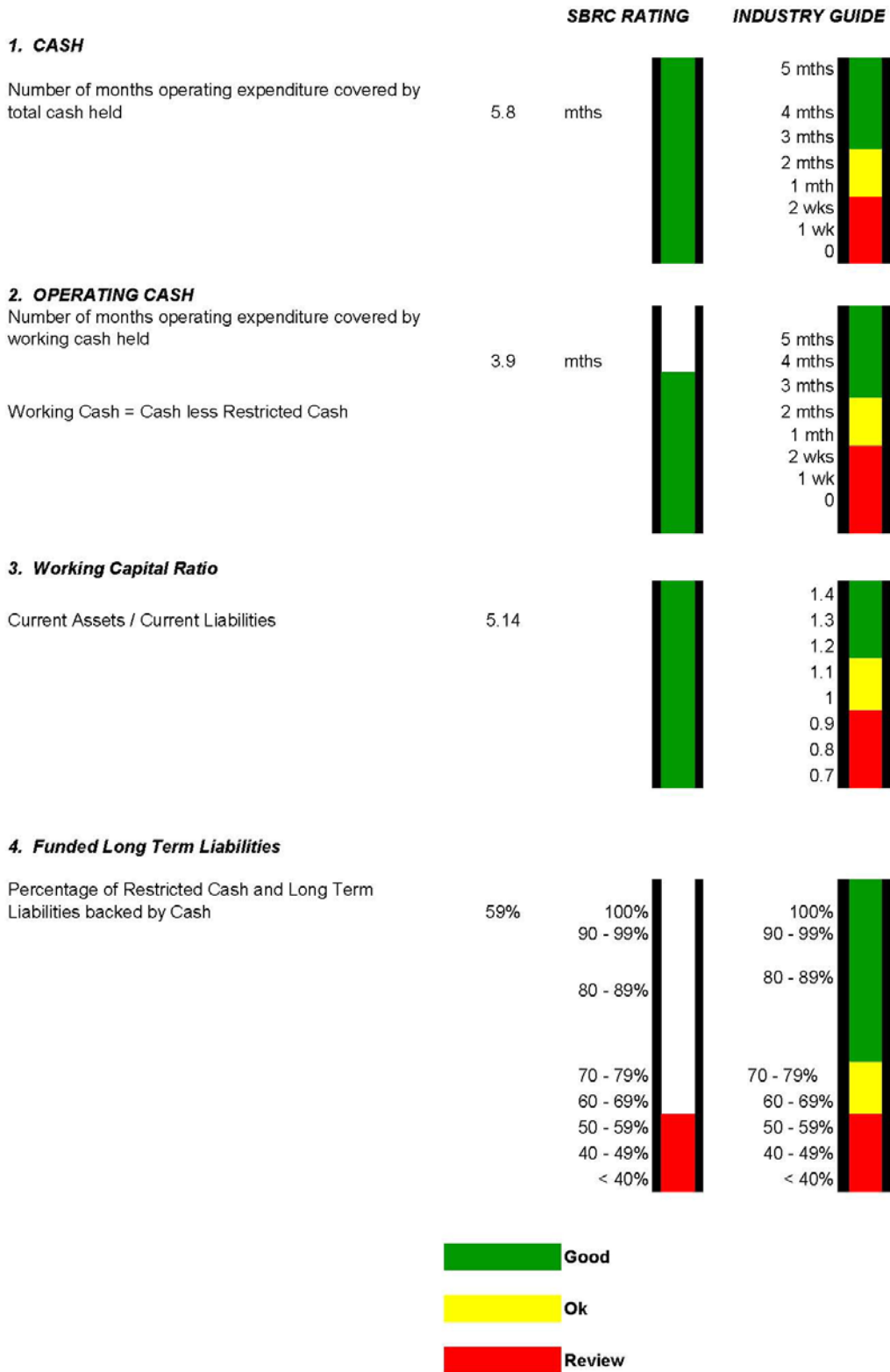
Officer's Recommendation

That the Monthly Financial Report as at 30 April 2016 be received and noted.

Key Financial Ratios

SOUTH BURNETT REGIONAL COUNCIL

FINANCIAL SCORECARD



Statement of Comprehensive Income**Statement of Comprehensive Income**

As at 30 April 2016
83% of Year Complete

	2016	Amended Budget	Variance
	\$	\$	%
Income			
Revenue			
Recurrent Revenue			
Rates, levies and charges	42,805,833	42,387,005	101%
Fees and charges	3,617,388	4,445,499	81%
Rental Income	423,103	492,885	86%
Interest received	1,148,263	1,561,565	74%
Sales revenue	3,531,720	4,229,430	84%
Other Income	391,709	457,434	86%
Grants, Subsidies, Contributions & Donations	7,719,871	9,258,200	83%
	<u>59,637,888</u>	<u>62,832,018</u>	
Capital Revenue			
Grants, Subsidies, Contributions & Donations	8,208,870	9,021,453	91%
Total Revenue	<u>67,846,758</u>	<u>71,853,471</u>	
Total Income	<u>67,846,758</u>	<u>71,853,471</u>	
Expenses			
Recurrent Expenses			
Employee benefits	21,173,984	25,293,928	84%
Materials and services	14,287,724	21,235,844	67%
Finance costs	1,714,432	2,113,150	81%
Depreciation and amortisation	11,110,070	13,215,467	84%
	<u>48,286,210</u>	<u>61,858,389</u>	
Capital Expenses			
	(223,678)	(750,000)	30%
Total Expense	<u>48,062,532</u>	<u>61,108,389</u>	
Net Result	<u>19,784,226</u>	<u>10,745,082</u>	

Statement of Financial Position

Statement of Financial Position
As at 30 April 2016

	2016 \$	Original Budget \$
Current Assets		
Cash and Cash Equivalents	29,804,308	18,776,575
Trade and Other Receivables	17,028,281	6,348,249
Inventories	1,105,907	1,046,188
Investments	-	-
Total Current Assets	47,938,496	26,171,012
Non-Current Assets		
Trade and other receivables	1,500	-
Property, Plant and Equipment	871,079,631	909,874,578
Intangible Assets	8,709,580	7,643,981
Total Non-Current Assets	879,790,711	917,518,559
TOTAL ASSETS	927,729,208	943,689,571
Current Liabilities		
Trade and other payables	3,786,305	4,454,835
Borrowings	2,213,721	4,192,710
Provisions	3,332,810	3,264,734
Total Current Liabilities	9,332,836	11,912,279
Non-Current Liabilities		
Borrowings	40,010,463	47,222,598
Provisions	11,612,607	10,616,231
Total Non-Current Liabilities	51,623,070	57,838,829
TOTAL LIABILITIES	60,955,906	69,751,108
NET COMMUNITY ASSETS	866,773,302	873,938,463
Community Equity		
Asset Revaluation Surplus	430,783,167	432,824,725
Retained Surplus/(Deficiency)	435,990,135	441,113,738
TOTAL COMMUNITY EQUITY	866,773,302	873,938,463

Resolution:

Moved Cr RLA Heit, seconded Cr TW Fleischfresser.

That the Monthly Financial Report as at 30 April 2016 be received and noted.

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

10.2.2 F - 1607320 - Six Monthly Rate Notices for the 2016/2017 Financial Year

Summary

Section 107 (1) of the *Local Government Regulation 2012* provides Council the opportunity to determine the issue of and period covered by a rate notice.

Council has been discussing the possibility of introducing six monthly rate billing cycles. The efficiency advantages of issuing six monthly rate notices include:

- Financial savings of approximately \$168,000 due to larger cash flows each six months rather than the current quarterly cash flow along with reduced costs (Estimates are, Interest received from investments \$120,000, reduced Agency fees \$13,700 and reduced Postage & Printing \$34,300),
- Existing rate staff could better focus on the collection of outstanding rates and charges which also improves cash flows,
- Reduced customer contact at the various service centres to two rate periods rather than four.

A consideration of the introduction of six monthly notices is the impact on ratepayers. That is the first rate notice would be higher, given it would be for six months rather than the current quarter.

Council has options to mitigate this impact:

- Allowing for a longer discount period for the first six monthly account – 60 days rather than 30 days and,
- Extending the time for charging interest on overdue rates for the first six monthly account – 90 days from the issue date of the rate notice rather than 60 days from the issue date of the rate notice.
- Early communication with the community on this issue.

The half yearly or six monthly rate notices would be generally issued in August and February of the relevant financial year and would include water consumption charges for the previous six months.

Officer's Recommendation

That in accordance with Section 107 of the *Local Government Regulation 2012* Council issue six monthly rating notices in the 2016 – 2017 Financial Year subject to:

- Offering a 60 day discount period for the first six monthly rate notice reverting to a 30 day discount period after that.
- Extending the time of charging interest on overdue rates for the first six monthly rate notice to 90 days from the issue date of the rate notice reverting to 60 days from the issue date of the rate after that.
- Implementing a communication strategy on the matter.

Resolution:

Moved Cr RLA Heit, seconded Cr DA Potter.

That the Officer's Recommendation be adopted.

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

10.2.3 F - 1607336 - Revenue Policy for the Financial Year Ending 30 June 2017

Summary

Section 193 of the *Local Government Regulation 2012* requires a Local Government to adopt a Revenue Policy for each financial year. The Revenue Policy must include:

- Details of the principles that Council intends to apply for:-
 - ✓ Levying rates and charges;
 - ✓ Granting concessions for rates and charges;
 - ✓ Recovering overdue rates and charges;
 - ✓ Cost-recovery methods; and
- If the Local Government intends to grant concessions for rates and charges – the purpose for the concessions; and
- The extent to which physical and social infrastructure costs for new development are to be funded by charges for the development.

The policy has been prepared having regard to the current legislation and information provided by Council during rating workshops that have been conducted over the past months.

Officer's Recommendation

That in accordance with Section 193 of the *Local Government Regulation 2012* the following Revenue Policy for the year ending 30 June 2017 be adopted.



Revenue Policy 2016 / 2017

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1. POLICY STATEMENT

1.1. Introduction

Under the *Local Government Act 2009*, the Council is required to have a system of financial management that includes a Revenue Policy. Further, under the *Local Government Regulation 2012*, Council must review its Revenue Policy annually in sufficient time to allow an annual budget that is consistent with the Revenue Policy to be adopted for the next financial year. The Revenue Policy is a component of System of Financial Management. Its adoption, in advance of setting the budget, allows Council to set out the principles that it will use to set its budget and to identify in broad terms the general strategy to be used for raising revenue.

Section 193 of the *Local Government Regulation 2012* requires a Local Government to adopt a Revenue Policy for each financial year. The Revenue Policy must state:

- Details of the principles that Council intends to apply for:
 - Levying rates and charges;
 - Granting concessions for rates and charges;
 - Recovering overdue rates and charges; and
 - Cost-recovery methods.
- If the Local Government intends to grant concessions for rates and charges – the purpose for the concessions; and
- The extent to which physical and social infrastructure costs for new development are to be funded by charges for the development.

This Revenue Policy will specifically address the legislative requirements in respect of those policy matters detailed above. The Policy will clearly state the principles used in making, levying and recovery of rates and charges, as well as the principles governing any rebates and concessions provided, and any limitations on these matters.

1.2. Levying of Rates and Charges

Rates and charges are determined after due consideration of the following:

- Council's legislative obligations.
- The needs and expectations of the general community as determined by formal and informal consultation and survey processes.

- The cost of maintaining existing facilities and necessary services.
- The need for additional facilities and services.
- Equity by ensuring the fair and consistent application of lawful rating and charging principles, without bias, taking account of all relevant considerations, and disregarding irrelevancies such as the perceived personal wealth of individual ratepayers or ratepayer classes.

In levying rates and charges, Council will apply the principles of:

- Making clear what is the Council's and each ratepayers responsibility to the rating system;
- Making the levying process, granting discount and any refund of rates and charges as simple and efficient to administer as possible;
- Timing the levy rate notices to take into account the financial cycle to which the ratepayers are accustomed or may adapt to; and
- Flexibility by providing payment arrangements to ratepayers with a demonstrated lower capacity to pay, along with a wide array of payment options.

Council will also have regard to the principles of:

- Transparency of process.
- Simplicity and efficient administration.
- Flexibility to take account of changes in the local economy, extraordinary circumstances and impacts that different industries may have on Council's infrastructure.

1.2.1. General Rates

General Rates revenue provides essential whole of community services not funded through subsidies, grants, contributions or donations received from other entities, or not provided for by other levies or charges. Council will consider all full cost recovery options before calculating the general rate.

Council is required to raise an amount of revenue it sees as being appropriate to maintain assets and provide services to the Region as a whole. In deciding how that revenue is raised, Council has formed the opinion that the differential general rating scheme provides the most equitable basis for the distribution of the general rate burden.

In formulating the differential general rating scheme Council has considered equity by implementing distribution of the general rate based on the land use. Where necessary a particular class of land use is further 'subdivided' on a geographic basis.

The Unimproved Valuation / Site Value for each property are the basis for determining the amount of the general rate levied. Council recognises that significant valuation fluctuations may have an adverse effect on customers. Council considers that this impact should be smoothed so that the impact in any one year is reduced. Council may achieve this by establishing new differential rating categories, averaging the valuation in accordance with *Sections 74 to 76 of the Local Government Regulation 2012* or by limiting rate increases in accordance with *Section 116 of the Local Government Regulation 2012*.

1.2.2. Separate or Special Rates

Where appropriate, Council will fund certain services and facilities by means of separate or special rate or charge in accordance with Part 6 and Part 8 of the *Local Government Regulation 2012*. Council will levy special rates and charges on certain properties that are considered to be specially benefited by the provision of specific services, facilities or activities.

Special rates are based on the Unimproved Valuation / Site Value of the land and special charges are a flat charge per property, where this is considered to provide a more equitable basis for the sharing of the cost.

1.2.3. Other Charges

In general, Council will be guided by the principle of user pays where it can easily identify the cost associated with supplying a particular service. In particular Council may use this principle for water supply, sewerage, refuse collection, etc. Provided however that where Council considers that moving to full cost recovery for a particular service may cause undue hardship Council will “phase in” the full cost recovery over a period of time.

1.3. Recovery of Rates and Charges

Council will exercise its rate recovery powers in order to reduce the overall rate burden on ratepayers. It will be guided by the principles of:

- **Transparency** – by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations;
- **Simplicity** – by making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective;
- **Capacity to Pay** – by determining appropriate arrangements for different sectors of the community;
- **Equity** – by providing the same treatment for ratepayers with similar circumstances; and
- **Flexibility** – by responding where necessary to changes in the local economy.

1.4. Concessions for Rates and Charges

Statutory provision exists for the Council to rebate or postpone rates in certain circumstances. These provisions are detailed in Part 10 of the *Local Government Regulation 2012*.

In considering the application of concessions, Council will be guided by the principles of:

- **Equity** – by having regard to the different levels of capacity to pay within the local community;
- **Consistency** – by applying the same treatment for ratepayers with similar circumstances;
- **Transparency** – by making clear the requirements necessary to receive concessions; and
- **Flexibility** – by allowing Council to respond to local economic issues.

The predominant purpose for which Council grants concessions is to:

- Assist pensioners (who are on very limited incomes), in meeting their obligations to pay Council's rates and charges; and
- Assist various Religious Organisations, Community Groups and Sporting Organisations who provide a public service or community benefit throughout the region in meeting their obligations to pay Council's rates and charges.

1.5. Cost Recovery Fees

Section 97 of the *Local Government Act 2009* allows Council to set cost recovery fees.

The Council recognises the validity of fully imposing the user pays principle for its cost recovery fees, unless the imposition of the fee is contrary to its express social, environmental and other corporate goals. This is considered to be the most equitable and effective revenue approach, and is founded on the basis the Region's rating base cannot subsidise the specific users or clients of Council's regulatory products and services.

However, in setting its cost recovery fees, Council will be cognizant of the requirement that such a fee must not be more than the cost to Council of providing the service or taking action to which the fee applies.

1.6. Commercial Charges

Sections 9 (Powers of local governments generally) and 262 (Powers in support of responsibilities) of the *Local Government Act 2009* provide the Council, as a legal entity, with powers to charge for services and facilities it supplies other than a service or facility for which a cost recovery fee may be fixed.

Such commercial charges are for transactions where the Council is prepared to provide a service and the other party to the transaction can choose whether or not to avail itself of the service.

The nature, level and standard of the entitlement, facility or service is considered by the Council in the setting of commercial charges. Central to deliberations on these matters is the Council's community service obligation and the principle of social equity. The Council may set such a charge with the aim of achieving a profit from the service or facility provided.

The principle of "user pays" is considered where the provision of a service, entitlement or facility may be in direct competition with private enterprise.

1.7. Funding of Physical and Social Infrastructure Costs

Council requires developers to pay reasonable and relevant contributions towards the cost of infrastructure required to support the development. Specific charges are detailed in "Adopted Infrastructure Charges" resolution adopted by Council.

These charges are based on normal anticipated growth rates. Where a new development is of sufficient magnitude to accelerate the growth rate of a specific community within the region, it may be necessary to bring forward social infrastructure projects. Where this occurs, Council expects developers to meet sufficient costs so that the availability of facilities is not adversely affected and so that existing ratepayers are not burdened with the cost of providing the additional infrastructure.

2. SCOPE

Applies to all revenue raising undertaken by Council.

3. POLICY OBJECTIVES

The purpose of this Revenue Policy is to set out the principles used by Council for:

- The making and levying of rates and charges;
- The recovery of rates and charges; and
- Exercising of its power to grant rebates and concessions for rates and charges.

4. BACKGROUND AND/OR PRINCIPLES

The purpose of this Revenue Policy is to set out the principles used by Council for:

- The making and levying of rates and charges; and
- The recovery of rates and charges; and
- Exercising of its power to grant rebates and concessions for rates and charges.

5. GENERAL INFORMATION

Not applicable.

6. DEFINITIONS

The Act means the *Local Government Act 2009*.

7. LEGISLATIVE REFERENCE

Section 193 of the *Local Government Regulation 2012*

8. RELATED POLICIES/PROCEDURES

Investment Policy and Debt Policy, and Revenue Statement.

9. NEXT REVIEW
1 May 2017

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Resolution:

Moved Cr RLA Heit, seconded Cr TW Fleischfresser.

That the Officer's Recommendation be adopted.

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

10.3 ICT***Officer's Reports***

No Report.

10.4 Human Resources (HR)***Officer's Reports*****10.4.1 HR - 1607524 - Arrangements regarding Christmas Closedown for 2016/17****Summary**

It is proposed to close Council operations with exception of the Visitor Information Centres over the Christmas period from Friday 23 December 2016 and re-open on Tuesday 3 January 2017 with on-call, emergency and other essential staff to be rostered on over this period.

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

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

Officer's Recommendation

That:

1. Council closes administration offices, depots and library facilities on Friday 23 December 2016 at the following times for the purpose of allowing Council employees to attend the staff Christmas function:
 - Blackbutt – 11:30am
 - Kingaroy – 12:30pm
 - Murgon – 11:15am
 - Nanango – 11:45am
 - Proston – 11:15am
 - Wondai – 12:00pm
2. With exception of Visitor Information Centres, Council operations will be closed from Friday 23 December 2016 and re-open on Tuesday 3 January 2017.
3. The operating hours for the region's Visitor Information Centres over the Christmas / New Year period are outlined below:-

Blackbutt Visitor Information Centre (Accredited)	Hours: Mon-Sun 9:00am to 3:00pm Closed - Christmas Day, Boxing Day, Boxing Day Public Holiday & New Year's Day
Kingaroy Visitor Information Centre (Accredited)	Hours: Mon-Fri 9:00am to 4:30pm Sat-Sun 10:00am to 2:00pm Closed - Christmas Day, Boxing Day, Boxing Day Public Holiday & New Year's Day
Murgon Visitor Information Centre (Accredited)	Hours: Mon-Friday 9:00am to 4:00pm Sat-Sun 9.30am to 1:00pm Market Day (2 nd Sunday of Month) 9.00am to 1.00pm Closed - Christmas Day, Boxing Day, Boxing Public Holiday & New Year's Day
Nanango Visitor Information Centre (Accredited)	Hours: Mon-Fri 9:00am to 4:30pm Sat-Sun 10:00am to 2:00pm Closed - Christmas Day, Boxing Day, Boxing Public Holiday & New Year's Day
Wondai Visitor Information Centre (Accredited)	Hours: Mon-Sun 9:00am to 4:00pm Closed - Christmas Day, Boxing Day, Boxing Public Holiday & New Year's Day

4. Key staff will be rostered on to undertake on-call, emergency and other essential work where required during the Christmas Closedown period.
5. Council will advise employees to use accrued leave entitlements (eg. annual leave, TOIL, RDO's) during this period with TOIL and RDO's being used in the first instance.

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 - 1606069 - Reports for the Information of Council

Summary

List of Correspondence pending completion of assessment report
Delegated Authority Report
Monthly Capital Works Report
Road Maintenance Expenditure Report

Officer's Recommendation

That the reports be received.

Resolution:

Moved Cr RJ Frohloff, seconded Cr GA Jones.

That the reports be received.

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

13. Confidential Section

No Report.

There being no further business the meeting was declared closed at 10.29am.

Confirmed before me this day of2016

..... **MAYOR**