AGENDA

Executive and Finance & Corporate Standing Committee Meeting

Wednesday, 16 June 2021

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

Date:	**Wednesday, 16 June 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 19 MAY 2021

File Number: **16-06-2021**

Author: **Executive Assistant**

Authoriser: **Chief Executive Officer**

OFFICER'S RECOMMENDATION

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 19 May 2021 be received.

ATTACHMENTS

1. **Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 19 May 2021**

MINUTES

Executive and Finance & Corporate Standing Committee Meeting

Wednesday, 19 May 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, 19 MAY 2021 AT 9.00AM

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), Carolyn Knudsen (Manager Social & Corporate Performance), Celina Branch (Manager Finance), Kerri Anderson (Coordinator Finance), Wendy Kruger (Personal Assistant Finance & Corporate), 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 6.2 - South Burnett Regional Council Lease Amendment with South Burnett Community Hospital Foundation Limited** – The nature of my interest is as follows:

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

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

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 21 APRIL 2021

COMMITTEE RESOLUTION 2021/107

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 21 April 2021 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 - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT

6.1 CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO

COMMITTEE RESOLUTION 2021/108

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

That Mayor Otto's Corporate Services, 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

Attendance:
At 9:57 am, Councillor Schumacher, having earlier informed the meeting of a declarable conflict of interest in Item 6.2, 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.

6.2 SOUTH BURNETT REGIONAL COUNCIL LEASE AMENDMENT WITH SOUTH BURNETT COMMUNITY HOSPITAL FOUNDATION LIMITED

COMMITTEE RESOLUTION 2021/109

Moved: Cr Danita Potter
Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the following amendments be made to the existing Lease held between South Burnett Regional Council (Lessor) and South Burnett Community Hospital Foundation Limited (Lessee)

1. In Item 6 of the Form 7, the Expiry Date is amended to 30/06/2022.
2. In Part 1 (Reference Particulars), in Item E, the duration is amended to 20 years, 3 months and 16 days.
3. In Part 1 (Reference Particulars). In Item 3, the Expiry Date is amended to 30 June 2022.

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

Against: Nil

CARRIED 6/0

Attendance:
At 10:00 am, Cr Kirstie Schumacher returned to the meeting.

6.3 ADOPTION OF "SUPPORTING INFORMATION FOR DEVELOPING GUIDELINES FOR THE PROVISION OF COUNCILLOR ADMINISTRATION SUPPORT STAFF"

COMMITTEE RESOLUTION 2021/110

Moved: Cr Brett Otto
Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council:

That the "Supporting information for developing guidelines for the provision of councillor administration support staff" publication be endorsed as presented to develop a policy to assist all parties in meeting their obligations under the *Local Government Act 2009* and to include such in the 2021/22 Operational Plan.

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 RESOLUTION 2021/88 - SOUTH BURNETT REGIONAL COUNCIL MEDIA RELATIONS POLICY - STRATEGIC-001

COMMITTEE RESOLUTION 2021/111

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

1. That the committee note the update report for information; and
2. The draft South Burnett Regional Council Media Relations Policy – Strategic-001 be represented for discussion at the Executive and Finance & Corporate Standing Committee, 16 June 2021.

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

Against: Nil

CARRIED 7/0

MEETING ADJOURN

COMMITTEE RESOLUTION 2021/112

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

That the meeting adjourn.

CARRIED 7/0

RESUME MEETING

COMMITTEE RESOLUTION 2021/113

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the meeting resume at 11.02am

CARRIED 7/0

6.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL FINANCIAL HARDSHIP POLICY - STATUTORY-012

COMMITTEE RESOLUTION 2021/114

Moved: Cr Brett Otto
Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That the South Burnett Regional Council Financial Hardship Policy – Statutory-012 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

6.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL UNDETECTED WATER LEAKS POLICY - STATUTORY-043

COMMITTEE RESOLUTION 2021/115

Moved: Cr Kirstie Schumacher
Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That the South Burnett Regional Council Undetected Water Leaks Policy – Statutory-043 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

6.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RATE COLLECTION POLICY - STATUTORY-041

COMMITTEE RESOLUTION 2021/116

Moved: Cr Roz Frohloff
Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Rate Collection Policy – Statutory-041 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

6.7.1 SLASHING PROGRAM

COMMITTEE RESOLUTION 2021/117

Report on the slashing program to be presented at the June Infrastructure Standing Committee Meeting.

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

COMMITTEE RESOLUTION 2021/118

Moved: Cr Kirstie Schumacher
Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That the South Burnett Regional Council Infrastructure Quality Policy – Statutory-029 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

6.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL TRADE WASTE MANAGEMENT POLICY - STATUTORY - 036

COMMITTEE RESOLUTION 2021/119

Moved: Cr Roz Frohloff
Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Trade Waste Management Policy – Statutory–036 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

6.9.1 QUESTION ON NOTICE

Question on notice from Cr Schumacher:

In the Trade Waste Management Policy it says "dried sludge is carted off site and used as a fertilizer resource or for compost processing". What are the current arrangements and can South Burnett Farmers access that product? Information to be provided at the next Infrastructure Standing Committee Meeting.

6.10 DEBTORS WRITE-OFFS FOR THE 2020/2021 YEAR

COMMITTEE RESOLUTION 2021/120

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

That the Committee recommends to Council:

- that the $3,943.83 in bad debts to be written off be approved
- that Council receive and note the future potential write-offs of approximately $2,000 to be confirmed at the June 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

Attendance:
At 11.40am GM Aaron Meehan left the meeting.

6.11 COUNCILLOR ATTENDANCE AT THE ALGA NATIONAL GENERAL ASSEMBLY 2021

COMMITTEE RESOLUTION 2021/121

Moved: Cr Brett Otto
Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council:

That Cr Duff be nominated to attend the ALGA National General Assembly 2021 in the absence of Cr Jones.

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

Against: Nil

CARRIED 7/0

MOTION

COMMITTEE RESOLUTION 2021/122

Moved: Cr Brett Otto
Seconded: Cr Roz Frohloff

That Item 7.2 be brought forward and discussed.

CARRIED 7/0

7.2 SMALL BUSINESS FRIENDLY COUNCIL CHARTER - UPDATE

COMMITTEE RESOLUTION 2021/123

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

That the Small Business Friendly Council Charter - Update report 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

MEETING ADJOURN

COMMITTEE RESOLUTION 2021/124

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the meeting adjourn.

CARRIED 7/0

RESUME MEETING

COMMITTEE RESOLUTION 2021/125

Moved: Cr Brett Otto
Seconded: Cr Scott Henschen

That the meeting resume at 1.07pm

CARRIED 7/0

7 PORTFOLIO - REGIONAL DEVELOPMENT

7.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

COMMITTEE RESOLUTION 2021/126

Moved: Cr Kirstie Schumacher
Seconded: Cr Brett Otto

That Cr Schumacher's Regional 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

7.3 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

COMMITTEE RESOLUTION 2021/127

Moved: Cr Kirstie Schumacher
Seconded: Cr Danita Potter

That the Regional Development and Tourism monthly update for April 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

7.4 SOUTH BURNETT REGIONAL DEVELOPMENT STRATEGY 2021-26 - COMMUNITY CONSULTATION - UPDATE

COMMITTEE RESOLUTION 2021/128

Moved: Cr Kirstie Schumacher
Seconded: Cr Kathy Duff

That the Regional Development Strategy Community Consultation - Update report 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

7.5 INVITATION TO PARTICIPATE IN A FREEDOM OF ENTRY MARCH - KINGAROY

COMMITTEE RESOLUTION 2021/129

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

That the Invitation to participate in the Freedom of Entry March - Kingaroy report 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

7.6 REGIONAL AUSTRALIA INSTITUTE - 'MOVE TO MORE' CAMPAIGN

COMMITTEE RESOLUTION 2021/130

Moved: Cr Kirstie Schumacher
Seconded: Cr Roz Frohloff

That the Committee receives the Regional Australia Institute (RAI) ‘Move To More’ campaign report for information and notes that the SBRC website will be updated in accordance with this initiative.

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

Against: Nil

CARRIED 7/0

7.7 DRIVE INLAND - COMMUNICATION PLAN - MAY-JUNE 2021

COMMITTEE RESOLUTION 2021/131

Moved: Cr Kirstie Schumacher
Seconded: Cr Kathy Duff

That the Drive Inland - Communication Plan - May-Jun 2021 report 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

8 CONFIDENTIAL SECTION

9 CLOSURE OF MEETING

The Meeting closed at 1.49pm

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 16 June 2021.

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CHAIRPERSON

6 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT

6.1 CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO

File Number: **June 2021**

Author: **Mayor**

Authoriser: **Chief Executive Officer**

PRECIS

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

SUMMARY

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

OFFICER'S RECOMMENDATION

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

Corporate Services:

I am pleased to announce that the Customer Request Effectiveness Review Project is now underway having officially commenced this month.

The objective of the Project is to fully review, rethink and reimplement all business processes, system processes, data quality processes and reporting requirements in order to deliver a corporate, consistent, responsive and accountable Customer Request Process for our Council.

Our first step is to understand our business, so over the month of June the Project Team is running Discovery Workshops with all areas of Council to explore what the business needs in its effective management of Customer Requests. These Discovery Workshops are designed to ensure that there is a channel though which expectations, issues and frustrations with the current process can be aired and what is needed in the management of our Requests moving forward. A detailed business needs analysis will then occur over July and August as we scope out the specifics of our business needs.

People & Culture:

WHS Management Systems

Recently People and Culture has assessed the need for an improved WHS Management system and has commenced the process to seek offers for a software package to support the WHS function at Council. To meet our range of needs there will be a number of requirements to be met but most importantly the software adopted must be cloud based with access to enter data using mobile apps on both iOS & Android devices. The software will need to allow for offline reporting while in areas of low or no connectivity and automatically update when arriving back into a service area.

Due Diligence Training

Recently Council engaged the expert services of DWF Risk to provide up to date and refresher training in relation to Due Diligence of staff in accordance with Workplace Health and Safety Legislation. The training attended by all staff who have direct reports provided an update on obligations to both employees and the community and is part of our Council's ongoing commitment to the safety of our workforce and our community.

Communications/Media:

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

- Media Releases x 40
- Media enquiries x 17
- Social Media:
    - **Facebook: 8**5 Posts
    - **LinkedIn:** 17 Posts
    - **Instagram: 20** Posts
- Enews x 1
- Printed advertising x 5
- Graphic design x 28

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

Finance:

At the end of May, Council had a net operating loss of $427k. While we are currently 92% of the way through the financial year, recurrent revenue was sitting at 94% of the third quarter budget and recurrent expenses were sitting at 89%. Operational grants came in at 64% for the end of May with notification being received that the early payment for the Federal Assistance Grant will be received shortly which will equate to approximately $3.437m. This early repayment is less than what was forecasted so Council will see a reduction of around $400k which will be seen in the 4th quarter budget review to be presented at the June Council meeting. Capital grants could also see a reduction in the 4th quarter review of approximately $700k which will be pushed into the next year's income although the exact figure is still be confirmed as part of the review.

While the 4th quarter budget is in the final stages of being reviewed, it is still on track to be close to the original budget's net operating loss. Finance will provide a detailed summary of the 4th quarter review in the Council meeting reports towards the end of June.

At the end of May, Council's cash and cash equivalents amounted to $45.594m which was an overall decrease of $404k for the month. Out of this balance, $21.418m was restricted and the remaining $24.176m was classed as free cash. Approximately $38.5m of Council's cash at the end of May was held by QTC.

Council's capital works program at the end of May saw $32.281m of the $38.529m budget being committed or spent. This equates to approximately 84% of the program being utilised in this financial year. Of the $32.281m, around $23.742m was actually spent and the remaining $8.539m was committed. Council has a number of grants including Works for Queensland with an end date of June 2021 which will need to be spent by the end of the financial year in order to receive the full amount of grant funding. At the end of May, Council had expensed and committed $1.952m of the $3.31m Works for Queensland Covid19 Funding. As part of the 4th quarter review, managers have revised what projects will fall under the Works for Queensland Covid19 funding and have put forward amendments to ensure that all of the $3.31m from this funding will be fully utilised by the end of June.

Council's borrowings at the end of May equated to $33.425m with $2.878m considered current and the remaining $30.547m is non-current.

In a report sent to the last Standing Committee Meeting, finance had indicated that there was a further potential of approximately $2k in bad debts that may need to be written off this year. Finance will send an information report to the Council Meeting on whether any of the debts that made up this $2k will be required to be written off due to no further recovery action being available.

Council auditors were on site during the month with preliminary testing beginning on various processes. June will be a busy month for finance, with the finalisation of the draft 2021-2022 budget document, asset revaluation processing and preparation for the end of year system rollover.

Rates:

Some interesting statistics for the month of May -

- Lowest outstanding rates balance as at 31 May since 2018; (second lowest since 2012)
- Lowest number of properties (at 31 May) with outstanding rates since 2012;
- Lowest outstanding rates % (at 31 May) since 2012.

Higher than normal volumes of Rates Financial Hardship applications have been coming in, due to the pending Sale of Land for Rate Arrears process. 10 Applications will be presented to Council in June.

The annual pensioner verification is currently underway with 135 letters being recently sent out to pensioners whose records did not match with Centrelink records. They have been asked to represent their Pensioner Concession Cards at one of Council offices for verification. If they no longer reside here, or they do not respond by the end of June 2021, the Pensioner Concession will be removed from their rate notice.

The 6-monthly reading of all water meters in the region is also underway.

Procurement:

Due to the closure of the public tendering platform LG Tenderbox, Council has partnered with Illion Tenderlink who are the largest provider of e-procurement and tender notification services within Australia and New Zealand connecting buyers and suppliers. Tenderlink streamlines the procurement process with Council by providing an easy to use electronic system for organisations who wish to respond to Council tenders. Registered businesses will be notified by email when a new tender has been released that matches their selected category of interest. Registration is free and Council encourages all local suppliers to register their business on Tenderlink to ensure they are provided all opportunities to submit offers for Council's publicly tendered procurement activities.

To compliment the change in public tendering, Council has also recalled for Local business to register their details and supply capacity within Council's Local Marketplace register of suppliers within the Felix platform. The marketplace is for non-contracted low risk ad-hoc supplier arrangements for an extensive list of goods and services available on the Council website under Tenders & Supply. The local marketplace is in accordance with councils recently adopted procurement policy which focuses on engaging with local suppliers wherever possible.

Council is currently Inviting offers on the following:

- WHS Management System Software
- Sale of Rhodes Grass Hay
- Supply & Delivery of Various Herbicides

Council has implemented standard Purchase Order Terms and Conditions accompanied by changes in Creditor Payment Terms, with a letter to all creditors sent late May/early June. Key out comes are:

- Payment terms will be 30 days from date of invoice
- Payment runs will occur fortnightly
- Building contracts will comply with QBCC under the BIF Act
- Small business and industry that require alternative payment terms are able to apply to Council for a change in payment terms to depart from the newly implement payment terms and conditions.

BACKGROUND

Nil

ATTACHMENTS

1. Media and Communications Report -May 2021

Media Releases: 40

1. 276. Public Notice 04-05-2021 Invitation to Offer - Various Security Installation Requirements
2. 277. Media Release 05-05-2021 Local Government Illegal Dumping Partnerships Program
3. 278. Public Notice 06-05-2021 Wondai Heritage Museum upgrades to commence
4. 279. Media Release 07-05-2021 - Festival of the Dams 2021
5. 280. Media Release 07-05-21 - KTP update - Monday 10 May 2021
6. 281. Public Notice 07-05-2021 - SBRC-20_21-19 Sale of Land – Lot 101 on SP272806 – 27B Kingaroy Street, Kingaroy
7. 282. Public Notice 07-05-2021 - SBRC-20_21-20 Sale of Land – Lot 101 on SP257227 – 1 Kelvyn Street, Kingaroy
8. 283. Media Release 07-05-2021 Gravel Resheeting in Goodger and Glan Devon
9. 284. Media Release 12-05-2021 - Nanango State School - Pioneer Park Pedestrian Bridge, Nanango replacement to commence
10. 285. Media Release 12-05-2021 - Taromeo pedestrian bridge Blackbutt replacement to commence
11. 286. Mayoral Statement 13-05-2021 Mayor unapologetic for easing burden on communities
12. 287. Public Notice 13-05-2021 - Tree lopping commences in Kingaroy CBD
13. 288. Public Notice 13-05-21 - Request for Quote - SBRCQ-20_21-127-Management of the Proston Swimming Pool
14. 289. Media Release 13-05-2021 - Small Business Month brings big grant opportunities
15. 290. Public Notice 14-05-2021 - Notice of Interruption to Water Supply – Flag Street, Normanby Street and Keogh Court Nanango
16. 291. Media Release 17-05-21 - South Burnett Regional Council celebrates National Volunteer Week
17. 292. Public Notice 18-05-2021 - Works update - Roy Emerson carpark upgrade
18. 293. Public Notice 18-05-2021 - Kerb and channel upgrade Cobb Street South Murgon
19. 294. Media Release 19-05-21 - Opera Queensland adds Kingaroy to 'Are You Lonesome Tonight' Regional Tour
20. 295. Public Notice 19-05-2021 - Notice of Interruption to Water Supply – D'Aguilar Highway, Darli Street & Cafferys Road Nanango
21. 296. Media Release 20-05-21 - South Burnett Regional Council signs Small Business Friendly Councils initiative charter
22. 297. Public Notice 20-05-21 - Request for Tender - SBRCQ-20_21-21-Management of the WJ Lang Kingaroy Swimming Pool, Murgon Jubilee Swimming Pool and Wondai Swimming Pools
23. 298. Public Notice 21-05-2021 - Kerb and channel upgrade Gipps Street Nanango
24. 299. Public Notice 21-05-2021 - Pedestrian Access Upgrade Burnett Street Nanango
25. 300. Public Notice 21-05-2021 - Footpath Construction – Haly Street, Kingaroy
26. 301. Public Notice 21-05-2021 - Works Update - Kerb and channel upgrade Bramston Street Wondai
27. 302. Media Release 24-05-21 - Rock 'N' Roll Rhyme Time with the Fabulous Lemon Drops
28. 303. Media Release 24-05-21 - Mayor's Community Charity Breakfast Raises $1026 for Relay for Life Australia
29. 304. Media Release 24-05-21 - South Burnett Regional Council launches local marketplace for suppliers
30. 305. Media Release 24-05-21 - KTP update - Monday 24 May

31. 306. Public Notice 25-05-2021 Formation Grading on Memerambi Barkers Creek Road Wattle Camp
32. 307. Public Notice 25-05-2021 - Road Maintenance on State Controlled Roads
33. 308. Public Notice 25-05-2021 - Notice of Interruption to Water Supply – Banksia Drive, Ashby Court and Webster Street, Kingaroy
34. 309. Media Release - 26-05-2021 - Mayor meets with Member for Nanango at Parliament House
35. 310. Media Release 26-05-2021 - South Burnett Regional Council participates in National Reconciliation Week 2021
36. 311. Public Notice 27-05-2021 - Australian Tourism Data Warehouse (ATDW) distributor fees will recommence on 1 July 2021
37. 312. Media Release 27-05-21 - Big Peanut construction has commenced at Lions Park Kingaroy
38. 313. Media Release 27-05-21 - Tickets Now on Sale for Opera Queensland's 'Are You Lonesome Tonight' in Kingaroy
39. 314. Public Notice 28-05-21 - Wild Dog & Feral Pig Baiting Program June 2021
40. 315. Media Release 31-05-21 - We cannot shoulder this alone – Mayor Otto says we are in water crisis

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	34	34	40	

Media enquiries: 17

1. 11-05-2021 – Burnett Today – Upgrades to record facility adjacent to Wondai Heritage Museum
   Deadline: 14 May 2021, 5pm
   Responded: 27 May 2021, 10:59am
2. 11-05-2021 – Burnett Today – KTP lighting and planter installations
   Deadline: 14 May 2021, 5pm
   Responded: 13 May 2021, 8:45am
3. 11-05-2021 – Burnett Today – Comment from Cr Schumacher on Wine tourism in the South Burnett
   Deadline: 17 May 2021, 10am
   Responded: 13 May 2021, 8:51am
4. 11-05-2021 – ABC Southern Queensland – Local Government Illegal Dumping Partnership Program interview with Councillor
   Deadline: Not given
   Responded: 31 May 2021
5. 11-05-2021 – ABC Bundaberg – Local Government Illegal Dumping Partnership Program interview with Councillor
   Deadline: Not given
   Responded: 31 May 2021
6. 12-05-2021 – Burnett Today – Council's Bike donations to youth hostel
   Deadline: 17 May 2021, midday
   Responded: Response not given yet – journalist advised this story is on the backburner
7. 14-05-2021 – Burnett Today – Council's deficit

Deadline: 17 May 2021, 1pm
Responded: 17 May 2021, 11:50am

8. 19-05-2021 – ABC Wide Bay – Opera Queensland interview with performer or director
   Deadline: Not given
9. 21-05-2021 – Burnett Today – Glendon Street toilet fire prevention and lock replacement
   Deadline: 24 May 2021, midday
   Responded: 24 May 2021, 9:20am
10. 26-05-2021 – Material Facts Magazine – Article on the quilt in the Kingaroy Heritage Museum
    Deadline: Not given
11. 27-05-2021 – Crow FM – Opera Queensland ticket giveaway enquiry and interview with Cr Danita Potter
    Deadline: 01-06-2021
    Responded: 27-05-2021
12. 28-05-2021 – ABC Southern Queensland - Mental health, suicide prevention and Australian Government funding for mental health
    Deadline: Not given
13. 28-05-2021 – ABC Southern Queensland – Interview with someone from 'Kingaroy Needs a Big Peanut' about Big Peanut construction
    Deadline: Not given
14. 28-05-2021 – ABC Southern Queensland – Council's land audit
    Deadline: Not given
15. 31-05-2021 – Burnett Today – Kingaroy South Street and Glendon Street Kingaroy shared zone
    Deadline: 31 May 2021, 3pm
    Responded: 31 May 2021, 1:22pm
16. 31-05-2021 – ABC Landline - Mayor Otto interview on drought and water solutions for South Burnett
    Deadline: Not given
17. 31-05-2021 – Southern Cross Austereo Hit FM/Triple M - Mayor Otto interview on drought and water solutions for South Burnett
    Deadline: Not given

Media Enquiries 20-21						
2020	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
2021	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
	10	18	18	11	16	

Social media: South Burnett Regional Council

Facebook

@southburnettregion: 85 posts

Most engaged post:

13-04-2021 – Council is pleased to announce construction commenced on the Big Peanut monument located in Lions Park Kingaroy - 8073 reached, 1638 engagements, 1332 post clicks, 8 comments, 22 shares

Page likes: 8042 (+35 likes from April 2021)

Followers: 8305 (+26 followers from April 2021)

LinkedIn: 17 posts

Most engaged post:

25-05-2021 – Council and Mayor Otto are pleased to announce the Mayor's Community Charity Breakfast has raised $1026 for Relay For Life Australia and Cancer Council Queensland – 17 reactions, 1 comment, 784 impressions, 91 website clicks, 0 share, 11.61% engagement rate

Website clicks: 14 (+1300% from April 2021)

Page views: 262 (+16% from April 2021)

Followers: 1601 (+57 followers from April 2021)

Instagram: 20 posts

Most engaged post:

25-05-2021 – Council and Mayor Otto are pleased to announce the Mayor's Community Charity Breakfast has raised $1026 for Relay For Life Australia and Cancer Council Queensland – 28 likes, 1 comment, 368 views, 0 shares

Followers: 971 (+43 from April 2021)

Photos tagged by other accounts: 11

Social media posts – all platforms						
2020	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
	58	61	61	81	74	52
2021	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
	Facebook: 43 LinkedIn: 6 Instagram: 9	Facebook: 55 LinkedIn: 4 Instagram: 12	Facebook: 69 LinkedIn: 14 Instagram: 18	Facebook: 75 LinkedIn: 17 Instagram: 11	Facebook: 85 LinkedIn: 17 Instagram: 20	

Enews

- Council progressed 1 Enews during May

Printed advertising

- Council progressed two full page ads (Page 4) in the South Burnett Today during May – 13 May and 27 May

- Council progressed 1 public notice in the Queensland Country Life – Wild Dog & Feral Pig Control Program – 6,13 and 20 May
- 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: 28

- Fact sheet – Understanding the difference between a dwelling house, secondary dwelling and dual occupancy
- Fact sheet – Development Incentives updates
- Event food menu – Festival of the Dams 2021
- Certificates – Festival of the Dams 2021
- Flyer – Festival of the Dams 2021
- Branded table cover – Get Ready Queensland
- Cover page – Local Disaster Management Sub Plans - Activation and Operation of the LDCC Sub Plan
- Cover page - Local Disaster Management Sub Plans – Evacuation Sub Plan
- SBRC Facebook cover image – Opera Queensland x2
- SBRC LinkedIn cover image - Opera Queensland
- SBRC website banner – Opera Queensland
- SBRC Instagram Tile – Opera Queensland
- SBRC Instagram story image – Opera Queensland x 5
- Poster – Opera Queensland x4
- DL advert – Opera Queensland
- Tickets – Opera Queensland
- Brochure – Tourism - Dog friendly accommodation and eateries
- Brochure – Tourism – Photographers trail
- Brochure – Tourism – South Burnett Wineries
- Sign – First Settlers Park Benarkin public shower closure
- Invitations – Recognition of Service Lunch

6.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

File Number: **Exec2**

Author: **Chief Executive Officer**

Authoriser: **Chief Executive Officer**

PRECIS

An update regarding the process for Councillor Portfolio representation and any future changes in line with the adoption of the 2021 – 2026 Corporate Plan.

SUMMARY

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

OFFICER'S RECOMMENDATION

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the September Executive and Finance & Corporate Standing Committee.

BACKGROUND

Matter discussed at the Executive and Finance & Corporate Standing Committee 17 February 2021 with the following resolution being adopted:

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.

CARRIED 7/0

Matter discussed at the Executive and Finance & Corporate Standing Committee 21 April 2021 with the following resolution being adopted:

COMMITTEE RESOLUTION 2021/94

Moved: Cr Roz Frohloff
Seconded: Cr Kathy Duff

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the June Executive and Finance & Corporate Standing Committee.

CARRIED 6/0

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

With the adoption of the 2021 – 2026 Corporate Plan Council is reviewing its organisational structure in accordance with the strategic direction. It is recommended that any changes to the portfolio structure be finalised in accordance with the organisational review.

ATTACHMENTS

Nil

6.3 MEETING DATES FOR THE ORDINARY MEETINGS OF COUNCIL'S STANDING COMMITTEES, GENERAL MEETINGS AND BUDGET MEETING

File Number: **Exec 1**

Author: **Executive Assistant**

Authoriser: **Chief Executive Officer**

PRECIS

This report is to recommend dates, times and locations for ordinary meetings of Council's Standing Committees, General Meetings and Budget Meeting for the period 1 July – 31 December 2021.

SUMMARY

In accordance with Section 254B (1) of the *Local Government Regulation 2012* it is necessary to confirm the dates, times and locations of the ordinary meetings of Council's Standing Committees, General Meetings and Budget Meeting for the period 1 July – 31 December 2021.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

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

Committee	Date	Time	Location
Infrastructure Standing Committee	Wednesday 7 July 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Special Budget Meeting	Wednesday 14 July 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Community Standing Committee	Wednesday 14 July 2021	At the conclusion of the Budget Meeting	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 21 July 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 28 July 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure Standing Committee	Wednesday 11 August 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Community Standing Committee	Wednesday 11 August 2021	1.30pm	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 18 August 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 25 August 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure Standing Committee	Wednesday 1 September 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy

Committee	Date	Time	Location
Community Standing Committee	Wednesday 8 September 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 15 September 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 22 September 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure Standing Committee	Wednesday 6 October 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Community Standing Committee	Wednesday 13 October 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 13 October 2021	1.30pm	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 20 October 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure Standing Committee	Wednesday 3 November 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Community Standing Committee	Wednesday 10 November 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 17 November 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 24 November 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure Standing Committee	Wednesday 1 December 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Community Standing Committee	Wednesday 8 December 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 8 December 2021	1.30pm	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 15 December 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

EC1 An informed and engaged community

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

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

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct policy/local law/delegation implications arise from this report.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Nil

ATTACHMENTS

Nil

6.4 LGAQ 125TH ANNUAL CONFERENCE: MOTION REQUEST

File Number: **16-06-2021**

Author: **Coordinator Executive Services**

Authoriser: **Chief Executive Officer**

PRECIS

Councils are encouraged to submit motions for the 2021 Local Government Association Queensland (LGAQ) 125th Annual Conference. The LGAQ 125th Annual Conference will be held in Mackay from 25-27 October 2021, with this year's theme "Together".

SUMMARY

The LGAQ requests member councils to bring forward for discussion at the Annual Conference any subject connected with the objects of the Association or pertaining to matters of common concern to Members. Pursuant to procedural practice member councils are requested to provide this in writing to the Chief Executive Officer with six (6) weeks' notice.

Motions are therefore requested to be submitted no later than Monday 16 August 2021. This will enable the Agenda Committee to review all submitted motions and provide a Preliminary Agenda for Member Councils four (4) weeks prior to the commencement of Conference.

The LGAQ will only be accepting motions from Wednesday 30 June using an automated process to support councils seeking to put forward agenda items, using the LG Online system.

When preparing motions, please give attention to providing succinct but relevant facts and references to inform delegates of the issue you wish to raise. There are many ways in which a member council can inform the work program of the Association, and therefore it is important that consideration should also be given to prior resolutions that may have been tabled at previous Annual Conferences on the topic. It is preferable that matters raised through this process are local government issues are strategic, relevant to the business of local government and with state-wide impact.

Where two or more-member councils bring forward a similar motion, the Agenda Committee is authorised to draft and submit composite motions, in consultation with the submitting councils.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That South Burnett Regional Council resolves to submit the following resolutions to the 2021 Local Government Association Queensland (LGAQ) 125th Annual Conference:

(a)

FINANCIAL AND RESOURCE IMPLICATIONS

Officer time to prepare and submit any resolutions.

LINK TO CORPORATE/OPERATIONAL PLAN

OR12 Advocate strongly to key stakeholders, including state and federal governments, on regional priorities, including funding opportunities.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Discussion with Councillors in regards to motions that:

- Are succinct with relevant facts and references to inform delegates of the issue raised;
- Inform the work program of the Association, thus consideration should be given to prior resolutions that may have been tabled at previous Annual Conferences on the topic;
- Are local government issues which are strategic, relevant to the business of local government and with state-wide impact.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

There are no known legal implications.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

This event provides a unique opportunity each year for Local Government to engage directly with the Federal Government, to develop national policy and to influence the future direction of our councils and our communities.

ASSET MANAGEMENT IMPLICATIONS

There are no known asset management implications.

REPORT

Council direction is sought on which motions to be placed for debate. Motions must be submitted no later than **Monday 16 August 2021** for inclusion in the agenda.

ATTACHMENTS

Nil

6.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RECOGNITION OF SERVICE POLICY - STRATEGIC012

File Number: **IR2744924**

Author: **Manager Corporate Services**

Authoriser: **Chief Executive Officer**

PRECIS

Adoption of the South Burnett Regional Council Recognition of Service Policy – Strategic012

SUMMARY

This policy is to establish the process for reward and recognition in relation to the years of service provided by Council employees of South Burnett Regional Council ('Council').

This policy applies to all Council employees who have completed a period of service for Council, which includes permanent full-time, permanent part-time and casual employees.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Recognition of Service Policy – Strategic012 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of the annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026:	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making
	OR11 Develop for endorsement by Council a Workforce Plan that guides the engagement, development, management and performance of Council's human resources
Annual Operational Plan 2020/21:	Promote a culture of pride and satisfaction amongst the workforce
	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)

Subsequent to the governance review, internal consultation was initially undertaken with the Manager People & Culture with a draft policy prepared for circulation to Councillors and the Senior Management Team for a period of approximately three (3) weeks. This policy was also presented to Council's Joint Consultative Committee for review. Feedback received throughout the consultation process was incorporated within development of the draft policy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Human Rights Act 2019 (Qld)

> *Section 4(b)* of the *Human Rights Act 2019* 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.

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

This policy is to establish the process for reward and recognition in relation to the years of service provided by Council employees of South Burnett Regional Council ('Council').

This policy applies to all Council employees who have completed a period of service for Council, which includes permanent full-time, permanent part-time and casual employees.

ATTACHMENTS

1. South Burnett Regional Council Recognition of Service Policy - Strategic012 ⇩

POLICY CATEGORY - NUMBER: Strategic012
POLICY OWNER: People & Culture

ECM ID: 2744924
ADOPTED:

Recognition of Service Policy

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

Table of Contents

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8. VERSION CONTROL 3

1. POLICY STATEMENT

This policy is to establish the process for reward and recognition in relation to the years of service provided by Council employees of South Burnett Regional Council ('Council').

2. SCOPE

This policy applies to all Council employees who have completed a period of service for Council, which includes permanent full-time, permanent part-time and casual employees.

To standardise Council's approach to acknowledgement, reward and recognition of employees who have reached a specific service milestone in their career with the Council.

The policy also provides a formal mechanism for:

- recognition of service: rewarding, acknowledging and recognising employees who have displayed loyalty and service to Council over extended periods;
- recognition of contribution of employees to the organisation including public recognition of excellent service.

Council is committed to providing employees with reward and recognition to show appreciation to employees with extended periods of continuous service and to promote positive workplace relations.

3. GENERAL INFORMATION

Council will acknowledge service achievements for employees who have reached significant milestones during their working career at the Council. Dates of service will be calculated as at the end of each calendar year.

The Chief Executive Officer is responsible for the approval of any variation to the value of the employee reward and recognition and activities outlined in this policy.

The Chief Executive Officer may approve any recognition for years of service awards for employees that fall outside the parameters of this policy.

People and Culture will prepare and maintain the statistical information required in relation to the years of service calculations for Council employees. People and Culture will also coordinate the organisation and distribution of the service recognition certificates, service medals, pins, plaques

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and other awards that are achieved by employees under this policy.

3.1. Recognition of Service

Council will recognise years of continuous service by employees as outlined below:

- **10 years**' service will receive a Recognition of Service Certificate and pin
- **20 years**' service will receive a Recognition of Service Certificate, pin and a service medal
- **30 years**' service will receive a Recognition of Service Certificate, pin and a service medal
- **40 years**' service will receive a Recognition of Service Certificate, pin and a service medal
- **50 years**' service will receive a Recognition of Service Certificate, pin and an engraved plaque

In addition, for **1 and 5 years**' service – An acknowledgement of the service will be made by the Chief Executive Officer at a relevant staff meeting.

10 years' Service Certificate will be presented to the employee during business hours at an appropriate Council gathering. Awards may be presented at any time during the calendar year.

3.2. Awards Night

People and Culture will arrange an annual function once each year for employees who have reached a service milestone of 20 years' service or greater. Those employees will receive recognition as outlined above.

This function will be in the form of an "Awards Night" which will be held after hours and will be by invitation only. The presentation of Awards will be by the Mayor and the Chief Executive Officer, or alternatively People and Culture will make other arrangements as necessary.

Attendance at the Awards Night is not mandatory and employees attending the function who are in receipt of an Award will not be entitled to claim wages while at the function.

People and Culture may request employees to attend the function to assist where required.

Awards nights may be altered any year, depending on the circumstances and an alternative function may be held in its place.

3.3. Retirement and Resignation

Employees who retire or resign from their employment after 20 or more years of service with Council will be invited to attend a Council Meeting to receive recognition of service provided.

Retiring employees will be entitled to receive a service plaque and a corporate gift up to the value of $200. Spouses may receive flowers/token gift up to the value of $50.

People and Culture will liaise with Executive Services in relation to the employee's acceptance to attend a Council Meeting. If the invitation is declined, People and Culture will arrange an alternate method to provide the gifts to the staff members (i.e. pick up, post, delivery).

4. DEFINITIONS

Award – means a gift, presentation or voucher/cheque to an agreed value linked to the period of service. Awards will not be made as cash payments.

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

Service Period – means a period of full-time, part-time or casual employment and includes any time on work cover or extended leave.

Years' Service – when calculating years of continuous service this will include the former Nanango, Murgon, Wondai and Kingaroy Shires as well as service with South Burnett Regional Council in either a part-time or a full-time capacity. All employment will be recognised for the purposes of calculating the length of service in relation to reward and recognition initiatives. The number of years

that the employee has been employed in a role in Council measured from their commencement date.

5. LEGISLATIVE REFERENCE

Queensland Local Government Act 2009
Queensland Local Government Regulation 2012
Queensland Local Government Industry Award – State 2017

6. RELATED DOCUMENTS

Employee Code of Conduct

7. NEXT REVIEW

As prescribed by legislation or every two (2) years

8. VERSION CONTROL

Version	Revision Description	Approval Date	ECM Reference
1	New Policy	21 August 2019	2617157
2	Policy Review		2744924

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

DRAFT

6.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL LEARNING & DEVELOPMENT POLICY - STRATEGIC013

File Number: **IR1617235**

Author: **Manager Corporate Services**

Authoriser: **Chief Executive Officer**

PRECIS

Adoption of the South Burnett Regional Council Learning & Development Policy – Strategic013

SUMMARY

South Burnett Regional Council ('Council') is committed to the learning and development of its employees, in relation to training, educational assistance and professional development.

This policy applies to all Council employees unless otherwise stated and is intended to clearly formulate the rights and responsibilities of Council and its employees regarding access to training, educational assistance and professional development.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Learning & Development Policy – Strategic013 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of the annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026:	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making
	OR11 Develop for endorsement by Council a Workforce Plan that guides the engagement, development, management and performance of Council's human resources
Annual Operational Plan 2020/21:	Provide opportunities for a leadership professional development to enhance management and officer skills
	Develop and implement the Council Policy Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation was initially undertaken with the Manager People & Culture with a draft policy prepared for circulation to Councillors and the Senior Management Team for a period of approximately three (3) weeks. This policy was also presented to Council's Joint Consultative Committee for review.

Feedback was received from Cr Danita Potter, Cr Kirstie Schumacher, Chief Executive Officer, General Manager Finance & Corporate and Manager Finance. The Manager People & Culture considered all feedback submissions and advised the suggested changes are contained within the Learning and Development Guidelines – Procedure005.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Human Rights Act 2019 (Qld)

> *Section 4(b)* of the *Human Rights Act 2019* 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.

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

South Burnett Regional Council ('Council') is committed to the learning and development of its employees, in relation to training, educational assistance and professional development.

This policy applies to all Council employees unless otherwise stated and is intended to clearly formulate the rights and responsibilities of Council and its employees regarding access to training, educational assistance and professional development.

ATTACHMENTS

1. South Burnett Regional Council Learning & Development Policy - Strategic013

POLICY CATEGORY - NUMBER: Strategic 013
POLICY OWNER: People & Culture

ECM ID:
ADOPTED:

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

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') is committed to the learning and development of its employees, in relation to training, educational assistance and professional development.

2. SCOPE

This policy applies to all Council employees unless otherwise stated and is intended to clearly formulate the rights and responsibilities of Council and its employees regarding access to training, educational assistance and professional development.

3. GENERAL INFORMATION

Ongoing Learning and Development is essential for the sustainability of any organisation. Council is committed to developing our people and offering a wide range of opportunities for them to build on existing skills for further growth, these opportunities are accessed through training, educational assistance and professional development.

3.1. Training

Council employees have access to a range of learning and development opportunities that may be offered in a range of methods including internal or external training and online training, both formally and informally.

Attendance to conferences and seminars will only be approved if they are deemed relevant to a Council employee's role and assist them with further skills, or to fulfil their professional development requirements.

3.2. Training Expenses

Council restrictions on training expenses to ensure operational and budgetary requirements within Council are met may include:

- Registration / Enrolment Fees;
- Accommodation;
- Travel / Parking; and

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- Meals.

Allowable expenses are provided within the Learning and Development Guidelines.

3.3. Educational Assistance

Council supports a Council employee's effort to undertake academic studies and self-improvement by providing financial and study leave assistance through an Educational Assistance Program ('EAP').

Educational assistance is available for all Council employees, regardless of whether they are full-time or part-time, except in the following circumstance where a Council employee:

- is employed on a casual basis;
- has not been employed by Council for 12 months or more (time can vary depending on circumstances of each individual Council employee); or
- is employed on a contractual basis of less than two (2) years duration.

General Managers and Managers are provided with a professional development allocation on an annual basis, as part of their employment contract, to assist with educational expenses.

3.4. Professional Memberships

Council will participate in partnership with Council employees in upholding professional memberships, where a Council employee is required to hold professional membership to fulfil their duties, by paying the total cost of the membership. Council employees are not required to pay the membership up-front before seeking payment. Council will either reimburse the Council employee the membership fees, on production of a tax invoice and receipt, or pay the membership on behalf of the Council employee.

General Managers and Managers are provided with a professional membership allocation on an annual basis as part of their contract of employment.

4. DEFINITIONS

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

Educational Assistance - educational assistance is an employee benefit in which Council pays for an employee's educational expenses.

Employment Types:

Full Time means contract of service where the hours of work reach the full quota of ordinary hours.

Part Time means contract of service where the hours of work are less than full time ordinary hours of work.

Maximum Term means contract of service for a specified period of time or for a specified task and which (subject to "notice of termination" requirements) may be terminated at any time by Council or by the employee.

Casual means contract of service that is occasional, irregular or short term.

Contract means an employee who is party to a negotiated 'Common Law Contract' for a fixed duration or project.

Professional Development means learning to earn or maintain professional credentials such as academic degrees to formal coursework, attending conferences, and informal learning opportunities situated in practice.

Professional Membership means where a Council employee is required to hold a membership in order to fulfil their duties (e.g. Certified Public Accountant accreditation, Registered Professional

Engineer of Queensland)

5. LEGISLATIVE REFERENCE

Local Government Act 2009
Queensland Local Government Industry Award - State 2017

6. RELATED DOCUMENTS

South Burnett Regional Council Anti-Discrimination & Equal Employment Opportunity (EEO) – Statutory037
South Burnett Regional Council Certified Agreement Field Staff - 2020
South Burnett Regional Council Certified Agreement Officers - 2020
South Burnett Regional Council Employee Conflict of Interest Policy – Statutory033
South Burnett Regional Council Employee Code of Conduct Policy – Statutory011
South Burnett Regional Council Information Privacy Policy – Statutory038
South Burnett Regional Council Learning and Development Guidelines – Procedure005

7. NEXT REVIEW

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

8. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	New Policy	18 June 2015	1478244
2	Policy Review	16 July 2015	1617235
3	Policy Review		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

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6.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL PUBLIC INTEREST DISCLOSURE POLICY- STATUTORY046

File Number: **IR2791194**

Author: **Manager Corporate Services**

Authoriser: **Chief Executive Officer**

PRECIS

Adoption of the South Burnett Regional Council Public Interest Disclosure Policy – Statutory046

SUMMARY

This policy communicates the rights and obligations and outlines a framework that provides the correct process for Council representatives of South Burnett Regional Council ('Council') to make appropriate disclosures.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Public Interest Disclosure Policy – Statutory046 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of the annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026:	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making
	OR15 Continue to give priority to ongoing Audit and Risk and prudent management
Annual Operational Plan 2020/21:	Develop and implement sound corporate risk management and internal audit policies and strategies
	Develop and implement the Council Policy Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation was initially undertaken with the Manager Corporate Services & Manager People & Culture due to a change in Policy Owner from Corporate Services Branch to People & Culture Branch. A draft policy was prepared and circulated to Councillors and the Senior Management Team for a period of approximately three (3) weeks.

Feedback was received from Manager Finance indicating a minor reference change were required. The Manager Corporate Services & Manager People & Culture further reviewed the policy in addition to considering the feedback. Changes between the initial draft policy and final draft policy are identified as highlighted in yellow.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Crime and Corruption Act 2001 (Qld)

Disability Services Act 2006 (Qld)

Information Privacy Act 2009 (Qld)

Local Government Act 2009 (Qld)

Ombudsman Act 2001(Qld)

Public Interest Disclosure Act 2010 (Qld)

Public Records Act 2002 (Qld)

Public Sector Ethics Act 1994 (Qld)

Public Interest Disclosure Standard 1/2019 (Qld)

Public Interest Disclosure Standard 2/2019 (Qld)

Public Interest Disclosure Standard 3/2019 (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.

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

This policy applies to Council representatives and any person making a PID with respect to actions by Council representatives.

This policy communicates the rights and obligations and outlines a framework that provides the correct process for Council representatives of South Burnett Regional Council ('Council') to make appropriate disclosures.

By complying with the *Public Interest Disclosure Act 2010*, Council will:

1. promote the public interest by facilitating public interest disclosures ('PIDs') of wrongdoing;
2. ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with;
3. ensure appropriate consideration is given to the interests of persons who are the subject of a PID; and
4. ensure protection from reprisal is afforded to persons making PIDs.

ATTACHMENTS

1. South Burnett Regional Council Public Interest Disclosure Policy - Statutory046

POLICY CATEGORY - NUMBER: Statutory046

POLICY OWNER: People & Culture

ECM ID: 2791194

ADOPTED:

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

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1. POLICY STATEMENT

To communicate the rights and obligations and to outline a framework that provides the correct process for Council representatives of South Burnett Regional Council ('Council') to make appropriate disclosures.

By complying with the *Public Interest Disclosure Act 2010* ('Act'), Council will:

- promote the public interest by facilitating public interest disclosures ('PIDs') of wrongdoing;
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with;
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID; and
- ensure protection from **reprisal** is afforded to persons making PIDs.

2. SCOPE

This policy applies to Council representatives and any person making a PID with respect to actions by Council representatives.

~~1. This policy provides governance for:~~

~~(a) persons wishing to make a PID to Council in accordance with the Act; and~~
~~(b) the receipt, assessment and management of a PID; and~~
~~(c) assisting Council representatives (i.e. discloser and subject officer) affected by a PID.~~

~~2. This policy aims to promote the public interest by facilitating the detection and prevention of:~~

~~(a) unlawful, negligent or improper public sector conduct; and~~
~~(b) maladministration; and~~
~~(c) danger to public health or safety or the environment.~~

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3. GENERAL INFORMATION

3.1. Public Interest Disclosure

A PID is a report of a suspected wrongdoing or danger. For a report to be considered as a PID and attract the protections under the Act, it must be an appropriate disclosure about public interest information made to a proper authority.

The principle of natural justice (procedural fairness) will apply to all investigations the subject of PIDs.

The rights of any person who is subject to, or in some way associated with a PID will be safeguarded. Council is committed to affording support and protection from reprisals to any person making a PID and appropriately dealing with the Council representatives should they take reprisal action.

Managers and supervisors are to ensure Council representatives are aware of their responsibilities in making a PID and are able to advise other persons of the appropriate reporting processes.

The PID Standard obliges Council to manage PIDs in a certain way and furnish certain information to the Ombudsman. Council will comply with any published reporting requirements.

Any person, including a Council employee, can make a public interest disclosure about:

- danger to the health or safety of a person with a disability;
- danger to the environment caused by commission of an offence or contravention of a condition in certain environmental legislation; or
- reprisal after making a public interest disclosure.

A Council employee has a responsibility to and can also make a public interest disclosure about:

- corrupt conduct;
- maladministration that adversely affects someone's interests in a substantial and specific way;
- a substantial misuse of public resources;
- a substantial and specific danger to public health or safety; or
- a substantial and specific danger to the environment.

Council encourages disclosers of any reportable conduct.

Council recognises that a discloser may have a right of protection under the Act and that Council may be liable if it does not take action to prevent and deter reprisals.

Council will not tolerate intimidation, harassment or victimisation, assault or any other inappropriate conduct directed towards a person because of a suspicion or belief that the person may or has made a PID. Council will deal with any occurrences under appropriate disciplinary and/or harassment procedures in line with the requirements of the Act.

If a Council representative maliciously makes an PID which they know to be untrue their actions will be regarded as misconduct and will be dealt with under the Disciplinary Procedure.

4. DEFINITIONS

Councillor of Council in accordance with the *Local Government Act 2009* and includes the Mayor.

Corrupt Conduct has the same meaning as 'corrupt conduct' under the *Crime and Corruption Act 2001* being conduct of a person, regardless of whether the person holds or held an appointment, that:

(a) Adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of:

(i) A unit of public administration; or

(ii) A person holding an appointment; and

(b) Results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that:

(i) Is not honest or is not impartial; or

(ii) Involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or

(iii) Involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment.

(c) Is engaged for the purpose of providing a benefit to the person or another person or causing a detriment to another person; and

(d) Would, if proved, be:

(i) A criminal offence; or

(ii) A disciplinary breach providing reasonable grounds for terminating the person's services, if the person's services, if the person is or were the holder of an appointment.

Corrupt conduct may include, but is not limited to:

(a) Abuse of public office;

(b) Bribery, including bribery relating to an election;

(c) Extortion;

(d) Obtaining or offering a secret commission;

(e) Fraud;

(f) Stealing;

(g) Forgery;

(h) Perverting the course of justice;

(i) An offence relating to an electoral donation;

(j) Loss of revenue of the State;

(k) Homicide, serious assault or assault occasioning bodily harm or grievous bodily harm;

(l) Obtaining a financial benefit from procuring prostitution or from unlawful prostitution engaged in by another person;

(m) Illegal drug trafficking;

(n) Illegal gambling.

Corruption means a dishonest activity in which a Council representative acts contrary to the interest of Council and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or organisation

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

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

Discloser is a person who makes a PID in accordance with the Act. A discloser may or may not wish to remain anonymous.

Disclosure means a Public Interest Disclosure.

Maladministration shall mean an administrative action that:

(a) Was taken contrary to law; or

(b) Was unreasonable, unjust, oppressive, or improperly discriminatory; or

(c) Was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or

(d) Was taken:

(iii) For an improper purpose; or

(iv) On irrelevant grounds; or

(v) Having regard to irrelevant considerations; or

(e) Was an action for which reasons should have been given, but were not given; or

(f) Was based wholly or partly on a mistake of law or fact; or

(g) Was wrong.

PID Coordinator is the position of Manager People and Culture (for Council employees) & Manager Corporate Services (for the public), who has been delegated the authority to manage a PID on behalf of the Chief Executive Officer.

Public Interest Disclosure ('PID') A public interest disclosure is a disclosure under *Chapter 2*, *Part 1*, *Section 11* of the Act and includes all information and help given by the discloser to a proper authority for the disclosure.

Reprisal is where a person causes, or attempts, or conspires to cause, detriment to another person because, or in the belief that:

(a) the other person or someone else has made, or intends to make a PID; or

(b) the other person or someone else is, has been, or intends to be, involved in a proceeding under the Act against any person.

Wrongdoing is behaviour or an action that fails to conform to the standards of law.

5. LEGISLATIVE REFERENCE

Crime and Corruption Act 2001 (Qld)
Disability Services Act 2006
Human Rights Act 2019 (Qld)
Information Privacy Act 2009 (Qld)
Local Government Act 2009 (Qld)
Ombudsman Act 2001(Qld)
Public Interest Disclosure Act 2010 (Qld)
Public Records Act 2002 (Qld)
Public Sector Ethics Act 1994 (Qld)

Public Interest Disclosure Standard 1/2019 (Qld)
Public Interest Disclosure Standard 2/2019 (Qld)
Public Interest Disclosure Standard 3/2019 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Complaint Management Policy
South Burnett Regional Council Councillor Code of Conduct Policy – Statutory001
South Burnett Regional Council Employee Code of Conduct
South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021
South Burnett Regional Council Public Interest Disclosure Procedure
South Burnett Regional Council Corporate Risk Management Policy – Statutory020

7. NEXT REVIEW

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

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8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Policy formed	18 September 2013	1216933
2	Policy reviewed and adopted	21 March 2018	2468278
3	Queensland Ombudsman – New PID Standards adopted	17 July 2019	2607712
4	Policy Review		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

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6.8 ADOPTION OF THE SOUTH BURNETT REGIONAL LEAVE WITHOUT PAY POLICY - STATUTORY034

File Number: **IR2802039**

Author: **Manager Corporate Services**

Authoriser: **Chief Executive Officer**

PRECIS

Adoption of the South Burnett Regional Council Leave Without Pay Policy – Statutory034

SUMMARY

This policy serves to establish a framework for applying for, assessing and approving Leave Without Pay at South Burnett Regional Council ('Council').

This policy applies to permanent and temporary employees of Council to achieve consistency of Leave Without Pay across Council.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Leave Without Pay Policy – Statutory034 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of the annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026:	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
	OR5 Continue to give priority to ongoing financial sustainability and prudent budget management.
	OR13 Implement reliable, realistic and cost-effective business systems and practices.
Annual Operational Plan 2020/21:	Develop and implement the Council Policy Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards
	Review of People and Culture Policies along with Health and Safety Policies

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation was initially undertaken with the Manager People & Culture with a draft policy prepared for circulation to Councillors and the Senior Management Team for a period of approximately three (3) weeks. The draft policy was circulated to the South Burnett Regional Council Joint Consultative Committee for review.

Feedback was received from the Chief Executive Officer, Councillor Schumacher, General Manager Finance & Corporate and Manager Finance advising no changes required. Changes between the initial draft policy and final draft policy are identified as highlighted in yellow.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Human Rights Act 2019 (Qld)

> *Section 4(b)* of the *Human Rights Act 2019* 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.

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

This policy serves to establish a framework for applying for, assessing and approving Leave Without Pay ('LWOP') at South Burnett Regional Council ('Council').

This policy applies to permanent and temporary employees of Council to achieve consistency of LWOP across Council.

There are several legislated provisions for LWOP such as LWOP for jury service, defence service, circumstances of Worker's Compensation, and for parental reasons (e.g. Unpaid Parental Leave) where the employee has met particular service requirements. However, general LWOP – outside parameters such as those listed above – is not legislated, and therefore this policy will serve to set

the framework for how LWOP may be utilised.

ATTACHMENTS

1. South Burnett Regional Council Leave Without Pay Policy - Statutory034

POLICY CATEGORY - NUMBER: Statutory034
POLICY OWNER: People & Culture

ECM ID: 2802039
ADOPTED:

Leave Without Pay 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 Corporate Services Branch.* ***A hard copy of this electronic document is considered uncontrolled****.*

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1. POLICY STATEMENT

This policy serves to establish a framework for applying for, assessing and approving Leave Without Pay ('LWOP') at South Burnett Regional Council ('Council').

2. SCOPE

This policy applies to permanent and temporary employees of Council, including casual employees as per the provisions of the relevant Award, and trainees and apprentices to achieve consistency of LWOP across Council.

3. GENERAL INFORMATION

3.1. Requirement to Apply for Leave

There are several legislated provisions for LWOP such as LWOP for jury service, defence service, circumstances of Worker's Compensation, and for parental reasons (e.g. Unpaid Parental Leave) where the employee has met particular service requirements. However, general LWOP – outside parameters such as those listed above – is not legislated, and therefore this policy will serve to set the framework for how LWOP may be utilised.

Employees must apply for leave where they plan to be absent from their normal working hours. Where the employee does not have sufficient applicable accrued paid leave (e.g. Personal Leave, Annual Leave, Long Service Leave, Rostered Days Off, Time Off In Lieu) for their period of absence, the employee will instead apply for LWOP.

LWOP may only be approved when all paid leave has been exhausted, except where the employee is entitled to Unpaid Parental Leave (refer to clause 3.4.1) or as otherwise legislated (e.g. Worker's Compensation, Service Leave), or the LWOP is for study purposes (refer to Council's Educational Assistance Procedure).

LWOP for the purposes of defence service (e.g. Defence Service Leave) shall be in accordance with Council's Defence Service Policy. LWOP for study purposes (e.g. private study, examination preparation, residential school attendance) will be in accordance with Council's Educational Assistance Procedure.

Where an employee has neglected to apply for leave prior to their absence, the period of absence

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from work may automatically be recorded as LWOP and may also lead to termination of employment as per "abandonment of employment" provisions of the relevant Certified Agreement.

3.2. Applying for Leave Without Pay

Employees may consult with the Payroll Section on their current balances of paid leave prior to applying for LWOP by completing the 'Leave Application Form'.

Applications for LWOP will go to the Supervisor, Manager and General Manager for consideration, prior to being submitted to the Chief Executive Officer for approval.

Where the application for LWOP is for **four (4) weeks** or more, the employee will be required to attach a cover letter to the 'Leave Application Form' which states:

- the purpose for the extended leave (e.g. overseas travel, Parental Leave);
- whether the employee intends to undertake paid employment during the period of leave (attaching a 'Secondary Employment Application Form' if they have another position they wish to accept); and
- a Statutory Declaration that they will not undertake outside employment during their period of absence from Council if the outside work may pose a conflict of interest with their work with Council (or as required for Parental Leave purposes – refer to clause 6.4).

Except as provided for in Parental Leave provisions of the Awards, a minimum of **six (6) weeks'** notice is required where a period of LWOP of four (4) weeks or more is being sought.

For periods of LWOP greater than four (4) weeks, the approved 'Leave Application Form' will need to be forwarded to People & Culture, who will prepare formal correspondence to the employee.

When an employee applies for or accepts LWOP, they will comply with Council's Code of Conduct for the duration of leave and expected to continue to comply with their ethical/behavioural responsibilities. For instance, the employee will be expected to declare any conflict of interest related to their Council employment that arises during their period of leave – for instance, by undertaking Secondary Employment. Also, the employee will be expected to ensure that their personal conduct does not reflect adversely on the reputation of Council. Another example of how an employee may comply with their responsibilities during their period of leave is that the employee will not make improper use of information acquired as a Local Government employee to gain, directly or indirectly, an advantage for themselves or someone else, or to cause detriment to the Local Government.

3.3. Assessment of Leave Without Pay Requests

Except where an employee is entitled to Unpaid Parental Leave (refer to clause 3.4.1) or as otherwise legislated, Council is not obligated to approve applications for LWOP. Applications may be approved where:

- the employee has a length of service of at least two (2) years with Council where the employee wishes to take extended leave from Council for a period of six (6) months or more;
- management is satisfied that Council can continue to operate effectively and efficiently in the employee's absence;
- management is satisfied that approval of the request promotes Council's work/life balance and family-friendly ethos;
- where the employee is seeking LWOP related to a course of study, management is satisfied that the leave is suitable with regard to the requirements of the study course (refer to Council's Educational Assistance Procedure);
- management is satisfied that the LWOP is of significant value to the employee; and
- the employee has demonstrated satisfactory performance in their work/study to date.

The assessment of the application is evaluated across all six (6) elements with the ability of Council to effectively and efficiently operate in the employee's absence a further significant consideration.

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3.4. Extended Leave Without Pay – Parental Purposes

The relevant Award must be read in conjunction with clause 3.4 of this policy, as different provisions apply to employees depending upon which Award they are governed by.

3.4.1. Entitlement to Unpaid Parental Leave

Where an employee has met the requirement for continuous service (generally 12 months) stipulated by their relevant Award, they may be entitled to paid Maternity/Paternity Leave and/or extended Unpaid Parental Leave for the birth/adoption of their child. The employee will be allowed an initial maximum of 12 months absence from work (dependant on leave taken by their partner/spouse, as per the Award). The employee will provide at least four (4) weeks notice of the date on which the employee proposes to commence leave and the period of leave to be taken.

The employee will be entitled to:

- any paid Maternity/Paternity component of leave;
- at their election, paid leave which they have accrued (e.g. Annual Leave, Long Service Leave, Rostered Days Off, Time Off In Lieu); and
- a period of LWOP such that the employee is provided with a maximum of 12 months absence from work

upon provision of a Medical Certificate and Statutory Declaration as required by the relevant Award.

The employee may also apply for additional Unpaid Parental Leave as provided for by their Award.

The employee may also apply to return to work on a part-time basis, in accordance with the provisions of their relevant Award.

Prior to the cessation of the period of extended leave, the employee will be expected to provide **in writing** the period of notice provided for in their Award, should they intend to:

- return to work (i.e. stating their intention to return to work – period of notice generally four (4) weeks);
- alter their period of extended leave (e.g. return to work early – period of notice generally four (4) weeks);
- return to work on a part-time basis (period of notice generally seven (7) weeks).

3.4.2. No Entitlement to Unpaid Parental Leave

Where an employee has **not** met the service requirements prior to the birth of their child and therefore is not entitled to paid Maternity/Paternity Leave or Unpaid Parental Leave, they may still apply for an extended period of LWOP. The employee will be required to provide Council with a Medical Certificate stating the expected date of confinement at least 10 weeks prior to the expected date of confinement. The employee will also provide a Statutory Declaration stating:

- that for the period of leave sought, the employee will be the primary caregiver of the child;
- the particulars of any period of leave that their partner/spouse is taking with regard to the birth/caregiving of the child;
- that the employee will not engage in any conduct inconsistent with the employee's contract of employment during the period of leave.

The employee will be required to exhaust all accrued paid leave prior to the period of LWOP commencing. Council will grant no more than 12 continuous months' absence from work in this situation.

Prior to the cessation of the period of extended leave, the employee will be expected to provide **in writing** the following periods of notice, should they intend to:

- return to work (i.e. stating their intention to return to work – period of notice is four (4) weeks);
- alter their period of extended leave (e.g. return to work early – period of notice is four (4) weeks);

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- return to work on a part-time basis (period of notice is seven (7) weeks).

The employee may apply to return to work on a part-time basis, however they have no Award entitlement for altering their hours of work. Therefore, each application to vary working hours will be determined on a case-by-case basis, in consideration of the employee's circumstances and Council's operational requirements.

3.5. Prior to Commencement of Extended Leave

Prior to commencing the period of extended leave, the employee shall:

- provide alternative contact details to Council;
- complete the Local Government Superannuation Scheme's 'Form M15 – Contribution suspension form', where the period of Leave Without Pay is greater than four (4) weeks;
- return/cease security access (e.g. return of fobs; cancellation of access codes); and
- return any other Council equipment to Council.

3.6. Consequences of Leave Without Pay

Employees applying for extended LWOP should be aware that their entitlements may be affected by their absence. Periods of LWOP may affect superannuation contributions, accrual of paid leave entitlements and Educational Assistance.

Upon return to work with Council, the employee may be returned to a position comparable in status and pay to that of their former position, and which the employee is qualified for and capable of performing. There is no guarantee that the employee will be returned to the specific position they were in when they left Council.

Periods of LWOP will not contribute towards incremental advancement, except where the employee is entitled to the period of LWOP under legislation (e.g. Unpaid Parental Leave, Service Leave). Eligibility for incremental advancement will be deferred for the period corresponding to the number of days that the employee was absent on LWOP.

Certain conditions of employment are protected during periods of LWOP – including employees will not be disadvantaged in terms of promotional opportunities because they have taken an extended absence from work.

3.7. Home-based Work

Applications to work from home as a break during LWOP will only be approved in extraordinary circumstances, especially where the employee is taking paid or unpaid Parental Leave. Home-based work will generally only be approved where the employee is able and willing to assist Council in meeting critical operational requirements that would not be met should the employee not perform the work.

Applications to work from home must include a structured arrangement and will be made and assessed in accordance with Council's Home-based Work Procedure. In addition, where a female employee is seeking to perform home-based work within the six (6) week period immediately prior to the expected date of birth of her child, or in the six (6) week period immediately after the birth, she will be required to provide Council with a medical certificate stating that she is fit to perform the outlined duties.

Applications for home-based work as part of a rehabilitation/return to work program will only be approved where Council is of the opinion that the home-based work environment and arrangements (e.g. ergonomics) cannot aggravate the illness/injury.

Where an employee is approved to work from home while on an extended absence from Council (e.g. Unpaid Parental Leave), the period of LWOP will be broken by the return to service. The period of LWOP will not be extended by the period of work.

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3.8. Rescinding of Approval

The Chief Executive Officer may overturn the approval of LWOP or defer its commencement in extraordinary circumstances, particularly dictated by operational requirements or disciplinary/performance investigations.

4. DEFINITIONS

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

Continuous Service means work for an employer on a regular and systematic basis, under an unbroken contract of employment, and including any period of part-time employment and any period of leave or absence authorised by Council or by the relevant Award.

Defence Service means the rendering of Defence service by an Australian Defence Force Reserves member as required by the Department of Defence under provisions of the *Defence Act 1903* and protected by the *Defence Reserve Service (Protection) Act 2001* (e.g. deployment/s, Continuous Full-time Service, training).

Defence Service Leave means Leave Without Pay (apart from top-up provisions), granted to Council employees who are members of the Australian Defence Force Reserves required to attend Australian Defence Force Reserves training.

Leave Without Pay means a leave of absence from Council where the employee is not paid by Council for their period of absence.

Unpaid Parental Leave means an entitlement of extended Leave Without Pay associated with the birth of a child, where an employee has met the requirement for continuous service (generally 12 months) stipulated by their relevant Award/Certified Agreement.

5. LEGISLATIVE REFERENCE

Queensland Industrial Relations Act 2016
Queensland Industrial Relations Regulations 2018
Queensland Local Government Act 2009
Queensland Local Government Industry Award – State 2017
Human Rights Act 2019

6. RELATED DOCUMENTS

South Burnett Regional Council Employee Code of Conduct
South Burnett Regional Council Certified Agreement Field Staff – 2020
South Burnett Regional Council Certified Agreement Officers – 2020
South Burnett Regional Council Employee Relations Guidelines
South Burnett Regional Council Parental Leave Guidelines
South Burnett Regional Council Defence Service Policy
Leave Application Form
Secondary Employment Application Form

7. NEXT REVIEW

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

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8. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	New Policy	4 August 2010	731786
2	Review of Policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

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6.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL WATER RESTRICTIONS POLICY - STRATEGIC015

File Number: **IR2802616**

Author: **Manager Corporate Services**

Authoriser: **Chief Executive Officer**

PRECIS

Adoption of the South Burnett Regional Council Water Restrictions Policy – Strategic015

SUMMARY

This policy provides:

- a graduated scale of controls to promote water demand management to ensure good water conservation practices within the South Burnett Regional Council defined area; and
- an operational framework to manage the risk of failure to water supply in circumstances where low rainfall, system failures, or water quality, restrict or limit the ability to supply water.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Water Restrictions Policy – Strategic015 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 2021 - 2026:	IN7 Develop a secure and reliable urban and rural water supply system through increased allocations, upgraded and renewed infrastructure and pricing models
	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making
	OR3 Manage Council assets effectively through the development and implementation of Asset Management Plans
Annual Operational Plan 2020/21:	Develop and implement the Council Policy Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation was initially undertaken with the Manager Water & WasteWater 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 General Manager Finance & Corporate, Manager Corporate Services, Manager Finance and Councillor Kathy Duff. Formatting changes were considered by Manager

Water & Wastewater and accepted. Substantiative changes made between initial draft and final draft are identified in yellow highlight.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Environmental Planning Act 1994 (Qld)

Planning Act 2016 (Qld)

State Penalties Enforcement Act 1999 (Qld)

State Penalties Enforcement Regulation 2014 (Qld)

Water Act 2008 (Qld)

Water Supply (Safety and Reliability) Act 2008 (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.

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Water Restriction management practices impact directly on the core business of Council and appropriate water restriction management is required to achieve Council's strategic service delivery objectives. Adopting water restriction management principles will assist in achieving Council's organisational objectives, including Council's Strategic Long-Term Plan for water security.

Sustainable water restrictions ensure that services are delivered in a socially, economically, and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.

ATTACHMENTS

1. South Burnett Regional Council Water Restrictions Policy - Strategic015

POLICY CATEGORY - NUMBER: Strategic015
POLICY OWNER: Water & Wastewater

ECM ID: 2802616
ADOPTED:

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

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1. POLICY STATEMENT

The purpose of this policy is to set guidelines for implementing Water Restrictions throughout South Burnett Regional Council ('Council').

2. SCOPE

This policy provides a graduated scale of controls to promote water demand management to ensure good water conservation practices within the region.

To provide an operational framework to manage the risk of failure to water supply in circumstances where low rainfall, system failures, or water quality, restrict or limit the ability to supply water.

Water Restriction management practices impact directly on the core business of Council and appropriate water restriction management is required to achieve our strategic service delivery objectives. Adopting water restriction management principles will assist in achieving our organisational objectives, including Council's Strategic Long-Term Plan for water security. Sustainable water restrictions ensure that services are delivered in a socially, economically and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.

Section 41 of the *Water Supply (Safety and Reliability) Act 2008* states:

"*If a water service provider considers it necessary, because of climatic conditions or water conservation needs, the water service provider may restrict –*

(a) the volume of water supplied to a customer; or

(b) the hours when water may be used on premises for stated purposes; or

(c) the way water may be used on premises.

The water service provider may impose a restriction under subsection (1) (a service provider water restriction) only if –

(a) there is an urgent need for the water restriction; or

(b) *the available water supply has fallen to a level at which unrestricted use of the water is not in the public interest; or*

(c) *the service provider has a reasonable and comprehensive demand management strategy and the restriction is essential to ensure the aims of the strategy are met; or*

(d) *the service provider has an outdoor water use conservation plan and the restriction is a measure to be implemented under the plan; or*

(e) *the minister has published a notice under section 22 or if a regulation has been made under section 23."*

"A water service provider may apply a restriction imposed under subsection (1) to water taken from a rainwater tank connected to the service provider's reticulated supply."

"A restriction may provide an exemption from all or part of the restriction."

Section 43 of the *Water Supply (Safety and Reliability) Act 2008* states:

1. *A water service provider must give notice of a service provider water restriction imposed by the service provider to anyone affected by it in the way the service provider considers appropriate having regard to the circumstances in which the restriction is imposed"*
2. *The service provider water restriction does not have effect until the beginning of the day after the notice is given.*

The public will be notified of any changes to the water restrictions by the placement of a public notice in a newspaper the day before the water restrictions come into force.

3. GENERAL INFORMATION

3.1. Level of Water Restrictions

The level of water restrictions shall be based on the available storage volumes and categorised according to available surface storage volume, available bore yields and available plant capacity.

Level of restrictions will be determined on a Scheme by Scheme basis. Restrictions imposed have to be reasonable and not cause unnecessary community hardship.

3.1.1. Variations and Exemptions to Water Restrictions

Applications for exemptions from water restrictions or variations to watering Start/Finish times must be made in writing. Application forms are available at Customer Service Centres.

The Manager Water and Wastewater is authorised to decide applications for variations to the standard watering Start/Finish times which do not involve an increase in the total allowable watering time per week for each level of restriction. Details of such decisions shall be provided in writing to the applicant and any decision to vary the standard watering Start/Finish times shall be recorded in Council's database.

The Manager Water and Wastewater is authorised to determine applications for short term exemptions (i.e. increase in the total allowable watering time per week) from the imposed watering periods allowable for each level of restriction. Details of such decisions shall be provided in writing to the applicant and shall be recorded in Council's database.

3.1.2. Council Water Efficiency Management Plan

Council as a public body charged with maintaining community assets will conduct their business under a Water Efficiency Management Plan to ensure liveability and public health.

3.2. Infringement Notices

It is an offence for a person to contravene a water restriction as per *Section 43(5) of the Water Supply (Safety and Reliability) Act 2008.* The maximum penalty for contravening a water restriction is:

(a) for a non-residential customer—1665 penalty units (as prescribed by legislation); or
(b) for any other person—200 penalty units (as prescribed by legislation).

An infringement notice may be issued by Council for contravening a water restriction as per *Section 13, State Penalties Enforcement Act 1999*, *Section 4, State Penalties Enforcement Regulation 2014*.

Schedule 1 of the *State Penalties Enforcement Regulation 2014* ('Regulation') prescribes the infringement notice fine for contravening a water restriction as:

(a) for an individual – 3 penalty units (as prescribed by Regulation); or
(b) for a corporation – 15 penalty units (as prescribed by Regulation).

3.3 Water Restriction Schedules

Water restriction schedules are as follows:

Residential Water Restrictions						
Permitted Uses	**Water Conservation Level 1**	**Water Conservation Level 2**	**Water Conservation Level 3**	**Water Conservation Level 4**	**Water Conservation Level 5**	**Water Conservation Level 6**
Target Consumption	***Litres/Person/Day 220***	***Litres/Person/Day 180***	***Litres/Person/Day 160***	***Litres/Person/Day 140***	***Litres/Person/Day 120***	***Litres/Person/Day 80***
Gardens, lawns and landscaping of residential dwelling	All watering devices are permitted within the following times: ODD numbered and unnumbered properties Tuesday, Thursday & Saturday EVEN numbered properties Wednesday, Friday & Sunday • 6.00am-9.00am & 5.00pm-8.00pm April to September • 5.00am-8.00am & 6.00pm-9.00pm October to March Sprinklers are permitted Buckets at any time excluding Mondays	All watering devices are permitted within the following times: ODD numbered and unnumbered properties Tuesday, Thursday & Saturday EVEN numbered properties Wednesday, Friday & Sunday • 6.00am-8.00am & 5.00pm-7.00pm April to September • 5.00am-7.00am & 6.00pm-8.00pm October to March Sprinklers are permitted Buckets at any time excluding Mondays	Watering restricted to handheld hoses & permitted drip irrigation systems within the following times: ODD numbered and unnumbered properties Tuesday, Thursday & Saturday EVEN numbered properties Wednesday, Friday & Sunday • 6.00am-7.00am & 5.00pm-6.00pm April to September • 6.00am-7.00am & 7.00pm-8.00pm October to March Sprinklers are permitted Buckets at any time excluding Mondays	Watering restricted to handheld hoses & permitted drip irrigation systems within the following times: ODD numbered and unnumbered properties Tuesday, Thursday & Saturday EVEN numbered properties Wednesday, Friday & Sunday • 5.00pm-6.00pm April to September • 7.00pm-8.00pm October to March Sprinklers & sprinkler irrigation systems not permitted Buckets at any time excluding Mondays	Watering is permitted with a bucket filled directly from tap only within the following times: ODD numbered and unnumbered properties Tuesday, Thursday & Saturday EVEN numbered properties Wednesday, Friday & Sunday • 5.00pm-6.00pm April to September • 7.00pm-8.00pm October to March Use of all water devices are not permitted (excluding buckets) Watering lawns is not permitted	Total ban on all outdoor use of water Watering of new and established gardens, lawns and landscaping is not permitted
Filling / topping up of rainwater tanks	Not permitted without Council approval	Not permitted without Council approval	Not permitted without Council approval	Not permitted without Council approval	Not permitted without Council approval	Not permitted without Council approval

Permitted Uses	Water Conservation Level 1	Water Conservation Level 2	Water Conservation Level 3	Water Conservation Level 4	Water Conservation Level 5	Water Conservation Level 6
Target Consumption	***Litres/Person/Day 220***	***Litres/Person/Day 180***	***Litres/Person/Day 160***	***Litres/Person/Day 140***	***Litres/Person/Day 120***	***Litres/Person/Day 80***
Filling / topping up of swimming pools & spas	Permitted during watering times	Permitted during watering times	Permitted during watering times	Permitted during watering times	Not permitted unless from an alternative water source	Not permitted unless from an alternative water source
Washing of vehicle/ house/ windows/ boat House and roof washing / hosing of hard surface areas (other than by a commercial service provider)	Permitted during watering times	Permitted during watering times	Permitted during watering times	Permitted during watering times	Not permitted	Not permitted
Water toys & filling / topping up off fountains/ponds	Permitted during watering times	Permitted during watering times	Permitted during watering times	Prohibited at all times	Prohibited at all times	Prohibited at all times
Exemptions	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**
Target Consumption	***Litres/Person/Day 220***	***Litres/Person/Day 180***	***Litres/Person/Day 160***	***Litres/Person/Day 140***	***Litres/Person/Day 120***	***Litres/Person/Day 80***
Watering of new gardens, lawns and landscaping	Exemption application required • 1 hour on day of establishment (excl. Mondays) attended hand-held hose during nominated times 1 hour daily for 2 week period excluding Mondays during nominated times	Exemption application required • 1 hour on day of establishment (excl. Mondays) attended hand-held hose during nominated times 1 hour daily for 2 week period excluding Mondays during nominated times	Exemption application required • 1 hour on day of establishment (excl. Mondays) attended hand-held hose during nominated times 1 hour daily for 2 week period excluding Mondays during nominated times	No exemptions will be issued	No exemptions will be issued	No exemptions will be issued

Exemptions	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Target Consumption	***Litres/Person/Day 220***	***Litres/Person/Day 180***	***Litres/Person/Day 160***	***Litres/Person/Day 140***	***Litres/Person/Day 120***	***Litres/Person/Day 80***
Other Purposes	Subject to individual application to Council. Must display a Council approved sign	Subject to individual application to Council. Must display a Council approved sign	Subject to individual application to Council. Must display a Council approved sign	Subject to individual application to Council. Must display a Council approved sign	Subject to individual application to Council. Must display a Council approved sign	Subject to individual application to Council. Must display a Council approved sign

Commercial and non-residential Water Restrictions						
Permitted Uses	**Water Conservation Level 1**	**Water Conservation Level 2**	**Water Conservation Level 3**	**Water Conservation Level 4**	**Water Conservation Level 5**	**Water Conservation Level 6**
Target Consumption	***Litres/Person/Day 220***	***Litres/Person/Day 180***	***Litres/Person/Day 160***	***Litres/Person/Day 140***	***Litres/Person/Day 120***	***Litres/Person/Day 80***
Gardens, lawns and landscaping of commercial and non-residential premises	All watering devices are permitted within the following times: ODD numbered and unnumbered properties Tuesday, Thursday & Saturday EVEN numbered properties Wednesday, Friday & Sunday • 6.00am-9.00am & 5.00pm-8.00pm April to September • 5.00am-8.00am & 6.00pm-9.00pm October to March Sprinklers are permitted Buckets at any time excluding Mondays	All watering devices are permitted within the following times: ODD numbered and unnumbered properties Tuesday, Thursday & Saturday EVEN numbered properties Wednesday, Friday & Sunday • 6.00am-8.00am & 5.00pm-7.00pm April to September • 5.00am-7.00am & 6.00pm-8.00pm October to March Sprinklers are permitted Buckets at any time excluding Mondays	All watering devices are permitted within the following times: ODD numbered and unnumbered properties Tuesday, Thursday & Saturday EVEN numbered properties Wednesday, Friday & Sunday • 6.00am-7.00am & 5.00pm-6.00pm April to September • 6.00am-7.00am & 7.00pm-8.00pm October to March Sprinklers are permitted Buckets at any time excluding Mondays	Watering restricted to hand held hoses & permitted drip irrigation systems within the following times: ODD numbered and unnumbered properties Tuesday, Thursday & Saturday EVEN numbered properties Wednesday, Friday & Sunday • 5.00pm-6.00pm April to September • 7.00pm-8.00pm October to March Sprinklers & sprinkler irrigation systems not permitted Buckets at any time excluding Mondays	Watering is permitted with a bucket filled directly from tap only within the following times: ODD numbered and unnumbered properties Tuesday, Thursday & Saturday EVEN numbered properties Wednesday, Friday & Sunday • 5.00pm-6.00pm April to September • 7.00pm-8.00pm October to March Use of all water devices are not permitted (excluding buckets) Watering lawns is not permitted	Total ban on all outdoor use of water Watering of new and established gardens, lawns and landscaping is not permitted

Permitted Uses	Water Conservation Level 1	Water Conservation Level 2	Water Conservation Level 3	Water Conservation Level 4	Water Conservation Level 5	Water Conservation Level 6
Target Consumption	***Litres/Person/Day 220***	***Litres/Person/Day 180***	***Litres/Person/Day 160***	***Litres/Person/Day 140***	***Litres/Person/Day 120***	***Litres/Person/Day 80***
Council parks, road reserves other than Parks and Gardens of significance and heritage gardens (as determined by Council)	Council parks and road reserves can be watered as per Council's WEMP	Council parks and road reserves can be watered as per Council's WEMP	Council parks and road reserves can be watered as per Council's WEMP	Council parks and road reserves can be watered as per Council's WEMP	Council parks and road reserves can be watered as per Council's WEMP	Council parks and road reserves can be watered as per Council's WEMP
Sports Grounds – active playing surfaces only	Active playing surfaces can be watered to allow competitive sport and/or to maintain ability to be used for the intended active purpose during residential watering times	Active playing surfaces can be watered to allow competitive sport and/or to maintain ability to be used for the intended active purpose during residential watering times	Active playing surfaces can be watered to allow competitive sport and/or to maintain ability to be used for the intended active purpose during residential watering times	Active playing surfaces can be watered to allow competitive sport and/or to maintain ability to be used for the intended active purpose during residential watering times	Watering of active playing surfaces is not permitted unless using an alternative water source	Watering of active playing surfaces is not permitted unless using an alternative water source
Nurseries, turf farms and market gardens (commercial stock & production areas)	Nurseries, turf farms and market gardens can be watered during residential watering times	Nurseries, turf farms and market gardens can be watered during residential watering times	Nurseries, turf farms and market gardens can be watered during residential watering times	Nurseries, turf farms and market gardens can be watered during residential watering times	Nurseries, turf farms and market gardens can not be watered unless using an alternative water source	Nurseries, turf farms and market gardens can not be watered unless using an alternative water source
Commercial window, building façade and roof cleaning/painting and resurfacing	Washing permitted	Washing permitted	Washing permitted	Washing permitted if undertaken with a high-pressure water cleaning unit connected to a trigger nozzle	Washing permitted if undertaken with buckets filled directly from a tap or if using an alternative water source	Not permitted

Permitted Uses	Water Conservation Level 1	Water Conservation Level 2	Water Conservation Level 3	Water Conservation Level 4	Water Conservation Level 5	Water Conservation Level 6
Target Consumption	***Litres/Person/Day 220***	***Litres/Person/Day 180***	***Litres/Person/Day 160***	***Litres/Person/Day 140***	***Litres/Person/Day 120***	***Litres/Person/Day 80***
Animal Husbandry (stock, pets, kennels, pounds or agricultural premises)	Water use is permitted at any time for animal welfare and survival	Water use is permitted at any time for animal welfare and survival	Water use is permitted at any time for animal welfare and survival	Water use is permitted at any time for animal welfare and survival	Water use is permitted at any time for animal welfare and survival	Water use is permitted at any time for animal welfare and survival
Cleaning paved areas (streets, driveways, commercial buildings, synthetic playing surfaces)	Permitted during watering times. Must be undertaken with a high-pressure water cleaning unit connected to a trigger nozzle. Cleaning with a bucket permitted at any time	Permitted during watering times. Must be undertaken with a high-pressure water cleaning unit connected to a trigger nozzle. Cleaning with a bucket permitted at any time	Permitted during watering times. Must be undertaken with a high-pressure water cleaning unit connected to a trigger nozzle. Cleaning with a bucket permitted at any time	Permitted during watering times. Must be undertaken with a high-pressure water cleaning unit connected to a trigger nozzle. Cleaning with a bucket permitted at any time	Hosing of paved areas is prohibited other than in the event of, or where there is a risk of accident, fire, hazard to health, safety or environment and then may only be undertaken with a bucket	Hosing of paved areas is prohibited other than in the event of, or where there is a risk of accident, fire, hazard to health, safety or environment and then may only be undertaken with a bucket
Miscellaneous use of water from Council's standpipe	Permitted	Permitted	Permitted	Permitted for domestic use only	Permitted for domestic use only	Permitted for emergency domestic use only
Miscellaneous use of potable water as a business activity	Exemptions to the restrictions may be obtained which may include the requirement for a WEMP and displaying of Council approved sign	Exemptions to the restrictions may be obtained which may include the requirement for a WEMP and displaying of Council approved sign	Exemptions to the restrictions may be obtained which may include the requirement for a WEMP and displaying of Council approved sign	Exemptions to the restrictions may be obtained which may include the requirement for a WEMP and displaying of Council approved sign	Exemptions to the restrictions may be obtained which may include the requirement for a WEMP and displaying of Council approved sign	Not permitted

Permitted Uses	Water Conservation Level 1	Water Conservation Level 2	Water Conservation Level 3	Water Conservation Level 4	Water Conservation Level 5	Water Conservation Level 6
Target Consumption	***Litres/Person/Day 220***	***Litres/Person/Day 180***	***Litres/Person/Day 160***	***Litres/Person/Day 140***	***Litres/Person/Day 120***	***Litres/Person/Day 80***
Vehicle washing (Mobile and fixed detailers, community fundraising, commercial/business vehicles)	Permitted during watering times	Permitted during watering times	Permitted during watering times	Permitted during watering times	Permitted if undertaken with buckets filled directly from a tap or using an alternative water source	Not permitted
Development sites, estates, commercial construction and related activities and road construction	Dust suppression undertaken must be in accordance with an approved Environmentally Relevant Activity licence under the *Planning Act 2016* or the *Environmental Protection Act 1994* or Council Development permit. Targets for reduced use of potable water and substitute use of recycled water or other alternative source will apply as agreed by Council	Dust suppression undertaken must be in accordance with an approved Environmentally Relevant Activity licence under the *Planning Act 2016* or the *Environmental Protection Act 1994* or Council Development permit. Targets for reduced use of potable water and substitute use of recycled water or other alternative source will apply as agreed by Council	Dust suppression undertaken must be in accordance with an approved Environmentally Relevant Activity licence under the *Planning Act 2016* or the *Environmental Protection Act 1994* or Council Development permit. Targets for reduced use of potable water and substitute use of recycled water or other alternative source will apply as agreed by Council	Dust suppression undertaken must be in accordance with an approved Environmentally Relevant Activity licence under the *Planning Act 2016* or the *Environmental Protection Act 1994* or Council Development permit. Targets for reduced use of potable water and substitute use of recycled water or other alternative source will apply as agreed by Council	Dust suppression undertaken must be in accordance with an approved Environmentally Relevant Activity licence under the *Planning Act 2016* or the *Environmental Protection Act 1994* or Council Development permit. Targets for reduced use of potable water and substitute use of recycled water or other alternative source will apply as agreed by Council	Not permitted unless using an alternative water source
Minor Dams (not 'referable dams' under *Water Act 2000* or *Water Resources Act 1989)*	Topping up with potable water is prohibited	Topping up with potable water is prohibited	Topping up with potable water is prohibited	Topping up with potable water is prohibited	Topping up with potable water is prohibited	Topping up with potable water is prohibited

Exemptions	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Target Consumption	***Litres/Person/Day 220***	***Litres/Person/Day 180***	***Litres/Person/Day 160***	***Litres/Person/Day 140***	***Litres/Person/Day 120***	***Litres/Person/Day 80***
Watering of new gardens, lawns and landscaping	Exemption application required • 1 hour on day of establishment attended hand-held hose during nominated times • 1 hour daily for 2 week period excluding Mondays during nominated times Must display a Council approved sign	Exemption application required • 1 hour on day of establishment attended hand-held hose during nominated times • 1 hour daily for 2 week period excluding Mondays during nominated times Must display a Council approved sign	Exemption application required • 1 hour on day of establishment attended hand-held hose during nominated times • 1 hour daily for 2 week period excluding Mondays during nominated times Must display a Council approved sign	No exemptions will be issued	No exemptions will be issued	No exemptions will be issued
Sports Grounds – active playing surfaces only	Exemption application required. Must display a Council approved sign	Exemption application required. Must display a Council approved sign	Exemption application required. Must display a Council approved sign	Exemptions to the restrictions may be obtained from Council which will include the requirement for a WEMP and display a Council approved sign	Exemptions to the restrictions may be obtained from Council which will include the requirement for a WEMP and display a Council approved sign	No exemptions will be issued
Nurseries, turf farms and market gardens (commercial stock & production areas)	Exemption application required. Must display a Council approved sign	Exemption application required. Must display a Council approved sign	Exemption application required. Must display a Council approved sign	Exemptions to the restrictions may be obtained from Council which will include the requirement for a WEMP and display a Council approved sign	Exemptions to the restrictions may be obtained from Council which will include the requirement for a WEMP and display a Council approved sign	No exemptions will be issued

Exemptions	Level 1	Levlel 2	Level 3	Level 4	Level 5	Level 6
Target Consumption	***Litres/Person/Day 220***	***Litres/Person/Day 180***	***Litres/Person/Day 160***	***Litres/Person/Day 140***	***Litres/Person/Day 120***	***Litres/Person/Day 80***
Vehicle washing (Mobile and fixed detailers, community fundraising, commercial/business vehicles)	Exemptions to the restrictions may be obtained from Council which may include the requirement for a WEMP and display a Council approved sign	Exemptions to the restrictions may be obtained from Council which may include the requirement for a WEMP and display a Council approved sign	Exemptions to the restrictions may be obtained from Council which may include the requirement for a WEMP and display a Council approved sign	Exemptions to the restrictions may be obtained from Council which may include the requirement for a WEMP and display a Council approved sign	Exemptions to the restrictions may be obtained from Council which may include the requirement for a WEMP and display a Council approved sign	No exemptions will be issued
Residential construction activity	Exemption application required	Exemption application required	Exemption application required	Exemption application required	Exemption application required	Exemption application required

No restrictions apply in the event where there is risk of an accident, fire, hazard to health, safety or environment.

TRIGGER POINTS						
	Water Conservation Level 1	**Water Conservation Level 2**	**Water Conservation Level 3**	**Water Conservation Level 4**	**Water Conservation Level 5**	**Water Conservation Level 6**
Target Consumption	***Litres/Person/Day 220***	***Litres/Person/Day 180***	***Litres/Person/Day 160***	***Litres/Person/Day 140***	***Litres/Person/Day 120***	***Litres/Person/Day 80***
Kingaroy/Blackbutt/Proston/Proston Rural Scheme/Boondooma Tourist Park						
Characteristics of available water supply to impose restrictions	Boondooma Dam – 100% capacity /100% announced allocation	Boondooma Dam – 75% capacity /80% announced allocation	Boondooma Dam – 35% capacity – 2 years supply remaining / 75% announced allocation	Boondooma Dam – 25% capacity – 10 months supply remaining/ 65% announced allocation	Boondooma Dam – 20% capacity/ 55% announced allocation	Boondooma Dam – 15% capacity/ 50% announced allocation
Trigger point to lift restrictions		Boondooma Dam 90% capacity	Boondooma Dam 80% capacity	Boondooma Dam 45% capacity	Boondooma Dam 35% capacity	Boondooma Dam 25% capacity
Murgon/Wondai/Tingoora/Yallakool Tourist Park						
Characteristics of available water supply to impose restrictions	Bjelke-Petersen Dam - 100% capacity /100% announced allocation	Bjelke-Petersen Dam - 80% capacity /100% announced allocation	Bjelke-Petersen Dam - 20% capacity /100% announced allocation	Bjelke-Petersen Dam - 10% capacity 2 years supply remaining /<100% announced allocation	Bjelke-Petersen Dam - 5% capacity 10 months supply remaining /<100% announced allocation	Bjelke-Petersen Dam - 2% capacity /<100% announced allocation
Trigger point to lift restrictions		Bjelke-Petersen Dam 90% capacity	Bjelke-Petersen Dam 40% capacity	Bjelke-Petersen Dam 25% capacity	Bjelke-Petersen Dam 15% capacity	Bjelke-Petersen Dam 5% capacity

	Water Conservation Level 1	Water Conservation Level 2	Water Conservation Level 3	Water Conservation Level 4	Water Conservation Level 5	Water Conservation Level 6
Target Consumption	***Litres/Person/Day 220***	***Litres/Person/Day 180***	***Litres/Person/Day 160***	***Litres/Person/Day 140***	***Litres/Person/Day 120***	***Litres/Person/Day 80***
Wooroolin Bores						
Characteristics of available water supply to impose restrictions	Reduction in bore/ treatment plant capacity of 10% with a likely duration of >5 days/standing water level <10 m	Reduction in bore/ treatment plant capacity of 15% with a likely duration of >5 days/standing water level 16–22 m	Reduction in bore/ treatment plant capacity of 30% with a likely duration of >5 days/standing water level 22-30 m	Reduction in bore/ treatment plant capacity of 45% with a likely duration of >5 days/standing water level 30-50 m	Reduction in bore/ treatment plant capacity of 60% with a likely duration of >5 days/standing water level 30-50 m	Reduction in bore/ treatment plant capacity of 75% with a likely duration of >5 days/standing water level > 50 m
Trigger point to lift restrictions		Bore yield returns to normal levels	Bore yield returns to normal levels	Bore yield returns to normal levels	Bore yield returns to normal levels	Bore yield returns to normal levels
Kumbia Bores						
Characteristics of available water supply to impose restrictions	Reduction in bore/ treatment plant capacity of 10% with a likely duration of >5 days/standing water level <6 m	Reduction in bore/ treatment plant capacity of 15% with a likely duration of >5 days/standing water level 9–12 m	Reduction in bore/ treatment plant capacity of 30% with a likely duration of >5 days/standing water level 12-15 m	Reduction in bore/ treatment plant capacity of 45% with a likely duration of >5 days/standing water level 15-18 m	Reduction in bore/ treatment plant capacity of 60% with a likely duration of >5 days/standing water level 18-20 m	Reduction in bore/ treatment plant capacity of 75% with a likely duration of >5 days/standing water level > 20 m
Trigger point to lift restrictions		Bore yield returns to normal levels	Bore yield returns to normal levels	Bore yield returns to normal levels	Bore yield returns to normal levels	Bore yield returns to normal levels
Nanango Bores						
Characteristics of available water supply to impose restrictions	Reduction in bore/ treatment plant capacity of 10% with a likely duration of >5 days/standing water level <8 m	Reduction in bore/ treatment plant capacity of 15% with a likely duration of >5 days/standing water level 9–11.5 m	Reduction in bore/ treatment plant capacity of 30% with a likely duration of >5 days/standing water level 11.5-14 m	Reduction in bore/ treatment plant capacity of 45% with a likely duration of >5 days/standing water level 14-17 m	Reduction in bore/ treatment plant capacity of 60% with a likely duration of >5 days/standing water level 17-20 m	Reduction in bore/ treatment plant capacity of 75% with a likely duration of >5 days/standing water level > 20 m
Trigger point to lift restrictions		Bore yield returns to normal levels	Bore yield returns to normal levels	Bore yield returns to normal levels	Bore yield returns to normal levels	Bore yield returns to normal levels

	Water Conservation Level 1	Water Conservation Level 2	Water Conservation Level 3	Water Conservation Level 4	Water Conservation Level 5	Water Conservation Level 6
Target Consumption	***Litres/Person/Day 220***	***Litres/Person/Day 180***	***Litres/Person/Day 160***	***Litres/Person/Day 140***	***Litres/Person/Day 120***	***Litres/Person/Day 80***
Blackbutt Irrigators allowance of 100 megalitres shared between 3 irrigators and Blackbutt Golf Club						
Characteristics of available water supply to impose restrictions	Boondooma Dam – 100% capacity /100% announced allocation	Boondooma Dam – 75% capacity /80% announced allocation	Boondooma Dam – 35% capacity – 2 years supply remaining/75% announced allocation 70% of agreed irrigation allocation	Boondooma Dam – 25% capacity – 10 months supply remaining/65% announced allocation 50% of agreed irrigation allocation	Boondooma Dam – 20% capacity/ 55% announced allocation 25% of agreed irrigation allocation	Boondooma Dam – 15% capacity/ 50% announced allocation 0% of agreed irrigation allocation
Trigger point to lift restrictions		Boondooma Dam 90% capacity	Boondooma Dam 80% capacity	Boondooma Dam 45% capacity	Boondooma Dam 35% capacity	Boondooma Dam 25% capacity
Proston Rural Scheme Rural Producers						
Characteristics of available water supply to impose restrictions	Boondooma Dam – 100% capacity /100% announced allocation	Boondooma Dam – 75% capacity /80% announced allocation	Boondooma Dam – 35% capacity – 2 years supply remaining/75% announced allocation	Boondooma Dam – 25% capacity – 10 months supply remaining/65% announced allocation. Rural Producers to be notified to prepare for destocking	Boondooma Dam – 20% capacity/55% announced allocation. Rural Producers to be notified to commence destocking	Boondooma Dam – 15% capacity/ 50% announced allocation. Zero stock water available
Trigger point to lift restrictions		Boondooma Dam 90% capacity	Boondooma Dam 80% capacity	Boondooma Dam 45% capacity	Boondooma Dam 35% capacity	Boondooma Dam 25% capacity

4. DEFINITIONS

Active playing surface means sporting fields located within schools, universities, technical colleges, learning centres, childcare centres and sporting fields (with sporting fields)

Allotted watering days means:

Odd numbered and unnumbered properties: Tuesday, Thursday and Saturday
Even numbered properties: Wednesday, Friday and Sunday

Alternative Water Source means water that is not from a South Burnett Regional Council water supply source, such as a private bore, dam or creek.

Bjelke-Petersen Dam Capacity means 10% = two (2) years supply, 5% = 10 months supply, dead pool storage is 1,000 megalitres.

Boondooma Dam Capacity means 35% = two (2) years supply, 25% = 10 months supply, dead pool storage is 8360 megalitres which Sunwater can access via floating pumps.

Bucket means any container, including a watering can, with a maximum capacity of 15 litres.

Bucket Watering means watering from a hand held bucket that is filled directly from a fixed tap and carried to plants.

Commercial and non-residential premise means businesses, government and local government premises, private training centres, institutions, nursing homes, public/private hospitals, retirement villages, caravan parks, churches, convents, halls, showgrounds, neighbourhood centres, shopping centres, sporting clubs (no sporting fields), medical/dental clinics, transport depots, nurseries, market gardens, turf farms, schools, technical colleges, universities, learning centres, conference centres, childcare centres, parks and gardens of significance, heritage gardens and corporate parks.

Council approved sign means that is complies with the standard signage issued by Council and displays the appropriate permit or approval number if a permit or approval number has been issued as part of the approval process.

Domestic use means for internal household use.

Exemption means the applicant can use water outside of watering restrictions for the period and uses stated on the exemption. All exemptions are subject to the approval of the Manager Water and Wastewater.

Handheld hose means a hose fitted with a trigger nozzle and only held by hand. This includes the use of a pressure cleaning device.

High pressure water cleaning unit means a machine which has a pump to increase the pressure of the water delivered from a trigger nozzle, forming part of the device.

Not permitted means water must not have been taken from Council's water supply but an alternate water source may be used.

Paved area means any roadway, footpath, driveway or other area with a concrete, asphalt, brick, pavers, tile, bitumen or similar surface.

Permitted Drip Irrigation System means an irrigation system with drippers which have a discharge rate not greater than eight (8) litres/hour with a maximum rate of the complete irrigation system of five (5) litres/minute. The system must be attached to a timer shutoff.

Residential construction activity means non-commercial, outdoor building and home improvement activities.

Residential dwelling means houses (single dwellings) townhouses, multi-unit development, flats, boarding houses and hostels.

Sprinkler irrigation system means any system that sprinkles or sprays water, including sprinklers, soaker hoses and microsprays.

Target consumption means litres per person per day exceeded greater than five (5) days moving to

next level

Timer shutoff means a device which can be set to close off flow of water at either a specific time or period elapsed since commencement. This includes both manual and automatic devices.

Trigger or twist action nozzle means a nozzle, controlled by a trigger, button, twist action or similar mechanism which must be controlled by hand for water to flow.

Vehicle washing in permanent commercial premise means vehicle service centres, motor vehicle dealerships, bay car wash, self-serve car wash and automatic car wash machines.

Water demand management means the adoption of policies by a water service provider designed to influence the demand for water in ways that recognise the value of water as a community resource.

Watering devices means hoses, hand-held hoses, sprinklers, soaker hoses, sprinkler irrigation systems, drip irrigation systems and pressure cleaners.

Water Efficiency Management Plan (WEMP) means a document prepared for a particular property or activity that defines water efficient practices appropriate to that property or activity which will achieve the required reduction in water consumption. The document defines the permitted water practices that will be applicable to that property or activity.

Water restrictions means regulations introduced to decrease water consumption to ensure that water supply can be sustained, considering volume, quality or supply constraints.

Water supply capacity means the total volume of water Council is able to supply at a sustainable rate. This may be expressed as a percentage by combining all supply sources for each community.

Water toys means any toy that is operated by running water supplied by a hose and used for recreational purposes.

5. LEGISLATIVE REFERENCE

Environmental Planning Act 1994

Planning Act 2016

State Penalties Enforcement Act 1999

State Penalties Enforcement Regulation 2014

Water Act 2008

Water Supply (Safety and Reliability) Act 2008

6. RELATED DOCUMENTS

7. NEXT REVIEW

As prescribed by legislation or every two (2) years

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

6.10 WORKS FOR QUEENSLAND AND CAPITAL PROJECT UPDATE REPORT

File Number: **16 June 2021**

Author: **Strategic Asset Management Accountant**

Authoriser: **Chief Executive Officer**

PRECIS

Works for Queensland and Capital Project Update

SUMMARY

As at 31 May 2021 Capital expenditure is tracking at 62% of total capital budget and 84% when committed costs are included in expenditure.

Of Councils current 20/21 capital budget externally funded projects, funded by either grant funded or developer contributions, make up 33%. As at 31 May 2021 Capital expenditure for externally funded projects is tracking at 71% and 88% when committed costs are included in expenditure.

OFFICER'S RECOMMENDATION

That the Executive and Finance & Corporate Standing Committee accept and receive the information as presented in this report.

BACKGROUND

Every year Council adopt a Capital budget made up of capital projects to be delivered in that financial year. Projects within this budget have various funding sources including works under construction from the prior year, funded depreciation, restricted cash, proceeds from sale of fleet, grant funding and developer contributions.

Grant funding and developer contributions are the two externally funded sources which both often have milestones and target completion dates to have either completed the project or spent the money. Sometimes if the money isn't fully spent by the milestone date the funding can be unclaimable or if already received may need to be returned to the funding body. Council therefore prioritises the completion of externally funded capital programs.

Councils 20/21 Capital budget includes Grant funding and developer contributions from the following funding bodies

- W4Q Works for Queensland
- DCP Drought Communities Program
- RTR Roads to Recovery
- RTR(D) Roads to Recovery – Drought
- TIDS Transport Infrastructure Development Scheme
- LRCI Local Roads Community Infrastructure
- STIP School Transport Infrastructure Program
- CATCON Civil Allied Technical Construction Pty Ltd
- GE GE Renewable Energy

ATTACHMENTS

1. **Capex Report as at 31 May 2021**
2. **Capex Summary by Funding Source as at 31 May 2021**

2020/2021 Capex Report for Council

					EXPENDITURE BUDGET						EXPENDITURE ACTUALS		
Project Code	Project Description	Financial Project	Project Manager	Total Budgeted Revenue	2020/2021 Adopted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
Buildings & Other Structures													
Admin Office - Kinga													
005993	W4Q4-Kingaroy-Forcourt & Carpark CCTV	**100713**	Leanne Petersen	150,000.00	150,000.00	-	-	-	-	150,000.00	22,410.00	10,038.18	32,448.18
006004	Kingaroy-Admin Building-Airconditioning	**100192**	Leanne Petersen	25,700.90	125,000.00	-	-	-	- 99,299.10	25,700.90	2,556.32	31,334.58	33,890.90
			Sub Activity Subtotal	**175,700.90**	**275,000.00**	-	-	-	- **99,299.10**	**175,700.90**	**24,966.32**	**41,372.76**	**66,339.08**
Admin Office - Wonda													
006005	Wondai-Record Building-Fire Wall	**100628**	Leanne Petersen	14,000.00	14,000.00	-	-	-	-	14,000.00	25,015.00	-	25,015.00
			Sub Activity Subtotal	**14,000.00**	**14,000.00**	-	-	-	-	**14,000.00**	**25,015.00**	-	**25,015.00**
Aerodrome - Kingaroy													
005771	CP - Aerodrome-Kingaroy-Boundary Fencing	**100523**	Greg Griffiths	-	47,000.00	35,000.00	-	-	- 82,000.00	-	-	750.00	750.00
006006	CP - Aerodrome Kingaroy - Apron Seal	**100523**	Greg Griffiths	59,000.00	59,000.00	-	-	-	-	59,000.00	-	47,444.77	47,444.77
			Sub Activity Subtotal	**59,000.00**	**106,000.00**	**35,000.00**	-	-	- **82,000.00**	**59,000.00**	-	**48,194.77**	**48,194.77**
Aerodrome - Wondai													
005770	CP - Wondai-Aerodrome-Boundary Fencing	**100523**	Greg Griffiths	144,000.00	47,000.00	15,000.00	-	-	82,000.00	144,000.00	-	3,480.10	3,480.10
005972	W4Q4-Wondai Airport Lighting Upgrade	**100712**	Greg Griffiths	50,000.00	50,000.00	-	-	-	-	50,000.00	-	16,467.53	16,467.53
			Sub Activity Subtotal	**194,000.00**	**97,000.00**	**15,000.00**	-	-	**82,000.00**	**194,000.00**	-	**19,947.63**	**19,947.63**
Cemeteries - Blackbu													
006007	CP - Blackbutt-New Columbarium Wall	**100196**	Greg Griffiths	28,000.00	28,000.00	-	-	-	-	28,000.00	-	535.82	535.82
			Sub Activity Subtotal	**28,000.00**	**28,000.00**	-	-	-	-	**28,000.00**	-	**535.82**	**535.82**
Depot - Kingaroy													
006008	Kingaroy-Depot-Replace External Doors	**100198**	Leanne Petersen	6,500.00	6,500.00	-	-	-	-	6,500.00	-	5,250.00	5,250.00
			Sub Activity Subtotal	**6,500.00**	**6,500.00**	-	-	-	-	**6,500.00**	-	**5,250.00**	**5,250.00**
Depot - Murgon													
005884	Workshop Office-Murgon Depot	**100198**	Leanne Petersen	25,000.00	-	25,000.00	-	-	-	25,000.00	-	9,510.00	9,510.00
			Sub Activity Subtotal	**25,000.00**	-	**25,000.00**	-	-	-	**25,000.00**	-	**9,510.00**	**9,510.00**
SES - Kingaroy													
006035	DCP-Kingaroy-SES-External Paint/Flooring	**100719**	Leanne Petersen	25,987.00	21,000.00	-	-	4,987.00	-	25,987.00	-	25,760.00	25,760.00
			Sub Activity Subtotal	**25,987.00**	**21,000.00**	-	-	**4,987.00**	-	**25,987.00**	-	**25,760.00**	**25,760.00**
SES - Wondai													
006036	DCP-Wondai-SES- Insulate/Aircon/Roof	**100719**	Leanne Petersen	16,202.00	15,000.00	-	-	1,202.00	-	16,202.00	-	16,595.87	16,595.87
			Sub Activity Subtotal	**16,202.00**	**15,000.00**	-	-	**1,202.00**	-	**16,202.00**	-	**16,595.87**	**16,595.87**
Hall - Kingaroy Town													
005967	DCP- Kingaroy-Town Hall Floor Sand	**100719**	Leanne Petersen	52,092.00	56,000.00	-	-	- 3,908.00	-	52,092.00	-	34,182.77	34,182.77
			Sub Activity Subtotal	**52,092.00**	**56,000.00**	-	-	- **3,908.00**	-	**52,092.00**	-	**34,182.77**	**34,182.77**
Hall - Nanango Cultu													
005994	W4Q4-Nanango-Cultural Centre Aircon	**100713**	Leanne Petersen	255,000.00	160,000.00	-	-	-	95,000.00	255,000.00	75,450.31	350,074.03	425,524.34
			Sub Activity Subtotal	**255,000.00**	**160,000.00**	-	-	-	**95,000.00**	**255,000.00**	**75,450.31**	**350,074.03**	**425,524.34**
Hall - Mondure													
005605	LGGSP19-21 Mondure Hall Stump/Roof Upgra	**100663**	Leanne Petersen	-	-	-	-	-	-	-	-	768.00	768.00
005838	Mondure Hall Refurbishment	**100663**	Leanne Petersen	-	-	-	-	-	-	-	-	5,052.92	5,052.92
			Sub Activity Subtotal	-	-	-	-	-	-	-	-	**5,820.92**	**5,820.92**
Hall - Proston													
006041	DCP-Proston-Showground-Repairs	**100719**	Leanne Petersen	10,000.00	10,000.00	-	-	-	-	10,000.00	-	10,034.09	10,034.09
			Sub Activity Subtotal	**10,000.00**	**10,000.00**	-	-	-	-	**10,000.00**	-	**10,034.09**	**10,034.09**
Hall - Cloyna													
006040	DCP-Cloyna-Hall-Building Repairs	**100719**	Leanne Petersen	12,706.00	10,000.00	-	-	2,706.00	-	12,706.00	-	12,706.07	12,706.07
			Sub Activity Subtotal	**12,706.00**	**10,000.00**	-	-	**2,706.00**	-	**12,706.00**	-	**12,706.07**	**12,706.07**
Hall - Durong													

Project Code	Project Description	Financial Project	Project Manager	Total Budgeted Revenue	2020/2021 Adopted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
006042	DCP-Durong-Hall-Water Tanks	100719	Leanne Petersen	10,000.00	10,000.00	-	-	-	-	10,000.00	-	6,847.55	6,847.55
			Sub Activity Subtotal	**10,000.00**	**10,000.00**	-	-	-	-	**10,000.00**	-	**6,847.55**	**6,847.55**
Hall - Maidenwell													
006039	DCP-Maidenwell-Hall-Upgrade	100719	Leanne Petersen	8,000.00	8,000.00	-	-	-	-	8,000.00	-	-	-
			Sub Activity Subtotal	**8,000.00**	**8,000.00**	-	-	-	-	**8,000.00**	-	-	-
Housing													
006011	Nanango-Appin Street-Bathroom Repairs	100200	Leanne Petersen	23,383.00	5,000.00	-	-	18,383.00	-	23,383.00	-	23,383.00	23,383.00
			Sub Activity Subtotal	**23,383.00**	**5,000.00**	-	-	**18,383.00**	-	**23,383.00**	-	**23,383.00**	**23,383.00**
Museum - Kingaroy													
006037	DCP-Kingaroy-Heritage Museum-Ext Paint	100719	Leanne Petersen	18,193.00	35,000.00	-	-	- 16,807.00	-	18,193.00	-	39,203.00	39,203.00
			Sub Activity Subtotal	**18,193.00**	**35,000.00**	-	-	- **16,807.00**	-	**18,193.00**	-	**39,203.00**	**39,203.00**
Museum - Boondooma H													
005848	Boondooma Heritage Building - Mortar	100201	Leanne Petersen	6,000.00	-	19,131.64	-	-	- 13,131.64	6,000.00	4,450.00	-	4,450.00
005970	W4Q4-Boondooma-Homestead-Water	100715	Leanne Petersen	20,000.00	20,000.00	-	-	-	-	20,000.00	-	20,000.00	20,000.00
006012	Boondooma-Homestead Renovations	100201	Leanne Petersen	25,000.00	25,000.00	-	-	-	-	25,000.00	-	25,560.00	25,560.00
			Sub Activity Subtotal	**51,000.00**	**45,000.00**	**19,131.64**	-	-	- **13,131.64**	**51,000.00**	**4,450.00**	**45,560.00**	**50,010.00**
Museum - Wondai Heri													
005924	Wondai-Records Facility-Compactus	100699	Leanne Petersen	37,207.00	-	-	-	-	37,207.00	37,207.00	34,252.00	-	34,252.00
005977	W4Q4-Wondai-Heritage Museum Footpath	100715	Leanne Petersen	10,000.00	10,000.00	-	-	-	-	10,000.00	-	4,158.00	4,158.00
			Sub Activity Subtotal	**47,207.00**	**10,000.00**	-	-	-	**37,207.00**	**47,207.00**	**34,252.00**	**4,158.00**	**38,410.00**
Museum - Nanango Rin													
005843	Ringsfield House-Resheet roof	100680	Leanne Petersen	44,016.54	-	44,016.54	-	-	-	44,016.54	3,939.48	44,946.67	48,886.15
			Sub Activity Subtotal	**44,016.54**	-	**44,016.54**	-	-	-	**44,016.54**	**3,939.48**	**44,946.67**	**48,886.15**
Parks & Gardens													
005493	Signage 48 Hour Overnight Areas	104648	Garry Perfect	-	-	17,500.00	-	-	- 17,500.00	-	-	-	-
005973	W4Q4-Proston-Dump Point	100715	Greg Griffiths	15,000.00	15,000.00	-	-	-	-	15,000.00	16,000.13	5,649.23	21,649.36
005979	W4Q4 - Kingaroy -Verge Planting	100714	Greg Griffiths	-	250,000.00	-	-	-	- 250,000.00	-	-	-	-
005980	W4Q4 - Murgon -QE2 Park Tree Replacement	100714	Greg Griffiths	-	75,000.00	-	-	-	- 75,000.00	-	-	-	-
005981	W4Q4 - Regional Parks-Park Furniture	100714	Greg Griffiths	150,000.00	150,000.00	-	-	-	-	150,000.00	14,748.18	109,193.60	123,941.78
005982	W4Q4-K'roy & Benarkin Lions Park Signage	100714	Greg Griffiths	20,000.00	20,000.00	-	-	-	-	20,000.00	-	526.71	526.71
005983	W4Q4 - Regional Tourism - Statues	100714	Greg Griffiths	200,000.00	200,000.00	-	-	-	-	200,000.00	48,749.00	41,741.61	90,490.61
005992	W4Q4-Proston-Playground Renewal	100716	Greg Griffiths	80,000.00	50,000.00	-	-	-	30,000.00	80,000.00	60,001.08	3,561.00	63,562.08
006269	W4Q4- Blackbutt Sensory Garden	100713	Greg Griffiths	20,000.00	-	-	-	20,000.00	-	20,000.00	-	23,121.09	23,121.09
006270	W4Q4- Bbutt - Wondai-G'brook-M bike Sign	100713	Greg Griffiths	20,000.00	-	-	-	20,000.00	-	20,000.00	-	20,057.27	20,057.27
006464	Kingaroy Greenhouse	100202	Lucas Bell	40,000.00	-	-	-	-	40,000.00	40,000.00	409.09	27,676.30	28,085.39
006465	Coolabunia Saleyards - IT Upgrades	100205	Michael Hunter	20,000.00	-	-	-	-	20,000.00	20,000.00	-	12,565.00	12,565.00
			Sub Activity Subtotal	**565,000.00**	**760,000.00**	**17,500.00**	-	**40,000.00**	- **252,500.00**	**565,000.00**	**139,907.48**	**244,091.81**	**383,999.29**
Swimming Pool - King													
005846	Kingaroy-Pool-Refurbishment	104618	Leanne Petersen	-	500,000.00	-	-	-	- 500,000.00	-	-	-	-
006029	Kingaroy-Pool-Refurbishment-Concept Plan	104618	Leanne Petersen	250,000.00	250,000.00	-	-	-	-	250,000.00	-	-	-
006038	DCP-Kingaroy-Children's Pool Painting	100719	Leanne Petersen	8,000.00	8,000.00	-	-	-	-	8,000.00	-	1,997.39	1,997.39
006466	Kingaroy Swimming Pool - Pool Cleaner	100743	Leanne Petersen	-	-	-	-	-	-	-	-	19,000.00	19,000.00
			Sub Activity Subtotal	**258,000.00**	**758,000.00**	-	-	-	- **500,000.00**	**258,000.00**	-	**20,997.39**	**20,997.39**
Swimming Pool - Murg													
006030	Murgon-Pool-Plant Room Replacement	104614	Leanne Petersen	200,000.00	200,000.00	-	-	-	-	200,000.00	224,295.63	70,673.19	294,968.82
			Sub Activity Subtotal	**200,000.00**	**200,000.00**	-	-	-	-	**200,000.00**	**224,295.63**	**70,673.19**	**294,968.82**
Swimming Pool - Nana													
006031	Nanango-Pool-Expansion Joints & Repaint	104614	Leanne Petersen	45,000.00	45,000.00	-	-	-	-	45,000.00	-	19,522.56	19,522.56
006032	Nanango-Solar Heating	104619	Leanne Petersen	60,000.00	60,000.00	-	-	-	-	60,000.00	-	60,374.07	60,374.07
006033	Nanango-Pool-Shade Sail Post Rustproof	104619	Leanne Petersen	5,000.00	5,000.00	-	-	-	-	5,000.00	-	1,280.00	1,280.00
006034	Nanango-Pool-Changeroom Refurb	104619	Leanne Petersen	90,000.00	90,000.00	-	-	-	-	90,000.00	-	13,730.73	13,730.73
			Sub Activity Subtotal	**200,000.00**	**200,000.00**	-	-	-	-	**200,000.00**	-	**94,907.36**	**94,907.36**
Tourism - Yallakool													
005765	CAP-Yallakool TP-Powerhead Replacements	100209	Greg Griffiths	31,000.00	-	31,000.00	-	-	-	31,000.00	-	28,519.12	28,519.12
005766	CAP-Yallakool TP-Ensuite Refurbishment	100209	Greg Griffiths	27,200.00	-	27,200.00	-	-	-	27,200.00	-	30,023.62	30,023.62
005767	CAP-Yallakool TP-Office Screen/Picnic Ar	100209	Greg Griffiths	5,000.00	-	5,000.00	-	-	-	5,000.00	-	5,241.36	5,241.36

Project Code	Project Description	Financial Project	Project Manager	Total Budgeted Revenue	2020/2021 Adopted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
005978	W4Q4 - Yallakool Dam - Boat Ramp Repairs	100715	Greg Griffiths	39,000.00	75,000.00	-	-	- 45,000.00	9,000.00	39,000.00	909.09	41,870.29	42,779.38
005984	W4Q4 - Dams - Yallakool - Tennis Courts	100715	Greg Griffiths	20,000.00	20,000.00	-	-	-	-	20,000.00	1,630.00	9,390.95	11,020.95
006016	CP - Dams - Yallakool - New Amenities	100715	Greg Griffiths	191,000.00	191,000.00	-	-	-	-	191,000.00	197,580.00	1,719.09	199,299.09
006271	W4Q4- Yallakool BP Dam Contractor Rooms	100715	Greg Griffiths	65,000.00	-	-	-	65,000.00	-	65,000.00	40,163.71	69,807.24	109,970.95
006272	W4Q4 - Tourist Park Signage BP/Boondooma	100715	Greg Griffiths	50,000.00	-	-	-	50,000.00	-	50,000.00	18,750.00	1,053.42	19,803.42
			Sub Activity Subtotal	**428,200.00**	**286,000.00**	**63,200.00**	**-**	**70,000.00**	**9,000.00**	**428,200.00**	**259,032.80**	**187,625.09**	**446,657.89**
Tourism - Lake Boon													
005751	Boondooma-Dam-Amenities Upgrades	104616	Greg Griffiths	19,500.00	-	14,000.00	-	-	5,500.00	19,500.00	-	19,305.28	19,305.28
005768	Boondooma-Dam-Cabin Furniture	104616	Greg Griffiths	150.00	-	150.00	-	-	-	150.00	-	150.00	150.00
005769	Boondooma-Dam-Airconditioner Replacement	104616	Greg Griffiths	1,400.00	-	1,400.00	-	-	-	1,400.00	-	1,363.64	1,363.64
005975	W4Q4-Boondooma Dam-Bunkhouse Relocation	100715	Greg Griffiths	250,000.00	215,000.00	-	-	35,000.00	-	250,000.00	38,887.07	304,751.06	343,638.13
005976	W4Q4- Dams - Boondooma - Tennis Courts	100715	Greg Griffiths	-	20,000.00	-	-	- 20,000.00	-	-	-	-	-
006014	CP - Dams -Boondooma-Playground Day Area	104616	Garry Perfect	34,500.00	28,500.00	-	-	-	6,000.00	34,500.00	-	34,519.39	34,519.39
006015	CP - Dam -Boondooma Bunkhouse Renovation	104616	Greg Griffiths	-	19,500.00	-	-	-	- 19,500.00	-	-	4,796.21	4,796.21
006017	CP - Boondooma-Dam-Carpark & Pathways	104616	Greg Griffiths	42,000.00	34,500.00	-	-	-	7,500.00	42,000.00	-	41,857.86	41,857.86
			Sub Activity Subtotal	**347,550.00**	**317,500.00**	**15,550.00**	**-**	**15,000.00**	**- 500.00**	**347,550.00**	**38,887.07**	**406,743.44**	**445,630.51**
Public Conveniences													
005758	CAP - Toilets - Stuart River Rest Area	104648	Greg Griffiths	1,000.00	-	1,000.00	-	-	-	1,000.00	-	422.50	422.50
006001	W4Q4 - Durong - Public Amenities - Bore	100713	Greg Griffiths	40,000.00	80,000.00	-	-	- 40,000.00	-	40,000.00	-	999.18	999.18
006002	W4Q4 - Kingaroy - Youth Public Amenities	100713	Greg Griffiths	50,000.00	80,000.00	-	-	- 30,000.00	-	50,000.00	8,358.18	42,368.83	50,727.01
006003	W4Q4-Kingaroy-Glendon St Amenities	100713	Greg Griffiths	-	25,000.00	-	-	- 25,000.00	-	-	-	159.41	159.41
006026	CP - Maidenwell-Public Amenities Upgrade	100204	Greg Griffiths	34,500.00	34,500.00	-	-	-	-	34,500.00	-	25,100.66	25,100.66
006027	CP - Taromeo-Jessies Well-Amen Refurbish	100204	Greg Griffiths	-	12,000.00	-	-	-	- 12,000.00	-	-	-	-
			Sub Activity Subtotal	**125,500.00**	**231,500.00**	**1,000.00**	**- -**	**95,000.00**	**- 12,000.00**	**125,500.00**	**8,358.18**	**69,050.58**	**77,408.76**
Sp/ground-Murgon													
005999	Murgon-Squash Courts	100202	Leanne Petersen	-	140,000.00	-	-	-	- 140,000.00	-	-	-	-
006043	DCP-Murgon-QE2 Amenities Upgrade/Graffit	100719	Greg Griffiths	20,000.00	35,000.00	-	-	- 15,000.00	-	20,000.00	11,927.28	7,483.61	19,410.89
			Sub Activity Subtotal	**20,000.00**	**175,000.00**	**-**	**- -**	**15,000.00**	**- 140,000.00**	**20,000.00**	**11,927.28**	**7,483.61**	**19,410.89**
Sp/ground-Wondai													
005926	Wondai-Showgrounds-Grandstand Replace	100701	Leanne Petersen	40,000.00	40,000.00	-	-	-	-	40,000.00	-	-	-
006000	W4Q4-Wondai-Showground Grandstand	100713	Leanne Petersen	175,000.00	175,000.00	-	-	-	-	175,000.00	21,313.78	68,683.04	89,996.82
			Sub Activity Subtotal	**215,000.00**	**215,000.00**	**-**	**-**	**-**	**-**	**215,000.00**	**21,313.78**	**68,683.04**	**89,996.82**
Tennis Courts - Reg													
006044	DCP-Nanango-Tennis Club-Roof Replacement	100719	Leanne Petersen	65,402.00	17,000.00	-	-	48,402.00	-	65,402.00	3,878.19	61,342.15	65,220.34
			Sub Activity Subtotal	**65,402.00**	**17,000.00**	**-**	**-**	**48,402.00**	**-**	**65,402.00**	**3,878.19**	**61,342.15**	**65,220.34**
W4Q - Round 3													
005608	W4Q3-Wondai-Swimming Pool-Solar	100665	Leanne Petersen	-	-	-	-	-	-	-	-	9,805.46	9,805.46
005609	W4Q3-Wondai-Swimming Pool-Filtration	100665	Leanne Petersen	-	-	-	-	-	-	-	-	1,400.58	1,400.58
005612	W4Q3 - Kroy Heritage Museum & VIC	100668	Leanne Petersen	-	-	-	-	-	-	-	17,543.18	37,023.64	54,566.82
005720	W4Q3 - Maidenwell Toilet Upgrade	100675	Greg Griffiths	-	-	60,000.00	-	-	- 60,000.00	-	-	-	-
			Sub Activity Subtotal	**-**	**-**	**60,000.00**	**-**	**-**	**- 60,000.00**	**-**	**17,543.18**	**48,229.68**	**65,772.86**
Parks - Kingaroy													
005760	Mt Wooroolin-BBQ Replacement	100202	Greg Griffiths	600.00	-	600.00	-	-	-	600.00	-	569.32	569.32
005869	Lookout Renovations-Apex Park-Kingaroy	100202	Greg Griffiths	-	-	-	-	-	-	-	-	476.62	476.62
005987	W4Q4 - Kingaroy - Memorial Park Softfall	100716	Greg Griffiths	-	40,000.00	-	-	- 40,000.00	-	-	-	1,432.82	1,432.82
005988	W4Q4 - Kingaroy-Apex Park-Park Furniture	100716	Greg Griffiths	80,000.00	25,000.00	-	-	55,000.00	-	80,000.00	25,534.82	13,568.75	39,103.57
006018	CP K'Roy Apex Park-Carpark, Path & Paint	100202	Greg Griffiths	30,500.00	30,500.00	-	-	-	-	30,500.00	-	2,945.37	2,945.37
006019	CP - K'Roy Memorial Pk-Garden Bed Replac	100202	Greg Griffiths	-	28,000.00	-	-	-	- 28,000.00	-	-	-	-
006020	CP K'roy - Lions Park -Playground, Paths	100202	Greg Griffiths	-	100,000.00	-	-	- 100,000.00	-	-	-	847.27	847.27
006024	DCP - Kingaroy -Apex Park-Lookout Refurb	100717	Greg Griffiths	35,000.00	35,000.00	-	-	-	-	35,000.00	-	30,683.25	30,683.25
006273	Kingaroy Parks Redevelopment	100202	Greg Griffiths	100,000.00	-	-	-	100,000.00	-	100,000.00	-	3,495.00	3,495.00
			Sub Activity Subtotal	**246,100.00**	**258,500.00**	**600.00**	**-**	**15,000.00**	**- 28,000.00**	**246,100.00**	**25,534.82**	**54,018.40**	**79,553.22**
Parks - Nanango													
005985	W4Q4 - Nanango-Pioneer Park Playground	100716	Greg Griffiths	120,000.00	120,000.00	-	-	-	-	120,000.00	53,202.26	56,893.95	110,096.21
005986	W4Q4 - N'go Butter Factory Pk-Playground	100716	Greg Griffiths	80,000.00	50,000.00	-	-	30,000.00	-	80,000.00	6,812.73	107,909.83	114,722.56
005990	W4Q4 -Nanango-Reg McCallum Pk-Playground	100716	Greg Griffiths	60,000.00	100,000.00	-	-	- 40,000.00	-	60,000.00	24,856.79	2,949.92	27,806.71
005991	W4Q4-Nanango-Scott Street Carpark Shade	100716	Greg Griffiths	55,000.00	70,000.00	-	-	- 15,000.00	-	55,000.00	-	55,056.62	55,056.62
006021	DCP - Nanango -Butter Factory Park-Shade	100717	Greg Griffiths	42,500.00	42,500.00	-	-	-	-	42,500.00	-	40,433.91	40,433.91
006022	DCP - Nanango - Pioneer Park - Shade	100717	Greg Griffiths	42,500.00	42,500.00	-	-	-	-	42,500.00	13,287.27	31,510.00	44,797.27

Project Code	Project Description	Financial Project	Project Manager	Total Budgeted Revenue	2020/2021 Adopted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
			Sub Activity Subtotal	**400,000.00**	**425,000.00**	**-**	**-**	**- 25,000.00**	**-**	**400,000.00**	**98,159.05**	**294,754.23**	**392,913.28**
Parks - Blackbutt													
005752	Bernarkin-Playground & Soffafall	**100202**	Greg Griffiths	4,760.00	-	4,760.00	-	-	-	4,760.00	-	4,760.00	4,760.00
005755	Blackbutt-Les Muller Park-Equipment	**100202**	Greg Griffiths	800.00	-	800.00	-	-	-	800.00	-	-	-
006025	DCP - Blackbutt-Skate Park Shade Shelter	**100717**	Greg Griffiths	90,000.00	80,000.00	-	-	10,000.00	-	90,000.00	109,703.62	10,551.85	120,255.47
			Sub Activity Subtotal	**95,560.00**	**80,000.00**	**5,560.00**	**-**	**10,000.00**	**-**	**95,560.00**	**109,703.62**	**15,311.85**	**125,015.47**
Parks - Wondai													
005974	W4Q4-Wondai-Coronation Park	**100715**	Greg Griffiths	100,000.00	100,000.00	-	-	-	-	100,000.00	-	13,049.34	13,049.34
005989	W4Q4 - Wondai-Skate Park Upgrade	**100716**	Greg Griffiths	30,000.00	50,000.00	-	-	- 20,000.00	-	30,000.00	13,087.00	21,896.21	34,983.21
			Sub Activity Subtotal	**130,000.00**	**150,000.00**	**-**	**-**	**- 20,000.00**	**-**	**130,000.00**	**13,087.00**	**34,945.55**	**48,032.55**
Rail Trails													
005762	Murgon/Kingaroy-Rail Trail Crossing	**100502**	Greg Griffiths	22,000.00	-	22,000.00	-	-	-	22,000.00	17,000.00	-	17,000.00
			Sub Activity Subtotal	**22,000.00**	**-**	**22,000.00**	**-**	**-**	**-**	**22,000.00**	**17,000.00**	**-**	**17,000.00**
Streetscaping													
006023	DCP-Nanango-Streetscape Refurbishment	**100717**	Greg Griffiths	65,000.00	65,000.00	-	-	-	-	65,000.00	-	45,172.66	45,172.66
			Sub Activity Subtotal	**65,000.00**	**65,000.00**	**-**	**-**	**-**	**-**	**65,000.00**	**-**	**45,172.66**	**45,172.66**
General													
005847	Building Condition Priorities	**100731**	Leanne Petersen	640,000.00	-	1,354,526.24	-	- 54,965.00	- 659,561.24	640,000.00	18,131.60	54,329.99	72,461.59
005915	Murgon Shops - Remove Asbestos	**100197**	Leanne Petersen	70,000.00	-	70,000.00	-	-	-	70,000.00	-	90,219.55	90,219.55
005919	Boondooma Heritage-Tank Stand & Replace	**100631**	Leanne Petersen	3,737.27	-	3,737.27	-	-	-	3,737.27	-	-	-
005995	W4Q4-Regional-Roof Replacements	**100713**	Leanne Petersen	220,000.00	220,000.00	-	-	-	-	220,000.00	18,605.00	208,283.19	226,888.19
005996	W4Q4-Regional-Repainting	**100713**	Leanne Petersen	370,000.00	230,000.00	-	-	-	140,000.00	370,000.00	213,279.58	108,576.65	321,856.23
005997	W4Q4-Regional-Replace Flooring	**100713**	Leanne Petersen	150,000.00	150,000.00	-	-	-	-	150,000.00	29,200.00	133,225.09	162,425.09
005998	W4Q4-Regional-Security System	**100713**	Leanne Petersen	175,000.00	175,000.00	-	-	-	-	175,000.00	-	84,328.86	84,328.86
006237	Property - 195 Kingaroy Street, Kingaroy	**100302**	Leanne Petersen	350,000.00	-	-	-	350,000.00	-	350,000.00	-	349,111.63	349,111.63
			Sub Activity Subtotal	**1,978,737.27**	**775,000.00**	**1,428,263.51**	**-**	**295,035.00**	**- 519,561.24**	**1,978,737.27**	**279,216.18**	**1,028,074.96**	**1,307,291.14**
			Activity Total	**6,438,036.71**	**5,825,000.00**	**1,751,821.69**	**-**	**345,000.00**	**- 1,483,784.98**	**6,438,036.71**	**1,435,917.37**	**3,496,187.94**	**4,932,105.31**
Office													
Info Serv - ICT													
000379	Computer Infrastructure & Upgrade	**100211**	Anthony Bills	155,000.00	155,000.00	-	-	-	-	155,000.00	-	157,352.32	157,352.32
000381	Server Hardware	**100211**	Anthony Bills	135,000.00	135,000.00	-	-	-	-	135,000.00	-	109,644.55	109,644.55
000382	Photocopiers & Printers	**100211**	Anthony Bills	30,000.00	30,000.00	-	-	-	-	30,000.00	8,805.89	13,256.07	22,061.96
006052	Microwave Radio & Hardware	**100211**	Anthony Bills	85,000.00	85,000.00	-	-	-	-	85,000.00	-	90,660.00	90,660.00
006053	MS Cloud Provisioning	**100211**	Anthony Bills	75,000.00	75,000.00	-	-	-	-	75,000.00	-	46,627.65	46,627.65
006234	Phantom Pro RTK and Base Station	**100211**	Anthony Bills	-	-	-	-	-	-	-	-	9,610.41	9,610.41
			Sub Activity Subtotal	**480,000.00**	**480,000.00**	**-**	**-**	**-**	**-**	**480,000.00**	**8,805.89**	**427,151.00**	**435,956.89**
			Activity Total	**480,000.00**	**480,000.00**	**-**	**-**	**-**	**-**	**480,000.00**	**8,805.89**	**427,151.00**	**435,956.89**
Fleet													
Plant & Fleet Manage													
005496	Plant and Fleet Replacement 18-19 FY	**100212**	Lee Hoad	396,975.47	-	396,975.47	-	-	-	396,975.47	-	396,975.47	396,975.47
005824	Plant and Fleet Replacement 2019-20	**100212**	Lee Hoad	920,235.12	-	920,235.12	-	-	-	920,235.12	-	1,032,157.18	1,032,157.18
006057	Plant and Fleet Replacement 2020/2021	**100212**	Lee Hoad	2,315,000.00	2,315,000.00	-	-	- 222,363.00	222,363.00	2,315,000.00	432,264.00	788,312.05	1,220,576.05
			Sub Activity Subtotal	**3,632,210.59**	**2,315,000.00**	**1,317,210.59**	**-**	**- 222,363.00**	**222,363.00**	**3,632,210.59**	**432,264.00**	**2,217,444.70**	**2,649,708.70**
			Activity Total	**3,632,210.59**	**2,315,000.00**	**1,317,210.59**	**-**	**- 222,363.00**	**222,363.00**	**3,632,210.59**	**432,264.00**	**2,217,444.70**	**2,649,708.70**
Intangibles													
Business System													
005911	Agenda Software	**100606**	Anthony Bills	-	-	-	-	-	-	-	-	25,130.00	25,130.00
006231	SAAS Implementation	**100606**	Anthony Bills	200,000.00	-	-	200,000.00	222,363.00	- 222,363.00	200,000.00	-	101,941.32	101,941.32
			Sub Activity Subtotal	**200,000.00**	**-**	**-**	**200,000.00**	**222,363.00**	**- 222,363.00**	**200,000.00**	**-**	**127,071.32**	**127,071.32**
			Activity Total	**200,000.00**	**-**	**-**	**200,000.00**	**222,363.00**	**- 222,363.00**	**200,000.00**	**-**	**127,071.32**	**127,071.32**
Roads													
Parks & Gardens													
006100	DCP-Maidenwell CBD Upgrade	**100720**	Kevin Searle	45,000.00	40,000.00	-	-	5,000.00	-	45,000.00	-	45,109.97	45,109.97
			Sub Activity Subtotal	**45,000.00**	**40,000.00**	**-**	**-**	**5,000.00**	**-**	**45,000.00**	**-**	**45,109.97**	**45,109.97**
W4Q - Round 3													
005717	W4Q3-Regional-Town Entry Signage	**100673**	Kevin Searle	-	-	-	-	-	-	-	-	781.40	781.40

Project Code	Project Description	Financial Project	Project Manager	Total Budgeted Revenue	2020/2021 Adopted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
			Sub Activity Subtotal	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**781.40**	**781.40**
Bridges													
006192	Regional-Guardrail Replacement Program	**100215**	Kevin Searle	110,000.00	210,000.00	-	-	-	- 100,000.00	110,000.00	-	6,620.73	6,620.73
006193	STIP-NanangoStateSchool-PedestrianBridgeRepla	**100215**	Kevin Searle	100,000.00	180,000.00	-	-	-	- 80,000.00	100,000.00	113,930.00	12,445.82	126,375.82
006194	LRCI-Taromeo-PedstrianBridgeReplacement	**100723**	Kevin Searle	180,000.00	180,000.00	-	-	-	-	180,000.00	115,260.00	13,263.31	128,523.31
			Sub Activity Subtotal	**390,000.00**	**570,000.00**	**-**	**-**	**-**	**- 180,000.00**	**390,000.00**	**229,190.00**	**32,329.86**	**261,519.86**
KTP													
005284	Kingaroy-Transformation Project	**100617**	James DArcy	200,000.00	-	-	-	200,000.00	-	200,000.00	72,063.39	605,739.35	677,802.74
006045	Kingaroy Transformation Project	**100708**	Aaron Meehan	-	6,350,000.00	-	- 2,900,000.00	- 300,000.00	- 3,150,000.00	-	-	-	-
006211	KTP-Alford St (Youngman-GlendonSt) Works	**100709**	Kevin Searle	2,100,000.00	-	-	2,100,000.00	-	-	2,100,000.00	575,835.01	880,166.97	1,456,001.98
006212	KTP-Alford St(GlendonSt-KingaroySt)Works	**100709**	Kevin Searle	300,000.00	-	-	800,000.00	-	- 500,000.00	300,000.00	683,304.09	350,858.05	1,034,162.14
006213	KTP-Kingaroy St(AlfordSt-HalySt)Works	**100709**	Kevin Searle	100,000.00	-	-	-	100,000.00	-	100,000.00	227,306.25	55,960.45	283,266.70
006214	KTP-Haly St(KingaroySt-GlendonSt)Works	**100709**	Kevin Searle	-	-	-	-	-	-	-	178,673.03	39,828.76	218,501.79
006215	KTP-Haly St(GlendonSt-YoungmanSt)Works	**100709**	Kevin Searle	-	-	-	-	-	-	-	263,812.24	52,553.42	316,365.66
006216	KTP-Glendon St(AlfordSt-HalySt)Works	**100709**	Kevin Searle	-	-	-	-	-	-	-	58,407.79	39,519.30	97,927.09
006229	KTP - Program Management	**100709**	Kevin Searle	-	-	-	-	-	-	-	3,890.91	76,571.83	80,462.74
			Sub Activity Subtotal	**2,700,000.00**	**6,350,000.00**	**-**	**-**	**-**	**- 3,650,000.00**	**2,700,000.00**	**2,063,292.71**	**2,101,198.13**	**4,164,490.84**
Grav Resheet													
005693	W4Q3 - GR - Morgans Rd	**100670**	Kevin Searle	4,620.00	-	4,620.00	-	-	-	4,620.00	-	4,620.00	4,620.00
005696	W4Q3 - GR - Mondure Crossing Rd	**100670**	Kevin Searle	2,731.02	-	2,731.02	-	-	-	2,731.02	-	606.02	606.02
005721	Unsealed Roads Gravel Resheeting 19/20	**100215**	Kevin Searle	-	-	-	-	-	-	-	-	1,178.93	1,178.93
005780	Dangore Mountain Road Gravel Resheeting	**100215**	Kevin Searle	2,000.00	-	2,000.00	-	-	-	2,000.00	-	-	-
005784	Friebergs Road Gravel Resheeting	**100215**	Kevin Searle	-	-	-	-	-	-	-	-	-	-
005800	Nanango Neumgna Road Gravel Resheeting	**100215**	Kevin Searle	1,562.50	-	1,562.50	-	-	-	1,562.50	-	-	-
005803	Old Esk Road North Gravel Resheeting	**100215**	Kevin Searle	2,430.00	-	2,430.00	-	-	-	2,430.00	-	2,430.00	2,430.00
005806	Reagon Road Gravel Resheeting	**100670**	Kevin Searle	133,978.27	-	133,978.27	-	-	-	133,978.27	-	96,831.65	96,831.65
005820	Niagara Road Gravel Resheeting	**100215**	Kevin Searle	-	-	-	-	-	-	-	-	1,483.64	1,483.64
005940	Boonenne Road Gravel Resheeting	**100215**	Kevin Searle	57,942.58	-	57,942.58	-	-	-	57,942.58	-	30,426.17	30,426.17
006108	RTR-Sandy Ridges-Glenmore Rd-GR	**100221**	Kevin Searle	161,000.00	161,000.00	-	-	-	-	161,000.00	-	226,242.15	226,242.15
006109	RTR-Coolabunia-Franklins Rd-GR	**100221**	Kevin Searle	72,000.00	72,000.00	-	-	-	-	72,000.00	-	67,481.80	67,481.80
006110	RTR-Warnung-Friebergs Rd-GR	**100221**	Kevin Searle	145,000.00	145,000.00	-	-	-	-	145,000.00	-	164,159.61	164,159.61
006111	RTR-Nanango-Greenwood Creek Rd - GR	**100221**	Kevin Searle	58,000.00	58,000.00	-	-	-	-	58,000.00	-	71,328.66	71,328.66
006112	RTR-Glan Devon-Grindstone School Rd- GR	**100221**	Kevin Searle	139,000.00	139,000.00	-	-	-	-	139,000.00	6,800.00	64,386.13	71,186.13
006113	RTR-Kumbia-Hancocks Rd-GR	**100221**	Kevin Searle	133,000.00	133,000.00	-	-	-	-	133,000.00	-	104,540.90	104,540.90
006114	RTR-Wondai-Hansens Rd-GR	**100221**	Kevin Searle	66,000.00	66,000.00	-	-	-	-	66,000.00	-	49,377.53	49,377.53
006115	RTR-Johnstown-Johnstown Rd-GR	**100221**	Kevin Searle	178,000.00	178,000.00	-	-	-	-	178,000.00	-	794.45	794.45
006116	RTR-Neumgna-MaidenwellUpperYarramanRd-GR	**100221**	Kevin Searle	97,000.00	97,000.00	-	-	-	-	97,000.00	-	128,917.35	128,917.35
006117	RTR-Goodger-Neale Rd-GR	**100221**	Kevin Searle	181,000.00	181,000.00	-	-	-	-	181,000.00	12,363.63	91,870.42	104,234.05
006118	RTR-Kumbia-Nollers Rd-GR	**100221**	Kevin Searle	140,000.00	140,000.00	-	-	-	-	140,000.00	5,698.00	123,899.23	129,597.23
006119	RTR(D)-SE Nanango-Old Yarraman Rd-GR	**100728**	Kevin Searle	85,000.00	85,000.00	-	-	-	-	85,000.00	3,636.36	99,193.10	102,829.46
006120	RTR(D)-Benair-Reedy Creek Rd-GR	**100728**	Kevin Searle	276,000.00	276,000.00	-	-	-	-	276,000.00	-	173,179.95	173,179.95
006121	LRCI-Nanango-Rural Rd-GR	**100723**	Kevin Searle	375,000.00	375,000.00	-	-	-	-	375,000.00	124,567.65	162,689.62	287,257.27
006122	RTR(D)-Neumgna-Ryan Reagon Rd-GR	**100728**	Kevin Searle	107,000.00	107,000.00	-	-	-	-	107,000.00	-	114,631.93	114,631.93
006123	RTR(D)-Ballogie-Seiler Rd-GR	**100728**	Kevin Searle	75,000.00	75,000.00	-	-	-	-	75,000.00	-	84,772.20	84,772.20
006124	RTR(D)-Kingaroy-Ushers Rd-GR	**100728**	Kevin Searle	54,000.00	54,000.00	-	-	-	-	54,000.00	-	79,423.57	79,423.57
006125	RTR(D)-Charlestown-Weckers Rd-GR	**100728**	Kevin Searle	96,000.00	96,000.00	-	-	-	-	96,000.00	5,454.55	98,097.80	103,552.35
006126	RTR(D)-Wooroolin-West Wooroolin Rd-GR	**100728**	Kevin Searle	190,000.00	190,000.00	-	-	-	-	190,000.00	1,363.64	167,470.67	168,834.31
006127	RTR-Chapingah-Burra Burri Rd-GR	**100726**	Kevin Searle	300,000.00	300,000.00	-	-	-	-	300,000.00	-	271,011.21	271,011.21
006128	Booie-HarchsRd-GR	**100215**	Kevin Searle	21,000.00	21,000.00	-	-	-	-	21,000.00	25,380.91	4,015.42	29,396.33
006129	Hodgleigh-LucasRd-GR	**100215**	Kevin Searle	30,000.00	39,000.00	-	-	-	- 9,000.00	30,000.00	25,760.00	7,246.92	33,006.92
006130	Cushnie-MorrisRd-GR	**100215**	Kevin Searle	49,000.00	49,000.00	-	-	-	-	49,000.00	34,050.00	-	34,050.00
006131	Booie-NystromRd-GR	**100215**	Kevin Searle	70,000.00	81,000.00	-	-	-	- 11,000.00	70,000.00	23,780.00	6,758.13	30,538.13
006132	Hivesville-Oberles Rd-GR	**100215**	Kevin Searle	15,000.00	15,000.00	-	-	-	-	15,000.00	8,513.64	10,756.40	19,270.04
006133	Neumgna-Tarong Yarraman Rd-GR	**100215**	Kevin Searle	8,000.00	8,000.00	-	-	-	-	8,000.00	-	13,356.39	13,356.39
006134	Benarkin-Williams Rd-GR	**100215**	Kevin Searle	250,000.00	450,000.00	-	-	-	- 200,000.00	250,000.00	2,035.50	31,865.79	33,901.29
006135	Gravel Resheeting 20/21	**100215**	Kevin Searle	478,994.00	478,994.00	-	-	-	-	478,994.00	-	-	-
			Sub Activity Subtotal	**4,055,258.37**	**4,069,994.00**	**205,264.37**	**-**	**-**	**- 220,000.00**	**4,055,258.37**	**279,403.88**	**2,555,043.74**	**2,834,447.62**
Pavement Rehab													
005479	Niagara Road (Wind Farm)	**100215**	Kevin Searle	3,500,000.00	4,000,000.00	-	-	-	- 500,000.00	3,500,000.00	737,387.24	2,400,087.30	3,137,474.54
005851	Old Esk Road Bitumen Seal	**100400**	Kevin Searle	190,000.00	-	190,000.00	-	-	-	190,000.00	12,272.73	225,532.40	237,805.13
005852	Kingaroy-Stehbens Street-Upgrade	**100400**	Kevin Searle	160,437.48	-	160,437.48	-	-	-	160,437.48	-	100,768.61	100,768.61
005853	Niagara Road Bitumen Seal Upgrade	**100400**	Kevin Searle	-	-	-	-	-	-	-	104,112.51	-	104,112.51
005889	TIDS-Coolabunia-Peterson Drive-Widen/Sea	**100219**	Kevin Searle	473,826.00	473,826.00	-	-	-	-	473,826.00	104,998.89	445,688.32	550,687.21
005910	DCP-Bunya Avenue	**100215**	Kevin Searle	150,000.00	150,000.00	-	-	-	-	150,000.00	-	162,306.12	162,306.12

Project Code	Project Description	Financial Project	Project Manager	Total Budgeted Revenue	2020/2021 Adopted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
005922	Kingaroy-Alford Street-Carpark	100400	Kevin Searle	600,000.00	600,000.00	-	-	-	-	600,000.00	11,450.00	664,280.16	675,730.16
006180	Boyneside-Niagara Rd-Seal	100215	Kevin Searle	100,000.00	100,000.00	-	-	-	-	100,000.00	-	-	-
006181	DCP-Proston-Hood St-Kerb&ChannelUpgrade	100720	Kevin Searle	60,000.00	60,000.00	-	-	-	-	60,000.00	-	92,265.37	92,265.37
006182	DCP-Murgon-Burtons Lane-Upgrade	100720	Kevin Searle	10,000.00	60,000.00	-	- 50,000.00	-	-	10,000.00	-	2,253.04	2,253.04
006183	DCP-Wondai-Dingo Creek Carpark Upgrade	100720	Kevin Searle	75,000.00	75,000.00	-	-	-	-	75,000.00	-	75,842.43	75,842.43
006184	Kingaroy-Pavement Rehabilition	100215	Kevin Searle	400,000.00	500,000.00	-	-	-	- 100,000.00	400,000.00	-	35,479.81	35,479.81
006185	Nanango-MercerSpringate/BrigtsRd-Upgrade	100215	Kevin Searle	99,000.00	99,000.00	-	-	-	-	99,000.00	10,473.07	117,171.32	127,644.39
006186	Blackbutt CBD Disability Parking Upgrade	100215	Kevin Searle	10,000.00	30,000.00	-	-	-	- 20,000.00	10,000.00	-	-	-
006187	Nanango Butter Factory DisabilityParking	100215	Kevin Searle	50,000.00	50,000.00	-	-	-	-	50,000.00	13,610.90	22,014.17	35,625.07
006188	Kingaroy/Wondai-BunyaHwyMedianUpgrade	100215	Kevin Searle	520,000.00	1,020,000.00	-	-	-	- 500,000.00	520,000.00	12,600.00	54,030.38	66,630.38
006189	STIP-Wheatlands School Set Down	100725	Kevin Searle	150,000.00	150,000.00	-	-	-	-	150,000.00	36,874.08	220,155.12	257,029.20
006190	STIP-Murgon High School PedestrianRefuge	100725	Kevin Searle	75,000.00	75,000.00	-	-	-	-	75,000.00	-	11,301.32	11,301.32
006191	Roy Emerson Carpark Upgrade	100215	Kevin Searle	75,000.00	75,000.00	-	-	-	-	75,000.00	59,149.12	10,185.79	69,334.91
006208	DCP-Murgon-CBD Stormwater	100276	Kevin Searle	50,000.00	-	-	50,000.00	-	-	50,000.00	-	14,300.00	14,300.00
			Sub Activity Subtotal	**6,748,263.48**	**7,517,826.00**	**350,437.48**	**-**	**-**	**- 1,120,000.00**	**6,748,263.48**	**1,102,928.54**	**4,653,661.66**	**5,756,590.20**
Footpaths & Cycleway													
005511	Footpaths - Renewal	100581	Kevin Searle	-	-	-	-	-	-	-	-	1.72	1.72
005715	Murgon-CBD Footpath Stage 2	100671	Kevin Searle	428,879.61	150,000.00	278,879.61	-	-	-	428,879.61	40,551.98	310,656.40	351,208.38
005857	Haly Street Wondai Footpath - TIDS	100400	Kevin Searle	776.70	-	776.70	-	-	-	776.70	-	776.70	776.70
005971	Murgon CBD Footpath Replacement Stage 3	100727	Kevin Searle	-	-	-	-	-	-	-	-	2,820.95	2,820.95
006098	TIDS-Kingaroy-Markwell St-Footpath	100726	Kevin Searle	34,000.00	34,000.00	-	-	-	-	34,000.00	-	34,206.09	34,206.09
006099	TIDS-Nanango-Burnett St/Drayton St-FP	100726	Kevin Searle	37,000.00	37,000.00	-	-	-	-	37,000.00	1.82	12,564.42	12,566.24
006101	DCP-Memerambi-Footpath	100720	Kevin Searle	10,000.00	10,000.00	-	-	-	-	10,000.00	-	11,033.06	11,033.06
006102	TIDS-Kingaroy-KingaroyBarkersCreekRd-FP	100726	Kevin Searle	98,000.00	98,000.00	-	-	-	-	98,000.00	106,857.25	19,262.38	126,119.63
006103	TIDS-Kingraroy-Oliver Bond St-Footpath	100726	Kevin Searle	51,000.00	51,000.00	-	-	-	-	51,000.00	47,084.00	9,734.56	56,818.56
006104	TIDS-Kingaroy-Tessmanns Rd-Foothpath	100726	Kevin Searle	47,000.00	47,000.00	-	-	-	-	47,000.00	-	52,989.86	52,989.86
006105	DCP-Kumbia-Bell St-Footpath	100720	Kevin Searle	95,000.00	95,000.00	-	-	-	-	95,000.00	8,875.00	103,409.57	112,284.57
006106	SBRC Minor Footpath Replacements	100727	Kevin Searle	150,000.00	150,000.00	-	-	-	-	150,000.00	-	-	-
006107	Blackbutt CBD Footpath	100727	Kevin Searle	230,000.00	580,000.00	-	-	-	- 350,000.00	230,000.00	2,500.00	35,439.85	37,939.85
006207	Murgon-CBD Footpath-Stage 3	100727	Kevin Searle	500,000.00	500,000.00	-	-	-	-	500,000.00	50,463.31	464,918.78	515,382.09
			Sub Activity Subtotal	**1,681,656.31**	**1,752,000.00**	**279,656.31**	**-**	**-**	**- 350,000.00**	**1,681,656.31**	**256,333.36**	**1,057,814.34**	**1,314,147.70**
Bitumen Resealing													
006136	TIDS-Stalworth-Back Creek Rd Reseal	100726	Kevin Searle	21,120.00	21,120.00	-	-	-	-	21,120.00	-	32,322.18	32,322.18
006137	TIDS-Abbeywood-Basin Rd-Reseal	100726	Kevin Searle	30,360.00	30,360.00	-	-	-	-	30,360.00	-	28,701.84	28,701.84
006139	TIDS-Silverleaf-Beers Rd - Reseal	100726	Kevin Searle	4,620.00	4,620.00	-	-	-	-	4,620.00	-	2,964.09	2,964.09
006140	TIDS-Taabinga-BoonenneEllesmereRd-Reseal	100726	Kevin Searle	42,240.00	42,240.00	-	-	-	-	42,240.00	-	39,466.71	39,466.71
006141	TIDS-Memerambi-Corndale Rd-Reseal	100726	Kevin Searle	78,100.00	78,100.00	-	-	-	-	78,100.00	-	59,464.73	59,464.73
006142	TIDS-Abbeywood-Cridlands Rd-Reseal	100726	Kevin Searle	61,600.00	61,600.00	-	-	-	-	61,600.00	-	66,909.34	66,909.34
006143	TIDS-Greenview-Cushnie Rd-Reseal	100726	Kevin Searle	16,370.00	16,370.00	-	-	-	-	16,370.00	-	31,281.94	31,281.94
006144	TIDS-Kingaroy-Edenvale North Rd-Reseal	100726	Kevin Searle	20,064.00	20,064.00	-	-	-	-	20,064.00	-	25,934.20	25,934.20
006145	TIDS-Kingaroy-Edenvale South Rd-Reseal	100726	Kevin Searle	65,472.00	65,472.00	-	-	-	-	65,472.00	-	60,698.36	60,698.36
006146	TIDS-Booie-Faughans Rd-Reseal	100726	Kevin Searle	32,472.00	32,472.00	-	-	-	-	32,472.00	-	24,952.20	24,952.20
006147	TIDS-Booie-Faulkner Rd-Reseal	100726	Kevin Searle	12,870.00	12,870.00	-	-	-	-	12,870.00	-	15,535.49	15,535.49
006148	LRCI-Hivesville-GayndahHivesvilleRd-Rese	100723	Kevin Searle	167,867.00	167,867.00	-	-	-	-	167,867.00	-	138,287.63	138,287.63
006149	TIDS-Kingaroy-Geritz Rd-Reseal	100726	Kevin Searle	40,040.00	40,040.00	-	-	-	-	40,040.00	-	39,507.66	39,507.66
006150	TIDS-Nanango-GreenwoodCreekRd-Reseal	100726	Kevin Searle	45,760.00	45,760.00	-	-	-	-	45,760.00	-	38,436.20	38,436.20
006151	TIDS-Hivesville-Gwen St-Reseal	100726	Kevin Searle	950.00	950.00	-	-	-	-	950.00	-	6,420.25	6,420.25
006152	TIDS-Booie-Harchs Rd-Resseal	100726	Kevin Searle	19,888.00	19,888.00	-	-	-	-	19,888.00	-	25,120.07	25,120.07
006153	TIDS-Murgon-Heading St-Reseal	100726	Kevin Searle	3,700.00	3,700.00	-	-	-	-	3,700.00	-	10,403.70	10,403.70
006154	TIDS-Hivesville-Johnson St-Reseal	100726	Kevin Searle	4,510.00	4,510.00	-	-	-	-	4,510.00	-	5,280.14	5,280.14
006155	LRCI-Maidenwell-King Rd-Reseal	100723	Kevin Searle	22,176.00	22,176.00	-	-	-	-	22,176.00	-	32,636.53	32,636.53
006156	LRCI-Kinleymore-KinleymoreSchoolRdReseal	100723	Kevin Searle	16,790.00	16,790.00	-	-	-	-	16,790.00	-	20,439.79	20,439.79
006157	LRCI-Moffatdale-Leddy Court-Reseal	100723	Kevin Searle	7,150.00	7,150.00	-	-	-	-	7,150.00	-	-	-
006158	LRCI-Tingoora-Magnussens Rd-Reseal	100723	Kevin Searle	14,256.00	14,256.00	-	-	-	-	14,256.00	-	21,044.40	21,044.40
006159	LRCI-Mannuem-Mannuem Rd-Reseal	100723	Kevin Searle	76,230.00	76,230.00	-	-	-	-	76,230.00	-	63,891.45	63,891.45
006160	LRCI-Cushnie-McAllisters Rd-Reseal	100723	Kevin Searle	33,449.00	33,449.00	-	-	-	-	33,449.00	-	17,159.02	17,159.02
006161	LRCI-Kingaroy-Moonya St-Reseal	100723	Kevin Searle	36,000.00	36,000.00	-	-	-	-	36,000.00	-	23,671.79	23,671.79
006162	LRCI-MP Creek-MP Creek Rd-Reseal	100723	Kevin Searle	24,112.00	24,112.00	-	-	-	-	24,112.00	-	37,878.73	37,878.73
006163	LRCI-Speedwell-OkedenByandaRd-Reseal	100723	Kevin Searle	66,000.00	66,000.00	-	-	-	-	66,000.00	-	67,491.28	67,491.28
006164	LRCI-Nanango-RacecourseRd-Reseal	100723	Kevin Searle	30,000.00	30,000.00	-	-	-	-	30,000.00	-	18,247.34	18,247.34
006165	LRCI-Stalworth-Range Rd-Reseal	100723	Kevin Searle	44,000.00	44,000.00	-	-	-	-	44,000.00	-	65,420.90	65,420.90
006166	TIDS-Nanango-Rural Rd-Reseal	100726	Kevin Searle	8,105.00	8,105.00	-	-	-	-	8,105.00	4,579.54	3,525.45	8,104.99
006167	LRCI-Murgon-Silverleaf Rd-Reseal	100723	Kevin Searle	85,712.00	85,712.00	-	-	-	-	85,712.00	-	89,287.36	89,287.36
006168	LRCI-Booie-Smith Rd-Reseal	100723	Kevin Searle	79,200.00	79,200.00	-	-	-	-	79,200.00	-	50,725.96	50,725.96

Project Code	Project Description	Financial Project	Project Manager	Total Budgeted Revenue	2020/2021 Adopted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
006169	LRCI-Abbeywood-SpeedwellAbbeywoodRd-Rese	100723	Kevin Searle	103,488.00	103,488.00	-	-	-	-	103,488.00	-	100,021.33	100,021.33
006170	LRCI-Stalworth-Stalworth Rd-Reseal	100723	Kevin Searle	64,240.00	64,240.00	-	-	-	-	64,240.00	-	54,817.63	54,817.63
006171	TIDS-Hivesville-Starr St-Reseal	100726	Kevin Searle	3,564.00	3,564.00	-	-	-	-	3,564.00	-	9,120.43	9,120.43
006172	TIDS-Hivesville-Vaughan St-Reseal	100726	Kevin Searle	1,426.00	1,426.00	-	-	-	-	1,426.00	-	4,562.03	4,562.03
006174	LRCI-Moffatdale-Verdellho Dr-Reseal	100723	Kevin Searle	38,500.00	38,500.00	-	-	-	-	38,500.00	-	47,966.59	47,966.59
006175	LRCI-Moffatdale-Waterview Dr-Reseal	100723	Kevin Searle	17,248.00	17,248.00	-	-	-	-	17,248.00	-	15,055.36	15,055.36
006176	TIDS-Hivesville-Webb St-Reseal	100726	Kevin Searle	2,640.00	2,640.00	-	-	-	-	2,640.00	-	7,849.08	7,849.08
006177	LRCI-Gordonbrook-Weens Rd-Reseal	100723	Kevin Searle	14,960.00	14,960.00	-	-	-	-	14,960.00	-	14,149.66	14,149.66
006178	Bitumen Seal Various Roads	100217	Kevin Searle	197,149.50	188,633.00	-	44,465.00	-	- 35,948.50	197,149.50	-	17,552.73	17,552.73
006179	TIDS-Kingaroy-Bunya Highway-Reseal	100726	Kevin Searle	17,160.00	17,160.00	-	-	-	-	17,160.00	-	7,167.57	7,167.57
			Sub Activity Subtotal	**1,671,558.50**	**1,663,042.00**	**-**	**44,465.00**	**-**	**- 35,948.50**	**1,671,558.50**	**4,579.54**	**1,441,369.14**	**1,445,948.68**
TIDS - LRRS Projects													
005936	TIDS-Kingaroy-Jarrah/Fisher St-Footpath	100219	Kevin Searle	-	-	-	-	-	-	-	-	738.05	738.05
			Sub Activity Subtotal	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**738.05**	**738.05**
General													
005459	Town Entry Signs	100215	Kevin Searle	50,000.00	-	100,000.00	-	-	- 50,000.00	50,000.00	38,400.00	17,678.88	56,078.88
005716	Nanango-Brisbane Street Drainage	100672	Kevin Searle	4,038.36	-	4,038.36	-	-	-	4,038.36	-	4,038.36	4,038.36
005941	CANCELLED See Project 006183 Dingo Ck	104650	Kevin Searle	-	-	-	-	-	-	-	-	- 1,414.56	- 1,414.56
006467	Murgon Monument and wheel chair access i	100744	Kevin Searle	50,000.00	-	-	-	-	50,000.00	50,000.00	20,790.00	59,556.75	80,346.75
			Sub Activity Subtotal	**104,038.36**	**-**	**104,038.36**	**-**	**-**	**-**	**104,038.36**	**59,190.00**	**79,859.43**	**139,049.43**
Urban Drainage													
006195	Regional-Minor Drainage Replacements	100215	Kevin Searle	25,800.00	25,800.00	-	-	-	-	25,800.00	-	8,186.45	8,186.45
006196	LRCI-Kingaroy-Alford Street-Drainage	100723	Kevin Searle	275,000.00	275,000.00	-	-	-	-	275,000.00	-	-	-
006197	Murgon-Cobb St South-Drainage	100215	Kevin Searle	110,000.00	120,000.00	-	-	-	- 10,000.00	110,000.00	110,021.44	10,481.51	120,502.95
006198	Wondai-Bramston St-Drainage	100215	Kevin Searle	65,000.00	70,000.00	-	-	-	- 5,000.00	65,000.00	61,711.00	3,331.40	65,042.40
006199	Nanango-Gipps St-Drainage	100215	Kevin Searle	65,000.00	70,000.00	-	-	-	- 5,000.00	65,000.00	37,950.00	1,486.15	39,436.15
			Sub Activity Subtotal	**540,800.00**	**560,800.00**	**-**	**-**	**-**	**- 20,000.00**	**540,800.00**	**209,682.44**	**23,485.51**	**233,167.95**
			Activity Total	**17,936,575.02**	**22,523,662.00**	**939,396.52**	**44,465.00**	**5,000.00**	**- 5,575,948.50**	**17,936,575.02**	**4,204,600.47**	**11,991,391.23**	**16,195,991.70**
Water Services													
KTP													
006046	KTP-Alford St (Youngman-GlendonSt)-WMR	100710	Tim Low	375,000.00	800,000.00	-	-	-	- 425,000.00	375,000.00	5,661.71	109,655.87	115,317.58
006047	KTP - Alford St (Glendon - Short St) WMR	100710	Tim Low	-	-	-	-	-	-	-	46,380.32	163,636.90	210,017.22
006048	KTP - Kingaroy (Alford - Haly St) WMR	100710	Tim Low	-	-	-	-	-	-	-	4,298.07	34,380.98	38,679.05
006049	KTP - Haly (Kingaroy - Glendon St) WMR	100710	Tim Low	-	-	-	-	-	-	-	78,437.38	52,630.91	131,068.29
006050	KTP - Haly St (Glendon - YoungmanSt) WMR	100710	Tim Low	-	-	-	-	-	-	-	11,655.60	135,571.91	147,227.51
006051	KTP-Glendon St (Alford to Haly St)-WMR	100710	Tim Low	70,000.00	300,000.00	-	-	-	- 230,000.00	70,000.00	11,607.15	46,845.14	58,452.29
			Sub Activity Subtotal	**445,000.00**	**1,100,000.00**	**-**	**-**	**-**	**- 655,000.00**	**445,000.00**	**158,040.23**	**542,721.71**	**700,761.94**
Water - General Oper													
005830	Regional Arc Flash Compliance-Water	100225	Tim Low	125,000.00	-	125,000.00	-	-	-	125,000.00	27,648.30	59,583.56	87,231.86
006061	Orana Reservoir Platform	100225	Tim Low	100,000.00	150,000.00	-	-	- 50,000.00	-	100,000.00	-	44,652.94	44,652.94
006062	Wooroolin Reservoir	100225	Tim Low	100,000.00	150,000.00	-	-	- 50,000.00	-	100,000.00	-	41,492.70	41,492.70
006063	Murgon Reservoirs-Pipework	100225	Tim Low	250,000.00	150,000.00	-	-	100,000.00	-	250,000.00	12,800.00	262,194.45	274,994.45
			Sub Activity Subtotal	**575,000.00**	**450,000.00**	**125,000.00**	**-**	**-**	**-**	**575,000.00**	**40,448.30**	**407,923.65**	**448,371.95**
Water - Kingaroy													
004308	KWS - Burnett St Water Main Replacement	100227	Graham Maynard	-	-	-	-	-	-	-	-	638.47	638.47
004311	KWS - West St Water Main Replacement	100227	Graham Maynard	-	-	-	-	-	-	-	-	1,668.77	1,668.77
005315	Kingaroy-Orana Reservoir-Roof Replace	100227	Tim Low	665,514.51	-	665,514.51	-	-	-	665,514.51	-	623,591.16	623,591.16
005456	KWS-Youngman Street (Haly to Avoca)	100227	Tim Low	-	-	-	-	-	-	-	-	- 8,366.33	- 8,366.33
005471	KWS-Toomey St (Youngman to William) WMR	100227	Tim Low	-	-	-	-	-	-	-	-	705.41	705.41
005472	KWS-Youngman St (Venmen to DI PS) WMR	100227	Tim Low	-	-	-	-	-	-	-	-	335.41	335.41
005473	KWS-Knight St (RailwayToe to Hodge) WMR	100227	Tim Low	-	-	-	-	-	-	-	-	984.42	984.42
005547	Gordonbrook WTP - Post Con Contract Work	100227	Tim Low	497,603.79	-	67,603.79	-	430,000.00	-	497,603.79	137,786.97	221,635.54	359,422.51
006054	Water Meter Replacement Program - 20/21	100225	Tim Low	100,000.00	100,000.00	-	-	-	-	100,000.00	14,718.00	57,591.73	72,309.73
006060	Gordonbrook Dam AFC Design Works	100227	Tim Low	200,000.00	200,000.00	-	-	-	-	200,000.00	55,913.29	32,497.00	88,410.29
006093	KWS-WMR-Youngman St Nth	100227	Tim Low	175,000.00	175,000.00	-	-	-	-	175,000.00	2,909.09	157,591.25	160,500.34
006094	KWS-WMR- Reen St	100227	Tim Low	100,000.00	100,000.00	-	-	-	-	100,000.00	-	15,572.32	15,572.32
			Sub Activity Subtotal	**1,738,118.30**	**575,000.00**	**733,118.30**	**-**	**430,000.00**	**-**	**1,738,118.30**	**211,327.35**	**1,104,445.15**	**1,315,772.50**
Water - Murgon													
006058	Murgon-ACM Replacment	100229	Tim Low	100,000.00	100,000.00	-	-	-	-	100,000.00	-	38,718.44	38,718.44

Project Code	Project Description	Financial Project	Project Manager	Total Budgeted Revenue	2020/2021 Adopted Budget	2019/2020 Work in Progress	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Total Available Budget	2020/2021 Commitments	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure & Commitments
			Sub Activity Subtotal	**100,000.00**	**100,000.00**	**-**	**-**	**-**	**-**	**100,000.00**	**-**	**38,718.44**	**38,718.44**
Water - Proston													
006055	Proston-SCADA Platform Update	**100231**	Tim Low	150,000.00	250,000.00	-	-	-	- 100,000.00	150,000.00	6,619.29	30,945.95	37,565.24
006059	Proston-ACM Replacement	**100231**	Tim Low	175,000.00	175,000.00	-	-	-	-	175,000.00	-	161,758.84	161,758.84
			Sub Activity Subtotal	**325,000.00**	**425,000.00**	**-**	**-**	**-**	**- 100,000.00**	**325,000.00**	**6,619.29**	**192,704.79**	**199,324.08**
Water - Wondai													
005318	Wondai-Scott St Reservoir-Roof	**100233**	Tim Low	413,631.39	-	183,631.39	-	230,000.00	-	413,631.39	-	426,099.78	426,099.78
006056	Wondai-SCADA Platform Update	**100233**	Tim Low	50,000.00	50,000.00	-	-	-	-	50,000.00	-	6,202.44	6,202.44
006080	WWS-WMR-Haly St (Hodge/Scott)	**100233**	Tim Low	260,000.00	300,000.00	-	-	-	- 40,000.00	260,000.00	59,436.33	172,509.30	231,945.63
			Sub Activity Subtotal	**723,631.39**	**350,000.00**	**183,631.39**	**-**	**230,000.00**	**- 40,000.00**	**723,631.39**	**59,436.33**	**604,811.52**	**664,247.85**
			Activity Total	**3,906,749.69**	**3,000,000.00**	**1,041,749.69**	**-**	**660,000.00**	**- 795,000.00**	**3,906,749.69**	**475,871.50**	**2,891,325.26**	**3,367,196.76**
Wastewater Services													
Wastewater - General													
005825	Regional-Arc Flash Compliance Wastewater	**100275**	Tim Low	125,000.00	-	125,000.00	-	-	-	125,000.00	-	62,876.50	62,876.50
005826	Update Scada/Cyber Security	**100275**	Tim Low	89,026.50	-	99,026.50	-	-	- 10,000.00	89,026.50	74,000.00	-	74,000.00
			Sub Activity Subtotal	**214,026.50**	**-**	**224,026.50**	**-**	**-**	**- 10,000.00**	**214,026.50**	**74,000.00**	**62,876.50**	**136,876.50**
Wastewater - Blackbu													
004903	Mains & Manholes - Network Renewals	**100235**	Tim Low	-	-	-	-	-	-	-	-	- 2,222.21	- 2,222.21
			Sub Activity Subtotal	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**- 2,222.21**	**- 2,222.21**
Wastewater - Kingaro													
004904	Mains & Manholes - Network Renewals Kroy	**100236**	Tim Low	494,940.38	-	99,940.38	-	395,000.00	-	494,940.38	106,431.83	- 360,376.05	- 253,944.22
006095	KWW- Sewer Replacement Works	**104626**	Tim Low	2,210,000.00	2,385,000.00	-	-	-	- 175,000.00	2,210,000.00	1,560,227.57	23,083.82	1,583,311.39
			Sub Activity Subtotal	**2,704,940.38**	**2,385,000.00**	**99,940.38**	**-**	**395,000.00**	**- 175,000.00**	**2,704,940.38**	**1,666,659.40**	**- 337,292.23**	**1,329,367.17**
Wastewater - Murgon													
004905	Mains & Manholes - Network Renewals	**100237**	Tim Low	535,724.27	-	535,724.27	-	-	-	535,724.27	-	536,478.00	536,478.00
			Sub Activity Subtotal	**535,724.27**	**-**	**535,724.27**	**-**	**-**	**-**	**535,724.27**	**-**	**536,478.00**	**536,478.00**
Wastewater - Nanango													
004906	Mains and Manholes - Network Renewals	**100238**	Tim Low	838,795.09	-	655,795.09	-	183,000.00	-	838,795.09	-	865,061.24	865,061.24
005827	WWTP Reconfiguration - Nanango	**100238**	Tim Low	-	-	-	-	-	-	-	-	307.82	307.82
006096	NWW- Sewer Replacement Works	**100238**	Tim Low	785,000.00	1,050,000.00	-	-	- 265,000.00	-	785,000.00	-	790,759.77	790,759.77
			Sub Activity Subtotal	**1,623,795.09**	**1,050,000.00**	**655,795.09**	**-**	**- 82,000.00**	**-**	**1,623,795.09**	**-**	**1,656,128.83**	**1,656,128.83**
Wastewater - Wondai													
004907	Mains & Manholes -Network Renewal Wondai	**100240**	Tim Low	143,881.39	-	456,881.39	-	- 313,000.00	-	143,881.39	-	271,598.02	271,598.02
005165	Wondai-Recycled Water Plant Upgrade	**100240**	Tim Low	338,343.53	-	338,343.53	-	-	-	338,343.53	25,689.71	314,277.40	339,967.11
006064	Wondai-SCADA-STP/WWTP	**100240**	Tim Low	200,000.00	300,000.00	-	-	-	- 100,000.00	200,000.00	205,031.50	35,340.20	240,371.70
			Sub Activity Subtotal	**682,224.92**	**300,000.00**	**795,224.92**	**-**	**- 313,000.00**	**- 100,000.00**	**682,224.92**	**230,721.21**	**621,215.62**	**851,936.83**
			Activity Total	**5,760,711.16**	**3,735,000.00**	**2,310,711.16**	**-**	**-**	**- 285,000.00**	**5,760,711.16**	**1,971,380.61**	**2,537,184.51**	**4,508,565.12**
Waste													
Waste Management - R													
005488	Kingaroy-Landfill-Land Acquisition	**100241**	Craig Patch	175,000.00	-	9,919.64	-	165,080.36	-	175,000.00	10,246.91	5,000.00	15,246.91
005850	Maidenwell-Transfer Station	**100241**	Craig Patch	-	350,000.00	-	-	-	- 350,000.00	-	-	-	-
			Sub Activity Subtotal	**175,000.00**	**350,000.00**	**9,919.64**	**-**	**165,080.36**	**- 350,000.00**	**175,000.00**	**10,246.91**	**5,000.00**	**15,246.91**
			Activity Total	**175,000.00**	**350,000.00**	**9,919.64**	**-**	**165,080.36**	**- 350,000.00**	**175,000.00**	**10,246.91**	**5,000.00**	**15,246.91**
Land													
General													
005937	Lot 101 SP257227	**100210**	Leanne Petersen	-	-	-	-	-	-	-	-	37,330.77	37,330.77
005938	Lot 101 on SP 272806	**100210**	Leanne Petersen	-	-	-	-	-	-	-	-	11,566.71	11,566.71
			Sub Activity Subtotal	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**48,897.48**	**48,897.48**
			Activity Total	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**48,897.48**	**48,897.48**
			Grand Total	**38,529,283.17**	**38,228,662.00**	**7,370,809.29**	**244,465.00**	**1,175,080.36**	**- 8,489,733.48**	**38,529,283.17**	**8,539,086.75**	**23,741,653.44**	**32,280,740.19**

CAPEX BUDET SUMMARY	Adopted Budget	Under construction 19/20	1st Qtr	2nd Qtr	3rd Qtr	Current Budget	Commitments	2020/2021 Actual Expenditure	Under/(Over) Spend	% of Budget Spent
Buildings	2,985,500.00	1,516,411.69	-	350,000.00	- 1,139,784.98	3,712,126.71	714,320.07	2,068,312.50	1,643,814.21	56%
Parks	2,839,500.00	235,410.00	-	- 5,000.00	- 344,000.00	2,725,910.00	721,597.30	1,427,875.44	1,298,034.56	52%
	5,825,000.00	**1,751,821.69**	-	**345,000.00**	- **1,483,784.98**	**6,438,036.71**	**1,435,917.37**	**3,496,187.94**	**2,941,848.77**	54%
SUMMARY BY FUNDING SOURCES										
Buildings										
Under Construction 19/20						788,753.81	26,521.08	199,006.21	589,747.60	25%
Depreciation						858,372.90	289,997.14	283,630.28	574,742.62	33%
Restricted Cash						350,000.00	-	349,111.63	888.37	100%
Grant Funding						1,715,000.00	380,258.67	1,163,513.78	551,486.22	68%
No Budget allocated						-	17,543.18	73,050.60	- 73,050.60	
Total Budget						**3,712,126.71**	**714,320.07**	**2,068,312.50**	**1,643,814.21**	
Grant Funding Split										
W4Q						1,525,000.00	380,258.67	987,367.04	537,632.96	65%
DCP						190,000.00	-	176,146.74	13,853.26	93%
Parks										
Under Construction 19/20						157,910.00	17,000.00	88,529.66	69,380.34	56%
Depreciation						488,000.00	409.09	201,445.45	286,554.55	41%
Restricted Cash						-	-	-	-	0%
Grant Funding						2,080,000.00	704,188.21	1,129,438.00	950,562.00	54%
No Budget allocated						-	-	8,462.33	- 8,462.33	
Total Budget						**2,725,910.00**	**721,597.30**	**1,427,875.44**	**1,298,034.56**	
Grant Funding Split										
W4Q						1,785,000.00	569,270.04	963,602.72	821,397.28	54%
DCP						295,000.00	134,918.17	165,835.28	129,164.72	56%

PROJECTS WITH NO ACTUALS TO DATE

Buildings

Project Description	Project Code	Budget	Commitments	Funding Source
Wondai-Record Building-Fire Wall	006005	14,000.00	25,015.00	Depreciation
DCP-Maidenwell-Hall-Upgrade	006039	8,000.00	-	DCP
Boondooma Heritage Building - Mortar	005848	6,000.00	4,450.00	Under Construction 19/20
Wondai-Records Facility-Compactus	005924	32,207.00	34,252.00	Depreciation
Kingaroy-Pool-Refurbishment-Concept Plan	006029	250,000.00	-	Depreciation
Wondai-Showgrounds-Grandstand Replace	005926	40,000.00	-	Depreciation
Boondooma Heritage-Tank Stand & Replace	005919	3,737.27	-	Under Construction 19/20
		353,944.27	**63,717.00**	

Parks

Project Description	Project Code	Budget	Commitments	Funding Source
Blackbutt-Les Muller Park-Equipment	005755	800.00	-	Under Construction 19/20
Murgon/Kingaroy-Rail Trail Crossing	005762	22,000.00	17,000.00	Under Construction 19/20
		22,800.00	**17,000.00**	

VALUE IDENTIFED AS WORKS UNDER CONSTRUCTION FOR 21/22 IN THIRD QUARTER REVIEW

Project Description	Project Code	Under Construction 20/21	
Kingaroy Pool Refurbishment	005846	500,000.00	Buildings
Building Condition Priorities	005847	300,000.00	Buildings
Signage 48 Hour Overnight Areas	005493	17,500.00	Parks
Taromeo Jessies Well - Amenities Refurb	006026	12,000.00	Parks
K'roy Memorial Park - Garden Bed Replacement	006019	28,000.00	Parks
		857,500.00	

CAPEX BUDET SUMMARY	Adopted Budget	Under construction 19/20	1st Qtr	2nd Qtr	3rd Qtr	Current Budget	Commitments	2020/2021 Actual Expenditure	Under/(Over) Spend	% of Budget Spent
ICT	480,000.00	-	-	-	-	480,000.00	8,805.89	427,151.00	52,849.00	89%
Business Systems	-	-	200,000.00	222,363.00	- 222,363.00	200,000.00	-	127,071.32	72,928.68	64%
	480,000.00	-	**200,000.00**	**222,363.00**	- **222,363.00**	**680,000.00**	**8,805.89**	**554,222.32**	**125,777.68**	82%
SUMMARY BY FUNDING SOURCES										
ICT										
Under Construction 19/20						-	-	-	-	
Depreciation						480,000.00	8,805.89	427,151.00	52,849.00	89%
Restricted Cash						-	-	-	-	
Grant Funding						-	-	-	-	
Total Budget						**480,000.00**	**8,805.89**	**427,151.00**	**52,849.00**	
Grant Funding Split										
W4Q						-	-	-	-	
DCP						-	-	-	-	
Business Systems										
Under Construction 19/20						-	-	-	-	
Depreciation						200,000.00	-	127,071.32	72,928.68	64%
Restricted Cash						-	-	-	-	
Grant Funding						-	-	-	-	
Total Budget						**200,000.00**	-	**127,071.32**	**72,928.68**	
Grant Funding Split										
W4Q						-	-	-	-	
DCP						-	-	-	-	

PROJECTS WITH NO ACTUALS TO DATE

ICT

Project Description	Project Code	Budget	Commitments	Funding Source
		-	-	

Business Systems

Project Description	Project Code	Budget	Commitments	Funding Source
		-	-	

CAPEX BUDET SUMMARY	Adopted Budget	Under construction 19/20	1st Qtr	2nd Qtr	3rd Qtr	Current Budget	Commitments	2020/2021 Actual Expenditure	Under/(Over) Spend	% of Budget Spent
Fleet	2,315,000.00	1,317,210.59	-	- 222,363.00	222,363.00	3,632,210.59	432,264.00	2,217,444.70	1,414,765.89	61%
	2,315,000.00	**1,317,210.59**	-	**- 222,363.00**	**222,363.00**	**3,632,210.59**	**432,264.00**	**2,217,444.70**	**1,414,765.89**	61%
SUMMARY BY FUNDING SOURCES										
Fleet										
Under Construction 19/20						1,317,210.59	-	1,429,132.65	- 111,922.06	108%
Depreciation						1,915,000.00	432,264.00	788,312.05	1,126,687.95	41%
Proceeds from Sale of Fleet						400,000.00	-	-	400,000.00	0%
Restricted Cash						-	-	-	-	
Grant Funding						-	-	-	-	
Total Budget						**3,632,210.59**	**432,264.00**	**2,217,444.70**	**1,414,765.89**	
Grant Funding Split										
W4Q						-	-	-	-	
DCP						-	-	-	-	
PROJECTS WITH NO ACTUALS TO DATE										
Fleet										
Project Description	**Project Code**	**Budget**	**Commitments**	**Funding Source**						
		-	-							

CAPEX BUDET SUMMARY	Adopted Budget	Under construction 19/20	1st Qtr	2nd Qtr	3rd Qtr	Current Budget	Commitments	2020/2021 Actual Expenditure	Under/(Over) Spend	% of Budget Spent
Roads	22,523,662.00	939,396.52	44,465.00	5,000.00	- 5,575,948.50	17,936,575.02	4,204,600.47	11,991,391.23	5,945,183.79	67%
	22,523,662.00	**939,396.52**	**44,465.00**	**5,000.00**	**- 5,575,948.50**	**17,936,575.02**	**4,204,600.47**	**11,991,391.23**	**5,945,183.79**	
SUMMARY BY FUNDING SOURCES										
Roads										
Under Construction 19/20						889,396.52	50,672.73	762,588.40	126,808.12	86%
Depreciation						4,825,026.00	2,386,197.64	3,271,024.19	1,554,001.81	68%
Restricted Cash						3,340,701.00	681,966.15	1,297,989.83	2,042,711.17	39%
Grant Funding						5,356,451.50	337,903.64	4,216,530.19	1,139,921.31	79%
Developer Contributions						3,525,000.00	747,860.31	2,443,258.62	1,081,741.38	69%
Total Budget						**17,936,575.02**	**4,204,600.47**	**11,991,391.23**	**5,945,183.79**	
Grant Funding Split					**Council Depn Contrib.**					
RTR					25,535.00	1,644,465.00	24,861.63	1,325,145.78	319,319.22	81%
RTR(D)					60,767.00	822,233.00	10,454.55	746,230.02	76,002.98	91%
TIDS					637,068.50	636,788.50	1.82	583,410.38	53,378.12	92%
LRCI					126,913.00	1,644,465.00	200,657.38	1,054,145.68	590,319.32	64%
STIP					22,500.00	302,500.00	101,928.26	243,902.26	58,597.74	81%
DCP					189,000.00	306,000.00	-	263,696.07	42,303.93	86%

PROJECTS WITH NO ACTUALS TO DATE				
Roads				
Project Description	**Project Code**	**Budget**	**Commitments**	**Funding Source**
Dangore Mountain Road Gravel Resheeting	005780	2,000.00	-	Under Construction 19/20
Nanango Neumgna Road Gravel Resheeting	005800	1,562.50	-	Under Construction 19/20
Cushnie-MorrisRd-GR	006130	49,000.00	34,050.00	Depreciation
Gravel Resheeting 20/21	006135	478,994.00	-	Restricted Cash
Boyneside-Niagara Rd-Seal	006180	100,000.00	-	18% Depreciation - 82% Restricted Cash
Blackbutt CBD Disability Parking Upgrade	006186	10,000.00	-	Depreciation
SBRC Minor Footpath Replacements	006106	150,000.00	-	Depreciation
LRCI-Moffatdale-Leddy Court-Reseal	006157	7,150.00	-	Grant - LRCI
LRCI-Kingaroy-Alford Street-Drainage	006196	275,000.00	-	Grant - LRCI
		1,073,706.50	**34,050.00**	

VALUE IDENTIFED AS WORKS UNDER CONSTRUCTION FOR 21/22 IN THIRD QUARTER REVIEW		
Project Description	**Project Code**	**Under Construction 20/21**
Regional-Guardrail Replacement Program	006192	100,000.00
KTP-Alford St(GlendonSt-KingaroySt)Works	006212	500,000.00
Hodgleigh-LucasRd-GR	006129	9,000.00
Booie-NystromRd-GR	006131	11,000.00
Benarkin-Williams Rd-GR	006134	200,000.00
Niagara Road (Wind Farm)	005479	500,000.00
Kingaroy-Pavement Rehabilition	006184	100,000.00
Blackbutt CBD Disability Parking Upgrade	006186	20,000.00
Kingaroy/Wondai-BunyaHwyMedianUpgrade	006188	500,000.00
Blackbutt CBD Footpath	006107	230,000.00
Blackbutt CBD Footpath	006107	120,000.00
Town Entry Signs	005459	50,000.00
Murgon-Cobb St South-Drainage	006197	10,000.00
Wondai-Bramston St-Drainage	006198	5,000.00
Nanango-Gipps St-Drainage	006199	5,000.00
		2,360,000.00

CAPEX BUDET SUMMARY	Adopted Budget	Under construction 19/20	1st Qtr	2nd Qtr	3rd Qtr	Current Budget	Commitments	2020/2021 Actual Expenditure	Under/(Over) Spend	% of Budget Spent
Water	3,000,000.00	1,041,749.69	-	660,000.00	- 795,000.00	3,906,749.69	475,871.50	2,891,325.26	1,015,424.43	74%
	3,000,000.00	**1,041,749.69**	-	**660,000.00**	- **795,000.00**	**3,906,749.69**	**475,871.50**	**2,891,325.26**	**1,015,424.43**	
SUMMARY BY FUNDING SOURCES										
Water										
Under Construction 19/20						1,041,749.69	27,648.30	934,409.90	107,339.79	90%
Depreciation						1,945,000.00	164,659.52	1,039,565.83	905,434.17	53%
Restricted Cash						920,000.00	283,563.68	917,349.53	2,650.47	100%
Grant Funding						-	-	-	-	
Total Budget						**3,906,749.69**	**475,871.50**	**2,891,325.26**	**1,015,424.43**	
Grant Funding Split										
W4Q4						-	-	-	-	
DCP						-	-	-	-	

PROJECTS WITH NO ACTUALS TO DATE				
Water				
Project Description	**Project Code**	**Budget**	**Commitments**	**Funding Source**
		-	-	

VALUE IDENTIFED AS WORKS UNDER CONSTRUCTION FOR 21/22 IN THIRD QUARTER REVIEW		
Project Description	**Project Code**	**Under Construction 20/21**
Proston-SCADA Platform Update	006055	100,000.00
WWS-WMR-Haly St (Hodge/Scott)	006080	40,000.00
		140,000.00

CAPEX BUDET SUMMARY	Adopted Budget	Under construction 19/20	1st Qtr	2nd Qtr	3rd Qtr	Current Budget	Commitments	2020/2021 Actual Expenditure	Under/(Over) Spend	% of Budget Spent
Wastewater	3,735,000.00	2,310,711.16	-	-	- 285,000.00	5,760,711.16	1,971,380.61	2,537,184.51	3,223,526.65	44%
	3,735,000.00	**2,310,711.16**	-	-	**- 285,000.00**	**5,760,711.16**	**1,971,380.61**	**2,537,184.51**	**3,223,526.65**	
SUMMARY BY FUNDING SOURCES										
Wastewater										
Under Construction 19/20						2,300,711.16	206,121.54	1,689,915.11	610,796.05	73%
Depreciation						885,000.00	306,947.68	351,509.63	533,490.37	40%
Restricted Cash						2,575,000.00	1,458,311.39	495,759.77	2,079,240.23	19%
Grant Funding						-	-	-	-	
Total Budget						**5,760,711.16**	**1,971,380.61**	**2,537,184.51**	**3,223,526.65**	
Grant Funding Split										
W4Q4						-	-	-	-	
DCP						-	-	-	-	

PROJECTS WITH NO ACTUALS TO DATE				
Wastewater				
Project Description	**Project Code**	**Budget**	**Commitments**	**Funding Source**
Update Scada/Cyber Security	005826	89,026.50	74,000.00	Under Construction 19/20
		89,026.50	**74,000.00**	

VALUE IDENTIFED AS WORKS UNDER CONSTRUCTION FOR 21/22 IN THIRD QUARTER REVIEW		
Project Description	**Project Code**	**Under Construction 20/21**
Update Scada/Cyber Security	005826	10,000.00
Wondai-SCADA-STP/WWTP	006064	100,000.00
		110,000.00

CAPEX BUDET SUMMARY	Adopted Budget	Under construction 19/20	1st Qtr	2nd Qtr	3rd Qtr	Current Budget	Commitments	2020/2021 Actual Expenditure	Under/(Over) Spend	% of Budget Spent
Waste	350,000.00	9,919.64	-	165,080.36	- 350,000.00	175,000.00	10,246.91	5,000.00	170,000.00	3%
	350,000.00	**9,919.64**	-	**165,080.36**	- **350,000.00**	**175,000.00**	**10,246.91**	**5,000.00**	**170,000.00**	3%
SUMMARY BY FUNDING SOURCES										
Waste										
Under Construction 19/20						9,919.64	4,919.64	5,000.00	4,919.64	50%
Depreciation						-	-	-	-	
Restricted Cash						165,080.36	5,327.27	-	165,080.36	0%
Grant Funding						-	-	-	-	
Total Budget						**175,000.00**	**10,246.91**	**5,000.00**	**170,000.00**	
Grant Funding Split										
W4Q						-	-	-	-	
DCP						-	-	-	-	
PROJECTS WITH NO ACTUALS TO DATE										
Waste										
Project Description	**Project Code**	**Budget**	**Commitments**	**Funding Source**						
		-	-							

CAPEX BUDET SUMMARY	Adopted Budget	Under construction 19/20	1st Qtr	2nd Qtr	3rd Qtr	Current Budget	Commitments	2020/2021 Actual Expenditure	Under/(Over) Spend	% of Budget Spent
Land	-	-	-	-	-	-	-	48,897.48	- 48,897.48	
	-	-	-	-	-	-	-	**48,897.48**	- **48,897.48**	
SUMMARY BY FUNDING SOURCES										
Land										
Under Construction 19/20						-	-	-	-	
Depreciation						-	-	-	-	
Restricted Cash						-	-	48,897.48	- 48,897.48	
Grant Funding						-	-	-	-	
Total Budget						-	-	**48,897.48**	- **48,897.48**	
Grant Funding Split										
W4Q						-	-	-	-	
DCP						-	-	-	-	
PROJECTS WITH NO ACTUALS TO DATE										
Land										
Project Description	**Project Code**	**Budget**	**Commitments**	**Funding Source**						
		-	-							

7 PORTFOLIO - REGIONAL DEVELOPMENT

7.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

File Number: **16-06-2021**

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.

Did you know the South Burnett Regional Council's Gross Regional Product is estimated at $1.94 billion, which represents 0.52% of the state's GSP (Gross State Product). *(NIEIR 2020)*

Draft 2021 – 2026 Regional Development Strategy – The above fact demonstrates what a valuable contributor our region is to the State Economy and the need for a progressive and achievable Regional Development Strategy. Over the past month, myself, Cr Jones, and the CEO have met with the Kingaroy Chamber of Commerce and a significant agricultural production company to gain feedback on the draft plan. The response to the draft has been both informative and positive. Further consultation meetings are planned during June and early July with the draft Regional Development Strategy being proposed to be presented to the July Ordinary meeting of Council. There is still plenty of time for comment on the draft with the strategy and feedback form available on Council's Website.

Regional Development Advisory Committee – letter forwarded to relevant stakeholders to see if they may be interested in being involved in our Regional Development Advisory committee, and should they express an interest to be involved we will progress a report to Council for endorsement.

Trade Investment Queensland (TIQ) – I had the pleasure of recently attending the Investment Readiness Workshop hosted by TIQ in Gympie during the past month.

Rail Trails - CEO Mark Pitt recently attended a meeting with representatives from Toowoomba and Somerset Regional Councils, Ipswich City Council and Transport and Main Road as part of our Council's commitment to the Brisbane Valley Rail Trail. Our Council is regularly speaking with BVRT and KKRT stakeholders and partners regarding the opportunities that both these trails present.

Rail Trail Counters:

April 2021

1. Kingaroy – 3207 passes
2. Memerambi – 983 passes
3. Tingoora – 991 passes

May 2021

1. Kingaroy – 3888 passes
2. Memerambi – 1327 passes
3. Tingoora - 1085

Tourism – It was a pleasure to participate in the TEQ discussion regarding strategic direction of BaconFest and give feedback on this event.

I also had the opportunity to provide input and discussion with Bunya Trail product and experience plan that has been commissioned by Peter Homan from Southern Queensland Country. The project is a collaborative effort between the Bunya Peoples Aboriginal Corporation, SQCT and other key stakeholders and will provide a guideline for future product and business development.

The scope of the work will include the:

- Identification of key stakeholders,
- Development of a vision and some key principles to guide the future development of the trail
- Research and any historical documentation on the trail,
- Identification of product development options and what actions would be needed to guide future development and activation
- Market potential including target markets
- An action plan which will identify some ranked options for experience development, activation and mapping of the trail.

In concluding this report, I also would like to congratulate:

- Agritourism: Farm to Fork Collective FRRR Tackling Tough Times & Tarong Community Partnership Fund
- Adventure Tourism: South Burnett Mountain Bike Club FRRR Tackling Tough Times & Tarong Community Partnership Fund
- Busines Leadership: KCCI NBN Business Workshop & Business Breakfast & Wondai Business Group breakfast
- Catching up with stakeholders regarding their feedback on the Regional Development strategy. Some great insights collected.

ATTACHMENTS

Nil

7.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

File Number: **16-06-2021**

Author: **Coordinator Executive Services**

Authoriser: **Chief Executive Officer**

PRECIS

Regional Development and Tourism update for the month of May 2021.

SUMMARY

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

OFFICER'S RECOMMENDATION

That the Regional Development and Tourism monthly update for May 2021 be received for information.

BACKGROUND

In May 2021 the Regional Development and Tourism team progressed the following:

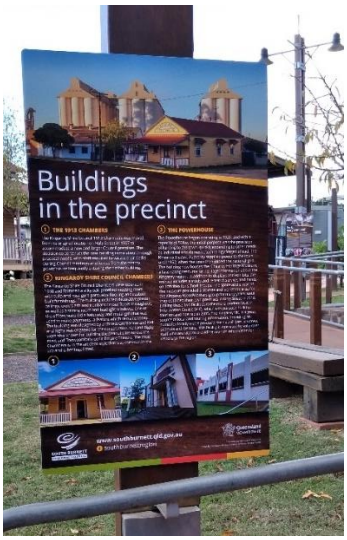
Events / happenings:

- **04-05-2021 Kingaroy Visitor Information Centre** – The Kingaroy Visitor Information Centre has progressed a promotional display for 'Things to do at Bunya Mountains'.

- **05-05-2021 Wondai Heritage Museum** – The Wondai Heritage Museum received a significant donation this month with the AV & C Boisen's collection. Alfred Victor Boisen (1887-1961 Wondai) started a business in 1907 by selling socks and singlets on the side of the bullock track into Wondai. Later partnering with his brother Charles and opening AV & C Boisen's Drapery at Wondai. This historical collection consists of shoes dating back to 1913 and bustiers / chemises from the early 1900s.

- **07-05-2021 - Wondai Heritage Museum** was closed today for four weeks to allow renovations to be completed to the adjoining council records room.

- **11-05-2021 – Kingaroy Visitor Information Centre** - Information boards were replaced at the Kingaroy Visitor Information Centre with funding received through the Queensland Government's Works for Queensland programme.



- **13-5-2021 Kingaroy Heritage Museum** - Students from Griffith University took an opportunity to partake in the local peanut hunt during their visit to the Kingaroy Heritage Museum.

- **19-05-2021 – Small Business Friendly Charter** - South Burnett Regional Council proudly demonstrated their commitment to local small businesses in the South Burnett by signing the charter for the Small Business Friendly Councils initiative, along with seven South Burnett business and community groups on Wednesday 19 May 2021.

- **20-5-2021 Volunteer Week** – The South Burnett Regional Council Visitor Information Centre volunteer network celebrated volunteer week across the region. The volunteers received a small gift in appreciation of their significant contribution to the South Burnett Tourism Industry.

- **31-5-2021 Kingaroy Heritage Museum** - Kingaroy State Primary school visited the Heritage Museum receiving an educational tour from volunteer Lindsay Gardine on 'changes in technology'. Students finished their tour with a peanut hunt.

Monthly Statistics:

Visitor Information Centres – Monthly Statistics 2020-21						
2020	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
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
2021	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
Sales	B - $0 K - $4928 M - $354 N - $1386 W - $1717	B - $0 K - $4478 M - $343 N - $167 W - $1149	B - $0 K - $5003 M - $443 N - $1180 W - $2067	B – $0 K - $5632 M - $104 N - $831 W - $2869	B - $0 K - $6255 M - $90 N - $771 W - $2266	
Coach Tours	B - 0 K - 1 M - 0 N - 0 W - 0	B - 0 K - 2 M - 0 N - 0 W - 0	B - 0 K - 0 M - 0 N - 0 W - 0	B - 0 K - 1 M - 0 N - 1 W - 1	B – 0 K - 5 M - 0 N - 2 W - 1	
Volunteer Numbers	B - 0 K - 13 M - 13 N - 14 W - 11	B - 0 K - 13 M - 13 N - 14 W - 11	B - 0 K - 13 M - 13 N - 14 W - 11	B – 0 K - 12 M - 13 N - 13 W - 11	B – 0 K - 12 M - 18 N - 16 W - 13	
Volunteer Hours	B - 0 K - 375 M - 149 N - 384 W - 212	B - 0 K - 747 M - 180 N - 130 W - 150	B - 0 K - 883 M - 200 N - 466 W - 212	B – 0 K - 793 M - 177 N – 409 W - 210	B – 0 K - 784 M - 183 N – 442 W - 161	
Days Open	B - 0 K - 25 M – 25 N - 30 W - 25	B - 0 K - 24 M - 24 N - 9 W - 24	B - 0 K - 27 M - 27 N - 31 W - 27	B – 0 K - 24 M - 24 N - 26 W - 24	B – 0 K - 25 M - 26 N - 31 W - 26	

Media Releases:

1. 278. Public Notice 06-05-2021 Wondai Heritage Museum upgrades to commence
2. 279. Media Release 07-05-2021 - Festival of the Dams 2021
3. 291. Media Release 17-05-21 - South Burnett Regional Council celebrates National Volunteer Week
4. 296. Media Release 20-05-21 - South Burnett Regional Council signs Small Business Friendly Councils initiative charter
5. 311. Public Notice 27-05-2021 - Australian Tourism Data Warehouse (ATDW) distributor fees will recommence on 1 July 2021

Media Releases 20-21						
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	3	0	5	

Social Media Posts:

Social Media:						
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	Posts 26 Likes 728 Followers 877	Posts 15 Likes 731 Followers 887	Posts 21 Likes 740 Followers 906	
Discover South Burnett	Posts 0 Likes 3856 Followers 3990	Posts 2 Likes 3866 Followers 4012	Posts 13 Likes 3881 Followers 4050	Posts 13 Likes 3892 Followers 4086	Posts 16 Likes 3900 Followers 4110	
Kilkivan to Kingaroy Rail Trail	Posts 0 Likes 1037 Followers 1138	Posts 2 Likes 1080 Followers 1185	Posts 2 Likes 1128 Followers 1247	Posts 5 Likes 1197 Followers 1334	Posts 1 Likes 1256 Followers 1406	
Drive Inland	Posts 7 Likes 805 Followers 864	Posts 0 Likes 819 Followers 880	Posts 0 Likes 826 Followers 890	Posts 2 Likes 833 Followers 899	Posts 1 Likes 847 Followers 921	
Wide Bay-Burnett – The Perfect Place	Posts 0 Likes 2438 Followers 2489	Posts 0 Likes 2438 Followers 2489	Posts 0 Likes 2439 Followers 2490	Posts 2 Likes 2432 Followers 2482	Posts 3 Likes 2434 Followers 2487	

Printed Advertising / Graphical Design:

3 x Tourism Brochures

- Dog friendly accommodation and eateries
- Photographers Trail
- South Burnett Wineries

Flyer, Menu and Certificates – Festival of the Dams

Promotional material x 16 – Opera Queensland

ATTACHMENTS

Nil

7.3 REVIEW OF VISIT SOUTH BURNETT PARTNERSHIP AGREEMENT

File Number: **16-06-2021**

Author: **Coordinator Executive Services**

Authoriser: **Chief Executive Officer**

PRECIS

Visit South Burnett has requested that Council review the Partnership Agreement Between South Burnett Regional Council and Visit South Burnett.

SUMMARY

Visit South Burnett has contacted Council seeking a review of the Partnership Agreement dated 13 October 2020.

In particular, "…*that Council give consideration to:*

- *Adequate provision will be made in Council's 2021-22 Budget to enable VSB to continue its valuable work on behalf of the Region; and*

- *An opportunity will soon be provided to undertake a revision of our Agreement (idf considered necessary) and to finalise ongoing funding arrangements."*

The terms of the Partnership Agreement stipulate:

a) The term of this agreement is from 1 September 2020 to 31 August 2021.

b) This Agreement will be reviewed by both parties on and about 1 March 2021 with the intention of entering into a new Agreement, to review the funding arrangements, to align with the new Tourism Strategy to be developed under clause 4(b), such determination to be made no later than 31 March 2021.

At Council's Ordinary Council Meeting on 19 August 2020, South Burnett Regional Council endorsed the following resolution:

> ***14.3 REQUESTING COUNCIL CONSIDER THE PROPOSED PARTNERSHIP AGREEMENT BETWEEN COUNCIL AND VISIT SOUTH BURNETT INCORPORATED***
>
> ***RESOLUTION 2020/100***
>
> *Moved: Cr Kirstie Schumacher*
>
> *Seconded: Cr Danita Potter*
>
> *That South Burnett Regional Council renew the partnership agreement with Visit South Burnett Incorporated as a tourism organisation partner and acknowledge that Visit South Burnett Incorporated is a Member based entity with a tourism industry base.*
>
> *In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie*
>
> *Schumacher and Scott Henschen*
>
> *Against: Nil*
>
> ***CARRIED 7/0***

RESOLUTION 2020/101

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That Council:

1. Funds 50 per cent of the partnership and funding agreement proposed, being $70k for the next six months commencing 1 September 2020 to 28 February 2021, subject to Visit South Burnett (VSB) agreeance with Council's funding terms.

2. The period of this funding agreement will be for six months with a review of the agreement and outcomes to occur in February 2021 as to future funding for the remainder of the financial year.

3. VSB will be invited to pitch its proposed funding agreement for FY 2021/2022 at the February meeting for Council's consideration in the preparation of its next budget.

4. At the February meeting with Council VSB is to provide an update on the development of its Tourism Strategy in partnership with SQCT as per section 4 of the agreement.

5. The terms of this funding agreement with Council will include KPI's which are to be workshopped and agreed between Council and the VSB committee for adoption as soon as reasonably practicable.

6. VSB must report back to Council at the February 2021 Council Meeting on its demonstrated progress in achieving these agreed KPI's.

7. Council will provide an office space for VSB at one of its Visitor Information Centres.

8. VSB are invited to distribute its marketing materials via Council's Visitor Information Centres.

9. Council will support VSB's bid to attract match funding from other levels of government and will partner with VSB, in an advocacy role.

10. VSB can submit information to the CEO for approval and inclusion on the Discover South Burnett website and its associated social media platforms.

11. Council's Tourism portfolio holder is to be invited to attend VSB committee meetings as an observer but will not vote on matters brought before the committee.

12. VSB committee will decide and report back to Council where these funds are invested in marketing the region as a destination beyond its membership base.

13. VSB must maintain a good working relationship with tourism operators across the South Burnett and secure and maintain the membership of both minor and major tourism operators in the region.

14. Should VSB agree to the terms of this partnership agreement, VSB must maintain a positive and collaborative relationship with Council, and actively acknowledge Council's support of the tourism industry.

15. VSB must issue a joint media statement with Council following its acceptance of Council's terms.

16. Any public meetings of VSB or demonstrated behaviours that do not align with Council's values with not be accepted and will result in Council's withdrawal from this partnership.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That the review the Visit South Burnett Partnership Agreement report be received for information and noted for review during Council's first quarter budget deliberations.

ATTACHMENTS

Nil

7.4 MATERIAL CHANGE OF USE - SERVICE STATION AND ANCILLARY SHOP AT 4 SCOTT STREET, WONDAI (LOTS 808, 809 & 810 ON W5357) APPLICANT: SJS FUELS PTY LTD C/- PROJECT URBAN

File Number: **MCU20/0020**

Author: **Senior Planner**

Authoriser: **Chief Executive Officer**

PRECIS

Material Change of use - Service Station and ancillary shop at 4 Scott Street, Wondai (Lots 808, 809 & 810 on W5357) Applicant: SJS Fuels Pty Ltd C/- Project Urban

SUMMARY

- Application for Material change of use – Development permit – Service station and shop;
- Subject site is included in Local centre zone under the South Burnett Regional Council Planning Scheme v1.4;
- The proposal is impact assessable subject to public notification and triggered assessment against the entire planning scheme which includes:
    - Strategic framework;
    - Local centre zone;
    - Services and works code.
- The subject development is proposed on 3 lots currently vacant;
- The proposed development consists of:-
    - Refuelling court (6 bowsers including 1 diesel)
    - Ancillary shop (300sqm approximately) including -
        - Sale of fuel and convenience products
        - Administration office
        - Store room
        - Customer amenity facilities
- Operate 24 hours / 7 days
- Referral to SARA due to the proximity to a state-controlled road (refer to Attachment A);
- Infrastructure Charges Payable (refer to Attachment B);
- One (1) public submission in objection was received during the notification period (refer to Attachment C);
- The proposal is considered to be consistent with the Local centre zone and documented that the development can operate with minimal impact on nearby/adjacent residential land uses;
- Application recommended for approval subject to reasonable and relevant conditions.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That Council approve the Material change of use – Service station and ancillary shop located at 4 Scott Street, Wondai (and described as Lots 808, 809, 810 on W5357) subject to the following conditions:

GENERAL

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

	Drawing Title	Prepared by	Reference/ Drawing no.	Revision	Date
	Landscape concept plan	Project Urban	/	B	14 January 2021
	Perspective View	Ashanti	/	/	23 March 2021
	Site Plan	Ashanti	1	/	23 March 2021
	Part Floor Plan	Ashanti	2	/	23 March 2021
	Part Floor Plan	Ashanti	3	/	23 March 2021
	Dimension Plan	Ashanti	4	/	23 March 2021
	Elevation (1) (2) (3)	Ashanti	5	/	23 March 2021

Approved Documents listed:-

Author	Document Title	Reference no.	Revision	Date
QGE	Exterior Lighting Design Report	883-002- RPT 001	/	15 February 2021
ATP Consulting Engineers	Noise Impact Assessment	ATP201020	2 Issue 3	March 2021
ASK Acoustic & Air Quality	Air Quality Assessment	217401.0010.R01V03	3	24 March 2021
Contour	Engineering Report	2594-ENG01(B)	B	20 January 2021

GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:

- Development Permit for Building works;
- Development Permit for Plumbing and drainage works;
- Development Permit for Operational works.

APPROVED USE

GEN3. The Development Permit is for a Service station including Service station shop of 300sqm and does not imply approval for a separate segregated food outlet or ownership or any other buildings or structures indicated on the Approval Plan. Separate approval may be required for structures/works not specifically approved in this application.

HOURS OF OPERATION

GEN4. The approved use on the premises is permitted to operate 24 hours a day, seven (7) days a week.

COMPLIANCE WITH CONDITIONS

GEN5. Unless otherwise stated all conditions shall be completed prior to commencement of the use.

LANDSCAPING

MCU1. Landscaping is to be provided along all property boundaries in accordance with the submitted Site Plan and Landscape Concept Plans as listed in GEN1 (excluding vehicle manoeuvring areas).

All landscaped works must be established by a qualified person and maintained in accordance with the conditions of this Development Approval for the life of the development, and in a manner that ensures healthy, sustained and vigorous plant growth. All plant material must be allowed to grow to the full form and be refurbished when its life expectancy is reached.

REFUSE STORAGE COLLECTION

MCU2. Provision must be made for the storage and removal of refuse in accordance with the *Waste Reduction and Recycling Regulation 2011*.

MCU3. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:

a) level;
b) provided with impervious hard stand and drained; and
c) if facing either the street frontage or adjoining properties, screened by a 1.8m high fence around the full perimeter.

MCU4. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:

a) all tap outlets must be fitted with backflow prevention devices;
b) the floor areas are to be drained to sewer; and
c) areas are to be covered and drainage designed such that water not associated with the washing out process (e.g. rainfall) does not enter the sewer.

FENCING

MCU5. A 1.8m high acoustic fence to be constructed on the north-eastern and south-eastern sides of the delivery bay atop the 1.5m high retaining wall. The top of the 1.8m high acoustic fence must be 3.3m above the finish surface level of the delivery bay and meet the ATP Consulting Engineers recommendations of the Noise Impact Assessment Report No ATP21020-R-NIA-03 Dated March 2021.

MCU6. A 2m high acoustic fence to be constructed along the north-eastern property boundary and meet the ATP Consulting Engineers recommendations of the Noise Impact Assessment Report No ATP21020-R-NIA-03 Dated March 2021.

LIGHTING

MCU7. Design all external lighting in accordance with *AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting"* and meet the QGE recommendations of the Exterior Lighting Design Report 883-002 RPT 001 Dated 15 February 2021.

Artificial illumination is not to cause a nuisance to occupants of nearby premises and any passing traffic. Direct security and flood lighting away from adjacent premises to minimise the protrusion of light outside the street.

ADVERTISING SIGN

MCU8. Advertisement devices are designed and located in accordance with the submitted proposed site plans and elevations.

NOISE ATTENUATION

MCU9. Noise management mitigation measures recommended in the Noise Impact Assessment Report prepared by ATP Consulting Engineers Report Dated March 2021must be implemented by the operator of the proposal.

MCU10. Any tyre inflation device installed on site must have the beeper on silent between the hours of 6:00pm to 7:00am or a visual alarm (eg. flashing light) instead of an audible beeper.

AMALGAMATION

MCU11. Prior to the commencement of the use, the applicant must amalgamate the subject lots (Lots 808, 809 & 810 on W5357) into one allotment and submit evidence of such to Council.

Timing: Prior to commencement of the use

ENVIRONMENTAL HEALTH

MCU12. All mechanical plant and equipment must be appropriately located and/or acoustically screened to ensure compliance with noise criteria at the nearest noise sensitive places, as specified in the Noise Impact Assessment March 2021.

MCU13. When requested by Council, nuisance monitoring must be undertaken and recorded over a period of three (3) months, to investigate any genuine compliance of nuisance caused by noise, light or odour. An analysis of the monitoring data and a report, including nuisance mitigation measures, must be provided to Council within fourteen (14) days of the completion of the investigation.

AIR QUALITY

MCU14. Air quality management mitigation measures recommended in the Air Quality Assessment prepared by ASK Acoustic & Air Quality Dated 24 March 2021must be implemented by the operator of the proposal.

UNDERGROUND TANKS

EH1. Prior to the commencement of the use, underground tanks shall be checked to ensure compliance in accordance with the following:

(i) Tanks are to have an overfill protection valve installed in the drop tube of the tank. The overfill prevention valve shall be calibrated to prevent the tank from being filled in excess of 95**%** of its capacity.

(ii) Tanks are to be fitted with an automatic flow limiting device which reduces the flow rate into the tank by 98% when the normal fill level of the tank has been attained.

(iii) Tanks are to be made of fibre-reinforced thermosetting resin (fibreglass) that is compatible with the product.

(iv) Tanks are to be double-walled with an interstitial space.

Timing: Prior to commencement of the use

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the underground tanks have been checked for compliance to ensure they are in compliance with the Australian Standards for Underground Tank Installation.

PIPEWORK

EH2. Prior to the commencement of the use, Pipework shall be constructed and installed in accordance with the following:

(i) Pipework is to be made of non-corrodible materials as defined by *clause 1.4.37* of *AS 4897 The design, installation and operation of underground petroleum storage systems*.

(ii) Product piping is to be double-walled with an interstitial space.

(iii) Each tank fill point is to be clearly labelled and identified in accordance with *AS 4977 Petroleum products - Pipeline, road tanker compartment and underground tank identification*.

(iv) Each tank fill point is to be fitted with a camlock type or other liquid-tight connection.

(v) Each tank fill point is to be provided with spill containment of at least 15 litre capacity per spill point.

(vi) All fill and vapour recovery points are to be earthed in accordance with *AS 1020 The control of undesirable static electricity* and *AS 3000 Electrical installations.*

Timing: Prior to commencement of the use

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the pipework has been constructed and installed in accordance with the above requirements.

LEAK DETECTION FOR UNDERGROUND TANKS

EH3. Prior to the commencement of the use:

(i) Establish a leak monitoring system that is rated to detect a release of 0.76 litres/hour (or a release of 18 L/day), with greater than 95% confidence (and less than 5% false positive).

Timing: Prior to commencement of the use

Prior to the commencement of the use, submit to Council certification from a suitably qualified person that the leak detection system complies with the relevant Australian Standards for leak detection.

LEAK DETECTION FOR PIPEWORK

EH4. Prior to the commencement of the use~~:~~

(i) Install line leak detection for pressure piping that is rated to detect a release of 0.76 litres/hour (or a release of 18 L/day), with greater than 95% confidence (and less than 5% false positive).

Timing: Prior to commencement of the use

Prior to the commencement of the use, submit to Council certification from a suitably qualified person that the leak detection system was installed and was verified as meeting the above leak detection performance standard~~.~~

FUEL DISPENSING AREAS

EH5. Prior to the commencement of the use, Fuel dispensing areas shall be constructed and installed in accordance with the following:

(i) All ground surfaces within the fuel dispensing area are to be constructed of impermeable materials such as waterproofed, reinforced concrete that is free of gaps and/or cracks. Impermeable, hydrocarbon resistant jointing material is to be used between treated concrete slabs.

(ii) The fuel dispensing area is to be clearly demarcated from the uncovered forecourt area, access roads, general parking bays and all other areas to clearly delineate the higher contamination risk area from lower risk areas.

(iii) A canopy shall be installed over fuel dispensing areas. The canopy shall at least cover the demarcated fuel dispensing area. An appropriately sized Spel Puraceptor shall be installed to accommodate any rainfall up to an ARI 10 storm event, of 5 minute to 2 hour duration, that may blow into the demarcated fuel dispensing area.

(iv) A liquid-tight dispenser sump is to be installed under each dispensing unit. It is to be designed to house all pipework joints and fittings and to collect and contain any leak.

(v) Signage indicating 'flows to stormwater treatment system' is to be provided at all drainage inlets within the fuel dispensing area.

(vi) The fuel dispensing area is to be graded and drained to an independently certified stormwater treatment system. The system shall be installed in accordance with the approved site-based stormwater quality management plan.

Timing: Prior to commencement of the use

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the fuel dispensing area has been constructed and installed in accordance with the above requirements.

UNCOVERED FORECOURT AREA

EH6. Prior to the commencement of the use, uncovered forecourt areas must be constructed and installed in accordance with the following:

(i) All ground surfaces of the uncovered forecourt area are to be constructed to provide a sealed surface, free of gaps or cracks.

(ii) Signage indicating 'flows to stormwater treatment system' is to be provided at all drainage inlets in the uncovered forecourt area.

(iii) The uncovered forecourt area is to be graded and drained to an independently certified stormwater treatment system listed on Council's Register for Certified Hydrocarbon Separators. The system shall be installed in accordance with the approved site-based stormwater quality management plan.

Timing: Prior to commencement of the use

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the uncovered forecourt area has been installed and constructed in accordance with the above requirements.

ROAD TANKER DELIVERY

EH7. Prior to the commencement of the use, the road tanker delivery area shall be located within the containment area of the fuel dispensing area.

STAGE 1 VAPOUR RECOVERY

EH8. Prior to the commencement of the use, construct and install stage 1 vapour recovery for underground systems storing motor spirit/petrol that has:

(i) vapour return lines that return all vapour displaced from the storage tank to the delivery tanker.

(ii) a design that prevents the mixing of product in piping common to more than one tank.

(iii) vapour-tight couplings on the vapour line that close automatically when disconnected.

(iv) incompatible liquid and vapour couplings.

(vi) the vapour recovery point located within 2 metres of the respective fill point.

Timing: Prior to commencement of the use

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that stage 1 vapour recovery equipment has been constructed and installed in accordance with the above requirements.

ENGINEERING WORKS

ENG1. Submit to Council, an Operational Work application for all civil works including earthworks, stormwater, roadworks, and access crossover.

ENG2. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.

ENG3. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.

ENG4. Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

ENG5. Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plans and specifications and to Council's requirements, prior to commencement of the use.

LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS

ENG6. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.

ENG7. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development

CONSTRUCTION AND NUISANCE MANAGEMENT PLAN

ENG8. Submit to Council for endorsement, a Construction and Nuisance Management Plan for approved development works for the site. The Plan is to cover where applicable, the following:

a) air quality management;
b) noise and vibration management;
c) storm water quality management;
d) erosion and sediment management;
e) vegetation management;
f) waste management;
g) complaint management;
h) community awareness;
i) preparation of site work plans;
j) workers' car parking arrangements; and
k) traffic control during works.

Timing: Prior to commencement of works

ENG9. Implement the approved Construction Management Plan at all times during construction of the development.

ENG10. Ensure a legible copy of the approved Construction Management Plan is available on-site at all times during construction and earthworks.

STORMWATER MANAGEMENT

ENG11. Provide stormwater management generally in accordance with the approved Conceptual Site Based Stormwater Management Plan prepared by Contour, Revision A, dated 24/11/2020, subject to detailed design and except as altered by conditions of this development approval.

ENG12. Design and construct stormwater drainage to ensure that the development will achieve "no nuisance" as described in the Queensland Urban Drainage Manual (QUDM) to all downstream properties including road reserves, drainage features, waterways, and the like for design storms up to ARI100.

ENG13. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.

ENG14. Design and construct stormwater drainage that provides:

a) for stormwater infrastructure to be included in easements where the infrastructure is located in downstream properties; and
b) upgrades of the downstream stormwater infrastructure required to convey design flows unless it has been demonstrated to Council that existing infrastructure has the capacity to cater for the post development conditions.

ENG15. Design and construct stormwater drainage incorporating measures to prevent any solid matter and floatable oils being carried into existing stormwater system.

ENG16. Stormwater from sealed areas at risk of contamination is required to be piped to the Spel Puraceptor (or equivalent) prior to discharge from the site.

ENG17. Design and construct all internal stormwater drainage works to comply with the relevant Section/s of AS/NZS 3500.3.2.

ENG18. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

LAWFUL POINT OF DISCHARGE

ENG19. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

WATER SUPPLY

ENG20. Connect the development to Council's reticulated water supply system via a single connection.

SEWERAGE

ENG21. Connect the development to Council's reticulated sewerage system via a single connection. The connection must be designed in accordance with Council's standards and be approved by Council's Utility Services Section.

ENG22. Actual connection to Council's live sewerage infrastructure must be undertaken by or under the supervision of Council.

ENG23. Do not build works within 1.5 metres from the centre of any existing sewer pipework or within the Zone of Influence, whichever is the greater (measured horizontally).

ENG24. Maintain a minimum of a 3 metre wide corridor to be maintained for maintenance/upgrade purposes. Saw cuts shall be placed 1.5m either side of any Council sewer to facilitate future replacement and/or maintenance.

ENG25. Ensure that a clear level area of a minimum of a 2.5 metre radius surrounding any existing sewer manholes on the site is provided for future maintenance/upgrade purposes.

ENG26. The above minimum clearances to Council's sewer infrastructure do not preclude the need for works to proposed structures to prevent loading to the sewer system.

TRADE WASTE DISPOSAL (WASH DOWN BAY/COMMERCIAL KITCHEN)

ENG27. Connect the commercial kitchen] to Council's sewer reticulation. Obtain a Plumbing Approval from Council and the relevant inspections are to be undertaken prior to connection to the sewer.

PARKING AND ACCESS - GENERAL

ENG28. Design all access driveways, circulation driveways, parking aisles and car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.

ENG29. Design and construct all sealed areas with concrete, asphalt or a two-coat bitumen seal.

ENG30. Provide a minimum of eight (8) car parking spaces including a minimum of one (1) person with disability (PWD) car parking spaces.

ENG31. Design & construct all PWD car parking spaces in accordance with AS2890.6.

ENG32. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.

ENG33. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.

ENG34. Provide longitudinal gradient and crossfall for all driveways to comply with the requirements of AS2890.1.

PARKING AND ACCESS - SERVICING

ENG35. Design along the route to and from all loading bay facilities and the external road network, all access driveways, circulation driveways, parking aisles and the like with a layout that accommodates the turning movements of a Heavy Rigid Vehicle, and ensure that all vehicles are able to enter and exit the site in a forward direction.

ENG36. Ensure all loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

ENG37. Install 2 (two) R2-4 Regulatory Signs (no Entry) at the exit location, erected 1 (one) metre offset from the driveway and facing the opposite direction to the one-way flow, in accordance with Manual for Uniform Traffic Control Devices (MUTCD).

VEHICLE ACCESS

ENG38. Construct a commercial standard crossover between the property boundary and the edge of the Scott Street road pavement, having a minimum width to accommodate the manoeuvring of a B-Double, generally in accordance with Council's Standard Drawing IPWEAQ Std Dwg RS-051, Rev F. Ensure that crossover splay is designed to accommodate turning movements of a B-Double.

ENG39. The profile of the accesses shall maintain the levels, grade, and crossfall of the existing footpath.

ENG40. Construct any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure, including any stormwater gully pit, manhole, service infrastructure (eg power pole, telecommunications pit), road infrastructure (eg street sign, street tree, etc).

ENG41. No access is permitted to/from Ivory Street, or Edward Street at all times.

REDUNDANT CROSSOVERS

ENG42. Remove all redundant crossovers and reinstate the kerb and channel, road pavement, services, verge and any footpath to Council's standard/to the standard immediately adjacent along the frontage of the site.

ROADWORKS AND PEDESTRIAN SAFETY

ENG43. Install signage for all works on or near roadways in accordance with the Manual for Uniform Traffic Control Devices – Part 3, Works on Roads.

ENG44. Submit to Council, an application for any footpath, road or lane closures, and ensure all conditions of that approval are complied with during construction of the works.

ENG45. Maintain safe pedestrian access along Council's footpaths at all times.

ELECTRICITY AND TELECOMMUNICATION

ENG46. Connect the development to electricity and telecommunication services.

EARTHWORKS - GENERAL

ENG47. Earthworks involving cut or fill more than 1m, or more then nett quantity of material greater than 50m^3, requires an Operational Work application.

ENG48. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

EARTHWORKS - RETAINING STRUCTURES AND BATTERS

ENG49. Ensure retaining walls and earthworks batters designs do not adversely affect adjoining properties or services within the vicinity.

ENG50. Ensure batters do not exceed a maximum slope of 25% (1 in 4).

ENG51. Contain any batters wholly within the proposed development site. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).

ENG52. Design and construct all retaining walls and associated footings in accordance with AS4678 Earth Retaining Structures and without encroachment onto adjoining properties or public land.

EROSION AND SEDIMENT CONTROL - GENERAL

ENG53. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.

ENG54. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

ADVICE

ADV1. Section 85 (1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within the period of six (6) years the approval will lapse.

ADV2. Infrastructure charges are now levied by way of an infrastructure charges notice, issued pursuant to section 119 of the *Planning Act 2016*.

ADV3. Council is offering a reduction in infrastructure charges payable through the development incentive scheme which is available between 1 December 2020 and 30 June 2022. Eligible development under this scheme is required to be completed by 30 June 2022.

For further information or application form please refer to the rules and procedures available on Council's website.

ADV4. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting

https://www.datsip.qld.gov.au and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

ADV5. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

FINANCIAL AND RESOURCE IMPLICATIONS

No implication can be identified.

LINK TO CORPORATE/OPERATIONAL PLAN

Growing our Region's Economy and Prosperity

GR8 Support and advocate for appropriate growth and development with responsive planning schemes, process, customer service and other initiatives.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Refer to CONSULTATION in this report.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No implication identified.

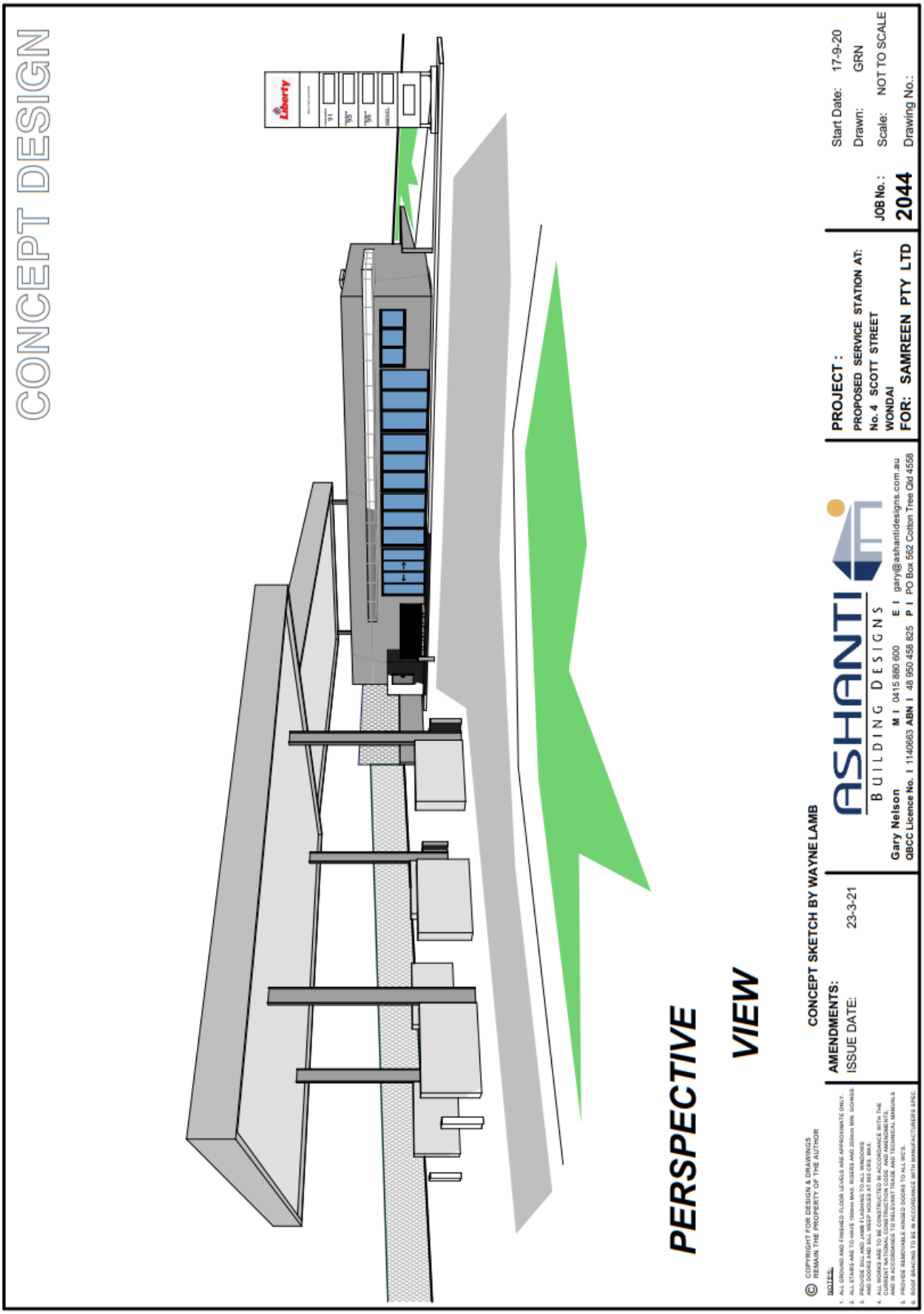
POLICY/LOCAL LAW/DELEGATION IMPLICATIONS

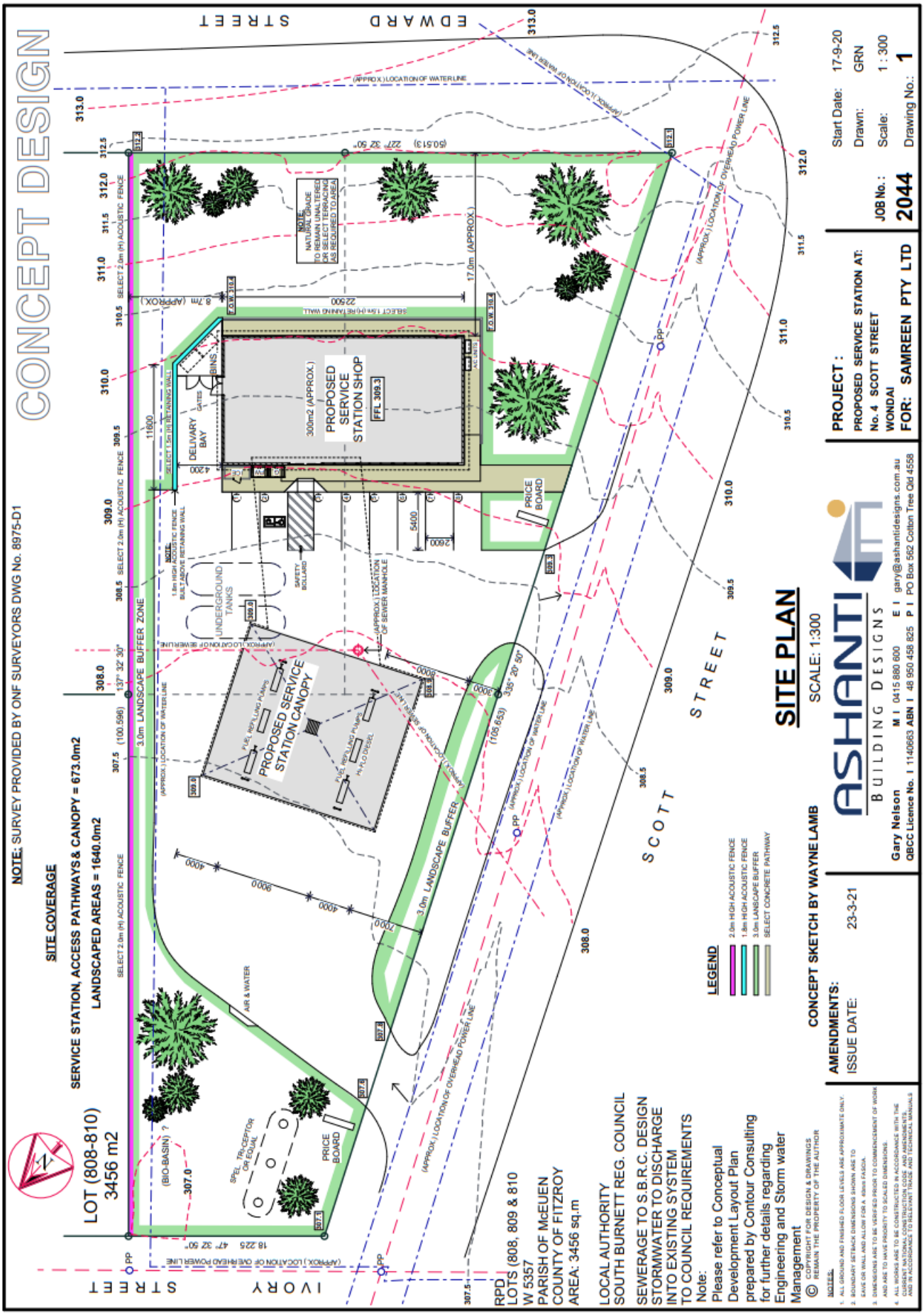
No implication can be identified.

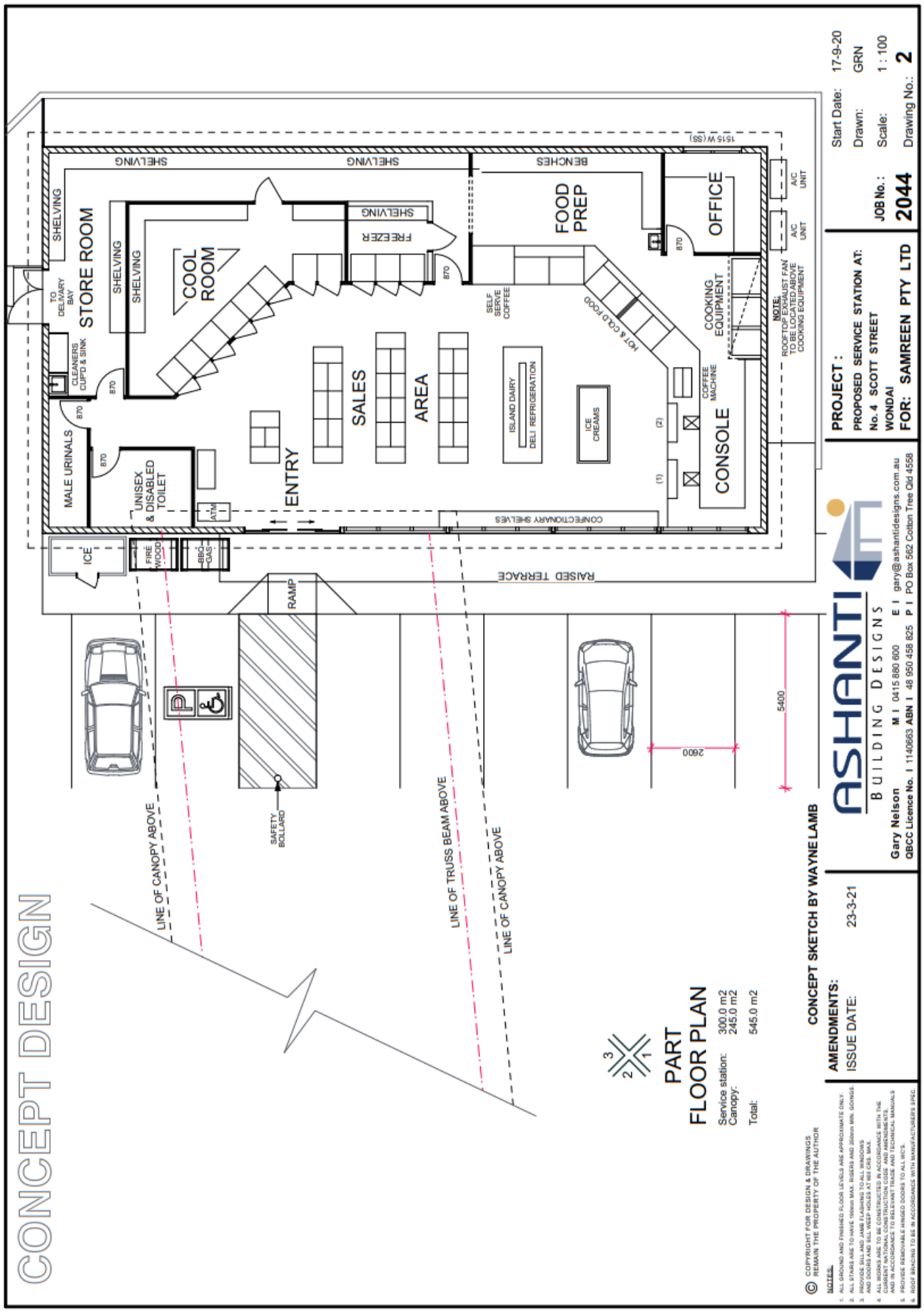
ASSET MANAGEMENT IMPLICATIONS

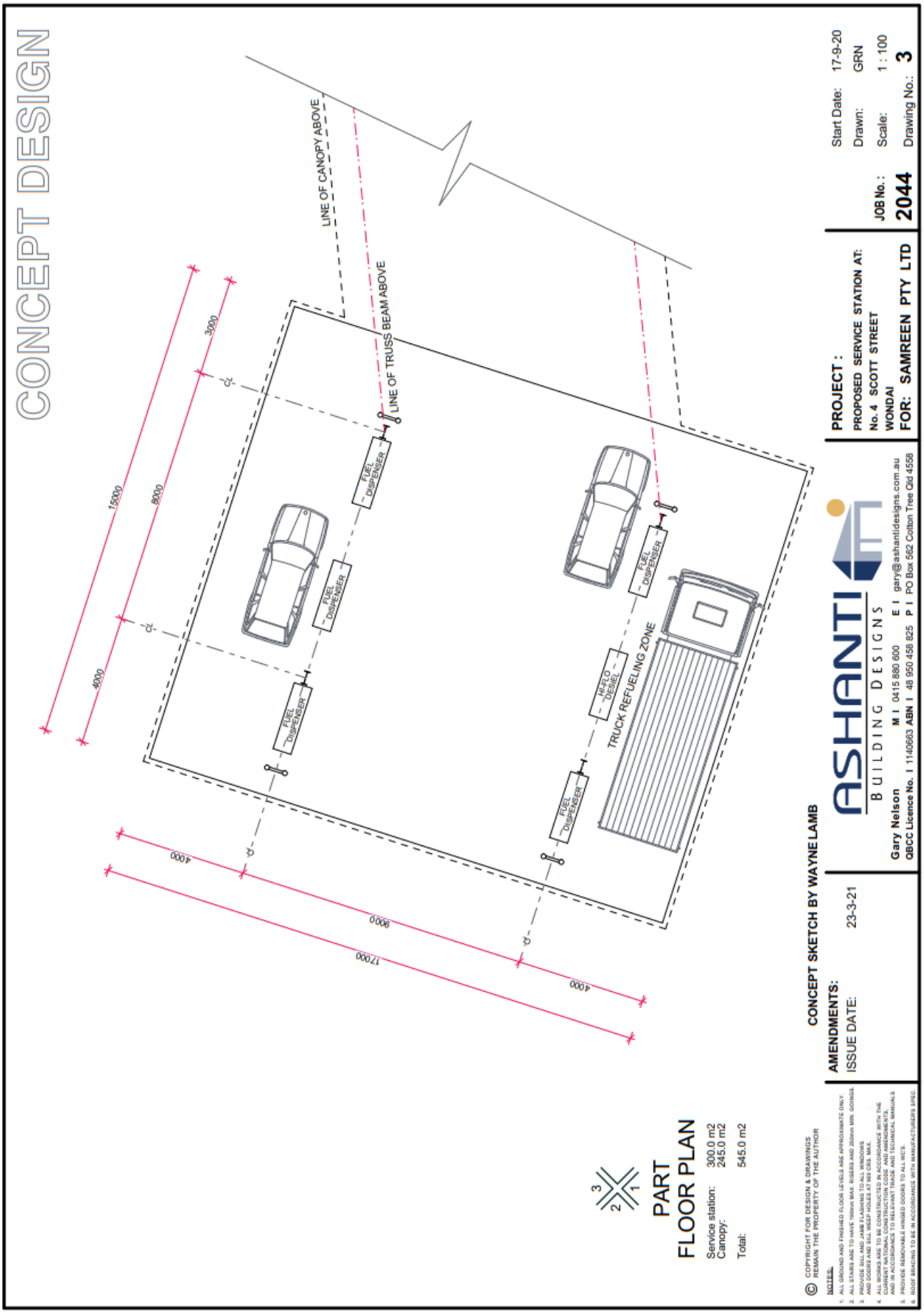
No implication can be identified.

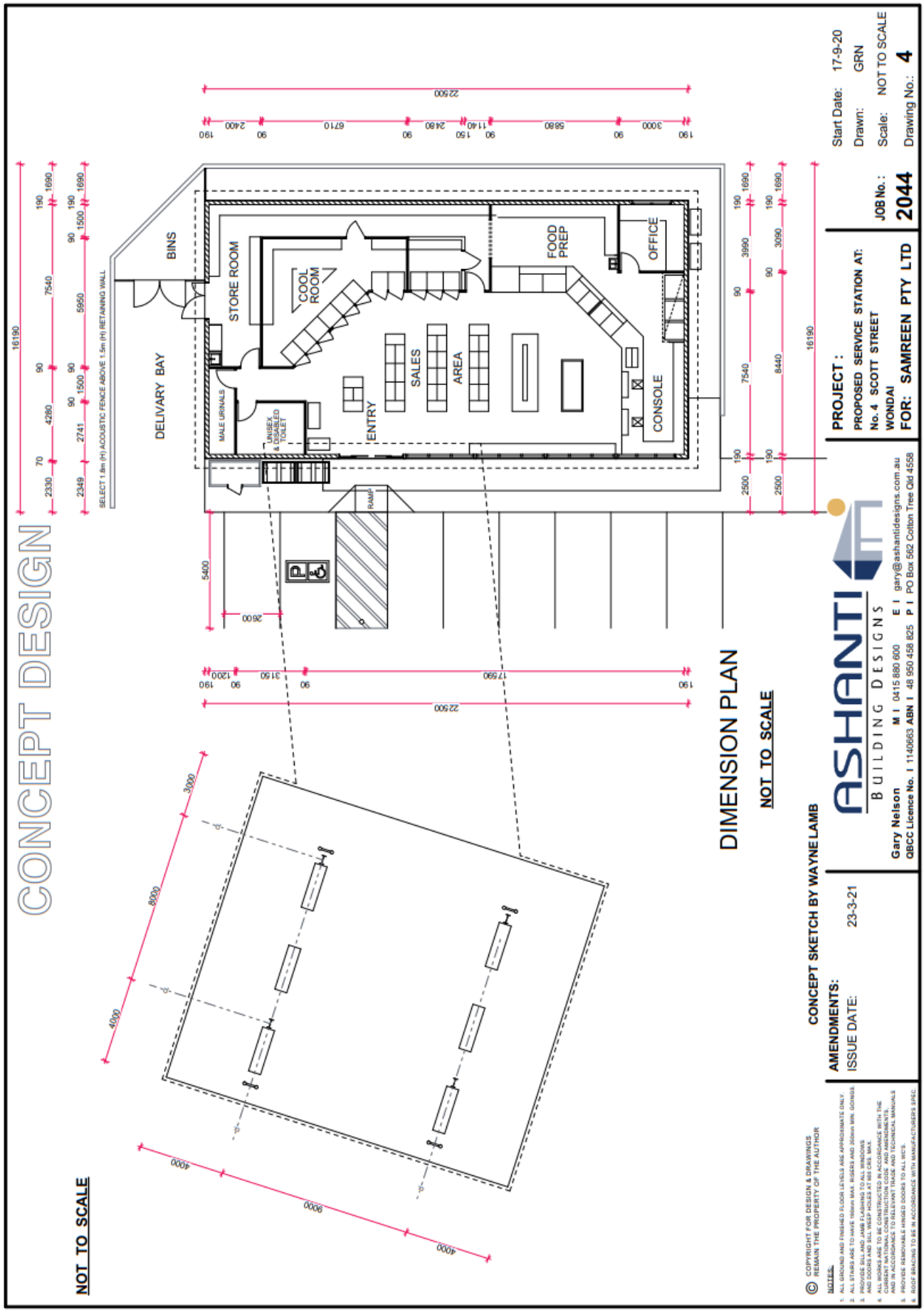
PROPOSAL PLAN

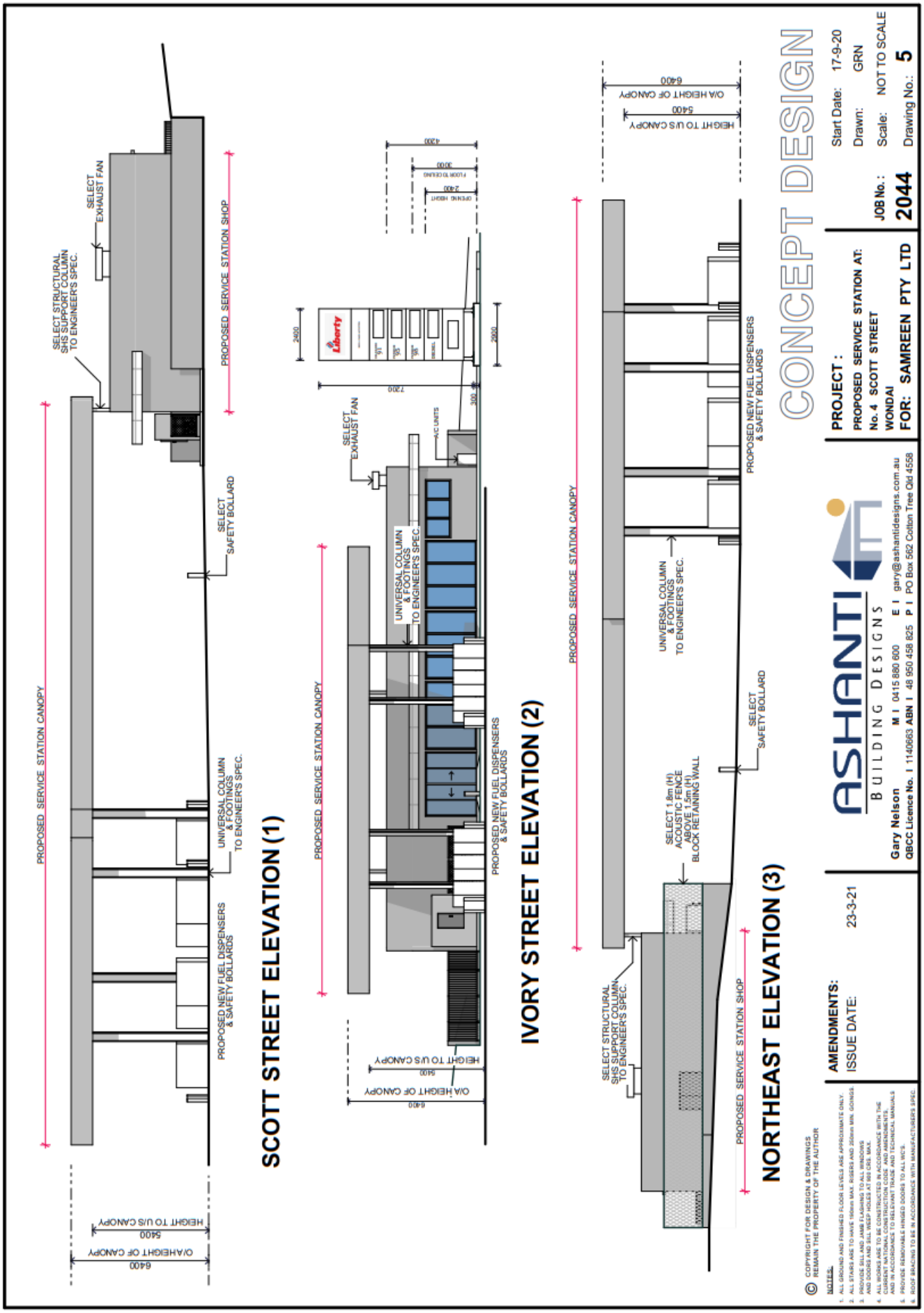



CONCEPT DESIGN
NOTE: SURVEY PROVIDED BY ONF SURVEYORS DWG No. 8975-D1
SITE COVERAGE
SERVICE STATION, ACCESS PATHWAYS & CANOPY = 673.0m2
LANDSCAPED AREAS = 1640.0m2
LOT (808-810)
3456 m2
PROPOSED SERVICE STATION SHOP
300m2 (APPROX.)
FFL 309.3
PROPOSED SERVICE STATION CANOPY
DELIVERY BAY
UNDERGROUND TANKS
3.0m LANDSCAPE BUFFER ZONE
SELECT 2.0m (H) ACOUSTIC FENCE
PRICE BOARD
AIR & WATER
SPEL TRI-CEPTOR OR EQUAL
(BIO-BASIN) ?
SCOTT STREET
IVORY STREET
EDWARD STREET
(APPROX.) LOCATION OF WATER LINE
(APPROX.) LOCATION OF OVERHEAD POWER LINE
(APPROX.) LOCATION OF SEWER MANHOLE
RPD
LOTS (808, 809 & 810
W 5357
PARISH OF McEUEN
COUNTY OF FITZROY
AREA: 3456 sq.m
LOCAL AUTHORITY
SOUTH BURNETT REG. COUNCIL
SEWERAGE TO S.B.R.C. DESIGN
STORMWATER TO DISCHARGE
INTO EXISTING SYSTEM
TO COUNCIL REQUIREMENTS
Note:
Please refer to Conceptual
Development Layout Plan
prepared by Contour Consulting
for further details regarding
Engineering and Storm water
Management
© COPYRIGHT FOR DESIGN & DRAWINGS
REMAIN THE PROPERTY OF THE AUTHOR
NOTES:
1. ALL GROUND AND FINISHED FLOOR LEVELS ARE APPROXIMATE ONLY.
2. BOUNDARY SETBACK DIMENSIONS SHOWN ARE TO EAVE OR WALL AND ALLOW FOR A 40mm FASCIA.
3. DIMENSIONS ARE TO BE VERIFIED PRIOR TO COMMENCEMENT OF WORK AND ARE TO HAVE PRIORITY TO SCALED DIMENSIONS.
4. ALL WORKS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH THE CURRENT BUILDING CODE OF AUSTRALIA, AS AMENDED, AND IN ACCORDANCE TO RELEVANT TRADE AND TECHNICAL MANUALS
CONCEPT SKETCH BY WAYNE LAMB
AMENDMENTS:
ISSUE DATE: 23-3-21
ASHANTI
BUILDING DESIGNS
Gary Nelson
QBCC Licence No. I 1140663 ABN I 48 950 458 825 P I PO Box 562 Cotton Tree Qld 4558
M I 0415 880 600 E I gary@ashantidesigns.com.au
SITE PLAN
SCALE: 1:300
LEGEND
2.0m HIGH ACOUSTIC FENCE
1.8m HIGH ACOUSTIC FENCE
3.0m LANDSCAPE BUFFER
SELECT CONCRETE PATHWAY
PROJECT :
PROPOSED SERVICE STATION AT:
No. 4 SCOTT STREET
WONDAI
FOR: SAMREEN PTY LTD
JOB No. : 2044
Start Date: 17-9-20
Drawn: GRN
Scale: 1 : 300
Drawing No.: 1


CONCEPT DESIGN
STORE ROOM
SHELVING
TO DELIVERY BAY
CLEANERS CUPD & SINK
MALE URINALS
UNISEX & DISABLED TOILET
ATM
ICE
FIRE WOOD
BBQ GAS
COOL ROOM
FREEZER
ENTRY
SALES
AREA
ISLAND DAIRY DELI REFRIGERATION
ICE CREAMS
SELF SERVE COFFEE
HOT & COLD FOOD
FOOD PREP
BENCHES
COOKING EQUIPMENT
COFFEE MACHINE
CONSOLE
OFFICE
A/C UNIT
NOTE: ROOFTOP EXHAUST FAN TO BE LOCATED ABOVE COOKING EQUIPMENT
CONFECTIONARY SHELVES
RAISED TERRACE
RAMP
SAFETY BOLLARD
LINE OF CANOPY ABOVE
LINE OF TRUSS BEAM ABOVE
LINE OF CANOPY ABOVE
2600
5400
PART FLOOR PLAN
Service station: 300.0 m2
Canopy: 245.0 m2
Total: 545.0 m2
CONCEPT SKETCH BY WAYNE LAMB
AMENDMENTS:
ISSUE DATE: 23-3-21
ASHANTI BUILDING DESIGNS
Gary Nelson M | 0415 880 600 E | gary@ashantidesigns.com.au
QBCC Licence No. | 1140663 ABN | 48 950 458 825 P | PO Box 562 Cotton Tree Qld 4558
PROJECT :
PROPOSED SERVICE STATION AT:
No. 4 SCOTT STREET
WONDAI
FOR: SAMREEN PTY LTD
JOB No.: 2044
Start Date: 17-9-20
Drawn: GRN
Scale: 1 : 100
Drawing No.: 2
© COPYRIGHT FOR DESIGN & DRAWINGS REMAIN THE PROPERTY OF THE AUTHOR


CONCEPT DESIGN
LINE OF CANOPY ABOVE
LINE OF TRUSS BEAM ABOVE
FUEL DISPENSER
FUEL DISPENSER
FUEL DISPENSER
FUEL DISPENSER
FUEL DISPENSER
HI-FLO DIESEL
TRUCK REFUELING ZONE
15000
8000
4000
3000
4000
9000
17000
4000
PART FLOOR PLAN
Service station: 300.0 m2
Canopy: 245.0 m2
Total: 545.0 m2
© COPYRIGHT FOR DESIGN & DRAWINGS REMAIN THE PROPERTY OF THE AUTHOR
NOTES:
1. ALL GROUND AND FINISHED FLOOR LEVELS ARE APPROXIMATE ONLY.
2. ALL STAIRS ARE TO HAVE 190mm MAX. RISERS AND 250mm MIN. GOINGS.
3. PROVIDE SILL AND JAMB FLASHING TO ALL WINDOWS
4. ALL DOORS AND WINDOWS TO BE SELECTED BY OWNER.
5. PROVIDE REMOVABLE HINGED DOORS TO ALL WC'S.
6. ROOF BRACING TO BE IN ACCORDANCE WITH MANUFACTURER'S SPEC.
CONCEPT SKETCH BY WAYNE LAMB
AMENDMENTS:
ISSUE DATE: 23-3-21
ASHANTI BUILDING DESIGNS
Gary Nelson M I 0415 880 600 E I gary@ashantidesigns.com.au
QBCC Licence No. I 1140663 ABN I 48 950 458 825 P I PO Box 562 Cotton Tree Qld 4558
PROJECT :
PROPOSED SERVICE STATION AT:
No. 4 SCOTT STREET
WONDAI
FOR: SAMREEN PTY LTD
JOB No. : 2044
Start Date: 17-9-20
Drawn: GRN
Scale: 1 : 100
Drawing No.: 3


CONCEPT DESIGN
DIMENSION PLAN
NOT TO SCALE
NOT TO SCALE
BINS
STORE ROOM
COOL ROOM
FOOD PREP
OFFICE
DELIVARY BAY
MALE URINALS
UNISEX & DISABLED TOILET
ENTRY
SALES
AREA
CONSOLE
RAMP
SELECT 1.8m (H) ACOUSTIC FENCE ABOVE 1.5m (H) RETAINING WALL
PROJECT :
PROPOSED SERVICE STATION AT:
No. 4 SCOTT STREET
WONDAI
FOR: SAMREEN PTY LTD
JOB No. : 2044
Start Date: 17-9-20
Drawn: GRN
Scale: NOT TO SCALE
Drawing No.: 4
CONCEPT SKETCH BY WAYNE LAMB
AMENDMENTS:
ISSUE DATE: 23-3-21
ASHANTI
BUILDING DESIGNS
Gary Nelson
M I 0415 880 600 E I gary@ashantidesigns.com.au
QBCC Licence No. I 1140663 ABN I 48 950 458 825 P I PO Box 562 Cotton Tree Qld 4558
© COPYRIGHT FOR DESIGN & DRAWINGS REMAIN THE PROPERTY OF THE AUTHOR
NOTES:
1. ALL GROUND AND FINISHED FLOOR LEVELS ARE APPROXIMATE ONLY.
2. ALL STAIRS ARE TO HAVE 190mm MAX. RISERS AND 250mm MIN. GOINGS.
3. PROVIDE SILL AND JAMB FLASHING TO ALL WINDOWS AND DOORS AND SILL WEEP HOLES AT 900 CRS. MAX.
4. ALL WORKS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH THE CURRENT NATIONAL CONSTRUCTION CODE AS AMENDED TO, AND IN ACCORDANCE TO RELEVANT TRADE AND TECHNICAL MANUALS
5. PROVIDE REMOVABLE HINGED DOORS TO ALL WC'S.
6. ROOF BRACING TO BE IN ACCORDANCE WITH MANUFACTURERS SPEC.


SCOTT STREET ELEVATION (1)
IVORY STREET ELEVATION (2)
NORTHEAST ELEVATION (3)
CONCEPT DESIGN
PROPOSED SERVICE STATION CANOPY
PROPOSED SERVICE STATION SHOP
SELECT EXHAUST FAN
SELECT STRUCTURAL SHS SUPPORT COLUMN TO ENGINEER'S SPEC.
SELECT SAFETY BOLLARD
UNIVERSAL COLUMN & FOOTINGS TO ENGINEER'S SPEC.
PROPOSED NEW FUEL DISPENSERS & SAFETY BOLLARDS
SELECT 1.8m (H) ACOUSTIC FENCE ABOVE 1.5m (H) BLOCK RETAINING WALL
HEIGHT TO U/S CANOPY
O/A HEIGHT OF CANOPY
5400
6400
2400
7200
4200
3000
2000
300
A/C UNITS
OPENING HEIGHT
FLOOR TO CEILING
Liberty
PROJECT :
PROPOSED SERVICE STATION AT:
No. 4 SCOTT STREET
WONDAI
FOR: SAMREEN PTY LTD
JOB No. : 2044
Start Date: 17-9-20
Drawn: GRN
Scale: NOT TO SCALE
Drawing No.: 5
ASHANTI
BUILDING DESIGNS
Gary Nelson
M I 0415 880 600 E I gary@ashantidesigns.com.au
QBCC Licence No. I 1140663 ABN I 48 950 458 825 P I PO Box 562 Cotton Tree Qld 4558
AMENDMENTS:
ISSUE DATE: 23-3-21
© COPYRIGHT FOR DESIGN & DRAWINGS REMAIN THE PROPERTY OF THE AUTHOR
NOTES:
1. ALL GROUND AND FINISHED FLOOR LEVELS ARE APPROXIMATE ONLY.
2. ALL STAIRS ARE TO HAVE 190mm MAX. RISERS AND 350mm MIN. GOINGS.
3. PROVIDE SILL AND JAMB FLASHING TO ALL WINDOWS AND DOORS AND SILL WEEP HOLES AT 950 CRS. MAX.
4. ALL WORKS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH THE PRESENT NATIONAL CONSTRUCTION CODE AS AMENDED, AND IN ACCORDANCE TO RELEVANT TRADE AND TECHNICAL MANUALS
5. PROVIDE REMOVABLE HINGED DOORS TO ALL WC'S.
6. ROOF BRACING TO BE IN ACCORDANCE WITH MANUFACTURER'S SPEC.

REPORT

The applicant seeks approval for a Material Change of Use for a Service Station.

APPLICATION SUMMARY	
Applicant:	SJS Fuels C/- Project Urban
Proposal:	Service Station and Ancillary shop
Properly Made Date:	4 December 2020
Street Address:	4 Scott Street, Wondai
RP Description:	Lot 808 on W5357 Lot 809 on W5357 Lot 810 on W5357
Assessment Type:	Impact Assessable
Land area:	3,455sqm
State Referral Agencies:	State Assessment Referral Agency (SARA) *Planning Regulation 2017* - Schedule 10, Part 9, Division 4, Subdivision 2, Table 4 – development within 25m of a State transport corridor
Referred Internal Specialists:	Development Engineer Senior Environmental Health Officer

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

PROPOSED DEVELOPMENT	

Proposed Development:	Service Station and ancillary shop as follows:-
	- 24 hours a day 7 days a week
	- Sealed refuelling court (6 refuelling bays including 1 bay for diesel) covered by 17m x 16m canopy
	- Second canopy for covered walkway
	- Canopy height approximately 6.4m
	- Ancillary shop (approximately 300sqm)
	- Maximum shop height of 4.2m (building to be cut into the slope at the southern end of the property)
	- Building setback
	  - 10m to primary frontage (Scott St)
	  - 17m to secondary frontage (Edward St)
	  - 8.7m to eastern boundary adjacent to 2m acoustic fence
	- Two (2) access points to Scott Street
	  - Vehicle access entry restricted to Northern access
	  - Vehicle exit restricted to southern access
	- Parking
	  - eight (8) car parks
	  - one (1) disabled space
	  - one (1) delivery bay
	- Landscaping approximately 47% of the site
	- Waste services

	- Bin enclosure to accommodate two (2) 2m x 1m waste bins
	
	- Advertising signage
	  - two (2) illuminated signs = face area approximately 17.28sqm
	  - illuminated 24hrs

Variations Sought:	N/A
Level of Assessment:	Impact Assessable
Site Cover:	Service Station, access pathways & canopy = 673sqm Landscaped areas – 1,640sqm (47% of total site area)
Height of Canopy:	6.4m (both fuelling and pathway)
Signage:	Illuminated 24hour operation. Two (2) pylon signs with each sign face of approximately 17.28sqm
Total area:	700sqm
Total impervious area:	1,816sqm
Car Parking Spaces:	A total of eight (8) carparking spaces are provided including one (1) disabled car park.
Service Vehicle Provision:	Delivery bay (east of Service station shop)
Submissions Received:	One (1) properly made submission
Decision Making Period Ends:	28 June 2021

SITE DETAILS:

SITE AND LOCALITY DESCRIPTION	
Land Area:	3,455sqm
Existing Use of Land:	Vacant site
Road Frontage:	Scott Street, Edward Street & Ivory Street
Road/s	**Road Hierarchy**
Scott Street	State Controlled Road
Ivory Street	Place (Class 9B)
Edward Street	Street (Class 9A)
Easements	Nil
Significant Site Features:	Vacant
Topography:	South to North
Surrounding Land Uses:	
North	Ivory Street Road Reserve and Wondai Golf Course
South	Wondai Local Centre and more broadly town centre
East	Low density housing
West	Scott Street road reserve and more broadly residential dwellings
Services:	All available

Background / Site History

APPLICATION NO.	***DECISION AND DATE***
	Nil

The application was lodged on 3 December 2020.

Confirmation notice

A confirmation notice acknowledging the application was issued on 22 December 2020 as the application was not properly made initially. The application triggered impact assessment including referral to SARA.

Council information request

An information request was issued on 24 December 2020. The issues raised related to:-

- Acoustic amenity
  - Fuel delivery frequency and time
  - Variable noise sources
  - Operating hours of the service station ie. manned and unmanned hours
  - Noise sources including air compressors
  - Location of air conditioning, extraction fans and the like
  - Amplified music or PA system
  - Acoustic fence height
- Air quality
  - Air quality assessment
  - Vapour recovery systems
- Hydrocarbon management
  - Catchment areas
  - Bulk transfers of fuel
  - SPEL puraceptors
- Lighting

    - Impact on nearby sensitive receptors
- Building design
    - Bulk and scale of building allowing for street surveillance
- Landscaping
    - Type of landscaping and irrigation systems
- Underground tanks / Road tanker delivery stands (RTDS)
    - Setbacks to sensitive receptors
    - Fill point locations
    - Bunding and containment areas
- Fuel stored on site
    - Type of fuels and quantity
    - Ignition sources
- Waste storage
    - Entry point and access to bin storage area
    - Bin lifting process
    - Collection times
- Overhead powerlines
    - Location of infrastructure

On 24 March 2021 the applicant provided a response to the information request and the matters raised in the letter. Part of the response summarised below:-

- Acoustic amenity / Waste storage
    - Amended Noise Impact Assessment prepared by ATP Consulting Engineers
- Air quality / Underground tanks – Road tanker delivery stands
    - Provided Air Quality Assessment Report prepared by Ask Acoustics & Air Quality
- Hydrocarbon management
    - Amended Engineering Report prepared by Contour Engineers
- Lighting
    - Provided brief Lighting Design Report prepared by QGE Pty Ltd
- Building design
    - Support to allow access to and from Scott Street to avoid introducing additional traffic into the residential streets adjoining the property
- Landscaping
    - Revised Landscape Concept Plan prepared by Project Urban
- Fuels stored on site
    - Two (2) split underground tanks
        - Tank 1: Diesel: 40 | ULP: 30 | Pre98: 20
        - Tank 2: Premium Diesel: 40 |E10: 30 |Pre95:20
- Overhead powerlines
    - Has been considered during the design

ASSESSMENT:
Framework for Assessment
Categorising Instruments for Statutory Assessment

For the *Planning Act 2016*, the following Categorising Instruments may contain Assessment Benchmarks applicable to development applications:

- The *Planning Regulation 2017*
- the Planning Scheme for the local government area
- any Temporary Local Planning Instrument
- any Variation Approval

Of these, the planning instruments relevant to this application are discussed in this report.

Assessment Benchmarks Pertaining to the Planning Regulation 2017

The following Assessment Benchmarks from the *Planning Regulation 2017* are applicable to this application:

PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	Nil
WBB Regional Plan Designation:	N/A

Assessment Benchmarks Pertaining to the Planning Scheme

The applicable planning scheme for the application is South Burnett Regional Council Version 1.4. The following sections relate to the provisions of the Planning Scheme.

Planning Scheme:	South Burnett Regional Council Planning Scheme Version 1.4
Strategic Framework Land Use Category:	Urban
Zone:	Local Centre
Precinct:	N/A
Consistent/Inconsistent Use:	Consistent
Assessment Benchmarks:	Strategic framework, Local centre zone code, Services and works code
Overlays:	Agricultural - Property is within Local centre zone and has no associated agricultural value Bushfire Hazard - The site has been assessed as low bushfire risk area and consequently no further assessment is required

<u>IMPACT ASSESSMENT:</u>

<u>Strategic Framework</u>

The Strategic Framework considers the following matters:

- Settlement Pattern
- Rural Futures
- Strong Economy
- Natural Systems & Sustainability
- Strong Communities
- Infrastructure & Servicing

The Strategic Framework forms part of the Assessment Benchmarks. The *Planning Act 2016* requires that impact assessable applications be assessed against the Assessment Benchmarks.

The applicant's response against the Strategic Framework has been reproduced below:-
"

- *the proposed use is located within the defined urban area of Wondai;*
- *the proposed use will not compromise the role of Kingaroy as the principal town centre within the region;*
- *the proposed use will service and support local industries and residents;*

- *the service station will create local employment opportunities and as such, will help support the local economy;*
- *the site will bring a vacant site within the Wondai Local Centre into active use;*
- *the proposed development can be connected to all necessary services;*
- *stormwater from the development will be managed appropriately;*
- *the proposed layout avoids an increase in commercial traffic on local residential roads;*
- *the proposed has been designed to minimise adverse impacts on the amenity of the local area;*
- *there are no Planning Scheme overlays that affect the site."*

Council considers that the proposed development satisfies the relevant themes as identified in the Strategic framework.

Assessment Benchmarks – Planning Scheme Codes

The application has been assessed against each of the applicable codes and found to be compliant with, or can be conditioned to comply with, each. The pertinent issues arising out of assessment against the codes are discussed below:

PERFORMANCE OUTCOME	***RESPONSE***
LOCAL CENTRE ZONE CODE	
PO1 The scale, bulk and design of buildings provides a safe and welcoming built environment that reflects the intended streetscape character and is consistent with the scale and form of buildings in the respective town centre and routinely found in smaller regional towns. Where Council has prepared streetscape guidelines, the design of awnings and façades and the placement and design of street furniture and street planting is encouraged to follow them.	The property is located outside of the Wondai CBD with Low density residential zone to the east and opposite side to Scott Street on the west. The design and configuration of the proposed service station is considered to compliment the current surrounding residential streetscape. Design criteria includes setbacks complimentary to the adjoining residential housing and tiered landscaping. Conditions relating to the type of landscaping will be in accordance with Council's adopted landscape planting guide.
PO3 Buildings maximise shop-front exposure to streets.	The location of the proposed service station is in the local centre zone and does not form part of Wondai's retail core. Given the proposed use of the land and nearby residential properties it is not appropriate response to provide direct shop-front exposure to Scott Street.
PO4 Development provides a safe and secure environment.	The shop is orientated to overlook the forecourt providing casual surveillance to Scott Street and Ivory Street. There is little opportunity to provide active frontage to Edward Street as the property falls away 2m from the street to the rear of the shop.
PO6 Pedestrian safety is enhanced by appropriate access arrangements.	Access to the development is via state controlled road ie. Scott Street and the applicant's supporting Traffic Impact Assessment identified that it is not applicable to obtain access from the two local residential streets ie. Edward and Ivory Streets. The concentration of vehicular movements on the state controlled road is considered which will enhance pedestrian movement and safety around the site consistent with the performance outcomes.

Local Categorising Instrument - Variation Approval

N/A

Local Categorising Instrument - Temporary Local Planning Instrument

N/A

Other Relevant Matters

Nil

Locality Plan

Figure 1 - Locality Plan (Source: IntraMaps)

Aerial Plan

Figure 2 - Aerial Image (Source: Qld Globe)

CONSULTATION:

Referral Agencies

Referral to the State Assessment Referral Agency (SARA) is triggered under Schedule 10, Part 9, Division 4, Subdivision 2, Table 4 of the *Planning Regulation 2017*. The referral is for a material change of use of premises within 25m of a State-controlled road.

Other Referrals

INTERNAL REFERRAL SPECIALIST	***REFERRAL / RESPONSE***
Development Engineer	Provided conditions relating to construction & management plan, stormwater management, network connections, parking & vehicle access, earthworks and Infrastructure Charges Notice.
Infrastructure Charges Unit	Service station is listed as Commercial (retail) under the South Burnett Regional Council Charges Resolution (No. 3) 2019. As per the South Burnett Regional Council Charges Resolution (No. 3) 2019 Table 2.2 the charge for High impact rural applies. Refer to Attachment B – Adopted Infrastructure Charge.

Public Notification

Public consultation was undertaken between 16 April 2021 and 11 May 2021 and one public submission was received in objection to the development application on 10 May 2021 by Viva Property Group (refer to Attachment C).

The following is a summary of the submission lodged. Council officer and applicant comments:

Issue	**Officer's Response**
Built form – Local centre zone & Strategic framework	The submitter raised concerns over the non-compliance with the Local centre acceptable outcomes and the Strategic Framework. Where non-compliance of the assessment benchmarks Council can apply performance-based assessment actively assessing against the strategic framework. The applicant highlighted the non-compliance in the initial development planning report and addressed the performances outcomes under Section 1 of the Local centre zone responding to the existing residential design including mix of landscaping and similar setbacks from the street as an appropriate response to the streetscape and function of the Local centre zone.
Access	The submitter raised concerns that the application again failed to comply with the acceptable outcomes of the Local centre zone code by introducing two (2) accesses onto Scott Street (state controlled road) and proposed two (2) alternate accesses being local residential streets. The applicant proposed accesses via the state-controlled road which supports heavy vehicular movements as opposed to introducing heavy vehicle movements into local streets one of which is not fully constructed.

Issue	Officer's Response
	During pre-lodgement discussions held between Council and the applicant and as a result the applicant provided Traffic Impact Assessment confirming that vehicular movements associated with commercial development should be restricted to the State controlled road resulting in pedestrian movement safety in the local streets. An existing footpath is located along the Scott Street frontage of the site providing pedestrian connectivity to Wondai town centre.
Planning grounds	The submitter reiterated that the development has not complied with a number of performance outcomes in the Local centre zone and Strategic framework and requested that the applicant demonstrate sufficient planning grounds for the proposed development including economic need. Council may have regard to relevant matter in assessing an impact assessable application which includes a planning need under s45(5)(b). The Service station is not limited by its nature and scope and is of benefit to the immediate community and visitors travelling through the region. There have been several court cases which have dealt with "need". The *Planning Bill 2015* addressed other matters including planning need. Need does not generally refer to a pressing or urgent need, but refers to whether the community's interests in general, as opposed to the proponent's or another individual's interests. This is where it is best to establish need on a case by case basis having regard to the development's circumstances. Local centre zone under South Burnett Regional Council Planning Scheme v1.4 supports commercial development and is therefore considered to satisfy this criterion.
Quantity of Fuels	As part of the applicant's information request response the quantity of fuels and how they are to be stored was provided to Council.

CONCLUSION:

The proposed Material change of use for a Service station and ancillary shop is an appropriate land use for the site located in the Local centre zone. The development has incorporated previous pre-lodgement meeting advice and has subsequently been designed in accordance with the strategic framework and performance outcomes of the relevant codes.

Any impact on the surrounding amenity has been identified and addressed in the submitted Noise/Odour/Traffic/Lighting assessment reports.

Overall, any identified conflicts with assessment benchmarks in the Planning scheme have been addressed through reasonable and relevant conditions to manage or mitigate potential impacts from the use such that use maintains acceptable amenity outcomes for the Local centre zone.

RECOMMENDATION:

It is recommended that the development application for Material change of use (Service station and ancillary shop) at 57 & 58 Edward Street and 4 Scott Street, Wondai (and described as Lots 808, 809 & 810 on W5357) be approved subject to reasonable and relevant conditions pursuant to Section 60 of the *Planning Act 2016*.

ATTACHMENT A

SARA RESPONSE

RA6-N

Queensland Government

SARA reference: 2012-20323 SRA
Council reference: MCU20/0020
Applicant reference: 20219

25 January 2021

The Chief Executive Officer
South Burnett Regional Council
PO Box 336
KINGAROY Qld 4610
info@southburnett.qld.gov.au

Attention: Chris Du Plessis

Dear Sir/Madam

SARA response—4 Scott Street, Wondai

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 17 December 2020.

Response

Outcome:	Referral agency response – with conditions.
Date of response:	25 January 2021
Conditions:	The conditions in **Attachment 1** must be attached to any development approval.
Advice:	Advice to the applicant is in **Attachment 2**.
Reasons:	The reasons for the referral agency response are in **Attachment 3**.

Development details

Description:	Development permit	Material change of use for a Service Station which will operate 24 hours a day seven (7) days a week
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4 (Planning Regulation 2017)	

Fitzroy/Central regional office
Level 2, 209 Bolsover Street, Rockhampton
PO Box 113, Rockhampton QLD 4700

Page 1 of 7

	Development application for a material change of use within 25m of a state-controlled road corridor. Development application for a material change of use adjoining a local road and within 100m of the intersection of a state-controlled road and the local road
SARA reference:	2012-20323 SRA
Assessment Manager:	South Burnett Regional Council
Street address:	4 Scott Street, Wondai
Real property description:	Lot 808 on W5357; lot 809 on W5357; lot 810 on W5357
Applicant name:	SJS Fuels Pty Ltd c/- Project Urban
Applicant contact details:	PO Box 6380 Maroochydore BC QLD 4558 thomas.hadden@projecturban.com.au
State-controlled road access permit:	This referral included an application for a road access location, under section 62A(2) of *Transport Infrastructure Act 1994*. Below are the details of the decision: • Approved • Reference: TMR20-031813 • Date: 22 January 2021 If you are seeking further information on the road access permit, please contact the Department of Transport and Main Roads at WBB.IDAS@tmr.qld.gov.au.

Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules) Copies of the relevant provisions are in **Attachment 4**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Tracey Beath, Senior Planning Officer, on (07) 4924 2917 or via email RockhamptonSARA@dsdmip.qld.gov.au, who will be pleased to assist.

Yours sincerely

Anthony Walsh
Manager Planning

cc SJS Fuels Pty Ltd c/- Project Urban, thomas.hadden@projecturban.com.au

enc Attachment 1 - Referral agency conditions
Attachment 2 - Advice to the applicant
Attachment 3 - Reasons for referral agency response
Attachment 4 - Representations provisions
Attachment 5 - Approved plans and specifications
DTMR decision under s62 of the *Transport Infrastructure Act 1994*

Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the plans and specifications referenced below are found at Attachment 5)

No.	Conditions	Condition timing
Material change of use		
10.9.4.2.4.1—The chief executive administering the *Planning Act 2016* nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	(a) Stormwater management of the development must ensure no worsening or actionable nuisance to the state-controlled road. (b) Any works on the land must not: (i) create any new discharge points for stormwater runoff onto the state-controlled road; (ii) interfere with and/or cause damage to the existing stormwater drainage on the state-controlled road; (iii) surcharge any existing culvert or drain on the state-controlled road; (iv) reduce the quality of stormwater discharge onto the state-controlled road.	(a) At all times (b) At all times
2.	(a) The road access locations are to be located generally in accordance with Site Plan prepared by Ashanti Building Designs dated 1 December 2020, reference Job No. 2044 Drawing 1 (as amended in red by SARA). (b) Road access works comprising urban commercial crossovers, (at the road access locations) must be provided generally in accordance with Type B on the Standard Drawings, Driveways, Heavy Duty Vehicle Crossing prepared by the Institute of Public Works Engineering Australasia dated June 2014, Drawing RS-051 and revision F. (c) The road access works must be designed and constructed in accordance with the specified plans, the Department of Transport and Main Roads' *Road Planning and Design Manual 2nd Edition* and the Department of Transport and Main Roads' Standards and Specifications in force at the time.	(a) At all times (b) Prior to the commencement of the use (c) Prior to the commencement of the use
3.	Existing vegetation or new vegetation plantings within the site must not obstruct the sight lines between: (i) Ivory Street and the Bunya Highway; or (ii) Edward Street and the Bunya Highway.	At all times

Attachment 2—Advice to the applicant

General advice	
1.	Terms and phrases used in this document are defined in the *Planning Act 2016* its regulation or the State Development Assessment Provisions (SDAP) v2.6. If a word remains undefined it has its ordinary meaning.
Road works approval	
2.	Under section 33 of the *Transport Infrastructure Act 1994*, written approval is required from the Department of Transport and Main Roads to carry out road works on a state-controlled road. Please contact the Department of Transport and Main Roads' on 4154 0200 or via email on WBB.IDAS@tmr.qld.gov.au to make an application for road works approval. This approval must be obtained prior to commencing any works on the state-controlled road reserve. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). Please contact the Department of Transport and Main Roads as soon as possible to ensure that gaining approval does not delay construction.

Attachment 3—Reasons for referral agency response

(Given under section 56(7) of the *Planning Act 2016*)

The reasons for the department's decision are:

- the proposed development is for a service station which will operate 24 hours/day
- the site will be accessed from the Bunya Highway (state-controlled road). The separate proposed accesses for entry to and access from the site will be appropriately located and designed
- traffic generated by the proposed development is not considered to adversely impact on the state-controlled road network
- stormwater from the site will be directed away from the state-controlled road. Stormwater runoff from the site is to be managed so that it does not adversely impact on the State-controlled road
- vegetation on the site is to be managed so that it does not adversely impact on the safety of the intersection of the Bunya Highway with Ivory and Edward Streets by obstructing sight lines
- the development complies with relevant provisions of State code 1 of the State Development Assessment Provisions, version 2.6, subject to the implementation of conditions.

Material used in the assessment of the application:

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The *State Development Assessment Provisions* (version 2.6), as published by the department
- The Development Assessment Rules
- SARA DA Mapping system

Attachment 4—Change representation provisions

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Attachment 5—Approved plans and specifications

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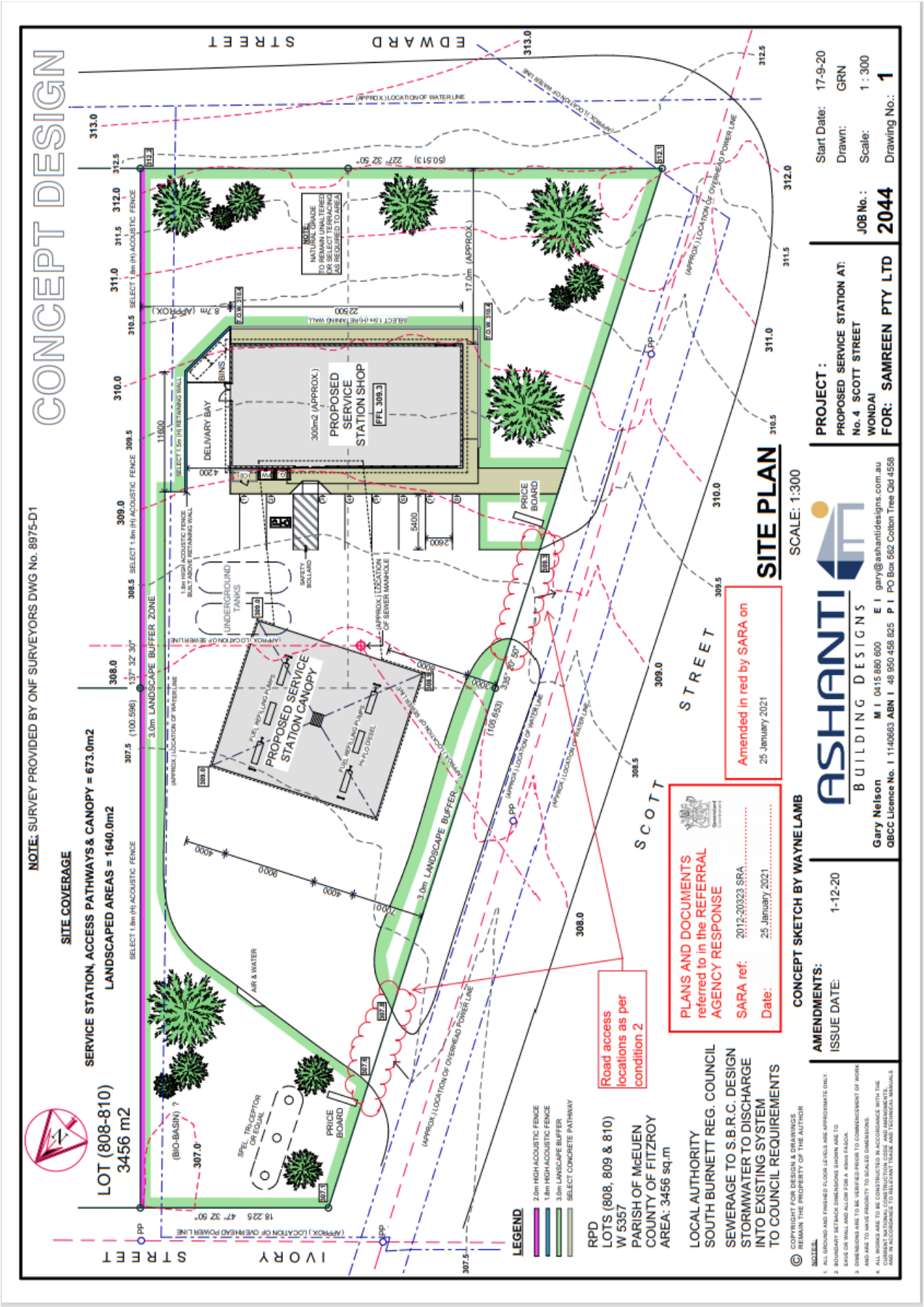
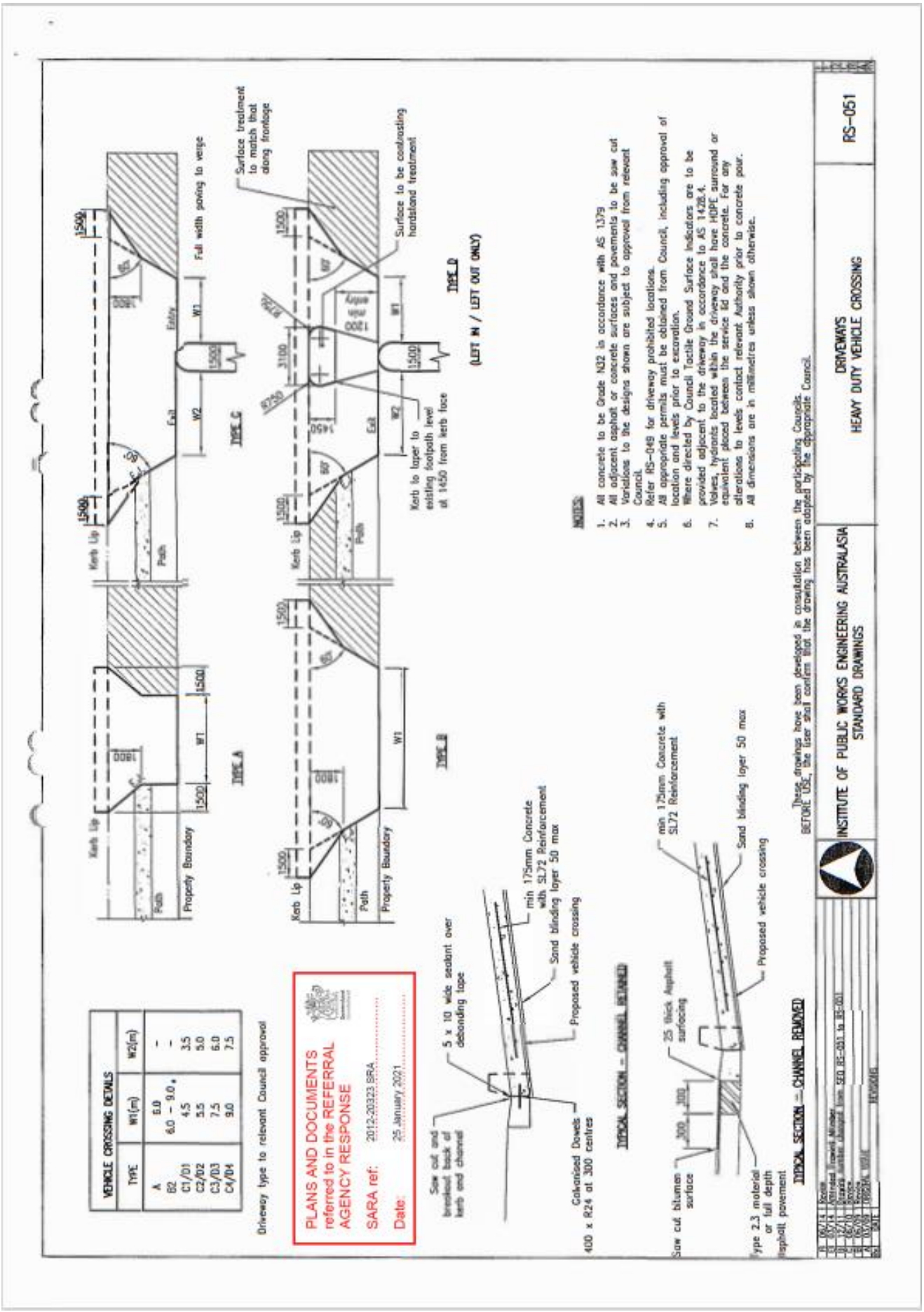

CONCEPT DESIGN
SITE PLAN
SCALE: 1:300
PROJECT :
PROPOSED SERVICE STATION AT:
No. 4 SCOTT STREET
WONDAI
FOR: SAMREEN PTY LTD
JOB No. : 2044
Start Date: 17-9-20
Drawn: GRN
Scale: 1 : 300
Drawing No.: 1
ASHANTI
BUILDING DESIGNS
Gary Nelson
QBCC Licence No. I 1140663 ABN I 48 950 458 825
M I 0415 880 600
E I gary@ashantidesigns.com.au
P I PO Box 562 Colton Tree Qld 4558
CONCEPT SKETCH BY WAYNE LAMB
AMENDMENTS:
ISSUE DATE: 1-12-20
© COPYRIGHT FOR DESIGN & DRAWINGS REMAIN THE PROPERTY OF THE AUTHOR
NOTES:
1. ALL GROUND AND FINISHED FLOOR LEVELS ARE APPROXIMATE ONLY.
2. BOUNDARY SETBACK DIMENSIONS SHOWN ARE TO EAVE OR WALL AND ALLOW FOR A 40mm FASCIA.
3. DIMENSIONS ARE TO BE VERIFIED PRIOR TO COMMENCEMENT OF WORK AND ARE TO HAVE PRIORITY TO SCALED DIMENSIONS.
4. ALL WORKS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH THE CURRENT NATIONAL CONSTRUCTION CODE AND AMENDMENTS AND IN ACCORDANCE TO RELEVANT TRADE AND TECHNICAL MANUALS
LEGEND
2.0m HIGH ACOUSTIC FENCE
1.8m HIGH ACOUSTIC FENCE
3.0m LANSCAPE BUFFER
SELECT CONCRETE PATHWAY
RPD
LOTS (808, 809 & 810)
W 5357
PARISH OF McEUEN
COUNTY OF FITZROY
AREA: 3456 sq.m
LOCAL AUTHORITY
SOUTH BURNETT REG. COUNCIL
SEWERAGE TO S.B.R.C. DESIGN
STORMWATER TO DISCHARGE
INTO EXISTING SYSTEM
TO COUNCIL REQUIREMENTS
PLANS AND DOCUMENTS referred to in the REFERRAL AGENCY RESPONSE
SARA ref: 2012-20323 SRA
Date: 26 January 2021
Amended in red by SARA on
26 January 2021
Road access locations as per condition 2
LOT (808-810)
3456 m2
SERVICE STATION, ACCESS PATHWAYS & CANOPY = 673.0m2
LANDSCAPED AREAS = 1640.0m2
SITE COVERAGE
NOTE: SURVEY PROVIDED BY ONF SURVEYORS DWG No. 8975-D1
PROPOSED SERVICE STATION SHOP
FFL 309.3
300m2 (APPROX.)
PROPOSED SERVICE STATION CANOPY
DELIVERY BAY
UNDERGROUND TANKS
3.0m LANDSCAPE BUFFER ZONE
3.0m LANDSCAPE BUFFER
SCOTT STREET
IVORY STREET
EDWARD STREET
PRICE BOARD
AIR & WATER
(BIO-BASIN)
SPEC. TRUCEPTOR OR EQUAL
(APPROX.) LOCATION OF WATER LINE
(APPROX.) LOCATION OF OVERHEAD POWER LINE
(APPROX.) LOCATION OF SEWER LINE
(APPROX.) LOCATION OF SEWER MANHOLE
SELECT 1.8m (H) ACOUSTIC FENCE
SELECT 1.5m (H) RETAINING WALL
SELECT TSR HOME RAINING WALL
NOTE: NATURAL GRADE TO REMAIN UNALTERED FOR SELECT TERRACING AS REQUIRED TO AREA


VEHICLE CROSSING DETAILS
TYPE | W1(m) | W2(m)
A | 6.0 | -
B2 | 6.0 – 9.0 * | -
C1/D1 | 4.5 | 3.5
C2/D2 | 5.5 | 5.0
C3/D3 | 7.5 | 6.0
C4/D4 | 9.0 | 7.5
Driveway type to relevant Council approval
PLANS AND DOCUMENTS referred to in the REFERRAL AGENCY RESPONSE
SARA ref: 2012-20323 SRA
Date: 25 January 2021
TYPE A
TYPE B
TYPE C
TYPE D
(LEFT IN / LEFT OUT ONLY)
Kerb Lip
Path
Property Boundary
Entry
Exit
Full width paving to verge
Surface treatment to match that along frontage
Surface to be continuous hardstand treatment
Kerb to taper to existing footpath level at 1450 from kerb face
NOTES
1. All concrete to be Grade N32 in accordance with AS 1379
2. All adjacent asphalt or concrete surfaces and pavements to be saw cut
3. Variations to the designs shown are subject to approval from relevant Council.
4. Refer RS-049 for driveway prohibited locations.
5. All appropriate permits must be obtained from Council, including approval of location and levels prior to excavation.
6. Where directed by Council Tactile Ground Surface Indicators are to be provided adjacent to the driveway in accordance to AS 1428.4.
7. Valves, hydrants located within the driveway shall have HDPE surround or equivalent placed between the service lid and the concrete. For any alterations to levels contact relevant Authority prior to concrete pour.
8. All dimensions are in millimetres unless shown otherwise.
These drawings have been developed in consultation between the participating Councils. BEFORE USE, the user shall confirm that the drawing has been adopted by the appropriate Council.
TYPICAL SECTION – CHANNEL RETAINED
Saw cut and breakout back of kerb and channel
5 x 10 wide sealant over debonding tape
Galvanised Dowels 400 x R24 at 300 centres
min 175mm Concrete with SL72 Reinforcement
Sand blinding layer 50 max
Proposed vehicle crossing
TYPICAL SECTION – CHANNEL REMOVED
Saw cut bitumen surface
25 thick Asphalt surfacing
min 175mm Concrete with SL72 Reinforcement
Sand blinding layer 50 max
Proposed vehicle crossing
Type 2.3 material or full depth asphalt pavement
INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA
STANDARD DRAWINGS
DRIVEWAYS
HEAVY DUTY VEHICLE CROSSING
RS-051

Our ref TMR20-031813
Your ref
Enquiries Ian Leyton

Queensland Government

Department of
Transport and Main Roads

22 January 2021

Decision Notice – Permitted Road Access Location
(s62(1) *Transport Infrastructure Act 1994*)

This is not an authorisation to commence work on a state-controlled road[1]

Development application reference number MCU20/0020, lodged with South Burnett Regional Council involves constructing or changing a vehicular access between Lots 808 , 809 and 810 on W5357 , the land the subject of the application, and Bunya Highway (a state-controlled road).

In accordance with section 62A(2) of the *Transport Infrastructure Act 1994* (TIA), this development application is also taken to be an application for a decision under section 62(1) of TIA.

Applicant Details

Name and address	SJS Fuels Pty Ltd C/- Project Urban PO Box 6380 MAROOCHYDORE QLD 4558

Application Details

Address of Property	7 Scott Street, WONDAI QLD 4606
Real Property Description	808W5357, 8099W5357 and 810W5357
Aspect/s of Development	Development Permit for Material Change of Use for Service Station

Decision (given under section 67 of TIA)

It has been decided to approve the application, subject to the following conditions:

No.	Conditions of Approval	Condition Timing
1	The permitted road access locations on the Bunya Highway (Scott Street) are centred approximately 15 metres from the Ivory Street Boundary and 42 metres from the Edward street Boundary, in accordance with: • Site Plan prepared by Ashanti Building Design dated 1-12-20 reference Job No. 2044 Drawing 1.	At all times.
2	Road access works comprising urban commercial crossovers,	Prior to commencement of

[1] Please refer to the further approvals required under the heading 'Further approvals'

Program Delivery and Operations
Southern Queensland Region
23 Quay Street Bundaberg QLD 4670
Locked Bag 486 Bundaberg DC QLD 4670

Telephone +61 7 (07) 5482 0367
Website www.tmr.qld.gov.au
Email WBB.IDAS@tmr.qld.gov.au
ABN: 39 407 690 291

No.	Conditions of Approval	Condition Timing
	must be provided at the permitted road access locations generally in accordance with IPEWA Standard Drawing Driveways Heavy Vehicle Crossing Type B Drawing RS051 Revision F dated 06/14 The road access works must be designed and constructed in accordance with the specified plans, the Department of Transport and Main Roads Road Planning and Design Manual 2nd Edition and the departments Standards and Specification in force at the time	the Material Change of use
3	Direct access is prohibited between the Bunya Highway and Lots 808, 809 and 810 on W5357 at any other location other than the permitted road access location described in Condition 1.	At all times.

Reasons for the decision

The reasons for this decision are as follows:

a) The applicant has submitted a development application for a service station that proposes new accesses. For this type of development provision of two access points as opposed to a single location is common and logical.

b) Access between a state-controlled road, the Bunya Highway and adjacent land is managed by the Department of Transport and Main Roads under the *Transport Infrastructure Act 1994*.

c) Access at the proposed locations should not create an unreasonable impact on safe operation of Bunya Highway if maintained according to the conditions above and used in accordance with the road rules.

Please refer to **Attachment A** for the findings on material questions of fact and the evidence or other material on which those findings were based.

Information about the Decision required to be given under section 67(2) of TIA

1. There is no guarantee of the continuation of road access arrangements, as this depends on future traffic safety and efficiency circumstances.

2. In accordance with section 70 of the TIA, the applicant for the planning application is bound by this decision. A copy of section 70 is attached as **Attachment B**, as required, for information.

Further information about the decision

1. In accordance with section 67(7) of TIA, this decision notice:
   a) starts to have effect when the development approval has effect; and
   b) stops having effect if the development approval lapses or is cancelled; and
   c) replaces any earlier decision made under section 62(1) in relation to the land.

2. In accordance with section 485 of the TIA and section 31 of the *Transport Planning and Coordination Act 1994* (TPCA), a person whose interests are affected by this decision may apply for a review of this decision only within 28 days after notice of the decision was given under the TIA. A copy of the review provisions under TIA and TPCA are attached in **Attachment C** for information.

3. In accordance with section 485B of the TIA and section 35 of TPCA a person may appeal against a reviewed decision. The person must have applied to have the decision reviewed before an appeal about the decision can be lodged in the Planning and Environment Court. A copy of the Appeal Provisions under TIA and TPCA is attached in **Attachment C** for information.

Further approvals
The Department of Transport and Main Roads also provides the following information in relation to this approval:

1. Road Access Works Approval Required – Written approval is required from the department to carry out road works that are road access works (including driveways) on a state-controlled road in accordance with section 33 of the TIA. This approval must be obtained prior to commencing any works on the state-controlled road. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). Please contact the department to make an application.

If further information about this approval or any other related query is required, Mr Ian Leyton, Development Control Officer (Adjacent Land Management) should be contacted by email at WBB.IDAS@tmr.qld.gov.au or on (07) 5482 0367.

Yours sincerely

Adam Fryer
Principal Advisor (Corridor & Land Management)

Attachments: Attachment A – Decision evidence and findings
Attachment B - Section 70 of TIA
Attachment C - Appeal Provisions
Attachment D - Permitted Road Access Location Plan
Attachment E - IPEWA Standard Drawing RS051 Revision F

Attachment A

Decision Evidence and Findings

Findings on material questions of fact:

- Access between a state-controlled road (Bunya Highway) and adjacent land is managed by the Department of Transport and Main Roads under the *Transport Infrastructure Act 1994*.
- Section 62 of the *Transport Infrastructure Act 1994* allows the Department of Transport and Main Roads to decide about road access.
- Where access to a local road is available it is the departments general policy to require access via the local road.
- The applicant has proposed two direct accesses to the Bunya Highway in favour of accessing via the local roads.
- For this development type the accesses to the Bunya Highway as proposed are appropriate considering as a whole:
    - the shape of the land being developed which makes creation of a functional building and refuelling apron layout with access from Edwards Street impractical;
    - site topography which becomes elevated towards Edwards Street and would involve additional earthworks to achieve appropriate grades with little benefit to road safety in doing so;
    - Inadequate frontage to Ivory Street to enable an access with suitable sight distances;
    - the speed limit of the road (60km/h) and the relative low traffic volumes on the Bunya Highway;
    - very low turning volumes at both the Ivory Street and Edwards Street intersections with the Bunya Highway;
    - available sight distance in both directions on the Bunya Highway.
    - the separation of the proposed access locations from Edwards Street and Ivory Street which is considered adequate in this location; and
    - wide sealed shoulder on the Burnett Highway which should enable any likely queueing to be contained outside the through carriageways.

- Access at the proposed locations should not create an unreasonable impact on safe operation of Bunya Highway if maintained according to the conditions above and used in accordance with the road rules.

Evidence or other material on which findings were based:

Title of Evidence / Material	Prepared by	Date	Reference no.	Version/Issue
Transport Infrastructure Act 1994	Queensland Government	Current as at 20 July 2020	---	

Road Access Policy	Department of Transport and Main Roads		---	V1.0
Road Planning and Design Manual 2nd Edition	Department of Transport and Main Roads	Current as at 17 February 2020	---	Current as at 17 February 2020
Site Plan	Ashanti Building Design	1-12-20	Job No. 2044 Drawing 1	--
Planning Assessment Report and appendices	Project Urban Pty Ltd	2 December 2020	File 20219	Final
Traffic Impact Assessment	Contour Consulting Engineering Pty Ltd	20 November 2020	CIV2594-TRA F01	A

Attachment B

Section 70 of TIA

Transport Infrastructure Act 1994
Chapter 6 Road transport infrastructure
Part 5 Management of State-controlled roads

---

70 Offences about road access locations and road access works, relating to decisions under s 62(1)

(1) This section applies to a person who has been given notice under section 67 or 68 of a decision under section 62(1) about access between a State-controlled road and adjacent land.

(2) A person to whom this section applies must not—

(a) obtain access between the land and the State-controlled road other than at a location at which access is permitted under the decision; or

(b) obtain access using road access works to which the decision applies, if the works do not comply with the decision and the noncompliance was within the person's control; or

(c) obtain any other access between the land and the road contrary to the decision; or

(d) use a road access location or road access works contrary to the decision; or

(e) contravene a condition stated in the decision; or

(f) permit another person to do a thing mentioned in paragraphs (a) to (e); or

(g) fail to remove road access works in accordance with the decision.

Maximum penalty—200 penalty units.

(3) However, subsection (2)(g) does not apply to a person who is bound by the decision because of section 68.

Attachment C

Appeal Provisions

Transport Infrastructure Act 1994
Chapter 16 General provisions

---

485 Internal review of decisions

(1) A person whose interests are affected by a decision described in schedule 3 (the ***original decision***) may ask the chief executive to review the decision.

(2) The person is entitled to receive a statement of reasons for the original decision whether or not the provision under which the decision is made requires that the person be given a statement of reasons for the decision.

(3) The *Transport Planning and Coordination Act 1994*, part 5, division 2—

(a) applies to the review; and

(b) provides—

(i) for the procedure for applying for the review and the way it is to be carried out; and

(ii) that the person may apply to QCAT to have the original decision stayed.

485B Appeals against decisions

(1) This section applies in relation to an original decision if a court (the appeal court) is stated in schedule 3 for the decision.

(2) If the reviewed decision is not the decision sought by the applicant for the review, the applicant may appeal against the reviewed decision to the appeal court.

(3) The Transport Planning and Coordination Act 1994, part 5, division 3—

(a) applies to the appeal; and

(b) provides—

(i) for the procedure for the appeal and the way it is to be disposed of; and

(ii) that the person may apply to the appeal court to have the original decision stayed.

(4) Subsection (5) applies if—

(a) a person appeals to the Planning and Environment Court against a decision under section 62(1) on a planning application that is taken, under section 62A(2), to also be an application for a decision under section 62(1); and

(b) a person appeals to the Planning and Environment Court against a decision under the Planning Act on the planning application.

(5) The court may order—

(a) the appeals to be heard together or 1 immediately after the other; or

(b) 1 appeal to be stayed until the other is decided.

(6) Subsection (5) applies even if all or any of the parties to the appeals are not the same.

(7) In this section—

original decision means a decision described in schedule 3.

reviewed decision means the chief executive's decision on a review under section 485.

31 Applying for review

(1) A person may apply for a review of an original decision only within 28 days after notice of the original decision was given to the person under the transport Act.

(2) However, if—

(a) the notice did not state the reasons for the original decision; and

(b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)

the person may apply within 28 days after the person is given the statement of the reasons.

(3) In addition, the chief executive may extend the period for applying.

(4) An application must be written and state in detail the grounds on which the person wants the original decision to be reviewed.

32 Stay of operation of original decision

(1) If a person applies for review of an original decision, the person may immediately apply for a stay of the decision to the relevant entity.

(2) The relevant entity may stay the original decision to secure the effectiveness of the review and any later appeal to or review by the relevant entity.

(3) In setting the time for hearing the application, the relevant entity must allow at least 3 business days between the day the application is filed with it and the hearing day.

(4) The chief executive is a party to the application.

(5) The person must serve a copy of the application showing the time and place of the hearing and any document filed in the relevant entity with it on the chief executive at least 2 business days before the hearing.

(6) The stay—

(a) may be given on conditions the relevant entity considers appropriate; and

(b) operates for the period specified by the relevant entity; and

(c) may be revoked or amended by the relevant entity.

(7) The period of a stay under this section must not extend past the time when the chief executive reviews the original decision and any later period the relevant entity allows the applicant to enable the applicant to appeal against the decision or apply for a review of the decision as provided under the QCAT Act.

(8) The making of an application does not affect the original decision, or the carrying out of the original decision, unless it is stayed.

(9) In this section—

relevant entity means—

(a) if the reviewed decision may be reviewed by QCAT—QCAT; or

(b) if the reviewed decision may be appealed to the appeal court—the appeal court.

35 Time for making appeals

(1) A person may appeal against a reviewed decision only within—

(a) if a decision notice is given to the person—28 days after the notice was given to the person; or

(b) if the chief executive is taken to have confirmed the decision under section 34(5)—56 days after the application was made.

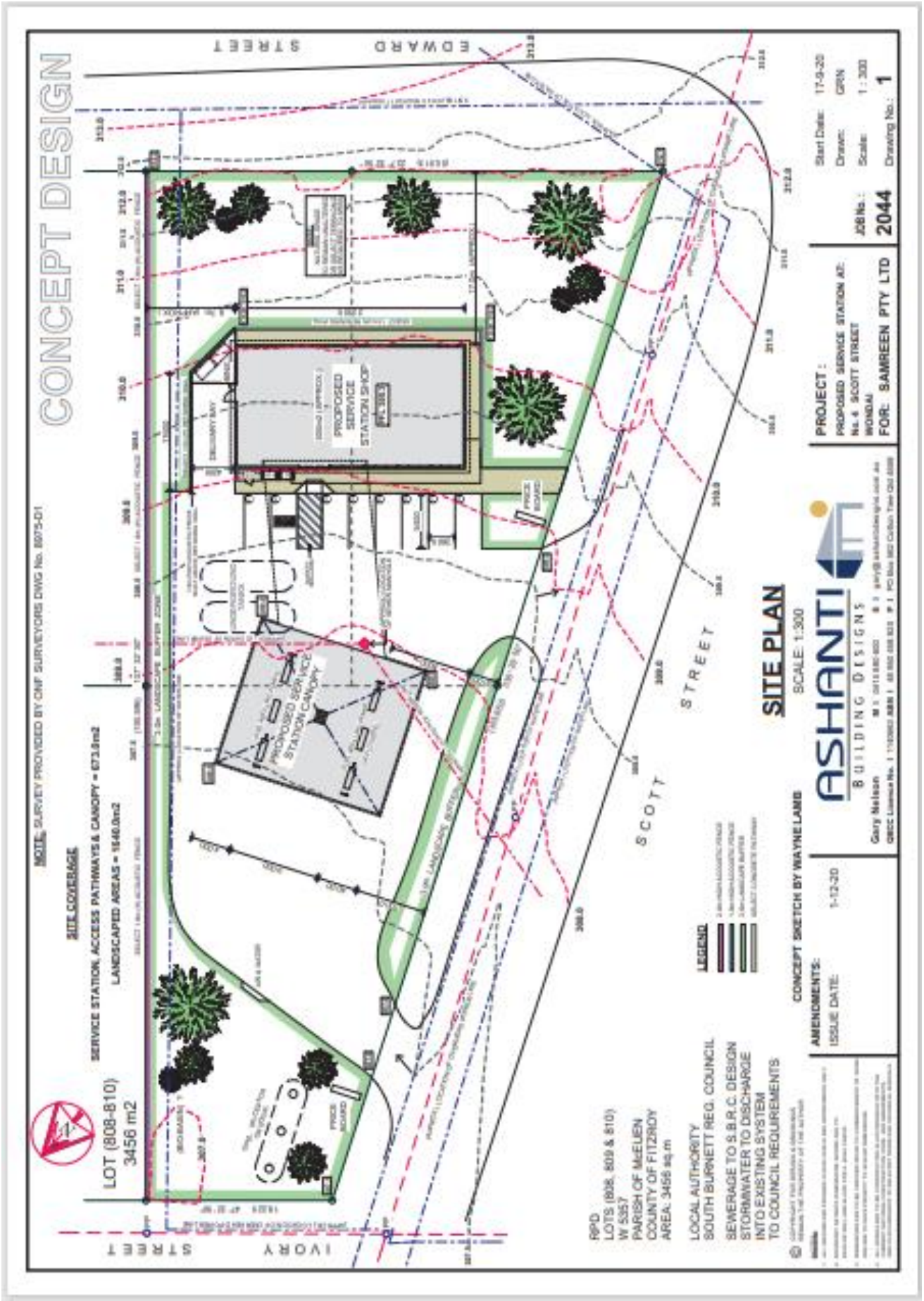
(2) However, if—

(a) the decision notice did not state the reasons for the decision; and

(b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)(a);

the person may apply within 28 days after the person is given a statement of the reasons.

(3) Also, the appeal court may extend the period for appealing.


CONCEPT DESIGN
EDWARD STREET
IVORY STREET
SCOTT STREET
PROPOSED SERVICE STATION SHOP
PROPOSED SERVICE STATION CANOPY
LOT (808-810)
3456 m2
SITE COVERAGE
SERVICE STATION, ACCESS PATHWAYS & CANOPY = 673.8m2
LANDSCAPED AREAS = 1640.0m2
SITE PLAN
SCALE: 1:300
LEGEND
RPD
LOTS (808, 809 & 810)
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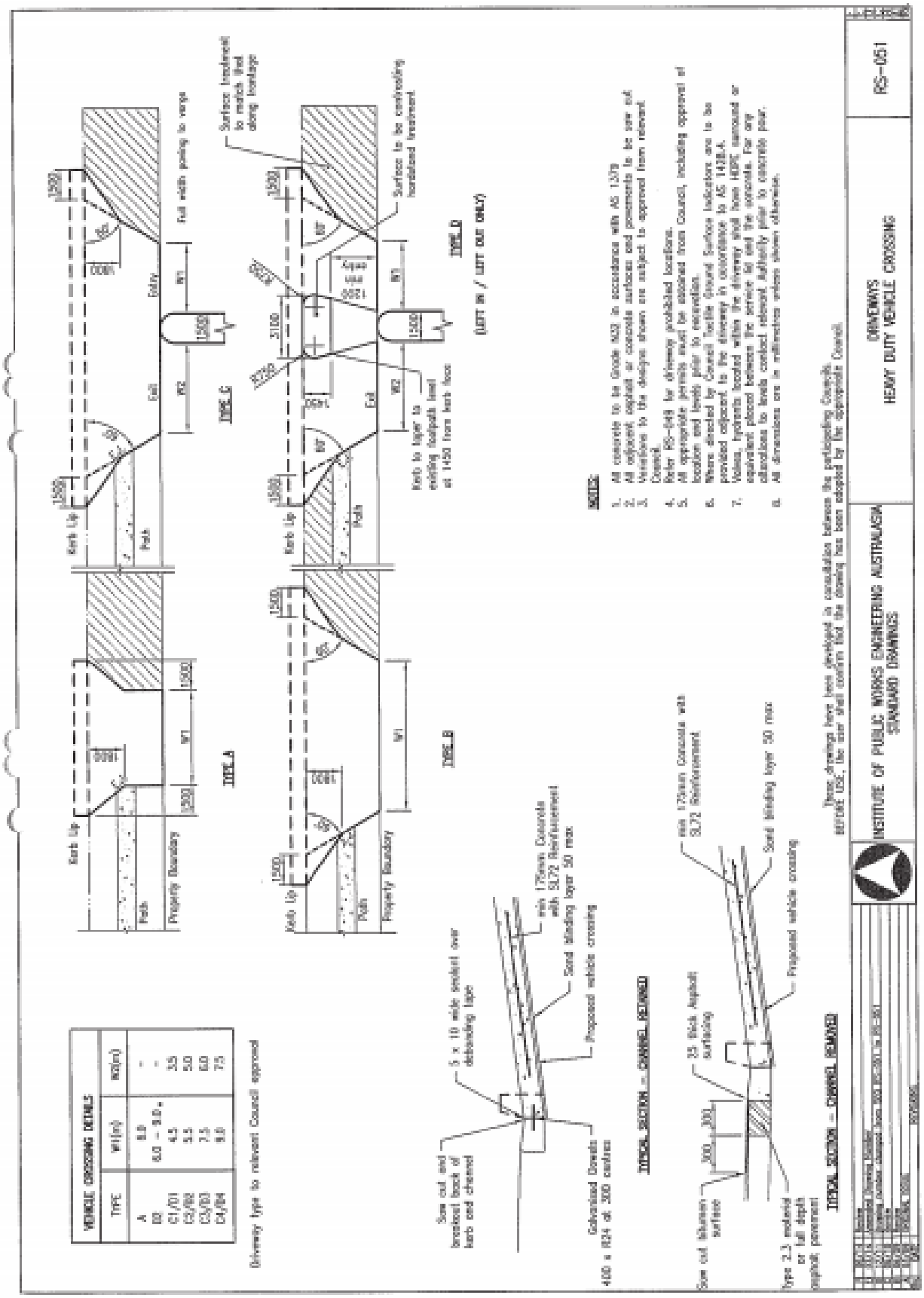
PARISH OF McLEIN
COUNTY OF FITZROY
AREA: 3456 sq.m
LOCAL AUTHORITY
SOUTH BURNETT REG. COUNCIL
SEWERAGE TO S.B.R.C. DESIGN
STORMWATER TO DISCHARGE
INTO EXISTING SYSTEM
TO COUNCIL REQUIREMENTS
CONCEPT SKETCH BY WAYNE LAMB
AMENDMENTS:
ISSUE DATE: 1-12-20
ASHANTI
BUILDING DESIGNS
Gary Nelson
PROJECT :
PROPOSED SERVICE STATION AT:
No. 4 SCOTT STREET
WONDAI
FOR: SAMREEN PTY LTD
JOB No.: 2044
Start Date: 17-9-20
Drawn: GRN
Scale: 1 : 300
Drawing No.: 1


VEHICLE CROSSING DETAILS
TYPE
W1(m)
R2(m)
A
B2
C1/D1
C2/B2
C3/B3
C4/B4
Driveway type to relevant Council approval
TYPE A
TYPE B
TYPE C
TYPE D
(LEFT IN / LEFT OUT ONLY)
Kerb Up
Path
Property Boundary
Full width paving to verge
Surface treatment to match that along frontage
Surface to be continuous horizontal treatment
Kerb to taper to existing footpath level at 1450 from back face
NOTES:
1. All concrete to be Grade N20 in accordance with AS 1379
2. All adjacent asphalt or concrete surfaces and pavements to be saw cut.
3. Variations to the designs shown are subject to approval from relevant Council.
4. Refer RS-049 for driveway prohibited locations.
5. All appropriate permits must be obtained from Council, including approval of location and levels prior to construction.
6. Where directed by Council tactile Ground Surface Indicators are to be provided adjacent to the driveway in accordance to AS 1428.4.
7. Poles, hydrants located within the driveway shall have HDPE sleeved or equivalent placed between the service for and the concrete. For any alterations to levels contact relevant authority prior to concrete pour.
8. All dimensions are in millimetres unless shown otherwise.
TYPICAL SECTION – CHANNEL REMOVED
Saw cut and broomed back of kerb and channel
5 x 10 wide sealant over debonding tape
Galvanised Dowels 400 x R24 at 300 centres
min 175mm Concrete with SL72 Reinforcement
Sand Bedding layer 50 max
Proposed vehicle crossing
TYPICAL SECTION – CHANNEL REMAINED
Saw cut bitumen surface
25 thick Asphalt surfacing
min 175mm Concrete with SL72 Reinforcement
Sand Bedding layer 50 max
Proposed vehicle crossing
Type 2.3 material or full depth asphalt pavement
These drawings have been developed in consultation between the participating Councils. IPWEA WA, the IEA shall confirm that the drawing has been adopted by the appropriate Council.
INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA
STANDARD DRAWINGS
DRIVEWAYS
HEAVY DUTY VEHICLE CROSSING
RS-051

ATTACHMENT B

INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: SJS Fuels Pty Ltd
C/- Project Urban Pty Ltd
PO Box 7618
SIPPY DOWNS QLD 4556

APPLICATION: Material Change of Use - Service Station and ancillary shop -300sqm

DATE: 26 May 2021

FILE REFERENCE: MCU20/0020

AMOUNT OF THE LEVIED CHARGE: **$2,070.00** **Total**
(Details of how these charges were calculated are shown overleaf)

$0.00	Water Supply Network
$0.00	Sewerage Network
$2,070.00	Transport Network
$0.00	Parks and Land for Community Facilities Network
$0.00	Stormwater Network

AUTOMATIC INCREASE OF LEVIED CHARGE: The amount of the levied charge is subject to an automatic increase. Refer to the Information Notice attached to this notice for more information on how the increase is worked out.

LAND TO WHICH CHARGE APPLIES: Lot 808, 809 & 810 W5357

SITE ADDRESS: 4 Scott Street, Wondai

PAYABLE TO: **South Burnett Regional Council**

WHEN PAYABLE: Material Change of Use – When the change happens.
(In accordance with the timing stated in Section 122 of the Planning Act 2016)

OFFSET OR REFUND: Not Applicable.

This charge is made in accordance with South Burnett Regional Council's ***Charges Resolution (No. 3) 2019***

DETAILS OF CALCULATION

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial (retail)	300	m^2 GFA	$63.00	CR Table 2.2	$18,900.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Residential Use (3 or more bed)	3	Per lot	$9,842	CR Table 2.1	$29,526.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial (retail)	300	m^2 GFA	$35.00	CR Table 2.2	$10,500.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Residential Use (3 or more bed)	3	Per lot	$5,423.00	CR Table 2.1	$16,269.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial (retail)	300	m^2 GFA	$31.00	CR Table 2.2	$9,300.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Residential Use (3 or more bed)	3	Per lot	$2,410.00	CR Table 2.1	$7,230.00

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial (retail)	300	m^2 GFA	$0.00	CR Table 2.2	$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Residential Use (3 or more bed)	3	Per lot	$2,009.00	CR Table 2.1	$6,027.00

Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial (retail)	300	m^2 GFA	$2.00	CR Table 2.2	$600.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Residential Use (3 or more bed)	3	Per lot	$401	CR Table 2.1	$1,203.00

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Commercial (retail)	$0.00	$0.00	$2,070.00	$0.00	$0.00	$2,070.00
Total	**$0.00**	**$0.00**	**$2,070.00**	**$0.00**	**$0.00**	**$2,070.00**

** In accordance with Section 3.3 of the Charges Resolution, the discount may not exceed the adopted charge. Any surplus discounts will not be refunded, except at South Burnett Regional Council's discretion.*

INFORMATION NOTICE

Authority and Reasons for Charge	This Infrastructure Charges Notice has been given in accordance with section 119 of the *Planning Act 2016* to support the Local government's long-term infrastructure planning and financial sustainability.
Appeals	Pursuant to section 229 and Schedule 1 of the *Planning Act 2016* a person may appeal an Infrastructure Charges Notice. Attached is an extract from the *Planning Act 2016* that details your appeal rights.
Automatic Increase Provision of charge rate ($)	An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge , adjusted by reference to the 3-yearly PPI average[1]. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase. However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.
GST	The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the *Planning Act* 2016 are GST exempt.
Making a Payment	This Infrastructure Charges Notice cannot be used to pay your infrastructure charges. To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment. An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au Payment can be made at any of the following South Burnett Regional Council Offices: • 69 Hart Street, Blackbutt, 4314;

[1] 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- McKenzie Street, Wondai, 4606; or
- via other methods identified on the Itemised Breakdown.

Enquiries

Enquiries regarding this Infrastructure Charges Notice should be directed to the SOUTH BURNETT REGIONAL COUNCIL, Department of Planning and Land Management, during office hours, Monday to Friday by phoning (07) 4189 9100 or email at info@southburnett.qld.gov.au

ATTACHMENT C

PUBLIC SUBMISSION

VIVA Property Group

[redacted]

Your Ref: MCU20/0020
Date: 10 May 2021

Attn: The Assessment Manager
South Burnett Regional Council
PO Box 336
Kingaroy QLD 4610

Via: email (info@sbrc.qld.gov.au)

Dear Sir/Madam,

RE: WRITTEN OBJECTION TO DEVELOPMENT APPLICATION – MATERIAL CHANGE OF USE FOR SERVICE STATION – 4 SCOTT STREET, WONDAI – COUNCIL REFERENCE: MCU20/0020

SUBMISSION

We hereby make a written submission in relation to the above referenced development application. We **object** to the proposed development based on the following grounds:

Built Form – Local Centre Zone Code

The subject site is mapped as being within the Local Centre Zone under the Planning Scheme. AO1.2 of the Local Centre Zone Code requires buildings to be built to the street alignment and AO1.4 of the Local Centre Zone Code requires all-weather awnings to be built to a line 0.5m short of all carriageways with at least 3m vertical clearance.

The proposed development in its current form does not comply with AO1.2 or AO1.4 and is considered to detract from the intended streetscape character of the zone and to discourage pedestrian movement within the Local Centre Zone.

The subject site represents an important part of the Wondai local centre, and any development of the site should be built to the street alignment and provide an all-weather awning so as to integrate with the existing Wondai town centre and provide a safe and welcoming built environment that reflects the intended streetscape character and is consistent with the scale and form of buildings in the Wondai town centre and routinely found in smaller regional towns.

The existing Wondai town centre features buildings built to the street alignment and with all-weather awnings that are consistent with a small regional town. The existing built form in the Wondai town centre is safe and welcoming and encourages pedestrian movement within the town centre regardless of weather. The safe and welcoming design of the town centre contributes to the economic viability of the centre and Wondai as a whole. This existing built form is depicted in the *Figure 1* below.

It is considered that the design of the proposed development will isolate the site from the existing local centre as it will not integrate with the existing and intended built form and will not provide amenity to pedestrians. The proposed development will not contribute to the safe and welcoming built environment within the Wondai town centre. The proposed development does not comply with PO1 of the Local Centre Zone Code.

VIVA Property Group

Further to the above, it is noted that AO3.3 of the Local Centre Zone Code requires development to incorporate buildings that have windows and doors opening to the street. As discussed above, the proposed development does not include buildings that are built to the street alignment and, therefore, does not have windows and doors opening to the street. As such, the proposed development does not maximise shopfront exposure to the street and does not comply with PO3 of the Local Centre Zone Code.

It is considered that the subject site should be developed as a use that integrates with, and enhances, the Wondai town centre in accordance with the purpose of the Local Centre Zone Code. Development of the site as a Service station without any activation of the street will be detrimental to the long-term economic growth of the Wondai town centre and the town as a whole and should be avoided.

FIGURE 1 EXISTING BUILT FORM – WONDAI TOWN CENTRE

Built Form – Strategic Framework

As outlined above, the proposed development does not comply with the Acceptable outcomes or the Performance outcomes pertaining to particular built form requirements (built to the street alignment and awnings) in the Local Centre Zone Code. It is noted that the purpose of the Code does not specify any built form requirements other than for building height.

As such, it is necessary to assess the proposed built for against the Strategic Framework of the Planning Scheme. It is noted that the proposed development does not comply with the Strategic Framework in terms of built form and, therefore, **is in conflict with the Planning Scheme**.

Specifically, it is noted that Section 3.2.1.1 of the Strategic Framework seeks to ensure that the town centres of Murgon, Nanango and Wondai be encouraged to retain their traditional, street-focussed character.

It is considered that the proposed development will detract from the traditional, street-focussed character of the Wondai town centre as it will not activate the street, is not built to the street alignment, does not provide awnings and provides dual crossovers to the main street (discussed following). As such, the proposed development does not contribute to a safe and welcoming built environment.

VIVA Property Group

The proposed development does not comply with the intent of the Strategic Framework or the Planning Scheme as a whole.

Access

The subject site is located within the Local Centre Zone whereby pedestrian movement should be encouraged and pedestrian safety is paramount. As such, AO6.1 of the Local Centre Zone Code seeks to ensure that where an alternative exists, no direct access is provided from Wondai's main commercial street.

It is noted that the subject site has 2 (two) alternative accesses, those being Ivory Street and Edwards Street. In accordance with the Local Centre Zone Code, the proposed development should provide access from either one or both alternatives. It is noted that an upgrade of Ivory Street to seal the road surface would be required and that this would be beneficial to the town.

In clear non-compliance with AO6.1, the proposed development not only doesn't provide access from the two alternatives but provides **two** accesses from Wondai's main commercial street. The proposed dual crossovers to Scott Street do not comply with the intent of the Code as it results in unnecessary conflict between vehicles entering and exiting the site and main street pedestrians.

It is considered that the proposed development does not comply with PO6 of the Local Centre Zone Code as pedestrian safety is not enhanced by the proposed access arrangements and, on the contrary, is likely diminished.

Planning Grounds

As outlined above, the proposed development does not comply with numerous Performance outcomes of the Local Centre Zone Code nor does it comply with the Strategic Framework of the Planning Scheme.

As such, it is considered that the applicant should demonstrate sufficient planning grounds for the proposed development.

It is noted that there are existing fuel retailers in Wondai which have serviced the needs of local residents for many years.

It is considered that the existing fuel retailers in Wondai are sufficient to cater for local residents' demand for fuel and that there is no demonstrated economic need for an additional Service station in Wondai.

Given the Impact Assessable nature of the application, and the demonstrated non-compliances with the Planning Scheme, it is expected that Council will request that the applicant demonstrate that there is sufficient economic need (planning grounds) for the proposed development despite its conflicts with the Planning Scheme.

Quantity of Fuels

The applicant has not provided details on the quantity of fuels to be stored on site. These details should be provided to Council as previously requested.

CONCLUSION

The proposed development does not comply with numerous Performance outcomes of the Local Centre Zone Code nor does it comply with the Strategic Framework of the Planning Scheme. Therefore, the proposed development is in conflict with the Planning Scheme. The applicant has not demonstrated

sufficient planning grounds for the proposed development despite its conflicts with the Planning Scheme.

We request that Council consider the above matters in its assessment of the proposed development.

We trust this information is sufficient for your purposes. Should you require any further details or wish to discuss these matters, please contact the undersigned on (07) 3831 5577.

Yours sincerely,

[redacted]

ATTACHMENT D

STATEMENT OF REASONS

NOTICE ABOUT DECISION – STATEMENT OF REASONS

The following information is provided in accordance with Section 63(4) & (5) of the Planning Act 2016

SITE DETAILS	
Street Address:	4 Scott Street, Wondai
RP Description	Lot 808 on W5357 Lot 809 on W5357 Lot 810 on W5357
Site Area	3,455sqm

PROPOSED DEVELOPMENT	
Name of Applicant	SJS Fuels C/- Project Urban
Type of Application	Material Change of use
Proposed Development	Service Station and Ancillary shop
Level of Assessment	Impact
Impervious Area	1,816sqm
Site Cover	Service station, access pathways & canopy = 673sqm Landscaped areas – 1,640sqm (47% of total site area)
Car Parking Spaces	A total of eight (8) carparking spaces are provided including one (1) disabled car park.
Service Vehicle Provision	Delivery bay (east of Service station shop)
Submissions Received	One (1) properly made submission
Decision	Approved subject to reasonable and relevant conditions
Decision Date	9 June 2021

1. Assessment Benchmarks

The proposed development was assessed against the following assessment benchmarks:

South Burnett Regional Council Planning Scheme 2017

- Strategic framework;
- Local centre zone code;
- Overlays; and
- Services and works code.

2. Reasons for the Decision

The reasons for this decision are: -

- A service station is an acceptable commercial use in the Local centre zone and is adequately buffered from adjoining residential activities with the provision of an acoustic fence;

- The proposed development has suitable conditions to mitigate noise, odour/air quality impacts provided through specialist reporting which accompanied the development application;
- Operation of the facility will be in accordance with the conditions of approval and relevant Australian Standards;
- The proposed Service station has direct access to a state-controlled road without introducing vehicular movements to neighbouring residential streets;
- The Service station shop will not operate independently.

3. Compliance with Benchmarks

The development was assessed against all of the assessment benchmarks listed above and complies with all of these or can be conditioned to comply.

Note: Each application submitted to Council is assessed individually on its own merit.

8 CONFIDENTIAL SECTION

OFFICER'S RECOMMENDATION

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

8.1 Rate Exemptions and Remissions - Additions to Approved List - Property Numbers 208170, 252190, 109980 & 229980

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 Request for Extended Payment Terms - Property Number 259250

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 Request for Extended Payment Terms - Property Number 258970

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.

8.4 Request for Extended Payment Terms - Property Number 258890

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.

8.5 Request for Extended Payment Terms - Property Number 128850

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.

8.6 Request for Extended Payment Terms - Property Number 165670

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.

8.7 Request for extended payment terms - Property Number 149990

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.

8.8 Request to waive rates debt recovery legal costs, interest and reinstate disallowed discount - property 163300

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.

8.9 Request to waive the Interest Charges on Rates Owing - Assessment 10111-11000-000

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.

8.10 Request to Defer Sale of Land for Overdue Rates Action for a period of 12 months for Property Numbers - 259260, 259270, 259850, 259240, 259340, 260140, 259200, 269090

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.

8.11 Request for Deferral of Sale of Land for Overdue Rates - Property Number 217700

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.

9 CLOSURE OF MEETING