



AGENDA

Ordinary Council Meeting Wednesday, 30 June 2021

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

Date: Wednesday, 30 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 PRAYERS**
- 4 RECOGNITION OF TRADITIONAL OWNERS**
- 5 DECLARATION OF INTEREST**
- 6 DEPUTATIONS/PETITIONS**

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 26 MAY 2021

File Number: 30-06-2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Council Meeting held on 26 May 2021 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 26 May 2021**



MINUTES

**Ordinary Council Meeting
Wednesday, 26 May 2021**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 26 MAY 2021 AT 9.01AM**

PRESENT:

Councillors:

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

Council Officers:

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

1 OPENING

The Mayor declared the meeting open and welcomed all attendees

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 PRAYERS

A representative of Barambah Ministers Association, Jordan Bennett, offered prayers for Council and for the conduct of the Council meeting.

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

5 DECLARATION OF INTEREST

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest in relation to **Item 9.2 - South Burnett Regional Council Lease Amendment with South Burnett Community Hospital Foundation Limited** and **Item 18.1 - 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.

6 DEPUTATIONS/PETITIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 28 APRIL 2021

RESOLUTION 2021/368

Moved: Cr Brett Otto
 Seconded: Cr Kathy Duff

That the Minutes of the Council Meeting held on 28 April 2021 be received and the recommendations therein be adopted.

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

Against: Nil

CARRIED 7/0

8 BUSINESS OUTSTANDING

8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

RESOLUTION 2021/369

Moved: Cr Roz Frohloff
 Seconded: Cr Kirstie Schumacher

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

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

Against: Nil

CARRIED 7/0

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

9.1 COUNCILLOR ATTENDANCE AT THE ALGA NATIONAL GENERAL ASSEMBLY 2021

RESOLUTION 2021/370

Moved: Cr Danita Potter
 Seconded: Cr Kirstie Schumacher

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

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

Against: Nil

CARRIED 7/0

Attendance:

At 9.21am. Councillor Schumacher, having earlier informed the meeting of a declarable conflict of interest in Item 9.2, 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.

9.2 SOUTH BURNETT REGIONAL COUNCIL LEASE AMENDMENT WITH SOUTH BURNETT COMMUNITY HOSPITAL FOUNDATION LIMITED**RESOLUTION 2021/371**

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

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

Against: Nil

CARRIED 6/0

Attendance:

At 9:23 am, Cr Kirstie Schumacher returned to the meeting.

9.3 ADOPTION OF "SUPPORTING INFORMATION FOR DEVELOPING GUIDELINES FOR THE PROVISION OF COUNCILLOR ADMINISTRATION SUPPORT STAFF"**RESOLUTION 2021/372**

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

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

Against: Nil

CARRIED 7/0

9.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CODE OF COMPETITIVE NEUTRALITY COMPLAINTS POLICY - STATUTORY-006

RESOLUTION 2021/373

Moved: Cr Kirstie Schumacher
 Seconded: Cr Danita Potter

That the South Burnett Regional Council Code of Competitive Neutrality Complaints Policy – Statutory-006 be adopted as presented.

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/374

Moved: Cr Kathy Duff
 Seconded: Cr Danita Potter

That the South Burnett Regional Council Financial Hardship Policy – Statutory-012 be adopted as presented.

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/375

Moved: Cr Roz Frohloff
 Seconded: Cr Danita Potter

That the South Burnett Regional Council Undetected Water Leaks Policy – Statutory-043 be adopted as presented.

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/376

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

That the South Burnett Regional Council Rate Collection Policy – Statutory 041 be adopted as presented.

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/377

Moved: Cr Kirstie Schumacher
Seconded: Cr Scott Henschen

That the South Burnett Regional Council Infrastructure Quality Policy – Statutory-029 be adopted as presented.

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/378

Moved: Cr Kirstie Schumacher
Seconded: Cr Roz Frohloff

That the South Burnett Regional Council Trade Waste Management Policy – Statutory-036 be adopted as presented.

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

Against: Nil

CARRIED 7/0

9.9.1 MAYORAL REQUEST - LETTER TO CORPORATE SERVICES STAFF

RESOLVED 2021/379

Draft a letter signed by the Office of the Mayor on behalf of Council thanking the Corporate Services staff for the work they have undertaken in updating the policies.

9.10 MONTHLY FINANCIAL REPORT

RESOLUTION 2021/380

Moved: Cr Brett Otto
 Seconded: Cr Kathy Duff

That the Monthly Financial Report including Capital Works and Works for Queensland as at 30th of April 2021 be received and noted.

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

Against: Nil

CARRIED 7/0

MOTION

RESOLUTION 2021/381

Moved: Cr Brett Otto
 Seconded: Cr Kathy Duff

That the meeting adjourn until 11am.

CARRIED 7/0

RESUME MEETING

RESOLUTION 2021/382

Moved: Cr Brett Otto
 Seconded: Cr Scott Henschen

That the meeting resume at 11.00am

CARRIED 7/0

9.11 DEBTOR WRITE-OFFS FOR THE 2020/2021 YEAR

RESOLUTION 2021/383

Moved: Cr Danita Potter
 Seconded: Cr Kirstie Schumacher

That:

- the \$3,943.83 in bad debts to be written off be approved; and
- South Burnett Regional Council receive and note the future potential write-offs of approximately \$2,000 to be confirmed at the June Standing Committee meeting

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

Against: Nil

CARRIED 7/0

Attendance:

At 11:11 am GM Susan Jarvis left the meeting
 At 11:15 am GM Susan Jarvis returned to the meeting

9.12 SURVEY - KINGAROY TRANSFORMATION PROJECT - GLENDON STREET

MOTION

Moved: Cr Brett Otto
 Seconded: Cr Kathy Duff

That South Burnett Regional Council conduct a survey of the residents of Kingaroy to seek their views in relation to the capital commitment on the aboveground shared zone in Glendon Street as against setting those funds aside for potential future works in Kingaroy Street south and report back to the August Infrastructure Standing Committee meeting.

In Favour: Crs Brett Otto and Kathy Duff

Against: Crs Gavin Jones, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

LOST 2/5

9.13 GLENDON STREET SHARED SPACE

RESOLUTION 2021/384

Moved: Cr Kirstie Schumacher
 Seconded: Cr Danita Potter

That South Burnett Regional Council upon receiving and workshopping the design for the Glendon Street shared space conduct extensive community consultation and engage in conversations seeking feedback and considering this in the final design.

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

Against: Nil

CARRIED 7/0

10 PORTFOLIO – ROADS & DRAINAGE

10.1 MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD TUESDAY 16 MARCH 2021

RESOLUTION 2021/385

Moved: Cr Gavin Jones
 Seconded: Cr Roz Frohloff

That Council receive the attached minutes of the Traffic Advisory Committee held Tuesday, 16 March 2021.

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

Against: Nil

CARRIED 7/0

10.2 HIVESVILLE FOOTPATH PETITION

RESOLUTION 2021/386

Moved: Cr Kathy Duff
 Seconded: Cr Gavin Jones

That Council consider the footpath request between Hivesville and Gwen Street along the Wondai Proston Road in the development of its forward capital works program for 2021/22.

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

Against: Nil

CARRIED 7/0

10.3 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM - PHASE 2

RESOLUTION 2021/387

Moved: Cr Danita Potter
 Seconded: Cr Kirstie Schumacher

Procedural Tabling Motion

That *Local Roads and Community Infrastructure Program – Phase 2* be taken off the table.

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

Against: Nil

CARRIED 7/0

RESOLUTION 2021/388

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That Council submit the following projects for funding under the Local Roads and Community Infrastructure Program – Phase two (2):

1. Blackbutt CBD - \$750,000
2. Wondai Industrial Estate Entry & Pavement Overlay - \$900,000
3. Harris Road Kingaroy - \$300,000

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

Against: Nil

CARRIED 7/0

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

Nil

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

12.1 LOCAL LAW REVIEW

RESOLUTION 2021/389

Moved: Cr Danita Potter
 Seconded: Cr Gavin Jones

That a complete review of the South Burnett Regional Council’s Local Laws and Subordinate Local Laws be undertaken during the 2021/22 financial year and that this activity be included in Council’s 2021/22 Operational Plan.

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

Against: Nil

CARRIED 7/0

13 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT

13.1 CLARK AND SWENDSON DEVELOPMENT SOUTH EAST KINGAROY WATER INFRASTRUCTURE

RESOLUTION 2021/390

Moved: Cr Roz Frohloff
 Seconded: Cr Danita Potter

That Council:

1. Advise the developer that Council is unable to advance funding to commence these works due to other network priorities; and
2. Advise the developer that they can build their own infrastructure to service their development only; and
3. Consider options for staged delivery of components of the planned trunk water infrastructure for Kingaroy, including Option four (4) of this report, in its Ten (10) Year Capital Works Program.

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

Against: Cr Kirstie Schumacher

CARRIED 6/1

13.2 ILLEGAL DUMPING SIGNAGE AND COMMUNITY EDUCATION

RESOLUTION 2021/391

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That Council investigate options for community education and awareness including signage on illegal dumping and littering and that this activity be included in Council's 2021/22 Operational Plan.

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

Against: Nil

CARRIED 7/0

14 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS

14.1 PROPOSAL TO COMMENCE INVESTIGATIONS FOR THE DIVESTMENT OF TINGOORA HALL.

RESOLUTION 2021/392

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That South Burnett Regional Council endorse the investigation of options, and community consultation, for the proposed divestment of the Tingoora Hall and report back to the September Community Standing Committee once investigations are complete.

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

Against: Nil

CARRIED 7/0

14.2 DEVELOPMENT OF MURGON TO PROSTON TO RAIL TRAIL

RESOLUTION 2021/393

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That:

1. A Councillor workshop be held to review relevant documentation and formulate an assessment process including consultation plan as required, to assist Council make an informed decision on this matter.
2. the Deputation parties be advised that Council will not be in a position to provide a response until further consideration on this matter has been made.
3. A further report be presented to a future Standing Committee Meeting.

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

Against: Nil

CARRIED 7/0

14.3 EXPIRY OF MANAGER CONTRACTS - BOONDOOMA & BJELKE PETERSEN DAMS

RESOLUTION 2021/394

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That pursuant to section 224(5) of the *Local Government Regulation 2012*, South Burnett Regional Council exercise an extension to the current contracts for Boondooma and Bjelke-Petersen Dams, for a period no greater than 12 months.

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

Against: Nil

CARRIED 7/0

14.4 UPGRADES TO WONDAI SHOWGROUNDS GRANDSTAND AND PAVILION

RESOLUTION 2021/395

Moved: Cr Kathy Duff

Seconded: Cr Roz Frohloff

That Council award Tender SBRCQ – 20/21 -18 to Hawley Constructions Pty Ltd for the Wondai Pavilion Grandstand Demolition and Reconstruction as per their tender price.

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

Against: Nil

CARRIED 7/0

15 PORTFOLIO - REGIONAL DEVELOPMENT

Nil

16 NOTICES OF MOTION

Nil

17 INFORMATION SECTION

17.1 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

RESOLUTION 2021/396

Moved: Cr Brett Otto
 Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 7/0

17.2 DELEGATED AUTHORITY REPORTS

RESOLUTION 2021/397

Moved: Cr Brett Otto
 Seconded: Cr Roz Frohloff

That the Delegated Authority report be received.

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

Against: Nil

CARRIED 7/0

18 CONFIDENTIAL SECTION

RESOLUTION 2021/398

Moved: Cr Brett Otto
 Seconded: Cr Kathy Duff

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

18.1 South Burnett Community Hospital Foundation Limited

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

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

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

Against: Nil

CARRIED 7/0

Attendance:

At 12.34pm, Councillor Schumacher, having earlier informed the meeting of a declarable conflict of interest in Item 18.1, and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

At 12:34 pm GM Aaron Meehan left the meeting.

RESOLUTION 2021/399

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 6/0

18.1 SOUTH BURNETT COMMUNITY HOSPITAL FOUNDATION LIMITED

RESOLUTION 2021/400

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That

1. Council resolves to send a response letter to the sender of correspondence received by Council and dated 4 April 2021 in the terms of the draft response letter contained in the confidential report.
2. Council resolves, pursuant to *Local Government Act 2009*, section 257, to delegate to the chief executive officer of Council the power to negotiate with the sender of the correspondence received by Council and dated 4 April 2021 and other relevant parties regarding a non-legally binding memorandum of understanding (MOU), which is to be presented to Council for its consideration and decision whether to enter into the negotiated MOU.

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

Against: Nil

CARRIED 6/0

RESOLUTION 2021/401

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That South Burnett Regional Council receive the Unconfirmed SBCHFL Board Meeting minutes dated 8 December 2020.

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

Against: Nil

CARRIED 6/0

19 CLOSURE OF MEETING

The Meeting closed at 12.47pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 30 June 2021.

.....
CHAIRPERSON

8 BUSINESS OUTSTANDING**8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING****File Number:** 28-05-2021**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Business outstanding table for the Ordinary Council Meeting

SUMMARY

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

OFFICER'S RECOMMENDATION

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

BACKGROUND

N/A

ATTACHMENTS

1. **Business Outstanding Table** [↓](#) 

BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Meeting Date: 30 June 2021

Attachment No: 1

Meeting	Subject	Resolution	Notes
Council 12/06/2019	Lease of Coolabunia Saleyard and South Burnett Regional Council Dip Facilities	Moved: Cr Kathy Duff Seconded: Cr Terry Fleischfresser That Council call tenders in accordance with the Local Government Regulation 2012, Section 228 for individuals or organisations to lease the Nanango, Proston and Wondai Cattle yards and Dip facilities Councillors voted unanimously	
CARRIED 7/0			
Meeting	Subject	Resolution	Notes
Council 25/11/2020	Sale of Coolabunia Saleyards by way of Tender	RESOLUTION 2020/234 Moved: Cr Brett Otto Seconded: Cr Kathy Duff That 1. As a result of the substantial capital loss that would be realised on disposal of the freehold site and in response to more recent community concerns as to the potential risk to the ongoing operation of the facility in the hands of a private operator, that Council not accept any tenders or enter into negotiations with a preferred tenderer. 2. That Council prepare a comprehensive five-year business plan for the future operations of the facility incorporating a review and report to council on: a. the preferred ownership structure; b. a revised fees and charges schedule based on market rates; c. a projected profit forecast;	09 Dec 2020 3:29pm Watt, Mark UPDATE - begun review of existing reports and compiling information to assist in procuring industry expert to prepare report. Budget allocation also necessary. 18 Mar 2021 8:25am Watt, Mark UPDATE - received first quote for completion of business plan, awaiting second quote before progressing. 15 Apr 2021 5:19pm Watt, Mark Further legal advice being sourced from King & Co, Solicitors. Once received, report to be presented to Council. 24 Jun 2021 10:14am Watt, Mark Report to be presented to July Community Standing Committee on 14/7/21

		<p>d. a capital investment program, incorporating opportunities for external funding.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>	
Council 24/02/2021	Overgrown Allotment Enforcement	<p>RESOLUTION 2021/270</p> <p>Moved: Cr Kathy Duff Seconded: Cr Roz Frohloff</p> <p>That Council approve a review into the Overgrown Allotment operations of Council with a view to a stricter enforcement protocol.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>21 May 2021 1:34pm Patch, Craig</p> <p>Compliance still awaiting some feedback from other Council's as to what their O/G Allotment Policy is. Compliance then to formulate a draft O/G Allotment position.</p>
Council 24/02/2021	Illegal Occupation of Private Land	<p>RESOLUTION 2021/271</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <p>That Council approve the development of an Illegal Occupation on Private Land Policy, Procedure and Enforcement Strategy.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>21 May 2021 1:43pm Patch, Craig</p> <p>Awaiting legal advice in relation to some technical questions/aspects concerning certain aspects of the illegal occupation policy position document</p>

<p>Council 24/02/2021</p>	<p>Update to Standard Street Name Sign and Style Guides</p>	<p>RESOLUTION 2021/262</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Roz Frohloff</p> <p>That Council resolves to adopt a standard street blade and roundabout street sign</p> <ol style="list-style-type: none"> 1. That the revisions to the standard street name sign drawing, as specified in Attachment one (1) (option 4), be adopted and implemented on all new and replacement street name signs; 2. That the standard roundabout name sign drawing, as specified in Attachment two (2) (option 5), be adopted and implemented on all new and replacement roundabout name signs; and 3. That the style guidelines be updated to reflect the change to the standard street name sign. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	
<p>Council 28/04/2021</p>	<p>Independent Accounting Analysis</p>	<p>RESOLUTION 2021/335</p> <p>Moved: Cr Brett Otto Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council work with our Chief Executive Officer to develop a strategy which provides a pathway to surplus by 2023/2024 and that such work commence in July 2021 with a view to finalisation of the strategy by 30 June 2022.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p>	<p>21 May 2021 8:54am Pitt PSM, Mark</p> <p>CEO met with QTC representative and presentation organised for 3 June 2021 with QTC representatives on Budget preparation.</p>

		<u>Against:</u> Nil	
		CARRIED 7/0	
Council 28/04/2021	Register of Fees and Charges Schedule for 2021/2022	<p>RESOLUTION 2021/337</p> <p>Moved: Cr Roz Frohloff Seconded: Cr Danita Potter</p> <p>That pursuant to Section 97(2) of the <i>Local Government Act 2009</i> the Register of Fees and Charges be received as amended, second and third dog impounding fees be set at \$105, and adopted effective from 1 July 2021.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>19 May 2021 8:01am Branch, Celina</p> <p>New fees and charges will be uploaded to Council website on 1 July 2021. Spreadsheet being sent to Business Systems to update P&R to be ready for 1 July 2021.</p>
		CARRIED 7/0	
Council 28/04/2021	Blackbutt CBD Footpath	<p>RESOLUTION 2021/342</p> <p>Moved: Cr Gavin Jones Seconded: Cr Roz Frohloff</p> <ol style="list-style-type: none"> 1. That Council release Option 3 of the Blackbutt CBD Master Plan, the Blackbutt CBD Footpath and PWD bay Design for public consultation; 2. Council increase the budget for the stage 1 project by \$750,000 from the Local Roads and Community Infrastructure (LRCI) funding to include footpath upgrades to both sides of Coulson Street, Coulson Street refuge, street furniture, landscaping and upgrades to Les Muller Park; and 3. Final design and scope to come back to Council for endorsement. <p><u>In Favour:</u> Crs Gavin Jones, Roz Frohloff, Danita Potter and Scott Henschen</p>	

		<p><u>Against:</u> Crs Brett Otto, Kathy Duff and Kirstie Schumacher</p> <p style="text-align: right;">CARRIED 4/3</p> <p>RESOLUTION 2021/344</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. Adopt the design of the Youngman Street medians; and 2. Officers undertake further consultation and design works continue for the Wondai roundabout. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>							
Council 28/04/2021	Amendment to Development Incentive Scheme - Reduction in Infrastructure Charge	<p>RESOLUTION 2021/356</p> <p>Moved: Cr Danita Potter Seconded: Cr Kathy Duff</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Approve the update to the criteria and procedure for assessing and approving the reduction of infrastructure charges (addition in bold): <table border="1" style="width: 100%;"> <tr> <td>Description</td> <td>Criteria</td> </tr> <tr> <td>Effective Dates</td> <td>1 December 2020 to 30 June 2022</td> </tr> <tr> <td>Applicable Development</td> <td>All development is eligible if located within the South Burnett Regional Council area that is</td> </tr> </table>	Description	Criteria	Effective Dates	1 December 2020 to 30 June 2022	Applicable Development	All development is eligible if located within the South Burnett Regional Council area that is	<p>21 May 2021 2:13pm Donohue, Kimberley</p> <p>Forms have been updated and website update in progress.</p>
Description	Criteria								
Effective Dates	1 December 2020 to 30 June 2022								
Applicable Development	All development is eligible if located within the South Burnett Regional Council area that is								

		<p>subject to an infrastructure charges notice (ICN).</p> <p>Infrastructure Charges issued under previous Charges Resolutions (No. 1 (2013) and 2 (2015)) are proposed to be included in the revision. Infrastructure Charges payable under Charges Resolutions No. 1 and 2, will be capped at the amount that would apply to charges issued under Charges Resolution No. 3 with the discounts in place.</p>	
	<p>Infrastructure charges discounts</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 50% discount for any commercial use or industrial activity; <input type="checkbox"/> 50% discount for long-term employment generating development; <input type="checkbox"/> 75% discount for Reconfiguring a lot for Residential development; <input type="checkbox"/> 75% discount for Residential development; (excluding in the Rural Residential Zone) <input type="checkbox"/> 100% discount for Residential development in the Rural Residential zone; <input type="checkbox"/> 100% discount for Rural or Tourist activity (eg. Short- 	

		term accommodation) in the Rural Zone.
Recommendation and Approval	Manager Planning & Land Management	recommends reduction in infrastructure charges that meets the eligibility criteria, for approval by the Chief Executive Officer.
Infrastructure Agreement	Chief Executive Officer	to enter into Infrastructure Agreement with applicant.

2. Approve the release of the revised forms and guidelines to support and promote the Development Incentive Scheme, as presented:

- Fact Sheet – Development Incentives
- Application form
- Appendix A: Rules and procedures
- Appendix B: Definitions

3. Delegate to the Chief Executive Officer the power, under the *Planning Act 2016* (Qld), to enter into an Infrastructure Agreement between Council and the applicant (developer) and apply the relevant discount that meets the criteria of the Development Incentive Scheme.

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

Against: Cr Gavin Jones

CARRIED 6/1

Council 28/04/2021	Pilot Project to support residential housing outcomes in Kingaroy	RESOLUTION 2021/357	21 May 2021 1:48pm Bayntun, Rebecca
		<p>Moved: Cr Kirstie Schumacher Seconded: Cr Kathy Duff</p> <p>That Council investigate and develop a pilot project that aims to support and address the current lack of housing by:</p> <ul style="list-style-type: none"> a) Identifying potential freehold landholdings that Council owns, including what may be underutilised green space that has been identified as superfluous to our community's needs in residential areas in Kingaroy, b) Considering what would be involved in subdividing or developing these Council owned parcels or underutilised green spaces, c) Consider Council's options to sell these parcels for residential housing; and or d) Consider opportunities for Council to stage or partner with appropriate building contractors to construct residential houses in Kingaroy 	<p>Project commenced by identifying freehold land. Project plan being prepared.</p>
		<p>A report on a potential pilot project be brought back to Council for consideration in the 2021/22 Operational Plan to help address the current lack of residential housing in Kingaroy that is known to be impacting the local industry and causing housing stress for residents.</p>	
		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p>	
		<p><u>Against:</u> Nil</p>	
		CARRIED 7/0	
Council 28/04/2021	New Dam Signage	RESOLUTION 2021/359	17 May 2021 10:05am Hunter, Michael
		<p>Moved: Cr Kathy Duff</p>	

	<p>Seconded: Cr Roz Frohloff</p> <p>That Council support the South Burnett Tourist Parks branding design to be implemented at Boondooma Dam and Bjelke-Petersen Dams signage and promotional material and the name on the design be changed to Boondooma Dam.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>Signs are in process of being powder coated and designs work is nearing completion. Order has been processed for footings etc to be undertaken.</p> <p>23 Jun 2021 4:40pm Hunter, Michael</p> <p>Final proofs have been sent to Artcraft for printing 21/6/21 - Signs have been returned, new powered coating and are at Dams awaiting installation.</p>
<p>Council 26/05/2021</p> <p>South Burnett Regional Council Lease Amendment with South Burnett Community Hospital Foundation Limited</p>	<p>RESOLUTION 2021/371</p> <p>Moved: Cr Scott Henschen Seconded: Cr Danita Potter</p> <p>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)</p> <ol style="list-style-type: none"> 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. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p style="text-align: center;">CARRIED 7/0</p> <p style="text-align: center;">CARRIED 6/0</p>

Council 26/05/2021	Debtor write-offs for the 2020/2021 year	<p>RESOLUTION 2021/383</p> <p>Moved: Cr Danita Potter Seconded: Cr Kirstie Schumacher</p> <p>That:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the \$3,943.83 in bad debts to be written off be approved; and <input type="checkbox"/> South Burnett Regional Council receive and note the future potential write-offs of approximately \$2,000 to be confirmed at the June Standing Committee meeting <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
Council 26/05/2021	Local Roads and Community Infrastructure Program - Phase 2	<p>RESOLUTION 2021/388</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter</p> <p>That Council submit the following projects for funding under the Local Roads and Community Infrastructure Program – Phase two (2):</p> <ol style="list-style-type: none"> 1. Blackbutt CBD - \$750,000 2. Wondai Industrial Estate Entry & Pavement Overlay - \$900,000 3. Harris Road Kingaroy - \$300,000 <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>

Council 26/05/2021	Local Law Review	RESOLUTION 2021/389
		<p>Moved: Cr Danita Potter Seconded: Cr Gavin Jones</p>
		<p>That a complete review of the South Burnett Regional Council's Local Laws and Subordinate Local Laws be undertaken during the 2021/22 financial year and that this activity be included in Council's 2021/22 Operational Plan.</p>
		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p>
		<p><u>Against:</u> Nil</p>
CARRIED 7/0		
Council 26/05/2021	Clark and Swendson Development South East Kingaroy Water Infrastructure	RESOLUTION 2021/390
		<p>Moved: Cr Roz Frohloff Seconded: Cr Danita Potter</p>
		<p>That Council:</p>
		<ol style="list-style-type: none"> 1. Advise the developer that Council is unable to advance funding to commence these works due to other network priorities; and 2. Advise the developer that they can build their own infrastructure to service their development only; and 3. Consider options for staged delivery of components of the planned trunk water infrastructure for Kingaroy, including Option four (4) of this report, in its Ten (10) Year Capital Works Program.
		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p>
		<p><u>Against:</u> Cr Kirstie Schumacher</p>

CARRIED 6/1		
Council 26/05/2021	Development of Murgon to Proston to Rail Trail	<p>RESOLUTION 2021/393</p> <p>Moved: Cr Roz Frohloff Seconded: Cr Danita Potter</p> <p>That:</p> <ol style="list-style-type: none"> 1. A Councillor workshop be held to review relevant documentation and formulate an assessment process including consultation plan as required, to assist Council make an informed decision on this matter. 2. the Deputation parties be advised that Council will not be in a position to provide a response until further consideration on this matter has been made. 3. A further report be presented to a future Standing Committee Meeting. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
Council 26/05/2021	Expiry of Manager Contracts - Boondooma & Bjelke Petersen Dams	<p>RESOLUTION 2021/394</p> <p>Moved: Cr Gavin Jones Seconded: Cr Scott Henschen</p> <p>That pursuant to section 224(5) of the <i>Local Government Regulation 2012</i>, South Burnett Regional Council exercise an extension to the current contracts for Boondooma and Bjelke-Petersen Dams, for a period no greater than 12 months.</p>
		<p>24 Jun 2021 10:18am Watt, Mark</p> <p>Michael Hunter preparing renewal document</p>

		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
Council 26/05/2021	Glendon Street Shared Space	<p>RESOLUTION 2021/384</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council upon receiving and workshopping the design for the Glendon Street shared space conduct extensive community consultation and engage in conversations seeking feedback and considering this in the final design.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>

9 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT**9.1 ACTING CHIEF EXECUTIVE OFFICER****File Number:** CEO1**Author:** Chief Executive Officer**Authoriser:** Chief Executive Officer**PRECIS**

The purpose of this report is to advise Councillors of the Chief Executive Officer's (CEO) annual leave period and appoint an Acting CEO

SUMMARY

The Chief Executive Officer has consulted with the Mayor to take a period of leave from 1 July 2021 to 20 July 2021 inclusive with a return to work date of 21 July 2021. During this period the Chief Executive Officer will return to work for the date of 14 July 2021 for the Special Budget meeting

OFFICER'S RECOMMENDATION

That South Burnett Regional Council approves the Chief Executive Officer Leave from 1 July 2021 to 20 July 2021 and appoints General Manager Finance & Corporate as Acting Chief Executive Officer.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial implications

LINK TO CORPORATE/OPERATIONAL PLAN

5. Organisational Excellence – An organisation that is characterised by effective leadership, responsible management, good governance, and quality service delivery.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Discussion regarding leave dates have been undertaken with the Mayor and the SET.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009; Industrial Relations Act 1999; and relevant industrial instruments

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The Acting Chief Executive Officer acts fully in the role of Chief Executive Officer with all formal delegations

ASSET MANAGEMENT IMPLICATIONS

Not applicable

REPORT

The Chief Executive Officer wishes to take a period of leave from 1 July 2021 to 20 July 2021 inclusive with a return to work date of 21 July 2021, excluding the date of 14 July 2021 for the Special Budget meeting. An Acting Chief Executive Officer is required to be appointed for the duration of the leave in accordance with the *Local Government Act 2009*.

ATTACHMENTS

Nil

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

File Number: 30/06/2021
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021 - Meeting Dates for the Ordinary Meetings of Council's Standing Committees, General Meetings and Budget Meeting

SUMMARY

Committee Resolution 2021/111

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

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
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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

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

Against: Nil

Carried 5/0

OFFICER'S RECOMMENDATION

That Council adopt the dates, times and locations for ordinary meetings of Council's Standing Committees, General Meetings and Budget Meeting 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
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Committee	Date	Time	Location
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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

BACKGROUND

As presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021.

ATTACHMENTS

Nil

9.3 LGAQ 125TH ANNUAL CONFERENCE: MOTION REQUEST**File Number:** 30/06/2021**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021
- LGAQ 125th Annual Conference: Motion Request

SUMMARY

Committee Resolution 2021/112

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

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) that we call on the State and Federal government to review the Road Maintenance Performance contracts with Councils with a view to increasing the amounts provided to Council
- (b) Waste Levy - State Government Support appears to be for another 12 months only - confirm an ongoing commitment
- (c) Regulatory approvals process for State and Federal government in terms of renewable energy projects and a coordinated approach to ensure social and economic benefits are delivered in asset communities
- (d) Road side grazing permits

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

Against: Nil

Carried 5/0**OFFICER'S RECOMMENDATION**

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

- (a) That the LGAQ call on the State and Federal Governments to review the Road Maintenance Performance contracts with Councils with a view to increasing the amounts provided to Council.
- (b) That the LGAQ calls upon the State Government Support to confirm an ongoing commitment past the current financial year to the State Waste Levy Annual Prepayment.
- (c) That the LGAQ call on the State and Federal Governments to review the regulatory approvals process in terms of renewable energy projects and a coordinated approach to ensure social and economic benefits are delivered in asset communities.
- (d) That the LGAQ reaffirms its call on the Queensland State Government to review the collection of roadside grazing permit fees by Drought Declared Local Authorities Road side grazing permits allowing individual Councils to make the decision by resolution in relations to the collection of any Local or State Government fees.

BACKGROUND

As presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021. Recommendation reviewed in line with wording recommended to be submitted to the LGAQ Agenda committee.

ATTACHMENTS

Nil

9.4 COUNCIL NOMINATE THE 2022 SPECIAL HOLIDAY**File Number:** 30-06-2021**Author:** Coordinator Executive Services**Authoriser:** Chief Executive Officer**PRECIS**

Requesting Council nominate the South Burnett region 2022 Special Holiday prior to Friday 30 July 2021.

SUMMARY

Historically, Council has requested the Monday of the Brisbane Exhibition to be gazetted as the show holiday for the South Burnett region. As no information to the contrary has been received, it is suggested that Council once again request the Exhibition Monday, Monday 8 August 2022 as the Show Holiday for the South Burnett region.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council progress the Monday of the 2022 Royal National Exhibition, Brisbane – Monday 8 August 2022, as the 2022 Show Holiday for the South Burnett region and further, complete the 2022 Special Holiday request form and delegate to the Chief Executive Officer to submit via email prior to Friday 30 July 2021.

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

LINK TO CORPORATE/OPERATIONAL PLAN

EC16 - Partner with community to develop and promote events.

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

N/A

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009

Holidays Act 1983

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council's actions are consistent with previous resolutions.

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

Council has been invited to nominate special and show holidays for 2022 in line with the requirements of the *Holidays Act 1983*. Holidays appointed in respect of an annual agricultural, horticultural or industrial show are public holidays and those appointed for an event which has significance to a particular district are bank holidays. Upon Ministerial approval these nominated days will be published in the Queensland Government Gazette. Nomination/s for show or special

holidays are to be made by completing the 2022 Special Holiday request form and submitting via email no later than Friday, 30 July 2021.

ATTACHMENTS

Nil

9.5 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 as presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

SUMMARY

Committee Resolution 2021/113

Moved: Cr Gavin Jones
Seconded: Cr Roz Frohloff

That the committee recommends to Council:

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

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

Against: Nil

CARRIED 5/0

OFFICER'S RECOMMENDATION

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

ATTACHMENTS

1. **Souh 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.**

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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

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:

9.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL LEARNING AND DEVELOPMENT POLICY - STRATEGIC013**File Number: IR1478244****Author: General Manager Finance and Corporate****Authoriser: Chief Executive Officer****PRECIS**

Adoption of the South Burnett Regional Council Learning and Development Policy – Strategic013 as presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

SUMMARY

Committee Resolution 2021/114

Moved: Cr Roz Frohloff

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

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

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Learning and Development Policy - Strategic013 be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

ATTACHMENTS

1. **South Burnett Regional Council Learning and Development Policy - Strategic013** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic013
POLICY OWNER: People & Culture
ECM ID: 1478244
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

- 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:

9.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL PUBLIC INTEREST DISCLOSURE POLICY - STATUTORY046**File Number: IR2791194****Author: General Manager Finance and Corporate****Authoriser: Manager Corporate Services****PRECIS**

Adoption of the South Burnett Regional Council Public Interest Disclosure Policy – Statutory046 as presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

SUMMARY

Committee Resolution 2021/115

Moved: Cr Roz Frohloff

Seconded: Cr Kathy Duff

That the committee recommends to Council:

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

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION**

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

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.

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

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:

9.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DEBT POLICY 2021/2022 - STATUTORY010**File Number: IR2800665****Author: General Manager Finance and Corporate****Authoriser: Chief Executive Officer****PRECIS**

Adoption of the South Burnett Regional Council Debt Policy 2021/2022 – Statutory010 as presented at the Budget Committee meeting on 2 June 2021.

SUMMARY

Committee Resolution 2021/27

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Debt Policy 2021/2022 – Statutory010 be adopted as presented.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Debt Policy 2021/2022 – Statutory010 be adopted as presented.

BACKGROUND

Presented at the Budget Committee meeting on 2 June 2021.

ATTACHMENTS

1. **South Burnett Regional Council Debt Policy 2021/2022 - Statutory010** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory010
POLICY OWNER: Finance
ECM ID: 2800665
ADOPTED:

Debt Policy 2021/2022

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

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') recognises that loan borrowings ('debt') for capital works are an important funding source and that the full cost of infrastructure should not be borne entirely by present day ratepayers and should also be contributed to by future ratepayers who will also benefit. Whilst recognising the importance of loan borrowings, Council will seek to reduce dependence on borrowings in order to minimise the impact on rating increases needed to fund the debt servicing and redemption.

Generally, Council will only borrow funds for the purpose of acquiring assets, improving facilities or infrastructure and/or substantially extending the useful life of income generating assets (e.g. water, sewerage, waste).

2. SCOPE

This policy is effective from the date of Council's resolution and will apply to the financial year from 1 July 2021 to 30 June 2022. The policy applies to all of Council's departments and provides guidance on the current financial year and the following nine (9) financial year's borrowing programs.

The purpose of establishing a Debt Policy is to:

- Provide a comprehensive view of Council's long-term debt position and the capacity to fund infrastructure growth for the South Burnett region;
- Increase awareness of issues concerning debt management;
- Enhance the understanding between Councillors, community groups and Council staff by documenting policies and guidelines;
- Demonstrate to government and lending institutions that Council has a disciplined approach to borrowing.

3. GENERAL INFORMATION

Section 192 of the *Local Government Regulation 2012* ('Regulation') requires a Local Government's Debt Policy to state the details of new borrowings planned for the current financial year and the next nine (9) financial years and the period over which the local government plans to repay existing and new borrowings.

Section 104 (5)(c)(ii) of the *Local Government Act 2009* ('Act') requires a local government to develop a Debt Policy as part of its financial management system. The Act also defines Council as a statutory body and subsequently Council's borrowing activities continue to be governed by the *Statutory Bodies Financial Arrangements Act 1982*.

3.1. Purpose of the Borrowings

Council restricts borrowings to expenditure on identified capital projects that are considered by Council to be of the highest priority, and which cannot be funded from other sources of revenue. In no circumstances should Council borrow funds to finance recurrent expenditure or the operational activities of Council.

3.2. Roles and Responsibilities

Pursuant to *Section 192* of the Regulation, detail of the proposed borrowing for the current year and the future nine (9) years will be prepared annually as part of the budget process.

All borrowings shall be obtained through Queensland Treasury Corporation ('QTC') with applications outlining proposed borrowings to be forwarded for approval to the Minister responsible for Local Government. Council shall continue to use the full range of QTC's fund management services in order to enhance the Council's loan/redemption procedures to meet Council's policy criteria.

Credit reviews will be undertaken periodically by QTC on behalf of the Minister for Local Government.

Loan proceeds will be drawn down subject to cash flow requirements annually so as to minimise interest expense.

3.3. Asset Management

The Regulation requires Councils to effectively plan and manage their infrastructure assets, focusing particularly on ensuring the sustainable management of the assets mentioned in the local government's asset register. This may require Council to consider borrowings to fund identified priority infrastructure projects.

3.4. Risk Management

Council is committed to the management of risk, so it is important that management policies, procedures and practices are in place to minimise Council's exposure to risk. Council will take into account Council's adopted Corporate Risk and Internal Audit Framework, Long-Term Financial Forecast and relevant Financial Sustainability Ratios and Measures.

3.5. Loan Repayment Terms Proposed for New Loans

Roads	10 - 20 years
Waste	15 – 20 years dependent on asset
Water	15 – 20 years
Sewerage	15 – 20 years
General	Between six (6) and 20 years dependent on asset

The borrowing term will not exceed the life of the asset to which it relates, in order to apportion costs on an equitable basis over future generations of ratepayers. Spreading the cost of these capital projects over a long-term will minimise the revenue impact on the community, as well as addressing the need and cost benefit of providing for infrastructure development immediately to meet expected future demographic needs.

Where borrowing is constrained, borrowings for infrastructure that provides a return on capital will take precedence over borrowings for other assets.

Where capital expenditure is deferred from one year to the next, the drawdown of approved loan funds will be reviewed to minimise interest expense.

Council will maintain close scrutiny of its level of debt to ensure its relevant financial sustainability indicators will not exceed the minimum limits recommended by QTC.

All external borrowings will be raised at the most competitive rates available, in accordance with the requirements of the Queensland Government with the QTC the primary provider of loan funding.

When seeking long-term funding for the construction of infrastructure assets, Council will, wherever possible, use cash which is restricted for specific purposes as determined by Council.

Debt Service Payments for existing debt are currently repaid to the QTC Debt Pool annually in advance in September each year. Any new borrowings will be assessed to determine what the most beneficial repayment option is for Council at the time and will be setup accordingly with QTC.

3.6. Proposed New Borrowings

Council does not intend to borrow any money in the current financial year, however, has planned borrowings of \$11.8 million over the following nine (9) financial years for the following identified projects:

Gordonbrook Dam Wall Upgrade

This project is required to:

- meet legislative obligations under the *Water Supply (Safety and Reliability Act) 2008* and Dam Safety Condition DS 16 – Dam Upgrade to Minimum AFC Requirement's;
- increase the spillway capacity or dam infrastructure in order to achieve the Acceptable Flood Capacity (or 1 in 10,000-year event).

This project is not to increase the overall storage volume or height of the dam itself, but to provide adequate spillway capacity to prevent dam failure under extreme flood conditions.

3.7. Loan Drawdowns

QTC and the Department of State Development, Infrastructure, Local Government and Planning approve proposed borrowing for a particular financial year. In order to minimise finance costs, loan drawdowns should be deferred as long as possible after taking into consideration Council's overall cash flow requirements.

3.8. Existing Loans

Existing loans will continue to be discharged at the initial repayment terms and interest rates, unless the repayment terms are altered by the QTC or if surplus funds become available, and it is advantageous to Council, apply excess cash reserves towards early repayment of debts.

Projected Borrowings for 2021/2022-2030/2031 can be found in **Attachment A**.

4. DEFINITIONS

Loan Drawdowns refers to the time at which the loan is funded from QTC and provided to Council.

5. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

Local Government Financial Management (Sustainability) Guideline 2013

Statutory Bodies Financial Arrangements Act 1982

Statutory Bodies Financial Arrangements Regulation 2019

6. RELATED DOCUMENTS

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

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

South Burnett Regional Council Revenue Statement 2021/2022

South Burnett Regional Council Asset Management Policy – Strategic 014

South Burnett Regional Council Corporate Risk and Internal Audit Framework

7. NEXT REVIEW

As prescribed by legislation – June 2022

8. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	New Policy	21 July 2010	896430
2	Policy Review	13 July 2011	1127076
3	Policy Review	11 July 2012	1304490
4	Policy Review	3 July 2013	1458317
5	Policy Review	25 July 2014	1620431
6	Policy Review	29 June 2015	1888895
7	Policy Review	27 June 2016	1958989
8	Policy Review	26 June 2017	2719367
9	Policy Review	25 June 2018	2513689
10	Policy Review	12 June 2019	2597433
11	Policy Review	17 June 2020	2690853
12	Policy Review		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

Attachment A

Proposed 10 year Borrowing Schedule

Borrowing Schedule 2021 - 2031	2022/2023	2023/2024	2024/2025	Total
Water				
Gordonbrook Dam Wall Upgrade	\$ 800,000	\$ 5,000,000	6,000,000	\$ 11,800,000
Total Loan Borrowings	\$ 800,000	\$ 5,000,000	\$ 6,000,000	\$ 11,800,000

9.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL LEAVE WITHOUT PAY POLICY - STATUTORY034**File Number:** IR2802039**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Leave Without Pay Policy – Statutory034 as presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

SUMMARY

Committee Resolution 2021/116

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That the committee recommends to Council:

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

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION**

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

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

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.

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);

- 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.

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

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:

9.10 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL WATER RESTRICTIONS POLICY - STRATEGIC015**File Number:** IR2802616**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Water Restrictions Policy – Strategic015 as presented at the Executive & Finance and Corporate Standing Committee meeting on 16 June 2021

SUMMARY

Committee Resolution 2021/117

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That the South Burnett Regional Council Water Restrictions Policy – Strategic015 be adopted as presented.

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Water Restrictions Policy - Strategic015 be adopted as presented.

BACKGROUND

Presented at the Executive & Finance and Corporate Standing Committee meeting on 16 June 2021

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	<p>All watering devices are permitted within the following times:</p> <p>ODD numbered and unnumbered properties Tuesday, Thursday & Saturday</p> <p>EVEN numbered properties Wednesday, Friday & Sunday</p> <ul style="list-style-type: none"> 6.00am-9.00am & 5.00pm-8.00pm April to September 5.00am-8.00am & 6.00pm-9.00pm October to March <p>Sprinklers are permitted Buckets at any time excluding Mondays</p>	<p>All watering devices are permitted within the following times:</p> <p>ODD numbered and unnumbered properties Tuesday, Thursday & Saturday</p> <p>EVEN numbered properties Wednesday, Friday & Sunday</p> <ul style="list-style-type: none"> 6.00am-8.00am & 5.00pm-7.00pm April to September 5.00am-7.00am & 6.00pm-8.00pm October to March <p>Sprinklers are permitted Buckets at any time excluding Mondays</p>	<p>Watering restricted to handheld hoses & permitted drip irrigation systems within the following times:</p> <p>ODD numbered and unnumbered properties Tuesday, Thursday & Saturday</p> <p>EVEN numbered properties Wednesday, Friday & Sunday</p> <ul style="list-style-type: none"> 6.00am-7.00am & 5.00pm-6.00pm April to September 6.00am-7.00am & 7.00pm-8.00pm October to March <p>Sprinklers are permitted Buckets at any time excluding Mondays</p>	<p>Watering restricted to handheld hoses & permitted drip irrigation systems within the following times:</p> <p>ODD numbered and unnumbered properties Tuesday, Thursday & Saturday</p> <p>EVEN numbered properties Wednesday, Friday & Sunday</p> <ul style="list-style-type: none"> 5.00pm-6.00pm April to September 7.00pm-8.00pm October to March <p>Sprinklers & sprinkler irrigation systems not permitted Buckets at any time excluding Mondays</p>	<p>Watering is permitted with a bucket filled directly from tap only within the following times:</p> <p>ODD numbered and unnumbered properties Tuesday, Thursday & Saturday</p> <p>EVEN numbered properties Wednesday, Friday & Sunday</p> <ul style="list-style-type: none"> 5.00pm-6.00pm April to September 7.00pm-8.00pm October to March <p>Use of all water devices are not permitted (excluding buckets) Watering lawns is not permitted</p>	<p>Total ban on all outdoor use of water</p> <p>Watering of new and established gardens, lawns and landscaping is not permitted</p>
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

Policy Name: Water Restrictions Policy
ECM ID:

Adoption Date:

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Next Review Date:

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	<p>All watering devices are permitted within the following times:</p> <p>ODD numbered and unnumbered properties Tuesday, Thursday & Saturday</p> <p>EVEN numbered properties Wednesday, Friday & Sunday</p> <ul style="list-style-type: none"> 6.00am-9.00am & 5.00pm-8.00pm April to September 5.00am-8.00am & 6.00pm-9.00pm October to March <p>Sprinklers are permitted</p> <p>Buckets at any time excluding Mondays</p>	<p>All watering devices are permitted within the following times:</p> <p>ODD numbered and unnumbered properties Tuesday, Thursday & Saturday</p> <p>EVEN numbered properties Wednesday, Friday & Sunday</p> <ul style="list-style-type: none"> 6.00am-8.00am & 5.00pm-7.00pm April to September 5.00am-7.00am & 6.00pm-8.00pm October to March <p>Sprinklers are permitted</p> <p>Buckets at any time excluding Mondays</p>	<p>All watering devices are permitted within the following times:</p> <p>ODD numbered and unnumbered properties Tuesday, Thursday & Saturday</p> <p>EVEN numbered properties Wednesday, Friday & Sunday</p> <ul style="list-style-type: none"> 6.00am-7.00am & 5.00pm-6.00pm April to September 6.00am-7.00am & 7.00pm-8.00pm October to March <p>Sprinklers are permitted</p> <p>Buckets at any time excluding Mondays</p>	<p>Watering restricted to hand held hoses & permitted drip irrigation systems within the following times:</p> <p>ODD numbered and unnumbered properties Tuesday, Thursday & Saturday</p> <p>EVEN numbered properties Wednesday, Friday & Sunday</p> <ul style="list-style-type: none"> 5.00pm-6.00pm April to September 7.00pm-8.00pm October to March <p>Sprinklers & sprinkler irrigation systems not permitted</p> <p>Buckets at any time excluding Mondays</p>	<p>Watering is permitted with a bucket filled directly from tap only within the following times:</p> <p>ODD numbered and unnumbered properties Tuesday, Thursday & Saturday</p> <p>EVEN numbered properties Wednesday, Friday & Sunday</p> <ul style="list-style-type: none"> 5.00pm-6.00pm April to September 7.00pm-8.00pm October to March <p>Use of all water devices are not permitted (excluding buckets)</p> <p>Watering lawns is not permitted</p>	<p>Total ban on all outdoor use of water</p> <p>Watering of new and established gardens, lawns and landscaping is not permitted</p>

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 <i>Planning Act 2016</i> or the <i>Environmental Protection Act 1994</i> 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 <i>Planning Act 2016</i> or the <i>Environmental Protection Act 1994</i> 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 <i>Planning Act 2016</i> or the <i>Environmental Protection Act 1994</i> 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 <i>Planning Act 2016</i> or the <i>Environmental Protection Act 1994</i> 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 <i>Planning Act 2016</i> or the <i>Environmental Protection Act 1994</i> 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 <i>Water Act 2000</i> or <i>Water Resources Act 1989</i>)	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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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	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
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:

9.11 RATE EXEMPTIONS AND REMISSIONS - ADDITIONS TO APPROVED LIST - PROPERTY NUMBERS 208170, 252190, 109980 & 229980

File Number: 30/06/2021
Author: Manager Finance
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021 - Requesting Council approve an ongoing rate remission for their properties situated in Kingaroy and Wondai.

SUMMARY

Committee Resolution 2021/127

Moved: Cr Kirstie Schumacher
Seconded: Cr Kathy Duff

That the committee recommends to Council:

That South Burnett Regional Council agree to provide a rate remission for Property Number 208170, 252190 & 109980 and amend the existing rate remission for Property Number 229980 commencing from 1 July 2021 at a total cost to Council of \$9,369.82.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council agree to provide a rate remission for Property Number 208170, 252190 & 109980 and amend the existing rate remission for Property Number 229980 commencing from 1 July 2021 at a total cost to Council of \$9,369.82.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

ATTACHMENTS

Nil

9.12 REQUEST FOR DEFERRAL OF SALE OF LAND FOR OVERDUE RATES - PROPERTY NUMBER 217700

File Number: 30/06/2021
Author: Manager Finance
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021
- Requesting Council defer Sale of Land for Overdue Rates action - Property Number 217700

SUMMARY

Committee Resolution 2021/137

Moved: Cr Gavin Jones
Seconded: Cr Kathy Duff

That the committee recommend to Council:

- South Burnett Regional Council defer Sale of Land for Overdue Rates action for a period of six (6) months on the condition that the applicant seek financial advice in relation to his personal circumstances;
- The applicant contacts Council by 31 December 2021 with a suitable payment arrangement that pays the outstanding balance and future rates balances off within three (3) years; and
- Interest will be waived for the six (6) month period

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That:

- South Burnett Regional Council defer Sale of Land for Overdue Rates action for a period of six (6) months on the condition that the applicant seek financial advice in relation to his personal circumstances;
- The applicant contacts Council by 31 December 2021 with a suitable payment arrangement that pays the outstanding balance and future rates balances off within three (3) years; and
- Interest will be waived for the six (6) month period.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

ATTACHMENTS

Nil

9.13 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

File Number: 30/06/2021
Author: Manager Finance
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021 - Requesting Council defer Sale of Land for Overdue Rates action for 12 months to allow for the staged marketing and sale of these vacant land parcels in Memerambi - Property Number 259260, 259270, 259850, 259240, 259340, 260140, 259200, 269090.

SUMMARY

Committee Resolution 2021/136

Moved: Cr Gavin Jones
Seconded: Cr Scott Henschen

That the committee recommends to Council:

That South Burnett Regional Council accede to the request to defer for 12 months the Sale of Land for Overdue Rates action for Property Number 259260, 259270, 259850, 259240, 259340, 260140, 259200, 269090.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council accede to the request to defer for 12 months the Sale of Land for Overdue Rates action for Property Number 259260, 259270, 259850, 259240, 259340, 260140, 259200, 269090.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

ATTACHMENTS

Nil

9.14 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 259250**File Number:** 30/06/2021**Author:** Manager Finance**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021 - Requesting Council waive the interest and approve a special payment arrangement for outstanding rates for Property Number 259250.

SUMMARY

Committee Resolution 2021/128

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That South Burnett Regional Council does not accede to the request to waive interest charges, as the request is outside the approved Financial Hardship Policy guidelines, and

That Council approve the special payment arrangement as detailed below:

1. Approve a payment arrangement application for Property Number 259250 for the amount of the 6 monthly rates (other than the Memerambi Special Charges) to be paid in full when it falls due, plus an additional annual minimum amount of \$1,300.00 to be paid in any form or timeframe that the applicant is able;
2. These Payments are to continue indefinitely, until the rate arrears are cleared and rates are up to date.
3. Interest will continue to be charged on overdue rates, even if the agreed payments are maintained;
4. If the agreed payments are not maintained, Sale of Land for Overdue Rates proceedings will commence;
5. This Payment Plan will be reviewed 30 June 2022; or at other times if Council is advised that the applicant's circumstances have changed significantly;
6. This Payment Plan will expire upon payment in full of all outstanding rates and charges;
7. The Chief Executive Officer (General Manager Finance and Corporate) be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

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

Against: Nil

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

That South Burnett Regional Council does not accede to the request to waive interest charges, as the request is outside the approved Financial Hardship Policy guidelines, and

That Council approve the special payment arrangement as detailed below:

1. Approve a payment arrangement application for Property Number 259250 for the amount of the 6 monthly rates (other than the Memerambi Special Charges) to be paid in full when it falls due, plus an additional annual minimum amount of \$1,300.00 to be paid in any form or timeframe that the applicant is able;
2. These Payments are to continue indefinitely, until the rate arrears are cleared and rates are up to date.
3. Interest will continue to be charged on overdue rates, even if the agreed payments are maintained;
4. If the agreed payments are not maintained, Sale of Land for Overdue Rates proceedings will commence;
5. This Payment Plan will be reviewed 30 June 2022; or at other times if Council is advised that the applicant's circumstances have changed significantly;
6. This Payment Plan will expire upon payment in full of all outstanding rates and charges;
7. The Chief Executive Officer (General Manager Finance and Corporate) be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

ATTACHMENTS

Nil

9.15 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 258970**File Number:** 30/06/2021**Author:** Manager Finance**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021 - Requesting Council waive the interest and approve a special payment arrangement for outstanding rates for Property Number 258970.

SUMMARY

Committee Resolution 2021/129

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That Council does not accede to the request to waive interest charges, as the request is outside the approved Financial Hardship Policy guidelines, and

That Council approve the special payment arrangement as detailed below.

1. Approve the proposed payment arrangement for Property Number 258970 for \$100.00 per fortnight; increasing \$20.00 per fortnight from 1 July each year;
2. Interest will continue to be charged on overdue rates, even if the agreed payments are maintained;
3. If the agreed payments are not maintained, Sale of Land for Overdue Rates proceedings will commence;
4. This Payment Plan will be reviewed 30 June 2022; or at other times if Council is advised that the applicant's circumstances have changed significantly;
5. This Payment Plan will expire upon payment in full of all outstanding rates and charges;
6. The Chief Executive Officer (General Manager Finance and Corporate) be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

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

Against: Nil

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

That South Burnett Regional Council does not accede to the request to waive interest charges, as the request is outside the approved Financial Hardship Policy guidelines, and

That Council approve the special payment arrangement as detailed below.

1. Approve the proposed payment arrangement for Property Number 258970 for \$100.00 per fortnight; increasing \$20.00 per fortnight from 1 July each year;
2. Interest will continue to be charged on overdue rates, even if the agreed payments are maintained;

3. If the agreed payments are not maintained, Sale of Land for Overdue Rates proceedings will commence;
4. This Payment Plan will be reviewed 30 June 2022; or at other times if Council is advised that the applicant's circumstances have changed significantly;
5. This Payment Plan will expire upon payment in full of all outstanding rates and charges;
6. The Chief Executive Officer (General Manager Finance and Corporate) be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

ATTACHMENTS

Nil

9.16 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 258890**File Number:** 30/06/2021**Author:** Manager Finance**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021 - Requesting Council waive the interest and approve a special payment arrangement for outstanding rates for Property Number 258890.

SUMMARY

Committee Resolution 2021/130

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That South Burnett Regional Council does not accede to the request to waive interest charges, as the request is outside the approved Financial Hardship Policy guidelines, and

That Council approve the special payment arrangement as detailed below:

1. Approve the proposed payment arrangement application for Property Number 258890 for the amount of \$200.00 per fortnight commencing from 16 May 2021, with additional payments to be made whenever possible;
2. Interest will continue to be charged on overdue rates, even if the agreed payments are maintained;
3. If the agreed payments are not maintained, Sale of Land for Overdue Rates proceedings will commence;
4. This Payment Plan will be reviewed 30 June 2022; or at other times if Council is advised that the applicant's circumstances have changed significantly;
5. This Payment Plan will expire upon payment in full of all outstanding rates and charges;
6. The Chief Executive Officer (General Manager Finance and Corporate) be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

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

Against: Nil

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

That South Burnett Regional Council does not accede to the request to waive interest charges, as the request is outside the approved Financial Hardship Policy guidelines, and

That Council approve the special payment arrangement as detailed below:

1. Approve the proposed payment arrangement application for Property Number 258890 for the amount of \$200.00 per fortnight commencing from 16 May 2021, with additional payments to be made whenever possible;

2. Interest will continue to be charged on overdue rates, even if the agreed payments are maintained;
3. If the agreed payments are not maintained, Sale of Land for Overdue Rates proceedings will commence;
4. This Payment Plan will be reviewed 30 June 2022; or at other times if Council is advised that the applicant's circumstances have changed significantly;
5. This Payment Plan will expire upon payment in full of all outstanding rates and charges;
6. The Chief Executive Officer (General Manager Finance and Corporate) be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

ATTACHMENTS

Nil

9.17 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 128850**File Number:** 30/06/2021**Author:** Manager Finance**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021 - Requesting Council defer Sale of Land for Overdue Rates action and to approve an extended payment arrangement for Property Number 128850.

SUMMARY

Committee Resolution 2021/131

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

That the committee recommends to Council:

That South Burnett Regional Council agree to defer Sale of Land for Overdue Rates action and approve the payment arrangement for Property Number 128850 being;

- Immediately suspend Sale of Land for Overdue Rates action for Property Number 128850;
- Accept the offer to enter into a payment arrangement for Property Number 128850 for \$300.00 per week commencing 1 July 2021 with interest to be charged on overdue rates;
- This Payment Plan will be reviewed 31 December 2021; or at other times if Council is advised that the applicant's circumstances have changed significantly;
- This Payment Plan will expire upon payment in full of all outstanding rates and charges; and
- The Chief Executive Officer (General Manager Finance and Corporate) be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above;
- Failure to maintain payments in accordance with the approved payment arrangement will result in the commencement of Sale of Land for Overdue Rates action.

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

Against: Nil

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

That South Burnett Regional Council agree to defer Sale of Land for Overdue Rates action and approve the payment arrangement for Property Number 128850 being;

- Immediately suspend Sale of Land for Overdue Rates action for Property Number 128850;
- Accept the offer to enter into a payment arrangement for Property Number 128850 for \$300.00 per week commencing 1 July 2021 with interest to be charged on overdue rates;
- This Payment Plan will be reviewed 31 December 2021; or at other times if Council is advised that the applicant's circumstances have changed significantly;
- This Payment Plan will expire upon payment in full of all outstanding rates and charges; and

- The Chief Executive Officer (General Manager Finance and Corporate) be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above;
- Failure to maintain payments in accordance with the approved payment arrangement will result in the commencement of Sale of Land for Overdue Rates action.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

ATTACHMENTS

Nil

9.18 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 165670**File Number:** 30/06/2021**Author:** Manager Finance**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021 - Requesting Council defer Sale of Land for Overdue Rates action and to approve an extended payment arrangement for Property Number 165670.

SUMMARY

Committee Resolution 2021/132

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That South Burnett Regional Council accede to the request to defer for 12 months the Sale of Land for Overdue Rates action and approve the special payment arrangement for Property Number 165670 being;

- Immediately suspend Sale of Land for Overdue Rates action for Property Number 165670;
- Accept the offer to enter into a payment arrangement for Property Number 165670 for \$360.00 per fortnight commencing 8 June 2021 with interest to be charged on overdue rates;
- This Payment Plan will be reviewed 31 December 2021; or at other times if Council is advised that the applicant's circumstances have changed significantly;
- This Payment Plan will expire upon payment in full of all outstanding rates and charges; and
- The Chief Executive Officer (General Manager Finance and Corporate) be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above;
- Failure to maintain payments in accordance with the approved payment arrangement will result in the commencement of Sale of Land for Overdue Rates action.

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

Against: Nil

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

That South Burnett Regional Council accede to the request to defer for 12 months the Sale of Land for Overdue Rates action and approve the special payment arrangement for Property Number 165670 being;

- Immediately suspend Sale of Land for Overdue Rates action for Property Number 165670;
- Accept the offer to enter into a payment arrangement for Property Number 165670 for \$360.00 per fortnight commencing 8 June 2021 with interest to be charged on overdue rates;
- This Payment Plan will be reviewed 31 December 2021; or at other times if Council is advised that the applicant's circumstances have changed significantly;

- This Payment Plan will expire upon payment in full of all outstanding rates and charges; and
- The Chief Executive Officer (General Manager Finance and Corporate) be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above;
- Failure to maintain payments in accordance with the approved payment arrangement will result in the commencement of Sale of Land for Overdue Rates action..

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

ATTACHMENTS

Nil

9.19 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 149990**File Number:** 30/06/2021**Author:** Manager Finance**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021 - Requesting Council waive the interest and approve a special payment arrangement for outstanding rates for Property Number 149990.

SUMMARY

Committee Resolution 2021/133

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That the committee recommends to Council:

That South Burnett Regional Council does not accede to the request to waive interest charges, as the request is outside the approved Financial Hardship Policy guidelines, and

That Council approve the special payment arrangement as detailed below:

1. Request that the owner enter into a payment arrangement for Property Number 149990 for \$80.00 per week initially;
2. Payments should increase to \$90.00 per week from 1 January 2022 and increase to \$100.00 per week from 1 January 2023. Payments of \$100.00 per week are to continue until the rate arrears are cleared and rates are up to date.
3. Interest will continue to be charged on overdue rates, even if the agreed payments are maintained;
4. If the agreed payments are not maintained, Sale of Land for Overdue Rates proceedings will commence;
5. This Payment Plan will be reviewed 30 June 2022; or at other times if Council is advised that the applicant's circumstances have changed significantly;
6. This Payment Plan will expire upon payment in full of all outstanding rates and charges;
7. The Chief Executive Officer (General Manager Finance and Corporate) be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

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

Against: Nil

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

That South Burnett Regional Council does not accede to the request to waive interest charges, as the request is outside the approved Financial Hardship Policy guidelines, and

That Council approve the special payment arrangement as detailed below:

1. Request that the owner enter into a payment arrangement for Property Number 149990 for \$80.00 per week initially;

2. Payments should increase to \$90.00 per week from 1 January 2022 and increase to \$100.00 per week from 1 January 2023. Payments of \$100.00 per week are to continue until the rate arrears are cleared and rates are up to date.
3. Interest will continue to be charged on overdue rates, even if the agreed payments are maintained;
4. If the agreed payments are not maintained, Sale of Land for Overdue Rates proceedings will commence;
5. This Payment Plan will be reviewed 30 June 2022; or at other times if Council is advised that the applicant's circumstances have changed significantly;
6. This Payment Plan will expire upon payment in full of all outstanding rates and charges;
7. The Chief Executive Officer (General Manager Finance and Corporate) be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

ATTACHMENTS

Nil

9.20 REQUEST TO WAIVE RATES DEBT RECOVERY LEGAL COSTS, INTEREST AND REINSTATE DISALLOWED DISCOUNT - PROPERTY 163300

File Number: 30/06/2021
Author: Manager Finance
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021 - Requesting Council waive the legal costs, interest and reinstate disallowed discount associated with outstanding rates for Property Number 163300.

SUMMARY

Committee Resolution 2021/134

Moved: Cr Brett Otto
Seconded: Cr Kirstie Schumacher

That the committee recommends to council:

That Council accede to the request to waive the legal costs of \$633.49, and agrees to write off interest charges of \$27.70 and reinstate disallowed discount of \$103.66 for property number 163300.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That Council accede to the request to waive the legal costs of \$633.49, and agrees to write off interest charges of \$27.70 and reinstate disallowed discount of \$103.66 for property number 163300.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

ATTACHMENTS

Nil

9.21 REQUEST TO WAIVE THE INTEREST CHARGES ON RATES OWING - ASSESSMENT 10111-11000-000

File Number: 30/06/2021
Author: Manager Finance
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021 - Requesting Council waive the interest charges on outstanding rates for Assessment 10111-11000-000.

SUMMARY

Committee Resolution 2021/135

Moved: Cr Gavin Jones
Seconded: Cr Kathy Duff

That the committee recommends to Council:

1. Council does not accede to the request to waive the interest charges on rates owing for Assessment Number 10111-11000-000; and
2. Immediately suspend Sale of Land for Overdue Rates action for Assessment Number 10111-11000-000;
3. Accept the offer to enter into a payment arrangement for Assessment Number 10111-11000-000 for \$6,950.00 per month commencing 1 July 2021, with interest still to be charged on overdue rates;
4. This Payment Plan will be reviewed 31 December 2021; or at other times if Council is advised that the applicant's circumstances have changed significantly;
5. This Payment Plan will expire upon payment in full of all outstanding rates and charges; and
6. The Chief Executive Officer (General Manager Finance and Corporate) be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above;
7. Failure to maintain payments in accordance with the approved payment arrangement will result in the immediate commencement of Sale of Land for Overdue Rates action.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

Council does not accede to the request to waive the interest charges on rates owing for Assessment Number 10111-11000-000; and

1. Immediately suspend Sale of Land for Overdue Rates action for Assessment Number 10111-11000-000;
2. Accept the offer to enter into a payment arrangement for Assessment Number 10111-11000-000 for \$6,950.00 per month commencing 1 July 2021, with interest still to be charged on overdue rates;

3. This Payment Plan will be reviewed 31 December 2021; or at other times if Council is advised that the applicant's circumstances have changed significantly;
4. This Payment Plan will expire upon payment in full of all outstanding rates and charges; and
5. The Chief Executive Officer (General Manager Finance and Corporate) be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above;
6. Failure to maintain payments in accordance with the approved payment arrangement will result in the immediate commencement of Sale of Land for Overdue Rates action.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 16 June 2021

ATTACHMENTS

Nil

9.22 DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER UNDER THE ENVIRONMENTAL PROTECTION REGULATION 2019**File Number:** 30/06/2021**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Review and update of South Burnett Regional Council's delegation of powers to the Chief Executive Officer ('CEO') under the *Environmental Protection Regulation 2019*.

SUMMARY

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

1. *Environmental Protection Regulation 2019*

OFFICER'S RECOMMENDATION

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

South Burnett Regional Council 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.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The CEO, General Manager Community, Manager Environment & Waste and MacDonnells Law have been consulted regarding the delegation of powers under the *Environmental Protection Regulation 2019*.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

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

While delegations are currently in place for existing pieces of legislation, MacDonnells Law has provided Council with updated delegable powers based on the recent changes to the relevant legislation under their update service.

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

Environmental Protection Regulation 2019

The *Environmental Protection Regulation 2019* was amended by the *Environmental Protection (Commercial Cropping and Horticulture Activities in Great Barrier Reef Catchment) Amendment Regulation 2021* (Qld) which commences on 1 June 2021. The amendment has resulted in a minor amendment to Council's ability to approve applications for relevant activities.

Part 3 Section 41AA(3) now includes:

Power to consider:

(a) the relevant activity will, or may, have a residual impact; and

(b) having regard to the matters mentioned in the water quality offset policy, the residual impact will not be adequately counterbalanced by offset measures.

ATTACHMENTS

- 1. Instrument of Delegation - Environmental Protection Regulation 2019 ("ENPR")**  

INSTRUMENT OF DELEGATION

South Burnett Regional Council *Environmental Protection Regulation 2019 ("ENPR")*

Under *Section 257* of the *Local Government Act 2009*, South Burnett Regional Council resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

South Burnett Regional Council
INSTRUMENT OF DELEGATION
Environmental Protection Regulation 2019

Schedule 1

Environmental Protection Regulation 2019 ("ENPR")

CHAPTER 3 – ENVIRONMENTALLY RELEVANT ACTIVITIES

Part 1 – Environmentally relevant activities – general matters

Division 3 – Development application relating to concurrence ERAs

Entity power given to	Section of ENPR	Description
Assessment Manager or Referral Agency	21(4)	Power to consider the specified benchmarks under <i>Section 22(2)</i> .

CHAPTER 4 – REGULATORY REQUIREMENTS¹

Part 2 – Regulatory requirements for all environmental decision

Entity power given to	Section of ENPR	Description
Administering Authority	35(1)	Power to when making an environmental management decision relating to an environmentally relevant activity, other than the prescribed ERA; (a) carry out an environmental objective assessment against the environmental objective and performance outcomes mentioned in <i>Schedule 8, Part 3, Division 1 and 2</i> ; and (b) consider the environmental values declared under this regulation; and (c) if the activity is to be carried out in a strategic environmental area – consider the impacts of the activity on the environmental attributes for the area under the <i>Regional Planning Interests Act 2014</i> ; and (d) consider each of the following under any relevant environmental protection policies- (i) the management hierarchy; (ii) environmental values; (iii) quality objectives; (iv) the management intent; and (e) if the bilateral agreement requires the matters of national environmental significance to be consider- consider those matters.
Administering Authority	35(3)	In the specified circumstances, power to:

¹ The powers under *Chapter 4* may only be exercised by a local government for a matter the enforcement and administration of which has been devolved to the local government under *Chapter 8, Part 1, Division 1* and which has not been excluded by *Chapter 8, Part 1, Division 2*.

		<p>(a) carry out an environmental objective assessment against the environmental objective and performance outcomes mentioned in <i>Schedule 8, Part 3, Division 1</i>; and</p> <p>(b) consider the matters mentioned in <i>Subsection (1)(b), (c) and (d)</i>.</p>
Administering Authority	35(4)	<p>In the specified circumstances, power to:</p> <p>(a) carry out an environmental objective assessment against the environmental objectives for water and groundwater mentioned in <i>Schedule 8, Part 3, Division 1</i>, to the extent the performance outcomes for the environmental objectives relate to fine sediment, or dissolved inorganic nitrogen, entering the water of the Great Barrier Reef;</p> <p>(b) consider each environmental value, declared under this regulation, to the extent the value relates to fine sediment, or dissolved inorganic nitrogen, entering the water of the Great Barrier Reef; and</p> <p>(c) if the activity is to be carried out in a strategic environmental area – consider the impacts of the activity on each environmental attribute for the area under the <i>Regional Planning Interests act 2014</i>, to the extent the attribute relates to fine sediment, or dissolved inorganic nitrogen, entering the water of the Great Barrier Reef; and</p> <p>(d) consider each of the following matters under a relevant environmental protection policy, to the extent the matter relates to fine sediment, or dissolved inorganic nitrogen, entering water of the Great Barrier Reef:</p> <ul style="list-style-type: none"> (i) the management hierarchy; (ii) environmental values; (iii) quality objectives; (iv) the management intent.
Administering Authority	36(1)	Power to, when making an environmental management decision relating to an activity, consider whether to impose conditions about each of the specified matters.
Administering Authority	37(1)	Power to, when making an environmental management decision relating to an activity, consider whether to impose monitoring conditions about the release of contaminants from the activity on the receiving environment.
Administering Authority	37(2)	Power to, when considering whether to impose a monitoring condition, consider the specified matters.

Part 3 – Additional regulatory requirements for particular environmental management decisions

Entity power given to	Section of ENPR	Description
Administering Authority	40(2)	In the specified circumstances, power to refuse to grant an application if the authority considers that, because of the activity, the wetland may be destroyed or reduced in size or the biological integrity of the wetland may not be maintained.

South Burnett Regional Council
 INSTRUMENT OF DELEGATION
 Environmental Protection Regulation 2019

Administering Authority	41(2)	In the specified circumstances, power to refuse to grant an application if the authority considers one of the specified matters to be relevant.
Administering Authority	41AA(3)	Power to consider: (a) the relevant activity will, or may, have a residual impact; and (b) having regard to the matters mentioned in the water quality offset policy, the residual impact will not be adequately counterbalanced by offset measures.
Administering Authority	41AB	In the specified circumstances, power to refuse to grant an application if the authority considers that a transshipping activity is to be carried out within a particular area.

CHAPTER 5 – MATTERS RELATING TO ENVIRONMENTAL MANAGEMENT AND ENVIRONMENTAL OFFENCES

Part 1 – Categorisation of commercial waste and industrial waste

Division 3 – Notification, reporting and record keeping

Entity power given to	Section of ENPR	Description
Generator of waste	51(2)	In the specified circumstances, power to notify the administering authority of the change in waste types within 24 hours after receiving the test results for the retesting.
Generator of waste	51(3)	In the specified circumstances, within 10 business days of receiving the test results for the retesting of the waste, power to give the administering authority a written report stating the specified things.
Generator of waste	52(1)	Power to, for each load of the waste transported to a receiver, record the prescribed information for the load in the approved form.
Generator of waste	52(2)	Power to, before or when the load is given to a receiver, give the prescribed information for the load to the receiver.
Receiver of tested waste	53(2)	In the specified circumstances, power to, before or when the receiver is given the load, record the prescribed information for the load in the approved form.
Receiver of tested waste	53(3)	In the specified circumstances, power to within 24 hours after becoming aware of an omission or inaccuracy in the prescribed information, give written notice of the omission or inaccuracy to the administering authority.

Part 9 – Waste tracking

Division 4 – Miscellaneous

Entity power given to	Section of ENPR	Description
Waste Handler	90(1)(b)	In the specified circumstances, power to enter into a written agreement with another person to do the thing for the waste handler.
Person	93(1)	In the specified circumstances, power to apply to the administering authority for a consignment number.
Person	94(1)	Power to apply to the administering authority for an exemption for the transportation of trackable waste for which this part applies.
Person	97	Power to apply to the administering executive for a generator identification number.

CHAPTER 6 – WASTE MANAGEMENT BY LOCAL GOVERNMENTS²

Part 2 – Waste management in local government areas

Division 1 – Storage of general waste

Entity power given to	Section of ENPR	Description
Local Government	101(1)(b)	Power to require the owner or occupier of a relevant premises in a local government area to supply at the relevant premises, enough waste containers, other than standard general waste containers, to store the general waste produced at the relevant premises.
Local Government	101(2)	Power to determine the amount of standard general waste containers reasonably required at a premises, and to supply to the relevant premises that number of standard general waste containers.
Local Government	102(1)(a)	Power to require the occupier of a relevant premises to store general waste at the relevant premises in another type of waste container than a standard general waste container.
Local Government	101(3)	In the specified circumstance, power to recover the reasonable costs of supplying the container as a debt payable by the owner or occupier of the relevant premises to the local government.
Local Government	102(1)(a)	Power to require the occupier of a relevant premises to store general waste at the relevant premises in another type of waste container than a standard general waste container.
Local Government	103(1)(a)	In the specified circumstances, power to require that the occupier of serviced premises ensure that a waste container

² Chapter 6 does not apply to a local government area while there is a local law in force about waste management for the area that has replaced Chapter 6 (repealed Chapter 5A).

		supplied for the premises is kept at a particular place at the premises.
Local Government	103(2)(a)	In the specified circumstances, power to arrange to collect waste from the container at a place.
Local Government	104(2)	In the specified circumstances, power to require the person to ensure each of the specified things is supplied at the premises.
Local Government	104(2)(a)(i)	Power to specify a level required by the local government for an elevated stand holding all waste containers.
Local Government	104(2)(a)(ii)	Power to require an imperviously paved area where all waste containers can be placed to be drained.

Division 2 – Removal of general waste

Entity power given to	Section of ENPR	Description
Local Government	105(2)	In the specified circumstances, power to give the occupier of the relevant premises a written notice stating the specified things.
Local Government	106(2)(a)	In the specified circumstances, power to give a written approval (a relevant approval) to the owner or occupier of the relevant premises for depositing or disposing of the waste.
Local Government	106(2)(b)	In the specified circumstances, power to impose conditions on the approval.

Division 3 – Storage and treatment of industrial waste

Entity power given to	Section of ENPR	Description
Local Government	107(1)	Power to require the occupier of relevant premises where there is industrial waste to do the specified things.
Local Government	107(2)	In the specified circumstances, the power to supply industrial waste containers at the premises.
Local Government	107(4)	Power to approve a type of waste container for storing industrial waste at premises within the local government's area.
Local Government	108	Power to determine the standard that industrial waste must be treated to for disposal of the waste at a waste facility.
Local Government	108	Power to require the occupier of relevant premises where there is industrial waste to treat the waste to a standard for disposal of the waste at a waste facility.

Part 3 – Requirements and restrictions for waste facilities

Entity power given to	Section of ENPR	Description
Waste Facility Owner or Operator	112(1)	Power to consent to a person: (a) entering the facility other than to deposit waste; or (b) remaining on the facility after depositing waste; or

South Burnett Regional Council
 INSTRUMENT OF DELEGATION
 Environmental Protection Regulation 2019

		(c) interfering with waste at, or removing the waste from, the facility.
Waste Facility Owner or Operator	113(2)(a)	In the specified circumstances, the power to display signs giving reasonable directions at the facility,
Waste Facility Owner or Operator	113(2)(b)	In the specified circumstances, the power to give reasonable instructions to a person who transports and delivers waste to the waste facility
Waste Facility Owner or Operator	113(2)(c)	In the specified circumstances, the power to request the person who transports and delivers waste to waste facility to give information to the owner or operator about the type and amount of waste being delivered.

CHAPTER 9 – FEES

Part 3 – Annual Fees

Division 3 – Amendment application for environmental authorities

Entity power given to	Section of ENPR	Description
Administering Authority	173(2)	Power to require, by written notice, the holder of a relevant authority to pay the authority the difference between the annual fee and the reduced annual fee.

Schedule 2

LIMITATIONS TO THE EXERCISE OF POWER

1. Where South Burnett Regional Council ('Council') in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme, and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

9.23 MONTHLY FINANCIAL REPORT AND FOURTH QUARTER BUDGET REVISION**File Number:** 30 June 2021**Author:** Coordinator Finance**Authoriser:** Chief Executive Officer**PRECIS**

Monthly Financial Report as at 31 May 2021 including Fourth Quarter Budget Revision.

SUMMARY

The following information provides Council's position as at 31 May 2021 including recommendations for the fourth quarter budget revision for both operational and capital budgets

OFFICER'S RECOMMENDATION

1. That the Monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as at 31 May 2021 be received and noted.
2. That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised 2020/2021 operational budget be adopted.
3. That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised 2020/2021 capital budget be adopted.

FINANCIAL AND RESOURCE IMPLICATIONS

Tracking actual revenue and expenditure compared to budget as adopted at the Council meeting held on 15 July 2020.

The revised budget maintains the link with achieving the Operational Plan 2020/2021 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council on 15 July 2020.

LINK TO CORPORATE/OPERATIONAL PLAN

OR5 Continue to give priority to ongoing financial sustainability and prudent budget management.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Monitored and reviewed by budget managers.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

The budget review has been undertaken in accordance with Section 170(3) of *Local Government Regulation 2012*.

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

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

1. Recognition and equality before the law;
2. Right to life;
13. Cultural rights—generally;
14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Budget reviews allows expenditure to be incurred by delegation or approval of Council.

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

ASSET MANAGEMENT IMPLICATIONS

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

REPORT

As at 31 May 2021, Council's current cash holdings are sitting at \$45.641m with \$21.418m of this cash being classed as restricted.

A revision of the fourth quarter operational budget has seen a number of movements within departments as Managers work with Finance to estimate where Council will land at 30 June 2021. The result of this has seen a reduction in the amended budget deficit of \$4.560m to \$3.208m and an increase in the estimated closing cash balance from \$35.7m to \$39.5m.

A fourth quarter revision has also been undertaken on Council's capital program which proposes an overall reduction of \$5.3m down to \$33.2m from \$38.5m. The proposed reduction is largely made up of program savings and projects to be continued into next financial year. Each department has worked with Finance to bring the 4th quarter budget back to best estimate of year end expenditure.

Total budgets for Grant funded programs were largely unchanged in the fourth quarter other than an increase of \$30k to the infrastructure bridge renewal program and an increase of \$84k for the community contribution for Butter Factory Park. The Works for Queensland capital program was reduced by \$80k to reflect the 3 projects moved to operational expenditure. There were a number of movements between projects relating to the Works for Queensland program to ensure full grant expenditure by 30 June 2021.

Total Council funded project budgets to be continued into 2021/22 is \$4,260,500 relating to Roads \$1,995,000, Buildings and parks \$2,055,500, Water \$100,000 and Wastewater \$110,000.

ATTACHMENTS

1. **Monthly Meeting Reprts and Fourth Quarter Revision** [!\[\]\(54a282d3ed55c9b1ac66d6fb81d5de2b_img.jpg\)](#) [!\[\]\(990a6ed8a8b9db20056986ea871bc6c5_img.jpg\)](#)



South Burnett Regional Council
Monthly Financial Report
Interim May 2021



Executive Summary

This monthly report is designed to illustrate the interim financial performance and position of South Burnett Regional Council compared to the third quarter amended budget, at an organisational level, for the period ended 31 May 2021.

- Recurrent Revenue is higher than expected due to timing in rates revenue, fees and charges, and rental income. This is largely due to the rates being levied in February as well as timing from annual invoices being processed for rentals, animal registrations and food permits earlier in the year. Sales revenue and operational grant revenue will increase during June as the Federal Assistance Grant and Main Roads revenue are claimed. Increases in planning applications, water connections, waste disposal and tourist park income have also contributed to increased revenues in their areas. Increases in income from shop rental, bulk water sales and commercial waste revenue have also had an impact so far this year.
- Timing variances in materials and services under Recurrent Expenditure due to timing in annual invoices such as land valuations, insurance, fleet registrations, IT licences and LGAQ membership. Timing variances are also seen for bills received for waste contractors, fuel costs and water consumption invoices which will all catch up in June.
- Council's current cash holdings at the end of May 2021 was \$45.641m with \$21.418m of this currently classed as restricted cash.
- Council's ratios are all within target ranges with the exception of the current ratio which at 4.25 is above the upper target of 4. Finance are still predicting that this ratio will further decrease closer to the upper target by the end of June although this will depend on end of year adjustments.
- Council's capital expenditure program is currently sitting at \$32.281m in actual and committed expenditure which equates to approximately 83.78% of the total budget available to spend. Departments have worked with finance on their 4th quarter adjustments to determine what the expected value of works under construction will be going into the new financial year.
- Finance have completed a 4th Quarter Proposed Budget with the current expected net operating result being (\$3.208m). A breakdown of changes between the 3rd Quarter and current proposed outlook can be seen towards the end of this meeting report. The most significant changes that have decreased the predicted yearly loss have come from increases in income streams to be in line with predicted yearly actuals.

Executive Summary

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Executive Summary

1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 31 May 2021
92% of Year Complete

	2021	Original Budget	Amended Budget	Proposed Budget	Variance
	\$	\$	\$	\$	%
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	49,990,905	50,092,435	49,893,435	50,058,192	100%
Fees and Charges	5,155,413	3,830,704	4,649,293	5,687,909	111%
Rental Income	443,159	319,954	317,209	499,032	140%
Interest Received	590,693	1,016,500	620,500	631,466	95%
Sales Revenue	2,153,874	3,025,851	3,380,851	3,339,233	64%
Other Income	915,176	748,975	1,007,475	1,020,185	91%
Grants, Subsidies, Contributions and Donations	6,005,776	8,057,698	9,409,112	9,582,551	64%
	<u>65,254,996</u>	<u>67,092,117</u>	<u>69,257,875</u>	<u>70,818,568</u>	
Capital Revenue					
Grants, Subsidies, Contribution and Donations	9,357,755	17,409,799	12,676,452	12,170,789	74%
Total Income	<u>74,612,751</u>	<u>84,501,916</u>	<u>81,934,327</u>	<u>82,989,357</u>	
Expenses					
Recurrent Expenses					
Employee Benefits	22,068,259	24,215,197	24,048,468	24,240,336	92%
Materials and Services	22,286,631	22,821,228	26,015,016	26,404,914	86%
Finance Costs	1,930,595	2,301,704	2,325,704	2,238,047	83%
Depreciation and Amortisation	19,264,871	21,429,487	21,429,487	21,142,919	90%
	<u>65,550,356</u>	<u>70,767,616</u>	<u>73,818,675</u>	<u>74,026,216</u>	
Capital Expense					
	1,981,492	(400,000)	(400,000)	1,963,232	-495%
Total Expense	<u>67,531,847</u>	<u>70,367,616</u>	<u>73,418,675</u>	<u>75,989,448</u>	
Net Result	<u>7,080,903</u>	<u>14,134,300</u>	<u>8,515,651</u>	<u>6,999,909</u>	
Net Operating Result	<u>(295,360)</u>	<u>(3,675,499)</u>	<u>(4,560,800)</u>	<u>(3,207,648)</u>	

2.1 Income Statement Split by Department

Council splits its income statement into the following departments – water, wastewater, waste, fleet, and general operations. The revenue and expenditure for each of these departments are monitored throughout the year to see how they are performing compared to their budget.

	Total Revenue				Total Expenditure			
	Actual	Original Budget	Amended Budget	%	Actual	Original Budget	Amended Budget	%
Water	\$ 11,415,661	\$ 10,963,661	\$ 10,721,951	100%	\$ 9,573,059	\$ 10,148,249	\$ 10,018,249	93%
Wastewater	\$ 6,011,554	\$ 6,042,973	\$ 6,042,673	99%	\$ 5,150,919	\$ 5,437,917	\$ 5,437,917	95%
Waste	\$ 5,951,120	\$ 5,669,992	\$ 5,720,671	104%	\$ 4,692,248	\$ 5,507,525	\$ 5,568,094	84%
Plant and Fleet	\$ 78,760	\$ 151,000	\$ 151,000	52%	\$ 1,675,375	\$ 249,000	\$ 557,760	300%
Genops	\$ 51,155,754	\$ 61,174,270	\$ 59,288,292	88%	\$ 40,790,096	\$ 49,523,095	\$ 52,652,235	95%
Total	\$ 74,612,751	\$ 84,591,916	\$ 81,934,127	91%	\$ 67,531,847	\$ 70,387,616	\$ 73,418,675	92%

Revenue

- Water’s revenue is above budget due to increases in bulk water and irrigator water sales as well as additional water connection fees. Water has also received income of \$579k from leftover funds from the National Water Infrastructure Development Fund which wasn’t budgeted for.
- Waste’s revenue has increased due to additional waste being taken to the tips by commercial customers as well grant revenue being transferred from contract liabilities for the Illegal Dumping Partnerships Funding.
- Plant is currently under budget due to reduction in fuel tax credits being claimed. The budget has been adjusted in the 4th quarter to account for this reduction.
- While Genops overall is tracking okay, revenue streams such as grants, and sales revenue are under budget due to timing in when revenue is invoiced. The only risks in not obtaining the budgeted revenue for this area relates to:
 - the Niagara Rd contribution which looks like it may end up being approximately \$400k under the amended budget.
 - Any further end of year adjustments needed for grants to account for contract asset or contract liability movements – Finance have done some adjustments in 4th quarter to account for current predictions on where grants will land for end of year.

Expenditure

- Expenditure for Fleet is currently tracking above target due to usage of fleet for internal use by other departments being higher than expected. Timing has also been seen for fuel costs, yearly insurances, and registrations.
- Waste’s expenditure is currently low due to timing of end of year adjustments for the landfill provisions as well as timing of waste contractor invoices. Waste is still on track to meet budget for this financial year however this will depend on the provision adjustments.
- Sewerage expenses are currently over budget for materials and services. Some of this is a timing from annual environmental protection permits. Increases in chemicals, general materials and preparation of irrigation produce seem to be a contributing factor to this area being over budget.
- Genops expenditure is largely above target this month due to the effect of disposals of Capital assets.

2.2 Revenue

2.2.1 Rates Levies and Charges

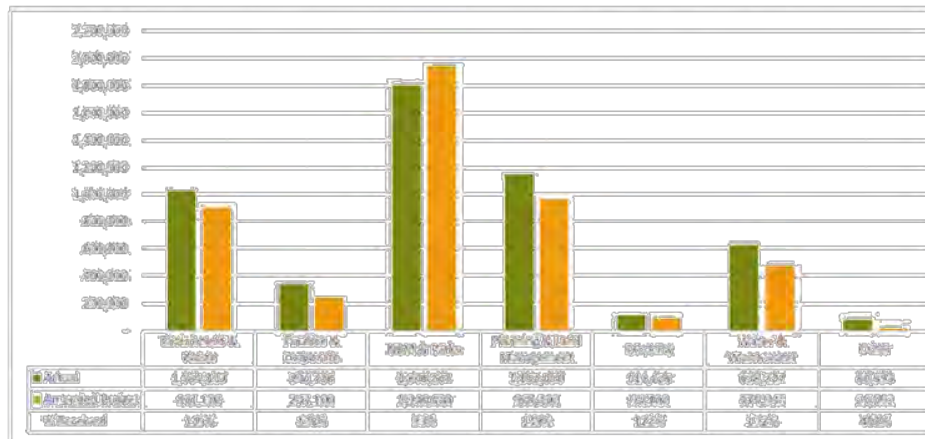
This item shows South Burnett Regional Council's total net income from general rates, service charges (water, sewerage and waste) and special charges.

Rates or Charges	ACTUALS 2020/2021	AMENDED BUDGET 2020/2021
General Rates	\$ 28,729,752	\$ 28,709,347
Quarry Special Charge	\$ 8,929	\$ -
Water Charges	\$ 10,198,509	\$ 10,315,723
Sewerage Charges	\$ 5,852,904	\$ 5,828,973
Waste Collection Charges	\$ 2,263,643	\$ 2,174,107
Community Rescue and Evacuation Levy	\$ 87,787	\$ 70,000
Waste Management Levy	\$ 2,852,871	\$ 2,795,285
Memerambi Estate Levies	\$ 3,489	\$ -
Total	\$ 49,990,905	\$ 49,893,435

As at 31 May 2021, rates, levies and charges are tracking above target at 100%.

2.2.2 Fees and Charges

User charges are for the recovery of service delivery costs through the charging of fees to users of Council services. Fees are determined in two categories: regulatory and commercial.



As at 31 May 2021, fees and charges are tracking above target at 111%. The major contributors of the year to date actuals being above target are:

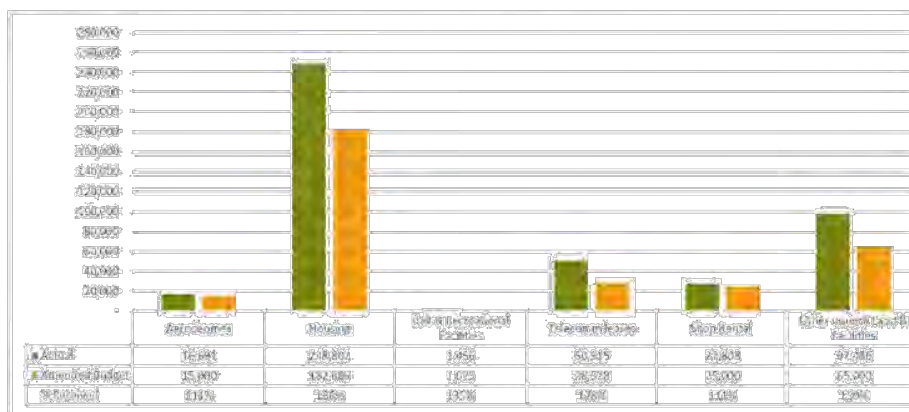
- Planning has seen an increase in building and development applications in the half of this financial year partly due to the announcement of the Federal Government's Home Builder Grant.
- Finance has seen increases in income from rates searches due to influxes in property and land sales.

- Environment and waste have run annual charges for both animal registrations and food permits.
- NRM and Parks are above budget due to increases in accommodation rental at both Yallakool and Boondooma Dam Tourist Parks. There are some offsets in expenses for these business units due to the additional usage.
- Water is currently higher than expected due to the irrigated and bulk water sales. Bulk water sales refer to water purchases invoiced to Toowoomba Regional Council to supply the Yarraman township. Increases in income in this category is offset by additional expenditure for the purchase of water allocations.
- Waste has seen increases in tip disposal income from commercial customers.
- Property's fees and charges are largely relating to the income for pools and so has a timing factor due to the seasonal nature of these facilities. Most of the pools in the area are now in their off season and have closed until September.

2.2.3 Rental Income

Council operates various facilities from which it derives a rental income such as commercial premises, caravan parks, community housing and airport.

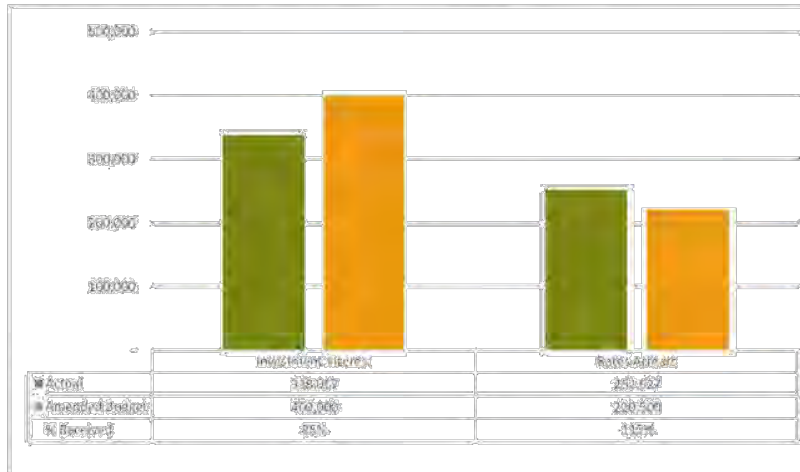
As at 31 May 2021, rental income is tracking high at 140% due to timing in annual rental of various facilities, including telecommunication towers. Housing and shop rental have also contributed to the increase significantly. While there will be some decreases in the below figures to account for any prepaid values, this should be minimal. Finance has also taken this into account when predicting the 4th quarter end of year position.



2.2.4 Interest Received

Interest revenue includes interest on investments and rate arrears.

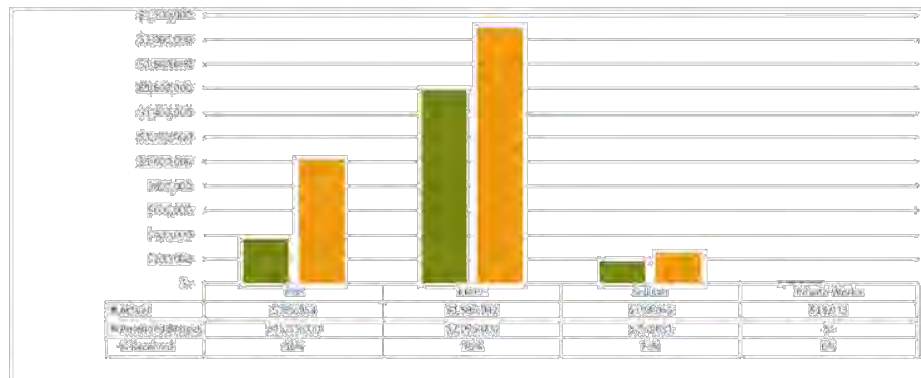
As at 31 May 2021, interest received is tracking just over the expected threshold at 95%. Finance is predicting that overall interest received will end up close to the amended budget with some minor adjustments made as part of the 4th quarter review.



2.2.5 Sales Revenue

Sales revenue is income received from undertaking work for Main Roads, private works and recoverable works conducted by the Soil Laboratory.

As at 31 May 2021, sales revenue is tracking below target at 64% however there are \$393k in RPC claims that have been submitted for approval as well as works that will be completed by 30 June 2021 which will bring the actuals up to budget. Claims of \$257k have been submitted to RMPC and will be billed once they are approved by Department of Transport and Main Roads. Further claims for May and June will be submitted once work is complete. At this stage, everything is on track for sales revenue to hit budget for end of June.



2.2.6 Other Income

Other income is sundry income derived from all other sources.

As at 31 May 2021, other income is tracking slightly below target at 91%. Majority of these income streams are seasonal and or activity based in nature so have a timing delay. Misc Other includes income from quarry materials sourced internally and wild dog scalps. Pool income under this stream includes the hire of the facility for events such as local school swimming carnivals. Another load of scrap steel has been picked up from the waste facilities, with income to hit in this revenue stream by the end of June.

Income Stream	Actual	Amended Budget	% Received
VIC Income	\$ 108,407	\$ 110,800	98%
Art Gallery Income	\$ 22	\$ 500	4%
Pool Income	\$ 38,365	\$ 38,000	101%
Irrigation Income	\$ 48,368	\$ 100,000	48%
Fines	\$ 44,185	\$ 4,000	1105%
Scrap Steel	\$ 57,626	\$ 116,000	50%
Library Sales	\$ 2,918	\$ 3,730	78%
Museum Sales	\$ 3,038	\$ 2,500	122%
Agency Income	\$ 51,597	\$ 40,895	126%
Tourist Parks	\$ 254,916	\$ 315,000	113%
Legal Recovery	\$ 64,556	\$ 190,000	34%
Insurance Claims	\$ 20,241	\$ 20,000	101%
Misc Other	\$ 120,937	\$ 66,050	183%
Total	\$ 915,176	\$ 1,007,475	

2.2.7 Operational Grants

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of South Burnett Regional Council services to ratepayers.

As at 31 May 2021, operating grants are tracking lower than the expected target at 64%. Receipt of grant income often depends on grant schedules and or acquittals. Council has been given notice that there will be a decrease in the expected 2021-2022 early payment portion of the Federal Assistance Grant for this year of approximately \$400k. This was offset by an additional \$579k in operational grant income as part of the funds left over from the National Water Infrastructure Development Fund that wasn't budgeted for. Finance have looked at the current expected movements to grant income due to contract balances for the end of year and have made adjustments in the 4th Quarter Forecast to account for these.

2.2.8 Capital Grants

Capital grants and contributions include all monies predominantly received from State and Federal government sources for the purposes of funding the capital works program.

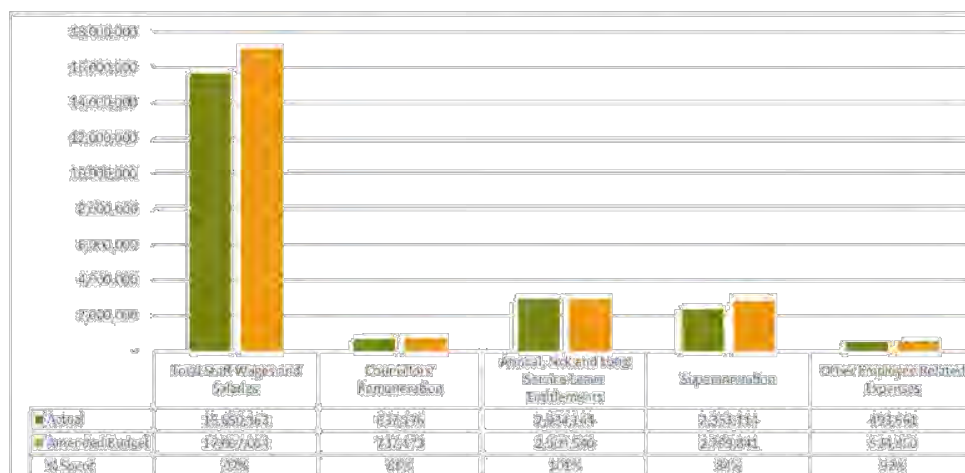
As at 31 May 2021, capital grants are tracking low at 74%. The receipt of most capital grant revenue depends on grant acquittals, submission of programs and or percentage of works completed by Council. Finance have made predictions based on the expected movements for contract balances for this financial year as part of the 4th Quarter Forecast. The main adjustments in this forecast relate to timing in spending for the Niagara Road Project, School Transport Projects and Local Roads and Community Infrastructure Program.

2.3 Expenditure

2.3.1 Employee Benefits

Employee costs include labour related expenditure such as wages, leave entitlements, WorkCover costs, superannuation, training, personal protective equipment, payroll and fringe benefits taxes.

As at 31 May 2021, employee benefits are tracking on target at 92% and will continue to be closely monitored. Annual leave is tracking over target due to timing in leave taken as most leave taken by employees is seen in the December and January periods over shutdown and school holidays. Finance have made some predictions on where we believe Employee Benefits will land for this financial year in the 4th Quarter Forecast.



2.3.2 Materials and Services

Materials and services cover the purchases of consumables, payments to contractors for the provision of services and utility costs and internal plant charges and recoveries.

As at May 2021, materials and services are tracking slightly under budget at 86%. The current variances are mainly due to:

- Timing in yearly Insurance, fleet registrations, Land Valuation, IT licences and LGAQ membership expenses.
- Timing in fuel costs.
- Timing in waste contractor and commercial waste levy expenses still to be billed.
- Timing in disaster management expenditure – this is offset by grant income under the Disaster Recovery Funding Arrangements with QRA.
- Increases in water purchases – offset by increases in income for bulk water sales to Toowoomba Regional Council.
- Software licences due to implementation of Mimecast and Office 365.

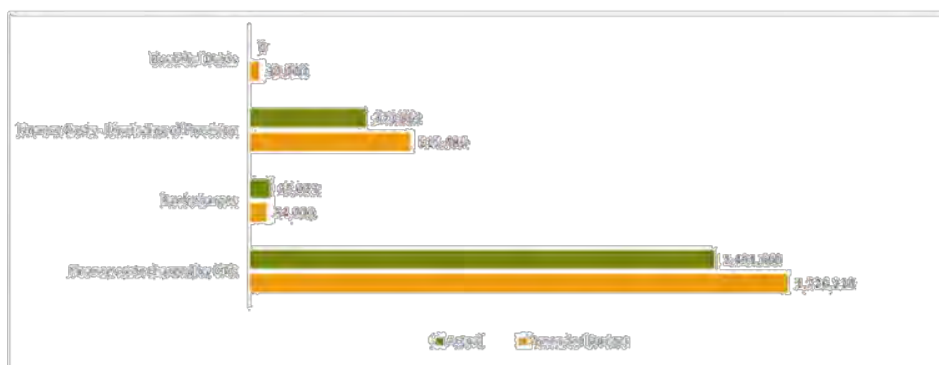
Description	Actual	Amended Budget	% Spent
Donations	482,921	625,368	77%
Materials	15,174,994	19,475,529	78%
Services	8,574,092	7,832,633	109%
Internal Plant Charges	6,242,528	6,569,590	95%
Internal Plant Recoveries	8,187,904	8,488,104	96%
	22,286,631	26,015,016	

June should see an influx in costs being expensed as departments endeavour to obtain any outstanding invoices that relate to this financial year.

2.3.3 Finance Costs

Finance costs relate to interest charged by financial institutions on funds borrowed as well as bank fees and the unwinding of the discount for landfill and quarry provisions.

As at 31 May 2021, finance costs are tracking below target at 83% due to timing in end of year adjustment entries for doubtful debts and unwinding of landfill and gravel provisions. Bank charges are higher than expected due to an increase in payments via BPAY and EFTPOS. Provision calculations for landfill and quarries is currently on track to come under budget due to favourable changes to discount rates however no adjustments for provisions in the 4th Quarter Forecast have been taken up due to the high volatility of the discount rates.



2.3.4 Depreciation

Depreciation expense is an accounting measure that estimates asset consumption of South Burnett Regional Council's property, infrastructure, plant and equipment based on the most recent asset valuations, useful lives and levels of service.

Depreciation expense varies by asset class based on asset value, componentisation and useful lives. Other factors that impact on monthly depreciation expense include processing of work in progress and asset disposals. Capitalisation (processing of work in progress) effects depreciation expense as this is the allocation of capital expenditure to the relevant asset/s as at completion date, increasing the value for depreciation.

As at 31 May 2021, depreciation is tracking under target at 90%. The below table lists depreciation expense against budget by asset class as well as the work in progress balance at month end.

Asset Class	Actual YTD	Amended Budget	% of Budget	YTD Work in Progress
Depreciation Plant & Equipment	36,683.98	0.00	0%	
Depreciation Office Equipment	326,548.27	308,760.00	106%	104,747.50
Depreciation Buildings	3,159,814.47	3,628,313.98	87%	3,797,438.99
Depreciation Roads, Bridges & Footpaths	9,280,028.59	10,140,129.32	92%	10,148,432.82
Depreciation Water Supply Networks	2,128,336.37	2,612,984.52	81%	1,937,558.48
Depreciation Sewerage Networks	1,685,982.65	1,691,149.75	100%	2,168,465.45
Depreciation Fleet	1,924,157.42	2,191,240.00	88%	
Depreciation Stormwater	284,889.94	312,030.06	91%	
Depreciation Waste Management	58,727.93	115,267.00	51%	9,331.82
Amortisation Intangible Assets	351,230.57	393,603.08	89%	305,625.12
Depreciation Right of Use Assets	28,470.39	36,039.00	79%	
Total Depreciation	19,264,870.58	21,429,486.71	90%	18,266,600.18

Plant and Equipment is a new asset class which has been created to capture assets which are above the capitalisation threshold however should not be revalued, similar to items of Fleet.

Office depreciation is slightly up at 106% due to the capitalisation of a number of new and upgrade assets including; microwave radio and hardware, server hardware and the annual computer upgrade program.

Waste depreciation is under budget at 51% as there has been some reclassification of waste assets to sewerage which also explains why sewerage is also slightly high. Budget for depreciation expense by asset class has been reviewed in the 4th Quarter Forecast.

There will be a focus in June 2021 of capitalising all available work in progress projects that have been completed.

2.3.5 Capital Expense

Capital expense is the net proceeds or loss on assets that have been sold or disposed of. A loss on asset disposal is recognised when a current asset is disposed of out of Council's asset register before it is fully depreciated and therefore before it's written down value is nil. To dispose of the asset, it's written down value is recognised in Council's accounts as a loss on disposal.

So far this year, Council has sold and disposed of the following:

Capital Expense Breakdown	Actual YTD	Amended Budget	% of Budget
Sale of Fleet	-\$ 546,454.08	-\$ 400,000.00	137%
Sale of Land	-\$ 15,081.00	\$ -	0%
Sale of Buildings	-\$ 4,660.00	\$ -	0%
Disposal of Office Equipment	\$ 49,061.05	\$ -	0%
Disposal of Water	\$ 448,044.10	\$ -	0%
Disposal of Roads	\$ 1,423,836.87	\$ -	0%
Disposal of Land	\$ 80,000.00	\$ -	0%
Disposal of Buildings	\$ 229,105.37	\$ -	0%
Disposal of Fleet	\$ 317,639.52	\$ -	0%
Total Capital Expense	\$ 1,981,491.83	-\$ 400,000.00	-495%

3.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position
as at 31 May 2021

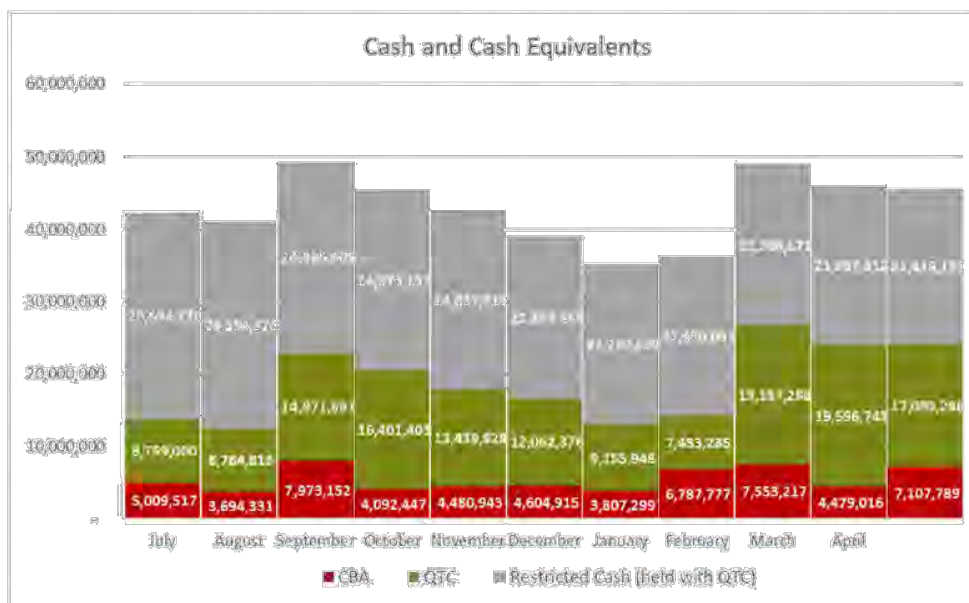
	2021 MAY	Original Budget	Amended Budget	Proposed Budget
	\$	\$	\$	\$
Current Assets				
Cash and Cash Equivalents	45,641,447	43,116,747	35,667,869	39,507,712
Trade and Other Receivables	7,062,116	5,313,216	7,791,562	11,879,324
Inventories	764,079	772,356	772,356	772,356
Investments	-	-	-	-
Total Current Assets	53,467,642	49,202,319	44,231,787	52,159,392
Non-Current Assets				
Trade and Other Receivables	1,306,115	1,112,211	1,112,211	1,112,211
Property, Plant and Equipment	855,099,372	891,929,354	870,116,890	862,542,563
Right of Use Asset	871,375	1,019,397	854,036	868,787
Intangible Assets	8,072,492	7,899,364	8,099,364	8,099,364
Total Non-Current Assets	865,349,355	901,960,326	880,182,502	872,622,926
TOTAL ASSETS	918,816,997	951,162,644	924,414,288	924,782,318
Current Liabilities				
Trade and Other Payables	5,518,698	5,749,454	8,051,687	9,675,743
Borrowings	2,877,630	3,013,874	3,100,861	3,100,860
Lease Liabilities	24,260	-	21,523	21,740
Provisions	3,607,171	3,671,079	3,754,881	3,754,881
Other Liabilities	566,354	2,369,464	2,085,162	2,285,162
Total Current Liabilities	12,594,113	14,803,871	17,014,113	18,838,385
Non-Current Liabilities				
Trade and Other Payables	-	1,017,943	-	-
Borrowings	30,547,429	30,633,993	30,476,025	30,476,025
Lease Liabilities	866,431	-	859,451	868,951
Provisions	13,822,492	13,755,564	13,601,338	13,651,338
Other Liabilities	-	908,112	-	-
Total Non-Current Liabilities	45,236,352	46,315,611	44,936,814	44,996,314
TOTAL LIABILITIES	57,830,466	61,119,482	61,950,927	63,834,699
NET COMMUNITY ASSETS	860,986,531	890,043,162	862,463,361	860,947,619
Community Equity				
Retained Surplus/(Deficiency)	433,532,847	440,762,572	435,009,678	433,493,936
Asset Revaluation Surplus	427,453,684	449,280,590	427,453,683	427,453,683
TOTAL COMMUNITY EQUITY	860,986,531	890,043,162	862,463,361	860,947,619

3.1 Current Assets

3.1.1 Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, all cash and cheques received but not banked at month end, deposits held at call with financial institutions and term deposits with maturities of three months or less.

As at 31 May 2021, Council's actual cash and cash equivalents balance was \$45,641,447. The below table shows the breakup of this balance sheet element (excluding cash drawers).



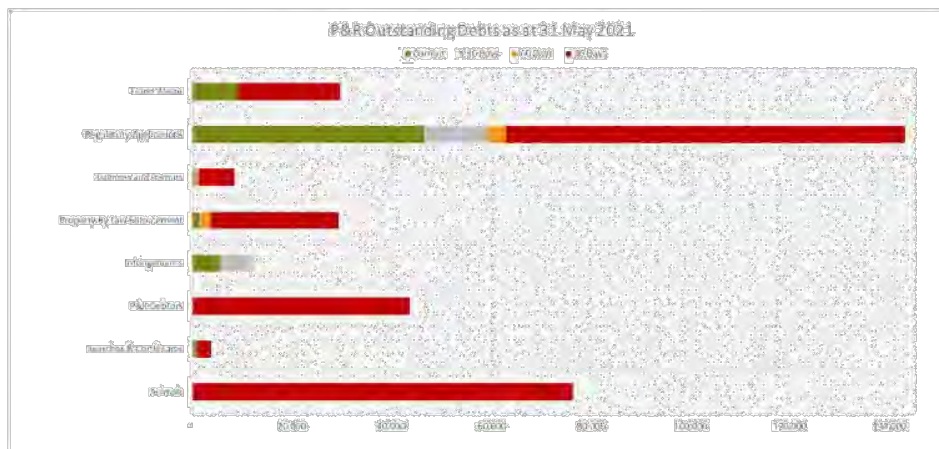
As at the 31 May 2021, the restricted cash balance was \$21.418m. This has decreased from the previous month by \$480k due to:

- Movements in the water department prior year asset replacement funds of (\$35k).
- Movements in wastewater prior year asset replacement funds of (\$490k).
- Work in Progress funds being released for capital projects of \$275k.
- Movements in funds from Building Condition Assessments of \$460k.
- Movements in building prior year asset replacement funds of (\$290k).
- Release of Developer Contributions under water headworks of \$42k.
- Release of unspent loans of \$482k for the Kingaroy Transformation Project – Kingaroy Streetscapes.
- Roads department releasing of Infrastructure Renewal and Reseal Programs \$36k.

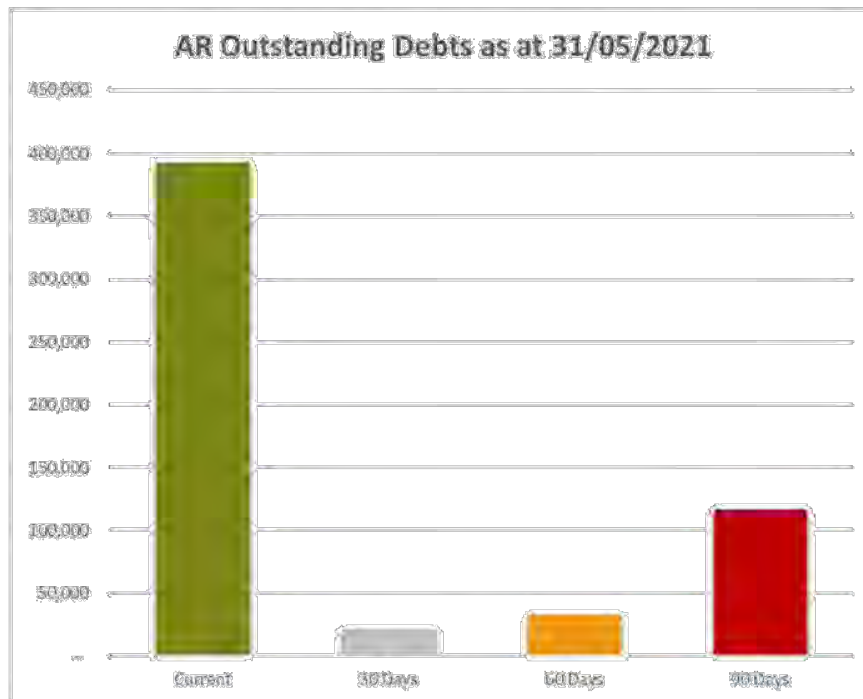
RESTRICTED CASH	Jan-21	Feb-21	Mar-21	Apr-21	May-21
Recurrent Expenditure	1,037,645	1,037,645	1,037,645	988,748	988,748
Future Capital Works					
Roads	1,680,575	1,676,121	3,018,551	3,018,551	2,981,853
Buildings	3,958,872	3,958,872	4,048,524	3,905,158	3,735,522
Waste	3,229,888	3,229,888	3,229,888	3,229,888	3,229,888
Land	25,322	25,322	25,322	25,322	25,322
Plant & ICT					
Water	2,494,184	2,334,818	2,228,249	2,171,798	2,090,284
Wastewater	3,092,381	2,993,759	2,512,175	2,504,181	2,836,130
Unspent - Developer Contributions	4,598,671	4,598,671	4,598,671	4,598,671	4,556,587
Unspent - Grants, Subsidies & Donations					
Unspent - Loan Funds	2,175,000	2,175,000	1,589,644	1,455,494	973,602
Total	22,292,520	22,030,097	22,288,671	21,897,812	21,418,135

3.1.2 Trade and Other Receivables

Current trade and other receivables are made up of notices and invoices that have been issued but cash has not yet been collected. The below tables show the breakdown of the components in this balance sheet element – excluding rates.

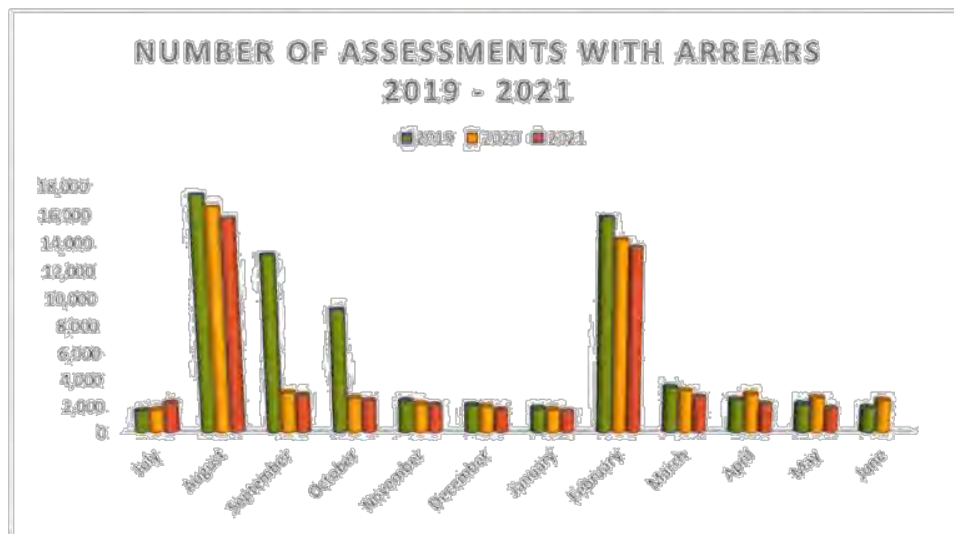
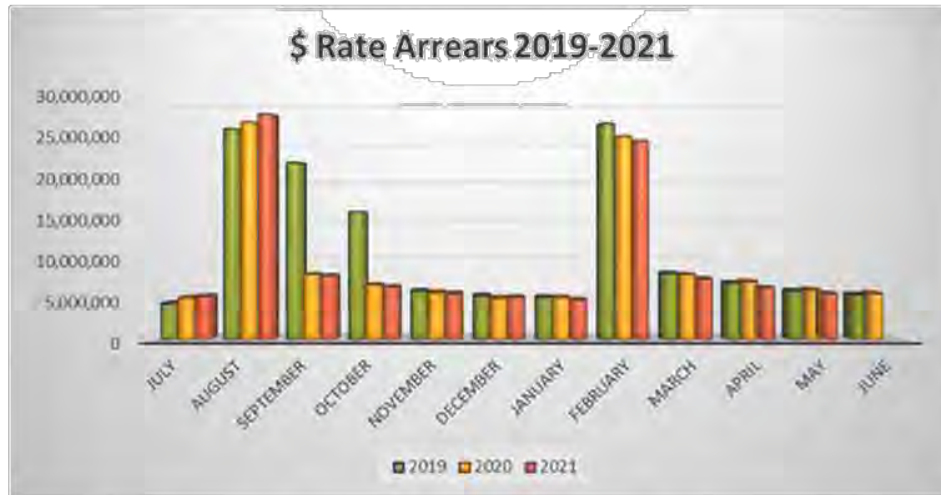


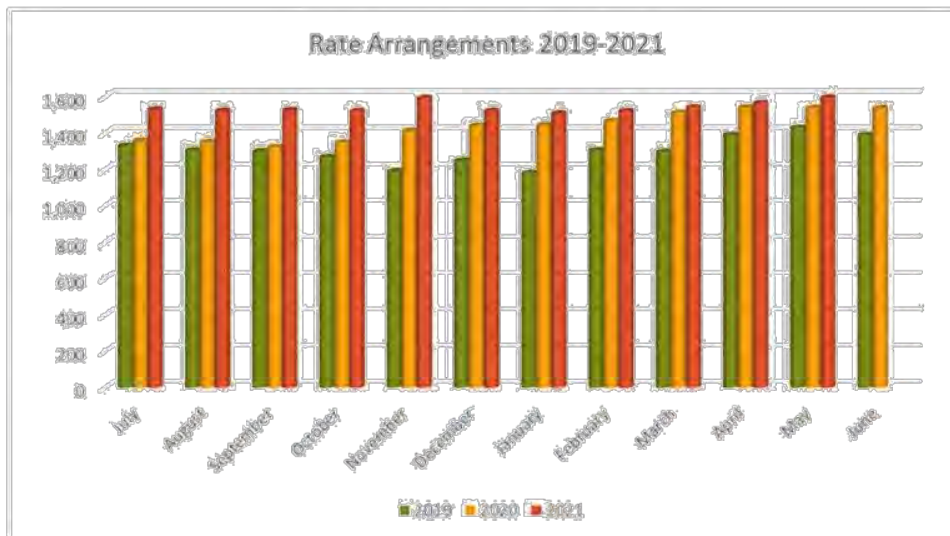
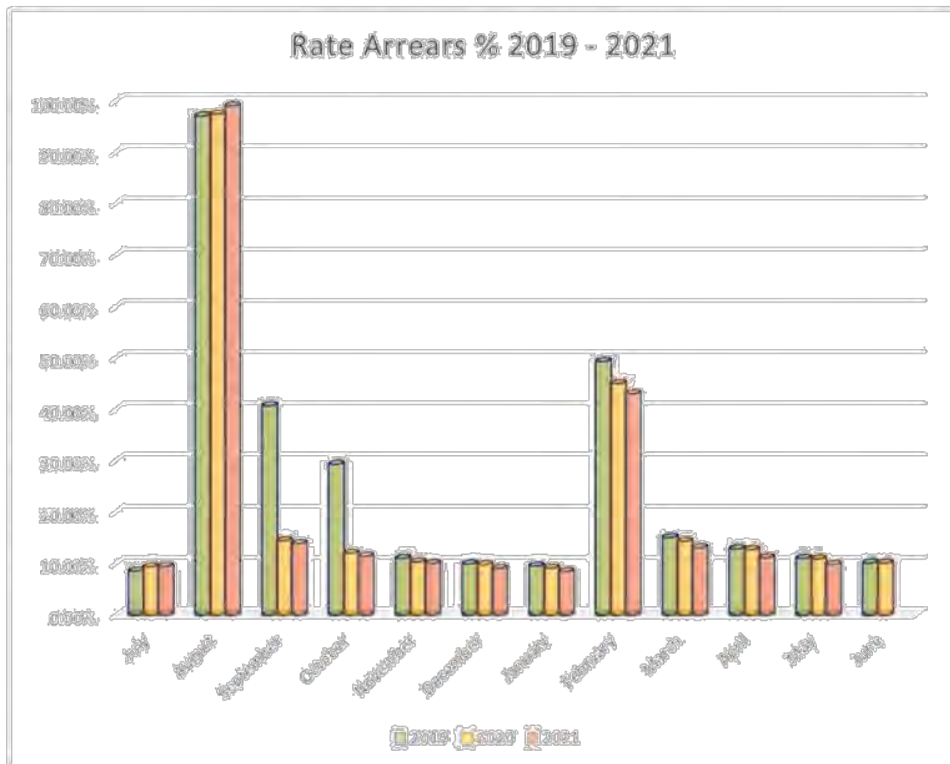
Out of the \$256k in property and rating (P&R) debts above that are overdue by 90 days or more, \$26k is currently with debt collectors, \$10k are on payment plans, \$24k are having charges reversed due to withdrawn applications and will be all fixed up during June. \$147k are being actively pursued by Council staff with most of this relating to animal registrations. \$26k can be recovered when properties are sold, \$20k are being reviewed with the view that they will proceed to debt collectors and \$3k have been approved for write-off which are currently being processed.



The AR outstanding debts 90+ days has decreased by \$3k from last month. A total of 85% of the value sitting in 90 days remains with debt collectors or have a payment arrangement with Council. The remaining 15% are being actively pursued by Council with a \$1k being approved to be written off as a bad debt and a further \$9k in dispute being negotiated with the customer.

Rates in arrears as at 31 May 2021 is sitting at \$5.755 million or 9.96% which is above the target arrears of 7%. There are currently 1,599 assessments with rate arrangements in place which accounts for 88% of the properties that are in arrears. The number of assessments with arrears and the dollar value has reduced compared to the previous two years. There has also been an increase in the number of properties who have entered into rates payment arrangements since this time last year.





3.1.3 Inventories

Inventories is made-up of Council stores and is valued at cost. Council is currently undertaking a project to reduce and minimise the number of inventories held. Stores will be undertaking a stocktake in late June, with a report to Council to follow in July 2021.

3.2 Non-Current Assets

3.2.1 Trade and Other Receivables

The non-current portion of Trade and Other Receivables is made up of the outstanding Memerambi Estate charges and loans to community organisations.

3.2.2 Property, Plant and Equipment

The total adopted capital budget is \$38.529m which includes any projects deemed work in progress from 2019/2020 for completion in the 2020/2021.

Actual expenditure with committed costs as at 31 May 2021 is \$32.281m, which is tracking below target at 83.78%. Of the \$32.281m, \$23.742m is actual expenditure with the remaining \$8.539m sitting as committed costs. The actual spend to date equates to 61.62% of the total budget available.

Project/Description	2020/2021 Approved Budget	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure
Project/Description	2020/2021 Approved Budget	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure	2020/2021 Actual Expenditure
160714 <i>Health - Recreation</i>	10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160714 Subtotal	10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160715 <i>Health - Children</i>	19,054.09	19,054.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160715 Subtotal	19,054.09	19,054.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160716 <i>Health - Outing</i>	32,706.97	32,706.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160716 Subtotal	32,706.97	32,706.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160718 <i>Health - Maleswith</i>	6,847.55	6,847.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160718 Subtotal	6,847.55	6,847.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160908 <i>Housing</i>	8,000.00	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160908 Subtotal	8,000.00	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160919 <i>Malcolm - Woodford</i>	22,382.00	22,382.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160919 Subtotal	22,382.00	22,382.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160924 <i>Museum - Woburn Hall</i>	4,452.00	4,452.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160924 Subtotal	4,452.00	4,452.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160927 <i>Museum - Naxos</i>	38,410.00	38,410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160927 Subtotal	38,410.00	38,410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160935 <i>Parks & Gardens</i>	13,546.97	13,546.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160935 Subtotal	13,546.97	13,546.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160948 <i>Swimming Pool - Olig</i>	28,986.75	28,986.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160948 Subtotal	28,986.75	28,986.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Project Code	Project Description	Financial Project	30/06/2021 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
004284	Kingaroy Transformation Project	100617				200,000.00		200,000.00	72,093.39	205,739.39	97,602.74
006045	Kingaroy Transformation Project	100708			2,000,000.00	350,000.00	3,150,000.00	2,160,000.00	675,655.91	-886,199.97	4,496,001.06
004211	KTP-Allford St (Youngmans/Genders) Works	100709			800,000.00			800,000.00	227,398.25	55,690.45	3,004,182.14
004212	KTP-Allford St/Genders/Kingaroy SW Works	100709			800,000.00		500,000.00	1,000,000.00	227,398.25	55,690.45	3,004,182.14
004213	KTP-Allford St/Allford St/Hals SW Works	100709			100,000.00			100,000.00	375,073.03	39,828.74	3,161,101.79
004214	KTP-Hay St/Clarendon/Clarendon SW Works	100709							263,912.29	52,569.42	3,163,668.66
004215	KTP-Hay St/Clarendon/Youngmans SW Works	100709							58,407.76	39,519.39	97,627.00
004216	KTP-Youngmans/Youngmans SW Works	100709							3,896.81	99,271.93	99,271.93
004228	KTP - Program Management	100709									99,271.93
Sub Activity Subtotal											
			6,350,000.00	205,264.37	3,650,000.00	2,065,292.71	2,065,292.71	2,700,000.00	2,065,292.71	2,101,198.13	4,164,430.84
Gravel Reheat											
005993	W403 - GR - Mojidra Rd	100670		4,820.00				4,820.00			4,820.00
005994	W403 - GR - Mojidra/Crossing Rd	100670		2,731.00				2,731.00			2,731.00
006723	Unpaved Roads Gravel Reheating 18/20	100215									1,178.93
006760	Deception Mountain Road Gravel Reheating	100215		5,000.00				5,000.00			5,000.00
006764	Fiddlers Road Gravel Reheating	100215									
006800	Nearongs Niangara Road Gravel Reheating	100215		1,592.50				1,592.50			1,592.50
006803	Old Oak Road North Gravel Reheating	100215		2,430.00				2,430.00			2,430.00
006820	Reigon Road Gravel Reheating	100215		33,978.27				33,978.27			33,978.27
006820	Nagara Road Gravel Reheating	100215									
006940	Boonema Road Gravel Reheating	100215		97,942.58				97,942.58			97,942.58
006940	Boonema Road Gravel Reheating	100215									
006919	RTR-Sandy Ridge/Glenmore Rd-GR	100221		167,000.00				167,000.00			167,000.00
006919	RTR-Coolbunya-Fraserline Rd-GR	100221		175,000.00				175,000.00			175,000.00
006919	RTR-Coolbunya-Fraserline Rd-GR	100221		145,000.00				145,000.00			145,000.00
006919	RTR-Warrump-Friesberg Rd-GR	100221		65,000.00				65,000.00			65,000.00
006919	RTR-Naranga/Streetwood Creek Rd-GR	100221		135,000.00				135,000.00			135,000.00
006919	RTR-Kumbia-Hanchock Rd-GR	100221		135,000.00				135,000.00			135,000.00
006919	RTR-Wonaha-Hansens Rd-GR	100221		66,000.00				66,000.00			66,000.00
006919	RTR-Johnston-Johnston Rd-GR	100221		178,000.00				178,000.00			178,000.00
006919	RTR-Johnston/Manoora/Upper Lantana Rd-GR	100221		97,000.00				97,000.00			97,000.00
006919	RTR-Johnston/Manoora/Upper Lantana Rd-GR	100221		142,000.00				142,000.00			142,000.00
006919	RTR-Kumbia-Noble Rd-GR	100221		145,000.00				145,000.00			145,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		84,000.00				84,000.00			84,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		275,000.00				275,000.00			275,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		375,000.00				375,000.00			375,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		375,000.00				375,000.00			375,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		107,000.00				107,000.00			107,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		75,000.00				75,000.00			75,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		54,000.00				54,000.00			54,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		160,000.00				160,000.00			160,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		160,000.00				160,000.00			160,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		300,000.00				300,000.00			300,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		21,000.00				21,000.00			21,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		35,000.00				35,000.00			35,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		140,000.00				140,000.00			140,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		47,000.00				47,000.00			47,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		8,000.00				8,000.00			8,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		8,000.00				8,000.00			8,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		475,000.00				475,000.00			475,000.00
006919	RTR/OD/SE Nanang/Old Yarraman Rd-GR	100728		475,000.00				475,000.00			475,000.00
Sub Activity Subtotal											
			4,065,994.00	205,264.37	2,200,000.00	4,855,258.37	2,793,483.88	2,555,043.74	2,555,043.74	2,834,437.62	9,190,060.83
Pavement Rehab											
005479	Nagara Road (Wind Farm)	100615		4,000,000.00				4,000,000.00	737,387.24	2,400,067.30	3,137,474.54
005851	Old Oak Road Blumen Seal	100400		160,000.00				160,000.00	12,272.73	224,832.40	297,865.13
005852	Kingaroy-Steinbent Street-Upgrade	100400		160,437.48				160,437.48	109,788.81	109,788.81	160,437.48
005853	Nagara Road Blumen Seal Upgrade	100400		160,437.48				160,437.48	104,112.63	104,112.63	160,437.48

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Project Code	Project Description	2020/21 Actual Budget		2020/21 In Progress		First Quarter Budget		Second Quarter Budget		Third Quarter Budget		Total Available Budget		2020/21 Actual Expenditure & Commitments	
		Approved	Amended	Actual	Forecast	Original	Adjusted	Original	Adjusted	Original	Adjusted	Original	Adjusted	Actual	Commitments
Wastewater - Rainwater															
00000	Mains and Manholes Network (Network)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00007	WWTP Resuspension - Sludge	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00006	WWTP Sludge Replacement Works	3,000,000.00	3,000,000.00	0	0	0	0	0	0	0	0	0	0	0	0
Sub-Activity Subtotal		3,000,000.00	3,000,000.00	0	0	0	0	0	0	0	0	0	0	0	0
Wastewater - Wastewater															
00007	Mains & Manholes Network (Network)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00016	Wastewater Resuspension - Sludge	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00004	WWTP Sludge Replacement Works	3,000,000.00	3,000,000.00	0	0	0	0	0	0	0	0	0	0	0	0
Sub-Activity Subtotal		3,000,000.00	3,000,000.00	0	0	0	0	0	0	0	0	0	0	0	0
Activity Total		6,000,000.00	6,000,000.00	0	0	0	0	0	0	0	0	0	0	0	0
Waste Management - B															
00043	Transfer Landfill and Appliances	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00044	Wastewater Treatment Station	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub-Activity Subtotal		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Activity Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other															
00007	Mains & Manholes Network (Network)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00016	Wastewater Resuspension - Sludge	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00004	WWTP Sludge Replacement Works	3,000,000.00	3,000,000.00	0	0	0	0	0	0	0	0	0	0	0	0
Sub-Activity Subtotal		3,000,000.00	3,000,000.00	0	0	0	0	0	0	0	0	0	0	0	0
Activity Total		3,000,000.00	3,000,000.00	0	0	0	0	0	0	0	0	0	0	0	0
Activity Total		9,000,000.00	9,000,000.00	0	0	0	0	0	0	0	0	0	0	0	0

3.2.3 Right of Use Assets

Council's right of use assets consists of long-term leases that are in place for various land parcels, with most of this value relating to the lease for land at Yallakool which is currently due to end in 2051.

3.2.4 Intangible Assets

Council's water allocation and computer software currently make up the intangible asset balance. Water allocations are tested annually for impairment as part of the year end process.

3.3 Liabilities

3.3.1 Trade and other Payables

Trade and Other Payables is made-up of creditors, which is recognised upon receipt of invoice at the amount owed. Amounts are generally settled on 30-day terms. Liabilities are also recognised for employee benefits such as wages and salaries, annual leave, RDO and TOIL.

3.3.2 Borrowings

All Council borrowings are with the Queensland Treasury Corporation (QTC). During September, Council paid its annual debt service payment to QTC which reduced the carrying value of borrowings in the balance sheet. The balance as at 31 May 2021 was \$33,425,059 made-up of borrowings in the following departments:

Department	Borrowings
NRM & Parks	\$ 584,619
Finance	\$ 935,704
Property	\$ 899,990
Economic Development	\$ 370,982
Environment & Waste	\$ 717,307
Infrastructure	\$ 11,320,396
Water & Wastewater	\$ 18,596,061
Total	\$ 33,425,059

3.3.3 Lease Liabilities

Lease Liabilities relate to AASB 16 requirements for lessees to calculate the lease liability of any long-term operating lease agreements on the balance sheet using an incremental borrowing rate for the period of the lease. Council has 3 lease agreements with the Department of Natural Resources, Mines and Energy that have been taken up as part of this standard.

3.3.4 Provisions

Provisions are made-up of landfill and gravel pit expected restoration costs and employee long service leave. Provisions will be impacted by discount rates and end of year calculations. Finance believe that the discount rates for June will end up being favourable to current budget calculations however no adjustments to the 4th Quarter Forecast have been made since rates

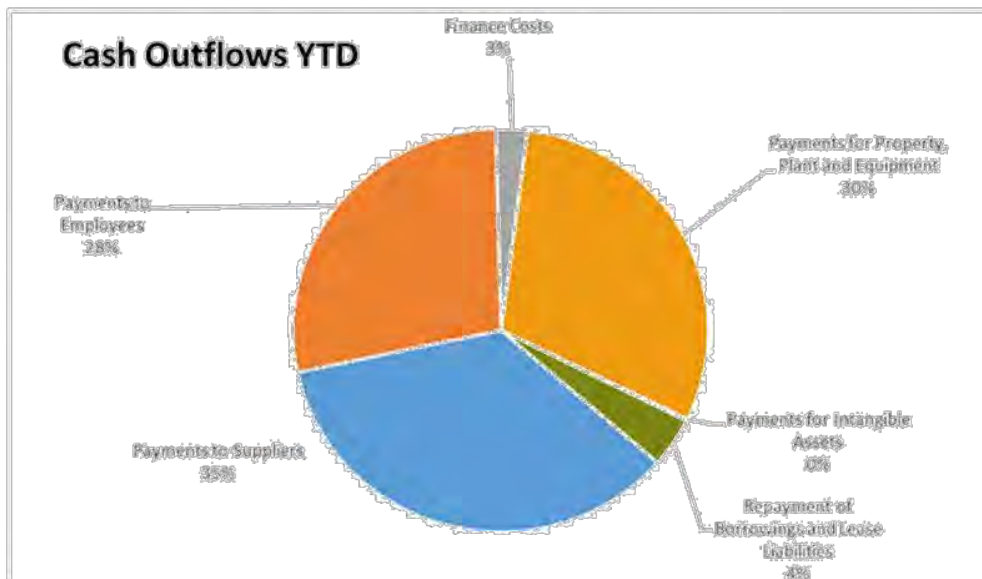
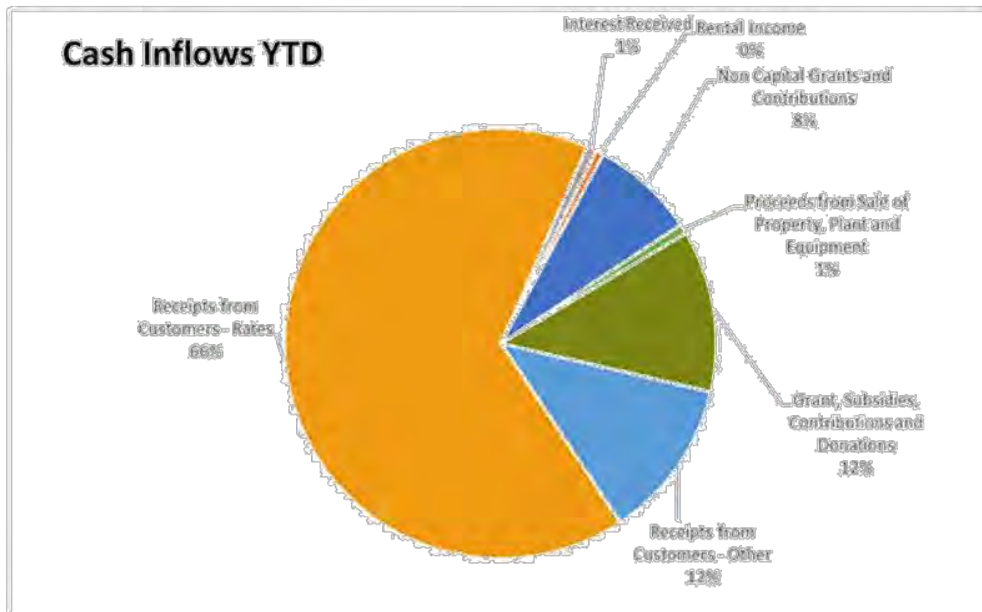
are known to be volatile and depending on monthly economic circumstances could increase or decrease substantially.

3.3.5 Other Liabilities

Other liabilities are made-up of the State Waste Levy payment received in advance.

4.0 Interim Cash Flow

Monthly Cashflow	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	Actual Budget YTD to Budget %
Cash Flow from Operating Activities																				
Receipts from Customers	5,771,288	5,724,537	5,749,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	57,244,371	95%
Payments to Suppliers and Employees	(6,183,871)	(6,183,871)	(6,183,871)	(6,183,871)	(6,183,871)	(6,183,871)	(6,183,871)	(6,183,871)	(6,183,871)	(6,183,871)	(6,183,871)	(6,183,871)	(6,183,871)	(6,183,871)	(6,183,871)	(6,183,871)	(6,183,871)	(6,183,871)	(61,838,711)	95%
Interest Received	565,389	565,389	565,389	565,389	565,389	565,389	565,389	565,389	565,389	565,389	565,389	565,389	565,389	565,389	565,389	565,389	565,389	565,389	5,653,891	95%
Other Income	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	31,866,556	90%
New Capital Assets and Contributions	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	41,000	409,000	64%
Financial Costs	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(11,253,871)	103%
Net Cash Inflow (Outflow) from Operating Activities	2,874,235	2,874,235	2,874,235	2,874,235	2,874,235	2,874,235	2,874,235	2,874,235	2,874,235	2,874,235	2,874,235	2,874,235	2,874,235	2,874,235	2,874,235	2,874,235	2,874,235	2,874,235	28,742,351	91%
Cash Flow from Investing Activities																				
Payments for Property, Plant and Equipment	(2,424,413)	(2,424,413)	(2,424,413)	(2,424,413)	(2,424,413)	(2,424,413)	(2,424,413)	(2,424,413)	(2,424,413)	(2,424,413)	(2,424,413)	(2,424,413)	(2,424,413)	(2,424,413)	(2,424,413)	(2,424,413)	(2,424,413)	(2,424,413)	(24,244,131)	65%
Payments for Intangible Assets	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(1,125,387)	(11,253,871)	65%
Receives (Payments) of Loans and Advances	516,937	516,937	516,937	516,937	516,937	516,937	516,937	516,937	516,937	516,937	516,937	516,937	516,937	516,937	516,937	516,937	516,937	516,937	5,169,371	63%
Proceeds from Sale of Property, Plant and Equipment	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	31,866,556	94%
Grant Income (Contributions and Donations)	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	3,186,656	31,866,556	94%
Net Cash Inflow (Outflow) from Investing Activities	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	11,435,791	95%
Cash Flow from Financing Activities																				
Proceeds from Borrowings and Loans (Capital)	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	1,143,579	11,435,791	100%
Repayments of Borrowings and Loans (Capital)	(1,143,579)	(1,143,579)	(1,143,579)	(1,143,579)	(1,143,579)	(1,143,579)	(1,143,579)	(1,143,579)	(1,143,579)	(1,143,579)	(1,143,579)	(1,143,579)	(1,143,579)	(1,143,579)	(1,143,579)	(1,143,579)	(1,143,579)	(1,143,579)	(11,435,791)	100%
Net Cash Inflow (Outflow) from Financing Activities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gain and Cash Equivalents at the Beginning of the Period	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	5,724,437	57,244,371	
Net Increase (Decrease) in Cash and Cash Equivalents	4,017,814	4,017,814	4,017,814	4,017,814	4,017,814	4,017,814	4,017,814	4,017,814	4,017,814	4,017,814	4,017,814	4,017,814	4,017,814	4,017,814	4,017,814	4,017,814	4,017,814	4,017,814	40,178,141	
Cash and Cash Equivalents at the End of the Period	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	97,422,511	
Perpetual Cash	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	97,422,511	
Cash Available for Debt	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	9,742,251	97,422,511	



5.0 Interim Changes in Equity

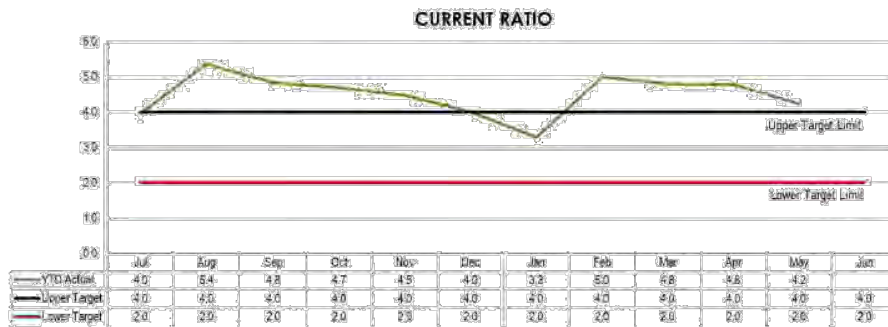
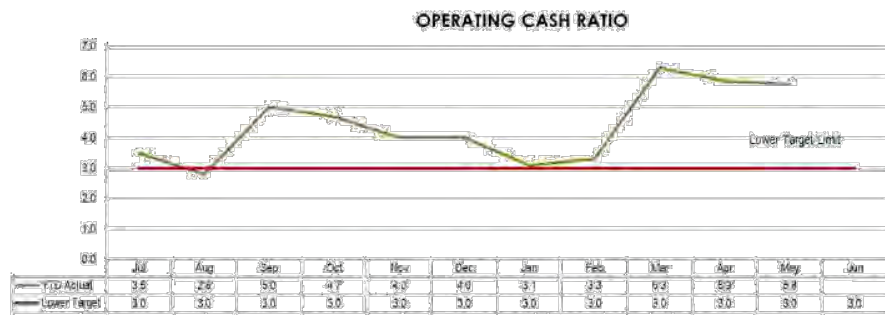
	Jan/21	Feb/21	Mar/21	Apr/21	May/21	Jun/21	Jul/21	Aug/21	Sep/21	Oct/21	Nov/21	Dec/21	Jan/22	Feb/22	Mar/22	Apr/22	May/22	Jun/22
Market Revaluation Surplus																		
Opening Balance	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684
Impairment/(Reversal) of Impairment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684	427,453,684
Retained Surplus																		
Opening Balance	426,949,028	426,949,028	426,949,028	426,949,028	426,949,028	426,949,028	426,949,028	426,949,028	426,949,028	426,949,028	426,949,028	426,949,028	426,949,028	426,949,028	426,949,028	426,949,028	426,949,028	426,949,028
Reserves Other Changes	3,322,910	21,400,793	21,400,793	21,400,793	21,400,793	21,400,793	21,400,793	21,400,793	21,400,793	21,400,793	21,400,793	21,400,793	21,400,793	21,400,793	21,400,793	21,400,793	21,400,793	21,400,793
Net Realise	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Closing Balance	426,949,028	448,349,821	448,349,821	448,349,821	448,349,821	448,349,821	448,349,821	448,349,821	448,349,821	448,349,821	448,349,821	448,349,821	448,349,821	448,349,821	448,349,821	448,349,821	448,349,821	448,349,821
Total Community Equity	856,624,804	877,044,993	877,044,993	877,044,993	877,044,993	877,044,993	877,044,993	877,044,993	877,044,993	877,044,993	877,044,993	877,044,993	877,044,993	877,044,993	877,044,993	877,044,993	877,044,993	877,044,993

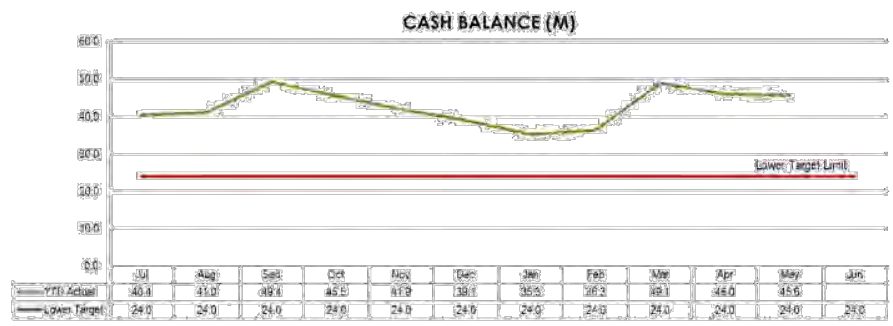
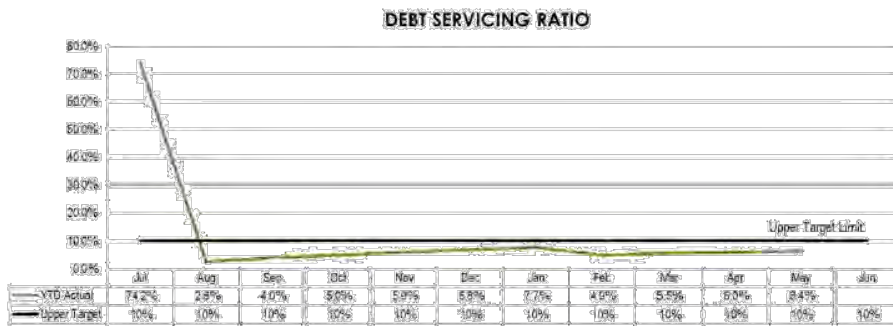
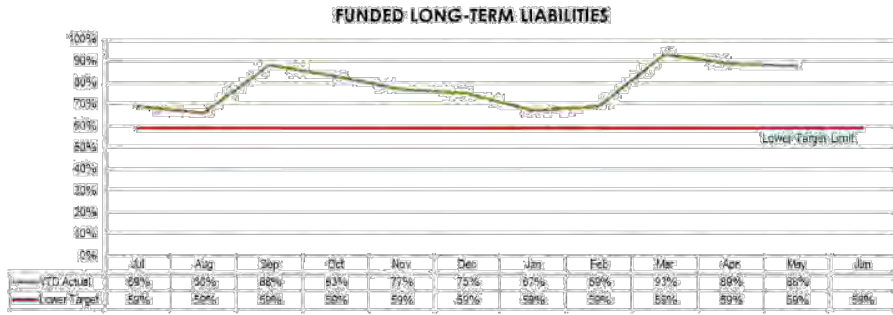
6.0 Financial Ratios

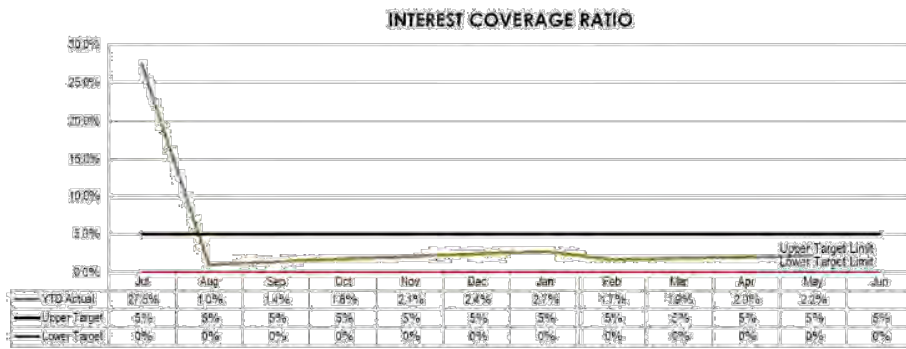
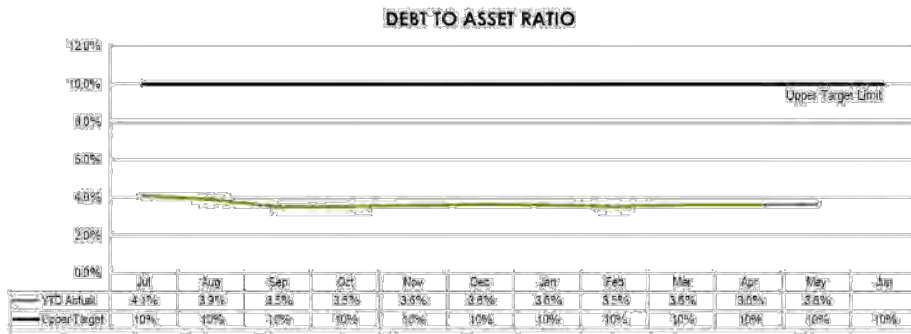
Key Performance Indicators - Monthly Reporting

Ratio	Description	Formula	SINCL Target	Status	May 21
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{\text{Total Operating Expense - Depreciation/Number of Periods}}$	Target greater than or equal to 3 months	✓	10.65
Operating Cash Ratio	Number of months operating expenditure covered by operating cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{\text{Total Operating Expense} - \text{Depreciation/Number of Periods}}$	Target greater than or equal to 3 months	✓	6.76
Current Ratio (Working Capital Ratio)	This measures the extent to which Council has liquid assets available to meet short term financial obligations	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	Target between 2.0 & 4.0	X	1.25
Funded Long Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Long Term Borrowings}}$	Target greater than or equal to 65%	✓	87.88%
Debt Servicing Ratio	This indicates Council's ability to meet current debt instalments with recurrent revenue	$\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to .08%	✓	0.36%
Cash Balance (MI)	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$2M	✓	46.64
Debit to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non - Current Loans}}{\text{Total Assets}}$	Target less than or equal to .08%	✓	3.64%
Interest Coverage Ratio	This ratio demonstrates the extent which operating revenues are being used to meet the financing charges	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 4%	✓	2.17%

The current monthly ratios are all tracking on target this month apart from the current ratio which is slightly above the upper target at 4.25. It is predicted that this ratio will go down this month to be closer to the target range.







7.0 Long Term Financial Forecast

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

The long-term financial forecast requires:

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

The local government must:

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

The below revised long term financial forecast is based off the 3rd quarter review.

7.1 Income and Expenditure Statements

	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	51,434,800	53,031,532	54,684,248	56,398,354
Fees and Charges	4,467,955	4,540,818	4,614,894	4,690,199
Rental Income	292,359	272,443	277,008	281,648
Interest Received	649,463	665,745	682,288	699,197
Sales Revenue	3,085,330	3,145,981	3,207,827	3,270,892
Other Income	964,251	980,660	997,349	1,014,322
Grants, Subsidies, Contributions and Donations	7,743,677	7,822,273	7,901,720	7,982,028
	<u>68,637,835</u>	<u>70,459,452</u>	<u>72,365,334</u>	<u>74,336,640</u>
Capital Revenue				
Grants, Subsidies, Contribution and Donations	14,205,358	5,684,234	4,917,858	4,917,858
	<u>14,205,358</u>	<u>5,684,234</u>	<u>4,917,858</u>	<u>4,917,858</u>
Total Income	<u>82,843,193</u>	<u>76,143,686</u>	<u>77,283,192</u>	<u>79,254,498</u>
Expenses				
Recurrent Expenses				
Employee Benefits	24,398,242	24,886,855	25,385,248	25,893,617
Materials and Services	23,550,201	23,964,684	24,799,606	24,818,362
Finance Costs	2,193,879	2,103,727	2,061,336	1,898,246
Depreciation and Amortisation	21,896,183	22,248,224	22,698,088	23,032,172
	<u>72,038,505</u>	<u>73,203,490</u>	<u>74,944,278</u>	<u>75,642,397</u>
Capital Expense				
	(406,800)	(413,716)	(420,749)	(427,902)
Total Expense	<u>71,631,705</u>	<u>72,789,774</u>	<u>74,523,529</u>	<u>75,214,495</u>
Net Result	<u>11,211,488</u>	<u>3,353,912</u>	<u>2,759,663</u>	<u>4,040,003</u>
Net Operating Result	<u>(3,400,670)</u>	<u>(2,744,038)</u>	<u>(2,578,944)</u>	<u>(1,305,757)</u>

	Year 6 2015/16	Year 7 2016/17	Year 8 2017/18	Year 9 2018/19	Year 10 2019/20
Income					
Revenue					
Recurrent Revenue					
Fees, Levies and Charges	58,472,778	60,814,821	61,822,890	63,633,019	65,946,346
Fees and Charges	4,766,752	4,814,512	4,923,890	5,084,130	5,086,885
Rental Income	285,368	231,168	296,048	301,010	368,058
Interest Received	716,377	733,833	751,570	758,590	787,300
Sales Revenue	3,335,200	3,400,174	3,487,641	3,535,828	3,605,355
Other Income	1,001,577	1,049,128	1,066,901	1,085,109	1,103,601
Grants, Subsidies, Contributions and Donations	8,083,205	8,145,262	8,228,210	8,312,051	8,336,875
	78,371,855	78,479,886	80,698,850	82,308,757	85,231,855
Capital Revenue					
Grants, Subsidies, Contributions and Donations	4,917,858	4,917,858	4,917,858	4,917,858	4,917,858
Total Income	83,289,713	83,397,744	85,616,708	87,226,615	90,149,713
Expenses					
Recurrent Expenses					
Employee Benefits	28,412,752	28,941,083	27,480,592	28,030,837	28,592,238
Materials and Services	25,257,906	25,971,632	26,418,529	26,630,050	27,280,071
Finance Costs	1,725,473	1,683,202	1,497,282	1,318,082	1,126,570
Depreciation and Amortisation	23,341,263	24,082,637	24,335,089	24,770,982	25,202,833
	78,737,394	79,678,554	79,731,492	80,750,051	82,201,712
Capital Expense	(435,176)	(442,574)	(450,038)	(457,750)	(465,532)
Total Expense	78,302,218	79,235,980	79,281,530	80,292,301	81,736,440
Net Result	4,987,495	4,161,764	6,335,178	7,034,314	8,413,273
Net Operating Result	(368,136)	(78,258)	825,359	2,456,735	3,029,586

7.2 Financial Position

	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025
Assets				
Current Assets				
Cash and Cash Equivalents	\$ 34,106,814	\$ 44,681,009	\$ 34,298,878	\$ 38,117,679
Receivables	\$ 5,432,376	\$ 5,539,142	\$ 5,746,855	\$ 6,060,504
Inventories	\$ 764,632	\$ 756,986	\$ 749,416	\$ 741,922
Total Current Assets	\$ 40,303,921	\$ 50,977,136	\$ 40,795,149	\$ 44,920,105
Non-Current Assets				
Receivables - Non-Current	\$ 910,507	\$ 708,848	\$ 512,314	\$ 315,780
Infrastructure, Property, Plant and Equipment	\$ 887,736,859	\$ 888,924,481	\$ 898,526,810	\$ 895,306,946
Right of Use Assets	\$ 817,997	\$ 781,958	\$ 745,919	\$ 711,743
Intangible Assets	\$ 8,053,843	\$ 8,016,222	\$ 7,983,790	\$ 7,587,984
Total Non-Current Assets	\$ 897,519,206	\$ 898,430,510	\$ 907,768,834	\$ 903,982,454
Total Assets	\$ 937,823,128	\$ 949,407,646	\$ 948,563,982	\$ 948,902,559
Liabilities				
Current Liabilities				
Payables	\$ 8,220,105	\$ 7,903,612	\$ 7,935,606	\$ 7,987,709
Borrowings	\$ 3,250,723	\$ 3,827,719	\$ 3,984,340	\$ 3,798,633
Provisions	\$ 3,950,823	\$ 3,794,197	\$ 3,711,725	\$ 3,830,224
Unearned Revenue	\$ 2,149,323	\$ 2,215,789	\$ 2,284,585	\$ 2,355,937
Total Current Liabilities	\$ 17,570,974	\$ 17,741,316	\$ 17,916,256	\$ 17,972,502
Non-Current Liabilities				
Payables - Non-Current	\$ 837,371	\$ 814,719	\$ 793,430	\$ 771,567
Borrowings - Non-Current	\$ 32,092,176	\$ 39,931,331	\$ 35,813,865	\$ 31,882,105
Provisions - Non-Current	\$ 13,647,758	\$ 13,891,519	\$ 14,252,009	\$ 14,447,957
Unearned Revenue	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 46,577,305	\$ 54,637,569	\$ 50,859,303	\$ 47,101,629
Total Liabilities	\$ 64,148,279	\$ 72,378,885	\$ 68,775,559	\$ 65,074,131
Net Assets	\$ 873,674,849	\$ 877,028,761	\$ 879,788,424	\$ 883,828,427
Equity				
Retained Earnings	\$ 446,221,166	\$ 449,575,077	\$ 452,334,740	\$ 456,374,743
Revaluation Reserve	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Total Equity	\$ 873,674,849	\$ 877,028,761	\$ 879,788,424	\$ 883,828,427

	Year 6 2020/2020	Year 7 2020/2021	Year 8 2021/2021	Year 9 2021/2022	Year 10 2022/2022
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 57,968,222	\$ 48,657,088	\$ 56,449,734	\$ 63,847,886	\$ 62,253,576
Receivables	\$ 5,465,061	\$ 7,024,287	\$ 7,679,961	\$ 8,451,501	\$ 9,374,318
Inventories	\$ 734,593	\$ 727,158	\$ 719,880	\$ 713,067	\$ 705,500
Total Current Assets	\$ 65,167,806	\$ 56,408,843	\$ 64,849,581	\$ 63,022,074	\$ 72,333,454
Non-Current Assets					
Receivables - Non-Current	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Infrastructure, Property, Plant and Equipment	\$ 892,313,215	\$ 902,499,004	\$ 895,808,574	\$ 902,359,412	\$ 887,484,289
Right of Use Assets	\$ 677,567	\$ 643,381	\$ 609,336	\$ 575,265	\$ 541,232
Intangible Assets	\$ 7,127,920	\$ 6,693,555	\$ 6,254,846	\$ 5,811,750	\$ 5,364,223
Total Non-Current Assets	\$ 900,127,054	\$ 909,835,951	\$ 903,672,756	\$ 908,743,448	\$ 903,389,755
Total Assets	\$ 965,314,860	\$ 966,244,794	\$ 968,522,339	\$ 971,765,522	\$ 975,723,209
Liabilities					
Current Liabilities					
Payables	\$ 3,020,924	\$ 3,074,912	\$ 3,128,269	\$ 3,165,521	\$ 3,219,530
Borrowings	\$ 4,643,287	\$ 4,315,521	\$ 4,469,062	\$ 4,520,351	\$ 4,581,843
Provisions	\$ 3,829,804	\$ 3,841,490	\$ 3,948,501	\$ 4,022,169	\$ 4,035,804
Unearned Revenue	\$ 2,421,491	\$ 2,498,165	\$ 2,577,811	\$ 2,659,878	\$ 2,745,101
Total Current Liabilities	\$ 10,978,506	\$ 10,729,500	\$ 11,123,642	\$ 11,309,040	\$ 11,082,277
Non-Current Liabilities					
Payables - Non-Current	\$ 749,116	\$ 726,195	\$ 702,656	\$ 673,462	\$ 653,856
Borrowings - Non-Current	\$ 42,065,693	\$ 37,637,945	\$ 33,034,858	\$ 28,381,351	\$ 23,566,382
Provisions - Non-Current	\$ 14,760,232	\$ 15,015,548	\$ 15,231,472	\$ 15,373,465	\$ 14,245,363
Unearned Revenue	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Non-Current Liabilities	\$ 57,544,031	\$ 53,379,789	\$ 48,968,986	\$ 44,434,318	\$ 38,465,401
Total Liabilities	\$ 70,519,530	\$ 72,108,290	\$ 68,092,628	\$ 65,803,360	\$ 69,547,679
Net Assets	\$ 888,795,323	\$ 894,136,497	\$ 900,429,811	\$ 907,962,155	\$ 916,375,531
Equity					
Retained Earnings	\$ 451,341,839	\$ 438,882,810	\$ 472,976,126	\$ 469,503,471	\$ 468,921,847
Revaluation Reserve	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Total Equity	\$ 888,795,323	\$ 894,136,497	\$ 900,429,811	\$ 907,962,155	\$ 916,375,531

7.3 Cash Flow

	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025
Cash Flows from Operating Activities				
Receipts:				
Receipts from Customers	\$ 65,839,615	\$ 65,185,714	\$ 66,976,070	\$ 68,804,730
Interest Received	\$ 649,463	\$ 665,745	\$ 682,288	\$ 699,197
Rental Income	\$ 292,359	\$ 272,443	\$ 277,008	\$ 281,648
Non-Capital Grants and Contributions	\$ 7,743,877	\$ 7,822,273	\$ 7,901,720	\$ 7,982,028
Payments:				
Payment to Suppliers	\$ 51,384,982	\$ 52,971,905	\$ 53,849,122	\$ 54,375,121
Borrowing Costs	\$ 1,644,666	\$ 1,553,090	\$ 1,514,912	\$ 1,359,649
Net Cash Provided (or Used) in Operating Activities	\$ 21,495,466	\$ 19,421,180	\$ 20,473,052	\$ 22,032,833
Cash Flows from Investing Activities				
Receipts:				
Proceeds from Sale of PPE	\$ 406,800	\$ 413,716	\$ 420,749	\$ 427,902
Grants, Subsidies, Contributions and Donations	\$ 14,205,358	\$ 5,684,234	\$ 4,917,858	\$ 4,917,858
Payments:				
Payments for PPE	\$ 39,434,592	\$ 23,361,186	\$ 32,232,945	\$ 19,442,326
Net Cash Provided (or Used) in Investing Activities	\$ 24,822,434	\$ 17,263,236	\$ 26,894,339	\$ 14,096,566
Cash Flows from Financing Activities				
Receipts:				
Proceeds from Borrowings	\$ 5,000,000	\$ 11,800,000	\$ -	\$ -
Payments:				
Repayments of Borrowings	\$ 3,233,987	\$ 3,383,849	\$ 3,960,845	\$ 4,117,466
Net Cash Provided (or Used) in Financing Activities	\$ 1,766,013	\$ 8,416,151	\$ 3,960,845	\$ 4,117,466
Net Increase/(Decrease) in Cash and Cash Equivalents	-\$ 1,560,955	\$ 10,674,095	-\$ 10,382,131	\$ 3,818,801
Cash and Cash Equivalents at Beginning of Period	\$ 35,567,869	\$ 34,106,914	\$ 44,681,009	\$ 34,298,878
Cash and Cash Equivalents at End of Period	\$ 34,106,914	\$ 44,681,009	\$ 34,298,878	\$ 38,117,679

	Year 6 2025/2026	Year 7 2026/2027	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
Cash Flows from Operating Activities					
Receipts:					
Receipts from Customers	\$ 70,812,127	\$ 72,513,923	\$ 74,540,361	\$ 76,665,420	\$ 78,883,782
Interest Received	\$ 716,377	\$ 733,833	\$ 751,570	\$ 769,560	\$ 787,900
Rental Income	\$ 286,368	\$ 291,166	\$ 296,048	\$ 301,010	\$ 306,056
Non-Capital Grants and Contributions	\$ 8,063,205	\$ 8,145,282	\$ 8,228,210	\$ 8,312,057	\$ 8,395,815
Payments:					
Payment to Suppliers	\$ 56,438,310	\$ 56,674,217	\$ 57,774,378	\$ 58,737,187	\$ 59,164,011
Borrowing Costs	\$ 1,197,207	\$ 1,165,176	\$ 996,597	\$ 844,486	\$ 685,595
Net Cash Provided (or Used) in Operating Activities	\$ 23,242,559	\$ 23,844,792	\$ 25,045,233	\$ 26,466,403	\$ 27,524,947
Cash Flows from Investing Activities					
Receipts:					
Proceeds from Sale of PPE	\$ 435,176	\$ 442,674	\$ 450,098	\$ 457,750	\$ 465,532
Grants, Subsidies, Contributions and Donations	\$ 4,917,858	\$ 4,917,858	\$ 4,917,858	\$ 4,917,858	\$ 4,917,858
Payments:					
Payments for PPE	\$ 19,813,291	\$ 32,710,948	\$ 18,171,396	\$ 29,841,072	\$ 19,849,140
Net Cash Provided (or Used) in Investing Activities	\$ 14,460,257	\$ 28,359,513	\$ 12,803,940	\$ 24,466,064	\$ 14,465,750
Cash Flows from Financing Activities					
Receipts:					
Proceeds from Borrowings	\$ 15,000,000	\$ -	\$ -	\$ -	\$ -
Payments:					
Repayments of Borrowings	\$ 3,931,750	\$ 4,756,413	\$ 4,448,647	\$ 4,602,188	\$ 4,653,507
Net Cash Provided (or Used) in Financing Activities	\$ 11,068,241	\$ -4,756,413	\$ -4,448,647	\$ -4,602,188	\$ -4,653,507
Net Increase (Decrease) in Cash and Cash Equivalents	\$ 19,850,543	\$ 9,311,134	\$ 7,792,546	\$ 2,601,849	\$ 8,405,690
Cash and Cash Equivalents at Beginning of Period	\$ 28,117,679	\$ 57,968,222	\$ 48,587,088	\$ 56,449,734	\$ 63,847,889
Cash and Cash Equivalents at End of Period	\$ 57,968,222	\$ 48,657,088	\$ 56,449,734	\$ 53,847,866	\$ 62,253,579

7.4 Changes in Equity

	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025
Asset Revaluation Surplus				
Opening Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Retained Surplus				
Opening Balance	\$ 435,009,678	\$ 446,221,166	\$ 449,576,077	\$ 452,334,740
Net Result	\$ 11,211,488	\$ 3,353,912	\$ 2,759,663	\$ 4,040,003
Closing Balance	\$ 446,221,166	\$ 449,576,077	\$ 452,334,740	\$ 456,374,743
Total Community Equity	\$ 873,674,849	\$ 877,028,761	\$ 879,788,424	\$ 883,828,427

	Year 6 2025/2026	Year 7 2026/2027	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
Asset Revaluation Surplus					
Opening Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Retained Surplus					
Opening Balance	\$ 456,374,743	\$ 451,241,039	\$ 448,602,814	\$ 472,976,128	\$ 480,308,471
Net Result	\$ 4,953,366	\$ 241,174	\$ 2,000,315	\$ 7,552,845	\$ 3,410,376
Closing Balance	\$ 461,341,320	\$ 453,682,213	\$ 450,603,129	\$ 480,528,973	\$ 483,718,847
Total Community Equity	\$ 888,795,003	\$ 884,136,497	\$ 889,206,811	\$ 907,982,155	\$ 915,375,531

8.0 Investments

Council had \$45.674m held in bank accounts at 31 May 2021. Out of this balance 84% was held with QTC with an end of month interest rate of 0.61% and the remaining 16% was with Commonwealth Bank with an interest rate of 0.60%.

Institution	Rating	Rate at 30/06/2020	Current Rate
QTC	A1+	0.86%	0.64%
CBA General Account (new)	A1+	0.75%	0.60%
CBA General Account	A1+	0.75%	0.60%

Investment Portfolio Report
As at 31 May 2021

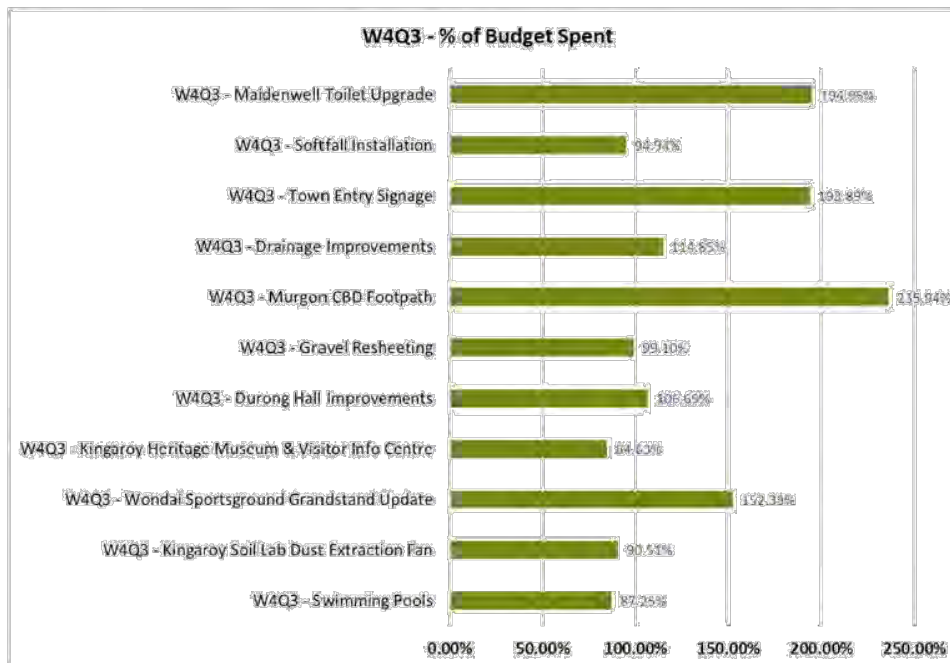
Financial Institution	Opening Investment Balance 1 July 2020	Interest Rate	Deposits	Redemptions	Balance	Interest Income	Admin Charge	Net Interest Income	Ending Investment Balance 31 May 2021	% to Portfolio	Short Term Rating	Individual Counter-Party Limit	Maximum Funds Limit
Queensland Treasury Corporation	41,289,201	0.61%	316,000,000	(39,000,000)	38,289,201	3,773,597	51,376	3,222,220	38,511,421	0.84%	(A1+)	100%	(No Limit)
Commonwealth Bank Australia - General Operating Account	(6,211,212)	0.60%	123,797,527	(122,884,221)	7,124,517	1,764,661		37,846	7,162,163	0.16%	(A1+)	25% to 35%	(\$0M)
Total	47,500,413		-139,797,527	141,884,221	45,413,718	311,243	51,376	259,866	45,673,585				

9.0 Works for Queensland

9.1 Works for Queensland Round 3

The Works for Queensland total budget is \$4.5m. To-date, \$5.287m of actuals has been spent with a further committed cost of \$58k identified. As at 31 May 2021, \$4.409m was eligible expenditure under the grant with the remaining \$877k funded by Council. Council is still on track to ensure all of the \$4.5m is spent by the end of June 2021.

Project Description	Approved Budget	Actuals to Date	Committed	Eligible Expenditure	Balance
W4Q3 - Swimming Pools	1,000,000	1,000,000	0	1,000,000	0
W4Q3 - Kingaroy Heritage Museum & Visitor Info Centre	1,000,000	1,000,000	0	1,000,000	0
W4Q3 - Wondai Sportsground Grandstand Update	1,000,000	1,000,000	0	1,000,000	0
W4Q3 - Durong Hall Improvements	1,000,000	1,000,000	0	1,000,000	0
W4Q3 - Murgon CBD Footpath	1,000,000	1,000,000	0	1,000,000	0
W4Q3 - Maidenwell Toilet Upgrade	1,000,000	1,000,000	0	1,000,000	0
W4Q3 - Softfall Installation	1,000,000	1,000,000	0	1,000,000	0
W4Q3 - Town Entry Signage	1,000,000	1,000,000	0	1,000,000	0
W4Q3 - Drainage Improvements	1,000,000	1,000,000	0	1,000,000	0
W4Q3 - Gravel Resheeting	1,000,000	1,000,000	0	1,000,000	0
W4Q3 - Kingaroy Soil Lab Dust Extraction Fan	1,000,000	1,000,000	0	1,000,000	0
W4Q3 - Swimming Pools	1,000,000	1,000,000	0	1,000,000	0
Total	12,000,000	12,000,000	0	12,000,000	0



9.2 Works for Queensland Round 4 – COVID

The Works for Queensland round 4 total budget is \$3.31m. To-date, \$1.953m of actuals has been spent with a further committed cost of \$950k identified. Council is actively trying to ensure that funds under this grant are spent by the end of June 2021 and have made some proposed changes to projects that fall under this grant in order to utilise all of the funds on time.

10.0 Procurement Update

Due to the closure of the public tendering platform LG Tenderbox, Council has partnered with Illion Tenderlink, 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:

- o Sale of Rhodes Grass Hay
- o 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:

- o Payment terms will be 30 days from date of invoice
- o Payment runs will occur fortnightly
- o Building contracts will comply with QBCC under the BIF Act
- o 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.

11.0 Rates Update

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.

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.

12.0 Proposed Budget (4th Quarter Review)

This review was completed as at 31st May 2021 and is a review of the 2020/2021 operational and capital budgets. Council monitors actual versus budget on a monthly basis. Budget revisions occur periodically throughout the year, generally quarterly, due to multiple demands on limited financial resources. Budget revisions give Council an opportunity to address how actuals are trending and adjust budgets accordingly in order to maintain the original budget estimates. In some instances, unforeseen and uncontrollable events may lead to a positive or negative impact on this original estimate.

12.1 Income Statement

Statement of Comprehensive Income 4th Quarter Proposed Budget

	Original Budget	Amended Budget	Proposed Budget	Variance
	\$	\$	\$	%
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	50,092,435	49,893,435	50,058,192	164,757
Fees and Charges	3,830,704	4,649,293	5,687,909	1,038,616
Rental Income	319,954	317,209	499,032	181,823
Interest Received	1,016,500	620,500	631,466	10,966
Sales Revenue	3,025,851	3,360,851	3,339,233	(21,618)
Other Income	748,975	1,007,475	1,020,185	12,710
Grants, Subsidies, Contributions and Donations	8,057,698	9,409,112	9,582,551	173,439
	<u>67,092,117</u>	<u>69,257,875</u>	<u>70,818,568</u>	<u>1,560,693</u>
Capital Revenue				
Grants, Subsidies, Contribution and Donations	17,409,799	12,676,452	12,170,789	(505,663)
Total Income	<u>84,501,916</u>	<u>81,934,327</u>	<u>82,989,357</u>	<u>1,055,031</u>
Expenses				
Recurrent Expenses				
Employee Benefits	24,215,197	24,048,468	24,240,336	191,868
Materials and Services	22,821,228	26,015,016	26,404,914	389,898
Finance Costs	2,301,704	2,325,704	2,238,047	(87,657)
Depreciation and Amortisation	21,429,487	21,429,487	21,142,919	(286,568)
	<u>70,767,616</u>	<u>73,818,675</u>	<u>74,026,216</u>	<u>207,541</u>
Capital Expense				
	(400,000)	(400,000)	1,963,232	2,363,232
Total Expense	<u>70,367,616</u>	<u>73,418,675</u>	<u>75,989,448</u>	<u>2,570,773</u>
Net Result	<u>14,134,300</u>	<u>8,515,651</u>	<u>6,999,909</u>	<u>(1,515,742)</u>
Net Operating Result	<u>(3,675,499)</u>	<u>(4,560,800)</u>	<u>(3,207,648)</u>	<u>1,353,152</u>

Most of the changes proposed for 4th Quarter are bringing the budget into line with the expected actuals that are predicted for the 2020/2021 year. Finance has tried to make as many changes as possible that they could easily forecast with regards to end of year adjustments, however there are still some unknowns that may hit the ledger as part of the financial statement finalisation and end of year audit.

Operational Budget

Fourth Quarter Operational Budget Variance (Summary of Changes)										
Account Element (by Category)	Revenue	Expenditure	Net	Revenue	Expenditure	Net	Revenue	Expenditure	Net	Total
Operational Revenue										
Other and Charge	(518,200)	(86,431)	8,299	68,813	(280,946)	63,842				(2,287,848)
Interest Revenue	15,000	700	(1,000)		700					15,000
Other Income	0	(77,906)	0	0	(88,070)	58,909				(2,212,939)
Grant (Lease and Charge)	19,250	(47,385)	12,500	13,871						(840,757)
Capital Receipts	(8,100)	0	0	(5)	(30,349)	0				(381,854)
Share Revenue	0	(5,117)	0	(15,041)	0	(11,411)				(11,411)
Operational Expenditure (Transfers and Services)	(603,150)	70,000	(80,000)	(84,272)	(315,614)	(315,614)				(3,179,479)
Total Income (Transfers) to Revenue	618,100	571,891	21,653	56,090	(506,622)	31,789				3,000,000
Operational Expenditure										
Capital Expenditure	(27,823)	(30,000)	(15,173)	0	(60,000)	0				(27,823)
Construction	10,000	(8,111)	76,114	0	(14,000)	0				(2,026)
Employee Related	80,000	(4,214)	(10,000)	(10,000)	(10,000)	100,000				(381,854)
Financial Costs	(1,542)	(2,044)	(7,211)	10,412	(1,544)	(2,210)				(27,823)
Maintenance	(88,511)	(13,546)	(8,432)	(3,848)	(3,118)	(3,467)				(8,432)
Other	(10,453)	(11,071)	(1,000)	(10,000)	(10,000)	(1,000)				(1,000)
(50,000)	(48,504)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)				(4,500)
Total Income (Transfers) to Expenditure	303,810	27,441	204,222	204,222	65,881	65,881				303,810
Total Operating Movement (Transfers/Transfers)	115,450	508,140	302,318	115,250	(413,110)	(424,129)				1,203,121
Capital										
Capital Expenditure										
Capital Receipts										
Total Capital Movement (Transfers/Transfers)										
Net Surplus/Deficit (Transfers/Transfers)	115,450	508,140	302,318	115,250	(413,110)	(424,129)				1,203,121

Capital Budget

Summary of 4th Quarter Capital Changes

BUILDINGS	Budget as of 3rd Quarter	Budget as of 4th Quarter	Change \$	Notes
Work in Progress	(4,751,821.69)	3,233,623.33	5,185,445.36	Program Savings which contribute to Continued Projects into 21/22
Depreciation	541,315.00	(85,738.85)	(626,953.85)	Program Savings which contribute to Continued Projects into 21/22
Restricted Cash	350,000.00	350,000.00	0.00	Program Savings which contribute to Continued Projects into 21/22
Proceeds from Sale of Asset	0.00	0.00	0.00	
Grant Funding	0.00	0.00	0.00	
Developer Contributions	0.00	0.00	0.00	Adjustment of Cash for Developer Contributions from Previous Term's Resolution 28th for WAFS operational works transferred to open Multiple projects
TOTAL	16,488,016.71	13,226,928.48	3,261,088.23	
Depreciation Continued Projects into 21/22	(85,738.85)	(85,738.85)	0.00	

ROADS	Budget as of 3rd Quarter	Budget as of 4th Quarter	Change \$	Notes
Work in Progress	389,356.52	813,398.52	71,000.00	Program Savings - Project completion
Depreciation	1,823,078.00	1,959,115.00	1,169,893.00	Program Savings which contribute to Continued Projects into 21/22
Restricted Cash	13,340,702.00	13,289,707.00	(1,050,994.00)	Program Savings which contribute to Continued Projects into 21/22
Proceeds from Sale of Asset	0.00	0.00	0.00	
Grant Funding	0.00	0.00	0.00	
Developer Contributions	0.00	0.00	0.00	Adjustment of Cash for Developer Contributions from Previous Term's Resolution 28th for WAFS operational works transferred to open Multiple projects
TOTAL	17,394,575.92	18,274,770.02	2,161,495.00	
Depreciation Continued Projects into 21/22	1,169,893.00	1,169,893.00	0.00	

WATER	Budget as of 3rd Quarter	Budget as of 4th Quarter	Change \$	Notes
Work in Progress	1,041,741.69	671,759.69	(65,000.00)	Program Savings - Project completion
Depreciation	4,595,000.00	1,913,000.00	(3,200,000.00)	Program Savings which contribute to Continued Projects into 21/22
Restricted Cash	300,000.00	300,000.00	0.00	
Proceeds from Sale of Asset	0.00	0.00	0.00	
Grant Funding	0.00	0.00	0.00	
Developer Contributions	0.00	0.00	0.00	
TOTAL	3,906,741.69	3,806,759.69	(100,000.00)	
Depreciation Continued Projects into 21/22	3,200,000.00	3,200,000.00	0.00	

WASTEWATER	Budget as of 3rd Quarter	Budget as of 4th Quarter	Change \$	Notes
Work in Progress	3,300,711.86	3,300,711.86	00	
Depreciation	(885,000.00)	(885,000.00)	00	
Restricted Cash	(2,575,000.00)	3,185,000.00	3,185,000.00	Program Surplus - Works Complete - Money to remain in Restricted Cash
Proceeds from Sale of Fleet	00	00	00	
Grant Funding	00	00	00	
Developer Contributions	00	00	00	
TOTAL	(\$,760,711.86)	4,370,711.86	3,390,000.00	
Depreciation Continued Projects into 31/20	00	00	00	
TOTAL 4th Quarter Changes	2,486,500.00	4,361,500.00	5,312,913.23	Reduction in overall program

LAND	Budget as of 3rd Quarter	Budget as of 4th Quarter	Change \$	Notes
Work in Progress	00	00	00	
Depreciation	00	00	00	
Restricted Cash	50,000.00	50,000.00	00	Purchase of land (used to determine cash proceeds from sale of land)
Proceeds from Sale of Fleet	00	00	00	
Grant Funding	00	00	00	
Developer Contributions	00	00	00	
TOTAL	50,000.00	50,000.00	50,000.00	
Depreciation Continued Projects into 31/20	00	00	00	

OFFICE	Budget as of 3rd Quarter	Budget as of 4th Quarter	Change \$	Notes
Work in Progress	00	00	00	
Depreciation	(480,000.00)	(480,000.00)	00	
Restricted Cash	00	00	00	Minor Project amendments to match actuals
Proceeds from Sale of Fleet	00	00	00	
Grant Funding	00	00	00	
Developer Contributions	00	00	00	
TOTAL	(480,000.00)	(480,000.00)	00	
Depreciation Continued Projects into 31/20	00	00	00	

12.2 Balance Sheet

Statement of Financial Position
4th Quarter Proposed Budget

	Original Budget	Amended Budget	Proposed Budget	Variance
	\$	\$	\$	\$
Current Assets				
Cash and Cash Equivalents	43,116,747	35,667,869	39,507,712	3,839,844
Trade and Other Receivables	5,313,216	7,791,562	11,879,324	4,087,761
Inventories	772,356	772,356	772,356	0
Investments	-	-	-	-
Total Current Assets	49,202,319	44,231,787	52,159,392	7,927,605
Non-Current Assets				
Trade and Other Receivables	1,112,211	1,112,211	1,112,211	-
Property, Plant and Equipment	891,929,354	870,116,890	862,542,563	(7,574,327)
Right of Use Asset	1,019,397	854,036	868,787	14,751
Intangible Assets	7,899,364	8,099,364	8,099,364	0
Total Non-Current Assets	901,960,326	880,182,502	872,622,926	(7,559,576)
TOTAL ASSETS	951,162,644	924,414,288	924,782,318	368,029
Current Liabilities				
Trade and Other Payables	5,749,454	8,051,687	9,675,743	1,624,056
Borrowings	3,013,874	3,100,861	3,100,860	(1)
Lease Liabilities	-	21,523	21,740	217
Provisions	3,671,079	3,754,881	3,754,881	-
Other Liabilities	2,369,464	2,085,162	2,285,162	200,000
Total Current Liabilities	14,803,871	17,014,113	18,838,385	1,824,272
Non-Current Liabilities				
Trade and Other Payables	1,017,943	-	-	-
Borrowings	30,633,993	30,476,025	30,476,025	-
Lease Liabilities	-	859,451	868,951	9,500
Provisions	13,755,564	13,601,338	13,651,338	50,000
Other Liabilities	908,112	-	-	-
Total Non-Current Liabilities	46,315,611	44,936,814	44,996,314	59,500
TOTAL LIABILITIES	61,119,482	61,950,927	63,834,699	1,883,772
NET COMMUNITY ASSETS	890,043,162	862,463,361	860,947,619	(1,515,742)
Community Equity				
Retained Surplus/(Deficiency)	440,762,572	435,009,678	433,493,936	(1,515,742)
Asset Revaluation Surplus	449,280,590	427,453,683	427,453,683	(0)
TOTAL COMMUNITY EQUITY	890,043,162	862,463,361	860,947,619	(1,515,742)



10 PORTFOLIO – ROADS & DRAINAGE**10.1 GUIDELINES FOR CLEANING OF FOOTPATHS WITHIN CBD AREAS****File Number:** 30-06-2021**Author:** Personal Assistant Infrastructure**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure Standing Committee meeting held on 2 June 2021, was a report updating Council on the guidelines to business owners and tenants within CBD areas to allow the cleaning of footpaths adjacent to their property/business.

SUMMARY**COMMITTEE RESOLUTION 2021/101**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the Committee recommend to Council that:

1. Council adopt the footpath cleaning guidelines; and
2. Council write to all CBD businesses to promote the guidelines.

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

Against: Nil

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

That South Burnett Regional Council:

1. Adopt the footpath cleaning guidelines; and
2. Write to all CBD businesses to promote the guidelines.

BACKGROUND

Presented at the Infrastructure Standing Committee Meeting held on 2 June 2021.

ATTACHMENTS

1. Footpath Cleaning Guidelines [!\[\]\(c64430f1e66d19baf07a1d1b71e01e82_img.jpg\) !\[\]\(e7ec67bb1320f869def083a655b1ec1e_img.jpg\)](#)

Best Practices for Keeping Footpath Areas Clean

This footpath cleaning guideline highlights how business owners can clean their footpath directly adjacent to their premises/business. Council recommends the below practices to limit pollution from runoff into the storm water.



Dry Sweeping: When cleaning down shopfront walls, windows, floors and footpaths, use a dry broom to clear away any solid material and dust. Collect and dispose of in a waste bin.



Mopping Up: Using a mop/squeegee and bucket to clean down surfaces and dispose of the wastewater to sewer.



Hosing: Hosing should be kept to a minimum as it heightens the risk of potential pollutants entering the stormwater system and causing water pollution. Solid wastes deposited on the footpath can be collected by shovel and placed in a bin. Residual waste can then be mopped up.

If a business owner or tenant wants to maintain and clean the footpath adjacent to their building, the following conditions should be met:

1. A clear unobstructed pedestrian corridor of a minimum width of 1.2m must be maintained at all times.
2. Whilst cleaning the footpath with water, a yellow “A” frame “Caution Wet Floor, Cleaning in Progress” sign should be displayed whilst this cleaning activity is occurring.
3. No chemicals are to be used (this includes vinegar), only water can be used.
4. Ensure no damage is done to the footpath and advise Council of any damage that has occurred.
5. Any incidents occurring as a result of the cleaning works to be reported to Council as soon as possible.
6. Take specified measures to ensure that no environmental harm or environmental nuisance occurs.
7. Take specified measures to protect the safety of persons who may be involved in, or affected by, the activities.

	Chemicals and Cleaning agents
	Soap
	Vinegar
	Water
	Mop and Bucket
	Broom
	Water Hose
	Pressure cleaner



Anything entering the stormwater system other than rainwater is considered pollution. It is against the Law.

Strictly no chemicals or cleaning agents (soap, jiff, disinfection, vinegar etc) can be used when cleaning the footpath.

Enquiries

All enquiries can be referred to Council’s Infrastructure Department on 07 4189 9100 or email info@sbrc.qld.gov.au .

This document is produced as a guide only. Whilst every effort has been made to ensure the information contained in this document is true and correct at the time of printing, no responsibility or liability is accepted by Council or any of its representatives for any errors or omissions.



10.2 BLACKBUTT CBD STREETSCAPE

File Number: 30-06-2021

Author: Personal Assistant Infrastructure

Authoriser: Chief Executive Officer

PRECIS

Blackbutt CBD Streetscape

SUMMARY

The proposed Blackbutt CBD Streetscape project is the first stage of redeveloping the infrastructure within Blackbutt. The project includes a key aspect of asset renewal works, rehabilitating the footpaths and kerb and channel as well as siting People with Disabilities (PWD) bays. Works are also proposed for Les Muller Park, including footpath works, playground soft fall, shelter replacement and other community-based infrastructure.

OFFICER'S RECOMMENDATION

That Council approve the Blackbutt CBD Streetscape Plan design as per the attachments including the layout per Stage 1 of the Master Plan and footpath detail surfacing of Flagstone Terracotta.

FINANCIAL AND RESOURCE IMPLICATIONS

Council has allocated funds to the delivery of the project to the value of \$550,000 with a co-contribution of LRCI \$750,000 towards the final value of the project of \$1.3 million.

LINK TO CORPORATE/OPERATIONAL PLAN

INF1 – Infrastructure that meets our communities needs

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

GO3 – The South Burnett is a recognised tourist destination

EC3 – An active, safe, and healthy community

EC3.3 – Advocate for improvements in community safety

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Community consultation was undertaken by Council on multiple occasions including:

- 10-11 December 2020 – Community Consultation at Bunya Nut Cafe

Consultation Focus:

- Intent of the design layout
- Community members visions for CBD
- Various options for carparking layouts
- Footpath surfacing treatments and colour options

Feedback Summary:

- Feedback received from community and businesses was positive (Attachment three (3))
- Specific items of interest such as parking and disabled access have been discussed for input into site locations within the CBD
- Unanimous support for keeping existing parking layout

- 8 March 2021 - CBD Beautification Working Group

Consultation Focus:

- Meeting consisting of Infrastructure Planning, Parks & Gardens officers together with Divisional and Portfolio Councillors to present the design proposal

Feedback Summary: Positive feedback received from all Working Group members

- 20 April 2021 – Community Meeting held at Blackbutt Town Hall

Consultation Focus:

- Discuss Blackbutt CBD Streetscape options one (1), two (2) and three (3)

Feedback Summary:

- Feedback received during community session was undocumented
- Ten (10) emails were received by Council after the community session from Blackbutt CBD business owners in support of Blackbutt CBD Streetscape option three (3) and \$1.3 million budget
- One (1) email received on 27 April with concerns not enough community consultation had been undertaken

-

- 30 April 2021 - Online consultation

Consultation Focus:

- Feedback requested via Council's website for Blackbutt CBD Streetscape options one (1), two (2) and three (3)

Feedback Summary:

- Two (2) emails received by Council on 30 April from two (2) residents documenting that they do not support a roundabout in the Blackbutt CBD

- 18 May 2021 - Online consultation

Consultation Focus:

- Feedback requested via email to Council's Executive Services Team for Blackbutt CBD Streetscape option three (3)

Feedback summary:

- No feedback summary received to date

- 3 June 2021 – Blackbutt CBD Business Community Consultation at Blackbutt Council Chambers

Consultation Focus:

- Seek feedback from business community from updated option three (3) plan

Feedback summary:

- Strong support for project
- Nine (9) footpath surfacing options were selected for further consideration by the community (Attachment two (2))

- 14-15 June 2021 – Blackbutt CBD Community Consultation at Blackbutt Council Chambers

Consultation Focus:

- Seek community support for roundabout and park bench in centre island shelter refuge
- Narrow down footpath surfacing options to community preference (Attachment three (3))
- Any other feedback/ideas/comments on design option selected

Feedback summary:

- Consultation sessions were held over two (2) days with divisional Councillor Jones
- Attendance consisted of 35 residents over the two-day period
- Residents wanted to keep 'old country town' feel
- No loss of parking spaces
- Pay homage to the timber industry the town was built on

- Community surveyed were strongly in support of footpath design options two (2) & three (3) (Attachment three (3)), park bench at the pedestrian refuge with shelter to aid in the safe road crossing of people with mobility problems and the elderly
- Preferred landscaping included ivory curls and/or water gums
- Positive support for the future Transport and Main Roads roundabout for the Coulson/Hart Street intersection.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

N/A

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

The Blackbutt CBD Streetscape project includes asset renewal works; whose main purpose is to modernise the existing condition of the CBD's aged assets. These renewal works look to rehabilitate footpaths, kerb and channel, support economic and liveability of the region including improving inclusivity.

REPORT

The proposed Blackbutt CBD Streetscape project is the first stage of redeveloping the infrastructure within Blackbutt (Attachment one (1)) and incorporating aspects of Les Muller Park and other community-based infrastructure. The project includes a key aspect of asset renewal works, rehabilitating the footpaths and kerb and channel as well as siting People with Disabilities (PWD) bays. Stage one (1) is valued at \$1.3 million (Attachment four (4)) and will deliver works on the following items:

- Footpath surfacing and replacement on the northern side of Coulson St between Hart St and Muir Street;
- Footpath coloured surfacing (in front of Businesses) and minor replacements as required on the Southern side of Coulson Street between Hart Street and Muir Street;
- Kerb and Channel replacement both sides of Coulson Street
- People with Disability Bays installed on Coulson Street and Muir Street;
- Refuge crossing across Coulson Street including associated landscaping, street furniture and shelter;
- Upgraded line marking and road signage at Hart Street and Coulson Street intersection;
- Install concrete invert on John Street intersection to rectify drainage;
- Raised timber/concrete planters including low maintenance vegetation along the central median on Coulson Street;
- Raised timber planters in various locations on the Northern and Southern footpaths;
- Softfall around playground equipment in Les Muller Park;
- Installation of bike racks in Les Muller Park;
- Footpath renewal works in Les Muller Park; and
- Extension of footpath renewal works along Hart Street, north towards Douglas Street.

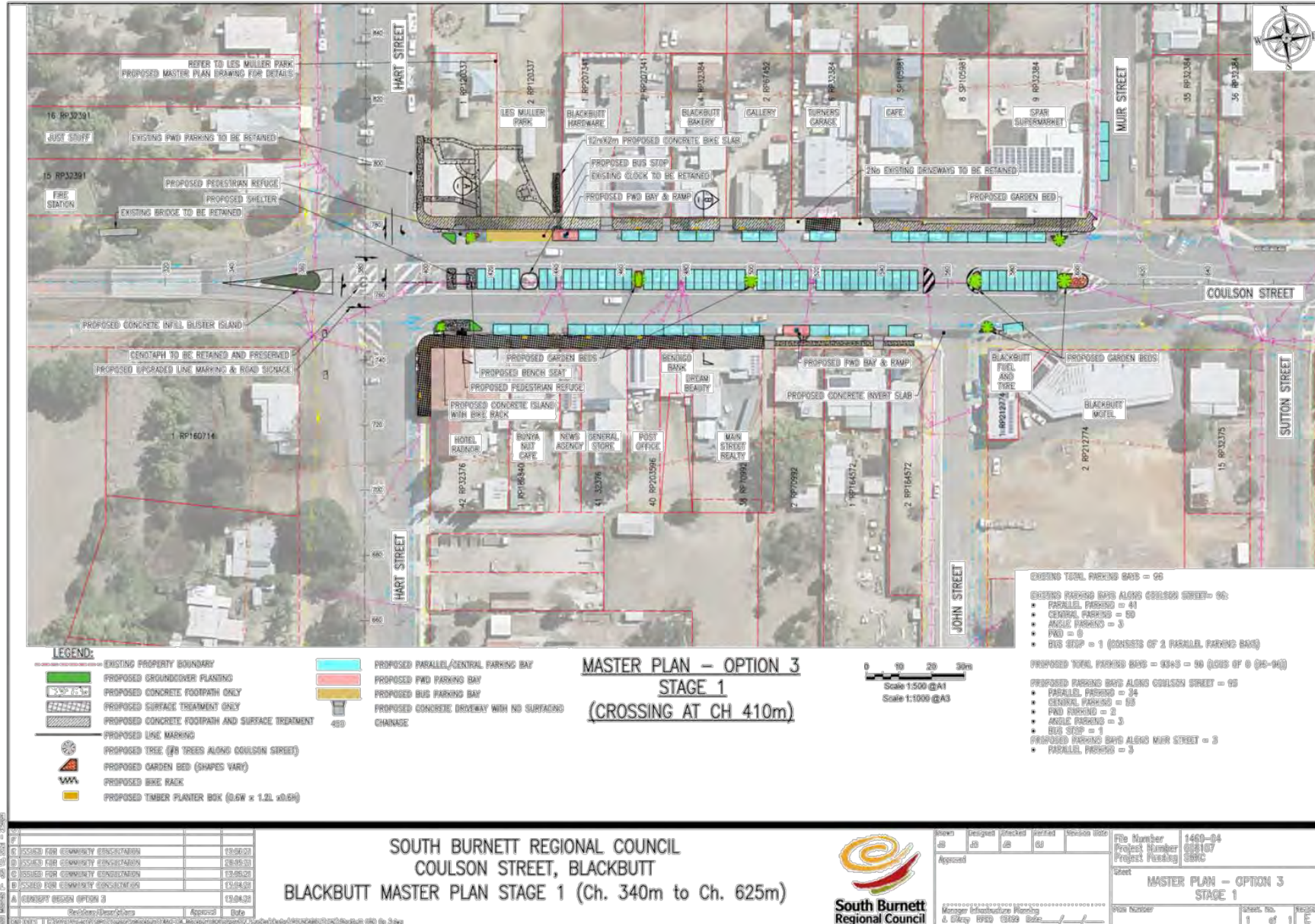
The Coulson/Hart Street concept roundabout has been included as stage two (2) of the project to address the known road safety and traffic speed issues around the Hart Street intersection. The community has been receptive and positive towards it on the premise that there is no loss of CBD parking. The parking loss has been mitigated by further scoped upgrade works to the southern end of Hart Street and will provide additional parking spaces to the CBD after completion.


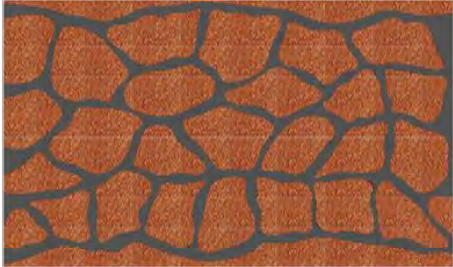
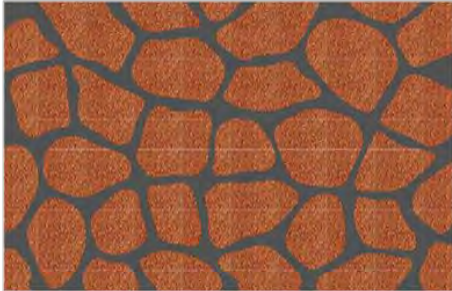







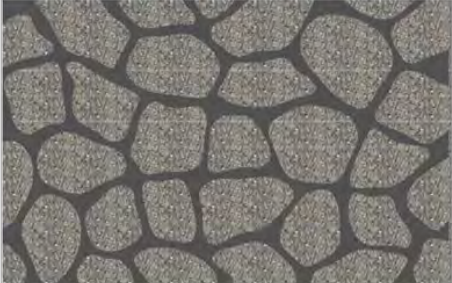


The colour palette chosen for Blackbutt by the community has addressed many of the main feedback points received from community members regarding maintenance, colour preference, design and cleanliness. The footpath colour options give a subtle nod to the town's historical foundations in the timber industry, while providing a distinctive style to celebrate the uniqueness of Blackbutt within the South Burnett.

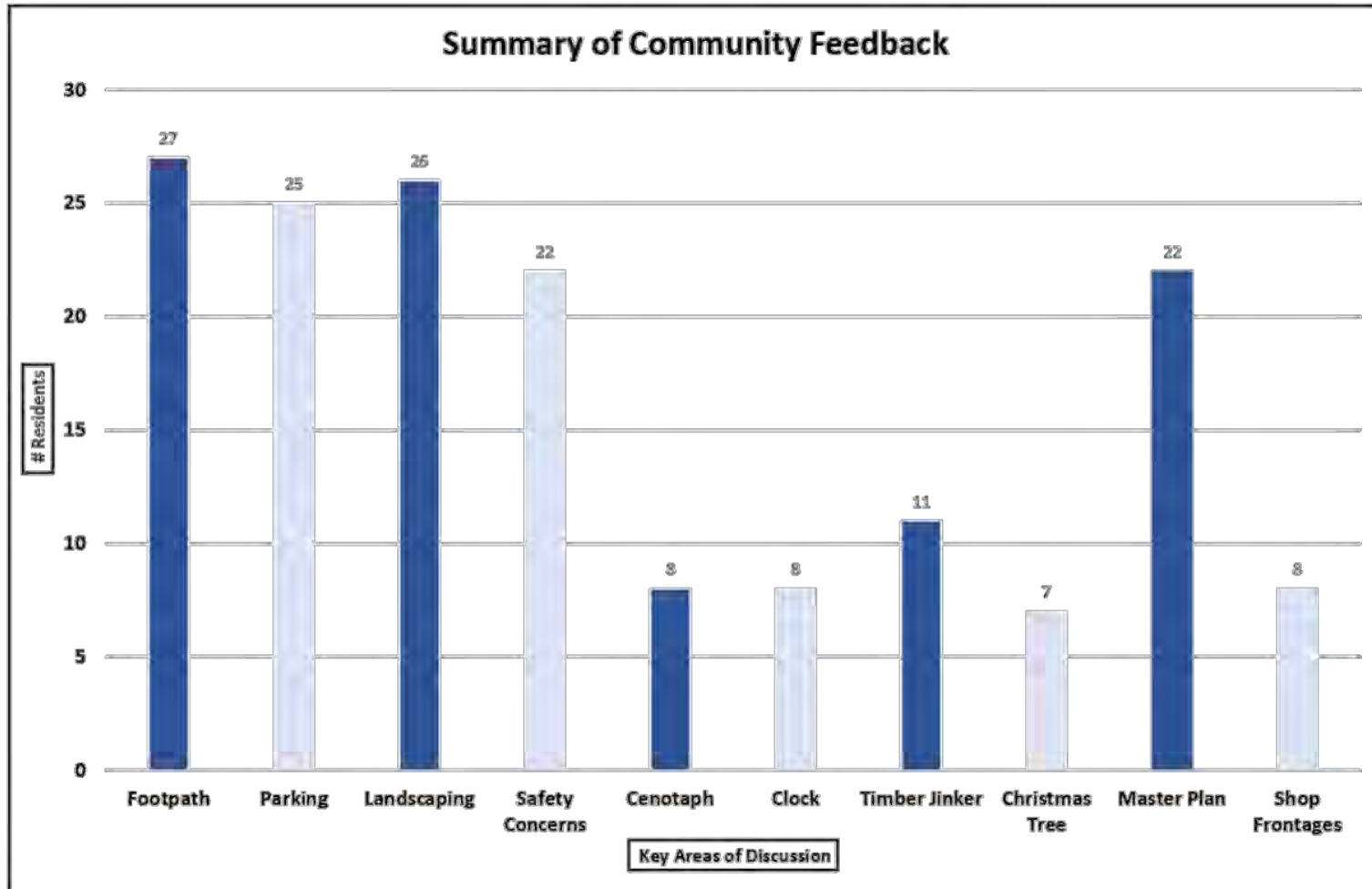
The proposed parking and civil layout has been designed to comply with current regulatory and Australian standards for civil design and mandatory safety requirements. The proposed parking layout consists of no loss of carparks with two (2) of the parks being reclassified and upgraded to PWD bays in central access areas of the CBD. Allowance for future additional parks within Hart Street have been identified and will be developed as part of a future stage of works for funding consideration with the Hart Street intersection.

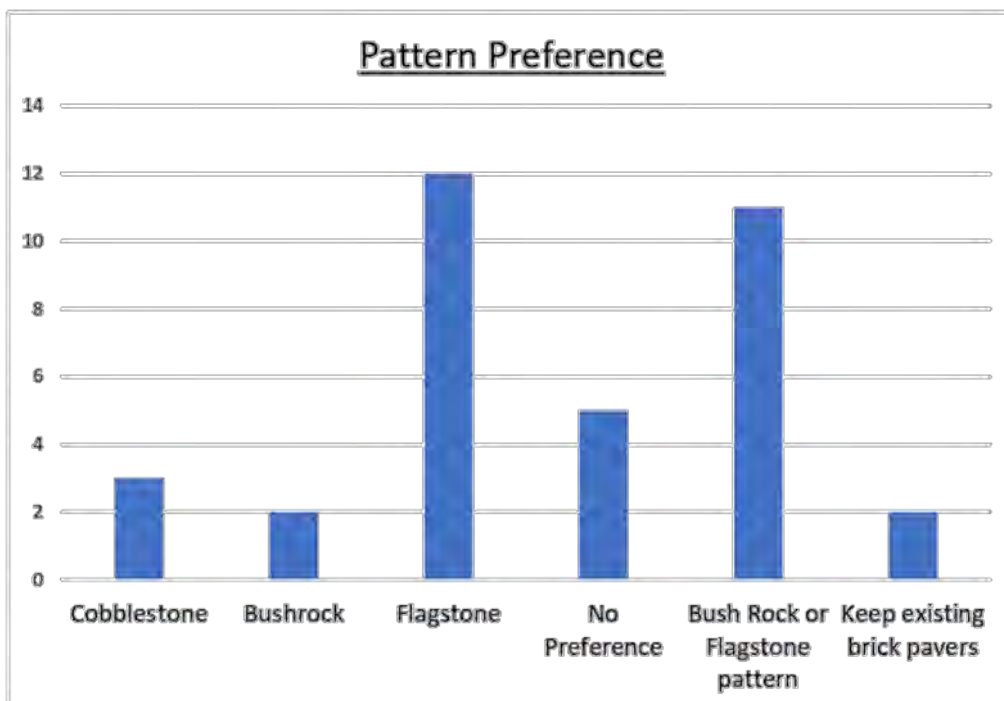
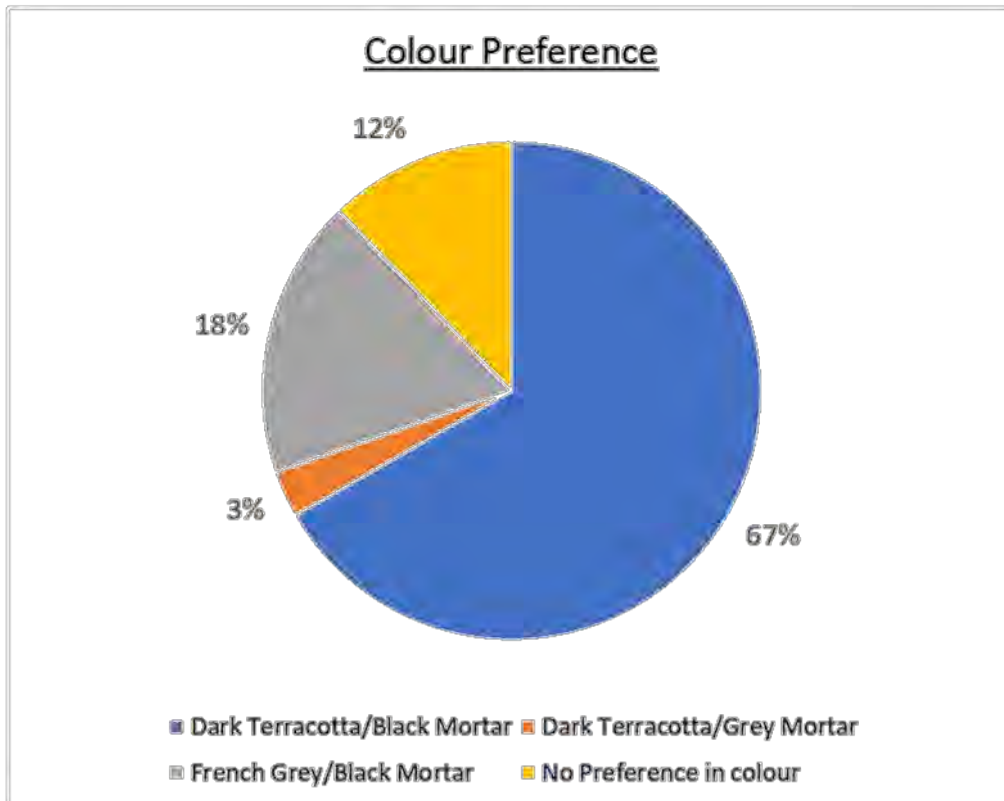
ATTACHMENTS

1. **Blackbutt CBD Streetscape Design** [↓](#) 
2. **Blackbutt CBD Streetscape Footpath Treatment Options** [↓](#) 
3. **Blackbutt CBD Streetscape Feedback** [↓](#) 
4. **Blackbutt CBD Streetscape Cost Estimate** [↓](#) 



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<p><small>NOT TO SCALE</small></p> <p>FOR RESURFACE COLORS AND PATTERNS REFER TO: https://projects.westinghouse.com.au/wp-content/uploads/2017/05/161616-Exterior.pdf</p>																																																																											
<p>SOUTH BURNETT REGIONAL COUNCIL COULSON STREET, BLACKBUTT BLACKBUTT MASTER PLAN (Ch. 320m to Ch. 625m)</p>		 <p>South Burnett Regional Council</p>	<table border="1"> <tr> <td>Drawn</td> <td>Designed</td> <td>Checked</td> <td>Verified</td> <td>Revision</td> <td>Date</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="6">Approved</td> </tr> <tr> <td colspan="6">Manager Infrastructure Planning</td> </tr> <tr> <td colspan="6">G. D'Arcy RPOD 13000 Date: / /</td> </tr> <tr> <td>File Number</td> <td colspan="5">1460-04</td> </tr> <tr> <td>Project Number</td> <td colspan="5">006107</td> </tr> <tr> <td>Project Funding</td> <td colspan="5">SBRC</td> </tr> <tr> <td colspan="6">Sheet</td> </tr> <tr> <td colspan="6" style="text-align: center;">FOOTPATH SURFACING OPTIONS</td> </tr> <tr> <td>Plan Number</td> <td>Sheet No.</td> <td colspan="4">Revision</td> </tr> <tr> <td></td> <td>1 of 1</td> <td colspan="4">A</td> </tr> </table>	Drawn	Designed	Checked	Verified	Revision	Date							Approved						Manager Infrastructure Planning						G. D'Arcy RPOD 13000 Date: / /						File Number	1460-04					Project Number	006107					Project Funding	SBRC					Sheet						FOOTPATH SURFACING OPTIONS						Plan Number	Sheet No.	Revision					1 of 1	A			
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Revision M 22/06/2021		Estimate of Cost				
		Blackbutt Streetscape - Stage 1				
		Project Number: 006107		Issued For Revision		
Work Order	Activity Code	Activity	UOM	Quantity	Unit Rate \$c	Amount \$
SITE ESTABLISHMENT		Site Facilities, Contractors Camp, Traffic Control				\$235,400
HART ST SOUTH		Demolition, Kerb, Footpath, Surfacing, Asphalt, Drainage				\$17,411
HART ST NORTH		Demolition, Kerb, Footpath, Surfacing, Asphalt, Drainage				\$13,952
COULSON ST NORTH		Demolition, Kerb, Footpath, Surfacing, Pavement, Asphalt, Drainage				\$246,252
COULSON ST CENTRAL		Tree Removal, Concrete, Kerb, Pavement, Asphalt				\$46,135
COULSON ST SOUTH		Demolition, Kerb, Footpath, Surfacing, Pavement, Asphalt, Drainage				\$127,930
LES MULLER PARK		Demolition, Footpath, Surfacing, Shelters, Softfall, Fencing				\$117,330
LINEMARKING & SIGNAGE		Parking Bays, PWD's, Signage				\$16,696
LANDSCAPING & STRUCTURE		Landscaping, Footings, Centre Shelter, Tree kerbing & infill, Clock				\$298,933
COUNCIL DESIGN & MANAGEMENT		Civil Design, Landscape Design & Project Management				\$172,046
Total Estimated Amount:						\$1,292,085

10.3 WONDAI INDUSTRIAL ESTATE

File Number: 30-06-2021

Author: Personal Assistant Infrastructure

Authoriser: Chief Executive Officer

PRECIS

Wondai Industrial Estate Report to be gazetted as a B-Double route to allow compliance with the Heavy Vehicle national Law.

SUMMARY

Technical assessment to upgrade heavy vehicle access to provide right of way, one-way operations for 26m B-Double within the Wondai Industrial Estate.

OFFICER'S RECOMMENDATION

That Council approve the proposed configuration as per Attachment 1 and B-Double gazette the Wondai Industrial Estate comprising of Old Dip Road, Bunya Avenue, North Street, Burrows Street, Cranitch Street and Kemp Street to cater for 26 meter B-Double operations.

FINANCIAL AND RESOURCE IMPLICATIONS

This project cost has been estimated at \$970,474 (\$900,000 from the Local Roads and Community Infrastructure Program (LRCI) & \$70,474 from the 2021/22 Capital Works Rehabilitation budget). The LRCI program has a requirement for the work to be delivered prior to the 31 December 2021.

A future second stage to make Kemp two way access full length has been costed in the order of \$395,000.

LINK TO CORPORATE/OPERATIONAL PLAN

INF1 – Infrastructure that meets our communities needs

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

EC3.3 – Advocate for improvements in community safety

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Initial community consultation with affected business owners and freight operators was held on the 27 May and 1 June 2021. The purpose of this consultation was to promote discussion around the preliminary designs and to understand the impacts of one-way travel within the estate. There was major concern from all parties around two-way travel along Bunya Avenue and Kemp Street. The feedback also requested making Kemp Street two-way B-double compliant to allow flow direct entry to the north eastern corner of the estate.

Further feedback was also received regarding the operations of Parkside timber mill and the way B-doubles access the loading bays. This indicated that the one-way alignment of North Street needed to be reversed from the proposed north-to-south movement to south-to-north, which then impacted on Old Dip Road needing to extend two-way access further into the estate. Further consultation with individual businesses will continue around property entrances to optimise business interests within the estate.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The *Heavy Vehicle National Law Act (NHVL)* was passed in 2012 triggering permits to be acquired through the National Heavy Vehicle Regulator by industry operators of vehicles in excess of 4.5 tonne.

Under Section 136 (a) (ii) (d) of the NHVL, a B-Double is:

“A heavy vehicle is a class 2 heavy vehicle if:

(a) it-

(i) complies with the prescribed mass requirements applying to it; and

(d) is a combination designed and built to carry vehicles on more than 1 deck, together with its load is longer than 19m or higher than 4.3m”



Figure 1: 26m B Double Vehicle

In April of this year, Department of Transport and Main Roads (DTMR) inspectors were at the Wondai industrial estate entry location advising freight operators on access into the estate. Those operators were functioning under historic assumptions and as such those B-Double operations within the estate could be assessed as being illegal. Councillors were then contacted for assistance and Infrastructure officers have investigated the area to assist with gaining the necessary approvals under permit or gazettal of the estate through the State Government.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

The proposed capital works will involve pavement renewal and strengthening to assist with known traffic volumes and configuration accessing the Industrial Estate. The pavement and seal are showing signs of failure around the intersections particularly near the Parkside operations and this project incorporating an asphalt base course and surfacing will cater for the demand of the estate into the future.

The design life of this upgrade is 25 years for the surfacing, and 30 years for the pavement. The value of the pavement is generally equal to the value of the works with a small increase in depreciation of approximately \$20k per annum is expected due to the asphalt surfacing which is fit for purpose for the industrial estate. The use of asphalt in this instance should reduce the future maintenance over the long term maintenance as opposed to a granular and spray sealed road.

REPORT

The first stage of Wondai Industrial Estate was sub-divided in 1984 by Wondai Shire Council to promote industry in the area. Due to the estate being developed with 20-25m wide road reserves and the popularity of smaller vehicle configurations, the ability to support heavy vehicle movements was not catered for at the time. For reference, it wasn't until 1990 when all states allowed B-Double (23m configuration only) operations on some major highways.

Department of Main Roads inspectors have issued warnings to local operators regarding the prohibited B-Double access within the industrial estates; threatening fines if caught again.

Proposed Design and Operation

The attached layout allows the upgrade of Wondai Industrial Estate to be a gazetted B-Double area by converting North Street, Cranitch Street, Burrows Street, and Kemp Street to one-way operation; with Bunya Avenue remaining two-way for configurations smaller than Class 10 (26m long) vehicles. A short section of Burrows Street in the north eastern corner of the estate will also need to be under two way operations due to the layout of the estate being reliant on the Burrows Street/ Kemp Street intersection being the only access point for those allotments.

Further works are required to make Kemp Street continuous two way operation including curve widening, road widening and intersection upgrades. The estimate for this works is in the order of \$395k and would need further detailed design investment prior to program allocation if considered by Council for budget allocation.

ATTACHMENTS

1. **Stage One** [↓](#) 
2. **Stage One Cost Estimate** [↓](#) 

REVISION		Estimate of Cost				
F		Wondai Industrial Estate - Road Rehabilitation				
Work Order	Activity Code	Activity	UOM	Quantity	Unit Rate \$c	Amount \$
		Intersection 1 - Old Dip Road / Bunya Avenue				
					Total Estimated Amount:	\$187,540
		Intersection 2 - Bunya Avenue / Burrows Street				
					Total Estimated Amount:	\$65,360
		Intersection 3 - Burrows Street / North Street				
					Total Estimated Amount:	\$63,924
		Intersection 4 - North Street / Old Dip Road				
					Total Estimated Amount:	\$71,066
		Intersection 5 - Burrows/Cranitch St				
					Total Estimated Amount:	\$62,460
		Intersection 6 - Cranitch/Kemp St				
					Total Estimated Amount:	\$65,532
		Alignment MC03 (Bunya Avenue) PT1 - Old Dip Road to Burrows Street				
					Total Estimated Amount:	\$177,100
		Alignment MC03 (Bunya Avenue) PT2 - Burrows Street to the north				
					Total Estimated Amount:	\$39,660
		Alignment MC04 (Burrows Street) PT1 - Bunya Avenue to North Street				
					Total Estimated Amount:	\$34,980
		Alignment MC04 (Burrows Street) PT2 - North Street to Cranitch Street				
					Total Estimated Amount:	\$103,828
		Old Dip Road Alignment (Bunya Avenue to North Street)				
					Total Estimated Amount:	\$17,924
		COUNCIL DESIGN AND MANAGEMENT				
					Total Estimated Amount:	\$81,000
					TOTAL:	\$970,474

**10.4 KINGAROY TRANSFORMATION COUNCIL COMMUNITY REFERENCE GROUP
UPDATED TERMS OF REFERENCE**

File Number: 30-06-2021
Author: Personal Assistant Infrastructure
Authoriser: Chief Executive Officer

PRECIS

Kingaroy Transformation Council Community Reference Group Terms of Reference

SUMMARY

The Kingaroy Transformation Project is a major renewal and upgrade for the South Burnett Regional Council within the Kingaroy CBD. The project involves a coordinated design and construction program that requires extensive community engagement to underpin its success. The formation of a Council Community Reference Group will be pivotal in achieving open and consistent communication with all stakeholders and the people of the South Burnett Region.

OFFICER'S RECOMMENDATION

That Council appoint the Chief Executive Officer as Chair of the Kingaroy Transformation Project Council Community Reference Group and adopt the updated terms of reference for the Kingaroy Transformation Council Community Reference Group.

FINANCIAL AND RESOURCE IMPLICATIONS

Resources for the Council Community Reference Group will be utilised from the existing project team.

LINK TO CORPORATE/OPERATIONAL PLAN

EC1.1 – Develop a range of initiatives to engage and inform the community.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The formation of the Council Community Reference Group has been undertaken with consultation between Councillors, Officers and the Kingaroy Chamber of Commerce and Industry. The need for the group has been identified in previous projects where continued community consultation was undertaken to support substantial infrastructure projects.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The group has no formal decision making power and is an advisory group to Council Officers.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The group is formed with consideration given to the following Council policies:

- Conduct of Council & Committee Meetings Policy;
- Acceptable Request Guidelines Policy;
- Employee Conflict of Interest Policy;
- Councillor Code of Conduct Policy;
- Employee Code of Conduct Policy;
- Fraud and Corruption Prevention Management Policy; and
- Council Portfolio Policy.

ASSET MANAGEMENT IMPLICATIONS



N/A

REPORT

The Kingaroy Transformation Project (KTP) is a significant infrastructure renewal and upgrade project which will deliver significant human, social, economic and infrastructure outcomes for the South Burnett. A project of this nature is complex with design and construction coordination and a 'fit for purpose' project structure has been implemented for the delivery and consultation programs. The project will require significant ongoing consultation and engagement with stakeholders and all people in the South Burnett for the life of the project, and the project team will rely on Councillors and members of the community to develop effective communications. It is recommended that Council form a Council Community Reference Group (CCRG) to assist the project team in the development and implementation of the KTP consultation program. The group would have no formal decision making power for the project, but would form an invaluable partnership with Council officers in underpinning the project's success. The CCRG would operate under a terms of reference and provide coordinated support with the following key objectives:

- To ensure consistent and coordinated messaging and promotion of the project;
- To assist with development and implementation of the Kingaroy Transformation Project Community Engagement Strategy;
- To identify opportunities to maximise traction in Community Relations;
- To inform the Program Management Team on community feedback;
- To promote the positive outcomes that will be realised as a result of the KTP and other related projects; and
- To effectively communicate the project to key stakeholders and community.

ATTACHMENTS

1. **Council Community Reference Group Terms of Reference** [↓](#) 
2. **Adopted Council Community Reference Group Terms of Reference - 15 September 2020**
[↓](#) 



ECM ID: "ECM ID"
 MINUTE NUMBER: [Minute Number]
 ADOPTED ON/SIGN OFF DATE: [Date]

Council Community Reference Group Terms of Reference

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1. INTRODUCTION

Council has established a Council Community Reference Group (CCRG) to assist with with community engagement objectives in relation to the Kingaroy Transformation Project (KTP).

2. OBJECTIVES

- To ensure consistent and coordinated messaging and promotion of the project
- To assist with development and implementation of the Kingaroy Transformation Project Community Engagement Strategy
- To identify opportunities to maximise traction in Community Relations
- To inform the Program Management Team on community feedback
- To promote the positive outcomes that will be realised as a result of the KTP and other related projects
- To effectively communicate the project to key stakeholders and community

3. DUTIES AND RESPONSIBILITIES

The primary responsibility is to provide guidance and recommendations to the Project Sponsor and KTP Delivery Team through the CCRG for the effective implementation of the Community Engagement Strategy.

The CCRG, is an advisory group which will work in a coordinated manner to ensure that the KTP Team is aware of the issues which affect people during project delivery.

The CCRG and members are not to engage in public consultation or engagement activities in relation to the project without the express authorisation of the Project Sponsor or the Chief Executive Officer.

4. MEMBERSHIP

The CCRG consists of the following membership appointed by Council;

- Division Three Councillor
- Division Four Councillor
- Portfolio Councillor for Roads and Drainage
- Portfolio Councillor Water & Wastewater
- Chief Executive Officer (CEO)
- General Manager Infrastructure (GMI) – Project Sponsor
- KTP Program Manager
- KTP Community Liaison Officer
- KCCI Executive Member Representative
- KCCI Nominated Owners and Traders Representative
- An addition of up to two (2) CBD businesses may be invited as members at the discretion of the Chair

The following Councillors will be Optional Attendees;

- Portfolio Councillor for Rural Resilience, Parks & Gardens, Property & Facility Management, Indigenous Affairs
- Portfolio Councillor Rural Services. Natural Resource Management, Planning, Compliance Services
- Mayor

The role of Committee Chairperson will be appointed by Council. Councillor Danita Potter shall be appointed to the Committee as Deputy Chair.

The KTP Community Liaison Officer (or delegate) will perform the duties of Secretariat.

Council at any time may appoint a stand-in or replacement external member representative to the committee. Council will appoint the members based on Council and Industry representation.

The Chief Executive Officer (or delegate) is appointed to the Committee as an ex-officio member. The Committee may invite other Council Officers or other relevant attendees and stakeholders to attend meetings as necessary.

5. MEETINGS

Notice of Meetings

- The Chairperson in consultation with the General Manager Infrastructure and members may determine the dates and times for meetings. All Meetings will be held at the Kingaory Council Chambers or other Council meeting venues within Kingaory.
- The agenda will be prepared and circulated among members and attendees at least three (3) days prior to the meeting.

Quorum

- A quorum shall consist of at least half of the members of the Committee plus one.

Report

- The CCRG will report to the General Manager Infrastructure through the KTP Program Manager and shall provide an update to Council as part of the Monthly Council Infrastructure Update Report.

6. ETHICAL CONDUCT

Committee members must exercise transparency, integrity, honesty, objectivity and ethical conduct in the fulfilment of their duties and responsibilities. Members must ensure confidentiality, exercise prudence, care and due diligence in the handling of Council and personal information acquired in the course of their duties.

Members must immediately declare to the Chairperson any interest that may represent a real, potential or apparent conflict of interest related to their Committee membership. In case of a conflict of interest involving the Chairperson, declaration to the Chief Executive Officer is required. The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.

7. COMMITTEE EVALUATION

The Committee will conduct an annual self-assessment to evaluate its performance and ensure the efficient and effective achievement of objectives. The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed. The Chairperson will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

8. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

Crime and Corruption Act 2001

9. RELATED POLICIES/PROCEDURES

Conduct of Council & Committee Meetings Policy

Acceptable Request Guidelines Policy

Employee Conflict of Interest Policy

Councillor Code of Conduct Policy

Employee Code of Conduct Policy

Fraud and Corruption Prevention Management Policy

Council Portfolio Policy

10. NEXT REVIEW

December 2020

11. VERSION CONTROL

Version	Revision Description	Approval Date
1	Development and Adoption	
2	Review	

Mark Pitt
CHIEF EXECUTIVE OFFICER

Date



POLICY CATEGORY - NUMBER: Strategic-010
POLICY OWNER: Infrastructure
ECM ID: 2744439
ADOPTED: 16 September 2020



Council Community Reference Group Terms of Reference

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

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1. INTRODUCTION

Council has established a Council Community Reference Group (CCRG) to assist with with community engagement objectives in relation to the Kingaroy Transformation Project (KTP)

2. OBJECTIVES

- To ensure consistent and coordinated messaging and promotion of the project
- To assist with development and implementation of the Kingaroy Transformation Project Community Engagement Strategy
- To identify opportunities to maximise traction in Community Relations
- To inform the Program Management Team on community feedback
- To promote the positive outcomes that will be realised as a result of the KTP and other related projects
- To effectively communicate the project to key stakeholders and community

3. DUTIES

The primary responsibility is to provide guidance and recommendations to the Project Sponsor and KTP Delivery Team through the CCRG for the effective implementation of the Community Engagement Strategy.

The CCRG, is an advisory group which will work in a coordinated manner to ensure that the KTP Team is aware of the issues which affect people during project delivery.

The CCRG and members are not to engage in public consultation or engagement activities without the express authorization of the Project Sponsor or Chief Executive Officer.



4. MEMBERSHIP

The CCRG consists of the following membership appointed by Council;

- ☒ Mayor
 - Divisional Councillor, Community, Arts, Heritage, Sport & Recreation Portfolio Councillor
- ☒ Portfolio Councillor for Roads and Drainage
 - Portfolio Councillor Water & Wastewater
- ☒ Portfolio Councillor for Economic Development
 - Chief Executive Officer (CEO)
 - General Manager Infrastructure (GMI) – Project Sponsor
 - KTP Program Manager
- ☒ KTP Assistant Program Manager
 - KTP Community Liaison Officer (Secretariat)
- ☒ KCCI Executive Member Representative
- ☒ KCCI Nominated Owners and Traders Representative

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- Portfolio Councillor for Rural Resilience, Parks & Gardens, Property & Facility Management, Indigenous Affairs
- ☒ Portfolio Councillor Rural Services. Natural Resource Management, Planning, Compliance Services

The Mayor will be appointed to the role of Committee Chairperson. The Divisional Councillor shall be appointed to the Committee as Deputy Chair.

The KTP Community Liaison Officer will perform the duties of Secretariat.

Council at any time may appoint a stand-in or replacement external member representative to the committee. Council will appoint the members based on Council and Industry representation.

The Chief Executive Officer (or delegate) is appointed to the Committee as an ex-officio member. The Committee may invite other Council Officers or other relevant attendees and stakeholders to attend meetings as necessary.

5. MEETINGS

Notice of Meetings

- The Chairperson in consultation with the KTP Program Manager and members may determine the dates and times for meetings. All Meetings will be held in Kingaroy at the KTP Program Officer or other Council meeting venues within Kingaroy.
- The agenda will be prepared and circulated among members and attendees at least three (3) days prior to the meeting.

Quorum

- ☒ A quorum shall consist of at least half of the members of the Committee plus one.

Report

- The CCRG will report to the GMI through the KTP Program Manager and shall an update to Council as part of the Monthly Council Infrastructure Update Report.

6. ETHICAL CONDUCT

Committee members must exercise transparency, integrity, honesty, objectivity and ethical conduct in the fulfilment of their duties and responsibilities. Members must ensure confidentiality, exercise

prudence, care and due diligence in the handling of Council and personal information acquired in the course of their duties.

Members must immediately declare to the Chairperson any interest that may represent a real, potential or apparent conflict of interest related to their Committee membership. In case of a conflict of interest involving the Chairperson, declaration to the Chief Executive Officer is required. The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.

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The Committee will conduct an annual self-assessment to evaluate its performance and ensure the efficient and effective achievement of objectives. The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed. The Chairperson will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

8. LEGISLATIVE REFERENCE

Local Government Act 2009
Local Government Regulation 2012
Crime and Corruption Act 2001

9. RELATED POLICIES/PROCEDURES

Conduct of Council & Committee Meetings Policy
 Acceptable Request Guidelines Policy
 Employee Conflict of Interest Policy
 Councillor Code of Conduct Policy
 Employee Code of Conduct Policy
 Fraud and Corruption Prevention Management Policy
 Council Portfolio Policy

10. NEXT REVIEW

December 2020

11. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	Development and Adoption	16 September 2020	2744439


 Mark Pitt PSM
 CHIEF EXECUTIVE OFFICER

Date: 16 September 2020

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

11.1 IN-KIND SUPPORT - BACONFEST 2021

File Number: 30/06/2021

Author: Personal Assistant Community

Authoriser: Chief Executive Officer

PRECIS

In-Kind assistance for the 2021 Baconfest.

SUMMARY

Council has received correspondence from the Baconfest Committee requesting in-kind assistance towards their 2021 event. The request of assistance exceeds the limits in which in-kind is recognised in the Community Grant Program Policy.

The Committee are seeking in-kind support in the following;

- Glendon Street (Council side) closed from 6am Friday 20/08/2021 – (pending approval from business owners)
- Glendon Street (Café side) closed from 4pm Friday 20/08/2021
- SBRC rear carpark closed from 1pm Friday 20th August
- SBRC office closed from 4pm Friday 20th August
- Library closed Saturday 21/08/2021
- Cleaning of restrooms in Circular Place, Forecourt and Town hall x 3 on Saturday and x 3 on Sunday (BaconFest to cover the additional cleaning for Covid requirements)
- One 10 cubic metre skip bin for cardboard to be delivered AM 20/08/2021
- 40 x 240litre wheelie bins to be delivered AM 20/08/2021. (BaconFest to hire an additional 60 x 240litre wheelie bins from JJ Richards)
- Garbage truck pick up at 1PM on Saturday 21/08/2021
- Garbage truck pick up at 6AM on Sunday 22/08/2021
- Garbage truck pick up at 6AM on Monday 23/08/2021
- Removal of the skip bin at 6 AM on Monday 23/08/2021
- Removal of the 40 x 240litre wheelie bins at 6 AM on Monday 23/08/2021
- Street Banner in Kingaroy Street from Monday 02/08/2021
- Use of Kingaroy Trendsetter Building for pop up merch shop, community advertising, storage and delivery site

OFFICER'S RECOMMENDATION

That Council approve the requested in-kind assistance to the 2021 Baconfest.

FINANCIAL AND RESOURCE IMPLICATIONS

Services will be provided by a combination of Council staff and external contractors. Provision of the requested in-kind support is expected to cost in the vicinity of \$8,000-\$10,000.

LINK TO CORPORATE/OPERATIONAL PLAN

ENHANCING OUR COMMUNITY

EC2 Sustainable community groups

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Baconfest committee members have meet with Council representatives to outline in-kind requests.

Community consultation and advertising will be required to advise the community of proposed closures.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Road closures will be undertaken in accordance with legislative requirements. Services requests are be provided in line with core business activities.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The request of assistance exceeds the limits in which in-kind is recognised in the Community Grant Program Policy, therefore the request is presented to Council for approval.

ASSET MANAGEMENT IMPLICATIONS

Not Applicable

REPORT

Council has received correspondence from the Baconfest Committee requesting in-kind assistance towards their 2021 event. The request of assistance exceeds the limits in which in-kind is recognised in the Community Grant Program Policy.

ATTACHMENTS

Nil

12 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES**12.1 SYSTEMATIC INSPECTION PROGRAM ANIMAL MANAGEMENT (CATS AND DOGS) ACT 2008****File Number:** 30/6/2021**Author:** Personal Assistant Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 9 June 2021 was a report forwarding information regarding the Systematic Inspection Program Animal Management (Cats and Dogs) Act 2008.

SUMMARY**COMMITTEE RESOLUTION 2021/188**

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

That the Committee recommends to Council:

That South Burnett Regional Council approve a Systematic Inspection Program for properties within the South Burnett Regional Council's jurisdiction in accordance with section 113 of the *Animal Management (Cats and Dogs) Act 2008* to monitor compliance with the requirements of the *Animal Management (Cats and Dogs) Act 2008*, more specifically the requirement to register dogs.

The properties to be included in the Systematic Inspection Program are potentially all properties within the South Burnett area, both within and without the designated town areas.

The Systematic Inspection Program will be conducted between the hours of 8.00am and 5.00pm on weekdays and/or Saturdays, commencing on Monday 26 July 2021 and concluding on Friday 22 January 2022.

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

Against: Nil

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

That South Burnett Regional Council approve a Systematic Inspection Program for properties within the South Burnett Regional Council's jurisdiction in accordance with section 113 of the *Animal Management (Cats and Dogs) Act 2008* to monitor compliance with the requirements of the *Animal Management (Cats and Dogs) Act 2008*, more specifically the requirement to register dogs.

The properties to be included in the Systematic Inspection Program are potentially all properties within the South Burnett area, both within and without the designated town areas.

The Systematic Inspection Program will be conducted between the hours of 8.00am and 5.00pm on weekdays and/or Saturdays, commencing on Monday 26 July 2021 and concluding on Friday 22 January 2022.

BACKGROUND

Presented at the Community Standing Committee meeting held on 9 June 2021.

ATTACHMENTS

Nil

12.2 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: 30-06-2021
Author: Personal Assistant Community
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 16 June 2021 was a report forwarding information on 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

COMMITTEE RESOLUTION 2021/124

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

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:

- o Development Permit for Building works;
- o Development Permit for Plumbing and drainage works;
- o 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 2021 must 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 2021 must 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 Purceptor 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 Purceptor (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 than nett quantity of material greater than 50m³, 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.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

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 2021 must 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 2021 must 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 Purceptor 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 Purceptor (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 than nett quantity of material greater than 50m³, 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.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 16 June 2021.

ATTACHMENTS

Nil

13 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT**13.1 ON SELL OF REMAINING WATER ALLOCATION FROM BP DAM****File Number: 30-06-2021****Author: Personal Assistant Infrastructure****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Infrastructure Standing Committee meeting held on 2 June 2021, was a report updating Council on the opportunity for Council to on-sell some of its remaining allocation from the Barker Barambah (BP Dam).

SUMMARY**COMMITTEE RESOLUTION 2021/104**

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That Council do not progress the on-sell of remaining water allocation due to:

1. The additional costs to have allocation assessed and transferred with Sunwater;
2. Potential broker fees associated with tendering on the open market;
3. Timelines and resources involved in undertaking the necessary assessments near the end of the water year;
4. Water allocation are considered an asset in Council, as such any transfer will need to be provided for under an open public tender process; and
5. On-selling unused allocation may impact Councils water security profile during severe drought periods.

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

Against: Nil

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

That Council do not progress the on-sell of remaining water allocation due to:

1. The additional costs to have allocation assessed and transferred with Sunwater;
2. Potential broker fees associated with tendering on the open market;
3. Timelines and resources involved in undertaking the necessary assessments near the end of the water year;
4. Water allocation are considered an asset in Council, as such any transfer will need to be provided for under an open public tender process; and
5. On-selling unused allocation may impact Councils water security profile during severe drought periods.

BACKGROUND

Presented at the Infrastructure Standing Committee Meeting held on 2 June 2021.

ATTACHMENTS

Nil

13.2 ELECTRIC VEHICLE CHARGING STATION**File Number: 30-06-2021****Author: Personal Assistant Infrastructure****Authoriser: Chief Executive Officer****PRECIS**

Electric Vehicle Charging Station

SUMMARY**COMMITTEE RESOLUTION 2021/109**

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

Council note the report and accept the proponents offer to contribute to the installation of an electric car charging station in the South Burnett.

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

CARRIED 5/0

OFFICER'S RECOMMENDATION

That Council note the report and accept the proponents offer to contribute to the installation of an electric car charging station in the South Burnett.

BACKGROUND

Presented at the Infrastructure Standing Committee meeting held on 2 June 2021, was a confidential report updating Council on the recent 'future proofing' for electric vehicle fast-charging infrastructure in Alford Street carpark, Kingaroy.

ATTACHMENTS**Nil**

14 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS**14.1 UPGRADES TO BATHROOM AT SOUTH BURNETT AQUATIC CENTRE - NANANGO****File Number: 30/06/2021****Author: Personal Assistant Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 9 June 2021 was a report forwarding information regarding a tender for the upgrades to the bathroom at the South Burnett Aquatic Centre – Nanango.

SUMMARY**COMMITTEE RESOLUTION 2021/199**

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That South Burnett Regional Council award Tender SBRCQ – 20/21 -122 to Campbell Construction Co. for the South Burnett Aquatic Centre Bathroom Upgrades as per their tender price.

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

Against: Nil

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

That South Burnett Regional Council award Tender SBRCQ – 20/21 -122 to Campbell Construction Co. for the South Burnett Aquatic Centre Bathroom Upgrades as per their tender price.

BACKGROUND

Presented at the Community Standing Committee meeting held on 9 June 2021.

ATTACHMENTS**Nil**

14.2 LEASE - 62-64 LAMB STREET MURGON**File Number:** 30/06/2021**Author:** Personal Assistant Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 9 June 2021 was a report forwarding information regarding a Lease - 62-64 Lamb Street Murgon.

SUMMARY**COMMITTEE RESOLUTION 2021/214**

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the Standing Committee recommend to Council:

That South Burnett Regional Council vary the existing lease to Commonwealth Bank of Australia, for the lease of the shop space, part A and B of Lot 1 on CP M55124, 62-64 Lamb Street, Murgon with the following terms:

1. Commencement date - 1 December 2021
2. Term 1 year
3. Options 3 x 1 years
4. Rental Review by CPI to be conducted at each option
5. Commonwealth Bank of Australia to prepare the variation document
6. Accept the special condition that the lease variation is subject to Commonwealth Bank of Australia Board approval

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

Against: Nil

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

That South Burnett Regional Council vary the existing lease to Commonwealth Bank of Australia, for the lease of the shop space, part A and B of Lot 1 on CP M55124, 62-64 Lamb Street, Murgon with the following terms:

1. Commencement date - 1 December 2021
2. Term 1 year
3. Options 3 x 1 years
4. Rental Review by CPI to be conducted at each option
5. Commonwealth Bank of Australia to prepare the variation document
6. Accept the special condition that the lease variation is subject to Commonwealth Bank of Australia Board approval

BACKGROUND

Presented at the Community Standing Committee meeting held on 9 June 2021.

ATTACHMENTS

Nil

14.3 MURGON ANZAC DAY COMMEMORATIVE COMMITTEE**File Number:** 30/06/2021**Author:** Personal Assistant Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 9 June 2021 was a report forwarding information regarding Murgon Anzac Day Commemorative Committee.

SUMMARY**COMMITTEE RESOLUTION 2021/204**

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That the Committee recommends to Council that: Kathy Duff be nominated as a suitably qualified person to chair the Murgon Anzac Day Commemorative Committee and further, the CEO provide a response to the Murgon RSL Sub Branch regarding the nomination.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That Kathy Duff be nominated as a suitably qualified person to chair the Murgon Anzac Day Commemorative Committee and further, the CEO provide a response to the Murgon RSL Sub Branch regarding the nomination.

BACKGROUND

Presented at the Community Standing Committee meeting held on 9 June 2021.

ATTACHMENTS

Nil

14.4 MANAGEMENT MODEL ANALYSIS FOR RINGSFIELD HOUSE**File Number: 09-06-2021****Author: Lease Officer****Authoriser: Chief Executive Officer****PRECIS**

A summary of the investigations into the management models available to Council for the future management of Ringsfield House at Nanango. Seven models were investigated, and a recommendation of an Advisory Committee has been presented.

SUMMARY

Council's Community Standing Committee on 9 June 2021 laid the previous report on the table. Changes have been made to the recommendation and terms of reference to comply with s264 *Local Government Regulation 2012*.

MOTION**COMMITTEE RESOLUTION 2021/200**

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That Item 9.5 lay on the table until the June General Council Meeting.

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

That Council adopts the recommended model of an Advisory Committee; and

1. That Council adopt the Terms of Reference
2. That the Advisory Committee consist of the following structure:
 - Chairperson
 - Booking and Event co-ordinator
 - Gardening advisor
 - Marketing and Tourist advisor
 - Volunteer Manager
 - Museum Curator
 - Social Services/Community Development advisor
 - 2 x Councillor
3. The Advisory Committee are to:
 - Develop a strategic plan that incorporates a business plan, landscape plan and event plan and provide recommendations to Council
 - Encourage community use and hire of the facility Provide quarterly updates to the Portfolio Councillor
4. The Advisory Committee is to be reviewed at 30 June 2022 and is to conclude its duties by 30 June 2023

PROCEDURAL RESOLUTION

That the Management Model Analysis for Ringsfield House be lifted from the Table.

9.5 MANAGEMENT MODEL ANALYSIS FOR RINGSFIELD HOUSE

COMMITTEE RECOMMENDATION

Moved: Cr Roz Frohloff

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council:

1. That an advisory group with the attached Terms of Reference be adopted.
2. That the Advisory Group consist of the following structure:
 - Chairperson
 - Booking and Event co-ordinator
 - Gardening advisor
 - Marketing and Tourist advisor
 - Volunteer Manager/ Museum Curator
 - Social Services/Community Development advisor
 - 2 x Councillor
3. The Advisory Group are to:
 - Develop a strategic plan that incorporates a business plan, landscape plan and event plan and schedule
 - Reopen the facility for community use
 - Provide quarterly updates to the Portfolio Councillor
4. The Advisory Group to conclude its duties by 30 June 2023

FINANCIAL AND RESOURCE IMPLICATIONS

Council will support the facility and advisory committee through ongoing operational budget for repairs and maintenance and operating expenses, staff time to support the advisory committee in meeting their reporting obligations and funding for specialist advice and reports when required.

LINK TO CORPORATE/OPERATIONAL PLAN**ENHANCING LIVEABILITY AND LIFESTYLE**

EC6: Appropriately support and encourage volunteers, advisory groups and community organisation to value add to Council's services and infrastructure.

PROVIDING KEY INFRASTRUCTURE FOR OUR TOWNS AND VILLAGES

IN10 Investigate options for leasing opportunities to not-for-profit groups and organisations

IN12 Identify assets that may be suitable for commercialisation

GROWING OUR REGION'S ECONOMY AND PROSPERITY

GR5: Continue to provide and investigate options to improve our arts, heritage, museums, visitor's information centres and tourism infrastructure.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

In preparation of the report and analysis of the management models the following consultations have occurred with, the Manager of Property South Burnett Regional Council, Land Investigation Officer, South Burnett Regional Council, Cr Kathy Duff, Cr Frohloff and Cr Schumacher.

Other Local Governments contacted for insights and discussion of management models were Toowoomba Regional Council, Western Downs Regional Council, North Burnett Regional Council and Gympie Regional Council.

Further consultation will occur with potential applicants and local community members on the creation of the Advisory committee. Further information will be provided to community through an information session that will focus on the position descriptions and the recruitment process.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

In accordance with *S. 264 of the Local Government Regulation 2012*, a local government may establish advisory committee. In accordance with *S. 265 of the Local Government Regulation 2012*. An advisory committee may include member persons who are not councillors.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The recommendation to implement a management model is aligned to the Arts, Culture and Heritage Policy. Council will be acting as a facilitator in the reactivation of the facility and emphasising the importance of community partnerships in undertaking arts and culture activities.

ASSET MANAGEMENT IMPLICATIONS

Council will retain ownership, management, and overall responsibility for the operational, maintenance and capital works requirements for the facility. Council staff and Councillors will be participants in the advisory committee to advocate Councils interests and work collaboratively with advisory committee members and the community to meet the key performance indicators of the advisory group.

REPORT

Property Details

Name: Ringsfield House

Lot on Plan: Lot 9 SP307587 and Lot 5 SP 156194

Tenure: Freehold

Background

Council's Community Standing Committee on 10 March 2021, resolved to investigate management options for Ringsfield House. Preliminary options included establishing an advisory group, or operation of the facility by a community group, or identifying alternative management models independent of Council, or as a Council-operated facility.

The current closure of the facility due to COVID-19 presents Council with an opportunity to assess the long-term objectives and expectations of the facility, the garden space and other buildings.

The facility may not fit into a single category of asset but possibly across three categories of a community facility, a tourist destination and a commercial property.

In undertaking an analysis of management models several neighbouring Councils have been contacted. Neighbouring Councils face similar issues with comparable facilities of continuity of

tenants, volunteer fatigue and maintenance cost increases. Neighbouring Councils report that there is not a consistent and seamless solution used across local governments, rather a wide range of structures that can be customised to address risk, community expectations and stakeholder interests and governance.

Management Models Identified

Seven management models were identified and analysed in providing the recommendation.

1. Advisory Group
2. Social Enterprise/Services Hub
3. Management Group overarching an existing Incorporated organisation
4. Company
5. Incorporated Association
6. Property Management Company or Private Lease
7. Council Operated Facility

A consistent criterion was used to analyse each model. This included key deliverables that Council could expect from the management model, the advantages and disadvantages, considering the three facets (community, tourist, and commercial) of the facility. Furthermore, the risks and dependencies for Council to identify any contingencies that may need to be implemented and to ensure the model presented had the highest opportunity for success. Lastly, a potential timeline was estimated to consider the impact of the chosen model on Council's resources and ensure there is sufficient time to communicate and engage with community on the decisions made.

Long term sustainability of the facility

Ringsfield House can generate revenue and community use through a variety of activities:

- Lease agreement at a commercial rate
- Café and catering, utilisation of the commercial kitchen
- Small local events e.g. Movies in the Park, Teddy Bears Picnic, Valentine's Day
- Boutique weddings
- private events
- history tours
- Community group use for art, cultural and heritage activities
- Individual use for leisure activities and gatherings

Volunteers

The facility has relied on volunteers to undertake and deliver activities. The models explored the use of volunteers from the local community and other parties that have an interest in the facility. As reported by Volunteering Queensland, people volunteer to make a difference, give back, and most relevant to Ringsfield House is to achieve a mission or goal of an organisation. For Council to pursue an option that will rely on volunteers, and optimise volunteer time and engagement, Council will be required to support volunteers through communicating clearly Councils expectation of the advisory group positions, key objectives and performance indicators.

Community Engagement

The facility reopening can incorporate volunteers that are not part of the advisory group to undertake projects that complement the overall goals of the facility. For example, the local gardening group to deliver garden projects that create new garden spaces and restore formal garden areas. A rotation of local artists to utilise the Chapel for exhibitions that complement other activities in the region or, other specialised services such as Blacksmiths could utilise other buildings for exhibitions. The space could be utilised to support outreach services for social services that are lacking in the local community and entice the general public to use the space as a free open garden, similar to a park.

Option 1: Advisory Committee

Description

A group of people with specialised skills brought together with the sole purpose to reactivate the space and develop short to medium term plans.

Option Outline

Members are selected through an Expression of Interest, with positions designed to encourage specific skill sets to ensure all facets of the facility are supported. Applicants are assessed by a panel against a Council approved selection criterion.

Key Deliverables

- Business plan
- Landscape plan
- Event plan
- Quarterly KPI's and portfolio briefings

Advantages

- Set timeline to deliver outcomes
- Can appeal to volunteers with specialised skills
- Terms of reference to outline purpose, scope, and governance
- The group structure will be representative of user groups and facility uses.
- Opportunity to involve new community members
- Council maintains control of the revenue and budget allocated
- Can activate space to increase potential private interest or other community entity.

Disadvantages

- Cannot enter contracts, employ people
- Council officers remain involved in the project
- Council will be required to provide budget for maintenance
- Is not a long term solution
- May pressure volunteers and exacerbate volunteer fatigue

Risk and Dependencies

This model will require a group to function at a high intensity for a short period of time and may not reap the total benefits of their work. There is a risk of exacerbating volunteer fatigue in the community. This model has a limited life and a clear handover period to the next entity.

Timeline

- Twelve-week recruitment process
- Maximum two-year term before hand over to another entity in 2023

Effort

- Advertising of position descriptions, selection criteria and process
- Council will be required to provide budget for repairs and maintenance, operational costs and capital costs of the facility.
- Councillors to partake in advisory group meetings.
- Council to support the creation of plans through administration, printing.

Financial Implications

Council will still be required to support the facility through ongoing operational budget for repairs and maintenance and operating expenses, staff time to support the advisory group in meeting their reporting obligations.

Option 2: Social Enterprise/Service Hub for Social Services

Description

A not-for-profit or community service provider utilises the space for training and skills development for community members.

Option Outline

A marketing campaign is undertaken targeting Social Service providers for the space to undertake activities that have social outcomes e.g. Employment for long term unemployed, NDIS providers and support workers.

Key Deliverables

A licence with minimal rental and no requirement from Council to undertake maintenance on the facility. If numerous groups were wishing to use the space, a Memorandum of Understanding may be an instrument utilise rather than a licence of the whole space.

Advantages

- A community driven solution
- Provides opportunity for positive social outcomes for residents across the region
- A community partnership opportunity

Disadvantages

- Minimal key service providers available in South Burnett Regional Council area
- Accessibility of the buildings
- Configuration of the buildings

Risk and Dependencies

The facility has had some modifications that encourage and support use for people with disabilities. Council may be requested to invest more funding into capital works in the future to further upgrade the facility.

Timeline

An Expression of Interest process open for 6 weeks, with an additional time to assess applicants and provide a recommendation to Council for endorsement.

Effort

Council would commit to implementation of a community engagement plan to encourage applications and encourage partnerships with regional service providers. Open the facility for inspections, negotiate lease terms and provide a recommendation back to Council for endorsement.

Financial implications

Council may still be required to support a tenant with budgeted funds to carry out capital works. Initially Council may still be required to support the facility through ongoing operational budget for repairs and maintenance to a point in time when the tenant is able to be self-reliant.

Option 3: Management Group overarching an Incorporated organisation**Description**

A group of specialist skilled community members or volunteer specialist overseeing an incorporated group that undertake the daily management and activation of the facility.

Option Outline

A group of community members are selected through an Expression of Interest process, with set positions encouraging specified skill sets. The management group would liaise with the incorporated group to ensure that the daily activities are in line with the overarching strategic, business and landscaping plans and ensure that the facility and its associated activities to self-fund maintenance and running costs.

Key Deliverables

The management group prepare and report to Council the completed:

- Strategic plan including a landscape plan and business plan.
- The management group to report to the Portfolio Councillor quarterly to provide updates on progress.

Advantages

- Terms of reference to outline purpose, scope and governance
- Representative of user groups, and specialist skills
- Opportunity to involve new community members
- A community-based approach that can include an existing incorporated group
- Is a familiar structure to community members
- Encourage a commercial entity to sub-lease from the incorporated group to build financial sustainability.
- The management group would work to reduce reliance on Council for ongoing funding for the facility.
- Shares the workload between more community members and community groups.

Disadvantages

- Management of volunteers and volunteer fatigue
- Limited start-up funds
- May require Council to continue to support the group for capital costs of the building.

Risk and Dependencies

There is a risk of disfunction and break down in relationship between the management group and the incorporated group. The balance of relationship between the two groups would need support to maximise functionality and stay focused on the long-term objectives of the facility.

Timeline

12-week recruitment process for the management group, assessment of applicants with recommendations to be provide to Council for endorsement. A call for expression of interest to incorporated groups to apply as the subsidiary group following the initial recruitment process.

Effort

Council to undertake a community engagement plan to outline the process and to encourage community participation in the facility. Further engagement to encourage applications for the subsidiary applicants to take on the role of the supporting incorporated group.

Financial Implications

Council will continue to contribute budget funds for capital works, maintenance, and on occasion specialist services for the development of plans. Staff time will be utilised for the community engagement process.

Option 4: Company

Description

Council creates a subsidiary company and appoints a board to undertake the running of the facility.

Option Outline

A board appointed by Council with each volunteer director appointed for a specific skill set.

Key Deliverables

Initial development of a strategic plan to outline the Boards vision to Council for the future of the facility. The board would be solely responsible for the ongoing management of the facility including deriving income to support the maintenance, operational and capital expenses of the facility.

Advantages

- Removes day to day management from Council
- Utilisation of community members skill sets
- Formal governance framework
- Board can employ a general manager, enter leases and contracts
- Has formal financial reporting requirements
- All user groups can be invited to partake and apply to be directors
- Specialist skills can be part of the board (could include people who live out of region but are passionate about the project)
- An inclusive process, can incorporate individuals that have no affiliation with user groups

Disadvantages

- Community members skill set may be limited to the understanding the governance to comply with *Corporations Act 2001*.
- Board members would be required to commit significant time
- Directors have personal liability for any debts incurred or regulatory action
- Council will be required to provide seed funding
- Council may be required to commit future financial contributions in the circumstance that the company cannot generate enough revenue to meet its financial requirements.
- Limitations on the opportunity to apply for grant funding as a not-for profit.

Risk and Dependencies

Council commitments would be significant and would include but may not be limited to, the start-up costs (e.g. legal, and accounting, governance training. Furthermore, a commitment to advertise and recruit board members to ensure the highest skilled applicants are attracted to the positions. Other Councils that have used this structure have reported that there is a risk of a community perception that there may not be full transparency and clear reporting of rate payer's contribution to the facility.

Timeline

The creation of the company structure and development of the board structure with an outline of the directorship may require six months to complete prior to presentation to Council for final endorsement. A twelve weeks advertisement and recruitment process would be required to ensure that a broad range of applicants could apply. It is concluded that this timeline could extend to twelve months, and that this may be delay the reopening of the facility for too long.

Effort

Council would be required to commit significant resources to governance requirements including legal services and accounting guidance. Further effort will be required to undertake the

advertisement of positions and recruitment process. Council is required to provide training for appointed directors to ensure compliance and understanding of reporting requirements.

Financial implications

The structure of a company will have significant financial implications. Under this structure Council assumes ultimate liability for the company, start-up costs and deficit budgets.

Option 5: Incorporated group

Description

A not-for-profit group that are seeking a space and an opportunity to expand or undertake more activities.

Option Outline

A licence is offered through Expression of Interest, with standard terms licence terms for a maximum term of four years, comprising of a first term of two years with an additional two-year option.

Key Deliverables

A licence for a community purpose. Council would encourage and support the Incorporated group to undertake maintenance of the facility.

Advantages

- A community-based approach
- A familiar process to community members
- Could utilise a current community group
- Encourage a commercial entity to sub-lease from the incorporated group.

Disadvantages

- Limited start-up funds
- Insurance
- Incorporated association would have exclusive use
- May create financial strain on a community organisation to meet the maintenance cost of the facility.

Risk and Dependencies

Council will require potential applicants to show evidence of a highly functional and active volunteer base, with the financial capacity to meet the ongoing costs. As the facility has been closed attracting potential applicants may be difficult.

Timeline

An Expression of Interest process open for 6 weeks, with an additional time to assess applicants and provide a recommendation to Council for endorsement.

Effort

Initially Council staff will be required to prepare and execute an Expression Of Interest process, provide recommendation to Council for endorsement. Furthermore, prepare and execute a Licence with the successful applicant.

Financial implications

Council may still be required to support a community group with budgeted funds to carry out capital works. Initially Council will still be required to support the facility through ongoing operational budget for repairs and maintenance and operating expenses to a point in time when the incorporated group are able to be self-reliant.

Option 6: Property management company or Private Lease**Description**

A private entity is offered a lease for the whole of facility to open for commercial purposes including Café, events, and functions. The for-profit entity would return a commercial rental to Council. The rental could be structured to an income sharing arrangement to entice small start-ups and entrepreneurs.

Option Outline

A private entity is offered a lease for the space for commercial purposes.

Key Deliverables

A lease at commercial rates, previous valuations were at \$400 per month.

Advantages

- Council derives income at a commercial rate.
- Key selection criteria could include community development/engagement activities
- Encourage diversification of venue e.g. distillery
- Encourage development of marketing material that appeals to a new demographic
- Flexibility in lease terms to support a new business.

Disadvantages

- May not be inclusive of community or community users
- Short-term leasing may lead to future vacancies and turnover of tenants.
- Exclusive use of the facility removes the community purpose usage.
- No current turnover to enhance advertisement of potential

Risk and Dependencies

As a commercial facility the assessment of tenants would need to be carefully considered to ensure that the property is left in good repair and order. Council needs to consider the risk of reputational damage if the tenant does not operate a successful entity without incident. As the facility is not currently open and the variability in COVID-19 public health directions, it may be challenging to market the facility to the business community. Engagement with the tourist sector to encourage applicants will be vital to the success of this model.

Timeline

An Expression of Interest period of 12 weeks and would be required to implement a marketing campaign involving the real estate and tourist sector. Assessment of applicants may take up to four weeks before a recommendation is provided to Council.

Effort

Initially Council will be required to prepare and execute an Expression of Interest process, undertake marketing campaign, negotiations with potential tenants, including opening the facility for inspections and provide a recommendation to Council for endorsement. Furthermore, prepare and execute a lease with the successful applicant.

Financial implications

Council would be committed to the costs associated with the Expression of Interest process, marketing campaign, Council staff time to open the facility and engage with potential tenants. Furthermore, Council may need to commit funds to support the maintenance of the facility in the short term to support a new tenant.

Option 7: Council Operated Facility**Description**

Council to create a strategic plan for the facility, reopen to the community, tourists and visitors and be solely responsible for the daily management of the facility.

Option Outline

Council will develop a five-year strategic plan, including undertaking further capital works, provide operational funding for staff and operational costs to reopen the facility for use as a commercial café, events venue and community facility.

Key Deliverables

Strategic plan, with operational budget allocation in the 2022/23 budget, further allocation in the Capital Works budget would be required to ensure ongoing compliance

Advantages

- Council has full management of the budget, investment and setting of priorities for the facility.
- Can offset some operational costs against revenue
- Can still incorporate spontaneous volunteering from the wider community members
- Clear accountability of investment through Council operational updates
- Council has resources and networks available to support the reactivation and running of the facility.

Disadvantages

- May be perceived by the wider community as not Council's core business
- May not be run as efficiently as a private enterprise
- May compete with other small business in the Nanango community
- Staff availability to manage facility outside standard business hours

Risk and Dependencies

The reactivation of the facility will require a significant investment by Council staff with the specific skills to reopen, reengage the local community and encourage visitation in the region.

Timeline

Council could reopen the facility as soon as it has identified and allocated the resources, and budget required. It would be highly recommended that a strategic plan is developed to ensure a clear plan and goal that all staff can work towards and ensure a consistent customer service delivery.

Effort

There would be a significant investment from Council in staff time, resources and budget to deliver a successful outcome.

Financial implications

A business plan would be required to fully scope the financial implications of this model.

ATTACHMENTS

1. **Terms of Reference**  

Table of Contents

1. POLICY STATEMENT 1
 2. SCOPE 1
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 7. NEXT REVIEW 1
 8. VERSION CONTROL 1

1. POLICY STATEMENT

The purpose of the South Burnett Regional Council ('SBRC') Ringsfield House Advisory Committee is to collaborate between highly skilled volunteers and Council representatives to develop a strategic plan and subsidiary supporting plans to reactivate Ringsfield House for community use.

2. SCOPE

The Ringsfield House Advisory Committee are to create and implement a strategic plan and business plan that is to be reviewed twice during the term of the group. The Committee are to provide recommendations to Council that are in alignment with the strategic plan.

The Ringsfield House Advisory Committee are to develop and maintain relationships with community members, not-for profit group and other interested organisations to encourage use and engagement with the facility and spaces.

3. GENERAL INFORMATION

3.1. MEETINGS

Meetings will be held no less than every three months. The Chairperson in consultation with members may determine the dates, place and times and ensure that digital conferencing is incorporated into the meeting delivery to accommodate members, guest speakers and contributors that may not be able to attend in person.

The agenda will be prepared and circulated among member and attendees at least five (5) days prior to the meeting date. The agenda will include but not limited to the following items:

- 1. Chairperson welcome
- 2. Minutes and actions from previous meeting
- 3. Strategic, business and landscape planning updates and actions
- 4. Bookings, user groups and upcoming events
- 5.
- 6. Facility maintenance, operational and capital expenditure update
- 7. Garden and Landscape activities and plan update
- 8. Marketing update
- 9. Social/Services Community Development update
- 10. Endorsed update provided to Portfolio Councillor

A quorum shall consist of half the members of the Ringsfield House Advisory Committee plus one. Council may nominate agenda items for the Committee meeting's agenda and may specifically request feedback or stakeholder input from the committee with regards to a specific topic or matter.

The Committee may collectively decide to invite other Council officers elected representatives, guest speakers or relevant bodies or attendees to participate in Committee meetings and provide further information as necessary.

Council shall provide secretarial functions and prepare written report about the recommendations the Committee may make representation to Council about.

3.2. MEMBERSHIP

The Ringsfield House Advisory Committee will consist of the following positions:

- Chairperson
-
- Booking and Event co-ordinator
- Gardening advisor
- Marketing and Tourist advisor
- Volunteer Manager
- Museum Curator
- Social Services/Community Development advisor
- 2 x Councillors

Council will appoint the members based on recommendations from a selection panel after candidates participate in a recruitment process.

Council can at any time appoint a proxy or replacement member of the committee.

Council's Chief Executive Officer, General Manager of Community and Manager of Property is appointed to the committee as ex-officio members.

3.3. KEY PERFORMANCE INDICATORS

Within the first three (3) months the Ringsfield House Advisory Committee are required to:

- Develop a strategic plan for Council endorsement;
- Develop a business plan for Council endorsement;
- Promote patronage through community partners

Within the first six (6) months the Ringsfield House Advisory Committee are required to:

- Develop a concept landscape plan, that reflects community use for Council endorsement;

By the end of the first twelve months the Ringsfield House Advisory Committee will:

- Review the strategic plan;
- Develop the second year business plan.

By the end of the eighteen months the Ringsfield House Advisory Committee will:

- Consolidate and review outstanding items of the strategic and business plan;
- Provide an update to Council and a recommendation to a new management model;
- Prepare the facility handover to a new entity;
- Participate and encourage community support for the new entity.

3.4. ETHICAL CONDUCT

Ringsfield House Advisory Committee members must exercise integrity, honesty, objectivity and ethical conduct in the fulfilment of their duties and responsibilities. Members must ensure confidentiality, exercise prudence, care, due diligence in the handling of Council's and personal information acquired in the course of their duties.

Members may not engage with the media or be involved with social media or internet-based campaigns that may diminish the reputation of Council, Ringsfield House or the Ringsfield House Advisory Committee.

Members must declare to the Chairperson any interest that may represent a real, perceived, potential or apparent conflict of interest related to their Ringsfield House Advisory Committee membership. In the case of a conflict of interest involving the Chairperson, declaration to the Chief Executive Officer is required. The declaration must be made on appointment to the committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.

3.5. RINGSFIELD HOUSE ADVISORY COMMITTEE EVALUATION

The Ringsfield House Advisory Committee will evaluate its progress against the Key Performance Indicators and provide updates to the Portfolio Councillor. The Portfolio Councillor will provide these updates to the Community Standing Committee as part of the Rural Resilience, Parks & Gardens, Property & Facility Management, Indigenous Affairs portfolio report.

4. DEFINITIONS

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

5. LEGISLATIVE REFERENCE

Local Government Act 2009
Local Government Regulation 2012
Crime and Corruption Act 2001

6. RELATED DOCUMENTS

Conduct of Council and Committee Meetings Policy
 Councillor Portfolio Representative Policy
 Information Privacy Policy
 Disposal of Asset Policy

7. NEXT REVIEW

As prescribed by legislation – June 2022

8. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	New Policy	[Date Approved/Adpoted]	[ECM Number]

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

15 PORTFOLIO - REGIONAL DEVELOPMENT

Nil

16 NOTICES OF MOTION**16.1 NOTICE TO RESCIND A COUNCIL RESOLUTION - SOUTH BURNETT REGIONAL COUNCIL LEASE AMENDMENT WITH SOUTH BURNETT COMMUNITY HOSPITAL FOUNDATION LIMITED****File Number: 30/06/2021**

In accordance with *Section 262* of the *Queensland Local Government Regulation 2012*, Councillor Danita Potter proposes to rescind the following resolution adopted by Council at its ordinary meeting held on the 26 May 2021 regarding the amendments to be made to the existing Lease held between South Burnett Regional Council (Lessor) and South Burnett Community Hospital Foundation Limited (Lessee) and replace it with a new resolution.

9.2 South Burnett Regional Council Lease Amendment with South Burnett Community Hospital Foundation Limited

Resolution 2021/371

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

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

Against: Nil

Carried 6/0**MOTION**

1. South Burnett Regional Council resolves to repeal the following resolution from the general meeting held on 26 May 2021, namely:

Resolution No. 2021/371:

Motion: Moved: Cr Scott Henschen Seconded: Cr Danita Potter

“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.”

CARRIED: 6/0

2. South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012* section 236(1)(b)(ii) applies to Council for the disposal by way of grant of

a lease of the valuable non-current asset which is the land comprising the whole of Lot 4 on SP146001, Lot 5 on SP146001 and Lot 2 on RP7925 to South Bank Medical Group Limited A.C.N. 614 558 235 (**SBMG**), a community organisation, other than by tender or auction, for a term of 12 months commencing on 19 July 2021, on a peppercorn rent, on terms to be agreed between Council and SBMG.

3. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the lease between Council and SBMG, on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

ATTACHMENTS

1. **Notice to Rescind a Council Resolution** [↓](#) 



South Burnett
Regional Council

PO Box 336 Kingaroy Qld 4410
Ph 07 4162 6200 Fax 07 4162 4806
Email: info@sbric.qld.gov.au
www.southburnett.qld.gov.au
ABN 89 972 463 351

Notice to Rescind a Council Resolution

In accordance with *Section 262 of the Queensland Local Government Regulation 2012*, Councillor Danita Potter proposes to rescind the following resolution adopted by Council at its ordinary meeting held on the 26 May 2021 regarding the amendments to be made to the existing Lease held between South Burnett Regional Council (Lessor) and South Burnett Community Hospital Foundation Limited (Lessee)

262 Repeal or amendment of resolutions

A resolution of a local government may be repealed or amended only if notice of intention to propose the repeal or amendment is given to each councillor at least 5 days before the meeting at which the proposal is to be made.

Resolution:

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

RESOLUTION 2021/371

Moved: Cr Scott Henschen
Seconded: Cr Danita Potter

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3. In Part 1 (Reference Particulars): In Item 3, the Expiry Date is amended to 30 June 2022.

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

Against: Nil

CARRIED 6/0

Resolve as follows in relation to this item:

1. South Burnett Regional Council resolves to repeal the following resolution from the general meeting held on 26 May 2021, namely:

Resolution No. 2021/371:

Motion: Moved: Cr Scott Henschen Seconded: Cr Danita Potter

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.
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3. In Part 1 (Reference Particulars). In Item 3; the Expiry Date is amended to 30 June 2022.”

CARRIED: 6/0

- 2. South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236(1)(b)(ii)* applies to Council for the disposal by way of grant of a lease of the valuable non-current asset which is the land comprising the whole of lot 4 on SP146001, lot 5 on SP146001 and lot 2 on RP7925 to South Bank Medical Group Limited A.C.N. 614 558 235 (*SBMG*), a community organisation, other than by tender or auction, for a term of 12 months commencing on 19 July 2021, on a peppercorn rent, on terms to be agreed between Council and SBMG.
- 3. South Burnett Regional Council delegates to the chief executive officer the power to negotiate, finalise and execute the lease between Council and SBMG, on terms and conditions the chief executive officer reasonably considers are satisfactory to Council.



Councillor Danita Potter

.....25 June 2021.....

Dated



Chief Executive Officer – Mark Pitt

.....25 June 2021.....

Dated

17 INFORMATION SECTION**17.1 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT****File Number:** 26-05-2021**Author:** Senior Planner**Authoriser:** Chief Executive Officer**PRECIS**

List of correspondence pending completion of assessment report

SUMMARY

Reports pending completion of assessment

OFFICER'S RECOMMENDATION

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

REPORT**RAL21/0003** – Reconfiguring a lot - 1 lot into 2 lots at 59 Bushnells Road, Nanango (and described as Lot 2 on RP186067)**RAL21/0004** – Reconfiguring a lot - 3 lots into 3 lots at 873 Benair Road, Wattlegrove (and described as Lot 181 on FY491 and Lots 182 & 183 on FY449)**RAL21/0005** – Reconfiguring a lot – Boundary Realignment at 281 Lancasters Road, Merlwood (and described as Lot 20 on FY2416 and Lot 301 on FY2416)**RAL21/0006** – Reconfiguring a lot - 3 lots into 2 lots at 47, 45 & 43 Magnussens Road, Tingoorra (and described as Lot 25, 26 & 27 on RP191922)**RAL21/0007** – Reconfiguring a lot – 1 Lot into 2 at 160 Greenwood Creek Road, South East Nanango (and described as Lot 41 on SP315789)**MCU21/0005** – Material change of use – Telecommunications facility at 125 Lewis Duff Road, Ballogie (and described as Lot 33 on BO44)**MCU21/0006** – Other Change – Retirement facility at 95 Markwell Street, Kingaroy (and described as Lot 4 on RP178596)**MCU21/0007** – Material Change of use – Food and drink outlet less than 100m² at 48 King Street, Nanango (and described as Lot 138 on N 231)**MCU21/0008** – Change application to development approval at Kelvyn Street, Kingaroy (and described as Lot 2 on SP265824)**ATTACHMENTS**

Nil

17.2 DELEGATED AUTHORITY REPORTS**File Number:** 26/05/2021**Author:** Administration Officer, Planning & Land Management**Authoriser:** Chief Executive Officer**PRECIS**

Reports signed by the Chief Executive Officer under delegated authority.

SUMMARY

This report comprises a listing of any reports approved by delegated authority.

OFFICER'S RECOMMENDATION

That the Delegated Authority report be received.

ATTACHMENTS

1. **RAL20/0018 - Negotiated Decision Report for 89 Bunya Way, Blackbutt** [↓](#) 
2. **MCU20/0010 - Meeting Report for 48 - 50 Coulson Street, Blackbutt** [↓](#) 

Delegated Authority *[Signature]*

Date: 26/5/2021

0.0 REQUEST FOR NEGOTIATED DECISION NOTICE - RECONFIGURATION OF A LOT (1 INTO 2 LOTS) AT 89 BUNYA WAY, BLACKBUTT - LOT 66 ON RP 169803 - RAL20/0018 - H & L CRAIN - C/- ONF SURVEYORS

File Number: RAL20/0018
Author: Senior Planner
Authoriser: Chief Executive Officer

	SIGNATURE	DATE
MANAGER	<i>[Signature]</i>	26/5/2021
GM	<i>[Signature]</i>	27/5/2021
CEO	<i>[Signature]</i>	28.05.2021

PRECIS

Request for Negotiated Decision Notice - Reconfiguration of a lot (1 into 2 lots) at 89 Bunya Way, Blackbutt – Lot 66 on RP169803 – RAL20/0018 – H & L Crain – C/- ONF Surveyors

SUMMARY

- The applicant submitted representations on 15 April 2021 requesting a Negotiated Decision Notice in relation to the Reconfiguring a Lot – Development Permit (1 lot into 2 lots);
- The nature of the requested amendments and inclusions relate to:
 - o ENG6 Vehicle Access – request to have this condition deleted;
 - o ENG8 Electricity – request to have this condition amended to include alternate energy source.

OFFICER'S RECOMMENDATION

That Council issue a Negotiated Decision Notice for Reconfiguring a lot (1 lot into 2 lots) at 89 Bunya Way, Blackbutt (and described at Lot 66 on RP169803) pursuant to the provisions of s76 of the *Planning Act 2016* subject to the amendments listed as follows:-

GENERAL

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

Drawing Title	Prepared by	Ref no.	Rev	Date
Proposed Subdivision	ONF Surveyors	9165P/1	A	20/01/2021

GEN2. The development must be completed within four (4) years of the development approval starting to have effect. The development approval will lapse unless the survey plan for the development required to be given to Council for approval is provided within this period.

PERMIT TO WORK ON COUNCIL ROADS

GEN3. The applicant must submit a completed Permit to Work on Council Roads Application available from <http://www.southburnett.qld.gov.au> for approval by Council before commencing and works within the Council road reserve (i.e., in this case, the required property access).

COMPLIANCE

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

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

Delegated Authority 

Date: 26/5/2021

OUTSTANDING FEES

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

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

SURVEY MARKS

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

VALUATION FEES

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

ENGINEERING WORKS

ENG1. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to Council's endorsement of the Survey Plan unless stated otherwise.

ENG2. Be responsible for any alteration necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

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

ENG3. 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.

ENG4. 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.

VEHICLE ACCESS

ENG5. Design and construct a gravelled driveway and a crossover having a minimum width of 4 metres and vehicle turnout generally in accordance with Council's Standard Drawing 00049, to access proposed Lots 1 and 2. The location of the accesses shall be sited to achieve a minimum of 126m of sight distance in both directions.

ENG6. A culvert (minimum 450mm diameter) and headwalls, shall be constructed at the low point of the gully, to prevent stormwater overflow from damaging the driveway, and facilitate safe vehicle movements.

TELECOMMUNICATION

ENG7. Design and provide telecommunications to all lots within the development. Prior to Council sealing the Survey Plan the applicant is to provide each lot with a telecommunication service or provide evidence that access to the NBN is available.

Delegated Authority



Date: 26/5/2021

The standards of service nominated by the relevant telecommunications supply authority.

ELECTRICITY

ENG8.

Submit to Council, written confirmation from an electricity provider that an agreement has been made for the supply of electricity for the development. The electricity infrastructure may be overhead or underground, at the election of the developer. Prior to Council sealing the Survey Plan the applicant is to provide each lot with an electricity supply ie. service line. The standards of service nominated by the electricity supply authority with reticulated electricity to be made available at the property boundary.

ADVICE

ADV1.

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

APPEAL RIGHTS

ADV2.

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

INFRASTRUCTURE CHARGES

ADV3.

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

TELECOMMUNICATIONS CONNECTIONS

ADV4.

Telecommunication connections can be arranged by logging onto Telstra's website (<http://www.telstra.com.au/smart-community/developers/index.htm>) and completing the 'Application for Reticulation'.

ELECTRICITY RETICULATION SERVICES

ADV5.

Council would encourage you to discuss the development with Ergon Energy upon receipt of this approval to facilitate the timely supply of electricity to the development. Connection of electricity can take up to eight (8) months from the date of application to Ergon Energy.

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.

Delegated Authority

A

Date: *26/5/2021*

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.

Delegated Authority *I*

Date: *26/5/2021*

Report

Background / Introduction

Council approved, under delegation the application for a reconfiguration of a lot (1 into 2 lots) on the subject site on 4 March 2021 subject to conditions. The decision notice was issued to the applicant on 5 March 2021.

Pursuant to s74 of the *Planning Act 2016*, the applicant may change the development approval, during the applicant's appeal period, by making change representations to Council to change the conditions of the approval. The applicant's appeal period starts on the date the decision notice is given to the applicant and expires within 20 business days from this date.

Council received the applicant's change representations on 15 April 2021 and are considering the change representations within the applicant's appeal period.

APPLICATION DETAILS	
Application Number:	RAL20/0018
Applicant:	H & L Crain C/- ONF Surveyors
Type of Application:	Request for Negotiated Decision Notice
Appeal Period Suspended:	22 March 2021
Representations Received Date:	15 April 2021

SITE AND LOCALITY DESCRIPTION	
Street Address:	89 Bunya Way, Blackbutt
RP Description:	Lot 66 on RP169803
Assessment Type:	Code assessable
Number of Submissions:	N/A
State Referral Agencies:	N/A
Referred Internal Specialists:	Development Engineer

SITE AND LOCALITY DESCRIPTION		
Land Area:	38,120sqm	
Existing Use of Land:	Rural residential dwelling and associated outbuildings	
Road Frontage:	Bunya Way	
Road/s	Road Hierarchy	
Bunya Way	Place	
Easements	Nil	
Significant Site Features:	Gully	
Topography:	Relatively flat	
Surrounding Land Uses:	Land Use	Zone/Precinct
North	Residential dwellings	Rural residential
South	Vacant/Ag land	Rural
East	Residential dwellings	Rural residential
West	Residential dwellings	Rural residential
Services:	Access available to transport network, telecommunications, and electricity. No access to water supply, network, wastewater network, stormwater network, and sewerage network.	

APPROVED DEVELOPMENT	
Type of Approval:	Development Permit
Approved Development:	Reconfiguration of a lot (1 lot into 2 lots)
Variations Sought:	N/A
Level of Assessment:	Code assessable
Area to be used:	Lot 1 – 1ha

Delegated Authority 

Date: 26/5/2021

	Lot 2 – 2.8ha
Impervious Area:	N/A
Site Cover:	N/A
Car Parking Spaces:	N/A
Service Vehicle Provision:	N/A
Submissions Received:	N/A
Decision Notice Issued:	5 March 2021

CONSULTATION:

Referral Agencies

Not applicable.

Other Referrals

INTERNAL SPECIALIST	REFERRAL / RESPONSE
Development Engineer	Council's Development Engineer provided feedback in response to the applicant's representations regarding vehicle access.
Infrastructure Charges Unit	<p>Council adopted the LGIP on 24 June 2019 which commenced on 1 July 2019.</p> <p>The types of development that may trigger the issuing of an infrastructure charges notice are:</p> <ul style="list-style-type: none"> a) Reconfiguring a lot, b) Making a Material Change of Use; c) Carrying out Building Work. <p>The property is within the Parks catchment mapping and is therefore subject to relevant adopted charges.</p> <p>The adopted charge for material change of use for residential development, is the adopted charge as stated in Table 2.1 of the South Burnett Regional Council Charges Resolution (No. 3) 2019.</p> <p>Refer to the Infrastructure Charges Notice attached as Attachment B.</p>

PUBLIC NOTIFICATION

Not applicable.

Planning Considerations

Section 76(1) of the *Planning Act 2016* establishes the following parameters in relation to the assessment of change representations made during the appeal period:

76 Deciding change representations

(1) The assessment must assess the change representations against and having regard to the matters that must be considered when assessing a development application, to the extent those matters are relevant.

Assessment of Proposed Changes – Change to Conditions of the Development Approval

Changes to the conditions of approval have been proposed by the applicant shown as applicant's change representations, the officer's assessment of the proposed amendments and any recommended amendments to the condition/s.

Delegated Authority

Date: 26/5/2021

Applicant's Change Representations

The applicant has requested that condition ENG6 be deleted due to the crossing of the gully being higher than the low point of the gully allowing the spilling of the natural overflow point to the south.

Current Condition

ENG6. A culvert (minimum 450mm diameter) and headwalls, shall be constructed at the low point of the gully, to prevent stormwater overflow from damaging the driveway, and facilitated safe vehicle movements.

Officer's Response and recommendation:

Council's Development Engineer advised that the provision of a culvert will require a greater extent of work than that anticipated due to the topography of the area.

Further information provided by the applicant indicates that in the event of the dam overflowing, the flow path will be a shallow sheet flow to the southern side of the gully, which is readily traversable. Additionally, the gully is outside of any flood area, and the size of the catchment is unlikely to overflow at the dam wall.

Recommendation - Condition to be deleted.

Applicant's Change Representations

The applicant requested that condition ENG8 be amended to include alternate energy source ie. Solar allowing greater flexibility in the siting of a dwelling in the future.

Current Condition

ENG8. Submit to Council, written confirmation from an electricity provider that an agreement has been made for the supply of electricity for the development. The electricity infrastructure may be overhead or underground, at the election of the developer.

Prior to Council sealing the Survey Plan the applicant is to provide each lot with an electricity supply ie. service line. The standards of service nominated by the electricity supply authority with reticulated electricity to be made available at the property boundary.

Officer's Response and recommendation

There is an expectation that any lot created for future residential occupation ie. Large rural residential lots will have access to and be adequately supplied with the relevant infrastructure in accordance with the zone.

The original proposed subdivision was assessed against three codes:-

1. Rural residential zone code
2. Reconfiguring a lot code
3. Services and works code

The South Burnett Regional Council Planning Scheme's Rural residential zone code requires that dwellings to be provided with a service line connection to the electricity supply and telecommunications networks ie. dwellings are to be adequately serviced. While no future dwellings are proposed, the applicant has created an additional lot for future residential occupation and should be serviced accordingly as part of the initial subdivision.

The overall outcome of the Reconfiguring a lot code stipulates that "lots are provided with water supply, stormwater disposal, sustainable effluent and waste disposal, telecommunications and power, to standards appropriate for the zone".

The intent and purpose of the Services and works code is to ensure that there is adequate provision of services designed and constructed in accordance with the standards contained in Council's

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Date: 26/5/2021

Planning Scheme PSP1. Under section 2 of the above-mentioned code requires that development is provided with infrastructure which conforms with industry standards for quality, reliable and service failures are minimised and functional. Standard electricity reticulation is considered standard and appropriate for land within the rural residential zone and forms part of an existing rural residential development. The proposed subdivision is infill development and having access to a service line is considered appropriate for the additional rural residential lot.

Under the Planning Scheme Policies PSP1 lots arising from reconfiguring requires that all standards of services nominated by the electricity supply authority with reticulated electricity be made available at the property boundary. Only in the Rural zone alternative power may be considered where agreed to by the electricity service authority.

Recommendation – that the request be refused, and condition remain unchanged.

CONCLUSION:

The requested change representations have been assessed with regard to the applicable assessment framework as identified within this report. The deletion of ENG7 be approved and amendment of ENG8 be refused. It is therefore recommended that the development approval be amended as identified above.

The attached Statement of Reasons (refer Attachment A) is not required to be amended.

Delegated Authority



Date: 26/6/2021

ATTACHMENTS

Nil

Delegated Authority

Date: 26/5/2021

ATTACHMENT A
INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: H & L Crain
C/- O'Reilly Nunn Favier - ONF Surveyors
PO Box 896
KINGAROOY QLD 4610

APPLICATION: Reconfiguring a Lot - 1 lot into 2 lots - Rural Residential

DATE: 04/03/2021

FILE REFERENCE: RAL20/0018

AMOUNT OF THE LEVIED CHARGE:	\$4,419.00	Total
<i>(Details of how these charges were calculated are shown overleaf)</i>		
	\$0.00	Water Supply Network
	\$0.00	Sewerage Network
	\$2,410.00	Transport Network
	\$2,009.00	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 66 on RP169803
SITE ADDRESS: 89 Bunya Way, Blackbutt

PAYABLE TO: South Burnett Regional Council

WHEN PAYABLE: Reconfiguring a Lot – When South Burnett Regional Council approves the Plan of Subdivision.
(In accordance with the timing stated in Section 122 of the Planning Act 2016)

OFFSET OR REFUND: Not Applicable

Delegated Authority *J*

Date: 26/5/2021

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
Reconfiguring a lot Residential	N/A	N/A	\$0.00	CR Table 2.3	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
N/A	N/A	N/A	\$0.00	CR Table 2.3	\$0.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Reconfiguring a lot Residential	N/A	N/A	\$0.00	CR Table 2.3	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
N/A	N/A	N/A	\$0.00	CR Table 2.3	\$0.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Reconfiguring a lot Residential	2	Allotments	\$2,410.00	CR Table 2.3	\$4,820.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing Lot	1	Allotment	\$2,410.00	CR Table 2.3	\$2,410.00

Delegated Authority *A*

Date: *26/5/2021*

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Reconfiguring a lot - Residential	2	Allotment	\$2,009.00	CR Table 2.3	\$4,018.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing lot	1	Allotment	\$2,009.00	CR Table 2.3	\$2,009.00

Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Reconfiguring a lot - Residential	N/A	N/A	\$0.00	CR Table 2.3	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
N/A	N/A	N/A	\$0.00	CR Table 2.3	\$0.00

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Reconfiguring a lot - Residential	\$0.00	\$0.00	\$2,410.00	\$2,009.00	\$0.00	\$4,419.00
Total	\$0.00	\$0.00	\$2,410.00	\$2,009.00	\$0.00	\$4,419.00

**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.*

Delegated Authority

Date: 26/5/2021

INFORMATION NOTICE

Authority and Reasons for Charge This Infrastructure Charges Notice has been given in accordance with section 119 of the *Planning Act 2016* to support the Local government's long-term infrastructure planning and financial sustainability.

Appeals Pursuant to section 229 and Schedule 1 of the *Planning Act 2016* a person may appeal an Infrastructure Charges Notice. Attached is an extract from the *Planning Act 2016* that details your appeal rights.

Automatic Increase Provision of charge rate (\$) An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average¹. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.

However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.

GST The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the *Planning Act 2016* are GST exempt.

Making a Payment This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.

To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.

An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au

Payment can be made at any of the following South Burnett Regional Council Offices:

- 69 Hart Street, Blackbutt, 4314;

¹ 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI Index is the producer price index for construction 6427.0 (ABS: PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

Delegated Authority



Date: 26/5/2021

- 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

Delegated Authority 

Date: 26/5/2021

ATTACHMENT B

NOTICE ABOUT DECISION – STATEMENT OF REASONS

The following information is provided in accordance with Section 63(4) & (5) of the Planning Act 2016

The development application for:

Type of Approval	Reconfiguring a lot – Development permit
Level of Assessment	Code
Application No	RAL20/0018
Name of Applicant	H & L Crain C/- ONF Surveyors
Street Address	89 Bunya Way, Blackbutt
Real Property Address	Lot 66 on RP169803

On 26 May 2021 the above development was:

Approved, with conditions.

1. Reasons for the Decision

The reasons for this decision are:

- The proposal will create an opportunity for a potential future dwelling.
- The land use will continue to be utilised for rural residential activities.
- The proposal reflects the intended rural residential and detached housing on acreage character of the zone by maintaining the existing density and built form.

2. Assessment Benchmarks

The following benchmarks apply to this development:

- Reconfiguring a lot code
- Rural residential zone code
- Services and works code

Note: Each application submitted to Council is assessed individually on its own merit.

Delegated Authority 

Date: 14/5/2021

0.0 MATERIAL CHANGE OF USE - SHOP (EXTENSION TO EXISTING SUPERMARKETS AND ADDITIONAL SHOP) AT 48 - 50 COULSON STREET, BLACKBUTT, LOT 8 ON SP105981 AND LOT 9 ON RP32384 - APPLICANT: JANDEV PTY LTD

File Number: MCU20/0010
Author: Manager Planning & Land Management
Authoriser: Chief Executive Officer

MANAGER		14/5/2021
GM		17/5/2021
CEO		18.05.2021

PRECIS

Development Approval for a Material Change of Use for a Shop and extension to the existing supermarket in three (3) stages, over land described as Lot 8 on SP105981 and Lot 9 on RP32384 and situated at 48 – 50 Coulson Street, Blackbutt.

SUMMARY

The Applicant, Jandev Pty Ltd c/- Mayhill Planning and Architecture Pty Ltd, seeks a Development Permit for Material Change of Use for a Shop and extension to the existing supermarket and additional shop.

The proposal involves extensions to the existing supermarket by 242m² and an additional speciality retail store of 121m². The proposed development provides for 43 (including 1 PWD) car parking spaces in total for the supermarket and retail shop which is inclusive of five (5) new on street parking bays in Muir Street and inclusion of eight (8) existing parking bays in Coulson Street. Access to the site will be maintained via Muir Street.

The subject site is located within the Local Centre Zone under the *South Burnett Regional Council Planning Scheme 2017 (v1.4)* (the Planning Scheme) and is affected by the Flood Overlay. The proposed land use for a 'Shop' is code assessable development in the zone and will not require public notification.

The application required referral to the State as it is for a Material Change of Use within 25 metres of a State-controlled road.

Council has previously issued a Material Change of Use application for a supermarket over the site, dated MCU2016/0004. The proposed development included a supermarket, with proposed works to be carried out in two stages. The development permit granted applied to Stage One, with proposed Stage Two works receiving Preliminary Approval in the previous decision notice only.

The proposed development does not conflict with the current planning framework or the existing approval.

Based on an assessment of the matters Council (as Assessment Manager) must and may have regard to under section 45 (3) of the Planning Act 2016 (the Planning Act), the application should be approved subject to the conditions outlined herein. Specifically, the conditions are such that the use will effectively operate at a scale and intensity consistent with a shop such that it will not adversely impact the amenity of the surrounding residential locality.

OFFICER'S RECOMMENDATION

That Council *approve* the Development Approval for a Material Change of Use for a Shop that proposes an extension to the existing supermarket in three (3) stages and an additional shop, over land described as Lot 8 on SP105981 and Lot 9 on RP32384 and situated at 48 – 50 Coulson Street, Blackbutt subject to the following conditions:

GENERAL

GEN1. The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:

Delegated Authority 

Date: 14/5/2021

Drawing No.	Sheet Name	Issue	Date
DA 1.02	Proposed Staging Plan	D	15/02/21
DA 3.01	Stage 01 Floor Plan	D	15/02/21
DA 3.02	Stage 02 Floor Plan	D	15/02/21
DA 3.03	Stage 03 Floor Plan	D	15/02/21
DA 3.04	Stage 01 Roof Plan	D	15/02/21
DA 3.05	Stage 02 Roof Plan	D	15/02/21
DA 3.06	Stage 03 Roof Plan	D	15/02/21
DA 4.1	Stage 01 South and West elevations	D	15/02/21
DA 4.02	Stage 01 North and East elevations	D	15/02/21
DA 4.03	Stage 02 South and West elevations	D	15/02/21
DA 4.04	Stage 02 North and East elevations	D	15/02/21
DA 4.05	Stage 03 South and West elevations	D	15/02/21
DA 4.06	Stage 03 North and East elevations	D	15/02/21
REPORT: ATC Engineers and Project Managers, Version 1.0, dated 17/3/2021			

Timing: To be maintained at all times.

PLANNING

PLN 1 The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.

These conditions are to be read together with those of development approval

Timing: To be maintained at all times

PLN 2 The approved use is for extensions to the existing supermarket of 242m² GFA comprised of a 120m² storage room associated with the supermarket, 122m² extended floor area for the supermarket and an additional specialty shop of 121m² GFA over three (3) Stages as follows:

STAGE 1 New shop tenancy 121m², 6 new on-site car parking spaces and 5 on-street parking spaces in Muir Street.

STAGE 2 Extension to existing supermarket for additional gross floor area (western extension) 122m².

STAGE 3 Extension to existing supermarket for a storage room (northern extension) 120m².

PLN3 The development may not start until the following development permits have been issued and complied with as required.

- Development Permit for Building Work;
- Permit for Plumbing and Drainage Work;
- Development Permit for Operational Work

PLN 4 Maintain the approved development in accordance with the approved drawings and documents and any relevant subsequent approvals required by the conditions herein.

PLN 5 Design the proposed pedestrian pathway through the site as part of Stage 01 for all abilities access, and ensure suitable lighting and signage is installed for pedestrian safety. Landscaping around the pedestrian pathway shall be designed to ensure Crime Prevention through Environmental Design (CPTED) is achieved.

Delegated Authority



Date: 14/5/2021

PLN 6 All external lighting in accordance with AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting".

Outdoor lighting does not involve:

- (a) Lighting that shines, projects or reflects above a horizontal plane;
- (b) Coloured, flashing or sodium lighting;
- (c) Flare plumes; and
- (d) Configurations of lights in straight parallel lines 500m to 1,000m in length.

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

Submit the Council, within three months from the use commencing, certification from a suitably qualified person that all exterior lighting has been installed in accordance with AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting".

PLN 7 No external (third party) advertising devices associated with the approved development are permitted to be placed or erected at the premises or affixed or otherwise to any building or structure.

PLN 8 Install and maintain buffer landscaping along the perimeter of the site as shown on the approved plans along the western and northern property boundaries. It is noted that no landscaping is required on the western side of Stage 01 shop as there will be a built to boundary wall.

ENGINEERING WORKS

ENG1 Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.

ENG2 Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.

ENG3 Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

ENG4 Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plans and specifications and to Council's requirements, prior to commencement of the use.

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

ENG5 Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.

ENG6 Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development

STORMWATER MANAGEMENT

Delegated Authority



Date: 14/5/2021

- ENG7 Provide stormwater management generally in accordance with the Stormwater Management Report prepared by **ATC Engineers and Project Managers, Version 1.0, dated 17/3/2021**, subject to detailed design and except as altered by conditions of this development approval.
- ENG8 Connect the development to the existing underground stormwater system.
- ENG9 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.
- ENG10 Design and construct stormwater drainage incorporating measures to prevent any solid matter and floatable oils being carried into existing stormwater system.
- ENG11 Stormwater from sealed areas and overflow pipes from stormwater detention structures and/or tanks installed for the stormwater system is required to be piped to the existing underground stormwater system.
- ENG12 Design and construct all internal stormwater drainage works to comply with the relevant Section/s of AS/NZS 3500.3.2.
- ENG13 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.

WATER SUPPLY

- ENG14 Connect each premises or premises group within the development to Council's reticulated water supply network via a single connection. In accordance with the WBBROC Water Services Design and Construction Code and Queensland Plumbing and Wastewater Code.
- ENG15 Each meterable premises shall have its own water meter as per the requirements of the Queensland Plumbing and Wastewater Code.

SEWERAGE

- ENG16 Connect the development to Council's existing reticulated sewerage system via a single connection.

PARKING AND ACCESS - GENERAL

- ENG17 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.
- ENG18 Design and construct all sealed areas with concrete, asphalt or a two-coat bitumen seal.
- ENG19 Provide an additional six (6) internal car parking spaces as shown on Mayhill Drawing DA I.02 Issue D dated 15/2/21 as amended in red, in Stage 1 of the proposed extension to supermarket and shop.
- ENG20 The existing three (3) on-street parallel car parking spaces in Muir Street to the south of the access driveway shall be re-linemarked as parallel carparking spaces, in accordance with the MUTCD, with the existing disabled parking signs removed and returned to Council's depot.
- ENG21 Carpark No. 21 on Mayhill Drawing DA 3.01 Issue D dated 15/2/21 as amended in red, shall be converted to a PWD carparking space.
- ENG22 Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.

Delegated Authority



Date: 14/5/2021

ENG23 Line mark or otherwise delineate the car park aisles and driveways within the development with directional arrows on the pavement to enable all vehicles to enter and leave the site in a forward gear.

ENG24 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.

ROADWORKS AND PEDESTRIAN SAFETY

ENG25 Install signage for all works on or near roadways in accordance with the Manual for Uniform Traffic Control Devices – Part 3, Works on Roads.

ENG26 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.

ENG27 Maintain safe pedestrian access along Council's footpaths at all times.

ELECTRICITY AND TELECOMMUNICATION

ENG28 Connect the development to electricity and telecommunication services.

ENG29 Remove all redundant telecommunication connections and reinstate the land.

ENG30 Remove all redundant electrical connections and reinstate the land.

EROSION AND SEDIMENT CONTROL - GENERAL

ENG31 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.

ENG32 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.

STANDARD ADVICE

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

ADV2 The State Assessment and Referral Agency (SARA) has provided a concurrence agency response in the decision notice dated 24th March 2021. This development is subject to the conditions of the SARA approval.

ADV3 The general environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance cause by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the premises during all stages of the development, including earthworks, construction and operation.

ADV4 All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the "cultural heritage duty of care"). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from www.datsima.qld.gov.au

Delegated Authority



Date: 12/5/2021

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

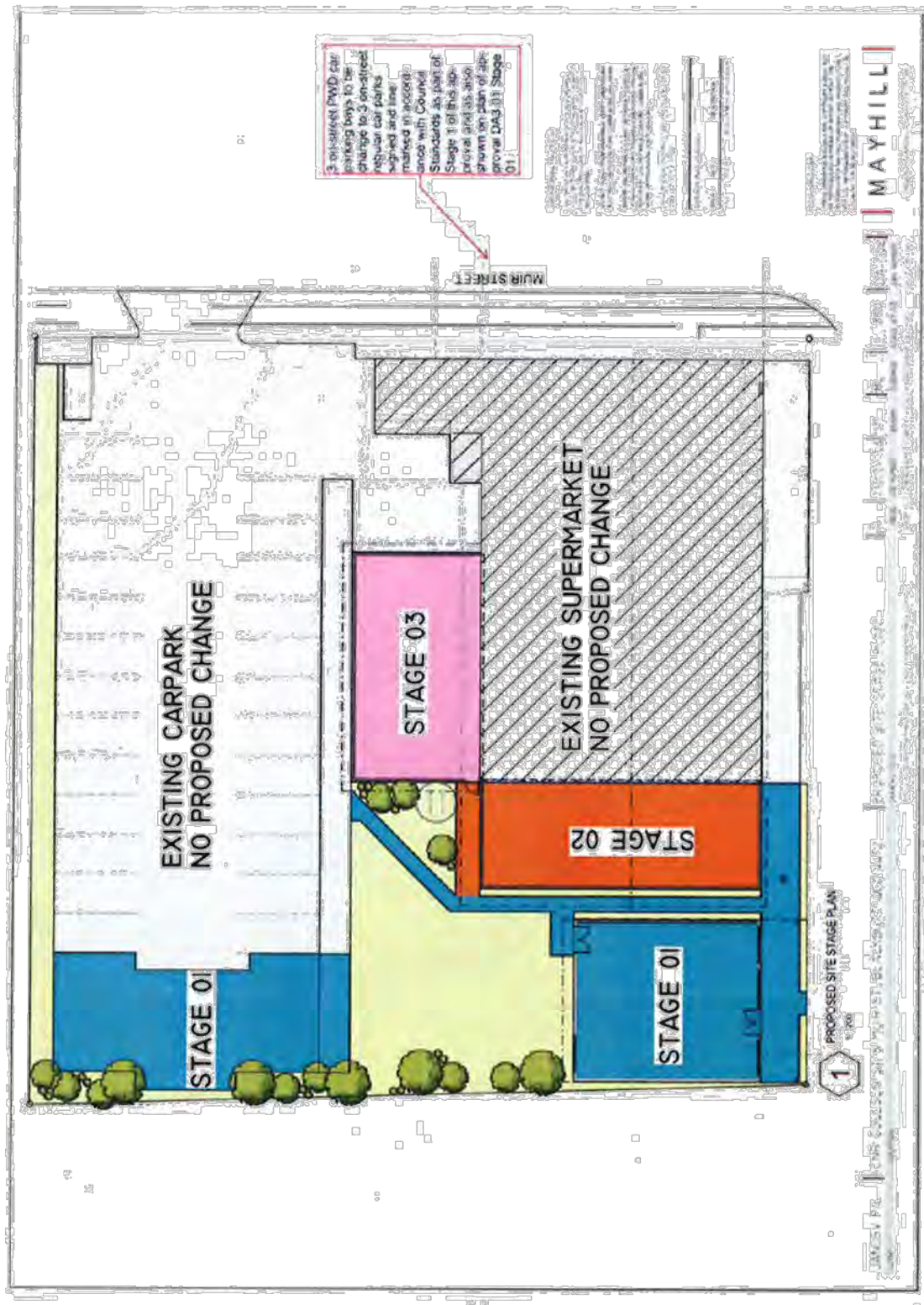
Change to existing three (3) PWD bays in Muir Street with signage removed for PWD parking. This will convert those spaces to regular on street parking spaces.

Delegated Authority

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Date: 14/5/2021

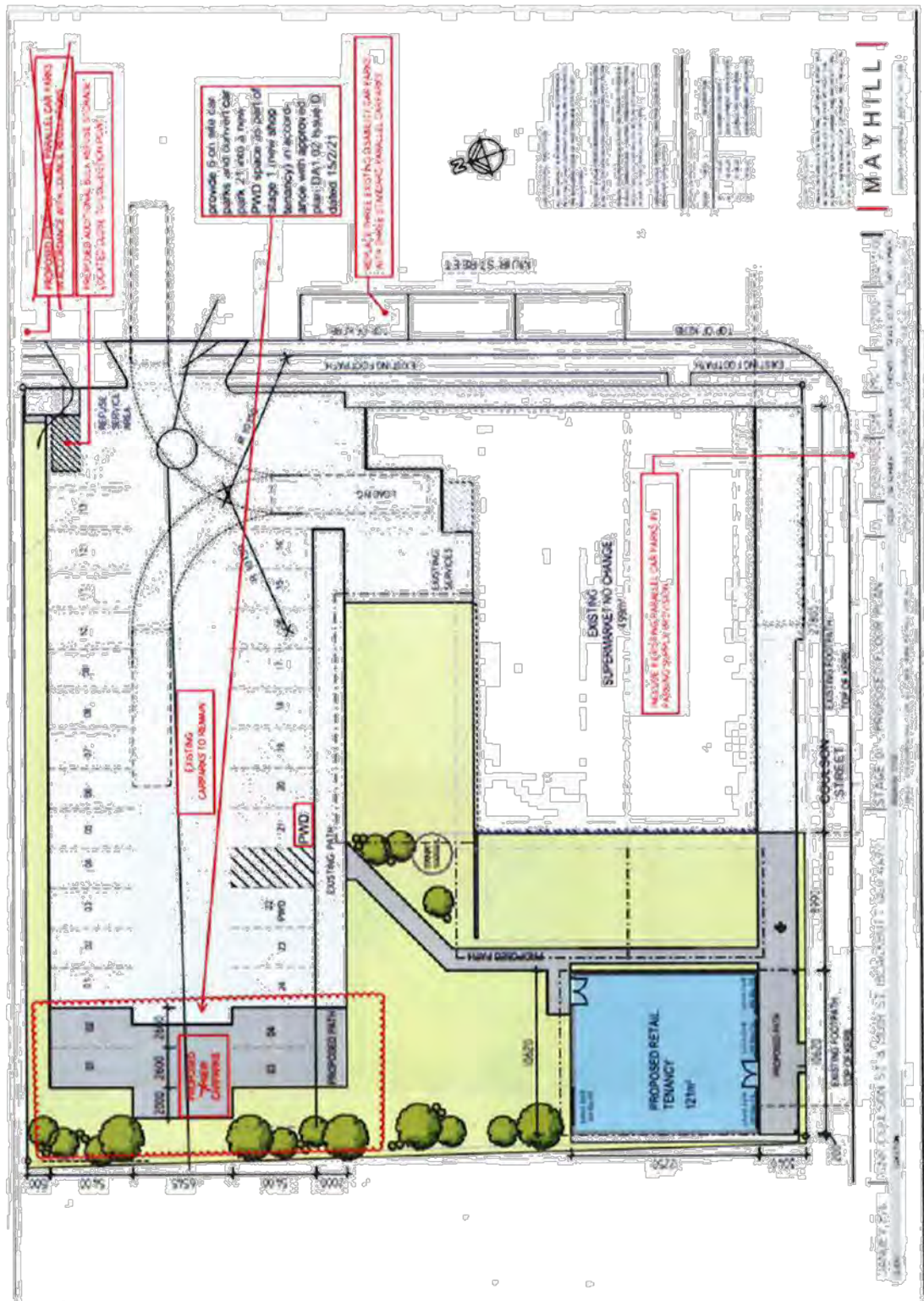
PROPOSAL PLAN



Delegated Authority

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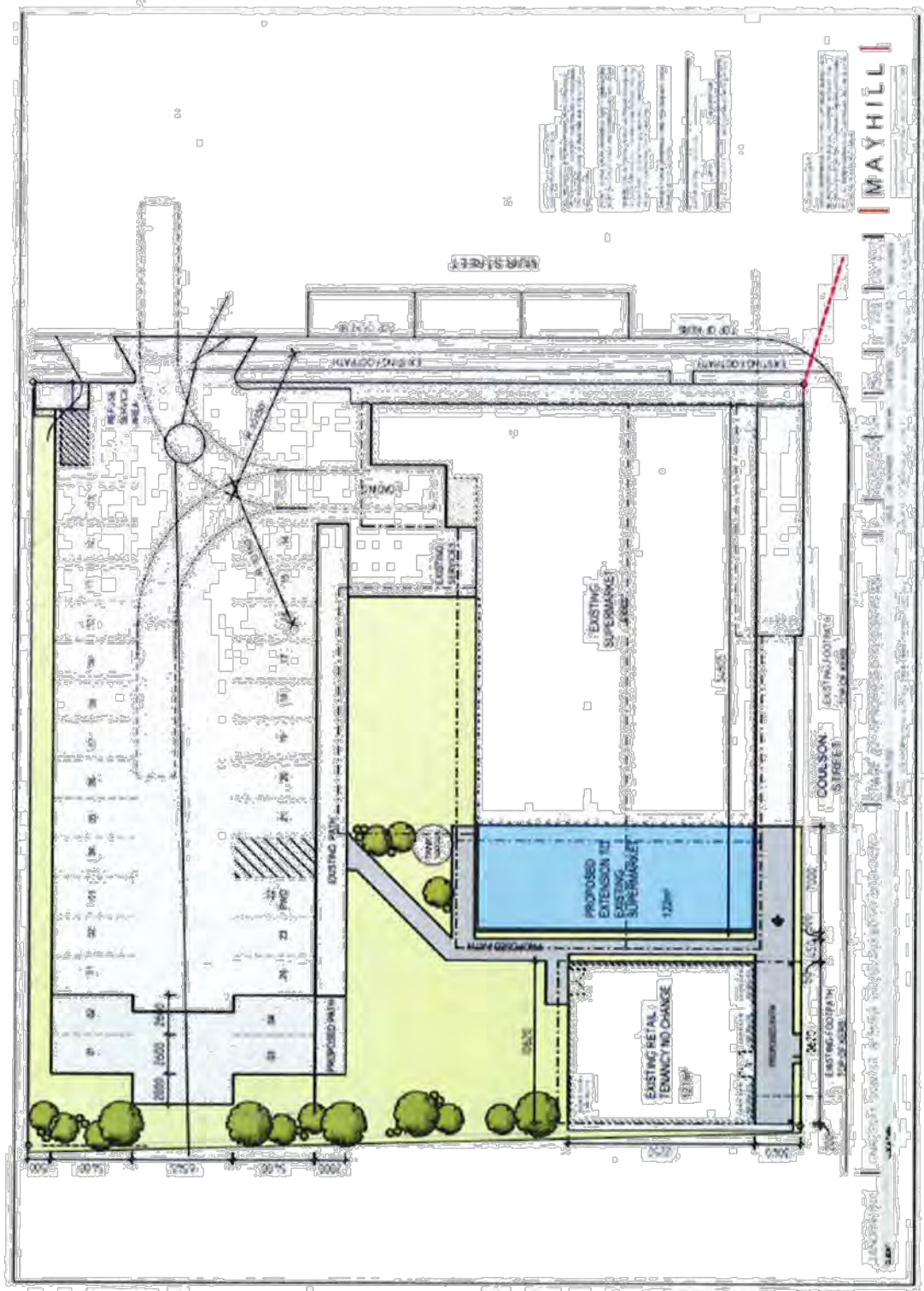
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Delegated Authority

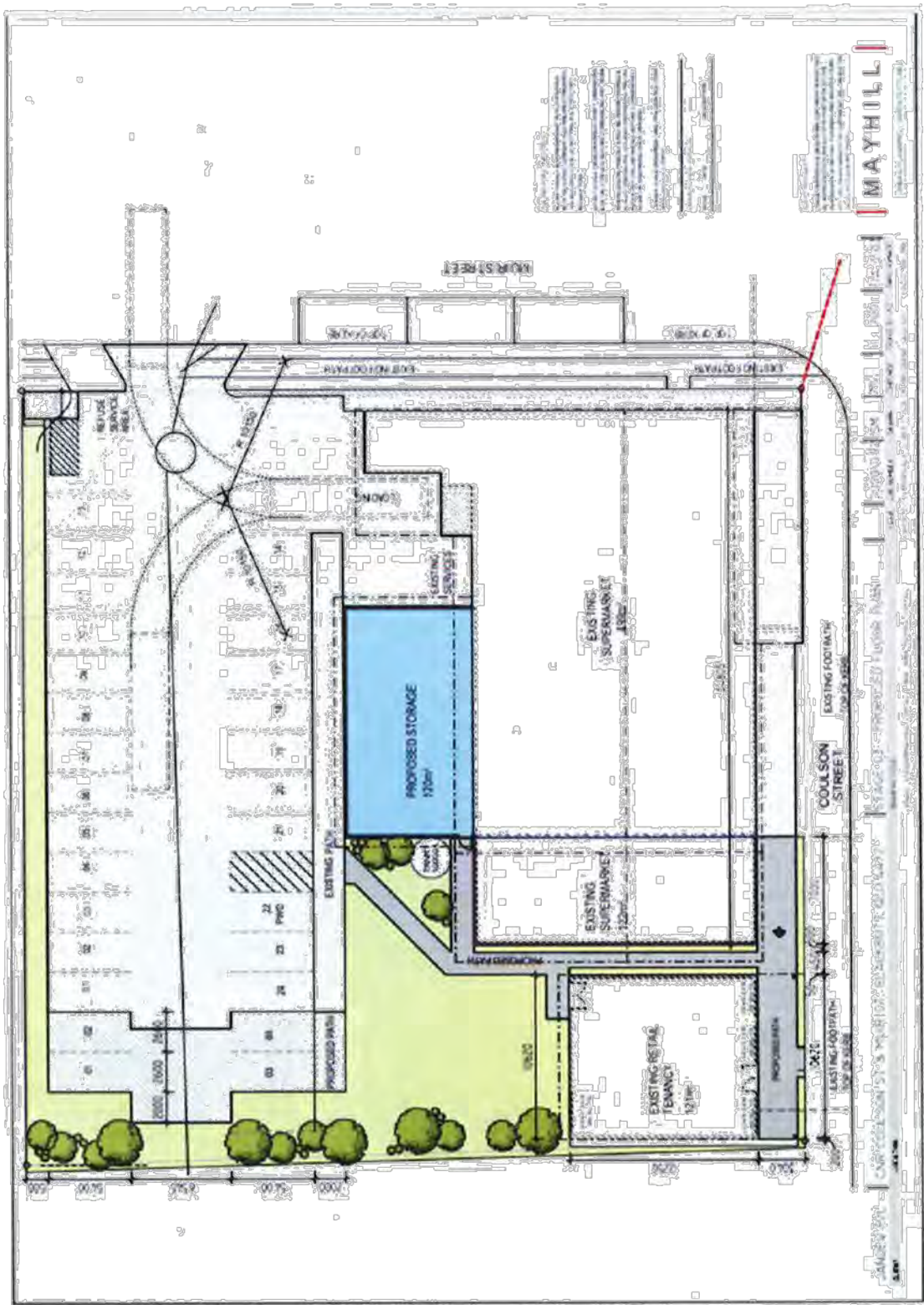
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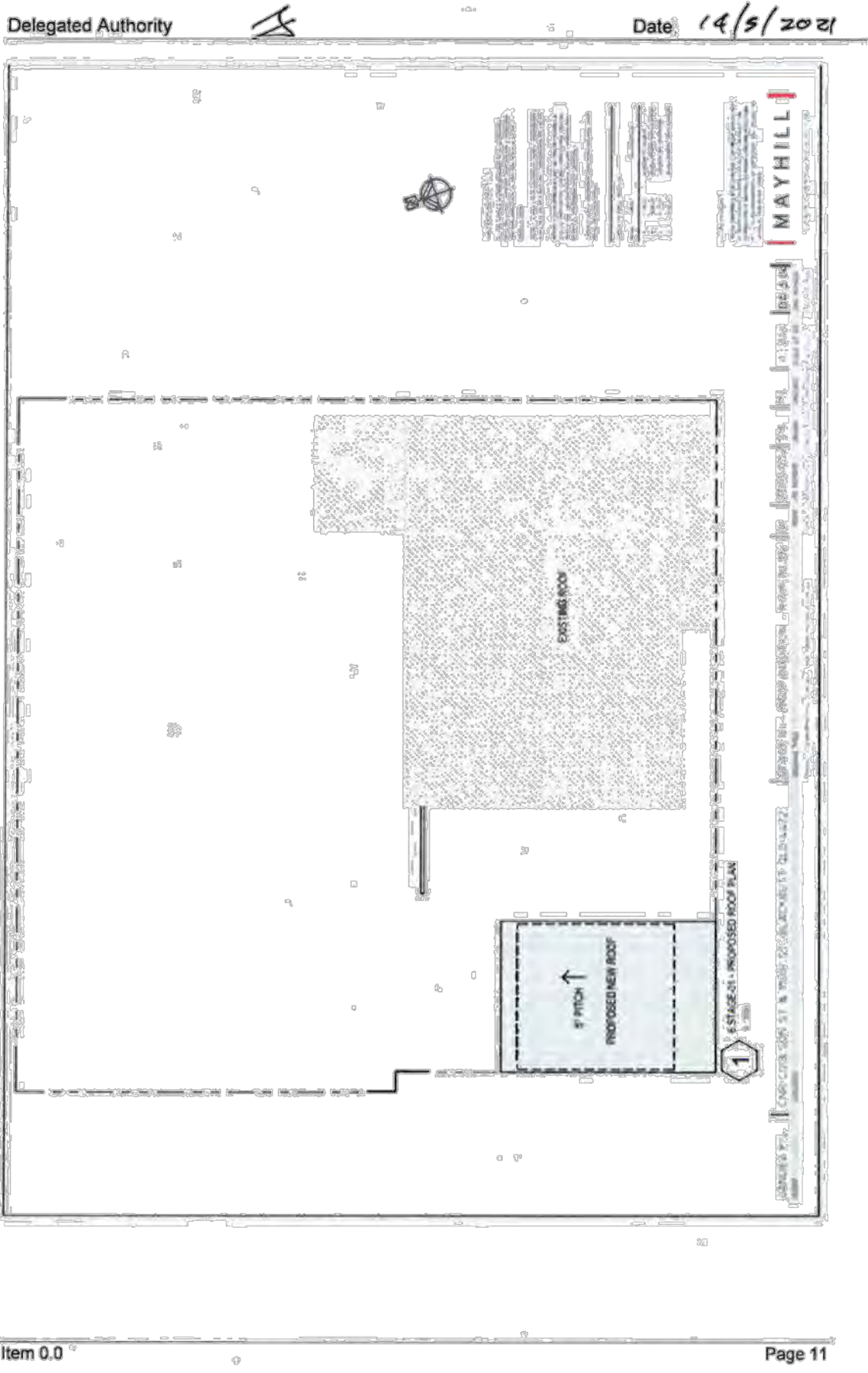
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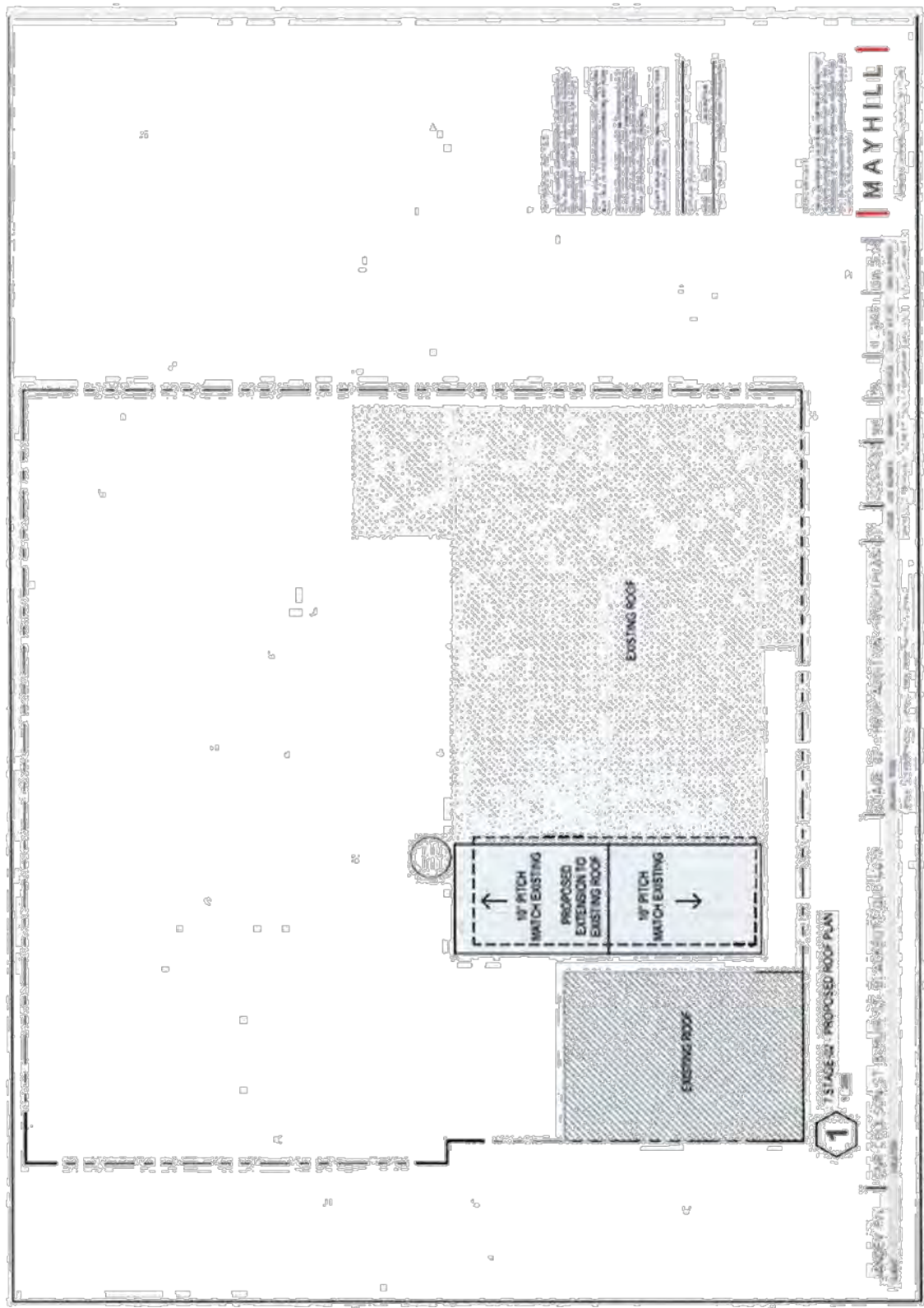
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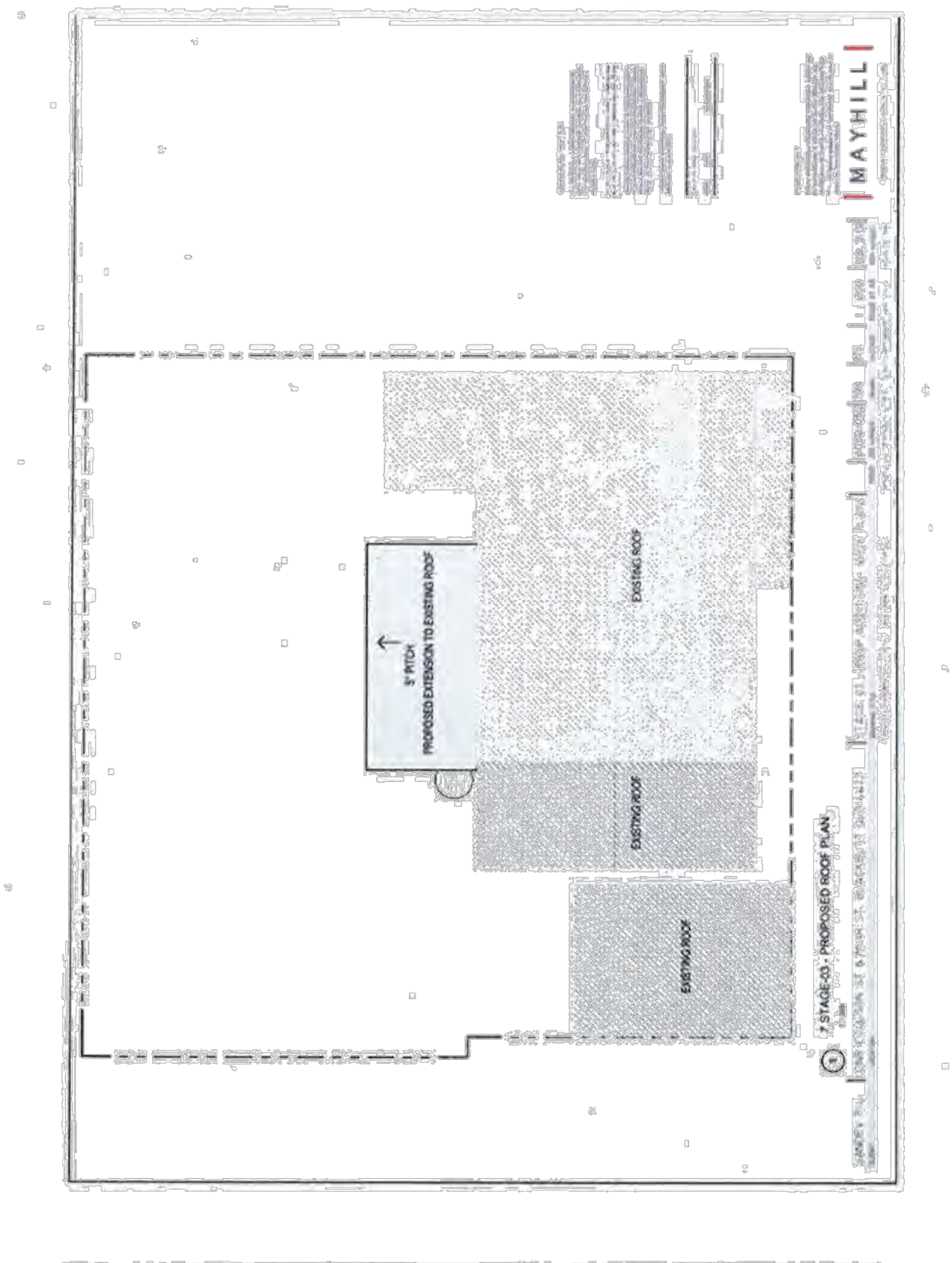


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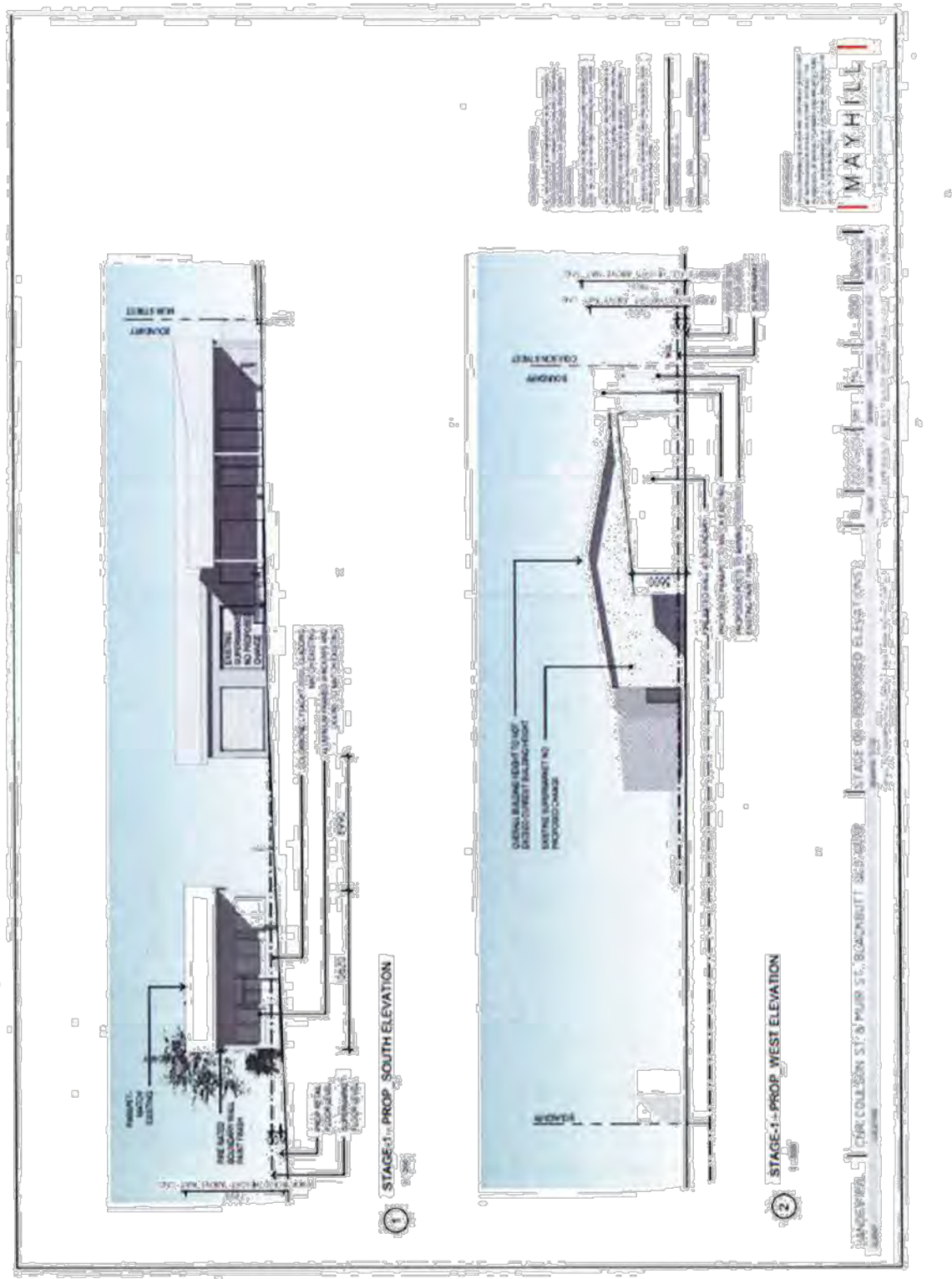
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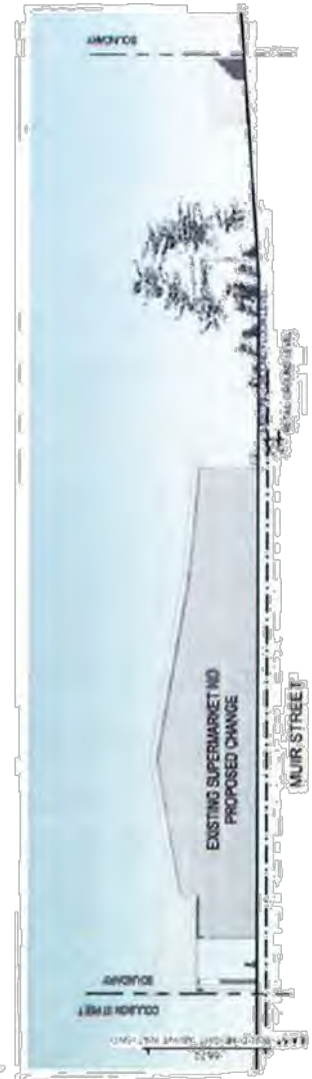


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1 STAGE 1 - PROPOSED NORTH ELEVATION



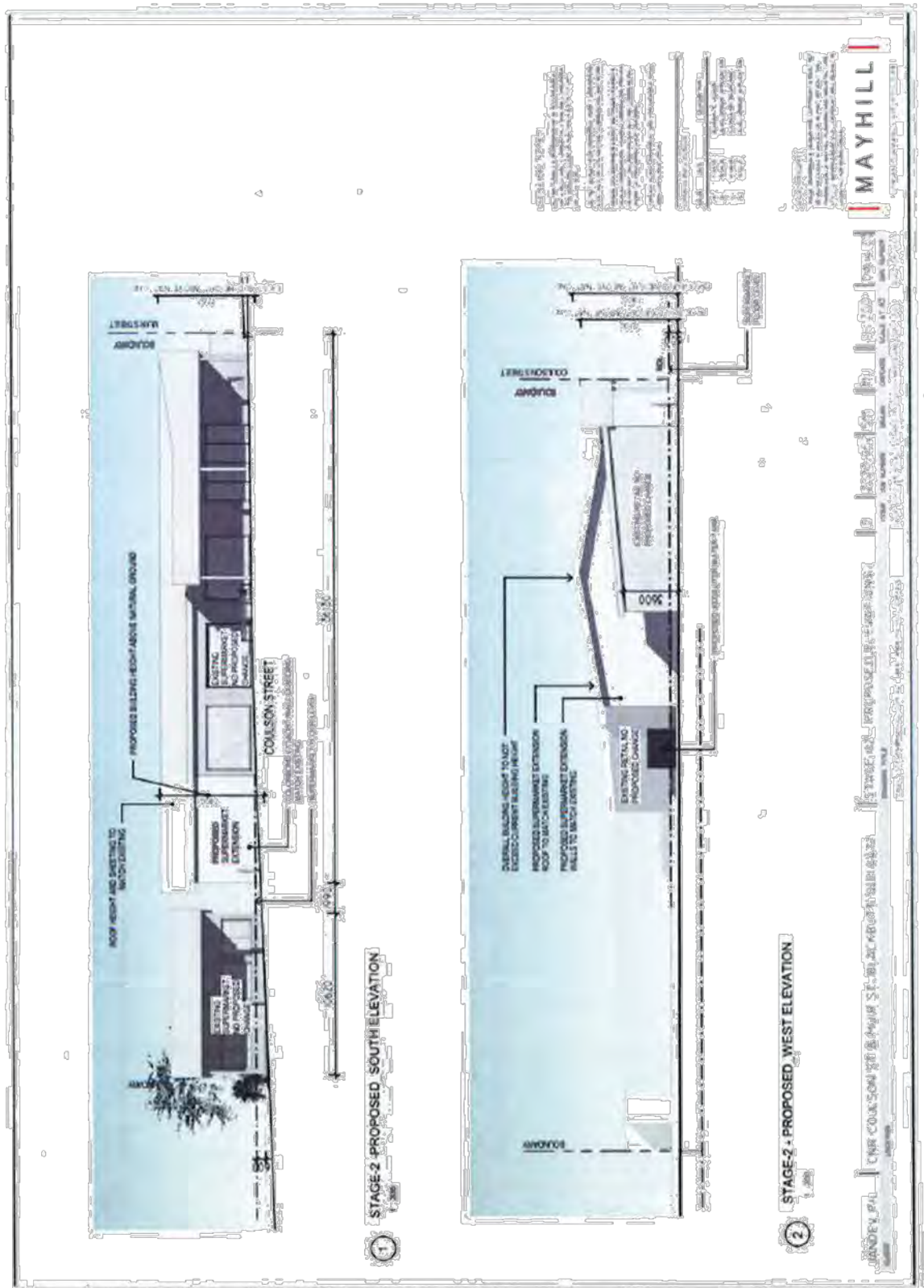
2 STAGE 1 - PROPOSED EAST ELEVATION

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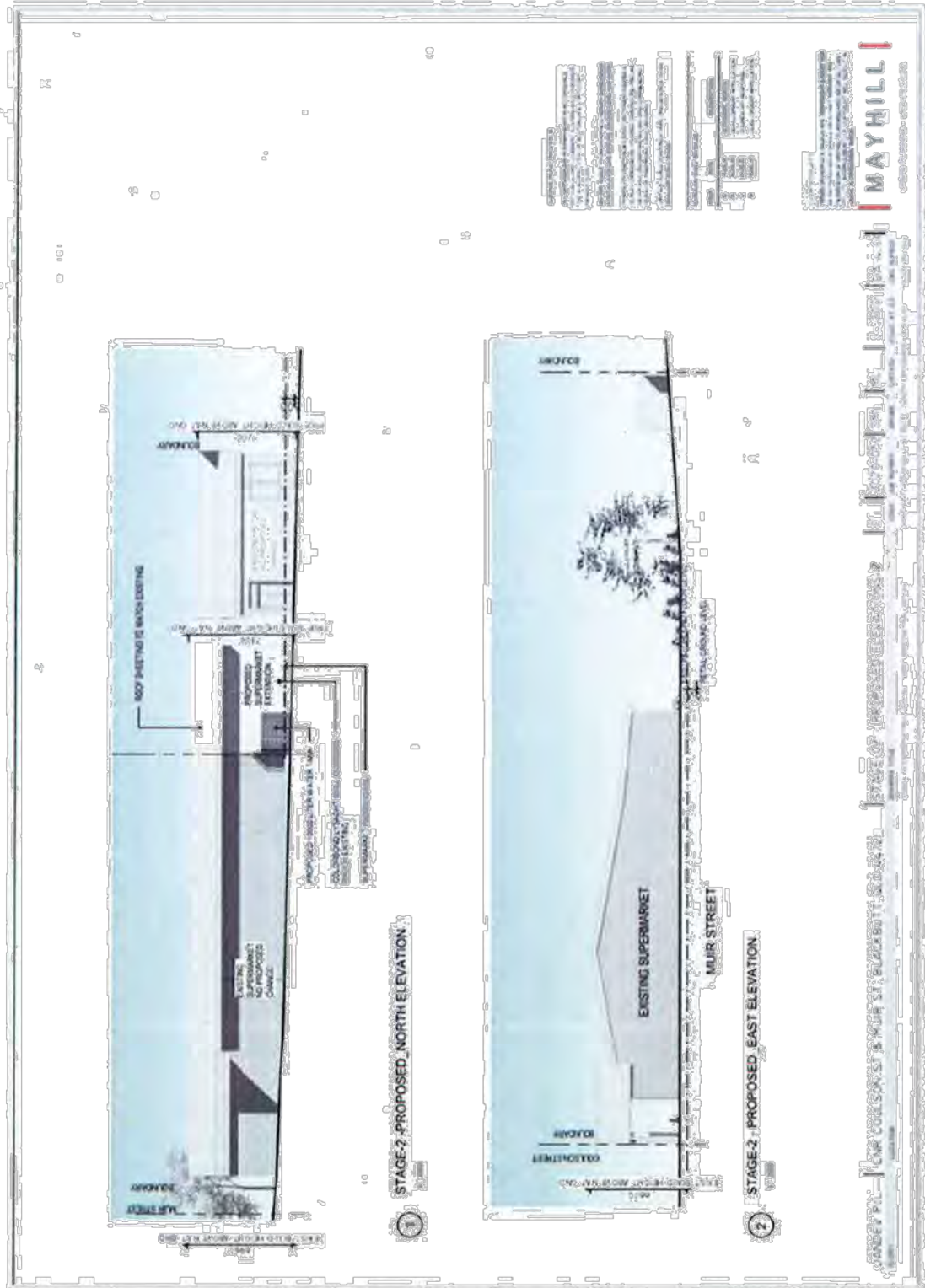
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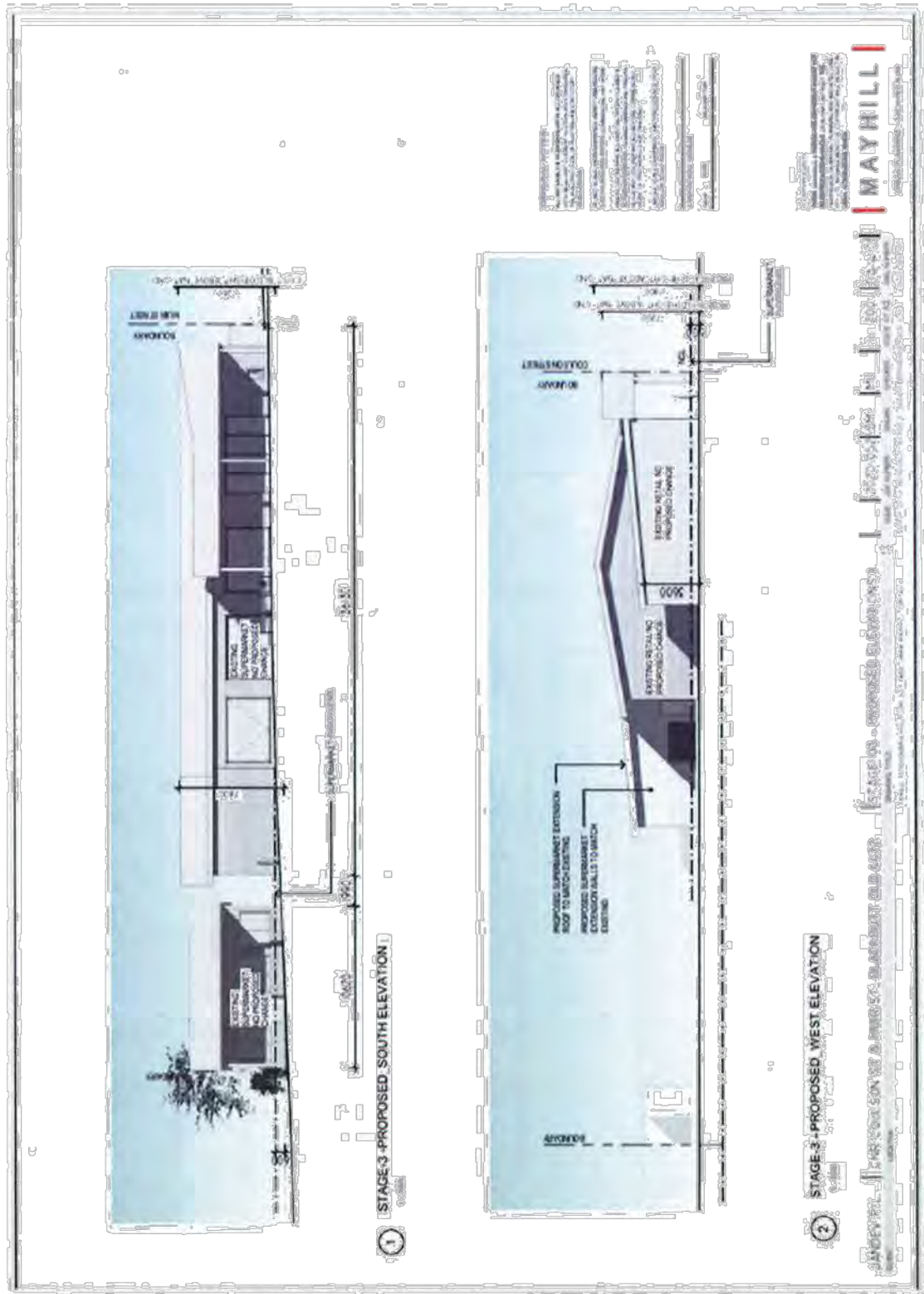
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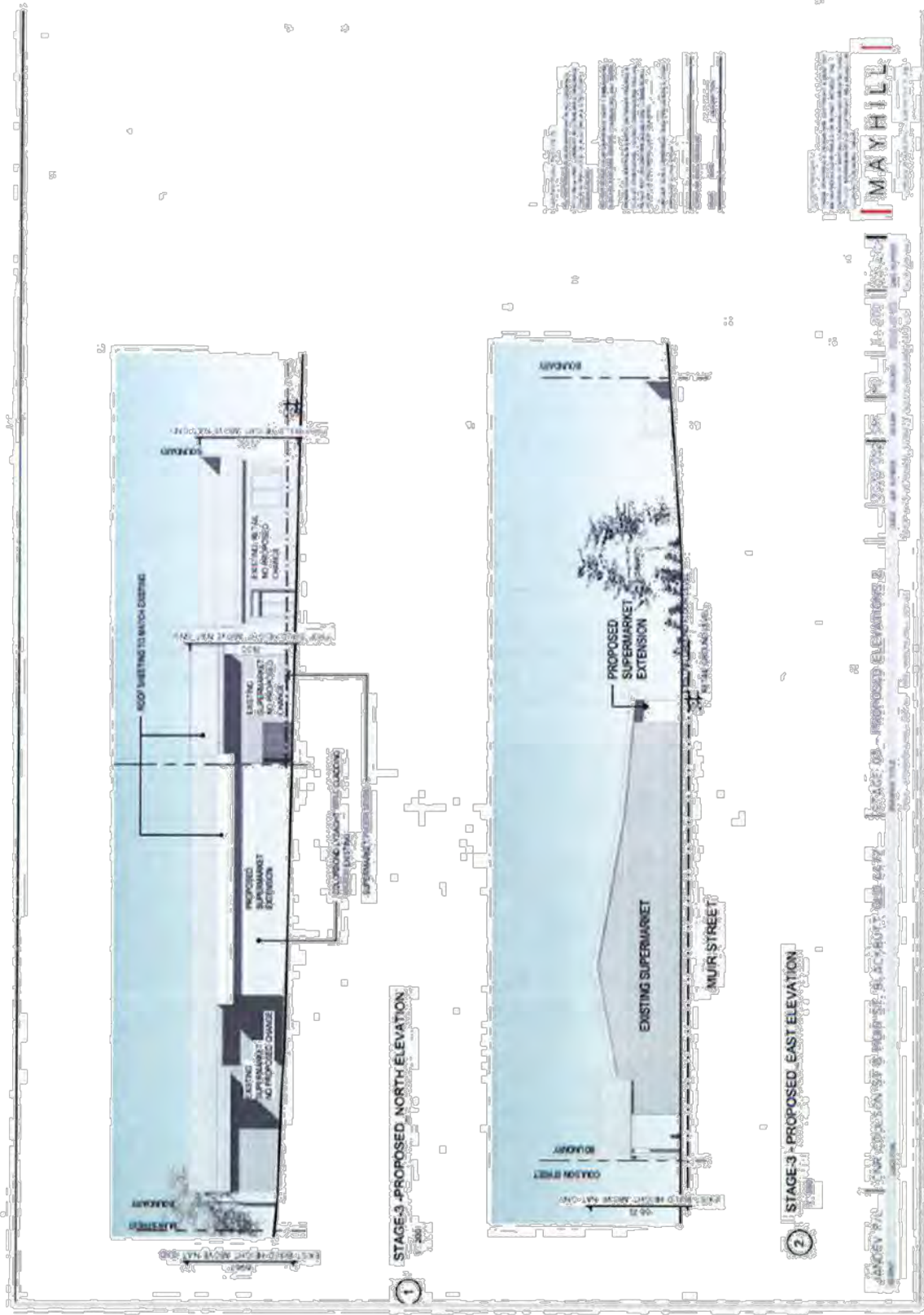
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Date: *14/5/2021*

1.0 EXECUTIVE SUMMARY

This report carries out an independent town planning and assessment of the proposed development. The Applicant, Jandev Pty Ltd, seeks a Development Permit for Material Change of Use for a Shop (Extension to existing supermarket and additional shop) over land described as Lot 8 on SP105981 and Lot 9 on RP32384 and situated at 48 – 50 Coulson Street, Blackbutt.

A change to the application was made by the applicant in February 2021 to stage the development as follows:

- Stage 1 - Specialty Shop;
- Stage 2 - Supermarket Extension A; and
- Stage 3 - Supermarket Extension B.

2.0 SITE AND LOCALITY

2.1 Site Description

The subject site is located at 48 – 50 Coulson Street, Blackbutt, formally described as Lot 8 on SP105981 and Lot 9 on RP32384. Any reference to 'subject site' is a reference to both lots. The site has a combine area of 2526m² and both lots are of regular configuration.

The subject site is currently improved by the existing SPA supermarket which addresses Coulson Street. Existing carparking for the supermarket is located at the rear of site and the balance of Lot 8 is currently vacant land. The site currently has one vehicle access point, which features a crossover to Muir Street located toward the north-eastern corner of the site.



Figure 1: Aerial of Subject Site (Source: Queensland Globe)

2.2 Surrounding Land Uses

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The subject site is situated in the locality of Blackbutt, within the town centre. The surrounding area predominantly comprises of residential dwellings to the north and east of the site and commercial uses to the west and south of the site along Coulson Street. Coulson Street is primarily characterised with small-scale, local businesses such as the Blackbutt Bakery, Blackbutt Service Centre and the Blackbutt Motel. The D'Aguilar Highway intersects through Blackbutt from the east to west, which adjoins the subject site.

3.0 PROPOSAL OVERVIEW

The Applicant seeks a Development Approval for a Material Change of Use for a Shop and extension to supermarket.

3.1 Development History

The relevant development history is as follows:

On 23 September 2016, Council approved an application seeking the development of a shop (shopping centre) over the site (Council Ref IR1602547). Council did not approve the request for a Development Permit for Stage 2 and instead approved a Preliminary Approval for a Material Change of Use for a Shop.

The original Stage 1 development of the Blackbutt SPAR supermarket was completed in 2018 and a subsequent parking survey and demand assessment was undertaken in May 2020. This assessment by Engintra recommended that for Stage 2 of the development with a Gross Floor Area (GFA) of 825m², the existing on-site carpark be extended to the west to create 25 standard carparking spaces for a B99 vehicle and 2 accessible carparking spaces, along with designation and formalisation of existing on-street carparking on both the Coulson and Muir Streets site frontages to satisfy the Material Change of Use (MCU) requirements of one carpark per 20m² of GFA, with the on-street carparks being utilised as part of the overall parking requirements for the development.

A key finding of the traffic survey was that Coulson Street parking was the predominant preference for customers of the supermarket. As such, a new rear entry walkway will be important to ensure that people using the rear carpark have more direct access to the supermarket.

Other findings are that:

1. The existing on-site rear carpark of the SPAR was underutilised and had an average of five cars during the inspections. Most cars in this carpark appeared to be SPAR employees' cars as they did not shift during the two-hour period.
2. The on-site disability carpark was not used during the inspection and on-street disability carparks on Muir street were not utilised for their purpose during the survey.

3.2 Proposed Development

The proposal includes two components, including an extension to the existing supermarket and the addition of a specialty store.

The proposed extensions of the supermarket will include a total increase in GFA of 242m², where the northern and western sides of the supermarket will have an increased GFA of 120m² and 122m² respectively. The building will be extended by approximately 8.5 metres to the north and 7 metres to the west. Design of the proposed extension will maintain the existing height and roof pitch of the existing building.

The proposed specialty store will be located in the south-western corner of the subject site and will have direct frontage onto Coulson Street. The shop will have a total GFA of 121m² and will maintain

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a setback of 3m in line with the existing setback of the supermarket. The proposal is to be staged as follows:

- Stage 1 - Specialty Shop; (121m²)
- Stage 2 - Supermarket Extension A; and
- Stage 3 - Supermarket Extension B.

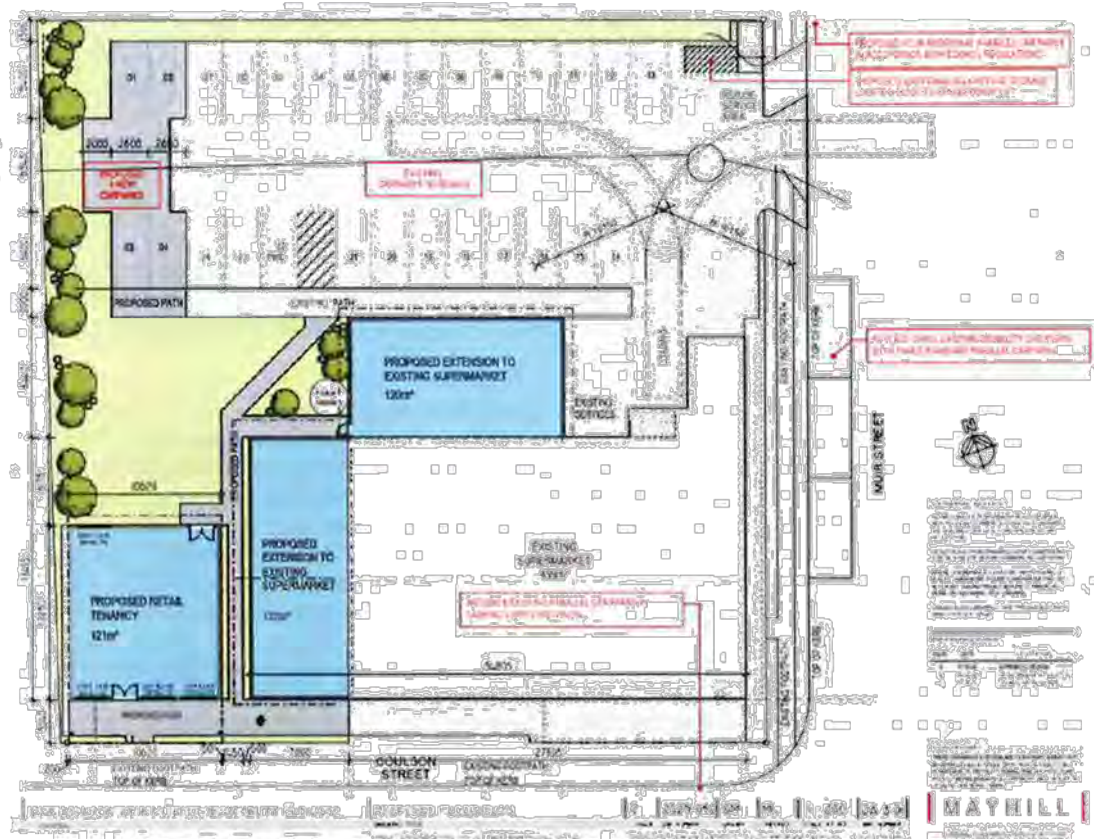


Image: Proposal Plan (subject to amendments in red included on final plans to be attached to this recommendation)

Parking and Access

Vehicular access to the subject site will be maintained from the existing crossover to Muir Street located in the north-eastern corner of the site. The proposed development provides an additional 6 carparking spaces to the existing 24 spaces (inc. 1 PWD). Parking is to be constructed in Stage 1 for the whole extension and specialty shop.

Direct Access to Coulson Street is not permitted as per the conditions of SARA's approval.

Refuse

Refuse manoeuvring and collection will remain as existing.

Landscaping

The proposed plans demonstrate the provision of adequate landscaping along the northern, western and part of the southern boundary of the site. Substantial landscaping is provided between the rear of the specialty store and the carpark.

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4.0 TOWN PLANNING CONTEXT

Table 3 provides an overview of the current town planning framework relevant to the subject site.

TABLE 3 – SUMMARY OF LOCAL PLANNING INSTRUMENT	
State Planning Context	
Regional Plan	<i>Wide Bay Burnett Regional Plan 2011</i> (the Regional Plan)
State Planning Policy	<i>State Planning Policy</i> (July 2017) (the SPP)
SARA DA Mapping	Water Resources - Water resource planning area boundaries
Referrals	N/A
Assessment Benchmarks	N/A
Local Planning Context	
Planning Scheme	<i>South Burnett Regional Council Planning Scheme 2017</i> (v1.4)
Strategic Framework Designation	Urban
Zone	Local Centre Zone (see Figure 5)
Overlays	<ul style="list-style-type: none"> • Flood Hazard Overlay
Defined Use	Shop
Level of Assessment	Code Assessment
Assessment Benchmarks	<ul style="list-style-type: none"> • Local centre zone code • Services and works code

5.0 PLANNING ASSESSMENT

5.1 Planning Regulation 2017

This section of the report includes an assessment of the proposed development against Schedule 10 of the Planning Regulation 2017 (the Planning Regulation).

5.1.1 Schedule 9 – Building Works

It is noted that assessment benchmarks and matters stated in Schedule 9 of the Regulation are not relevant to this development application for a material change of use but may be relevant to subsequent development such as building work.

5.1.2 Schedule 10 – Assessable Development

The proposed development does not involve prescribed assessable development under Schedule 10.

5.1.3 Schedule 10 – Referral Agencies

The application triggered referral under Schedule 10 of the Planning Regulation for the following matters:

- Schedule 10, Part 9, Division 4, Subdivision 2, Table 4 – Material Change of Use within 25 metres of a State-controlled road.

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The application was properly referred to SARA on 10 September 2020, with an information request issued by SARA on the 22 September. It was raised that the development application material did not include sufficient information to address Performance Outcome PO20 of State Code 1 of the State Development Assessment Provisions. An Information Response was issued on 8 March 2021.

SARA's decision notice was issued on the

5.2 Other Matters for Code Assessment

This section of the report includes an assessment of the proposed works against the other matters that code assessment must have regard to as required by the Planning Regulation 2017 (section 27) namely:

- the Planning Scheme;
- the Regional Plan
- the State Planning Policy, to the extent the SPP is not identified in the planning scheme as being appropriately integrated in the planning scheme;
- any temporary State planning policy applying to the premises;
- any development approval for, and any lawful use of, the premises or adjacent premises; and
- the common material.

In accordance with section 45 (5)(a) of the Planning Act, Code Assessment is an assessment that must be carried out—

- (i) Against the **assessment benchmarks in a categorising instrument for the development**; and
- (ii) Having regard to **any matters prescribed by regulation for this paragraph**.

In this instance under **section 45 (3)(a)(i) of the Planning Act**, the categorising instrument for the development is the *South Burnett Regional Council Planning Scheme 2017 (v1.4)* under which the applicable assessment benchmark is the Local Centre Zone Code.

5.3 Planning Scheme

5.3.1 Defined Use

The proposed **Shop** is defined, pursuant to the South Burnett Regional Council Planning Scheme 2017 as:

Premises used for –

- (a) *Displaying, selling or hiring goods; or*
- (b) *Providing personal services or betting to the public.*

The definition appropriately captures the proposed use.

5.3.2 Assessment Benchmarks

Pursuant to under Section 5.5, Table 5.5.4 – Level of Assessment in the Local Centre Zone for a Shop is subject to Code Assessment. The relevant assessment benchmarks are:

- Local centre zone code
- Services and works code

5.3.2.2 Local Centre Zone Code

The subject site is situated in the Local Centre Zone of the Planning Scheme.

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FIGURE 5 – ZONING MAP (Planning Scheme)

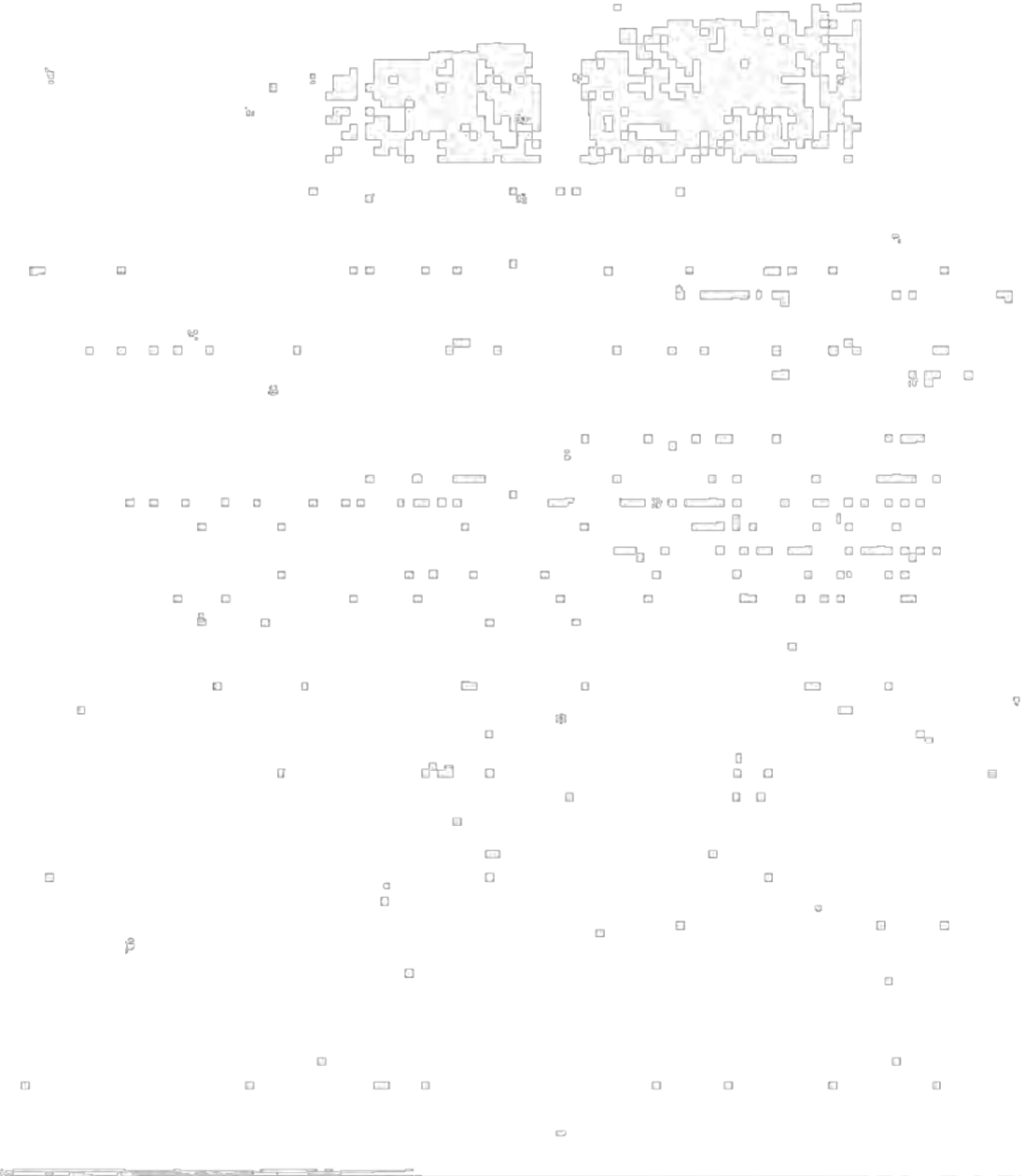
The purpose of the Local Centre Zone is to provide a limited variety of commercial, community and retail activities to service residents.


The following table sets out an assessment of the proposal against the overall outcomes for the Local Centre Zone Code.

Local Centre Zone Code Overall Outcomes	
(a) The amount of zoned land is more than enough to accommodate the commercial needs of each town over the life of this Planning Scheme, and no expansion of the zone is envisaged.	Complies. The proposed development is located on a site that is zoned under the Local Centre Zone and does not require expansion of the zone.
(b) The zone provides for a mix of retail, commercial, administrative, community, cultural and entertainment activities that support the respective host town	Complies. The proposed development provides for additional small-scale retail and commercial activities that support the locality and residents of Blackbutt.
(c) Buildings are generally no higher than 2-3 storeys, so as to maintain form consistent with expectations of a regional town.	Complies. The proposal maintains a maximum building height of one storey throughout the entirety of the site.
(d) Development standards reflect the level of infrastructure otherwise apparent in the town.	Complies. The proposed development meets the infrastructure standards that are reflected throughout the town.
(e) Residential development, short-term and tourist accommodation is provided at an appropriate scale and integrates with and enhances the fabric of the centre. Residential development is enabled above ground floors.	Not Applicable. The proposed development is not for residential, short-term and tourist accommodation.
(f) Where appropriate, service industry uses may be located in the zoned area.	Not Applicable. The proposal is not for a service industry use.
(g) Development is designed to incorporate sustainable practices including maximising energy efficiency, water conservation and public/active transport use.	Can comply. Conditions of approval can be implemented to ensure that the design of the proposed development incorporates sustainable practices if deemed appropriate.

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<p>(h) Development is reflective of and responsive to the environmental constraints and hazards of the land.</p> 	<p>Complies. The balance of the development is located outside of the flood hazard overlay, with only a minor extent of the proposed building footprint located within the flood hazard overlay. The development will not be adversely affected by flood events or compromise the safety of people.</p> <p>The proposed development is located only to a minor extent in the flood hazard overlay. The development will not be</p>
<p>(i) Sites that are contaminated or pose a health risk from prior activities are remediated prior to being developed for sensitive land use (as defined in the Regulation).</p>	<p>Not Applicable. The subject site is not contaminated and will not pose any health risks from prior activities.</p>



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Performance outcomes	Requirements for accepted development and assessment benchmarks	Assessment of Proposed Development
General		
<p>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.</p>	<p>AO1.1 Buildings are a maximum of 2 storeys above ground level, or 3 storeys if the third storey is set back 20m from the street alignment.</p> <p>and</p> <p>AO1.2 Buildings are built to the street alignment.</p> <p>and</p> <p>AO1.3 Building entrances are clearly visible from the street.</p> <p>and</p> <p>AO1.4 Development incorporates an all-weather awning built to a line 0.5m short of all carriageways with at least 3m vertical clearance.</p> <p>and</p> <p>AO1.5 The maximum building length in one plane is less than 30m, with variations at least 0.5m deep and 3m wide between continuing façades.</p> <p>and</p> <p>AO1.6 Upper levels incorporate horizontal and vertical variations in elements such as balconies, windows, shading devices and parapets.</p> <p>and</p> <p>AO1.7 Buildings on corner sites incorporate:</p> <ul style="list-style-type: none"> (a) Elements distinguishing different levels; and (b) Variations in roof shape, recesses or projections, shade devices and detailing. <p>AO1.8 Plant and service equipment (air conditioning, exhaust fans, lift motor rooms, refuse bins, telecommunication devices, etc) are integrated into buildings.</p>	<p>AO1.1</p> <p>Complies. The proposed extensions to the supermarket and the additional retail shop maintain the existing building height of the supermarket of 1 storey.</p> <p>AO1.2</p> <p>Complies.</p> <p>AO1.3</p> <p>Complies. Entrances to the supermarket and proposed retail shop directly front on to Coulson Street.</p> <p>AO1.4</p> <p>Performance Solution Required.</p> <p>The proposed awning of the specialty shop will be built to the boundary of the site and not 500m short of the carriage way. The proposed awning has been designed to be consistent with the existing awning of the supermarket, located above the eastern frontage.</p> <p>AO1.5</p> <p>Performance Solution Required.</p> <p>The maximum building length of the supermarket with the proposed extension will be 34.8m. A 2m gap has been provided between the retail store and the supermarket that is over 12m deep.</p>


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		<p>As the proposed development is an extension to an existing use and proposes to maintain a single storey, the building length will not compromise the streetscape character of Coulson Street.</p> <p>AO1.6 Not Applicable. The proposed development is single storey only.</p> <p>AO1.7 Not Applicable. The proposed development is not located on the corner of the site.</p> <p>AO1.8 Will comply. Integration of adequate plant and service equipment can be conditioned to comply.</p>
<p>PO2 Development respects the amenity and intended urban form of adjoining non-commercial sites.</p>	<p>AO2.1 Where adjoining residential zoned land, development provides:</p> <ul style="list-style-type: none"> (a) 1.8m high screen fencing to all side and rear boundaries; and (b) minimum 5m side and rear boundary setbacks; and (c) minimum 3 metre boundary setback to street frontages. 	<p>Not Applicable. The proposal site does not adjoin residential zoned land.</p>
<p>PO3 Buildings maximise shop-front exposure to streets.</p>	<p>AO3.1 Buildings are built to side boundaries, except for pedestrian and vehicular access.</p> <p>and</p> <p>AO3.2 The ground level comprises display windows and active space (e.g. shops, cafés, offices, personal services, hotels, medical facilities and small showrooms).</p> <p>and</p> <p>AO3.3 Buildings incorporate windows and doors opening to the street.</p>	<p>AO3.1 Complies. The proposed specialty store is built within 2m of the western side boundary.</p> <p>AO3.2 Complies. The proposed design of the specialty shop incorporates display windows that address the entrance on Coulson Street to promote an active retail shopfront.</p>

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		<p>A03.3</p> <p>The proposed design of the specialty shop incorporates display windows that address the entrance on Coulson Street.</p>
<p>PO4 Development provides a safe and secure environment.</p>	<p>A04.1 Development provides:</p> <ul style="list-style-type: none"> (a) opportunities for casual surveillance and sightlines to and from open spaces, streets and adjacent development; (b) activity areas adjacent to pedestrian pathways; (c) pathways, underpasses and other spaces that minimise sudden changes of grade and blind corners; (d) lighting of external areas; (e) increased visibility of high risk areas such as car parks, stairwells and the like; (f) entrances to buildings that are oriented to face open or 'active' spaces; and (g) clear sight lines from within the building at the entry point. <p>and</p> <p>A04.2 Parking areas with more than 20 parking spaces provide dedicated, obvious and direct pedestrian paths linking parking spaces with public streets and/or entry points to on-site commercial premises.</p> <p>and</p> <p>A04.3 Pedestrian movement areas involve minimal vehicle conflict points and facilitate equitable access.</p> <p>and</p> <p>A04.4 The ground level of buildings facing the primary frontage comprises windows and active space.</p>	<p>A04.1</p> <p>Complies. The display windows at the front of the specialty shop and extension to the supermarket allow for causal surveillance and clear sightlines directly onto Coulson Street.</p> <p>A04.2</p> <p>Complies. A pedestrian path is provided between the specialty store and the supermarket which directly connects the carpark and Coulson Street.</p> <p>A04.3</p> <p>Complies. Pedestrian movement is directed toward Coulson Street via a footpath provided between the specialty store and the supermarket, located away from any vehicle movement.</p> <p>A04.4</p> <p>Complies. The proposed design of the specialty shop incorporates display windows that address the entrance on Coulson Street.</p>
<p>PO5 Development is adequately serviced.</p>	<p>A05.1 Development is connected to reticulated water supply and sewerage.</p> <p>and</p>	<p>A05.1</p> <p>Complies. The proposed development is connected to reticulated water supply and sewerage.</p>

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	<p>AO5.2 Stormwater is discharged to a lawful point of discharge.</p> <p>and</p> <p>AO5.3 Where involving an increase in gross floor area of more than 5,000m², development provides bus and taxi loading areas within 100m of the main entrance.</p>	<p>AO5.2</p> <p>Complies. Stormwater is able to be discharged from a lawful point of discharge.</p> <p>AO5.3</p> <p>Not Applicable. The proposed development has an increase in gross floor area of less than 5,000m².</p>
<p>PO6 Pedestrian safety is enhanced by appropriate access arrangements.</p>	<p>AO6.1 Where an alternative exists, no direct vehicular access is provided from the respective town's main commercial street.</p>	<p>AO6.1</p> <p>Complies. Vehicular access is provided from Muir Street.</p>
<p>PO7 Refuse storage areas are located for convenient collection, screened from public view and provided with facilities for self-contained cleaning.</p>	<p>AO7.1 Refuse storage areas allow the appropriately-sized collection vehicle to enter and exit in a forward gear. The use of staff car parking areas to accommodate internal manoeuvring is permissible.</p> <p>and</p> <p>AO7.2 The refuse storage area is provided in a building or other enclosed structure screened to a minimum height of 0.2m above the height of the refuse receptacles.</p> <p>AO7.3 Refuse storage areas are provided with an impervious base that is drained to an approved waste disposal system and provided within a dedicated hose cock.</p>	<p>AO7.1</p> <p>Complies. Refuse storage and collection is existing as per the current supermarket.</p> <p>AO7.2.</p> <p>Complies. See above comment for AO7.1.</p> <p>AO7.3</p> <p>Complies. See above comment for AO7.1</p>
<p>PO8 Development is located and designed to ensure that land uses are not exposed to:</p> <ul style="list-style-type: none"> (a) Areas that pose a health risk from previous activities, and (b) Unacceptable levels of contaminants. 	<p>AO8.1 Development does not occur:</p> <ul style="list-style-type: none"> (a) In areas that pose a health risk from previous activities; and (b) On sites listed on the Contaminated Land Register or Environmental Management Register <p>and</p> <p>AO8.2 Areas that pose a health risk from previous activities and contaminated soils which are subject to development are remediated prior to plan sealing, operational works</p>	<p>AO8.1</p> <p>Complies. The proposal site does not contain any contaminated soils. The site was previously used as a supermarket which does not pose any health risks.</p>

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	<p>permit, or issuing of building works permit.</p>	<p>AO8.2 Not Applicable. The proposal site does not contain contaminated soils and is currently improved by a supermarket use which will not pose a health risk.</p>
<p>Section 2 For development affected by one or more overlays</p>		
<p>Flood Hazard overlay:</p>		
<p>PO9 Development is not exposed to risk from flood events by responding to flood potential and maintains personal safety at all times</p>	<p>AO9.1 All new allotments include an area of sufficient size to accommodate the intended land use outside the area identified on Overlay Map 03.</p> <p>and</p> <p>AO9.2 New buildings are not located within the area identified on Overlay Map 03.</p> <p>and</p> <p>AO9.3 Development is sited above the 1%AEP flood event where known, or the highest known flood event, as follows: (a) Habitable floor levels - 500mm; (b) Non-habitable floor levels - 300mm; (c) On-site sewage treatment and storage areas for potential contaminants - 300mm; (d) All other development - 0mm.</p> <p>and</p> <p>AO9.4 Building work below the nominated flood level allows for the flow through of flood water at ground level. (a) The structure below flood level is unenclosed; or (b) Any enclosure below flood level aligns with the direction of water flow; or (c) Any enclosure not aligning with the direction of water flow must have openings that are at least 50% of the enclosed area with a minimum opening of 75mm.</p> <p>and</p>	<p>AO9.1 Complies. The proposed development is located outside of the area that is affected by the Flood Hazard Overlay.</p> <p>AO9.2 Complies. The Flood Hazard Overlay encroaches to a minor extent over the southern boundary of the site where the proposed specialty shop and extension to the supermarket is located.</p> <p>AO9.3 Complies. The proposed building and extension is located outside the extent of the Flood Hazard Overlay.</p> <p>AO9.4 Not Applicable. The proposal site is</p> <p>AO9.5 Not Applicable. The proposal site is not located below the nominated flood level.</p> <p>AO9.6 Not Applicable. Signage is not required for evacuation as the development is located</p>

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	<p>AO9.5 Resilient building materials are used below the nominated flood level in accordance with the relevant building assessment provisions.</p> <p>and</p> <p>AO9.6 Signage is provided on site indicating the position and path of all safe evacuation routes off the site.</p>	<p>in a small extent of the flood overlay.</p>
<p>PO10 Development directly, indirectly and cumulatively avoids any significant increase in water flow, velocity or flood level, and does not increase the potential for flood damage either on site or other properties.</p>	<p>AO10.1 Works associated with the proposed development do not:</p> <ul style="list-style-type: none"> (a) involve a net increase in filling greater than 50m³; or (b) result in any reductions of onsite flood storage capacity and contain within the site any changes to depth / duration/velocity of flood waters; or (c) change flood characteristics outside the site in ways that result in <ul style="list-style-type: none"> i. loss of flood storage; 	<p>AO10.1 development complies with the provisions where applicable and the increased floor area has not been identified to cause any impact on flood conveyance.</p>

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	<ul style="list-style-type: none"> ii. loss of/changes to flow paths; iii. acceleration or retardation of flows; or iv. any reduction in flood warning times. 	
<p>PO11 Development avoids the release of hazardous materials into floodwaters.</p>	<p>AO11.1 Materials manufactured or stored on site are not hazardous in nature.</p> <p>and</p> <p>AO11.2 Hazardous materials and any associated manufacturing equipment are located above the nominated flood level.</p>	<p>AO11.1 Complies. The proposed use is for a Shop which is not intended for the manufacturing or storage of hazardous materials.</p> <p>AO11.2 Will comply. A condition of approval can be applied to ensure that the storage of hazardous materials and equipment is above the flood level.</p>
<p>PO12 Community infrastructure in any area mapped as Flood Hazard is able to function effectively during and immediately after flood events.</p>	<p>No outcome specified.</p>	<p>Not Applicable. The proposed development does not include any community infrastructure.</p>

Summary of Compliance with Local Centre Code:

The proposed Shop is appropriately designed to meet the requirements of the Local Centre Zone. Appropriate conditions are recommended to ensure that the development reflects the code in terms of landscaping and parking.

5.3.2.3 Services and Works Code

The Applicant has sufficiently addressed the requirements of the Services and Works Code:

- The proposal site has access to existing stormwater infrastructure and will be discharged at a lawful point of discharge. Conditions of approvals can be applied to ensure that compliance with the relevant stormwater outcomes can be achieved.
- The site has existing access to electricity and telecommunication services. The development will be connected to water supply and sewerage.
- The proposed development has access to sealed bitumen roads and will provide sealed roads on the site for the access of cars and pedestrians.
- The proposed development provides car parking in accordance with the likely needs of the development.
- The subject site consists of landscaping that is in accordance with the relevant zone codes.
- Filling and Excavation on the site will not compromise the existing topography and will maintain the amenity of the site and its surroundings.

5.3.2.4 Key Issues

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The key issues are discussed below:

Parking

AO6.1 of the Service Works Code states that *Vehicle parking spaces are provided on-site in accordance with Table 8.4.5* which prescribes a ratio for parking of 1 space per 20m² of additional GFA. The proposed development will increase the GFA by 362m² which would require an additional 18 car park spaces as part of the proposal. The proposed development nominates an additional 6 spaces for the 362m² of GFA which provides a shortfall.

As the supermarket use is already established on the site, extensions to the building will not generate an increase in demand for the extended supermarket component and the extensions are for functional purposes of the supermarket. The GFA for the new speciality shop however will generate parking demand. It can be justified that additional car parking spaces for the supermarket extensions would be unnecessary. Based on the 121m² GFA of the proposed speciality store, 6 additional spaces are sufficient for the proposed development.

ATC Engineers confirm that the recommendations of the original parking survey and assessment from 2018 remain relevant and provide one acceptable solution to the development of additional carparking spaces the proposed stages, reproduced as follows:

- The existing 24 standard carparking spaces for B99 vehicles and 1 accessible carparking space be maintained unchanged on-site;
- 6 new standard carparking spaces for B99 vehicles be added on the western end of the existing carpark in addition to the existing 24 carparking spaces provided, including the 1 accessible carparking space;
- 8 existing on-street parallel carparking spaces on the Coulson Street frontage of the supermarket and speciality shop be included in the parking supply provision determination for the use as part of stage 2(i)(ii)(iii); and
- 5 new on-street standard parallel carparking spaces be formalised by line marking and signage on Muir Street at the expense of the developer and these carparks also be included in the parking supply provision determination for the use as part of stage 2.

This will result in a total of 43 carparks both on-site and on-street. The Council does not support the addition of 5 spaces on Muir St, however it is note that the existing 3 PWD spaces are not in accordance with current standards and signage can be removed to create additional on street car parks.

The National Construction Code (NCC) Building Code of Australia 2019 Volume One, Table D3.5 requires 1 accessible space for every 50 carparking spaces or part thereof.

This arrangement satisfies this requirement for the use by maintaining the existing 1 accessible carparking space on-site and including:

- 6 new on site car parks
- 1 new on site PWD space
- Convert three on-street PWD spaces to regular parking bays
- Include 8 on street parking bays in Coulson St in the total parking rate.

Delegated Authority *A*

Date: 14/5/2021



Image: Proposed parking upgrades subject to amendments in red on final approval plans for 6 on-site parking spaces to be provided (not 4 as shown in this image).

Flood Overlay

AO9.2 of the Local Centre Code prescribes that *New buildings are not located within the area identified on Overlay Map 03.* There is a significantly minor encroachment of the flood overlay mapping located on the southern boundary of the site. The proposed specialty store and extension to the supermarket are partially located within the overlay.

Notwithstanding, the minor extent to which the site is mapped within the flood hazard overlay ensures that the proposed development will not be adversely affected by any flood events nor will it pose any risk to people.

8.0 CONTRIBUTIONS / CHARGES

The South Burnett Regional Council Adopted Infrastructure Charges Resolution (No. 2) 2015 applies to the application as the proposed development is located within a mapped Priority Infrastructure Area.

9.0 CONSULTATION

No public notification was required.

10.0 GROUNDS FOR APPROVAL / RECOMMENDATION

Grounds to support the development:

- The use is appropriate for the site, given its central location adjoining other commercial land uses and within close proximity to a residential locality that will have a nexus too supporting the day to day needs of the community.
- The amenity impacts of the proposed development, including light and noise, are minimal and manageable and not unacceptable.
- The Flood Hazard Overlay mapping shows that there is only a minor encroachment along the southern boundary of the site and will not have any adverse impacts on the development or pose any risks.
- The use does not conflict with the current planning framework, including the South Burnett Regional Council Planning Scheme 2017.

Delegated Authority



Date: 14/5/2021

- The proposal extends on centre activities anticipated in the Blackbutt Centre zone and enhances the services and facilities provided to the community.
- Performance outcomes for car parking are supported on the basis that only 122m2 of additional supermarket floor area is added, with 120m2 proposed as a storage room only and the new shop is limited in floor area to 121m2.
- The parking and pedestrian access will be improved within Stage 1 of the works with six additional on-site parking bays and a new pedestrian access within the site from the car park to the front entry of the supermarket and new shop.
- Landscaping, access and design of buildings are consistent with the existing.

On balance, the proposed development and its impacts can be managed through compliance with conditions. On this basis, we recommend that Council approve the proposed development, subject to the conditions outlined herein.

Relevant infrastructure charges notices are to be issued for the extensions in accordance with the South Burnett Regional Council Adopted Infrastructure Charges Resolution over the proposed three stages of development.

The relevant period for the three (3) stages of development is for a total period of six (6) years, in accordance with the *Planning Act 2016*.

Delegated Authority *X*

Date: 14/5/2021

Attachment A
Referral agency response



Our reference: 2102-21128-SRA
Your reference: MCU20/0010

24 March 2021

The Chief Executive Officer
South Burnett Regional Council
PO Box 338
KINGAROY QLD 4610

E-mail: info@southburnett.qld.gov.au

Attention: Mr Chris Du Plessis

Dear Mr Du Plessis

SARA Response – 48 Coulson Street, BLACKBUTT (Lot 8 on SP105891 and Lot 9 on RP32384)

(Given under Section 56 of the Planning Act 2016)

The development application described below was confirmed as being properly referred to the State Assessment and Referral Agency (SARA) on 10 September 2020.

Response

Outcome:	Referral Agency Response under Section 56(1)(b) of the Planning Act 2016 (with conditions)
Date of response:	24 March 2021
Conditions:	The approval is subject to the conditions in Attachment 1.
Advice:	Advice to the applicant is in Attachment 2.
Reasons:	The reasons for the referral agency response are in Attachment 3.

Development Details

Description:	Material Change of Use – Shop (Extension to existing Supermarket – 242m ² and additional Shop – 121m ²)
SARA role:	Referral agency
SARA triggers:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1

Page 1 of 6

Wide Bay Burnett regional office
Level 1, 7 Takahua Street, Bundaberg
PO Box 579, Bundaberg, QLD 4670

Delegated Authority

Date: 14/5/2021

2009-18675 SRA

Material change of use of premises near a state transport corridor
(Planning Regulation 2017)

SARA reference: 2009-18675 SRA
 Assessment Manager: South Burnett Regional Council
 Street address: 48 Coulson Street, BLACKBUTT
 Real property description: Lot 8 on SP105881 and Lot 9 on RP32384
 Applicant name: Jandev Pty Ltd
 C/- Mayhill Planning & Architecture
 Applicant contact details: 2/72 Merivale Street
 SOUTH BRISBANE, QLD 4104
michael@mayhill.com.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 (section 30 of the 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 Peter Mulcahy, Principal Planning Officer, on (07) 4331 5603 or via email WBBSARA@dsomp.qld.gov.au who will be pleased to assist.

Yours sincerely

Luke Lankowski
Manager, Planning - Wide Bay Burnett

- enc: Attachment 1 - Referral agency conditions
- Attachment 2 - Advice to the applicant
- Attachment 3 - Reasons for referral agency response
- Attachment 4 - Representations provisions

- cc: Jandev Pty Ltd
- C/- Mayhill Planning & Architecture
- michael@mayhill.com.au
- Department of Transport and Main Roads
- WideBayBurnett.DAS@dmr.qld.gov.au

State Assessment and Referral Agency (SARA)

Page 2 of 8

Delegated Authority *A*

Date: *19/5/2021*

2009 18675 SRA

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)

No.	Conditions	Condition timing
<p>Material Change of Use – Shop (Extension to existing Supermarket – 242m² and additional Shop – 121m²)</p> <p>Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 of the <i>Planning Regulation 2017</i> The Chief Executive administering the <i>Planning Act 2016</i> 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).</p>		
1	Direct access is not permitted between the D'Agular Highway (Coulson Street) and the subject site (Lot 8 on SP105811 and Lot 9 on RP32384)	At all times.
2	<p>a) A Construction Management Plan must be prepared by a suitably qualified and experienced person and given to the District Director (Wide Bay Burnett) Department of Transport and Main Roads, PO Box 486, Bundaberg QLD 4670 or via e-mail to Wide Bay Burnett.DAS@tmr.qld.gov.au quoting reference number TMR20-030969.</p> <p>b) The Construction Management Plan must demonstrate that there will be no disruption to the D'Agular Highway (Coulson Street) during the course of construction.</p> <p>c) The construction of the development must be undertaken in accordance with the Construction Management Plan as identified in part a) of this condition, in particular dust management.</p>	<p>Prior to obtaining a Development Permit for Building Work or Development Permit for Operational Work, whichever occurs first for Stage 1.</p>
3	<p>a) Stormwater management of the development must ensure no worsening or actionable nuisance to the D'Agular Highway (Coulson Street).</p> <p>b) Any works on the land must not:</p> <ul style="list-style-type: none"> i. create any new discharge points for stormwater runoff onto the D'Agular Highway (Coulson Street) ii. interfere with and/or cause damage to the existing stormwater drainage on the D'Agular Highway (Coulson Street) iii. surcharge any existing culvert or drain on the D'Agular Highway (Coulson Street) iv. reduce the quality of stormwater discharge onto the D'Agular Highway (Coulson Street) <p>c) Registered Professional Engineer of Queensland (RPEQ) certification with supporting information must be provided to the District Director (Wide Bay Burnett), Department of Transport and Main Roads, PO Box 486, Bundaberg QLD 4670 or via e-mail to Wide Bay Burnett.DAS@tmr.qld.gov.au quoting reference number TMR20-030969, confirming that the development has been constructed in accordance with parts (a) and (b) of the condition.</p>	<p>(a) At all times.</p> <p>(b) At all times.</p> <p>(c) Prior to the commencement of use for Stage 1, 2 or 3 whichever occurs first.</p>

State Assessment and Referral Agency (SARA)

Page 3 of 8

Delegated Authority

A

Date: *14/5/2021*

2009 18075 SRA

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.

State Assessment and Referral Agency (SARA)

Page 4 of 4

Delegated Authority

A

Date: 14/5/2021

2009 18675-SRA

Attachment 3—Reasons for referral agency response

(Given under Section 56(7) of the Planning Act 2016)

The reasons for the SARA decision are:

The proposed development complies with the assessment benchmarks and purpose statement within State Code 1. Development in a state-controlled road environment of the State Development Assessment Provisions, as the proposed development is:

- not considered to result in safety and efficiency impacts on the state-controlled road network at the Coulson Street/Muir Street intersection;
- not considered to create a safety hazard for users of a state-controlled road;
- not considered to result in a worsening or stormwater, flooding or drainage impacts in a state-controlled road.

Conditions have been applied to ensure compliance with State Code 1 in relation to vehicular access, construction management and stormwater management.

Material used in the assessment of the application:

- The development application material
- Applicant response to SARA Information Request (received 8 March 2021)
- Planning Act 2016
- Planning Regulation 2017
- The State Development Assessment Provisions (Version 2.6)
- The Development Assessment Rules (DA Rules)
- SARA DA Mapping system
- Human Rights Act 2019

State Assessment and Referral Agency (SARA)

Page 8 of 8

Delegated Authority

A

Date: 14/5/2021

2009-10070 ERA

Attachment 4—Representations about a referral agency response

[The main body of the document contains several paragraphs of text that are extremely faint and illegible due to low contrast and scan quality.]

State Assessment and Referral Agency (SARA) Page 6 of 6

Handwritten signature and date: 14/5/2021

INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: Jandev Pty Ltd
 C/-Mayhill Planning & Architecture
 2/72 Merivale Street
 SOUTH BRISBANE QLD 4104

APPLICATION: Material Change of Use – Additional shop (Stage 1)

DATE: 14 May 2021

FILE REFERENCE: MCU20/0010

AMOUNT OF THE LEVIED CHARGE: **\$15,851.00** **Total**
(Details of how these charges were calculated are shown overleaf)

\$7,623.00	Water Supply Network
\$4,235.00	Sewerage Network
\$3,751.00	Transport Network
\$0.00	Parks and Land for Community Facilities Network
\$242.00	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 9 ON RP32384

SITE ADDRESS: 48 – 50 Coulson Street
 Blackbutt QLD 4314

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**

14/5/2021

DETAILS OF CALCULATION

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	121	GFA	\$63.00	CR Table 2.2	\$7,623.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	121	GFA	\$35.00	CR Table 2.2	\$4,235.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
			\$0.00		\$0.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	121	GFA	\$31.00	CR Table 2.2	\$3,751.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
			\$0.00		\$0.00

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	121	GFA	\$0.00	CR Table 2.2	\$0.00

E 14/5/2021

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Stormwater

Adopted Charges

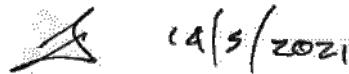
Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	121	GFA	\$2.00	CR Table 2.2	\$242.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Levied Charges Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Commercial Retail – Shop	\$7,623.00	\$4,235.00	\$3,751.00	\$0.00	\$242.00	\$15,851.00
Total	\$7,623.00	\$4,235.00	\$3,751.00	\$0.00	\$242.00	\$15,851.00

** 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 average¹. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.

However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.

GST The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the *Planning Act 2016* are GST exempt.

Making a Payment This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.

To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.

An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au

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.

A 12/5/2021

Payment can be made at any of the following South Burnett Regional Council Offices:

- 69 Hart Street, Blackbutt, 4314;
- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- 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

A 19/5/2021

INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: Jandev Pty Ltd
 C/- Mayhill Planning & Architecture
 2/72 Merivale Street
 SOUTH BRISBANE QLD 4104

APPLICATION: Material Change of Use - Extension to Supermarket (Stage 2)

DATE: 14 May 2021

FILE REFERENCE: MCU20/0010

AMOUNT OF THE LEVIED CHARGE: **\$15,982.00** **Total**
(Details of how these charges were calculated are shown overleaf)

\$7,686.00	Water Supply Network
\$4,270.00	Sewerage Network
\$3,782.00	Transport Network
\$0.00	Parks and Land for Community Facilities Network
\$244.00	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 9 RP32384

SITE ADDRESS: 48 – 50 Coulson Street
 Blackbutt QLD 4314

PAYABLE TO: South Burnett Regional Council

WHEN PAYABLE: *(In accordance with the timing stated in Section 122 of the Planning Act 2016)* Material Change of Use – When the change happens.

OFFSET OR REFUND: Not Applicable

This charge is made in accordance with South Burnett Regional Council's **Charges Resolution (No. 3) 2019**

14/5/2021

DETAILS OF CALCULATION

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	122	GFA	\$63.00	CR Table 2.2	\$7,686.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	122	GFA	\$35.00	CR Table 2.2	\$4,270.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	122	GFA	\$31.00	CR Table 2.2	\$3,782.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	122	GFA	\$0.00	CR Table 2.2	\$0.00

14/5/2021

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	122	GFA	\$2.00	CR Table 2.2	\$244.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Commercial Retail - Shop	\$7,686.00	\$4,270.00	\$3,782.00	\$0.00	\$244.00	\$15,982.00
Total	\$7,686.00	\$4,270.00	\$3,782.00	\$0.00	\$244.00	\$15,982.00

** 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.*

14/5/2021

INFORMATION NOTICE

Authority and Reasons for Charge

This Infrastructure Charges Notice has been given in accordance with section 119 of the *Planning Act 2016* to support the Local government's long-term infrastructure planning and financial sustainability.

Appeals

Pursuant to section 229 and Schedule 1 of the *Planning Act 2016* a person may appeal an Infrastructure Charges Notice. Attached is an extract from the *Planning Act 2016* that details your appeal rights.

Automatic Increase Provision of charge rate (\$)

An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average¹. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.

However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.

GST

The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the *Planning Act 2016* are GST exempt.

Making a Payment

This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.

To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.

An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au

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.

J 14/5/2021

Payment can be made at any of the following South Burnett Regional Council Offices:

- 69 Hart Street, Blackbutt, 4314;
- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- 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

14/5/2021

DETAILS OF CALCULATION

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	122	GFA	\$63.00	CR Table 2.2	\$7,686.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	122	GFA	\$35.00	CR Table 2.2	\$4,270.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	122	GFA	\$31.00	CR Table 2.2	\$3,782.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	122	GFA	\$0.00	CR Table 2.2	\$0.00

14/5/2021

INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: Jandev Pty Ltd
 C/- Mayhill Planning & Architecture
 2/72 Merivale Street
 SOUTH BRISBANE QLD 4104

APPLICATION: Material Change of Use – Additional Shop (Stage 2)

DATE: 14 May 2021

FILE REFERENCE: MCU20/0010

AMOUNT OF THE LEVIED CHARGE: **\$15,982.00** **Total**
(Details of how these charges were calculated are shown overleaf)

\$7,686.00	Water Supply Network
\$4,270.00	Sewerage Network
\$3,782.00	Transport Network
\$0.00	Parks and Land for Community Facilities Network
\$244.00	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 9 RP32384

SITE ADDRESS: 48 – 50 Coulson Street
 Blackbutt QLD 4314

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**

14/5/2021

INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: Jandev Pty Ltd
 C/-Mayhill Planning & Architecture
 2/72 Merivale Street
 SOUTH BRISBANE QLD 4104

APPLICATION: Material Change of Use – Extension to supermarket (Stage 3)

DATE: 14 May 2021

FILE REFERENCE: MCU20/0010

AMOUNT OF THE LEVIED CHARGE: **\$15,720.00** **Total**
(Details of how these charges were calculated are shown overleaf)

\$7,560.00	Water Supply Network
\$4,200.00	Sewerage Network
\$3,720.00	Transport Network
\$0.00	Parks and Land for Community Facilities Network
\$240.00	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 9 RP32384

SITE ADDRESS: 48 – 50 Coulson Street
 Blackbutt QLD 4314

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**

14/5/2021

DETAILS OF CALCULATION

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	120	GFA	\$63.00	CR Table 2.2	\$7,560.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	120	GFA	\$35.00	CR Table 2.2	\$4,200.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	120	GFA	\$31.00	CR Table 2.2	\$3,720.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	120	GFA	\$0.00	CR Table 2.2	\$0.00

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Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail – Shop	120	GFA	\$2.00	CR Table 2.2	\$240.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not applicable			\$0.00		\$0.00

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Commercial Retail – Shop	\$7,560.00	\$4,200.00	\$3,720.00	\$0.00	\$240.00	\$15,720.00
Total	\$7,560.00	\$4,200.00	\$3,720.00	\$0.00	\$240.00	\$15,720.00

**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.*

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INFORMATION NOTICE

Authority and Reasons for Charge

This Infrastructure Charges Notice has been given in accordance with section 119 of the *Planning Act 2016* to support the Local government's long-term infrastructure planning and financial sustainability.

Appeals

Pursuant to section 229 and Schedule 1 of the *Planning Act 2016* a person may appeal an Infrastructure Charges Notice. Attached is an extract from the *Planning Act 2016* that details your appeal rights.

Automatic Increase Provision of charge rate (\$)

An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average¹. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.

However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.

GST

The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the *Planning Act 2016* are GST exempt.

Making a Payment

This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.

To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.

An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au

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.

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Payment can be made at any of the following South Burnett Regional Council Offices:

- 69 Hart Street, Blackbutt, 4314;
- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- 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.

Delegated Authority



Date: 14/5/2021

ATTACHMENTS

Nil

Delegated Authority 

Date: 14/5/2021

Attachment

Statement of Reasons

NOTICE ABOUT DECISION – STATEMENT OF REASONS

The following information is provided in accordance with Section 63(4) & (5) of the Planning Act 2016

The development application for:

Type of Approval:	Material Change of Use
Level of Assessment	Code Assessable
Submissions:	NIL
Application No:	MCU20/0010
Name of Applicant:	Jandev Pty Ltd C/- Mayhill Planning and Architecture Pty Ltd
Street Address:	48-50 Coulson Street Blackbutt
Real Property Description:	Lot 8 on SP105981 + Lot 9 on RP32384

On 13 May 2021 the above development application was:

- Approved in full, with conditions;
- Approved in full, without conditions;
- Refused;
- Approved in part with conditions and refused in part.

1. Reasons for the Decision

Development Approval for a Material Change of Use for a 'Shop' and extension to supermarket in three (3) stages, over land described as Lot 8 on SP105981 and Lot 9 on RP32384 and situated at 48 – 50 Coulson Street, Blackbutt. The Applicant is Jandev Pty Ltd c/- Mayhill Planning and Architecture Pty Ltd and the application reference is MCU20/0010. The proposal is supported on the following grounds:

- The use is appropriate for the site, given its central location adjoining other commercial land uses and within close proximity to a residential locality that will have a nexus too supporting the day to day needs of the community.
- The amenity impacts of the proposed development, including light and noise, are minimal and manageable and not unacceptable.
- The Flood Hazard Overlay mapping shows that there is only a minor encroachment along the southern boundary of the site and will not have any adverse impacts on the development or pose any risks.
- The use does not conflict with the current planning framework, including the South Burnett Regional Council Planning Scheme 2017.
- The proposal extends on centre activities anticipated in the Blackbutt Centre zone and enhances the services and facilities provided to the community.

18 CONFIDENTIAL SECTION

OFFICER'S RECOMMENDATION

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

18.1 Lease agreement between SB Care and South Burnett Regional Council

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

19 CLOSURE OF MEETING