



AGENDA

Ordinary Council Meeting Wednesday, 24 February 2021

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

Date: Wednesday, 24 February 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

6.0 DEPUTATION – MR GRAHAM WILSON – CLARK SWENDSON ROAD

6.1 PETITION CALLING ON COUNCIL TO RESCIND THE DECISION FROM THE MEETING ON 25 NOVEMBER 2020 TO COMMIT A FURTHER \$2.8 MILLION TO THE KINGAROY CBD TRANSFORMATION PROJECT

File Number: IR 2765748
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Petition calling on Council to rescind the decision from the meeting on 25 November 2020 to commit a further \$2.8 million to the Kingaroy CBD Transformation Project

SUMMARY

A petition has been received calling on Council to rescind the decision from the meeting on 25 November 2020 to commit a further \$2.8 million to the Kingaroy CBD Transformation Project.

OFFICER'S RECOMMENDATION

That the Petition be received and referred to the Chief Executive Officer to determine appropriate action.

BACKGROUND

N/A

ATTACHMENTS

Nil

6.2 FORWARDING PETITION IN RELATION TO THE FLYING FOX PROBLEM IN HART STREET BLACKBUTT

File Number: IR 2765352
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Forwarding petition in relation to the Flying Fox problem in Hart Street Blackbutt

SUMMARY

A petition has been received in relation to the Flying Fox problem in Hart Street Blackbutt

OFFICER'S RECOMMENDATION

That the Petition be received and referred to the Chief Executive Officer to determine appropriate action.

BACKGROUND

N/A

ATTACHMENTS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 20 JANUARY 2021

File Number: 24-02-2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Council Meeting held on 20 January 2021 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 20 January 2021**



MINUTES

**Ordinary Council Meeting
Wednesday, 20 January 2021**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 20 JANUARY 2021 AT 9.04AM**

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), Mark Watt (Acting Manager NRM & Parks), Lynelle Paterson (Executive Assistant)

1 OPENING

The Mayor declared the meeting open and welcomed all attendees and made a special note to Mr Barry Krosch and Dr Les Henning.

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 PRAYERS

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

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

5 DECLARATION OF INTEREST

I, Cr Danita Potter inform this meeting that I have a declarable conflict of interest in relation to **Item 18.2 – Alleged Inappropriate Councillor Conduct Complaint Investigation and Recommendation**. The nature of my interest is as follows:

This declarable conflict of interest arises due to a petition and a party to the complaint participating in the petition process.

I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest in relation to **Item 9.3 - Adoption of the South Burnett Regional Council Procurement Policy - Statutory 007**. The nature of my interest is as follows:

This declarable conflict of interest arises because my husband's business Schuey Brothers Drilling has conducted works for Council and is registered on the Felix System.

I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest in relation to **Item 12.1 - Operational Works Development Application and Inspection Fees - Alkaloids of**

Australia - External Road Sealing - Request to Waive Operational Works Application Fees –

The nature of my interest is as follows:

This declarable conflict of interest arises because our family business Schuey Brothers Drilling has completed paid work previously for Alkaloids Australia.

I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest in relation to **Item 18.1 - South Burnett Community Hospital Foundation Limited Board Meeting Minutes - 6 October 2020** – The nature of my interest is as follows:

This declarable conflict of interest arises because I am a member of the Hospital Board.

I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

I, Cr Gavin Jones inform this meeting that I have a declarable conflict of interest in relation to **Item 18.2 – Alleged Inappropriate Councillor Conduct Complaint Investigation and Recommendation**. The nature of my interest is as follows:

This declarable conflict of interest arises due to a petition and a party to the complaint participating in the petition process.

I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

I, Cr Roz Frohloff inform this meeting that I have a declarable conflict of interest in relation to **Item 18.2 – Alleged Inappropriate Councillor Conduct Complaint Investigation and Recommendation Declarable**. The nature of my interest is as follows:

This declarable conflict of interest arises due to a petition and a party to the complaint participating in the petition process and a complaint lodged against me.

I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

I, Cr Scott Henschen inform this meeting that I have a declarable conflict of interest in relation to **Item 18.2 – Alleged Inappropriate Councillor Conduct Complaint Investigation and Recommendation** (as defined in section 150EN of the *Local Government Act 2009*). The nature of my interest is as follows:

This declarable conflict of interest arises from that I am a party to the complaint having been referred to OIA.

I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

I, Cr Kathy Duff inform this meeting that I have a declarable conflict of interest in relation to **Item 18.2 – Alleged Inappropriate Councillor Conduct Complaint Investigation and Recommendation**. The nature of my interest is as follows:

This declarable conflict of interest arises due to a previous complaint lodged against me.

I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

I, Mayor Brett Otto inform this meeting that I have a declarable conflict of interest in relation to **Item 18.2 – Alleged Inappropriate Councillor Conduct Complaint Investigation and Recommendation**. The nature of my interest is as follows:

This declarable conflict of interest arises due to a previous complaint lodged against me.

I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

5.1 DEFERRAL OF DECISION IN REGARDS TO AGENDA ITEM 18.2 “ALLEGED INAPPROPRIATE COUNCILLOR CONDUCT COMPLAINT INVESTIGATION AND RECOMMENDATION”

RESOLUTION 2021/221

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That South Burnett Regional Council pursuant to section 150EU(2)(b) of the Local Government Act 2009 defer the decision in regards to agenda Item 18.2 “Alleged Inappropriate Councillor Conduct Complaint Investigation and Recommendation” to the Deputy Premier and Minister for State Development, Infrastructure, Local Government and Planning for consideration and decision at the February 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**6 DEPUTATIONS/PETITIONS**

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**7.1 MINUTES OF THE COUNCIL MEETING HELD ON 16 DECEMBER 2020**

RESOLUTION 2021/222

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

That the Minutes of the Council Meeting held on 16 December 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 2021/223

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

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

RESOLUTION 2021/224

Moved: Cr Danita Potter
 Seconded: Cr Kirstie Schumacher

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

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

RESOLUTION 2021/225

Moved: Cr Danita Potter
 Seconded: Cr Roz Frohloff

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

Attendance:

At 9.44am, Councillor Schumacher, having earlier informed the meeting of a declarable conflict of interest in Item 9.3, and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

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

RESOLUTION 2021/226

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the matter lay on the table and be referred to the February standing committee

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

Against: Nil

CARRIED 6/0

Attendance:

At 9:49 am, Cr Kirstie Schumacher returned to the meeting.

9.4 MAYORAL REQUEST TO CEO - PARKS & GARDENS

RESOLUTION 2021/227

Moved: Cr Kathy Duff
Seconded: Cr Kirstie Schumacher

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 at the March Community Standing Committee Meeting.

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

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 2021/228

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

That the meeting adjourn for morning tea.

CARRIED 7/0

MOTION

RESOLUTION 2021/229

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the meeting resume at 10.32am.

CARRIED 7/0**9.5 ANNUAL OPERATIONAL PLAN 2020/2021 IMPLEMENTATION PROGRESS REPORT FOR THE PERIOD ENDING 31 DECEMBER 2020**

RESOLUTION 2021/230

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

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.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott HenschenAgainst: Nil**CARRIED 7/0****9.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CUSTOMER SERVICE CHARTER - STRATEGIC 008**

MOTION

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

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

In Favour: NilAgainst: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen**LOST 0/7**

The Mayor acknowledged the tremendous work undertaken by Council's Customer Contact Staff.

9.6.1 CUSTOMER SERVICE CHARTER – STRATEGIC 008

RESOLUTION 2021/231

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

That the Customer Service Charter – Strategic 008 be presented to the February Standing Committee Meeting for further consideration and discussion 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

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

RESOLUTION 2021/232

Moved: Cr Kirstie Schumacher
Seconded: Cr Danita Potter

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.

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

Against: Nil

CARRIED 7/0

9.8 DRAFT CORPORATE PLAN 2021-2026

RESOLUTION 2021/233

Moved: Cr Brett Otto
Seconded: Cr Kirstie Schumacher

That Council receive the Draft Corporate Plan 2021-2026 and approves release of the draft Corporate Plan for community consultation.

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

Against: Nil

CARRIED 7/0

9.9 MONTHLY FINANCIAL REPORT

RESOLUTION 2021/234

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the Monthly Financial Report including Capital Works and Works for Queensland as at 31 December 2020 be received and noted.

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

Kingaroy Transformation Project

The Mayor formally acknowledged the work done by the previous Council under the inspirational leadership of Mayor Campbell in not waivering in his dedication, commitment and persistence in making the Kingaroy Transformation Project happen.

At 11:29 am, Cr Danita Potter left the meeting.

10.1 KINGAROY TRANSFORMATION PROJECT - LETTERS OF THANKS

RESOLUTION 2021/235

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That letters be sent to Minister Littleproud, the Director General of Transport and Main Roads, Mayor Campbell and former Councillors (Cr Heit, Cr Fleischfresser, Cr Potter, Cr Jones, Cr Frohloff, Cr Duff) and General Manager Meehan acknowledging and thanking them for making the Kingaroy Transformation Project (KTP) a reality, and request the General Manager share with the staff involved.

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

Against: Nil

CARRIED 6/0

Attendance:

At 11:31 am, Cr Danita Potter returned to the meeting.

11 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION

Nil

Attendance:

At 11:31 am, Councillor Schumacher, having earlier informed the meeting of a declarable conflict of interest in Item 12.1, and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

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**

RESOLUTION 2021/236

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

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.

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

Against: Nil

CARRIED 6/0**Attendance:**

At 11:41 am, Cr Kirstie Schumacher returned to the meeting.

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**Attendance:**

At 12.17 pm, General Manager Aaron Meehan left the meeting.

At 12.20 pm, General Manager Aaron Meehan returned to the meeting.

15.1 BUILDING BETTER REGIONS FUND ROUND FIVE

RESOLUTION 2021/237

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

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) Coolabunia Saleyards
-

-
- b) Wondai Pool Upgrade
 - c) BP Dam Water Park Project
 - d) Agriculture and Strategic Plan (100%)

2. That South Burnett Regional Council confirms its commitment to fund any successful application to a minimum of 50% in future budgets.

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

Against: Crs Roz Frohloff and Scott Henschen

CARRIED 5/2

16 NOTICES OF MOTION

Nil

17 INFORMATION SECTION

17.1 DELEGATED AUTHORITY REPORTS

RESOLUTION 2021/238

Moved: Cr Brett Otto

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 2021/239

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

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.

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 12:23 pm, Councillor Schumacher, having earlier informed the meeting of a declarable conflict of interest in Item 18.1, and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

RESOLUTION 2021/240

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 and Scott Henschen

Against: Nil

CARRIED 6/0

18.1 SOUTH BURNETT COMMUNITY HOSPITAL FOUNDATION LIMITED BOARD MEETING MINUTES - 6 OCTOBER 2020

RESOLUTION 2021/241

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That the information report on South Burnett Community Hospital Foundation Limited Board meeting held on 6 October 2020, be received.

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

Against: Nil

CARRIED 6/0

Attendance:

At 12:26 pm, Cr Kirstie Schumacher returned to the meeting.

18.2 ALLEGED INAPPROPRIATE COUNCILLOR CONDUCT COMPLAINT INVESTIGATION AND RECOMMENDATION

19 CLOSURE OF MEETING

The Meeting closed at 12.26pm

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 24 February 2021.

.....
CHAIRPERSON

8 BUSINESS OUTSTANDING**8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING****File Number:** 24-02-2021**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**  

BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Meeting Date: 24 February 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</p> <p>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</p> <p>26/11/2020 Onsite meeting held with Big Peanut Committee to discuss concept.</p> <p>13 Jan 2021 1:51pm Donohue, Kimberley</p> <p>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</p> <p>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: 	<p>08 Dec 2020 3:58pm Donohue, Kimberley - Reallocation</p> <p>Action reassigned to Watt, Mark by Donohue, Kimberley - For actioning</p> <p>09 Dec 2020 3:29pm Watt, Mark</p> <p>Begun review of existing reports and compiling information to assist in procuring industry expert to prepare report. Budget allocation also necessary.</p>

- 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.

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

Against: Nil

CARRIED 6/0

Council 16/12/2020 Quote SBRCQ-20/21-30 - Replacement of Caterpillar 938G Loader [Plant 54]

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

Report presented to Council Meeting on 24 February 2021

Council 16/12/2020 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

Council 16/12/2020

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

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.

18-02-2021 – Second round of quotes call for local suppliers.

Council 20/01/2021

Mayoral Request to CEO - Parks & Gardens

RESOLUTION 2021/227

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

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 at the March Community Standing Committee Meeting.

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

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

Against: Nil

CARRIED 7/0

Council 20/01/2021 Building Better Regions Fund Round Five

RESOLUTION 2021/237

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

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) Coolabunia Saleyards
 - b) Wondai Pool Upgrade
 - c) BP Dam Water Park Project
 - d) Agriculture and Strategic Plan (100%)
2. That South Burnett Regional Council confirms its commitment to fund any successful application to a minimum of 50% in future budgets.

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

Against: Crs Roz Frohloff and Scott Henschen

CARRIED 5/2

Council 20/01/2021 Kingaroy Transformation Project - Letters of thanks

RESOLUTION 2021/235

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That letters be sent to Minister Littleproud, the Director General of Transport and Main Roads, Mayor Campbell and former Councillors (Cr Heit, Cr Fleischfresser, Cr Potter, Cr Jones, Cr Frohloff, Cr Duff) and General Manager Meehan acknowledging and thanking them for making the Kingaroy Transformation Project (KTP) a reality, and request the General Manager share with the staff involved.

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

Against: Nil

CARRIED 6/0

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

File Number: Exec 1
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

This report is to recommend dates, times and locations for ordinary meetings of Council's Standing Committees and General Meetings for the period 1 April – 30 June 2021.

SUMMARY

In accordance with Section 254B (1) of the *Local Government Regulation 2012* it is necessary to confirm the dates, times and locations of the ordinary meetings of Council's Standing Committees and General Meetings for the period 1 April – 30 June 2021.

OFFICER'S RECOMMENDATION

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
Infrastructure Standing Committee	Wednesday 7 April 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Community Standing Committee	Wednesday 14 April 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 21 April 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 28 April 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure Standing Committee	Wednesday 5 May 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Community Standing Committee	Wednesday 12 May 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 19 May 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 26 May 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure Standing Committee	Wednesday 2 June 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Community Standing Committee	Wednesday 9 June 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy

Committee	Date	Time	Location
Executive and Finance & Corporate Standing Committee	Wednesday 16 June 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Special Budget Meeting	Wednesday 30 June 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 30 June 2021	at the conclusion of the Budget Meeting	Warren Truss Chamber Glendon Street Kingaroy

FINANCIAL AND RESOURCE IMPLICATIONS

Budget funds are provided for the costs associated with Council Meetings.

LINK TO CORPORATE/OPERATIONAL PLAN

EC1 An informed and engaged community

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal discussions held regarding establishment of standing committees – council direction is sought.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Public notice of the meetings is required pursuant to Section 254B (1) of the *Local Government Regulation 2012*.

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

Nil

ATTACHMENTS

Nil

9.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

File Number: Exec 2
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021 - Assignment of Councillor Portfolio representation – change of portfolio name.

SUMMARY

Committee Resolution 2021/35

Moved: Cr Brett Otto
 Seconded: Cr Danita Potter

That the committee recommends to Council:

1. That South Burnett Regional Council adopts the assignments of specific portfolios as:

Regional Development <ul style="list-style-type: none"> • industry • agriculture • water security • economic development and tourism 	Cr Kirstie Schumacher
--	-----------------------

and

2. Amends any Council policy or procedure on an administrative basis to reflect the name change.

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

Against: Nil

CARRIED 7/0

OFFICER’S RECOMMENDATION

That

1. South Burnett Regional Council adopts the assignments of specific portfolios as:

Regional Development <ul style="list-style-type: none"> • industry • agriculture • water security • economic development and tourism 	Cr Kirstie Schumacher
--	-----------------------

and

2. Amends any Council policy or procedure on an administrative basis to reflect the name change.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021

ATTACHMENTS

Nil

9.3 WBBROC DELEGATE

File Number: Exec 3
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021 – WBBROC Delegate.

SUMMARY**Committee Resolution 2021/34**

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the committee recommends to Council:

That South Burnett Regional Council appoints the following representatives to the Wide Bay Burnett Regional Organisation of Councils:

Deputy Mayor Gavin Jones and Cr Kirstie Schumacher

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

Against: Nil

Carried 7/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council appoints the following representatives to the Wide Bay Burnett Regional Organisation of Councils:

Deputy Mayor Gavin Jones and Cr Kirstie Schumacher

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021.

Council has also received its membership invoice for the 2020/2021 financial year for the WBBROC and has actioned payment of the same.

ATTACHMENTS

Nil

9.4 ALGA NATIONAL GENERAL ASSEMBLY CALL FOR MOTIONS - 2021

File Number: Exec 4
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021 – ALGA National General Assembly call for motions - 2021.

SUMMARY**Committee Resolution 2021/33**

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

That the committee recommends to Council:

1. That South Burnett Regional Council resolves to submit the following topics for resolution to the National General Assembly of Local Government:
 - (a) Federal Assistance Grants
 - (b) ABC – re transmission sites – Natural disaster
 - (c) Renewable Energy Projects – National Energy Policy
 - (d) Regional Investment into Health

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

Against: Nil

Carried 7/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council submits the following resolutions to the National General Assembly of Local Government:

- a)

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021

Draft resolutions

- a) That this National Assembly calls on the Federal Government to restore the Financial Assistance Grants to 1% equivalent of the Commonwealth Taxation revenue.
- b) That this National Assembly calls on the Federal Government to fund ABC transmission black spot sites to ensure coverage for all communities in the event of Natural Disaster.
- c) That this National Assembly calls on the Federal Government to support Renewable Energy Projects through a consistent National Energy Policy approach.
- d) That this National Assembly calls on the Federal Government to support regional investment into Health through programmes such SME Fund Leveraging the Unrealised Capital Potential of the Special Investor Visa (SIV) Programme.

ATTACHMENTS

Nil

9.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CUSTOMER SERVICE CHARTER - STRATEGIC 008**File Number:** 24/02/2021**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 17 February 2021 – adoption of the South Burnett Regional Council Customer Service Charter – Strategic 008.

SUMMARY**COMMITTEE RESOLUTION 2021/39**

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That the committee recommends to Council:

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

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 17 February 2021

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:

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 customer's 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 –

8. VERSION CONTROL

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

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL PROCUREMENT POLICY - STATUTORY 007**File Number:** 24/02/2021**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 17 February 2021 – adoption of the South Burnett Regional Procurement Policy – Statutory 007.

SUMMARY**Attendance:**

At 11.05am, Councillor Schumacher, having earlier informed the meeting of a declarable conflict of interest in Item 6.6, and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

COMMITTEE RESOLUTION 2021/41

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the committee recommends to Council:

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

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

Against: Nil

CARRIED 6/0**OFFICER'S RECOMMENDATION**

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 17 February 2021

ATTACHMENTS

1. South Burnett Regional Council Procurement Policy - Statutory 007  



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

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 –

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		2754050

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.7 MONTHLY FINANCIAL REPORT

File Number: 24-Feb-2021
Author: Manager Finance
Authoriser: Chief Executive Officer

PRECIS

Monthly Financial Report as at 31 January 2021.

SUMMARY

The following information provides Council's position as at 31 January 2021.

OFFICER'S RECOMMENDATION

That the Monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as at 31 January 2021 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.

The revised budget maintains the link with achieving the Operational Plan 2020/2021 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council 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 and reviewed by budget managers.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

The budget review has been undertaken in accordance with Section 170(3) of *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 reviews allows expenditure to be incurred by delegation or approval of Council.

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

ASSET MANAGEMENT IMPLICATIONS

Depreciation is used as a source of funds to enable capital expenditure. The Asset Registers for all Asset Classes will be adjusted as required for capital projects when the expenditure is transferred from Work in Progress.

REPORT

As at 31 January 2021, Council's operating budget is currently tracking on target to meet the second quarter amended budget. Council has issued rates notices on the 10th of February 2021 with a discount available up to 16 March 2021. Cash is currently trending lower than past months at \$35m due to the trough in the rating cycle, however, will increase in March in line with close of discount period. All ratios are within target range.

ATTACHMENTS

1. **Monthly Financial Report as at 31 January 2021** [↓](#) 



South Burnett Regional Council
Monthly Financial Report
Interim January 2021



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 January 2021.

- Recurrent Revenue is slightly lower than expected due to timing in private works and operational grant revenue. These will ramp up in the next few 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. Rates are due to be levied in February.
- 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 bills received for waste contractors, fuel costs and internal plant charges.
- 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.
- Council's current cash holdings at the end of January 2021 was \$35.277m with \$22.293m of this currently classed as restricted cash.

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1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 31 January 2021
58% of Year Complete

	2021 \$	Original Budget \$	Amended Budget \$	Variance %
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	25,013,431	50,092,435	49,893,435	50%
Fees and Charges	3,442,682	3,830,704	4,308,414	80%
Rental Income	299,384	319,954	319,954	94%
Interest Received	400,059	1,016,500	620,500	64%
Sales Revenue	1,040,584	3,025,851	3,360,851	31%
Other Income	536,196	748,975	808,975	66%
Grants, Subsidies, Contributions and Donations	3,394,147	8,057,698	9,409,112	36%
	<u>34,126,483</u>	<u>67,092,117</u>	<u>68,721,241</u>	<u>50%</u>
Capital Revenue				
Grants, Subsidies, Contribution and Donations	4,268,349	17,409,799	17,409,799	25%
	<u>4,268,349</u>	<u>17,409,799</u>	<u>17,409,799</u>	<u>25%</u>
Total Income	<u>38,394,832</u>	<u>84,501,916</u>	<u>86,131,040</u>	<u>45%</u>
Expenses				
Recurrent Expenses				
Employee Benefits	13,716,320	24,215,197	24,307,103	56%
Materials and Services	14,339,475	22,821,228	25,243,747	57%
Finance Costs	1,231,467	2,301,704	2,301,704	54%
Depreciation and Amortisation	12,285,990	21,429,487	21,429,487	57%
	<u>41,573,253</u>	<u>70,767,616</u>	<u>73,282,041</u>	<u>57%</u>
Capital Expense				
	89,485	(400,000)	(400,000)	-22%
	<u>89,485</u>	<u>(400,000)</u>	<u>(400,000)</u>	<u>-22%</u>
Total Expense	<u>41,662,738</u>	<u>70,367,616</u>	<u>72,882,041</u>	<u>57%</u>
Net Result	<u>(3,267,905)</u>	<u>14,134,300</u>	<u>13,248,999</u>	
Net Operating Result	<u>(7,446,769)</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	\$ 5,578,788	\$ 10,463,681	\$ 10,721,391	52%	\$ 5,943,593	\$ 10,148,249	\$ 10,318,249	58%
Wastewater	\$ 3,019,820	\$ 6,042,973	\$ 6,042,973	50%	\$ 3,300,969	\$ 5,437,917	\$ 5,437,917	61%
Waste	\$ 3,083,957	\$ 5,669,992	\$ 5,669,992	54%	\$ 2,872,133	\$ 5,507,355	\$ 5,507,355	52%
Plant and Fleet	\$ 45,108	\$ 151,000	\$ 151,000	30%	\$ 595,664	-\$ 249,000	-\$ 557,760	107%
Genops	\$ 26,667,159	\$ 62,174,270	\$ 63,545,684	42%	\$ 30,141,706	\$ 49,523,095	\$ 52,176,280	58%
Total	\$ 38,394,832	\$ 84,501,916	\$ 86,131,040	45%	\$ 41,662,737	\$ 70,367,616	\$ 72,882,041	57%

Revenue

- Revenue has been affected this month due to the timing of the January to June rate levy that is being processed in February.
- Water has increases in revenue due to additional recycled and bulk water sales.
- Waste’s revenue is increased by additional waste being taken to the tips by commercial customers.
- 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

- 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

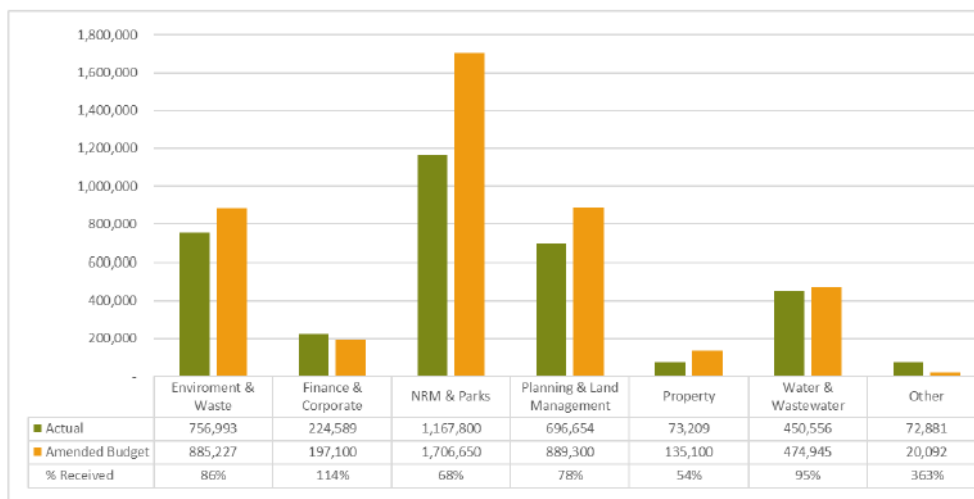
This item shows South Burnett Regional Council’s total net income from general rates, service charges (water, sewerage and waste) and special charges.

Rates or Charges	ACTUALS 2020/2021	AMENDED BUDGET 2020/2021
General Rates	\$ 14,361,186	\$ 28,709,347
Quarry Special Charge	\$ 4,464	\$ -
Water Charges	\$ 5,128,077	\$ 10,315,723
Sewerage Charges	\$ 2,923,274	\$ 5,828,973
Waste Collection Charges	\$ 1,130,052	\$ 2,174,107
Community Rescue and Evacuation Levy	\$ 43,835	\$ 70,000
Waste Management Levy	\$ 1,424,417	\$ 2,795,285
Memerambi Estate Levies	-\$ 1,875	\$ -
Total	\$ 25,013,431	\$ 49,893,435

As at 31 January 2021, rates, levies and charges are tracking under target at 50%. The next 6 monthly rate run is due to be processed on the 10th of February 2021 with a discount period to the 16th March 2021.

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.



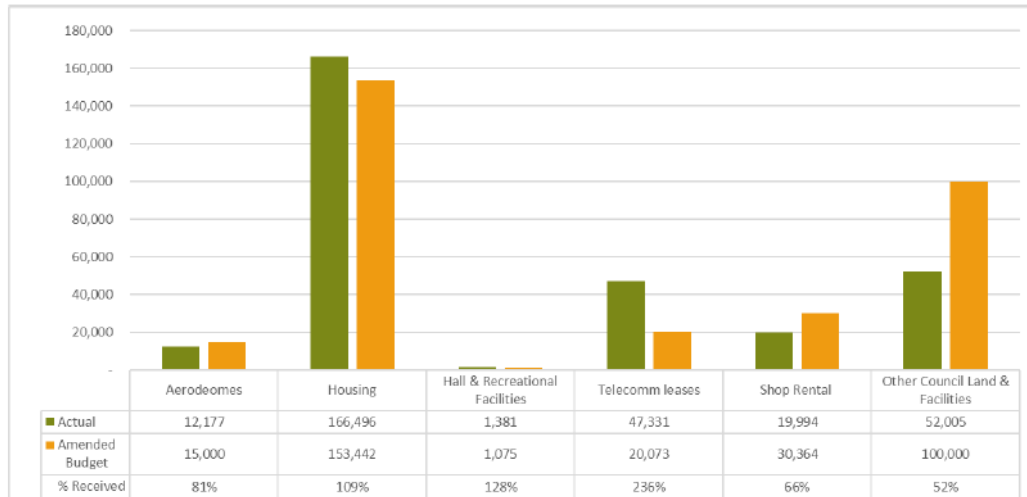
As at 31 January 2021, fees and charges are tracking above target at 80%. The major contributors are:

- 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 refer 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.
- Property has seen some decreases in pool and hall hire revenue this financial year partly due to Covid-19 restrictions. This income stream will be reassessed as part of the 3rd quarter review.

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.

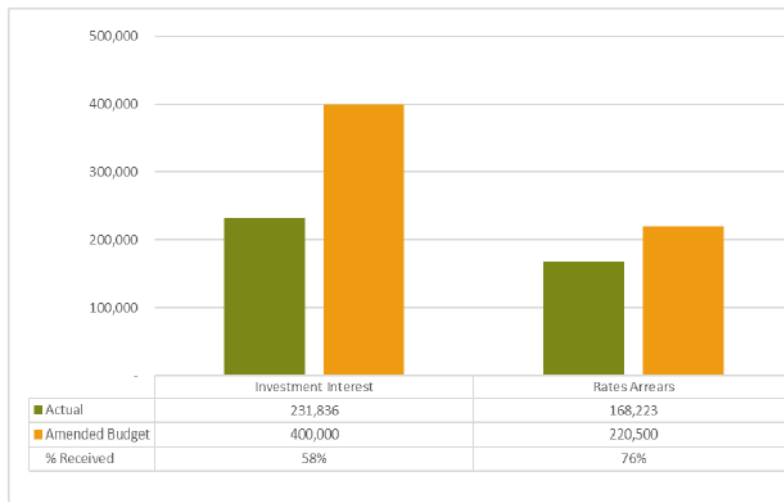
As at 31 January 2021, rental income is tracking high at 94% due to timing in annual rental of various facilities, including telecommunication towers. Housing income has been evaluated in the third quarter review with adjustments made where necessary based on expected rental for the remainder of the year.



2.2.4 Interest Received

Interest revenue includes interest on investments and rate arrears.

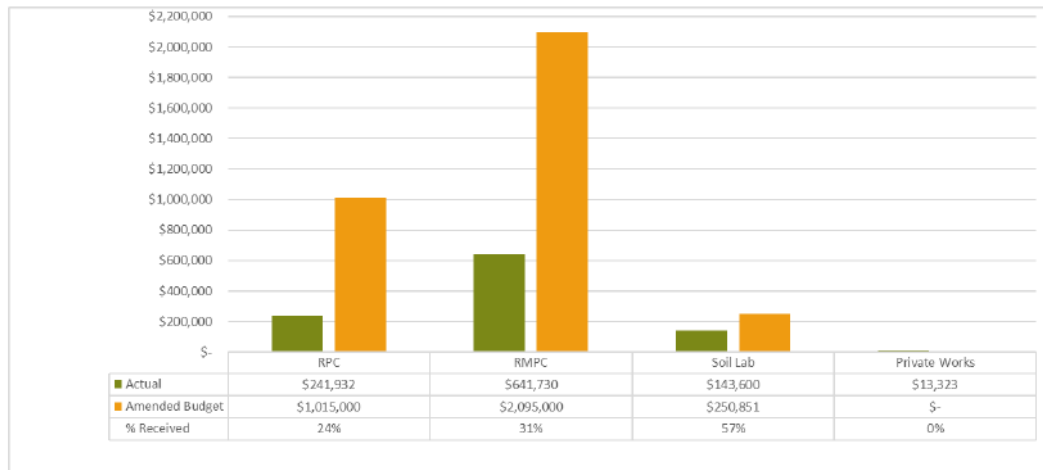
As at 31 January 2021, interest received is tracking above the expected threshold at 64%.



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 January 2021, sales revenue is tracking below target at 31% 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 that have been submitted for November and December worth approximately \$506k which will be processed upon approval from the Department.



2.2.6 Other Income

Other income is sundry income derived from all other sources.

As at 31 January 2021, other income is tracking above target at 66%. 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. Pool income under this stream includes the hire of the facility for events such as local school swimming carnivals.

<i>Income Stream</i>	<i>Actual</i>	<i>Amended Budget</i>	<i>% Received</i>
VIC Income	\$ 76,530	\$ 110,800	69%
Art Gallery Income	\$ -	\$ 500	0%
Pool Income	\$ 26,577	\$ 38,000	70%
Irrigation Income	\$ 26,780	\$ 100,000	27%
Fines	\$ 23,086	\$ 4,000	577%
Scrap Steel	\$ 56,704	\$ 72,000	79%
Library Sales	\$ 1,387	\$ 3,730	37%
Museum Sales	\$ 1,335	\$ 2,500	53%
Agency Income	\$ 11,247	\$ 40,895	28%
Tourist Parks	\$ 243,425	\$ 175,000	139%
Legal Recovery	\$ 5,511	\$ 190,000	3%
Insurance Claims	\$ 8,860	\$ 20,000	44%
Misc Other	\$ 54,754	\$ 51,550	106%
Total	\$ 536,196	\$ 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 January 2021, operating grants are tracking lower than the expected target at 36%. 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. The next instalment from the Federal Assistance Grant is due to be received in February.

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 January 2021, capital grants are tracking low at 25%. 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.

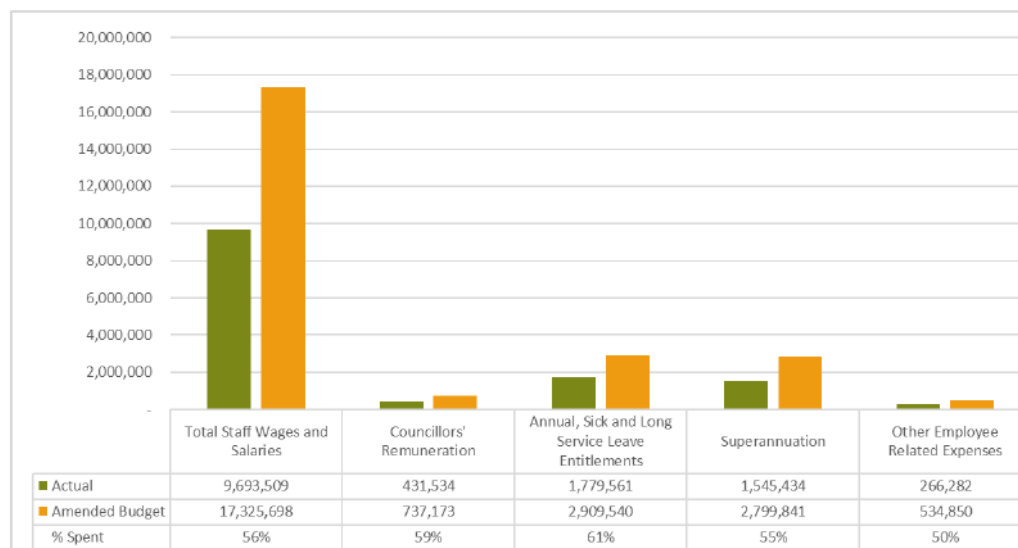
Council has so far received the initial 50% payment for the W4Q round 4 COVID, 50% from the Local Roads and Community Infrastructure Program, \$1.5m from RTR funding, \$147k from TIDS claims and \$84k for a contribution towards a park upgrade.

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 January 2021, employee benefits are tracking slightly under target at 56% and will continue to be closely monitored. Annual leave is tracking high due to timing in leave taken as most leave taken by employees is seen in the December and January periods over shutdown and school holidays.



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 January 2021, materials and services are tracking slightly under budget at 57%. The current variances are mainly due to:

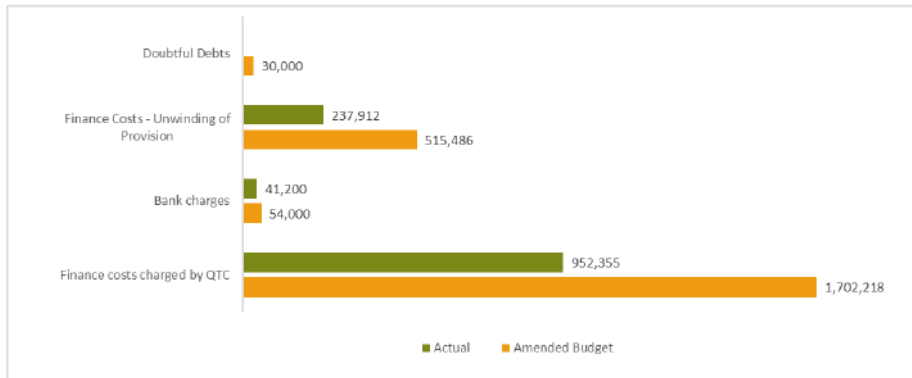
- Timing in yearly Insurance, fleet registrations, Land Valuation, IT licences and LGAQ membership expenses.
- Timing in fuel costs and internal plant recoveries.
- Timing in bills received for waste contractors.
- Timing in disaster management expenditure – this is offset by grant income under the Disaster Recovery Funding Arrangements with QRA.
- Increases in water purchases – offset by increases in income for bulk water sales to Toowoomba Regional Council.
- Additional expenses relating to Yallakool and Boondooma Dams – this is offset by increases in revenue and will be looked at as part of the 3rd quarter review.

Description	Actual	Amended Budget	% Spent
Donations	268,121	625,368	43%
Materials	10,669,970	19,928,629	54%
Services	4,711,751	6,694,098	70%
Internal Plant Charges	3,829,968	6,483,756	59%
Internal Plant Recoveries	- 5,140,336	- 8,488,104	61%
	14,339,475	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.

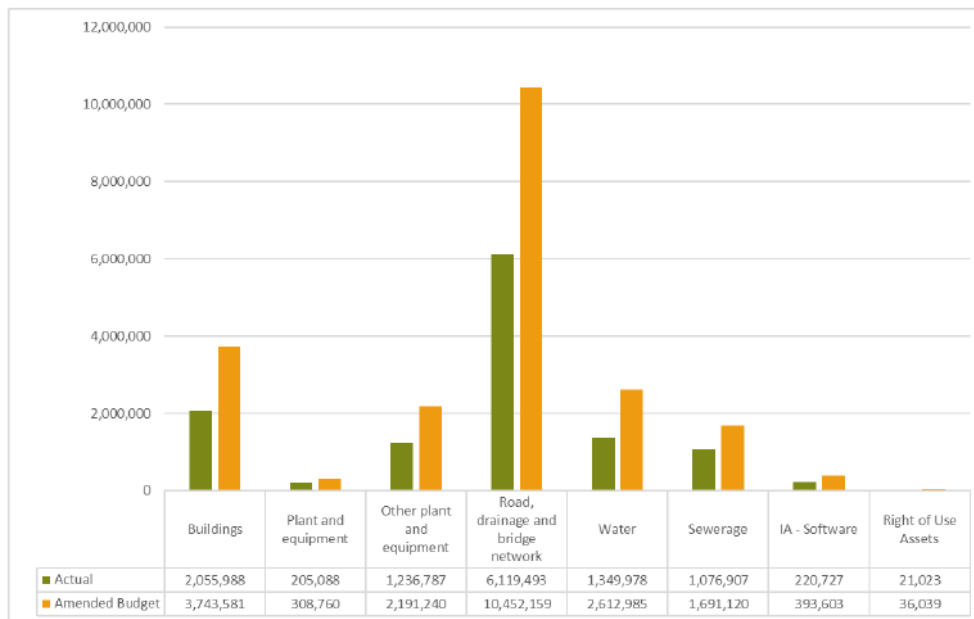
As at 31 January 2021, finance costs are tracking below target at 54% due to timing in end of year adjustment entries for doubtful debts and unwinding of landfill and gravel provisions. Bank charges are slightly higher than expected due to an increase in payments via BPAY and EFTPOS. Current provision calculations for landfill and quarries is showing unfavourably compared to budget, due to a decrease in the discount rates. This will be monitored over the next few months with the final calculations based on June discount rates.



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 January 2021, depreciation is tracking just under target at 57%. This will be impacted by capitalisation and disposals of the Work in Progress (WIP) accounts leading up to the end of June 2021.



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 (\$171,525) and sold a small parcel of land for (\$15,081). Council has also disposed of roads assets of \$84,268, building assets of \$67,822 and fleet assets of \$124,001.

3.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position
as at 31 January 2021

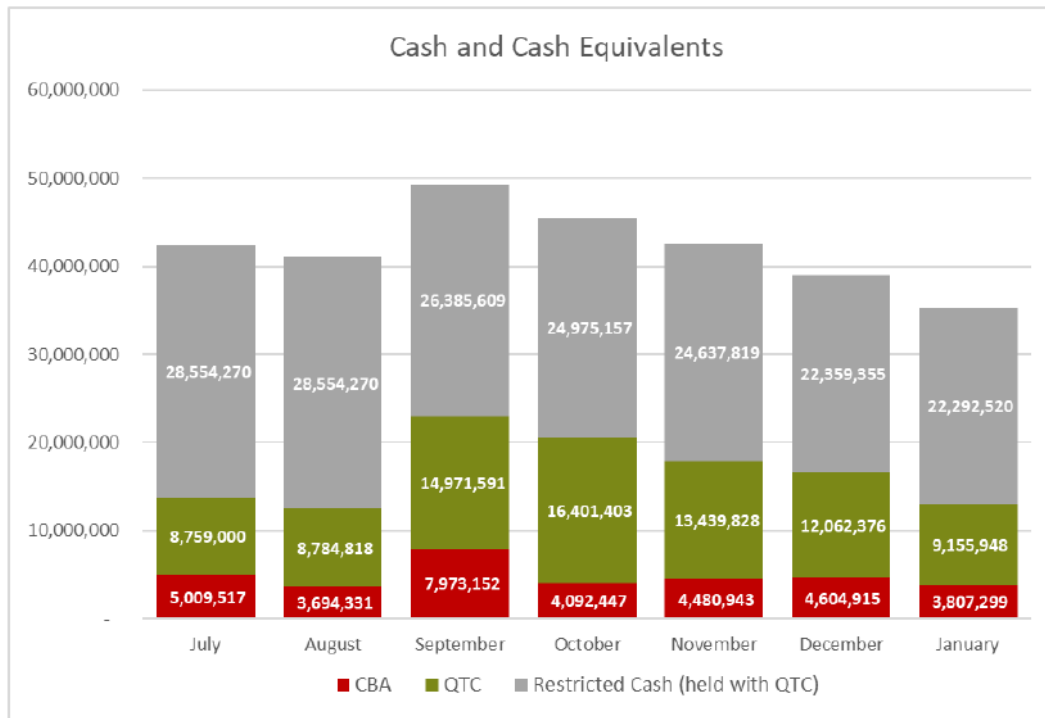
	2021 JANUARY \$	Original Budget \$	Amended Budget \$
Current Assets			
Cash and Cash Equivalents	35,277,172	43,116,747	41,695,506
Trade and Other Receivables	4,232,924	5,313,216	5,442,990
Inventories	807,190	772,356	772,356
Investments	-	-	-
Total Current Assets	<u>40,317,286</u>	<u>49,202,319</u>	<u>47,910,852</u>
Non-Current Assets			
Trade and Other Receivables	1,306,115	1,112,211	1,112,211
Property, Plant and Equipment	856,702,014	891,929,354	864,387,418
Right of Use Asset	1,022,967	1,019,397	1,019,396
Intangible Assets	8,154,222	7,899,364	8,321,727
Total Non-Current Assets	<u>867,185,319</u>	<u>901,960,326</u>	<u>874,840,752</u>
TOTAL ASSETS	<u>907,502,605</u>	<u>951,162,644</u>	<u>922,751,604</u>
Current Liabilities			
Trade and Other Payables	5,002,969	5,749,454	6,762,832
Borrowings	2,877,630	3,013,874	3,013,874
Lease Liabilities	24,260	-	-
Provisions	3,652,083	3,671,079	3,671,079
Other Liabilities	518,614	2,369,464	2,170,161
Total Current Liabilities	<u>12,075,556</u>	<u>14,803,871</u>	<u>15,617,946</u>
Non-Current Liabilities			
Trade and Other Payables	26,044	1,017,943	1,017,943
Borrowings	30,050,012	30,633,993	30,633,993
Lease Liabilities	1,031,819	-	-
Provisions	13,639,368	13,755,564	13,755,564
Other Liabilities	-	908,112	-
Total Non-Current Liabilities	<u>44,747,243</u>	<u>46,315,611</u>	<u>45,407,499</u>
TOTAL LIABILITIES	<u>56,822,799</u>	<u>61,119,482</u>	<u>61,025,445</u>
NET COMMUNITY ASSETS	<u>850,679,806</u>	<u>890,043,162</u>	<u>861,726,159</u>
Community Equity			
Retained Surplus/(Deficiency)	423,226,123	440,762,572	440,984,686
Asset Revaluation Surplus	427,453,684	449,280,590	420,741,473
TOTAL COMMUNITY EQUITY	<u>850,679,806</u>	<u>890,043,162</u>	<u>861,726,159</u>

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 January 2021, Council's actual cash and cash equivalents balance was \$35,277,172. The below table shows the breakup of this balance sheet element (excluding cash drawers).



As at the 31 January 2021, the restricted cash balance was \$22.293m. This has decreased from the previous month by \$67k due to:

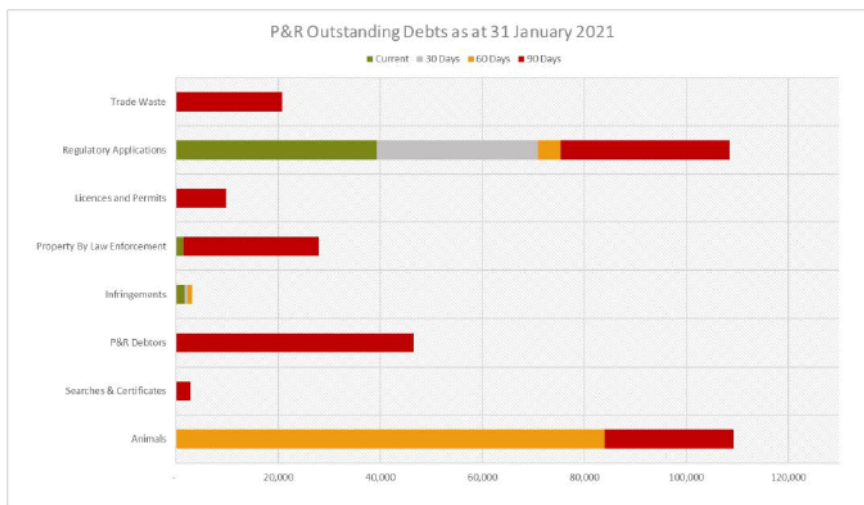
- The water department releasing prior year asset replacement funds due to an ongoing legal issue.
- Work in Progress funds being released for capital projects of \$10k.
- The roads department releasing \$10k for gravel re-sheeting projects.

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.

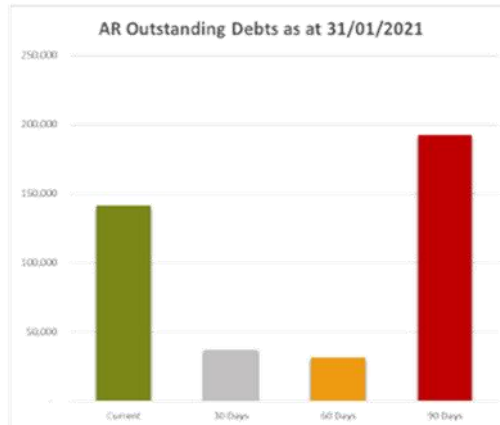
RESTRICTED CASH	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21
Recurrent Expenditure	1,387,645	1,387,645	1,387,645	1,387,645	1,387,645	1,037,645	1,037,645
Future Capital Works							
Roads	2,997,467	2,997,467	2,311,674	2,303,225	2,303,225	1,691,616	1,680,575
Buildings	4,121,826	4,121,826	4,041,476	4,016,480	4,016,480	3,958,872	3,958,872
Waste	3,234,888	3,234,888	3,234,888	3,234,888	3,234,888	3,229,888	3,229,888
Land	25,322	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	2,494,184
Wastewater	4,933,196	4,933,196	4,633,089	3,588,595	3,588,595	3,098,595	3,092,361
Unspent - Developer Contributions	4,598,671	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	2,175,000
Total	28,554,270	28,554,270	26,385,609	24,975,157	24,637,819	22,359,355	22,292,520

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.

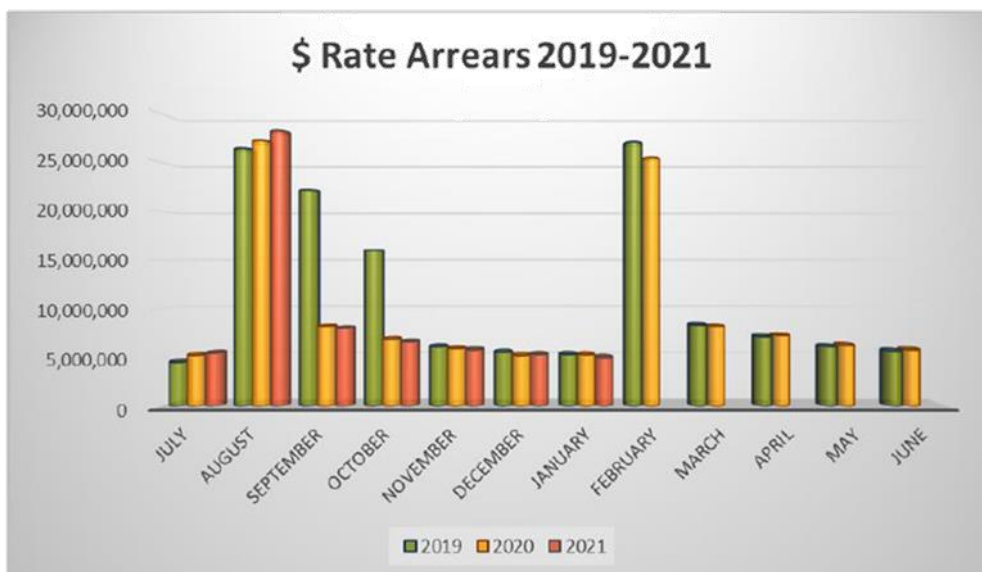


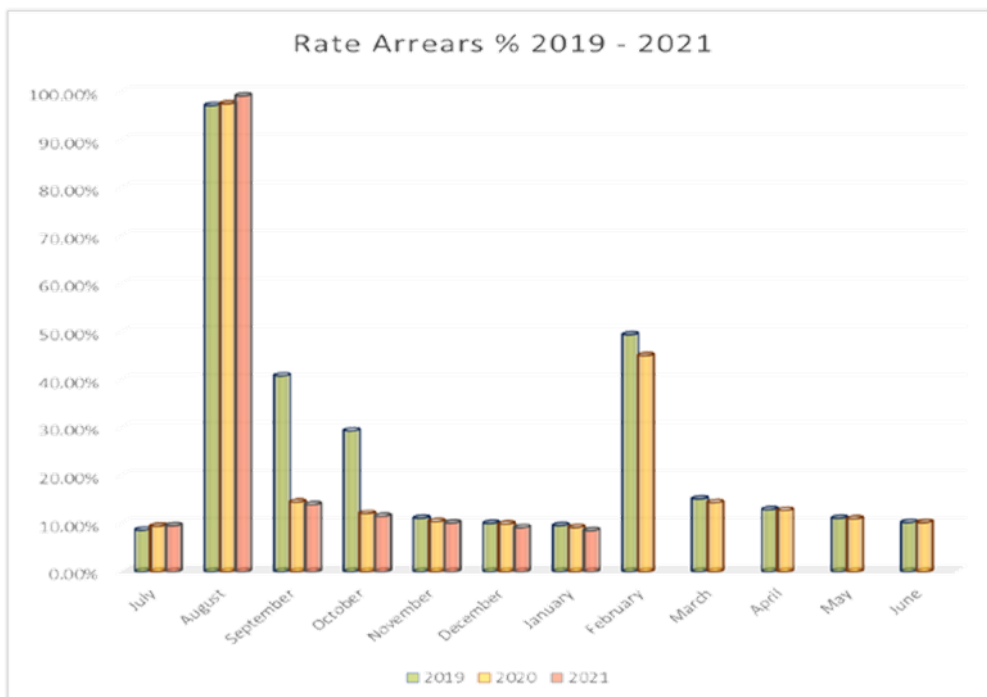
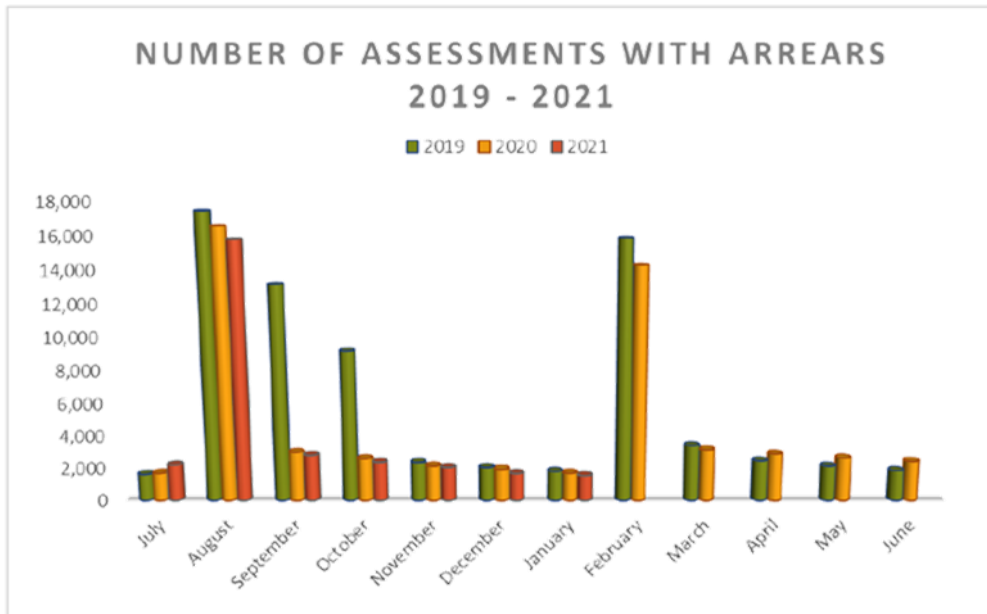
Out of the \$165k in property and rating (P&R) debts above that are overdue by 90 days or more, \$54k is currently with debt collectors, \$14k are on payment plans, \$15k needs to have charges reversed due to withdrawn applications, \$65k are being actively pursued by Council staff, \$15k are being reviewed to determine if they will proceed to debt collectors and \$2k are being considered for write-off.

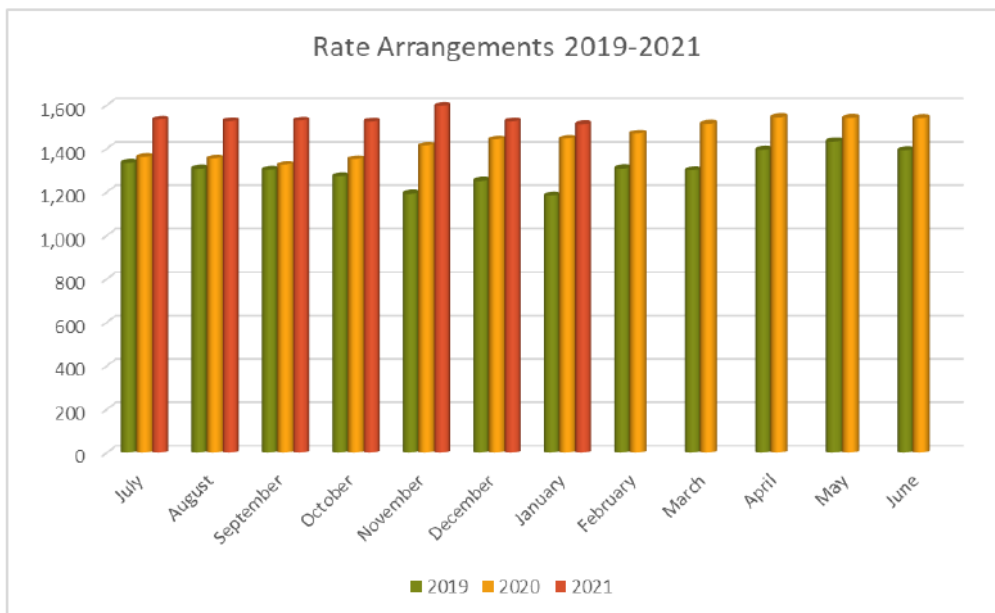


The AR outstanding debts 90+ days has decreased by \$59k from last month. A total of 84% of the value sitting in 90 days remains with debt collectors or have a payment arrangement with Council. The remaining 16% are being actively pursued by Council.

Rates in arrears as at 31 January 2021 is sitting at \$4.944 million or 8.56% with 1,513 assessments with rate arrangements in place. The number of assessments with arrears and the dollar value has reduced compared to the previous two years. 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 January 2021 is \$21.337m, which is tracking below target at 45.4%. Of the \$21.337m, \$16.075m is actual expenditure with the remaining \$5.262m sitting as committed costs. The actual spend to date equates to 34.2% 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	Financial Project	EXPENDITURE BUDGET				EXPENDITURE ACTUALS	
			2020/2021 Adopted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
Buildings & Other Structures								
Admin Office - Kinga								
005593	W404-Kingaroy-Forcourt & Carpark CCTV	100713	150,000.00	-	-	-	150,000.00	-
005604	Kingaroy-Admin Building-Airconditioning	100192	125,000.00	-	-	-	125,000.00	2,024.82
		Sub Activity Subtotal	275,000.00	-	-	-	275,000.00	2,024.82
Admin Office - Wondai								
005605	Wondai-Record Building-Fire Wall	100628	14,000.00	-	-	-	14,000.00	-
		Sub Activity Subtotal	14,000.00	-	-	-	14,000.00	-
Aerodrome - Kingaroy								
005771	CP - Aerodrome-Kingaroy-Boundary Fencing	100523	47,000.00	35,000.00	-	-	82,000.00	-
005606	CP - Aerodrome-Kingaroy - Apron Seal	100523	59,000.00	-	-	-	59,000.00	8,187.05
		Sub Activity Subtotal	106,000.00	35,000.00	-	-	141,000.00	8,187.05
Aerodrome - Wondai								
005770	CP - Wondai-Aerodrome-Boundary Fencing	100523	47,000.00	15,000.00	-	-	62,000.00	-
005972	W404-Wondai Airport Lighting Upgrade	100712	50,000.00	-	-	-	50,000.00	1,363.64
		Sub Activity Subtotal	97,000.00	15,000.00	-	-	112,000.00	1,363.64
Corneteries - Blackbu								
006007	CP - Blackbutt-New Columbanum Wall	100196	28,000.00	-	-	-	28,000.00	636.82
		Sub Activity Subtotal	28,000.00	-	-	-	28,000.00	636.82
Depot - Kingaroy								
006008	Kingaroy-Depot-Replace External Doors	100198	6,500.00	-	-	-	6,500.00	-
		Sub Activity Subtotal	6,500.00	-	-	-	6,500.00	-
Depot - Murgon								
005984	Workshop Office-Murgon Depot	100198	-	25,000.00	-	-	25,000.00	9,510.00
		Sub Activity Subtotal	-	25,000.00	-	-	25,000.00	9,510.00
SES - Kingaroy								
006035	DCP-Kingaroy-SES-External Paint/Flooring	100719	21,000.00	-	-	4,987.00	25,987.00	227.27
		Sub Activity Subtotal	21,000.00	-	-	4,987.00	25,987.00	227.27
SES - Wondai								
006036	DCP-Wondai-SES- Insulate/Aircon/Roof	100719	15,000.00	-	-	1,202.00	16,202.00	-
		Sub Activity Subtotal	15,000.00	-	-	1,202.00	16,202.00	-
Hall - Kingaroy Town								
005967	DCP- Kingaroy-Town Hall Floor Sand	100719	56,000.00	-	-	3,908.00	52,092.00	2,300.00
		Sub Activity Subtotal	56,000.00	-	-	3,908.00	52,092.00	2,300.00
Hall - Nanango Cultu								
005994	W404-Nanango-Cultural Centre Aircon	100713	160,000.00	-	-	-	160,000.00	26,711.54
		Sub Activity Subtotal	160,000.00	-	-	-	160,000.00	26,711.54
Hall - Mondure								
005605	LG53P19-21 Mondure Hall Stump/Roof Upgra	100663	-	-	-	-	-	768.00
005838	Mondure Hall Refurbishment	100663	-	-	-	-	-	4,670.00

Project Code	Project Description	Financial Project	2020/2021 Adopted Budget	2019/2020 Work In Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
Hall - Preston										
006041	DCP-Preston-Showground-Repairs	100719	10,000.00	-	-	-	10,000.00	7,130.00	-	7,130.00
Sub Activity Subtotal			10,000.00	-	-	-	10,000.00	7,130.00	-	7,130.00
Hall - Cloyns										
006040	DCP-Cloyns-Hall-Building Repairs	100719	10,000.00	-	-	2,705.00	12,705.00	-	12,705.07	12,705.07
Sub Activity Subtotal			10,000.00	-	-	2,705.00	12,705.00	-	12,705.07	12,705.07
Hall - Durong										
006042	DCP-Durong-Hall-Water Tanks	100719	10,000.00	-	-	-	10,000.00	6,847.56	-	6,847.56
Sub Activity Subtotal			10,000.00	-	-	-	10,000.00	6,847.56	-	6,847.56
Hall - Mandlenwell										
006039	DCP-Mandlenwell-Hall-Upgrade	100719	8,000.00	-	-	-	8,000.00	181.82	-	181.82
Sub Activity Subtotal			8,000.00	-	-	-	8,000.00	181.82	-	181.82
Housing										
006011	Nanango-Appin Street Bathroom Repairs	100200	5,000.00	-	-	18,383.00	23,383.00	-	23,383.00	23,383.00
Sub Activity Subtotal			5,000.00	-	-	18,383.00	23,383.00	-	23,383.00	23,383.00
Museum - Kingaroy										
006037	DCP-Kingaroy-Heritage Museum-Ext Paint	100719	35,000.00	-	-	16,807.00	18,193.00	2,207.27	17,965.00	20,172.27
Sub Activity Subtotal			35,000.00	-	-	16,807.00	18,193.00	2,207.27	17,965.00	20,172.27
Museum - Boondooma H										
005848	Boondooma Heritage Building - Mortar	100201	-	19,131.54	-	-	19,131.54	-	-	-
005970	W4Q4-Boondooma-Homestead-Water	100715	20,000.00	-	-	-	20,000.00	-	20,000.00	20,000.00
006012	Boondooma-Homestead Renovations	100201	25,000.00	-	-	-	25,000.00	25,560.00	-	25,560.00
Sub Activity Subtotal			45,000.00	19,131.54	-	-	64,131.54	25,560.00	20,000.00	45,560.00
Museum - Wondai Heri										
005924	Wondai-Records Facility-Compactus	100699	-	-	-	-	-	37,207.00	-	37,207.00
005977	W4Q4-Wondai-Heritage Museum Footpath	100715	10,000.00	-	-	-	10,000.00	-	4,158.00	4,158.00
Sub Activity Subtotal			10,000.00	-	-	-	10,000.00	37,207.00	4,158.00	41,365.00
Museum - Nanango Riv										
005843	Ringsfield House-Rushvet roof	100680	-	44,016.54	-	-	44,016.54	38,334.54	1,536.00	39,870.54
Sub Activity Subtotal			-	44,016.54	-	-	44,016.54	38,334.54	1,536.00	39,870.54
Parks & Gardens										
005493	Signage 48 Hour Overnight Areas	104648	-	17,500.00	-	-	17,500.00	5,179.62	-	5,179.62
005973	W4Q4-Preston-Dump Point	100715	15,000.00	-	-	-	15,000.00	-	-	-
005979	W4Q4 - Kingaroy -Verge Planting	100714	250,000.00	-	-	-	250,000.00	23,332.72	3,442.53	26,775.25
005980	W4Q4 - Mungon -QE2 Park Tree Replacement	100714	75,000.00	-	-	-	75,000.00	1,990.91	-	1,990.91
005981	W4Q4 - Regional Parks-Park Furniture	100714	150,000.00	-	-	-	150,000.00	2,478.18	44,134.25	46,612.43
005982	W4Q4-K'roy & Benarkin Lions Park Signage	100714	20,000.00	-	-	-	20,000.00	-	-	-
005983	W4Q4 - Regional Tourism - Statues	100714	200,000.00	-	-	-	200,000.00	-	3,280.00	3,280.00
005992	W4Q4-Preston-Playground Renewal	100716	50,000.00	-	-	-	50,000.00	-	3,349.11	3,349.11
006209	W4Q4- Blackbutt Sensory Garden	100713	-	-	-	20,000.00	20,000.00	-	22,000.00	22,000.00
006270	W4Q4- Bbut - Wondai-G'brook-M bike Sign	100713	-	-	-	20,000.00	20,000.00	-	-	-
Sub Activity Subtotal			760,000.00	17,500.00	-	40,000.00	817,500.00	30,950.52	78,136.80	109,187.32
Swimming Pool - King										
005846	Kingaroy-Foot-Refurbishment	104618	500,000.00	-	-	-	500,000.00	-	-	-

Project Code	Project Description	2020/2021 Adopted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
006029	Kingaroy-Pool-Refurbishment-Concept Plan	250,000.00	-	-	-	250,000.00	-	-	1,788.00
006038	DCP-Kingaroy-Children's Pool Painting	8,000.00	-	-	-	8,000.00	-	-	1,788.00
Swimming Pool - Murg		758,000.00	-	-	-	758,000.00	-	-	1,788.00
006030	Murgon-Pool-Plant Room Replacement	200,000.00	-	-	-	200,000.00	24,160.33	18,944.67	43,105.00
Swimming Pool - Nana		200,000.00	-	-	-	200,000.00	24,160.33	18,944.67	43,105.00
006031	Nanango-Pool-Expansion, Joints & Repair	45,000.00	-	-	-	45,000.00	60,850.00	272.80	61,122.80
006032	Nanango-Solar Heating	60,000.00	-	-	-	60,000.00	60,374.07	-	60,374.07
006033	Nanango-Pool-Shade Sail Post Rustproof	5,000.00	-	-	-	5,000.00	-	-	-
006034	Nanango-Pool-Changeover Refurb	90,000.00	-	-	-	90,000.00	5,820.00	1,690.00	7,510.00
Tourism - Yallakool		200,000.00	-	-	-	200,000.00	127,044.07	1,962.80	129,006.87
005765	CAP-Yallakool TP-Powerhead Replacements	-	31,000.00	-	-	31,000.00	-	28,497.33	28,497.33
005766	CAP-Yallakool TP-Ensuite Refurbishment	-	27,200.00	-	-	27,200.00	-	30,023.62	30,023.62
005767	CAP-Yallakool TP-Office Screen/Picnic Ar	-	5,000.00	-	-	5,000.00	-	5,241.36	5,241.36
005978	W404 - Yallakool Dam - Boat Ramp Repairs	75,000.00	-	-	45,000.00	30,000.00	-	3,175.40	3,175.40
005984	W404 - Dams - Yallakool - Tennis Courts	20,000.00	-	-	-	20,000.00	-	1,136.88	1,136.88
006016	CP - Dams - Yallakool - New Amenities	191,000.00	-	-	-	191,000.00	1,074.54	10,385.78	11,460.32
006271	W404 - Yallakool BP Dam Contractor Rooms	-	-	-	65,000.00	65,000.00	-	3,828.65	3,828.65
006272	W404 - Tourist Park Signage BP/Boondooma	-	-	-	50,000.00	50,000.00	-	-	-
Tourism - Lake Boon		286,000.00	63,200.00	-	70,000.00	419,200.00	4,903.19	81,525.37	86,428.56
005751	Boondooma-Dam-Amenities Upgrades	-	14,000.00	-	-	14,000.00	-	19,305.28	19,305.28
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	W404-Boondooma Dam-Bunkhouse Relocation	215,000.00	-	-	35,000.00	250,000.00	18,856.28	175,281.89	194,138.17
005976	W404 - Dams - Boondooma - Tennis Courts	20,000.00	-	-	20,000.00	40,000.00	3,520.00	4,577.39	8,097.39
006014	CP - Dams - Boondooma-Playground Day Area	28,500.00	-	-	-	28,500.00	1,636.36	32,919.39	34,555.75
006015	CP - Dam - Boondooma Bunkhouse Renovation	19,500.00	-	-	-	19,500.00	181.82	13,144.31	13,326.13
006017	CP - Boondooma-Dam-Carpark & Pathways	34,500.00	-	-	-	34,500.00	-	41,857.86	41,857.86
Public Conveniences		317,500.00	15,550.00	-	15,000.00	348,050.00	24,184.46	288,593.76	312,794.22
005758	CAP - Toilets - Stuart River Rest Area	-	1,000.00	-	-	1,000.00	-	422.50	422.50
006001	W404 - Durong - Public Amenities - Bore	80,000.00	-	-	40,000.00	120,000.00	-	-	-
006002	W404 - Kingaroy - Youth Public Amenities	80,000.00	-	-	30,000.00	110,000.00	-	476.62	476.62
006003	W404-Kingaroy-Glendon St Amenities	25,000.00	-	-	25,000.00	50,000.00	-	159.41	159.41
006026	CP - Maidenwell-Public Amenities Upgrade	34,500.00	-	-	-	34,500.00	-	716.41	716.41
006027	CP - Taromeo-Jessies Well-Amen Refurbish	12,000.00	-	-	-	12,000.00	-	-	-
Spiground-Murgon		231,500.00	1,000.00	-	95,000.00	327,500.00	-	1,774.94	1,774.94
005959	W404-Murgon-Squash Courts	140,000.00	-	-	-	140,000.00	23,537.86	19,567.14	43,105.00
006043	DCP-Murgon-GE2 Amenities Upgrade/Graffiti	35,000.00	-	-	15,000.00	50,000.00	1,409.09	4,778.75	6,187.84
Spiground-Wondai		175,000.00	-	-	15,000.00	190,000.00	21,946.95	24,345.89	49,292.84
005926	Wondai>Showgrounds-Grandstand Replace	40,000.00	-	-	-	40,000.00	-	-	-
006000	W404-Wondai>Showground Grandstand	175,000.00	-	-	-	175,000.00	25,871.16	22,133.84	48,005.00
Sub Activity Subtotal		215,000.00	-	-	-	215,000.00	25,871.16	22,133.84	48,005.00

Project Code	Project Description	2020/2021 Adopted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
Tennis Courts - Reg									
006044	DCP-Nanango-Tennis Club-Roof Replacement	17,000.00	-	-	48,402.00	65,402.00	17,623.66	47,778.50	65,402.16
Sub Activity Subtotal		17,000.00	-	-	48,402.00	65,402.00	17,623.66	47,778.50	65,402.16
W4Q - Round 3									
005608	W4Q3-Wondai-Swimming Pool-Solar	-	-	-	-	-	-	9,805.46	9,805.46
005609	W4Q3-Wondai-Swimming Pool-Filtration	-	-	-	-	-	696.55	1,400.58	2,087.13
005612	W4Q3 - Kroy Heritage Museum & VIC	-	-	-	-	60,000.00	7,258.82	13,014.57	20,283.45
005720	W4Q3 - Maidenwell Toilet Upgrade	-	60,000.00	-	-	60,000.00	-	-	-
Sub Activity Subtotal		-	60,000.00	-	-	60,000.00	7,955.37	24,220.71	32,176.08
Parks - Kingaroy									
005760	Mt Woorelin-BBQ Replacement	-	600.00	-	-	600.00	-	569.32	569.32
005869	Lookout Renovations-Apex Park-Kingaroy	-	-	-	-	-	-	476.62	476.62
005887	W4Q4 - Kingaroy - Memorial Park Softfall	40,000.00	-	-	40,000.00	-	-	1,432.82	1,432.82
005888	W4Q4 - Kingaroy-Apex Park-Furniture	25,000.00	-	-	55,000.00	80,000.00	-	519.66	519.66
006018	CP K'Roy Apex Park-Carpark, Paths & Paint	30,500.00	-	-	-	30,500.00	-	2,456.84	2,456.84
006019	CP - K'Roy Memorial Pk-Garden Bed Replac	28,000.00	-	-	-	28,000.00	-	-	-
006020	CP K'Roy - Lions Park - Playground, Paths	100,000.00	-	-	100,000.00	-	-	775.61	775.61
006024	DCP - Kingaroy-Apex Park-Lookout Refurb	35,000.00	-	-	100,000.00	135,000.00	-	30,568.27	30,568.27
006273	Kingaroy Parks Redevelopment	-	-	-	100,000.00	100,000.00	-	3,495.00	3,495.00
Sub Activity Subtotal		258,500.00	600.00	-	15,000.00	274,100.00	-	40,294.14	40,294.14
Parks - Nanango									
005985	W4Q4 - Nanango-Pioneer Park Playground	120,000.00	-	-	-	120,000.00	-	16,447.98	16,447.98
005986	W4Q4 - Ngo Butter Factory Pk-Playground	50,000.00	-	-	30,000.00	80,000.00	-	77,566.37	84,381.10
005990	W4Q4 - Nanango-Reg McCallum Pk-Playground	100,000.00	-	-	40,000.00	60,000.00	6,812.73	2,442.30	2,442.30
005991	W4Q4-Nanango-Scott Street Carpark Shade	70,000.00	-	-	15,000.00	85,000.00	-	55,037.53	55,037.53
006021	DCP - Nanango - Butler Factory Park-Shade	100,717.00	-	-	-	100,717.00	20,788.15	19,645.75	40,433.90
006022	DCP - Nanango - Pioneer Park - Shade	42,500.00	-	-	-	42,500.00	-	31,510.00	31,510.00
Sub Activity Subtotal		425,000.00	-	-	25,000.00	400,000.00	27,600.88	202,651.93	230,252.81
Parks - Blackbutt									
005752	Remarkin-Playground & Softfall	-	4,760.00	-	-	4,760.00	-	4,760.00	4,760.00
005755	Blackbutt-Les Muller Park-Equipment	-	800.00	-	-	800.00	681.82	-	681.82
006025	DCP - Blackbutt-Skate Park Shade Shelter	80,000.00	-	-	10,000.00	90,000.00	-	3,598.85	3,598.85
Sub Activity Subtotal		80,000.00	5,560.00	-	10,000.00	95,560.00	681.82	8,358.85	9,040.67
Parks - Wondai									
005974	W4Q4-Wondai-Coronation Park	100,000.00	-	-	-	100,000.00	-	-	-
005985	W4Q4 - Wondai-Skate Park Upgrade	50,000.00	-	-	20,000.00	70,000.00	-	1,489.06	1,489.06
Sub Activity Subtotal		150,000.00	-	-	20,000.00	170,000.00	-	1,489.06	1,489.06
Rail Trails									
005762	Murgoni-Kingaroy-Rail Trail Crossing	-	22,000.00	-	-	22,000.00	17,000.00	-	17,000.00
Sub Activity Subtotal		-	22,000.00	-	-	22,000.00	17,000.00	-	17,000.00
Streetscaping									
006023	DCP-Nanango-Streetscape Refurbishment	65,000.00	-	-	-	65,000.00	18,366.81	25,202.64	43,569.45
Sub Activity Subtotal		65,000.00	-	-	-	65,000.00	18,366.81	25,202.64	43,569.45
General									
006647	Building Condition Priorities	-	1,364,626.24	-	-	1,364,626.24	-	24,490.00	24,490.00
005915	Murgon Shops - Remove Asbestos	-	70,000.00	-	54,966.00	124,966.00	-	-	-
005915	Boondooma Heritage-Tank Stand & Replace	-	3,737.27	-	-	3,737.27	-	63,146.82	223,620.91
005995	W4Q4-Regional-Roof Replacements	220,000.00	-	-	-	220,000.00	160,474.09	4,080.00	15,651.82
005996	W4Q4-Regional-Repainting	230,000.00	-	-	-	230,000.00	11,561.82	-	-

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005997	W404-Regional-Replace Flooring	150,000.00	-	-	-	150,000.00	80,416.46	35,214.46	95,629.91
005998	W404-Regional-Security System	175,000.00	-	-	-	175,000.00	-	4,252.50	4,252.50
006237	Property - 195 Kingaroy Street, Kingaroy	-	-	-	350,000.00	350,000.00	6,696.00	348,059.13	354,695.13
Sub Activity Subtotal		775,000.00	1,428,263.51	-	295,035.00	2,498,298.51	239,047.36	479,202.91	718,340.27
Activity Total		5,825,000.00	1,751,821.65	-	345,000.00	7,921,821.65	760,179.09	1,596,534.13	2,356,713.22
Office									
Info Serv - ICT									
000379	Computer Infrastructure & Upgrade	155,000.00	-	-	-	155,000.00	6,928.86	146,210.80	153,139.66
000381	Server Hardware	135,000.00	-	-	-	135,000.00	15,817.38	68,993.43	68,993.43
000211	Photocopiers & Printers	30,000.00	-	-	-	30,000.00	-	1,611.12	1,611.12
009352	Microwave Radio & Hardware	85,000.00	-	-	-	85,000.00	90,660.00	-	90,660.00
006053	MS Cloud Provisioning	75,000.00	-	-	-	75,000.00	-	46,627.65	46,627.65
006234	Phantom Pro RTK and Base Station	-	-	-	-	-	-	9,610.41	9,610.41
Sub Activity Subtotal		480,000.00	-	-	-	480,000.00	113,406.24	257,236.03	370,642.27
Activity Total		480,000.00	-	-	-	480,000.00	113,406.24	257,236.03	370,642.27
Fleet									
Plant & Fleet Manage									
005496	Plant and Fleet Replacement 18-19 FY	-	396,975.47	-	-	396,975.47	-	396,975.47	396,975.47
005824	Plant and Fleet Replacement 2019-20	-	920,236.12	-	-	920,236.12	1,207.22	1,030,051.86	1,031,259.07
005057	Plant and Fleet Replacement 2020/2021	2,315,000.00	-	-	222,363.00	2,092,637.00	365,000.00	423,312.05	78,312.05
Sub Activity Subtotal		2,315,000.00	1,317,210.59	-	222,363.00	3,409,847.59	366,207.22	1,850,339.37	2,216,546.59
Activity Total		2,315,000.00	1,317,210.59	-	222,363.00	3,409,847.59	366,207.22	1,850,339.37	2,216,546.59
Intangibles									
Business System									
005911	Agenda Software	-	-	200,000.00	-	200,000.00	-	25,130.00	25,130.00
006231	SAAS Implementation	-	-	-	-	-	-	50,970.66	50,970.66
Sub Activity Subtotal		-	-	200,000.00	-	200,000.00	-	76,100.66	76,100.66
Activity Total		-	-	200,000.00	-	200,000.00	-	76,100.66	76,100.66
Roads									
Parks & Gardens									
005100	DCP-Maldenwell CBD Upgrade	40,000.00	-	-	5,000.00	45,000.00	-	42,957.86	42,957.86
Sub Activity Subtotal		40,000.00	-	-	5,000.00	45,000.00	-	42,957.86	42,957.86
Activity Total		40,000.00	-	-	5,000.00	45,000.00	-	42,957.86	42,957.86
W40 - Round 3									
005717	W403-Regional-Town Entry Signage	-	-	-	-	-	3,955.00	-	3,955.00
Sub Activity Subtotal		-	-	-	-	-	3,955.00	-	3,955.00
Activity Total		-	-	-	-	-	3,955.00	-	3,955.00
Bridges									
005192	Regional-Guarndal Replacement Program	210,000.00	-	-	-	210,000.00	-	1,985.93	1,985.93
005045	Kingaroy Transformation Project	180,000.00	-	-	-	180,000.00	-	-	-
005194	LRCH-Taromeo-PedestrianBridgeReplacement	180,000.00	-	-	-	180,000.00	1,804.00	-	1,804.00
Sub Activity Subtotal		570,000.00	-	-	-	570,000.00	1,804.00	1,986.93	3,790.93
Activity Total		570,000.00	-	-	-	570,000.00	1,804.00	1,986.93	3,790.93
KTP									
005284	Kingaroy-Transformation Project	-	-	-	200,000.00	200,000.00	208,223.35	693,269.44	901,492.79
005045	Kingaroy Transformation Project	6,350,000.00	-	2,900,000.00	-	3,150,000.00	-	-	-
005211	KTP-Alford St (Youngman-Clerrico)St Works	-	-	2,100,000.00	-	2,100,000.00	140,324.14	78,209.93	218,534.07
005212	KTP-Alford St(Glenford-St-Kingaroy)St Works	-	-	800,000.00	-	800,000.00	39,446.74	15,812.12	55,257.86
005213	KTP-Kingaroy St(AlfordSt Half)St Works	-	-	-	100,000.00	100,000.00	8,606.25	22,707.91	31,314.16

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006214	KTP-Haly St(Kingaroy-St. Glendons)Works	100709	-	-	-	-	-	8,606.25	2,348.67	10,954.92
006215	KTP-Haly St(Glendons-Youngmans)Works	100709	-	-	-	-	-	8,606.24	2,758.12	11,374.36
006216	KTP-Glendon St(AlfordSH-Haly)Works	100709	-	-	-	-	-	8,606.25	790.12	9,396.37
006220	KTP - Program Management	100709	-	-	-	-	-	17,061.32	42,817.07	59,878.39
Grav Resheet			6,350,000.00				6,350,000.00	439,479.54	858,723.38	1,238,202.92
006593	W4Q3 - GR - Mangans Rd	100670	-	4,620.00	-	-	4,620.00	-	4,620.00	4,620.00
006596	W4Q3 - GR - Manduro Crossing Rd	100670	-	2,731.02	-	-	2,731.02	-	606.02	606.02
005780	Dargome Mountain Road Gravel Resheeting	100215	-	2,000.00	-	-	2,000.00	-	-	-
005784	Frabergs Road Gravel Resheeting	100215	-	-	-	-	-	-	-	-
005800	Nanango Neungra Road Gravel Resheeting	100215	-	1,562.50	-	-	1,562.50	-	2,430.00	2,430.00
005803	Old Esk Road North Gravel Resheeting	100215	-	2,430.00	-	-	2,430.00	-	96,831.65	96,831.65
005806	Reagon Road Gravel Resheeting	100670	-	133,978.27	-	-	133,978.27	-	1,483.64	2,181.82
005820	Niagara Road Gravel Resheeting	100215	-	-	-	-	-	698.18	30,426.17	30,426.17
005840	Booneme Road Gravel Resheeting	100215	-	57,942.58	-	-	57,942.58	-	226,242.15	238,669.20
006108	RTR-Sandy Ridge-Glenmore Rd-GR	100221	161,000.00	-	-	-	161,000.00	12,427.05	67,481.80	72,011.42
006109	RTR-Coobunna-Franklins Rd-GR	100221	72,000.00	-	-	-	72,000.00	4,529.62	164,159.61	164,159.61
006110	RTR-Warrung-Freibergs Rd-GR	100221	145,000.00	-	-	-	145,000.00	-	26,619.52	43,070.43
006111	RTR-Nanango-Greenwood Creek Rd - GR	100221	58,000.00	-	-	-	58,000.00	-	-	-
006112	RTR-Glan Devon-Graidsstone School Rd- GR	100221	139,000.00	-	-	-	139,000.00	-	7,068.94	7,068.94
006113	RTR-Kumtibia-Hancock Rd-GR	100221	133,000.00	-	-	-	133,000.00	-	-	-
006114	RTR-Werchau-Hampden Rd-GR	100221	66,000.00	-	-	-	66,000.00	-	48,911.85	48,911.85
006115	RTR-Johnstown-Johnstown Rd-GR	100221	178,000.00	-	-	-	178,000.00	-	-	-
006116	RTR-Neungra-MacdonaldUpperYarramanRd-GR	100221	57,000.00	-	-	-	57,000.00	4,012.44	13,001.64	17,014.08
006117	RTR-Coogler-Near Rd-GR	100221	161,000.00	-	-	-	161,000.00	-	-	-
006118	RTR-Kumtibia-Nollers Rd-GR	100221	140,000.00	-	-	-	140,000.00	-	-	-
006119	RTR(1)-SE Nanango-Old Yarraman Rd-GR	100728	85,000.00	-	-	-	85,000.00	19,936.17	96,193.10	119,129.27
006120	RTR(1)-Benair-Reedy Creek Rd-GR	100728	276,000.00	-	-	-	276,000.00	74,016.76	172,054.95	246,071.71
006121	LRCH-Nanango-Rural Rd-GR	100723	375,000.00	-	-	-	375,000.00	-	11,931.63	11,931.63
006122	RTR(1)-Neungra-Ryan Reagon Rd-GR	100728	107,000.00	-	-	-	107,000.00	13,144.66	114,831.93	127,776.59
006123	RTR(1)-Ballgogle-Seller Rd-GR	100728	75,000.00	-	-	-	75,000.00	4,461.27	83,372.20	87,833.47
006124	RTR(1)-Kingaroy-Jshers Rd-GR	100728	54,000.00	-	-	-	54,000.00	3,627.88	79,423.57	83,051.45
006125	RTR(1)-Charlestown-Wockers Rd-GR	100728	96,000.00	-	-	-	96,000.00	15,369.83	96,837.80	112,207.63
006126	RTR(1)-Wooroolin-West Wooroolin Rd-GR	100728	190,000.00	-	-	-	190,000.00	11,098.17	161,695.67	172,793.84
006127	RTR-Chapingah-Burra Burr Rd-GR	100726	300,000.00	-	-	-	300,000.00	49,150.02	271,011.21	320,161.23
006128	Boowe-Harcho-Rd-GR	100215	21,000.00	-	-	-	21,000.00	-	-	-
006129	Hodgleigh-LuceneRd-GR	100215	39,000.00	-	-	-	39,000.00	-	508.18	508.18
006130	Cushnie-MornRd-GR	100215	49,000.00	-	-	-	49,000.00	-	-	-
006131	Boowe-NystronRd-GR	100215	81,000.00	-	-	-	81,000.00	-	4,436.43	4,436.43
006132	Hivesville-Oscar Rd-GR	100215	16,000.00	-	-	-	16,000.00	-	-	-
006133	Neungra-Tarong Yarraman Rd-GR	100215	8,000.00	-	-	-	8,000.00	-	13,356.39	13,356.39
006134	Bencares-Williams Rd-GR	100215	450,000.00	-	-	-	450,000.00	597.50	10,367.50	10,965.00
006135	Gravel Resheeting 20/21	100215	478,994.00	-	-	-	478,994.00	-	-	-
Sub Activity Subtotal			4,069,994.00	205,264.37			4,275,258.37	229,520.46	1,808,703.55	2,638,224.01
Pavement Rehab										
005479	Niagara Road (Wind Farm)	100215	4,000,000.00	-	-	-	4,000,000.00	630,709.87	1,838,578.82	2,469,288.69
005651	Old Esk Road Ethurton Seal	100400	-	150,000.00	-	-	150,000.00	12,555.93	225,421.40	237,977.33
005852	Kingaroy-Stoburns Street Upgrade	100400	-	160,437.48	-	-	160,437.48	523.60	100,768.61	101,262.11
005859	TIDS-Coobunna-Peterson Drive-Widens/Sea	100219	473,825.00	-	-	-	473,825.00	85,791.21	123,133.58	208,924.79
005910	Bunya Avenue	100215	150,000.00	-	-	-	150,000.00	22,283.19	139,166.89	161,450.08
005922	Kingaroy-Alford Street-Carpark	100400	600,000.00	-	-	-	600,000.00	19,544.91	656,462.41	676,007.32
006180	Boyneside-Niagara Rd-Seal	100215	100,000.00	-	-	-	100,000.00	-	-	-
006181	DCP-Prston-Hood St-Kerb&ChannelUpgrade	100720	60,000.00	-	-	-	60,000.00	1,734.42	88,388.14	90,122.56
006182	DCP-Murgon-Burbons Lane Upgrade	100720	60,000.00	-	60,000.00	-	10,000.00	1,734.29	2,253.04	3,967.33

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006183	DCF-Wonda-Dingo Creek Carpark Upgrade	100720	75,000.00	-	-	-	75,000.00	6,022.79	64,434.66	70,457.45
006184	Kingary-Pavement Rehabilitation	100715	500,000.00	-	-	-	500,000.00	1,818.18	32,910.64	34,728.82
006185	Nanango-Mercer/Spingale/Biggs Rd-Upgrade	100215	99,000.00	-	-	-	99,000.00	11,831.58	12,866.67	24,698.25
006186	Blackbutt CBD Disability Parking Upgrade	100215	30,000.00	-	-	-	30,000.00	8,741.58	-	8,741.58
006187	Nanango Butter Factory Disability/Parking	100215	50,000.00	-	-	-	50,000.00	8,741.59	-	8,741.59
006188	Kingary/Wonda/Rumby Hwy/Medical/Upgrade	100215	1,020,000.00	-	-	-	1,020,000.00	8,741.58	3,217.50	11,959.08
006189	STIP-Wheatlands School Set Down	100225	150,000.00	-	-	-	150,000.00	25,960.00	43,827.29	69,787.29
006190	STIP-Murgon High School Pedestrian/Refuge	100215	75,000.00	-	-	-	75,000.00	8,741.58	-	8,741.58
006191	Roy Emerson Carpark Upgrade	100215	75,000.00	-	-	-	75,000.00	8,741.58	65.00	8,741.58
006208	Murgon-CBD Stormwater	100276	-	-	50,000.00	-	50,000.00	8,741.59	-	8,741.59
Footpaths & Cyclways			7,517,826.00	350,437.48	-	-	7,868,263.48	864,217.79	3,330,494.65	4,194,772.44
100671	Murgon-CBD Footpath Stage 2	100671	150,000.00	278,879.61	-	-	428,879.61	115,009.63	270,626.68	385,636.31
005971	Haly Street Wonda Footpath - TDS	100400	-	775.70	-	-	775.70	-	775.70	775.70
006058	Murgon CBD Footpath Replacement Stage 3	100726	34,000.00	-	-	-	34,000.00	34,896.58	4,112.22	2,560.95
006059	TDS-Nanango-Burnett St/Drayton St-PP	100726	37,000.00	-	-	-	37,000.00	20,483.16	3,293.75	39,008.80
006101	DCF-Memaramba Footpath	100720	10,000.00	-	-	-	10,000.00	-	11,033.06	11,033.06
006102	TDS-Kingary-Kingary/Barkers Creek Rd-PP	100726	98,000.00	-	-	-	98,000.00	11,741.58	11,367.74	23,109.32
006103	TDS-Kingary-Older Road St-Footpath	100726	51,000.00	-	-	-	51,000.00	10,987.34	6,207.92	17,195.26
006104	TDS-Kingary-Teesmanns Rd-Footpath	100726	47,000.00	-	-	-	47,000.00	460.00	52,839.86	53,289.86
006105	DCB-Kumbla-Bell St-Footpath	100720	95,000.00	-	-	-	95,000.00	537.78	103,197.62	103,735.40
006106	SBR-C Minor Footpath Replacements	100727	150,000.00	-	-	-	150,000.00	-	-	9,915.50
006107	Blackbutt CBD Footpath	100727	580,000.00	-	-	-	580,000.00	224,268.67	303,420.53	527,719.20
006207	Murgon-CBD Footpath-Stage 3	100727	500,000.00	-	-	-	500,000.00	-	-	-
Bitumen Resealing			1,752,000.00	279,656.31	-	-	2,031,656.31	418,404.74	779,352.53	1,197,757.27
006136	TDS-Stalworth-Back Creek Rd-Reseal	100726	21,120.00	-	-	-	21,120.00	462.44	31,522.29	32,004.73
006137	TDS-Abbeywood-Basin Rd-Reseal	100726	30,360.00	-	-	-	30,360.00	-	28,399.58	28,399.58
006139	TDS-Silverleaf-Beers Rd - Reseal	100726	4,620.00	-	-	-	4,620.00	-	2,651.84	2,651.84
006140	TDS-Taabinga-Boonenne/Ellacombe Rd-Reseal	100726	42,240.00	-	-	-	42,240.00	757.93	38,621.06	39,378.99
006141	TDS-Memaramba-Cornwall Rd-Reseal	100726	78,100.00	-	-	-	78,100.00	156.15	58,126.99	58,283.14
006142	TDS-Abbeywood-Cridlands Rd-Reseal	100726	61,600.00	-	-	-	61,600.00	156.14	66,607.09	66,763.23
006143	TDS-Greenview-Cushnie Rd-Reseal	100726	16,370.00	-	-	-	16,370.00	2,193.33	29,174.94	31,368.27
006144	TDS-Kingary-Edenvale North Rd-Reseal	100726	20,064.00	-	-	-	20,064.00	1,518.58	24,519.11	26,037.69
006145	TDS-Kingary-Edenvale South Rd-Reseal	100726	65,472.00	-	-	-	65,472.00	755.43	59,868.56	60,623.99
006146	TDS-Boole-Faulkner Rd-Reseal	100726	32,472.00	-	-	-	32,472.00	156.14	24,649.95	24,806.09
006147	TDS-Boole-Faulkner Rd-Reseal	100726	12,870.00	-	-	-	12,870.00	156.15	16,233.24	15,389.39
006148	LRCI-Hivesville-Gayndah/Hivesville Rd-Reseal	100723	167,867.00	-	-	-	167,867.00	3,156.14	134,392.97	137,549.11
006149	TDS-Kingary-Genitz Rd-Reseal	100726	40,040.00	-	-	-	40,040.00	156.15	39,205.41	39,361.56
006150	TDS-Nanango-Greenwood/Creek Rd-Reseal	100726	45,760.00	-	-	-	45,760.00	2,945.83	35,594.10	38,539.93
006151	TDS-Hivesville-Owen St-Reseal	100726	956.00	-	-	-	956.00	156.14	6,118.00	6,274.14
006152	TDS-Murgon-Harolds Rd-Reseal	100726	19,980.00	-	-	-	19,980.00	156.15	24,973.95	24,973.95
006153	TDS-Murgon-Heading St-Reseal	100726	3,700.00	-	-	-	3,700.00	661.36	10,101.45	10,762.81
006154	TDS-Hivesville-Johnson St-Reseal	100726	4,510.00	-	-	-	4,510.00	156.15	4,977.88	5,134.03
006155	LRCI-Maddenwell-King Rd-Reseal	100723	22,176.00	-	-	-	22,176.00	166.14	31,295.21	31,461.35
006156	LRCI-Kinnymore-Kinnymore/School Rd-Reseal	100723	16,790.00	-	-	-	16,790.00	156.15	19,098.46	19,254.60
006157	LRCI-Moffatdale-Leddy Court-Reseal	100723	7,150.00	-	-	-	7,150.00	-	-	-
006158	LRCI-Tingora-Magnussens Rd-Reseal	100723	14,256.00	-	-	-	14,256.00	156.14	18,885.58	19,042.72
006159	LRCI-Mannum-Mannum Rd-Reseal	100723	75,230.00	-	-	-	75,230.00	156.15	60,917.13	61,073.28
006160	LRCI-Cushnie-McAllisters Rd-Reseal	100723	33,449.00	-	-	-	33,449.00	3,156.14	12,670.43	15,826.57
006161	LRCI-Kingary-Moonya St-Reseal	100723	36,000.00	-	-	-	36,000.00	894.09	20,042.78	20,936.87
006162	LRCI-MP-Creek-MP-Creek Rd-Reseal	100723	24,112.00	-	-	-	24,112.00	654.19	34,391.76	35,045.95

Project Code	Project Description	Financial Project	2020/2021 Adopted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
006163	LRCI-Speedwell-Okeden-Byan Rd-Reseal	100723	55,000.00	-	-	-	55,000.00	1,250.58	64,516.95	65,807.53
006164	LRCI-Nanango-Racecourse Rd-Reseal	100723	30,000.00	-	-	-	30,000.00	1,796.37	15,461.20	16,461.20
006165	LRCI-Stalworth-Range Rd-Reseal	100723	44,000.00	-	-	-	44,000.00	664.83	63,450.69	64,144.61
006166	TDS-Nanango-Rural Rd-Reseal	100726	8,105.00	-	-	-	8,105.00	156.15	3,223.19	3,379.34
006167	LRCI-Murgon-Silverleaf Rd-Reseal	100723	85,712.00	-	-	-	85,712.00	8,032.77	79,546.04	87,678.81
006168	LRCI-Boonie-Smith Rd-Reseal	100723	79,200.00	-	-	-	79,200.00	4,864.83	46,289.23	51,154.06
006169	LRCI-Abbeywood-Speedwell-Abbeywood Rd-Reseal	100723	103,468.00	-	-	-	103,468.00	551.59	99,719.08	100,270.67
006170	LRCI-Stalworth-Stalworth Rd-Reseal	100723	84,240.00	-	-	-	84,240.00	638.59	49,861.37	50,499.96
006171	TDS-Hivesville-Stair St-Reseal	100726	3,564.00	-	-	-	3,564.00	156.14	8,818.17	8,974.31
006172	TDS-Hivesville-Vaughan St-Reseal	100726	1,426.00	-	-	-	1,426.00	156.15	4,259.78	4,415.93
006174	LRCI-Moffatdale-Verdelho Dr-Reseal	100723	38,500.00	-	-	-	38,500.00	710.19	46,625.25	46,625.25
006175	LRCI-Moffatdale-Waterview Dr-Reseal	100723	17,248.00	-	-	-	17,248.00	13,213.23	13,923.42	13,923.42
006176	TDS-Hivesville-Webb St-Reseal	100726	2,640.00	-	-	-	2,640.00	168.51	7,546.82	7,715.33
006177	LRCI-Gordonbrook-Weir Rd-Reseal	100723	14,960.00	-	-	-	14,960.00	-	13,770.69	13,770.69
006178	Blumen Seal Various Roads	100217	189,633.00	-	44,465.00	-	233,098.00	-	17,396.73	17,396.73
006179	TDS-Kingaroy-Bunya Highway-Reseal	100726	17,160.00	-	-	-	17,160.00	1,847.78	6,855.32	8,713.10
TDS - LRRS Projects			1,553,042.00	-	44,465.00	-	1,707,507.00	38,981.24	1,371,893.52	1,410,874.76
005936	TDS-Kingaroy-Jarrah/Fisher St-Footpath	100219	-	-	-	-	-	-	738.05	738.05
General			-	-	-	-	-	-	738.05	738.05
005459	Town Entry/Signs	100215	-	100,000.00	-	-	100,000.00	38,400.00	5,300.59	43,799.59
005716	Nanango-Briens Street Drainage	100672	-	4,038.36	-	-	4,038.36	-	4,038.36	4,038.36
005941	CANCELLED See Project 006183 Dingo Ct	104650	-	-	-	-	-	-	1,414.56	1,414.56
Urban Drainage			-	104,038.36	-	-	104,038.36	38,400.00	8,023.39	46,423.39
006195	Regional/Minor Drainage Replacements	100215	25,800.00	-	-	-	25,800.00	-	8,186.45	8,186.45
006196	LRCI-Kingaroy-Allford Street Drainage	100723	275,000.00	-	-	-	275,000.00	8,741.59	-	8,741.59
006197	Murgon-Cobb St South-Drainage	100215	120,000.00	-	-	-	120,000.00	8,741.70	1,486.16	10,227.86
006198	Wondai-Bramston St-Drainage	100215	70,000.00	-	-	-	70,000.00	8,741.58	-	8,741.58
006199	Nanango-Gipps St-Drainage	100215	70,000.00	-	-	-	70,000.00	-	1,486.15	1,486.15
Water Services			560,800.00	-	-	-	560,800.00	26,224.87	11,158.76	37,383.63
KTP			22,523,662.00	930,356.52	44,465.00	5,000.00	23,512,523.52	2,060,987.64	8,214,032.62	10,275,020.26
006046	KTP-Allford St (Youngman-Glendon St)-WMR	100710	900,000.00	-	-	-	900,000.00	48,996.81	20,224.42	69,221.23
006047	KTP - Allford St (Glendon - Short St) WMR	100710	-	-	-	-	-	80,885.06	20,224.46	101,109.52
006048	KTP - Kingaroy (Allford - Hely St) WMR	100710	-	-	-	-	-	41,542.27	20,690.76	62,233.03
006049	KTP - Haly (Kingaroy - Glendon St) WMR	100710	-	-	-	-	-	41,542.22	20,224.43	61,766.65
006050	KTP - Haly St (Glendon - Youngmans) WMR	100710	-	-	-	-	-	46,226.65	93,524.94	139,751.59
006051	KTP-Glendon St (Allford to Hely St)-WMR	100710	300,000.00	-	-	-	300,000.00	48,542.23	20,224.42	68,766.65
Water - General Oper			1,100,000.00	-	-	-	1,100,000.00	307,735.24	185,103.43	502,838.67
005830	Regional Arc Flash Compliances-Water	100225	-	125,000.00	-	-	125,000.00	-	50,367.46	50,367.46
005051	Orana Reservoir Platform	100225	150,000.00	-	-	-	150,000.00	8,064.65	44,652.94	44,652.94
005052	Wooroolin Reservoir	100225	150,000.00	-	-	-	150,000.00	176,308.40	33,072.35	41,137.00
005053	Murgon Reservoirs-Pipework	100225	150,000.00	-	-	-	150,000.00	176,308.40	95,452.16	271,760.56
Water - Kingaroy			450,000.00	125,000.00	-	-	575,000.00	184,373.05	223,544.91	407,917.96

Project Code	Project Description	2020/2021 Financial Project	2020/2021 Adapted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
004308	KWS - Burnett St Water Main Replacement	100227	-	-	-	-	-	-	638.47	638.47
004311	KWS - West St Water Main Replacement	100227	-	-	-	-	-	-	1,668.77	1,668.77
006316	Kingaroy-Orana Reservoir-Roof Replaces	100227	-	865,514.61	-	-	665,514.61	117,933.59	506,657.57	623,591.16
005456	KWS-Youngman Street (Haily to Avoca)	100227	-	-	-	-	-	-	8,366.33	8,366.33
005471	KWS-Youngman St (Youngman to William) WMR	100227	-	-	-	-	-	3,315.00	705.41	4,020.41
005472	KWS-Youngman St (Vennman to LI FS) WMR	100227	-	-	-	-	-	-	335.41	335.41
005473	KWS-Knight St (Railway/Co to Hodge) WMR	100227	-	-	-	-	-	-	984.42	984.42
005547	Gordonbrook WTP - Post Con Contract Work	100227	-	67,603.79	-	430,000.00	497,603.79	71,864.88	196,648.54	268,513.42
006054	Water Meter Replacement Program - 20/21	100225	100,000.00	-	-	-	100,000.00	-	41,824.27	41,824.27
006050	Gordonbrook Dam AFC Design Works	100227	200,000.00	-	-	-	200,000.00	63,834.20	5,817.00	69,651.20
006093	KWS-WMR-Youngman St Nh	100227	175,000.00	-	-	-	175,000.00	4,905.19	137,526.96	142,432.15
006094	KWS-WMR- Reen St	100227	100,000.00	-	-	-	100,000.00	909.09	-	909.09
Water - Murgon		Sub Activity Subtotal	575,000.00	733,118.30	-	430,000.00	1,738,118.30	262,761.95	883,440.49	1,146,202.44
006058	Murgon-ACM Replacement	100229	100,000.00	-	-	-	100,000.00	19,530.00	1,088.44	20,618.44
Water - Proton		Sub Activity Subtotal	100,000.00	-	-	-	100,000.00	19,530.00	1,088.44	20,618.44
006055	Proton-SCADA Platform Update	100231	250,000.00	-	-	-	250,000.00	31,015.23	5,800.00	36,815.23
006059	Proton-ACM Replacement	100231	175,000.00	-	-	-	175,000.00	87,806.91	62,734.75	150,540.66
Water - Wondai		Sub Activity Subtotal	425,000.00	-	-	-	425,000.00	118,821.14	68,534.75	187,355.89
005318	Wondai-Scott St Reservoir-Roof	100233	-	183,631.39	-	230,000.00	413,631.39	11,787.50	414,312.28	426,099.78
006056	Wondai-SCADA Platform Update	100233	50,000.00	-	-	-	50,000.00	6,202.44	6,202.44	6,202.44
006080	WWS-WMR-Haily St (Hodge-Scott)	100233	300,000.00	-	-	-	300,000.00	10,234.55	34,950.05	45,184.61
Water - Wondai		Sub Activity Subtotal	350,000.00	183,631.39	-	230,000.00	763,631.39	28,224.49	445,262.34	477,486.83
Wastewater Services		Activity Total	3,000,000.00	1,041,749.69	-	660,000.00	4,701,749.69	921,445.97	1,820,974.38	2,742,420.23
005825	Regional-Arc Flash Compliance Wastewater	100275	-	125,000.00	-	-	125,000.00	-	62,876.50	62,876.50
005826	Update Scada/Cyber Security	100275	-	99,026.50	-	-	99,026.50	74,000.00	-	74,000.00
Wastewater - Kingaroy		Sub Activity Subtotal	-	224,026.50	-	-	224,026.50	74,000.00	62,876.50	136,876.50
004904	Mains & Manholes - Network Renewals Kroy	100236	-	99,940.38	-	395,000.00	494,940.38	329,064.59	164,111.90	493,976.49
006095	KWW- Sewer Replacement Works	104626	2,385,000.00	-	-	-	2,385,000.00	15,000.00	200.00	15,200.00
Wastewater - Murgon		Sub Activity Subtotal	2,385,000.00	99,940.38	-	395,000.00	2,879,940.38	344,864.59	164,311.90	509,176.49
004905	Mains & Manholes - Network Renewals	100237	-	535,724.27	-	-	535,724.27	155,018.16	329,489.46	484,507.62
Wastewater - Nannigo		Sub Activity Subtotal	-	535,724.27	-	-	535,724.27	155,018.16	329,489.46	484,507.62
004906	Mains & Manholes - Network Renewals	100238	-	655,795.09	-	183,000.00	838,795.09	257,056.37	586,662.79	843,719.16
006096	WWTP Reconfiguration - Nannigo	100238	-	-	-	-	-	-	307.82	307.82
006099	NWW- Sewer Replacement Works	100238	1,050,000.00	-	-	295,000.00	785,000.00	9,127.55	790,799.77	799,987.32
Wastewater - Wondai		Sub Activity Subtotal	1,050,000.00	655,795.09	-	82,000.00	1,622,795.09	266,183.92	1,377,730.38	1,643,914.30
004907	Mains & Manholes -Network Renewal Wondai	100240	-	456,881.39	-	313,000.00	143,881.39	56,176.86	30,901.46	87,078.32
005165	Wondai-Recycled Water Plant Upgrade	100240	-	338,343.53	-	-	338,343.53	84,542.46	240,964.68	325,507.14

Project Code	Project Description	Financial Project	2020/2021 Adopted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
006064	Wondai-SCADA-STP/WWTP	100240	300,000.00	-	-	-	300,000.00	49,121.71	-	49,121.71
Sub Activity Subtotal			300,000.00	795,224.92	-	313,000.00	782,224.92	189,841.03	271,866.14	461,707.17
Activity Total			3,735,000.00	2,310,711.16	-	-	6,045,711.16	1,029,907.70	2,206,274.38	3,236,182.08
Waste Management - R										
005488	Kingaroy-Landfill-Land Acquisition	100241	-	9,919.64	-	165,080.36	175,000.00	9,919.64	5,000.00	14,919.64
005850	Maldenwell-Transfer Station	100241	350,000.00	-	-	-	350,000.00	-	-	-
Sub Activity Subtotal			350,000.00	9,919.64	-	165,080.36	525,000.00	9,919.64	5,000.00	14,919.64
Activity Total			350,000.00	9,919.64	-	165,080.36	525,000.00	9,919.64	5,000.00	14,919.64
Land										
General										
005937	Lot 101 SP257227	100210	-	-	-	-	-	-	37,330.77	37,330.77
005938	Lot 101 on SP 272806	100210	-	-	-	-	-	-	11,566.71	11,566.71
Sub Activity Subtotal			-	-	-	-	-	-	48,897.48	48,897.48
Activity Total			-	-	-	-	-	-	48,897.48	48,897.48
Subtotal			38,228,662.00	7,370,809.29	244,465.00	1,175,080.36	47,019,018.65	5,282,053.40	16,075,389.03	21,337,442.43

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. Water allocations are tested annually for impairment as part of the year end process.

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 January 2021 was \$32,927,642 made-up of borrowings in the following departments:

Department	Borrowings
NRM & Parks	\$ 575,991
Finance	\$ 925,112
Property	\$ 882,702
Economic Development	\$ 365,507
Environment & Waste	\$ 704,809
Infrastructure	\$ 11,169,428
Water & Wastewater	\$ 18,304,094
Total	\$ 32,927,642

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

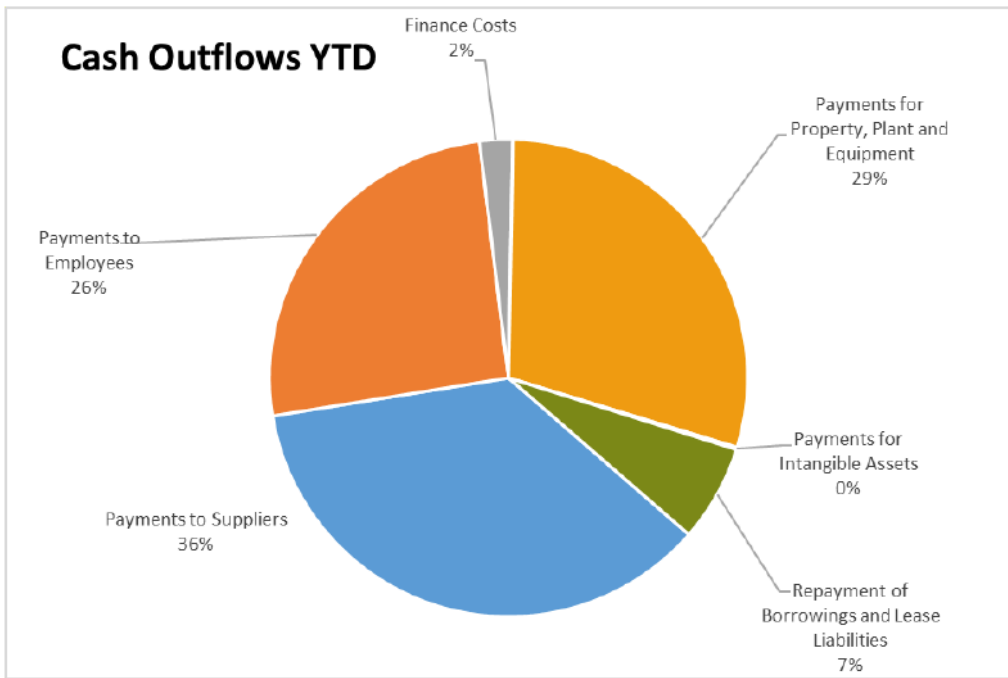
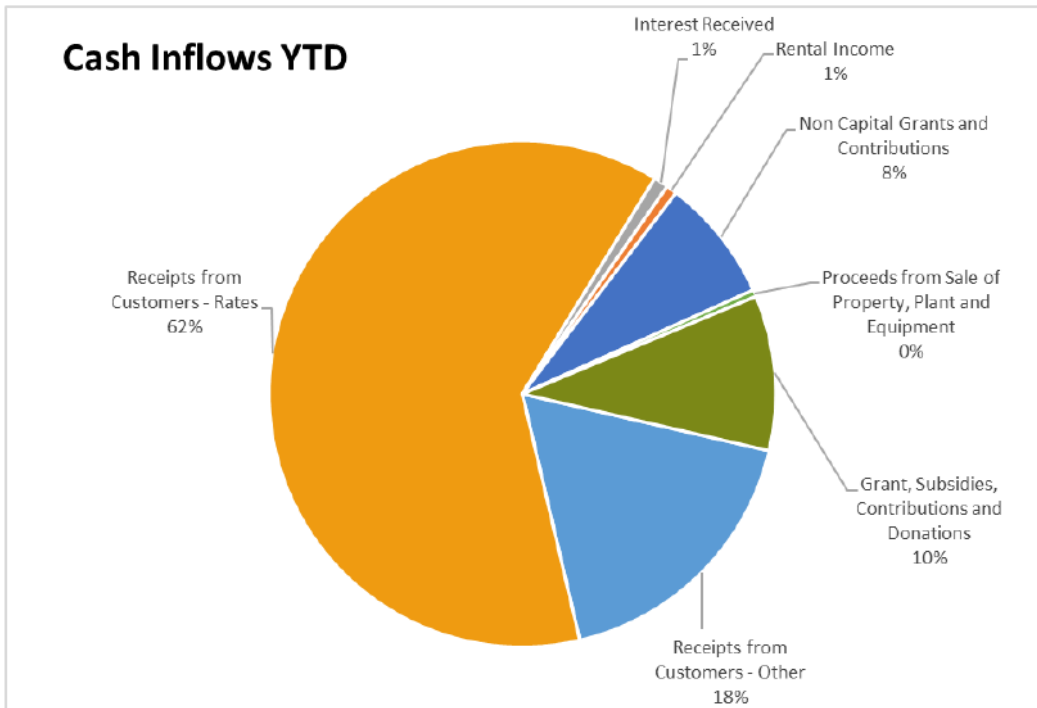
Provisions are made-up of landfill and gravel pit expected restoration costs and employee long service leave. Provisions will be impacted by discount rates and end of year calculations.

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	Jan	YTD	Amended Budget	YTD vs Budget %
Cash Flows from Operating Activities										
Receipts from Customers	\$3,771,985	\$2,774,236	\$19,482,081	\$3,314,673	\$1,824,036	\$1,889,215	\$1,463,593	\$34,519,819	\$73,224,167	47%
Payments to Suppliers and Employees	(\$9,987,627)	(\$2,983,034)	(\$5,743,368)	(\$4,813,117)	(\$3,265,540)	(\$4,117,669)	(\$3,123,242)	(\$34,039,596)	(\$62,787,039)	54%
	(\$6,215,641)	(\$208,797)	\$13,738,712	(\$1,500,445)	(\$1,445,504)	(\$2,228,453)	(\$1,659,649)	\$480,223	\$10,437,128	
Interest Received	\$65,992	\$28,855	\$77,439	\$64,128	\$56,771	\$34,227	\$72,648	\$400,059	\$620,500	64%
Rental Income	\$38,456	\$33,680	\$57,900	\$30,917	\$50,826	\$44,935	\$42,670	\$299,384	\$519,954	94%
Non Capital Grants and Contributions	\$1,500	\$823,981	\$1,093,301	\$365,225	\$975,510	\$131,130	\$2,500	\$3,394,147	\$9,409,112	36%
Finance Costs	(\$182,233)	(\$182,497)	(\$174,334)	(\$179,571)	(\$166,786)	(\$172,951)	(\$171,095)	(\$1,231,467)	(\$1,755,218)	70%
Net Cash Inflow (Outflow) from Operating Activities	(\$6,291,925)	\$495,222	\$14,793,018	(\$1,218,746)	(\$531,183)	(\$2,191,112)	(\$17,12,928)	\$3,342,345	\$19,030,476	18%
Cash Flows from Investing Activities										
Payments for Property, Plant and Equipment	(\$542,121)	(\$2,044,282)	(\$1,942,499)	(\$3,668,605)	(\$2,337,109)	(\$3,152,265)	(\$3,348,015)	(\$16,234,896)	(\$39,225,844)	41%
Payments for Intangible Assets	(\$25,130)	-	(\$5,228)	(\$13,723)	(\$15,723)	(\$11,762)	(\$12,416)	(\$81,982)	(\$422,363)	19%
Advances/(Repayments) of Loans and Advances	-	-	-	-	-	-	-	-	-	
Proceeds from Sale of Property, Plant and Equipment	\$15,081	\$112,500	\$11,636	-	-	\$47,389	-	\$186,605	\$400,000	47%
Grant, Subsidies, Contributions and Donations	\$1,655,000	-	\$84,635	\$906,233	\$1,577,524	-	\$44,955	\$4,268,349	\$17,409,799	25%
Net Cash Inflow (Outflow) from Investing Activities	\$1,102,831	(\$1,931,782)	(\$1,851,456)	(\$2,776,094)	(\$973,308)	(\$3,116,639)	(\$2,315,474)	(\$11,861,923)	(\$11,838,408)	54%
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	\$128,499	(\$3,607,853)	(\$2,887,630)	125%
Net Cash Inflow (Outflow) from Financing Activities	\$139,688	\$139,688	(\$4,397,081)	\$128,499	\$124,354	\$128,499	\$128,499	(\$3,607,853)	(\$2,887,630)	125%
Cash and Cash Equivalents at the Beginning of the Period	\$47,404,602	\$42,355,195	\$41,058,323	\$49,602,804	\$45,736,463	\$44,356,326	\$39,177,074	\$47,404,602	\$47,391,068	
Net Increase (Decrease) in Cash and Cash Equivalents Held	(\$5,049,407)	(\$1,256,873)	\$8,544,481	(\$3,866,341)	(\$1,380,137)	(\$5,179,252)	(\$3,899,902)	(\$12,127,430)	(\$5,695,562)	
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	\$39,177,074	\$35,277,172	\$35,277,172	\$41,695,506	
Restricted Cash	\$28,554,270	\$28,554,270	\$24,385,609	\$24,975,157	\$24,837,819	\$22,959,355	\$22,292,520	\$22,292,520	\$22,292,520	
Cash Available for Use	\$13,800,925	\$12,504,053	\$23,217,194	\$20,761,305	\$19,718,507	\$16,817,720	\$12,984,652	\$12,984,652	\$12,984,652	



5.0 Interim Changes in Equity

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	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	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	427,453,684
Retained Surplus								
Opening Balance	426,494,028	423,171,118	444,590,663	437,832,195	434,888,764	432,383,683	428,624,871	426,494,028
Net Result	- 3,322,910	21,419,545	- 8,758,468	- 2,943,431	- 2,505,081	- 3,758,812	- 5,398,748	- 3,267,905
Closing Balance	423,171,118	444,590,663	437,832,195	434,888,764	432,383,683	428,624,871	423,226,123	423,226,123
Total Community Equity	850,624,801	872,044,347	865,285,879	862,342,448	859,837,367	856,078,555	850,679,806	850,679,806

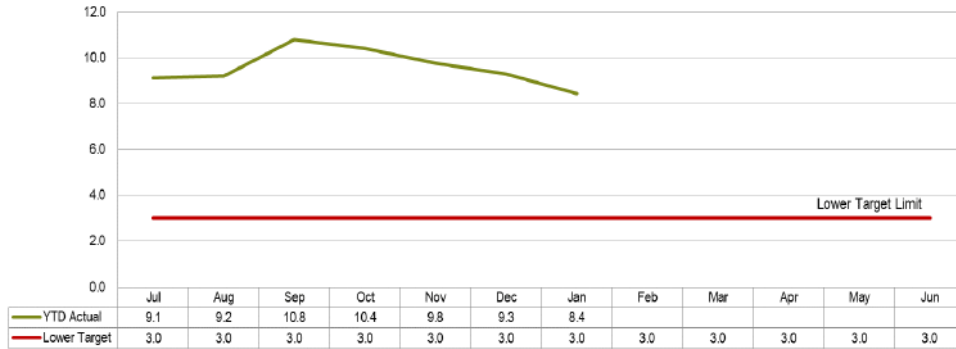
6.0 Financial Ratios

Key Performance Indicators - Monthly Reporting

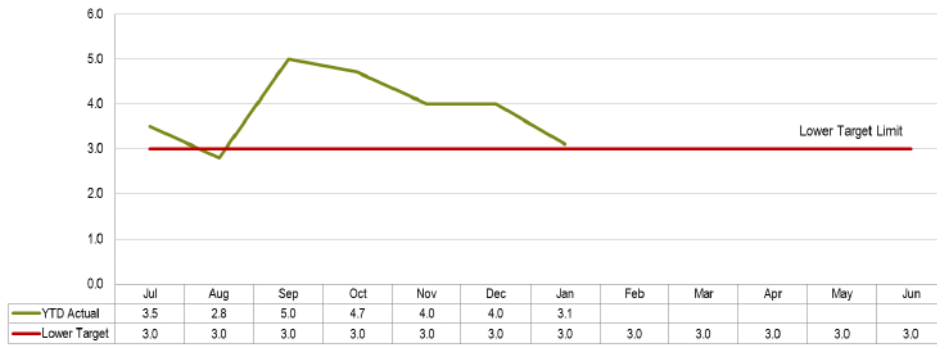
Ratio	Description	Formula	SBR's Target	Status	Jan-21
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	8.4
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	3.1
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	✓	3.3
Funded Long-Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non} - \text{Current Borrowings}}$	Target greater than or equal to 59%	✓	67%
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%	✓	7.7%
Cash Balance - \$M	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$24M	✓	35.28
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	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	✓	2.7%

The current monthly ratios are all tracking on target this month. The operating cash ratio is just above the targeted rate of 3 months however this will increase during February and March as rates revenue is received.

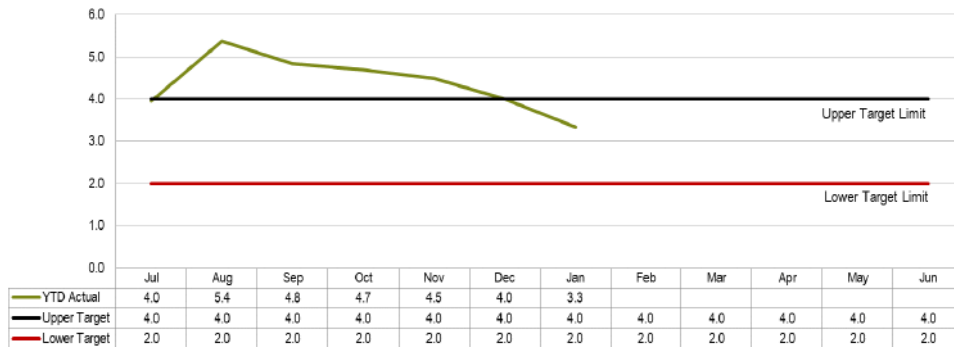
CASH RATIO



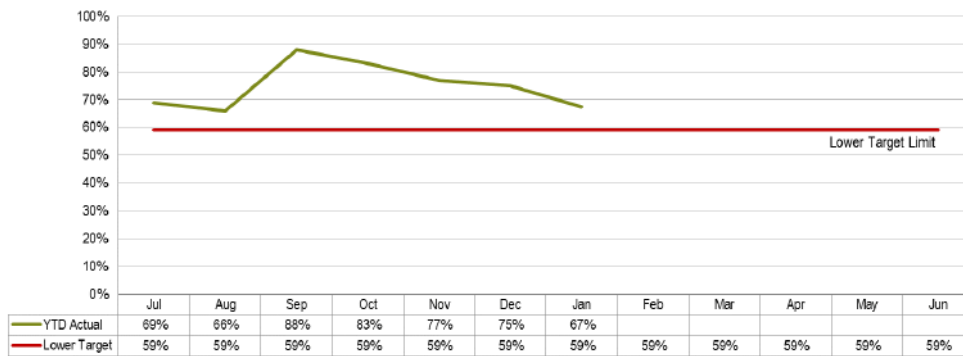
OPERATING CASH RATIO



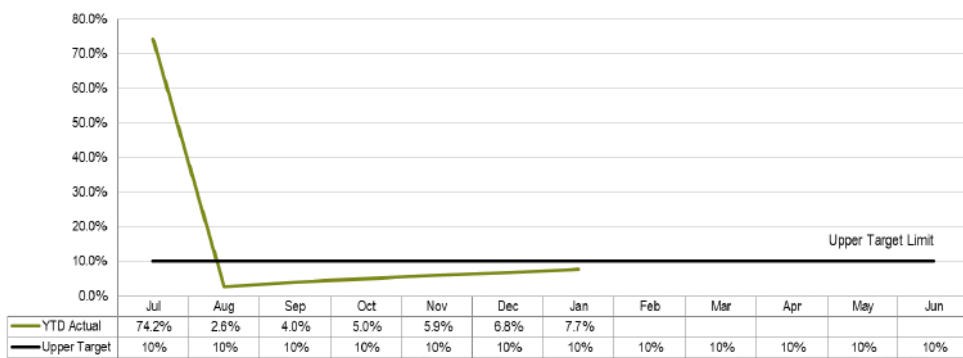
CURRENT RATIO



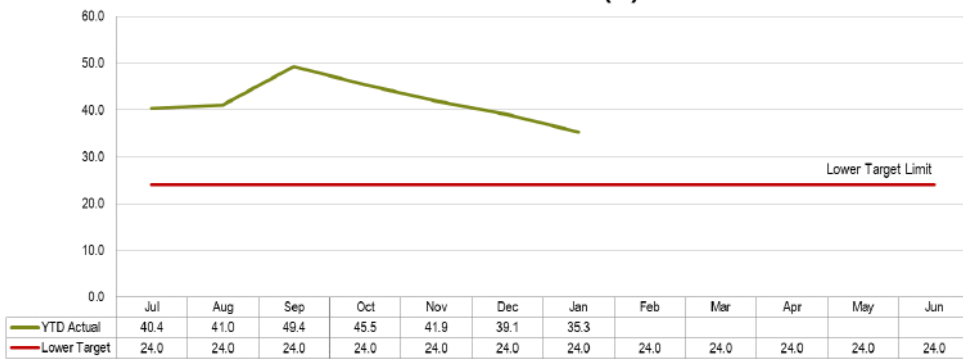
FUNDED LONG-TERM LIABILITIES



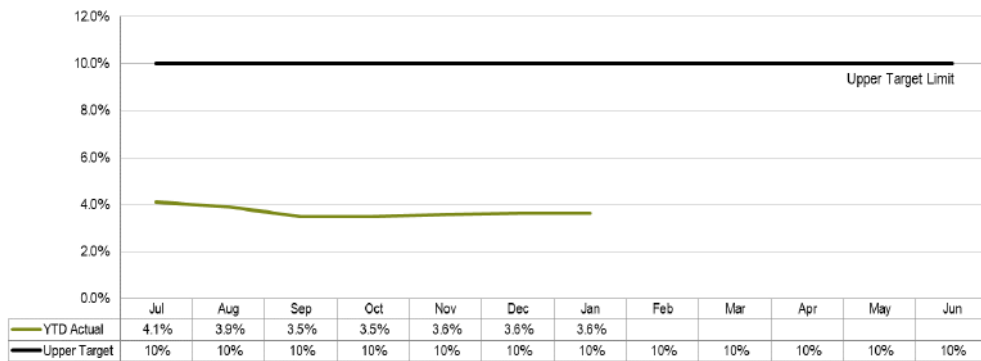
DEBT SERVICING RATIO



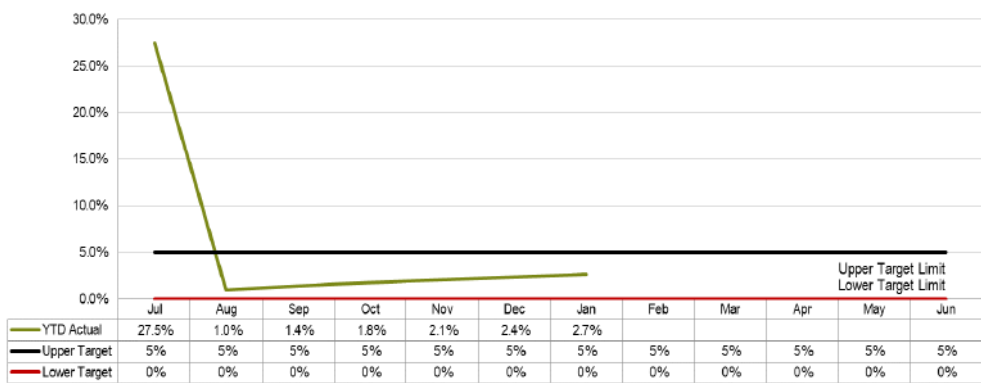
CASH BALANCE (M)



DEBT TO ASSET RATIO



INTEREST COVERAGE RATIO



7.0 Long Term Financial Forecast

Section 171 of the *Local Government Regulation 2012* requires Council to develop a long-term financial forecast, covering a period of at least 10 years, which is 2020/2021 to 2029/2030. The key objective of the long-term financial plan is to understand the Council's financial sustainability for the longer term while focusing on seeking to deliver operational surpluses and to achieve the Council's strategic outcomes as specified in the Corporate Plan.

The long-term financial forecast requires:

- (a) income of the local government;
- (b) expenditure of the local government; and
- (c) the value of assets, liabilities and equity of the local government.

The local government must:

- (a) consider its long-term financial forecast before planning new borrowings; and
- (b) review its long-term financial forecast annually.

The below long term financial forecast is based off the original budget.

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	296,703	276,405	281,612	286,917
Interest Received	1,045,463	1,061,745	1,078,288	1,095,197
Sales Revenue	3,085,330	3,145,981	3,207,827	3,270,892
Other Income	762,571	775,749	789,156	802,799
Grants, Subsidies, Contributions and Donations	7,929,017	8,010,214	8,092,300	8,175,285
	<u>68,823,662</u>	<u>70,639,396</u>	<u>72,539,313</u>	<u>74,504,579</u>
Capital Revenue				
Grants, Subsidies, Contribution and Donations	10,766,291	3,555,221	3,266,291	3,466,291
	<u>10,766,291</u>	<u>3,555,221</u>	<u>3,266,291</u>	<u>3,466,291</u>
Total Income	<u>79,589,953</u>	<u>74,194,617</u>	<u>75,805,604</u>	<u>77,970,870</u>
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
	<u>71,627,962</u>	<u>72,790,741</u>	<u>74,529,342</u>	<u>75,225,293</u>
Capital Expense	(406,800)	(413,716)	(420,749)	(427,902)
Total Expense	<u>71,221,162</u>	<u>72,377,025</u>	<u>74,108,593</u>	<u>74,797,391</u>
Net Result	<u>8,368,791</u>	<u>1,817,592</u>	<u>1,697,011</u>	<u>3,173,479</u>
Net Operating Result	<u>(2,804,300)</u>	<u>(2,151,345)</u>	<u>(1,990,029)</u>	<u>(720,714)</u>

	Year 6 2026/2026	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	1,663,109	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)	(465,532)
	<u>(435,176)</u>	<u>(442,574)</u>	<u>(450,098)</u>	<u>(457,750)</u>	<u>(465,532)</u>
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 6 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	\$ 906,115,524	\$ 909,599,223	\$ 902,545,896
Right of Use Assets	\$ 842,928	\$ 808,752	\$ 774,699	\$ 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	\$ 908,416,712
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	\$ 4,796,413	\$ 4,448,647	\$ 4,602,188	\$ 4,653,507	\$ 4,814,969
Provisions	\$ 3,786,002	\$ 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	\$ 463,584,404	\$ 468,799,914	\$ 475,050,135	\$ 482,176,961
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				
Receipts:				
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
Payments:				
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				
Receipts:				
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
Payments:				
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				
Receipts:				
Proceeds from Borrowings	\$ 5,000,000	\$ 11,800,000	\$ -	\$ -
Payments:				
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	-\$ 17,699,237
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 \$35.586m held in bank accounts at 31 January 2021. Out of this balance 88% was held with QTC with an end of month interest rate of 0.67% 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%	0.67%
CBA General Account (new)	A1+	0.75%	0.60%
CBA General Account	A1+	0.75%	0.60%

Investment Portfolio Report
As at 31 January 2021

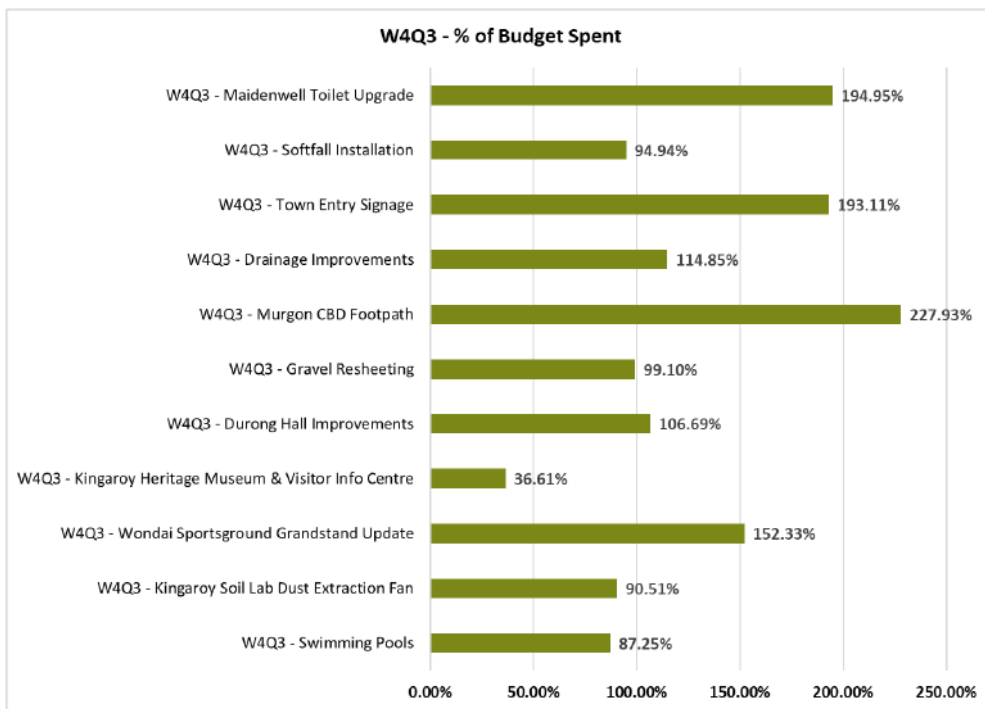
Financial Institution	Opening Investment Balance 1 July 2020	Interest Rate	Deposits	Redemptions	Balance	Interest Income	Admin Charge	Net Interest Income	Ending Investment Balance 31 January 2021	% to Portfolio	Short Term Rating	Individual Counter - Party Limit	Maximum Funds Limit
Queensland Treasury Corporation	41,289,201	0.67%	4,000,000	14,000,000	31,289,201	193,440	34,172	159,267	31,448,468	0.88	A1+	100%	No Limit
Commonwealth Bank Australia General Operating Account	6,211,212	0.60%	79,740,383	81,838,951	4,112,643	24,465		24,465	4,137,108	0.12	A1+	25% to 35%	\$20M
Total	47,500,413		83,740,383	95,838,951	35,401,844	217,905	34,172	183,733	35,585,577				

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	19/20 Project Actual Costs	July 2020	Sept 2020	Oct - Dec 2020	Jan - Mar 2021	Apr - June 2021	Commitments	Project Life to Date	Eligible Expenditure	Funded by Council	% of Budget Spent
100665	W4Q3 - Swimming Pools	285,000.00	237,451.62	10,278.04	928.00	-	-	-	686.55	248,857.66	248,857.66	-	87.25%
100666	W4Q3 - Kingaroy Soil Lab Dust Extraction Fan	65,000.00	58,831.40	-	-	-	-	-	0.00	58,831.40	58,831.40	-	90.51%
100667	W4Q3 - Wondai Sportsground Grandstand Update	70,000.00	306,631.29	-	-	-	-	-	0.00	306,631.29	70,000.00	36,631.29	152.33%
100668	W4Q3 - Kingaroy Heritage Museum & Visitor Info Centre	80,000.00	5,292.78	1,808.07	2,386.80	9,040.00	-	-	7,288.83	18,807.40	18,807.40	-	23.51%
100669	W4Q3 - Durong Hall Improvements	15,000.00	16,003.76	-	-	-	-	-	0.00	16,003.76	15,000.00	1,003.76	106.69%
100670	W4Q3 - Gravel Resheeting	2,750,000.00	2,623,245.85	302,997.87	-	-	-	-	0.00	2,725,305.52	2,725,305.52	-	99.10%
100671	W4Q3 - Murgon CBD Footpath	500,000.00	899,047.98	251,694.89	18,258.15	678.64	-	-	115,000.85	1,139,674.61	500,000.00	639,674.61	227.93%
100672	W4Q3 - Drainage Improvements	350,000.00	397,939.61	4,939.36	-	-	-	-	0.00	402,961.97	350,000.00	52,961.97	151.85%
100673	W4Q3 - Town Entry Signage	100,000.00	333,105.71	-	-	-	-	-	5,955.00	333,105.71	100,000.00	93,105.71	135.11%
100674	W4Q3 - Softfall Installation	800,000.00	284,827.31	-	-	-	-	-	0.00	284,827.31	284,827.31	-	35.73%
100675	W4Q3 - Maidenwell Toilet Upgrade	15,000.00	29,242.69	-	-	-	-	-	0.00	29,242.69	15,000.00	14,242.69	194.95%
		4,500,000.00	4,821,695.90	395,677.93	21,532.75	9,713.64	-	-	126,926.00	5,222,547.32	4,385,927.29	836,620.03	116.14%



9.2 Works for Queensland Round 4 – COVID

The Works for Queensland round 4 total budget is \$3.31m. To-date, \$614k of actuals has been spent with a further committed cost of \$369k identified.

W4Q4 COVID- Capital Grant Projects Report

Project Code	Project Description	Project Budget	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	Commitments	Project Life to Date Actual
100712	W4Q4-Wondal Airport Lighting Upgrade	50,000.00	-	-	-	-	-	-	-	-	-
005972		50,000.00	-	-	-	-	-	-	-	-	-
	Sub Total	50,000.00									
100713	W4Q4-Kingsey-Forecourt & Carpark CCTV	150,000.00	-	-	-	-	-	-	-	-	-
005983	W4Q4-Nanango-Cultural Centre Alcon	160,000.00	-	-	-	-	-	-	-	-	-
005984	W4Q4-Regional-Roof Replacements	220,000.00	-	-	-	-	-	-	-	-	-
005985	W4Q4-Regional-Repairing	230,000.00	-	-	-	-	-	-	-	-	-
005986	W4Q4-Regional-Security System	175,000.00	-	-	-	-	-	-	-	-	-
005987	W4Q4-Regional-Security System	175,000.00	-	-	-	-	-	-	-	-	-
005988	W4Q4-Murgon-Squash Courts	140,000.00	-	-	-	-	-	-	-	-	-
005989	W4Q4-Wondal-Showground Grandstand	175,000.00	-	-	-	-	-	-	-	-	-
000001	W4Q4 - Durong - Public Amenities - Bore	40,000.00	-	-	-	-	-	-	-	-	-
000002	W4Q4 - Kingsey - Youth Public Amenities	50,000.00	-	-	-	-	-	-	-	-	-
000003	W4Q4-Kingsey-Glenroy St Amenities	20,000.00	-	-	-	-	-	-	-	-	-
000004	W4Q4-Blackout Sensory Garden	20,000.00	-	-	-	-	-	-	-	-	-
000005	W4Q4- Bbut - Wondal-Ghrook-Mobile Sign	20,000.00	-	-	-	-	-	-	-	-	-
	Sub Total	1,530,000.00	5,297.98	12,365.01	28,765.98	51,779.35	33,288.00	60,219.41	310,571.92	181,765.73	
100714	W4Q4 - Kingsey - Merge Planting	250,000.00	-	-	-	-	-	-	-	-	-
005979	W4Q4 - Murgon - QEZ Park Tree Replacement	75,000.00	-	-	-	-	-	-	-	-	-
005980	W4Q4 - Regional Parks-Park Furniture	150,000.00	-	-	-	-	-	-	-	-	-
005981	W4Q4-K'roy & Beakton Lions Park Signage	20,000.00	-	-	-	-	-	-	-	-	-
005982	W4Q4 - Regional Tourism - Statues	20,000.00	-	-	-	-	-	-	-	-	-
	Sub Total	695,000.00	1,990.91	4,236.20	12,898.85	30,279.20	2,478.18	44,134.25	3,288.00	25,871.16	3,288.00
100715	W4Q4-Boondooma-Homesite-Water	20,000.00	-	-	-	-	-	-	-	-	-
005970	W4Q4-Froston-Dump Point	15,000.00	-	-	-	-	-	-	-	-	-
005971	W4Q4-Wondal-Coronation Park	100,000.00	-	-	-	-	-	-	-	-	-
005972	W4Q4-Boondooma-Dam-Burkhouse Relocation	250,000.00	-	-	-	-	-	-	-	-	-
005973	W4Q4 - Dams - Boondooma - Tennis Courts	10,000.00	-	-	-	-	-	-	-	-	-
005974	W4Q4 - Wondal-Heritage Museum Footpath	30,000.00	-	-	-	-	-	-	-	-	-
005975	W4Q4 - Dalrymple - Boat Ramp Repairs	20,000.00	-	-	-	-	-	-	-	-	-
005976	W4Q4 - Yalalooch - Tennis Courts	60,000.00	-	-	-	-	-	-	-	-	-
005977	W4Q4 - Talalooch BP Dam Contractor Rooms	50,000.00	-	-	-	-	-	-	-	-	-
005978	W4Q4 - Tourist Park Signage BP/Boondooma	50,000.00	-	-	-	-	-	-	-	-	-
005979		50,000.00	-	-	-	-	-	-	-	-	-
	Sub Total	560,000.00	18,181.82	1,818.18	9,090.27	96,256.71	35,033.87	22,077.33	26,204.93	211,394.56	52,847.69
100716	W4Q4 - Nanango-Pioneer Park Playground	120,000.00	-	-	-	-	-	-	-	-	-
005985	W4Q4 - Nyo Butler Factory Pk-Playground	80,000.00	-	-	-	-	-	-	-	-	-
005986	W4Q4 - Kingsey - Memorial Park Softfall	80,000.00	-	-	-	-	-	-	-	-	-
005987	W4Q4 - Kingsey-Apex Park-Park Furniture	30,000.00	-	-	-	-	-	-	-	-	-
005988	W4Q4 - Wondal-States Park Upgrade	60,000.00	-	-	-	-	-	-	-	-	-
005989	W4Q4 - Nanango-Reg McCallum Pk-Playground	55,000.00	-	-	-	-	-	-	-	-	-
005990	W4Q4 - Nanango-Scott Street Carpark Shade	50,000.00	-	-	-	-	-	-	-	-	-
005991		50,000.00	-	-	-	-	-	-	-	-	-
005992	W4Q4-Froston-Playground Renewal	120,000.00	-	-	-	-	-	-	-	-	-
	Sub Total	475,000.00	4,622.16	17,476	58,974.82	4,033.60	15,005.18	75,076.31	6,812.73	168,286.83	
	Grand Total	3,310,000.00	18,181.82	7,289.92	26,077.44	86,171.24	96,605.90	101,724.78	389,400.48	614,234.81	

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 complete and will be presented for adoption at the February Council meeting.

The stores team are working alongside the KTP team assisting in the procurement for numerous goods and services for the project.

Procurement is seeking to establish a contracted arrangement with a local provider for the supply of Hi Visibility PPE uniforms for the field staff.

Tendering in the near future will occur for the refresh of Council's registers for Pre-Qualified suppliers for Trade Services, Electrical Works, Pest Management and Civil Works. This process enables new suppliers to on board and existing suppliers to update their service listings. Procurement will also be tendering for new bulk chemical supply arrangements for the water treatment plants as the existing contracts are about to expire.

Council has engaged the services of a Council Business solutions consultant to assist with the transition to centralised procurement. A road map to centralised procurement for South Burnett Regional Council will be developed for endorsement.

11.0 Rates Update

The rates levy for the period 1 January – 30 June 2021 are in progress to have notices emailed and posted on the 10 February 2021 with the discount period ending on 16 March 2021. Rates will then be updating records that have been on hold while processing the levy and attending to the many customer requests that result from issuing the levy.

Recoveries and Reconstruction Australia Pty Ltd issued the next round of Summons/Statement of Claims for rate arrears on 28 January 2021.

The Rates team have also been completing testing of their processes in the current Technology One environment in readiness for the transition to the cloud.



9.8 WASTEWATER CHARGES OPTIONS MODELLING**File Number:** 24/02/2021**Author:** Manager Finance**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 17 February 2021 – That Council proceed to community consultation to engage with constituents that may be affected by the proposed changes to the wastewater methodology.

SUMMARY**COMMITTEE RESOLUTION 2021/44**

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That the Committee recommends to Council:

That Council proceed to community consultation to engage with constituents that may be affected by the proposed changes to the wastewater methodology.

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

Against: Nil

CARRIED 7/0**OFFICER'S RECOMMENDATION**

That Council proceed to community consultation to engage with constituents that may be affected by the proposed changes to the wastewater methodology largely being:

1. Flats, educational facilities and hospitals in relation to proposed additional pedestal reclassification
2. Commercial properties in relation to the proposed review of 2nd pedestal charges in conjunction with 1st pedestal charges to ensure a fair and equitable contribution to the sewerage network costs

BACKGROUND

Tabled at the Executive and Finance & Corporate Standing Committee meeting on 17 February 2021, a report was presented requesting that Council begin community consultation in relation to the wastewater methodology proposed change.

It was proposed that Council consider:

1. Treating 'flats' the same as 'units' in terms of wastewater charges. Example being instead of 4 flats being charged 1 x 1st pedestal and 3 x additional pedestals, they should be charged 4 x 1st pedestals – the same as (community title scheme) units are now. Further to discussions at the standing committee, the scope was to be expanded to include hospitals and educational facilities. Proposed implementation was over a two (2) year period.
2. Additional pedestal charges for 'commercial' properties to be reviewed in conjunction with the 1st pedestal charge to ensure that 2nd pedestals are contributing to sewerage network costs. Should there be any increases, these are proposed to be implemented over a 2-3 year period.

A media strategy is currently under review however, initial contact via a letter to those potentially affected has been identified as the priority.

A workshop is scheduled for early March to review the rating methodology for sewerage which takes into account the above proposed changes.

ATTACHMENTS

Nil

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

File Number: 09-Dec-2020
Author: Coordinator Plant and Fleet
Authoriser: Chief Executive Officer

PRECIS

Quote SBRCQ-20/21-30 for the replacement and purchase of a new waste loader to replace Caterpillar 938G loader (Plant 54). Council engaged Local Buy (as there are no local dealers) to prepare tender documentation and obtain written quotes from CJD Equipment, Hasting Deering, RDO and Komatsu.

SUMMARY

Presented to the Ordinary meeting of Council on 16 December 2020.

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

Re-presented to today's Ordinary Meeting of Council.

OFFICER'S RECOMMENDATION

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.

FINANCIAL AND RESOURCE IMPLICATIONS

The cost for purchase of these machines is within the allocated budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2018/19 to 2022/23:

EXC2.2 Appropriately resource the organisation to deliver Council's strategic objectives.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Waste Management Officer, Fleet Scheduler, Coordinator Plant and Fleet, Workshop Supervisors and Safety Systems Advisor were all involved in the evaluation of the quoted machines and all agreed to recommend that council purchase the John Deere 544k II to replace the Caterpillar 938G (Plant 54).

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Nil. Vehicle will be checked at delivery and invoice processed for payment. Warranties apply.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

In accordance with the Procurement Policy.

ASSET MANAGEMENT IMPLICATIONS

Lower maintenance and downtime as Council replaces its aging plant.

REPORT

Council engaged Local Buy to prepare tender documentation and obtain written quotes from CJD Equipment, Komatsu, Hastings Deering and RDO for an approximate 13-tonne loader with a minimum 110 kw engine power, 4-in-1 bucket, scales and a trash pack fitted.

The machines main purpose at the Kingaroy Waste Facility will be cleaning, sorting and loading of green waste and general cleaning up of the facility. A 13-tonne loader was specified in the tender as this machine size is capable to perform the tasks required and is of similar size to Plant 54 that is being replaced. As the machine will be loading all types and sizes of vehicles the 13-tonne specified machine will handle loading larger vehicles such as trucks while still being manoeuvrable enough to load smaller vehicles such as utilities and trailers. The loader will be operating in the vicinity of other vehicles and this size specified has fewer blind spots and a broader field of view from inside the cabin than what a larger machine would have reducing risk of collisions and injury.

A 4-in-1 bucket is required as this allows the machine to grab a hold of larger items such as longer branches and trees and allows the operator to accurately unload the bucket in a timely manner. Having scales fitted to the bucket on this machine is imperative to the safe loading of trucks and other vehicles to ensure the vehicles leaving the Kingaroy Refuse Facility are correctly loaded and not overweight. A trash pack consists of upgraded belly plates, metal guarding around drive shafts, wheel seals and diffs, radiator guarding, protection around the articulation area and guarding around necessary hydraulic cylinders. Trash packs provide an upgraded level of protection on machines working in harsher environments where damage can occur to vital components.

No quotes were received from CJD Equipment. A Whole of Life cost analysis was performed on the three machines that were quoted: a CAT 938K, Komatsu WA270 and a John Deere 544K II. An evaluation was conducted on the three quoted machines under the following criteria: Whole of Life Costs, Safety, Service and Warranty. The Komatsu WA270 and the John Deere 544K II were inspected by the following departments: Fleet, Waste Management and Workplace Health and Safety. The CAT 938K was not inspected and was agreed by all that it did not meet the size specification requested as its operating weight is over 15-tonne and council requested an approximate 13-tonne machine which both the Komatsu WA270 and John Deere 544k II meet weighing in just over 13-tonne.

The John Deere 544K II has a more competitive Whole of Life cost compared to the Komatsu WA270 and the CAT 938K. The John Deere 544K II got a higher score for safety because:

- the ability for the operator to conduct pre-starts from the ground level not having to climb over the machine;
- excellent vision from the cabin with virtually no blind spots;
- the engine compartment access panels opened sideways with locking pins; and
- access to components that were high had very wide platforms and guard rails all around.

The Komatsu WA270 was given a lower score for safety because:

- it had no platforms and rails to access higher components;
- access panels to the engine compartment opened upwards and supported the entire wheel guard (it did have a locking pin but is a higher risk of injury); and
- there was compromised vision at the rear of the machine from inside the cabin.

The Komatsu WA270 was scored higher for servicing as the machine was offered with complimentary servicing for the first 2,000 hours (4 services at 500 hours intervals) compared to the John Deere 544K II which was offered with one complimentary service at 500 hours. All services after any complimentary services that have been offered will be conducted in-house by Council's Workshops.

The John Deere 544K II was scored higher for Warranty as an extended driveline warranty was offered up to 7 years and 7,000 hours whereas the Komatsu WA270 offered a standard 6 years and 6,000 hours warranty.

ATTACHMENTS

1. Evaluation of Quote for SBRCQ-20/21-30 [↓](#) 

Evaluation of Quote for SBRCQ-20/21-30

	Dealer 1	Dealer 2	Dealer 3
	CAT 938K - Hastings Deering	Komatsu WA270 - Komatsu	John Deere 544K - RDO
Purchase Price	\$394,242.00	\$327,900.00	\$308,000.00
Capital Cost of Purchase	\$197,121.00	\$163,950.00	\$154,000.00
Expected Life of Vehicle (Years)	10.0	10.0	10.0
Estimated Hours at Trade	8,000 hours	8,000 hours	8,000 hours
Residual % (Wholesale)	45.00%	40.00%	40.00%
Residual % (Retail)	55.00%	45.00%	45.00%
Residual Value	\$177,408.90	\$131,160.00	\$123,200.00
Cost Over Life of Vehicle Bundle	\$216,833.10	\$196,740.00	\$184,800.00
Fuel Usage L/Hr	9.4	8.0	8.2
Total Fuel Cost	\$105,280.00	\$89,600.00	\$91,840.00
Trade Value Compared to Highest Offer			
Actual Trade Value Offered	\$-	\$-	\$-
Total Cost of Vehicle Bundle	\$519,234.10	\$450,290.00	\$430,640.00
Total Cost of Vehicle Bundle per Annum	\$51,923.41	\$45,029.00	\$43,064.00
Total Cost of Each Vehicle per Annum	\$51,923.41	\$45,029.00	\$43,064.00
Whole of Life Cost of Vehicle per Annum	\$51,923.41	\$45,029.00	\$43,064.00
Cheapest Whole of Life Vehicle Cost per Annum	\$43,064.00	\$43,064.00	\$43,064.00
Whole of Life Value for Money Rating	3.97	4.77	5.00

Evaluation

Vehicle Type and Supplier	Whole of Life Value for Money	Safety	Service	Warranty	Total
	45%	25%	15%	15%	100%
CAT 938K - Hastings Deering	3.97	4.00	5.00	4.00	4.14
Komatsu WA270 - Komatsu	4.77	4.00	5.00	4.00	4.50
John Deere 544K - RDO	5.00	5.00	4.00	5.00	4.85

Evaluation Criteria: Ratings = 1. Poor; 2. Acceptable; 3. Good; 4. Very Good; 5. Excellent.

9.10 SBRC 20/21-09 HEALTH CARE PROVIDERS**File Number:** 24/02/2021**Author:** Strategic Procurement Coordinator**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 17 February 2021 – SBRC 20/21-09 Health Care Providers

SUMMARY**COMMITTEE RESOLUTION 2021/41**

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That Council approve the list of providers to be included in the Register of providers for Health Care Services in alignment with the Tender Consideration Plan adopted on 19th August 2020 in accordance with s230 of the *Local Government Regulation 2012*.

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

Against: Nil

CARRIED 7/0**OFFICER'S RECOMMENDATION**

That Council approve the list of providers to be included in the Register of providers for Health Care Services in alignment with the Tender Consideration Plan adopted on 19th August 2020 in accordance with s230 of the *Local Government Regulation 2012*.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 17 February 2021

ATTACHMENTS

1. **200819 Council Report TCP Health Care Providers**  

0.0 TENDER CONSIDERATION PLAN FOR COUNCIL HEALTH CARE PROVIDERS

File Number: 19-Aug-2020
Author: Strategic Procurement Coordinator
Authoriser: Manager People & Culture

PRECIS

This report sets out the legislative requirements and provides recommendations for Council in relation to the engagement of Health Care Providers to meet council requirements.

SUMMARY

Council is seeking the ability to enter in to arrangements with a number of health care providers in various towns throughout the South Burnett Region to ensure access to quality health care professionals for Council employees as well as maintain value for money outcomes for Council.

Council wishes to depart from the standard tendering process for health care providers used by its employees and undertake procurement and contracting by way of a tender consideration plan to establish a panel network of health care providers and services offered.

OFFICER'S RECOMMENDATION

That pursuant to Section 230 of the *Local Government Regulation 2012*, Council receives and adopts the Tender Consideration Plan as tabled.

FINANCIAL AND RESOURCE IMPLICATIONS

This strategy is considered to be of no risk to Council's financial capacity, and the overall benefit for local health care providers and the community outweigh the conventional delivery method for this type of procurement.

There are no financial and/or resource implications as Council is not committed to using any of the suppliers on the Health Care Provider arrangements. The use of these providers are included in the current budgets, if required.

LINK TO CORPORATE/OPERATIONAL PLAN

EXC1: Effective financial management:

EXC1.1: Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices

EXC2.1: 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

EXC3: A skilled and sustainable workforce

EXC3.1: Deliver contemporary human resource practices

EXC3.2: Promote a 'zero harm' environment through implementation of Council's Workplace Health Safety Plan

EXC4: Effective advocacy and strategic partnerships

EXC4.1: Develop and maintain productive working relationships with relevant stakeholders

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Manager People & Culture and Council's Return to Work and Rehabilitation Officer in consultation with the Strategic Procurement Coordinator developed the specifications required to engage Health Care Providers.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Section 230 of the *Local Government Regulation 2012*

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Not applicable.

ASSET MANAGEMENT IMPLICATIONS

Not applicable.

REPORT

There is currently limited access to quality health care services in some areas within the South Burnett region (particularly in relation to specialised services) and there is also a considerable degree of uncertainty in relation to cost, given it is not common practice to request quotes for the provision of health care services, particularly where services are required at short notice.

Alternative means to this Tender Consideration Plan to meet Council objectives could be to continue with the status quo approach of purchasing health care services, some of which would, over a twelve (12) month period, amount to a medium-sized contractual arrangement requiring Council to implement the default contracting procedures under the *Local Government Act 2012* and *Local Government Regulation 2009*.

The status quo approach is inflexible in how Council procures health care providers and their respective services.

The arrangement will be established by undertaking an Expression of Interest (EOI) approach to market and preparing a shortlist of respondents and further inviting written tenders from those persons. Council will accept the tenders most advantageous to Council, having regard to the sound contracting principles.

The framework will be established with flexibility to enable on-boarding of health care providers during the term (subject to established criteria being met) to allow additional health care providers to be included in the framework (e.g. new entrants or specialised services to be added) or existing providers to be removed where this is considered appropriate (e.g. due to quality of services or other circumstances). The Tender Consideration Plan will establish this with a twelve 1(2) month framework term with an option to extend it up to another twelve (12) months.

The objectives of the plan are to assist Council to engage health care providers that Council employees can be sent to for a range of medical needs by selecting providers in a broad number of locations with the aim to having at least one provider per town in the South Burnett Region.

It has been identified that a panel arrangement of health care providers could be more advantageous to Council due to:

- more readily available services for each town within the region;
- financial risk mitigation of multiple providers due to the historical instability of the health care market within the region;
- reduction of a reputation or public image risk if Council officers were assumed to be circumventing the procurement process.

ATTACHMENTS

Tender Consideration Plan Health Care Services

Special Council Meeting Agenda

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South Burnett Regional Council - Tender Consideration Plan for Council Health Care Providers

Date 19 August 2020

Subject Tender Consideration Plan for Council Health Care Providers (prepared in accordance with regulation 230 of the *Local Government Regulation 2012 (Qld)*)
Melanie Alexander (Safety Services Officer)

By Rebecca Humphrey (Manager People and Culture)
and
Louise Reidy (Strategic Procurement Coordinator)

Background

Council is seeking the ability to enter into arrangements with a number of health care providers in various towns throughout the South Burnett region to ensure access to quality health care professionals for Council employees as well as to maintain value for money outcomes for Council.

Currently, Council's needs for health care professional services covers:

- Ad hoc services for injured employees (including the need for some employees to travel to obtain services from health care providers not available in their town)
- Pre-employment medical services
- Vaccinations
- Hearing tests and other specialised services (e.g. spirometry).

There is currently limited access to quality health services in some areas within the South Burnett region (particularly in relation to specialised services) and there is also a considerable degree of uncertainty in relation to cost, given it is not common practice to request quotes for the provision of health care services, particularly where services are required at short notice.

As a result, Council wishes to depart from the standard tendering process for health care providers used by its employees, and undertake procurement and contracting by way of a tender consideration plan to establish a panel network of health care providers and services offered. The Tender Consideration Plan will establish this with a 12 month framework term with an option to extend it by up to another 12 months.

The framework will be established with flexibility to enable on-boarding of health care providers during the term (subject to established criteria being met) to allow additional health care providers to be included in the framework (e.g. new entrants or specialised services to be added) or existing providers to be removed where this is considered appropriate (e.g. due to quality of service or other circumstances).

Objectives of the plan

This Tender Consideration Plan has been prepared to assist Council to engage health care providers that Council employees can be sent to for a range of medical needs, including:

- (a) pre-employment medical examinations;
- (b) injury management (work related and non-work related)
- (c) medical examinations required by The Coal Mine Workers' Health Scheme (formerly the Coal Board Medical);

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- (d) hearing tests;
- (e) vaccinations;
- (f) spirometry testing;
- (g) fit for work assessments; and
- (h) toxicology screening.

While this Tender Consideration Plan provides an exemption for Council sourcing health care providers using the standard tendering process, all other areas of the engagement will proceed in accordance Council's procurement policy when carrying out procurement and contracting activities. The proposed framework will have a 12 month term with an option to extend for a period of up to another 12 months. The framework will also need to accommodate flexibility in service providers as new entrants come to the South Burnett region or as new services are required by Council to service the needs of its employees.

This Tender Consideration Plan will ensure that Council officers contract health care providers in a manner that meets probity requirements and the sound contracting principles of:

- (a) value for money;
- (b) open and effective competition;
- (c) the development of competitive local business and industry;
- (d) environmental protection; and
- (e) ethical behaviour and fair dealing.

How the objectives will be achieved

The process for the selection, procurement and contracting of the health care providers under the framework is as follows:

- (a) having a simplified expression of interest process for health care providers to submit for participating on the panel arrangement;
- (b) selecting providers in a broad number of locations, with the aim of having at least one provider per town in the South Burnett region. This will have regard to established operators in the South Burnett region and confirming their qualifications and suitability (e.g. by reference to list of providers approved by the Department of Natural Resources, Mines and Energy to carry out functions under the Coal Mine Workers' Health Scheme);
- (c) consulting with health care providers to ensure that quality health care services can be undertaken in a timely and efficient manner (e.g. the ability to make appointments at short notice if a workplace injury occurs);
- (d) consulting with a range of health care providers to ensure that services offered will be cost effective and having agreed pricing for specified services where applicable;
- (e) the Council officer is responsible for ensuring that the consultation process, negotiations and communications generally are fair, equitable and any conflicts of interest are declared and dealt with under probity in accordance with Council's policies; and
- (f) establishing the framework with flexibility to enable on-boarding of health care providers during the term (subject to established criteria being met) to allow additional health care providers to be included in the framework (e.g. new entrants in the region or specialised services to be added) or existing providers to be removed where this is considered appropriate (e.g. due to consistent poor quality of service or other circumstances).

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How the achievement of the objectives will be measured

The objectives will be measured by:

- (a) documentation of the procurement process, including documentation supporting adherence to the sound contracting principles and Council's procurement policy;
- (b) establishing a negotiated contract which includes terms and conditions in line with Council requirements;
- (c) regular reporting during the term of the framework to monitor and record the application of the framework and identify areas of improvement or non-compliance;
- (d) establishing appropriate compliance reporting (eg invoicing, provision of deliverables such as certificates and work capacity forms); and
- (e) reviews of the framework to be scheduled every 6 months with Manager P&C, RRTWC and practice manager of the health services provider to assess the quality of the services provided.

Alternative ways of achieving the objectives and why the alternative ways are not adopted

There are alternative means of meeting the Council's objectives, namely:

- continue with the status quo approach of purchasing health care services, some of which would, over a 12 month period, amount to a medium-sized contractual arrangement requiring Council to implement the default procurement arrangements under the *Local Government Act* and *Local Government Regulations*;
- utilising any existing contracts made with, or under an arrangement with, a government agency if applicable (eg the Department of Natural Resources, Mines and Energy preferred list of providers to carry out functions under the Coal Mine Workers' Health Scheme);
- consider utilising other applicable exemptions under the *Local Government Regulations*.

The reasons why these options are not being pursued are:

- inflexibility in how Council procures the health care providers and their respective services (e.g. using other applicable exemptions would effectively lock in service providers without the ability to add or remove service providers during the term or add new services where required);
- expected better value for money to be established through a panel arrangement over a defined period of time rather than through ad hoc procurement or procurement on a tender or quote basis strictly in accordance with the default procurement procedures under the *Local Government Regulations*;
- better quality control through the establishment of proper reporting and monitoring of the health care providers as well as a framework that ensures providers are motivated to perform to ensure they remain on the panel and are eligible for any extended term; and
- efficiency in procuring once the panel arrangement is established, particularly where there are regular services being procured (e.g. vaccinations) or where response times are important (e.g. for better injury management and reduction of lost time injuries).

The proposed terms of the contract for the goods or services

Each health care service provider will be engaged for a period of 12 months with a right for Council to extend the framework for a period of up to 12 months.

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There will be an overall agreement with each health care provider to confirm the framework for the panel network, which terms will outline the terms of being on the panel, the services that can be accessed from the health care provider and pricing, as applicable. For each individual service offering, standard terms for the provision of that service will be agreed under the panel (which may include, where considered appropriate having regard to the sound contracting principles, health care providers own terms and conditions.

Risk analysis of the market from which the goods or services are to be obtained

The panel arrangement of health care providers contains a vast range of services required by Council, therefore the following risk areas within the health services market have been identified and will be mitigated through the pre-qualification process ensuring providers can sufficiently demonstrate risk management processes:

- (a) consumer engagement;
- (b) cybersecurity;
- (c) patient privacy and safety; and
- (d) timeliness and quality of services being performed

It has been identified that a panel arrangement of health care providers could be more advantageous for Council due to:

- more readily available services for each town within the region;
- financial risk mitigation of multiple providers due to the historical instability of the health care market within the region;
- reduction of a reputation or public image risk if Council officers were assumed to be circumventing the procurement process

The engagement will be aimed at having a positive impact on Council's financial capacity, and is expected to improve the overall benefit for the community, which benefit is expected to outweigh the conventional delivery method for this type of procurement.

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9.11 PURCHASE OF FIELD UNIFORMS**File Number:** 24/02/2021**Author:** Strategic Procurement Coordinator**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 17 February 2021 – Purchase of Field Uniforms

SUMMARY**COMMITTEE RESOLUTION 2021/42**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That South Burnett Regional Council approve the recommendation to establish a 12-month supply arrangement for Hi-Visibility Field Uniforms.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council approve the recommendation to establish a 12-month supply arrangement for Hi-Visibility Field Uniforms.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 17 February 2021

ATTACHMENTS

1. **SBRCQ 2021-109 PPE Field Uniforms Procurement Plan** [↓](#) 



Procurement Plan

Contracted Supply of PPE Field Uniforms

Date: 05/01/2021

Project Owner / Requestor Details			
Requestor:	Louise Reidy on behalf of People & Culture (WHS)		
Department / Business Unit:	People & Culture (WHS)		
Project Manager:	Louise Reidy		
Project Overview			
Procurement Details:	Council is seeking to enter in to a 12mth supply arrangement with a local provider for the supply of PPE Field Uniforms for staff. For efficient and convenient procurement of essential PPE, a single supply arrangement with a local supplier will ensure Council meets its Workplace Health & Safety obligations in a timely and efficient manner for its employees.		
Contract Number:	SBRCQ 20/21-109 Contracted Supply of PPE Field Uniforms		
Contract Value Estimate:	\$45,000 / annum		
Project Objective:	To develop a secure supply arrangement with a Local supplier providing contractual certainty for Council and the supplier for a 12mth period. The arrangement will eliminate the need to request quotes on each occasion that PPE is required for field staff which is a costly and timely exercise for both Council and the supplier. The arrangement will be released for public tender every 12mths providing the opportunity for other local business to review their offer. This process will provide more value financially and economically to Council.		
In Scope:	Hi Visibility Field Uniforms, Supplier to hold minimum stock for emergency requirements, Embroidery.		
Out of Scope:	Disposable PPE		
Project Category:	<input type="checkbox"/> Design and Construct		<input type="checkbox"/> Construction
	<input checked="" type="checkbox"/> Goods		<input type="checkbox"/> Services
	<input type="checkbox"/> Minor Works		<input type="checkbox"/> Consultancy
	<input type="checkbox"/> Other (Please List):		
Project Status:	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Continuation of Service	<input type="checkbox"/> Phased
Procurement Methodology			
<input checked="" type="checkbox"/> Request for Quote (ITO)		<input type="checkbox"/> Expressions of Interest (ITO)	
<input type="checkbox"/> Request for Tender (RFT) Minor		<input type="checkbox"/> Request for Tender (RFT) Major	
<input type="checkbox"/> Other Government Contracted Arrangement (Local Buy, State Gov etc)		<input type="checkbox"/> SBRC Panel Arrangement (Pre-Qualified Suppliers)	
Is an Exception being applied to this Procurement process? (Failure to meet council Policy) http://sbrc-sp02/Forms%20%20Templates/S1%20-%20Procurement%20Exception%20Form.pdf		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Procurement Exception Form MUST accompany this Plan			
Conflicts of Interest (Perceived, Potential, Actual)			
Name	Conflict Details	Is a Conflict of Interest Management plan required?	
	NIL	<input type="checkbox"/> YES	<input type="checkbox"/> NO
		<input type="checkbox"/> YES	<input type="checkbox"/> NO
		<input type="checkbox"/> YES	<input type="checkbox"/> NO



Evaluation Methodology		
Selection Criteria	Weighting	Basis of Weighting
Local Content	40 %	Local preference
Price	30 %	Competitive offers
Industry Experience	15 %	Understanding of PPE requirements
Delivery Timeframe	15 %	Ability to hold stock on hand

Evaluation – Legislative Compliance	
How will you satisfy the Sound Contracting Principles?	Justification / Explanation
Value for Money	Competitive Price considered
Open and effective competition	Public RFQ
The development of competitive local business and industry	RFQ for Local Supply arrangements only
Environmental protection	Sustainably Sourced products
Ethical behaviour and fair dealing	Open and transparent process

Prospective Suppliers		
Company Name:	Contact Person:	Email:
Mark Smiths Menswear (Murgon)	Mark Smith	
Coppards (Kingaroy)	Col Wolski	
Uniform Zone (Kingaroy)	Janine Heyer	
Workstuff (Kingaroy)	Michelle Ball	
Nutrien Ag Solutions (Kingaroy)	Laurie Bain	

Prepared By:	Name: Louise Reidy	Sign:	Date: 05/01/21
Manager Approval <\$100K:	Name: Rebecca Humphrey	Sign:	Date: 13/01/2021

10 PORTFOLIO – ROADS & DRAINAGE

10.1 UPDATE TO STANDARD STREET NAME SIGN AND STYLE GUIDES

File Number: 24/02/2021

Author: Administration Officer

Authoriser: Chief Executive Officer

PRECIS

Update to Standard Street Name Sign and Style Guide

SUMMARY

This report is to review and update South Burnett Regional Council standard street name sign, including roundabout signage.

OFFICER'S RECOMMENDATION

That Council resolves to adopt a standard street blade and roundabout street sign

1. That the revisions to the standard street name sign drawing, as specified in Attachment one (1) (option 4), be adopted and implemented on all new and replacement street name signs;
2. That the standard roundabout name sign drawing, as specified in Attachment two (2) (option 3), be adopted and implemented on all new and replacement roundabout name signs; and
3. That the style guidelines be updated to reflect the change to the standard street name sign.

FINANCIAL AND RESOURCE IMPLICATIONS

The update has a minimal resource implication, as its application will primarily be on an 'as needed' replacement when material has reached end-of-life (typical with 10 to 12 years) or when material is scheduled for an update. Street name sign are priced on the length and size of the sign and therefore the style (colour) of the sign, the cost is insignificant when compared to the cost of a standard street name signs (black text on white background).

The revision to Council's standard street name sign will be applied as a standard production for all future street name signs, it is acknowledged that there is a backlog of sign replacements required, particularly on roundabouts, these replacements will be rolled out on a priority and periodic basis and within operational budget constraints.

LINK TO CORPORATE/OPERATIONAL PLAN

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

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Consultation was held at Infrastructure's Standing Committee Meeting held on the 3 February 2020.

Stakeholders within internal branches have been consulted on the update prior to this report going before Council.

Stakeholders of the style guides have been consulted on the update prior to this report going before Council.

Council's Manager Works has been consulted and supports the revision.

Council's Manager Infrastructure Planning has been consulted and supports the revision.

Council's Manager Social & Corporate Performance has been consulted and supports the revision.

Council's Management Team has been consulted and supports the revision.

Council's Senior Executive Team has been consulted and supports the revision

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The update has minimal risk implications, as it is a minor modification to an established asset and process. There could be some community sentiment regarding the change to include the Council's logo and the removal of previous Council logos.

Transport Operations (Road Use Management) Act 1995.

There are no risk management implications associated with this report.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council adopted its Style Guidelines on 19 August 2020. This style guide will require updating pending the outcome of this report.

ASSET MANAGEMENT IMPLICATIONS

The revision to Council's standard street and roundabout name sign will be applied as a standard production for all future signs and on all developments.

REPORT

This report aims to update and standardise Council's standard street name sign, including roundabout signage that incorporate Council's logo.

The current street name signs have not been updated or revised since Council amalgamated in 2008. Therefore, this has resulted in the existing signs across the South Burnett Regional Council to be inconsistent as shown in the examples below:



The update to signage will have a minimal resource implication, as its application will primarily be on an 'as needed' replacement when material has reached end-of-life (typical with 10 to 12 years) or when material is scheduled for update. The update has minimal risk implications, as it is a minor modification to an established asset and process.

The revision to council's standard street and roundabout name sign conforms with Council's adopted logo and will improve street and roundabout naming aesthetics and lifespan. By adopting a standard street and roundabout name sign specifications, it will reduce any inconsistencies.

Key to the update is achieving improved coordination, consistency and recognition of the South Burnett Regional Council brand.

It is recommended that Council resolves to adopt a standard street blade and roundabout street sign

1. That the revisions to the standard street name sign drawing, as specified in Attachment one (1) (option 4), be adopted and implemented on all new and replacement street name signs;
2. That the standard roundabout name sign drawing, as specified in Attachment to (2) (option 3), be adopted and implemented on all new and replacement roundabout name signs; and

3. That the style guidelines be updated to reflect the change to the standard street name sign.

ATTACHMENTS

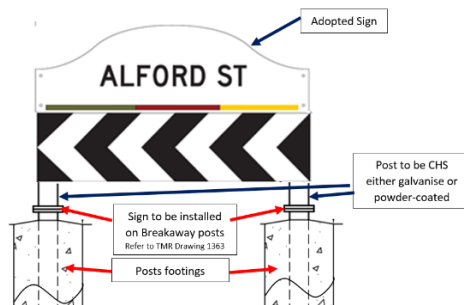
1. **Street Name Signage Options** [↓](#) 
2. **Roundabout Street Name Signage Options** [↓](#) 
3. **Extrat from Council's Style Guidelines Version 3 - Street Blades** [↓](#) 

Attachment 1: Street name signs options

<p>Option 1</p>	
<p>Option 2</p>	
<p>Option 3</p>	
<p>Option 4</p>	

Attachment 2: Roundabout street name signs options

<p>Option 1</p>	
<p>Option 2</p>	
<p>Option 3</p>	
<p>Option 4</p>	
<p>Option 5</p>	



Typical Roundabout signage configuration

Attachment 3: Extract from Councils Style Guidelines, Version 3. Street Blades

4.11 Street Blades

All road signage produced by South Burnett Regional Council should also comply to the Manual of Uniform Traffic control devices (MUTCD) standards.

<https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Manual-of-uniform-traffic-control-devices.aspx>



10.2 KILKIVAN KINGAROY RAIL TRAIL CYCLE NETWORK AND CARPARK UPGRADE**File Number:** 24.02.2021**Author:** Administration Officer**Authoriser:** Chief Executive Officer**PRECIS**

Cycle Networks Local Government Grants Program application for funding of construction of the South Burnett's Principal Cycle Network (PCN) along the Kilkivan to Kingaroy Rail Trail.

SUMMARY

Infrastructure are seeking to submit an application for funding under the Cycle Networks Local Government Grants Program for 50% co-contribution of funding for the construction of high quality and safe cycling infrastructure facilities to promote healthy movement in the community and to improve accessibility to the upgraded cycleway.

OFFICER'S RECOMMENDATION

That Council make application to the Cycle Networks Local Government Grants Program for 50% co-contribution of funding for the construction of high quality and safe cycling infrastructure facilities along the Kilkivan to Kingaroy Rail Trail and if successful:

1. Commits to delivering the project; and
2. Allocates funds of \$150,000 as a co-contribution from the proposed 2021/2022 capital budget.

FINANCIAL AND RESOURCE IMPLICATIONS

When submitting this application, it is proposed that Council will co-contribute \$150 000 (50%) of the costs toward delivery of the project if successful for funding. Should the application not be successful, the project will be reviewed by Council and possibly returned to the future capital program.

LINK TO CORPORATE/OPERATIONAL PLAN

INF1 – Infrastructure that meets our community's needs.

GO3 – The South Burnett is a recognised tourist destination.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

N/A

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

A successful application with the Cycle Network Local Government Grants Program will require Council to enter into a formal funding agreement abiding by the terms and conditions of funding.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

The development of cycling infrastructure will form part of the programmed maintenance cycle for Council in upholding a level of service to the wider community, however it would add to Council's asset register and operational costs. This asset will be utilised by tourists as well as the general community.

REPORT

Infrastructure in conjunction with Parks and Gardens are seeking to submit an application for funding under the Cycle Networks Local Government Grants Program for 50% co-contribution of funding for the construction of high quality and safe cycling infrastructure facilities to promote healthy movement in the community.

The proposed project will include the upgrade of the old rail corridor ballast material to a cycleway in accordance with modern standards. The nominated route is a high priority as identified in the Principal Cycle Network Plan, reviewed by Council in 2020.

Submissions for funding close Friday 26 February, 2021.

ATTACHMENTS

1. **Attachment 1 - Scope of Cycleway** [↓](#) 

Attachment A



Diagram 1 - Scope of Cycleway

11 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION

Nil

12 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES**12.1 PROPOSED AMENDMENT TO THE SOUTH BURNETT REGIONAL COUNCIL PLANNING SCHEME, 2017****File Number:** 16/02/2021**Author:** Manager Planning and Land Management**Authoriser:** Chief Executive Officer**PRECIS**

Council resolve to make an amendment to the South Burnett Regional Council Planning Scheme 2017 under Chapter 2, Part 4 of the Minister's Guidelines and Rules.

SUMMARY**Committee Resolution 2021/60****Moved:** Cr Kirstie Schumacher**Seconded:** Cr Danita Potter

That the Committee recommend to Council:

That Council resolve to make an amendment to the South Burnett Regional Council Planning Scheme 2017 under Chapter 2, Part 4 of the Minister's Guidelines and Rules.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That Council resolve to make an amendment to the South Burnett Regional Council Planning Scheme 2017 under Chapter 2, Part 4 of the Minister's Guidelines and Rules

BACKGROUND

Presented at the Community Standing Committee meeting on 10 February 2021.

ATTACHMENTS**Nil**

12.2 ECONOMIC SUPPORT INSTRUMENT PROVISION IN THE PLANNING REGULATION 2017

File Number: 10/02/2021

Author: Manager Planning and Land Management

Authoriser: Chief Executive Officer

PRECIS

That South Burnett Regional Council adopt an economic support instrument in accordance with Part 8B of the *Planning Regulation 2017*.

SUMMARY

Committee Resolution 2021/64

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That the committee recommends to Council:

That South Burnett Regional Council resolve to adopt an economic support instrument in accordance with Part 8B of the *Planning Regulation 2017*.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That Council resolve to adopt the following economic support instrument in accordance with Part 8B of the *Planning Regulation 2017*:

Economic support instrument under Section 68D(1) of the *Planning Regulation 2017*

1.0 Adoption

- 1.1. This Economic support instrument (instrument) is adopted under the *Planning Regulation 2017* for the purpose of assisting in supporting economic recovery from the impacts of the COVID-19 emergency.

2.0 Commencement

- 2.1. The instrument is adopted by resolution on 24 February 2021 and will be effective from the date of publication, as stated in the adoption notice to be published in accordance with section 68E of the *Planning Regulation 2017*, until 17 September 2021, unless earlier revoked.

3.0 Application of the instrument

- 3.1. This instrument applies to the South Burnett Regional Council area.

4.0 Economic support provisions

- 4.1. The instrument applies the following provisions in accordance with section 68D(1) of the *Planning Regulation 2017*:

- 4.1.1. Part 8B, Division 3 – Development that requires code assessment;
- 4.1.2. Schedule 6, Part 2, Section 7A – Particular material change of use involving an existing building; and
- 4.1.3. Schedule 6, Part 2, Section 7B – Material change of use for home-based business in particular zones.

5.0 Part 8B, Division 3 – Development that requires code assessment

- 5.1. This instrument applies Part 8B, Division 3 of the *Planning Regulation 2017*. For the period this instrument is in effect, section 68l of the *Planning Regulation 2017* will apply to certain material changes of use.
- 5.2. For section 68l(1) of the *Planning Regulation 2017*, the proposed uses in Table 1, column 2 are identified for the zone applying to premises stated opposite in column 1, Table 1.
- 5.3. For section 68l(3) of the *Planning Regulation 2017*, Table 1, column 3 states the assessment benchmarks from the South Burnett Regional Council Planning Scheme applying to the use of premises within the zone stated opposite in Table 1, column 1.

Table 1 – Relevant zones and uses for particular development requires code assessment instead of impact assessment

Column 1 Zone	Column 2 Proposed Use <i>(as defined under the Planning Regulation 2017)</i>	Column 3 Assessment Benchmarks
Local centre zone	Health care service Veterinary service	Local centre zone code Services and works code
Principal centre zone	Food and drink outlet Garden centre Health care service Indoor sport and recreation Office Service industry Shop Veterinary service	Principal centre zone code Services and works code
Low impact industry zone or Medium impact industry zone	Bulk landscape supplies Hardware and trade supplies Veterinary service	Industry zone code Services and works code
Rural Zone	Nature-based tourism	Rural zone code Services and works code
Township zone	Hardware and trade supplies Roadside stall Transport depot Veterinary service	Township zone code Services and works code

Column 1 Zone	Column 2 Proposed Use <i>(as defined under the Planning Regulation 2017)</i>	Column 3 Assessment Benchmarks
	Wholesale nursery Winery	

6.0 Schedule 6, Part 2, Section 7A – Particular material change of use involving an existing building for development a local categorising instrument is prohibited from stating is assessable development

- 6.1. This instrument applies Schedule 6, Part 2, Section 7A of the *Planning Regulation 2017*. For the period this instrument is in effect, section 7A will apply to certain material changes of use involving an existing building.
- 6.2. For Schedule 6, Part 2, Section 7A (1)(c) and (d) of the *Planning Regulation 2017*, the proposed uses in Table 3, column 2 are identified for the zone applying to premises stated opposite in Table 3, column 1.
- 6.3. In accordance with Schedule 6, Part 2, Section 7(A)(1)-
 - (a) the material change of use does not involve the use of a building other than an existing building; and
 - (b) the material change of use-
 - (i) does not involve the carrying out of building work; or
 - (ii) involves the carrying out of minor building work only; and
 - (c) the material change of use does not reduce the number of car parking spaces, or the total area of landscaping, on the premises; and
 - (d) for a proposed use other than a declared use for the premises, the proposed use complies with the following-
 - (i) if the proposed use is a shop to which the *Trading(Allowable Hours) Act 1990* applies—the requirements under that Act about trading hours for the shop;
- 6.4. For Schedule 6, Part 2, Section 7A(1)(i)(i)(ii) and (iii), Table 3, column 3 states the relevant assessment benchmarks from the South Burnett Regional Council Planning Scheme applying to the premises within the zone stated opposite in Table 3, column 1.

Table 3 – Relevant zones and uses for particular material change of use involving an existing building

Column 1 Zone	Column 2 Proposed Use	Column 3 Applicable Benchmarks
Local centre zone	Food and drink outlet Health care service Office Shop Veterinary service	Not applicable
Principal centre zone	Food and drink outlet Garden centre	Not applicable

Column 1 Zone	Column 2 Proposed Use	Column 3 Applicable Benchmarks
	Health care service Indoor sport and recreation Office Service industry Shop Veterinary service	
Low impact industry zone or Medium impact industry zone	Bulk landscape supplies Car wash Hardware and trade supplies Veterinary service	Not applicable
Rural Zone	Agricultural supplies store Rural industry Winery	Not applicable
Township zone	Garden centre Hardware and trade supplies Roadside stall Veterinary service Wholesale nursery Winery	Not applicable

7.0 Schedule 6, Part 2, Section 7B – Material change of use for home-based business in particular zones

7.1. This instrument applies Schedule 6, Part 2, Section 7B of the *Planning Regulation 2017*. For the period this instrument is in effect, section 7B will apply to certain material changes of use for home-based business.

7.2. In accordance with Schedule 6, Part 2, Section 7B(1)-

- (a) the material change of use does not involve an industry activity; and
- (b) the proposed use complies with the acoustic quality objectives under the *Environmental Protection (Noise) Policy 2019* during operating hours for the use.

7.3. For Schedule 6, Part 2, Section 7B(1) the proposed uses in Table 4, column 2 are identified for the zones applying to premises stated opposite in Table 4, column 1.

Table 4 – Relevant zones and uses for material change of use for home-based business in particular zones

Column 1 Zone	Column 2 Proposed use
Low density residential zone or Medium density residential zone	Home-based business
Township zone	Home-based business

BACKGROUND

Presented at the Community Standing Committee meeting on 10 February 2021.

ATTACHMENTS

Nil

12.3 REQUEST TO WAIVE BUILDING BOND FOR RELOCATABLE DWELLING AT 7 HARRIS STREET, HIVESVILLE**File Number: BLD20/265****Author: Manager Planning and Land Management****Authoriser: Chief Executive Officer****PRECIS**

Request to waive \$40,000 security bond for a relocatable dwelling at 7 Harris Street, Hivesville

SUMMARY

- Council received a request on 21 September 2020 for approval to move an existing dwelling from a site at 5 Harris Street, to the adjoining site at 7 Harris Street, Hivesville.
- The applicant requested that Council waive the requirement for a \$40,000 security bond due to the house only moving approximately five meters across the dividing property boundary onto the adjoining land.
- The applicant is unable to secure a bank guarantee due to the applicant being a pensioner.
- The building is not transported on a public road minimising the potential for structural damage and the structural building report submitted with the request confirms the building is in good order.
- Re-instating the building would be straight forward and not require extensive building work.
- Council issued the approval for the relocation on 3 December 2020 pending approval of the request.

OFFICER'S RECOMMENDATION

That Council waive the \$40,000 security bond for the relocation of a dwelling on land at 7 Harris Street, Hivesville pursuant to section 5.1.5 of Council's Sundry Debtors Recovery and Refund Policy.

BACKGROUND

The security bond is required to ensure the building is re-instated to meet current building regulations and paid to Council in the form of cash or a bank guarantee.

Council refunds money in progressive payments to the applicant as the building work progresses and the conditions of the approval to re-instate the building are met.

In this instance the building is to be restumped and this is to be completed and the building structurally tied down to the standard necessary to resist wind loads as defined in AS4055 as amended.

It is considered reasonable to approve the applicant's request to waive the security bond given that only minor building work will be involved, the building will move approximately five metres to the adjoining site owned by the applicant and the applicant is unlikely to obtain a bank guarantee as the applicant is a pensioner.

ATTACHMENTS**Nil**

12.4 SUBMISSION - GREAT BARRIER REEF CATCHMENT AREA

File Number: 24-02-2021
Author: Personal Assistant Community
Authoriser: Chief Executive Officer

PRECIS

A Resolution was moved off the floor at the Community Standing Committee meeting held on February 10, 2021 that South Burnett Regional Council support a submission to the State Government requesting that the South Burnett Region be left out of the proposed Great Barrier Reef Catchment area.

SUMMARY**Committee Resolution 2021/72**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That South Burnett Regional Council support a submission to the State Government requesting that the South Burnett Region be left out of the proposed Great Barrier Reef Catchment area.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council endorse the Chief Executive Officer's submission to the State Government requesting that the South Burnett Region be left out of the proposed Great Barrier Reef Catchment area.

ATTACHMENTS

Nil

12.5 INVITATION TO JOIN THE QUEENSLAND CLIMATE RESILIENT COUNCIL'S (Q CRC) PROGRAM

File Number: 24-02-2021
Author: Personal Assistant Community
Authoriser: Chief Executive Officer

PRECIS

Presented at the Community Standing Committee meeting held on February 10, 2021 was a report advising that an invitation has been received inviting Council to join the Queensland Climate Resilient Councils (Q CRC) Program

SUMMARY**Committee Resolution 2021/50**

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the committee recommends to Council

1. That South Burnett Regional Council

(a) Agrees to participate in the Queensland Climate Resilient Councils (Q CRC) Program;

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council agrees to participate in the Queensland Climate Resilient Councils (Q CRC) Program;

ATTACHMENTS

Nil

12.6 ESTABLISHMENT OF SUBCOMMITTEE - WIDE BAY BURNETT REGIONAL PLAN

File Number: 24-02-2021
Author: Personal Assistant Community
Authoriser: Chief Executive Officer

PRECIS

A Resolution was moved off the floor at the Community Standing Committee meeting held on February 10, 2021 that a subcommittee be established to consider and inform the Mayor in relation to Council's input to the Wide Bay Burnett Regional Plan and that the subcommittee include Cr Henschen and Cr Schumacher along with Council Officers as determined by the Chief Executive Officer.

SUMMARY**Committee Resolution 2021/54**

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That a subcommittee be established to consider and inform the Mayor in relation to Council's input to the Wide Bay Burnett Regional Plan and that the subcommittee include Cr Henschen and Cr Schumacher along with Council Officers as determined by the Chief Executive Officer.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That a subcommittee be established to consider and inform the Mayor in relation to Council's input to the Wide Bay Burnett Regional Plan and that the subcommittee include Cr Henschen and Cr Schumacher along with Council Officers as determined by the Chief Executive Officer.

ATTACHMENTS

Nil

13 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT**13.1 OVERGROWN ALLOTMENT ENFORCEMENT****File Number: 24-2-2021****Author: Manager Environment and Waste****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 10 February 2020 was a report seeking Council approve a review of the current standard/practice and enforcement of properties that are deemed to be overgrown, how Council responds to complaints, how it implements a proactive program in seeking out and identifying allotments in breach of Council's Local Laws and how it undertakes enforcement.

SUMMARY**Committee Resolution 2021/68**

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That Council approve a review into the Overgrown Allotment operations of Council with a view to a stricter enforcement protocol.

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

Against: Nil

CARRIED 7/0**OFFICER'S RECOMMENDATION**

That Council approve a review into the Overgrown Allotment operations of Council with a view to a stricter enforcement protocol.

ATTACHMENTS**Nil**

13.2 ILLEGAL OCCUPATION OF PRIVATE LAND**File Number: 24-02-2021****Author: Manager Environment and Waste****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 10 February 2021 was a report advising that Council needs to adopt a Policy position on aspects of illegal occupation on private land, namely where an approved Class 1a Building Structure (i.e. a House) is not established and persons are residing at or are attempting to live at the property.

SUMMARY**Committee Resolution 2021/70**

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That Council approve the development of an Illegal Occupation on Private Land Policy, Procedure and Enforcement Strategy.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That Council approve the development of an Illegal Occupation on Private Land Policy, Procedure and Enforcement Strategy.

ATTACHMENTS**Nil**

14 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS**14.1 PLACEMENT OF INDIGENOUS FLAG OUTSIDE ALL CUSTOMER SERVICE CENTRES ACROSS THE SOUTH BURNETT****File Number:** 24-2-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 10 February 2021 was a report advising a request has been received for Council to investigate installing sufficient flag poles at each Customer Service Centre or suitable alternate venue to be able to display the Australian flag and an Indigenous flag across the South Burnett.

SUMMARY**Committee Resolution 2021/78**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council:

That as part of 2021/22 budget deliberations, Council investigate the costs associated with the installation of flagpoles across the region to allow the Australian flag and an Indigenous flag to be flown at each Customer Service Centre or suitable alternate venue.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That as part of 2021/22 budget deliberations, Council investigate the costs associated with the installation of flagpoles across the region to allow the Australian flag and an Indigenous flag to be flown at each Customer Service Centre or suitable alternate venue.

BACKGROUND

Nil

ATTACHMENTS

Nil

14.2 LEASE OF LAND FOR DEVELOPMENT AND OPERATION OF FUEL OUTLET AT DURONG**File Number:** 24-02-2021**Author:** Senior Lease and Property Management Officer**Authoriser:** Chief Executive Officer**PRECIS**

Council offered for lease by tender, lease area A on SP32032 (being part of Lot 1 on RP50789) located at Durong, for development and operation of an unmanned fuel cell.

SUMMARY**Committee Resolution 2021/82**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the committee recommend to Council:

That South Burnett Regional Council award the tender for the lease of part of Lot 1 on RP50789 being Lease A on SP320032, in accordance with the terms and conditions of the tender process, to the preferred tenderer, Emberwell Pty Ltd atf The Tebroc unit trust t/a Corbets Group.

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

Against: Cr Kathy Duff

CARRIED 6/1**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council award the tender for the lease of part of Lot 1 on RP50789 being Lease A on SP320032, in accordance with the terms and conditions of the tender process, to the preferred tenderer, Emberwell Pty Ltd atf The Tebroc unit trust t/a Corbets Group.

BACKGROUND

Presented at the Community Standing Committee Meeting on 10 February 2021.

ATTACHMENTS**Nil**

14.3 QUOTATIONS REQUIRED FOR NEW PROSTON POOL MANAGERS

File Number: 24-2-2021
Author: Property Management Officer
Authoriser: Chief Executive Officer

PRECIS

Presented at the Community Standing Committee meeting held on 10 February 2021 was a report advising that the current Proston Pool Manager has decided not to take up his final option in his contract to operate and manage the Proston Swimming Pool.

SUMMARY**Committee Resolution 2021/77**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the committee recommends to Council:

That Council advertises for a new Proston Pool Manager under a Management Agreement Contract.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That Council advertises for a new Proston Pool Manager under a Management Agreement Contract.

ATTACHMENTS

Nil

14.4 RESERVE FOR PARK - WALTER ROAD, KINGAROY - ALTERNATIVE USE OPTIONS**File Number: 24-02-2021****Author: Senior Lease and Property Management Officer****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on February 10, 2021 was a report advising Council is Trustee of a Reserve for Park located at Walter Road, Kingaroy. Council has received ad-hoc enquiries from commercial entities to purchase the land for commercial development

SUMMARY**Committee Resolution 2021/75**

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the Committee recommends to Council:

That Council investigate alternative land use options for a Reserve for Park on Walter Road, Kingaroy (being Lot 1 on RP852419) by:

1. Undertake a land investigation to determine the most appropriate use for the property.
2. Undertaking community consultation in accordance with Council's Community Engagement Policy to determine the public's use of the park.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That Council investigate alternative land use options for a Reserve for Park on Walter Road, Kingaroy (being Lot 1 on RP852419) by:

1. Undertaking a land investigation to determine the most appropriate use for the property.
2. Undertaking community consultation in accordance with Council's Community Engagement Policy to determine the public's use of the park.

ATTACHMENTS**Nil**

14.5 USE OF A RESERVE OF LAND - BUNYA MOUNTAINS**File Number: 24-02-2021****Author: Land Investigation Officer****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on February 10, 2021 was a report advising that Council representatives have met with the Bunya Mountains Community Association to discuss the establishment of a meeting place and environmental interpretive centre at the Bunya Mountains on a Reserve for Park and Recreation.

SUMMARY**Committee Resolution 2021/76**

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

That the Committee recommend to Council:

That Council, investigate the future development of Lot 81 on FY2309, being Reserve for Park and Recreation, by liaising across state government and other stakeholders to determine appropriate development of the Reserve or identify a more appropriate alternative site.

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

Against: Nil

Carried 6/0

OFFICER'S RECOMMENDATION

That Council, investigate the future development of Lot 81 on FY2309, being Reserve for Park and Recreation, by liaising across state government and other stakeholders to determine appropriate development of the Reserve or identify a more appropriate alternative site.

ATTACHMENTS

Nil

15 PORTFOLIO – ECONOMIC DEVELOPMENT**15.1 REVIEW OF PREVIOUS DRAFTS OF THE ECONOMIC DEVELOPMENT STRATEGY****File Number:** Exec 5**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Motion from the floor at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021 – Review of Previous Drafts of the Economic Development Strategy.

SUMMARY**Committee Resolution 2021/48**

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That the committee recommends to Council:

That a review of the previous drafts of the Economic Development Strategy be undertaken by the Wide Bay Burnett Regional Plan Council Sub-committee and this committee report back to the April Standing Committee.

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

Against: Nil

Carried 7/0**OFFICER'S RECOMMENDATION**

That a review of the previous drafts of the Economic Development Strategy be undertaken by the Wide Bay Burnett Regional Plan Council Sub-committee and this committee report back to the April Executive and Finance & Corporate Standing Committee meeting.

BACKGROUND

Motion from the floor at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021.

ATTACHMENTS**Nil**

15.2 REGIONAL DEVELOPMENT ADVISORY COMMITTEE

File Number: Exec 6
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021 – Regional Development Advisory Committee.

SUMMARY**Committee Resolution 2021/50**

Moved: Cr Kirstie Schumacher
Seconded: Cr Roz Frohloff

That the committee recommends to Council:

1. That South Burnett Regional Council:
 - (a) In accordance with *S. 264 of the Local Government Regulation 2012* establish the South Burnett Regional Economic Development Advisory Committee.
2. That South Burnett Regional Council:
 - (a) Conclude the service of the Tourism Advisory Committee and South Burnett Directions and rescind any associated policy or procedures; and
 - (b) Note the service and positive contribution to the region of the Members of the Tourism Advisory Committee and South Burnett Directions and forward a letter of recognition.

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

Against: Nil

Carried 7/0

OFFICER'S RECOMMENDATION

1. That South Burnett Regional Council:
 - (a) In accordance with *S. 264 of the Local Government Regulation 2012* establish the South Burnett Regional Economic Development Advisory Committee.
2. That South Burnett Regional Council:
 - (a) Conclude the service of the Tourism Advisory Committee and South Burnett Directions and rescind any associated policy or procedures; and
 - (b) Note the service and positive contribution to the region of the Members of the Tourism Advisory Committee and South Burnett Directions and forward a letter of recognition.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021 – Regional Development Advisory Committee.

ATTACHMENTS

Nil

15.3 ARTS, CULTURE & HERITAGE ADVISORY COMMITTEE

File Number: Exec 7
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021 – Arts, Culture & Heritage Advisory Committee.

SUMMARY**Committee Resolution 2021/51**

Moved: Cr Kirstie Schumacher
Seconded: Cr Roz Frohloff

That the committee recommends to Council:

1. That South Burnett Regional Council:

In accordance with *S. 264 of the Local Government Regulation 2012* establish the South Burnett Arts Culture & Heritage Advisory Committee.

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

Against: Nil

Carried 7/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council:

In accordance with *S. 264 of the Local Government Regulation 2012* establish the South Burnett Arts, Culture & Heritage Advisory Committee.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021 – Arts, Culture & Heritage Advisory Committee.

ATTACHMENTS

Nil

16 NOTICES OF MOTION

Nil

17 INFORMATION SECTION

17.1 IS - LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

File Number: 24-02-2021

Author: Administration Officer, Planning & Land Management

Authoriser: Chief Executive Officer

PRECIS

List of correspondence pending completion of assessment report

SUMMARY

Reports pending completion of assessment

OFFICER'S RECOMMENDATION

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

REPORT

MCU21/0001 – Material change of use – Fuel station, Food & Drink outlet, & shop at 81 Haly Street, Wondai – Lot 411 W 53510

ATTACHMENTS

Nil

17.2 DELEGATED AUTHORITY REPORTS

File Number: 24/02/2021

Author: Administration Officer, Planning & Land Management

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 Reconfiguration of a lot - Boundary Realignment - 63 Chester Street, Nanango** [!\[\]\(05a3150ca7eafd44fce8deaa48838121_img.jpg\)](#) [!\[\]\(6ce459b4dcae8e7d92253a855b1dd385_img.jpg\)](#)


Approved by Delegated Authority:



Date: 18/01/2021

0.0 P&LM - 2750975 - RECONFIGURATION OF A LOT - BOUNDARY REALIGNMENT FOR 63 CHESTER STREET, NANANGO - LOT 12 ON RP4283 & LOT 13 ON RP4283 - RAL20/0017 - C BIRETT-FOSTER - ONF SURVEYORS

File Number: RAL20/0017
Author: Senior Planner
Authoriser: Chief Executive Officer

	SIGNATURE	DATE
MANAGER		18/01/2021
GM		19/1/2020
CEO		18-01-2021

PRECIS

Reconfiguration of a Lot – Boundary Realignment for 63 Chester Street, Nanango – Lot 12 on RP4283 & Lot 13 on RP4283 – RAL20/0017 – C Birett-Foster – ONF Surveyors

SUMMARY

- Application for Reconfiguring a Lot (Boundary realignment);
 - o Boundary configuration as proposed:
 - Total combined area for both existing lots is 2,041sqm resulting in an exchange of approximately 327sqm between the lots;
 - Proposed Lot 2 is 700sqm in area;
 - Proposed Lot 3 is 1,341sqm in area;
 - Reduce area of Lot 12 (proposed Lot 2) to include the existing dwelling in Lot 13 (proposed Lot 3);
 - Increase the area of Lot 13 (proposed Lot 3)
 - o Access to Lot 13 (proposed Lot 3) is via Elk Street;
 - o Access to Lot 12 (proposed Lot 2) is via Chester Street;
- A dwelling house and associated out buildings are established on Lot 13 (proposed Lot 3) and other domestic outbuildings established on Lot 12 (proposed Lot 2);
- Subject site is in the Low Density Residential Zone under the South Burnett Regional Council Planning Scheme 2017 v1.3;
- A boundary realignment application in the Low Density Residential Zone is a code assessable application;
- Proposal triggered assessment against:
 - o Low density residential zone code;
 - o Reconfiguring a lot code;
 - o Services and works code.
- The application has been assessed against the overall outcomes and performance outcomes of the relevant codes;
- Statement of Reasons (refer to Attachment A);
- Recommendation that Council approve the boundary realignment subject to reasonable and relevant conditions.

OFFICER'S RECOMMENDATION

That Council **approve** the Development Application for Reconfiguring a Lot (Boundary realignment – 2 Lots into 2 Lots) located at 63 Chester Street, Nanango (and described at Lots 12 and 13 on RP4283) subject to the following conditions:

General

GEN1. The development must be completed and maintained generally in accordance with the approved plans and documents and any amendments arising through conditions to this development approval:

Drawing Title	Prepared by	Ref no.	Rev	Date
Boundary Realignment	ONF Surveyors	9170P/1 Sheet 1 of 1	-	2/12/20

Approved by Delegated Authority:



Date: 18/01/2021

GEN2. The currency period for this development is twelve (12) months starting the day that this development approval takes effect. (Refer to Section 85 "Lapsing of approval at end of currency period" of the *Planning Act 2016*.)

GEN3. All works, including the repair or relation of services is to be completed at no cost to Council.

Compliance

GEN4. All conditions of this approval are to be satisfied prior to Council endorsing the Survey Plan, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

A fee will be charged, with payment required prior to Council's approval of the associated documentation requiring assessment.

GEN5. Prior to sealing of Survey Plan the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Schedule 18 Section 69 of the *Planning Act Regulation 2017*.

GEN6. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.

Survey Marks

RAL1. Prior to the submission of the Survey Plan to Council, the applicant is to reinstate survey marks and install new survey marks in their correction position in accordance with the Survey Plan, and the work is to be certified in writing by a Licensed Surveyor.

Natural Resources Valuation Fees

RAL2. Payment of *Department of Natural Resources and Mines* valuation fee that will result from the issue of split valuations prior to Council sealing the Survey Plan. The contribution is currently assessed at \$96.00 (2 x \$48.00); however, the actual amount payable will be based on Council's Register of Regulatory & Cost-Recovery Fees and the rate applicable at the time of payment.

Advice

ADV1. 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 and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

ADV2. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

ADV3. Any work over or adjacent to Council's sewer infrastructure, including the construction/rebuilding/alteration of buildings or other structures and filling or excavation of material, is to be in accordance with the Queensland Development Code (MP 1.4 – Building over or near relevant infrastructure).

Approved by Delegated Authority:



Date: 18/01/2021

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.

COMMUNICATOIN/CONSULTATION (INTERNAL/EXTERNAL)

Refer to CONSULTATION in this report.

IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No implication identified.

POLICY/LOCAL LAW/DELEGATION IMPLICATIONS

No implication identified.

ASSET MANAGEMENT IMPLICATIONS

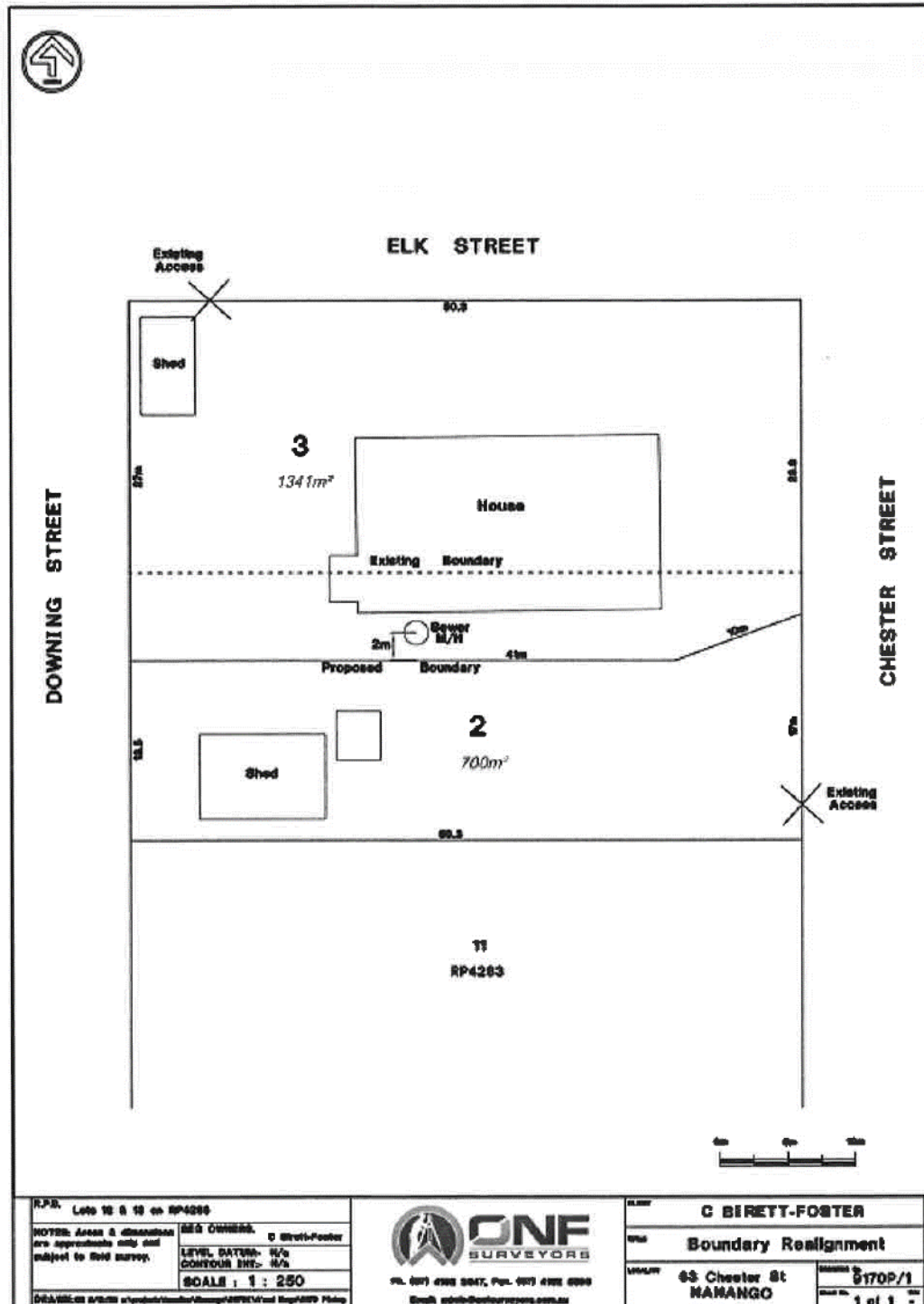
No implication identified.

Approved by Delegated Authority:



Date: 18/01/2021

**ATTACHMENT A
PROPOSED PLANS**



Document Set ID: 27100-08
Version: 1, Version Date: 09/12/2020

Figure 1 - Proposal Plan (Source: Applicant)

Approved by Delegated Authority:



Date: 18/01/2021

REPORT

The applicant seeks approval for a Reconfiguring a lot – Boundary realignment.

APPLICATION SUMMARY	
Applicant:	C Birett-Foster C/- ONF Surveyors
Proposal:	Reconfiguring a lot – Boundary realignment (2 Lots into 2 Lots). Boundary configuration as proposed: <ul style="list-style-type: none"> • Total combined area for both existing lots existing lots 2,041sqm resulting in an exchange of approximately 327sqm between the lots; • Proposed Lot 2 is 700sqm in area; • Proposed Lot 3 is 1,341sqm in area; • Reduce area of Lot 12 (proposed Lot 2) to include the existing dwelling in Lot 13 (proposed Lot 3); • Increase the area of Lot 13 (proposed Lot 3) • Access to Lot 13 (proposed Lot 3) is via Elk Street; • Access to Lot 12 (proposed Lot 2) is via Chester Street; • A dwelling house and associated out buildings are established on Lot 13 (proposed Lot 3) and other domestic outbuildings established on Lot 12 (proposed Lot 2).
Properly made date:	9 December 2020
Property Address:	63 Chester Street, Nanango
Real Property Description:	Lots 12 & 13 on RP4283
Assessment Type:	Code
Number of submissions:	N/A
State Referral Agency	N/A

The following table describes the key development parameters for the proposal:

	Development Parameters
Number of Proposed Lots:	2 Lots into 2 Lots
Size of Proposed Lots:	Lot 2: 700sqm Lot 3: 1,341sqm
Easements:	N/A
Covenants:	N/A

Site details:

SITE AND LOCALITY DESCRIPTION		
Land Area:	2,041sqm	
Existing Use of Land:	Dwelling and associated outbuildings	
Road Frontage:	Corner of Elk Street, Chester Street & Downing Street - Access to Lot 13 via Elk Street - Access to Lot 12 via Chester Street	
Roads:	Road Hierarchy	
<i>Elk Street</i>	Minor urban collector	
<i>Chester Street</i>	Street	
<i>Downing Street</i>	Place	
Easements:	Nil	
Significant Site Features:	Nil	
Topography:	Relatively flat	
Surrounding Land Uses:	Land Use	Zone/Precinct
North	Residential Dwellings	Low Density Residential
South	Residential Dwellings	Low Density Residential
East	Residential Dwellings	Low Density Residential
West	Residential Dwellings	Low Density Residential
Services	All services	

Approved by Delegated Authority:



Date: 18/01/2021

Background / Site history

APPLICATION NO.	DECISION AND DATE
	N/A

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:

<i>PLANNING REGULATION 2017</i> 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
Zone:	Low density residential
Precinct:	Nil
Assessment Benchmarks:	Low density residential zone code Reconfiguring a lot code Services and works code

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. The pertinent issues arising out of assessment against the codes are discussed below:

ACCEPTABLE OUTCOMES (AO)	DISCUSSION
LOW DENSITY RESIDENTIAL ZONE CODE	
AO1	Not applicable
PO2 The density, built form and appearance of development reflects the intended low density, detached housing character of the zone, is climatically responsive and facilitates casual surveillance of the street.	
AO2.1 Site cover does not exceed 50% except for the Bunya Mountains Precinct where the maximum site cover is 10%. and AO2.2 Buildings are a maximum of 2 storeys above ground level. and AO2.3 Pedestrian entrances to buildings are clearly visible from the street. and	Complies – An existing dwelling is located on proposed Lot 3, with existing outbuildings located on proposed Lot 2. There are no new uses or works proposed. The boundary realignment aims to rectify an encroachment over the common boundary. Proposed Lot 2 will create an opportunity for a future dwelling.

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<p>AO2.4 The maximum length of any façade without articulation or change of materials is 10m. and</p> <p>AO2.5 Buildings are set back at least: (a) 6m from the primary street frontage; (b) 4.5m from any secondary street frontage; (c) 1.5m from side boundaries; and (d) 6m from rear boundaries. and</p> <p>AO2.6 A 1.8m high screen fence is provided to the side and rear boundaries. and</p> <p>AO2.7 Plant and service equipment (air conditioning, exhaust fans, lift motor rooms, refuse bins, telecommunication devices, etc) are integrated into the building. and</p> <p>AO2.8 Garages are at or behind the ground level front building setback. and</p> <p>AO2.9 Front façades incorporate the front door (and an associated front door identification structure) and living room windows or balconies oriented toward the street. and</p> <p>AO2.10 Each unit incorporates a private open space at least 20m² in area and 4 metres wide that directly adjoins the unit's principal living area and is oriented northward. and</p> <p>AO2.11 Front fences are less than 1.2 metres high. and</p> <p>AO2.12 Where a dual occupancy in the Low-Density Residential zone, each unit has: (a) independent driveway access to its respective street frontage; and (b) Its front door (and an associated front door identification structure) and living room windows or balconies oriented toward its respective street frontage</p>	
<p>PO3 Development responds to natural landforms and stormwater flows.</p>	
<p>AO3.1 Cut and fill is minimised. and</p> <p>AO3.2 For building sites steeper than 10%, elevated split-level building construction is used to achieve level changes.</p>	<p>Not applicable – The development does not include any cut and fill works. There is no intention to make changes to the physical characteristics/natural landforms or stormwater flows as a part of this proposal. Any earthworks relating to the construction of a future dwelling will form part of the building works assessment.</p>
<p>PO4 Development is adequately serviced.</p>	
<p>AO4.1 Development is connected to reticulated water supply and sewerage. and</p> <p>AO4.2 Stormwater is discharged to a lawful point of discharge or to downstream properties but only with the consent of the affected landowners. and</p>	<p>Complies – The existing dwelling on proposed Lot 3 is currently being serviced and will continue to be. proposed Lot 2 has the ability to be fully serviced.</p>

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<p>AO4.3 Development is supplied with reticulated electricity and telecommunications services.</p>	
<p>PO5 The efficiency and safety of the road network is not compromised by inappropriate access arrangements. No outcome specified.</p>	<p>Complies – Access into each lot will be through existing access points nominated on the proposed submitted site plan for the boundary realignment.</p>
<p>PO6 Refuse storage areas: (a) are conveniently located for use and collection; and (b) are of useable size; and (c) avoid adverse impacts on neighbours and occupants; and (d) are screened from view within the site, adjoining properties and the street.</p>	
<p>No outcome specified.</p>	<p>Not applicable – No new uses/operations proposed.</p>
<p>PO7 Development is located and designed to ensure that land uses are not exposed to: (a) Areas that pose a health risk from previous activities; and (b) Unacceptable levels of contaminants.</p>	
<p>AO7.1 Development does not occur: (a) In areas that pose a health risk from previous activities; and (b) on sites listed on the Contaminated Land Register or Environmental Management Register. or AO7.2 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 – No previous activities known to have contaminated the site or to have created a health risk. Not identified within Contaminated Land Register or Environmental Management Register.</p>
<p>AO8 to AO14</p>	<p>Not applicable</p>
<p>AO15 to AO28</p>	<p>Not identified within any overlays</p>
<p>RECONFIGURING A LOT CODE</p>	
<p>PO1 The boundary realignment: (a) results in lots that are consistent with the established subdivision pattern of the local area; (b) maintains or improves the utility of the lots; (c) does not create a situation where the use or buildings on the resulting lots become unlawful.</p>	
<p>AO1.1 Development provides that allotment area, dimension and shape are in accordance with the standards in Table 8.4.2, except where the reconfiguration is boundary realignment and the outcome is preferable to the current allotment configuration. and AO1.2 The utility of the lots is maintained or improved where: (a) a frontage to depth ratio exceeds that of the existing allotments; (b) access is provided to an allotment that previously had no access or an unsuitable access; (c) an existing boundary encroachment by a building or areas is corrected; and AO1.3 The realignment does not result in a building contravening the setback, standards required by this Planning Scheme or relevant building regulations. and AO1.4 The realignment results in a larger lot that is a more viable farming unit.</p>	<p>Complies – The proposed boundary realignment creates an outcome that is preferable to the current allotment configuration. That is, there is a dwelling encroaching on the common boundary, and the reconfiguration will not only resolve the encroachment but also create an opportunity for a future dwelling. The boundary realignment takes into consideration the existing sewer manhole adjacent to the southern extent of the dwelling, the proposed new boundary will be setback 2m from the manhole. Boundary realignment meets the minimum lot envelope as per Table 8.4.2 of 10m x 20m in both proposed lots 2 and 3.</p> <p>The proposed lots each comply with the minimum lot size requirements prescribed for the Low Density Residential Zone.</p> <p>Existing access points and services to the existing dwelling are to remain.</p> <p>The proposed new boundary meets the minimum setback standard from the dwelling of 1.5m.</p>

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PO2 The boundary realignment facilitates the creation or consolidation of a viable farming unit.	
AO2.1 Where covered by the Overlay Map 08: (a) new lot boundaries enhance viable farming units; and (b) the boundaries ensure that a new dwelling is not on agricultural land. and (c) the reconfiguration satisfies the acceptable outcomes in section 6 of the Rural Zone code.	Not applicable – Proposed lots are not identified within Overlay Map 08.
AO3 to AO15	Not applicable
AO16 to AO23	Not identified within any overlays
SERVICES AND WORKS CODE	
PO1 The development is planned and designed considering the land use constraints of the site for achieving stormwater design objectives.	
AO1.1 A stormwater quality management plan provides for achievable stormwater quality treatment measures that meet the design objectives identified in Table 9.4.4.	Complies – No changes to physical characteristics of the site is proposed.
PO2 Development does not discharge wastewater to a waterway or off-site unless demonstrated to be best practice environmental management for that site.	
AO2.1 A wastewater management plan prepared by a suitably qualified person and addresses: (a) wastewater type; (b) climatic conditions; (c) water quality objectives; (d) best-practice environmental management; and AO2.2 Wastewater is managed in accordance with a waste management hierarchy that: (a) avoids wastewater discharge to waterways; or (b) minimises wastewater discharge to waterways by re-use, recycling, recovery and treatment for disposal to sewer, surface water and groundwater.	Not applicable – No changes to physical characteristics of the site is proposed. Therefore, a wastewater management plan is not required.
PO3 Construction activities avoid or minimise adverse impacts on stormwater quality.	
AO3.1 An erosion and sediment control plan addresses the design objectives for the construction phase in Table 9.4.4.	Not applicable - No construction activities proposed.
PO4 Operational activities avoid or minimise changes to waterway hydrology from adverse impacts of altered stormwater quality and flow.	
AO4.1 Development incorporates stormwater flow control measures to achieve the design objectives for the postconstruction phase in Table 9.4.4.	Not applicable – 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.	
AO5.1 Except in the Rural zone, all development occurs on a site with frontage to a sealed road. and AO5.2 Infrastructure is designed and constructed in accordance with the standards contained in PSP1 – Design and Construction Standards.	Complies – No development or construction proposed.
AO6 to AO11	Not applicable
AO12 to AO18	Not identified within any overlays

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LOCAL CATEGORISING INSTRUMENT – VARIATION APPROVAL

Not applicable.

LOCAL CATEGORISING INSTRUMENT – TEMPORARY LOCAL PLANNING INSTRUMENT

Not applicable.

OTHER RELEVANT MATTERS

Not applicable.

LOCALITY PLAN

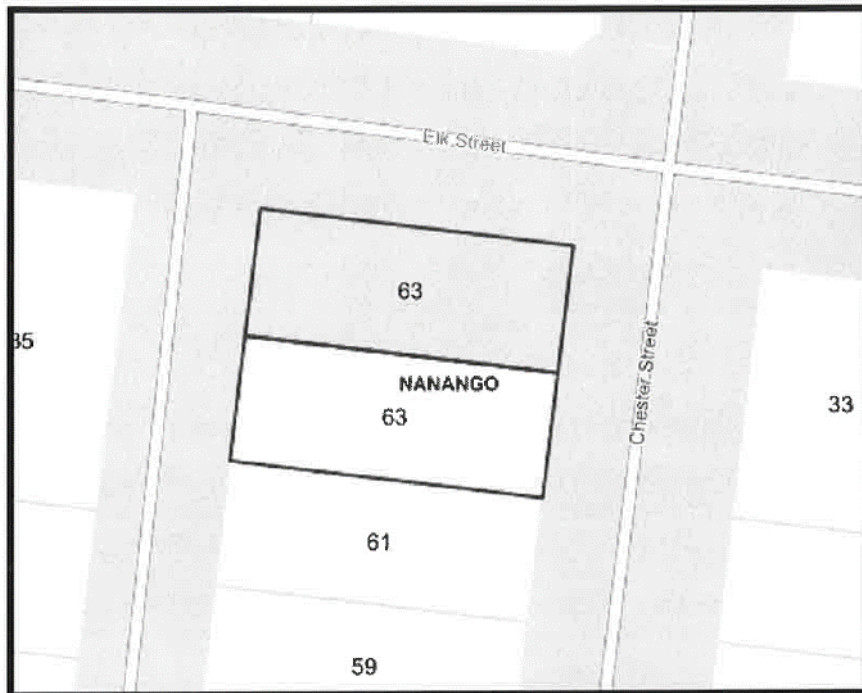


Source: Queensland Globe

Approved by Delegated Authority:

Date: 18/01/2021

AERIAL PLAN



Source: Intramaps

CONSULTATION:

Referral Agencies

Not applicable.

Other Referrals

INTERNAL SPECIALIST	REFERRAL	REFERRAL / RESPONSE
Development Engineer		No feedback was sought due to the boundary realignment.
Infrastructure Charges Unit		As per the South Burnett Regional Council Charges Resolution (No. 3) 2019, boundary realignments are not subject to charges as no additional demand on infrastructure is created.

Public Notification

Not applicable.

CONCLUSION:

The proposed development has been assessed with regard to the applicable assessment benchmarks as identified within the report. The proposed development generally complies with the benchmarks or can be conditioned to comply. Where the applicant has not provided sufficient information, conditions have been imposed to ensure compliance.

It is recommended that the development application for Reconfiguring a lot (boundary realignment) at 63 Chester Street, Nanango (and described as Lots 12 & 13 on RP4283) be approved subject to reasonable and relevant conditions pursuant to Section 60 of the *Planning Act 2016*.

Approved by Delegated Authority:



Date: 18/01/2021

ATTACHMENTS

Nil

Approved by Delegated Authority:



Date: 18/01/2021

ATTACHMENT B
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

The development application for:

Type of Approval	Reconfiguring a lot – Development permit
Level of Assessment	Code
Application No	RAL20/0017
Name of Applicant	C Birett-Foster C/- ONF Surveyors
Street Address	63 Chester Street, Nanango
Real Property Address	Lots 12 & 13 on RP4283

On 18 January 2021 the above development was:

Approved in full, with conditions.

1. Reasons for the Decision

The reasons for this decision are:

- The proposal will rectify an encroachment of the existing dwelling over the common boundary, creating an outcome preferable to the current allotment configuration.
- The land use will continue to be utilised for residential activities.
- The proposal reflects the intended low density and detached housing character of the zone by maintaining the existing density and built form.

2. Assessment Benchmarks

The following benchmarks apply to this development:

- Reconfiguring a lot code
- Low density residential zone code
- Services and works code

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 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.

18.2 Rate Exemptions and Remissions - seeking a 50% reduction in water usage charges for Assessment No. 40388-00000-001

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

18.3 Financial Hardship Rates Application - Assessment Number 40229-00000-000

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

18.4 Financial Hardship Rates Application - Assessment Number 40274-00000-000

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

18.5 SBCare Proposal

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.

19 CLOSURE OF MEETING