



# **AGENDA**

## **Executive and Finance & Corporate Standing Committee Meeting Wednesday, 21 July 2021**

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

**Date: Wednesday, 21 July 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.

## Order Of Business

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- 1 OPENING**
- 2 LEAVE OF ABSENCE / APOLOGIES**
- 3 RECOGNITION OF TRADITIONAL OWNERS**
- 4 DECLARATION OF INTEREST**

**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**5.1 MINUTES OF THE BUDGET COMMITTEE MEETING HELD ON 30 JUNE 2021**

**File Number:** 21/07/2021

**Author:** Executive Assistant

**Authoriser:** General Manager Finance and Corporate

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**OFFICER'S RECOMMENDATION**

That the Minutes of the Budget Committee Meeting held on 30 June 2021 be received.

**ATTACHMENTS**

- 1. Minutes of the Budget Committee Meeting held on 30 June 2021**



# **MINUTES**

## **Budget Committee Meeting Wednesday, 30 June 2021**

**Order Of Business**

<b>1</b>	<b>Opening</b> .....	<b>3</b>
<b>2</b>	<b>Leave of Absence / Apologies</b> .....	<b>3</b>
<b>3</b>	<b>Acknowledgement of Traditional Owners</b> .....	<b>3</b>
<b>4</b>	<b>Declaration of Interest</b> .....	<b>3</b>
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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL BUDGET COMMITTEE MEETING HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY ON WEDNESDAY, 30 JUNE 2021 AT 2.00PM****PRESENT: Councillors:**

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

**Council Officers:**

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

**1 OPENING**

The Mayor declared the meeting open and welcomed all attendees.

**2 LEAVE OF ABSENCE / APOLOGIES****APOLOGY**

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**COMMITTEE RESOLUTION 2021/44**

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the apology received from Cr Potter (until 2:23pm) be accepted and leave of absence granted.

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

Against: Nil

**CARRIED 6/0**

**3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS****4 DECLARATION OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****5.1 MINUTES OF THE BUDGET COMMITTEE MEETING HELD ON 16 JUNE 2021**

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**COMMITTEE RESOLUTION 2021/45**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the Minutes of the Budget Committee Meeting held on 16 June 2021 be received.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

Cr Potter attended the meeting at 2.23pm

**6 BUSINESS****6.1 FINAL DRAFT OPERATIONAL/CAPITAL BUDGET 2021/2022**

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**COMMITTEE RESOLUTION 2021/46**

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That the Final Draft Operational/Capital Budget 2021/2022 be received for information.

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

Against: Nil

**CARRIED 7/0**

**6.1.1 QUESTION ON NOTICE - MURGON INDUSTRIAL LAND**

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Question on notice from Cr Duff:

Requesting an explanation on why the commercial land in Murgon is higher than any of the other commercial land in the South Burnett.

**6.2 FINAL DRAFT SOUTH BURNETT REGIONAL COUNCIL ANNUAL OPERATIONAL PLAN 2021/2022**

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**COMMITTEE RESOLUTION 2021/47**

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That the Final Draft Annual Operational Plan 2021/2022 be received for information.

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

Against: Nil

**CARRIED 7/0**

**7 CONFIDENTIAL SECTION****8 CLOSURE OF MEETING**

The Meeting closed at 3.38pm.

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on Wednesday 21 July 2021.

.....  
**CHAIRPERSON**

**5.2 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 16 JUNE 2021**

**File Number: 21-07-2021**

**Author: Executive Assistant**

**Authoriser: General Manager Finance and Corporate**

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**OFFICER'S RECOMMENDATION**

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 16 June 2021 be received.

**ATTACHMENTS**

- 1. Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 16 June 2021**



# **MINUTES**

## **Executive and Finance & Corporate Standing Committee Meeting Wednesday, 16 June 2021**



**Order Of Business**

<b>1</b>	<b>Opening</b> .....	<b>4</b>
<b>2</b>	<b>Leave of Absence / Apologies</b> .....	<b>4</b>
<b>3</b>	<b>Acknowledgement of Traditional Owners</b> .....	<b>4</b>
<b>4</b>	<b>Declaration of Interest</b> .....	<b>4</b>
<b>5</b>	<b>Confirmation of Minutes of Previous Meeting</b> .....	<b>5</b>
5.1	Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 19 May 2021 .....	5
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6.4	LGAQ 125th Annual Conference: Motion Request .....	7
6.5	Adoption of the South Burnett Regional Council Recognition of Service Policy - Strategic012.....	8
6.6	Adoption of the South Burnett Regional Council Learning & Development Policy - Strategic013 .....	8
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6.10	Works for Queensland and Capital Project Update Report.....	10
<b>7</b>	<b>Portfolio - Regional Development</b> .....	<b>10</b>
7.1	Regional Development Portfolio Report .....	10
7.1.1	Regional Development Advisory Committee .....	10
7.2	Regional Development and Tourism Monthly Update.....	11
7.2.1	Question on Notice - Wondai Heritage Museum.....	11
7.3	Review of Visit South Burnett Partnership Agreement.....	11
7.4	Material Change of use - Service Station and ancillary shop at 4 Scott Street, Wondai (Lots 808, 809 & 810 on W5357) Applicant: SJS Fuels Pty Ltd C/- Project Urban .....	12
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8.5	Request for Extended Payment Terms - Property Number 128850 .....	25
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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL  
EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING  
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY  
ON WEDNESDAY, 16 JUNE 2021 AT 9.02AM**

**PRESENT: Councillors:**

Cr Brett Otto (Mayor), Cr Roz Frohloff, Cr Gavin Jones (Deputy Mayor), Cr Kirstie Schumacher, Cr Kathy Duff, Cr Scott Henschen (at 10:22am)

**Council Officers:**

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Aaron Meehan (General Manager Infrastructure), Peter O'May (General Manager Community), Carolyn Knudsen (Manager Corporate Services), Celina Branch (Manager Finance), Darryl Kerwitz (Revenue Team Leader), Tim Low (Manager Water & Wastewater), Wendy Kruger (Personal Assistant Finance & Corporate), Lynelle Paterson (Executive Assistant)

**1 OPENING**

The Mayor declared the meeting open and welcomed all attendees

**2 LEAVE OF ABSENCE / APOLOGIES**

**APOLOGY**

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**COMMITTEE RESOLUTION 2021/132**

Moved: Cr Brett Otto  
Seconded: Cr Kathy Duff

That the apology received from Cr Potter and Cr Henschen (until 10:22 am) be accepted and leave of absence granted.

**CARRIED 5/0**

**3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

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

**4 DECLARATION OF INTEREST**

Nil

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**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 19 MAY 2021**

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**COMMITTEE RESOLUTION 2021/133**

Moved: Cr Brett Otto  
Seconded: Cr Gavin Jones

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

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

Against: Nil

**CARRIED 5/0**

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

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**COMMITTEE RESOLUTION 2021/134**

Moved: Cr Brett Otto  
Seconded: Cr Kathy Duff

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

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

Against: Nil

**CARRIED 5/0**

**6.1.1 QUESTION ON NOTICE - PROPERTIES**

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Question on notice from Cr Kirstie Schumacher:

How many properties have changed hands in the last 6 months?

**6.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION**

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**COMMITTEE RESOLUTION 2021/135**

Moved: Cr Brett Otto  
Seconded: Cr Roz Frohloff

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

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

Against: Nil

**CARRIED 5/0**

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

#### COMMITTEE RESOLUTION 2021/136

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
Community Standing Committee	Wednesday 8 September 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 15 September 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 22 September 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure Standing Committee	Wednesday 6 October 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy

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

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

Against: Nil

**CARRIED 5/0**

**Attendance:**

At 9:36 am, GM Aaron Meehan left the meeting.

**6.4 LGAQ 125TH ANNUAL CONFERENCE: MOTION REQUEST**

**COMMITTEE RESOLUTION 2021/137**

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**

**Attendance:**

At 9:38am GM Aaron Meehan returned to the meeting

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

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**COMMITTEE RESOLUTION 2021/138**

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**

**Attendance:**

At 9:50 am, GM Peter O'May left the meeting

At 9:55 am, GM Peter O'May returned to the meeting

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

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**COMMITTEE RESOLUTION 2021/139**

Moved: Cr Roz Frohloff

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That the South Burnett Regional Council Learning & 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**

**Attendance:**

At 10:05 am, Cr Kirstie Schumacher left the meeting.

At 10:07 am, Cr Kirstie Schumacher returned to the meeting.

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

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**COMMITTEE RESOLUTION 2021/140**

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 DuffAgainst: Nil**CARRIED 5/0****Attendance:**

Manager Water &amp; Wastewater Tim Low attended the meeting at 10:14 am

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

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**COMMITTEE RESOLUTION 2021/141**

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 DuffAgainst: Nil**CARRIED 5/0**

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

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**COMMITTEE RESOLUTION 2021/142**

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 DuffAgainst: Nil**CARRIED 5/0****Attendance:**

At 10:22 am, Cr Henschen attended the meeting.



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## 6.10 WORKS FOR QUEENSLAND AND CAPITAL PROJECT UPDATE REPORT

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### COMMITTEE RESOLUTION 2021/143

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That

1. the Executive and Finance & Corporate Standing Committee accept and receive the information as presented in this report.
2. Council undertake a workshop in the first quarter of financial year 2021/22 as a priority to determine the metrics that Council is comfortable with in managing carry forwards including consideration for:
  - Percentage target set that allows and informs future carry overs
  - Ceiling on the amount
  - Limits on the draw down of accumulated carry overs

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

Against: Nil

**CARRIED 6/0**

### Attendance:

Manager Water & Wastewater Tim Low and Manager Finance Celina Branch left the meeting.

## 7 PORTFOLIO - REGIONAL DEVELOPMENT

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### 7.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

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#### COMMITTEE RESOLUTION 2021/144

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

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

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

Against: Nil

**CARRIED 6/0**

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### 7.1.1 REGIONAL DEVELOPMENT ADVISORY COMMITTEE

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#### RESOLVED 2021/145

Ensure an invitation has been extended to the leading small business groups based in Proston, Murgon, Wondai, Nanango and Blackbutt to provide nominations from their communities in relation to prospective members of the Regional Development Advisory Committee.

**7.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE**

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**COMMITTEE RESOLUTION 2021/146**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

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

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

Against: Nil

**CARRIED 6/0****7.2.1 QUESTION ON NOTICE - WONDAI HERITAGE MUSEUM**

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Question on notice from Cr Duff:

Has the Wondai Heritage Museum signage issue been resolved?

**7.3 REVIEW OF VISIT SOUTH BURNETT PARTNERSHIP AGREEMENT**

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**COMMITTEE RESOLUTION 2021/147**

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

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

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

Against: Nil

**CARRIED 6/0****MOTION**

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**COMMITTEE RESOLUTION 2021/148**

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That Item 7.4 be discussed and dealt with at today's Executive and Finance & Corporate Standing Committee meeting.

**CARRIED 6/0**

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

##### COMMITTEE RESOLUTION 2021/149

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:

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

##### APPROVED USE

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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 overflow protection valve installed in the drop tube of the tank. The overflow prevention valve shall be calibrated to prevent the tank from being filled in excess of 95% of its capacity.
- (ii) Tanks are to be fitted with an automatic flow limiting device which reduces the flow rate into the tank by 98% when the normal fill level of the tank has been attained.
- (iii) Tanks are to be made of fibre-reinforced thermosetting resin (fibreglass) that is compatible with the product.
- (iv) Tanks are to be double-walled with an interstitial space.

**Timing:** Prior to commencement of the use

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

**PIPEWORK**

- EH2. Prior to the commencement of the use, Pipework shall be constructed and installed in accordance with the following:
- (i) Pipework is to be made of non-corrodible materials as defined by *clause 1.4.37 of AS 4897 The design, installation and operation of underground petroleum storage systems*.
  - (ii) Product piping is to be double-walled with an interstitial space.
  - (iii) Each tank fill point is to be clearly labelled and identified in accordance with *AS 4977 Petroleum products - Pipeline, road tanker compartment and underground tank identification*.
  - (iv) Each tank fill point is to be fitted with a camlock type or other liquid-tight connection.
  - (v) Each tank fill point is to be provided with spill containment of at least 15 litre capacity per spill point.
  - (vi) All fill and vapour recovery points are to be earthed in accordance with *AS 1020 The control of undesirable static electricity* and *AS 3000 Electrical installations*.

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

**LEAK DETECTION FOR UNDERGROUND TANKS**

- EH3. Prior to the commencement of the use:
- (i) Establish a leak monitoring system that is rated to detect a release of 0.76 litres/hour (or a release of 18 L/day), with greater than 95% confidence (and less than 5% false positive).

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

**LEAK DETECTION FOR PIPEWORK**

- EH4. Prior to the commencement of the use:
- (i) Install line leak detection for pressure piping that is rated to detect a release of 0.76 litres/hour (or a release of 18 L/day), with greater than 95% confidence (and less than 5% false positive).

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

**FUEL DISPENSING AREAS**

- EH5. Prior to the commencement of the use, Fuel dispensing areas shall be constructed and installed in accordance with the following:
- (i) All ground surfaces within the fuel dispensing area are to be constructed of impermeable materials such as waterproofed, reinforced concrete that is free of gaps and/or cracks. Impermeable, hydrocarbon resistant jointing material is to be used between treated concrete slabs.
  - (ii) The fuel dispensing area is to be clearly demarcated from the uncovered forecourt area, access roads, general parking bays and all other areas to clearly delineate the higher contamination risk area from lower risk areas.
  - (iii) A canopy shall be installed over fuel dispensing areas. The canopy shall at least cover the demarcated fuel dispensing area. An appropriately sized Spel Puraceptor shall be installed to accommodate any rainfall up to an ARI 10 storm

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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



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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,

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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 net quantity of material greater than 50m<sup>3</sup>, 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**

## **8 CONFIDENTIAL SECTION**

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### **COMMITTEE RESOLUTION 2021/150**

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

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

#### **8.1 Rate Exemptions and Remissions - Additions to Approved List - Property Numbers 208170, 252190, 109980 & 229980**

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

#### **8.2 Request for Extended Payment Terms - Property Number 259250**

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

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**8.3 Request for Extended Payment Terms - Property Number 258970**

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

**8.4 Request for Extended Payment Terms - Property Number 258890**

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

**8.5 Request for Extended Payment Terms - Property Number 128850**

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

**8.6 Request for Extended Payment Terms - Property Number 165670**

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

**8.7 Request for extended payment terms - Property Number 149990**

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

**8.8 Request to waive rates debt recovery legal costs, interest and reinstate disallowed discount - property 163300**

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

**8.9 Request to waive the Interest Charges on Rates Owing - Assessment 10111-11000-000**

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

**8.10 Request to Defer Sale of Land for Overdue Rates Action for a period of 12 months for Property Numbers - 259260, 259270, 259850, 259240, 259340, 260140, 259200, 269090**

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

**8.11 Request for Deferral of Sale of Land for Overdue Rates - Property Number 217700**

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

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

The Councillors had a 20 minute morning tea break.

At 11:59 am GM Aaron Meehan left the meeting

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At 12:00 pm GM Aaron Meehan returned to the meeting

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**COMMITTEE RESOLUTION 2021/151**

Moved: Cr Brett Otto  
Seconded: Cr Gavin Jones

That Council moves out of Closed Council into Open Council.

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

Against: Nil

**CARRIED 6/0**

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

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**COMMITTEE RESOLUTION 2021/152**

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**

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**8.2 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 259250**

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**COMMITTEE RESOLUTION 2021/153**

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**

### **8.3 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 258970**

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#### **COMMITTEE RESOLUTION 2021/154**

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**

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**8.4 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 258890**

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**COMMITTEE RESOLUTION 2021/155**

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**

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**8.5 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 128850**

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**COMMITTEE RESOLUTION 2021/156**

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



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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**

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## **8.6 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 165670**

### **COMMITTEE RESOLUTION 2021/157**

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**

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## **8.7 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 149990**

### **COMMITTEE RESOLUTION 2021/158**

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That the committee recommends to Council:

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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**

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

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### **COMMITTEE RESOLUTION 2021/159**

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**

Reason: Council accepted the submission detailing the extraordinary combination of personal and other circumstances from the applicant as well as the previous payment history in coming to this decision.

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

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**COMMITTEE RESOLUTION 2021/160**

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

That the committee recommends to Council:

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.

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

Against: Nil

**CARRIED 6/0**

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**8.10 REQUEST TO DEFER SALE OF LAND FOR OVERDUE RATES ACTION FOR A PERIOD OF 12 MONTHS FOR PROPERTY NUMBERS - 259260, 259270, 259850, 259240, 259340, 260140, 259200, 269090**

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**COMMITTEE RESOLUTION 2021/161**

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**

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

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**COMMITTEE RESOLUTION 2021/162**

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****9 CLOSURE OF MEETING**

The Meeting closed at 12.51pm.

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 21 July 2021.

.....  
**CHAIRPERSON**

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

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

**File Number:** 21/07/2021

**Author:** Mayor

**Authoriser:** General Manager Finance and Corporate

#### PRECIS

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

#### SUMMARY

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

#### OFFICER'S RECOMMENDATION

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

#### Corporate Services:

At the Ordinary Meeting of Council next week, Council will consider the final quarter implementation progress report for Council's Annual Operational Plan 2020/21. I would like to take this opportunity to highlight some of Council's significant achievements:

#### Highlights 2020/21

Development and adoption of Council's 2021-26 Corporate Plan

Continuous service levels during a worldwide pandemic, keeping Council's facilities open and services operating with minimal impact on the community

Delivery of the multi-million dollar 'Works4Queensland' funding activities

Development and implementation of the Policy Governance and Corporate Risk/Audit Frameworks aligning Council's legislative responsibilities to practice.

Delivery of numerous community activities through programs such as the Drought Communities Programme and Council's Community Grants Program

Development of the 2021/22 Annual Budget and Operational Plan

#### Statistics 2020/21

The Customer Service team perform a range of duties on behalf of Council such as processing customer enquires resolving at the first point of contact as well as taking bookings, payments, and requests for service.

Over the past financial year 2020/21, our Customer Service team received 37,088 calls which is an additional 3,746 calls received on 2019/20.

Across the six (6) Council service centres of Murgon, Proston, Wondai, Kingaroy, Nanango and Blackbutt, a total of 16,249 customer requests were registered within 41 categories - the top 5 categories being:

Customer Request Category	Number of Requests
Rates	2,972
Animals	1,988
Water Supply	1,718
Roads	1,525
Building Matters	1,003

Across the broader areas of customer service beyond customer requests, the team entered:

Type	Number
Certificates – Search Requests i.e. building & rates	2,841
Regulatory Applications i.e. roads/drainage & building	2,579
Licences and Permits i.e. cemetery & food	1,475
Property By Law Enforcement i.e. impounding & local laws	1,030
Trade Waste i.e. licences	140
Bonds and Guarantees - Money held in Trust i.e. hall hire	71
Property Management Leases / Licences i.e. leases	34

Further, specific to the services provided from the Blackbutt office, the team processed 2,217 QGAP transactions, 407 Services Australia activities and issued 300 customers with new number plates for various types of vehicles.

An analysis of the customer service statistics for 2020/21 will be undertaken and presented in Council's annual report later this year.

I would like to take this opportunity to thank the dedicated customer service team who are the face of our Council to our Community for their efforts in 2020/21, well done.

### **Communications/Media:**

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

- Media Releases x 30
- Media enquiries x 17
- Social Media:
  - Facebook: 77 Posts
  - LinkedIn: 13 Posts
  - Instagram: 9 Posts
- Enews x 1
- Printed advertising x 6
- Graphic design x 37

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

### **Finance:**

Finance are in the middle of performing a number of end of year journals and various other checks to finalise end of year figures. End of year creditors accruals were cut off on the 14<sup>th</sup> of July with a large number of costs being identified as needing to be posted back into the 2020/2021 year. Because there are a number of significant journals and reconciliations yet to be performed, finance

have refrained from providing any figures in this report but will present the draft unaudited end of year position in the meeting reports that go to Council on the 28<sup>th</sup> of July 2021.

The end of year rollover of the Technology One system was executed smoothly and Finance would like to thank Business Systems for their assistance during that period.

The Rates team have been busy making preparations for the upcoming 6 monthly rate levy to be performed in August. Water meter reads have been received, with the team busily entering the information and looking for any extremely high water reads so as to notify property owners prior to levies being run.

### **ICT:**

I am pleased to announce that progress is steadily being made on a number of projects which fall under the banner of Council's Business Improvement Project, Project T2.

The Customer Request Effectiveness Review Project is on track and is currently in the Business Analysis Phase which will take a few months. There has been a high level of positive engagement from staff in this project so far.

Planning for an additional two major projects will be initiated later this month, these projects being a Fleet Management Review and a Procurement Process Review. Both of these projects will thoroughly review both administrative processes and systems elements with a view to identifying and implementing efficiencies across the organisation.

A number of smaller business improvements are also currently underway which aim to deliver some quick wins to gain efficiencies in the short term while the major, longer term projects are progressing. One business process change which was implemented this month, relating to Council's water sampling processes, is estimated to save Council approximately one week of staff time across the course of a year.

### **BACKGROUND**

Nil

### **ATTACHMENTS**

1. **Media and Communications Report - June 2021** [↓](#) 

**Media Releases: 30**

1. 316. Media Release 01-06-21 - Opening of newly built Wooroolin Fire and Rescue Station
2. 317. Public Notice 01-06-2021 - Changes to South Burnett Regional Council's Public Tendering Platform
3. 318. Media Release 01-06-21 - Drought continues in the South Burnett with assistance still available
4. 319. Public Notice 01-06-2021 - Changes to South Burnett Regional Council's creditor payment terms
5. 320. Public Notice 03-06-21 - Regular Council patrols to identify overgrown allotments
6. 321. Public Notice 03-06-2021 - Information session for proposed changes to River Road Oval Kingaroy
7. 322. Public Notice 03-06-2021 - Nanango tennis courts upgrades and closure
8. 323. Public Notice 03-06-2021 - SBRCQ 20\_21-171 Invitation to Offer - Workplace Health and Safety Management System Software
9. 324. Media Release 04-06-21 Approved Systematic Inspection Program for Dog Registration
10. 325. Media Release 04-06-21 - KTP update - Monday 7 June 2021
11. 326. Media Release 04-06-21 - Community information session on flying foxes in Blackbutt
12. 327. Public Notice 04-06-21 - SBRCEOI-20\_21-03 - Call for Submissions – Aerodrome Reporting Officers (ARO) – Kingaroy & Wondai Aerodromes
13. 328. Public Notice 04-06-2021 - KTP 58 - Plants for Section 7 of the Kingaroy Transformation Project (KTP)
14. 329. Public Notice 09-06-2021 Pioneer Park Nanango toilet refurbishment and closure
15. 330. Media Release 09-06-21 - Pedestrian Access Upgrade Dutton Street East Murgon
16. 331. Media Release 09-06-21 - Works on Williams Road Benarkin
17. 332. Public Notice 10-06-21 - Have you got your tickets Opera Queensland's Are You Lonesome Tonight selling fast
18. 333. Public Notice 11-06-2021- Invitation to Offer - SBRC 20-21-174 - Sale of Rhodes Grass Hay
19. 334. Public Notice 11-06-2021 - Road Shoulder Maintenance
20. 335. Public Notice 11-06-2021 - Kerb and channel upgrade Alford Street Kingaroy
21. 336. Public Notice 11-06-2021 - SBRCQ 20\_21-175 Invitation to Offer - Supply & Delivery of Various Herbicides
22. 337. Media Release 16-06-21 - Mayor Otto Welcomes Water Funding – State Budget
23. 338. Media Release 17-06-21 - South Burnett Regional Council recipients of Merida Big Nine bicycles
24. 339. Public Notice 18-06-2021 Gravel Resheeting in June 2021
25. 340. Media Release 23-06-21 - KTP update - Monday 21 June
26. 341. Media Release 23-06-2021 - South Burnett Local Disaster Management Plan and sub-plans endorsed
27. 342. Public Notice 23-06-21 - Wondai Country Running Festival Rail Trail congestion
28. 343. Public Notice 25-06-2021 - SBRCEOI-20\_21-04 Invitation to Offer - One (1) Weaner Heifer
29. 344. Public Notice 28-06-21 Changes to COVID-19 Restrictions in Queensland
30. 345. Public Notice 30-06-2021 - Revised opening hours of toilets at Apex Park Kingaroy



<b>Media Releases 20-21</b>						
<b>2020</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
	30	19	28	24	34	28
<b>2021</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
	22	22	34	34	40	30

#### **Media enquiries: 17**

1. 02-06-2021 – Burnett Today – Cherbourg Deadly Choices Launch  
Deadline: 4 June 2021, 5pm  
Responded: 10 June 2021, 2:47am
2. 03-06-2021 – Burnett Today – Semi trailer fire put out by Council water tankers  
Deadline: 3 June 2021, ASAP  
Responded: no response was provided, very tight deadline
3. 08-06-2021 – Burnett Today – Councillor Duff comment on Parks & Gardens team working with the Boondooma Homestead Committee for the Soldiers Memorial Wall  
Deadline: 11 June 2021, no time given  
Responded: 11 June 2021, 12pm
4. 09-06-2021 – Burnett Today – KTP car parking impacts and green parking clarification  
Deadline: 11 June 2021, 5pm  
Responded: 30 June 2021
5. 09-06-2021 – South Burnett Times – Kingaroy Aerodrome Skypark  
Deadline: 10 June 2021, 12pm  
Responded: 10 June 2021, 2:46pm
6. 15-06-2021 – Burnett Today – Comment from Councillor Frohloff on Nanango CBD Upgrades  
Deadline: 18 June 2021, 5pm  
Responded: 18 June 2021, 10:09am
7. 16-06-2021 – Burnett Today – Kingaroy study hub follow up  
Deadline: 17 May 2021, 1pm  
Responded: 17 May 2021, 11:50am
8. 16-06-2021 – South Burnett Online – Statement from Mayor Otto regarding his reaction to the State budget handed down  
Deadline: Not given  
Responded: 16 June 2021, 2:29pm
9. 16-06-2021 – Burnett Today – Wondai service station development  
Deadline: 18 June 2021, 5pm  
Responded: 23 June 2021, 11:51am
10. 16-06-2021 – Burnett Today – Potholes in Nanango  
Deadline: 18 June 2021, 12pm  
Responded: 18 June 2021, 10:09am
11. 18-06-2021 – South Burnett Online – Councillors' trip to Canberra  
Deadline: 18 May 2021, 6pm  
Responded: 22 May 2021, 2:24pm
12. 22-06-2021 – Burnett Today – Interview request with Mayor upon return from Canberra to discuss minister meetings  
Deadline: 28 June 2021, 12pm  
Responded: 23 June 2021, 11:40am
13. 23-06-2021 – ABC News – Interview with Mayor about handling the water situation in South Burnett

- Deadline: 23 June 2021, 5pm  
Responded: 23 June 2021, 1:54pm
14. 24-06-2021 – Burnett Today – Murgon to Cherbourg footpath  
Deadline: 28 June 2021, 10am  
Responded: 28 June 2021, 2:24pm
15. 25-06-2021 – Burnett Today – Murgon Cultural Centre  
Deadline: 28 June 2021, 12pm  
Responded: 28 June 2021, 2:27pm
16. 29-06-2021 – South Burnett Online – Vandalism in Pioneer Park Nanango  
Deadline: Not given  
Responded: 01 July 2021, 5:20pm
17. 30-06-2021 – South Burnett Online – Vandalism in Apex Park Kingaroy  
Deadline: Not given  
Responded: 01 July 2021, 5:18pm

Media Enquiries 20-21						
2020	Jul	Aug	Sep	Oct	Nov	Dec
2021	Jan	Feb	Mar	Apr	May	Jun
	10	18	18	11	16	17

#### Social media: South Burnett Regional Council

##### Facebook

@southburnettregion: 77 posts

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

07-06-2021 – One week until Opera Queensland SBRC bring 'Are You Lonesome Tonight' to Kingaroy – 5604 reached, 81 engagements, 40 post clicks, 4 comments, 10 shares

**Followers:** 8305 (no change from May 2021)

**Page reach:** 16,621 (replacing page likes)

Note: Facebook has changed the way it outlines statistics. Facebook Page Reach has replaced Facebook Page Likes.

##### LinkedIn: 13 posts

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

03-06-2021 – Council is proud to announce a new local marketplace for local suppliers. – 12 reactions, 2 comment, 638 impressions, 33 website clicks, 1 share, 7.52% engagement rate

**Website clicks:** 10 (+0% from May 2021)

**Page views:** 258 (+4% from May 2021)

**Followers:** 1640 (+39 followers from May 2021)

**Instagram:** 9 posts

**Most engaged post:**

01-06-2021 – Auxiliary Firefighters in South Burnett celebrated the opening of the newly built Wooroolin Fire and Rescue Station – 24 likes, 1 comment, 428 views, 0 shares

**Followers:** 989 (+18 from May 2021)

**Photos tagged by other accounts:** 7

Social media posts – all platforms						
2020	Jul	Aug	Sep	Oct	Nov	Dec
	58	61	61	81	74	52
2021	Jan	Feb	Mar	Apr	May	Jun
	Facebook: 43 LinkedIn: 6 Instagram: 9	Facebook: 55 LinkedIn: 4 Instagram: 12	Facebook: 69 LinkedIn: 14 Instagram: 18	Facebook: 75 LinkedIn: 17 Instagram: 11	Facebook: 85 LinkedIn: 17 Instagram: 20	Facebook: 77 LinkedIn: 13 Instagram: 9

#### Enews

- Council progressed 1 Enews during June

#### Printed advertising

- Council progressed two full page ads (Page 4) in the South Burnett Today during June – 10 June and 24 June
- Council progress 1 public notice in the South Burnett Today during June – Found 1 weaner heifer on 17 June 2021
- Council progressed 1 public notice in the Queensland Country Life – Sale of Rhodes Grass Hay on 17 June 2021
- Council progressed one full page ad in the Murgon Moments for What's on @ South Burnett libraries and one half-page ad for the region's dams.

#### Graphic design: 37

- Flyer – Information Session at River Road Oval Kingaroy
- Flyer – Information Session on flying foxes in Blackbutt
- Fact sheet – Parking and Pedestrian Safety
- Fact sheet – Parking and Inclusivity
- Advertisement - Council Works Update Page 4 and 5 Burnett Today
- Cover Page – LDMP sub plan Useful Links
- Cover Page – LDMP sub plan Public Information and Warnings
- Cover Page – LDMP sub plan Public Health
- Cover Page – LDMP sub plan Official Forms and Templates
- Cover Page – LDMP sub plan Logistics
- Cover Page – LDMP sub plan Financial Management
- Cover Page - Local Disaster Management Sub Plan

- Stickers - Local Government Illegal Dumping Partnerships Program x 7
- Signs - Local Government Illegal Dumping Partnerships Program x 3
- Signs - Opera Queensland x 8
- Social media graphic – Opera Queensland x 1
- Poster – Council Meeting Dates
- Poster – South Burnett Community Hospital Foundation x 5
- Certificates of Service x 2

## 6.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL EXPENSES REIMBURSEMENT FOR COUNCILLORS POLICY - STATUTORY002

**File Number:** IR2700021

**Author:** Manager Corporate Services

**Authoriser:** General Manager Finance and Corporate

### PRECIS

Adoption of the South Burnett Regional Council Expenses Reimbursement for Councillors Policy – Statutory002

### SUMMARY

This policy ensures that Council's reimbursement of expenses incurred by the Mayor and Councillors ('Councillors') and facilities provided to Councillors is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.

Councillors should not be financially disadvantaged when carrying out their roles and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations. Councillors should not receive a private benefit through their role as a Councillor and as such this policy provides for actual reimbursement of legitimate expenses and full disclosure through appropriate accountability requirements.

### OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Expenses Reimbursement for Councillors Policy – Statutory002 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

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

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026:	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
	OR5 Continue to give priority to ongoing financial sustainability and prudent budget management.

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

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

Feedback was received from Mayor Brett Otto, Cr Kathy Duff, Chief Executive Officer and Manager Finance advising suggested changes. Executive Services considered feedback submissions and actioned changes where considered appropriate.

For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

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

*Income Tax Assessment Act 1997 (Cth)*  
*Local Government Act 2009 (Qld)*  
*Local Government Regulation 2012 (Qld)*  
*Human Rights Act 2019 (Qld)*

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

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

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

No direct local law or delegation implications arise from this report

### **ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

### **REPORT**

This policy ensures that Council's reimbursement of expenses incurred by the Mayor and Councillors ('Councillors') and facilities provided to Councillors is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.

Councillors should not be financially disadvantaged when carrying out their roles and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations. Councillors should not receive a private benefit through their role as a Councillor and as such this policy provides for actual reimbursement of legitimate expenses and full disclosure through appropriate accountability requirements.

### **ATTACHMENTS**

- 1. South Burnett Regional Council Expenses Reimbursement for Councillors Policy - Statutory002** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory002

POLICY OWNER: Executive Services

ECM ID: 2700021

ADOPTED:

## Expenses Reimbursement for Councillors 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 ensures that Council's reimbursement of expenses incurred by the Mayor and Councillors ('Councillors') and facilities provided to Councillors is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009* ('Act').

The local government principles are:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of Councillors, local government employees and Councillor advisors.

Furthermore, additional principles that underpin this policy are: -

#### (a) Public Interest

The use of public monies in the public interest by responsible budgeting and accounting.

#### (b) Fair and Reasonable

Fair and reasonable allocation of Council resources in the form of allowances, facilities and other benefits, to enable all Councillors to conduct the duties of their office.

#### (c) Accountability

Accountability for expenditure and use of facilities through full justification and acquittal.

Councillors should not be financially disadvantaged when carrying out their roles and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations. Councillors should not receive a private benefit through their role as a Councillor and as such this policy provides for actual reimbursement of legitimate expenses and full disclosure through appropriate accountability requirements.



## 2. SCOPE

This policy applies to Councillors of South Burnett Regional Council ('Council').

This policy does not provide for Councillor remuneration as in accordance with the determination of the Local Government Remuneration Commission.

## 3. GENERAL INFORMATION

The Expenses Reimbursement Policy for Councillors must be consistent with the five (5) local government principles under *Section 4(2)* of the Act and meet the financial sustainability criteria under *Section 104* of the Act.

The Regulation legislates that Council must in its Annual Report detail the expenses incurred by each Councillor during the year under the local government's expenses reimbursement policy.

### 3.1. Payment of Expenses

Council will pay for/reimburse expenses incurred for:

- mandatory professional development; and
- discretionary professional development deemed essential for the Councillor's role and approved by Council.

#### **Corporate Uniform**

Council will make available a professional Corporate Uniform allowance of \$330 per annum (exclusive of GST) to purchase uniform items.

#### **Legal Assistance and Insurance Cover**

Council shall pay any reasonable expenses of Council associated with the informal resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:

- a mediator and/or investigator engaged under Council's Councillor Conduct Complaints Investigation Policy;
- seeking legal advice; or
- engaging an expert.

The provision of legal assistance/payment of legal costs incurred by a Councillor shall be provided subject to prior approval being granted by the Chief Executive Officer ('CEO') and endorsed by resolution of Council. Where it has been found that the Councillor has acted dishonestly or neglectfully or breached the provisions of the Act, the Councillor will, by resolution of Council, reimburse Council with all associated costs incurred by the Councillor.

Councillors will be covered under Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillor's liability, personal accident and/or workers' compensation, international and domestic travel insurance.

#### **Travel as required to represent Council**

Council may reimburse local and in some cases interstate and overseas travel expenses (e.g. flights, car hire or mileage, parking, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where:

- a Councillor is an official representative of Council; and
- the activity/event and travel have been endorsed by resolution of Council.

Councillors are to travel via the most direct route, using the most economical and efficient mode of transport. Council will pay for reasonable expenses incurred for overnight accommodation when a Councillor is required to stay outside the South Burnett region.



Any fines incurred while travelling in Council owned vehicles or privately owned vehicles when attending Council business, will be the responsibility of the Councillor (driving or in charge of the motor vehicle) incurring the fine.

#### **Travel Bookings**

All Councillor travel approved by Council will be booked and paid for by Executive Services. Economy class is to be used where possible. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business. Travel costs cannot be used to offset other unapproved expenses (e.g. cost of partner or spouse accompanying the Councillor).

#### **Travel Transfer Costs**

All travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed, e.g. trains, taxis, road tolls, buses and ferry fares. Cab charge vouchers may also be used if approved by the CEO where Councillors are required to undertake duties relating to the business of Council.

#### **Accommodation**

All Councillor accommodation for Council business will be booked and paid for by Council. Council will pay for the most economical deal available. Where possible, the minimum standards for Councillors' accommodation should be three (3) star rating. Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

#### **Meals**

Council will reimburse costs of meals for a Councillor when:

- the Councillor incurs the cost personally and can produce original documents sufficient to verify the actual meal cost; and
- the meal was not provided within the registration costs of the approved activity/event; or during a funded flight.

The following (inc GST) are considered to be reasonable for reimbursement by Council:

- Breakfast- \$17.50
- Lunch- \$25.00
- Dinner- \$50.00

**Note:** Alcoholic beverages will not be reimbursed under this policy.

Should the cost be for a greater value than those listed above and the cost is deemed reasonable by the CEO, then reimbursement for the full cost may be provided.

#### **Hospitality**

~~The Mayor may claim up to \$1,000 per annum for hospitality expenses deemed necessary in the conduct of Council business. Each Councillor may claim up to \$500 per annum for hospitality expenses deemed necessary in the conduct of Council business. In claiming hospitality expenses, Councillors will be required to complete the relevant form to identify why the hospitality occurred and who attended with authorisation by the CEO. Alcohol is not an allowable expense for reimbursement.~~

#### **Responsibility**

Councillors accept full responsibility for the accuracy of each claim. Failure to comply with this policy, falsifying claims or the misuse of facilities may represent official misconduct and be referred to the Independent Assessor or Crime and Corruption Commission.

### **3.2. Facilities**

All facilities provided to Councillors remain the property of Council and must be returned when a Councillor's term expires or they cease in their role.

### **Private Use of Council Owned Facilities**

Based on the principle that no private benefit is to be gained, the facilities provided to Councillors by Council are to be used only for Council business unless prior approval has been granted by resolution of Council. The Council resolution authorising private use of Council owned facilities will set out the terms under which the Councillors will reimburse Council for the percentage of private use. This would apply to Council vehicles and mobile telecommunication devices.

**Councillors will be provided facilities as detailed below which have been based on the principle that no private benefit is to be gained from the facilities provided.**

### **Administrative Tools**

Administrative tools will be provided to Councillors as required to assist Councillors in their role. Administrative tools include:

- designated office space (where space is available within a Council facility)
- access to meeting rooms;
- computer including internet access and wireless remote access where appropriate;
- stationery;
- access to photocopiers, scanners and printers;
- copies of publications; and
- use of Council landline telephones and internet in Council offices.

Administration support will be provided to the Mayor with limited administration support provided to Divisional Councillors with approval from the CEO.

### **Maintenance costs of Council owned equipment**

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council owned equipment that is supplied to Councillors for official business use. This includes the replacement of any facilities, which fall under Council's asset replacement program.

### **Name Badge & Personal Protective Equipment for Councillors**

Council will provide Councillors with one (1) Identification Card and up to two (2) name badges. Councillors will be provided the necessary personal protective equipment for use on official business when needed (i.e. safety helmet, vest and boots). Councillors are expected to observe the appropriate Work Health and Safety policies and procedures while at any workplace.

### **Telecommunication Needs - Mobile Devices**

Mobile telecommunications devices owned by Council will be provided to Councillors for official Council business. "Bring Your Own" devices requests will be approved upon application to the CEO on a case by case basis.

### **Contribution to Councillors Telephone Costs**

Council will contribute up to \$21,000 per annum to Councillors to offset the cost of mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For Councillors supplied mobile telephone, Council will pay the monthly account to a maximum of \$1,000.

### **Vehicle Fuel and Operation Costs**

In general, the most effective form of travel must be used. Councillors may have access to a Council vehicle from within the fleet for official business where available and as approved by the CEO.

Councillors may travel using their own private vehicle for business purposes and claim a kilometric allowance substantiated by logbook details. The amount to be reimbursed will be based on the ATO cents per km rate for car travel as published on the ATO website. Councillors wishing to claim the KM allowance must submit properly completed logbook records in accordance with fortnightly payroll closing dates. Late claims will not be accepted. Councillors must retain original logbook records for a minimum of five (5) years.

**Car Parking Amenities**

Council will reimburse Councillors for parking costs paid by Councillors while attending to official Council business.

**Limit**

Council may by resolution reduce or limit benefits receivable under this policy.

**4. DEFINITIONS**

**Council business:** shall mean official business conducted on behalf of Council, where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council, for example official Council meetings, Councillor forums and workshops, Committees/Boards as Council's official representative, scheduled meetings relating to portfolios or Council appointments.

Council Business should result in a benefit being achieved either for the local government and/or the local government area Council business includes:

- a) preparing for, attending, and participating in Council meetings, committee meetings, Councillor Information Sessions and approved workshops, strategic briefings, and deputations; or
- b) meetings arranged through official Council channels (i.e. documented in official records or diary) for the purpose of conducting bona fide discussions relating to Council business; or
- c) seminars and conferences where Councillors are required to either deliver a paper and/or attend as a delegate of Council as per resolution or by Mayoral approval; or
- d) approved professional development opportunities (see Professional Development expense category section 3.3); or
- e) official functions organised by or on behalf of the local government;
- f) public meetings and other community events within the region such as presentation dinners, meetings with community groups, fetes, and carnivals; or
- g) as an official Council representative as per resolution or with the prior approval of the Mayor; or
- h) attendance at civic functions and ceremonies on behalf of the Mayor as delegated by the Mayor; or
- i) attendance at events for the purpose of gathering of information by a Councillor necessary to inform them of a matter of interest to Council or which properly falls within the responsibility of Council or in relation to the Councillor's portfolio; or
- j) other business as resolved by Council.

~~civic ceremony duties such as opening a school fete.~~

~~The following are not regarded as 'Council Business' by the attendance or participation as a community member:~~

- I. attending or participating in a community event, community group including service clubs, or being a representative on a Committee or Board;
- II. attendance at fundraising events;
- III. attendance at events organised by political parties

~~Participating in a community group event or being a representative on a Board not associated with Council is not regarded as Council business.~~

**Councillors:** shall mean the Mayor, Deputy Mayor and Councillors unless otherwise specified.

**Expenses:** shall mean costs reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge. Expenses are not included as remuneration.

**Facilities:** shall mean the facilities deemed necessary to assist Councillors in their role.

**Reasonable:** shall mean Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

**5. LEGISLATIVE REFERENCE**

*Local Government Act 2009 (Qld)*  
*Local Government Regulation 2012 (Qld)*  
*Income Tax Assessment Act 1997 (Cth)*

**6. RELATED DOCUMENTS**

South Burnett Regional Council Councillor Code of Conduct Policy – Statutory001  
South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028

**7. NEXT REVIEW**

As prescribed by legislation or June 2023

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	Policy Adopted	27 May 2009	413575
2	Revision of Policy	16 May 2012	1017658
3	Revision of Policy	27 August 2014	1340194
4	Revision of Policy	7 April 2016	1590418
5	Revision of Policy	15 March 2017	2328554
6	Revision of Policy	13 June 2018	2511754
7	Legislation Amendments	12 December 2018	2556645
8	Local Government Quadrennial Election	29 April 2020	2681184
9	Revision of Policy	1 July 2020	2700021
10	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2700021
11	Revision of Policy		

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:



### 6.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ADVERTISING SPENDING POLICY - STATUTORY047

**File Number:** IR2438474

**Author:** Manager Corporate Services

**Authoriser:** General Manager Finance and Corporate

#### PRECIS

Adoption of the South Burnett Regional Council Advertising Spending Policy – Statutory047

#### SUMMARY

The *Local Government Regulation 2012* requires South Burnett Regional Council ('Council') prepare and adopt a policy about Council's spending on advertising. This policy provides guidelines outlining the control of expenditure on advertisements placed by Council in various media to promote goods, services or facilities provided by the Council.

#### OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Advertising Spending Policy – Statutory047 be adopted as presented.

#### FINANCIAL AND RESOURCE IMPLICATIONS

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

#### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026:	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
	OR5 Continue to give priority to ongoing financial sustainability and prudent budget management.

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

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

For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

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

*Local Government Act 2009* (Qld)

*Local Government Regulation 2012* (Qld)

*Human Rights Act 2019* (Qld)

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

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

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

No direct local law or delegation implications arise from this report

#### **ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

#### **REPORT**

The *Local Government Regulation 2012* requires South Burnett Regional Council ('Council') prepare and adopt a policy about Council's spending on advertising. This policy provides guidelines outlining the control of expenditure on advertisements placed by Council in various media to promote goods, services or facilities provided by the Council.

#### **ATTACHMENTS**

1. **South Burnett Regional Council Advertising Spending Policy - Statutory047** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory047

POLICY OWNER: Executive Services

ECM ID: 2438474

ADOPTED:

## Advertising Spending 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 provides guidelines outlining the control of expenditure on advertisements placed by South Burnett Regional Council ('Council') in various media in accordance with *Section 197* of the *Local Government Regulation 2012* ('the Regulation'). Council may incur expenditure for advertising only if the advertising is for the provision of information or education to the public in the public interest to demonstrate the benefit/s for the South Burnett community.

### 2. SCOPE

This policy applies to all Council representatives and sets out the requirements of any paid advertisement or notice in any media (including electronic advertising via the internet) to promote goods, services or facilities provided by the Council.

The objectives of the policy are to:

- (a) meet legislative requirements;
- (b) ensure the appropriate authorisation of advertising expenditure; and
- (c) ensure Council obtains value for money in placing advertising

### 3. GENERAL INFORMATION

#### 3.1. Advertising Spending

Council will incur expenditure for advertising where the following applies:

- the advertising is for providing information or education to the public;
- the information or education is provided in the public interest; and
- the advertising falls into one (1) of the categories deemed acceptable as follows:
  - to advise the public of a new or continuing service or facility provided by Council;
  - to advise the public about changes to an existing service or facility provided by Council;
  - to promote the use of a service or facility provided by Council providing that such advertising does not breach the principles and limitations of competitive neutrality under the *Local Government Act 2009* ('Act');
  - to promote a change in the behaviour of people in Council's area for the reasonable benefit of all or some of the community or to achieve Council's stated objectives;



- to advise the public of the time, place and content of scheduled meetings of Council;
- to advise the public of the decisions made by Council at its meetings;
- to request comment on proposed plans, policies or activities of Council;
- to advertise matters required by legislation to be advertised;
- to advertise matters as approved from time to time by the Chief Executive Officer in consultation with the Mayor; or
- to promote the region.

### 3.2. Advertising authorisation and management

All advertising must be authorised and approved by the Chief Executive Officer or by the relevant Manager and be directed towards Executive Services – Office of the CEO for processing and placement.

Advertising for positions vacant are to be directed to People and Culture for processing.

Advertising for tourism or promoting the region are to be directed to Executive Services – Office of the CEO for processing.

The Coordinator Executive Services will monitor the appropriateness and cost effectiveness of advertising undertaken and report to the Chief Executive Officer when concerns arise.

The approving officer must ensure:

- the expenditure is in accordance with this policy; and
- the cost of the advertisement is appropriate for the number of people it is intended to inform and provides a commensurate benefit to Council or the public; and
- the cost is available in the relevant budget item and meets the usual requirements for expenditure approvals; and
- requests for advertising meet the required deadlines; and
- a purchase order is raised prior to confirming bookings.

### 3.3. Local Government Elections

Council will not, during the period of three (3) months preceding an election of the local government other than a by-election, or during the period after the date of a by-election is advertised until the day of the election:

- place advertisements relating to future plans of Council unless, and only to the extent that, those plans have been formally adopted by Council;
- advertise the activities of Council otherwise than in the manner and form it is customary for Council to advertise its activities;
- place advertisements which seek to influence support for particular candidates, groups of candidates or potential candidates in the election; or
- bear the cost of advertisements featuring one (1) or more Councillors or containing quotations attributed to individual Councillors.

It should be noted that this does not preclude Councillors appearing in unpaid publicity or other publicity where the cost is not borne by the Council.

Council will ensure any advertising expenditure during a caretaker period is in accordance with the provisions in Section 90A through to Section 90D of the Act.

Advertising will not be used to promote the particular achievements or plans of a Councillor or group of Councillors. In particular, advertising will not be used to influence the voters during an election.

#### 4. DEFINITIONS

**Advertising** is defined by the Regulation as “promoting, for the payment of a fee, an idea, goods or services to the public”.

**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*

#### 6. RELATED DOCUMENTS

South Burnett Regional Council Councillors Code of Conduct Policy – Statutory001

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Media Relations Policy – Strategic001

South Burnett Regional Council Procurement Policy – Statutory007

#### 7. NEXT REVIEW

As prescribed by legislation or every two (2) years

#### 8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Policy Creation	9 December 2009	656632
2	Legislation Changes	13 December 2017	2438474
3	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/62	24 March 2021	2438474
4	Policy Review		2438474

Mark Pitt PSM

**CHIEF EXECUTIVE OFFICER**

Date:

## 6.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CONTACT WITH A LOBBYIST POLICY - STATUTORY049

**File Number:** IR2607683

**Author:** Manager Corporate Services

**Authoriser:** General Manager Finance and Corporate

### PRECIS

Adoption of the South Burnett Regional Council Contact with a Lobbyist Policy – Statutory049

### SUMMARY

South Burnett Regional Council ('Council') acknowledges that professional lobbyists are a legitimate part of, and make a legitimate contribution to, the democratic process by assisting individuals and organisations to communicate their views on matters of public interest to local government and so improve outcomes for the individual and the community as a whole.

It is always the aim of Council to ensure all decisions are legal, ethical and impartial. Such principles are reflected in *Section 4* and *Section 12* of the *Local Government Act 2009*.

Council expects high standards of professional and ethical conduct from its representatives and those individuals and organisations that carry out lobbying activities.

### OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Contact with a Lobbyist Policy – Statutory049 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

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

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026:	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
	OR5 Continue to give priority to ongoing financial sustainability and prudent budget management.
	OR13 Implement reliable, realistic and cost-effective business systems and practices.
	OR15 Continue to give priority to ongoing Audit and Risk and prudent management.
Note: no reference to Annual Operational Plan 2021/2022 as currently in draft.	

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

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

Feedback was received suggesting minor formatting changes be made to the draft policy. The Manager Corporate Services considered feedback and actioned the changes.

The fundamental changes to the current policy are marked-up in yellow highlight for easy of identification.

## LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

*Architects Act 2002 (Qld)*

*Integrity Act 2009 (Qld)*

*Legal Professional Act 2007 (Qld)*

*Local Government Act 2009 (Qld)*

*Planning Act 2016 (Qld)*

*Human Rights Act 2019 (Qld)*

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

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

## POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report

## ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

## REPORT

South Burnett Regional Council ('Council') acknowledges that professional lobbyists are a legitimate part of, and make a legitimate contribution to, the democratic process by assisting individuals and organisations to communicate their views on matters of public interest to local government and so improve outcomes for the individual and the community as a whole.

It is always the aim of Council to ensure all decisions are legal, ethical and impartial. Such principles are reflected in *Section 4* and *Section 12* of the *Local Government Act 2009*.

Council expects high standards of professional and ethical conduct from its representatives and

those individuals and organisations that carry out lobbying activities.

Council is committed to ensuring that all contact with lobbyists is carried out through a strong ethical and transparent approach as directed by relevant legislation and Council's policies and procedures.

## **ATTACHMENTS**

1. **DRAFT South Burnett Regional Council Contact with a Lobbyist Policy - Statutory049** [↓](#)





POLICY CATEGORY - NUMBER: Statutory049

POLICY OWNER: Executive Services

ECM ID: 2607683

ADOPTED:

## Contact with a Lobbyist 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') acknowledges that professional lobbyists are a legitimate part of, and make a legitimate contribution to, the democratic process by assisting individuals and organisations to communicate their views on matters of public interest to the local government and so improve outcomes for the individual and the community as a whole.

It is always the aim of Council to ensure all decisions are legal, ethical and impartial. Such principles are reflected in *Section 4* and *Section 12* of the *Local Government Act 2009*.

Council expects high standards of professional and ethical conduct from its **representatives** and those individuals and organisations that carry out lobbying activities.

Council is committed to ensuring that all contact with lobbyists is carried out **through a strong ethical and transparent approach** as directed by relevant legislation and Council's policies and procedures.

### 2. SCOPE

This policy applies to Council **representatives**.

To provide Council **representatives** with information about the role of lobbyists, the legislative obligations for lobbyists and the requirements when Council **representatives** meet with lobbyists or people they suspect may be lobbyists.

### 3. GENERAL INFORMATION

#### 3.1. What is Lobbying Activity?

Lobbying activity includes contact with a Council representative in an effort to influence local government decision-making, including:

- the making or amending of local laws;
- the development or amending of a Council policy or program;
- awarding a Council contract or allocating funding; or
- making a decision about planning or giving a development approval under the *Planning Act 2016*.



However, the following contact is not a lobbying activity:

- contact with a committee of Council;
- contact with a Councillor, in his or her capacity as a local representative on a constituency matter;
- contact in response to a call for submissions;
- petitions or contact of a grassroots campaign nature in an attempt to influence Council policy or decision;
- contact in response to a request for tender;
- statements made in a public forum;
- responses to requests by Council representatives for information; incidental meetings beyond the control of a Council representative;
- contact on non-business issues, including, for example, issues not relating to a client of the lobbyist or the lobbyists' sector; or
- contact only for the purpose of making a statutory application.

### 3.2. *Who is a Lobbyist?*

A lobbyist is an entity or body that carries out lobbying activity on behalf of a third-party client, or whose employees or contractors do so, based on the payment of a fee or other reward for carrying out the lobbying activity.

However, none of the following entities (including their employees) is a lobbyist:

- a non-profit entity;
- an entity constituted to represent the interests of its members; examples - an employer group, a trade union, a professional body, e.g. the Queensland Law Society;
- members of trade delegations visiting Queensland;
- an entity carrying out incidental lobbying activities e.g. accountant or architect; or
- an entity carrying out a lobbying activity only for the purpose of representing the entity's own interests.

### 3.3. *What is Incidental Lobbying?*

An entity carries out incidental lobbying activities if the entity undertakes, or carries on a business primarily intended to allow individuals to undertake, a technical or professional occupation in which lobbying activities are occasional only and incidental to the provision of professional or technical services e.g. architects, engineers, lawyers and accountants.

### 3.4. *Dealing with Lobbyists*

Council **representatives** must ensure that their meetings with lobbyists comply with the requirements of *Integrity Act 2009* ('Act'). However, it may not always be evident whether employees of lobbyists or consultants come within the scope of the Act. Therefore, the protocol set out below should be followed when any representative seeks to meet with a Council **representative**.

- Inform them that Council is bound by the Act.
- Ask them if they or others attending the meeting are a lobbyist and if so, are they registered on the Queensland Register of Lobbyists?
- Ask if any other representatives attending were senior government representatives within the past two (2) years and if yes, ask if they are on the Queensland Register of Lobbyists?
- Check and ensure that they are on the Queensland Register of Lobbyists.

If the person seeking to carry out lobbying activities is not a registered lobbyist, and the Council **representative** has reasonable suspicion that the entity is carrying out a lobbying activity, Council **representatives** must decline to have further contact with them until they are included on the Queensland Register of Lobbyists.

### 3.5. **Where to go to check the Register**

Council **representatives** are encouraged to check that the details provided by the lobbyist are correct by checking the Queensland Register of Lobbyists at [www.integrity.qld.gov.au](http://www.integrity.qld.gov.au) to confirm that the person and client in question are listed.

### 3.6. **Recording Contact with a Lobbyist**

Council is required under the Act to keep a record of all contact with lobbyists for reporting to the Integrity Commissioner.

All Council **representatives** are to take responsibility for reporting their contact with lobbyists.

Council **representatives** working in the Planning function of Council are to report the contact to the **relevant** Manager for recording in Council's Lobbyist Register held by **Corporate Services** Branch.

All other Council representatives are to report the contact to the Manager Corporate Services for recording in Council's Lobbyist Register.

Information required to be reported includes:

- Date of contact;
- Name and title of Council representative;
- Method of contact;
- Purpose of contact;
- List of all other public officials present;
- Name of registered lobbyist firm (including all lobbyists present);
- Client of lobbyist (including the names of all present);
- Brief description of the issue; and
- Outcome from the contact.

A Council **representative** who knowingly and intentionally participates in lobbying activities with a person who is not on the Queensland Register of Lobbyists may be deemed to have breached *Section 71* of the Act.

## 4. **DEFINITIONS**

**Contact** means but not limited to telephone contact, email contact, written correspondence contact, social media messaging and face-to-face meetings.

**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.

**Lobbying activity** means contact with a Council representative in an effort to influence Council decision-making.

**Former senior government representative** means one of the following people:

- a Councillor;
- a public sector officer, who was a chief executive, senior executive or senior executive equivalent; and
- is no longer a government representative.



**Government representative** means one of the following people:

- a Councillor; or
- a public sector officer.

**Incidental lobbying activities** means if the entity undertakes or carries on a business primarily intended to allow individuals to undertake, a technical or professional occupation in which lobbying activities are occasional only and incidental to the provision of professional or technical services. For example, an entity carrying on the business of providing architectural services as, or by using, a practising architect under the *Architects Act 2002*.

**Integrity Act 2009** means the 'Act'

**Lobbying activity** means contact with a Council representative in an effort to influence Council decision-making, including:

- the making or amendment of legislation; and
- the development or amendment of a government policy or program; and
- the awarding of a Council contract or grant; and
- the allocation of funding; and
- the making of a decision about planning or giving of a development approval under the *Planning Act 2016*.

**Lobbyist** means an entity that carries out a lobbying activity for a third party client, or whose employees or contractors carry out a lobbying activity for a third party client, based on the payment of a fee or other reward for carrying out the lobbying activity.

**Lobbyist code of conduct** means the code, approved under *Section 68* of the Act, of conduct for lobbyists in relation to lobbying activities.

**Public sector officer** means the chief executive of, or a person employed by, one of the following entities:

- a department;
- a public service office;
- a registry or other administrative office of a court or tribunal;
- a local government;

**Queensland Register of Lobbyists** means the register, kept under *Section 49*, of lobbyists registered under the Act, maintained by the Queensland Integrity Commissioner.

**Related lobbying activity** means a lobbying activity relating to a former senior government representative's official dealing as a government representative in the two years before becoming a former senior government representative.

**Senior executive equivalent** means an employee, other than a chief executive, whose remuneration is equal to or greater than the remuneration payable to a senior executive.

**Statutory application** means an application under Legislation that is considered and decided by a Council representative under that Legislation.

**Third party client** means an entity that engages another entity to provide services constituting, or including, a lobbying activity for a fee or other reward that is agreed to before the other entity provides the services.

## 5. LEGISLATIVE REFERENCE

*Architects Act 2002* (Qld)

*Integrity Act 2009* (Qld)

*Legal Professional Act 2007* (Qld)

*Local Government Act 2009* (Qld)

*Planning Act 2016 (Qld)*

**6. RELATED DOCUMENTS**

Councillor Code of Conduct Policy – Statutory001  
Employee Code of Conduct Policy

**7. NEXT REVIEW**

As prescribed by legislation or– July 2023

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	Councillor Contact with Lobbyists, Developers and Submitters	21 September 2010	930966
2	Title change: Contact with a Lobbyist Policy	19 April 2017	2342459
3	Scheduled Review	17 July 2019	2607680
4	Administrative change replacing Manager Social & Corporate Performance with Manager Corporate Services as per Council Resolution 2021/296	24 March 2021	2607683
5	Policy Review		

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

## 6.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COUNCILLOR CONDUCT COMPLAINTS INVESTIGATION POLICY- STATUTORY028

**File Number:** IR2741140

**Author:** Manager Corporate Services

**Authoriser:** General Manager Finance and Corporate

### PRECIS

Adoption of the South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028

### SUMMARY

This policy states how complaints about the alleged inappropriate conduct of Councillors will be dealt with as required by the *Section 150AE* of the *Local Government Act 2009* ('Act').

### OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

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

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026:	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
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### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

An internal review was undertaken by Manager Corporate Services with a mark-up draft policy prepared and circulated to Councillors and the Senior Management Team for a period of approximately three (3) weeks. No changes were proposed by the consulted stakeholders. For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

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

*Local Government Act 2009* (Qld)

*Crime and Corruption Act 2001* (Qld)

*Human Rights Act 2019* (Qld)

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

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

1. Recognition and equality before the law;      13. Cultural rights—generally;

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

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

No direct local law or delegation implications arise from this report

### **ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

### **REPORT**

South Burnett Regional Council ('Council') has developed a Councillor conduct complaints management process in accordance with the *Local Government Act 2009*, which is intended to ensure that breaches of Council's Councillor Code of Conduct Policy or any other inappropriate Councillor conduct are handled in accordance with legislative and regulatory requirements.

This policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred to Council by the Independent Assessor.

### **ATTACHMENTS**

1. **South Burnett Regional Council Councillor Conduct Complaints Investigation Policy - Statutory028**  



POLICY CATEGORY - NUMBER: Statutory028

POLICY OWNER: Corporate Services

ECM ID: 2741140

ADOPTED:

## Councillor Conduct Complaints Investigation 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 states how complaints about the alleged inappropriate conduct of Councillors will be dealt with as required by the *Section 150AE* of the *Local Government Act 2009* ('Act').

### 2. SCOPE

This policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

South Burnett Regional Council ('Council') has developed a Councillor conduct complaints management process in accordance with the Act which is intended to ensure that breaches of Council's Councillor Code of Conduct Policy or any other inappropriate Councillor conduct are handled in accordance with legislative and regulatory requirements.

To ensure the system of local government is accountable, effective, efficient and sustainable, the Councillors are responsible for performing their duties under *Section 12* of the Act in accordance with the local government principles pursuant to *Section 4(2)* of Act.

The local government principles are:

- transparent and effective processes, and decision-making in the public interest; and
- sustainable development and management of assets and infrastructure, and delivery of effective services; and
- democratic representation, social inclusion and meaningful community engagement; and
- good governance of, and by, local government; and
- ethical and legal behaviour of Councillors, local government employees and councillor advisors.

### 3. GENERAL INFORMATION

#### 3.1. Confidentiality

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the Act or this policy.

**Note:**



It must be kept in mind that the matter is an allegation and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to Council. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to Council may be contrary to *Section 171(3)* of the Act and dealt with as misconduct.

### 3.2. Natural Justice

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

"Natural justice" or procedural fairness, refers to three (3) key principles:

- the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing);
- the investigator(s) should be objective and impartial (absence of bias); and
- any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided, with an opportunity to put their case in writing at least three (3) business days before the investigation report is completed for inclusion as part of a Council Meeting agenda provided to the Councillors as part of the meeting agenda

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon logical proof or evidence material.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

### 3.3. Protection from Reprisal

As part of the system of Councillor complaint management, another Council representative who makes a complaint or notification or intends to make a complaint or notification against a Councillor, are protected from acts of reprisal, payback or revenge.

### 3.4. Independent Assessor's Referral

The Council may receive from the Independent Assessor ('IA') a referral notice about the suspected inappropriate conduct of a Councillor/s.

#### 3.4.1. Receipt of the Independent Assessor's Referral

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the IA the Council's Chief Executive Officer ('CEO') will forward a copy of that referral notice to the Mayor and all Councillors as a confidential document.

Should the Mayor or a Councillor/s (other than the subject of the complaint or the complainant) disagree with any recommendation accompanying the IA's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor/s may request the matter be placed on the agenda of the next Council Meeting to decide on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's Conduct of Council & Committee Meetings Policy – Statutory017.

### 3.5. Investigator

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation,

then the CEO must refer the suspected inappropriate conduct to an external investigator as identified by the Office of the Independent Assessor ('OIA'), to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves:

- an allegation about the conduct of the Mayor, or
- the Mayor as the complainant,

then the CEO must refer the suspected inappropriate conduct to an external investigator as identified by the OIA, to investigate and make recommendations to the Council about dealing with the conduct.

### **3.6. Early Resolution**

Before beginning an investigation, the investigator must consider whether the matter is appropriate for resolution prior to the investigation. This consideration includes any recommendation made by the IA.

A matter is only appropriate for early resolution if the parties to the matter agree to explore early resolution.

The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this policy.

If the matter is resolved prior to investigation, the investigator will advise the CEO of this outcome.

In turn, the CEO will advise the Mayor (if the Mayor is not the investigator) and all Councillors that the matter has been resolved. The CEO will also ensure that the 'Councillor Conduct Register' is updated to reflect this outcome.

### **3.7. Timeliness**

The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than 12 weeks after the receipt of the complaint.

#### **Note:**

If the investigator is of the opinion that it may take longer than 12 weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.

### **3.8. Assistance for investigator**

If the Mayor is the investigator of a matter of suspected inappropriate conduct, the Mayor may use *Section 170A* of the Act to seek assistance during the investigation.

The Mayor is authorised by Council to expend money as reasonably needed to engage, through the CEO, contractors in accordance with the Council's procurement policy.

### **3.9. Possible misconduct or corrupt conduct**

If during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the CEO. The CEO will then notify the IA of the possible misconduct.

If during the course of an investigation, the investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the CEO. The CEO will then notify the Crime and Corruption Commission ('CCC') of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the IA or CCC to be inappropriate conduct.

### 3.10. Completion of investigation

On the completion of an investigation, the investigator will provide a report to the Council outlining the investigation process, the investigation findings, any recommendations about dealing with the conduct and a record of the investigation costs. This report is to be provided utilising the template investigation report provided by the OIA to support timely investigations that comply with best practice and natural justice.

The Council will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under *Section 150AH* of the Act.

In the event that inappropriate conduct is substantiated, and to assist Councillors to objectively decide on appropriate sanctions, the IA provides 'Inappropriate Conduct Disciplinary Action Guideline' to guide decision making.

Provisions for internal and external review of decisions are set out in *Sections 150CO to 150CS* of the Act.

### 3.11. Notice about the outcome of investigation

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation.

### 3.12. Councillor conduct register

The CEO must ensure decisions about suspected inappropriate conduct of a Councillor/s must be entered into the 'Councillor Conduct Register'.

Where a complaint has been resolved under section 3.6 of this policy, the CEO will update the register to reflect that the complaint was withdrawn.

### 3.13. Expenses

Council must pay any reasonable expenses of Council associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the external investigator in undertaking an investigation for Council;
- a mediator engaged under this policy;
- travel where the investigator needed to travel to undertake the investigation or to interview witnesses;
- seeking legal advice; and
- engaging an expert.

Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct. Any costs incurred by complainants or the subject Councillor/s under this policy will only be met by Council in accordance with Council's insurance and indemnity policies should they apply.

## 4. DEFINITIONS

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

**Behavioural standard** means a standard of behaviour for Councillors set out in the Councillor Code of Conduct Policy approved pursuant to *Section 150E* of the Act.

**Conduct** means

- failing to act; and
- a conspiracy, or attempt, to engage in conduct.



**Councillor conduct register** means the register required to be kept by Council as set out in *Section 150DX* of the Act.

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

**Inappropriate conduct** means:

- The conduct of a councillor is inappropriate conduct if the conduct contravenes –
  - A behavioural standard; or
  - A policy, procedure or resolution of Council.
- Also, the conduct of a Councillor is inappropriate conduct if –
  - The conduct contravenes an order of the chairperson of a Council meeting for the Councillor to leave and stay away from the place at which the meeting is being held; or
  - It is a part of a course of conduct at Council meetings to orders for the Councillor's unsuitable meeting conduct being made on three (3) occasions within the period of one (1) year.
- For subsection (2)(b), the conduct that led to the orders being made, taken together, is the inappropriate conduct.
- However, inappropriate conduct, to the extent the conduct that is –
  - Unsuitable meeting conduct, to the extent the conduct is not conduct mentioned in subsection (2); or
  - Misconduct; or
  - Corrupt

**Independent Assessor** means the Independent Assessor ('IA') appointed under *Section 150CV* of the Act.

**Investigator** means the person responsible under this policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor.

**Local government meeting** means a meeting of -

- Council; or
- a committee of Council.

**Misconduct** means:

- The conduct of a Councillor is misconduct if the conduct –
  - Adversely affects, directly or indirectly, the honest and impartial performance of the Councillors functions, or the exercise of the Councillor's powers; or
- Is or involves –
  - A breach of the trust placed in the Councillor, either knowingly or recklessly; or
  - A misuse of information or material acquired in, or in connection with, the performance of the Councillor's functions, whether the misuse is for the benefit of the councillor or for the benefit, or to the detriment, of another person; or
  - Contravenes any of the following –
    - An order of Council or the conduct tribunal;
    - The acceptable requests guidelines of Council under *Section 170A*;
    - A policy of Council under the reimbursement of expenses;
    - *Section 150R(2), 150EK, 150EL, 150EQ, 150EW, 150EZ, 170(3), 171 (3), 201A, 201B or 210C.*
- Also, the conduct of a Councillor is misconduct if the conduct –

- Is a part of a course of conduct leading to Council deciding to take action under *Section 150AG* to discipline the Councillor for inappropriate conduct on three (3) occasions within a period of one (1) year; or
- Is of the same type stated in an order of Council that if the Councillor engages in the same type of conduct again, it will be dealt with as misconduct.
- For subsection (2)(a), the conduct that led to the three (3) occasions of disciplinary action, taken together, is the misconduct.
- It does not matter if the conduct happened outside the State.

**Natural justice** means a set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.

**Referral notice** means –

- The **Independent** Assessor refers the Councillor's conduct to Council to deal with by giving a notice (a referral notice) to Council.
- The referral notice must –
  - Include details of the conduct and any complaint received about the conduct; and
  - State why the **Independent** Assessor reasonably suspects the Councillor has engaged in inappropriate conduct; and
  - Include information about the facts and circumstances forming the basis for the **Independent** Assessor's reasonable suspicion.
- The referral notice may be accompanied by a recommendation from the **Independent** Assessor about how Council may investigate or deal with the conduct including, for example -
  - The conduct should be referred to another entity for consideration; or
  - Additional information is required about the conduct; or
  - The conduct should be dealt with by mediation.
- ~~A Recommendation made under subsection (3) may be inconsistent with the local government's investigation policy~~

**Tribunal** means the Councillor Conduct Tribunal as established under *Section 150DK* of the Act.

**Unsuitable meeting conduct** means –

The conduct of a Councillor is unsuitable meeting conduct if the conduct –

- Happens during a Council meeting; and
- Contravenes a behavioural standard.

## 5. LEGISLATIVE REFERENCE

*Crime and Corruption Act 2001*  
*Local Government Act 2009*

## 6. RELATED DOCUMENTS

Acceptable Request Guidelines Policy – Statutory 004  
Councillor Code of Conduct Policy  
Conduct of Council & Committee Meetings Policy – Statutory 017  
Expenses Reimbursement for Councillors Policy – Statutory 002  
Office of the Independent Assessor Investigation Report Template  
Office of the Independent Assessor Panel of Investigators  
Office of the Independent Assessor Inappropriate Conduct Disciplinary Action Guideline

## 7. NEXT REVIEW

As prescribed by legislation or July 2023

## 8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1.	Adoption of policy	9 April 2008	428898
2.	Revision of policy	25 June 2014	1314746
3.	Revision & rename of policy	15 February 2017	2028975
4.	Creation of separate complaints policy for Councillors	12 December 2018	2556506
5.	Policy Review – Legislation Update & rename of policy	25 November 2020	2741140
6.	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2741140
7	Policy Review		

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

## 6.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL EMPLOYEE CONFLICT OF INTEREST POLICY - STATUTORY048

**File Number:** IR2539632

**Author:** Manager Corporate Services

**Authoriser:** General Manager Finance and Corporate

### PRECIS

Adoption of the South Burnett Regional Council Employee Conflict of Interest Policy – Statutory048

### SUMMARY

This policy outlines South Burnett Regional Council's ('Council') requirements in relation to the disclosure of a perceived, potential or actual conflict of interest of a Council employee.

### OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Employee Conflict of Interest Policy – Statutory048 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

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

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026:	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
	OR15 Continue to give priority to ongoing Audit and Risk and prudent management.

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

An internal review was undertaken by Manager Corporate Services with a mark-up draft policy prepared and circulated to Councillors and the Senior Management Team for a period of approximately three (3) weeks.

Feedback was received from the Chief Executive Officer, advising of changes required. Manager Corporate Services considered feedback and made the relevant changes to the Policy.

For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

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

*Crime and Corruption Act 2001 (Qld)*

*Integrity Act 2009 (Qld)*

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

*Public Sector Ethics Act 1994 (Qld)*

*Public Service Act 2008 (Qld)*

**Human Rights Act 2019 (Qld)**

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

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

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

**REPORT**

This policy outlines South Burnett Regional Council ('Council') requirements in relation to the disclosure of a perceived, potential or actual conflict of interest of a Council employee and provides a transparent pathway for identifying, disclosing and managing employee conflicts of interest which will enable Council to:

- reduce the opportunity for improper conduct as set out in legislation;
- deal more easily with accusations of bias;
- demonstrate its commitment to good governance; and
- demonstrate it is performing in a fair and unbiased manner.

**ATTACHMENTS**

1. **South Burnett Regional Council Employee Conflict of Interest Policy - Statutory048** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory048

POLICY OWNER: Corporate Services

ECM ID: 2539632

ADOPTED:

## Employee Conflict of Interest 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 outlines South Burnett Regional Council's ('Council') requirements in relation to the disclosure of a perceived, potential or actual conflict of interest of a Council employee.

### 2. SCOPE

This policy applies to all Council employees including senior staff, contractors, consultants, trainees and volunteers.

**This policy does not apply to Councillors as they are captured under the Local Government Act 2009 and Code of Conduct for Councillors in Queensland.**

This policy provides transparent **pathway** for identifying, disclosing and managing **employee** conflicts of interest which will enable Council to:

- reduce the opportunity for improper conduct as set out in legislation;
- deal more easily with accusations of bias;
- demonstrate its commitment to good governance; and
- demonstrate it is performing in a fair and unbiased manner.

### 3. GENERAL INFORMATION

An **employee** conflict of interest is a conflict between a person's official duties to Council and private interests which influence or may appear to influence the performance of those official duties.

An **employee** conflict of interest may be enough to undermine the public's confidence in Council, even where none actually exists or it has been identified and subsequently resolved.

#### 3.1. Identifying Conflicts of Interests

A conflict of interest is defined by the *Public Sector Ethics Act 1994* as a conflict between a person's private interests and person's official duties. It is therefore set out that:

"The established test is an objective one, namely whether a reasonable member of the public properly informed, would feel that the conflict was unacceptable. Essentially it means that such reasonable member of the public would conclude that inappropriate factors could influence an



official action or decision”.

**Council identifies** three (3) types of **employee** conflicts of interest:

- Actual conflict of interest;
- Perceived (or apparent) conflict of interest; and
- Potential conflict of interest.

All Council employees are directed to the South Burnett Regional Council **Employee** Conflict of Interest Procedure080 and **guides** on the Queensland Crime and Corruption Commission website; ‘Identifying Conflicts of Interest in the Public Sector’ and ‘Managing Conflicts of Interest in the Public Sector’.

### 3.2. Areas of activity where conflicts may arise

An **employee** conflict of interest may arise as a result of the Council’s involvement in any number of matters including the following:

- appointing and managing staff;
- providing sponsorships;
- giving and receiving gifts;
- use of resources or assets that could be used for private gain;
- entering into contracts to procure goods or services from the private sector or engaging in projects with the private sector;
- collecting, retaining, accessing or using confidential information;
- providing financial assistance and concessions;
- performing a regulatory role in relation to the monitoring of standards;
- disciplinary actions; and
- providing advice.

### 3.3. When conflicts of interests arise

The existence of a conflict is not an issue in itself and is often inevitable. It is a requirement that any conflict; whether actual, perceived or potential; be appropriately identified, reported and managed to ensure Council is able to undertake business in a transparent and impartial manner.

Primarily an **employee** conflict of interest will arise when there is a possibility or a perception that a Council employee could be influenced by a personal (private) interest when carrying out their duties.

**Conflicts may arise in a variety of situations including, but not limited to:**

- Family and close personal relationships;
- Previous, secondary and future employment;
- Financial interests;
- Memberships in clubs, associations or parties; and
- Asset ownership including property ownership.

### 3.4. Responsibilities of employees

All Council employees must consider the public interest when carrying out their official duties and place this above their own private or personal interests.

This is achieved by:

- carrying out all official duties in accordance with Council **policy** and legislative ethical principles as documented in South Burnett Regional Council’s Employee Code of Conduct – Statutory011;
- assessing **the Council employee’s** own private and personal interest to identify any action, potential or perceived conflicts of interest;

- identifying and declaring all conflicts of interest;
- avoiding all situations which may give rise to conflicts of interest; and
- managing all conflicts of interest in accordance with agreed management strategies.

All levels of management will:

- encourage a culture of disclosure within Council;
- regularly remind Council employees of their obligation to identify and declare conflicts of interest;
- actively liaise with Council employees to resolve and manage conflicts of interest;
- monitor their Council employee's work to develop management strategies to minimise conflicts; and
- maintain confidentiality with regards to **employee** conflict of interest declarations.

All reported employee conflicts of interest must be identified by completing the 'Employee Conflict of Interest Form' / 'Management Plan' and recorded in the Employee Conflict of Interest Register maintained by the Corporate Services Branch.

Deliberate non-disclosure of a conflict of interest or lack of adequate management of a conflict of interest may amount to a reasonable suspicion of corrupt conduct. Council has a zero-tolerance approach and is committed to eliminating and/or minimising the potential of any corrupt conduct within Council.

#### 4. DEFINITIONS

**Conflict of Interest** means a conflict between a Council employee's duties and responsibilities and the Council employee's private interests. Conflicts can be actual, perceived or potential depending on the circumstances. An employee conflict of interest can arise from avoiding personal losses as well as gaining personal advantage – whether financial or otherwise.

**Corrupt Conduct** means 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.

**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. Additionally for the purposes of this policy, includes contractors, consultants, trainees and volunteers.

**Family Member/Dependant** means any person you are in a relationship with (including but is not limited to) a spouse, partner, child, brother, sister, parent, stepchild, stepparent, as well as mother-, father-, son-, daughter-, brother-, or sister-in-law, and any other person living with the Council employee (except tenants).

**Gifts or benefits** means but not limited to: conference/seminar costs, gratuity, remuneration, allowance, discount, fee, subsidy, hospitality, travel, entertainment, alcohol, raffle tickets, scratch card, lotto/casket tickets, books, equipment, goods or other services received.

**Interests** means the realistic expectation that the Council employee or an associate directly or indirectly stand to gain a benefit or suffer a loss, depending on the outcome of an issue. Interests may be financial or non-financial.

**Material Personal Interest** means if the private interest is substantially affected by the outcome of a decision by Council, the private interest is likely to be "material".

**Non-pecuniary interest** means an interest that does not have a financial component but may arise from personal or family relationships or involvement in sporting, social or cultural activities.

**Official Duties** means the work done by a Council employee that may be defined by their position description or directions given by their supervisor.

**Pecuniary Interest** means an interest that involves an actual or potential financial gain or loss. They may result from the employee or a related party owning property, holding shares or a position in a company bidding for council work, accepting gifts or hospitality (see 'Material Personal Interest').

**Perceived conflict of interest or apparent conflict of interest** means that the Council employee's private interests can exist or appear to others that could improperly influence the performance of their official duties and responsibilities, whether or not this is actually the case.

**Potential conflict of interest** means where a Council employee has private interests that could in the future conflict with your official duties and responsibilities at Council.

**Private Interests** means personal, professional or business interests that can benefit or disadvantage a Council employee, or others a Council employee may wish to benefit or disadvantage. They also include the personal, professional or business interests of individuals or groups a Council employee associates with (e.g. relatives, friends, non-profit associations).

## 5. LEGISLATIVE REFERENCE

*Crime and Corruption Act 2001* (Qld)  
*Local Government Act 2009* (Qld)  
*Local Government Regulation 2012* (Qld)  
*Public Sector Ethics Act 1994* (Qld)  
*Public Service Act 2008* (Qld)  
*Integrity Act 2009* (Qld)

## 6. RELATED DOCUMENTS

South Burnett Regional Council Corporate Risk and Internal Audit Framework  
 South Burnett Regional Council Corporate Risk Management Policy – Statutory020  
 South Burnett Regional Council Employee Code of Conduct – Statutory011  
 South Burnett Regional Council Employee Conflict of Interest Procedure, associated forms and register  
 South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021  
 South Burnett Regional Council Gifts and Benefits Policy – Strategic002  
 South Burnett Regional Council Information Privacy Policy – Statutory038  
 South Burnett Regional Council Procurement Policy – Statutory007  
 South Burnett Regional Council Recruitment and Selection Policy – Statutory014

## 7. NEXT REVIEW

As prescribed by legislation or July 2023

## 8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Adoption of Policy	10 October 2018	2539632
2	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2539632
3	Policy Review		

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

## 6.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL SURVEILLANCE CAMERA OPERATIONS POLICY - STATUTORY051

**File Number:** IR2615354

**Author:** Manager Corporate Services

**Authoriser:** General Manager Finance and Corporate

### PRECIS

Adoption of the South Burnett Regional Council Surveillance Camera Operations Policy – Statutory051

### SUMMARY

South Burnett Regional Council ('Council') is committed to protecting its resources and to the safety and wellbeing of its staff, community and visitors to the region. This policy provides direction by:

- Establishing and monitoring Close Circuit Television ('surveillance cameras') in public places in accordance with approved Australian Standards, Federal and State legislation requirements;
- Minimising criminal and anti-social behaviour and improving safety within the South Burnett local government area; and
- Providing a framework for ensuring future requests for surveillance cameras are managed and assessed equitably and in accordance with relevant legislation.

### OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Surveillance Camera Operations Policy – Statutory051 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

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

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026:	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
	OR15 Continue to give priority to ongoing Audit and Risk and prudent management.

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

An internal review was undertaken by Manager Corporate Services with a mark-up draft policy prepared and circulated to Councillors and the Senior Management Team for a period of approximately three (3) weeks.

Feedback was received advising formatting / grammar changes. Manager Corporate Services considered feedback submissions and actioned changes.

For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

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

*Local Government Act 2009 (Qld)*

*Information Privacy 2009 (Qld)*  
*Right to information Act 2009 (Qld)*  
*Human Rights Act 2019 (Qld)*

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

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

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

No direct local law or delegation implications arise from this report

## **ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

## **REPORT**

Surveillance cameras need to be installed and managed appropriately to form an important tool to prevent and respond effectively to crime and undesirable activities in public spaces, built assets and critical infrastructure owned by South Burnett Regional Council ('Council').

Council is committed to protecting its resources and to the safety and wellbeing of its staff, community and visitors to the region. This policy provides direction by:

- Establishing and monitoring Close Circuit Television ('surveillance cameras') in public places in accordance with approved Australian Standards, Federal and State legislation requirements;
- Minimising criminal and anti-social behaviour and improving safety within the South Burnett local government area; and
- Providing a framework for ensuring future requests for surveillance cameras are managed and assessed equitably and in accordance with relevant legislation.

Council employee and community safety as well as assisting some access control environments.

**ATTACHMENTS**

1. **South Burnett Regional Council Surveillance Camera Operations Policy - Statutory051**





POLICY CATEGORY - NUMBER: Statutory051

POLICY OWNER: Corporate Services

ECM ID: 2615354

ADOPTED:

## Surveillance Camera Operations 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 protecting its resources and to the safety and wellbeing of its staff, community and visitors to the region. This policy provides direction by:

- Establishing and monitoring Close Circuit Television ('surveillance cameras') in public places in accordance with approved Australian Standards, Federal and State legislation requirements;
- Minimising criminal and anti-social behaviour and improving safety within the South Burnett local government area; and
- Providing a framework for ensuring future requests for surveillance cameras are managed and assessed equitably and in accordance with relevant legislation.

### 2. SCOPE

The intention of this policy is to enable Council to take a:

- clear and consistent approach fulfilling Council's legal obligations when installing, operating and managing surveillance cameras; and
- consistent, unified, equitable and transparent approach to the processing of new surveillance camera installation requests within public spaces.

The objective of this policy is to establish the most effective operational means possible to ensure the legislative compliance of surveillance cameras are met by Council.

This policy applies to:

- Surveillance cameras and systems owned by Council and established in public spaces within the South Burnett local government area;
- Surveillance cameras and systems installed on Council Owned or Council Controlled Land and/or Infrastructure; and



- All Council employees, contractors and other parties involved with installation, management and maintenance of Council's surveillance cameras in public spaces.

This policy does not apply to:

- Surveillance cameras/systems under the control of commercial or private organisations/individuals;
- Council field cameras used for illegal dumping investigations and/or
- Council mobile cameras including dash cams or body worn video cameras that are primarily used for Council activities associated with enforcement by authorised officers of Council in their delegated tasks or any other such wearable, hand held/controlled device.

### 3. GENERAL INFORMATION

Surveillance cameras need to be installed and managed appropriately to form an important tool to prevent and respond effectively to crime and undesirable activities in public spaces, built assets and critical infrastructure owned by Council.

The primary use of surveillance cameras is to discourage and/or detect unlawful behaviour in and around Council property and in identified high risk public space areas across the region thereby enhancing the safety and security of all people and property. Other applications and benefits of surveillance cameras include Council employee and community safety as well as assisting some access control environments.

The evaluation of the appropriateness of surveillance cameras and the establishment and management of surveillance cameras and their footage will be informed by this policy.

Only surveillance cameras equipment, applications and monitoring specifications which are evaluated and approved by the Branches responsibility for Property and Information Communications Technology ('ICT'), shall be implemented. Appropriate standard operating procedures shall be applied to all surveillance camera installation to ensure placement is appropriate, effective and ethical management of equipment is maintained.

Council's surveillance cameras systems in public spaces will not be monitored in real time by Council, contractors, or other agencies unless monitoring for the early identification and rapid response to anti-social behaviours for identified law enforcement operations or major community events. Council is committed to its departments working together, and to working closely with other relevant agencies including the Queensland Police Service. Council is committed to undertaking its surveillance camera system activities in an efficient, transparent, effective and lawful way, ensuring systems are 'fit for purpose'.

Council is the owner/operator of surveillance cameras installed by Council, or its contractors, on Council infrastructure

From time to time under an agreement with Council, surveillance cameras may be installed by community organisations and/or lessees of Council land and/or buildings. Except in relation to key sites of fixed surveillance cameras where the vision is recorded and held by Council, such surveillance cameras lie outside the scope of this policy.

Council acknowledges the investigative, prosecution and crime prevention benefits of surveillance cameras on private or commercial properties, however Council will not contribute to asset protection on such premises.

#### 3.1. Key Principles

The key guiding principles for surveillance cameras are that:

- surveillance cameras will be operated fairly, within applicable legislative requirements and only for the purposes for which it is established;

- surveillance cameras will be used to identify possible crimes and general antisocial behaviour occurring within the areas covered by Council's surveillance cameras;
- surveillance cameras will be operated with due regard to individual's privacy in accordance with the *Information Privacy Act 2009* ('Act');
- the public interest in the operation of surveillance cameras will be recognised by ensuring the security and integrity of the operational procedures; and
- a regular review and evaluation of the surveillance cameras will be undertaken by Council's Information Communications Technology function to identify whether surveillance cameras aim, objectives and key principles, as identified in this policy, are being achieved.

### 3.2. Ownership of the surveillance cameras

Council is responsible for the implementation, monitoring and auditing of Council owned surveillance cameras.

Council retains ownership and copyright in relation to all footage, images and documentation held by Council owned surveillance cameras.

### 3.3. Operational Boundaries

The area of operation of the surveillance cameras is in locations Council has identified as public areas considered to be at risk to public and Council employee safety.

### 3.4. Public Information

Council will ensure that appropriate signage and collection notices are displayed in all areas where the surveillance cameras are operational. Signs will comply with the Australian Standard AS4806.1-2006 and will be displayed on the boundary of the area covered by the surveillance cameras system and/or at other key points.

The signs will:

- Inform the public that they are entering a surveillance camera monitored area; and
- A collection notice will also be displayed near the surveillance cameras in order for Council to meet its obligations pursuant to Information Privacy Principle 11 of the Act.

### 3.5. Footage / Image - Confidentiality and Release

Any technical information relating to surveillance cameras including but not limited to camera capability, Queensland Police Services procedures/MOUs, will not be provided to any unauthorised persons under any circumstances.

All requests for surveillance cameras footage are to remain confidential as per the provisions of the Act and to be forwarded to the Corporate Services Branch for assessment and release **by an Right to Information Decision Maker ('authorised officer')**. All Council employees are required to be aware of the privacy guidelines of Council.

**All requests for footage and/or images, by a Law Enforcement Agency (such as the Queensland Police Service) or from members of the public must be submitted on the "Application to Release Surveillance Camera Footage and/or Images Form" and follow the Camera Surveillance Procedure. Requests to release surveillance camera footage/images will be assessed in accordance with the provisions of the *Right to Information Act 2009*.**

**Council has delegated Officers under the *Right to Information Act 2009* within the Corporate Services Branch who are responsible for the administration of the provision of this data. The delegated officer will assess and endorse any data for release as requested under the Act as per this policy.**

**Council will not sanction or directly provide unauthorised footage / images from any surveillance cameras.**



Requests must be made in a timely manner as footage/images are held for varying periods of time on fixed cameras. Requests should be made within seven (7) days of the event.

### 3.6. Network Maintenance and Technical Support Services

The maintenance and technical support of the service will be performed by a suitably experienced and qualified company and/or the Branch delivering Council's Information Communication Technology function ensuring the ongoing operational effectiveness of the surveillance cameras.

Any contractor appointed for the maintenance and technical support will be responsible for ensuring all appropriate licensing and accreditation required is held by both the company and individuals required to undertake the works.

### 3.7. System Integrity and Statutory Compliance

All requests for footage and/or images, by a Law enforcement agency or from members of the public must be submitted on the "Application to Release Surveillance Camera Footage and/or Images Form" and follow the Camera Surveillance Procedure. Requests to release surveillance cameras footage/images will be assessed in accordance with the provisions of the *Right to Information Act 2009*.

Council has delegated Officers under the *Right to Information Act 2009* within the Corporate Services Branch who are responsible for the administration of the provision of this data. The delegated officer will assess and endorse any data for release as requested under the and *Information Privacy Act 2009* as per this Surveillance Camera Operations Policy.

Council will not sanction or directly provide unauthorised footage from any surveillance cameras.

Requests must be made in a timely manner as footage is held for a maximum of 20 days on fixed cameras and 14 days on relocatable cameras. Requests should be made within seven (7) days of the event.

### 3.7. Complaints

All complaints in relation to the surveillance cameras will be fully investigated in accordance with Council's Complaints Management Policy.

## 4. DEFINITIONS

**Access** means the act of viewing, or requesting copies of surveillance cameras footage/images.

**Antisocial behaviour** means 'riotous, disorderly, indecent, offensive, threatening or insulting behaviour, as described in Schedule 1, 1(a) of Council's *Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads)*'.

**Closed Circuit Television (surveillance cameras)** means cameras which records footage/images transmitting to a specific site for surveillance in public spaces or the protection of assets.

**Law enforcement agency** means any of the following:

- a) Queensland Police Service;
- b) a police force or police service of another State or a Territory;
- c) the Australian Federal Police;
- d) the Police Integrity Commission;
- e) the Australian Crime Commission
- f) the Queensland Crime Corruption Commission;
- g) the Department of Corrective Services;
- h) the Department of Children, Youth Justice and Multicultural Affairs;
- i) any other authority or person responsible for the enforcement of the criminal laws of the Commonwealth or of the State; and
- j) a person or body prescribed for the purposes of this definition by legislation.

**Mobile camera** means any device capable of recording footage that is installed in a stationary location for a period of time such as dash cams or body worn video cameras that are primarily used for Council activities associated with enforcement by authorised officers of Council in their delegated tasks or any other such wearable, hand held/controlled device, excluding dash cams and body worn cameras.

**Personal Information** means information or an opinion, including information or an opinion forming part of a database, whether true or not and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

**Public Space** means any place to which the public has access as of right or by invitation, whether express or implied and whether or not a charge is made for admission to the place.

## 5. LEGISLATIVE REFERENCE

*Local Government Act 2009*  
*Right to Information Act 2009*  
*Information Privacy Act 2009*

## 6. RELATED DOCUMENTS

Australian Standard (AS4806.1 - 2006) Part 1: Closed Circuit Television (CCTV) - Management and Operation  
Australian Standard (AS4806.2 - 2006) Part 2: Closed Circuit Television (CCTV) - Application Guidelines  
*Local Law 1 (Administration) 2011*  
Queensland State Archives 'Managing Closed Circuit Television (CCTV) Records - Guideline for Queensland Public Authorities  
South Burnett Regional Council Application to Release Surveillance Camera Footage and/or Images Form  
South Burnett Regional Council Surveillance Camera Operations Procedure

## 7. NEXT REVIEW

As prescribed by legislation or July 2023

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	Creation of Policy	21 August 2019	2615354
2	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2615354
3	Policy Review		2615354

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

## 6.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMMUNITY GRANTS PROGRAM POLICY - STRATEGIC005

**File Number:** IR2615364

**Author:** Manager Corporate Services

**Authoriser:** General Manager Finance and Corporate

### PRECIS

Adoption of the South Burnett Regional Council Community Grants Program Policy – Strategic005

### SUMMARY

South Burnett Regional Council ('Council') recognises the important contribution community organisations and individuals make to the Council area. Through the provision of a community grants program, Council demonstrates its commitment to investing in initiatives and partnerships that align with Council's corporate priorities encouraging individuals and groups to make a positive and ongoing contribution to the region.

### OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Community Grants Program Policy – Strategic005 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

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

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026:

OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation was initially undertaken with the Community Department with a discussion paper prepared by the Department and a workshop held with Council.

A draft policy was prepared in consultation with the Community Department encompassing the feedback from the workshop and subsequently circulated to Councillors and the Senior Management Team for a period of approximately two (2) weeks.

Feedback was received from Cr Kathy Duff, General Manager Finance & Corporate and Manager Finance providing suggested changes. The Community Department considered the feedback and accepted the suggestions making the changes.

For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

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

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

*Human Rights Act 2019 (Qld)*

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

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

### POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report

### ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

### REPORT

South Burnett Regional Council ('Council') recognises the important contribution community organisations and individuals make to the Council area. Through the provision of a community grants program, Council demonstrates its commitment to investing in initiatives and partnerships that align with Council's corporate priorities encouraging individuals and groups to make a positive and ongoing contribution to the region.

This policy is to guide the administration of Council's Community Grants Program so to ensure the grants contribute to Council achieving its strategic goals, identified key initiatives, and align with the intent of the *Local Government Act 2009* and the *Local Government Regulation 2012*, which state that assistance will be used for a purpose that is in the public interest

### ATTACHMENTS

1. **South Burnett Regional Council Community Grants Program Policy - Strategic005** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic005

POLICY OWNER: Community

ECM ID: 2615364

ADOPTED:

## Community Grants Program 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') recognises the important contribution community organisations and individuals make to the Council area. Through the provision of community grants program, Council demonstrates its commitment to investing in initiatives and partnerships that align with Council's corporate priorities encouraging individuals and groups to make a positive and ongoing contribution to the region.

This policy is to guide the administration of Council's Community Grants Program so to ensure the grants contribute to Council achieving its strategic goals, identified key initiatives, and align with the intent of the *Local Government Act 2009* and the *Local Government Regulation 2012*, which state that assistance will be used for a purpose that is in the public interest.

### 2. SCOPE

This policy applies to all grants, donations, sponsorship and other assistance made to:

- eligible not-for-profit community organisations delivering programs, activities and events within the Council area.
- eligible individual South Burnett residents to attend competitions or programs representing Queensland or Australia in their chosen performance field.

The provision of concessions and waivers relating to Building and Development Applications, Undetected Water Leaks, Provision of Recycled Water, Lease Payment Fees, Rates and Utilities Charges is not covered by this policy.

### 3. GENERAL INFORMATION

To ensure that assistance delivered through the Community Grants Program is distributed to support the provision of programs, events and initiatives which respond to identified community need, contribute to the building of stronger and vibrant communities, meet relevant guidelines and are in accordance with Council's strategic objectives as identified in Council's Corporate Plan.

Council provides the Community Grants Program ('Program') to be used for a purpose that is in the public interest.

Council will determine annually, through the budget process, the amount of funding to be made



available under this Program.

The Program is competitive. Applications will be assessed on merit with no obligation by Council to fully expend the allocations identified in Council's annual budget.

Applications made to various grant categories within this Program for the same project will not be eligible to receive more than one (1) allocation of support per financial year.

Applicants are only eligible to receive one (1) grant per funding round from this Program.

Funding is not available for activities that have already commenced prior to approval.

Funding under this policy is not available for activities which are annually applied for after three (3) consecutive financial years.

This policy provides an overview of the Community Grants Program. Applicants are to complete in full the relevant Program Application and Acquittal forms. To enable Council to appropriately manage the program budget, if the program funding agreement form is not received by 30 June of the relevant financial year then the grant funding will be considered forfeited.

#### Assessment

Applications for funding will be assessed against the following criteria:

- Applicants capability to deliver the program, event or initiative within the South Burnett Regional Council area;
- Demonstrated South Burnett community need for the project;
- Demonstrated South Burnett community support of and involvement in the project/event;
- Eligibility and viability of applicant's not-for-profit organisation;
- Evidence of anticipated positive outcomes that will be of long-term benefit to the South Burnett community;
- A letter of approval outlining any requirements from the Property Branch of Council must be provided for applications involving improvements or change to Council assets; and
- Regional Arts Development Fund ('RADF') Guidelines (for RADF applications only).

#### Acquittal

The relevant Acquittal Form is to be completed for each funded program, event or initiative within six (6) weeks of the completion date the program, event or initiative. The approved funding must be spent by the organisation or individual within twelve (12) months of the approval of the grant or the funding returned to Council.

Individuals or organisations who have not acquitted under any Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

#### 3.1. Community Sponsorship

This grant provides sponsorship funding to assist not-for-profit community organisations to deliver community events/projects/programs which build community capacity. Council will determine on a case by case basis the requirements for acknowledgement of sponsorship. Successful applicants will need to reapply each year for assessment on merit. The fund will provide individual event/project/program sponsorship of up to \$3,000, excluding costs associated with marketing and advertising.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the General Manager Community.

The fund will provide two (2) funding rounds in August and February each financial year.

### 3.2. Community Hall Insurance Grant

This grant provides funding to assist not-for-profit community organisations to pay the insurance costs associated with the management of community halls within the South Burnett Regional Council area.

Grants are available for up to \$1,000 to eligible applicants.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the General Manager Community.

The fund will provide two (2) funding rounds in August and February each financial year.

### 3.3. Councillor Discretionary Fund

Pursuant to *Section 202 of the Local Government Regulation 2012*, a Councillor may use any Councillor Discretionary Fund in the following ways:

- a) spend for a community purpose (i.e. not expenses such as insurance);
- ~~b) allocate for capital works of the local government that are for a community purpose, but only with the approval of –~~
- ~~(i) if the Councillor is the Mayor – the Deputy Mayor and the Chief Executive Officer; or~~
- ~~(ii) otherwise – the Mayor and the Chief Executive Officer;~~
- c) allocate to a community organisation (a group or individual whose primary object is not to make a profit) for a community purpose.

Council's Councillor Discretionary Fund provides Council with the ability to provide small miscellaneous discretionary grants to eligible not-for-profit community organisations in response to requests which are received from time to time.

This fund recognises that small activities, projects and events, deserving of support from Council, come up in an ad hoc way throughout the year. Requests for assistance are assessed by the relevant Councillor with approval by the General Manager Community.

Grants are available for up to a total of \$1,000 to eligible applicants.

Applications can be made throughout the financial year and must be received by Council a minimum of three (3) weeks prior to the activity/event.

Applicants must indicate on the request if they are seeking support from multiple Councillors Discretionary Funds for the same activity/project/event.

### 3.4. Elite Performance Youth Grant

This grant is provided to encourage excellence in sport, the arts and education providing opportunities for the professional development for youth (up to 25 years).

The grant provides assistance for South Burnett residents to attend competitions or programs representing Queensland or Australia in their chosen performance field (No funding is available for South Burnett or Wide Bay representation levels).

Successful applicants are only eligible to receive one (1) allocation per financial year and can apply for up to:

- \$500 if representing Queensland; or
- \$500 if representing Australia within Australia: or
- \$1000 if representing Australia competing in another country.

Applications from multiple members of a team or group will be bundled and considered as a whole with funding available up to \$2,000 per team or group.



Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria with approval by the General Manager Community.

Applications can be made throughout the financial year.

### **3.5. Healthy Communities Sponsorship**

This grant is to support projects and activities that increase the number of South Burnett residents engaged in physical and/or healthy programs and activities.

Programs and activities are eligible if:

- Participant improvement data is able to be monitored and provided in the acquittal report; and
- The grant will provide sponsorship for projects and activities up to \$3,000.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the General Manager Community.

The fund will provide two (2) funding rounds in August and February each financial year.

#### **3.5. In-kind Sponsorship**

This in-kind grant provides sponsorship to assist not-for-profit community organisations to deliver community activities and events which build community capacity.

In-kind services include:

- Supply of gazebo marquee imprinted with Council's branding;
- Supply of minor works;
- Supply of road signage and barriers;
- Supply of skip bins; and/or
- Supply of wheelie bins.

Council will determine on a case by case basis the requirements for acknowledgement of sponsorship. The fund will provide individual event sponsorship of up to \$2,000.

The in-kind services provided by Council are dependent on operational priorities, availability of resources and over all annual budget allocation with approval by the General Manager Community. Applications can be made throughout the financial year and must be received by Council a minimum of three (3) weeks prior to the activity/event.

Any requests for additional support must be put in writing to Council and the outcome will be decided through the formal Council process. In this case, the application must be received by Council a minimum eight (8) weeks prior to the activity.

In-kind support costings will be captured and reported in Council's Annual Report.

### **3.6. Project / Program One-off Sponsorship**

This grant provides funding for a project/program to assist not-for-profit community organisations to deliver one-off projects that meet an identified need and build community capacity.

Council will determine on a case by case basis the requirements for acknowledgement of sponsorship. The fund will provide sponsorship for an individual project/program of up to \$3,000.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the General Manager Community.

The fund will provide two (2) funding rounds in August and February each financial year.

### 3.6. Regional Arts Development Fund

This fund is a partnership between South Burnett Regional Council and Arts Queensland to:

- Support skills development of South Burnett professional artists, emerging artists and arts practitioners; and
- Increase local participation in the arts in the South Burnett region.

Please refer to Council's 'Regional Arts Development Fund Guidelines' and discuss your activity with the RADF Liaison Officer prior to completion of an application.

Availability of this funding is dependent on Council being successful annually with an application to Arts Queensland.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the General Manager Community.

The fund will provide two (2) funding rounds in August and February each financial year dependent on Arts Queensland requirements and available funding.

### 3.7. School Student Awards

This grant provides sponsorship funding for student awards in conjunction with a school's annual awards night. Council will determine on a case by case basis the requirements for acknowledgement of sponsorship. Successful applicants will need to reapply each year for assessment on merit. The fund will provide awards sponsorship of up to \$300 per school, maximum \$150 per award. The awards are to reflect Council's values of ACHIEVE – Accountability, Community, Harmony, Innovation, Ethical Conduct, Vision and Excellence.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the General Manager Community.

The fund will provide two (2) funding rounds in August and February each financial year.

### 3.8. Indigenous Affairs Fund

This fund recognises that small activities, projects and events, deserving of support from Council, come up in an ad hoc way throughout the year. Requests for assistance are assessed by the Indigenous Affairs Portfolio Councillor with approval by the General Manager Community.

Applications can be made throughout the financial year and must be received by Council a minimum of three (3) weeks prior to the activity/project/event.

### 3.9. Community Australia Day / ANZAC Day Events Sponsorship

This grant provides funding to assist not-for-profit community organisations to deliver community events on Australia Day and/or ANZAC Day by sponsoring free community breakfasts. Council will determine on a case by case basis the requirements for acknowledgement of sponsorship. Successful applicants will need to reapply each year for assessment on merit. The fund will provide individual event sponsorship of up to \$1,000.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the General Manager Community.

The fund will provide two (2) funding rounds in August and February each financial year.

This category will open independently to allow successful applicants to receive two (2) funding allocations from the Program in a round.

### 3.10. Subsidised Hire of Council Facilities

Council sets annually the hire fees associated with the halls owned and operated by Council. Please refer to Council's fees and charges.

#### 4. DEFINITIONS

**Community Grants Program Assessment Panel** (Panel) is comprised of six (6) Councillors to assess on merit each application to a funding round making recommendations to the General Manager Community. The Panel will consist of the Councillors representing Divisions 1, 2, 3, 4, 5, and 6. The Chair of the Panel is the Councillor holding the Portfolio for the Community Grants Program.

**Eligible Individuals** must reside within the South Burnett Regional Council area. Individuals who have not acquitted under any Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

**Incorporated Not-for-profit Organisations** are incorporated under Queensland legislation, community based, providing services and activities of benefit to the South Burnett Regional Council area and whose primary purpose is not directed at making a profit. Incorporated not-for-profit organisations operating gaming machines or with liquor selling facility or who identify as a political party or are affiliated with State or Federal Government (excluding funding for schools for awards) will not be eligible for assistance. Incorporated not-for-profit organisations who have not acquitted under a Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

**Not-for-profit Organisations** are community-based organisations providing services and activities of benefit to the South Burnett Regional Council area and whose primary purpose is not directed at making a profit. Not-for-profit organisations operating gaming machines or with liquor selling facility or who identify as a political party or are affiliated with State or Federal Government (excluding funding for schools for awards) will not be eligible for assistance. Not-for-profit organisations who have not acquitted under a Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

#### 5. LEGISLATIVE REFERENCE

*Local Government Act 2009* (Qld)

*Local Government Regulation 2012* (Qld)

#### 6. RELATED DOCUMENTS

South Burnett Regional Council Councillor Code of Conduct Policy – Statutory001

South Burnett Regional Council Employee Conflicts of Interest Policy – Statutory033

South Burnett Regional Council Regional Arts Development Fund Guidelines – Strategic004

#### 7. NEXT REVIEW

As prescribed by legislation or July 2023

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	Adoption of Policy	19 April 2017	2782794
2	Revised Policy – April May 2018	16 May 2018	2782794
3	Revised Policy – May June 2019	12 June 2019	2782794
4	Revised Policy – add in Community Australia Day Events Sponsorship	21 August 2019	2782794
5	Administrative change replacing Manager Social & Corporate Performance with General Manager Community as per Council Resolution 2021/62	24 March 2021	2782794
6	Review of the policy		

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

## 6.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMMUNITY REFERENCE GROUP TERMS OF REFERENCE - STRATEGIC010

**File Number:** IR2744439

**Author:** Manager Corporate Services

**Authoriser:** General Manager Finance and Corporate

### PRECIS

Adoption of the South Burnett Regional Council Community Reference Group Terms of Reference – Strategic010

### SUMMARY

South Burnett Regional Council ('Council') has established the Kingaroy Transformation Project Council Community Reference Group ('Committee') to assist with community engagement objectives in relation to the Kingaroy Transformation Project.

At the Ordinary Meeting of Council held Wednesday 30 June 2021, Council resolved to appoint the Chief Executive Officer as Chair of the Committee and adopt the updated terms of reference for the Committee.

### OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Community Reference Group Terms of Reference – Strategic010 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

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

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026:	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
	OR15 Continue to give priority to ongoing Audit and Risk and prudent management.

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Ordinary Meeting of Council – 30 June 2021

RESOLUTION 2021/432

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

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.

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

Against: Nil

CARRIED 7/0

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



*Crime and Corruption Commission (Qld)*

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

*Human Rights Act 2019 (Qld)*

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

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

## POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report

## ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

## REPORT

South Burnett Regional Council ('Council') has established the Kingaroy Transformation Project Council Community Reference Group ('Committee') to assist with community engagement objectives in relation to the Kingaroy Transformation Project.

At the Ordinary Meeting of Council held Wednesday 30 June 2021, Council resolved to appoint the Chief Executive Officer as Chair of the Committee and adopt the updated terms of reference for the Committee.

## ATTACHMENTS

1. **South Burnett Regional Council Community Reference Group Terms of Reference - Strategic010** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic010

POLICY OWNER: Infrastructure

ECM ID: 2744439

ADOPTED:

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

### 2. SCOPE

- 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.

### 3. GENERAL INFORMATION

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

The Committee is an advisory committee to Council 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 Committee and members are not to engage in public consultation or engagement activities without the express authorization of the Project Sponsor or Council's Chief Executive Officer.

#### 3.1 Membership

The Committee consists of the following membership appointed by Council;

- Mayor;
- Divisional Councillor for Community, Arts, Heritage, Sport & Recreation Portfolio;

- Portfolio Councillor for Roads and Drainage;
- Portfolio Councillor for Water & Wastewater;
- Portfolio Councillor for Economic Development;
- Chief Executive Officer;
- General Manager Infrastructure – Project Sponsor;
- KTP Program Manager;
- KTP Assistant Program Manager;
- KTP Community Liaison Officer (Secretariat);
- KCCI Executive Member Representative; and
- KCCI Nominated Owners and Traders Representative.
- The following Councillors will be optional attendees:
- Portfolio Councillor for Rural Resilience, Parks & Gardens, Property & Facility Management, Indigenous Affairs; and
- Portfolio Councillor for Rural Services, Natural Resource Management, Planning, Compliance Services.

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

### 3.2 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 Office 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 Committee will report to the General Manager Infrastructure through the KTP Program Manager and shall an update to Council as part of the Monthly Council Infrastructure Update Report.

### 3.3 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 Mayor 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.

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.

#### 4. DEFINITIONS

**Committee** means Council Community Reference Group

**Council** means South Burnett Regional Council

#### 5. LEGISLATIVE REFERENCE

*Crime and Corruption Act 2001* (Qld)

*Local Government Act 2009* (Qld)

*Local Government Regulation 2012* (Qld)

#### 6. RELATED POLICIES/PROCEDURES

Acceptable Request Guidelines Policy

Conduct of Council & Committee Meetings Policy

Councillor Code of Conduct Policy

Councillor Portfolio Representative Policy

Employee Code of Conduct Policy

Employee Conflict of Interest Policy

Fraud and Corruption Prevention Management Policy

#### 7. NEXT REVIEW

As prescribed by legislation or– July 2022

#### 8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1.	Development and Adoption	16 September 2020	2744439
2	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2744439
3	Review of Policy – Resolution 2021/432		

Mark Pitt PSM

**CHIEF EXECUTIVE OFFICER**

Date:

**6.10 QUEENSLAND AUDIT OFFICE - 2021 INTERIM MANAGEMENT REPORT FOR SOUTH BURNETT REGIONAL COUNCIL**

**File Number:** 21 July 2021  
**Author:** Manager Finance  
**Authoriser:** Chief Executive Officer

**PRECIS**

Queensland Audit Office 2021 Interim Management Report.

**SUMMARY**

Section 213 of the *Local Government Regulation 2012* requires the auditor-general to present to the Mayor a copy of the Auditor-General's observation report about an audit of South Burnett Regional Council's financial statement.

**OFFICER'S RECOMMENDATION**

That the Committee recommends to Council:

That subject to Section 213 of the *Local Government Regulation 2012*, Council receives the 2021 Interim Management Report from the Auditor-General detailing the observation report of South Burnett Regional Council's financial statements as presented for consideration.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Financial and Resource Implications are as per report presented.

**LINK TO CORPORATE/OPERATIONAL PLAN**

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

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

Internal relevant Departments. External – KPMG Auditors and Queensland Audit Office.

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

Statutory basis under Section 54 of the *Auditor-General Act 2009* and Section 213 *Local Government Regulations 2012*.

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

Internal Audit Policy 2016.

**ASSET MANAGEMENT IMPLICATIONS**

Not Applicable

**REPORT**

Queensland Audit Office have completed their interim audit work for the 2021 Financial Audit and present the 2021 Interim Management Report, detailing the results of their risk assessment and interim work performed to 21 June 2021. To date, there has been no new identified significant deficiencies in Council's internal controls.

One prior year financial reporting issues remains as a work in progress. This relates to no formal process around recording of grant revenue in Technology One.

**ATTACHMENTS**

1. **2021 Interim Report to the Mayor** [↓](#) 



# South Burnett Regional Council

**2021 Interim report to the Mayor**

21 June 2021

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Your ref:  
Our ref: 44489721

21 June 2021

Councillor Brett Otto  
Mayor  
South Burnett Regional Council  
45 Glendon Street  
Kingaroy QLD 4610

Dear Mayor Otto

**2021 Interim report**

We present to you our interim report for South Burnett Regional Council for the financial year ending 30 June 2021. This report details the results of our risk assessment and interim work performed to 21 June 2021. In this phase we assess the design and implementation of your internal controls, and whether they are operating effectively. We have also undertaken work over areas of audit significance communicated in our external audit plan. To date our work has not identified any new significant deficiencies in your internal controls.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

The *Auditor-General Act 2009* requires the Auditor-General to report to parliament on an issue raised during an audit if he considers it to be significant. The results of your entity's audit will be included in our report to parliament on results of Local Government audits.

If you have any questions or would like to discuss the audit report, please contact me on 3233 3108.

Yours sincerely

Jillian Richards  
Partner  
KPMG

Enc.

cc. Mark Pitt, Chief Executive Officer  
Susan Jarvis, General Manager Finance and Corporate

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Queensland Audit Office  
Level 14, 53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

Phone 07 3149 6000  
Email [gao@qao.qld.gov.au](mailto:gao@qao.qld.gov.au)  
Web [www.qao.qld.gov.au](http://www.qao.qld.gov.au)  
 Queensland Audit Office (QAO)

# 1. Summary



## Audit progress

We have completed our audit planning phase in accordance with our external audit plan dated 12 February 2021. This report details our audit findings from the work performed on key controls over rates, employment expenses and materials and services expenses as well as an update on matters reported in the prior year.

## Summary of findings – On track

No new deficiencies have been identified during the interim audit. Council has advised that corrective action has been taken in relation to the previously reported significant deficiency over system access rights and delegation limits. An update on the status of previously reported issues is included on the following pages.

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment does support an audit strategy that can rely upon these controls

## Areas of audit focus - On track

In addition to the above, we have also performed work over the areas of audit focus that were identified in the external audit plan.

Our progress against the areas of audit focus is on track.

## Milestones - On track

There have been no significant departures from the milestone dates identified in our external audit plan.











## Audit fees - On track





## 2. Internal control deficiencies




The following table summarises our reporting on deficiencies in internal controls. No new deficiencies have been identified this year. Refer to [Section 4](#) for the status of prior year deficiencies.

Internal control issues by COSO element	Number of significant deficiencies		Number of deficiencies		Rating
	Current year issues	Prior year unresolved issues	Current year issues	Prior year unresolved issues	
 <b>Control environment</b> Structures, policies, attitudes and values that influence daily operations	-	-	-	-	
 <b>Risk assessment</b> Processes for identifying, assessing and managing risk	-	-	-	-	
 <b>Control activities</b> Implementation of policies and procedures to prevent or detect errors and safeguard assets	-	1	-	-	
 <b>Information and communication</b> Systems to capture and communicate information to achieve reliable financial reporting	-	-	-	-	
 <b>Monitoring activities</b> Oversight of internal controls for existence and effectiveness	-	-	-	-	

 **Effective**  
 No significant deficiencies identified

 **Partially effective**  
 One significant deficiency identified

 **Ineffective**  
 More than one significant deficiency identified



SENSITIVE



### 3. Financial reporting issues and other matters

This table summarises our financial reporting and business improvement opportunities (other matters) identified in the current year. Refer to [Section 4](#) for the status of prior year financial reporting and other matters.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.

 **High**       **Medium**       **Low**

	Financial reporting issues—risk ratings			Other matters*
	High	Moderate	Low	
<b>Current year</b>				
Unresolved	-	-	-	-
Resolved	-	-	-	-
<b>Prior year</b>				
Unresolved	-	1	-	-
Resolved	-	-	-	1

\*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.





## 4. Prior year issues



The following table summarises the status of deficiencies and other matters reported in prior years.

Reference	Issue	Status
	<b>Internal control deficiencies</b>	
	Significant deficiencies	
19IR-1	User access rights and delegation limits A number of employees were identified as having inappropriate user access rights and delegation limits configured in Technology One	Council's Corporate Services Branch reviewed user profile delegations and have corrected inconsistencies.  Resolved pending QAO verification to be completed through the final audit procedures.
	Deficiencies	
20FR-1	Regular reviews of contractual arrangements and retrospective review of potential historical underpayments	Resolved
	Financial reporting issues	
18FR-1	Tracking of Grant Revenue No formal process around the recording of grants in Technology One	Work in Progress Target action date 30 June 2021
	Other matters	
20OM-1	Audit advisory committee membership	Resolved



SENSITIVE



## Appendix A—Our rating definitions



### Internal control issues

	Definition	Prioritisation of remedial action
<b>Significant deficiency</b> 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> <li>the risk of material misstatement in the financial statements</li> <li>the risk to reputation</li> <li>the significance of non-compliance with policies and applicable laws and regulations</li> <li>the potential to cause financial loss including fraud, or</li> <li>where management has not taken appropriate timely action to resolve the deficiency.</li> </ul>	This requires immediate management action to resolve.
<b>Deficiency</b> 	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	We expect management action will be taken in a timely manner to resolve deficiencies.
<b>Other matter</b> 	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	Our recommendation may be implemented at management's discretion.

### Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
<b>High</b> 	<p>We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.</p>	This requires immediate management action to resolve.
<b>Medium</b> 	<p>We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	We expect management action will be taken in a timely manner.
<b>Low</b> 	<p>We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.



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Jillian Richards  
KPMG  
T: (07) 3233 3108  
M: [jrichards@kpmg.com.au](mailto:jrichards@kpmg.com.au)

Vaughan Stemmet  
Queensland Audit Office  
T: (07) 3149 6046  
M: [Vaughan.stemmett@qao.qld.gov.au](mailto:Vaughan.stemmett@qao.qld.gov.au)

T: 07 3149 6000  
M: [qao@qao.qld.gov.au](mailto:qao@qao.qld.gov.au)  
W: [qao.qld.gov.au](http://qao.qld.gov.au)  
53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

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## 6.11 20/21 EOFY STOCKTAKE VARIATIONS

**File Number:** 210721

**Author:** Strategic Procurement Coordinator

**Authoriser:** Chief Executive Officer

### PRECIS

Section 104 and 105 of the Local Government Act 2009 (Act) requires that Council must have suitable financial management processes following financial accountability that ensures the integrity of Councils financial documents and records.

### SUMMARY

This report details the inventory variances encountered during the 2020/2021 financial year stocktake of Council's inventory on hand

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### OFFICER'S RECOMMENDATION

That South Burnett Regional Council are aware of the reasoning behind the stocktake variances in inventory and the report is received for information.

### BACKGROUND

Council has conducted the 2020/2021 End of Financial Year (EOFY) stocktake in accordance with the sound accounting practices as required by the local government act and regulation and with accounting standards AASB 102.

The 20/21 EOFY stocktake was conducted on Tuesday 22<sup>nd</sup> of June whereby all inventory transactions are processed prior to stocktake ensuring all inventory movements up until and including this date are captured and accounted for.

Council has recently transitioned to a centralised inventory and stores system whereby the external stores of Nanango and Wondai have ceased operations and moved across to the Kingaroy Depot. The centralisation of Inventory has meant that Council inventory has been consolidated by categorising inventory items where multiple supply arrangements were in place from multiple suppliers. These changes are part of Lean Inventory Management which is a systematic approach to enhancing value in the Councils inventory by identifying and eliminating waste of materials, consolidation of stock holding, process standardisation and improving value for money outcomes.

These changes have enabled Council to identify redundant inventory lines that hold value on Council's balance sheet, analyse and categorise similar inventory lines and secure better supply arrangements with suppliers for larger volume purchases.

It is common to encounter generic stock variances throughout a financial year of transactions within an organisation. The stores team endeavour to keep variances to a minimal with accurate stock management practices however from time to time and in particular the recent circumstances regarding the consolidation of the Stores, Council has encountered significant stock variances which can be attributed to the following reasons:

1. **Generic Stock Variances during the requisitioning process whereby the quantity is incorrectly recorded.**
  - a. This is commonly attributed to the fact that Council officers are able to requisition their own stock through the Tech 1 financial system. If the officer is not familiar with Councils inventory lines and descriptions it is possible the officer can requisition a similar item by description therefore a variance will occur if the wrong item is requisitioned and another item is taken.

- b. This is a common issue when Road & Quarry materials are requisitioned by non-stores officers. Quarry Materials come in various densities dependent on the type of product. For example, a cubic metre of Cold Mix weighs approximately 2.4 tonne whereas a cubic metre of crusher dust only weighs 1.5 tonne. Therefore, if the requisitioning officer inaccurately calculates their requirements at time of requisitioning, the variance in inventory can be considerable when loading out the actual product.

## 2. Average Price of Items

- a. The Technology 1 system calculates the average price of items Council purchases as inventory. The averaging of item cost ensures Council can best capture the average cost of items when unit prices vary on a regular basis. This ensures Council on-charges are not at a loss. With the consolidation of the 3 stores in to one, it has become apparent that the two smaller stores were not obtaining as effective value for money negotiations due to the smaller supply volumes therefore when these items have been brought across to the Kingaroy store, the average price of the items have increased when the items have been consolidated and the unit price increase has been captured with then inventory line is depleted from the old store location and brought in to the Kingaroy stock holding. For example, Nanango stores used code 123 and they paid \$6/item whereas we used code 321 and we paid \$2/item therefore we have zero'd out the item from the Nanango store and increased the item in the Kingaroy store. Therefore, there is a variance of \$4/item.

## 3. Redundant Stock

- a. The consolidation of the 3 stores has enabled Council to identify redundant stock lines that are being carried on the Council balance sheet for no functional reason. Redundant items have been disposed of in accordance with Councils Disposal of Asset Policy.
- b. Landscapes of Change Books: Council has been carrying an inventory value of \$31,838.43 worth of books for citizenship ceremonies in excess of 7 years. Inventory is required to be carried at the lower of cost or net realisable value of which this inventory no longer holds value.

## 4. Variations in highly volatile products

- a. Aviation gas and ULP have an average evaporation rate of up to 10% which cannot be controlled.

Accounted for Variation Value: \$38,838.43 (Landscapes of Change)

Unaccounted for Variation Value: \$10,525.04

**Total Variation Value: \$42,363.47**

## ATTACHMENTS

1. **Stocktake Variance Tech 1 Capture** [↓](#) 

Home : Ci Anywhere Workplace x TechnologyOne x +

syd0203.cis.t1cloud.com/software/zocFbQ8Ks5OuVSDHfIDXg90B3qPoBn9RH0u5679XGmlVwHWxcvVnKmSuiaEzevU3.html?EADRq9yNCpXmcbYSYG7w5Nlia0INVrm0UVyVCywyx=IGPcb5j9Vt4Q54uG1X4F&MlvQDZFUwjNVigmD8guD16N9JEdLg8OkEf9qIN54=T...

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General Ledger Balances (Enquire) General Tasks (View)

Links to other Functions

- Account Details
- Account Balances
- Transaction Listing
- Commitment Listing
- Commitment Summary

For the selected Account:

**Period Balances**

Ledger Name: 21GLACT 20/21 GL Actuals

Account Number: 10-1012-1001-61006 SBRC Stores & Fin Op Default Activit Expenses M - Stock Adj

Drag a column header here to group by that column

Period	Debit	Credit	Balance Amt	Units1	Debit (amount2)	Credit (amount2)	Balance (Amount2)	Units2
Period 11	31,838.43	0.00	31,838.43	603.000000	0.00	0.00	0.00	1.000000
Period 12	10,525.04	0.00	42,363.47	-5,124.976692	0.00	0.00	0.00	1,390.000000
	42,363.47	0.00	-4,521.976692	0.00	0.00		1,391.000000	

ALERTS 5 Critical 4 Warning 6 Information 0 Workflow

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17°C Light rain 12:55 PM 1/07/2021

## **7 PORTFOLIO - REGIONAL DEVELOPMENT**

### **7.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT**

**File Number:** 21-07-2021

**Author:** Councillor

**Authoriser:** General Manager Finance and Corporate

#### **PRECIS**

Regional Development Portfolio Report

#### **SUMMARY**

Cr Schumacher presented her Regional Development Portfolio Report to Council

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

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

Mayor Otto, Cr Duff and I were pleased to meet with Minister for Agriculture and Northern Australia David Littleproud and Minister for Energy and Emissions Reduction Angus Taylor while in Canberra for the National General Assembly, to discuss how this Council may be able to work with key stakeholders to position the South Burnett as a current and future energy hub, while supporting the government's pathway to decarbonisation.

Upon Minister Taylor's advice, I have contacted Regional Development Australia (RDA) and understand following the recent RDA Forum in Canberra, the chair Bill Trevor is establishing an RDA sub-committee to look at an energy hub in the Wide Bay Burnett and has allocated some budget towards this work. It is my understanding that RDA Committee member, Keren Smith has been appointed to chair the sub-committee and I have since expressed an interest for South Burnett Regional Council to be a part of this sub-committee.

As we have discussed for some time now, this Council recognises that the Australian energy market is rapidly changing and that those changes will influence changes for our long standing economic and employment contributors, being Stanwell Corporation's Tarong power stations (1843 MW) and Meandu Mine (annual coal capability of 7.6 million tonnes).

Council also recognises the pace of the National Electricity Market's (NEM) transition will continue to accelerate from an energy landscape characterised by large thermal generators towards low carbon technologies. While the Australian Energy Market Operator (AEMO) has publicly reported Tarong power stations planned exit from the NEM in 2036-2037, Council recognises that there may be opportunities for this industrial site beyond its generating life, and that the station's end of life is subject to many variable factors.

We discussed with Minister Taylor, that in the current policy environment, we recognise our economy is vulnerable to sudden change. While we understand change is coming, we would like to be part of early planning and discussions in pursuit of some solutions for our region. In further discussions with some of LGAQ's Policy Advisors I learned that Banana Shire Council Mayor Nev Ferrier, has been beating the same drum in his community noting the potential of the gas pipelines in his area and nominated closure of Callide B Power Station in 2028 and Callide C by 2038. Following discussions I have since had with Mayor Ferrier he would like to partner with South Burnett, to explore our economic future across the electorates of Maranoa and Flynn. Mayor Ferrier also believes that by working together with both state and federal governments we could prepare and position our region to potentially repurpose generating sites, explore opportunities such as hydrogen, renewable energy or advanced manufacturing. I am currently working with the Mayor's Office and liaising with Mayor Ferrier in an effort to broker a meeting with Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement, Mick de Brenni MP over the coming months to progress further discussions with him about the opportunities to work together.



Clearly, the South Burnett's established energy generation, supporting water infrastructure and transmission network strengthens its attractiveness for new investment and the responsible growth of renewable energy in areas such as wind, solar and battery storage. As we explained to Minister Taylor, our region's ideal location, being a short distance from every major port and airport, the affordability of land and available workforce also makes future opportunities for our region worthy of further investigation. Minister Taylor explained that we would need to work with companies like Stanwell and entities to RDA to progress these opportunities, and that his government was interested in backing green energy projects, however we would need to work together to understand the feasibility of such, similar to what has been done in the Gladstone Region with the emerging Hydrogen industry.

At the National Assembly I discussed our many conversations with Gladstone Regional Council Mayor Matt Burnett who has been instrumental in transitioning mining and coal assets in his region to support the hydrogen industry of the future. He has offered his advice to support our Council in its efforts and I will be looking to set up a meeting with him and my fellow Councillors to further understand the work he has done within his community.

As we discussed with Minister Taylor, Council seeks to leverage the opportunities afforded by existing energy generators and work with new project proponents in ways that create social and economic value, whilst underpinning our long-term sustainability during this era of transition. The South Burnett is home to AGL Energy's, Coopers Gap Wind Farm (453 MW) and welcome's Stanwell Corporation's interest in further investigation into the feasibility of incorporating a 150MW battery energy storage system (BESS) into its operations locally. Council understands the BESS project at Tarong power stations is set to create 80 full-time jobs over an eight-month construction phase, and six full time jobs over the 20-year operation and maintenance phase. I understand we will be meeting with Stanwell's management team soon and look forward to an update about this project. I'd also like to take this opportunity to formally thank and acknowledge Stanwell's former CEO Richard Van Breda who recently resigned after some 20 years with Tarong Energy and Stanwell. Richard is a genuinely kind and caring leader, who's leadership and commitment to our community and its people will be sorely missed.

As discussed with Minister Taylor, the South Burnett is well positioned to adapt to the risks and opportunities presented by the growing global commitment to decarbonisation. Council recognises the long-term sustainability of our region, will require strong collaboration across all levels of government and investment that encourages regional population growth, supports our resident's quality of life, provides employment opportunities and supports economic resilience. Together we aim to support the modernisation of Australia's energy sector and continue its role in supporting the energy needs of Queenslanders, and further into our neighbouring southern states.

As discussed with Minister Taylor, we are seeking a collaborative approach to working with these key stakeholders, state and federal governments to achieve decarbonisation goals and secure the long-term sustainability of the South Burnett region by:

- Engaging in early discussions and commencing the planning of our region's journey to change and transition from a heavily reliant coal fired economy.
- Investigating the growth opportunities available in the South Burnett to advance sectors including technology, agriculture, food production and manufacturing.
- Supporting the eventual transition of the traditional coal fired workforce to gain employment in other industries and enable workers to continue to live in the South Burnett.
- Providing a clear regulatory framework and associated requirements, e.g. a Social Impact Assessment during the approvals process, to ensure large scale renewable energy project proponents are responsible in their dealings with communities and held accountable for the construction of their sites, their long term commitment to ongoing maintenance, operations and the infrastructures eventual end of life.

Similar to the NWIDF study, I would like to work with the Banana Shire Council and RDA to investigate a framework for a pilot project that would seek funding and resources to establish a bi-



partisan committee that would prepare a study that considers our options for further diversification and considers how we may strengthen our economy in the pursuit of decarbonisation goals. The committee would consider and investigate the opportunities afforded by our region's existing electricity generators, transmission and water infrastructure and support the *South Burnett to continue to be an energy hub into the future*.

I believe our region is well placed to support the transition of the energy sector and achieve a self-sustaining culture capable of adapting to change.

**BACKGROUND**

Nil

**ATTACHMENTS**

Nil

## 7.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

**File Number:** 21-07-2021

**Author:** Coordinator Executive Services

**Authoriser:** General Manager Finance and Corporate

### PRECIS

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

### SUMMARY

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

### OFFICER'S RECOMMENDATION

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

### BACKGROUND

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

#### Events / happenings:

- **08-06-2021 Wondai Heritage Museum** – The Wondai Heritage Museum re-opened to the public after being closed for three weeks whilst repairs were undertaken at the Council's record room.



- **24-06-2021 South Burnett Famil** – South Burnett volunteers joined up with Somerset volunteers for a road trip around the region which commenced at Roy the Emerson Museum in the South and ended with the Qld Dairy and Heritage Museum in the North.



### Monthly Statistics:

<b>Visitor Information Centres – Monthly Statistics 2020-21</b>						
<b>2020</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Sales	B - \$0 K - \$6292 M - \$598 N - \$1318 W - \$3330	B - \$0 K - \$8000 M - \$473 N - \$1093 W - \$2697	B - \$0 K - \$6760 M - \$993 N - \$2373 W - \$4184	B - \$0 K - \$7408 M - \$863 N - \$2698 W - \$4623	B - \$0 K - \$4938 M - \$7170 N - \$1871 W - \$	B - \$0 K - \$10122 M - \$90 N - \$2060 W - \$2817
Coach Tours	B - 0 K - 2 M - 0 N - 1 W - 0	B - 0 K - 1 M - 0 N - 0 W - 0	B - 0 K - 0 M - 0 N - 2 W - 0	B - 0 K - 5 M - 0 N - 1 W - 2	B - 0 K - 0 M - 0 N - 2 W - 0	B - 0 K - 0 M - 0 N - 0 W - 0
Volunteer Numbers	B - 0 K - 13 M - 13 N - 12 W - 9	B - 0 K - 12 M - 14 N - 15 W - 9	B - 0 K - 12 M - 14 N - 15 W - 8	B - 0 K - 15 M - 14 N - 13 W - 11	B - 0 K - 13 M - 14 N - 14 W - 11	B - 0 K - 13 M - 13 N - 15 W - 11
Volunteer Hours	B - 0 K - 857 M - 141 N - 0 W - 203	B - 0 K - 879 M - 189 N - 339 W - 0	B - 0 K - 719 M - 181 N - 340 W - 11	B - 0 K - 846 M - 197 N - 392 W - 250	B - 0 K - 664 M - 215 N - 223 W - 76	B - 0 K - 778 M - 135 N - 438 W - 16
Days Open	N/A	N/A	N/A	B - 0 K - 29 M - 27 N - 30 W - 26	B - 0 K - 20 M - 26 N - 30 W - 26	B - 0 K - 24 M - 20 N - 28 W - 25
<b>2021</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Sales	B - \$0 K - \$4928 M - \$354 N - \$1386 W - \$1717	B - \$0 K - \$4478 M - \$343 N - \$167 W - \$1149	B - \$0 K - \$5003 M - \$443 N - \$1180 W - \$2067	B - \$0 K - \$5632 M - \$104 N - \$831 W - \$2869	B - \$0 K - \$6255 M - \$90 N - \$771 W - \$2266	B - \$0 K - \$6439 M - \$365 N - \$1074 W - \$2390
Coach Tours	B - 0 K - 1 M - 0 N - 0 W - 0	B - 0 K - 2 M - 0 N - 0 W - 0	B - 0 K - 0 M - 0 N - 0 W - 0	B - 0 K - 1 M - 0 N - 1 W - 1	B - 0 K - 5 M - 0 N - 2 W - 1	B - 0 K - 1 M - 0 N - 1 W - 1
Volunteer Numbers	B - 0 K - 13 M - 13 N - 14 W - 11	B - 0 K - 13 M - 13 N - 14 W - 11	B - 0 K - 13 M - 13 N - 14 W - 11	B - 0 K - 12 M - 13 N - 13 W - 11	B - 0 K - 12 M - 18 N - 16 W - 13	B - 0 K - 15 M - 16 N - 19 W - 10
Volunteer Hours	B - 0 K - 375 M - 149 N - 384 W - 212	B - 0 K - 747 M - 180 N - 130 W - 150	B - 0 K - 883 M - 200 N - 466 W - 212	B - 0 K - 793 M - 177 N - 409 W - 210	B - 0 K - 784 M - 183 N - 442 W - 161	B - 0 K - 685 M - 200 N - 533 W - 182
Days Open	B - 0 K - 25 M - 25 N - 30 W - 25	B - 0 K - 24 M - 24 N - 9 W - 24	B - 0 K - 27 M - 27 N - 31 W - 27	B - 0 K - 24 M - 24 N - 26 W - 24	B - 0 K - 25 M - 26 N - 31 W - 26	B - 0 K - 26 M - 26 N - 30 W - 26

**Media Releases:**

## 1. 342. Public Notice 23-06-21 - Wondai Country Running Festival Rail Trail congestion

<b>Media Releases 20-21</b>						
<b>2020</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
	N/A	N/A	N/A	N/A	4	1
<b>2021</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
	2	0	3	0	5	1

**Social Media Posts:**

<b>Social Media:</b>						
<b>2020</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
SB VIC Network	Posts 29	Posts 17	Posts 12	Posts 19	Posts 29 Likes 645 Followers 752	Posts 32 Likes 671 Followers 791
Discover South Burnett	Posts 7	Posts 1	Posts 3	Posts 6	Posts 5 Likes 3835 Followers 3925	Posts 5 Likes 3847 Followers 3974
Kilkivan to Kingaroy Rail Trail	Posts 1	Posts 0	Posts 0	Posts 0	Posts 3 Likes 988 Followers 1075	Posts 1 Likes 1018 Followers 1115
Drive Inland	Posts 0	Posts 0	Posts 0	Posts 0	Posts 3 Likes 799 Followers 856	Posts 4 Likes 805 Followers 864
WBB – The Perfect Place	Posts 0	Posts 0	Posts 0	Posts 0	Posts 3 Likes 2450 Followers 2499	Posts 4 Likes 2439 Followers 2490
<b>2021</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
SB VIC Network	Posts 7 Likes 698 Followers 825	Posts 14 Likes 726 Followers 867	Posts 26 Likes 728 Followers 877	Posts 15 Likes 731 Followers 887	Posts 21 Likes 740 Followers 906	Posts 10 Likes 753 Followers 930
Discover South Burnett	Posts 0 Likes 3856 Followers 3990	Posts 2 Likes 3866 Followers 4012	Posts 13 Likes 3881 Followers 4050	Posts 13 Likes 3892 Followers 4086	Posts 16 Likes 3900 Followers 4110	Posts 14 Likes 3913 Followers 4140
Kilkivan to Kingaroy Rail Trail	Posts 0 Likes 1037 Followers 1138	Posts 2 Likes 1080 Followers 1185	Posts 2 Likes 1128 Followers 1247	Posts 5 Likes 1197 Followers 1334	Posts 1 Likes 1256 Followers 1406	Posts 0 Likes 1309 Followers 1461
Drive Inland	Posts 7 Likes 805 Followers	Posts 0 Likes 819	Posts 0 Likes 826	Posts 2 Likes 833	Posts 1 Likes 847	Posts 0 Likes 856

	864	Followers 880	Followers 890	Followers 899	Followers 921	Followers 933
Wide Bay- Burnett – The Perfect Place	Posts 0 Likes 2438 Followers 2489	Posts 0 Likes 2438 Followers 2489	Posts 0 Likes 2439 Followers 2490	Posts 2 Likes 2432 Followers 2482	Posts 3 Likes 2434 Followers 2487	Posts 0 Likes 2441 Followers 2493

### Printed Advertising / Graphical Design:

1 x Regional Tourism Brochure – Regional Road Map

5 x Town Tourism Brochures – Blackbutt, Kingaroy, Nanango, Murgon, Wondai

### ATTACHMENTS

1. VSB - 90 Day Action Plan [↓](#) 

VISIT SOUTH BURNETT



## 90 Day Action Plan

### Goals:

- Website
- Create Social Media marketing campaigns - Destinalational Marketing
- Ideas for winter campaign
- What's on calendar
- Continue membership growth for Visit South Burnett Members.
- Hold Digital Marketing "workshop" for VSB Members. (90 days)

### Social Media Campaigns

- Create ad sets for Facebook and Instagram promoting "Winter in the South Burnett"
- Including food – accommodation – actives – what's on

### Ideas for winter campaign (package ideas, what's on)

- Construct and consult with Council and VSB members on winter campaign before actioning.
- Market these campaign ideas through social & local avenues (backyard tourist)

### VIP Visitors (website subscriber) - Campaigns & Packages

- Visitors and locals can subscribe to Visit South Burnett to receive early bird specials, updates and exclusive offers.
- Great for growing an email list and data collection

### What's on calendar

- Collate information to put together a "What's on calendar" for the South Burnett Region Include: events, markets, annual events, social events, groups etc.

### Start Accommodation availability Report for the South Burnett

- Talk to accommodation providers in the South Burnett How many rooms available, busy times, quiet times, plans etc

### Continue membership growth in Visit South Burnett Members

### Hold Digital Marketing "workshop" for VSB Members.

#### Covering:

- Why Digital-Traditional media- Google My Business
- Google reviews- Set up Facebook page
- Difference between personal page business page & groups
- Posting on Facebook - Facebook ads vs boosted posts
- Targeting your audience - Set up Instagram
- Hashtag and how to use them- Posting on Instagram

### General:

- Be available to VSB Members for general marketing and social media advice and information.
- Attend scheduled events



### **7.3 DRAFT SOUTH BURNETT 2021-2026 REGIONAL DEVELOPMENT STRATEGY - COMMUNITY CONSULTATION AND FEEDBACK**

**File Number:** 21-07-2021

**Author:** Coordinator Executive Services

**Authoriser:** General Manager Finance and Corporate

#### **PRECIS**

Draft South Burnett 2021-2026 Regional Development Strategy community consultation and feedback.

#### **SUMMARY**

To inform Council of community consultation and feedback regarding the draft 2021-2026 Regional Development Strategy.

---

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

That the Committee recommends to Council:

1. That the amended draft 2021-2026 Regional Development Strategy incorporating feedback received be presented to the July Ordinary Council Meeting for adoption.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

No financial or resource implications known.

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

2021-2026 Corporate Plan

- GR1 - Develop and implement a well-researched, action based 'Regional Development Strategy' that supports business and employment growth.
- GR4 - Support and advocate for the development of an expanded and diversified agricultural economy, which may include, for example regenerative agriculture and centre for rural excellence and innovation.

2020-2021 Operational Plan

- GO1.1 - Implement the Council's Economic Development Strategy

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

The following internal and external communication and community engagement has been progressed regarding the draft 2021-2026 Regional Development Strategy and request for feedback:

Internal:

- Councillor Workshops / Council Meetings
- Senior Executive Team (SET) meetings
- Senior Management Team (SMT) meetings
- Staff – email, staff newsletter, website, staff meetings

External:

- Website
- Media releases
- Advertising – Page 4 South Burnett Today, radio
- Social Media – FaceBook, LinkedIn
- Community e-News
- Emails to groups / organisations

- Individual workshops, discussions and meetings scheduled with key stakeholders
- Councillor liaison – government departments, community groups and organisations, businesses, individuals, Chambers of Commerce and local Business Associations

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

No known legal implications known.

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

The following South Burnett Regional Council policies and documents have been utilised to assist with progressing community consultation and feedback on the draft 2021-26 Regional Development Strategy:

- Community Engagement Policy
- Community Engagement Procedure
- Media Relations Policy
- Media Relations Flowchart
- Social Media Procedure
- Employee Code of Conduct
- Style Guidelines

### **ASSET MANAGEMENT IMPLICATIONS**

No known asset management implications known.

### **REPORT**

During the 2020-2021 financial year, the development of the draft Regional Development Strategy (formerly the Economic Development Strategy) was placed on hold whilst the 2021-2026 Corporate Plan was progressed and adopted. The consideration and development of the draft 2021-2026 Regional Development Strategy recommenced with the review and modernising of previous drafts and aligned in accordance with Council's forward strategies.

Council has continued to engage with organisations such as the Queensland Government Department of State Development, Infrastructure, Local Government and Planning (DSDILGP), Burnett Inland Economic Development Organisation (BIEDO), Regional Development Australia (RDA) and industry and agricultural representatives in the development of the draft document.

A review of Regional Economic Development Advisory Committee (REDAC) Regional Strategy at the Regional Organisation of Councils (ROC) level, (whilst yet to be finalised and is dependent on the future direction of the ROC), assisted with the background information for the draft.

A review of the Wide Bay Burnett Regional Plan is underway. As this plan, released in 2011, is being reviewed to respond to the region's changing economy and projected population increase, so does Council plan and strategy need to be reviewed to inform the regional priorities.

The development of the draft 2021-2026 Regional Development Strategy has been considered at the following Council meetings:

- Council's General Meeting on 24 February 2021 with the following adopted:

#### ***RESOLUTION 2021/277***

*Moved: Cr Kirstie Schumacher*

*Seconded: Cr Gavin Jones*

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

**CARRIED 7/0**

- Council's Executive and Finance & Corporate Standing Committee Meeting on 21 April 2021 with the following adopted:



**COMMITTEE RESOLUTION 2021/99**

*Moved: Cr Kirstie Schumacher*

*Seconded: Cr Gavin Jones*

*That the review of the Draft Regional Development Strategy report be received for information.*

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

*Against: Nil*

**CARRIED 6/0**

- Council's General meeting on 28 April 2021 with the following adopted:

**RESOLUTION 2021/363**

*Moved: Cr Kirstie Schumacher*

*Seconded: Cr Danita Potter*

*That South Burnett Regional Council receive the Draft 2021-2026 Regional Development Strategy and approves release of the draft for community consultation.*

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

*Against: Nil*

**CARRIED 7/0**

Internal and external communication and community engagement has been progressed regarding the draft 2021-2026 Regional Development Strategy and request for feedback as per the 'COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)' section as previously listed.

Feedback, along with updated images, has been collated and incorporated into the revised draft 2021-2026 Regional Development Strategy – refer attached.

**ATTACHMENTS**

1. **2021-2026 Regional Development Strategy - Consultation Draft** [↓](#) 
2. **2021-2026 Regional Development Strategy - Final draft following consultation** [↓](#) 



2021-2026  
SOUTH BURNETT

# REGIONAL DEVELOPMENT STRATEGY



## CONSULTA1

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**Acknowledgement**

South Burnett Regional Council acknowledges the Wakka Wakka and Wulli Wulli People - the traditional custodians of the land on which we work and live, and recognise their continuing connection to land, water and community. We pay respect to Elders past, present and emerging.

**Cover Photo**

South Burnett Winery courtesy Department of State Development, Infrastructure, Local Government and Planning.

**Statistics**

Statistical Information sourced from [www.id.com.au/south-burnett](http://www.id.com.au/south-burnett), Unemployment and Labour Force data sourced from Australian Government <https://www.employment.gov.au/small-area-labour-markets-publication-0>

**Adoption by Council**

The 2021-2026 South Burnett Regional Development Strategy was adopted by Council on 28 April 2021.

**Copies of the Regional Development Strategy**

Copies of the Regional Development Strategy are available free of charge electronically on Council's website at [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au) or can be viewed at any Council Library or Customer Service Centre.

**Contact Us**

All written communications to be addressed to:  
 "The Chief Executive Officer"  
 PO Box 336 Kingaroy Q 4610  
 P 1300 789 279  
 E [info@sbrc.qld.gov.au](mailto:info@sbrc.qld.gov.au)  
 W [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)  
 F [www.southburnettregion.t@southburnettrc](http://www.southburnettregion.t@southburnettrc)  
 T @SouthBurnettRC  
 ABN 89 972 463 351

**Version**

VERSION draft 3 (16-04-2021)



# ION DRAFT

MAYOR'S MESSAGE



## MAYOR'S MESSAGE

### We believe the South Burnett will be the next great growth story.

This 2026 Regional Development Strategy articulates the framework and actions that will assist the South Burnett to grow and plan for its future.

Council will adopt a culture of growth; a future focused mindset will become part of our Council's DNA.

**Strategic infrastructure, land availability and facilities:** Council will leverage its existing infrastructure, considering how its planning schemes and approach can be a catalyst for our region's favourable geographical location. Council will maintain a focus on continuous improvement and customer service in its approach to working with stakeholders to ensure our transport routes, water security and investment ready land is available into the future.

**Leadership, advocacy and promotion:** Council will work with all stakeholders to discuss and focus on a pipeline of priority shovel ready projects and support partnerships that aim to improve the quality of life experienced by all residents, and the resilience of everyone who calls the South Burnett region home.

**Customer Service:** Council continues to support and leverage our region's strong and diverse economy with customer service that exceeds expectations.

### A broad focus on liveability and lifestyle:

- Council supports the liveability of the South Burnett, in ways that complement our region's country lifestyle, while sustaining and encouraging business and population growth.
- Elevate our region's cultural assets and performing arts including arts, festivals, events, heritage and music to optimise opportunities for unique experiences.
- Council supports the development and progression of infrastructure and services to support visitor experiences and encourage greater visitation, with consideration to the growing range of major events, particularly sports tourism and the unique local experiences on offer, for instance our rail trails.
- Council leverages the tourism investment from State and Federal governments to grow international visitation

### Work together to build a plan for our region's eventual coal transition:

- Council will work with key stakeholders to create a plan for our region's future beyond the eventual closure of Tarong power stations and Meandu Mine, and work with all levels of government to ensure responsible and sustainable development of renewable energy assets in our region. Opportunities in areas such as carbon credits may be explored, for example, planting trees or supporting large scale industry to earn carbon credits.



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# CONSULTATION

## VISION

THE SOUTH BURNETT IS RECOGNISED AS A COMPETITIVE, COLLABORATIVE AND CONNECTED REGION. THE SOUTH BURNETT HAS A THRIVING, GLOBAL AND DIVERSE ECONOMY LED BY WORLD CLASS AGRICULTURE AND ADVANCED MANUFACTURING.

## PURPOSE

THE 2021-2026 REGIONAL DEVELOPMENT STRATEGY IS A COUNCIL DOCUMENT THAT OUTLINES THE STRATEGY FOR REALISING ECONOMIC GROWTH IN THE SOUTH BURNETT REGION.

Informed through workshops with South Burnett Councillors, Industry, Queensland Government Department of State Development, Infrastructure, Local Government and Planning and Burnett Inland Economic Development Organisation representatives, this document aligns with relevant strategies from the Wide Bay Burnett Local Government Areas and State and Federal Government.

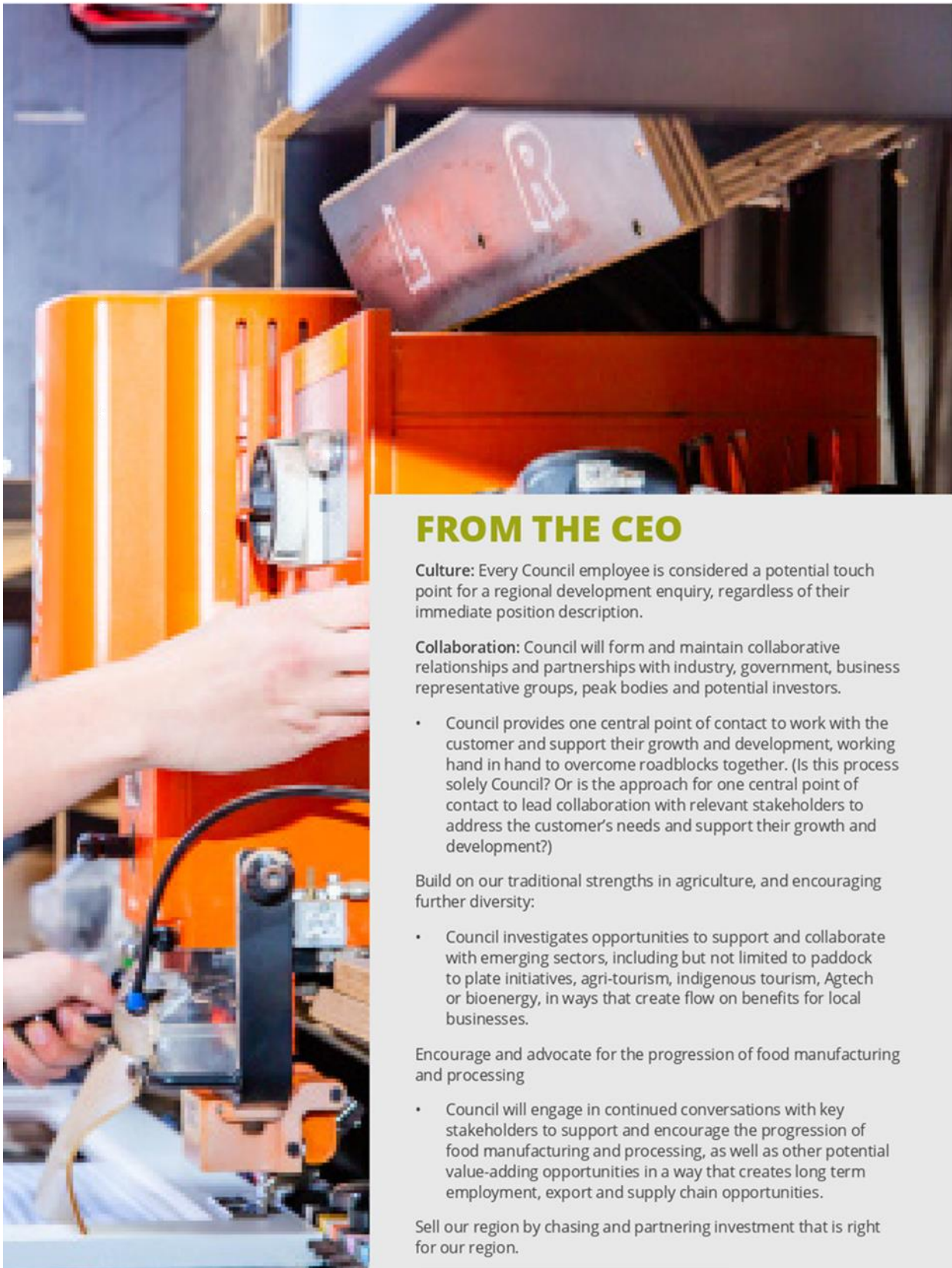
Stakeholders within and outside of the region will be able to utilise the Regional Development Strategy to inform their own strategic planning and develop partnerships with Council and other stakeholders to add value to their priorities and implementation of actions.

Council intends for this strategy to evolve and will be supported by a Regional Work Plan that identifies projects and opportunities for sustainable growth over time.



# ION DRAFT

FROM THE CEO



## FROM THE CEO

**Culture:** Every Council employee is considered a potential touch point for a regional development enquiry, regardless of their immediate position description.

**Collaboration:** Council will form and maintain collaborative relationships and partnerships with industry, government, business representative groups, peak bodies and potential investors.

- Council provides one central point of contact to work with the customer and support their growth and development, working hand in hand to overcome roadblocks together. (Is this process solely Council? Or is the approach for one central point of contact to lead collaboration with relevant stakeholders to address the customer's needs and support their growth and development?)

Build on our traditional strengths in agriculture, and encouraging further diversity:

- Council investigates opportunities to support and collaborate with emerging sectors, including but not limited to paddock to plate initiatives, agri-tourism, indigenous tourism, Agtech or bioenergy, in ways that create flow on benefits for local businesses.

Encourage and advocate for the progression of food manufacturing and processing

- Council will engage in continued conversations with key stakeholders to support and encourage the progression of food manufacturing and processing, as well as other potential value-adding opportunities in a way that creates long term employment, export and supply chain opportunities.

Sell our region by chasing and partnering investment that is right for our region.

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## REGIONAL CONTEXT

### COMPELLING LOGISTICS

The South Burnett is perfectly positioned to take advantage of the projected growth in freight movements.

According to the Bureau of Infrastructure, Transport and Regional Economics (BITRE), Australia's national land freight task is expected to grow by around 75 per cent between 2011 and 2031.

Improvements to transport infrastructure and supply chains will enable cost-effective and efficient movement of goods and services, growing business and encouraging population and employment growth.

A B-double road network takes advantage of proximity to major ports and airports in Brisbane, Sunshine Coast, Toowoomba, Fraser Coast and Bundaberg.

The South Burnett offers a range of sophisticated logistic options delivering a long-term competitive freight pricing position for industry.

The South Burnett is part of the Wide Bay Burnett region and enjoys strategic economic relationships with the neighbouring regions of Sunshine Coast, Darling Downs, Brisbane, and South East Queensland.



**“INLAND FROM THE SUNSHINE COAST, THE SOUTH BURNETT REGION IS AN EASY DRIVE FROM BRISBANE, BUNDABERG, OR TOOWOOMBA.**

**AN AGRICULTURAL REGION GROWING A DIVERSIFIED ECONOMY, THE SOUTH BURNETT IS OPEN FOR BUSINESS. “**

### STRENGTH OF EXISTING INDUSTRY AND SUPPLY CHAINS

The South Burnett is home to Australia's two largest peanut processors and a global pharmaceutical industry which benefit from the region's rich red volcanic soils, while Swickers is one of the southern hemisphere's largest and Queensland's only, export accredited pork abattoir.

The variety of growing industries exporting to domestic and global markets are supported by a range of high employment industries including Health and Social Services, Manufacturing, Mining, Electricity, Water and Wastewater and Retail Trade.

A diverse range of agricultural produce and associated supply chains, including leather hides, pork, wine, pharmaceuticals, fruit, horticulture, beef, oils, peanuts and timber are the core strength of the South Burnett economy.



# VISION DRAFT

REGIONAL CONTEXT

## GROWTH IN MANUFACTURING AND PROCESSING

The South Burnett is an economy in transition from primarily commodity-based agricultural production to substantial and growing levels of processing being carried out within the region.

At the cutting edge, this has been driven by significant targeted investment by locally based and global businesses. This growth direction aligns directly with global mega trends particularly in demand for Australian agriculture to provide food security for growing export markets, including Asia.

Value adding can create large scale employment and supply chain prospects and enable further export opportunities. The development of artisan food products, attractive to both tourists and large-scale tourism development, further strengthens the South Burnett economy.



REGIONAL CONTEXT

# CONSULTATION



## STRONG INVESTMENT PIPELINE

The region is welcoming an economic shift, with trends over the past five years demonstrating increased investment with a stable labour work force<sup>1</sup>.

The advantageous regional location is enhanced by cost-effective access to available industrial land, commercial opportunities and available work force.

Electricity generation is evolving from highly efficient coal fired power generation to incorporate renewables, including wind and solar. Additional investment opportunities are possible in this area with the eventual closure of Tarong Power Station, and existing infrastructure supporting potential alternative generation.

**Increasing investment** in dominant industrial projects is driving growth across the region.

**\$97.8M**

Value of building approvals in 2019-20

**\$120M**

Swickers redevelopment & expansion

**\$850M**

Coopers Gap Wind Farm

**\$92.5M**

New Kingaroy Hospital

**\$250M+**

Current Investment pipeline for additional projects

**\$13.9M**

Kingaroy Transformation Project (Under construction - completion 2023)

<sup>1</sup> Small Area Labour Market LGA Data - South Burnett smoothed labour force 2010-2020.



# ION DRAFT

## ECONOMIC STRUCTURE AND PERFORMANCE

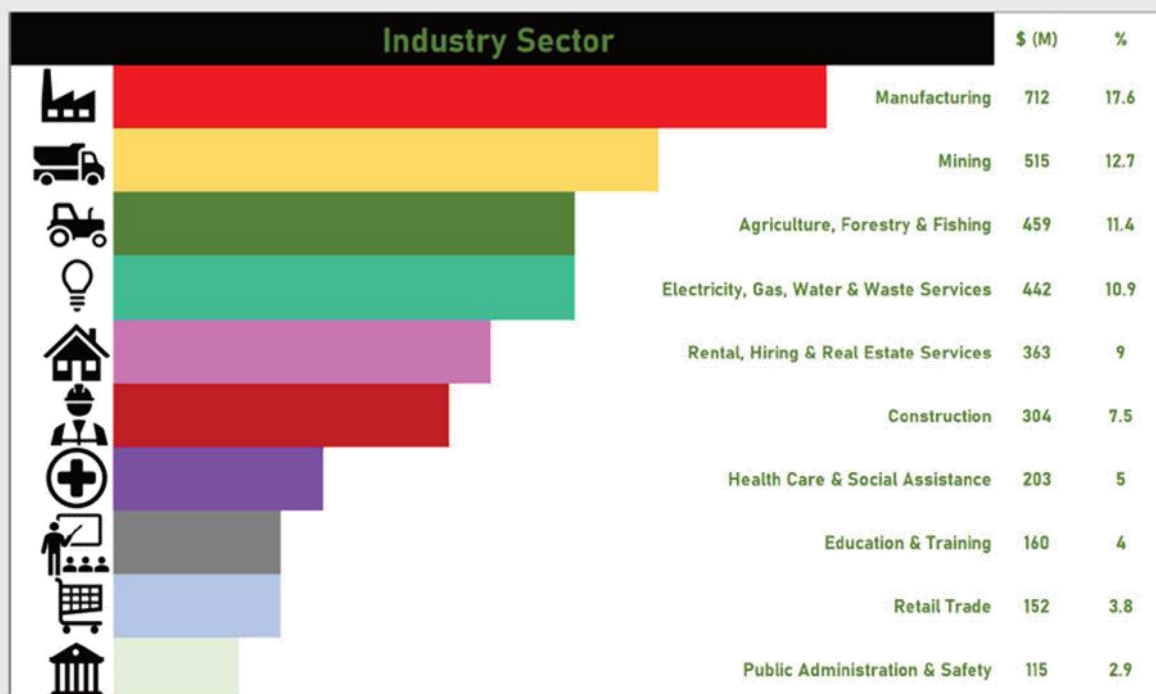
### ECONOMIC DIVERSITY

The South Burnett region boasts an ever-diversifying economy. The latest ABS data (2016) demonstrates that 85 per cent of the region's output is derived from 10 key industry sectors including Manufacturing, Mining, Agriculture and Construction services.

Growth in value of production over the last five years has been led by Professional, Scientific and Technical Services; Rental, Hiring and Real Estate Services; and Transport, Postal and Warehousing. The growth in these industries, reflects a shift in the region's sophistication. Businesses that use professional services are more likely to develop new jobs and/or commence projects with the potential to grow the economy.



Top ten industry sectors by output.



**ECONOMIC STRUCTURE AND PERFORMANCE**

**CONSULTATION**



**EMPLOYMENT AND PRODUCTIVITY**

In 2019/20, major employment industries in the South Burnett included:

- Health Care and Social Assistance - 13.8 per cent
- Agriculture, Forestry and Fishing - 12.0 per cent
- Retail - 11.2 per cent
- Education and Training - 10.1 per cent
- Manufacturing - 9.4 per cent<sup>2</sup>

This demonstrates a stable base of employment across the region.

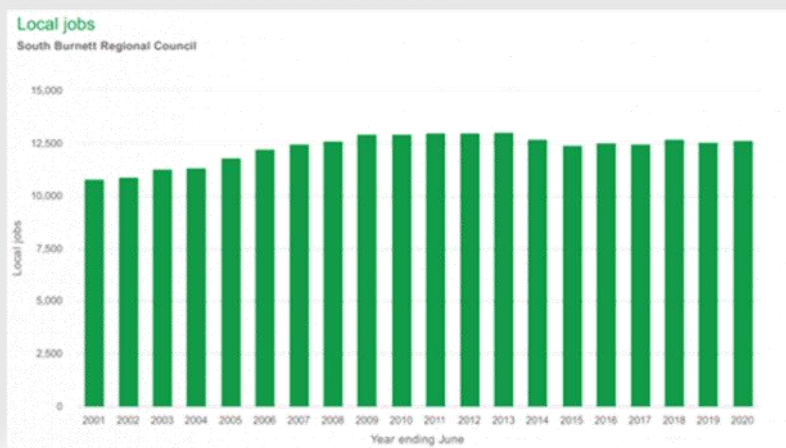
Total worker productivity for the region 2019/20 was \$132,139 compared to a Queensland average of \$125,172 per worker. Some industry sectors, such as retail trade, are not highly productive per worker, but employ a lot of people. Other industries, such as mining, employ fewer people but generate high levels of productivity, contributing strongly to Gross Regional

Product, earning \$1,750 or more per week.<sup>3</sup>

In the South Burnett region 53 per cent of the local workers are males and 47 per cent are female.<sup>4</sup> The South Burnett employs a diverse range of workers supporting industry development and investment attraction for the region.<sup>5</sup>

OCCUPATION OF EMPLOYED PERSONS	2016
Labourers	16.4%
Managers	15.4%
Technicians and trades workers	13.8%
Professionals	13%
Community	11.8%

**SOUTH BURNETT WORKER PRODUCTIVITY**



Stability of regional workforce 2001–2020\*.

\*Economy.id Local Jobs (NIEIR) Modelling

<sup>2</sup> Economy.id Employment (total) by Industry (NIEIR) Modelling

<sup>3</sup> Economy.id Worker productivity (NIEIR) Modelling

<sup>4</sup> ABS South Burnett (R) (LGA) (36630) Regional Summary (2017)

<sup>5</sup> ABS South Burnett (R) (LGA) (36630) Regional Summary (2016 Census)



# ION DRAFT

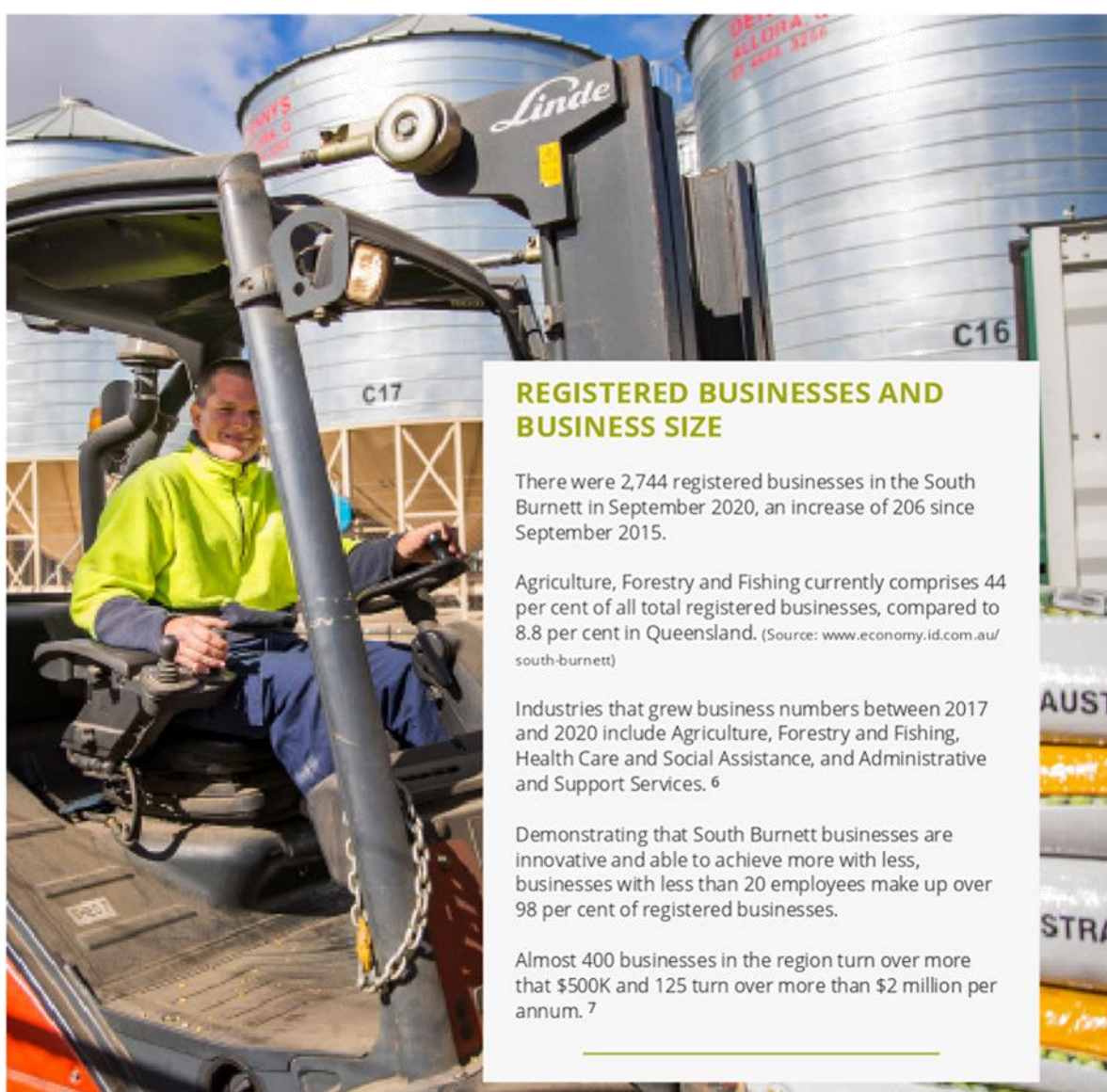
ECONOMIC STRUCTURE AND PERFORMANCE

## ECONOMIC PERFORMANCE

### GROSS REGIONAL PRODUCT (GRP)

South Burnett's Gross Regional Product (GRP) was \$1.94 billion in the year ending June 2020, a decline of -2.3 per cent from the previous year which was likely due to the combined impacts of drought, and COVID-19. Growth in GRP was recorded in seven of the preceding eight years from 2012 to 2019.

Sub-Industries that have contributed significantly to this longer term growth include Warehousing and Storage Services, Coal Mining, Exploration and Other Mining Support Services, Computer System Design and Related Services and Food Product Manufacturing. Accelerating GRP growth in the past two years, despite difficult local economic conditions, is a good sign for longer term sustainability. (source: [www.economy.id.com.au/south-burnett](http://www.economy.id.com.au/south-burnett))



### REGISTERED BUSINESSES AND BUSINESS SIZE

There were 2,744 registered businesses in the South Burnett in September 2020, an increase of 206 since September 2015.

Agriculture, Forestry and Fishing currently comprises 44 per cent of all total registered businesses, compared to 8.8 per cent in Queensland. (Source: [www.economy.id.com.au/south-burnett](http://www.economy.id.com.au/south-burnett))

Industries that grew business numbers between 2017 and 2020 include Agriculture, Forestry and Fishing, Health Care and Social Assistance, and Administrative and Support Services. <sup>6</sup>

Demonstrating that South Burnett businesses are innovative and able to achieve more with less, businesses with less than 20 employees make up over 98 per cent of registered businesses.

Almost 400 businesses in the region turn over more than \$500K and 125 turn over more than \$2 million per annum. <sup>7</sup>

<sup>6</sup> .idcommunity South Burnett Council Business trends - Australian Business Register - filtered counts - Current at 30th Sept 2020

<sup>7</sup> Queensland Government Statistician's Office, Queensland Treasury, Queensland Regional Profiles: Workforce Profile for South Burnett (R) Local Government Area

ECONOMIC STRUCTURE AND PERFORMANCE

CONSULTATION



**EMPLOYMENT**

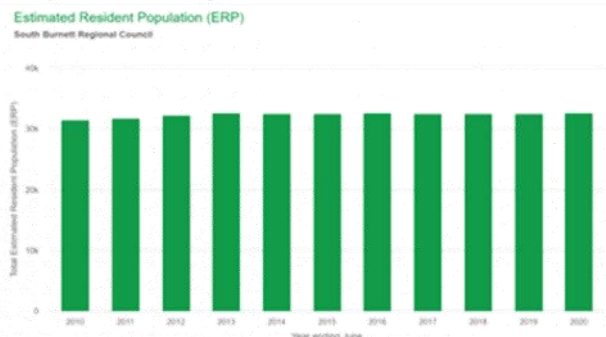
Typically, the South Burnett region has an active workforce with capacity to fill locally created employment positions. The December 2020 Small Area Labour Market (SALM) data reflects:

- Smoothed labour force of 13,398 persons
- Smoothed unemployment of 1,607 persons
- Unemployment rate of 12 per cent

Whilst highest in 2020 since December 2010, the unemployment rate of the South Burnett remains comparable to neighbouring regions and Queensland averages.

**POPULATION AND HOUSING**

The Estimated Resident Population of South Burnett Regional Council was 32,632<sup>8</sup> which has remained stable for over 5 years. Affordability of housing supports first home buyer entry into the housing market.



**VALUE OF TOTAL BUILDING APPROVALS**

The value of building approvals increased 218 per cent between FY 2014/15 and FY 2019/20. The value of building approvals for the year ended June 2020 was \$97.78 million, made up \$21.16 million in residential building approvals and \$76.63 million in non-residential building approvals.<sup>9</sup>

Increasing value of building approvals is a positive indicator of economic growth.

<sup>8</sup> Compiled and presented in economy.id Source - Australian Bureau of Statistics, Regional Population Growth, Australia (3218.0).

<sup>9</sup> Compiled and presented in economy.id Source - Australian Bureau of Statistics, Building Approvals, Australia, catalogue number 8731.0.



# ION DRAFT

## REGIONAL OPPORTUNITIES:

### DIVERSIFICATION AND REGENERATION

Agricultural commodity growth, further diversification into high value and niche products and economic benefit derived from regenerative agriculture practices are driven by factors including market opportunities, water security, and new agricultural technologies. Challenges facing regional development are expected because of changed climate conditions, bio security, government policy, and market stability.

To support future opportunities for the agriculture sector including intensification, diversification and regeneration, South Burnett Regional Council is working with regional organisations and government to develop a regional agricultural strategy.

Circular economy opportunities, including those that integrate with or leverage agriculture, are also a potential avenue for future growth in investment and manufacturing, and would support regional resilience.

### AGRI-MANUFACTURING

Investment is currently occurring in the agri-manufacturing sector. The Swickers Bacon Factory's expansion and upgrades showed high confidence in the region's pork production capability. Further growth of the Swickers factory to increase capacity for ham production and state of the art slaughter facility has led to increased employment and outputs.

Swickers is the largest employer in the South Burnett region. Swickers investment in the region is joined by ongoing activity by other food manufacturing companies, including ongoing expansion of Crumptions, an ownership change for Peanut Company of Australia (PCA) to Bega. The \$24M relocation and expansion of Plenty Foods (formally Proteco Oils) is underway, with the \$7.5M construction of stage 1 to be completed in 2021.

Manufacturing is a strong sector in the South Burnett, and a major contributor to its GRP. Council recognises continued growth in manufacturing will be key to the ongoing success of the region.

### EMERGING INDUSTRIES

The South Burnett's geographic position and inherent characteristics will enable the region to intentionally capitalise on numerous emerging industries.

Advancements in renewable energies such as hydrogen, solar or wind, and technology such as batteries, could see our region potentially leverage existing infrastructure of State significance, including Tarong Power Stations and Cooper's Gap wind farm, that already supplies much of Queensland with its energy needs.

As an agricultural powerhouse, and home to Cherbourg Aboriginal Council's material recycling facility (MRF), opportunities exist to create a circular economy, and further explore resource recovery or partner with the agricultural sector.

The South Burnett aspires to become a region of choice for ag-tech related studies and pilot programs. "Queensland's Finest" speaks to the region's high-quality produce, and highlights the potential of the innovative, technological and environmentally sustainable practices, including regenerative agriculture, currently embraced and promoted





## CONSULTATION

## REGIONAL OPPORTUNITIES

**COST EFFECTIVE CAPITALISATION OF INDUSTRIAL AND COMMERCIAL LAND**

Industrial land constraints for large manufacturing and special industry in Queensland's south east corner is a genuine opportunity to drive potential for further industrial development.

Industrial land is available within the region and costs are highest in Kingaroy, but still well below the rate of larger urban centres or coastal regions. High yield commercial properties are also available in the region, especially in the regional centre of Kingaroy. Comparative prices remain low, generating opportunity for investment and capitalisation of assets.

South Burnett Regional Council is keen to support

development, and to provide investors with streamlined investment support.

High quality liveability and a smart country lifestyle are characterised by a strong network of smaller communities that link to a well serviced regional centre at Kingaroy. Council's ongoing investment in the revitalisation of its town and village CBDs, and commitment to providing reliable trunk infrastructure, including improved connectivity, offers opportunity for the increased functionality of primary commercial areas.

The key tools for ensuring industrial and commercial land availability are the South Burnett Regional Council's Planning Scheme and the Wide Bay Burnett Regional Plan. Council is committed to ensuring these documents support well considered growth and sustainability across the region now and into the future.

**LEVERAGING MAJOR INVESTMENT**

Construction has seen a 16 per cent increase<sup>10</sup> in FTE employment over the past few years. Major regional construction projects include:

- Redevelopment of the Swickers Bacon Factory (2017-19)
- Construction of Coopers Gap Wind Farm (2019-20)
- Ongoing scheduled overhauls at Tarong Power Stations

A forward pipeline of major projects and investment activity, including the Kingaroy Hospital, Kingaroy Transformation Project and expansion of Parkside Timber's Wondai dry mill and Plenty Foods (formally Proteco Oils), will facilitate continued demand for construction activity.

The value of building approvals in the South Burnett has enjoyed unprecedented growth in value over the past three years.

Council recognises that investment doesn't occur in the region without strong business relationships and supply chain development. Council is committed to working in partnership with industry, investors and business representative groups. Council welcomes opportunities to engage in conversations and leverage project outcomes that involve broader regional collaboration with other local government areas.



<sup>10</sup> .idcommunity South Burnett Employment by industry (FTE) Full-time equivalent employment by industry sector 2019/20 NIEIR data

# ION DRAFT

## THE STRATEGY

BUILDING UPON OUR STRENGTHS WHILE ENCOURAGING FURTHER DIVERSITY OF OUR ECONOMIC BASE PROVIDES A PLATFORM FOR FUTURE REGIONAL DEVELOPMENT.



THE FOLLOWING REGIONAL ENABLERS PROVIDE THE HIGH-LEVEL DIRECTION FOR THE STRATEGY:



Appropriate supporting infrastructure



Streamlined Investment Support



Targeted sector investment



## THE STRATEGY

## CONSULTA

**REGIONAL ENABLER ONE**

THE SOUTH BURNETT REGION HAS APPROPRIATE INFRASTRUCTURE TO SUPPORT INDUSTRY, INVESTMENT AND LIVEABILITY.

**STRATEGIES:**

- 1 Water is reliably delivered to support investment in agriculture and industry, and enable urban growth in our communities.
- 2 Transport infrastructure and strategic freight networks to allow for the efficient movement of goods.
- 3 Digital communication quality, capacity and coverage supports liveability, investment in industry, and ag tech.
- 4 Major investments in infrastructure are leveraged to deliver local content and jobs, supporting workforce attraction and retention.
- 5 Projects that support future investment and community needs are known and investment ready.

**REGIONAL ENABLER TWO**

COUNCIL DELIVERS STREAMLINED INVESTMENT SUPPORT, AND PROMOTES WELL PLANNED GROWTH.

**STRATEGIES:**

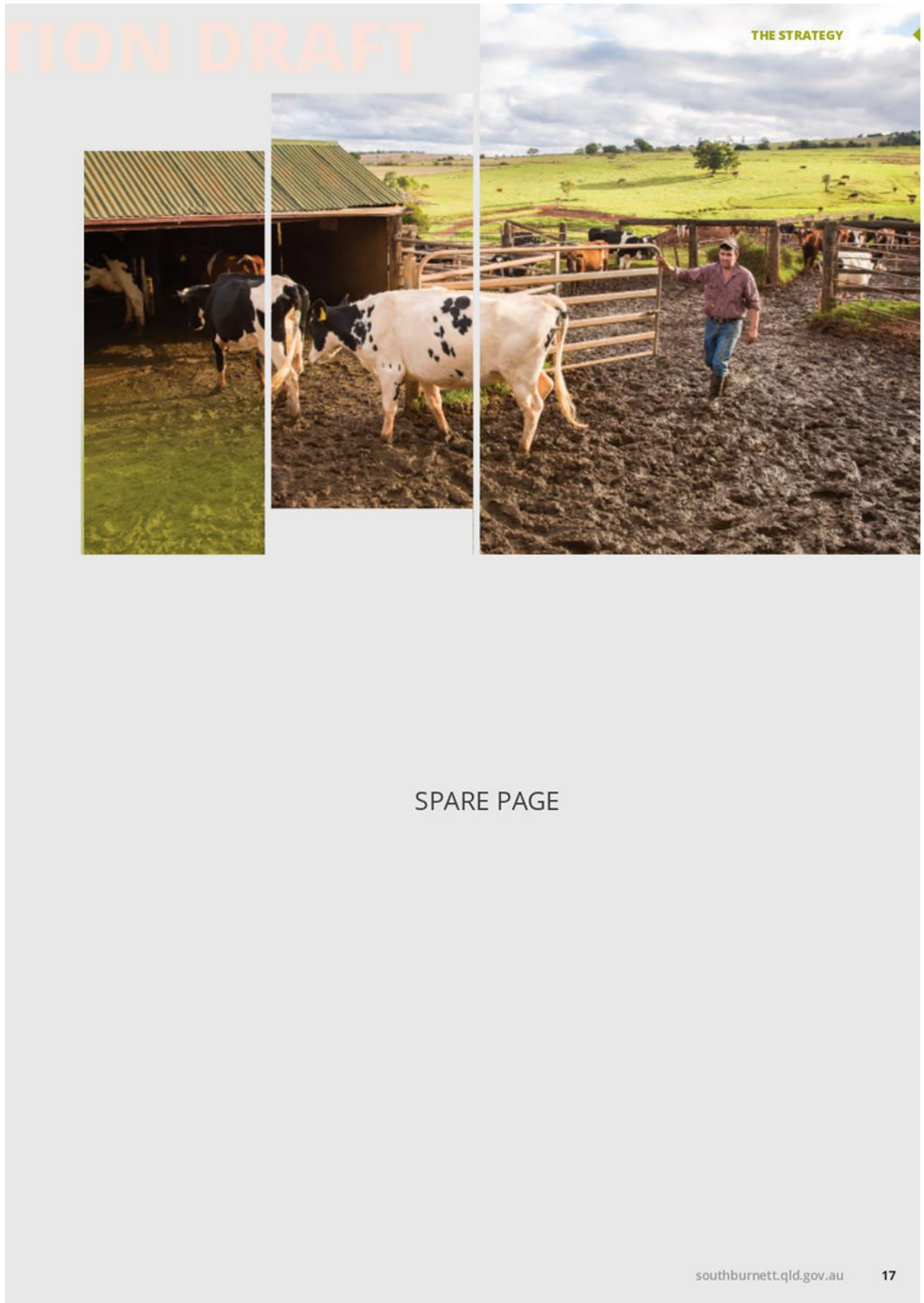
- 1 Clear investment information is available to prospective investors.
- 2 Council's planning scheme identifies precincts for growth and supports appropriate development.
- 3 Council's planning scheme identifies and caters to future workforce needs and enables improved housing outcomes in our region.

**REGIONAL ENABLER THREE**

COUNCIL ATTRACTS INVESTMENT, GROWING THE ECONOMY.

**STRATEGIES:**

- 1 Council attracts innovative agribusiness, professional services and high-quality tourism investment.
- 2 Council leverages assets to drive investment and support a business environment conducive to growth.
- 3 Council effectively advocates to State and Federal Governments to ensure funding flows to key projects.
- 4 Council builds and maintains strategic regional partnerships to support, grow and drive the regional economy.



SPARE PAGE



APPENDIX 1.

# APPENDIX 1. REGIONAL WORK PLAN

ENABLER 1. South Burnett Regional Council has appropriate infrastructure to support investment and livability.	
STRATEGY:	ACTION:
S1. Water is reliably delivered to support investment in agriculture and industry, and to support communities.	S1A1. Advocate for government investment to build a town water reservoir at Gordonbrook Dam and seek additional water allocation, to provide urban water security and enable industrial growth into the future.
	S1A2. Investigate the opportunities for Gordonbrook Dam storage to support agricultural operations in the area.
	S1A3. Advocate for funding and partner with Blackbutt Avocado growers to improve water reliability and provide sustainable employment.
	S1A4. Advocate for funding to support the construction of the Barlil Weir.
	S1A5. Work with key stakeholders to progress the Economic Roadmap as a priority project further to the NWF Water Feasibility Study.
	S1A6. Kingaroy and other urban water supplies – investigate/action/advocate.
S2. Transport infrastructure allows for the efficient movement of goods around, though, in and out of the region.	S2A1. Advocate and lobby for support to improve the region's main feeder roads.
	S2A2. Ensure Council's roads strategy enables an efficient road network for major industry and places of significant employment.
S3. Digital communication quality, capacity and coverage supports livability, investment in industry 4.0 and ag tech.	S3A1. Advocate and support smart country opportunities including the provision of QCN fibre capabilities in Kingaroy's CBD.
S4. Major investments in infrastructure are leveraged to deliver local content and jobs.	S4A1. Partner in projects and activities that attracts and retains residents in the region, attracts workforce, and support their quality of life.
	S4A2. Work with local industry to ensure they are aware of opportunities as they arise and the lines of communication remain open.

SAMPLE ONLY

ION DRAFT

APPENDIX 1.

**ENABLER 1. South Burnett Regional Council has appropriate infrastructure to support investment and livability.**

STRATEGY:	ACTION:
S5. Projects that support future investment and community needs are known and investment ready.	S5A1. Develop a project pipeline of shovel ready priority projects that will support the growth and sustainability of the region.
	S5A2. Invest in infrastructure that positions our region as a destination of choice for cyclists and travellers, including the provision of caravan and RV parking facilities, supports our evolving drive visitor economy and maximises existing rail infrastructure.
	S5A3. South Burnett Regional Council will proactively plan and budget for major capital projects supporting regional population growth.
	S5A4. Investigate a future beyond Tarong – what does this look like, including potential renewable options.

**ENABLER 2. South Burnett Regional Council delivers streamlined investment support, and promotes well planned growth.**

STRATEGY:	ACTION:
S6. Clear investment information is available to prospective investors.	S6A1. Develop an investment prospectus for potential investors that promotes the inherent values of the South Burnett region and SBRC's investment readiness.
S7. South Burnett Regional Council's planning scheme identifies precincts for growth and supports appropriate development.	S7A1. Support vibrant towns and villages and leverage major investment such as the Kingaroy Hospital redevelopment.
	S7A2. Prioritise planning scheme amendments.
	S7A3. Collaboration between SBRC economic development and planning departments will map and deliver an industrial land review to identify future precincts and ensure land of suitable size and connectivity supports business and sustainable growth.
	S7A4. South Burnett Regional Council will develop and maintain an industrial and register and establish precincts and corridors relevant to industrial and commercial use to focus investment attraction activity.
S8 South Burnett Regional Council's planning scheme identifies and caters to future workforce needs.	S8A1. TBA

(continued over page)



APPENDIX 1 (Regional Work Plan continued)

CONSULTATION

ENABLER 3. South Burnett Regional Council attracts investment, growing the economy.	
STRATEGY:	ACTION:
S9. South Burnett Regional Council attracts innovative agribusiness, professional services and high-quality tourism investment.	S9A1. Investigate a renewed strategic model for how Council invests and supports tourism in our region.
	S9A2. Climate change - Investigate options for the future of agriculture in the region, including: traditional agriculture vs horticulture, diversification with the soils and water that we have (not so heavily reliant on the rain) consideration of ideas around nursery and horticulture vs traditional broad acre cropping. Consider what the technical and horticultural growth of agriculture looks like in the South Burnett - how do we leverage the earnings and resources available in other regions to grow agriculture in our region. Consider Carbon Credits ie re-planting or large scale industry earning carbon credits.
S10. South Burnett Regional Council leverages assets to drive investment.	S10A1. Investigate opportunities to leverage regional assets in waste, including agricultural byproducts and surplus, to support a circular economy solution.
S11. South Burnett effectively advocates to State and Federal Government to ensure funding flow to key projects.	S11A1. Recognising the role that other levels of Government play in service provision and infrastructure delivery, South Burnett Regional Council will focus advocacy activity through establishment of project specific advocacy plans and briefing statements.
S12. South Burnett Regional Council builds strategic regional partnerships to support and grow local economies and drive the regional economy.	S12A1. TBA

SAMPLE ONLY



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APPENDIX 2

## APPENDIX 2. COUNCIL PLANS

- Invest in the re-development of green space, parks and gardens, that positions the South Burnett as a community of choice and supports the ways working families want to live their lives, in an effort to attract professionals and skilled residents to re-locate their families from metropolitan areas and live in our region.
- Advocate for improved health and wellbeing services in our region, particularly in the provision of mental health services.
- Work with State and Federal government to grow our population as per the Australian Government (2019) Planning for Australia's future population policy.
- A growing and ageing population throughout the South Burnett region, has significantly increased demand for health services provided by the Kingaroy Hospital. To meet demand, the hospital has been demolished and rebuilt to support contemporary modes of care and enhance the health services offered now and into the future.
- The South Burnett is considered the community of choice for people with disabilities offering diverse support services and quality of life outcomes.

SUB HEADING

CONSULTAT

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SUBHEADING

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**CONSULTATION DRAFT**



**SOUTH BURNETT  
REGIONAL COUNCIL**

[www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)  
Phone 07 4189 9100  
Email [info@sbrc.qld.gov.au](mailto:info@sbrc.qld.gov.au)

APRIL 2021 Version 3

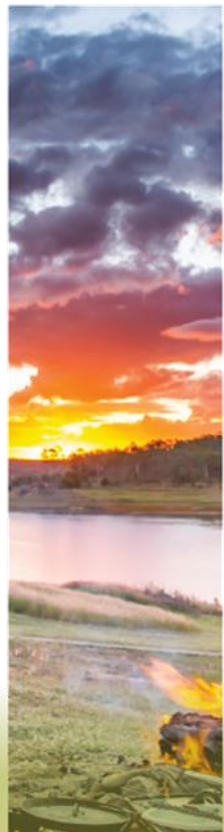
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2021-2026  
SOUTH BURNETT

# REGIONAL DEVELOPMENT STRATEGY





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**Acknowledgement**

South Burnett Regional Council acknowledges the Wakka Wakka and Wulli Wulli People - the traditional custodians of the land on which we work and live, and recognise their continuing connection to land, water and community. We pay respect to Elders past, present and emerging.

**Cover Photo**

Courtesy Department of State Development, Infrastructure, Local Government and Planning.

**Statistics**

Statistical Information sourced from [www.id.com.au/south-burnett](http://www.id.com.au/south-burnett), Unemployment and Labour Force data sourced from Australian Government <https://www.employment.gov.au/small-area-labour-markets-publication-0>

**Adoption by Council**

The 2021-2026 South Burnett Regional Development Strategy was adopted by Council on 28 July 2021.

**Copies of the Regional Development Strategy**

Copies of the Regional Development Strategy are available free of charge electronically on Council's website at [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au) or can be viewed at any Council Library or Customer Service Centre.

**Contact Us**

All written communications to be addressed to:  
 "The Chief Executive Officer"  
 PO Box 336 Kingaroy Q 4610  
 P 1300 789 279  
 E [info@sbrc.qld.gov.au](mailto:info@sbrc.qld.gov.au)  
 W [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)  
 F [www.southburnettregion.t@SouthBurnettRC](http://www.southburnettregion.t@SouthBurnettRC)  
 ABN 89 972 463 351

**Version**

VERSION 5 - Final (15-07-2021)

**MAYOR'S MESSAGE**

## **MAYOR'S MESSAGE**

Sub heading / key statement here....

- Mayor's message to go here...



Image of Mayor and CEO holding Strategy

## **FROM THE CEO**

Sub heading / key statement here....

- CEO's message to go here...





4 2021-2026 SOUTH BURNETT REGIONAL DEVELOPMENT STRATEGY





## PURPOSE

THE 2021-2026 REGIONAL DEVELOPMENT STRATEGY IS A COUNCIL DOCUMENT THAT OUTLINES THE STRATEGY FOR REALISING ECONOMIC GROWTH IN THE SOUTH BURNETT REGION.

Informed through workshops with South Burnett Councillors, Industry, Queensland Government Department of State Development, Infrastructure, Local Government and Planning and Burnett Inland Economic Development Organisation representatives, this document aligns with relevant strategies from the Wide Bay Burnett Local Government Areas and State and Federal Government.

Stakeholders within and outside of the region will be able to utilise the Regional Development Strategy to inform their own strategic planning and develop partnerships with Council and other stakeholders to add value to their priorities and implementation of actions.

**Council intends for this strategy to evolve and will be supported by a Regional Work Plan that identifies projects and opportunities for sustainable growth over time.**



# REGIONAL CONTEXT

## COMPELLING LOGISTICS

The South Burnett is perfectly positioned to take advantage of the projected growth in freight movements.

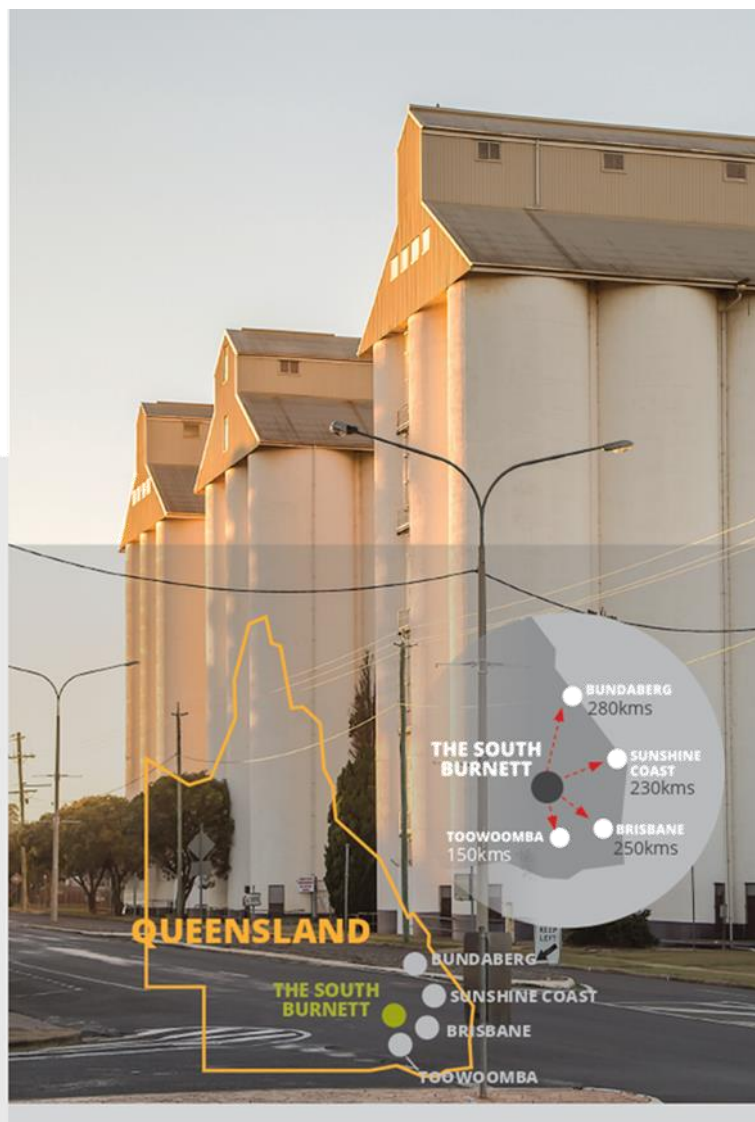
According to the Bureau of Infrastructure, Transport and Regional Economics (BITRE), Australia's national land freight task is expected to grow by around 75 per cent between 2011 and 2031.

Improvements to transport infrastructure and supply chains will enable cost-effective and efficient movement of goods and services, growing business and encouraging population and employment growth.

A B-double road network takes advantage of proximity to major ports and airports in Brisbane, Sunshine Coast, Toowoomba, Fraser Coast and Bundaberg.

The South Burnett offers a range of sophisticated logistic options delivering a long-term competitive freight pricing position for industry.

The South Burnett is part of the Wide Bay Burnett region and enjoys strategic economic relationships with the neighbouring regions of Sunshine Coast, Darling Downs, Brisbane, and South East Queensland.



INLAND FROM THE SUNSHINE COAST, THE SOUTH BURNETT REGION IS AN EASY DRIVE FROM BRISBANE, BUNDABERG, OR TOOWOOMBA.

## STRENGTH OF EXISTING INDUSTRY AND SUPPLY CHAINS

The South Burnett is home to Australia's two largest peanut processors and a global pharmaceutical industry which benefit from the region's rich red volcanic soils, while Swickers is one of the southern hemisphere's largest and Queensland's only, export accredited pork abattoir.

The variety of growing industries exporting to domestic and global markets are supported by a range of high employment industries including Health and Social Services, Manufacturing, Mining, Electricity, Water and Wastewater and Retail Trade.

A diverse range of agricultural produce and associated supply chains, including leather hides, pork, wine, pharmaceuticals, fruit, horticulture, beef, oils, peanuts and timber are the core strength of the South Burnett economy.

REGIONAL CONTEXT

AN AGRICULTURAL REGION GROWING A DIVERSIFIED ECONOMY, THE SOUTH BURNETT IS OPEN FOR BUSINESS.

GROWTH IN MANUFACTURING AND PROCESSING

The South Burnett is an economy in transition from primarily commodity-based agricultural production to substantial and growing levels of processing being carried out within the region.

At the cutting edge, this has been driven by significant targeted investment by locally based and global businesses. This growth direction aligns directly with global mega trends particularly in demand for Australian agriculture to provide food security for growing export markets, including Asia.

Value adding can create large scale employment and supply chain prospects and enable further export opportunities. The development of artisan food products, attractive to both tourists and large-scale tourism development, further strengthens the South Burnett economy.



Enabling further growth in agriculture and manufacturing is integral to realising Council's vision for a thriving, diverse regional economy.



**REGIONAL CONTEXT**



**STRONG INVESTMENT PIPELINE**

**Increasing investment** in dominant industrial projects is driving growth across the region.

The region is welcoming an economic shift, with trends over the past five years demonstrating increased investment with a stable labour work force<sup>1</sup>. Being a short two hours from every major city, port and airport, the South Burnett has an advantageous location, enhanced by cost-effective access to available industrial land, commercial opportunities and available work force.

<p><b>\$97.8M</b> Value of building approvals in 2019-20</p>	<p><b>\$120M</b> Swickers redevelopment &amp; expansion</p>	<p><b>\$850M</b> Coopers Gap Wind Farm</p>	<p><b>\$92.5M</b> New Kingaroy Hospital</p>	<p><b>\$250M+</b> Current investment pipeline for additional projects</p>	<p><b>\$13.9M</b> Kingaroy Transformation Project (Under construction - completion 2023)</p>
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<sup>1</sup> Small Area Labour Market LGA Data - South Burnett smoothed labour force 2010-2020.

# ECONOMIC STRUCTURE AND PERFORMANCE

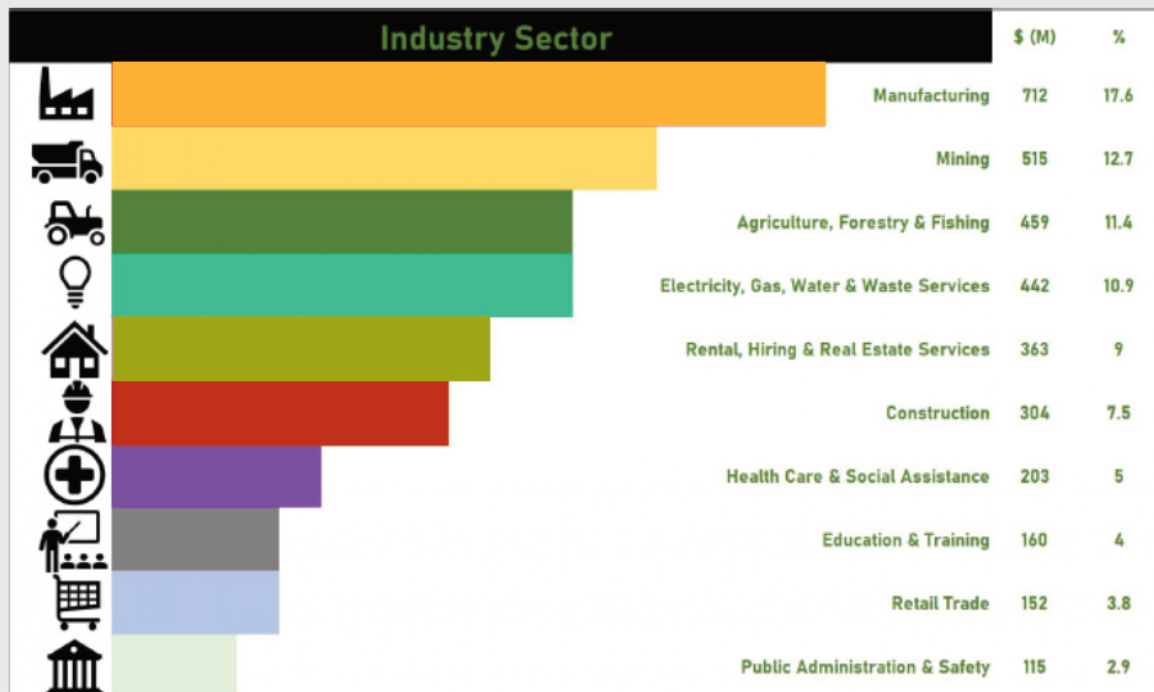
## ECONOMIC DIVERSITY

The South Burnett region boasts an ever-diversifying economy. The latest ABS data (2016) demonstrates that 85 per cent of the region’s output is derived from 10 key industry sectors including Manufacturing, Mining, Agriculture and Construction services.

Growth in value of production over the last five years has been led by Professional, Scientific and Technical Services; Rental, Hiring and Real Estate Services; and Transport, Postal and Warehousing. The growth in these industries, reflects a shift in the region’s sophistication. Businesses that use professional services are more likely to develop new jobs and/or commence projects with the potential to grow the economy.

The region’s established energy generation, supporting infrastructure and transmission network strengthens its attractiveness for new investment and the responsible growth of renewable energy in areas such as wind, solar, hydrogen and battery storage. The region is well placed to continue its role as an energy powerhouse for Queensland, and interstate while being a leading region in the Queensland government’s commitment to 50 per cent renewable energy generation by 2030. Both state and federal government’s growing commitment to decarbonisation will see more renewable generation investment in the South Burnett, including by our existing generators. Leveraging energy investment in ways that create social and economic value to the region will underpin our sustainability during this era transition.

Top ten industry sectors by output:





### EMPLOYMENT AND PRODUCTIVITY

In 2019/20, major employment industries in the South Burnett included:

- Health Care and Social Assistance - 13.8 per cent
- Agriculture, Forestry and Fishing - 12.0 per cent
- Retail - 11.2 per cent
- Education and Training - 10.1 per cent
- Manufacturing - 9.4 per cent<sup>2</sup>

This demonstrates a stable base of employment across the region.

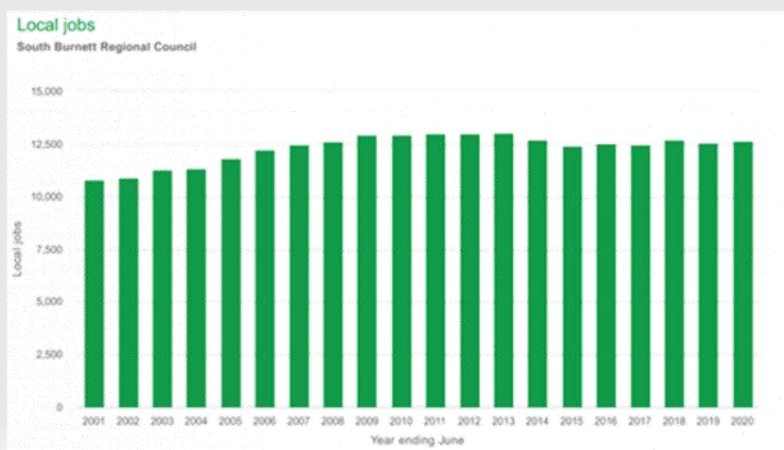
Total worker productivity for the region 2019/20 was \$132,139 compared to a Queensland average of \$125,172 per worker. Some industry sectors, such as retail trade, are not highly productive per worker, but employ a lot of people. Other industries, such as mining, employ fewer people but generate high levels of productivity, contributing strongly to Gross Regional Product, earning \$1,750 or more per week.<sup>3</sup>

In the South Burnett region 53 per cent of the local workers are males and 47 per cent are female.<sup>4</sup> The South Burnett employs a diverse range of workers supporting industry development and investment attraction for the region.<sup>5</sup>

OCCUPATION OF EMPLOYED PERSONS	2016
Labourers	16.4%
Managers	15.4%
Technicians and trades workers	13.8%
Professionals	13%
Community	11.8%



### SOUTH BURNETT WORKER PRODUCTIVITY



Stability of regional workforce 2001–2020\*.

\*Economy.id Local Jobs (NIEIR) Modelling

<sup>2</sup> Economy.id Employment (total) by Industry (NIEIR) Modelling  
<sup>3</sup> Economy.id Worker productivity (NIEIR) Modelling  
<sup>4</sup> ABS South Burnett (R) (LGA) (36630) Regional Summary (2017)  
<sup>5</sup> ABS South Burnett (R) (LGA) (36630) Regional Summary (2016 Census)



ECONOMIC STRUCTURE AND PERFORMANCE

**GROSS REGIONAL PRODUCT (GRP)**

South Burnett's Gross Regional Product (GRP) was \$1.94 billion in the year ending June 2020, a decline of -2.3 per cent from the previous year which was likely due to the combined impacts of drought, and COVID-19. Growth in GRP was recorded in seven of the preceding eight years from 2012 to 2019.

Sub-Industries that have contributed significantly to this longer term growth include Warehousing and Storage Services, Coal Mining, Exploration and Other Mining Support Services, Computer System Design and Related Services and Food Product Manufacturing. Accelerating GRP growth in the past two years, despite difficult local economic conditions, is a good sign for longer term sustainability. (source: [www.economy.id.com.au/south-burnett](http://www.economy.id.com.au/south-burnett))

**REGISTERED BUSINESSES AND BUSINESS SIZE**

There were 2,744 registered businesses in the South Burnett in September 2020, an increase of 206 since September 2015.

Agriculture, Forestry and Fishing currently comprises 44 per cent of all total registered businesses, compared to 8.8 per cent in Queensland. (Source: [www.economy.id.com.au/south-burnett](http://www.economy.id.com.au/south-burnett))

Industries that grew business numbers between 2017 and 2020 include Agriculture, Forestry and Fishing, Health Care and Social Assistance, and Administrative and Support Services. <sup>6</sup>

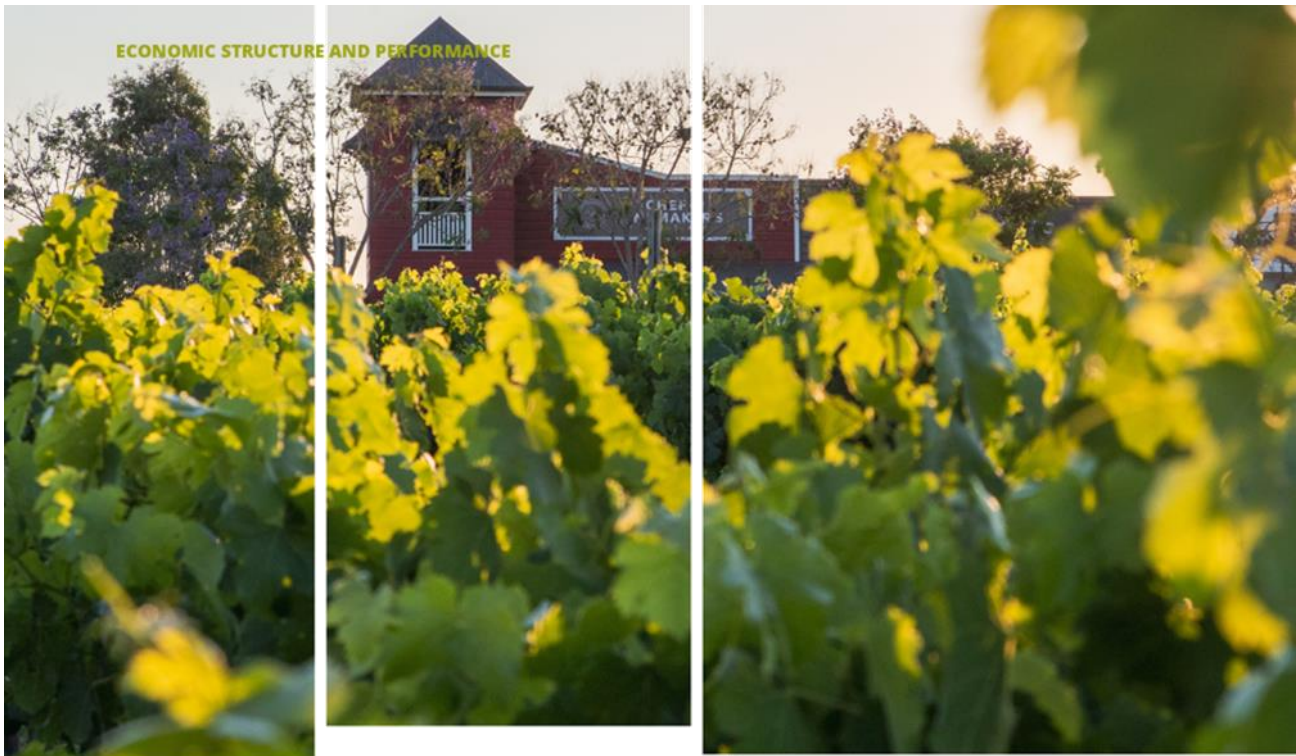
Demonstrating that South Burnett businesses are innovative and able to achieve more with less, businesses with less than 20 employees make up over 98 per cent of registered businesses.

Almost 400 businesses in the region turn over more that \$500K and 125 turn over more than \$2 million per annum. <sup>7</sup>



<sup>6</sup> .idcommunity South Burnett Council Business trends - Australian Business Register - filtered counts - Current at 30th Sept 2020

<sup>7</sup> Queensland Government Statistician's Office, Queensland Treasury, Queensland Regional Profiles: Workforce Profile for South Burnett (R) Local Government Area



### EMPLOYMENT

Typically, the South Burnett region has an active workforce with capacity to fill locally created employment positions. The December 2020 Small Area Labour Market (SALM) data reflects:

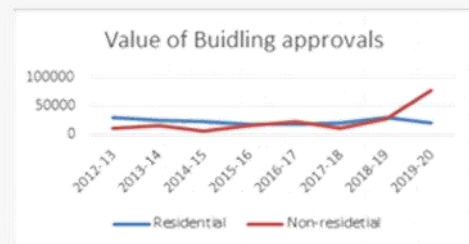
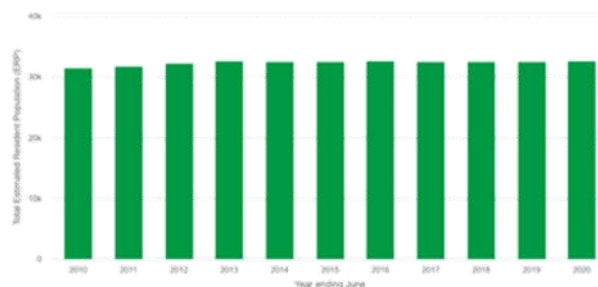
- Smoothed labour force of 13,398 persons
- Smoothed unemployment of 1,607 persons
- Unemployment rate of 12 per cent

Whilst highest in 2020 since December 2010, the unemployment rate of the South Burnett remains comparable to neighbouring regions and Queensland averages.

### POPULATION AND HOUSING

The Estimated Resident Population of South Burnett Regional Council was 32,632<sup>8</sup> which has remained stable for over 5 years. Affordability of housing supports first home buyer entry into the housing market.

Estimated Resident Population (ERP)  
South Burnett Regional Council



Increasing value of building approvals is a positive indicator of economic growth.

### VALUE OF TOTAL BUILDING APPROVALS

The value of building approvals increased 218 per cent between FY 2014/15 and FY 2019/20. The value of building approvals for the year ended June 2020 was \$97.78 million, made up \$21.16 million in residential building approvals and \$76.63 million in non-residential building approvals.<sup>9</sup>

<sup>8</sup> Compiled and presented in economy.id Source - Australian Bureau of Statistics, Regional Population Growth, Australia (3218.0).

<sup>9</sup> Compiled and presented in economy.id Source - Australian Bureau of Statistics, Building Approvals, Australia, catalogue number 8731.0.



# REGIONAL OPPORTUNITIES:

## DIVERSIFICATION AND REGENERATION

Agricultural commodity growth, further diversification into high value and niche products and economic benefit derived from regenerative agriculture practices are driven by factors including market opportunities, water security, and new agricultural technologies. Challenges facing regional development are expected because of changed climate conditions, bio security, government policy, and market stability.

To support future opportunities for the agriculture sector including intensification, diversification and regeneration, South Burnett Regional Council is working with regional organisations and government to develop a regional agricultural strategy.

Circular economy opportunities, including those that integrate with or leverage agriculture, are also a potential avenue for future growth in investment and manufacturing, and would support regional resilience.

## AGRI-MANUFACTURING

Investment is currently occurring in the agri-manufacturing sector. The Swickers Bacon Factory's expansion and upgrades showed high confidence in the region's pork production capability. Further growth of the Swickers factory to increase capacity for ham production and state of the art slaughter facility has led to increased employment and outputs.

Swickers is the largest employer in the South Burnett region. Swickers investment in the region is joined by ongoing activity by other food manufacturing companies, including ongoing expansion of Crumptions, an ownership change for Peanut Company of Australia (PCA) to Bega. The \$24M relocation and expansion of Plenty Foods (formally Proteco Oils) is underway, with the \$7.5M construction of stage 1 to be completed in 2021.

Manufacturing is a strong sector in the South Burnett, and a major contributor to its GRP. Council recognises continued growth in manufacturing will be key to the ongoing success of the region.

## EMERGING INDUSTRIES

The South Burnett's geographic position and inherent characteristics will enable the region to intentionally capitalise on numerous emerging industries.

Advancements in renewable energies such as hydrogen, solar or wind, and technology such as batteries, could see our region potentially leverage existing infrastructure of State significance, including Tarong Power Stations and Cooper's Gap wind farm, that already supplies much of Queensland with its energy needs.

As an agricultural powerhouse, and home to Cherbourg Aboriginal Council's material recycling facility (MRF), opportunities exist to create a circular economy, and further explore resource recovery or partner with the agricultural sector.

The South Burnett aspires to become a region of choice for ag-tech related studies and pilot programs. "Queensland's Finest" speaks to the region's high-quality produce, and highlights the potential of the innovative, technological and environmentally sustainable practices, including regenerative agriculture, currently embraced and promoted





**REGIONAL OPPORTUNITIES****COST EFFECTIVE CAPITALISATION OF INDUSTRIAL AND COMMERCIAL LAND**

Industrial land constraints for large manufacturing and special industry in Queensland's south east corner is a genuine opportunity to drive potential for further industrial development.

Industrial land is available within the region and costs are highest in Kingaroy, but still well below the rate of larger urban centres or coastal regions. High yield commercial properties are also available in the region, especially in the regional centre of Kingaroy. Comparative prices remain low, generating opportunity for investment and capitalisation of assets.

South Burnett Regional Council is keen to support development, and to provide investors with streamlined investment support.

High quality liveability and a smart country lifestyle are characterised by a strong network of smaller communities that link to a well serviced regional centre at Kingaroy. Council's ongoing investment in the revitalisation of its town and village CBDs, and commitment to providing reliable trunk infrastructure, including improved connectivity, offers opportunity for the increased functionality of primary commercial areas.

The key tools for ensuring industrial and commercial land availability are the South Burnett Regional Council's Planning Scheme and the Wide Bay Burnett Regional Plan. Council is committed to ensuring these documents support well considered growth and sustainability across the region now and into the future.

**LEVERAGING MAJOR INVESTMENT**

Construction has seen a 16 per cent increase<sup>10</sup> in FTE employment over the past few years. Major regional construction projects include:

- Redevelopment of the Swickers Bacon Factory (2017-19)
- Construction of Coopers Gap Wind Farm (2019-20)
- Ongoing scheduled overhauls at Tarong Power Stations

A forward pipeline of major projects and investment activity, including the Kingaroy Hospital, Kingaroy Transformation Project and expansion of Parkside Timber's Wondai dry mill and Plenty Foods (formally Proteco Oils), will facilitate continued demand for construction activity.

The value of building approvals in the South Burnett has enjoyed unprecedented growth in value over the past three years.

Council recognises that investment doesn't occur in the region without strong business relationships and supply chain development. Council is committed to working in partnership with industry, investors and business representative groups. Council welcomes opportunities to engage in conversations and leverage project outcomes that involve broader regional collaboration with other local government areas.



<sup>10</sup> .idcommunity South Burnett Employment by industry (FTE) Full-time equivalent employment by industry sector 2019/20 NIEIR data

# THE STRATEGY

BUILDING UPON OUR STRENGTHS WHILE ENCOURAGING FURTHER DIVERSITY OF OUR ECONOMIC BASE PROVIDES A PLATFORM FOR FUTURE REGIONAL DEVELOPMENT.



THE FOLLOWING REGIONAL ENABLERS PROVIDE THE HIGH-LEVEL DIRECTION FOR THE STRATEGY:



Appropriate supporting infrastructure



Streamlined Investment Support



Targeted sector investment

## THE STRATEGY

**REGIONAL ENABLER ONE**

THE SOUTH BURNETT REGION HAS APPROPRIATE INFRASTRUCTURE TO SUPPORT INDUSTRY, INVESTMENT AND LIVEABILITY.

**STRATEGIES:**

- 1 Water is reliably delivered to support investment in agriculture and industry, and enable urban growth in our communities.
- 2 Transport infrastructure and strategic freight networks to allow for the efficient movement of goods.
- 3 Digital communication quality, capacity and coverage supports liveability, investment in industry, and ag tech.
- 4 Major investments in infrastructure are leveraged to deliver local content and jobs, supporting workforce attraction and retention.
- 5 Projects that support future investment and community needs are known and investment ready.

**REGIONAL ENABLER TWO**

COUNCIL DELIVERS STREAMLINED INVESTMENT SUPPORT, AND PROMOTES WELL PLANNED GROWTH.

**STRATEGIES:**

- 1 Clear investment information is available to prospective investors.
- 2 Council's planning scheme identifies precincts for growth and supports appropriate development.
- 3 Council's planning scheme identifies and caters to future workforce needs and enables improved housing outcomes in our region.
- 4 Council advocates and partners with stakeholders to position the South Burnett as a current and future energy hub.

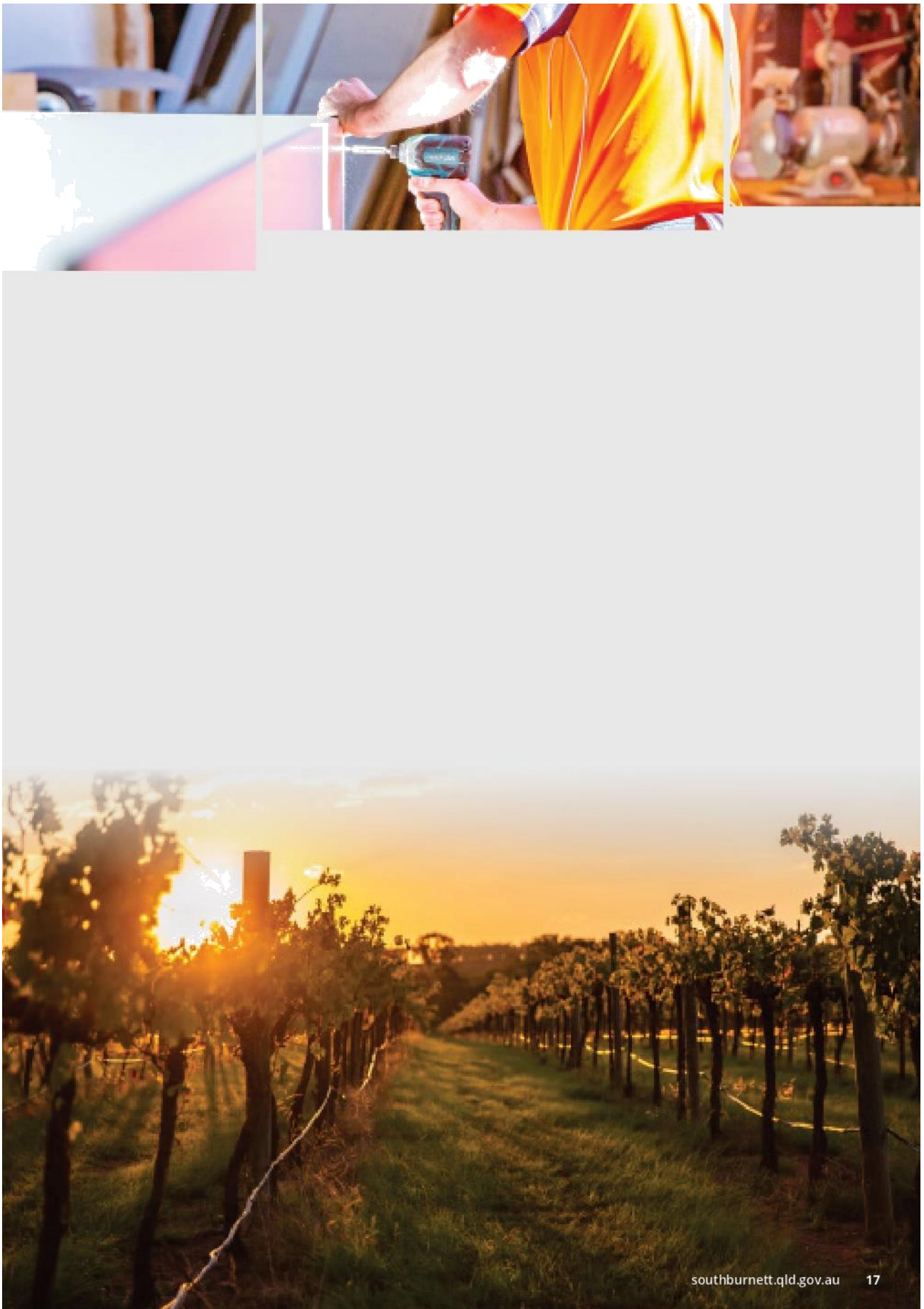
**REGIONAL ENABLER THREE**

COUNCIL ATTRACTS INVESTMENT, GROWING THE ECONOMY.

**STRATEGIES:**

- 1 Council attracts innovative agribusiness, professional services and high-quality tourism investment.
- 2 Council leverages assets to drive investment and support a business environment conducive to growth.
- 3 Council effectively advocates to State and Federal Governments to ensure funding flows to key projects.
- 4 Council builds and maintains strategic regional partnerships to support, grow and drive the regional economy.
- 5 Council identifies key stakeholders and investigates the creation of circular economy outcomes in the South Burnett.







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

[www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)

Phone 07 4189 9100

Email [info@sbrc.qld.gov.au](mailto:info@sbrc.qld.gov.au)

JULY 2021 - Final Version

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## 7.4 REGIONAL DEVELOPMENT ADVISORY COMMITTEE

**File Number:** 21-07-2021

**Author:** Coordinator Executive Services

**Authoriser:** General Manager Finance and Corporate

### PRECIS

To progress the establishment of a Council Advisory Committee for Regional Development. The role of a Council Advisory Committee is to provide input and advice to Council on a specific topic.

### SUMMARY

Internal discussions have been undertaken in regard to the establishment of an advisory committee to support Council's regional development initiatives and to assist in the development of the South Burnett Regional Development Strategy.

### OFFICER'S RECOMMENDATION

That South Burnett Regional Council appoint the following individuals who have expressed an Expression of Interest as members of the Regional Development Advisory Committee for a period of two (2) years as per the Regional Development Advisory Committee Terms of Reference:

1. Agricultural Industry - Peter Howlett
2. Independent Member - Kathryn Stevens
3. Hello World Travel - Felicity Dascombe
4. Plenty Foods Pty Ltd - Josh Gadischke
5. South Burnett CTC Inc - Matthew Kenny
6. Pakaderinga Feedlot - Lachlan Brown
7. Blackbutt District Community Organisation Inc - Robyn Grivell
8. Nanango Tourism Development Association (NaTDA) - Jane Erkens

### BACKGROUND

It was proposed that the South Burnett Regional Development Advisory Committee be developed to support Council in the area of regional economic activity and would incorporate the role and functions of the Tourism Advisory Committee and South Burnett Directions. Two (2) Councillors have been appointed to the Committee, with Chairperson, Council's Economic Portfolio Holder Cr Kirstie Schumacher and Deputy Chairperson, Deputy Mayor Cr Gavin Jones. Members of the committee are to be appointed by Council resolution for a period of two (2) years.

As part of an ongoing review of regional economic activity, South Burnett Regional Council considered the establishment of a Regional Development Advisory Committee at the Executive and Finance and Corporate Standing Committee on 17 February 2021 with the following recommendation:

#### **7.3 REGIONAL DEVELOPMENT ADVISORY COMMITTEE COMMITTEE RESOLUTION 2021/50**

*Moved: Cr Kirstie Schumacher*

*Seconded: Cr Roz Frohloff*

*That the committee recommends to Council:*

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

*Advisory Committee and South Burnett Directions and forward a letter of recognition.*  
*In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff*  
*Against: Nil*

**CARRIED 7/0**

At South Burnett Regional Council's Ordinary Council Meeting held 24 February 2021, Council passed the following resolution:

**15.2 REGIONAL DEVELOPMENT ADVISORY COMMITTEE**

**RESOLUTION 2021/278**

*Moved: Cr Kirstie Schumacher*

*Seconded: Cr Kathy Duff*

*1. That South Burnett Regional Council:*

*(a) In accordance with S. 264 of the Local Government Regulation 2012 establish the South Burnett Regional Council Regional Development Advisory Committee.*

*2. That South Burnett Regional Council:*

*(a) Conclude the service of the Tourism Advisory Committee and South Burnett Directions and rescind any associated policy or procedures; and*

*(b) Note the service and positive contribution to the region of the Members of the Tourism Advisory Committee and South Burnett Directions and forward a letter of recognition.*

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

*Against: Nil*

**CARRIED 7/0**

At South Burnett Regional Council's Ordinary Council Meeting held 24 March 2021, Council passed the following resolution:

**15.2 SOUTH BURNETT REGIONAL DEVELOPMENT ADVISORY COMMITTEE DRAFT TERMS OF REFERENCE**

**RESOLUTION 2021/312**

*Moved: Cr Kirstie Schumacher*

*Seconded: Cr Danita Potter*

*That*

*1. the South Burnett Regional Development Advisory Committee Draft Terms of Reference be adopted as presented.*

*2. Cr Jones be appointed to the South Burnett Regional Development Advisory Committee.*

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

*Against: Nil*

**CARRIED 6/0**

An invitation to submit an Expression of Interest to become a member of the South Burnett Regional Council Regional Development Advisory Committee was forwarded to 14 groups / individuals:

- Agricultural Industry - Peter Howlett
- Independent Member - Kathryn Stevens
- Hello World Travel - Felicity Dascombe
- Plenty Foods Pty Ltd - Josh Gadischke
- Parkside Group - Robert Kuhrt
- South Burnett CTC Inc - Matthew Kenny
- Pakaderinga Feedlot - Lachlan Brown
- Blackbutt District Community Organisation
- Kingaroy Chamber of Commerce
- Maidenwell Community Group
- Murgon Business Development Association
- Nanango Tourism Development Association

- Proston Round Table
- Wondai Business Networking Group

Council has received Expressions of Interest (EOIs) to participate in the Regional Development Advisory Committee from the following eight (8) individuals:

- Agricultural Industry - Peter Howlett
- Independent Member - Kathryn Stevens
- Hello World Travel - Felicity Dascombe
- Plenty Foods Pty Ltd - Josh Gadischke
- South Burnett CTC Inc - Matthew Kenny
- Pakaderinga Feedlot - Lachlan Brown
- Blackbutt District Community Organisation Inc - Robyn Grivell
- Nanango Tourism Development Association (NaTDA) - Jane Erkens

## ATTACHMENTS

1. **Regional Development Advisory Committee Terms of Reference** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory 044

POLICY OWNER: Executive Services

ECM ID: 2787779

ADOPTED: 24 March 2021

## Regional Development Advisory Committee 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 Corporate Services Branch. A hard copy of this electronic document is considered uncontrolled.

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### 1. INTRODUCTION

Council recognises that local business owners, industry representatives and key community stakeholders are well placed to understand and share the challenges and opportunities for growth and prosperity faced by the South Burnett region.

Council has established a Regional Development Advisory Committee (the Committee) to act as a direct two-way conduit for information, advice and support between key leaders of our region and the Council.

Council values the Committee member's views, perspectives and observations, and aims to formally engage by way of an Advisory Committee.

This Committee will assist Council to advance the growth and development objectives of its corporate plan and deliver on its Regional Development Strategy.

### 2. OBJECTIVES

Council aims to grow our region's economy and prosperity through encouraging investment and innovation that promotes population growth and community wellbeing.

The Regional Development Advisory Committee aims to bring together key leaders who will work with Council officers and elected representatives to:

- Create a pipeline of project concepts for Council's consideration for future project development, feasibility studies, grant submissions or potential forward planning and investment.
- Connect stakeholders and partner in discussions that share information, encourage collaboration and create tangible solutions for our region.
- Provide guidance and support to Council in relation to growth and development challenges, barriers and opportunities.

- Inform Council with constructive feedback, learnings and insights relevant to strategic regional planning priorities, Council programs or future focussed investment in infrastructure.
- Support the identification of key priorities that will help to inform Council's approach to advocacy with both State and Federal Governments.
- Explore ideas and concepts for the development of an expanded and diversified agricultural economy.
- Consider and investigate options to improve our tourism infrastructure, support the evolution of tourism and participate in industry led development of the region's tourism sector.
- Support our community and key stakeholders to build a plan for our region's eventual coal transition.
- Work with key stakeholders to promote workforce attraction and retention in the South Burnett.

### **3. DUTIES AND RESPONSIBILITIES**

The Committee will help provide critical intelligence back to Council on potential impacts and opportunities with regards to the region's businesses, industries and communities. Council recognises this local information will help to inform policy and evidence based decision making.

The primary duties and responsibilities of the Committee members are to:

- Be respectful in sharing ideas, learning and insights with Council for consideration in relevant strategy, policy, programs or projects.
- Provide feedback in terms of overcoming the challenges and barriers to development in the South Burnett.
- Maintain confidentiality with any information that may be sensitive or related to a specific issue.
- Provide advice and recommendations to Council relevant to Regional Development, including projects, barriers or issues related to the South Burnett.
- Undertake research into the feasibility of project ideas and concepts relevant to the South Burnett.
- Consult stakeholders on the development of the region, as appropriate.

Please note the role of the Committee does not extend to the day to day operational matters of Council, and any matters not relating to Regional Development will not be tabled at the Committee's meetings.

### **4. MEMBERSHIP**

The Regional Development Advisory Committee members will play an active role in informing Council, with a clear focus on growing a strong and confident regional economy that harnesses its competitive advantages, seizes opportunities and attracts suitable investment.

Council will appoint up to seven (7) committee members along with two (2) Councillors.

Committee members may be invited by Council to join the committee based on their diverse skill set, specific knowledge or understanding of the region, an industry or sector.

Committee members must have a genuine interest in positively supporting and partnering in the outcomes of Council, and furthermore supporting the regional growth and development of the region.

The Regional Development portfolio holder will perform the role of Committee Chairperson.

The other councillor shall be appointed to the Committee as Deputy Chair.

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

Council will appoint the members on the committee based on appropriate cross industry representation.

Council's Chief Executive Officer and General Manager Community is appointed to the committee as ex-officio members. Council's planning and technical officers may be invited to provide advice



and feedback to the committee as appropriate and at the discretion of the CEO.

Representatives will be appointed for a two (2) year term, commencing on 1 July each year and if appointed at any time after 1 July, the first year of their term will end on 30 June.

Representatives may be nominated at the end of the two year term to extend their appointment, however no representative may serve more than two (2) consecutive two (2) year terms or a total of four (4) years.

## **5. MEETINGS**

- The chairperson may determine the dates, times and places for the Committee's meetings.
- The Committee meetings will be held quarterly on rotation with the meeting minutes and recommendations reported to Council at the Finance and Executive Committee Meeting.
- Based on current priorities, grant funding opportunities or alike, the Regional Development Advisory Committee may meet more regularly depending on current priorities and demand, however will meet at a minimum of four times a year.
- The agenda will be prepared and circulated among members and attendees at least five (5) days prior to the meeting.
- The Committee may collectively decide to invite other Council officers, elected representatives, guest speakers or relevant bodies or attendees to participate in Committee meetings and provide further information as necessary.
- Committee members may request a meeting be scheduled within a minimum of 10 business days' notice.
- A quorum shall consist of at least half of the members of the Committee plus one.
- Council shall provide secretarial functions and prepare a written report about the recommendations the Committee may make representation to Council about.
- The Chief Executive Officer shall present the report to Council at the next available Council meeting.
- Council may nominate agenda items for the Committee meeting's agenda, and may specifically request feedback or stakeholder input from the committee with regards to a specific topic or matter.
- Council may submit agenda items or discussion topics to the Committee meeting for consideration and response by the committee members.

## **6. ETHICAL CONDUCT**

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

Members must ensure confidentiality, exercise prudence, care and due diligence in the handling of Council and personal information acquired in the course of their duties.

Members must immediately declare to the Chairperson any interest that may represent a real, potential or apparent conflict of interest related to their Committee membership.

In case of a conflict of interest involving the Chairperson, declaration to the Chief Executive Officer is required.

The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.

## **7. COMMITTEE EVALUATIONS**

The Committee will conduct an annual self-assessment to evaluate its performance and ensure the efficient and effective achievement of its objectives.

The assessment will confirm that all duties and responsibilities indicated in these terms of reference

have been performed and will involve a review of the terms of reference.

The Chairperson will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

#### 8. LEGISLATIVE REFERENCE

*Local Government Act 2009*

*Local Government Regulation 2012*

*Crime and Corruption Act 2001*

#### 9. RELATED POLICIES/PROCEDURES

South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory 017

South Burnett Regional Council Employee Conflict of Interest Policy – Statutory 033

South Burnett Regional Council Councillor Code of Conduct Policy – Statutory 001

South Burnett Regional Council Employee Code of Conduct Policy – Statutory 011

South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory 021

#### 10. NEXT REVIEW

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

#### 11. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	Development and Adoption	24 March 2021	2787779

  
Mark Pitt PSM  
CHIEF EXECUTIVE OFFICER

Date: 24 March 2021

**7.5 REVIEW OF SOUTHERN QUEENSLAND COUNTRY TOURISM (SQCT) MEMBERSHIP****File Number: 21-07-2021****Author: Coordinator Executive Services****Authoriser: General Manager Finance and Corporate****PRECIS**

Southern Queensland Country Tourism invites South Burnett Regional Council to become an Associate Member for the 2021-22 Financial Year.

**SUMMARY**

SQCT has reported that:

*The financial year 2020/21 has been another busy year for Southern Queensland Country Tourism (SQCT) and our partners. We were able to report to the South Burnett Regional Council on the 24<sup>th</sup> February on the successful results for SQCT, including results that highlighted strong continued growth of visitation from key markets. These outcomes support the organisation's current strategic plan and targeted investment in marketing, industry capacity building, product development and domestic tourism development.*

*As per previous discussions, we welcome the South Burnett Regional Council as Associate Members.*

*SQCT is committed to achieving the below 2021/22 deliverables:*

- *Access to a dashboard that contains live data for the South Burnett region.*
- *A marketing program that will drive visitation to the South Burnett region implemented into key markets as identified by the data mapping tool. The data mapping tool identifies key market segments and lookalike audiences that have not yet travelled to region. A marketing plan that generates business for operators and events in the South Burnett region in line with the overall Southern Queensland Country Tourism (SQCT) strategy.*
- *Event marketing support (socials, EDM, website) to drive ticket sales and on the ground real time social media engagement. Opportunity for South Burnett businesses to leverage from marketing campaigns produced by SQCT.*
- *A risk management strategy that mitigates and reduces risk to tourism in the Western Downs region.*
- *SQCT to continue to build its audiences:*
  - *Facebook 150,000-----(June 2020, 55,000) - Current 89,316*
  - *Instagram 23,000----- (June 2020, 14,500) - Current 18,400*
  - *Twitter 4,000----- (June 2020, 1,445) - Current 1,459*
  - *Email database access*
- *Tradeshaw attendance, when possible, that targets consumers and potential visitors in line with the SQCT Destination Tourism Plan and Strategic Plan.*
- *SQCT website reporting of traffic to [www.discoveringsouthburnett.com.au](http://www.discoveringsouthburnett.com.au)*
- *Advocacy and tourism support; campaigning for more media and trade famils (minimum 2 per annum) for the SQC region.*
- *Marketing will be experienced based and support the Best of Queensland Experiences (BOQE) program through Tourism and Events Queensland (TEQ) and Department of Tourism, Innovation and Sport (DTIS). Identify and support those experiences currently in the program and work with the South Burnett Regional Council to identify additional businesses to be mentored.*
- *Tourism operator upskilling / mentoring program (unique selling points, how to be trade ready, marketing, and advertising).*

*The 2021/22 annual contribution fee for South Burnett Regional Council is \$40,000 ex GST.*

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**OFFICER'S RECOMMENDATION**

That the Southern Queensland Country Tourism Membership report be received for information and noted for review during Council's first quarter budget deliberations.

**ATTACHMENTS**

Nil

**8 QUESTIONS ON NOTICE****8.1 FUEL TAX CREDIT AUDIT****File Number:** 21 July 2021**Author:** Manager Finance**Authoriser:** Chief Executive Officer

The following question on notice was received from Mayor Otto.

**Question**

What financial years did the fuel tax credit audit cover?

**Response**

*The Fuel Tax Credit Audit covered transactions dated from 13 November 2013 to 5 July 2018. A refund was received in the 2018/2019 financial year.*

**RECOMMENDATION**

That the response to the question regarding Fuel Tax Credit Audit by Mayor Otto be received and noted.

**ATTACHMENTS**

**Nil**



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**9 CONFIDENTIAL SECTION**

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**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*:

**9.1 Financial Hardship Rates Application - Property Number - 223190**

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

**9.2 Sale of Land for Overdue Rates and Charges**

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

**9.3 Offer to Purchase Part of 1 Pound Street, Kingaroy and Offer to Lease Tenancy at 1/5 Banksia Drive Kingaroy**

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.

**10 CLOSURE OF MEETING**