



SOUTH BURNETT
REGIONAL COUNCIL

AGENDA

Ordinary Council Meeting Wednesday, 20 January 2021

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

Date: Wednesday, 20 January 2021

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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- 1 OPENING**
- 2 LEAVE OF ABSENCE / APOLOGIES**
- 3 PRAYERS**
- 4 RECOGNITION OF TRADITIONAL OWNERS**
- 5 DECLARATION OF INTEREST**
- 6 DEPUTATIONS/PETITIONS**

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 16 DECEMBER 2020

File Number: 20-01-2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

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

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 16 December 2020**



MINUTES

**Ordinary Council Meeting
Wednesday, 16 December 2020**

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**MINUTES OF SOUTHBURNETT REGIONAL COUNCIL ORDINARY COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY ON
WEDNESDAY, 16 DECEMBER 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), Celina Branch (Manager Finance), Tim Low (Manager Water & Wastewater), Lynelle Paterson (Executive Assistant)

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 District Ministers Association, Pastor Andrew Clausen, 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

In accordance with Chapter 5B of the Local Government Act 2009, Mayor Otto declared a conflict of interest in relation to Item 9.7. Monthly Financial Report and Second Quarter Budget Revision. Item 3 of the recommendation refers to the adoption of the revised capital expenditure budget which includes the purchase of a shop front in Kingaroy street which is directly aligned to the pathway that leads to the Mayor's Accounting Practice. The Mayor voluntarily agreed to leave the room and not participate in the decision.

6 DEPUTATIONS/PETITIONS

**6.1 PET - 2738522 - PETITION REQUESTING THE SPEED LIMIT ON LEVERS ROAD
TABLELANDS BE SET AT A MAXIMUM OF 70KM/HR**

RESOLUTION 2020/190

Moved: Cr Kathy Duff
Seconded: Cr Gavin Jones

The Petition be received and referred to the Chief Executive Officer for consideration and report back to a future 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

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 25 NOVEMBER 2020

RESOLUTION 2020/191

Moved: Cr Brett Otto
 Seconded: Cr Danita Potter

That the Minutes of the Council Meeting held on 25 November 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

8 BUSINESS OUTSTANDING

8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

RESOLUTION 2020/192

Moved: Cr Danita Potter
 Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 7/0

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

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

RESOLUTION 2020/193

Moved: Cr Kathy Duff
 Seconded: Cr Kirstie Schumacher

That Council:

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

Committee	Date	Time	Location
General Meeting	Wednesday 20 January 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy

Infrastructure Standing Committee	Wednesday 3 February 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Community Standing Committee	Wednesday 10 February 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 17 February 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 24 February 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure Standing Committee	Wednesday 3 March 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Community Standing Committee	Wednesday 10 March 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 17 March 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 24 March 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy

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 FOR INFORMATION - COMMUNITY GROUP INFRASTRUCTURE CHARGES POLICY- STATUTORY-030

RESOLUTION 2020/194

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the South Burnett Regional Council Community Group Infrastructure Charges Policy-Statutory-030 be received as amended.

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 ADOPTION OF DRAFT SOUTH BURNETT REGIONAL COUNCIL ARTS, CULTURE AND HERITAGE POLICY – STRATEGIC-009 FOR EXTERNAL CONSULTATION

RESOLUTION 2020/195

Moved: Cr Kirstie Schumacher
Seconded: Cr Roz Frohloff

1. That the draft South Burnett Regional Council Arts, Culture and Heritage Policy – Strategic-009 be adopted for external consultation.
2. That Council directly engage with South Burnett Arts Group and invite them to add and make changes to the content of the draft policy as they see appropriate for consideration by Council

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

Against: Nil

CARRIED 7/0

9.4 ADOPTION OF SOUTH BURNETT REGIONAL COUNCIL COMPUTER, INTERNET AND EMAIL USAGE POLICY-STRATEGIC-007

RESOLUTION 2020/196

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

That the South Burnett Regional Council Computer, Internet and Email Usage Policy-Strategic-007 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

9.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFRASTRUCTURE QUALITY POLICY-STATUTORY-029

RESOLUTION 2020/197

Moved: Cr Kirstie Schumacher
Seconded: Cr Kathy Duff

That the matter lay on the table until the special meeting of Council on 31 March 2021

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

Against: Nil

CARRIED 7/0

9.6 DRAFT CORPORATE PLAN 2021-2026

RESOLUTION 2020/198

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the matter lay on the table until the January 2021 General Meeting of Council

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

Against: Nil

CARRIED 7/0

9.7 MONTHLY FINANCIAL REPORT AND SECOND QUARTER BUDGET REVISION

RESOLUTION 2020/199

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

1. That the Monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as at 25 November 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.

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

Against: Nil

CARRIED 7/0

Attendance:

At 9:37 am, Cr Brett Otto left the meeting.

The Deputy Mayor assumed the chair.

RESOLUTION 2020/200

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

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 Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 6/0

Attendance:

At 9:42 am, Cr Brett Otto returned to the meeting and resumed the chair.

9.8 QUOTE SBRCQ-20/21-30 - REPLACEMENT OF CATERPILLAR 938G LOADER [PLANT 54]

MOTION

Moved: Cr Roz Frohloff
Seconded: Cr Gavin Jones

That Council purchase from RDO the John Deere 544k II for \$308,000.00 excluding GST to replace the aging waste loader, Plant 54 at 11 years old, in line with the ten-year replacement plan for loaders. The John Deere 544k II loader meets the weight specification requested, has the best whole of life costs, has the highest score in the evaluation and was agreed by all involved that this machine would be a much more suitable machine for the Kingaroy Waste Facility than the other machines offered.

RESOLUTION 2020/201

Moved: Cr Kirstie Schumacher
Seconded: Cr Kathy Duff

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

10 PORTFOLIO – ROADS & DRAINAGE

Nil

11 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION**11.1 LOCAL DRUG ACTION TEAM**

RESOLUTION 2020/202

Moved: Cr Danita Potter
Seconded: Cr Kathy Duff

That South Burnett Regional Council return the amount of \$3,634.22 to Alcohol and Drug Foundation and no other subsequent Community Action Plans be developed for the current financial year.

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

Against: Nil

CARRIED 7/0

11.1.1 COUNCILLOR REPRESENTATIVE ON THE SOUTH BURNETT SUICIDE PREVENTION WORKING GROUP

RESOLUTION 2020/203

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That Councillor Danita Potter be appointed as the Councillor representative on the South Burnett Suicide Prevention Working Group.

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

Against: Nil

CARRIED 7/0

11.2 YARNING CIRCLE

RESOLUTION 2020/204

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That General Manager Community and the Portfolio holder for Indigenous Affairs meet with the resident to discuss and scope the project further and identify possible options and provide a report to the February Community Standing Committee Meeting.

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 – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES

12.1 P&LM - 2698035 - ADOPTION OF ADMINISTRATIVE AMENDMENT TO THE SOUTH BURNETT REGIONAL COUNCIL PLANNING SCHEME

RESOLUTION 2020/205

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That Council:

1. Approve the administrative amendment to the South Burnett Regional Council Planning Scheme 2017 pursuant to Chapter 2, Part 1 of the Ministerial Guidelines and Rules, July 2017;
2. Delegate authority to the Chief Executive Officer to publish a public notice in accordance with the *Planning Act 2016*; and
3. Give the Chief Executive a copy of the notice and a certified copy of the administrative amendment as adopted.

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

Against: Nil

CARRIED 7/0

12.2 CONSIDERATION OF FEES AND CHARGES REDUCTION FOR RESIDENTIAL DEVELOPMENT PROPOSAL, KINGAROY

RESOLUTION 2020/206

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That given the substantial discount on Infrastructure Charges available under Council's recently adopted Development Incentive Scheme, that Council **refuse**, the request for a development application fee waiver for a proposed development over land in Markwell Street, Kingaroy.

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

Against: Nil

CARRIED 7/0

12.3 OPERATIONAL WORKS APPLICATION AND INSPECTION FEES - REQUEST TO COUNCIL TO WAIVE OPERATIONAL WORKS APPLICATION FEES

RESOLUTION 2020/207

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That given the substantial discount on Infrastructure Charges available under Council's recently adopted Development Incentive Scheme, that Council **refuse**, the request to waive all fees for operational work for a rural residential development at Nanango.

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

Against: Nil

CARRIED 7/0

MOTION

RESOLUTION 2020/208

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That the meeting adjourn for morning tea.

CARRIED 7/0

MOTION

RESOLUTION 2020/209

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the meeting resume at 10.47am.

CARRIED 7/0**13 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT****13.1 REVIEW OF STANDPIPE WATER CHARGES**

MOTION

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That Council:

1. That the potable standpipe water be \$4.50 and the non potable standpipe water be \$4.00 until the South Burnett Drought Declaration is lifted and after that the charges be reviewed in line with all fees and charges;
2. Continue the use of the direct debit and credit Machine Payment Methodology

In Favour: Crs Brett Otto, Kathy Duff and Kirstie SchumacherAgainst: Crs Gavin Jones, Roz Frohloff, Danita Potter and Scott Henschen**LOST 3/4**

RESOLUTION 2020/210

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

That Council:

1. Confirms the price of \$6.00 per Kilolitre for potable water and \$5.00 per kilolitre for non potable water from Council standpipes for the 2020/21 financial year and reconsider standpipe charges in setting Fees and Charges for future years;
2. Continue the use of the direct debit and credit Machine Payment Methodology

In Favour: Crs Gavin Jones, Roz Frohloff, Danita Potter and Scott HenschenAgainst: Crs Brett Otto, Kathy Duff and Kirstie Schumacher**CARRIED 4/3**

14 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS**14.1 INSTALLATION OF NEW FLAGPOLES AT MURGON**

RESOLUTION 2020/211

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That Council funds the installation of 4 new flag poles for \$15,000 to allow the Australian flag, Queensland flag, Australian Aboriginal flag and the Torres Strait Islander flag to be flown in Sir James Heading Memorial Park, Murgon.

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

Against: Nil

CARRIED 7/0

14.1.1 AREA AROUND MONUMENT IN LAMB STREET MURGON

RESOLUTION 2020/212

Moved: Cr Brett Otto
Seconded: Cr Kirstie Schumacher

That Council identify funding to repair and resurface around the monument in Lamb Street Murgon with the works to be completed prior to ANZAC Day 2021.

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

Against: Nil

CARRIED 7/0

14.2 LEASE OF LAND FOR DEVELOPMENT AND OPERATION OF FUEL OUTLET AT DURONG.

RESOLUTION 2020/213

Moved: Cr Kirstie Schumacher
Seconded: Cr Kathy Duff

That the matter lay on the table until the February 2021 Ordinary Meeting of Council

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

Against: Cr Scott Henschen

CARRIED 6/1

14.3 DOG REGISTRATIONS

RESOLUTION 2020/214

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That Council extend the pensioner discount for de-sexed and microchipped dogs from aged pension only to all pension card holders.

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

Against: Nil

CARRIED 7/0**15 PORTFOLIO – ECONOMIC DEVELOPMENT****Attendance:**

At 11.30am Manager Finance left the meeting.

At 11.33am Manager Finance returned to the meeting.

15.1 BUILDING BETTER REGIONS FUND ROUND FIVE

RESOLUTION 2020/215

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That Council continues to develop the following options for Building Better Regions Fund (BBRF) for applications to the BBRF Round 5:

- (a) Rail Trail Hivesville to Proston
- (b) Coolabunia Saleyards

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

Against: Crs Gavin Jones and Scott Henschen

CARRIED 5/2

16 NOTICES OF MOTION

Nil

17 INFORMATION SECTION**17.1 DELEGATED AUTHORITY REPORTS**

RESOLUTION 2020/216

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That the Delegated Authority report be received.

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

Against: Nil

CARRIED 7/0

18 CONFIDENTIAL SECTION

RESOLUTION 2020/217

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

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*:

18.1 Performance Review Chief Executive Officer - 2020

This matter is considered to be confidential under Section 254J - b 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 industrial matters affecting employees.

18.2 Assessment of Tender SBRC 20/21-05 - Kingaroy Sewer Renewals

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 negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

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

Against: Nil

CARRIED 7/0

Attendance:

At 12.01pm, Cr Danita Potter left the meeting.

At 12.04pm, Cr Danita Potter returned to the meeting.

At 12.20pm, General Manager Community left the meeting.

At 12.21pm, General Manager Community returned to the meeting.

RESOLUTION 2020/218

Moved: Cr Brett Otto
 Seconded: Cr Danita Potter

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 7/0

18.1 PERFORMANCE REVIEW CHIEF EXECUTIVE OFFICER - 2020

RESOLUTION 2020/219

Moved: Cr Kathy Duff
 Seconded: Cr Roz Frohloff

That the South Burnett Regional Council

1. Receives the “Performance Review Report – Chief Executive Officer December 2020”; and
2. Authorise the Mayor to sign the ““Performance Review Report – Chief Executive Officer December 2020”.

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

Against: Nil

CARRIED 7/0

18.2 ASSESSMENT OF TENDER SBRC 20/21-05 - KINGAROY SEWER RENEWALS

RESOLUTION 2020/220

Moved: Cr Gavin Jones
 Seconded: Cr Roz Frohloff

That Council note the tender evaluation report and delegate to the Chief Executive Officer to negotiate the contract with Interflow Pty Ltd as preferred tenderer.

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

Against: Nil

CARRIED 7/0

19 CLOSURE OF MEETING

The Meeting closed at 12.27pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on Wednesday 20 January 2021.

.....
CHAIRPERSON

8 BUSINESS OUTSTANDING**8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING****File Number:** 20-01-2021**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.

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 Meeting of Council** [!\[\]\(307ad7be8dd8053938b04a332782a8a1_img.jpg\) !\[\]\(4ddfca81566d78050c33f6ae0caaf3e9_img.jpg\)](#)

BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Meeting Date: 20 January 2021

Attachment No: 1

Meeting	Subject	Resolution	Notes
Council 25/11/2020	Big Peanut Sculpture Lions Park	<p>RESOLUTION 2020/228</p> <p>Moved: Cr Danita Potter Seconded: Cr Kirstie Schumacher</p> <p>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.</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;">CARRIED 7/0</p>	<p>04 Dec 2020 10:45am O'May, Peter 26/11/2020 Onsite meeting held with Big Peanut Committee to discuss concept.</p> <p>13 Jan 2021 1:51pm Donohue, Kimberley After meeting with committee Council to hold internal discussions to be incorporated in to parks master planning.</p>
Council 25/11/2020	Sale of Coolabunia Saleyards by way of Tender	<p>RESOLUTION 2020/234</p> <p>Moved: Cr Brett Otto Seconded: Cr Kathy Duff</p> <p>That</p> <ol style="list-style-type: none"> 1. As a result of the substantial capital loss that would be realised on disposal of the freehold site and in response to more recent community concerns as to the potential risk to the ongoing operation of the facility in the hands of a private operator, that Council not accept any tenders or enter into negotiations with a preferred tenderer. 2. That Council prepare a comprehensive five-year business plan for the future operations of the facility incorporating a review and report to council on: <ol style="list-style-type: none"> a. the preferred ownership structure; b. a revised fees and charges schedule based on market rates; c. a projected profit forecast; d. a capital investment program, incorporating opportunities for external funding. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>08 Dec 2020 3:58pm Donohue, Kimberley - Reallocation Action reassigned to Watt, Mark by Donohue, Kimberley - For actioning</p> <p>09 Dec 2020 3:29pm Watt, Mark Begun review of existing reports and compiling information to assist in procuring industry expert to prepare report. Budget allocation also necessary.</p>

CARRIED 6/0			
Council 16/12/2020	Quote SBRCQ-20/21-30 - Replacement of Caterpillar 938G Loader [Plant 54]	<p>RESOLUTION 2020/201 Moved: Cr Kirstie Schumacher Seconded: Cr Kathy Duff That the matter lay on the table. <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>	
CARRIED 7/0			
Council 16/12/2020	Local Drug Action Team	<p>RESOLUTION 2020/202 Moved: Cr Danita Potter Seconded: Cr Kathy Duff That South Burnett Regional Council return the amount of \$3,634.22 to Alcohol and Drug Foundation and no other subsequent Community Action Plans be developed for the current financial year. <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>13 Jan 2021 11:50am Donohue, Kimberley Acquittal has been accepted and waiting on information to return the funds. 13 Jan 2021 11:50am Donohue, Kimberley - Target Date Revision Target date changed by Donohue, Kimberley from 30 December 2020 to 30 January 2021</p>
CARRIED 7/0			
Council 16/12/2020	Yarning Circle	<p>RESOLUTION 2020/204 Moved: Cr Kathy Duff Seconded: Cr Danita Potter That General Manager Community and the Portfolio holder for Indigenous Affairs meet with the resident to discuss and scope the project further and identify possible options and provide a report to the February Community Standing Committee Meeting. <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>	
CARRIED 7/0			

Council 16/12/2020	Installation of new Flagpoles at Murgon	<p>RESOLUTION 2020/211 Moved: Cr Kathy Duff Seconded: Cr Danita Potter That Council funds the installation of 4 new flag poles for \$15,000 to allow the Australian flag, Queensland flag, Australian Aboriginal flag and the Torres Strait Islander flag to be flown in Sir James Heading Memorial Park, 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>	<p>13 Jan 2021 1:37pm Donohue, Kimberley Council called for quotations prior to Christmas, however none were received. Council is currently working to go back out to quote.</p>
		CARRIED 7/0	
Council 16/12/2020	Dog Registrations	<p>RESOLUTION 2020/214 Moved: Cr Danita Potter Seconded: Cr Kathy Duff That Council extend the pensioner discount for de-sexed and microchipped dogs from aged pension only to all pension card holders. <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>22 Dec 2020 4:15pm Donohue, Kimberley - Reallocation Action reassigned to Dench, Natalie by Donohue, Kimberley 13 Jan 2021 1:40pm Donohue, Kimberley This will be implemented in the new financial year as current financial year renewal notices were sent prior to adoption of the resolution.</p>
		CARRIED 7/0	

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

9.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RECRUITMENT & SELECTION POLICY-STATUTORY-014

File Number: 20 January 2021
Author: General Manager Finance and Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Recruitment & Selection Policy-Statutory-014

SUMMARY

South Burnett Regional Council ('Council') aims to recruit and retain employees of the highest calibre.

Council's recruitment and selection process is guided primarily by the Merit Principle and Equal Employment legislation, as well as any industrial instruments relating to employment.

The Recruitment & Selection Policy serves to guide Council employees and its representatives in the application of appropriate, compliant recruitment and selection measures.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Recruitment & Selection Policy-Statutory-014 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2018/19 to 2022/23:	EXC3 A skilled and sustainable workforce
	EXC3.1 - Deliver contemporary human resource practices
	EXC3.3 - Foster an organisational culture which reflects our shared vision and values
	EXC3.4 - Provide appropriate training to ensure a skilled workforce that meets organisational needs
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 the Manager People & Culture. Social & Corporate Performance Branch reviewed the draft Recruitment & Selection policy for accuracy and compliance to Council's policy framework making the necessary changes to the draft prior to circulation for review.

The draft Policy was circulated for review to Councillors and Council's Senior Management Team for a period of approximately three (3) weeks.

Feedback was received, considered by People & Culture and included in the revised draft as per the summary below:

Name	Summary of feedback	Outcome
Chief Executive Officer	Reference to clause 3.3/ Pre-employment Medical, 3.4/ Further Assessment, 3.5/ Interview Expenses and 4/ Definitions	Changes as identified incorporated into draft policy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Building Trades Public Sector Award State 2012

Engineering Award State 2012

Local Government Act 2009

Local Government Industry Award State 2017

Queensland Anti-Discrimination Act 1991

Right to Information Act 2009

South Burnett Regional Council Certified Agreements

Human Rights Act 2019

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

No direct local law or delegation implications arise from this report

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

South Burnett Regional Council ('Council') aims to recruit and retain employees of the highest calibre.

Council's recruitment and selection process is guided primarily by the Merit Principle and Equal Employment legislation, as well as any industrial instruments relating to employment.

The Recruitment & Selection Policy serves to guide Council employees and its representatives in the application of appropriate, compliant recruitment and selection measures.

ATTACHMENTS

1. **South Burnett Regional Council Recruitment & Selection Policy - Statutory 014**  



POLICY CATEGORY - NUMBER: Statutory 014
POLICY OWNER: People & Culture
ECM ID: 2745087
ADOPTED: 20 January 2021

Recruitment & Selection 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 serves to guide South Burnett Regional Council ('Council') employees and its representatives in the application of appropriate, compliant recruitment and selection measures.

2. SCOPE

This policy applies to all recruitment and selection activities conducted by Council and its representatives.

3. GENERAL INFORMATION

To ensure a consistent approach to Council's recruitment and selection techniques, with the aim of recruiting and retaining employees of the highest calibre whilst adhering to the merit principle and all requirements set by legislation and Council.

Council's recruitment and selection process is guided primarily by the Merit Principle and Equal Employment legislation, as well as any industrial instruments relating to employment. This policy must be applied in conjunction with these governing documents.

In accordance with the merit principle, all recruitment and selection decisions will involve a fair and objective assessment of all applicants against a set of pre-determined selection criteria relevant to the position. The selection criteria will serve as a tool to measure an applicant's skills, abilities, qualifications, knowledge, experience, work performance, conduct and behavioural attitude in relation to those required for the position.

Another principle of Council's recruitment and selection processes is confidentiality. Council has a duty of care to act in a discreet and respectful manner when dealing with sensitive information both during and after the recruitment and selection process.

Council is obligated to ensure equitable employment opportunities by effectively assessing the proposed classification levels of vacant positions and determine the duties of a position are consistent with the requirements of any relevant industrial instruments. People and Culture will be directly involved in a professional capacity in determining the appropriate classification level of a vacancy.

By adhering to these principles, Council will be better placed to build a harmonious and sustainable

workforce.

3.1. Workforce Opportunities

Council recognises the importance of providing career development opportunities to existing employees, and the role this plays in succession planning and employee retention. Council endeavours to advertise all vacancies internally in the first instance.

However, exceptions exist where it is determined that an insufficient internal pool of applicants exists to fill the vacancy.

Where a vacancy is advertised externally, all internal and external applicants will be given equal consideration in accordance with the Merit principle.

3.2. External Agency Assistance

The Chief Executive Officer ('CEO') and/or Manager People and Culture may authorise the use of external agencies to provide recruitment/selection services.

3.3. Pre-employment Medical

Council requests that all successful applicants undertake a pre-employment medical examination. Offers of employment are dependent upon advice from Council's approved Doctor, that the applicant is fit to perform the intended duties. If an applicant is not willing to undertake any aspect of a pre-employment medical or is not passed by the Doctor as being in a fit state to undertake the intended duties of the position, People and Culture will be in contact with the panel convenor to discuss.

People and Culture is responsible for the payment and arrangement of pre-employment medicals and may also approve reimbursement of reasonable travel expenses associated with undertaking the pre-employment medical.

3.4. Further Assessments

Council's offer of employment may also be dependent upon the applicant being eligible to obtain or hold specific tickets/licences in relation to requirements of the position. An additional mandatory assessment includes a background criminal history check for all successful applicants. Depending on the role, there could be further background assessments such as Working with Children Blue Card or similar specific requirements. In this instance, the applicant will be advised of these additional requirements during the interview process.

3.5. Interview Expenses

Where an applicant is required to travel more than 200kms one-way to attend an interview, People and Culture will reimburse the cost of fuel or reasonable cost of travel (e.g. bus fare). People and Culture will also reimburse one (1) night's accommodation and meal expenses where such outlays are warranted.

Interview expenses may only be claimed by an applicant if prior approval has been obtained from People and Culture before attending the interview. People and Culture will reimburse interview expenses upon receiving receipts.

3.6. Probation

All new employees will undertake probation in accordance with the provisions of the relevant Award. In most cases, a three (3) month probationary period will apply. A longer probation period may be negotiated with a new employee prior to the commencement of employment, which must be specified in their initial letter of offer.

3.7. Induction

All new employees will undertake a formal induction program upon commencement with Council. This will involve a WHS induction and a Corporate Induction which aims to provide initial advice on the new employee's working environment and the rights and responsibilities of a Council employee.

The Supervisor of the new employee will also conduct an on-site induction to introduce the employee

to the specifics of their work site and duties. This includes a demonstration of any Personal Protective Equipment (PPE) to be used by the employee; instruction in plant and tool operation; and advice on emergency exits, procedures and personnel (e.g. First Aid Officers).

Attendance at Council's Workplace Health and Safety Induction is the minimum induction requirement for all persons undertaking work at any of Council's work sites, including contractors and volunteers.

3.8. Recruitment and Selection Training

Council will provide instruction and training for employees who will be involved in the recruitment and selection process, and particularly those who will, or may be, required to participate on Selection Panels.

3.9. Failure to Comply

Where an employee is found to have contravened the requirements of this policy, the associated procedure, or any associated legislation – including inappropriate handling of confidential information – they may be subject to disciplinary action in accordance with the *Local Government Act 2009*, South Burnett Regional Council's Employee Code of Conduct Policy – Statutory 011, and South Burnett Regional Council's Discipline Procedure – Procedure 009. The employee may also face investigation and action by an external agency or party as authorised by legislation (e.g. the Anti-discrimination Commission or Crime and Corruption Commission).

In general, neglecting to follow any recruitment and selection actions as directed by this policy and the associated Procedure may result in an invalid recruitment and selection process.

3.10. Dispute Resolution Procedure

Where an applicant for a vacancy is dissatisfied with the outcome of a selection decision, they may seek general advice/feedback from the Panel Convenor as to why they were not considered to be the preferred applicant. The Panel Convenor will discuss this in terms of demonstrated suitability in relation to the selection criteria of the position. Where the applicant still disputes the decision, they may issue a complaint in accordance with the South Burnett Regional Council Complaints Management Policy – Statutory 040 (external applicant) or the South Burnett Regional Council Dispute Resolution Procedure – Procedure 0117 (internal applicant).

The applicant lodging the complaint/grievance shall not be provided with any documentation associated with the relevant vacancy file, unless a formal application is made and approved under the *Right to Information Act 2009*.

4. DEFINITIONS

Contract Position means a negotiated civil contract for a fixed duration or project.

Externally Advertised Vacancies means vacancies open to both existing employees and the general public, where equal consideration is given to all applications regardless of origin.

Maximum Term Position means employment for a specified period of time or for a specified task and which is subject to "notice of termination" requirements as per appointment.

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

Internally Advertised Vacancies means vacancies open to existing employees including permanent, maximum term, casual employees, trainees (depending on the particular traineeship funding), and Labour Hire.

Merit Principle means applicants are selected for interview/appointment on the basis of ability to best perform the tasks and duties of the position and having regard to the selection criteria and a fair selection process.

Permanent Position means a position formally established within Council's organisational structure,

with no intended date of cessation.

Recruitment means the process of attracting a pool of applicants suitable for the position in question.

Selection means the process of assessing a pool of applicants and determining suitability of each applicant in relation to the position, in order to arrive at a preferred applicant/s.

5. LEGISLATIVE REFERENCE

- Building Trades Public Sector Award State 2012*
- Engineering Award State 2012*
- Local Government Act 2009*
- Local Government Industry Award State 2017*
- Queensland Anti-Discrimination Act 1991*
- Right to Information Act 2009*
- South Burnett Regional Council Certified Agreements

6. RELATED DOCUMENTS

- South Burnett Regional Council Complaints Management Policy – Statutory 040
- South Burnett Regional Council's Discipline Procedure – Procedure 009
- South Burnett Regional Council Dispute Resolution Procedure – Procedure 017
- South Burnett Regional Council Employee Code of Conduct – Statutory 011
- South Burnett Regional Council Selection and Recruitment Procedure – Procedure 006

7. NEXT REVIEW

As prescribed by legislation or every two (2) years – January 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New policy	30 September 2009	795060
2	Policy Review	19 March 2015	1736748
3	Policy Review	20 January 2021	2745087

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ARTS CULTURE & HERITAGE POLICY-STRATEGIC 009

File Number: 20 January 2021

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Arts, Culture and Heritage Policy – Strategic 009

SUMMARY

South Burnett Regional Council ('Council') acknowledges that arts and heritage form an important part of sustainable regional economies. Council is committed to working with our community to pursue arts and heritage development in our region, whilst preserving the unique features of our heritage, culture and artistic endeavours.

Council's key role in supporting the arts, culture and heritage activity in the region is currently as a facilitator. The purpose of this policy is to formally define the current position of Council in its support of arts, culture and heritage and to provide for the establishment of the South Burnett Regional Council Arts Culture and Heritage Advisory Committee.

The feedback received through public consultation of the draft policy was considered and categorised as either relevant to Council's current position or visionary in nature. All feedback received from the public consultation will be present for consideration as part of the development of strategic and action plans associated with arts culture and heritage in the alignment to Council's Corporate Plan 2021-2026 once adopted later in 2021.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Arts, Culture and Heritage Policy – Strategic 009 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

The draft policy as presented reflects the current position of Council in its commitment to the facilitation of arts, culture and heritage. Budget 2021/2022 preparations will commence in early 2021 at which time Council will further consider the financial and resource implications as to the degree of support to be provided to the arts, culture and heritage sector. This policy will be reviewed to align with Council's Corporate Plan 2021-2026 once adopted later in 2021. At which time the development of framework documents such as strategies and operational plan actions can be identified and appropriately resourced.

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

EC3.5 – Recognise and embrace the region's cultural diversity

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.

South Burnett Arts Development Strategy - To progress an Arts Development Strategy to encourage and foster the arts in the South Burnett community

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

External consultation was initially undertaken by Council’s Economic Development Branch with the local arts community through workshops and meetings predominantly held during 2019.

In November 2020, draft Arts, Culture and Heritage Policy was prepared by Social & Corporate Performance and circulated for review by Councillors and Council’s Senior Management Team.

The draft policy was tabled at the Executive and Finance & Corporate Standing Committee for external consultation prior to tabling at the Ordinary Meeting of Council in January:

6.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ARTS CULTURE & HERITAGE POLICY-STRATEGIC-009

COMMITTEE RESOLUTION 2020/24

Moved: Cr Danita Potter

Seconded: Cr Brett Otto

That the committee recommends to Council:

That the draft South Burnett Regional Council Arts, Culture and Heritage Policy – Strategic-009 be adopted for external consultation.

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

Against: Nil

CARRIED 6/0

Council directly contacted the local art galleries and museums requesting that they also circulate the draft policy through their networks. A media release was prepared and circulated through Council’s media network. Council officers promoted the opportunity to provide feedback through Council’s social media platform. Cr Danita Potter actively engaged with the local arts community to encourage feedback in the consultation phase.

Eight (8) formal feedback submissions were received during the period of public consultation from 9 December 2020 (when the draft policy was tabled) to 5 January 2021:

Trudi Leigo - CQ Regional Arts Service Network	Shaun Sloan	Topology
John Carey	Robyn Dower	South Burnett Arts Inc
Olivia Everitt		

Feedback submissions will be tabled for further consideration in the development of the Arts Culture Heritage related strategies and action plans to be aligned to Council’s direction as set by Council’s Corporate Plan 2021-2026 once adopted later in 2021. A summary of the feedback is provided below:

Summarised Feedback on Draft Arts Culture and Heritage Policy

- quite broad and will give an overview of Council’s approach to the arts;
- would love to see Council’s role as a leader of arts activities, or at least a participant in delivering arts activities to the regions;
- would love to see a more committed arts policy from Council, committing to taking a more active, rather than a passive, approach - managing arts programs and projects... be they public art projects, exhibition programs or festival programs. Understand takes staff and resources, realise this is not where Council is at the moment;
- would be great to see a commitment from Council to employ a permanent arts and cultural officer;
- suggest a separate policy that describes how Council manages and decommissions its art collections, such as physical collections;

- suggest building competitive advantage for the region based on its unique cultural heritage and the engagement of artists;
- it is hard to find in the draft policy a commitment to lifestyle, creating opportunities, promoting innovation or celebrating diversity (except for a reference to indigenous community); and little reference to evolving community spirit (identity and values) along with health and wellbeing;
- clarification how the \$5,000 approved RADF allocation to the development of the arts policy (as reported to Council's General Meeting on 14 October 2020, page 19) has been expended;
- review and further development of Sections 1. Policy Statement and 2. Scope is needed. Additional context and framing of the role arts, culture, heritage and creativity play in our region economically and socially should be included – as well as Council's background in enabling this activity;
- Council should clarify its current investment in the arts, culture and heritage sectors and what investment it plans to make in future, e.g. current investment should/could include information on support/funding arrangements in place with Kingaroy Regional Art Gallery, Wondai Regional Art Gallery (and others if applicable), any in-kind support provided to community groups and/or key regional festivals such as Blackbutt Avocado Festival and Kingaroy BaconFest, any funding and/or in-kind provisions Council provides to ANZAC Day/Australia Day/Remembrance Day/other events of local and national significance, etc.;
- Council needs to develop a separate and comprehensive South Burnett Regional Council Collections Policy in addition to the acknowledgement in Item 3.1 Council's role as a Facilitator, "Displaying Council's collection across its facilities";
- Item 3.3.1 Equity and Access does not mention youth, those with a disability or residents experiencing social disadvantage;
- have Indigenous elders and/or First Nations community groups been consulted directly in regard to the draft Policy overall, and specifically in relation to the wording and acknowledgements to Traditional Custodians provided in Item 3.3.1 Equity and Access?
- Item 3.3.2 Community Engagement notes "Planning for, and delivering, public art that tells significant stories of the region". Can this be clarified – is Council delivering on this? If so, there should be a monetary investment, a Public Art Strategy and resourcing that accompanies this;
- Item 3.4 Partnerships should acknowledge the partnership in place with CQ RASN and Council's commitment to representing the region at the WBBROC Arts Advisory Committee;
- provide options for extending display of local artists within local galleries for consideration...We are a town rich in different styles and influences, which should be shared with all. Also, our local theatre group and orchestra could use more funding and advertising. Perhaps even workshops, to increase interest and participation;
- current policy allows for Council to continue existing commitments ...main objections come with the use of the word facilitate/facilitator...may be appropriate in some areas but not in all. It seems disappointing that Council only sees its key role as a facilitator and nothing more...certainly shouldn't be Councils only role;
- Council is already committed to maintaining the arts and cultural assets they have;
- Council does provide services in organizing commemorations, celebrations, events and festivals;
- Council has a Community Grants Program and as well as the Regional Arts Development Fund which means Council does contribute funds to these;
- Council does have partnerships with arts, culture and tourism groups in our region and further afield;
- Council should be laying claim to what Council does for the arts and culture sector and be proud of what it does and have a direction, a vision for the future. What are we aiming for?
- suggested use of the words that define the role that the Council plays i.e. Provider, Funder, Partner, Advocate, as well as facilitator;
- need clarity of responsibilities i.e. definitions added to include what Council's interpretation of Public Art, Cultural tourism, Community art, Creative industries etc. are;

- suggest not to rush through, would like to see a policy that reflects a committed Council and a pride in our area. Suggest Regional Arts Development Fund a priority in this policy;
- it would be valuable to review other examples of regional and rural Council arts policies and strategies which are strong examples of a rural Councils outlining its leadership and support of local arts;
- strongly recommend reviewing and expanding on items 1. Policy Statement and 2. Scope of the draft Policy, to more clearly acknowledge and identify Council's current, and future, role in the arts;
- Item 3.1 Council's role as a Facilitator, Council has failed to acknowledge the breadth of Council's current role by situating itself as a facilitator, as opposed to a direct enabler or provider of the arts;
- the commitment to "Displaying Council's collection across its facilities" in Item 3.1 Council's role as a Facilitator does not adequately govern the management of Council's Collection. Recommended that Council develop a separate South Burnett Regional Council Arts Collection Policy to provide a framework and criteria for acquiring new work, maintenance and storage of the collection, and de-commissioning of artwork from the Collection. This process should include the development of and public access to a dedicated Assets Register that records key information including how the work was acquired, e.g. sculptural competition, bequest, etc.;
- explore the possibility to digitise the collection so that it can be accessed virtually;
- separate policy document directly addressing the heritage sector would be worthwhile. A separate Heritage Policy could cover built environment, cultural landscapes and natural heritage, Indigenous and settler histories, etc.;
- Item 3.1. Council's role as a Facilitator could also be strengthened by incorporating the following rewording: "Council acknowledges that arts and heritage form an important part of sustainable regional economies, fostering a positive experience for community members as well as proving an opportunity for tourism development. Council commits to working with our community to invest in arts development, building on the character and strengths of the region", in place of the first paragraph. "Council will work towards:" in place of "In this role of facilitator, Council works towards";
- the draft Policy stipulates that an advisory committee to Council will be established in Item 3.3.1 Equity and Access. Can this also be moved to Item 3.1 Council's role as a Facilitator as an example of Council's commitment to arts development? Can the policy outline the terms of reference and/or framework for how this Committee will be established and sustained?
- Item 4. Definitions should be expanded (e.g. include definition of 'Public Art') and refer to definitions of 'Arts', 'Culture' and 'Heritage' as provided by peak national body, Australia Council for the Arts;
- Item 5. Legislative Reference should be amended to read "...such as the Queensland Government's 'Creative Together 2020-2030: A 10-year Roadmap for arts, culture and creativity in Queensland'";
- further to this, the policy could provide stronger clarification of the future strategic direction of Council's role in the arts – what are we aiming for?
- policy is clear and succinct and cover all necessary concepts, values and issues;
- noted Council's recognition of important role of community arts and culture development and suggest more robust wording to support this position;
- Section 3.3.1 – suggestions how Council may wish to consider the structure and formation of an ACH Advisory Committee. Attached Terms of Reference from another Council as an example. Suggested the Committee would be responsible for also developing a creative strategy and action plan for delivery of the ACH Policy;
- Section 3.4 - encourage collaboration across relevant sectors including tourism, economic development, community infrastructure, environment and natural resource management as well as sport & recreation further to traditional arts and culture sectors;
- Section 4 –suggested 'man-made' replaced with words referenced by Miller and Swift 'Handbook of Non-sexist Writing' i.e. handmade, artificial, hand-built, machine-built etc.;

- Section 5 – Alignment of policy to State and Federal government ACH goals (provided list of references for consideration). Consider relevant legislation requirements providing a list of such.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

No direct local law or delegation implications arise from this report

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

South Burnett Regional Council (‘Council’) acknowledges that arts and heritage form an important part of sustainable regional economies. Council is committed to working with our community to pursue arts and heritage development in our region, whilst preserving the unique features of our heritage, culture and artistic endeavours.

Council’s key role in supporting the arts, culture and heritage activity in the region is currently as a facilitator. The purpose of this policy is to formally define the current position of Council in its support of arts, culture and heritage and to provide for the establishment of the South Burnett Regional Council Arts Culture and Heritage Advisory Committee.

The feedback received through the public consultation of the draft policy was considered and categorised as either relevant to Council’s current position or visionary. All feedback received from the public consultation will be present for consideration as part of the development of the strategic

and actions plans associated with arts culture and heritage to be aligned to Council's Corporate Plan 2021-2026 once adopted later in 2021.

ATTACHMENTS

1. **South Burnett Regional Council Arts, Culture and Heritage Policy - Strategic 009** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic-009
POLICY OWNER: Community
ECM ID: 2745005
ADOPTED: 20 January 2021

Arts, Culture and Heritage 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

The purpose of this policy is to define the intent of South Burnett Regional Council ('Council') to support arts, culture and heritage engaging with and enriching the lives of our residents and visitors, whilst creating a community focus on arts, culture and heritage.

2. SCOPE

This policy applies to Council representatives and the activities and programs of Council in relation to Council's cultural facilities, the Regional Arts Development Fund program and boarder community arts culture heritage sector programs and activities.

This policy will be used by Council to assist in making decisions and determining strategic directions based on the aspirations of local people and the goals set within the South Burnett Regional Council's Corporate Plan.

3. GENERAL INFORMATION

3.1. Council's role as a Facilitator

Council acknowledges that arts and heritage form an important part of sustainable regional economies, fostering a positive experience for community members as well as proving an opportunity for tourism development. Council commits to working with our community to invest in arts development, building on the character and strengths of the region.

Council's primary role in supporting the arts, culture and heritage activity in the region is as a facilitator. Council understands the importance of providing resources that link our community, bringing people together to plan for our collective future working towards:

- Providing leadership to the sectors through advocacy, promotion and development / maintenance of Council's arts, cultural and heritage assets;
- Identifying and responding to community needs through strategic planning;
- Assisting with local coordination of art culture and heritage activities;
- Assisting in the stimulation of the arts, culture and heritage-based enterprises;
- Encouraging collaboration across sectors; and

- Managing and displaying Council's art and heritage collections across its facilities.

3.2. Arts, Culture and Heritage as Sectors

Council recognises that a cohesive and coordinated arts, culture and heritage sector can make a significant contribution to the South Burnett's local and visitor economy by encouraging the development and expression of the arts, culture and heritage sectors.

The South Burnett region, with its strengths in tourism and its proximity to South East Queensland, has a significant opportunity to build its economy through the arts, culture and heritage sectors.

Council's role in supporting these sectors includes:

- Building competitive advantage for the region based on its unique cultural heritage and the engagement of artists to interpret and respond to this;
- Building opportunities for the arts and cultural expression into tourism activities and campaigns;
- Understanding the skills development needs of the sector and assisting to deliver on these needs;
- Encourage the development of place-based arts, cultural and heritage projects to support the promotion of the region; and
- Provide access to arts, cultural and heritage activities through Council owned infrastructure.

3.3. Participation

3.3.1. Equity and Access

Council understands that building the capacity of the community and of the arts, culture and heritage sectors means that activities and facilities need to be accessible to all. The region has significant Indigenous heritage and Council respects and acknowledges the Traditional Owners of the region through its arts, cultural and heritage practices. Council also acknowledges the cultural and linguistic diversity of the region and supports the provision of services that are readily accessible. Providing access to arts, culture and heritage resources means that Council will:

- Consult with the community in ways that are appropriate and equitable;
- Provide facilities that are broadly accessible to all segments of the community;
- Encourage the arts, cultural and heritage activities that provide social interaction and participation by a range of segments of the community to promote social cohesion; and
- Emphasise the importance of collaboration and partnerships, not only between different sectors of the arts, culture and heritage, but in linking these sectors with the broader community through the establishment of an advisory committee to Council.

3.3.2. Community Engagement

Engaging the community in the arts, cultural and heritage activities is vital to the success of the sectors and of all facets of Council's Arts, Culture and Heritage Policy. A strongly engaged community is a community that comes together to celebrate successes and to plan for the future. Council seeks to support:

- Audience development through the encouragement of participation in arts, cultural and heritage activities in the region by the broader community;
- Collection of stories to record the arts, culture and heritage of the region;
- Connections with, and support of, the needs of the education sector; and
- Planning for, and delivering, public art that tells significant stories of the region.

3.4. Partnerships

The strength of the arts, culture and heritage sectors comes through its connections within and outside the region. Council's role in supporting these connections is to facilitate:

- Maintaining and developing funding partnerships with State and Federal governments (e.g. the Regional Arts Development Fund);
- Connections with arts, cultural and heritage organisations from within and outside the region; and
- Partnerships and collaborations between artists, cultural and heritage organisations from inside and outside the region.

Council considers the benefits to the community of supporting partnerships with arts, culture and heritage sectors as lifestyle / attractiveness / aesthetics, creating opportunities, broadening perspectives, offering alternative/external views to challenge/debate issues, promoting innovation, celebrating diversity, evolving community spirit, enhancing health and wellbeing.

Council recognises the cross-portfolio nature of the arts, culture and heritage sectors within Council operations. Aligning to Council's Corporate Plan, the Annual Operational Plan will further define the activities and actions Council will undertake to demonstrate its commitment to regional arts, culture and heritage. It is understood that working across Council departments is essential in achieving art culture and heritage outcomes as identified within Council's strategic and operational planning documents.

4. DEFINITIONS

Arts means the expression or application of human creative skill and imagination in all art forms, such as visual arts, crafts, music, theatre, entertainment, community festivals and events, cultural traditions, and designs for public spaces. Art includes hand-made or natural objects that have aesthetic value or express symbolic meaning. For inclusions refer to the Australia Bureau of Statistics categories of 'arts' ("Arts Nation – An overview of Australian Arts – Technical Appendix 2015 Edition").

Culture means to all the traditions, history, customs and activities that constitute lifestyle, identity, heritage, celebration, and spiritual nourishment, as well as all the creative and innovative aspects of the arts that define a community. For inclusions refer to the Australia Bureau of Statistics categories of 'culture' ("Arts Nation – An overview of Australian Arts – Technical Appendix 2015 Edition").

Facilitator means the role of helping persons or organisations do something more easily or find the answer to a problem by discussing things, suggesting ways of doing things and enabling the connection of persons/groups/organisations.

Heritage means what we inherit. It includes but not limited to customs, language, values and buildings.

Public Art means artwork in any medium, planned and executed outside a gallery context and intended specifically for exhibition within public space. Public spaces are generally open and accessible to all. They can be indoors – such as foyers, atriums, libraries or shopping centres – or outdoors – such as forecourts, parks, squares or streets.

5. LEGISLATIVE REFERENCE

Whilst there is no legislative authority governing the implementation of this Arts, Culture and Heritage Policy, Council aligns its arts, culture and heritage approach to State and Federal strategic plans such as the Queensland Government's "Creative Together 2020-2030: A 10-Year Roadmap for the arts, culture and creativity in Queensland" and the "Queensland Heritage Strategy: protecting, investing in and connecting Queensland's story".

6. RELATED DOCUMENTS

Regional Arts Development Fund Guidelines and Procedures
 South Burnett Regional Council Annual Operational Plan
 South Burnett Regional Council Community Plan
 South Burnett Regional Council Corporate Plan

7. NEXT REVIEW

September 2021

8. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	New Policy	20 January 2021	2745005

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL PROCUREMENT POLICY - STATUTORY 007

File Number: 20 January 2021
Author: General Manager Finance and Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Procurement Policy – Statutory 007

SUMMARY

South Burnett Regional Council ('Council') conducts its procurement and contracting activities to advance the strategic and operational priorities as outlined in Council's Corporate plan and Annual Operational Plans.

In doing so, Council must meet its legislative obligations under the *Local Government Act 2009* and the *Local Government Regulation 2012* ('Regulation') following probity, accountability and value for money principles.

This policy being an important element in corporate risk management. Pursuant to *Section 198* of the Regulation, Council must prepare and adopt a procurement policy which includes details of the principles (including sound contracting principles), that Council will apply in the financial year for purchasing goods and services.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Procurement Policy – Statutory 007 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2018/19 to 2022/23:	EXC1 Effective financial management
	EXC1.1 - Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices
	EXC2 Effective corporate management
	EXC2.1 – Deliver governance that provides sound organisational management and complies with relevant legislation
	EXC2.2 – Appropriately resource the organisation to deliver Council's strategic objectives
	EXC2.3 – Deliver corporate business solutions that meet corporate and customer needs
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.

	Review the procurement processes to achieve more efficient procurement outcomes including embedding the preferred supplier arrangements
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COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation was initially undertaken with the Councillors, the Senior Executive Team and the Strategic Procurement Coordinator. Social & Corporate Performance Branch assisted in the review of the draft policy aligning the review to the Policy Governance Framework.

The draft policy was circulated for review by Councillors and Council’s Senior Management Team for a period of approximately three (3) weeks.

Feedback was received, considered by the Strategic Procurement Coordinator in line with the legal advice received by Council and included or not in the revised draft policy as per the summary below:

Name	Summary of feedback	Outcome
Cr Kathy Duff	On page 2 of 15 in the policy in the last paragraph in the second sentence suggest the words changed to ‘must give consideration’ instead of ‘are encouraged to’.	This has been changed in the policy
	In 3.2.1 on page 3, suggested add (f) the local economy and (g) reputational damage.	This request has not been actioned. Section 3.2.1 references what Value for Money constitutes. Reference to the local economy is not relative in the determination of Value for Money and is covered under 3.2.3 and 3.9 sections of the policy. Reputational damage also does constitute how value for money is determined however may be a part of risk mitigation which is already referenced in this section (f) as per Legal Advice 3.2.1 – Value for Money
	On page 6, suggest in section 3.6 to add a clause to outline how a new business gets onto the Pre-Qualified list such as state that at any time a new or existing business can apply to get on the list.	This request has not been actioned. A supplier cannot apply to get on to the list at “any time”. Council adopted a Tender Consideration Plan in June 2018 which outlines the process in which the Pre-Qualified panels are to be managed meeting legislative obligations. This is a Tender process and cannot be an open tender 365 days of the year. Information on how Council manages the Pre-Qualified panels is already provided for in 3.5 Pre-Qualified Supplier Register. As per Legal Advice 3.5 – Prequalified Supplier Register and 3.6 – Panel Arrangements
	In Section 232 on page 10 Exception for a register of pre-qualified suppliers. Concern about these exemptions suggest clause (e) the ability of local business to supply goods or services needs to be discovered or developed –	This request has not been actioned. The information provided for in Section 232 falls under Legislative Exceptions therefore the definition of this exception is extracted directly from the <i>Local Government</i>

suggesting this clause or one of the clauses in these exemptions is enabling our Council to purchase the staff internal uniforms by assuming that the locals are unable to supply the quantity. I have spoken to one of the local suppliers of uniforms who assures me they could provide the uniforms and has never been asked. Suggest altering to ensure that all local suppliers are extended an invitation to be included in an opportunity to quote on large Council purchases such as all of the internal staff uniforms.

Regulation 2012 and cannot be altered.

The definition of *Section 232* of the *Local Government Regulation 2012* details the conditions on which a pre-qualified register should be developed. (e) states that the goods/services need to be explored locally and not that it is assumed by Council to be non-existent, it means it needs to be explored as part of the conditions of developing a register. I am unsure how it is interpreted as allowing Council officers to assume. As per Legal Advice paragraph 3, Section 3.11 - Exceptions

Concern about the exception clauses and after discussion with Mayor Brett Otto, suggest including at the end of 3.11 'however reliance upon any of the exception clauses contained within this policy must receive prior approval from Council excluding 3.11.2 Genuine Emergency Exception'.

Repeated Operational Expenditure, OEM and sole suppliers will be adopted by Council each and every time a supplier is added to the register pursuant to *Section 235(a)* of the Regulation. If Council wishes for all applied exceptions to be approved by Council, operations will be significantly delayed due to the delay associated with the approval process and removes all authorities delegated to Council's Management and senior management team.

The removal of the delegations to officers to apply exceptions and local government as per the Local Government Act and Local Government Regulations would significantly impact on the efficient delivery of services and result in budget and resource increases along with increased risk to service failure including program delivery and daily operations of Council. This also disables the objectives of the Act and principles for good governance on behalf of the community.

Legislative exceptions have been written into the Regulation to enable flexibility for the operational efficiency of Council. All exceptions are detailed and recorded on a Procurement Exception Form and are authorised by the relevant manager with the financial delegation to do so. As per Legal Advice, paragraph 7 of 3.11 Exceptions.

<p>Cr Kirstie Schumacher</p>	<p>3.1. Procurement Principles Council will: (a) seek to achieve a minimum number of two quotes or invitations to tender from local based industry and suppliers invites to quote/tender being issued (at every where appropriate opportunity) in accordance with Purchasing Quotation Table 5.3.1</p>	<p>This change references only 2 quotes /invitations from local suppliers which contradicts Cr Duff's request stating that all locals with capacity to supply must be approached. Recommended the statement remain the same as a broad acre statement as local preference is addressed in further detail within the policy. "As per Legal Advice, paragraph 3 3.1 Procurement Principles.</p>
<p>All Council representatives must conduct their procurement activities with the utmost probity, propriety, transparency, defensibility and accountability. Council representatives who perform procurement activities are responsible and obligated to account for their procurement actions and are accountable to their superiors for their procurement decisions. –</p> <p><Questions - How is this managed? What is the process for managing probity?></p>		<p>Council has plans in place such as Procurement Plans, Probity Plans and Evaluation Plans. These plans provide details on the procurement activities and the decision-making process.</p>
<p>3.2. Sound Contracting Principles Legislative Framework</p> <p>While regard must be had to each principle, Council is not required to give equal consideration to each principle. The weight of regard may depend on the particular procurement procurement.</p> <p><More detail as to what this means, perhaps an example of what particular procurement may negate a lesser weighting on these principles></p>		<p>Means for example: out of 100% not all five (5) principles are required to be weighted equally e.g. 20% each totalling 100%. Therefore if value for money for the procurement is considered to be the most important principle then the weighting for that can be higher than the others. (this is often the case for the supply of goods alone as the risk is minimal). Another example may be that if Environmental protection is most important for a procurement activity such as in that which involves removal of asbestos, then environmental might have a higher weighting than the others. All principles must be considered therefore not open to misinterpretation but open to different weightings dependent on the procurement activity as explained in the above examples. " As per Legal Advice, paragraph 3.2 Sound Contracting Principles.</p>
<p>3.2.1. Value for Money</p> <p>Council is committed to achieving the best return and performance for the money being spent. Council will harness its purchasing power to achieve the best value for money which is not restricted to price alone. The value for money</p>		<p>Points (a) to (g) are contributing factors to the definition of Value for Money. Point (a) is part of the definition, as soon as it is changed to 'evidenced', it becomes a procedure and not a definition. As per Legal Advice, 3.2.1 Value for Money</p>

	<p>assessment must include the consideration of: (a) evidenced contribution to the advancement of enabling Council to deliver on its priorities;</p>	
	<p>(g) consideration of environmentally friendly principles that preference recycled materials, limit waste and reduce Council's overall carbon footprint. the value of any associated environmental benefits.</p>	<p>'Preference' has been supplemented with the word 'considered' as the word preference is restrictive as there will need to be other changes to Council's approach to waste management policies, the infrastructure quality manuals as well as Council's ISO certification if Council is to mandate the preference of recycled materials.</p>
	<p>3.2.4. Environmental Protection Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:(a) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria and where possible, use recycled materials</p>	<p>As above, the use of recycled materials needs to be most likely included in waste management policies and infrastructure quality manuals and policies before being written into this policy. As per Legal Advice, 3.2.4 Environmental Protection</p>
	<p>3.4. Conflicts of Interest It is essential that any conflict of interest whether actual, perceived or potential is addressed at the earliest stages of a procurement activity. All Council representatives must declare any personal, close or professional relationship with a person working for the supplier or the supplier's directors and will be excluded from the decision-making process.</p>	<p>This section has been revised in its entirety. As per Legal Advice - 3.4 Conflicts of Interest.</p>
	<p>Council representatives participating in procurement and contracting activities must comply with the existing requirements of the Council's policies and must not knowingly engage in a procurement process where there is a proven close or professional relationship with person's directly related to the potential supplier.</p>	<p>This section has been revised in its entirety - As per Legal Advice - 3.4 Conflicts of Interest</p>
	<p>3.8.3. Purchasing Quotation Table Row From \$0.00 to \$2,000 - Column - Minimum Quotation Requirements - "No quote Required. Strong Preference to And seek to source locally. (where available)</p>	<p>Changing the wording here is conflicting to the intentions of Council. As it currently stands, the statement is "Source Locally" (where available). As per Legal Advice, 3.8.3 – Purchasing Quotation Table</p>

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Corporations Act 2001 (Cth)

Public Records Act 2002 (Qld)

Human Rights Act 2019 (Qld)

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

No direct local law or delegation implications arise from this report

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

South Burnett Regional Council ('Council') conducts its procurement and contracting activities to advance the strategic and operational priorities as outlined in Council's Corporate plan and Annual Operational Plans.

In doing so, Council must meet its legislative obligations under the Local Government Act 2009 ('Act') and the Local Government Regulation 2012 ('Regulation') such as probity, accountability and value for money principles.

Further, decisions regarding Council's policy, and how it should be implemented, must be made in accordance with the local government principles under the Act / Regulation and consistent with Council's Councillor Code of Conduct Policy – Statutory001. While each of these principles are not given any precedence in application, Council's policies and processes should be designed to manage Council resources effectively, efficiently and economically and foster a culture of excellence in service delivery.




In order to reflect best practice and good governance by Council, this policy has been revised to be clear, concise (and self-contained) so as to recognise the need for effective management. Components of the framework that could lead to confusion, inefficiencies or outcomes that are not consistent with the local government principles or do not have proper regard to the sound contracting principles under the Act / Regulation, have been avoided.

As Council has not established strategic contracting procedures under *Chapter 6, Part 2* of the Regulation, it must follow the requirements of the default contracting procedures under *Chapter 6, Part 3* of the Regulation. These default procedures provide clear guidance as to what Council must do to procure goods/services, the exemptions that can be applied and when those exemptions need Council resolutions. This policy is drafted so that it complies with, and is consistent with, such default contracting procedures.

Council is best protected from procurement risks and claims by adhering to the requirements of the Act / Regulation and having clear, concise and transparent procurement frameworks that do not create additional circumstances where operational decisions on procurements are to be made by Councillors. While Council understands the need for local suppliers to be supported, this is one (1) of the sound contracting principles to be considered and introducing a disproportionate focus on this criteria may result in the failure to comply with the local government principles in setting this policy and undertaking procurements.

A review of the final draft of this policy has been undertaken by lawyers Norton Rose Fulbright to ensure that changes made to this policy are consistent with the requirements of the Act and Regulation.

ATTACHMENTS

1. **Legal Advice from Norton Rose Fulbright reviewing the South Burnett Regional Council Draft Procurement Policy Statutory007** [↓](#) 
2. **Copy of Procurement Policy – Statutory 007 that was distributed for consultation** [↓](#) 
3. **Procurement Policy – Statutory 007** [↓](#) 

Advice – South Burnett Regional Council Draft Procurement Policy

From	Ren Niemann, Norton Rose Fulbright	Date	11 January 2021
To	Mark Pitt, Chief Executive Officer South Burnett Regional Council ("Council")		

1 Executive Summary

1.1 We have reviewed the **attached** draft Council procurement policy ("**Policy**") and various feedback provided in respect of the Policy

1.2 In summary, we recommend as follows:

- (1) The Policy must comply with, and be consistent with, the requirements of the Local Government Act ("**LGA**") and the Local Government Regulation ("**LGR**"), (together, the "**LG Legislation**"). Further, decisions regarding Council's Policy, and how it should be implemented, must be made in accordance with the local government principles under the LG Legislation and consistent with the Code of Conduct for Councillors in Queensland ("**Code**"). While each of these principles are not given any precedence in application, Council's policies and processes should be designed to manage Council resources effectively, efficiently and economically and foster a culture of excellence in service delivery.
- (2) In order to reflect best practice and good governance by Council, the Policy should be revised to be clear, concise (and self-contained) so as to recognise the need for effective management. Components of the framework that could lead to confusion, inefficiencies or outcomes that are not consistent with the local government principles or do not have proper regard to the sound contracting principles under the LG Legislation, should be avoided.
- (3) Matters that are best dealt with at the executive and operational level in Council should not be elevated to Councillors unless the LG Legislation specifically calls for this approach, particularly given the introduction of the Belcarra reforms, including the added requirements for conflicts of interest and the need for Councillors to avoid giving directions to Council employees. This maintains an appropriate balance between the resources of Council (particularly given the delegations in place), efficient and sustainable approach to delivering Council services and ensuring Councillors effectively represent the overall public interest when making decisions for the benefit of the whole community. . As the guidance from the Department of State Development, Infrastructure, Local Government and Planning provides: "*The careful use of delegations, with appropriate accountability, contributes to good decisions by allowing councillors to focus on strategic rather than operational issues.*"

1.3 Default contracting procedures and exceptions

- (1) As Council has not established strategic contracting procedures under Chapter 6, Part 2 of the Local Government Regulation ("**LGR**"), it must follow the requirements of the default contracting procedures under Chapter 6, Part 3 LGR. These default procedures provide clear guidance as to what Council must do to procure goods/services, the exemptions that can be applied and when those exemptions need Council resolutions. The Policy should be drafted so that it is complies with, and is consistent with, such default contracting procedures.

1.

- (2) Division 3 of the default contracting procedures sets out the circumstances when a Council is permitted to enter into a medium or large sized contractual arrangement without the need for obtaining written quotes or tendering.¹ Council should note that:
- (a) the exceptions under sections 231 to 234 in the LGR are designed to capture circumstances where a procurement process and due diligence, in accordance with sound contracting principles, has already been applied to suppliers (including local suppliers). It is appropriate that Council relies on the LGR exceptions as this ensures that suppliers have the financial, technical and operational capacity to carry out the required work in accordance with established contractual terms that meet the Council's risk management requirements.
 - (b) having additional qualifications in the Policy to when Council can use these exceptions, or the removal of the ability to use the exceptions:
 - (i) dilutes the ability of the Policy to meet the local government principles. Such restrictions impact the efficiency of procurement, creating greater administrative burden and pressure on resources and budget. Further, such restrictions present Council with a greater level of risk than it otherwise would be in terms of ensuring Council meets its work health and safety obligations and receives goods and services of the requisite quality within the required timeframes with appropriate warranties and insurances in place;
 - (ii) adversely affects Council's ability to access the benefits of using Council's established arrangements, the Local Buy arrangements and other exceptions in order to meet its responsibilities of local government under the LGA. By way of example, using the Local Buy arrangements in their current form, without additional constraints, allows Council to efficiently and effectively engage professional services with the right capability and experience at short notice, e.g. legal support, engineering services, planning support etc; and
 - (iii) results in a Policy that is unlikely to promote:
 - (A) the effective, efficient and economical management of public resources; and
 - (B) excellence in service delivery,
 and instead will create unnecessary administrative burdens, cost and delayed procurement.
- (3) As outlined in the table below, there are a number of specific concerns we have with the comments and proposed changes to the Policy that would be regarded as inconsistent with the LG Legislation. Failure to adopt a procurement policy consistent with the LG Legislation is a significant risk to Council from both a financial and reputational perspective.

2 Review of the Policy

- 2.1 The table below sets out some specific comments in respect of the Policy, highlighting the areas that which consider either reflect an appropriate approach or where changes would be required to ensure compliance with the LG Legislation and the Code.
- 2.2 The table also addresses various comments in response to comments or queries raised by Councillors and Council Business Solutions on the Policy.

¹ Section 227 LGA

1.

Policy Section	Comment
1 – Policy Statement	This is helpful as it sets out the basis for the policy and the legislative basis for principles and practices being adopted.
2 – Scope	We agree with the approach taken. However, to ensure all Council representatives familiarise themselves with the policy, it is suggested that the final sentence of this section be revised to read: “It is the responsibility of all Council representatives to understand the meaning and intent of this policy.”
3 – General Information	This section helpfully supports the LG Legislation and recognises the importance of non-price criteria such as efficiencies of process, quality and timeliness of delivery. Inclusion of non-price criteria is essential in protecting the Council against risk and ensuring the Council is best placed to meet its objectives, e.g. efficiency, economical management of resources, sourcing of quality and timely services and ensuring work health and safety requirements are adhered to.
3.1 – Procurement Principles	<p>The policy provides that prior to undertaking procurement, the Council representative should ensure that the goods or services required are not available from existing supply and contract arrangements. We recommend qualifying ‘available’ by having regard to non-exhaustive references to cost, quality, experience/qualifications and timing as it will not always be the case that an ‘available’ existing supply and contract arrangement is the most appropriate in the circumstances or represents value for money. This is consistent with section 3.2 of the Policy.</p> <p>The reference to the importance of non-price criteria is important and it is suggested that it be referred to throughout the policy to enable the flexibility Council requires.</p> <p>We do not understand the need for the change in (a) as the Purchasing Quotation Table in section 3.8.3 (noting the reference to 5.3.1 appears incorrect) should set out the minimum local industry invites. We suggest that (a) is retained as it was - this would provide clarity in the application of the Table in section 3.8.3. As a general comment, we do not recommend that there be a general requirement for two invites/quotes from local industry for ‘every appropriate opportunity’ as this would not provide the clarity required for the Policy or consistency with the LG Legislation (e.g. what does ‘every appropriate opportunity’ mean?). It would also not be practical when applied to the different thresholds of procurements (which is where the Purchasing Quotation Table is aimed at providing clear guidance).</p>
3.2 – Sounding Contracting Principles Legislative Framework	We are satisfied this section reflects the LG Legislation. All principles must be considered, which the Policy reflects, but it is open to apply different weightings to these principles dependent on the particular procurement activity. This application of different weightings would be considered as part of the activity itself (with appropriate internal guidance and processes to inform Council representatives as to the approach to take).
3.2.1 – Value for Money	<p>This section of the report is supported – referencing fitness for purpose is helpful given the need for Council to receive goods and services of an appropriate quality and standard.</p> <p>We note a suggestion to include ‘local economy’ and ‘reputational damage’ in the considerations for value for money. While we understand why such matters are raised, we do not believe these are appropriate considerations for value for money and, in any event, such matters would seem to be appropriately covered elsewhere in the Policy (e.g. (f) deals with management of risk which would cover both qualitative risks, such as reputational harm, as well as quantitative risks.</p>
3.2.3 Development of Competitive Local Business and Industry	We recommend that contract terms be specially referenced here. Even if criteria (a)-(d) are met, there may be disadvantages (including costs, delays, resourcing issues and the need for a proper allocation of risk) associated with having to build up a full contract and specification for non-Local Buy supplier.

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3.2.4 – Environmental Protection	While we understand the comments around using recycled material, we believe this is appropriately covered by some of the other paragraphs, including (c) ‘reducing waste wherever possible’.
3.4 – Conflicts of Interest	We note comments regarding the need for persons to be excluded from decision making processes. We recommend that the Policy cross reference to Council’s Conflicts of Interest (“ COI ”) policy and framework instead of dealing with the outcomes of the COIs in the Policy – we believe this approach would be preferred given the outcomes of COIs declared might be varied depending on the circumstances of the particular procurement activity and the person declaring the COI. The Policy should work alongside the COI policy and not contradict it. It should not be the case that outcomes are or appear predetermined.
3.5 – Pre-Qualified Supplier Register	<p>In the final dot point, we recommend qualifying this by inserting ‘where appropriate’, as there will be some instances where sole supply may be appropriate.</p> <p>As a general comment, we would not support the Policy reflecting either this register or a register of Approved Contractors being maintained that would allow suppliers to be added to ‘regularly’. This is not consistent with the LG Legislation and, in our view, would not be considered best practice. The TCP for the Pre-Qualified Supplier Register provided clear guidance and transparency around how suppliers could be added or removed – this provides clear accountability and manages Council’s risks as to probity and claims by suppliers who might dispute the outcomes of the application of the Council’s policy.</p>
3.6 – Panel Arrangements (Established Arrangement)	We note the comment as to detailing how a new business gets onto the list. We do not believe it is necessary to include this in the Policy as it would be outlined in the TCP that was the subject of Council resolution. In any event, for reasons outlined in section 3.5, being able to add a supplier ‘at any time’, is not consistent with the LG Legislation and, in our view, would not be considered best practice. Suppliers should not be encouraged or able to apply ‘at any time’ outside of the usual application period as this creates unnecessary administrative costs and burden on Council resources and detracts from the Council being able to adopt a consistent approach across suppliers.
3.8.3 – Purchasing Quotation Table	<p>The current form of the table is consistent with the LG Legislation (including the definitions of medium sized contractual arrangement and large sized contractual arrangement and the default contracting procedures). Council has reflected the established arrangements consistent with the requirements of the default contracting procedures, particularly given the exemptions allowed under the LGR to use Local Buy arrangements and its Pre-qualified Supplier Register). In our experience, having these established arrangements in place, and using them, are aimed at ensuring good governance given they have standardised terms and conditions and specifications, have pre-qualified suppliers appropriately (e.g. based on experience, qualifications, capability etc.) and decreases Council’s costs of procurement and administration (thereby delivering more sustainable delivery of services by Council). Increasing administration or other requirements over and above what is required by the LG Legislation creates cost, inefficiencies and unnecessary pressure on resources for Council in circumstances where the Queensland Government has not sought to introduce these requirements as part of the default contacting procedures.</p> <p>See also comments below on the application of s234 of the LGR.</p>
3.8.4 – Purchases \$200,00 and Above	While this section is consistent with the LGR, it should be made clear that the Council representative should refer to each of section 228 and section 237 of the LGR for more detail (e.g. dealing with possible expressions of interest being invited).
3.9 – Local Preference	The requirement to notify and provide an opportunity for all local suppliers to quote on goods and services where local suppliers exist should be qualified by reference to table 3.8.3. It is also important to recognise that while local suppliers may ‘exist’ they may not represent value for money for Council nor be appropriate to use due to matters such as cost, quality, experience/qualifications and timing.

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	<p>It might not be feasible, nor efficient, for Council to be able to identify and notify all local suppliers. Depending on the nature of the procurement, it might be a disproportionate use of Council's resources to provide an opportunity for 'all local suppliers' to quote and for Council representatives to have to 'establish' that no local or regional supplier can quote. These requirements seem unclear in definition and difficult to comply with in practice. There needs to be a balanced approach to procurement activities of Council given its limited resources and budget capacity and the utilisation of established arrangements permitted under the LG Legislation which still provide Council with an appropriate procurement outcome consistent with sound contracting principles.</p>
<p>3.10 – Evaluation</p>	<p>The reference to the five sound contracting principles is helpful and consistent with the LG Legislation.</p> <p>If Council prefers an approach to specify mandatory criteria, these will need to be developed and expressed such that they can be a pass or fail. If there is uncertainty or subjectivity in such criteria, they should not be mandatory. Equally, we would generally recommend that Council limits the mandatory criteria in any tender to those absolute necessary, particularly if it will automatically exclude a tenderer. In our experience, mandatory criteria should be used carefully as it can have the unintended outcome of reducing the effectiveness of the procurement (e.g. where Council is left with only one compliant tenderer). We also recommend careful drafting of the tender conditions to provide Council with appropriate discretions and protections in all cases (including evaluation against mandatory criteria) so as to manage claims against it in circumstances where a tenderer disputes/complains regarding procurement outcomes.</p> <p>For purchases over \$15,000 plus GST, where a weighting of 15% is to be applied for local content, it is important that the Local Supplier is also within budget and is still achieving value for money. If Council has a budget set for a procurement but exceeds that budget due to the application of the local content 15% weighting, there is a risk that such budget exceedance is inconsistent with the LG Legislation and, in certain circumstances, may lead to Councillors being personally liable for the budget overrun (e.g. under section 110 of the LG Act). Consideration should be given to not having a mandatory 15% weighting but an 'expectation' of giving consideration to this subject to consideration of the other sound contracting principles in the circumstances (e.g. where Council has the ability to purchase goods directly from a wholesaler which means that going to a local supplier is less likely to represent value for money).</p>
<p>3.11 – Exceptions</p>	<p>We recommend that this be revised to read "exceptions outlined in this section, the Act and the Regulation." This will protect Council by capturing all exceptions available to Council (including in circumstances where the LGA or LGR are amended).</p> <p>The qualifications to the section 231 Exception are inconsistent with the LGR. In particular, the LGR states that Section 231 applies to medium or large sized contractual arrangements² whereas the Policy states that the list is to be utilised for low value, low risk purchases. The additional qualifications are over and above the requirements of the LGR and create unnecessary administrative burdens and will result in unnecessary cost and delayed procurement.</p> <p>There were concerns raised regarding the requirements for the application of section 232 LGR Exception regarding paragraph (e). This is the wording specified in the LGR and should not be amended or sought to be qualified. In respect of the example provided regarding uniform purchases, we're not aware of Council having established a prequalified register for uniform supply and it would seem that the concern is more directed at other parts of the Policy.</p>

² Sections 225, 226 and 231(1) LGR

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The Section 234 Exception for LGA arrangement paragraph contains certain qualifications to Council's use of an LGA arrangement that are not in the LGR. It is unduly limiting to have a situation where a cost-effective, pre-approved supplier of requisite quality and experience is not able to be engaged using Local Buy because a local or regional supplier would be affected.

It is also not clear as to how Council is determine a local or regional supplier would be 'affected', particularly given the tender processes employed by Local Buy to engage with the market. Utilisation of Local Buy arrangements without the additional qualifications reflects the approach under the LGR and, importantly, reflects good governance and the efficient and sustainable delivery of Council services given that:

- Local Buy has employed appropriate procurement approaches to the market to give local suppliers the opportunity to join the relevant panels;
- Local Buy has prequalified suppliers based on capability, creditworthiness, experience and qualifications relevant to each panel and obtained appropriate rates and pricing;
- The panels have been set up with appropriate terms and conditions and specifications for the relevant works, goods and services. If Council limited the use of Local Buy arrangements in the circumstances outlined by the qualifications proposed, Council will need to ensure it has developed its own terms and conditions and specifications to address the needs of Council. This will add cost and time to the procurements.

While there is minimal overhead cost to Council in accessing these arrangements, we would expect this cost is greatly outweighed by the benefits Council would obtain in using the arrangements. We would consider it unduly limiting to have a situation where a cost-effective, pre-approved supplier of requisite quality and experience not being able to be engaged under the Local Buy arrangements because a local or regional supplier would be affected. However, we might suggest that the able of procurement is amended to reflect that approved local suppliers are invited to tender or quote (when this is required) when using other LGA arrangements if they are suitable to meet specification of good or services.

We note there was a suggestion that the Policy should reflect a need for prior approval from Council to the application of the exceptions except for a genuine emergency. In our view this is not consistent with the LG Legislation or the Code and would not reflect best practice for reasons outlined above and as follows:

- This would have Council intervene on operational matters beyond those required by the default contracting procedures. For example, only sections 230(1) (quote or tender consideration plan), 235(a) (only one supplier reasonably available) and 235(b) (specialised or confidential nature of services) require a Council resolution. To impose additional resolution requirements is not in accordance with the LGR;
- The Exceptions have in-built mechanisms to ensure appropriate procurement outcomes. For example, each of sections 231, 232 and 233 require tenders and selection having regard to sound contracting principles. Specific Council concerns can be addressed in those tenders where Council is seeking to utilise those exceptions rather than introducing broad and uncertain qualifications to the use of these exceptions in the Policy;
- The Policy itself should be clear and self-contained to ensure appropriate application for each procurement. Once Council approves the Policy, this should close out the Council's involvement other than the usual reviews of policies and those circumstances requiring resolution from Council under the default contracting procedures. Having this additional layer of approval creates delays, and places unnecessary additional cost and resourcing pressures on Council;

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	<ul style="list-style-type: none"> We understand that the application of all exceptions are detailed and recorded on a Procurement Exception Form (see s3.11.4 of the Policy) and are authorised by the relevant manager with the financial delegation to do so. These delegations have been approved by Council. <p>Council is best protected from procurement risks and claims by adhering to the requirements of the LG Legislation and having clear, concise and transparent procurement frameworks that do not create additional circumstances where operational decisions on procurements are to be made by Councillors. While we understand the need for local suppliers to be supported, this is only one of the sound contracting principles to be considered and introducing a disproportionate focus on this criteria may result in the failure to comply with the local government principles in setting the Policy and undertaking procurements.</p>
<p>3.11.1 – ROE, OEM and Sole Supplier Exceptions</p>	<p>We understand that Council adopts, by way of resolution, the inclusion of suppliers on these registers. We assume this is done consistently with the requirements of s235(a).</p> <p>We suggest the Policy reflects that these registers are reviewed (e.g. annually) to ensure that suppliers on those registers retain the same level of monopoly or other reason justifying their inclusion on the register. It may be, from time to time, that the supply market has changed such that there is more than one supplier reasonably available.</p> <p>If ROE supplies are, on any occasion, more than \$15,000 (ex GST), Council will need to ensure such procurements are utilising an exception under the LGR.</p>
<p>3.11.3</p>	<p>As mentioned above, the Policy must comply with and be consistent with the LG Legislation. Where there are exemptions in the LG Legislation, Council must have the ability to utilise these without additional qualifications or restrictions in order to ensure consistency with the LG Legislation, that flexibility in procurement is retained, and to ensure that Council has access to the benefits provided by LGA arrangements and Council arrangements where it makes sense to do so.</p>
<p>3.14.2 – Purchasing and Orders</p>	<p>Council’s payment terms must be in line with the security of payment legislation (to the extent relevant)</p>
<p>3.14.3 – Variations</p>	<p>Having approval only able to be given by the Council representative who originally approved the expenditure is unnecessarily restrictive. There could be numerous reasons why the relevant person is not readily available to review the variation.</p> <p>We would like to discuss with Council section 3.14.3 and how variations are to be managed. Concerns we have include:</p> <ul style="list-style-type: none"> There are restrictions imposed on Council regarding who has appropriate delegated authority for variations however this does not recognise the function a ‘superintendent’ might have under a construction contract where that function is being performed by a Council employee. Such approval restraint may be inconsistent with the construction contract and lead to circumstances of Council being in breach of the relevant contract where a superintendent fails to certify costs of valuation on the basis that they don’t have the requisite financial delegation; There should be greater clarity between variations as to scope of work/services (leading to additional time and cost) and other changes to scope which entitle contractors to adjustments to time and costs (e.g. changes in law). The former should be subject to appropriate control whereas the latter is a function of the contractual terms agreed by Council. There should not be a need for a variation form to be completed and approved for the latter; Amendments to contracts (e.g. changing the terms and conditions) should be distinguished from variations to scope (where the contract permits this); We do not understand the last paragraph when read against the remainder of s3.14.3;

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	<ul style="list-style-type: none"> • How does Council treat provisional sums and the like, which are not strictly variations but are uncertain in a budget sense and subject to directions from Council under the relevant contract.
3.15 – Termination of Contracts	Termination for breach or non-performance is rarely achieved. We recommend revising to reflect ‘termination for a breach or non-performance based on appropriate contractual criteria or triggers’

3 Conclusion

3.1 Any Policy developed for Council should:

- (1) be consistent with the LGA and LGR;
- (2) enable efficient delivery by Council at all levels;
- (3) recognise Council’s budgetary limitations;
- (4) protect the Council from assuming unnecessary risk;
- (5) support the Council’s strategic priorities and
- (6) support the Council in delivering its Corporate Plan, including:
 - (a) delivering governance that provides sound organisational management and complies with relevant legislation; and
 - (b) appropriately resourcing the Council to deliver Council’s strategic objectives³.

3.2 Imposing qualifications or requirements in addition to, or more onerous than, the requirements of the LGA and LGR:

- (1) reduces clarity and accordingly could lead to confusion, inefficiencies or outcomes that are not consistent with the local government principles or do not have proper regard to the sound contracting principles;
- (2) is not appropriate given the prescriptive nature of Chapter 6, Part 3 of the LGR, noting that the default contracting procedures under Chapter 6, Part 3 LGR are to be applied to Council; and
- (3) may reduce flexibility, compromise efficiency and increase costs to Council. For example, where local suppliers that are not pre-approved are utilised, for each individual procurement, Council may need to prepare and negotiation contract terms, and prepare and review technical specifications and evaluate such suppliers against required standards for quality, insurance, work health and safety, and security.

Once you have had an opportunity to consider our comments above, we would be happy to assist in finalising the Policy and having a discussion with those involved in reviewing it to clarify their concerns.

Yours sincerely

Ren Niemann
Partner

³ South Burnett Regional Council Corporate Plan 2018/19 to 2022/23



POLICY CATEGORY - NUMBER: Statutory-007
POLICY OWNER: Finance
ECM ID:
ADOPTED: 20 January 2021

Procurement 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 establishes the procurement principles South Burnett Regional Council ('Council') will follow and apply to all procurement processes and activities undertaken by Council, including purchasing, ordering, quotations, tendering, contracting and disposals. The policy has been developed to enable Council to carry out all its procurement in accordance with the prescribed legislative framework, to meet all of its statutory obligations and to achieve the desired outcomes of its Corporate and Operational Plans.

To do so it will apply the sound contracting principles and practices as outlined in the *Local Government Act 2009* ('Act') and the *Local Government Regulation 2012* ('Regulation'). It will apply the ethics principles of integrity and impartiality, promoting the public good, commitment to the system of government and accountability and transparency. Lastly it will provide framework for the development and implementation of streamlined systems, practices and controls for efficient, effective and economic financial performance management.

2. SCOPE

This policy applies to all Council representatives involved in procurement activities. The policy applies to all procurement processes and activities undertaken by Council, including but not limited to purchasing, ordering, quotations, tendering, contracting and disposals. It is the responsibility of the Council representative involved in the procurement process to understand the meaning and intent of this policy.

3. GENERAL INFORMATION

Procurement is the framework, the rules, and procedures, by which a Council obtains an effective supply of the required goods and services. It seeks to align with the organisational strategy rather than just process orders and acquire goods and services.

To be effective, a good procurement function should provide to its organisation the following outcomes:

- Provide protection to the organisation and Council representatives through the use of robust systems and procedures;

- Provide efficiencies of cost and process;
- Provide quality goods and reliable services;
- Support budget processes by enabling timely delivery of goods and services and reducing over supply errors;
- Allow improved communication and understanding between the organisation and its supplier base;
- Contribute to financial sustainability;
- Provide some controlled flexibility with regard to the organisation's particular circumstances; and
- Reduce the risk of conflicts of interest and unethical or illegal behaviours

Council's purchasing activities aim to achieve advantageous procurement outcomes by:

- (a) promoting value for money with probity and accountability;
- (b) ensuring procurement methodology provides "fit for purpose" goods and services and mitigates organisational risk;
- (c) providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council; and
- (d) promoting compliance with relevant legislation.

All Council purchases must be carried out in compliance with the Act and the Regulation.

In order to ensure the Council objectives are met, officers are required to:

- (a) preserve Council's integrity in the procurement and/or purchasing process to ensure that Council acts and remains beyond reproach in all dealings;
- (b) abide by Council's Code of Conduct and all other applicable policies, instructions and guidelines;
- (c) adhere to the Sound Contracting Principles as stipulated under the Act and Regulation (including *Section 198* and *Chapter 6* of the Regulation).

3.1. Procurement Principles

Council representatives must have regard to the following procurement principles in all purchasing activities. Council is committed to ensuring that its procurement is carried out in accordance with the relevant probity and accountability obligations in accordance with the prescribed legislative framework, and to meet all of its statutory procurement obligations.

The following procurement principles apply to all Council procurement activities prior to going to market:

- (a) an appropriate scope and specification of the goods and services required is developed;
- (b) the material risks involved for each procurement activity are identified; and
- (c) the appropriate contract and procurement methodology are selected to the satisfaction of Council, ensuring Council obtains what it is seeking to procure and provides appropriate risk management and protections for Council with reference to the risks identified for the particular procurement activity.

Prior to undertaking procurement, the Council representative should ensure that the goods or services required are not available from existing supply and contract arrangements.

Council seeks to engender strong competition at a local industry level for supply of goods and services. Whilst Council representatives are encouraged to give consideration to, and provide a fair and reasonable opportunity for local industry to tender for Council business, Council representatives are to ensure that the planning process and documentation (including the tender documents and specification) for the procurement is fit for purpose and maintains compliance within the legislative framework and appropriately manages the Council's material risks.

In particular, Council representatives should balance the focus on locally sourced suppliers with Council's other objectives, including the non-price criteria identified below.

Council will:

- (a) seek to achieve a minimum number of local industry invites to quote/tender being issued (where appropriate) in accordance with Purchasing Quotation Table 5.3.1
- (b) ensure that the contractors it engages are capable of fulfilling their contractual obligations by assessing the scope, risks, and contract methodology for each procurement activity and still offer value for money;
- (c) strengthen the non-price criteria by recognising the physical presence of a supplier within the local government area, as well as demonstrated and/or accompanying social and economic benefits that this provides to Council, such as:
 - creation of new and/or maintenance of existing local employment opportunities;
 - more responsive and readily available service support;
 - encouragement for the relocation of established businesses from outside the region to physically enter, establish and maintain a physical presence ongoing in, the region; and
 - provide credible feedback to encourage Local Suppliers to earn more Council business, supporting economic growth within the local area.

All Council representatives must conduct their procurement activities with the utmost probity, propriety, transparency, defensibility and accountability. Council representatives who perform procurement activities are responsible and obligated to account for their procurement actions and are accountable to their superiors for their procurement decisions.

3.2. Sound Contracting Principles Legislative Framework

All purchasing is represented in a contractual arrangement of one form or another and is governed by contract and other laws and legislative frameworks. All purchasing must have regard to the five (5) Sound Contracting Principles detailed in *Section 104(3)* of the Act.

These principles are:

1. Value for money; and
2. Open and effective competition; and
3. Development of competitive local business and industry; and
4. Environmental protection; and
5. Ethical behaviour and fair dealing.

While regard must be had to each principle, Council is not required to give equal consideration to each principle. The weight of regard may depend on the particular procurement.

3.2.1. Value for Money

Council must achieve the best return and performance for the money being spent. Council will harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include the consideration of:

- (a) contribution to the advancement of Council's priorities;
- (b) fitness for purpose, quality, services and support in accordance with industry standards;
- (c) whole-of-life costs including costs of acquiring, using, maintaining and disposal;
- (d) protection of Council contract interests including warranties and statutory compliance with applicable and relative Acts and Regulations;
- (e) technical compliance issues;

- (f) risk exposure and mitigation; and
- (g) the value of any associated environmental benefits.

In effect, Council is not always right to select the lowest price.

3.2.2. Open and Effective Competition

The principle of open and effective competition considers the use of transparent, open and unbiased purchasing processes so that current and potential Council suppliers, contractors and the public have confidence in the outcomes of the purchasing process. This involves adequately testing the market to ensure all options and suppliers are considered equally.

Suppliers wishing to conduct business with Council will be given every opportunity to do so, subject to them satisfying Council's requirements and relevant evaluation criteria. This may include, but not be limited to, demonstrated technical ability, environmental impact, company profile, professional references, extent of local industry participation, quality assurance and whole of life cost.

3.2.3. Development of Competitive Local Business and Industry

Council encourages the development of competitive local businesses within the Council area. Where price, performance, quality, suitability, service and other evaluation criteria are comparable, the following areas should be considered in evaluating offers:

- (a) retention of existing and creation of new local employment opportunities;
- (b) more readily available servicing support;
- (c) more convenient communications for contract management; and
- (d) economic growth within the Council area.

3.2.4. Environmental Protection

Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:

- (a) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria;
- (b) foster the development of products and processes of low environmental and climatic impact;
- (c) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- (d) encourage environmentally responsible activities.

3.2.5. Ethical Behaviour and Fair Dealing

Council representatives involved in purchasing are to behave with impartiality, fairness, openness, transparency, integrity and professionalism in their discussions and negotiations with suppliers and their representatives. Any Council representative will immediately disclose any activity which constitutes or may constitute a conflict of interest which may be likely to compromise the ability of the supplier to perform their legal obligations under the supply agreement.

Council has established an environment in which ethical conduct is expected, encouraged and supported with no tolerance for corrupt conduct, fraudulent activities or maladministration. Risk management principles and matching fraud and corruption prevention measures are applied across all areas to protect the Council.

3.3. Workplace Health and Safety

Council is committed to providing a safe and healthy work environment for its Council representatives performing work on behalf of Council and visitors to Council premises and worksites in accordance with the Workplace Health and Safety Policy.

All Council representatives are expected to adhere to the following key outcomes in relation to

procurement activities:

- (a) establishing and maintaining a corporate system to ensure compliance of all contractors and suppliers align with the workplace health and safety legislative requirements, Australian standards and/or procedures;
- (b) ensuring all contractors and/or suppliers provide documentary evidence that they or the product they supply complies with relevant legislation, codes of practice and/or Australian Standards;
- (c) ensuring all foreseeable health and safety risks associated with potential procurements are identified;
- (d) ensuring specifications comply with the relevant legislation; and
- (e) ensuring Council's operational obligations with regards to workplace health and safety contract performance monitoring and management are actioned under the contract.

3.4. Conflicts of Interest

A conflict of interest is any activity that would create a conflict between personal interests and the interests of Council. Council representatives engaged to any extent of the procurement function must be free of interests and/or relationships that are, actually or potentially, adverse or detrimental to the interests of Council.

It is essential that any conflict of interest whether actual, perceived or potential is addressed at the earliest stages of a procurement activity.

Council representatives participating in procurement and contracting activities must comply with the requirements of the Council's policies.

3.5. Pre-Qualified Supplier Register

To facilitate the purchasing process in compliance with the procurement principles, Council has established a Pre-Qualified Supplier Register and Category Panel arrangements. The register is a list of suppliers who have been assessed by Council as having the technical, financial and managerial capability necessary to deliver identified services on time and in accordance with agreed standards and requirements. The Pre-Qualified Supplier Register is subject to the Tender Consideration Plan, adopted by Council by resolution under *Section 230* of the Regulation. The Tender Consideration Plan allows Council the flexibility to review the Pre-Qualified Supplier Register and the ability to better manage its Panel Arrangements for the supply of goods and services.

Council has established the following categories of supply as Pre-Qualified Supplier Registers. The registers will be refreshed at the same time each year allowing new suppliers to apply and existing suppliers to update pricing and service offerings.

- Dry Hire (September)
- Wet Hire (September)
- Road Making & Quarry Materials (September)
- Civil Works (April)
- Trade Services (April)
- Electrical Works (April)
- Pest Management (April)

In establishing a register of pre-qualified suppliers, Council recognises that:

- It must determine that the preparation and evaluation of submissions would be costly and time consuming if it invited submissions every time the goods and/or services were required; or
- It is critical to a successful outcome that the experience and financial viability of a supplier or contractor be assessed according to the requirements of the local government once only; or
- There are specific pre-conditions to the offer to supply goods and/or services; or
- There is a need or desire to develop the specific capabilities of the businesses within the local region; or

- The supplier of goods or services require considerable security considerations; or
- It will still ensure value for money by testing the market through quotations.

3.6. Panel Arrangements (Established Arrangement)

All registers of Pre-Qualified Suppliers are established for a period of two (2) years, with an option of a further two (2) years and one (1) year extension to be exercised at Council's absolute discretion, including annual reviews.

A Pre-Qualified Supply Arrangement is an agreement subject to specified terms and conditions whereby the purchaser may agree to purchase specific services from the vendor for a specified period on an "as and when" required basis. Suppliers are not guaranteed any work or business from Council. Quotes should be sought as per the threshold table outlined later in this document.

3.7. Delegations

3.7.1. Delegations – Council Representatives

The Financial Delegation Register for Council representatives is held within the Social and Corporate Performance Branch. A copy of the Financial Delegations can be found on Council's Intranet.

3.7.2. Delegation Reserved for Council

Contracts that are \$200,000 and above exclusive of GST that progressed through public tender must be approved by Council. Contracts that are exempt from public tender shall be approved based on Council's Financial Delegation Register.

3.7.3. Delegation to the Chief Executive Officer

Pursuant to *Section 257(1)(b)* of the Act, the Council resolves to delegate to the CEO the power to make, amend or discharge a contract in accordance with *Section 238(2)* of the Regulation for:

- any contractual arrangement with a person (in respect of one contractual arrangement or cumulatively for all contractual arrangements) that is, or is expected to be, worth \$200,000 (exclusive of GST) or more in a financial year with that person; or
- any contractual arrangement with a person that is, or is expected to be, worth \$200,000 per annum (exclusive of GST) or more over the proposed term of the contractual arrangement.

3.8. Purchasing Thresholds

Procurement can only be undertaken by authorised employees as detailed in the financial delegation register. For low value and easy to secure purchases, consideration of total cost of ownership and associated risks will determine the appropriate market approach.

3.8.1. Medium-Sized Contractual Arrangement

A contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year, or over the proposed term of the contractual arrangement.

3.8.2. Large-Sized Contractual Arrangement

A contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year, or over the proposed term of the contractual arrangement.

3.8.3. Purchasing Quotation Table

Established Arrangements				Non-Established Arrangements			
\$ Value (excluding GST)	Minimum Quotation Requirement	Procurement Method	Award/Contract Method	\$ Value (excluding GST)	Minimum Quotation Requirement	Procurement Method	Award/Contract Method
From \$0.00 to \$2,000	No quote required and seek to source locally (where available)	<ul style="list-style-type: none"> Verbal Written 	Corporate Card/Purchase Order	From \$0.00 to \$2,000	No quote required and seek to source locally (where available)	<ul style="list-style-type: none"> Verbal Written 	Corporate Card/Purchase Order
From \$2,001 to \$5,000	Minimum 1 written quote (Minimum quotes to include Local Suppliers available when using Council Arrangements)	Request for Quote. (10 days) <ul style="list-style-type: none"> Felix Vendor Panel 	Purchase Order	From \$2,001 to \$14,999	Minimum 2 written quotes (Minimum quotes to include Local Suppliers where available)	Request for Quote. (10 days) <ul style="list-style-type: none"> Felix Marketplace Website LG Tenderbox Vendor Panel Written 	Purchase Order
From \$5,001 to \$14,999	Minimum 2 written quotes (Minimum quotes to include Local Suppliers available when using Council Arrangements)	Request for Quote. (10 days) <ul style="list-style-type: none"> Felix Vendor Panel 	Purchase Order				
From \$15,000 to \$199,999	(Medium Size Contract) Minimum 3 written quotes (Minimum quotes to include Local Suppliers available when using Council Arrangements)	Request for Quote. (21 days) <ul style="list-style-type: none"> Felix Vendor Panel 	Purchase order	From \$15,000 to \$199,999	(Medium Size Contract) Minimum 3 written quotes required. (Minimum quotes to include Local Suppliers where available)	Request for Quote. (21 days) <ul style="list-style-type: none"> Felix Marketplace Website LG Tenderbox Written 	Purchase Order and/or Public Tender at Council's discretion
Over \$200,000	(Large Size Contract) Minimum 3 written quotes. (Minimum quotes to be include Local Suppliers available when using Council Arrangements) and signed off by the CEO	Request for Quote. (21 days) <ul style="list-style-type: none"> Felix Vendor Panel 	Purchase Order	Over \$200,000	(Large Size Contract) Public Tender Subject to a minimum 21 Days Public Open Period	Public Tender (21 days) <ul style="list-style-type: none"> Website LG Tenderbox 	Public Tender to be awarded by Council

*Established Arrangement - being Local Buy Contracts, State Government Contracts, and existing Council Administered (Contract) Prequalified, Preferred Contractor or approved Contractor Lists. This section is subject to the Regulation *Division 3 – Exceptions*

3.8.4. Purchases \$200,000 and Above

Section 228 of the Regulation requires that Council invite tenders before making a contract for the carrying out of work, or the supply of goods and/or services involving a cost that is, or expected to be, \$200,000 (exclusive of GST) or more in a financial year or over the proposed term of the contractual arrangement.

The invitation to tender must be made by a notice placed on the Council's website and be open for submissions for a minimum of 21 days from the date of the notice.

Records of tenders received must be kept on file for the period of time outlined in the Retention and Disposal Schedules for Local Government as published by the Queensland State Archives.

In accordance with Section 237 of the Regulation, Council is obliged to publish details of all contracts worth \$200,000.00 or more (exclusive of GST). These details must be published monthly on Council's website and also on a noticeboard located in a position in Council premises that is easily accessible by the public. Information to be recorded in these publications includes the following:

- The person/company with whom Council has entered into a contract;
- The total value of the contract;
- The purpose of the contract; and

- The methodology under which the Council entered into the contract.

For the purposes of clarity, a purchase order may also be defined as a contract.

Council or Council representatives will not release proprietary or confidential information pertaining to any offer may by a supplier other than that which is required by law to be published.

3.9. Local Preference

Council representatives must give consideration to, and provide a fair and reasonable opportunity for, Local Suppliers to tender and quote for Council business opportunities. Council representatives are to ensure that the planning process and documentation (including tender documents and specification) for each procurement is fit for purpose and does not seek to disadvantage Local Suppliers.

Council representatives must notify and provide an opportunity for all local suppliers to quote on goods and services where local suppliers exist. Officers may seek quotations from regional or non-local suppliers if the officer has undertaken sufficient research to establish that no local or regional supplier can quote on the goods or services to be purchased.

Council representatives are encouraged to ensure they are testing the market effectively and ensuring Council is achieving true value for money outcomes, so where practical, in addition to the local quotations sought, there should always be one from outside the region.

Therefore, in this policy statement, the definition of a local supplier will be rated as follows:

Points	Description
10	Is a developing or established business owned by a residential ratepayer in the area directly employing locals
8	Is a developing or established business owned by a non-ratepayer in the Council area and employs locals
6	Is a business with a branch office in the Council area but with a head office located elsewhere that employs a minimum of five (5) locals.
4	Is a business with a branch office in the Council area but with its head office located elsewhere that employs less than five (5) locals.
2	Has a business in the adjacent local government areas
0	Is a Queensland business

3.10. Evaluation

Quotes and offers will be assessed having regard to the five (5) Sound Contracting Principles (to be considered in accordance with the Act and Regulation, the relevant Council representative will make a decision to purchase from a supplier or provider based on the Council's documented supplier evaluation criteria and a systematic weighting will be applied to all quotes or offers received. This will be assessed on a case by case basis and the weighting will be expressed as a percentage which reflects the relative importance of each criterion for the relevant procurement.

Medium and large size contracts will be evaluated using evaluative criteria. Council representatives will confirm any mandatory criteria as stipulated within the offer documents. It will be a requirement to evaluate mandatory criteria on a pass or fail basis. These criterions will include but not be limited to financial Viability/stability and insurances. Any tenderer who does not comply with the mandatory criteria will no progress further in the evaluation process.

Council will provide a weighting of 15% for local content on all purchases over \$15,000 excluding GST. This weighting will not be allocated to price but will be a stand-alone mandatory criterion. This will allow Council to ensure it is achieving its Value for Money objective and also that it is supporting its Development of a Competitive Local Business objective. Where a Local Supplier has not been unsuccessful, Council representatives are to provide feedback to the supplier upon request to

engender strong competition at a local industry level.

3.11. Exceptions

Council representatives responsible for purchasing goods and/or services are required to adhere to the purchasing thresholds and quotation requirements set out in the table under section 3.8.3 for all Procurement processes subject to the following exceptions outlined in this section.

3.11.1. Repeated Operational Expenditure (ROE), Original Equipment Manufacturers (OEM) and Sole Supplier Exceptions

Repeated Operational Expenditure (ROE) is defined as recurrent expenditure on goods and services which Council experiences at regular intervals that is required for general operations.

Original Equipment Manufacturers (OEM) is defined as a company whose goods are used as components in the products of another company which then sells the finished items to users. OEM components are often required to be used to maintain warranty or aftermarket parts are not available.

Sole Suppliers are defined as the only supplier that can provide the goods or service required. The sole supplier has either established a monopoly or is the only provider that is reasonably available geographically.

Suppliers who are listed on the above registers are exempt from Council Purchasing Thresholds. Suppliers on the above registers must be adopted by Council prior to applying the exception. If an officer identifies a supplier that the officer believes is the only supplier of the goods/services required that is reasonably available, the officer must complete the Sole Supplier form and submit it to procurement for processing. Council must adopt the register each time it is updated.

3.11.2. Genuine Emergency Exception

In utilising an exception for a Genuine Emergency Council recognises that full compliance with the existing Council procurement policy and procedures may not support the Council's needs during a critical or emergent incident and an alternative procurement process may operate during the incident. This alternative process aims to accommodate urgent Council and/or community needs, whilst ensuring that the procurement process adopted is reasonable and conducted with appropriate consideration of standard procurement principles.

Once the immediacy of the incident has passed normal procedure must then take place:

- Purchase orders must be raised to record expenditure;
- Reports must be presented to Council at the earliest opportunity for resolution to approve the unapproved expenditure; and
- The Council resolution must provide a definition of the emergency situation i.e. Natural disaster and delegate authority to the Chief Executive Officer (CEO) or the appropriate Council representative if the CEO was not available at the time of the incident.

3.11.3. Legislative Exceptions

Division 3 under *Chapter 6* of the Regulation specifies when Council is exempt from the requirement to seek written tenders or quotations:

Section 230 – Exception if quote or tender consideration plan prepared

Council may enter in to a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the Council:

- (a) decides by resolution to prepare a quote or tender consideration plan; and
- (b) prepares and adopts the plan.

Section 231 – Exception for contractor on approved contractor list

Council may enter into the contract without first inviting written quotes or tenders if the contract is made with a person who is on an approved contractor list. This list is to be utilised for low value, low

risk purchases and seeks to ensure officers have access to local suppliers who would not be eligible to be included on a Pre-Qualified or Preferred Supplier Arrangement.

- An approved contractor list must be defined by the processes required in the Act;
 1. Will be adopted by Resolution of Council
 2. Will be formed after an Expression Of Interest process
- Will not be considered to be preferable to a register of pre-qualified suppliers or a preferred supplier arrangement in order to facilitate convenience but will provide Council with the ability to build rigor around small to medium purchasing activities; and
- Will take into account all the sound contracting principles as defined in the Regulation.

Section 232 – Exception for a register of pre-qualified suppliers

Council may enter into a contract without first inviting written quotes or tenders if the contract is entered in to with a supplier from a register of pre-qualified suppliers that is made in compliance with the following sub-sections:

- (a) the preparation and evaluation of invitations every time the goods or services are needed would be costly; or
- (b) the capability or financial capacity of the supplier of the goods or services is critical; or
- (c) the supply of the goods or services involves significant security considerations; or
- (d) a precondition of an offer to contract for the goods or services is compliance with particular standards or conditions; or
- (e) the ability of local business to supply the goods or services needs to be discovered or developed.

The Council has developed the Pre-Qualified Supplier Registers for this purpose.

Section 233 – Exception for a preferred supplier arrangement

Council may enter into a contract without first inviting written quotes or tenders if the contract is entered in to with a preferred supplier under the preferred supplier arrangement. This section applies for contractual arrangements for goods or services if Council:

- (a) needs the goods or services either in large volumes or frequently; and
- (b) is able to obtain better value for money by accumulating the demand for the goods or services; and is able to describe the goods or services in terms that would be well understood in the relevant industry.

Section 234 – Exception for LGA arrangement

Council may enter into a contract for goods and services without first inviting written quotes or tenders if the contract is entered in to under the LGA arrangement. An LGA arrangement is an arrangement that has been entered in to by

- (a) Local Government Association Queensland Limited (LGAQ); or
- (b) a company registered under the Corporations Act 2001, if LGAQ is its only shareholder (Local Buy).

In utilising an LGA arrangement, Council recognises that:

- (a) An LGA arrangement will be utilised where no local or regional supplier is affected or where local or regional suppliers are unable to provide the goods or services required or that local or regional suppliers are available to Council through the LGA Arrangement;
- (b) That the arrangements have been formed as a result of market testing processes which ensure that price and other considerations under these arrangements are always equal to or better than the price and considerations which Council could achieve in a public tender or quotation process;

- (c) That there is minimal overhead cost to Council in accessing these arrangements

Section 235 – Other exceptions

Council may enter into a contractual arrangement without first inviting written quotes or tenders if:

- (a) Council resolves it is satisfied that there is only one (1) supplier who is reasonably available; or
- (b) Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the Council to invite quotes or tenders; or
- (c) a genuine emergency exists; or
- (d) the contract is for the purchase of goods and is made by auction; or
- (e) the contract is for the purchase of second-hand goods; or
- (f) the contract is made with, or under an arrangement with a government agency

When assessing the most effective method of obtaining goods and/or services, Council representatives should consider the administrative and price costs to Council of seeking tenders or quotations independently, and the reduction of these costs which can be achieved by the use of the Pre-Qualified Supplier Panels or Local Buy arrangements.

Section 236 – Exception for valuable non-current asset contracts

In accordance with the Regulation, the apparent value threshold for non-current assets other than real estate set by Council shall be \$5,000 (excluding GST). The Regulation provides that Council cannot enter into a valuable non-current asset contract unless it invites written tenders for the contract, or offers the non-current asset for sale by auction. There are exceptions in *Section 236* of the Regulation that may apply.

Additional Council guidelines for the disposal of valuable non-current assets is outlined in the Disposal of Assets Policy.

The authorised process for the disposal of valuable non-current assets of Council's interests in real property can be found in the Disposal of Council Real Estate Policy.

3.11.4. Procurement Exception Form

In the event that a Procurement process requires the application of an exception under the Regulation and/or from this Policy, a Procurement Exception Form must be submitted and approved by the General Manager with appropriate financial delegation. A reason why a procurement process requires the exception must be documented and recorded. Such reasons could include:

- purchase exceeding delegation limit;
- purchase exceeding thresholds with insufficient quotes;
- supplier used outside of council contract;
- scope of work exceeded 10% more than the original estimate;
- *Chapter 6, Part 3, Section 235* of the Regulation, including:
 - a genuine emergency exists
 - contract is made with, or under an arrangement with, a government agency.

The Exception Form must be submitted and approved by the CEO for:

- purchases exceeding \$200,000 without inviting tenders.
(*Chapter 6, Part 5, Section 238* of the Regulation – Entering into a contract under a delegation)

3.12. Local Buy

Local Buy is the LGAQ contracts and tenders service company. Established in 2001, Local Buy facilitates business relationships with local government and their suppliers. Local Buy's core business is the creation of contractual arrangements for goods and services that can be used by

Queensland Councils, aggregating the demand for these goods and services to achieve better pricing and conditions, and eliminating the need for Councils to establish their own supply contracts.

3.13. State or Federal Government Grants

Where State or Government loan funds or grants are used to fund Council projects, there may be stipulations as to the procurement requirements of the funding body that are to be observed and may supersede Council's procurement policy or procedures. These instances should always be noted in a report to Council and recorded in the minutes of that meeting.

3.14. Payment Terms

The following outlines the various methods that can be used to effect payment when procuring Council's requirements.

3.14.1. Corporate Credit Cards

Council encourages the use of its Corporate Credit Cards for the following reasons:

- simplified purchasing and payment procedures;
- improved payment performance to suppliers;
- provision of support to Local Suppliers;
- more effective cash management; or
- enhanced service delivery to customers.

3.14.2. Purchasing and Orders

The term "purchasing" refers to the process of ordering and receiving goods and services and does not generally drive policy decisions or developing Procurement strategy.

Purchase order forms are not required for some purchases, but relevant authorisations are required on the invoice documentation. These purchases are considered as repeated operational expenditure and are listed in a table of Repeated Operational Expenditure (ROE) in Appendix 1

A purchase order must be created and issued to the supplier for all purchases that are not procured via the corporate credit card or listed in the ROE.

All Council representatives must complete the required areas on the purchase requisition to justify the requirement. Any additional documents which will further detail and support the request are to be attached. Upon completion of the Purchase Requisition and within the Council representatives' financial delegation will a Purchase Order be issued to a supplier.

All invoices for payment are to be emailed direct to accounts@sbrc.qld.gov.au

Invoicing Requirements:

- Suppliers Identity;
- Australian Business Number (ABN);
- Description of Goods or Services Supplied, Quantity and Price;
- Total GST Amount;
- Date of Issue; and
- Purchase Order Number

Council's payment terms are 30 days from the date of invoice and it is preferable that a monthly statement be provided to ensure accurate reconciliation of outstanding invoices.

3.14.3. Variations

From time to time, a contract will require a variation. Approval to vary a purchase order can only be given by the Council representative who originally approved the expenditure of the funds covered by the order. If the revised total value of the purchase order over the proposed term of the contract

exceeds or cumulatively exceeds the financial delegation of the approving Council representative, then the variation must be approved by a Council representative with sufficient delegation. That Council representative must also have direct control of the funds being expended.

A procurement exception form must be completed for variations which exceed 10% of the original purchase value and be approved by the relevant department Manager with appropriate financial delegation.

The Council may seek to have appropriate contractual rights to direct a supplier in writing to amend, increase, decrease, omit or change the quality, timing character or method of performing the supply or to execute additional work. It is important that contract documentation seeks to provide for this and other appropriate rights (e.g. to engage other contractors to performed omitted or deducted work) to reduce the risk of a variation directed by the Council invalidating the contract. This should be considered as part of the Procurement process and advice obtained accordingly.

For the purposes of this policy, a variation refers solely to a financial deviation from an original contract value. The contract can be a Council Purchase Order or an agreement signed by a delegated Council representative and the Supplier. Other variations, such as non-financial scope changes, extensions of time and the like are to be managed by the delegated Council representative. However, it must be noted that material changes may alter the framework of the original Tender or Quotation requirements and therefore may void the agreement.

Council representatives are to adhere to:

- All variations are to be approved in writing;
- Variations can only be approved by an officer, where the total amended costs do not exceed that officers authorised financial and/or contractual delegation and the value of the variation is less than those detailed below;
- For an original purchase order involving a cost of greater than \$15,000.00 but less than \$150,000.00, if the cumulative value of variations exceeds 20% of the value of the original purchase order or \$15,000.00 whichever is the lesser, the variation and any further variations must be approved by the CEO;
- For an original purchase order involving a cost of \$200,000.00 or more, all variations must be considered by Councils Senior Management team and if necessary, a report should be provided to Council for resolution; and
- Where variations become common in one business unit or by an individual then a show cause should be implemented to discover the reasons for the number of variations.

It should be noted that no variation should be approved if the nature of the variations comes from works, services or product that did not form part of the original agreement.

3.15. Termination of Contracts

All contracts entered in to by Council should aim to contain a provision entitling Council to:

- (a) Terminate for convenience; and
- (b) Terminate for a breach or non-performance

Council must follow the procedures specified in the contract to terminate that contract and obtain advice before exercising such rights.

3.16. Local Government Elections

Legislation places limits during the caretaker period before quadrennial local government elections on publishing election material and making major policy decisions. This ensures that there are no significant policy decisions made near the end of a Council term that binds future elected Councils.

During the caretaker period, Councillors are prohibited from making major policy decisions, including in relation to procurement activities such as:

- entering into a contract greater than \$200,000 or 1% (whichever is greater) 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);
- significant procurement activities, such as establishing preferred supplier arrangements, or establishing exceptions to obtaining quotes or tenders when entering into a contract.

Council will prepare for the caretaker period by planning to make major policy decisions before or after the election period. However, unforeseeable events can result in a local government having to make major policy decisions during the caretaker period. In accordance with the Act and advice from the Department of State Development, Infrastructure, Local Government and Planning, if there are exceptional circumstances, then local governments can apply to the Minister for approval if:

- the need for the decision was unforeseeable;
- the decision is essential to the functioning of the local government;
- the decision cannot wait until the end of the caretaker period; and
- the decision is in the public interest.

4. DEFINITIONS

Council means South Burnett Regional Council.

Council representative - All Councillors and Council employees including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

Financial Delegation Register means the register of Council representatives who have approved delegation for the purpose of purchasing goods and/or services.

LGA Arrangement means the use of Local Buy or State Government Purchasing Arrangements.

Local Supplier means a supplier defined in the Local Content table.

Procurement means the entire process by which all classes of resources (human, material, facilities and services) are obtained. This can include the functions of planning, design, standards determination, specification writing, and selection of suppliers, financing, contract administration, disposals and other related functions.

Purchasing means the acquisition process for goods, services and capital projects through purchasing, leasing and licensing and this expression extends to standing offer or similar arrangements by which terms and conditions of purchase are determined.

Pre-Qualified Supplier means a supplier who has been assessed by Council as having the technical, financial and managerial capacity necessary to deliver goods and/or services on time and in accordance with agreed requirements. The process is fulfilled by initially inviting tenders to establish pre-qualified suppliers.

Supplier means an enterprise known to be capable of supplying required goods and/or services. It includes manufacturers, stockists, resellers, merchants, distributors, consultants and contractors.

5. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

Corporations Act 2001

Public Records Act 2002

6. RELATED DOCUMENTS

Corporate Credit Card Policy - Statutory-031

Councillor Code of Conduct Policy – Statutory-001

Disposal of Assets Policy – Statutory-008

Disposal of Council Real Estate Policy – Statutory-032

Employee Code of Conduct Policy – Statutory-011
 Employee Conflict of Interest Policy – Statutory-033
 Fraud and Corruption Prevention Management Policy – Statutory-021
 Gifts and Benefits Policy – Strategic-002
 Workplace Health and Safety Policy – Statutory-015

7. NEXT REVIEW

As prescribed by legislation or every two (2) years – January 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of Policy	23 April 2008	782024
2	Review of Policy	10 August 2011	1086044
3	Review of Policy	12 October 2011	1125582
4	Review of Policy	9 December 2012	1374600
5	Review of Policy	12 June 2013	1165507
6	Review of Policy	9 December 2015	1885840
7	Review of Policy	19 April 2017	2342908
8	Review of Policy	16 September 2018	2536118
9	Review of Policy	20 February 2019	2577201
10	Review of Policy	11 December 2019	2648132
11	Review of Policy	17 June 2020	2686006
12	Review of Policy	20 January 2021	

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:



POLICY CATEGORY - NUMBER: Statutory-007
POLICY OWNER: Finance
ECM ID: 2754050
ADOPTED: 20 January 2021

Procurement 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 establishes the procurement principles South Burnett Regional Council ('Council') will follow and apply to all procurement processes and activities undertaken by Council, including purchasing, ordering, quotations, tendering, contracting and disposals. The policy has been developed to enable Council to carry out all its procurement in accordance with the prescribed legislative framework and statutory obligations, in an effort to achieve the desired outcomes of its Corporate and Operational Plans.

This policy applies the sound contracting principles and practices as outlined in the *Local Government Act 2009* ('Act') and the *Local Government Regulation 2012* ('Regulation'). **This policy aligns with Council's core values** and the ethics principles of integrity and impartiality, promoting the public good, commitment to the system of government and accountability and transparency.

This policy provides the framework for the development and implementation of streamlined systems, practices and controls for efficient, effective and economic financial performance management.

2. SCOPE

This policy applies to all Council representatives undertaking in procurement activities on behalf of Council. The policy applies to all Council procurement processes and activities undertaken by Council, including but not limited to purchasing, ordering, quotations, tendering, contracting and disposals. It is the responsibility of all Council representatives to understand the meaning and intent of this policy **and adhere to the guiding principles.**

3. GENERAL INFORMATION

Procurement is the framework, the rules, and procedures, by which a Council obtains an effective supply of the required goods and services. It seeks to align with the organisational strategy rather than just process orders and acquire goods and services.

To be effective, it is critical Council's procurement function delivers on the following outcomes:

- **Providing** protection to the organisation and Council representatives through the use of robust systems and procedures;
- **Providing cost** efficiencies and **control measures throughout the procurement process;**

- Providing responsive and strategic support in ways that ensures quality goods and reliable services are procured;
- Supporting the overall delivery of Council's budget by enabling timely delivery of goods and services and managing the supply chain to mitigate issues such as over and under supply errors;
- Ensure effective communication and understanding between Council and its supply base;
- Contribute to ensuring Council's continued financial sustainability;
- Be flexible and responsive to meeting Council's needs, recognising the need to balance core service delivery with the nature of unexpected circumstances; and
- Concentrate on minimising actual, potential and perceived conflicts of interest created due to personal friendships, relationships and associations by immediately reporting any suspected or identified instances of unethical or illegal behaviours.

Council's purchasing activities must:

- (a) ensure value for money with careful recognition of any potential probity issues, ensuring appropriate management practices are in place and Council's representatives are accountable for any purchasing activities in which they undertake;
- (b) ensure procurement methodology provides "fit for purpose" goods and services and mitigates organisational risk;
- (c) provide reasonable opportunity for Council to support and encourage a competitive local business environment by enacting Council's preference to source products and services from within the South Burnett region;
- (d) comply with relevant legislation; and
- (e) promote compliance with relevant supervision and reporting that ensures Council is adhering to the appropriate legislation and its preference to support local first.

All Council purchases must be carried out in compliance with the Act and the Regulation.

In order to ensure the Council objectives are met, officers must:

- (a) preserve Council's integrity in the procurement and/or purchasing process to ensure that Council acts and remains beyond reproach in all dealings;
- (b) abide by Council's Code of Conduct and all other applicable policies, procedures and guidelines;
- (c) adhere to the Sound Contracting Principles as stipulated under the Act and Regulation (including *Section 198* and *Chapter 6* of the Regulation).

3.1. Procurement Principles

Council representatives must apply the following procurement principles in all purchasing activities. Council is committed to ensuring that its procurement is carried out in accordance with the relevant probity and accountability obligations in accordance with the prescribed legislative framework, and its statutory procurement obligations.

The following procurement principles apply to all Council procurement activities prior to going to market:

- (a) an appropriate scope and specification of the goods and services required is developed;
- (b) the material risks involved for each procurement activity are identified; and
- (c) the appropriate contract and procurement methodology are selected to the satisfaction of Council, ensuring Council obtains what it is seeking to procure and provides appropriate risk management and protections for Council with reference to the risks identified for the particular procurement activity.

Prior to undertaking procurement, the Council representative should ensure that the goods or services required are not available from existing supply and contract arrangements whilst having

regard to and maintaining consistency with the Sound Contracting Principles.

Council seeks to stimulate competition at a local industry level for the supply of goods and services. Council representatives must provide a fair and reasonable opportunity for local industry to tender for Council business.

Council representatives are to ensure that the planning process and supporting documentation (including the tender documents and specification) for the procurement is fit for purpose and maintains compliance within the legislative framework and appropriately manages the Council's material risks.

Council representatives must balance the focus on supporting locally sourced suppliers with Council's other objectives, including the non-price criteria identified below.

Council will:

- (a) seek to invite relevant local industry to quote/tender (where appropriate) in accordance with clause 3.6.3 - Purchasing Quotation Table.
- (b) ensure that the contractors it engages are appropriately qualified and capable of fulfilling their contractual obligations by assessing the scope, risks, and contract methodology for each procurement activity and still offer value for money;
- (c) strengthen the non-price criteria by recognising the physical presence of a supplier and the local economic outcomes of their operations within the local government area; and
- (d) consider the actual and demonstrated social and economic benefits that local spend provides to the region, including:
 - creation of new and/or maintenance of existing local employment opportunities;
 - more responsive and readily available service support;
 - encouragement for the relocation of established businesses from outside the region to physically enter, establish and maintain a physical presence ongoing in, the region; and
 - provide credible feedback to encourage Local Suppliers to earn more Council business, supporting economic growth within the local area.

All Council representatives must conduct their procurement activities with the utmost probity, propriety, transparency, defensibility and accountability. Council representatives who perform procurement activities are responsible and obligated to account for their procurement actions and are accountable to their superiors for their procurement decisions.

3.2. Sound Contracting Principles Legislative Framework

All purchasing is represented in a contractual arrangement of one form or another and is governed by contract and other laws and legislative frameworks. All purchasing must have regard to the five (5) Sound Contracting Principles detailed in *Section 104(3)* of the Act.

These principles are:

1. Value for money; and
2. Open and effective competition; and
3. Development of competitive local business and industry; and
4. Environmental protection; and
5. Ethical behaviour and fair dealing.

While regard must be had to each principle, Council is not required to give equal consideration to each principle. The weight of regard may depend on the particular procurement.

3.2.1. Value for Money

Council is committed to achieving the best return and performance for the money being spent. Council will harness its purchasing power to achieve the best value for money which is not restricted

to price alone. The value for money assessment must include the consideration of:

- (a) contribution to the advancement of Council's priorities;
- (b) fitness for purpose, quality, suitability and longevity of the product or services informed by the relevant industry standards and the needs of the Council service and employees using the equipment;
- (c) estimated whole-of-life costs including costs of acquiring, using, maintaining and disposal;
- (d) protection of Council contractual interests including warranties and statutory compliance with applicable and relative Acts and Regulations;
- (e) delivering on technical compliance issues in a suitably appropriate and responsible way;
- (f) potential exposure and mitigation of risk; and
- (g) environmentally friendly principles that consider recycled materials and limit waste to reduce Council's overall carbon footprint.

In effect, Council is not always right to select the lowest price.

3.2.2. Open and Effective Competition

The principle of open and effective competition considers the use of transparent, open and unbiased purchasing processes so that current and potential suppliers, contractors and the public have confidence in the outcomes of the purchasing process. This involves adequately testing the market to ensure all options and suppliers are considered equally and given suitable opportunity to provide a quote.

Suppliers wishing to conduct business with Council will be given every opportunity to do so, subject to them satisfying Council's requirements and relevant evaluation criteria. This may include, but not be limited to, demonstrated technical ability, management of potential environmental impacts, the company's profile, professional references, extent of local industry participation, quality assurance and whole of life cost.

3.2.3. Development of Competitive Local Business and Industry

Council encourages the development of competitive local businesses within the South Burnett. Where price, performance, quality, suitability, service and other evaluation criteria are comparable, the following areas should be considered in evaluating offers:

- (a) retention of existing and creation of new local employment opportunities;
- (b) more readily available servicing support;
- (c) more convenient communications for contract management;
- (d) economic sustainability and opportunities for growth and prosperity within the South Burnett;
- (e) the contractual arrangements, including the contractual protections for Council and risk allocation.

3.2.4. Environmental Protection

Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:

- (a) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria;
- (b) foster the development of products and processes of low environmental and climatic impact;
- (c) reduce waste wherever possible;
- (d) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- (e) encourage environmentally responsible activities in ways that reduce Council's overall carbon footprint.

3.2.5. Ethical Behaviour and Fair Dealing

Council representatives involved in purchasing must behave with impartiality, fairness, openness, transparency, integrity and professionalism in their discussions and negotiations with suppliers and their representatives. Any Council representative **must** immediately disclose any activity, or personal or close relationships which constitutes or may constitute a conflict of interest or raise probity concerns. Council representatives are responsible for declaring any instance in which may compromise the ability of the supplier to perform their legal obligations under the supply agreement.

Council has established an environment in which ethical conduct is expected, **with a zero-tolerance policy for deliberate conduct** that is corrupt, fraudulent activities or maladministration. Risk management principles and matching fraud and corruption prevention measures are applied across all areas to protect the Council.

3.3. Workplace Health and Safety

Council is committed to providing a safe and healthy work environment for its Council representatives performing work on behalf of Council and visitors to Council premises and worksites in accordance with the South Burnett Regional Council Workplace Health and Safety Policy – Statutory 015.

All Council representatives are expected to adhere to the following key outcomes in relation to procurement activities:

- (a) establishing and maintaining a corporate system to ensure compliance of all contractors and suppliers align with the workplace health and safety legislative requirements, Australian Standards and/or procedures;
- (b) ensuring all contractors and/or suppliers provide documentary evidence that they or the product they supply complies with relevant legislation, codes of practice and/or Australian Standards;
- (c) ensuring all foreseeable health and safety risks associated with potential procurements are identified;
- (d) ensuring specifications comply with the relevant legislation; and
- (e) ensuring Council's operational obligations with regards to workplace health and safety contract performance monitoring and management are actioned under the contract.

3.4. Conflicts of Interest

Council representatives participating in procurement and contracting activities must comply with the requirements of Council's Conflict of Interest Policy, Procedure and Management Plan.

A conflict of interest is any activity that would create a conflict between personal interests and the interests of Council. Council representatives engaged to any extent of the procurement function must be free of interests and/or relationships that are, actually or potentially, adverse or detrimental to the interests of Council.

Conflicts of interest in procurement are not necessarily wrong or unethical however it is essential that any conflict of interest whether actual, perceived or potential is addressed at the earliest stages of a procurement activity and effectively and transparently managed.

Management of Conflicts of Interest may include:

- (a) Registering details of conflicts disclosed and recorded (suits low risk conflicts);
- (b) Restricting the relevant person's involvement in the matter;
- (c) Recruiting an independent third party engaged to oversee part or all of the process;
- (d) Removing the relevant person from the procurement process entirely;
- (e) The conflicted person relinquishing the private interest that creates the conflict;
- (f) the conflicted person resigning from their position or role (last resort)

The choice of strategy will depend on the assessment of the individual circumstances and seriousness of each case.

3.5. Delegations

3.5.1. Delegations – Council Representatives

The Financial Delegation Register for Council representatives is held within the Social and Corporate Performance Branch. A copy of the Financial Delegations can be found on Council's Intranet.

3.5.2. Delegation Reserved for Council

Contracts that are \$200,000 and above exclusive of GST that progressed through public tender must be approved by Council. Contracts that are exempt from public tender shall be approved based on Council's Financial Delegation Register.

3.5.3. Delegation to the Chief Executive Officer

Pursuant to *Section 257(1)(b)* of the Act, the Council resolves to delegate to the CEO the power to make, amend or discharge a contract in accordance with *Section 238(2)* of the Regulation for:

- any contractual arrangement with a person (in respect of one contractual arrangement or cumulatively for all contractual arrangements) that is, or is expected to be, worth \$200,000 (exclusive of GST) or more in a financial year with that person; or
- any contractual arrangement with a person that is, or is expected to be, worth \$200,000 per annum (exclusive of GST) or more over the proposed term of the contractual arrangement.

3.6. Purchasing Thresholds

Procurement can only be undertaken by authorised employees as detailed in the financial delegation register. For low value and easy to secure purchases, consideration of total cost of ownership and associated risks will determine the appropriate market approach.

3.6.1. Medium-Sized Contractual Arrangement

A contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year, or over the proposed term of the contractual arrangement.

3.6.2. Large-Sized Contractual Arrangement

A contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year, or over the proposed term of the contractual arrangement.

3.6.3. Purchasing Quotation Table

An established arrangement is an agreement subject to standardised terms and conditions whereby the purchaser may agree to purchase specific services from the vendor for a specified period on an "as and when" required basis. Suppliers are not guaranteed any work or business from Council.

Approved suppliers have been assessed as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

Quotes should be sought as per the below Purchasing threshold table.

Established Arrangements				Non-Established Arrangements			
SBRC Panel Arrangements: Entire panel of the specific service are to be invited to quote. LGA Arrangements: All local suppliers are to be invited				All local suppliers of the specific service are to be invited to quote			
\$ Value (excluding GST)	Minimum Quotation Requirement	Procurement Method	Award/Contract Method	\$ Value (excluding GST)	Minimum Quotation Requirement	Procurement Method	Award/Contract Method
From \$0.00 to \$2,000	No quote required and seek to source locally (where available)	<ul style="list-style-type: none"> Verbal Written 	Corporate Card/Purchase Order	From \$0.00 to \$2,000	No quote required and seek to source locally (where available)	<ul style="list-style-type: none"> Verbal Written 	Corporate Card/Purchase Order
From \$2,001 to \$5,000	Minimum 1 written quote (Minimum quotes to include Local Suppliers available when using Council Arrangements)	Request for Quote. (10 days) <ul style="list-style-type: none"> Felix Vendor Panel 	Purchase Order	From \$2,001 to \$14,999	Minimum 2 written quotes (Minimum quotes to include Local Suppliers where available)	Request for Quote. (10 days) <ul style="list-style-type: none"> Felix Marketplace Website LG Tenderbox Vendor Panel Written 	Purchase Order
From \$5,001 to \$14,999	Minimum 2 written quotes (Minimum quotes to include Local Suppliers available when using Council Arrangements)	Request for Quote. (10 days) <ul style="list-style-type: none"> Felix Vendor Panel 	Purchase Order				
From \$15,000 to \$199,999	(Medium Size Contract) Minimum 3 written quotes (Minimum quotes to include Local Suppliers available when using Council Arrangements)	Request for Quote. (21 days) <ul style="list-style-type: none"> Felix Vendor Panel 	Purchase order	From \$15,000 to \$199,999	(Medium Size Contract) Minimum 3 written quotes required. (Minimum quotes to include Local Suppliers where available)	Request for Quote. (21 days) <ul style="list-style-type: none"> Felix Marketplace Website LG Tenderbox Written 	Purchase Order and/or Public Tender at Council's discretion
Over \$200,000	(Large Size Contract) Minimum 3 written quotes. (Minimum quotes to be include Local Suppliers available when using Council Arrangements) and signed off by the CEO	Request for Quote. (21 days) <ul style="list-style-type: none"> Felix Vendor Panel 	Purchase Order	Over \$200,000	(Large Size Contract) Public Tender Subject to a minimum 21 Days Public Open Period	Public Tender (21 days) <ul style="list-style-type: none"> Website LG Tenderbox 	Public Tender to be awarded by Council

*Established Arrangement - being Local Buy Contracts, State Government Contracts, and existing Council Administered (Contract) Prequalified, Preferred Contractor or approved Contractor Lists. This section is subject to the Regulation *Division 3 – Exceptions*

3.6.4. Purchases \$200,000 and Above

Section 228 of the Regulation requires that Council invite tenders before making a contract for the carrying out of work, or the supply of goods and/or services involving a cost that is, or expected to be, \$200,000 (exclusive of GST) or more in a financial year or over the proposed term of the contractual arrangement.

The invitation to tender must be made by a notice placed on the Council's website and be open for submissions for a minimum of 21 days from the date of the notice.

Records of tenders received must be kept on file for the period of time outlined in the Retention and Disposal Schedules for Local Government as published by the Queensland State Archives.

In accordance with Section 237 of the Regulation, Council is obliged to publish details of all contracts worth \$200,000.00 or more (exclusive of GST). These details must be published monthly on Council's website and also on a noticeboard located in a position in Council premises that is easily accessible by the public. Information to be recorded in these publications includes the following:

- The person/company with whom Council has entered into a contract;

- The total value of the contract;
- The purpose of the contract; and
- The methodology under which the Council entered into the contract.

For the purposes of clarity, a purchase order may also be defined as a contract.

Council or Council representatives will not release proprietary or confidential information pertaining to any offer may by a supplier other than that which is required by law to be published.

3.7. Local Preference

Council representatives must give consideration to, and provide a fair and reasonable opportunity for, Local Suppliers to tender and quote for Council business opportunities. Council representatives are to ensure that the planning process and documentation (including tender documents and specification) for each procurement, is fit for purpose and does not seek to disadvantage Local Suppliers.

Council representatives must notify and provide an opportunity for all local suppliers to quote on goods and services where local suppliers exist in accordance with the Purchasing Quotation Table 3.6.3. Officers may seek quotations from regional or non-local suppliers if the officer has undertaken sufficient research to establish that no local or regional supplier can quote on the goods or services to be purchased.

Council representatives are encouraged to ensure they are testing the market effectively and ensuring Council is achieving true value for money outcomes, so where practical, in addition to the local quotations sought, there should always be one from outside the region.

Therefore, in this policy statement, the definition of a local supplier will be rated as follows:

Points	Description
10	Is a developing or established business owned by a residential ratepayer in the area directly employing locals
8	Is a developing or established business owned by a non-ratepayer in the Council area and employs locals
6	Is a business with a branch office in the Council area but with a head office located elsewhere that employs a minimum of five (5) locals.
4	Is a business with a branch office in the Council area but with its head office located elsewhere that employs less than five (5) locals.
2	Has a business in the adjacent local government areas
0	Is a Queensland business

3.8. Evaluation

Quotes and offers will be assessed having regard to the five (5) Sound Contracting Principles (to be considered in accordance with the Act and Regulation, the relevant Council representative will make a decision to purchase from a supplier or provider based on the Council's documented supplier evaluation criteria and a systematic weighting will be applied to all quotes or offers received. This will be assessed on a case by case basis and the weighting will be expressed as a percentage which reflects the relative importance of each criterion for the relevant procurement.

Medium and large size contracts will be evaluated using evaluative criteria. Council representatives will confirm any mandatory criteria as stipulated within the offer documents. It will be a requirement to evaluate mandatory criteria on a pass or fail basis. These criterions will include but not be limited to financial viability/stability and insurances. Any tenderer who does not comply with the mandatory criteria will no progress further in the evaluation process.

Council will provide a defensible local content weighting on all purchases.

Where it is applied to a price criteria the following standard will be used:

Council may make a documented decision to purchase from a Local Supplier offering a higher price margin, using the following guideline for acceptable price variances if the total value for money assessment is within the approved project budget:

- 10% for goods and services under \$50,000; or
- 5% for goods and services over \$50,000 up to \$200,000.

This will allow Council to ensure it is achieving its Value for Money objective and also that it is supporting its Development of a Competitive Local Business objective. Where the local content is applied to a non-price criterion as a specific element, it will be applied as per the table in the definition of Local Preference in section 3.7.

Where a Local Supplier has not been successful, Council representatives are to provide feedback to the supplier upon request to engender strong competition at a local industry level.

3.9. Exceptions outlined in this section, the Act and the Regulation.

Exceptions in this section are consistent with the Act and the Regulations and are designed to capture circumstances where a procurement process and due diligence, in accordance with sound contracting principles, have already been applied to suppliers or the procurement is required to ensure the efficient delivery of local government services and/or ensure the Local Government and its officers meet their obligations to the community in accordance with the Act. They benefit Local Governments by:

- reducing procurement costs;
- providing for shorter procurement timeframes as there is no need to tender or issue Requests for Tender;
- ensuring suppliers have the financial, technical and operational capacity to carry out the required work; and
- offering contractual protection to the Council through the use of established contractual terms that meet the Council's risk management requirements.

Council representatives responsible for purchasing goods and/or services are required to adhere to the purchasing thresholds and quotation requirements set out in the table under section 3.6.3 for all Procurement processes subject to the following exceptions outlined in this section.

3.9.1. Repeated Operational Expenditure (ROE), Original Equipment Manufacturers (OEM) and Sole Supplier Exceptions

ROE is defined as recurrent expenditure on goods and services which Council experiences at regular intervals that is required for general operations.

OEM is defined as a company whose goods are used as components in the products of another company which then sells the finished items to users. OEM components are often required to be used to maintain warranty or aftermarket parts are not available.

Sole Suppliers are defined as the only supplier that can provide the goods or service required. The sole supplier has either established a monopoly or is the only provider that is reasonably available geographically.

Suppliers who are listed on the above registers are exempt from Council Purchasing Thresholds. Suppliers on the above registers are adopted by Council by way of resolution consistent with the requirements of s235 (a) of the Local Government Regulation 2012 prior to applying the exception. If an officer identifies a supplier that the officer believes is the only supplier of the goods/services required that is reasonably available, the officer must complete the Sole Supplier form and submit it to procurement for processing. Council must adopt the register each time it is updated.

3.9.2. Genuine Emergency Exception

In utilising an exception for a Genuine Emergency Council recognises that full compliance with the existing Council procurement policy and procedures may not support the Council's needs during a critical or emergent incident and an alternative procurement process may operate during the incident. This alternative process aims to accommodate urgent Council and/or community needs, whilst ensuring that the procurement process adopted is reasonable and conducted with appropriate consideration of standard procurement principles.

Once the immediacy of the incident has passed normal procedure must then take place:

- Purchase orders must be raised to record expenditure;
- Reports must be presented to Council at the earliest opportunity for resolution to approve the unapproved expenditure; and
- The Council resolution must provide a definition of the emergency situation i.e. Natural disaster and delegate authority to the Chief Executive Officer ('CEO') or the appropriate Council representative if the CEO was not available at the time of the incident.

3.9.3. Legislative Exceptions

Division 3 under *Chapter 6* of the Regulation specifies when Council is exempt from the requirement to seek written tenders or quotations:

Section 230 – Exception if quote or tender consideration plan prepared

Council may enter in to a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the Council:

- (a) decides by resolution to prepare a quote or tender consideration plan; and
- (b) prepares and adopts the plan.

Section 231 – Exception for contractor on approved contractor list

Council may enter into the contract without first inviting written quotes or tenders if the contract is made with a person who is on an approved contractor list. An approved contractor list:

- must be defined by the processes required in the Act;
- will be adopted by Resolution of Council
- will be formed after an Expression of Interest process
- will not be considered to be preferable to a register of pre-qualified suppliers or a preferred supplier arrangement in order to facilitate convenience but will provide Council with the ability to build rigor around medium to large purchasing activities; and
- will take into account all the sound contracting principles as defined in the Regulation.

Section 232 – Exception for a register of Pre-Qualified Suppliers

Council may enter into a contract without first inviting written quotes or tenders if the contract is entered in to with a supplier from a register of Pre-Qualified Suppliers that is made in compliance with the sub-sections outlined in *s232 of the Local Government Regulation*.

In establishing a register of pre-qualified suppliers, Council recognises that:

- the preparation and evaluation of submissions would be costly and time consuming if it invited submissions every time the goods and/or services were required; or
- It is critical to a successful outcome that the experience and financial viability of a supplier or contractor is assessed according to the requirements of the local government once only; or
- There are specific pre-conditions to the offer to supply goods and/or services that must be considered; or

- There is a need or desire to develop the specific capabilities of the businesses within the local region; or
- The supplier of goods or services may necessitate security considerations or requirements; or
- It will still ensure value for money by testing the market through quotations where appropriate.

The Council has developed the Pre-Qualified Supplier Registers for this purpose.

The Pre-Qualified Supplier Register is subject to the Tender Consideration Plan, adopted by Council by resolution under *Section 230* of the Regulation. The Tender Consideration Plan allows Council the flexibility to review the Pre-Qualified Supplier Register and the ability to better manage its Panel Arrangements for the supply of goods and services.

Council has established the following categories of supply as Pre-Qualified Supplier Registers. The registers will be refreshed at the same time each year allowing new suppliers to apply and existing suppliers to update pricing and service offerings.

- | | |
|--|----------------------------|
| • Dry Hire (September) | • Trade Services (April) |
| • Wet Hire (September) | • Electrical Works (April) |
| • Road Making & Quarry Materials (September) | • Pest Management (April) |
| • Civil Works (April) | |

Section 233 – Exception for a preferred supplier arrangement

Council may enter into a contract without first inviting written quotes or tenders if the contract is entered in to with a preferred supplier under the preferred supplier arrangement. This section applies for contractual arrangements for goods or services if Council:

- (a) needs the goods or services either in large volumes or frequently; and
- (b) is able to obtain better value for money by accumulating the demand for the goods or services; and is able to describe the goods or services in terms that would be well understood in the relevant industry.

Section 234 – Exception for Local Government Association (LGA) arrangement

Council may enter into a contract for goods and services without first inviting written quotes or tenders if the contract is entered in to under the LGA arrangement. An LGA arrangement is an arrangement that has been entered in to by

- (a) Local Government Association Queensland Limited (LGAQ); or
- (b) a company registered under the *Corporations Act 2001*, if LGAQ is its only shareholder (Local Buy).

In utilising an LGA arrangement, Council recognises that arrangements have been formed as a result of market testing processes which ensure that price and other considerations under these arrangements are equal to or better than the price and considerations which Council could achieve in a public tender or quotation process. Benefits of the LGA arrangements to Council include that such arrangements:

- promote efficiency, including by enabling Council to efficiently and effectively engage professional services with the right capability and experience at short notice, e.g. legal support, engineering services, planning support etc.;
- reduce unnecessary administrative burdens and costs;
- minimise the likelihood of delayed procurement;
- Council can enter into the contract confident that the contractual arrangements meet Council's risk management requirements and does not have to negotiate a new contract; and

- Council will be assured (as due diligence will have been performed previously) that the supplier is capable of providing the receive goods and services of the requisite quality and the supplier will comply with relevant laws, including health and safety laws.

Section 235 – Other exceptions

Council may enter into a contractual arrangement without first inviting written quotes or tenders if:

- (a) Council resolves it is satisfied that there is only one (1) supplier who is reasonably available; or
- (b) Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the Council to invite quotes or tenders; or
- (c) a genuine emergency exists; or
- (d) the contract is for the purchase of goods and is made by auction; or
- (e) the contract is for the purchase of second-hand goods; or
- (f) the contract is made with, or under an arrangement with a government agency

When assessing the most effective method of obtaining goods and/or services, Council representatives should consider the administrative and price costs to Council of seeking tenders or quotations independently, and the reduction of these costs which can be achieved by the use of the Pre-Qualified Supplier Panels or Local Buy arrangements.

Section 236 – Exception for valuable non-current asset contracts

In accordance with the Regulation, the apparent value threshold for non-current assets other than real estate set by Council shall be \$5,000 (excluding GST). The Regulation provides that Council cannot enter into a valuable non-current asset contract unless it invites written tenders for the contract or offers the non-current asset for sale by auction. There are exceptions in *Section 236* of the Regulation that may apply.

Additional Council guidelines for the disposal of valuable non-current assets is outlined in the South Burnett Regional Council Disposal of Assets Policy – Statutory 008.

The authorised process for the disposal of valuable non-current assets of Council's interests in real property can be found in the Disposal of Council Real Estate Policy – Statutory 032.

3.9.4. Procurement Exception Form

In the event that a Procurement process requires the application of an exception under the Regulation and/or from this Policy, a 'Procurement Exception Form' must be submitted and approved by the General Manager with appropriate financial delegation. A reason why a procurement process requires the exception must be documented and recorded. Such reasons could include:

- purchase exceeding delegation limit;
- purchase exceeding thresholds with insufficient quotes;
- supplier used outside of council contract;
- scope of work exceeded 10% more than the original estimate;
- *Chapter 6, Part 3, Section 235* of the Regulation, including:
 - a genuine emergency exists
 - contract is made with, or under an arrangement with, a government agency.

The Exception Form must be submitted and approved by the CEO for:

- purchases exceeding \$200,000 without inviting tenders.
(*Chapter 6, Part 5, Section 238* of the Regulation – Entering into a contract under a delegation)

3.10. Local Buy

Local Buy is the LGAQ contracts and tenders service company. Established in 2001, Local Buy

facilitates business relationships with local government and their suppliers. Local Buy's core business is the creation of contractual arrangements for goods and services that can be used by Queensland Councils, aggregating the demand for these goods and services to achieve better pricing and conditions, and eliminating the need for Councils to establish their own supply contracts.

3.11. State or Federal Government Grants

Where State or Government loan funds or grants are used to fund Council projects, there may be stipulations as to the procurement requirements of the funding body that are to be observed and may supersede Council's procurement policy or procedures. These instances should always be noted in a report to Council and recorded in the minutes of that meeting.

3.12. Payment Terms

The following outlines the various methods that can be used to effect payment when procuring Council's requirements.

3.12.1. Corporate Credit Cards

Council encourages the use of its Corporate Credit Cards for the following reasons:

- simplified purchasing and payment procedures;
- improved payment performance to suppliers;
- provision of support to Local Suppliers;
- more effective cash management; or
- enhanced service delivery to customers.

3.12.2. Purchasing and Orders

The term "purchasing" refers to the process of ordering and receiving goods and services and does not generally drive policy decisions or developing Procurement strategy.

Purchase order forms are not required for some purchases, but relevant authorisations are required on the invoice documentation. These purchases are considered as repeated operational expenditure and are listed in a table of Repeated Operational Expenditure (ROE) in Appendix 1

A purchase order must be created and issued to the supplier for all purchases that are not procured via the corporate credit card or listed in the ROE.

All Council representatives must complete the required areas on the purchase requisition to justify the requirement. Any additional documents which will further detail and support the request are to be attached. Upon completion of the Purchase Requisition and within the Council representatives' financial delegation will a Purchase Order be issued to a supplier.

All invoices for payment are to be emailed direct to accounts@sbrc.qld.gov.au

Invoicing Requirements:

- Suppliers Identity;
- Australian Business Number (ABN);
- Description of Goods or Services Supplied, Quantity and Price;
- Total GST Amount;
- Date of Issue; and
- Purchase Order Number

Council's payment terms are 30 days from the date of invoice, and it is preferable that a monthly statement be provided to ensure accurate reconciliation of outstanding invoices.

3.12.3. Variations

From time to time, a contract will require a variation. Approval to vary the terms of a purchase order

(excluding scope) can only be given by the Council representative who originally approved the expenditure of the funds covered by the order or in their absence, approved by a Council representative that has direct control over the funds being expended. If the revised total value of the purchase order over the proposed term of the contract exceeds or cumulatively exceeds the financial delegation of the approving Council representative, then the variation must be approved by a Council representative with sufficient delegation.

A **Contract and Purchase Order Variation Form** must be completed for variations which exceed 10% of the original purchase value and be approved by the relevant department Manager with appropriate financial delegation.

The Council may seek to have appropriate contractual rights to direct a supplier in writing to amend, increase, decrease, omit or change the quality, timing character or method of performing the supply or to execute additional work. It is important that contract documentation seeks to provide for this and other appropriate rights (e.g. to engage other contractors to performed omitted or deducted work) to reduce the risk of a variation directed by the Council invalidating the contract. This should be considered as part of the Procurement process and advice obtained accordingly.

For the purposes of this policy, a variation refers solely to a financial deviation from an original contract value. The contract can be a Council Purchase Order or an agreement signed by a delegated Council representative and the Supplier. Other variations, such as non-financial scope changes, extensions of time and the like are to be managed by the delegated Council representative or the person nominated by the relevant contract/purchase order. However, it must be noted that material changes may alter the framework of the original Tender or Quotation requirements and therefore may void the agreement.

Council representatives are required to adhere to the following:

- All variations are to be approved in writing;
- Variations can only be approved by an officer, where the total amended costs do not exceed that officers authorised financial and/or contractual delegation and the value of the variation is less than those detailed below;
- For an original purchase order involving a cost of greater than \$15,000.00 but less than \$150,000.00, if the cumulative value of variations exceeds 20% of the value of the original purchase order or \$15,000.00 whichever is the lesser, the variation and any further variations must be approved by the CEO;
- For an original purchase order involving a cost of \$200,000.00 or more, all variations must be considered by Council's Senior Management team and if necessary, a report should be provided to Council for resolution; and
- Where variations become common in one business unit or by an individual then a show cause should be implemented to discover the reasons for the number of variations.

3.13. Termination of Contracts

All contracts entered in to by Council should aim to contain provisions entitling Council to:

- (a) Terminate for convenience; and
- (b) Terminate for a breach or non-performance based on appropriate contractual criteria or triggers.

Council must follow the procedures specified in the contract to terminate that contract and obtain advice before exercising such rights.

3.14. Local Government Elections

Legislation places limits during the caretaker period before quadrennial local government elections on publishing election material and making major policy decisions. This ensures that there are no significant policy decisions made near the end of a Council term that binds future elected Councils.

During the caretaker period, Councillors are prohibited from making major policy decisions, including

in relation to procurement activities such as:

- entering into a contract greater than \$200,000 or 1% (whichever is greater) 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);
- significant procurement activities, such as establishing preferred supplier arrangements, or establishing exceptions to obtaining quotes or tenders when entering into a contract.

Council will prepare for the caretaker period by planning to make major policy decisions before or after the election period. However, unforeseeable events can result in a local government having to make major policy decisions during the caretaker period. In accordance with the Act and advice from the Department of State Development, Infrastructure, Local Government and Planning, if there are exceptional circumstances, then local governments can apply to the Minister for approval if:

- the need for the decision was unforeseeable;
- the decision is essential to the functioning of the local government;
- the decision cannot wait until the end of the caretaker period; and
- the decision is in the public interest.

4. DEFINITIONS

Council means South Burnett Regional Council.

Council representative means all Councillors and Council employees including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

Financial Delegation Register means the register of Council representatives who have approved delegation for the purpose of purchasing goods and/or services.

LGA Arrangement means the use of Local Buy or State Government Purchasing Arrangements.

Local Supplier means a supplier defined in the Local Content table.

Procurement means the entire process by which all classes of resources (human, material, facilities and services) are obtained. This can include the functions of planning, design, standards determination, specification writing, and selection of suppliers, financing, contract administration, disposals and other related functions.

Purchasing means the acquisition process for goods, services and capital projects through purchasing, leasing and licensing and this expression extends to standing offer or similar arrangements by which terms and conditions of purchase are determined.

Pre-Qualified Supplier means a supplier who has been assessed by Council as having the technical, financial and managerial capacity necessary to deliver goods and/or services on time and in accordance with agreed requirements. The process is fulfilled by initially inviting tenders to establish pre-qualified suppliers.

Supplier means an enterprise known to be capable of supplying required goods and/or services. It includes manufacturers, stockists, resellers, merchants, distributors, consultants and contractors.

5. LEGISLATIVE REFERENCE

Corporations Act 2001 (Cth)

Human Rights Act 2019 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Public Records Act 2002 (Qld)

6. RELATED DOCUMENTS

Corporate Credit Card Policy - Statutory-031

Councillor Code of Conduct Policy – Statutory-001
 Disposal of Assets Policy – Statutory-008
 Disposal of Council Real Estate Policy – Statutory-032
 Employee Code of Conduct Policy – Statutory-011
 Employee Conflict of Interest Policy – Statutory-033
 Employee Conflicts of Interest Procedure
 Employee Conflicts of Interest Management Plan
 Fraud and Corruption Prevention Management Policy – Statutory-021
 Gifts and Benefits Policy – Strategic-002
 Workplace Health and Safety Policy – Statutory-015

7. NEXT REVIEW

As prescribed by legislation or every two (2) years – January 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of Policy	23 April 2008	782024
2	Review of Policy	10 August 2011	1086044
3	Review of Policy	12 October 2011	1125582
4	Review of Policy	9 December 2012	1374600
5	Review of Policy	12 June 2013	1165507
6	Review of Policy	9 December 2015	1885840
7	Review of Policy	19 April 2017	2342908
8	Review of Policy	16 September 2018	2536118
9	Review of Policy	20 February 2019	2577201
10	Review of Policy	11 December 2019	2648132
11	Review of Policy	17 June 2020	2686006
12	Review of Policy	20 January 2021	2754050

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 20 January 2021

9.4 MAYORAL REQUEST TO CEO - PARKS & GARDENS**File Number:** 20.01.2021**Author:** Acting Manager NRM & Parks**Authoriser:** Chief Executive Officer**PRECIS**

A review of the action items requested by the Mayor during the Christmas period 2020 and an opportunity for Council to consider future service levels, parks budgets and resource requirements.

SUMMARY

Council has identified a need to develop improved service standards for parks and gardens within the region. Over the Christmas period temporary changes were made to service standards to focus on town entries and high priority parks with a view to ensuring the region was presented well for visitors and residents.

OFFICER'S RECOMMENDATION

That pursuant to Council's Operational Plan 2020-2021, the Acting Manager, NRM and Parks be requested to develop maintenance service levels for NRM and Parks for further consideration by Council.

- Mowing, Garden Maintenance and Weeding Programme
- CBD Cleaning Programme
- Garden and Verge Enhancement Programme

FINANCIAL AND RESOURCE IMPLICATIONS

Council will experience budget implications from any change to current service levels. Based on any new service standards, depending upon the additional resources or revised procedures, mowing program or cost of fleet items, Council's budget will be impacted.

LINK TO CORPORATE/OPERATIONAL PLAN

Council's current Corporate Plan includes a reference to '*An organisation that is characterised by effective leadership, responsible management and quality service delivery*' together with 'The provision of quality services and infrastructure for our community that is planned, provided and managed on sound asset management principles' Key activities within the Operational Plan 2020-2021 also seek to develop and implement maintenance service levels for NRM and Parks assets. This process is underway and will be developed in conjunction with Council.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation involved discussions between the Mayor, CEO and General Manager Community and portfolio Councillor Duff. All parties have indicated in-principle support to review parks levels of service.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Council has no legal implications for this matter, other than following all statutory requirements under the *Local Government Act 2009*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council has no applicable policies relating to this matter.

ASSET MANAGEMENT IMPLICATIONS

There are certain implications to Council's asset management, such the type and capacity of mowers and other related machinery, including trailers. A fleet review is currently underway and it is hoped that going forward, there will be an opportunity to review the entire parks fleet, including the upgrade of old mowers and trailers. It is the desire of NRM and Parks that the following principles to fleet purchases be followed:

- Improved purchasing processes;
- Clear justification for items purchased, particularly by asset custodian;
- Improved whole of life costing;
- All items purchased are fit-for-purpose.

REPORT

Prior to Christmas 2020, Council was provided with a brief update on the proposed parks and gardens activities for the Christmas period. This came about from concerns raised by Councillors regarding an ability to present the region to a high standard. The concerns were based on staffing levels, proposed leave by parks staff and the status of the mower fleet.

In late December (23/12/20), the Mayor reiterated the above parks and gardens standards with various action items focussing on mowing, whipper snipping, garden maintenance, town CBD cleaning and garden enhancement to 'Town Central', 'Town Verge' and 'High Priority Park' garden beds and 'High Priority' median strips (Attachment 1).

Accordingly, Council's normal 3-week mowing cycle was changed to reflect the above standards. This commenced from 24 December 2020, which actually coincided with a full completion of the normal 3-week mowing cycle. An overview of the new arrangements commencing Monday 28 December 2020 onwards are as follows:

Kingaroy/Nanango/Murgon

- mowing and whipper snipping of town entries, CBD median strips, high use parks and cemeteries;
- garden maintenance and weeding eating;
- Town CBD cleaning of footpaths and kerbs.

Blackbutt/Benarkin/Wondai

- mowing and whipper snipping of town entries, CBD median strips, high use parks and cemeteries;
- garden maintenance and weeding eating;

Dams

- normal mowing rotation and bin collection, toilet cleaning

Cemeteries

- normal maintenance cycle

Staff Resources

There are currently 31 operational parks and gardens staff, including 2 trainees and seven (7) temporary labour hire staff are in place over summer. The distribution between zones is as follows:

Zone	Localities	Fulltime	Trainees	Labour Hire
Kingaroy	Kingaroy	7	1	2
	Kumbia			
	Memerambi			
	Crawford			
	Gordonbrook			
Nanango	Nanango	4	0	3
	Blackbutt			
	Benarkin			
	Maidenwell			
	Bunya Mountains			
Wondai/Murgon	Murgon	7	1	2
	Moffatdale			
	Mondure			
	Tingoora			
	Wooroolin			
Proston	Proston	4	0	0
	Boondoomba Dam			
	Bjelke Petersen Dam			
	Hivesville			
	Durong			
	Durong Homestead			
Totals		22	2	7

Feedback/Complaints

A review of Customer Requests was completed for the period 14 December 2020 to 3 January 2021. A comparison was also made for the same period in the prior year for the period 11 December 2019 to 4 January 2020. A summary of the complaints are as follows:

Complaint Category	2019/20		2020/21	
	All complaints	Specific complaints relating to parks standards	All complaints	Specific complaints relating to parks standards
NRM	43	1	15	1
Cemeteries	5	1	0	0
Parks	31	6	19	4
Totals	79	8	34	5

Not included in the above complaints were a series of emails from Councillors notifying of various issues such as long grass in parks, road reserves and median strips and reporting on Council's recent mowing activity, particularly the Kingaroy Cemetery. Most, if not all of these reports have been dealt with. In some cases, the outer areas of each town may not be mowed as often as would occur according to the standard 3-week mowing cycle.

Future Actions

Moving forward, there is a need to continue with the current levels of service based on current staff and resources. However, there needs to be a discussion and confirmation of the desired level of service and how this may be funded. If Council is prepared to focus its attention on establishing appropriate service standards based on the parks hierarchy and other factors, Council may well achieve its desire to being a region with high quality parks and open spaces.

ATTACHMENTS

Nil

9.5 ANNUAL OPERATIONAL PLAN 2020/2021 IMPLEMENTATION PROGRESS REPORT FOR THE PERIOD ENDING 31 DECEMBER 2020

File Number: 20 January 2021

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Annual Operational Plan 2020/2021 Implementation Progress Report for the period beginning 1 July 2020 ending 31 December 2020.

SUMMARY

The South Burnett Regional Council ('Council') Annual Operational Plan ('Plan') details the projects, services and initiatives that Council planned to deliver for the 2020/2021 financial year.

Pursuant to *Section 174(3)* of the *Local Government Regulation 2012* a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Plan.

In the course of the development of the second quarter progress report, it was prudent to review the annual operational plan key activities. As a result of the review, amendments were made as identified within the report.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council Annual Operational Plan 2020/2021 Implementation Progress Report for the period 1 July 2020 to 31 December 2020 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications arise from this report other than what has been identified in Council's financial budgeting and planning documents.

LINK TO CORPORATE/OPERATIONAL PLAN

- EC1 An informed and engaged community
- EXC2 Effective corporate management
- EXC4 Effective advocacy and strategic partnerships
- EXC5 Quality customer service
- INF1 Infrastructure that meets our communities needs

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Chief Executive Officer, General Managers and Managers have contributed to the Annual Operational Plan 2020/2021 Implementation Progress Report for the period 1 July 2020 to 31 December 2020 in respect of their relevant areas of responsibility.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Pursuant to *Section 174(3)* of the *Local Government Regulation 2012*, the Chief Executive Officer has a statutory obligation to present a written assessment of the implementation of the Annual Operational Plan.

Human Rights Act 2019

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

No direct policy/local law/delegation implications arise from this report which have not previously been identified operationally within Council’s planning and budget documents.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report other than what has been identified in Council’s financial budgeting and planning documents.

REPORT

The South Burnett Regional Council (‘Council’) Annual Operational Plan (‘Plan’) details the projects, services and initiatives that Council planned to deliver for the 2020/2021 financial year.

Pursuant to *Section 174(3) of the Local Government Regulation 2012* a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Plan.

In the course of the development of the second quarter progress report, it was prudent to review the annual operational plan key performance indicators. As a result of the review, the following amendments were made as identified:

Key Activities	Outcomes/Measures	Lead Department/ Branch	Key Partners
Encourage and maintain a high standard of leadership and management at all levels of Council and Create a positive future-focused culture that demonstrates and	Implement a staff satisfaction survey management and leadership satisfaction survey	Executive Services / People & Culture	Senior Executive Team

supports Council's values within the workforce			
Create a positive future focused culture that demonstrates and supports Council's values within the workforce	Employee satisfaction	Executive Services / People & Culture	Senior Management Team; Elected Members
Develop and implement a performance management and accountability system Note: covered in EXC2.1	Improved executive leadership team performance	Executive Services / People & Culture	Senior Management Team

ATTACHMENTS

- Annual Operational Plan 2020-2021 2nd Quarter Review - 1 July 2020 to 31 December 2020** [↓](#) 



OPERATIONAL PLAN

2020-2021

2nd Quarter Review

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Version Control

date	comment	version
20 May 2020	Presented to Councillors for information Workshop	Draft 0.1
29 May 2020	Changes made by GM Susan Jarvis	Draft 0.2
03 June 2020	Workshop / Briefings	Draft 0.3
10 June 2020	Workshop / Briefings	Draft 0.4
23 & 24 June 2020	Workshop / Briefing	Draft 0.5
30 June - 7 July 2020	Review by Senior Management Team	Draft 0.6
8 July 2020	Workshop Briefing	Draft 0.7
30 September 2020	1 st Quarter Review and Update	Draft 0.8
31 December 2020	2 nd Quarter Review	Draft 0.9



Introduction

The South Burnett Regional Council 2020-21 Operational Plan is required to be developed in accordance with the *Local Government Regulation 2012* and focuses on the actions that Council staff are expected to take throughout the twelve month period in order to implement the longer term goals detailed in the South Burnett Regional Council Corporate Plan for the period 2018-23.

In accordance with the provisions of *Section 175* of the *Local Government Regulation 2012*, an Operational Plan must:

- (a) be consistent with the annual budget; and
- (b) state how the local government will –
 - (i) progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
 - (ii) manage operational risks; and
- (c) include an annual performance plan for each commercial business unit of the local government.

In accordance with *Section 174(3)* of the *Local Government Regulation 2012*, Council will assess its progress towards implementing its annual Operational Plan on a quarterly basis. The long-term strategies within the Corporate Plan are allocated to one (1) or more Departments to progress. Therefore, the Operational Plan has displayed the Operational Initiatives and Operational Services according to Departmental/Branch responsibility, to provide clarity and accountability, as well as providing operational focus for the Departments/Branches within South Burnett Regional Council. All day to day core business activities and services are not necessarily listed in the Operational Plan; instead the Operational Plan focuses on initiatives and services that will be required in the current financial year to achieve long term corporate objectives.

The Corporate Plan provides a blueprint for the future of our communities and establishes priorities and outlines strategies, which best reflect the needs of our community for today and into the future. Council's Chief Executive Officer is responsible for preparing quarterly reports to the Council on the progress of the implementation of the Operational Plan. These reports ensure that Council's elected members and staff are accountable for the progress made in meeting operational plan goals. This plan is closely linked to South Burnett Regional Council's 2020-21 budget and Council's available resources.

The Operational Plan is a statement of specific works to be undertaken and services to be provided in order to progress the long-term strategies set out in the Corporate Plan for the current financial year. This Operational Plan is prepared in conjunction with the budget, both of which are to be effective from 1 July 2020 through to 30 June 2021 and adopted at the Budget Meeting on 15 July 2020.



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Theme 1 : Enhancing our Community - Building a vibrant, healthy, supportive and inclusive community

Goal EC1: An informed and engaged community

Strategy: EC1.1 Develop a range of initiatives to engage and inform the community			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department / Branch</i>	<i>Partners</i>
Community Plan renewed by Council	Community engaged through consultation and plan adopted by Council	Executive Services / Office of the CEO	Senior Management Team; Elected Members; South Burnett community
<p>Update as at 31 December 2020: Community plan discussed during 2020/21 budget workshops with schedule to be reviewed in second half of financial year. Prior to 30 September, very preliminary discussions undertaken with potential partners for the review. Preliminary discussions have been undertaken with potential partners including BIEDO, Red Earth and Stanwell (prior to 30 September, very preliminary discussions undertaken with potential partners for the review). Exploring the development of 3-year individual township Community Development plans.</p>			
Review and implement Council's Community Engagement Strategy	Strategy reviewed and implemented including communications strategy and plan	Executive Services / Office of the CEO	Senior Management Team; Elected Members; South Burnett community
<p>Update as at 31 December 2020: Communication activities delivered through media releases, social media engagement and in response to media enquiries. Monthly statistics provided through Portfolio Reports to the Ordinary Meeting of Council. Review of related policies to be undertaken in line with the policy governance framework and post review of the corporate plan. Communication Officer position in final stages of recruitment and will commence in early January 2021. A strategic Media and Communications Plan will be developed by 30 June 2021. Review of Community Engagement Strategy commenced.</p>			
Develop a cohesive Council through cultural change and individual ownership	Adopt a new Corporate Plan	Executive Services / Office of the CEO	Senior Management Team;

of corporate values supported by consistent and responsible leadership			Elected Members; South Burnett community
<p>Update as at 31 December 2020: 1st workshop conducted with Councillors 29 July 2020. Quotations called for Corporate Plan review with Blackadder Associations successful and engaged. 2nd workshop with Councillors and Blackadder Assoc consultant held 7 October 2020. 3rd Workshop with Councillors held 9 December 2020. Rough first preliminary draft handed to Councillors 18 November 2020. 2nd draft given to Councillors 4 December 2020. Report requesting public consultation phase to December General Meeting, held over to January 2021. Target date for finalisation of Corporate Plan by 30 April 2021.</p>			
Deliver the outcomes of the externally funded Drought Communities Programme	Delivery of a “10 minutes with a Master” drought response program Adaption of an Adverse Event Plan Delivery of Community Well-Being events	Community	Burnett Inland Economic Development Organisation (BIEDO)
<p>Update as at 31 December 2020:</p> <p>The following programs have been delivered under the Drought Communities Programme:</p> <p>“Ten Minutes with a Master” to facilitate an opportunity for primary producers across the region to individually and privately meet and talk one on one to a cross section of agency experts and specialists regarding available drought assistance and available information.</p> <ul style="list-style-type: none"> • Maidenwell Sportsground - Thursday 8 October 2020 • Boogie Hall - Friday, 16 October 2020 • Mondure Hall - Thursday, 22 October 2020 • Burrandowan Racecourse - Thursday, 29 October 2020 <p>“Community Well-Being events - Farmers Night Out” – Fully catered night out with numbers limited due to COVID 19 restrictions. Guest Speaker Mary O’Brien “Are you Bugged” presented at each event.</p> <ul style="list-style-type: none"> • Proston Hall - Friday, 28 November 2020 • Murgon Hall - Saturday, 29 November 2020 • Blackbutt Hall - Thursday, 3 December 2020 • Kingaroy Hall - Friday, 4 December 2020 <p>A Partnership Agreement has been signed with BIEDO to deliver the following initiatives</p>			



<ul style="list-style-type: none"> • Engagement of a Drought Resilience Officer; • Implementation of Business Extension Program; • Provision of Strategic Economic Development Support to Council; and • Development of an Adverse Event Plan 			
Council Branding	Development of a Council Style Guide and consistent implementation of the same	Executive Services / Office of the CEO	Council Departments
<p>Update as at 31 December 2020: Style Guide developed and adopted by Council at the August General Meeting - Resolution No. 2020/80. Progressing Corporate templates and standardisation of corporate logos on uniforms and corporate documents.</p>			

Goal EC2: Sustainable community groups

Strategy: EC2.1 Encourage and support community organisations to enhance their sustainability			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department / Branch</i>	<i>Key Partners</i>
Community Grants Program	Delivery of the program on behalf of Council within budget complying with the Community Grants Program Policy Review of program and policy considering the audit report by QRIDA, changes in legislation, feedback ongoing and consultation with Council Include a grant category for Rural Services related activities	Finance & Corporate / Social & Corporate Performance	South Burnett community; Elected Members; Queensland Rural and Industry Development Authority (QRIDA)
<p>Update as at 31 December 2020: Round One (1) advertising prepared and released during August. Council received 35 applications in the following categories: Australia Day Event -2, Community Events – 6, Community Hall Insurance – 5, Healthy Communities – 2, Project/One-off program – 16, RADF – 2, School Awards – 2. The successful Round One (1) applications were announced at the Ordinary Meeting of Council in October. Council has been advised the outcome of the RADF Bid for 2020/21 and was successful for \$15,800 Arts Queensland funding added to Council’s contribution of \$10,579 combined with the previous year’s surplus of \$6,554 providing a total of \$32,933 funded for projects and RADF application rounds. Review of the Community Grants Program commenced in October 2020 with a workshop held with Councillors in November 2020. Individual consultation sessions were conducted between October and November 2020 with each Councillor, the Chief Executive Officer, the General Manager Community, the Manager Social & Corporate Performance and the Community Grants Development Officer. The draft policy has been prepared</p>			



and will be progressed during the third and fourth quarter by the Community Department. It is envisaged that the revised draft policy will be adopted by Council in time for the release of the 2021/2022 Community Grants Program.

A special round for the Community Australia Day Events was opened in November closing late December. Seven (7) applications were received and successful for events to be held on 26 January 2021.

Councillor Discretionary Fund has distributed year to date \$6,065.10 for a variety of projects from an outdoor timber buddy bench to sand & mud pit covers.

Provide support for grants processes for community groups to improve leased premises in line with asset management plans	Engage with community groups at concept stage to align with asset management plans	Community / Property	South Burnett Community Groups; DNRM
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Update as at 31 December 2020:
Progressed new and renewal of existing community leases of Council owned land and facilities. Council has resolved to entered into these leases at the Ordinary Meetings of Council.

Proactively engage with community and other partners to promote activities and events that support community well-being and economic outcomes	Support community events and programs	Community	South Burnett Community
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Update as at 31 December 2020:
As per Drought Communities Programme update

Goal EC3: An active safe and healthy community

Strategy: EC3.1 Facilitate the implementation of Council's Sport and Recreation Plan

Key Activities	Outcomes/ Measures	Lead Department / Branch	Key Partners
Implementation of the Sport & Recreation Infrastructure and Strategic Plan (<i>within budget limitations</i>) in conjunction with the applicable Asset Management Plans	Support and advice to community and local clubs on funding opportunities Undertake annual review of plan and report on number of priority actions completed within budget limitations	Community / NRM & Parks	Queensland & Federal Government; South Burnett community groups

Update as at 31 December 2020:
Ongoing, Parks Coordinator working with local sporting clubs to assess any upcoming funding opportunities.



Stocking of fingerlings Boondooma & Bjelke-Petersen Dams	Undertake annual financial contribution to Fish Stocking Groups. Fingerlings released in all dams	Community / NRM & Parks	Boondooma & Bjelke-Petersen Fish Stocking Associations
Update as at 31 December 2020: Not started, will work with the Fish Stocking Clubs to value add to their existing release program. Fingerlings have been released into both Boondooma & Bjelke-Petersen Dams by the respective fish stocking groups.			
Actively seek and encourage major sporting events to the region	Secure major sporting event Number of events / participants /supporters	Community / NRM & Parks	South Burnett community groups; Queensland Government
Update as at 31 December 2020: No Activities programmed. Note: COVID 19 restrictions may limit ability to deliver activities			
Coordinate Healthy Active Programs	Develop a program in consultation and undertake events/programs in partnership Number of events/participants	Community / NRM & Parks	South Burnett community groups; Queensland Government
Update as at 31 December 2020: No activities programmed, COVID19 restrictions may limit the ability to deliver some programs.			
Strategy: EC3.2 Enhance community culture through the support of initiatives and the provision of community facilities			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Develop a Lease Policy and Procedure Progress a review of all arrangements with community groups introducing consistent leasing terms when entering into lease arrangements	Council Lease Policy developed and adopted All new leases/licences have standard terms	Community / Property	Queensland Natural Resource Management; South Burnett community groups
Update as at 31 December 2020: Draft standard aerodrome lease under review. Revised Disposal of Real Estate Policy progressing draft. Development a draft procedure to community groups seeking support or approvals to upgrade facilities.			



<p>Manage community leases of Council-owned premise through the Council Lease Register.</p> <p>Lease invoicing, Lessees contact and insurance information updated.</p> <p>Manage leasing requests in accordance with existing lease terms and agreements</p>	<p>Lease documents prepared and uploaded into Lease Register</p> <p>Invoices issues monthly or annually as per Lease agreement. Lessee contact details and insurance details updated annually</p> <p>Requests acknowledged within five (5) business days providing an expected timeframe for an outcome</p>	<p>Community / Property</p>	<p>Queensland Natural Resource Management; Sport and Recreation</p>
<p>Update as at 31 December 2020: Invoices issued as part of operational activities - ongoing. Lease Register maintained ongoing. New leases negotiated with South Burnett Gem Group Inc and the Nanango Theatre Company.</p>			
<p>Implementation of Swimming Pool Service level agreements and Capital improvements</p>	<p>Improvement plans and service agreements delivered within budget and agreed scope.</p>	<p>Community / Property</p>	<p>Queensland Department of Education; Schools Principals; School P & Cs; Pool Managers or Lessees; Queensland Royal Life Saving</p>
<p>Update as at 31 December 2020: Swimming Pool tender for Nanango has been awarded and agreement signed. All other Council owned swimming agreements are in place and active with these facilities opening in the region. New signage has been installed at Kingaroy Swimming Pool to meet Safety Improvement plan. Signage has also been ordered for Wondai, Murgon and South Burnett Aquatic Centres. COVID safe plans and requirements have been implemented at all pool facilities i.e. cleaning procedures, sneeze guards, number of visitors within facility monitored, recording of visitor attendance in and out of pool facilities.</p>			
<p>Implementation of Community Hall maintenance and services within Operational budget</p> <p>Manage hall bookings and hall equipment</p>	<p>Seven well-maintained and cleaned community halls, which are made available to hirers</p> <p>Hall hirer Agreements and Fees and Changes managed within Council Hall Management systems (TechOne Business System)</p>	<p>Community / Property</p>	<p>South Burnett Community</p>



<p>Update as at 31 December 2020: Customer Contact Team has assisted the community in understanding the changed requirements relating to the bookings of Council hall facilities due to COVID-19 Pandemic management restrictions. The team has processed bookings for Proston Culture Centre, Nanango Cultural Centre, Kingaroy Town Common Hall, Kingaroy Town Hall, Maidenwell Town Hall, Wondai Town Hall, Murgon Town Hall, Proston Town Hall. Hall hirer agreements completed and charges managed as per Council's business system requirements.</p> <p>Kingaroy Town Hall, Kingaroy Town Common Hall, and Murgon Town Hall floors have been sanded and polished. Ongoing maintenance and servicing of hall equipment.</p>			
Support community organisations in the management and leasing or disposal of Council owned halls	Community groups have up to date and consistent leases. Council partners with committees for management and capital improvements to the halls	Community / Property	Community Hall Committees
<p>Update as at 31 December 2020: Capital works have been identified within the 2020/2021 budget and scoping works have commenced. External grant funding has been secured for components of work.</p>			
Implementation of Reactive and Preventative maintenance programs for Community Facilities	Provide safe and cleaned facilities for the community to utilise	Community / Property	South Burnett Community
<p>Update as at 31 December 2020: A process is in place to identify preventive maintenance as a result of the outcome of the Asset condition assessments – ongoing. Reactive maintenance is assessed and undertaken as required. Increased cleaning programs have been implemented across all Council facilities, installation of sneeze screens, hand sanitiser stations etc have been put in place to assist visitors and staff meet COVID 19 requirements.</p>			
Implementation of Maintenance programs and Capital works programs within Building and Property managed assets	As per the asset management plans, implement the maintenance and capital works programs within budget.	Community / Property	South Burnett community groups
<p>Update as at 31 December 2020: As stated in update relating to maintenance and capital works programs.</p>			
Provide project support to Wondai Showgrounds Cattle Arena Upgrade project <i>(if successful with grant)</i>	Provide Project Management for the construction of new cattle arena Implement site levelling and earthworks in preparation for the building a new cattle arena and cattle stalls	Community / Property	Wondai Agricultural, Pastoral and Industrial Society Inc.
<p>Update as at 31 December 2020: External grant funding has not been secured at this time. Upgrade of the grandstand has been a focus for Council in this 1st quarter.</p>			



<p>Consultant has been engaged to design and cost the repair works to Wondai Grandstand and Wondai cattle stalls. The designs will be presented to Council for future budget consideration.</p>			
<p>Maintain Maidenwell Sportsground, Hivesville sportsground, Tingoora sportsground, Proston Showgrounds</p>	<p>Four (4) well maintained facilities and grounds</p>	<p>Community / Property</p>	<p>South Burnett community</p>
<p>Update as at 31 December 2020: Maintenance undertaken as assessed and as per budget allocation. Increased cleaning programs have been implemented across all Council facilities</p>			
<p>Maintain leases with showground committees within Wondai, Murgon, Nanango and Proston</p>	<p>Leases in place and operational for four (4) Showground Committees</p>	<p>Community / Property</p>	<p>South Burnett Show Societies</p>
<p>Update as at 31 December 2020: Three (3) leases in place.</p>			
<p>Maintain lease agreements with Sportsground Committees, Tennis, Netball, Cricket, Football, Soccer, Equestrian, Murgon PCYC and other sporting facilities and land</p>	<p>Leases in place for all sporting associations utilising Council facilities and land</p>	<p>Community / Property</p>	<p>Lessees</p>
<p>Update as at 31 December 2020: Leases in place and operational. New leases draft as need arises.</p>			
<p>Investigate the opportunity for an arts production to come to the region which enhances the arts culture in the community through cost recovery model</p>	<p>Production is supported through ticket sales to recover costs</p>	<p>Executive Services / Office of the CEO</p>	<p>South Burnett art groups; External Arts production provider</p>
<p>Update as at 31 December 2020: Investigation and consultation undertaken with a production company for opportunity in 3rd quarter of reporting period. Proposal discussed with Councillors at workshop and opportunity has limited available dates which do not work with Council timelines. Further, 'Margaret Fulton' the musical tentatively booked for 24 April 2021. Identified 'Mayor for a Day' as tentative event for 2021-22.</p>			
<p>Deliver public library services to the region pursuant to the State Library of Queensland Service Level Agreement and First 5 Forever Family Literacy Initiative.</p>	<p>Services and Programmes delivered; Patronage Statistics</p>	<p>Community</p>	<p>South Burnett Community</p>
<p>Update as at 31 December 2020:</p>			



The Kingaroy Library sustained water damage and closed to the public on 11 December 2020. Staff worked to have the front of the library ready for reopening on 4 January 2021.

South Burnett Libraries attended the 2020 Kingaroy Christmas Twilight Markets to promote the services available to the community.

First of a series of weekly Tech Savvy Seniors lessons held at Orana on Thursday 3 December 2020 with 6 residents in attendance. This outreach program is funded by the State Library's Tech Savvy Seniors Queensland Grant.

South Burnett Libraries launched Summer Reading Club on 1 December 2020.

1,998 physical resources and 267 electronic resources were added to the collection using funds allocated by the State Library of Queensland's Public Libraries Grant.

52,486 physical items loaned and renewed, with 96,887 returned. 419 new members joined the service. 5,880 customer reservations were satisfied.

Strategy: EC3.3 Advocate for improvements in community safety

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Continuation of the hospital board foundation fundraising and ongoing monitoring of the operations in relations to the operation of the Lady Bjelke-Petersen Community Hospital	Use of facility; Number of meetings of the foundation and amount of funds raised	Executive Services / Office of the CEO	Partnership with DDHB and Public Health Network; Southbank Day Hospital

Update as at 31 December 2020:

Board meeting held 14 July 2020. Development of the strategic plan and discussion of future of foundation in support of health services within the region and the Lady Bjelke-Petersen Community Hospital. Development of audited statements and directors report.

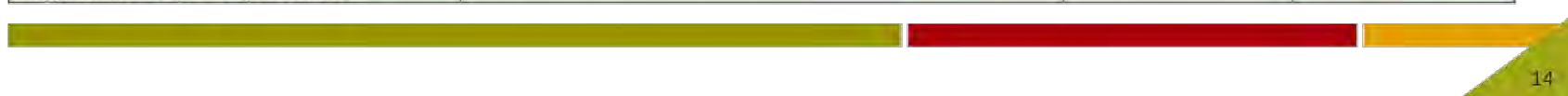
Board renewed - Councillors working with service provider, South Burnett Community Hospital Foundation Board and State and Federal Government agencies regarding maintaining operations until 30 June 2021. Structure and role of the hospital will be considered for new financial year. Investigations to commence into building use. Board Meetings 6 October, Presentation of audit and financial statements, management representation, Directors Report and Closing report. Board also met on 24 November for discussion regarding future of community hospital. Final meeting for the year held 8 December for second quarter reporting period which will have SBRC Foundation Final Management Letter 2020 tabled.

Strategy: EC3.4 Manage identified public health and environmental issues in accordance with relevant legislation

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Public health licence applications, routine inspections of licensed premises, customer	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	Queensland Health



request management and mosquito management			
<p>Update as at 31 December 2020: Environment and Waste Services continued to report regularly on various operational statistics to the monthly Community Portfolio Meeting and now to the Executive and Community Standing Committee Meeting, which all Councillors normally attend. This has been occurring since the commencement of the 2020/2021 financial year.</p>			
Regulation of Council's Local Laws	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	RSPCA; Queensland Department of Agriculture and Fisheries; Queensland Biosecurity Department drumMUSTER; Queensland Main Roads
<p>Update as at 31 December 2020: Environment and Waste Services continued to report regularly on various operational statistics to the monthly Community Portfolio Meeting and now to the Executive and Community Standing Committee Meeting, which all Councillors normally attend. This has been occurring since the commencement of the 2020/2021 financial year.</p>			
Adopt and implement a compliance strategy	Strategy developed and adopted	Community / Social and Corporate Performance / Planning & Land Management	
<p>Update as at 31 December 2020: Enforcement responsibilities relating to Animal Management breaches of the Council's Local Laws are regularly discharged. CRMs are the primary source for initial investigation.</p>			
Maintain and provide public access to a register of testable backflow prevention devices, greywater use and on-site sewage facilities under the Plumbing and Drainage Regulation 2019, Part 8, Division 2	Registers updated within five (5) days of permit issue, service reports entered within five (5) days of receipt, service reminders issued within ten (10) days of the end of each quarter.	Community / Planning & Land Management	



Update as at 31 December 2020:

Registers are updated as required. Reminder notices not issued due to resource constraints, but vacant position now filled.

Strategy: EC3.5 Recognise and embrace the region’s cultural diversity

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Promote and deliver the Indigenous Affairs Fund as part of the Community Grants Program	This Council funding recognises that small activities, projects and events, deserving of support from Council, come up in an ad hoc way throughout the year. Organisations can apply for funding to support their initiatives such as those associated with NADIOC and Reconciliation Week	Finance & Corporate / Social & Corporate Performance	South Burnett community organisations

Update as at 31 December 2020:

A short clip has been developed to promote this category as part of the advertising for Round One (1). This category is highlighted in some of the advertising as being available all year round. Further promotion will occur out of round post September 2020 with the focus primarily on the Round categories in the first quarter. Council has received two (2) applications to date and funded a total of \$4,500.

Reconciliation of traditional custodians	Council acknowledge and participate in official activities associated with recognising the Traditional Custodians of the land on which Council gathers/meets paying respects to their Elders past and present.	Executive Services / Office of the CEO	Council Departments
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Update as at 31 December 2020:

Aboriginal and Torres Strait Islander Flags displayed in Council Chambers, Acknowledgement of Country incorporated into and conducted at General Meetings. Increased cultural diversity introduced into staff inductions. Cultural diversity introduced into staff and volunteer inductions. Online Council Cultural Awareness training available to all staff. Temporary additional flagpole installed with two flagpoles to be installed at Sir James Heading Memorial Park, Murgon for display of Australian Aboriginal and Torres Strait Islander flags. Australian Aboriginal flag raising ceremony held in Murgon 12 November 2020 to coincide with NAIDOC Week.

Theme 2 : Our Environment – A sustainable environment, proactively and responsibly managed in partnership with the community for future generations.

Goal ENV1: Our region’s environmental assets are promoted, protected and enhanced

Strategy: ENV1.1 Protect and enhance the diverse array of Council controlled natural assets

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Manage environmental authority registration applications, routine inspections of registered activities and environmental protection customer request management	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	Department of Environment and Science
Update as at 31 December 2020: Environment and Waste Services continued to report regularly on various operational statistics to the monthly Community Portfolio Meeting and now to the Executive and Community Standing Committee Meeting, which all Councillors normally attend. This has been occurring since the commencement of the 2020/2021 financial year.			
Illegal dumping surveillance, investigation and enforcement	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	Department of Environment and Science
Update as at 31 December 2020: There has been a delay in implementing the littering and illegal dumping State Partnership grant due to COVID-19 and subsequently co-ordinating with the North Burnett regional Council and Cherbourg Aboriginal Shire Council. It is still hoped that advertising for a joint Littering and Illegal dumping Officer to be shared between the three (3) Shires will occur in early 2021. Environment and Waste Services report South Burnett illegal dumping statistics to the monthly Executive and Community Standing Committee Meeting.			
Undertake fire management programs across the region	Undertake annual fire risk, assessment and resource requirements with Queensland Rural Fire Service;	Community / NRM & Parks	Queensland Rural Fire Service/QFES
Investigate Fire Management options for entry corridors and Council controlled land	Operation Cool Burn Complete 100% of program		
Update as at 31 December 2020: Annual prescribed burn meeting held in February with QFES and brigades to determine priorities on Council land. Area Fire Management Group Meeting held in March with QFES, DTMR, QPWS and HQ Plantations to determine regional priorities. Three Council properties identified as regional priorities being: Staines Road Reserve, Blackbutt Tip and Maidenwell Reserve. QFES identified that social distancing requirements for prescribed burning would impact on the delivery of Council prescribed burn program and that the focus would be regional priorities. All regional priority burns completed. Seven scheduled Council prescribed burns outstanding to be included in next year's cool burn program.			
Adoption of a heritage plan for Boondooma homestead	Strategy adopted and implemented	Community / Property	Community organisations; Building and Planning

<p>Update as at 31 December 2020: Council is liaising with the Boondooma Homestead Committee to support the preparation of a grant application for funding to assist with the development of a Conservation Management Plan.</p>			
<p>Strategy: ENV1.2 Promote and improve Council's natural resource management and bio-security activities</p>			
Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Implement on-ground declared and environmental weed control programs	Treat all known areas of high risk and restricted weeds Complete 6000hrs of treatment	Community / NRM & Parks	Contractors South Burnett landholders
<p>Update as at 31 December 2020: 500 hours completed. Treatment restricted to districts that have had rain and weed treatment will be effective.</p>			
Implement Transport and Main Roads element 5 program for control of high risk and restricted weeds on Main Roads	Compile a treatment program and receive approval and funding from TMR Complete the program approved and expend the budget provided by TMR	Community / NRM & Parks	Queensland Main Roads
<p>Update as at 31 December 2020: Contract for 20/21 developed and approved. Works commenced on Mother of Millions program.</p>			
Undertake a robust Rural Service and Pest Management program	Meets legislative and customer expectations Record the number and type of assistance programs delivered each quarter for baiting and feral animal control, equipment loan, wandering livestock and grazing permits issued	Community / NRM & Parks	South Burnett landholders
<p>Update as at 31 December 2020: Landholders assisted with weed control – 69 Landholders assisted with feral animal control – 136 Landholders assisted with equipment loan for weed and pest management – 24 Wandering livestock requests – 52 Grazing permit applications – 1</p>			



Goal ENV2: Environmentally responsible and efficient waste management

Strategy: ENV2.1 Provide efficient and effective waste management services			
Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Compliance with Council's Environmental Authority for Waste Disposal	Acceptable Audit by the State Department of Environment and Science	Community / Environment & Waste	Queensland Department of Environment and Science
Update as at 31 December 2020: No specific audits/inspections from the State Department of Environment and Science of any Waste Facilities in the 2020/2021 financial year so far.			
Provision of acceptable and environmentally responsible waste management facilities	Two (2) acceptable internal audits per year of Council's Waste Facilities	Community / Environment & Waste	Queensland Department of Environment and Science
Update as at 31 December 2020: No formal internal audits have as yet been conducted of the Council's Waste Facilities. First formal internal audit to be conducted early 2021. Informal assessments are carried out regularly when Waste Services staff are at site servicing the facilities.			
Administration of State Waste Levy	Monthly reporting and payment of Waste Levy liability to the State Department of Environment and Science on waste tonnages disposed of to landfill	Community / Environment & Waste	Queensland Department of Environment and Science
Update as at 31 December 2020: Council's Waste Services has continued in the 2020/2021 financial year to collect data, report and lodge State Waste Levy Liability payments to the State.			
Collaboration with neighbouring regions in the Implementation of the Regional Waste Management Strategy	Attendance at Wide Bay Burnett Regional Organisation of Council's Waste and Recycling Advisory Committee (WBBWRAC) Meetings	Community / Environment & Waste	Wide Bay Burnett Regional Organisation of Council's Waste and Recycling Advisory Committee
Update as at 31 December 2020:			



There has been two (2) meetings of the Waste and Recycling Advisory Committee (WBBWRAC) and the of the Wide Bay Burnett Regional Organisation of Councils so far in the 2020/2021 financial year in August and October 2020. Council's Waste Services were represented at both of these.			
Adequate provision and suitable location of public place waste bins and the timely collection thereof	Public placed bins collected twice weekly	Community / Environment & Waste	Waste Services; Parks & Gardens
Update as at 31 December 2020: This measure has been achieved for the first half of the 2020/2021 financial year.			
Provision of cost effective and environmentally responsible waste collection services	Equal to or less than 1 missed wheelie bin collection per 1000 services	Community / Environment & Waste	JJ Richards and sons Pty Ltd
Update as at 31 December 2020: This measure has been achieved for the first half of the 2020/2021 financial year. A total of 366,892 wheelie bin potential collections will have been conducted. And as at 30 September there have only been 34 missed wheelie bins. This equates to a collection rate of significantly less than the Contract Key Performance Indicator Parameter of no more than one missed wheelie bin collections per 1000 services.			
Investigation of Recycling options	Review of recycling options undertaken	Community / Environment & Waste	
Update as at 31 December 2020: A review of potential recycling options for waste timber, green waste, batteries and paint has occurred in the first half of 2020/2021.			

Theme 3: Growth and Opportunity - A strong and sustainable regional economy supported by diverse sectors and innovative planning mechanisms

Goal GO1: A strong and sustainable regional economy

Strategy: GO1.1 Implement the Council's Economic Development Strategy			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Review and implement Council's Economic Development Strategy	Draft strategy placed on community consultation and adopted by Council;	Community	DSDMIP; Industry; BIEDO; Chambers and business associations



	Implementation of Economic Development Strategy and objectives contained within plan		
<p>Update as at 31 December 2020: Development of Economic Strategy placed on hold for 1st quarter whilst Corporate Plan process commenced. Expected to recommence development of the plan in the 2nd quarter of the year. Previous drafts of the plan to be reviewed in accordance with Council’s forward strategies. Continued engagement with BIEDO, DSDTI and RDA. Review of REDAC Regional Strategy at ROC level – yet to be finalised. Council to consider 3rd quarter concept of Regional Development Strategy incorporating Economic Development.</p>			
New business attraction through a region wide ideas package which will also increase capital investment in the region by development of a regional investment information pack	Business investment strategy finalised and implemented	Executive Services / Office of the CEO	DSDMIP; Industry; Chambers and business associations
<p>Update as at 31 December 2020: Council workshop with DSDTI in July which reported on work previously completed which includes:</p> <ul style="list-style-type: none"> • The Benchmark report. • The Benchmark Action Plan that details specific actions that could enhance Council investment readiness score. • The Investment Readiness Report. <p>Continued engagement with DSDTI, RDA and BIEDO. Review of REDAC Regional Strategy at ROC level – yet to be finalised.</p>			
Work collaboratively with neighbouring Councils for operation and future opportunities for Rail Trails	Number of meetings held, investigation of collaborative ventures	Community	Neighbouring Local Authorities; Parks NRM and Executive
<p>Update as at 31 December 2020: Collaboration opportunities discussed at Councillor level with neighbouring local government areas and with community groups.</p>			
Develop a Dam Strategy and Master Plan as a key tourism and recreational facility for the region ensuring that Boondooma and Yallakool are functional destinations	Seek external funding for development of a master plan. Successful placement of management of the dams through contract after tender. Number of visitations and return on investment Maintained and serviced to meet expectation of our customers < 5 complaints per facility in any quarter	Community	
<p>Update as at 31 December 2020: Investigations undertaken regarding a partner(s) for 5-year dam strategy commenced.</p>			



Goal GO2: Balanced development that preserves and enhances our region

Strategy: GO2.1 Implement Council's planning scheme to support sustainable development of business, industry and community liveability			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Assess development applications in a timely manner in accordance with the legislation in order to achieve long term sustainable development for the South Burnett Region	Process 85% of Planning Development Applications within 45 days or less	Community / Planning & Land Management	
	Process 85% of Building Development Applications within 45 days or less		
	Process 85% of Plumbing Permit Applications within 10 days		
	Process 90% of Concurrency Agency referrals within 10 days		
<p>Update as at 31 December 2020: Processing timeframe has been met. Additional resources secured to process building applications. Permeant administrative support position for plumbing services has been filled. Additional contract resources for building secured by increasing service of contract building certifier to three days a week. Position advertised for maternity replacement for 12 months for additional administrative support for building certifier. Request for quotes released for contact plumbing inspector to support inspections on behalf of Council's plumbing inspector.</p>			
Actively participate in Dispute Resolution Mediation in relation Planning & Environment Appeals lodged for development permits issued by Council	Disputes are settled within Court appointed timeframe	Community / Planning & Land Management	Legal Counsel; Expert Witnesses; Parties
<p>Update as at 31 December 2020: None undertaken during 1st quarter as Council decisions were not subject to appeal. No appeals received during 2nd quarter.</p>			
Undertake a major amendment to the South Burnett Regional Council Planning Scheme	Complete and adopt major amendment to the South Burnett Regional Council Planning Scheme to address implementation and compliance issues	Community / Planning & Land Management	Planning Consultant; State Department
<p>Update as at 31 December 2020: Timeframe has been prepared to align with the Minister's guidelines for making a major amendment to the planning scheme. Administrative amendment adopted at December general meeting.</p>			

Resolution to undertake major amendment, timeframe and budget proposed for January 2021 general meeting. Resolution to include opting into economic support instrument under section 68E of the <i>Planning Regulation 2017</i> .			
Amendment of Infrastructure Charges Resolution	Review and adopt changes to Council's Infrastructure Charges Resolution.	Community / Planning & Land Management	Infrastructure Department
<p>Update as at 31 December 2020: Review has commenced and outcome subject to capital works programmes review undertaken by Infrastructure Department. Infrastructure Charges reduction and planning incentive adopted by Council at general meeting in November 2020 to provide reduce charges for certain development completed prior to 30 June 2022. Police to reduce infrastructure charges for community groups and non-profit organisations adopted at November 2020 general meeting.</p>			
Provide development engineering advice to internal and external customers	Provide advice for 80% of requests within 5 days	Community / Planning & Land Management	Infrastructure Department
<p>Update as at 31 December 2020: Target has been met by employment of contractor. Contractor retained and target met.</p>			

Goal GO3: The South Burnett is a recognised tourism destination

Strategy: GO3.1 Promote and support the development of the South Burnett as a premier tourist destination			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Review of the VICs	Investigation and review undertaken	Executive Services / Office of the CEO	Volunteers and Community
<p>Update as at 31 December 2020: Operation of the VICs undertaken with public calls for volunteers. Information and previous reports into the VICs circulated to Councillors. Emphasis on maintaining services with VICs and Volunteer recruitment campaign. Discussions have commenced with regards to reopening of Blackbutt VIC as a potential nonaccredited site. VICs total volunteer hours worked from 1 July to 21 December 2020 – 7883 hours</p>			
Annual Festival of the Dams Event	Coordination and support of event. Event is undertaken	Community / NRM & Parks	South Burnett community groups
<p>Update as at 31 December 2020:</p>			

<p>Event undertaken at Boondooma on the 14th – 16th August 2020 and despite the restrictions of COVID19 was well supported by competitors and community. A total of 46 teams competed with a total of 230 legal fish were checked in for scoring over the weekend. The event brings around 200-250 people/families to Boondooma Dam during this weekend.</p> <p>Another successful held Festival of the Dams event was held at Bjelke-Petersen Dam 12/13 September 2020. No further events to be held until the 2021 calendar year.</p>			
Maintain and enhance caravan park facilities, camping and rest areas to promote visitation and recreational opportunities	Level of visitation Return on investment	Community	
<p>Update as at 31 December 2020: Despite the effects of COVID19 and the loss of interstate travellers both Boondooma (3073 occupants) and Yallakool (2054 occupants) have seen reasonable visitor numbers for the first quarter. Bookings are already being received for the Christmas period with the long weekend of the 3-5 October well supported with the COVID19 park limit of 500 visitors has been reached at Boondooma.</p>			
Plan, design and develop a sustainable tourism strategy that services and encourages economic growth with the region	Adoption of Tourism Strategy and implementation of plan	Executive Services / Office of the CEO	South Burnett Tourism Advisory Committee; Regional Chamber organisations; Business Groups; DSDMIP
<p>Update as at 31 December 2020: Development of Tourism Strategy placed on hold for 1st quarter whilst Corporate Plan process commenced. Expected to recommence development of the plan in the 2nd quarter of the year. Previous drafts of the plan to be reviewed in accordance with Council’s forward strategies. Council partnership with Visit South Burnett Inc. renewed and supported financially. Continuing to work with Visit South Burnett, Drive Inland, Wide Bay Burnett – The Perfect Place, and progressing Council’s ‘Discover South Burnett’.</p>			
Roy Emerson Way	Advocate and pursue	Infrastructure	Blackbutt District Tourism Heritage Association
<p>Update as at 31 December 2020: Advocacy to be commenced post State election.</p>			
World Expo 88 Trail	Art Buster Statues – create a trail and put them into the various towns – 20 drovers still available Expo Wall of Fame – Girl Guides Mural wall	Community	South Burnett Tourism Advisory Committee; Regional Chamber organisations; Local



			business and arts groups;
<p>Update as at 31 December 2020: Engagement undertaken with custodians of art works. Consideration to the engagement of an Arts Development Officer in 3rd and 4th quarters. Expo Clown stature being reviewed for condition and display potential.</p>			
South Burnett Arts Development Strategy	To progress an Arts Development Strategy to encourage and foster the arts in the South Burnett community	Executive Services / Office of the CEO	South Burnett arts community
<p>Update as at 31 December 2020: Meetings held with Galleries. Art projects being conducted through CQRSN and SB Arts. Draft Arts Culture and Heritage Policy developed. Draft Policy presented to Executive, Finance and Corporate Standing Committee on 9 December 2020. Draft policy current out for community consultation. Report scheduled for presentation at Ordinary Meeting of Council in early 2021.</p> <p>Council proposes to engage an Arts Development Officer in the second half of the financial year to compliment the Regional Arts Development Fund (RADF) and Arts Policy. Workshop also held in second quarter with CQRSN</p>			

Theme 4: Organisational Excellence - An organisation that is characterised by effective leadership, responsible management and quality service delivery

Goal EXC1: Effective financial management

Strategy: EXC1.1 Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community	Whole of life costing is considered for all new capital works	Infrastructure	Senior Management Team; Elected Members
<p>Update as at 31 December 2020: Whole of life costing model to be reviewed with asset management plans and formation of 10-year programs and long-term financial plans. Project expected to commence in the third quarter.</p>			
Strategically upgrade and improve council information technology systems	Improved performance and efficiency of Council corporate systems	Finance & Corporate / Information	Senior Management Team

	Implement live streaming of Council Meetings	Communication Technology (ICT)	
<p>Update as at 31 December 2020: Live stream solution commissioned and operating. Viewing stats forwarded to GM Finance and Corp and available by request. Commenced TechOne SaaS Transition project and initiated discovery workshops. Key milestones updates to be provided at next review.</p>			
Identify land holdings that could be offered for sale to support financial efficiency but retain service delivery	Properties that could be offered for sale on the open market are investigated and reported to Council for consideration	Community / Property	Senior Management Team; Elected Members
<p>Update as at 31 December 2020: Commenced – additional resources will be dedicated in 2nd quarter.</p>			
Operate in accordance with the adopted budget	Compliance with budget limits. Regular quarterly budget reviews Monthly reporting of budget variations and financial sustainability markers	Finance & Corporate / Finance	Senior Management Team; Elected Members
<p>Update as at 31 December 2020: Monthly reporting for July – November has been completed. First Quarter budget amendments have been adopted. Second quarter budget revision currently underway and adopted at the December General Council Meeting.</p>			
Implement long term financial planning to reduce financial risks and ensure financial sustainability	Maintain and monitor a current 10-year Long Term Financial Plan Long Term Financial Plan to form part of Finance Monthly Report to Council	Finance & Corporate	Senior Management Team; Elected Members; South Burnett community
<p>Update as at 31 December 2020: Long term financial plan added to monthly Finance meeting reports. Will be reviewed in line with budget revisions to ensure no material changes.</p>			
Develop and implement a performance management and accountability system	Improved executive leadership team performance	Executive Services / People & Culture	
<p>Update as at 31 December 2020: Performance Management Review to be conducted for all senior staff. Reporting on outstanding Council resolutions actioned. EDR's completed 30 October 2020 and Performance Management Reviews to be completed for Senior staff in third quarter. PMR's will include Reporting on outstanding Council resolutions outstanding and actioned. Outstanding Council Resolution report to November General Meeting. This will now be a standard monthly Council report.</p>			
Build diversification of revenue sources and increase percentage of revenue from non-rate sources.	Actively pursue all external funding opportunities.	Finance & Corporate / Finance	Senior Management Team;

	Actively support external funding applications with financial budgeting input		Elected Members
Update as at 31 December 2020: External funding sources identified, and budget allocated for these items complimented by milestone reporting. Zero index on 20/21 financial year general rates, to be reviewed in December 2020.			
A long-term focus in our decision making to ensure we have downward pressure on operational expenditure and rates	10 Year Financial Management Plans with consideration of operational expenditure and rates considering ability to pay	Finance & Corporate / Finance	Senior Management Team; Elected Members
Update as at 31 December 2020: Consideration of rate payer’s ability to pay was incorporated into the original budget when the decision was made to apply a zero index on general rates for the 20/21 financial year. This is to be reviewed in December 2020. Whole of organisation review is being undertaken to identify cost savings and increase efficiencies.			
Deliver the priorities in the Information and Communication Technology (ICT) and Business Units (TechOne) Department	Business Units mapping of processes in TechOne Full diagnosis of TechOne Dashboards fully implemented ICT services supported by state-of-the-art technology	Finance & Corporate / ICT	Senior Management Team; Elected Members
Update as at 31 December 2020: Eight (8) business unit process mapping sessions completed. Accumulation of outstanding issues related to TechOne centralised. Dashboards development and rollout of (Leave, Budget, ECM Task lists). Initial pilot group (ICT) migrated to exchange online.			
Council decision making that is underpinned by fiscal sustainability	Conduct Budget, Financial and Rating Workshops with Elected Members for the development of the 2021/2022 annual budget Full category Rate Review including averaging and capping Zero Based Budgeting implemented and reviewed	Finance & Corporate / Finance	Senior Management Team; Elected Members
Update as at 31 December 2020:			



First set of rates workshops completed in October and November 2020. Further workshops will be developed as rating decisions are known. 2021/2022 Original Budget preparations will begin early in the new year.			
Review cost allocation methodologies to improve visibility and ability to control overheads	Implement full cost recovery initiatives Undertaken a forensic audit to review cost allocation methodologies	Finance & Corporate / Finance	Senior Management Team; Elected Members
Update as at 31 December 2020: Strategy under review to process this project including budget requirements. Consultant identified to help implement software required to complete this item.			
Compliant with sustainability ratios	Monthly monitoring and reporting of Net Financial Liabilities Ratio	Finance & Corporate / Finance	Senior Management Team; Elected Members
Update as at 31 December 2020: Net Financial Liabilities Ratio reported to Council on a monthly basis. Net Financial Liabilities Ratio is only 1 of 3 ratios in the sustainability guidelines. Operating Surplus Ratio will remain outside the target of 0-10% due to having a deficit budget. Asset Sustainability ratio calculations are being investigated to see whether reporting monthly is of benefit as this is usually a yearly calculation.			

Goal EXC2: Effective corporate management

Strategy: EXC2.1 Deliver governance that provides sound organisational management and complies with relevant legislation			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Develop and implement the Council Policy Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards	Adoption and implementation of the Council Policy Framework Number of polices reviewed and adopted /approved Effective implementation of Council policies and procedures	Finance & Corporate / Social & Corporate Performance	Senior Management Team; Elected Members
Update as at 31 December 2020: Draft Policy Governance Framework reviewed by Senior Management Team and Council and tabled for consideration / adoption at the Ordinary Meeting of Council, 19 August 2020. Framework policy and procedure signed and implemented. Complete.			



<p>Number of policies/ procedures/form which have been reviewed/adopted/approved = policies – 26; procedures – 6; forms - 34. Awareness training across the recently adopted policies and procedures has commenced utilising various platforms. Regular awareness training sessions undertaken with Council representatives through various platforms such as skype and committee agendas. Individual enquiries responded to as required. Requests for information register has been developed with ongoing updates. To date 42 Requests for Information from Elected Members have been received and completed.</p>			
Provide elected members with opportunities and access to quality training, professional development, networking at a local, regional, state and national level	Establish a council training and development plan	Executive Services / Office of the CEO	People and Culture; Elected Members
<p>Update as at 31 December 2020: Councillor training opportunities coordinated by People and Culture Section. Opportunities circulated to councillors as they come available. LGAQ Elected Member Update completed. Dept. of Local Government training in legislation changes completed in reporting period. Mayor and Deputy Mayor attended LGAQ State Conference. Support given for expression of interest by visiting dlgrma.qld.gov.au/WLILG program for Councillors Potter, Frohloff and Schumacher.</p>			
Right to Information and Information Privacy applications are managed and processed in accordance with legislative requirements	100% of Right to Information and Information Privacy applications processed within legislative timeframes	Finance & Corporate / Social & Corporate Performance	Senior Management Team; Elected Members
<p>Update as at 31 December 2020: RTI - Five (5) applications received. Three (3) applications processed to completion within legislative timeframes. One (1) application was non-compliant and resulted in an outcome where information had already been provided. One (1) application was received in last financial year was withdrawn by applicant in this financial year during processing within legislative timeframes. IP - Nil applications received to date. 100 per cent.</p>			
Review identified priority Local Laws to ensure relevance to the region and understanding by Council and the community	Relevant priority local laws identified, reviewed and public consultation completed	Community / Planning & Land Management	Legal Counsel; Finance & Corporate Department
<p>Update as at 31 December 2020: Review not commenced due to resource constraints.</p>			
Provide the Delegations and Local Government Authorised Persons governance process	Update and provide delegations and authorisations as approved by Council and the CEO accordingly	Finance & Corporate / Social & Corporate Performance	Senior Management Team; Delegations service provider
<p>Update as at 31 December 2020: July - reviewed 15 pieces of legislation and updated delegations for two (2) pieces of legislation with report to the Ordinary Meeting of Council in September. August – reviewed two (2) pieces of legislation and report prepared for the Ordinary Meeting of Council in October.</p>			



<p>September – reviewed ten (10) pieces of legislation and updated delegations for one (1) piece of legislation with report to the Ordinary Meeting of Council in October. October – reviewed five (5) pieces of legislation and updated delegations for one (1) piece of legislation with report to the Ordinary Meeting of Council in November. November – Nil Legislation updates December – reviewed 1 piece of legislation no delegation updates required</p>			
Maintain the legal proceedings and legal advice Registers	Development and implementation of a process by which Council officers can seek external legal advice and representation of legal services on behalf of Council	Finance & Corporate / Social & Corporate Performance	Senior Management Team
<p>Update as at 31 December 2020: Process emailed to Senior Management Team for officers to contact Branch to seek approval to utilise the budget. Tracking of utilisation undertaken through CES and ECM business system modules. Maintenance of legal advice / legal proceedings registers undertaken. Completed. Legal Advice on the Register (to date): 136 pieces Legal proceedings on the register (to date): 27</p>			
Capture and correctly manage Council’s corporate documents using recordkeeping good practice	<p>Implement staged process of assessing and management of records in storage from pre-amalgamation</p> <p>Ensure that appropriate and accurate records are documented, preserved and made accessible</p> <p>Providing compliance training to Council officers and Elected members</p>	Finance & Corporate / Social & Corporate Performance	Senior Management Team; Elected Members
<p>Update as at 31 December 2020: Staged process has commenced with the review, removal or disposal of records as per the retention guidelines for good recordkeeping. Record storage containers located at various sites within Council facilities have been identified with reviews commenced. 343 archive boxes of records have been relocated to Wondai storage facility for review/re-labelling/storage prior to relocation of selected records to offsite storage.</p> <p>Stage 2 has been completed after 200 archive boxes containing building files were packed; labelled and transported from the Kingaroy Office to the Wondai Records Storage Facility. A further 57 archive boxes of Building records were also packed; labelled and transported from the Murgon Office to the Wondai Facility. Review and subsequent retention or disposal of former Murgon Shire Council records in two (2) offsite facilities was scheduled and carried out during the week commencing 16 November 2020. Grace Records Management Toowoomba was engaged to assist the Records staff with the removal and transportation of records. This was a significant amount of work which involved a project to clear; sort; destroy and retain former Murgon Shire Council records housed in the Murgon Soils Laboratory and BIEDO room. These facilities are now empty of all records and continuous work will now be undertaken by the Records team to determine further destruction or</p>			



retention of files as the sorting of records brought back to Kingaroy is carried out over the coming months. The Records Team Leader has commenced Internal training with Records staff to enable them to deliver basic ECM training to newly appointed Council officers. Right to Information training is in process for the Records Team Leader to assist the Right to Information officer with applications submitted to Council.

Continue to process records through ECM and P&R business system modules as per day to day records management operations. Records team has worked with Business systems team to implement changes to the ECM module operations across the organisation introducing streamlined processes for improved efficiency and effectiveness for Council officers registering and retrieving documents within the ECM module. This body of work was significant both in development and roll out within the organisation.

Records team members attended the State Archives facility undertaking a tour of the facility. Officers of the State Archives shared information and resources relating to the disposal of source records, records management associated with creating and keeping records for the proactive protection of vulnerable persons, and general information around the retention and disposal schedule.

<p>Develop and implement sound corporate risk management and internal audit policies and strategies</p>	<p>Deliver the internal audit function of Council driving the completion of the Audit Recommendation register, administration of the Audit and Corporate Risk Management Committees, facilitating internal audits as per the three (3) years Internal Audit plan</p> <p>Development of the 2020/21 Corporate Risk Register and treatment plans with a review of the associated policies</p> <p>6-mthly update on corporate risk registers and treatment plans</p> <p>Internal review and support the Fraud & Corruption Prevention Management Framework</p> <p>Internal review and support the Internal Audit and Risk Management Framework</p>	<p>Finance & Corporate / Social & Corporate Performance</p>	<p>Advisory Committee; Working and Steering Groups; Elected Members; External Auditors</p>
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Update as at 31 December 2020:
 Internal Audit Plan 2020/2021 as part of the three (3) Internal Audit Plan has been reviewed and approved by the CEO as per the endorsement of the Corporate Risk and Audit Advisory Committee (former 'Audit Advisory Committee'). Budget allocation for 2020/2021 for two (2) internal audits to be conducted by external provider



is being progressed with draft procurement documents prepared to go to market in second quarter to secure an internal auditor service. Process called for expression of interested closed end December 2020 with review of expressions to be undertaken in third quarter. It is anticipated internal audit to commence by commencement of fourth quarter once procurement process concluded.

Sampling of high-risk administrative processes commenced with a sample of Payroll process completed. Identified processes for sampling will progressively be undertaken as resources allow, expected to be once per month in third and fourth quarter with next sampling to be identification of Public Interest Disclosures.

Final 6-mthly review of the 2019/2020 Corporate Risk Registers and Treatment Plans has been completed with draft documents presented to the CEO for review/approval prior to distribution to the Corporate Risk and Audit Advisory Committee.

Development of the Corporate Risk Registers and Treatment Plans 2020/2021 has been completed and approved by the CEO after endorsement by the Corporate Risk and Audit Advisory Committee in August. The 6 monthly review has commenced with update due by COB 31 December. Registers will be provided to the CEO for signoff and presented at the Corporate Risk and Audit Advisory Committee meeting in February.

Review of the suite of Corporate Risk and Internal Audit (including Fraud & Corruption Prevention Management) policies has been completed with the revised policies approved by Council at the Ordinary Meeting in September. Awareness training sessions have commenced with Council representatives. Renaming of committees has been actioned. Completed.

Expressions of Interest called for three (3) Independent Members for the Corporate Risk and Audit Advisory Committee. Shortlisting has been undertaken with interviews scheduled for mid-January. Induction of successful applicants scheduled to be undertaken prior to next Corporate Risk and Audit Advisory Committee meeting late February 2021.

Cyber Security Internal Audit being finalised for tabling at the Corporate Risk and Audit Advisory Committee in February 2021.

Encourage and maintain a high standard of leadership and management at all levels of Council and Create a positive future-focused culture that demonstrates and supports Council's values within the workforce	Implement a staff satisfaction survey management and leadership satisfaction survey	Executive Services / People & Culture	Senior Executive Team
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Update as at 31 December 2020:

Working through a system of communication as a starting point, including increased communications channels to field staff. Regular updates provided by the CEO in addition to messages from Management in Field and Office Handbooks. Continuing to work through and plan a staff satisfaction survey ~~will be focused on~~ in the last quarter of the plan. Inaugural meeting of the Joint Consultative Committee (JCCC)

Create a positive future-focused culture that demonstrates and supports Council's values within the workforce	Employee satisfaction	Executive Services / People & Culture	Senior Management Team; Elected Members
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Ensure ongoing training to 100% of organisation to strengthen focus on code of conduct and managing conflicts of interest and integrity matters	Consistent and regular training sessions and workshops for 100% of organisation	Finance & Corporate / Social & Corporate Performance	Senior Management Team; People & Culture
<p>Update as at 31 December 2020: Commenced discussions with People and Culture Branch to consider most effective and appropriate platforms for delivery and engagement. Current Employee Code of Conduct reviewed by S&CP and provided to People & Culture Branch to commence the review of the policy.</p> <p>Gifts & Benefits Policy and Procedure, Acceptable Request Guidelines and Policy Governance Framework awareness sessions conducted with Coordinators and Supervisors through 'Pot of Gold' training sessions. Acceptable Request Guidelines awareness training completed with Council representatives.</p>			
Review the 2020/2021 Operational Plan	Monthly reviews of Operational Plan by Branches with quarterly progress reporting to Council	Finance & Corporate / Social & Corporate Performance	Senior Management Team
<p>Update as at 31 December 2020: Adopted Annual Operational Plan 2020/2021 provided to Senior Management Team for implementation. Monthly reviews by Branches with Senior Management Team. Monthly updates for Finance and Corporate Branches tabled through Portfolio Briefing. 1st quarterly report update called mid-September with timelines for Branches to submit responses so as to meet the reporting timelines for the Ordinary Meeting of Council in October.</p>			
Business continuity plans to meet organisational needs	Business Continuity Plans and Sub Plans to be developed to reflect the needs of the organisation	Finance & Corporate	Senior Management Team
<p>Update as at 31 December 2020: Business continuity sub-plans in place and tested for COVID-19 pandemic response.</p>			
<p>Strategy: EXC2.2 Appropriately resource the organisation to deliver Council's strategic objectives</p>			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
A Council that makes better informed decisions based on improved report writing which provides a thorough options analysis	Best Practice report writing which provides full background and details for improved and strategic decision making	Executive Services / Office of the CEO	Senior Management Team; Elected Members
<p>Update as at 31 December 2020: New agenda software launched with internal training of staff for administration and report writing. Standardisation of agendas for various council and management meetings. Action reports being produced for Council resolutions and being presented to Snr Management Team. Standing Committee Terms of Reference developed and adopted, and Standing Committee Meetings conducted. Increased information reporting through Standing Committee process across all departments of Council.</p>			



Promote a culture of pride and satisfaction amongst the workforce	Recognition program, staff service awards	Executive Services / People & Culture	Senior Management Team; Elected Members
<p>Update as at 31 December 2020: Regularly promoting Zero Hero Awards for recognition, staff service awards for the 19/20 years are almost complete. 10-year service awards will be held in last 3 months of 2020. Zero Hero Award nominations are implemented into bimonthly WHS Committee Meetings, with a voting procedure agreed in this Committee. Over 20 years service recognition luncheon held in August 2020, 10-year service awards completed for 2020 in October 2020. Recognition of Service Policy, due for review by Manager P&C – 4.12.2020</p>			
<p>Strategy: EXC2.3 Deliver corporate business solutions that meet corporate and customer needs</p>			
Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Provide opportunities for a leadership professional development to enhance management and officer skills	Effective utilisation and delivery of Council’s Learning and Development program	Executive Services / People & Culture	Senior Management Team; Elected Members
<p>Update as at 31 December 2020: COVID has put on hold a number of L&D programs however, as restrictions ease, more programs are coming back online. L&D will continue to work with Managers on their needs. As service providers come back online with the lifting of government restrictions due to COVID, more staff are applying for L&D opportunities. L&D opportunities have also been identified in the EDR process, completed 30 October 2020.</p>			
Review the procurement processes to achieve more efficient procurement outcomes including embedding the preferred supplier arrangements	Effective and efficient stores and procurement function Investigate Centralised Procurement Options High functioning preferred supplier arrangements	Finance & Corporate / Finance	Senior Management Team; Elected Members
<p>Update as at 31 December 2020: Investigate Centralised Procurement process. Changes in procure to pay processes within Tech 1 moving to Cia need to be considered before designing program plan and implementation schedule. Local marketplace has been implemented to enhance local preference in procurement activities. Consultant engaged to review policies and procedures and help with implementation of centralised procurement.</p>			



Security Review including Cyber Security. Ensure the provision of appropriate security systems (including cyber security) and services to protect Council's data and information	Ensure the provision of appropriate security systems (including cyber security) and services to protect Council's data and information. Cyber Security to be identified in annual insurance renewal	Finance & Corporate / ICT	Senior Management Team; Elected Members
Update as at 31 December 2020: Hardware refresh of council firewalls to provide additional security features for cloud apps. Review and update of ICT policy. 1 st Draft of Bring Your Own Device policy.			
Full review of Plant and Fleet operations	Effective management of Plant and Fleet operations reflecting best practise usage logging, data collection and costings. Review and implement plant replacement program.	Finance & Corporate	Senior Management Team / Elected Members
Update as at 31 December 2020: Inaugural workshop for complete plant and fleet review completed. Two subsequent workshops actioned identifying critical plant and associated cost savings. Process to continue with regular reports to Council on progress.			
Comprehensive Insurance Review	Review of Council insurance	Finance & Corporate	Senior Management Team / Elected Members
Update as at 31 December 2020: Scheduled for October 2020. Key stakeholders ie JLT and managers of SBRC to workshop full review including consideration of insurable assets.			

Goal EXC3: A skilled and sustainable workforce

Strategy: EXC3.1 Deliver contemporary human resource practices			
Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Develop and implement a performance management and accountability system - Covered in EXC2.1	Improved executive leadership team performance	Executive Services / People & Culture	Senior Management Team

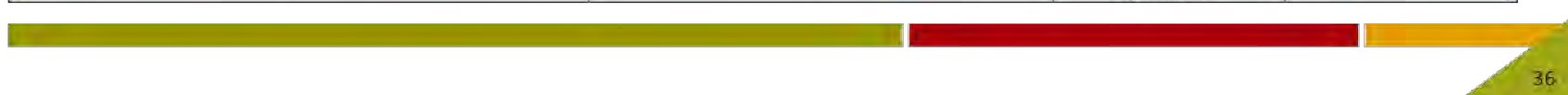
Review of Recruitment processes/practices	Recruiting the best person for the job	Executive Services / People & Culture	Senior Management Team
<p>Update as at 31 December 2020: Mapping of the Recruitment process was facilitated with Mead Perry. Work now underway to streamline processes and information gathered for recruitment. Review of policy and procedure with Manager People and Culture. Joining with other Local Governments on workshopping SAAS implementation for recruitment module.</p>			
Clarifying Organisational Roles and Responsibilities	Review of organisational Structure and Position Descriptions in line to align with Corporate Plan	Executive Services / People & Culture	Senior Management Team
<p>Update as at 31 December 2020: Work in progress. Structure will be aligned to Corporate Plan review and outcomes as required. Review of organisational structure to be completed in line with new adopted Corporate Plan by 30 June 2021.</p>			
<p>Strategy: EXC3.2 Promote a 'zero harm' environment through implementation of Council's Workplace Health Safety Plan</p>			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
External Audit 2020 (Health and Safety Plan)	Undertake an external audit	Executive Services / People & Culture	Senior Management Team
<p>Update as at 31 December 2020: Audit was planned, however, COVID restrictions resulted in the external audit being postponed. Will provide update when an audit date is established. Working with LGW to set new date following lifting of restrictions and restrictions as listed in their calendar.</p>			
Implement corrective actions as outlined in the Workplace Health Safety Audit	100% implementation by 30 June 2021	Executive Services / People & Culture	Senior Management Team
<p>Update as at 31 December 2020: No update as no audit</p>			
<p>Strategy: EXC3.3 Foster an organisational culture which reflects our shared vision and values</p>			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Partners</i>
Encourage and maintain a high standard of leadership and management at all levels of Council that's promotes	HR department delivers cost effective support; Management and leadership satisfaction;	Executive Services / People & Culture	Senior Management Team



a values-based culture that trains, develops, appreciates and empowers its workforce	Foster diversity, merit and equity, reward and recognition in the workplace		
Update as at 31 December 2020: Recruitment, employee relations and industrial relations support provided as required with ongoing review of policies and procedures to align practice. Reviews undertaken as programmed for management and leadership satisfaction drawing from several sources. Staff recognition of service awards undertaken through year.			
Review of People and Culture Policies along with Health and Safety Policies	Full review of Policies and Procedures by June 2021	Executive Services / People & Culture	Senior Management Team
Update as at 31 December 2020: Policies and Procedures are now under review with the new Process being resolved by Council. Where possible, P&C will reduce policies and procedures if they can be covered in other areas. Consolidated three superseded policies - Employee Assistance Program Policy, Exit Interview Policy, and Corporate Rehabilitation Policy, and updated and adopted Defence Service Policy and Workplace Health and Safety Policy.			
Strategy: EXC3.4 Provide appropriate training to ensure a skilled workforce that meets organisational needs			
Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Training Needs Analysis (TNA) undertaken. Provide training and education programs to increase the capacity of Council officers to understand and exercise their delegations and authorisations	TNA's completed for Business Units At least three (3) training sessions per year	Executive Services / People & Culture	Training Providers; Social & Corporate Performance Senior Management Team; Elected Members
Update as at 31 December 2020: In line with Employee Development Review (EDR)'s a TNA will be developed for each business unit. EDR's are due by 01.10.2020. Internal training sessions completed in the 1 st quarter reporting period. EDR's returned 30 October 2020. LND Officer working on TNAs for each business unit to be actioned (where possible) in 3 rd quarter.			

Goal EXC4: Effective advocacy and strategic partnerships

Strategy: EXC4.1 Develop and maintain productive working relationships with relevant stakeholders			
Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners



Active partner with WBBROC and all of its committees	Number of meetings and representations made	Executive Services / Office of the CEO	Elected Members
<p>Update as at 31 December 2020: WBBROC Regional priorities workshop held in Maryborough 24 July 2020. Participation in WBBROC and RRTG meeting held at Cherbourg on 27 August 2020. Mayor, Deputy Mayor and CEO attended WBBROC workshop 19 November 2020. CEO participated in WBBROC CEO meeting Friday 27 November 2020. Mayor, Deputy Mayor and CEO attended WBBROC Annual and General Meetings 4 December 2020. Mayor and Deputy Mayor attended RRTG on 4 December 2020.</p>			
Collaborate with corporate and key regional and community stakeholders to ensure a unified and strengthened approach to national, state and regional advocacy	Enhancement of regional services and infrastructure Number of meetings and representations made	Executive Services / Office of the CEO	Elected Members
<p>Update as at 31 December 2020: SBRC Advocacy Plan developed and presented to Minister of Local Government, copy provided to Leader of the Opposition. SBRC Advocacy Plan circulated to all candidate for the October 2020 State Election for the seat of Nanango. Deputations undertaken with State Government Ministers and Shadow Opposition spokes persons.</p>			
Investigate opportunities for improved internet and telecommunications activity	Mobile Blackspot Program Improved connectivity opportunities for high speed broadband Broadband conduit installed during Kingaroy Transformation Project	Executive Services / Economic Development / Community	Government
<p>Update as at 31 December 2020: Information and application submitted for black spot funding. Mobile Phone Tower announced for Cooranga North. Dark Fibre opportunities being explored and being integrated into Kingaroy Transformation project. Meetings and discussions held with QCN Fibre, DSDTI, Gravel Road Consulting, PowerLink Participation and support for the WBBROC Report for the Telecommunications & Connectivity Study Site nominations for Mobile Black Spot Program (MBSP) Round 5A</p>			
<p>Strategy: EXC4.2 Advocate Council's strategic and operational position on key issues to government sectors</p>			
<i>Key Activities</i>	<i>Outcomes/Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Public Health Network	2 Councillor representation, Issue of health services in the region Access to general medical practice (GPs) PHN services on offer and how private hospital can work in	Executive Services / Office of CEO	Queensland Health; Local Practitioner Alliance

Update as at 31 December 2020: Mayor, Councillor and CEO on committee and attending meeting held in 1 st quarter reporting period.			
Advocate to all tiers of government and relevant industry organisations	Number of meeting and representations External resources to region	Executive Services / Office of CEO	Elected Members
Update as at 31 December 2020: Mayor met with the Premier of Queensland. Meetings held with Minister of Natural Resources, Mines and Energy. Meetings held with Federal 3 Federal Members for Local Government Area.			

Goal EXCS: Quality customer service

Strategy: EXCS.1 Develop and implement Customer Service Charter

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Promote a high standard of corporate responsibility, transparency and accountability in decision making by making decisions, at all levels of the organisation, that are in the best interest of Council and the community	<p>Implementation and delivery of the Complaints Management Framework</p> <p>Foster customer satisfaction through the development and implementation of a Customer Service Charter</p> <p>Strategy completed with full communication loop, providing open and timely feedback to customers – number of requests received / completed</p>	Finance & Corporate / Social & Corporate Performance	Senior Executive Team; Elected Members

Update as at 31 December 2020:
Implementation of Council's complaint management policy Currently:

- Administrative action complaints received and processed within timeframes aligned to policy;
- Councillor complaints received by Council referred to the Office of the Independent Assessor (OIA) for review. Councillor Complaint Register updated with outcomes as advised by the OIA;
- Fraud & Corruption complaints – nil received;
- Human Rights Complaints – nil received.

Customer Service Charter development has commenced with Customer Contact undertaking research and drafting of the policy. Draft policy has been developed in consultation with Manager S&CP and General Manager Finance & Corporate and released to Councillors, Senior Management Team and Customer Contact Team for

review. Initial feedback has been received and considered with the draft policy updated to reflect suggested changes. The draft policy was presented at Executive Services and Finance & Corporate Standing Committee meeting in December. Council voted to lay the draft policy on the table until the Ordinary Meeting of Council in January to consider further feedback received. A workshop is scheduled for 13 January. It is anticipated the finalised draft policy will be tabled for consideration by Council at the Ordinary meeting in January.

Once policy has been adopted, work will commence on implementing a full communication loop - to be progressed in third and fourth quarter.

With transition to the cloud of Council's P&R (customer request management – CRM – module), Social & Corporate Performance branch is working with the Business systems team to review how the organisation records, processes and manages the progression of customer requests through the module with the end goal to improve the information provided to customers, efficiency of processing customer requests, effectiveness of record management and accuracy of performance reporting outcomes. This project will be progressed during 2021 with an appropriate allocation of resources identified and adjusted as required.

Strategy: EXC5.2 Develop and implement affordable service levels

Key Activities	Outcomes/Measures	Lead Department /Branch	Key Partners
Introduce a program that embeds customer service industry best practice across the organisation	Professional development and external networking opportunities for customer contact officers Service levels development and implemented with associated training and monitoring/review cycles	Finance & Corporate / Social & Corporate Performance	

Update as at 31 December 2020:
Employee Development Review process has been finalised. A listed of identified training and development needs for Customer Contact officers is being development by People & Culture. Training to be progressed throughout 2020/2021. Six (6) customer contact team members attended 'Empathy and Resilience" online training in November 2020 to assist officers on front counter who are managing the daily engagement with our community. One (1) customer contact team leader has been enrolled to participate in the Red Earth professional development program commencing in February 2021. Mental Health First Aid Training was attended by the Coordinator of Customer Contact in December 2020 to assist in providing the Customer Contact team further understanding of mental health issues and managing such in a respectful and professional manner.

Services levels to be progressed in 2021 – following the anticipated adoption of the Customer Service Charter in January 2021. Adoption of the charter will allow progression on the development and implementation of service levels across Council.
Collaboration with Councils of a similar demographic who utilise the same software systems as this Council has been useful in determining where efficiencies can be found in the way Council manages customer requests and the resultant statistical data. The Customer Request Review Project (ID T2.6) which is being undertaken as part of the SaaS Transition Project will also allow advancement in this space with a draft project plan proposed to be released in the third quarter.



Introduce innovations to improve customer experience including delivery of self-service options for high frequency transactions and the ability for customers to track progress online	>60% number of enquiries resolved at the first point of contact through self-service options	Finance & Corporate / ICT	Social and Corporate Performance
Update as at 31 December 2020: NAR prerequisite project plan created to progress new username creation convention. Eliminates reoccurrence of NAR related issues. 2 nd phase - business unit agreement and compliance to new convention. Awareness session to be scheduled. Once completed engagement with Exec Services to soft launch eServices			

Theme 5: Infrastructure – The provision of quality services and infrastructure for our community that is planned, provided and managed on sound asset management

Goal INF1: Infrastructure that meets our community needs

Strategy: INF1.1 Provide and maintain road infrastructure in accordance with sustainable asset management practices			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Quality Management System and ISO9001 certification maintained	Quality Assurance certification achieved and maintained	Infrastructure / Works	
Update as at 31 December 2020: The Quality Policy was reviewed and tabled at the Council general meeting on 16 December 2020 for adoption. The Quality Policy will be amended to incorporate Key Performance Indicators (KPI) as per the feedback received from the discussion at the Council general meeting.			
Review Service levels for transport assets and implement a Maintenance Management system	Maintenance system is implemented in accordance with council and community service levels	Infrastructure / Works	
Update as at 31 December 2020: A maintenance management plan and system are being implemented. The process for the implementation of this system has commenced and elements are expected to begin trial implementation during 3 rd quarter. Status: 60 per cent completed.			
Development of a prioritised 10 year works program for the replacement, upgrade and construction of new and existing transport assets	10 year works program completed in accordance with asset management strategy	Infrastructure / Works; Infrastructure Planning	
Update as at 31 December 2020:			



Council currently is redeveloping its 10-year program including developing prioritised asset programs for its infrastructure renewals, upgrades and new works. Status: 75 per cent completed.			
Develop strategic plan for replacement and future development of footpaths	Adoption of a regional footpath network plan in accordance with asset management strategy	Infrastructure / Works; Infrastructure Planning	
Update as at 31 December 2020: The footpath program is being developed as part of the 10-year capital works plan for footpaths and consultation with Council will commence as part of the asset management workshops. An asset inspection of current footpaths is being programmed for February 2021. Status: 50 per cent completed.			
Develop a multi-year program for the development of concept town entry and CBD footpath plans for towns	Formulation of a multi-year program and commencement of pre-design concepts in accordance with prioritised projects	Infrastructure / Infrastructure Planning	
Update as at 31 December 2020: Concept town CBD plans for Kingaroy and Murgon complete. Town entry signs have received approval from TMR allowing installation to occur in early 2021 calendar year. Pre-design engagement of CBD footpath plans has commenced for Kumbia and Blackbutt. Further works will be undertaken as per the schedule provided to Council Status: 50 per cent complete.			
Review and implement Core Asset Management Plan for transport assets	Asset management plan developed in accordance with council and community service levels	Infrastructure / Infrastructure Planning	
Update as at 31 December 2020: The transport asset management plan will be updated in the 4 th Quarter following Council's review of assets Status: 25 per cent complete.			
Undertake valuation of assets in accordance with audit schedule	Asset data is maintained in accordance valuation standards	Infrastructure / Works; Infrastructure Planning	
Update as at 31 December 2020: A desktop valuation of the transport asset class has commenced as part of the 2020/21 financial year's year-end audit requirement. Status: 50 per cent completed.			
Strategy: INF1.2 Provide and maintain financially sustainable utility infrastructure in accordance with asset management practices			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Water Wastewater achieve compliance with treatment plant licence conditions, dam safety, public health	No breach of licence conditions / Statutory reports submitted in require timeframes	Infrastructure / Water and Wastewater	



requirements with statutory timeframes for reporting achieved			
Update as at 31 December 2020: On target with key activities, no breach of licence conditions with statutory reports submitted within required timeframes.			
Review and implement Core Asset Management Plan for water and wastewater assets	Asset management plan developed in accordance with council and community service levels	Infrastructure / Infrastructure Planning	
Update as at 31 December 2020: The transport asset management plan will be updated in the 4 th Quarter following Council's review of assets. Status: 25 per cent complete.			
Review and comply with customer service standards for water and wastewater infrastructure	Completed review is advertised for customer feedback and posted on web site as required by the regulator	Infrastructure / Water and Wastewater	
Update as at 31 December 2020: Ongoing in accordance with statutory requirements. Status: 50 per cent completed.			
Development of water security reports for each potable water scheme	Completion of future water security reports for each potable scheme with recommendations for future planning	Infrastructure / Water and Wastewater	
Update as at 31 December 2020: Reports are nearing completion with recommendations for future planning. Status: 80 per cent completed. Results of the MIPP are yet to be finalised.			
Development of a prioritised 10 year works program for the replacement, upgrade and construction of new and existing water and wastewater assets	10 year works program completed in accordance with asset management strategy	Infrastructure / Water and Wastewater; Infrastructure Planning	
Update as at 31 December 2020: A 10-year works program for the replacement, upgrade and construction of new water and wastewater assets is in place. Review of future years is in progress and will be informed by the MIPP results. Status: 80 per cent completed.			
Undertake valuation of assets in accordance with audit schedule	Asset data is maintained in accordance valuation standards	Infrastructure / Water and Wastewater; Infrastructure Planning	
Update as at 31 December 2020: A comprehensive valuation of the water and wastewater asset class has commenced as part of the 2020/21 financial year's year-end audit requirement. Status: 50 per cent complete.			



Strategy: INF1.3 Provide and maintain other Council owned infrastructure to meet community needs in accordance with asset management practices			
<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Lead Department /Branch</i>	<i>Key Partners</i>
Kingaroy Aerodrome Master Plan	Develop Master Plan for operation and capital works and use of site	Community / NRM & Parks	Aerodrome Lessees and users
Update as at 31 December 2020: Not commenced in 1 st quarter of reporting period. Scheduled to undertake procurement process in the second quarter.			
Facilitate tick dipping services	Dip services put to public tender for lease	Community / NRM & Parks	
Update as at 31 December 2020: Coolabunia Saleyards tender released with applications currently under assessment			
Develop and implement maintenance service levels for NRM & Parks assets	Maintenance plan is implemented in accordance with council and community service levels	Community / NRM & Parks	
Update as at 31 December 2020: Scheduled to commence during third quarter.			
Development of a prioritised 10 year works program for the replacement, upgrade and construction of new and existing NRM and Parks assets	10 year works program completed in accordance with asset management strategy	Community / NRM & Parks	Infrastructure Planning; Elected Members
Update as at 31 December 2020: Scheduled to commence during third quarter as part of service level program and in readiness for the fourth quarter budget deliberations.			
Review and implement Core Asset Management Plan for NRM and Parks assets	Asset management plan developed in accordance with council and community service levels	Community / NRM & Parks	Infrastructure Planning; Elected Members
Update as at 31 December 2020: Completed and adopted by Council in June 2020, ongoing review and implementation with next full review scheduled for 2022.			
Investigate options for partnership and service agreements for the management of Council properties with community groups	Development of service and partnership agreements in accordance with Council's asset management plans and legislative requirements	Community / Property	Elected Members



Update as at 31 December 2020: As reported for leases update.			
Development of initial feasibility and pre-construction options for prioritised major projects	Kingaroy pool concept plan	Community / Assets / Property	Senior Executive Team; Elected Members
Update as at 31 December 2020: Project Manager appointed and working group established to progress the develop concept.			
Develop and implement maintenance service levels for Building assets	Maintenance plan is implemented in accordance with council and community service levels	Community / Property	Senior Executive Team; Elected Members
Update as at 31 December 2020: Scheduled to commence during third quarter.			
Development of a prioritised 10 year works program for the replacement, upgrade and construction of new and existing Building assets	10 year works program completed in accordance with asset management strategy	Community / Property	Infrastructure Planning; Elected Members
Update as at 31 December 2020: Progressing Asset Management and Maintenance Plans as defined.			
Review and implement Core Asset Management Plan for Building assets	Asset management plan developed in accordance with council and community service levels	Community / Property	Infrastructure Planning; Elected Members
Update as at 31 December 2020: Service levels to be progressed in line with the review of the corporate plan.			
Undertake valuation of assets in accordance with audit schedule	Asset data is maintained in accordance valuation standards	Community / Property	Infrastructure Planning; Elected Members
Update as at 31 December 2020: Work in progress.			



9.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CUSTOMER SERVICE CHARTER - STRATEGIC 008

File Number: 20 January 2021
Author: General Manager Finance and Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Customer Service Charter – Strategic 008

SUMMARY

South Burnett Regional Council’s (‘Council’) desire to establish a framework that supports how the Council will respond to contact by customers of Council, is the foundation to delivering good customer service.

The purpose of this policy is to:

- a) Set, manage and communicate expectations for our internal and external customers;
- b) Ensure consistency and fairness in how Council operation’s responds to customer requests;
- c) Guide and inform both customers and Council employees of Council’s operational management of customer requests and standard response times;
- d) Deliver workflow processes and accountability at Council;
- e) Ensure customers receive an appropriate level of service within the bounds of the available resources;
- f) Improve customer service and enhance systems and processes based on feedback provided through public consultation; and
- g) Ensure clear and consistent information is provided across all of Council’s communication channels.

OFFICER’S RECOMMENDATION

That the South Burnett Regional Council Customer Service Charter – Strategic 008 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

Direct impact on financial and resource implications will be assessed as part of the implementation of the policy.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2018/19 to 2022/23:	EXC2 Effective corporate management
	EXC2.1 – Deliver governance that provides sound organisational management and complies with relevant legislation
	EXC2.2 – Appropriately resource the organisation to deliver Council’s strategic objectives
	EXC2.3 – Deliver corporate business solutions that meet corporate and customer needs
	EXC5 Quality customer service

	EXC5.1 - Develop and implement Customer Service Charter
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. Introduce a program that embeds customer service industry best practice across the organisation.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation was initially undertaken with the Coordinator Customer Contact.

The draft Customer Service Charter 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 Manager Social & Corporate Performance having consulted the General Manager Finance & Corporate and the Chief Executive Officer.

The draft policy was presented for consideration at the Executive and Finance & Corporate Standing Committee meeting held 18 November 2020:

5.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CUSTOMER SERVICE CHARTER

COMMITTEE RESOLUTION 2020/6

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the committee recommends to Council:

That this item lay on the table until the December Finance & Corporate Standing Committee Meeting.

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

Against: Nil

CARRIED 7/0

The draft policy was presented for consideration at the Executive and Finance & Corporate Standing Committee meeting held 9 December 2020:

6.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CUSTOMER SERVICE CHARTER-STRATEGIC-018

COMMITTEE RESOLUTION 2020/19

Moved: Cr Kirstie Schumacher
Seconded: Cr Kathy Duff

That the committee recommends to Council:

That the South Burnett Regional Council Customer Service Charter – Strategic-008 be amended as per the discussion and recirculated for comment and feedback and tabled at the January 2021 General meeting.

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

Against: Nil

CARRIED 6/0

The draft policy was edited and circulated for consultation. Feedback was received and considered with the final draft circulated to the Councillors and Senior Management Team, prior to tabling at the Ordinary General Meeting in January 2021.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

No direct local law or delegation implications arise from this report

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

South Burnett Regional Council's ('Council') desire to establish a framework that supports how the Council will respond to contact by customers of Council, is the foundation to delivering good customer service.

The purpose of this policy is to:

- a) Set, manage and communicate expectations for our internal and external customers;
- b) Ensure consistency and fairness in how Council operation's responds to customer requests;
- c) Guide and inform both customers and Council employees of Council's operational management of customer requests and standard response times;
- d) Deliver workflow processes and accountability at Council;
- e) Ensure customers receive an appropriate level of service within the bounds of the available resources;

- f) Improve customer service and enhance systems and processes based on feedback provided through public consultation; and
- g) Ensure clear and consistent information is provided across all of Council's communication channels.

ATTACHMENTS

1. **South Burnett Regional Council Customer Service Charter – Strategic 008** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic - 018
POLICY OWNER: Social & Corporate Performance

ECM ID: 2745004
ADOPTED: 20 January 2021

Customer Service Charter

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 establishes the framework that supports how the South Burnett Regional Council ('Council') will respond to contact by customers of Council.

The purpose of this policy is to:

- Set, manage and communicate expectations for our internal and external customers;
- Ensure consistency and fairness in how Council operation's responds to customer requests;
- Guide and inform both customers and Council employees of Council's operational management of customer requests and standard response times;
- Deliver workflow processes and accountability at Council;
- Ensure customers receive an appropriate level of service within the bounds of the available resources;
- Improve customer service and enhance systems and processes based on feedback provided through public consultation; and
- Ensure clear and consistent information is provided across all of Council's communication channels.

2. SCOPE

This policy applies to all interactions between Council employees and customers of Council. As a customer focused organisation, customer service is the responsibility of all Council employees. It deals with expected standards of service and outlines response times for general service requests.

3. GENERAL INFORMATION

3.1. Our Service Commitment to our Customers

Council employees will communicate clearly and work collaboratively to refine our internal processes so that each customer receives quality and timely service.

Council employees shall comply with the Employee Council Code of Conduct in their dealings with

customers, employing Council's corporate values of accountability, community, harmony, innovation, ethical conduct, vision and excellence in all exchanges.

Any general information and/or advice provided will be premised on relevant legislation and Council's current policies and procedures.

Customer interactions and all reasonable service requests will be appropriately recorded in Council's business system (including but not limited to ECM and P&R) for informative decision making and to allow Council to monitor the quality of the service provision.

Council will provide our customers with opportunities to comment and make suggestions on our services and standards to assist Council to enhance the quality of services we provide.

Council is committed to protecting customer privacy, ensuring any personal information collected will be handled in accordance with the *Information Privacy Act 2009* and will be used for the purposes of liaising directly with customers on Council related matters. This information will not be disclosed to a third party without the customer's expressed or implied consent, unless reasonably considered required and authorised by law.

3.1.1. General Service Principles

Council is committed to being accessible and responsive to all customers who seek assistance with a request for service, request for information or a complaint.

Council will:

- set, manage and communicate expectations for internal and external customers supporting each other to deliver these expectations; and
- promote and invest in safe workplaces and training where Council employees can achieve high levels of service outcomes for its customers.

Council's processes and decision making will focus on objectivity, consistency, reliability, transparency and accountability with complaints taken seriously and used to improve service quality.

Council requests and queries can be submitted over the counter at any Council Customer Service Centre, via the telephone, Council's website or email (info@sbrc.qld.gov.au).

Council is committed to implementing processes and practices to ensure the services delivered are fully inclusive and accessible to all members of the community.

3.1.2. Our Service Standards

Council employees will be rostered to ensure the continuation of service levels are kept during opening hours.

Council regards the timely response to customer telephone enquiries as a priority customer service standard providing an indication as to the anticipated timeframe in which Council will work to resolve the request or provide additional information.

At each point of contact, where possible in addition to providing written correspondence, Council encourages the Council employee responsible for the customer request to make contact by telephone with the customer where it is the preferred form of contact as nominated by the customer.

Council has a strong focus on building rapport and good relationships with its customers, and a telephone conversation between the customer and the relevant department is recognised as supporting this intent.

In some instances, the customer request may be resolved in the initial point of contact with Council. Council employees will endeavour, where practicable, to resolve the request or transfer the telephone call to the first available Council employee within the relevant Section.

Customer requests provide an opportunity for Council to improve on the ways in which it serves its community. This feedback is considered critical in supporting Council's strong desire to continue to improve its operations and strengthen its relationships with its customers.

Customer requests are to be monitored by the senior management team of Council, with an appropriate response time being a service standard of Council. Customer requests must be resolved as soon as reasonably appropriate or as legislatively required. Council employees must make every effort to engage in open, honest and transparent conversations with customers adhering to Council policy whilst meeting legislative requirements.

3.1.2.1. Telephone Calls to the main Council service number (07) 4189 9100

In normal circumstances, a Council employee will endeavour to answer a customer call within three (3) minutes, having contacted the main Council service number (07) 4189 9100.

Council's customer contact team answering calls will attempt to resolve the enquiry at the first point of contact or otherwise direct the customer to the relevant department. When transferring calls, the customers information and the reason for the call will be relayed accurately to the relevant Council employee to efficiently handover the call.

Referral of calls to Council employees are to be regarded as a priority by Council employees, to this end Council employees are to make every reasonable effort to take such calls when and as requested by the customer contact team.

If a Council employee is unable to answer the customer query immediately or the relevant department is unable to take the call, the customer's contact details will be recorded to ensure the enquiry or service request is acknowledged through a return call or preferred form of contact from the responsible department within two (2) business days.

Where a call is referred to a Council department, the relevant department returning the call or responding in the preferred form of contact will provide the name of the responsible officer and an anticipated timeframe for resolution. Customers submitting complex enquiries or service requests involving planning or scheduling of Council resources will receive regular updates whilst the request is open for action.

3.1.3. Written Correspondence to main Council email account or by post.

All written correspondence once received by Council will be issued a reference number.

Customers submitting a written enquiry or service request will be provided with a reference number within five (5) business days in their preferred form of contact.

The enquiry or service request will be acknowledged in writing or preferred form of contact by the responsible department within 10 business days providing the name of the responsible officer and an anticipated timeframe for resolution.

Customers submitting complex enquiries or service requests involving planning or scheduling of Council resources will receive regular updates whilst the request is open for action.

Written correspondence should be submitted either over the counter at any Council customer service centre, via email info@sbrc.qld.gov.au or by mail to South Burnett Regional Council, PO Box 336, Kingaroy Qld 4610.

3.1.4. Social Media

Council will respond to general enquiries submitted through Council social media platforms during Council hours of operation. These platforms may be monitored but not active outside of these hours.

Requests for service should be lodged directly with Council via telephone (07) 4189 9100 or written correspondence via email info@sbrc.qld.gov.au or by mail to South Burnett Regional Council, PO Box 336, Kingaroy Qld 4610.

3.1.5. In Person

Customers who present to a Council customer service centre with a straightforward request for factual and easily accessible information, forms or general advice will be accommodated at the time of enquiry.

Requests which require follow up or response from another department will be logged as a customer request in Council's business system. A reference number for the request will be provided to the customer at that time. The request will be acknowledged by the relevant department within 10 business days in the Customer's preferred form of contact.

Where a request is referred to a Council department, the relevant department will provide the name of the responsible officer and an anticipated timeframe for resolution.

Customers requiring technical advice will generally be provided with this information via phone or in writing. In person appointments will be made by mutual agreement and are of most value where customer requests are complex allowing opportunity for further questions and clarity.

Customers who identify as a person with a disability should, where appropriate, advise the customer contact officer who will endeavour to respond effectively to the customer's need for assistance.

3.1.6. Exclusions or Exemptions to response timeframes:

In accordance with legislation or policy, applications / permits / items of correspondence forwarded to Council may require processing in various ways and alternate timeframes exist for these matters. Requests with timeframes listed in legislation or policy will be adhered to and advised to the customer in the acknowledgment correspondence and/or by the customer's preferred form of contact.

3.2. Hours of Operation

Council's customer service functions will be available during Council's advertised hours of operation (generally 8.30am to 4.30pm Monday to Friday). An 'After-Hours' telephone emergency service through the main telephone number (07) 4189 9100 will be provided to enable customers to contact Council outside normal business hours for urgent matters.

3.2.1. Requests that are Unreasonable or Abusive

Council employees are trained to deal fairly, objectively and empathetically with all customers. However, in some cases a customer's conduct can go beyond what is acceptable.

It is important that Council manages unreasonable or abusive customer conduct. Council employees reserve the right to terminate a telephone call or contact over the counter with customers behaving unreasonably.

Council identify three (3) main types of 'unreasonable' behaviours:

- Customers who become physically or verbally aggressive; and/or
- Customers that make substantial and unreasonable demands on the workload and resources of Council; and/or
- Customers acting in a manner which threatens or vilifies.

If ongoing measures are considered necessary by the Chief Executive Officer, appropriate measures will be put in place to protect Council employees and the general public. The customer will be advised of the measures put in place by Council operations and the reason for the measures.

4. DEFINITIONS

Business Day means a day that is not a Saturday, a Sunday or a public holiday in Council and commences the day after contact with Council. For the purposes of this policy only, this definition is extended to include contracted personnel who are performing work under direction and control of Council.

Council Employee means 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.

Customer means any person or organisation that has any interaction with Council. This includes but not limited to residents, ratepayers, business operators, government officers and elected representatives.

Customer Request means a request for provision of a Council service that a member of the public may generally make such as a road repair request or the reporting of a non-compliance issue.

5. LEGISLATIVE REFERENCE

Acts Interpretation Act 1901 (Cth)
Information Privacy Act 2009 (Qld)
Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Privacy Act 1988 (Cth) - Australian Privacy Principles
Right to Information 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Complaints Management Policy – Statutory 040
 South Burnett Regional Council Employee Code of Conduct – Statutory 011
 South Burnett Regional Council Information Privacy Policy – Statutory 038
 South Burnett Regional Council Workplace Health and Safety Policy – Statutory 015

7. NEXT REVIEW

As prescribed by legislation or every two (2) years – January 2023

8. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	New Policy	29 July 2009	536218
2	Revised Policy	20 January 2021	2745004

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.7 APPOINTMENT OF THE INDEPENDENT MEMBERS TO THE CORPORATE RISK & AUDIT ADVISORY COMMITTEE

File Number: 20 January 2021
Author: General Manager Finance and Corporate
Authoriser: Chief Executive Officer

PRECIS

Appointment of the Independent Committee Members to the South Burnett Regional Council Corporate Risk & Audit Advisory Committee

SUMMARY

South Burnett Regional Council ('Council') Corporate Risk & Audit Advisory Committee ('Committee') is an essential component in the corporate governance structure of Council. As outlined in the "Report 2: 2020-21 Effectiveness of audit committees in state government entities", effective audit committees help local governments become more efficient, effective, and economical, whilst promoting accountability, integrity and transparency.

Pursuant to *Subdivision 2 Audit Committee of the Local Government Regulation 2012*, having established the Committee, Council must appoint at least three (3) and no more than six (6) members which includes one (1) but no more than two (2) Councillors and at least one (1) member who has significant experience and skills in financial matters.

OFFICER'S RECOMMENDATION

That the South Burnett Regional appoint:

1. Peter van der Eijk as an Independent Committee Member of the South Burnett Regional Council Corporate Risk and Audit Advisory Committee for a term of three (3) years.
2. JP O'Kennedy as an Independent Committee Member of the South Burnett Regional Council Corporate Risk and Audit Advisory Committee for a term of three (3) years.
3. George Hampouris as an Independent Committee Member of the South Burnett Regional Council Corporate Risk and Audit Advisory Committee for a term of three (3) years.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report other than what has been identified within the Annual Operational Plan 2020/2021 and the Annual Budget 2020/2021.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2018/19 to 2022/23:	EXC1 Effective financial management
	EXC1.1 - Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices
	EXC2 Effective corporate management
	EXC2.1 – Deliver governance that provides sound organisational management and complies with relevant legislation
	EXC2.2 – Appropriately resource the organisation to deliver Council's strategic objectives

	EXC2.3 – Deliver corporate business solutions that meet corporate and customer needs
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.
	Develop and implement sound corporate risk management and internal audit policies and strategies

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Expressions of Interest for Independent Members of the Committee were called for, promoting the opportunity across professional networks both in and outside of Queensland Local Government. The membership composition of the Committee being five (5) members (2 Councillors - Mayor Brett Otto/Cr Kirstie Schumacher - and 3 Independent Members) was supported by the Committee and endorsed by Council through the adoption of the Corporate Risk and Audit Advisory Committee Policy (Minute number 2020/116, Moved: Cr Kathy Duff Seconded: Cr Danita Potter, Carried 7/0).

Council received 26 submissions. A selection panel ('panel') was established comprising Mayor Brett Otto (Chair of the Committee), Cr Kirstie Schumacher (Councillor Member of the Committee) and the Chief Executive Officer Mark Pitt PSM.

The panel shortlisted the applicants to seven (7) with interviews held Monday 11 January 2020. Mayor Brett Otto was an apology for the interviews therefore the panel comprised Cr Kirstie Schumacher and the Chief Executive Officer Mark Pitt PSM.

The panel duly assessed the interviewees' performance as per the Interview Assessment process with a selection of the three (3) highest scoring participants recommended to Council for membership of the Committee.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Human Rights Act 2019 (Qld)

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

No direct local law or delegation implications arise from this report

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

South Burnett Regional Council ('Council') Corporate Risk & Audit Advisory Committee ('Committee') is an essential component in the corporate governance structure of Council. As outlined in the "Report 2: 2020-21 Effectiveness of audit committees in state government entities", effective audit committees help local governments become more efficient, effective, and economical, whilst promoting accountability, integrity and transparency.

Pursuant to *Subdivision 2 Audit Committee of the Local Government Regulation 2012*, having established the Committee, Council must appoint at least three (3) and no more than six (6) members which includes one (1) but no more than two (2) Councillors and at least one (1) member who has significant experience and skills in financial matters.

After careful consideration and shortlisting against the selection criteria, seven (7) applicants were interviewed by the panel. The responses from the interviewees were assessed on merit with the panel agreeing unanimously to recommend the appointment of the following applicants to the Committee for a period of three (3) years:

- Peter van der Eijk

Peter has substantial experience with Boards and committees. Peter is currently employed as an Auditor within a leading global provider operating in the Public Sector and has a comprehensive understanding of accounting standards and financial reporting.

- JP O'Kennedy

JP is currently employed as a lead audit possessing expertise in TechnologyOne (Council's business system), audit, assurance and corporate risk.

- George Hampouris:

George is a Certified Practising Accountant who has experience working with Federal, State and Local governments within Australia primarily in areas of audit, corporate risk and compliance.

ATTACHMENTS

Nil

9.8 DRAFT CORPORATE PLAN 2021-2026**File Number: 16-12-2020****Author: Coordinator Executive Services****Authoriser: Chief Executive Officer****PRECIS**

Draft Corporate Plan - consideration to being process for public engagement and consultation.

SUMMARY

Council is legislatively required under section 165 of the *Local Government Regulation 2012* to prepare a corporate plan for each period of five (5) financial years. The Local government must adopt its five (5) year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the first financial year that is covered by the plan. It is envisaged the draft plan will be presented to the April General Meeting for adoption.

OFFICER'S RECOMMENDATION

That Council receive the Draft Corporate Plan 2021-2026 and approves release of the draft Corporate Plan for community consultation.

FINANCIAL AND RESOURCE IMPLICATIONS

The Corporate Plan will give guidance and direction to future year budgets and operational plans.

LINK TO CORPORATE/OPERATIONAL PLAN

The Corporate Plan details direct linkages such as:

EC1 - Enhancing our community

ENV - Our Environment

GO - Growth and Opportunity

EXC - Organisational Excellence

INF - Infrastructure

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

2021 – 2026 Corporate Plan Communication Strategy.

Workshops have been held with Councillors on the following dates in the 2020 year:

29 July; 8 October; and 9 December. A further workshop was conducted with Councillors and senior staff on 13 January 2021.

The matter was considered at the General Meeting of 16 December 2020 with the following procedural resolution being adopted to allow for further discussion.

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the matter lay on the table until the January 2021 General Meeting of Council

CARRIED 7/0

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

A Corporate Plan is a statutory requirement pursuant to *Section 165* of the *Local Government Regulation 2012*.

165 Preparation of 5-year corporate plan

- (1) A local government must prepare a 5-year corporate plan for each period of 5 financial years.*
- (2) A local government must adopt its 5-year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the first financial year that is covered by the plan.*
- (3) A local government may, by resolution, amend its 5-year corporate plan at any time.*
- (4) A local government must discharge its responsibilities in a way that is consistent with its 5-year corporate plan.*

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

There is a reasonable expectation that over the coming years, the community of the South Burnett Region is set to grow and evolve and will face significant changes. As the 2020 year has seen, change is often sudden and inevitable, whether it is a growing and more diverse population, increases or decreases in economic activity, new infrastructure challenges or simply the community's changing expectations. Any one of these could significantly affect the lifestyle of our residents. Council wants to ensure our organisation, and the community, is proactive in planning for the future, creating a Region that is admired for its strength, resilience and ability to embrace and benefit from change.

The South Burnett Regional Council Corporate Plan 2021 - 2026 sets the strategic direction and priorities for our organisation for the next five financial years. It identifies expectations that the community desires within the Region and outlines what Council will do to achieve these expectations. The Plan is designed around five themes, each supported by several outcomes that Council is committed to achieving.

There are a range of new plans and strategies to be developed over the life of the plan and Council will need to consider any resource and implications of those plans and strategies.

It is a requirement for Local Governments in Queensland to adopt a Corporate Plan every five years and pursue the achievement of the strategic objectives within the Plan. When completed, the Corporate Plan will be directly linked to Council's long-term strategic documents, including our annual budget and Operational Plan. Reporting on the progress of the outcomes within the Corporate Plan are conducted through the Annual Report and Operational Plan quarterly progress reports.

ATTACHMENTS

1. **SBRC Draft Corporate Plan 2021-2026**  
2. **2021-2026 Corporate Plan Communication Strategy**  



South Burnett Regional Council Corporate Plan 2021-26

Adoption by Council

The South Burnett Regional Council 2021– 2026 Corporate Plan was adopted by Council on 28 April 2021.

Copies of the Corporate Plan

Copies of both the Corporate Plan and the Annual Report are available free of charge electronically on Council's website at www.southburnett.qld.gov.au or can be viewed at any Council Library or Customer Service Centre .

Contact Us

All written communications to be addressed to:

"The Chief Executive Officer"

PO Box 336 Kingaroy Q 4610

P 1300 789 279

E info@sbrc.qld.gov.au

W www.southburnett.qld.gov.au

F www.southburnettregion

T @SouthBurnettRC

ABN 89 972 463 351

Acknowledgement

We acknowledge and respect the Wakka Wakka and Wullu Wullu people, the traditional owners of this land that we live, work and play on and respect their cultures, their ancestors and their elders past and present and future generations.

Version

VERSION draft 1.04 (14-01-21)

COUNCIL'S COMMITMENT

Our commitment to our Region and our Communities.

The South Burnett Regional Council will work to the financial strength of our region and is committed to a Council presence in all of our communities.

This is transformation time for the region – with so many exciting opportunities.

Leadership, advocacy, culture, collaboration and promotion are our key enablers.

The two key priorities of this term of Council will be to continue to give attention to ongoing financial sustainability and to continue to support and develop our towns and villages.

Recognising that a significant portion of Council's annual budget each year goes to the provision of ongoing services and facilities that are valued by our communities (estimated at in excess of 80% of the annual budget), Council commits in this plan to continuing to provide those recurrent services and facilities at or near existing service levels over the life of this plan, resources permitting.

Council is committed to open and transparent decision making.



OUR VISION:

"The South Burnett... unique communities working together in a strong and vibrant region."



OUR PURPOSE:

“ South Burnett Regional Council... making a positive difference in peoples lives through the quality of the work we do.”

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MAYOR'S MESSAGE

Introduction paragraph.

Mayor's message here...

OUR REGION

Located on the edge of the Great Dividing Range and set against a backdrop of the Bunya Mountains, the South Burnett is a unique blend of vibrant country towns and laid-back living.

SITUATED Inland from the Sunshine Coast and an easy two-hour drive from Brisbane, the South Burnett is a great place to make a home.

In the past our region was probably best known for peanuts. But beyond Kingaroy's famous moniker of the 'Peanut Capital of Australia', the South Burnett offers much more. Our residents enjoy a relaxed country lifestyle, contrasted with abundant opportunities and possibilities afforded by our innovative industries. From agriculture, manufacturing, mining and renewable energy, to art, culture, tourism, health and quality education, the South Burnett really does have it all.

The region is blessed with rich agricultural land that produces high-quality agricultural products for both domestic and international markets including peanuts, navy beans, maize, wheat, grain, dubosia and sorghum. The region also boasts Swickers - Queensland's only export accredited pork abattoir. The local wine industry is gaining momentum, producing award-winning wines, that can be paired with produce direct from farm to plate.

Kingaroy is the hub of the South Burnett and has an airport, bus services to Brisbane, a shopping centre, Government agencies and many facilities generally expected in much larger centres. All townships within the region support a vigorous sporting and social lifestyle with facilities such as museums, art galleries, shopping centres, indoor/outdoor sporting facilities,



parks and green spaces, local theatre groups, annual festivals and music venues.

The timber-town of Blackbutt is home to Australia's only annual avocado festival. Historical Nanango is considered Queensland's fourth oldest town and has a number of heritage-listed sites including Ringsfield House, the Nanango Court House and the Butter Factory. Further to the north, 12km from Murgon, is the spectacular Bjelke-Petersen Dam. Another lake in the region popular for fishing is Lake Boondooma. Rock wallabies can be seen on local cliffs, particularly around twilight hours. The Garnet gem fields are located just west of Proston.

With our outstanding lifestyle opportunities, the South Burnett is a great place to be.

CORPORATE PLAN ENGAGEMENT

The purpose of this document is to outline the process for developing and facilitating community engagement activities required for the development of the South Burnett Regional Council 2021-26 Corporate Plan.

What are we doing?

South Burnett Regional Council is developing a new draft Corporate Plan. A legislative requirement, the new Corporate Plan will guide how Council prioritises and delivers services, programs and facilities to the community over the next five years. It is also the core strategic document that helps Council set its annual Budget and Operational Plan.

The Corporate Plan is a living document, where its success lies in having conversations with our communities to ensure that Council's goals align with the needs and priorities of our people.

What's changing?

In this plan, we're focusing on the outcomes that will make the biggest transformation for the South Burnett in the medium term – from the environment through to the economy, our community and our organisation.

The new document, once adopted, will be Council's third five-year Corporate Plan since the original Corporate Plan for the South Burnett Regional Council which was adopted in 2010. The five (5) outcome areas and long-term goals identified in the Community Plan remain the same:

- Enhancing our communities and lifestyle
- Building our infrastructure and enhancing our towns and villages
- Taking advantage of growth opportunities
- Protecting our environments
- Organisational Excellence

The South Burnett Regional Council acknowledges the traditional custodians of country in the South Burnett region - the Wakka Wakka and Wulli Wulli People. We also acknowledge the cultural diversity of all Aboriginal and Torres Strait Islander People, elders past and present and the significant contribution Aboriginal and Torres Strait Islander People have made and continue to make to shaping the identity of the South Burnett and Australia.

The draft Corporate Plan identifies key issues under each outcome area as priorities for the next five years. We have also reviewed and refreshed our corporate vision, mission and values, which articulate our long-term direction and define the culture of Council's organisation.

We asked the key questions

A number of key officers across Council have been involved in researching and developing the draft Corporate Plan. Workshops with Council officers and Councillors have been held to identify and prioritise the challenges and opportunities Council faces in the next five years, relating to each of the outcome areas of the South Burnett Regional Council Corporate Plan.

In proposed discussions with our staff and our community about this Corporate Plan, we ask the key question:

'In the next five years, what can make the biggest difference and how can Council best serve the community?'

Developing the draft Corporate Plan – what's happened so far

As part of this process, we are asking for stakeholder and community feedback through a series of meetings and online surveys:

- **January to March 2021:** Councillors and Council officers will meet with community representatives.
- **February to March 2021:** An online survey to be conducted.

We will review the community feedback in detail, taking all points of view into consideration when developing the draft new Corporate Plan.

On 28 April 2021, Council will adopt the 2021 – 2026 Corporate plan at the General Meeting.

The next steps:

- **Monday 25 January to cob Friday 5 March 2021:** The draft is available for community feedback.
- **March/April 2021:** Council will consider the final draft for adoption.
- **28 April 2021:** Corporate Plan adopted by Council.

Additional documents

Draft plan
 Comment form (Online)
 Comment form (hard copy)

STAGES OF ENGAGEMENT



COMMUNITY ENGAGEMENT

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

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



“South Burnett Regional Council doesn't just provide roads, rates and rubbish. We provide leadership, build community and plan for a positive future.”
MAYOR BRETT OTTO

The formation of the 2021-26 Corporate Plan Communication Strategy has been developed in conjunction with the following key corporate documents:

- Community Engagement Policy
- Community Engagement Procedure
- Media Relations Policy
- Social Media Procedure
- Employee Code of Conduct

ABOUT THE CORPORATE PLAN

Legislative Requirements

It is a mandatory requirement of section 104(5A) of the *Local Government Regulations 2012* for a Council to prepare and adopt a Corporate Plan. The Corporate Plan shall be for a period of five(5) years and will remain in force for the specified period of the plan or until the earlier adoption of a new plan.

The local government must ensure each Corporate Plan is prepared and adopted in enough time, before the start of the first financial year covered by the plan, to allow preparation and adoption of a budget for the financial year consistent with the plan.

By Council resolution, the Corporate Plan may be revised or amended at any time provided the changes comply with the Local Government Finance Standards.

Community Consultation

A draft Corporate Plan was prepared and open for public inspection from (insert date) to (insert date). This gave the community an opportunity to review the draft plan and provide comments back to Council for their consideration.

At the conclusion of the consultation period the comments from the community feedback forms were collated and considered by Council.

The Corporate Plan was adopted at the General Meeting held on (insert date).

Planning Framework

The Plan sets the strategic direction of the Local Government and states the performance indicators for measuring the local government's progress in achieving its vision for the future of the local government area.

The Corporate Plan is supported by Council's Annual Operational Plan which details the activities and projects planned to achieve our goals. The annual budget provides the funding and resources to meet the objectives of the operational plan.

An assessment of Council's performance in implementing its Corporate and Operational Plans will be monitored with quarterly Operational Plan Reviews and reported in Council's Annual Report.

Both the Annual Report and quarterly reviews will be publicly accessible and available on Council's website at www.southburnett.qld.gov.au.

STRATEGIC PRIORITIES

1. **ENHANCING LIVEABILITY AND LIFESTYLE**
Elevate the South Burnett region to be recognised as a "Community of choice".
2. **PROVIDING KEY INFRASTRUCTURE FOR OUR TOWNS AND VILLAGES**
Develop, renew and maintain community infrastructure through sound asset management principles.
3. **GROWING OUR REGION'S ECONOMY AND PROSPERITY**
Boost our economy through investment and innovation that promotes population growth and community wellbeing.
4. **SAFEGUARDING OUR ENVIRONMENT**
A sustainable environment, proactively and responsibly managed in partnership with the community for future generations.
5. **ORGANISATIONAL EXCELLENCE**
An organisation that is characterised by effective leadership, responsible management, good governance and quality service delivery.

1

ENHANCING LIVEABILITY AND LIFESTYLE

Elevate the South Burnett region to be recognised as a “Community of choice”.



KEY PRIORITIES	
EC1	Develop and implement initiatives to enhance community parks, gardens and recreational facilities , which includes a tree planting strategy and perennial (drought tolerant) shrubs and flower planting program.
EC2	Develop and implement service standards for maintenance and cleaning programs for the CBD areas of our townships .
EC3	Advocate to minimise the impact of heavy vehicle traffic on the CBD areas of major towns as appropriate.
EC4	Develop and implement a regionally themed Arts, Culture and Heritage strategic plan incorporating all of our communities.
EC5	Continue to support, renew and maintain pools and libraries across our region at agreed service levels.
EC6	Appropriately support and encourage volunteers, advisory groups and community organisations to value add to Council's services and infrastructure.
EC7	Development and implementation, in consultation with local communities, of realistically achievable rural resilience programs .
EC8	Partner with our region's youth to develop and implement a regional youth plan .
EC9	Develop, in consultation with communities, 'Community Plans' that identify key priorities for each town and village to inform Council's prioritisation.
EC10	Support indigenous reconciliation and empowerment through the development and implementation of a Reconciliation Action Plan .
EC11	Support, advocate and facilitate real outcomes on mental health and suicide prevention , including advocating for a community well-being centre.
EC12	Develop and implement a plan that makes our region's towns 'Communities of choice' for people living with disability .
EC13	Work with our senior citizens to provide greater opportunities for them to play an active role in our communities and to age in place.
EC14	Develop and implement a systematic programme for non-compliant residential living arrangements that pose significant health and safety risks.
EC15	Develop and implement a systematic programme to identify and take action to address overgrown allotments across all regional residential areas.
EC16	Develop and implement a systematic programme to identify and take action to address stray / feral dogs and cats across all regional residential areas.
EC17	Community education and assistance to support food businesses to meet relevant compliance standards.
EC18	Continue to provide pro-active support to the local disaster management group .
EC19	Partner with community to develop and promote events .
EC20	Support for the implementation of the adopted sport and recreation plan through prioritised annual action plans.

2

PROVIDING KEY INFRASTRUCTURE FOR OUR TOWNS AND VILLAGES

Develop, renew and maintain community infrastructure through sound asset management principles.



KEY PRIORITIES	
IN1	Continue to provide, and investigate options to improve, local roads, bridges, drainage and CBD footpath infrastructure upgrades, renewals and maintenance.
IN2	Continue to provide, and investigate options to improve, slashing and spraying programmes on state and local road networks.
IN3	Collaborate with the transport sector and industry to identify key freight route state infrastructure and advocate to government on asset upgrades, renewal and maintenance.
IN4	Develop and implement a hierarchy and program to refurbish median strips and roundabouts prioritising entry ways into our major towns.
IN5	Continue to provide and investigate options to improve rail trail infrastructure, residential footpaths and cycleways to promote connectivity.
IN6	Develop a secure and reliable urban and rural water supply system through increased allocations, upgraded and renewed infrastructure and pricing models.
IN7	Continue to focus on initiatives that position our region as a destination of choice for caravan and RV camping .
IN8	Undertake an audit to identify Council land that can be divested.
IN9	Investigate options for leasing opportunities to not-for-profit groups and organisations .
IN10	Continue to provide and investigate options to improve our dams as tourist attractions and our saleyards as an important community asset.
IN11	Identify assets that may be suitable for commercialisation .
IN12	Advocate and support the specialist health services needs of our residents.
IN13	Continue to provide, and investigate options to improve, our cemetery infrastructure .
IN14	Continue to provide, and investigate options to improve, our aerodromes .

3

GROWING OUR REGION'S ECONOMY AND PROSPERITY

Boost our economy through investment and innovation that promotes population growth and community wellbeing.



KEY PRIORITIES	
GR1	Develop and implement a well-researched, action based 'Regional Development Strategy' that supports business and employment growth.
GR2	Work with key stakeholders to create a pipeline of priority shovel ready projects that aim to improve the quality of life experienced by all residents, invest in strategic infrastructure and create a prosperous future for all.
GR3	Support and advocate for the development of an expanded and diversified agricultural economy .
GR4	Continue to provide and investigate options to improve our arts, heritage, visitor information centres and tourism infrastructure .
GR5	Advocate for and support industry led development of the region's tourism sector .
GR6	Support appropriate growth and development with responsive planning schemes, processes, customer service and other initiatives.
GR7	Explore and pursue opportunities for post-secondary education within the region.
GR8	Advocate for enhanced regional digital connectivity .
GR9	Support local businesses through the implementation of Council's Procurement Policy and encourage others to support and buy local .
GR10	Progress the 25 year Economic Roadmap as a priority project further to the NWIDF Water Feasibility Study .
GR11	Advocate for and support the options short list as identified in the NWIDF Water Feasibility Study - North and South Burnett Options Analysis .
GR12	Partner with relevant key stakeholders and our First Nations People to support indigenous tourism outcomes in a culturally appropriate way.
GR13	Support and partner in the growth of adventure tourism in the South Burnett.
GR14	Support our community and key stakeholders to build a plan for our region's eventual coal transition .
GR15	Work with key stakeholders to promote workforce attraction and retention in the South Burnett.
GR16	Support the development of an agricultural land and product asset mapping program .

4

SAFEGUARDING OUR ENVIRONMENT

A sustainable environment, proactively and responsibly managed in partnership with the community for future generations.

KEY PRIORITIES	
EN1	Investigate and consider an Environmental Sustainability Policy .
EN2	Continue to provide and investigate options to improve waste reduction, landfill management and recycling .
EN3	Ongoing commitment to bio-security and pest management .
EN4	Encourage responsible investment in renewable energy .
EN5	Encourage investment in transport innovation, including electric vehicles and charging stations .



5

ORGANISATIONAL EXCELLENCE

An organisation that is characterised by effective leadership, responsible management, good governance and quality service delivery.



KEY PRIORITIES	
OR1	Deliver on our Corporate Plan through high level delivery of the annual operational plans .
OR2	Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
OR3	Manage Council assets effectively through the development and implementation of Asset Management Plans .
OR4	Continue to monitor and align the organisational structure with Council's adopted strategies and priorities.
OR5	Continue to give priority to ongoing financial sustainability and prudent budget management.
OR6	Implement consultative, responsible and sound project management practices.
OR7	Continue implementation of zero-based budgeting to support responsible fiscal management in the preparation of Council's budget.
OR8	High level implementation of Council's Customer Service Charter .
OR9	Develop a continuous improvement, customer focused culture led by the senior management team and underpinned by an effective performance setting, monitoring and evaluation system.
OR10	Increased commitment to community engagement and to proactive strategic delivery of media and communications .
OR11	Develop for endorsement by Council a Workforce Plan that guides the engagement, development, management and performance of Council's human resources.
OR12	Advocate strongly to key stakeholders, including state and federal governments, on regional priorities.
OR13	Implement reliable, realistic and cost-effective business systems and practices .
OR14	Continue to implement regional equity / consistency in Council's rating system.



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www.southburnett.qld.gov.au
southburnettregion

*(Image front and back cover:
Nancy Jayde Photography)*



2021-26 CORPORATE PLAN

COMMUNICATION STRATEGY

Committed to open and transparent decision making.



CORPORATE PLAN ENGAGEMENT

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What are we doing?

South Burnett Regional Council is developing a new draft Corporate Plan. A legislative requirement, the new Corporate Plan will guide how Council prioritises and delivers services, programs and facilities to the community over the next five years. It is also the core strategic document that helps Council set its annual Budget and Operational Plan.

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Additional documents

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Comment form (Online)
Comment form (hard copy)

Stages of engagement



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Community Engagement

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- Community Engagement Procedure
- Media Relations Policy
- Social Media Procedure
- Employee Code of Conduct



(Image front cover: Nancy Jayde Photography)

IMPLEMENTATION

The following outlines the implementation of the South Burnett Regional Council 2021-26 Corporate Plan Communication Strategy.

1. Introduction

South Burnett Regional Council is developing a new draft Corporate Plan. A legislative requirement, the new Corporate Plan will guide how Council prioritises and delivers services, programs and facilities to the community over the next five years. It is also the core strategic document that helps Council set its annual Budget and Operational Plan.

As part of this process, Council will be asking for stakeholder and community feedback through a series of meetings, an online survey and will also encourage written feedback.

2. Objectives

Objectives of the Communication Strategy include:

- Informing Council of development requirements for Plan
- Create awareness of and encourage involvement in creating the Plan
- Inform stakeholders of the progress of the Plan
- Promote the completed Plan to stakeholders
- Encourage use of the Plan

3. Target Audience

Internal Stakeholders - Councillors, Council officers and staff

External Stakeholders - Community members, business representatives, government departments

4. Key Messaging

1. A Community Plan by the region for the region.
2. Be involved... have your say! In the next five years, what can make the biggest difference and how can Council best serve the community?
3. We want your feedback!

4. Implementation Plan

The following communication methods are proposed:

STAKEHOLDER	ENGAGEMENT ACTIVITY	TIMELINE
Working Council of development requirements for Plan		
Internal Stakeholders / Councillors and Council Officers	Internal Workshop	29-07-2020
	Procurement process	05-08-2020
	Engagement of Contractor	08-09-2020
	Internal Workshop	07-10-2020
	Draft document	08-12-2020
	Internal Workshop	09-12-2020
	General Meeting	16-12-2020
	Internal Workshop	13-01-2021
	General Meeting	20-01-2021

STAKEHOLDER	ENGAGEMENT ACTIVITY	TIMING
Create awareness of and encourage involvement in creating the Plan		
Internal and External stakeholders - Council, public	Media Release	21-01-2021
	Council's website	21-01-2021
	Council's facebook	21-01-2021
	Advertisement - print/radio	21-01-2021
	Flyers / Posters	21-01-2021
	Online Survey / Written submissions	25-01-2021 to 05-03-2021
	Community Meetings	01-02-2021 to 05-03-2021
Internal stakeholders - Council officers and staff	Staff Meeting	January 2021
	Staff Intranet	January 2021
	Staff Newsletter	January / February 2021
	Staff Workshops	January / February 2021
Inform stakeholders of the progress of the Plan		
Internal and External stakeholders - Council, public	Media Release	22-02-2021
	Council's website	22-02-2021
	Council's facebook	22-02-2021
	Advertisement - print/radio	22-02-2021
Internal stakeholders - Council officers and staff	Staff Meeting	February 2021
	Staff Intranet	February 2021
	Staff Newsletter	February 2021
Promote the completed Plan and encourage use of the Plan by stakeholders		
Internal and External stakeholders - Council, public	Media Release	29-04-2021
	Council's website	29-04-2021
	Council's facebook	29-04-2021
	Advertisement - print/radio	Early May 2021
Internal stakeholders - Council officers and staff	Staff Meeting	Early May 2021
	Staff Intranet	Early May 2021
	Staff Newsletter	Early May 2021

9.9 MONTHLY FINANCIAL REPORT

File Number: 20-Jan-2021
Author: Manager Finance
Authoriser: Chief Executive Officer

PRECIS

Monthly Financial Report as at 31 December 2020.

SUMMARY

The following information provides Council's position as at 31 December 2020.

OFFICER'S RECOMMENDATION

That the Monthly Financial Report including Capital Works and Works for Queensland as at 31 December 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*.

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

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

This monthly report is designed to illustrate the interim financial performance and position of South Burnett Regional Council compared to the second quarter amended budget, for the period ended 31 December 2020.

ATTACHMENTS

1. **Monthly Financial Reports - Interim December 2020** [↓](#) 



South Burnett Regional Council
Monthly Financial Report
Interim December 2020



Executive Summary

This monthly report is designed to illustrate the interim financial performance and position of South Burnett Regional Council compared to the second quarter amended budget, at an organisational level, for the period ended 31 December 2020.

Key Points - Income Statement

% of Time Passed as at
31 December 2020 50%

	YTD	2020/2021 Amended Budget	% of Budget Used	% Variance
Recurrent Revenue	\$ 33,048,699	\$ 68,721,241	48%	-2%
Recurrent Expenditure	\$ 35,634,766	\$ 73,282,041	49%	1%

- Recurrent Revenue is slightly lower than expected due to timing in private works and operational grant revenue. These will ramp up in the next six months as RPC and RMPC works and grant milestones are completed. All other revenue streams are currently tracking above target due to timing from annual invoicing processed for rentals, animal registrations and food permits. Increases in planning applications and tourist park income have also contributed to increased revenues in their areas.
- 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. Timing variances also seen for allocation of waste levy offset and Visit South Burnett Partnership.
- Timing in 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	\$ 911,197,521	\$ 922,751,604	-\$ 11,554,083
Total Liabilities	\$ 55,584,215	\$ 61,025,445	\$ 5,441,230
Community Equity	\$ 855,613,306	\$ 861,726,159	\$ 6,112,853
Unrestricted Cash	\$ 16,700,615		
Restricted Cash	\$ 22,359,355		
Total Cash Balance	\$ 39,059,974		

	Total Balance	90 Days Overdue	Monthly Movement	Comment
P&R Debts	\$ 333,415	\$ 166,259	↓	Approximately half with debt collectors or payment plans
AR Debtors	\$ 460,795	\$ 193,363	↑	\$73k with debt collectors, \$7k payment plan, \$29k following up with debtor, \$84k being paid when capital project has been completed.
Rates Debtors	\$ 5,282,584			

Executive Summary

Capital Amended Budget	WIP Balance	Total To Spend	Total expenditure (incl committed)	% (Actual + Committed)	Actual expenditure (excl committed)	% (Actual)
\$ 39,648,207	\$ 7,370,809	\$ 47,019,017	\$ 19,940,765	42.4%	\$ 13,941,652	29.7%

- 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	9.31	>=3	✓	
Operating Cash Ratio	3.98	>=3	✓	
Current Ratio	4.04	Between 2 and 4	✗	Ratio is just above the upper limit
Funded Long-Term Liabilities	74.7%	>=59%	✓	
Debt Servicing Ratio	6.8%	<=10%	✓	
Debt to Asset Ratio	3.6%	<=10%	✓	
Interest Coverage Ratio	2.4%	Between 0% and 5%	✓	

Executive Summary

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1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 31 December 2020
50% of Year Complete

	2020	Original Budget	Amended Budget	Variance
	\$	\$	\$	%
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	24,953,876	50,092,435	49,893,435	50%
Fees and Charges	3,007,391	3,830,704	4,308,414	70%
Rental Income	256,714	319,954	319,954	80%
Interest Received	327,412	1,016,500	620,500	53%
Sales Revenue	766,969	3,025,851	3,360,851	23%
Other Income	454,968	748,975	808,975	56%
Grants, Subsidies, Contributions and Donations	3,281,370	8,057,698	9,409,112	35%
	<u>33,048,699</u>	<u>67,092,117</u>	<u>68,721,241</u>	<u>48%</u>
Capital Revenue				
Grants, Subsidies, Contribution and Donations	4,223,392	17,409,799	17,409,799	24%
Total Income	<u>37,272,091</u>	<u>84,501,916</u>	<u>86,131,040</u>	<u>43%</u>
Expenses				
Recurrent Expenses				
Employee Benefits	11,212,675	24,215,197	24,307,103	46%
Materials and Services	12,887,633	22,821,228	25,243,747	51%
Finance Costs	1,060,372	2,301,704	2,301,704	46%
Depreciation and Amortisation	10,474,087	21,429,487	21,429,487	49%
	<u>35,634,766</u>	<u>70,767,616</u>	<u>73,282,041</u>	<u>49%</u>
Capital Expense				
	(28,269)	(400,000)	(400,000)	7%
Total Expense	<u>35,606,497</u>	<u>70,367,616</u>	<u>72,882,041</u>	<u>49%</u>
Net Result	<u>1,665,595</u>	<u>14,134,300</u>	<u>13,248,999</u>	
Net Operating Result	<u>(2,586,067)</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, 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	\$ 5,485,926	\$ 10,463,681	\$ 10,721,391	51%	\$ 5,173,177	\$ 10,148,249	\$ 10,318,249	50%
Wastewater	\$ 3,012,845	\$ 6,042,573	\$ 6,042,573	50%	\$ 2,860,308	\$ 5,437,917	\$ 5,437,917	53%
Waste	\$ 3,001,968	\$ 5,669,592	\$ 5,669,592	53%	\$ 2,528,479	\$ 5,507,355	\$ 5,507,355	46%
Plant and Fleet	\$ 45,108	\$ 151,000	\$ 151,000	30%	\$ 595,157	\$ 249,000	\$ -	107%
Genops	\$ 25,725,244	\$ 62,171,270	\$ 63,545,684	40%	\$ 25,639,689	\$ 49,523,095	\$ 52,176,280	45%
Total	\$ 37,272,091	\$ 84,501,916	\$ 86,131,040	43%	\$ 35,606,496	\$ 70,367,616	\$ 72,882,041	49%

Revenue for Waste is currently tracking over target partly due to increases from tip disposal fees for commercial customers. Revenue for Plant and Genops departments are currently tracking under budget due to timing in fuel tax credits, grant revenue and private works. These will begin to increase over the next few months.

Expenditure for Fleet is currently tracking above target due to timing in annual registrations and insurances as well as timing on proceeds from sale of old fleet.

2.2 Revenue

2.2.1 Rates Levies and Charges

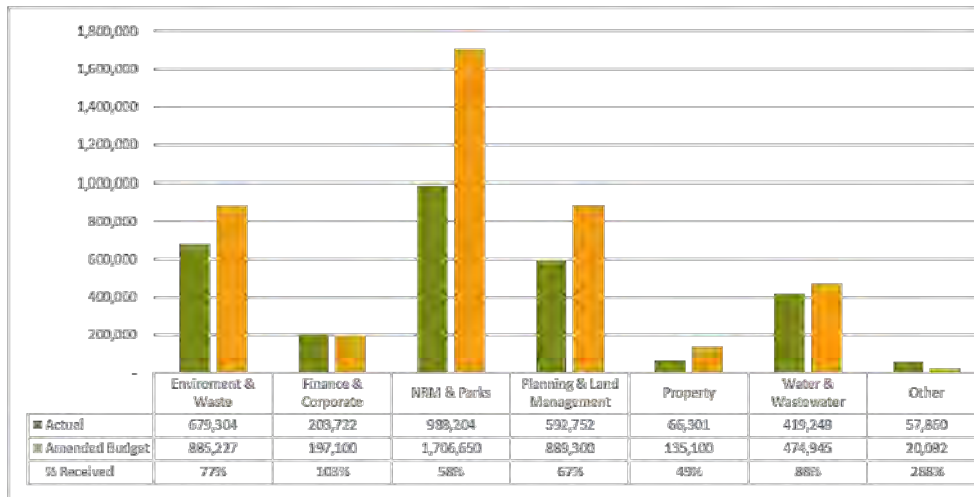
This item shows South Burnett Regional Council's total net income from general rates, service charges (water, sewerage and waste) and special charges.

<i>Rates or Charges</i>	<i>ACTUALS 2020/2021</i>	<i>AMENDED BUDGET 2020/2021</i>
General Rates	\$ 14,356,051	\$ 28,709,347
Quarry Special Charge	\$ 4,464	\$ -
Water Charges	\$ 5,073,861	\$ 10,315,723
Sewerage Charges	\$ 2,923,629	\$ 5,828,973
Waste Collection Charges	\$ 1,129,917	\$ 2,174,107
Community Rescue and Evacuation Levy	\$ 43,822	\$ 70,000
Waste Management Levy	\$ 1,424,005	\$ 2,795,285
Memerambi Estate Levies	-\$ 1,875	\$ -
Total	\$ 24,953,876	\$ 49,893,435

As at 31 December 2020, rates, levies and charges are tracking on target at 50%.

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.



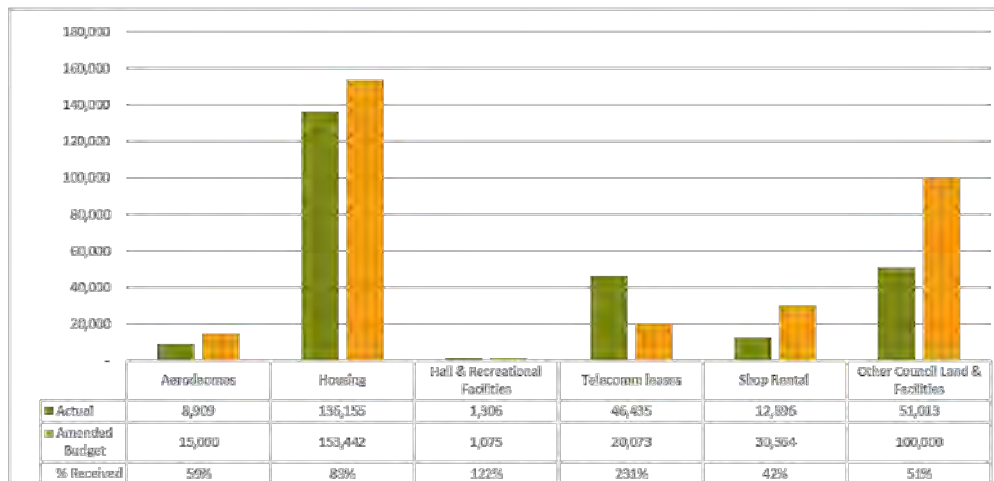
As at 31 December 2020, fees and charges are tracking above target at 70%. The major contributors are:

- Planning has seen an increase in building and development applications in the half 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 is currently higher than expected due to the irrigated and bulk water sales. Bulk water sales refers to water purchases invoiced to Toowoomba Regional Council to supply the Yarraman township. Increases in income in this category is offset by additional expenditure for the purchase of water allocations. Future volumes of water sales will be dependent on weather conditions.
- NRM and Parks have continued to see increase in income from use of Boondooma and Yallakool dams over the school holidays.
- Waste has seen increases in tip disposal income from commercial customers.

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.

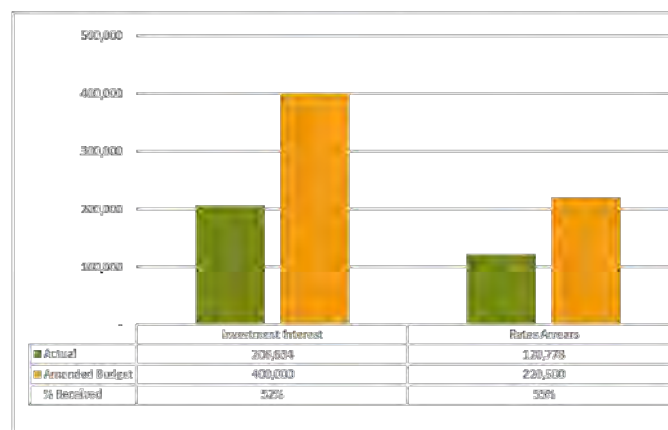
As at 31 December 2020, rental income is tracking high at 80% due to timing in annual rental of various facilities, including telecommunication towers. Housing income will be evaluated in the third quarter review with adjustments to be made where necessary based on expected rental for the remainder of the year.



2.2.4 Interest Received

Interest revenue includes interest on investments and rate arrears.

As at 31 December 2020, interest received is tracking above the expected threshold at 53%.

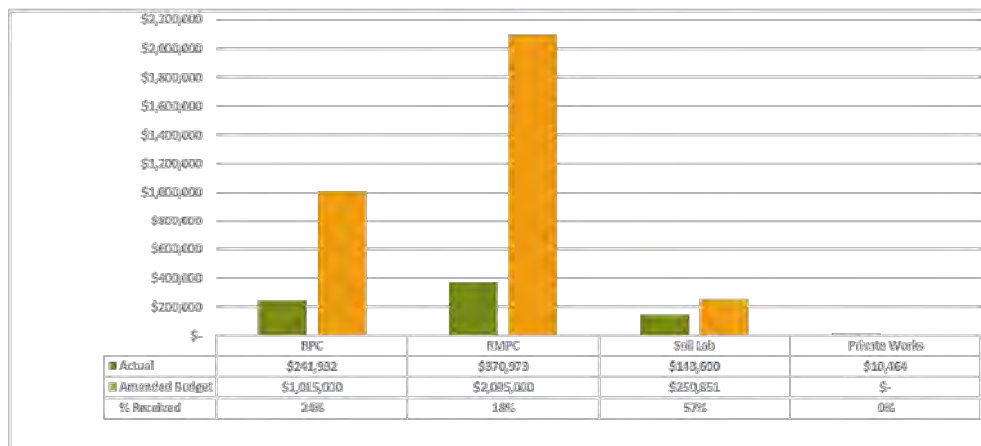


2.2.5 Sales Revenue

Sales revenue is income received from undertaking work for Main Roads, private works and recoverable works conducted by the Soil Laboratory.

As at 31 December 2020, sales revenue is tracking below target at 23% however RPC is not scheduled to start until the New Year, therefore revenue and expenditure surrounding this

stream will increase in accordance with work scheduling. There are also RMPC claims to be submitted for November and December worth approximately \$500k.



2.2.6 Other Income

Other income is sundry income derived from all other sources.

As at 31 December 2020, other income is tracking above target at 56%. 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. Misc Other includes income from quarry materials sourced internally and wild dog scalps.

Income Stream	Actual	Amended Budget	% Received
VIC Income	\$ 68,360	\$ 110,800	62%
Art Gallery Income	\$ -	\$ 500	0%
Pool Income	\$ 23,586	\$ 38,000	62%
Irrigation Income	\$ 26,780	\$ 100,000	27%
Fines	\$ 16,903	\$ 4,000	423%
Scrap Steel	\$ 58,437	\$ 72,000	78%
Library Sales	\$ 992	\$ 3,730	27%
Museum Sales	\$ 1,076	\$ 2,500	43%
Agency Income	\$ 9,652	\$ 40,895	24%
Tourist Parks	\$ 194,952	\$ 175,000	111%
Legal Recovery	\$ -	\$ 190,000	0%
Insurance Claims	\$ 8,860	\$ 20,000	44%
Misc Other	\$ 47,370	\$ 51,550	92%
Total	\$ 454,968	\$ 808,975	

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 December 2020, operating grants are tracking lower than the expected target at 35%. 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 December 2020, capital grants are tracking low at 24%. The receipt of most capital grant revenue depends on grant acquittals, submission of programs and or percentage of works completed by Council. Capital grants will be assessed in the third quarter review to determine whether all grants in the amended budget are still on track to be received in this financial year.

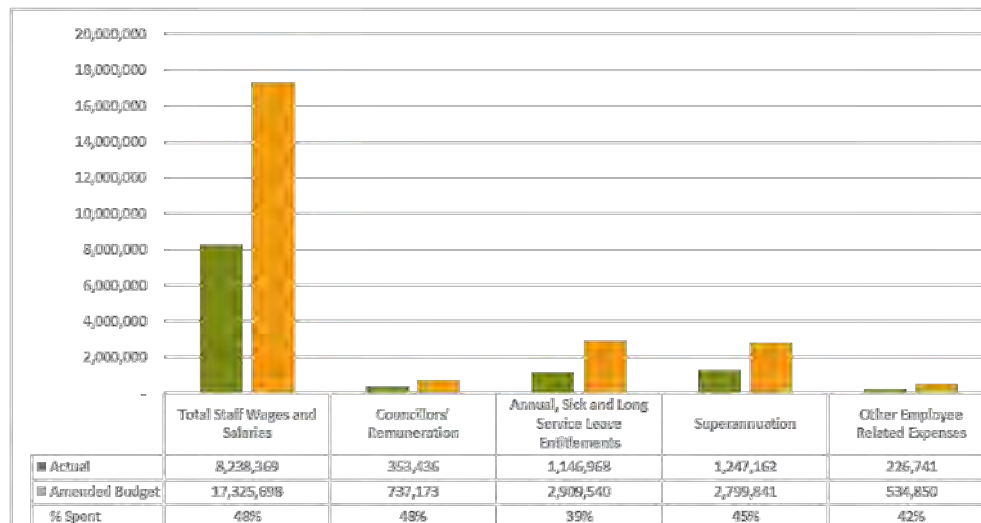
Council has so far received the initial 50% payment for the W4Q round 4 COVID, 50% from the Local Roads and Community Infrastructure Program and \$1.5m from RTR funding.

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 December 2020, employee benefits are tracking slightly under target at 46% 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 December 2020, materials and services are tracking slightly over budget at 51% and will be looked at thoroughly in the third quarter review. The current overrun is mainly due to;

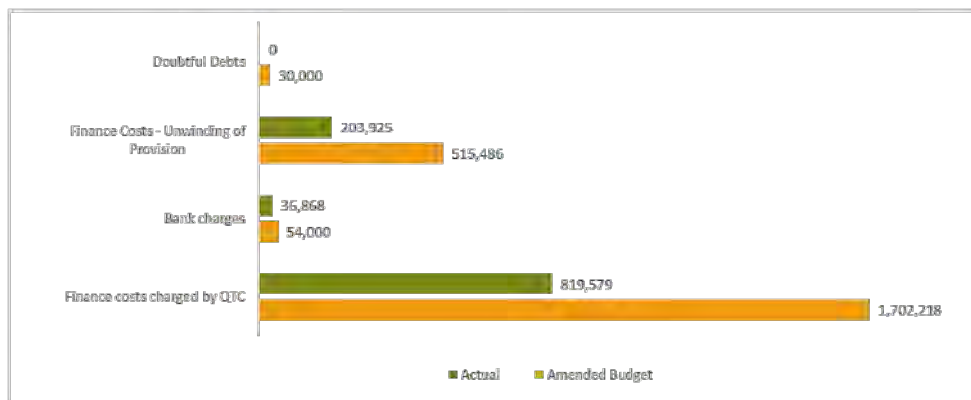
- Timing in yearly Insurance, fleet registrations, Land Valuation, IT licences and LGAQ membership expenses.
- Timing in disaster management expenditure – this is offset by grant income under the Disaster Recovery Funding Arrangements with QRA.
- Increases in water purchases – offset by increases in income for bulk water sales to Toowoomba Regional Council.
- Timing in Visit South Burnett Partnership Agreement and Waste Levy Refund allocations.

Description	Actual	Amended Budget	% Spent
Donations	258,619	625,368	41%
Materials	9,472,435	19,928,629	48%
Services	4,276,626	6,694,098	64%
Internal Plant Charges	3,353,387	6,483,756	52%
Internal Plant Recoveries	- 4,473,434	- 8,488,104	53%
	12,887,633	25,243,747	

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.

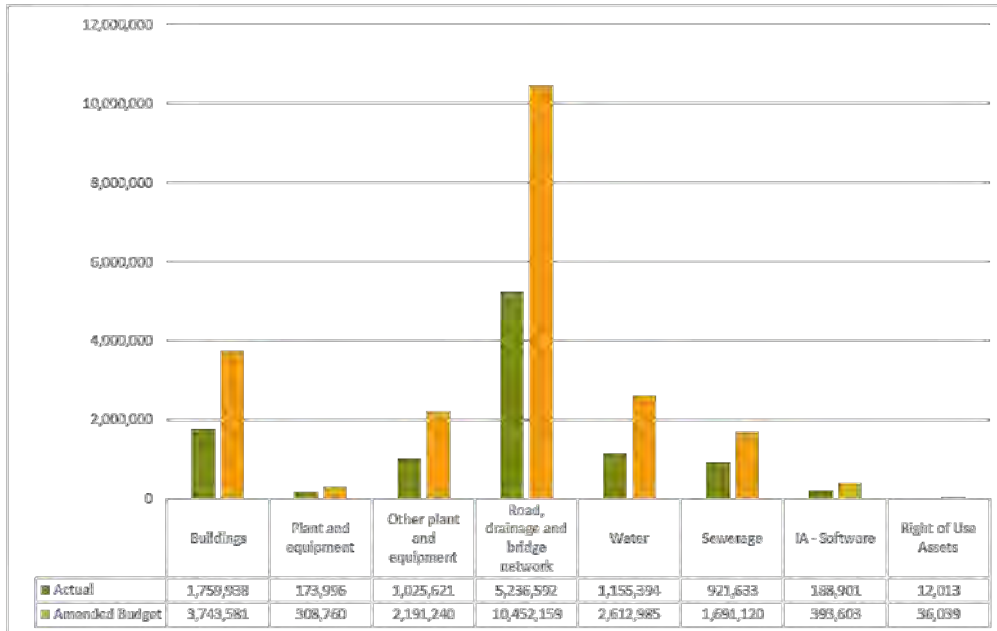
As at 31 December 2020, finance costs are tracking below target at 46% due to timing in end of year adjustment entries for doubtful debts and unwinding of landfill and gravel provisions. Bank charges are slightly higher than expected due to an increase in payments via BPAY and EFTPOS.



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 December 2020, depreciation is tracking just under target at 49%.



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 (\$97,457), disposed of roads assets of \$84,268 and sold a small parcel of land for (\$15,081).

3.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position
as at 31 December 2020

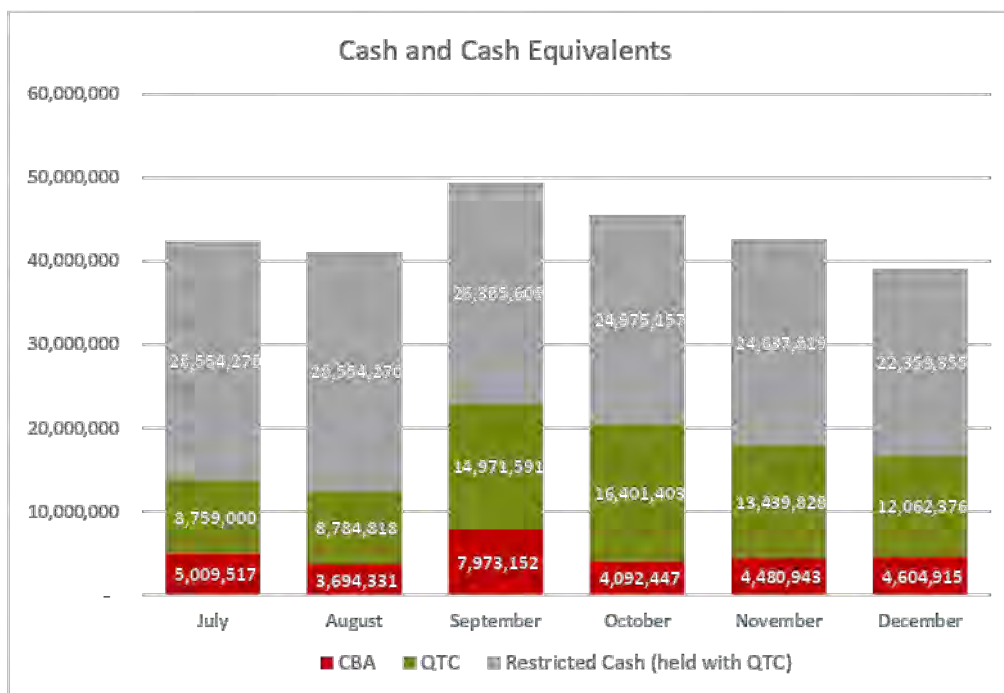
	2020 DECEMBER	Original Budget	Amended Budget
	\$	\$	\$
Current Assets			
Cash and Cash Equivalents	39,059,974	43,116,747	41,695,506
Trade and Other Receivables	4,606,912	5,313,216	5,442,990
Inventories	776,089	772,356	772,356
Investments	-	-	-
Total Current Assets	44,442,975	49,202,319	47,910,852
Non-Current Assets			
Trade and Other Receivables	1,306,115	1,112,211	1,112,211
Property, Plant and Equipment	856,242,822	891,929,354	864,387,418
Right of Use Asset	1,031,977	1,019,397	1,019,396
Intangible Assets	8,173,632	7,899,364	8,321,727
Total Non-Current Assets	866,754,546	901,960,326	874,840,752
TOTAL ASSETS	911,197,521	951,162,644	922,751,604
Current Liabilities			
Trade and Other Payables	4,157,754	5,749,454	6,762,832
Borrowings	2,877,630	3,013,874	3,013,874
Lease Liabilities	24,260	-	-
Provisions	3,572,823	3,671,079	3,671,079
Other Liabilities	364,973	2,369,464	2,170,161
Total Current Liabilities	10,997,440	14,803,871	15,617,946
Non-Current Liabilities			
Trade and Other Payables	26,044	1,017,943	1,017,943
Borrowings	29,921,513	30,633,993	30,633,993
Lease Liabilities	1,031,819	-	-
Provisions	13,607,399	13,755,564	13,755,564
Other Liabilities	-	908,112	-
Total Non-Current Liabilities	44,586,775	46,315,611	45,407,499
TOTAL LIABILITIES	55,584,215	61,119,482	61,025,445
NET COMMUNITY ASSETS	855,613,306	890,043,162	861,726,159
Community Equity			
Retained Surplus/(Deficiency)	428,159,623	440,762,572	440,984,686
Asset Revaluation Surplus	427,453,684	449,280,590	420,741,473
TOTAL COMMUNITY EQUITY	855,613,306	890,043,162	861,726,159

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 December 2020, Council's actual cash and cash equivalents balance was \$39,059,974. The below table shows the breakup of this balance sheet element (excluding cash drawers).



As at the 31 December 2020, the restricted cash balance was \$22.359m. This has decreased from the previous month by \$2.278m due to:

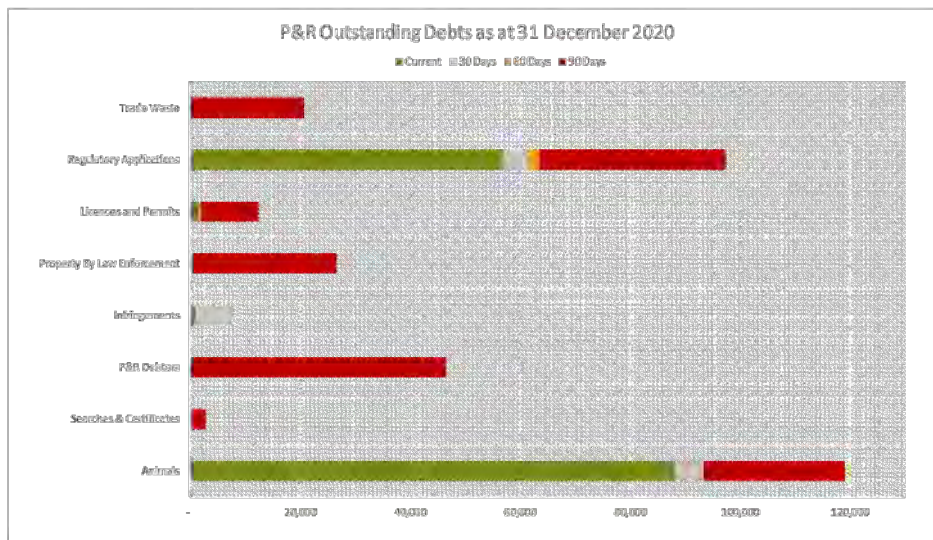
- The wastewater department releasing funds from prior years for sewer replacement works \$490k.
- The water department releasing prior year asset replacement funds due to an ongoing legal issue.
- Work in Progress funds being released for capital projects of \$706k.
- Releasing of funds for purchase of shopfront of \$350k.
- The roads department releasing \$600k for infrastructure replacement.

This balance will continue to decrease over the coming months as the identified Work in Progress projects are completed. A monthly review is being performed to ensure money is released from restricted cash in a timely manner and to ensure Work in Progress projects are finalised.

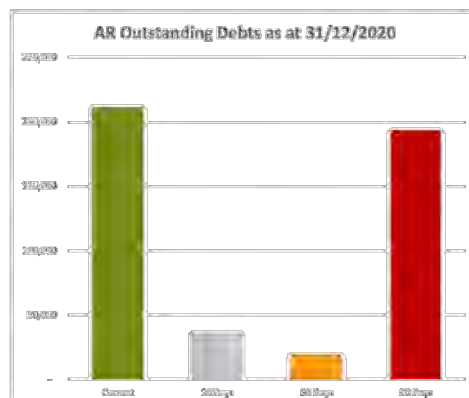
RESTRICTED CASH	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Recurrent Expenditure	1,387,645	1,387,645	1,387,645	1,387,645	1,387,645	1,037,645
Future Capital Works						
Roads	2,997,467	2,997,467	2,311,674	2,303,225	2,303,225	1,691,616
Buildings	4,121,828	4,121,828	4,041,476	4,016,480	4,016,480	3,958,872
Waste	3,234,888	3,234,888	3,234,888	3,234,888	3,234,888	3,229,888
Land	25,322	25,322	25,322	25,322	25,322	25,322
Plant & ICT	1,317,211	1,317,211	558,782	298,987	298,987	-
Water	3,763,043	3,763,043	3,419,060	3,346,343	3,009,005	2,543,744
Wastewater	4,933,196	4,933,196	4,633,089	3,588,595	3,588,595	3,098,595
Unspent - Developer Contributions	4,598,671	4,598,671	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	2,175,000	2,175,000
Total	28,554,270	28,554,270	26,385,609	24,975,157	24,637,819	22,359,355

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.

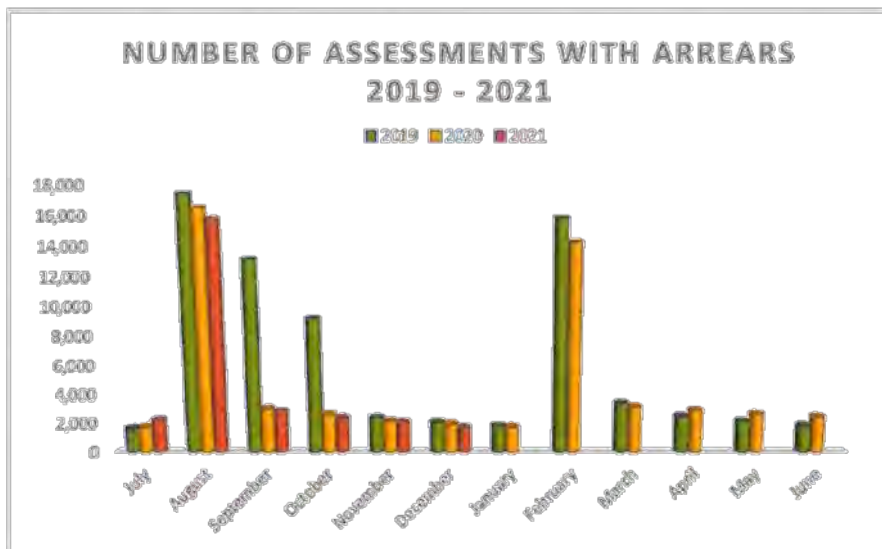
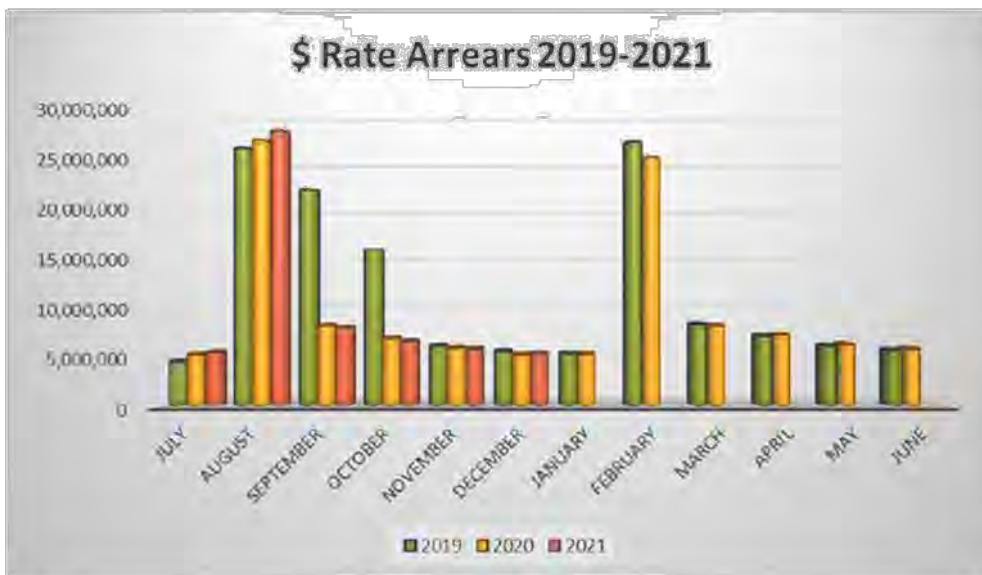


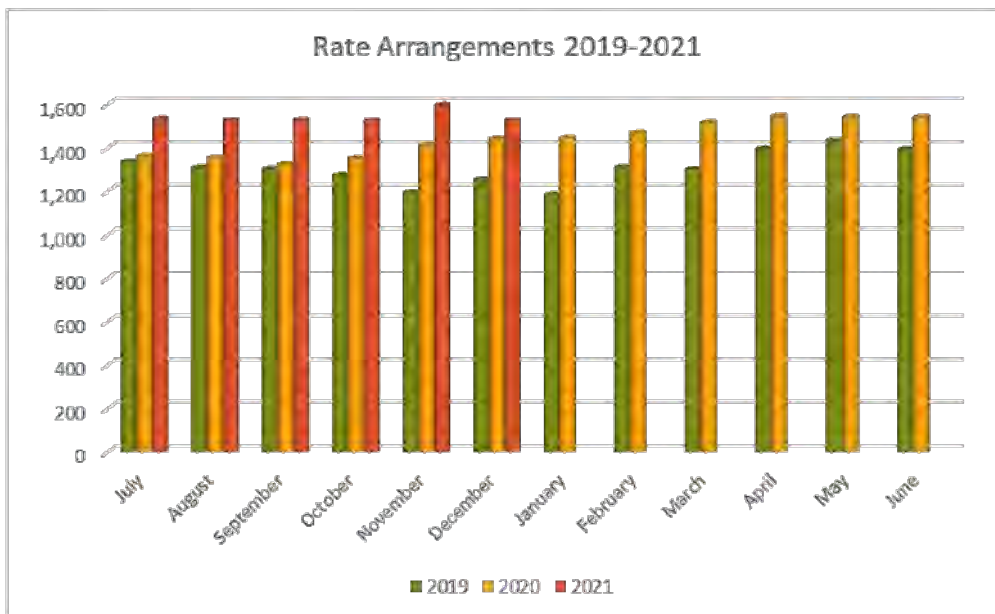
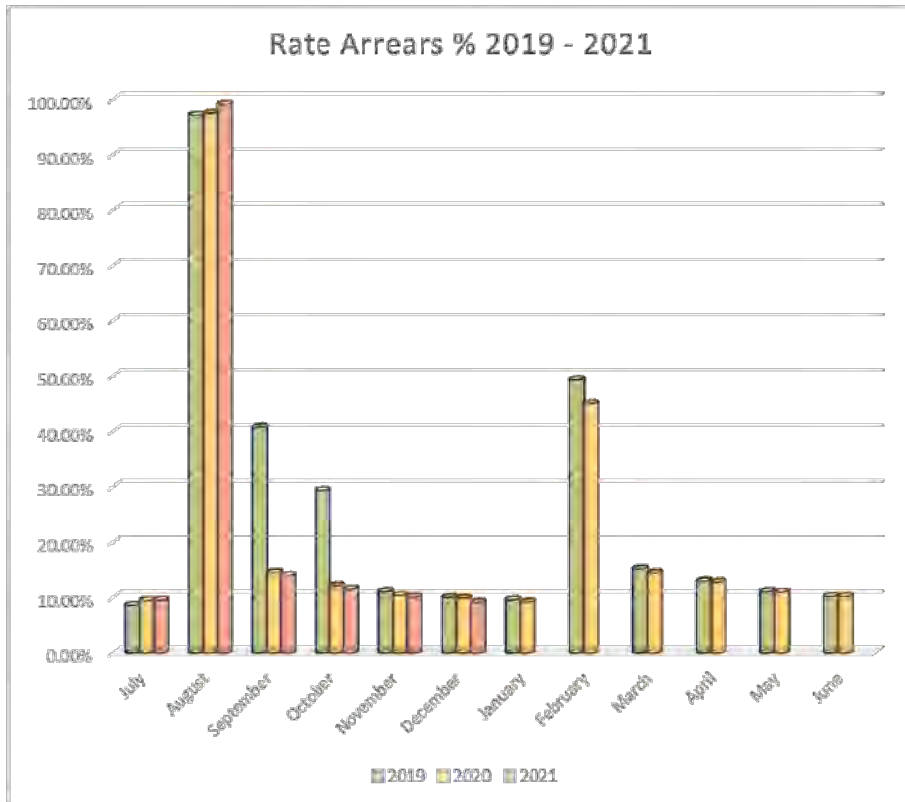
Finance are continuing to work with managers to clean up old outstanding debtors from our property and rating system.



The AR outstanding debts 90+ days has increased by \$72k from last month. This is largely due to an invoice which does not have to be paid until the capital work that it is linked to has been completed. This capital project is on track to be completed in the next 2 months. A total of 84% of the value sitting in 90 days remains with debt collectors or have a payment arrangement with Council. The remaining 16% are being actively pursued by Council.

Rates in arrears as at 31 December 2020 is sitting at \$5.283 million or 9.17% with 1,526 assessments with rate arrangements in place. The number of assessments with arrears has reduced compared to the previous two years, however, the dollar value is trending slightly higher this period compared to the previous year. There has also been an increase in the number of properties who have entered into rates payment arrangements since this time last year as well.





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 \$39.648m. 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 \$47.019m.

Actual expenditure with committed costs as at 31 December 2020 is \$19.941m, which is tracking below target at 42.4%. Of the \$19.941m, \$13.942m is actual expenditure with the remaining \$5.999m sitting as committed costs. The actual spend to date equates to 29.7% of the total budget available.

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	EXPENDITURE BUDGET			EXPENDITURE ACTUALS		
		2020/2021 Adopted Budget	2020/2021 In-Process	Final Quarterly Budget Adjustments	2020/2021 Actual Expenditure & Commitments	2020/2021 Actual Expenditure & Commitments	2020/2021 Actual Expenditure & Commitments
	Buildings & Other Structures						
	Admin Office - Kings						
005193	Workshop/Storage/Workshop & Change Room	150,000.00	0.00	0.00	(150,000.00)	0.00	0.00
005654	Workshop/Storage/Workshop/Accessories	125,000.00	0.00	0.00	(125,000.00)	(2,313.92)	(25,700.00)
	Admin Office - Wairua						
005655	Workshop/Storage/Workshop	50,000.00	0.00	0.00	(50,000.00)	0.00	0.00
	Aurora - Kingsley						
005711	GP - Aurora/Kingsley/Boundary Fencing	47,000.00	25,000.00	0.00	(82,000.00)	0.00	0.00
005658	GP - Aurora/Kingsley - Access Gates	80,000.00	0.00	0.00	(80,000.00)	(4,339.20)	(21,540.81)
	Aurora - Wairua						
005716	GP - Aurora/Wairua/Boundary Fencing	47,000.00	18,000.00	0.00	(82,000.00)	(1,383.66)	(1,383.66)
005752	Workshop/Storage/Workshop/Accessories	80,000.00	0.00	0.00	(80,000.00)	0.00	0.00
	Campden - Kingsley						
005657	GP - Campden/Kingsley/Workshop	87,000.00	18,000.00	0.00	(120,000.00)	(1,882.84)	(1,882.84)
	Campden - Wairua						
005657	GP - Campden/Wairua/Workshop	28,000.00	0.00	0.00	(28,000.00)	(312.82)	(312.82)
	East - Kingsley						
005658	GP - East/Kingsley/Workshop	28,000.00	0.00	0.00	(28,000.00)	(434.82)	(434.82)
	East - Wairua						
005658	GP - East/Wairua/Workshop	8,000.00	0.00	0.00	(8,000.00)	0.00	0.00
005659	GP - East/Wairua/Workshop	8,000.00	0.00	0.00	(8,000.00)	0.00	0.00
	East - Kingsley						
005658	GP - East/Kingsley/Workshop	25,000.00	0.00	0.00	(25,000.00)	0.00	0.00
	East - Wairua						
005658	GP - East/Wairua/Workshop	25,000.00	0.00	0.00	(25,000.00)	0.00	0.00
	East - Kingsley						
005658	GP - East/Kingsley/Workshop	21,000.00	0.00	(4,317.20)	(25,317.20)	(6,302.00)	(28,219.20)
	East - Wairua						
005658	GP - East/Wairua/Workshop	21,000.00	0.00	(4,317.20)	(25,317.20)	(6,302.00)	(28,219.20)
	East - Kingsley						
005658	GP - East/Kingsley/Workshop	18,000.00	0.00	(1,222.00)	(19,222.00)	(3,481.03)	(18,308.87)
	East - Wairua						
005658	GP - East/Wairua/Workshop	18,000.00	0.00	(1,222.00)	(19,222.00)	(3,481.03)	(18,308.87)
	East - Kingsley						
005658	GP - East/Kingsley/Workshop	68,000.00	0.00	0.00	(68,000.00)	(3,213.52)	(3,213.52)
	East - Wairua						
005658	GP - East/Wairua/Workshop	68,000.00	0.00	0.00	(68,000.00)	(3,213.52)	(3,213.52)
	East - Kingsley						
005658	GP - East/Kingsley/Workshop	180,000.00	0.00	0.00	(180,000.00)	(34,481.74)	(43,778.48)
	East - Wairua						
005658	GP - East/Wairua/Workshop	180,000.00	0.00	0.00	(180,000.00)	(34,481.74)	(43,778.48)
	East - Kingsley						
005658	GP - East/Kingsley/Workshop	10,000.00	0.00	0.00	(10,000.00)	0.00	0.00
	East - Wairua						
005658	GP - East/Wairua/Workshop	10,000.00	0.00	0.00	(10,000.00)	0.00	0.00
	East - Kingsley						
005658	GP - East/Kingsley/Workshop	18,000.00	0.00	0.00	(18,000.00)	0.00	0.00
	East - Wairua						
005658	GP - East/Wairua/Workshop	18,000.00	0.00	0.00	(18,000.00)	0.00	0.00

Project Code	Project Description	2020/21 Adopted Budget	2020/21 Work in Progress	FY19 Transfer Budget Adjustments	Revised Quarterly Budget Adjustments	Total Available Budget	2020/21 Actual Expenditure	2020/21 Actual Expenditure & Commitments
Hotels & Cafes								
00040	CCP-City-Cafe-Building Repairs	10,000.00	0.00	0.00	2,706.00	12,706.00	12,706.07	12,706.07
Sub-Total		10,000.00	0.00	0.00	2,706.00	12,706.00	12,706.07	12,706.07
Hotels - Dormery								
00042	CCP-Dormery-Cafe/Bar/Tables	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00
Sub-Total		10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00
Hotels - Malpas Street								
00018	CCP-Malpas-Table/Seating	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00
Sub-Total		0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00
Hotels - Newington								
00051	Management-Street-Entrance Repairs	0.00	0.00	0.00	0.00	0.00	18,782.00	18,782.00
Sub-Total		0.00	0.00	0.00	0.00	0.00	18,782.00	18,782.00
Museums - Kingsley								
00037	CCP-Kingsley-Heritage Museum-Refurb	35,000.00	0.00	0.00	0.00	35,000.00	0.00	0.00
Sub-Total		35,000.00	0.00	0.00	0.00	35,000.00	0.00	0.00
Museums - Leicestershire								
00044	Leicestershire-Heritage Building - Upgrade	0.00	10,131.64	0.00	0.00	10,131.64	0.00	0.00
00010	Leicestershire-Heritage Building - Refurb	20,000.00	0.00	0.00	0.00	20,000.00	0.00	0.00
00013	Leicestershire-Heritage Building - Refurb	20,000.00	0.00	0.00	0.00	20,000.00	0.00	0.00
Sub-Total		40,000.00	10,131.64	0.00	0.00	50,131.64	0.00	0.00
Museums - Walsall Hill								
00034	Walsall-Hill-Facility-Complish	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00
Sub-Total		10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00
Museums - Walsley Hill								
00043	CCP-Walsley-Hill-Refurb roof	0.00	44,316.64	0.00	0.00	44,316.64	0.00	0.00
Sub-Total		0.00	44,316.64	0.00	0.00	44,316.64	0.00	0.00
Parks & Gardens								
00049	Upgrade of Hour-Clock/Sign Areas	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00
00073	Walsley-Cemetary-Cemetary	20,000.00	0.00	0.00	0.00	20,000.00	0.00	0.00
00080	Walsley-Cemetary-Upgrade	70,000.00	0.00	0.00	0.00	70,000.00	0.00	0.00
00081	Walsley-Cemetary-Upgrade	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00
00082	Walsley-Cemetary-Upgrade	20,000.00	0.00	0.00	0.00	20,000.00	0.00	0.00
00083	Walsley-Cemetary-Upgrade	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00
00078	Walsley-Cemetary-Upgrade	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00079	Walsley-Cemetary-Upgrade	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00075	Walsley-Cemetary-Upgrade	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00076	Walsley-Cemetary-Upgrade	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00077	Walsley-Cemetary-Upgrade	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub-Total		100,000.00	0.00	0.00	0.00	100,000.00	0.00	0.00
Swimming Pools - King								
00046	King-Cemetary-Upgrade	500,000.00	0.00	0.00	0.00	500,000.00	0.00	0.00
00029	King-Cemetary-Upgrade	200,000.00	0.00	0.00	0.00	200,000.00	0.00	0.00
00028	CCP-King-Cemetary-Upgrade	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub-Total		700,000.00	0.00	0.00	0.00	700,000.00	0.00	0.00
Swimming Pools - Murgon								
00030	Murgon-Refurbment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub-Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Swimming Pools - Notts								
00031	Management-Refurbment	45,000.00	0.00	0.00	0.00	45,000.00	0.00	0.00
00032	Management-Refurbment	60,000.00	0.00	0.00	0.00	60,000.00	0.00	0.00
00033	Management-Refurbment	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00
Sub-Total		110,000.00	0.00	0.00	0.00	110,000.00	0.00	0.00
Total Available Budget		790,000.00	17,468.28	0.00	40,000.00	847,468.28	64,187.07	790,000.00
Total Actual Expenditure		0.00	64,316.64	0.00	0.00	64,316.64	18,782.07	83,100.00
Total Available Budget		790,000.00	17,468.28	0.00	40,000.00	847,468.28	64,187.07	790,000.00

Project Code	Project Description	2020/21 Adopted Budget	2020/21 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Total Available Budget	2020/21 Commitments	2020/21 Actual Expenditure	2020/21 Actual Expenditure & Commitments
005034	Nanango Public Change Room Refurb	95,000.00	-	-	-	95,000.00	6,820.00	(1,630.00)	78,570.00
Tourism - Yalalaki									
005765	Cam/Yalalaki Timberhead Replacements	-	31,000.00	-	-	31,000.00	-	28,497.33	28,497.33
005766	Cam/Yalalaki Timberhead Replacements	-	21,000.00	-	-	21,000.00	-	21,000.00	21,000.00
005767	Cam/Yalalaki TP-Office Screen/Panic Air	-	(5,000.00)	-	-	(5,000.00)	-	4,241.56	6,241.56
005978	WAQ4 - Yalalaki Dam - Boat Ramp Repairs	78,000.00	-	-	(48,000.00)	30,000.00	-	3,178.40	3,178.40
005984	WAQ4 - Dams - Yalalaki - Tennis Courts	20,000.00	-	-	-	20,000.00	-	(1,138.88)	(1,138.88)
006015	CP - Dams - Yalalaki - New Amenities	(191,000.00)	-	-	(1,074.54)	(192,074.54)	-	(10,388.78)	(1,450.32)
006017	WAQ4 - Yalalaki BP Dam Contractor Rooms	-	-	-	(65,000.00)	(65,000.00)	-	-	-
006018	WAQ4 - Yalalaki BP Dam Contractor Rooms	-	-	-	(50,000.00)	(50,000.00)	-	-	-
Tourism - Lake Boon									
005751	Boondooma-Dam-Amenities Upgrades	-	14,000.00	-	-	14,000.00	-	15,305.28	15,305.28
005768	Boondooma-Dam-Cabin Furniture	-	150.00	-	-	150.00	-	150.00	150.00
005769	Boondooma-Dam-Airconditioner Replacement	-	(1,400.00)	-	-	(1,400.00)	-	(1,363.64)	(1,363.64)
005975	WAQ4-Boondooma Dam-Bunkhouse Renovation	(215,000.00)	-	-	(35,000.00)	(250,000.00)	(10,469.74)	(58,550.37)	(159,000.13)
005976	WAQ4-Dams - Boondooma - Tennis Courts	20,000.00	-	-	(20,000.00)	-	(6,239.10)	(1,656.58)	(8,095.68)
006014	CP - Dams - Boondooma - Playground Day Area	28,500.00	-	-	-	28,500.00	-	32,348.33	34,758.75
006015	CP - Dam - Boondooma Bunkhouse Renovation	19,500.00	-	-	-	19,500.00	-	12,652.74	12,652.74
006017	CP - Boondooma-Dam-Carpark & Footways	34,500.00	-	-	-	34,500.00	-	(41,987.86)	(41,987.86)
Public Conveniences									
005755	CAF - Tennis - Stuart Silver Rest Area	-	(1,000.00)	-	-	(1,000.00)	-	(422.50)	(422.50)
006001	WAQ4 - Durong - Public Amenities - Bore	60,000.00	-	-	(40,000.00)	20,000.00	-	-	-
006002	WAQ4 - Kingoonya - Youth Public Amenities	80,000.00	-	-	(30,000.00)	50,000.00	-	(476.62)	(476.62)
006003	WAQ4-Kingoonya-Grandon St Amenities	25,000.00	-	-	(25,000.00)	-	-	(359.41)	(359.41)
006025	CP - Maidenwell Public Amenities Upgrade	34,500.00	-	-	-	34,500.00	-	(7,164.41)	(7,164.41)
006027	CP - Tarcove-Crosses We/Amen Refurbish	12,000.00	-	-	-	12,000.00	-	-	-
Recreation/Murals									
005983	WAQ4-Murgah-Guash Courts	160,000.00	-	-	(15,000.00)	145,000.00	-	3,233.54	43,305.00
006043	DCP-Murgah-SE Amenities Upgrade (Grant)	35,000.00	-	-	-	35,000.00	-	4,550.00	4,550.00
Grounds/Wooded									
005925	Woodah-Shoalgrounds-Grandstand Replace	40,000.00	-	-	-	40,000.00	-	-	-
006000	WAQ4-Woodah-Shoalgrounds Grandstand	(175,000.00)	-	-	-	(175,000.00)	-	(11,955.04)	(48,005.00)
Tennis Courts - Reg									
006044	DCP-Nanango-Tennis Club-Roof Replacement	216,000.00	-	-	(48,402.00)	167,598.00	-	11,996.04	48,006.00
WAQ - Flood 3									
005605	WAQ-Woodah-Swimming Pool-Solar	17,000.00	-	-	(48,402.00)	(31,402.00)	3,203.55	33,366.50	(55,432.15)
005609	WAQ-Woodah-Swimming Pool-Filtration	-	-	-	(48,402.00)	(48,402.00)	32,036.69	33,348.80	66,402.19
005612	WAQ3 - Koy Heritage Museum 3 VAC	-	-	-	-	-	-	9,805.46	9,805.46
005720	WAQ3 - Maidenwell Toilet Upgrade	-	60,000.00	-	-	60,000.00	-	(1,400.58)	2,087.13
Parks - Kingoonya									
005760	DC/Wooloolin-BBC Replacement	-	(500.00)	-	-	(500.00)	-	(569.32)	(569.32)
005987	WAQ4 - Kingoonya - Hermonia Park Southall	40,000.00	-	-	(40,000.00)	-	-	(476.62)	(476.62)
005988	WAQ4 - Kingoonya-Alex Park-Furniture	25,000.00	-	-	-	25,000.00	-	(1,432.82)	(1,432.82)
006018	CP - Koy Alex Park-Caspari, Park 2 Paint	30,500.00	-	-	(55,000.00)	(24,500.00)	-	(519.86)	(519.86)
006019	CP - Koy Memorial Pre-Station Bed Repairs	28,000.00	-	-	-	28,000.00	-	(2,456.54)	(2,456.54)
TOTAL		200,698.00	65,280.00	-	(16,660.00)	248,918.00	19,627.02	(267,996.88)	287,422.89
TOTAL									
TOTAL		200,698.00	65,280.00	-	(16,660.00)	248,918.00	19,627.02	(267,996.88)	287,422.89

Project Code	Project Description	20200001 Approved Budget	20190001 Works in Progress	20190001 Works in Progress Adjustments	Second Quarter Budget Adjustments	Total Anticipated Budget	20200001 Commitments	20200001 Actual Expenditures	20190001 Actual Expenditures & Shortfalls
006000	CEP - Koro - Lucas Park - Playground, Rehab	100,000.00	-	-	100,000.00	36,000.00	-	174,611	30,568.27
006001	CEP - Koro - Lucas Park - Street Curb-out Repair	36,000.00	-	-	36,000.00	100,000.00	-	-	-
006020	Keangayo - Park - Redevelopment	246,800.00	800.00	-	18,000.00	274,100.00	-	38,780.14	38,780.14
Paris - Nanango									
005885	WAQ4 - Nanango - Pioneer Park - Playground	100,000.00	-	-	-	100,000.00	-	102,687.52	12,687.52
005985	WAQ4 - Nyo - Butler Factory Park - Playground	50,000.00	-	-	30,000.00	80,000.00	-	84,281.10	34,281.10
005990	WAQ4 - Nanango - Reg. McCulloch Park - Playground	100,000.00	-	-	40,000.00	140,000.00	76,132.98	2,442.30	2,442.30
005991	WAQ4 - Nanango - Scots Street Carpark - Shade	70,000.00	-	-	16,000.00	86,000.00	-	86,037.53	16,037.53
006001	DCP - Nanango - Butler Factory Park - Shade	40,000.00	-	-	-	40,000.00	40,385.73	66.18	40,433.91
006012	DCP - Nanango - Pioneer Park - Shade	40,000.00	-	-	-	40,000.00	-	21,610.00	31,610.00
Paris - Stambath									
005792	Bremen - Playground & Shelter	-	4,760.00	-	-	4,760.00	-	-	4,760.00
006003	DCP - Stambath - State Park - Shade Shelter	80,000.00	-	-	10,000.00	90,000.00	-	6,610.2	3,598.83
Paris - Wandell									
005974	WAQ4 - Wandell - Coronation Park	100,000.00	-	-	-	100,000.00	-	861.82	8,368.86
005989	WAQ4 - Wandell - State Park - Upgrade	50,000.00	-	-	20,000.00	70,000.00	-	3,493.05	1,483.05
Rail Trail									
005762	Margen - Keangayo - Rail Trail Crossing	150,000.00	-	-	20,000.00	170,000.00	-	1,489.08	1,489.08
Streetscaping									
006013	DCP - Nanango - Streetscape Refurbishment	65,000.00	-	-	-	65,000.00	42,536.30	761.80	43,264.10
General									
005847	Building Condition Priorities	-	1,354,529.24	-	54,955.00	1,299,581.24	-	742.80	43,264.10
005915	Margen - Shops - Remove Adhesion	70,000.00	-	-	-	70,000.00	-	24,456.00	20,456.00
005919	Soomoona - Heritage Park - Stand & Repose	-	3,737.27	-	-	3,737.27	-	-	-
005998	WAQ4 - Regional - Roof Replacements	220,000.00	-	-	220,000.00	187,401.69	-	62,219.32	223,620.91
005998	WAQ4 - Regional - Repointing	230,000.00	-	-	230,000.00	11,561.82	-	4,080.00	15,641.82
005997	WAQ4 - Regional - Replace Flooring	190,000.00	-	-	190,000.00	70,402.36	-	24,884.56	94,986.91
006008	WAQ4 - Regional - Security System	175,000.00	-	-	175,000.00	4,252.50	-	4,252.50	-
006037	Property - 155 Kingsley Street - Kingsley	-	-	-	350,000.00	350,000.00	5,596.00	341,803.13	346,399.13
776,000.00	1,428,288.61	-	246,636.80	2,490,288.61	249,981.77	481,159.20	711,101.27	2,199,858.41	
6,826,000.00	1,761,021.09	-	346,990.00	7,951,021.09	918,492.29	1,322,100.18	1,222,100.18	647,896.03	647,896.03
Other Serv. - ICT									
000379	Computer Infrastructure & Upgrade	155,000.00	-	-	155,000.00	155,000.00	-	148,210.80	6,789.20
000381	Server Hardware	135,000.00	-	-	30,000.00	165,000.00	-	153,176.06	11,823.94
000382	Photocopiers & Printers	30,000.00	-	-	30,000.00	30,000.00	-	1,611.30	28,388.70
006026	Microwave Radio & Hardware	85,000.00	-	-	85,000.00	90,560.00	-	90,560.00	-
006029	MS Cloud Provisioning	75,000.00	-	-	75,000.00	75,000.00	-	46,527.65	28,472.35
006034	Phantom Pro RTK and Base Station	-	-	-	-	-	-	3,610.41	3,610.41
480,000.00	-	-	-	480,000.00	480,000.00	367,258.03	547,896.03	-	647,896.03
480,000.00	-	-	-	480,000.00	480,000.00	367,258.03	547,896.03	-	647,896.03
Fuel									
006496	Fuel and Fleet Replacement (06/18/20)	-	396,295.27	-	-	396,295.27	-	-	396,295.27
006505	Fuel and Fleet Replacement (03/19/20)	-	190,481.13	-	-	190,481.13	-	-	190,481.13
006507	Fuel and Fleet Replacement (02/20/21)	23,15,000.00	-	-	322,863.00	2,000,000.00	365,000.00	423,111.02	1,576,888.98

Project Code	Project Description	2020/21 Actual Budget	2020/21 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Total Available Budget	2020/21 Actual Expenditure	2020/21 Actual Expenditure
PrifangBoxes		2,315,000.00	1,377,210.69	--	222,363.00	3,409,647.69	989,207.22	3,486,786.81
	Business System							
005131	Agenda Software	--	--	200,000.00	--	422,363.00	--	26,130.00
005231	SAGIS Implementation	--	--	--	222,363.00	422,363.00	4,182.08	4,182.08
	Roads							
	Park & Gardens							
005100	CCP-Matsemel CBD Upgrade	40,000.00	--	--	(5,000.00)	45,000.00	3,277.00	39,853.45
	WAG - Round 3							
005717	WAG3-Regional Town Entry Signage	40,000.00	--	--	(6,000.00)	46,000.00	2,771.00	59,863.46
	Bridges							
	KTP							
005284	Kingsey Transformation Project	--	--	--	300,000.00	300,000.00	347,531.61	642,321.19
005285	Kingsey Transformation Project	6,350,000.00	--	2,900,000.00	--	9,250,000.00	--	890,452.79
005286	KTP-Akora SE (Youngman/Gemelos) Works	--	--	2,100,000.00	--	2,100,000.00	--	39,122.72
005287	KTP-Akora SE (Youngman/Gemelos) Works	--	--	100,000.00	--	100,000.00	34,207.27	12,803.16
005288	KTP-Akora SE (Youngman/Gemelos) Works	--	--	100,000.00	--	100,000.00	--	3,719.91
005289	KTP-Akora SE (Youngman/Gemelos) Works	--	--	--	--	--	--	2,188.42
005290	KTP-Akora SE (Youngman/Gemelos) Works	--	--	--	--	--	--	2,768.12
005291	KTP-Akora SE (Youngman/Gemelos) Works	--	--	--	--	--	--	790.12
005292	KTP-Akora SE (Youngman/Gemelos) Works	--	--	--	--	--	122.57	32,585.51
	Grav Relief							
005693	WAG3 - GR - Morgan Rd	--	4,620.00	--	--	4,620.00	--	4,620.00
005694	WAG3 - GR - Mordun Crossing Rd	--	2,731.02	--	--	2,731.02	--	605.02
005780	Changone Mountain Road Gravel Resurfacing	--	2,000.00	--	--	2,000.00	--	--
005784	Ficksburg Road Gravel Resurfacing	--	--	--	--	--	--	--
005800	Nanango Neungwa Road Gravel Resurfacing	--	1,562.10	--	--	1,562.10	--	--
005803	Old Eak Road North Gravel Resurfacing	--	2,430.00	--	--	2,430.00	--	--
005805	Reagon Road Gravel Resurfacing	--	133,979.27	--	--	133,979.27	--	--
005820	Nobon Road Gravel Resurfacing	--	--	--	--	--	1,290.93	2,430.00
005840	Boonene Road Gravel Resurfacing	--	57,942.69	--	--	57,942.69	--	96,831.85
005108	RTR-Sandby / Sides-Gemelos R6-G/R	151,000.00	--	--	--	151,000.00	30,426.17	2,181.93
005109	RTR-Cockburne-Phanlous R6-G/R	72,000.00	--	--	--	72,000.00	320,275.15	30,426.17
005110	RTR-Wanungu-Ficksburg R6-G/R	145,000.00	--	--	--	145,000.00	220,275.15	238,469.20
005111	RTR-Nanango-Greenwood Creek R6 - G/R	58,000.00	--	--	--	58,000.00	67,481.80	72,011.42
005112	RTR-Glen Devon-Sidabone School R6-G/R	133,000.00	--	--	--	133,000.00	164,159.61	164,159.61
005113	RTR-Kumba-Hanocks R6-G/R	87,000.00	--	--	--	87,000.00	11,410.91	16,775.71
005114	RTR-Kumba-Hanocks R6-G/R	66,000.00	--	--	--	66,000.00	2,764.30	2,964.18
005115	RTR-Johnston-Johnston R6-G/R	178,000.00	--	--	--	178,000.00	--	--
005116	RTR-Neungwa-Maldene/Upper Yaman R6-G/R	181,000.00	--	--	--	181,000.00	1,903.09	47,083.10
005117	RTR-Googentse R6-G/R	140,000.00	--	--	--	140,000.00	--	16,232.88
005118	RTR-Kumba-Nollers R6-G/R	85,000.00	--	--	--	85,000.00	7,584.84	--
005119	RTR-DJE Nanango-Old Yaman R6-G/R	140,000.00	--	--	--	140,000.00	--	--
005120	RTR-DJE Nanango-Old Yaman R6-G/R	85,000.00	--	--	--	85,000.00	84,160.91	119,127.91
005121	RTR-DJE Nanango-Old Yaman R6-G/R	275,000.00	--	--	--	275,000.00	79,319.02	235,716.51

Project Code	Project Description	2020/21 Adopted Budget	2020/21 Actuals in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Total Available Budget	2020/21 Actual Expenditure	2020/21 Actual Expenditure & Commitments
006151	UBCA/Ngungun/Suani Rd-GR	375,000.00				375,000.00	31,013.57	(1,031.57)
006152	RTD/Dunedin/Bayon Rd-GR	187,000.00				187,000.00	154,613.95	17,386.05
006153	RTD/Dunedin/Bayon Rd-GR	75,000.00				75,000.00	83,271.20	(8,271.20)
006154	RTD/Dunedin/Whites Rd-GR	54,000.00				54,000.00	79,423.67	(25,423.67)
006155	RTD/Dunedin/Whites Rd-GR	96,000.00				96,000.00	96,837.60	(837.60)
006156	RTD/Dunedin/Whites Rd-GR	190,000.00				190,000.00	151,095.17	38,904.83
006157	RTD/Chapelton/Burns Burn Rd-GR	300,000.00				300,000.00	271,011.21	28,988.79
006158	Beale-March Rd-GR	21,000.00				21,000.00		
006159	Hodder/Cape Rd-GR	39,000.00				39,000.00	508.38	508.38
006160	Cuprite/Marmah Rd-GR	49,000.00				49,000.00		
006161	Beale/Water Rd-GR	81,000.00				81,000.00		
006162	Hines/Vale-Orient Rd-GR	16,000.00				16,000.00	4,436.43	11,563.57
006163	Hurunga-Tangaroa/Yamman Rd-GR	8,000.00				8,000.00	13,356.39	(5,356.39)
006164	Benahill/Williams Rd-GR	480,000.00				480,000.00	10,965.00	469,035.00
006165	Grave Restring 2021	478,354.00				478,354.00		
(Panmure) Rehab		4,098,894.00	204,244.87			4,274,264.87	1,744,871.52	1,989,282.88
006475	Niagara Road (Wind Farm)	4,000,000.00				4,000,000.00	726,806.06	3,273,193.94
006881	Old Sea Road Blumen Seal	150,000.00	150,000.00			150,000.00	325,421.40	(175,421.40)
006882	Kingary/Siemens Street Upgrade		150,437.48			150,437.48	53.50	150,383.98
006883	TID-Cooloola-Abbottson Drive/Wind-Sea	473,826.00				473,826.00	74,836.66	398,989.34
006910	Bunga Avenue	150,000.00				150,000.00	27,445.93	122,554.07
006922	Kingary/Moat Street-Carpark	600,000.00				600,000.00	13,382.18	586,617.82
006180	Byreside/Nigara Rd-Deal	100,000.00				100,000.00		
006181	DCP-Fronton-Hood St/Kate's Channel Upgrade	60,000.00		50,000.00		10,000.00	3,672.22	56,327.78
006182	DCP-Murton-Whites Lane Upgrade	60,000.00				60,000.00	6,731.27	53,268.73
006183	DCP-Woods-Dingo Creek-Carpark Upgrade	75,000.00				75,000.00	16,468.81	58,531.19
006184	Kingary/Plummet Rehabilitation	600,000.00				600,000.00	13,465.18	586,534.82
006185	Nanning/Halwood/Pingel/Whites Upgrade	39,000.00				39,000.00	2,309.58	36,690.42
006187	Blackburn/CBD/Disability Parking Upgrade	60,000.00				60,000.00		
006188	Kingary/Wood/Sunbury/Media Upgrade	100,000.00				100,000.00		
006189	Kingary/Wood/Sunbury/Media Upgrade	100,000.00				100,000.00		
006190	STP-Murton High School Pedestrian Rtg	75,000.00				75,000.00	18,700.53	56,299.47
006191	Roy, Emswam, Carpark Upgrade	75,000.00				75,000.00	65.00	74,935.00
006208	Murton-CBD Stormwater			50,000.00		50,000.00		50,000.00
(Footpaths & Cycleway)		17,617,826.00	360,437.48			17,886,263.48	808,842.25	17,077,421.23
005715	Murton-CBD Footpath Stage 2	150,000.00				150,000.00	269,593.04	(119,593.04)
005887	Hwy Street/Woods Footpath - TID3		(278,879.61)			(278,879.61)	776.70	(279,656.31)
006951	Murton CBD Footpath Replacement Stage 3		776.70			776.70	3,564.55	2,787.85
006999	TID-Kingary/Whites St/Hodder	34,000.00				34,000.00	26,185.00	7,815.00
006101	DCP-Murton-Whites Lane Upgrade	37,000.00				37,000.00	3,000.00	34,000.00
006102	DCP-Murton-Whites Lane Upgrade	10,000.00				10,000.00	11,033.06	(1,033.06)
006103	TID-Kingary/Kingary/Barnes/Creek Rd/FF	99,000.00				99,000.00	13,362.74	85,637.26
006104	TID-Kingary/Kingary/Barnes/Creek Rd/FF	81,000.00				81,000.00	2,249.76	78,750.24
006105	DCP-Kingary/Kingary/Barnes/Creek Rd/FF	65,000.00				65,000.00	85,838.86	(20,838.86)
006106	DCP-Kingary/Kingary/Barnes/Creek Rd/FF	150,000.00				150,000.00	3,343.56	146,656.44
006107	Blackburn-CBD Footpath	550,000.00				550,000.00	19,915.50	530,084.50
006207	Murton-CBD Footpath-Stage 3	500,000.00				500,000.00	303,000.58	196,999.42
(Blumen Retailing)		17,622,000.00	278,669.31			17,894,669.31	789,724.19	17,104,945.12
006136	TID-Old North/Back Creek Rd Retail	21,100.00				21,100.00	17,276.54	3,823.46
006137	TID-Abbey/Woodston Rd-Retail	30,350.00				30,350.00	8,480.31	21,869.69
006138	TID-Abbey/Woodston Rd-Retail	4,200.00				4,200.00	2,561.84	1,638.16
006141	TID-Wainanga/Barnes/Creek Rd-Retail	4,500.00				4,500.00	4,093.82	406.18
006141	TID-Wainanga/Barnes/Creek Rd-Retail	76,100.00				76,100.00	50,512.66	25,587.34

Project Code	Project Description	Budget	Actuals to Date	Remaining Budget	Actuals to Date	Remaining Budget	Actuals to Date	Remaining Budget
006142	TID-Abbotswood/Colindale Rd/Resale	81,800.00	0.00	81,800.00	47,140.34	34,659.66	24,631.56	57,168.44
006143	TID-Greenview/Cutline Rd/Resale	30,070.00	0.00	30,070.00	24,265.54	5,804.46	8,377.87	21,686.53
006144	TID-Kingway/Eberran North Rd/Resale	30,070.00	0.00	30,070.00	17,013.35	13,056.65	9,242.80	20,827.20
006145	TID-Kingway/Eberran South Rd/Resale	66,472.00	0.00	66,472.00	55,472.00	11,000.00	93,862.48	64,285.00
006146	TID-Bokeh/Sullivan Rd/Resale	32,472.00	0.00	32,472.00	32,472.00	0.00	42,24.50	29,452.00
006147	TID-Bokeh/Sullivan Rd/Resale	12,870.00	0.00	12,870.00	7,724.89	5,145.11	7,724.89	5,145.11
006148	LCH-Hillview-Clydeburn/Cutline Rd/Resale	157,867.00	0.00	157,867.00	118,865.58	39,001.42	200,236.24	138,754.83
006149	TID-Kingway/Cutline Rd/Resale	40,040.00	0.00	40,040.00	30,183.05	9,856.95	34,250.10	34,250.10
006150	TID-Nanango-Crestwood/Resale	45,780.00	0.00	45,780.00	37,573.32	8,206.68	40,742.52	40,742.52
006151	TID-Cutline/Cutline Rd/Resale	950.00	0.00	950.00	1,897.38	947.38	4,507.16	6,284.74
006152	TID-Bokeh/Cutline Rd/Resale	92,888.00	0.00	92,888.00	167,040.44	74,152.44	162,868.58	239,408.58
006153	TID-Nanango-Crestwood/Resale	1,910.00	0.00	1,910.00	1,910.00	0.00	1,910.00	1,910.00
006154	TID-Bokeh/Sullivan Rd/Resale	4,910.00	0.00	4,910.00	3,483.56	1,426.44	8,448.15	11,358.15
006155	LCH-Nanango-Crestwood/Resale	23,726.00	0.00	23,726.00	18,302.89	5,423.11	18,302.89	23,726.00
006156	LCH-Nanango-Crestwood/Resale	16,760.00	0.00	16,760.00	13,692.77	3,067.23	16,760.00	16,760.00
006157	LCH-Nanango-Crestwood/Resale	7,150.00	0.00	7,150.00	0.00	7,150.00	16,955.54	24,105.54
006158	LCH-Tipotee-Wagners Rd/Resale	14,255.00	0.00	14,255.00	13,058.56	1,196.44	17,955.54	20,751.54
006159	LCH-Mannum-Mannum Rd/Resale	78,230.00	0.00	78,230.00	84,328.07	6,098.07	140,112.07	168,240.07
006160	LCH-Cutline/Alibon Rd/Resale	33,449.00	0.00	33,449.00	11,277.77	22,171.23	4,680.70	16,857.48
006161	LCH-Kingway/Murray St/Resale	36,000.00	0.00	36,000.00	42,522.32	6,522.32	6,036.00	21,465.32
006162	LCH-Camp Creek-Creek Rd/Resale	28,112.00	0.00	28,112.00	18,076.56	10,035.44	17,643.16	36,278.67
006163	LCH-Specter-Olden/Barossa Rd/Resale	66,000.00	0.00	66,000.00	51,827.28	14,172.72	11,261.37	63,538.65
006164	LCH-Nanango-Racourse/Resale	30,000.00	0.00	30,000.00	14,107.09	15,892.91	4,156.28	16,283.34
006165	LCH-Nanango-Crestwood/Resale	44,000.00	0.00	44,000.00	41,873.18	2,126.82	28,456.62	71,002.67
006166	TID-Nanango-Crestwood/Resale	8,105.00	0.00	8,105.00	13,611.35	5,506.35	22,233.39	30,338.39
006167	LCH-Cutline/Cutline Rd/Resale	78,112.00	0.00	78,112.00	99,190.65	21,078.65	24,082.11	45,164.66
006168	LCH-Cutline/Cutline Rd/Resale	102,468.00	0.00	102,468.00	92,420.88	10,047.12	24,490.88	126,911.12
006169	LCH-Nanango-Crestwood/Resale	64,240.00	0.00	64,240.00	69,296.78	5,056.78	31,646.28	76,342.78
006170	LCH-Nanango-Crestwood/Resale	3,564.00	0.00	3,564.00	3,564.00	0.00	5,938.48	9,502.48
006171	TID-Nanango-Crestwood/Resale	11,425.00	0.00	11,425.00	14,255.56	2,830.56	6,913.54	9,743.54
006172	TID-Nanango-Crestwood/Resale	38,000.00	0.00	38,000.00	41,602.53	3,602.53	2,003.24	4,482.18
006174	LCH-Nanango-Crestwood/Resale	17,248.00	0.00	17,248.00	10,250.45	7,000.00	20,148.91	37,297.41
006175	TID-Nanango-Crestwood/Resale	2,640.00	0.00	2,640.00	2,514.07	125.93	4,176.52	6,816.52
006177	LCH-Cutline/Water Rd/Resale	14,380.00	0.00	14,380.00	12,182.31	2,197.69	2,248.19	4,496.19
006178	Blumen Deal Various Roads	188,633.00	0.00	188,633.00	44,455.00	144,178.00	150,755.82	177,506.82
006179	TID-Kingway/Bunry Highway/Resale	17,150.00	0.00	17,150.00	3,190.55	13,959.45	3,200.51	7,021.46
TID - URBAN PROJECTS		1,662,042.00	44,455.00	1,706,497.00	1,282,261.11	418,235.89	4,181,429.44	11,471,290.86
005235	TID-Kingway/Jarrah/Herif/Edenham	0.00	0.00	0.00	0.00	0.00	738.05	738.05
General								
005459	Town Entry Signs	100,000.00	0.00	100,000.00	38,400.00	61,600.00	5,399.59	42,799.59
005316	Nanango-Eberran Street Drainage	4,038.36	0.00	4,038.36	0.00	4,038.36	4,038.36	4,038.36
005901	CANCELLED See Project 005193 Enjojo Cr	0.00	0.00	0.00	0.00	0.00	1,514.59	1,514.59
Urban Drainage		104,038.36	0.00	104,038.36	38,400.00	65,638.36	6,022.94	48,423.39
005156	Recreation/Chapman Reserves/Grass	26,800.00	0.00	26,800.00	0.00	26,800.00	1,066.25	27,866.25
005158	LCH-Nanango-Crestwood/Resale	274,000.00	0.00	274,000.00	0.00	274,000.00	0.00	274,000.00
005157	Morgan-Corb St South-Challenge	120,000.00	0.00	120,000.00	0.00	120,000.00	1,486.16	1,486.16
005158	Wandoo-Brambar St-Challenge	70,000.00	0.00	70,000.00	0.00	70,000.00	0.00	0.00
005159	Nanango-Glenn St-Challenge	70,000.00	0.00	70,000.00	0.00	70,000.00	1,486.16	1,486.16
Water Services		640,800.00	0.00	640,800.00	0.00	640,800.00	10,464.78	10,464.78
ITP		22,528,882.00	858,288.62	23,387,170.62	2,711,476.87	6,675,693.75	6,708,868.48	8,419,737.18
005048	ICTP-Alford St/Youngman/Glenbrook/WALR	800,000.00	0.00	800,000.00	0.00	800,000.00	18,277.76	36,833.39
005047	ICTP-Alford St/Glenbrook/Short St/WALR	0.00	0.00	0.00	0.00	0.00	11,905.57	30,893.35

Project Code	Project Description	2020/2021 Adopted Budget	2018/2019 Back to Progress	Fy18 Budget Adjustments	Second Quarter Budget Adjustments	Total Available Budget	2020/2021 Commencement	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
006048	ITP - Network (Aberdeen City) (AAR)	00	00	00	00	00	11,204.07	10,243.10	3,121.67
006049	ITP - Network (Aberdeen City) (AAR)	00	00	00	00	00	18,976.66	18,976.66	32,483.33
006050	ITP - Hub (Aberdeen City) (AAR)	00	00	00	00	00	48,843.77	48,843.77	64,843.64
006051	ITP - Station (Aberdeen City) (AAR)	300,000.00	00	00	00	300,000.00	11,921.66	18,977.56	35,883.52
		1,100,000.00	00	00	00	1,100,000.00	104,101.10	134,122.84	218,716.84
Water - General									
006030	Regional AC Plant Commissioning	00	128,000.00	00	00	128,000.00	3,021.00	47,242.36	10,267.46
006041	General Research Platform	150,000.00	00	00	00	150,000.00	00	44,652.54	44,652.54
006042	Water Research	150,000.00	00	00	00	150,000.00	8,046.68	29,588.48	34,653.10
006043	Water Research - General	150,000.00	00	00	00	150,000.00	349,159.28	3,383.52	27,522.80
		450,000.00	128,000.00	00	00	578,000.00	279,246.96	121,842.27	441,188.30
Water - Property									
006038	Water - Property (Aberdeen City) (AAR)	00	00	00	00	00	00	638.47	638.47
006039	Water - Property (Aberdeen City) (AAR)	00	00	00	00	00	00	1,648.77	1,648.77
006040	Water - Property (Aberdeen City) (AAR)	00	00	00	00	00	00	852,857.87	823,883.06
006041	Water - Property (Aberdeen City) (AAR)	00	664,814.51	00	00	664,814.51	117,933.89	8,944.33	8,944.33
006042	Water - Property (Aberdeen City) (AAR)	00	00	00	00	00	00	4,226.41	4,226.41
006043	Water - Property (Aberdeen City) (AAR)	00	00	00	00	00	333.50	795.41	338.43
006044	Water - Property (Aberdeen City) (AAR)	00	00	00	00	00	00	338.43	338.43
006045	Water - Property (Aberdeen City) (AAR)	00	00	00	00	00	00	184.42	184.42
006046	Water - Property (Aberdeen City) (AAR)	00	87,603.79	00	430,000.00	517,603.79	83,443.88	385,043.54	268,133.42
006047	Water - Property (Aberdeen City) (AAR)	100,000.00	00	00	00	100,000.00	00	41,824.27	41,824.27
006048	Water - Property (Aberdeen City) (AAR)	200,000.00	00	00	00	200,000.00	187,181.20	88,550.00	88,550.00
006049	Water - Property (Aberdeen City) (AAR)	175,000.00	00	00	00	175,000.00	2,641.42	133,282.33	133,282.33
006050	Water - Property (Aberdeen City) (AAR)	100,000.00	00	00	00	100,000.00	809.09	00	809.09
		874,000.00	795,118.50	00	430,000.00	1,309,118.50	281,889.18	889,283.88	1,144,172.84
Water - Mergers									
006058	Mergers - ACU Replacement	100,000.00	00	00	00	100,000.00	19,330.00	1,049.44	20,379.44
		166,999.00	00	00	00	166,999.00	18,450.00	1,188.44	20,617.44
Water - Pumps									
006059	Water - Pumps (Aberdeen City) (AAR)	250,000.00	00	00	00	250,000.00	31,912.23	8,852.95	38,112.23
006060	Water - Pumps (Aberdeen City) (AAR)	175,000.00	00	00	00	175,000.00	12,172.72	2,472.93	15,045.66
		424,000.00	00	00	00	424,000.00	142,787.94	34,047.83	184,648.89
Water - Wastewater									
006031	Water - Wastewater (Aberdeen City) (AAR)	60,000.00	00	00	230,000.00	290,000.00	13,785.00	4,313.29	4,313.29
006032	Water - Wastewater (Aberdeen City) (AAR)	200,000.00	00	00	00	200,000.00	18,202.40	18,202.40	18,202.40
006033	Water - Wastewater (Aberdeen City) (AAR)	200,000.00	00	00	00	200,000.00	19,234.66	34,962.26	48,196.61
		360,000.00	185,831.80	00	230,000.00	775,831.80	28,224.48	449,262.34	477,468.89
		3,000,000.00	1,041,748.80	00	680,000.00	4,721,748.80	1,683,812.78	2,481,042.04	2,481,042.04
Water - Services									
006061	Water - Services (Aberdeen City) (AAR)	00	125,000.00	00	00	125,000.00	00	83,236.31	83,236.31
006062	Water - Services (Aberdeen City) (AAR)	00	99,226.50	00	00	99,226.50	00	00	99,226.50
		00	224,226.50	00	00	224,226.50	00	83,236.31	83,236.31
Water - Utilities									
006063	Water - Utilities (Aberdeen City) (AAR)	00	99,340.38	00	378,000.00	477,340.38	379,894.89	184,553.90	433,378.49
006064	Water - Utilities (Aberdeen City) (AAR)	2,384,000.00	00	00	00	2,384,000.00	16,000.00	200.00	16,200.00
		2,384,000.00	99,340.38	00	378,000.00	3,061,340.38	344,894.89	184,753.90	449,578.49
Water - Mergers									
006055	Mergers - Network Replacement	00	63,724.27	00	00	63,724.27	155,018.58	329,489.46	448,232.52
		00	63,724.27	00	00	63,724.27	155,018.58	329,489.46	448,232.52
		00	63,724.27	00	00	63,724.27	155,018.58	329,489.46	448,232.52

Project Code	Project Description	2020/21 Actual Budget	2019/2021 Work in Progress	1st Quarter Budget Adjustments	2nd Quarter Budget Adjustments	Total Available Budget	2020/21 Commitments	2020/21 Actual Expenditure	2021/21 Actual Expenditure & Commitments
004956	Water and Mains - Network Renewals	0	666,795.00	0	183,000.00	849,795.00	267,263.37	686,642.79	643,763.34
004957	Water and Mains - Network Renewals	0	666,795.00	0	0	666,795.00	0	307.82	307.82
004958	Water and Mains - Network Renewals	0	666,795.00	0	0	666,795.00	0	0	0
005064	Water - Sewer Replacement Works	0	0	0	265,000.00	265,000.00	8,127.56	7,902,556.77	7,910,684.33
	Water - Roads	1,642,000.00	666,795.00	0	82,000.00	2,390,795.00	275,390.93	3,077,700.31	3,429,214.50
004957	Water - Sewer - Network Renewals	0	666,795.00	0	0	666,795.00	66,174.88	326,901.48	612,933.32
004958	Water - Sewer - Network Renewals	0	666,795.00	0	0	666,795.00	0	212,328.98	334,664.34
005064	Water - Sewer - Network Renewals	0	666,795.00	0	0	666,795.00	49,922.01	0	49,922.01
	Water	1,642,000.00	1,333,590.00	0	287,000.00	2,662,590.00	117,196.89	3,400,659.76	4,226,833.17
	Water Management - B	0	0	0	0	0	0	0	0
004488	Water Management - Sewer and Assets (20)	0	0	0	165,000.00	165,000.00	8,313.44	8,000.00	14,313.44
004489	Water Management - Sewer and Assets (20)	0	0	0	0	0	0	0	0
	Land	1,642,000.00	1,333,590.00	0	287,000.00	2,662,590.00	125,510.33	3,408,659.76	4,241,146.61
	General	0	0	0	0	0	0	0	0
004937	General - Sewer and Assets (20)	0	0	0	0	0	0	37,332.57	37,332.57
004938	General - Sewer and Assets (20)	0	0	0	0	0	0	0	0
	Land	1,642,000.00	1,333,590.00	0	287,000.00	2,662,590.00	125,510.33	3,408,659.76	4,241,146.61
	General	0	0	0	0	0	0	0	0
	Total	1,642,000.00	1,333,590.00	0	287,000.00	2,662,590.00	125,510.33	3,408,659.76	4,241,146.61

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 December 2020 was \$32,799,143 made-up of borrowings in the following departments:

Department	Borrowings
NRM & Parks	\$ 573,763
Finance	\$ 922,376
Property	\$ 878,235
Economic Development	\$ 364,093
Environment & Waste	\$ 701,580
Infrastructure	\$ 11,130,428
Water & Wastewater	\$ 18,228,669
Total	\$ 32,799,143

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

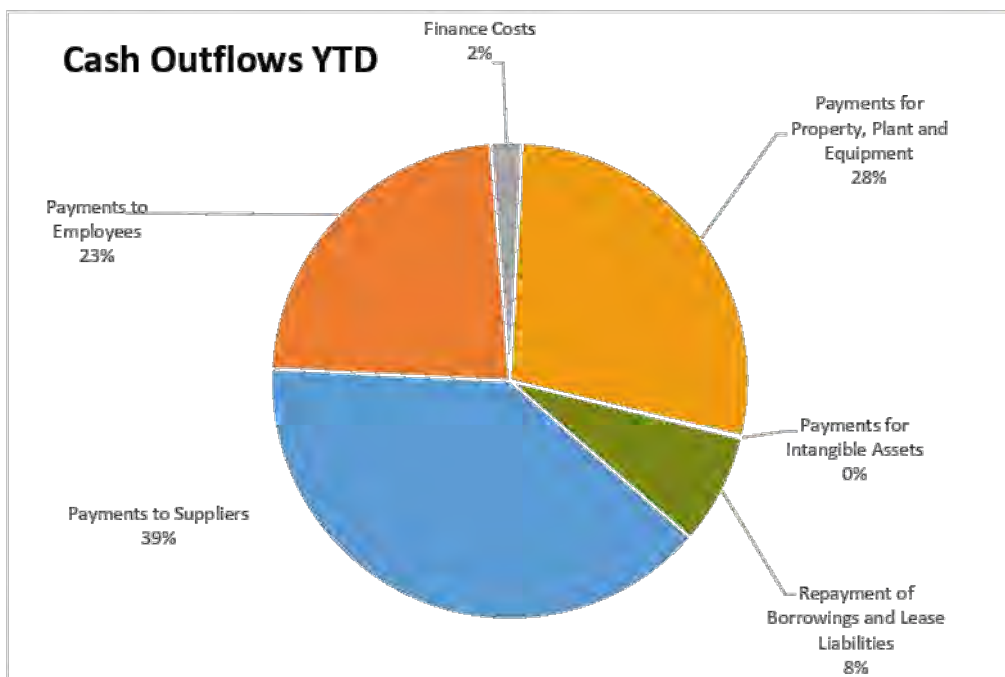
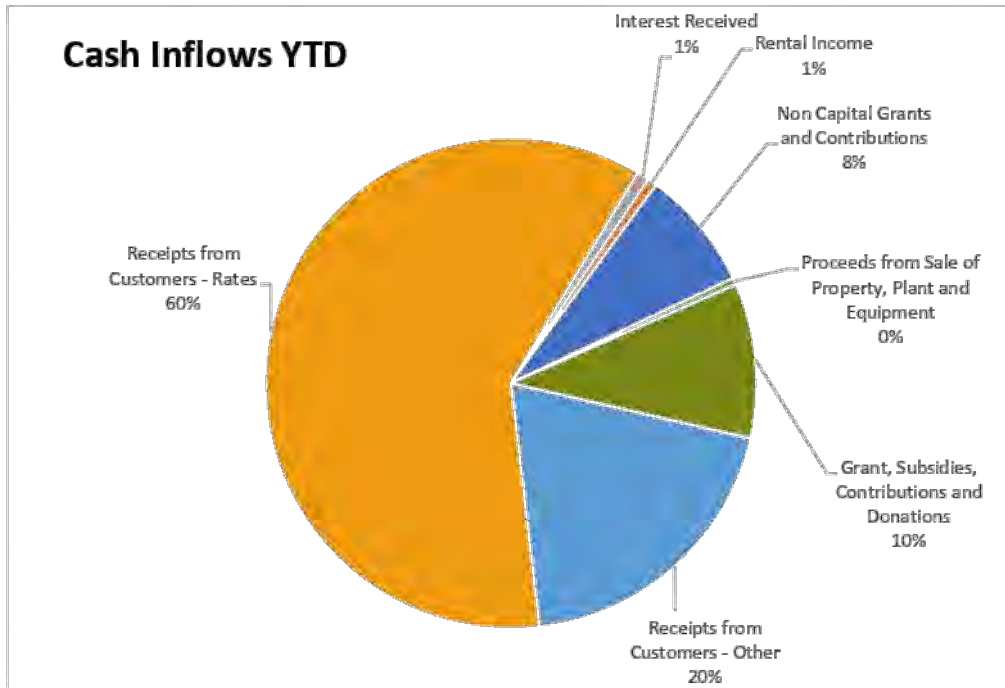
Provisions are made-up of landfill and gravel pit expected restoration costs and employee long service leave.

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	Nov	Dec	YTD
Cash Flows from Operating Activities							
Receipts from Customers	\$3,771,986	\$2,774,236	\$19,482,081	\$3,314,673	\$1,824,036	\$1,975,489	\$33,142,500
Payments to Suppliers and Employees	(\$9,987,627)	(\$2,983,034)	(\$5,743,368)	(\$4,815,117)	(\$3,269,540)	(\$4,210,765)	(\$31,009,451)
	(\$6,215,641)	(\$208,797)	\$13,738,712	(\$1,500,445)	(\$1,445,504)	(\$2,235,277)	\$2,133,048
Interest Received	\$65,992	\$28,855	\$77,439	\$64,128	\$56,771	\$94,227	\$327,412
Rental Income	\$38,456	\$33,680	\$57,900	\$30,917	\$50,826	\$44,935	\$256,714
Non Capital Grants and Contributions	\$1,500	\$823,981	\$1,093,301	\$366,225	\$975,510	\$20,853	\$3,281,370
Finance Costs	(\$182,233)	(\$182,497)	(\$174,334)	(\$179,571)	(\$168,786)	(\$172,951)	(\$1,060,372)
Net cash inflow (Outflow) from Operating Activities	(\$5,291,926)	\$495,222	\$14,793,018	(\$1,218,746)	(\$531,183)	(\$2,308,213)	\$4,938,172
Cash Flows from Investing Activities							
Payments for Property, Plant and Equipment	(\$542,121)	(\$2,044,282)	(\$1,942,499)	(\$3,668,605)	(\$2,537,109)	(\$3,152,265)	(\$13,886,881)
Payments for Intangible Assets	(\$23,130)	-	(\$5,228)	(\$13,723)	(\$13,723)	(\$11,762)	(\$69,566)
Advances/(Repayments) of Loans and Advances	-	-	-	-	-	-	-
Proceeds from Sale of Property, Plant and Equipment	\$19,081	\$112,500	\$11,636	-	-	\$47,389	\$186,606
Grant, Subsidies, Contributions and Donations	\$1,655,000	-	\$84,635	\$906,233	\$1,577,524	-	\$4,223,392
Net cash inflow (Outflow) from Investing Activities	\$1,102,831	(\$1,931,782)	(\$1,851,456)	(\$2,776,094)	(\$973,308)	(\$3,116,639)	(\$9,546,449)
Cash Flows from Financing Activities							
Proceeds from Borrowings and Leasing Liabilities	-	-	-	-	-	-	-
Repayment of Borrowings and Leasing Liabilities	\$139,688	\$139,688	(\$4,397,081)	\$128,499	\$124,354	\$128,499	(\$3,736,352)
Net cash inflow (Outflow) from Financing Activities	\$139,688	\$139,688	(\$4,397,081)	\$128,499	\$124,354	\$128,499	(\$3,736,352)
Cash and Cash Equivalents at the Beginning of the Period	\$47,404,602	\$42,955,195	\$41,058,323	\$49,602,804	\$45,736,463	\$44,356,326	\$47,404,602
Net Increase (Decrease) in Cash and Cash Equivalents Held	(\$5,049,407)	(\$1,296,873)	\$8,544,481	(\$3,866,341)	(\$1,380,137)	(\$5,296,352)	(\$8,344,629)
Cash and Cash Equivalents at the End of the Period	\$42,355,195	\$41,058,323	\$49,602,804	\$45,736,463	\$44,356,326	\$39,059,974	\$39,059,974
Restricted Cash	\$28,554,270	\$28,554,270	\$26,385,609	\$24,973,157	\$24,637,819	\$22,359,355	\$22,359,355
Cash Available for Use	\$13,800,925	\$12,504,053	\$23,217,194	\$20,763,305	\$19,718,507	\$16,700,619	\$16,700,619



5.0 Interim Changes in Equity

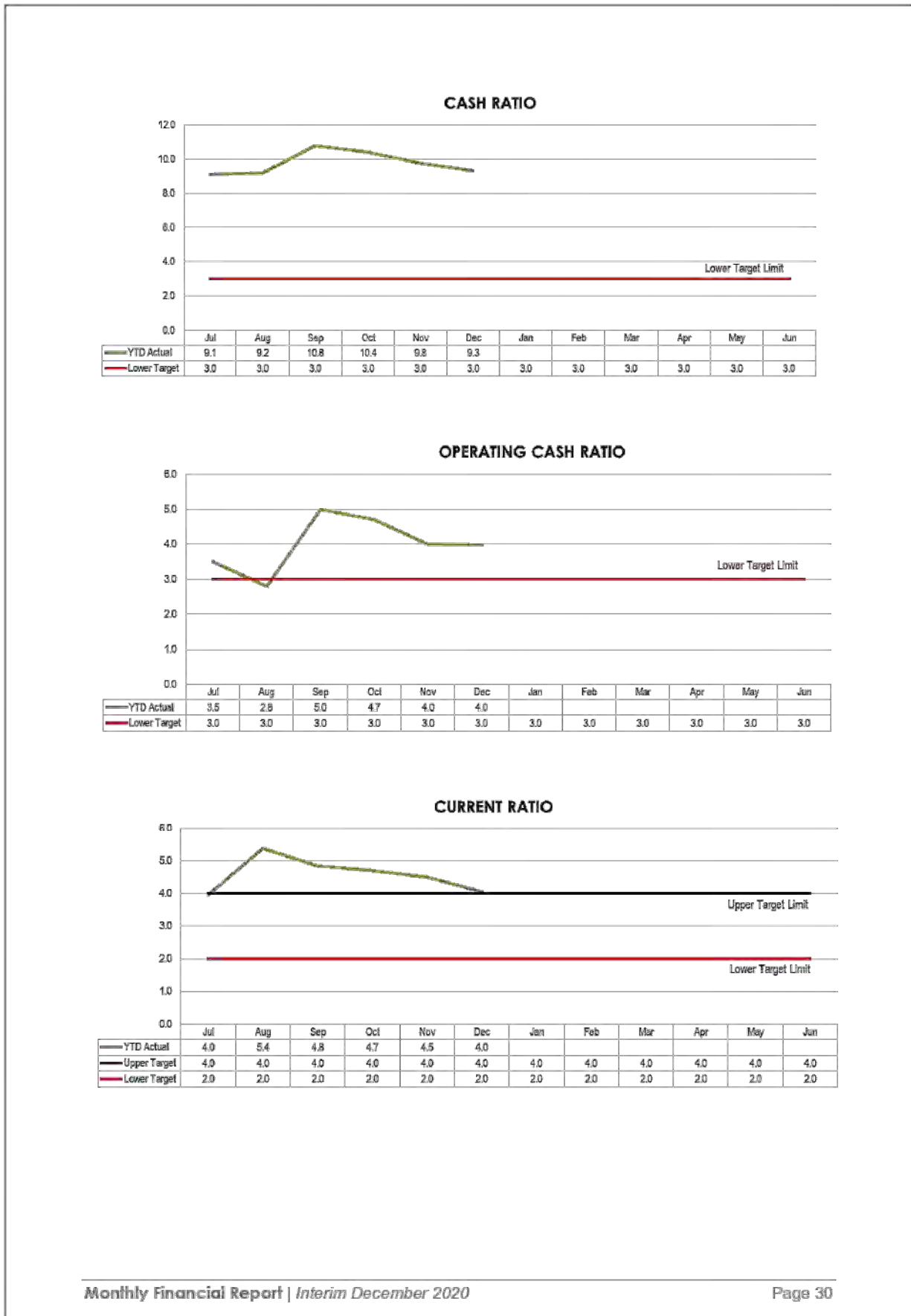
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	YTD
	\$	\$	\$	\$	\$	\$	\$
Asset Revaluation Surplus							
Opening Balance	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684
Incl/(dec) in asset revaluation surplus	-	-	-	-	-	-	-
Closing Balance	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684
Retained Surplus							
Opening Balance	426,494,028	423,171,118	444,590,063	437,032,195	434,088,764	432,306,006	426,494,028
Net Result	- 3,322,910	21,419,545	- 6,758,468	- 2,943,431	- 2,502,078	- 4,227,064	1,665,595
Closing Balance	423,171,118	444,590,663	437,832,195	434,888,764	432,386,686	428,159,623	428,159,623
Total Community Equity	850,624,801	872,044,347	865,285,879	862,342,448	859,840,370	855,613,306	855,613,306

6.0 Financial Ratios

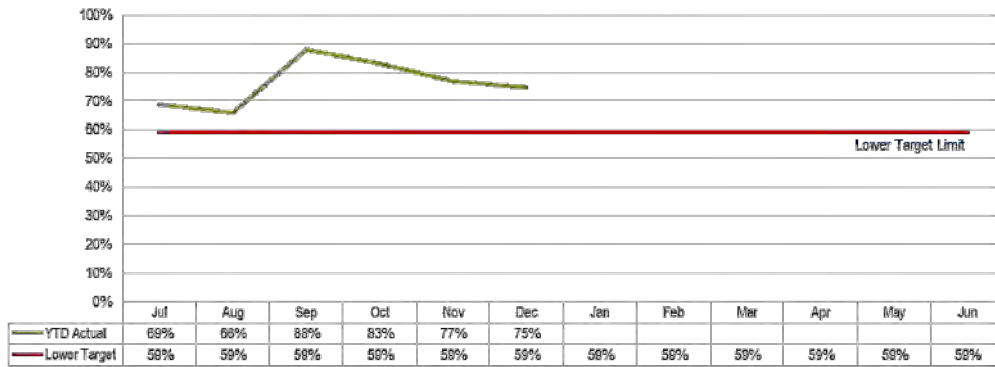
Key Performance Indicators - Monthly Reporting

Ratio	Description	Formula	SRC's Target	Status	Dec-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	✓	9.3
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	✓	4.0
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	✗	4.0
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 50%	✓	75%
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%	✓	6.8%
Cash Balance \$M	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$24M	✓	39.06
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%	✓	3.6%
Interest Coverage Ratio	This ratio demonstrates the extent which operating revenues are being used to meet the financing charges	$\frac{\text{Net Interest Expense or Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	✓	2.4%

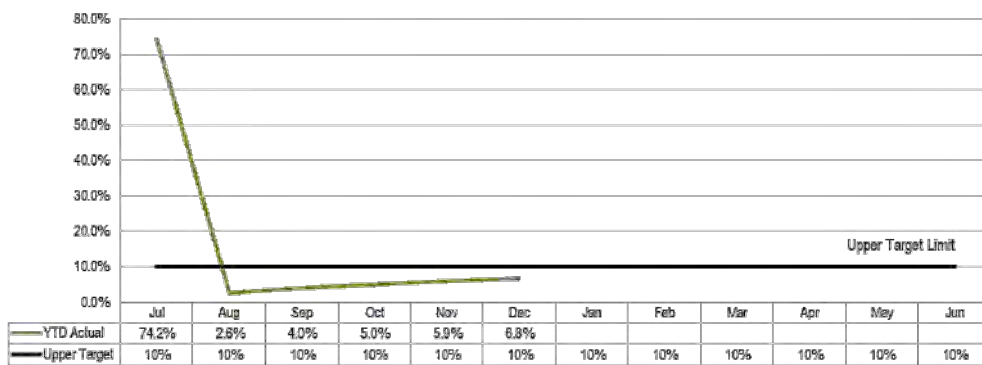
The current monthly ratios are tracking on target, with the **Current Ratio** now just above the upper target limit at 4.04.



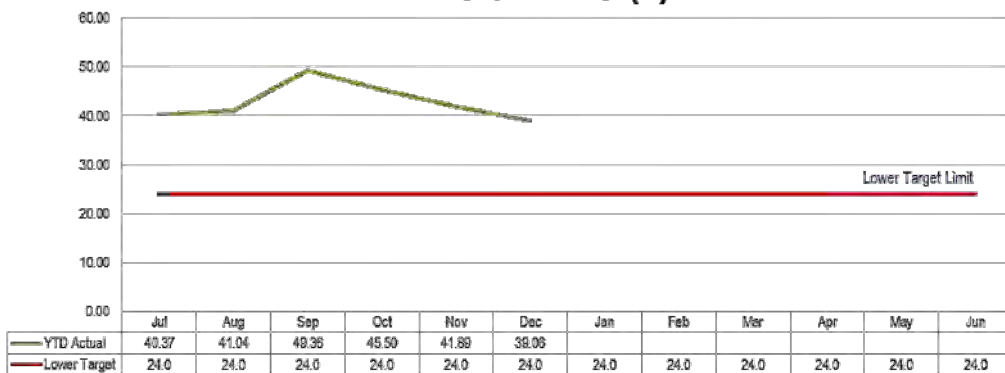
FUNDED LONG-TERM LIABILITIES

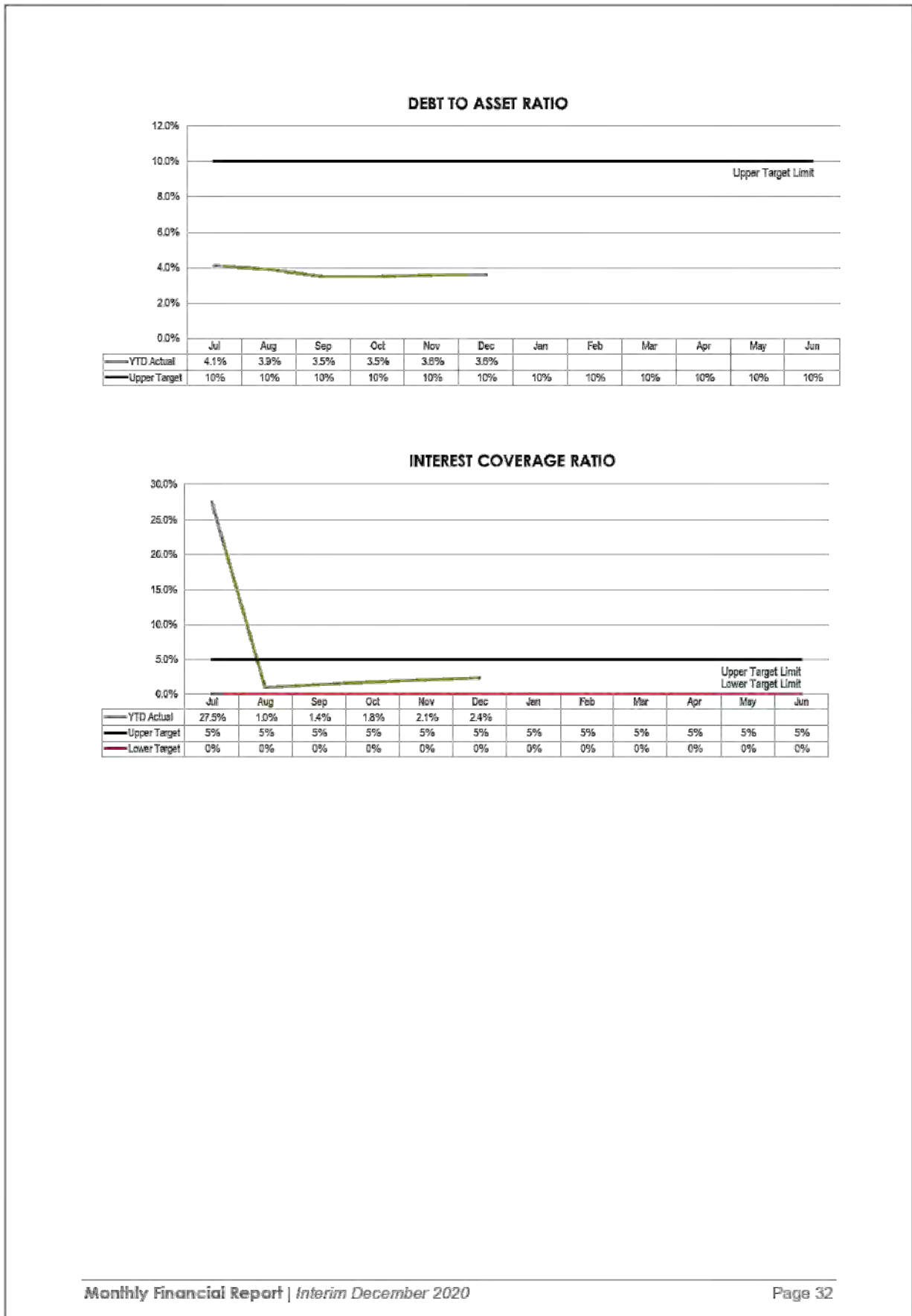


DEBT SERVICING RATIO



CASH BALANCE (M)





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
Income				
Revenue				
Recurrent Revenue				
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
	68,823,662	70,639,396	72,539,313	74,504,579
Capital Revenue				
Grants, Subsidies, Contribution and Donations	10,766,291	3,555,221	3,266,291	3,466,291
	10,766,291	3,555,221	3,266,291	3,466,291
Total Income	79,589,953	74,194,617	75,805,604	77,970,870
Expenses				
Recurrent Expenses				
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
	71,627,962	72,790,741	74,529,342	75,225,293
Capital Expense	(406,800)	(413,716)	(420,749)	(427,902)
Total Expense	71,221,162	72,377,025	74,108,593	74,797,391
Net Result	8,368,791	1,817,592	1,697,011	3,173,479
Net Operating Result	(2,804,300)	(2,151,345)	(1,990,029)	(720,714)

	Year 6 2026/2025	Year 7 2026/2027	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
Income					
Revenue					
Recurrent Revenue					
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>
Capital Revenue					
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>
Total Income	<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>
Expenses					
Recurrent Expenses					
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>
Capital Expense					
	(435,176)	(442,574)	(450,098)	(457,750)	(466,532)
Total Expense	<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>
Net Result	<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>
Net Operating Result	<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
Assets				
Current Assets				
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
Total Current Assets	\$ 45,524,523	\$ 56,786,942	\$ 47,262,671	\$ 49,731,709
Non-Current Assets				
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
Total Non-Current Assets	\$ 916,480,584	\$ 915,062,681	\$ 922,476,842	\$ 919,276,720
Total Assets	\$ 962,005,107	\$ 971,849,623	\$ 969,739,513	\$ 969,008,429
Liabilities				
Current Liabilities				
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
Total Current Liabilities	\$ 15,840,072	\$ 16,009,853	\$ 16,184,222	\$ 16,239,890
Non-Current Liabilities				
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
Total Non-Current Liabilities	\$ 47,753,081	\$ 55,610,224	\$ 51,628,734	\$ 47,668,504
Total Liabilities	\$ 63,593,153	\$ 71,620,078	\$ 67,812,957	\$ 63,908,394
Net Assets	\$ 898,411,954	\$ 900,229,545	\$ 901,926,556	\$ 905,100,035
Equity				
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
Total Equity	\$ 898,411,954	\$ 900,229,545	\$ 901,926,556	\$ 905,100,035

	Year 5 2025/2026	Year 7 2026/2027	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
Assets					
Current Assets					
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
Total Current Assets	\$ 70,688,649	\$ 62,896,902	\$ 71,747,405	\$ 70,685,695	\$ 80,886,516
Non-Current Assets					
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
Total Non-Current Assets	\$ 913,345,740	\$ 920,899,871	\$ 912,945,069	\$ 915,951,619	\$ 808,416,712
Total Assets	\$ 984,034,389	\$ 983,796,773	\$ 984,692,474	\$ 986,637,314	\$ 989,303,228
Liabilities					
Current Liabilities					
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
Total Current Liabilities	\$ 17,244,873	\$ 17,106,174	\$ 17,200,532	\$ 17,434,300	\$ 18,946,907
Non-Current Liabilities					
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	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 57,992,096	\$ 53,825,605	\$ 49,411,438	\$ 44,872,289	\$ 38,898,770
Total Liabilities	\$ 75,236,969	\$ 70,931,779	\$ 66,611,970	\$ 62,306,589	\$ 57,845,677
Net Assets	\$ 908,797,420	\$ 912,864,994	\$ 918,080,504	\$ 924,330,725	\$ 931,457,551
Equity					
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
Total Equity	\$ 908,797,420	\$ 912,864,994	\$ 918,080,504	\$ 924,330,725	\$ 931,457,551

7.3 Cash Flow

	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025
Cash Flows from Operating Activities				
<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
Net Cash Provided (or Used) in Operating Activities	\$ 20,349,283	\$ 19,817,584	\$ 20,869,911	\$ 22,430,931
Cash Flows from Investing Activities				
<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
Net Cash Provided (or Used) in Investing Activities	-\$ 25,448,141	-\$ 17,069,311	-\$ 26,631,286	-\$ 16,147,306
Cash Flows from Financing Activities				
<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
Net Cash Provided (or Used) in Financing Activities	\$ 1,986,126	\$ 8,416,151	-\$ 3,960,845	-\$ 4,117,466
Net Increase/(Decrease) in Cash and Cash Equivalent	-\$ 3,112,732	\$ 11,164,425	-\$ 9,722,220	\$ 2,166,159
Cash and Cash Equivalents at Beginning of Period	\$ 43,116,747	\$ 40,004,015	\$ 51,168,440	\$ 41,446,220
Cash and Cash Equivalents at End of Period	\$ 40,004,015	\$ 51,168,440	\$ 41,446,220	\$ 43,612,379

	Year 6 2025/2026	Year 7 2026/2027	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
Cash Flows from Operating Activities					
<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
Net Cash Provided (or Used) in Operating Activities	\$ 23,581,635	\$ 24,407,344	\$ 25,198,296	\$ 26,907,896	\$ 27,978,058
Cash Flows from Investing Activities					
<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
Net Cash Provided (or Used) in Investing Activities	-\$ 14,052,631	\$ 27,876,274	\$ 12,487,534	-\$ 24,080,910	-\$ 13,967,414
Cash Flows from Financing Activities					
<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
Net Cash Provided (or Used) in Financing Activities	\$ 11,068,241	-\$ 4,796,413	-\$ 4,448,647	-\$ 4,602,188	-\$ 4,653,507
Net Increase/(Decrease) in Cash and Cash Equivalents	\$ 20,597,246	-\$ 8,265,343	\$ 8,262,115	-\$ 1,775,202	\$ 9,357,137
Cash and Cash Equivalents at Beginning of Period	\$ 43,612,379	\$ 64,209,625	\$ 55,944,282	\$ 64,206,396	\$ 62,431,194
Cash and Cash Equivalents at End of Period	\$ 64,209,625	\$ 55,944,282	\$ 64,206,396	\$ 62,431,194	\$ 71,788,331

7.4 Changes in Equity

	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025	
Asset Revaluation Surplus					
Opening Balance	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	
Closing Balance	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	
Retained Surplus					
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	
Closing Balance	\$ 449,131,364	\$ 450,948,955	\$ 452,645,966	\$ 455,819,445	
Total Community Equity	\$ 898,411,954	\$ 900,229,545	\$ 901,926,556	\$ 905,100,035	
	Year 6 2025/2026	Year 7 2026/2027	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
Asset Revaluation Surplus					
Opening Balance	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590	\$ 449,280,590
Retained Surplus					
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
Closing Balance	\$ 459,516,830	\$ 463,584,404	\$ 468,799,914	\$ 475,050,135	\$ 482,176,961
Total Community Equity	\$ 908,797,420	\$ 912,864,994	\$ 918,080,504	\$ 924,330,725	\$ 931,457,551

8.0 Investments

Council had \$39.168m held in bank accounts at 31 December 2020. Out of this balance 88% was held with QTC with an end of month interest rate of 1.03% and the remaining 12% was with Commonwealth Bank with an interest rate of 0.60%. 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%	1.03%
CBA General Account (new)	A1+	0.75%	0.60%
CBA General Account	A1+	0.75%	0.60%

Investment Portfolio Report
As at 31 December 2020

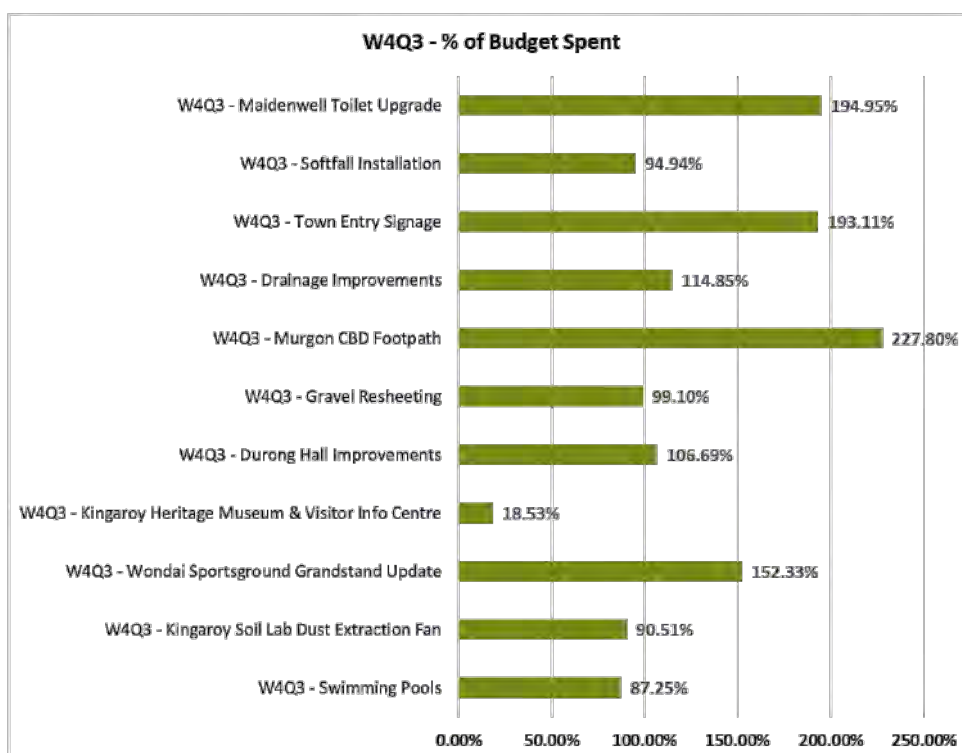
Financial Institution	Opening Investment Balance 1 July 2020	Interest Rate	Deposits	Redemptions	Balance	Interest Income	Admin Charge	Net Interest Income	Ending Investment Balance 31 December 2020	% to Portfolio	Short Term Rating	Individual Counter - Party Limit	Maximum Funds Limit
Queensland Treasury Corporation	41,289,201	1.03%	4,000,000	11,000,000	34,289,201	162,144	29,615	132,530	34,421,731	0.88	A1+	100%	No Limit
Commonwealth Bank Australia General Operating Account	6,211,212	0.60%	74,233,368	75,719,221	4,725,359	21,388		21,388	4,746,747	0.12	A1+	25% to 35%	\$20M
Total	47,500,413		78,233,368	86,719,221	39,014,560	183,532	29,615	153,918	39,168,478				

9.0 Works for Queensland

9.1 Works for Queensland Round 3

The Works for Queensland total budget is \$4.5m. To-date, \$5.213m of actuals has been spent with a further committed cost of \$133k identified. As at 31 December 2020, \$4.377m was eligible expenditure under the grant with the remaining \$836k funded by Council.

Project Code	Project Description	Project Budget	2020 Project Month Total	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	Commitments	Project Life to Date	Eligible Expenditure	Funded by Council	% of Budget Spent
100669	W4Q3 - Swimming Pools	285,000.00	297,451.63	714.89	472.92	9,096.92	-	628.00	-	662.55	245,987.66	246,851.86	-	87.35%
100655	W4Q3 - Kingaroy Soil Lab Dust Extraction Fan	95,000.00	95,000.00	-	-	-	-	-	-	0.00	95,000.00	95,000.00	-	90.33%
100667	W4Q3 - Wondai Sportsground Grandstand Update	22,000.00	126,812.39	-	-	-	-	-	-	0.00	126,812.39	126,812.39	104,812.39	122.25%
100668	W4Q3 - Kingaroy Heritage Museum & Visitor Info Cent	90,000.00	5,392.79	-	-	1,976.07	266.80	1,680.90	420.00	13,684.21	9,257.40	9,257.40	-	18.31%
100658	W4Q3 - Durong Hall Improvements	15,000.00	16,000.76	-	-	-	-	-	-	0.00	16,000.76	15,000.00	1,000.76	106.69%
100670	W4Q3 - Gravel Resheeting	2,780,000.00	3,621,245.85	862,879.96	659.75	17.96	-	-	-	0.00	3,719,269.63	3,719,269.63	-	133.46%
100674	W4Q3 - Murgon CBD Footpath	300,000.00	607,661.00	32,600.00	57,450.00	142,000.00	6,440.00	7,980.00	3,740.00	115,660.00	1,100,000.00	1,100,000.00	693,000.00	220.00%
100672	W4Q3 - Drainage Improvements	500,000.00	337,203.63	4,000.00	-	-	-	-	-	0.00	401,861.37	350,000.00	51,861.37	124.85%
100673	W4Q3 - Town Entry Signage	100,000.00	181,208.73	-	-	-	-	-	-	8,810.00	189,138.73	170,000.00	19,138.73	189.33%
100674	W4Q3 - Softfall Installation	300,000.00	281,427.24	-	-	-	-	-	-	0.00	281,427.24	281,427.24	-	93.81%
100675	W4Q3 - Maidenwell Toilet Upgrade	19,000.00	37,246.69	-	-	-	-	-	-	0.00	37,246.69	37,246.69	18,246.69	194.95%
		4,500,000.00	4,821,625.90	158,808.28	51,544.57	151,806.28	6,716.80	9,676.24	5,160.91	136,931.00	5,213,243.64	4,916,940.00	697,303.64	115.83%



10.0 Procurement Update

Applications to the select Invitation to Tender for Healthcare Providers post an Expression of Interest process has resulted in the receipt of 6 tender responses from local health care providers from 9 invitations. The evaluation process is currently underway and due to be finalised and awarded in the near future.

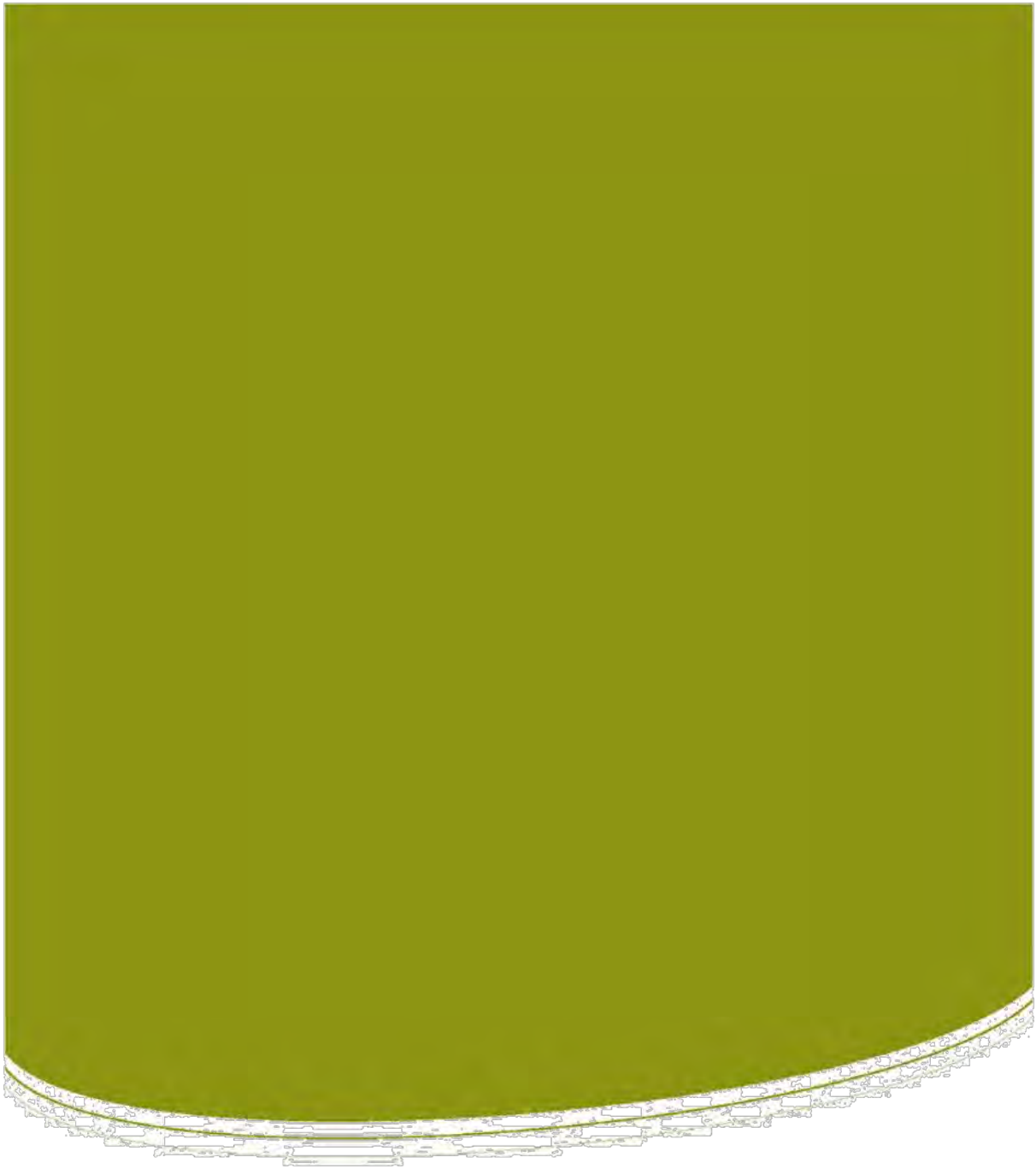
Council has saved a further \$3.8K in electricity due to regular network tariff reviews as part of the energy metrics reports Council receives.

In partnership with Council's Property department, Procurement is currently working with energy specialists to analyse Council's electricity data to determine if there are suitable Council sites for solar opportunities that offer a reasonable payback period, return on investment and reducing Council's carbon footprint where possible.

11.0 Rates Update

Rates are in the process of entering/auditing water meter readings for inclusion with the February 2021 rate notice. This process includes contacting ratepayers who have higher than normal water meter readings and alerting them to the possibility of a costly water leak.

Changes to property valuations and services are also being updated to ensure the February 2021 rate notice reflects the most up to date information available. The issue date & due date has been brought forward 1 week so that it does not interfere with the Technology One Cloud migration. Proposed issue date is 10/02/2021 and proposed due date is 16/03/2021.



10 PORTFOLIO – ROADS & DRAINAGE

Nil

11 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION

Nil

12 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES

12.1 OPERATIONAL WORKS DEVELOPMENT APPLICATION AND INSPECTION FEES - ALKALOIDS OF AUSTRALIA - EXTERNAL ROAD SEALING - REQUEST TO WAIVE OPERATIONAL WORKS APPLICATION FEES

File Number: 2746280

Author: Manager Planning and Land Management

Authoriser: Chief Executive Officer

PRECIS

Operational Works Development Application and Inspection Fees Request to Council to Waive Operational Works Application Fees for the external road sealing (Memerambi Cemetery Road and Postles Road)

SUMMARY

A request has been received for a fee waiver for the Operational Works application fees relating to the external road upgrade works on existing unsealed Council roads (Memerambi Cemetery Road and Postles Road) which lead from the Bunya Highway to the factory at Postles Road.

Condition ENG1 of the approval for the factory (MCU18/0020) requires an upgrade and minor road widening to a gravel standard. However, the applicants are proposing to upgrade the identified roads to a fully sealed standard.

The request is suggesting that the road upgrade to a fully sealed standard instead of a gravel standard will benefit all road users at no cost to Council or its ratepayers.

The request refers to the Council's recently introduced Development Incentive Scheme and identifies that the fees for the proposed road upgrade as proposed by the applicant falls within the category pertaining to long-term employment generating in the rural zone. It is noted that the incentive program provides a discount on infrastructure charges generated after the adoption of South Burnett Regional Council Charges Resolution (No. 3) 2019 dated 1 July 2019 and not application fees for development.

The factory approval was issued on 13 June 2019 and the development was not subject to infrastructure charges.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council **refuse**, the request to waive fees for operational works relating to the external road upgrade of Council's unsealed roads (Memerambi Cemetery Road and Postles Road) at Memerambi.

- On the basis that Council's recently adopted Development Incentive Scheme does not provide for a reduction in application fees.

FINANCIAL AND RESOURCE IMPLICATIONS

A reduction in the operational works application and inspection fees will result in a reduction of revenue of \$7,190.00 (approximately 2% of the value of the work). Any budget shortfall in the revenue budget will require funding from other revenue sources.

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)

The applicant's letter of request has been circulated to Councillors previously as a confidential document given the potential commercial in confidence material contained within the request.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Section 51 of the *Planning Act 2016* provides that a fee must be paid to Council to consider an application properly made. Section 109 of the *Planning Act, 2016* provides that the application fee may be waived in the circumstance prescribed by regulation.

Section 40(2) of the *Planning Regulation 2017* provides that all or part of the required fee for the application may be waived if the application is made by a registered non-profit organisation.

A registered non-profit organisation means an incorporated organisation that is:

- (a) recorded in the register kept under the Collections Act 1966, part 6; or
- (b) recorded in a register kept under a law of another State substantially corresponding to the register kept under the Collections Act 1966, part 6; or
- (c) a registered entity within the meaning of the Australian Charities and Not-for-profits Commission Act 2012(Cwlth).

The applicant is not a registered non-profit organisation and Council is unable to waive the required fee set under the *Planning Act 2016* for the application to be properly made.

Council may review fees and charges and set a reduced fee at the annual budget meeting when the broader budget implication of reduces fee income can be considered.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The request from the applicant does not meet the requirements for Council's policy or the *Planning Regulation 2016* regarding the reduction of application fees and charges for community groups or non-profit organisations.

Council's recently introduced Development Incentive Scheme provides for discounts on Infrastructure Charges; however, it does not identify concessions on application fees for development.

ASSET MANAGEMENT IMPLICATIONS

No implication can be identified

REPORT

- An application has been received under Council's Developer Incentives Scheme for a full fee waiver for the Operational Works application fees for relating to the external road upgrade works on existing unsealed Council roads (Memerambi Cemetery Road and Postles Road) which lead from the Bunya Highway to the factory at Postles Road.
- The application fees for the operational work application totalling \$7,190.00 was paid by the applicant and the development permit was issued in December 2020.
- The original condition of approval requires an upgrade to a gravel standard only, however the applicant is proposing upgrading the roads to a bitumen sealed standard at the applicant's cost.
- The request is supported by suggesting that all road users and ratepayers will benefit from the upgrade to the Councils' roads and support long term employment creation in the rural zone.

- The Developer Incentive Scheme does not provide for a waiver of application fees as this would be contrary to the requirements of the *Planning Act 2016* for an application to be properly made.
- Section 51 of the *Planning Act 2016* provides that a fee must be paid to Council to consider an application properly made and section 109 of the *Planning Act, 2016* provides that the application fee may be waived in the circumstance prescribed by regulation. Section 40(2) of the *Planning Regulation 2017* provides that all or part of the required fee for the application may be waived if the application is made by a registered non-profit organisation.
- Council's policy Consideration of Applications for reduction in Council's Fees & Charges - Building & Development Applications provides a policy direction for the implementation of section 40(2) of the *Planning Regulation 2017* to consider fee waivers for non-profit organisations.
- The policy provides that Council will consider providing financial assistance to individuals, groups or community organisations, where:
 - The community or not for profit organisation or group has significant local membership, or
 - The organisation or group has members, residing in, working in or has a definite connection to the South Burnett Region, or
 - The individual resides in, works in or has a definite connection to South Burnett Region, AND
 - The project will deliver tangible benefits (economic, financial or social) to residents of South Burnett Regional Council.
 - An organisation external to the Region provides a service of tangible benefit (economic, financial or social) to the residents of South Burnett Regional Council.
- Council has to date consistently applied the above policy and provided a fee reduction to groups, organisations or individuals that demonstrated their non-profit status by being a register non-profit organisation.
- The request does not meet the eligibility criteria of Council's policy or the requirements for a properly made application under the *Planning Act 2016* and the *Planning Regulation 2017* and can therefore not be supported.

ATTACHMENTS

Nil

13 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT

Nil

14 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS

Nil

15 PORTFOLIO – ECONOMIC DEVELOPMENT**15.1 BUILDING BETTER REGIONS FUND ROUND FIVE****File Number: BBRFR5****Author: Executive Assistant****Authoriser: Chief Executive Officer****PRECIS**

Councillor Duff has requested by email dated 9 January 2021 that a further report be presented to Council regarding the BBRF Round Five. Public consultation has been undertaken regarding the projects endorsed at the December General Meeting as well as feedback in relation to additional projects that Council may wish to consider. Consideration may be given to the change of projects which may include a project at Yallakool Caravan Park on BP Dam. This could potentially include a recreation park (a water park and mini put put near the pool area), a new amenity block with a shower to replace the existing old one near the pool and 3 new lakeside cabins. The water park could be one with soft fall with indigenous art and a rotunda on one side with aboriginal art. It is envisaged that this application would be somewhere between \$600,000 and \$850,000 with the application to request a 50% contribution through BBRF Round 5.

SUMMARY

Presented at the Infrastructure Standing Committee meeting on 2 December 2020 – options for Building Better Regions Fund (BBRF) applications and 16 December 2020 General Meeting for direction of priority projects. Final confirmation is required for projects for submission so that application can be progressed within required timeframes.

OFFICER'S RECOMMENDATION

1. That South Burnett Regional Council confirms the following projects for Building Better Regions Fund (BBRF) for application and submission to the BBRF Round Five:
 - (a)
 - (b)
2. That South Burnett Regional Council confirms its commitment to fund any successful application 50% in future budgets

FINANCIAL AND RESOURCE IMPLICATIONS

The programme requires a financial contribution and consideration would need to be given for future budget and works programmes.

LINK TO CORPORATE/OPERATIONAL PLAN

INF 1 Infrastructure that meets community needs

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

On 3 December correspondence was forwarded to Ipswich City Council, Gympie Regional Council and Somerset Regional Council to gauge interest in a future joint application. At the time of the preparation of the report Somerset Regional Council has made return contact and advised that they will discuss the matter prior to a formal response.

Discussions have been held with RDA, BIEDO and Department of State Development.

A online meeting was held on 21 December 2020 to discuss the Council resolution and potential projects to be developed.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

N/A

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council will decide on its application priorities by resolution

ASSET MANAGEMENT IMPLICATIONS

If new assets are developed, they may have an impact on future depreciation. Renewal of assets should be considered in any future project funding rounds.

REPORT

At the Infrastructure Standing Committee meeting on 2 December 2020 the following was adopted:

Committee Resolution 2020/15

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the Committee recommends to Council that the following options for Building Better Regions Fund (BBRF) applications be considered:

1. Great Southern Rail Trail
2. Community Hub for Mental Health & Wellbeing
3. Tertiary Learning Centre
4. Rail Trail Hivesville to Proston
5. Memorial Park/Kingaroy Pool/Lions Park
6. Coolabunia Saleyards
7. Boondooma/Yallakool
8. Swickers Recycled Water
9. Indigenous Tourism
10. Mural/Drovers Trail
11. Wondai Sports Ground
12. Wondai Show Grounds / Racetrack
13. Murgon Sports Grounds lighting

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

Against: Nil

Carried 7/0

The items considered by Council at the Standing Committee of 2 December could be group in the following with no order of priority.

1. Community Hub for Mental Health & Wellbeing / Tertiary Learning Centre
2. Rail Trails - Great Southern Rail Trail / Rail Trail Hivesville to Proston
3. Recreational Infrastructure: Memorial Park/Kingaroy Pool/Lions Park / Wondai Sports Ground / Wondai Show Grounds / Racetrack / Murgon Sports Grounds lighting
4. Council Commercial Facilities - Coolabunia Saleyards / Boondooma/Yallakool
5. Swickers Recycled Water
6. Art Tourism - Indigenous Tourism / Mural/Drovers Trail

These items were again considered and at the Council General meeting of 16 December 2020 the following was adopted:

15.1 Building Better Regions Fund Round Five

Resolution 2020/215

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That Council continues to develop the following options for Building Better Regions Fund (BBRF) for applications to the BBRF Round 5:

- (a) Rail Trail Hivesville to Proston
- (b) Coolabunia Saleyards

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

Against: Crs Gavin Jones and Scott Henschen

CARRIED 5/2

Key Dates

The Round Five Community Investments Stream supports new or expanded local events, strategic regional plans or leadership and capability strengthening activities that provide economic and social benefits to regional and remote areas.

- **Open date:** 12 Jan 2021 10:00 AM AEDT.
- **Close date:** 05 Mar 2021 05:00 PM AEDT

The Round Five Infrastructure Projects Stream supports investment ready projects that provide economic and social benefits for regional and remote areas.

- **Open date:** 12 Jan 2021 10:00 AM AEDT.
- **Close date:** 05 Mar 2021 05:00 PM AEDT.

As noted on the Departmental Website:

The \$1.04 billion Building Better Regions Fund (BBRF) supports the Australian Government's commitment to:

- *drive economic growth*
- *build stronger regional communities into the future.*

For Round Five, there is a total of \$200 million available, with \$100 million dedicated to tourism-related infrastructure projects.

The Infrastructure Projects Stream supports projects that provide economic and social benefits to regional and remote areas. The projects can be either construction of new infrastructure or the upgrade or extension of existing infrastructure. The Infrastructure Projects Stream only supports investment ready projects.

For most projects grant funding will be up to either 50% or 75% of your eligible project costs. Your location will determine the percentage of grant funding you can receive.

You may apply for a partial or full exemption to your contribution requirement if you can demonstrate that you are experiencing exceptional circumstances.

Your project will need to deliver economic and social benefits to a regional or remote community.

All applications would be required to be submitted by Council as BBRF is open to applications from not for profits and local governments so SBRC would need to be the lead proponent

ATTACHMENTS

Nil

16 NOTICES OF MOTION

Nil

17 INFORMATION SECTION

17.1 DELEGATED AUTHORITY REPORTS

File Number: 20/01/2021

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.

OFFICER'S RECOMMENDATION

That the Delegated Authority report be received.

ATTACHMENTS

1. P&LM Meeting Report for Operational Works on Oil Seeds Rd & Postles Road [↓](#) 
2. P&LM Meeting Report for Material Change of Use - 20 Fork Hill Drive, Moffatdale [↓](#) 
3. P&LM Meeting Report - Material Change of Use - Walter Road, Kingaroy - MCU20.0014
[↓](#) 

Approved by Delegated Authority: *CEP*

Date: 23/12/2020

0.0 P&LM - 2747539 -OPERATIONAL WORKS APPLICATION FOR 5 OILS SEEDS ROAD, MEMERAMBI - LOT 100 ON SP285938 - ALKALOIDS OF AUSTRALIA PTY LTD - ATC ENGINEERS - OPW20/0002

File Number: OPW20/0002
Author: Planning & Land Management
Authoriser: Chief Executive Officer

	SIGNATURE	DATE
MANAGER	N/A	
ACTING GM	<i>CEP</i>	23-12-2020
CEO	<i>M. ...</i>	24-12-2020

PRECIS

Operational works application for road works at no cost to Council for 5 Oil Seeds Road, Memerambi – Alkaloids Australia Pty Ltd – ATC Engineers

SUMMARY

- Application for Operational Work for Roadworks at Memerambi-Cemetery Road, Oil Seeds Road, and Postles Road – OPW20/0002;
- An Operational Work application was conditioned in the Conditions of Approval for MCU18/0020 of the development;
- The proposed Operational Work is approved with conditions.
- These conditions are seen to be in accordance with South Burnett Regional Council Planning Scheme 2017, development guidelines and best practices.

OFFICER'S RECOMMENDATION

It is recommended that Council approve the development application for Operational Work for Roadworks, at Memerambi-Cemetery Road, Oil Seeds Road, and Postles Road, subject to the following conditions:

GENERAL

- ENG1. Compliance with the plans and specifications submitted with Development Application OPW20/0002, approval conditions, all Council Planning Scheme Policies and applicable engineering standards.
- ENG2. This approval extends to roadworks as detailed, and is conditional upon a set of "Issued for Construction" drawings, amended if required by the conditions of this approval, being submitted to Council for endorsement, prior to pre-start meeting.
- ENG3. Undertake all approved works and works required by conditions of this development approval at no cost to Council.
- ENG4. Submit to Council for approval, an Inspection and Test Plan certified by a suitably qualified Engineer (RPEQ – Civil) prior to commencement of any work and prior to any pre-start meeting.
- ENG5. Pay to Council, inspection fees based on Council's Fees and Charges current at the time of commencement of works and based on the estimated project cost as estimated or accepted by Council prior to the pre-start meeting.
- ENG6. Ensure that supervision of all construction works are carried out by a suitably qualified and experienced Engineer (RPEQ).
- ENG7. Adhere to the following hours of construction unless otherwise approved in writing by Council:

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ENG8. Monday to Saturday:	to	ENG9. 6.30am to 6.30pm	ENG10. Noise permitted
ENG11. Monday to Sunday:		ENG12. 6.30pm to 6.30am	ENG13. No noise permitted
ENG14. Sunday and Public Holidays:		ENG15.	ENG16. No noise permitted

Do not conduct work or business that causes audible noise from or on the site outside the above hours.

ENG17. Be responsible to carry out Work Health and Safety legislative requirements.

- ENG18. Ensure all work sites are maintained in a clean, orderly state at all times.
- ENG19. 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.
- ENG20. 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 damage immediately upon completion of works associated with the development.
- ENG21. Submit to Council, a 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.
- ENG22. Works are to be constructed generally in accordance with the specification requirements outlined in Aus-Spec #1, and the IPWEAQ Standard Drawings unless otherwise approved by South Burnett Regional Council.

ROADWORKS

- ENG23. Ensure fill placed under the road formation in embankment situations is compacted to achieve 98% standard compaction. Testing and supervision of such fill must be in accordance with the testing requirements of EDROC and at Level 2 Supervision of AS3798.
- ENG24. Base gravel is to be Type 3, Subtype 2 material. Provide recently undertaken compliance testing from the stockpile used for the project for materials from non-certified Quarries by Council.
- ENG25. Sub-base gravel is to be Type 3, Subtype 3 material. Provide recently undertaken compliance testing from the stockpile used for the project for materials from Quarries non-certified by Council.
- ENG26. Provide temporary signage and traffic control for construction in dedicated road reserves in accordance with Part 3 (Works on Roads) of Manual of Uniform Traffic Control Devices (MUTCD) - Department of Transport and Main Roads.
- ENG27. Install and/or modify all street signs and linemarking to suit the new works in accordance with the MUTCD. Install new or relocated signage using V-Lok installation system. All new signage shall be Class 1 retro-reflective material to AS1743.
- ENG28. Submit to Council for approval, a Traffic Management Plan prior to commencement of any works involving closing of Council roads or working on or adjacent to existing roads.
- ENG29. The Traffic Management Plan and Work Method Statements in accordance with the *Work Health and Safety Act 2011* requirements shall be maintained on-site at all times.

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DEVELOPMENT WORKS

- ENG30. Access for trucks and other heavy machinery during construction phase is permitted only through Memerambi-Cemetery Rd from the Bunya Highway. Access is not permitted via Oil Seeds Road, or the Memerambi-Gordonbrook Road.
- ENG31. Maintain erosion and sedimentation controls at all times during the course of the project and the ensuing defects liability period. Council Officers will inspect and assess the sediment and erosion control measures and temporary fencing implemented, and any alterations and/or supplementary works required must be incorporated.
- ENG32. Implement measures to prevent site vehicles tracking sediment and other pollutants from the site onto adjoining streets during the course of the project, and to prevent dust nuisance during construction.
- ENG33. Be responsible for protecting nearby property owners from dust pollution arising from construction and maintenance of the works required by this approval, and comply with any lawful instructions from the Assessment Manager if, in his opinion, a dust nuisance exists.
- ENG34. Do not store plant or material on adjoining lands without written permission from the respective property owner(s).
- ENG35. Do not use contaminated material as fill on the site. Undertake any filling using inert materials only, with a maximum particle size of 75mm.

INSPECTIONS AND TESTING

- ENG36. Submit to Council the pre-start meeting agenda at the confirmation of a date and time for the meeting.
- ENG37. Provide Council with a minimum of two clear working days notice to undertake compulsory inspections and meetings at the following stages:
- a) Pre-start meeting with Council, Contractor, Supervising Engineer and developer;
 - b) Structural steel inspection prior to pouring of any structural concrete for the floodway;
 - c) Following preparation and compaction of road sub-grade;
 - d) Following placement and compaction of each road pavement layer and prior to laying of the next pavement layer or surfacing layer;
 - e) Of the finished pavement surface prior to any bitumen seal;
 - f) At the point of completion of all works before placing on-maintenance; and
 - g) At the point of requesting Council to accept the works off-maintenance.
- ENG38. Submit to Council, all inspection and test data in its entirety prepared by the applicant, Engineer, Principal Contractor or by Subcontractors in relation to the Operational Work or as described in the application. Undertake any further inspection, testing or analysis required, due to failure of work to meet specifications or where the testing previously provided is considered insufficient on behalf of the Principal Contractor by a NATA accredited entity (where applicable).
- ENG39. Uncover all works covered prior to inspection to allow inspection by Council at Council's sole discretion.
- ENG40. Allow Council to enter a work site to which this approval relates and undertake testing or analysis of any part of the construction, and Council is not liable for the rectification of or

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Approved by Delegated Authority:



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compensation for any damage caused in the testing or analysis process. Should work be found to be not constructed to specification or of poor quality, any reasonable instruction given by Council Officers must be considered to be a condition of approval and undertaken by the Principal Contractor.

ENG41. Where complete or incomplete works under this approval adversely affect adjoining properties, Council land, roads or other infrastructure, Council requires by notice, works to be completed.

ENG42. Undertake any works for the safety or health of the community or protection of infrastructure where Council deems it necessary.

MAINTENANCE

ENG43. Submit to Council, a written request to place constructed works on-maintenance or off-maintenance from the developer's certifying Engineer stating that all approved works have been completed and are ready for Council inspection.

ENG44. Pay to Council, a maintenance bond of 5% of the cost of the operational work as estimated or accepted by Council, prior to commencement of the on-maintenance period.

ENG45. Maintenance bond must be provided in the form of a cash bond or a bank guarantee.

ENG46. Maintain all works that will become Council infrastructure for a period of 12 months (maintenance period) from commencement of the on-maintenance period. Undertake any necessary maintenance or repairs to non-conforming work, defects and/or damage to any works undertaken in relation to this approval, even where damage has resulted from a third party activity within the maintenance period.

ENG47. The maintenance bond will be entirely forfeited to Council should there be any failure by the applicant to undertake any such works considered by Council as necessary, to rectify any non-compliant works and to protect public safety. In the event that the bond is insufficient to address the non-compliant works, Council reserves the right to seek restitution. After expiration of the maintenance period and where required maintenance is suitably undertaken to Council's satisfaction, the bond will be returned accordingly, after the project is accepted off-maintenance.

ENG48. The on-maintenance period commences only when Council provides written confirmation that all of the following are completed:

- a. satisfactory completion of all works and conditions of Operational Work approval;
- b. provision of all necessary test and quality audit requirements;
- c. lodgement with Council, of certification from an RPEQ that the works have been undertaken in accordance with the approved plans and specifications and to Council's requirements;
- d. lodgement of a maintenance bond of 5% of the cost of the operational work as accepted by Council;
- e. submission of "As Constructed" data in the required format.

AS CONSTRUCTED INFORMATION

ENG49. Submit to Council within 10 working days of completion of the operational work, suitable "As Constructed" drawings in hard copy and AutoCAD format in AMG Co-ordinates to GDA94 MGA Zone 56 co-ordinates. The "As Constructed" drawings or data capture methods as required by Council must be certified by a Registered Professional Engineer of

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Queensland (RPEQ) on every drawing and shall be to an appropriate electronic format and standard as required by Council's Infrastructure Services General Manager.

ENG50. Provide "As Constructed" data for the following elements, where applicable:

(a) roadworks.

The approval is subject to construction being undertaken in accordance with the Approved Plans prepared by TSA as listed below:

Drawing No.	Rev	Drawing/Plan Title	Date
C001	D	COVER PAGE AND DRAWING INDEX	AUGUST 2020
C002	B	GENERAL NOTES	AUGUST 2020
C003	B	CONTROL SETOUT PLAN - SHEET 1 OF 2	AUGUST 2020
C004	B	CONTROL SETOUT PLAN - SHEET 2 OF 2	AUGUST 2020
C005	D	TYPICAL SECTIONS	AUGUST 2020
C006	D	WORKING DRAWINGS - MC01 SHEET 1 OF 3	AUGUST 2020
C007	C	WORKING DRAWINGS - MC01 SHEET 2 OF 3	AUGUST 2020
C008	C	WORKING DRAWINGS - MC01 SHEET 3 OF 3	AUGUST 2020
C009	C	WORKING DRAWINGS - MC02 SHEET 1 OF 1	AUGUST 2020
C010	C	WORKING DRAWINGS - MC03 SHEET 1 OF 1	AUGUST 2020
C011	C	WORKING DRAWINGS -LINE MARKING & TRAFFIC SIGNS	AUGUST 2020
C012	C	WORKING DRAWINGS - CARPARK LAYOUT PLAN	AUGUST 2020
C013	D	CROSS SECTIONS - MC01 SHEET 1 OF 2	AUGUST 2020
C014	D	CROSS SECTIONS - MC01 SHEET 2 OF 2	AUGUST 2020
C015	C	CROSS SECTIONS - MC02 SHEET 1 OF 1	AUGUST 2020
C016	D	CROSS SECTIONS - MC03 SHEET 1 OF 1	AUGUST 2020
C017	D	CROSS SECTIONS - MC03 SHEET 2 OF 2	AUGUST 2020
C018	C	SEDIMENT & EROSION CONTROL PLAN	AUGUST 2020
C019	B	SEDIMENT & EROSION CONTROL NOTES	AUGUST 2020
C020	B	FLOODWAY - TYPICAL SECTION & DETAILS	AUGUST 2020
C021	B	FLOODWAY - TYPICAL DETAILS	AUGUST 2020

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ADVICE NOTES

The applicant be advised that:

- (a) Prior to commencement of the use or endorsement of the survey plan as applicable, the applicant shall contact Council to arrange a Development Compliance Inspection.
- (b) The applicant must ensure compliance with environmental conditions whether required to hold an Environmental Authority or not. These include, but are not limited to water quality, air quality, noise levels, waste waters, lighting and visual quality as a result of any activity or by-product or storage of materials within the confines of the building(s) and property boundaries.

Any amendment, alteration or addition to the development approval will require further consideration by Council in assessing any changes to the environmental conditions.
- (c) The *Aboriginal Cultural Heritage Act 2003* (ACHA) is administered by the Department of Aboriginal and Torres Strait Islander and Multicultural Affairs (DATSIMA). The ACHA establishes a duty of care to take all reasonable and practicable measures to ensure any activity does not harm Aboriginal cultural heritage. This duty of care:
 - (i) is not negated by the issuing of this development approval;
 - (ii) applies on all land and water, including freehold land;
 - (iii) lies with the person or entity conducting an activity; and
 - (iv) if breached, is subject to criminal offence penalties.

Those proposing an activity involving surface disturbance beyond that which has already occurred at the proposed site must observe this duty of care. Details of how to fulfil this duty of care are outlined in the duty of care guidelines gazetted with the ACHA. The applicant should contact DATSIP's Cultural Heritage Co-ordination Unit on telephone (07) 3224 2070 for further information on the responsibilities of developers under the ACHA.

- (d) The **relevant period** for the development approval (Operational Work) shall be **two (2) years** starting the day the approval is granted or takes effect. In accordance with Section 85(1)(c) of the *Planning Act 2016* (PA), the development approval for Operational Work lapses if the development does not substantially start within the abovementioned **relevant period**.

An applicant may request Council to extend the **relevant period** provided that such request is made in accordance with Section 86 of PA and before the development approval lapses under Section 85 of the PA.

- (e) Council is to be indemnified against any claims arising from works carried out by the applicant on Council's property.
- (f) The relevant Planning Scheme for this Development Permit is the South Burnett Regional Council Planning Scheme 2017. All references to the Planning Scheme and Schedules within these conditions refer to the above Planning Scheme.

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Conclusion

The proposed development has been assessed against the requirements of the South Burnett Regional Council Planning Scheme 2017. It is considered that the proposed development generally complies with the requirements of the Planning Scheme and as such, the applicant should be provided with a Development Permit. The Development Permit should contain the conditions detailed in the Officer's Recommendation in order to ensure that the proposal complies with the South Burnett Regional Council Planning Scheme 2017.

Report

Benchmarks Applying to this Development	Performance Criteria
SBRC Planning Scheme Schedule 6 SC6.2 PSP-1 Design and Construction Standards	Relevant parts
Service and Works Code	PO15

The development has been assessed against the above standards:

a) Design and Construction Standards

- * The proposed works conforms to the standards in respect to Roadworks requirements, and accepted engineering standards. The design has been prepared by a RPEQ.

b) Service and Works Code

- * The works are not expected to increase the potential for flood damage on other properties. The existing floodway will be upgraded.

Engineering Officer's Statement about Compliance with the Relevant Code/s

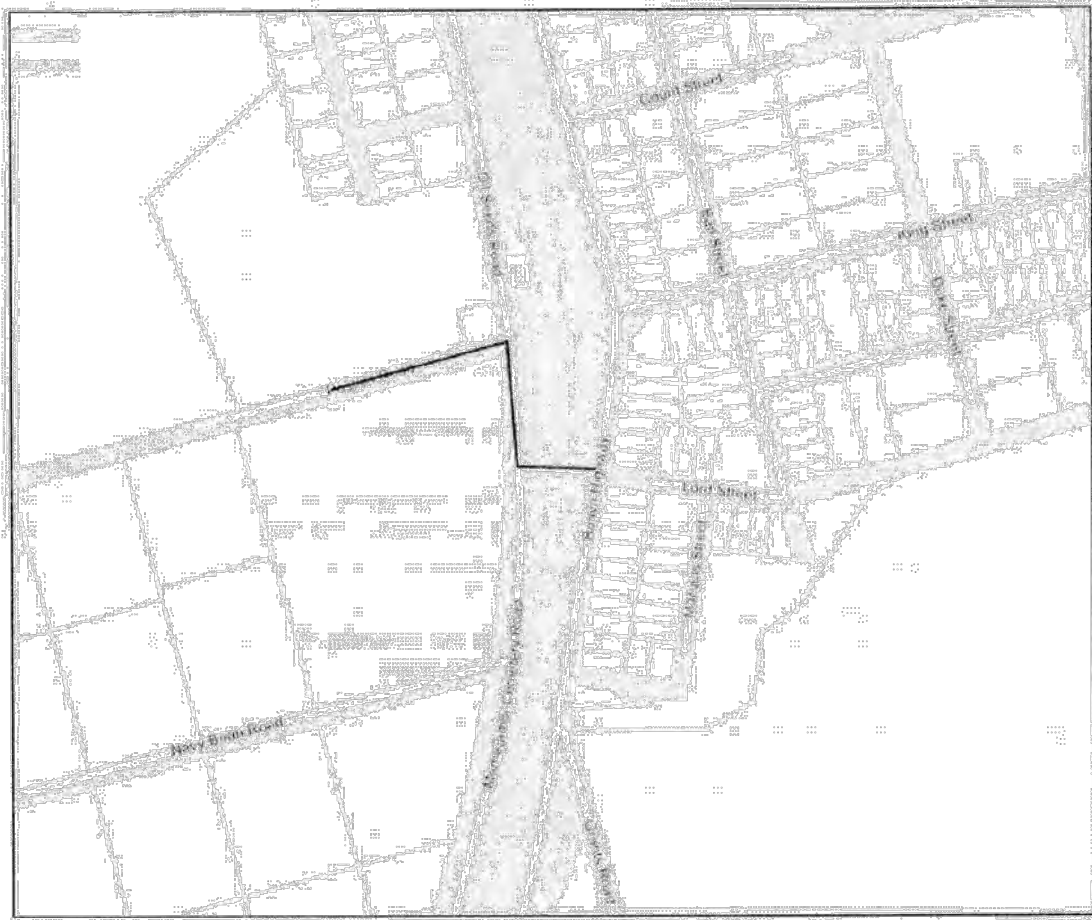
The assessing Officer considers the proposed development generally complies with the relevant Codes and any question of non-compliance is managed by the recommended conditions.

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Date: 23/12/2020

Locality Plan



Source: Intramaps

Approved by Delegated Authority: *ccp*

Date: 23/12/2020

Attachment A
Proposed Plans

ALKALOIDS ROAD REALIGNMENT AND SEALING

SITE LOCATION

PLAN NO	DESCRIPTION	REVISION
7-05A	COVER POLE AND DIMENSIONS	BC
05A2	SEWER MAINS	B
05B	CONTROL SETOUT PLAN - SHEET 1 OF 2	D
05B1	CONTROL SETOUT PLAN - SHEET 2 OF 2	B
05B2	SEWER MAINS	B
05B3	SEWER MAINS	B
05B4	SEWER MAINS	B
05B5	SEWER MAINS	B
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05B7	SEWER MAINS	B
05B8	SEWER MAINS	B
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SERVICE LOCATIONS
It is the responsibility of the Permittee to locate and mark all service locations prior to construction.

DIAL BEFORE YOU DIG
PHONE 1100
1800 100 1000

DANGER
KEEP CLEAR OF
OVERHEAD POWER LINES
CONTACT CAN CAUSE DEATH

TS&A
TERRACON CONSULTANTS
10/100 WILSON ROAD, WILSON
VIC 3177
TEL: 03 9594 1000
WWW.TSANDA.COM.AU

REVISIONS

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The image displays a technical drawing of a road layout, divided into three distinct sections. Each section includes a plan view of the road and its associated infrastructure, accompanied by a detailed table of specifications. The tables contain columns for various parameters such as lane width, shoulder width, and material types. A vertical sidebar on the right side of the drawing contains a title block with the following information:

- ISSUED FOR APPROVAL:** (with a small circular stamp)
- ANVAL GIDS ROAD REALIGNMENT AND SEALS**
- CONTROL LAYOUT PLAN - REB RETURNS SHEET 2 OF 2**
- TSA** logo and text: "TSA TECHNICAL SERVICES AND CONSULTANTS"
- APPROVAL** table with columns for APPROVAL, DATE, and SIGNATURE.
- REVISIONS** table with columns for NO., DATE, AND DESCRIPTION.
- SCALE** and **DATE** fields.
- PROJECT** and **SHEET NO.** fields.
- APPROVAL** table with columns for APPROVAL, DATE, AND SIGNATURE.
- SCALE** and **DATE** fields.
- PROJECT** and **SHEET NO.** fields.

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GENERAL NOTES

1. ALL WORKS SHALL BE TO THE RELEVANT AUSTRALIAN STANDARD AND MANUFACTURERS SPECIFICATIONS IN THE DRAWINGS AND AS SHOWN AND AS NOTED.
2. ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE NOTED.
3. ALL LEVELS ARE IN METRES UNLESS OTHERWISE NOTED.
4. DO NOT SCALE THESE DRAWINGS UNLESS OTHERWISE NOTED.
5. THE CONTRACTOR SHALL CHECK, VERIFY ON SITE AND BE RESPONSIBLE FOR THE CORRECTNESS OF ALL DIMENSIONS SHOWN ON THE DRAWINGS AND DIMENSIONS SHALL BE REPORTED IMMEDIATELY TO THE SUPERVISOR'S OFFICE ANY WORK PROCEEDS.
6. THE CONTRACTOR MUST CONTACT ALL SERVICES AUTHORITIES TO VERIFY SERVICE LOCATIONS PRIOR TO COMMENCEMENT OF EXCAVATION FOR THIS PROJECT. LOCATION AND LEVELS OF ALL EXISTING SERVICES ARE TO BE CONFIRMED AND LEVELS OF ALL SERVICES TO BE CONFIRMED TO EXISTING SERVICES CONSTRUCTION. ANY DAMAGE CAUSED TO EXISTING SERVICES TO BE REPAIRED BY CONTRACTOR'S OFFICE.
7. THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH ALL OTHER DRAWINGS AND SPECIFICATIONS AND WITH SUCH OTHER WRITTEN INSTRUCTIONS AS MAY BE ISSUED DURING THE COURSE OF CONSTRUCTION. ALL DISCREPANCIES SHALL BE REPORTED IMMEDIATELY FOR RECORD BEFORE PROCEEDING.
8. ALL WORKS ARE TO BE CARRIED OUT IN A SAFE MANNER IN ACCORDANCE WITH APPLICABLE STATUTORY REGULATIONS, BY-LAWS AND RULES.
9. THE CONTRACTOR IS RESPONSIBLE FOR OCCUPATIONAL HEALTH AND SAFETY OF ON SITE PERSONNEL AND GENERAL PUBLIC IN ACCORDANCE WITH LEGISLATIVE REQUIREMENTS, INDUSTRIAL AGREEMENTS AND ACCEPTED INDUSTRY PRACTICE.
10. SUBMIT DETAILS OF ANY CHANGES TO SCOPE, WORK METHODS, APPROVAL DOES NOT AUTHORISE A VARIATION TO THE CONTRACT.
11. INFORMATION OF PROPRIETARY PRODUCTS DOES NOT INDICATE ANY PREFERENCE HOWEVER IT DOES INDICATE THE REQUIRED PROPERTIES OF THE RECEIPTED PRODUCT. USE OF AN ALTERNATIVE PRODUCT IS TO BE APPROVED BY THE CONTRACTOR'S OFFICE.
12. OTHER NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES PRIOR TO THE COMMENCEMENT OF WORKS.
13. ANY SURVEY AND SETTING OUT IS TO BE UNDERTAKEN BY A REGISTERED SURVEYOR.
14. THE DRAWINGS DO NOT DETAIL TEMPORARY WORKS. CONSTRUCTION METHODS AND TEMPORARY WORKS ARE THE RESPONSIBILITY OF THE CONTRACTOR.
15. ISIMELY DISPOSE OF SURPLUS MATERIAL OFF SITE, PROVIDE EROSION CONTROL AND WATER MANAGEMENT PROCEDURES TO AVOID EROSION, CONTAMINATION AND SEDIMENTATION OF SITE. SURROUNDING AREAS AND DRAINAGE SYSTEMS BEARING CONSTRUCTION.
16. ENSURE ANY DAMAGE TO EXISTING SITE FEATURES, OR STRUCTURES ARE CORRECTED PRIOR TO COMPLETION OF WORKS.

GENERAL NOTES

1. WHERE NEW WORK JOINS EXISTING PROVIDE SMOOTH TRANSITION FULL OF FABRIC CHAIRS.
2. TESTING IS TO BE PERFORMED BY AN INDEPENDENT NATA (NATIONAL ASSOCIATION OF TESTING AUTHORITIES) ACCREDITED AUTHORITY AND PROVIDE TEST REPORTS TO THE SUPERVISOR'S OFFICE.
3. SELECTING, SURFACE, CONTIGUOUS AREAS AT 0.2m² INTERVALS UNLESS OTHERWISE NOTED.
4. **EXCAVATION NOTES**
 1. EXCAVATE ALL EXCAVATIONS TO BE LEFT FREE OF WATER. PROVIDE ADEQUATE DRAINAGE TO ENSURE FRESH WATER IS NOT AFFECTED BY MUD OR OTHER CONTAMINATION FROM OTHER SITE USE.
 2. EXCAVATE TO EXPOSE ALL EXISTING FOOTINGS AND REINFORCEMENT AS FAR AS PRACTICABLE FOR INVESTIGATION.
 3. EXCAVATIONS ARE LEFT IN A STABLE STATE AND PROTECT SURROUNDING PROPERTY AND SERVICES FROM EXISTING SERVICES PROVIDE TEMPORARY WORKS AS NECESSARY FOR BACKFILLING AND DAMAGE TO STRUCTURES TO PREVENT OVERSTRESS AND DAMAGE. BACKFILL EVENLY TO AVOID DIFFERENTIAL SOIL PRESSURES ON STRUCTURES.
 4. OTHER TOPSOIL PRIOR TO EARTHWORKS TO A DEPTH DICTATED BY SUPERVISOR'S OFFICE.
 5. TOPSOIL (SOILS) TO BE PLACED IN DISTURBED AREAS WHERE DIRECTED.
5. **GENERAL CONSTRUCTION NOTES**
 1. THESE NOTES APPLY TO ALL PRESENT DRAWINGS IN THE SET UNLESS NOTED OTHERWISE AND SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATION.
 2. EXCAVATION, REDUCED TO MINIMUM OF 200mm TO 250mm MINIMUM.
 3. TOPSOIL STRIPPED FROM SITE TO BE USED FOR FINAL TOPSOIL PRIOR TO IMPORT OF ADDITIONAL TOPSOIL.
 4. EXCESS CUT MATERIAL TO BE SPREAD ON-SITE AS PER THE SUPERVISOR'S INSTRUCTIONS.
 5. SOIL EARTHWORKS VOLUMES BLOWING AND BULKING FACTOR USED.
 6. BULK EARTHWORKS ASSUMED ONLY. NO DETAILED DESIGN HAS BEEN UNDERTAKEN.
 7. BULK EARTHWORKS LEVELS HAS NOT ALLOWED FOR STRUCTURAL DESIGN OF FOOTINGS, CORROSIONS, TILLS AND HYDRAULIC LOAD. THESE ARE ADDITIONAL EXCAVATIONS AND SHALL BE DETERMINED ON SITE BY THE CONTRACTOR. ANY EXCESS MATERIAL REMOVED FROM SITE WILL REQUIRE TO BE REPLACED AS PER THE MINIMUM CONSTRUCTION REQUIREMENTS.
 8. ALL EXCESS MATERIAL REMOVED AS DIRECTED BY CIVIL STRUCTURAL OR GEOTECHNICAL ENGINEER HAS NOT BEEN INCLUDED IN THESE CALCULATIONS.
 9. ALL INDIVIDUAL PAVED SURFACE LEVELS SURPRISE THESE REPORTED ON THE BULK EARTHWORKS PLAN. THE

CONTRACTOR SHALL COVER THE FINAL AND LEVEL REDUCED TO BUT THE STRUCTURE DESIGN WITH THE STRUCTURAL DRAWINGS PRIOR TO COMMENCEMENT OF WORKS

REFER GEOTECHNICAL REPORT FOR SUITABILITY OF MATERIAL FROM EXCAVATION AS BACKFILL

8. MOST OF THE MATERIAL FROM EXCAVATION WOULD BE SUITABLE FOR REUSE AS COMPACTED FILLING. REPORT FROM ANY MATERIALS ANALYST'S NAME IS NOT REQUIRED UNLESS OTHERWISE NOTED.

WHERE NATURAL LEVELS ARE CUT - DEPT. THE EXPOSED SURFACE SHALL TO AN ADDITIONAL DEPTH OF 300mm WITH THE ADDITION OF WATER AS NECESSARY, TO ACHIEVE THE MOISTURE CONTENT TO 1.2% OF THE STANDARD OPTIMUM MOISTURE CONTENT. REFER TO GEOTECHNICAL REPORT FOR FURTHER TREATMENT OF SUB-GRADE MATERIALS.

11. PROVIDE TEMPORARY BASE TO BOTTOM OF EXCAVATION ANY SURPLUS WATER TO BE EMPTED OUT AND DISPOSED OF THROUGH SAND FILTER AND DRAINAGE INTO STORMY WATER. REFER BROWNS AND GREENS CONTROL PLAN FOR LOCATION OF DRAIN (IF REQUIRED).

12. CONTRACTOR IS RESPONSIBLE TO VERIFY AND ESTABLISH THE QUANTITIES AS THE VOLUMES PROVIDED ARE ESTIMATES ONLY.

13. ALL SETTING OF BENCHMARKS SHALL BE DONE AT THE COMMENCEMENT OF WORKS (AS SHOWN IN DRAWINGS).

14. A SURVEYOR ON PROOF FOR INSPECTION, P.M. OR NOTIONAL INSPECTION IS REQUIRED FOR ANY REASON DURING THE CONTRACTOR WORKING THE USES OF ANY SUBSEQUENT RESTRICTIONS (DRESS NOTED OTHERWISE).

15. IF THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THE STRENGTH OF THE EXCAVATION (SEE NOTE 14) APPLICABLE TO THE NEIGHBOURING PROPERTIES, SHOULD AN ISSUE ARISE ON SITE THE CONTRACTOR SHALL INFORM THE SUPERVISOR'S OFFICE IMMEDIATELY.

16. THE CONTRACTOR IS TO RECEIVE WRITTEN PERMISSION FROM THE DEVELOPMENT SITE, AND SHALL RECEIVE PERMISSION FROM ESTATEMENT HOLDERS AND LOCAL AUTHORITY PRIOR TO WORK COMMENCING.

17. WORK HOURS ARE TO BE AS PER LOCAL COUNCIL REGULATIONS. CONTRACTOR TO REPORT LOCAL AUTHORITY MEMBERS FOR SUITABLE WORK HOURS.

18. ALL EROSION AND SEDIMENT CONTROL MEASURES, FENCING, SITE DRAINAGE AND TEMPORARY DRAINAGE MEASURES SHALL BE INSTALLED PRIOR TO THE COMMENCEMENT OF WORK.

19. ALL VEGETATION PROTECTION AND PRESERVATION MEASURES SHALL BE INSTALLED PRIOR TO COMMENCEMENT OF WORK.

20. CONSTRUCTION

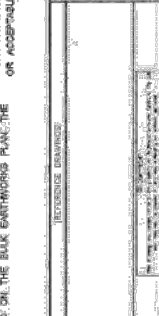
1. ANY SUSPECTED GROUND OR GROUND WATER CONTAMINATION SHALL BE INVESTIGATED BY A SUITABLY QUALIFIED GEOTECHNICAL ENGINEER.

2. IF CONTAMINATED SOILS ARE ENCOUNTERED ON SITE, A CONTAMINATED SOILS REPORT IS TO BE UNDERTAKEN BY A GEOTECHNICAL ENGINEER, OUTLINING APPROVED TREATMENT, OR ACCEPTABLE DISPOSAL LOCATIONS FOR ALL MATERIAL.

ISSUED FOR APPROVAL

GENERAL NOTES

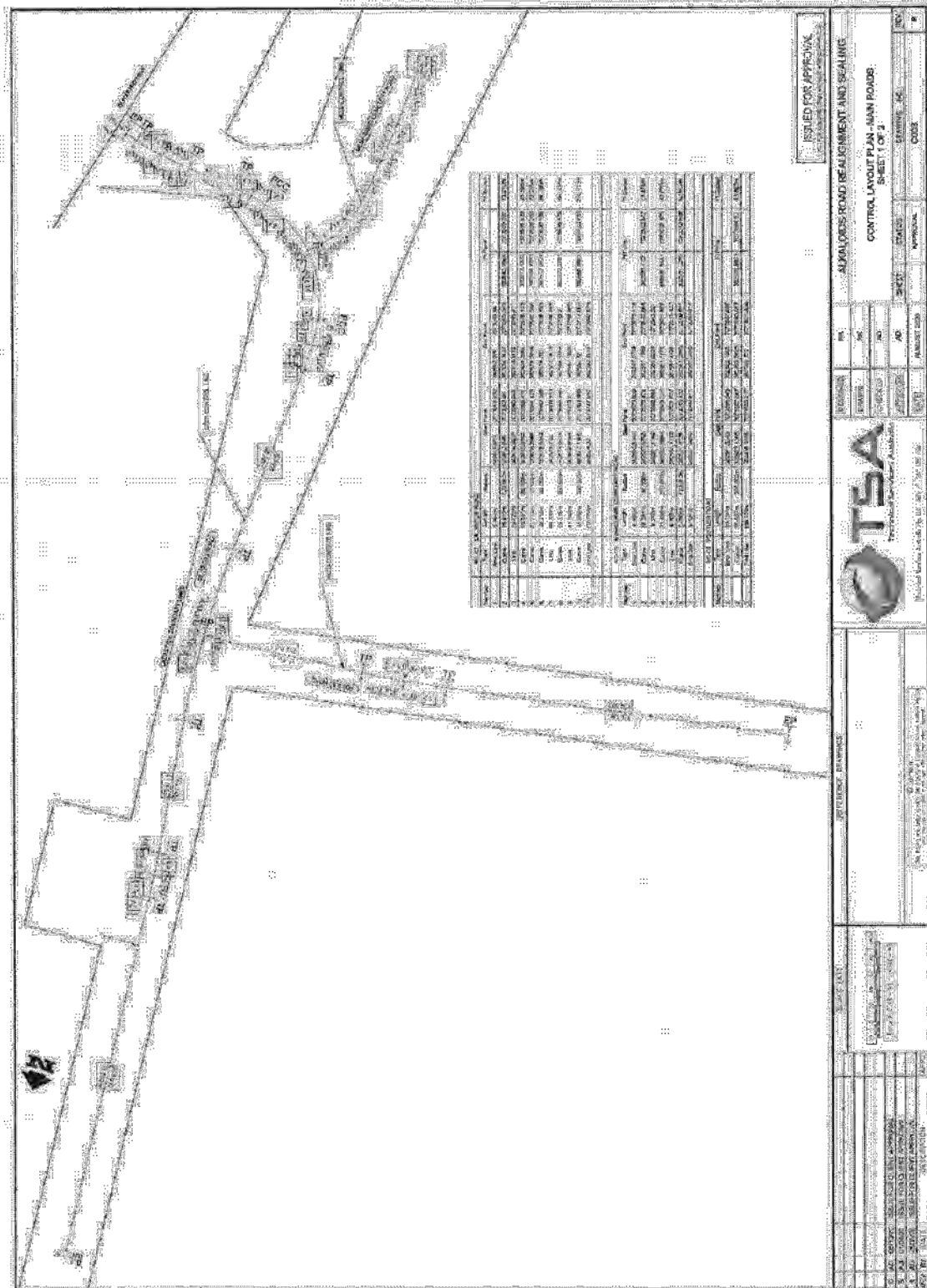
NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR APPROVAL	23/12/2020	cep



NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR APPROVAL	23/12/2020	cep

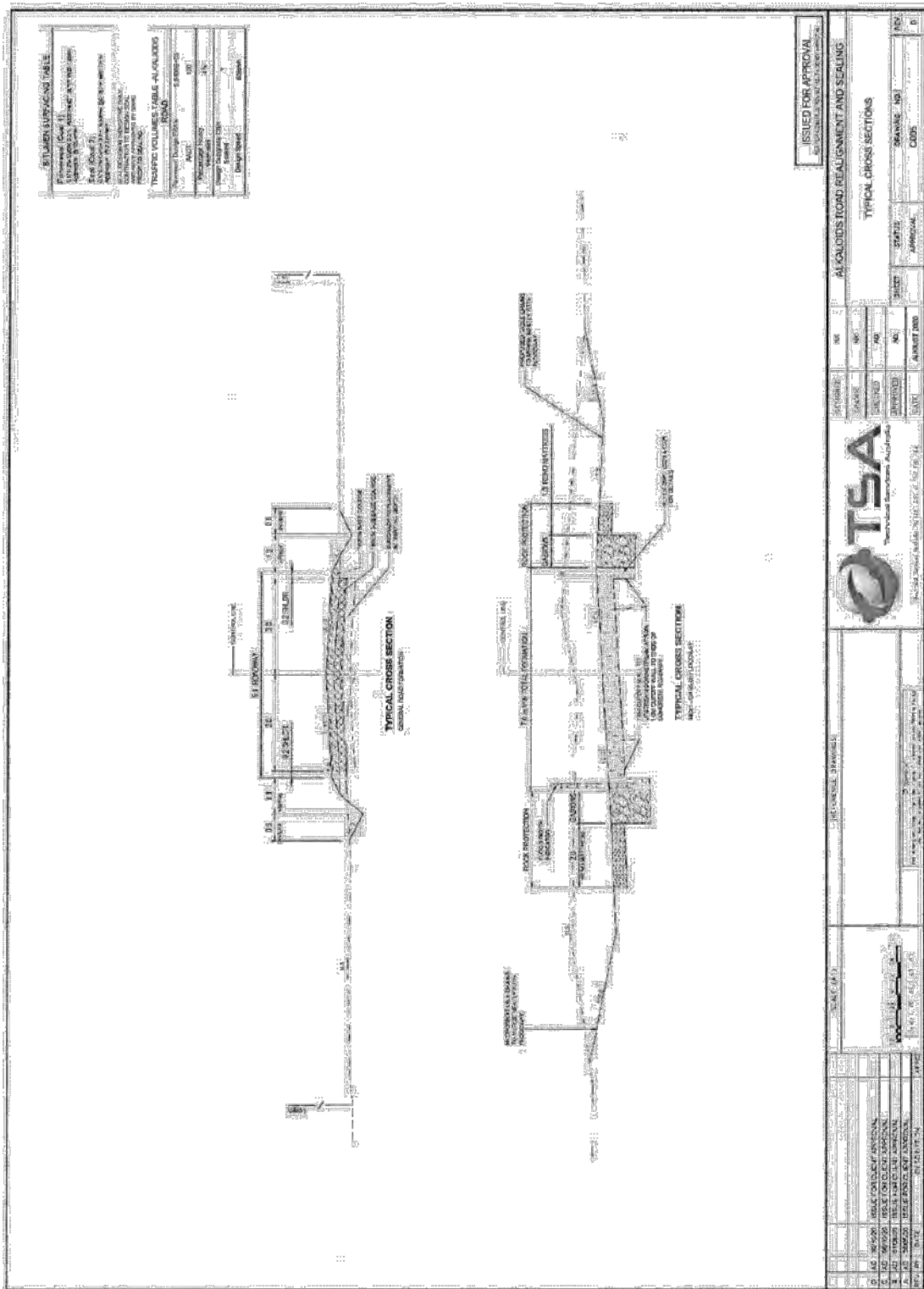
Approved by Delegated Authority: *ccp*

Date: 23/12/2020



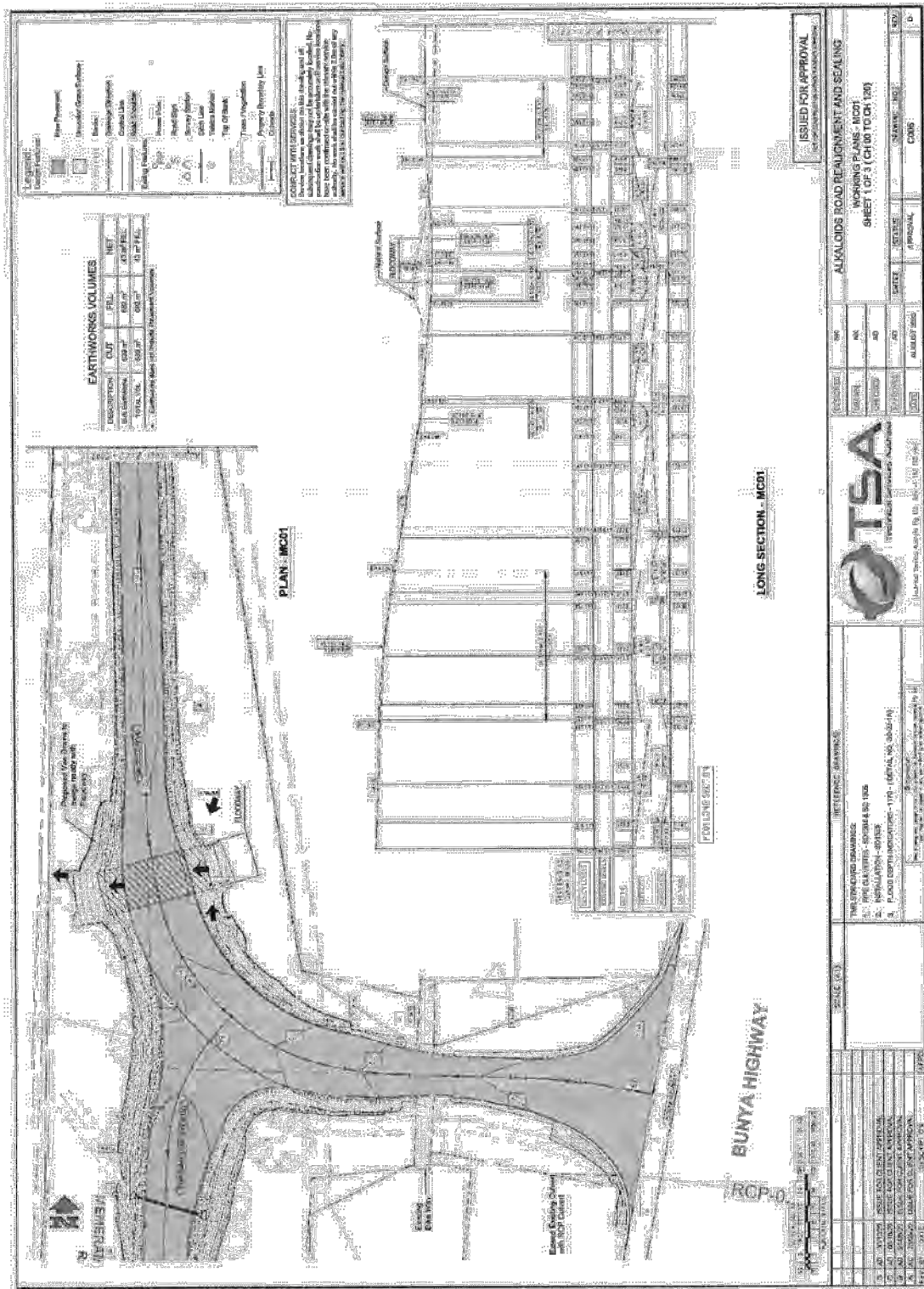
Approved by Delegated Authority: *ccp*

Date: 23/12/2020



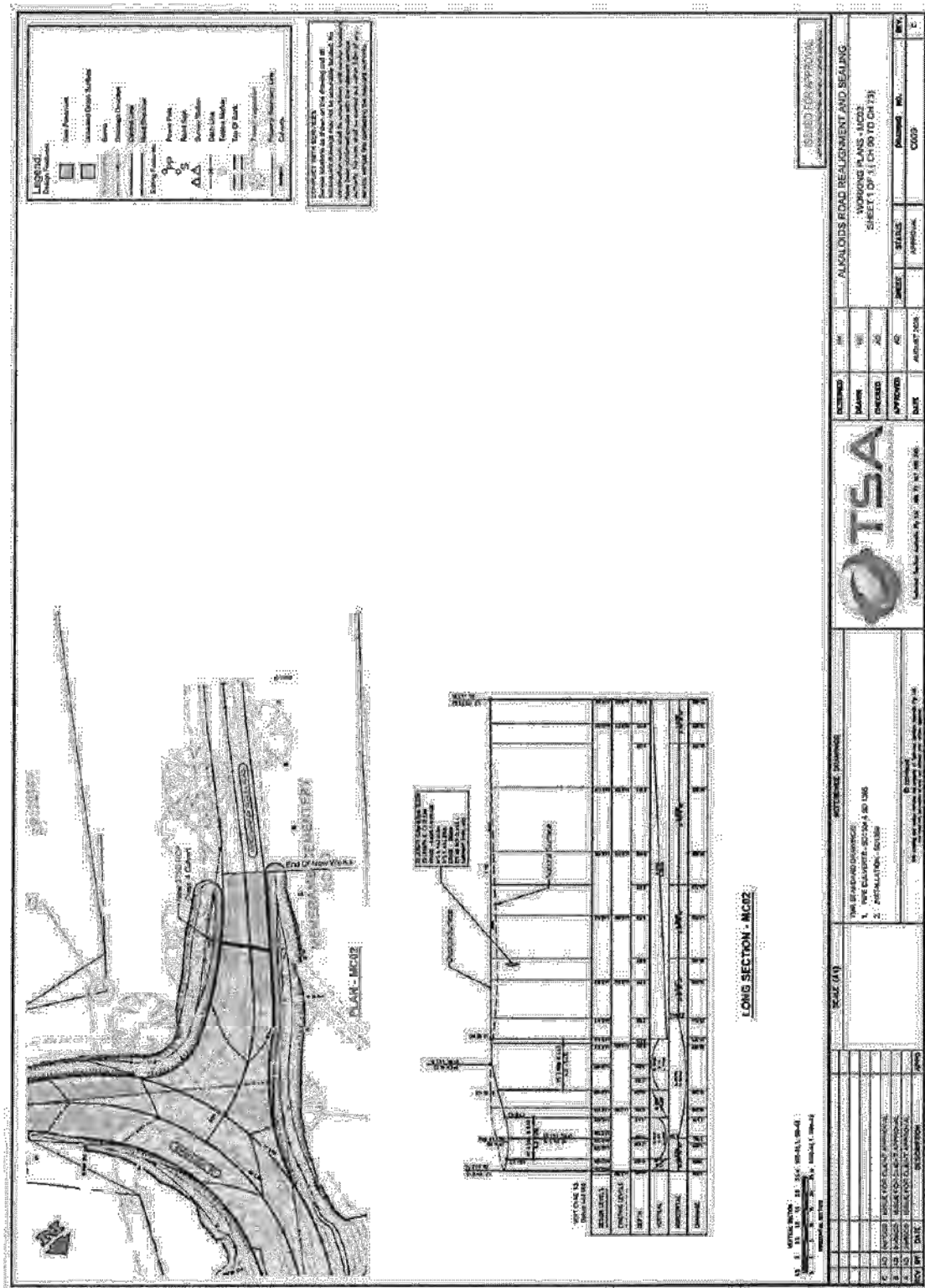
Approved by Delegated Authority: *ccp*

Date: 23/12/2020



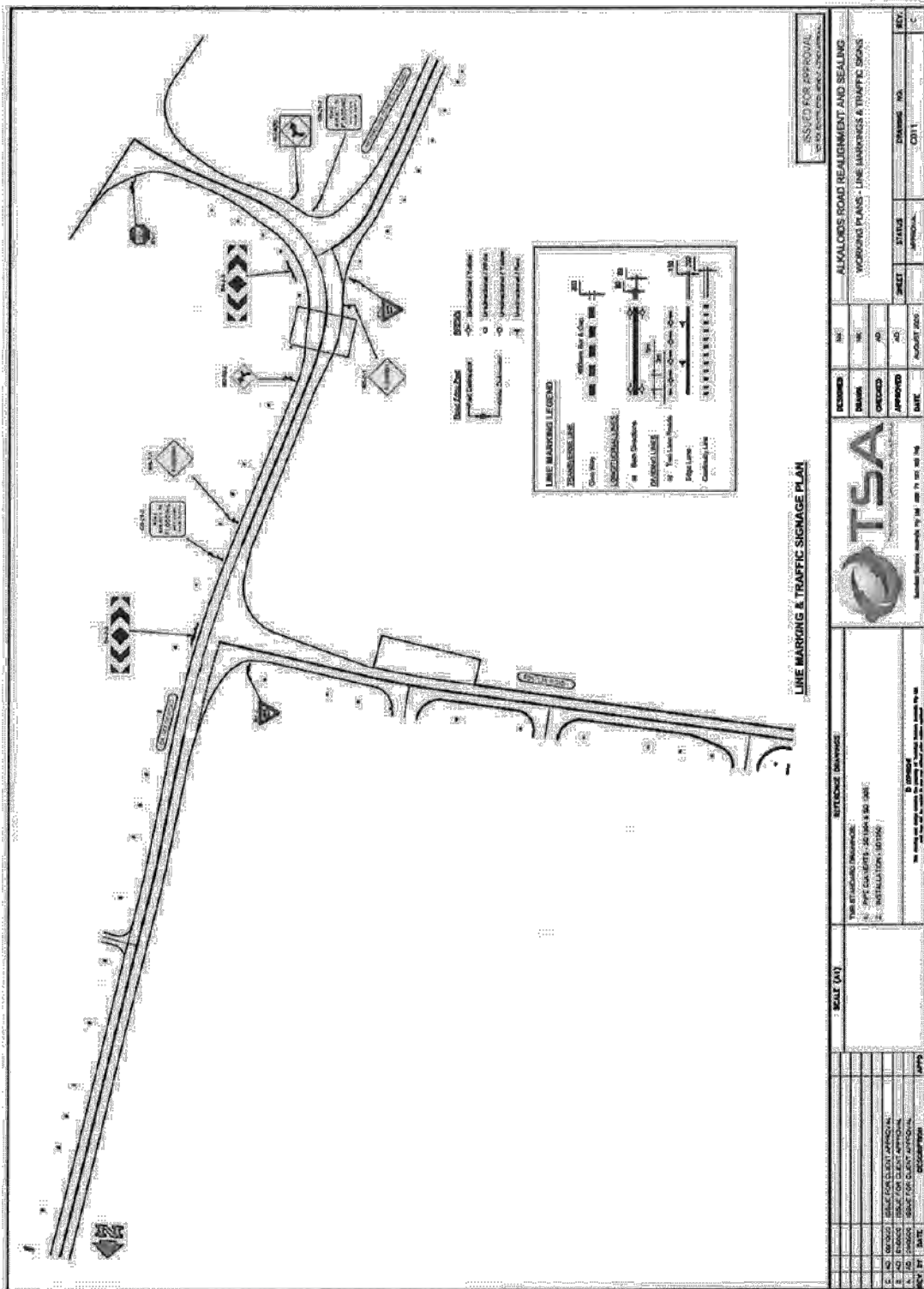
Approved by Delegated Authority: *cep*

Date: 23/12/2020



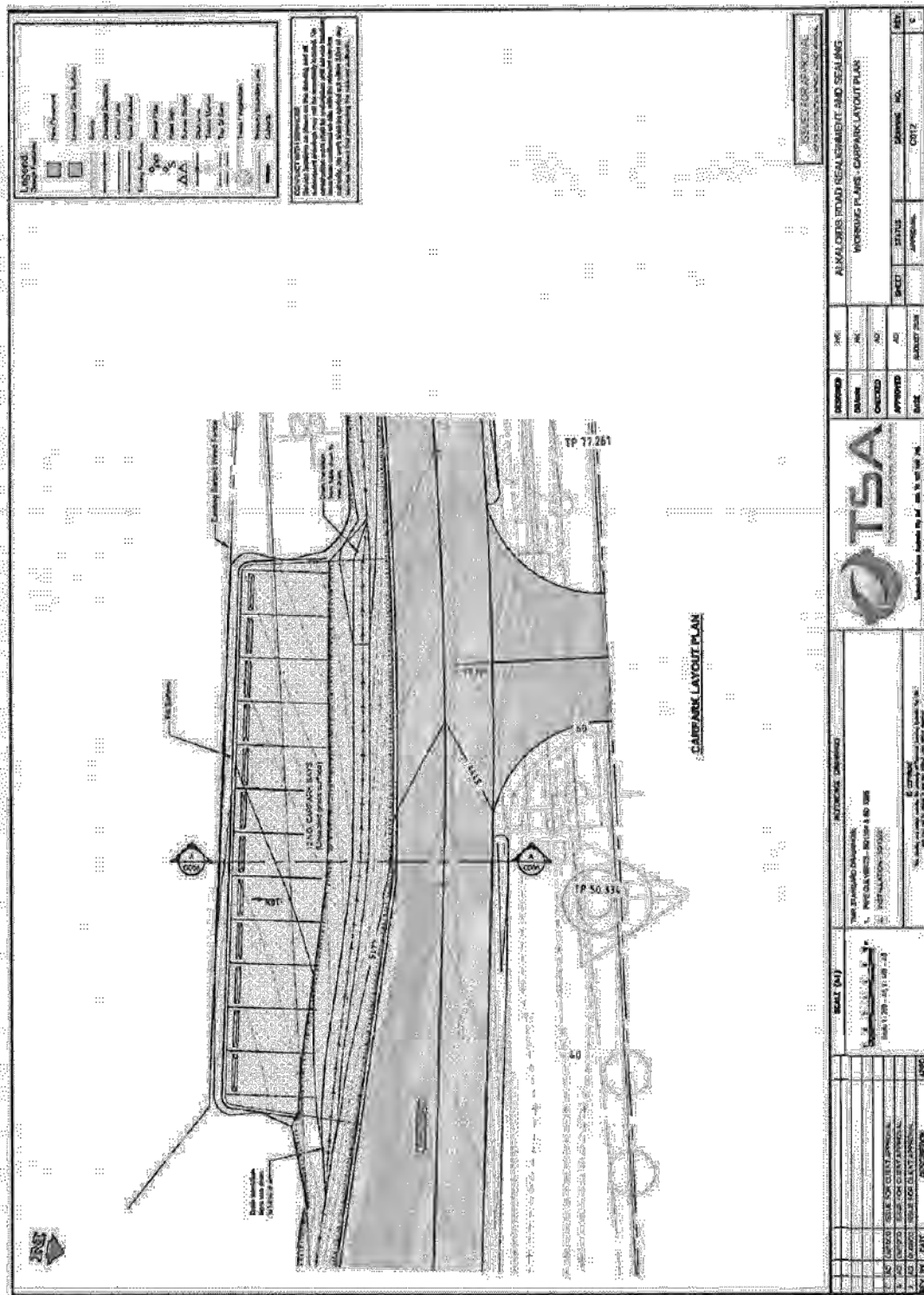
Approved by Delegated Authority: *ccp*

Date: 23/12/2020



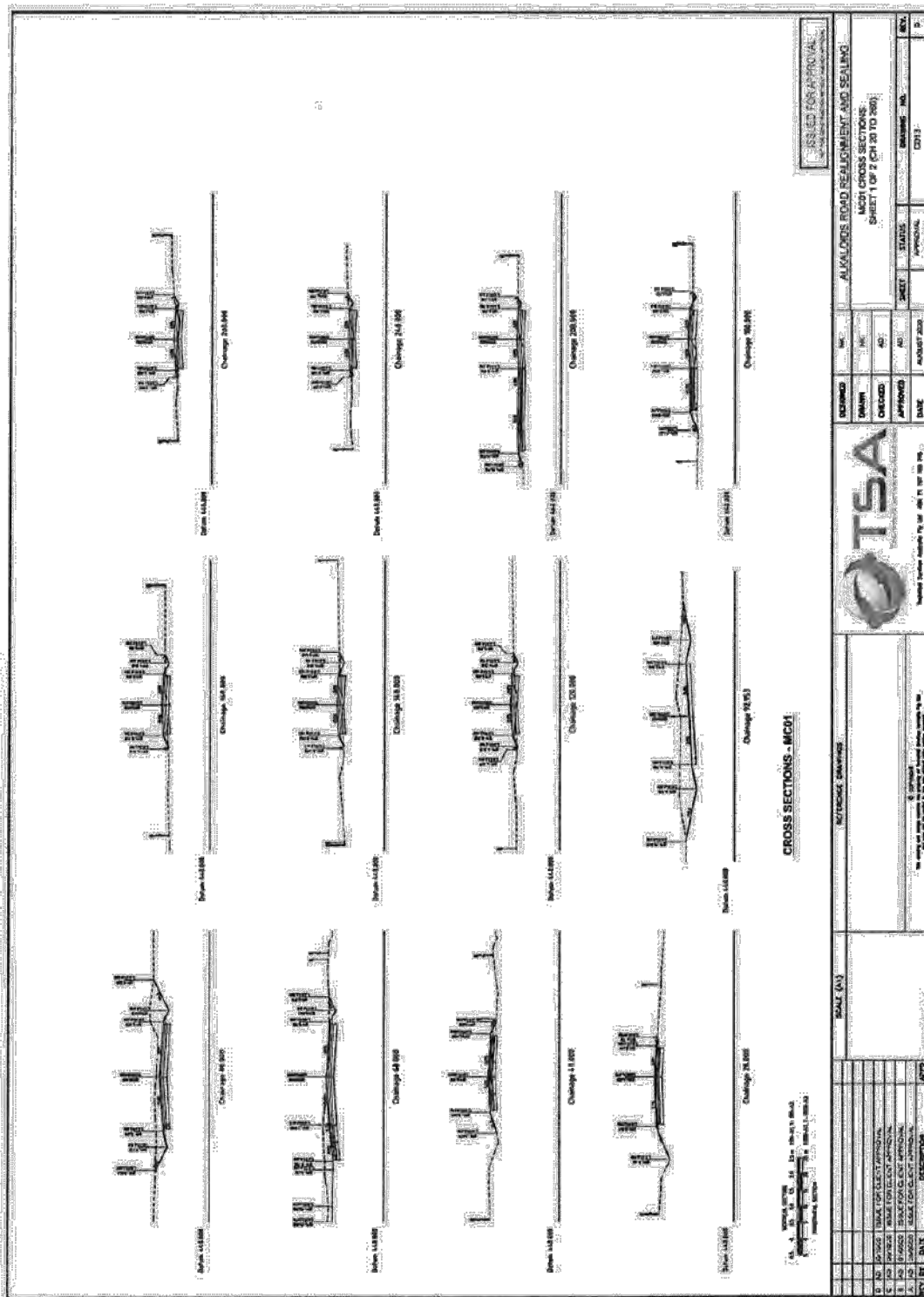
Approved by Delegated Authority: *ccp*

Date: 23/12/2020



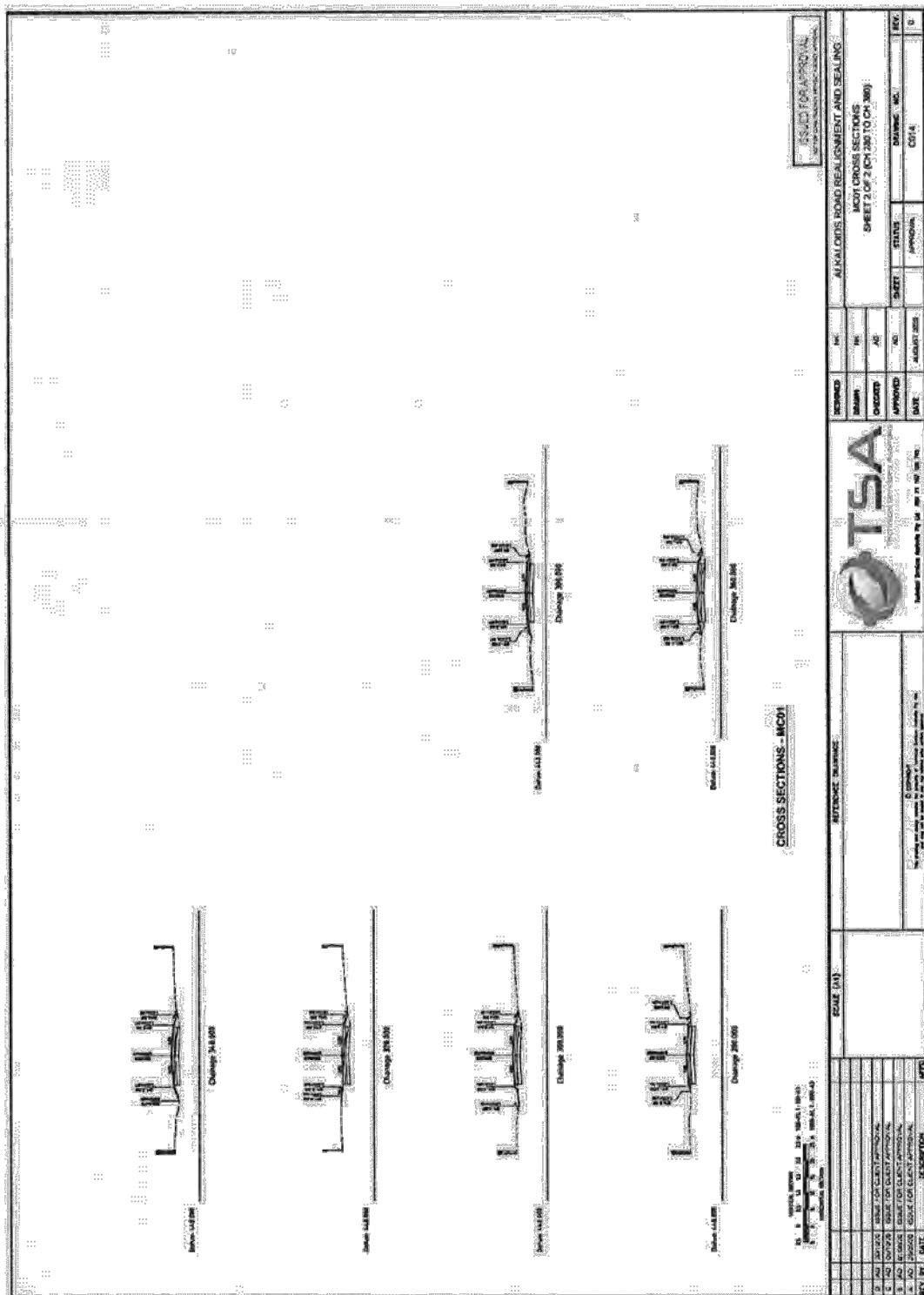
Approved by Delegated Authority: *ecw*

Date: 23/12/2020



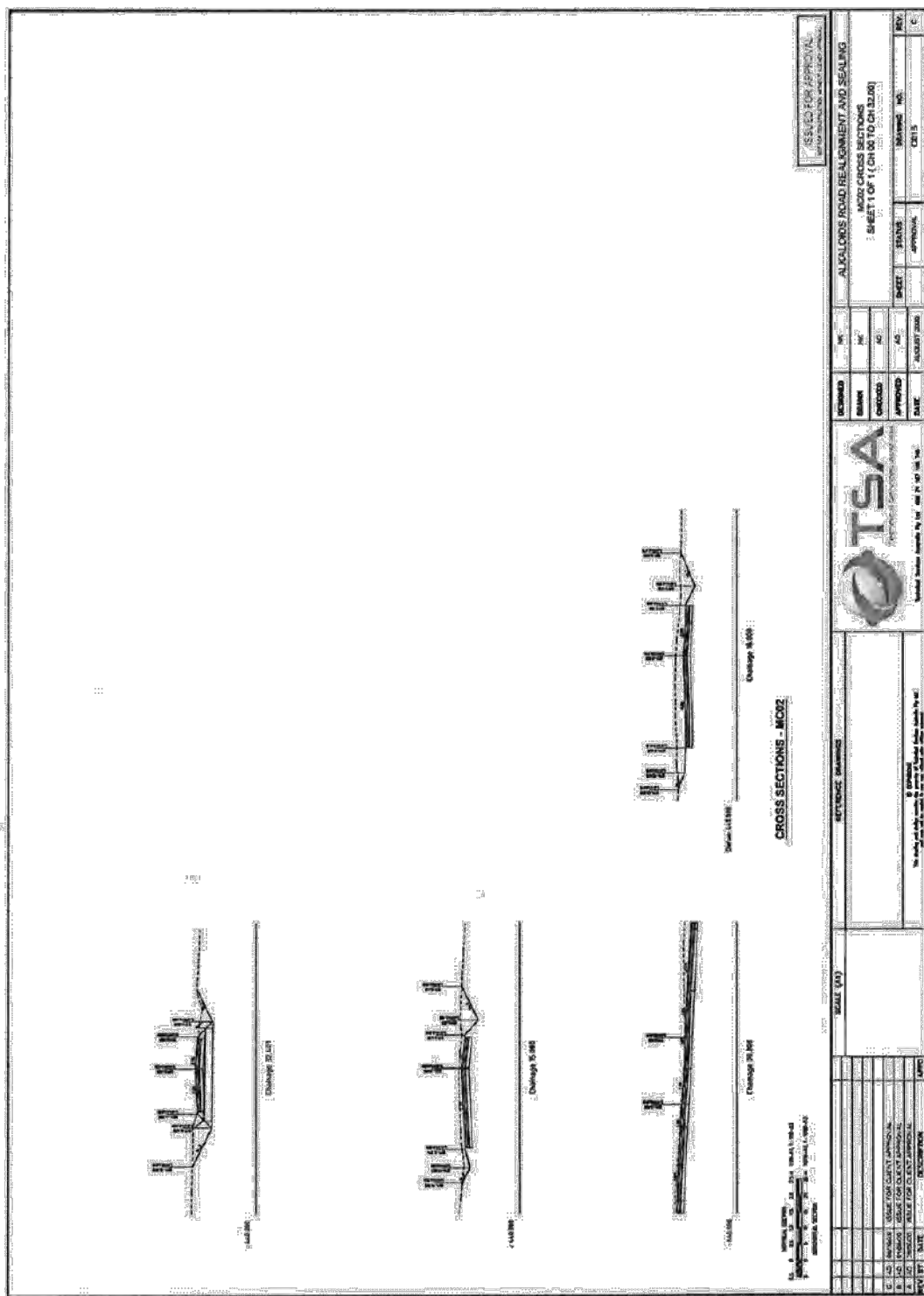
Approved by Delegated Authority: *CCP*

Date: 23/12/2020



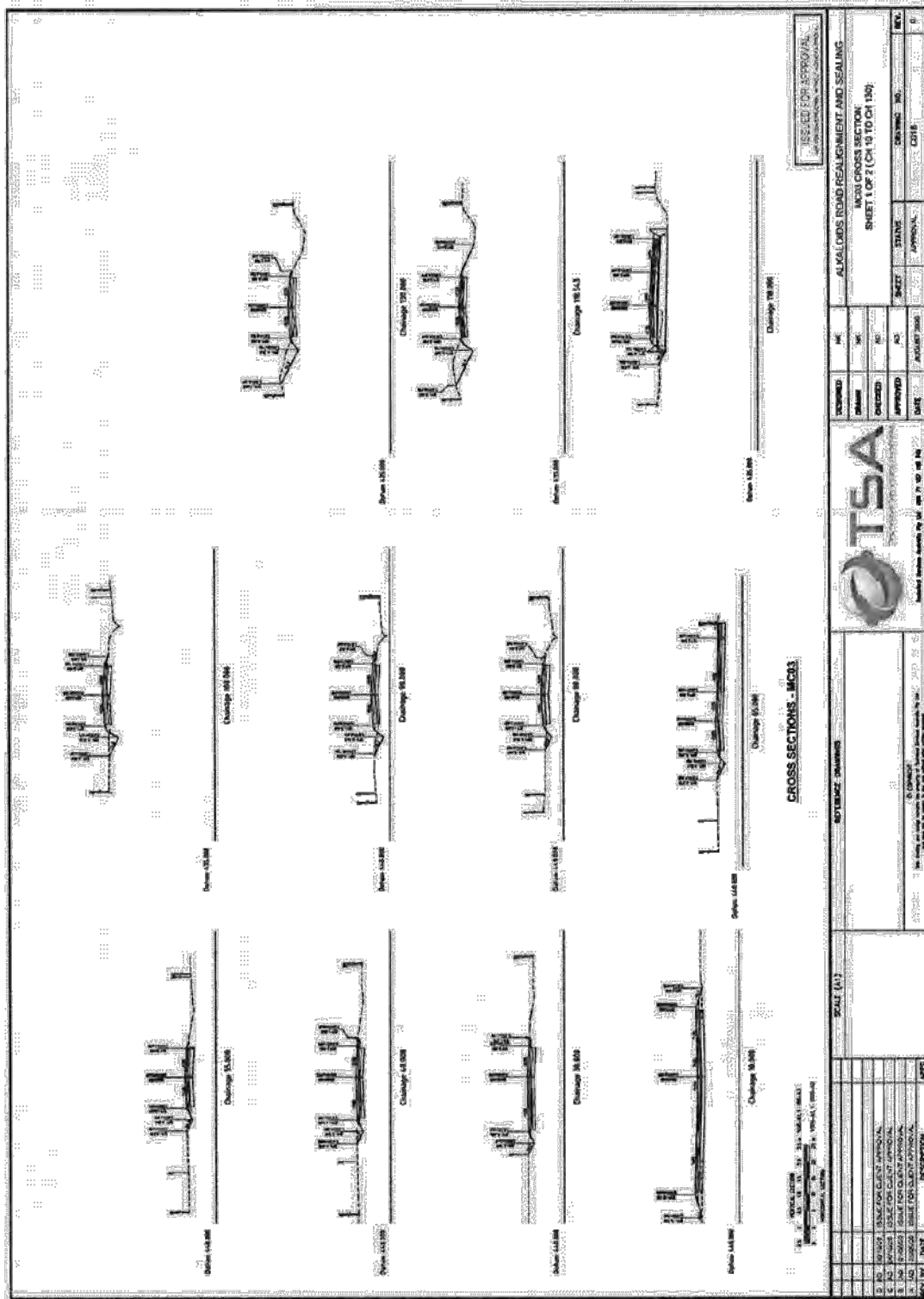
Approved by Delegated Authority: *ccp*

Date: 23/12/2020



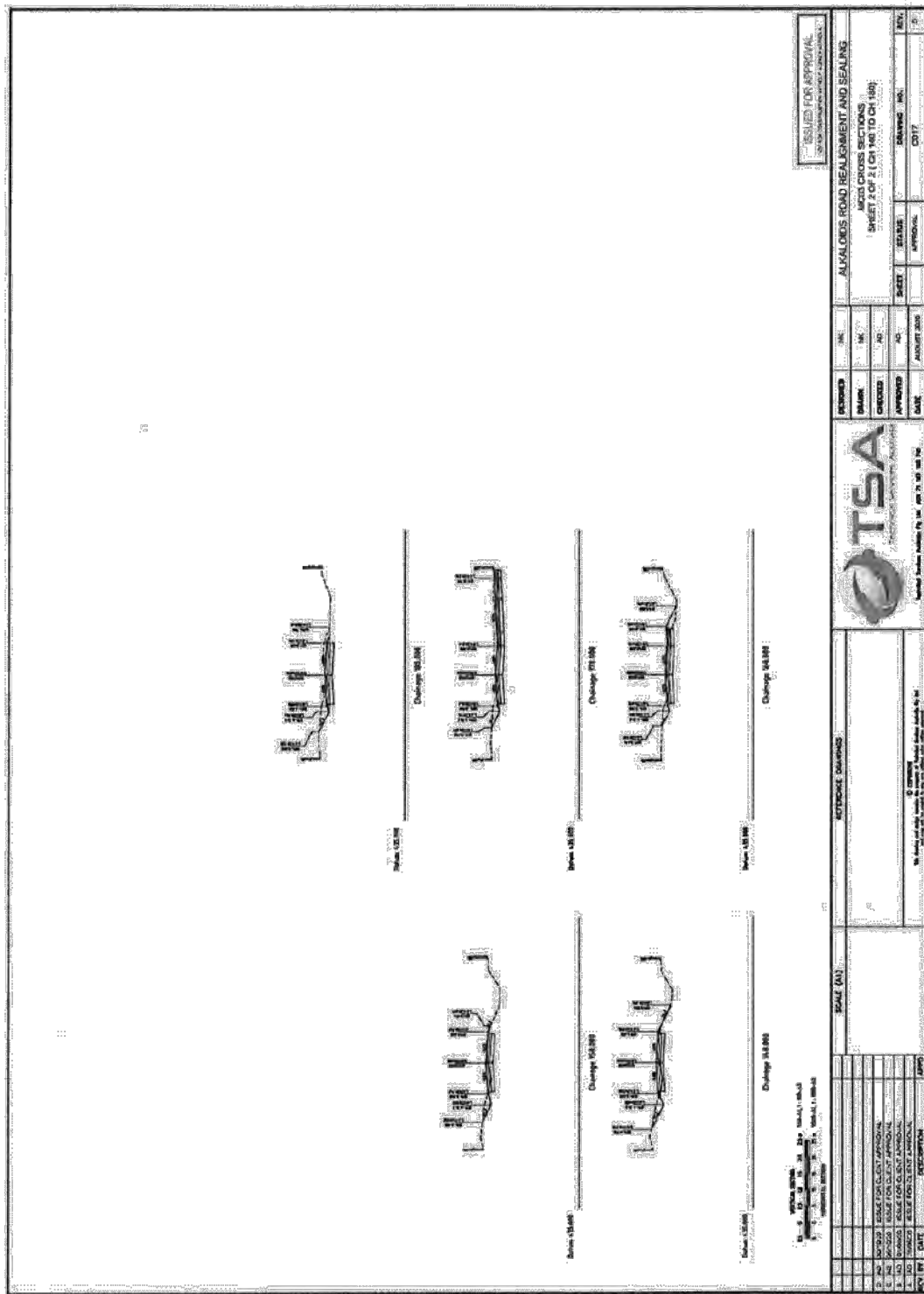
Approved by Delegated Authority: *cew*

Date: 23/12/2020



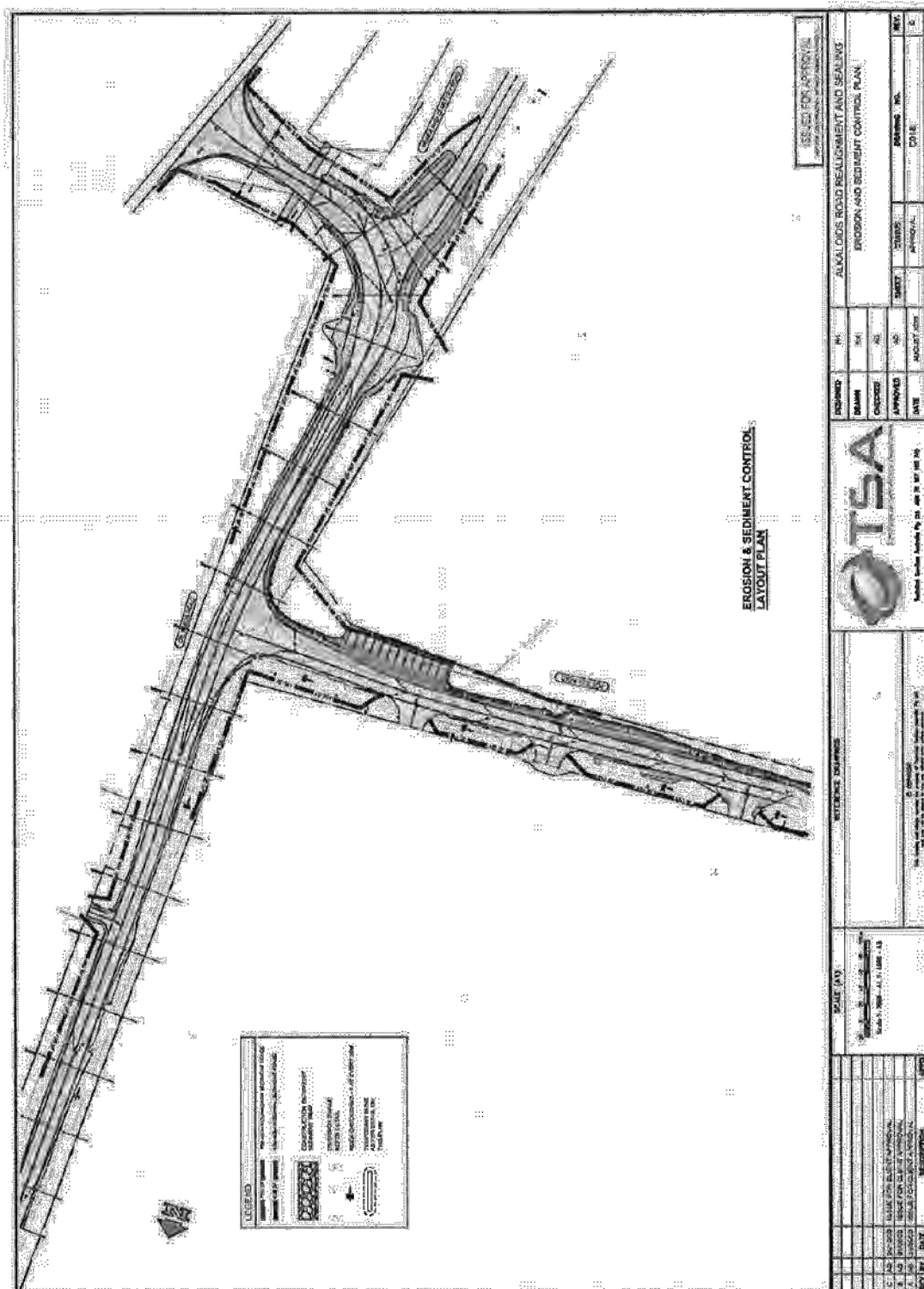
Approved by Delegated Authority: *CCP*

Date: 23/12/2020



Approved by Delegated Authority: *ceip*

Date: 23/12/2020



Approved by Delegated Authority: *ccp*

Date: 23/12/2020

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:

Type of Approval	Operational Work
Level of Assessment	Code Assessment
Application No	OPW20/0002 - Roadworks
Name of Applicant	Alkaloids of Australia c/- ATC Engineers
Street Address	Memerambi-Cemetery Road, Oil Seeds Road, Postles Road
Real Property Address	N/A

On 23 December 2020 the above development was:

Approved in full, with conditions;

1. Reasons for the Decision

The reasons for this decision are:

- The proposed development (Operational Work) was conditioned in the Material change of use Approval - MCU18/0020
- The application meets the requirements of the Design and Construction Standards, and Services and Works Code of the SBRC Planning Scheme

2. Assessment Benchmarks

The following benchmarks apply to this development:

- South Burnett Regional Council Planning Scheme 2017
- Service and Works Code

Approved by Delegated Authority: *ccp*

Date: 23/12/2020

ATTACHMENTS

Nil

Approved by Delegated Authority:






Date: 11/12/2020

0.0 P&LM - 2748635 - MATERIAL CHANGE OF USE - SHORT-TERM ACCOMODATION (49 CABINS) & ANCILLARY FACILITIES - 20 FORK HILL DRIVE - LOT 94 SP210658 & LOT 1 RP903441 - MCU20/0018 - MARTOO CONSULTING - FARNWEATHER PTY LTD

File Number: MCU20/0018

Author: Manager Planning and Land Management

Authoriser: Manager Planning and Land Management

	SIGNATURE	DATE
MANAGER		12/12/2020
GM		14/12/2020
CEO		14.12.2020

PRECIS

Material Change of Use - Short Term Accommodation at 20 Fork Hill Drive, 80 Waterview Drive and 89 Waterview Drive MOFFATDALE - Lot 131 on SP221464, Lot 1 on RP903441 and Lot 94 on SP210658 - Applicant: Dusty Jones Pty Ltd C/-Martoo Consulting Pty Ltd

SUMMARY

The Applicant seeks a Development Permit for Material Change of Use for Short term accommodation and ancillary administration building.

The applicant has applied for 48 short term accommodation cabins comprised of the following – 39 individual cabins and 10 farm stay rooms as shown on the proposal plans.

This application relates to the **accommodation component of the site** with a separate planning application to be lodged for future development including a function room, restaurant and café.

The application material proposes buildings and structures named Gym/Sauna/Spa/Pool and Chapel, but no plans or details of those uses are provided to support these structures as ancillary to the use of the short-term accommodation. As such, they are conditioned where possible to submit further details and be ancillary at all times to the short-term accommodation use. The Chapel is not approved as part of the application for short term accommodation as it can be used independently of the short-term accommodation and no details/plans or use information has been outlined in the submitted application.

Part of the proposal includes on-site sewerage treatment. This is not approved as part of the development permit for short term accommodation as no information is submitted for Council assessment. Conditions of approval will ensure further approvals are obtained with respect to this matter, including Environmental permits. The site is in a water catchment area, and impacts will need to be addressed appropriately through separate assessments.

One carparking space will be provided for each cabin and one space provided for the office extension on site.

The premises is located within the Rural Zone under the *South Burnett Regional Council Planning Scheme 2017 (v1.3)* (the Planning Scheme), and is affected by several notable overlays. Short-term accommodation is a code assessable use in the Rural Zone.

Based on an assessment of the matters Council (as Assessment Manager) must and may have regard to under section 45 (5) of the *Planning Act 2016* (the Planning Act), it is recommended that although the proposal presents some conflicts with the assessment benchmarks, on balance, the application can be approved subject to the conditions outlined herein. Specifically, the conditions are such that the use will effectively operate at a scale and intensity that is appropriately associated with the primary production (agricultural) use of the land.

OFFICER'S RECOMMENDATION

That Council *approve* the application for a Development Permit for a Material Change of Use for Short-term Accommodation (39 cabins and 10 farm stay rooms) and ancillary facilities at 20 Fork Hill Drive, 80 Waterview Drive and 89 Waterview Drive, Moffatdale described as Lot 131 on SP221464, Lot 1 on RP903441 and Lot 94 on SP210658 subject to the following conditions:

Approved by Delegated Authority:



Date: 11/12/2020

PLANNING

PLN1. The approved development must be completed and maintained generally in accordance with the approved plans and documents (as amended in red), except where amended by the conditions of this permit:

Plan/Document Name	Plan/Document Number	Rev	Date
Site Plan	002 as amended in red	F	23/11/2020
Floor Plan – Stables/Farm Stay (Units 40-49)	003	F	23/11/2020
Elevations – Stables/Farm Stay (Units 40-49)	004	F	23/11/2020
Floor Plan – Cabin A (Example)	005	F	23/11/2020
Floor Plan – Cabin B & C (Example)	006	F	23/11/2020
Elevations – Cabin A (Example)	007	F	23/11/2020
Elevations – Cabin B (Example)	008	F	23/11/2020
Cabin B1 Floor Plan (Example)	009	F	23/11/2020
Elevations – Cabin C (Examples)	011	F	23/11/2020
Perspectives – Cabins (Examples)	012	F	23/11/2020
Development Summary	013 (As amended in Red)	F	23/11/2020

Timing: To be maintained at all times

PLN2. Unless stated otherwise, all conditions are to be complied with prior to commencement of the use and compliance maintained at all times while the use continues. Written notification shall be provided to Council of the commencement of the use, confirming compliance with conditions of this approval.

PLN 3. Maintain the approved development in accordance with the approved drawings and documents and any relevant subsequent approvals required by the conditions herein and as amended.

Timing: To be maintained at all times

PLN 4. The development may not start until the following development permits/ licenses have been issued as required:

- Development Permit for Building Work;
- Permit for Plumbing and Drainage Work;
- Development Permit for Operational Work (including site works, access driveways, stormwater disposal, on site sewerage treatment, vegetation clearing)
- Environmental Licenses or Permits under relevant laws and policies.

PLN 5. The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.

PLN 6. The approved use for short term accommodation is for 39 cabins and 10 farm stay rooms is to be maintained at all times, with an ancillary administration office, gym, spa, pool and sauna. The ancillary facilities of gym, sauna and spa shall not be made available for public use where not associated with the short-term accommodation activity, at all times.

Notes: should the spa/sauna/pool or gym be made available for public use and not for guests of the short-term accommodation a separate development permit will be required for those activities that are deemed to be separate commercial land use activities.

Approved by Delegated Authority:



Date: 11/12/2020

The chapel shown as proposed as part of this development permit for short term accommodation is not approved as it is not demonstrated to be ancillary to the short term accommodation and will be subject to separate approval.

- PLN7. Design all external lighting in accordance with AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting".

Outdoor lighting does not involve:

- (a) lighting that shines, projects or reflects above a horizontal plane;
- (b) coloured, flashing or sodium lighting;
- (c) flare plumes; and
- (d) configurations of lights in straight parallel lines 500m to 1,000m in length.

Artificial illumination is not to cause a nuisance to occupants of nearby premises and any passing traffic. Direct security and flood lighting away from adjacent premises to minimise the protrusion of light outside the street.

Submit to Council, within three months from the use commencing, certification from a suitably qualified person that all exterior lighting has been installed in accordance with AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting".

- PLN8. Cabins numbered 2, 3, 4, 5, 6, 7 and 9 on the approved plan of layout, and located within the mapped Category C vegetation on the State regulated vegetation map, must be sited and constructed to retain vegetation that either complies with the relevant Department of Natural Resources Mines and Energy Accepted Development Vegetation Clearing Codes or amended to demonstrate clearing is avoided.

Submit further details for approval of the Council, prior to any site works commencing for the cabins specified, demonstrating that cabins 2, 3, 4, 5, 6, 7 and 9 comply with the accepted development vegetation clearing codes or submit for approval a revised plan of layout for the specified cabins demonstrating any vegetation within the mapped area is protected and undisturbed.

- PLN9. Submit to Council for record, prior to obtaining building works approval, that the development is suitably serviced and equipped for firefighting capability in accordance with all applicable laws and policies and a copy of any corresponding emergency evacuation plan for the use on the site as may be required.

Note: This information is considered necessary given the scale of the land and spread out siting of buildings and structures and mapped bushfire risks (hazardous vegetation) that will be used for accommodation activities.

- PLN10. No external advertising devices associated with the approved development are permitted to be placed or erected at the premises or affixed or otherwise to any building or structure.

- PLN11. The siting of cabins, farm stay rooms and ancillary structures for the short-term accommodation use, shall be on land slopes not exceeding:
- 15% for residential uses;
 - 10% for treated effluent disposal areas;
 - 6% for non-residential uses.

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.

Approved by Delegated Authority



Date: 11/12/2020

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.

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. 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.

ENG8. 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).

WATER SUPPLY

ENG9. Provide a water supply for the development, and monitor water quality continuously for the duration of the use, to ensure compliance with Australian Drinking Water Guidelines - current edition 2011 and Health Guidance of use of Rainwater standards for potable water.

ON-SITE SEWERAGE

ENG10. Connect the accommodation units to an on-site effluent disposal system, in accordance with Schedule 1, Division 4: Standards for Sewerage Supply, Section 4.2: Standards for On-site Sewerage, AS1547, and the Queensland Plumbing and Waste Water Code.

ENG11. The existing ERA63 permit (EA0002281) for "Sewage Treatment, 1: Operating sewage treatment works, other than no release works, with a total daily peak design capacity of, (a-i) 21 to 100EP if treated effluent is discharged from the works to an infiltration trench or through an irrigation scheme" only applies to 80 Waterview Drive, Moffatdale (Lot 1 RP903441). Prior to onsite wastewater discharge reaching 21 EP for lots 131 SP221464 and lot 94 SP210658, obtain an ERA63 permit from the Queensland Department of Environment and Science.

ENG12. Obtain a Development Permit for Plumbing Works for the on-site sewerage treatment system. This development permit does not approve the location or capacity of on-site sewerage treatment facilities and further permits are necessary for the development to be connected and serviced prior to commencement of the use.

PARKING AND ACCESS - GENERAL

ENG13. Design all access driveways, circulation driveways, parking aisles and car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.

ENG14. Design and construct all driveway and parking areas with a dust suppressive gravel.

Approved by Delegated Authority:



Date: 11/12/2020

ENG15. For proposed buildings 1 to 39, provide a minimum of one car parking space per accommodation building. If the proposed building has person with disability (PWD) facilities, the car parking space shall be constructed in accordance with AS2890.6.

ENG16. For the Farm Stay building (Units 40 - 49), provide ten (10) car parking spaces, plus one (1) PWD car parking space constructed in accordance with AS2890.6.

ENG17. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.

ENG18. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.

PARKING AND ACCESS - SERVICING

ENG19. Provide loading bay facilities (if required), and manoeuvring areas, for a Medium Rigid Vehicle to service the development, that are designed in accordance with Australian Standard 2890.2 – Off-street Commercial Vehicle Facilities.

ENG20. Design along the route to and from all loading bay facilities and the external road network, all access driveways, parking aisles and the like with a layout that accommodates the turning movements of a Medium Rigid Vehicle, and ensure that all vehicles are able to enter and exit the site in a forward direction.

ENG21. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

VEHICLE ACCESS

ENG22. The existing access to Lot 131 SP221464 on Forkhill Drive shall only be used for the existing single residence. Access for all other uses on Lot 131 SP221464 shall be through Lot 1 RP903441. An access easement shall be provided across Lot 1 RP903441 to Lot 131 SP221464 for this purpose prior to the commencement of the use on Lot 131 SP221464.

ENG23. Submit to Council, details of proposed access easement arrangements for record prior to commencement of the use.

VEHICLE ACCESS - TURNOUT

ENG24. Design and construct vehicle turnout to Lot 1 RP903441 generally in accordance with Council's Standard Drawing No. 00049 Rev B.

ENTRY STATEMENT

ENG25. The existing entry statement located within the Waterview Drive road reserve is not approved and is required to approved separately or be removed prior to commencement of the use.

Note: The applicant may apply to Council for approval for the entry statement through Councils Infrastructure Department but may be subject to additional requirements.

ROADWORKS

ENG26. At no cost to Council, upgrade the unsealed section of Waterview Drive from the end of the existing bitumen seal, through to the Dusty Hill Winery access, with a 6.5m wide bitumen seal on an 8m gravel formation. The upgrade shall include any ancillary works (e.g. culverts), and additional pavement to Council standards.

EROSION AND SEDIMENT CONTROL - GENERAL

ENG27. 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 at all times during construction and operational phases of the use.

Approved by Delegated Authority:



Date: 11/12/2020

ENG28. 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 at all times.

STANDARD ADVICE

ADV1. Section 85(1)(a) of the *Planning Act 2016* provides that, if this approval is not completed within a period of six (6) 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

ADV4. This approval includes a concurrence agency response with conditions from Queensland Treasury - Reference: 2010-19381 SRA and dated 6 November 2020.

ADV5. 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

GO3 Balanced development that preserves and enhances our region.

GO3.1 Implement Council's planning scheme to support sustainable development of business, industry and community liveability.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council's development engineer attached conditions.

Referral to SARA undertaken for development impacting on State transport infrastructure.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No implication can be identified.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No implication can be identified.

ASSET MANAGEMENT IMPLICATIONS

No implication can be identified.

Approved by Delegated Authority:



Date: 11/12/2020

REPORT

Applicant: Dusty Joes Pty Ltd c/- Martoo Consulting

Owner: Farnweather Pty Ltd, Teemah Pty Ltd and Money 4 Jam Pty Ltd

Property Address: 20 Fork Hill Drive and 80 & 89 Waterview Drive, Moffatdale

Real Property Description: Lot 131 on SP221464, Lot 1 on RP903441 and Lot 94 on SP210658

Approvals Sought: Material Change of Use – Short Term Accommodation (39 cabins and 10 farm stay rooms)

Proposal Description:

Planning Scheme: South Burnett Regional Planning Scheme 2017 (v1.3)

Planning Scheme Zone: Rural Residential Zone

Area of Land: 81.26ha

Existing Land Use: 20 Fork Hill Drive: Existing winery, vineyard, dwelling and store
80 Waterview Drive: Vineyard, cellar door and small-scale tourist facility

Surrounding Land Uses: Residential (Detached dwellings and associated outbuildings or rural residential sized lots)

Services: Electricity (on-site sewerage not connected to mains)

Access: Fork Street and Waterview drive

Topography: Gradual fall toward Lake Barambah

Application Deemed Properly Made: 13 October 2020

Confirmation Notice Issued: 20 October 2020

Information Request Issued: 4 November 2020

Information Response Received: 26 November 2020

Further Issues Issued: Nil

Response to Further Issues: Nil

Referrals Required/Received: SARA referral received 9 November 2020

Application Process: Code Assessment

Public Notification: Nil

Properly Made Submissions: N/A

Public Notice Compliance: N/A

Approved by Delegated Authority



Date: 11/12/2020

1.0 EXECUTIVE SUMMARY

This report carries out an independent town planning assessment of the proposed development. The Applicant, seeks a Development Permit for Material Change of Use for short term accommodation for 39 cabins and 10 farm stay rooms.

2.0 SITE AND LOCALITY

2.1 Site Description

The site is at 80 & 89 Waterview Road and 20 Fork Hill Drive, Moffatdale and is formally described as Lot 131 on SP221464, Lot 1 on RP903441 and Lot 94 on SP210658. The three land parcels have a total site area of 81.28ha (Figure 1).

Both the existing shed/garage and personal training studio in the western corner of the site are single storey and are a similar design that use consistent colour schemes and materials (see **Figure 2**). Specifically, each building uses vertical cladding, low-contrast colours on exterior surfaces and has a skillion type roof. These buildings (particularly the training studio) are partially screened from the street by established mature landscaping (see **Figure 3**).

The subject site currently has two vehicle access points (see **Figure 1**); however, it is understood the access in the southern corner of the site, providing access to the dwelling, was constructed following construction of the personal training studio building. The crossover to the dwelling is bitumen sealed. The crossover to the shed/garage and training studio is gravel. There is a single dedicated car parking space in front of the training studio (within the bounds of the site) and room for additional vehicle parking (~four spaces in tandem) in front of the garage/shed.

2.2 Surrounding Land Uses

The subject site is located within an established rural residential area that straddles the localities of Kingaroy and Boole, approximately three kilometres to the south-east of Kingaroy's centre. The surrounding area is characterised by single detached dwellings and associated outbuildings on larger (~4,000m² – 5,000m²) rural residential lots. See **Figure 4** for proximity to nearby residences.

Dwellings, particularly on lots in the immediate vicinity of the subject site, are typically setback a minimum of 20 metres from the front property boundary (see **Figure 1**). It is noted that Macaulay Drive is effectively a circuit that arches off Redmans Road.

Approved by Delegated Authority:

Date: 11/12/2020



FIGURE 1 – AERIAL OF SUBJECT SITE (Nearmap, 2020)

3.0 PROPOSAL OVERVIEW

The Applicant seeks a Development Permit for Material Change of Use for Short Term Accommodation to complement the existing tourist uses associated with the vineyard on site. The proposal seeks approval for the following buildings:

- 39 short-term accommodation cabins located across the three sites
- 10 short term accommodation units in one building located on 89 Waterview Drive
- New office for guest check in and administration (extension to existing restaurant building)
- Gym/sauna/spa and pool area for guests on 80 Waterview Drive.

The development is also proposed to be staged as follows:

Stage 1: Buildings 8, 23 to 28, 32, 34 to 49 and the office/administration extension;

Stages 2 to 25: Remaining buildings will comprise an individual stage.

Short-term accommodation	<p>(a) premises used for—</p> <p>(i) Providing accommodation of less than 3 consecutive months to tourists or travellers; or</p> <p>(ii) A manager's residence, office or recreation facilities for the exclusive use of guests, if the use is ancillary to the use in subparagraph (i); but</p> <p>(b) Does not include a hotel, nature-based tourism, resort complex or tourist park.</p>
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Date: 11/12/2020

4.0 APPLICATION OVERVIEW

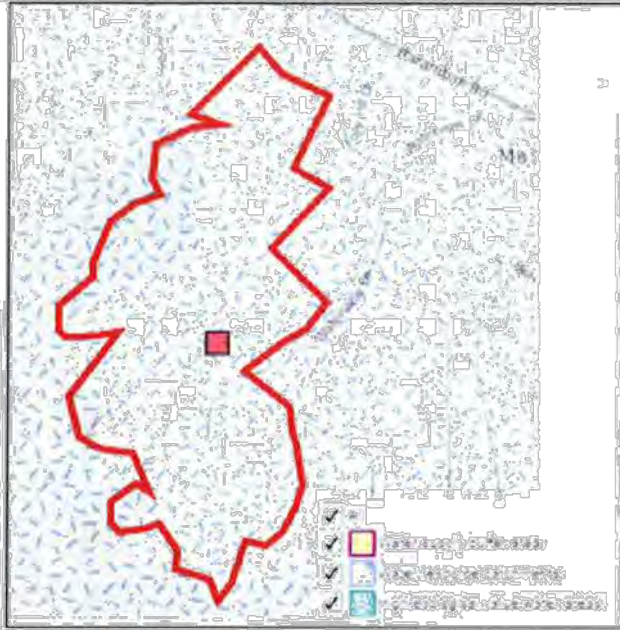
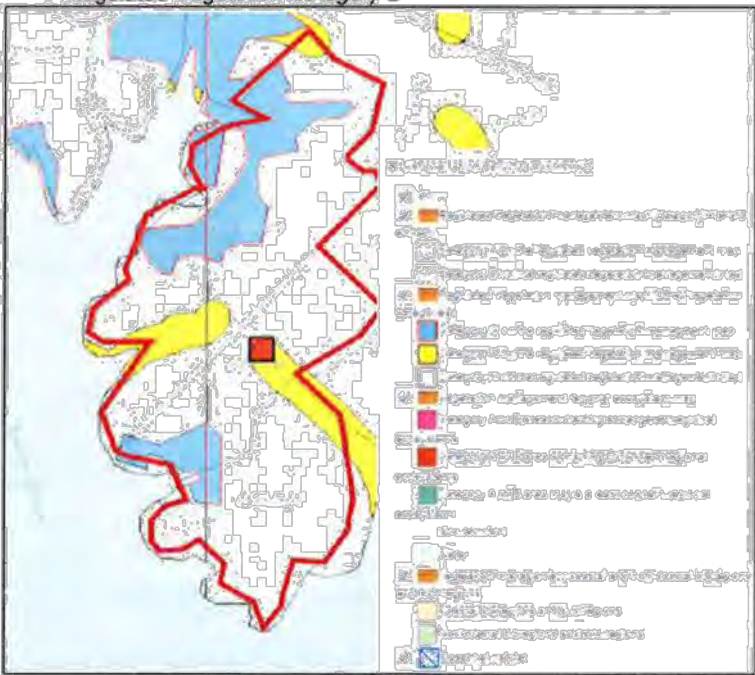
Table 1 provides an overview of the town planning parameters relevant to the subject site and proposed development.

TABLE 3 – SUMMARY OF LOCAL PLANNING INSTRUMENT	
State Planning Context	
Regional Plan	<i>Wide Bay Burnett Regional Plan 2011 (the Regional Plan) Regional Landscape and Rural Production Area</i>
State Planning Policy	<i>State Planning Policy (July 2017) (the SPP)</i>
SARA DA Mapping	• Water Resources (Water resource planning area boundaries)

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	 <ul style="list-style-type: none"> • State Controlled Road (Barambah Rd), schedule 20 thresholds Planning Regulation 2017 • Regulated Vegetation Category C 
Referrals	DSDMIP SARA for State controlled roads
Assessment Benchmarks	SDAP Code 6
Local Planning Context	
Planning Scheme	South Burnett Regional Council Planning Scheme 2017 (v1.3)
Strategic Framework Designation	Rural – important agricultural area

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Zone	Rural	
Overlays	<ul style="list-style-type: none"> • Airport Environs Overlay (Distance from Airport – 3km) • Agricultural Land Overlay: <ul style="list-style-type: none"> • Important Agricultural Areas • Agricultural Land Classification (Class B) • Bushfire (medium potential bushfire intensity) • Flood (Flood hazard area) • Water Catchment (Water resource catchment area) 	
Defined Use	Short-term accommodation	<p><i>(a) premises used for–</i></p> <p><i>(i) Providing accommodation of less than 3 consecutive months to tourists or travellers; or</i></p> <p><i>(ii) A manager’s residence, office or recreation facilities for the exclusive use of guests, if the use is ancillary to the use in subparagraph (i); but</i></p> <p><i>(b) Does not include a hotel, nature-based tourism resort complex or tourist park.</i></p>
Level of Assessment	Code Assessment	
Assessment Benchmarks	Planning Scheme, including: <ul style="list-style-type: none"> • Rural Zone Code 	

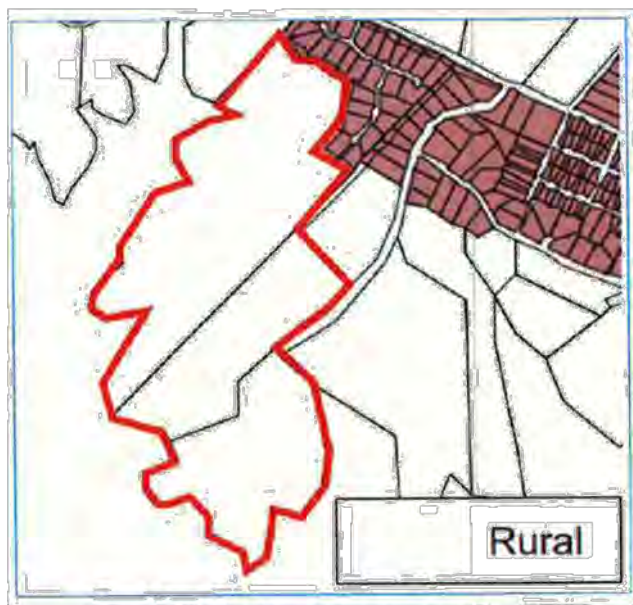


FIGURE 2 – ZONING MAP (Planning Scheme)

The intent of the Rural zone is to provide for rural uses and activities. Other uses are accommodated in the zone where maintaining the character and environmental features of the zone. It must also be demonstrated that non-rural uses maintain the capacity of land for usual uses and activities by protecting and managing significant natural resources and processes.

The overall outcomes of the Rural zone code 6.2.13.1 include:

- (c) On farm value adding in the form of small scale Agri-tourism is supported where associated with the rural use of the site.*

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(f) The viability of existing and future rural uses and activities are protected from the intrusion of incompatible uses.

(i) Development is reflective of and responsive to the surrounding character of the area, natural hazards and the environmental constraints of the land.

(m) Non-rural development is appropriate only where directly associated with the rural use of the zone and does not compromise the rural use of the land.

(n) Natural features such as creeks, gullies, waterways, wetlands and bushland are retained, managed, enhanced and buffered from adjacent development.

(o) Water supply catchments are protected from activities that may endanger water quality.

The strategic intent 3.3.1 of the Rural zone includes:

(1) The capacity of important agricultural areas, as shown on Strategic Framework map and rural activities that contribute to the Region's economy is protected from incompatible land uses to optimise agricultural development opportunities.

(3) Non-rural activities are ancillary or subsidiary to principal rural land uses to widen the economic base for rural production provided that rural production in surrounding areas is not compromised and rural character is maintained.

Specific outcomes include:

(1) The potential for economic benefit from the rural utilisation of land resources is maintained and enhanced.

(2) Agricultural lands are preserved for productive rural activities by only supporting rural development that directly supports agricultural production or a regionally significant rural-based industry.

(5) Rural-based tourism development is established at an appropriate scale that contributes to the viability of the primary rural use of sites.

(6) Small scale, negligible impact tourist activities are facilitated as accepted development on large rural holdings where impacts, especially on agriculture, can be avoided.

(7) In Moffatdale, wineries and associated tourist accommodation and facilities are encouraged, provided their scale, intensity, location and buffering arrangements are such that rural production and rural residential lifestyles are not compromised. Proposals to expand rural residential land at Moffatdale to capitalise on this potential must demonstrate a genuine public need and that rural productivity in the locality is not compromised.

(13) Water supply catchments are protected from incompatible development and land use intensification.

5.0 PLANNING ASSESSMENT

In accordance with section 45 (3)(a) of the Planning Act, Code Assessment is an assessment that must be carried out—

- (i) Against the **assessment benchmarks in a categorising instrument** for the development; and*
- (ii) Having regard to **any matters prescribed by regulation** for this paragraph.*

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In accordance with section 45 (3) of the Planning Act, code assessment does not have regard to any other relevant matter.

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 and relevant overlay codes.

Under section **45(3)(b) of the Planning Act**, any matters prescribed by the *Planning Regulation 2017* (the Planning Regulation) includes those matters nominated in section 30 and 31. Section 30 includes the following matters that are relevant to this development application:

- The regional plan and State Planning Policy, to the extent they are not appropriately integrated with the Planning Scheme; and
- The assessment benchmarks for the application stated in Schedule 9 and 10

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).

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 Plan is not required.

It is noted that assessment benchmarks and matters stated in Schedule 9 of the Regulation are not relevant to this development application for material change of use but may be relevant to subsequent development such as building work.

There are matters stated in Schedule 10 of the Planning Regulation relevant to the subject site and the proposed development relating to regulated vegetation.

Section 31 includes the following additional matters that are relevant to this development application:

- Any development approval for, and any lawful use of, the premises or adjacent premises; and
- The common material.

We are not in receipt of any development approvals for the adjacent premises. Given the existing built form and locality, it is presumed development approvals would be restricted to those relating to the establishment of detached dwellings and associated outbuildings.

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.

The planning assessment of the development considers the above assessment benchmarks and matters to the extent that the assessment benchmark and matters prescribed by the Regulation is relevant to the development. Particularly, this only considers the assessment benchmarks under the Planning Scheme.

Referrals

The application triggered referral under Schedule 10 of the Planning Regulation for the following matters:

- Schedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1 – Development impacting on State transport infrastructure (Planning Regulation 2017)

Approved by Delegated Authority:



Date: 11/12/2020

The application was properly referred to SARA and a referral response with conditions was issued on 6 November 2020 (Reference: 2010-19381 SRA). The response with no requirements is included in Attachment A.

Regulated Vegetation

The SARA DA mapping indicates that two (2) types of vegetation is present on the subject site:

- ☒ Category C (high value regrowth) vegetation
- ☒ Category R (regrowth watercourse) vegetation

Schedule 10, Part 3, Division 4, Table 3, Item 1 (10.3.4.3.1) of the Planning Regulation 2017:

- i) *The material change of use does not involve prescribed clearing*

Schedule 24 of the Planning Regulation 2017 defines *prescribed clearing* (excerpt below).

prescribed clearing means—

- (a) clearing vegetation on freehold land or land leased under the Land Act, if—
 - (i) the clearing is necessary for building a single dwelling on a lot, and any reasonably associated building or structure; and
 - (ii) there is no other dwelling on the lot; or
- (b) clearing vegetation on indigenous land, if the clearing is necessary for building 1 or more dwellings, and any reasonably associated building or structure, for—
 - (i) Aboriginal or Torres Strait Islander inhabitants of the land; or
 - (ii) persons providing educational, health, police or other community services for the inhabitants.

It is considered by SARA that the proposed MCU does not involve *prescribed clearing*.

- ii) Accepted operational work that is assessable development under Section 5

Section 5 is reproduced below:

<p>5 Assessable development—clearing native vegetation on prescribed land</p> <p>Operational work that is the clearing of native vegetation on prescribed land is assessable development, unless the clearing is—</p> <ul style="list-style-type: none"> (a) exempt clearing work; or (b) accepted development under schedule 7, part 3, section 12.

It is considered by SARA that any proposed clearing of regrowth vegetation (Category C and Category R) is not assessable development can be undertaken:

- Via an exemption (refer to Schedule 21, Part 2 of the Planning Regulation 2017) as per 5(a); OR

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- By complying with the relevant Department of Natural Resources, Mines and Energy (DNRME) [Accepted Development Vegetation Clearing Codes](#) (there is a specific Code for managing regrowth vegetation) as per 5(b)

(iii) Accepted operational work or assessable operational work

Column 1	Column 2
	(iii) the accepted operational work or assessable operational work includes development other than the clearing of regulated regrowth vegetation on freehold land, indigenous land, land the subject of an occupation licence under the Land Act, or land the subject of a lease given under the Land Act for agriculture or grazing purposes

Subsection (iii) does not relate to the clearing of regrowth vegetation on the subject site (as per the attached map, there is no Category A or B remnant vegetation on the subject site).

Whilst this vegetation is protected under the *Vegetation Management Act 1999*, the proposed clearing of regrowth vegetation is not assessable by SARA and can only be undertaken:

- in accordance with an exemption (Schedule 21, Part 2 of the Planning Regulation 2017); or
- in accordance with the relevant Department of Natural Resources, Mines and Energy (DNRME) [Accepted Development Vegetation Clearing Code](#)

It may be necessary to relocate some of the cabins/units clear of the mapped vegetation to ensure compliance.

5.1 The Planning Scheme

5.3.1 Rural Zone Code

The below examines the level of compliance between the proposal and the Purpose and Performance Outcomes (POs) of the Rural Zone Code. The POs are set out in detail below to demonstrate any areas of compliance or conflict between the proposal and the codes.

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Table 6.2.13.3 Criteria for assessment

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
General		
<p>PO1 Development maintains rural amenity and character.</p>	<p>AO1.1 Buildings are set back 20m from any collector or higher order road and 10m from any other road frontage.</p> <p>and</p> <p>AO1.2 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>.</p>	<p>Complies with Acceptable outcomes.</p>
<p>PO2 Development does not jeopardise the rural production capacity of the Zone.</p>	<p>Development resulting in lots less than the minimum size in Table 9.4.2 satisfying outcomes –</p> <p>AO2.1 The proposal is necessary for the efficient production and processing of a crop grown in the area.</p> <p>or</p> <p>AO2.2 The proposal provides an alternate productive rural activity that supports regionally significant industry.</p> <p>or</p> <p>AO2.3 An agricultural sustainability report prepared by a suitably qualified agronomist demonstrates that –</p> <ul style="list-style-type: none"> (a) The lot is suitability sized for the proposed activity, including a dwelling house including yard; and (b) There is sufficient water for the proposed activity; and (c) The allotment is capable of being connected to reticulated electricity; and (d) The proposed activity is financially viable, requiring a viability assessment that includes capital costs, operational costs, sustainable yields to 	<p>Whilst the applicant has not stated in the application material anything about the primary production operations on site, it is our understanding that the land is still used for agricultural purposes (viticulture) and the short term accommodation is part of the diversification of agri-business on site.</p> <p>The proposal is considered to comply with Performance Outcome PO2.</p>

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Date: 11/12/2020

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
	<p>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.</p> <p>and</p> <p>AO2.4 Development is consistent with any Soil Conservation Plan that applies to the locality, as approved by the relevant State agency.</p>	
<p>PO3 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>AO3.1 Uses and associated works are confined to existing lawfully cleared land or areas not supporting regulated vegetation.</p> <p>and</p> <p>AO3.2 Uses and associated works are confined to areas outside stormwater discharge points, overland flow paths, watercourses and natural drainage features.</p> <p>and</p> <p>AO3.3 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>No information is submitted with the application to quantify an assessment against the acceptable outcomes or performance outcome PO3.</p> <p>It is considered that the development can be conditioned to address the performance outcome.</p>
<p>PO4 Development is not exposed to risk from natural hazard relating to land slip.</p>	<p>AO4.1 Uses and associated works are confined to slopes not exceeding:</p> <ul style="list-style-type: none"> • 15% for residential uses; • 10% for treated effluent disposal areas; • 6% for non-residential uses. 	<p>NO information has been submitted by the applicant to ensure that development complies with the acceptable outcome of performance outcome.</p> <p>Considering the environmental values of the land being within a water resource catchment the development is conditioned to comply with AO4.1.</p>

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Date: 11/12/2020

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
<p>PO5 Development is adequately serviced.</p>	<p>AO5.1 A 45kl water tank is provided for consumption purposes.</p> <p>and</p> <p>AO5.2 On-site sewage treatment is provided.</p> <p>and</p> <p>AO5.3 Each dwelling is provided with a service line connection to the electricity supply and telecommunications networks.</p>	<p>Whilst the applicant has shown limited information with respect to the location of sewer treatment on-site, no technical details have been provided for assessment.</p> <p>Conditions are included to ensure on-site servicing is submitted for further approval.</p>
<p>PO6 Development is located and designed to ensure that land uses are not exposed to:</p> <ul style="list-style-type: none"> (a) Areas that pose a health risk from previous activities; and (b) Unacceptable levels of contaminants. 	<p>AO6.1 Development does not occur:</p> <ul style="list-style-type: none"> (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. <p>or</p> <p>AO6.2 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>Complies with Acceptable Outcomes.</p>

Approved by Delegated Authority:



Date: 11/12/2020

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development:
Where in the vicinity of an existing intensive animal industry (PO7)		Not Applicable. The site is not in the vicinity of an existing intensive animal industry.
Caretaker's accommodation (PO8-PO9)		Not Applicable. The proposed development is not for a caretaker's accommodation.
Home based business (PO10-PO13)		Not Applicable. The proposed development is not for a home-based business.
Secondary dwelling (PO14)		Not Applicable. The proposed development is not for a secondary dwelling.
For development affected by one or more overlays		
Agricultural land overlay		
<p>PO15 The productive capacity and utility of agricultural land for rural activities is maintained.</p>	<p>AO15.1 The proposal is not located on agricultural land identified on SPP Interactive Mapping (Plan Making). or AO15.2 The proposal is necessary for the efficient production and processing of a crop grown in the area. or AO15.3 The proposal provides an alternate productive rural activity that supports regionally significant industry. or AO15.4 An agricultural sustainability report prepared by a suitably qualified agronomist demonstrates that –</p> <ul style="list-style-type: none"> (a) The lot is suitability sized for the proposed activity. Including a dwelling house including yard; and (b) There is sufficient water for the proposed activity and 	<p>PO15 Complies The proposal is located within agricultural land mapped by the State Planning Policy. The applicant has not addressed the criteria sufficiently in the application material submitted. Council's assessment is that the short term accommodation is appropriately linked to the viticulture agricultural production of the site and is considered to provide an alternate site activity that supports the agricultural use of the land. The proposal provides an alternate productive rural activity that supports regionally significant industry.</p>

Approved by Delegated Authority:

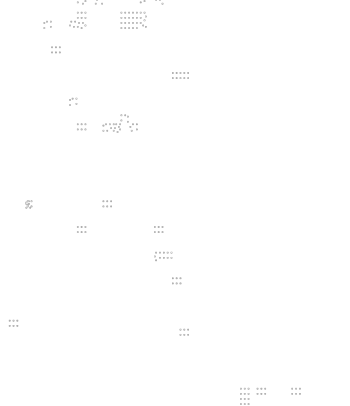
Date: 11/12/2020

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
	<p>(c) The allotment is capable of being connected to reticulated electricity, and</p> <p>(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.</p> <p>and</p> <p>AO15.5</p> <p>Development is consistent with any Soil Conservation Plan that applies to the locality, as approved by the relevant State agency.</p>	

Approved by Delegated Authority:



Date: 11/12/2020

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
Airport environs overlay		
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.
Biodiversity overlay		Not Applicable. The site is not within the mapped biodiversity overlay.
Bushfire hazard overlay		<p>Applicable</p> <p>Some cabins are proposed within a bushfire hazard buffer area. No supporting technical report has addressed the risk.</p> <p>On this basis conditions are included in the proposal to ensure development at building design stage undertakes a bushfire hazard rating assessment.</p>
Extractive industry overlay		Not Applicable. The site is not within the mapped extractive industry overlay.
Flood hazard overlay		<p>Applicable.</p> <p>Flood hazard overlay applies to the land and no technical assessment has addressed the risks/hazard.</p>
Historic subdivisions overlay		Not Applicable. The site is not within the mapped historic subdivisions overlay.
Landslide hazard overlay		Not Applicable. The site is not within the mapped landslide hazard overlay.
Regional infrastructure overlay		Not Applicable. The site is not within the mapped regional infrastructure overlay.

Approved by Delegated Authority:



Date: 11/12/2020

Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
Water catchments overlay		<p>Applicable. The site is within the mapped water catchments overlay.</p> <p>Conditions are included to ensure the environmental qualities of the water catchment are protected from any adverse impacts of construction or use.</p>

Summary of Compliance with Rural Zone Code:

Overall, while there are some conflicts with the assessment benchmarks, largely arising as a result of the scale of use and lack of supporting information submitted with the application, on balance the circumstances favour Council approving the proposed development, subject to conditions outlined herein.

8.0 CONTRIBUTIONS / CHARGES

The South Burnett Regional Council Adopted Infrastructure Charges Resolution (No. 3) 2019 does apply to the application. An infrastructure charges notice is attached to the report and identifies a charge of \$36,290.00 for the proposed development.

The proposed development will qualify for a 100% under the Council's adopted infrastructure charges incentive should the development be completed by 30 June 2022.

9.0 CONSULTATION

The application was not required to be publicly notified under Code assessment procedures.

11.0 GROUNDS FOR APPROVAL / RECOMMENDATION

Grounds to support the development

- Despite the proposal being not small scale it is an anticipated use within the Rural Zone where it is subordinate to a primary production (Agricultural) use and has negligible impacts on existing amenity, environment and landscape values given the applicable overlays;
- Conditions of approval are recommended that seek to ensure the use remains a part of the sites agri-business and does not adversely impact on current levels of rural amenity;
- Conditions of approval are recommended to control environmental impacts or hazards to the use of the short term accommodation activity.
- The proposal is sufficiently separated from nearby residential dwellings and will not impact on residential amenity surrounding the site.
- The traffic impacts identified as part of the use are limited, upgrade works are condition to improve access safety.

Approved by Delegated Authority:



Date: 11/12/2020

Attachment A
SARA Decision Notice



Queensland Treasury

Our reference: 2010-19381 SRA
Your reference: 02751 L04 NC
Council reference: MCD20/0019

6 November 2020

The Chief Executive Officer
South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
info@southburnett.qld.gov.au

Attention: Mr Chris Du Plessis

Dear Mr Du Plessis

**SARA response—20 Fork Hill Drive, 80 Waterview Drive and
89 Waterview Drive, MOFFATDALE**

(Given under Section 56(1)(a) of the Planning Act 2016)

The development application described below was confirmed as being properly referred to the State Assessment and Referral Agency (SARA) on 23 October 2020.

Response

Outcome: Referral Agency Response under Section 56(1)(a) of the Planning Act 2016 (no requirements)
Date of response: 6 November 2020
Conditions: Not applicable
Advice: Advice to the applicant is in Attachment 1
Reasons: The reasons for the referral agency response are in Attachment 2.

Development Details

Description: Development Permit Material Change of Use – Short Term Accommodation (49 Cabins) and Ancillary Facilities
SARA role: Referral Agency
SARA triggers: Schedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1 (Planning Regulation 2017) – Development impacting on State transport infrastructure and thresholds

Page 1 of 5

Wide Bay Burnett regional office
Level 1, 7 Takalvan Street, Bundaberg
PO Box 979, Bundaberg QLD 4670

Approved by Delegated Authority:

Date: 11/12/2020

2010-19381 SRA

SARA reference: 2010-19381 SRA
 Assessment Manager: South Burnett Regional Council
 Street address: 20 Park Hill Drive, 80 Waterview Drive and 89 Waterview Drive, MOFFATDALE
 Real property description: Lot 1 on RP903441, Lot 131 on SP221464 & Lot 94 on SP210658
 Applicant name: Dusty Joes Pty Ltd
 Co-Martoo Consulting
 Applicant contact details: PO Box 1684
 NOOSA HEADS QLD 4567
nadine@martooconsulting.com

Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s 30 Development Assessment Rules).

Copies of the relevant provisions are in Attachment 3.

A copy of this response has been sent to the applicant for their information.

For further information please contact Peter Mulcahy, Principal Planning Officer, on (07) 4331 5603 or via email WBSARA@dsdmp.qld.gov.au who will be pleased to assist.

Yours sincerely

Luke Lankowski
Manager, Planning - Wide Bay Burnett

cc: [Dusty Joes Pty Ltd](mailto:nadine@martooconsulting.com)
 Co-Martoo Consulting
nadine@martooconsulting.com

[Department of Transport and Main Roads](mailto:WBBJDAS@tmr.qld.gov.au)
WBBJDAS@tmr.qld.gov.au

enc: Attachment 1—Advice to the applicant
 Attachment 2—Reasons for referral agency response
 Attachment 3—Change representations provisions

State Assessment and Referral Agency (SARA)

Page 2 of 5

Approved by Delegated Authority



Date: 11/12/2020

2010-19381 SRA

Attachment 1—Advice to the applicant

General advice	
	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the <i>State Development Assessment Provisions (SDAP) v2.6</i> . If a word remains undefined it has its ordinary meaning.

State Assessment and Referral Agency (SARA)

Page 3 of 5

Approved by Delegated Authority:



Date: 11/12/2020

2010-19381-SRA

Attachment 2—Reasons for referral agency response

(Given under Section 56(7) of the *Planning Act 2016*.)

The reasons for the SARA decision are:

- The nature, scale and location of the proposed development is not considered to detrimentally impact on the safety and operational performance of the state-controlled road network.

Material used in the assessment of the application:

- The development application material
- *Planning Act 2016*
- *Planning Regulation 2017*
- The *State Development Assessment Provisions (Version 2.6)*, as published by SARA
- The *Development Assessment Rules (DA Rules)*
- SARA DA Mapping system.

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State Assessment and Referral Agency (SARA)

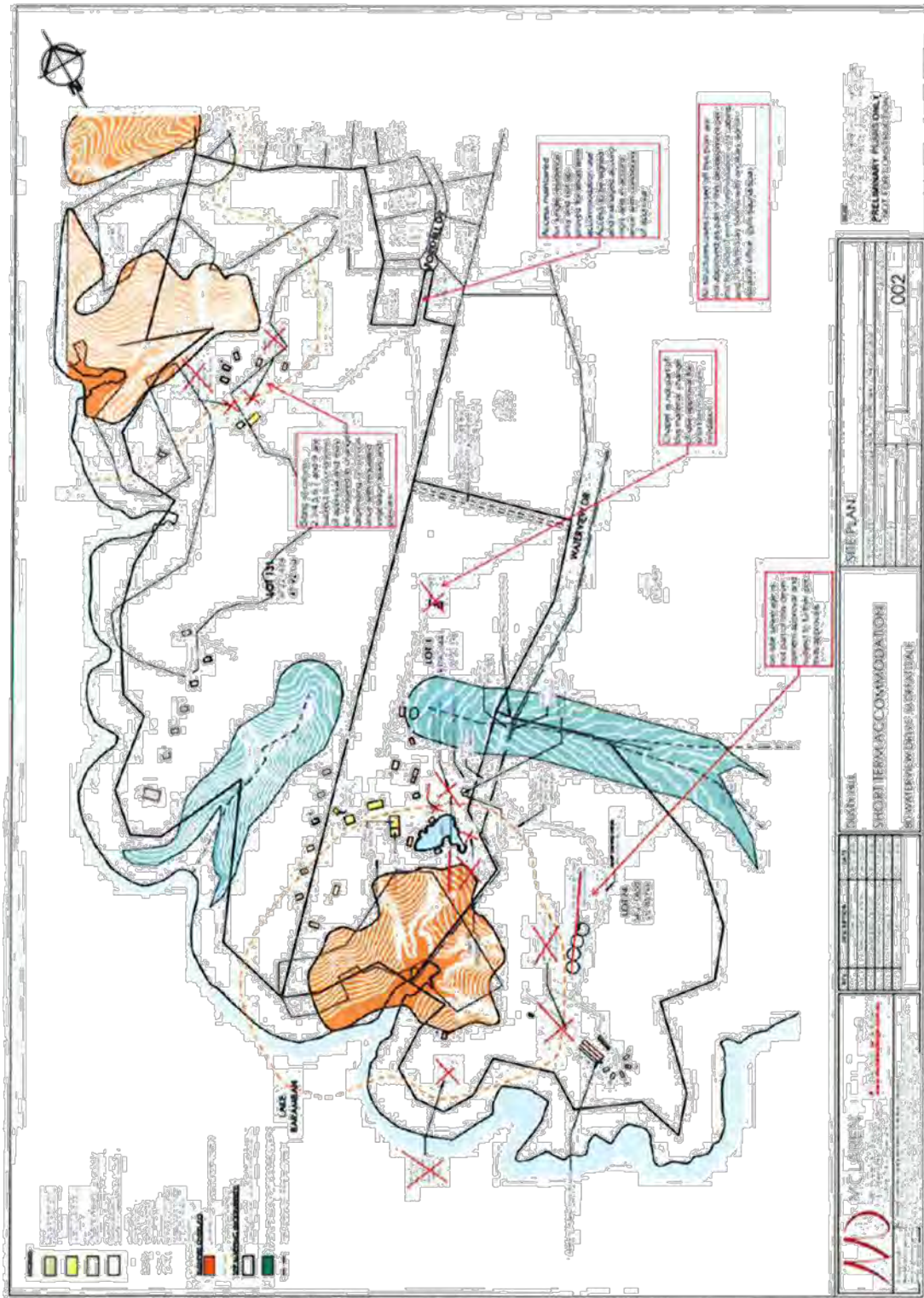
Page 4 of 5

Approved by Delegated Authority:

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Date: 11/12/2020

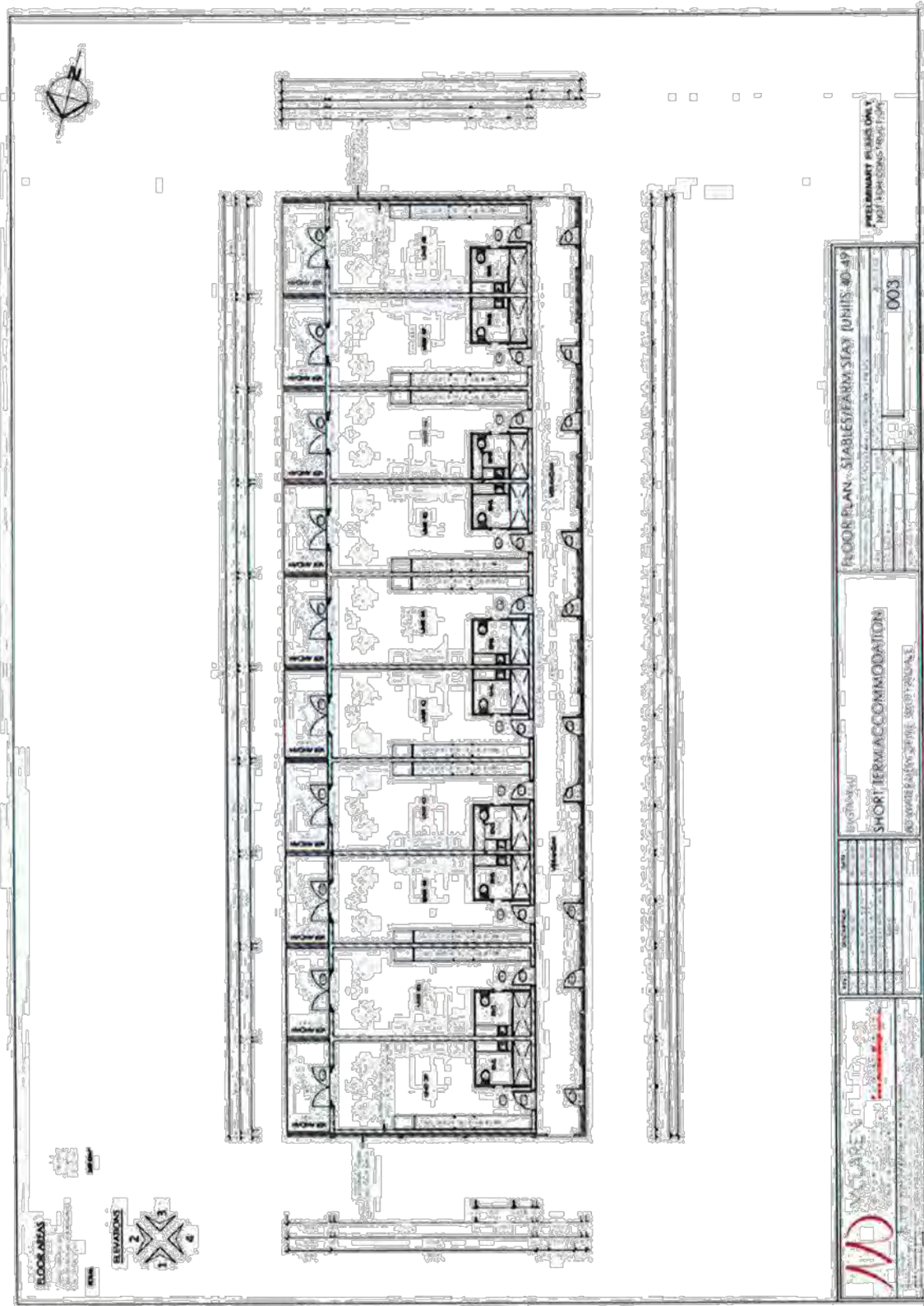
Attachment B
Proposed Plans



Approved by Delegated Authority:



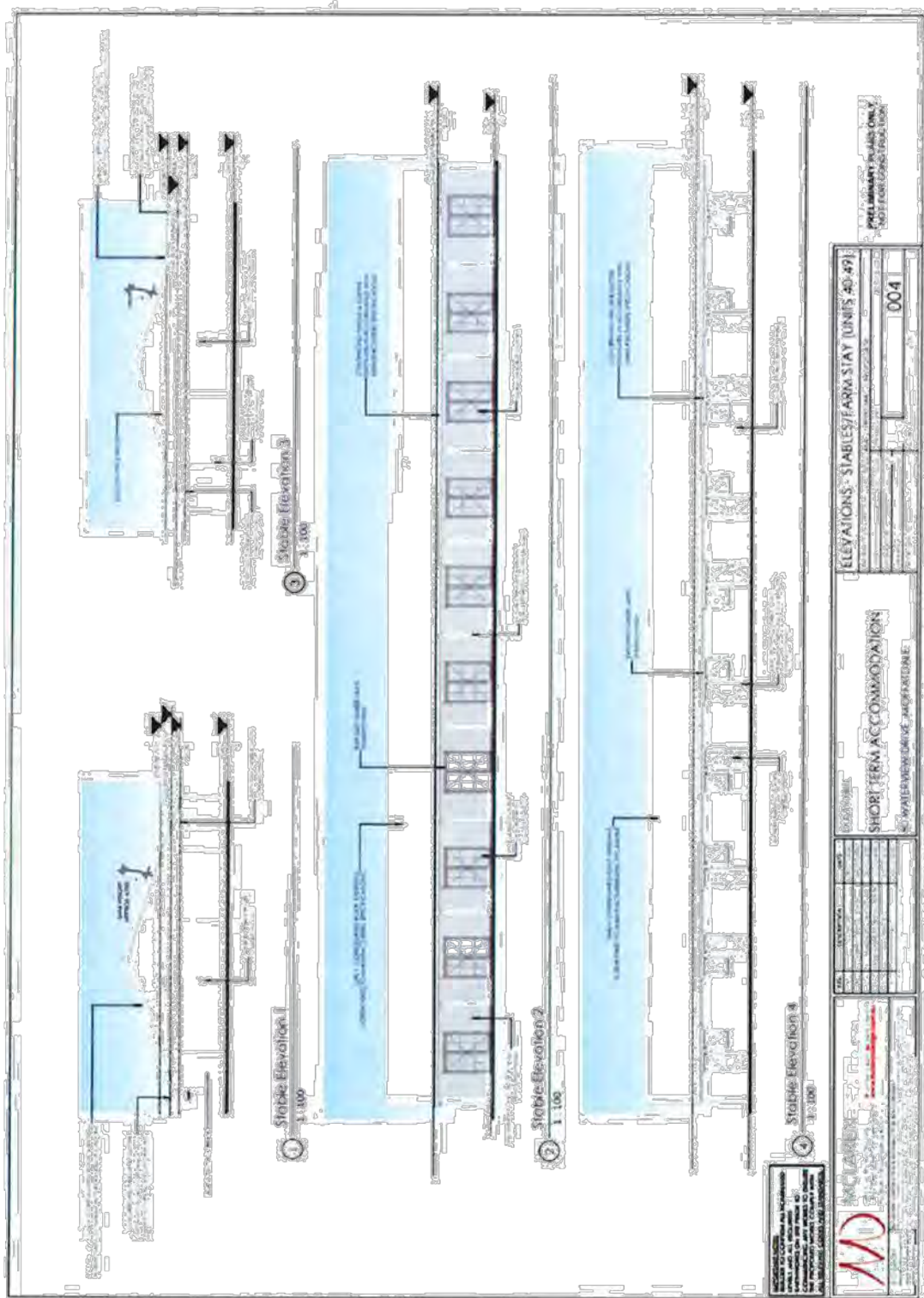
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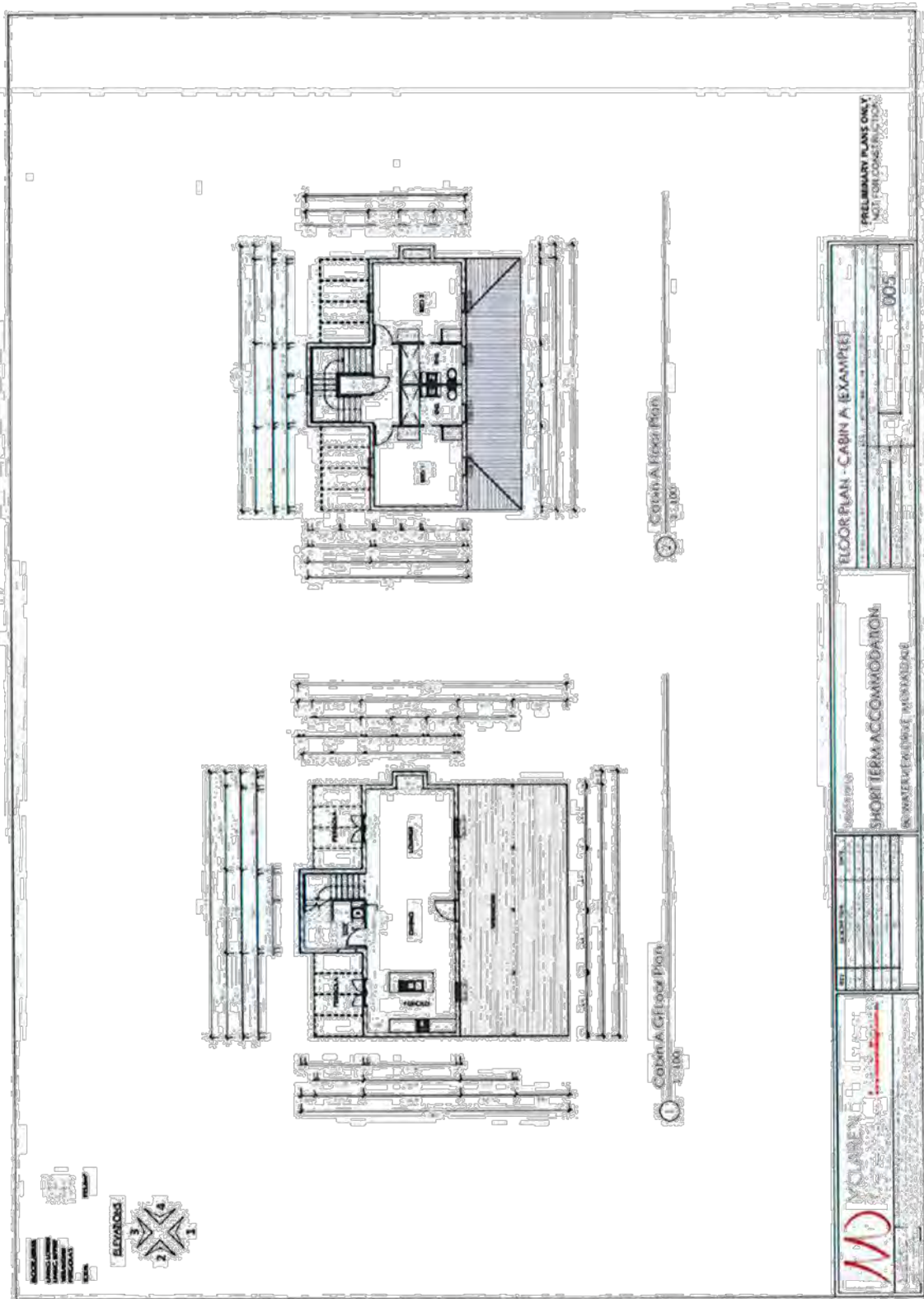
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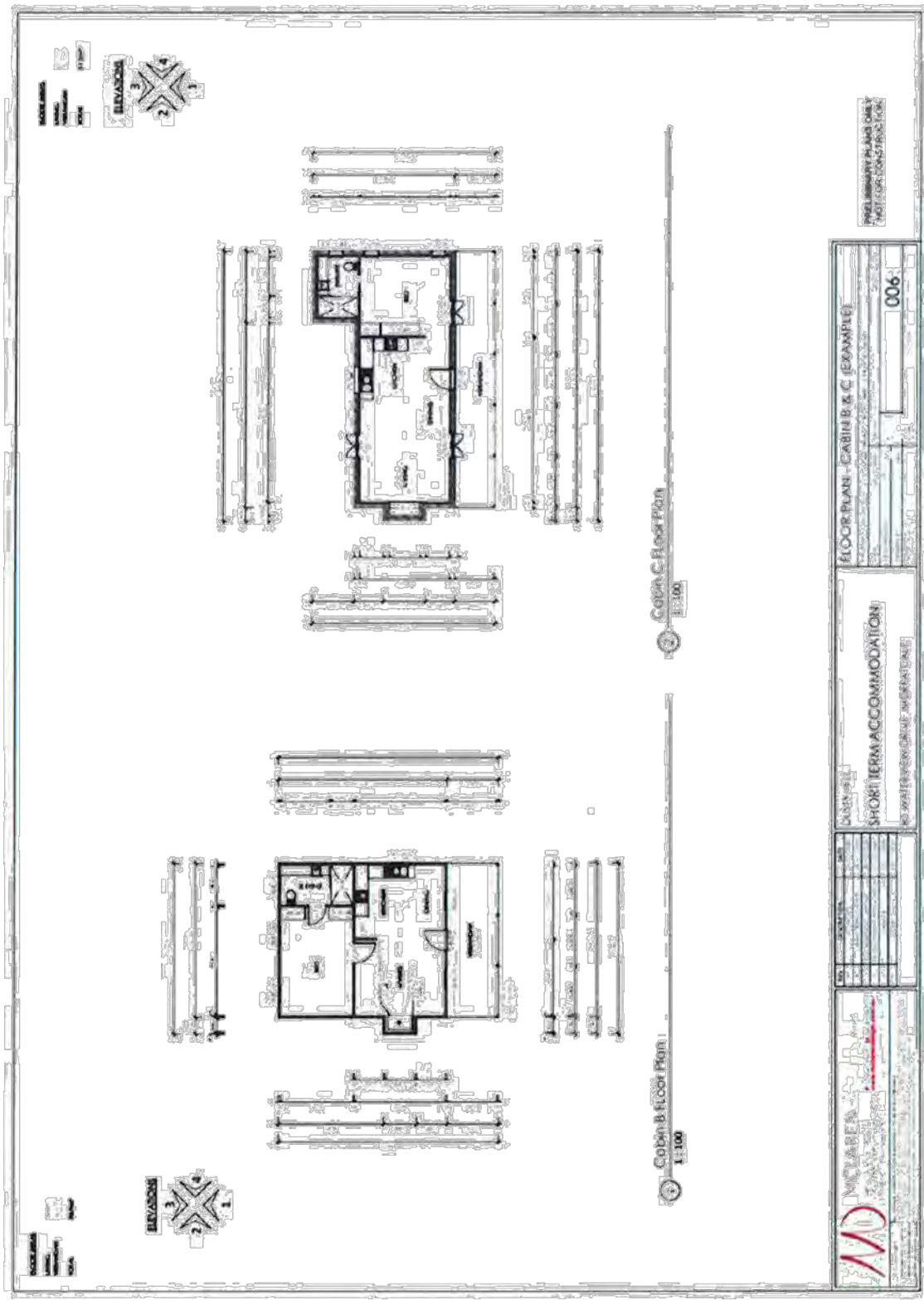
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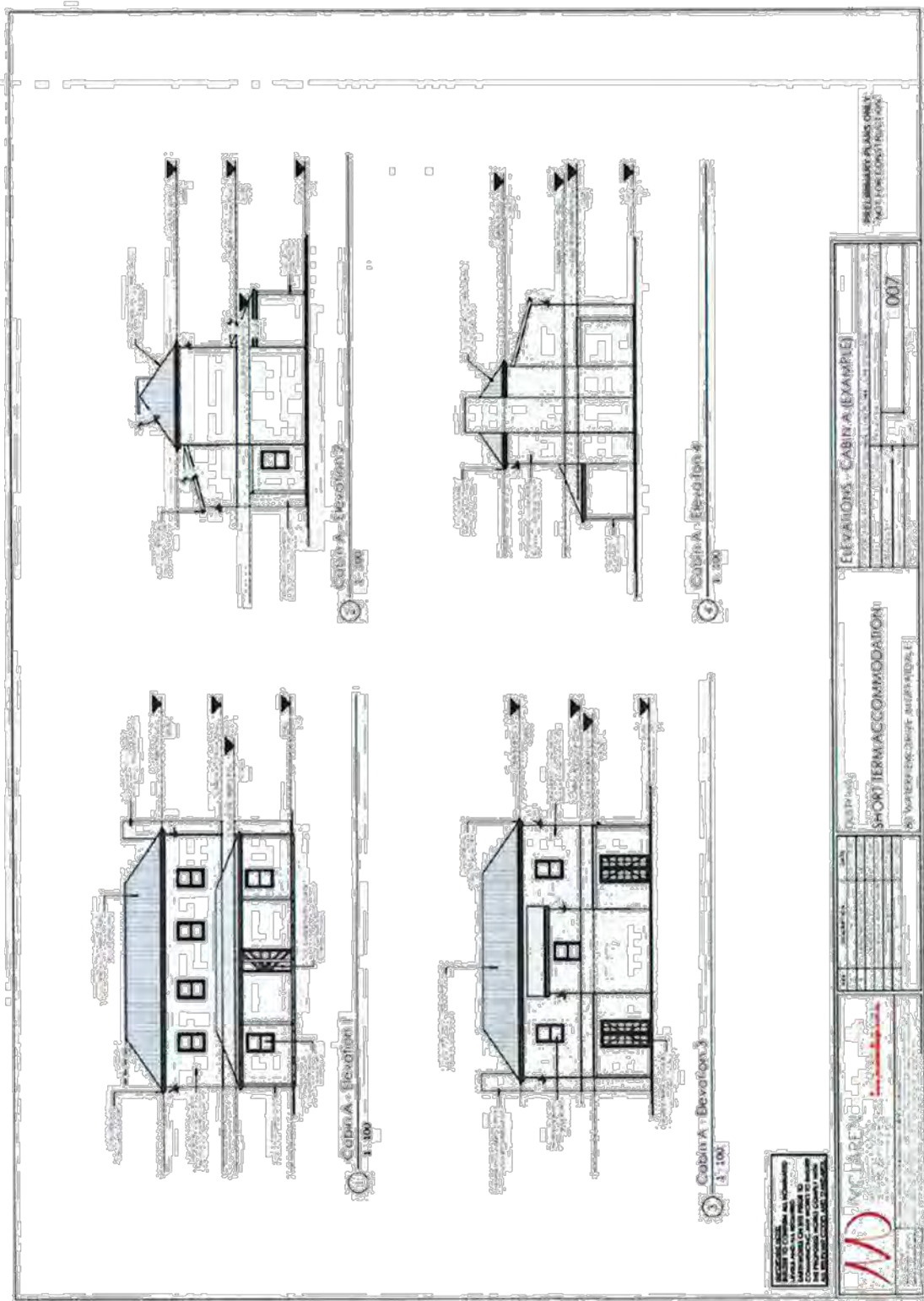
Date: 11/12/2020



Approved by Delegated Authority.



Date: 11/12/2020



Approved by Delegated Authority:

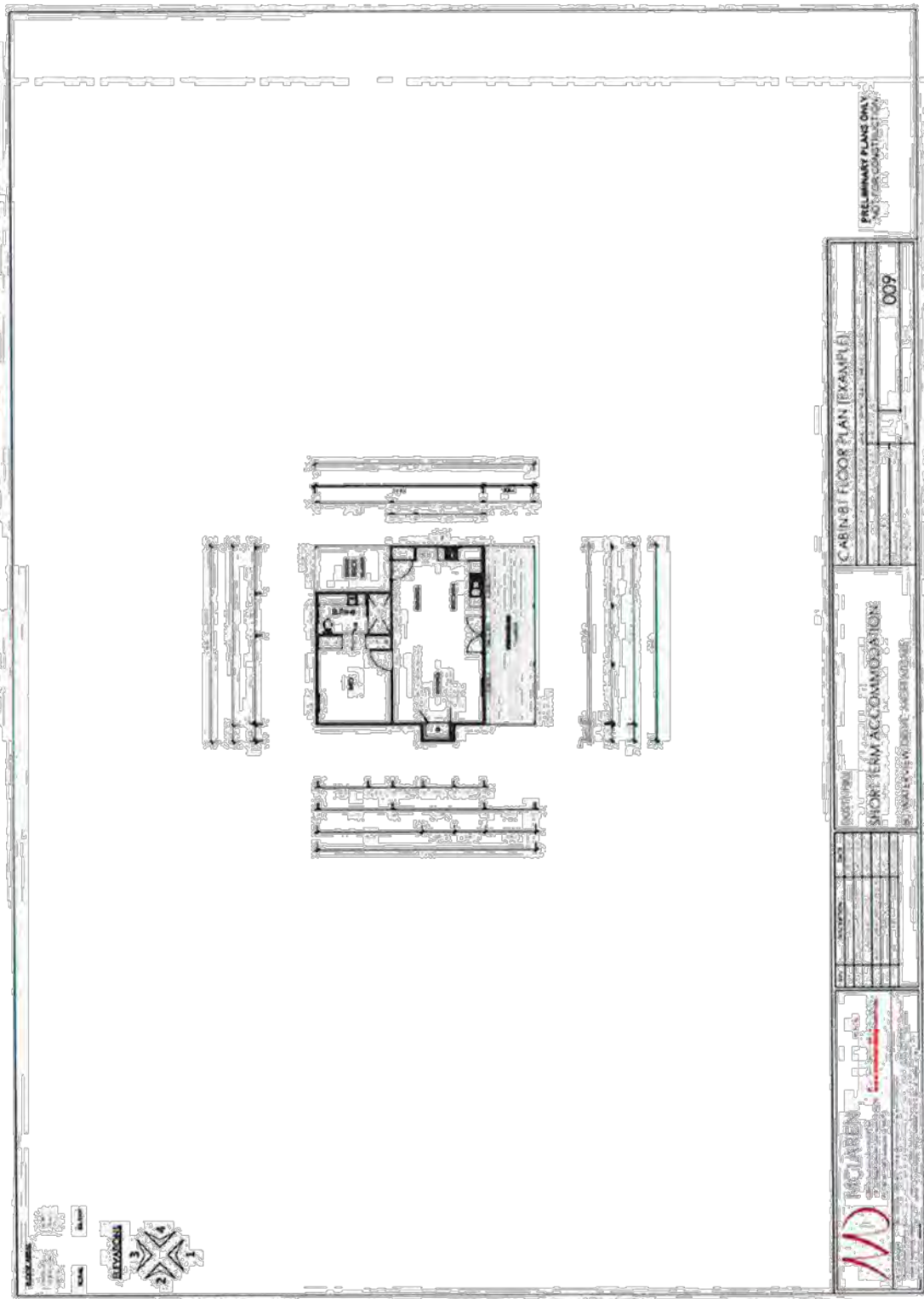
Date: 11/12/2020

Architectural drawings of Cabin B elevations, including elevation numbers (1, 2, 3, 4) and scales (1/8\"/>

Approved by Delegated Authority:

201
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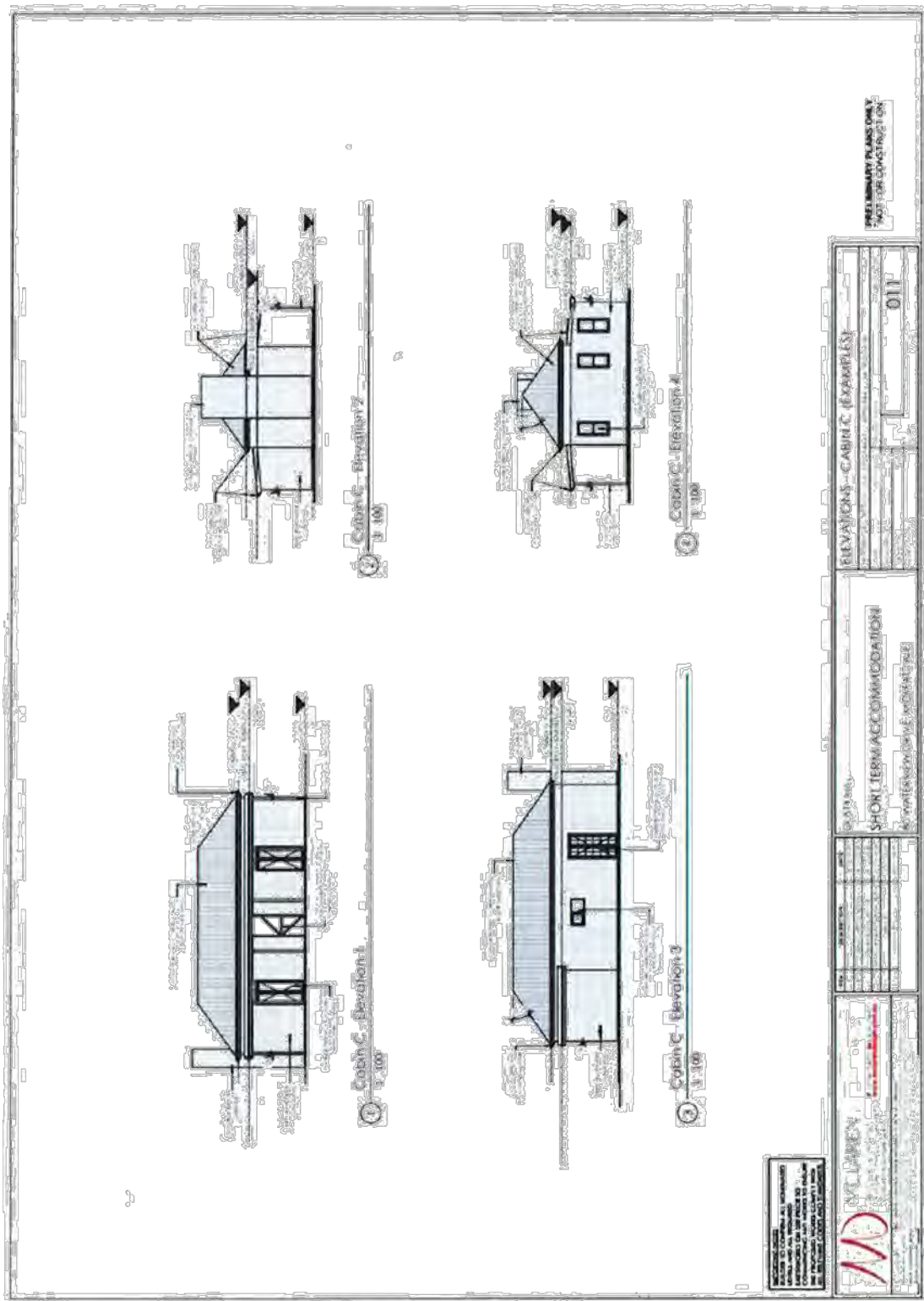
Date: 11/12/2020



Approved by Delegated Authority:

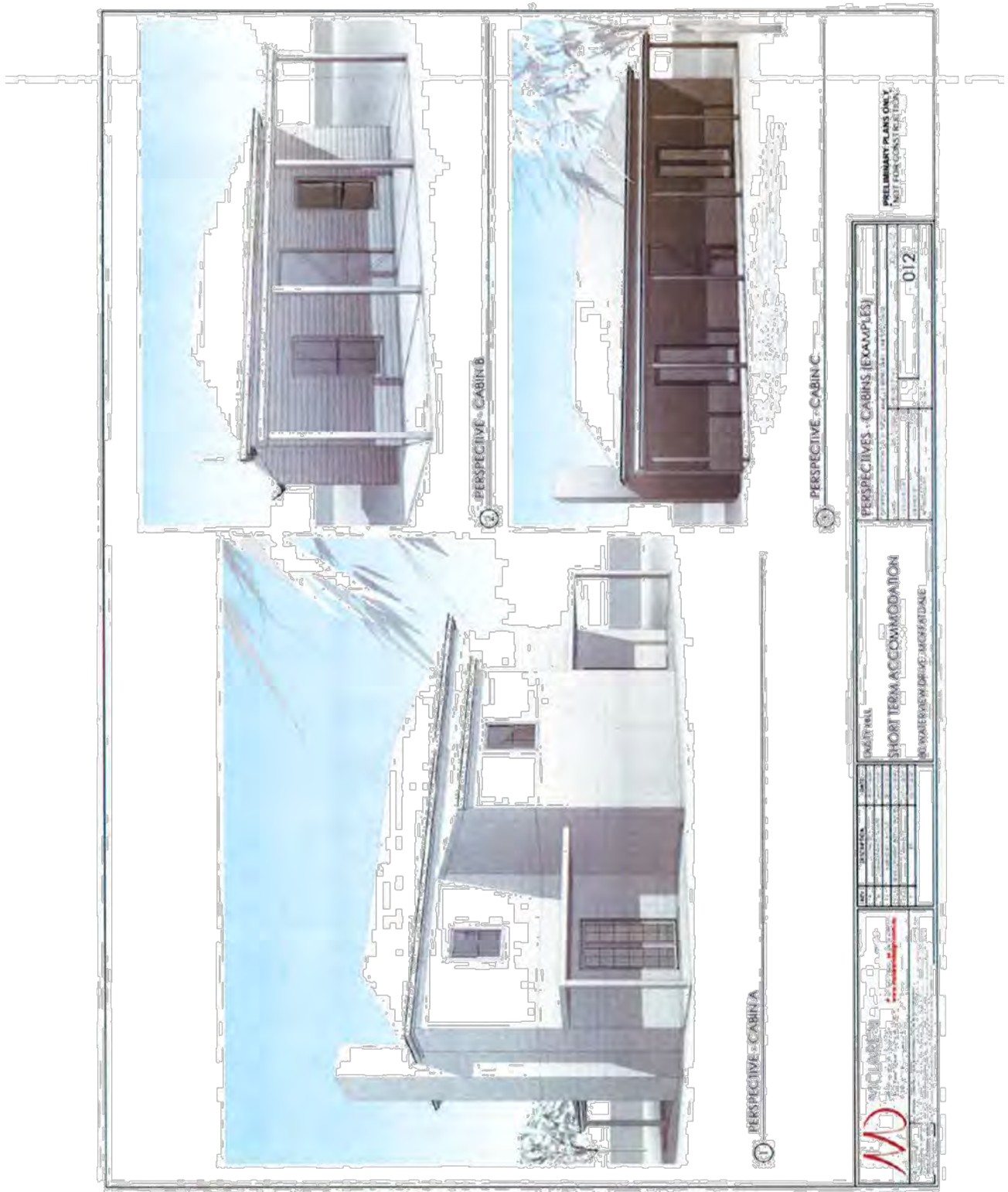
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Date: 11/12/2020



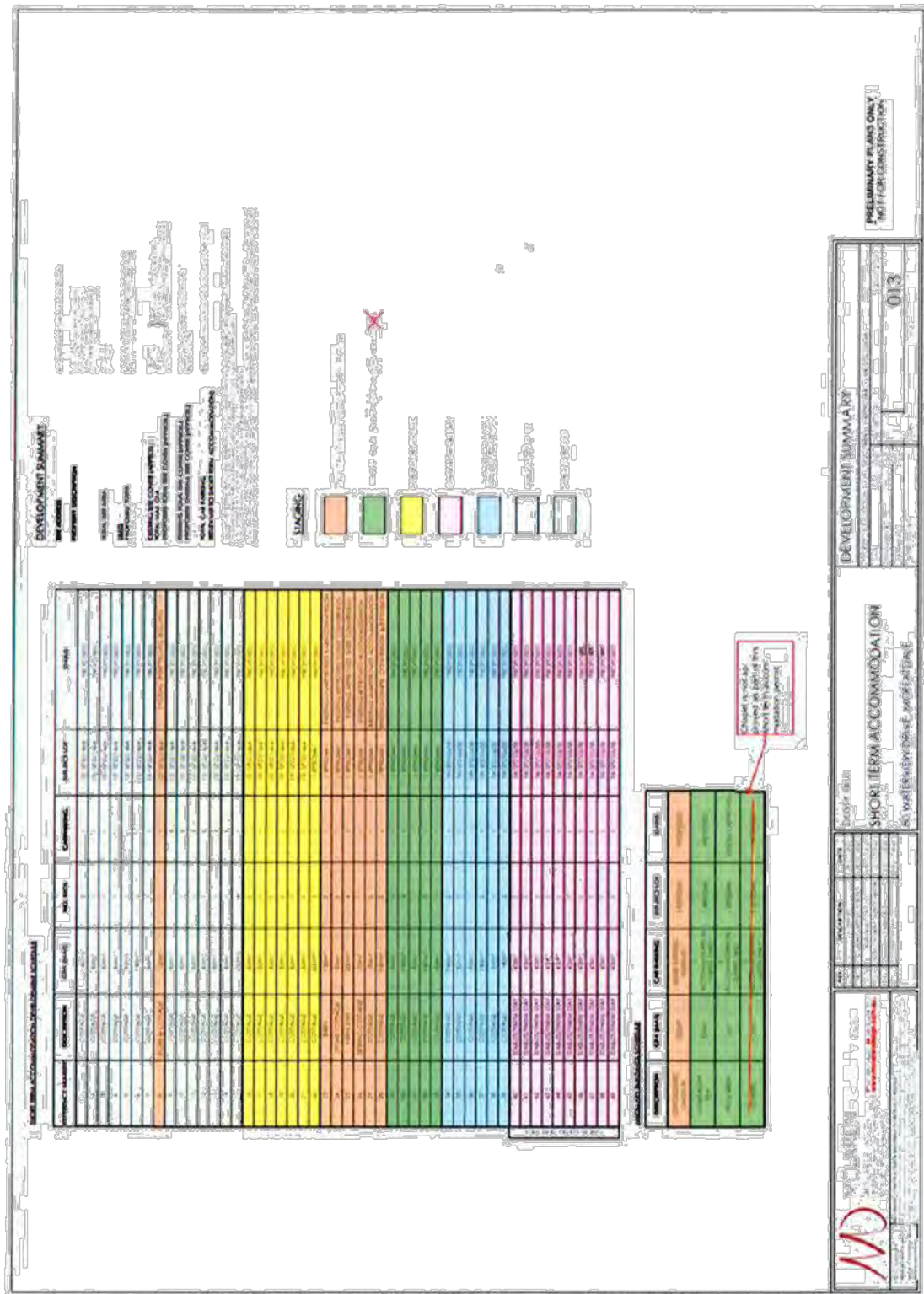
Approved by Delegated Authority.

Date: 11/12/2020



Approved by Delegated Authority:

Date: 11/12/2020



Approved by Delegated Authority:

Date: 11/12/2020



Attachment C
Infrastructure Charges Notice
INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: Dusty Joes Pty Ltd
C/- Martoo Consulting
PO Box 1684
Noosa Heads Q. 4567

APPLICATION: Material Change of Use – Short-term accommodation

DATE: 14/12/2020

FILE REFERENCE: MCU20/0018

AMOUNT OF THE LEVIED CHARGE: **\$36,290.00** **Total**
(Details of how these charges were calculated are shown overleaf)

\$0.00	Water Supply Network
\$0.00	Sewerage Network
\$6,320.00	Transport Network
\$29,970.00	Parks and Land for Community Facilities Network
\$0.00	Stormwater Network

AUTOMATIC INCREASE OF LEVIED CHARGE: The amount of the levied charge is subject to an automatic increase. Refer to the Information Notice attached to this notice for more information on how the increase is worked out.

LAND TO WHICH CHARGE APPLIES: Lot 131 SP221464, Lot 1 RP903441, Lot 94 SP210658

SITE ADDRESS: 20 Fork Hill Drive, 80 Waterview Drive & 89 Waterview Drive Moffatdale

PAYABLE TO: South Burnett Regional Council

WHEN PAYABLE: Material Change of Use – When the change happens.
(In accordance with the timing stated in Section 122 of the Planning Act 2016)

OFFSET OR REFUND: Not Applicable.
This charge is made in accordance with South Burnett Regional Council's **Charges Resolution (No. 3) 2019**

Approved by Delegated Authority:



Date: 11/12/2020

DETAILS OF CALCULATION

Transport

Adopted Charges:

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Accommodation (Short term)	49	1 or 2 bedroom suite	\$861.00	CR Table 2.1	\$42,189.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Accommodation (Short term)	3	1 or 2 bedroom suite	\$861.00	CR Table 2.1	\$2,583.00
Accommodation (Short term)	3	3 or more bedrooms	\$1,205.00	CR Table 2.1	\$3,615.00
Commercial Retail	900	GFA	\$31.00	CR Table 2.2	\$27,900
TOTAL					\$34,098.00

Parks and Land for Community Facilities

Adopted Charges:

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Accommodation (Short term)	49	1 or 2 bedroom suite	\$717.00	CR Table 2.1	\$35,133.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Accommodation (Short term)	3	1 or 2 bedroom suite	\$717.00	CR Table 2.1	\$2,151.00
Accommodation (Short term)	3	3 or more bedrooms	\$1,004.00	CR Table 2.1	\$3,012.00
Commercial Retail	900	GFA	\$0.00	CR Table 2.2	\$0.00
TOTAL					\$5,163.00

Approved by Delegated Authority:



Date: 11/12/2020

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Accommodation (Short term)	\$0.00	\$0.00	\$6,320.00	\$0.00	\$0.00	\$6,320.00
Accommodation (Short term)	\$0.00	\$0.00	\$0.00	29,970.00	\$0.00	\$29,970.00
Total	\$0.00	\$0.00	\$6,320.00	\$29,970.00	\$0.00	\$36,290.00

** In accordance with Section 3.3 of the Charges Resolution, the discount may not exceed the adopted charge. Any surplus discounts will not be refunded, except at South Burnett Regional Council's discretion.*

Approved by Delegated Authority:



Date: 11/12/2020

INFORMATION NOTICE

Authority and Reasons for Charge This Infrastructure Charges Notice has been given in accordance with section 119 of the *Planning Act 2016* to support the Local government's long-term infrastructure planning and financial sustainability.

Appeals Pursuant to section 229 and Schedule 1 of the *Planning Act 2016* a person may appeal an Infrastructure Charges Notice. Attached is an extract from the *Planning Act 2016* that details your appeal rights.

Automatic Increase Provision of charge rate (\$) An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average¹. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.

However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.

GST The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the *Planning Act 2016* are GST exempt.

Making a Payment This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.

To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.

An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au

Payment can be made at any of the following South Burnett Regional Council Offices:

- 69 Hart Street, Blackbutt, 4314.

¹ 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

Approved by Delegated Authority:



Date: 11/12/2020

- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- McKenzie Street, Wondai, 4606; or
- via other methods identified on the Itemised Breakdown.

Enquiries

Enquiries regarding this Infrastructure Charges Notice should be directed to the SOUTH BURNETT REGIONAL COUNCIL, Department of Planning and Land Management, during office hours, Monday to Friday by phoning (07) 4189 9100 or email at info@southburnett.qld.gov.au

Approved by Delegated Authority:



Date: 11/12/2020

ATTACHMENTS

Nil

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Approved by Delegated Authority:



Date: 11/12/2020

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:

Type of Approval	Material Change of Use – Short Term Accommodation (49 Cabins) and Ancillary Facilities (Gym/Sauna and Spa)
Level of Assessment	Code
Application No	MCU20/0018
Name of Applicant	Dusty Joes Pty Ltd c/- Martoo Consulting
Street Address	20 Fork Hill Drive, 80 Waterview Drive and 89 Waterview Drive, Moffatdale
Real Property Address	Lot 1 RP903441, Lot 131 SP221464 & Lot 94 SP210658

On 11 December 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 Material Change of Use for Short term accommodation (39 cabins and 10 farm stay rooms with ancillary facilities of gym/sauna and spa) is supported by the relevant provisions of the South Burnett Regional Council Planning Scheme. The proposal is supported on the following grounds:

- The proposal is an anticipated use within the Rural Zone where it is subordinate to a primary production (Agricultural) use and has negligible impacts on existing amenity, environment and landscape values given the applicable overlays;
- Conditions of approval seek to ensure the use remains a part of the sites agri-business and does not adversely impact on current levels of rural amenity;
- Conditions of approval control environmental impacts or hazards to the use of the short term accommodation activity.
- The proposal is sufficiently separated from nearby residential dwellings and will not impact on residential amenity surrounding the site.

The traffic impacts identified as part of the use are limited, upgrade works are condition to improve access safety.

Approved by Delegated Authority:

Date: 11/12/2020

2. Assessment Benchmarks

The following benchmarks apply to this development:

- South Burnett Regional Council Planning Scheme 2017
 - o Rural Zone Code

3. Compliance with Benchmarks

ASSESSMENT MATTERS		
Relevant matters	The proposed development was assessed against the following relevant matter/s: - Assessment Benchmarks listed above	
Assessment Benchmarks	Issue	Reason for approval despite non-compliance
	Bushfire hazard overlay	Some cabins are proposed within a bushfire hazard buffer area. No supporting technical report has addressed the risk. On this basis conditions are included in the proposal to ensure development at building design stage undertakes a bushfire hazard rating assessment and no development is constructed with a BAL rating greater than 19.5.
	Water catchments overlay	Applicable. The site is within the mapped water catchments overlay. Conditions are included to ensure the environmental qualities of the water catchment are protected from any adverse impacts of construction or use.
	Important Agricultural Land	The proposal is located within agricultural land mapped by the State Planning Policy. The applicant has not addressed the criteria sufficiently in the application material submitted. Council's assessment is that the short term accommodation is appropriately linked to the viticulture agricultural production of the site and is considered to provide an alternate site activity that supports the agricultural use of the land. The development continues to ensure primary production remains the primary use of this significant agricultural land holding and the approved short term accommodation is appropriately identifiable as an agri-business opportunity. The proposal provides an alternate activity that supports a regionally significant industry and its existing status as a regional destination for tourists/visitors.

Approved by Delegated Authority:



Date: 11/12/2020

	<p>On site servicing</p>	<p>Whilst the applicant has shown limited information with respect to the location of sewer treatment on-site, no technical details have been provided for assessment.</p> <p>Conditions are included to ensure on-site servicing is submitted for further approval.</p> <p>Condition is included to demonstrate suitable firefighting servicing, siting and construction.</p>
	<p>Regulated vegetation</p>	<p>The application is conditioned to ensure several cabins identified within the mapped regulated vegetation area either comply with the State accepted development codes for clearing or are redesigned/ re-sited to ensure no disturbance/clearing of regulated vegetation.</p>

Note: Each application submitted to Council is assessed individually on its own merit.

Approved by Delegated Authority:



Date: 04/12/2020

0.0 MATERIAL CHANGE OF USE APPLICATION FOR BULK LANDSCAPE SUPPLIES - LOT 11 ON SP257284, 18 FIRST AVENUE, KINGAROY - APPLICANT: BEAN GROWERS AUSTRALIA

File Number: MCU20/0014
Author: Senior Planner
Authoriser: Chief Executive Officer

KINGAROY - APPLICANT	SIGNATURE	DATE
MANAGER		4/12/2020
GM		7/12/2020
CEO		07-12-2020

PRECIS

Material Change of Use application for Bulk Landscape Supplies - Lot 11 on SP257284, 18 First Avenue, Kingaroy - Applicant: Bean Growers Australia

SUMMARY

- Application for Material Change of Use – Development Permit for Bulk landscape supplies;
- Subject site is included within the Medium impact industry zone under the South Burnett Regional Council Planning Scheme;
- The proposed use area is 3,283sqm which includes bin and building areas;
 - Bin area – 2,685sqm;
 - 62 bins measuring approximately 6m x 8m in size.
- The parking and manoeuvring area is approximately 1,316sqm with six (6) designated parking spaces;
- Proposal triggers assessment against the entire Planning Scheme which includes:
 - Strategic Framework;
 - Medium impact industry zone code;
 - Services and works code.
- An informal request was issued to the applicant regarding the safety of the access in relation to the vertical drop off at the outlet of the existing culverts at the same location;
- Under a previous subdivision approval the applicant was required to upgrade the access including kerb and channel however Council did not impose conditions to widen a portion of the road for vehicles to turn into the property from the south;
 - An assumption could be made that the reason not to condition an extension of the existing culvert or widen the road was due to the fact that no MCU was proposed as part of the development;
- Council's Planning Scheme requires a total of 22 parking spaces ie 1 space per 150sqm of total use area (minimum 6 spaces);
- In this instance, the required parking as stipulated in the planning scheme for a Bulk landscape supplies is considered excessive as the proposed development does not include a garden centre which requires the same number of parking spaces ie. 1 space per 150sqm of total use area (minimum 6 spaces);
- The applicant proposes a total of 6 spaces which is considered satisfactory;
- The development application is subject to Impact Assessment and no submissions were received during the public notification period;
- No referral to SARA was triggered;
- Infrastructure Charges Notice (Attachment A – Infrastructure Charges Notice);
- The application has been assessed against the overall outcomes and performance outcomes of the relevant codes and conditioned to comply (refer to Attachment B – Statement of Reasons);
- Application recommended for approval subject to reasonable and relevant conditions.

Approved by Delegated Authority

Date: 04/12/2020

OFFICER'S RECOMMENDATION

That Council **approve** the development application for a Material Change of Use – Development Permit for Bulk landscape supplies at 18 First Avenue, Kingaroy described as Lot 11 on SP257284 subject to the following conditions:-

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
1	Site Plan	Struxi Design Pty Ltd	201557 DD Sheet 001	B	19/08/2020
2	Office/Dry Store Site Plan	Struxi Design Pty Ltd	201557 DD Sheet 002	A	3/08/2020
3	Office Floor Area	Struxi Design Pty Ltd	201557 DD Sheet 101	A	22/07/2020
4	Workshop Floor Plan	Struxi Design Pty Ltd	201557 DD Sheet 102	A	22/07/2020
5	Office/Dry Store Elevations	Struxi Design Pty Ltd	201557 DD Sheet 401	A	22/07/2020
6	Workshop Elevations	Struxi Design Pty Ltd	201557 DD Sheet 402	A	3/08/2020

Approved Plans – Refer Attachment A

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;
- Permit for Plumbing and Drainage Work;
- Development Permit for Operational Works (Site Works, road widening, kerb and channel and associated drainage, landscaping, access driveways, water supply and sewerage discharge sludge collection and removal, stormwater disposal);

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.

APPROVED USE

GEN4. The approved development is for a Material Change of Use for Bulk landscape supplies, as shown on the Approved Plans and does not infer any other similar use eg. Garden Centre.

COMPLIANCE, TIMING AND COSTS

GEN5. All conditions of the approval shall be complied with before the change occurs (prior to commencement of the use) and while the use continues, unless otherwise noted within these conditions.

GEN6. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.

MAINTENANCE

GEN7. The development (including landscaping, parking, driveway and other external spaces) shall be maintained in accordance with the Approved Plans, subject to and modified by any conditions of this approval.

GEN8. Maintain the site in a clean and orderly state at all times.

GEN9. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.

Approved by Delegated Authority:



Date: 04/12/2020

GENERAL PARKING

GEN10. All parking associated with the business is to occur within the property and not on the street frontage or within the road reserve.

ENVIRONMENTAL HEALTH

ENV1. Noise emitted from the approved use must not cause an environmental nuisance including but not limited to refrigeration, air-conditioning equipment and maintained in proper working order at all times, in accordance with manufacturer's directions.

ENV2. Operations on the site must have no significant impact on the amenity of adjoining premises or the surrounding area due to the emission of light, noise, odour or dust.

ENV3. Odour and visible contaminants, including but not limited to dust, fume, smoke, aerosols, overspray or particulates, must not be released to the environment in a manner that will or may cause environmental nuisance or harm unless such release is authorised by Council.

ENV4. When requested by Council, nuisance monitoring must be undertaken and recorded over a period of three (3) months, to investigate any genuine complaint of nuisance caused by noise, light, odour or dust. An analysis of the monitoring data and a report, including nuisance mitigation measures, must be provided to Council within fourteen (14) days of the completion of the investigation.

ENV5. No contaminants are permitted to be released to land or water, including soil, silt, oils, detergents, and etcetera. All contaminated water, including from any wash-down areas used for the maintenance or cleaning of equipment (including vehicles), must be connected into to the sewerage network.

LANDSCAPING

GEN10. Landscape plantings along the First Avenue street frontage to be in the form of defined gardens with three tier planting comprised of groundcovers, shrubs (understorey) and trees (canopy) and provided with a drip irrigation system, mulching and border barriers.

GEN11. Existing swale drains on-site are to be kept grassed down and maintained.

LANDSCAPE BINS

GEN12. All bins must be enclosed on three sides and no openings are to face the existing swale drains.

REFUSE STORAGE COLLECTION

GEN13. Provision must be made for the storage and removal of refuse in accordance with the *Waste Reduction and Recycling Regulation 2011*.

STORAGE OF HAZAROUS MATERIALS

GEN14. Any materials stored on-site are to be kept in accordance with the relevant standards and kept above any nominated flood level.

LIGHTING

ENG1. Design all external lighting in accordance with AS4282-1997 "*Control of the Obtrusive Effects of Outdoor Lighting*".

Artificial illumination is not to cause a nuisance to occupants of nearby premises and any passing traffic. Direct security and flood lighting away from adjacent premises to minimise the protrusion of light outside the street.

ENGINEERING WORKS

ENG2. 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.

3 of 35

Approved by Delegated Authority:



Date: 04/12/2020

ENG3. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.

ENG4. 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.

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. Design and construct stormwater drainage to ensure that the development will achieve "no nuisance" as described in the Queensland Urban Drainage Manual (QUDM) to all upstream, adjacent, and downstream properties including road reserves and the like for design storms up to ARI100.

ENG8. 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.

ENG9. Design and construct stormwater drainage incorporating measures to prevent any solid matter and floatable oils being carried into existing stormwater system.

ENG10. 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.

LAWFUL POINT OF DISCHARGE

ENG11. 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).

WATER SUPPLY

ENG12. Connect the development to Council's reticulated water supply system via a single connection.

SEWERAGE

ENG13. Connect the development to Council's existing reticulated sewerage system via a single connection.

PARKING AND ACCESS - GENERAL

ENG14. Design and construct all driveway and parking areas using a dust suppressive gravel.

ENG15. Provide a minimum of three (3) car parking spaces, one (1) person with disability (PWD) car parking space, and three (3) car and trailer spaces as shown on Struxi design Site Plan 201557 DD 001: B.

ENG16. Design & construct all PWD car parking spaces in accordance with AS2890.6.

ENG17. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.

Approved by Delegated Authority:



Date: 04/12/2020

ENG18. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.

ENG19. Maintain dust suppression treatment to all internal roadways and vehicle manoeuvring areas ensuring not to have an adverse impact on adjoining properties.

PARKING AND ACCESS - SERVICING

ENG20. Design along the route to and from all bins and the external road network, a layout that accommodates the turning movements of an Articulated Vehicle, and ensure that all vehicles are able to enter and exit the site in a forward direction.

ENG21. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

ACCESS

ENG22. Submit to Council a plan showing the swept path of an Articulated Vehicle (AV) exiting the site heading south, so as to not cross the centreline of First Avenue. The existing access shall be widened to accommodate this swept path. The standard of the widening shall be in accordance with IPWEAQ Std Dwg RS-051 Rev F.

TRANSPORT ROUTE

ENG23. For heavy vehicles, the approved transport route to/from the site shall be from the site entrance, south along First Avenue to River Road. Heavy vehicles shall only head north along First Avenue from the site entrance for local deliveries only.

ROADWORKS

ENG24. Provide a Road Safety Audit from a registered Department of Transport and Main Roads Road Safety Auditor, demonstrating that the existing culvert outlet opposite the access location does not pose a safety risk to motorists. In the event that the Road Safety Audit cannot demonstrate this requirement, the applicant shall extend the culverts (including all ancillary works including guardrail if required), and widen the road to achieve the equivalent of a BAR standard turn treatment. The design of such works shall be carried out by a suitably qualified RPEQ, and form part of an Operational Work application.

Note: Council may accept an alternate level of works recommended by the Road Safety Auditor.

ELECTRICITY AND TELECOMMUNICATION

ENG25. Connect the development to electricity and telecommunication services.

EARTHWORKS - GENERAL

ENG26. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

EROSION AND SEDIMENT CONTROL - GENERAL

ENG26. 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.

ENG27. 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.

TRAFFIC MANAGEMENT

ENG28. Install internal signage to clearly delineate car parking areas, and direct traffic flow through the site in accordance with the approved plans.

Approved by Delegated Authority



Date: 04/12/2020

ADVICE

ADV1. Should a commercial waste collection service be required the operator will be required to enter into a third party arrangement with a registered waste collection service to remove waste from the property.

WHEN APPROVAL STARTS TO HAVE EFFECT

ADV2. This development approval starts to have effect in accordance with the provisions of Section 71 of the *Planning Act 2016*.

WHEN APPROVAL LAPSES

ADV3. This development approval will lapse in accordance with the provisions contained within Sections 85 and 88 of the *Planning Act 2016*, unless otherwise stated elsewhere within this development approval.

HERITAGE

ADV4. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. 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

ADV5. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

ENVIRONMENTAL HARM

ADV6. The *Environmental Protection Act 1994* (EP Act) states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm.

ADV7. Environmental harm includes environmental nuisance. In this regard persons and entities involved in the civil, earthworks, construction and operational phases of this development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm. Environmental harm is defined by the EP Act as any adverse effect, or potential adverse effect (whether temporary or permanent and of whatever magnitude, duration or frequency) on an environmental value, and includes environmental nuisance.

Therefore, no person should cause any interference with the environment or amenity of the area by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit, sediment, oil or otherwise, or cause hazards likely in the opinion of the Administering Authority to cause undue disturbance or annoyance to persons or affect property not connected with the use.

EXISTING EASEMENT

ADV8. The grantee must adhere to the details contained in the registered easement schedule which includes obtaining written permission from the grantor relating to but not limited to buildings, structures, driveways, gardens and landscaping within the existing easement.

Approved by Delegated Authority:



Date: 04/12/2020

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

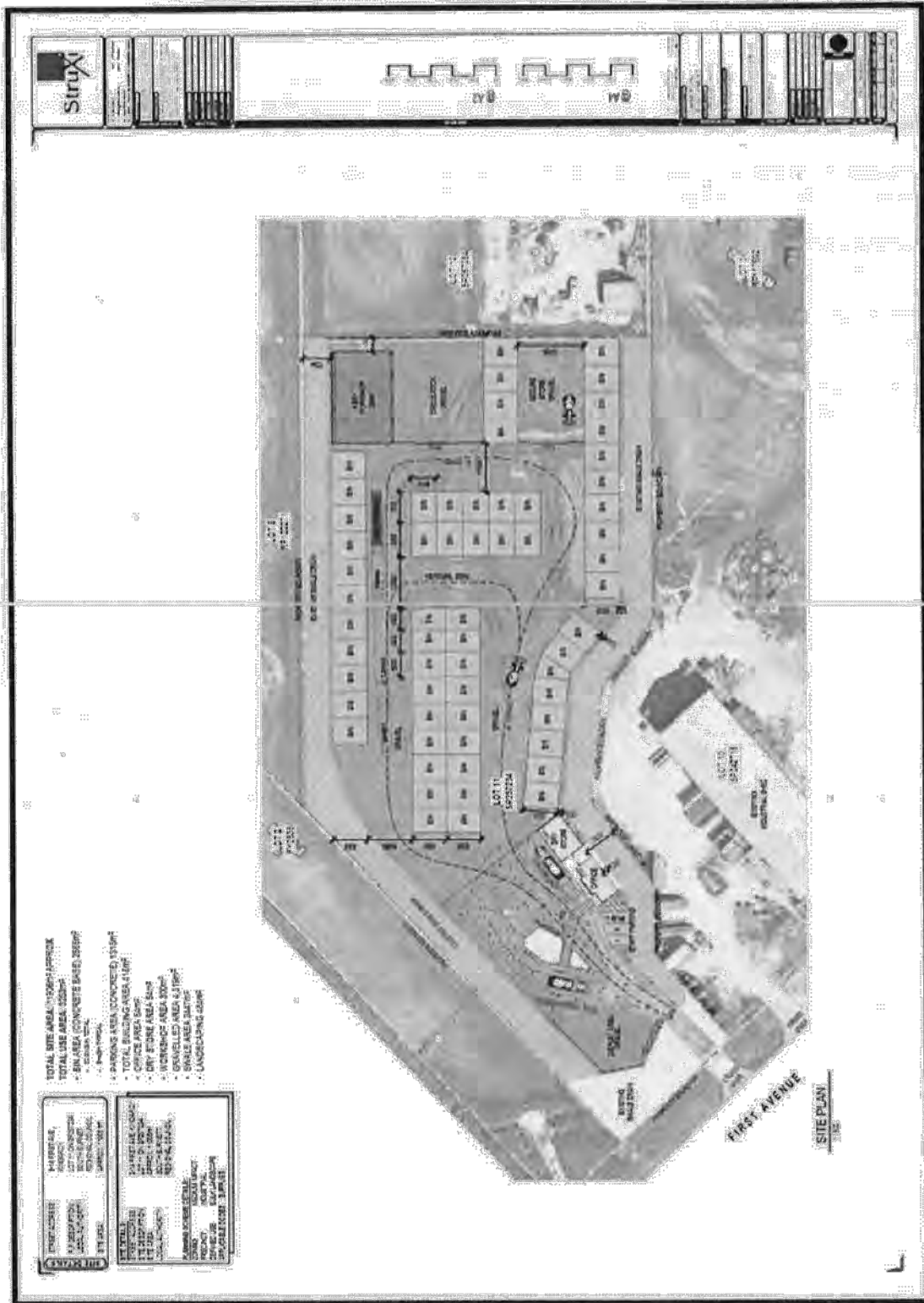
No implication can be identified.

Approved by Delegated Authority:



Date: 04/12/2020

ATTACHMENT A PROPOSAL PLANS

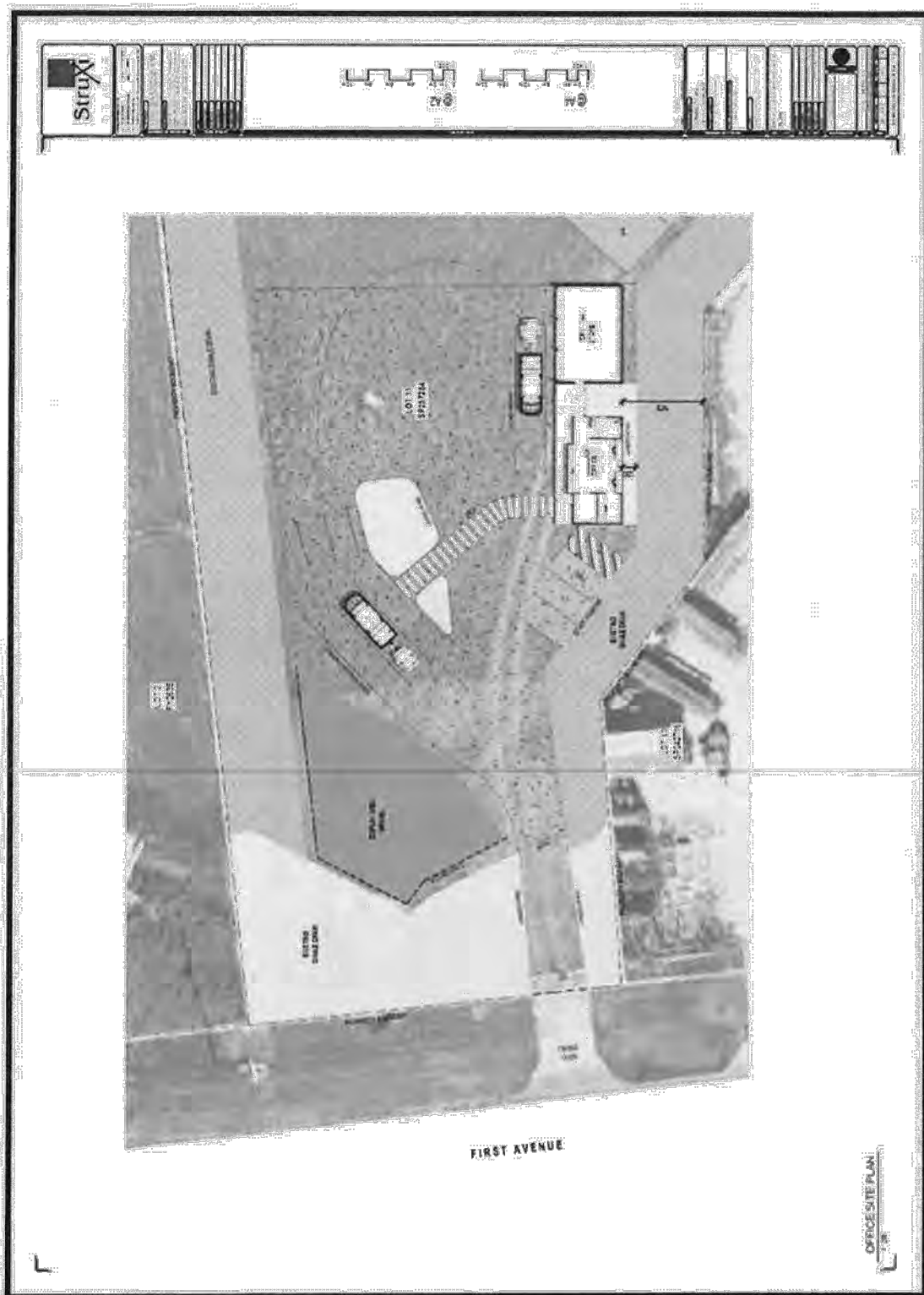


Source 1: Applicant – Site Plan

Approved by Delegated Authority:



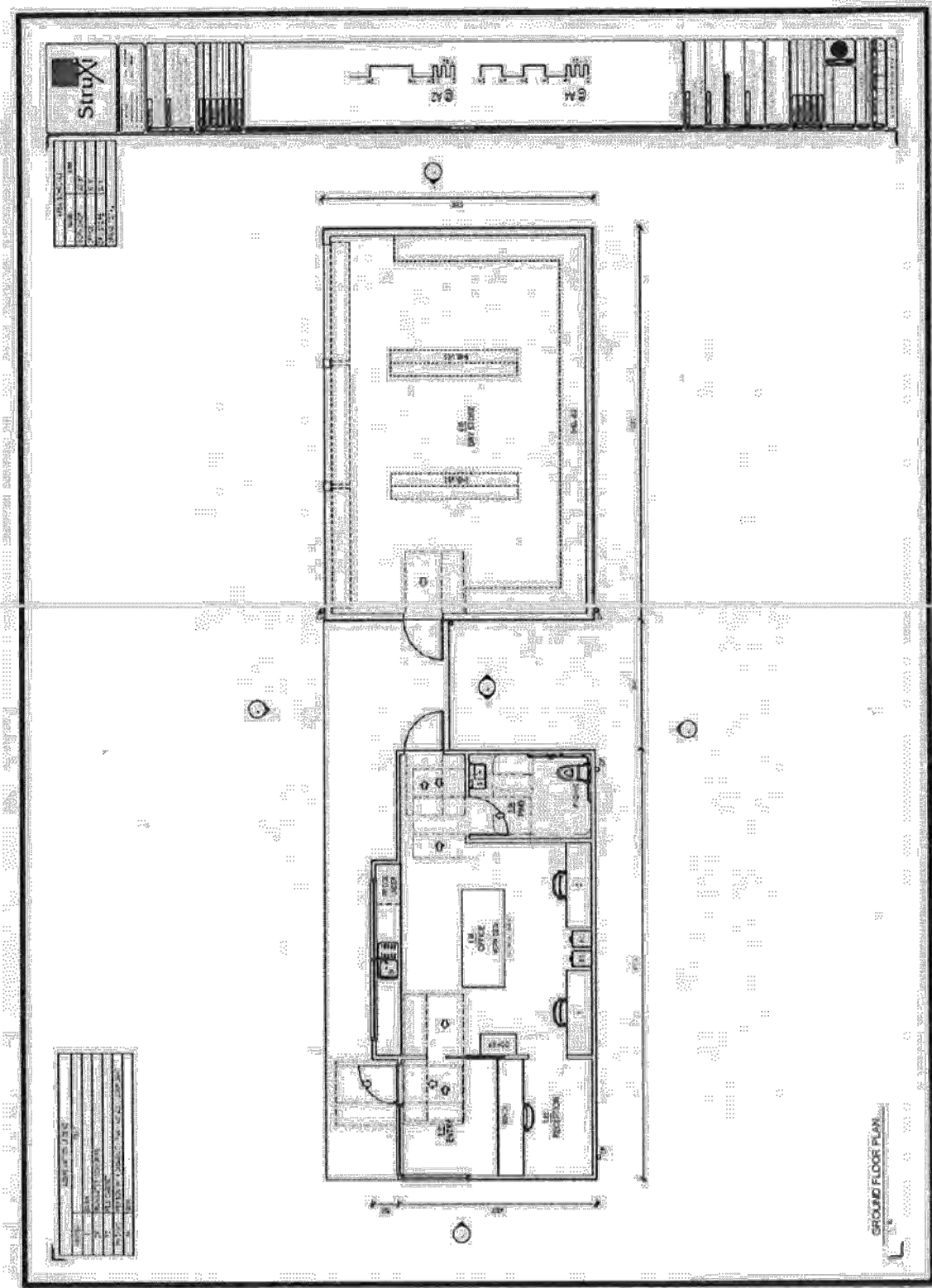
Date: 04/12/2020



Source 2: Applicant – Office Site Plan

Approved by Delegated Authority

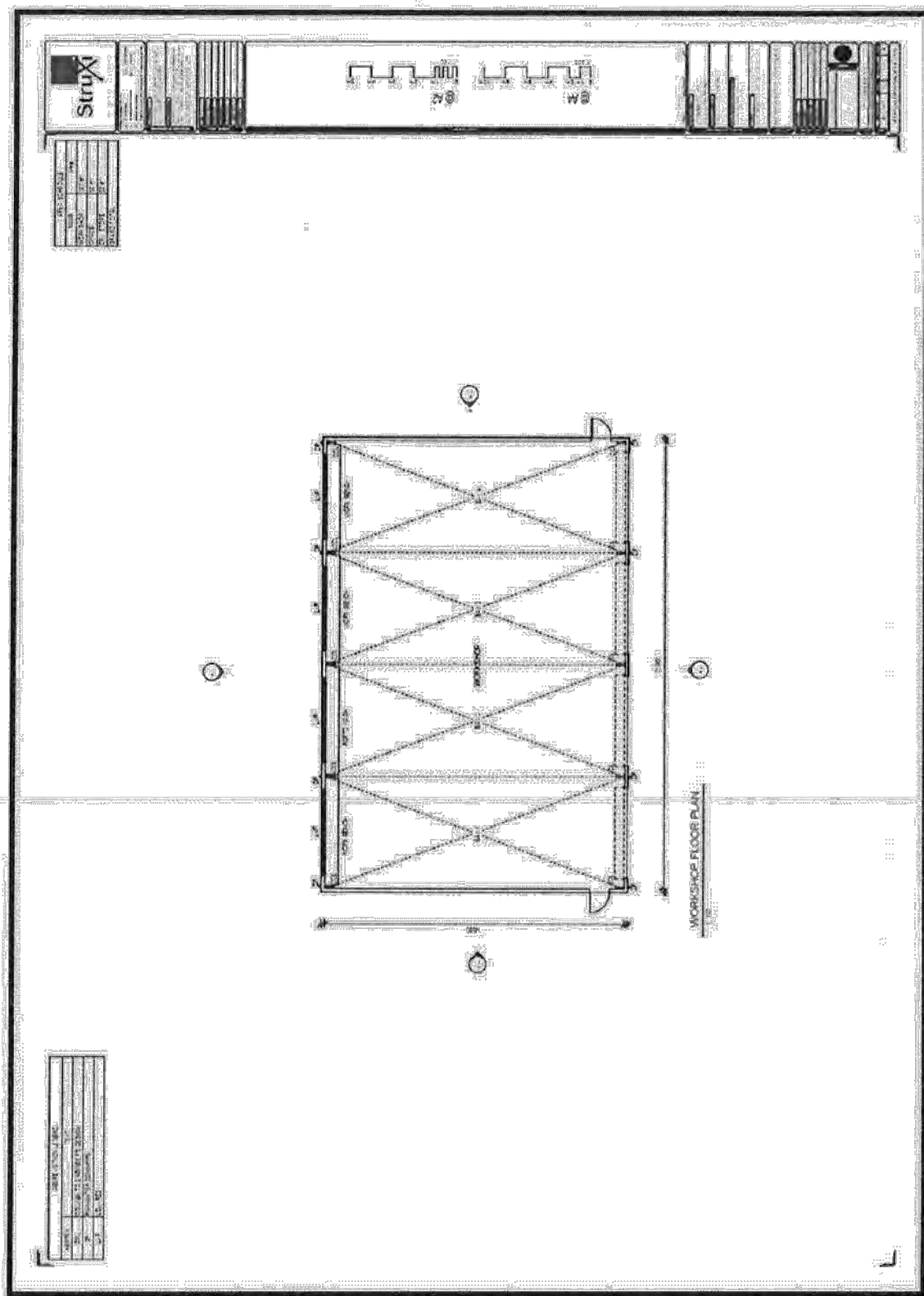
Date: 04/12/2020



Source 3: Applicant – Ground Floor Plan

Approved by Delegated Authority:

Date: 04/12/2020

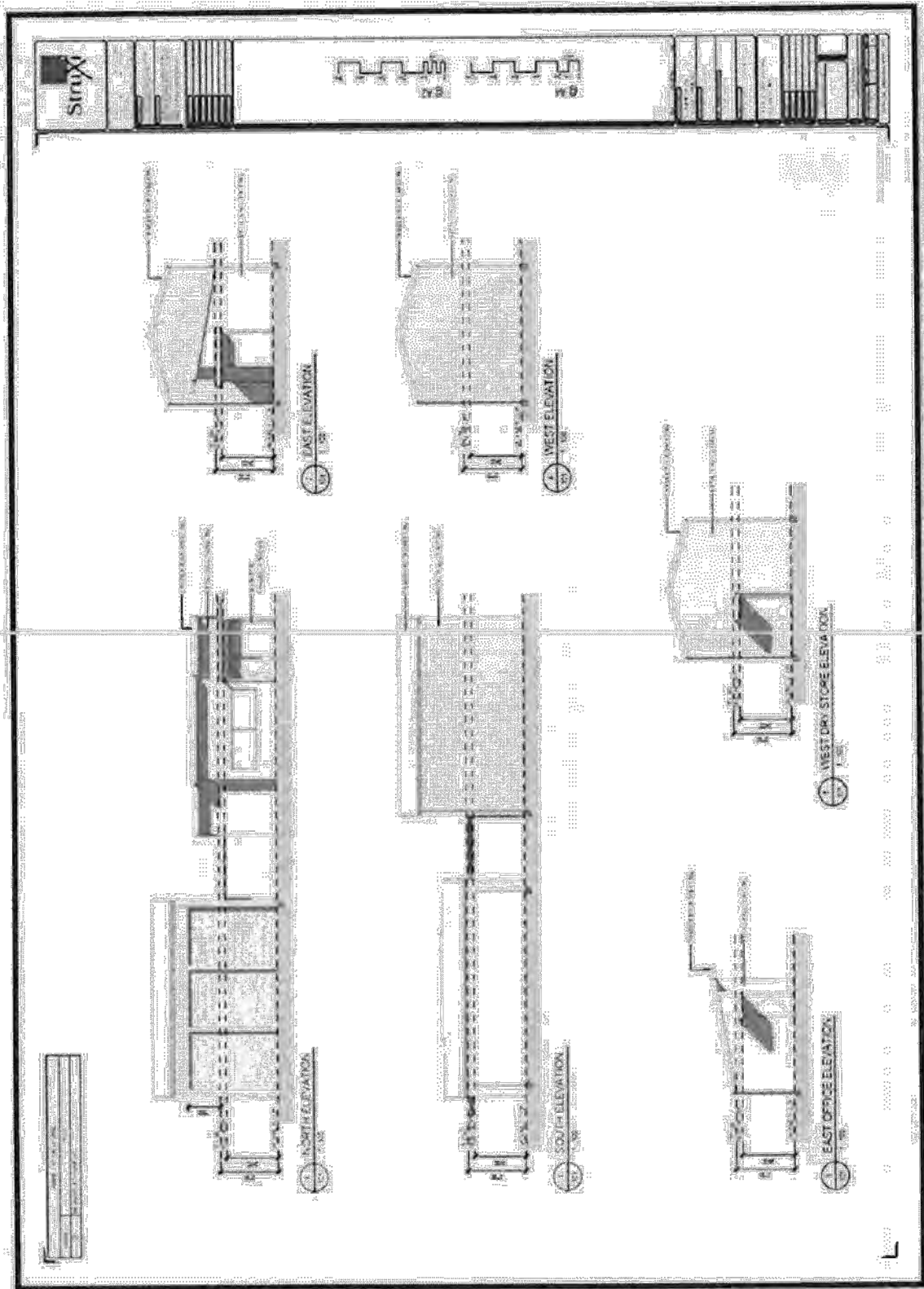


Source 4: Applicant - Workshop Floor Plan

Approved by Delegated Authority:

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Date: 04/12/2020

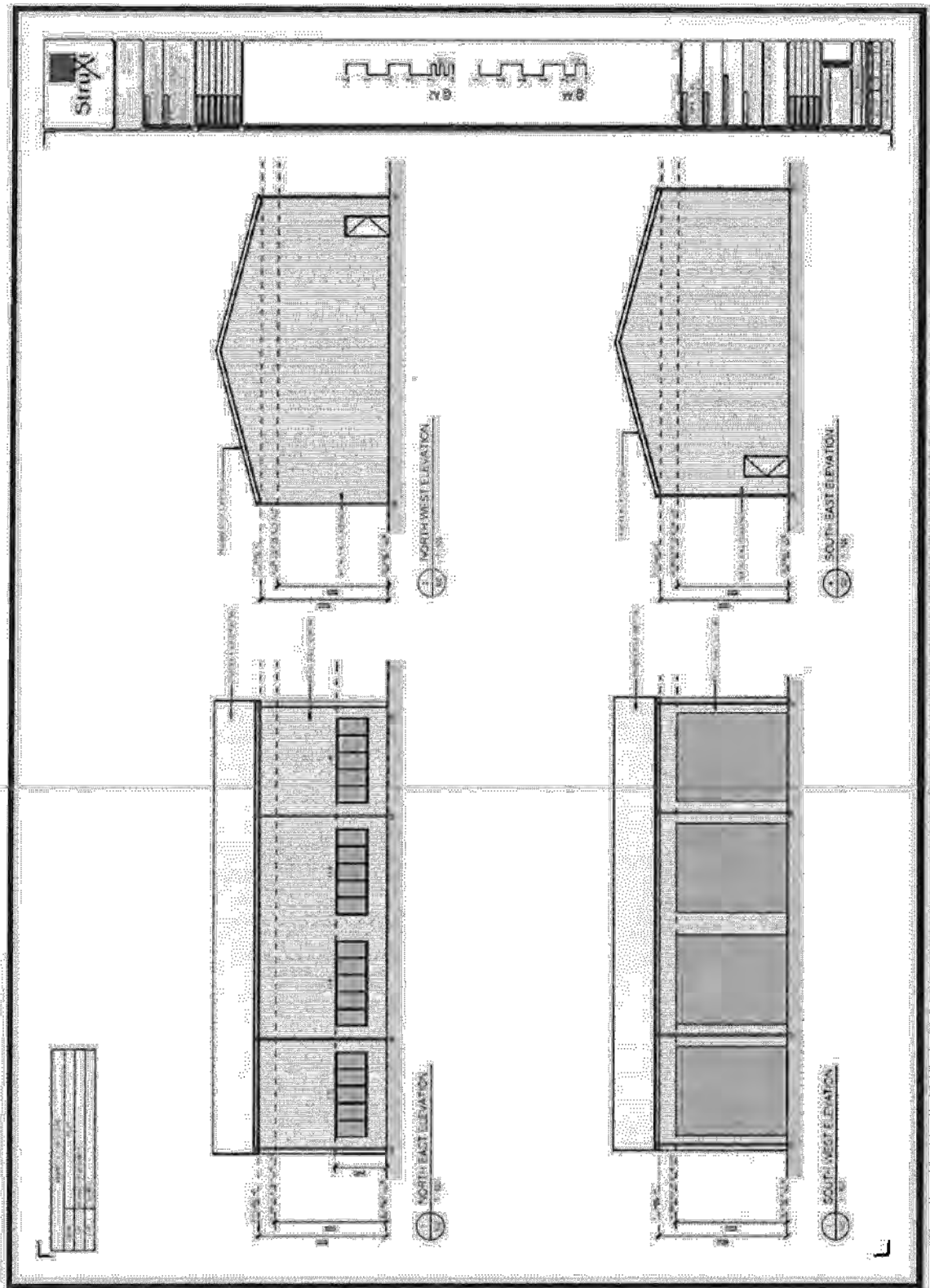


Source 5: Applicant - North, East, South, West, East office & West dry store elevation Plan.

Approved by Delegated Authority:



Date: 04/12/2020



Source 6: Applicant -North East, North West, South West and South East Elevation Plan

Approved by Delegated Authority:



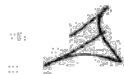
Date: 04/12/2020

REPORT

The applicant seeks approval for a Development Permit for a Material Change of Use for Bulk Landscaping Supplies.

APPLICATION SUMMARY	
Applicant:	Bean Growers Australia Limited c/- Adamson Town Planning
Proposal:	<p>Material Change of Use - Bulk Landscape Supplies</p> <p>The subject property is located on the eastern side of First Avenue and is the last lot of the industrial development located on the edge of the industrial area to the south-west of Kingaroy town.</p> <p>The 3,283sqm development will comprise of:-</p> <ul style="list-style-type: none"> - Office approximately 64sqm; - Dry storage building approximately 54sqm; - Workshop building approximately 300sqm. - Bin storage area: <ul style="list-style-type: none"> - Approximately 2,865sqm - 62 bins - approximately 6m x 8m in size - Parking and manoeuvring area: <ul style="list-style-type: none"> - Approximately 1,316sqm; - 3 designated parking spaces beside the office; - 3 parking spaces entering the site; - Parking lane beside the office when existing site; - Gravel display area near entry behind the landscaping/swale drain; - Range of materials and products <p>Existing swale drain surround the development to the north, south and across the frontage of the site (west). Landscaping to be provided around the office area and internal traffic island separating the manoeuvring/parking areas.</p> <p>Customers will be able to park in the temporary bays near the frontage while making payment at the office. Traffic will flow in a clockwise direction with the material will be loaded from the bins into the customer's vehicle.</p> <p>The business will service existing commercial, industrial, and residential markets in the Kingaroy and greater South Burnett area.</p>
Properly Made Date:	27 August 2020
Street Address:	18 First Avenue, Kingaroy
RP Description:	Lot 11 on SP257284
Assessment Type:	Impact
Number of Submissions:	Nil received
State Referral Agencies:	N/A
Referred Internal Specialists:	Contract Development Engineer

Approved by Delegated Authority:




Date: 04/12/2020

The following table describes the key development parameters for the proposal:

PROPOSED DEVELOPMENT	
Proposed Development:	Material Change of Use – Bulk Landscaping Supplies
Variations Sought:	N/A
Level of Assessment:	Impact
Area to be used:	3,883sqm
Impervious Area:	<2,500sqm
Site Cover:	3,283sqm
Car Parking Spaces:	6 proposed
Service Vehicle Provision:	loading bay for AV
Submissions Received:	Nil
Decision Making Period Ends:	21 December 2020

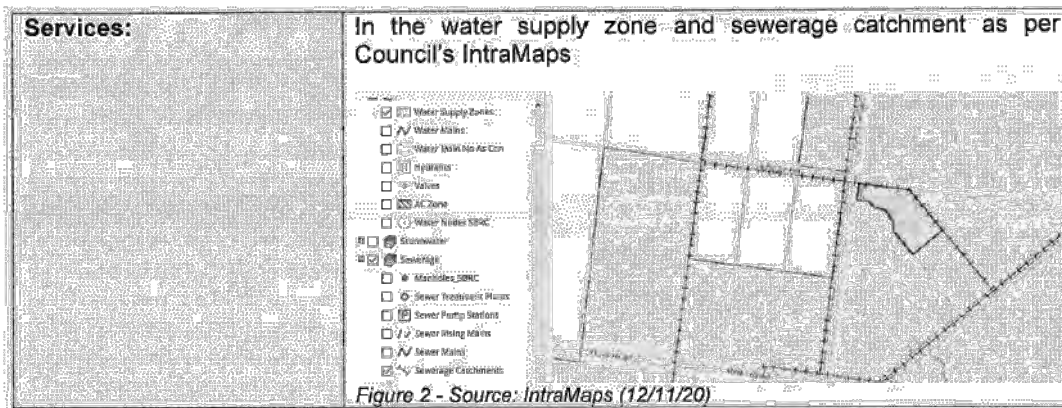
SITE DETAILS:

SITE AND LOCALITY DESCRIPTION		
Land Area:	1.19ha	
Existing Use of Land:	Vacant land	
Road Frontage:	First Avenue (35m in width)	
Road/s	Road Hierarchy	
First Avenue	Major Urban Collector	
Easements	An easement exists over the southern and western (frontage) swale areas.	
Significant Site Features:	Opposite the site to the west is vacant rural land which contains a tributary of Kingaroy Creek.	
Topography:	The site is relatively flat, having a minimal fall from east to west falling generally towards the existing swales drains along the southern boundary and across the frontage.	
Surrounding Land Uses:	Land Use	Zone/Precinct
North	South Burnett National Show Society; and Kingaroy State High School and	Community facilities/CF3 Community Infrastructure; and Community facilities/CF1 Education
South	Kewpie Steel Sales and other industrial activities	Medium Impact Industry
East	BGA Agri Services; and Residential properties	Medium Impact Industry; and Low density Residential
West	Vacant Rural Land; and Hy-Tec Industries	Rural; and Medium Impact Industry
 <p>Figure 1 -- Source: Applicant's Planning Report</p>		

Approved by Delegated Authority:



Date: 04/12/2020



Background / Site History

APPLICATION NO.	DEVELOPMENT & DECISION & DATE
IR1273672	Subdivision 1 lot into 2 lots – Approved on 16 July 2012 Survey plan sealed on 26 July 2013

ASSESSMENT:

Framework for Assessment

Categorising Instruments for Statutory Assessment

For the *Planning Act 2016*, the following Categorising Instruments may contain Assessment Benchmarks applicable to development applications:

- The *Planning Regulation 2017*
- the Planning Scheme for the local government area
- any Temporary Local Planning Instrument
- any Variation Approval

Of these, the planning instruments relevant to this application are discussed in this report.

Assessment Benchmarks Pertaining to the Planning Regulation 2017

The following Assessment Benchmarks from the *Planning Regulation 2017* are applicable to this application:

PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	Nil
WBB Regional Plan Designation:	N/A

Assessment Benchmarks Pertaining to the Planning Scheme

The applicable planning scheme for the application is South Burnett Regional Council Planning Scheme Version 1.3. The following sections relate to the provisions of the Planning Scheme.

Planning Scheme:	South Burnett Regional Council Planning Scheme Version 1.3
Strategic Framework Land Use Category:	Important agricultural land and SFM Land Use – Urban
Zone:	Medium Impact Industry
Precinct:	Nil

Approved by Delegated Authority:



Date: 04/12/2020

Strategic Framework

The Strategic Framework considers the following matters:

- Settlement Pattern
- Rural Futures
- Strong Economy
- Natural Systems & Sustainability
- Strong Communities
- Infrastructure & Servicing

The Strategic Framework forms part of the Assessment Benchmarks. The *Planning Act 2016* requires that impact assessable applications be assessed against the Assessment Benchmarks.

The location of the development is on the edge of the industrial estate to the south-west of Kingaroy Township. The Bulk landscape supplies is considered a consistent and expected land use in the urban zone.

Given that the Bulk landscape supplies is not for an industrial purpose within the Medium Impact Industry zone, consideration must be given to the Strategic Framework Themes.

Settlement Pattern

(10) Industry is located and designed to minimise impacts and where appropriate, to minimise visual intrusion into rural landscapes or town/rural fringes. Inherently noisy activities are to be separated from areas and land uses where the expectation is for a quieter environment. Expansion beyond zoned industrial areas is discouraged unless there is an overriding planning need.

(11) The proliferation of commercial and light industry uses in residential areas is discouraged, with non-residential uses in these areas limited to providing local neighbourhood services.

The proposed development is separated from other non-industrial uses and is not considered to cause significant adverse amenity or character impacts in this location. In particular, there is an existing concrete batching plant located to the west of the property which would adjoins smaller rural lots suitable for residential use and possibly have the ability to generate amenity impacts of its own.

As stated above the proposed development is located on the fringe of existing Medium Impact Industry Zone which is separated from residential zoned land. Heavy vehicular movements will be restricted to the south which will reduce conflict between heavy vehicles and local daily traffic.

Due to the configuration and site cover of the proposed bulk landscape supplies ie. 62 bins (non-permanent or easily removed) future development for designated industrial type land activities will not be compromised should the activity cease.

Strong Economy

(1) The Region's economy is founded on strength and diversity of industry and service provision that capitalises on its location advantages and natural assets, improving the Region's employment opportunities and maximising regional economic activity.

The development is considered to be appropriately located contributing to the region's economy by servicing local residents and other commercial and industrial developments within the immediate locality and South Burnett Regional Council.

It is considered appropriate given that even though the bulk landscape supplies development is not defined as an industrial land use the development is not considered to compromise the future use of the premises for industrial land activities. The proposed development includes three (3) relatively small industrial style buildings and larger gravel pavement area with locatable bin storages.

Approved by Delegated Authority:



Date: 04/12/2020

Assessment Benchmarks – Planning Scheme Codes

The application has been assessed against each of the applicable codes and found to be compliant with, or can be conditioned to comply with, each. The pertinent issues arising out of assessment against the codes are discussed below:

OVERALL OUTCOMES	
MEDIUM IMPACT INDUSTRY	
<i>a) Land is to be provided at Murgon, Wondai, Kingaroy and Nanango for a wide range of industrial, manufacturing and storage activities with potential to create new employment which are not readily accommodated in the Low Impact Industry Zone because of greater land requirements or more intensive operating characteristics.</i>	<p>This industrial zoned land is on the fringe of existing Medium impact industry zone in Kingaroy. The business will employ a number of local residents or new residents to the area. There is sufficient land available to undertake the activity whilst providing a range and variety of materials to service the local area.</p>
<i>b) Uses and works are located, designed, screened or buffered and managed to maintain safety to people, avoid adverse effects on the natural environment and minimise impacts on adjacent non-industrial land.</i>	<p>While the development triggers an impact assessable application it is not considered to be an inconsistent use in the Medium impact industry zone. As stated previously, located on the fringe of the urban area and industrial zoned land within rural and industrial land fabric the proposal is sufficiently separated from the residential land further to the north so as to limit the potential for impacts on the rural residential amenity. Any hazardous materials or fertilisers etc will not be permitted to be stored in the bins and must be stored in the industrial sheds should the site be subject to inundation.</p> <p>There is an existing swale drain surrounding the property which carries stormwater into a tributary of Kingaroy Creek away from the property which connects into the Stuart River.</p>
<i>c) Non-industrial uses, such as offices and retail uses, which are ancillary to and directly support the industrial area may be appropriate.</i>	<p>The proposed development consists of:-</p> <ul style="list-style-type: none"> - 45sqm office; - 54sqm dry store; - 294sqm 4 bay workshop. <p>These buildings are of minor size and nature and complimentary to the designated bulk bin storage area.</p>
<i>d) Development maximises the use of existing transport infrastructure and has access to the appropriate level of transport infrastructure but does not compromise the efficiency of the local and State-controlled road network.</i>	<p>It is expected that heavy vehicles eg. Semi-trailers will deliver the material to the site and use trucks to deliver materials to customers. All heavy vehicle movements will be restricted to the south onto the River Road roundabout. No heavy vehicle truck movements are to occur to the north through the residential zoned land.</p>
<i>e) The scale, character and built form of development contributes to a high standard of amenity.</i>	<p>The proposed development will not be out of character in this industrial locality and has sufficient area suitable for landscaping and improvements.</p>
<i>f) Development is provided with appropriate infrastructure and essential services.</i>	<p>The property has access to stormwater, water and sewerage networks.</p>
<i>g) The viability of both existing and future medium impact industry uses is protected from the intrusion of incompatible uses.</i>	<p>It is considered appropriate given that even though the bulk landscape supplies development is not defined as an industrial land use the development is not considered to compromise the future use of the premises for industrial land activities. The proposed development includes three (3) relatively small industrial style buildings and larger gravel pavement area with locatable bin storages.</p>

Approved by Delegated Authority:



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<p><i>h) Development is reflective of and responsive to the environmental constraints and hazards of the land.</i></p> <p>The applicant has stated the development has been designed considering the flooding constraint locating the bin storages to the rear of the property and proposed buildings to be constructed above the expected flood level.</p>	
<p><i>i) Sites that are contaminated or pose a health risk from prior activities are remediated prior to being developed for sensitive land use (as defined in the Regulation).</i></p> <p>No formal search was undertaken however, information Council has access to indicated that the site is identified as a contaminated land under Lot 9 on RP215146 for a notifiable activity for pesticide storage.</p>	
<p><i>j) Industrial uses are adequately separated from sensitive land use (as defined in the Regulation) to minimise the likelihood of environmental harm or environmental nuisance occurring.</i></p> <p>The site not directly adjacent to the Kingaroy State High School (sensitive land use). The site is separated from the Kingaroy Show Society by on-site swale drains. Bin storages are to be enclosed on three sides and not be open to the swale drains. Conditions relating to odour and dust will be imposed to consider any potential impact generated from within the boundary of the property.</p>	
<p><i>k) Service and low-impact industry uses may be appropriate where they are not detrimentally affected by or compromise the operations of medium impact industry uses.</i></p> <p>Not applicable.</p>	
<p><i>l) Where land adjoins or is directly visible and close to, residential areas or other sensitive receptors, higher standards of siting, design, environmental performance, buffering and screening will apply.</i></p> <p>Refer to response to item j.</p>	
<p><i>m) Sites fronting major thoroughfares provide a high standard of visual presentation.</i></p> <p>The property is not adjacent to or nearby major thoroughfares however, the applicant proposes to undertake landscaping to the property frontage softening the industrial like appearance.</p>	
<p><i>n) Activities generating high volumes of traffic, particularly heavy vehicle traffic, are located in areas having direct access to the major road network or access other than through residential areas or other sensitive receptors.</i></p> <p>Heavy vehicle movements will be restricted to the south of the property and it is anticipated that heavy vehicular movements associated with the business would be less than what a medium impact industrial land activity would be eg. Sawmilling, transport depot, recycling etc.</p> <p>There could possibly be a higher volume of domestic traffic that access the property but it is not considered excessive for the residential area to the north of the site.</p>	
<p><i>o) Higher order commercial uses are inconsistent with the purpose of this zone and should be located in the appropriate centre zone.</i></p> <p>Not applicable.</p>	
<p>PERFORMANCE OUTCOME</p>	<p>ACCEPTABLE OUTCOME</p>
<p>PO1 Buildings are of a scale that is consistent with the surrounding built form, streetscape and civic spaces.</p>	<p>Complies - There are three buildings setback further than the building to the south of the subject site. The buildings are well spaced and located in areas where required ie. office near customer parking, industrial shed to the rear for machinery storage etc and dry store near the office.</p>
<p>PO2 Buildings are sited to achieve an acceptable standard of visual amenity.</p>	<p>Complies – refer above.</p>
<p>PO3 Development presents a high-quality appearance when viewed from public areas.</p>	<p>Complies – While the office is setback further from First Avenue additional landscaping will be incorporated into the development softening the appearance of the activity to be carried out on site.</p>
<p>PO4 Development is to be adequately serviced.</p>	<p>Complies – Subject property has access to Council's stormwater, water and sewerage network.</p> <p>Detailed design will be required as part of the operational works development application.</p>

Approved by Delegated Authority:





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	During preliminary assessment of the proposed development Council's Development Engineer raised concern regarding the safety of the access in relation to the vertical drop off at the outlet of the existing culverts at the same location due to the increase in vehicular movements.
PO5 Landscaping is provided to enhance the established streetscape, protect visual amenity, preserve sight lines and offer effective screening of unsightly activities.	Complies – The applicant proposes to landscape in excess of the minimum 3% requirement excluding the existing swale drains. Conditions relating to a suitable landscape design to be imposed relevant to the land use and existing streetscape.
PO6 Site access facilitates the efficient, effective, safe and convenient functioning of transport infrastructure.	Complies – Access will be obtained from First Avenue street frontage however, as stated in response to PO4 additional information from the applicant is sought in relation to the safety of the existing access for the increase in vehicular movements to and from the property.
PO7 Development does not adversely affect the safety and security of people and property.	Complies – The property is within the Medium impact industry zone and any hazardous materials are to be kept within the confines of the workshop as indicated by the applicant. There is designated parking next to the office and conditions will be imposed on the development indicating the flow of traffic around the site in a clockwise direction for the safety of staff and customers.
PO8 Development minimises disturbance to the geotechnical, hydrological, and environmental characteristics of the site and its setting.	Complies – Conditions will be imposed regarding nuisance and all bins will be conditioned to be enclosed on the side all three sides in particular ones that are adjacent to the swale drains reducing any potential to contaminate. Washdown areas to be discharged into Council's sewerage system not stormwater and any spills from bins to be cleaned up so as not to wash out or be dragged onto Council's road network.
PO9 Refuse storage areas are located for convenient collection, screened from public view and provided with facilities for self-contained cleaning.	Complies – Domestic wheelie bin could be collected from roadway however, it is assumed that the proposed development may require commercial pickup and would therefore trigger a third party contractual arrangement. Condition relating to wheelie bin service to be imposed should the proposed development require the service.
PO10 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.	The land is registered as a notifiable activity listed on the Environmental Management Register as Pesticides Storage. Information available from State Government Department website states that "If you are the owner of a parcel of land which is listed on the Environmental Management Register (EMR) or the Contaminated Land Register (CLR), and you wish to reconfigure the lot, you need to be aware of the nature and extent of contamination present and any risks it may pose to human health or the environment. If you subdivide the lot and take no action to investigate or deal with any contamination issues, the lot remains on the EMR or CLR and any new lot is also automatically listed. You must then give notice to any potential buyers that the land is listed on the <u>EMR or CLR</u> ." The applicant is to ensure that future development does not pose a health risk from the previous activities.

Approved by Delegated Authority:



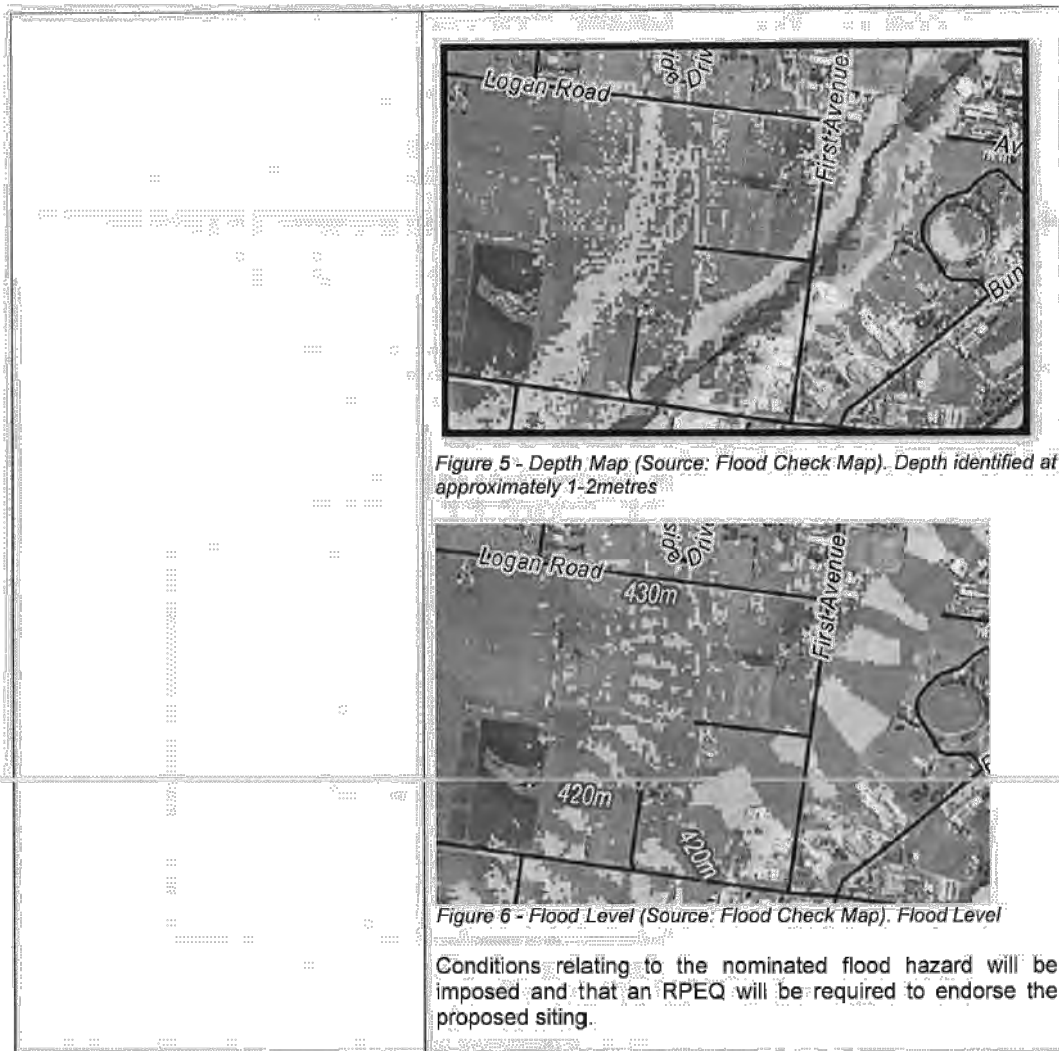
Date: 04/12/2020

<p>PO11 Offices and sales activities are ancillary to and directly support the industrial use of the site.</p>	<p>Complies - The proposed development consists of:-</p> <ul style="list-style-type: none"> - 45sqm office; - 54sqm dry store; - 294sqm 4 bay workshop. <p>These buildings are of minor size and nature and complimentary to the designated bulk bin storage area.</p>
<p>PO12 Business activities are established at accessible locations and limited to small-scale outlets that provide goods and services for local industries and employees.</p>	<p>Complies – The proposed development is of a scale and nature which can be accommodated in the Medium impact industry zone which satisfies the performance outcome indicated which supports alternate business activities.</p>
<p>PO23 Development is not exposed to risk from flood events by responding to flood potential and maintains personal safety at all times.</p>	<p>Complies – The land is partly affected by the flood hazard overlay. New buildings located within the area nominated as flood hazard propose to be situated above the minimum flood level.</p> <p>On the Flood check website the subject land is outside of the Level 1 Floodplain (refer to image below)</p>  <p><i>Figure 3 - Flood Check Map (Source: Flood Check Map). Property identified by blue dot</i></p> <p>Level 2 Investigations as part of the Qld Flood Commission of Inquiry included small tributaries draining through Kingaroy towards the Stuart River including Kingaroy Creek from the south-east and two further tributaries from the north and east.</p> <p>The flood mapping and modelling is primarily intended for emergency management planning and response:</p>  <p><i>Figure 4 - Hazard Map (Source: Flood Check Map). Property identified in Extreme Flood Hazard</i></p>

Approved by Delegated Authority:



Date: 04/12/2020



Conditions relating to the nominated flood hazard will be imposed and that an RPEQ will be required to endorse the proposed siting.

SERVICES AND WORKS CODE	PERFORMANCE OUTCOME	ACCEPTABLE OUTCOME
PO1	The development is planned and designed considering the land use constraints of the site for achieving stormwater design objectives.	To be conditioned in accordance with the Stormwater management design objectives.
PO2	Development does not discharge wastewater to a waterway or off-site unless demonstrated to be best practice environmental management for that site.	Refer above.
PO3	Construction activities avoid or minimise adverse impacts on stormwater quality.	Refer above.
PO4	Operational activities avoid or minimise changes to waterway hydrology from adverse impacts of altered stormwater quality and flow.	Refer above.
PO5	Development is provided with infrastructure which: (a) conforms with industry standards for quality; (b) is reliable and service failures are minimised; and (c) is functional and readily augmented.	To be conditioned. During preliminary assessment of the proposed development Council's Development Engineer raised concern regarding the safety of the access in relation to the vertical drop off at the outlet of the existing culverts at the same location due to the increase in vehicular movements.

Approved by Delegated Authority:



Date: 04/12/2020

<p>PO6 Vehicle parking and access is provided to meet the needs of occupants, employees, visitors and other users.</p>	<p>To be conditioned.</p> <p>1 space per 150sqm total use area (minimum of 6 spaces required) with area for AV Service Vehicle.</p> <p>Total use area is 3,283sqm resulting in 22 parking spaces required.</p> <p>This may be considered excessive in this instance as the proposed development does not include retail for example Garden centre which requires the same number of spaces.</p> <p>It would be envisaged that some customer would visit the site and look at the gravel display area and make a decision to come back to purchase and other customer who will drive to the business, park near office, pay for the required material, load material at the bin and leave the premises following the flow of on-site traffic.</p> <p>Refer to comment against PO5 regarding site access.</p>
<p>PO7 Landscaping is appropriate to the setting and enhances local character and amenity.</p>	<p>To be conditioned.</p>
<p>PO8 Plant species avoid adverse impacts on the natural and built environment, infrastructure and the safety of road networks.</p>	<p>Refer above.</p>
<p>PO9 Development results in ground levels that retain: (a) access to natural light; (b) aesthetic amenity; (c) privacy; and (d) safety.</p>	<p>To be conditioned in relation to flood hazard.</p>
<p>PO10 Filling or excavation does not cause damage to public utilities.</p>	<p>To be conditioned.</p>
<p>PO11 Filling and excavation avoids water ponding on the premises or nearby premises that will adversely impact on the health of the community.</p>	<p>To be conditioned.</p> <p>On-site filling will to be designed to drain freely to the existing swale drains.</p>
<p>PO12 to PO14</p>	<p>Not applicable.</p>
<p>PO15 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>To be conditioned.</p>
<p>PO16 to PO18</p>	<p>Not applicable.</p>

Local Categorising Instrument - Variation Approval

Not applicable.

Local Categorising Instrument - Temporary Local Planning Instrument

Not applicable.

Other Relevant Matters

Not applicable.

Approved by Delegated Authority:



Date: 04/12/2020

Locality Plan



Figure 7 - Aerial Image (Source: Qld Globe)

Approved by Delegated Authority:



Date: 04/12/2020

Aerial Plan

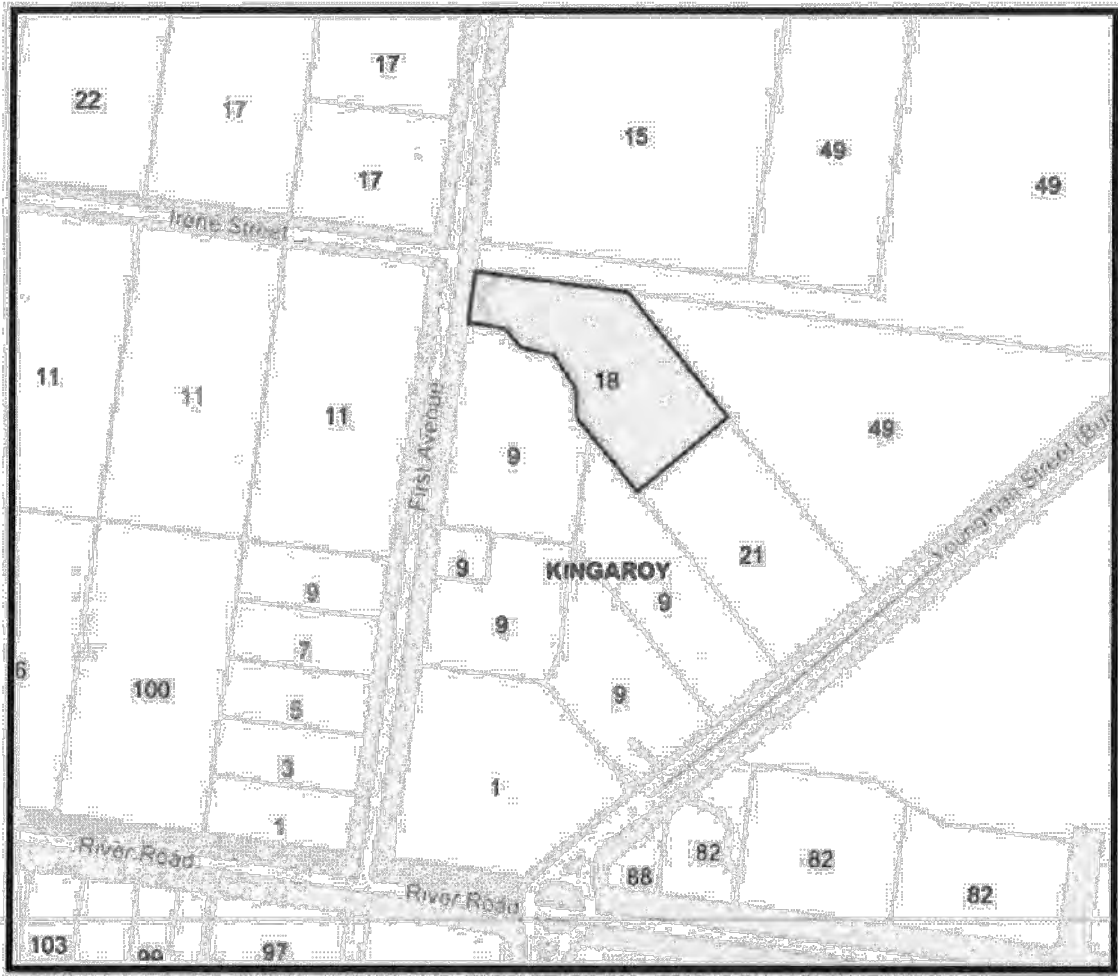


Figure 8 - Locality Plan (Source: IntraMaps)

Approved by Delegated Authority

Date: 04/12/2020

CONSULTATION:

Referral Agencies

Nil.

Other Referrals

INTERNAL REFERRAL SPECIALIST	REFERRAL / RESPONSE
Development Engineer	<p>Provided conditions relevant to the development application.</p> <p>Roadworks Condition ENG25 – The existing access is located directly opposite the large box culverts that outlet under First Ave. An assessment of the safety of the access was requested in the RFI, because if a vehicle is propped to turn right into the site, a following vehicle may attempt to pass the propped vehicle and end up in the creek. The creek/culverts are not well delineated, sufficient clear zone is not available, and it is unlikely that a car could pass safely due to a lack of width. We received a response from the applicant that the existing access location was previously approved by Council, and that no further works should be required. We do not concur with this response, as at the time of the subdivision and the construction of the access, the use of the site was unknown. The improvement are proposed as a use has now been identified, and it is considered that the improvements to the culvert are required to accommodate this use.</p>
	<p>Due to safety issues, the condition requires a road safety auditor to provide an assessment of the access location, and determine if there is risk to motorists. If there is a risk, the applicant is required to extend the culverts, and widen the road, to provide the ability for vehicles to safely pass.</p> <div data-bbox="491 1178 1318 1576" data-label="Image"> </div> <p><i>Figure 9 - Source: Development Engineer</i></p>
Infrastructure Charges Unit	<p>Council adopted the LGIP on 24 June 2019 which commenced on 1 July 2019.</p> <p>The types of development that may trigger the issuing of an infrastructure charges notice are:</p> <ul style="list-style-type: none"> a) Reconfiguring a lot; b) Making a material change of use; and c) Carrying out building work.

Approved by Delegated Authority:



Date: 04/12/2020

	<p>The charges calculations have been based on the Commercial (Bulk Goods) rate from Table 2.2 of the Charges Resolution.</p> <p>For the calculation of the discount, Section 3.0 of the charges Resolution allows a credit for development that can be lawfully carried out without the need for a further development permit (Section 3.1 (b)).</p> <p>Low Impact Industry and Medium Impact Industry uses can operate on the site without approval (subject to development requirements). These uses fall under the Other Industry category in the Charges Resolution (Table 2.2), and hence this rate has been applied to calculate a discount of \$15,010. As part of the previous subdivision, the applicant paid a headworks contribution of \$7,164.81. The larger of the two amounts has been applied for the discount. (refer to Attachment A).</p>
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Public Notification

The Notice of Compliance was received by Council on 2 November 2020. The information attached to the notice confirms that the public notification of the application was undertaken in accordance with the requirements of Part 4 of the *Planning Act 2016*. The Notice of Compliance states the public notification included:

- Publishing a notice in the South Burnett Times on Tuesday 6 October 2020;
- Place a notice on the land from Tuesday 6 October 2020; and
- Notifying owners of all land adjoining the site on Friday 2 October 2020.

No submissions were received objecting to or supporting the proposed development.

CONCLUSION:

Overall, the proposal is considered appropriate given the location and zoning of the subject site and can be conditioned to mitigate the potential for adverse impacts on adjoining properties.

RECOMMENDATION:

It is recommended that the development application for a Material Change of Use – Development Permit for Bulk landscape supplies at 18 First Avenue, Kingaroy (and described as Lot 1.1 on SP257284) be approved subject to reasonable and relevant conditions pursuant to Section 60 of the *Planning Act 2016*.

Approved by Delegated Authority:



Date: 04/12/2020

ATTACHMENTS

Nil

Approved by Delegated Authority:



Date: 04/12/2020

ATTACHMENT B

INFRASTRUCTURE CHARGES NOTICE

INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: Bean Growers Australia Limited
 C/- Adamson Town Planning
 PO Box 78
 Perigian Beach Q 4573

APPLICATION: Material Change of Use - Bulk Landscaping Supplies

DATE: 4 December 2020

FILE REFERENCE: MCU20/0014

AMOUNT OF THE LEVIED CHARGE: **\$25,280.00** **Total**

(Details of how these charges were calculated are shown overleaf)

\$12,245.00	Water Supply Network
\$6,715.00	Sewerage Network
\$6,320.00	Transport Network
\$0.00	Parks and Land for Community Facilities Network
\$0.00	Stormwater Network

AUTOMATIC INCREASE OF LEVIED CHARGE: The amount of the levied charge is subject to an automatic increase. Refer to the Information Notice attached to this notice for more information on how the increase is worked out.

LAND TO WHICH CHARGE APPLIES: Lot 11 SP257284

SITE ADDRESS: 18 First Avenue, Kingaroy

PAYABLE TO: South Burnett Regional Council

WHEN PAYABLE: Material Change of Use – When the change happens.
(In accordance with the timing stated in Section 122 of the Planning Act 2016)

OFFSET OR REFUND: Not Applicable.

This charge is made in accordance with South Burnett Regional Council's **Charges Resolution (No. 3) 2019**

Approved by Delegated Authority:



Date: 04/12/2020

DETAILS OF CALCULATION

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Bulk Goods (Bulk Landscaping Supplies)	395	GFA	\$49.00	CR Table 2.2	\$19,355.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Accepted Development (Other Industry)	395	GFA	\$18.00	CR Table 2.2	\$7,110.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Bulk Goods (Bulk Landscaping Supplies)	395	GFA	\$27.00	CR Table 2.2	\$10,665.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Accepted Development (Other Industry)	395	GFA	\$10.00	CR Table 2.2	\$3,950.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Bulk Goods (Bulk Landscaping Supplies)	395	GFA	\$24.00	CR Table 2.2	\$9,480.00

Approved by Delegated Authority:



Date: 04/12/2020

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Accepted Development (Other Industry)	395	GFA	\$8.00	CR Table 2.2	\$3,160.00

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Bulk Goods (Bulk Landscaping Supplies)	395	GFA	\$0.00	CR Table 2.2	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Accepted Development (Other Industry)	395	GFA	\$0.00	CR Table 2.2	\$0.00

Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Bulk Goods (Bulk Landscaping Supplies)	395	GFA	\$2.00	CR Table 2.2	\$790.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Accepted Development (Other Industry)	395	GFA	\$2.00	CR Table 2.2	\$790.00

Approved by Delegated Authority:



Date: 04/12/2020

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Commercial Goods: Landscaping Supplies)	Bulk (Bulk: \$12,245.00	\$6,715.00	\$6,320.00	\$0.00	\$0.00	\$25,280.00
Total	\$12,245.00	\$6,715.00	\$6,320.00	\$0.00	\$0.00	\$25,280.00

**In accordance with Section 3.3 of the Charges Resolution, the discount may not exceed the adopted charge. Any surplus discounts will not be refunded, except at South Burnett Regional Council's discretion.*

Approved by Delegated Authority:



Date: 04/12/2020

INFORMATION NOTICE

Authority and Reasons for Charge This Infrastructure Charges Notice has been given in accordance with section 119 of the *Planning Act 2016* to support the Local government's long-term infrastructure planning and financial sustainability.

Appeals Pursuant to section 229 and Schedule 1 of the *Planning Act 2016* a person may appeal an Infrastructure Charges Notice. Attached is an extract from the *Planning Act 2016* that details your appeal rights.

Automatic Increase Provision of charge rate (\$) An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average¹. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.

However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.

GST The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the *Planning Act 2016* are GST exempt.

Making a Payment This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.

To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.

An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au

Payment can be made at any of the following South Burnett Regional Council Offices:

- 69 Hart Street, Blackbutt, 4314;
- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;

¹ 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

Approved by Delegated Authority:



Date: 04/12/2020

- McKenzie Street, Wondai, 4606; or
- via other methods identified on the Itemised Breakdown.

Enquiries:

Enquiries regarding this Infrastructure Charges Notice should be directed to the SOUTH BURNETT REGIONAL COUNCIL, Department of Planning and Land Management, during office hours, Monday to Friday by phoning (07) 4189 9100 or email at info@southburnett.qld.gov.au

Approved by Delegated Authority:



Date: 04/12/2020

ATTACHMENT C – STATEMENT OF REASONS

NOTICE ABOUT DECISION – STATEMENT OF REASONS

The following information is provided in accordance with Section 63(4) & (5) of the Planning Act 2016:

SITE DETAILS	
Street Address:	18 First Avenue, Kingaroy
RP Description	Lot 11 SP257284
Site Area	11.9ha

PROPOSED DEVELOPMENT	
Name of Applicant	Adamson Town Planning
Type of Application	Material Change of Use – Bulk Landscaping Supplies
Application No	MCU20/0014
Level of Assessment	Impact
Decision	Approved
Decision Date	04 December 2020

1. Assessment Benchmarks

The proposed development was assessed against the following assessment benchmarks:
 South Burnett Regional Council Planning Scheme 2017

- Medium impact industry zone code;
- Overlays; and
- Services and works Code.

3. Reasons for the Decision

The reasons for this decision are:-

- = The proposed material change of use for an Bulk landscape supplies is considered an appropriate land use for a site located within the Medium impact industry zone.
- = The development has been designed and sited in accordance with the Planning Scheme assessment benchmarks;
- = Suitable landscaping has been conditioned to compliment the development and improve the amenity and character of the locality.

Overall, there are no conflicts with the planning scheme identified and reasonable and relevant conditions are included to manage or mitigate potential impacts from the use such that use maintains acceptable amenity outcomes in the industrial locality.

3. Compliance with Benchmarks

The development was assessed against all of the assessment benchmarks listed above and complies with all of these or can be conditioned to comply.

Note: Each application submitted to Council is assessed individually on its own merit.

Approved by Delegated Authority:



Date: 04/12/2020

INFORMATION NOTICE

Authority and Reasons for Charge This Infrastructure Charges Notice has been given in accordance with section 119 of the *Planning Act 2016* to support the Local government's long-term infrastructure planning and financial sustainability.

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However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.

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Approved by Delegated Authority:



Date: 04/12/2020

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Approved by Delegated Authority:



Date: 04/12/2020

ATTACHMENT C – STATEMENT OF REASONS

NOTICE ABOUT DECISION – STATEMENT OF REASONS

The following information is provided in accordance with Section 63(4) & (5) of the Planning Act 2016:

SITE DETAILS	
Street Address:	18 First Avenue, Kingaroy
RP Description	Lot 11 SP257284
Site Area	11.9ha

PROPOSED DEVELOPMENT	
Name of Applicant	Adamson Town Planning
Type of Application	Material Change of Use – Bulk Landscaping Supplies
Application No	MCU20/0014
Level of Assessment	Impact
Decision	Approved
Decision Date	04 December 2020

1. Assessment Benchmarks

The proposed development was assessed against the following assessment benchmarks:
 South Burnett Regional Council Planning Scheme 2017

- Medium impact industry zone code;
- Overlays; and
- Services and works Code.

3. Reasons for the Decision

The reasons for this decision are:-

- = The proposed material change of use for an Bulk landscape supplies is considered an appropriate land use for a site located within the Medium impact industry zone.
- = The development has been designed and sited in accordance with the Planning Scheme assessment benchmarks;
- = Suitable landscaping has been conditioned to compliment the development and improve the amenity and character of the locality.

Overall, there are no conflicts with the planning scheme identified and reasonable and relevant conditions are included to manage or mitigate potential impacts from the use such that use maintains acceptable amenity outcomes in the industrial locality.

3. Compliance with Benchmarks

The development was assessed against all of the assessment benchmarks listed above and complies with all of these or can be conditioned to comply.

Note: Each application submitted to Council is assessed individually on its own merit.

18 CONFIDENTIAL SECTION

OFFICER'S RECOMMENDATION

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*:

18.1 South Burnett Community Hospital Foundation Limited Board Meeting Minutes - 6 October 2020

This matter is considered to be confidential under Section 254J - h 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 negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967.

18.2 Alleged Inappropriate Councillor Conduct Complaint Investigation and Recommendation

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 matters that may directly affect the health and safety of an individual or a group of individuals.

19 CLOSURE OF MEETING