



**SOUTH BURNETT**  
**REGIONAL COUNCIL**

# **AGENDA**

## **Ordinary Council Meeting Wednesday, 25 November 2020**

**I hereby give notice that an Ordinary Meeting of Council will be held  
on:**

**Date: Wednesday, 25 November 2020**

**Time: 9.00am**

**Location: Warren Truss Chamber  
45 Glendon Street  
Kingaroy**

**Mark Pitt PSM  
Chief Executive Officer**

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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- 2 LEAVE OF ABSENCE / APOLOGIES**
- 3 PRAYERS**
- 4 RECOGNITION OF TRADITIONAL OWNERS**
- 5 DECLARATION OF INTEREST**

**6 DEPUTATIONS/PETITIONS**

**6.1 PET - 2738522 - PETITION FOR THE SEALING OF LANIGAN ROAD GLAN DEVON**

**File Number:** 2738522

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

**PRECIS**

Petition for the sealing of Lanigan Road Glan Devon

**SUMMARY**

A petition has been received from the residents of Lanigan Road Glan Devon requesting the road be sealed.

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**OFFICER'S RECOMMENDATION**

That the petition be received and referred to the Chief Executive Officer for consideration and relevant action.

**BACKGROUND**

N/A

**ATTACHMENTS**

Nil

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**7.1 MINUTES OF THE COUNCIL MEETING HELD ON 14 OCTOBER 2020**

**File Number:** 25-11-2020

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

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**OFFICER'S RECOMMENDATION**

That the Minutes of the Council Meeting held on 14 October 2020 be received and the recommendations therein be adopted.

**ATTACHMENTS**

- 1. Minutes of the Council Meeting held on 14 October 2020**



# MINUTES

**Ordinary Council Meeting  
Wednesday, 14 October 2020**



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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL ORDINARY COUNCIL MEETING HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY ON WEDNESDAY, 14 OCTOBER 2020 AT 9.00AM**

**PRESENT: Councillors:**

Cr Brett Otto (Mayor), Cr Gavin Jones (Deputy Mayor), Cr Kathy Duff, Cr Roz Frohloff, Cr Danita Potter, Cr Kirstie Schumacher, Cr Scott Henschen

**Council Officers:**

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Aaron Meehan (General Manager Infrastructure)

**1 OPENING**

The Mayor declared the meeting open and welcomed all attendees

**2 LEAVE OF ABSENCE / APOLOGIES**

Nil

**3 PRAYERS**

A representative of the Kingaroy Minister's Association, Pastor Andy Dunkin offered prayers for Council and for the conduct of the Council meeting.

**4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

Cr Duff acknowledged the traditional custodians of the land on which the meeting took place.

**5 DECLARATION OF INTEREST**

Mayor Otto declared a conflict of interest in relation to Item 17.4 - Purchase of Commercial Property. Mayor Otto's company has a business in Kingaroy of which he is a director, and lease a building in the Kingaroy CBD area. The Commercial Property is also located in the Kingaroy CBD.

**6 DEPUTATIONS/PETITIONS**

Nil

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**7.1 MINUTES OF THE COUNCIL MEETING HELD ON 16 SEPTEMBER 2020**

**RESOLUTION 2020/159**

Moved: Cr Gavin Jones  
 Seconded: Cr Danita Potter

That the Minutes of the Council Meeting held on 16 September 2020 be received and the recommendations therein be adopted.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

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**8 PORTFOLIO – SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT****8.1 SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO REPORT**

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**RESOLUTION 2020/160**

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That Mayor Otto's Social & Corporate Performance, People & Culture, Communications/Media, Finance and ICT Portfolio Report to Council be received.

**Social & Corporate Performance:****Implementation of the Annual Operational Plan 2020/2021**

Council's Annual Operational Plan is adopted by Council prior to the commencement of each financial year. This Plan outlines the activities and actions Council will undertake in accordance with the adopted budget.

At today's meeting, Council will adopt the annual operational plan 1<sup>st</sup> quarter review, so it is an opportune time to highlight some of the achievements of Council at this early stage of the financial year:

- 500 hours completed in implementing on-ground declared and environmental weed control programs;
- 183,356 wheelie bin collections have been conducted;
- 17 pieces of legislation have been reviewed for changes to delegations to the Chief Executive Officer;
- Development and adoption of Council's Style Guide to support Council's brand;
- Implementation completed of live streaming of Council meetings;
- Policy Governance Framework developed, adopted by Council and implemented across the organisation;
- 10-year works program for the replacement, upgrade and construction of new water and wastewater assets has commenced; and
- A partnership agreement has been signed with BIEDO to deliver the following initiatives:
  - Engagement of a drought resilience officer;
  - Implementation of the business extension program;
  - Provision of strategic economic development support to Council; and
  - Development of an adverse event plan.
  -

**Communications/Media:**

In September 2020 the Media and Communications team progressed the following:

**Media Releases x 28:**

- 049. Media Release 02-09-20 - 2021 Australia Day Award nominations now open
  - 050. Media Release 02-09-20 - Temporary Closure – Hivesville Public Amenities
  - 051. Media Release 09-09-20 - Community engagement commences for Kingaroy Transformation Project
  - 052. Media Release 09-09-20 - Hiring of Councils halls under current COVID-19 restrictions
-

- 053. Media Release 10-09-20 - Kingaroy Transformation Project Community Information Sessions
- 054. Media Release 10-09-20 - Mayor advocates on behalf of South Burnett
- 055. Media Release 10-09-20 - UPDATE - Kingaroy Water Main Replacement Program
- 056. Media Release 10-09-20 - Request for Quote - Supply of computers to Council
- 057. Media Release 10-09-20 - Request for Tender - SBRC-2021-05 - Kingaroy Sewer Renewal
- 058. Media Release 02-09-20 - Active Kids Grant applications are Now Open
- 059. Media Release 14-09-20 - South Burnett Mayor supports Premier on border closures
- 060. Media Release 16-09-20 - Councils General Meeting today Wednesday 16 September 2020
- 061. Media Release 17-09-20 - Request for Quote - Cleaner for Murgon and Wondai Visitor Information Centres
- 062. Media Release 17-09-20 - Rates discount ends 23 September 2020
- 063. Media Release 17-09-20 - South Burnett pools reopen for school holiday fun
- 064. Media Release 17-09-20 - Have you had your say on the draft Community Group Infrastructure Charges Policy
- 065. Media Release 21-09-20 - Temporary Closure – Proston Swimming Pool
- 066. Media Release 25-09-20 - Funding provides support for South Burnett landholders to form Pest Animal Working Groups
- 067. Media Release 25-09-20 - Celebrate International Access to Information Day with us
- 068. Media Release 25-09-20 - Proston Swimming Pool reopening Monday
- 069. Media Release 30-09-20 - Update - Alford Street Car Park, Kingaroy - Re-open for Public Use
- 070. Media Release 30-09-20 - UPDATE - Gravel Resheeting Works – October
- 071. Media Release 30-09-20 - Have your say - Keeping and breeding dogs and cats
- 072. Media Release 30-09-20 - Start your engines
- 073. Media Release 30-09-20 - Request for Tenders - Pre-Qualified Supplier Panels
- 074. Media Release 30-09-20 - Expressions of Interest – Panel Network of Health Care Providers
- 075. Media Release 30-09-20 - Blackbutt Transfer Station – Amendment to operating hours
- 076. Media Release 30-09-20 - Stay safe from swooping magpies

<b>Media Releases 20-21</b>						
<b>2020</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
	30	19	28			
<b>2021</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>

**Media enquiries x 25:**

- 2/09/2020 South Burnett Today - VIC Volunteer Interview
- 9/09/2020 South Burnett Today - Stand Pipe Water Petition & Song
- 10/09/2020 Department of Natural Resources Mines and Energy - Mayor Quote for ministerial media release - Kingaroy water
- 10/09/2020 ABC Southern Radio - Council Meeting and chat with Mayor
- 10/09/2020 South Burnett Times - Ministerial Media Release re Debt 2% interest
- 10/09/2020 South Burnett Online - Government Media Release re refinancing Debt
- 11/09/2020 Resonate - Request to provide audio from Joint mayor's press conference
- 11/09/2020 Northern Queensland News - Request for audio recording / interview re joint Mayors press conference

- 11/09/2020 Seven Network - Request for information regarding joint Mayor's press conference
- 11/09/2020 WIN News - Flexibility re timing of joint Mayor's press conference
- 14/09/2020 ABC Southern Qld - Request for audio of joint Mayor's press conference
- 14/09/2020 South Burnett Times - Follow up on enquiry regarding Ministerial Media Release re Debt 2% interest
- 14/09/2020 South Burnett Today - Request for interview about rare and silent illnesses awareness and support group
- 16/09/2020 ABC Radio – Toowoomba - Request for interview re standpipe discussion
- 16/09/2020 Seven Network - General Meeting Livestream down
- 16/09/2020 Seven Network - Request for outcome re Item 11.2 Piggery expansion
- 17/09/2020 South Burnett Online - Running Council as a business
- 17/09/2020 South Burnett Today - Butter Factory park
- 21/09/2020 APM Communities - media release
- 22/09/2020 South Burnett Today - Communities combating Pest and Weeds During Drought program
- 22/09/2020 South Burnett Today - Kingdom of Libraria Library Program
- 24/09/2020 South Burnett Today - Alford Street Carpark
- 24/09/2020 South Burnett Today - Kingaroy Transformation Project update
- 29/09/2020 South Burnett Today - Christmas lights competition
- 29/09/2020 South Burnett Today - Mayor's Christmas luncheon

Media Enquiries 2020-21						
2020	Jul	Aug	Sep	Oct	Nov	Dec
	25	23	25			
2021	Jan	Feb	Mar	Apr	May	Jun

**Social Media:** Facebook Posts x 61

The most popular post: 10-09-20 'Council has the following vacancies' reached an audience of 7,788.

Council's 'southburnettregion' Facebook page ended the month with 7,795 likes and 8,052 followers.

Social Media – Facebook Posts 2020-21						
2020	Jul	Aug	Sep	Oct	Nov	Dec
	58	61	61			
2021	Jan	Feb	Mar	Apr	May	Jun

**ENews:**

Council progressed 1 eNews during September.

**Printed Advertising:**

- Council progressed two full page ads (Page 4) in the South Burnett Today during September – 10-09-20 and 24-09-20.

- Council progressed one full page ad in the Murgon Moments for What’s on @ South Burnett libraries and one half page ad for the region’s dams.

**Graphical Design:**

- Flyer - Communities combating Pest and Weeds During Drought program

**Finance:**

This monthly report is designed to illustrate the interim financial performance and position of South Burnett Regional Council compared to the adopted budget, at an organisational level, for the period ended 30 September 2020.

**Key Points - Income Statement**

	YTD		2020/2021 Budget	
Net Result	\$	11,013,279	\$	14,134,300
Net Operating Result	\$	9,191,315	-\$	3,675,499

	YTD		2020/2021 Budget		% of Budget	% Variance
Recurrent Revenue	\$	28,254,537	\$	67,092,117	42%	17%
Recurrent Expenditure	\$	19,063,222	\$	70,767,616	27%	-2%

- Recurrent Revenue is high year to date compared to budget largely due to the 6 monthly rates being levied during August. This percentage variance will slowly decrease over the next few months.
- Minor timing variances in materials and services under Recurrent Expenditure due to timing in annual invoices such as land valuations, insurance, fleet registrations, IT licences and LGAQ membership.
- Additional materials and services under disaster management for expenses relating to Queensland Reconstruction Authority grant funding. This will offset against additional revenue which will be received during the year.

**Key Points - Balance Sheet**

	YTD		2020/2021 Budget		Variance
Total Assets	\$	921,245,511	\$	951,162,644	-\$ 29,917,133
Total Liabilities	\$	56,284,520	\$	61,119,482	\$ 4,834,962
Community Equity	\$	864,960,991	\$	890,043,162	-\$ 25,082,171
Unrestricted Cash	\$	22,970,843			
Restricted Cash	\$	26,385,609			
Total Cash Balance	\$	49,356,452			

	Total Balance	90 Days Overdue	Monthly Movement	Comment
P&R Debts	\$ 217,272	\$ 169,176	↑	Approximately half with debt collectors or payment plans
AR Debtors	\$ 458,696	\$ 170,901	↓	\$73k with debt collectors, \$5k negotiating payment plan, \$59k following up with debtor
Rates Debtors	\$ 8,194,019			

Capital Budget	WIP Balance	Total To Spend	Spent to Date	% Spent	Comment
\$ 38,228,662	\$ 7,370,809	\$ 45,599,471	\$ 13,500,865	30%	Additional \$244k to be added to budget as per 1st quarter review

- Increase in cash balance due to inflows from rates levies being paid by property owners prior to discount period ending on the 23<sup>rd</sup> of September.
- Decrease in Property, Plant and Equipment balances due to the 2019/2020 comprehensive revaluation of the buildings and land assets. This figure has been revised under the proposed budget first quarter review to be in line with predicted balances for building and land assets for this year. Water and Wastewater assets are currently undergoing a comprehensive revaluation and it is unknown at this stage what effect this will have on property, plant and equipment.
- Other Liabilities balance has decreased due to the Memerambi Estate Liability being derecognised in the 2019/2020 financial year in line with the adoption of the new accounting standard AASB 15 *Revenue for Contracts with Customers*. The derecognition of this liability has been adjusted in the proposed budget as part of the first quarter review.

### Key Points - Other

Ratios	Ratio	Target	In Target	Comment
Cash Ratio	10.80	>=3	✓	
Operating Cash Ratio	5.03	>=3	✓	
Current Ratio	4.83	Between 2 and 4	✗	<ul style="list-style-type: none"> <li>• High asset balance due to cash inflows from rates levies being received.</li> <li>• Ratio should decrease over the next few months as cash decreases.</li> </ul>
Funded Long-Term Liabilities	88.3%	>=59%	✓	
Debt Servicing Ratio	4.0%	<=10%	✓	
Debt to Asset Ratio	3.5%	<=10%	✓	
Interest Coverage Ratio	1.4%	Between 0% and 5%	✓	

**In Favour:** Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

**Against:** Nil

**CARRIED 7/0**

### 8.2 MINUTES OF THE CORPORATE RISK AND AUDIT ADVISORY COMMITTEE MEETING HELD ON TUESDAY 29 SEPTEMBER 2020

#### RESOLUTION 2020/161

Moved: Cr Danita Potter  
 Seconded: Cr Roz Frohloff



That Council receive the unconfirmed minutes of the Corporate Risk and Audit Advisory Committee held on Tuesday 29 September 2020 as presented.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

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**8.3 DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER UNDER THE LOCAL GOVERNMENT REGULATION 2012**

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**RESOLUTION 2020/162**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

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

1. delegate the exercise of the powers contained in Schedule 1 of the Instrument of Delegation attached to this resolution as Appendix, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instrument of Delegation.
2. repeal all prior resolutions delegating the same powers to the Chief Executive Officer.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

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**8.4 ANNUAL OPERATIONAL PLAN 2020/2021 IMPLEMENTATION PROGRESS REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2020**

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**RESOLUTION 2020/163**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That South Burnett Regional Council Annual Operational Plan 2020/2021 Implementation Progress Report for the period 1 July 2020 to 30 September 2020 be adopted as presented.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

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**8.5 MONTHLY FINANCIAL REPORT AND FIRST QUARTER BUDGET REVISION**

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**RESOLUTION 2020/164**

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

1. That the Monthly Financial Report including Capital Works and Works for Queensland (W4Q3) as at 30 September 2020 be received and noted.

2. That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised 2020/2021 operational budget be adopted.
3. That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised 2020/2021 capital budget be adopted.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

**8.6 QUOTE SBRCQ-20/21-16 - REPLACEMENT OF JOHN DEERE 670G GRADER [PLANT 1502]**

**RESOLUTION 2020/165**

Moved: Cr Gavin Jones  
 Seconded: Cr Scott Henschen

That South Burnett Regional Council purchase from Komatsu the Komatsu GD555-5 for \$365,000.00 excluding GST to replace the aging Grader [Plant 1502] at 10.5 years old in line with the ten-year replacement plan for Graders.

In Favour: Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Cr Brett Otto

**CARRIED 6/1**

**8.7 ADOPTION OF COUNCIL'S CONDUCT OF COUNCIL & COMMITTEE MEETINGS POLICY**

**RESOLUTION 2020/166**

Moved: Cr Brett Otto  
 Seconded: Cr Gavin Jones

That the item lay on the table until the November meeting.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

**8.8 RECOMMENDING THE DATE, TIME AND LOCATION FOR A SPECIAL MEETING OF COUNCIL TO ADOPT COUNCIL'S ANNUAL REPORT 2019/2020**

**RESOLUTION 2020/167**

Moved: Cr Danita Potter  
 Seconded: Cr Scott Henschen

That the Special Meeting of Council be held on Wednesday 28 October 2020 in the Warren Truss Chamber, Glendon Street Kingaroy commencing at 9.00am.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

**8.9 ESTABLISHMENT OF COUNCIL STANDING COMMITTEES AND TERMS OF REFERENCE**

**RESOLUTION 2020/168**

Moved: Cr Brett Otto  
 Seconded: Cr Kirstie Schumacher

That

1. Council adopt the following Standing Committee structure and the Terms of References as attached to the report for each of the Standing Committees pursuant to s264 of *the Local Government Regulation 2012*:

Standing Committee	Members	Chair
Infrastructure	7 Councillors	Mayor
Executive & Community	7 Councillors	Mayor
Finance & Corporate	7 Councillors	Mayor

and that the Deputy Mayor chair the Standing Committees in the Mayor’s absence.

2. Council adopt the following Terms of Reference:
  - Infrastructure Standing Committee
  - Executive & Community Standing Committee
  - Finance & Corporate Standing Committee
3. Portfolio Reports be presented at the relevant Standing Committee

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

The Mayor acknowledged the body of work undertaken by the Chief Executive Officer at a very busy time of the year. This is not a matter to be taken lightly. It is a significant reform for our Council as we move into a new era, that is seeing increasingly legislation regulation that is expecting Councils to be much more open and transparent with the way in which we make decisions and keep the community informed. Our CEO has done a lot of work to make sure that what is brought to this Council meeting today, particularly the terms of reference around each of these committees is going to be robust and efficient and effective moving forward as a Council.

**8.10 MEETING DATES FOR THE ORDINARY MEETINGS OF COUNCIL’S STANDING COMMITTEES AND GENERAL MEETINGS**

**RESOLUTION 2020/169**

Moved: Cr Kathy Duff  
 Seconded: Cr Danita Potter

That Council adopt the dates, times and locations for ordinary meetings of Council’s Standing Committees and General Meetings as follows:

<b>Committee</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Infrastructure Standing Committee	Wednesday 4 <sup>th</sup> November	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive & Community Standing Committee	Wednesday 11 <sup>th</sup> November	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Finance & Corporate Standing Committee	Wednesday 18 <sup>th</sup> November	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 25 <sup>th</sup> November	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure Standing Committee	Wednesday 2 <sup>nd</sup> December	9:00am	Warren Truss Chamber Glendon Street Kingaroy
Executive & Community Standing Committee	Wednesday 2 <sup>nd</sup> December	1.00pm	Warren Truss Chamber Glendon Street Kingaroy
Finance & Corporate Standing Committee	Wednesday 9 <sup>th</sup> December	9:00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 16 <sup>th</sup> December	9.00am	Warren Truss Chamber Glendon Street Kingaroy
<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>			

**RESOLUTION 2020/170**

Moved: Cr Brett Otto  
 Seconded: Cr Danita Potter

That the meeting adjourn for morning tea.

**CARRIED 7/0**

**RESOLUTION 2020/171**

Moved: Cr Brett Otto  
 Seconded: Cr Danita Potter

That the meeting resume at 10.54am

**CARRIED 7/0**

**9 PORTFOLIO – ROADS & DRAINAGE**

**9.1 ROADS & DRAINAGE PORTFOLIO REPORT**

**RESOLUTION 2020/172**

Moved: Cr Gavin Jones  
 Seconded: Cr Scott Henschen

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

**Works Operational Update**

**In Progress & Planned Works October**

Updated as of 1 October 2020

**Capital Works**

Name	Description	Status
<b>Bitumen Reseal Programme</b>	Bitumen resealing forty roads for 2020/21.	Tender currently underway.
<b>Bunya Mountains Carpark Upgrade</b>	Reinstatement of Bunya Avenue pedestrian access, upgrade of current footpath and carpark.	Project to commence October.
<b>Dingo Creek Carpark, Wondai</b>	Upgrade carpark to bitumen seal standard.	Project to commence October.
<b>Hood Street, Proston</b>	Kerb and channel upgrade.	Project to commence October/November.
<b>Kumbia Footpath Upgrade</b>	Construction of new footpath from Kumbia State School to Francis Street.	Project to commence October.
<b>Murgon CBD</b>	Footpath upgrade – Lamb Street, Murgon.	Project continuing with demolition work commencing on Stage 3, with stage 2 spray pave completed.
<b>Niagara Road, Boyneside</b>	Rehabilitation of existing seal, drainage construction and flood damage repairs.	Project is currently underway.
<b>Youngman Street, Kingaroy</b>	Minor kerb and channel replacement between Avoca Street and Markwell Street.	Project to commence October.

**Gravel Resheeting & Heavy Formation Grade**

Name	Description	Expected Start Date	Expected Completion Date
<b>Deep Creek Road</b>	Shoulder Repairs	Oct	Oct
<b>Maidenwell Upper Yarraman Road</b>	Gravel Resheet	Oct	Oct
<b>Mundubbera Durong Road</b>	Shoulder Grading	Oct	Oct

<b>Old Yarraman Road</b>	Gravel Resheet	Oct	Oct
<b>Reedy Creek Road</b>	Gravel Resheet	Oct	Nov
<b>Ryan Reagon Road</b>	Gravel Resheet	Oct	Oct
<b>Silverleaf Road</b>	Reseal Prep, Heavy Shoulder Grading and Gravel Patching	Oct	Oct
<b>Tarong Yarraman Road</b>	Gravel Resheet	Oct	Oct
<b>West Wooroolin Road</b>	Gravel Resheet	Oct	Nov

**Patrol Grading**

<b>Locality</b>	<b>Description</b>	<b>Expected Start Date</b>	<b>Expected Completion Date</b>
<b>Ballogie</b>	Lewis Duff Road	Oct	Nov
<b>Blackbutt South</b>	Ogilvie Road	Oct	Oct
<b>Chahpingah</b>	Garden Creek Road, Freshwater Road	Oct	Oct
<b>Charlestown</b>	Bessons Road	Oct	Oct
<b>Crawford</b>	Zolner Road, Champneys Road, Irwins Road	Oct	Oct
<b>Durong</b>	Coven Road, McLean Road, McPhee Road, Ridge Road, Iron Bark Road	Oct	Oct
<b>Goodger</b>	Boonenne Ellesmere Road,	Oct	Oct
<b>Gordonbrook</b>	Weens Road, Wicks Road, Slattery Road, Holts Road, Pointons Road, Linds Road, Cooleys Road, Carews Road, Findowie Road, Trouts Road	Oct	Oct
<b>Kingaroy</b>	Railway Road, Lankowskis Road	Oct	Oct
<b>Memerambi</b>	Lamperds Road, Wenzels Road, Crittenden Road	Oct	Oct

**Roadside Slashing / Boom Mowing**

<b>Locality</b>	<b>Description</b>	<b>Expected Start Date</b>	<b>Expected Completion Date</b>
<b>Crownthorpe</b>	Blackburns Road, Smiths Road, Uptons Road, Pringles Hill Road	Oct	Oct
<b>Manyung</b>	Hetheringtons Road, Koy Close	Oct	Oct
<b>Murgon</b>	Boat Mountain Road, Braithwaites Road	Oct	Oct
<b>Tablelands</b>	Reifs Road, Levers Road, Daniels Road, Hebbel Drive, Carters Road, Crownthorpe Road, Nangur Road	Oct	Oct

**Storm Damage**

Description
Work is currently under underway with both Council crews and contractors engaged in repairing road damage resulting from the February 2020 storm. Roads being completed during October and November are Jerrards Road, Kinleymore School Road, McLucas Roads, Niagara Road, Pedersons Road, Shellytop Road, Underwoods Road and Walkers Road.

**Completed Works – September**

**Capital Works**

Name	Description
<b>Alford Street Carpark, Kingaroy</b>	Rehabilitation of carpark.

**Gravel Resheeting & Heavy Formation Grade**

Name	Description
<b>Burra Burri Road</b>	Gravel Resheet
<b>Friebergs Road</b>	Gravel Resheet, Clearing & Drainage
<b>Glenmore Road</b>	Gravel Resheet & Flood Damage
<b>Harchs Road</b>	Gravel Resheet
<b>Memerambi Gordonbrook Road</b>	Medium Formation Grading

**Bitumen Reseal Preparation**

Name	Description
<b>Kinleymore School Road</b>	Reseal Preparation
<b>McAllisters Road</b>	Reseal Preparation
<b>MP Creek Road</b>	Reseal Preparation
<b>Silverleaf Road</b>	Reseal Preparation
<b>Verdelho Drive</b>	Reseal Preparation
<b>Waterview Drive</b>	Reseal Preparation

**Patrol Grading**

Locality	Description
<b>Ballogie</b>	Lawson Road
<b>Benarkin North</b>	Williams Road, Staines Road, Steven Road, Bygrave Road, Hathaway Street, Gibson Road. Bradley Road
<b>Blackbutt</b>	Margaret Street, Haynes Kite Millar Road, Langton Road Gibson Road, Reservoir Service Road
<b>Blackbutt South</b>	Googa Creek Road, Ness Wilson Road
<b>Charlestown</b>	Old Wondai Road

<b>Durong</b>	Woltmanns Road, Paines Road, Jacksons Road,
<b>Goodger</b>	Boonenne Road, Weeks Road
<b>Inverlaw</b>	Barrons Road South, Hoopers Road, Ten Chain Road, Woodalls Road, Beils Road
<b>Kingaroy</b>	Hodges Road, Bethany Street, Meiers Road, Mount Wooroolin Road
<b>Memerambi</b>	Meehans Road, Memerambi Cemetery Road, Oil Seeds Road
<b>Nukku</b>	Nukku Road, Nukku North Road, Ulampa Creek Road
<b>Taromeo</b>	Pamela Drive, Harper Road, Wild Deer Road, Old Esk Road
<b>Teelah</b>	Stretton Drive
<b>Wattle Camp</b>	Memerambi Barkers Creek Road, Carseldine Road

**Roadside Slashing / Boom Mowing**

Locality	Description
<b>Brooklands</b>	Nanango Brooklands
<b>East Nanango</b>	East Nanango
<b>Hodgleigh</b>	Hodgleigh North Road
<b>Nanango</b>	Carbeen Crescent , Hicken Way, South Kerton Road
<b>Tarong</b>	Devereux Drive, Tanduringie Drive, Norman Road, Raymond Road

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

**9.2 APPLICATION FOR PERMANENT PART ROAD CLOSURE AT THE CORNER OF ELLWOODS ROAD AND MEMERAMBI-GORDONBROOK ROAD GORDONBROOK - QUEENSLAND FIRE AND EMERGENCY SERVICES**

**RESOLUTION 2020/173**

Moved: Cr Danita Potter  
 Seconded: Cr Kirstie Schumacher

That Council offers no objections to the permanent part road closure at the corner of Ellwoods Road and Memerambi-Gordonbrook Road, Gordonbrook.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**



**9.3 REQUEST TO NAME EXISTING CONSTRUCTED UNNAMED ROAD RESERVE THAT INTERSECTS WITH GORE STREET MURGON**

**RESOLUTION 2020/174**

Moved: Cr Roz Frohloff  
 Seconded: Cr Danita Potter

That Council names the existing constructed unnamed road reserve that intersects with Gore Street, Murgon to Cherry Lane, Murgon.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

**10 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION**

**10.1 COMMUNITY, ARTS, HERITAGE, SPORT AND RECREATION PORTFOLIO REPORT**

**RESOLUTION 2020/175**

Moved: Cr Danita Potter  
 Seconded: Cr Kirstie Schumacher

That Cr Potter’s Community, Arts, Heritage, Sport and Recreation Portfolio Report to Council be received.

**Community:**

**Community Grants Program**

I am pleased to announce that Council has received 35 applications for Round One (1) of the Community Grants Program. The Community Grants Assessment Panel comprising of myself and my fellow Councillors - Cr Jones, Cr Frohloff, Cr Schumacher, Cr Duff and Cr Henschen – met recently to discuss and evaluate the applications. I am pleased to announce the following successful applications:

<b>Activity</b>	<b>Organisation</b>	<b>Amount</b>
Community Hall Insurance	Tablelands Hall Committee	\$1,000
Community Hall Insurance	Kumbia & District Historical Society	\$ 920
Community Hall Insurance	Farmers Hall Inverlaw	\$1,000
Community Hall Insurance	Wooroolin Community Committee	\$1,000
Community Hall Insurance	Mondure Hall	\$1,000

<b>Activity</b>	<b>Organisation</b>	<b>Amount</b>
Australia Day Events Sponsorship	Nanango Tourism & Development Association	\$1,000
Australia Day Events Sponsorship	Kumbia & District Memorial School of the Arts	\$1,000

<b>Activity</b>	<b>Organisation</b>	<b>Amount</b>
Nanango Family Christmas Carnival	Nanango Tourism & Development Association	\$2,000
South Burnett Gem Show	South Burnett & Fossicking Club	\$2,650

Melbourne Cup/Kumbia Cup Race Day	Kumbia Race Club Committee	\$2,000
Boondooma Dam Yellowbelly Family Fishing Comp 2021	Boondooma Dam Fish Stocking & Management Committee	\$2,000
Kumbia Christmas Carnival	Kumbia & District Memorial School of the Arts	\$1,000

<b>Activity</b>	<b>Organisation</b>	<b>Amount</b>
Blackbutt State School Recycling Depot	Blackbutt Primary P&C Association	\$3,000
Support “Dead Cow Gully” Ultra Marathon	Go Getta Girls Inc.	\$1,000
Tooling for Woodworking and Fabrication Shop	Kingaroy Men’s Shed	\$1,000
Saving “The Times” Garden Shed	Nanango History Room Inc QCWA – Blackbutt Yarraman Branch	\$1,054 \$1,897
Insurance & Audit Fees	Kumbia Tennis Association	\$1,800
Welfare Drop-in Centre – security screens	Murgon RSL Sub-Branch	\$3,000
Tara’s Hall Restoration Project	Nanango RSL Sub-Branch	\$2,337.50
Table & Shelter Setting	Blackbutt & District Tourism Association	\$2,930
“Castra” House Restoration Project	Qld Dairy & Heritage Museum	\$1,000
Upgrading Rotunda - Electrically and Structurally	Wondai A P & I Society	\$2,500

<b>Activity</b>	<b>Organisation</b>	<b>Amount</b>
Beyond the Nest Development Camp	South Burnett Rugby League	\$3,000
Purchase PA Sound System	Nanango Tai Chi	\$2,000
Top Dress High Jump Area	South Burnett Little Athletics	\$3,000

<b>Activity</b>	<b>Organisation</b>	<b>Amount</b>
SBRC Cultural Bursary Award	Kingaroy State High School P&C	\$500
SBRC Leadership Award (x2)		
SBRC School Student Awards	Wondai State School	\$300

I would like to make particular mention of the funding offered under the Regional Arts Development Program. This program of funding is a partnership between Council and Arts Queensland, whereby each year Council applies to Arts Queensland for a 60% contribution to the program. I am very pleased to be able to announce that Council has been successful in our bid having asked for additional support for this financial year:

- \$5,000 - development of a regional arts policy;
- \$16,645 – funding direct to the arts community through the RADF program; and
- \$11,288 - Co-investment Regional Arts Development Project (a partnership between South Burnett, Fraser Coast and Bundaberg Regional Councils).

The successful applications to the RADF Program round one (1) are as follows:

<b>Activity</b>	<b>Organisation</b>	<b>Amount</b>
Nanango PlayFest 2021	Nanango Theatre Company	\$3,000
Filmmaking Workshop Incursions with Murgon State High School	Noosa Film Festival	\$3,000

For queries relating to the Community Grants Program, I encourage the community to contact Council to discuss their activity, project or event.

**Libraries:****The Kingdom of Libraria – South Burnett Libraries’ New Children’s Loyalty Program**

Launching just in time for the school holidays on 21 September 2020, close to 100 children across the region have registered for South Burnett Libraries new children’s loyalty program ‘Kingdom of Libraria’.

In the early stages of creating this new program, library staff were set the task of creating something unique that would capture the imagination of our young community members and encourage them to visit the library and get to know the staff and resources that are available to them. Based on a magical Kingdom of six houses: Buttopia, Nangoonida, Kingsmoor, Wonhaven, Murloch and Prostonia and their respective townships: Blackbutt, Nanango, Kingaroy, Wondai, Murgon and Proston, children are transported to magical world of whimsical characters, mini missions and bonus activities via their Kingdom of Libraria passports. Although there is no need to physically visit each of the libraries to complete the program, bonus prizes are available for those who wish to explore the South Burnett Region. The ‘Kingdom of Libraria’ will run for at least a year; providing children plenty of time to enjoy this magical new program.

**South Burnett Libraries Tech Savvy Grant**

In February 2020, South Burnett Libraries were successful in obtaining a State Library of Queensland Tech Savvy Seniors Queensland Grant of \$9,056. These funds were sought to purchase a suite of new laptops and tablets to be used at a series of outreach sessions hosted by library staff at local aged care facilities, with a portion of the funds earmarked for staff training.

Although COVID-19 delayed the launch of the outreach sessions, library staff continue to work with Council’s Workplace Health and Safety team to ensure these sessions take place when it is safe to do so in our region.

Funds from the grant have thus far been allocated to purchase 3 laptops and 3 tablets. The grant funds have also provided library staff the chance to attend the ‘Be Connected Digital Mentor online train-the-trainer program’. Comprised of 8 modules, library staff have been able to work through the course at their own pace, building the skills, knowledge and the confidence necessary to deliver digital literacy programs and initiatives in the community. The Be Connected program is an Australian government initiative committed to increasing the confidence, skills and online safety of older Australians.

**Creepy Critters Craft**

South Burnett Libraries’ Creepy Critters Craft packs proved very popular with over 200 bundles handed out to young library patrons across the region during the September school holidays. Check out the South Burnett Libraries Facebook page to see some of the wonderful creations posted by local families.

**First 5 Forever Outreach Sessions and Children’s Book Week**

Using funds secured via a \$3,000 First 5 Forever Innovation Micro Grant, South Burnett Libraries will celebrate Children’s Book Week by visiting a number of schools across the region from 16-23 October 2020. Library staff will deliver a series of outreach sessions featuring a transportable puppet theatre tailor-made by the Kingaroy Men’s Shed at schools including Taabinga, Wooroolin, Cloyna, Wondai, Moffatdale, Murgon and Coolabunia. Whilst supporting the key messages of the First 5 Forever initiative, it is hoped that the use of puppets and imaginative play will encourage children to view their local library as a fun and exciting place to visit.

**Sport & Recreation:**

Clubs:

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Touch football – Seniors Regionals competition coming up in October, club is still hosting Club competition nights every week under the NRL and touch strict COVID rules.

From 1 - 3 October this year the National Youth Touch competition was held on the Sunshine Coast, played at the Sunshine Coast stadium grounds.

The Sunshine Coast side is made up of elite young Touch players from the South Burnett, North Burnett, Hervey Bay, Gympie, Sunshine Coast and Caboolture Regions.

Kingaroy Touch had 9 children selected into Sunshine Coast sides after selection trials and a number of trips to the Sunshine Coast for training sessions.

These children are Sienna Taylor and Callie Trace under 12 girls. Jasper Corsan under 12 boys. Sharne Whyte under 14 girls. Josh Freeman and Rory Crumpton under 14 boys. Kayley Collins under 16 girls. Lachlan Zelinski and Andre Waltman under 16 boys.

Kingaroy Athletics season started in September, the Club has hosted an ITC coaching course this season.

South Burnett AFL season is finished for another year, it was a very different season to normal with COVID-19 ruling and the changes to the season's layout.

Nanango Football Club has had the Alan Downie re-naming signed off by Council for the club house.

Barambah Soccer Club will host the summer seven competition this October.

South Burnett Cricket at local level to begin second week October, senior teams begun in the Gympie competition in September. The only changes this season will be the COVID regulation around the umpires more than the players.

Combined Sports:

Kingaroy combined sports is having their 3rd meeting this season. Council's Sport & Recreation officer will attend the October meeting as an adviser only.

The Kingaroy Touch, Cricket and Soccer have now become an associated group housed at the Kingaroy soccer fields and are hiring Council's Town Common hall to host all meetings.

Council's Recreation Services Coordinator is meeting with State Sporting Adviser in October to discuss the infrastructure re launch and what that should hold for Out Wondai Precinct submission.

State Government funding was announced with \$178k of funding hitting the region's sport clubs. Only 4 missed out but we are working with the clubs that missed out on a community funding application.

Organisation	Project	Amount
Blackbutt-yarraman Rugby League Football Club Inc.	Resurface playing field to support rugby league at Blackbutt	\$ 10,890
Kingaroy Rugby League Football Club Juniors And Seniors Incorporated and South Burnett Rugby League Incorporated	Conditional approval - subject to site negotiation up to approved funding amount	\$ 16,027
Kingaroy Senior Soccer Club Inc.	Purchase of canteen, line marking and playing equipment to support football at Kingaroy	\$ 4,885
Kumbia Hack and Pony Club Inc	Purchase equipment and repair steps to support pony club at Taabinga	\$ 3,646
Murgon And District Cricket Club Inc.	Purchase cricket balls at Murgon	\$ 2,461

Murgon And District Tennis Association Inc.	Purchase a ball machine to support tennis at Murgon	\$ 4,201
Murgon Golf Club Inc.	Install retractable blinds to support golf at Murgon	\$ 5,100
Murgon Sports Association Inc.	Repair a tractor and purchase a trailed sprayer to support cricket and rugby league at Murgon	\$ 10,642
Nanango Golf Club Inc.	Purchase training and maintenance equipment to support golf at Nanango	\$ 13,295
Nanango Soccer Club Inc.	Construct a concrete path and amenities access for people with a disability to support football at Nanango	\$ 4,572
Proston Pony Club Inc.	Purchase show jumping and maintenance equipment to support horse sports at Proston	\$ 10,654
South Burnett Branch Little Athletics Centre Inc.	Upgrade office and resurface track to support athletics at Kingaroy	\$ 15,451
South Burnett Branch Shooters Union Of Qld Inc.	Purchase an All Terrain Vehicle to support shooting at Wondai	\$ 15,785
South Burnett Junior Motorcycle Club Inc.	Purchase and install a public address system to support motorcycling at Taabinga	\$ 4,499
South Burnett Motors In Motion Inc.	Purchase a mower to support motor sport at Wondai	\$ 7,726
South Burnett Saints Australian Football Club Inc	Purchase of playing and training equipment to support Australian football at Kingaroy	\$ 11,655
South Burnett Western Performance Club Inc.	Resurface arena to support horses sports at Nanango	\$ 12,960
South Burnett Working Equitation Club Inc	Purchase electronic timing equipment to support horse sports at Nanango	\$ 3,190
Universal Shotokan Karate Union Australia Queensland Incorporated	Paint clubhouse and replace deck to support karate at Wondai	\$ 10,100
Wondai Country Club Inc	Install solar panels on the clubhouse to support lawn bowls at Wondai	\$ 10,000
		<b>\$ 177,739</b>

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

**11 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES****11.1 RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING AND COMPLIANCE SERVICES PORTFOLIO REPORT**

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**RESOLUTION 2020/176**

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That Cr Henschen's Rural Services, Natural Resource Management, Planning and Compliance Services Portfolio Report to Council be received.

**Rural Services / Natural Resource Management:****Weed Control**

Pest Management contractors and staff treated 1.7 hectares of restricted weeds in September including;

**Mother of Millions** – Treatment on Council roads and reserves in Byee, Boondooma, Wondai, Tingoorra, Cushnie, Coolabunia, Booie, Brooklands, Maidenwell and Gordonbrook. Property inspections were completed in Wattlecamp, Wilkesdale and Wengenville areas.

**Hudson Pear** – Inspections in the Wilksdale area in conjunction with Biosecurity Qld

Council's spray trailer was hired out to one landowner to treat Giant Rats Tail Grass in the Cloyna area and Splatter guns were used by landholders in the Brooklands, Cloyna and Dangore areas for Lantana control.

**Wild Dog and Feral Pig Control**

A total of two Landowners were supplied with 400 wild dog baits in the Tarong area and 90 kg meat was injected to manage Feral Pigs in the Ironpot area.

Cat traps were hired out to landholders in the Nanango, Durong, Alice Creek, Boat Mountain and Wondai areas. Dog traps were given out in the Crawford area. Pig Traps given out in Proston area and Steel Portable Yards given out to Cushnie area.

**Rabbit Control**

Carrots were injected with K5 calici virus and distributed on properties in South Nanango, Wattle Camp, Nanango, Wooroolin and Blackbutt area.

**Wandering Livestock**

Council received 15 requests to attend to wandering livestock across the region. No cattle were impounded in the month of September.

**Stock Route Grazing Permits**

No Stock Route Agistment applications were received or processed during September.

**Fire Management**

South Burnett Rural Fire Brigades completed a prescribed burn at Maidenwell Reserve, completing the three priority Council burns identified by the regional fire management group for operation cool burn 2020. Whilst other reserves were scheduled to be burnt this year COVID social distancing practices have significantly reduced the capacity of QFES resources to undertake prescribed burns this season.

## **Saleyards**

Saleyards staff inspected 1235 head, dipped 1227 head and processed 1619 head through the saleyards in September. A total of 827 head were sold through the Coolabunia Saleyards for a total of \$899,959.50.

## **Environmental assessments**

Natural Resources staff completed 33 environmental assessments prior to the commencement of gravel re sheeting works and visibility clearing.

## **Planning:**

### **Extension to the COVID-19 applicable event period until 31 January 2021**

To further support Queensland's economic recovery, the Treasurer and Minister for Planning Cameron Dick has extended the COVID-19 applicable event period to 31 January 2021.

This decision:

- extends the application of current declared uses and approved temporary use licences until 31 January 2021
- allows businesses to apply for temporary use licences and for temporary use licences to be issued until 31 January 2021.

This extension means that the declaration made by the Minister earlier this year for certain uses or essential businesses to operate 24-hour operations, seven days a week to ensure that they can work around the clock in emergency situations to deliver vital goods and services to Queenslanders is applicable until 31 January 2021. In addition, the six (6) months extension to the currency period for current and new planning approvals issued until 31 October 2020, is now also applicable to current and new approval issued up to 31 January 2021.

All planning approvals that are current or issued between 8 July 2020 (date the first declaration was made) and 31 January 2021 will have an automatic extension of 6 months to the currency period listed in the approval.

## **Planning Scheme Amendments**

The proposed administrative amendment to the South Burnett Regional Council Planning Scheme will be considered by Council at the November meeting, This amendment is proposed to correct administrative errors and do not change the policy direction or zoning of land subject to the planning scheme.

The steps to undertake a major amendment of the planning scheme pursuant to the Minister's rules for section 20 of the Planning Act 2016 commences with Council resolving to undertake a major amendment and adoption of the amended planning scheme within approximately 18 months. Council proposes to seek approval from the Minister to seek a tailored process in order to reduce timeframes and undertake steps concurrently where possible. The tailored process can reduce the timeframe to approximately 10 months pending the resources available to Council and extent of possible public submissions.

## **Infrastructure Charges Review**

Council is currently exploring options to reduce the impact of the cost for infrastructure charges on developments while ensuring the long term financial sustainability of Council's infrastructure expenditure. Part of this process includes a public workshop with industry stakeholders to gain a better understanding of the impact the current payment regime has on residential land supply and possible incentives to kick-start land delivery in the South Burnett. It is anticipated that the public workshop will be hosted and a policy announcement made before the end of this year.

**Compliance:**

**COVID-19 - Food Establishments, Event and General Enquiries**

As COVID-19 restrictions have continued, enquiries have remained strong with additional effort being required by the Environmental Health Officers in order to inform, liaise and provide advice. Unfortunately, COVID-19 continues to consume a significant amount of time for the Environment and Waste Services section.

**Staffing**

Council’s Compliance Administration Officer vacancy has finally been filled. As there is a substantial backlog of items it will unfortunately take the new person some time to work through all of the tasks.

Also, the longstanding vacancy for an Environmental Health Officer (EHO) has been filled. The new EHO will start in November of this year

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

**12 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT**

**12.1 LOCAL DISASTER MANAGEMENT, WATER, WASTE WATER AND WASTE MANAGEMENT PORTFOLIO REPORT**

**RESOLUTION 2020/177**

Moved: Cr Roz Frohloff  
 Seconded: Cr Danita Potter

That Cr Frohloff’s Local Disaster Management, Water, Waste Water and Waste Management Portfolio Report to Council be received.

**Local Disaster Management:**

The South Burnett Local Disaster Management Group is currently at Alert. Key agencies within the LDMG continue to meet on a regular basis to ensure that the group remains aware and prepared should there be any further cases of COVID-19 within the South Burnett.

Key members of the Disaster Management Team at Council attended an Australian Government Jurisdictional preparedness briefing with presentations from QFES, Queensland Health, Emergency Management Australia, the Queensland Reconstruction Authority and the Queensland Police Service. The Bureau of Meteorology will also present the seasonal outlook. The Bureau of Meteorology last week announced the predicted wetter than average conditions this year due to the formation of a La Nina in the tropical Pacific.

A media release together with a media publication will be released each day from 12<sup>th</sup> to 18<sup>th</sup> October 2020 for Get Ready Week. Council will be providing many resources, links and videos for your family to build resilience to ensure you are well equipped to deal with extreme weather and natural disasters which is part of our State.

**Water & Waste Water:**

**Works in Progress & Future Works Summary for September / October 2020**



The following are current/planned works

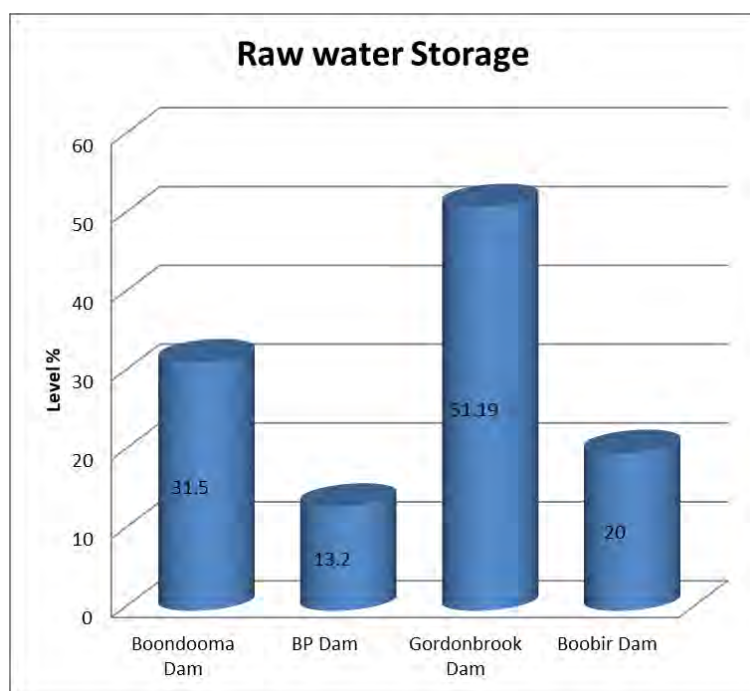
**Current Water Main Replacements 20-21**

Name	Description	Expected Date	Start	Expected Completion Date
<b>Kingaroy CBD Project</b>				
Alford St (Youngman – Short)	Water Main Replacement	November		November
Kingaroy St East side	Water Main Replacement	November		December
Kingaroy St West side	Water Main Replacement	November		December
Haly St Northern side	Water Main Replacement	December		December
Haly St South side	Water Main Replacement	January		February
Glendon St	Water Main Replacement	February		March
Youngman St North	Water Main Replacement	September		October
Reen St	Water Main Replacement	September		October
<b>Wondai</b>				
Haly St (Hodge to Scott St)	Water Main Replacement	November		January
<b>Regional</b>	Replace 700 Water Meters	August		March

**Restriction & Dam Levels at 21/9/2020**

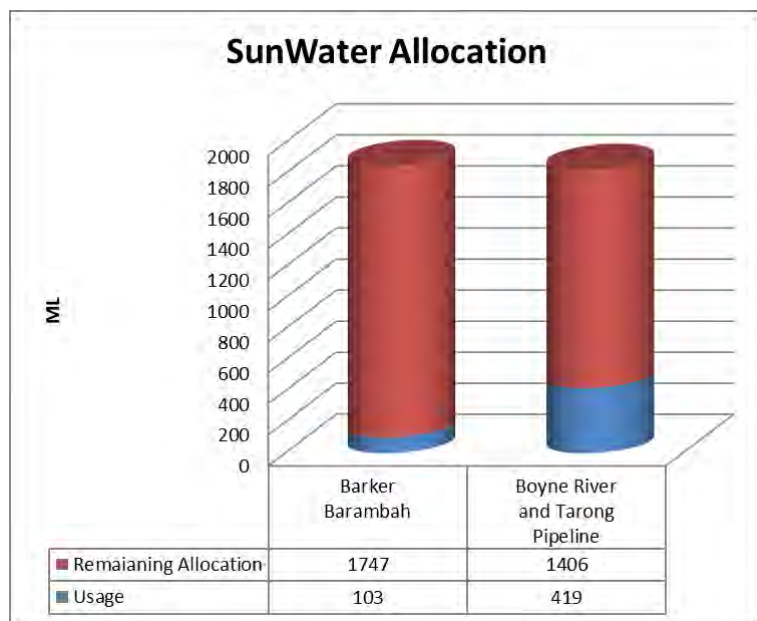
All towns remain on Level 3 restrictions.

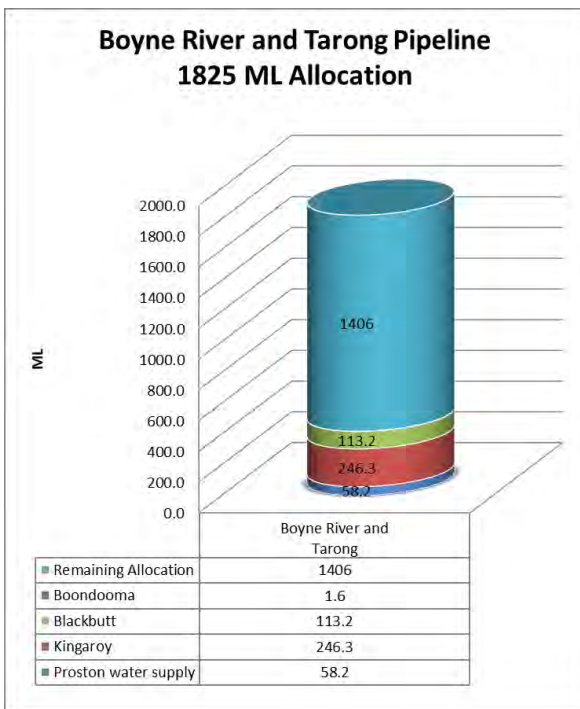
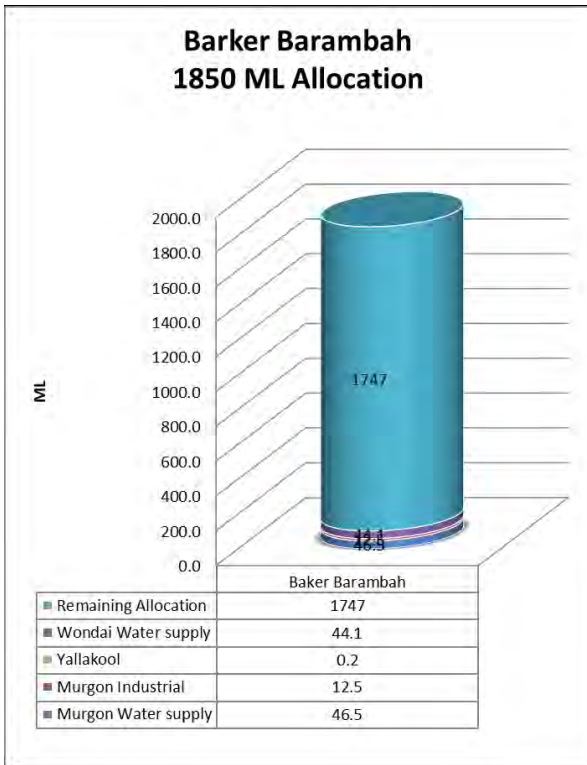
Recorded at: 21/9/2020



**Water Allocations and Financial Year Consumption**

Water allocation SunWater scheme	Location / Allocation	Usage to date (ML)	Annual Allocation (ML)	Remaining Allocation (ML)	Remaining Allocation in (%)	Year remaining in (%)
Barker Barambah	Murgon Water supply	46.5	1400	1340.8	96%	78%
	Murgon Industrial	12.5				
	Yallakool	0.2				
	Wondai Water supply	44.1	450	405.923	90%	
	<b>Sub Total</b>	<b>103</b>	<b>1850</b>	<b>1747</b>	<b>94%</b>	
Boyne River and Tarong Pipeline	Proston water supply	58.2	500	441.8	88%	
	Kingaroy	246.3	1110	863.7	78%	
	Blackbutt	113.2	200	86.8	43%	
	Boondooma	1.6	15	13.4	89%	
	<b>Sub Total</b>	<b>419</b>	<b>1825</b>	<b>1406</b>	<b>77%</b>	





\*Annual allocations are for the financial year

**Reactive Work - Financial Year to Date**

Town	Sewer Blockages	Other issues	Sewer	Water Breaks	Main	Other issues	water
Kingaroy	8	7		2		100	
Murgon	1	2		0		15	
Wondai	1	0		2		16	
Nanango	3	2		0		26	
Blackbutt	0	0		0		13	
Proston	0	0		0		4	
Proston Rural	NA	NA		0		8	
Kumbia	NA	NA		0		2	
Wooroolin	NA	NA		0		3	

Other Issues	Sewer	Kingaroy	Murgon	Wondai	Nanango	Blackbutt	Proston
Sewer Main/Jump Up Repair		4	0	0	0	0	0
Odour		0	0	0	0	0	0
Manhole/Lid Repair		2	0	0	2	0	0
Enquiry Only		0	0	0	0	0	0
Owners Side		1	2	0	0	0	0

Other Issues	Water	Kingaroy	Murgon	Wondai	Nanango	Blackbutt	Proston	Kumbia	Wooroolin
Water Main Repairs		2	0	2	1	0	2	0	0
Hydrant/Valve Repair		4	3	1	3	0	3	0	0
Water Meter Repair		43	9	5	7	4	2	0	1
Water Meter Replaced		7	0	0	3	0	0	1	0
Water Service Repair		26	2	2	5	3	3	1	2
No/Low Pressure		1	0	1	0	0	0	0	0
Water Quality		1	0	1	0	0	0	0	0
Standpipe		N/A	N/A	N/A	0	5	0	N/A	N/A
Enquiry Only		6	1	3	4	1	1	0	0
Owners Side		10	0	1	3	0	1	0	0

**Waste Management:**

**State Waste Levy Annual Prepayment**

The prepayment from the State for the 2020/2021 financial year will be \$1,437,153 (based on 2018/2019 waste disposal figures), paid in quarterly instalments of \$359,288. The July quarterly payment was received end of August 2020. The prepayment for the previous financial year

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(2019/2020) was \$1,053,976 and was based on the 2017/2018 waste disposal figures. This is an increase in the Prepayment amount on the previous financial year of some \$383,177.

Council ended up being in deficit concerning payments to the State for the 2019/2020 financial year to the value of \$27,352. This equates to a 2.6% difference in 2017/2018 estimates and waste disposal volume variation for the 2019/2020 financial year. Based on the 2018/2019 waste disposal figures and how waste volumes have been trending since the introduction of the State Waste Levy it is hoped that Council will save more than the previous financial year's deficit from the State's 2020/2021 Annual Payment.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

### **13 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS**

#### **13.1 RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT AND INDIGENOUS AFFAIRS PORTFOLIO REPORT**

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##### **RESOLUTION 2020/178**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That Cr Duff's Rural Resilience, Parks & Gardens, Property & Facility Management and Indigenous Affairs Portfolio Report to Council be received.

##### **Rural Resilience:**

Our first 10 minutes with a Master was held at Maidenwell last week. It was very successful with Council's Rates Team Leader participating as one of the Masters. We also had Council's Coordinator Infrastructure Support talking to locals about the Disaster Dashboard. The feedback that we got from the Service Providers was by taking it out to the rural community of Maidenwell it brought in local farmers that probably would not have travelled to a bigger centre to seek help. The next one is this Friday at Booie Hall. There will be one at Mondure on 22 October and the final one will be held at Burrandowan on 29 October. Thank you to Council's Local Disaster Recovery Administration Officer in particular who has played a big part in organising these events.

##### **Parks & Gardens:**

###### **Proston/Hivesville/Durong**

The disposal of chemical toilet waste in the Hivesville amenities caused a failure of the onsite septic system requiring the closure of the facility for almost a week. I would like to remind the visitors and residences of our region that chemical toilet waste can only be disposed of at appropriate dump points.

The shade sail was removed from the small playground beside the old Proston Hall and general maintenance of the area continues.

###### **Kingaroy**

Staff removed old timber sleepers from around playground equipment removed all the old damaged softfall in Rotary Park. Garden beds have also been rotary hoed and tidied up. Staff have installed 3 seats in the Apex Park lookout.

Coordinated tree trimming to accommodate street sweeper has been completed in the areas that were causing issues. All other street trees have been pruned or removed where needed in the River Rd, North St drain, Cowrie Drive areas.

The landscaping of Alford Street Carpark and Rogers Drive Roundabout has now been finalised and general maintenance continues across the area.

Taabinga Cemetery has received a tidy up with the old damaged concrete edging removed, garden and general maintenance continues.

**Wondai, Murgon and Cemeteries**

General maintenance, mowing and weed eating continues around the area with staff also attending to tree pruning and removals and Customer Service Requests with the Rail Trail programmed for October.

The Cemetery maintenance has been the main focus with fence lines in Memerambi, Wondai and Tingoorra have been cleared and tidied up along with Wondai Sports Ground fence line. Irrigating in the lawn areas continues twice a week in Wondai and Murgon. Work also commenced to re-align the plaques in the lawn cemetery as the dry weather continues to cause soil movement in these areas.

Parks team installed the Murgon pool shade sails in preparation for the upcoming season.

**Nanango and surrounding area**

Nanango cemetery has had a cleanup and most trees pruned. Streets, parks and surrounding reserves trees have been pruned and all dead tress removed for safety in parks. Works in the CBD area has been a focus for September with all timber oiling completed and the automatic irrigation is progressing in some of the main street gardens. General maintenance continues throughout the district.

The Maidenwell Community has been working towards finalizing the layout of the footpath around the public amenities and cenotaph areas.

**Dams**

***BP Dam***

The Day Area and Camping areas have continued to be maintained. The gutters on cabins and building have been cleared and tree maintenance has been completed throughout the park in readiness for the upcoming storm season. Storage sheds have been cleaned and general maintenance continues on these buildings.

Magpie season is in full swing and signs have been installed around the park to alert visitors to their presence. Council Staff cleaned and setup for the fishing comp prior to the event. Preparations have begun for the upcoming Troy Cassar-Daley concert.

***Boondooma Dam***

Boondooma has also seen good numbers of visitors during the September period. Similarly the gutters on Cabins and building has been cleared and tree maintenance has been completed throughout the park in readiness for the upcoming storm season. Turf around cabins has been loamed following the completion of the pathways.

Day area and all grounds have been fully mowed, weedeated and weed sprayed, Cabin and building gutters have been cleaned and general maintenance continues.

The local Magpies have also been active and signs have been installed to notify visitors of their presence. Council Staff setup marquees and ensured the area was well presented prior to the 2 fishing competitions.

With the COVID-19 border restrictions it seems more Queenslanders are rediscovering our fantastic region with both Dams reporting significant increases in visitor numbers for the month of September.

<b>Facility</b>	<b>Occupants 2019</b>	<b>Occupants 2020</b>	<b>Increase/Decrease</b>
Lake Boondooma	836	1945	+1109

Bjelke-Petersen	694	1309	+615
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**COVID-19**

Signage remains in all parks and amenities, cleaning process is still undertaken by parks staff every week. Playground equipment is high pressure cleaned and disinfected. High use amenity blocks are cleaned daily and disinfected daily in Proston, Hivesville, Murgon and Wondai and weekly in all other areas. Additional soap dispensers have been installed at multiple amenities. Toilet rolls continue to be a target in most of our amenities, including the use of battery toilet roll spooling devices to particularly target the jumbo rolls.

**Property & Facility Management:**

Swimming Season has commenced! All swimming pools opened for the September school holidays, heat pumps, solar systems, and blankets are fully operational in the Council owned swimming pools. Water temperature is warming up! Pool managers are anticipating attendance to increase as we move into the warmer months. Everyone that enters a Council pool facility will need to complete sign in and sign out documentation, sanitise hands and not enter if they are unwell or sick.

Pool managers are taking bookings for swimming lessons and exercise classes. The community is encouraged to directly contact the pool managers, contact details can be found on Council’s website.

Quotations have been called for reroofing, floor covers, external and internal painting within Council buildings. Quotations have been called for floor sanding of timber floors for some of Council Halls and heritage buildings.

Council has called for quotations for design and reprinting some of the signs within the Kingaroy VIC, Museum and Art Gallery.

Design works have commenced on the Wondai Showgrounds Grandstand and the Nanango Cultural Centre Air conditioning and louver window replacement project.

Council is seeking tenders for the lease of land at Durong for development as a fuel outlet (part of Lot 1 on RP50789).

The intended outcome of the Tender is to provide private enterprise with the opportunity to develop an unmanned fuel outlet at the intersection of two major regional roads, Chinchilla Wondai Road and Mundubbera Durong Road, at Durong. The development of a fuel outlet at the location will support the transport and rural sectors in the region and facilitate economic development within South Burnett.

The tender documents are available from LG Tenderbox website [www.lgtenderbox.com.au](http://www.lgtenderbox.com.au) from Thursday 8 October 2020. This tender will close on 10 November.

**Indigenous Affairs:**

BYTE nights are starting again and will be held monthly with the first one being held on Saturday night 24 October at the Murgon pool. This has been a very successful program with Murgon and Cherbourg communities working with the PCYC to help address youth crime. The statistics are showing that this initiative along with work done by Youth Justice, the Police, CTC and a whole of community effort has helped with a huge reduction in youth crime.

Through Council’s indigenous Affairs budget we have provided some funding to the South Burnett Aboriginal and Torres Strait Islander Group for painted face masks. This project has been all done in the South Burnett with the artwork being done by Val McGrath, the sewing by Kingaroy and Blackbutt/Yarraman CWA and the printing at ZEEBZ Printing in Kingaroy. Council had also helped with funding towards indigenous painting of three industrial bins at the top of Bunya Avenue near Allan Stirling Park at the Bunya Mountains. The artwork is led by Miri (Danon Anderson) who is an accomplished Wakka Wakka artist. JJ Richards have given their approval and have provided new company stickers for the bins. This project provides local artists the opportunity to express their connection to country, exhibit their work on country and tell their stories through art for all who pass by.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

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Against: Nil

**CARRIED 7/0**

## **14 PORTFOLIO – ECONOMIC DEVELOPMENT**

### **14.1 ECONOMIC DEVELOPMENT PORTFOLIO REPORT**

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#### **RESOLUTION 2020/179**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That Cr Schumacher's Economic Development Portfolio Report to Council be received.

#### **Economic Development Stimulator & Planning Incentives**

I'm pleased to report, Council is currently investigating a range of potential incentives designed to stimulate development activity in our region. Over this next month, Council will continue to workshop and discuss these initiatives, aimed to make it easier for developers to do business with Council. This includes consideration of potential discounts to LGIP charges and adopting more flexible payment timeframes in a way that I believe will encourage immediate economic growth and employment opportunities in the South Burnett region.

Council has engaged in some preliminary discussions about its customer service charter and expectations, and the value in streamlining the assessment and turnaround timeframes for all building, planning and development applications.

It is my view these initiatives will stimulate further development activity, providing opportunities for longer term job creation and assist in terms of housing affordability in our region. I look forward to these continued discussions with my fellow colleagues, and the report to be brought before Council for decision by the end of this year.

#### **Recreation, Cycling & Adventure Tourism**

The South Burnett is fortunate to have established trail networks and cycling infrastructure, and I'm pleased to report its reputation as a cycling and mountain biking destination is growing.

Earlier this month, I met with the South Burnett Mountain Bike Club Secretary and Nanango Cycling Incorporated President to share ideas and discuss opportunities to grow recreation, cycling and adventure tourism in our region.

According to the data collected by these groups, there has been significant increase on the number of trail users, in comparison to 2019 and I'm pleased to report:-

- over 800 passes were made on the Wondai Rail Trail counter in August
- another 300-400 passes were made on the counters at the Wondai Mountain Bike Trails; and
- the two circuit rides that form The Link Trail at Nanango, are reporting around 300 cyclists per month during the winter season.

This data, combined with the growing number of domestic tourists looking to explore their own backyard, the diversity of our natural assets, our ideal location and proximity to major centres such as Brisbane, Gympie, Toowoomba and the coast, means we are well positioned for further investment in recreation, cycling and adventure tourism.

I'd like to acknowledge the extensive community support that has seen thousands of volunteer hours, dedicated community fundraising and significant investment made by both Council and our local business community (through both sponsorship and in-kind support), to get these trails and assets to the impressive standard in which they are in today.

As per Mountain Bike Australia's detailed Queensland Mountain Bike Strategy, the rapid growth and changing market trends are demanding greater diversity in mountain biking experiences, and this requires a coordinated approach to future investment in mountain biking infrastructure.



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It's my view we have an opportunity to build on the hard work and commitment of our volunteers and capitalise on the sustainable development of trails, facilities and infrastructure in a way that aligns with these market trends, and elevates the South Burnett as premier destination for recreation, cycling and adventure tourism.

It is my view; Council has a key role to play in partnering with these organisations in ways that attracts further funding and continues to grow our visitor economy, by leveraging our existing investment in rail trail.

As my fellow Councillors know, Council entered into a partnership agreement with the South Burnett Mountain Bike Club and has provided some in-kind support to help with the development of a Mountain Bike Park at Gordonbrook Dam. In my meeting at the park, I walked their new mountain bike trail which climbs over logs, weaves through rocks, and offers a unique and quite beautiful challenge through what was previously vacant land. This trail has been made possible through some grant funding that the South Burnett Mountain Bike Club were successful in and is almost ready for opening – it's just awaiting some further funding for advisory signage.

While I was there, the Club Secretary provided me with an understanding for the grand concept to develop the space into a premier destination mountain bike park. A place for amateur riders, families, professionals and world class riders to build their skills, explore and enjoy the diversity of our region's landscapes. I'm keen to continue this collaboration by working with this group to seek further funding and look to ways in which we can together, bring our shared vision – to create a premier destination mountain bike park - here in the South Burnett to fruition. I look forward to further discussions with my fellow councillors about the potential of this project.

### **2020-2021 The Year of Indigenous Tourism**

In September, I attended Southern Queensland Country Tourism's Conversation with Industry hosted by Tourism and Events Queensland (TEQ) and learned about the 2020 - 2021 Year of Indigenous Tourism, aimed to increase the profile and understanding of Indigenous tourism experiences in Queensland. I learned more about the industry trends that demonstrate there is a growing demand for authentic cultural experiences. It is my understanding the Year of Indigenous Tourism is set to celebrate First Nations experiences in Queensland and attract people from all around the world to learn and experience more about one of the world's oldest living cultures.

I would like to see the South Burnett become a partner in identifying these opportunities, and I've had some early conversations with the Department of State Development, Tourism and Innovation who are working towards developing a pipeline of Indigenous tourism opportunities across the state. I look forward to continuing these discussions and working with our neighbouring regions of Cherbourg, Toowoomba and Western Downs, to work together and acknowledge the cultural places of significance in our respective regions and share the stories of our first nations people in a respectful, meaningful and culturally appropriate way.

### **Agri-tourism opportunities**

Over this past month, I met with committee members from the Farm to Fork collective, Saucy Fork chef, and local paddock to plate producer from HighBrit Beef, to learn more about their vision for agri-tourism in the South Burnett. As you know, our region is home to many incredible producers who work tirelessly every day to get their food and products onto the supermarket shelves. At this meeting, I learned more about the thousands of kilometers our food travels and the consequential effects on carbon emissions and impacts on the freshness of our groceries.

The Farm to Fork concept is about eating locally, supporting farmers, our community and tourists, to understand where their food comes from. Spanning from the idea of a creating a permanent farmers market, the aim is to provide one central store in the South Burnett where you can buy all of what our region produces in the same place. Just this last weekend, I was humbled by the opportunity to chair the first AGM, and I am currently working with the group to understand the funding opportunities on offer, and how we can work together to further grow agri-tourism in the South Burnett. I've also met with the Department of Agriculture and Fisheries, to understand some of the agri-tourism projects underway in our region. I look forward to these continued discussions and bringing information back to Council, in ways that will enable us to be apart of growing our visitor economy in the areas of agri-tourism.

### **Visit South Burnett Meeting with SQCT and TEQ**

I'm pleased to report CEO, Mark Pitt and I joined Visit South Burnett Inc. Executive Members in a meeting with TEQ's CEO, Leanne Coddington, Destination Director Outback and Country Queensland, Matt Bron and SQCT chair, Dr Jane Summers and CEO, Peter Homan. The meeting offered an opportunity to discuss further collaboration in the South Burnett and potential funding opportunities for Local Tourism Organisation, Visit South Burnett. The meeting was positive and challenged all of us to think about how we can work together to grow our visitor economy and strengthen the tourism industry in our region.

I see the development of the South Burnett's tourism strategy critical to our way forward. It is my view, that without a clear strategy, it is difficult for our region to drive outcomes that encourage collaboration across all stakeholder groups. This is a project, in which I see Council playing a partnership role, with SQCT, VSB and our local champions of the tourism industry and business community, to define our shared vision, our priorities and who will be accountable to these. This strategy would help Council to ensure its investment in infrastructure supports that supports the quality of life of our residents while meeting the needs of the tourism industry.

I've been seeking some advice about how we may be able to embark on this journey together and support the many direct and in-direct businesses, and community groups who are driving tourism outcomes in our region.

It is my view, our sustainability as a region depends on our ability to work together in ways that serve our shared interests and needs and empower the tourism industry and local business community to lead the change we want to see and deliver tangible outcomes for our region.

**Creative Together Plan 2020 – 2030**

It's my view that creativity is a catalyst for possibility, innovation and economic opportunity. It was a pleasure to explore this further at last week's South Burnett Arts Hour session with special guest Stephen Clark (*aha!goodthinking*) on the topic of - Creative Collaboration for Community Benefit. Stephen explored the important role of arts, culture and heritage in our economy and how it influences our quality of life. The Creative Together 2020-2030 Plan is the Queensland Government's 10 year roadmap for arts culture and creativity, and I'm keen to work with Cr Potter, and our region's many artists and performers, to together strengthen our arts community and find ways to build new partnerships and collaborate on exciting projects and concepts that will help drive economic outcomes, and support our region to thrive.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

**15 NOTICES OF MOTION**

Nil

**16 INFORMATION SECTION**

**16.1 IS - LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT**

**RESOLUTION 2020/180**

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the List of Correspondence pending completion of Assessment Report be received.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

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Against: Nil

**CARRIED 7/0**

The Mayor congratulated GM Susan Jarvis on her first year anniversary with Council.

## **17 CONFIDENTIAL SECTION**

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### **RESOLUTION 2020/181**

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the *Local Government Regulation 2012*:

#### **17.1 Animal Impoundment Fee Waiver Request**

This matter is considered to be confidential under Section 254J - f of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

#### **17.2 Food Business Licence Fee Reduction Request**

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

#### **17.3 Proposal for Relief Funding to Wondai Garden Expo Inc.**

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

#### **17.4 Purchase of Commercial Property fronting Kingaroy Street Kingaroy**

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contracts proposed to be made by it.

#### **17.5 Rate Exemptions and Remissions - Additions to Approved List - Assessment Number 10514-51000-000**

This matter is considered to be confidential under Section 254J - d of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

#### **17.6 Additional Rate Concession Due to Inability to Generate Income Due to COVID-19 - Assessment Number: 10542-00000-000**

This matter is considered to be confidential under Section 254J - d of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

#### **17.7 Customer Request: RV2020/1593 | Additional Rate Concession Due to Inability to Generate Income Due to COVID-19 - Assessment Number: 30278-00000-100**

This matter is considered to be confidential under Section 254J - d of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

**Declaration of Conflict of Interest:**

Cr Brett Otto declared a conflict of interest (as defined in section 150EI) of the Local Government Act 2009) in agenda item 17.4 – Purchase of Commercial Property

Cr Brett Otto’s company has a business in Kingaroy of which he is a director, and lease a building in the Kingaroy CBD area. The Commercial Property is also located in the Kingaroy CBD.

Cr Brett Otto voluntarily left the meeting at 12.41pm while the matter was discussed and did not return to the meeting until after the matter was voted on.

Cr Jones assumed the chair.

**Attendance:**

Cr Potter left the meeting at 12.46pm

Cr Potter returned to the meeting at 12.49pm

**RESOLUTION 2020/182**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That Council moves out of Closed Council into Open Council.

In Favour: Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 6/0**

**17.4 PURCHASE OF COMMERCIAL PROPERTY FRONTING KINGAROY STREET KINGAROY**

**RESOLUTION 2020/183**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That in accordance with Section 257 of the *Local Government Act 2009*, Council delegate power to the Chief Executive Officer to negotiate the purchase of Lot 1 on RP133329 (former Trendsetter premise) at 195 Kingaroy Street, Kingaroy and that Council release funds from restricted cash to purchase the property.

In Favour: Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 1.07pm Cr Brett Otto returned to the meeting and resumed the chair.

**17.1 ANIMAL IMPOUNDMENT FEE WAIVER REQUEST**

**RESOLUTION 2020/184**

Moved: Cr Brett Otto  
 Seconded: Cr Kirstie Schumacher

That due to the extraordinary and unique circumstances of the applicant Council approve the request for the waiver of the unregistered dog impoundment fee of \$215.00 and that such approval does in no way constitute Council’s intention to create a precedent as to the application of Council’s Fees & Charges Policy.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

**17.2 FOOD BUSINESS LICENCE FEE REDUCTION REQUEST**

**RESOLUTION 2020/185**

Moved: Cr Kirstie Schumacher  
 Seconded: Cr Roz Frohloff

That Council grant a fifty percent (50%) rebate on the Food Business Licences to:

- Pete’s Pies; and
- Rocket Roadshow

in response to their request for a fee reduction to provide financial relief because of the adverse impact of the coronavirus upon their businesses.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

**17.3 PROPOSAL FOR RELIEF FUNDING TO WONDAI GARDEN EXPO INC.**

**RESOLUTION 2020/186**

Moved: Cr Kathy Duff  
 Seconded: Cr Danita Potter

That Council contributes payment of \$4854.86 to Wondai Garden Expo for the relocation of electricity and water outlets at Wondai sportsground.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

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Against: Nil

**CARRIED 7/0**

Item - 17.4 Purchase of Commercial Property fronting Kingaroy Street Kingaroy - has been moved to another part of the document.

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**17.5 RATE EXEMPTIONS AND REMISSIONS - ADDITIONS TO APPROVED LIST - ASSESSMENT NUMBER 10514-51000-000**

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**RESOLUTION 2020/187**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That Council agree to provide a rate remission for Assessment Number: 10514-51000-000 effective from 01-Jul-2020 for 100% of the General Rates; 100% of the Separate Rates and Charges, and 75% of Water and Wastewater Access charges in line with similar community organisations.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

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**17.6 ADDITIONAL RATE CONCESSION DUE TO INABILITY TO GENERATE INCOME DUE TO COVID-19 - ASSESSMENT NUMBER: 10542-00000-000**

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**RESOLUTION 2020/188**

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That Council agree to:

1. Immediately suspend all current and future legal action for Assessment Number: 10542-00000-000;
2. Request the owner enter into a payment arrangement for Assessment Number: 10542-00000-000 for \$40.00 per week commencing 1 January 2021; with the view to clearing all outstanding amounts within a two (2) year period;
3. Payments of \$40.00 per week or \$145.00 per month are to continue until the rate arrears are cleared and rates are up to date;
4. No interest will be charged on overdue rates if the agreed payments are maintained;
5. This Payment Plan will be reviewed 30-Jun-2021; or at other times if Council is advised that the applicant's circumstances have changed significantly;
6. This Payment Plan will expire upon payment in full of all outstanding rates and charges; and
7. The General Manager Finance and Corporate be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

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**17.7 CUSTOMER REQUEST: RV2020/1593 | ADDITIONAL RATE CONCESSION DUE TO INABILITY TO GENERATE INCOME DUE TO COVID-19 - ASSESSMENT NUMBER: 30278-00000-100**

**RESOLUTION 2020/189**

Moved: Cr Kathy Duff  
Seconded: Cr Danita Potter

That Council agree to:

1. Immediately suspend all current and future legal action for Assessment Number: 30278-00000-100;
2. Request the owner enter into a payment arrangement for Assessment Number: 30278-00000-100 for \$23.00 per week commencing 1 January 2021; with the view to clearing all outstanding amounts within a two (2) year period;
3. Payments of \$23.00 per week or \$90.00 per month are to continue until the rate arrears are cleared and rates are up to date;
4. No interest will be charged on overdue rates if the agreed payments are maintained;
5. This Payment Plan will be reviewed 30-Jun-2021; or at other times if Council is advised that the applicant's circumstances have changed significantly;
6. This Payment Plan will expire upon payment in full of all outstanding rates and charges; and
7. The General Manager Finance and Corporate be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

**18 CLOSURE OF MEETING**

The Meeting closed at 1.14pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 25 November 2020.

.....  
**CHAIRPERSON**

**7.2 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 28 OCTOBER 2020**

**File Number: 25-11-2020**

**Author: Executive Assistant**

**Authoriser: Chief Executive Officer**

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**OFFICER'S RECOMMENDATION**

That the Minutes of the Special Council Meeting held on 28 October 2020 be received and the recommendations therein be adopted.

**ATTACHMENTS**

- 1. Minutes of the Special Council Meeting held on 28 October 2020**





# MINUTES

**Special Council Meeting  
Wednesday, 28 October 2020**

**Order Of Business**

<b>1</b>	<b>Opening</b> .....	<b>3</b>
<b>2</b>	<b>Attendance</b> .....	<b>3</b>
<b>3</b>	<b>Leave of Absence / Apologies</b> .....	<b>3</b>
<b>4</b>	<b>Acknowledgement of Country</b> .....	<b>3</b>
<b>5</b>	<b>Declaration of Interest</b> .....	<b>3</b>
<b>6</b>	<b>Portfolio – Social &amp; Corporate Performance, People &amp; Culture, Communications/Media, Finance and ICT</b> .....	<b>3</b>
	6.1 Adoption of Council's Annual Report 2019/2020 .....	3
<b>7</b>	<b>Closure of Meeting</b> .....	<b>4</b>

**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL COUNCIL MEETING  
SPECIAL HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY  
ON WEDNESDAY, 28 OCTOBER 2020 AT 9.02AM**

**1 OPENING**

The Mayor declared the meeting open and welcomed all attendees

**2 ATTENDANCE**

**Councillors**

Cr Brett Otto (Mayor), Cr Gavin Jones (Deputy Mayor), Cr Kathy Duff, Cr Roz Frohloff, Cr Danita Potter, Cr Kirstie Schumacher, Cr Scott Henschen

**Council Officers**

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Aaron Meehan (General Manager Infrastructure)

**3 LEAVE OF ABSENCE / APOLOGIES**

Nil

**4 ACKNOWLEDGEMENT OF COUNTRY**

Cr Duff acknowledged the traditional custodians of the land on which the meeting took place.

**5 DECLARATION OF INTEREST**

Nil

**6 PORTFOLIO – SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT**

**6.1 ADOPTION OF COUNCIL'S ANNUAL REPORT 2019/2020**

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**RESOLUTION 2020/190**

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That Council adopt the South Burnett Regional Council 2019/2020 Annual report as amended for the period 1 July 2019 to 30 June 2020.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

**7 CLOSURE OF MEETING**

**The Meeting closed at 9.21am**

**The minutes of this meeting were confirmed at the Ordinary Meeting of the South Burnett Regional Council held on 25 November 2020.**

.....  
**CHAIRPERSON**

**7.3 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 18 NOVEMBER 2020**

**File Number: 18-11-2020**

**Author: Executive Assistant**

**Authoriser: Chief Executive Officer**

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**OFFICER'S RECOMMENDATION**

That the Minutes of the Special Council Meeting held on 18 November 2020 be received and the recommendations therein be adopted.

**ATTACHMENTS**

- 1. Minutes of the Special Council Meeting held on 18 November 2020**



**SOUTH BURNETT**  
**REGIONAL COUNCIL**

# **MINUTES**

**Special Council Meeting**  
**Wednesday, 18 November 2020**

**Order Of Business**

<b>1</b>	<b>Opening</b> .....	<b>3</b>
<b>2</b>	<b>Attendance</b> .....	<b>3</b>
<b>3</b>	<b>Leave of Absence / Apologies</b> .....	<b>3</b>
<b>4</b>	<b>Acknowledgement of Country</b> .....	<b>3</b>
<b>5</b>	<b>Declaration of Interest</b> .....	<b>3</b>
<b>6</b>	<b>Portfolio – Roads &amp; Drainage</b> .....	<b>4</b>
	6.1 Kingaroy Transformation Project - Design Update.....	4
<b>7</b>	<b>Closure of Meeting</b> .....	<b>4</b>

**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL COUNCIL MEETING HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY ON WEDNESDAY, 18 NOVEMBER 2020 AT 9.02AM**

## **1 OPENING**

The Mayor declared the meeting open and welcomed all attendees

## **2 ATTENDANCE**

### **Councillors**

Cr Brett Otto (Mayor), Cr Gavin Jones (Deputy Mayor), Cr Kathy Duff, Cr Roz Frohloff, Cr Danita Potter, Cr Kirstie Schumacher, Cr Scott Henschen

### **Council Officers**

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Aaron Meehan (General Manager Infrastructure), James D'Arcy (Manager Infrastructure Planning) Celina Branch (Manager Finance), Allen Christensen (Consultant), Lynelle Paterson (Executive Assistant)

## **3 LEAVE OF ABSENCE / APOLOGIES**

Nil

## **4 ACKNOWLEDGEMENT OF COUNTRY**

Nil

## **5 DECLARATION OF INTEREST**

In accordance with Chapter 5B of the Local Government Act 2009, Mayor Otto declared a declarable conflict of interest in item 6.1 – Kingaroy Transformation Project (KTP) – Design Update.

Mayor Otto has a business located within the proximity of the CBD area.

Mayor Otto advised that since the introduction of the new legislation he had conferred with the LGAQ and LGAQ Senior Staff who have advised that on the facts Mayor Otto has presented them with, it is not a prescribed conflict of interest but a declarable conflict of interest.

Mayor Otto is the Director of a Company which operates an accounting practice. The company leases premises (does not own the premises) which border on to the Alford Street Carpark in behind the laneway which runs into Kingaroy Street. Mayor Otto does not expect the practice to receive any material benefit from the Kingaroy Transformation Project on the basis that the practice does not have any business operators in the Kingaroy CBD who are clients. Almost all of the clients are farmers as the practice specialises in Primary Production. All clients are farmers apart from a couple in other towns. There are no local businesses who are clients of the firm and don't expect to get any benefit from the KTP Project as the premises are leased. Mayor Otto feels comfortable that he is able to exercise the appropriate level of objectivity in acting at all times and 100% in the public interest.

Mayor Otto acknowledged that the remaining Councillors must now determine whether Mayor Otto can remain and participate in the decision.

Cr Schumacher advised she originally had some concerns in relation to potential conflicts of interest as she had previously been on the executive of the Kingaroy Chamber of Commerce (KCCI).



However since the original discussions about the KTP Project Cr Schumacher has stood down and is no longer a member of the KCCI executive.

At 9:08 am, Cr Brett Otto left the meeting.

The Deputy Mayor assumed the chair.

---

### **RESOLUTION 2020/191**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That Council resolve that Mayor Otto has a declarable conflict of interest in the matter and notwithstanding the conflict, Mayor Otto may participate in the matter, discuss and vote upon it.

In Favour: Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 6/0**

At 9:29 am, Cr Brett Otto returned to the meeting and resumed the Chair.

At 9.58am CEO Mark Pitt left the meeting.

At 10.00am CEO Mark Pitt returned to the meeting.

At 10:19 am, Cr Danita Potter left the meeting.

At 10:21 am, Cr Danita Potter returned to the meeting.

## **6 PORTFOLIO – ROADS & DRAINAGE**

### **6.1 KINGAROY TRANSFORMATION PROJECT - DESIGN UPDATE**

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#### **RESOLUTION 2020/192**

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That Council note the updated design presentation for Kingaroy Transformation Project and publicly release the revised design for the community shared space.

In Favour: Crs Brett Otto, Gavin Jones, Roz Frohloff, Danita Potter and Scott Henschen

Against: Crs Kathy Duff and Kirstie Schumacher

**CARRIED 5/2**

## **7 CLOSURE OF MEETING**

The Meeting closed at 10.22am.

The minutes of this meeting were confirmed at the Ordinary Meeting of the South Burnett Regional Council held on 25 November 2020.

.....  
**CHAIRPERSON**

**8 BUSINESS OUTSTANDING****8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING****File Number:** 25-11-2020**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Business outstanding table for the Ordinary Council Meeting

**SUMMARY**

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council Meetings. The current Business Outstanding table for the Ordinary Council Meeting is presented for Councillors; information

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**OFFICER'S RECOMMENDATION**

That the Business Outstanding table for the Ordinary Council Meeting be received for information.

**BACKGROUND**

N/A

**ATTACHMENTS**

1. **Business Outstanding Table for Ordinary Council Meeting** [↓](#) 

# **BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING**

**Meeting Date: 25 November 2020**

**Attachment No: 1**

Meeting	Subject	Resolution	Notes
Council 15/07/2020	Offer of Licence to Barambah Beekeepers Inc. for the shed located at Pound Street, Kingaroy	<p><b>RESOLUTION 2020/56</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Kirstie Schumacher</p> <p>That, in accordance with Section 236 of the <i>Local Government Regulation 2012</i>, Council enter into a licence with the Barambah Beekeepers Inc. for the shed at Pound Street, Kingaroy (part of Lot 87 on RP7952) for \$75.00 per annum (plus GST) for 12 months with an option to renew annually for a further four years.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>	
Council 16/09/2020	Disposal of Asset - Shed for Removal - 6 Macalister Street, Murgon	<p><b>RESOLUTION 2020/146</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p> <p>That Council not accept the tender for demolition of the shed at 6 Macalister Street, Murgon, and proceed to seek quotes for the demolition of the building.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>	
Council 16/09/2020	Sale by Tender of 20 William Street, Kingaroy	<p><b>OFFICER'S RECOMMENDATION</b></p> <p>That Council finalise the tender process for the sale of Lot 4 on RP7914, 20 William Street, Kingaroy by:</p> <ol style="list-style-type: none"> <li>1. Entering into negotiations with the highest tenderer</li> </ol>	

- and if the current market value of the property is reached, enter into a contract of sale for the property or
2. If negotiations with the highest tenderer does not result in a sale of the property at current market value, list the property for sale on the open market.

**RESOLUTION 2020/148**

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the matter lay on the table.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

Council 14/10/2020

Application for Permanent Part Road Closure at the corner of Ellwoods Road and Memerambi-Gordonbrook Road - Queensland Fire and Emergency Services

**RESOLUTION 2020/173**

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That Council offers no objections to the permanent part road closure at the corner of Ellwoods Road and Memerambi-Gordonbrook Road, Gordonbrook.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

<p>Council 14/10/2020</p>	<p>Request to Name Existing Constructed Unnamed Road Reserve that Intersects with Gore Street Murgon</p>	<p><b>RESOLUTION 2020/174</b>                  Moved: Cr Roz Frohloff                  Seconded: Cr Danita Potter                  That Council names the existing constructed unnamed road reserve that intersects with Gore Street, Murgon to Cherry Lane, Murgon.  <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen  <u>Against:</u> Nil  <p style="text-align: right;"><b>CARRIED 7/0</b></p> </p>

<p>Council 14/10/2020</p>	<p>Purchase of Commercial Property fronting Kingaroy Street Kingaroy</p>	<p><b>RESOLUTION 2020/183</b>                  Moved: Cr Danita Potter                  Seconded: Cr Scott Henschen                  That in accordance with Section 257 of the <i>Local Government Act 2009</i>, Council delegate power to the Chief Executive Officer to negotiate the purchase of Lot 1 on RP133329 (former Trendsetter premise) at 195 Kingaroy Street, Kingaroy and that Council release funds from restricted cash to purchase the property.  <u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen  <u>Against:</u> Nil</p>	<p><b>27 Oct 2020 1:33pm O'May, Peter</b>                  Agreement to purchase reached. Council details provided for contract preparation (Vendors Solicitor). Subject to due diligence building clause (Inspection organised for 29 October 2020 Cardo). 35 day settlement. Note - Council Solicitor - KF Solicitors</p> <p style="text-align: right;"><b>CARRIED 6/0</b></p>
<p>Council 14/10/2020</p>	<p>Proposal for Relief Funding to Wondai Garden Expo Inc.</p>	<p><b>RESOLUTION 2020/186</b>                  Moved: Cr Kathy Duff                  Seconded: Cr Danita Potter                  That Council contributes payment of \$4854.86 to Wondai Garden Expo for the relocation of electricity and water outlets at Wondai sportsground.  <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen  <u>Against:</u> Nil</p>	<p style="text-align: right;"><b>CARRIED 7/0</b></p>

## **9 PORTFOLIO – SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT**

### **9.1 WBBROC ANNUAL GENERAL MEETING**

**File Number:** 25 November 2020  
**Author:** Chief Executive Officer  
**Authoriser:** Chief Executive Officer

#### **PRECIS**

South Burnett Regional Council is a full member of the Wide Bay Burnett Regional Organisation of Councils Inc.

#### **SUMMARY**

According to the rules of the organisation, the required 2-weeks' notice of an AGM has been provided. This report is to advise you that WBBROC will re-convene its AGM at 10am on Friday 4 December. The following will be on the agenda:

1. Confirmation or election of the WBBROC Chair
2. Election of WBBROC Deputy Chair
3. Acceptance of the audited financial statements

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#### **OFFICER'S RECOMMENDATION**

That South Burnett Regional Council nominate Mayor Brett Otto for the position of WBBROC Chair.

#### **BACKGROUND**

The objects of the Association are to –

- foster co-operation between member Councils in the areas of land use planning and infrastructure planning and delivery to ensure that future development within the Wide Bay Burnett Region occurs in an economically and environmentally sustainable manner
- promote the economic and social well-being of people in the Wide Bay Burnett Region;
- identify economic, social and environmental issues in the Wide Bay Burnett Region and to work with the Commonwealth and State Governments with regards to these issues;
- promote sustainable economic development within the region of a type compatible with its lifestyle and the region's comparative advantages;
- identify and pursue the future infrastructural needs of the Wide Bay Burnett Region;
- co-operate in the preparation and submission of requests for assistance for member Councils from Commonwealth and State Governments;
- foster co-operation between Councils on projects of individual or mutual benefit or to further joint interests; and
- concentrate available resources on seeking solutions to identified mutual problems and ascertain where savings in resources can be gained through co-operative effort.
- to be a conduit to and from the Local Government Association of Queensland to the region

Membership of the Association consists of:

- Bundaberg Regional Council
- Cherbourg Aboriginal Shire Council
- Fraser Coast Regional Council



- Gympie Regional Council
- North Burnett Regional Council
- South Burnett Regional Council

**ATTACHMENTS**

**Nil**

## 9.2 DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER UNDER THE LOCAL GOVERNMENT REGULATION 2012

**File Number:** 25/11/2020

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

### PRECIS

Review and update South Burnett Regional Council ('Council') delegation of powers to the Chief Executive Officer ('CEO') under the *Local Government Regulation 2012* ('Regulation').

### SUMMARY

Council subscribes to a delegation update service provided by MacDonnells Law and has been advised that the following legislation has been revised with delegations to be updated accordingly:

1. Local Government Regulation 2012

---

### OFFICER'S RECOMMENDATION

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

1. delegate the exercise of the powers contained in Schedule 1 of the Instrument of Delegation attached to this resolution as Appendix, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instrument of Delegation.
2. repeal all prior resolutions delegating the same powers to the Chief Executive Officer.

### FINANCIAL AND RESOURCE IMPLICATIONS

The delegation update service is funded in the current budget. Delegated authority must be appropriately granted and periodically reviewed to ensure that any expenditure incurred by Council officers acting on Council's behalf is legislatively compliant.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2018/19 to 2022/23:

EXC2.1 Deliver governance that provides sound organisational management and complies with relevant legislation.

Annual Operational Plan 2020/21:

Provide the Delegations and Local Government Authorised Persons governance process.

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Senior Governance Officer has consulted the CEO, General Manager Finance & Corporate, Manager Social & Corporate Performance and MacDonnells Law regarding the delegation of powers under Regulation.

### LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The delegation of Local Government powers is important and necessary for the effective operation of Council.

Council in delegating its powers to the CEO does not in any way relinquish or limit its own authority to maintain and utilise all of the powers conferred upon it under legislation. Delegated authority granted by Council to the CEO can further be amended or revoked via Council resolution at any time.

*Section 4(b) of the Human Rights Act 2019* (the 'Act') requires public entities to act and make decisions in away compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

- |   |  |
|---|--|
| 1. Recognition and equality before the law;                           | 13. Cultural rights—generally;   |
| 2. Right to life;   | 14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples; |
| 3. Protection from torture and cruel, inhuman or degrading treatment; | 15. Right to liberty and security of person;                               |
| 4. Freedom from forced work;  | 16. Humane treatment when deprived of liberty;                             |
| 5. Freedom of movement;   | 17. Fair hearing;  |
| 6. Freedom of thought, conscience, religion and belief;               | 18. Rights in criminal proceedings;  |
| 7. Freedom of expression;   | 19. Children in the criminal process;                                      |
| 8. Peaceful assembly and freedom of association;                      | 20. Right not to be tried or punished more than once;                      |
| 9. Taking part in public life;  | 21. Retrospective criminal laws;   |
| 10. Property rights;  | 22. Right to education;  |
| 11. Privacy and reputation;   | 23. Right to health services.  |
| 12. Protection of families and children;                              |  |

### **POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

This report has been provided in compliance with *Section 257(1) of the Local Government Act 2009*, which allows Council by resolution, to delegate a power under the *Local Government Act 2009* or another Act to the CEO.

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

### **ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

### **REPORT**

*Section 257 of the Local Government Act 2009* allows Council to delegate its powers under State and other laws to the CEO.

To maintain the current delegations in place for existing pieces of legislation, MacDonnells Law provides Council with updated delegable powers based on the changes to the relevant legislation under their update service.

The instruments attached as appendixes to this report reflect the delegations that required delegation from Council to the CEO.

*Local Government Regulation 2012*

The *Local Government Regulation 2012* was amended by the *Local Government Legislation Amendment Regulation (No. 1) 2020* (Qld). The changes are in relation to, among other things, overdue rates or charges and the measures a local Government may take to recover those rates or charges. Specifically, the changes relate to how a local Government is able to sell land for overdue rates or charges. The changes also resulted in changes surrounding the publication of a register of interests of Councillors in order to promote transparency, accountability and consistency in relation to the interests to be disclosed.

#### COVID-19 Update

MacDonnells Law draw to Council's attention the modification of the *Building Units and Group Titles Act 1980* (Qld) which has been modified under the *Justice Legislation (COVID-19 Emergency Response –Community Titles Scheme and Other Matters) Regulation 2020*. The modification for *Part 2 Division 1* was taken to have commenced on 19 March 2020. The modification introduces some changes in relation to holding body corporate meetings and committee meetings, including but not limited to the suspension of requirements and entitlements, remote attendance at corporate meetings and facilitating electronic voting for meetings. The modifications will expire at the end of the COVID-19 emergency period. This is not included in our current Table of Delegable Powers however we draw this to Council's attention, so it is aware of the modification.

#### Other Reviewed Legislation

The following legislation has been reviewed as part of the monthly update service for October 2020 however no changes to the Tables of Delegable Powers are required:

- *Building Regulation 2006* (Qld) - changes commenced on 1 October 2020;
- *Building Units and Groups Titles Act 1980* (Qld) - modification as a result of COVID-19, taken to have commenced on 19 March 2020;
- *Environmental Protection (Water and Wetland Biodiversity) Policy 2019* (Qld) - changes commenced on 2 October 2020; and
- *Plumbing and Drainage Regulation 2019* (Qld) - changes to commence on 1 May 2021.

#### **ATTACHMENTS**

1. **Instrument of Delegation - Local Government Regulation 2012 - Chief Executive Officer**



## **INSTRUMENT OF DELEGATION**

### **South Burnett Regional Council *Local Government Regulation 2012 ("LOGR")***

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

**Local Government Regulation 2012 ("LOGR")**

**CHAPTER 3 – THE BUSINESS OF LOCAL GOVERNMENTS**

**Part 2 – Business reform, including competitive neutrality**

**Division 7 – Competitive neutrality complaints**

**Subdivision 2 – Complaint process**

Entity power given to	Section of LOGR	Description
Local Government	55(4)	Power to, within seven (7) days after making the resolution, give notice of the resolution to: (a) The complainant; and (b) The QCA; and (c) If a corporatised business entity is conducting the business activity—the corporatised business entity.

**CHAPTER 4 – RATES AND CHARGES**

**Part 5 – Differential general rates**

**Division 2 – Entering land to categorise land**

Entity power given to	Section of LOGR	Description
Chief Executive Officer	83(1)	Power to appoint a qualified person as a categorisation officer for this division.
Local Government	83(2)(b)	Power to authorise a person for the purpose of this division.
Chief Executive Officer	84(1)	Power to give a categorisation officer an identity card.

**Division 4 – Objecting to rates category**

Entity power given to	Section of LOGR	Description
Chief Executive Officer	91(2)	Power to consider the objection and decide: (a) to change the rating category for the land: (i) to the rating category to which the owner claims in the objection notice the land should belong; or (ii) to another rating category; or (b) not to allow the objection.
Chief Executive Officer	91(3)	Power to give the owner notice of the decision and the reasons for the decision.

**Part 12 – Overdue rates and charges**  
**Division 3 – Selling or acquiring land for overdue rates or charges**  
**Subdivision 2 – Selling land for overdue rates or charges**

Entity power given to	Section of LOGR	Description
Local Government	138(3)	Power to give the State or government entity that has the interest in the land under the State encumbrance a notice of the local government's intention to sell the land, before the local government sells the land.
Local Government	140(3)	In certain circumstances, power to give all interested parties a notice of intention to sell the land.
Local Government	143(1)	Power to set a reserve price for the land at auction.
Local Government	143(2)	In certain circumstances, power to enter into negotiations with the any bidder who attended the auction to sell the land by agreement.
Local Government	144(1)	Power to prepare the sales notice.
Local Government	144(4)	Power to decide to offer the land for sale by negotiation.
Local Government	144(5)(a)	Power to give a copy of the sales notice to each interested party who was given a notice of intention to sell the land.
Local Government	144(5)(b)	Power to publish the sales notice on the local government's website.
Local Government	144(5)(c)	Power to display the sales notice in a conspicuous place in the local government's office.
Local Government	144(5)(d)	Power to display the sales notice in a conspicuous place on the land.
Local Government	144(5)(e)	Power to take all reasonable steps to publish the sales notice in another way to notify the public about the sale of the land.

**Subdivision 3 – Acquiring land for overdue rates or charges**

Entity power given to	Section of LOGR	Description
Local Government	149(2)	In certain circumstances, power to, as soon as practicable, give all interested parties a notice of intention to acquire the land.

**Part 13 – Land record of local government**  
**Division 1 – Land record**

Entity power given to	Section of LOGR	Description
Chief Executive Officer	156(2)	In certain circumstances, power to, as soon as practicable, give the ratepayer an information notice about the amendment.

**CHAPTER 5 – FINANCIAL PLANNING AND ACCOUNTABILITY**

**Part 5 – Community grants**

Entity power given to	Section of LOGR	Description
Local Government	194(a)	Power to be satisfied:

		(a) the grant will be used for a purpose that is in the public interest; and (b) the community organisation meets the criteria stated in the local government's community grants policy.
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**Part 8 – Local government funds and accounts**

**Division 1 – Trust fund**

Entity power given to	Section of LOGR	Description
Local Government	201(2)	In certain circumstances, power to transfer money from a trust fund.
Local Government	201B(4)	Power to, after the adoption of the budget by the Local Government, publish a notice containing the prescribed things.
Chief Executive Officer	202(2)(a)(ii)	In the specified circumstances, power to approve an allocation of the councillor's discretionary funds.
Chief Executive Officer	202A(2)	In the specified circumstances, power to publish a notice under section 202A(1) on the Local Government's website.

**Part 9 – Accounting records**

Entity power given to	Section of LOGR	Description
Chief Executive Officer	204(2)	Power to present the financial report: (a) if the local government meets less frequently than monthly—at each meeting of the local government; or (b) otherwise—at a meeting of the local government once a month.
Chief Executive Officer	205(1)	Power to present the local government's annual budget meeting with a statement of estimated financial position.

**CHAPTER 6 – CONTRACTING**

**Part 3 – Default contracting procedures**

**Division 2 – Entering into particular contracts**

Entity power given to	Section of LOGR	Description
Local Government	225(3)	Power to not accept any of the quotes received.
Local Government	225(4)	Power to decide to accept a quote.
Local Government	225(4)	Power to decide which quote is most advantageous to Council, having regard to the sound contracting principles.
Local Government	228(9)	Power to decide not to accept any tenders received.
Local Government	228(10)	Power to decide to accept a tender.
Local Government	228(10)	Power to decide which tender is most advantageous to Council, having regard to the sound contracting principles.



**Division 3 – Exceptions for medium-sized and large-sized contractual arrangements**

Entity power given to	Section of LOGR	Description
Local Government	232(2)	In certain circumstances, power to enter into the contract without first inviting written quotes or tenders.
Local Government	232(4)	In certain circumstances, power to establish a register of pre-qualified suppliers.

**CHAPTER 8 – ADMINISTRATION**

**Part 2 – Local government meetings and committees**

**Division 1A – Requirements for local government meetings generally**

Entity power given to	Section of LOGR	Description
Local Government	254B(1)	Power to publish a notice at least once a year, of the days and times when: (a) its ordinary meetings will be held; and (b) the ordinary meetings of its standing committees will be held.
Local Government	254B(1)	Power to consider it appropriate to publish the notice mention in subsection (1) in other ways.

**Part 3 – Local government employees**

**Division 1 – Disciplinary action against local government employees**

Entity power given to	Section of LOGR	Description
Chief Executive Officer	279	Power to be satisfied that that the employee has: (a) failed to perform their responsibilities under the Act; or (b) failed to perform a responsibility under the Act in accordance with the local government principles; or (c) taken action under the Act in a way that is not consistent with the local government principles.
Chief Executive Officer	282(1)	Power to be satisfied, on reasonable grounds, that a local government employee will be subject to disciplinary action.
Chief Executive Officer	282(1)	Power to suspend the employee from duty.
Chief Executive Officer	283(1)	Power to give the employee: (a) written notice of the following: (i) the disciplinary action to be taken; (ii) the grounds on which the disciplinary action is taken; (iii) the particulars of conduct claimed to support the grounds; and (b) a reasonable opportunity to respond to the information contained in the written notice.

**Part 5 – Register of interests**

**Division 1 – Disciplinary action against local government employees**

Entity power given to	Section of LOGR	Description
Chief Executive Officer	296	In certain circumstances, the power to inform the informed person.

**CHAPTER 9 – OTHER PROVISIONS**

**Part 3 – Delegation of powers**

Entity power given to	Section of LOGR	Description
Chief Executive Officer	305(2)	Power to consider it appropriate to include other information in the register.

**Part 6 – Loss of local government asset**

Entity power given to	Section of LOGR	Description
Chief Executive Officer	307A(1)(b)	Power to form reasonable suspicion that there has been a reportable loss of an asset belonging to the local government.
Chief Executive Officer	307A(3)	Power to be satisfied the material loss is also a reportable loss and power to advise the person specified in subsection (3) as soon as practicable but not more than 6 months after the CEO becomes aware of the loss.

## 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.

[2020 10 12 - LOGR - Delegation Instrument]

### 9.3 NOTICE TO REPEAL SOUTH BURNETT REGIONAL COUNCIL RESOLUTIONS - MINUTE NUMBERS 1732, 2080 AND 2077

**File Number:** 25-11-2020

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

#### PRECIS

Presented at the Finance & Corporate Standing Committee meeting on 18 November 2020 –Notice to repeal South Burnett Regional Council Resolutions – Minute Numbers 1732,2080 and 2077.

#### SUMMARY

##### Committee Resolution 2020/7

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the committee recommends to Council:

That in accordance with *Section 262* of the *Local Government Regulation 2012*, the following resolutions be repealed:

1. Item 9.2.1 of the General Meeting held on 27 May 2009 – HR-50814 - Employee Assistance Program Policy– Minute Number 1732.
2. Item 9.2.2 of the General Meeting held on 29 July 2009 – HR–633362 - Exit Interview Policy – Minute Number 2080.
3. Item 9.2.1 of the General Meeting held on 29 July 2009 – HR-533519 - Corporate Rehabilitation Policy - Minute Number 2077.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**Carried 7/0**

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#### OFFICER'S RECOMMENDATION

That in accordance with *Section 262* of the *Local Government Regulation 2012*, the following resolutions be repealed:

1. Item 9.2.1 of the General Meeting held on 27 May 2009 – HR-50814 - Employee Assistance Program Policy– Minute Number 1732.
2. Item 9.2.2 of the General Meeting held on 29 July 2009 – HR–633362 - Exit Interview Policy – Minute Number 2080.
3. Item 9.2.1 of the General Meeting held on 29 July 2009 – HR-533519 - Corporate Rehabilitation Policy - Minute Number 2077.

#### BACKGROUND

Presented at the Finance & Corporate Standing Committee meeting on 18 November 2020

#### ATTACHMENTS

1. **South Burnett Regional Council Employee Assistance Program Policy** [↓](#) 
2. **South Burnett Regional Council Exit Interview Policy** [↓](#) 
3. **South Burnett Regional Council Corporate Rehabilitation Policy** [↓](#) 



# Employee Assistance Program Policy

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**1. POLICY STATEMENT**

This Policy states South Burnett Regional Council’s (“Council”) commitment to the health, safety and general well-being of its employees, particularly in relation to mental and emotional health.

**2. SCOPE**

This Policy applies to all employees and Councillors, and their immediate family members.

**3. POLICY OBJECTIVES**

To clearly formulate the rights and responsibilities of Council, employees, Councillors, and the immediate family of employees and Councillors, regarding access to and utilisation of a free, confidential counselling service (“Employee Assistance Program”).

**4. BACKGROUND AND/OR PRINCIPLES**

Council places priority on the health, safety and general well-being of its employees, and recognises the effects that a safe and supportive environment can have on Council’s efficiency, service and satisfaction levels. As this includes relief from stress-related factors, Council is committed to providing an accessible, confidential counselling service to assist with the resolution of personal and work-related issues which may affect a Councillor or employee’s quality of life or work performance.

**5. LEGISLATIVE AUTHORITY**

*Workplace Health and Safety Act 1995.*

**6. GENERAL INFORMATION**

**6.1 Access to Employee Assistance Program**

Council’s Employee Assistance Program, operated by Assure Programs, may be accessed by all employees, Councillors and their immediate family members who desire professional counselling assistance. Assure Programs offers the services of registered psychologists and clinical social workers, and can provide assistance with a wide range of personal and work-related issues, including bereavement, financial stress, substance abuse, relationship difficulties, and job or career issues. Assure Programs can also offer an introductory session on legal and/or financial advice, provided by a qualified professional via telephone consultation.

At arranged and advertised times, Assure Programs will visit Council's workplaces to initiate and maintain contact with employees, and to promote the counselling service. Persons who wish to receive a counselling session shall contact Assure Programs on their 24-hour telephone number (1800 808 374), or email [info@assureprograms.com.au](mailto:info@assureprograms.com.au). Telephone counselling is easily accessible to both parties, and can be undertaken at any time of the day, however the person seeking counselling may request a session in person if they prefer. This may require travelling to the counsellor's Practice (generally based in Kingaroy).

Where the employee wishes to utilise work time to undertake private counselling they will utilise Time In Lieu, Personal Leave or Leave Without Pay, with the normal leave application and approval process applying. Where possible, the employee is expected to liaise with their Supervisor to ensure that counselling sessions align with operational circumstances; in turn, the Supervisor is expected to make every effort to accommodate the employee, and must act with discretion and sensitivity towards the employee's request. The employee is not required to provide details of their session or discuss their issues with their Supervisor.

Assure Programs will generally provide up to four (4) hours of private counselling to an employee, Councillor and their immediate family members in a single twelve (12) month period. After this maximum number of sessions, or when Assure Programs deems it appropriate, the Employee Assistance Program will provide referral to other health professionals, including occupational medical practitioners, psychiatrists, mental health facilities and community agencies. Council will not bear the cost of counselling above and beyond maximum entitlement of its contract with Assure Programs, or any other associated service, unless approved in writing by the Chief Executive Officer or Human Resources Manager.

Council recognises the Employee Assistance Program as a vital intervention measure, and encourages early participation to prevent further development of personal and work-related problems.

## **6.2 Information from Employee Assistance Program**

Assure Programs are required to make and keep client records as per the Australian Psychological Society Code of Ethics and relevant legislation. However, authorised Council representatives (e.g. Human Resources Manager, Chief Executive Officer) will have only limited access to information generated by the Employee Assistance Program. This information will be of a general nature, indicating utilisation of the Program, and general reasons for accessing the Program, with no identification of who has accessed the service. Unless authorised in writing by the person undertaking the counselling, Assure Programs will not divulge the names of participating persons, or any specific information discussed during the counselling sessions.

Where a serious or criminal offence (e.g. workplace harassment; sexual harassment) is reported to the Employee Assistance Program provider, they will encourage the affected person to report this to management or Human Resources as appropriate, in the interests of workplace health and safety and ethical disclosure.

## **6.3 Additional Services**

On occasion, Council may access additional Assure Programs services – or other counselling/mediation services – which fall outside the scope of the Employee Assistance Program. For instance, counselling of an employee may be required as part of the employee's Performance Management Program, designed to address unacceptable performance or conduct. It should be noted that such counselling is distinct from the Employee Assistance Program, and therefore the voluntary and confidential aspects of the Employee Assistance Program may not apply, or apply to a lesser degree. For instance, participation in counselling may be required by the Performance Management Program, and therefore the employee may face disciplinary measures if they fail to participate. Also, management may be entitled to access information from the service on the

employee's progress in relation to identified performance/conduct issues, and such information may be retained on the employee's personnel file.

Additional services may also be retained by Council to offer group counselling sessions, trauma counselling, or mediation as appropriate. Accessing additional services will require approval from Human Resources or the Chief Executive Officer.

#### **6.4 Cancellation and Failure to Attend**

Where an individual has scheduled a counselling session with the Employee Assistance Program provider, cancellation notice of a minimum of twenty-four (24) hours is required. Failure to attend scheduled counselling, or to provide sufficient notice of cancellation, will be monitored by Assure Programs and may decrease the employee's Employee Assistance Program entitlement.

### **7. DEFINITIONS**

**Councillor** – elected representative.

**Employee** – for the purposes of this Policy, "employee" refers to any Council employee, including temporary and permanent employees, trainees, and excludes volunteers, work experience students and consultants.

**Employee Assistance Program** – an objective, professional, confidential counselling service provided to Councillors, employees and their immediate family members to assist with resolution of personal and work-related issues which may affect an employee's quality of life or work performance.

**Immediate Family** – those persons with a familial relationship to a Councillor or employee, including the Councillor/employee's spouse (marital, de facto), and the progeny (biological or otherwise), siblings, parents, grandchildren and/or grandparents of the Councillor/employee or their spouse.

### **8. RELATED POLICIES AND PROCEDURES**

Council's related Policies and Procedures are available from Council's intranet site, or upon request from Human Resources.

### **9. DATE REVIEWED**

19 May 2009

### **10. NEXT REVIEW**

May 2011



# Exit Interview Policy

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**1. POLICY STATEMENT**

This Policy states South Burnett Regional Council’s (“Council”) commitment to collect and consider information from departing employees in order to facilitate strategic planning for improvement to Council and its operations.

**2. SCOPE**

This Policy applies to all Council employees except volunteers, work experience students, trainees and consultants.

**3. POLICY OBJECTIVES**

To clearly construct the responsibilities of Council and employees in the appropriate conduct and utilisation of Exit Interviews.

**4. BACKGROUND AND/OR PRINCIPLES**

Council places great importance on continual improvement of its processes and practices in terms of efficiency, service and satisfaction levels. Employees who are leaving Council are uniquely positioned to provide an honest and comprehensive perspective on Council’s strengths and weaknesses and, accordingly, such employees will be invited to participate in an Exit Interview. The information gathered through the Exit Interview process will assist Council to identify any impediments preventing an optimally productive, satisfactory and safe workplace (e.g. recurring problems with an employee or process); measure the effectiveness of human resources practices and processes (e.g. Learning and Development program); and allow for responsive strategic planning, particularly in relation to employee attraction and retention.

**5. GENERAL INFORMATION**

**5.1 Exit Interview Participation**

Completion of an Exit Interview is strictly voluntary, but will be encouraged by Council as a valuable information-gathering tool. Human Resources will generally invite all long-term that employees whose employment is ceasing through resignation, retirement, redundancy, or the completion of a contractual agreement of at least twelve (12) months duration, to participate in an Exit Interview. Any employee leaving Council may request an Exit Interview, however it will be at the discretion of Human Resources as to whether an Exit Interview would be appropriate and meaningful. Specifically, Exit Interviews by employees dismissed for unsatisfactory performance/conduct, may be inappropriate.



The Exit Interview, wherever possible, will be conducted in person and prior to the employee's cessation date. If circumstances prevent this, or if the employee requests it, the Exit Interview may be conducted via telephone, self-completion and/or after the employee's cessation date.

A Human Resources representative will perform the role of Interviewer, however with the employee's consent other person/s may be invited to participate in the Exit Interview process (e.g. Chief Executive Officer).

## **5.2 Responsibilities for Exit Interviewing**

The Interviewer is responsible for establishing an appropriate environment to conduct the Exit Interview. An appropriate environment is one that allows for privacy and confidentiality, and has an impartial, supportive and encouraging atmosphere.

Human Resources is responsible for identifying, conducting, collating and analysing Exit Interviews, including the analysis and presentation of information for strategic management planning.

The Interviewer, Human Resources and management (as appropriate) will be responsible for initiating any actions or investigations arising from an employee's Exit Interview – for instance, where performance/conduct issues of another employee have been raised.

All persons involved in the Exit Interview process are responsible for protecting the confidentiality of information that arises from the Exit Interview. This includes verbal comments given by the employee during the Exit Interview that are not documented. The completed Exit Interview form and any associated documentation bearing the employee's name may only be viewed by the Interviewer, Human Resources and the Chief Executive Officer. Information arising from Exit Interviews will be presented to management to assist strategic planning; however this information will usually be of a general nature, presented in statistical format, or collated with other responses, and will not bear details identifying the participating employees.

## **6. DEFINITIONS**

**Employee** – for the purposes of this Policy, "employee" refers to any Council employee, including temporary and permanent employees, and excludes volunteers, work experience students, trainees and consultants.

**Interviewer** – for the purposes of this Policy, "Interviewer" will refer to the person conducting the Exit Interview. A Human Resources representative will generally perform the role of Interviewer.

## **7. DATE REVIEWED**

July 2009

## **8. NEXT REVIEW**

July 2011



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## Corporate Rehabilitation Policy

This organisation is a member of the Queensland Local Government Workers' Compensation Self-Insurance Scheme, Local Government Workcare (LGW).

- LGW is responsible for the management of workers' compensation claims for employees of this organisation and is committed to providing best practice services in Claims Management, Injury Prevention & Management and OH&S Risk Management to Scheme Members and their employees.
- LGW supports the initiatives implemented by Scheme Members aimed at providing a safe work environment and in recognition of the value of their employees, implementing an effective workplace-based rehabilitation system to proactively assist in the recovery and return to work of those employees who have sustained an injury or illness.

This policy outlines the Scheme Member's commitment to providing an effective workplace-based rehabilitation system available to all its employees. As a minimum standard, the workplace-based strategies are in accordance with the LGW Corporate Rehabilitation Procedures.

The rehabilitation process will be goal focussed and will commence as soon as possible following injury. In consultation with the injured employee, a rehabilitation and return to work plan will be developed and the goal will be to assist the employee to either:

- Return to pre-injury duties; or
- If a return to work is not medically achievable, maximise independent functioning.

To facilitate this process, the Scheme Member will engage the services of an accredited Rehabilitation and RTW Coordinator (RRTWC). The role of the RRTWC is to coordinate the process and ensure all employees have access to the workplace-based rehabilitation system. A team approach will be used, with co-operation, consultation and confidentiality being key requirements for all involved in the process.

The treating doctor's approval will be sought throughout the rehabilitation process. A key element of the workplace-based rehabilitation system is the provision of suitable duties to assist the employee's return to pre-injury duties in a safe and supportive environment.

It is expected that at the workplace, management, supervisors, injured workers and their co-workers will be supportive of and committed to the rehabilitation process.

To ensure ongoing effectiveness and in accordance with the *Workers' Compensation and Rehabilitation Act 2003*, the LGW Corporate Rehabilitation Policy and Procedures and the outcomes of rehabilitation programs will be reviewed on or before 31 May 2010.

### **DATE REVIEWED**

July 2009

### **NEXT REVIEW**

2010

**9.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL STANDING COMMITTEES AND TERMS OF REFERENCE POLICIES FOR COMMUNITY / EXECUTIVE AND FINANCE & CORPORATE**

**File Number:** 25 November 2020  
**Author:** Chief Executive Officer  
**Authoriser:** Chief Executive Officer

**PRECIS**

Adoption of the South Burnett Regional Council Community Standing Committees and Terms of Reference policies for Community/Executive and Finance & Corporate.

**SUMMARY**

In October 2020, Council established the following Standing Committees in accordance with *Section 264* of the *Local Government Regulation 2012*:

- Executive and Community;
- Finance and Corporate; and
- Infrastructure

The scope of the Standing Committees have been reviewed to more appropriately align to Council’s departmental organisational structure.

Two (2) of the terms of reference policies have been adjusted to reflect the change to the name and scope of these committees:

Current Title	Proposed Title
<b>Executive and Community Standing Committee</b>	Community Standing Committee
<b>Finance and Corporate Standing Committee</b>	Executive and Finance & Corporate Standing Committee

**OFFICER’S RECOMMENDATION**

That

1. Council adopt the following Standing Committee structure pursuant to *Section 264* of the *Local Government Regulation 2012*:

South Burnett Regional Council Standing Committee
<b>Infrastructure</b>
<b>Community</b>
<b>Executive and Finance &amp; Corporate</b>

2. Council adopt the following Terms of References as presented:
  - South Burnett Regional Council Community Standing Committee Terms of Reference-Statutory-026
  - South Burnett Regional Council Executive and Finance & Corporate Standing Committee Terms of Reference-Statutory-027

**FINANCIAL AND RESOURCE IMPLICATIONS**

No direct financial or resource implications arise from this report.

**LINK TO CORPORATE/OPERATIONAL PLAN**Corporate Plan 2018/19 to 2022/23:

Enhancing our Community - Building a vibrant, healthy, supportive and inclusive community

EXC1 Effective financial management

EXC2 Effective business management

EXC4 Ethical, accountable and transparent decision-making

Annual Operational Plan 2020/21:

Develop and implement the Council Policy Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.

**COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

Discussions have taken place with Councillors and Senior Management.

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

*Local Government Act 2009*

*Local Government Regulation 2012*

*Section 4(b) of the Human Rights Act 2019* ('Act') requires public entities to act and make decisions in away compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

- |   |  |
|---|--|
| 1. Recognition and equality before the law;                           | 13. Cultural rights—generally;   |
| 2. Right to life;   | 14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples; |
| 3. Protection from torture and cruel, inhuman or degrading treatment; | 15. Right to liberty and security of person;                               |
| 4. Freedom from forced work;  | 16. Humane treatment when deprived of liberty;                             |
| 5. Freedom of movement;   | 17. Fair hearing;  |
| 6. Freedom of thought, conscience, religion and belief;               | 18. Rights in criminal proceedings;  |
| 7. Freedom of expression;   | 19. Children in the criminal process;                                      |
| 8. Peaceful assembly and freedom of association;                      | 20. Right not to be tried or punished more than once;                      |
| 9. Taking part in public life;  | 21. Retrospective criminal laws;   |
| 10. Property rights;  | 22. Right to education;  |
| 11. Privacy and reputation;   | 23. Right to health services.  |
| 12. Protection of families and children;                              |  |

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

Direct policy implications which arise from this report have been addressed in the review of the relevant Councillor policies.

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

**REPORT**

In October 2020, Council established the following Standing Committees in accordance with *Section 264* of the *Local Government Regulation 2012*:

- Executive and Community;
- Finance and Corporate; and
- Infrastructure

The purpose of the Committees is to provide strategic direction and leadership on matters in relation the services and functions of Council.



The Committees conduct much of the investigative and detailed work leading to a recommendation to Council to enable an informed decision to be made.

The scope of the Standing Committees have been reviewed to more appropriately align to Council’s departmental organisational structure.

Two (2) of the terms of reference policies have been adjusted to reflect the change to the name and scope of these committees:

Current Title	Proposed Title
<b>Executive and Community Standing Committee</b>	Community Standing Committee
<b>Finance and Corporate Standing Committee</b>	Executive and Finance & Corporate Standing Committee

**ATTACHMENTS**

1. **South Burnett Regional Council Community Standing Committee Terms of Reference-Statutory-026** [↓](#) 
2. **South Burnett Regional Council Executive and Finance & Corporate Terms of Reference-Statutory-027** [↓](#) 



**POLICY CATEGORY - NUMBER:** Statutory - 026  
**POLICY OWNER:** Social & Corporate Performance  
**ECM ID:** 2741157  
**ADOPTED:** 25 November 2020

## Community Standing Committee Terms of Reference

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Social & Corporate Performance Branch. **A hard copy of this electronic document is considered uncontrolled.**

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### 1. POLICY STATEMENT

The Community Standing Committee ('Committee') has been established as a Standing Committee in accordance with *Section 264* of the *Local Government Regulation 2012* ('Regulation'). Its purpose is to provide strategic direction and leadership on matters detailed in the Committee's roles and responsibilities. The Committee will conduct much of the investigative and detailed work leading to a recommendation to Council to enable an informed decision to be made.

### 2. SCOPE

The Committee considers and advises Council in relation to strategy and policy for the community, property, natural resource management/parks, planning/land management, environment/waste functions of Council.

The objectives of the Committee are to:

1. Provide a forum to enable complex or strategic issues to be discussed at length;
2. Provide an opportunity to the Community Department representatives to address and make submissions for Council consideration;
3. Receive and consider Council officer reports in order to provide a recommended course of action to Council to determine matters outlined in the roles and responsibilities of the Committee.

The Committee has the power only to recommend a course of action to Council.

Council may by resolution, delegate authority to the Committee to decide matters.

Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with Council's delegations process and be included in Council's Delegation Register.

The role of the Committee is to consider matters within the defined scope and to provide recommendations and advice to Council.

The Committee shall have a primary role in considering the long-term strategic direction of Council's Community services and functions and provide a monitoring role on department's financial, asset

and performance management.

The Committee is charged with considering matters relating to the services and functions in line with **Appendix 1** of Council's Acceptable Requests Guidelines Policy-Statutory 004.

Council business referred to above will include such business as:

- Development of goals and strategies for Council's Corporate Plan, Annual Operational Plan, Business Plans and Performance Management Plans;
- Quarterly review of Council 's progress and achievement towards Council's Corporate Plan, Annual Operational Plan, Business Plans and Performance Management Plans;
- Development of the annual budget for Council's Community services and functions;
- Quarterly review of the annual budget for Council's Community services and functions;
- Monthly review of Council 's Community services and functions reports; and
- To report to Council on a regular basis on the operations of Council's Community services and functions.

### **3. GENERAL INFORMATION**

#### **3.1. Membership**

Membership of the Committee is in accordance with the resolution passed at the General Meeting of Council held 14 October being six (6) Councillors and the Mayor. The General Manager Community and Chief Executive Officer will also attend as advisers to the Committee.

#### **3.2. Term of Membership**

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation.

#### **3.3. Replacing Vacating Members**

In the event of a Councillor resigning his/her position on the Committee, the Council will nominate a Councillor to fill the vacant position.

#### **3.4. Appointment of Chairperson**

The Chairperson will be appointed by Council in accordance with *Section 267* of the Regulation and as per the South Burnett Regional Council Conduct of Council & Committee Meetings Policy-Statutory-017.

#### **3.5. Role of Chairperson**

The Chairperson becomes the spokesperson on behalf of Council in discussing matters relating to the Committee with the community. The Chairperson will preside at meetings and conduct the meeting in accordance with South Burnett Regional Council Conduct of Council & Committee Meetings Policy-Statutory-017.

#### **3.6. Role of Committee Members**

The role of a Committee Member is to consider and make recommendations on matters relating to Council achieving the goals for Council's Community services and functions, as outlined in Council's Annual Operational Plan and Corporate Plan, while serving the overall public interest of the whole local government area. the overall public interest of the whole local government area.

#### **3.7. Meetings**

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of *Section 254J* of the Regulation and in accordance with South Burnett Regional Council Conduct of Council & Committee Meetings Policy- Statutory-017.

### 3.8. Quorum

A quorum for decision-making will consist of half the number of members of the Committee plus one (1). Council officers in attendance are not counted in the determination of a quorum.

### 3.9. Voting

Decision making of the Committee will be by majority vote. The Chairperson has a casting vote. If a member present fails to vote, the member is taken to have voted in the negative.

### 3.10. Frequency and Location

Meetings of the Committee will be held monthly, at a location advised. A schedule of meetings is to be forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

Additional / extraordinary meetings of the Committee may be called, at the discretion of the Chairperson, as required.

### 3.11. Meeting Agenda

The agenda for the Committee will be distributed in accordance with *Section 254C (Notice of meetings and agendas for councillors or committee members)* of the Regulation. Council aims to distribute the Committee agenda at least three (3) clear business days prior to the meeting date.

### 3.12. Reporting

The Committee will keep minutes of its proceedings in accordance with *Section 254F* of the Regulation.

### 3.13. Council Officers

The Committee will be resourced by Council officers of the Community Department as agreed by the Chief Executive Officer.

Council officers can attend Committee meetings to present reports, answer questions and provide guidance to the Committee. They are not Committee members and will not vote on any recommendations before the Committee.

## 4. DEFINITIONS

**Council Officer** – a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

## 5. LEGISLATIVE REFERENCE

The Committee has been established as an Advisory Committee in accordance with *Section 264* of the Regulation.

## 6. RELATED DOCUMENTS

If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson will refer to the South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory-017.

Attendance by relevant Council officers from other Departments of Council may be requested by the Committee Chairperson the South Burnett Regional Council Acceptable Request Guidelines Policy – Statutory-004.



**7. NEXT REVIEW**

As prescribed by legislation or every two (2) years – June 2022.

**8. VERSION CONTROL**

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	New Terms of Reference	14 October 2020	2728632
2	Revision of Policy to align Departments	25 November 2020	2741157

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date: 25 November 2020



**POLICY CATEGORY - NUMBER:** Statutory - 027  
**POLICY OWNER:** Social & Corporate Performance  
**ECM ID:** 2741156  
**ADOPTED:** 25 November 2020

## Executive and Finance & Corporate Standing Committee Terms of Reference

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Social & Corporate Performance Branch. **A hard copy of this electronic document is considered uncontrolled.**

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### 1. POLICY STATEMENT

The Executive and Finance & Corporate Standing Committee ('Committee') has been established as a Standing Committee in accordance with *Section 264 of the Local Government Regulation 2012* ('Regulation'). Its purpose is to provide strategic direction and leadership on matters detailed in the Committee's roles and responsibilities. The Committee will conduct much of the investigative and detailed work leading to a recommendation to Council to enable an informed decision to be made.

### 2. SCOPE

The Committee considers and advises Council in relation to strategy and policy for the executive, social/corporate performance, business systems/information technology and finance functions of Council.

The objectives of the Committee are to:

1. Provide a forum to enable complex or strategic issues to be discussed at length;
2. Provide an opportunity to the Executive and Finance & Corporate representatives to address and make submissions for Council consideration;
3. Receive and consider Council officer reports in order to provide a recommended course of action to Council to determine matters outlined in the roles and responsibilities of the Committee.

The Committee has the power only to recommend a course of action to Council.

Council may by resolution, delegate authority to the Committee to decide matters.

Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with Council's delegations process and be included in Council's Delegation Register.

The role of the Committee is to consider matters within the defined scope and to provide recommendations and advice to Council.

The Committee shall have a primary role in considering the long-term strategic direction of Council's

Executive and Finance & Corporate services and functions and provide a monitoring role on the whole of Council financial, asset and performance management.

The Committee is charged with considering matters relating to the services and functions in line with **Appendix 1** of Council's Acceptable Requests Guidelines Policy-Statutory 004.

Council business referred to above will include such business as:

- Development of goals and strategies for Council's Corporate Plan, Annual Operational Plan, Business Plans and Performance Management Plans;
- Quarterly review of Council 's progress and achievement towards Council's Corporate Plan, Annual Operational Plan, Business Plans and Performance Management Plans;
- Development of the annual budget for Council's Executive and Finance & Corporate services and functions;
- Quarterly review of the annual budget for Council's Executive and Finance & Corporate services and functions;
- Monthly review of Council 's Executive and Finance & Corporate services and functions reports; and
- To report to Council on a regular basis on the operations of Council's Executive and Finance & Corporate services and functions.

### **3. GENERAL INFORMATION**

#### **3.1. Membership**

Membership of the Committee is in accordance with the resolution passed at the General Meeting of Council held on 14 October 2020, being six (6) Councillors and the Mayor. The General Manager Finance & Corporate and Chief Executive Officer will also attend as advisers to the Committee.

#### **3.2. Term of Membership**

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation.

#### **3.3. Replacing Vacating Members**

In the event of a Councillor resigning his/her position on the Committee, the Council will nominate a Councillor to fill the vacant position.

#### **3.4. Appointment of Chairperson**

The Chairperson will be appointed by Council in accordance with *Section 267* of the Regulation and as per the South Burnett Regional Council Conduct of Council & Committee Meetings Policy-Statutory-017.

#### **3.5. Role of Chairperson**

The Chairperson becomes the spokesperson on behalf of Council in discussing matters relating to the Committee with the community. The Chairperson will preside at meetings and conduct the meeting in accordance with South Burnett Regional Council Conduct of Council & Committee Meetings Policy-Statutory-017.

#### **3.6. Role of Committee Members**

The role of a Committee Member is to consider and make recommendations on matters relating to Council achieving the goals for Council's Executive and Finance & Corporate services and functions, as outlined in Council's Annual Operational Plan and Corporate Plan, while serving the overall public interest of the whole local government area.

#### **3.7. Meetings**

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of

*Section 254J* of the Regulation and in accordance with South Burnett Regional Council Conduct of Council & Committee Meetings Policy- Statutory-017.

### **3.8. Quorum**

A quorum for decision-making will consist of half the number of members of the Committee plus one (1). Council officers in attendance are not counted in the determination of a quorum.

### **3.9. Voting**

Decision making of the Committee will be by majority vote. The Chairperson has a casting vote. If a member present fails to vote, the member is taken to have voted in the negative.

### **3.10. Frequency and Location**

Meetings of the Committee will be held monthly, at a location advised. A schedule of meetings is to be forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

Additional / extraordinary meetings of the Committee may be called, at the discretion of the Chairperson, as required.

### **3.11. Meeting Agenda**

The agenda for the Committee will be distributed in accordance with *Section 254C (Notice of meetings and agendas for councillors or committee members)* of the Regulation. Council aims to distribute the Committee agenda at least three (3) clear business days prior to the meeting date.

### **3.12. Reporting**

The Committee will keep minutes of its proceedings in accordance with *Section 254F* of the Regulation.

### **3.13. Council Officers**

The Committee will be resourced by Council officers of the Executive and Finance & Corporate Departments as agreed by the Chief Executive Officer.

Council officers can attend Committee meetings to present reports, answer questions and provide guidance to the Committee. They are not Committee members and will not vote on any recommendations before the Committee.

## **4. DEFINITIONS**

**Council Officer** – a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

## **5. LEGISLATIVE REFERENCE**

The Committee has been established as an Advisory Committee in accordance with *Section 264* of the Regulation.

## **6. RELATED DOCUMENTS**

If there is a dispute regarding meeting procedure or the conduct of an individual, the Chairperson will refer to the South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory-017.

Attendance by relevant Council officers from other Departments of Council may be requested by the Committee Chairperson the South Burnett Regional Council Acceptable Request Guidelines Policy – Statutory-004.

**7. NEXT REVIEW**

As prescribed by legislation or every two (2) years – June 2022.

**8. VERSION CONTROL**

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	New Terms of Reference	14 October 2020	2728633
2	Revision of Policy to align Departments	25 November 2020	2741156

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date: 25 November 2020

## **9.5 ADOPTION OF SOUTH BURNETT REGIONAL COUNCIL CONDUCT OF COUNCIL & COMMITTEE MEETINGS POLICY**

**File Number:** 25 November 2020  
**Author:** Chief Executive Officer  
**Authoriser:** Chief Executive Officer

### **PRECIS**

Adoption of the South Burnett Regional Council Conduct of Council & Committee Meetings Policy- Statutory-017

### **SUMMARY**

A good governance approach congruent with ethical, accountable and transparent decision making is a mandate of Council.

The purpose of this policy is to establish protocol for the proper and orderly conduct of Council meetings including Standing and Advisory Committee meetings.

This Policy has been developed in accordance with the obligations of local government as provided for in the *Local Government Act 2009* and *Local Government Regulation 2012* and applies to all Council Representatives, Council Committee members, invited guests, media representatives and the general public.

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### **OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory-017 be adopted as presented.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

No direct financial or resource implications arise from this report.

### **LINK TO CORPORATE/OPERATIONAL PLAN**

Corporate Plan 2018/19 to 2022/23:

EXC1 Effective financial management

EXC2 Effective business management

EXC4 Ethical, accountable and transparent decision-making

Annual Operational Plan 2020/21:

Develop and implement the Council Policy Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.

### **COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

Internal consultation was initially undertaken with Executive Services.

The draft Conduct of Council & Committee Meetings Policy was circulated for review by Councillors and Council's Senior Management Team.

Feedback was received with suggested changes considered and included in the policy by the having consulted the General Manager Finance & Corporate and the Chief Executive Officer.

## LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

*Section 4(b) of the Human Rights Act 2019* ('Act') requires public entities to act and make decisions in away compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

- |   |  |
|---|--|
| 1. Recognition and equality before the law;                           | 13. Cultural rights—generally;   |
| 2. Right to life;   | 14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples; |
| 3. Protection from torture and cruel, inhuman or degrading treatment; | 15. Right to liberty and security of person;                               |
| 4. Freedom from forced work;  | 16. Humane treatment when deprived of liberty;                             |
| 5. Freedom of movement;   | 17. Fair hearing;  |
| 6. Freedom of thought, conscience, religion and belief;               | 18. Rights in criminal proceedings;  |
| 7. Freedom of expression;   | 19. Children in the criminal process;                                      |
| 8. Peaceful assembly and freedom of association;                      | 20. Right not to be tried or punished more than once;                      |
| 9. Taking part in public life;  | 21. Retrospective criminal laws;   |
| 10. Property rights;  | 22. Right to education;  |
| 11. Privacy and reputation;   | 23. Right to health services.  |
| 12. Protection of families and children;                              |  |

## POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Direct policy implications which arise from this report have been addressed in the review of the relevant Councillor policies.

## ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

## REPORT

A good governance approach congruent with ethical, accountable and transparent decision making is a mandate of Council.

The purpose of this policy is to establish protocol for the proper and orderly conduct of Council meetings including Standing and Advisory Committee meetings.

This Policy has been developed in accordance with the obligations of local government as provided for in the *Local Government Act 2009* and *Local Government Regulation 2012* and applies to all Council Representatives, Council Committee members, invited guests, media representatives and the general public.

## ATTACHMENTS

1. **South Burnett Regional Council Conduct of Council & Committee Meetings Policy-Statutory-017** [↓](#) 



**POLICY CATEGORY - NUMBER:** Statutory - 017  
**POLICY OWNER:** Social & Corporate Performance

**ECM ID:** 2727868  
**ADOPTED:** 25 November 2020

## Conduct of Council & Committee Meetings Policy

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### 1. POLICY STATEMENT

This policy has been developed in accordance with the obligations of local government as provided for in the *Local Government Act 2009* ('Act') and *Local Government Regulation 2012* ('Regulation').

### 2. SCOPE

This policy applies to all Council Representatives, Council Committee members, invited guests, media representatives and the general public.

The object of this policy is to establish protocol for the proper and orderly conduct of Council meetings including Standing and Advisory Committee meetings.

Where a matter arises at a meeting that is not provided for in this policy, the matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise conforming with this policy.

This policy supports the State government prescribed:

- Local Government Principles under *Section 4* of the Act; and
- Best practice standing orders for local government and Standing Committee meetings.

### 3. GENERAL INFORMATION

#### PART 1 MEETINGS OF THE COUNCIL

##### Division 1 - Time of Meetings

#### 3.1. Times of Ordinary Meetings

- 3.1.1. The days and times of ordinary meetings of the Council will be as resolved at the post-election meeting and from time to time thereafter.
- 3.1.2. All ordinary meetings of the Council will be held at its public office unless otherwise resolved at an ordinary meeting.



3.1.3. Pursuant to *Section 254B* of the Regulation, Council must, at least once in each year, publish a notice of the days and times when its ordinary meetings will be held.

3.1.4. Council must display in a conspicuous place in its public office a notice of the days and times when its meetings will be held, and meeting of its Committees will be held.

### **3.2. Special Meetings**

3.2.1. The Chief Executive Officer ('CEO') will call a special meeting of the Council if:

- (a) the special meeting is required by a resolution of the Council; or
- (b) a written request for the special meeting is lodged with the CEO under section 3.2.2 (Special Meetings) of this policy; or
- (c) a special meeting is required to comply with the Act or some other legislation; or
- (d) where the CEO determines it is in the interests of the Council that a special meeting be held.

3.2.2. A written request for a special meeting of the Council will:

- (a) be signed by the Mayor or three (3) or more Councillors; and
- (b) specify the object of the special meeting; and
- (c) propose a day and time for the holding of the special meeting.

3.2.3. The CEO calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting, to each Councillor (refer *Section 254C* of the Regulation).

## **Division 2 - Agenda for Council Meetings**

### **3.3. Notice and Agenda for Council Meetings**

3.3.1. The CEO will distribute a written notice of the meeting at least three (3) days prior to each Council meeting. The only business that may be conducted at a special meeting is the business specified in the notice of meeting (refer *Section 254C* of the Regulation).

3.3.2. Any notice of meeting or agenda will be given to a Councillor by:

- (a) personal delivery; or
- (b) delivery to a nominated address; or
- (c) post; or
- (d) electronic mail.

3.3.3. The agenda, including all papers are to be made publicly available by 5.00pm on the business day after being provided to the Councillors.

3.3.4. Matters on the agenda that will require the meeting to be in a closed session will be clearly identified including the reasons why the session will be closed.

## **Division 3 - Procedures for Meetings of Council**

### **3.4. Presiding Officer**

3.4.1. The Mayor will preside at a meeting of the Council.

3.4.2. If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.

3.4.3. If both the Mayor and the Deputy Mayor, or the Mayor's delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.

3.4.4. Before proceeding with the business of the meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the Council.

### **3.5. Order of Business for Meetings of Council**

- 3.5.1. The order of business will be determined by resolution of the Council from time to time.
- 3.5.2. However, the Council may, by resolution and without notice of that motion, alter the order in which it proceeds with the business for a particular meeting.
- 3.5.3. Unless otherwise altered under section 3.5.2, the order of business will be as follows:
- (a) Opening of Meeting;
  - (b) Attendance including apologies;
  - (c) Leave of Absence;
  - (d) Prayers;
  - (e) Acknowledgement of Traditional Owners;
  - (f) Declaration of Interest;
  - (g) Presentation of Deputations/Petitions;
  - (h) Confirmation of Minutes of the Previous Meeting;
  - (i) Consideration of Business Sections including:
    - i. Business  
arising out of the minutes of previous meeting
    - ii. Reception and consideration of correspondence
    - iii. Committees' reports to Council referred to the meeting by the CEO
    - iv. Council Officers' reports to Council referred to the meeting by the CEO
    - v. Consideration of Notices of Motion
  - (j) Reception of Notices of Motion for Next Meeting;
  - (k) Reports for Information of Council;
  - (l) Confidential Reports.
- 3.5.4. The CEO determines the agenda content for any meeting.
- 3.5.5. Business not on the agenda, or not fairly arising from the agenda, will not be considered at any Council meeting unless permission for that purpose is given by the local government at the meeting.

### **3.6. Time and Recording of Meetings**

Council meetings must not start before the time provided in the notice of the Council meeting. Council will electronically record Council meetings for the purpose of accurate record keeping and where Council consents a recording will be made available to the public.

### **3.7. Confirmation of Minutes**

- 3.7.1. The minutes of any preceding meeting, whether an ordinary or a special meeting, not previously confirmed, will be taken into consideration at every ordinary meeting of the Council, so that they can be confirmed.
- 3.7.2. No discussion will be permitted on the minutes except to confirm the accuracy as a record of proceedings.

### **3.8. Clarification - Members**

A Councillor feeling aggrieved by a matter which has transpired between the termination of one meeting and the commencement of the next may, immediately after the confirmation of the minutes of the preceding meeting and with the consent of the Chairperson, raise a matter for clarification and which may require discussion.

### **3.9. Matter Arising**

Where, at an ordinary meeting of the Council, a matter arises which is not provided for in this policy, the matter will be determined by resolution of the Council upon a motion which may be put without

notice but otherwise in conformity with the Act/Regulation and Best practice standing orders for local government and standing Committee meetings.

### **3.10. Objectionable Business**

If the Chairperson or a Councillor considers that a matter or motion before a meeting is of an objectionable nature or outside the powers of the Council, the Chairperson may on their own motion or that of another Councillor, declare on a point of order that the matter not be considered further.

### **3.11. Business Confined to Agenda**

3.11.1. Business not on the agenda or arising from the agenda will not be considered at any meeting unless permission for that purpose is given by resolution of the Council at that meeting.

3.11.2. A matter considered under section 3.11.1 will be considered during that part of the meeting set aside under section 3.15.11(f).

### **3.12. Petitions**

3.12.1. A petition may be forwarded or handed to the CEO who will present it at the first ordinary meeting of the Council as an item of correspondence.

3.12.2. Any petition presented to a meeting of the Council will:

- (a) be in legible writing or typewritten and contain a minimum of ten (10) signatures;
- (b) include the name and contact details of the Principal Petitioner (i.e., one person who is the organiser and who will act as the key contact for the issue);
- (c) include the postcode of all petitioners; and
- (d) have the details of the specific request/matter appear on each page of the petition.

3.12.3. A petition may be presented to a meeting of the Council by a Councillor who before presenting the petition will, as far as practicable, become acquainted with the subject matter of the petition.

3.12.4. A Councillor, on presenting a petition to a meeting, will:

- (a) state the nature of the petition; and
- (b) read the petition.

3.12.5. The only motion which will be moved is from the following:

- (a) The petition be received and referred to the CEO or a Committee for consideration and report back to a meeting of Council; or
- (b) The petition be received and referred to the CEO to determine appropriate action; or
- (c) the petition not be received as it is deemed invalid.

3.12.6. Council will respond to the Principal Petitioner in relation to all petitions deemed valid.

### **3.13. Deputations and Presentations**

3.13.1. A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.

3.13.2. The CEO, on receiving an application for a deputation shall notify the Chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).

3.13.3. For deputations comprising three (3) or more persons, only three (3) persons shall be at liberty to address the Council meeting unless the Councillors at the meeting determine

otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

- 3.13.4. If a member of the deputation other than the appointed speakers interjects or attempts to address the Council meeting, the Chairperson may terminate the deputation.
- 3.13.5. The Chairperson may terminate an address by a person in a deputation at any time where:
- (a) the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting; or
  - (b) the time period allowed for a deputation has expired; or
  - (c) the person uses insulting or offensive language or is derogatory towards Council Representatives or members of the gallery / media representatives.
- 3.13.6. The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

#### **Division 4 - Motions**

##### **3.14. Notified Motions**

- 3.14.1. A Councillor may bring forward to a meeting a motion on any matter within the jurisdiction or official cognisance of the Council by giving notice in writing, in the approved form, to the CEO at least (7) seven days before the meeting.
- 3.14.2. The Chairperson shall rule out of order a motion which does not comply with section 3.14.1 of this policy.
- 3.14.3. Notified motions shall be dated and recorded by the CEO as received.
- 3.14.4. Where a Councillor who has given notice of a motion is absent or declines to move the motion, the motion may be:
- (a) moved by another Councillor at the meeting; or
  - (b) deferred to the next meeting.
- 3.14.5. Where the notified motion is not moved or deferred, it shall not again be reintroduced without a subsequent notice of motion duly given as provided in section 3.14.1.
- 3.14.6. At the meeting, a notified motion requires a seconder in order that it be dealt with.

##### **Notices of Motion - Rescinding or Repealing Previous Resolutions**

- 3.14.7. A resolution of the Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the Regulation.
- 3.14.8. A resolution of the Council can be rescinded or repealed only if written notice, in the correct format, of intention to propose the repeal is given to each Councillor at least five (5) days before the meeting at which the proposal is to be made.
- 3.14.9. At the meeting to decide the rescission motion, the proposed motion is taken to have been defeated unless it is agreed to by:
- (a) the number of Councillors present at the meeting is more than the number present at the meeting at which the resolution was adopted - a majority of the Councillors present; or
  - (b) in any other case - a majority of all Councillors.
- 3.14.10. A resolution of the Council can only be rescinded or repealed if it has not been acted upon. If an alternative resolution is proposed to be moved, notice of intention to move the alternative motion is to also be provided.
- 3.14.11. The Chairperson may call the notices of motion in the order they appear on an agenda. Where there is no objection to a motion to rescind or repeal a previous resolution being

taken as a formal motion, the Chairperson may put the motion to rescind or repeal to the vote without discussion.

- 3.14.12. If the motion to rescind or repeal a previous resolution of Council is carried then, if there is an alternative motion, it will be moved and seconded for discussion and voting thereon.
- 3.14.13. Where a Councillor who has given notice of a motion is absent from the meeting of the Council at which the motion is to be considered, the motion may be:
- (a) moved by another Councillor at the meeting; or
  - (b) deferred to the next ordinary meeting of Council.
- 3.14.14. Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. The deferral shall not be longer than three (3) months.
- 3.14.15. Where a motion to rescind or repeal a previous resolution is lost, a motion of the same or like effect is not to be moved until at least three (3) months after the date on which the first mentioned motion to rescind was lost unless the Council, by resolution, decides otherwise.

### **3.15. Consideration of Motions and Amendments**

- 3.15.1. A motion or an amendment to a motion shall not be debated at a meeting of the Council unless or until the motion or the amendment is seconded, with the exception of procedural motions which are not debated.
- 3.15.2. A motion or an amendment to a motion (other than a procedural motion relating to a point of order) that is not seconded, lapses for want of a seconder.
- 3.15.3. Notwithstanding section 3.15.1, a Councillor who moves a motion or an amendment to a motion may speak with the permission of the Chairperson for the purpose of explaining the purport of that motion before it is seconded.
- 3.15.4. A motion may not be withdrawn where a Councillor at the meeting objects to its removal.
- 3.15.5. When a motion has been moved and seconded, it is subject to the control of the Council and may not be withdrawn without the consent of the Council meeting.
- 3.15.6. Only one (1) motion, or one (1) proposed amendment to a motion, may be put at any one (1) time.
- 3.15.7. An amendment to a motion will be in terms which maintain or further clarify the intent of the original motion and does not contradict the motion.
- 3.15.8. Where an amendment to a motion is before a meeting of the Council, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 3.15.9. A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.
- 3.15.10. Where a motion is amended by another motion, the original motion will not be proposed as a subsequent motion to amend the other motion.
- 3.15.11. The following items of business on the agenda of a Council meeting requires the movement of a motion:
- (a) Confirmation of Minutes;
  - (b) Reception of Correspondence;
  - (c) Receipt of Petitions;
  - (d) Consideration of Notices of Motion;
  - (e) Reception and Adoption of Reports from Council Standing and Advisory Committees;
  - (f) Matters Resolved by the Council to be placed on the Agenda;

(g) General Business including Leave of Absence;

### **3.16. Withdrawal of a Motion**

- 3.16.1. A motion may be withdrawn by the mover with the consent of the Council, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Council meeting for its withdrawal.
- 3.16.2. A Councillor who has moved or seconded a motion may elect to withdraw the motion:
- (a) before an amendment to the motion is moved and seconded; or
  - (b) after an amendment is seconded but not adopted.
- 3.16.3. A modification to a motion may be accepted by the Councillors who have moved and seconded the motion in which case the original motion is deemed to be withdrawn and the motion, as accepted, becomes the motion.

### **3.17. Speaking to Motions and Amendments**

- 3.17.1. Subject to section 0 above, the mover of a motion or amendment will read it and state that it is to be moved but will not speak to it until the motion is seconded.
- 3.17.2. A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 3.17.3. The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 3.17.4. An amendment may be withdrawn by the mover with the consent of the Council, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Council for its withdrawal.
- 3.17.5. The mover of a motion or amendment has the right to reply. Each Councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 3.17.6. Each speaker, including when exercising a right of reply, will be restricted to not more than five (5) minutes and will speak directly to the motion.
- 3.17.7. Any extension of time for a Councillor to speak in accordance with section 3.17.6, will only be granted by the Chairperson and any extension will be for a period of not more than three (3) minutes.
- 3.17.8. When two (2) or more Councillors rise or motion to speak at the same time, the Chairperson will determine who is entitled the priority.
- 3.17.9. In accordance with *Section 254H* of the Regulation, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by a Council officer, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

### **3.18. Method of Taking Vote**

- 3.18.1. Before any matter is put to the vote, the Chairperson may direct the motion or amendment to be read again by the CEO or other Council officer who is taking the minutes of the meeting.
- 3.18.2. The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection.

- 3.18.3. A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. A Councillor may call for a division on an item by requesting that the item be voted on separately. If a division is taken, the minute secretary will record the names of Councillors voting in the affirmative and of those voting in the negative.
- 3.18.4. The Council will vote by a show of hands.
- 3.18.5. The Chairperson will declare the result of a vote or a division as soon as it has been determined.
- 3.18.6. Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote on it has been declared.
- 3.18.7. Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.

### **3.19. Procedural Motions**

- 3.19.1. A Councillor at a meeting of the Council may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
- (a) that the question/motion be now put before the meeting;
  - (b) that the motion or amendment now before the meeting be adjourned;
  - (c) that the meeting proceeds to the next item of business;
  - (d) that the question lay on the table;
  - (e) a point of order;
  - (f) a motion of dissent against the Chairperson's decision;
  - (g) that this report/document be tabled;
  - (h) to suspend the rule requiring that (insert requirement); and
  - (i) that the meeting stands adjourned.
- 3.19.2. A procedural motion will be seconded.
- 3.19.3. A procedural motion will not be debated and will be immediately put to the vote by the Chairperson.
- 3.19.4. Where a procedural motion is lost, the Chairperson will not accept a similar motion until the expiration of 15 minutes after the time the motion was lost.

### **3.20. Motion - That the Question/Motion be Now Put before the meeting**

- 3.20.1. A procedural motion, that the question "be now put", may be moved and where the procedural motion is carried, the Chairperson will immediately "put the question to the motion" or amendment to that motion under consideration.
- 3.20.2. Where a procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 3.20.3. Any mover or seconder or speaker to the original motion or amendment to the motion, cannot move a procedural motion that the motion be put.

### **3.21. Motion - That the motion or amendment now before the meeting be adjourned**

- 3.21.1. A procedural motion "that the motion and/or amendment now before the meeting be adjourned" may specify a time or date to which the debate is to be adjourned.
- 3.21.2. Where no date or time is specified:
- (a) a further motion may be moved to specify such a time or date; or

- (b) the matter about which the debate is to be adjourned, will be included in the agenda for the next meeting of the Council.

3.21.3. A procedural motion may not adjourn debate for a period more than three (3) months after the date of that procedural motion.

### **3.22. Motion - That the Meeting Proceeds to the Next Item of Business**

3.22.1. Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the Council on the giving of notice in accordance with the policy.

### **3.23. Motion - That the Question Lay on the Table**

3.23.1. A procedural motion “that the question lay on the table”, will only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of the Council or person is required) before the matter may be concluded at the meeting.

3.23.2. Where such a procedural motion is passed, the Council will proceed with the next matter on the agenda. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.

3.23.3. Once the matter is taken off the table, all members, whether or not they have previously spoken, have the right to speak.

3.23.4. If the motion for the question to lay on the table is lost, debate continues and the “Tabling Motion” cannot be moved again in respect to that substantive motion.

3.23.5. If the motion for the question to lay on the table is moved and carried whilst an amendment is before the Chairperson, both the motion and the amendment are laid on the table.

### **3.24. Motion - That the Matter be Referred to a Committee**

3.24.1. If a procedural motion “that the matter be referred to a Committee for consideration” is carried, debate on the matter will cease and the Council will proceed with the next matter on the agenda.

3.24.2. Any Councillor may move to amend the procedural motion in order to specify or clarify the terms of reference under which the matter is referred or the composition or identity of the Committee to which the matter is to be referred.

### **3.25. Motion - A point of order**

3.25.1. A Councillor may ask the Chairperson to decide on a “point of order” where it is believed that another Councillor:

- (a) has failed to comply with proper procedures; or
- (b) is in contravention of the local laws or legislation; or
- (c) is beyond the jurisdiction power of the Council meeting.

3.25.2. Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking.

3.25.3. Where a “point of order” is moved, consideration of the matter to which the motion was moved will be suspended.

3.25.4. The Chairperson will determine whether the point of order is upheld.

3.25.5. Upon a question of order arising during the process of a debate, a Councillor may raise a point of order, and then the Councillor against whom the point of order is raised, will immediately cease speaking and be seated when the point of order is submitted.



3.25.6. Notwithstanding anything contained in this policy or the *Local Law No. 1 (Administration) 2011* to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

**3.26. Motion - That a motion of dissent against the Chairperson's decision**

3.26.1. A Councillor may move "a motion of dissent" in relation to a ruling of the Chairperson on a point of order.

3.26.2. Where such a motion is moved, further consideration of any matter will be suspended until after the motion of dissent is determined.

3.26.3. Only the mover of the motion of dissent and the Chairperson will speak to the motion. The mover of the motion and the Chairperson will speak only once to the motion with the mover speaking first and the Chairperson second.

3.26.4. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made will proceed as though that ruling had not been made.

3.26.5. Whereas a result of that ruling, a matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.

3.26.6. Where a motion of dissent is not carried, the ruling of the Chairperson will stand.

**3.27. Motion - That this Report/Document be tabled**

3.27.1. The motion "that this report/document be tabled" may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

**3.28. Motion - To suspend the rule requiring that**

3.28.1. A procedural motion, "to suspend the rule requiring that", may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.

**3.29. Motion - That the Meeting stands adjourned**

3.29.1. A procedural motion "that the meeting stands adjourned" may be moved by a Councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a Councillor's time for speaking to the matter and will be put without debate.

3.29.2. The procedural motion must specify a time for the resumption of the meeting and, on resumption, will continue with the business before the meeting at the point where it was discontinued on the adjournment.

**3.30. Motion - That the Meeting be Closed or Opened**

3.30.1. Where a procedural motion "that the meeting be closed to the public" is carried, the public will leave and not re-enter the room where the Council meeting is being held until a procedural motion "that the meeting be opened", is carried.

3.30.2. No motion can be moved and seconded and voted on while the meeting is closed to the public.

3.30.3. Where the Council has resolved to close a meeting, all debate in the course of the closed meeting will be considered to be confidential.

**Division 5 - Questions**

**3.31. Questions Without Notice**

3.31.1. A Councillor through the Chairperson may at the Council meeting ask a question for reply by another Councillor or a Council officer regarding any item of business under consideration at the meeting of the Council. A question will be asked categorically and

without argument and no discussion will be permitted at the meeting in relation to a reply or a refusal to reply to the question.

- 3.31.2. A Councillor or Council officer to whom a question is asked without notice may request that the question be taken on notice at the next Council meeting.
- 3.31.3. A Council officer to whom a question is asked without notice may:
- (a) request that the question be taken on notice for the next Council meeting; or
  - (b) request that the question be the subject of a report to a Council committee.
- 3.31.4. Any Councillor wishing to ask a question relating to the general work or procedure of the Council but not related to any matter under consideration at the meeting, will provide the question in writing to the CEO at least four (4) days prior to the day of the meeting at which it is to be asked.
- 3.31.5. A Councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 3.31.6. The Chairperson may disallow a question which the Chairperson considers inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if carried the Chairperson will allow the question.

## **Division 6 - Record of Decision-making**

### **3.32. Recording of reasons for particular decisions**

Pursuant to *Section 254H* of the Regulation, if a decision made at a meeting is inconsistent with a recommendation or advice given to the local government by a Council officer of the local government and either or both the following apply to the decision:

- (a) the decision is about entering into a contract the total value of which is more than the greater of the following:
  - (i) \$200,000 exclusive of GST; or
  - (ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report.
- (b) The decision is inconsistent with:
  - (i) the policy or approach ordinarily followed by the local government for the type of decision; or
  - (ii) a policy previously adopted by the local government by resolution, whether or not as required by the Act, and still in force.

The CEO must ensure the minutes of the meeting include a statement of the reasons for not adopting the recommendation or advice previously included in section 3.17.9.

## **PART 2 COUNCIL STANDING COMMITTEE/S**

### **Division 1 - Appointment and Function of Standing Committee/s**

#### **3.33. Standing Committee/s**

- 3.33.1. The Council may, by resolution, appoint from its Councillors one (1) or any number of Standing Committees of the Council and determine the name of the Committee or Committees.
- 3.33.2. The Council may, by resolution, appoint the number of members to each appointed Committee.
- 3.33.3. Business must be in accordance with the adopted terms of reference for each Committee.

- 3.33.4. The Council will choose the Chairperson for a Committee. This Chairperson will normally preside over meetings of the Committee.
- 3.33.5. If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.
- 3.33.6. Where one (1) Committee only is appointed, the Committee will comprise all members of Council with the Mayor as Chairperson. Each Councillor will be assigned a portfolio and will be referred to as the Spokesperson for that particular portfolio.
- 3.33.7. The CEO will decide the order of business for the agenda.

### **3.34. Function of a Standing Committee**

- 3.34.1. The function of a Standing Committee is to consider, report upon and make recommendations to the Council in respect of matters comprised within or related to the business with which that Committee is charged by the Council. A Committee can also exercise powers of the Council if those powers have been delegated to it under *Section 257* of the Act.
- 3.34.2. The reports and recommendations of every Standing Committee must, except where power has been delegated to the Standing Committee to implement its decisions, be submitted to the Council for consideration.
- 3.34.3. This section does not limit the power of the Council itself to deal with any matter which has been referred to or delegated to a Standing Committee.

## **Division 2 - Time of Standing Committee Meetings**

### **3.35. Times and Places of Standing Committee Meetings**

- 3.35.1. The days and times of ordinary meetings of Standing Committees will be as resolved at the post-election meeting and from time to time thereafter.
- 3.35.2. All meetings of Standing Committees will be held at the Council's public office unless otherwise resolved by Council.
- 3.35.3. Pursuant to *Section 254B* of the Regulation, Council must, at least once in each year, publish a notice of the days and times when its ordinary meetings of its standing committees will be held.
- 3.35.4. Council must display in a conspicuous place in its public office a notice of the days and times when its meetings will be held and meeting of its Committees will be held.

### **3.36. Special Standing Committee Meetings**

- 3.36.1. The CEO will call a special meeting of a Standing Committee if:
- the special meeting is required by a resolution of the Council; or
  - a written request for the special meeting is lodged with the CEO.
- 3.36.2. A written request for a special meeting of a Standing Committee will:
- be signed by the Mayor or three (3) or more Councillors; and
  - specify the business of the special meeting; and
  - propose a day and time for the holding of the special meeting.
- 3.36.3. The CEO calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting, to each Councillor.
- 3.36.4. 3.1.3. Council must, at least once in each year, publish a notice of the days and times when its special meetings will be held.
- 3.36.5. Council must, where possible, publish a notice of the day and time when its special meeting will be held.

**Division 3 - Notice of Standing Committee Meetings****3.37. Notices**

- 3.37.1. The CEO will distribute a written notice of the meeting at least three (3) days prior to each meeting the only business that may be conducted at a special meeting is the business specified in the notice of meeting (see *Section 258* of the Regulation).
- 3.37.2. Any notice of meeting or agenda will be given to a Councillor by:
- (a) personal delivery; or
  - (b) delivery to a nominated address; or
  - (c) post; or
  - (e) electronic mail.
- 3.37.3. If the notice relates to a special meeting, it must also specify the business of the meeting.

**Division 4 - Conduct of Standing Committee Meetings****3.38. Chairperson**

- 3.38.1. The Chairperson of a Standing Committee will preside at a meeting of a Standing Committee.
- 3.38.2. If the Chairperson is not present at a meeting, the members present will appoint a Chairperson for the meeting (see *Section 267* of the Regulation).

**3.39. Procedure at Standing Committee Meetings**

- 3.39.1. A Standing Committee will deal with the items of business on its agenda in accordance with:
- (a) procedural directions given to the Standing Committee by resolution of the Council; or
  - (b) procedural directions specified in this policy; or
  - (c) if there is no procedural direction governing a particular matter, the Chairperson's decision.
- 3.39.2. However, a Standing Committee may, by resolution, overrule a decision on a procedural question made by the Chairperson.
- 3.39.3. If an appropriate or adequate method of dealing with any matter is not provided for in this policy, the method of dealing with the matter may be determined by the Chairperson or by resolution upon a motion which may be put without notice.

**3.40. Deputations and Presentations at Standing Committee Meetings**

- 3.40.1. A deputation or presentation group wishing to address a meeting of a Standing Committee on any matter relevant to the Standing Committee will apply in writing to the CEO not less than five (5) working days before the day of the meeting.
- 3.40.2. The CEO, on receiving an application for a deputation or presentation, will notify the Mayor and/or the Chairperson of the Standing Committee who will determine whether the deputation or presentation may be heard.
- 3.40.3. The CEO, or his delegate, will inform the deputation or presentation group of the determination under section 3.40.2.
- 3.40.4. Where it has been determined under section 3.40.2 that the deputation or presentation will be heard, a convenient time will be arranged for that purpose and a time period allowed.
- 3.40.5. A deputation or presentation will not exceed 15 minutes unless otherwise agreed by the Chairperson.

- 3.40.6. A maximum of three (3) persons from a deputation or presentation will be at liberty to address the Standing Committee.
- 3.40.7. The Chairperson may terminate an address by a person in a deputation or presentation at any time where:
- (a) the Chairperson is satisfied that the purpose of the deputation or presentation has been sufficiently explained to the Councillors at the meeting; or
  - (b) the person uses insulting or offensive language; or
  - (c) if a member of the deputation or presentation, other than the appointed speakers, continues to interject or attempt to address the Council after the Chairperson has warned the member of the deputation or presentation.

### **3.41. Reports by Standing Committee/s**

- 3.41.1. All Standing Committees, unless otherwise resolved by Council pursuant to *Section 254F* of the Regulation, will submit reports and/or recommendations to the CEO who will list them on the agenda for the next available ordinary meeting of Council.
- 3.41.2. All Standing Committee minutes submitted to the Council will be signed by the Chairperson of the Standing Committee or the person presiding over the meeting at which the report was authorised.
- 3.41.3. Where Council has one (1) Standing Committee only, the report will be signed by all Councillors present at the meeting.
- 3.41.4. If in a report of a Standing Committee distinct recommendations are made, the decision of the Council may be taken separately on each recommendation.
- 3.41.5. The Chairperson of the ordinary meeting of the Council will decide whether the distinct recommendations or parts of recommendations are considered separately by the meeting of the Council.
- 3.41.6. The Standing Committee recommendations adopted by Council are resolutions of the Council.

### **3.42. Standing Committee Reports**

- 3.42.1. If, in a report of a Standing Committee, distinct recommendations are made, the decision of the Council may be taken separately on each recommendation.
- 3.42.2. A recommendation of a Standing Committee, or portion thereof, may be amended by the Council in any manner it may think fit.
- 3.42.3. A recommendation of a Standing Committee adopted by the Council is a resolution of the local government.

## **PART 3 ADVISORY COMMITTEES**

### **Division 1 - Appointment of Advisory Committees**

#### **3.43. Appointment of Advisory Committees**

- 3.43.1. The Council may, by resolution, appoint Advisory Committees for the performance of any duty, not of a permanent nature, for which in the opinion of the Council an Advisory Committee ought to be appointed.
- 3.43.2. The appointment of every Advisory Committee will be made by resolution of the Council and the motion to appoint the Advisory Committee will include the following:
- (a) the duties proposed to be entrusted to the Advisory Committee; and
  - (b) the term of the appointment of the Advisory Committee; and
  - (c) the Advisory Committee membership, including Councillors and, where applicable, persons who are not Councillors; and

- (d) Council senior officers who provide technical operational expertise and who are non-voting members; and
- (e) the Advisory Committee Chairperson will be a Councillor unless the Council decides otherwise.

3.43.3. The Council will provide reasonable administrative assistance for the conduct of Advisory Committee meetings however, the Council officers providing the administrative assistance will not be members of the Advisory Committee or have voting entitlements.

## **Division 2 - Conduct of Advisory Committee Meetings**

### **3.44. Conduct of Meetings**

- 3.44.1. The Advisory Committee, through the Chairperson, may determine the dates, times and places for its meetings pursuant to *Section 268* of the Regulation, subject to operational resources.
- 3.44.2. The Chairperson will preside at an Advisory Committee meeting pursuant to *Section 267* (*'Chairperson of Committee'*) of the Regulation. However, if the Chairperson is absent or unavailable to preside, a Councillor will be chosen by the Mayor to preside. Should a Councillor be unavailable to preside, the CEO will nominate a member of the senior management team to preside.
- 3.44.3. With the permission of the Chairperson, a non-member may attend an Advisory Committee meeting and, with the permission of the Chairperson, address the Advisory Committee on any item of business listed on the agenda.
- 3.44.4. A non-member will not vote on any matter at an Advisory Committee meeting.

## **Division 3 - Conduct of Members of Advisory Committees**

### **3.45. Conduct of Members**

- 3.45.1. A member of an Advisory Committee must ensure that there is no conflict or possible conflict between the member's private interests and the honest performance of the member's role of advising or making a recommendation to the Council.
- 3.45.2. A member of an Advisory Committee will not:
- (a) make improper use of information acquired as a member of the Advisory Committee to gain directly or indirectly a financial advantage for that person or someone else; or
  - (b) make improper use of information acquired as a member of the Advisory Committee to harm the Council; or
  - (c) release information that the person knows or should reasonably know is information that is confidential to the Council.
- 3.45.3. Termination of membership of a Committee member for inappropriate conduct will be determined by Council.

## **Division 4 - Reports by Advisory Committees**

### **3.46. Reports by Advisory Committees**

- 3.46.1. An Advisory Committee through the Council department responsible for the function will submit a report to Council of each of its meetings, namely the minutes of the Advisory Committee meeting. The report will list the recommendations for Council consideration and be tabled on an agenda for an ordinary meeting of Council. Council is to have adopted the recommendation/s prior to any action being taken operationally to deliver on the recommendations.

## **Division 5 - Termination of Advisory Committees**

### **3.47. Tenure of Advisory Committee Membership**

- 3.47.1. Subject to any resolution to the contrary, if an Advisory Committee is appointed for a particular purpose or for a limited time, the Advisory Committee is abolished and appointment of members to the Advisory Committee is terminated upon the fulfilment of that purpose or the expiration of that time.
- 3.47.2. If any member of an Advisory Committee is absent from three (3) consecutive meetings without having obtained a leave of absence from the Advisory Committee, the member's continued membership of that Advisory Committee will be referred to Council for determination.
- 3.47.3. Individual membership is for a period of three (3) years unless for a shorter period as stated in the establishment of the Advisory Committee. At the conclusion of the three (3) year appointment, the Advisory Committee member is released from the Advisory Committee. For Councillor and Council officer membership positions, the membership will be reinstated unless otherwise decided by Council. For external membership positions, nominations will be called for from relevant community groups / sectors to fill the vacant positions. The process to assess the applications will be formalised operationally in consultation with Council.
- 3.47.4. A report will be tabled for Council to adopt the Advisory Committee membership at an ordinary meeting of Council.

#### **PART 4 PUBLIC PARTICIPATION IN COUNCIL MEETINGS**

##### **3.48. Attendance of Public and Media at Council Meetings**

- 3.48.1. Every ordinary meeting of the Council, other than a closed meeting pursuant to *Section 2754J* of the Regulation, will be open to media representatives and to the public.
- 3.48.2. Copies of the Council meeting agenda, excluding confidential items, will be made available to the representatives of the media. Reasonable access will be allowed to the representatives to correspondence and reports laid on the table or submitted to the meeting. However, access will be withheld where the Council by resolution so decides on the grounds that publication may prejudice the Council's interests.
- 3.48.3. An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 3.48.4. Subject to Part 7, when the Council or a Committee proposes to close a meeting pursuant to *Section 254J* of the Regulation, the Chairperson will direct all persons, other than members of the Council or the Committee, to leave the meeting and every person will immediately comply with the direction.
- 3.48.5. Unless resolved otherwise, section 3.48.4 does not apply to the Council officers or its legal and technical advisers who are required to be in attendance for the matters under discussion.
- 3.48.6. The resolution that Council proceed into Closed Session must specify the nature of the matters to be considered and these matters must be in accordance with *Section 254J* of the Regulation. The Chairperson may direct any persons improperly present to withdraw immediately. Council must not make a resolution (other than a procedural resolution) in a Closed Session. Council must resolve to move out of Closed Session so that a resolution can be passed on the matters considered in Closed Session.

##### **3.49. Public Participation at Council Meetings**

- 3.49.1. Except when invited to do so by the Chairperson, a member of the public will not take or attempt to take part in the proceedings of a Council meeting.

- 3.49.2. Any person addressing the Council will stand, act and speak with decorum and frame any remarks in respectful and courteous language.
- 3.49.3. Any person who is considered by the Council or the Mayor to be unsuitably attired may be directed by the Mayor or Chairperson to immediately withdraw from the meeting.
- 3.49.4. Failure to comply with a request under section 3.49.3 will be considered an act of disorder.
- 3.49.5. The Council Chairperson may, as a mark of distinction, admit a non-member to a part of the Council Chambers normally reserved for Councillors during the conduct of a Council meeting to participate in the discussion of a particular item of business, on conditions decided by the Council. The time allotted shall not exceed 15 minutes and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the meeting during this period shall be at the absolute discretion of the Council.

### **3.50. Teleconferencing of meetings**

- 3.50.1. If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Chairperson to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The Chairperson may allow a Councillor to participate in a Council or Committee meeting by teleconference.
- 3.50.2. A Councillor taking part by teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.
- 3.50.3. Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.
- 3.50.4. In order for Councils to manage the safety rules during the COVID-19 pandemic, changes have been added to the Regulation that will expire in June 2021.

These provisions allow the Council:

- (a) the option to conduct the entire Council meeting via phone, teleconference or video conference;
- (b) where possible, must provide streaming or other facilities so that the public can observe or hear the meeting as it is happening, at one of the Council's public offices or on the Council's website;
- (c) Chairperson has the option to close the meeting on health and safety grounds to protect participants or observers from risk of exposure to COVID-19.

## **PART 5 MAINTENANCE OF GOOD ORDER AT COUNCIL AND COMMITTEE MEETINGS**

### **3.51. General Conduct During Meetings**

- 3.51.1. After a meeting of the Council or a Committee has been formally constituted and the business commenced, a Councillor or Committee member will not enter or leave the meeting without first notifying the Chairperson.
- 3.51.2. A Councillor or Committee member is not deemed to be present at any meeting of the Council or Committee unless the Councillor or Committee member is inside the meeting room or in attendance via teleconference in accordance with *Section 254K* of the Regulation.
- 3.51.3. At ordinary and special meetings of the Council, unless exempted by the Chairperson, Councillors will stand and address the Chairperson while:
- (a) moving any motion or amendment; or



- (b) seconding any motion or amendment; or
  - (c) taking part in any discussion; or
  - (d) replying to any question; or
  - (e) addressing the Council for any other purpose.
- 3.51.4. Councillors and Committee members will, during a meeting of the Council or a Committee, address:
- (a) other Councillors by their respective titles, “Mayor” or “Councillor”; and
  - (b) Council officers by designating them by their respective official or departmental title.
- 3.51.5. Councillors and Committee members will confine their remarks to the matter under consideration.
- 3.51.6. Councillors and Committee members will remain seated and silent while a vote is being taken.
- 3.51.7. Councillors and Committee members will act with due decorum during meetings in order that the meeting is conducted in an efficient and effective manner. Councillors and Committee members will not make a noise or disturbance except to raise a point of order, nor converse aloud, while another person is addressing the Council or a Committee.
- 3.51.8. The Chairperson may specify orally or in writing appropriate standards of decorum which will be observed by all Councillors and other persons attending a meeting of the Council or a Committee.
- 3.51.9. Councillors and Committee members will not make personal reflections on or impute improper motives to any other Councillor, Committee member or a Council officer.
- 3.51.10. A Councillor or Committee member who is speaking will not be interrupted except upon a point of order being raised either by the Chairperson or Councillor or Committee member.
- 3.51.11. When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak, will immediately cease speaking and resume their seat, and each Councillor and Committee member present will preserve strict silence so that the Chairperson may be heard without interruption.
- 3.51.12. The Chairperson may:
- (a) call the attention of the meeting to continued irrelevance or tedious repetition on the part of any Councillor or Committee member; and
  - (b) direct a Councillor or Committee member to discontinue a speech.
- 3.52. Loss of Quorum**
- 3.52.1. If during the conduct of a meeting, the Chairperson becomes aware that a quorum is no longer present; the meeting will be adjourned to a date and time to be determined by the Chairperson but no later than 21 days from the date of the adjournment.
- 3.52.2. However, the meeting may be adjourned to a later time on the same day.
- 3.52.3. When the conduct of a meeting is interrupted as a result of the loss of a quorum, the business of the resumed meeting must commence at the point in the meeting agenda at which the interruption occurred.
- 3.52.4. In the event where one (1) or more Councillors or Committee members leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the Council must resolve to, where applicable:
- (a) delegate the consideration and decision on the matter, pursuant to *Section 261* of the Act;
  - (b) defer the matter to a later meeting;

(c) not decide on the matter and take no further action in relation to the matter.

3.52.5. All Councillors and Committee members including the conflicted Councillors and Committee members, may participate in deciding to delegate or defer a matter.

3.52.6. The Council or the Committee must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

3.52.7. If the matter cannot be delegated under legislation, the Council should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

3.52.8. The Councillor or Committee member must then leave the place of the meeting and stay away while the matter is being discussed and voted on unless the subject Councillor has Ministerial approval to participate in the matter. The Councillor or Committee member must not influence or attempt to influence the remaining Councillors or Committee members to vote on the matter in a particular way.

3.52.9. Once the Councillor or Committee member has left the area where the meeting is being conducted, the Council or Committee can continue discussing and deciding on the matter at hand.

### **3.53. Prescribed Conflict of Interest**

Councillors and Committee members are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a Council or Committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, Councillors or Committee members must abide by the following procedures:

3.53.1. A Councillor or Committee member who has notified the Chairperson/CEO of a prescribed conflict of interest in a matter to be discussed in a Council meeting must also give notice during the meeting.

3.53.2. A Councillor or Committee member who first becomes aware of a prescribed conflict of interest in a matter during a meeting must immediately inform the meeting of the conflict of the interest.

3.53.3. When notifying the meeting of a prescribed conflict of interest, the following details must be provided:

(a) if it arises because of a gift, loan or contract, the value of the gift, loan or contract;

(b) if it arises because of an application or submission, the subject of the application or submission:

i. the name of any entity other than the Councillor or Committee member that has an interest in the matter;

ii. the nature of the Councillor's or Committee member's relationship with the entity that has an interest in a matter;

iii. details of the Councillor's or Committee member's (and any other entity's) interest in the matter.

3.53.4. The Councillor or Committee member must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor has written notice from the Minister to participate in the matter.

3.53.5. Once the Councillor or Committee member has left the area where the meeting is being conducted, the Council or Committee can continue discussing and deciding on the matter at hand.

### 3.54. Declarable Conflict of Interest

Councillors or Committee members are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council or Committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A Councillor or Committee member may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors or Committee members prior to deciding to declare a conflict of interest. If the other Councillors or Committee members suspect the personal interest might be a conflict of interest, the Councillor or Committee member may disclose their suspicion and the processes under *Section 150EW* of the Act.

When dealing with a declarable conflict of interest, Councillors or Committee members must abide by the following procedures:

- 3.54.1. A Councillor or Committee member who has notified the Chairperson/CEO of a declarable conflict of interest in a matter to be discussed at a Council or Committee meeting must also give notice during the meeting.
- 3.54.2. A Councillor or Committee member who first becomes aware of a declarable conflict of interest in a matter during a Council or Committee meeting must inform the meeting of the conflict of interest
- 3.54.3. When notifying the meeting of a declarable conflict of interest, Councillors and Committee members should provide sufficient detail to allow the other Councillors or Committee members to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
  - (a) the nature of the declarable conflict of interest:
  - (b) if it arises because of the Councillor's or Committee member's relationship with a related party:
    - i. the name of the related party to the Councillor or Committee member;
    - ii. the nature of the relationship of the related party to the Councillor or Committee member;
    - iii. the nature of the related party's interest in the matter;
  - (c) if it arises because of a gift or loan from another person to the Councillor or Committee member or a related party:
    - i. the name of the other person;
    - ii. the nature of the relationship of the other person to the Councillor or Committee member or related party;
    - iii. the nature of the other person's interest in the matter;
    - iv. the value of the gift or loan and the date the gift or loan was made.
- 3.54.4. After a Councillor or Committee member has declared a conflict of interest, the Councillor or Committee member should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 3.54.5. If the Councillor or Committee member chooses not to leave the meeting, the Councillor or Committee member may advise the other Councillors and Committee members of their reasons for seeking permission to participate in making the decision.
- 3.54.6. The other non-conflicted Councillors and Committee members at the meeting must then decide, by resolution, whether the Councillor or Committee member can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is

decided by the non-conflicted Councillors and Committee members. The non-conflicted Councillors and Committee members may impose conditions on the Councillor or Committee member under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The Councillor or Committee member must comply with any decision or condition imposed by the non-conflicted Councillors and Committee members.

- 3.54.7. In deciding on a Councillor's or Committee member's declarable conflict of interest in a matter, only Councillors and Committee members who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors or Committee members is less than a majority or less than a quorum for the meeting consistent with *Section 150ET* of the Act.
- 3.54.8. The Councillor or Committee member who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the other Councillors or Committee members in making their decision. The subject Councillor or Committee member must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor or Committee member may remain in the meeting and participate in deciding the matter in which the Councillor or Committee member has a declarable conflict of interest.
- 3.54.9. When deciding whether a Councillor or Committee member may participate in the decision making on a matter in which they have a declarable conflict of interest, the other Councillors and Committee members should consider the particular circumstances of the matter including, but not limited to:
- (a) how does the inclusion of the Councillor or Committee member in the deliberation affect the public trust;
  - (b) how close or remote is the Councillor's or Committee member's relationship to the related party;
  - (c) if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
  - (d) will the benefit or detriment the subject Councillor or Committee member or their related party stands to receive from the decision have major or minor impact on them;
  - (e) how does the benefit or detriment the subject Councillor or Committee member stands to receive compare to others in the community;
  - (f) how does this compare with similar matters that Council has decided and have other Councillors or Committee members with the same or similar interests decided to leave the meeting;
  - (g) whether the subject Councillor or Committee member has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 3.54.10. If the non-conflicted Councillors or Committee members cannot decide about the declarable conflict of interest of a Councillor or Committee member, they are taken to have decided that the Councillor or Committee member must leave and stay away from the meeting while the non-conflicted Councillors and Committee members discuss and vote on the matter.
- 3.54.11. A decision about a Councillor or Committee member who has a declarable conflict of interest in a matter applies in relation to the Councillor or Committee member for participating in the decision, and all subsequent decisions, about the same matter unless there is a change to the Councillor's or Committee member's personal interests and/or the nature of the matter being discussed. If the non-conflicted Councillors and Committee members decide that the Councillor or Committee member can act in the public interest on

the matter, then the Councillor or Committee member may participate in the meeting and be involved in processes occurring outside of a Council or Committee meeting about the same matter e.g. briefing sessions or workshops.

- 3.54.12. In making the decision under 3.54.6 and 3.54.9, it is irrelevant how the subject Councillor or Committee member intended to vote on the issue or any other issue (if known or suspected).
- 3.54.13. A Councillor or Committee member does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister.

### **3.55. Reporting a suspected conflict of interest**

- 3.55.1. If a Councillor or Committee member at a meeting reasonably believes or suspects that another Councillor or Committee member has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor or Committee member is participating in a decision on that matter, the Councillor or Committee member must immediately inform the Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 3.55.2. The Chairperson then should ask the relevant Councillor or Committee member with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor or Committee member agrees they have a conflict of interest, the Councillor or Committee member must follow the relevant procedures above.
- 3.55.3. If the Councillor or Committee member believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 3.55.4. The non-conflicted Councillors and Committee members must then decide whether the Councillor or Committee member has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor or Committee member does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor or Committee member has a conflict of interest, the Councillor or Committee member must follow the relevant procedures above.
- 3.55.5. If the Councillors and Committee member cannot reach a majority decision, then they are taken to have determined that the Councillor or Committee member has a declarable conflict of interest.

### **3.56. Process for dealing with Unsuitable Meeting Conduct by a Councillor**

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a Council or Committee meeting and contravenes a behavioural standard of the code of conduct for Councillors.

When dealing with an instance of unsuitable conduct by a Councillor in a Council or Committee meeting, the following procedures must be followed:

- 3.56.1. The Chairperson must decide whether or not unsuitable meeting conduct has been displayed by a Councillor at a Council or Committee meeting.
- 3.56.2. If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, refer to section 3.56.7 for the steps to be taken.
- 3.56.3. If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
- (a) Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
  - (b) Apologising for their conduct;

- (c) Withdrawing their comments.
- 3.56.4. If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 3.56.5. If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.
- 3.56.6. If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 3.56.7. If the Councillor still continues to fail to comply with the Chairperson's request for remedial actions, the Chairperson may make one (1) or more of the orders below:
- (a) an order reprimanding the Councillor for the conduct;
  - (b) an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 3.56.8. If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an authorised Council officer. The meeting must be adjourned whilst the Councillor is being removed pursuant to *Section 150I(2)(c)* of the Act.
- 3.56.9. Following the completion of the meeting, the Chairperson must ensure:
- (a) details of any order issued is recorded in the minutes of the meeting pursuant to *Section 150I(3)* of the Act.
  - (b) if it is the third or more order within a twelve (12) month period made against a Councillor or the Councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Council and treated as inappropriate conduct pursuant to *Section 150J* of the Act.
  - (c) the Council's CEO is advised to ensure details of any order made is updated in the Council's Councillor Conduct Register pursuant to the Act.
- 3.56.10. Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for sections 3.56.1, 3.56.7 and 3.56.8.

**3.57. Meeting process for dealing with suspected inappropriate conduct which has been referred to a Local Government by the Independent Assessor (IA)**

Pursuant to *Chapter 5A, Division 5 (Referral of conduct to a local government)* of the Act after receiving a referral by the Independent Assessor (IA) or under section 3.56.9 (b) of this policy of an instance of suspected inappropriate conduct, the Council must complete an investigation into the alleged conduct.

After the completion of the investigation, the Council must decide whether the Councillor has engaged in inappropriate conduct in a Council or Committee meeting, unless it has delegated responsibility for this decision under *Section 257* of the Act.

When dealing with an instance of suspected inappropriate conduct which has been referred to a Council by the IA:

- 3.57.1. The Council must be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the Council may resolve to go into Closed Session under *Section 254J* of the Regulation to discuss the allegation.

- 3.57.2. The subject Councillor has a declarable conflict of interest in the matter and is permitted by the Council to remain in the meeting during the debate about whether the Councillor engaged in the inappropriate conduct and answer questions put to the subject Councillor by the Chairperson to assist the other Councillors in making a decision. This permission to remain in the meeting for the debate is on the condition that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the Councillor is found to have committed inappropriate conduct.
- 3.57.3. Should the complainant be a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 3.54.9. If the complainant Councillor who has a declarable conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other Councillors must decide how to deal with the conflict of interest under section 3.54.9. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- 3.57.4. The Council must debate the issue and decide whether the accused Councillor engaged in inappropriate conduct. If the Council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with *Section 257* of the Act or deferred to another date when a quorum will be present.
- 3.57.5. If a decision is reached that the accused Councillor has engaged in inappropriate conduct, then the Councillors must decide what penalty or penalties from the orders detailed in section 3.57.6, if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous inappropriate conduct of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the Council is reasonably satisfied is true.
- 3.57.6. The Council may order that no action be taken against the Councillor or make one (1) or more of the following:
- (a) an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct;
  - (b) an order reprimanding the Councillor for the conduct;
  - (c) an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
  - (d) an order that the Councillor be excluded from a stated Council meeting;
  - (e) an order that the Councillor is removed, or must resign, from a position representing the Council, other than the office of Councillor, for example that the Councillor is ordered to resign from an appointment representing the Council on a State board or Committee;
  - (f) an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct;
  - (g) an order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's inappropriate conduct.
- 3.57.7. Council may not make an order that the Councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future, in relation to a person who is no longer a Councillor.
- 3.57.8. The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the Chairperson must advise them of the details of the decision.

3.57.9. The Chairperson must ensure the meeting minutes reflect the resolution made.

### **3.58. Acts of Disorder by Members of a Committee of Council**

3.58.1. A member of the Council or a Committee commits an act of disorder at a meeting of the Council or a Committee if the member:

- (a) obstructs or interrupts the proper conduct of the meeting; or
- (b) uses indecent or offensive language; or
- (c) makes a statement reflecting adversely on the reputation of the Council; or
- (d) makes an intemperate statement reflecting adversely on the character or motives of a member or officer of the Council; or
- (e) refuses or wilfully fails to comply with a direction given by the Chairperson of the meeting; or
- (f) commits an act which, in the Chairperson's opinion, constitutes an act of disorder; or
- (g) fails to comply with the South Burnett Regional Council's Code of Conducts.

3.58.2. If a member of the Council or a Committee has, in the Chairperson's opinion, committed an act of disorder; the Chairperson may direct the member to make a retraction or apology.

3.58.3. If the member does not comply immediately with a direction under section 3.58.2, the Chairperson may immediately move a motion (a "suspension motion") that the member be suspended for the remainder of the meeting or a lesser time fixed by the Chairperson.

3.58.4. If the Chairperson moves a suspension motion:

- (a) the motion will be put to the vote immediately without discussion; and
- (b) if the motion is passed, the member will immediately leave the meeting place and will remain away for the period of the suspension.

3.58.5. A member will comply with section 3.58.4(b).

3.58.6. The use of mobile phones in the area set aside for Councillors and Committee members in the Council Chambers or other meeting places is not permitted unless authorised by the Chairperson.

### **3.59. Acts of Disorder by a Person Other Than a Member**

3.59.1. A person who is not a member of the Council or a Committee will not interrupt or obstruct the proper conduct of a meeting of the Council or a Committee. *Maximum penalty - 20 penalty units Local Law No.1 (Administration) 2011.*

3.59.2. If a person other than a member interrupts or obstructs the proper conduct of a meeting of the Council or a Committee, the Chairperson may ask the person to withdraw from the meeting place.

3.59.3. A person asked to withdraw from a meeting place under section 3.59.2 will immediately withdraw from the place and will remain away until the end of the meeting or for a lesser period fixed by the Chairperson. *Maximum penalty - 20 penalty units Local Law No. 1 (Administration) 2011.*

3.59.4. If a person contravenes section 3.59.3, an authorised Council officer may, at the request of the Chairperson, exercise reasonable force to remove the person and keep the person away from the meeting place.

3.59.5. The use of mobile phones in the area set aside for the representatives of the media and the public in the Council Chambers or other meeting places is not permitted unless authorised by the Chairperson.



**3.60. Adjournment for Disorder**

- 3.60.1. The Chairperson may adjourn a meeting of the Council or a Committee for not more than 30 minutes and quit the Chair if an act of disorder arises at a Council or Committee meeting and the meeting cannot properly continue.
- 3.60.2. On resumption of the meeting, the Chairperson will move a motion, which will be put without debate, to determine whether the meeting will proceed.
- 3.60.3. Where a motion under section 3.60.2 is lost, the Chairperson will declare the meeting closed, and any outstanding matters will be referred to a future meeting.

**3.61. Council Officers - Attendance at Council and Standing Committee Meetings**

- 3.61.1. The CEO and General Managers will be available to attend all ordinary, special and standing committee meetings of the Council.
- 3.61.2. Every Standing Committee may, before entering into discussion on any matter, call on the relevant Manager and/or the General Manager's nominee to be present at the discussion and the Manager or the General Manager's nominee will attend.

**PART 6 RECORD OF MEETINGS****3.62. Agenda and Minutes of Meetings**

Agenda of a meeting of the Council or a Committee will include:

- (a) a copy of any report whether by a Committee or a Council officer adopted by the meeting, excluding confidential reports; and
- (b) a copy of any other documentary material necessary for a proper understanding of the proceedings of the meeting.

Minutes of a meeting of the Council or a Committee must comply with *Section 254F* of the Regulation.

**3.63. Audio and Video Recording of Meetings**

- 3.63.1. The Council may direct that an audio or video recording of a meeting of the Council or a Committee be made for the purpose of verifying the accuracy of the minutes of the meeting.
- 3.63.2. An audio or video recording made under this section:
  - (a) may be used for the purpose of verifying the accuracy of the minutes of the meeting;
  - (b) after being used for that purpose will be dealt with as directed by the CEO; and
  - (c) where Council consents, will be made available to the public.
- 3.63.3. A person (other than the Council) will not, without the approval of the Chairperson, use an electronic recording or transmitting device or a mobile phone in the public gallery of a meeting place of a meeting of the Council or a Committee.
- 3.63.4. If a Councillor or Committee member wishes to be absent from a Council or Committee meeting place during a meeting, the Councillor or Committee member must apply to the Chairperson to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the Councillor or Committee member becomes aware of their intended absence. The Chairperson may allow a Councillor or Committee member to participate in a meeting by teleconference.
- 3.63.5. A Councillor or Committee member taking part by teleconference is taken to be present at the meeting if the Councillor or Committee member was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor or Committee member must be recorded in the minutes as present at the meeting.

## PART 7 CLOSED MEETING

Council and Standing Committee meetings may resolve that a meeting be closed to the public if its members consider it necessary to discuss any of the following matters:

- (a) Appointment, dismissal or discipline of a CEO;
- (b) Industrial matters affecting employees;
- (c) The Council's budget;
- (d) Rating concessions;
- (e) legal advice obtained by the Council, including legal proceedings that may be taken by or against the Council;
- (f) Matters that may directly affect the health and safety of an individual or group of individuals;
- (g) negotiations relating to a commercial matter involving the Council for which a public discussion could prejudice the interests of the Council;
- (h) Negotiations relating to the taking of land by the Council under the *Acquisition of Land Act 1967*;
- (i) A matter that the Council is required to be kept confidential under a law of, or formal agreement with, the Commonwealth or a State.

In accordance with *Section 252* of the Regulation, Council cannot resolve under *Section 254J* of the Regulation that a meeting at which a proposed expenses reimbursement policy is discussed (including its adoption or amendment, for example) be closed.

### 3.64. Procedure

- 3.64.1. A Council or Committee meeting cannot resolve that a meeting be closed where the meeting is informed of a Councillor's or Committee member's personal interest in the matter by another person and the eligible Councillors or Committee members at the meeting must decide whether the Councillor or Committee member has a declarable conflict of interest in the matter.
- 3.64.2. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted Councillors or Committee member who leave the meeting and the Council or Committee must;
  - (a) delegate the matter;
  - (b) decide by resolution to defer to a later meeting; or
  - (c) decide by resolution to take no further action on the matter.
- 3.64.3. A Council or Committee must not make a resolution (other than procedural) in a Closed Session meeting. If a Closed Session includes attendance by teleconference, the Councillor/s or Committee member/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.
- 3.64.4. To take an issue into a Closed Session, the Council or Committee must abide by the following:
  - (a) pass a resolution to close the meeting;
  - (b) the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered;
  - (c) if the matter is known in advance, the agenda should clearly identify that the matter will be considered in Closed Session, and an explanation of why it is deemed necessary to take the issue into Closed Session must be stated; and
  - (d) not make a resolution while in a closed meeting (other than a procedural resolution).

### 3.65. Confidentiality

For the purposes of *Section 254J* of the Regulation, information obtained by a Councillor, Committee member or Council officer at or during a closed meeting of the Council or a Committee is deemed to be information that he or she knows or should reasonably know is information that:

- (a) \_\_\_\_\_ is confidential to the Council, and
- (b) \_\_\_\_\_ the Council wishes to keep confidential.

## 4. DEFINITIONS

**Act** means the *Local Government Act 2009*

**Advisory Committee** means an Advisory Committee appointed by the Council pursuant to *Section 264 (Appointment of Committees)* of the Regulation.

**authorised Council officer** means a person authorised by the Chief Executive Officer for the purpose of enforcing and maintaining order at a Council or Committee meeting.

**Chairperson** means:

- (a) the Mayor in the case of a Council meeting; or
- (b) the person appointed by the Council pursuant to *Section 267 (Chairperson of Committee)* of the Regulation as Chairperson of the Council or a Committee meeting; or
- (c) a person acting in the position of Chairperson pursuant to this policy.

**Chief Executive Officer (CEO)** means the person appointed and employed by the Council as its Chief Executive Officer pursuant to *Section 194 (Local Government Employees)* of the Act.

**Council officer** means a person who is an employee of the local government or is otherwise engaged to provide services to the local government and whose duties include giving a recommendation or advice.

**Council Representative** means all Councillors and Council employees, including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

**deputation** means a group of people appointed to undertake a mission or take part in a formal process on behalf of a larger group.

**Mayor** means the Mayor of the Council and includes any person acting in the position of the Mayor pursuant to the Act or this policy.

**media** means regionally recognised media from a registered publication with a public distribution.

**member** means in the case of:

- (a) a Council meeting, Councillors of the Council; and
- (b) a Council Standing Committee meeting, Councillors appointed to the Standing Committee by the Council; and
- (c) an Advisory Committee, persons appointed to the Advisory Committee by the Council.

**non-member** means:

- (a) the Chief Executive Officer; or
- (b) a Council representative nominated by the Chief Executive Officer; or
- (c) a Council representative invited to a Council or Standing Committee or Advisory Committee meeting by the Chairperson of that meeting; or
- (d) in the case of a Council meeting, a Standing Committee meeting or an Advisory Committee meeting, a person admitted to the meeting by the respective Council, Standing or Advisory Committee; or

- (e) in the case of a Standing or an Advisory Committee meeting, a Councillor who is not a member of that Committee.

**ordinary meeting** of the Council means –

- (a) a post-election meeting of the Council which is required to be held under *Section 175 (Post-election meetings)* of the Act; or
- (b) a periodic meeting of the Council which is required to be held under *Section 257 (Frequency and place of meetings)* of the Regulation.

**presentation** means a speech or talk in which a new product, idea or piece of work is shown and explained to the audience.

**point of order** means an objection to an action which:

- (a) is in contravention of the Act; or
- (b) is irrelevant; or
- (c) was the matter the subject of discussion at a closed meeting of the local government; or
- (d) otherwise prejudices the interests of the Council.

**procedural motion** means a motion set out in this policy.

**quorum** means a majority of local government Councillors as prescribed under *Section 259* of the Regulation.

**Regulation** means the *Local Government Regulation 2012*

**Standing Committee** means a Standing Committee appointed by the Council pursuant to *Section 264 (Appointment of Committees)* of the Regulation.

**statutory notice of meeting** means a notice of meeting to be given under *Section 254C (Notice of meetings)* of the Regulation.

## 5. LEGISLATIVE REFERENCE

*Local Government Act 2009*

*Local Government Regulation 2012*

## 6. RELATED DOCUMENTS

*South Burnett Regional Council*

Acceptable Request Guidelines

Councillor Code of Conduct Policy

Councillor Conduct Complaints Investigation Policy

Employee Code of Conduct

Expenses Reimbursement Policy for Councillors

Media Relations Policy

Councillor Portfolio Representative Policy

*Department of Local Government, Racing and Multicultural Affairs*

Best practice standing orders for local government and standing Committee meetings

Code of Conduct for Councillors in Queensland

Councillor Conduct Examples for Queensland Local Governments

**7. NEXT REVIEW**

As prescribed by the Regulation COVID-19 expiration clause 3.50.4 – June 2021

**8. VERSION CONTROL**

<b>Version</b>	<b>Revision Description</b>	<b>Approval/Adopted Date</b>	<b>ECM Reference</b>
1	New Policy	9 December 2015	1543853
2	Policy Review	15 November 2017	2477948
3	Policy Review – Legislation Update	12 December 2018	2556631
4	Policy Review – Legislation Update	25 November 2020	2727868

Mark Pitt PSM

**CHIEF EXECUTIVE OFFICER**

Date:

**9.6 ADOPTION OF COUNCIL'S DEFENCE SERVICE POLICY - STATUTORY-013****File Number:** 25-11-2020**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Finance & Corporate Standing Committee meeting on 18 November 2020 – adoption of the South Burnett Regional Council Defence Service Policy – Statutory013.

**SUMMARY****Committee Resolution 2020/8**

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That the South Burnett Regional Council Defence Service Policy – Statutory-013 be adopted as presented.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**Carried 7/0**

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**OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Defence Service Policy–Statutory-013 be adopted as presented.

**BACKGROUND**

Presented at the Finance & Corporate Standing Committee meeting on 18 November 2020

**ATTACHMENTS**

1. **South Burnett Regional Council Defence Service Policy-Statutory-013**  



**POLICY CATEGORY - NUMBER:** Statutory-013  
**POLICY OWNER:** People & Culture  
**ECM ID:** 2733965  
**ADOPTED:** 25 November 2020

## Defence Service Policy

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Social & Corporate Performance Branch. **A hard copy of this electronic document is considered uncontrolled.**

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### 1. POLICY STATEMENT

This policy confirms South Burnett Regional Council's ('Council') commitment to the recognition and support of members of the Australian Defence Force Reserve ('ADFR').

### 2. SCOPE

This policy applies to all Council employees, and persons seeking employment with Council, who are members of the ADFR including conditions of employment, such as leave and salary entitlements.

### 3. GENERAL INFORMATION

#### 3.1. Protection of Employment and Conditions

Council recognises the importance of the ADFR and their contribution to the community and Nation. Council recognises that the skill sets and experience gained while rendering Defence Service enhances the professional and personal growth of the Council employee. Accordingly, Council will provide employment protection and additional leave and pay entitlements (e.g. top-up pay) to members of the ADFR, to assist them in undertaking their ADFR roles.

Council will not discriminate or disadvantage any Council employee, or prospective employee, for their ADFR membership status, as directed by the *Defence Reserve Service (Protection) Act 2001*. Council will not terminate employment, or alter an employee's conditions of employment, based on the fact that the employee:

- has rendered Defence Service;
- may be required to render Defence Service; or
- is currently rendering Defence Service.

Council will not refuse an application for employment upon the basis of a person's ADFR membership.

Council will provide employees rendering prolonged Defence Service with access to employment entitlements, such as salary reviews.

Where an employee has returned to work from Defence Service, the continuity of their employment

is taken to have not been broken by their Defence Service absence for the purposes of seniority and employment. Except for periods of Continuous Full-time Defence Service, accrual of leave and other entitlements will generally still occur for the Defence Service period (e.g. Annual Leave, Long Service Leave) as stipulated by the *Defence Reserve Service (Protection) Act 2001*. Accrual will also occur where top-up pay has been granted to the employee for the period of Defence Service Leave.

Where the employee has performed continuous full-time Defence Service, their entitlements in relation to the period of Defence Service must be no less beneficial than they would have been if they had been absent on normal Leave Without Pay for the period.

Where an employee has undertaken an extensive period of Defence Service, or otherwise prolonged absence associated with their Defence Service (e.g. Sick Leave), Council will ensure that upon their return, the employee is employed in a similar capacity as prior to their absence, and otherwise assist their reintegration into the workforce.

### **3.2. Notification of Participation**

Employees are encouraged to inform People & Culture of their Defence Reserve status upon their commencement with Council, or on becoming a Defence Reserve member. A written copy of the employee's Defence Reserve status is necessary to access Defence Service Leave and associated entitlements, and if provided will be retained on the employee's personnel file for future reference.

Employees are encouraged to advise their Supervisor of ADFR commitments as soon as they are known, to allow for planning of team and operational adjustment measures. ADFR advice is usually disseminated to members at the start of each Calendar year.

If the employee is undertaking a course of education associated with their employment with Council (including a traineeship/apprenticeship), the employee may be required to notify the educational institution prior to their Defence Service, and make a submission for re-enrolment/resumption upon their return from Defence Service, as stipulated by the *Defence Reserve Service (Protection) Act 2001*.

### **3.3. Application and Approval of Leave**

Where an employee is required to render Defence Service, they will be granted Defence Service Leave from Council to do so, with approval by the Chief Executive Officer. The employee may also elect to access additional leave entitlements, including Annual Leave and Long Service Leave. Employees will not be expected or compelled to use paid leave entitlements, such as Annual Leave or Long Service Leave, for the purposes of Defence Service.

Employees will apply for any required leave by submission of a Leave Application form, with the relevant ADFR Unit Training Notice or Defence Unit Notification attached.

Where the employee's absence from work may pose operational difficulties, Council will contact the ADFR member and the ADFR Unit Point of Contact to discuss possible alternatives to service dates and requirements. Where an alternate resolution is not reached, the ADFR member will be released as requested by the Defence Unit Notification.

### **3.4. Provision of Pay Entitlements**

To access the arrangement provided for in this Clause, the employee will be required to sign a written authorisation for the future deduction of wages, prior to commencing their Defence Service Leave.

As a courtesy, Council will continue to pay the employee their ordinary rate of pay whilst the employee is undertaking Defence Service Leave, to a maximum of eight (8) consecutive weeks. When the employee receives their Defence Service Pay from the ADFR for the period of Defence Service Leave, the employee will provide Payroll with a copy of the ADFR payslip for the Defence Service Leave period. Council will then recoup the remuneration issued to the employee for that same period. The recoupment will occur in consultation with the employee; however, the period of recoupment will not exceed six (6) months.

If the Defence Service Pay awarded to the employee by the ADFR for their period of Defence Service



Leave is less than the employee's ordinary rate of pay with Council, then Council will pay the employee top-up pay to cover the difference, as follows:

- for the full period of Defence Service Leave where the Defence Service is rendered for the purposes of training; or
- to the maximum of twelve (12) weeks where the Defence Service is rendered for any purpose other than training.

### 3.5. Employer Support Payments

Council may be entitled to claim Employer Support Payments (ESP) from the Department of Defence to offset the cost of releasing an employee for Defence Service. ESP may be available where an employee has served a qualifying period of two (2) weeks' Defence Service in the current financial year, and the employee's periods of Defence Service are at least five (5) consecutive days. ESP may also be available for the recovery period of any employee who becomes injured or ill as a result of their Defence Service. The weekly ESP rate is set at 1 July each year and is equivalent to the average weekly full-time adult ordinary time earnings (for full-time employees).

ESP cannot be accessed where the employee has used accrued leave entitlements (e.g. Annual or Long Service Leave) to render Defence Service.

In instances where Council is eligible to claim ESP, the employee is expected to assist the People and Culture and payroll teams in claiming such payments.

### 3.6. Voluntary Defence Service

The stipulations and entitlements of this policy may differ for, or not apply to, certain voluntary continuous full-time Defence Service, as directed by the *Defence Reserve Service (Protection) Act 2001* (e.g. the utilisation of leave for periods of Defence Service; and education entitlements).

### 3.7. Dispute Resolution Procedure

Employees have the right to lodge a grievance with Council where they believe that inappropriate or unreasonable action has been initiated as a result of an employee being a member of the ADFR. Employees may also contact their ADFR Unit or the Office of Reserve Service Protection in accordance with the *Defence Reserve Service (Protection) Regulations 2001*.

## 4. DEFINITIONS

**ADFR** – Australian Defence Force Reserve (the Royal Australian Navy, Australian Army or Royal Australian Air Force Reserve).

**Defence Service** – the rendering of Defence Service by an ADFR member as required by the Department of Defence under provisions of the *Defence Act 1903* and protected by the *Defence Reserve Service (Protection) Act 2001* (e.g. deployments, continuous full-time service, training).

**Defence Service Leave** – leave without pay (apart from top-up provisions), granted to Council employees who are members of the ADFR required to attend ADFR training.

**Defence Service Pay** – includes all payments received by the employee from the ADFR for their Defence Service during the period of Defence Service Leave. Defence Service Pay is based on the rank and position held by the ADFR member.

**Employee** – a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

**Employer Support Payment** – funding provided by the Department of Defence to Council to offset the costs of releasing an employee for Defence Service.

**Top-up Pay** – where the Defence Service Pay awarded to the employee by the ADFR for their period of Defence Service Leave is less than the employee's ordinary rate of pay with Council, then Council will pay the employee the amount of the difference.

**Training** – includes instructive camps, courses and schools operated and administered by the Department of Defence.

**5. LEGISLATIVE REFERENCE**

*Defence Reserve Service (Protection) Act 2001*  
*Queensland Local Government Industry Award – State 2017*

**6. RELATED DOCUMENTS**

Nil

**7. NEXT REVIEW**

As prescribed by legislation or every two (2) years – November 2022

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	30 September 2009	795059
2	Policy Review	25 November 2020	2733965

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date: 25 November 2020

**9.7 ADOPTION OF COUNCIL'S TRADING ON LOCAL GOVERNMENT CONTROLLED AREAS, FACILITIES & ROADS POLICY - STATUTORY-023****File Number: 25-11-2020****Author: General Manager Finance and Corporate****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Finance & Corporate Standing Committee meeting on 18 November 2020 – adoption of the South Burnett Regional Council Trading on Local Government Controlled Areas, Facilities & Roads Policy–Statutory023.

**SUMMARY****Committee Resolution 2020/9**

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That the committee recommends to Council:

That the South Burnett Regional Council Trading on Local Government Controlled Areas, Facilities & Roads Policy – Statutory-023 be adopted as presented.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**Carried 7/0****OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Trading on Local Government Controlled Areas, Facilities & Roads Policy–Statutory023 be adopted as presented.

**BACKGROUND**

Presented at the Finance & Corporate Standing Committee meeting on 18 November 2020

**ATTACHMENTS**

1. **South Burnett Regional Council Trading on Local Government Controlled Areas, Facilities and Roads Policy-Statutory023** [↓](#) 



**POLICY CATEGORY - NUMBER:** Statutory-023  
**POLICY OWNER:** Environment & Waste Service  
**ECM ID:** 2734024  
**ADOPTED:** 25 November 2020

## Trading on Local Government Controlled Areas, Facilities & Roads Policy

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Social & Corporate Performance Branch. **A hard copy of this electronic document is considered uncontrolled.**

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### 1. POLICY STATEMENT

South Burnett Regional Council ('Council') does not permit a business to operate from a Local Government Controlled Area, a Local Government Facility or a Road within the South Burnett Local Government Area without the necessary Approval being issued by Council under its applicable Local Law and the appropriate Permit being issued from the Department of Main Roads, if a Main Road area is involved.

### 2. SCOPE

This policy covers all Local Government Controlled Areas, Facilities & Roads within the South Burnett Local Government Area to;

1. ensure pedestrians and other road users are kept safe at all times; and
2. to regulate business on public land; and

To provide some clarity around Council's position on the commercial use of Local Government Controlled Areas, Facilities & Roads across the South Burnett Local Government Area.

Any business wishing to operate from Local Government Controlled Areas, Facilities & Roads within the South Burnett Local Government Area requires an Approval under the Council's Local Law(s). Further, if the Activity is to be conducted within a Main Road reserve, then a Permit issued by the Department of Main Roads will also be required. This State permitting function has been delegated to the Council by written agreement from the chief executive under the *Transport Operations (Road Use Management) Act 1995, section 66(5)(b)* as part of the Local Law review in 2011.

Council does not, as a general rule, permit the activity known as "Stationary Roadside Vending" in the South Burnett Local Government Area, unless at an approved event. This is due to a determination being made that this type of Activity will not generally be able to comply with the Performance Objectives (refer 3.1) set out in the subordinate Local Law for the commercial use of Local Government Controlled Areas and Roads.

In comparison "Mobile Roadside Vending" is not prohibited, however there may be some trading restrictions within the Central Business District (CBD). "Mobile Roadside Vending" must comply with

Main Road legislation, in particular road safety as it relates to the operator, its customers and other road users.

Prior to Amalgamation in 2008, there were some historical roadside vending standing stall site arrangements in place, which the Council still honours. However, if these arrangements are not renewed by the current operators then Council will cancel them and not reissue such an Approval for that site again. There are only three (3) long term legacy standing site permits in place being the Kingaroy Peanut van, the Nanango Peanut van and the Nanango Pie Van.

A vendor may be able to operate on private land that has an existing commercial use approval, in accordance with the Council's Town Plan, without requiring a permit to also be obtained from Council. For example, a flower stall or mobile seafood van (a food business licence for this particular activity would also be mandatory) may park on private land such as a service station, not the footpath, and with the consent of the landowner. Note: regular use of such a land area by a mobile food van or temporary facility may trigger the requirement to obtain Town Planning Approval for a permanent structure. Council is generally not in favour of this type of development.

### **3. GENERAL INFORMATION**

#### **3.1. Performance Objectives**

1. The prescribed activity for which the approval is sought must not unduly interfere with the proper use of the Local Government Controlled Area or road.
2. There must be a public demand for the prescribed activity in respect of which the approval is sought.
3. The physical characteristics of the Local Government Controlled Area or road must be suitable for the prescribed activity.
4. The prescribed activity must not cause nuisance, inconvenience or annoyance to-
  - (a) the occupier of any land which adjoins the location of the prescribed activity; or
  - (b) vehicular traffic; or
  - (c) pedestrian traffic.
5. The prescribed activity must not have a detrimental effect on the amenity of the surrounding area.
6. If the prescribed activity is mobile roadside vending or stationary roadside vending-
  - (a) whether the prescribed activity for which the approval is sought is competitive with business activities operated from fixed premises in the Local Government Controlled Area; and
  - (b) whether the business activities operated from the fixed premises are sufficient to meet public demand for the goods or services proposed to be sold as part of the operation of the prescribed activity; and
  - (c) whether the grant of the approval will result in substantial competition between the applicant for the approval and operators of business activities operated from fixed premises in the local government area; and
  - (d) whether the goods or services proposed to be sold as part of the operation of the prescribed activity, or similar goods or services, are available for sale from fixed premises near the location of the prescribed activity.

#### **3.2. Operational Assessment and Management Framework:**

Council's Natural Resource Management (NRM) and Parks, Works and/or Environment & Waste sections will potentially have involvement in processing any applications for the use of any Local Government Controlled Areas, Facilities & Roads within the South Burnett Local Government Area. Assessment of any application would include an evaluation against the Subordinate Local Law for

the Commercial Use of Local Government Controlled Areas and Roads Performance Objectives. Activities that meet the Performance Criteria may be issued with an Approval.

### 3.3. Resourcing

Enforcement of breaches in relation to Local Government Controlled Areas, Facilities & Roads is regulated internally by Council's NRM and Parks, Works or Environment & Waste sections.

### 3.4. Education and Advice

This policy will be provided to the necessary parties when applicable and will also be made available to interested parties upon request.

### Sustainability Implications

Council's general position is not to permit the commercial use of any of its Local Government Controlled Areas, Facilities or Roads, with the exception of some major public events. This is because if Council allows one (1) business operator to utilise public space for its private commercial gain then Council is obliged to allow all businesses to do so. This in practice would be extremely difficult to implement and manage, while achieving the Performance Objectives. There would also be liability concerns around a commercial entity utilising Council controlled 'land'.

### Social Implications

By not allowing businesses to generally utilise public space for their own commercial gain is deemed to be for the greater good of the community in order to protect public amenity, reduce risk, minimise safety concerns, allow the general community access to and the potential for enjoyment of these public areas as well as encouraging business in the established central business district precinct as provided for in the Council's Town Plan.

### Economic Implications

Restricting or regulating commercial ventures on public controlled spaces potentially will have an impact upon the potential revenues of businesses. However, this would be offset by the social benefits as outlined above under the Social Implications section. Further, the direct facilitation, support and the effective underwriting of a commercial business is not generally the core function of local government.

### Environmental Implications

By not allowing businesses to utilise the public space minimises the potential for any environmental impact. If an Approval was to be issued then conditions would need to be included on the Approval to address any anticipated environmental issues.

## 4. DEFINITIONS

Mobile Roadside Vending means an operator soliciting or carrying on the supply of goods or services (including food or drink) for profit in circumstances where—

- (a) the operator travels from place to place; and
- (b) the operator supplies the goods or services to a customer in response to the customer waiving down the operator.

Stationary Roadside Vending means an operator soliciting or carrying on the supply of goods or services (including food or drink) for profit in circumstances where—

- (a) the operator carries on the activity from—
  - (i) a specified place; or
  - (ii) a number of specified places; but
- (b) the activity is not footpath dining.

**5. LEGISLATIVE REFERENCE**

*Local Government Act 2009*

*Local Law No. 1 (Administration) 2011*

*Subordinate Local Law No. 1.2 (Commercial Use of LG Controlled Areas and Roads) 2011*

*Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas & Roads) 2011*

*Local Law No. 4 (LG Controlled Areas, Facilities and Roads) 2011*

*Subordinate Local Law No. 4 (LG Controlled Areas, Facilities and Roads) 2011*

**6. RELATED DOCUMENTS**

Nil.

**7. NEXT REVIEW**

As prescribed by legislation or every two (2) years – November 2022

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	12 October 2016	1664834
2	Policy Review	25 November 2020	2734024

Mark Pitt PSM

**CHIEF EXECUTIVE OFFICER**

Date: 25 November 2020

**9.8 ADOPTION OF COUNCIL'S WORKPLACE HEALTH AND SAFETY POLICY - STATUTORY-015****File Number: 25-11-2020****Author: General Manager Finance and Corporate****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Finance & Corporate Standing Committee meeting on 18 November 2020 – adoption of the South Burnett Regional Council Workplace Health and Safety Policy – Statutory-015.

**SUMMARY****Committee Resolution 2020/10**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That the South Burnett Regional Council's Workplace Health and Safety Policy – Statutory-015 be adopted as presented.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**Carried 7/0**

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**OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Workplace Health and Safety Policy – Statutory-015 be adopted as presented.

**BACKGROUND**

Presented at the Finance & Corporate Standing Committee meeting on 18 November 2020

**ATTACHMENTS**

1. **South Burnett Regional Council Workplace Health and Safety Policy-Statutory-015** [↓](#) 





**POLICY CATEGORY - NUMBER:** Statutory-015  
**POLICY OWNER:** People & Culture  
**ECM ID:** 2734000  
**ADOPTED:** 25 November 2020

## Workplace Health and Safety Policy

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council’s intranet or by contacting Council’s Social & Corporate Performance Branch. **A hard copy of this electronic document is considered uncontrolled.**

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### 1. POLICY STATEMENT

South Burnett Regional Council (‘Council’) is committed to providing a safe and healthy work environment for Council representatives and visitors to Council premises and worksites.

### 2. SCOPE

This policy applies to all Council representatives and includes entities over which Council has direct ownership, management and/or financial control.

### 3. GENERAL INFORMATION

Council’s workplace health and safety obligations will be achieved by adopting and promoting the provisions of the *Work Health and Safety Act 2011* and its associated regulation, codes and standards, together with significant importance placed in the areas of hazard and risk management and injury prevention strategies.

Council’s primary workplace health and safety objective is to eliminate or reduce risk by developing proactive strategies and adopting a risk management approach to workplace health and safety.

Council understands that creating and maintaining a safe and healthy working environment is a major part of its overall responsibilities, and that all employees must ensure the health and safety of their fellow employees and visitors in their respective work areas.

In support of this policy, Council is committed to the provision of workplace health and safety information to people working at or visiting its workplaces as well as ensuring effective employee and contractor consultation on health and safety matters. Council will also provide employees with workplace health and safety training relevant to their work.

To ensure continuous improvement, Council will establish and monitor measurable workplace health and safety objectives and targets. Council is also committed to the successful implementation and continual improvement of its Safety Management System.

Council expects all Council representatives and visitors to its workplaces to follow safe work practices as prescribed by legislation and Council’s Safety Management System and that they make every effort to reduce the risk of injury to themselves and others.

Council regards its workplace health and safety responsibilities with the utmost importance and, resources will be made available to allow Council to comply with relevant legislation and implement its Safety Management System.

To achieve a safe and healthy work environment, commitment and co-operation from all Council's employees, contractors, volunteers and visitors is essential.

**4. DEFINITIONS**

**Council representative** - all Councillors and council employees including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

**5. LEGISLATIVE REFERENCE**

- Electrical Safety Act 2002*
- Electrical Safety Regulations 2013*
- Local Government Act 2009*
- Workplace Health and Safety Act 2011*
- Workplace Health and Safety Regulation 2011*
- Worker's Compensation & Rehabilitation Act 2003*
- Worker's Compensation & Rehabilitation Regulations 2014*

**6. RELATED DOCUMENTS**

- Corporate Rehabilitation Policy – Local Government Workcare
- Employee Code of Conduct

**7. NEXT REVIEW**

As prescribed by legislation or every two (2) years – November 2022

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	Workplace Health & Safety Policy	6 January 2016	1602758
2	Workplace Health & Safety Policy	1 February 2018	2459060
3	Workplace Health & Safety Policy	26 July 2018	2522988
4	Workplace Health & Safety Policy	25 November 2020	2734000

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date: 25 November 2020

**9.9 ADOPTION OF COUNCIL'S DISCOVERY, HANDLING AND MANAGEMENT OF HUMAN REMAINS POLICY - STATUTORY-016****File Number: 25-11-2020****Author: General Manager Finance and Corporate****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Finance & Corporate Standing Committee meeting on 18 November 2020 – adoption of the South Burnett Regional Council Discovery Handling & Management of Human Remains Policy – Statutory-016.

**SUMMARY****Committee Resolution 2020/11**

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Discovery Handling & Management of Human Remains Policy – Statutory-016 be adopted as presented.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**Carried 7/0****OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Discovery Handling & Management of Human Remains Policy – Statutory-016 be adopted as presented.

**BACKGROUND**

Presented at the Finance & Corporate Standing Committee meeting on 18 November 2020

**ATTACHMENTS**

1. **South Burnett Regional Council Discovery Handling & Management of Human Remains Policy-Statutory-016** [↓](#) 



**POLICY CATEGORY - NUMBER:** Statutory-016  
**POLICY OWNER:** Natural Resource Management & Parks

**ECM ID:** 2734685  
**ADOPTED:** 25 November 2020

## Discovery, Handling and Management of Human Remains Policy

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Social & Corporate Performance Branch. **A hard copy of this electronic document is considered uncontrolled.**

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### 1. POLICY STATEMENT

South Burnett Regional Council ('Council') is committed to setting guidelines and responsibilities for Council representatives when faced with the discovery, handling and management of human remains within the Council area.

### 2. SCOPE

This policy applies to all Council representatives and includes entities over which Council has direct ownership, management and/or financial control.

### 3. GENERAL INFORMATION

Council operates a number of cemeteries throughout the South Burnett Local Government Area. Within those cemeteries there is the potential for burials to have taken place without Council knowledge or in locations that Council is not aware. Further, Council regularly undertakes excavations as part of its day to day operations.

As a result, there is the potential for human remains to be disturbed either within Council cemeteries or at Council worksites.

This policy has been developed under the provisions of the *Aboriginal Cultural Heritage Act 2003*, the *Torres Strait Islander Cultural Heritage Act 2003*, *Criminal Code Act 1899* and the *Coroners Act 2003*.

If bones are found and it is suspected that they are human, it is **essential that you do not disturb them. You must report the findings to the Queensland Police Service (QPS)**. The QPS will determine if the remains represent a crime scene.

If it is established that the remains are not a crime scene and the Coroner is satisfied that the remains are ancestral Aboriginal or Torres Strait Islander remains, the procedures related to this policy will apply.

#### 3.1. General Guiding Principles

Death in all human societies is a significant event. It occurs on a regular but unpredictable basis, removing individuals from family, close relations and friends. Death is often associated with complex

rituals. This was and is still the case with Aboriginal and Torres Strait Islander people. Disturbance to burials and human remains is therefore of major concern to them, as it is for all members of Australian society.

Aboriginal and Torres Strait Islander people have been in Australia for more than 40,000 years. In that time, they have buried hundreds of thousands of their ancestors in a variety of ways. In some cases, people were cremated; in others their bones were placed in hollowed-out logs or trees or wrapped in bark cylinders and placed in rock shelters. Many were also buried in the ground with grave goods.

Burials commonly occurred in sand dunes and alluvial deposits, which were easy to dig. However, wind and water easily erode such locations and frequently these natural processes expose remains.

Other common burial locations are rock shelters, rocky overhangs and hollow trees. All are vulnerable to human disturbance. The close proximity of scarred or carved trees and stone arrangements and the remains of fireplaces, stone artefacts and food refuse may be suggestive of an Aboriginal or Torres Strait Islander burial. In view of possible natural or human disturbance to Aboriginal or Torres Strait Islander places the Queensland Government has in place a legislative framework that will ensure such burials are treated in a manner consistent with legal requirements and Aboriginal and Torres Strait Islander traditions.

There is also provision for Aboriginal or Torres Strait Islander people who have traditional or familial links with human remains to seek ownership of these remains regardless of who claimed previous ownership.

### 3.2. Desired Outcomes

This policy has a number of general desired outcomes: -

- (i) While natural or human processes can inadvertently expose human remains, including Aboriginal or Torres Strait Islander human remains, all attempts will be made to limit further disturbance.
- (ii) If further investigation and disturbance is required, procedures are in place for the proper handling of such remains.
- (iii) All such procedures are sensitive to the wishes of the Aboriginal or Torres Strait Islander owners of the remains or any other person with links to the remains.
- (iv) That Aboriginal or Torres Strait Islanders who have traditional or familial links with human remains are able to claim ownership of those remains.

### 4. DEFINITIONS

**Council Representative** - All Councillors and Council employees including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

**Human Remains** - parts of the bodies of dead people; an area where ancient human remains have been found.

### 5. LEGISLATIVE REFERENCE

*Aboriginal Cultural Heritage Act 2003*

*Coroners Act 2003*

*Criminal Code Act 1899*

*Local Government Act 2009*

*South Burnett Regional Council Local Law No 1.9 - Operation of Cemeteries 2011*

*Torres Strait Islander Cultural Heritage Act 2003*

### 6. RELATED DOCUMENTS

Guidelines for the discovery, handling and management of human remains (Department of Aboriginal and Torres Strait Islander Partnerships, Queensland Government)

SBRC's Discovery, Handling and Management of Human Remains Procedure – Procedure-012

**7. NEXT REVIEW**

As prescribed by legislation or every two (2) years – November 2022

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	25 March 2009	504121
2	Policy Review	25 November 2020	2734685

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

**9.10 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COUNCILLOR CONDUCT COMPLAINTS INVESTIGATION POLICY - STATUTORY-028****File Number: 25-11-2020****Author: General Manager Finance and Corporate****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Finance & Corporate Standing Committee meeting on 18 November 2020 – adoption of the South Burnett Regional Council Councillor Conduct Complaints Investigation Policy-Statutory-028.

**SUMMARY****Committee Resolution 2020/12**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Councillor Conduct Complaints Investigation Policy-Statutory-028 be adopted as presented.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**Carried 7/0****OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Councillor Conduct Complaints Investigation Policy-Statutory-028 be adopted as presented.

**BACKGROUND**

Presented at the Finance & Corporate Standing Committee meeting on 18 November 2020

**ATTACHMENTS**

1. **South Burnett Regional Council Councillor Conduct Complaints Investigation Policy-Statutory-028** [↓](#) 



**POLICY CATEGORY - NUMBER:** Statutory-028  
**POLICY OWNER:** Social & Corporate Performance  
**ECM ID:** 2741140  
**ADOPTED:** 25 November 2020

## Councillor Conduct Complaints Investigation Policy

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Social & Corporate Performance Branch. **A hard copy of this electronic document is considered uncontrolled.**

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### 1. POLICY STATEMENT

This policy states how complaints about the alleged inappropriate conduct of Councillors will be dealt with as required by the *Section 150AE* of the *Local Government Act 2009* ('Act').

### 2. SCOPE

This policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

South Burnett Regional Council ('Council') has developed a Councillor conduct complaints management process in accordance with the Act which is intended to ensure that breaches of Council's Councillor Code of Conduct Policy or any other inappropriate Councillor conduct are handled in accordance with legislative and regulatory requirements.

To ensure the system of local government is accountable, effective, efficient and sustainable, the Councillors are responsible for performing their duties under *Section 12* of the Act in accordance with the local government principles pursuant to *Section 4(2)* of Act.

The local government principles are:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of Councillors, local government employees and councillor advisors.

### 3. GENERAL INFORMATION

#### 3.1. Confidentiality

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the Act or this policy.

**Note:** It must be kept in mind that the matter is an allegation only and not yet proven. Further,



there will be circumstances where the detail of the referral will need to remain confidential to the local government. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to the local government may be contrary to *Section 171(3)* of the Act and dealt with as misconduct.

### **3.2. Natural Justice**

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

"Natural justice" or procedural fairness, refers to three (3) key principles:

- the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing);
- the investigator(s) should be objective and impartial (absence of bias); and
- any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided, with an opportunity to put their case in writing at least three (3) business days before the investigation report is provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon logical proof or evidence material.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

### **3.3. Protection from Reprisal**

As part of the system of Councillor complaint management, another Council representative who makes a complaint or notification or intends to make a complaint or notification against a Councillor, are protected from acts of reprisal, payback or revenge.

### **3.4. Independent Assessor's Referral**

The Council may receive from the Independent Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s.

#### **3.4.1. Receipt of the Independent Assessor's Referral**

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Independent Assessor ('IA'), the Council's Chief Executive Officer ('CEO') will forward a copy of that referral notice to the Mayor and all Councillors as a confidential document.

Should the Mayor or a Councillor/s (other than the subject of the complaint or the complainant) disagree with any recommendation accompanying the IA's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor/s may request the matter be placed on the agenda of the next Council meeting to decide on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's Conduct of Council & Committee Meetings Policy.

### **3.5. Investigator**

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, then the CEO must refer the suspected inappropriate conduct to an external investigator as identified

by the Office of the Independent Assessor ('OIA'), to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves:

- an allegation about the conduct of the Mayor, or
- the Mayor as the complainant,

then the CEO must refer the suspected inappropriate conduct to an external investigator as identified by the OIA, to investigate and make recommendations to the Council about dealing with the conduct.

### **3.6. Early Resolution**

Before beginning an investigation, the investigator must consider whether the matter is appropriate for resolution prior to the investigation. This consideration includes any recommendation made by the IA.

A matter is only appropriate for early resolution if the parties to the matter agree to explore early resolution.

The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this policy.

If the matter is resolved prior to investigation, the investigator will advise the CEO of this outcome. In turn, the CEO will advise the Mayor (if the Mayor is not the investigator) and all Councillors that the matter has been resolved. The CEO will also ensure that the 'Councillor Conduct Register' is updated to reflect this outcome.

### **3.7. Timeliness**

The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than 12 weeks after the receipt of the complaint.

**Note:** If the investigator is of the opinion that it may take longer than 12 weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.

### **3.8. Assistance for investigator**

If the Mayor is the investigator of a matter of suspected inappropriate conduct, the Mayor may use *section 170A* of the Act to seek assistance during the investigation.

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's procurement policy.

### **3.9. Possible misconduct or corrupt conduct**

If during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the CEO. The CEO will then notify the IA of the possible misconduct.

If during the course of an investigation, the investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the CEO. The CEO will then notify the Crime and Corruption Commission ('CCC') of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the IA or CCC to be inappropriate conduct.

### **3.10. Completion of investigation**

On the completion of an investigation, the investigator will provide a report to the Council outlining

the investigation process, the investigation findings, any recommendations about dealing with the conduct and a record of the investigation costs. This report is to be provided utilising the template investigation report provided by the OIA to support timely investigations that comply with best practice and natural justice.

The Council will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under *Section 150AH* of the Act.

In the event that inappropriate conduct is substantiated, and to assist Councillors to objectively decide on appropriate sanctions, the IA provides 'Inappropriate Conduct Disciplinary Action Guideline' to guide decision making.

Provisions for internal and external review of decisions are set out in *Sections 150CO to 150CS* of the Act.

### **3.11. Notice about the outcome of investigation**

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation.

### **3.12. Councillor conduct register**

The CEO must ensure decisions about suspected inappropriate conduct of a Councillor/s must be entered into the 'Councillor Conduct Register'.

Where a complaint has been resolved under section 3.6 of this policy, the CEO will update the register to reflect that the complaint was withdrawn.

### **3.13. Expenses**

Council must pay any reasonable expenses of Council associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the external investigator in undertaking an investigation for Council;
- a mediator engaged under this investigation policy;
- travel where the investigator needed to travel to undertake the investigation or to interview witnesses;
- seeking legal advice; and
- engaging an expert.

Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.

Any costs incurred by complainants or the subject Councillors will not be met by Council.

## **4. DEFINITIONS**

**Act** means the *Local Government Act 2009*

**Behavioural standard** means a standard of behaviour for Councillors set out in the Councillor Code of Conduct Policy approved under *Section 150E* of the Act.

**Conduct** includes -

- a) failing to act; and
- b) a conspiracy, or attempt, to engage in conduct.

**Councillor conduct register** means the register required to be kept by Council as set out in *Section 150DX* of the Act.

**Council Representative** - All Councillors and Council employees including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

**Inappropriate conduct** see *Section 150K* of the Act.

**Independent Assessor** means the Independent Assessor ('IA') appointed under *Section 150CV* of the Act.

**Investigator** means the person responsible under this policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor.

**Local government meeting** means a meeting of -

- a) a local government; or
- b) a committee of a local government.

**Misconduct** see *Section 150L* of the Act model procedures see *Section 150F* of the Act.

**Natural justice** - a set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.

**Referral notice** see *Section 150AC* of the Act.

**Tribunal** means the Councillor Conduct Tribunal as established under *Section 150DK* of the Act.

**Unsuitable meeting conduct** see *Section 150H* of the Act.

## 5. LEGISLATIVE REFERENCE

*Crime and Corruption Act 2001*

*Local Government Act 2009*

## 6. RELATED DOCUMENTS

Acceptable Request Guidelines

Councillor Code of Conduct Policy

Conduct of Council & Committee Meetings Policy

Expenses Reimbursement Policy for Councillors

Office of the Independent Assessor Investigation Report Template

Office of the Independent Assessor Panel of Investigators

Office of the Independent Assessor Inappropriate Conduct Disciplinary Action Guideline

## 7. NEXT REVIEW

As prescribed by legislation or every two (2) years – November 2022

**8. VERSION CONTROL**

<b>Version</b>	<b>Revision Description</b>	<b>Approval/Adopted Date</b>	<b>ECM Reference</b>
1.	Adoption of policy	9 April 2008	428898
2.	Revision of policy	25 June 2014	1314746
3.	Revision & rename of policy	15 February 2017	2028975
4.	Creation of separate complaints policy for Councillors	12 December 2018	2556506
5.	Policy Review – Legislation Update & rename of policy	25 November 2020	

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date: 25 November 2020

**9.11 MONTHLY FINANCIAL REPORT**

**File Number:** 25-Nov-2020  
**Author:** Manager Finance  
**Authoriser:** Chief Executive Officer

**PRECIS**

Monthly Financial Report as at 31 October 2020.

**SUMMARY**

The following information provides Council's position as at 31 October 2020.

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**OFFICER'S RECOMMENDATION**

That the Monthly Financial Report including Capital Works and Works for Queensland as at 31 October 2020 be received and noted.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Tracking actual revenue and expenditure compared to budget as adopted at the Council meeting held on 15 July 2020.

**LINK TO CORPORATE/OPERATIONAL PLAN**

EXC1.1 Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices.

**COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

Monitored by budget managers.

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

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

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

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

**REPORT**

Not applicable.

**ATTACHMENTS**

1. Monthly Financial Reports - Interim October 2020 [↓](#) 



**South Burnett Regional Council**  
**Monthly Financial Report**  
Interim October 2020



### Executive Summary

This monthly report is designed to illustrate the interim financial performance and position of South Burnett Regional Council compared to the first quarter amended budget, at an organisational level, for the period ended 31 October 2020.

#### Key Points - Income Statement

	YTD	2020/2021 Amended Budget	% of Budget	% Variance
Recurrent Revenue	\$ 30,163,239	\$ 66,408,907	45%	12%
Recurrent Expenditure	\$ 24,555,670	\$ 70,969,707	35%	-1%

- Recurrent Revenue is high year to date compared to budget due to the 6 monthly rates being levied during August as well as annual invoicing done for rentals, animal registrations and food permits. Increases in water sales and planning applications have also contributed to this variance. This percentage variance will slowly decrease over the next few months.
- Minor timing variances in materials and services under Recurrent Expenditure due to timing in annual invoices such as land valuations, insurance, fleet registrations, IT licences and LGAQ membership.
- Additional materials and services under disaster management for expenses relating to Queensland Reconstruction Authority grant funding. This will offset against additional revenue which will be received during the year.

#### Key Points - Balance Sheet

	YTD	2020/2021 Amended Budget	Variance
Total Assets	\$ 918,025,956	\$ 921,740,043	-\$ 3,714,087
Total Liabilities	\$ 55,685,590	\$ 60,013,884	-\$ 4,328,294
Community Equity	\$ 862,340,366	\$ 861,726,159	-\$ 614,207
Unrestricted Cash	\$ 20,869,015		
Restricted Cash	\$ 24,635,157		
Total Cash Balance	\$ 45,504,172		

	Total Balance	90 Days Overdue	Monthly Movement	Comment
P&R Debts	\$ 443,817	\$ 182,100	↑	Approximately half with debt collectors or payment plans
AR Debtors	\$ 531,714	\$ 123,228	↓	\$73k with debt collectors, \$5k negotiating payment plan, \$34k following up with debtor
Rates Debtors	\$ 6,602,884			

	Capital Amended Budget	WIP Balance	Total To Spend	Spent to Date	% Spent
\$	38,473,127	\$ 7,370,809	\$ 45,843,936	\$ 15,186,689	33%

- Water and Wastewater assets are currently undergoing a comprehensive revaluation and it is unknown at this stage what effect this will have on property, plant and equipment.



**Key Points - Other**

Ratios	Ratio	Target	In Target	Comment
Cash Ratio	10.37	>=3	✓	
Operating Cash Ratio	4.76	>=3	✓	
Current Ratio	4.70	Between 2 and 4	✗	• Ratio should decrease over the next few months as cash decreases.
Funded Long-Term Liabilities	83.8%	>=59%	✓	
Debt Servicing Ratio	5.0%	<=10%	✓	
Debt to Asset Ratio	3.5%	<=10%	✓	
Interest Coverage Ratio	1.8%	Between 0% and 5%	✓	

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Executive Summary

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## 1.0 Interim Statement of Financial Performance (Income Statement)

### Statement of Comprehensive Income

as at 31 October 2020  
33% of Year Complete

	2020 \$	Original Budget \$	Amended Budget \$	Variance %
<b>Income</b>				
<b>Revenue</b>				
<b>Recurrent Revenue</b>				
Rates, Levies and Charges	24,844,035	50,092,435	49,893,435	50%
Fees and Charges	2,098,114	3,830,704	3,918,414	54%
Rental Income	160,953	319,954	319,954	50%
Interest Received	236,414	1,016,500	620,500	38%
Sales Revenue	484,711	3,025,851	3,025,851	16%
Other Income	268,316	748,975	748,975	36%
Grants, Subsidies, Contributions and Donations	2,070,696	8,057,698	7,881,778	28%
	<u>30,163,239</u>	<u>67,092,117</u>	<u>66,408,907</u>	<u>45%</u>
<b>Capital Revenue</b>				
Grants, Subsidies, Contribution and Donations	2,645,868	17,409,799	17,409,799	15%
<b>Total Income</b>	<u>32,809,107</u>	<u>84,501,916</u>	<u>83,818,706</u>	<u>39%</u>
<b>Expenses</b>				
<b>Recurrent Expenses</b>				
Employee Benefits	7,638,465	24,215,197	24,306,855	31%
Materials and Services	9,196,941	22,821,228	22,931,661	40%
Finance Costs	718,635	2,301,704	2,301,704	31%
Depreciation and Amortisation	7,001,629	21,429,487	21,429,487	33%
	<u>24,555,670</u>	<u>70,767,616</u>	<u>70,969,707</u>	<u>35%</u>
<b>Capital Expense</b>				
	(139,217)	(400,000)	(400,000)	35%
<b>Total Expense</b>	<u>24,416,453</u>	<u>70,367,616</u>	<u>70,569,707</u>	<u>35%</u>
<b>Net Result</b>	<u>8,392,654</u>	<u>14,134,300</u>	<u>13,248,999</u>	
<b>Net Operating Result</b>	<u>5,607,569</u>	<u>(3,675,499)</u>	<u>(4,560,800)</u>	

## 2.1 Income Statement Split by Department

Council splits its income statement into the following departments – water, wastewater, waste, plant and fleet, and general operations. The revenue and expenditure for each of these departments are monitored throughout the year to see how they are performing compared to their budget.

	Total Revenue				Total Expenditure			
	Actual	Original Budget	Amended Budget	%	Actual	Original Budget	Amended Budget	%
Water	\$ 5,233,923	\$ 10,463,681	\$ 10,551,391	50%	\$ 3,324,832	\$ 10,148,249	\$ 10,148,249	33%
Wastewater	\$ 2,999,781	\$ 6,042,573	\$ 6,042,973	50%	\$ 1,909,738	\$ 5,437,917	\$ 5,437,917	35%
Waste	\$ 2,789,638	\$ 5,609,992	\$ 5,609,992	49%	\$ 1,339,371	\$ 5,507,355	\$ 5,507,355	28%
Plant and Fleet	\$ 27,103	\$ 151,000	\$ 151,000	18%	\$ 273,654	\$ 249,000	\$ -	49%
Genops	\$ 21,758,662	\$ 62,174,270	\$ 61,403,350	35%	\$ 17,516,166	\$ 49,523,095	\$ 50,033,946	36%
<b>Total</b>	<b>\$ 32,809,107</b>	<b>\$ 81,501,916</b>	<b>\$ 83,818,706</b>	<b>39%</b>	<b>\$ 24,416,453</b>	<b>\$ 70,367,616</b>	<b>\$ 70,569,707</b>	<b>35%</b>

Revenue for water, wastewater and waste are currently above the target of 33% due to half yearly rates revenue being received. Expenditure for Plant and Fleet are currently tracking above their target due to timing in annual registrations and insurances.

## 2.2 Revenue

### 2.2.1 Rates Levies and Charges

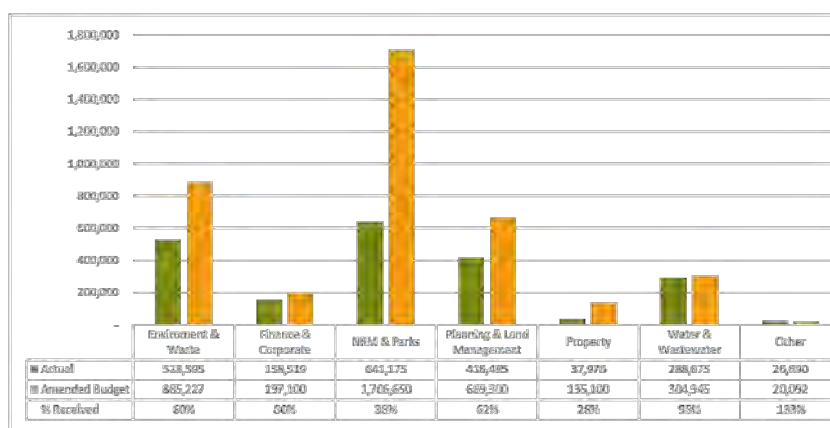
This item shows South Burnett Regional Council's total net income from general rates, service charges (water, sewerage and waste) and special charges.

Rates or Charges	ACTUALS 2020/2021	AMENDED BUDGET 2020/2021
General Rates	\$ 14,359,196	\$ 28,709,347
Quarry Special Charge	\$ 4,464	\$ -
Water Charges	\$ 4,956,650	\$ 10,315,723
Sewerage Charges	\$ 2,927,799	\$ 5,828,973
Waste Collection Charges	\$ 1,129,306	\$ 2,174,107
Community Rescue and Evacuation Levy	\$ 43,834	\$ 70,000
Waste Management Levy	\$ 1,424,660	\$ 2,795,285
Memerambi Estate Levies	-\$ 1,875	\$ -
<b>Total</b>	<b>\$ 24,844,035</b>	<b>\$ 49,893,435</b>

As at 31 October 2020, rates, levies and charges are tracking above target at 50% due to timing of biannual rates charges.

### 2.2.2 Fees and Charges

User charges are for the recovery of service delivery costs through the charging of fees to users of Council services. Fees are determined in two categories; regulatory and commercial.



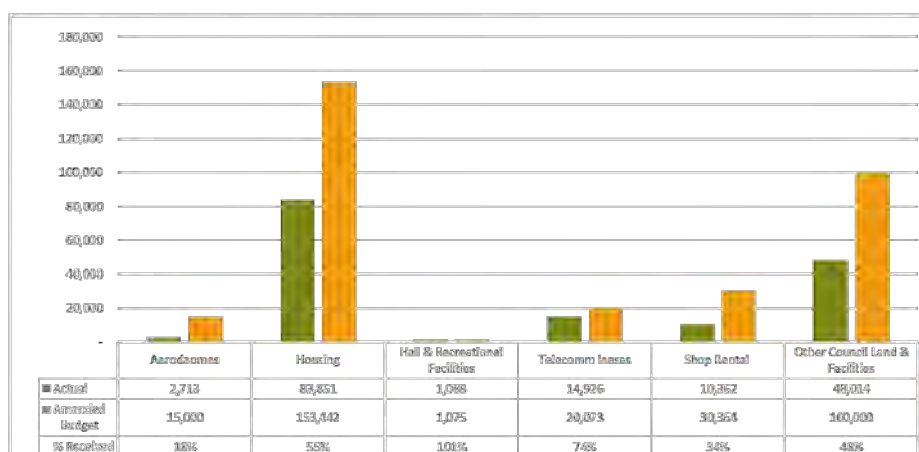
As at 31 October 2020, fees and charges are tracking above target at 54%. The major contributors are:

- Planning has seen an increase in building and development applications in the first four months of this financial year partly due to the announcement of the Federal Government's Home Builder Grant.
- Finance has seen increases in income from rates searches due to influxes in property and land sales.
- Environment and waste have run annual charges for both animal registrations and food permits.
- Water has seen increases in water sales in the beginning of this year. Future volumes of water sales will be dependent on weather conditions.

### 2.2.3 Rental Income

Council operates various facilities from which it derives a rental income such as commercial premises, caravan parks, community housing and airport.

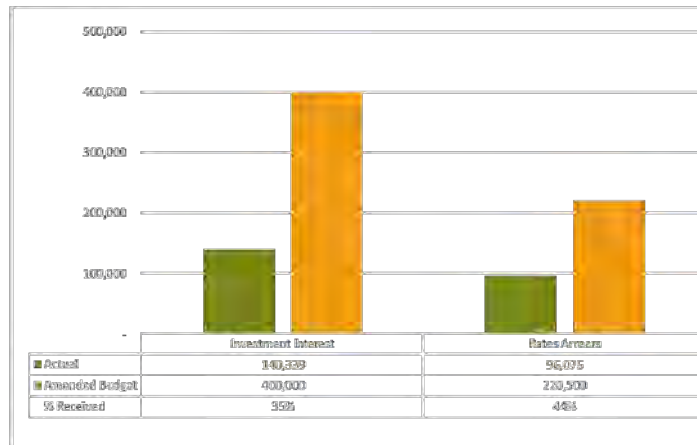
As at 31 October 2020, rental income is tracking high at 50% due to timing in annual rental of various facilities, including telecommunication towers.



**2.2.4 Interest Received**

Interest revenue includes interest on investments and rate arrears.

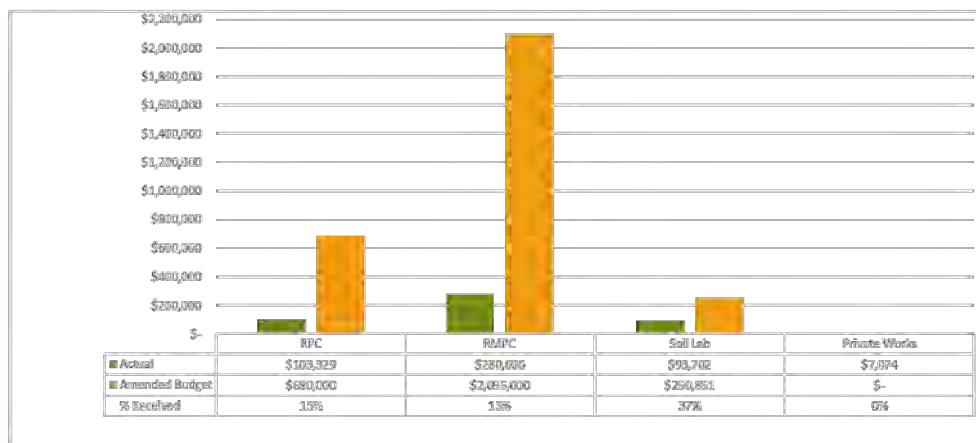
As at 31 October 2020, interest received is tracking slightly above expectations at 38%. Interest on investments was re-evaluated in the amended budget to reflect the low interest rates that are expected to be in effect for the remainder of this financial year.



**2.2.5 Sales Revenue**

Sales revenue is income received from undertaking work for Main Roads, private works and recoverable works conducted by the Soil Laboratory.

As at 31 October 2020, sales revenue is tracking below target at 16%. An RPC claim for Kingaroy urban intersection upgrades of \$75k is currently in progress. There are also RMPC claims to be processed worth approximately \$317k which will be prepared and submitted in November.



### 2.2.6 Other Income

Other income is sundry income derived from all other sources.

As at 31 October 2020, other income is tracking slightly above target at 36%. Majority of these income streams are seasonal and or activity based in nature so have a timing delay. Increases in tourist park income for both Yallakool and Boondooma Dams is a result of higher than expected visitors using the facilities since reopening in August.

<i>Income Stream</i>	<i>Actual</i>	<i>Amended Budget</i>	<i>% Received</i>
VIC Income	\$ 45,789	\$ 80,800	57%
Art Gallery Income	\$ -	\$ 500	0%
Pool Income	\$ 3,241	\$ 38,000	9%
Irrigation Income	\$ 26,780	\$ 100,000	27%
Fines	\$ 27,004	\$ 4,000	675%
Scrap Steel	\$ 616	\$ 72,000	1%
Library Sales	\$ 785	\$ 3,730	21%
Museum Sales	\$ 940	\$ 2,500	38%
Agency Income	\$ 6,595	\$ 40,895	16%
Tourist Parks	\$ 113,850	\$ 175,000	65%
Legal Recovery	\$ -	\$ 190,000	0%
Insurance Claims	\$ 8,150	\$ 20,000	41%
Misc Other	\$ 34,566	\$ 21,550	160%
<b>Total</b>	<b>\$ 268,316</b>	<b>\$ 748,975</b>	

### 2.2.7 Operational Grants

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of South Burnett Regional Council services to ratepayers.

As at 31 October 2020, operating grants are tracking slightly low at 26%. Receipt of grant income often depends on grant schedules and or acquittals. To date majority of operational grants that have been received relate to the Financial Assistance Grant, First Start Program and various disaster management grants from the Queensland Reconstruction Authority.

### 2.2.8 Capital Grants

Capital grants and contributions include all monies predominantly received from State and Federal government sources for the purposes of funding the capital works program.

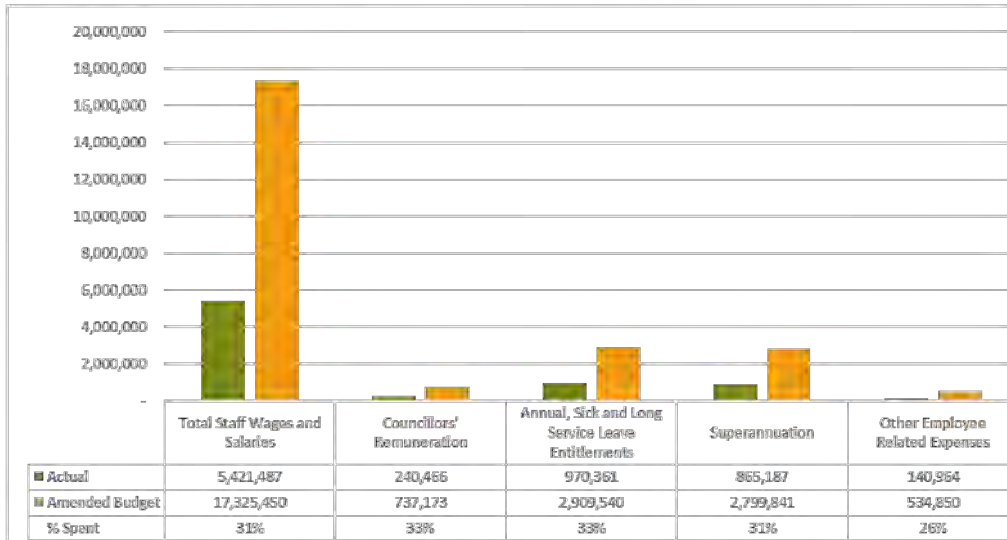
As at 31 October 2020, capital grants are tracking at 15%. The receipt of most capital grant revenue depends on grant acquittals, submission of programs and or % of works completed by Council. Council has so far received the initial 50% payment for the W4Q round 4 COVID and 50% from the Local Roads and Community Infrastructure Program.

**2.3 Expenditure**

**2.3.1 Employee Benefits**

Employee costs include labour related expenditure such as wages, leave entitlements, WorkCover costs, superannuation, training, personal protective equipment, payroll and fringe benefits taxes.

As at 31 October 2020, employee benefits are tracking slightly under target at 31% and will continue to be closely monitored.





**2.3.2 Materials and Services**

Materials and services cover the purchases of consumables, payments to contractors for the provision of services and utility costs and internal plant charges and recoveries.

As at 31 October 2020, materials and services is tracking high at 40% and will be closely monitored through the year. The current overrun is mainly due to;

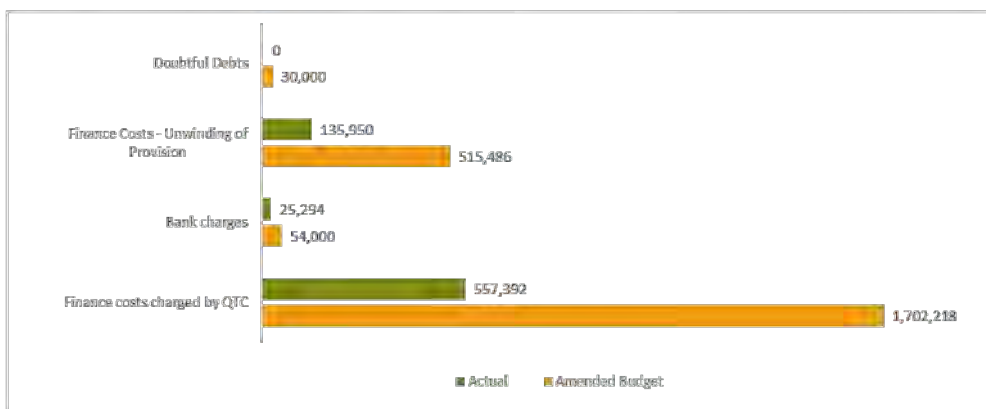
- Timing in yearly Insurance, fleet registrations, Land Valuation, IT licences and LGAQ membership expenses.
- Overruns in disaster management of \$1.5m – this is offset by grant income under the Disaster Recovery Funding Arrangements with QRA. Neither the expenses or income under this arrangement has been budgeted for and will be re-evaluated in the 2<sup>nd</sup> quarter budget review to better reflect expected expenses and income. (Note: this re-evaluation is expected to have an overall nil effect on the net result)

Description	Actual	Amended Budget	% Spent
Donations	195,738	625,368	31%
Materials	6,517,313	19,154,038	34%
Services	3,197,088	5,219,444	61%
Internal Plant Charges	2,224,196	6,420,915	35%
Internal Plant Recoveries	- 2,937,394	- 8,488,104	35%
	<b>9,196,941</b>	<b>22,931,661</b>	

**2.3.3 Finance Costs**

Finance costs relate to interest charged by financial institutions on funds borrowed as well as bank fees and the unwinding of the discount for landfill and quarry provisions.

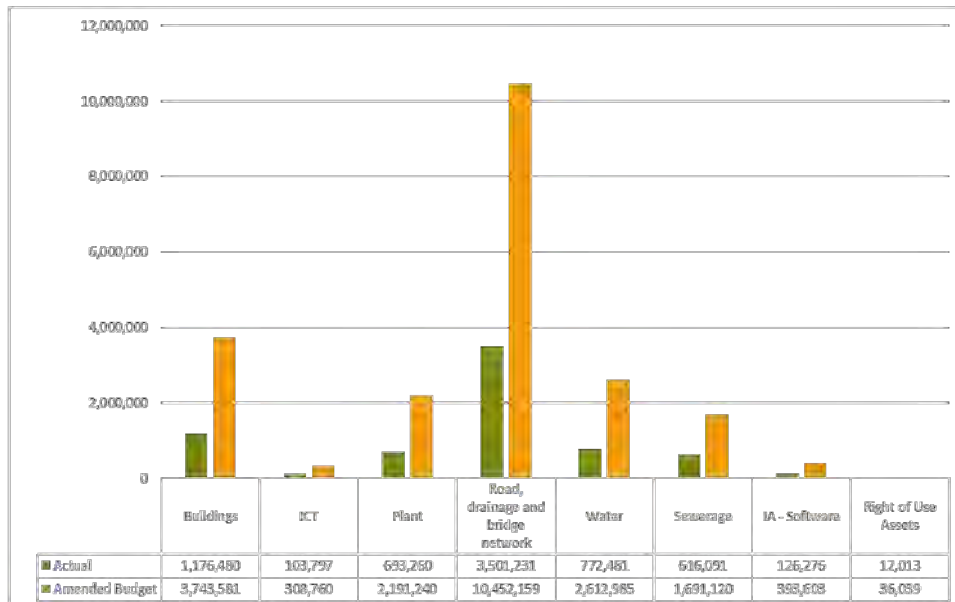
As at 31 October 2020, finance costs are tracking just below target at 31% due to timing in end of year adjustment entries for doubtful debts and unwinding of landfill and gravel provisions. Bank charges are slightly higher than expected due to an increase in payments via BPAY as well as increases in fees incurred for water sales.



**2.3.4 Depreciation**

Depreciation is an accounting measure that estimates the usage of South Burnett Regional Council's property, infrastructure, plant and equipment. The depreciation reflects the current valuations and is distributed as follows:

As at 31 October 2020, depreciation is tracking on target at 33%.



**2.3.5 Capital Expense**

Capital expense is the net proceeds or loss on assets that have been sold or disposed of. A loss on asset disposal is recognised when a current asset is disposed of out of Council's asset register before it is fully depreciated and therefore before it's written down value is nil. To dispose of the asset, it's written down value is recognised in Council's accounts as a loss on disposal.

So far this year, Council has sold various items of plant and fleet for \$124,136 and a small parcel of land for \$15,081.

**3.0 Interim Statement of Financial Position (Balance Sheet)**

**Statement of Financial Position**  
as at 31 October 2020

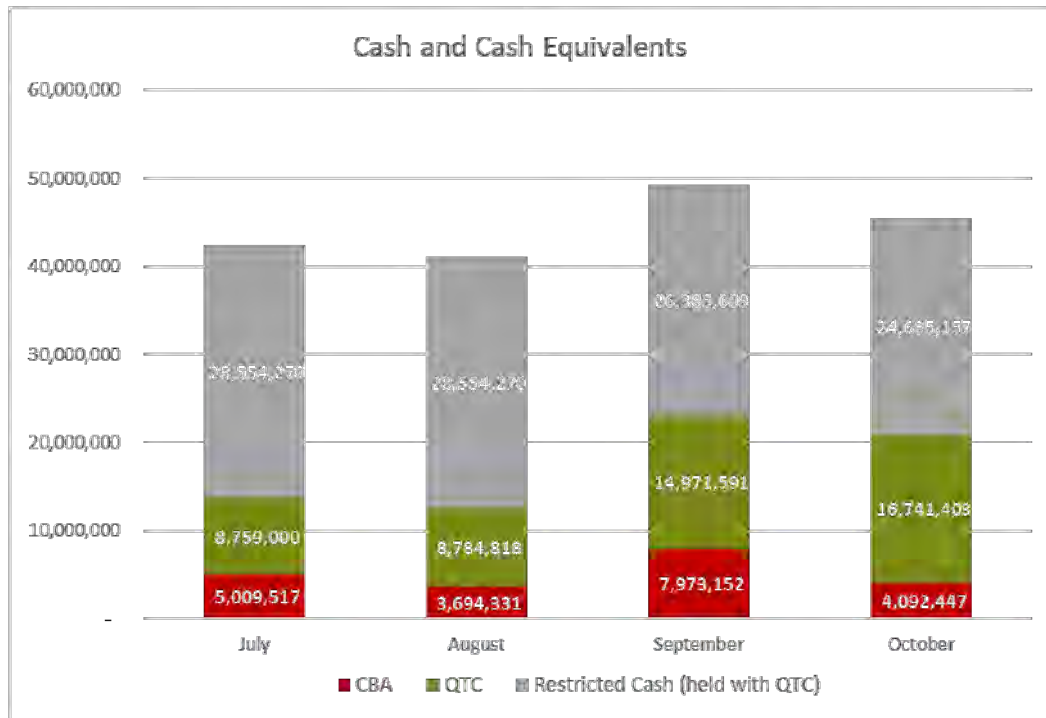
	2020 OCTOBER \$	Original Budget \$	Amended Budget \$
<b>Current Assets</b>			
Cash and Cash Equivalents	45,504,172	43,116,747	42,249,848
Trade and Other Receivables	7,121,513	5,313,216	5,296,631
Inventories	775,279	772,356	772,356
Investments	-	-	-
<b>Total Current Assets</b>	<b>53,400,964</b>	<b>49,202,319</b>	<b>48,318,835</b>
<b>Non-Current Assets</b>			
Trade and Other Receivables	1,306,115	1,112,211	1,112,211
Property, Plant and Equipment	854,079,396	891,929,354	863,390,237
Right of Use Asset	1,031,977	1,019,397	1,019,397
Intangible Assets	8,207,504	7,899,364	7,899,364
<b>Total Non-Current Assets</b>	<b>864,624,992</b>	<b>901,960,326</b>	<b>873,421,209</b>
<b>TOTAL ASSETS</b>	<b>918,025,956</b>	<b>951,162,644</b>	<b>921,740,043</b>
<b>Current Liabilities</b>			
Trade and Other Payables	4,391,335	5,749,454	5,751,271
Borrowings	2,877,630	3,013,874	3,013,874
Lease Liabilities	24,260	-	-
Provisions	3,529,303	3,671,079	3,671,079
Other Liabilities	546,960	2,369,464	2,170,161
<b>Total Current Liabilities</b>	<b>11,369,488</b>	<b>14,803,871</b>	<b>14,606,385</b>
<b>Non-Current Liabilities</b>			
Trade and Other Payables	26,044	1,017,943	1,017,943
Borrowings	29,668,660	30,633,993	30,633,993
Lease Liabilities	1,031,819	-	-
Provisions	13,589,580	13,755,564	13,755,564
Other Liabilities	-	908,112	-
<b>Total Non-Current Liabilities</b>	<b>44,316,102</b>	<b>46,315,611</b>	<b>45,407,499</b>
<b>TOTAL LIABILITIES</b>	<b>55,685,590</b>	<b>61,119,482</b>	<b>60,013,884</b>
<b>NET COMMUNITY ASSETS</b>	<b>862,340,366</b>	<b>890,043,162</b>	<b>861,726,159</b>
<b>Community Equity</b>			
Retained Surplus/(Deficiency)	434,886,682	440,762,572	440,984,686
Asset Revaluation Surplus	427,453,684	449,280,590	420,741,473
<b>TOTAL COMMUNITY EQUITY</b>	<b>862,340,366</b>	<b>890,043,162</b>	<b>861,726,159</b>

**3.1 Current Assets**

**3.1.1 Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, all cash and cheques receipted but not banked at month end, deposits held at call with financial institutions and term deposits with maturities of three months or less.

As at 31 October 2020, Council's actual cash and cash equivalents balance was \$45,504,172. The below table shows the breakup of this balance sheet element (excluding cash drawers).

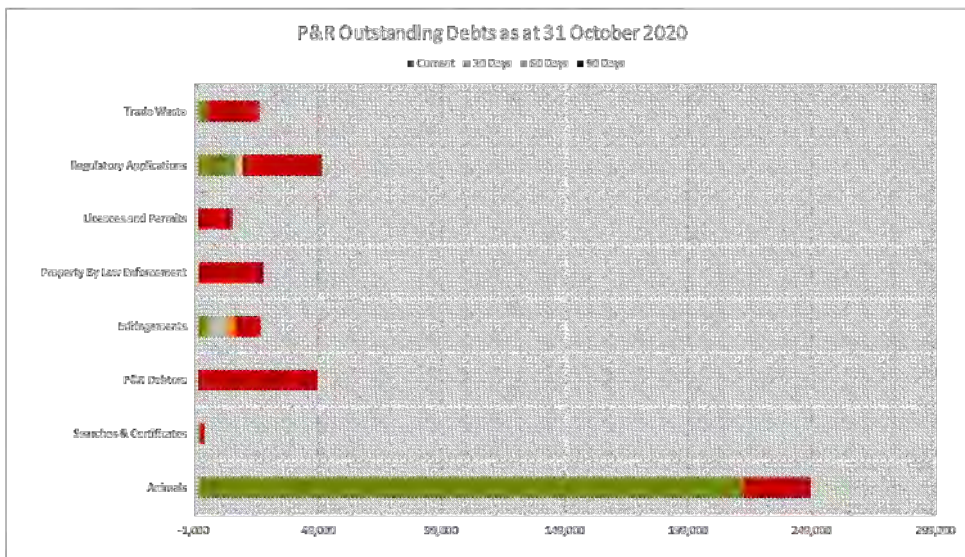


As at the end of October 2020, the restricted cash balance was \$24.635m. This has decreased from the previous month by \$1.750m as a result of capital expenditure on projects which had identified commitments at 30 June 2020 and were therefore restricted, as Work in Progress at year end. This balance will continue to decrease over the coming months as the identified Work in Progress projects are completed. A monthly review will be done to ensure money is released from restricted cash in a timely manner and to ensure Work in Progress projects are finalised.

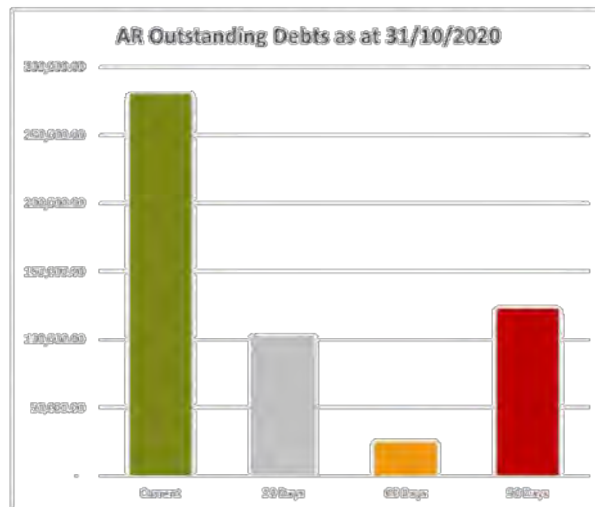
RESTRICTED CASH	Jul-20	Aug-20	Sep-20	Oct-20
Recurrent Expenditure	1,387,645	1,387,645	1,387,645	1,047,645
Future Capital Works				
Roads	2,997,467	2,997,467	2,311,674	2,303,225
Buildings	4,121,826	4,121,826	4,041,476	4,016,480
Waste	3,234,888	3,234,888	3,234,888	3,234,888
Land	25,322	25,322	25,322	25,322
Plant & ICT	1,317,211	1,317,211	558,782	298,987
Water	3,763,043	3,763,043	3,419,060	3,346,343
Wastewater	4,933,196	4,933,196	4,633,089	3,588,595
Unspent - Developer Contributions	4,598,671	4,598,671	4,598,671	4,598,671
Unspent - Grants, Subsidies & Donations	-	-	-	-
Unspent - Loan Funds	2,175,000	2,175,000	2,175,000	2,175,000
<b>Total</b>	<b>28,554,270</b>	<b>28,554,270</b>	<b>26,385,609</b>	<b>24,635,157</b>

**3.1.2 Trade and Other Receivables**

Current trade and other receivables are made up of notices and invoices that have been issued but cash has not yet been collected. The below tables show the breakdown of the components in this balance sheet element – excluding rates.

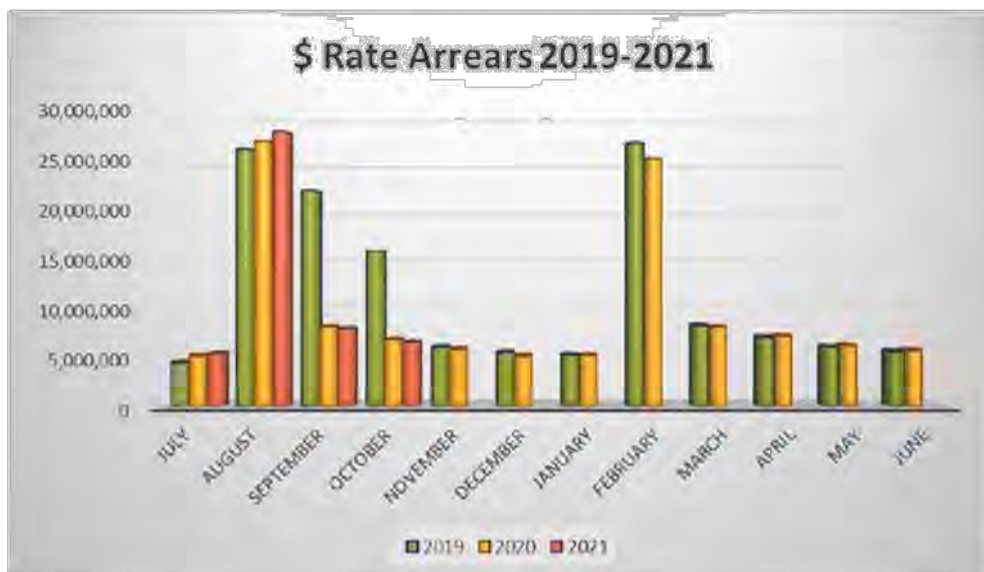


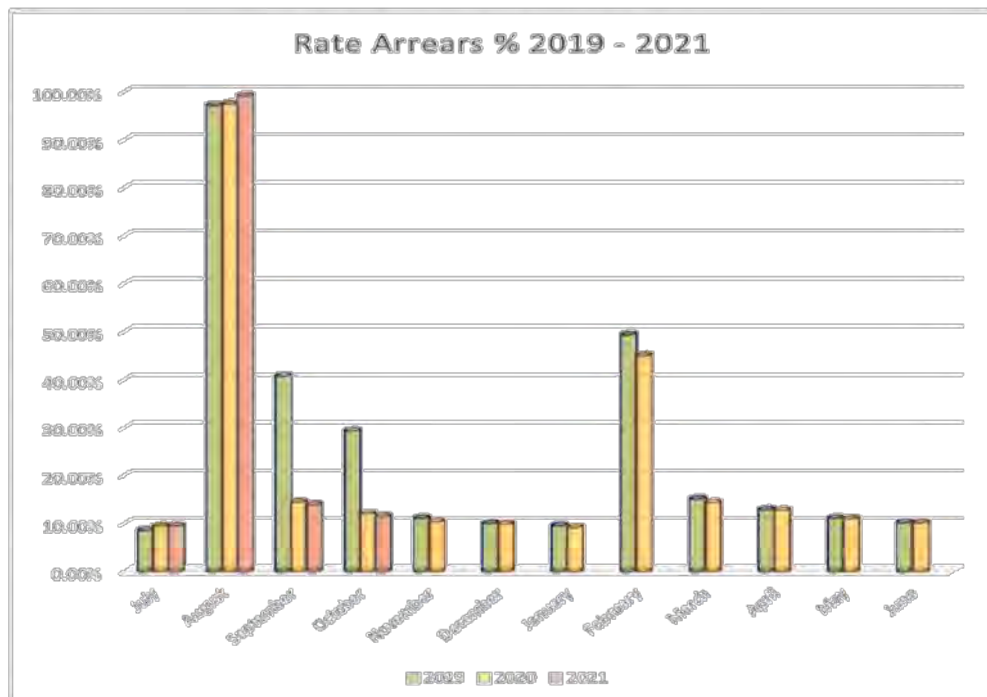
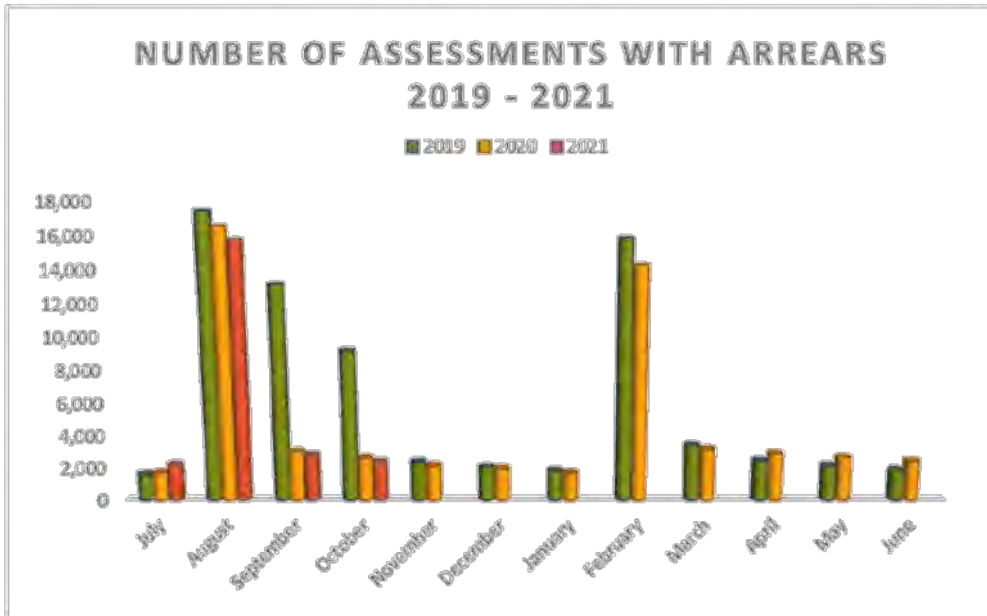
Finance are continuing to work with managers to clean up old outstanding debtors from our property and rating system.

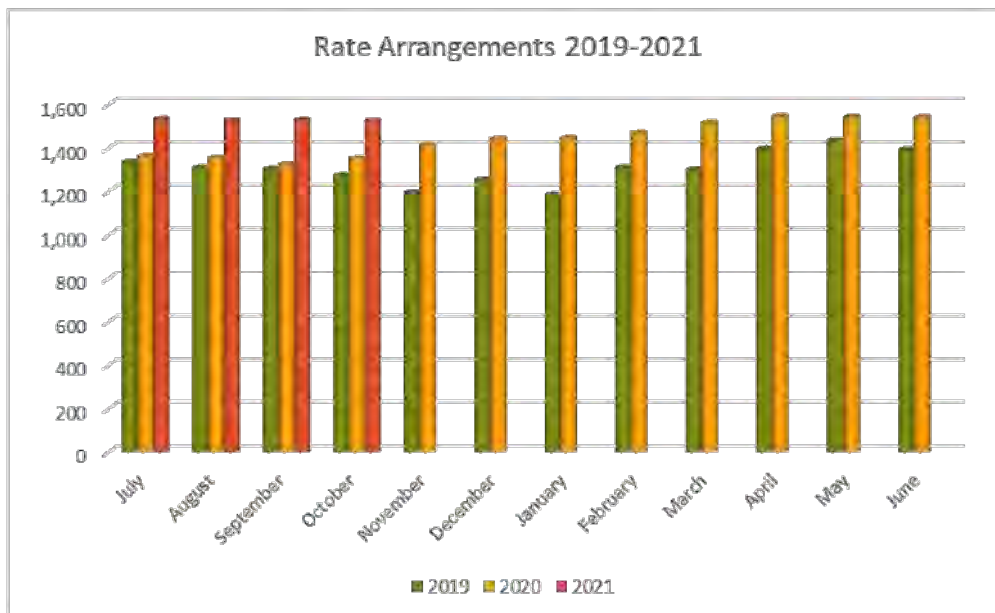


The AR outstanding debts 90+ days has decreased by \$48k from last month. A total of 63% of the value sitting in 90 days remains with debt collectors or are liaising with Council on payment of debt with the remainder being actively pursued to obtain payment.

Rates in arrears as at 31 October 2020 is sitting at \$6.603 million or 11.52% with 1,525 assessments with rate arrangements in place. This rate arrears value in dollars is trending lower this period compared to the previous two financial years and this value is expected to continue decreasing slightly over the next few months until the next 6 monthly rate run.







**3.1.3 Inventories**

Inventories is made-up of Council stores and is valued at cost. Council is currently undertaking a project to reduce and minimise the number of inventories held.

**3.2 Non-Current Assets**

**3.2.1 Trade and Other Receivables**

The non-current portion of Trade and Other Receivables is made up of the outstanding Memerambi Estate charges and loans to community organisations.

**3.2.2 Property, Plant and Equipment**

The total adopted capital budget is \$38.473m. Any projects deemed work in progress from 2019/2020 have been identified in restricted cash for completion in the 2020/2021 year which gives a total available budget of \$45.844m.

Actual expenditure with committed costs as at 31 October 2020 is \$15.187m, which is tracking on target at 33%. Of the \$15.187m, \$8.196m is actual expenditure with the remaining \$6.991m sitting as committed costs.

The water and wastewater comprehensive revaluations will be processed in the 2020/2021 financial year. This project continues between Council and the external valuers.



2020/2021 Capex Report for Council

Project Code	Project Description	Capital Plan L10 - Priority	EXPENDITURE BUDGET				EXPENDITURE ACTUALS			
			2020/2021 Adopted Budget	2020/2021 in Progress	Total Available Budget Adjustments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	
<b>Buildings &amp; Other Structures</b>										
<b>Admin Office - Kings</b>										
100589	Woods-Kingsey-Faculty's Capex Activity		143,000.00	0.00	143,000.00	0.00	0.00	0.00	0.00	0.00
100590	Kingsley Admin Building Renovation		275,000.00	0.00	275,000.00	20,351.82	0.00	0.00	0.00	0.00
Sub Activity Subtotal										20,351.82
Sub Activity Subtotal			143,000.00	0.00	143,000.00	0.00	0.00	0.00	0.00	0.00
<b>Admin Office - Woods</b>										
100521	CP - Andersons-Kingsey Security Repair		47,000.00	135,000.00	182,000.00	0.00	0.00	0.00	0.00	0.00
100524	CP - Andersons-Kingsey - Access Sign		100,000.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00
Sub Activity Subtotal			147,000.00	135,000.00	282,000.00	0.00	0.00	0.00	0.00	0.00
100522	CP - Woods-Kingsey-Secondary Security		47,000.00	135,000.00	182,000.00	0.00	0.00	0.00	0.00	0.00
100523	Woods-Kingsey-Secondary Security Upgrade		37,000.00	13,000.00	50,000.00	0.00	0.00	0.00	0.00	0.00
Sub Activity Subtotal			84,000.00	148,000.00	232,000.00	0.00	0.00	0.00	0.00	0.00
Sub Activity Subtotal			231,000.00	283,000.00	514,000.00	0.00	0.00	0.00	0.00	0.00
<b>Commence - Blithby</b>										
100587	CP - Blithby-Secondary Security		25,000.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00
Sub Activity Subtotal			25,000.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00
<b>Depot - Kingsley</b>										
100594	Kingsley-Depot-Replace External Doors		5,500.00	0.00	5,500.00	5,500.00	0.00	0.00	0.00	0.00
Sub Activity Subtotal			5,500.00	0.00	5,500.00	5,500.00	0.00	0.00	0.00	0.00
<b>Depot - Murgon</b>										
100585	Workshop-Office-Murgon-Depot		75,000.00	0.00	75,000.00	0.00	0.00	0.00	0.00	0.00
Sub Activity Subtotal			75,000.00	0.00	75,000.00	0.00	0.00	0.00	0.00	0.00
<b>BES - Kingsley</b>										
100625	Delivering-BES-Council Partnership		21,000.00	0.00	21,000.00	6,377.27	0.00	0.00	0.00	6,377.27
Sub Activity Subtotal			21,000.00	0.00	21,000.00	6,377.27	0.00	0.00	0.00	6,377.27
<b>BES - Wendal</b>										
100624	Delivering-BES-Local Partnership		15,000.00	0.00	15,000.00	16,201.63	0.00	0.00	0.00	16,201.63
Sub Activity Subtotal			15,000.00	0.00	15,000.00	16,201.63	0.00	0.00	0.00	16,201.63
<b>Hall - Kingsley Town</b>										
100593	CP - Kingsley-Town-Hall Sign		25,000.00	0.00	25,000.00	23,031.90	0.00	0.00	0.00	23,031.90
Sub Activity Subtotal			25,000.00	0.00	25,000.00	23,031.90	0.00	0.00	0.00	23,031.90
<b>Hall - Murgon Club</b>										
100594	Hall-Murgon-Club-Internal Renovation		160,000.00	0.00	160,000.00	59,653.92	0.00	0.00	0.00	59,653.92
Sub Activity Subtotal			160,000.00	0.00	160,000.00	59,653.92	0.00	0.00	0.00	59,653.92
<b>Hall - Murgon</b>										
100594	Murgon-Hall Renovation		4,870.00	0.00	4,870.00	4,870.00	0.00	0.00	0.00	4,870.00
Sub Activity Subtotal			4,870.00	0.00	4,870.00	4,870.00	0.00	0.00	0.00	4,870.00
<b>Hall - Preston</b>										
100594	CP - Preston-Schoolground Renovation		10,000.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
Sub Activity Subtotal			10,000.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00
<b>Hall - Croysa</b>										
100594	CP - Croysa-Hall Renovation		10,000.00	0.00	10,000.00	12,706.07	0.00	0.00	0.00	12,706.07
Sub Activity Subtotal			10,000.00	0.00	10,000.00	12,706.07	0.00	0.00	0.00	12,706.07

Project	Capital	Operating	Transfer	Other	Total	Capital	Operating	Transfer	Other	Total	Capital	Operating	Transfer	Other	Total
Code	Code	Code	Code	Code	Code	Code	Code	Code	Code	Code	Code	Code	Code	Code	Code
<b>Half - Duration</b>															
006847	DCP-Duong-Hai-Water-Tanks					10,000.00					10,000.00				
<b>Sub Activity Subtotal</b>															
100719						-43,000.00					-43,000.00				
<b>Sub Activity Subtotal</b>															
100719						8,000.00					8,000.00				
<b>Sub Activity Subtotal</b>															
100200						5,000.00					5,000.00				
<b>Sub Activity Subtotal</b>															
100719						35,000.00					35,000.00				
<b>Sub Activity Subtotal</b>															
100201						20,000.00					20,000.00				
100201						25,000.00					25,000.00				
<b>Sub Activity Subtotal</b>															
100589						10,000.00					10,000.00				
100719						10,000.00					10,000.00				
<b>Sub Activity Subtotal</b>															
100880						44,016.54					44,016.54				
<b>Sub Activity Subtotal</b>															
104448						17,500.00					17,500.00				
100715						15,000.00					15,000.00				
100714						250,000.00					250,000.00				
100714						75,000.00					75,000.00				
100714						150,000.00					150,000.00				
100714						200,000.00					200,000.00				
100714						50,000.00					50,000.00				
<b>Sub Activity Subtotal</b>															
104818						500,000.00					500,000.00				
104818						250,000.00					250,000.00				
100719						8,000.00					8,000.00				
<b>Sub Activity Subtotal</b>															
104814						200,000.00					200,000.00				
<b>Sub Activity Subtotal</b>															
104814						45,000.00					45,000.00				
104819						80,000.00					80,000.00				
104819						5,000.00					5,000.00				
104819						40,000.00					40,000.00				
<b>Sub Activity Subtotal</b>															

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Project Code	Project Name	Project Description	Approved Budget	Approved Budget	Actual Spend	Actual Spend	Actual Spend	Actual Spend	Actual Spend	Actual Spend	Actual Spend	Actual Spend
<b>Yalakool</b>												
100705	CAP - Yalakool TP - Rowing Replacements		131,000.00									38,497.54
100706	CAP - Yalakool TP - Boat Repairs/Inst		27,200.00									30,023.62
100708	CAP - Yalakool TP - Office Screens/Air		5,000.00									5,241.36
100714	W404 - Yalakool Dam - Boat Ramp Repairs		75,000.00									476.82
100715	W404 - Dams - Yalakool - Tennis Courts		30,000.00									5,025.68
100716	CP - Dams - Yalakool - New Amenities		181,000.00									74,974.67
<b>Sub Activity Subtotal</b>			<b>289,000.00</b>									<b>1,349,724.70</b>
<b>Louriso - Lake Boon</b>												
100816	Boondooma Dam - Amenities Upgrade		134,000.00									134,000.00
100817	Boondooma Dam - Cabin Furniture		160.00									150.00
100818	Boondooma Dam - Allocated Replacement		1,400.00									1,303.94
100819	W403-Boondooma Dam - Bathroom Relocation		215,000.00									19,888.92
100820	W404 - Dams - Boondooma - Tennis Courts		20,000.00									4,868.70
100821	CP - Dams - Boondooma - Playground Deck		20,000.00									3,930.00
100822	CP - Dams - Boondooma - Bathroom Renovation		13,300.00									16,114.76
100823	CP - Boondooma - Dam-Carpark & Pathways		34,500.00									41,857.86
<b>Sub Activity Subtotal</b>			<b>377,500.00</b>									<b>275,183.23</b>
<b>Public Conveniences</b>												
100916	CAP - Toilet - Stuart River Rest Area		1,000.00									422.50
100917	W404 - During - Public Amenities - Bore		80,000.00									
100918	W404 - Kigaray - Youth Public Amenities		80,000.00									
100919	W403 - Kigaray - Glendon St Amenities		25,000.00									159.41
100920	CP - Maidenweir - Public Amenities Upgrade		34,500.00									
100921	CP - Tatomee - Leches Vie - Open Restroom		12,000.00									
<b>Sub Activity Subtotal</b>			<b>231,500.00</b>									<b>581.91</b>
<b>Sportground</b>												
100922	W404 - Margies - Squash Courts		140,000.00									6,937.24
100923	DCP - Margies - CE2 Amenities Upgrade Grant		35,000.00									
<b>Sub Activity Subtotal</b>			<b>175,000.00</b>									<b>6,937.24</b>
<b>Stowground/Wooded</b>												
100924	Wondal - Stowground - Grandstand Replace		40,000.00									
100925	W404 - Wondal - Stowground Grandstand		175,000.00									5,402.24
<b>Sub Activity Subtotal</b>			<b>215,000.00</b>									<b>48,005.00</b>
<b>Tennis Courts - Reg</b>												
100926	DCP - Nanango - Tennis Club - Roof Replacement		17,000.00									65,402.16
<b>Sub Activity Subtotal</b>			<b>17,000.00</b>									<b>65,402.16</b>
<b>W403 - Renard</b>												
100927	W403 - Wondal - Swimming Pool - Solar		100,000.00									9,805.46
100928	W403 - Wondal - Swimming Pool - Filtration		200,000.00									1,138.13
100929	W403 - Kigeray - Heritage Museum & VIC		88,000.00									472.86
100930	W403 - Maidenweir - Toilet Upgrade		80,000.00									11,243.49
<b>Sub Activity Subtotal</b>			<b>448,000.00</b>									<b>12,459.94</b>
<b>Parks - Kigeray</b>												
100931	McWenquill - BBQ Replacement		800.00									580.34
100932	Lookout Renovations - Apex Park - Kigeray		437,000.00									476.62
100933	W404 - Kigeray - Memorial Park - Signfall		25,000.00									479.58
100934	CP - Kigeray - Apex Park - Park Planting		30,500.00									1,828.34
100935	CP - Kigeray - Memorial Park - Garden Bed Replace		28,000.00									
<b>Sub Activity Subtotal</b>			<b>780,500.00</b>									<b>2,365.88</b>

Project Code	Project Name	Priority	Normal	Emergency	Contingency	Reserve	Capital	Other	Subtotal	Capital	Other	Subtotal
100520	CP - Kroy - Lions Park Playground, Parks								100,000.00			100,000.00
100526	DCP - Kingooy - Aber Park Lookout Rehab								35,000.00			35,000.00
	<b>Sub Activity Subtotal</b>								<b>250,000.00</b>			<b>250,000.00</b>
	<b>Parks - Narenga</b>											
005985	W404 - Narenga - Pioneer Park Playground								120,000.00			120,000.00
005986	W404 - N'go Butter Factory Play Playground								50,000.00			50,000.00
005988	W404 - Narenga - Reg McCallum Pk Playground								70,000.00			70,000.00
005981	W404 - Narenga - Scott Street Carpark Shade								70,000.00			70,000.00
006031	DCP - Narenga - Butler Factory Park Shade								42,500.00			42,500.00
006932	DCP - Narenga - Pioneer Park Shade								42,500.00			42,500.00
	<b>Sub Activity Subtotal</b>								<b>425,000.00</b>			<b>425,000.00</b>
	<b>Parks - Blackbutt</b>											
005750	Bemange - Playground & Softfall								4,780.00			4,780.00
005755	Bemange - Lee Miller Park Equipment								800.00			800.00
006925	DCP - Blackbutt - State Park Shade Shelter								80,000.00			80,000.00
	<b>Sub Activity Subtotal</b>								<b>85,580.00</b>			<b>85,580.00</b>
	<b>Parks - Woods</b>											
006926	W404 - Woods - Companion Park								100,000.00			100,000.00
006986	W404 - Woods - State Park Upgrade								50,000.00			50,000.00
	<b>Sub Activity Subtotal</b>								<b>150,000.00</b>			<b>150,000.00</b>
	<b>Rail Trails</b>											
005765	Murgon - Kingooy - Hill Trail Crossing								22,000.00			22,000.00
	<b>Sub Activity Subtotal</b>								<b>22,000.00</b>			<b>22,000.00</b>
	<b>Streetscapes</b>											
006023	DCP - Narenga - Streetscape Refurbishment								600,000.00			600,000.00
	<b>Sub Activity Subtotal</b>								<b>600,000.00</b>			<b>600,000.00</b>
	<b>General</b>											
006947	Building Condition Priorities								1,354,526.24			1,354,526.24
006915	Murgon Shops - Remove Asbestos								70,000.00			70,000.00
006919	Becondroma Heritage - Tank Stand & Replaces								3,737.27			3,737.27
005985	W404 - Regional - Road Replacements								120,000.00			120,000.00
005956	W404 - Regional - Repainting								12,011.82			12,011.82
005987	W404 - Regional - Replace Flooring								150,000.00			150,000.00
005968	W404 - Regional - Security System								175,000.00			175,000.00
	<b>Sub Activity Subtotal</b>								<b>2,781,265.33</b>			<b>2,781,265.33</b>
	<b>Activity Total</b>								<b>5,825,000.00</b>			<b>5,825,000.00</b>
	<b>Office</b>											
	<b>Info Serv - ICT</b>											
000378	Computer Infrastructure & Upgrade								155,000.00			155,000.00
000381	Server Hardware								135,000.00			135,000.00
000382	Peripherals & Printers								30,000.00			30,000.00
006933	Merowara Rools & Hardware								95,000.00			95,000.00
006933	MS Cloud Provisioning								75,000.00			75,000.00
	<b>Sub Activity Subtotal</b>								<b>480,000.00</b>			<b>480,000.00</b>
	<b>Activity Total</b>								<b>480,000.00</b>			<b>480,000.00</b>
	<b>Plant &amp; Fleet Manage</b>											
005486	Plant and Fleet Replacement 18-19 FY								386,875.47			386,875.47
005486	Plant and Fleet Replacement 2018-20								820,235.12			820,235.12
	<b>Sub Activity Subtotal</b>								<b>1,207,110.59</b>			<b>1,207,110.59</b>
	<b>Activity Total</b>								<b>1,207,110.59</b>			<b>1,207,110.59</b>
	<b>Grand Total</b>								<b>7,511,810.59</b>			<b>7,511,810.59</b>

Project Name	Capital Expenditure	Operating Expenditure	Revenue	Other Income	Other Expenditure	Net Expenditure	Net Revenue	Net Total
00657 Plant and Tree Replacement 2020/2021	2,315,000.00	1,317,200.59	2,315,000.00	2,489,944.37	41,333.63	7,889,249.19	41,333.63	41,333.63
<b>Sub Activity Subtotal</b>	<b>2,315,000.00</b>	<b>1,317,200.59</b>	<b>2,315,000.00</b>	<b>2,489,944.37</b>	<b>41,333.63</b>	<b>7,889,249.19</b>	<b>41,333.63</b>	<b>41,333.63</b>
<b>Activity Total</b>	<b>2,315,000.00</b>	<b>1,317,200.59</b>	<b>2,315,000.00</b>	<b>2,489,944.37</b>	<b>41,333.63</b>	<b>7,889,249.19</b>	<b>41,333.63</b>	<b>41,333.63</b>
<b>Intangibles</b>								
00691 Agenda Software	200,000.00	200,000.00	200,000.00					
00621 SaaS Implementation	200,000.00	200,000.00	200,000.00					
<b>Sub Activity Subtotal</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>
<b>Activity Total</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>
<b>Roads</b>								
006045 Kourou Transmission Project	6,350,000.00	2,450,000.00	6,350,000.00	1,870.00		7,883.66		6,013.86
00628 Program Management	2,100,000.00	2,100,000.00	2,100,000.00					
006193 Regional Guardrail Replacement Program	180,000.00	180,000.00	180,000.00					
006194 Nanango State School Precinct Upgrade	180,000.00	180,000.00	180,000.00					
006194 LRC12-omc-Peupian Bridge Replacement	180,000.00	180,000.00	180,000.00					
<b>Sub Activity Subtotal</b>	<b>6,350,000.00</b>	<b>2,450,000.00</b>	<b>6,350,000.00</b>	<b>1,870.00</b>	<b></b>	<b>7,883.66</b>	<b></b>	<b>6,013.86</b>
<b>Activity Total</b>	<b>6,350,000.00</b>	<b>2,450,000.00</b>	<b>6,350,000.00</b>	<b>1,870.00</b>	<b></b>	<b>7,883.66</b>	<b></b>	<b>6,013.86</b>
<b>Bridges</b>								
006192 Regional Guardrail Replacement Program	210,000.00	210,000.00	210,000.00					
006193 Nanango State School Precinct Upgrade	180,000.00	180,000.00	180,000.00					
006194 LRC12-omc-Peupian Bridge Replacement	180,000.00	180,000.00	180,000.00					
<b>Sub Activity Subtotal</b>	<b>570,000.00</b>	<b>570,000.00</b>	<b>570,000.00</b>	<b></b>	<b></b>	<b>881.93</b>	<b></b>	<b>881.93</b>
<b>Activity Total</b>	<b>570,000.00</b>	<b>570,000.00</b>	<b>570,000.00</b>	<b></b>	<b></b>	<b>881.93</b>	<b></b>	<b>881.93</b>
<b>Gravel Reserves</b>								
005981 W403-GR - Miggins Rd.	4,670.00	4,670.00	4,670.00					
005988 W403-GR - Miggins Crossing Rd.	2,731.00	2,731.00	2,731.00					
005780 Dangere Mountain Road Gravel Reshelling	2,000.00	2,000.00	2,000.00					
006184 Fiebings Road Gravel Reshelling	382.50	382.50	382.50					
005900 Nannool-Nannool Road Gravel Reshelling	1,852.50	1,852.50	1,852.50					
005903 Old Eka Road (North) Gravel Reshelling	2,430.00	2,430.00	2,430.00					
006000 Reedy Creek Road Gravel Reshelling	333,878.27	333,878.27	333,878.27					
005908 Reedy Creek Road Gravel Reshelling	157,992.58	157,992.58	157,992.58					
005940 Bonnet Road Gravel Reshelling	161,000.00	161,000.00	161,000.00					
006108 RTR-Sandy Ridges-Glenmore Rd-GR	72,000.00	72,000.00	72,000.00					
006109 RTR-Coolbalm-Francis Rd-GR	145,000.00	145,000.00	145,000.00					
006110 RTR-Wamung-Fiebings Rd-GR	58,000.00	58,000.00	58,000.00					
006111 RTR-Nannool-Greenwood Creek Rd - GR	138,000.00	138,000.00	138,000.00					
006112 RTR-Glen Dwyer-Greenwood Creek Rd - GR	133,000.00	133,000.00	133,000.00					
006113 RTR-Kumbula-Hansetts Rd-GR	89,000.00	89,000.00	89,000.00					
006114 RTR-Womala-Hansetts Rd-GR	178,000.00	178,000.00	178,000.00					
006115 RTR-Johnston-Johnston Rd-GR	87,000.00	87,000.00	87,000.00					
006116 RTR-Nannool-Waltonwell-Upper Yarraman Rd-GR	181,000.00	181,000.00	181,000.00					
006117 RTR-Gooder-Meale Rd-GR	140,000.00	140,000.00	140,000.00					
006118 RTR-Kumbula-Nollers Rd-GR	85,000.00	85,000.00	85,000.00					
006120 RTR10-Old Nannool-Reddy Creek Rd-GR	278,000.00	278,000.00	278,000.00					
006121 LRC11-Nannool-Rural Rd-GR	375,000.00	375,000.00	375,000.00					
006122 RTR10-Nannool-Upper Yarraman Rd-GR	75,000.00	75,000.00	75,000.00					
006123 RTR10-Nannool-Seller Rd-GR	107,000.00	107,000.00	107,000.00					
006124 RTR10-Nannool-Upper Yarraman Rd-GR	54,000.00	54,000.00	54,000.00					
006125 RTR10-Nannool-Upper Yarraman Rd-GR	98,000.00	98,000.00	98,000.00					
006126 RTR10-Nannool-Upper Yarraman Rd-GR	180,000.00	180,000.00	180,000.00					
006126 RTR10-Nannool-Upper Yarraman Rd-GR	180,000.00	180,000.00	180,000.00					
<b>Sub Activity Subtotal</b>	<b>4,670.00</b>	<b>4,670.00</b>	<b>4,670.00</b>	<b></b>	<b></b>	<b>881.93</b>	<b></b>	<b>881.93</b>
<b>Activity Total</b>	<b>4,670.00</b>	<b>4,670.00</b>	<b>4,670.00</b>	<b></b>	<b></b>	<b>881.93</b>	<b></b>	<b>881.93</b>
<b>Sub Activity Subtotal</b>	<b>6,350,000.00</b>	<b>2,450,000.00</b>	<b>6,350,000.00</b>	<b>1,870.00</b>	<b></b>	<b>7,883.66</b>	<b></b>	<b>6,013.86</b>
<b>Activity Total</b>	<b>6,350,000.00</b>	<b>2,450,000.00</b>	<b>6,350,000.00</b>	<b>1,870.00</b>	<b></b>	<b>7,883.66</b>	<b></b>	<b>6,013.86</b>

Project / Description	Project Type	Project Status	Project Priority	Project Value	Project Budget	Project Balance	Project Commitment	Project Expenditure	Project Balance	Project Expenditure	Project Balance	Project Expenditure
100715 R/R-Chungah-Burns Dumf Rd-CR				300,000.00			300,000.00	59,335.32	250,316.34	353,861.58	260,316.34	
100715 Boole-Marchette-SE				21,000.00			21,000.00			5,053.84	3,061.19	
100715 Hodgegins-Lucas-Rd-CR				39,000.00			39,000.00					
100715 Cushman-Morris-CR				48,000.00			48,000.00					
100715 Boole-Nyström-Rd-CR				81,000.00			81,000.00					
100715 Havelille-Oberon-Rd-CR				15,000.00			15,000.00					
100715 Neungma-Tarong-Taramar Rd-CR				8,000.00			8,000.00	5,224.84	9,409.70	14,534.54	4,436.43	
100715 Barendse-Williams Rd-CR				450,000.00			450,000.00					
100715 Gravel Reshelling 2021				478,894.00			478,894.00					
<b>Sub Activity subtotal</b>				<b>4,068,994.00</b>			<b>4,275,258.37</b>			<b>660,747.16</b>		<b>1,072,714.01</b>
<b>Farmers Rehabilitation</b>												
100417 Kingaroy-Transformation Project								320,557.65	314,700.80	615,758.45	861,591.35	
100715 Kingaroy-Transformation Project				4,000,000.00			4,000,000.00	531,273.83	3,756,788.88	1,008,950.51	3,634,281.80	
100715 Old Ewa Road Blument Stail				190,000.00			190,000.00	13,555.93	224,538.40	237,095.33	764,936.80	
100400 Kingaroy-Stebbins Street-Upgrade				160,437.46			160,437.46	523.50	1,007,688.61	1,012,921.11	1,087,733.57	
100719 TDS-Coastalure Peterson Drive-Whiroa Stail				873,828.00			873,828.00	24,888.56	7,889.46	37,705.02	98,543.25	
100715 Buaya Avenue				1,000,000.00			1,000,000.00	7,695.10	24,148.98	31,844.34	49,560.47	
100923 Kingaroy-Oldford Street-Capital				800,000.00			800,000.00	48,314.88	818,023.47	866,338.35	860,218.33	
100715 Boyrside-Vagata Rd-Capital				1,000,000.00			1,000,000.00	3,876.95	7,207.63	11,034.58	7,207.63	
100726 DCP-Foston-Blood St-Kelach-Tannahill-Upgrade				360,000.00			360,000.00					
100726 DCP-Mungah-Burns Lane-Upgrade				60,000.00			60,000.00	8,987.42	8,178.46	19,175.96	61,778.46	
100726 DCP-Vondal-Dingo Creek Capital-Upgrade				75,000.00			75,000.00	15,867.23	32,459.18	29,346.41	43,458.18	
100715 Kingaroy-Pavement Rehabilitation				500,000.00			500,000.00					
100715 Narengo-Mercer-Springs-Engine-Road-Upgrade				300,000.00			300,000.00					
100715 Blackbutt CBD Disability Parking Upgrade				300,000.00			300,000.00					
100715 Narengo Butler-Factory Disability Parking				50,000.00			50,000.00					
100715 Kingaroy-Woman-Buryell-Hwy-Medical-Upgrade				1,020,000.00			1,020,000.00					
100725 STP-Wildlands School Set Down				450,000.00			450,000.00	7,557.92	1,486.15	9,045.97	1,486.15	
100725 STP-Murgon High School-Pedestrian Relays				75,000.00			75,000.00					
100715 Rox-Emerson Carriak Upgrade				75,000.00			75,000.00					
100726 Murgon-CBD Stormwater				50,000.00			50,000.00	4,370.01				
<b>Sub Activity subtotal</b>				<b>7,517,876.00</b>			<b>7,668,203.48</b>			<b>1,871,988.00</b>		<b>12,515,867.26</b>
<b>Footpaths &amp; Cycleway</b>												
100674 Murgon-CBD Footpath Stage 2				450,000.00			450,000.00	842,234.64	350,143.86	432,378.43	1,228,101.83	
100715 Hilly Street-Moreland Footpath-TDS				776.70			776.70		776.70	776.70	119,688.87	
100727 Murgon-ESB Footpath-Replacement Stage 3									4,185.25	4,185.25	4,185.25	
100726 TDS-Kingaroy-Moreland St-Footpath				34,000.00			34,000.00	28,155.00		30,262.22	4,112.22	
100726 TDS-Kingaroy-Somerby-SP-FP				37,000.00			37,000.00	6,191.89	3,227.09	9,378.04	2,227.09	
100726 TDS-Kingaroy-Cover Bond St-Footpath				10,000.00			10,000.00	188.50	31,063.06	1,221.58	1,033.06	
100726 TDS-Kingaroy-Barkers-Creek-Rd-FP				98,000.00			98,000.00	70,344.28	10,344.28	10,344.28	10,344.28	
100726 TDS-Kingaroy-Bell St-Footpath				51,000.00			51,000.00	5,595.82	6,307.92	11,747.74	6,307.92	
100726 DCP-Kumba-Bell St-Footpath				95,000.00			95,000.00	38,288.40	5,880.74	44,187.74	5,880.74	
100726 SBRC Miler Footpath Replacements				150,000.00			150,000.00	72,849.00	6,422.46	79,271.46	6,422.46	
100727 Blackbutt CBD Footpath				500,000.00			500,000.00	129,124.59	110,386.65	239,521.15	110,386.65	
100727 Murgon-CBD Footpath Stage 3				7,031,656.31			7,031,656.31	421,940.21	842,467.01	3,228,707.17	4,179,781.14	
<b>Sub Activity subtotal</b>				<b>17,432,000.00</b>			<b>17,432,000.00</b>			<b>3,228,707.17</b>		<b>17,432,000.00</b>
<b>Bulweri Resurfacing</b>												
100726 TDS-Silverthorn-Back Creek Rd Resurf				21,120.00			21,120.00			37,259.14	17,259.14	
<b>Sub Activity subtotal</b>				<b>21,120.00</b>			<b>21,120.00</b>			<b>37,259.14</b>		<b>37,259.14</b>

Item	Project Name	Phase	Approved Budget	Actual Expenditure	Unencumbered Balance	Capital Expenditure	Revenue	Net Expenditure	2020/21 Balance	2020/21 Expenditure	2020/21 Balance
100726	TDS-Abbeywood-Esplan Rd-Resurf	X	30,360.00	30,360.00					8,460.00	8,460.00	8,460.00
100726	TDS-Silverleaf-Bears Rd - Resurf		4,820.00	4,820.00					2,816.39	2,816.39	2,816.39
100726	TDS-Trarua-Bohena-Elecimeter Rd-Resurf		47,240.00	47,240.00					9,154.38	9,154.38	9,154.38
100726	TDS-Memeringi-Crescent Rd-Resurf		78,100.00	78,100.00					10,442.91	10,442.91	10,442.91
100726	TDS-Abbeywood-Cofrands Rd-Resurf		61,800.00	61,800.00					34,464.28	34,464.28	34,464.28
100726	TDS-Greenview-Cushman Rd-Resurf		18,370.00	18,370.00					7,760.31	7,760.31	7,760.31
100726	TDS-Kingaroy-Edenval North Rd-Resurf		20,004.00	20,004.00					8,469.84	8,469.84	8,469.84
100726	TDS-Kingaroy-Edenval South Rd-Resurf		65,472.00	65,472.00					13,068.62	13,068.62	13,068.62
100726	TDS-Boole-Faughan's Rd-Resurf		32,472.00	32,472.00					4,261.05	4,261.05	4,261.05
100726	TDS-Boole-Faulner Rd-Resurf		13,870.00	13,870.00					5,497.35	5,497.35	5,497.35
100726	LRC-Hivesville-Gayndah-Hivesville Rd-Resurf		187,867.00	187,867.00					37,523.32	37,523.32	37,523.32
100726	TDS-Kingaroy-Garitz Rd-Resurf		40,040.00	40,040.00					2,854.48	2,854.48	2,854.48
100726	TDS-Manangoo-Greenwood-Crest Rd-Resurf		45,760.00	45,760.00					2,582.83	2,582.83	2,582.83
100726	TDS-Hivesville-Green St-Resurf		850.00	850.00					4,019.80	4,019.80	4,019.80
100726	TDS-Boole-Harolds Rd-Resurf		59,898.00	59,898.00					12,824.98	12,824.98	12,824.98
100726	TDS-Murphy-Jardine St-Resurf		3,700.00	3,700.00					6,105.64	6,105.64	6,105.64
100726	TDS-Kyvalua-Johnson St-Resurf		4,510.00	4,510.00					2,155.05	2,155.05	2,155.05
100726	LRC-Maldenvale-Kibon Rd-Resurf		32,176.00	32,176.00					4,901.70	4,901.70	4,901.70
100726	LRC-Kiddermore-Kiddermore-School Rd-Resurf		68,790.00	68,790.00					3,856.04	3,856.04	3,856.04
100726	LRC-Maffra-Sandwich Court-Resurf		7,500.00	7,500.00					8,160.22	8,160.22	8,160.22
100726	LRC-LT-Higgins-Magnificent Rd-Resurf		17,358.00	17,358.00					6,697.68	6,697.68	6,697.68
100726	LRC-Muramba-Muramba Rd-Resurf		76,330.00	76,330.00					13,844.09	13,844.09	13,844.09
100726	LRC-Dunhill-McCallister Rd-Resurf		33,448.00	33,448.00					4,083.15	4,083.15	4,083.15
100726	LRC-Kingaroy-Widgoye St-Resurf		25,000.00	25,000.00					9,089.84	9,089.84	9,089.84
100726	LRC-Murphy-Creek-Murphy-Creek Rd-Resurf		24,112.00	24,112.00					17,749.70	17,749.70	17,749.70
100726	LRC-Spelsby-Olden-Bayana Rd-Resurf		85,000.00	85,000.00					1,323.81	1,323.81	1,323.81
100726	LRC-Manangoo-Racecourse Rd-Resurf		30,000.00	30,000.00					4,317.38	4,317.38	4,317.38
100726	LRC-Stalwarts-Range Rd-Resurf		44,000.00	44,000.00					28,867.08	28,867.08	28,867.08
100726	TDS-Manangoo-Rural Rd-Resurf		8,105.00	8,105.00					2,635.85	2,635.85	2,635.85
100726	LRC-Murphy-Silverleaf Rd-Resurf		85,712.00	85,712.00					34,416.00	34,416.00	34,416.00
100726	LRC-Boole-Smitth Rd-Resurf		79,200.00	79,200.00					7,815.18	7,815.18	7,815.18
100726	LRC-Abbeywood-Specialist-Abbeywood Rd-Resurf		103,488.00	103,488.00					30,965.85	30,965.85	30,965.85
100726	LRC-Stalwarts-Stalwarts Rd-Resurf		64,240.00	64,240.00					9,004.87	9,004.87	9,004.87
100726	TDS-Hivesville-Saun Rd-Resurf		3,564.00	3,564.00					5,738.68	5,738.68	5,738.68
100726	TDS-Hivesville-Vaughan St-Resurf		1,428.00	1,428.00					2,459.00	2,459.00	2,459.00
100726	LRC-Maffra-Le-Vedalia Dr-Resurf		38,500.00	38,500.00					20,080.72	20,080.72	20,080.72
100726	LRC-Maffra-Le-Vedalia Dr-Resurf		2,640.00	2,640.00					4,373.76	4,373.76	4,373.76
100726	TDS-Hivesville-Woods St-Resurf		2,740.00	2,740.00					5,155.18	5,155.18	5,155.18
100726	LRC-Gordonbrook-Wrens Rd-Resurf		14,860.00	14,860.00					2,907.89	2,907.89	2,907.89
100726	Stumen Seal Various Roads		189,633.00	189,633.00					42,785.62	42,785.62	42,785.62
100726	TDS-Kingaroy-Bunya Highway-Resurf		17,180.00	17,180.00					3,387.21	3,387.21	3,387.21
<b>Total Development</b>			<b>1,663,043.00</b>	<b>1,663,043.00</b>					<b>33,007.36</b>	<b>33,007.36</b>	<b>33,007.36</b>
100708	KFC-Bird St Youngman-Glenora-St-Hilke		2,100,000.00	2,100,000.00					23,466.72	23,466.72	23,466.72
100708	KFC-Atlanta-St-Glenora-St-Hilke-Youngman		800,000.00	800,000.00					9,178.16	9,178.16	9,178.16
100708	KFC-Huggeroy-St-Hilke-St-Hilke-Youngman		2,800,000.00	2,800,000.00					37,783.78	37,783.78	37,783.78
<b>Sub Activity Subtotal</b>			<b>5,100,000.00</b>	<b>5,100,000.00</b>					<b>70,428.66</b>	<b>70,428.66</b>	<b>70,428.66</b>
100219	TDS-Kingaroy-Jarrah/Fisher St-Footpath		280.00	280.00					280.00	280.00	280.00
<b>Sub Activity Subtotal</b>			<b>280.00</b>	<b>280.00</b>					<b>280.00</b>	<b>280.00</b>	<b>280.00</b>
<b>Total</b>			<b>7,783,043.00</b>	<b>7,783,043.00</b>					<b>117,533,745.42</b>	<b>117,533,745.42</b>	<b>117,533,745.42</b>

Project Name	Capital Budget	Operating Budget	Operating Reserves	Operating Contingency	Operating Subtotal	Capital Expenditure	Capital Contingency	Capital Subtotal	Total
<b>General</b>									
006189 Town Entry Signs	0	100,000.00	0	0	100,000.00	0	0	100,000.00	100,000.00
006716 Manurep-Distanna Street Drainage	0	-4,028.36	0	0	-4,028.36	0	0	-4,028.36	-4,028.36
006100 BCP-Maldenwell CBD Upgrade	40,000.00	0	0	0	40,000.00	0	0	40,000.00	40,000.00
<b>Sub Activity Subtotal</b>	<b>40,000.00</b>	<b>104,038.36</b>	<b>0</b>	<b>0</b>	<b>144,038.36</b>	<b>0</b>	<b>0</b>	<b>144,038.36</b>	<b>144,038.36</b>
<b>Urban Drainage</b>									
006188 Regional Minor Drainage Replacements	25,800.00	0	0	0	25,800.00	0	0	25,800.00	25,800.00
006196 LRC L'Angevine Street Drainage	0	775,000.00	0	0	775,000.00	0	0	775,000.00	775,000.00
006197 Murgon-Cass St South Drainage	0	120,000.00	0	0	120,000.00	0	0	120,000.00	120,000.00
006186 Wondai-Barnston St Drainage	0	70,000.00	0	0	70,000.00	0	0	70,000.00	70,000.00
006189 Nanganje-Clips St Drainage	0	70,000.00	0	0	70,000.00	0	0	70,000.00	70,000.00
<b>Sub Activity Subtotal</b>	<b>25,800.00</b>	<b>1,035,000.00</b>	<b>0</b>	<b>0</b>	<b>1,060,800.00</b>	<b>0</b>	<b>0</b>	<b>1,060,800.00</b>	<b>1,060,800.00</b>
<b>Activity Total</b>	<b>22,523,882.00</b>	<b>831,398.32</b>	<b>44,465.00</b>	<b>23,507,523.32</b>	<b>21,228,238.31</b>	<b>3,763,073.22</b>	<b>5,811,251.53</b>	<b>19,725,390.29</b>	<b>19,725,390.29</b>
<b>Water Services</b>									
<b>Water - General Opex</b>									
006538 Regional A/C Finish Compliance-Water	0	125,000.00	0	0	125,000.00	0	0	125,000.00	125,000.00
006861 Orera Reservoir Platform	0	150,000.00	0	0	150,000.00	0	0	150,000.00	150,000.00
006962 Woodroff Reservoir	0	150,000.00	0	0	150,000.00	0	0	150,000.00	150,000.00
000083 Murgon-Reservoirs-Pipeline	450,000.00	0	0	0	450,000.00	0	0	450,000.00	450,000.00
<b>Sub Activity Subtotal</b>	<b>450,000.00</b>	<b>425,000.00</b>	<b>0</b>	<b>0</b>	<b>875,000.00</b>	<b>0</b>	<b>0</b>	<b>875,000.00</b>	<b>875,000.00</b>
<b>Water - Murgon</b>									
004508 KWS - Burnett St Water Main Replacement	0	0	0	0	0	0	0	0	0
004311 KWS - West St Water Main Replacement	0	0	0	0	0	0	0	0	0
006316 Kingstony-Creans Reservoir-Roof Replace	0	0	0	0	0	0	0	0	0
006456 KWS-Youngman Street (Holy to Avoca)	0	0	0	0	0	0	0	0	0
006471 KWS-Toomey St (Youngman to William) WMR	0	0	0	0	0	0	0	0	0
006472 KWS-Youngman St (Venetian to DJ PWS) WMR	0	0	0	0	0	0	0	0	0
006473 KWS-Knight St (Rallyway to Hodge) WMR	0	0	0	0	0	0	0	0	0
006547 Gardentook WTR - Fast Can Contra Work	0	0	0	0	0	0	0	0	0
006548 KIP-Alford St (Youngman-Clendon) WMR	0	0	0	0	0	0	0	0	0
006547 KIP-Alford St (Clendon - Short St) WMR	0	0	0	0	0	0	0	0	0
006548 KIP - Kincoroy (Alford - Holy St) WMR	0	0	0	0	0	0	0	0	0
000048 KIP - Holy (Kincoroy - Clendon) St WMR	0	0	0	0	0	0	0	0	0
006951 KIP - Shendon St (Alford to Holy St) WMR	0	0	0	0	0	0	0	0	0
006954 Water Mains Replacement Program - SUCT	0	0	0	0	0	0	0	0	0
006954 Gardentook Drain A/C Design Works	0	0	0	0	0	0	0	0	0
006989 KWS-WMR-Youngman St Mth	0	0	0	0	0	0	0	0	0
006984 KWS-WMR- Resn St	0	0	0	0	0	0	0	0	0
<b>Sub Activity Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Water - Murgon</b>									
006958 Murgon-ACM Replacement	100,000.00	0	0	0	100,000.00	0	0	100,000.00	100,000.00
<b>Sub Activity Subtotal</b>	<b>100,000.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000.00</b>	<b>0</b>	<b>0</b>	<b>100,000.00</b>	<b>100,000.00</b>
<b>Water - Proton</b>									
006958 Proton/SCADA Platform Update	250,000.00	0	0	0	250,000.00	0	0	250,000.00	250,000.00
000058 Proton-ACM Replacement	175,000.00	0	0	0	175,000.00	0	0	175,000.00	175,000.00
<b>Sub Activity Subtotal</b>	<b>425,000.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>425,000.00</b>	<b>0</b>	<b>0</b>	<b>425,000.00</b>	<b>425,000.00</b>

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Project / Program / Activity	Capital Expenditure	Operating Expenditure	Revenue	Net Expenditure	Capital Expenditure	Operating Expenditure	Revenue	Net Expenditure	Capital Expenditure	Operating Expenditure	Revenue	Net Expenditure
<b>Water - Wondai</b>												
006318 Wondai-Scott St Reservoir-Ref	180,000.00	180,000.00	0.00	180,000.00	180,000.00	180,000.00	0.00	180,000.00	180,000.00	180,000.00	0.00	180,000.00
006986 Wondai-SCADA Platform Update	300,000.00	300,000.00	0.00	300,000.00	300,000.00	300,000.00	0.00	300,000.00	300,000.00	300,000.00	0.00	300,000.00
006980 WWS-MWR-Haly St (Hodge/Scott)	350,000.00	350,000.00	0.00	350,000.00	350,000.00	350,000.00	0.00	350,000.00	350,000.00	350,000.00	0.00	350,000.00
<b>Sub Activity Subtotal</b>	<b>830,000.00</b>	<b>830,000.00</b>	<b>0.00</b>	<b>830,000.00</b>	<b>830,000.00</b>	<b>830,000.00</b>	<b>0.00</b>	<b>830,000.00</b>	<b>830,000.00</b>	<b>830,000.00</b>	<b>0.00</b>	<b>830,000.00</b>
<b>Activity Total</b>	<b>830,000.00</b>	<b>830,000.00</b>	<b>0.00</b>	<b>830,000.00</b>	<b>830,000.00</b>	<b>830,000.00</b>	<b>0.00</b>	<b>830,000.00</b>	<b>830,000.00</b>	<b>830,000.00</b>	<b>0.00</b>	<b>830,000.00</b>
<b>Wastewater Services</b>												
<b>Wastewater - General</b>												
006826 Regional/Air Fresh-Compliance Wastewater	125,000.00	125,000.00	0.00	125,000.00	125,000.00	125,000.00	0.00	125,000.00	125,000.00	125,000.00	0.00	125,000.00
006826 Update Standby/Cyber Security	98,076.50	98,076.50	0.00	98,076.50	98,076.50	98,076.50	0.00	98,076.50	98,076.50	98,076.50	0.00	98,076.50
<b>Sub Activity Subtotal</b>	<b>223,076.50</b>	<b>223,076.50</b>	<b>0.00</b>	<b>223,076.50</b>	<b>223,076.50</b>	<b>223,076.50</b>	<b>0.00</b>	<b>223,076.50</b>	<b>223,076.50</b>	<b>223,076.50</b>	<b>0.00</b>	<b>223,076.50</b>
<b>Wastewater - Kingoonya</b>												
004904 Mains & Manholes - Network Renewals MxT	99,940.38	99,940.38	0.00	99,940.38	99,940.38	99,940.38	0.00	99,940.38	99,940.38	99,940.38	0.00	99,940.38
004905 KWW - Sewer Replacement Works	2,385,000.00	2,385,000.00	0.00	2,385,000.00	2,385,000.00	2,385,000.00	0.00	2,385,000.00	2,385,000.00	2,385,000.00	0.00	2,385,000.00
<b>Sub Activity Subtotal</b>	<b>2,484,940.38</b>	<b>2,484,940.38</b>	<b>0.00</b>	<b>2,484,940.38</b>	<b>2,484,940.38</b>	<b>2,484,940.38</b>	<b>0.00</b>	<b>2,484,940.38</b>	<b>2,484,940.38</b>	<b>2,484,940.38</b>	<b>0.00</b>	<b>2,484,940.38</b>
<b>Wastewater - Murgoo</b>												
004905 Mains & Manholes - Network Renewals	535,724.27	535,724.27	0.00	535,724.27	535,724.27	535,724.27	0.00	535,724.27	535,724.27	535,724.27	0.00	535,724.27
<b>Sub Activity Subtotal</b>	<b>535,724.27</b>	<b>535,724.27</b>	<b>0.00</b>	<b>535,724.27</b>	<b>535,724.27</b>	<b>535,724.27</b>	<b>0.00</b>	<b>535,724.27</b>	<b>535,724.27</b>	<b>535,724.27</b>	<b>0.00</b>	<b>535,724.27</b>
<b>Wastewater - Nanango</b>												
006805 Mains and Manholes - Network Renewals	655,795.09	655,795.09	0.00	655,795.09	655,795.09	655,795.09	0.00	655,795.09	655,795.09	655,795.09	0.00	655,795.09
006827 WWTP Recombination - Nanango	1,050,000.00	1,050,000.00	0.00	1,050,000.00	1,050,000.00	1,050,000.00	0.00	1,050,000.00	1,050,000.00	1,050,000.00	0.00	1,050,000.00
006986 WW - Sewer Replacement Works	1,705,935.00	1,705,935.00	0.00	1,705,935.00	1,705,935.00	1,705,935.00	0.00	1,705,935.00	1,705,935.00	1,705,935.00	0.00	1,705,935.00
<b>Sub Activity Subtotal</b>	<b>3,411,730.09</b>	<b>3,411,730.09</b>	<b>0.00</b>	<b>3,411,730.09</b>	<b>3,411,730.09</b>	<b>3,411,730.09</b>	<b>0.00</b>	<b>3,411,730.09</b>	<b>3,411,730.09</b>	<b>3,411,730.09</b>	<b>0.00</b>	<b>3,411,730.09</b>
<b>Wastewater - Wondai</b>												
004907 Mains & Manholes - Network Renewal Work	456,881.39	456,881.39	0.00	456,881.39	456,881.39	456,881.39	0.00	456,881.39	456,881.39	456,881.39	0.00	456,881.39
006186 Wondai-Recycle/Water Plant Upgrade	338,343.53	338,343.53	0.00	338,343.53	338,343.53	338,343.53	0.00	338,343.53	338,343.53	338,343.53	0.00	338,343.53
006984 Wondai-SCADA-SP/WWTP	300,000.00	300,000.00	0.00	300,000.00	300,000.00	300,000.00	0.00	300,000.00	300,000.00	300,000.00	0.00	300,000.00
<b>Sub Activity Subtotal</b>	<b>1,095,224.92</b>	<b>1,095,224.92</b>	<b>0.00</b>	<b>1,095,224.92</b>	<b>1,095,224.92</b>	<b>1,095,224.92</b>	<b>0.00</b>	<b>1,095,224.92</b>	<b>1,095,224.92</b>	<b>1,095,224.92</b>	<b>0.00</b>	<b>1,095,224.92</b>
<b>Activity Total</b>	<b>3,735,000.00</b>	<b>3,735,000.00</b>	<b>0.00</b>	<b>3,735,000.00</b>	<b>3,735,000.00</b>	<b>3,735,000.00</b>	<b>0.00</b>	<b>3,735,000.00</b>	<b>3,735,000.00</b>	<b>3,735,000.00</b>	<b>0.00</b>	<b>3,735,000.00</b>
<b>Waste Management - R</b>												
006388 Koberon-Landfill and Acquisition	9,919.64	9,919.64	0.00	9,919.64	9,919.64	9,919.64	0.00	9,919.64	9,919.64	9,919.64	0.00	9,919.64
006850 Maldenvale-Transfer Station	350,000.00	350,000.00	0.00	350,000.00	350,000.00	350,000.00	0.00	350,000.00	350,000.00	350,000.00	0.00	350,000.00
<b>Sub Activity Subtotal</b>	<b>359,919.64</b>	<b>359,919.64</b>	<b>0.00</b>	<b>359,919.64</b>	<b>359,919.64</b>	<b>359,919.64</b>	<b>0.00</b>	<b>359,919.64</b>	<b>359,919.64</b>	<b>359,919.64</b>	<b>0.00</b>	<b>359,919.64</b>
<b>Activity Total</b>	<b>359,919.64</b>	<b>359,919.64</b>	<b>0.00</b>	<b>359,919.64</b>	<b>359,919.64</b>	<b>359,919.64</b>	<b>0.00</b>	<b>359,919.64</b>	<b>359,919.64</b>	<b>359,919.64</b>	<b>0.00</b>	<b>359,919.64</b>
<b>Land</b>												
006937 Lot 101 SP 272227	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
006938 Lot 101 on SP 272806	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Sub Activity Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Activity Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>General</b>	<b>38,728,462.00</b>	<b>7,374,809.28</b>	<b>244,465.00</b>	<b>46,343,436.28</b>	<b>6,800,500.46</b>	<b>8,196,088.64</b>	<b>15,146,688.18</b>	<b>141,157,861.36</b>	<b>38,728,462.00</b>	<b>7,374,809.28</b>	<b>244,465.00</b>	<b>46,343,436.28</b>

**3.2.3 Right of Use Assets**

Council's right of use assets consists of long-term leases that are in place for various land parcels, with most of this value relating to the lease for land at Yallakool which is currently due to end in 2051.

**3.2.4 Intangible Assets**

Council's water allocation and computer software currently make up the intangible asset balance.

**3.3 Liabilities**

**3.3.1 Trade and other Payables**

Trade and Other Payables is made-up of creditors, which is recognised upon receipt of invoice at the amount owed. Amounts are generally settled on 30-day terms. Liabilities are also recognised for employee benefits such as wages and salaries, annual leave, RDO and TOIL.

**3.3.2 Borrowings**

All Council borrowings are with the Queensland Treasury Corporation (QTC). During September, Council paid its annual debt service payment to QTC which reduced the carrying value of borrowings in the balance sheet. The balance as at 31 October 2020 was \$32,546,290 made-up of borrowings in the following departments:

Department	Borrowings
NRM & Parks	\$ 569,377
Finance	\$ 916,992
Property	\$ 869,447
Economic Development	\$ 361,310
Environment & Waste	\$ 695,227
Infrastructure	\$ 11,053,686
Water & Wastewater	\$ 18,080,252
<b>Total</b>	<b>\$ 32,546,290</b>

**3.3.3 Lease Liabilities**

Lease Liabilities relate to AASB 16 requirements for lessees to calculate the lease liability of any long-term operating lease agreements on the balance sheet using an incremental borrowing rate for the period of the lease. Council has 3 lease agreements with the Department of Natural Resources, Mines and Energy that have been taken up as part of this standard.

**3.3.4 Provisions**

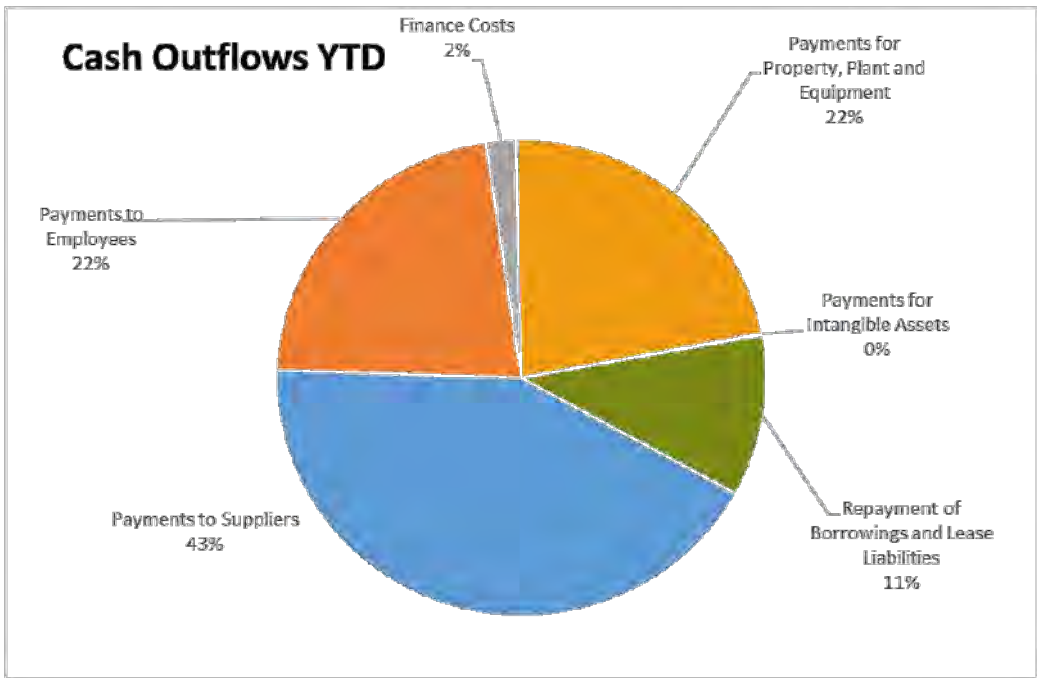
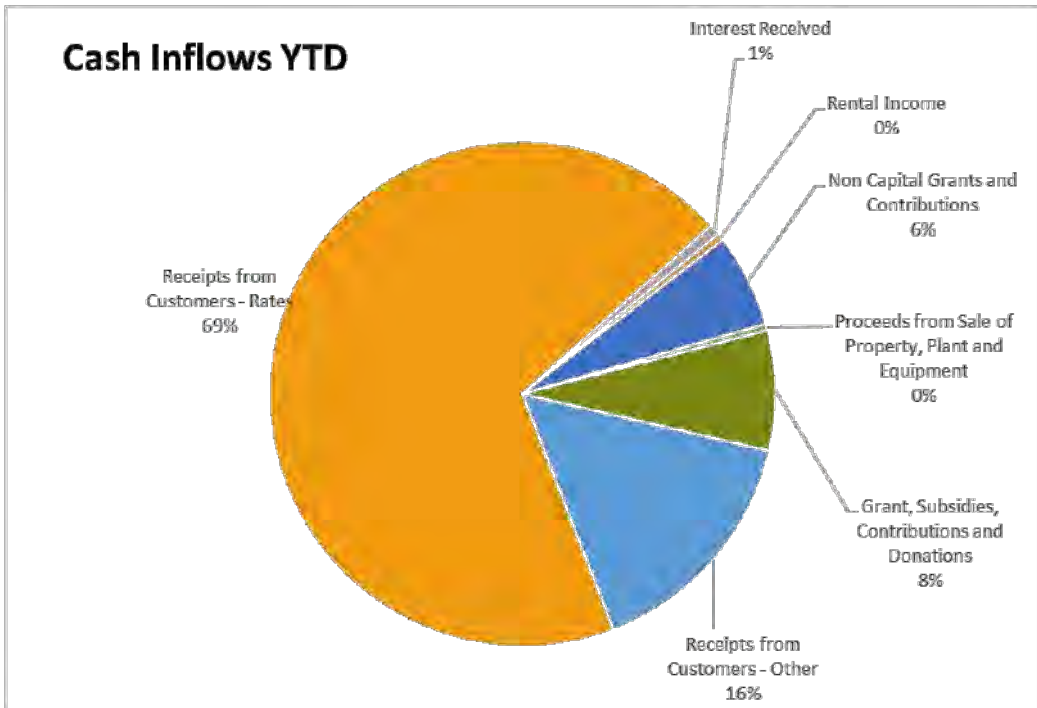
Provisions are made-up of landfill and gravel pit expected restoration costs and employee long service leave.

**3.3.5 Other Liabilities**

Other liabilities are made-up of the State Waste Levy payment received in advance.

**4.0 Interim Cash Flow**

Monthly Cashflow	July	Aug	Sept	Oct	YTD
<b>Cash Flows from Operating Activities</b>					
Receipts from Customers	\$3,771,986	\$2,774,236	\$19,460,649	\$3,314,988	\$29,321,859
Payments to Suppliers and Employees	(\$9,987,627)	(\$2,983,034)	(\$5,743,568)	(\$4,857,269)	(\$23,571,498)
	(\$6,215,641)	(\$208,797)	\$13,717,081	(\$1,542,281)	\$5,750,362
Interest Received	\$65,992	\$28,855	\$77,439	\$64,128	\$236,414
Rental Income	\$38,456	\$33,680	\$57,900	\$30,917	\$160,953
Non Capital Grants and Contributions	\$1,500	\$823,981	\$878,990	\$366,225	\$2,070,696
Finance Costs	(\$182,233)	(\$182,497)	(\$174,334)	(\$179,571)	(\$718,635)
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<b>(\$6,291,926)</b>	<b>\$495,222</b>	<b>\$14,557,076</b>	<b>(\$1,260,583)</b>	<b>\$7,499,789</b>
<b>Cash Flows from Investing Activities</b>					
Payments for Property, Plant and Equipment	(\$542,121)	(\$2,044,282)	(\$1,942,499)	(\$3,626,383)	(\$8,155,285)
Payments for Intangible Assets	(\$25,130)	-	(\$5,228)	(\$10,456)	(\$40,813)
Advances/(Repayments) of Loans and Advances	-	-	-	-	-
Proceeds from Sale of Property, Plant and Equipment	\$15,081	\$112,500	\$11,636	-	\$139,217
Grant, Subsidies, Contributions and Donations	\$1,655,000	-	\$84,635	\$906,233	\$2,645,868
<b>Net Cash Inflow (Outflow) from Investing Activities</b>	<b>\$1,102,831</b>	<b>(\$1,931,782)</b>	<b>(\$1,851,456)</b>	<b>(\$2,730,606)</b>	<b>(\$5,411,013)</b>
<b>Cash Flows from Financing Activities</b>					
Proceeds from Borrowings and Leasing Liabilities	-	-	-	-	-
Repayment of Borrowings and Leasing Liabilities	\$139,688	\$139,688	(\$4,397,081)	\$128,499	(\$3,989,206)
<b>Net Cash Inflow (Outflow) from Financing Activities</b>	<b>\$139,688</b>	<b>\$139,688</b>	<b>(\$4,397,081)</b>	<b>\$128,499</b>	<b>(\$3,989,206)</b>
<b>Cash and Cash Equivalents at the Beginning of the Period</b>	<b>\$47,404,602</b>	<b>\$42,355,195</b>	<b>\$41,058,323</b>	<b>\$49,366,861</b>	<b>\$47,404,602</b>
<b>Net Increase (Decrease) in Cash and Cash Equivalents Held</b>	<b>(\$5,049,407)</b>	<b>(\$1,296,873)</b>	<b>\$8,308,539</b>	<b>(\$3,862,689)</b>	<b>(\$1,900,430)</b>
<b>Cash and Cash Equivalents at the End of the Period</b>	<b>\$42,355,195</b>	<b>\$41,058,323</b>	<b>\$49,366,861</b>	<b>\$45,504,172</b>	<b>\$45,504,172</b>
Restricted Cash	\$28,554,270	\$28,554,270	\$26,385,609	\$24,635,157	\$24,635,157
<b>Cash Available for Use</b>	<b>\$13,800,925</b>	<b>\$12,504,053</b>	<b>\$22,981,252</b>	<b>\$20,869,015</b>	<b>\$20,869,015</b>



**5.0 Interim Changes in Equity**

	<i>Jul-20</i>	<i>Aug-20</i>	<i>Sep-20</i>	<i>Oct-20</i>
	\$	\$	\$	\$
<b>Asset Revaluation Surplus</b>				
Opening Balance	427,453,684	427,453,684	427,453,684	427,453,684
Incr/(dec) in asset revaluation surplus	-	-		
<b>Closing Balance</b>	<b>427,453,684</b>	<b>427,453,684</b>	<b>427,453,684</b>	<b>427,453,684</b>
<b>Retained Surplus</b>				
Opening Balance	426,494,028	423,171,118	444,590,711	437,528,948
Net Result	- 3,322,910	21,419,593	- 7,061,763	- 2,642,266
<b>Closing Balance</b>	<b>423,171,118</b>	<b>444,590,711</b>	<b>437,528,948</b>	<b>434,886,682</b>
<b>Total Community Equity</b>	<b>850,624,801</b>	<b>872,044,395</b>	<b>864,982,632</b>	<b>862,340,366</b>

6.0 Financial Ratios

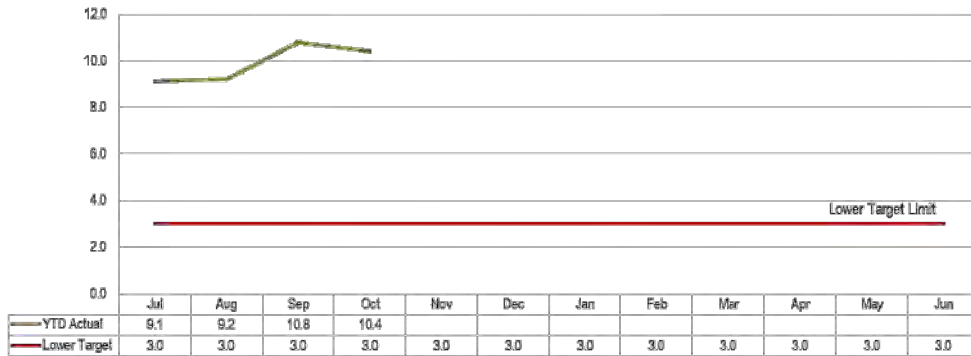
Key Performance Indicators - Monthly Reporting

Ratio	Description	Formula	SBR's Target	Status	Oct-20
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	10.4
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	4.8
Current Ratio (Working Capital Ratio)	This measures the extent to which Council has liquid assets available to meet short term financial obligations	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	Target between 2.0 & 4.0	X	4.70
Funded Long-Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non} - \text{Current Borrowings}}$	Target greater than or equal to 59%	✓	84%
Debt Servicing Ratio	This indicates Council's ability to meet current debt instalments with recurrent revenue	$\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✓	5.0%
Cash Balance - \$M	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$24M	✓	45.50
Debt to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non} - \text{Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	3.5%
Interest Coverage Ratio	This ratio demonstrates the extent which operating revenues are being used to meet the financing charges	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	✓	1.8%

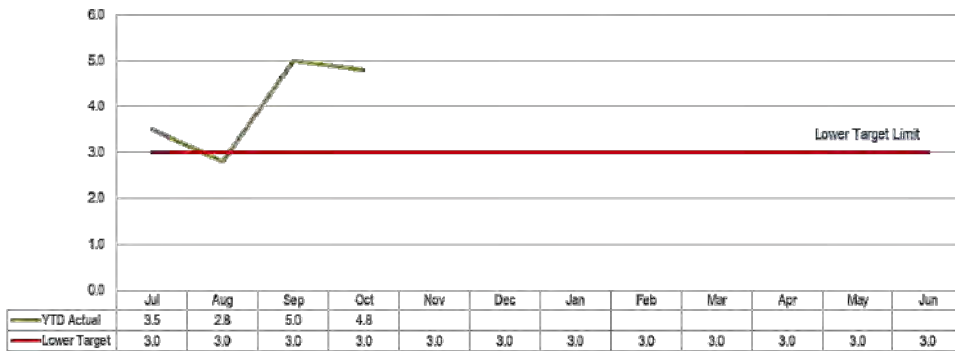
The current monthly ratios are tracking on target, except for the Current Ratio.

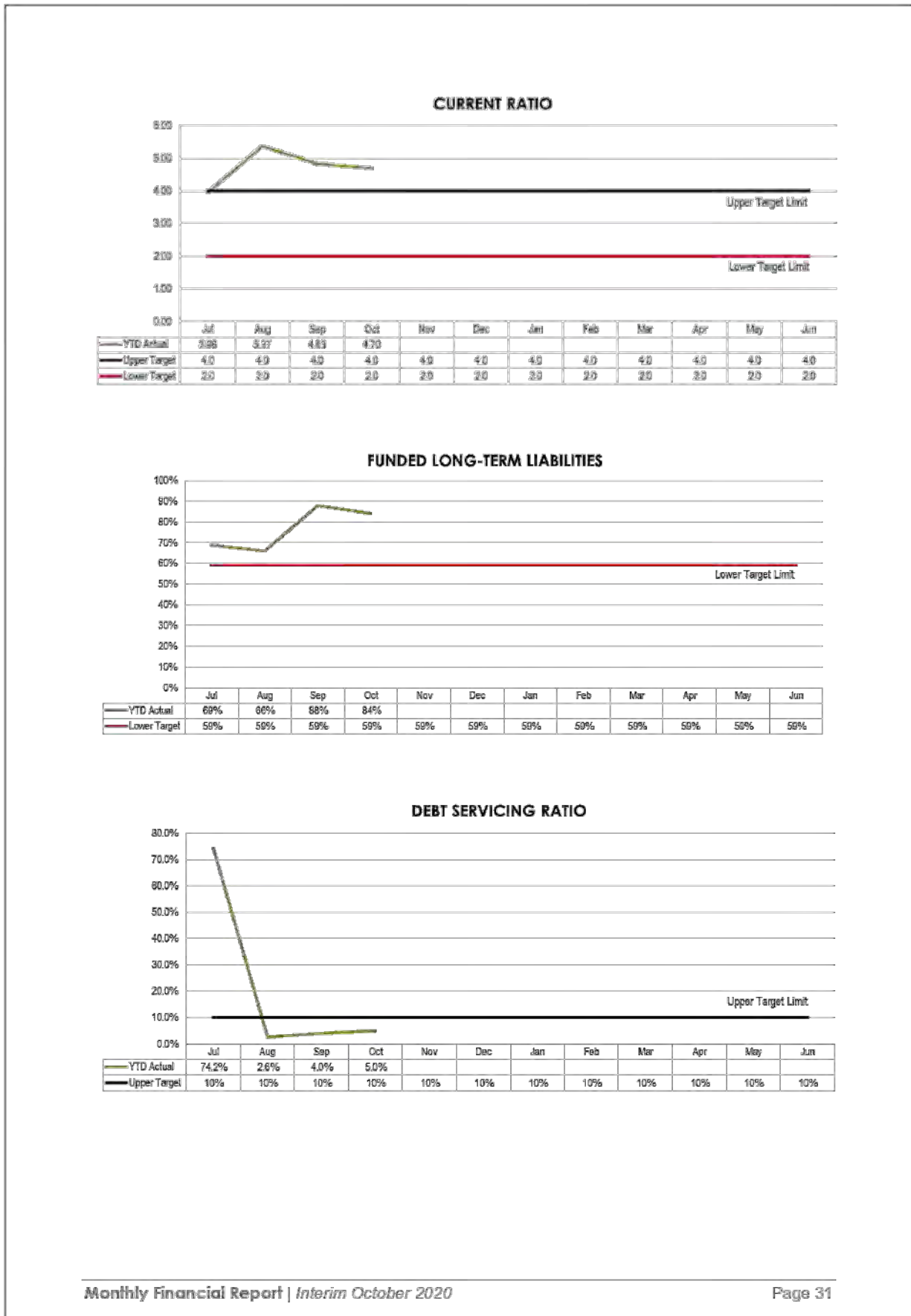
The **Current Ratio** is currently at 4.7 which is above the higher target limit of 4.0. This is largely due to the fact that the current assets are high at present due to the level of cash on hand. This ratio will continue to slowly decrease over the next few months as cash reserves are used.

**CASH RATIO**

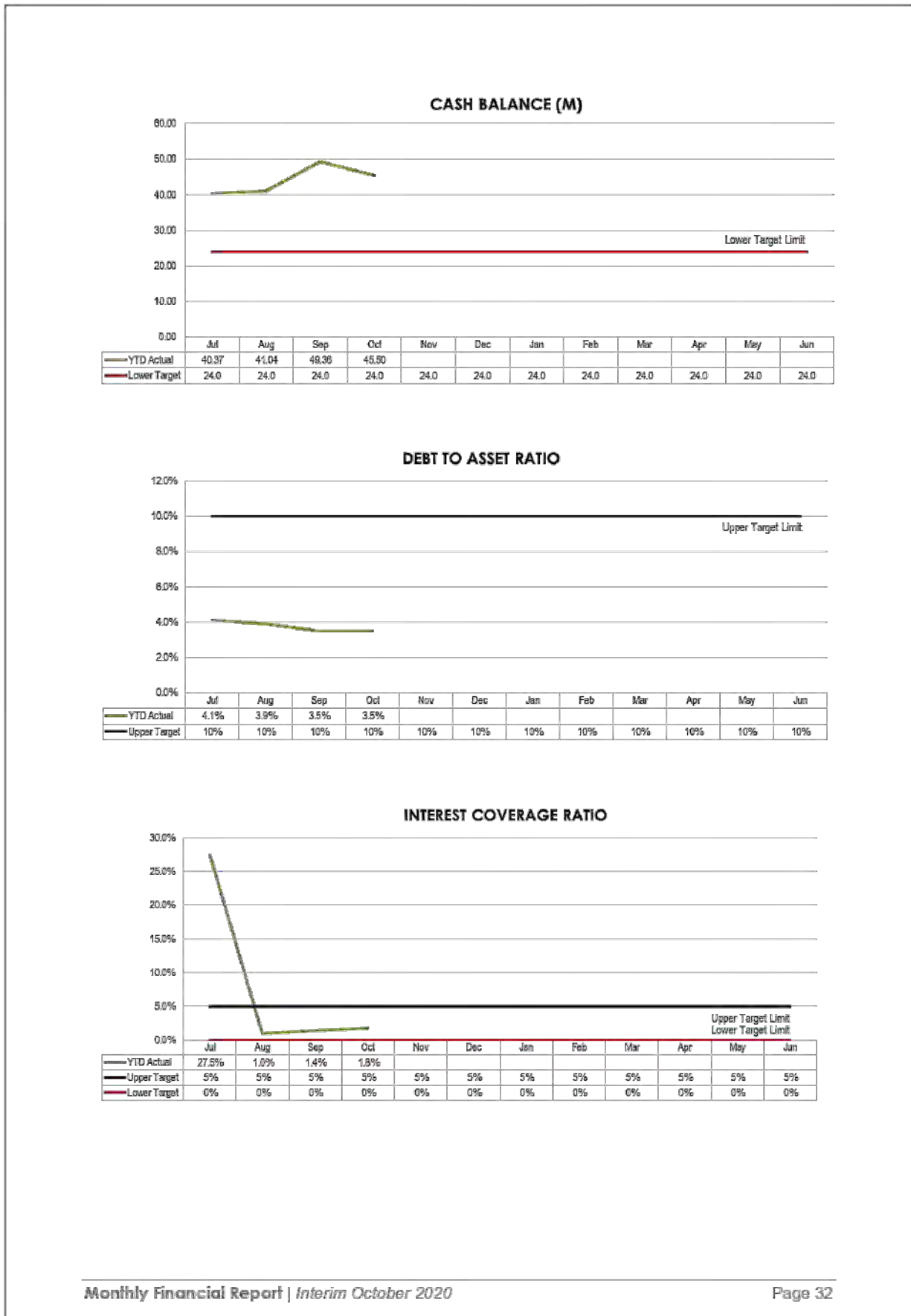


**OPERATING CASH RATIO**









## **7.0 Long Term Financial Forecast**

Section 171 of the *Local Government Regulation 2012* requires Council to develop a long-term financial forecast, covering a period of at least 10 years, which is 2020/2021 to 2029/2030. The key objective of the long-term financial plan is to understand the Council's financial sustainability for the longer term while focusing on seeking to deliver operational surpluses and to achieve the Council's strategic outcomes as specified in the Corporate Plan.

The long-term financial forecast requires:

- (a) income of the local government;
- (b) expenditure of the local government; and
- (c) the value of assets, liabilities and equity of the local government.

The local government must:

- (a) consider its long-term financial forecast before planning new borrowings; and
- (b) review its long-term financial forecast annually.

**7.1 Income and Expenditure Statements**

	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025
<b>Income</b>				
<b>Revenue</b>				
<b>Recurrent Revenue</b>				
Rates, Levies and Charges	51,633,800	53,230,532	54,883,248	56,597,354
Fees and Charges	4,071,778	4,138,770	4,206,882	4,276,135
Rental Income	295,703	276,405	281,612	286,917
Interest Received	1,045,463	1,061,745	1,078,288	1,095,197
Sales Revenue	3,085,330	3,145,981	3,207,827	3,270,892
Other Income	762,571	775,749	789,156	802,799
Grants, Subsidies, Contributions and Donations	7,929,017	8,010,214	8,092,300	8,175,285
	<u>68,823,662</u>	<u>70,639,396</u>	<u>72,539,313</u>	<u>74,504,579</u>
<b>Capital Revenue</b>				
Grants, Subsidies, Contribution and Donations	10,766,291	3,555,221	3,266,291	3,466,291
	<u>10,766,291</u>	<u>3,555,221</u>	<u>3,266,291</u>	<u>3,466,291</u>
<b>Total Income</b>	<u>79,589,953</u>	<u>74,194,617</u>	<u>75,805,604</u>	<u>77,970,870</u>
<b>Expenses</b>				
<b>Recurrent Expenses</b>				
Employee Benefits	24,639,958	25,133,406	25,636,733	26,150,128
Materials and Services	22,917,728	23,321,462	24,145,447	24,153,082
Finance Costs	2,171,006	2,081,381	2,039,531	1,876,996
Depreciation and Amortisation	21,899,270	22,254,492	22,707,631	23,045,087
	<u>71,627,962</u>	<u>72,790,741</u>	<u>74,529,342</u>	<u>75,225,293</u>
<b>Capital Expense</b>	(406,800)	(413,716)	(420,749)	(427,902)
	<u>(406,800)</u>	<u>(413,716)</u>	<u>(420,749)</u>	<u>(427,902)</u>
<b>Total Expense</b>	<u>71,221,162</u>	<u>72,377,025</u>	<u>74,108,593</u>	<u>74,797,391</u>
<b>Net Result</b>	<u>8,368,791</u>	<u>1,817,592</u>	<u>1,697,011</u>	<u>3,173,479</u>
<b>Net Operating Result</b>	<u>(2,804,300)</u>	<u>(2,151,345)</u>	<u>(1,990,029)</u>	<u>(720,714)</u>

	Year 6 2026/2025	Year 7 2026/2027	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates, Levies and Charges	58,172,176	60,014,621	61,922,690	63,899,015	65,946,346
Fees and Charges	4,346,550	4,418,142	4,490,941	4,564,957	4,640,215
Rental Income	292,324	297,832	303,447	309,168	315,000
Interest Received	1,112,377	1,129,833	1,147,570	1,165,590	1,183,900
Sales Revenue	3,335,200	3,400,774	3,467,641	3,535,826	3,605,355
Other Income	816,670	830,782	845,140	859,749	874,609
Grants, Subsidies, Contributions and Donations	8,259,178	8,343,991	8,429,734	8,516,419	8,604,056
	<u>76,334,475</u>	<u>78,435,975</u>	<u>80,607,163</u>	<u>82,850,724</u>	<u>85,169,481</u>
<b>Capital Revenue</b>					
Grants, Subsidies, Contribution and Donations	3,266,291	3,266,291	3,466,291	3,266,291	3,266,291
	<u>3,266,291</u>	<u>3,266,291</u>	<u>3,466,291</u>	<u>3,266,291</u>	<u>3,266,291</u>
<b>Total Income</b>	<u>79,600,766</u>	<u>81,702,266</u>	<u>84,073,454</u>	<u>86,117,015</u>	<u>88,435,772</u>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Benefits	26,673,799	27,207,961	27,752,810	28,308,559	28,875,453
Materials and Services	24,581,315	25,183,539	25,718,738	25,918,395	26,556,290
Finance Costs	1,705,794	1,683,109	1,477,770	1,299,188	1,108,591
Depreciation and Amortisation	23,377,650	24,022,657	24,358,725	24,798,401	25,234,144
	<u>76,338,557</u>	<u>78,077,266</u>	<u>79,308,042</u>	<u>80,324,544</u>	<u>81,774,478</u>
<b>Capital Expense</b>					
	(435,176)	(442,574)	(450,098)	(457,750)	(466,532)
	<u>(435,176)</u>	<u>(442,574)</u>	<u>(450,098)</u>	<u>(457,750)</u>	<u>(466,532)</u>
<b>Total Expense</b>	<u>75,903,381</u>	<u>77,634,692</u>	<u>78,857,944</u>	<u>79,866,794</u>	<u>81,308,946</u>
<b>Net Result</b>	<u>3,697,385</u>	<u>4,067,574</u>	<u>5,215,510</u>	<u>6,250,221</u>	<u>7,126,826</u>
<b>Net Operating Result</b>	<u>(4,082)</u>	<u>358,709</u>	<u>1,299,121</u>	<u>2,526,180</u>	<u>3,395,003</u>

**7.2 Financial Position**

	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025
<b>Assets</b>				
<b>Current Assets</b>				
Cash and Cash Equivalents	\$ 40,004,015	\$ 51,168,440	\$ 41,446,220	\$ 43,612,379
Receivables	\$ 4,755,876	\$ 4,861,515	\$ 5,067,035	\$ 5,377,408
Inventories	\$ 764,632	\$ 756,986	\$ 749,416	\$ 741,922
<b>Total Current Assets</b>	<b>\$ 45,524,523</b>	<b>\$ 56,786,942</b>	<b>\$ 47,262,671</b>	<b>\$ 49,731,709</b>
<b>Non-Current Assets</b>				
Receivables - Non-Current	\$ 910,507	\$ 708,848	\$ 512,314	\$ 315,780
Infrastructure, Property, Plant and Equipment	\$ 906,732,876	\$ 905,591,292	\$ 913,269,458	\$ 910,725,852
Right of Use Assets	\$ 983,358	\$ 947,319	\$ 911,280	\$ 877,104
Intangible Assets	\$ 7,853,843	\$ 7,815,222	\$ 7,783,790	\$ 7,357,984
<b>Total Non-Current Assets</b>	<b>\$ 916,480,584</b>	<b>\$ 915,062,681</b>	<b>\$ 922,476,842</b>	<b>\$ 919,276,720</b>
<b>Total Assets</b>	<b>\$ 962,005,107</b>	<b>\$ 971,849,623</b>	<b>\$ 969,739,513</b>	<b>\$ 969,008,429</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Payables	\$ 6,155,577	\$ 5,838,523	\$ 5,869,946	\$ 5,921,470
Borrowings	\$ 3,383,849	\$ 3,960,845	\$ 4,117,466	\$ 3,931,759
Provisions	\$ 3,867,021	\$ 3,710,395	\$ 3,627,923	\$ 3,746,422
Unearned Revenue	\$ 2,433,625	\$ 2,500,091	\$ 2,568,887	\$ 2,640,239
<b>Total Current Liabilities</b>	<b>\$ 15,840,072</b>	<b>\$ 16,009,853</b>	<b>\$ 16,184,222</b>	<b>\$ 16,239,890</b>
<b>Non-Current Liabilities</b>				
Payables - Non-Current	\$ 992,145	\$ 965,675	\$ 940,464	\$ 914,574
Borrowings - Non-Current	\$ 32,250,143	\$ 40,089,299	\$ 35,971,832	\$ 32,040,073
Provisions - Non-Current	\$ 13,801,984	\$ 14,045,745	\$ 14,406,235	\$ 14,602,183
Unearned Revenue	\$ 708,809	\$ 509,506	\$ 310,203	\$ 111,674
<b>Total Non-Current Liabilities</b>	<b>\$ 47,753,081</b>	<b>\$ 55,610,224</b>	<b>\$ 51,628,734</b>	<b>\$ 47,668,504</b>
<b>Total Liabilities</b>	<b>\$ 63,593,153</b>	<b>\$ 71,620,078</b>	<b>\$ 67,812,957</b>	<b>\$ 63,908,394</b>
<b>Net Assets</b>	<b>\$ 898,411,954</b>	<b>\$ 900,229,545</b>	<b>\$ 901,926,556</b>	<b>\$ 905,100,035</b>
<b>Equity</b>				
Retained Earnings	\$ 449,131,364	\$ 450,948,955	\$ 452,645,966	\$ 455,819,445
Revaluation Reserve	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590
<b>Total Equity</b>	<b>\$ 898,411,954</b>	<b>\$ 900,229,545</b>	<b>\$ 901,926,556</b>	<b>\$ 905,100,035</b>

	Year 5 2025/2026	Year 7 2026/2027	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
<b>Assets</b>					
<b>Current Assets</b>					
Cash and Cash Equivalents	\$ 64,209,625	\$ 55,944,282	\$ 64,206,396	\$ 62,431,194	\$ 71,788,331
Receivables	\$ 5,744,521	\$ 6,225,462	\$ 6,821,123	\$ 7,541,815	\$ 8,392,626
Inventories	\$ 734,503	\$ 727,158	\$ 719,886	\$ 712,687	\$ 705,560
<b>Total Current Assets</b>	<b>\$ 70,688,649</b>	<b>\$ 62,896,902</b>	<b>\$ 71,747,405</b>	<b>\$ 70,685,695</b>	<b>\$ 80,886,516</b>
<b>Non-Current Assets</b>					
Receivables - Non-Current	\$ 8,352	\$ -	\$ -	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 905,586,540	\$ 913,597,564	\$ 806,115,524	\$ 909,599,223	\$ 802,545,896
Right of Use Assets	\$ 842,926	\$ 808,752	\$ 774,639	\$ 740,646	\$ 706,593
Intangible Assets	\$ 6,927,920	\$ 6,493,555	\$ 6,054,846	\$ 5,611,750	\$ 5,164,223
<b>Total Non-Current Assets</b>	<b>\$ 913,345,740</b>	<b>\$ 920,899,871</b>	<b>\$ 912,945,069</b>	<b>\$ 915,951,619</b>	<b>\$ 808,416,712</b>
<b>Total Assets</b>	<b>\$ 984,034,389</b>	<b>\$ 983,796,773</b>	<b>\$ 984,692,474</b>	<b>\$ 986,637,314</b>	<b>\$ 989,303,228</b>
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Payables	\$ 5,956,665	\$ 6,006,459	\$ 6,059,811	\$ 6,097,549	\$ 6,149,836
Borrowings	\$ 4,786,413	\$ 4,448,647	\$ 4,602,188	\$ 4,663,607	\$ 4,814,969
Provisions	\$ 3,788,002	\$ 3,757,888	\$ 3,864,799	\$ 3,938,367	\$ 5,152,002
Unearned Revenue	\$ 2,705,793	\$ 2,893,380	\$ 2,673,734	\$ 2,744,877	\$ 2,830,100
<b>Total Current Liabilities</b>	<b>\$ 17,244,873</b>	<b>\$ 17,106,174</b>	<b>\$ 17,200,532</b>	<b>\$ 17,434,300</b>	<b>\$ 18,946,907</b>
<b>Non-Current Liabilities</b>					
Payables - Non-Current	\$ 887,988	\$ 880,818	\$ 832,915	\$ 804,260	\$ 774,832
Borrowings - Non-Current	\$ 42,243,680	\$ 37,795,013	\$ 33,192,825	\$ 28,539,318	\$ 23,724,350
Provisions - Non-Current	\$ 14,860,448	\$ 15,169,774	\$ 15,385,698	\$ 15,528,711	\$ 14,399,589
Unearned Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Non-Current Liabilities</b>	<b>\$ 57,992,096</b>	<b>\$ 53,825,605</b>	<b>\$ 49,411,438</b>	<b>\$ 44,872,289</b>	<b>\$ 38,898,770</b>
<b>Total Liabilities</b>	<b>\$ 75,236,969</b>	<b>\$ 70,931,779</b>	<b>\$ 66,611,970</b>	<b>\$ 62,306,589</b>	<b>\$ 57,845,677</b>
<b>Net Assets</b>	<b>\$ 908,797,420</b>	<b>\$ 912,864,994</b>	<b>\$ 918,080,504</b>	<b>\$ 924,330,725</b>	<b>\$ 931,457,551</b>
<b>Equity</b>					
Retained Earnings	\$ 459,516,830	\$ 483,584,404	\$ 468,799,914	\$ 475,050,135	\$ 482,178,961
Revaluation Reserve	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590
<b>Total Equity</b>	<b>\$ 908,797,420</b>	<b>\$ 912,864,994</b>	<b>\$ 918,080,504</b>	<b>\$ 924,330,725</b>	<b>\$ 931,457,551</b>

**7.3 Cash Flow**

	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025
<b>Cash Flows from Operating Activities</b>				
<i>Receipts:</i>				
Receipts from Customers	\$ 72,102,040	\$ 73,389,291	\$ 75,321,258	\$ 77,294,725
Interest Received	\$ 1,045,463	\$ 1,061,745	\$ 1,078,288	\$ 1,095,197
Rental Income	\$ 295,703	\$ 276,405	\$ 281,612	\$ 286,917
Non-Capital Grants and Contributions	\$ 7,929,017	\$ 8,010,214	\$ 8,092,300	\$ 8,175,285
<i>Payments:</i>				
Payment to Suppliers	-\$ 59,401,147	-\$ 61,389,327	-\$ 62,410,440	-\$ 63,082,793
Borrowing Costs	-\$ 1,621,793	-\$ 1,530,744	-\$ 1,493,107	-\$ 1,338,399
<b>Net Cash Provided (or Used) in Operating Activities</b>	<b>\$ 20,349,283</b>	<b>\$ 19,817,584</b>	<b>\$ 20,869,911</b>	<b>\$ 22,430,931</b>
<b>Cash Flows from Investing Activities</b>				
<i>Receipts:</i>				
Proceeds from Sale of PPE	\$ 406,800	\$ 413,716	\$ 420,749	\$ 427,902
Grants, Subsidies, Contributions and Donations	\$ 10,766,291	\$ 3,555,221	\$ 3,266,291	\$ 3,466,291
<i>Payments:</i>				
Payments for PPE	-\$ 36,621,232	-\$ 21,038,248	-\$ 30,318,326	-\$ 20,041,499
<b>Net Cash Provided (or Used) in Investing Activities</b>	<b>-\$ 25,448,141</b>	<b>-\$ 17,069,311</b>	<b>-\$ 26,631,286</b>	<b>-\$ 16,147,306</b>
<b>Cash Flows from Financing Activities</b>				
<i>Receipts:</i>				
Proceeds from Borrowings	\$ 5,000,000	\$ 11,800,000	\$ -	\$ -
<i>Payments:</i>				
Repayments of Borrowings	-\$ 3,013,874	-\$ 3,383,849	-\$ 3,960,845	-\$ 4,117,466
<b>Net Cash Provided (or Used) in Financing Activities</b>	<b>\$ 1,986,126</b>	<b>\$ 8,416,151</b>	<b>-\$ 3,960,845</b>	<b>-\$ 4,117,466</b>
<b>Net Increase/(Decrease) in Cash and Cash Equivalent</b>	<b>-\$ 3,112,732</b>	<b>\$ 11,164,425</b>	<b>-\$ 9,722,220</b>	<b>\$ 2,166,159</b>
<b>Cash and Cash Equivalents at Beginning of Period</b>	<b>\$ 43,116,747</b>	<b>\$ 40,004,015</b>	<b>\$ 51,168,440</b>	<b>\$ 41,446,220</b>
<b>Cash and Cash Equivalents at End of Period</b>	<b>\$ 40,004,015</b>	<b>\$ 51,168,440</b>	<b>\$ 41,446,220</b>	<b>\$ 43,612,379</b>

	Year 6 2025/2026	Year 7 2026/2027	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
<b>Cash Flows from Operating Activities</b>					
<i>Receipts:</i>					
Receipts from Customers	\$ 79,384,369	\$ 81,457,738	\$ 83,226,088	\$ 85,792,924	\$ 88,179,201
Interest Received	\$ 1,112,377	\$ 1,129,833	\$ 1,147,570	\$ 1,165,590	\$ 1,183,900
Rental Income	\$ 292,324	\$ 297,832	\$ 303,447	\$ 309,168	\$ 315,000
Non-Capital Grants and Contributions	\$ 8,259,178	\$ 8,343,991	\$ 8,429,734	\$ 8,516,419	\$ 8,604,056
<i>Payments:</i>					
Payment to Suppliers	-\$ 64,290,084	-\$ 65,676,967	-\$ 66,931,439	-\$ 68,050,592	-\$ 69,636,743
Borrowing Costs	-\$ 1,176,528	-\$ 1,145,083	-\$ 977,105	-\$ 825,612	-\$ 667,356
<b>Net Cash Provided (or Used) in Operating Activities</b>	<b>\$ 23,581,635</b>	<b>\$ 24,407,344</b>	<b>\$ 25,198,296</b>	<b>\$ 26,907,896</b>	<b>\$ 27,978,058</b>
<b>Cash Flows from Investing Activities</b>					
<i>Receipts:</i>					
Proceeds from Sale of PPE	\$ 435,176	\$ 442,574	\$ 450,098	\$ 457,750	\$ 465,532
Grants, Subsidies, Contributions and Donations	\$ 3,266,291	\$ 3,266,291	\$ 3,466,291	\$ 3,266,291	\$ 3,266,291
<i>Payments:</i>					
Payments for PPE	-\$ 17,754,098	-\$ 31,585,139	-\$ 16,403,923	-\$ 27,804,951	-\$ 17,899,237
<b>Net Cash Provided (or Used) in Investing Activities</b>	<b>-\$ 14,052,631</b>	<b>\$ 27,876,274</b>	<b>\$ 12,487,534</b>	<b>-\$ 24,080,910</b>	<b>-\$ 13,967,414</b>
<b>Cash Flows from Financing Activities</b>					
<i>Receipts:</i>					
Proceeds from Borrowings	\$ 15,000,000	\$ -	\$ -	\$ -	\$ -
<i>Payments:</i>					
Repayments of Borrowings	-\$ 3,931,759	-\$ 4,796,413	-\$ 4,448,647	-\$ 4,602,188	-\$ 4,653,507
<b>Net Cash Provided (or Used) in Financing Activities</b>	<b>\$ 11,068,241</b>	<b>-\$ 4,796,413</b>	<b>-\$ 4,448,647</b>	<b>-\$ 4,602,188</b>	<b>-\$ 4,653,507</b>
<b>Net Increase/(Decrease) in Cash and Cash Equivalents</b>	<b>\$ 20,597,246</b>	<b>-\$ 8,265,343</b>	<b>\$ 8,262,115</b>	<b>-\$ 1,775,202</b>	<b>\$ 9,357,137</b>
<b>Cash and Cash Equivalents at Beginning of Period</b>	<b>\$ 43,612,379</b>	<b>\$ 64,209,625</b>	<b>\$ 55,944,282</b>	<b>\$ 64,206,396</b>	<b>\$ 62,431,194</b>
<b>Cash and Cash Equivalents at End of Period</b>	<b>\$ 64,209,625</b>	<b>\$ 55,944,282</b>	<b>\$ 64,206,396</b>	<b>\$ 62,431,194</b>	<b>\$ 71,788,331</b>



**7.4 Changes in Equity**

	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025	
<b>Asset Revaluation Surplus</b>					
Opening Balance	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	
<b>Closing Balance</b>	<b>\$ 449,280,590</b>	<b>\$ 449,280,590</b>	<b>\$ 449,280,590</b>	<b>\$ 449,280,590</b>	
<b>Retained Surplus</b>					
Opening Balance	\$ 440,762,572	\$ 449,131,364	\$ 450,948,955	\$ 452,645,966	
Net Result	\$ 8,368,792	\$ 1,817,592	\$ 1,697,011	\$ 3,173,479	
<b>Closing Balance</b>	<b>\$ 449,131,364</b>	<b>\$ 450,948,955</b>	<b>\$ 452,645,966</b>	<b>\$ 455,819,445</b>	
<b>Total Community Equity</b>	<b>\$ 898,411,954</b>	<b>\$ 900,229,545</b>	<b>\$ 901,926,556</b>	<b>\$ 905,100,035</b>	
	Year 6 2025/2026	Year 7 2026/2027	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
<b>Asset Revaluation Surplus</b>					
Opening Balance	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Closing Balance</b>	<b>\$ 449,280,590</b>	<b>\$ 449,280,590</b>	<b>\$ 449,280,590</b>	<b>\$ 449,280,590</b>	<b>\$ 449,280,590</b>
<b>Retained Surplus</b>					
Opening Balance	\$ 455,819,445	\$ 459,516,830	\$ 463,584,404	\$ 468,799,914	\$ 475,050,135
Net Result	\$ 3,697,385	\$ 4,067,574	\$ 5,215,510	\$ 6,250,221	\$ 7,126,826
<b>Closing Balance</b>	<b>\$ 459,516,830</b>	<b>\$ 463,584,404</b>	<b>\$ 468,799,914</b>	<b>\$ 475,050,135</b>	<b>\$ 482,176,961</b>
<b>Total Community Equity</b>	<b>\$ 908,797,420</b>	<b>\$ 912,864,994</b>	<b>\$ 918,080,504</b>	<b>\$ 924,330,725</b>	<b>\$ 931,457,551</b>

**8.0 Investments**

Council had \$45.512m held in bank accounts at 31 October 2020. Out of this balance 91% was held with QTC with an end of month interest rate of 0.96% and the remaining 9% was with Commonwealth Bank with an interest rate of 0.75%. With low interest rates causing the term deposit market to be uncompetitive, Council has not invested any funds in term deposits with other institutions at this time.

Institution	Rating	Rate at 30/06/2020	Current Rate
QTC	A1+	0.86%	0.96%
CBA General Account (new)	A1+	0.75%	0.75%
CBA General Account	A1+	0.75%	0.75%

**Investment Portfolio Report**  
As at 31 October 2020

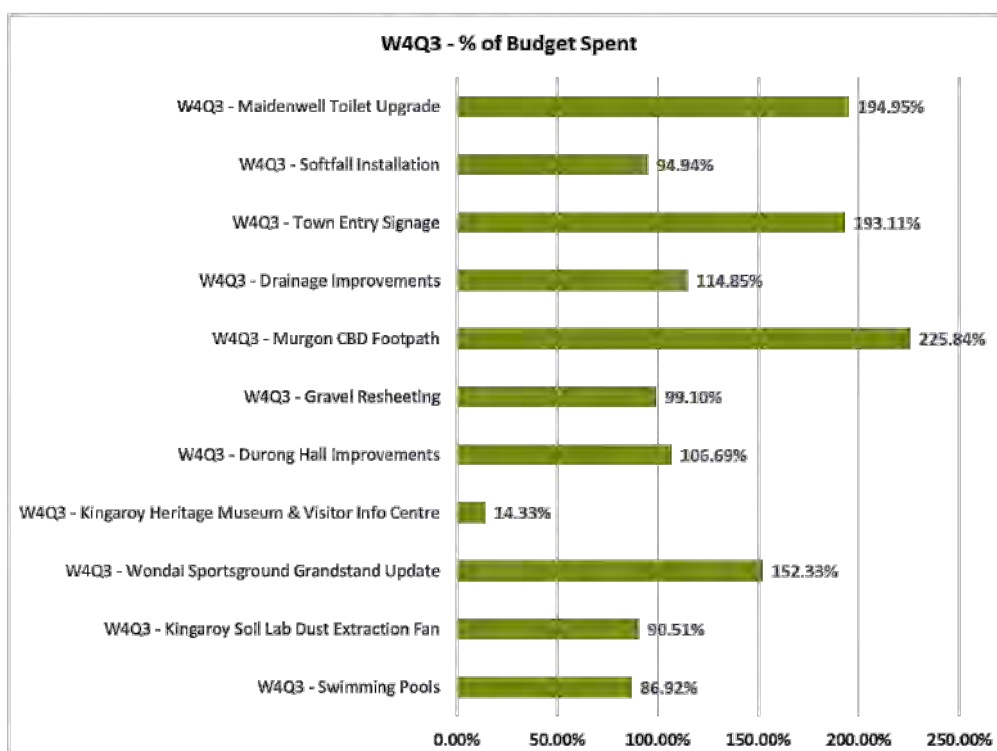
Financial Institution	Opening Investment Balance 1 July 2020	Interest Rate	Deposits	Redemptions	Balance	Interest Income	Admin Charge	Net Interest Income	Ending Investment Balance 31 October 2020	% to Portfolio	Short Term Rating	Individual Counter - Party Limit	Maximum Funds Limit
Queensland Treasury Corporation	41,289,201	0.96%	4,000,000	4,000,000	41,289,201	106,927	19,568	87,359	41,376,560	0.91	A1+	100%	No Limit
Commonwealth Bank Australia General Operating Account	6,211,212	0.75%	56,308,548	58,398,482	4,121,278	14,473		14,473	4,135,751	0.09	A1+	25% to 35%	\$20M
<b>Total</b>	<b>47,500,413</b>		<b>60,308,548</b>	<b>62,398,482</b>	<b>45,410,479</b>	<b>121,399</b>	<b>19,568</b>	<b>101,832</b>	<b>45,512,311</b>				

## 9.0 Works for Queensland

### 9.1 Works for Queensland Round 3

The Works for Queensland total budget is \$4.5m. To-date, \$5.2m of actuals has been spent with a further committed cost of \$152k identified. As at the end of October 2020, \$4.374m was eligible expenditure under the grant with the remaining \$826k funded by Council.

Project Code	Project Description	Project Budget	15/20 Project Actual Costs	July 2020	August 2020	September 2020	October 2020	Commitments	Project Life to Date	Eligible Expenditure	Funded by Council
100665	W4Q3 - Swimming Pools	285,000.00	237,451.62	714.20	472.38	3,050.56	-	686.55	247,729.66	247,729.66	-
100666	W4Q3 - Kingaroy Soil Lab Dust Extraction Fan	60,000.00	58,881.40	-	-	-	-	0.00	58,881.40	58,881.40	-
100667	W4Q3 - Wondal Sportsground Grandstand Update	70,000.00	106,651.29	-	-	-	-	0.00	106,651.29	70,000.00	36,651.29
100668	W4Q3 - Kingaroy Heritage Museum & Visitor Info Centre	30,000.00	3,282.73	-	-	1,608.07	1,666.60	3,366.82	7,167.40	7,167.40	-
100669	W4Q3 - Durong Hall Improvements	15,000.00	16,003.76	-	-	-	-	0.00	16,003.76	15,000.00	1,003.76
100670	W4Q3 - Gravel Resheeting	1,720,000.00	2,623,345.63	104,375.39	663.70	57.36	-	0.00	1,723,308.52	1,723,308.52	-
100671	W4Q3 - Murgon CBD Footpath	200,000.00	668,047.93	51,687.35	51,408.34	146,589.29	8,448.00	412,234.54	1,123,191.82	500,000.00	623,191.82
100672	W4Q3 - Drainage Improvements	330,000.00	397,323.61	4,088.35	-	-	-	0.00	401,964.97	330,000.00	71,964.97
100673	W4Q3 - Town Entry Signage	300,000.00	193,435.71	-	-	-	-	0.00	193,435.71	300,000.00	106,564.29
100674	W4Q3 - Softfall Installation	300,000.00	284,827.51	-	-	-	-	0.00	284,827.51	284,827.51	-
100675	W4Q3 - Maidenwell Toilet Upgrade	15,000.00	29,342.69	-	-	-	-	0.00	29,342.69	15,000.00	14,342.69
		4,500,000.00	4,821,629.90	158,286.25	53,544.57	157,306.25	8,715.60	152,789.91	5,198,996.53	4,374,238.29	824,758.24



**9.2 Works for Queensland Round 4 – COVID**

The Works for Queensland round 4 total budget is \$3.31m. To-date, \$237.4k of actuals has been spent with a further committed cost of \$405k identified. This round has only just started with only 5 projects with actual costs to date.

**W4Q4 COVID- Capital Grant Projects Report**

Project Code	Project Description	Project Budget	July 2020	August 2020	September 2020	October 2020	Commitments	Project Life to Date Actual
<b>100712</b>								
00992	W4Q-Wondal Airport Lighting Upgrade	50,000.00	-	-	-	-	-	-
	<b>Sub Total</b>	<b>50,000.00</b>						
<b>100713</b>								
00993	W4Q-Kingaroy-Footcut & Carpark CCTV	150,000.00	-	-	-	-	-	-
00994	W4Q-Nanango-Cultural Centre Aircon	160,000.00	-	1,035.48	2,431.10	8,898.16	37,051.74	12,324.74
00995	W4Q-Regional-Roof Replacements	220,000.00	-	-	7,340.50	10,322.34	120,528.16	17,682.84
00996	W4Q-Regional-Repainting	230,000.00	-	-	-	-	-	12,011.82
00997	W4Q-Regional-Replace Flooring	150,000.00	-	-	-	-	-	40,155.45
00998	W4Q-Regional-Security System	175,000.00	-	4,252.50	-	-	-	4,252.50
00999	W4Q-Murgon-Squash Courts	140,000.00	-	-	1,882.00	4,755.24	36,467.75	6,637.24
00600	W4Q-Wondal-Showground Grandstand	175,000.00	-	-	592.00	4,630.24	42,602.75	5,402.24
00601	W4Q - Duroig - Public Amenities - Bore	30,000.00	-	-	-	-	-	-
00602	W4Q - Kingaroy - Youth Public Amenities	30,000.00	-	-	-	-	-	-
00603	W4Q-Kingaroy-Glenon St Amenities	25,000.00	-	-	159.41	-	-	159.41
	<b>Sub Total</b>	<b>1,555,000.00</b>		<b>5,287.98</b>	<b>12,565.01</b>	<b>28,765.88</b>	<b>289,217.70</b>	<b>46,458.37</b>
<b>100714</b>								
00999	W4Q - Kingaroy - Vegie Planting	250,000.00	-	-	-	-	16,250.00	-
00980	W4Q - Murgon - QE2 Park Tree Replacement	75,000.00	-	-	-	-	1,990.91	-
00981	W4Q - Regional Parks Park Furniture	150,000.00	-	-	-	936.20	2,475.18	936.20
00982	W4Q - Kingaroy & Benartha Lions Park Signage	20,000.00	-	-	-	-	-	-
00983	W4Q - Regional Tourism - Statues	200,000.00	-	-	-	-	3,280.00	-
	<b>Sub Total</b>	<b>655,000.00</b>				<b>4,256.20</b>	<b>20,715.09</b>	<b>4,256.20</b>
<b>100715</b>								
00990	W4Q-Boonooma-Homeside Water	20,000.00	18,181.82	1,818.18	-	-	-	20,000.00
00993	W4Q-Proston-Dump Point	15,000.00	-	-	-	-	-	-
00994	W4Q-Wondal-Coronation Park	100,000.00	-	-	-	-	-	-
00995	W4Q-Boonooma Dam-Bunhouse Relocation	215,000.00	-	-	8,563.00	89,654.75	18,698.92	98,217.75
00996	W4Q - Dams - Boonooma - Tennis Courts	20,000.00	-	-	467.27	1,199.31	4,569.10	1,665.58
00997	W4Q-Wondal-Heritage Museum Footpath	10,000.00	-	-	-	4,138.00	-	4,138.00
00998	W4Q - Yalakool Dam - Boat Ramp Repairs	75,000.00	-	-	-	-	-	-
00984	W4Q - Dams - Yalakool - Tennis Courts	20,000.00	-	-	-	476.62	-	476.62
	<b>Sub Total</b>	<b>475,000.00</b>	<b>18,181.82</b>	<b>1,818.18</b>	<b>9,030.27</b>	<b>95,488.48</b>	<b>25,568.02</b>	<b>124,516.36</b>
<b>100716</b>								
00985	W4Q - Nanango-Pioneer Park Playground	120,000.00	-	-	953.24	476.62	-	1,429.86
00986	W4Q - Ingo Butter Factory Park Playground	30,000.00	-	-	1,092.95	-	71,316.25	1,092.95
00987	W4Q - Kingaroy - Memorial Park Sportral	40,000.00	-	-	-	476.62	-	476.62
00988	W4Q - Kingaroy-Apex Park Park Furniture	25,000.00	-	-	-	479.38	-	479.38
00989	W4Q - Wondal-Skate Park Upgrade	50,000.00	-	-	-	953.24	-	953.24
00990	W4Q - Nanango-Reg McCallum Park Playground	100,000.00	-	-	-	-	-	-
00991	W4Q - Nanango-Scott Street Carpark Shade	70,000.00	-	-	-	54,590.91	-	54,590.91
00992	W4Q-Proston-Playground Shades All Replace	30,000.00	-	174.76	2,576.36	476.62	-	3,227.74
	<b>Sub Total</b>	<b>505,000.00</b>		<b>174.76</b>	<b>4,622.16</b>	<b>57,425.89</b>	<b>71,516.25</b>	<b>62,220.51</b>
	<b>Grand Total</b>	<b>5,510,000.00</b>	<b>18,181.82</b>	<b>7,280.32</b>	<b>26,017.44</b>	<b>165,354.46</b>	<b>404,621.06</b>	<b>257,414.64</b>



**9.12 QUEENSLAND AUDIT OFFICE - FINAL MANAGEMENT REPORT FOR SOUTH BURNETT REGIONAL COUNCIL**

**File Number:** 25-Nov-2020  
**Author:** Manager Finance  
**Authoriser:** Chief Executive Officer

**PRECIS**

Final Management Report for South Burnett Regional Council for the 2019/2020 financial year.

**SUMMARY**

Queensland Audit Office have completed the 2020 Financial Audit for South Burnett Regional Council. The Auditor-General issued an unmodified audit opinion on the financial statements.

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**OFFICER'S RECOMMENDATION**

"That subject to Section 213 of the *Local Government Regulation 2012* the Auditor-General has presented to the Mayor of the South Burnett a copy of the Auditor-General's observation report about an audit of the South Burnett's financial statements that includes observations and suggestions made about issues arising out of the audit for adoption."

Further, that Council adopt the Final Management Report as presented.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Financial and Resource Implications are as per report presented.

**LINK TO CORPORATE/OPERATIONAL PLAN**

EXC1.1 –Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices.

**COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

Internal Relevant Departments. External – KPMG Auditors, QAO

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

Statutory. Section 54 of the *Auditor-General Act 2009* and Section 213 *Local Government Regulations 2012*

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

Internal Audit Policy 2016

**ASSET MANAGEMENT IMPLICATIONS**

Nil

**REPORT**

KPMG, the external auditors appointed for the 2019/2020 financial year have completed the financial audit for South Burnett Regional Council. The Auditor-General issued an unmodified audit opinion on the financial statements. No significant issues have been identified since the presentation of KPMG's closing report.

Issues and other matters formally reported to management including management's response on actions taken to resolve these matters are included in Appendix A of the attached report. A summary of these matters is provided below.

<b>Year</b>	<b>Rating</b>	<b>Matter</b>
Current	Internal Control - Deficiency	20FR-1 Regular review of contractual arrangements and retrospective review of potential historical underpayments
Current	Other Matters	20OM-1 Audit Advisory Committee Role
Prior Year	Internal Control - Significant Deficiency	19FR-1 User access rights and delegation limits
Prior Year	Financial Reporting – Medium	19IR-2 Tracking of Grant Revenue

The final audit fee for the 2019/2020 financial year is \$150,000 exclusive of GST and is in line with the estimated fee given in the external audit plan.

## **ATTACHMENTS**

- 1. Final Management Report 2019/2020** [↓](#) 





Your ref:  
Our ref: 42215444\_2

## SENSITIVE

20 October 2020

Mayor Brett Otto  
SOUTH BURNETT REGIONAL COUNCIL  
45 Glendon Street  
KINGAROOY QLD 4610

Dear Mayor Otto

### **Final Management Report for South Burnett Regional Council**

We have completed our 2020 financial audit for South Burnett Regional Council. The Auditor-General issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to update you on any matters that have arisen since we presented our closing report to the Corporate Risk and Audit Advisory Committee on 29 September 2020.

### **Reporting on issues identified after the closing report**

I can confirm that we have not identified significant issues since the presentation of our closing report. Issues and other matters formally reported to management and an update on actions taken by management to resolve these issues is included as Appendix A to this letter.

### **Report to parliament**

Each year we report the results of all financial audits and significant issues to Parliament.

This year we intend to include the results of our audit of South Burnett Regional Council in our report to Parliament on the results of the Local Government sector. In this report we will comment on the results of our audit of your financial report, any significant internal control issues we identified, and the overall results of the sector, including, major transactions and events. We will discuss the proposed content of our report with your General Manager of Finance and will continue to consult as we draft our report. Formally, you will have an opportunity to comment on our report and for these comments to be included in the final report.

### **Audit fee**

The final audit fee for this year is \$150,000 exclusive of GST (2019: \$150,000). This fee is in line with the estimated fee in our external audit plan.

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Queensland Audit Office  
Level 13, 53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

Phone 07 3149 6000  
Email [qao@qao.qld.gov.au](mailto:qao@qao.qld.gov.au)  
Web [www.qao.qld.gov.au](http://www.qao.qld.gov.au)  
 Queensland Audit Office (QAO)

**Financial reporting maturity level**

QAO are in the process of finalising a new financial statement preparation reporting tool, called the financial reporting maturity model. This model allows for scalable assessment of financial reporting preparation processes which aims to better reflect the differences in size and maturity of public sector entities. For future years, we are planning to move to assessing the process according to the new maturity model. In the interim we will commence working with management to understand their expected / desired positioning of maturity.

We would like to thank you and your staff for their engagement in the audit this year and look forward to working with your team again next year.

If you have any questions about this letter or would like to discuss any matters regarding our audit service, please contact me on 07 3233 3108 or Lachlan Malcolm on 07 3434 9196.

Yours sincerely



Jillian Richards  
Partner  
KPMG

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## Appendix A1—Internal control issues

### Significant deficiencies, deficiencies and other matters

The following table details control deficiencies and other matters identified since our last report dated 9 July 2020. It includes a response from management.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.



### Deficiencies

#### 20FR-1 Regular review of contractual arrangements and retrospective review of potential historical underpayments

##### Control activities

During the year end audit visit it was identified that Council have established processes to review changes to contractual agreements with employees to ensure that they are in line with the South Burnett certified agreements and Queensland Local Government Awards (Stream A, B and C). Better practice would involve a program to document more formally the review of the accuracy of pay rates and allowances against the certified agreements and awards during the year as well as when changes occur. Maintaining a record of any pay discrepancies or complaints should also be considered to assist in identifying any systemic matters that may require further investigation.

##### Implication

Given the complexity of certified agreements and awards, a documented program of reviews including the register of pay rates and allowances would assist in strengthening the control environment and minimise the risk of payroll discrepancies.

##### QAO recommendation

We recommend management consider:

- formalising the reviews and checks that are currently performed, including when rates are changed. This may include the use of checklists and maintaining supporting documentation used in the review;
- maintaining a register of current wage rates and allowances referenced to the latest underlying certified agreement and award; and
- maintaining a register of pay discrepancies and complaints.

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## Appendix A1—Internal control issues cont'd



### Deficiencies (cont'd)

#### Management response

These recommendations are in the process of being implemented with the formalising of reviews and checks already in operation. Management are in the process of also confirming what audit functionality exists within the Technology One in relation to payroll Masterfile changes that may assist in the identification of items that require further review on a regular basis.

The maintenance of a register of current wage rates and allowances is scheduled to be actioned by December 2020. It is proposed that a six-monthly review of the rates stored within Technology One will be reconciled to the certified agreement and Queensland Government Awards.

A register of pay discrepancies and complaints will be actioned by December 2020.

**Responsible officer:** Financial Accountant

**Status:** In progress

**Action date:** 31 December 2020



### Other matters

#### 200M-1 Audit Advisory Committee Role

##### Monitoring

The Corporate Risk and Audit Advisory Committee's role is to assist Council in obtaining assurance that internal control and risk management functions are operating effectively and reliably. Currently, the committee is chaired by the Mayor.

It is better practice for the chair of the committee to be an independent member with appropriate skills and experience. This allows them to:

- provide advice and assurance to the council from an objective and independent perspective; and
- address issues without preconceived ideas or bias and assist in encouraging objective debate on issues
- provide an insight into best practice procedures adopted in other entities.

Queensland Treasury's Audit Committee Guidelines: Improving Accountability and Performance and the ASX's Corporate Governance Principles and Recommendations also recommend an independent chair.

##### QAO recommendation

We recommend that South Burnett Regional Council consider the composition of the members of the Committee including the appointment of an independent chair.

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## Appendix A1—Internal control issues cont'd

### Other matters (cont'd)

#### Management response

Council and the Senior Management Team view corporate risk management and the internal audit function as 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 corporate risks.

During 2019/2020, with the consent of the Audit Advisory Committee, an internal review was undertaken of Council's corporate risk and internal audit functions/frameworks. As a result of the review, corporate risk and internal audit functions were formally aligned under the Corporate Risk and Internal Audit Framework. This framework also brings in the Fraud & Corruption Prevention Management function supported by a suite of policies and a four (4) layer committee structure being:

- Council
- Corporate Risk and Audit Advisory Committee
- Corporate Risk and Audit Steering Group
- Corporate Risk and Audit Working Group

In the review process Council considered 'like' Council's policies and best practice. In doing so Council has moved to increase the voting membership to five (5) members = two (2) Councillors and three (3) Independent members.

Council has supported, through policy review, the retention of the Mayor as the Chair of the Advisory Committee now called the Corporate Risk and Audit Advisory Committee.

Council made this decision in consideration of the following:

- Council pays Independent members a sitting fee of \$400 per meeting. The budget negotiations for 2020/2021 required a tripling of the current allocation for the independent members as Council moved from one (1) to three (3) independent members. To have an independent member of the Committee as a Chair – an additional increase in budget would be required i.e. an increase in the sitting fee and further resourcing from the Branch to support a Chair function external to Council. It was determined to increase the budget to allow for the increase in independent members.
- The Committee now has a majority of independent members which will allow for the three (3) points outlined in the issue above to be appropriately met within their roles as voting members. Further Council has the 'Conduct of Council and Committee Meeting Policy' which sets out the standing orders for Advisory Committees – supporting good governance practices for committees and allowing a flat structure to work effectively in making recommendations to Council regardless of who is the nominated Chair.
- In the policy review schedule of every two (2) years Council will consider 'like' Council approaches and best practice so there would be future opportunity once the new structure has been bedded down and operational to consider the allocation of the Chair. Budget consideration would need to be factored in also at this time.

**Responsible Officer:** Manager Social and Corporate Performance

**Status:** In progress

**Action Date:** October 2020

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## Appendix A2—Matters previously reported 🏠


### Status



The following table summarises all control deficiencies, financial reporting issues and other matters that have previously been raised but are not yet resolved. The listing includes issues from our reports this year and those issues raised in prior years.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.

#### Internal control issues

#### Financial reporting issues

					
Significant deficiency	Deficiency	Other matters	High	Medium	Low

Reference	Rating	Issue	Status / Comment Action Date
<b>Internal control issues</b>			
19FR-1 Control Activities		<p><b>User access rights and delegation limits</b> In prior period a number of employees were identified as having inappropriate user access rights and delegation limits configured in TechnologyOne.</p> <p>Whilst delegation limits appear to have been rectified as at 30 June 2020, User access rights continues to represent an issue with some user profiles remaining open despite contractors/ employees no longer working with the Council.</p>	<p><b>Not yet resolved</b> Our procedures identified that council does not yet maintain a robust process and control to ensure user access rights are checked and investigated in a timely manner.</p> <p><b>Management response:</b> Project identified will be addressed as part of the T1 SaaS transition. The project is scheduled to be completed as of June 2021.</p> <p><b>Responsible Officer:</b> Manager Information, Communication and Technology</p> <p><b>Target action date:</b> 30 June 2021</p>
<b>Financial reporting issues</b>			
19IR-2		<p><b>Tracking of Grant Revenue</b> No formal process around the recording of grants in Grant One</p>	<p><b>Work in progress</b> <b>Management response:</b> Issue identified and key stakeholders from business systems and finance have scheduled meeting to discuss the issue and provide a solution. Intentions to resolve within 6mths. Additionally, this was identified through an external business process mapping review exercise.</p> <p><b>Responsible Officer:</b> Manager Information, Communication and Technology</p> <p><b>Target Action Date:</b> October 2020</p>

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## Appendix B—Our rating definitions 🏠

### Internal rating definitions

	Definition	Prioritisation of remedial action
<b>Significant deficiency</b> 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> <li>• the risk of material misstatement in the financial statements</li> <li>• the risk to reputation</li> <li>• the significance of non-compliance with policies and applicable laws and regulations</li> <li>• the potential to cause financial loss including fraud, or</li> <li>• where management has not taken appropriate timely action to resolve the deficiency.</li> </ul>	<p>This requires immediate management action to resolve.</p>
<b>Deficiency</b> 	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	<p>We expect management action will be taken in a timely manner to resolve deficiencies.</p>
<b>Other matter</b> 	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	<p>Our recommendation may be implemented at management's discretion.</p>

### Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
<b>High</b> 	<p>We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.</p>	<p>This requires immediate management action to resolve.</p>
<b>Medium</b> 	<p>We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We expect management action will be taken in a timely manner.</p>
<b>Low</b> 	<p>We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.</p>

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**9.13 RATE EXEMPTIONS AND REMISSIONS - ADDITIONS TO APPROVED LIST - ASSESSMENT NUMBER: 20756-00000-000**

**File Number:** 25-Nov-2020  
**Author:** Revenue Team Leader  
**Authoriser:** Chief Executive Officer

**PRECIS**

Requesting Council provide an ongoing rate remission or exemption for Assessment Number: 20756-00000-000.

**SUMMARY**

A request has been received from the ratepayers of Assessment Number: 20756-00000-000 to allow a rate exemption or rate remission on their property.

**OFFICER'S RECOMMENDATION**

That Council agree to provide a rate remission for Assessment Number: 20756-00000-000 effective from 01-Jul-2020 for 100% of the General Rates, 100% of the Separate Rates and Charges, and 100% of the Water Access and Wastewater Access charges, in line with similar community organisations.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Reduction in Council's revenue.

**LINK TO CORPORATE/OPERATIONAL PLAN**

EXC1.1 - Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices.

**COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

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

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

Not applicable.

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

Revenue Policy and Revenue Statement.

**ASSET MANAGEMENT IMPLICATIONS**

Not applicable.

**REPORT**

A request for a rate exemption has been received from the Director of a local community organisation that has recently purchased the property associated with Assessment Number: 20756-00000-000.

In their letter, the community organisation state that they are a not-for-profit company limited by guarantee, and they are an organisation that provides a public service or community benefit. The organisation is also tax-exempt.

Their letter also states that the property is being held for a similar purpose to the previous owner, who was also a not-for-profit organisation that was wound up. The organisation aims to retain, maintain, secure and preserve the building located on the property and to promote the historical



aspects of the property to tourist organisations. It will also be made available to community organisations at no or nominal cost.

Accompanying the application for the rate exemption, the community organisation has provided a copy of their Constitution. Clauses contained in the Constitution clearly demonstrate that this community organisation is a not-for-profit organisation.

The charges shown on the community organisation's current rate notice include General Rates, Separate Rates, Water Access charges, Wastewater pedestal charges and the State Government Emergency Management levy.

Section 93(3) of the *Local Government Act 2009* discusses very generally the land that is exempted from (general) rates. Section 93(3)(i) states that land can be exempted from rating, by resolution of a local government, for charitable purposes.

Section 120 1(b)(i) of the *Local Government Regulation 2012* states that Council may grant a concession only if it is satisfied that the land is owned by an entity whose objects do not include making a profit. This has been confirmed by the documents mentioned above.

Councils adopted Revenue Statement for 2020/2021 identifies Land Used for Various Community Groups and Organisations into categories. This in turn identifies the level of concession that is available.

#### Concessions for the 2019/2020 Financial Year and Beyond

Concession Category	General Rates	Separate Rates	Water Access	Sewerage Access	Waste Bin
Queensland Country Women's Association	100%	100%	75%	75%	0%
Youth Accommodation	100%	100%	0%	0%	0%
Youth Groups	100%	100%	100%	100%	100%
Seniors and Welfare Groups	100%	100%	50%	50%	0%
Kindergartens	100%	100%	0%	0%	0%
Child Care Centres	0%	0%	0%	0%	0%
Service and Other Clubs	100%	100%	75%	75%	0%
Show Grounds	100%	100%	50%	50%	0%
Race Grounds	100%	100%	0%	0%	0%
Museums, Theatres, Heritage	100%	100%	100%	100%	0%
Sporting Groups and Associations	100%	100%	75%	75%	0%
Aged Care Facilities – Non-Religious	0%	0%	0%	0%	0%
Charitable Organisations	100%	100%	0%	0%	0%
Community Owned Halls	100%	100%	0%	0%	0%

This community organisation falls under the Museums, Theatres and Heritage category.

Under Council's Rate Remission policy, each of these types of organisations has been granted the following:

- 100% Remission on General Rates under Section 93(j)(2) of the *Local Government Act 2009* and Section 120 1(b)(i) of the *Local Government Regulation 2012*;
- 100% Remission on Waste Management Levy and Community Rescue, and Evacuation Levy; and
- 100% Remission on Water and Wastewater (sewerage) access charges.

These organisations are only responsible for the full payment of Garbage Collection charges, Water Consumption charges and the State Government Emergency Management (Fire) Levy.

**Assessment Number: 20756-00000-000 Annual Rate Remission**

<b>Charge Type</b>	<b>Current Rates</b>	<b>Charitable Organisation Remission</b>	<b>Organisation Pays</b>
General Rates	\$970.00	\$970.00	\$0.00
Waste Management Levy	\$162.50	\$162.50	\$0.00
Community Rescue and Evacuation Levy	\$5.00	\$5.00	\$0.00
Water Access – 20mm	\$624.00	\$624.00	\$0.00
Water Usage (Variable Depending on Usage)	\$0.00	\$0.00	\$0.00
Wastewater 1 <sup>st</sup> Pedestal	\$739.00	\$739.00	\$0.00
State Emergency Management Levy	\$271.80	\$0.00	\$271.80
<b>Total per Annum</b>	<b>\$2,772.30</b>	<b>\$2,500.50</b>	<b>\$ 271.80</b>

If this remission application is approved by Council, this organisation will receive the same level of remission that Council provided to the previous not-for-profit owner.

**ATTACHMENTS**

Nil

**10 PORTFOLIO – ROADS & DRAINAGE****10.1 KINGAROY TRANSFORMATION PROJECT****File Number:** 25/11/2020**Author:** Administration Officer**Authoriser:** Chief Executive Officer**PRECIS**

Kingaroy Transformation Project

**SUMMARY**

The Kingaroy Transformation Project (KTP) is a joint funded project under the Building Better Regions Fund (BBRF) between the Australian Government and South Burnett Regional Council. Through design and future planning, the project will be a “once in a generation” project to enable Community Activation and Economic Regeneration by delivering human, social and economic enabling infrastructure. The Kingaroy Transformation Project includes a key aspect of strategically timed asset renewal work’s, whose main purpose is to address the existing condition of the CBD’s aged assets. These critical rehabilitation and renewal work’s look to repair/replace and rejuvenate all assets within the road corridor.

**OFFICER’S RECOMMENDATION**

That Council in regards to the Kingaroy Transformation Project:

1. Adopt the design in principle for construction as presented in attachment two (2);
2. Approve the project and the proposed budget at \$13.6M, with the additional budget to be allocated from additional funding sources or restricted cash with any budget amendments to be approved through the quarterly review process;
3. Delegate to the Chief Executive Officer to negotiate infrastructure contributions from other agencies for complimentary works; and
4. Council proceed with the Groundbreaking ceremony for the project on Monday, 14 December 2020.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The current proposed budget for the project is shown in the following table for consideration by Council, with the budget proposal to be considered as \$13.6M plus agency contributions:

	2020/21	2021/22	2022/23
Works (including loan)	\$1,850,000	\$3,650,000	\$1,700,000
W&WW	\$1,100,000	\$ 300,000	
BBRF	\$4,500,000		
Restricted Cash (Property Sales)			\$500,000

- Additional contribution from Ergon and TMR to be negotiated currently estimated at \$2.3M
- Actual budget phasing to be confirmed through annual budget and budget reviews

The original project budget at application was estimated at \$11.1M, however the design has been revised following community consultation and advancing the project maturity to “for construction” status. A detailed estimate for the project is shown in attachment one (1).

Key improvements due to revised design and advancement and in response consultation improvements and future capacity inclusion:

- Revised design moving from preliminary estimate to issued for construction status;
- Increased infrastructure provision for inclusive access for PWD and mobility limitations;
- Median removed allowing widened footpaths;
- Recycled water inclusion – drought proofing;
- Provision for technology and economic enabling infrastructure;
- Increased power and street lighting costs -related to direct ergon costs;
- Community consultation to protect council reputation and improve council image;
- Additional review and risk mitigation;
- Enhanced recognition of regional themes and first nations people; and
- Landscape architecture and treescape development.

The additional project budget is proposed to come from restricted cash for Works, Water and Waste Water, and an unallocated cash reserve from redundant property sales. Council may choose to allocate funds from other sources as the project progresses and in accordance with budget reviews.

Council should be aware that the project is complex and still may carry construction, logistics and external agency risks, however many risks associated with design and construction have been reduced as the project has moved forward with detailed investigation, design and consultation. It should be noted that the current proposed budget contains approximately \$500k in contingency allowance. If Council proceeded to alter the scope of the design, Officers would have to undertake further design investigations to enable changes and negotiate the project further with the Australian Government.

Transport and Main Roads and Ergon are key stakeholders in the project with infrastructure interests. Council officers are undertaking negotiations with these agencies for contribution and approvals and it is recommended that these actions be delegated to the Chief Executive Officer. If any negotiations are unsuccessful, further reports will be presented to Council for their consideration and direction.

**LINK TO CORPORATE/OPERATIONAL PLAN**

INF1.1 – Provide and maintain road infrastructure in accordance with sustainable asset management practices

INF1.2 – Provide and maintain financially sustainable utility infrastructure in accordance with asset management practices

INF1.3 – Provide and maintain other Council owned infrastructure to meet community needs in accordance with asset management practices

EC3.3 – Advocate for improvements in community safety

EC3.5 – Recognise and embrace the region's cultural diversity

### **COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

Extensive community consultation has been undertaken by Council since August with major focus on design feedback and pre-construction programming. The general feedback from the community, businesses and KCCI is over whelming support for the project. Specific items of interest such as freight and disabled access have followed through with stakeholders for direct input. Other information received has been discussed with Council at recent workshops.

A summary of key consultation activities are shown below:

<b>Engagement Summary</b>	<b>Date Commence</b>	<b>Date Complete</b>
<b>GED Design Consideration Engagement</b>		
South Burnett Arts Group	18/08/2020	
Kingaroy Heritage Museum	18/08/2020	
Indigenous Affairs Portfolio Councillor	18/08/2020	
Divisional Councillor	18/08/2020	
Portfolio Councillor	18/08/2020	
<b>Kingaroy Shopping World</b>		
Initial Briefing with Chris O'Rourke	24/08/2020	
Project Display - Community Engagement	21/09/2020	25/09/2020
Secondary Briefing with Chris O'Rourke	15/10/2020	
Design Briefing (with Regional Managers)	5/11/2020	
Business Owner Briefing	11/11/2020	
<b>KCCI Meet and Greet</b>		
Kingaroy Town Hall	8/09/2020	
<b>SBRC Staff Session</b>		
Kingaroy Council Chambers	14/09/2020	
<b>Town Hall Community Sessions</b>		
Kingaroy Town Hall - 8.30 am and 5.30pm	17/09/2020	
<b>Business Owners</b>		
Initial business owner visits with Mayor	3/09/2020	

Project team site visits with business owners	7/09/2020	18/09/2020
<b>Building Owners</b>		
Phone & face to face	26/10/2020	30/11/2020
<b>Businesses outside of project footprint</b>		
Phone & face to face	26/10/2020	30/11/2020
<b>Transport Companies</b>		
Taxi Service - Barry Hall	19/10/2020	
Kingaroy Freight Express- Carl Price	3/11/2020	
<b>Disability Support</b>		
APM - Jason Lynam	28/10/2020	
South Burnett Disability Support Group	9/11/2020	
<b>Community Events</b>		
Kingaroy Christmas Carnival	29/10/2020	
Kingaroy BaconFest	29/10/2020	
<b>Tourism</b>		
Kingaroy Visitor Information Centre	20/10/2020	
Kingaroy Heritage Museum	28/10/2020	
<b>DTMR</b>		
Bundaberg	26/10/2020	
<b>Department of State Development, Tourism and Innovation</b>		
Bundaberg	26/10/2020	
<b>BIEDO</b>		
KTP Site Office	30/10/2020	

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

Council is obliged to manage its assets in accordance with the requirements of the Local Government Act 2009 and the Civil Liability Act 2002. Much of the infrastructure located within the Kingaroy Transformation Project has either reached or is moving towards the end of its useful life. Reducing the number of defects in a CBD precinct will reduce Council’s exposure to liability.

## **POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

Council will need to review its footpath dining policy to ensure and develop further agreements for the occupation of the new 'Alfresco' infrastructure that will be used within the KTP footprint.

Regulated parking is also an issue that has been raised during community consultation, and Council may consider options over the course of the project, however it would be expected that a review of Local Laws and resources would be required prior to any implementation.

## **ASSET MANAGEMENT IMPLICATIONS**

The Kingaroy Transformation Project includes a key aspect of strategically timed asset renewal work's, whose main purpose is to address the existing condition of the CBD's aged assets. These critical rehabilitation and renewal work's look to repair/replace and rejuvenate all assets between the boundary edges. Many existing issues known throughout the CBD such as pavement deterioration, uneven footpaths, high kerb profiles and steep slopes must be addressed in a considered approach to ensure a cost-effective construction and the optimal finish. Replacement of old asbestos cement water mains is required due to age and performance in which will re-establish full firefighting capacity.

The improvements of traffic signalling at intersections will improve vehicle movement in and out of the CBD and further increase the safety at pedestrian crossings. The installation of spare conduits located under the footpath will support the ease of adoption to new technologies without the requirements of large capital expenditure. The replacement of existing streetlights and poles with those compatible with LED technology will reduce the overall CBD power usage, with the total power usage being offset with the installation of solar panels.

The inclusion of Class A Recycled water into the CBD for the purpose of providing autonomous irrigation will support a low operational cost and attractive streetscape. The use of irrigation in garden areas protects against the effects of drought and the proper use of Class A water further protects our local waterways and catchment areas by removing nutrients from our creeks and rivers.

## **REPORT**

### **Kingaroy Transformation Project Overview and Objectives**

After two (2) previous unsuccessful attempts, Council by resolution made a successful application under the Australian Governments Building Better Regions Fund (BBRF) Round 4 to deliver in partnership the Kingaroy Transformation Project (KTP). The project aims to completely reconstruct and deliver community and essential service infrastructure within the CBD footprint of Kingaroy for the people of the South Burnett. Through design and future planning, the project will be a "once in a generation" project to enable Community Activation and Economic Regeneration, whilst renewing aging essential infrastructure through asset management programs. The program has been branded with the following image to represent the project within the community:



The project has critical foundations and outcomes across human, social, technology, economy and infrastructure which make the project one of the most advanced projects in regional Australia.

Kingaroy Transformation Project identifies and provides key outcomes and objectives in summary:

Human and Social

- Inclusiveness and access for all people;
- Developing improved cultural experiences and opportunities for residents and visitors;
- Creating a community of choice and opportunities for positive growth;
- Supporting community events, activation and engagement;
- Community safety improvements; and
- Building and enhancing community pride.

#### Infrastructure Renewal and Modernisation

- Smart Country - developing fit for purpose pathways for connectivity and future readiness;
- Improved pedestrian safety and night time security; and
- Replacement of roads, water, footpaths, kerb and channel and street Lighting.

#### Economic Regeneration and Recovery

- Job creation (direct and indirect) during construction;
- Economic benefits (construction & ongoing);
- Increased business activity and opportunity both daytime and night-time; and
- Enhanced online opportunities with high-speed internet and the Internet of things.

#### Identity and Recognition

- South Burnett regionalisation inclusion and recognition of linkages;
- Recognition of First Nations People; and
- Facilitating Kingaroy identity recognition.

#### **BBRF Agreement and Scope**

Council has entered the BBRF Agreement with the Australian Government to receive \$4.5M in funding and with Council to provide a minimum contribution of \$4.5M with the combination of \$9M being completely expended on the project external to Council day labour resources. The summary of key dates in relation to the agreement are as follows:

- Agreement signed - 28th October 2020;
- Construction must commence within 12 Weeks – 24 January 2021;
- Construction completion - July 2022; and
- Final completion date - 31 December 2022.

Council must deliver the agreed scope within the locations of Haly Street, Glendon Street, Kingaroy Street and Alford Street.

The following is a direct extract regarding eligible activities from Council's agreement under the BBRF terms:



**B. Activity**

The Activity is made up of the Grantee's project and all eligible project activities as specified in these Grant Details.

**Project title**

Kingaroy Transformation - \*Community activation \* Economic regeneration

**Project scope and description**

The project will upgrade sections of Haly, Glendon, Kingaroy and Alford Streets and surrounding infrastructure in Kingaroy, Queensland.

The key eligible activities to be undertaken by the Grantee are:

- The upgrade of the following street sections:
  - o Haly St (Youngman St to King St / Old Rail Crossing)
  - o Kingaroy St (Haly St to Alford St)
  - o Glendon St (Haly St to Alford St)
  - o Alford St (Youngman St to Kingaroy St).
- The upgrades to each street section includes:
  - o Upgrade and expansion of existing stormwater system.
  - o Electrical and communications networks.
  - o Water supply network
  - o Road pavement and intersections.
  - o Footpath and crosswalk enhancements.
  - o Lighting and fixed street furniture.
  - o Parking, landscaping and upgrade of signage.
- The development of a Glendon Street shared community zone, including; trees, fixed shade, fixed seating and landscaping.

Project location: Haly, Glendon, Kingaroy and Alford Streets Kingaroy QLD 4610

**Design Themes****Connecting the South Burnett:**

- Regional inclusiveness bringing all people of the South Burnett together through human, social, economic and cultural design.

**Signatures of the South Burnett:**

- Representing identity and history of all towns and villages through lanterns and artwork.

**Geological Features of the South Burnett:**

- Acknowledgement of Bunya Mountains as a place of natural geological significance;
- Lighting that represents the rich volcanic soils of the South Burnett; and
- Lighting that symbolises the creeks and rivers of the South Burnett.

**Recognition of First Nations People and the South Burnett:**

- Recognition of indigenous heritage in infrastructure features; and
- Establishment of a place for community gathering and events.

**Celebrating the Identity of Kingaroy through art, furniture and lighting:**

- Pork and Peanut processing as historical and ongoing major industries to Kingaroy;
- Rail Head – 56 Mile marks the start of the Kingaroy Kilkivan rail line / trail;
- Red Ant – First Nations People reference for Kingaroy; and
- Tinder Box Town – represents the regeneration and resilience of Kingaroy after significant fires throughout history.

**Design**

Attachment two (2) details a full catalogue of Councils design profile for the Kingaroy Transformation Project presented for approval by resolution Council. Officers recommend that the design is adopted "for construction" with future areas for art, culture and final surfacing of the Glendon Street

Community zone presented for consultation and resolution following further development. Any major design changes will be brought back to Council for resolution with minor amendments relating to civil layout and construction considerations to be approved by the General Manager Infrastructure as Registered Professional Engineer Queensland or his delegate.

### **Parking**

The proposed parking and civil layout for the Kingaroy Transformation Project has been provided to comply with current regulatory and Australian standards for civil design and mandatory safety requirements. Parking has been reduced by a total of 97 and have been limited to only those required to meet those safety and compliance objectives and no discretionary car park losses have been designed. Allowance for future restoration of these parks within the George Street area has been identified but does not form part of the current project scope. The predominant cause of the losses is as a result of the safe distance requirements from intersections and pedestrian crossings as prescribed by engineering standards with sufficient sight distance. The relocation of the black spot pedestrian crossing in Haly Street has led to a significant loss due to the combination of distance from intersection and sight distance requirements with a total loss of ten (10) parks attributed. Additional losses can be attributed to the provision of PWD parks (effectively one (1) lost every two (2) PWD parks), the removal of centre parking in Alford Street East and Glendon Street and the provision of additional loading zones. Over past parking usage reviews the highest utilisation rate for the on street parking during the morning peak of 72% was achieved in 2017 and with 71% in 2020.

### **Lanterns and Lighting**

A key feature of the design is the provision of Lanterns throughout the project to represent the South Burnett Region with each town and village to be acknowledged. The lantern pattern is come from the approved images provided for the town and village entry signs. Each Divisional Councillor will work with the project team to select an appropriate image/s from the catalogue. The list of towns and villages are as follows:

- Kingaroy
- Maidenwell
- Wooroolin
- Nanango
- Benarkin
- Tingoorra
- Wondai
- Hivesville
- Coolabunia
- Murgon
- Proston
- Crawford
- Blackbutt
- Kumbia
- Durong
- Bunya Mountains
- Memerambi
- Moffatdale

## **Renewals, Class A Water and Project Highlights**

### **Renewal works**

The Kingaroy Transformation Project includes a key aspect of strategically timed asset renewal work's, whose main purpose is to address the existing condition of the CBD's aged assets. These critical rehabilitation and renewal work's look to repair/replace and rejuvenate all assets between the boundary edges. Many existing issues known throughout the CBD such as pavement deterioration, uneven footpaths, high kerb profiles and steep slopes must be addressed in a considered approach to ensure a costs effective construction and the optimal finish. Replacement of old asbestos cement water mains is required due to age and performance and will re-establish full firefighting capacity.

The improvements of traffic signalling at intersections will improve vehicle movement in and out of the CBD and further increase the safety at pedestrian crossings. The installation of spare conduits located under the footpath will support the ease of adoption to new technologies without the requirements of large capital expenditure. The replacement of existing streetlights and poles with those compatible with LED technology will reduce the overall CBD power usage, with the total power usage being offset with the installation of solar panels.

**Recycled water**

The inclusion of Class A Recycled water into the CBD for the purpose of providing autonomous irrigation will support a low operational cost and attractive streetscape. The use of irrigation in garden areas protects against the effects of drought and the proper use of Class A water further protects our local waterways and catchment areas by removing nutrients from our creeks and rivers.

**Data Innovation**

Provision of infrastructure that accommodates for future technological advances including:

- Infrastructure that enables future fibre to the node high speed internet which will increase business adaptation and adoption of technologies such as cloud computing, data and analytics, ML / AI and remote working and teleconferencing;
- Data capacity that will also support specialised high demand applications such as e-health, autonomous industry and labour augmentation;
- Supporting the installation of electric car charging stations to accommodate future demand;
- Allowance for future automation capacities in delivery infrastructure, metering, devices including autonomous vehicles;
- CCTV networks expansion which will deter criminal activity and provide community peace of mind;
- Movement into virtual tourism, marketing and advertising of local community events with opportunity for virtual reality and augmented reality promotional functions and app capabilities i.e. QR Codes, Travel Applications etc; and
- Structures will allow community Wi-Fi connectivity which assist in disaster situations, supports education and digital literacy, supports tourism and town promotion and enables greater social cohesion through providing additional connectivity for Kingaroy.

**Construction Economic Impact**

- The combination of all direct, industrial and consumption effects would result in a total estimated rise in output of \$22.43M in the South Burnett Regional Council economy. Output is the gross sales of an industry, which includes the cost of inputs to that industry;
- The combination of all direct, industrial and consumption effects would result in an estimated addition in value added of \$8.12M in South Burnett Regional Council economy. Value added is the value of sales generated by each industry, minus the cost of its inputs;
- The combination of all direct, industrial and consumption effects would result in a total estimated increase of 57 jobs located in South Burnett Regional Council LGA;
- 118 jobs in the wider Australian economy including South Burnett Regional Council LGA; and
- Council to utilise local contractors and suppliers where possible.

**Smart Country**



- Enabling infrastructure for fibre-optic cabling that will increase internet capabilities and enhance future economic activity and employment opportunities;
- Ability to connect with the community and visitors through interactive mobile apps and technology offering information on Kingaroy and surrounding towns and villages;
- Enabling future capacity for a CBD Wi-Fi Network with the installation of technology capable infrastructure;
- Allowing for future demand of electric car chargers by installing an easily accessible pipe network;
- Installation of an Interactive and programable feature lighting that has capacity to be used to support events such as Cancer Awareness and Are you Ok Day;

- Lower energy consumption, power offsets and simple maintenance through master planned systems and solar panels;
- CPTED - Crime Prevention Through Environmental Design including the installation of CCTV Network and lighting;
- Use of recycled water through an automated subsoil irrigation system; and
- Transfer of powerlines underground including the removal of all poles and replacement of legacy light poles.

### **Inclusiveness, Liveability and Identity**

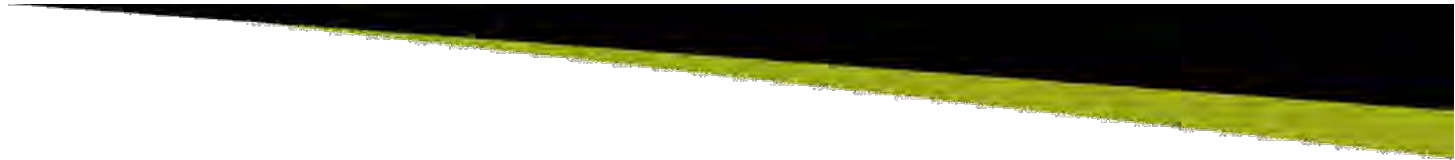
- An increase in disability parking from 6 to 30 designated bays will ensure that no person with a disability will have to travel more than 50m to any shop within the CBD;
- Improved mobility and accessibility for all people through fully compliant footpath grading, kerb ramps and crossings;
- Introduction of designated parking for the elderly and patrons with prams, providing safe ramp access to the footpath;
- Recognition of First Nations People through infrastructure features;
- Activation of streetscape with the addition of fully accessible for all people alfresco dining build outs;
- Creation of an inviting, modern and safe CBD for residents and tourists to enjoy day or night;
- Increased caravan and trailer parking to support RV friendly requirements encouraging longer tourist stays; and
- Inclusion of arts and design celebrating Kingaroy's identity and infrastructure showcasing the signatures of the South Burnett.

### **ATTACHMENTS**

1. **Current Estimate of Works**  
2. **Design Themes and Catalogue**  
3. **Project Profile Sheets**  
4. **Economic Analysis Report**  

**Summary of Totals over ALL Stages**

Description/Unit	Quantity	Rate	Amount
PRELIMINARIES TOTAL			\$ 258,900.00
SITE FACILITIES AND CAMP TOTAL			\$ 373,600.00
PROVISION FOR TRAFFIC TOTAL			\$ 265,000.00
ENVIRONMENTAL MANAGEMENT TOTAL			\$ 108,100.00
DEMOLITION TOTAL			\$ 323,637.50
STORMWATER DRAINAGE TOTAL			\$ 433,790.00
EARTHWORKS TOTAL			\$ 283,210.00
CONCRETE WORKS TOTAL			\$ 2,234,800.00
PAVEMENT WORKS TOTAL			\$ 839,000.00
PAVEMENT SURFACING TOTAL			\$ 409,280.00
PAVEMENT MARKING TOTAL			\$ 52,500.00
ELECTRICAL, COMMS & TRAFFIC SIGNALS TOTAL			\$ 1,822,246.00
WATER SUPPLY TOTAL			\$ 1,384,324.97
ERGON Works			\$ -
SIGNAGE SUPPLY TOTAL			\$ 38,500.00
GLENDON ST SHARED ZONE			\$ 450,000.00
LANDSCAPING WORKS TOTAL			\$ 2,660,140.00
<b>GRAND TOTAL</b>			<b>\$ 11,937,028.47</b>
Design Fees			\$ 426,758.47
Supervision Fees			\$ -
Project Management Fees			\$ 739,714.69
Contingency			\$ 497,884.89
			<b>\$ 13,601,386.52</b>



# The Kingaroy Transformational Project Themes

## **Connecting the South Burnett**

Regional inclusiveness bringing all people of the South Burnett together through Human, Social, Economic and Cultural design

## **Signatures of the South Burnett**

Representing identity and history of all towns and villages through Lanterns and artwork

## **Geological Features of the South Burnett**

Acknowledgement of Bunya Mountains as a place of natural geological significance  
 Lighting that represents the rich volcanic soils of the South Burnett  
 Lighting that symbolises the creeks and rivers of the South Burnett

## **Recognition of First Nations People and the South Burnett**

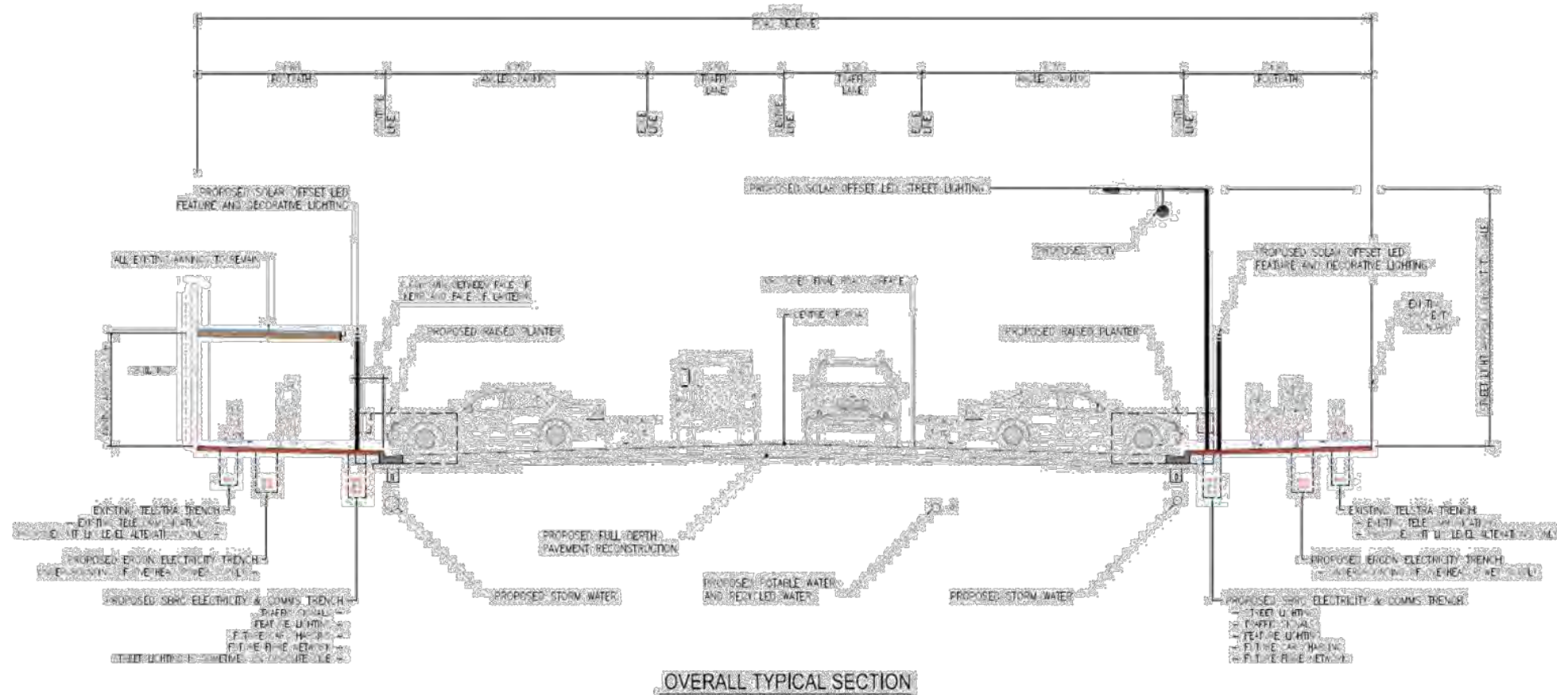
Recognition of indigenous heritage in infrastructure features  
 Establishment of a place for community gathering and events

## **Celebrating the Identity of Kingaroy through Art, Furniture and Lighting**

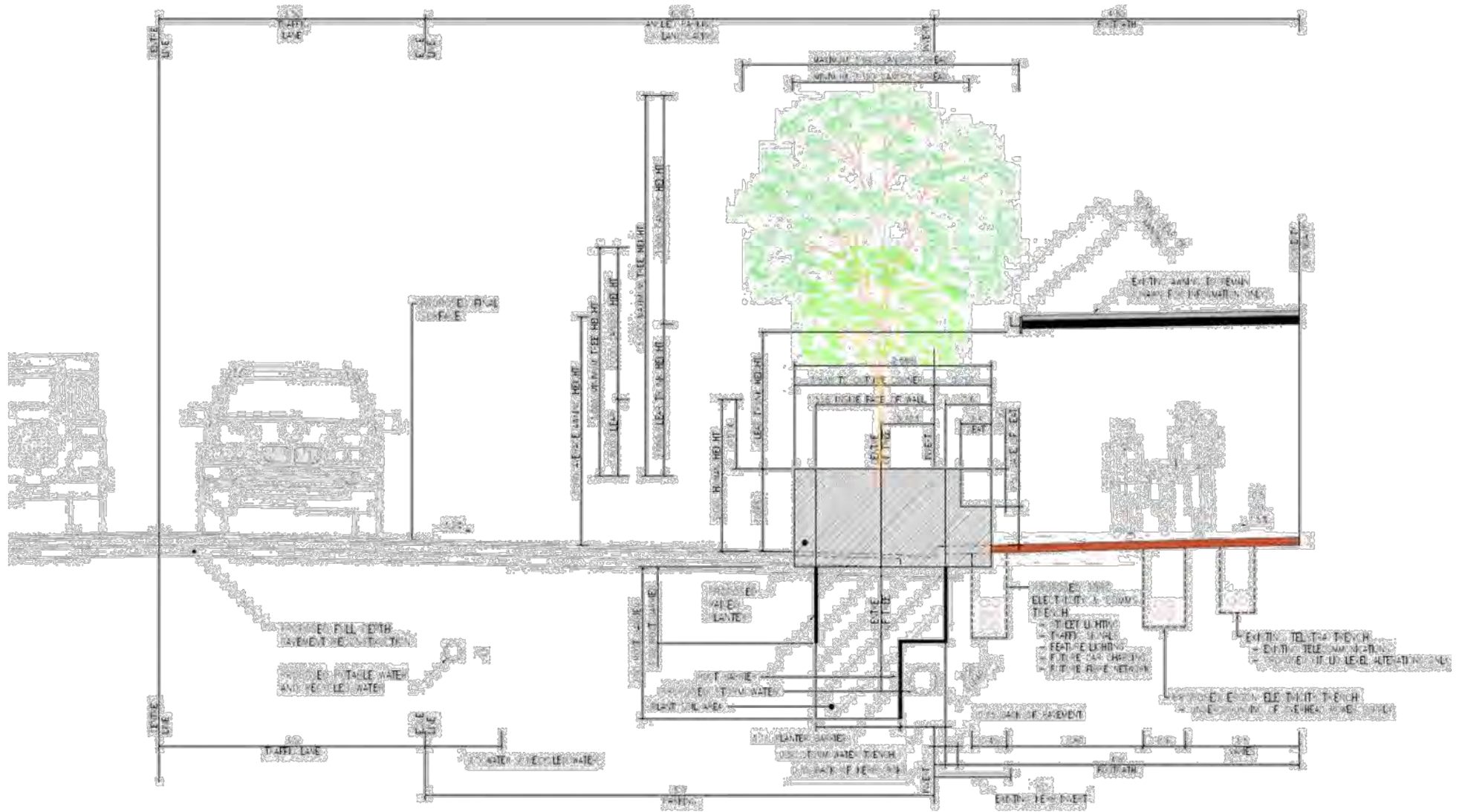
Pork and Peanut Processing as Historical Major Industries  
 Rail Head – 56 Mile marks the start of the Kingaroy Kilkivan Rail Line / Trail  
 Red Ant – First Nations People reference for Kingaroy  
 Tinder Box Town – represents the regeneration and resilience of Kingaroy after significant fires throughout history.



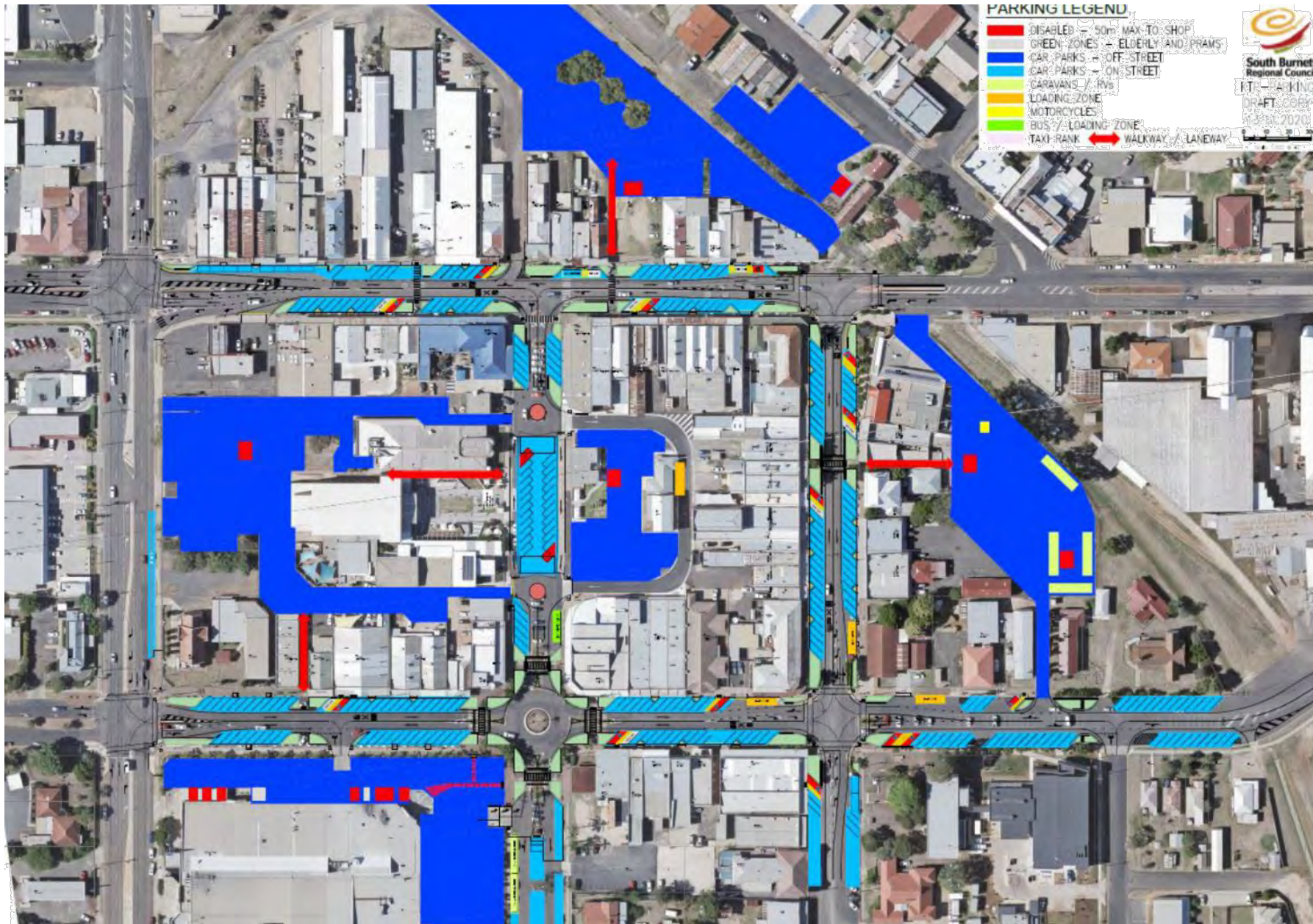


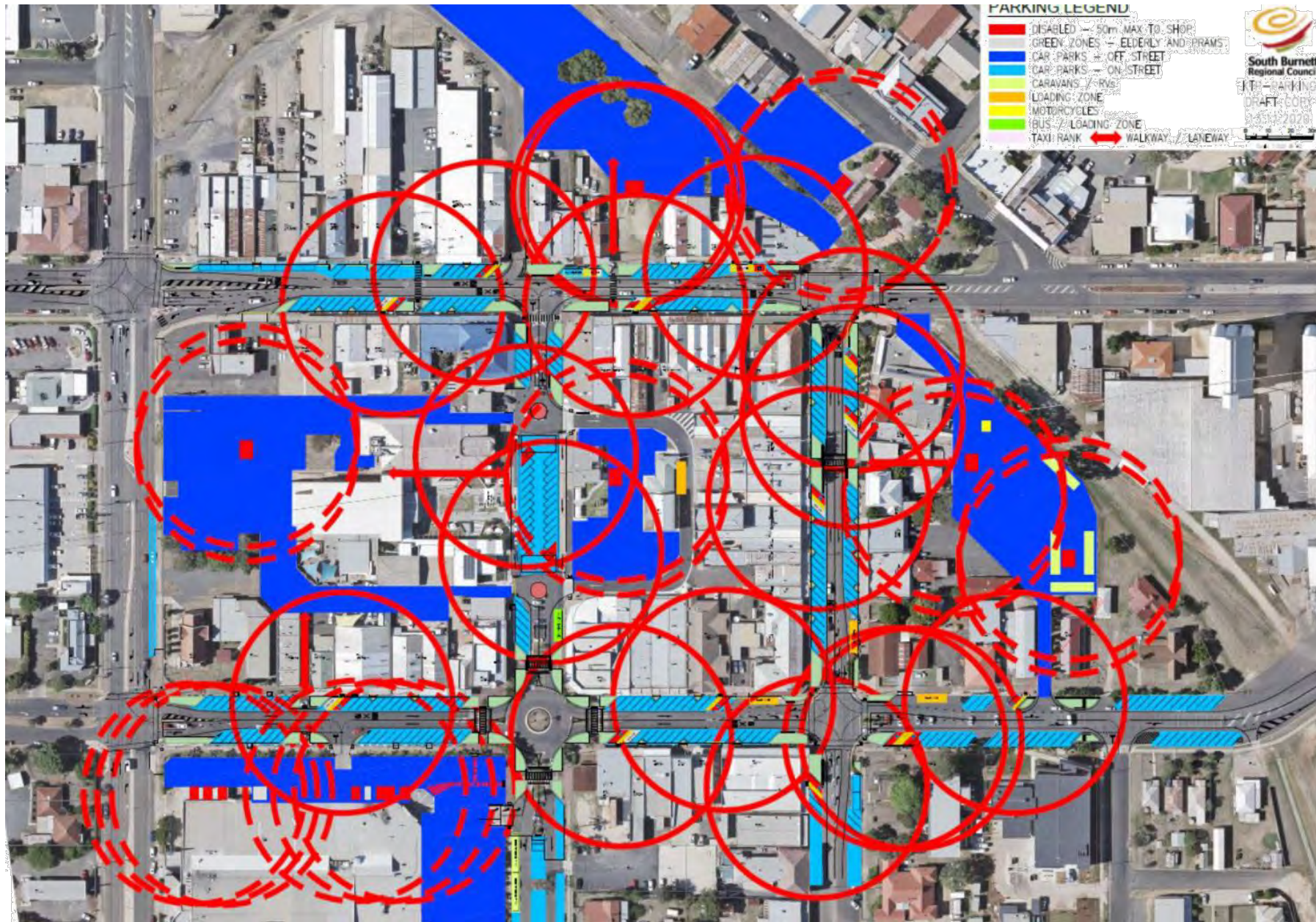






TYPICAL SECTION



















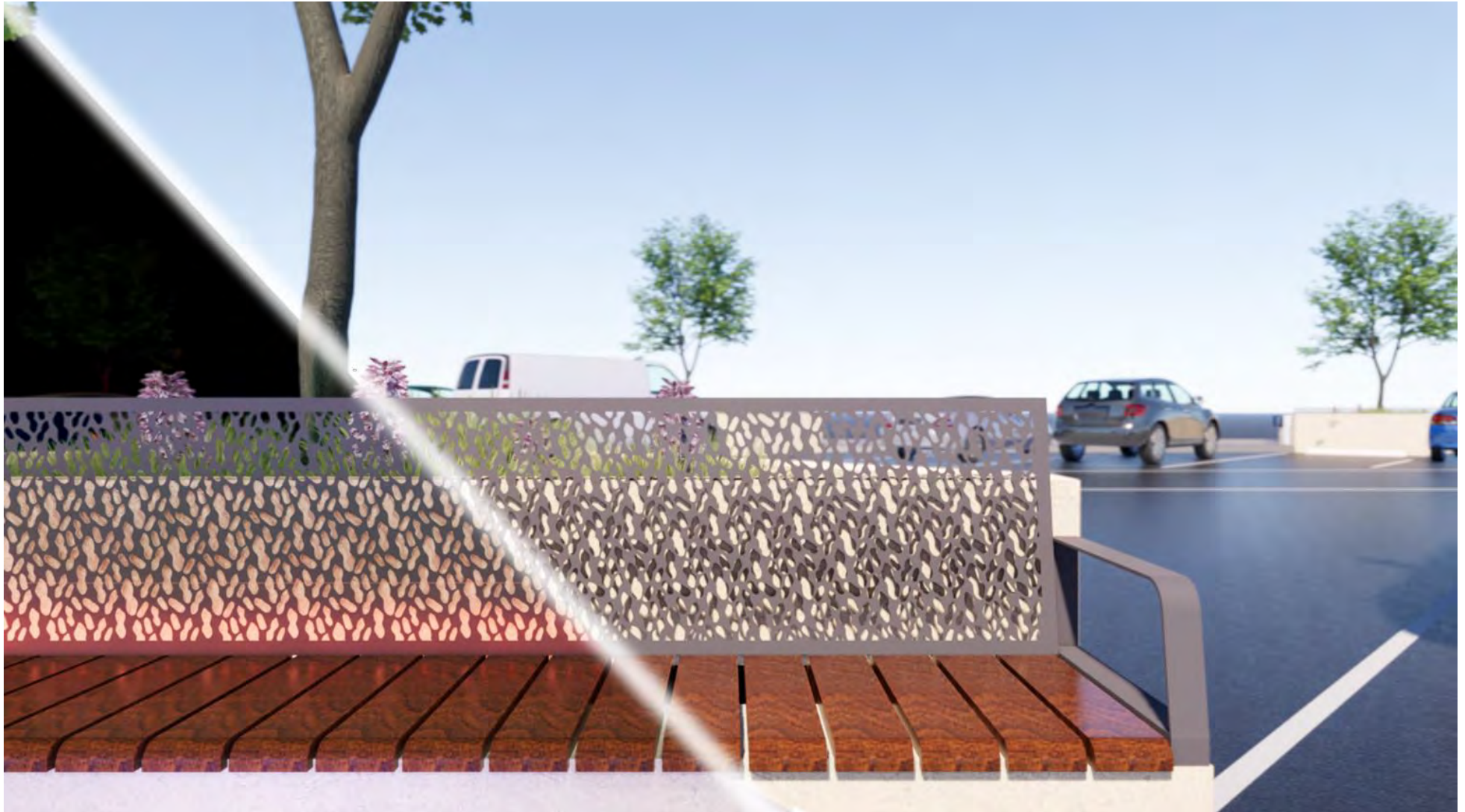






















 southburnettregion

# KINGAROY TRANSFORMATION PROJECT

COMMUNITY ACTIVATION

ECONOMIC REGENERATION

## Data Innovation

Provision of infrastructure that accommodates for future technological advances including:

- Infrastructure that enables future fibre to the node high speed Internet which will increase business adaptation and adoption of technologies such as cloud computing, data and analytics, ML / AI and remote working and teleconferencing.
- Data capacity that will also support specialised high demand applications such as e-health, autonomous industry and labour augmentation
- Supporting the installation of electric car charging stations to accommodate future demand
- Allowance for future automation capacities in delivery infrastructure, metering, devices including autonomous vehicles
- CCTV networks expansion which will deter criminal activity and provide community peace of mind
- Movement into virtual tourism, marketing and advertising of local community events with opportunity for virtual reality and augmented reality promotional functions and app capabilities i.e. QR Codes, Travel Applications etc.
- Structures will allow community Wi-Fi connectivity which assist in disaster situations, supports education and digital literacy, supports tourism and town promotion and enables greater social cohesion through providing additional connectivity for Kingaroy

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southburnettregion

**KINGAROY  
TRANSFORMATION  
PROJECT**

**COMMUNITY ACTIVATION**

**ECONOMIC REGENERATION**

# Construction Economic Impact

- **Increase in output - \$22.43M**  
The combination of all direct, industrial and consumption effects would result in a total estimated rise in output of \$22.43M in the South Burnett Regional Council economy. Output is the gross sales of an industry, which includes the cost of inputs to that industry.
- **Increase in value-added impact - \$8.12M**  
The combination of all direct, industrial and consumption effects would result in an estimated addition in value added of \$8.12M in South Burnett Regional Council economy. Value added is the value of sales generated by each industry, minus the cost of its inputs.
- **Increase in Local Jobs - 57**  
The combination of all direct, industrial and consumption effects would result in a total estimated increase of 57 jobs located in South Burnett Regional Council LGA.
- 118 jobs in the wider Australian economy including South Burnett Regional Council LGA
- Council to utilise local contractors and suppliers where possible

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**SOUTH BURNETT  
REGIONAL COUNCIL**



# KINGAROY TRANSFORMATION PROJECT

COMMUNITY ACTIVATION

ECONOMIC REGENERATION

## Smart Country

- Enabling infrastructure for fibre-optic cabling that will increase internet capabilities and enhance future economic activity and employment opportunities
- Ability to connect with the community and visitors through interactive mobile apps and technology offering information on Kingaroy and surrounding towns and villages
- Enabling future capacity for a CBD Wi-Fi Network with the installation of technology capable infrastructure
- Allowing for future demand of electric car chargers by installing an easily accessible pipe network
- Installation of an Interactive and programmable feature lighting that has capacity to be used to support events such as Cancer Awareness/Are you Ok Day etc.
- Lower energy consumption, power offsets and simple maintenance through master planned systems and solar panels
- CPTED - Crime Prevention Through Environmental Design including the installation of CCTV Network and lighting
- Use of recycled water through an automated subsoil irrigation system
- Transfer of powerlines underground including the removal of all poles and replacement of legacy light poles



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# KINGAROY TRANSFORMATION PROJECT

COMMUNITY ACTIVATION

ECONOMIC REGENERATION

## Assets and Sustainability

- Complete renewal of all footpath and pedestrian accesses to reconstruct and achieve compliant access and mobility throughout the CBD for all people
- Complete renewal of all road pavements to remove damaged areas, address failures and to restore the lifecycle of road assets
- Installation of low-cost Council owned data and electrical networks that support future network expansions without the future large cost of excavations
- Targeted replacement of infrastructure that is damaged and/ or past its life expectancy e.g. existing asbestos watermains, communications pits and stormwater system
- Replacement of traffic signals, street lighting and communication infrastructure that supports improvements in pedestrian safety and vehicular movements
- Enhanced sustainability with the installation of energy efficient lighting & the installation of irrigation using recycled water for all gardens
- Considered approach to recycling/repurposing redundant building materials excavated from the existing road pavement or footpaths



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# KINGAROY TRANSFORMATION PROJECT

COMMUNITY ACTIVATION

ECONOMIC REGENERATION

## Inclusiveness, Liveability and Identity

- An increase in disability parking from 6 to 30 designated bays will ensure that no person with a disability will have to travel more than 50m to any shop within the CBD
- Improved mobility and accessibility for all people through fully compliant footpath grading, kerb ramps and crossings
- Introduction of designated parking for the elderly and patrons with prams, providing safe ramp access to the footpath
- Recognition of First Nations People through infrastructure features
- Activation of streetscape with the addition of fully accessible for all people alfresco dining build outs
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- Increased caravan and trailer parking to support RV friendly requirements encouraging longer tourist stays
- Inclusion of arts and design celebrating Kingaroy's identity and infrastructure showcasing the signatures of the South Burnett

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## South Burnett Regional Council Economic impact model

Economic impact modelling enables South Burnett Regional Council to explore how change in employment or output(sales) in one sector of the local economy will impact on all other sectors of the economy, by modelling the flow-on effects across different industries.

This provides South Burnett Regional Council with powerful evidence to advocate against industrial closures or strategically target new industry sectors which are likely to have the greatest positive economic impact.

Different industries will have different flow on effects. Adding jobs in a particular sector will not only add to the value of that sector, but also to other industries related to the supply chain (eg. suppliers, wholesalers) and service industries (retail, food services, administration) which will expand to service the additional workforce. Jobs in associated industries may be added in the local area or outside it, based on journey to work information.

The economic impacts are calculated using an input-output model which is derived from the local economy microsimulation model by National Economics (NIEIR).

To use the model, simply input the number of jobs (per year) to be added to (+) or removed (-) from the economy in a particular industry sector. The results show the theoretical addition (or loss) to the local economy of jobs and value added by industry sector. It also shows the proportion of the new employment that would occur inside and outside South Burnett Regional Council.

To model construction impacts related to a project, input the total cost of construction or direct jobs created. The results shown will represent total direct and indirect impacts over the life of the construction period. To estimate annual impacts, simply divide the total impacts by the estimated life of the project in years (e.g. divide results by 3 if the project will take 3 years to build, or 1.5 for 18 months).

Industry: Heavy and Civil Engineering Construction  
Impact modelled: ADDITION of \$15.9 million sales  
Company name: Kingaroy Transformation Project

### Impact Summary

South Burnett Regional Council - Modelling the effect of adding \$15.9m sales in Heavy and Civil Engineering Construction - Inflation adjusted

Summary	Output (\$m)	Value-added (\$m)	Local jobs	Residents jobs
<b>Starting position South Burnett Regional Council (year ended June 2019)</b>	–	–	–	–
Heavy and Civil Engineering Construction	70.97	24.14	121	121
All industries	3,499.24	1,681.33	12,758	12,623
<b>Impacts on South Burnett Regional Council economy</b>	–	–	–	–
Direct impact on Heavy and Civil Engineering Construction sector	15.90	5.41	27	–
Industrial impact	5.24	1.97	20	–
Consumption impact	1.28	0.74	10	–
<b>Total impact on South Burnett Regional Council economy</b>	<b>22.43</b>	<b>8.12</b>	<b>57</b>	<b>48</b>
▪ Type 1 multiplier (direct & industrial)	1.33	1.36	1.75	–
▪ Type 2 multiplier (direct, industrial & consumption)	1.41	1.50	2.11	–
<b>Impact on Queensland economy</b>	–	–	–	–
Total impact - Queensland outside South Burnett Regional Council	11.51	3.01	26	34
Total impact Queensland economy	28.93	11.13	83	83
<b>Impact on Australian economy</b>	–	–	–	–
Total impact outside Queensland economy	9.76	4.41	34	35
<b>Total impact on Australian economy</b>	<b>38.70</b>	<b>15.55</b>	<b>118</b>	<b>117</b>

Source: National Institute of Economic and Industry Research (NIEIR) ©2019. Compiled and presented in economy.id by .id, the population experts.

*Note: All \$ values are expressed in 2016/17 base year dollar terms.*

## Impact on Output

The direct addition of \$15.9 million annual output in the Heavy and Civil Engineering Construction sector of South Burnett Regional Council economy would lead to an increase in indirect demand for intermediate goods and services across related industry sectors. These indirect industrial impacts (Type 1) are estimated to be an additional \$5.24m in Output, representing a Type 1 Output multiplier of 1.33.

There would be an additional contribution to South Burnett Regional Council economy through consumption effects as correspondingly more wages and salaries are spent in the local economy. It is estimated that this would result in a further increase in Output of \$1.28m.

**The combination of all direct, industrial and consumption effects would result in total estimated rise in Output of \$22.43m in South Burnett Regional Council economy, representing a Type 2 Output multiplier of 1.41.**

These impacts would not be limited to the local economy. Industrial and consumption effects would flow outside the region to the wider Australian economy to the tune of \$16.27m in Output.

**The combined effect of economic multipliers in South Burnett Regional Council and the wider Australian economy is estimated to be \$38.70m added to Australia's Output.**

## Impact on Local Employment (jobs)

The direct addition of \$15.9 million annual output in the Heavy and Civil Engineering Construction sector of South Burnett Regional Council economy is estimated to lead to a corresponding direct addition of 27 jobs in the local Heavy and Civil Engineering Construction sector. From this direct expansion in the economy it is anticipated that there would be flow on effects into other related intermediate industries, creating an additional 20 jobs. This represents a Type 1 Employment multiplier of 1.75.

This addition of jobs in the local economy would lead to a corresponding increase in wages and salaries, a proportion of which would be spent on local goods and services, creating a further 10 jobs through consumption impacts.

**The combination of all direct, industrial and consumption effects would result in a total estimated increase of 57 jobs located in South Burnett Regional Council. This represents a Type 2 Employment multiplier of 2.11.**

Employment impacts would not be limited to the local economy. Industrial and consumption effects would flow outside the region to the wider Australian economy creating a further 60 jobs.

**The combined effect of economic multipliers in South Burnett Regional Council and the wider Australian economy is estimated to be an addition of 118 jobs.**

## Impact on value added

The direct addition of \$15.9 million annual output in the Heavy and Civil Engineering Construction sector of South Burnett Regional Council economy would lead to a corresponding direct increase in value added of \$5.41m. A further \$1.97m in value added would be generated from related intermediate industries. These indirect industrial impacts represent a Type 1 value added multiplier of 1.36.

There would be an additional contribution to South Burnett Regional Council economy through consumption effects as correspondingly more wages and salaries are spent in the local economy. It is estimated that this would result in a further increase in value added of \$0.74m.

**The combination of all direct, industrial and consumption effects would result in an estimated addition in value added of \$8.12m in South Burnett Regional Council economy, representing a Type 2 value added multiplier of 1.50.**

These impacts would not be limited to the local economy. Industrial and consumption effects would flow outside the region to the wider Australian economy to the tune of \$7.43m in value added.

**The combined effect of economic multipliers in South Burnett Regional Council and the wider Australian economy is estimated to be \$15.55m added to Australia's value added.**

## Impact on GRP

Value added by industry represents the industry component of Gross Regional Product (GRP). The impact on South Burnett Regional Council's GRP as a result of this change to the economy is directly equivalent to the change in value added outlined in the section above.

In summary, GRP in South Burnett Regional Council is estimated to increase by \$8.12m.

The effect on the Australian economy (including South Burnett Regional Council) is estimated to be a growth in Gross Domestic Product (GDP) of \$15.55m.

## Impact on employment by industry sector

This table shows a detailed breakdown of how employment will be affected by the addition of \$15.9 million annual output in the Heavy and Civil Engineering Construction sector of South Burnett Regional Council economy. This includes both the direct industrial impact (Type 1) and ongoing consumption impact (Type 2).

### Employment by industry sector

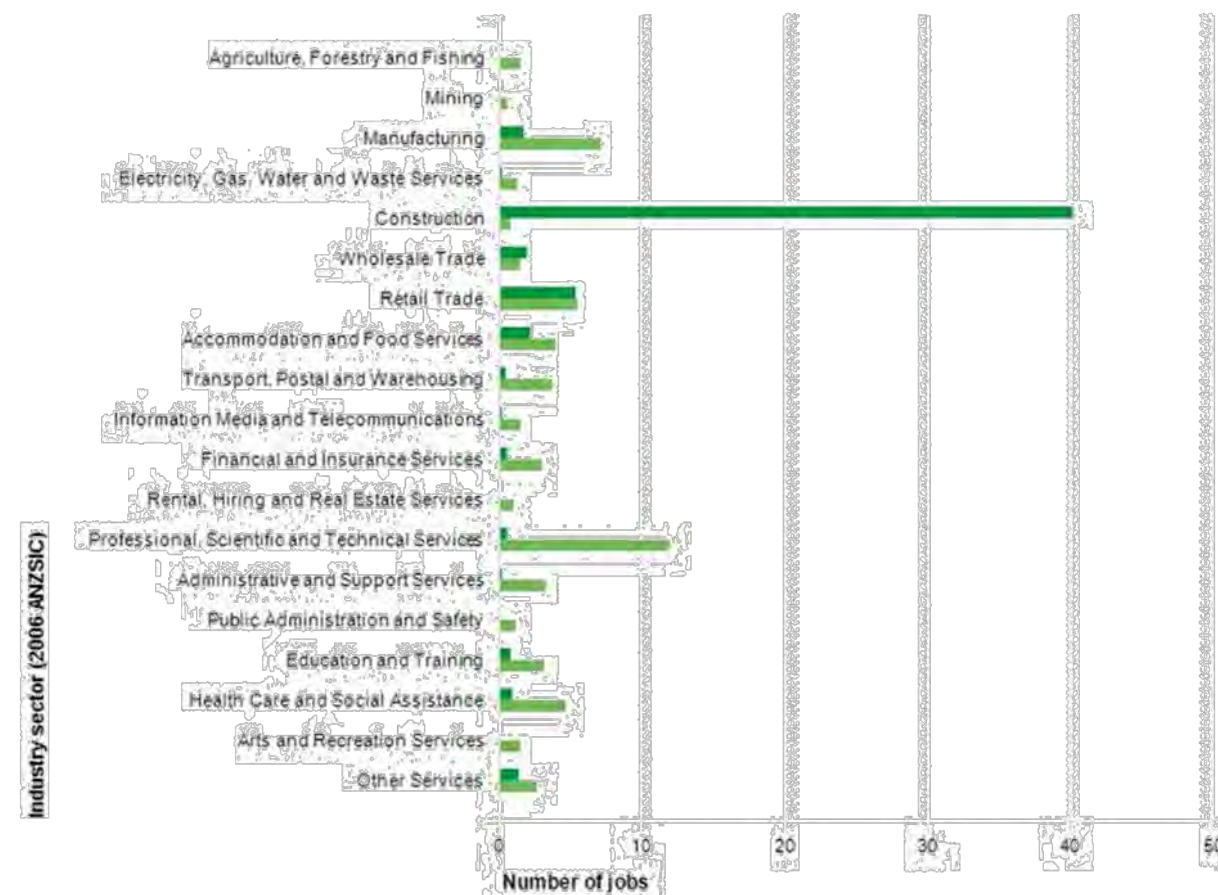
South Burnett Regional Council - Impact of \$15.9 million new sales in 'Heavy and Civil Engineering Construction' output (Type 1 & 2 combined impact)		Employment impacts		
Industry sectors (1-digit ANSIC)	Existing jobs in South Burnett Regional Council*	Jobs created in South Burnett Regional Council	Jobs created outside of South Burnett Regional Council	Jobs created for South Burnett Regional Council residents
Agriculture, Forestry and Fishing	1,327	0	1	0
Mining	479	0	1	0
Manufacturing	1,372	2	7	2
Electricity, Gas, Water and Waste Services	380	0	1	0
Construction	845	40	1	32
Wholesale Trade	369	2	2	2
Retail Trade	1,328	5	6	5
Accommodation and Food Services	687	2	4	2
Transport, Postal and Warehousing	587	0	4	0
Information Media and Telecommunications	170	0	2	0
Financial and Insurance Services	196	1	3	0
Rental, Hiring and Real Estate Services	158	0	1	0
Professional, Scientific and Technical Services	535	1	12	0
Administrative and Support Services	294	0	3	0
Public Administration and Safety	599	0	1	0
Education and Training	1,255	1	3	1
Health Care and Social Assistance	1,576	1	5	1
Arts and Recreation Services	128	0	2	0
Other Services	473	1	3	1
<b>Total Industries</b>	<b>12,758</b>	<b>57</b>	<b>60</b>	<b>48</b>

Source: National Institute of Economic and Industry Research (NIEIR) ©2019. Compiled and presented in economy.id by [id](http://www.populationexperts.com.au) The population experts

## Employment by industry sector

Impact of \$15.9 million new sales in Heavy and Civil Engineering Construction sector

■ Jobs created in South Burnett Regional Council ■ Jobs created outside South Burnett Regional Council



Source: National Institute of Economic and Industry Research (NIEIR) ©2019  
 Compiled and presented in economy.id by .id the population experts



## Resident employment impacts

The combination of all direct, industrial and consumption effects of adding \$15.9 million annual output to the Heavy and Civil Engineering Construction sector of South Burnett Regional Council economy would be an estimated increase of 48 jobs located in South Burnett Regional Council and 69 jobs located outside South Burnett Regional Council – a total of 117 jobs.

As some of South Burnett Regional Council's residents leave the area to work and residents of other areas enter South Burnett Regional Council to work, not all of these jobs will be filled by South Burnett Regional Council residents. It is estimated that of the 117 jobs created, 48 or 41.3% would be expected to be filled by South Burnett Regional Council residents.



## Industry employment impacts

The combination of all direct, industrial and consumption effects of adding \$15.9 million annual output to the Heavy and Civil Engineering Construction sector of South Burnett Regional Council economy would result in an estimated increase of 57 jobs located in South Burnett Regional Council.

Of the 57 jobs created within South Burnett Regional Council, 40, or 70.3% would be added within Construction the sector. This includes the direct jobs created in the sector, and the effect of flow-on jobs within the same sector.

The largest increase in jobs outside Construction would be in Retail Trade (5), Accommodation and Food Services (2) and Wholesale Trade (2).

A total of 60 jobs are estimated to be created outside South Burnett Regional Council, with the largest number being in Professional, Scientific and Technical Services (12) Manufacturing (7) and Retail Trade (6).

## Impact on value added by industry sector

This table shows a detailed breakdown of how adding \$15.9 million annual output in the Heavy and Civil Engineering Construction sector of South Burnett Regional Council economy will impact on the value added of each industry sector. This highlights the relationships between industry. This includes both the direct industrial impact (Type 1) and ongoing consumption impact (Type 2).

## Value-added by industry

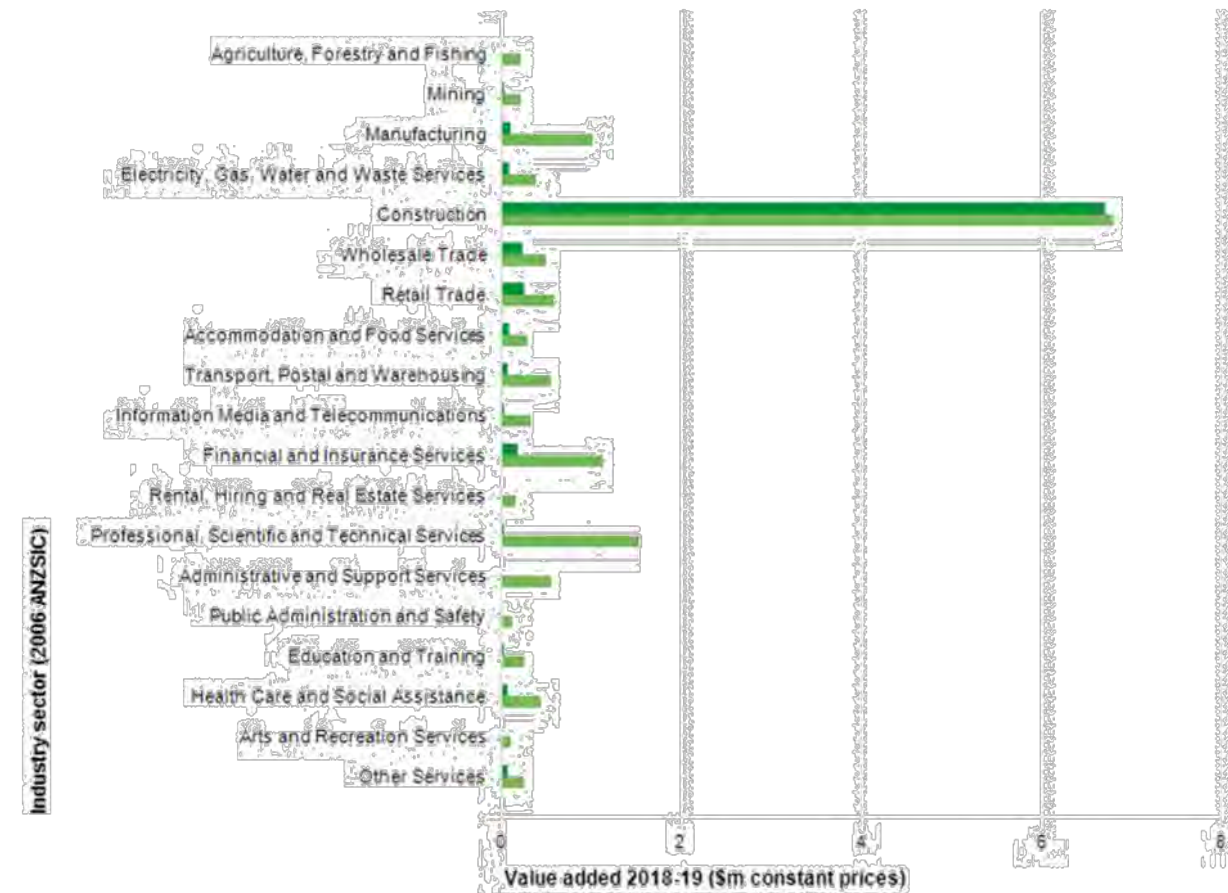
South Burnett Regional Council - Impact of \$15.9 million new sales in 'Heavy and Civil Engineering Construction' output (Type 1 & 2 combined impact)				Value added 2018-19 (\$m constant prices)
Industry sectors (1-digit ANSIC)	Current local value-added*	Value-added to South Burnett Regional Council	Percentage change	Value-added to Australian economy
Agriculture, Forestry and Fishing	\$150.28	\$0.01	0.0%	\$0.22
Mining	\$397.54	\$0.03	0.0%	\$0.23
Manufacturing	\$136.34	\$0.12	0.1%	\$1.02
Electricity, Gas, Water and Waste Services	\$173.22	\$0.10	0.1%	\$0.39
Construction	\$95.92	\$6.71	7.0%	\$6.80
Wholesale Trade	\$48.80	\$0.24	0.5%	\$0.49
Retail Trade	\$65.71	\$0.27	0.4%	\$0.60
Accommodation and Food Services	\$29.53	\$0.10	0.3%	\$0.30
Transport, Postal and Warehousing	\$85.52	\$0.07	0.1%	\$0.55
Information Media and Telecommunications	\$25.05	\$0.03	0.1%	\$0.34
Financial and Insurance Services	\$51.17	\$0.19	0.4%	\$1.13
Rental, Hiring and Real Estate Services	\$26.42	\$0.00	0.0%	\$0.17
Professional, Scientific and Technical Services	\$89.45	\$0.04	0.0%	\$1.54
Administrative and Support Services	\$28.22	\$0.03	0.1%	\$0.55
Public Administration and Safety	\$54.78	\$0.00	0.0%	\$0.14
Education and Training	\$76.50	\$0.04	0.1%	\$0.26
Health Care and Social Assistance	\$116.58	\$0.08	0.1%	\$0.45
Arts and Recreation Services	\$6.30	\$0.01	0.1%	\$0.11
Other Services	\$24.02	\$0.07	0.3%	\$0.26
<b>Total Industries</b>	<b>\$1,681.33</b>	<b>\$8.12</b>	<b>0.5%</b>	<b>\$15.55</b>

Source: National Institute of Economic and Industry Research (NIEIR) ©2019. Compiled and presented in economy.id by [id](http://www.populationexperts.com.au) The population experts

## Value-added by industry

Impact of \$15.9 million new sales in Heavy and Civil Engineering Construction sector

Value-added to Local GRP (industry) Value-added to total Australian economy



Source: National Institute of Economic and Industry Research (NIEIR) ©2019  
 Compiled and presented in economy.id by .id the population experts



The combination of all direct, industrial and consumption effects of adding \$15.9 million annual output to the Heavy and Civil Engineering Construction sector of South Burnett Regional Council economy would result in an estimated increase in value added of \$8.12m in South Burnett Regional Council economy.

The Construction sector of the economy is estimated to increase in value added by 7.0%, with the total South Burnett Regional Council economy estimated to grow by 0.5%.

The main impacts in value added within South Burnett Regional Council, outside of Construction, are in Retail Trade (0.27m), Wholesale Trade (0.24m) and Financial and Insurance Services (0.19m).

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**11 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION****11.1 ADDITIONAL ROUND FOR APPLICATIONS TO COMMUNITY AUSTRALIA DAY EVENT SPONSORSHIP****File Number:** 25-11-2020**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Finance & Corporate Standing Committee meeting on 18 November 2020 – Additional round for applications to the Community Australia Day Event Sponsorship category within Council's Community Grants Program.

**SUMMARY****Declaration of Interest:**

At 11:02 am, Cr Danita Potter left the meeting.

**Committee Resolution 2020/5**

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That the committee recommends to Council:

That Council approve to open an additional round for applications to the Community Australia Day Event Sponsorship category within Council's Community Grants Program commencing 26 November and closing 21 December 2020.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**Carried 6/0**

**Attendance:**

At 11:06 am, Cr Danita Potter returned to the meeting.

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**OFFICER'S RECOMMENDATION**

That Council approve to open an additional round for applications to the Community Australia Day Event Sponsorship category within Council's Community Grants Program commencing 26 November and closing 21 December 2020.

**BACKGROUND**

Presented at the Finance & Corporate Standing Committee meeting on 18 November 2020

**ATTACHMENTS**

Nil

**11.2 AUSTRALIA DAY AWARDS CEREMONY**

**File Number:** 25-11-2020  
**Author:** Executive Assistant  
**Authoriser:** Chief Executive Officer

**PRECIS**

Presented at the Executive and Community Standing Committee meeting on 11 November 2020 – Options for the 2021 Australia Day Awards Ceremony.

**SUMMARY****Committee Resolution 2020/4**

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the committee recommends to Council:

That the following Australia Day Award option be progressed:

The Awards Ceremony be held on Sunday 24 January from 12:00pm to 3:00pm, with a sausage sizzle/BBQ and live band outside the hall at the conclusion of the ceremony.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**Carried 7/0**

**OFFICER'S RECOMMENDATION**

That the following Australia Day Award option be progressed:

The Awards Ceremony be held on Sunday 24 January from 12:00pm to 3:00pm, with a sausage sizzle/BBQ and live band outside the hall at the conclusion of the ceremony.

**BACKGROUND**

Presented at the Executive and Community Standing Committee meeting on 11 November 2020

**ATTACHMENTS**

Nil



**12 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES****12.1 SYSTEMATIC INSPECTION PROGRAM ANIMAL MANAGEMENT (CATS AND DOGS) ACT 2008**

**File Number:** 25-11-2020

**Author:** Senior Compliance Officer

**Authoriser:** Chief Executive Officer

**PRECIS**

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

**SUMMARY**

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

---

**OFFICER'S RECOMMENDATION**

That Council approve a Systematic Inspection Program for properties within the South Burnett Regional Council's jurisdiction in accordance with section 113 of the *Animal Management (Cats and Dogs) Act 2008* to monitor compliance with the requirements of the *Animal Management (Cats and Dogs) Act 2008*, more specifically the requirement to register dogs.

The properties to be included in the Systematic Inspection Program are potentially all properties within the South Burnett area, both within and without the designated town areas.

The Systematic Inspection Program will be conducted between the hours of 8.00am and 5.00pm on weekdays and/or Saturdays, commencing on Monday 1 February 2021 and concluding on Wednesday 30 June 2021.

**FINANCIAL AND RESOURCE IMPLICATIONS**

There should be an increase in the revenue realised for Animal Registration and the fines issued based upon the number of animals that were found during the dog registration compliance campaign conducted in 2019. This should offset the expense of this initiative.

**LINK TO CORPORATE/OPERATIONAL PLAN**

The applicable Corporate Strategy is:

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

The applicable Goal & Strategies are:

EC2 An active, safe and healthy community

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

EC2.3 Manage identified public health and environmental issues in accordance with relevant legislation

EC2.4 Partner, investigate and implement plans to increase community safety in public areas

**COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

There will be notification to the public via a newspaper advertisement to be placed in the South Burnett Times on Thursday 7 January 2021 and Thursday 14 January 2021. The notification is also proposed to be placed on Council's website and Facebook.

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

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

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

N/A

**REPORT**

That Council undertake an approved Systematic Inspection Program of properties within the South Burnett Regional Council's jurisdiction in accordance with section 113 of the *Animal Management (Cats and Dogs) Act 2008*.

The properties to be included in the Systematic Inspection Program are to be within as well as outside of the designated town areas for animal management purposes of the townships of Kingaroy, Kumbia, Crawford, Memerambi, Taabinga, Wooroolin Nanango, Maidenwell, Brooklands, Blackbutt, Benarkin, Wondai, Proston, Tingoorra, Mondure, Hivesville and Murgon in order to monitor compliance with the requirements of the *Animal Management (Cats and Dogs) Act 2008*, more specifically dog registration.

The Systematic Inspection Program will be conducted between the hours of 8.00am and 5.00pm on weekdays and/or Saturdays, commencing on Monday 1 February 2021 and concluding on Wednesday 30 June 2021.

**ATTACHMENTS**

Nil

**12.2 P&LM - 2710208 - RECONFIGURING A LOT FOR A BOUNDARY REALIGNMENT (3 LOTS INTO 2 LOTS) AT LUCK ROAD, INVERLAW - DESCRIBED AS LOT 1 RP167555, LOT 1 RP114513 AND LOT 2 RP114513 - APPLICANT: SOUTH BURNETT REGIONAL COUNCIL C/- ONF SURVEYORS - RAL20/0011**

**File Number:** RAL20/0011  
**Author:** Senior Planner  
**Authoriser:** Chief Executive Officer

**PRECIS**

Development Application comprising Reconfiguring a Lot (3 Lots into 2 Lots) on land at Luck Road, Inverlaw – described as Lot 1 RP167555, Lot 1 RP114513 and Lot 2 RP114513. The Applicant is South Burnett Regional Council and the application reference is RAL20/0011.

**SUMMARY**

- The Applicant seeks a Development Permit for Reconfiguring a Lot on land described as Lot 1 RP167555, Lot 1 RP114513 and Lot 2 RP114513 and situated on Luck Road, Inverlaw.
- The proposal seeks to realign the boundaries to create proposed Lot 11 (to contain existing Kingaroy Waste Facility) and Lot 12 (existing adjacent rural property).
- The Kingaroy Waste Facility is at capacity and Council are intending to undertake final capping of the south-western portion of the facility. The capping will occur along the eastern extent of this part of the landfill. To achieve the required grade of landfill cap, the works and necessary batter will encroach onto the lot currently described as Lot 2 RP114513.
- Council proposes to realign the boundaries and amalgamate part of existing Lot 2 RP114513 into proposed Lot 11.
- Lot 1 RP167555 is located within the Community Facilities Zone – Public Utilities Precinct and Lots 1 and 2 RP114513 are located in the Rural Zone under the *South Burnett Regional Council Planning Scheme 2017* (v1.3) (the Planning Scheme).
- The sites are affected by a number of overlays including Bushfire Hazard, Flood Hazard, Biodiversity Areas and Agricultural Land. The proposed development is Reconfiguring a Lot which is subject to Code Assessment pursuant to the Planning Scheme.
- Based on an assessment of the matters Council (as Assessment Manager) must and may have regard to under section 45 (3) of the *Planning Act 2016* (the Planning Act), the application can be approved subject to the conditions outlined herein.

**OFFICER’S RECOMMENDATION**

**GENERAL**

**GEN1.** The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:

Drawing No.	Sheet Name	Issue	Date
8697-P1	Boundary Realignment – Sheet No. 1 of 1		12/06/2020

**Timing:** To be maintained at all times

**GEN2.** The reconfiguration of a lot approved by this Development Permit must be completed and the Plan of Survey submitted to Council for endorsement within four (4) years from the commencement of this approval or this approval will lapse.

**ENGINEERING**

- ENG1.** Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to Council's endorsement of the Survey Plan unless stated otherwise.
- ENG2.** Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's Development Manual and Standard Drawings, relevant Australian Standards, and relevant design manuals.
- ENG3.** Be responsible for any alteration necessary to electricity, telephone, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

**LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS**

- ENG4.** Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.
- ENG5.** Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

**STORMWATER MANAGEMENT**

- ENG6.** Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG7.** Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

**STANDARD ADVICE**

- ADV1** Section 85(1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within a period of four (4) years the approval will lapse.
- ADV2** The general environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance cause by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the premises during all stages of the development, including earthworks, construction and operation.
- ADV3.** All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the "cultural heritage duty of care"). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from [www.datsima.qld.gov.au](http://www.datsima.qld.gov.au)
- ADV4.** Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

**FINANCIAL AND RESOURCE IMPLICATIONS**

No implication can be identified.

**LINK TO CORPORATE/OPERATIONAL PLAN**

Growth and Opportunity

GO2 Balanced development that preserves and enhances our region.

GO2.1 Implement Council's planning scheme to support sustainable development of business, industry and community liveability

**COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

Refer to CONSULTATION in this report.

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

No implication identified.

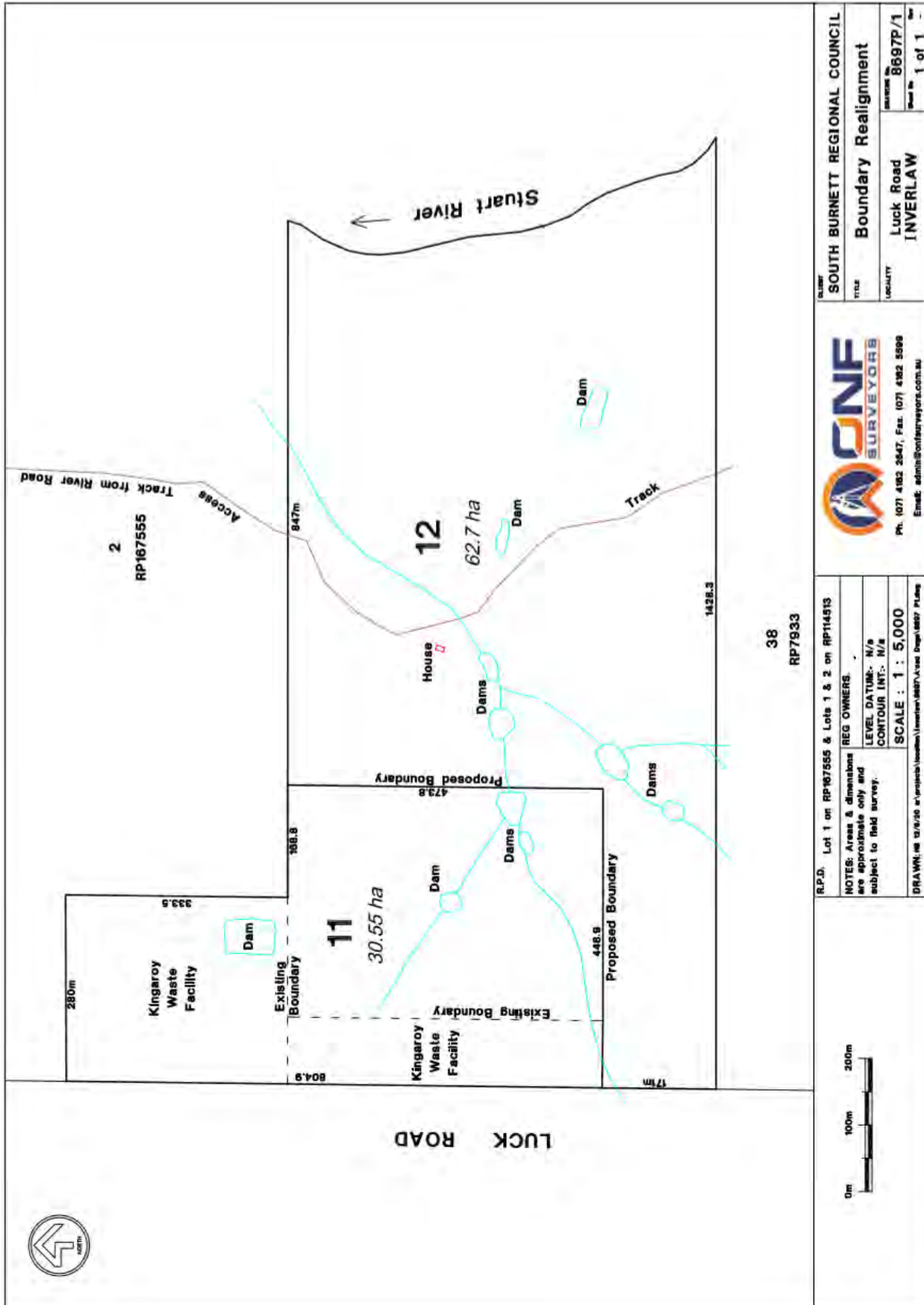
**POLICY/LOCAL LAW/DELEGATION IMPLICATIONS**

No implication can be identified.

**ASSET MANAGEMENT IMPLICATIONS**

No implication can be identified.

PROPOSAL PLAN



38  
RP7933

<p>R.P.D. Lot 1 on RP167555 &amp; Lots 1 &amp; 2 on RP14913</p> <p>NOTE: Areas &amp; dimensions are approximate only and subject to field survey.</p> <p>LEVEL DATUM: N/A CONTOUR INT.: N/A SCALE: 1 : 5,000</p> <p>DRAWN: 08/10/20 BY: [signature] CHECKED: [signature] DATE: 08/10/20</p>		<p><b>CONE SURVEYORS</b></p> <p>Ph: (07) 492 2647, Fax: (07) 492 5998 Email: admin@conesurveyors.com.au</p>	<p><b>SOUTH BURNETT REGIONAL COUNCIL</b></p> <p>TITLE: <b>Boundary Realignment</b></p> <p>LOCALITY: Luck Road INVERLAW</p> <p>PLAN NO: 8697P/1 Sheet No: 1 of 1</p>
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Source 1: Applicant

**REPORT**

<b>Applicant:</b>	South Burnett Regional Council c/- ONF Surveyors
<b>Owner:</b>	Lot 1 RP167555 & Lot 1 RP114513 - South Burnett Regional Council Lot 2 RP114513 – June Larkin and George Franklin
<b>Property Address:</b>	Luck Road, Inverlaw
<b>Real Property Description:</b>	Lot 1 RP167555 & Lot 1 RP114513 & Lot 2 RP114513
<b>Approvals Sought:</b>	Development Permit for Reconfiguring a Lot – Boundary Realignment (3 Lots into 2 Lots)

**Proposal Description:**

<b>Planning Scheme:</b>	South Burnett Regional Planning Scheme 2017 (v1.3)
<b>Planning Scheme Zone:</b>	Community Facilities Zone (Public Utilities Precinct) & Rural Zone
<b>Area of Land:</b>	93.28 hectares
<b>Existing Land Use:</b>	Kingaroy Waste Facility and rural grazing land
<b>Surrounding Land Uses:</b>	North – Rural grazing land East – rural grazing land & cultivated land South – rural grazing land and dwelling West – rural grazing land
<b>Services:</b>	Water, electricity and telecommunications are available
<b>Access:</b>	Access to Kingaroy Waste Facility is existing via Luck Road; Access to proposed Lot 12 is existing via River Road.
<b>Topography:</b>	Relatively flat at site of Kingaroy Waste Facility, sloping down steeply to the east through Lot 2.
<b>Application Deemed Properly Made:</b>	12 August 2020
<b>Confirmation Notice Issued:</b>	Not Applicable
<b>Information Request Issued:</b>	23 September 2020
<b>Information Response Received:</b>	2 October 2020
<b>Further Issues Issued</b>	Nil
<b>Response to Further Issues</b>	Nil
<b>Referrals Required/Received:</b>	Nil
<b>Referral Agency Response:</b>	Nil

Application Process:	Code Assessment
Public Notification:	Not Applicable
Properly Made Submissions:	Not Applicable
Public Notice Compliance:	Not Applicable

**1.0 EXECUTIVE SUMMARY**

This report carries out an independent town planning assessment of the proposed development. The Applicant, South Burnett Regional Council, seeks a Development Permit for Reconfiguring a Lot – Boundary Realignment (3 Lots into 2 Lots) over land described as Lot 1 RP167555, Lot 1 RP114513 and Lot 2 RP114513 which is situated along Luck Road, Inverlaw.

**2.0 SITE AND LOCALITY**

**2.1 Site Description**

The subject site is formally described as Lot 1 RP167555, Lot 1 RP114513 and Lot 2 RP114513. The lots have a combined area of is 93.28 hectares and each has a regular configuration. Lot 1 RP167555 and Lot 1 RP114513 are currently occupied by the Kingaroy Waste Facility and Lot 2 RP114513 is rural land used for grazing.

The site is bordered at the west by Luck Road, at the north and south by rural grazing properties and to the east by Stuart River.

The sites are accessed via Luck Road (Kingaroy Waste Facility) and via River Road (Lot 2 RP114513).



**FIGURE 1 – Aerial of Subject Site (Source: QLD Globe 2019)**

**2.2 Surrounding Land Uses**

The subject site is situated in the rural locality of Inverlaw. The locality comprises predominantly rural grazing land, and an extractive industry on the western side of Luck Road opposite the subject site.

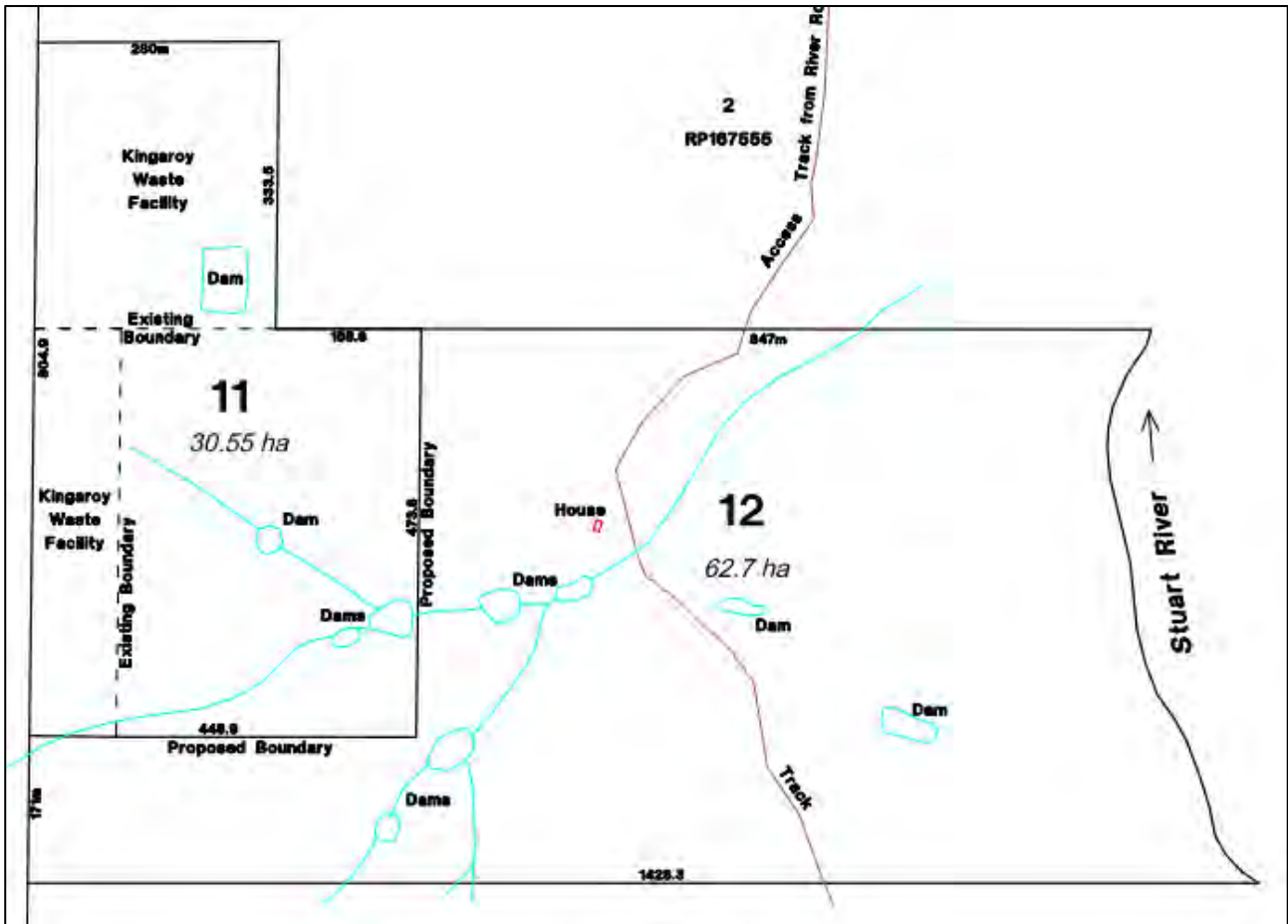


### 3.0 PROPOSAL OVERVIEW

The Applicant seeks a Development Permit for Reconfiguring a Lot – Boundary Realignment (3 Lots into 2 Lots).

#### 3.1 Proposed Development

The development application seeks approval for Reconfiguring a Lot – Boundary Realignment to amalgamate three existing lots and create two new lots. The development seeks to consolidate Council’s land holdings for the Kingaroy Waste Facility (Lot 1 RP167555 and Lot 1 RP114513) and amalgamate with a portion of land to be purchased from Lot 2 RP114513 to create Proposed Lots 11 and 12 shown below.



**FIGURE 2** – Proposed Boundary Realignment (Source: Boundary Realignment, 12/06/2020, ONF Surveyors)

The proposed lot configuration will result in Proposed Lot 11 containing the Kingaroy Waste Facility and Proposed Lot 12 comprising a rural/agricultural lot.

The additional land area to be amalgamated with Proposed Lot 11 will enable the final capping of the existing landfill and correction of grade along the edge of the landfill site. The grade correction will allow for improved management of stormwater from upstream properties.

#### 4.0 TOWN PLANNING CONTEXT

Tables 1 and 2 provide an overview of the town planning parameters relevant to the subject site and proposed development.

<b>1. TABLE 1 – State Planning Instruments</b>	
Regional Plan	<i>Wide Bay Burnett Regional Plan 2011 (the Regional Plan)</i>
State Planning Policy	<i>State Planning Policy (July 2017) (the SPP)</i>
SARA DA Mapping	Fish Habitat Areas <ul style="list-style-type: none"> <li>- Queensland waterways for waterway barrier works</li> </ul> Water Resources <ul style="list-style-type: none"> <li>- Water resource planning area boundaries</li> </ul> Native Vegetation Clearing <ul style="list-style-type: none"> <li>- Regulated vegetation management map (Category A and B extract)</li> </ul>
Referrals	N/A
Assessment Benchmarks	N/A
<b>2. TABLE 2 – Local Planning Context</b>	
Planning Scheme	<i>South Burnett Regional Planning Scheme 2017 (v1.3)</i>
Strategic Framework Designation	Rural
Zone	Community Facilities Zone (Public Utilities Precinct) Rural Zone
Overlays	<ul style="list-style-type: none"> <li>• Bushfire Hazard Overlay – Medium &amp; High Potential Bushfire Hazard Areas &amp; Potential Impact Buffers</li> <li>• Flood Hazard Overlay – Potential Flood Hazard Areas adjacent Stuart River</li> <li>• Biodiversity Areas Overlay – Waterway corridors</li> <li>• Agricultural Land Overlay Map – part Class A and within Important Agricultural Area</li> </ul>
Defined Use	Reconfiguring a Lot
Level of Assessment	Code Assessment
Assessment Benchmarks	<ul style="list-style-type: none"> <li>• Community Facilities Zone Code</li> <li>• Rural Zone Code</li> <li>• Reconfiguring a Lot Code</li> <li>• Services &amp; Works Code</li> </ul>

#### 5.0 PLANNING ASSESSMENT

##### 5.1 Planning Regulation 2017

This section of the report includes an assessment of the proposed development against Schedule 10 of the Planning Regulation 2017 (the Planning Regulation).

##### 5.1.1 Schedule 9 – Building Works

It is noted that assessment benchmarks and matters stated in Schedule 9 of the Regulation are not relevant to this development application for reconfiguring a lot.

##### 5.1.2 Schedule 10 – Assessable Development

The proposed development does not involve prescribed assessable development under Schedule 10.

##### 5.1.2 Schedule 10 – Referral Agencies

The application does not trigger referral under Schedule 10 of the Planning Regulation.

##### 5.2 Other Matters for Code Assessment

This section of the report includes an assessment of the proposed works against the other matters that impact assessment must have regard to as required by the Planning Regulation 2017 (section 27), namely:

- the Planning Scheme;
- the Regional Plan
- the State Planning Policy, to the extent the SPP is not identified in the planning scheme as being appropriately integrated in the planning scheme;
- any temporary State planning policy applying to the premises;
- any development approval for, and any lawful use of, the premises or adjacent premises; and
- the common material.

In accordance with section 45 (3) of the Planning Act, code assessment is an assessment that must be carried out only –

- (a) *against the **assessment benchmarks in a categorising instrument** for the development;*  
and
- (b) *having regard to **any matters prescribed by regulation** for this paragraph.*

In this instance under **section 45 (3)(a) of the Planning Act**, the categorising instrument for the development is the *South Burnett Regional Council Planning Scheme 2017 (v1.3)* under which the applicable assessment benchmarks are the Rural Zone Code, Community Facilities Zone Code, Reconfiguring a Lot Code and the Services and Works Code.

The planning assessment of the development considers the above assessment benchmarks and matters to the extent that the assessment benchmark and matter is relevant to the development.

### 5.3 Planning Scheme

#### 5.3.1 Defined Use

The proposed **Reconfiguring a Lot** component is defined, pursuant to the Planning Act 2016, as:

- (a) *creating lots by subdividing another lot; or*
- (b) *amalgamating 2 or more lots; or*
- (c) ***rearranging the boundaries of a lot by registering a plan of subdivision under the Land Act or Land Title Act; or***
- (d) *dividing land into parts by agreement rendering different parts of a lot immediately available for separate disposition or separate occupation, other than by an agreement that is—*
- (ii) *a lease for a term, including renewal options, not exceeding 10 years; or*
- (iii) *an agreement for the exclusive use of part of the common property for a community titles scheme under the Body Corporate and Community Management Act 1997; or*
- (e) *creating an easement giving access to a lot from a constructed road.*

We consider that the **bold** element of the Reconfiguring a Lot definition is appropriate to the proposed boundary realignment.

#### 5.3.2 Assessment Benchmarks

Table 5.6.1 categorises Reconfiguring a Lot, where a boundary realignment, as code assessable development. The relevant assessment benchmarks are:

- Rural Zone Code
- Community Facilities Zone Code
- Reconfiguring a Lot Code
- Services and Works Code

#### 5.3.2.2 Zone

The subject site is situated in the Rural Zone and the Community Facilities Zone of the Planning Scheme:

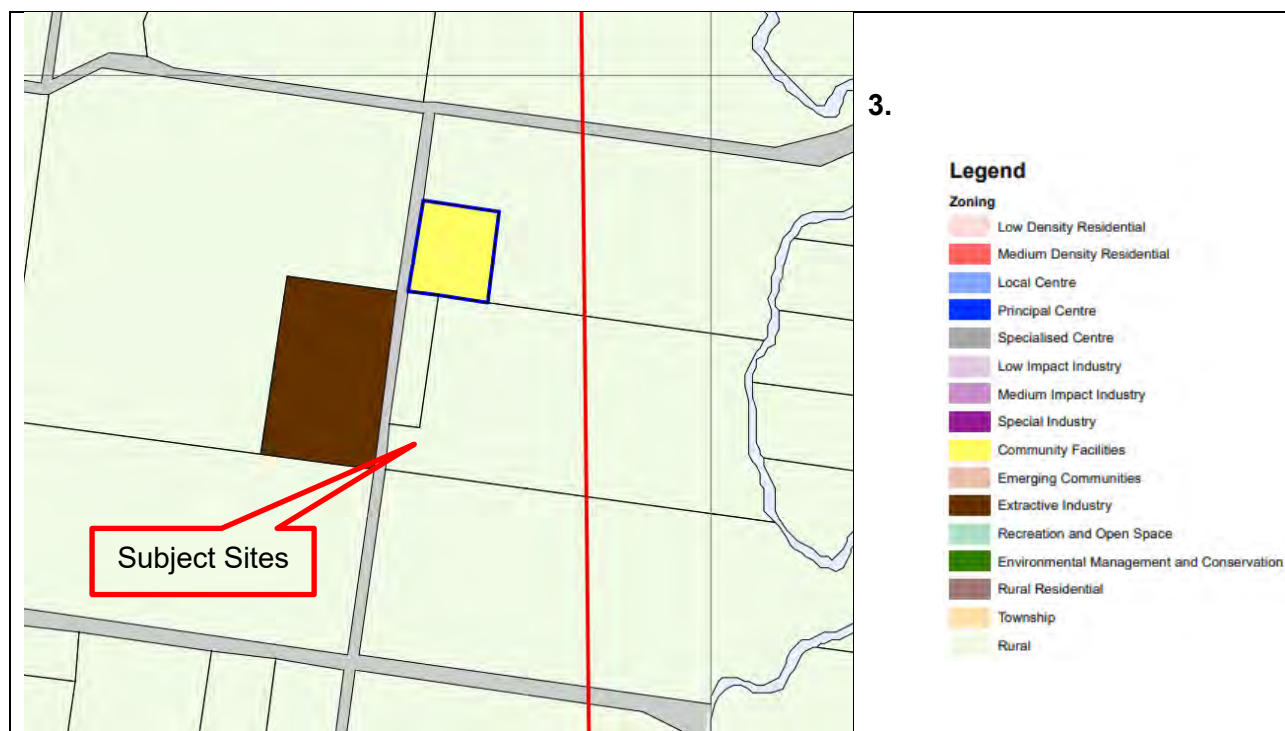


FIGURE 5 – ZONING MAP (Planning Scheme)

**Rural Zone Code**

The purpose of the Rural Zone Code is to provide for rural uses and activities, and other uses which are compatible with existing and future rural uses. The proposal for boundary realignment is appropriate for the zone as it enables the continuing operation of the Kingaroy Waste Facility in a zone where the impacts will not have significant consequences on surrounding properties. Further, the zone allows for the gradual rehabilitation of a waste facility and its integration back into the rural landscape.

The following table sets out an assessment of the proposal against the overall outcomes for the for the Rural Zone Code.

**Table 6.2.13.3 Criteria for assessment**

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
<b>4. General</b>		
<b>PO1</b> Development maintains rural amenity and character.	<b>AO1.1</b> Buildings are set back 20m from any collector or higher order road and 10m from any other road frontage. and <b>AO1.2</b> The use does not cause odour, noise or air emissions in excess of the prescribed limits in the <i>Environmental Protection (Air) Policy 1997</i> or the <i>Environmental Protection (Noise) Policy 1997</i> .	<b>AO1.1 &amp; AO1.2</b>  Not Applicable. No buildings or new uses are proposed as part of the application.  The application seeks to realign lot boundaries to enable capping and rehabilitation of that part of the waste facility which is at capacity. The RAL will enable the site to be integrated into the rural landscape.
<b>PO2</b> Development does not jeopardise the rural	Development resulting in lots less than the minimum size in	<b>PO2</b>

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
<p>production capacity of the Zone.</p>	<p>Table 9.4.2 satisfying outcomes –</p> <p><b>AO2.1</b> The proposal is necessary for the efficient production and processing of a crop grown in the area. or</p> <p><b>AO2.2</b> The proposal provides an alternate productive rural activity that supports regionally significant industry. or</p> <p><b>AO2.3</b> An agricultural sustainability report prepared by a suitably qualified agronomist demonstrates that –</p> <ul style="list-style-type: none"> <li>(a) The lot is suitability sized for the proposed activity, including a dwelling house including yard; and</li> <li>(b) There is sufficient water for the proposed activity; and</li> <li>(c) The allotment is capable of being connected to reticulated electricity; and</li> <li>(d) The proposed activity is financially viable, requiring a viability assessment that includes capital costs, operational costs, sustainable yields to support a family, climate, soils and geological factors affecting crop growth, nutrients, salinity, topography, susceptibility to flooding and erosion and an assessment of market robustness (both recent and projected) and alternative practices in the event of failure.</li> </ul> <p>and</p> <p><b>AO2.4</b> Development is consistent with any Soil</p>	<p>Complies. The proposal is a realignment of boundaries and no additional lots are proposed.</p> <p>The proposed RAL seeks to consolidate the land on which the Kingaroy Waste Facility is located and enable the capping and rehabilitation of part of the facility.</p> <p>The proposed realignment is not within higher value agricultural land and will not jeopardise the rural production capacity of the zone.</p>

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
	Conservation Plan that applies to the locality, as approved by the relevant State agency.	
<p><b>PO3</b> Development does not result in any degradation of the natural environment, in terms of the geotechnical, physical, hydrological and environmental characteristics of the site and its setting.</p>	<p><b>AO3.1</b> Uses and associated works are confined to existing lawfully cleared land or areas not supporting regulated vegetation. and <b>AO3.2</b> Uses and associated works are confined to areas outside stormwater discharge points, overland flow paths, watercourses and natural drainage features. and <b>AO3.3</b> Development, excluding forestry activities and permanent plantations, adjacent to National Parks or State Forests is set back a minimum of 100m from the park boundaries in the absence of any current 'Management Plans' for these areas.</p>	<p><b>PO3</b> Complies. The proposal conforms to existing features on site. The realignment provides for additional site area to undertake appropriate capping, landscaping and stormwater management associated with the rehabilitation of the waste facility.</p>
<p><b>PO4</b> Development is not exposed to risk from natural hazard relating to land slip.</p>	<p><b>AO4.1</b> Uses and associated works are confined to slopes not exceeding: (a) 15% for residential uses; (b) 10% for treated effluent disposal areas; (c) 6% for non-residential uses.</p>	<p><b>PO4</b> Not Applicable. Council's Landslide Hazard Overlay Map does not identify any landslide hazard areas on the site.</p>
<p><b>PO5</b> Development is adequately serviced.</p>	<p><b>AO5.1</b> A 45kl water tank is provided for consumption purposes. and <b>AO5.2</b> On-site sewage treatment is provided. and <b>AO5.3</b> Each dwelling is provided with a service line connection to the electricity supply and telecommunications networks.</p>	<p><b>5. PO5</b> Complies. The sites are adequately serviced for the existing uses. No additional land uses are proposed.</p>
<p><b>PO6</b> Development is located and designed to ensure</p>	<p><b>AO6.1</b> Development does not occur:</p>	<p><b>PO6</b> Complies. The proposal is for a realignment of</p>

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
<p>that land uses are not exposed to:</p> <p>(a) Areas that pose a health risk from previous activities; and</p> <p>(b) Unacceptable levels of contaminants.</p>	<p>(a) In areas that pose a health risk from previous activities; and</p> <p>(b) On sites listed on the Contaminated Land Register or Environmental Management Register.</p> <p>or</p> <p><b>AO6.2</b> Areas that pose a health risk from previous activities and contaminated soils which are subject to development are remediated prior to plan sealing, operational works permit, or issuing of building works permit.</p>	<p>boundaries and no new uses are proposed on site.</p>
<p>Where in the vicinity of an existing intensive animal industry (PO7)</p>		<p>Not Applicable. The site is not in the vicinity of an existing intensive animal industry.</p>
<p>Caretaker's accommodation (PO8-PO9)</p>		<p>Not Applicable. The proposed development is not for a caretaker's accommodation.</p>
<p>Home based business (PO10-PO13)</p>		<p>Not Applicable. The proposed development is not for a home-based business.</p>
<p>Secondary dwelling (PO14)</p>		<p>Not Applicable. The proposed development is not for a secondary dwelling.</p>
<p><b>For development affected by one or more overlays</b></p>		
<p><b>Agricultural land overlay</b></p>		
<p><b>PO15</b> The productive capacity and utility of agricultural land for rural activities is maintained.</p>	<p><b>AO15.1</b> The proposal is not located on agricultural land identified on SPP Interactive Mapping (Plan Making).</p> <p>or</p> <p><b>AO15.2</b> The proposal is necessary for the efficient production and processing of a crop grown in the area.</p> <p>or</p> <p><b>AO15.3</b> The proposal provides an alternate productive rural</p>	<p><b>PO15</b> Complies. The waste facility lot is situated outside of the Important Agricultural Area of SPP Mapping however all of Lot 2 on RP114513 is within the subject area.</p> <p>The proposal is necessary to facilitate future works associated with the capping and rehabilitation of the waste facility.</p>

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
	<p>activity that supports regionally significant industry.</p> <p>or</p> <p><b>AO15.4</b> An agricultural sustainability report prepared by a suitably qualified agronomist demonstrates that –</p> <ul style="list-style-type: none"> <li>(a) The lot is suitability sized for the proposed activity. Including a dwelling house including yard; and</li> <li>(b) There is sufficient water for the proposed activity; and</li> <li>(c) The allotment is capable of being connected to reticulated electricity; and</li> <li>(d) The proposed activity is financially viable, requiring a viability assessment that includes capital costs, operational costs, sustainable yields to support a family, climate, soils and geological factors affecting crop growth, nutrients, salinity, topography, susceptibility to flooding and erosion and an assessment of market robustness (both recent and projected) and alternative practices in the event of failure.</li> </ul> <p>and</p> <p><b>AO15.5</b> Development is consistent with any Soil Conservation Plan that applies to the locality, as approved by the relevant State agency.</p>	<p>The land within Lot 2 RP114513 which is proposed to be integrated into Proposed Lot 11, is steep land which is likely to be less productive land. The higher class agricultural land is located along the northern and eastern boundaries where within proximity to the Stuart River flats.</p>
<b>Airport Environs Overlay</b>		
Public safety sub-area (PO16)		Not Applicable. The site is not within the public safety sub-area.
Wildlife hazards sub-area		Not Applicable. The site is not within the wildlife hazards sub-area.
<b>Biodiversity Overlay</b>		



Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
<p><b>PO18</b> Areas of environmental significance, including biodiversity values, are identified, protected and enhanced.</p>	<p><b>AO18.1</b> Uses and associated works are confined to areas not identified on Overlay Map 05. or <b>AO18.2</b> Development is compatible with the environmental values of the area. or <b>AO18.3</b> Where development within an area identified on Overlay Map 05 is unavoidable, measures recommended by a suitably qualified ecologist are incorporated to protect and retain the environmental values and underlying ecosystem processes within or adjacent to the development site to the greatest extent practical.</p>	<p>PO18 Complies. Stuart River acts as the eastern boundary of Lot 1 RP114513. The proposed realignment and new boundary of Proposed Lot 11 is situated approximately 850m west of the waterway. No impact is anticipated due to the setback of the proposal.</p>
<p><b>PO19</b> Biodiversity values of identified areas of environmental significance are protected from the impacts of development.</p>	<p><b>AO19.1</b> Development adjacent to Protected Areas identified on Overlay Map 05 is set back a minimum of 100m from the park boundaries in the absence of any current 'Management Plans' for these areas.</p>	<p><b>AO19.1</b> Not Applicable. The proposed development is not in proximity to Protected Areas.</p>
<p><b>PO20</b> There are no significant adverse effects on water quality, ecological and biodiversity values.</p>	<p><b>AO20.1</b> Uses and associated works are confined to areas outside overland flow paths and natural drainage features. and <b>AO20.2</b> All buildings, on-site effluent disposal, external activities or storage areas are located 100m from the top of the bank of a river, creek, stream or wetland identified on Overlay Map 05. Note: This setback does not apply to equipment such as pumps that are necessary to access water or waterway crossings. and <b>AO20.3</b> The Waterway Corridors identified on Overlay Map 05 are maintained in a natural state.</p>	<p><b>PO20</b> Complies. The proposed development does not have an impact on overland flow paths or natural drainage features.  The proposed development maintains a significant setback from the mapped Waterway Corridor and no works are proposed within or near any mapped Biodiversity Areas.</p>
<b>Bushfire hazard overlay</b>		
<p><b>PO21</b> Development is not placed at unacceptable risk from</p>	<p>AO21.1 Development does not occur in areas mapped as Very High or</p>	<p><b>PO21</b> Complies. No new buildings or uses are proposed as</p>

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
<p>bushfire, does not increase the extent or severity of bushfire and maintains the safety of people and property from bushfire.</p>	<p>High potential Bushfire Intensity Areas on the SPP Interactive Mapping (Plan Making). or AO21.2 A written assessment by a suitably experienced or qualified person confirms that the site is of Low Potential Bushfire Hazard. or AO21.3 For areas mapped as Medium Potential Bushfire Intensity Areas on the SPP Interactive Mapping (Plan Making), bushfire risk is mitigated through a Bushfire Management Plan incorporating: (a) Lot design and the siting of buildings and uses so:     (i) high intensity uses are located on the least bushfire prone area on the site and activities least susceptible to fire are sited closest to the bushfire hazard; and     (ii) efficient emergency access is optimised; and     (iii) bushfire risk is effectively minimised having regard to aspect, elevation, slope and vegetation. (b) Including firebreaks that provide adequate:     (i) setbacks between buildings/ structures and hazardous vegetation; and     (ii) access for fire fighting or other emergency vehicles; and (c) Road access for fire-fighting appliances and firebreaks are provided through a perimeter road that separates the use from areas of bushfire hazard and that road has a minimum cleared width of 20 metres; and</p>	<p>part this application. The proposed boundary realignment does not increase the likelihood of risk to people or property from bushfire.</p>

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
	<p>(d) Where a reticulated water supply is not available and development involves buildings with a gross floor area greater than 50m<sup>2</sup>, one tank within 100m of each residential building that has:</p> <ul style="list-style-type: none"> <li>(i) fire brigade tank fittings; and</li> <li>(ii) 25,000 litres dedicated for firefighting purposes.</li> <li>(iii)</li> </ul>	
<p><b>PO22</b> Community infrastructure in any area mapped as Very High to Medium (Potential Intensity) Areas are able to function effectively during and immediately after bushfire events.</p>	<p><b>AO22.1</b> No outcome specified.</p>	<p><b>PO22</b> Complies. The proposed boundary realignment does not increase the likelihood of risk to people or property from bushfire.</p> <p>The proposed development does not hinder the ability for the waste facility to function effectively.</p>
<p><b>PO23</b> Public safety and the environment are not adversely affected by the detrimental impacts of bushfire on hazardous materials manufactured or stored in bulk.</p>	<p><b>AO23.1</b> No hazardous materials, manufactured or stored in bulk, are on land mapped as Very High to Medium (Potential Intensity) Areas.</p>	<p><b>PO23</b> Complies. The proposed boundary realignment does not change the intensity or scale of the existing land use. There is no anticipated increase in the likelihood of risk to people or property from bushfire.</p>
<p><b>PO24</b> Major risks to the safety or property and to the wellbeing of occupants in areas mapped as Very High to Medium (Potential Intensity) Areas is minimised through appropriate siting, servicing and managing of residential premises.</p>	<p><b>AO24.1</b> New dwellings on land mapped as Very High to Medium (Potential Intensity) Areas are located:</p> <ul style="list-style-type: none"> <li>(a) Centrally within existing cleared areas on a lot which allows a regular shaped area (with a minimum dimension of 50m) of 5,000m<sup>2</sup> to be identified that: <ul style="list-style-type: none"> <li>(i) is free of highly combustible vegetated areas; and</li> <li>(ii) is on southerly to easterly facing slopes not exceeding 15% gradient; or</li> <li>(iii) on flat lands at the base of north to western</li> </ul> </li> </ul>	<p><b>PO24</b> Not Applicable. Residential dwellings are not proposed as part of this application.</p>

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
	facing slopes not exceeding 15% gradient. (b) A fire protection buffer is established around the complete perimeter of the dwelling unit within a lot for a minimum width of 50m.	
<b>Extractive industry overlay</b>		Not Applicable. The site is not within the mapped extractive industry overlay.
<b>Flood hazard overlay</b>		
<p><b>PO28</b>                      Development is not exposed to risk from flood events by responding to flood potential and maintains personal safety at all times.</p>	<p><b>AO28.1</b>                      All new allotments include an area of sufficient size to accommodate the intended land use outside the area identified on Overlay Map 03. and</p> <p><b>AO28.2</b>                      New buildings are not located within the area identified on Overlay Map 03;                      or</p> <p><b>AO28.3</b>                      Development is sited above the 1% AEP flood event where known, or the highest known flood event, as follows:                      (a) Habitable floor levels - 500mm;                      (b) Non-habitable floor levels - 300mm;                      (c) On-site sewage treatment and storage areas for potential contaminants - 300mm;                      (d) All other development - 0mm.</p> <p>and</p> <p><b>AO28.4</b>                      Building work below the nominated flood level allows for the flow through of flood water at ground level:                      (a) The structure below flood level is unenclosed; or                      (b) Any enclosure below flood level aligns with the direction of water flow; or                      (c) Any enclosure not aligning with the direction of water flow must have openings that are at least 50% of the</p>	<p><b>PO28</b>                      Not Applicable. The proposed boundary realignment is outside of the nominated flood hazard area.</p>

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
	<p>enclosed area with a minimum opening of 75mm.</p> <p>and  <b>AO28.5</b>                      Resilient building materials are used below the nominated flood level in accordance with the relevant building assessment provisions.</p> <p>and  <b>AO28.6</b>                      Signage is provided on site indicating the position and path of all safe evacuation routes off the site.</p>	
<p><b>PO29</b>                      Development directly, indirectly and cumulatively avoids any significant increase in water flow, velocity or flood level and does not increase the potential for flood damage either on site or other properties.</p>	<p><b>AO29.1</b>                      Works associated with the proposed development do not:</p> <ul style="list-style-type: none"> <li>(a) involve a net increase in filling greater than 50m<sup>3</sup>; or</li> <li>(b) result in any reductions of onsite flood storage capacity and contain within the site any changes to depth/duration / velocity of flood waters; or</li> <li>(c) change flood characteristics outside the site in ways that result in:                             <ul style="list-style-type: none"> <li>(i) loss of flood storage;</li> <li>(ii) loss of/changes to flow paths;</li> <li>(iii) acceleration or retardation of flows; or</li> <li>(iv) any reduction in flood warning times.</li> </ul> </li> </ul>	<p><b>PO29</b>                      Not Applicable. The proposed boundary realignment is outside of the nominated flood hazard area.</p>
<p><b>PO30</b>                      Development avoids the release of hazardous materials into floodwaters.</p>	<p><b>AO30.1</b>                      Materials manufactured or stored on site are not hazardous in nature.</p> <p>or  <b>AO30.2</b>                      Hazardous materials and any associated manufacturing equipment are located above the nominated flood level.</p>	<p><b>PO30</b>                      Not Applicable. The proposed boundary realignment is outside of the nominated flood hazard area.</p>
<p><b>PO31</b>                      Community infrastructure in any area mapped as Flood Hazard is able to function effectively during and immediately after flood.</p>	<p>No outcome specified.</p>	<p><b>PO31</b>                      Not Applicable. The proposed boundary realignment is outside of the nominated flood hazard area.</p>

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
<b>Historic subdivisions overlay</b>		Not Applicable. The site is not within the mapped historic subdivisions overlay.
<b>Landslide hazard overlay</b>		Not Applicable. The site is not within the mapped landslide hazard overlay.
<b>Regional infrastructure overlay</b>		Not Applicable. The site is not within the mapped regional infrastructure overlay.
<b>Water catchments overlay</b>		Not Applicable. The site is not within the mapped water catchments overlay.

**Summary of Compliance with Rural Zone Code:**

The proposed boundary realignment is necessary to enable the appropriate capping and rehabilitation of part of the Kingaroy Waste Facility. The realignment will enable the acquisition of additional land area to the east of the site within which appropriate batters, landscaping and stormwater management infrastructure can be established.

The subject site is within the Rural Zone and is mapped within the Class A Agricultural Area, however it is considered that Proposed Lot 11 does not comprise suitable topography to support a viable agricultural use or intensive rural pursuits.

The proposed boundary realignment is not affected by, or exacerbate any impacts caused by, natural features or significant overlays applicable to the site such as Bushfire Hazard and Biodiversity Areas (Waterway Corridor).

**Community Facilities Zone Code**

The purpose of the Community Facilities Zone Code is to provide for community-related uses, activities and facilities, whether publicly or privately owned. Lot 1 RP167555 is zoned Community Facilities and comprises the Kingaroy Waste Facility.

The following table sets out an assessment of the proposal against the overall outcomes for the for the Community Facilities Zone Code.

**Table 6.2.10 Criteria for assessment**

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
<b>General</b>		
<p><b>PO1</b> Buildings and structures must complement the scale of nearby development.</p>	<p><b>AO1.1</b> Structures are a maximum height of:                      (a) For an educational establishment more than 20m from the Residential zone – 3 storeys and 10m.                      (b) In all other circumstances – 2 storeys or 8.5m                      and  <b>AO1.2</b> Buildings are set back not less than:                      (a) 10m from the frontage to a State-controlled or arterial road;                      (b) 6m from the principal road frontage of any other road;                      (c) 4m from any other road frontage; and                      (d) 1.5m from any other boundary except where compliance with AO2.1 is required.                      and  <b>AO1.3</b> Cumulative site cover does not exceed 40%.                      and  <b>AO1.4</b> The main entrance to the building is visible from, and directly accessible from the street.</p>	<p><b>PO1</b> Not Applicable. No new buildings or structures are proposed as part of this application.</p>

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
<p><b>PO2</b> Development does not adversely impact on the amenity or privacy of the surrounding residential uses.</p>	<p><b>AO2.1</b> Buildings are setback from an adjoining residential premises a minimum of 10m. and <b>AO2.2</b> Active outdoor use areas, site access and car parking, servicing or outdoor storage areas are set back from any boundary adjoining a residential premises a minimum of 4.5m. and <b>AO2.3</b> New building plant or air-conditioning equipment is located central to the building and screened from view of uses. and <b>AO2.4</b> Noise generated by any use in the zone does not exceed the background noise levels as follows: (a) 6am – 10pm plus 10db(A); (b) 10pm – 6am plus 3db(A), measured as the adjusted maximum sound pressure level at the property boundary. and <b>AO2.5</b> Where buildings, car parking, servicing or storage areas are proposed within 10m of any boundary adjoining a residential premises a minimum 1.8m high solid timber, brick or masonry fence is provided. and <b>AO2.6</b> Outdoor lighting is designed, installed and maintained in accordance with AS4282 – Control of the Obtrusive Effects of Outdoor Lighting. and <b>AO2.7</b> Community activities adjoining or opposite residential uses are limited to the hours between 6am and 10pm.</p>	<p><b>PO2</b> Not Applicable. No new buildings or structures are proposed as part of this application.  The proposed boundary realignment is for the purposes of capping and rehabilitation of part of the Kingaroy Waste Facility.  The works will not adversely impact on the amenity or privacy of the adjoining rural property.</p>



Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
<p><b>PO3</b>                      Refuse storage areas are located for convenient collection, screened from public view and provided with facilities for self-contained cleaning.</p>	<p><b>AO3.1</b> The refuse storage area is located near the front of the site and allows the collection vehicle to enter and exit in a forward gear. The use of staff car parking areas to accommodate internal manoeuvring is permissible.                      and  <b>AO3.2</b> The refuse storage area is provided in a building or other enclosed structure screened to a minimum height of 0.2m above the height of the refuse receptacles.                      and  <b>AO3.3</b> Refuse storage areas are provided with an impervious base that is drained to an approved waste disposal system and provided within a dedicated hose cock.</p>	<p><b>PO3</b>                      Not Applicable. The proposal is for a boundary realignment.</p>
<p><b>PO4</b>                      Development is located and designed to ensure that land uses are not exposed to:                      (a) Areas that pose a health risk from previous activities; and                      (b) Unacceptable levels of contaminants.</p>	<p><b>AO4.1</b> Development does not occur:                      (a) In areas that pose a health risk from previous activities; and                      (b) On sites listed on the Contaminated Land Register or Environmental Management Register.                      or  <b>AO4.2</b> Areas that pose a health risk from previous activities and contaminated soils which are subject to development are remediated prior to plan sealing, operational works permit, or issuing of building works permit.</p>	<p><b>PO4</b>                      Not Applicable. The proposal is for a boundary realignment to enable the capping and rehabilitation of the Kingaroy Waste Facility.</p>

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
<p><b>PO5</b> The proposal does not introduce non-residential traffic into local streets and allows vehicles entering and leaving the site to do so safely and without adversely affecting the efficient functioning of adjacent roads.</p>	<p><b>AO5.1</b> Where available, access is provided to a Sub-Arterial Road or higher category road in preference to a local street. and <b>AO5.2</b> The proposal provides convenient and safe pedestrian access from existing and proposed public transport infrastructure and other public areas. and <b>AO5.3</b> New vehicle crossovers are separated from any other vehicle crossover by a distance not less than 10m.</p>	<p><b>PO5</b> Not Applicable. No changes in traffic are anticipated as a result of this proposal.</p>
<p><b>PO6</b> Development must be provided with an acceptable standard of infrastructure.</p>	<p><b>AO6.1</b> Where available, development is to be connected to reticulated water supply and sewerage. and <b>AO6.2</b> Development is provided with a service line connection to the electricity supply and telecommunications networks. and <b>AO6.3</b> Stormwater discharge must be to a lawful point of discharge or to downstream properties but only with the consent of the affected landowners.</p>	<p><b>PO6</b> Complies. Water, sewer, electrical and telecommunication connections are not required for this application. The existing connections are sufficient for the continuing use.  With respect to stormwater, the boundary realignment enables the acquisition of part of Lot 2 RP114515, to facilitate a correction of the grade of the area to improve management of stormwater from upstream properties and the landfill area.</p>
<p><b>PO7</b> The site is landscaped so that it makes a positive contribution to the streetscape and to the area generally.</p>	<p><b>AO7.1</b> At least 10% of the site is landscaped, including a landscaped strip with a minimum width of 1m along each street frontage. and <b>AO7.2</b> Where adjoining or opposite residential areas, a 2m wide buffer along the interface boundary of the site is landscaped.</p>	<p><b>PO7</b> Not Applicable. Landscaping is not applicable to the boundary realignment.  The proposed realignment will provide for additional land area to undertake capping and rehabilitation, and establish a batter and landscaping on the eastern boundary of proposed Lot 11.</p>

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
<p><b>PO8</b> Development responds to the slope of steep land in the siting, design and form of buildings and structures, to minimise risk associated with unstable ground.</p>	<p><b>AO8.1</b> The development area has a gradient less than 15%. and <b>AO8.2</b> Building design utilises ‘post and pier’ type foundations and appear as a series of separate blocks that step down the slope. and <b>AO8.3</b> The height of benching, cut and fill and the construction of retaining walls does not exceed 1m. and <b>AO8.4</b> Any voids between the floor of the building and ground level are screened from view by using lattice/batten screening and/or landscaping.</p>	<p><b>PO8</b> Complies. The proposed realignment seeks to enable future capping and rehabilitation of the waste facility, including the establishment of batters and landscaping along the steep grade. Future works will be subject to further approvals.</p>

**Summary of Compliance with Community Facilities Zone Code**

The proposed boundary realignment is consistent with the intent of the Community Facilities Zone Code and there are no conflicts with the code provisions.

The proposal seeks to realign a boundary and acquire additional land from the adjoining lot to sufficiently manage rehabilitation and replanting along a batter. This additional area will also ensure Council can provide the required stormwater infrastructure to manage run off from the waste facility and ensure no adverse impacts on surrounding properties.

**5.3.2.3 Reconfiguring a Lot Code**

Performance outcomes	Assessment benchmarks	Response
<b>Section 1: Boundary Realignment</b>		
<p><b>PO1</b> The boundary realignment:</p> <ul style="list-style-type: none"> <li>(a) results in lots that are consistent with the established subdivision pattern of the local area;</li> <li>(b) maintains or improves the utility of the lots;</li> <li>(c) does not create a situation where the use or buildings on the resulting lots become unlawful.</li> </ul>	<p><b>AO1.1</b> Development provides that allotment area, dimension and shape are in accordance with the standards in Table 9.4.2, except where the reconfiguration is boundary realignment and the outcome is preferable to the current allotment configuration. and <b>AO1.2</b> The utility of the lots is maintained or improved where:</p> <ul style="list-style-type: none"> <li>(a) a frontage to depth ratio exceeds that of the existing allotments;</li> <li>(b) access is provided to an allotment that previously had no access or an unsuitable access;</li> <li>(c) an existing boundary encroachment by a building or areas is corrected;</li> </ul> <p>and <b>AO1.3</b> The realignment does not result in a building contravening the setback, standards required by this Planning Scheme or relevant building regulations. and <b>AO1.4</b> The realignment results in a larger lot that is a more viable farming unit.</p>	<p><b>PO1</b> Complies. The proposed development results in two large allotments, each suited to their individual purposes being the Kingaroy Waste Facility (proposed Lot 11) and rural / agricultural purposes (proposed Lot 12).  The utility of each lot is retained, and the proposed reconfiguration does not result in either use becoming unlawful.</p>
<p><b>PO2</b> The boundary realignment facilitates the creation or consolidation of a viable farming unit.</p>	<p><b>AO2.1</b> Where covered by the Overlay Map 08:</p> <ul style="list-style-type: none"> <li>(a) new lot boundaries enhance viable farming units; and</li> <li>(b) the boundaries ensure that a new dwelling is not on agriculture land; and</li> <li>(c) the reconfiguration satisfies the acceptable outcomes in Section 6 of the Rural Zone Code.</li> </ul>	<p><b>PO2</b> Complies. The proposed reconfiguration enables the efficient rehabilitation of part of the Kingaroy Waste Facility. The adjoining rural lot and its productive capacity is not affected by the proposal.</p>

Performance outcomes	Assessment benchmarks	Response
<b>Section 2: Reconfiguration under a Community Title Scheme (PO3-PO6)</b>		<b>Not Applicable.</b>
<b>Section 3: All other reconfiguration (PO7 – PO15)</b>		<b>Not Applicable.</b>
<b>Section 4 All reconfiguring a lot subject to an overlay</b>		
<b>Agricultural Land overlay</b>		
<b>PO16</b> The productive capacity and utility of agricultural land for rural activities is maintained.	<b>AO16.1</b> In the Rural zone only, no additional allotments are created in the area identified as agricultural land on SPP Interactive Mapping (Plan Making); or <b>AO16.2</b> In the Rural zone only, a Farm management plan prepared by a suitably qualified agronomist demonstrates that the existing productivity of the land area is not reduced.	<b>PO16</b> <b>Complies.</b> The proposed boundary realignment seeks to create 2 lots from 3 lots. The reconfiguration will retain the existing Kingaroy Waste Facility to be retained within a single land holding, and acquire part of Lot 2 SP114513 for the purposes of capping, rehabilitation planting, batter and stormwater infrastructure. The portion of land to be acquired is steep and will not affect the productive capacity of the land.
<b>Airport Environs Overlay – Public Safety Overlay (PO17)</b>		<b>Not Applicable.</b>
<b>Biodiversity Overlay</b>		
<b>PO18</b> Development avoids, minimises or mitigates adverse impacts on environmentally significant areas and values.	<b>AO18.1</b> Development is confined to areas not mapped as high or general ecological significance on Overlay Map 05. or <b>AO18.2</b> Proposed boundaries do not create additional barriers to species movement. and <b>AO18.3</b> Proposed allotments do not create circumstances where additional accepted development clearing of protected vegetation may occur.	<b>PO18</b> <b>Complies.</b> The proposed boundary realignment is separated significantly from the mapped waterway.  The proposed realignment and new boundary of Proposed Lot 11 is situated approximately 850m west of the waterway. No impact is anticipated due to the setback of the proposal.
<b>Bushfire hazard overlay (PO19)</b>		<b>Not Applicable.</b>
<b>Flood hazard overlay (PO20 &amp; PO21)</b>		<b>Not Applicable.</b>
<b>Regional Infrastructure Overlay (PO22)</b>		<b>Not Applicable</b>
<b>Waterways, Wetlands and Catchments Overlay (PO23)</b>		<b>Not Applicable</b>

**Summary of Compliance with Reconfiguring a Lot Code:**

The proposed reconfiguration seeks to realign the boundaries of three lots to create two parcels.

The proposed lots are considered to be an appropriate size and do not compromise the existing or future use of the lots. The proposed reconfiguration allows Council to acquire additional land to facilitate the necessary capping, landscaping and future stormwater infrastructure within the Kingaroy Waste Facility site.

The reconfiguration (and future works) will not prejudice any surrounding land from future development opportunities.

#### **5.3.2.4 Services and Works Code**

The Applicant has sufficiently addressed the requirements of the Services and Works Code:

- The proposal seeks to create additional area within the Kingaroy Waste Facility lot to provide for stormwater management infrastructure.
- The site has access to electricity, telecommunications and water. The proposed development is not dependent on access to these services.
- The waste facility has access to sealed bitumen roads, with gravel road access available elsewhere, which is suitable for the Rural Zone.
- The Applicant has not proposed landscaping to the site however acknowledges that landscaping will be undertaken as part of future works.
- Further operational works to facilitate the capping, landscaping and installation of stormwater infrastructure will be subject to a separate application.
- No filling or excavation is proposed as part of this approval and future works will be subject to a further application.

Conditions have been included regarding stormwater and sediment and erosion control.

#### **5.3.2.5 Key Issues**

The key issues are discussed below:

##### ***Amenity***

The amenity impacts on the adjoining neighbour to the east have been taken into consideration, including visual amenity and the potential for expansion of the waste facility into the required separation distances.

The Applicant has confirmed that the reconfiguration does not seek to extend the Kingaroy Waste Facility use. The reconfiguration will involve grade correction through construction of batters and appropriate capping of the landfill. This area will be planted with trees to form a vegetation buffer between proposed Lots 11 and 12, offering visual screening from the rural lot towards the waste facility.

#### **5.3.2.6 Consultation**

No public notification was required.

#### **5.4 Wide Bay Burnett Regional Plan**

Section 2.2 of the Planning Scheme states the Minister has identified that the Planning Scheme appropriately advances the Regional Plan and therefore an assessment of the proposed development against the Regional Plan are not required.

#### **5.5 State Planning Policy 2017**

Section 2.1 of the Planning Scheme does not state the Planning Scheme appropriately advances any version of the SPP; however, this is an editing error and the Planning Scheme in fact appropriately advances the April 2016 version of the SPP. The changes in the SPP from 2016 and 2017 are considered minor and inconsequential for this development and therefore an assessment against the Planning Scheme is taken to be an assessment against the SPP (July 2017).

## **5.6 Common Material**

The common material for the application is defined under Schedule 24 of the Planning Regulation and notably includes all application material, including plans, submissions or comments. The common material has been considered in assessment of this application. No technical reports were submitted as part of the application.

## **6.0 CONTRIBUTIONS / CHARGES**

The South Burnett Regional Council Adopted Infrastructure Charges Resolution (No. 2) 2015 is not applicable to the development application as the proposed development is not located within a mapped Priority Infrastructure Area.

## **7.0 GROUNDS FOR APPROVAL / RECOMMENDATION**

Grounds to support the development

- The reconfiguration is appropriate to achieve the final capping and rehabilitation of the site.
- 
- The visual amenity impacts of the proposal can be managed through specific conditions of approval and future applications.
- 
- The proposed development complies with all acceptable outcomes and performance criteria and does not prejudice the use of surrounding land.
- 
- The final capping and rehabilitation of the Kingaroy Waste Facility is necessarily required, and the proposed reconfiguration will facilitate the works that are required to carry out the capping and rehabilitation including fill, batters, landscaping and installation of stormwater infrastructure.

On balance, the proposed development and its impacts can be managed through compliance with conditions. On this basis, we recommend Council approve the proposed development, subject to the conditions outlined herein:

### **Attachments**

1. Attachment A – Approved Plans

## NOTICE ABOUT DECISION – STATEMENT OF REASONS

The following information is provided in accordance with Section 63(4) & (5) of the Planning Act 2016

The development application for:

<b>Type of Approval</b>	Reconfiguring a Lot (Boundary Realignment)
<b>Level of Assessment</b>	Code
<b>Application No</b>	RAL20/0011
<b>Name of Applicant</b>	South Burnett Regional Council c/- ONF Surveyors
<b>Street Address</b>	Luck Road, Inverlaw
<b>Real Property Address</b>	Lot 1 RP167555 and Lots 1 & 2 RP1145113

On 18 November 2020 the above development was:

- Approved in full, with conditions;
- Approved in full, without conditions;
- Refused;
- Approved in part with conditions and refused in part.

### 1. Reasons for the Decision

The development application seeking a Development Permit for Reconfiguring a Lot (Boundary Realignment) is supported by the relevant provisions of the *South Burnett Regional Council Planning Scheme*. The proposal is supported on the following grounds:

- The proposed development is appropriate for the site and achieves the necessary capping and rehabilitation of the Kingaroy Waste Facility.
- The visual amenity impacts of the proposal will be addressed in a future application for operational works.
- The proposed development achieves the acceptable outcomes and performance outcomes identified in the assessment benchmarks.
- The proposal does not create any land use conflict.
- All infrastructure associated with the development will be maintained in accordance with Council and Public Utility requirements.

### 2. Assessment Benchmarks

The following benchmarks apply to this development:

- South Burnett Regional Council Planning Scheme 2017
  - o Rural Zone Code
  - o Community Facilities Zone Code
  - o Reconfiguring a Lot Code
  - o Services and Works Code



**3. Compliance with Benchmarks**

<b>ASSESSMENT MATTERS</b>		
<b>Relevant matters</b>	The proposed development was assessed against the following relevant matter/s: Assessment Benchmarks listed above	
<b>Matters raised in submissions</b>	<b>Issue</b>	<b>How matter was dealt with</b>
	Nil – application was not notified.	Not Applicable
<b>Assessment Benchmarks</b>	<b>Issue</b>	<b>Reason for approval despite non-compliance</b>
	Nil – no areas of non-compliance were identified.	Not Applicable

**Note:** Each application submitted to Council is assessed individually on its own merit.

**ATTACHMENTS**

Nil

**12.3 P&LM - 2738855 - INFRASTRUCTURE CHARGES & PLANNING INCENTIVES**

**File Number:** IR2738855

**Author:** Manager Planning and Land Management

**Authoriser:** Chief Executive Officer

**PRECIS**

A stimulus package for the building, development and business community to promote economic activity and activate planning outcomes for the region.

**SUMMARY**

Council is considering a stimulus package involving various forms of incentives for the building, development and business community. Incentives may take various forms such as fee reductions or a development incentive such as reduced infrastructure charges. It may also include non-financial incentives such as risk reduction, streamlining processes, reducing processing timeframes or the nature of planning advice given for proposed developments.

There are four main elements to Council’s stimulus package as follows:

- Development Incentives and application fee concessions
- Timing of payments and infrastructure funding
- Customer Services Standards and Planning Inquiries
- Reporting and monitoring planning activities

The regional economy is experiencing various challenges such as comparatively low market values, yet potential investors are struggling to obtain finance. The introduction of a suite of initiatives may offer broader potential and growth opportunities, particularly in the short-term.

**OFFICER’S RECOMMENDATION**

1. That That Council adopt a Development Incentive Scheme consisting of the following general terms and conditions:

Description	Criteria
Effective Dates	1 December 2020 to 30 June 2022
Applicable Development	All development is eligible if located within the South Burnett Regional Council area
Infrastructure charges discounts	<ul style="list-style-type: none"> <li>▪ 50% discount for any commercial use or industrial activity;</li> <li>▪ 50% discount for long-term employment generating development;</li> <li>▪ 75% discount for Reconfiguring a lot for Residential development;</li> <li>▪ 100% discount for Residential development in the Rural Residential zone (including relocatable parks);</li> <li>▪ 100% discount for Rural activity or tourism based development (eg. Short-term accommodation) in the rural zone.</li> </ul>

Description	Criteria
Maximum discount per development	\$500,000
Application requirements	Applicant to complete application form and if eligible, an infrastructure agreement form is executed by both parties

2. That Council approve the release of the forms and guidelines to support and promote the Development Incentive Scheme, as presented:
  - Fact Sheet – Development Incentives
  - Application form
  - Appendix A: Rules and procedures
  - Appendix B: Definitions
3. That Council authorise a budget allocation for development incentives as part of the next quarterly budget deliberations.
4. That financial delegations be established for the Executive & Community Standing Committee, Chief Executive Officer and the General Manager Community to approve applications under Council’s Development Incentive Scheme.

**BACKGROUND**

**Financial and Resource Implications**

Council will experience budget implications from this decision. Based on a review of the infrastructure charges issued at the time of preparing this scheme, there is a certain number of eligible developments that may access the scheme. An assessment has been made of these amounts. Capping of proposed discounts will help reduce costs.

Where such discounts are provided as part of the scheme, such funds will be sourced from within a proposed budget allocation, which will be determined on an ongoing basis. Internal controls to manage the proposed budget allocation include transfers to the infrastructure account to reimburse the shortfall. Such actions may also support future reporting of infrastructure funding to the State Government.

**Link to Corporate/Operational Plan**

Council’s current Corporate Plan includes a reference to ‘*A strong and sustainable regional economy supported by diverse sectors and innovative planning mechanisms*’. This supports Council’s policy initiative. Key activities within the Operational Plan 2020-2021 also seek to review infrastructure charges and improve processing times for development applications.

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

Internal consultation involved discussions between the Mayor, CEO and General Manager Community. The General Manager Community and Manager of Planning & Land Management also guided development of the draft Discussion paper with Consultants, the Mead Perry Group. Planning staff have also made comments on the draft discussion paper.

External consultation involved the Mayor, Cr Henschen and Cr Schumacher in her capacity as Economic Development Portfolio councillor. Elected members have had various discussions with builders, developers and businesses regarding new projects ready to go, the challenges the industry is facing in the region together with how Council may be able to streamline and improve its focus on planning and development generally.

Relevant councillors also prepared an LGIP Charges & Planning Incentive Concepts paper for consideration.

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

Council has a general power under section 9 of the *Local Government Act 2009* (Qld) to do anything it feels is necessary or convenient for the good rule and local government of its area.

Council's Register of Fees and Charges are adopted pursuant to section 98 of the *Local Government Act 2009*.

Section 150 of the *Planning Act 2016* (Qld) provides for infrastructure agreements relating to a condition for paying for or providing infrastructure as part of a development.

**Policy/Local Law/Delegation Implications**





Council is currently considering a draft policy - Community Group Infrastructure Charges Policy. Whilst not yet adopted, this policy will become a permanent and important strategy to lowering the barriers for these entities to grow and expand their offerings.

Delegations required as part of this policy are included in the recommendation and will need to be formally prepared and adopted prior to taking affect. Officers' delegations will enable approval of applications under the scheme, including the execution of infrastructure agreements. All applications will be approved pursuant to the terms, conditions and criteria of the scheme and in accordance with Council's policy intent. It may also be necessary to consider a delegation to the Executive & Community Standing Committee for certain applications or approvals for individuals seeking extensions of time.

**Asset Management Implications**

There are certain implications to Council's asset management, however, such effects are incorporated into the scheme administration. That is, there are no impacts to the delivery or ongoing maintenance and upgrade costs to assets. Whilst Council is providing a discount to infrastructure costs, full funding of asset infrastructure is maintained given there is an internal reimbursement to infrastructure revenue of discounted charges. Full cost recovery is maintained through the establishment of a budget allocation for discounts provided.

**ATTACHMENTS**

1. **Fact Sheet - Development Incentives** 
2. **Application Form** [↓](#) 
3. **Appendix A: Rules and Procedures** [↓](#) 
4. **Appendix B:Definitions** [↓](#) 

## Fact Sheet – Development Incentives



### Introduction

The South Burnett Regional Council recognises the importance of local development and is committed to creating temporary incentives to stimulate development and grow the population.

To assist with this, Council is offering reduced infrastructure charges for developments where certain criteria can be met.

Council is also committed to ongoing improvements in planning and development services, aimed at reducing the risk to developers.

Government stimulus packages have also created potential demand for house and land buyers so Council seeks to tap into this opportunity and remove possible barriers within the region.

### Incentives for eligible development

Council has introduced incentives to assist developments that grow the population and create jobs.

To do this, Council is offering a development incentive scheme commencing 1 December 2020 to the 30 June 2022.

All development within the South Burnett Regional Council area is eligible under the scheme.

A range of discounts to infrastructure charges are available as follows:

- 50% discount for any commercial use or industrial activity;
- 50% discount for long-term employment generating development;
- 75% discount for Reconfiguring a lot for Residential development;
- 100% discount for Residential development in the Rural Residential zone;
- 100% discount for Rural or Tourist activity (eg. Short-term accommodation) in the Rural zone.

### How to apply for incentives

To be eligible for the discounts available, it is necessary to make a simple and quick application to Council. The application form can be found on our website or is available from Council offices.

Eligible development under this scheme is required to be completed by 30 June 2022. Please refer to the rules and procedures attached to the application form.

*Applications for the infrastructure charge discounts open on 1 December 2020 and must be received on or before the closing date of 30 June 2022.*

Persons seeking to take advantage of the scheme are required to enter into an infrastructure agreement containing full details of the discounts on offer, together with the obligations applicable to developers and land owners.

### Other ways Council is helping

Apart from the direct financial incentives being offered, Council is also providing a range of other measures to assist residents and developers with their development projects including:

- Pre-lodgement meetings provided free-of-charge;
- Planning Scheme reduced levels of assessment and typically no application requirements for changes of use in existing commercial uses;
- Rates relief on undeveloped lots. Developers receive a 40% reduction in their valuation, with no minimum general rate until the parcel is developed or ownership changes. General rate is calculated using the reduced valuation;
- Developers receive an exemption from vacant water and sewerage charges for five (5) years from date of registration of land or until the allotment is sold.

Council has also introduced a policy that offers reduced infrastructure charges to certain not-for-profit and community groups when developing their facilities. Council recognises the importance of these community groups and seeks to lower the barriers for them to grow and expand our region.

*If you are looking to develop in the South Burnett Region, Council is here to assist.*

### Further Information

For further or to obtain an application form, please contact us as follows:

Telephone: 4189 9100

Email: [development@southburnett.qld.gov.au](mailto:development@southburnett.qld.gov.au)

Website: [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)

You may also choose to visit any of Council's service centres for further assistance.



FORM: [NUMBER]  
Department - Section

## Infrastructure Charges Incentives Application Form

**PRIVACY NOTICE:** SOUTH BURNETT REGIONAL COUNCIL IS COLLECTING YOUR PERSONAL INFORMATION FOR THE PURPOSE OF PROCESSING THIS FORM. COUNCIL WILL RETAIN THESE DETAILS FOR THE PURPOSE OF CONTACTING YOU WITH REGARDS TO ANY COUNCIL RELATED MATTERS. YOUR PERSONAL DETAILS ARE HANDLED IN ACCORDANCE WITH THE *INFORMATION PRIVACY ACT 2009* AND WILL BE USED FOR THE PURPOSES OF RESPONDING TO YOU AND WILL NOT BE DISCLOSED TO ANY OTHER PERSON OR AGENCY EXTERNAL TO COUNCIL WITHOUT YOUR CONSENT, UNLESS REQUIRED OR AUTHORISED BY LAW.

Council is offering infrastructure charges incentives to encourage increased development activity and job creation.

To see if your development is eligible for infrastructure charges incentives, please refer to Attachment A.

To apply, please complete this form and return to Council prior to 30 June 2022.

Please email directly to [development@southburnett.qld.gov.au](mailto:development@southburnett.qld.gov.au)

### Developers details

Name/s (individual or company name in full)			
Contact name			
Postal address			
Suburb		State	Postcode
Phone		Mobile	
Email address			

### Owner details

Name/s (individual or company name in full)			
Postal address			
Suburb		State	Postcode
Phone		Mobile	

### Description of land

Property address			
Property description	Lot		Plan type and No.
	Lot		Plan type and No.
	Lot		Plan type and No.

### Declaration

In lodging this request for an infrastructure charge discount, I/We declare that the owners of the property have consented to enter into an infrastructure agreement subject to the rules and procedures of the development incentive scheme.

Signature/s: \_\_\_\_\_ Date \_\_\_\_\_

**Application details**

Which of the following categories of incentivised development are you applying for (please see definitions)

- Any Commercial use or Industrial activity
- Long-term employment generating development
- Reconfiguring a lot for Residential development
- Residential development in the Rural Residential zone
- Rural or tourist activity (eg. Short-term accommodation) in the Rural zone

Note: if the proposed development does not fit within the above descriptions, the development may not be eligible for this scheme but may be eligible for other incentives offered by Council. Please contact Council's Planning team on 4189 9100 for further information about how we can assist with your development. Please see definitions in Attachment B for assistance in determining what category your development may fit within. Refer to the *Planning Act 2016* and *Planning Regulation 2017* for terms used herein.

**Details of the development permit or compliance permit**

Application No:

\_\_\_\_\_

Type of approval:

\_\_\_\_\_

Date approval took affect:

**Have the adopted infrastructure charges or infrastructure contribution/s been paid?**

- Yes  No

**Proposed details**

What is the proposed value of works for the development? \$

\_\_\_\_\_

What is the anticipated number of jobs to be created by this development? (if known/applicable)

\_\_\_\_\_

If the development is for residential development please provide the following:

Number of dwelling units: \_\_\_\_\_ Number of lots: \_\_\_\_\_

If the development is for a commercial use or industrial activity please provide the following:

Gross floor area (GFA)

**Staged development**

Is the development a staged development?

- Yes  No

Is it proposed that a discount apply to certain stages of the development and not the whole of the development?

- Yes  No

Note: if development is to be staged, the application needs to be accompanied by a staging plan.

\_\_\_\_\_

## Appendix A: Rules and procedures

### 1. Background

On 25 November 2020 Council launched a development incentive scheme to stimulate increased development and economic activity in the region. As part of this initiative, Council is offering a range of discounts for infrastructure charges on certain developments. Council has resolved to develop these rules and procedures to guide its decision-making in assessing applications for the infrastructure charges incentives. The incentives scheme will commence on 1 December 2020 and applies to eligible development.

A development that has been completed prior to 1 December 2020 is not eligible for the infrastructure charges incentives.

### 2. Eligibility for infrastructure charges incentives

2.1 A development approval exists for the development.

2.2 The Council has either:

- Issued an Infrastructure Charges Notice (ICN) in relation to the development approval; or
- Imposed an infrastructure contribution condition on the development approval; and
- The development is not subject to an existing infrastructure agreement that varies the amount of infrastructure charges payable (except where the infrastructure agreement relates to an extension of the relevant period for the development approval or a recalculation of the charges under a new charges resolution).

2.3 The development is eligible if located within the South Burnett Regional Council area;

2.4 The development was not completed before 1 December 2020. For staged development, the stage being applied for was not completed before 1 December 2020.

2.5 The development is not eligible for a refund for the provision of trunk infrastructure pursuant to section 129 of the *Planning Act 2016* (PA), as amended. If through a conversion application (section 139 PA) or a recalculation of the establishment cost of trunk infrastructure (section 137 PA) a development that at the time an application under this policy was made was not subject to a refund becomes subject to a refund, then the development will no longer be eligible for a discount under this scheme.

2.6 Development that does not meet the above criteria is not eligible for the infrastructure charges incentives.

### 3. Rules

3.1 Developments seeking to take advantage of the infrastructure charges incentives must make application to Council for a discount using the approved form. Applications for the infrastructure charges incentives can be made at any time prior to 30 June 2022.

3.2 Only one infrastructure charges incentives offer can apply to a development.

3.3 The infrastructure charges incentives will not apply to any development that has been completed on or before 1 December 2020.

3.4 Discounts for the infrastructure charge are listed below and are valid for 12 months from the date of approval of the discount, as follows:

- 50% discount for any commercial use or industrial activity;
- 50% discount for long-term employment generating development;
- 75% discount for Reconfiguring a lot for Residential development;
- 100% discount for Residential development in the Rural Residential zone (including relocatable parks);
- 100% discount for Rural or Tourist activity (eg. Short-term accommodation) in the rural zone.

The above discounts are taken to be discounts off the applicable infrastructure charges specified in an ICN or conditioned in a development approval (as varied by any infrastructure agreement relating to an extension of the relevant period of the development approval, where one exists). To be clear, no other discounts either under an adopted infrastructure charges resolution or other policy will apply (other than the rules specified in section 3.14 for community groups).

3.5 Discounts only apply to infrastructure charges generated after the adoption of South Burnett Regional Council Charges Resolution (No. 3) 2019 dated 1 July 2019.

3.6 The maximum discount under the incentives scheme is no more than \$500,000 for an eligible development.

3.7 Council may, in its absolute discretion, extend the date for any of the above discounts for a particular development where:

- The applicant can show sufficient reason why the development cannot be completed by the original completion date; and
- The development has achieved substantial commencement prior to the original completion date.

3.8 Applications to extend the date by which development is to be completed for any particular discount must be made in writing and received prior to expiry of the completion date.



## Appendix A: Rules and procedures

Any extension to the date by which development is to be completed is at Council's absolute discretion.

3.9 Compliance with the completion date for receiving the incentive reduction in infrastructure charges is only achieved through full compliance with the following:

- For developments involving material change of use and building works, the issue of a certificate of classification for building works and/or issue of final inspection certificate by the completion date; or
- For developments involving material change of use and no building works, the approved use is established by the Completion Date.
- For developments involving reconfiguring a lot, approval by Council of the plan of subdivision for reconfiguring a lot.

3.10 In all cases, Council must be satisfied that all applicable conditions of the development approval for the development completed have been satisfactorily complied with.

3.11 The discount will be applied at the time of payment of the infrastructure charges, but no discount is applicable if infrastructure charges are not paid when due.

3.12 Nothing stops a developer from making early payment of infrastructure charges payable after approval for discount has been given under this policy. However, early payment does not guarantee eligibility for any discount. Development must comply with the terms of the executed infrastructure agreement to secure approved discounts.

3.13 The discount applies to gross charges less credits but before offsets for the provision of trunk infrastructure have been deducted. To be clear, no discount given under this policy can result in a development receiving a refund.

3.14 Where a community group seeks a discount on infrastructure charges as part of an approved development, they may choose either this scheme or the Community Group Infrastructure Charges Policy. That is, whichever option is most advantageous to them.

### 4. Process

4.1 Applicants must lodge the application form prior to 30 June 2022.

4.2 Within five (5) business days of Council receiving the request, applicants will be notified by Council via email about whether the development is eligible for the incentive scheme applied for and details of any approved

reduction in infrastructure charges subject to the incentive requirements being met and if so;

(a) An infrastructure agreement will be issued identifying the discount available and must be signed by the applicant to acknowledge all terms applying to the incentive offer approved for the development;

(b) For the discounts to apply, the applicant must execute and return the infrastructure agreement to Council prior to the time for payment of the infrastructure charges.

## Appendix B: Definitions

Below are the definitions for Council's development incentive scheme. If a word is not defined in this document, unless the context or subject matter otherwise indicates or requires, the word is to have a meaning given to it by the following:

- (a) the *Planning Act 2016*;
- (b) the South Burnett Regional Council Planning Scheme
- (c) the Macquarie Dictionary if the word is not defined in items (a) and (b) above.

### Definition

**Applicant** - means the applicant for the infrastructure charges incentive under this scheme.

**Commercial use** - includes the use of premises for selling goods or providing a service to the public.

### Completed

- means for a material change of use:
  - where involving building works, a certificate of classification or the final inspection certificate (for a single detached class 1a building or structure) has been issued; or
  - where not involving building works, the approved use has been established.
- means for building work, a certificate of classification or the final inspection certificate (for a single detached class 1a building or structure) has been issued.

### Completion date – means

- twelve months from the date of the email notice mentioned in in section 4.2 of Attachment A; or
- such date as extended by the Council pursuant to section 3.7 of Attachment A.

**Development Approval** – means a development permit for a material change of use or a development permit or compliance permit for reconfiguring a lot or a development permit for building work (where the material change of use is accepted development) that has not lapsed.

**Eligible development** – means proposed development that satisfies the requirements of section 2 of Attachment A.

**Industrial activity** – means the use of premises for the following terms (as defined):

- low impact industry;
- medium impact industry;
- high impact industry; or
- special industry.

**Infrastructure Charges** – means infrastructure charges or contributions for trunk infrastructure payable pursuant to a charges notice or a contribution condition in a development approval.

**Infrastructure Charges Notice** – means an infrastructure charges notice as defined in section 119 of the *Planning Act 2016*.

**Other eligible development** - means development for any material change of use or building works for which a charges notice has been issued.

**Reconfiguring a lot** – means creating lots by subdividing another lot.

**Residential development** - means the use of premises for a residential purpose, including, for example, a relocatable home park or retirement facility.

**Rural activity** – means an agricultural supplies store, animal husbandry, animal keeping, aquaculture, cropping, an intensive animal industry, intensive horticulture, a permanent plantation, a roadside stall, a rural industry, rural worker' accommodation, a wholesale nursery, or a winery.

**Tourist activity** – means nature-based tourism, a resort complex, a tourist attraction, a tourist park; tourist accommodation, or accommodation for employees, that is ancillary to a use stated or a commercial use that is ancillary to a use stated.

**12.4 P&LM - 2739082 - COMMUNITY GROUP INFRASTRUCTURE CHARGES POLICY****File Number:** 2739082**Author:** Manager Planning and Land Management**Authoriser:** Chief Executive Officer**PRECIS**

A policy for the lowering of barriers for community groups to grow and expand their offerings within the region.

**SUMMARY**

Council recognises the important contribution community organisations make to the South Burnett region. Council seeks to reduce infrastructure charges to certain not-for-profit and community groups when they undertake development. Because community groups are the fabric of the local community and provide unique benefits, it is appropriate for the cost of infrastructure to be borne by the community at large, rather than the community group itself.

**OFFICER'S RECOMMENDATION**

1. That South Burnett Regional Council adopts the draft Community Group Infrastructure Charges Policy as outlined in the attachment to this report.
2. That financial delegations be established for the Chief Executive Officer and the General Manager Community to approve applications under the Community Group Infrastructure Policy.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council will experience budget implications from this decision. As discounts are provided, relevant funds will be sourced from within a proposed budget allocation, which will be determined on an ongoing basis. Internal controls to manage the proposed budget allocation include transfers to the infrastructure account to reimburse the shortfall. Such actions may also support future reporting of infrastructure funding to the State Government.

**LINK TO CORPORATE/OPERATIONAL PLAN**

Council's current Corporate Plan includes a reference to '*Building a vibrant, healthy, supportive and inclusive community*'. This supports Council's policy initiative. EC2 - Sustainable community groups - EC2.1 - Encourage and support community organisations to enhance their sustainability.

Key activities within the Operational Plan 2020-2021 also seek to provide support for community groups to improve leased premises in line with asset management plans.

**COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

A Community Engagement strategy was established in July 2020 for the formulation of this policy. The objectives for the consultation were as follows:

- To create awareness with the general public that Council is proposing to make a policy to reduce the infrastructure charges payable by community and not for profit groups;
- Engage via division councillor with local community and not for profit groups to provide input on the policy and implementation mechanism.

Stakeholder engagement involved the following:

- General Public – Public notices in local newspaper – August 2020
- Notice on Council's website – Aug-Sep 2020

- Targeted engagement with community groups and not-for-profit groups within councillor divisions – Aug-Sep 2020
- Distribution to Councillors of final draft – Sep-Oct 2020.

### **LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

Council has a general power under section 9 of the *Local Government Act 2009* (Qld) to do anything it feels is necessary or convenient for the good rule and local government of its area.

Council's Register of Fees and Charges are adopted pursuant to section 98 of the *Local Government Act 2009*.

Section 150 of the *Planning Act 2016* (Qld) provides for infrastructure agreements relating to a condition for paying for or providing infrastructure as part of a development.

### **POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

Council is currently considering the Development Incentive Scheme, which is being aligned to this policy. In adopting this policy, there will be permanent and ongoing assistance provided to community groups, however, the Development Incentive Scheme is considered temporary.

Delegations required as part of this policy are included in the recommendation and will need to be formally prepared and adopted prior to taking effect. Officers' delegations will enable approval of applications under the scheme, including the execution of infrastructure agreements. All applications will be approved pursuant to the terms, conditions and criteria of the scheme and in accordance with Council's policy intent.

### **ASSET MANAGEMENT IMPLICATIONS**

Any reduction to infrastructure charges will be dealt with similar to the approach taken in the Development Incentive Scheme. That is, no impacts are expected to the delivery or ongoing maintenance and upgrade costs to assets. Whilst Council is providing a discount to infrastructure costs, full funding of asset infrastructure is maintained given there is an internal reimbursement to infrastructure revenue of discounted charges. Full cost recovery is maintained through the establishment of a budget allocation for discounts provided.

### **REPORT**

To recognise the important contribution community organisations make to the South Burnett Region, Council is committed to lowering the barriers for these entities to grow and expand their activities. Council is prepared to offer reduced infrastructure charges to certain not-for-profit and community groups when certain developments are undertaken by those groups.

Eligible Community Groups may apply for a reduction in infrastructure charges in accordance with this policy. If the request meets the criteria of the policy, the infrastructure charges will be reduced by Council.

Eligible Community Groups are assessed against three criteria, namely Applicant, Activities and Funding Sources.

- Applicant: Eligible Community Groups must either be not-for-profit or a charity.
- Activities: Eligible Community Groups must undertake an activity that benefits the community of the South Burnett region as its main object. These include certain community uses and certain residential developments that provides solely for residents over the age of 50 years.
- Funding Sources: If an Eligible Community Group has not received any funding from a government source (including ongoing funding, grants, or other dispensations) in the last [two] years, the group is an Unfunded Eligible Community Group. If an Eligible Community Group has received funding from a government source in the last [two] years, the group is a Funded Eligible Community Group.

An Eligible Community Group may apply to Council for a reduction in infrastructure charges payable in respect of a relevant community development through entry into an infrastructure agreement as follows:

- An Unfunded Eligible Community Group may apply for a 100% reduction of infrastructure charges, up to a maximum of \$10,000.
- A Funded Eligible Community Group may apply for a 50% reduction of infrastructure charges, up to a maximum of \$5,000.

Council retains ultimate discretion to determine whether a group is an Eligible Community Group, and whether it is Funded or Unfunded.

To receive a reduction in infrastructure charges, an organisation must enter into an infrastructure agreement with Council on Council's standard terms.

## **ATTACHMENTS**

1. **Community Benefit Policy** [↓](#) 



POLICY CATEGORY - NUMBER:

POLICY OWNER:

ECM ID:

ADOPTED:

## Community Group Infrastructure Charges Policy

*A printed copy of this policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register in the policy section of Council's intranet or by contacting Council's Social & Corporate Performance Branch for a hard copy of the latest version. **A hard copy of this electronic document is uncontrolled.***

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### 1. POLICY STATEMENT

South Burnett Regional Council (Council) recognises the important contribution community organisations make to the South Burnett Region, and is committed lowering the barriers for these entities to grow and expand their offerings.

To assist with this, Council is prepared to offer reduced infrastructure charges to certain not-for-profit and community groups when development is undertaken by those groups. As community groups provide benefit to the South Burnett community, it is appropriate for the cost of infrastructure to be borne by the community at large, rather than the community groups.

This policy outlines the types of community organisations which may be eligible for a reduction in infrastructure charges and the manner in which the reductions may be achieved.

### 2. SCOPE

This policy applies to infrastructure charges generated between after adoption of South Burnett Regional Council Charges Resolution (No. 3) 2019.

Eligible Community Groups (as defined below) may apply for a reduction in infrastructure charges in accordance with this policy. Infrastructure charges will be reduced by Council and the Eligible Community Group entering into an Infrastructure Agreement.

The provision of direct grants or the waiver of other fees (including application fees and the likes) is not covered by this policy.

### 3. GENERAL INFORMATION

#### 3.1 Infrastructure Charges Generally

Infrastructure charges are levied by Council as part of the development assessment process and assist in funding infrastructure within the South Burnett Region. Infrastructure charges are levied in accordance with the relevant infrastructure charges resolution passed as part of the Council budget process.

#### 3.2 Eligible Community Groups

Eligible Community Groups are assessed against three criteria:

- 1) Applicant;
- 2) Activities; and
- 3) Funding Sources.

##### 3.2.1 Applicant

Eligible Community Groups must either be not-for-profit or a charity. A not-for-profit organisation is an organisation that does not operate for the profit, personal gain or other benefit of particular people.<sup>1</sup> A not-for-profit may make a profit, but the profit must be used for its purposes or kept for a genuine reason to do with its purpose.

Council may consider relevant evidence of not-for-profit or charitable status including:

- 1) Australian Taxation Office (ATO) recognition of status;
- 2) registration with the Australian Charities and Not-for-profits Commission (ACNC);
- 3) recognition of not-for-profit or charity status from other government entities (including the Queensland Government);
- 4) the incorporation of the group under the *Associations Incorporation Act 1981* (Qld) or the *Collections Act 1966* (Qld);
- 5) the constitution or articles of incorporation of the entity; and
- 6) the activities of the organisation (including its financial information, if that information is provided).

Council retains a discretion to recognise other demonstrations of the not-for-profit or charitable character of an organisation on a case by case basis. Meeting one or more of the criteria does not guarantee recognition as an Eligible Community Group.

##### 3.2.2 Activities

Eligible Community Groups must undertake an activity that benefits the community of the South Burnett region as its main object. Examples of activities that may benefit the community include the following uses as defined in the Planning Scheme:

- 1) Cemetery;
- 2) Child care centre;
- 3) Club;
- 4) Community care centre;
- 5) Community residence;
- 6) Community use;
- 7) Crematorium;
- 8) Educational establishment;
- 9) Emergency services;

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<sup>1</sup> Note: An organisation can still be a not-for-profit if it simply provides a benefit to a member while genuinely carrying out its purpose. For example, a sporting club may benefit members of the club by providing an opportunity for the members to play sport.

- 10) Environment facility;
- 11) Funeral parlour;
- 12) Health care services;
- 13) Hospital;
- 14) Indoor sport and recreation;
- 15) Market;
- 16) Nature-based tourism;
- 17) Outdoor sport and recreation;
- 18) Park;
- 19) Place of worship;
- 20) Residential care facility;
- 21) Retirement facility;
- 22) Rooming accommodation (to the extent it supports another community oriented activity, like a monastery); and
- 23) Theatre.

This list is not exhaustive, or determinative of an activity being an activity that benefits the community of South Burnett. Applicants may demonstrate other activities that benefit the community of South Burnett.

Developments that include the following activities as defined in the Planning Scheme that provides solely for residents over the age of 50 years, may be considered as activities that benefit the community:

- 1) Dual Occupancy;
- 2) Dwelling house;
- 3) Dwelling unit; and
- 4) Multiple dwelling.

The community activity must be the main use of the land to which the infrastructure charges relate. An Eligible Community Group may undertake another activity, including a Commercial Activity, if it is in support of the activity that benefits the community. For example, a bowls club may operate a bar or gaming service in support of the objects of the bowls club.<sup>2</sup>

Development Applications for a Reconfiguring of a Lot is excluded from this policy.

### **3.2.3 Funding Sources**

If an Eligible Community Group has not received any funding from a government source (including ongoing funding, grants, or other dispensations) in the last two years, the group is an Unfunded Eligible Community Group.

If an Eligible Community Group has received funding from a government source in the last two years, the group is a Funded Eligible Community Group.

Council may choose to disregard small grants below \$5,000 in determining whether an Eligible Community Group is Funded or Unfunded.

Applications of this policy against other development will be excluded from the determination of whether an Eligible Community Group is Funded or Unfunded

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<sup>2</sup> The secondary activity need not be 'ancillary' as defined in the *Planning Act 2016* (Qld). The use on the land may be of a mixed use character.



### 3.3 Discretion

Council retains ultimate discretion to determine whether a group is an Eligible Community Group, and whether it is Funded or Unfunded.

### 4. Reduction in Infrastructure Charges

An Eligible Community Group may apply to Council for a reduction in infrastructure charges payable in respect of a relevant community development through entry into an infrastructure agreement as follows:

- 1) An Unfunded Eligible Community Group may apply for a 100% reduction of infrastructure charges, up to a maximum of \$10,000.
- 2) A Funded Eligible Community Group may apply for a 50% reduction of infrastructure charges, up to a maximum of \$5,000.

#### 4.1. Application and agreement of Infrastructure Agreement

An application for reduction of infrastructure charges must be made at the time the development application is submitted. The request must provide sufficient details and other information to enable Council to categorise the organisation under this policy and determine whether it is appropriate to reduce infrastructure charges. Council may request further information about the application if Council determines that more information is needed.

To receive a reduction in infrastructure charges, an organisation must enter into an infrastructure agreement with Council on Council's standard terms (and other terms that may be agreed on a case by case basis). Council's costs with respect to the preparation and execution of the infrastructure agreement will be payable by the Eligible Community Group.

### 5. DEFINITIONS

**Charity** has the meaning set out in the *Charities Act 2013* (Cth).

**Commercial Activity** means, in the context of an Eligible Community Group, an activity (or part of an activity) that has a commercial, for profit nature, including but not limited to the sale of alcohol, the provision of meals and the operation of gaming machines.

**Eligible Community Group** means an organisation determined by Council to meet the criteria set out in part 0.

**Infrastructure Agreement** has the meaning given by the *Planning Act 2016* (Qld).

**Planning Scheme** means the South Burnett Regional Council Planning Scheme

### 6. LEGISLATIVE REFERENCE

*Planning Act 2016* (Qld), section 150.

### 7. RELATED DOCUMENTS

[Type your Text Here]

### 8. NEXT REVIEW

[Type your Text Here]

**9. VERSION CONTROL**

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	[New Policy/Updated Policy]	[Date Approved/Adpoted]	[ECM Number]

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

**13 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT****13.1 WASTE DISPOSAL FEES TO ACCOUNT FOR AN INCREASE IN THE STATE WASTE LEVY LIABILITY**

**File Number:** 25-11-2020

**Author:** Environment and Waste Officer

**Authoriser:** Chief Executive Officer

**PRECIS**

Changes to Council's 2020/2021 Fees and Charges for waste disposal to account for an increase in the State Waste Levy Liability.

**SUMMARY**

The State Government is increasing its Waste Levy by \$5.00 effective from 1 January 2021. In order to comply with the State Government's Waste Levy Requirements Council will have to ensure that it charges sufficient waste disposal fees to account for the State Waste Levy.

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**OFFICER'S RECOMMENDATION**

That Council increase its 2020/2021 Fees and Charges for the following waste disposal items:

- Construction and Demolition (C&D) Waste Disposal Charge to \$126.50;
- Commercial and Industrial (C&I) Waste Disposal Charge to \$190.50;
- >10m<sup>2</sup> Domestic Self-Haul or Any Commercial Asbestos Disposal Charge to \$190.50; and
- <10m<sup>2</sup> Domestic Self- Haul Asbestos Disposal Charge to \$95.00

from 1 January 2021 for the remainder of the 2020/2021 financial year.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Increases to the waste disposal charges are necessary for the following reasons:

- To ensure that Council has adequate provision to remit the State Waste Levy Liability on waste disposed of to landfill;
- The Commercial Asbestos Disposal Charge is required to be at least equal to the Commercial and Industrial Waste Disposal Charge otherwise there would be the potential for C&I waste to be passed off as Asbestos waste to incur a lower fee; and
- The <10m<sup>2</sup> Domestic Self-Haul Asbestos Disposal Charge is maintained at ~50% of the full Asbestos Disposal Charge (Commercial and >10m<sup>2</sup> Domestic Self-Haul) to encourage domestic residents to dispose of Asbestos waste appropriately.

The additional \$5.00 per tonne increase to the State Waste Levy commences on 1 January 2021, bringing the total Levy to \$80.00 per tonne. Council effectively has to on charge this fee to the public/commercial operators, but in so doing it attracts GST. Therefore, the amount to be recovered is actually \$88.00, or an additional increase of \$5.50. Consequently, there will need to be an increase of \$5.50 on top of the current waste disposal rate/s otherwise Council will be effectively subsidising the State's Waste Levy.

The State Government currently effectively pays for the Waste Levy on domestic waste on behalf of residents through the quarterly prepayment. Consequently, Council does not presently charge domestic residents for disposal of Municipal Solid Waste. As such, this increase will only affect commercial entities ultimately disposing of waste to landfill and commercial and domestic customers disposing of Asbestos.

The current Construction and Demolition (C&D) Waste Disposal Charge is \$121.00 per tonne/m<sup>3</sup>. Therefore, the Construction and Demolition (C&D) Waste Disposal Charge from 1 January 2021 for the remainder of the 2020/2021 financial year would become \$126.50.

The current Commercial and Industrial (C&I) Waste Disposal Charge is \$185.00 per tonne/m<sup>3</sup>. Therefore, the Commercial and Industrial (C&I) Waste Disposal Charge from 1 January 2021 for the remainder of the 2020/2021 financial year would become \$190.50.

The current >10m<sup>2</sup> Domestic Self-Haul or Any Commercial Asbestos Disposal Charge is \$185.00 per m<sup>3</sup>. Therefore, the >10m<sup>2</sup> Domestic Self-Haul or Any Commercial Asbestos Disposal Charge from 1 January 2021 for the remainder of the 2020/2021 financial year would become \$190.50. Subsequently, the <10m<sup>2</sup> Domestic Self-Haul Asbestos Disposal Charge from 1 January 2021 for the remainder of the 2020/2021 financial year would become \$95.00 per m<sup>3</sup>.

#### **LINK TO CORPORATE/OPERATIONAL PLAN**

The Link to the Corporate Plan is Strategic Priority No.3: Our Environment. The Goal is ENV2 “Environmentally responsible and efficient waste management”.

While strategy ENV2.1 is to, “Implement the Regional Waste Management Strategy”

A further link to the Corporate Plan is Strategic Priority No.4: Organisational Excellence

Where the Goal is EXC2 “Effective business management”.

#### **COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

Council’s Waste Services conducted extensive messaging to commercial entities prior to the implementation of the State Waste Levy and associated increase in Council’s waste disposal charges on 1 July 2019. Once these waste disposal charges are approved then Council’s Waste Services will proceed to inform the community and commercial operators of the increase in fees for a length of time prior to their implementation on 1 January 2021.

#### **LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

Council is able to set fees and charges for the disposal of waste at its waste disposal facilities.

Council also has a legislative obligation to remit the necessary Waste Levy Liability to the State for Waste Disposed of to landfill as determined by the State Waste legislation.

#### **POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

N/A

#### **ASSET MANAGEMENT IMPLICATIONS**

N/A

#### **REPORT**

The State Government is increasing its Waste Levy by \$5.00 effective from 1 January 2021, whereby the total Waste Levy will be \$80.00 per tonne.

Council will be required to remit to the State \$80.00 per tonne of waste landfilled. Therefore, increases to Council’s current waste disposal charges are required to ensure that adequate funds are collected so that Council may remit the Waste Levy Liability to the State.

This will also mean increases are required to Council’s Asbestos disposal charges where the Commercial Asbestos Disposal Charge is required to be at least equal to the Commercial and Industrial Waste Disposal Charge so that there is no potential for C&I waste to be passed off as asbestos waste to incur a lower fee and the <10m<sup>2</sup> Domestic Self-Haul Asbestos Disposal Charge is maintained at ~50% of the full Asbestos Disposal Charge (Commercial and >10m<sup>2</sup> Domestic Self-Haul) to encourage domestic residents to dispose of Asbestos waste appropriately.

All waste landfilled incurs the Waste Levy, however, the State Government effectively pays for the Waste Levy on domestic waste on behalf of residents through the quarterly prepayment. Additionally, Council does not currently charge domestic residents for disposal of Municipal Solid Waste. As such, this increase will only affect commercial entities ultimately disposing of waste to landfill and commercial and domestic customers disposing of Asbestos.

The \$5.00 increase to the State Waste Levy will bring the total Levy to \$80.00 per tonne. Where Council effectively on charges this fee to the public/commercial operators it will attract GST, making the amount \$88.00, or an increase of \$5.50. Therefore, there will need to be an increase of \$5.50 on top of the current waste disposal rate/s.

The current Construction and Demolition (C&D) Waste Disposal Charge is \$121.00 per tonne/m<sup>3</sup>. Therefore, the Construction and Demolition (C&D) Waste Disposal Charge from 1 January 2021 for the remainder of the 2020/2021 financial year is proposed to be \$126.50.

The current Commercial and Industrial (C&I) Waste Disposal Charge is \$185.00 per tonne/m<sup>3</sup>. Therefore, the Commercial and Industrial (C&I) Waste Disposal Charge from 1 January 2021 for the remainder of the 2020/2021 financial year is proposed to be \$190.50.

The current >10m<sup>2</sup> Domestic Self-Haul or Any Commercial Asbestos Disposal Charge is \$185.00 per m<sup>3</sup>. Therefore, the >10m<sup>2</sup> Domestic Self-Haul or Any Commercial Asbestos Disposal Charge from 1 January 2021 for the remainder of the 2020/2021 financial year is proposed to be \$190.50. Subsequently, the <10m<sup>2</sup> Domestic Self-Haul Asbestos Disposal Charge from 1 January 2021 for the remainder of the 2020/2021 financial year is proposed to be \$95.00 per m<sup>3</sup>.

Council's Waste Services conducted extensive messaging to commercial entities prior to the implementation of the State Waste Levy and associated increase in Council's waste disposal charges on 1 July 2019. Once these waste disposal charges are approved then Council's Waste Services will proceed to inform the community and commercial operators of the increase in fees for a length of time prior to their implementation on 1 January 2021.

The proposed increases to the above described waste disposal charges are therefore submitted to Council for its consideration and approval.

## **ATTACHMENTS**

**Nil**

**14 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS****14.1 KINGAROY AIRPORT - AMENDMENT OF LEASE FOR AREA 13****File Number:** 25/11/2020**Author:** Senior Lease and Property Management Officer**Authoriser:** Chief Executive Officer**PRECIS**

Proposed additional lease area for the current licensee adjoining Area 13 at Kingaroy Airport.

**SUMMARY**

A current licensee has requested additional land adjoining his current licence over Area 13 at the Kingaroy Airport to replace the existing hangar with a new, larger hangar. An additional licence will be required to accommodate the new hangar.

**OFFICER'S RECOMMENDATION**

That, in accordance with *Section 236 of the Local Government Regulation 2012*, a new licence be offered to the current licensee for an additional area of about 72.6 square metres adjoining the existing Area 13 at the Kingaroy Airport.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council will bear the cost of preparation and execution of a new lease, preparation of a new survey, and registration of survey and lease on the title if required.

**LINK TO CORPORATE/OPERATIONAL PLAN**

ENHANCING OUR COMMUNITY – Building a vibrant, healthy, supportive and inclusive community

EC2 Sustainable community groups

EC2.1 – Facilitate the implementation of Council's Sport and Recreation Plan

EC3 An active, safe and healthy community

EC3.2 – Enhance community culture through the support of initiatives and the provision of community facilities.

**COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

Consultation has occurred across Council and there has been no internal objections to the offer of a lease.

Council has had ongoing discussions with the licensee.

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

Offer of lease in accordance with Section 236 of the *Local Government Regulation 2012*.

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

Offering the property for lease is in accordance with Council's Disposal of Real Estate Policy whereby disposal reduces operating costs, such as building or property maintenance costs and provides for economic development.

It is also a requirement under the policy that Council's contribution is acknowledged by the recipient.

## ASSET MANAGEMENT IMPLICATIONS

The Kingaroy Airport is a significant asset of owned and operated by Council. The offer of lease does not have any asset management implications.

## REPORT

A licensee has purchased an existing licence over area A13 at the Kingaroy Airport, from the previous licensee. The assignment of the existing licence has been finalised.

The existing licence area is not large enough for the proposed new hangar. The current licensee has requested Council agree to a licence for the additional area adjoining the existing A13.

Department of Communities Manager of Parks and NRM manage the airports and has provided no objection to offering a new licence over an additional area adjoining A13.

In accordance with Section 236(1)(c)(vii) of the *Local Government Regulation 2012*, Council may offer a licence without first disposing of the interest in the land by way of tender or auction as it is *the disposal of an interest in land that is used as an airport or for related purposes if-*

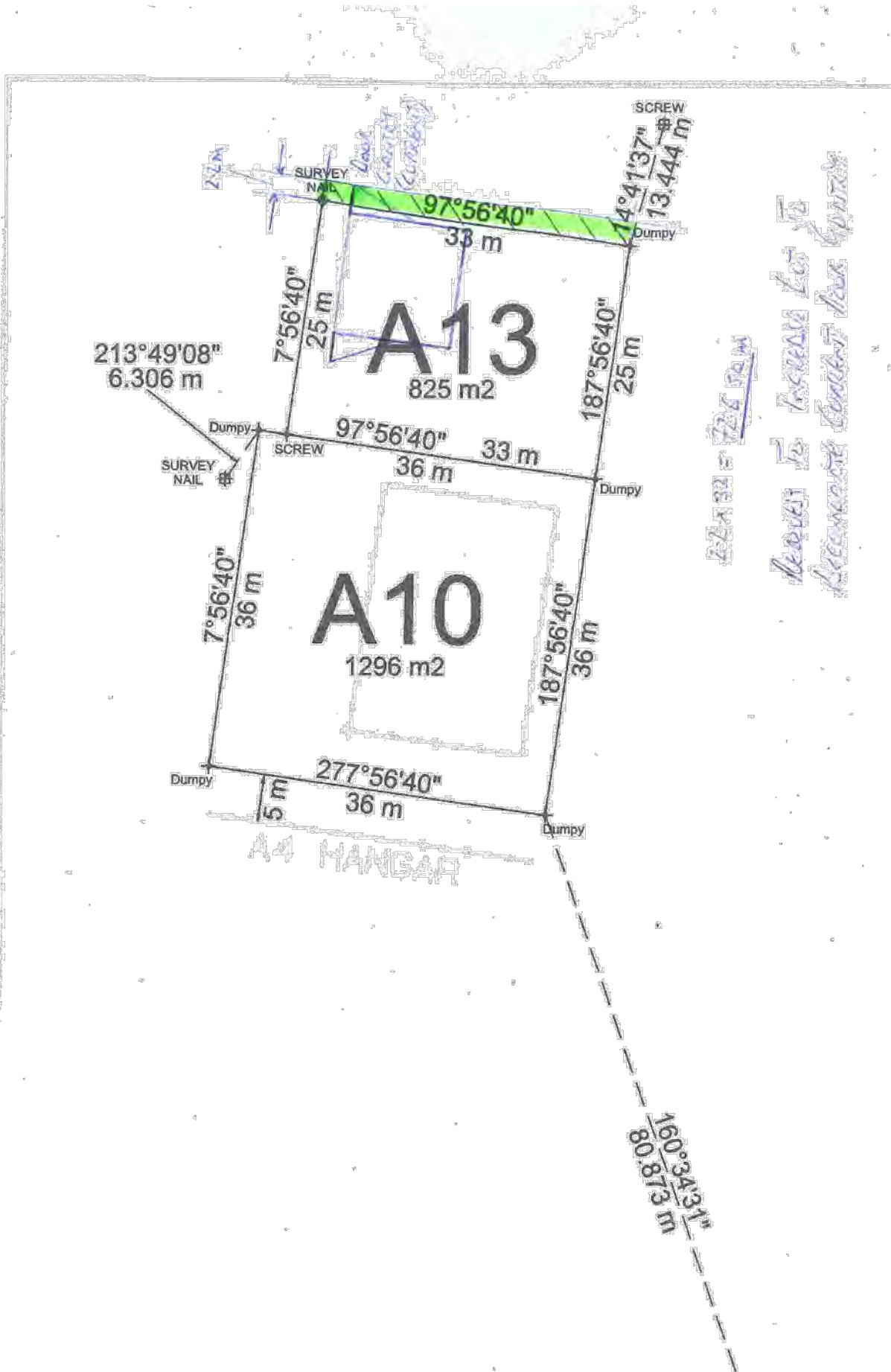
- (A) *It is in the public interest to dispose of the interest in land without a tender or auction and*
- (B) *the disposal is otherwise in accordance with sound contracting principles.*

In accordance with Section 236(3), the licence must be offered to the licensee at market value which will be assessed by a registered valuer.

The expiry date of the licence will be aligned with the existing licence over Area A13 so that both licences expire on the same date. At the expiry of both licences, the boundary of area A13 will be realigned to include both licence areas.

## ATTACHMENTS

1. **Map of requested additional area adjoining A13**  





**14.2 TENDER FOR LEASE OF MURGON SHOPS****File Number: 25-11-2020****Author: Senior Lease and Property Management Officer****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Executive and Community Standing Committee meeting November 11 2020 was an Offer for lease by way of tender, the three shops located at 62-70 Lamb Street, Murgon (part of Lot 1 on M55124)

**SUMMARY****Committee Resolution 2020/17**

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

That the committee recommends to Council:

That South Burnett Regional Council offer for lease, by way of tender, the three vacant shops at 62-70 Lamb Street, Murgon.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**CARRIED 7/0****OFFICER'S RECOMMENDATION**

That South Burnett Regional Council offer for lease, by way of tender, the three vacant shops at 62-70 Lamb Street, Murgon.

**BACKGROUND**

Presented at the Executive and Community Standing Committee meeting November 11 2020 was an Offer for lease by way of tender, the three shops located at 62-70 Lamb Street, Murgon (part of Lot 1 on M55124)

**ATTACHMENTS****Nil**

**14.3 RENEWAL OF MOU WITH SB CARE AT WONDAI TOWN HALL****File Number: 25-11-2020****Author: Senior Lease and Property Management Officer****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Executive and Community Standing Committee meeting 11 November 2020 – Renewal of Memorandum of Understanding with SBCare for the occupation of an office at the Wondai Hall.

**SUMMARY****Committee Resolution 2020/18**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That SBCare be offered a new Memorandum of Understanding to formalise the continued occupation of the office within the Wondai Town Hall to enable SBCare to continue to manage the activities of Meals on Wheels.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**CARRIED 7/0****OFFICER'S RECOMMENDATION**

That SBCare be offered a new Memorandum of Understanding to formalise the continued occupation of the office within the Wondai Town Hall to enable SBCare to continue to manage the activities of Meals on Wheels.

**BACKGROUND**

Presented at the Executive and Community Standing Committee meeting 11 November 2020 – Renewal of Memorandum of Understanding with SBCare for the occupation of an office at the Wondai Hall.

**ATTACHMENTS****Nil**

**14.4 KINGAROY AIRPORT - KINGAROY MEN'S SHED REQUEST FOR APPROVAL FOR A NEW SHED AND HARDSTAND****File Number: 25-11-2020****Author: Senior Lease and Property Management Officer****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Executive and Community Standing Committee meeting 11 November 2020 – Kingaroy Men's Shed request to build a new shed and improve the hardstand between the two sheds.

**SUMMARY****Committee Resolution 2020/19**

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the committee recommends to Council:

That Council grant approval to the Kingaroy Men's Shed to:

1. construct a 280 square metre shed subject to:
  - a. the Kingaroy Men's Shed, at their cost, applying for and being granted all necessary planning and building approvals through Council's planning department prior to commencement of construction.
  - b. all costs are to be borne by the Kingaroy Men's Shed
2. construct a concrete slab to the north of the existing Motor Pool building on the condition that:
  - a. the slab has a depth no longer than the depth of the Motor Pool building with a width of 3 metres.
  - b. the slab is sited at least 300mm from the outermost edge of the Motor Pool building external cladding.
  - c. is not to be enclosed with any walls or roof
  - d. if used for rinsing or cleaning of equipment, paint or other toxic chemicals are to be bunded and not to run off the slab on to the open ground or storm water
  - e. all costs are to be borne by the Kingaroy Men's Shed.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**CARRIED 7/0****OFFICER'S RECOMMENDATION**

That Council grant approval to the Kingaroy Men's Shed to:

1. construct a 280 square metre shed subject to:
  - a. the Kingaroy Men's Shed, at their cost, applying for and being granted all necessary planning and building approvals through Council's planning department prior to commencement of construction.
  - b. all costs are to be borne by the Kingaroy Men's Shed
2. construct a concrete slab to the north of the existing Motor Pool building on the condition that:
  - a. the slab has a depth no longer than the depth of the Motor Pool building with a width of 3 metres.
  - b. the slab is sited at least 300mm from the outermost edge of the Motor Pool building external cladding.
  - c. is not to be enclosed with any walls or roof

- d. if used for rinsing or cleaning of equipment, paint or other toxic chemicals are to be bunded and not to run off the slab on to the open ground or storm water
- e. all costs are to be borne by the Kingaroy Men's Shed.

**BACKGROUND**

Presented at the Executive and Community Standing Committee meeting 11 November 2020 – Kingaroy Men's Shed request to build a new shed and improve the hardstand between the two sheds.

**ATTACHMENTS**

Nil

**14.5 NANANGO TENNIS CLUB LIGHTING PROJECT****File Number: 25-11-2020****Author: Senior Lease and Property Management Officer****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Executive and Community Standing Committee meeting 11 November 2020 – The Nanango Tennis Association Inc have requested to upgrade the court lighting at the existing tennis courts located at Lot 226 on N231101 and Lot 1 on SP207095 – 101 Brisbane Street, Nanango

**SUMMARY****Committee Resolution 2020/20**

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That the committee recommends to Council:

That Council funds the upgrade of 4 light poles for \$20,000 to allow the new LED lights to be installed.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**CARRIED 7/0****OFFICER'S RECOMMENDATION**

That Council funds the upgrade of 4 light poles for \$20,000 to allow the new LED lights to be installed.

**BACKGROUND**

Presented at the Executive and Community Standing Committee meeting 11 November 2020 – The Nanango Tennis Association Inc have requested to upgrade the court lighting at the existing tennis courts located at Lot 226 on N231101 and Lot 1 on SP207095 – 101 Brisbane Street, Nanango

**ATTACHMENTS****Nil**

**14.6 BIG PEANUT SCULPTURE LIONS PARK****File Number: 25-11-2020****Author: General Manager Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Executive and Community Standing Committee meeting 11 November 2020 - Request for approval to locate a big peanut sculpture in Lions Park

**SUMMARY****Committee Resolution 2020/22**

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the Committee recommend to Council:

That Council provide in principle support for the placement of a big peanut sculpture in Lions Park, Kingaroy, subject to Council's further approval of the final proposal including elements such as design, location, ownership and maintenance requirements.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

**CARRIED 7/0****Resolved 2020/23**

The Mayor requested the Big Peanut Sculpture Committee be invited to meet with Council to further discuss their proposal.

**OFFICER'S RECOMMENDATION**

That That Council provide in principle support for the placement of a big peanut sculpture in Lions Park, Kingaroy, subject to Council's further approval of the final proposal including elements such as design, location, ownership and maintenance requirements.

**BACKGROUND**

Presented at the Executive and Community Standing Committee meeting 11 November 2020 - Request for approval to locate a big peanut sculpture in Lions Park.

**ATTACHMENTS****Nil**

**14.7 SALE BY TENDER OF 20 WILLIAM STREET, KINGAROY****File Number: 25-11-2020****Author: Senior Lease and Property Management Officer****Authoriser: Chief Executive Officer****PRECIS**

Disposal of 20 William Street, Kingaroy (described as Lot 4 on RP7914) by way of tender.

**SUMMARY**

Council offered for sale, Lot 4 on RP7914, 20 William Street, Kingaroy, by tender in accordance with Section 236 of the *Local Government Regulation 2012*. Tenders have closed and been evaluated, and Council is in a position to progress the matter.

This matter was tabled at the Ordinary Meeting of Council 16 September 2020

**Resolution 2020/148**

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the matter lay on the table.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0**

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**OFFICER'S RECOMMENDATION**

That Council finalise the tender process for the sale of Lot 4 on RP7914, 20 William Street, Kingaroy by:

1. Entering into negotiations with the highest tenderer and if the current market value of the property is reached, enter into a contract of sale for the property or
2. If negotiations with the highest tenderer does not result in a sale of the property at current market value, list the property for sale on the open market.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Revenue from the sale of Council owned land will be allocated to future capital expenditure programs.

If negotiations with the highest tenderer do not result in a sale, Council will engage a real estate agent to market and sell the property, which will incur marketing costs and commission.

**LINK TO CORPORATE/OPERATIONAL PLAN****GROWTH AND OPPORTUNITY**

A strong and sustainable regional economy supported by diverse sectors and innovative planning mechanisms.

GO1 A strong and sustainable regional economy

GO1.1 – Implement the Council's Economic Development Strategy

**COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

N/A

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

The offer of sale of the property is in accordance with Sections 227-228 of the *Local Government Regulation 2012*. If negotiations with the preferred tenderer is successful, Council will engage a solicitor to draft the contract of sale and manage the executed contract through to settlement. If negotiations do not result in the sale, the property will be listed for sale on the open market with contract documents prepared by the appointed real estate agent.

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

Offering the property for sale is in accordance with Council's Disposal of Real Estate Policy.

**ASSET MANAGEMENT IMPLICATIONS**

Sale of this block will result in a reduction in housing assets held by Council.

**REPORT**

20 William Street, Kingaroy is a regular shaped inside residential allotment improved with a single unit residential dwelling. It is located in an established residential area of Kingaroy opposite Memorial Park and within 400 metres from the Kingaroy central business district and major shopping centre. It is zoned medium density residential under the South Burnett Regional Council Town Planning Scheme and has an area of about 1000 square metres.

The property has been rented on the open market for the last two years, but the tenant has recently vacated. A recent asset condition assessment has been conducted on the property. Given the property is surplus to requirements, it is a timely opportunity to dispose of the property.

As per the *Local Government Regulation 2012* Section s228(1)(b) Council must invite tenders for non-current assets that has a market value greater than \$10,000 unless it has an exemption under Section 236. To be exempt from tendering or auction under section 236 Council must agree that the land is;

- Not suitable for tender or auction, and
- No other adjoining landowner wishes to acquire the land, and
- It is in the public interest, and
- It is in accordance with sound contracting principles, and
- It is disposed of at market value.

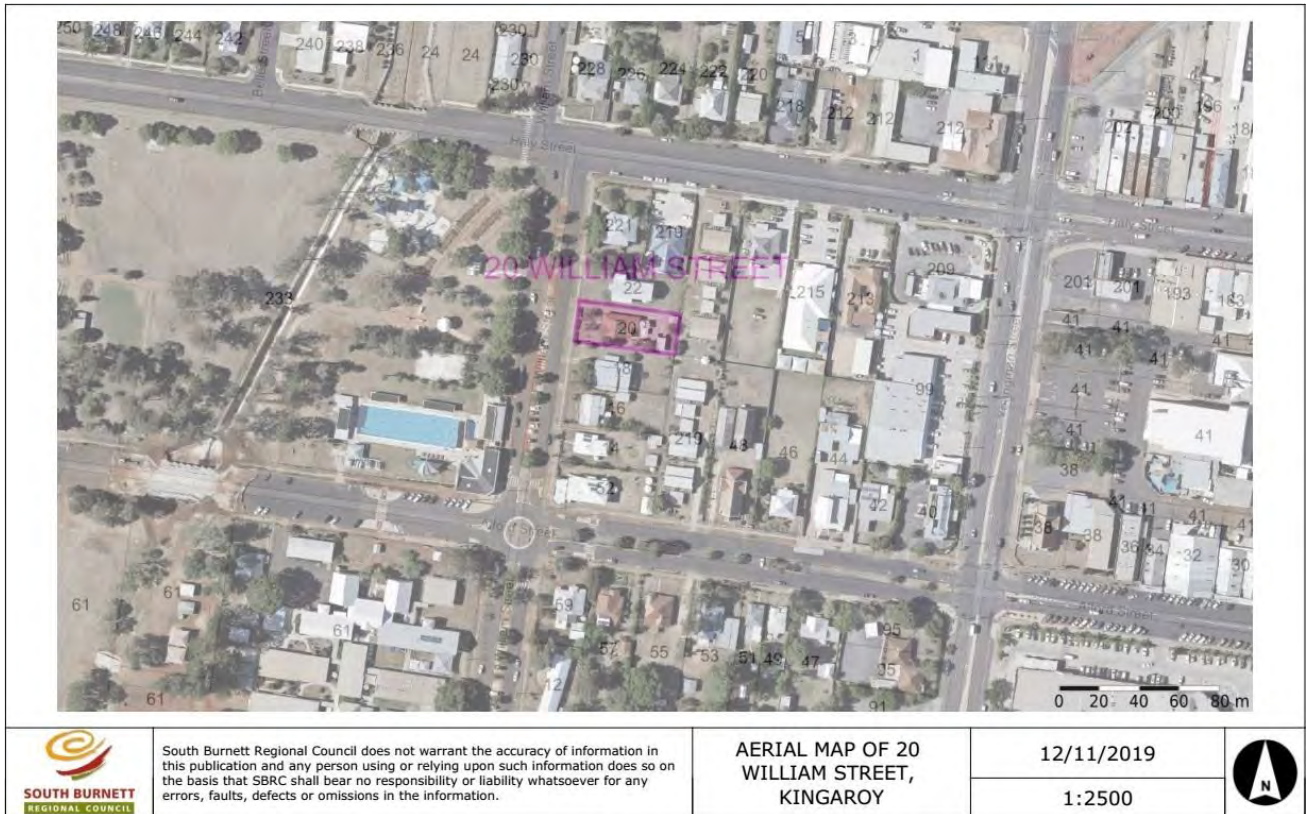
As the disposal of 20 William Street, Kingaroy does not meet any exemption under the *Local Government Regulation 2012*, it was offered for sale by tender.

Three tenders were received for the property with no tenders reaching the market value of the property.

**ATTACHMENTS**

1. **Location of 20 William Street, Kingaroy**  
2. **Aerial - 20 William Street, Kingaroy**  



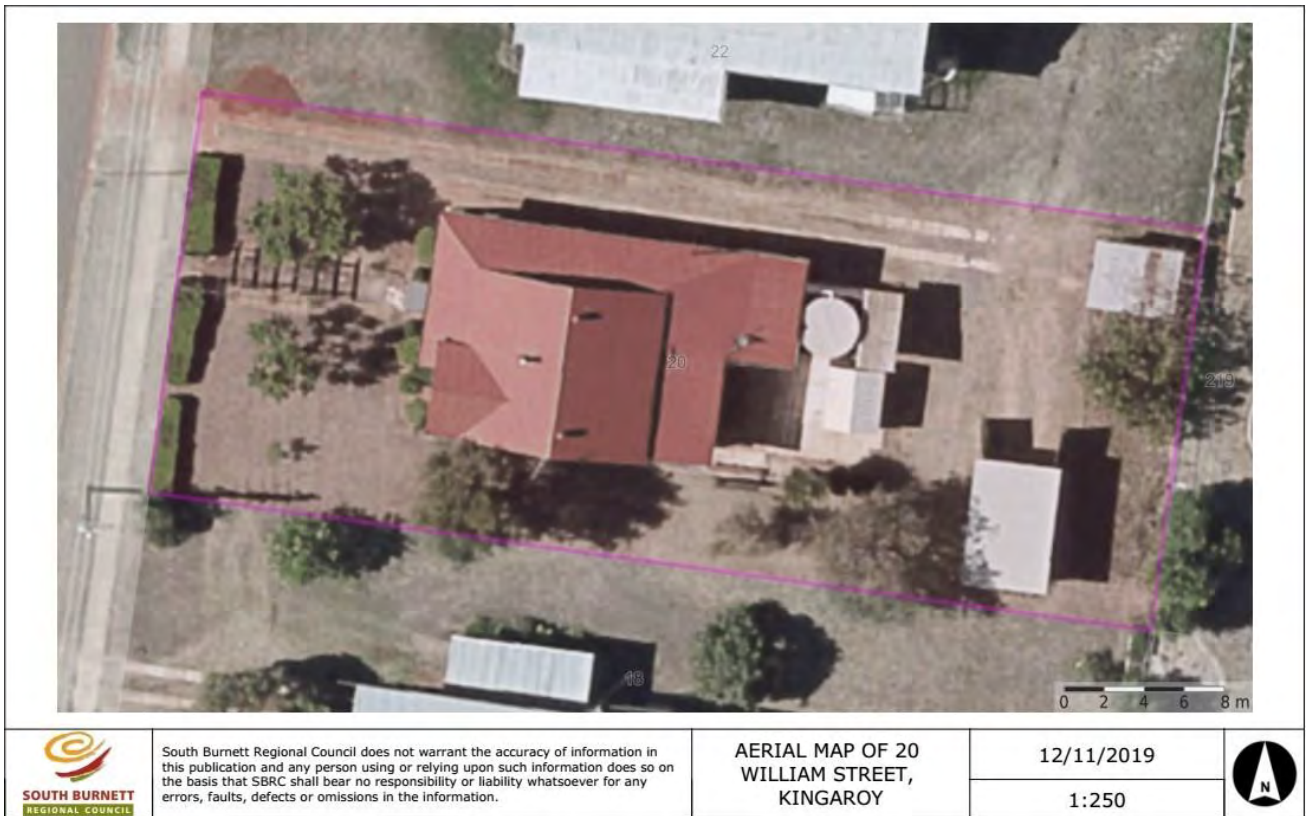


South Burnett Regional Council does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that SBRC shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

**AERIAL MAP OF 20  
WILLIAM STREET,  
KINGAROY**

12/11/2019  
1:2500





**15 PORTFOLIO – ECONOMIC DEVELOPMENT**

Nil

**16 NOTICES OF MOTION****16.1 NOTICE OF MOTION - KINGAROY STREET****File Number: 25-11-2020**

I, Councillor Kirstie Schumacher, give notice that at the next Ordinary Meeting of Council to be held on 25 November 2020, I intend to move the following motion:

---

**MOTION**

That Council commence the design for the construction of Kingaroy Street, south of the current Kingaroy Transformation Project between Alford and Markwell Street, so that a report detailing budget requirements for these works can be considered by Council when planning its future capital works.

**ATTACHMENTS****Nil**

## 17 INFORMATION SECTION

### 17.1 DELEGATED AUTHORITY REPORTS

**File Number:** 25/11/2020

**Author:** Planning Administration

**Authoriser:** Chief Executive Officer

#### PRECIS

Reports signed by the Chief Executive Officer under delegated authority.

#### SUMMARY







This report comprises a listing of any reports approved by delegated authority.

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#### OFFICER'S RECOMMENDATION

That the Delegated Authority report be received.

#### ATTACHMENTS

1. P&LM - MCU Application for Dual Occupancy at 2 Sonrose Crt, Nanango - Lot 5 on SP272801 - ONF - Stewart [↓](#) 
2. P&LM - Food & Drink Outlet - Other Change to Approval - Impact - Total Use Area to 590sqm - 88 Beare Rd, Maidenwell - MCU18/0015.02 - ONF - Henry [↓](#) 
3. P&LM - Negotiated Decision for 225 Elbow Rd, Sunny Nook - MCU19/0011 - AgDSA - Bishop. [↓](#) 
4. P&LM - Reconfiguring of a Lot - 1 lot into 2 lots - 816 Coverty Road, Ballogie - RAL20/0014 - ONF - Behzadpour [↓](#) 
5. P&LM - MCU Application for Dual Occupancy - 80 Burnett Street, Nanango - MCU20/0015 [↓](#) 
6. P&LM - Reconfiguring of a Lot - Boundary Realignment - 392 Tingoorra Chelmsford Rd, Tingoorra - ONF - Dower [↓](#) 

Approved by Delegated Authority: 

Date: 3 November 2020

**0.0 P&LM - 2705155 - MATERIAL CHANGE OF USE APPLICATION FOR DUAL OCCUPANCY AT 2 SONROSE COURT NANANGO - LOT 5 ON SP272801- C & R STEWART - MCU20/0007**

**File Number:** MCU20/0007  
**Author:** Manager Planning and Land Management  
**Authoriser:** Chief Executive Officer

	SIGNATURE	DATE
MANAGER		3/11/2020
GM		3/11/2020
CEO		3/11/2020

**PRECIS**

Material Change of Use Application for Dual Occupancy at 2 Sonrose Court Nanango - Lot 5 on SP272801- C & R Stewart - MCU20/0007

**SUMMARY**

- Application for a development permit for a material change of use to construct a dual occupancy (second dwelling) on site.
- The subject site is in the Low Density Residential Zone and a dual occupancy is subject to impact assessment.
- The proposal has been assessed against the relevant requirements of the Low Density Residential Zone code and the Services and Works code of the SBRC Planning Scheme;
- The proposal meets the relevant requirements of the zone codes;
- No public submission were received;
- The proposal is consistent with the surrounding development and anticipated development on a corner lot;
- The proposal will retain the existing streetscape and not result in significant impacts of the residential amenity of the locality;
- Proposal recommended for approval subject to reasonable and relevant conditions.

**OFFICER'S RECOMMENDATION**

That Council in accordance with Section 60 of the *Planning Act 2016* **approve** the development application for a Material Change of Use for Dual Occupancy at 2 Sonrose Court, Nanango described as Lot 5 on SP272801), subject to reasonable and relevant conditions:

**General**

**GEN1.** The development must be completed and maintained generally in accordance with the approved plans and documents and any amendments arising through conditions to this development approval:

Drawing Title	Prepared by	Reference no.	Rev	Date
Site Plan	Webcon Pty Ltd Building and Civil Designs	20/06/05-1A	5	06/2020
Floor Plan	Webcon Pty Ltd Building and Civil Designs	20/06/05-2	-	06/2020
Elevations	Webcon Pty Ltd Building and Civil Designs	20/06/05-4	5	06/2020
Streetscape	Webcon Pty Ltd Building and Civil Designs	20/06/05-3	5	06/2020

**GEN2:** The development herein approved may not start until the following development permits have been issued and complied with as required:

- Development Permit for Building Works; and
- Permit for Plumbing and Drainage Work.

Approved by Delegated Authority



Date: 3 November 2020

**GEN3.** Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

**GEN4.** Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.

#### Approved Use

**GEN5.** The approved development is a Material Change of Use for a Dual Occupancy, as shown on the approved plans and does not imply approval for other similar uses eg. Short-term accommodation.

#### Fencing

**GEN6.** Fence construction along the side and rear property boundary is to be solid screen fencing to a height not exceeding 1.8m.

#### Clothes drying facilities

**GEN7.** Each dwelling unit is to be provided with external clothes drying facilities within the nominated open private space areas.

#### Engineering Works

**ENG1.** Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.

**ENG2.** Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.

**ENG3.** Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

**ENG4.** Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plans and specifications and to Council's requirements, prior to commencement of the use.

#### Location, Protection and Repair of Damage to Council and Public Utility Services Infrastructure and Assets

**ENG5.** Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.

**ENG6.** Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

#### Stormwater Management

**ENG7.** Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.

**ENG8.** Design and construct all internal stormwater drainage works to comply with the relevant Section/s of AS/NZS 3500.3.2.

**ENG9.** Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

**ENG10.** Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

**ENG11.** Roofwater shall be piped to the kerb and channel on either Millis Way or Sonrose Court.

Approved by Delegated Authority:



Date: 3 November 2020

**Water Supply**

**ENG12.** Connect the development to Council's reticulated water supply system via a single connection to the lot. If each unit is to be sub-metered, the sub-meters shall be located within the lot, with all associated costs to be borne by the developer.

**Sewerage**

**ENG13.** Connect the development to Council's existing reticulated sewerage system via a single connection.

**ENG14.** Do not build works within 1.5 metres from the centre of any existing sewer pipework or within the Zone of Influence, whichever is the greater (measured horizontally).

**ENG15.** Maintain a minimum of a 3 metre wide corridor to be maintained for maintenance/upgrade purposes.

**ENG16.** Ensure that a clear level area of a minimum of a 2.5 metre radius surrounding any existing sewer manholes on the site is provided for future maintenance/upgrade purposes.

**ENG17.** The above minimum clearances to Council's sewer infrastructure do not preclude the need for works to proposed structures to prevent loading to the sewer system.

**Vehicle Access**

**ENG18.** Construct a residential crossover between the property boundary and the edge of the Millis Way/Sonrose Court pavement, having a minimum width of three (3) metres, generally in accordance with Council's Standard Drawing No. 00048.

**ENG19.** Construct any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure, including any stormwater gully pit, manhole, service infrastructure (eg power pole, telecommunications pit), road infrastructure (eg street sign, street tree, etc).

**Electricity and Telecommunication**

**ENG20.** Connect the development to electricity and telecommunication services.

**Erosion and Sediment Control - General**

**ENG21.** Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.

**ENG22.** Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

**ADVICE:****Material Change of Use – Currency Period**

**ADV1.** Section 85 (1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within the period of six (6) years the approval will lapse.

**Heritage**

**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



Approved by Delegated Authority:



Date: 3 November 2020

guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

**Appeal Rights**

ADV3: Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

Approved by Delegated Authority:



Date: 3 November 2020

**FINANCIAL AND RESOURCE IMPLICATIONS**

No implication can be identified.

**LINK TO CORPORATE/OPERATIONAL PLAN**

Growth and Opportunity

GO2 Balanced development that preserves and enhances our region.

GO2.1 Implement Council's planning scheme to support sustainable development of business, industry and community liveability

**COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

Refer to CONSULTATION in this report.

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

No implication identified.

**POLICY/LOCAL LAW/DELEGATION IMPLICATIONS**

No implication can be identified.

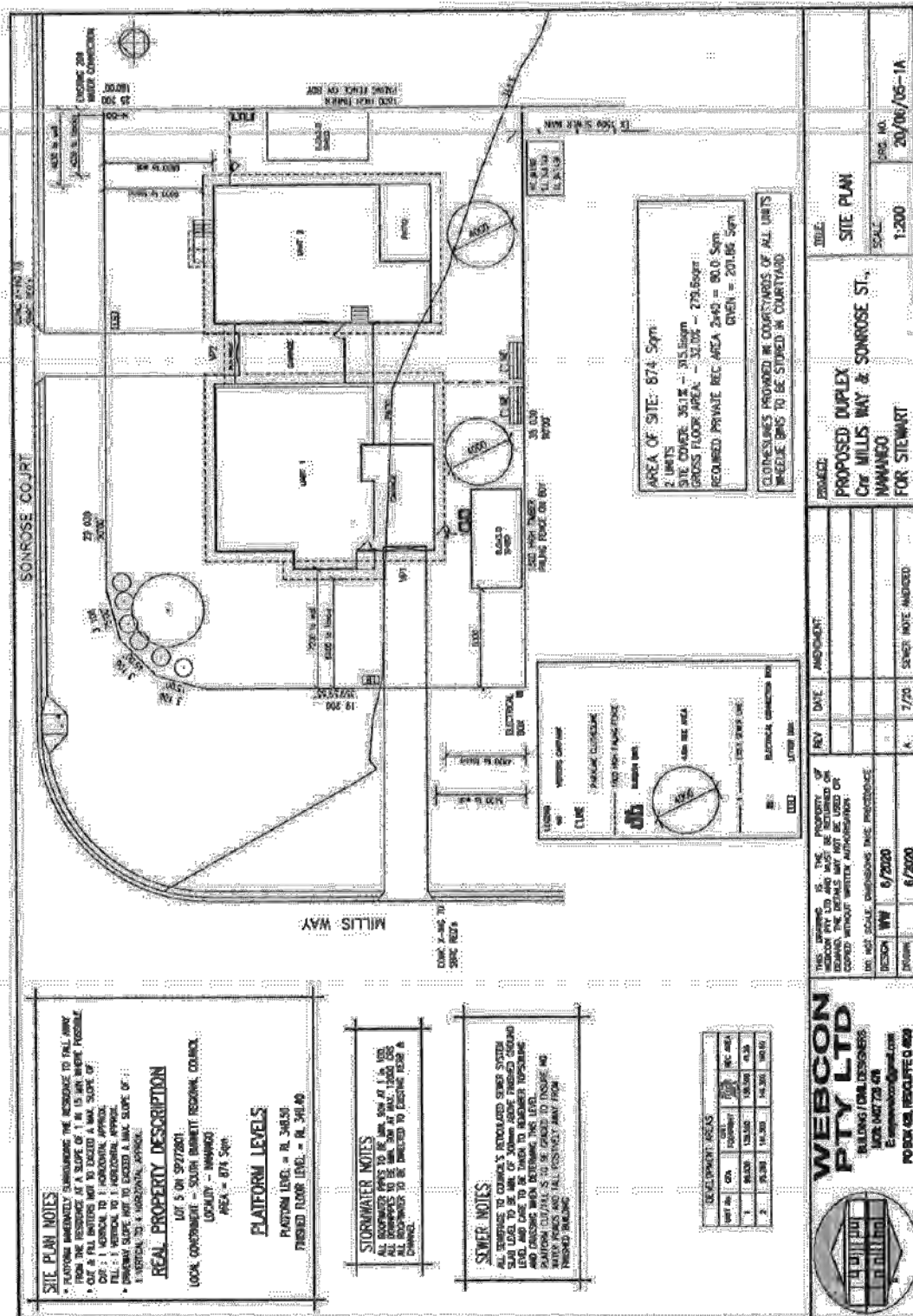
**ASSET MANAGEMENT IMPLICATIONS**

No implication can be identified.

Approved by Delegated Authority: *A*

Date: 3 November 2020

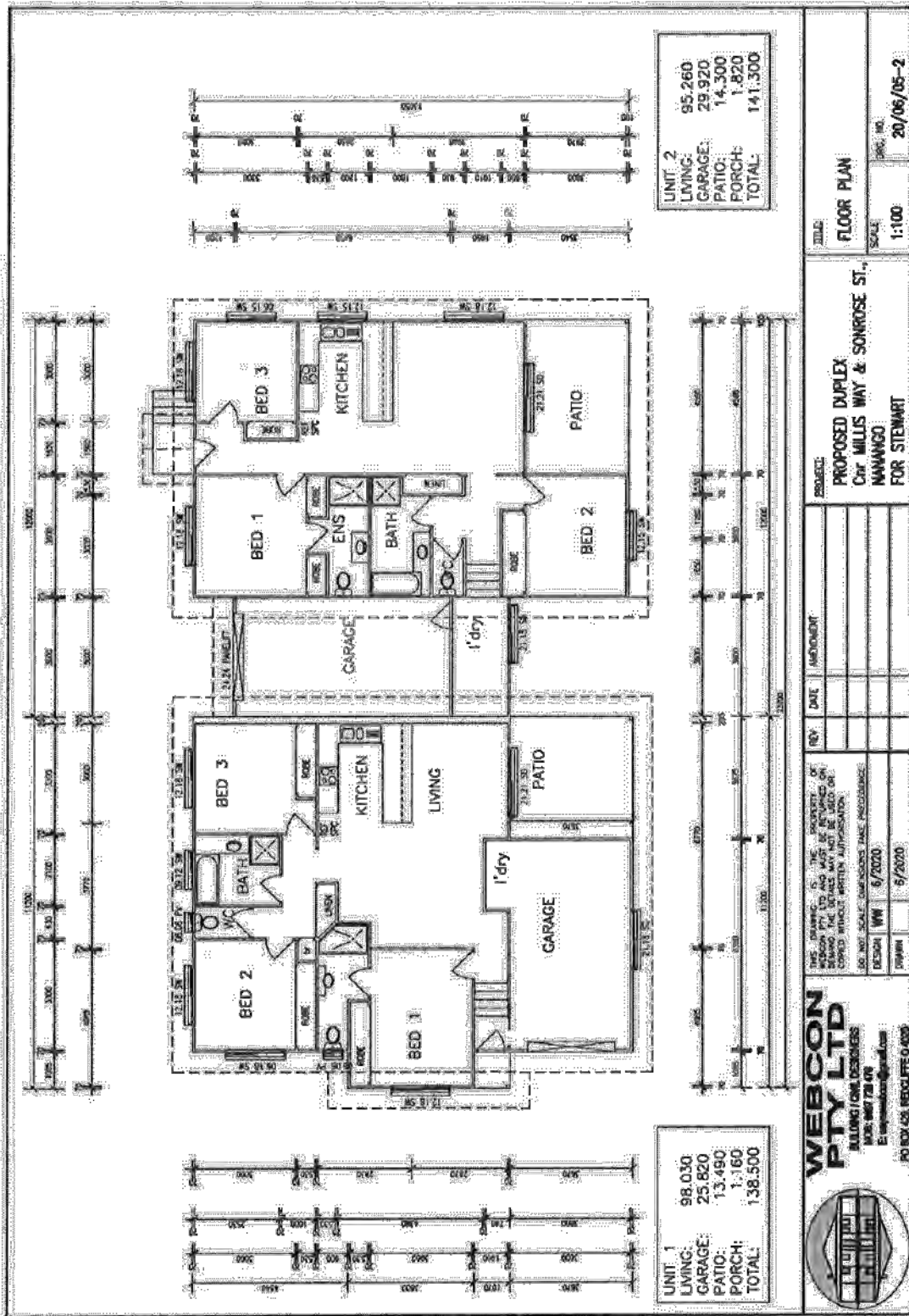
PROPOSAL PLAN




Source 1: Applicant – Site Plan

Approved by Delegated Authority:

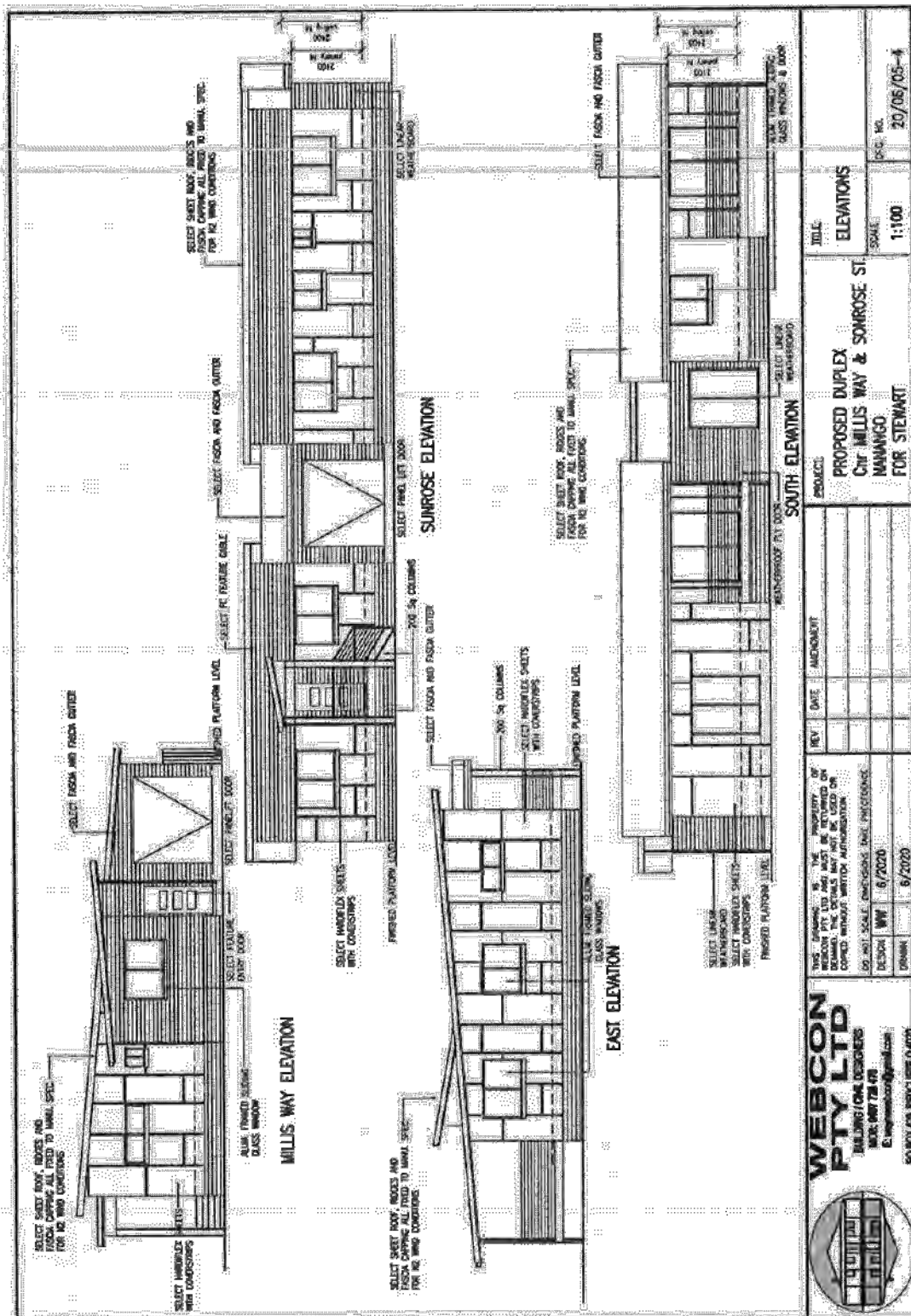
Date: 3 November 2020



Source 2: Applicant - Floor Plan

Approved by Delegated Authority: 

Date: 3 November 2020



Source 3: Applicant – Elevations.

Approved by Delegated Authority:

Date: 3 November 2020

**MILLS WAY ELEVATION**

**SUNROSE ELEVATION**

<p><b>WEBCON PTY LTD</b> BUILDERS/CONSULTANTS SUITE 101/72A ST E. WILSON ST/STANBURY RD</p> <p>PHONE: 08 9550 4452 E: info@webcon.com.au</p>		THIS DRAWING IS THE PROPERTY OF WEBCON PTY LTD. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. THE DETAILS MAY NOT BE USED OR COPIED WITHOUT WRITTEN AUTHORIZATION.	DATE: 6/2020 DRAWN: 6/2020	TITLE: ELEVATIONS SCALE: 1:100 DPC. NO.: 20/08/05-3
		PROJECT: PROPOSED DUPLEX 474 MILLS WAY & SUNROSE ST MANAWAGO FOR STEWART	REV:    DATE:    AMENDMENT:	USE:    SCALE: DIMENSIONS: DATE: PRECEDENCE:

Source 4: Applicant - Streetscape

Approved by Delegated Authority:



Date: 3 November 2020

**REPORT**

The applicant seeks approval for a development permit for a Dual occupancy

<b>APPLICATION SUMMARY</b>	
Applicant:	CR & ER Stewart C/- ONE Surveyors
Proposal:	Material Change of use – Dual Occupancy
Proposed Made Date:	27 July 2020
Street Address:	2 Sonrose Court, Nanango
RP Description:	Lot 5 SP272801
Assessment Type:	Impact
Number of Submissions:	N/A
State Referral Agencies:	N/A
Referred Internal Specialists:	Engineering

The following table describes the key development parameters for the proposal:

<b>PROPOSED DEVELOPMENT</b>	
Proposed Development:	Dual Occupancy
Level of Assessment:	Impact
Site Cover:	The proposed site cover for the units total 315.6m <sup>2</sup> or 36% of the site area.
Car Parking Spaces:	1 space per unit plus 1 visitor's space on site
Submissions Received:	N/A
Decision Making Period Ends:	11 November 2020

**SITE DETAILS:**

<b>SITE AND LOCALITY DESCRIPTION</b>		
Land Area:	872m <sup>2</sup>	
Existing Use of Land:	Vacant residential land	
Road Frontage:	Millis Way & Sonrose Court	
Road/s	<b>Road Hierarchy</b>	
Millis Way	Street	
Sonrose Court	Local Road	
Easements	None	
Topography:	Flat	
<b>Surrounding Land Uses:</b>	<b>Land Use</b>	<b>Zone/Precinct</b>
North	Vacant Residential lot	Low Density Residential
South	Vacant Residential Lot	Low Density Residential
East	Dwelling	Low Density Residential
West	Nanango Gold Course	Recreation and Open Space
Services:	Urban services available	