



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

# **AGENDA**

## **Executive and Finance & Corporate Standing Committee Meeting Wednesday, 17 March 2021**

**I hereby give notice that a Meeting of the Executive and Finance & Corporate Standing Committee will be held on:**

**Date: Wednesday, 17 March 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 RECOGNITION OF TRADITIONAL OWNERS**
- 4 DECLARATION OF INTEREST**

**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 17 FEBRUARY 2021**

**File Number:** 17-03-2021

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

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**OFFICER'S RECOMMENDATION**

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021 be received.

**ATTACHMENTS**

- 1. Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021**



# **MINUTES**

**Executive and Finance & Corporate  
Standing Committee Meeting  
Wednesday, 17 February 2021**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL  
EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING  
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY  
ON WEDNESDAY, 17 FEBRUARY 2021 AT 9.01AM**

**PRESENT: Councillors:**

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

**Council Officers:**

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Aaron Meehan (General Manager Infrastructure), Peter O'May (General Manager Community), Tim Low (Manager Water & Wastewater), Carolyn Knudsen (Manager Social & Corporate Performance), Celina Branch (Manager Finance), Anthony Bills (Manager ICT), Kerri Anderson (Financial Accountant), Louise Reidy (Strategic Procurement Coordinator), Mikala Drew (TechOne Project Lead), Wendy Kruger (Administration Officer), Lynelle Paterson (Executive Assistant)

**1 OPENING**

The Mayor declared the meeting open and welcomed all attendees.

**2 LEAVE OF ABSENCE / APOLOGIES**

Nil

**3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

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

**4 DECLARATION OF INTEREST**

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest in relation to **Item 6.6 - 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.

In relation to **Item 6.7 Health Care Providers** it was noted that all Councillors would attend a local medical practice and the interest was no greater than that of a significant number of persons in the South Burnett Regional Area.

In relation to **Item 6.8 – Purchase of Field Uniforms**, Cr Duff advised she was a member of the Murgon Business Development Association. This interest is not a declarable conflict of interest in accordance with the *Local Government Act 2009* 150EO (1).



**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 9 DECEMBER 2020**

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**COMMITTEE RESOLUTION 2021/29**

Moved: Cr Brett Otto  
Seconded: Cr Gavin Jones

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 9 December 2020 be received.

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

Against: Nil

**CARRIED 7/0**

**6 PORTFOLIO – SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT****6.1 SOCIAL & CORPORATE PERFORMANCE, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO**

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**COMMITTEE RESOLUTION 2021/30**

Moved: Cr Brett Otto  
Seconded: Cr Roz Frohloff

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

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

Against: Nil

**CARRIED 7/0**

**MOTION**

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**COMMITTEE RESOLUTION 2021/31**

Moved: Cr Brett Otto  
Seconded: Cr Kirstie Schumacher

That Item 7.5 – National Water Infrastructure Development Fund (NWIDF) Project Update be brought forward for discussion.

**CARRIED 7/0**

**Attendance:**

At 9:37 am, Cr Danita Potter left the meeting.

At 9:39 am, Cr Danita Potter returned to the meeting.

**7.5 NATIONAL WATER INFRASTRUCTURE DEVELOPMENT FUND (NWIDF) PROJECT UPDATE**

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**COMMITTEE RESOLUTION 2021/32**

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the Committee recommend to Council:

1. That South Burnett Regional Council review resourcing requirements and allocate budgets to further works in the Burnett Water Feasibility Study upon approval of further stages; and
2. Council facilitate a meeting with interested irrigator groups to form one or more voluntary collaborative group/s to be funded between the parties under an external arrangement.
3. Once the group/s is established a further report to Council to appoint a Council representative/s to the group/s.

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

Against: Nil

**CARRIED 7/0**

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**6.2 ALGA NATIONAL GENERAL ASSEMBLY CALL FOR MOTIONS - 2021**

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**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**

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### 6.3 WBBROC DELEGATE

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#### 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**

### 6.4 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

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#### 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"> <li>• industry</li> <li>• agriculture</li> <li>• water security</li> <li>• economic development and tourism</li> </ul>	Cr Kirstie Schumacher
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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**

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**6.4.1 PORTFOLIO ASSIGNMENTS FOR COUNCILLORS**

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**COMMITTEE RESOLUTION 2021/36**

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That a report be brought back to the Executive and Finance & Corporate Standing Committee Meeting in April as to future Portfolio assignments to Councillors to align Portfolios appropriately to the 2021-2026 Corporate Plan.

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

Against: Nil

**CARRIED 7/0**

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**MOTION**

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**COMMITTEE RESOLUTION 2021/37**

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That the meeting adjourn for morning tea.

**CARRIED 7/0**

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**MOTION**

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**COMMITTEE RESOLUTION 2021/38**

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That the meeting resume at 10.50am

**CARRIED 7/0**

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

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**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**

**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.

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

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**COMMITTEE RESOLUTION 2021/40**

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**

**Attendance:**

At 11:20 am, Cr Kirstie Schumacher returned to the meeting.

**6.7 SBRC 20/21-09 HEALTH CARE PROVIDERS**

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**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 19<sup>th</sup> 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**

**Attendance:**

General Manager Aaron Meehan left the meeting at 11.30am

**6.8 PURCHASE OF FIELD UNIFORMS**

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**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 DuffAgainst: Nil**CARRIED 7/0****6.9 PROPERTY AND RATING OUTSTANDING DEBTS OVERDUE BY 90 DAYS**

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**COMMITTEE RESOLUTION 2021/43**

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

That the report on the status of Property and Rating debts that have been outstanding for 90 days or more be received and noted.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 7/0****6.10 WASTEWATER CHARGES OPTIONS MODELLING**

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**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 DuffAgainst: Nil**CARRIED 7/0**

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**MOTION**

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**COMMITTEE RESOLUTION 2021/45**

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That the meeting adjourn until 1.30pm.

**CARRIED 7/0****MOTION**

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**COMMITTEE RESOLUTION 2021/46**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 1.50pm.

**CARRIED 7/0****7 PORTFOLIO – ECONOMIC DEVELOPMENT****7.1 ECONOMIC DEVELOPMENT PORTFOLIO REPORT**

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**COMMITTEE RESOLUTION 2021/47**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

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

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

Against: Nil

**CARRIED 7/0****7.1.1 REVIEW OF PREVIOUS DRAFTS OF THE ECONOMIC DEVELOPMENT STRATEGY**

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**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**

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**7.2 ECONOMIC DEVELOPMENT AND TOURISM MONTHLY UPDATE**

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**COMMITTEE RESOLUTION 2021/49**

Moved: Cr Kirstie Schumacher  
Seconded: Cr Danita Potter

That the Economic Development and Tourism monthly Update for December 2020 and January 2021 be received for information.

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

Against: Nil

**CARRIED 7/0**

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**7.3 REGIONAL DEVELOPMENT ADVISORY COMMITTEE**

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**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**

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**7.4 ARTS CULTURE & HERITAGE ADVISORY COMMITTEE**

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**COMMITTEE RESOLUTION 2021/51**

Moved: Cr Danita Potter  
Seconded: Cr Kathy Duff

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**



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**8 CONFIDENTIAL SECTION**

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**COMMITTEE RESOLUTION 2021/52**

Moved: Cr Roz Frohloff  
Seconded: Cr Danita Potter

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*:

**8.1 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.

**8.2 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.

**8.3 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.

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

Against: Nil

**CARRIED 7/0**

**Attendance:**

At 2:49 pm CEO Mark Pitt left the meeting

At 3:00 pm, Cr Danita Potter left the meeting.

At 3:00 pm, Cr Roz Frohloff left the meeting.

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**COMMITTEE RESOLUTION 2021/53**

Moved: Cr Brett Otto  
Seconded: Cr Kathy Duff

That Council moves out of Closed Council into Open Council.

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

Against: Nil

**CARRIED 5/0**

**Attendance:**

At 3:07 pm, CEO Mark Pitt returned to the meeting

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**8.1 RATE EXEMPTIONS AND REMISSIONS - SEEKING A 50% REDUCTION IN WATER USAGE CHARGES FOR ASSESSMENT NO. 40388-00000-001**

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**COMMITTEE RESOLUTION 2021/54**

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That the committee recommends to Council:

That Council

1. approve the request for a 50% rate reduction on the condition that they enter into a revised payment plan in accordance with Council's Hardship Policy and maintain compliance with this payment plan for the term of the payment plan.
2. establish a water management plan with Council

In Favour: Crs Brett Otto, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 5/0**

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**8.2 FINANCIAL HARDSHIP RATES APPLICATION – ASSESSMENT NUMBER 40229-00000-000**

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**COMMITTEE RESOLUTION 2021/55**

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That the committee recommends to Council;

That Council agree to:

1. Immediately suspend all current and future legal action for Assessment Number 40229-00000-000;
2. Request the owner enter into a payment arrangement for Assessment Number 40229-00000-000 for \$40.00 per week commencing 1 July 2021; then \$60.00 per week commencing 1 January 2022; then \$80.00 per week commencing 1 January 2023 with the view to clearing all outstanding amounts within a three (3) year period; (note no payments due until 1 July 2021)
3. Payments of \$80.00 per week or \$350.00 per month are to continue from 1 January 2023 until the rate arrears are cleared and rates are up to date.
4. No interest will be charged on overdue rates if the agreed payments are maintained;
5. This Payment Plan will be reviewed 31 December 2021; or at other times if Council is advised that the applicant's circumstances have changed significantly;
6. This Payment Plan will expire upon payment in full of all outstanding rates and charges;
7. The General Manager Finance & Corporate be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

In Favour: Crs Brett Otto, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 5/0**

**8.3 FINANCIAL HARDSHIP RATES APPLICATION – ASSESSMENT NUMBER 40274-00000-000****COMMITTEE RESOLUTION 2021/56**

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That Council agree to:

1. Immediately suspend all current and future legal action for Assessment Number 40274-00000-000;
2. Write off interest charges to the value of \$18.84 & suspend interest from accumulating until 31 August 2021;
3. Request the owner enter into a payment arrangement for Assessment Number 40274-00000-000 for \$40.00 per week commencing 1 September 2021; then \$60.00 per week commencing 1 September 2022; then \$80.00 per week commencing 1 September 2023 with the view to clearing all outstanding amounts within a three (3) year period; (note no payments due until 1 September 2021)
4. Payments of \$60.00 per week or \$260.00 per month commencing 1 September 2021;
5. Payments of \$80.00 per week or \$347.00 per month are to continue from 1 September 2023 until the rate arrears are cleared and rates are up to date;
6. No interest will be charged on overdue rates if the agreed payments are maintained;
7. This Payment Plan will be reviewed 31 March 2022; or at other times if Council is advised that the applicant's circumstances have changed significantly;
8. This Payment Plan will expire upon payment in full of all outstanding rates and charges; and
9. The General Manager Finance & Corporate be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

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

Against: Nil

**CARRIED 5/0**

**9 CLOSURE OF MEETING**

The Meeting closed at 3.10pm

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 17 March 2021.

.....  
**CHAIRPERSON**

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

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

**File Number:** March 2021

**Author:** Mayor

**Authoriser:** Chief Executive Officer

#### **PRECIS**

Social & Corporate Performance, People & Culture, Communications/Media, Finance and ICT Portfolio Report

#### **SUMMARY**

Mayor Otto presented his Social & Corporate Performance, People & Culture, Communications/Media, Finance and ICT Portfolio Report to Council.

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

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

##### **Social & Corporate Performance:**

With a recent resignation, vacancies in a couple of positions and a number of pressure points within sections of the Social & Corporate Performance Branch, as well as a renewed focus on customer service through the adoption of the customer service charter last month, it was timely to realign the Branch functions matching how we effectively deliver services to the organisation and external customers.

To effectively align functions to policy the Branch as undergone a name change from Social & Corporate Performance to Corporate Services. This name change means a better fit with the functions delivered within the Finance & Corporate Department and more appropriately excludes the social performance elements which transitioned from the Branch to the Community Department late last year.

Further the Customer Contact section has been renamed to Customer Service reflecting the strengthening of the policy direction of building relationships with our customers in a 'customer service' focused approach.

Regarding the other sections of the Branch we have renamed and transitioned Records Management to be included within the broader Governance function combining records management responsibilities with corporate governance functions such as delegations, corporate registers, information access scheme, Right to Information / Information Privacy applications/processing.

Through extensive internal consultation, the Branch is now well positioned to drive positive change through Customer Service, Corporate Governance, Corporate Risk and Audit functions.

##### **People & Culture:**

Eight trainees are confirmed commencing with Council on 29 March 2021, with a further two trainees confirmed to commence in April. Council also employs three apprentices.

##### **Communications/Media:**

In February 2021 the Media and Communications team progressed the following:

- Media Releases x 22

- Media enquiries x 18
- Social Media:
  - **Facebook** Posts x 55
    - The most popular post for February: South Burnett Aquatic Centre closure and renovations - 7556 reached, 249 engagements, 2242 post clicks.
    - Council's 'southburnettregion' Facebook page ended the month with 7,945 likes (+22 likes from Jan 2021) and 8,224 followers (+20 followers from Jan 2021).
  - **LinkedIn** x 4 posts
    - Most engaged post: 02-02-2021 - KTP full commencement of works - 685 impressions, 265 website clicks, 2 shares, 5.26% engagement rate
    - Website clicks: 6 (-27% from Jan 2021)
    - Page views: 227 (-16% from Jan 2021)
    - Followers: 1433 (+84 followers from Jan 2021)
  - **Instagram** x 12 posts
    - Most engaged post: 02-02-2021 – KTP full commencement of works map – 15 likes, 286 views, 1 share
    - Followers: 846 (+75 from Jan 2021)
    - Photos tagged by other accounts: 5
- Printed Advertising:
  - Council progressed two full page ads (Page 4) in the South Burnett Today during February – 4 February and 18 February.
  - Council progressed 1 public notice – Found – 1 Cow and 1 Calf on 25 February.
  - Council progressed one full page ad in the Murgon Moments for What's on @ South Burnett libraries and one half-page ad for the region's dams.
- Graphic Design:
  - Fact Sheet – Home based food businesses
  - Tech2 platform login screen and background graphics

A list of all media release/ enquiries and statistics for February is available as an attachment to this report.

## **Finance:**

### Finance

Finance has completed the 3<sup>rd</sup> quarter budget revision. This review saw no overall change to the net operating deficit of \$4.561m. There was however a reduction in the net result due to capital grant revenue of \$4.7m being pushed into the 2021-2022 and 2022-2023 years. Most of the capital grant reduction was surrounding the expected receipt of the Building Better Regions Funding. The capital expenditure program was also reassessed as part of the review with \$8.490m being removed from this financial year and reallocated to future years where needed, including a portion that was directly related to the grant revenue deferral.

Finance continues to work on the preparation of the 2021-2022 budget as well as beginning to identify the potential bad debt write-offs that may need to occur for the end of the financial year.

### Rates

The rates team are currently in their busy period and have completed 148 rates searches and 420 customer requests for the month of February. A total of 15 undetected water leak applications have also been processed in the month. February also saw 156 transfers received from the Department

of Natural Resources and Mines (DNRME). The discount period for the current rates cycle closes on 16 March 2021. During March, the rates team will be commencing with the next step for the sale of land for rates in arrears.

### Procurement

- Procurement is in the process of developing specifications for the establishment of a Preferred supplier arrangement for Pre-Mix Concrete.
- Council will be inviting offers on the sale of baled Rhodes Grass Hay in Large Square Bales and Round Bales from the irrigation area at the Kingaroy Water and Wastewater Treatment Plant.
- Procurement has worked alongside the Senior Recreations Services Officer to seek Expressions of Interest from Not For Profit Community Organisations for the acquisition of the surplus mountain bikes originally sourced under the successful "Get on Your Bikes" State Government Funded Program initiative conducted along the Rail Trail as per Council's resolution.

### **BACKGROUND**

Nil

### **ATTACHMENTS**

1. **Media and Communication Report - February 2021** [!\[\]\(661ad2fdbe8fa1392f2b194cfa45d124\_img.jpg\) !\[\]\(4193cdf1061c98ac39c3073e7f9019f2\_img.jpg\)](#)

**Media Releases: 22**

1. 185. Public Notice 03-02-2021 - Renovation Works and Closure to the South Burnett Aquatic Centre Nanango
2. 186. Public Notice 05-02-2021 Murgon Lamb Street footpath works progressing to stage three
3. 187. Media Release 05-02-2021 Free e-waste recycling now available in the South Burnett
4. 188. Public Notice 05-02-2021 Kingaroy sewer relining programme to begin in March 2021
5. 189. Public Notice 11-02-2021 Road maintenance on state-controlled Kingaroy Burrandowan Road
6. 190. Public Notice 11-02-2021 Notice of Construction Work on Haly Street Wondai
7. 191. Public Notice 11-02-2021 KTP update - Alford Street closures and parking disruptions
8. 192. Media Release 10-02-2021 South Burnett Libraries inspiring young readers through the Summer Reading Club
9. 193. Public Notice 12-02-2021 Kingaroy sewer relining programme to begin in February 2021
10. 194. Public Notice 12-02-2021 - Rates notices to be issued
11. 195. Public Notice 12-02-2021 - UPDATE – Gravel Resheeting Works – February and March
12. 196. Media Release 17-02-21 KTP Update - Footpath and parking closures
13. 197. Media Release 17-02-21 - Have your say – Draft 2021-26 Corporate Plan community engagement events
14. 198. Media Release 17-02-21 - Have your say – Community engagement sessions
15. 199. Public Notice 17-02-21 - Invitation to Offer – Pressure cleaning of Murgon CBD footpath
16. 200. Public Notice 17-02-2021 - Footpath Construction – Youngman Street Kingaroy
17. 201. Media Release 19-02-2021 - Update – Kingaroy Transformation Project 22-02-2021
18. 202. Media Release 24-02-2021 South Burnett Regional Council Planning Scheme amendments to improve efficiencies
19. 203. Media Release 24-02-2021 South Burnett Regional Council supporting economic development and recovery
20. 204. Media Release 26-02-2021 South Burnett dog facilities and owner responsibilities
21. 205. Media Release 26-02-2021 - Update – Kingaroy Transformation Project
22. 206. Public Notice 26-02-2021 South Burnett Regional Council adopts economic support instrument

**Media Releases 20-21**

2020	Jul	Aug	Sep	Oct	Nov	Dec
	30	19	28	24	34	28
2021	Jan	Feb	Mar	Apr	May	Jun
	22	22				

**Media enquiries: 18**

1. 01-02-2021 – South Burnett Today – Summer Reading Club
2. 01-02-2021 – ABC Southern Queensland – ABC Breakfast broadcast in Kingaroy
3. 05-02-2021 - ABC Southern Queensland – Resend of 27-11-2020 media release 'Council endorses stimulus package to assist building development and business community'
4. 06-02-2021 – Crow FM – Interview with Cr Gavin Jones
5. 09-02-2021 – SCA – Kingaroy CBD business owners concerns on KTP construction and reduced foot traffic
6. 09-02-2021 – South Burnett Today - Asking to interview CEO and Mayor on petition against further KTP funding

7. 11-02-2021 – South Burnett Today – Requesting explanation of funded depreciation
8. 11-02-2021 – South Burnett Today – Request for more detail on gravel resheeting media releases
9. 16-02-2021 - South Burnett Today - Removal of trees on Leopard Court Kingaroy
10. 17-02-2021 - South Burnett Today – Comment on university courses potentially being made available at TAFE in Kingaroy from Cr Potter
11. 18-02-2021 - South Burnett Today – Comment on South Burnett Cultural Resource Mapping Report from Cr Potter
12. 19-02-2021 – South Burnett Today - Data on population trends or changes. Requesting comment on city residents moving regionally.
13. 22-02-2021 – South Burnett Today – Enquiring if SBRC wants to put an A4 page advertisement on community plan engagement and draft 2021-26 Corporate Plan engagement sessions
14. 22-02-2021 - South Burnett Today – Comment on disability infrastructure in South Burnett
15. 23-02-2021 - South Burnett Today - Comment from Cr Duff regarding Parks Week
16. 24-02-2021 - Burnett Today - Details from Mayor Otto on reef regulations
17. 25-02-2021 - South Burnett Today – Relocation of taxi ranks from Club Hotel Kingaroy to Glendon St Kingaroy
18. 26-02-2021 – Bundaberg Today – Enquiry in media operations and media spending at South Burnett Regional Council

#### Social media: South Burnett Regional Council

##### Facebook

@southburnettregion: 55 posts

##### **Most engaged post:**

03-02-2021 – South Burnett Aquatic Centre closure and renovations - 7556 reached, 249 engagements, 2242 post clicks

**Page likes:** 7945 (+22 likes from Jan 2021)

**Followers:** 8224 (+20 followers from Jan 2021)

LinkedIn: 4 posts

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**Website clicks:** 6 (-27% from Jan 2021)

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**Followers:** 1433 (+84 followers from Jan 2021)

Instagram: 12 posts

##### **Most engaged post:**

02-02-2021 – KTP full commencement of works map – 15 likes, 286 views, 1 share

**Followers:** 846 (+75 from Jan 2021)

**Photos tagged by other accounts:** 5



<b>Social media posts – all platforms</b>						
<b>2020</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
	58	61	61	81	74	52
<b>2021</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
	Facebook: 43 LinkedIn: 6 Instagram: 9	Facebook: 55 LinkedIn: 4 Instagram: 12				

#### **Printed advertising**

- Council progressed two full page ads (Page 4) in the South Burnett Today during February – 4 February and 18 February.
- Council progressed 1 public notice – Found – 1 Cow and 1 Calf on 25 February.
- Council progressed one full page ad in the Murgon Moments for What's on @ South Burnett libraries and one half-page ad for the region's dams.

#### **Graphic design**

- Fact Sheet – Home based food businesses
- Tech2 platform login screen and background graphics

## 6.2 MEETINGS, REPORTS AND TIMELINES

**File Number:** 17-03-2021

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

### PRECIS

The Mayor has requested an update on Council processes for questions on notice and agenda items and consideration of Community Engagement days.

### SUMMARY

Council has adopted the “*Conduct of Council & Committee Meetings Policy*” which give guidance on Council process for the conduct of meetings. A copy of the policy is attached for information.

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### OFFICER’S RECOMMENDATION

That the committee note the report for information.

### BACKGROUND

The terminology of meeting procedure is something that cannot be divorced from any other aspect of meetings and must be looked at as it functions within the overall structure of the meeting. Council, like all Local Governments in Queensland has rules for meeting conduct and behaviour, a copy of the council policy is attached to this report.

Regarding Councillors wishing to place matters on an agenda, the timelines for the closure of the agenda are also attached to this report. The Standing Committees allow for a broader discussion of issues that many not need a decision point, but the information is of community interest. The Standing Committee minutes allow for general items to be considered and actions may be noted as “Resolved” so they are captured for future reports. Councillors will be aware an outstanding resolution section has been added to the General Meeting agenda to allow for tracking of items that have not been completed. As Council continues to refine the agenda process, Questions on Notice from the standing committee and the response to these questions will now be reported on each month for information in the General meeting agenda.

Given the timelines for producing and publishing an agenda, late items will only be considered if they are time sensitive or an issue that is of such significance that it needs to be dealt with by Council. Late items, and indeed any item that is not part of the formal agenda, is required to be considered by resolution.

In regards to Community Engagement days these workshops may be held 2 or 3 times a month dependant on issues or presentations that are requested. In consultation with other Councils that conduct similar workshops there is no set policy or procedure that guide these sessions barring Council’s workshop process. The days may be are used for external groups or individuals who wish to make presentations to Council and would fit into the workshop process that Council currently conducts. If a formal report from Community Engagement days to a future Council meeting is required this will be conducted through the Standing Committee process or at the General Meeting where a resolution is required. Council currently received formal deputations to the General and Standing Committee Meetings. As a workshop no minutes would be kept and no decision would be able to be made – the engagement day would be for information only.

### ATTACHMENTS

1. **Conduct of Council & Committee Meetings Policy** [↓](#) 
2. **Meeting Timelines** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory - 017

POLICY OWNER: Executive Services

ECM ID: 2727868

ADOPTED: 25 November 2020

## Conduct of Council & Committee Meetings 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.

### Table of Contents

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### 1. POLICY STATEMENT

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

### 2. SCOPE

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

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

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

This policy supports the State government prescribed:

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

### 3. GENERAL INFORMATION

#### PART 1 MEETINGS OF THE COUNCIL

##### Division 1 - Time of Meetings

#### 3.1. Times of Ordinary Meetings

- 3.1.1. The days and times of ordinary meetings of the Council will be as resolved at the post-election meeting and from time to time thereafter.
- 3.1.2. All ordinary meetings of the Council will be held at its public office unless otherwise resolved at an ordinary meeting.
- 3.1.3. Pursuant to *Section 254B* of the Regulation, Council must, at least once in each year, publish a notice of the days and times when its ordinary meetings will be held.

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

### **3.2. Special Meetings**

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **3.4. Presiding Officer**

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

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

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

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

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

3.5.1. The order of business will be determined by resolution of the Council from time to time.

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

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

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

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

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

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

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

### **3.9. Matter Arising**

Where, at an ordinary meeting of the Council, a matter arises which is not provided for in this policy, the matter will be determined by resolution of the Council upon a motion which may be put without notice but otherwise in conformity with the Act/Regulation and Best practice standing orders for local government and standing Committee meetings.

**3.10. Objectionable Business**

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

**3.11. Business Confined to Agenda**

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

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

**3.12. Petitions**

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

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

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

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

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

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

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

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

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

**3.13. Deputations and Presentations**

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

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

3.13.3. For deputations comprising three (3) or more persons, only three (3) persons shall be at liberty to address the Council meeting unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

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

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

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

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

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

- 3.14.7. A resolution of the Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the Regulation.
- 3.14.8. A resolution of the Council can be rescinded or repealed only if written notice, in the correct format, of intention to propose the repeal is given to each Councillor at least five (5) days before the meeting at which the proposal is to be made.
- 3.14.9. At the meeting to decide the rescission motion, the proposed motion is taken to have been defeated unless it is agreed to by:
- (a) the number of Councillors present at the meeting is more than the number present at the meeting at which the resolution was adopted - a majority of the Councillors present; or
  - (b) in any other case - a majority of all Councillors.
- 3.14.10. A resolution of the Council can only be rescinded or repealed if it has not been acted upon. If an alternative resolution is proposed to be moved, notice of intention to move the alternative motion is to also be provided.
- 3.14.11. The Chairperson may call the notices of motion in the order they appear on an agenda. Where there is no objection to a motion to rescind or repeal a previous resolution being taken as a formal motion, the Chairperson may put the motion to rescind or repeal to the vote without discussion.

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

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

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

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



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

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

- 3.17.1. Subject to section 3.15.2 above, the mover of a motion or amendment will read it and state that it is to be moved but will not speak to it until the motion is seconded.
- 3.17.2. A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 3.17.3. The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 3.17.4. An amendment may be withdrawn by the mover with the consent of the Council, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Council for its withdrawal.
- 3.17.5. The mover of a motion or amendment has the right to reply. Each Councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 3.17.6. Each speaker, including when exercising a right of reply, will be restricted to not more than five (5) minutes and will speak directly to the motion.
- 3.17.7. Any extension of time for a Councillor to speak in accordance with section 3.17.6, will only be granted by the Chairperson and any extension will be for a period of not more than three (3) minutes.
- 3.17.8. When two (2) or more Councillors rise or motion to speak at the same time, the Chairperson will determine who is entitled the priority.
- 3.17.9. In accordance with *Section 254H* of the Regulation, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by a Council officer, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

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

- 3.18.1. Before any matter is put to the vote, the Chairperson may direct the motion or amendment to be read again by the CEO or other Council officer who is taking the minutes of the meeting.
- 3.18.2. The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection.
- 3.18.3. A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. A Councillor may call for a division on an item by requesting that the item be voted on separately. If a division is taken, the minute secretary will record the names of Councillors voting in the affirmative and of those voting in the negative.

- 3.18.4. The Council will vote by a show of hands.
- 3.18.5. The Chairperson will declare the result of a vote or a division as soon as it has been determined.
- 3.18.6. Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote on it has been declared.
- 3.18.7. Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.

### **3.19. Procedural Motions**

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

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

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

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

- 3.21.1. A procedural motion "that the motion and/or amendment now before the meeting be adjourned" may specify a time or date to which the debate is to be adjourned.
- 3.21.2. Where no date or time is specified:
  - (a) a further motion may be moved to specify such a time or date; or
  - (b) the matter about which the debate is to be adjourned, will be included in the agenda for the next meeting of the Council.
- 3.21.3. A procedural motion may not adjourn debate for a period more than three (3) months after the date of that procedural motion.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- 3.26.2. Where such a motion is moved, further consideration of any matter will be suspended until after the motion of dissent is determined.
- 3.26.3. Only the mover of the motion of dissent and the Chairperson will speak to the motion. The mover of the motion and the Chairperson will speak only once to the motion with the mover speaking first and the Chairperson second.
- 3.26.4. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made will proceed as though that ruling had not been made.
- 3.26.5. Whereas a result of that ruling, a matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.
- 3.26.6. Where a motion of dissent is not carried, the ruling of the Chairperson will stand.

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

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

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

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

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

- 3.29.1. A procedural motion "that the meeting stands adjourned" may be moved by a Councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a Councillor's time for speaking to the matter and will be put without debate.
- 3.29.2. The procedural motion must specify a time for the resumption of the meeting and, on resumption, will continue with the business before the meeting at the point where it was discontinued on the adjournment.

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

- 3.30.1. Where a procedural motion "that the meeting be closed to the public" is carried, the public will leave and not re-enter the room where the Council meeting is being held until a procedural motion "that the meeting be opened", is carried.
- 3.30.2. No motion can be moved and seconded and voted on while the meeting is closed to the public.
- 3.30.3. Where the Council has resolved to close a meeting, all debate in the course of the closed meeting will be considered to be confidential.

**Division 5 - Questions**

**3.31. Questions Without Notice**

- 3.31.1. A Councillor through the Chairperson may at the Council meeting ask a question for reply by another Councillor or a Council officer regarding any item of business under consideration at the meeting of the Council. A question will be asked categorically and without argument and no discussion will be permitted at the meeting in relation to a reply or a refusal to reply to the question.
- 3.31.2. A Councillor or Council officer to whom a question is asked without notice may request that the question be taken on notice at the next Council meeting.
- 3.31.3. A Council officer to whom a question is asked without notice may:
  - (a) request that the question be taken on notice for the next Council meeting; or

- (b) request that the question be the subject of a report to a Council committee.
- 3.31.4. Any Councillor wishing to ask a question relating to the general work or procedure of the Council but not related to any matter under consideration at the meeting, will provide the question in writing to the CEO at least four (4) days prior to the day of the meeting at which it is to be asked.
- 3.31.5. A Councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 3.31.6. The Chairperson may disallow a question which the Chairperson considers inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if carried the Chairperson will allow the question.

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

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

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

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

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

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

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

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

- 3.33.1. The Council may, by resolution, appoint from its Councillors one (1) or any number of Standing Committees of the Council and determine the name of the Committee or Committees.
- 3.33.2. The Council may, by resolution, appoint the number of members to each appointed Committee.
- 3.33.3. Business must be in accordance with the adopted terms of reference for each Committee.
- 3.33.4. The Council will choose the Chairperson for a Committee. This Chairperson will normally preside over meetings of the Committee.
- 3.33.5. If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.
- 3.33.6. Where one (1) Committee only is appointed, the Committee will comprise all members of Council with the Mayor as Chairperson. Each Councillor will be assigned a portfolio and will be referred to as the Spokesperson for that particular portfolio.

3.33.7. The CEO will decide the order of business for the agenda.

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

3.34.1. The function of a Standing Committee is to consider, report upon and make recommendations to the Council in respect of matters comprised within or related to the business with which that Committee is charged by the Council. A Committee can also exercise powers of the Council if those powers have been delegated to it under *Section 257* of the Act.

3.34.2. The reports and recommendations of every Standing Committee must, except where power has been delegated to the Standing Committee to implement its decisions, be submitted to the Council for consideration.

3.34.3. This section does not limit the power of the Council itself to deal with any matter which has been referred to or delegated to a Standing Committee.

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

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

3.35.1. The days and times of ordinary meetings of Standing Committees will be as resolved at the post-election meeting and from time to time thereafter.

3.35.2. All meetings of Standing Committees will be held at the Council's public office unless otherwise resolved by Council.

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

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

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

3.36.1. The CEO will call a special meeting of a Standing Committee if:

- (a) the special meeting is required by a resolution of the Council; or
- (b) a written request for the special meeting is lodged with the CEO.

3.36.2. A written request for a special meeting of a Standing Committee will:

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

3.36.3. The CEO calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting, to each Councillor.

3.36.4. 3.1.3.Council must, at least once in each year, publish a notice of the days and times when its special meetings will be held.

3.36.5. Council must, where possible, publish a notice of the day and time when its special meeting will be held.

## **Division 3 - Notice of Standing Committee Meetings**

### **3.37. Notices**

3.37.1. The CEO will distribute a written notice of the meeting at least three (3) days prior to each meeting the only business that may be conducted at a special meeting is the business specified in the notice of meeting (see *Section 258* of the Regulation).

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

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

3.37.3. If the notice relates to a special meeting, it must also specify the business of the meeting.

#### **Division 4 - Conduct of Standing Committee Meetings**

##### **3.38. Chairperson**

3.38.1. The Chairperson of a Standing Committee will preside at a meeting of a Standing Committee.

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

##### **3.39. Procedure at Standing Committee Meetings**

3.39.1. A Standing Committee will deal with the items of business on its agenda in accordance with:

- (a) procedural directions given to the Standing Committee by resolution of the Council; or
- (b) procedural directions specified in this policy; or
- (c) if there is no procedural direction governing a particular matter, the Chairperson's decision.

3.39.2. However, a Standing Committee may, by resolution, overrule a decision on a procedural question made by the Chairperson.

3.39.3. If an appropriate or adequate method of dealing with any matter is not provided for in this policy, the method of dealing with the matter may be determined by the Chairperson or by resolution upon a motion which may be put without notice.

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

3.40.1. A deputation or presentation group wishing to address a meeting of a Standing Committee on any matter relevant to the Standing Committee will apply in writing to the CEO not less than five (5) working days before the day of the meeting.

3.40.2. The CEO, on receiving an application for a deputation or presentation, will notify the Mayor and/or the Chairperson of the Standing Committee who will determine whether the deputation or presentation may be heard.

3.40.3. The CEO, or his delegate, will inform the deputation or presentation group of the determination under section 3.40.2.

3.40.4. Where it has been determined under section 3.40.2 that the deputation or presentation will be heard, a convenient time will be arranged for that purpose and a time period allowed.

3.40.5. A deputation or presentation will not exceed 15 minutes unless otherwise agreed by the Chairperson.

3.40.6. A maximum of three (3) persons from a deputation or presentation will be at liberty to address the Standing Committee.

3.40.7. The Chairperson may terminate an address by a person in a deputation or presentation at any time where:

- (a) the Chairperson is satisfied that the purpose of the deputation or presentation has been sufficiently explained to the Councillors at the meeting; or
- (b) the person uses insulting or offensive language; or

- (c) if a member of the deputation or presentation, other than the appointed speakers, continues to interject or attempt to address the Council after the Chairperson has warned the member of the deputation or presentation.

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

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

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

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

## **PART 3 ADVISORY COMMITTEES**

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

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

- 3.43.1. The Council may, by resolution, appoint Advisory Committees for the performance of any duty, not of a permanent nature, for which in the opinion of the Council an Advisory Committee ought to be appointed.
- 3.43.2. The appointment of every Advisory Committee will be made by resolution of the Council and the motion to appoint the Advisory Committee will include the following:
  - (a) the duties proposed to be entrusted to the Advisory Committee; and
  - (b) the term of the appointment of the Advisory Committee; and
  - (c) the Advisory Committee membership, including Councillors and, where applicable, persons who are not Councillors; and
  - (d) Council senior officers who provide technical operational expertise and who are non-voting members; and
  - (e) the Advisory Committee Chairperson will be a Councillor unless the Council decides otherwise.
- 3.43.3. The Council will provide reasonable administrative assistance for the conduct of Advisory Committee meetings however, the Council officers providing the administrative assistance will not be members of the Advisory Committee or have voting entitlements.



**Division 2 - Conduct of Advisory Committee Meetings****3.44. Conduct of Meetings**

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

**Division 3 - Conduct of Members of Advisory Committees****3.45. Conduct of Members**

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

**Division 4 - Reports by Advisory Committees****3.46. Reports by Advisory Committees**

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

**Division 5 - Termination of Advisory Committees****3.47. Tenure of Advisory Committee Membership**

- 3.47.1. Subject to any resolution to the contrary, if an Advisory Committee is appointed for a particular purpose or for a limited time, the Advisory Committee is abolished and appointment of members to the Advisory Committee is terminated upon the fulfilment of that purpose or the expiration of that time.
- 3.47.2. If any member of an Advisory Committee is absent from three (3) consecutive meetings without having obtained a leave of absence from the Advisory Committee, the member's continued membership of that Advisory Committee will be referred to Council for determination.

- 3.47.3. Individual membership is for a period of three (3) years unless for a shorter period as stated in the establishment of the Advisory Committee. At the conclusion of the three (3) year appointment, the Advisory Committee member is released from the Advisory Committee. For Councillor and Council officer membership positions, the membership will be reinstated unless otherwise decided by Council. For external membership positions, nominations will be called for from relevant community groups / sectors to fill the vacant positions. The process to assess the applications will be formalised operationally in consultation with Council.
- 3.47.4. A report will be tabled for Council to adopt the Advisory Committee membership at an ordinary meeting of Council.

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

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

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

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

- 3.49.1. Except when invited to do so by the Chairperson, a member of the public will not take or attempt to take part in the proceedings of a Council meeting.
- 3.49.2. Any person addressing the Council will stand, act and speak with decorum and frame any remarks in respectful and courteous language.
- 3.49.3. Any person who is considered by the Council or the Mayor to be unsuitably attired may be directed by the Mayor or Chairperson to immediately withdraw from the meeting.
- 3.49.4. Failure to comply with a request under section 3.49.3 will be considered an act of disorder.
- 3.49.5. The Council Chairperson may, as a mark of distinction, admit a non-member to a part of the Council Chambers normally reserved for Councillors during the conduct of a Council meeting to participate in the discussion of a particular item of business, on conditions decided by the Council. The time allotted shall not exceed 15 minutes and no more than

three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the meeting during this period shall be at the absolute discretion of the Council.

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

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

These provisions allow the Council:

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

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

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

- 3.51.1. After a meeting of the Council or a Committee has been formally constituted and the business commenced, a Councillor or Committee member will not enter or leave the meeting without first notifying the Chairperson.
- 3.51.2. A Councillor or Committee member is not deemed to be present at any meeting of the Council or Committee unless the Councillor or Committee member is inside the meeting room or in attendance via teleconference in accordance with *Section 254K* of the Regulation.
- 3.51.3. At ordinary and special meetings of the Council, unless exempted by the Chairperson, Councillors will stand and address the Chairperson while:
- (a) moving any motion or amendment; or
  - (b) seconding any motion or amendment; or
  - (c) taking part in any discussion; or
  - (d) replying to any question; or
  - (e) addressing the Council for any other purpose.
- 3.51.4. Councillors and Committee members will, during a meeting of the Council or a Committee, address:
- (a) other Councillors by their respective titles, "Mayor" or "Councillor"; and
  - (b) Council officers by designating them by their respective official or departmental title.

- 3.51.5. Councillors and Committee members will confine their remarks to the matter under consideration.
- 3.51.6. Councillors and Committee members will remain seated and silent while a vote is being taken.
- 3.51.7. Councillors and Committee members will act with due decorum during meetings in order that the meeting is conducted in an efficient and effective manner. Councillors and Committee members will not make a noise or disturbance except to raise a point of order, nor converse aloud, while another person is addressing the Council or a Committee.
- 3.51.8. The Chairperson may specify orally or in writing appropriate standards of decorum which will be observed by all Councillors and other persons attending a meeting of the Council or a Committee.
- 3.51.9. Councillors and Committee members will not make personal reflections on or impute improper motives to any other Councillor, Committee member or a Council officer.
- 3.51.10. A Councillor or Committee member who is speaking will not be interrupted except upon a point of order being raised either by the Chairperson or Councillor or Committee member.
- 3.51.11. When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak, will immediately cease speaking and resume their seat, and each Councillor and Committee member present will preserve strict silence so that the Chairperson may be heard without interruption.
- 3.51.12. The Chairperson may:
  - (a) call the attention of the meeting to continued irrelevance or tedious repetition on the part of any Councillor or Committee member; and
  - (b) direct a Councillor or Committee member to discontinue a speech.

### **3.52. Loss of Quorum**

- 3.52.1. If during the conduct of a meeting, the Chairperson becomes aware that a quorum is no longer present; the meeting will be adjourned to a date and time to be determined by the Chairperson but no later than 21 days from the date of the adjournment.
- 3.52.2. However, the meeting may be adjourned to a later time on the same day.
- 3.52.3. When the conduct of a meeting is interrupted as a result of the loss of a quorum, the business of the resumed meeting must commence at the point in the meeting agenda at which the interruption occurred.
- 3.52.4. In the event where one (1) or more Councillors or Committee members leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the Council must resolve to, where applicable:
  - (a) delegate the consideration and decision on the matter, pursuant to *Section 261* of the Act;
  - (b) defer the matter to a later meeting;
  - (c) not decide on the matter and take no further action in relation to the matter.
- 3.52.5. All Councillors and Committee members including the conflicted Councillors and Committee members, may participate in deciding to delegate or defer a matter.
- 3.52.6. The Council or the Committee must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

- 3.52.7. If the matter cannot be delegated under legislation, the Council should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.
- 3.52.8. The Councillor or Committee member must then leave the place of the meeting and stay away while the matter is being discussed and voted on unless the subject Councillor has Ministerial approval to participate in the matter. The Councillor or Committee member must not influence or attempt to influence the remaining Councillors or Committee members to vote on the matter in a particular way.
- 3.52.9. Once the Councillor or Committee member has left the area where the meeting is being conducted, the Council or Committee can continue discussing and deciding on the matter at hand.

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

Councillors and Committee members are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a Council or Committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, Councillors or Committee members must abide by the following procedures:

- 3.53.1. A Councillor or Committee member who has notified the Chairperson/CEO of a prescribed conflict of interest in a matter to be discussed in a Council meeting must also give notice during the meeting.
- 3.53.2. A Councillor or Committee member who first becomes aware of a prescribed conflict of interest in a matter during a meeting must immediately inform the meeting of the conflict of the interest.
- 3.53.3. When notifying the meeting of a prescribed conflict of interest, the following details must be provided:
  - (a) if it arises because of a gift, loan or contract, the value of the gift, loan or contract;
  - (b) if it arises because of an application or submission, the subject of the application or submission:
    - i. the name of any entity other than the Councillor or Committee member that has an interest in the matter;
    - ii. the nature of the Councillor's or Committee member's relationship with the entity that has an interest in a matter;
    - iii. details of the Councillor's or Committee member's (and any other entity's) interest in the matter.
- 3.53.4. The Councillor or Committee member must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor has written notice from the Minister to participate in the matter.
- 3.53.5. Once the Councillor or Committee member has left the area where the meeting is being conducted, the Council or Committee can continue discussing and deciding on the matter at hand.

### **3.54. Declarable Conflict of Interest**

Councillors or Committee members are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council or Committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A Councillor or Committee member may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors or Committee members prior to deciding to declare a conflict of interest. If the other Councillors or Committee members suspect the personal interest might be a

conflict of interest, the Councillor or Committee member may disclose their suspicion and the processes under *Section 150EW* of the Act.

When dealing with a declarable conflict of interest, Councillors or Committee members must abide by the following procedures:

- 3.54.1. A Councillor or Committee member who has notified the Chairperson/CEO of a declarable conflict of interest in a matter to be discussed at a Council or Committee meeting must also give notice during the meeting.
- 3.54.2. A Councillor or Committee member who first becomes aware of a declarable conflict of interest in a matter during a Council or Committee meeting must inform the meeting of the conflict of interest
- 3.54.3. When notifying the meeting of a declarable conflict of interest, Councillors and Committee members should provide sufficient detail to allow the other Councillors or Committee members to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
  - (a) the nature of the declarable conflict of interest:
  - (b) if it arises because of the Councillor's or Committee member's relationship with a related party:
    - i. the name of the related party to the Councillor or Committee member;
    - ii. the nature of the relationship of the related party to the Councillor or Committee member;
    - iii. the nature of the related party's interest in the matter;
  - (c) if it arises because of a gift or loan from another person to the Councillor or Committee member or a related party:
    - i. the name of the other person;
    - ii. the nature of the relationship of the other person to the Councillor or Committee member or related party;
    - iii. the nature of the other person's interest in the matter;
    - iv. the value of the gift or loan and the date the gift or loan was made.
- 3.54.4. After a Councillor or Committee member has declared a conflict of interest, the Councillor or Committee member should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 3.54.5. If the Councillor or Committee member chooses not to leave the meeting, the Councillor or Committee member may advise the other Councillors and Committee members of their reasons for seeking permission to participate in making the decision.
- 3.54.6. The other non-conflicted Councillors and Committee members at the meeting must then decide, by resolution, whether the Councillor or Committee member can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted Councillors and Committee members. The non-conflicted Councillors and Committee members may impose conditions on the Councillor or Committee member under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The Councillor or Committee member must comply with any decision or condition imposed by the non-conflicted Councillors and Committee members.

- 3.54.7. In deciding on a Councillor's or Committee member's declarable conflict of interest in a matter, only Councillors and Committee members who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors or Committee members is less than a majority or less than a quorum for the meeting consistent with *Section 150ET* of the Act.
- 3.54.8. The Councillor or Committee member who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the other Councillors or Committee members in making their decision. The subject Councillor or Committee member must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor or Committee member may remain in the meeting and participate in deciding the matter in which the Councillor or Committee member has a declarable conflict of interest.
- 3.54.9. When deciding whether a Councillor or Committee member may participate in the decision making on a matter in which they have a declarable conflict of interest, the other Councillors and Committee members should consider the particular circumstances of the matter including, but not limited to:
- (a) how does the inclusion of the Councillor or Committee member in the deliberation affect the public trust;
  - (b) how close or remote is the Councillor's or Committee member's relationship to the related party;
  - (c) if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
  - (d) will the benefit or detriment the subject Councillor or Committee member or their related party stands to receive from the decision have major or minor impact on them;
  - (e) how does the benefit or detriment the subject Councillor or Committee member stands to receive compare to others in the community;
  - (f) how does this compare with similar matters that Council has decided and have other Councillors or Committee members with the same or similar interests decided to leave the meeting;
  - (g) whether the subject Councillor or Committee member has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 3.54.10. If the non-conflicted Councillors or Committee members cannot decide about the declarable conflict of interest of a Councillor or Committee member, they are taken to have decided that the Councillor or Committee member must leave and stay away from the meeting while the non-conflicted Councillors and Committee members discuss and vote on the matter.
- 3.54.11. A decision about a Councillor or Committee member who has a declarable conflict of interest in a matter applies in relation to the Councillor or Committee member for participating in the decision, and all subsequent decisions, about the same matter unless there is a change to the Councillor's or Committee member's personal interests and/or the nature of the matter being discussed. If the non-conflicted Councillors and Committee members decide that the Councillor or Committee member can act in the public interest on the matter, then the Councillor or Committee member may participate in the meeting and be involved in processes occurring outside of a Council or Committee meeting about the same matter e.g. briefing sessions or workshops.
- 3.54.12. In making the decision under 3.54.6 and 3.54.9, it is irrelevant how the subject Councillor or Committee member intended to vote on the issue or any other issue (if known or suspected).

3.54.13. A Councillor or Committee member does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister.

### **3.55. Reporting a suspected conflict of interest**

3.55.1. If a Councillor or Committee member at a meeting reasonably believes or suspects that another Councillor or Committee member has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor or Committee member is participating in a decision on that matter, the Councillor or Committee member must immediately inform the Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

3.55.2. The Chairperson then should ask the relevant Councillor or Committee member with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor or Committee member agrees they have a conflict of interest, the Councillor or Committee member must follow the relevant procedures above.

3.55.3. If the Councillor or Committee member believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

3.55.4. The non-conflicted Councillors and Committee members must then decide whether the Councillor or Committee member has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor or Committee member does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor or Committee member has a conflict of interest, the Councillor or Committee member must follow the relevant procedures above.

3.55.5. If the Councillors and Committee member cannot reach a majority decision, then they are taken to have determined that the Councillor or Committee member has a declarable conflict of interest.

### **3.56. Process for dealing with Unsuitable Meeting Conduct by a Councillor**

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a Council or Committee meeting and contravenes a behavioural standard of the code of conduct for Councillors.

When dealing with an instance of unsuitable conduct by a Councillor in a Council or Committee meeting, the following procedures must be followed:

3.56.1. The Chairperson must decide whether or not unsuitable meeting conduct has been displayed by a Councillor at a Council or Committee meeting.

3.56.2. If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, refer to section 3.56.7 for the steps to be taken.

3.56.3. If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:

- (a) Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
- (b) Apologising for their conduct;
- (c) Withdrawing their comments.

3.56.4. If the Councillor complies with the Chairperson's request for remedial action, no further action is required.

3.56.5. If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.



- 3.56.6. If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 3.56.7. If the Councillor still continues to fail to comply with the Chairperson's request for remedial actions, the Chairperson may make one (1) or more of the orders below:
- (a) an order reprimanding the Councillor for the conduct;
  - (b) an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 3.56.8. If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an authorised Council officer. The meeting must be adjourned whilst the Councillor is being removed pursuant to *Section 150I(2)(c)* of the Act.
- 3.56.9. Following the completion of the meeting, the Chairperson must ensure:
- (a) details of any order issued is recorded in the minutes of the meeting pursuant to *Section 150I(3)* of the Act.
  - (b) if it is the third or more order within a twelve (12) month period made against a Councillor or the Councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Council and treated as inappropriate conduct pursuant to *Section 150J* of the Act.
  - (c) the Council's CEO is advised to ensure details of any order made is updated in the Council's Councillor Conduct Register pursuant to the Act.
- 3.56.10. Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for sections 3.56.1, 3.56.7 and 3.56.8.

**3.57. Meeting process for dealing with suspected inappropriate conduct which has been referred to a Local Government by the Independent Assessor (IA)**

Pursuant to *Chapter 5A, Division 5 (Referral of conduct to a local government)* of the Act after receiving a referral by the Independent Assessor (IA) or under section 3.56.9 (b) of this policy of an instance of suspected inappropriate conduct, the Council must complete an investigation into the alleged conduct.

After the completion of the investigation, the Council must decide whether the Councillor has engaged in inappropriate conduct in a Council or Committee meeting, unless it has delegated responsibility for this decision under *Section 257* of the Act.

When dealing with an instance of suspected inappropriate conduct which has been referred to a Council by the IA:

- 3.57.1. The Council must be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the Council may resolve to go into Closed Session under *Section 254J* of the Regulation to discuss the allegation.
- 3.57.2. The subject Councillor has a declarable conflict of interest in the matter and is permitted by the Council to remain in the meeting during the debate about whether the Councillor engaged in the inappropriate conduct and answer questions put to the subject Councillor by the Chairperson to assist the other Councillors in making a decision. This permission to remain in the meeting for the debate is on the condition that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the Councillor is found to have committed inappropriate conduct.

- 3.57.3. Should the complainant be a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 3.54.9. If the complainant Councillor who has a declarable conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other Councillors must decide how to deal with the conflict of interest under section 3.54.9. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- 3.57.4. The Council must debate the issue and decide whether the accused Councillor engaged in inappropriate conduct. If the Council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with *Section 257* of the Act or deferred to another date when a quorum will be present.
- 3.57.5. If a decision is reached that the accused Councillor has engaged in inappropriate conduct, then the Councillors must decide what penalty or penalties from the orders detailed in section 3.57.6, if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous inappropriate conduct of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the Council is reasonably satisfied is true.
- 3.57.6. The Council may order that no action be taken against the Councillor or make one (1) or more of the following:
- (a) an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct;
  - (b) an order reprimanding the Councillor for the conduct;
  - (c) an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
  - (d) an order that the Councillor be excluded from a stated Council meeting;
  - (e) an order that the Councillor is removed, or must resign, from a position representing the Council, other than the office of Councillor, for example that the Councillor is ordered to resign from an appointment representing the Council on a State board or Committee;
  - (f) an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct;
  - (g) an order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's inappropriate conduct.
- 3.57.7. Council may not make an order that the Councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future, in relation to a person who is no longer a Councillor.
- 3.57.8. The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the Chairperson must advise them of the details of the decision.
- 3.57.9. The Chairperson must ensure the meeting minutes reflect the resolution made.

### **3.58. Acts of Disorder by Members of a Committee of Council**

- 3.58.1. A member of the Council or a Committee commits an act of disorder at a meeting of the Council or a Committee if the member:
- (a) obstructs or interrupts the proper conduct of the meeting; or
  - (b) uses indecent or offensive language; or
  - (c) makes a statement reflecting adversely on the reputation of the Council; or

- (d) makes an intemperate statement reflecting adversely on the character or motives of a member or officer of the Council; or
  - (e) refuses or wilfully fails to comply with a direction given by the Chairperson of the meeting; or
  - (f) commits an act which, in the Chairperson's opinion, constitutes an act of disorder; or
  - (g) fails to comply with the South Burnett Regional Council's Code of Conducts.
- 3.58.2. If a member of the Council or a Committee has, in the Chairperson's opinion, committed an act of disorder; the Chairperson may direct the member to make a retraction or apology.
- 3.58.3. If the member does not comply immediately with a direction under section 3.58.2, the Chairperson may immediately move a motion (a "suspension motion") that the member be suspended for the remainder of the meeting or a lesser time fixed by the Chairperson.
- 3.58.4. If the Chairperson moves a suspension motion:
- (a) the motion will be put to the vote immediately without discussion; and
  - (b) if the motion is passed, the member will immediately leave the meeting place and will remain away for the period of the suspension.
- 3.58.5. A member will comply with section 3.58.4(b).
- 3.58.6. The use of mobile phones in the area set aside for Councillors and Committee members in the Council Chambers or other meeting places is not permitted unless authorised by the Chairperson.
- 3.59. Acts of Disorder by a Person Other Than a Member**
- 3.59.1. A person who is not a member of the Council or a Committee will not interrupt or obstruct the proper conduct of a meeting of the Council or a Committee. *Maximum penalty - 20 penalty units Local Law No.1 (Administration) 2011.*
- 3.59.2. If a person other than a member interrupts or obstructs the proper conduct of a meeting of the Council or a Committee, the Chairperson may ask the person to withdraw from the meeting place.
- 3.59.3. A person asked to withdraw from a meeting place under section 3.59.2 will immediately withdraw from the place and will remain away until the end of the meeting or for a lesser period fixed by the Chairperson. *Maximum penalty - 20 penalty units Local Law No. 1 (Administration) 2011.*
- 3.59.4. If a person contravenes section 3.59.3, an authorised Council officer may, at the request of the Chairperson, exercise reasonable force to remove the person and keep the person away from the meeting place.
- 3.59.5. The use of mobile phones in the area set aside for the representatives of the media and the public in the Council Chambers or other meeting places is not permitted unless authorised by the Chairperson.
- 3.60. Adjournment for Disorder**
- 3.60.1. The Chairperson may adjourn a meeting of the Council or a Committee for not more than 30 minutes and quit the Chair if an act of disorder arises at a Council or Committee meeting and the meeting cannot properly continue.
- 3.60.2. On resumption of the meeting, the Chairperson will move a motion, which will be put without debate, to determine whether the meeting will proceed.
- 3.60.3. Where a motion under section 3.60.2 is lost, the Chairperson will declare the meeting closed, and any outstanding matters will be referred to a future meeting.
- 3.61. Council Officers - Attendance at Council and Standing Committee Meetings**

- 3.61.1. The CEO and General Managers will be available to attend all ordinary, special and standing committee meetings of the Council.
- 3.61.2. Every Standing Committee may, before entering into discussion on any matter, call on the relevant Manager and/or the General Manager's nominee to be present at the discussion and the Manager or the General Manager's nominee will attend.

## **PART 6 RECORD OF MEETINGS**

### **3.62. Agenda and Minutes of Meetings**

Agenda of a meeting of the Council or a Committee will include:

- (a) a copy of any report whether by a Committee or a Council officer adopted by the meeting, excluding confidential reports; and
- (b) a copy of any other documentary material necessary for a proper understanding of the proceedings of the meeting.

Minutes of a meeting of the Council or a Committee must comply with *Section 254F* of the Regulation.

### **3.63. Audio and Video Recording of Meetings**

- 3.63.1. The Council may direct that an audio or video recording of a meeting of the Council or a Committee be made for the purpose of verifying the accuracy of the minutes of the meeting.
- 3.63.2. An audio or video recording made under this section:
- (a) may be used for the purpose of verifying the accuracy of the minutes of the meeting;
  - (b) after being used for that purpose will be dealt with as directed by the CEO; and
  - (c) where Council consents, will be made available to the public.
- 3.63.3. A person (other than the Council) will not, without the approval of the Chairperson, use an electronic recording or transmitting device or a mobile phone in the public gallery of a meeting place of a meeting of the Council or a Committee.
- 3.63.4. If a Councillor or Committee member wishes to be absent from a Council or Committee meeting place during a meeting, the Councillor or Committee member must apply to the Chairperson to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the Councillor or Committee member becomes aware of their intended absence. The Chairperson may allow a Councillor or Committee member to participate in a meeting by teleconference.
- 3.63.5. A Councillor or Committee member taking part by teleconference is taken to be present at the meeting if the Councillor or Committee member was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor or Committee member must be recorded in the minutes as present at the meeting.

## **PART 7 CLOSED MEETING**

Council and Standing Committee meetings may resolve that a meeting be closed to the public if its members consider it necessary to discuss any of the following matters:

- (a) Appointment, dismissal or discipline of a CEO;
- (b) Industrial matters affecting employees;
- (c) The Council's budget;
- (d) Rating concessions;
- (e) legal advice obtained by the Council, including legal proceedings that may be taken by or against the Council;
- (f) Matters that may directly affect the health and safety of an individual or group of individuals;

- (g) negotiations relating to a commercial matter involving the Council for which a public discussion could prejudice the interests of the Council;
- (h) Negotiations relating to the taking of land by the Council under the *Acquisition of Land Act 1967*;
- (i) A matter that the Council is required to be kept confidential under a law of, or formal agreement with, the Commonwealth or a State.

In accordance with *Section 252* of the Regulation, Council cannot resolve under *Section 254J* of the Regulation that a meeting at which a proposed expenses reimbursement policy is discussed (including its adoption or amendment, for example) be closed.

### **3.64. Procedure**

- 3.64.1. A Council or Committee meeting cannot resolve that a meeting be closed where the meeting is informed of a Councillor's or Committee member's personal interest in the matter by another person and the eligible Councillors or Committee members at the meeting must decide whether the Councillor or Committee member has a declarable conflict of interest in the matter.
- 3.64.2. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted Councillors or Committee member who leave the meeting and the Council or Committee must:
  - (a) delegate the matter;
  - (b) decide by resolution to defer to a later meeting; or
  - (c) decide by resolution to take no further action on the matter.
- 3.64.3. A Council or Committee must not make a resolution (other than procedural) in a Closed Session meeting. If a Closed Session includes attendance by teleconference, the Councillor/s or Committee member/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.
- 3.64.4. To take an issue into a Closed Session, the Council or Committee must abide by the following:
  - (a) pass a resolution to close the meeting;
  - (b) the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered;
  - (c) if the matter is known in advance, the agenda should clearly identify that the matter will be considered in Closed Session, and an explanation of why it is deemed necessary to take the issue into Closed Session must be stated; and
  - (d) not make a resolution while in a closed meeting (other than a procedural resolution).

### **3.65. Confidentiality**

For the purposes of *Section 254J* of the Regulation, information obtained by a Councillor, Committee member or Council officer at or during a closed meeting of the Council or a Committee is deemed to be information that he or she knows or should reasonably know is information that:

- (a) is confidential to the Council, and
- (b) the Council wishes to keep confidential.

## **4. DEFINITIONS**

**Act** means the *Local Government Act 2009*

**Advisory Committee** means an Advisory Committee appointed by the Council pursuant to *Section 264 (Appointment of Committees)* of the Regulation.

**authorised Council officer** means a person authorised by the Chief Executive Officer for the purpose of enforcing and maintaining order at a Council or Committee meeting.

**Chairperson** means:

- (a) the Mayor in the case of a Council meeting; or
- (b) the person appointed by the Council pursuant to *Section 267 (Chairperson of Committee)* of the Regulation as Chairperson of the Council or a Committee meeting; or
- (c) a person acting in the position of Chairperson pursuant to this policy.

**Chief Executive Officer (CEO)** means the person appointed and employed by the Council as its Chief Executive Officer pursuant to *Section 194 (Local Government Employees)* of the Act.

**Council officer** means a person who is an employee of the local government or is otherwise engaged to provide services to the local government and whose duties include giving a recommendation or advice.

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

**deputation** means a group of people appointed to undertake a mission or take part in a formal process on behalf of a larger group.

**Mayor** means the Mayor of the Council and includes any person acting in the position of the Mayor pursuant to the Act or this policy.

**media** means regionally recognised media from a registered publication with a public distribution.

**member** means in the case of:

- (a) a Council meeting, Councillors of the Council; and
- (b) a Council Standing Committee meeting, Councillors appointed to the Standing Committee by the Council; and
- (c) an Advisory Committee, persons appointed to the Advisory Committee by the Council.

**non-member** means:

- (a) the Chief Executive Officer; or
- (b) a Council representative nominated by the Chief Executive Officer; or
- (c) a Council representative invited to a Council or Standing Committee or Advisory Committee meeting by the Chairperson of that meeting; or
- (d) in the case of a Council meeting, a Standing Committee meeting or an Advisory Committee meeting, a person admitted to the meeting by the respective Council, Standing or Advisory Committee; or
- (e) in the case of a Standing or an Advisory Committee meeting, a Councillor who is not a member of that Committee.

**ordinary meeting** of the Council means –

- (a) a post-election meeting of the Council which is required to be held under *Section 175 (Post-election meetings)* of the Act; or
- (b) a periodic meeting of the Council which is required to be held under *Section 257 (Frequency and place of meetings)* of the Regulation.

**presentation** means a speech or talk in which a new product, idea or piece of work is shown and explained to the audience.

**point of order** means an objection to an action which:

- (a) is in contravention of the Act; or

- (b) is irrelevant; or
- (c) was the matter the subject of discussion at a closed meeting of the local government; or
- (d) otherwise prejudices the interests of the Council.

**procedural motion** means a motion set out in this policy.

**quorum** means a majority of local government Councillors as prescribed under *Section 259* of the Regulation.

**Regulation** means the *Local Government Regulation 2012*

**Standing Committee** means a Standing Committee appointed by the Council pursuant to *Section 264 (Appointment of Committees)* of the Regulation.

**statutory notice of meeting** means a notice of meeting to be given under *Section 254C (Notice of meetings)* of the Regulation.

## 5. LEGISLATIVE REFERENCE

*Local Government Act 2009*

*Local Government Regulation 2012*

## 6. RELATED DOCUMENTS

*South Burnett Regional Council*

Acceptable Request Guidelines

Councillor Code of Conduct Policy

Councillor Conduct Complaints Investigation Policy

Employee Code of Conduct

Expenses Reimbursement Policy for Councillors

Media Relations Policy

Councillor Portfolio Representative Policy

*Department of Local Government, Racing and Multicultural Affairs*

Best practice standing orders for local government and standing Committee meetings

Code of Conduct for Councillors in Queensland

Councillor Conduct Examples for Queensland Local Governments

## 7. NEXT REVIEW

As prescribed by the Regulation COVID-19 expiration clause 3.50.4 – June 2021

## 8. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	New Policy	9 December 2015	1543853
2	Policy Review	15 November 2017	2477948
3	Policy Review – Legislation Update	12 December 2018	2556631
4	Policy Review – Legislation Update	25 November 2020	2727868

  
Mark Pitt PSM  
CHIEF EXECUTIVE OFFICER

Date: 25 November 2020



**South Burnett**  
Regional Council

## Meeting Cut Off Dates

March – June 2021

<b>MEETING</b>	<b>MEETING DATE</b>	<b>REPORTS DUE IN INFOCOUNCIL</b>	<b>AGENDA COMPLETION DATE - READY FOR COUNCILLORS</b>
Infrastructure Standing Committee	Wednesday 3 March 2021	5pm Tuesday 23 February 2021	Friday 26 February 2021
Community Standing Committee	Wednesday 10 March 2021	5pm Tuesday 2 March 2021	Friday 5 March 2021
Executive and Finance & Corporate Standing Committee	Wednesday 17 March 2021	5pm Tuesday 9 March 2021	Friday 12 March 2021
General Council Meeting	Wednesday 24 March 2021	5pm Tuesday 16 March 2021	Friday 19 March 2021
Infrastructure Standing Committee	Wednesday 7 April 2021	12 noon Tuesday 30 March 2021	Wednesday 1 April 2021 (due to Easter)
Community Standing Committee	Wednesday 14 April 2021	5pm Tuesday 6 April 2021	Friday 9 April 2021
Executive and Finance & Corporate Standing Committee	Wednesday 21 April 2021	5pm Tuesday 13 April 2021	Friday 16 April 2021
General Council Meeting	Wednesday 28 April 2021	5pm Tuesday 20 April 2021	Friday 23 April 2021
Infrastructure Standing Committee	Wednesday 5 May 2021	5pm Tuesday 27 April 2021	Friday 30 April 2021
Community Standing Committee	Wednesday 12 May 2021	5pm Tuesday 4 May 2021	Friday 7 May 2021
Executive and Finance & Corporate Standing Committee	Wednesday 19 May 2021	5pm Tuesday 11 May 2021	Friday 14 May 2021
General Council Meeting	Wednesday 26 May 2021	5pm Tuesday 18 May 2021	Friday 21 May 2021
Infrastructure Standing Committee	Wednesday 2 June 2021	5pm Tuesday 25 May 2021	Friday 28 May 2021
Community Standing Committee	Wednesday 9 June 2021	5pm Tuesday 1 June 2021	Friday 4 June 2021
Executive and Finance & Corporate Standing Committee	Wednesday 16 June 2021	5pm Tuesday 8 June 2021	Friday 11 June 2021
Special Budget Meeting	Wednesday 30 June 2021	5pm Tuesday 22 June 2021	Friday 25 June 2021
General Meeting	Wednesday 30 June 2021	5pm Tuesday 22 June 2021	Friday 25 June 2021



**6.3 ANZAC DAY 2021****File Number: EXEC****Author: Coordinator Executive Services****Authoriser: Chief Executive Officer****PRECIS**

The appointment of Council representatives for regional Anzac Day ceremonies for 2021.

**SUMMARY**

Historically, Council is represented at the Anzac Day ceremonies across the South Burnett region. Council is seeking confirmation of attendance by Council representatives at regional ceremonies for 2021.

**OFFICER'S RECOMMENDATION**

That the committee recommends to Council:

That the following Council representatives attend the respective ceremonies and carry out responsibilities as required on behalf of Council:

<b>Town</b>	<b>Location</b>	<b>Time</b>	<b>Council Representative</b>	<b>Responsibility</b>
<b>Blackbutt</b> Dawn Service	Memorial at Hart & Coulson Streets	4.27am	Cr Jones	Attendance Lay wreath
Memorial Service	Cenotaph	11.00am	Cr Jones	Attendance Lay wreath/Book
<b>Bunya Mountains</b> Memorial Service	Lone Pine Office, National Park Campground, Dandabah	8.00am	Peter O'May Cr Jones	Attendance Lay wreath
<b>Cherbourg</b> Commemorative Service	Cenotaph	8.00am	Cr Duff	Attendance Lay wreath
<b>Hivesville</b> Dawn Service	Main Street	5.30am	Cr Duff	Attendance Participate in Ceremony Lay wreath
<b>Kingaroy</b> Dawn Service	Memorial Park	4.28am	Cr Potter Mayor	Attendance
War Graves	Taabinga Cemetery	8.00am	Cr Potter	Attendance
Commemorative Service	Memorial Park	11.00am	Mayor Cr Potter	Participate in march. Participate in ceremony Lay wreath

<b>Town</b>	<b>Location</b>	<b>Time</b>	<b>Council Representative</b>	<b>Responsibility</b>
<b>Kumbia</b> Commemorative Service	Flower bed next to Kumbia Hall	8.45am	GM Meehan	Participate in march Lay wreath
<b>Maidenwell</b> Memorial Service	Main Street Monument	10.30am	Cr Jones	Attendance Lay wreath
<b>Murgon</b> Fellowship	Services Club	4.45am		Attendance
Dawn Service	Gore Street Opposite Services Club	5.30am	Mayor	Attendance Lay wreath
Commemorative Service	Services Club	10.00am	Cr Duff	Participate in march Participate in Ceremony Lay wreath
<b>Nanango</b> Dawn Service	Memorial in front of Chambers	5.30am	Cr Frohloff	Lay wreath
Public Pilgrimage	Nanango Cemetery	7.00am	Cr Frohloff	Attendance
Memorial Service	Memorial in front of Chambers	9.00am	Cr Frohloff CEO Mark Pitt	Lay wreath/Book
<b>Proston</b> Dawn Service		5.30am	GM Jarvis	Attendance Lay Wreath
School Service	Proston State School		Cr Duff	Attendance Lay wreath
<b>Wondai</b> Dawn Service	In front of Council Chambers	5.00am	Cr Henschen	Attendance
Memorial Service	Cemetery	8.00am	Cr Henschen	Attendance
Commemorative Service	Wondai Town Hall	10.00am	Cr Henschen	Attendance Participate in Ceremony Lay wreath
<b>Wooroolin</b> Commemorative Service	Wooroolin Hall	11.00am	Cr Henschen	Organisation of service Lay wreath

## FINANCIAL AND RESOURCE IMPLICATIONS

Council currently has an Anzac Day 2020-21 budget allocation.

## LINK TO CORPORATE/OPERATIONAL PLAN

EC1 - An informed and engaged community

## COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Anzac Day preparations have commenced, internally with identified officers and externally with partnership organisations. Communication and consultation will be ongoing with key stakeholders through to the end of April 2021.

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

Council and event holders are to follow necessary Queensland Health directives.

### POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council and event holders are to follow necessary Queensland Health directives.

### ASSET MANAGEMENT IMPLICATIONS

Council is working with various departments to progress Anzac Day activities in the region. Traffic Management Plans are being progressed.

### REPORT

At South Burnett Regional Council's General Meeting held in Kingaroy on Wednesday 20 March 2019, the following resolution was endorsed:

*5.3.5 CP - 2579109 - Council Appointees for 2019 ANZAC Day Ceremonies Resolution: Moved Cr TW Fleischfresser, seconded Cr RLA Heit. That the following Council representatives attend the respective ceremonies and carry out any responsibilities as required on behalf of Council:*

<b>Town</b>	<b>Location</b>	<b>Time</b>	<b>Council Representative</b>	<b>Responsibility</b>
<b>Blackbutt</b> Dawn Service	Memorial at Hart & Coulson Streets	4.27am	Cr Jones	Attendance Lay wreath
Memorial Service	Cenotaph	11.00am		Attendance Lay wreath/Book
<b>Bunya Mountains</b> Memorial Service	Lone Pine Office, National Park Campground, Dandabah	8.00am	Peter O'May	Attendance Lay wreath
<b>Cherbourg</b> Commemorative Service	Cenotaph	8.00am	Cr Duff	Attendance Lay wreath
<b>Hivesville</b> Dawn Service	Main Street	5.30am	Cr Duff	Attendance Participate in Ceremony Lay wreath
<b>Kingaroy</b> Dawn Service	Memorial Park	4.28am	Cr Potter Cr Fleischfresser	Attendance
War Graves	Taabinga Cemetery	8.00am	Cr Potter	Attendance

<b>Town</b>	<b>Location</b>	<b>Time</b>	<b>Council Representative</b>	<b>Responsibility</b>
<i>Commemorative Service</i>	<i>Memorial Park</i>	<i>11.00am</i>	<i>Mayor Cr Potter Cr Fleischfresser</i>	<i>Participate in march. Participate in ceremony Lay wreath</i>
<b>Kumbia</b> <i>Commemorative Service</i>	<i>Flower bed next to Kumbia Hall</i>	<i>8.45am</i>	<i>Cr Fleischfresser</i>	<i>Participate in march Lay wreath</i>
<b>Maidenwell</b> <i>Memorial Service</i>	<i>Main Street Monument</i>	<i>10.30am</i>	<i>Cr Jones</i>	<i>Attendance Lay wreath</i>
<b>Murgon</b> <i>Fellowship</i>	<i>Services Club</i>	<i>4.45am</i>		<i>Attendance</i>
<i>Dawn Service</i>	<i>Gore Street Opposite Services Club</i>	<i>5.30am</i>	<i>Mayor</i>	<i>Attendance Lay wreath</i>
<i>Commemorative Service</i>	<i>Services Club</i>	<i>10.00am</i>	<i>Cr Duff</i>	<i>Participate in march Participate in Ceremony Lay wreath</i>
<b>Nanango</b> <i>Dawn Service</i>	<i>Memorial in front of Chambers</i>	<i>5.30am</i>	<i>Cr Frohloff</i>	<i>Lay wreath</i>
<i>Public Pilgrimage</i>	<i>Nanango Cemetery</i>	<i>7.00am</i>	<i>Cr Frohloff</i>	<i>Attendance</i>
<i>Memorial Service</i>	<i>Memorial in front of Chambers</i>	<i>9.00am</i>	<i>Cr Frohloff</i>	<i>Lay wreath/Book</i>
<b>Proston</b> <i>Dawn Service</i>		<i>5.30am</i>		<i>Attendance Lay Wreath</i>
<i>School Service</i>	<i>Proston State School</i>		<i>Cr Duff</i>	<i>Attendance Lay wreath</i>
<b>Wondai</b> <i>Dawn Service</i>	<i>In front of Council Chambers</i>	<i>5.00am</i>	<i>Cr Heit</i>	<i>Attendance</i>
<i>Memorial Service</i>	<i>Cemetery</i>	<i>8.00am</i>	<i>Cr Heit</i>	<i>Attendance</i>
<i>Commemorative Service</i>	<i>Wondai Town Hall</i>	<i>10.00am</i>	<i>Cr Heit</i>	<i>Attendance Participate in Ceremony Lay wreath</i>
<b>Wooroolin</b> <i>Commemorative Service</i>	<i>Wooroolin Hall</i>	<i>11.00am</i>	<i>Cr Heit Mark Pitt</i>	<i>Organisation of service Lay wreath</i>

Carried 7/0

FOR VOTE - Councillors voted unanimously

Historically, South Burnett Regional Council has donated to local RSL Sub-Branches to assist with Anzac Day activities, as shown below:

<b>RSL Sub-Branch</b>	<b>2018</b>		<b>2019</b>		<b>2020</b>
	<b>Donation</b>	<b>In Kind</b>	<b>Donation</b>	<b>In Kind</b>	
Blackbutt	400	0	400	1,348	N/A
Kingaroy	1,000	4,107	1,000	6,157	N/A
Murgon	400	352	1,000	430	N/A
Nanango	1,000	2,124	1,000	2,602	N/A
Wondai	400	227	400	719	N/A
Wooroolin		91		565	
Regional		10,730		6,642	
<b>TOTAL</b>	<b>\$3,200</b>	<b>\$17,631</b>	<b>\$3,800</b>	<b>\$18,463</b>	<b>N/A</b>

# *In-Kind assistance with administration, correspondence, mailing, printing, P&G assistance, traffic management and traffic control (Please note, In-Kind assistance with administration, correspondence, mailing and printing has not been captured)*

## ATTACHMENTS

Nil

## 6.4 ADMINISTRATIVE AMENDMENTS TO COUNCIL POLICY AND ASSOCIATED DOCUMENTS - ORGANISATION BRANCH NAME CHANGE

**File Number:** 17 March 2021  
**Author:** Manager Corporate Services  
**Authoriser:** Chief Executive Officer

### PRECIS

Administrative Amendments to be reflected within Council's Policy Governance Framework and associated documents – change of Branch name from Social & Corporate Performance to Corporate Services.

### SUMMARY

South Burnett Regional Council ('Council') adopted a Policy Governance Framework which assigns responsibilities within policies, procedures and guidelines associated with positions and organisational structure.

Through extensive internal consultation, the Social & Corporate Performance Branch has undergone a name change to Corporate Services Branch. This name change effectively aligns functions delivered within the Finance & Corporate Department positioning the Branch to drive positive change through Customer Service, Corporate Governance, Corporate Risk and Audit functions.

### OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That South Burnett Regional Council endorse the administrative amendments to policy reflecting the Branch title change from Social & Corporate Performance to Corporate Services including associated staff position titles.

### FINANCIAL AND RESOURCE IMPLICATIONS

Appropriate resources will be allocated to action the administrative amendments.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2018/19 to 2022/23:	EXC2 Effective corporate management
	EXC2.1 – Deliver governance that provides sound organisational management and complies with relevant legislation
	EXC2.2 – Appropriately resource the organisation to deliver Council's strategic objectives
	EXC2.3 – Deliver corporate business solutions that meet corporate and customer needs
Annual Operational Plan 2020/21:	Develop and implement the Council Policy Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Consultation undertaken with Senior Management, People & Culture and Branch staff.

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

No direct legal implications arise from this report.

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

Administrative amendments have been undertaken to sub-delegations and Authorised Persons Powers to reflect the title changes to positions and to Branch name.

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

**REPORT**

South Burnett Regional Council ('Council') adopted a Policy Governance Framework which assigns responsibilities within policies, procedures and guidelines associated with positions and organisational structure.

Through extensive internal consultation, the Social & Corporate Performance Branch as undergone a name change to Corporate Services Branch. This name change effectively aligns functions delivered within the Finance & Corporate Department positioning the Branch to drive positive change through Customer Service, Corporate Governance, Corporate Risk and Audit functions.

**ATTACHMENTS**

Nil

## 6.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INVESTMENT POLICY 2021/2022 - STATUTORY 009

**File Number:** 17 March 2021  
**Author:** Manager Corporate Services  
**Authoriser:** Chief Executive Officer

### PRECIS

Adoption of the South Burnett Regional Council Investment Policy 2021/2022 – Statutory 009

### SUMMARY

South Burnett Regional Council, on an annual basis, sets the policy and guidelines regarding the investment of surplus cash funds, with the objective of maximising earnings within the approved investment guidelines to ensure security of invested funds.

### OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Investment Policy 2021/2022 – Statutory 009 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2018/19 to 2022/23:	EXC1 Effective financial management
	EXC1.1 - Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices
	EXC2 Effective corporate management
	EXC2.1 – Deliver governance that provides sound organisational management and complies with relevant legislation
	EXC2.2 – Appropriately resource the organisation to deliver Council's strategic objectives
	EXC2.3 – Deliver corporate business solutions that meet corporate and customer needs
Annual Operational Plan 2020/21:	Develop and implement the Council Policy Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.
	Implement long term financial planning to reduce financial risks and ensure financial sustainability

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation was initially undertaken with the Manager Finance with a draft policy prepared for circulation to Councillors and the Senior Management Team for a period of approximately three (3) weeks.



Feedback was received from Cr Kathy Duff, Chief Executive Officer Mark Pitt PSM and General Manager Finance & Corporate Susan Jarvis. For transparency, the feedback was pertinent and minor in nature and did not alter the intent or fundamental elements of the draft policy. Manager Finance considered all feedback submissions and actioned by updating the draft policy accordingly.

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

*Banking Act 1959 (Cwlth)*

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

*Statutory Bodies Financial Arrangements Act 1982 (Qld)*

*Statutory Bodies Financial Arrangements Regulation 2019 (Qld)*

*Human Rights Act 2019 (Qld)*

*Section 4(b) of the Human Rights Act 2019* requires public entities to act and make decisions in away compatible with human rights. The *Human Rights Act 2019* 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.

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

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

No direct local law or delegation implications arise from this report


### **ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

**REPORT**

South Burnett Regional Council, on an annual basis, sets the policy and guidelines regarding the investment of surplus cash funds, with the objective of maximising earnings within the approved investment guidelines to ensure security of invested funds.

**ATTACHMENTS**

1. **Investment Policy 2021/2022 - Statutory 009** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory - 009

POLICY OWNER: Finance

ECM ID: 2774460

ADOPTED:

## Investment Policy 2021/2022

**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 Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled.**

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### 1. POLICY STATEMENT

The intent of this document is to outline South Burnett Regional Council's ('Council') policy and guidelines regarding the investment of surplus cash funds, with the objective of maximising earnings within the approved investment guidelines and ensure the security of funds invested.

### 2. SCOPE

For the purpose of this policy, investments are defined as financial or monetary arrangements that are undertaken or acquired to generate income or favourable future returns and pertain to the cash investments of Council. This policy applies to the investment of all surplus cash funds held by Council.

### 3. GENERAL INFORMATION

#### 3.1. Ethics and Conflicts of Interest

##### 3.1.1. Prudent Person Standard

The standard of prudence is to be used by Investment Officers when managing the portfolio. Investments will be managed with the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons. This includes having in place appropriate reporting requirements that ensure the investments are reviewed and overseen regularly.

Investment Officers are to manage the portfolios not for speculation, but for investment and in accordance with the principle of this policy. Investment Officers are to avoid any transaction that might prejudice Council. They will consider the safeguarding of capital and the achievement of income objectives when making an investment decision.

##### 3.1.2. Conflicts of Interest

The Investment Officer shall refrain from personal activities that would conflict with the proper execution and management of Council's Investment Portfolio and declare to the Chief Executive Officer ('CEO') any conflict of interest that may arise. This includes activities that would impair the Investment Officer's ability to make impartial decisions.

Policy Name: Investment Policy 2021/2022  
ECM ID: 2774460

Adoption Date:

Page 1 of 6  
Next Review Date:

Document Set ID: 2774460  
Version: 5 Version Date: 09/03/2021

### 3.1.3. Delegation of Authority

Authority for implementation of this policy is delegated by Council to the CEO in accordance with *Section 257(1)(b) – Delegation by Local Government of the Local Government Act 2009* ('Act'). Authority for the day-to-day management of Council's Investment Portfolio is to be delegated by the CEO to the Manager Finance and subject to regular reviews with the CEO and General Manager Finance and Corporate.

### 3.2. Investment Objectives

To set guidelines and boundaries for the investment of Council surplus cash balances which meet the requirements of the *Statutory Bodies Financial Arrangements Act 1982* ('SBFA') and *Statutory Bodies Financial Arrangements Regulation 2019*, support Council's investment and risk philosophy and provide a sequential process to be followed in undertaking investment activities.

Investment activities will focus on preservation of capital, liquidity, and return.

#### 3.2.1. Preservation of Capital

Preservation of capital shall be the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security of principal of the overall portfolio. This would include managing credit and interest rate risk within given risk management parameters and avoiding any transactions that would prejudice confidence in Council.

#### 3.2.2. Credit Risk

The Investment Officer will evaluate and assess credit risk prior to investment.

#### 3.2.3. Interest Rate Risk

The Investment Officer shall seek to minimise the risk of a change in the market value of the portfolio due to a change in interest rates.

#### 3.2.4. Maintenance of Liquidity

The Investment Officer shall maintain sufficient liquidity to meet all reasonable anticipated operational cash flow requirements of Council.

#### 3.2.5. Return on Investments

The portfolio is expected to achieve a market average rate of return and take into account Council's risk tolerance.

The intent of this document is to outline Council's policy and guidelines regarding the investment of surplus cash funds, with the objective of maximising earnings within the approved investment guidelines and ensure the security of funds invested.

### 3.3. Portfolio Implementation

#### 3.3.1. Authorised Personnel

The Manager Finance and delegated Investment Officer/s are authorised to invest Council's operational funds in investments consistent with this policy and legislation.

#### 3.3.2. Internal Controls

Council's General Manager Finance and Corporate shall establish internal controls and processes that will ensure investment objectives are met and that the investment portfolios are protected from loss, theft or inappropriate use.

The internal controls will address the following:

- control of collusion;
- separate the transaction authority from accounting and record keeping;
- clearly delegate authority to Investment Officers;

- compliance and oversight of investment parameters;
- reporting of breaches; and
- safekeeping of records.

### 3.4. Investment Parameters

#### 3.4.1. Funds Available for Investment

For the purposes of this policy, funds available for investment are the cash or cash equivalent funds available at any time excluding any moneys held by Council in trust on behalf of external parties.

The funds available for investment should match the cash flow needs of Council allowing for working capital requirements. The investment strategy takes into account the Council's operating needs. Once the Manager Finance has determined that the cash flow forecast is achievable and can meet operational requirements, then the surplus cash funds may be invested for a specified term.

It is the responsibility of the Manager Finance to assess the cost of direct investment management by Council relative to the return generated. This should be compared with the cost of investing funds with a capital guaranteed cash fund for example the Queensland Treasury Corporation ('QTC') Capital Guaranteed Cash Fund.

A minimum of \$5 million is to be invested in a capital guaranteed cash fund or an approved cash management product. Category 1 investment power allows for investment with QTC Capital Guaranteed Cash Fund or Queensland Investment Corporation ('QIC') Cash Fund without further approval.

#### 3.4.2. Authorised Investments

Council is allocated category 1 investment powers under the *Statutory Bodies Financial Arrangements Regulation 2019*. Without specific approval from Council or the Treasurer, local governments with category 1 investment power are limited to those prescribed by *Part 6* of the SBFA, which include:

- interest bearing deposits;
- QIC Cash Fund;
- QTC Capital Guaranteed Cash Fund, debt offset facility;
- QTC Fixed Rate Deposit (up to 12 months); and
- QTC Working Capital Facility.

#### 3.4.3. Prohibited Investments

This policy prohibits any investment carried out for speculative purposes. The following investments are prohibited by this policy:

- derivative based instruments (excluding floating rate notes);
- principal only investments or securities that provide potentially nil or negative cash flow;
- stand-alone securities issued that have underlying futures, options, forward contracts and swaps of any kind; and
- securities issued in non-Australian dollars.

#### 3.4.4. Portfolio Investment Parameters and Credit Requirements

The following table shows the credit ratings and counterparty limits for Council:

Short Term Rating (Standard and Poor's) or equivalent	Individual Counterparty Limit	Total Limit (Max % of Portfolio)
A1+	30%	100%
A1	15%	50%

Short Term Rating (Standard and Poor's) or equivalent	Individual Counterparty Limit	Total Limit (Max % of Portfolio)
A2 – Financial Institutions only	10%	30%
A3 – Financial Institutions only	5%	10%
Unrated	Nil	Nil
QIC/QTC Pooled Cash Management Fund	100%	100%

A Financial Institution is defined as an authorised deposit taking institution within the meaning of *Section 5 of Banking Act 1959 (Cwlth)*.

It is noted that for the purpose of this above portfolio investment parameter, the percentage limits apply effective from the date of purchase as a percentage of the total value of the portfolio.

#### 3.4.5. Maturity

The maturity structure of the portfolio will reflect a maximum term to maturity of one (1) year and includes an interest rate reset of no longer than six (6) months (185 days).

#### 3.4.6. Liquidity Requirement

Given the nature of the funds invested, no more than 20 percent of the investment portfolio will be held in non-liquid securities and at least \$5 million of the portfolio is to be on call or will mature within 0-7 days.

#### 3.4.7. Approved Lists

The Manager Finance shall prepare and maintain the following approved counterparty lists for the investment of funds:

- Approved Banks; and
- Approved Credit Unions.

#### 3.4.8. Breaches

Any breach of this policy is to be reported to the CEO and General Manager Finance and Corporate and rectified as soon as practicable. The Finance Portfolio Councillor will report any breach that needs to be rectified to Council at the next meeting.

Where Council holds an investment that is downgraded below the minimum acceptable rating level, as prescribed under Regulation for the investment arrangement, Council shall within 28 days after the change becomes known to the local government, either obtain Treasurer's approval for continuing with the investment arrangement or sell the investment arrangement (including, for example, withdrawing a deposit).

#### 3.4.9. Safekeeping of records

Each transaction will require written confirmation by the bank. All security documents will be held by Council.

#### 3.4.10. Dealers and Brokers

All transactions undertaken on behalf of the investment portfolio will be executed by Council directly. This policy prohibits dealings with securities brokers.

### 3.5. Investment Guidelines

Council's investment portfolio should be realisable, without penalty, in a reasonable timeframe. The term to maturity of Council's fixed term investments should not exceed one (1) year. The Manager Finance may reduce these maturity limits to a shorter period.

Treasury and Council approval is required for investments with a period of greater than 12 months. This means approval is required from Council prior to submission to the Treasurer for approval.

### 3.5.1. Short Term Debt Ratings

Short term refers to investments with an initial maturity of less than one (1) year.

Standard and Poor's short-term ratings or equivalents to Moody's and Fitch.

	Standard & Poor's	Moody's	Fitch
Superior	A1+	P-1	F1+
	A1		F1
Strong	A2	P-2	F2
Acceptable	A3	P-3	F3

### 3.6. Reporting

The Manager Finance will prepare a detailed report to be included in the monthly finance meeting reports which includes an evaluation of the transactions, performance and compliance of the investment portfolio. The report will include:

- interest rate of all deposits;
- list of all deposits and the Financial Institution where held;
- maturity date; and
- dollar amount invested.

On an annual basis, this policy will be reviewed and amended, where required; any amendments are to be approved by Council prior to the implementation of the revised investment policy.

## 4. DEFINITIONS

**At Call** means where the investment can be redeemed, and the money invested can be retrieved by the investor from the financial institution within 30 days without penalty.

**Capital Guaranteed** means an investment fund that guarantees return of the full capital value of the investment.

**Category 1** means investment power that permits a local government to invest in a range of highly secure investments either at call or for a fixed time of not more than one (1) year.

**Conflict of Interest** means a situation where an official's private interests may benefit from decisions or actions that they are entrusted to take.

**Investment Officer** means an individual responsible for the management of the investment portfolio who is a management employee of Council.

**Investment Portfolio** means pool of investments held by Council.

**Market Risk** means the risk that the value of an investment will decrease due to movements in market factors such as interest rates, foreign exchange rates, equity prices and commodity prices.

**Preservation of Capital** means an investment strategy with the primary goal of preventing losses in an investment's total value. In modern portfolio theory terms, it refers to a guaranteed investment of principal, which would provide a return of at least inflation.

**Yield** means the annual rate of return on an investment.

## 5. LEGISLATIVE REFERENCE

*Banking Act 1959 (Cwlth)*

*Local Government Act 2009*

*Local Government Regulation 2012*

*Statutory Bodies Financial Arrangements Act 1982*

*Statutory Bodies Financial Arrangements Regulation 2019*

## 6. RELATED DOCUMENTS

South Burnett Regional Council Revenue Policy 2021/2022 – Statutory 005

Policy Name: Investment Policy 2021/2022  
ECM ID: 2774460

Adoption Date:

Page 5 of 6  
Next Review Date:

Document Set ID: 2774460  
Version: 5 Version Date: 09/03/2021

South Burnett Regional Council Revenue Statement

**7. NEXT REVIEW**

As prescribed by legislation – June 2022

**8. VERSION CONTROL**

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	New Policy	21 July 2010	907608
2	Policy Review	13 July 2011	1126931
3	Policy Review	11 July 2012	1272123
4	Policy Review	3 July 2013	1458314
5	Policy Review	25 July 2014	1620456
6	Policy Review	29 June 2015	1888896
7	Policy Review	27 June 2016	1959082
8	Policy Review	26 June 2017	2719366
9	Policy Review	25 June 2018	2513695
10	Policy Review	12 June 2019	2597395
11	Policy Review	17 June 2020	2688439
12	Policy Review		2774460

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

Policy Name: Investment Policy 2021/2022  
 ECM ID: 2774460

Adoption Date:

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 Next Review Date:

Document Set ID: 2774460  
 Version: 5 Version Date: 09/03/2021



**6.6 RESOLUTION 2020/197 - SOUTH BURNETT REGIONAL COUNCIL INFRASTRUCTURE QUALITY POLICY\_STATUTORY 029**

**File Number:** 17 March 2021  
**Author:** Manager Corporate Services  
**Authoriser:** Chief Executive Officer

**PRECIS**

Resolution 2020/197 - South Burnett Regional Council Infrastructure Quality Policy - Statutory 029

**SUMMARY**

The South Burnett Regional Council Infrastructure Quality Policy - Statutory 029 ('policy') was presented for adoption at the Ordinary Council Meeting held 16 December 2020. As per Resolution 2020/197 of the Council, the policy was to lay on the table until the Special Meeting of Council at that time scheduled for 31 March 2021. This meeting was not proceeded with due to the change to the draft Corporate Plan timeline.

In response to the feedback received from Council, Council's Senior Business Officer has consulted with the external auditor representing Compliance Australia Certification Services to gain further feedback on the policy.

The policy is currently being reviewed with the need and the scope of the Key Performance Indicators (KPI) being determined. An extension of time is requested to ensure completeness of process and to meet Council's Policy Governance Framework timeframes.

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**OFFICER'S RECOMMENDATION**

1. That the committee note the update report for information; and
2. The draft Infrastructure Quality Policy – Statutory 029 be represented to the Executive and Finance & Corporate Standing Committee, 19 May 2021 for consideration.

**BACKGROUND**

The policy is established in accordance with the International Standard ISO 9001:2015 and provides the framework for the Infrastructure Department's Quality Management System. Council currently holds Organization for Standardization ('ISO') 9001:2015 certification. The scope of this certification covers the provision for design, construction and the maintenance of the South Burnett road network.

Ordinary Council Meeting Minutes 16 December 2020:

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**9.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFRASTRUCTURE QUALITY POLICY-STATUTORY- 029****RESOLUTION 2020/197**

Moved: Cr Kirstie Schumacher  
Seconded: Cr Kathy Duff

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

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

Against: Nil

**CARRIED 7/0**

**ATTACHMENTS**

**Nil**

**6.7 2021-2022 BUDGET PARAMETERS AND TIMELINE****File Number:** 17.03.2021**Author:** Coordinator Finance**Authoriser:** Chief Executive Officer**PRECIS**

The reports show the key timelines for the 2021-2022 budget preparation as well as the key components.

**SUMMARY**

Provide a brief explanation on the components required to compile the annual budget and show parameters and timelines for the 2021-2022 budget currently being collated.

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**OFFICER'S RECOMMENDATION**

That the report for the 2021-2022 budget parameters and timelines be received and noted.

**BACKGROUND****Budget Parameters and Timetable – 2021-2022**

Local Governments are required under the *Local Government Act 2009* and the *Local Government Regulation 2012* to prepare a Corporate Plan, Annual Operational Plans, Budgets and long-term financial forecasts. Councils are also required under *S170 of the Local Government Regulation 2012* to adopt their yearly budget between the 31<sup>st</sup> of May and the 1<sup>st</sup> of August. Based on current proposed timelines, finance and the executive team are expecting to have the finalised budget adopted by the Council at a special budget meeting to be held on the 30<sup>th</sup> of June 2021.

**Corporate Plan**

The draft corporate plan for the 2021-2026 period was provided to the community at the end of January in order to obtain feedback. This feedback will then be reviewed and considered in the final draft that will be presented for adoption in April 2021.

**Annual Operational Plan**

It is expected that for this year's budget, that managers will prepare their draft operational plan in parallel with their 2021-2022 budgets.

**Council Budget Workshops**

Various budget workshops will be presented from March to early June to ensure that all Councillors are aware of the makeup of each major component of the budget and be able to adjust assumptions and make decisions on each part of the budget composition.

Some of the workshops to be presented include service level discussions in conjunction with operational budgets, proposed capital expenditure, discussions on various policies that need to be updated annually (eg debt policy, investment policy and revenue policy) and review of rates modelling for utilities and general rates.

**Budget Parameters**

To assist managers and staff in substantiating costs to Council, the following parameters and assumptions have been developed to prepare the 2021-2022 budget.

- Budgeting and Consumer Price Index

In developing the “business as usual” budget for 2021-2022, some managers have used the Headline CPI inflation change for Brisbane of 1.1% over last year’s budget to make adjustments for their predicted materials budget.

- Employee Costs

Salary and wages for the 2021-2022 period have been indexed by 1.25% from the previous year to account for the increase that will occur in January 2022 as part of the current EBA. Oncost rates are consistent with the prior year.

- Plant Internal Hire

Council has recently undergone a plant and fleet review to ensure the plant hire rates methodology are substantiated and correct. This is currently being finalised however the impact on the budget for 2021-22 is yet to be determined.

- New operating expenditure

General Managers/Managers may identify new operating initiatives (one off expenditures) during the development of work planning for 2021-22. Prior to including these items into the budget, the CEO will prioritise the items for submission.

All one-off initiatives will be identified separately in the budget. In addition, justification must be submitted as part of the budget documentation process, example: Project report or a one-page Business Case.

- Contingency costs

Where contingency costs are required for capital and operational expenditure (i.e. flood events where there is no external funding source), the estimated contingency cost required is to be identified separately within the budget.

- Capital expenditure and planning

Capital project proposals for the annual budget should be submitted in line with the approved Asset Management Plans. Capital funding sources must also be submitted with the capital program to ensure that the programs are all funded in an appropriate manner. Managers have provided Finance with their current 10-year programs and predicted funding sources which are currently being reviewed and reconciled. Water and Wastewater programs will be finalised as part of the rate modelling workshop as these will link hand in hand with the rating strategy for the 2021-2022 budget.

- Fees and Charges

Council sets a number of fees and charges for services to the community. These services are either a cost recovery fee or a commercial fee. Council has increased their fees and charges from the previous year in the budget by a 1% increment which is in line with previous years. Fees and charges are currently being reviewed by the relevant manager. The proposed workshop to present to Council is tabled for the 17<sup>th</sup> of March 2021.

- Rates and Charges

In preparation for 2021-22 general rates and charges are currently modelled with 0% indexation awaiting Council direction. This will require review upon presentation of the operational budget. Water, sewerage and waste rating workshops are scheduled for the 11<sup>th</sup> of March 2021.

- 12-month phasing for 2021-22 – Capital Expenditure

More accurate phasing of the 2021-22 Budget will also enable more accurate reporting and better cash management. Managers will be required to plan when their capital expenditure is likely to occur throughout the year.

- Variance analysis

The budget submission requires each Manager to include an explanation regarding historical comparisons. The variance analysis should compare the 2021-22 budget submission to the prior year’s estimated actual expenditure and the prior year’s budget. The variance analysis is required for explanations to the Councillors during the budget deliberations.

- Documentation

Detailed cost and qualitative information used by Managers to inform the budget process must be stored and incorporated in the budget spread sheet for future reference and submitted as part of the budget process.

- Key Dates: Budget & Operational Plan 2021-22
- 1<sup>st</sup> March – Admin Recoupments and Plant and Fleet Review Workshop
- 10<sup>th</sup> March – Asset Overview Workshop
- 11<sup>th</sup> March – Water, Waste Water, and Waste - Opex/CapX/Revenue
- 16<sup>th</sup> March – Operational and Draft Service Level Infrastructure Workshop
- 17<sup>th</sup> March – Fees and Charges and Draft Operational Service Level Community Workshop
- 23<sup>rd</sup> March – Capital Program Workshop (Works, Water and Wastewater, Fleet)
- 24<sup>th</sup> March – Capital Program Workshop (Works, Buildings, Parks, Waste)
- 31<sup>st</sup> March – Corporate Plan, finance and corporate operational budget and policies Workshop
- 7<sup>th</sup> April – Budget and Operational Plan Workshop
- 13<sup>th</sup> April – 2<sup>nd</sup> Draft Operational, Capital Expenditure and Service Level Infrastructure Workshop
- 14<sup>th</sup> April – 2<sup>nd</sup> Draft Operational and Service Levels Community Workshop
- 21<sup>st</sup> April – Operating Budget Workshop
- 27<sup>th</sup> April – Final Capital Expenditure Workshop (Infrastructure and Fleet)
- 28<sup>th</sup> April – Final Capital Expenditure Workshop (Community)
- 5<sup>th</sup> May – Review Operational Plan Workshop
- 12<sup>th</sup> May – Final Operational Plan Workshop
- 19<sup>th</sup> May – Final Budget Presentation Workshop
- 26<sup>th</sup> May – Operational Plan Adopted – General Meeting
- 2<sup>nd</sup> June – Final Draft of Budget to Council for Review
- 30<sup>th</sup> June – Adoption of Budget – Special Budget Meeting

The Mayor has requested consideration to live streaming budget workshops. The option to open the workshops to the public will require Council direction. Budget workshops are by nature a process to deliver information and seek direction for the formal resolution of Council at the Budget Meeting. There would be certainly information delivered at these workshops that would be considered confidential. The *Local Government Regulation 2012* notes the following permission for closing a Council Meeting be it a Standing Committee or General Meeting:

### **254J Closed meetings**

- 1) A local government may resolve that all or part of a meeting of the local government be closed to the public.
- 2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.
- 3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—
  - (b) industrial matters affecting employees;
  - (c) the local government's budget;

It is also the intent for this year's budget process to report each month on the previous workshops and information contained within them. Technically Council is well placed to live stream the workshops for community information as well as record the same for future reference. Council direction is sought on this matter.

### **ATTACHMENTS**

**Nil**

**6.8 KINGAROY TRANSFORMATION PROJECT PETITION****File Number:** 24.03.2021**Author:** Personal Assistant Infrastructure**Authoriser:** Chief Executive Officer**PRECIS**

Kingaroy Transformation Project Petition

**SUMMARY**

Council has received a petition regarding the Kingaroy Transformation Project following the budget approval of \$13.9M. The petition calls on Council to rescind the Council resolution to commit the additional funding to the project and been completed by people with addresses within the South Burnett Regional and also people with non-specific locality addresses or addresses listed outside the South Burnett. This report also addresses a question on notice received at the Infrastructure Standing Committee held on 3 March 2021.

**OFFICER'S RECOMMENDATION**

That the Committee recommend to Council that the Chief Executive Officer be delegated to respond to the petitioners:

1. Detailing key facts and information within the report that identifies the project objectives in relation to renewal and modernisation of public assets that is supported by asset management principles, economic enablement, liveability and inclusivity; and
2. Clearly demonstrates the funding for the project is fully available from both external grants, funded depreciation for infrastructure projects and unallocated restricted cash as resolved by Council and does not place the Council under financial stress.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council at its General Meeting resolved to fund the project at \$13.9M with funding to come from external funding, funded depreciation and restricted cash as per the report tabled and resolved to the General Meeting on 25 November 2020. Refer to attachment one (1) for report.

**LINK TO CORPORATE/OPERATIONAL PLAN**

INF1.1 – Provide and maintain road infrastructure in accordance with sustainable asset management practices

INF1.2 – Provide and maintain financially sustainable utility infrastructure in accordance with asset management practices

INF1.3 – Provide and maintain other Council owned infrastructure to meet community needs in accordance with asset management practices

EC3.3 – Advocate for improvements in community safety

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

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

This petition has been reviewed by Officers across Infrastructure, Finance and Executive Services.

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

Council's decision to fund the project is in accordance with the requirements of the Local Government Act 2009.

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

Nil

**ASSET MANAGEMENT IMPLICATIONS**

The Kingaroy Transformation Project includes a key aspect of strategically timed asset renewal work's, whose main purpose is to address the existing condition of the CBD's aged assets. These critical rehabilitation and renewal work's look to repair/replace and rejuvenate all assets between the boundary edges. Many existing issues known throughout the CBD such as pavement deterioration, uneven footpaths, high kerb profiles and steep slopes must be addressed in a considered approach to ensure a cost-effective construction and the optimal finish. Replacement of old asbestos cement water mains is required due to age and performance in which will re-establish full firefighting capacity.

The improvements of traffic signalling at intersections will improve vehicle movement in and out of the CBD and further increase the safety at pedestrian crossings. The installation of spare conduits located under the footpath will support the ease of adoption to new technologies without the requirements of large capital expenditure. The replacement of existing streetlights and poles with those compatible with LED technology will reduce the overall CBD power usage, with the total power usage being offset with the installation of solar panels.

The inclusion of Class A Recycled water into the CBD for the purpose of providing autonomous irrigation will support a low operational cost and attractive streetscape. The use of irrigation in garden areas protects against the effects of drought and the proper use of Class A water further protects our local waterways and catchment areas by removing nutrients from our creeks and rivers.

**REPORT**

Council resolved at its meeting of 25 November 2020 with the following resolution:

**RESOLUTION 2020/213**

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

That Council in regards to the Kingaroy Transformation Project:

1. Adopt the design in principle for construction as presented in attachment two (2);
2. Approve the budget with a \$13.9M budget including contingency with the additional budget to come from funded depreciation and restricted cash over the period of the project including \$2M from transport infrastructure, \$300,000 from water and wastewater and \$500,000 from property sales, and any project savings to be returned to restricted cash for transport infrastructure or water and waste respectively for re-allocation by Council.
3. Delegate to the Chief Executive Officer to negotiate contributions to the project from Transport & Main Roads as per the TMR/Local Government cost sharing agreement with regular progress reports back to Council.
4. Delegate to the Chief Executive Officer to negotiate contributions to the project from Ergon Energy for the undergrounding of power services with regular progress reports back to Council.
5. Council proceed with the Groundbreaking ceremony for the project on Monday, 14 December 2020.
6. That Kingaroy and Glendon Streets between Alford Street and Markwell Street be considered for design when Council considers its 21/22 financial budget.

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

Against: Crs Brett Otto, Kathy Duff and Kirstie Schumacher

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A petition was received by Council at its General Meeting on 24 February 2021. The petition reads as follows.

*We the undersigned, respectfully petition the South Burnett Regional Council as follows:-*

*The decision by the South Burnett Regional Council to approve \$13.3 million for the CBD Transformation Project, with indications that this may further escalate, has the potential to increase the burden on already stressed ratepayers while reducing the ability to complete other essential works.*

*We call on the Council to rescind the decision from the meeting on the 25 November 2020 to commit a further \$2.8M million to this project.*

The petition is signed by 511 people who are listed with addresses both inside and outside the South Burnett Region.

For reference a resolution of Council can only be rescinded or repealed in accordance with Council's adopted policy "*Conduct of Council & Committee Meetings Policy*" – Division 4 – Notices of Motions – Rescinding or Repealing Previous Resolutions.

For the purpose of this report the resolution adopted at 25 November 2020 has been actioned and it would be not possible to "*rescind*" the resolution. Should Council wish to amend the project funding it would be prudent to consider the budget and funding of the project over the normal budget cycle and amend the project budget in accordance with any adopted budgets of Council over the three financial years of the project.

The following question on Notice was submitted to the Infrastructure Standing Committee of 3 March 2021:

*6.1.2 QUESTION ON NOTICE - KINGAROY TRANSFORMATION PROJECT (KTP) Question on Notice from Mayor Otto:*

*In relation to the additional \$2.8m that Council resolved to fund out of the capital budget the project moving forward:*

- a) how much of the \$2.8 is coming from restricted cash; and*
- b) what impact will that have on the resealing program for other roads around the region moving forward. Will the Capex resealing program now be delayed or changed as a result of the additional allocation to Kingaroy?*

The Kingaroy Transformation project is fully funded from a combination of external funding, funded depreciation and restricted cash as summarised below:

- Building Better Regions Funding - \$4,500,000
- Restricted Cash (Previous Loan) - \$1,800,000
- Works (Transport Assets) Funded Depreciation - \$5,700,000
- Water and Waste Water – Funded Depreciation - \$1,400,000
- Restricted Cash (Property Sales) - \$500,000

The above money does not involve cross subsidisation of assets as funds are allocated to the project within the appropriate asset stream, for example funded depreciation for Transport Assets is spent on asset components within the road corridor. The funding strategy clearly utilises available funds for these assets over a multi-year program in accordance with budget expectations. The budget nominated is in line with the annual budget provided for transport assets and does not directly cause an increase in rates.

The additional \$2.8M allocation adopted by Council in its resolution will include funded depreciation of \$300,000 from waste water, \$2.0M in available funded depreciation for transport assets and \$500,000 from unallocated restricted cash. For clarity the additional allocation of funded depreciation from transport assets is being used for transport asset components, and this includes footpaths, road pavements and seals to undertake renewals and upgrades.

In regards to delaying other works programs such as reseals, Council has focused significantly on funding road resheeting and reseals over the past 3 years including the use of external funds. This focus targets both renewals and reduction of backlogs. Council still continues to operate a funded



depreciation deficit across the transport asset class and utilises external funding for largely renewals and upgrades of assets which reduces the effect of the deficit on the Transport Assets.

To be clear, Council Officers in its forward program had nominated forward budgets of available depreciation for programs as part of its previous strategy to maintain rural resheeting and allocate remaining funds across reseals and some rehabilitation projects and other transport assets. Officers largely left the nominal deficit applied to specific infrastructure program including sealed pavements, footpath and stormwater renewals. These assets still need replacing from the available programs and the assets within the KTP are largely fatigued and will be replaced in near future program requirements or should have been replaced previously.

Ultimately it is Council's decision in its forward budget to decide which works programs will be funded and unfunded each year in accordance with their budget priorities, for example Council may choose to reallocate nominated funds from reseals to undertake more pavement and footpath replacements. Just as the reverse effect has been largely undertaken to boost resheeting and other priority projects. There will be an element of assets that are unfunded and Council will prioritise projects accordingly for external funding or review its asset management strategy each year.

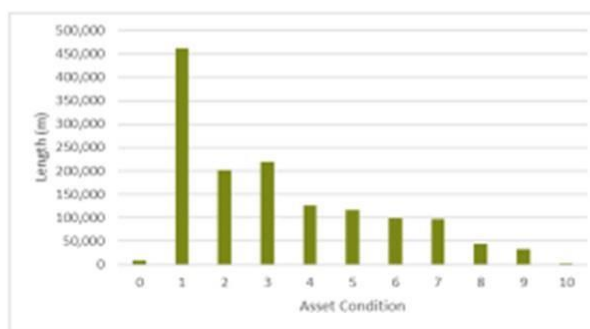
Officers suggested at the time of decision that this program could come from reallocating reseals that were proposed in previous forward plans to fund the footpath, pavement and sealed elements as the unfunded depreciation was currently applied to these assets in the program. Officers will recommend to maintain resheeting programs of rural roads and reduce the nominal reseal program over the KTP budget term as asset data and recent programs support this would be the ideal recommendation. This is the same funding methodology of re-prioritising footpath, pavement and seal renewals that was used to complete the Murgon CBD upgrade project and also fund the large rural resheeting program undertaken over the past 3 years.

The below asset graphics demonstrates the support for the asset management strategy based on data and also demonstrates the effectiveness of asset management strategies being taken by Council to manage its priorities. If there was to be a reallocation of reseals, the next 12 to 18 months is the ideal time and this diverts to higher cost assets such as pavements and footpaths. It should be noted that this is a short term strategy and Council will need to recommence on seals and larger pavement rehabilitation in the approaching budget plans and as revised data is provided.

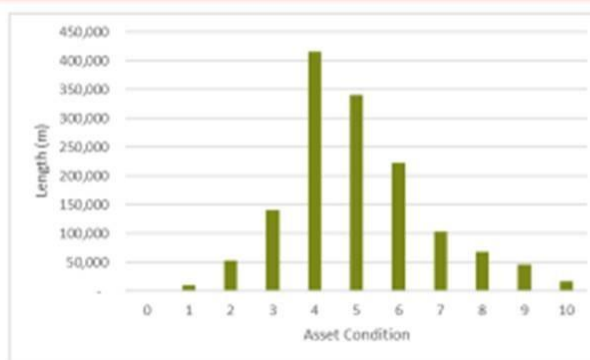
# ASSET PROFILE

## ASSET AGE & CONDITION – SEALED ROADS

Surface Condition	Total (m)	% of Network
0	9,465	0.7%
1	462,257	32.7%
2	202,012	14.3%
3	219,998	15.6%
4	126,481	9.0%
5	117,037	8.3%
6	99,080	7.0%
7	96,493	6.8%
8	44,891	3.2%
9	33,703	2.4%
10	1,775	0.1%
<b>Total</b>	<b>1,413,192</b>	<b>100.0%</b>



Pavement Condition	Total (m)	% of Network
0	-	-
1	9,635	0.7%
2	52,544	3.7%
3	140,811	10.0%
4	415,515	29.4%
5	339,919	24.1%
6	222,107	15.7%
7	102,412	7.3%
8	68,195	4.8%
9	45,371	3.2%
10	16,683	1.2%
<b>Total</b>	<b>1,413,192</b>	<b>100.0%</b>



Given the need for the KTP project economic and liveability outcomes, the poor condition of the infrastructure along with large volume of pedestrian and vehicle traffic, the shift in renewal priority is undertaken with due consideration to other network needs over the short and long term.

Ultimately whilst the project allocates the money to transport assets within the CBD, it does in fact allocate money on assets within the transport, water and wastewater asset streams. The allocation of this money fully enables the BBRF grant of \$4.5M being achieved for the South Burnett Community and also reduces the need for these assets to divert additional external funding in the future that may be used across the region for other projects within Council's priorities. It should be also noted that the current funding model does not cause a direct increase in rates.

For information, Council has invested minimally in the Kingaroy area over recent period by way of transport renewal and major upgrades as there has been a focus on reducing backlogs and renewals in rural roads and other town areas. This strategy was undertaken to enable Council to put in place better maintenance practice across the region.

### ATTACHMENTS

1. **Kingaroy Transformation Project Council Report - General Council Meeting 25 November 2020** [↓](#) 
2. **Previous Budget Spend** [↓](#) 

**10.1 KINGAROY TRANSFORMATION PROJECT**

**File Number:** 25/11/2020  
**Author:** Administration Officer  
**Authoriser:** Chief Executive Officer

**PRECIS**

Kingaroy Transformation Project

**SUMMARY**

The Kingaroy Transformation Project (KTP) is a joint funded project under the Building Better Regions Fund (BBRF) between the Australian Government and South Burnett Regional Council. Through design and future planning, the project will be a “once in a generation” project to enable Community Activation and Economic Regeneration by delivering human, social and economic enabling infrastructure. The Kingaroy Transformation Project includes a key aspect of strategically timed asset renewal work’s, whose main purpose is to address the existing condition of the CBD’s aged assets. These critical rehabilitation and renewal work’s look to repair/replace and rejuvenate all assets within the road corridor.

**OFFICER’S RECOMMENDATION**

That Council in regards to the Kingaroy Transformation Project:

1. Adopt the design in principle for construction as presented in attachment two (2);
2. Approve the project and the proposed budget at \$13.6M, with the additional budget to be allocated from additional funding sources or restricted cash with any budget amendments to be approved through the quarterly review process;
3. Delegate to the Chief Executive Officer to negotiate infrastructure contributions from other agencies for complimentary works; and
4. Council proceed with the Groundbreaking ceremony for the project on Monday, 14 December 2020.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The current proposed budget for the project is shown in the following table for consideration by Council, with the budget proposal to be considered as \$13.6M plus agency contributions:

	2020/21	2021/22	2022/23
Works (including loan)	\$1,850,000	\$3,650,000	\$1,700,000
W&WW	\$1,100,000	\$ 300,000	
BBRF	\$4,500,000		
Restricted Cash (Property Sales)			\$500,000

- Additional contribution from Ergon and TMR to be negotiated currently estimated at \$2.3M
- Actual budget phasing to be confirmed through annual budget and budget reviews

The original project budget at application was estimated at \$11.1M, however the design has been revised following community consultation and advancing the project maturity to “for construction” status. A detailed estimate for the project is shown in attachment one (1).

Key improvements due to revised design and advancement and in response consultation improvements and future capacity inclusion:

- Revised design moving from preliminary estimate to issued for construction status;
- Increased infrastructure provision for inclusive access for PWD and mobility limitations;
- Median removed allowing widened footpaths;
- Recycled water inclusion – drought proofing;
- Provision for technology and economic enabling infrastructure;
- Increased power and street lighting costs -related to direct ergon costs;
- Community consultation to protect council reputation and improve council image;
- Additional review and risk mitigation;
- Enhanced recognition of regional themes and first nations people; and
- Landscape architecture and treescape development.

The additional project budget is proposed to come from restricted cash for Works, Water and Waste Water, and an unallocated cash reserve from redundant property sales. Council may choose to allocate funds from other sources as the project progresses and in accordance with budget reviews.

Council should be aware that the project is complex and still may carry construction, logistics and external agency risks, however many risks associated with design and construction have been reduced as the project has moved forward with detailed investigation, design and consultation. It should be noted that the current proposed budget contains approximately \$500k in contingency allowance. If Council proceeded to alter the scope of the design, Officers would have to undertake further design investigations to enable changes and negotiate the project further with the Australian Government.

Transport and Main Roads and Ergon are key stakeholders in the project with infrastructure interests. Council officers are undertaking negotiations with these agencies for contribution and approvals and it is recommended that these actions be delegated to the Chief Executive Officer. If any negotiations are unsuccessful, further reports will be presented to Council for their consideration and direction.

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

INF1.1 – Provide and maintain road infrastructure in accordance with sustainable asset management practices

INF1.2 – Provide and maintain financially sustainable utility infrastructure in accordance with asset management practices

INF1.3 – Provide and maintain other Council owned infrastructure to meet community needs in accordance with asset management practices

EC3.3 – Advocate for improvements in community safety

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

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

Extensive community consultation has been undertaken by Council since August with major focus on design feedback and pre-construction programming. The general feedback from the community, businesses and KCCI is over whelming support for the project. Specific items of interest such as freight and disabled access have followed through with stakeholders for direct input. Other information received has been discussed with Council at recent workshops.

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A summary of key consultation activities are shown below:

<b>Engagement Summary</b>	<b>Date Commence</b>	<b>Date Complete</b>
<b>GED Design Consideration Engagement</b>		
South Burnett Arts Group	18/08/2020	
Kingaroy Heritage Museum	18/08/2020	
Indigenous Affairs Portfolio Councillor	18/08/2020	
Divisional Councillor	18/08/2020	
Portfolio Councillor	18/08/2020	
<b>Kingaroy Shopping World</b>		
Initial Briefing with Chris O'Rourke	24/08/2020	
Project Display - Community Engagement	21/09/2020	25/09/2020
Secondary Briefing with Chris O'Rourke	15/10/2020	
Design Briefing (with Regional Managers)	5/11/2020	
Business Owner Briefing	11/11/2020	
<b>KCCI Meet and Greet</b>		
Kingaroy Town Hall	8/09/2020	
<b>SBRC Staff Session</b>		
Kingaroy Council Chambers	14/09/2020	
<b>Town Hall Community Sessions</b>		
Kingaroy Town Hall - 8.30 am and 5.30pm	17/09/2020	
<b>Business Owners</b>		
Initial business owner visits with Mayor	3/09/2020	
Project team site visits with business owners	7/09/2020	18/09/2020
<b>Building Owners</b>		
Phone & face to face	26/10/2020	30/11/2020
<b>Businesses outside of project footprint</b>		
Phone & face to face	26/10/2020	30/11/2020
<b>Transport Companies</b>		
Taxi Service - Barry Hall	19/10/2020	

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Kingaroy Freight Express- Carl Price	3/11/2020	
<b>Disability Support</b>		
APM - Jason Lynam	28/10/2020	
South Burnett Disability Support Group	9/11/2020	
<b>Community Events</b>		
Kingaroy Christmas Carnival	29/10/2020	
Kingaroy BaconFest	29/10/2020	
<b>Tourism</b>		
Kingaroy Visitor Information Centre	20/10/2020	
Kingaroy Heritage Museum	28/10/2020	
<b>DTMR</b>		
Bundaberg	26/10/2020	
<b>Department of State Development, Tourism and Innovation</b>		
Bundaberg	26/10/2020	
<b>BIEDO</b>		
KTP Site Office	30/10/2020	

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

Council is obliged to manage its assets in accordance with the requirements of the Local Government Act 2009 and the Civil Liability Act 2002. Much of the infrastructure located within the Kingaroy Transformation Project has either reached or is moving towards the end of its useful life. Reducing the number of defects in a CBD precinct will reduce Council's exposure to liability.

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

Council will need to review its footpath dining policy to ensure and develop further agreements for the occupation of the new 'Alfresco' infrastructure that will be used within the KTP footprint.

Regulated parking is also an issue that has been raised during community consultation, and Council may consider options over the course of the project, however it would be expected that a review of Local Laws and resources would be required prior to any implementation.

**ASSET MANAGEMENT IMPLICATIONS**

The Kingaroy Transformation Project includes a key aspect of strategically timed asset renewal work's, whose main purpose is to address the existing condition of the CBD's aged assets. These critical rehabilitation and renewal work's look to repair/replace and rejuvenate all assets between the boundary edges. Many existing issues known throughout the CBD such as pavement deterioration, uneven footpaths, high kerb profiles and steep slopes must be addressed in a considered approach

to ensure a cost-effective construction and the optimal finish. Replacement of old asbestos cement water mains is required due to age and performance in which will re-establish full firefighting capacity.

The improvements of traffic signalling at intersections will improve vehicle movement in and out of the CBD and further increase the safety at pedestrian crossings. The installation of spare conduits located under the footpath will support the ease of adoption to new technologies without the requirements of large capital expenditure. The replacement of existing streetlights and poles with those compatible with LED technology will reduce the overall CBD power usage, with the total power usage being offset with the installation of solar panels.

The inclusion of Class A Recycled water into the CBD for the purpose of providing autonomous irrigation will support a low operational cost and attractive streetscape. The use of irrigation in garden areas protects against the effects of drought and the proper use of Class A water further protects our local waterways and catchment areas by removing nutrients from our creeks and rivers.

## REPORT

### Kingaroy Transformation Project Overview and Objectives

After two (2) previous unsuccessful attempts, Council by resolution made a successful application under the Australian Governments Building Better Regions Fund (BBRF) Round 4 to deliver in partnership the Kingaroy Transformation Project (KTP). The project aims to completely reconstruct and deliver community and essential service infrastructure within the CBD footprint of Kingaroy for the people of the South Burnett. Through design and future planning, the project will be a "once in a generation" project to enable Community Activation and Economic Regeneration, whilst renewing aging essential infrastructure through asset management programs. The program has been branded with the following image to represent the project within the community:



The project has critical foundations and outcomes across human, social, technology, economy and infrastructure which make the project one of the most advanced projects in regional Australia.

Kingaroy Transformation Project identifies and provides key outcomes and objectives in summary:

#### Human and Social

- Inclusiveness and access for all people;
- Developing improved cultural experiences and opportunities for residents and visitors;
- Creating a community of choice and opportunities for positive growth;
- Supporting community events, activation and engagement;
- Community safety improvements; and
- Building and enhancing community pride.

#### Infrastructure Renewal and Modernisation

- Smart Country - developing fit for purpose pathways for connectivity and future readiness;
- Improved pedestrian safety and night time security; and
- Replacement of roads, water, footpaths, kerb and channel and street Lighting.

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## Economic Regeneration and Recovery

- Job creation (direct and indirect) during construction;
- Economic benefits (construction & ongoing);
- Increased business activity and opportunity both daytime and night-time; and
- Enhanced online opportunities with high-speed internet and the Internet of things.

## Identity and Recognition

- South Burnett regionalisation inclusion and recognition of linkages;
- Recognition of First Nations People; and
- Facilitating Kingaroy identity recognition.

**BBRF Agreement and Scope**

Council has entered the BBRF Agreement with the Australian Government to receive \$4.5M in funding and with Council to provide a minimum contribution of \$4.5M with the combination of \$9M being completely expended on the project external to Council day labour resources. The summary of key dates in relation to the agreement are as follows:

- Agreement signed - 28th October 2020;
- Construction must commence within 12 Weeks – 24 January 2021;
- Construction completion - July 2022; and
- Final completion date - 31 December 2022.

Council must deliver the agreed scope within the locations of Haly Street, Glendon Street, Kingaroy Street and Alford Street.

The following is a direct extract regarding eligible activities from Council's agreement under the BBRF terms:

**B. Activity**

The Activity is made up of the Grantee's project and all eligible project activities as specified in these Grant Details.

**Project title**

Kingaroy Transformation - \*Community activation \* Economic regeneration

**Project scope and description**

The project will upgrade sections of Haly, Glendon, Kingaroy and Alford Streets and surrounding infrastructure in Kingaroy, Queensland.

The key eligible activities to be undertaken by the Grantee are:

- The upgrade of the following street sections:
  - o Haly St (Youngman St to King St / Old Rail Crossing)
  - o Kingaroy St (Haly St to Alford St)
  - o Glendon St (Haly St to Alford St)
  - o Alford St (Youngman St to Kingaroy St).
- The upgrades to each street section includes:
  - o Upgrade and expansion of existing stormwater system.
  - o Electrical and communications networks.
  - o Water supply network
  - o Road pavement and intersections.
  - o Footpath and crosswalk enhancements.
  - o Lighting and fixed street furniture.
  - o Parking, landscaping and upgrade of signage.
- The development of a Glendon Street shared community zone, including; trees, fixed shade, fixed seating and landscaping

Project location: Haly, Glendon, Kingaroy and Alford Streets Kingaroy QLD 4610



**Design Themes**

Connecting the South Burnett:

- Regional inclusiveness bringing all people of the South Burnett together through human, social, economic and cultural design.

Signatures of the South Burnett:

- Representing identity and history of all towns and villages through lanterns and artwork.

Geological Features of the South Burnett:

- Acknowledgement of Bunya Mountains as a place of natural geological significance;
- Lighting that represents the rich volcanic soils of the South Burnett; and
- Lighting that symbolises the creeks and rivers of the South Burnett.

Recognition of First Nations People and the South Burnett:

- Recognition of indigenous heritage in infrastructure features; and
- Establishment of a place for community gathering and events.

Celebrating the Identity of Kingaroy through art, furniture and lighting:

- Pork and Peanut processing as historical and ongoing major industries to Kingaroy;
- Rail Head – 56 Mile marks the start of the Kingaroy Kilkivan rail line / trail;
- Red Ant – First Nations People reference for Kingaroy; and
- Tinder Box Town – represents the regeneration and resilience of Kingaroy after significant fires throughout history.

**Design**

Attachment two (2) details a full catalogue of Councils design profile for the Kingaroy Transformation Project presented for approval by resolution Council. Officers recommend that the design is adopted “for construction” with future areas for art, culture and final surfacing of the Glendon Street Community zone presented for consultation and resolution following further development. Any major design changes will be brought back to Council for resolution with minor amendments relating to civil layout and construction considerations to be approved by the General Manager Infrastructure as Registered Professional Engineer Queensland or his delegate.

**Parking**

The proposed parking and civil layout for the Kingaroy Transformation Project has been provided to comply with current regulatory and Australian standards for civil design and mandatory safety requirements. Parking has been reduced by a total of 97 and have been limited to only those required to meet those safety and compliance objectives and no discretionary car park losses have been designed. Allowance for future restoration of these parks within the George Street area has been identified but does not form part of the current project scope. The predominant cause of the losses is as a result of the safe distance requirements from intersections and pedestrian crossings as prescribed by engineering standards with sufficient sight distance. The relocation of the black spot pedestrian crossing in Haly Street has led to a significant loss due to the combination of distance from intersection and sight distance requirements with a total loss of ten (10) parks attributed. Additional losses can be attributed to the provision of PWD parks (effectively one (1) lost every two (2) PWD parks), the removal of centre parking in Alford Street East and Glendon Street and the provision of additional loading zones. Over past parking usage reviews the highest utilisation rate for the on street parking during the morning peak of 72% was achieved in 2017 and with 71% in 2020.

**Lanterns and Lighting**

A key feature of the design is the provision of Lanterns throughout the project to represent the South Burnett Region with each town and village to be acknowledged. The lantern pattern is come from the approved images provided for the town and village entry signs. Each Divisional Councillor will work with the project team to select an appropriate image/s from the catalogue. The list of towns and villages are as follows:

- Kingaroy
- Maidenwell
- Wooroolin
- Nanango
- Benarkin
- Tingoora
- Wondai
- Hivesville
- Coolabunia
- Murgon
- Proston
- Crawford
- Blackbutt
- Kumbia
- Durong
- Bunya Mountains
- Memerambi
- Moffatdale

**Renewals, Class A Water and Project Highlights****Renewal works**

The Kingaroy Transformation Project includes a key aspect of strategically timed asset renewal work's, whose main purpose is to address the existing condition of the CBD's aged assets. These critical rehabilitation and renewal work's look to repair/replace and rejuvenate all assets between the boundary edges. Many existing issues known throughout the CBD such as pavement deterioration, uneven footpaths, high kerb profiles and steep slopes must be addressed in a considered approach to ensure a costs effective construction and the optimal finish. Replacement of old asbestos cement water mains is required due to age and performance and will re-establish full firefighting capacity.

The improvements of traffic signalling at intersections will improve vehicle movement in and out of the CBD and further increase the safety at pedestrian crossings. The installation of spare conduits located under the footpath will support the ease of adoption to new technologies without the requirements of large capital expenditure. The replacement of existing streetlights and poles with those compatible with LED technology will reduce the overall CBD power usage, with the total power usage being offset with the installation of solar panels.

**Recycled water**

The inclusion of Class A Recycled water into the CBD for the purpose of providing autonomous irrigation will support a low operational cost and attractive streetscape. The use of irrigation in garden areas protects against the effects of drought and the proper use of Class A water further protects our local waterways and catchment areas by removing nutrients from out creeks and rivers.

**Data Innovation**

Provision of infrastructure that accommodates for future technological advances including:

- Infrastructure that enables future fibre to the node high speed internet which will increase business adaptation and adoption of technologies such as cloud computing, data and analytics, ML / AI and remote working and teleconferencing;
- Data capacity that will also support specialised high demand applications such as e-health, autonomous industry and labour augmentation;
- Supporting the installation of electric car charging stations to accommodate future demand;

- Allowance for future automation capacities in delivery infrastructure, metering, devices including autonomous vehicles;
- CCTV networks expansion which will deter criminal activity and provide community peace of mind;
- Movement into virtual tourism, marketing and advertising of local community events with opportunity for virtual reality and augmented reality promotional functions and app capabilities i.e. QR Codes, Travel Applications etc; and
- Structures will allow community Wi-Fi connectivity which assist in disaster situations, supports education and digital literacy, supports tourism and town promotion and enables greater social cohesion through providing additional connectivity for Kingaroy.

### **Construction Economic Impact**

- The combination of all direct, industrial and consumption effects would result in a total estimated rise in output of \$22.43M in the South Burnett Regional Council economy. Output is the gross sales of an industry, which includes the cost of inputs to that industry;
- The combination of all direct, industrial and consumption effects would result in an estimated addition in value added of \$8.12M in South Burnett Regional Council economy. Value added is the value of sales generated by each industry, minus the cost of its inputs;
- The combination of all direct, industrial and consumption effects would result in a total estimated increase of 57 jobs located in South Burnett Regional Council LGA;
- 118 jobs in the wider Australian economy including South Burnett Regional Council LGA; and
- Council to utilise local contractors and suppliers where possible.

### **Smart Country**

- Enabling infrastructure for fibre-optic cabling that will increase internet capabilities and enhance future economic activity and employment opportunities;
- Ability to connect with the community and visitors through interactive mobile apps and technology offering information on Kingaroy and surrounding towns and villages;
- Enabling future capacity for a CBD Wi-Fi Network with the installation of technology capable infrastructure;
- Allowing for future demand of electric car chargers by installing an easily accessible pipe network;
- Installation of an Interactive and programable feature lighting that has capacity to be used to support events such as Cancer Awareness and Are you Ok Day;
- Lower energy consumption, power offsets and simple maintenance through master planned systems and solar panels;
- CPTED - Crime Prevention Through Environmental Design including the installation of CCTV Network and lighting;
- Use of recycled water through an automated subsoil irrigation system; and
- Transfer of powerlines underground including the removal of all poles and replacement of legacy light poles.

### **Inclusiveness, Liveability and Identity**

- An increase in disability parking from 6 to 30 designated bays will ensure that no person with a disability will have to travel more than 50m to any shop within the CBD;

- Improved mobility and accessibility for all people through fully compliant footpath grading, kerb ramps and crossings;
- Introduction of designated parking for the elderly and patrons with prams, providing safe ramp access to the footpath;
- Recognition of First Nations People through infrastructure features;
- Activation of streetscape with the addition of fully accessible for all people alfresco dining build outs;
- Creation of an inviting, modern and safe CBD for residents and tourists to enjoy day or night;
- Increased caravan and trailer parking to support RV friendly requirements encouraging longer tourist stays; and
- Inclusion of arts and design celebrating Kingaroy's identity and infrastructure showcasing the signatures of the South Burnett.

**ATTACHMENTS**

1. **Current Estimate of Works**
2. **Design Themes and Catalogue**
3. **Project Profile Sheets**
4. **Economic Analysis Report**

**SBRC Works - Previous Years Actuals and 2020/21 Budget by Division and Activity**

Description	2016/17 (Actual Cost)	2017/18 (Actual Cost)	2018/19 (Actual Cost)	2019/20 (Actual Cost)	Sub Total - previous years	2020/21 (Budget - excl Carryover)	Grand Total
Infrastructure renewals & upgrades	6,732,260.12	5,874,439.43	4,266,429.64	4,932,621.84	21,805,751.03	13,851,426.00	35,657,177.03
Bitumen Reseal	2,063,098.44	1,974,932.18	2,813,053.23	3,639,404.79	10,490,488.64	1,707,509.00	12,197,997.64
Unsealed Roads Gravel Resheeting	2,837,814.57	4,736,100.33	3,769,083.54	4,979,320.70	16,322,319.13	3,244,992.00	19,567,311.13
<b>Total</b>	<b>11,633,173.13</b>	<b>12,585,471.94</b>	<b>10,848,566.41</b>	<b>13,551,347.33</b>	<b>48,618,558.80</b>	<b>18,803,927.00</b>	<b>67,422,485.80</b>

Description	2016/17 (Actual Cost)	2017/18 (Actual Cost)	2018/19 (Actual Cost)	2019/20 (Actual Cost)	Sub Total - previous years	2020/21 (Budget - excl Carryover)	Grand Total
<b>Councillor Division: 1</b>							
Infrastructure renewals & upgrades	864,098.76	2,058,880.90	838,327.55	510,409.62		840,300.00	
Bitumen Reseal	743,265.18	887,120.47	275,674.64	4,132.23		214,265.00	
Unsealed Roads Gravel Resheeting	465,567.32	1,591,325.53	483,387.81	1,030,181.70		737,332.00	
Sub Total	2,072,931.26	4,537,326.91	1,597,390.00	1,544,723.55	9,752,371.71	1,791,897.00	11,544,269
<b>Councillor Division: 2</b>							
Infrastructure renewals & upgrades	1,779,539.87	1,481,859.11	577,297.29	598,857.99		1,494,300.00	
Bitumen Reseal	397,059.35	83,039.00	197,758.62	502,028.98		113,906.00	
Unsealed Roads Gravel Resheeting	687,433.04	746,329.03	459,394.39	262,745.30		376,832.00	
Sub Total	2,864,032.26	2,311,227.13	1,234,450.30	1,363,632.27	7,773,341.95	1,985,038.00	9,758,380
<b>Councillor Division: 3</b>							
Infrastructure renewals & upgrades	1,409,528.75	313,449.42	106,049.27	365,631.60		5,586,626.00	
Bitumen Reseal	371,787.84	392,512.76	543,151.76	659,361.15		267,306.00	
Unsealed Roads Gravel Resheeting	177,197.51	349,562.44	488,855.85	381,917.68		301,432.00	
Sub Total	1,958,514.09	1,055,524.61	1,138,056.88	1,406,910.43	5,559,006.02	6,155,364.00	11,714,370
<b>Councillor Division: 4</b>							
Infrastructure renewals & upgrades	219,937.98	468,047.86	249,595.10	101,245.59		100,800.00	
Bitumen Reseal	83,718.67	127,209.40	561,571.83	192,537.32		38,850.00	
Unsealed Roads Gravel Resheeting	66,379.55	182,217.87	40,283.49	153,135.87		94,232.00	
Sub Total	370,036.20	777,475.12	851,450.42	446,918.78	2,445,880.52	233,882.00	2,679,763
<b>Councillor Division: 5</b>							
Infrastructure renewals & upgrades	1,697,573.11	711,417.83	296,839.04	1,439,735.74		1,145,100.00	
Bitumen Reseal	186,300.25	128,629.05	716,958.85	1,410,440.75		816,632.00	
Unsealed Roads Gravel Resheeting	192,582.48	290,239.06	235,484.74	1,006,270.24		239,832.00	
Sub Total	2,076,455.83	1,130,285.94	1,249,282.63	3,856,446.72	8,312,471.13	2,201,564.00	10,514,035
<b>Councillor Division: 6</b>							
Infrastructure renewals & upgrades	761,581.66	840,784.32	2,198,321.39	1,916,741.31		4,684,300.00	
Bitumen Reseal	280,967.16	356,421.50	517,937.53	870,904.36		256,550.00	
Unsealed Roads Gravel Resheeting	1,248,654.68	1,576,426.41	2,061,677.26	2,145,069.90		1,495,332.00	
Sub Total	2,291,203.50	2,773,632.22	4,777,936.18	4,932,715.58	14,775,487.47	6,436,182.00	21,211,669
<b>Grand Total</b>	<b>11,633,173.13</b>	<b>12,585,471.94</b>	<b>10,848,566.41</b>	<b>13,551,347.33</b>	<b>48,618,558.80</b>	<b>18,803,927.00</b>	<b>67,422,486</b>

**6.9 TRUSTEE PERMIT TERMS BETWEEN COUNCIL AND BUNYA VALLEY LANDCARE INC.**

**File Number:** 10-03-2021  
**Author:** Lease Officer  
**Authoriser:** Chief Executive Officer

**PRECIS**

Trustee Permit terms for Lot 900 RP 896938 known as "Carew Park" located at the corner of Doonkuna Street and Tessmanns Road, Kingaroy.

**SUMMARY**

At the Community Standing Committee Meeting on 10 March 2021, Council resolved

*Committee Resolution 2021/1*

*Moved: Cr Kirstie Schumacher*

*Seconded: Cr Danita Potter*

*That Item 9.6 - Trustee Permit terms between Council and Bunya Valley Landcare Inc. lay on the table until the Executive and Finance & Corporate Standing Committee Meeting on 17 March 2021.*

**CARRIED 7/0**

**OFFICER'S RECOMMENDATION**

Procedural Tabling Motion

That *Trustee Permit terms between Council and Bunya Valley Landcare Inc.* be taken off the table

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommend to Council:

1. That South Burnett Regional Council enter into a Trustee Permit (non-exclusive use) for the purpose of landscaping, with Bunya Valley Landcare, with conditions including:
2. Term of three (3) years at \$75.00 per annum plus GST
3. The permittee to bear all costs of the project, and all subsequent operational and maintenance costs including mowing, weed and pest management and utility charges (including any connection fees)
4. A concept plan including scope and budget with project milestones is to be submitted to Council for approval under the licence prior to the commencement of works. Concept plan to include details on the effects of overland flow and drainage of any proposed earthworks
5. The permittee must seek consent under the licence prior to making application for planning approvals, including building and planning permits
6. The permittee will undertake community engagement and provide the outcomes to Council prior to the commencement of works
7. The permittee will not impede pedestrian access from David Place.
8. The permittee must incorporate existing infrastructure into the concept plan and not undertake any works that may affect Council-owned infrastructure

9. Should the Trustee Permit come to an end, Council is not obliged to maintain the improvements made by the permittee and has the right to remove any assets or improvements made by the permittee.

## **BACKGROUND**

The Bunya Valley Landcare approached Council in January 2019 to undertake landscaping in Carew Park. The Bunya Valley Landcare has provided a project proposal with approximate costings and a community engagement plan. The Bunya Valley Landcare wish to use Carew Park to promote their core objective of promoting to the community the value of natural play environments and knowledge of native species of trees and plants.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

The proposal submitted by the Bunya Valley Landcare has requested Council to contribute resources of machinery and seed stock to support delivery of the project. It is recommended that all costs associated with the project are funded by the Bunya Valley Landcare. It is recommended that the project proposal, project scope and budget are resubmitted to Council for review to ensure that Bunya Valley Landcare's proposed operational and maintenance schedules can support the park design.

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

OUR ENVIRONMENT – A sustainable environment, proactively and responsibly managed in partnership with the community for future generations

ENV1 - Our region's environmental assets are promoted, protected and enhanced.

ENHANCING OUR COMMUNITY - Building a vibrant, healthy, supportive and inclusive community

EC2.1- Encourage and support community organisations to enhance their sustainability

EC3.2 - Enhance community culture through the support of initiatives and the provision of community facilities

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

Councils' Lease Officer has liaised with Councils' Manager Property, Land Investigation Officer, Engineering Contractor, and Coordinator Recreation to review Bunya Valley Landcare's proposal to ascertain the suitability of Carew Park. The results of the consultation have found that Carew Park would be suitable for the proposed project, provided that officers can liaise with Bunya Valley Landcare on the final concept plan and plant selection. The Bunya Valley Landcare have provided an initial proposal and community engagement plan which has provided a basis for the initial permit terms recommendations. Council Lease Officer has discussed proposed permit terms with the Bunya Valley. The Department of Resources has advised that as a reserve the provision of the *Land Act 1994* and associated regulation apply and that Council as the Trustee may enter into a Trustee Permit.

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

Lot 900 RP 896938 is a Reserve for Park, with Council as Trustee. An offer of a Trustee Permit to Occupy over the property to a community group would be in accordance with Sections 236 of the Local Government Regulation 2012.

The recommendation of a Trustee Permit is in accordance with *Land Act 1994* and *Land Regulation 2010*

Council will request the Bunya Valley Landcare to provide certificate of currency of Public Liability Insurance to the value of \$20 Million, an Annual Return of Association (Form 12 – Associations Incorporation Act 1981) and current financial statements to provide evidence that the Bunya Valley Landcare can sustain the delivery of the project.

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

Offering the property for a Trustee Permit is in accordance with Council's Disposal Assets Policy by considering any potential benefit to the community and impact on the environment.

## **ASSET MANAGEMENT IMPLICATIONS**

The asset will revert to Council at the expiry of the permit therefore, it is imperative that the Bunya Valley Landcare delivers a project that does not require high ongoing operational maintenance.

## **REPORT**

### **Property Details:**

Address: 2-18 Doonkuna Street

RPD: Lot 999 RP 896938

Area: 7001 square metres

Tenure: Reserve for Park

Trustee: South Burnett Regional Council

Zone: Recreation and Open Space under South Burnett Regional Council Planning Scheme V1.4

Carew Park is located on the corner of Doonkuna Street and Tessmann Road in Kingaroy. The park also has pedestrian access from David Place. The neighbouring housing is zoned as low density residential furthermore, the vacant parcels of land opposite and adjacent are zoned as rural land.

Carew Park is zoned as a recreation park. Parks are designed to create an informal setting for recreation and social activities, enhance the physical and mental health of community members and supports activities that provide relaxation, amusement or stimulation.

Council has identified through the Sport and Recreation Infrastructure and Strategic Plan 2018-2028 that natural settings provided were highly valued, however a lack of shade throughout the wider open space network was identified as a barrier to the usage of parks. At the time of publication Carew Park was considered undeveloped.

The proposal submitted by Bunya Valley Landcare in 2019 seeks to partner with Council to develop Carew Park by undertaking landscaping. Bunya Valley Landcare's proposal is to create a cool and restful place with warm spaces where the senses are enlivened by textures.




The plan identifies delivery in three stages of earthworks, soil preparation and maintenance. The Bunya Valley Landcare have committed to carry out maintenance for up to three years with the exclusion of mowing.

A concept plan was submitted with supporting information for the project however, Council requires a revised concept plan with plant species, project milestones and budget to be submitted for approval prior to the project commencing.

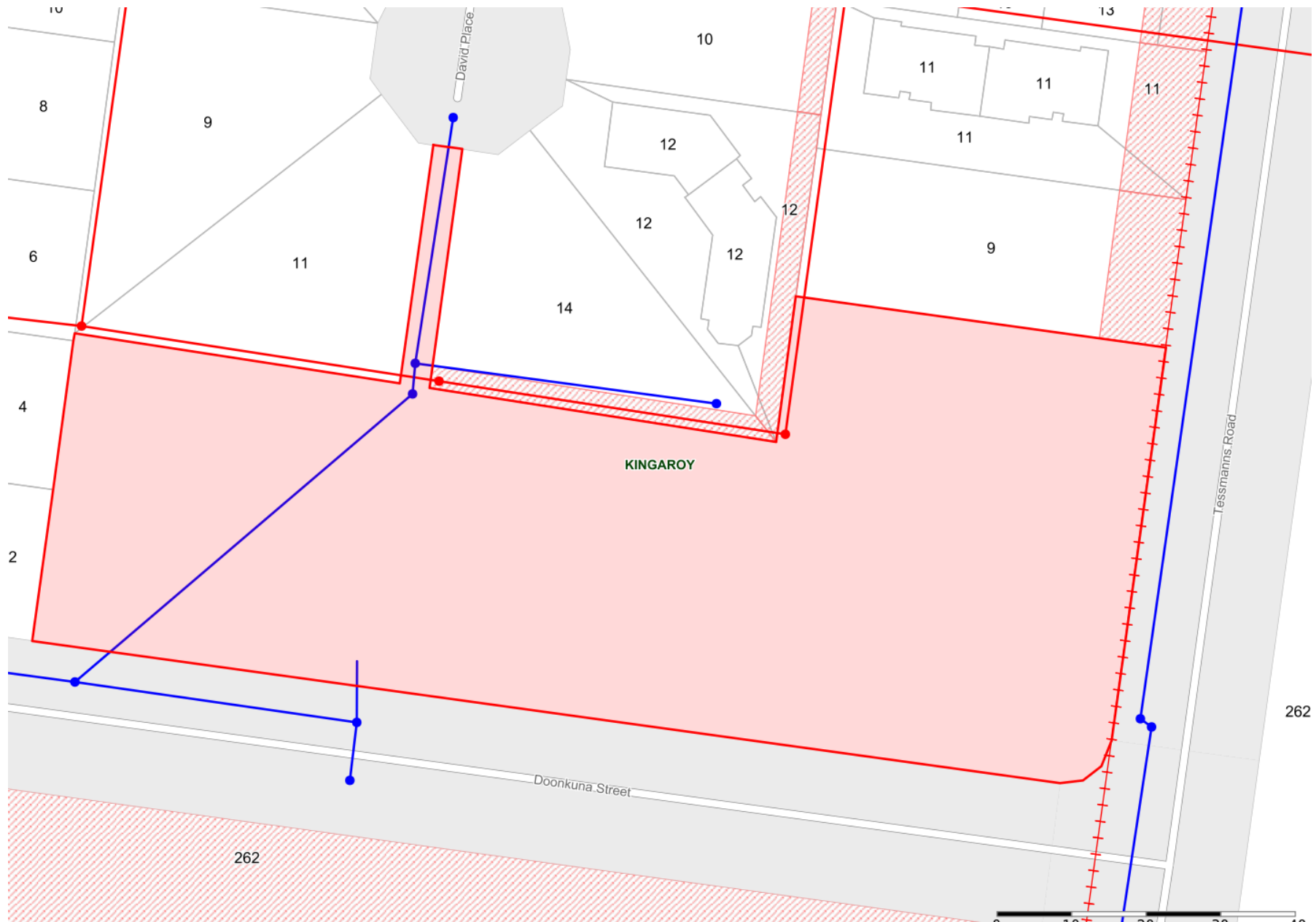
Due to the expected high activity to undertake the project it is recommend that, to minimise the impact on surrounding properties, that the permittee volunteers and contractors do not use the pedestrian access from David Place.

To minimise the initial costs to Council it is recommended that Council decline to provide financial and in-kind contributions as requested by the Bunya Valley Landcare however, that Council will commit Officers' time to providing feedback and technical skills to the group to ensure that the project outcomes are sustainable for Council to maintain.

## **ATTACHMENTS**

1. **Aerial map with Council Infrastructure** [↓](#) 
2. **Survey Plan** [↓](#) 
3. **Schedule 3 Prescribed terms of particular trustee leases and subleases** [↓](#) 



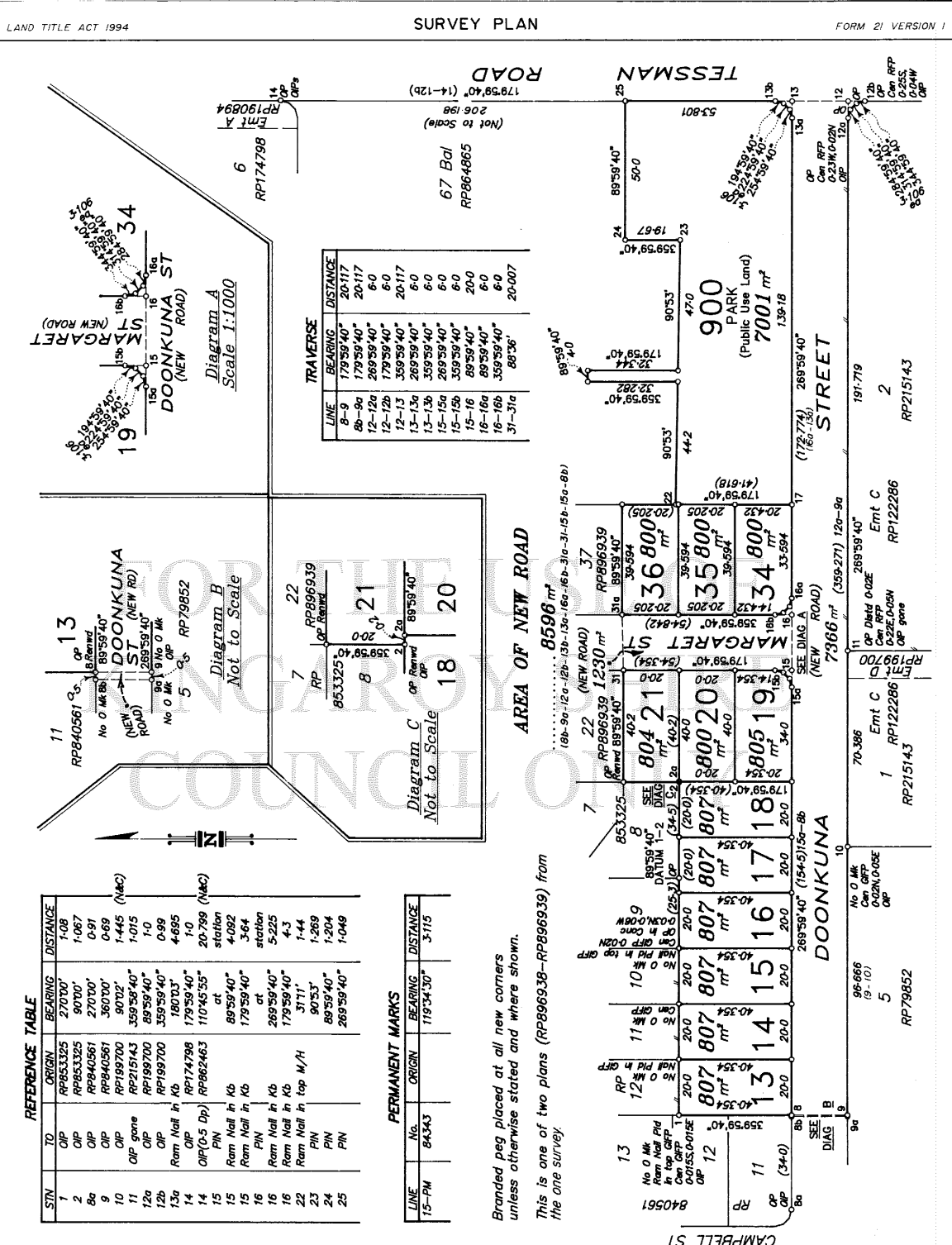


896938

PLAN MUST BE DRAWN WITHIN BLACK LINES

896938

J.F.H. Murray & Associates



896938

WARNING - PLAN MAY BE ROLLED - A FOLDED OR MUTILATED PLAN WILL NOT BE ACCEPTED

896938

I, Barry Lynton ANDREWS hereby certify that I have surveyed the land comprised in this plan by Fergus John McMaster (Surveying Associate) for whose work I accept responsibility and that the plan is accurate, that the said survey was performed in accordance with the Surveyors Act 1977 and the Surveyors Regulation 1992, and that the said survey was completed on 8/8/95

*Barry L. Andrews*  
Licensed Surveyor  
Date 10-8-95

**PLAN OF LOTS 13 - 21, 34 - 36 & 900**  
Cancelling Part of Lot 67 on RP864865 & Lot 102 on RP840561  
Portion 120v

ORIGINAL	MAP REF	SCALE	NO SURVEY RECORDS DEPOSITED
Vide RP853325	9244-14124	1:1250	ENDORSED Accredited Lodgement

PARISH WOOROLIN  
COUNTY Fitzroy  
TOWN/LOCALITY KINGAROY  
LOCAL GOVERNMENT Kingaroy S.C.  
LANDS REGION Wide Bay  
MINING DISTRICT

REGISTERED PLAN 896938

## Schedule 3 Prescribed terms of particular trustee leases and subleases

[section 69\(a\)](#)

### Part 1 Preliminary

#### 1 Purpose and application

This schedule states the prescribed terms of—

- (a) a trustee lease, other than—
  - (i) a trustee lease (construction); or
  - (ii) a trustee lease, the granting of which, under a provision of another Act, did not require the Minister's approval; and
- (b) a trustee sublease of a trustee lease to which paragraph (a) applies.

#### 2 Definitions for schedule

In this schedule—

*trustee* means the trustee of trustee lease land.

*trustee lease land*—

- (a) for a provision about a trustee lease—means, generally, the trust land the subject of the trustee lease; and
- (b) for [sections 4 to 6](#)—includes any area of trust land, of which the land mentioned in paragraph (a) is a part, used by the trustee lessee of the trustee lease.

*trustee lessee*, of a trustee lease, means the lessee under the trustee lease.

*trustee sublease* means—

- (a) a sublease of a trustee lease approved by the Minister under section 58(1)(a) of the [Act](#); or
- (b) a sublease of a trustee lease for which the Minister has given the trustee lessee an authority under [section 64\(1\)](#) of the [Act](#).

*trustee sublease land*, for a provision about a trustee sublease, means the trust land the subject of the trustee sublease.

*trustee sublessee*, in relation to a trustee sublease, means the sublessee under the trustee sublease.

#### 3 Application to trustee sublease

This schedule applies in relation to a trustee sublease as if—

- (a) a reference in [part 2](#), other than in [section 8\(2\)](#), to a trustee lease were a reference to the trustee sublease; and
- (b) a reference in [part 2](#), other than in [section 4\(4\)](#), [8\(2\)](#) or [11](#), to a trustee lessee were a reference to the trustee sublessee; and
- (c) a reference in [part 2](#) to trustee lease land were a reference to trustee sublease land; and
- (d) a reference in [section 9](#) to the trustee were a reference to the trustee lessee.

### Part 2 Prescribed terms

#### 4 Indemnity

- (1) The trustee lessee of the trustee lease indemnifies and agrees to keep indemnified the State, the Minister, the trustee and their representatives (all the *indemnified parties*) against all liability,

costs, loss, charges and expenses including claims in negligence (including any actions, claims, proceedings or demands brought by any third party, and any legal fees, costs and disbursements on an indemnity basis) arising from, or incurred in connection with—

- (a) the granting of the trustee lease to the trustee lessee; or
- (b) the trustee lessee's use and occupation of the trustee lease land; or
- (c) personal injury (including sickness and death), or property damage or loss, in connection with the following—
  - (i) the performance of the trustee lease by the trustee lessee;
  - (ii) the attempted or purported performance of the trustee lease by the trustee lessee;
  - (iii) the non-performance of the trustee lease by the trustee lessee;
  - (iv) a breach of the trustee lease by the trustee lessee.
- (2) The trustee lessee releases and discharges, to the maximum extent permitted by law, the indemnified parties—
  - (a) from all actions, claims, proceedings or demands; and
  - (b) in respect of any loss, death, injury, illness or damage arising out of the use and occupation of the trustee lease land, whether or not—
    - (i) the damage is personal or property damage; or
    - (ii) the loss is consequential loss.
- (3) To the maximum extent permitted by law, the State, the Minister, the trustee and their representatives are not liable to the trustee lessee for any consequential loss arising out of the use and occupation of the trustee lease land.
- (4) If the trustee lessee has granted a trustee sublease, the trustee lessee is liable for the trustee sublessee's use and occupation of the trustee sublease land.
- (5) In this section—
  - consequential loss** means the following—
    - (a) loss of revenue;
    - (b) loss of profit;
    - (c) loss of anticipated savings or business;
    - (d) loss of opportunity (including opportunity to enter into or complete arrangements with third parties);
    - (e) loss of data or goodwill;
    - (f) loss of reputation;
    - (g) any special, indirect or consequential loss whether arising in contract, tort (including negligence) or otherwise.

**representative**, of a party, means an employee, agent, officer, director, contractor, subcontractor or other authorised representative of the party.

### **5 Insurance**

- (1) The trustee lessee of the trustee lease must take out a public liability insurance policy (the **insurance policy**), complying with subsection (2), with—
  - (a) a general insurer authorised under the [Insurance Act 1973 \(Cwlth\)](#); or
  - (b) another insurer approved by the Minister.
- (2) The insurance policy must—
  - (a) name the trustee lessee as the person insured under the policy; and

- (b) insure the trustee lessee against—
  - (i) legal liability for any loss of, or damage to, any property, and for injury (including death) to any person, arising out of anything done or omitted to be done on or about the trustee lease land or any improvements on the trustee lease land; and
  - (ii) all actions, claims, demands, proceedings, costs, charges and expenses, including claims in negligence; and
- (c) insure the trustee lessee for at least \$20m, or a higher amount reasonably required by the Minister, for each event; and
- (d) insure the trustee lessee on a ‘claims occurring’ basis; and
- (e) be maintained by the trustee lessee at all times during the term of the trustee lease.
- (3) If an event occurs that the trustee lessee considers is likely to give rise to a claim under the insurance policy, the trustee lessee must—
  - (a) give the Minister written notice of the event as soon as practicable after the event occurs; and
  - (b) ensure the trustee and the Minister are kept fully informed of subsequent actions and developments concerning the claim.
- (4) The trustee lessee must—
  - (a) renew the insurance policy, at the trustee lessee’s expense, each year during the term of the trustee lease; and
  - (b) if the trustee lessee receives a notice of cancellation in relation to the policy—immediately take out another public liability insurance policy complying with subsection (2).
- (5) This section does not apply if the trustee lessee—
  - (a) is the State, or a statutory authority eligible for insurance from the Queensland Government Insurance Fund; and
  - (b) is insured, and continues to be insured, by the Queensland Government Insurance Fund.
- (6) Also, this section does not apply if the trustee lessee is—
  - (a) the Commonwealth, or a statutory authority eligible for insurance from Comcover; and
  - (b) is insured, and continues to be insured, by Comcover.

#### **6 Use, development, access and services**

- (1) The trustee lessee of the trustee lease may only use or develop the trustee lease land in accordance with—
  - (a) the terms and conditions of the trustee lease; and
  - (b) any management plan for the trust land approved under [section 48](#) of the [Act](#).
- (2) The trustee lessee must not do anything that prevents the trust land, of which the trustee lease land is a part, from being used for the purpose for which the trust land was dedicated or granted.
- (3) If the trustee lease land does not adjoin a road, or have another legal access, the trustee lessee may access, and provide services to, the trustee lease land through the trust land—
  - (a) at a place, or on a route, the trustee considers is the most convenient place or route; and
  - (b) on the conditions decided by the trustee.
- (4) In this section—
  - develop*, trustee lease land, includes construct improvements on the land.
  - services* includes a telephone connection, electricity and water.

#### **7 Duty of care**

The trustee lessee of the trustee lease must manage and use the trustee lease land consistently with the objects of the [Act](#).

#### **8 No holding over or other dealings**

- (1) The trustee lessee of the trustee lease must not hold over, possess or occupy the trustee lease land after the expiry of the trustee lease.
- (2) If the trustee lessee has granted a trustee sublease, the term of the trustee sublease must end not later than 1 day before the day the trustee lease expires.

#### **9 Power of attorney**

- (1) The trustee lessee of the trustee lease—
  - (a) appoints the trustee to act as the trustee lessee's attorney; and
  - (b) authorises the trustee to execute all documents, and to perform acts, on the trustee lessee's behalf that are necessary for the registration of a surrender of the trustee lease to the trustee.
- (2) The trustee may use the power under subsection (1) only if—
  - (a) the trustee lessee has breached a term or condition of the trustee lease; and
  - (b) the trustee has—
    - (i) given the trustee lessee written notice of the breach; and
    - (ii) allowed the trustee lessee a reasonable period, of at least 20 business days after giving the notice, to remedy the breach; and
  - (c) the trustee lessee has not remedied the breach within the period; and
  - (d) the trustee is entitled to end the trustee lease and take possession of the trustee lease land.
- (3) This section does not apply if the trustee lessee is the Commonwealth or the State.

#### **10 Trustee lessee's obligations at end of trustee lease**

- (1) At the end of the trustee lease, the trustee lessee must—
  - (a) if the trustee lessee is entitled to remove improvements from the trustee lease land—maintain any insurance the trustee lessee is required to take out under [section 5](#) during the period in which the improvements are removed (the *removal period*); and
  - (b) if the trustee lessee removes improvements from the trustee lease land—restore and otherwise make good the land—
    - (i) to a condition similar to the condition it was in before the start of the trustee lease; and
    - (ii) to the satisfaction of the trustee; and
  - (c) leave the trustee lease land in a clean and tidy condition to the satisfaction of the trustee.
- (2) [Section 4](#) continues to apply to the trustee lessee during the removal period.

#### **11 Additional obligation for removal of improvements at end of trustee sublease**

- (1) This section applies to a trustee sublessee of a trustee sublease for removing improvements it is entitled to remove from the trustee sublease land at the end of the trustee sublease.
- (2) The trustee sublessee must remove the improvements from the trustee sublease land—
  - (a) if a period for removal of the improvements is agreed between the trustee sublessee and the trustee lessee—within the agreed period; or
  - (b) otherwise—within 3 months after the trustee sublease ends.
- (3) If the trustee sublessee does not remove the improvements it is entitled to remove from the trustee sublease land under subsection (2), the improvements become the property of the trustee lessee.

**12 Jurisdiction**

The trustee lease is governed by the law of Queensland and relevant Commonwealth laws.

**13 Compliance with laws**

The trustee lessee of the trustee lease must comply with all lawful requirements of—

- (a) the local government for the local government area in which the trustee lease land is situated; or
- (b) any department of the State or the Commonwealth; or
- (c) another entity with jurisdiction over the trustee lease land, or the development, use or occupation of the trustee lease land.

## 7 PORTFOLIO - REGIONAL DEVELOPMENT

### 7.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

**File Number:** 17-03-2021

**Author:** Councillor

**Authoriser:** Chief Executive Officer

#### PRECIS

Regional Development Portfolio Report

#### SUMMARY

Cr Schumacher presented her Regional Development Portfolio Report to Council

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#### OFFICER'S RECOMMENDATION

That Cr Schumacher's Regional Development Portfolio Report to Council be received for information.

Council representatives recently met with LGAQ Trade and Investment Lead, Paul Cranch and together we spoke about Council's role in regional development and the process for building strong, adaptive and equitable local economies. As Paul explained, effective regional development demands informed leadership from local elected leaders. I would like to recommend to Council, that we engage with Paul further to leverage the resources and expertise available through our LGAQ membership and build upon the cornerstones we have embedded over this past year.

To begin, I'd like to share some of the learnings from our discussions with Paul about how we as leaders can continue to help encourage growth and development here in the South Burnett.

#### **Lesson 1: Continue to learn about the regional development priorities, strategies, and stakeholders in our region.**

- I know as elected leaders we always have our ear to the ground looking for opportunities and trying to understand the current challenges our local businesses and industries face, working quietly behind the scenes to bring this feedback back to Council for discussion and wherever possible, solution.
- The Development Incentives Scheme is an example of this Council's appetite to support growth and development and it is pleasing to hear project proponents are coming to Council exploring options to maximise this short term opportunity.

#### **Lesson 2: Make sure everyone has access to the same consistent data and information about regional development projects and appoint resources to organise and implement the regional development function of Council.**

- I know there is more work to be undertaken in this space and have been grateful for the opportunities for the Regional Development portfolio to work hand in hand with our Planning portfolio holder and the planning team, along with the support and guidance of CEO Mark Pitt and the Executive Services Team.
- I have also had some discussions with BIEDO and our CEO about fast-tracking work on our regional profile, and understand that as our 2021/2022 budget discussions unfold and the corporate plan is finalised Council will be in a better position to determine how we resource this important function of Council into the future.

#### **Lesson 3: Listen to all feedback both positive and negative, and ensure our community knows their views and opinions in relation to the growth and development of our region are being heard.**



- As elected representatives, and across our Council team I know we each value the ideas, views and opinions of others, and I believe the establishment of a Regional Development Advisory Committee will only strengthen this Council's understanding of the issues and challenges faced, and help equip us with the local knowledge and expertise to adopt tangible solutions.

**Lesson 4: Provide consistent and adequate resources in making our community competitive. If we have an opportunity to partner with economic development organisations or hire professionals to lead them, make sure we consider the strengths and qualifications these people bring to the table very carefully.**

- I do believe we are now able to further consider what this looks like for our organisation moving forward.
- Over this past year, Council's partnership with BIEDO has provided on the ground support and advice to local businesses and industry representatives. I'm keen to build on this, in partnership with the Red Earth Community Foundation and continue some of the preliminary conversations held last year about a collaborative approach to a 50 year community plan for the South Burnett. I would like to invite both parties to meet with Council to discuss this project further so we can set some clear direction moving forward.
- Council's workshops with the Department of State Development, Infrastructure, Local Government and Planning have been instrumental over this past year and I look forward to continuing this relationship and working together as we focus on the adoption of Council's Regional Development Strategy.

**Lesson 5: As an elected representative, you probably just like me, ran for Council because you love our community and want to help improve it. This lesson is about us, in our roles as leaders to be the salespeople of our region, so that others will want to live, work and play here.**

- As elected representatives, I believe we have the capability to make a significant difference in our community through the work we do in building strong working relationships with local business and industry and advocating for change. I was pleased to receive a draft of the Kingaroy Chamber of Commerce and Industries Strategic Plan, and welcome opportunities to genuinely collaborate in the regional growth and progression of our region with partners such as these business groups and entities.
- I know we each get excited every time someone comes forward with an idea or concept that could see growth and development outcomes in our region, particularly employment outcomes and I have seen firsthand Council staff share in this excitement.
- The current rate of enquiries and permits for building and planning this Council is receiving, along with the growing number of rate searches is evidence of the numbers of people and families looking for a treechange, and currently moving to our region.
- We know we need more housing and I know we each realize this is a good problem to have, however a problem that requires solution, and I look forward to continuing to work with this team to resolve this because undoubtedly we all being this is a great place to work, live and play.

So as we approach our first year anniversary, since being elected to this Council and in reflection I know we each have some big ideas, goals and ambitions when it comes to the growth and development of our region. While this portfolio has been impacted by a reduction in physical resources, I'm pleased to report we as elected representatives have been working to equip and shape up this portfolio and the organisation of Council to be effective into the future.

I'm pleased to report some of the key priorities that we are currently working on include:

- Finalising this Council's Regional Development Strategy for feedback and adoption

- Establishing a Regional Development Advisory Committee who will be instrumental in supporting Council to develop a pipeline of concepts and investigate shovel ready projects that will help drive growth and development.
- Preparing feedback to inform the Wide Bay Burnett Regional Plan
- Finalising Council's work in Investment Readiness, offering investors a clear opportunity that enables them to be a part of the South Burnett's growth story.
- Working to reduce red tape and fast track services in planning and development; the recent adoption of the economic instrument and major planning scheme amendments are examples of how this Council is progressing this important work.
- Considering our partnerships locally in industry led tourism outcomes into the future and investing in tourism assets and infrastructure.
- Looking at opportunities to work hand in hand with our regional tourism operator SQCT to market our region on both a state and international platform.
- Partnering in our region's major events through our community grants and in-kind support.
- Supporting the liveability of our region and lifestyle's of our residents in an effort to attract and maintain workforce capabilities, meaning people aren't driving in and out, they are living here, being part of this incredible region.

In closing, I'd like to acknowledge that despite the difficulties of 2020, our region has performed better than most which is testament to the diversity of our economy and resilience of our business community.

While the South Burnett's economic diversity is enviable and is by far one of our greatest strengths, we must always be looking for opportunities to grow and diversify further, keeping our eye on the next big thing. I believe here at Council, with the resources we have, we are doing just that. I look forward to ticking off these strategic projects off our to do list over these coming months.

## **BACKGROUND**

Nil

## **ATTACHMENTS**

Nil

## 7.2 ECONOMIC DEVELOPMENT AND TOURISM MONTHLY UPDATE

**File Number:** 17-03-2021

**Author:** Coordinator Executive Services

**Authoriser:** Chief Executive Officer

### PRECIS

Economic Development and Tourism update for the month of February 2021.

### SUMMARY

This report provides an update on the South Burnett Regional Council's Economic Development and Tourism section for the month of February 2021.

### OFFICER'S RECOMMENDATION

That the Economic Development and Tourism monthly update for February 2021 be received for information.

### BACKGROUND

In February 2021 the Economic Development and Tourism team progressed the following:

#### Events / happenings:

- **Caravan and Motor Club** – Visitor Information Centre volunteers prepared 300 information bags promoting the South Burnett region. The promotional bags were delivered to the Blackbutt Show Society in anticipation of the visit by the Caravan and Motor Club of Australia (CMCA) to Blackbutt in March.
- **Volunteer Farewell** - A farewell lunch was held for Visitor Information Centre volunteer Gwen Woodall who has volunteered at the Centre for over 14 years. Congratulations and farewell Gwen!



- **Nanango Energy Centre Closure** - The South Burnett Energy Centre at Nanango was closed for three weeks whilst repairs were progressed to the roof and solar panels in February.

**Monthly Statistics:**

<b>Visitor Information Centres – Monthly Statistics 2020-21</b>						
<b>2020</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Sales	B - \$0 K - \$6292 M - \$598 N - \$1318 W - \$3330	B - \$0 K - \$8000 M - \$473 N - \$1093 W - \$2697	B - \$0 K - \$6760 M - \$993 N - \$2373 W - \$4184	B - \$0 K - \$7408 M - \$863 N - \$2698 W - \$4623	B - \$0 K - \$4938 M - \$7170 N - \$1871 W - \$	B - \$0 K - \$10122 M - \$90 N - \$2060 W - \$2817
Coach Tours	B - 0 K - 2 M - 0 N - 1 W - 0	B - 0 K - 1 M - 0 N - 0 W - 0	B - 0 K - 0 M - 0 N - 2 W - 0	B - 0 K - 5 M - 0 N - 1 W - 2	B - 0 K - 0 M - 0 N - 2 W - 0	B - 0 K - 0 M - 0 N - 0 W - 0
Volunteer Numbers	B - 0 K - 13 M - 13 N - 12 W - 9	B - 0 K - 12 M - 14 N - 15 W - 9	B - 0 K - 12 M - 14 N - 15 W - 8	B - 0 K - 15 M - 14 N - 13 W - 11	B - 0 K - 13 M - 14 N - 14 W - 11	B - 0 K - 13 M - 13 N - 15 W - 11
Volunteer Hours	B - 0 K - 857 M - 141 N - 0 W - 203	B - 0 K - 879 M - 189 N - 339 W - 0	B - 0 K - 719 M - 181 N - 340 W - 11	B - 0 K - 846 M - 197 N - 392 W - 250	B - 0 K - 664 M - 215 N - 223 W - 76	B - 0 K - 778 M - 135 N - 438 W - 16
Days Open	N/A	N/A	N/A	B - 0 K - 29 M - 27 N - 30 W - 26	B - 0 K - 20 M - 26 N - 30 W - 26	B - 0 K - 24 M - 20 N - 28 W - 25
<b>2021</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Sales	B - \$0 K - \$4928 M - \$354 N - \$1386 W - \$1717	B - \$0 K - \$4478 M - \$343 N - \$167 W - \$1149				
Coach Tours	B - 0 K - 1 M - 0 N - 0 W - 0	B - 0 K - 2 M - 0 N - 0 W - 0				
Volunteer Numbers	B - 0 K - 13 M - 13 N - 14 W - 11	B - 0 K - 13 M - 13 N - 14 W - 11				
Volunteer Hours	B - 0 K - 375 M - 149 N - 384 W - 212	B - 0 K - 747 M - 180 N - 130 W - 150				

Days Open	B - 0 K - 25 M - 25 N - 30 W - 25	B - 0 K - 24 M - 24 N - 9 W - 24				
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**Media Releases:**

1. Media Release - Nil

<b>Media Releases 20-21</b>						
2020	Jul	Aug	Sep	Oct	Nov	Dec
	N/A	N/A	N/A	N/A	4	1
2021	Jan	Feb	Mar	Apr	May	Jun
	2	0				

**Social Media Posts:**

<b>Social Media:</b>						
2020	Jul	Aug	Sep	Oct	Nov	Dec
SB VIC Network	Posts 29	Posts 17	Posts 12	Posts 19	Posts 29 Likes 645 Followers 752	Posts 32 Likes 671 Followers 791
Discover South Burnett	Posts 7	Posts 1	Posts 3	Posts 6	Posts 5 Likes 3835 Followers 3925	Posts 5 Likes 3847 Followers 3974
Kilkivan to Kingaroy Rail Trail	Posts 1	Posts 0	Posts 0	Posts 0	Posts 3 Likes 988 Followers 1075	Posts 1 Likes 1018 Followers 1115
Drive Inland	Posts 0	Posts 0	Posts 0	Posts 0	Posts 3 Likes 799 Followers 856	Posts 4 Likes 805 Followers 864
WBB – The Perfect Place	Posts 0	Posts 0	Posts 0	Posts 0	Posts 3 Likes 2450 Followers 2499	Posts 4 Likes 2439 Followers 2490
2021	Jan	Feb	Mar	Apr	May	Jun
SB VIC Network	Posts 7 Likes 698 Followers 825	Posts 14 Likes 726 Followers 867				
Discover South Burnett	Posts 0 Likes 3856 Followers 3990	Posts 2 Likes 3866 Followers 4012				

Kilkivan to Kingaroy Rail Trail	Posts 0 Likes 1037 Followers 1138	Posts 2 Likes 1080 Followers 1185				
Drive Inland	Posts 7 Likes 805 Followers 864	Posts 0 Likes 819 Followers 880				
Wide Bay-Burnett – The Perfect Place	Posts 0 Likes 2438 Followers 2489	Posts 0 Likes 2438 Followers 2489				

**Printed Advertising / Graphical Design:**

N/A

**ATTACHMENTS**

1. Discover South Burnett - Analytics All Traffic Audience Overview - Feb 2021 [↓](#) 
2. Tourism Sentinent Report - Jan-Feb 2021 [↓](#) 

**Audience Overview**

All Users  
100.00% Users

Feb 1, 2021 - Feb 28, 2021

**Overview**

● Users



Feb 1, 2021 - Feb 28, 2021

Users

3,418

New Users

3,282

Sessions

4,057

Number of Sessions per User

1.19

Pageviews

10,762

Pages / Session

2.65

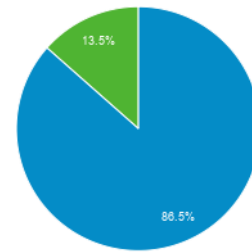
Avg. Session Duration

00:02:12

Bounce Rate

60.07%

■ New Visitor ■ Returning Visitor



Language	Users	% Users
1. en-au	1,904	55.51%
2. en-gb	737	21.49%
3. en-us	734	21.40%
4. en	12	0.35%
5. zh-cn	12	0.35%
6. pt-br	3	0.09%
7. de	2	0.06%
8. de-de	2	0.06%
9. en-ca	2	0.06%
10. es-419	2	0.06%



The graphic features a dark blue background. On the left is a circular icon with a speech bubble tail, divided into segments of light blue, dark blue, and orange. The text "Tourism Sentiment Index" is centered within the circle. To the right of the icon is a vertical white line, followed by the text "South Burnett".

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DESTINATION **Think!**



This report provides a comprehensive analysis of what people are saying about your destination online. Insights from this data should guide strategic planning, marketing and destination development to enable you to shape the way people talk about the South Burnett in the Future.



## Method + Metrics

How your Tourism Sentiment Score™  
is calculated

DESTINATION **Think!**

### Calculating your score



#### Focusing on conversations driving tourism

**Tourism Sentiment Score™** is a measure of a destination's ability to generate positive word of mouth about its tourism offering. It is an aggregate score that focuses solely on online conversations that reference or affect a potential traveller's perceptions of a destination's tourism offering. To do this, we start by collecting all the conversations around your destination and then filter to those conversations that are driven by your destination's tourism experiences or products.

## Calculating your score

### Your score

Once we have categorized all online conversations related to South Burnett, we apply the **Tourism Sentiment Score™** formula to provide us with a single metric that articulates your destination's performance in driving online word of mouth.

### Reading the scale

The Tourism Sentiment Score is an index ranging from -100 to 100 that measures overall perceptions of South Burnett's tourism offering. It is used as an indicator to gauge current performance and provide a benchmark to track over time.



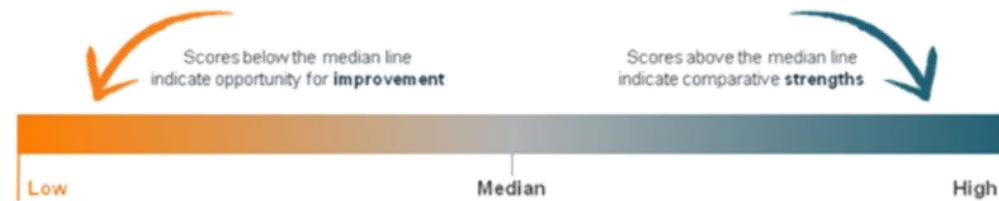
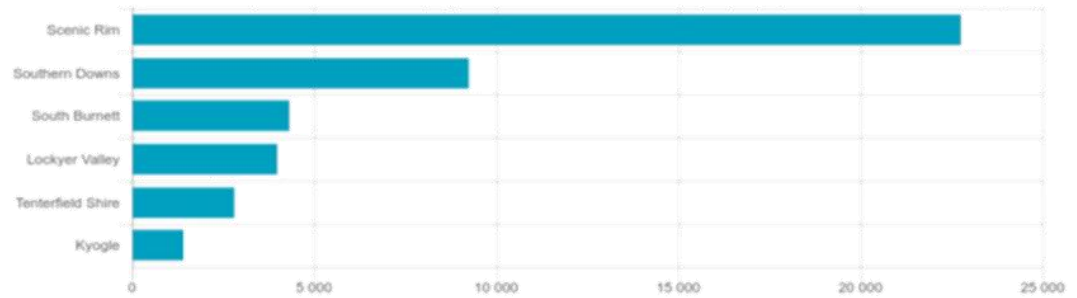
## Understand Size and Scale

### Understanding Volume

Volume of conversations is an indicator of overall awareness. The higher the volume of conversations for a destination, the more people are talking about it, bringing a greater chance that people read or hear about the destination. Volume does not represent quality. It represents opportunity. Based on the destinations in this report, we see a distribution of conversation volume as follows.

### Reading the scale

Throughout the report, you will see your destination's scores displayed on a scale. The scale is defined by the relative scores of the comparative destination set. The median line on each scale is defined by the middle point between the 3rd and 4th ranked destinations. Therefore, creating a midpoint amongst the comparative destination set to compare to.



A graphic featuring a circular progress indicator with segments in light blue, dark blue, and orange. Inside the circle is a white icon of a computer monitor displaying a dashboard with a mouse cursor. The graphic is set against a dark blue background with a light blue vertical bar on the left.

## Tourism Sentiment Dashboard

The overall health and performance of South Burnett

DESTINATION **Think!**

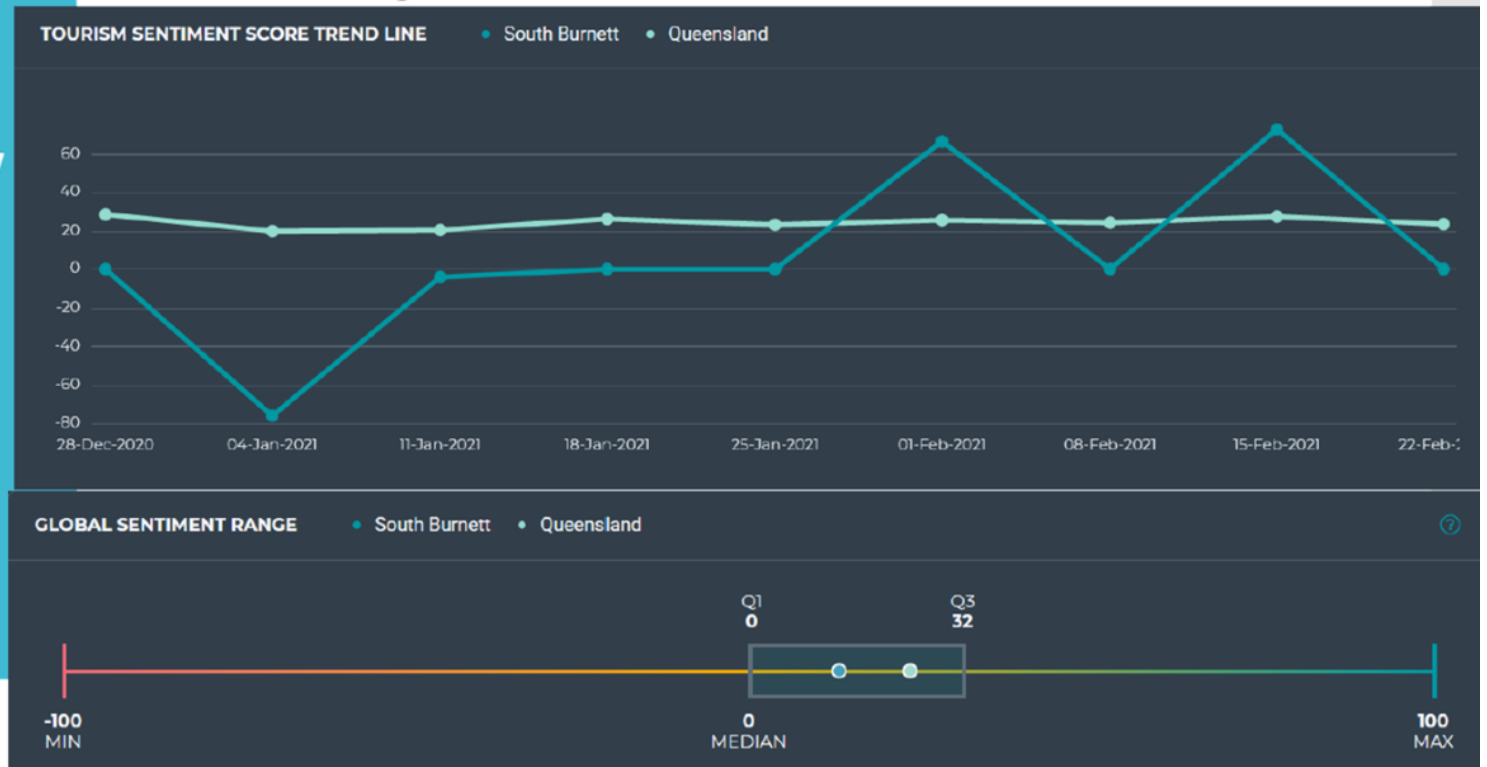
# Tourism Performance of South Burnett

At a glance, you can see the current performance of your destination and people's attitudes towards the tourism offering of South Burnett relative to Queensland

KEY PERFORMANCE INDICATORS	SOUTH BURNETT	QUEENSLAND
Tourism Sentiment Score® <a href="#">?</a>	<p>13 -100 100 ▲ 38% 51 Total Conversations</p>	<p>24 -100 100 ▼ -9% 45206 Total Conversations</p>
Global Tourism Sentiment Comparison <a href="#">?</a>	AVERAGE	AVERAGE
Emotional Tone of Conversation <a href="#">?</a>	N/A	Joy
Topics Driving Positive Sentiment <a href="#">?</a>	Restaurant / Dining / Takeaway Festival + Events + Concerts	Beaches Surfing
Topics Driving Negative Sentiment <a href="#">?</a>	Architecture Restaurant / Dining / Takeaway	Health Wildlife Viewing

# Sentiment Analysis: How well South Burnett performs

The Tourism Sentiment Score® measures attitudes toward the tourism offering of South Burnett. Tracking this score over time will provide insight into the ability of South Burnett to build on its positive reputation and minimize challenges.





# Topic Analysis: What drives the Tourism Sentiment Score<sup>®</sup> of South Burnett

CATEGORIES	VOLUME COMPARISON	SOUTH BURNETT			QUEENSLAND		
		Volume	Emotion	Sentiment	Volume	Emotion	Sentiment
▲ Food + Culinary		82% ▲ 74%	N/A	54 High	7% ▲ 0%	Joy	26 Average
▲ Amenities + Entertainment		8% ▼ 2%	N/A	8 Average	8% ▼ 4%	Joy	26 Average
▲ Culture + History		10% ▲ 4%	N/A	-74 Low	4% ▲ 0%	Joy	16 Average
▲ Safety		<1% ▼ 25%	N/A	0 N/A	25% ▲ 8%	Fear	0 Average
▲ Outdoor Activities		<1% ▼ 24%	N/A	0 N/A	29% ▲ 3%	Joy	29 Average
▲ Relaxation + Wellness		<1% ▼ 21%	N/A	0 N/A	13% ▼ 5%	Joy	31 Average
▲ Destination Services		<1% ▲ 0%	N/A	0 N/A	8% ▲ 1%	Joy	27 Average
▲ Access + Transportation		<1% ▼ 6%	N/A	0 N/A	7% ▼ 2%	Joy	13 Average

By understanding what drives conversations about tourism as it relates to South Burnett, you can learn what is top of mind for your community. Through the side-by-side comparison with Queensland, you can see the current strengths of South Burnett and where it faces challenges. Filter the data by Category, Sentiment or Source to dive deeper into the details.



## Tourism Assets

The following section is a detailed look at the 50 tourism assets that comprise your destination's Tourism Sentiment Score™

# Amenities & Entertainment

CATEGORIES	VOLUME COMPARISON	SOUTH BURNETT			QUEENSLAND		
		Volume	Emotion	Sentiment	Volume	Emotion	Sentiment
▼ Amenities + Entertainment		100% ▲ 0%	N/A	8 Average	100% ▲ 0%	Joy	26 Average
Spectator Sports		57% ▲ 57%	N/A	0 N/A	43% ▲ 6%	Sadness	12 Average
Festival + Events + Concerts		29% ▲ 15%	N/A	36 High	27% ▼ 2%	Joy	33 High
Nightlife		14% ▼ 72%	N/A	-4 Average	21% ▲ 2%	Joy	26 Average
Attractions		<1% ▲ 0%	N/A	0 N/A	10% ▼ 5%	Joy	23 Average

## SOUTH BURNETT SAMPLE CONTENT: AMENITIES + ENTERTAINMENT

Originally published as PBC teacher embarrassed by bizarre nightclub incident Premium Content \$160,000 road safety upgrades announced for South Burnett News A number of t

...selected for Wide Bay Rugby League After a season away from the game, several South Burnett footballers have been selected in Wide Bay rugby league squads.

...selected for Wide Bay Rugby League After a season away from the game, several South Burnett footballers have been selected in Wide Bay rugby league squads.

February 4, 2021 The South Burnett's Wine and Food In The Park Festival will not be held this year.

# Food and Culinary

CATEGORIES	VOLUME COMPARISON	SOUTH BURNETT			QUEENSLAND		
		Volume	Emotion	Sentiment	Volume	Emotion	Sentiment
▼ Food + Culinary		100% ▲ 0%	N/A	54 High	100% ▲ 0%	Joy	26 Average
Restaurant / Dining / Takeaway		97% ▲ 97%	N/A	66 High	59% ▼ 2%	Joy	27 Average
Winery + Vineyards		3% ▼ 80%	N/A	14 Average	4% ▲ 0%	Joy	25 Average
Breweries + Pubs		<1% ▲ 0%	N/A	0 N/A	26% ▲ 8%	Joy	26 Average
Farmers Markets + Food Producers		<1% ▼ 17%	N/A	0 N/A	8% ▼ 5%	Joy	23 Average
Distilleries + Spirits		<1% ▲ 0%	N/A	0 N/A	3% ▲ 0%	Joy	16 Average

**SOUTH BURNETT SAMPLE CONTENT: FOOD + CULINARY**

Jo Berry, who co-owns the winery with her husband Simon, said she is astounded by the outcome of their third annual event, which lured visitors from far and wide to

WINNER REVEALED: South Burnett's best cafe crowned Central & North Burnett Times.

WINNER REVEALED: South Burnett's best cafe crowned Central & North Burnett Times.

WINNER REVEALED: South Burnett's best cafe crowned.

### 7.3 ADVENTURE TOURISM - GORDONBROOK DAM PROPOSAL

**File Number:** 17-03-2021

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

#### PRECIS

Adventure Tourism – Gordonbrook Dam Proposal

#### SUMMARY

Council's Regional Development Portfolio Holder, Community Services General Manager and Council's Sport and Recreation Officer recently met with representatives of the South Burnett Mountain Bike Club to discuss the proposal to grow Adventure Tourism opportunities in the South Burnett, through the development of the Gordonbrook Dam Mountain Bike Trails. Council has attributed some grant funds to improving the signage at the facility and the Regional Development Portfolio Holder has been working with the South Burnett Mountain Bike Club to assist them in the preparation of funding applications.

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#### OFFICER'S RECOMMENDATION

That the report be received for information



#### BACKGROUND

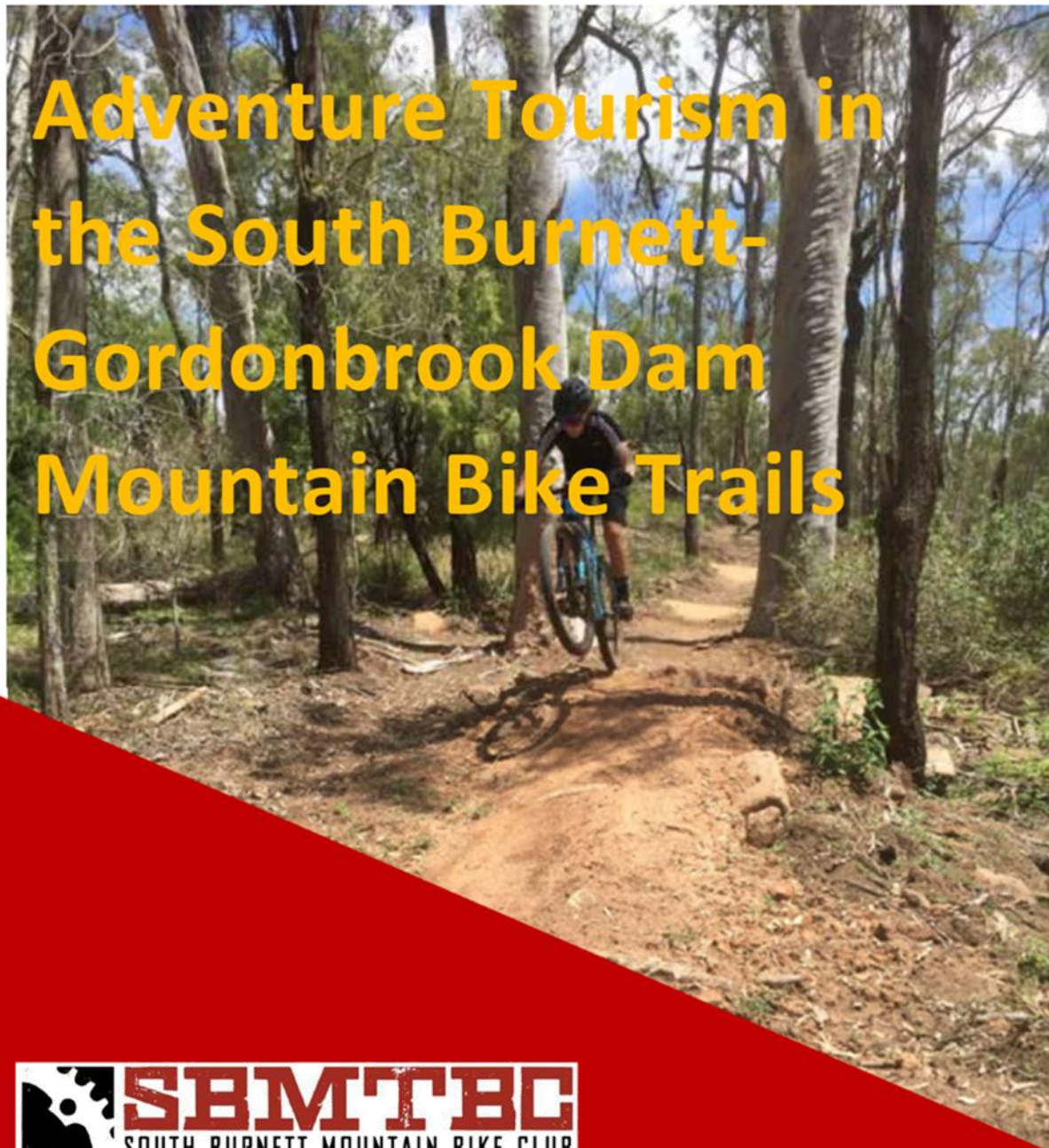
The South Burnett Mountain Bike Club is looking to submit several funding applications in the future to develop the Gordonbrook Dam Mountain Bike Trails Facility. Over time the club is looking to develop the following at Gordonbrook Dam:

- Mountain Bike Skills Area;
- Pump Track
- Dual Slalom Mountain Bike Trail
- 15kms of addition MTB Trails (bringing total trail length to approximately 20 kms)
- Trail Head with trail map, directional and safety signage and picnic facilities and BBQs

Currently the club has 2.5kms of trails at Gordonbrook Dam, as well as South Burnett Regional Council maintained walking trails. Their vision is to add to the existing trails at Gordonbrook Dam to create a sustainable and diverse network of trails that will make the South Burnett regionally significant riding destination for both locals and visitors

#### ATTACHMENTS

1. **Adventure Tourism in the South Burnett - Gordonbrook Dam Mountain Bike Trails**  



SOUTH BURNETT MOUNTAIN BIKE CLUB

FEBRUARY 2021

JASON WYETH CLUB SECRETARY

## Gordonbrook Dam Mountain Bike Trails

## South Burnett Mountain Bike Club

### Our Mission

The South Burnett Mountain Bike Club is dedicated to the development of mountain biking and Adventure Tourism across the South Burnett. We work closely with our key partners Queensland Parks and Wildlife Services and the South Burnett Regional Council to develop facilities and events that encourage people of all ages to take up mountain biking as a recreational pastime. Promoting mountain biking as a family activity that develops social connections between individuals and groups

The South Burnett Mountain Bike Club is committed to encouraging, supporting, and developing the participation in mountain biking of riders of all ages and ability levels, but particularly younger grassroots and female riders.

We aim to create safe and supportive riding contexts for all riders by offering instructional and social opportunities that cater for all members of the South Burnett community. The club has an enthusiastic and hard-working committee dedicated to all aspects of our club vision.

Our club website [www.southburnnetmtb.com](http://www.southburnnetmtb.com) and our Facebook @SouthBurnettMTBClub, outlines many of our club activities. Some of these include:

- Monthly rides in and around the South Burnett
- Trail maintenance and development
- Advocacy for the development of mountain biking and adventure tourism facilities and infrastructure across the South Burnett
- Junior Development
- Coaching for race events

Our club assists several other community groups through the use of our mountain bike trails at McEuen Forestry at Wondai. Over time these trails have been utilised by the local



Figure 1. The bike economy

### **Gordonbrook Dam Mountain Bike Trails**

scouts, walking groups, running groups, Bacon Fest and the Wondai Country Running Festival.

Our club is also passionate about developing our junior riders from 5-16 years of age with many of these riders now competing at a local and state level. Over the last 4 years we have also held events and clinics to encourage underrepresented groups to take up mountain biking as a fitness pastime or sport.

Our club has also partnered with the South Burnett Rail Trail Association for the promotion and development of the South Burnett Rail Trail and associated facilities.



*Figure 2 Trail Care Crew*



## Gordonbrook Dam Mountain Bike Trails

### Our Proposal

#### What is our vision?

The development of the Gordonbrook Dam Mountain Bike Park is a project developed by the South Burnett Mountain Bike Club in partnership with South Burnett Regional Council.

This is a staged development which includes the design and construction of:

- **Stage 1 Initial Trail Installation.**
  - This development one was completed in June 2020. This consisted of the design and construction of 2.5kms of mountain bike trail (see budget document). Trails were designed by our club and constructed by a licensed Trail Builder Trailworx. In Kind Support to complete this stage of the project was supplied by South Burnett Regional Council.
  - The installation of trail head signage, directional and safety signage. This has a funding allocation and is due for completion late 2020 or early 2021. Funding for Stage 1B has been supplied by South Burnett Regional Council. Installation of the signage and the signage itself will be installed by local licensed builder and sign writer.
- **Stage 2- Mountain Bike Skills Park, Pump Track and Green Linking Trail**
  - Designed to develop opportunities for mountain bikers of all levels of experience to develop a range of skills including bike handling, balancing, jumping, cornering, and turning. Skills Parks utilise features similar to those found in the mountain bike park in which they are incorporated into. (see Skills Park example)
  - A Pump Track is a circuit of rollers, banked turns (berms) and features designed to be ridden completely by riders “pumping”- generating momentum by up and down body movements, instead of pedalling or pushing. Pump tracks are designed to improve rider bike positioning and bike handling skill levels (see [www.bermstyle.com](http://www.bermstyle.com) )
  - Green Easy Trail (Trail 5)- Designed for beginner riders and children. They have minimal obstacles and are great for beginner riders to get a feel for how their bike handles when off road
  - Intermediate Trails (Trails 4 and 6)- Designed by South Burnett Mountain Bike Club

## Gordonbrook Dam Mountain Bike Trails

- **Stage 3- Dual Slalom Trail**
  - Design and construction of a Dual Slalom trail linking to the Skills Area. A Dual Slalom trail is two mirror image trails side by side. Usually they are quite short, between 30-45 seconds to ride, where two riders can ride side by side. This Dual Slalom trail will be unique to this development as no other facility of this type currently exists in the South Burnett region. Dual Slalom trails are filled with tabletop jumps, single and double jumps and bermed turns, as well as other obstacles that can be found throughout the main trail system. Coupled with the Skills Park and Pump Track we feel that the Dual Slalom trail will be an enormous attraction for riders of all ages and skill levels and will complement the existing developments.
- **Stage 4- Trail Extension**
  - Design and construction of a further 15kms of trails. Including (Blue/intermediate trail constructed by South Burnett Mountain Bike Club)
  - Trail 7 is an example of one of these trails
- **Stage 5- Trail Head**
  - Design and construction of a trail head including undercover seating area and BBQ s

### Gordonbrook Dam Mountain Bike Trails

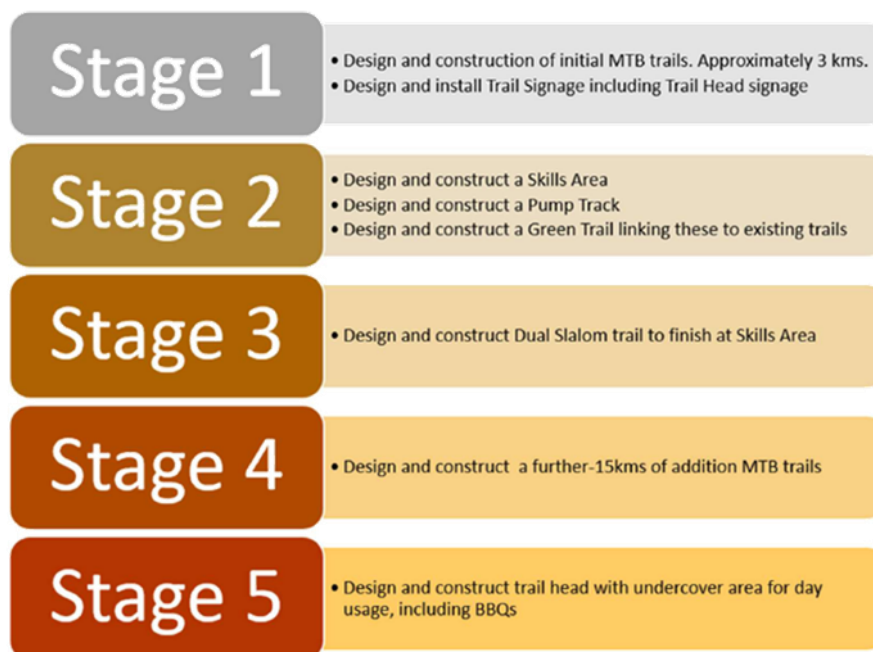


Figure 3 Development Stages Gordonbrook Dam

**Gordonbrook Dam Mountain Bike Trails**

- **NOTE-** That to allow the Gordonbrook Dam Mountain Bike Trails to be fully developed the following would be needed:
  - Realignment of the current 100m Buffer Zone around the Gordonbrook Dam Quarry so as to maximize land usage for trails
  - Inclusion of a second block of land FY2534- currently Water Reserve in the lease agreement
  - If the Gordonbrook Quarry was to close- repurpose this site to be included in the lease agreement

**Map Stages 1-3 (Trail 7 start of Stage 4)**

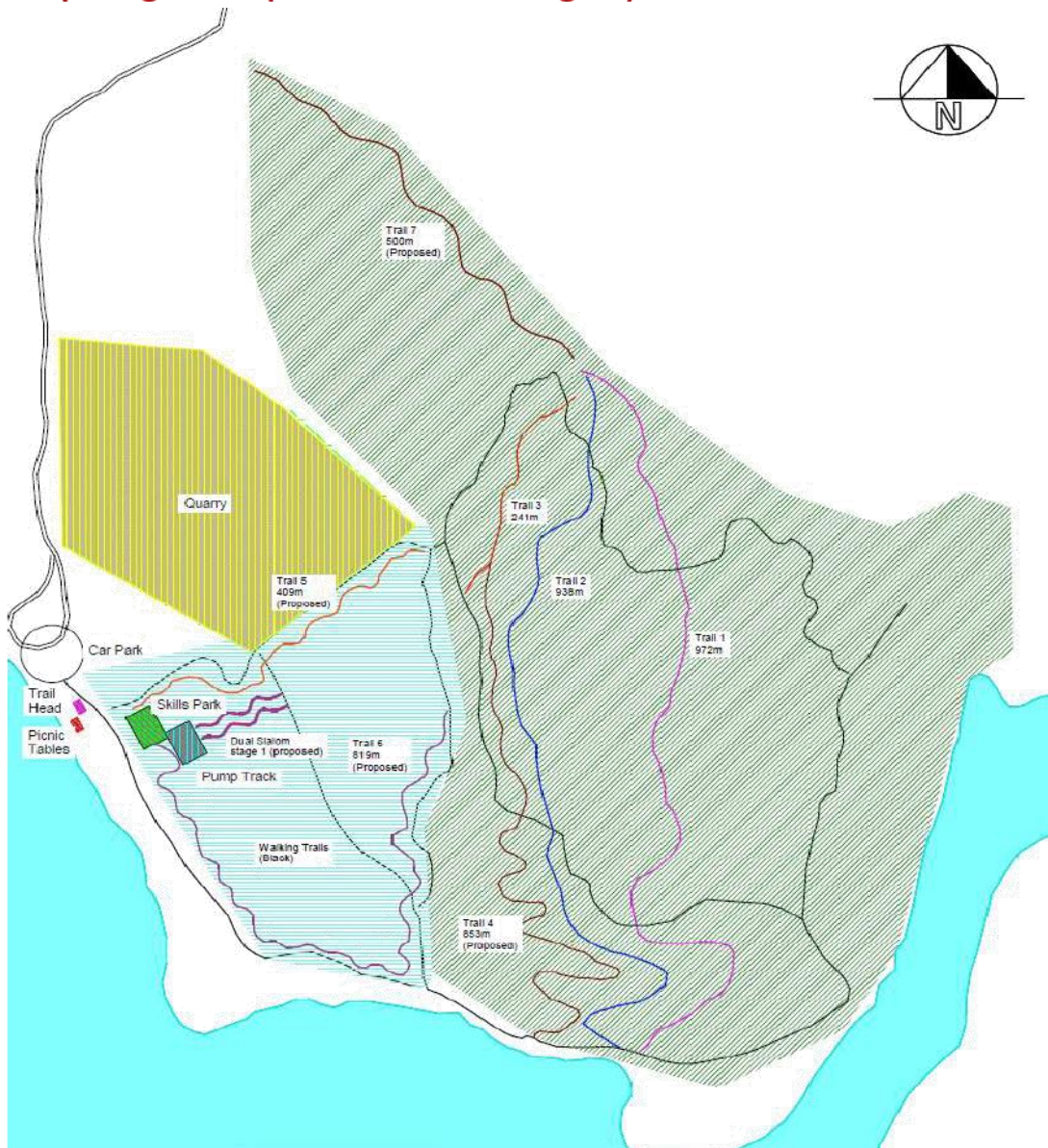


Figure 4 Trail map

## Gordonbrook Dam Mountain Bike Trails

### Our Proposal

#### What will it cost?

Most items have been quoted, with the exception of Item 8.

The total cost of the project	\$541937.50
Funding Secured	\$52996.50
Funding applied for in Feb 2020	\$76574

#### Gordonbrook Dam Project Budget

##### Gordonbrook Dam Project Budget

Item	Stage Description	Funding Body	Amount	Amount Received	Notes
1	Construct 2.5 kms of single trail- Trails 1,2,3	GMBF QLD	34,996.50	34,996.50	Allocated and Spent
2	Trail and Trail Head Signage	SBRC Committed	10,000.00	10,000.00	\$20000 allocated for two developments
3	Construct- Skills Area, Pump Track (grant application pending)	FRRR Proposed	46,054.00		Funding Applied for
4	Construct 3 Green Trails- Linking features	Tarong CPF	29,920.00		Funding Applied for
5	Design and Construct Dual Slalom Trail- SBMTB Internal funds and volunteer support @ \$41/hr	SBMTB In Kind Support	12,300.00		To Start 2021/22 Estimated 300 volunteer hours @ \$41/hr
6	Design and construct Trail 4- SBMTB Internal Funds and In Kind Support @ \$41/hr	SBMTB In Kind Support	16,400.00		Started 2020- Estimated 400 volunteer hours @ \$41/hr
7	Construct further 15kms of new trails	Unfunded	300,000.00		\$16-\$20 per metre
8	Trail Head shelter and BBQs	Unfunded	35,000.00		Cost estimate only
	Mapping and Design-QCA Surveys In Kind Support		6,000.00	6,000.00	In Kind Support- allocated
	South Burnett Regional Council In kind Support Grant	SBRC	2,000.00	2,000.00	In Kind Support- allocated
9	Contingency- 10%		49,267.00		
<b>Total</b>			\$541,937.50	52,996.50	
NB	It is estimated that trail maintenance will be approximated 200hrs/year @ \$41/hr volunteer and club funded				

**Gordonbrook Dam Mountain Bike Trails**

**The Bigger Picture**

To fully develop Adventure Tourism and off-road cycling as a tourist income stream we would like to suggest that the following developments are considered for future development.



Figure 5 Adventure Tourism in the South Burnett

## **7.4 SMALL BUSINESS SUPPORT**

**File Number:** EXEC  
**Author:** Coordinator Executive Services  
**Authoriser:** Chief Executive Officer

### **PRECIS**

South Burnett Regional Council has been invited to support local businesses through:

- Signing the Queensland Small Business Commissioner (QSBC) initiative Small Business Friendly Council Charter; and
- Endorsement of four Burnett Inland Economic Development Organisation (BIEDO) workshops supporting Queensland Small Business Month (QSBM).

### **SUMMARY**

The Queensland Small Business Commissioner (QSBC) invites South Burnett Regional Council to join the Small Business Friendly Councils (SBFC) as a commitment by Councils to be mindful of small businesses, their issues and priorities when making decisions for the local community. The first phase of the SBFC is predominantly about Councils promoting themselves as small business friendly. Councils are invited to sign a Charter that support a commitment to small businesses.

In addition, South Burnett Regional Council has been invited to participate in BIEDO's Business Extension activities during Queensland Small Business Month (QSBM) in May with the coordination of four workshops for small business in the South Burnett.

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### **OFFICER'S RECOMMENDATION**

The Committee recommends to Council:

That:

1. South Burnett Regional Council support the Queensland Small Business Commissioner (QSBC) Small Business Friendly Councils (SBFC) initiative by signing the Charter to support a commitment to small businesses and further by signing a Charter and further, liaise with local Chambers of Commerce to encourage co-signing of the Charter to support small businesses in the South Burnett region.
2. South Burnett Regional Council liaise with the Burnett Inland Economic Development Organisation (BIEDO) regarding participation in their Business Extension activities during Queensland Small Business Month (QSBM) in May by holding four workshops for small businesses in the South Burnett region.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

This report has no known financial implications.

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

GO1: A strong and sustainable regional economy

EXEC4: Effective advocacy and strategic partnerships

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

Discussion with Councillors in regard to supporting small businesses in the region.

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

The report has no known legal implications.

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

This event provides a unique opportunity for Council to engage with local Chambers of Commerce and highlight the impact of small businesses in our region.

### **ASSET MANAGEMENT IMPLICATIONS**

This report has no known asset management implications.

## **REPORT**

### **The Small Business Friendly Councils initiative**

The Queensland Small Business Commissioner (QSBC) is working in partnership with Councils across Queensland to develop local Small Business Friendly Councils (SBFC) as a commitment by Councils to be mindful of small businesses, their issues and priorities when making decisions for the local community.

The QSBC is leading implementation of the program in Queensland. This is very timely given the impact of COVID-19 on the small business community, and how other state jurisdictions have used the program to roll out support to help small businesses to recover and build resilience.

The first phase of the SBFC is predominantly about Councils promoting themselves as small business friendly. Councils are invited to sign a Charter that support a commitment to small businesses. Chambers of Commerce are encouraged to co-sign the Charter. The Charter is a commitment to the local small business community – not to QSBC or the state government.

QSBC is working in close partnership with Councils, the LGAQ, Chambers of Commerce, and small businesses to develop and roll out this program. The role of the QSBC is to oversee the program and act as a conduit between partners and jurisdictions. The QSBC will:

- Develop, collect and share a toolkit of resources to support the program such as SBFC branding assets, best practice guidelines, case studies etc;
- Create a webpage to promote participating Council initiatives, with links to relevant information;
- Host a forum for participating / interested Councils to share successes, ideas and learnings; and
- Advocate on behalf of Councils and small business to grow the program and address roadblocks at a state or federal level.

The initiative is a great opportunity to work together to help small businesses across Queensland, and we are encouraging Councils and Chambers to get involved.

### **BIEDI - Queensland Small Business Month**

As part of BIEDOs partnership agreement, South Burnett Regional Council has been invited to participate in their Business Extension activities during Queensland Small Business Month (QSBM) in May with the coordination of a number of workshops for small business in the South Burnett.

BIEDO is seeking Council's endorsement of 4 x workshops (1 workshop per week during QSBM) which could be held face-to-face in different towns e.g. Nanango, Murgon, Kingaroy etc. An example Taking Care of Business workshop program is attached for reference. In addition, BIEDI is seeking feedback on workshop topics that could be incorporated into activities.

#### ATTACHMENTS

1. **Small Business Friendly Councils Flyer** [↓](#) 
2. **Small Business Friendly Council Charter** [↓](#) 
3. **BIEDO - Queensland Small Business Month - Example Flyer** [↓](#) 





## Small Business Friendly Councils

The Queensland Small Business Commissioner (QSBC) is working in partnership with Councils across Queensland to develop the local Small Business Friendly Councils (SBFC) initiative as a commitment to be mindful of small businesses, their issues and priorities when making decisions for the local community.



**445,000** Queensland small businesses create more than

**914,000** local employment opportunities, contribute around

**\$120** billion per year to the economy.



Local Councils play a significant role in supporting and influencing how businesses in their areas start and grow.

Small businesses are at the heart of the Queensland economy and our regional communities.

They create local jobs, grow the local economy, and provide essential goods and services. But just as importantly, small businesses help create attractive, liveable communities. They also foster civic pride and help attract people and investment into the area.

Now more than ever, in the face of unprecedented natural disasters and the economic ripple effects of the COVID-19 global pandemic, it is vital that local Councils support their small businesses to survive and thrive.



Small Business Friendly

Queensland  
Small Business  
Commissioner



Queensland  
Government



## How to participate

We're asking Councils to demonstrate their commitment to local small businesses in their community by signing up to a charter as a Small Business Friendly Council.

The charter outlines a commitment to support small business through:

- communication and engagement
- raising small business profile and capability
- supporting resilience and recovery
- simplifying administration and regulation (red tape reduction)
- ensuring fair procurement and prompt payment terms
- identifying two or more current or planned activities that bring benefits to local small businesses.

The charter also gives Councils the opportunity to reinforce their collaborative relationship with the local chamber(s) of commerce or other such bodies and Councils can opt to co-sign the SBFC charter together with local chamber(s).

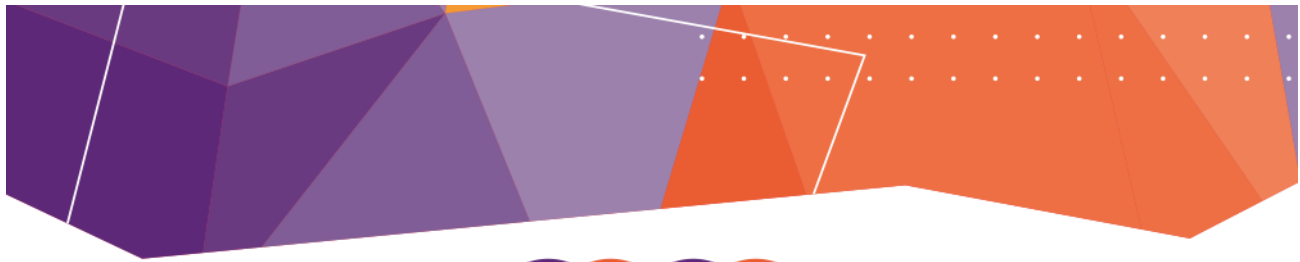
## Benefits

Participation in the SBFC initiative will enable Councils to:

- access tools and resources that assist Councils with small business resilience and recovery
- use the QSBC's SBFC identifier and brand assets to promote their commitment to being small business friendly
- promote their initiatives on the SBFC website
- become part of a community of practice of like-minded small business friendly Councils
- participate in regular forums
- help attract investment and commercial opportunities to stimulate growth in the local economy
- access a dedicated point of contact within QSBC to seek immediate advice and information regarding available programs and support.

For further information, contact:

Les Retford  
Project Manager, Small Business Friendly Councils initiative  
Office of the Queensland Small Business Commissioner  
3334 2487 or 0436 917 322  
[business.qld.gov.au/qsbc](http://business.qld.gov.au/qsbc)



# Charter

## Sample Council

Small businesses are at the heart of the Queensland economy and our regional communities. They create local employment opportunities, provide essential goods and services and play a critical role in the social fabric of our regions.

This Small Business Friendly Councils (SBFC) initiative outlines the commitment between local councils, its partners and small businesses to support a prosperous and sustainable small business sector in communities across Queensland.

### Our commitment to small business

- We will communicate and engage with small businesses
- We will raise the profile and capability of small businesses
- We will support small business resilience and recovery
- We will simplify administration and regulation for small business (red tape reduction)
- We will develop and promote place-based programs for small businesses
- We will ensure fair procurement and prompt payment terms for small businesses
- We will promote and showcase small businesses
- We will measure and report on our performance.

We agree to uphold the commitments set out in this Charter (stated above and detailed overleaf) and implement the SBFC initiative in our local government area in line with these commitments.

\_\_\_\_\_  
Mayor  
Dated:

\_\_\_\_\_  
Council  
Dated:

\_\_\_\_\_  
Maree Adshead, Qld Small Business Commissioner  
Dated:

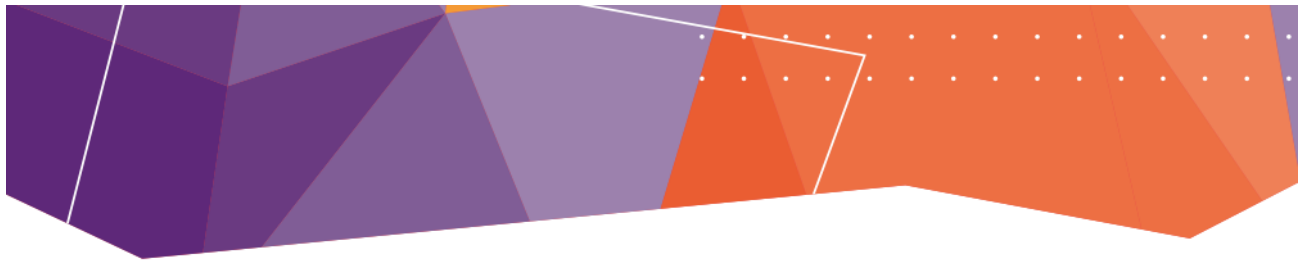
\_\_\_\_\_  
Chamber of Commerce (optional)  
Dated:

An initiative of the  
**Queensland**  
Small Business  
Commissioner

Council logo



**Queensland**  
Government



## What our commitments mean

### We will communicate and engage with small businesses

- actively engage and be mindful of small businesses, their issues and priorities when decision-making
- communicate clearly in a timely manner both formally and informally
- engage with state-wide partners where appropriate on matters affecting small businesses
- publish clear service standards stating what small businesses can expect from us.

### We will raise the profile and capability of small businesses

- recognise and value the importance of small businesses to our community and local economy
- encourage shopping locally and promote small business campaigns (e.g. 'buy local', 'go local first')
- help small businesses develop networks, access education and increase their capability
- assist small businesses to access government, business and industry programs and resources.

### We will support small business resilience and recovery

- with support from state-wide partners deliver short, medium, long term activities to help with recovery and resilience building following disaster events or economic shocks
- adopt a business disruption management good practice guide (e.g. working with small business to minimise disruption during local capital works projects).

### We will simplify administration and regulation for small business (red tape reduction)

- limit unnecessary administration and implement business improvement processes
- support small businesses to achieve regulatory compliance
- apply licences and regulations in a consistent manner in collaboration with other councils and relevant agencies
- regularly review administration and regulatory requirements, policies and procedures to reduce red tape
- maintain a timely and cost effective internal review and complaint process in relation to council decisions.

### We will ensure fair procurement and prompt payment terms for small businesses

- implement a procurement policy that provides a fair opportunity to provide goods and services
- help find local council procurement opportunities to assist in tendering
- pay all valid invoices from small business suppliers within a stated reasonable period (e.g. 20 calendar days).

### We will develop and promote place-based programs for small businesses

- identify, develop and promote a minimum of two place-based programs which are important for start-ups, growing businesses and building resilience (these may include existing or new programs).

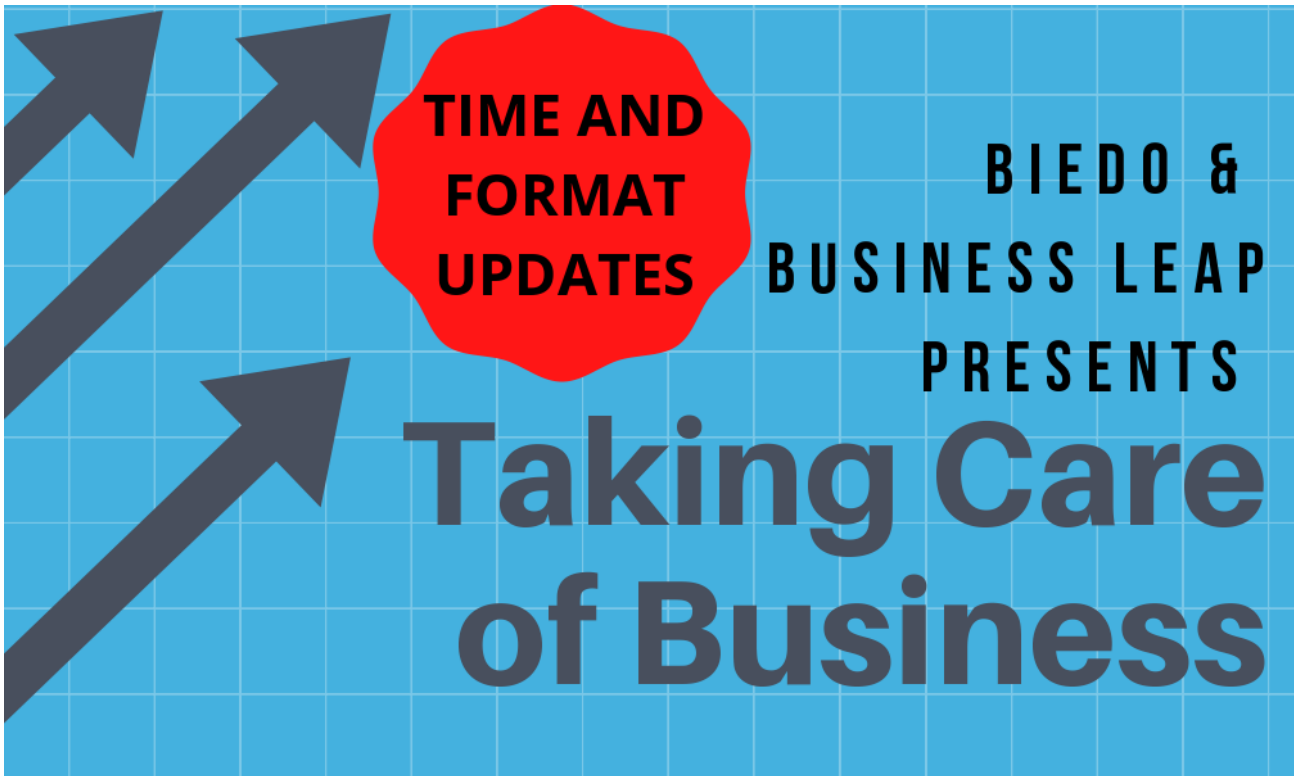
### We will promote and showcase small businesses

- promote participation via marketing and communication channels (e.g. in collaboration with local chamber of commerce)
- create awareness by promoting the SBFC initiative (e.g. SBFC branding online and across marketing and communication materials)
- Sharing successes, ideas and learnings with other councils and partners
- allow the Queensland Small Business Commissioner to promote council programs and activities related to the SBFC initiative.

### We will measure and report on our performance

- seek regular feedback from our small businesses to help drive business improvement
- monitoring the commitments in this Charter to ensure we fulfill these obligations
- publish a report in relation to council's performance in relation to the SBFC initiative within 6 months of signing the Charter and once every 12 months thereafter.

## An initiative of the Queensland Small Business Commissioner



**TIME AND  
FORMAT  
UPDATES**

**BIEDO &  
BUSINESS LEAP  
PRESENTS**

# Taking Care of Business

**Start, grow and take your North Burnett business to new heights  
with a series of free workshops, webinars and other resources.**

<b>WED 3 MAR - WEBINAR:</b> 9:30am-11:00am	<b>Smart social media for small business</b>	<b>ONLINE</b>
<b>WED 10 MAR - WORKSHOP:</b> New time - 5:30pm-7:30pm	<b>Budgeting for small business</b>	<b>GAYNDAH Golden Orange Hotel</b>
<b>WED 24 MAR - WORKSHOP:</b> New time - 5:30pm-7:30pm	<b>Cashflow</b>	<b>EIDSVOLD Town Hall</b>
<b>FRI 16 APR - WEBINAR</b> New time - 5:30pm - 7:30pm	<b>Breakeven point for your business</b>	<b>ONLINE</b>
<b>MAY - DATE TBC</b>	<b>Small Business Roadshow</b>	<b>VENUE TBC</b>
<b>TUE 8 JUNE - WORKSHOP:</b> New time - 5:30pm - 7:30pm	<b>Preparing your business for sale</b>	<b>MUNDUBBERA Town Hall - Supper Room</b>
<b>TUE 29 JUNE - LUNCH:</b> 11:30am-onwards	<b>Business vision and outcome</b>	<b>GAYNDAH Nourished on Capper</b>

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**7.5 SOUTH BURNETT REGIONAL DEVELOPMENT ADVISORY COMMITTEE DRAFT TERMS OF REFERENCE****File Number:** 17-03-2021**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

South Burnett Regional Development Advisory Committee Draft Terms of Reference

**SUMMARY**

Providing a copy of the South Burnett Regional Development Advisory Committee Draft Terms of Reference

---

**OFFICER'S RECOMMENDATION**

That the Committee recommends to Council:

That the South Burnett Regional Development Advisory Committee Draft Terms of Reference be adopted.

**BACKGROUND**

Draft Terms of Reference presented for Council consideration and discussion.

**ATTACHMENTS**

1. **South Burnett Regional Development Advisory Committee Draft Terms of Reference** [↓](#)





ECM ID:  
MINUTE NUMBER:  
ADOPTED ON:

## Regional Development Advisory Committee Terms of Reference

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### 1. INTRODUCTION

Council recognises that local business owners, industry representatives and key community stakeholders are well placed to understand and share the challenges and opportunities for growth and prosperity faced by the South Burnett region.

Council has established a Regional Development Advisory Committee (the Committee) to act as a direct two-way conduit for information, advice and support between key leaders of our region and the Council.

Council values the Committee member's views, perspectives and observations, and aims to formally engage by way of an Advisory Committee.\

This Committee will assist Council to advance the growth and development objectives of its corporate plan and deliver on its Regional Development Strategy.

### 2. OBJECTIVES

Council aims to grow our region's economy and prosperity through encouraging investment and innovation that promotes population growth and community wellbeing.

The Regional Development Advisory Committee aims to bring together key leaders who will work with Council officers and elected representatives to:

- Create a pipeline of project concepts for Council's consideration for future project development, feasibility studies, grant submissions or potential forward planning and investment.

- Connect stakeholders and partner in discussions that share information, encourage collaboration and create tangible solutions for our region.
- Provide guidance and support to Council in relation to growth and development challenges, barriers and opportunities.
- Inform Council with constructive feedback, learnings and insights relevant to strategic regional planning priorities, Council programs or future focussed investment in infrastructure.
- Support the identification of key priorities that will help to inform Council's approach to advocacy with both State and Federal Governments.
- Explore ideas and concepts for the development of an expanded and diversified agricultural economy.
- Consider and investigate options to improve our tourism infrastructure, support the evolution of tourism and participate in industry led development of the region's tourism sector.
- Support our community and key stakeholders to build a plan for our region's eventual coal transition.
- Work with key stakeholders to promote workforce attraction and retention in the South Burnett.

### **3. DUTIES AND RESPONSIBILITIES**

The Committee will help provide critical intelligence back to Council on potential impacts and opportunities with regards to the region's businesses, industries and communities. Council recognises this local information will help to inform policy and evidence based decision making.

The primary duties and responsibilities of the Committee members are to:

- Be respectful in sharing ideas, learning and insights with Council for consideration in relevant strategy, policy, programs or projects.
- Provide feedback in terms of overcoming the challenges and barriers to development in the South Burnett.
- Maintain confidentiality with any information that may be sensitive or related to a specific issue.
- Provide advice and recommendations to Council relevant to Regional Development, including projects, barriers or issues related to the South Burnett.
- Undertake research into the feasibility of project ideas and concepts relevant to the South Burnett.
- Consult stakeholders on the development of the region, as appropriate.

Please note the role of the Committee does not extend to the day to day operational matters of Council, and any matters not relating to Regional Development will not be tabled at the Committee's meetings.

### **4. MEMBERSHIP**

The Regional Development Advisory Committee members will play an active role in informing Council, with a clear focus on growing a strong and confident regional economy that harnesses its competitive advantages, seizes opportunities and attracts suitable investment.



Council will appoint up to seven (7) committee members along with two (2) Councillors.

Committee members may be invited by Council to join the committee based on their diverse skill set, specific knowledge or understanding of the region, an industry or sector.

Committee members must have a genuine interest in positively supporting and partnering in the outcomes of Council, and furthermore supporting the regional growth and development of the region.

The Regional Development portfolio holder will perform the role of Committee Chairperson.

The other councillor shall be appointed to the Committee as Deputy Chair.

Council can at any time appoint a proxy or replacement member to the committee.

Council will appoint the members on the committee based on appropriate cross industry representation.

Council's Chief Executive Officer and General Manager Community is appointed to the committee as ex-officio members. Council's planning and technical officers may be invited to provide advice and feedback to the committee as appropriate and at the discretion of the CEO.

Representatives will be appointed for a two (2) year term, commencing on 1 July each year and if appointed at any time after 1 July, the first year of their term will end on 30 June.

Representatives may be nominated at the end of the two year term to extend their appointment, however no representative may serve more than two (2) consecutive two (2) year terms or a total of four (4) years.

## 5. MEETINGS

- The chairperson may determine the dates, times and places for the Committee's meetings.
- The Committee meetings will be held quarterly on rotation with the meeting minutes and recommendations reported to Council at the Finance and Executive Committee Meeting.
- Based on current priorities, grant funding opportunities or alike, the Regional Development Advisory Committee may meet more regularly depending on current priorities and demand, however will meet at a minimum of four times a year.
- The agenda will be prepared and circulated among members and attendees at least five (5) days prior to the meeting.
- The Committee may collectively decide to invite other Council officers, elected representatives, guest speakers or relevant bodies or attendees to participate in Committee meetings and provide further information as necessary.
- Committee members may request a meeting be scheduled within a minimum of 10 business days' notice.
- A quorum shall consist of at least half of the members of the Committee plus one.
- Council shall provide secretarial functions and prepare a written report about the recommendations the Committee may make representation to Council about.
- The Chief Executive Officer shall present the report to Council at the next available Council meeting.

- Council may nominate agenda items for the Committee meeting's agenda, and may specifically request feedback or stakeholder input from the committee with regards to a specific topic or matter.
- Council may submit agenda items or discussion topics to the Committee meeting for consideration and response by the committee members.

## **6. ETHICAL CONDUCT**

Committee members must exercise transparency, integrity, honesty, objectivity and ethical conduct in the fulfilment of their duties and responsibilities.

Members must ensure confidentiality, exercise prudence, care and due diligence in the handling of Council and personal information acquired in the course of their duties.

Members must immediately declare to the Chairperson any interest that may represent a real, potential or apparent conflict of interest related to their Committee membership.

In case of a conflict of interest involving the Chairperson, declaration to the Chief Executive Officer is required.

The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.

## **7. COMMITTEE EVALUATION**

The Committee will conduct an annual self-assessment to evaluate its performance and ensure the efficient and effective achievement of its objectives.

The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed and will involve a review of the terms of reference.

The Chairperson will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

## **8. LEGISLATIVE REFERENCE**

*Local Government Act 2009*

*Local Government Regulation 2012*

*Crime and Corruption Act 2001*

## **9. RELATED POLICIES/PROCEDURES**

Conduct of Council & Committee Meetings Policy

Employee Conflict of Interest Policy

Councillor Code of Conduct Policy

Employee Code of Conduct Policy

Fraud and Corruption Prevention Management Policy

## **10. NEXT REVIEW**

**TBA**

**11. VERSION CONTROL**

Version	Revision Description	Approval Date
1	Development and Adoption	TBA

\_\_\_\_\_  
Mark Pitt  
CHIEF EXECUTIVE OFFICER

\_\_ / \_\_ / 2021

**7.6 SOUTH BURNETT ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE DRAFT TERMS OF REFERENCE****File Number:** 17-03-2021**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

South Burnett Arts, Culture and Heritage Advisory Committee Draft Terms of Reference

**SUMMARY**

Providing a copy of the South Burnett Arts, Culture and Heritage Advisory Committee Draft Terms of Reference

---

**OFFICER'S RECOMMENDATION**

That the Committee recommends to Council:

That the South Burnett Arts, Culture and Heritage Advisory Committee Draft Terms of Reference be adopted.

**BACKGROUND**

Draft Terms of Reference presented for Council consideration and discussion.

**ATTACHMENTS**

1. **South Burnett Arts, Culture and Heritage Advisory Committee Draft Terms of Reference**





ECM ID:  
MINUTE NUMBER:  
ADOPTED ON:

## Arts, Culture and Heritage Advisory Committee Terms of Reference

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### 1. INTRODUCTION

Council has instituted the setup of an Advisory Committee (the Committee) to support regional arts, culture and heritage activity in the South Burnett region as a facilitator.

### 2. OBJECTIVES

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

### 3. DUTIES AND RESPONSIBILITIES

Council's primary role in supporting the arts, culture and heritage activity in the region is as a facilitator.

### 4. MEMBERSHIP

Council will appoint the members, two (2) Councillors will be appointed to the Committee, one of whom shall be the Community, Arts, Tourism and Health Services Portfolio Holder who will perform the role of Committee Chairperson. A further Councillor shall be appointed to the Committee as Deputy Chair. Council can at any time appoint a stand-in or replacement member to the committee. Council will appoint the members based on industry representation from the following groups:

SB Arts  
Blackbutt Art Gallery  
Kingaroy Art Gallery  
Wondai Art Gallery

Indigenous Representative  
SB Community Orchestra  
SB Musical Comedy Society  
2 Community Representatives

Council's (To be advised) is appointed to the Committee as ex-officio members.

The Committee may invite other Council Officers or relevant attendees to attend meetings as necessary.

## 5. MEETINGS

### Notice of Meetings

- The chairperson may determine the dates, times and places for its meetings. The agenda will be prepared and circulated among members and attendees at least two (2) days prior to the meeting.

### Quorum

- A quorum shall consist of at least half of the members of the Committee plus one.

### Report

- Council shall provide secretarial functions and prepare a written report about the recommendations to Council.
- The Chief Executive Officer shall present the report to Council at the next available Council meeting.

## 6. ETHICAL CONDUCT

Committee members must exercise transparency, integrity, honesty, objectivity and ethical conduct in the fulfilment of their duties and responsibilities. Members must ensure confidentiality, exercise prudence, care and due diligence in the handling of Council and personal information acquired in the course of their duties.

Members must immediately declare to the Chairperson any interest that may represent a real, potential or apparent conflict of interest related to their Committee membership. In case of a conflict of interest involving the Chairperson, declaration to the Chief Executive Officer is required. The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.

## 7. COMMITTEE EVALUATION

The Committee will conduct an annual self-assessment to evaluate its performance and ensure the efficient and effective achievement of objectives. The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed. The Chairperson will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

## 8. LEGISLATIVE REFERENCE

*Local Government Act 2009*  
*Local Government Regulation 2012*  
*Crime and Corruption Act 2001*

## 9. RELATED POLICIES/PROCEDURES

Arts, Culture and Heritage Policy  
Conduct of Council & Committee Meetings Policy  
Employee Conflict of Interest Policy  
Councillor Code of Conduct Policy

Employee Code of Conduct Policy  
Fraud and Corruption Prevention Management Policy

**10. NEXT REVIEW**

**TBA**

**11. VERSION CONTROL**

Version	Revision Description	Approval Date
1	Development and Adoption	TBA

---

Mark Pitt  
CHIEF EXECUTIVE OFFICER

\_\_ / \_\_ / 2021



**7.7 KINGAROY CHAMBER OF COMMERCE (KCCI) DRAFT STRATEGIC PLAN****File Number:** 17-03-2021**Author:** Councillor**Authoriser:** Chief Executive Officer**PRECIS**

Kingaroy Chamber of Commerce (KCCI) Draft Strategic Plan

**SUMMARY**

The Kingaroy Chamber of Commerce and Industry (KCCI) recently presented the business community with their draft Strategic Plan currently available on their website for feedback. This Strategic Plan is a document that aims to drive and assist our local community to access resources and opportunities that will support businesses and industries to grow and develop. The Plan outlines the KCCI five core values which will support five key strategic themes:

- Regional Progression
- Relationships
- Connections
- Network Diversity
- Leadership

The KCCI recognise these key themes as being critical to achieving their shared 2030 vision: A leading business representative group.

The conversation of developing a clear Strategic Plan began at the KCCI Business Breakfast sponsored by Council in 2021. Council has an opportunity to submit feedback on the draft plan.

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**OFFICER'S RECOMMENDATION**

That the report be received for information.

**BACKGROUND**

Nil

**ATTACHMENTS**

1. KCCI Draft Strategic Plan 2021 [↓](#) 



**KCCI** KINGAROY  
CHAMBER OF COMMERCE  
AND INDUSTRY INC.

# STRATEGIC PLAN 2021

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## Acknowledgement

We acknowledge the Traditional Custodians of the lands on which the Kingaroy Chamber of Commerce Inc. operates, and recognise their continuing connection to land, water, and community. We pay our respects to the Traditional Custodians and all Elders past, present and future.

## Preface

The Kingaroy Chamber of Commerce and Industry Inc. (KCCI) is the region's peak business body and acts as a united voice for the local business community. The KCCI has been operating within the local business community since 1912 and plays an active role in fostering and building business.

The KCCI is committed to fostering growth within Kingaroy and surrounding districts. This Strategic Plan is a document to drive and assist our local community to access resources and opportunities, that will support businesses and industries to grow and develop.

## Purpose

This Plan outlines the Kingaroy Chamber of Commerce & Industries 5 core values, which will support the 5 strategic themes. These themes are transformative, will have action priorities on an annual basis and will be critical to achieving our Strategic Direction and 2030 Vision: A leading business representative group.

# KCCI FUTURE STATEMENT

**Our future is being influenced by a variety of global trends. As these political, economic, social, environmental and geographical trends provide us with new challenges, we intend to be at the forefront.**

## INFRASTRUCTURE

Our region has the ability to invest in world class infrastructure to be the leaders in modern agriculture and regional manufacturing, health and education.

## MEMBERSHIP

The growth and sustainability of our membership base will be the key driver of how we generate business growth and investment in our region. The stronger our united voice is, the greater the opportunities for growth.

## COMMUNITY

The success of our plan will have a direct impact on the growth and sustainability of our community. If we make our community the basis of every decision and action, we can be assured that we will create a strong and sustainable community with a liveability standard that is second to none.

As we continue to build a network of regional based commerce, and reduce duplication of efforts across local interest groups, we will build a common focus for improving our community. Our trust-based partnership approach will foster a combined focus to drive and pursue initiatives and opportunities. At the Kingaroy Chamber of Commerce and Industry Inc., we will Create Positive Change.

# OUR VISION

To be a leading business representative group, recognised as a key advocate for improvement by our members and the community.

# OUR VALUES

## COMMUNITY

We will make the South Burnett inclusive, safe and resilient, promoting the sustainable use of the land and water on which our community thrives.

## INFLUENCE

We will strengthen the means of implementation and revitalise key partnerships locally and more broadly.

## POSITIVITY AND PURPOSE

We celebrate the community, and embrace resilient infrastructure, promote inclusive and sustainable progress and foster innovation.

## GROWTH

We promote sustained and inclusive economic growth, allowing meaningful contribution to our regional by all.

## MERIT AND DEDICATION

We work for South Burnett commerce and address the diverse and real-world problems faced by our community.

# OUR STRATEGIC THEMES



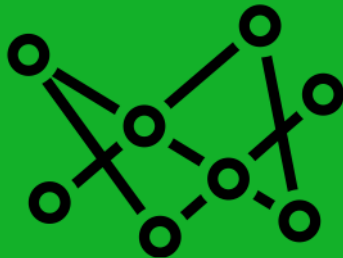
## REGIONAL PROGRESSION

Promote regional development programs which see increased partnership with a broader range of members and stakeholders.



## RELATIONSHIPS

Relationships that thrive through targeted techniques looking at longer term visions with relevant stakeholders.



## CONNECTIONS

Enhance KCCI executive contact with a variety of external regional development stakeholders through environmental scanning and contact programs.



## NETWORK DIVERSITY

We will develop a world-class communications program, which creates ownership amongst our members and connects people from our community.



## LEADERSHIP

We will develop a program of partnership in our leadership. To ensure that we are the best advocate for the variety of businesses within our region.

# REGIONAL PROGRESSION

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- Promote regional development programs which see increased partnership with a broader range of members leading to an increase of exposure and membership.
  - Invest in research programs, drawing from a broad range of sources, to be at the cutting edge of regional development programs. We will conduct the research, find the sources and be at the table.
  - Leverage sophisticated regional development programs to provide industry-based support and progress for our community. We will develop a multiple level approach to progressive opportunities, to empower the South Burnett in its development journey.
- 



# RELATIONSHIPS

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- We will empower our diverse business environment and stakeholders to enhance their community experience, and stakeholder participation in partnership programs.

- Support innovative and impactful outcomes with key South Burnett stakeholder groups, breaking through organisational boundaries by sharing and understanding group visions. We will enhance a cooperative voice with key stakeholders and offer support in achieving similar goals.

- Provide sector-leading personalised support for our members. We will develop a specialised view of activity and member needs, which will be used to support our members on their business journey.

# CONNECTIONS

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- Formalise a networking and engagement process to be at the table with key regional development stakeholders, significant boards, and committees.
- Enhance our civic and social role in building the sustainability of the South Burnett, through leveraging key regional development stakeholders and through transforming how we analyse, track, and deliver member representation.
- Promote regional development programs which see increased partnership with a broader range of partners, leading to an increase in collaborative programs and decreasing duplication of effort.

# NETWORK DIVERSITY

---

- Develop a multimedia communication strategy, which targets learning information for members and potential members. We will simplify the processes involved in joining, sharing of information, and gaining access to learning opportunities.
- Continue our focus on regional and community development, leading a wide range of benefits to our communities through the adoption of best practice in knowledge exchange.
- Connection opportunities for our members and people within our community. We will undertake research which generates prosperity for the South Burnett, the economy and environment and continue to thrive as a community.

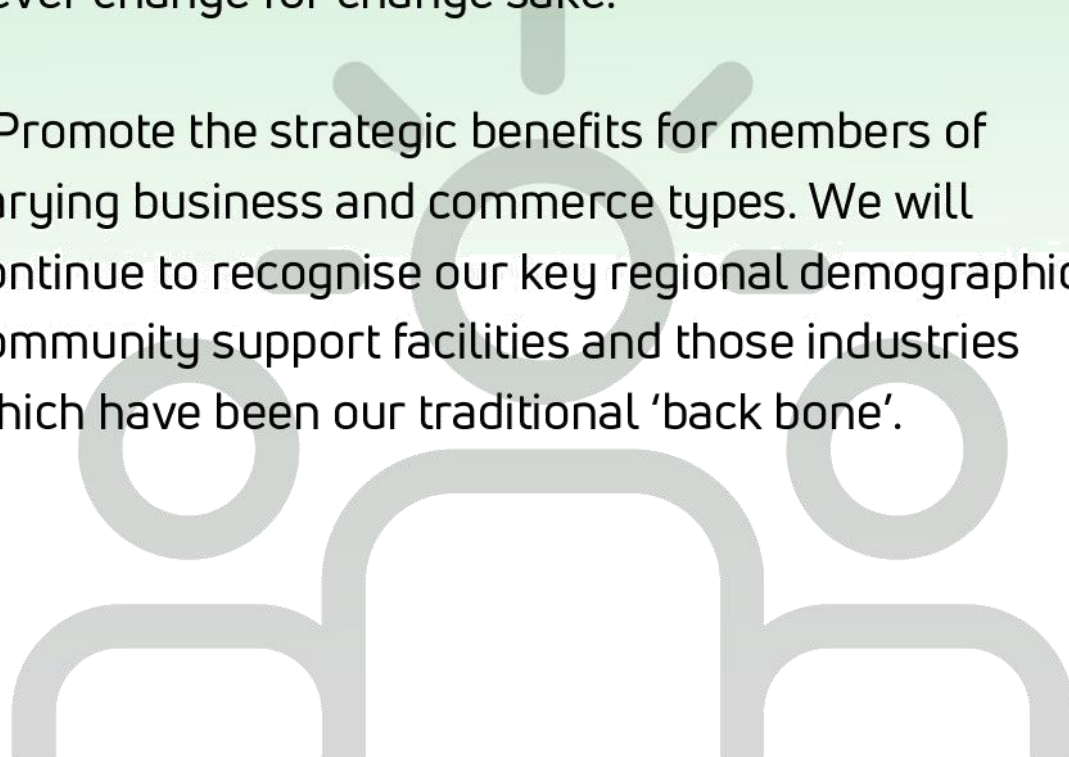
# LEADERSHIP

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- Engage our members as trusted partners, with a shared responsibility for our community development. We will continually innovate our offerings and lead sustainable growth opportunities.

- Continue to develop our membership framework, having membership options valid to our diverse business types. We see growth as an opportunity, but never change for change sake.

- Promote the strategic benefits for members of varying business and commerce types. We will continue to recognise our key regional demographic, community support facilities and those industries which have been our traditional 'back bone'.



# MEASURING OUR PERFORMANCE

We will measure our performance against the strategy, through an annualised review of our strategic themes and activities.

**KPI 1**

MEMBERSHIP PROGRAMS

Metrics that track new and existing members and their participation.

**KPI 2**

MEMBER EXPERIENCE AND INTERACTION

Metrics that track our communications performance.

**KPI 3**

CONTRIBUTION TO COMMUNITY AND REGIONAL DEVELOPMENT

Metrics that track external engagement and our contribution to our community and broader regional development initiatives.

**KPI 4**

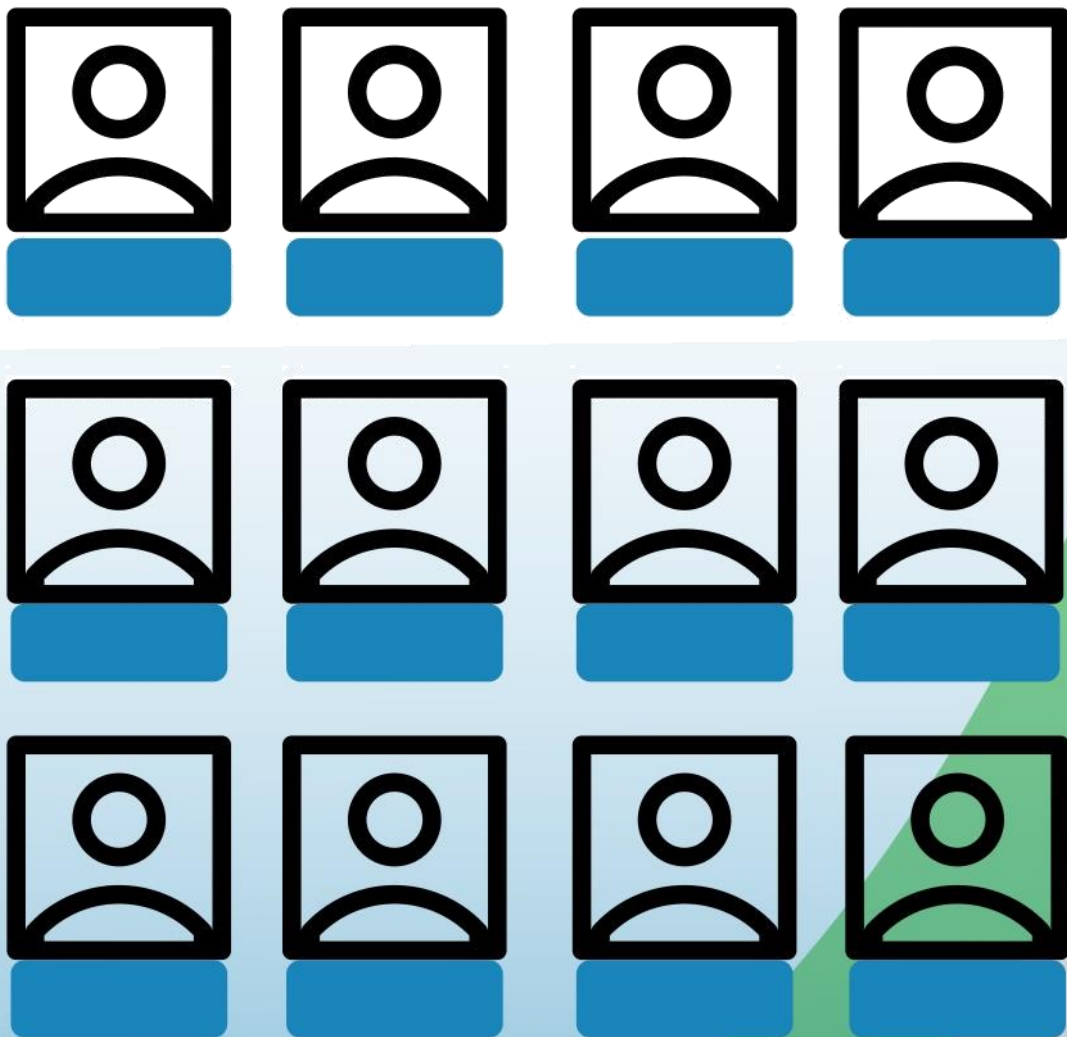
SUSTAINABILITY AND GROWTH

Metrics to measure our regional development, sustainability, and growth programs.

**KPI 5**

BROADENED PARTNERSHIPS

Metrics to measure the broader membership and partnership groups, and level of participation.



<http://kcci.asn.au/>  
PO Box 930, Kingaroy Qld 4610  
0427 622 918  
For more information contact: [info@kcci.asn.au](mailto:info@kcci.asn.au)

The Kingaroy Chamber of Commerce and Industry (KCCI) attempts to ensure the information contained in this publication is correct at the time of production (January 2021); however, sections may be amended without notice by the KCCI in response to changing circumstances or for any other reason. Check with the KCCI for any updated information.

**8 NOTICES OF MOTION****8.1 INDEPENDENT ACCOUNTING ANALYSIS****File Number: 17-03-2021**

I, Mayor Brett Otto, give notice that at the Executive and Finance & Corporate Meeting of Council to be held on 17 March 2021, I intend to move the following motion:

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**MOTION**

That South Burnett Regional Council engage an appropriately independent qualified person to conduct an independent accounting analysis on asset valuation and liability with particular focus on any duplication of assets and options for un-funding depreciation of suitably identified assets with a view to inform the 2022 – 2023 budget deliberations.

**RATIONALE**

I commend this Notice of Motion to Council.

**ATTACHMENTS**

Nil

**9 CONFIDENTIAL SECTION**

**10 CLOSURE OF MEETING**