

### **AGENDA**

# Ordinary Council Meeting Wednesday, 28 July 2021

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

Date: Wednesday, 28 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.

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- 1 OPENING
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- 5 DECLARATION OF INTEREST
- 6 DEPUTATIONS/PETITIONS

Nil

#### 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

#### 7.1 MINUTES OF THE COUNCIL MEETING HELD ON 30 JUNE 2021

File Number: 28/07/2021

Author: Executive Assistant
Authoriser: Chief Executive Officer

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

That the Minutes of the Council Meeting held on 30 June 2021 be received and the recommendations therein be adopted.

#### **ATTACHMENTS**

1. Minutes of the Council Meeting held on 30 June 2021

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### **MINUTES**

Ordinary Council Meeting Wednesday, 30 June 2021

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# MINUTES OF SOUTH BURNETT REGIONAL COUNCIL ORDINARY COUNCIL MEETING HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY ON WEDNESDAY, 30 JUNE 2021 AT 9.00AM

#### PRESENT: Councillors:

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

#### **Council Officers:**

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

#### 1 OPENING

The Mayor declared the meeting open and welcomed all attendees

#### 2 LEAVE OF ABSENCE / APOLOGIES

Nil

#### 3 PRAYERS

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

#### 4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

#### 5 DECLARATION OF INTEREST

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest in relation to **Item 14.1 - Upgrades to Bathroom at South Burnett Aquatic Centre - Nanango** – The nature of my interest is as follows:

This declarable conflict of interest arises because my sister in-law and business partner works as a swimming instructor for Summer Country Aquatics at the South Burnett Aquatic Centre.

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

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the *Local Government Act 2009*) in **Item 13.2 - Electric Vehicle Charging Station**.

This declarable conflict of interest arises as my family business holds a contract of supply for services.

This matter was resolved at the Infrastructure Standing Committee on 2 June 2021 – Resolution Number 2021/88.

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest in relation to Item 16.1 - Notice to Rescind a Council Resolution - South Burnett Regional Council Lease Amendment with South Burnett Community Hospital Foundation Limited. The nature of my interest is as follows:

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

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

I, Mayor Brett Otto inform this meeting that I have a declarable conflict of interest in relation to **Item** 13.2 - **Electric Vehicle Charging Station**. The nature of my interest is as follows:

This declarable conflict of interest arises because I am the director of a company, BOA Qld Pty Ltd, which operates the business of Otto Accountants at premises which utilize the Alford Street Carpark.

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

#### 6 DEPUTATIONS/PETITIONS

Nil

#### 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

#### 7.1 MINUTES OF THE COUNCIL MEETING HELD ON 26 MAY 2021

#### **RESOLUTION 2021/402**

Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter

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

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 8 BUSINESS OUTSTANDING

#### 8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

#### **RESOLUTION 2021/403**

Moved: Cr Danita Potter Seconded: Cr Kathy Duff

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

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

Schumacher and Scott Henschen

Against: Nil

#### 8.1.1 WONDAI ROUNDABOUT

#### **RESOLVED 2021/404**

Update on the Wondai Roundabout regarding design works and consultation to be presented to the July Infrastructure Standing Committee Meeting.

#### 8.1.2 LOCAL LAW REVIEW

#### **RESOLVED 2021/405**

Report back to first guarter budget review with a cost estimate for the Local Law Review.

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

#### 9.1 ACTING CHIEF EXECUTIVE OFFICER

#### **RESOLUTION 2021/406**

Moved: Cr Scott Henschen Seconded: Cr Kirstie Schumacher

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

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

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

#### RESOLUTION 2021/407

Moved: Cr Roz Frohloff Seconded: Cr Gavin Jones

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

Committee	Date	Time	Location
Infrastructure Standing Committee	Wednesday 7 July 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Special Budget Meeting	Wednesday 14 July 2021	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Community Standing Committee	Wednesday 14 July 2021	At the conclusion of the	Warren Truss Chamber Glendon Street Kingaroy

		Budget Meeting	
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 2021	8	December	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Executive and Finance & Corporate Standing Committee	Wednesday 2021	8	December	1.30pm	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 2021	15	December	9.00am	Warren Truss Chamber Glendon Street Kingaroy

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 9.3 LGAQ 125TH ANNUAL CONFERENCE: MOTION REQUEST

#### **RESOLUTION 2021/408**

Moved: Cr Gavin Jones

Seconded: Cr Kirstie Schumacher

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

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

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

Against: Nil

#### 9.4 COUNCIL NOMINATE THE 2022 SPECIAL HOLIDAY

#### **RESOLUTION 2021/409**

Moved: Cr Kathy Duff Seconded: Cr Roz Frohloff

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

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

Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

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

#### **RESOLUTION 2021/410**

Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter

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

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

### 9.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL LEARNING AND DEVELOPMENT POLICY - STRATEGIC013

#### **RESOLUTION 2021/411**

Moved: Cr Kathy Duff Seconded: Cr Scott Henschen

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

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

Schumacher and Scott Henschen

Against: Nil

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

#### **RESOLUTION 2021/412**

Moved: Cr Roz Frohloff Seconded: Cr Danita Potter

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

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

### 9.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DEBT POLICY 2021/2022 - STATUTORY010

#### **RESOLUTION 2021/413**

Moved: Cr Danita Potter Seconded: Cr Gavin Jones

That the South Burnett Regional Council Debt Policy 2021/2022 - Statutory010 be adopted as

presented.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

### 9.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL LEAVE WITHOUT PAY POLICY - STATUTORY034

#### **RESOLUTION 2021/414**

Moved: Cr Roz Frohloff Seconded: Cr Gavin Jones

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

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

Schumacher and Scott Henschen

Against: Nil

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

#### **RESOLUTION 2021/415**

Moved: Cr Roz Frohloff Seconded: Cr Danita Potter

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

presented.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

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

#### **RESOLUTION 2021/416**

Moved: Cr Kathy Duff Seconded: Cr Scott Henschen

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, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

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

#### RESOLUTION 2021/417

Moved: Cr Kathy Duff Seconded: Cr Danita Potter

That:

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

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

Schumacher and Scott Henschen

Against: Nil

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

#### **RESOLUTION 2021/418**

Moved: Cr Danita Potter Seconded: Cr Gavin Jones

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, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 9.14 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 259250

#### **RESOLUTION 2021/419**

Moved: Cr Scott Henschen Seconded: Cr Roz Frohloff

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 of 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.

<u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie

Schumacher and Scott Henschen

Against: Nil

#### 9.15 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 258970

#### **RESOLUTION 2021/420**

Moved: Cr Scott Henschen Seconded: Cr Danita Potter

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

That Council approve the special payment arrangement as detailed below.

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

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

Against: Nil

**CARRIED 7/0** 

#### 9.16 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 258890

#### **RESOLUTION 2021/421**

Moved: Cr Roz Frohloff Seconded: Cr Gavin Jones

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, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 9.17 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 128850

#### RESOLUTION 2021/422

Moved: Cr Scott Henschen Seconded: Cr Gavin Jones

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

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

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 9.18 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 165670

#### **RESOLUTION 2021/423**

Moved: Cr Gavin Jones Seconded: Cr Scott Henschen

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;
- 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, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 9.19 REQUEST FOR EXTENDED PAYMENT TERMS - PROPERTY NUMBER 149990

#### RESOLUTION 2021/424

Moved: Cr Scott Henschen Seconded: Cr Roz Frohloff

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.

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

Against: Nil

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

#### **RESOLUTION 2021/425**

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

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, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

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

#### **RESOLUTION 2021/426**

Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter

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, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie

Schumacher and Scott Henschen

Against: Nil

### 9.22 DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER UNDER THE ENVIRONMENTAL PROTECTION REGULATION 2019

#### RESOLUTION 2021/427

Moved: Cr Roz Frohloff Seconded: Cr Danita Potter

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

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

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 9.22.1 QUESTION ON NOTICE - GREAT BARRIER REEF CATCHMENT

Question on notice from Cr Schumacher:

What is Council's role in relation to the Great Barrier Reef Catchment and regulations. Report to be brought back.

#### 9.23 MONTHLY FINANCIAL REPORT AND FOURTH QUARTER BUDGET REVISION

#### **RESOLUTION 2021/428**

Moved: Cr Roz Frohloff Seconded: Cr Danita Potter

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

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

Schumacher and Scott Henschen

Against: Nil

#### 10 PORTFOLIO – ROADS & DRAINAGE

#### 10.1 GUIDELINES FOR CLEANING OF FOOTPATHS WITHIN CBD AREAS

#### **RESOLUTION 2021/429**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher
That South Burnett Regional Council:

1. Adopt the footpath cleaning guidelines; and

2. Write to all CBD businesses to promote the guidelines.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 10.2 BLACKBUTT CBD STREETSCAPE

#### **RESOLUTION 2021/430**

Moved: Cr Gavin Jones

Seconded: Cr Kirstie Schumacher

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

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 10.3 WONDAI INDUSTRIAL ESTATE

#### **RESOLUTION 2021/431**

Moved: Cr Kathy Duff Seconded: Cr Scott Henschen

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

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

Schumacher and Scott Henschen

Against: Nil

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

#### **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

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

#### 11.1 IN-KIND SUPPORT - BACONFEST 2021

#### **RESOLUTION 2021/433**

Moved: Cr Danita Potter Seconded: Cr Kirstie Schumacher

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

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

Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

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

### 12.1 SYSTEMATIC INSPECTION PROGRAM ANIMAL MANAGEMENT (CATS AND DOGS) ACT 2008

#### **RESOLUTION 2021/434**

Moved: Cr Scott Henschen Seconded: Cr Danita Potter

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

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

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

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

Schumacher and Scott Henschen

Against: Nil

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

#### **RESOLUTION 2021/435**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

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/	Revision	Date
		Drawing no.		
Landscape concept plan	Project Urban	/	В	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)	В	20 January 2021

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

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

#### **APPROVED USE**

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

#### **HOURS OF OPERATION**

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

#### **COMPLIANCE WITH CONDITIONS**

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

#### **LANDSCAPING**

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

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

#### REFUSE STORAGE COLLECTION

- MCU2. Provision must be made for the storage and removal of refuse in accordance with the *Waste Reduction and Recycling Regulation 2011*.
- MCU3. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:
  - a) level;
  - b) provided with impervious hard stand and drained; and
  - c) if facing either the street frontage or adjoining properties, screened by a 1.8m high fence around the full perimeter.
- MCU4. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:
  - a) all tap outlets must be fitted with backflow prevention devices;
  - b) the floor areas are to be drained to sewer; and
  - c) areas are to be covered and drainage designed such that water not associated with the washing out process (e.g. rainfall) does not enter the sewer.

#### **FENCING**

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

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

#### **LIGHTING**

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

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

#### **ADVERTISING SIGN**

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

#### **NOISE ATTENUATION**

- MCU9. Noise management mitigation measures recommended in the Noise Impact Assessment Report prepared by ATP Consulting Engineers Report Dated March 2021must be implemented by the operator of the proposal.
- MCU10. Any tyre inflation device installed on site must have the beeper on silent between the hours of 6:00pm to 7:00am or a visual alarm (eg. flashing light) instead of an audible beeper.

#### **AMALGAMATION**

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

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

#### **ENVIRONMENTAL HEALTH**

- MCU12. All mechanical plant and equipment must be appropriately located and/or acoustically screened to ensure compliance with noise criteria at the nearest noise sensitive places, as specified in the Noise Impact Assessment March 2021.
- MCU13. When requested by Council, nuisance monitoring must be undertaken and recorded over a period of three (3) months, to investigate any genuine compliance of nuisance caused by noise, light or odour. An analysis of the monitoring data and a report, including nuisance mitigation measures, must be provided to Council within fourteen (14) days of the completion of the investigation.

#### **AIR QUALITY**

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

#### **UNDERGROUND TANKS**

- EH1. Prior to the commencement of the use, underground tanks shall be checked to ensure compliance in accordance with the following:
  - (i) Tanks are to have an overfill protection valve installed in the drop tube of the tank. The overfill prevention valve shall be calibrated to prevent the tank from being filled in excess of 95% of its capacity.
  - (ii) Tanks are to be fitted with an automatic flow limiting device which reduces the flow rate into the tank by 98% when the normal fill level of the tank has been attained.

- (iii) Tanks are to be made of fibre-reinforced thermosetting resin (fibreglass) that is compatible with the product.
- (iv) Tanks are to be double-walled with an interstitial space.

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

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

#### **PIPEWORK**

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

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

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

#### LEAK DETECTION FOR UNDERGROUND TANKS

EH3. Prior to the commencement of the use:

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

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

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

#### LEAK DETECTION FOR PIPEWORK

EH4. Prior to the commencement of the use:

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

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

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

#### **FUEL DISPENSING AREAS**

- EH5. Prior to the commencement of the use, Fuel dispensing areas shall be constructed and installed in accordance with the following:
  - (i) All ground surfaces within the fuel dispensing area are to be constructed of impermeable materials such as waterproofed, reinforced concrete that is free of gaps and/or cracks. Impermeable, hydrocarbon resistant jointing material is to be used between treated concrete slabs.
  - (ii) The fuel dispensing area is to be clearly demarcated from the uncovered forecourt area, access roads, general parking bays and all other areas to clearly delineate the higher contamination risk area from lower risk areas.
  - (iii) A canopy shall be installed over fuel dispensing areas. The canopy shall at least cover the demarcated fuel dispensing area. An appropriately sized Spel Puraceptor shall be installed to accommodate any rainfall up to an ARI 10 storm event, of 5 minute to 2 hour duration, that may blow into the demarcated fuel dispensing area.
  - (iv) A liquid-tight dispenser sump is to be installed under each dispensing unit. It is to be designed to house all pipework joints and fittings and to collect and contain any leak.
  - (v) Signage indicating 'flows to stormwater treatment system' is to be provided at all drainage inlets within the fuel dispensing area.
  - (vi) The fuel dispensing area is to be graded and drained to an independently certified stormwater treatment system. The system shall be installed in accordance with the approved site-based stormwater quality management plan.

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

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

#### **UNCOVERED FORECOURT AREA**

- EH6. Prior to the commencement of the use, uncovered forecourt areas must be constructed and installed in accordance with the following:
  - (i) All ground surfaces of the uncovered forecourt area are to be constructed to provide a sealed surface, free of gaps or cracks.
  - (ii) Signage indicating 'flows to stormwater treatment system' is to be provided at all drainage inlets in the uncovered forecourt area.
  - (iii) The uncovered forecourt area is to be graded and drained to an independently certified stormwater treatment system listed on Council's Register for Certified Hydrocarbon Separators. The system shall be installed in accordance with the approved site-based stormwater quality management plan.

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

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

#### **ROAD TANKER DELIVERY**

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

#### **STAGE 1 VAPOUR RECOVERY**

- EH8. Prior to the commencement of the use, construct and install stage 1 vapour recovery for underground systems storing motor spirit/petrol that has:
  - (i) vapour return lines that return all vapour displaced from the storage tank to the delivery tanker.
  - (ii) a design that prevents the mixing of product in piping common to more than one tank
  - (iii) vapour-tight couplings on the vapour line that close automatically when disconnected.
  - (iv) incompatible liquid and vapour couplings.
  - (vi) the vapour recovery point located within 2 metres of the respective fill point.

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

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

#### **ENGINEERING WORKS**

- ENG1. Submit to Council, an Operational Work application for all civil works including earthworks, stormwater, roadworks, and access crossover.
- ENG2. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.
- ENG3. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.
- ENG4. Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.
- ENG5. Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plans and specifications and to Council's requirements, prior to commencement of the use.

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

- ENG6. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.
- ENG7. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development

#### CONSTRUCTION AND NUISANCE MANAGEMENT PLAN

- ENG8. Submit to Council for endorsement, a Construction and Nuisance Management Plan for approved development works for the site. The Plan is to cover where applicable, the following:
  - a) air quality management;
  - b) noise and vibration management;
  - c) storm water quality management;

- d) erosion and sediment management;
- e) vegetation management;
- f) waste management;
- g) complaint management;
- h) community awareness;
- i) preparation of site work plans;
- j) workers' car parking arrangements; and
- k) traffic control during works.

**Timing:** Prior to commencement of works

- ENG9. Implement the approved Construction Management Plan at all times during construction of the development.
- ENG10. Ensure a legible copy of the approved Construction Management Plan is available onsite at all times during construction and earthworks.

#### STORMWATER MANAGEMENT

- ENG11. Provide stormwater management generally in accordance with the approved Conceptual Site Based Stormwater Management Plan prepared by Contour, Revision A, dated 24/11/2020, subject to detailed design and except as altered by conditions of this development approval.
- ENG12. Design and construct stormwater drainage to ensure that the development will achieve "no nuisance" as described in the Queensland Urban Drainage Manual (QUDM) to all downstream properties including road reserves, drainage features, waterways, and the like for design storms up to ARI100.
- ENG13. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG14. Design and construct stormwater drainage that provides:
  - a) for stormwater infrastructure to be included in easements where the infrastructure is located in downstream properties; and
  - b) upgrades of the downstream stormwater infrastructure required to convey design flows unless it has been demonstrated to Council that existing infrastructure has the capacity to cater for the post development conditions.
- ENG15. Design and construct stormwater drainage incorporating measures to prevent any solid matter and floatable oils being carried into existing stormwater system.
- ENG16. Stormwater from sealed areas at risk of contamination is required to be piped to the Spel Puraceptor (or equivalent) prior to discharge from the site.
- ENG17. Design and construct all internal stormwater drainage works to comply with the relevant Section/s of AS/NZS 3500.3.2.
- ENG18. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

#### LAWFUL POINT OF DISCHARGE

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

#### **WATER SUPPLY**

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

#### **SEWERAGE**

- ENG21. Connect the development to Council's reticulated sewerage system via a single connection. The connection must be designed in accordance with Council's standards and be approved by Council's Utility Services Section.
- ENG22. Actual connection to Council's live sewerage infrastructure must be undertaken by or under the supervision of Council.
- ENG23. Do not build works within 1.5 metres from the centre of any existing sewer pipework or within the Zone of Influence, whichever is the greater (measured horizontally).
- ENG24. Maintain a minimum of a 3 metre wide corridor to be maintained for maintenance/upgrade purposes. Saw cuts shall be placed 1.5m either side of any Council sewer to facilitate future replacement and/or maintenance.
- ENG25. Ensure that a clear level area of a minimum of a 2.5 metre radius surrounding any existing sewer manholes on the site is provided for future maintenance/upgrade purposes.
- ENG26. The above minimum clearances to Council's sewer infrastructure do not preclude the need for works to proposed structures to prevent loading to the sewer system.

#### TRADE WASTE DISPOSAL (WASH DOWN BAY/COMMERCIAL KITCHEN)

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

#### **PARKING AND ACCESS - GENERAL**

- ENG28. Design all access driveways, circulation driveways, parking aisles and car parking spaces in accordance with Australian Standard 2890.1 Parking Facilities Off Street Car Parking.
- ENG29. Design and construct all sealed areas with concrete, asphalt or a two-coat bitumen seal.
- ENG30. Provide a minimum of eight (8) car parking spaces including a minimum of one (1) person with disability (PWD) car parking spaces.
- ENG31. Design & construct all PWD car parking spaces in accordance with AS2890.6.
- ENG32. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.
- ENG33. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.
- ENG34. Provide longitudinal gradient and crossfall for all driveways to comply with the requirements of AS2890.1.

#### **PARKING AND ACCESS - SERVICING**

- ENG35. Design along the route to and from all loading bay facilities and the external road network, all access driveways, circulation driveways, parking aisles and the like with a layout that accommodates the turning movements of a Heavy Rigid Vehicle, and ensure that all vehicles are able to enter and exit the site in a forward direction.
- ENG36. Ensure all loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.
- ENG37. Install 2 (two) R2-4 Regulatory Signs (no Entry) at the exit location, erected 1 (one) metre offset from the driveway and facing the opposite direction to the one-way flow, in accordance with Manual for Uniform Traffic Control Devices (MUTCD).

#### **VEHICLE ACCESS**

- ENG38. Construct a commercial standard crossover between the property boundary and the edge of the Scott Street road pavement, having a minimum width to accommodate the manoeuvring of a B-Double, generally in accordance with Council's Standard Drawing IPWEAQ Std Dwg RS-051, Rev F. Ensure that crossover splay is designed to accommodate turning movements of a B-Double.
- ENG39. The profile of the accesses shall maintain the levels, grade, and crossfall of the existing footpath.
- ENG40. Construct any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure, including any stormwater gully pit, manhole, service infrastructure (eg power pole, telecommunications pit), road infrastructure (eg street sign, street tree, etc).
- ENG41. No access is permitted to/from Ivory Street, or Edward Street at all times.

#### REDUNDANT CROSSOVERS

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

#### **ROADWORKS AND PEDESTRIAN SAFETY**

- ENG43. Install signage for all works on or near roadways in accordance with the Manual for Uniform Traffic Control Devices Part 3, Works on Roads.
- ENG44. Submit to Council, an application for any footpath, road or lane closures, and ensure all conditions of that approval are complied with during construction of the works.
- ENG45. Maintain safe pedestrian access along Council's footpaths at all times.

#### **ELECTRICITY AND TELECOMMUNICATION**

ENG46. Connect the development to electricity and telecommunication services.

#### **EARTHWORKS - GENERAL**

- ENG47. Earthworks involving cut or fill more than 1m, or more then nett quantity of material greater than 50m³, requires an Operational Work application.
- ENG48. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

#### **EARTHWORKS - RETAINING STRUCTURES AND BATTERS**

- ENG49. Ensure retaining walls and earthworks batters designs do not adversely affect adjoining properties or services within the vicinity.
- ENG50. Ensure batters do not exceed a maximum slope of 25% (1 in 4).
- ENG51. Contain any batters wholly within the proposed development site. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).
- ENG52. Design and construct all retaining walls and associated footings in accordance with AS4678 Earth Retaining Structures and without encroachment onto adjoining properties or public land.

#### **EROSION AND SEDIMENT CONTROL - GENERAL**

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

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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 proceeding. A search can be consulted before arranged https://www.datsip.gld.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.

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

Against: Nil

**CARRIED 7/0** 

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

#### 13.1 ON SELL OF REMAINING WATER ALLOCATION FROM BP DAM

#### **RESOLUTION 2021/436**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

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

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

5. On-selling unused allocation may impact Councils water security profile during severe drought periods.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### Attendance:

At 10:15 am, Mayor Otto, having earlier informed the meeting of a declarable conflict of interest in Item 13.2, and his decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

The Deputy Mayor assumed the Chair.

#### 13.2 ELECTRIC VEHICLE CHARGING STATION

#### **RESOLUTION 2021/437**

Moved: Cr Roz Frohloff Seconded: Cr Danita Potter

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

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

Scott Henschen

Against: Nil

**CARRIED 6/0** 

#### Attendance:

At 10:20 am, Councillor Schumacher, having earlier informed the meeting of a declarable conflict of interest in Item 14.1, and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

At 10:20 am, Cr Brett Otto returned to the meeting and resumed the Chair.

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

#### 14.1 UPGRADES TO BATHROOM AT SOUTH BURNETT AQUATIC CENTRE - NANANGO

#### RESOLUTION 2021/438

Moved: Cr Roz Frohloff Seconded: Cr Danita Potter

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

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

Henschen

Against: Nil

**CARRIED 6/0** 

#### **MOTION**

#### **RESOLUTION 2021/439**

Moved: Cr Brett Otto Seconded: Cr Gavin Jones

That Item 16.1 be brought forward and discussed.

**CARRIED 6/0** 

# 16.1 NOTICE TO RESCIND A COUNCIL RESOLUTION - SOUTH BURNETT REGIONAL COUNCIL LEASE AMENDMENT WITH SOUTH BURNETT COMMUNITY HOSPITAL FOUNDATION LIMITED

#### **RESOLUTION 2021/440**

Moved: Cr Danita Potter Seconded: Cr Gavin Jones

1. South Burnett Regional Council resolves to repeal the following resolution from the general meeting held on 26 May 2021, namely:

Resolution No. 2021/371:

Motion: Moved: Cr Scott Henschen Seconded: Cr Danita Potter

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

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

CARRIED: 6/0

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

Henschen

Against: Nil

**CARRIED 6/0** 

#### RESOLUTION 2021/441

Moved: Cr Danita Potter Seconded: Cr Roz Frohloff

2. South Burnett Regional Council resolves that the exception in Local Government Regulation 2012 section 236(1)(b)(ii) applies to Council for the disposal by way of grant of a lease of the valuable non-current asset which is the land comprising the whole of Lot 4 on SP146001, Lot 5 on SP146001 and Lot 2 on RP7925 to South Bank Medical Group Limited A.C.N. 614 558 235 (SBMG), a community organisation, other than by tender or auction, for a term of 12 months commencing on 19 July 2021, on a peppercorn rent, on terms to be agreed between Council and SBMG.

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

Henschen

Against: Nil

**CARRIED 6/0** 

#### **RESOLUTION 2021/442**

Moved: Cr Danita Potter Seconded: Cr Kathy Duff

 South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the lease between Council and SBMG, on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

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

Henschen

Against: Nil

**CARRIED 6/0** 

#### Attendance:

At 10:31 am, Cr Kirstie Schumacher returned to the meeting.

#### 14.2 LEASE - 62-64 LAMB STREET MURGON

#### **RESOLUTION 2021/443**

Moved: Cr Kathy Duff Seconded: Cr Danita Potter

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

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

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 14.3 MURGON ANZAC DAY COMMEMORATIVE COMMITTEE

#### RESOLUTION 2021/444

Moved: Cr Roz Frohloff Seconded: Cr Danita Potter

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

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 14.4 MANAGEMENT MODEL ANALYSIS FOR RINGSFIELD HOUSE

#### RESOLUTION 2021/445

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

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

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### **COMMITTEE RECOMMENDATION**

Moved: Cr Roz Frohloff

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council:

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

4. The Advisory Group to conclude its duties by 30 June 2023

#### **AMENDMENT**

#### **MOTION**

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

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

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

#### The Amendment became the Resolution.

#### **RESOLUTION 2021/446**

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

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

- 1. That Council adopt the Terms of Reference
- 2. That the Advisory Committee consist of the following structure:
  - Chairperson
  - Booking and Event co-ordinator
  - Gardening advisor
  - Marketing and Tourist advisor
  - Volunteer Manager
  - Museum Curator
  - Social Services/Community Development advisor
  - 2 x Councillor
- 3. The Advisory Committee are to:
  - Develop a strategic plan that incorporates a business plan, landscape plan and event plan and provide recommendations to Council

- Encourage community use and hire of the facility Provide quarterly updates to the Portfolio Councillor
- 4. The Advisory Committee is to be reviewed at 30 June 2022 and is to conclude its duties by 30 June 2023

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 15 PORTFOLIO - REGIONAL DEVELOPMENT

Nil

#### 16 NOTICES OF MOTION

16.1 NOTICE TO RESCIND A COUNCIL RESOLUTION - SOUTH BURNETT REGIONAL COUNCIL LEASE AMENDMENT WITH SOUTH BURNETT COMMUNITY HOSPITAL FOUNDATION LIMITED

This matter was dealt with after Item 14.1

#### 17 INFORMATION SECTION

#### 17.1 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

#### **RESOLUTION 2021/447**

Moved: Cr Danita Potter Seconded: Cr Scott Henschen

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

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

Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

#### 17.2 DELEGATED AUTHORITY REPORTS

#### **RESOLUTION 2021/448**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Delegated Authority report be received.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 18 CONFIDENTIAL SECTION

#### **RESOLUTION 2021/449**

Moved: Cr Roz Frohloff 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*:

#### 18.1 Lease agreement between SB Care and South Burnett Regional Council

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

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### Attendance:

At 11:05 am, Cr Danita Potter left the meeting.

At 11:08 am, Cr Danita Potter returned to the meeting.

#### **RESOLUTION 2021/450**

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That Council moves out of Closed Council into Open Council.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

# 18.1 LEASE AGREEMENT BETWEEN SB CARE AND SOUTH BURNETT REGIONAL COUNCIL

#### **RESOLUTION 2021/451**

Moved: Cr Roz Frohloff Seconded: Cr Danita Potter

That the matter lay on the table until the July General Meeting

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 19 CLOSURE OF MEETING

The Meeting closed at 11.12am.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 28 July 2021
The minutes of this friceting were committed at the Ordinary Council Meeting field on 20 day 2021

#### 7.2 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 14 JULY 2021

File Number: 28/07/2021

Author: Executive Assistant
Authoriser: Chief Executive Officer

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

That the Minutes of the Special Council Meeting held on 14 July 2021 be received and the recommendations therein be adopted.

#### **ATTACHMENTS**

1. Minutes of the Special Council Meeting held on 14 July 2021

Item 7.2 Page 45



# **MINUTES**

Special Council Meeting Wednesday, 14 July 2021

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MINUTES OF SOUTH BURNETT REGIONAL COUNCIL SPECIAL COUNCIL MEETING HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY ON WEDNESDAY, 14 JULY 2021 AT 9.00AM

**PRESENT:** Cr Brett Otto (Mayor), Cr Gavin Jones (Deputy Mayor), Cr Kathy Duff, Cr Roz

Frohloff, Cr Danita Potter, Cr Kirstie Schumacher, Cr Scott Henschen

#### 1 OPENING

The Mayor declared the meeting open and welcomed all attendees

#### 2 ATTENDANCE

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

#### 3 LEAVE OF ABSENCE / APOLOGIES

Nil

#### 4 PRAYERS AND ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Mayor Otto offered a prayer for the meeting.

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

#### 5 DECLARATION OF INTEREST

Nil

- 6 PORTFOLIO CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT
- 6.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ANNUAL OPERATIONAL PLAN 2021/2022

#### **RESOLUTION 2021/1**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the South Burnett Regional Council Annual Operational Plan 2021/2022 be adopted as presented.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### MOTION

Moved: Cr Kathy Duff

That the Operational Plan lay on the table until the Executive & Finance and Corporate on 21 July 2021.

**Motion Lapsed** 

#### **MOTION**

#### **RESOLUTION 2021/2**

Moved: Cr Scott Henschen Seconded: Cr Gavin Jones

That Item 6.7 be brought forward and discussed.

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

Henschen

Against: Crs Brett Otto and Kathy Duff

CARRIED 5/2

#### 6.7 DIFFERENTIAL GENERAL RATES 2021/2022

#### **MOTION – DIFFERENTIAL GENERAL RATES 2021/2022**

#### **MOTION**

Moved: Cr Scott Henschen Seconded: Cr Danita Potter

That pursuant to Section 94 of the *Local Government Act 2009* and Section 80 of the *Local Government Regulation 2012* the differential general rate to be made and levied for each differential general rate category for the year ending 30 June 2022 is as follows except the category described as Category 6 (Rural Land) in light of them being the most affected by the most recent valuations, that the rate in the dollar increase for this category be 0% on the cent in the dollar for the 2021/2022 rating year, but thereafter return to the rating model for the 2022/2023 year adopted by Council and the revenue statement be adjusted accordingly.

Category	Category Description Rate in Dollar	
203	Residential Land – Blackbutt	3.11261800
1	Residential Land – Kingaroy	2.42400000
301	Residential Land – Murgon	3.90031700
201	Residential Land – Nanango	3.14584700
401	Residential Land – Wondai	3.03747400
3	Village	1.53590700
910	Rural Residential Land – Blackbutt	2.34653300
930	Rural Residential Land – Kingaroy	1.91374800
950	Rural Residential Land – Murgon	1.85193600
920	Rural Residential Land – Nanango	2.01949500
940	Rural Residential Land – Wondai	1.92213100
960	Rural Residential Land – Other	1.90728400
204	Commercial Land – Blackbutt	2.67831800
2	Commercial Land – Kingaroy	2.83951400

302	Commercial Land – Murgon	5.22442700
202	Commercial Land – Nanango 2.65256300	
402 Commercial Land – Wondai		1.84920900
9	Drive-In Shopping Centre >10,000m <sup>2</sup>	1.40299100
10	Drive-In Shopping Centre 4,001m <sup>2</sup> – 10,000m <sup>2</sup>	5.37037200
99	Drive-In Shopping Centre 1,500m <sup>2</sup> – 4,000m <sup>2</sup>	3.83375800
209	Industrial Land – Blackbutt	3.07504600
8	Industrial Land – Kingaroy	1.96768200
308	Industrial Land – Murgon	3.45137200
208	Industrial Land – Nanango	2.57135900
408	Industrial Land – Wondai	2.42268700
212	Extractive A	1.97242900
213	Extractive B	2.56418800
211	Extractive C	2.53077821
414	Coal Mine	27.19717900
215	Power Generation	22.46270300
219	Wind Farm – <5MW	2.52500000
220	Wind Farm – 5MW to <20MW	2.52500000
221	Wind Farm – 20MW to <50MW	2.39875000
222	Wind Farm – 50MW to <100MW	2.24725000
223	Wind Farm – 100MW to <150MW	2.14625000
224	Wind Farm – 150MW to <200MW	2.02000000
225	Wind Farm ->=200MW	1.89375000
229	Solar Farm – <5MW	2.52500000
230	Solar Farm – 5MW to <20MW	2.52500000
231	Solar Farm – 20MW to <50MW	2.39875000
232	Solar Farm – 50MW to <100MW	2.27250000
233	Solar Farm – 100MW to <150MW	2.14625000
234	Solar Farm – 150MW to <200MW	2.02000000
235	Solar Farm ->=200MW	1.89375000
6	Rural Land	1.13690000
419	Water – Pumping and Storage	1.62862500
7	Other Land	1.35804600

#### **AMENDMENT**

#### **MOTION**

Moved: Cr Brett Otto Seconded: Cr Kathy Duff

That pursuant to Section 94 of the *Local Government Act 2009* and Section 80 of the *Local Government Regulation 2012* the differential general rate to be made and levied for each differential general rate category for the year ending 30 June 2022 at a 0% rate in the dollar increase and to be

applied to all categories as follows:

Category	Category Description	Rate in Dollar	
203	Residential Land – Blackbutt	3.11261800	
1	Residential Land – Kingaroy	2.42400000	
301 Residential Land – Murgon		3.90031700	
201	Residential Land – Nanango	3.14584700	
401	Residential Land – Wondai	3.03747400	
3	Village	1.53590700	
910	Rural Residential Land – Blackbutt	2.34653300	
930	Rural Residential Land – Kingaroy	1.91374800	
950	Rural Residential Land – Murgon	1.85193600	
920	Rural Residential Land – Nanango	2.01949500	
940	Rural Residential Land – Wondai	1.92213100	
960	Rural Residential Land – Other	1.90728400	
204	Commercial Land – Blackbutt	2.67831800	
2	Commercial Land – Kingaroy	2.83951400	
302	Commercial Land – Murgon	5.22442700	
202	Commercial Land – Nanango	2.65256300	
402	Commercial Land – Wondai	1.84920900	
9	Drive-In Shopping Centre >10,000m <sup>2</sup>	1.40299100	
10	Drive-In Shopping Centre 4,001m <sup>2</sup> – 10,000m <sup>2</sup>	5.37037200	
99	Drive-In Shopping Centre 1,500m <sup>2</sup> – 4,000m <sup>2</sup>	3.83375800	
209	Industrial Land – Blackbutt	3.07504600	
8	Industrial Land – Kingaroy	1.96768200	
308	Industrial Land – Murgon	3.45137200	
208	Industrial Land – Nanango	2.57135900	
408	Industrial Land – Wondai	2.42268700	
212	Extractive A	1.97242900	
213	Extractive B	2.56418800	
211	Extractive C	2.53077821	
414	Coal Mine	27.19717900	
215	Power Generation	22.46270300	
219	Wind Farm – <5MW	2.52500000	
220	Wind Farm – 5MW to <20MW	2.52500000	
221	Wind Farm – 20MW to <50MW	2.39875000	
222	Wind Farm – 50MW to <100MW	2.24725000	
223	Wind Farm – 100MW to <150MW	2.14625000	
224	Wind Farm – 150MW to <200MW	2.02000000	
225	Wind Farm – >=200MW	1.89375000	
229	Solar Farm – <5MW	2.52500000	

230	Solar Farm – 5MW to <20MW 2.52500000	
231	Solar Farm – 20MW to <50MW	2.39875000
232	Solar Farm – 50MW to <100MW	2.27250000
233	Solar Farm – 100MW to <150MW	2.14625000
234	Solar Farm – 150MW to <200MW	2.02000000
235	Solar Farm ->=200MW	1.89375000
6	Rural Land	1.14826900
419	Water – Pumping and Storage	1.62862500
7	Other Land	1.35804600

<u>In Favour:</u> Crs Brett Otto, Kathy Duff and Scott Henschen

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

**LOST 3/4** 

#### **MOTION – DIFFERENTIAL GENERAL RATES 2021/2022**

#### **RESOLUTION 2021/3**

Moved: Cr Scott Henschen Seconded: Cr Danita Potter

That pursuant to Section 94 of the *Local Government Act 2009* and Section 80 of the *Local Government Regulation 2012* the differential general rate to be made and levied for each differential general rate category for the year ending 30 June 2022 is as follows except the category described as Category 6 (Rural Land) in light of them being the most affected by the most recent valuations, that the rate in the dollar increase for this category be 0% on the cent in the dollar for the 2021/2022 rating year, but thereafter return to the rating model for the 2022/2023 year adopted by Council and the revenue statement be adjusted accordingly.

Category	Category Description	Rate in Dollar
203	Residential Land – Blackbutt	3.11261800
1	Residential Land – Kingaroy	2.42400000
301	Residential Land – Murgon	3.90031700
201	Residential Land – Nanango	3.14584700
401	Residential Land – Wondai	3.03747400
3	Village	1.53590700
910	Rural Residential Land – Blackbutt	2.34653300
930	Rural Residential Land – Kingaroy	1.91374800
950	Rural Residential Land – Murgon	1.85193600
920	Rural Residential Land – Nanango	2.01949500
940	Rural Residential Land – Wondai	1.92213100
960	Rural Residential Land – Other	1.90728400
204	Commercial Land – Blackbutt	2.67831800
2	Commercial Land – Kingaroy	2.83951400
302	Commercial Land – Murgon	5.22442700
202	Commercial Land – Nanango	2.65256300
402	Commercial Land – Wondai	1.84920900
9	Drive-In Shopping Centre >10,000m <sup>2</sup>	1.40299100
10	Drive-In Shopping Centre 4,001m <sup>2</sup> – 10,000m <sup>2</sup>	5.37037200
99	Drive-In Shopping Centre 1,500m <sup>2</sup> – 4,000m <sup>2</sup>	3.83375800
209	Industrial Land – Blackbutt	3.07504600

8	Industrial Land – Kingaroy	1.96768200	
308	Industrial Land – Murgon	3.45137200	
208	Industrial Land – Nanango	2.57135900	
408	Industrial Land – Wondai	2.42268700	
212	Extractive A	1.97242900	
213	Extractive B	2.56418800	
211	Extractive C	2.53077821	
414	Coal Mine	27.19717900	
215	Power Generation	22.46270300	
219	Wind Farm – <5MW	2.52500000	
220	Wind Farm – 5MW to <20MW	2.52500000	
221	Wind Farm – 20MW to <50MW	2.39875000	
222	Wind Farm – 50MW to <100MW	2.24725000	
223	Wind Farm – 100MW to <150MW	2.14625000	
224	Wind Farm – 150MW to <200MW	2.02000000	
225	Wind Farm ->=200MW	1.89375000	
229	Solar Farm – <5MW	2.52500000	
230	Solar Farm – 5MW to <20MW	2.52500000	
231	Solar Farm – 20MW to <50MW	2.39875000	
232	Solar Farm – 50MW to <100MW	2.27250000	
233	Solar Farm – 100MW to <150MW	2.14625000	
234	Solar Farm – 150MW to <200MW	2.02000000	
235	Solar Farm ->=200MW	1.89375000	
6	Rural Land	1.13690000	
419	Water – Pumping and Storage	1.62862500	
7	Other Land	1.35804600	

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

Scott Henschen

Against: Cr Brett Otto

**CARRIED 6/1** 

#### 6.2 MAYOR'S BUDGET ADDRESS FOR 2021/2022 BUDGET

#### **RESOLUTION 2021/4**

Moved: Cr Brett Otto Seconded: Cr Gavin Jones

That the Mayor's Budget Address for the 2021/2022 Budget be received.

The people of the South Burnett, it is with a great sense of responsibility that I address the South Burnett Regional Councils 2021-22 budget. As stated previously, this is your money, this is your budget, this is your Councils continuation of the process of building our economy and providing you with a better lifestyle.

Through our community consultation forums over the past year, you have shared reasonable expectations of better value for money for ratepayers, improved service standards, a commitment from Council to create an environment that encourages investment in our region, promotes

economic prosperity and supports all communities across our rural towns and villages, irrespective of size.

The proposed budget to be addressed by council today is a \$103 million plan towards building a stronger South Burnett.

An operating budget of \$72 million will support the delivery of key community services and facilities maintenance programs, while a \$31.2 million capital expenditure program will invest in the renewal and development of key community infrastructure, including:

- \$19.5 million on roads, drains and bridges;
- \$4.2 million on buildings, parks & gardens;
- \$1.7 million on water infrastructure;
- \$1.5 million on sewerage and wastewater infrastructure;
- \$3.6 million on plant;
- \$350,000 on waste assets;
- \$362,000 on information technology systems.

Much of this investment in our region would not be possible without the support of the Queensland and Australian Governments. I wish to acknowledge the Queensland Government for their ongoing support with the very successful works for Queensland program and the Australian Government for their contribution to developing our region through the Building Better Regions Fund, the Local Roads and Community Infrastructure program and the Financial Assistance Grants program.

Projects such as the Kingaroy Transformation Project, the Blackbutt CBD re-development and the upgrade of the Wondai Industrial Estate Road network would not be possible without this government support.

Councillors and staff have worked hard to deliver a budget that provides a responsible approach to managing your assets. This year, council embarked on a process of opening up the budget discussions to the community through budget committee meetings. On behalf of council I would like to pass on our sincere thanks to our CEO and his executive services team for their assistance in making this possible. The budget will continue to be a work-in-progress and I acknowledge that we have much more work to do.

Council will be embarking on a series of budget reviews and revisions during the course of the year, such will include, but not be limited to, reviews of:

- Rating methodologies;
- Asset management plans;
- Coolabunia Saleyards business plan
- Biosecurity services; and
- Fleet management.

In addition to this, council will continue to actively pursue government investment in our region's water infrastructure needs as we cannot rely solely upon ratepayers to fund our aged and deteriorating water and waste-water network.

By working together we can position our region to achieve its potential. A potential for enhanced liveability and economic prosperity that is underpinned by our enviable country lifestyle, welcoming communities and an abundance of rich and diverse natural resources.

In conclusion, I wish to acknowledge and thank my fellow Councillors, our CEO, Council staff and in particular our General Manager Finance and Corporate Service and her staff for their concerted efforts in bringing the 2021-22 budget to this point.

<u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie

Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

#### 6.3 ADOPTION OF THE 2021/2022 BUDGET

#### **MOTION**

Moved: Cr Brett Otto Seconded: Cr Kathy Duff

That pursuant to Sections 169 and 170 of the *Local Government Regulation 2012*, Council's Budget for the 2021/2022 financial year, incorporating:

- 1. the statements of financial position;
- 2. the statements of cash flow:
- 3. the statements of income and expenditure;
- 4. the statements of changes in equity;
- 5. capital budget;
- 6. the long-term financial forecast;
- 7. the revenue statement;
- 8. the revenue policy (adopted by Council resolution on 28 April 2021);
- 9. the relevant measures of financial sustainability; and
- 10. the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget,

as tabled, be amended and adopted in accordance with the differential rating changes for Category 6 (Rural Land) with the following amendments:

- Removal of the increase in the 2<sup>nd</sup> pedestal charge on flats and commercial properties to allow for a more detailed review of such over the next 12 months
- Inclusion of a 15% increase to the 2<sup>nd</sup> pedestal charge on hospital and education facilities
- Reduction in the rural services general operational budget of \$60,000 to account for the double counting of the precepts allocation
- Reduction in the contractors budget for the Infrastructure Planning Department by \$60,000
- Reduction in the legal fees budget by \$50,000

#### **AMENDMENT**

#### **MOTION**

Moved: Cr Gavin Jones Seconded: Cr Roz Frohloff

That pursuant to Sections 169 and 170 of the *Local Government Regulation 2012*, Council's Budget for the 2021/2022 financial year, incorporating:

- 1. the statements of financial position;
- 2. the statements of cash flow:
- 3. the statements of income and expenditure;
- 4. the statements of changes in equity;
- 5. capital budget;
- 6. the long-term financial forecast;

- 7. the revenue statement;
- 8. the revenue policy (adopted by Council resolution on 28 April 2021);
- 9. the relevant measures of financial sustainability; and
- 10. the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget,

as tabled, be amended and adopted in accordance with the differential rating changes for Category 6 (Rural Land) and with the following further amendments:

- Removal of the increase in the 2<sup>nd</sup> pedestal charge on flats and commercial properties to allow for a more detailed review of such over the next 12 months
- Inclusion of a 15% increase to the 2<sup>nd</sup> pedestal charge on hospital and education facilities
- Reduction in the rural services general operational budget of \$60,000 to account for the double counting of the precepts allocation
- Reduction in the contractors budget for the Infrastructure Planning Department by \$60,000
- Reduction in the legal fees budget by \$50,000
- Amendment to Point 5 Capital Budget Capital Budget as amended excluding Works for Queensland projects allocations to be reviewed by no later than first Quarter 2021

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### The Amendment became the Resolution

#### **RESOLUTION 2021/5**

Moved: Cr Gavin Jones Seconded: Cr Roz Frohloff

That pursuant to Sections 169 and 170 of the *Local Government Regulation 2012*, Council's Budget for the 2021/2022 financial year, incorporating:

- 1. the statements of financial position;
- 2. the statements of cash flow;
- 3. the statements of income and expenditure;
- 4. the statements of changes in equity;
- 5. capital budget;
- 6. the long-term financial forecast;
- 7. the revenue statement:
- 8. the revenue policy (adopted by Council resolution on 28 April 2021);
- 9. the relevant measures of financial sustainability; and
- 10. the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget,

as tabled, be amended and adopted in accordance with the differential rating changes for Category 6 (Rural Land) and with the following further amendments:

- Removal of the increase in the 2<sup>nd</sup> pedestal charge on flats and commercial properties to allow for a more detailed review of such over the next 12 months
- Inclusion of a 15% increase to the 2<sup>nd</sup> pedestal charge on hospital and education facilities
- Reduction in the rural services general operational budget of \$60,000 to account for the double counting of the precepts allocation
- Amendment to Point 5 Capital Budget Capital Budget as amended excluding Works for Queensland projects allocations to be reviewed by no later than first Quarter 2021

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### **ADJOURN MORNING TEA**

#### **RESOLUTION 2021/6**

Moved: Cr Brett Otto Seconded: Cr Gavin Jones

That the meeting adjourn for morning tea.

**CARRIED 7/0** 

#### **RESUME MEETING**

#### **RESOLUTION 2021/7**

Moved: Cr Brett Otto Seconded: Cr Gavin Jones

That the meeting resume at 11.09am

**CARRIED 7/0** 

#### **6.4 BUSINESS ACTIVITIES 2021/2022**

#### **RESOLUTION 2021/8**

Moved: Cr Brett Otto Seconded: Cr Roz Frohloff

That in relation to Council's Business activities:

- 1. In accordance with the *Local Government Act 2009* (Division 2, Section 43) and the *Local Government Regulation 2012*, Council determines that as shown in the Statement of Significant Business Activities (Table 1), it has no significant business activities that meet the threshold set as per Section 19 of the *Local Government Regulation 2012*.
- 2. Council determines that those Business Activities categorised as prescribed business activities and listed in the statement of prescribed and other business activities (Table 2) are those

activities that meet the prescribed activity threshold of \$340,000 in accordance with Section 39 of the *Local Government Regulation 2012.* 

3. Council resolve not to apply the Code of Competitive Conduct to any business activity in 2021/2022 in accordance with the *Local Government Act 2009* Section 47(7) and the *Local Government Regulation 2012*.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 6.5 STATEMENTS OF ESTIMATED FINANCIAL POSITION TO 30 JUNE 2021

#### **RESOLUTION 2021/9**

Moved: Cr Brett Otto Seconded: Cr Danita Potter

That pursuant to Section 205 of the *Local Government Regulation 2012*, the statement of the financial operations and financial position of the Council in respect of the previous financial year ("the Statement of Estimated Financial Position") be received and its contents noted.

1. Estimated Statement of Comprehensive Income as at 30 June 2021

#### Statement of Comprehensive Income

	Original Budget	Amended Budget	Estimated Position	Variance
	\$	\$	\$	%
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	50,092,435	49,893,435	50,058,192	164,757
Fees and Charges	3,830,704	4,649,293	5,687,909	1,038,616
Rental Income	319,954	317,209	499,032	181,823
Interest Received	1,016,500	620,500	631,466	10,966
Sales Revenue	3,025,851	3,360,851	3,339,233	(21,618)
Other Income	748,975	1,007,475	1,020,185	12,710
Grants, Subsidies, Contributions and Donations	8,057,698	9,409,112	9,582,551	173,439
	67,092,117	69,257,875	70,818,568	1,560,693
Capital Revenue				
Grants, Subsidies, Contribution and	47 400 700	40.070.450	40 470 700	(505.000)
Donations	17,409,799	12,676,452	12,170,789	(505,663)
Total Income	84,501,916	81,934,327	82,989,357	1,055,031
Expenses				
Recurrent Expenses				
Employee Benefits	24,215,197	24,048,468	24,240,336	191,868
Materials and Services	22,821,228	26,015,016	26,404,914	389,898
Finance Costs	2,301,704	2,325,704	2,238,047	(87,657)
Depreciation and Amortisation	21,429,487	21,429,487	21,142,919	(286,568)
	70,767,616	73,818,675	74,026,216	207,541
Capital Expense	(400,000)	(400,000)	3,827,952	4,227,952
Total Expense	70,367,616	73,418,675	77,854,168	4,435,493
Net Result	14,134,300	8,515,651	5,135,189	(3,380,462)
Net Operating Result	(3,675,499)	(4,560,800)	(3,207,648)	1,353,152
•				

#### 2. Estimated Statement of Financial Position as at 30 June 2021

	Original Budget	Amended Budget	<b>Expected Position</b>
	\$	\$	\$
Current Assets			Const.
Cash and Cash Equivalents	42,985,357	39,680,317	47,391,068
Trade and Other Receivables	5,024,783	7,103,404	8,222,682
Inventories	966,808	966,809	780,158
Total Current Assets	48,976,949	47,750,530	56,393,908
Non-Current Assets	7.10.10.10.10.10	-	
Trade and Other Receivables	1,536,684	1,536,684	1,313,915
Property, Plant and Equipment	895,546,932	893,405,031	874,700,536
Right of Use Asset	-	The state of the s	1,055,436
Intangible Assets	8,649,939	8,799,677	8,292,967
Total Non-Current Assets	905,733,555	903,741,392	885,362,853
TOTAL ASSETS	954,710,504	951,491,922	941,756,761
Current Liabilities	200000		70000
Trade and Other Payables	3,694,630	3,805,873	6,643,397
Borrowings	2,747,723	2,747,723	2,877,630
Provisions	1,801,025	2,995,690	3,493,355
Other Liabilities	1,646,868	1,646,868	3,470,013
Total Current Liabilities	9,890,245	11,196,154	16,484,395
Non-Current Liabilities			
Borrowings	32,845,520	32,845,520	33,657,866
Provisions	14,067,167	14,638,227	13,555,136
Other Liabilities	1,633,784	1,633,784	2,150,502
Total Non-Current Liabilities	48,546,471	49,117,531	49,363,504
TOTAL LIABILITIES	58,436,717	60,313,685	65,847,899
NET COMMUNITY ASSETS	896,273,787	891,178,237	875,908,862
Community Equity			
Retained Surplus/(Deficiency)	433,636,855	428,541,306	426,628,272
Asset Revaluation Surplus	462,636,932	462,636,932	449,280,590
TOTAL COMMUNITY EQUITY	896,273,787	891,178,237	875,908,862

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

#### 6.6 DIFFERENTIAL GENERAL RATES CATEGORIES AND CRITERIA 2021/2022

#### **RESOLUTION 2021/10**

Moved: Cr Scott Henschen Seconded: Cr Danita Potter

That:

- 1. Council adopt differential general rates for the year ending 30 June 2022;
- 2. Pursuant to Section 81 of the *Local Government Regulation 2012*, the categories in to which rateable land is categorised, the description of those categories and, in accordance with Sections 81(4) and 81(5) of the *Local Government Regulation 2012*, the method by which land is to be identified and included in its appropriate category is as listed in the table below;

3. Council delegates to the Chief Executive Officer the power, in accordance with Sections 81(4) and 81(5) of the *Local Government Regulation 2012*, to identify the rating category to which each parcel of rateable land belongs.

#### Category 1

Description

#### **Differential Category**

# Residential – Kingaroy Identification

# All properties in this category are located within the Kingaroy Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in "Individual Urban Locality" maps series. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9 and land use code 72 when determining the properties that fit into this category.

- This category will cover all land within the Kingaroy Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category.
- 2.That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely.
- 3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land.
- 4.Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 72 or as otherwise identified by the CEO.

#### Category

#### 201

#### **Description**

All properties in this category are located within the Nanango Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in "Individual Urban Locality" maps series. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9 when determining the properties that fit into this category.

# Differential Category Residential – Nanango Identification

- 1. This category will cover all land within the Nanango Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category.
- That such land in this category will, in the main, be owner occupied and where tenanted, the revenue earned is limited to rental income solely.
- 3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land.
- 4. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 72 or as otherwise identified by the CEO.

#### Category

#### 203

#### **Description**

All properties in this category are located within the Blackbutt Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in "Individual Urban Locality" maps series. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9 when determining the properties that fit into this category.

#### **Differential Category**

# Residential – Blackbutt Identification

- 1. This category will cover all land within the Blackbutt Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category.
- That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely.
- 3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land.
- 4. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 72 or as otherwise identified by the CEO.

#### Category

#### 301

#### **Description**

All properties in this category are located within the Murgon Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in "Individual Urban Locality" maps series. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9 when determining the properties that fit into this category.

#### **Differential Category**

#### Residential - Murgon Identification

- 1. This category will cover all land within the Murgon Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category.
- 2. That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely.
- 3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land.
- 4. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 72 or as otherwise identified by the CEO.

#### Category

#### 401

#### Description

All properties in this category are located within the Wondai Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in "Individual Urban Locality" maps series. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9 when determining the properties that fit into this category.

#### **Differential Category**

### Residential - Wondai

#### Identification

- 1. This category will cover all land within the Wondai Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category.
- 2. That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely.
- 3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land.
- 4. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 72 or as otherwise identified by the CEO.

#### Category

#### 3

#### **Description**

The property is used for any purpose; and located in any of the following villages: - Benarkin, Brooklands, Cloyna, Coolabunia, Crawford, Dandabah, Hivesville, Maidenwell, Memerambi, Moffatdale, Kumbia, Proston, Taabinga, Tingoora, Windera, Wooroolin.

#### **Differential Category**

#### Village

#### Identification

- 1. All land used for any purpose that is situated in any of the villages located in the South Burnett Regional Council area and is not included in any other category.
- 2. Villages are defined in "Individual Village" maps

#### Category

#### 910

#### Description

All properties in this category are situated outside the Blackbutt Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential -Blackbutt. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9, and 94 when determining the properties that fit into this category.

#### **Differential Category**

#### Rural Residential - Blackbutt Identification

- 1. This category will cover all land used for rural residential purposes that is shown on the map marked Rural Residential - Blackbutt and is not included in any other category.
- 2. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 94 or as otherwise identified by the CEO.

#### Category

#### Differential Category

#### 920 Description

### Rural Residential – Nanango Identification

All properties in this category are situated outside the Nanango Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Nanango. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9, and 94 when determining the properties that fit into this category.

- 1.This category will cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Nanango and is not included in any other category.
- 2. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 94 or as otherwise identified by the CEO.

#### Category

#### Differential Category

#### 930

# Rural Residential – Kingaroy Identification

#### Description

# This category will cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Kingaroy and is not included in any other category.

All properties in this category are situated outside the Kingaroy Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Kingaroy. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9, and 94 when determining the properties that fit into this category.

2. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 94 or as otherwise identified by the CEO.

#### Category

#### **Differential Category**

#### 940 Description

### Rural Residential – Wondai Identification

All properties in this category are situated outside the Wondai Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Wondai. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9, and 94 when determining the properties that fit into this category.

- This category will cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Wondai and is not included in any other category.
- 2. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 94 or as otherwise identified by the CEO.

#### Category

#### **Differential Category**

#### 950

### Rural Residential – Murgon Identification

Description

All properties in this category are situated outside the Murgon Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Murgon. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9, and 94 when determining the properties that

- This category will cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Murgon and is not included in any other category.
- 2. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 94 or as otherwise identified by the CEO.

fit into this category.

this category.

#### Category

#### **Differential Category**

# Rural Residential – Other Identification

#### 960 Description

All properties in this category are located anywhere within the South Burnett Regional Council area and are outside any Urban Locality or nearby village localities or other defined Rural Residential Categories but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Other. Council will be guided by the Department of Natural Resources and Mines land use codes between 1 and 9, and 94 when determining the properties that fit into

- 1. This category will cover all land used for rural residential purposes that is shown on the map marked Rural Residential Other and is not included in any other category.
- 2. Land with land use codes 01, 02, 03, 04, 05, 06, 07, 08, 09 and 94 or as otherwise identified by the CEO.

#### Category

#### **Differential Category**

# 2 Commercial – Kingaroy Description Identification

All properties in this category are located within the Kingaroy Urban Locality and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.

- This category will cover all land within the Kingaroy Urban locality, where the property is used for a business and commercial purpose; or
- 2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and
- 3. Is not included in any other category.
- 4. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.

#### Category

#### **Differential Category**

#### 202 Description

# Commercial – Nanango Identification

All properties in this category are located within the Nanango Urban Localities and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 8 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.

- This category will cover all land within the Nanango Urban locality, where the property is used for a business and commercial purpose; or
- If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and
- 3. Is not included in any other category.
- 4. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.

#### Category

#### **Differential Category**

#### Commercial - Blackbutt Identification

#### 204 **Description**

All properties in this category are located within the Blackbutt Urban Localities and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.

- 1. This category will cover all land within the Blackbutt Urban locality, where the property is used for a business and commercial purpose; or
- 2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and
- 3. Is not included in any other category.
- 4. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.

### Category

#### 302

#### Description

All properties in this category are located within the Murgon Urban Locality and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.

#### **Differential Category** Commercial - Murgon Identification

- 1. This category will cover all land within the Murgon Urban locality, where the property is used for a business and commercial purpose; or
- 2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and
- 3. Is not included in any other category.
- 4. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.

#### Category

#### 402

#### **Description**

All properties in this category are located within the Wondai Urban Locality and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.

#### **Differential Category**

#### Commercial - Wondai

#### Identification

- 1. This category will cover all land within the Wondai Urban locality, where the property is used for a business and commercial purpose; or
- 2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and
- 3. Is not included in any other category.
- 4. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.

#### Category

#### Differential Category

9

Drive-In Shopping Centre > 10,000m<sup>2</sup>

#### Description

#### Identification

All properties in this category are classified as a Drive in Shopping Centre (a retail shopping and commercial complex) with more than 10,000 square metres of gross floor area and on-site parking for more than 500 vehicles.

Land used as a Drive in Shopping Centre (a retail shopping and commercial complex) with more than 10,000 square metres of gross floor area and on-site parking for more than 500 vehicles.

#### Category

#### **Differential Category**

10

# Drive-In Shopping Centre 4,001m<sup>2</sup> to 10,000m<sup>2</sup>

#### Description

#### Identification

All properties in this category are classified as a Drive in Shopping Centre (a retail shopping and commercial complex) with a gross floor area of more than 4,000 square metres and less than 10,000 square metres and/or more than 150 on-site car parks or adjacent car parks which are maintained to service the specific shopping centre.

Land used as a Drive in Shopping Centre (a retail shopping and commercial complex) with a gross floor area of more than 4,000 square metres and less than 10,000 square metres and/or more than 150 on-site car parks or adjacent car parks which are maintained to service the specific shopping centre.

#### Category

#### **Differential Category**

99

# Drive-In Shopping Centre 1,500m<sup>2</sup> to 4,000m<sup>2</sup>

#### Description

#### Identification

All properties in this category are classified as a Drive in Shopping Centre (a retail shopping and commercial complex) with a gross floor area of more than 1,500 square metres and less than 4,000 square metres and/or more than 40 on-site car parks or adjacent car parks which are maintained to service the specific shopping centre.

Land used as a Drive in Shopping Centre (a retail shopping and commercial complex) with a gross floor area of more than 1,500 square metres and less than 4,000 square metres and/or more than 40 on-site car parks or adjacent car parks which are maintained to service the specific shopping centre.

#### Category

#### **Differential Category**

#### Description

# Industrial – Kingaroy Identification

All properties in this category are located within the Kingaroy Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category will cover all land within the Kingaroy Urban locality, where the property is used for industrial purposes; or

This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 28 and 39 when determining the properties that fit into this category.

- If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes; and
- 3. Is not included in any other category.
- 4. Land with land use codes 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 or as otherwise identified by the CEO.

#### Category

#### **Differential Category**

### 208 **Description**

#### Industrial – Nanango Identification

# All properties in this category are located within the Nanango Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in

"Individual Urban Locality" maps series.

- This category will cover all land within the Nanango Urban Locality, where the property is used for industrial purposes; or
- If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial

This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 28 and 39 when determining the properties that fit into this category.

purposes; and

- 3. Is not included in any other category.
- 4. Land with land use codes 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 or as otherwise identified by the CFO.

#### Category

#### **Differential Category**

#### 209

# Industrial – Blackbutt Identification

#### Description

All properties in this category are located within the Blackbutt Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 28 and 39 when determining the properties that fit into this category.

- 1. This category will cover all land within the Blackbutt Urban Locality, where the property is used for industrial purposes; or
- 2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes; and
- 3. Is not included in any other category.
- Land with land use codes 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 or as otherwise identified by the CEO.

#### Category

#### **Differential Category**

#### 308

#### Industrial – Murgon

#### **Description**

#### Identification

All properties in this category are located within the Murgon Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 28 and 39 when determining the properties that fit into this category.

- This category will cover all land within the Murgon Urban locality, where the property is used for industrial purposes; or
- If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes; and
- 3. Is not included in any other category.
- Land with land use codes 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 or as otherwise identified by the CEO.

#### Category

#### **Differential Category**

#### 408

### Industrial – Wondai

#### Description

#### This category will cover all land within the Wondai Urban locality or Wondai Industrial Estate, where the property is used for industrial purposes; or If vacant land, is zoned for industrial purposes under

All properties in this category are located within the Wondai Urban Locality or Wondai Industrial Estate and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.

- This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Natural Resources and Mines land use codes between 28 and 39 when determining the properties that fit into this category.
- If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes; and
- 3. Is not included in any other category.
- Land with land use codes 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 or as otherwise identified by the CEO.

# Category Differential Category 211 Extractive C Description Identification

All properties in this category are used for extractive industry purposes such as quarries and mining operations with between 51 and 300 workers (employees and/or contractors) and/or extraction volumes of between 1 million and 2 million tonnes per year.

1. This category will cover all land used for the purpose of extracting resources from the ground, with operations that have between 51 and 300 workers (employees and/or contractors) and/or extraction volumes of between 1 million and 2 million tonnes per year.

# CategoryDifferential Category212Extractive ADescriptionIdentification

- All properties in this category are used for extractive industry purposes and include:
- (a) Mining leases with no activity;
- (b) Gravel Pits that operate only sporadically; and
- (c) Small extractive operations such as quarries and mines which operate with an employee base of up to and including 5 workers (employees and/or contractors).

Council will be guided by the Department of Natural Resources and Mines land use code 40 when determining the properties that fit into this category.

- This category will cover all land used for the purpose of extracting resources from the ground and include: (a)Mining leases with no activity;
  - (b) Gravel Pits that operate only sporadically; and
  - (c) Small extractive operations such as quarries and mines which operate with an employee base of up to and including 5 workers (employees and/or contractors).
- 2. Land with land use code 40 or as otherwise identified by the CEO.

# Category Differential Category 213 Extractive B Description Identification

- All properties in this category are used for extractive industry purposes, and include:
- (a) Operational Gravel Pits; and
- (b) Extractive operations such as quarries and mining operations with an employee base of between 6 and 50 workers (employees and/or contractors) and/or extraction volumes of less than 1 million tonnes per annum.
- (c) Council will be guided by the Department of Natural Resources and Mines land use code 40 when determining the properties that fit into this category.
- This category will cover all land used for the purpose of extracting resources from the ground and include: (a)Operational Gravel Pits; and
  - (b) Extractive operations such as quarries and mining operations with an employee base of between 6 and 50 workers (employees and/or contractors) and/or extraction volumes of less than 1 million tonnes per annum.
- 2. Land with land use code 40 or as otherwise identified by the CEO.

# CategoryDifferential Category414Coal MineDescriptionIdentification

All properties in this category are used for the purpose of an Integrated Coal Mining operation with more than 300 workers (employees and/or contractors) and/or production greater than 2 million tonnes per year.

- 1. This category will cover all land used for the purpose of an Integrated Coal Mining operation, with operations that have greater than 300 workers (employees and/or contractors) and/or extraction volumes of greater than 2 million tonnes per year.
- A Coal Mine is defined as land that is the subject of a coal mining lease (issued pursuant to the *Mineral Resources Act 1989*) or other form of tenure that was used, is used, or intended to be used:
- as a coal mine (or for purposes ancillary or associated with coal mining such as, for example, washing down, stockpiling, haulage, water storage and rehabilitation); or in conjunction with other land (the subject of a coal mining lease) as part of an integrated coal mining operation.

An integrated coal mining operation is defined as land contained in more than one coal mining lease (issued pursuant to the *Mineral Resources Act 1989*) or other form of tenure which land was used, is used, or intended to be used in an integrated manner for the

purposes of coal mining or purposes ancillary or associated with coal mining such as, for example, washing down, stockpiling, haulage, water storage and rehabilitation.

Category	Differential Category
215	Power Generation
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area and are used for the purpose of electricity generation by way of coal, gas or a combination of both coal and gas fired power station with a total maximum generating capacity greater than 400 megawatts.	As identified by the CEO.

Category	Differential Category
219	Wind Farm <5MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part to produce electricity by means of one or a cluster of wind turbines for which the purpose is to drive electrical generators and is connected to the mains power grid, and	A Wind Farm is defined as land used in whole or in part to produce electricity by means of one or a cluster of wind turbines that drive electrical generators.
(a) the wind turbine(s) are capable of producing output of less than 5MW in any one hour, or	As identified by the CEO.
(b) if the wind turbine(s) are not connected to the main power grid, are capable of producing up to 5MW of output in any one hour.	

Category	Differential Category
220	Wind Farm 5MW to <20MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part to produce electricity by means of one or a cluster of wind turbines for which the purpose is to drive electrical generators and is connected to the mains power grid, and	A Wind Farm is defined as land used in whole or in part to produce electricity by means of one or a cluster of wind turbines that drive electrical generators.
(a) the wind turbine(s) are capable of producing output of at least 5MW, but no more than 20MW in any one hour	As identified by the CEO.

Category	Differential Category
221	Wind Farm 20MW to <50MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part to produce electricity by means of one or a cluster of wind turbines for which the purpose is to drive electrical generators and is connected to the mains power grid, and	A Wind Farm is defined as land used in whole or in part to produce electricity by means of one or a cluster of wind turbines that drive electrical generators.
(a) the wind turbine(s) are capable of producing output of at least 20MW, but no more than 50MW in any one hour	As identified by the CEO.

Category	Differential Category
222	Wind Farm 50MW to <100MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part to produce electricity by means of one or a cluster of wind turbines for which the purpose is to drive electrical generators and is connected to the mains power grid, and	A Wind Farm is defined as land used in whole or in part to produce electricity by means of one or a cluster of wind turbines that drive electrical generators.
(a) the wind turbine(s) are capable of producing output of at least 50MW, but no more than 100MW in any one hour	As identified by the CEO.

Category	Differential Category Wind Farm
223	100MW to <150MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part to produce electricity by means of one or a cluster of wind turbines for which the purpose is to drive electrical generators and is connected to the mains power grid, and	A Wind Farm is defined as land used in whole or in part to produce electricity by means of one or a cluster of wind turbines that drive electrical generators.
(a) the wind turbine(s) are capable of producing output of at least 100MW, but no more than 150MW in any one hour	As identified by the CEO.

Category	Differential Category
224	Wind Farm 150MW to <200MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part to produce electricity by means of one or a cluster of wind turbines for which the purpose is to drive electrical generators and is connected to the mains power grid, and	A Wind Farm is defined as land used in whole or in part to produce electricity by means of one or a cluster of wind turbines that drive electrical generators.
(a) the wind turbine(s) are capable of producing output of at least 150MW, but no more than 200MW in any one hour	As identified by the CEO.

Category	Differential Category
225	Wind Farm >=200MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part to produce electricity by means of one or a cluster of wind turbines for which the purpose is to drive electrical generators and is connected to the mains power grid, and	A Wind Farm is defined as land used in whole or in part to produce electricity by means of one or a cluster of wind turbines that drive electrical generators.
(a) the wind turbine(s) are capable of producing output of at least 200MW in any one hour	As identified by the CEO.

Category	Differential Category
229	Solar Farm <5MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used in whole or in part as a Solar Farm and are capable of producing output of less than 5MW.	A Solar Farm is defined as land used in whole or in part to generate electricity by means of a large number of solar panels connected to the mains power grid.  As identified by the CEO.

Category	Differential Category
230	Solar Farm 5MW to <20MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used in whole or in part as a Solar Farm with a combined output capacity of at least 5MW, but no more than 20MW.	A Solar Farm is defined as land used in whole or in part to generate electricity by means of a large number of solar panels connected to the mains power grid.  As identified by the CEO.

Category	Differential Category
231	Solar Farm 20MW to <50MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used in whole or in part as a Solar Farm with a combined output capacity of at least 20MW, but no more than 50MW.	A Solar Farm is defined as land used in whole or in part to generate electricity by means of a large number of solar panels connected to the mains power grid.  As identified by the CEO.

Category	Differential Category
232	Solar Farm 50MW to <100MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used in whole or in part as a Solar Farm with a combined output capacity of at least 50MW, but no more than 100MW.	A Solar Farm is defined as land used in whole or in part to generate electricity by means of a large number of solar panels connected to the mains power grid.  As identified by the CEO.

Category	Differential Category
233	Solar Farm 100MW to <150MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used in whole or in part as a Solar Farm with a combined output capacity of at least 100MW, but no more than 150MW.	A Solar Farm is defined as land used in whole or in part to generate electricity by means of a large number of solar panels connected to the mains power grid.  As identified by the CEO.

Category	Differential Category
234	Solar Farm 150MW to <200MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used in whole or in part as a Solar Farm with a combined output capacity of at least 150MW, but no more than 200MW.	A Solar Farm is defined as land used in whole or in part to generate electricity by means of a large number of solar panels connected to the mains power grid.  As identified by the CEO.

Category	Differential Category
235	Solar Farm >=200MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used in whole or in part as a Solar Farm with a combined output capacity of at least 200MW.	A Solar Farm is defined as land used in whole or in part to generate electricity by means of a large number of solar panels connected to the mains power grid.  As identified by the CEO.

Category	Differential Category
6	Rural
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used for the business of primary production. Council will be guided by the Department of Natural Resources and Mines land use codes between 60 and 71, 73 and 89, and 93 when determining the properties that fit into this category.	<ol> <li>This category will cover all land in the region that is used for the business of primary production, including agricultural, grazing, horticulture, aquaculture and similar purposes;</li> </ol>
	2. Is not included in any other category; and
	3. Properties in this category must qualify for the Department of Natural Resources and Mines primary producers' concession, and are identified by the land use codes below.
	4. Land with land use codes 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89 and 93 or as otherwise identified by the CEO.

Category	Differential Category
419	Water – Pumping and Storage
Description	Identification
All properties in this category are used for the purpose of water storage or water pumping. Council will be guided by the Department of Natural Resources and Mines land use code of 95 when determining the properties that fit into this category.	<ol> <li>This category will cover all land used for the purpose of water storage or water pumping and not included in any other category.</li> <li>Land with land use code 95 or as otherwise identified by the CEO.</li> </ol>

Category	Differential Category
7	Other
Description	Identification
Any land that cannot be included in any other category.	As identified by the CEO.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

### 6.8 MINIMUM GENERAL RATES 2021/2022

### **RESOLUTION 2021/11**

Moved: Cr Danita Potter Seconded: Cr Gavin Jones

That in accordance with Section 94 of the *Local Government Act 2009* and Section 77 of the *Local Government Regulation 2012*, the minimum general rate to be made and levied for the year ending 30 June 2022 for each differential general rate category, is as follows:

Category	Category Description	Minimum Rate
203	Residential Land – Blackbutt	\$979.70
1	Residential Land – Kingaroy	\$979.70
301	Residential Land – Murgon	\$979.70
201	Residential Land – Nanango	\$979.70
401	Residential Land – Wondai	\$979.70
3	Village	\$979.70
910	Rural Residential Land – Blackbutt	\$979.70
930	Rural Residential Land – Kingaroy	\$979.70
950	Rural Residential Land – Murgon	\$979.70
920	Rural Residential Land – Nanango	\$979.70
940	Rural Residential Land – Wondai	\$979.70
960	Rural Residential Land – Other	\$979.70
204	Commercial Land – Blackbutt	\$1,214.00
2	Commercial Land – Kingaroy	\$1,214.00
302	Commercial Land – Murgon	\$1,214.00
202	Commercial Land – Nanango	\$1,214.00
402	Commercial Land – Wondai	\$1,214.00
9	Drive-In Shopping Centre >10,000m² floor area	\$68,599.20
10	Drive-In Shopping Centre 4,000m <sup>2</sup> to 10,000m <sup>2</sup>	\$28,033.60
99	Drive-In Shopping Centre 1500m <sup>2</sup> to 4,000m <sup>2</sup>	\$9,447.60
209	Industrial Land – Blackbutt	\$1,214.00
8	Industrial Land – Kingaroy	\$1,214.00
308	Industrial Land – Murgon	\$1,214.00
208	Industrial Land – Nanango	\$1,214.00
408	Industrial Land – Wondai	\$1,214.00
212	Extractive A	\$979.70
213	Extractive B	\$7,585.10
211	Extractive C	\$12,834.10
414	Coal Mine	\$99,279.00
215	Power Generation	\$350,843.70
219	Wind Farm – <5MW	\$7,070.00
220	Wind Farm – 5MW to <20MW	\$14,140.00
221	Wind Farm – 20MW to <50MW	\$38,380.00
222	Wind Farm – 50MW to <100MW	\$65,650.00
223	Wind Farm – 100MW to <150MW	\$126,250.00
224	Wind Farm – 150MW to <200MW	\$181,800.00
225	Wind Farm ->=200MW	\$242,400.00
229	Solar Farm – <5MW	\$7,070.00

230	Solar Farm – 5MW to <20MW	\$14,140.00
231	Solar Farm – 20MW to <50MW	\$38,380.00
232	Solar Farm – 50MW to <100MW	\$65,650.00
233	Solar Farm – 100MW to <150MW	\$126,250.00
234	Solar Farm – 150MW to <200MW	\$181,800.00
235	Solar Farm ->=200MW	\$242,400.00
6	Rural Land	\$1,070.00
419	Water – Pumping and Storage	\$979.70
7	Other Land	\$979.70

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

### 6.9 AVERAGING LAND VALUATIONS 2021/2022

### **RESOLUTION 2021/12**

Moved: Cr Danita Potter Seconded: Cr Roz Frohloff

That pursuant to Sections 74 and 76 of the *Local Government Regulation 2012* for the purpose of making and levying differential general rates for the 2021/2022 financial year, the rateable value of land is the three (3) year averaged value of land.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

### 6.10 SETTING THE LIMIT OF INCREASE IN THE AMOUNT OF GENERAL RATES 2021/2022

### **RESOLUTION 2021/13**

Moved: Cr Danita Potter Seconded: Cr Kathy Duff

That pursuant to Section 116 of the *Local Government Regulation 2012*, the Council resolves that the amount of the differential general rate to be levied for the financial year ending 30 June 2022 on the categories of land identified in the table below, be limited to an amount no more than an amount equal to the amount of the general rate levied on the land in the previous financial year, increased by the percentage identified in 'Percentage Increase' of the table below:

Category	Category Description	Percentage Increase
203	Residential Land – Blackbutt	30%
1	Residential Land – Kingaroy	30%
301	Residential Land – Murgon	30%
201	Residential Land – Nanango	30%
401	Residential Land – Wondai	30%
3	Village	30%
910	Rural Residential Land – Blackbutt	30%
930	Rural Residential Land – Kingaroy	30%

950	Rural Residential Land – Murgon	30%
920	Rural Residential Land – Nanango	30%
940	Rural Residential Land – Wondai	30%
960	Rural Residential Land – Other	30%
204	Commercial Land – Blackbutt	30%
2	Commercial Land – Kingaroy	30%
302	Commercial Land – Murgon	30%
202	Commercial Land – Nanango	30%
402	Commercial Land – Wondai	30%
9	Drive-In Shopping Centre >10,000m² floor area	30%
10	Drive-In Shopping Centre 4,000m <sup>2</sup> to 10,000m <sup>2</sup>	30%
99	Drive-In Shopping Centre 1500m <sup>2</sup> to 4,000m <sup>2</sup>	30%
209	Industrial Land – Blackbutt	30%
8	Industrial Land – Kingaroy	30%
308	Industrial Land – Murgon	30%
208	Industrial Land – Nanango	30%
408	Industrial Land – Wondai	30%
212	Extractive A	30%
213	Extractive B	30%
211	Extractive C	30%
414	Coal Mine	30%
215	Power Generation	30%
219	Wind Farm – <5MW	30%
220	Wind Farm – 5MW to <20MW	30%
221	Wind Farm – 20MW to <50MW	30%
222	Wind Farm – 50MW to <100MW	30%
223	Wind Farm – 100MW to <150MW	30%
224	Wind Farm – 150MW to <200MW	30%
225	Wind Farm ->=200MW	30%
229	Solar Farm – <5MW	30%
230	Solar Farm – 5MW to <20MW	30%
231	Solar Farm – 20MW to <50MW	30%
232	Solar Farm – 50MW to <100MW	30%
233	Solar Farm – 100MW to <150MW	30%
234	Solar Farm – 150MW to <200MW	30%
235	Solar Farm ->=200MW	30%
6	Rural Land	30%
419	Water – Pumping and Storage	30%
7	Other Land	30%

- (i) for land on which the rate levied for the previous financial year was for a full year the amount of the rate levied for the previous financial year plus 30%.
- (ii) for land on which the rate levied for the previous financial year was for a period less than the full year, the relevant annual amount had the land been levied for the full previous financial year, plus 30%.
- (iii) for land on which the differential rate category has changed, the relevant annual amount for the new differential rate category had that category been levied in the previous financial year, plus 30%.

(iv) for land on which a new valuation assessment has been issued by the State Valuer General, the relevant annual amount had the land been levied under that valuation assessment for the full previous financial year, plus 30%.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

### 6.11 SPECIAL CHARGE - RURAL FIRE BRIGADES 2021/2022

### RESOLUTION 2021/14

Moved: Cr Danita Potter Seconded: Cr Gavin Jones

That pursuant to Section 94 of the *Local Government Act 2009* and Section 94 of the *Local Government Regulation 2012* and Section 128A of the *Fire and Emergency Services Act 1990:* 

- 1. Council make and levy a special charge (to be known as the Rural Fire Levy Special Charge) of \$25 per rateable assessment, on all rateable land within the region to which the overall plan applies, that also attracts a Class E Emergency Management Levy (pursuant to Part 3 of the *Fire and Emergency Services Regulation 2011*) to fund the operations of the rural fire brigades that operate throughout the rural areas of the South Burnett Region.
- 2. The overall plan for the Rural Fire Levy Special Charge is as follows:
  - (a) the rateable land to which the plan applies is all rateable land within the region, other than rateable land that is liable to pay an urban district fire levy (pursuant to Section 107 of the *Fire and Emergency Services Act 1990*).
  - (b) the service, facility or activity for which the plan is made is the ongoing provision and maintenance of rural fire-fighting equipment for the rural fire brigades that operate throughout the rural areas of the region.
  - (c) the time for implementing the overall plan is 1 year commencing 1 July 2021 and ending 30 June 2022.
  - (d) the estimated cost of implementing the overall plan is \$217,000.
  - (a) the level of contribution each brigade receives will be decided by the Local Area Rural Fire Services Committee.

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

Against: Nil

# 6.12 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE WATTLEGROVE ROAD QUARRY 2021/2022

### **RESOLUTION 2021/15**

Moved: Cr Gavin Jones Seconded: Cr Roz Frohloff

That pursuant to Section 94 of the *Local Government Act 2009* and Section 94 of the *Local Government Regulation 2012:* 

- Council make and levy a special charge (to be known as the Kingaroy Quarry Supplies -Wattlegrove Road Special Charge) of \$9,766.57 on land described as Lot 459 on FY1925 and situated at 1304 Wattlegrove Road, Wattle Grove to fund Road Maintenance and Reconstruction costs associated with the operation of the extractive industry operation at the site, and
- 2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2021/2022 financial year pursuant to the Revenue Policy 2021/2022 and the Revenue Statement 2021/2022.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

# 6.13 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE TIM DWYER ROAD QUARRY 2021/2022

### **RESOLUTION 2021/16**

Moved: Cr Gavin Jones Seconded: Cr Danita Potter

That pursuant to Section 94 of the *Local Government Act 2009* and Section 94 of the *Local Government Regulation 2012:* 

- 1. Council does not levy a special charge on the Tim Dwyer Road Quarry situated on land described as Lot 169 on CSH697 or 79 Tim Dwyer Road, East Nanango in the 2021/2022 financial year, as the quarry has not commenced significant operations; and
- 2. That Council adopts the Annual Implementation Plan for the 2021/2022 financial year pursuant to the Revenue Policy 2021/2022 and the Revenue Statement 2021/2022.

<u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie

Schumacher and Scott Henschen

Against: Nil

# 6.14 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE WILSONS ROAD QUARRY 2021/2022

### **RESOLUTION 2021/17**

Moved: Cr Gavin Jones Seconded: Cr Scott Henschen

That pursuant to Section 94 of the *Local Government Act 2009* and Section 94 of the *Local Government Regulation 2012:* 

- 1. Council make and levy a special charge (to be known as the Gordonbrook Sand Quarry Wilsons Road Special Charge) of \$4,492.24 on land described as Lot 49 on BO544 and situated at Wilsons Road, Gordonbrook to fund Road Maintenance and Reconstruction costs associated with the operation of the extractive industry operation at the site, and
- 2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2021/2022 financial year pursuant to the Revenue Policy 2021/2022 and the Revenue Statement 2021/2022.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

# 6.15 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE BURRA BURRI ROAD QUARRY 2021/2022

### **RESOLUTION 2021/18**

Moved: Cr Danita Potter Seconded: Cr Gavin Jones

That pursuant to Section 94 of the *Local Government Act 2009* and Section 94 of the *Local Government Regulation 2012:* 

- Council does not levy a special charge on the Burra Burri Road Quarry situated on land described as Lot 67 on BO576 or 1229 Burra Burri Road, Durong in the 2021/2022 financial year, as the quarry has not commenced significant operations; and
- 2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2021/2022 financial year pursuant to the Revenue Policy 2021/2022 and the Revenue Statement 2021/2022.

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

Schumacher and Scott Henschen

Against: Nil

# 6.16 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE MANAR ROAD QUARRY 2021/2022

### **RESOLUTION 2021/19**

Moved: Cr Kathy Duff Seconded: Cr Scott Henschen

That pursuant to Section 94 of the Local Government Act 2009 and Section 94 of the Local Government Regulation 2012:

- 1. Council does not levy a special charge on the Manar Road Quarry situated on land described as Lot 7 on BO179 or 1551 Manar Road, Boondooma in the 2021/2022 financial year, as the quarry has not commenced significant operations; and
- 2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2021/2022 financial year pursuant to the Revenue Policy 2021/2022 and the Revenue Statement 2021/2022.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

### 6.17 SEPARATE CHARGE - COMMUNITY RESCUE AND EVACUATION 2021/2022

### **RESOLUTION 2021/20**

Moved: Cr Roz Frohloff Seconded: Cr Danita Potter

That pursuant to Section 94 of the *Local Government Act 2009* and Section 103 of the *Local Government Regulation 2012*, Council make and levy a separate charge (to be known as the "Community Rescue and Evacuation Separate Charge"), in the sum of \$5.00 per rateable assessment, to be levied equally on all rateable land in the region, for the purpose of sponsoring the aerial emergency rescue and evacuation transport providers that service the South Burnett Region.

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

Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

### 6.18 SEPARATE CHARGE - WASTE MANAGEMENT LEVY 2021/2022

### **RESOLUTION 2021/21**

Moved: Cr Scott Henschen Seconded: Cr Danita Potter

That pursuant to Section 94 of the *Local Government Act 2009* and Section 103 of the *Local Government Regulation 2012*, Council make and levy a separate charge (to be known as the "Waste Management Separate Charge"), in the sum of \$164.50 per rateable assessment, to be levied equally on all rateable land in the region, for the purpose of:

- 1. providing and maintaining waste facilities and services that are not met from other fees and charges collected on a user pays basis; and
- 2. meeting public expectations in matters of disposal of refuse that affect public health and visual amenity of the area.

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

Against: Nil

**CARRIED 7/0** 

### 6.19 WASTE COLLECTION UTILITY CHARGES 2021/2022

### **RESOLUTION 2021/22**

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That in accordance with Section 94 of the *Local Government Act 2009* and Section 99 of the *Local Government Regulation 2012* Council make and levy waste management utility charges, for the supply of waste management services (including the storage, collection and removal of general waste) on all land and structures to which a waste management service is supplied or, in the case of rateable land which is occupied, made available by Council as follows:

- 1. Council's Discretion to Levy Waste Management Utility Charges
  - (a) If premises are in an area in which Council conducts or will conduct general waste collection, Council may levy waste management utility charges having regard to:
    - (i) the nature and volume of general waste produced, or to be produced, as a result of the ordinary use or occupation of the premises; and
    - (ii) the number of standard general waste containers supplied to the premises; and
    - (iii) the size and type of each standard general waste container supplied to the premises; and
    - (iv) the nature of the general waste stored, or to be stored, in each standard general waste container, for example, whether the standard general waste container is set aside for the storage of:
      - (1) commercial waste; or
      - (2) domestic waste; or
      - (3) recyclable waste (but excluding green waste); or
      - (4) recyclable waste (but limited to green waste); and
    - (v) how often Council will arrange for the collection of general waste from each standard general waste container supplied to the premises.
  - (b) For the avoidance of doubt, in making a determination about the levying of waste management utility charges for premises, from time to time, Council is not obliged to have regard to:
    - (i) the extent to which the owner or occupier of the premises elects to utilise, for the storage of general waste, 1 or more of the standard general waste containers supplied to the premises for, or on behalf of, Council; or
    - (ii) the extent to which the owner or occupier of the premises elects to utilise, for the storage of general waste, 1 or more containers, other than standard general waste containers supplied to the premises for, or on behalf of, Council.

(c) Council delegates, to the Chief Executive Officer of Council, the power to make a determination about the levying of waste management utility charges for premises having regard to the criteria specified (service category) in section 0 below.

### 2. Waste Management Utility Charges for the Collection of General Waste

Service Category	Charge per Service
A collection service for the collection of domestic waste from a 240 litre waste container servicing domestic premises in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (other than the Bunya Mountains) and some specifically identified sub divisional areas.	\$179.00
An optional collection service for the collection of domestic waste from a 240 litre waste container servicing domestic premises not situated in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (also not situated in the Bunya Mountains) and some specifically identified sub divisional areas.	\$179.00
A collection service for the collection of commercial waste from a 240 litre waste container servicing commercial premises in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (other than the Bunya Mountains) and some specifically identified sub divisional areas.	\$250.00
An optional collection service for the collection of commercial waste from a 240 litre waste container servicing commercial premises not situated in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (and also not situated in the Bunya Mountains) and some specifically identified sub divisional areas.	\$250.00
Bunya Mountains waste management utility charge	\$216.00

The Bunya Mountains waste management utility charge is a separate utility charge levied in respect of:

- (a) the complexity and difficulty of waste management service provision for the Bunya Mountains; and
- (b) the collection of domestic waste from domestic premises situated in the Bunya Mountains in circumstances where the domestic waste is deposited in, and collected from, bulk waste containers which are set aside for the collection of domestic waste at the Bunya Mountains.

### 3. Definitions

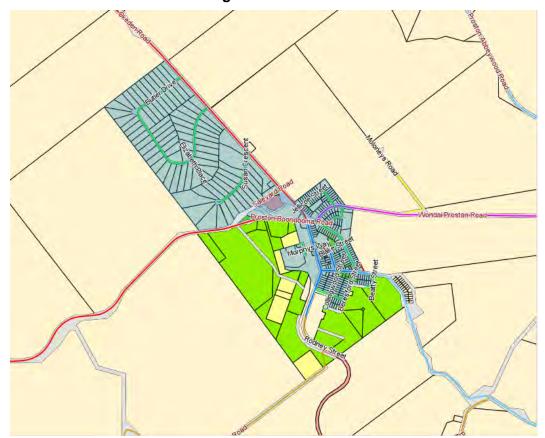
The following definitions apply:

bulk waste container	means a waste container with a capacity of 1m³ or more.		
commercial premises	means any of the following types of premises:  (a) a hotel, motel, caravan park, cafe, food store or canteen;		

	<ul> <li>(b) an assembly building, institutional building, kindergarten, child minding centre, school or other building used for education;</li> <li>(c) premises where a sport or game is ordinarily played in public;</li> <li>(d) an exhibition ground, show ground or racecourse;</li> <li>(e) an office, shop or other premises where business or work, other than a manufacturing process, is carried out;</li> <li>(f) a church, or other building, used as a place of worship, or for religious purposes.</li> </ul>			
commercial waste	means waste, other than green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of commercial premises.			
designated waste collection area	means an area which Council has, by resolution, designated as an area in which Council may conduct general waste or green waste collection. Maps of the designated waste collection areas adopted on 13 June 2018 are attached.			
domestic clean-up waste	means non-putrescible, dry and inoffensive waste, other than green waste or recyclable waste, produced as a result of a clean-up of domestic premises.			
domestic premises	<ul> <li>means any of the following types of premises:</li> <li>(a) a single unit private dwelling;</li> <li>(b) premises containing 2 or more separate flats, apartments or other dwelling units;</li> <li>(c) a boarding house, hostel, lodging house or guest house.</li> </ul>			
domestic waste	means waste, other than domestic clean-up waste, green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of domestic premises.			
general waste	means: (a) waste other than regulated waste; and (b) any of the following: (i) commercial waste; (ii) domestic waste; (iii) recyclable waste.			
green waste	grass cuttings, trees, bushes, shrubs, loppings of trees bushes or shrubs, or similar matter produced as a resul of the ordinary use or occupation of premises.			
interceptor	has the meaning given in Local Law No. 6 (Waste Management) 2018.			
interceptor waste	has the meaning given in Local Law No. 6 (Waste Management) 2018.			
manufacturing process	means a handicraft or other process relating to adapting, altering, assembling, cleaning, finishing, making, ornamenting, preparing, renovating, repairing, washing, or wrecking goods for trade, sale or gain or otherwise in connection with a business.			
occupier of premises	means the person who has the control or management of			

owner of premises	means the person for the time being entitled to receive the rent for the premises or would be entitled to receive the rent for it if it were let to a tenant at a rent.		
premises	includes each of the following:  (a) domestic premises; (b) government premises; (c) industrial premises; (d) commercial premises; (e) a building and the land on which a building situated.		
rateable land	see Local Government Act 2009, Section 93(2).		
recyclable waste	means clean and inoffensive waste that is declared by Council to be recyclable waste for the local government area of Council.		
regulated waste	see the Environmental Protection Regulation 2008.		
standard general waste container	means a container of a type approved by Council for storing domestic waste, commercial waste or recyclable waste at premises in the local government area of Council.		
waste container	see standard general waste container.		
waste	see Environmental Protection Act 1994, Section 13, and includes anything that is specified to be waste under Local Law No. 6 (Waste Management) 2018.		

### **Proston Designated Refuse Service Area**



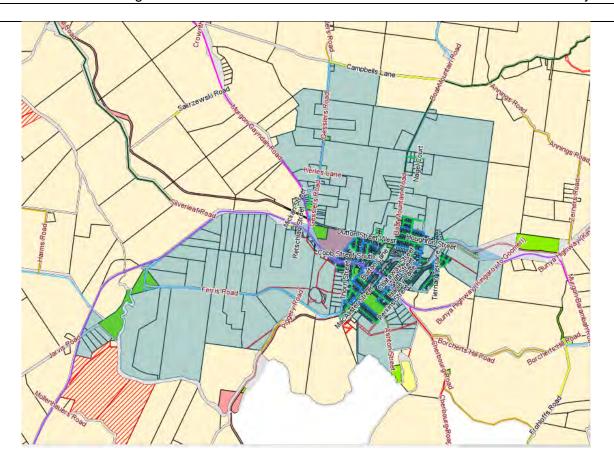
## **Hivesville Designated Refuse Service Area**



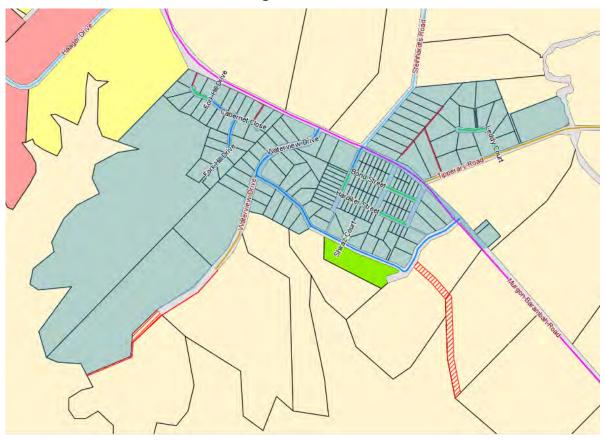
# Book Area Wheatlands, Road

### **Mondure Designated Refuse Service Area**

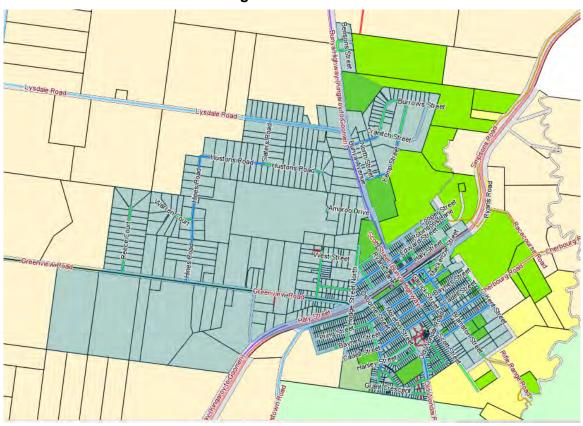
**Murgon Designated Refuse Service Area** 



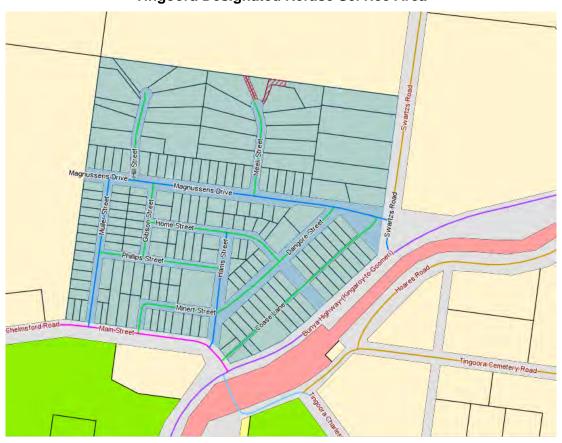
**Moffatdale Designated Refuse Service Area** 



### Wondai Designated Refuse Service Area



**Tingoora Designated Refuse Service Area** 



### Memerambi Designated Refuse Service Area



### **Wooroolin Designated Refuse Service Area**



Wattlecamp Designated Refuse Service Area



Sandy Ridges Designated Refuse Service Area



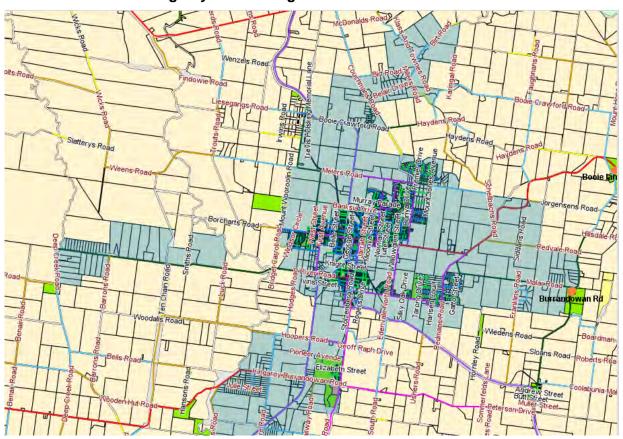
Runnymede North Designated Refuse Service Area



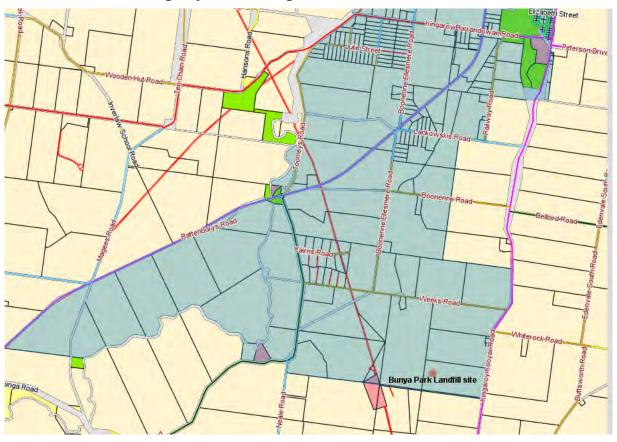
**Runnymede South Designated Refuse Service Area** 



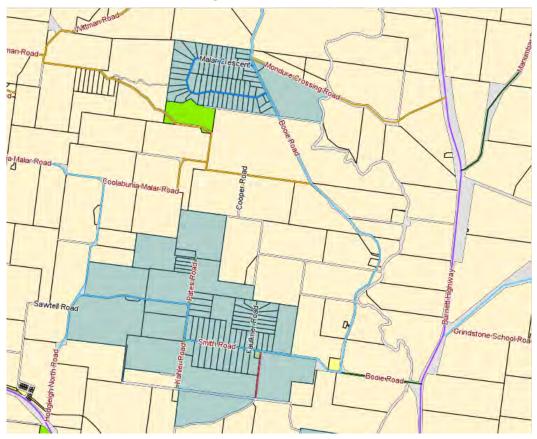
### Kingaroy North Designated Refuse Service Area



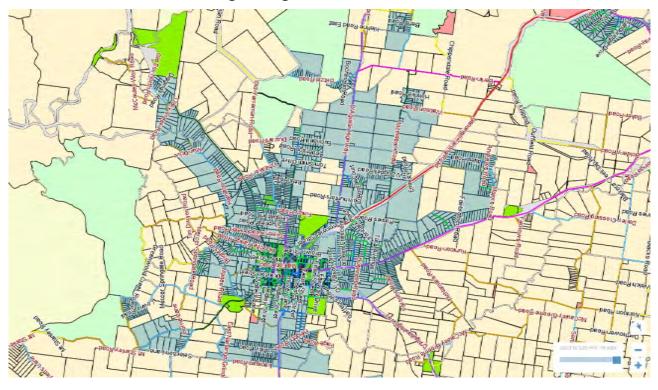
### Kingaroy South Designated Refuse Service Area



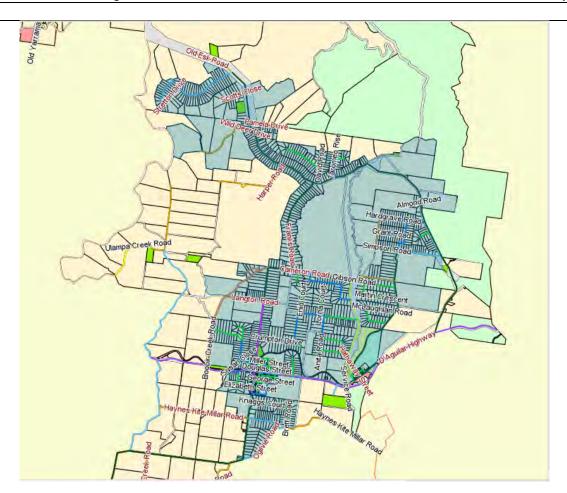
### **Booie Designated Refuse Service Area**



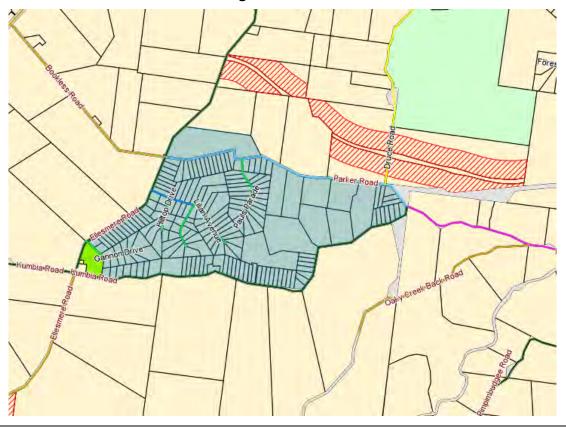
Nanango Designated Refuse Service Area



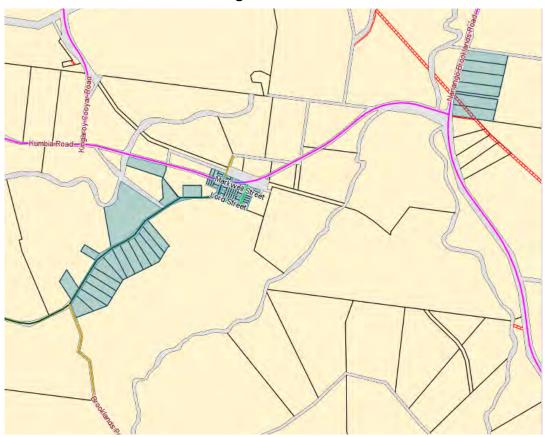
Blackbutt, Benarkin, Teelah and Taromeo Designated Refuse Service Area



**Ellesmere Designated Refuse Service Area** 



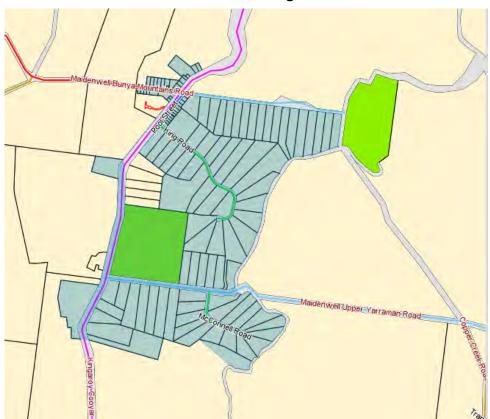
**Brooklands Designated Refuse Service Area** 



**Kumbia Designated Refuse Service Area** 



### **Maidenwell Designated Refuse Service Area**



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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

### 6.20 SETTING OF WASTEWATER UTILITY CHARGES 2021/2022

### **RESOLUTION 2021/23**

Moved: Cr Roz Frohloff Seconded: Cr Gavin Jones

That pursuant to Section 94 of the *Local Government Act 2009* and Section 99 of the *Local Government Regulation 2012*, Council make and levy sewerage utility charges, for the supply of sewerage services by the Council, as follows:

In respect of all lands and premises which are connected to, or capable of connection to, Councils reticulated sewerage systems, the following utility charges be made and levied for the provision of wastewater services for the year ended 30 June 2022, except for the Proston Common Effluent Disposal System:

- 1. In respect of all lands and premises which are connected to Council's wastewater Systems:
  - (a) For the first pedestal connected to any of Council's wastewater systems, a charge of \$739.00 per annum per pedestal.
  - (b) Other than additional pedestals installed in a private residence for the sole use of the occupier and their family, all additional pedestals will be levied a charge per annum per additional pedestal on the following basis:

- Removal of the increase in the 2<sup>nd</sup> pedestal charge on flats and commercial properties to allow for a more detailed review of such over the next 12 months
- Inclusion of a 15% increase to the 2<sup>nd</sup> pedestal charge on hospital and education facilities
- In respect of each allotment of Vacant Land rateable under the Local Government Act (c) 2009 situated within the declared wastewater areas defined in "Schedule A of the Revenue Statement" except for the Proston Common Effluent Disposal System. a charge of \$533.00 per annum will apply.
- Where any premises not connected to the Council's wastewater system, become (d) connected during the year, the charges under clause (a)(1) shall become operative from the date of connection, with proportionate rebate from that date, of those made under Clause (a)(3).

and the Revenue Statement 2021/22 be amended accordingly.

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

Schumacher and Scott Henschen

Nil Against:

**CARRIED 7/0** 

### PROSTON COMMON EFFLUENT DISPOSAL UTILITY CHARGES 2021/2022 6.21

### **RESOLUTION 2021/24**

Cr Kirstie Schumacher Moved:

Seconded: Cr Danita Potter

That pursuant to Section 94 of the Local Government Act 2009 and Section 99 of the Local Government Regulation 2012 Council make and levy sewerage utility charges, for the supply of sewerage services by the Council, as follows:

The following utility charges be made and levied for the provision of a Common effluent disposal system for the year ended 30 June 2022:

- In respect of all lands and premises which are connected to Council's Common effluent disposal system:
  - (a) For the first pedestal connected to the system, a charge of \$436.00 per annum per pedestal.
  - Other than additional pedestals installed in a private residence for the sole use of the (b) occupier and their family, all additional pedestals will be levied a charge of \$136.00 per annum per additional pedestal.
  - Where any premises not connected to the Council Common system, become connected (c) during the year, the charges under Clause (a) (1) shall become operative from the date of connection, with proportionate rebate from that date.
  - A charge of \$91.00 per annum will apply to vacant land that is capable of being connected to the system.

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

Against: Nil

### 6.22 WATER SUPPLY ACCESS CHARGE METHODOLOGY 2021/2022

### **RESOLUTION 2021/25**

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That pursuant to Section 92(4) of the *Local Government Act 2009* and Section 99 of the *Local Government Regulation 2012* Council make and levy water utility charges based on the following methodology to determine water access charges to be levied for the financial year ending the 30 June 2022 as follows:

- A Fixed Charge for all connected and vacant (not connected) land covering the net cost associated with the source of supply, administration, technical overhead, depreciation and finance costs for each scheme area be levied on those lands receiving a supply or to which a supply is deemed to be available
- 2. The basis of apportionment of this cost shall be the supply capacity made available to the connected premises, as a measure of the proportionate share of the capacity of the system utilised by the connected property, as listed in the table hereunder:

Meter Size	Capacity Factor
20mm	1.0
25mm	1.6
32mm and 40mm	2.5
50mm and 80mm	6.5
100mm	15.0
Vacant (not connected)	0.5

- 3. This direct correlation is varied as follows:
  - (a) All connections below 25mm are deemed to be the same capacity;
  - (b) Domestic properties which due to low pressure related matters only, require the installation of a larger than normal (20 mm) water meter, are to be charged the equivalent of a 20mm connection base charge;
  - (c) Domestic properties which due to low pressure related matters only, require the installation of an additional water meter, are to be charged the equivalent of a single 20mm connection base charge only;
  - (d) In the case of units as defined under the Body Corporate and Community Management Act 1997 where the complex has a main meter, and individual units do not have an individual meter, then the base water charge for each unit will be levied as if the unit had a 20mm service connected;
  - (e) In the case where there are 2 or more lots and an improvement is constructed across a property boundary, provided that a connected access charge is being levied for one lot, then vacant charges will not apply to the other vacant (land not connected to the water system) lot;
  - (f) In the case of properties defined as "Rural", except for properties connected to the Proston Rural Water Scheme, under Council's differential rating criteria where multiple services are connected a charge for each additional connection shall be 50% of a single 20mm base charge;
  - (g) In the case of properties on the Proston Rural Supply Scheme an access charge for each connection will apply;

(h) In the case where a specifically dedicated metered service connection is provided for fire-fighting capability a charge for each service shall be 50% of a single 20mm access charge.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

### 6.23 WATER SUPPLY CONSUMPTION CHARGE METHODOLOGY 2021/2022

### **RESOLUTION 2021/26**

Moved: Cr Gavin Jones Seconded: Cr Scott Henschen

That pursuant to Section 94 of the *Local Government Act 2009* and Section 99 of the *Local Government Regulation 2012* and on the basis of the principles laid down in Council's Revenue Statement, Council make and levy water utility consumption charges, for the supply of water services, as follows:

The following methodology be adopted to determine water consumption charges for water consumed each six (6) months during the financial year ending the 30 June 2022:

- 1. In respect of Water Supply Schemes of Blackbutt, Boondooma Dam, Kingaroy, Kumbia, Murgon, Nanango, Proston, Tingoora, Wondai, Wooroolin and Yallakool:
  - (a) Council operate a three (3) tier banding system based on the volume of water used in kilolitres (000's of litres) and the capacity of the meter connected.
  - (b) For connections greater than 20mm, the steps are increased proportionally with the capacity factor for each meter size.
  - (c) The tiers or steps that apply to each 6 monthly reading are shown in the table below.

Meter Size	Capacity Factor	Step 1 KL	Step 2 KL	Step 3 KL
20mm	1.0	0 - 125	126 - 250	>250
25mm	1.6	0 - 200	201 - 400	>400
32mm and 40mm	2.5	0 - 313	314 - 625	>625
50mm and 80mm	6.5	0 - 813	814 - 1,625	>1,625
100mm	15.0	0 - 1,875	1,876 - 3,750	>3,750
High Volume Commercial >200,000KL/pa	N/A	0 - 20,000	>20,000	N/A

- 2. In respect of Proston Rural Water Supply Scheme:
  - (a) A flat charge to apply for all water consumed.

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

Against: Nil

### **6.24 WATER SUPPLY CHARGES 2021/2022**

### **RESOLUTION 2021/27**

Moved: Cr Danita Potter Seconded: Cr Gavin Jones

That:

1. pursuant to Section 94 of the *Local Government Act 2009* and Section 99 of the *Local Government Regulation 2012* Council make and levy water utility charges set out in the table hereunder for the provision of water supply services (Access Charges) for the financial year ended 30 June 2022:

Declared Water Supply Service Area	Vacant	20mm	25mm	32mm and 40mm	50mm and 80mm	100mm	Fire Services	Additional Rural Services
Blackbutt	328.00	656.00	1,048.00	1,637.00	4,257.00	9,824.00	328.00	328.00
Boondooma Dam	328.00	656.00	1,048.00	1,637.00	4,257.00	9,824.00	328.00	328.00
Kingaroy	328.00	656.00	1,048.00	1,637.00	4,257.00	9,824.00	328.00	328.00
Kumbia	328.00	656.00	1,048.00	1,637.00	4,257.00	9,824.00	328.00	328.00
Murgon	328.00	656.00	1,048.00	1,637.00	4,257.00	9,824.00	328.00	328.00
Nanango	328.00	656.00	1,048.00	1,637.00	4,257.00	9,824.00	328.00	328.00
Proston	328.00	656.00	1,048.00	1,637.00	4,257.00	9,824.00	328.00	328.00
Proston Rural	N/A	567.00	909.00	1,419.00	3,689.00	N/A	N/A	N/A
Wondai/ Tingoora	328.00	656.00	1,048.00	1,637.00	4,257.00	9,824.00	328.00	328.00
Wooroolin	328.00	656.00	1,048.00	1,637.00	4,257.00	9,824.00	328.00	328.00
Yallakool	328.00	656.00	1,048.00	1,637.00	4,257.00	9,824.00	328.00	328.00

2. pursuant to Section 94 of the *Local Government Act 2009* and Section 99 of the *Local Government Regulation 2012* Council make and levy water utility charges set out in the tables hereunder for the consumption of water for the financial year ended 30 June 2022.

Properties not connected to the Proston Rural Water Supply Scheme will be split into separate tariffs - based on their Differential Rate Category. Residential Tariffs are comprised of Residential (1, 201, 203, 301, 401), Rural Residential (910, 920, 930, 940, 950, 960) and Village (3) Rate Categories per the Revenue Statement.

Commercial Tariffs are comprised of Commercial (2, 202, 204, 302, 402), Shopping Centre (9,10,99), Industrial (8, 208, 209, 308, 408), Extractive (211, 212, 213), Coal Mine (414), Power Generation (215, 219, 220, 221, 222, 223, 224, 225, 229, 230, 231, 232, 233, 234, 235), Rural Land – Primary Production (6), Water Pumping and Storage (419) and Other (7) Rate Categories per the Revenue Statement.

(a) In respect of Residential Tariffs (Consumption Charge) for the Water Supply Schemes of Blackbutt, Boondooma Dam, Kingaroy, Kumbia, Nanango, Proston, Tingoora, Wondai, Wooroolin and Yallakool:

Declared Water	Tier 1	Tier 2	Tier 3		
Supply Service Area	Charge per Kilolitre	Charge per Kilolitre	Charge per Kilolitre		
Blackbutt	1.65	2.46	2.89		
Boondooma Dam	1.65	2.46	2.89		
Kingaroy	1.65	2.46	2.89		
Kumbia	1.65	2.46	2.89		
Murgon	1.65	2.46	2.89		
Nanango	1.65	2.46	2.89		
Proston	1.65	2.46	2.89		

Wondai	1.65	2.46	2.89
Wooroolin	1.65	2.46	2.89
Yallakool	1.65	2.46	2.89

(b) In respect of Commercial tariffs (Consumption Charge) for the Water Supply Schemes of Blackbutt, Boondooma Dam, Kingaroy, Kumbia, Nanango, Proston, Tingoora, Wondai, Wooroolin and Yallakool:

Declared Water	Tier 1	Tier 2	Tier 3 Charge per Kilolitre	
Supply Service Area	Charge per Kilolitre	Charge per Kilolitre		
Blackbutt	1.80	2.40	2.67	
Boondooma Dam	1.80	2.40	2.67	
Kingaroy 1.80		2.40	2.67	
Kumbia	1.80	2.40	2.67	
Murgon	1.80	2.40	2.67	
Nanango 1.80		2.40	2.67	
Proston 1.80		2.40	2.67	
Wondai 1.80		2.40	2.67	
Wooroolin 1.80		2.40	2.67	
Yallakool	allakool 1.80		2.67	

<sup>(</sup>c) In respect of the Proston Rural Water Supply Scheme a flat charge of \$1.65 per Kilolitre of water consumed.

(d) High Volume Commercial >200,000 Kilolitre per year.

Declared Water Supply	Tier 1	Tier 2	No Tier 3	
Service Area	Charge per Kilolitre 0 - 20,000	Charge per Kilolitre >20,000		
Blackbutt	1.80	2.40		
Boondooma Dam	1.80	2.40		
Kingaroy	1.80	2.40		
Kumbia	1.80	2.40		
Murgon	1.80	2.40		
Nanango	1.80	2.40		
Proston	ston 1.80			
Wondai	1.80	2.40		
Yallakool	1.80	2.40		

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

### 6.25 LEVY AND PAYMENT OF RATES AND CHARGES 2021/2022

### **RESOLUTION 2021/28**

Moved: Cr Danita Potter Seconded: Cr Gavin Jones

That:

- 1. pursuant to Section 107 of the *Local Government Regulation 2012* and Section 114 of the *Fire and Emergency Services Act 1990*, Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy be levied:
  - (a) for the half of the year 1 July 2021 to 31 December 2021 in August 2021; and
  - (b) for the half year 1 January 2022 to 30 June 2022 in February 2022.
- 2. pursuant to Section 118 of the *Local Government Regulation 2012*, that Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy, be paid within thirty (30) days of the issue of the rate notice.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

### 6.26 ADOPTION OF DISCOUNT ON RATES 2021/2022

### **RESOLUTION 2021/29**

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That pursuant to Section 130 of the *Local Government Regulation 2012*, the differential general rates, wastewater utility charges, water access charges, refuse collection charges made and levied shall be subject to a discount of 10% if paid within the discount period of thirty (30) days of the date of issue of the rate notice provided that:

- 1. all of the aforementioned rates and charges are paid within thirty (30) days of the date of issue of the rate notice;
- 2. all other rates and charges appearing on the rate notice (that are not subject to discount) are paid within thirty (30) days of the date of issue of the rate notice; and
- 3. all other overdue rates and charges relating to the rateable assessment are paid within thirty (30) days of the date of issue of the rate notice.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

### 6.27 INTEREST ON OVERDUE RATES 2021/2022

### **RESOLUTION 2021/30**

Moved: Cr Danita Potter Seconded: Cr Kathy Duff

That:

1. pursuant to Section 133 of the *Local Government Regulation 2012*, compound interest on daily rests at the rate of eight-point zero three percent (8.03%) per annum is to be charged on all overdue rates or charges.

2. Council determine that rates or charges will be considered as overdue for the charging of interest if they remain unpaid after thirty (30) days from the due date of the relevant rate notice.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

# 6.28 ADOPTION OF THE SETTING OF CONCESSION ON RATES AND CHARGES FOR APPROVED PENSIONERS 2021/2022

### RESOLUTION 2021/31

Moved: Cr Kathy Duff Seconded: Cr Scott Henschen

That pursuant to Sections 120, 121 and 122 of the *Local Government Regulation 2012*, a rebate of rates be granted to all ratepayers who are pensioners and who are eligible for the Queensland Government pensioner remission.

The rebate will be set at:

- 1. Twenty percent of the differential general rate, sewerage utility charges, water utility charges and waste/refuse utility charges; and
- 2. The maximum concession granted per property shall be capped at \$200 per annum.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

# 6.29 ADOPTION OF EXEMPTIONS AND CONCESSIONS ON VARIOUS SPECIAL, SEPARATE AND UTILITY CHARGES 2021/2022

### **RESOLUTION 2021/32**

Moved: Cr Kathy Duff Seconded: Cr Danita Potter

That:

- 1. pursuant to Section 93 of the *Local Government Act 2009* Council provides an exemption of differential general rates and separate charges for properties as identified within the categories per the table below.
- 2. pursuant to Sections 120, 121 and 122 of the *Local Government Regulation 2012*, Council grants a rebate for various rates and charges for the financial year ending 30 June 2022 as identified in the table below and subject to the following:
  - (a) Property owners must notify Council immediately if there is a substantive change in land use for a property that is receiving a rate concession.
  - (b) Applications received during the current financial year that fall within the categories below, will be granted a rate concession following the passing of a resolution by Council.

(c) If a property has been granted a rate concession in the previous financial year, the owner will not be required to re-apply to receive the rate concession for the current financial year. However, proof of ongoing eligibility will be required if requested.

Concession Category	Differential General Rates	Separate Rates	Water Access	Sewerage Access	Waste Bin
Queensland Country Women's Association	100%	100%	75%	75%	0%
Youth Accommodation	100%	100%	0%	0%	0%
Youth Groups – Scouts, Guides	100%	100%	100%	100%	100%
Seniors and Welfare Groups	100%	100%	50%	50%	0%
Kindergartens	100%	100%	50%	50%	0%
Service and Other Clubs	100%	100%	75%	75%	0%
Show Grounds	100%	100%	50%	50%	0%
Race Grounds	100%	100%	0%	0%	0%
Museums, Theatres, Heritage	100%	100%	100%	100%	0%
Sporting Groups and Associations	100%	100%	75%	75%	0%
Charitable Organisations	100%	100%	0%	0%	0%
Community Owned Halls	100%	100%	0%	0%	0%

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

# 6.30 ADOPTION OF THE CONCESSION OF WATER CONSUMPTION CHARGES - HAEMODIALYSIS MACHINES 2021/2022

### **RESOLUTION 2021/33**

Moved: Cr Scott Henschen Seconded: Cr Danita Potter

That pursuant to Sections 120, 121 and 122 of the *Local Government Regulation 2012*, Council allows an annual rebate of 190KL on the water usage to any patient who qualifies for and operates a home Haemodialysis Machine supplied by Queensland Health at a current estimated reduction in revenue of \$372.50.

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

### 6.31 ADOPTION OF WAIVING MINIMUM GENERAL RATES 2021/2022

### **RESOLUTION 2021/34**

Moved: Cr Danita Potter Seconded: Cr Gavin Jones

That pursuant to Sections 120, 121 and 122 of the Local Government Regulation 2012, Council grants a rebate equal to the full value of the separate charges and part of the differential general

rates equal to the difference between the Minimum Differential General Rate for the appropriate category and the rate calculated using the rate in the dollar and the valuation for the properties identified hereunder:

- 1. Any rateable land held as a Permit to Occupy for water facility purposes, namely bore and pump site and associated purposes only.
- 2. Properties that are small parcels of land worked in conjunction with properties held in the same ownership and identified in table hereunder:

Assess No	<b>Property Description and Location</b>		
31384	Hebbel Drive, Tablelands		
31598-1	Bradleys Road, Wooroonden		

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

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

### 7 CLOSURE OF MEETING

The Meeting closed at 12.09pm.

The minutes of this meeting were confirmed at the Ordinary Meeting of the South Burnett Regional Council held on 28 July 2021.

CHAIRPERSON

### 8 BUSINESS OUTSTANDING

### 8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File Number: 28/07/2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

### **PRECIS**

Business outstanding table for the Ordinary Council Meeting

### **SUMMARY**

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

### **OFFICER'S RECOMMENDATION**

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

### **BACKGROUND**

N/A

### **ATTACHMENTS**

1. Business Outstanding Table

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# BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Meeting Date: 28 July 2021

**Attachment No: 1** 

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Item 8.1 - Attachment 1 Page 106

Ordinary Council Meeting 28 July 2021

Meeting	Subject	Resolution		Notes	
Council 12/06/2019	Lease of Coolabunia Saleyard and South Burnett Regional Council Dip Facilities	Moved: Cr Kathy Duff Seconded: Cr Terry Fleischfresser		Tenders for the Lease of Cattle Dip Facilities Nanango, Proston & Wondai close on Tuesday 17	
		Government or organisat	I call tenders in accordance with the Local Regulation 2012, Section 228 for individuals tions to lease the Nanango, Proston and le yards and Dip facilities	August 2021.	
		Councillors v	oted unanimously		
			CARRIED 7/0		
Meeting	Subject	Resolution		Notes	
Council 24/02/2021	Overgrown Allotment Enforcement	RESOLUTIO	ON 2021/270	21 May 2021 1:34pm Patch, Craig	
		Moved: 0	Cr Kathy Duff	Compliance still awaiting some feedback from other	
		Seconded: Cr Roz Frohloff			
		That Council approve a review into the Overgrown Allotment operations of Council with a view to a stricter enforcement protocol.			
				22 Jul 2021 2:49pm Patch, Craig	
			In Favour:		A lacklustre response from other Councils. However, presently developing a draft Policy position based upon comments made by some
		Against:	Nil	councillors. This document will then be circulated to the councillors for their information and then	
			CARRIED 7/0		
Council 24/02/2021	Illegal Occupation of Private Land	RESOLUTIO	ON 2021/271	21 May 2021 1:43pm Patch, Craig	
		Moved: Cr Kathy Duff		Awaiting legal advice in relation to some technical	
		Seconded: 0	Cr Danita Potter	questions/aspects concerning certain aspects of the illegal occupation policy position document	
				22 Jul 2021 2:48pm Patch, Craig	

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Item 8.1 - Attachment 1 Page 107

Ordinary Council Meeting 28 July 2021

			approve the development of an Illegal n Private Land Policy, Procedure and Strategy.	Still seeking legal clarification on some points for the Policy position.
			Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen	
		Against:	Nil	
			CARRIED 7/0	
Council 24/02/2021	Update to	RESOLUTION	2021/262	Style Guide still to be updated
	Standard Street Name Sign and	Moved: Cr	Kirstie Schumacher	
	Style Guides	Seconded: Cr	Roz Frohloff	
		That Council resolves to adopt a standard street blade and roundabout street sign		
		drawing, 4), be a	revisions to the standard street name sign as specified in Attachment one (1) (option dopted and implemented on all new and nent street name signs;	
		as speci adopted	standard roundabout name sign drawing, fied in Attachment two (2) (option 5), be and implemented on all new and nent roundabout name signs; and	
			style guidelines be updated to reflect the other standard street name sign.	
		1	Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen	
		Against:	Nil	
			CARRIED 7/0	

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Item 8.1 - Attachment 1 Page 108

Council 28/04/2021	Independent	RESOLUTION 202	1/335	21 May 2021 8:54am Pitt PSM, Mark									
	Accounting Analysis	Moved: Cr Brett	Otto	CEO met with QTC representative and									
		Seconded: Cr Kathy Duff  That South Burnett Regional Council work with our Chief Executive Officer to develop a strategy which provides a pathway to surplus by 2023/2024 and that such work commence in July 2021 with a view to finalisation of the strategy by 30 June 2022.		presentation organised for 3 June 2021 with QTC representatives on Budget preparation.									
				representatives on budget preparation.									
		Roz	Brett Otto, Gavin Jones, Kathy Duff, Frohloff, Danita Potter, Kirstie macher and Scott Henschen										
		Against: Nil											
			CARRIED 7/0										
Council 28/04/2021	Amendment to	RESOLUTION 202	1/356	21 May 2021 2:13pm Donohue, Kimberley									
	Development	Development Incentive Scheme -	Moved: Cr Dani	ta Potter	Forms have been updated and website update in								
	Reduction in	Seconded: Cr Kath	y Duff	progress.									
	Infrastructure Charge	That Council:											
	onaige	for assessing	update to the criteria and procedure ng and approving the reduction of e charges (addition in bold):										
		Description	Criteria										
											Effective Dates	1 December 2020 to 30 June 2022	
		Applicable Development	All development is eligible if located within the South Burnett Regional Council area that is subject to an infrastructure charges notice (ICN).										
			Infrastructure Charges issued under previous Charges Resolutions (No. 1 (2013) and 2										

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	(2015)) are proposed to be included in the revision. Infrastructure Charges payable under Charges Resolutions No. 1 and 2, will be capped at the amount that would apply to charges issued under Charges Resolution No. 3	
Infrastructure charges discounts	with the discounts in place.    50% discount for any commercial use or industrial activity;   50% discount for long-term employment generating development;   75% discount for Reconfiguring a lot for Residential development;   75% discount for Residential development;   105% discount for Residential development; (excluding in the Rural Residential Zone)   100% discount for Residential development in the Rural Residential zone;   100% discount for Rural or Tourist activity (eg. Short-term accommodation) in	
Recommendation and Approval	the Rural Zone.  Manager Planning & Land Management recommends reduction in infrastructure charges that meets the eligibility criteria, for approval by the Chief Executive Officer.	

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			potential freehold landholdings that s, including what may be underutilised			
		aims to support and by:	igate and develop a pilot project that d address the current lack of housing			
	nousing outcomes in Kingaroy	_	housing outcomes in Kingaroy	Seconded: Cr Kathy	y Duff	Project commenced by identifying freehold land.  Project plan being prepared.
	support residential		e Schumacher	Project commenced by identifying freehold land.		
Council 28/04/2021	Pilot Project to	RESOLUTION 202		21 May 2021 1:48pm Bayntun, Rebecca		
		Against: Cr Ga	avin Jones CARRIED 6/1			
		Danit Scott	Brett Otto, Kathy Duff, Roz Frohloff, a Potter, Kirstie Schumacher and Henschen			
		under the Pla Infrastructure the applican discount the Developmen	the Chief Executive Officer the power, anning Act 2016 (Qld), to enter into an e Agreement between Council and at (developer) and apply the relevant nat meets the criteria of the at Incentive Scheme.			
			endix B: Definitions			
		• •	endix A: Rules and procedures			
			Sheet - Development Incentives cation form			
		guidelines Developmen	e release of the revised forms and to support and promote the at Incentive Scheme, as presented:			
			Chief Executive Officer to enter into Infrastructure Agreement with applicant.			

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green space that has been identified as superfluous to our community's needs in residential areas in Kingaroy,

- b) Considering what would be involved in subdividing or developing these Council owned parcels or underutilised green spaces,
- c) Consider Council's options to sell these parcels for residential housing; and or
- d) Consider opportunities for Council to stage or partner with appropriate building contractors to construct residential houses in Kingaroy

A report on a potential pilot project be brought back to Council for consideration in the 2021/22 Operational Plan to help address the current lack of residential housing in Kingaroy that is known to be impacting the local industry and causing housing stress for residents.

In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff,

Roz Frohloff, Danita Potter, Kirstie

Schumacher and Scott Henschen

Against: Nil

**CARRIED 7/0** 

Council 28/04/2021	New Dam Signage	RESOLUTION 2021/359	1
		Moved: Cr Kathy Duff	S
		Seconded: Cr Roz Frohloff	d
		That Council support the South Burnett Tourist Parks branding design to be implemented at Boondooma Dam and Bjelke-Petersen Dams signage and promotional material and the name on the design be changed to Boondooma Dam.	2

# 17 May 2021 10:05am Hunter, Michael

Signs are in process of being powder coated and designs work is nearing completion. Order has been processed for footings etc to be undertaken.

#### 23 Jun 2021 4:40pm Hunter, Michael

Final proofs have been sent to Artcraft for printing 21/6/21 - Signs have been returned, new powered coating and are at Dams awaiting installation.

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		In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen  Against: Nil CARRIED 7/0	
Council 26/05/2021	Debtor write-offs	RESOLUTION 2021/383	
Coditcii 20/05/2021	for the 2020/2021	Moved: Cr Danita Potter	
	year		
		Seconded: Cr Kirstie Schumacher	
		That:	
		<ul> <li>□ the \$3,943.83 in bad debts to be written off be approved; and</li> <li>□ South Burnett Regional Council receive and note the future potential write-offs of approximately \$2,000 to be confirmed at the June Standing Committee meeting</li> <li>In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</li> </ul>	
		Against: Nil	
		CARRIED 7/0	
Council 26/05/2021	Local Law Review	RESOLUTION 2021/389	30 Jun 2021 9:56am O'May, Peter
		Moved: Cr Danita Potter	Activity included in Operational Plan development
		Seconded: Cr Gavin Jones	for 2022/23 as additional funding not available in draft 2021/22 budget., Report to be provided to
		That a complete review of the South Burnett Regional Community Stand Council's Local Laws and Subordinate Local Laws be undertaken during the 2021/22 financial year and that this activity be included in Council's 2021/22 Operational Plan.	

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		In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen	
		Against: Nil	
	~	CARRIED 7/0	
Council 26/05/2021	Development of Murgon to Proston	RESOLUTION 2021/393	20 Jul 2021 11:53am Watt, Mark
	to Rail Trail	Moved: Cr Roz Frohloff	A councillor workshop will be convened in the near
		Seconded: Cr Danita Potter	future, but approx. 1 to 2 months.
		That:	
		<ol> <li>A Councillor workshop be held to review relevant documentation and formulate an assessment process including consultation plan as required, to assist Council make an informed decision on this matter.</li> </ol>	
		<ol><li>the Deputation parties be advised that Council will not be in a position to provide a response until further consideration on this matter has been made.</li></ol>	
		<ol> <li>A further report be presented to a future Standing Committee Meeting.</li> </ol>	
		In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen	
		Against: Nil	
		CARRIED 7/0	
Council 26/05/2021	Expiry of Manager	RESOLUTION 2021/394	24 Jun 2021 10:18am Watt, Mark
	Contracts - Boondooma & Bjelke Petersen	Moved: Cr Gavin Jones	Michael Hunter preparing renewal document
		Seconded: Cr Scott Henschen	
Dams	Dams	That pursuant to section 224(5) of the Local Government Regulation 2012, South Burnett Regional Council	

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exercise an extension to the current contracts for Boondooma and Bjelke-Petersen Dams, for a period no greater than 12 months. Crs Brett Otto, Gavin Jones, Kathy Duff, In Favour: Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen Against: Nil **CARRIED 7/0** Council 30/06/2021 LGAQ 125th RESOLUTION 2021/408 Annual Cr Gavin Jones Moved: Conference: Motion Request Seconded: Cr Kirstie Schumacher That South Burnett Regional Council resolves to submit the following resolutions to the 2021 Local Government Association Queensland (LGAQ) 125th Annual Conference: (a) That the LGAQ call on the State and Federal Governments to review the Road Maintenance Performance contracts with Councils with a view to increasing the amounts provided to Council. (b) That the LGAQ calls upon the State Government to maintain an ongoing commitment past the current financial year to the State Waste Levy Annual Prepayment. That the LGAQ call on the State and Federal Governments to review the regulatory approvals process in terms of renewable energy projects and a coordinated approach to ensure social and economic benefits are delivered in asset communities. That the LGAQ reaffirms its call on the Queensland State Government to review the

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		collection of roadside grazing permit fees by Drought Declared Local Authorities Road side grazing permits allowing individual Councils to make the decision by resolution in relation to the collection of any Local or State Government fees.  In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen  Against: Nil						
		CARRIED 7/0						
Council 30/06/2021	Rate Exemptions	RESOLUTION 2021/416						
	and Remissions - Additions to	Moved: Cr Kathy Duff						
	Approved List -	Seconded: Cr Scott Henschen						
	Property Numbers 208170, 252190, 109980 & 229980	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, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen
		Against: Nil						
		CARRIED 7/0						
Council 30/06/2021	Request for	RESOLUTION 2021/417						
Lan	Deferral of Sale of Land for Overdue	Moved: Cr Kathy Duff						
	Rates - Property	Seconded: Cr Danita Potter						
	Number 217700	That:						
		<ul> <li>South Burnett Regional Council defer Sale of Land for Overdue Rates action for a period of six (6)</li> </ul>						

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			hs on the condition that the applicant seek cial advice in relation to his personal mstances; applicant contacts Council by 31 December with a suitable payment arrangement that the outstanding balance and future rates	
			nces off within three (3) years; and	
		□ Intere	est will be waived for the six (6) month period.	
		In Favour:	Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen	
		Against:	Nil	
			CARRIED 7/0	
Council 30/06/2021	Monthly Financial	RESOLUTIO	ON 2021/428	
	Report and Fourth Quarter Budget	Moved: C	Cr Roz Frohloff	
	Revision	Seconded: C	Cr Danita Potter	
	2.	2.	Capit as at 2. That <i>Local</i>	the Monthly Financial Report including tal Works and Works for Queensland (W4Q4) 31 May 2021 be received and noted. in accordance with Section 170(3) of the If Government Regulation 2012 the revised 1/2021 operational budget be adopted.
			Local	in accordance with Section 170(3) of the  I Government Regulation 2012 the revised  /2021 capital budget be adopted.
		In Favour:	Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen	
		Against:	Nil	
			CARRIED 7/0	

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Council 30/06/2021	In-Kind Support - Baconfest 2021	RESOLUTION 2021/433	
		Moved: Cr Danita Potter	
		Seconded: Cr Kirstie Schumacher	
		That Council approve the requested in-kind assistance to the 2021 Baconfest.	
		In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen	
		Against: Nil	
		CARRIED 7/0	
Council 30/06/2021	Lease - 62-64	RESOLUTION 2021/443	20 Jul 2021 4:11pm Pointon, Jennifer
	Lamb Street Murgon	Moved: Cr Kathy Duff	Option documentation has been received from CBA
	3	Seconded: Cr Danita Potter	
		That South Burnett Regional Council vary the existing lease to Commonwealth Bank of Australia, for the lease of the shop space, part A and B of Lot 1 on CP M55124, 62-64 Lamb Street, Murgon with the following terms:	
		Commencement date - 1 December 2021	
		2. Term 1 year	
		3. Options 3 x 1 years	
		<ol> <li>Rental Review by CPI to be conducted at each option</li> </ol>	
		<ol><li>Commonwealth Bank of Australia to prepare the variation document</li></ol>	
		<ol> <li>Accept the special condition that the lease variation is subject to Commonwealth Bank of Australia Board approval</li> </ol>	
		In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen	

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		Against: Nil			
		CARRIED 7/0			
Council 30/06/2021	Management	RESOLUTION 2021/446			
	Model Analysis for Ringsfield House	Moved: Cr Kirstie Schumacher			
	3	Seconded: Cr Roz Frohloff			
		That Council adopts the recommended model of an Advisory Committee; and			
		That Council adopt the Terms of Reference			
		That the Advisory Committee consist of the following structure:			
		Chairperson			
					Booking and Event co-ordinator
		Gardening advisor			
		Marketing and Tourist advisor			
		Volunteer Manager			
		Museum Curator			
		<ul> <li>Social Services/Community Development advisor</li> </ul>			
		2 x Councillor			
		3. The Advisory Committee are to:			
		<ul> <li>Develop a strategic plan that incorporates a business plan, landscape plan and event plan and provide recommendations to Council</li> </ul>			
		<ul> <li>Encourage community use and hire of the facility</li> <li>Provide quarterly updates to the Portfolio</li> <li>Councillor</li> </ul>			

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		<ol> <li>The Advisory Committee is to be reviewed at 30 June 2022 and is to conclude its duties by 30 June 2023</li> </ol>	
		In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen	
		Against: Nil	
		CARRIED 7/0	
Council 30/06/2021	Lease agreement	RESOLUTION 2021/451	20 Jul 2021 4:44pm Pointon, Jennifer
	between SB Care and South Burnett	Moved: Cr Roz Frohloff	SB Care to present information in a workshop to
	Regional Council	Seconded: Cr Danita Potter	Council on the proposal
		That the matter lay on the table until the July General Meeting	
		In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen	
		Against: Nil	
		CARRIED 7/0	
Council 30/06/2021	Local Law Review	RESOLVED 2021/405	22 Jul 2021 10:20am Patch, Craig
		Report back to first quarter budget review with a cost estimate for the Local Law Review.	Identifying potential consultants who could undertake this task for Council and obtain quotes from them to report back to Council.
Council 30/06/2021	Murgon Anzac Day	RESOLUTION 2021/444	
	Commemorative Committee	Moved: Cr Roz Frohloff	
		Seconded: Cr Danita Potter	
		That Kathy Duff be nominated as a suitably qualified person to chair the Murgon Anzac Day Commemorative Committee and further, the CEO provide a response to the Murgon RSL Sub Branch regarding the nomination.	

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		In Favour:	Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen
		Against:	Nil
			CARRIED 7/0
Council 30/06/2021	Question on Notice	Question on	notice from Cr Schumacher:
Reef Catchment			ncil's role in relation to the Great Barrier Reef and regulations. Report to be brought back.

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

#### 9.1 VIDEO FOOTAGE OF BUDGET COMMITTEE MEETINGS

File Number: 28/07/2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

# **PRECIS**

Presented at the Community Standing Committee meeting on 14 July 2021 - Video Footage of Budget Committee Meetings

# **SUMMARY**

#### **COMMITTEE RESOLUTION 2021/22**

Moved: Cr Kirstie Schumacher

Seconded: Cr Brett Otto

That the committee recommends to Council:

That the video footage from South Burnett Regional Council Budget Committee Meeting's from 27 April 2021 to 14 July 2021 be uploaded to Council's website and made available to the public for viewing, as per the standard practice for all Council Standing Committee and General Council Meetings.

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

Kathy Duff

Against: Nil

**CARRIED 6/0** 

#### OFFICER'S RECOMMENDATION

That the Video Footage of Budget Committees report be received for information.

# **BACKGROUND**

Preparations for the 2021-22 Financial Year Budget commenced in November 2020, with both workshops and budget meetings designed to assist Councillors in the process of building a balanced and sustainable budget.

To ensure an accountable budget, Council had committed to an open and transparent budget process and, at the Ordinary Council Meeting held 24 March 2021 Council passed the following resolution:

# **RESOLUTION 2021/303**

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That South Burnett Regional Council:

1. Establish the following committee for the fixed period 1 April to 30 June 2021 with the following membership and Chair in accordance with s264 of the Local Government Regulation 2012:

Committee	Membership	Chair
Budget Committee	7 Councillors	Mayor

Item 9.1 Page 122

2. Conduct budget committee meetings as listed in the 2021-2022 Budget Parameters and Timeline report between 27 April and 2 June 2021 be open to community through live streaming and gallery attendance in compliance with COVID-19 requirements.

<u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter, Kirstie Schumacher and Scott Henschen Against: Nil

**CARRIED 6/0** 

In conjunction with budget workshops, the establishment of a formal Budget Committee Meeting framework allowed each department to deliver information and seek direction from Council through a formal resolution process.

During the lead up to the 2021 budget meeting, 34 workshops and 8 Budget Committee Meetings were held to debate all aspects of the budget including:

- Regulative and legislative obligations of Council
- Revenue requirements for General Operations, Water & Wastewater and Waste programmes
- Grant funding
- Reviewing operational expenditure
- Long Term financial planning
- Rates Reviewing the outputs and implications of Rate Models
- Reviewing the effects of new Land Valuations and Differential Rating Categories
- Reviewing the key influencers of Council's budget External Funding and Borrowings
- Depreciation
- Capital and Operational expenditure (CapEx & OpEx)
- Reviewing the Queensland Treasury Corporation's Revenue Models
- Review of Asset Management Plans

In line with Council's General and Standing Committee meetings, Council's Budget Committee Meetings were open to the community through livestreaming and gallery attendance.

Given this was the first time Council has conducted this committee and the number of meetings extended out to 30 June, publishing the meetings online after the livestream was held back until the special budget meeting was concluded. The Budget Committee and the Special Council meeting for the Budget have all been placed on Council's website and YouTube Channel. This action was concluded in the week ending 23 July 2021.

Video Recordings of Council's Budget Committee Meetings can be found on Council's website <a href="www.southburnett.qld.gov.au">www.southburnett.qld.gov.au</a> under 'Council Meetings' and 'South Burnett Regional Council Budget'.

# **ATTACHMENTS**

Nil

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# 9.2 SOUTH BURNETT REGIONAL COUNCIL DEBT POLICY 2021/2022 - STATUTORY010

File Number: IR2800665

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

# **PRECIS**

South Burnett Regional Council Debt Policy 2021/2022 – Statutory010

#### **SUMMARY**

Following the issue of future debt being raised at the Special Budget meeting the policy is tabled for Councillor information and/or direction.

#### OFFICER'S RECOMMENDATION

That South Burnett Regional Council Debt Policy 2021/2022 report be received for information.

#### **BACKGROUND**

The issue of future debt was raised at the Council's Special Budget meeting on 14 July 2021.

The South Burnett Regional Council Debt Policy 2021/2022 – Statutory010 was adopted by Council at the Ordinary Meeting on 30 June 2021

Resolution 2021/413

Moved: Cr Danita Potter Seconded: Cr Gavin Jones

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

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

Against: Nil

Carried 7/0

Following the Special Meeting, Council officers have sought advice from various agencies including Queensland Treasury Corporation (QTC). Contact has been made with QTC regarding commencing a full analysis of Council's current borrowings and a borrowings assessment capacity for any consideration of future debt. This review is scheduled to commence in September 2021.

Any changes to the adopted Debt Policy would require consideration to the impact on the forward financial forecasts and would need to be considered in the first quarter financial review.

Council has no scheduled borrowings for the 2021/2022 financial year.

# **ATTACHMENTS**

1. South Burnett Regional Council Debt Policy 2021/2022 - Statutory010

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POLICY CATEGORY - NUMBER: Statutory010 POLICY OWNER: Finance

> ECM ID: 2800665 ADOPTED: 30 June 2021

# Debt Policy 2021/2022

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

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#### 1. POLICY STATEMENT

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

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

### SCOPE

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

The purpose of establishing a Debt Policy is to:

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

#### 3. GENERAL INFORMATION

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

Policy Name: Debt Policy 2021/2022 ECM ID: 2800665 Page 1 of 5 Next Review Date: June 2022

Adoption Date:

locument Set ID: 2800665

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

#### 3.1. Purpose of the Borrowings

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

#### 3.2. Roles and Responsibilities

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

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

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

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

#### 3.3. Asset Management

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

#### 3.4. Risk Management

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

#### 3.5. Loan Repayment Terms Proposed for New Loans

Roads

10 - 20 years

Waste

15 - 20 years dependent on asset

Water

15 - 20 years

Sewerage

15 - 20 years

General

Between six (6) and 20 years dependent on asset

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

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

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

Policy Name: Debt Policy 2021/2022

Adoption Date:

ECM ID: 2800665 locument Set ID: 2800665

Next Review Date: June 2022

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

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

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

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

#### 3.6. Proposed New Borrowings

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

# Gordonbrook Dam Wall Upgrade

This project is required to:

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

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

#### 3.7. Loan Drawdowns

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

#### 3.8. Existing Loans

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

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

#### 4. DEFINITIONS

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

#### 5. LEGISLATIVE REFERENCE

Local Government Act 2009
Local Government Regulation 2012
Local Government Financial Management (Sustainability) Guideline 2013
Statutory Bodies Financial Arrangements Act 1982
Statutory Bodies Financial Arrangements Regulation 2019

# 6. RELATED DOCUMENTS

South Burnett Regional Council Investment Policy 2021/2022 – Statutory 009 South Burnett Regional Council Revenue Policy 2021/2022 – Statutory 005 South Burnett Regional Council Revenue Statement 2021/2022 South Burnett Regional Council Asset Management Policy – Strategic 014

Policy Name: Debt Policy 2021/2022 ECM ID: 2800665

Adoption Date.

Page 3 of 5 Next Review Date: June 2022

ocument Set ID: 2800665

South Burnett Regional Council Corporate Risk and Internal Audit Framework

# 7. NEXT REVIEW

As prescribed by legislation - June 2022

# 8. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
111	New Policy	21 July 2010	896430
2	Policy Review	13 July 2011	1127076
3	Policy Review	11 July 2012	1304490
4	Policy Review	3 July 2013	1458317
5	Policy Review	25 July 2014	1620431
6	Policy Review	29 June 2015	1888895
7	Policy Review	27 June 2016	1958989
8	Policy Review	26 June 2017	2719367
9	Policy Review	25 June 2018	2513689
10	Policy Review	12 June 2019	2597433
_11 ⊎	Policy Review	17 June 2020	2690853
12	Policy Review – Resolution 2021/413	30 June 2021	2800665

Mark PitkPSM CHIEF EXECUTIVE OFFICER

Date: 30 Juna 2021

Policy Name: Debt Policy 2021/2022 ECM ID; 2800665

Adoption Date:

Page 4 of 5 Next Review Date: June 2022

ocument Set ID: 2800665

# Attachment A

# Proposed 10 year Borrowing Schedule

Borrowing Schedule 2021 - 2031	2	022/2023		023/2024	2024/2025		Total
Water							
Gordonbrook Dam Wall Upgrade	S	800,000	5	5,000,000	6,000,000	5	11,800,000
Total Loan Borrowings	\$	800,000	5	5,000,000	\$ 6,000,000	\$	11,800,000

Policy Name: Debt Policy 2021/2022 ECM ID: 2800665

Adoption Date:

Page 5 of 5 Next Review Date: June 2022

Jocument Set ID: 2800665

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

File Number: IR2438474

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

#### **PRECIS**

Adoption of the South Burnett Regional Council Advertising Spending Policy – Statutory047 as presented at the Executive and Finance & Corporate Standing Committee meeting on 21 July 2021

# **SUMMARY**

Committee Resolution 2021/6

Moved: Cr Kristie Schumacher Seconded: Cr Danita Potter

That the committee recommends to Council:

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

presented.

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

Kathy Duff

Against: Nil

**CARRIED 6/0** 

## OFFICER'S RECOMMENDATION

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

# **BACKGROUND**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 21 July 2021

#### **ATTACHMENTS**

1. South Burnett Regional Council Advertising Spending Policy - Statutory047

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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 ('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.

## 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;

Policy Name: Advertising Spending Policy ECM ID: 2438474 Page 1 of 3 Next Review Date:

Adoption Date:

- 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".

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

#### LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld) Local Government Regulation 2012 (Qld)

#### 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

# 7. South Burnett Regional Council Procurement Policy – Statutory007NEXT REVIEW

As prescribed by legislation or July 2023

# 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		

Mark Pitt PSM CHIEF EXECUTIVE OFFICER

Date:

Policy Name: Advertising Spending Policy ECM ID: 2438474 Page 3 of 3 Next Review Date:

Adoption Date:

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

File Number: IR2615364

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

#### **PRECIS**

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

#### **SUMMARY**

Committee Resolution 2021/13

Moved: Cr Kathy Duff Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Community Grants Program Policy – Strategic005 be adopted as amended:

- Remove line 'Funding under this policy is not available for activities which are annually applied for after three (3) years' from Item 3 General Information
- Add dot point under Assessment heading in Item 3 General Information 'Aligns with Council's corporate priorities as stated in Council's Corporate Plan
- Add dot point under Item 3.5 In-kind Sponsorship 'Any request above \$2,000 must be put
  in writing and outcome to be decided at an ordinary meeting of Council
- Under Item 3.10 Subsidised Hire of Council Facilities Add in 'In exceptional circumstances, reduction or Waiving of Hall Hire fees under delegation by the Chief Executive Officer'

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

Kathy Duff

Against: Nil

**CARRIED 6/0** 

#### OFFICER'S RECOMMENDATION

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

#### **BACKGROUND**

The draft policy was presented at the Executive and Finance & Corporate Standing Committee meeting on 21 July 2021. As per the outcomes of the discussion with Council the following amendments to the policy have been made:

Change	Amendment
Added - General Information / Assessment	Alignment to the key priorities as identified within Council's Corporate Plan;

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Removed- General Information	Funding under this policy is not available for activities which are annually applied for after three (3) consecutive financial years.
Edited – 3.3 Councillor Discretionary Fund	a) spend for a community purpose (i.e., not ongoing expenses such as annual insurance);
Edited – 3.5 In-kind Sponsorship	Any requests for additional support in excess of the \$2,000 limit must be put in writing to Council and the outcome decided at an Ordinary Meeting of Council.
Added – 3.10 Subsidised Hire of Council Facilities	Requests for a reduction or waiving of hire fees may be considered in exceptional circumstances and the outcome decided under delegation by the Chief Executive Officer.
Added – Related Documents	South Burnett Regional Council Corporate Plan 2021-26

# **ATTACHMENTS**

1. South Burnett Regional Council Community Grants Program Policy - Strategic005

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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.

#### 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.

# 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

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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.

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 in the relevant financial year then the grant funding will be considered forfeited.

#### Assessment

Applications for funding will be assessed against the following criteria:

- Alignment to the key priorities as identified within Council's Corporate Plan;
- Applicant's capability to deliver the program, event or initiative within the 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

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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 ongoing expenses such as annual insurance);
- b) allocate for capital works of the local government that are for a community purpose;
- 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.

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#### 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 in excess of the \$2,000 limit must be put in writing to Council and the outcome decided at an Ordinary Meeting of Council. 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. 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.

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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. Requests for a reduction or waiving of hire fees may be considered in exceptional circumstances and the outcome decided under delegation by the Chief Executive Officer. 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

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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 Corporate Plan 2021-26
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

#### 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:

Policy Name: Community Grants Program Policy ECM ID: 2782794 Adoption Date: Page 6 of 6 Next Review Date:

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

File Number: IR2607683

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

#### **PRECIS**

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

#### **SUMMARY**

Committee Resolution 2021/7

Moved: Cr Danita Potter Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

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

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

Kathy Duff

Against: Nil

**CARRIED 6/0** 

# **OFFICER'S RECOMMENDATION**

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

# **BACKGROUND**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 21 July 2021, there has been an administrative change to the draft policy which was identified post the Standing Committee meeting. The Policy Owner was incorrectly identified as Executive Services and therefore has been correctly changed to Corporate Services.

# **ATTACHMENTS**

1. South Burnett Regional Council Contact with a Lobbyist Policy - Statutory049

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POLICY CATEGORY - NUMBER: Statutory049 POLICY OWNER: Corporate 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.

#### 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.

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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.

Policy Name: Contact with a Lobbyist Policy FCM ID: 2607683 Page 2 of 5 Next Review Date

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Item 9.5 - Attachment 1

#### 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 <a href="www.integrity.qld.gov.au">www.integrity.qld.gov.au</a> 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.

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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.

#### LEGISLATIVE REFERENCE

Architects Act 2002 (Qld) Integrity Act 2009 (Qld) Legal Professional Act 2007 (Qld) Local Government Act 2009 (Qld)

Policy Name: Contact with a Lobbyist Policy FCM ID: 2607683 Page 4 of 5 Next Review Date:

Adoption Date:

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:

Policy Name: Contact with a Lobbyist Policy ECM ID: 2607683 Page 5 of 5 Next Review Date:

Adoption Date:

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

File Number: IR2744439

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

#### **PRECIS**

Adoption of the South Burnett Regional Council Community Reference Group Terms of Reference – Strategic010 as presented at the Executive and Finance & Corporate Standing Committee meeting on 21 July 2021

#### **SUMMARY**

Committee Resolution 2021/14

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

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

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

Kathy Duff

Against: Nil

**CARRIED 6/0** 

#### OFFICER'S RECOMMENDATION

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

# **BACKGROUND**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 21 July 2021

# **ATTACHMENTS**

1. South Burnett Regional Council Community Reference Group Terms of Reference - Strategic010

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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').

#### 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;

Policy Name: Council Community Reference Group Terms of Reference ECM ID: 2744439 Adoption Date: Page 1 of 3

Next Review Date: July 2022

- · 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

Policy Name: Council Community Reference Group Terms of Reference ECM ID: 2744439 Adoption Date: Page 2 of 3 Next Review Date: July 2022

•

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

#### LEGISLATIVE REFERENCE

Crime and Corruption Act 2001(Qld)
Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)

#### RELATED POLICIES/PROCEDURES

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

#### 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		

Mark Pitt PSM CHIEF EXECUTIVE OFFICER

Date:

Policy Name: Council Community Reference Group Terms of Reference ECM ID: 2744439 Adoption Date: Page 3 of 3 Next Review Date: July 2022

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

File Number: IR2539632

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

#### **PRECIS**

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

#### **SUMMARY**

Committee Resolution 2021/9

Moved: Cr Danita Potter Seconded: Cr Kathy Duff

That the committee recommends to Council:

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

Under Item 3.4 – Responsibilities of Employees – add in that all employees have an obligation to report conflicts of interest.

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

Kathy Duff

Against: Nil

**CARRIED 6/0** 

#### OFFICER'S RECOMMENDATION

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

#### **BACKGROUND**

Presented at the Executive & Finance and Corporate Standing Committee meeting on 21 July 2021, the policy has been amended to include a reference to the obligation of Council employees to identify and declare another Council employee's conflict of interest to ensure appropriate declaration and management:

#### 3.4 Responsibilities of Council 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;
- identifying and declaring another Council employee's conflict of interest to ensure appropriate declaration and management of interests;
- avoiding all situations which may give rise to conflicts of interest; and

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• managing all conflicts of interest in accordance with agreed management strategies.

# **ATTACHMENTS**

1. South Burnett Regional Council Employee Conflict of Interest Policy - Statutory048

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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.

#### 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 property 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

Policy Name: Employee Conflict of Interest Policy ECM ID: 2539632 Adoption Date Page 1 of 5 Next Review Date:

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 Council 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;

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- identifying and declaring all conflicts of interest;
- identifying and declaring another Council employee's conflict of interest to ensure appropriate declaration and management of interests;
- 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;
- 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.
- 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.

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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;
- 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/Dependent 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

Policy Name: Employee Conflict of Interest Policy ECM ID: 2539632 Adoption Date Page 4 of 5 Next Review Date

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).

#### 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

#### 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:

Policy Name: Employee Conflict of Interest Policy ECM ID: 2539632 Adoption Date: Page 5 of 5 Next Review Date:

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

File Number: IR2700021

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

#### **PRECIS**

Adoption of the South Burnett Regional Council Expenses Reimbursement for Councillors Policy – Statutory002 as presented at the Executive and Finance & Corporate Standing Committee meeting on 21 July 2021

#### **SUMMARY**

Committee Resolution 2021/5

Moved: Cr Gavin Jones Seconded: Cr Danita Potter

That the committee recommends to Council:

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

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

Kathy Duff

Against: Nil

**CARRIED 6/0** 

#### OFFICER'S RECOMMENDATION

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

# **BACKGROUND**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 21 July 2021.

Attached for Councillors information is the draft procedure to work in conjunction with the adopted policy. The highlighted and marked up copy attached shows the changes made from the consultation with Councillors and the Senior Management Team.

#### **ATTACHMENTS**

- Draft South Burnett Regional Council Expenses Reimbursement for Councillors Policy
   Statutory002
- 2. Councillor Reimbursement of Expenses Procedure Procedure021

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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

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.

Policy Name: Expenses Reimbursement for Councillors Policy ECM ID:2700021 Adoption Date: Page 1 of 6 Next Review Date:

#### 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.

Policy Name: Expenses Reimbursement for Councillors Policy ECM ID: 2700021 Adoption Date Page 2 of 6 Next Review Date: 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 (incl. 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.

#### 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.

Policy Name: Expenses Reimbursement for Councillors Policy ECM ID: 2700021 Adoption Date Page 3 of 6 Next Review Date: 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 \$1,000 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.

Policy Name: Expenses Reimbursement for Councillors Policy ECM ID: 2700021 Adoption Date: Page 4 of 6 Next Review Date:

#### 4. DEFINITIONS

**Council business** means 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
- 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
- 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;
- 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
- attendance at civic functions and ceremonies on behalf of the Mayor as delegated by the Mayor; or
- 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.

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

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

Councillors means the Mayor, Deputy Mayor and Councillors unless otherwise specified.

**Expenses** means 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 means the facilities deemed necessary to assist Councillors in their role.

Reasonable means 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

Policy Name: Expenses Reimbursement for Councillors Policy ECM ID: 2700021 Adoption Date Page 5 of 6 Next Review Date:

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:

Policy Name: Expenses Reimbursement for Councillors Policy ECM ID: 2700021 Adoption Date: Page 6 of 6 Next Review Date:



PROCEDURE CATEGORY - NUMBER: Procedure021
PROCEDURE OWNER: Executive Services

ECM ID: 2817004 APPROVED:

# Expenses Reimbursement for Councillors Procedure

NOTE: Council regularly reviews and updates its procedures. The latest controlled version can be obtained from the Procedure 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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PURPOSE			
SCOPE			
	REFERENCES	SCOPE REFERENCES DEFINITIONS RESPONSIBILITY PROCEDURE RELATED DOCUMENTS. NEXT REVIEW	PURPOSE

#### PURPOSE

The objective of this procedure is to ensure the payment of legitimate and reasonable expenses incurred by Councillors for discharging their duties and responsibilities as Councillors; and to provide facilities to Councillors for those purposes.

#### SCOPE

When completing a role of a councillor you are entitled to claim some work related expenses, most of which are directly related duties as a councillor.

This procedure applies to the Mayor, Deputy Mayor and Councillors (Councillors) of South Burnett Regional Council ('Council').

This procedure does not provide for Councillor remuneration as in accordance with the determination of the Local Government Remuneration and Discipline Tribunal.

# 3. REFERENCES

Local Government Act 2009 (Qld) Local Government Regulation 2012 (Qld)

#### 4. DEFINITIONS

All councillors have the following responsibilities:

- ensuring the local government discharges its responsibilities under the Local Government Act 2009
- ensuring the Corporate Plan is achieved
- ensuring compliance with all applicable laws
- providing high quality leadership to the local government and the community
- participating in council meetings, policy development and decision-making

Procedure Name: Councillor Reimbursement of Expenses Procedure ECM ID: 2817004 Approved Date: Page 1 of 4 Next Review Date:

#### being accountable to the community for the local government's performance

When performing a responsibility, councillors must serve the overall public interest of the whole region.

Councillor means councillor, of a local government, includes the mayor. (Section 14 Local Government Act 2009)

**Local Government** means an elected body that is responsible for the good rule and local government of a part of Queensland

#### RESPONSIBILITY

When completing a role of a Councillor you are entitled to claim some work-related expenses, most of which are directly related duties as a Councillor.

All Councillors have the following responsibilities:

- ensuring the local government discharges its responsibilities under the Local Government Act 2009;
- ensuring the Corporate Plan is achieved;
- ensuring compliance with all applicable laws;
- providing high quality leadership to the local government and the community;
- participating in council meetings, policy development and decision-making; and
- being accountable to the community for the local government's performance.

When performing a responsibility, Councillors must serve the overall public interest of the whole region.

Councillors claiming vehicle expenses must maintain vehicle logbooks for five (5) years;

Tax receipts must be provided for each claim. If a tax receipt is lost, a statutory declaration will be required prior to reimbursement.

#### PROCEDURE

#### 6.1. Travel

Councillors are entitled to reimbursement of expenses legitimately incurred for discharging their duties and responsibilities as Councillors:

#### 6.1.1. Domestic and International

Travel by air, other public transport, hire car or taxi. Air travel must be booked through Council's Executive Services section/branch. Taxi vouchers are available upon request.

Domestic air travel will be in economy class. International air travel will be in economy class and requires International travel requires the prior approval of Council.

The Chief Executive Officer ('CEO') or delegate may approve a Councillor's request to extend a business trip to include a private component subject to all the costs relating to the private component being paid for by the Councillor.

# 6.1.2. Vehicle Expenses

Councillors may claim vehicle and other travel expenses they incur when they travel in the course of performing their duties as defined by the Council's Expenses Reimbursement Policy for Councillors – Statutory 002. Further:

Councillors can claim the cost of travelling:

- directly between two (2) separate workplaces;
- from your normal workplace to an alternative workplace that is not a regular workplace (for example, a resident's premises or an inspection site) and back to your normal workplace or

Procedure Name: Councillor Reimbursement of Expenses Procedure ECM ID: 2817004 Approved Date: Page 2 of 4

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directly home;

- if your home was a base of employment you're required to start your work at home then travel to a workplace to continue your duties;
- For shifting places of employment when you regularly work at more than one site each day before returning home; and
- from your home to an alternative workplace that is not a regular workplace for work purposes, and then to your normal workplace or directly home.
- Parking charges relating to attendance at meetings and other functions.
- The reasonable cost of professionally cleaning Councillors' vehicles will be considered upon application – e.g. preparing a vehicle to transport a dignitary such as the Governor of Queensland.
- Payment for vehicle expenses is paid at the Australian Taxation Office ('ATO') rate and must be submitted each fortnight to coincide with the Council payroll cycle. Failure to submit a claim within the correct period will result in the claim not being accepted. Forms are to be submitted to Executive Services no later than the close of business on a Monday of payment week.

#### 6.2. Accommodation

Accommodation associated with attending training, conferences, etc and the like must be booked through Executive Services.

Meals associated with overnight stays or full-day activities where a meal is not provided will be reimbursed to the value in accordance with Council's adopted policy.

Professional development i.e. 'Core training' and 'industry-specific training' are listed in Attachment A (attachment to be provided).

- Councillors undertaking 'core and industry-specific training' will have the costs met by Council.
   Training that does not fall within either list will have the costs met by Council, using the Councillor's discretionary training budget until that fund is exhausted.
- The discretionary training budget for the Mayor is set at \$6,900 per annum and for each Councillor is set at \$3,120 per annum. The budget includes payment for costs associated with the training, e.g. travel and accommodation. The training must be approved in advance and the content must be relevant to the duties of a Councillor.
- Where the training involves attendance at a conference, the Councillor must present a report to a General Council meeting within three (3) months of their attendance.

# 6.3. HospitalityMeals/Incidentals

This includes Councillors attending events and functions as a representative of Council. This also includes Councillor attendance at events where they have been invited solely or mainly due to their role as a Councillor in an official capacity. Examples include fundraising events (for charity), festivals, celebratory dinners (for community groups/members) and other community events. This does not include any event, whether fundraising or not, intended to promote a candidate for election to any level of government. Alcohol will not be reimbursed.

Reasonable costs incurred will be reimbursed in accordance with the adopted Policy. Minor expenditure, for example to pay for raffle tickets is not acceptable. Requests from the community for donations of gifts for raffle prizes, for example, will not be refunded.

A shared pool of funds, set each year in the budget, will be used for reimbursing councillors' expenses. Other examples of expenses that are not covered include personal costs associated with being away from home, e.g. kennel fees, in-flight movies, hotel mini bar and the payment of infringements.

Procedure Name: Councillor Reimbursement of Expenses Procedure ECM ID: 2817004 Approved Date: Page 3 of 4 Next Review Date:

# 6.4. Reporting Requirements

#### 6.4.1. Annual Report

- Disclosure of publicly funded overseas travel Annual Report
- Domestic and International travel —Council reports and Annual Report (international only)
- Resolutions made during the year authorising the payment or provision of remuneration, including
  expenses paid or facilities provided to Councillors or members of committees of the local
  government Annual Report
- Particulars of the total remuneration paid or provided, including expenses paid or facilities
  provided to each Councillor during the year and the total superannuation contributions paid for
  each Councillor during the year Annual Report
- Council's Expenses Reimbursement Policy for Councillors Statutory 002 Annual Report and Council's website

# 6.4.2. Council Reports

Domestic Travel

#### 6.4.3. Website

Council's Expenses Reimbursement Policy for Councillors – Statutory 002

#### RELATED DOCUMENTS

South Burnett Regional Council Expenses Reimbursement for Councillors Policy - Statutory 002

#### NEXT REVIEW

To be reviewed in line with the policy review.

#### VERSION CONTROL

Version	n Revision Description		Approval Date	ECM Reference	
1	New Procedure			[Date Approved]	[ECM Number]

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

Procedure Name: Councillor Reimbursement of Expenses Procedure ECM ID: 2817004 Approved Date: Page 4 of 4 Next Review Date:

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

File Number: IR2615354

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

#### **PRECIS**

Adoption of the South Burnett Regional Council Surveillance Camera Operations Policy – Statutory051 as presented at the Executive & Finance and Corporate Standing Committee meeting on 21 July 2021

#### **SUMMARY**

Committee Resolution 2021/11

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

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

In Item 3.3 include the word 'property' - ... at risk to public, property and Council employee safety.

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

Kathy Duff

Against: Nil

**CARRIED 6/0** 

#### OFFICER'S RECOMMENDATION

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

#### **BACKGROUND**

Presented at the Executive & Finance and Corporate Standing Committee meeting on 21 July 2021, one amendment was supported and has been actioned.

#### **ATTACHMENTS**

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

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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

Policy Name: Surveillance Camera Operations Policy ECM ID: 2615354 Adoption Date: Page 1 of 5 Next Review Date:

 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, handheld/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 lessees of Council land and/or buildings.

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;

Policy Name: Surveillance Camera Operations Policy ECM ID: 2615354 Adoption Date: Page 2 of 5 Next Review Date:

- 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, property 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.

Policy Name: Surveillance Camera Operations Policy ECM ID: 2615354 Adoption Date:

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#### 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. 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, handheld/controlled device.

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

Policy Name: Surveillance Camera Operations Policy ECM ID: 2615354 Adoption Date:

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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

#### 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:

Policy Name: Surveillance Camera Operations Policy ECM ID: 2615354 Adoption Date:

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# 9.10 ANNUAL OPERATIONAL PLAN 2020/2021 IMPLEMENTATION PROGRESS REPORT FOR THE PERIOD ENDING 30 JUNE 2021

File Number: 28 July 2021

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

#### **PRECIS**

Annual Operational Plan 2020/2021 Implementation Progress Report for the period beginning 1 July 2020 ending 30 June 2021.

#### **SUMMARY**

The South Burnett Regional Council ('Council') Annual Operational Plan ('Plan') details the projects, services and initiatives that Council planned to deliver for the 2020/2021 financial year.

Pursuant to Section 174(3) of the Local Government Regulation 2012 a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Plan.

#### OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Annual Operational Plan 2020/2021 Implementation Progress Report for the period 1 July 2020 to 30 June 2021 be adopted as presented.

#### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications arise from this report other than what has been identified in Council's financial budgeting and planning documents.

#### LINK TO CORPORATE/OPERATIONAL PLAN

EC1	An informed and engaged community
EXC2	Effective corporate management
EXC4	Effective advocacy and strategic partnerships
EXC5	Quality customer service
INF1	Infrastructure that meets our communities needs

Note: The operational plan 2020/2021 is aligned to Council's Corporate Plan 2018/19 to 2022/23

# COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Chief Executive Officer, General Managers and Managers have contributed to the Annual Operational Plan 2020/2021 Implementation Progress Report for the period 1 July 2020 to 30 June 2021 in respect of their relevant areas of responsibility.

# LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Pursuant to Section 174(3) of the Local Government Regulation 2012, the Chief Executive Officer has a statutory obligation to present a written assessment of the implementation of the Annual Operational Plan.

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.

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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;	<ol> <li>Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;</li> </ol>	
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 policy/local law/delegation implications arise from this report which have not previously been identified operationally within Council's planning and budget documents.

### **ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report other than what has been identified in Council's financial budgeting and planning documents.

# **REPORT**

The South Burnett Regional Council ('Council') Annual Operational Plan ('Plan') details the projects, services and initiatives that Council planned to deliver for the 2020/2021 financial year.

Pursuant to Section 174(3) of the Local Government Regulation 2012 a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Plan.

#### **ATTACHMENTS**

1. South Burnett Regional Council Annual Operational Plan 2020/2021

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Ordinary Council Meeting 28 July 2021



# OPERATIONAL PLAN 2020-2021

**Final Quarter Review** 

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Ordinary Council Meeting 28 July 2021

# **Version Control**

date	comment	version
20 May 2020	Presented to Councillors for information Workshop	Draft 0.1
29 May 2020	Changes made by GM Susan Jarvis	Draft 0.2
03 June 2020	Workshop / Briefings	Draft 0.3
10 June 2020	Workshop / Briefings	Draft 0.4
23 & 24 June 2020	Workshop / Briefing	Draft 0.5
30 June - 7 July 2020	Review by Senior Management Team	Draft 0.6
8 July 2020	Workshop Briefing	Draft 0.7
30 September 2020	1st Quarter Review and Update	Draft 0.8
31 December 2020	2 <sup>nd</sup> Quarter Review	Draft 0.9
31 March 2021	3 <sup>rd</sup> Quarter Review	Draft 10
30 June 2021	Final Quarter Review	Draft 11

Ordinary Council Meeting 28 July 2021

#### Introduction

The South Burnett Regional Council 2020-21 Operational Plan is required to be developed in accordance with the *Local Government Regulation 2012* and focuses on the actions that Council staff are expected to take throughout the twelve month period in order to implement the longer term goals detailed in the South Burnett Regional Council Corporate Plan for the period 2018-23.

In accordance with the provisions of Section 175 of the Local Government Regulation 2012, an Operational Plan must:

- (a) be consistent with the annual budget; and
- (b) state how the local government will -
  - (i) progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
  - (ii) manage operational risks; and
- (c) include an annual performance plan for each commercial business unit of the local government.

In accordance with Section 174(3) of the Local Government Regulation 2012, Council will assess its progress towards implementing its annual Operational Plan on a quarterly basis. The long-term strategies within the Corporate Plan are allocated to one (1) or more Departments to progress. Therefore, the Operational Plan has displayed the Operational Initiatives and Operational Services according to Departmental/Branch responsibility, to provide clarity and accountability, as well as providing operational focus for the Departments/Branches within South Burnett Regional Council. All day to day core business activities and services are not necessarily listed in the Operational Plan; instead the Operational Plan focuses on initiatives and services that will be required in the current financial year to achieve long term corporate objectives.

The Corporate Plan provides a blueprint for the future of our communities and establishes priorities and outlines strategies, which best reflect the needs of our community for today and into the future. Council's Chief Executive Officer is responsible for preparing quarterly reports to the Council on the progress of the implementation of the Operational Plan. These reports ensure that Council's elected members and staff are accountable for the progress made in meeting operational plan goals. This plan is closely linked to South Burnett Regional Council's 2020-21 budget and Council's available resources.

The Operational Plan is a statement of specific works to be undertaken and services to be provided in order to progress the long-term strategies set out in the Corporate Plan for the current financial year. This Operational Plan is prepared in conjunction with the budget, both of which are to be effective from 1 July 2020 through to 30 June 2021 and adopted at the Budget Meeting on 15 July 2020.

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

Goal EC1: An informed and engaged community

Key Activities	Outcomes/ Measures	Lead Department / Branch	Partners
Community Plan renewed by Council	Community engaged through consultation and plan adopted by Council	Executive Services / Office of the CEO	Senior Management Team; Elected Members; South Burnett community

#### Update as at 30 June 2021:

Ongoing. Consultation undertaken and development of individual plans to be progressed in 2021-22 financial year.

Community plan discussed during 2020/21 budget workshops with schedule to be reviewed in second half of financial year.

Prior to 30 September, very preliminary discussions undertaken with potential partners for the review.

Preliminary discussions have been undertaken with potential partners including BIEDO, Red Earth and Stanwell (prior to 30 September, very preliminary discussions undertaken with potential partners for the review).

Exploring the development of 3-year individual township Community Development plans.

Community plan progressed by the Mayor through 14 individual town/village meetings during February and March 2021. This community engagement ran in parallel with the Corporate Plan Community consultation.

Review and implement Council's	Strategy reviewed and implemented including	Executive Services /	Senior Management
Community Engagement Strategy	communications strategy and plan	Office of the CEO	Team; Elected Members;
			South Burnett community

#### Update as at 30 June 2021:

Draft Community Engagement Strategy progressed through Council and SMT May 2021 for feedback. Community Engagement Policy to be updated to realign with new Community Engagement Strategy – Policy and Strategy to be presented to July 2021 Council Meeting for adoption.

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Communication activities delivered through media releases, social media engagement and in response to media enquiries. Monthly statistics provided through Portfolio Reports to the Ordinary Meeting of Council. Review of related policies to be undertaken in line with the policy governance framework and post review of the corporate plan.

Communication Officer recruited January 2021. A strategic Media and Communications Plan will be developed by 30 June 2021.

Community Engagement Strategy reviewed and draft commenced.

Community engagement strategy for the Corporate Plan presented to Council January General meeting.

Develop a cohesive Council through	Adopt a new Corporate Plan	Executive Services /	Senior Management
cultural change and individual ownership		Office of the CEO	Team;
of corporate values supported by			Elected Members;
consistent and responsible leadership			South Burnett
			community

#### Update as at 30 June 2021:

2021-26 Corporate Plan adopted 28 April 2021, which included a renewal of the corporate values. 2021-22 Operational Plan and budget being developed based on newly adopted 2021-26 Corporate Plan

1st workshop conducted with Councillors 29 July 2020. Quotations called for Corporate Plan review with Blackadder Associations successful and engaged.

2<sup>nd</sup> workshop with Councillors and Blackadder Assoc consultant held 7 October 2020.

3rd Workshop with Councillors held 9 December 2020.

Rough first preliminary draft handed to Councillors 18 November 2020.

2<sup>nd</sup> draft given to Councillors 4 December 2020.

Report requesting public consultation phase to December General Meeting, held over to January 2021. Target date for finalisation of Corporate Plan by 30 April 2021.

4th Workshop held 13 January 2021. 3rd Draft presented and released for community consultation at General Meeting of 20 January 2021.

10 Community engagement sessions held over February and March 2021 with hard copy and electronic feedback sheets received by Council.

	Delivery of a "10 minutes with a Master" drought	Community	Burnett Inland
and the second s	response program		Economic
Deliver the outcomes of the externally funded Drought Communities Programme	Adaption of an Adverse Event Plan		Development Organisation
	Delivery of Community Well-Being events		(BIEDO)

#### Update as at 30 June 2021:

The following programs have been delivered under the Drought Communities Programme:

"Ten Minutes with a Master" to facilitate an opportunity for primary producers across the region to individually and privately meet and talk one on one to a cross section of agency experts and specialists regarding available drought assistance and available information.

Maidenwell Sportsground - Thursday 8 October 2020

Booie Hall - Friday, 16 October 2020

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Mondure Hall - Thursday, 22 October 2020

Burrandowan Racecourse - Thursday, 29 October 2020

"Community Well-Being events - Farmers Night Out" - Fully catered night out with numbers limited due to COVID 19 restrictions. Guest Speaker Mary O'Brien "Are you Bogged" presented at each event.

- Proston Hall Friday, 28 November 2020
- Murgon Hall Saturday, 29 November 2020
- Blackbutt Hall Thursday, 3 December 2020
- Kingaroy Hall Friday, 4 December 2020

A Partnership Agreement has been signed with BIEDO to deliver the following initiatives

- · Engagement of a Drought Resilience Officer;
- · Implementation of Business Extension Program;
- Provision of Strategic Economic Development Support to Council; and
- Development of an Adverse Event Plan

Dotto:opinions of anniation	- Liverian			
Council Branding	Development of a Council Style Guide and consistent	Executive Services /	Council	
M	implementation of the same	Office of the CEO	Departments	

#### Update as at 30 June 2021:

Implementation of South Burnett Regional Council 2021 Style Guidelines progressed through Council.

Style Guidelines developed and adopted by Council at the August General Meeting - Resolution No. 2020/80.

Progressing Corporate templates and standardisation of corporate logos on uniforms and corporate documents.

Goal EC2: Sustainable community groups

Key Activities	Outcomes/ Measures	Lead Department / Branch	Key Partners
Community Grants Program	Delivery of the program on behalf of Council within budget complying with the Community Grants Program Policy  Review of program and policy considering the audit report by QRIDA, changes in legislation, feedback ongoing and consultation with Council	Community	South Burnett community; Elected Members; Queensland Rural and Industry Development Authority (QRIDA)

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Include a grant category for Rural Services related activities

#### Update as at 30 June 2021:

Round One (1) advertising prepared and released during August. Council received 35 applications in the following categories: Australia Day Event -2, Community Events - 6, Community Hall Insurance - 5, Healthy Communities - 2, Project/One-off program - 16, RADF - 2, School Awards - 2. The successful Round One (1) applications were announced at the Ordinary Meeting of Council in October. Council has been advised the outcome of the RADF Bid for 2020/21 and was successful for \$15,800 Arts Queensland funding added to Council's contribution of \$10,579 combined with the previous year's surplus of \$6,554 providing a total of \$32,933 funded for projects and RADF application rounds. Review of the Community Grants Program commenced in October 2020 with a workshop held with Councillors in November 2020. Individual consultation sessions were conducted between October and November 2020 with each Councillor, the Chief Executive Officer, the General Manager Community, the Manager Social & Corporate Performance and the Community Grants Development Officer. The draft policy has been prepared and will be progressed during the third and fourth quarter by the Community Department. It is envisaged that the revised draft policy will be adopted by Council in time for the release of the 2021/2022 Community Grants Program.

A special round for the Community Australia Day Events was opened in November closing late December. Seven (7) applications were received and successful for events to be held on 26 January 2021. The Community Grants Program was transferred officially under policy from Finance & Corporate / Social & Corporate Performance to Community Department in March 2021 as per Council resolution with the name change of Social & Corporate Performance to Corporate Services.

Councillor Discretionary Fund has distributed year to date \$6,065.10 for a variety of projects from an outdoor timber buddy bench to sand & mud pit covers.

Round Two (2) advertising prepared and released during January and February. Council received applications in the following categories: Community Events – 8, Community Hall Insurance – 3, Healthy Communities – 3, Project-Program One-Off – 24, School awards – 1 and RADF – 4. Council will announce the successful applicants at the April Community Standing Committee Meeting. In Round Two (2) Council funded 31 organisations totalling \$61,037.00.

The total breakdown per category for the 2020-21 year is as follows;

Community Events Sponsorship - \$22,900, Hall Insurance - \$7,920.00, Australia Day Events Sponsorship - \$8,814.90, Healthy Communities Sponsorship - \$8,600, Project/Program One-Off Sponsorship - \$57,855.50, School Awards - \$1,100 and RADF - \$13,850.00 Councillor Discretionary Fund has distributed year to date \$11,040.94 for a variety of projects.

Provide support for grants processes for community groups to improve leased with premises in line with asset management

Engage with community groups at concept stage to align with asset management plans

Community / Property South Burnett Community Groups; DNRM

#### Update as at 30 June 2021:

plans

Progressed new and renewal of existing community leases of Council owned land and facilities. Council has resolved to entered into these leases at the Ordinary Meetings of Council.

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Proactively engage with community and	Support community events and programs	Community	South Burnett
other partners to promote activities and			Community
events that support community well-being			
and economic outcomes			
Update as at 30 June 2021:			
As per Drought Communities Programme update	e		

Key Activities	Outcomes/ Measures	Lead Department / Branch	Key Partners
Implementation of the Sport & Recreation Infrastructure and Strategic Plan (within budget limitations) in conjunction with the applicable Asset Management Plans	Support and advice to community and local clubs on funding opportunities  Undertake annual review of plan and report on number of priority actions completed within budget limitations	Community / NRM & Parks	Queensland & Federal Government; South Burnett community groups
	rities and assess requests from residents to embellish parks. Letter	of support provided to Pro	eston parkrun and
	porting clubs to assess any upcoming funding opportunities.		
reference made to Plan. Ongoing, Parks Coordinator working with local sp Stocking of fingerlings Boondooma & Bjelke-Petersen Dams	Orrting clubs to assess any upcoming funding opportunities.  Undertake annual financial contribution to Fish Stocking Groups.  Fingerlings released in all dams	Community / NRM & Parks	Boondooma & Bjelke-Petersen Fisi Stocking Associations
Ongoing, Parks Coordinator working with local sp Stocking of fingerlings Boondooma & Bjelke-Petersen Dams Update as at 30 June 2021: Not started, will work with the Fish Stocking Club	Undertake annual financial contribution to Fish Stocking Groups.	Parks	Bjelke-Petersen Fis Stocking

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	Develop a program in consultation and undertake events/programs in partnership  Number of events/participants	Community / NRM & Parks	South Burnett community groups; Queensland Government
Update as at 30 June 2021: No activities programmed, COVID19 restrictions	may limit the ability to deliver some programs.	-1	
	through the support of initiatives and the provision of com	munity facilities	
Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Develop a Lease Policy and Procedure  Progress a review of all arrangements with community groups introducing consistent leasing terms when entering into lease arrangements	Council Lease Policy developed and adopted  All new leases/licences have standard terms	Community / Property	Queensland Natural Resource Management; South Burnett community groups
Update as at 30 June 2021:			
Draft standard aerodrome lease under review.	eview of Disposal of Real Estate Policy completed. Development a eases have standard terms. All new leases and lease conditions are	-	

Invoices issued as part of operational activities - ongoing. Lease Register maintained ongoing. Within the third quarter, Council has received seven new lease enquiries, two new renewals to community groups, one licence terms which have been approved by Council for follow up with a community group and two leases

which are in the finalisation stages.

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level agreements and Capital improvements	Improvement plans and service agreements delivered within budget and agreed scope.	Community / Property	Queensland Department of Education; Schools Principals; School P & Cs; Pool Managers or Lessees; Queensland Royal Life Saving
A Building Better Regions Fund Round 5 Applicat within the South Burnett and provide a nicer pla Capital Works Projects were commenced at the Pool in Kingaroy.	South Burnett Aquatic Centre in Nanango, and a Drought Communi nplemented at all pool facilities i.e. cleaning procedures, sneeze gu	l Pool, this project is de	esigned to enhance tourism ildren's pool at the WJ Lang
Implementation of Community Hall maintenance and services within Operational budget	Seven well-maintained and cleaned community halls, which are made available to hirers	Community / Property	South Burnett Community
	Hall hirer Agreements and Fees and Changes managed within Council Hall Management systems (TechOne		
Manage hall bookings and hall equipment	Business System)		
Update as at 30 June 2021: Customer Services Team assisted the community Pandemic management restrictions. The team h		al Centre, Kingaroy Tov	vn Common Hall, Kingaroy

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Capital works have been identified within the 2020/2021 budget and scoping works have commenced. External grant funding has been secured for components of

work. A new lease arrangement with the Mondure Hall Committee is currently within the discussion phase.

Implementation of Reactive and	Provide safe and cleaned facilities for the community to	Community /	South Burnett
Preventative maintenance programs for Community Facilities	utilise	Property	Community
	enance as a result of the outcome of the Asset condition assessmen programs have been implemented across all Council facilities, instal taff meet COVID 19 requirements.		
Implementation of Maintenance programs and Capital works programs within Building and Property managed assets	As per the asset management plans, implement the maintenance and capital works programs within budget.	Community / Property	South Burnett community groups
<b>Update as at 30 June 2021:</b> Maintenance and renovations have commenced Boondooma Homestead and the Wondai Sportsg	at various building and property asset locations under the Capital V ground.	Vorks Program. Assets	include Ringsfield House,
Provide project support to Wondai Showgrounds Cattle Arena Upgrade project (if successful with grant)	Provide Project Management for the construction of new cattle arena Implement site levelling and earthworks in preparation for the building a new cattle arena and cattle stalls	Community / Property	Wondai Agricultural, Pastoral and Industrial Society Inc.
Update as at 30 June 2021: External grant funding has not been secured at the Consultant has been engaged to design and cost budget consideration.	his time. the repair works to Wondai Grandstand and Wondai cattle stalls. T	he designs will be pres	sented to Council for futur
Maintain Maidenwell Sportsground, Hivesville sportsground, Tingoora sportsground, Proston Showgrounds	Four (4) well maintained facilities and grounds	Community / Property	South Burnett community
Update as at 30 June 2021:	budget allocation. Increased cleaning programs have been implement	ented across all Counc	il facilities
	t the Maidenwell Sportsground has been upgraded.		

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Maintain lease agreements with Sportsground Committees, Tennis, Netball, Cricket, Football, Soccer, Equestrian, Murgon PCYC and other sporting facilities and land	Leases in place for all sporting associations utilising Council facilities and land	Community / Property	Lessees
Update as at 30 June 2021: Leases in place and operational. New leases Kingaroy Junior Soccer Club have received th			
Investigate the opportunity for an arts production to come to the region which enhances the arts culture in the community through cost recovery model	Production is supported through ticket sales to recover costs	Executive Services / Office of the CEO	South Burnett art groups; External Arts production provide
Undate as at 30 June 2021:			
Investigation and consultation undertaken with a workshop and opportunity has limited available of Further, 'Margaret Fulton' the musical tentatively	production held 15 June 2021 — successful — funds raised for South production company for opportunity in 3 <sup>rd</sup> quarter of reporting pe dates which do not work with Council timelines. y booked for 24 April 2021. Identified 'Mayor for a Day' as tentative cal would not proceed. Opportunity to support Opera Queensland	riod. Proposal discussed event for 2021-22.	with Councillors at

11 May 2021 South Burnett Signage Priority Project approved by State Library of Queensland.

24 June 2021 Library staff travelled to the State Library of Queensland for the First 5 Forever 'Libraries, Literacy and Little Ones' workshop.

29 June 2021 Tech Savvy Seniors Queensland Grant 2020 acquittal sent through to the State Library of Queensland.

First 5 Forever Outreach Larrikin Puppets and Fabulous Lemon Drops Shows at Kingaroy and Wondai attracted 429 attendees.

July 2020 - June 2021: 5,433 physical resources and 759 electronic resources were added to the collection using funds allocated by the State Library of Queensland's Public Libraries Grant.

113,133 physical items loaned and renewed, with 192,239 returned. 12,516 customer reservations were satisfied. 996 new members joined the service.

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Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Continuation of the hospital board foundation fundraising and ongoing monitoring of the operations in relations to the operation of the Lady Bjelke-Petersen Community Hospital	Use of facility; Number of meetings of the foundation and amount of funds raised	Executive Services / Office of the CEO	Partnership with DDHB and Public Health Network; Southbank Day Hospital

#### Update as at 30 June 2021:

Working with all key stakeholders regarding current services and facilities. Board meeting held Tuesday 29 June 2021. Opera Queensland's 'Are You Lonesome Tonight' production held 15 June 2021 with funds raised going to the South Burnett Community Hospital Foundation.

Board meeting held 14 July 2020. Development of the strategic plan and discussion of future of foundation in support of health services within the region and the Lady Bjelke-Petersen Community Hospital. Development of audited statements and directors report.

Board renewed - Councillors working with service provider, South Burnett Community Hospital Foundation Board and State and Federal Government agencies regarding maintaining operations until 30 June 2021. Structure and role of the hospital will be considered for new financial year. Investigations to commence into building use. Board Meetings 6 October, Presentation of audit and financial statements, management representation, Directors Report and Closing report. Board also met on 24 November for discussion regarding future of community hospital. Final meeting for the year held 8 December for second quarter reporting period which will have SBRC Foundation Final Management Letter 2020 tabled.

Site tour organised for Councillors and board member of facility.

Continued advocacy for operational and capital funding streams for facility and services.

## Strategy: EC3.4 Manage identified public health and environmental issues in accordance with relevant legislation

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Public health licence applications, routine inspections of licensed premises, customer request management and mosquito management	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	Queensland Health

#### Update as at 30 June 2021:

Environment and Waste Services continued to report regularly on various operational statistics to the monthly Community Standing Committee Meeting. This has been occurring since the commencement of the 2020/2021 financial year.

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Regulation of Council's Local Laws	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	RSPCA; Queensland Department of Agriculture and Fisheries; Queensland Biosecurity Department drumMUSTER; Queensland Main Roads
been occurring since the commencement of the	1		ittee Meeting. This has
Adopt and implement a compliance strategy	Strategy developed and adopted	Community / Planning & Land Management	
	Management breaches of the Council's Local Laws are regularly disc restigation. However, Council do proactively survey for non-compli registration from time to time.		
Maintain and provide public access to a register of testable backflow prevention devices, greywater use and on-site sewage facilities under the Plumbing and Drainage Regulation 2019, Part 8, Division 2	Registers updated within five (5) days of permit issue, service reports entered within five (5) days of receipt, service reminders issued within ten (10) days of the end of each quarter.	Community / Planning & Land Management	
Update as at 30 June 2021:	tices not issued due to resource constraints, but vacant administrat tivities has commenced.	ive position now filled a	nd recruitment for secon

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Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Promote and deliver the Indigenous Affairs Fund as part of the Community Grants Program	This Council funding recognises that small activities, projects and events, deserving of support from Council, come up in an ad hoc way throughout the year.  Organisations can apply for funding to support their initiatives such as those associated with NADIOC and Reconciliation Week	Community	South Burnett community organisations

#### Update as at 30 June 2021:

A short clip has been developed to promote this category as part of the advertising for Round One (1). This category is highlighted in some of the advertising as being available all year round. Further promotion will occur out of round post September 2020 with the focus primarily on the Round categories in the first quarter. Council has received two (2) applications to date and funded a total of \$4,500.

the land on which Council gathers/meets paying respects to their Elders past and present.
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#### Update as at 30 June 2021:

Recognition of Country included in Council Meeting Agenda template.

Aboriginal and Torres Strait Islander Flags displayed in Council Chambers, Acknowledgement of Country incorporated into and conducted at General Meetings. Increased cultural diversity introduced into staff inductions.

Cultural diversity introduced into staff and volunteer inductions. Online Council Cultural Awareness training available to all staff. Temporary additional flagpole installed with two flagpoles to be installed at Sir James Heading Memorial Park, Murgon for display of Australian Aboriginal and Torres Strait Islander flags. Australian Aboriginal flag raising ceremony held in Murgon 12 November 2020.

Four new flag poles erected in Les Heading Park Murgon and both Aboriginal and Torres Strait Islander Flags Raised.

Monthly meeting established with Cherbourg Aboriginal Shire Council to develop a South Burnett Regional Council Reconciliation Action Plan.

Arrangements are underway for a NAIDOC Week event in July 2021.

Theme 2 : Our Environment – A sustainable environment, proactively and responsibly managed in partnership with the community for future generations.

Goal ENV1: Our region's environmental assets are promoted, protected and enhanced

Strategy: ENV1.1 Protect and enhance the diverse array of Council controlled natural assets

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	Outcomes/ Measures	Lead Department /Branch	Key Partners
Manage environmental authority registration applications, routine inspections of registered activities and environmental protection customer request management	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	Department of Environment and Science
Update as at 30 June 2021: Environment and Waste Services continued to report regularl been occurring since the commencement of the 2020/2021 fi		Community Standing Commi	ttee Meeting. This has
Illegal dumping surveillance, investigation and enforcement	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	Department of Environment and Science
working across all three Shires from early 2021. This project p from the State to continue with this position. Part of this pro- illegal littering and dumping activities have been collected sin	ect requires the collection and reporting of illegal I		
Undertake fire management programs across the region	Undertake annual fire risk, assessment and resource requirements with Queensland	Community / NRM & Parks	Queensland Rural Fire Service/QFES
Undertake fire management programs across the region  Investigate Fire Management options for entry	Undertake annual fire risk, assessment and resource requirements with Queensland Rural Fire Service;  Operation Cool Burn	The state of the s	Control of the Contro
Undertake fire management programs across the region	Undertake annual fire risk, assessment and resource requirements with Queensland Rural Fire Service;  Operation Cool Burn Complete 100% of program  and brigades to determine priorities on Council land ermine regional priorities. Three Council properties burns are scheduled within Council reserves across	Parks  d. Area Fire Management Gr identified as regional priori the region. All Fire trails ha	Service/QFES  roup Meeting held in ities being: Staines Road we been established and

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Landholders assisted with feral animal control - 245

Wandering livestock requests – 105 Grazing permit applications – 1

Landholders assisted with equipment loan for weed and pest management – 77

Strategy: ENV1.2 Promote and improve Council's natu	ral resource management and bio-security activ	vities	
Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Implement on-ground declared and environmental weed control programs	Treat all known areas of high risk and restricted weeds  Complete 6000hrs of treatment	Community / NRM & Parks	Contractors South Burnett landholders
Update as at 30 June 2021: 6,365 hours of treatment completed. 709 hours of surveillar	nce completed.		
Implement Transport and Main Roads element 5 program for control of high risk and restricted weeds on Main Roads	Compile a treatment program and receive approval and funding from TMR  Complete the program approved and expend the budget provided by TMR	Community / NRM & Parks	Queensland Main Roads
<b>Update as at 30 June 2021:</b> Contract for 20/21 developed and approved. Works comme	nced on Mother of Millions program.		
Undertake a robust Rural Service and Pest Management program	Meets legislative and customer expectations  Record the number and type of assistance programs delivered each quarter for baiting and feral animal control, equipment loan, wandering livestock and grazing permits issued	Community / NRM & Parks	South Burnett landholders

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Goal ENV2: Environmentally responsible and efficient waste management

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Compliance with Council's Environmental Authority for Waste Disposal	Acceptable Audit by the State Department of Environment and Science	Community / Environment & Waste	Queensland Department of Environment and Science
<b>Update as at 30 June 2021:</b> Due to COVID-19 there was not a lot of audits/inspections cor Council's Waste Facilities in the 2020/2021 financial year. The compliance aspects. No significant non compliances were ide	ere was however one (1) inspection of the Kingaroy la	-	_
Provision of acceptable and environmentally responsible waste management facilities	Two (2) acceptable internal audits per year of Council's Waste Facilities	Community / Environment & Waste	Queensland Department of
		waste	Environment and Science
Formal safety assessments have been completed during 2020,	/2021. Informal assessments are carried out regular		Science
Formal safety assessments have been completed during 2020, the facilities.	/2021. Informal assessments are carried out regularl  Monthly reporting and payment of Waste Levy liability to the State Department of Environment and Science on waste tonnages disposed of to landfill		Science
Formal safety assessments have been completed during 2020, the facilities.  Administration of State Waste Levy  Update as at 30 June 2021:	Monthly reporting and payment of Waste Levy liability to the State Department of Environment and Science on waste tonnages disposed of to landfill	y when Waste Services st Community / Environment & Waste	Science  aff are at site servicing  Queensland Department of Environment and Science
Update as at 30 June 2021: Formal safety assessments have been completed during 2020, the facilities. Administration of State Waste Levy  Update as at 30 June 2021: Council's Waste Services has continued throughout the 2020/Collaboration with neighbouring regions in the	Monthly reporting and payment of Waste Levy liability to the State Department of Environment and Science on waste tonnages disposed of to landfill	y when Waste Services st Community / Environment & Waste	Science  aff are at site servicing  Queensland Department of Environment and Science

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Adequate provision and suitable location of public place waste bins and the timely collection thereof	Public placed bins collected twice weekly	Community / Environment & Waste	Waste Services; Parks & Gardens
Update as at 30 June 2021:		·	
This measure was achieved for the 2020/2021 financial year.		-	
Provision of cost effective and environmentally	Equal to or less than 1 missed wheelie bin	Community /	JJ Richards and sons Pty Ltd
responsible waste collection services Update as at 30 June 2021:	collection per 1000 services	Environment & Waste	rty Eta
Update as at 30 June 2021: This measure has been achieved for the 2020/2021 financial ye 2021 there had only been 113 alleged missed wheelie bin combut using this worst case scenario number this equates to a colthan one missed wheelie bin collections per 1000 services.	ear. A total of 749,289 wheelie bin potential collect plaints. The actual number of substantiated misse	Waste tions were able to be cold wheelie bins is less tha	nducted. And as at 30 June n 113 for the financial year

# Theme 3: Growth and Opportunity - A strong and sustainable regional economy supported by diverse sectors and innovative planning mechanisms

## Goal GO1: A strong and sustainable regional economy

Strategy: GO1.1 Implement the Council's Economic D	evelopment Strategy		
Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners

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Review and implement Council's Economic Development Strategy	Draft strategy placed on community consultation and adopted by Council; Implementation of Economic Development Strategy and objectives contained within plan	Community	DSDMIP; Industry; BIEDO; Chambers and business associations
Update as at 30 June 2021:  Development of Economic Strategy placed on hold for 1 <sup>st</sup> quart the 2 <sup>nd</sup> quarter of the year. Previous drafts of the plan to be re Continued engagement with BIEDO, DSDTI and RDA. Review of Regional Development Strategy incorporating Economic Development	viewed in accordance with Council's forward strate REDAC Regional Strategy at ROC level – yet to be fi	egies.	
New business attraction through a region wide ideas package which will also increase capital investment in the region by development of a regional investment information pack	Business investment strategy finalised and implemented	Executive Services / Office of the CEO	DSDMIP; Industry; Chambers and business associations
Council workshop with DSDTI in July which reported on work p  The Benchmark report.  The Benchmark Action Plan that details specific actions  The Investment Readiness Report.  Continued engagement with DSDTI, RDA and BIEDO. Review of Draft Economic Development Strategy reviewed and renewed of a draft for presentation to full Council in 4 <sup>th</sup> quarter of finance.	s that could enhance Council investment readiness REDAC Regional Strategy at ROC level – yet to be fi to reflect Council's direction. End result a drafting	nalised. of a Regional Developmen	
Work collaboratively with neighbouring Councils for operation and future opportunities for Rail Trails	Number of meetings held, investigation of collaborative ventures	Community	Neighbouring Local Authorities; Parks NRM and Executive
Update as at 30 June 2021: Collaboration opportunities discussed at Councillor level with r Limited progress towards collaboration with neighbouring Cou Valley Rail Trail section.			
Develop a Dam Strategy and Master Plan as a key tourism and recreational facility for the region ensuring	Seek external funding for development of a master plan. Successful placement of	Community	

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that Boondooma and Yallakool are functional	management of the dams through contract	
destinations	after tender.	
	Number of visitations and return on	
	investment	
	Maintained and serviced to meet	
	expectation of our customers	
	< 5 complaints per facility in any quarter	

#### Update as at 30 June 2021:

Chief Executive Officer met with BVRT Advisory Group 8 June 2021.

Investigations undertaken regarding a partner(s) for 5-year dam strategy commenced.

No further progress to date regarding dam strategy.

## Goal GO2: Balanced development that preserves and enhances our region

## Strategy: GO2.1 Implement Council's planning scheme to support sustainable development of business, industry and community liveability

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Assess development applications in a timely manner in accordance with the legislation in order to achieve long term sustainable development for the South Burnett Region	Process 85% of Planning Development Applications within 45 days or less		
	Process 85% of Building Development Applications within 45 days or less		
	Process 85% of Plumbing Permit Applications within 10 days		
	Process 90% of Concurrency Agency referrals within 10 days		

#### Update as at 30 June 2021:

Statutory processing timeframe were as following

Planning Applications – Code: 80% processed within 45 days Planning Applications – Impact: 85 % processed within 75 days

Plumbing Applications: 60% processed within 10 days

Concurrency Agency Referrals: 100%

Building Applications: Significant delays have been experienced in processing building applications given a high demand for certification services coupled with a large spike in residential property searches. Inability to recruit an additional certifier despite repeated attempts continues to delay processing times. Currently not meeting targets.

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Actively participate in Dispute Resolution Mediation in relation Planning & Environment Appeals lodged for	Disputes are settled within Court appointed timeframe	Community / Planning & Land	Legal Counsel; Expert Witnesses; Parties
development permits issued by Council Update as at 30 June 2021:		Management	Parties
None undertaken during final year as Council decisions were r	ot subject to appeal.		
Undertake a major amendment to the South Burnett Regional Council Planning Scheme	Complete and adopt major amendment to the South Burnett Regional Council Planning Scheme to address implementation and	Community / Planning & Land Management	Planning Consultant State Department
Update as at 30 June 2021: Timeframe has been prepared to align with the Minister's guid Resolution to undertake major amendment adopted at Januar Resolution to adopt economic support instrument under section Amendment package being compiled with informal public feet	y 2021 general meeting. on 68E of the <i>Planning Regulation 2017</i> adopted at J	anuary 2021 general me	_
Timeframe has been prepared to align with the Minister's guid Resolution to undertake major amendment adopted at Januar Resolution to adopt economic support instrument under secti	delines for making a major amendment to the planning 2021 general meeting.  on 68E of the <i>Planning Regulation 2017</i> adopted at J	anuary 2021 general me ultation will be undertal Community / Planning & Land	_
Timeframe has been prepared to align with the Minister's guid Resolution to undertake major amendment adopted at Januar Resolution to adopt economic support instrument under secti Amendment package being compiled with informal public fee the major amendment process	delines for making a major amendment to the planning 2021 general meeting. on 68E of the <i>Planning Regulation 2017</i> adopted at Judback being collected for consideration. Formal cons	anuary 2021 general me ultation will be undertal Community /	ken in 2021/22 as part of
Timeframe has been prepared to align with the Minister's guir Resolution to undertake major amendment adopted at Januar Resolution to adopt economic support instrument under secti Amendment package being compiled with informal public feet the major amendment process Amendment of Infrastructure Charges Resolution	delines for making a major amendment to the planning 2021 general meeting. on 68E of the <i>Planning Regulation 2017</i> adopted at Judback being collected for consideration. Formal cons Review and adopt changes to Council's Infrastructure Charges Resolution.  Exprogrammes review undertaken by Infrastructure Detect by Council at general meeting in November 2020	anuary 2021 general me ultation will be undertal Community / Planning & Land Management epartment. to provide reduce charge	Infrastructure Department

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## Goal GO3: The South Burnett is a recognised tourism destination

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Review of the VICs	Investigation and review undertaken	Executive Services / Office of the CEO	Volunteers and Community

#### Update as at 30 June 2021:

VICs total volunteer hours worked from 1 April to 30 June 2021 - 4,759 hours. Volunteer recruitment campaign continues.

Operation of the VICs undertaken with public calls for volunteers. Information and previous reports into the VICs circulated to Councillors.

Emphasis on maintaining services with VICs and Volunteer recruitment campaign. Discussions have commenced with regards to reopening of Blackbutt VIC as a potential nonaccredited site.

VICs total volunteer hours worked from 1 July to 21 December 2020 - 7,883 hours

VICs total volunteer hours worked from 1 January to 31 March 2021 – 4,465 hours

Annual Festival of the Dams Event	Coordination and support of event.	Community / NRM &	South Burnett
	Event is undertaken	Parks	community groups

#### Update as at 30 June 2021:

Boondooma Dam held the Festival of The Dams fishing competition in May 2021 with 41 team taking part, teams came from Roma, Chinchilla, Gympie, Sunshine Coast and as far South as Lismore NSW. 180 legal fish were caught and released over the weekend with at least triple this number caught and released of undersized fish (<30cm). All competitors and spectators enjoyed the festivities of the weekend as this comp is designed for either the very competitive or not so competitive team and their families.

Event undertaken at Boondooma on the 14<sup>th</sup> – 16<sup>th</sup> August 2020 and despite the restrictions of COVID19 was well supported by competitors and community. A total of 46 teams competed with a total of 230 legal fish were checked in for scoring over the weekend. The event brings around 200-250 people/families to Boondooma Dam during this weekend.

Another successful held Festival of the Dams event was held at Bjelke-Petersen Dam 12/13 September 2020.

A Day at the Dam featuring Troy Cassar-Daley and local support acts was held on the 14 November 2020 at Bjelke-Petersen Dam limited tickets due to Covid-19 restrictions – tickets sold out, occupancy increase in park due to concert and social media post-concert from Troy reached 3.2K likes.

Planning has commenced for Festival of the Dams on 15/16 May 2021 at Boondooma.

Maintain and enhance caravan park facilities, camping and rest areas to promote visitation and recreational opportunities  Level of visitation Return on investment	Community	
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Update as at 30 June 2021:

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The dams are continuing to be a destination of choice for the southern visitors during the cooler months, the ensuite powered sites at Bjelke-Petersen Dam have been booked out for the maximum 3 month stay, the dam managers have added an extra service for our southern visitors with the delivery of a daily paper, which has been well received.

Dam Location	01/07/20 to 30/06/2021	01/07/09 to 30/06/2020
Bjelke-Petersen	11713	4514
Boondooma	15780	8120

<sup>\*2019/20</sup> year to date cumulative figures are significantly lower due to Covid-19 closure 24 March 2020 to 31 July 2021

Despite the effects of COVID19 and the loss of interstate travellers both Boondooma (3073 occupants) and Yallakool (2054 occupants) have seen reasonable visitor numbers for the first quarter. Bookings are already being received for the Christmas period with the long weekend of the 3-5 October well supported with the COVID19 park limit of 500 visitors has been reached at Boondooma.

Boondooma Dam Managers resigned 26 February; Bjelke-Petersen Dam Managers are currently managing both Dams until 1 August 2021. Occupancy numbers for both dams have increased dramatically on the previous year's figures.

Dam Location	2019/20 Aug-March	2020/21 Aug-March
Bjelke-Petersen	3905	8327
Boondooma	7456	12044

Advisory Committee; Regional Chamber organisations; Business Groups; DSDMIP

#### Update as at 30 June 2021:

VSB presentation to Council along with Draft Tourism Strategy 5 May 2021. Information/Update Report on VSB presented to Executive and Finance & Corporate Standing Committee Meeting on 16 June 2021. Continued engagement and discussions for 2021-22 financial year. VSB financially supported Channel 7 Dan and Steph Kingaroy special in partnership with South Burnett Regional Council's financial support.

Development of Tourism Strategy placed on hold for 1<sup>st</sup> quarter whilst Corporate Plan process commenced. Expected to recommence development of the plan in the 2<sup>nd</sup> quarter of the year. Development of Tourism Strategy on hold during 3<sup>rd</sup> quarter pending discussions with VSB. Previous drafts of the plan to be reviewed in accordance with Council's forward strategies. Council partnership with Visit South Burnett Inc. renewed and supported financially.

Continuing to work with Visit South Burnett, Drive Inland, Wide Bay Burnett – The Perfect Place, and progressing Council's 'Discover South Burnett'.

Maintaining Council's "Discover South Burnett" brand, website and social media. Discussions had with Southern Queensland Country Tourism in regards to future opportunities to promote the region. Ongoing support and discussions for Visit South Burnett – Council has made office spaced available for Tourism Development Officer in Wondai to assist with their Development. Formal reporting from VSB to Council on progress and KPI's requested for April 2021.

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Roy Emerson Way	Advocate and pursue	Infrastructure	Blackbutt District Tourism Heritage Association
Update as at 30 June 2021: Advocacy to be commenced post State election. Matter raised by Mayor during Ministerial meetings	. Previous correspondence presented to Council Standing ar	nd General Meetings in M	arch 2021
World Expo 88 Trail	Art Buster Statues – create a trail and put them into the various towns – 20 drovers still available  Expo Wall of Fame – Girl Guides Mural wall	Community	South Burnett Tourism Advisory Committee; Regional Chamber organisations; Local business and arts groups;
Update as at 30 June 2021: Engagement undertaken with custodians of art work Consideration to the engagement of an Arts Develop	ks. Oment Officer in 3 <sup>rd</sup> and 4 <sup>th</sup> quarters. Expo Clown stature be	ing reviewed for condition	and display potential.
South Burnett Arts Development Strategy	To progress an Arts Development Strategy to encourage and foster the arts in the South Burnett community	Executive Services / Office of the CEO	South Burnett arts community
Update as at 30 June 2021:			

Arts Culture and Heritage Policy adopted by Council 20 January 2021. Advisory Committee to be progressed in 2021-22 financial years.

Meetings held with Galleries. Art projects being conducted through CQRSN and SB Arts.

Draft Arts Culture and Heritage Policy developed. Draft Policy presented to Executive, Finance and Corporate Standing Committee on 9 December 2020. Draft policy current out for community consultation. Report scheduled for presentation at Ordinary Meeting of Council in early 2021.

Council proposes to engage an Arts Development Officer in the second half of the financial year to compliment the Regional Arts Development Fund (RADF) and Arts Policy. Workshop also held in second quarter with CQRSN.

South Burnett Regional Council Arts, Cultural and Heritage Advisory Committee endorsed by Council resolution and a Terms of Reference for the committee adopted by Council.

# Theme 4: Organisational Excellence – An organisation that is characterised by effective leadership, responsible management and quality service delivery

Goal EXC1: Effective financial management

Strategy: EXC1.1 Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices			
Key Activities	Outcomes/ Measures	Lead Department	Key Partners

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Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community	Whole of life costing is considered for all new capital works	Infrastructure	Senior Management Team; Elected Members
Update as at 30 June 2021: Whole of life costing model to be reviewed with asset managed commence in the third quarter.	gement plans and formation of 10-year programs ar	nd long-term financial plans.	Project expected to
Strategically upgrade and improve council information technology systems	Improved performance and efficiency of Council corporate systems Implement live streaming of Council Meetings	Finance & Corporate / Information Communication Technology (ICT)	Senior Management Team
Update as at 30 June 2021: Live stream solution commissioned and operating. Viewing s Commenced TechOne SaaS Transition project and initiated d			
Identify land holdings that could be offered for sale to support financial efficiency but retain service delivery	Properties that could be offered for sale on the open market are investigated and reported to Council for consideration	Community / Property	Senior Management Team; Elected Members
Update as at 30 June 2021: A Lands Investigation Officer has been appointed to a new p	31, 32, 4, 33, 33, 33, 33, 33, 33, 33, 33, 33,	s and review of land assets.	
Operate in accordance with the adopted budget	Compliance with budget limits. Regular quarterly budget reviews  Monthly reporting of budget variations and financial sustainability markers	Finance & Corporate / Finance	Senior Management Team; Elected Members
<b>Update as at 30 June 2021:</b> Monthly reporting for July – March has been completed. Firs presented and adopted at March General Council Meeting.		have been adopted. Third qu	uarter budget revision
Implement long term financial planning to reduce financial risks and ensure financial sustainability	Maintain and monitor a current 10-year Long Term Financial Plan Long Term Financial Plan to form part of Finance Monthly Report to Council	Finance & Corporate	Senior Management Team; Elected Members; South Burnett community

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Develop and implement a performance management and accountability system	Improved executive leadership team performance	Executive Services / People & Culture	
Update as at 30 June 2021: Continuation of updating Policy and Procedures for Council s WHS Risk and obligations. L&D Guidelines reviewed, update Performance Management Review to be conducted for all se EDR's completed 30 October 2020 and Performance Manage outstanding Council resolutions outstanding and actioned. O monthly Council report.	d and adopted at May ordinary meeting. nior staff. Reporting on outstanding Council resolu ment Reviews to be completed for Senior staff in t	ernal training undertaken in t tions actioned. hird quarter. PMR's will inclu	de Reporting on
Build diversification of revenue sources and increase percentage of revenue from non-rate sources.	Actively pursue all external funding opportunities.  Actively support external funding applications with financial budgeting input	Finance & Corporate / Finance	Senior Management Team; Elected Members
Update as at 30 June 2021: External funding sources identified, and budget allocated for be reviewed in December 2020.	these items complimented by milestone reporting	. Zero index on 20/21 financi	al year general rates, to
A long-term focus in our decision making to ensure we have downward pressure on operational expenditure and rates	10 Year Financial Management Plans with consideration of operational expenditure and rates considering ability to pay	Finance & Corporate / Finance	Senior Management Team; Elected Members
Update as at 30 June 2021:  Consideration of rate payer's ability to pay was incorporated 20/21 financial year. This is was reviewed in December 2020 savings and increase efficiencies.	into the original budget when the decision was ma		
Deliver the priorities in the Information and Communication Technology (ICT) and Business Units (TechOne) Department	Business Units mapping of processes in TechOne Full diagnosis of TechOne Dashboards fully implemented ICT services supported by state-of-the-art	Finance & Corporate / ICT	Senior Management Team; Elected Members

rollout of (Leave, Budget, ECM Task lists). Initial pilot group (ICT) migrated to exchange online.

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Council decision making that is underpinned by fiscal sustainability	Conduct Budget, Financial and Rating Workshops with Elected Members for the development of the 2021/2022 annual budget  Full category Rate Review including averaging and capping  Zero Based Budgeting implemented and reviewed	Finance & Corporate / Finance	Senior Management Team; Elected Members
<b>Update as at 30 June 2021:</b> First set of rates workshops completed in October and Nove Budget workshops have commenced with rating models pre-		rating decisions are known.	2021/2022 Original
Review cost allocation methodologies to improve visibility and ability to control overheads	Implement full cost recovery initiatives Undertaken a forensic audit to review cost allocation methodologies	Finance & Corporate / Finance	Senior Management Team; Elected Members
<b>Update as at 30 June 2021:</b> AEC Overhead Cost Model implemented and used to cabudget.	alculate admin recoupments for the various depa	artments in preparation fo	or the 2021/2022
Compliant with sustainability ratios	Monthly monitoring and reporting of Net Financial Liabilities Ratio	Finance & Corporate / Finance	Senior Management Team; Elected Members
Update as at 30 June 2021:  Net Financial Liabilities Ratio reported to Council on a montl Surplus Ratio will remain outside the target of 0-10% due to being analysed for accuracy.	hly basis. Net Financial Liabilities Ratio is only 1 of 3 r	atios in the sustainability gu	Elected N

#### Goal EXC2: Effective corporate management

Strategy: EXC2.1 Deliver governance that provides sou	nd organisational management and compl	ies with relevant legislation	
Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Develop and implement the Council Policy Framework to support strategic planning and compliance with	Adoption and implementation of the Council Policy Framework	Finance & Corporate / Corporate Services	Senior Management Team;

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relevant legislation, policies, codes of practice and standards	Number of polices reviewed and adopted /approved	Elected Members
	Effective implementation of Council policies and procedures	

#### Update as at 30 June 2021:

Draft Policy Governance Framework reviewed by Senior Management Team and Council and tabled for consideration / adoption at the Ordinary Meeting of Council, 19 August 2020. Framework policy and procedure signed and implemented. Complete.

Number of policies / procedures / form which have been reviewed/adopted/approved = policies - 43; procedures - 8; forms - 40. Awareness training across the recently adopted policies and procedures has commenced utilising various platforms.

Regular awareness training sessions undertaken with Council representatives through various platforms such as skype and committee agendas. Individual enquiries responded to as required.

Requests for information (RFI) register has been developed with ongoing updates - 79 RFIs have been received from Councillors and actioned by Senior Management.

Provide elected members with opportunities and
access to quality training, professional development,
networking at a local, regional, state and national level

Establish a council training and development plan

Executive Services / Office of the CEO People and Culture; Elected Members

#### Update as at 30 June 2021:

Three (3) Councillors attended ALGA in this quarter. Councillors have had access to PD & free training opportunities as follows: Elected Members Update (EMU), DLGRMA Integrity Act Reforms - Online workshop, 2020 LGAQ Annual Conference, Peak Services - Social Media for Elected Members - virtual, ALGA National General Assembly Canberra, Peak Services - The Power of Public Speaking and Storytelling, Seminar - Future-Proof your Economic Strategy for Tourism Growth in 2021 & Beyond.

Councillor training opportunities coordinated by People and Culture Section. Opportunities circulated to councillors as they come available. LGAQ Elected Member Update completed. Dept. of Local Government training in legislation changes completed in reporting period.

Mayor and Deputy Mayor attended LGAQ State Conference. Support given for expression of interest by visiting dlgrma.qld.gov.au/WLILG program for Councillors Potter. Frohloff and Schumacher.

Two-day Councillor workshop/training conducted on 15/16 February 2021.

Right to Information and Information Privacy
applications are managed and processed in
accordance with legislative requirements

100% of Right to Information and Information Privacy applications processed within legislative timeframes Finance & Corporate / Corporate Services Senior Management Team;

**Elected Members** 

#### Update as at 30 June 2021:

RTI - Five (5) applications received. Three (3) applications processed to completion within legislative timeframes. One (1) application was non-compliant and resulted in an outcome where information had already been provided. One (1) application was received in last financial year was withdrawn by applicant in this financial year during processing within legislative timeframes.

RTI External Review: One (1) application currently open in review.

IP - Nil applications received to date. 100 per cent.

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Review identified priority Local Laws to ensure relevance to the region and understanding by Council and the community	Relevant priority local laws identified, reviewed and public consultation completed	Community / Planning & Land Management	Legal Counsel; Finance & Corporate Department
Update as at 30 June 2021: Review not commenced due to resource constraints.			
Provide the Delegations and Local Government Authorised Persons governance process	Update and provide delegations and authorisations as approved by Council and the CEO accordingly	Finance & Corporate / Corporate Services	Senior Management Team; Delegations service provider
Update as at 30 June 2021: July - reviewed 15 pieces of legislation and updated delegation. August - reviewed two (2) pieces of legislation and report processes of legislation. September - reviewed ten (10) pieces of legislation and updated. October - reviewed five (5) pieces of legislation and updated.	repared for the Ordinary Meeting of Council in Octo ated delegations for one (1) piece of legislation wit	ober. h report to the Ordinary Mee	ting of Council in October.

December - reviewed 1 piece of legislation no delegation updates required

January to March — all customer contact staff now titled Customer Service / Administration staff have had instruments of sub-delegations reviewed and reissued. New appointees have been issued with the relevant instruments of sub-delegations and authorised persons powers. Additionally, review and reissue of instruments of sub-delegations and authorised persons has been provided to the following positions as a result of the Branch renaming: Senior Corporate Officer, Coordinator Customer Service, Team Leaders Customer Service, Coordinator Governance and Manager Corporate Services.

April to June – Further review and reissue of instruments of sub-delegations and authorised persons powers have been provided to the following positions:

Customer Service/Administration Officers, Financial Accountant, Acting Manager NRM & Parks, Visitor Enhancement Officer, Engineer Infrastructure Planning, Program Leader Open Spaces, Environmental Health Officer Contractor, Compliance Officer, Waste Compliance Officer, Plumbing Inspector. The positions of Manager Planning & Land Management and Compliance Officer have had sub-delegations and authorised persons powers repealed due to staff resignations. An audit of Council's sub-delegations and authorised persons powers has been carried out to ensure accountability and accuracy.

Maintain the legal proceedings and legal advice	Development and implementation of a	Finance & Corporate /	Senior Management
Registers	process by which Council officers can seek	Corporate Services	Team
	external legal advice and representation of		
	legal services on behalf of Council		

#### Update as at 30 June 2021:

November - Nil Legislation updates

Process emailed to Senior Management Team for officers to contact Branch to seek approval to utilise the budget. Tracking of utilisation undertaken through CES and ECM business system modules. Maintenance of legal advice / legal proceedings registers undertaken. Completed.

Legal Advice and proceedings on the Register (to date): 166

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Capture and correctly manage Council's corporate documents using recordkeeping good practice	Implement staged process of assessing and management of records in storage from pre-amalgamation  Ensure that appropriate and accurate records are documented, preserved and made accessible	Finance & Corporate / Corporate Services	Senior Management Team; Elected Members
	Providing compliance training to Council officers and Elected members		

#### Update as at 30 June 2021:

Staged process has commenced with the review, removal or disposal of records as per the retention guidelines for good recordkeeping. Record storage containers located at various sites within Council facilities have been identified with reviews commenced. 343 archive boxes of records have been relocated to Wondai storage facility for review/re-labelling/storage prior to relocation of selected records to offsite storage.

Stage 2 has been completed after 200 archive boxes containing building files were packed; labelled and transported from the Kingaroy Office to the Wondai Records Storage Facility. A further 57 archive boxes of Building records were also packed; labelled and transported from the Murgon Office to the Wondai Facility. Review and subsequent retention or disposal of former Murgon Shire Council records in two (2) offsite facilities was scheduled and carried out during the week commencing 16 November 2020. Grace Records Management Toowoomba was engaged to assist the Records staff with the removal and transportation of records. This was a significant amount of work which involved a project to clear; sort; destroy and retain former Murgon Shire Council records housed in the Murgon Soils Laboratory and BIEDO room. These facilities are now empty of all records and continuous work will now be undertaken by the Records team to determine further destruction or retention of files as the sorting of records brought back to Kingaroy is carried out over the coming months. The Records Team Leader has commenced Internal training with Records staff to enable them to deliver basic ECM training to newly appointed Council officers. Right to Information training is in process for the Records Team Leader to assist the Right to Information officer with applications submitted to Council.

Continue to process records through ECM and P&R business system modules as per day to day records management operations. Records team has worked with Business systems team to implement changes to the ECM module operations across the organisation introducing streamlined processes for improved efficiency and effectiveness for Council officers registering and retrieving documents within the ECM module. This body of work was significant both in development and roll out within the organisation.

Records team members attended the State Archives facility undertaking a tour of the facility. Officers of the State Archives shared information and resources relating to the disposal of source records, records management associated with creating and keeping records for the proactive protection of vulnerable persons, and general information around the retention and disposal schedule.

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Records Team transition to Governance Team has occurred during 3<sup>rd</sup> quarter with the realignment of functions within the Corporate Services branch. The newly named Governance Team is now responsible for Records Management, Delegations / Authorised Persons, Right to Information & Information Privacy Applications, Register of Registers, Gifts & Benefits Register, Requests for Information Register and Administrative Release Schedule.

Training has been provided to the Governance Team in relation to the processing of Right to Information, Information Privacy, Gifts & Benefits and Councillor Requests for Information. Work has commenced to sort, catalogue and label 150 archive boxes containing Nanango Shire Council general correspondence files prior to transporting to the Grace Records Management facility in Toowoomba for the storage of these permanent records.

### Records Processing - utilising ECM Business System Module 3rd Quarter 2020/2021

Total Hardcopy Received	4,862
Total Emails Entered	9,976
Total Records 2020/21	14,838

Total Records 2020/21	14,838		
Develop and implement sound corporate risk management and internal audit policies and strategies	Deliver the internal audit function of Council driving the completion of the Audit Recommendation register, administration of the Audit and Corporate Risk Management Committees, facilitating internal audits as per the three (3) years Internal Audit plan	Finance & Corporate / Corporate Services	Advisory Committee Working and Steering Groups; Elected Members; External Auditors
	Development of the 2020/21 Corporate Risk Register and treatment plans with a review of the associated policies  6-mthly update on corporate risk registers and treatment plans  Internal review and support the Fraud & Corruption Prevention Management Framework  Internal review and support the Internal Audit and Risk Management Framework		

#### Update as at 30 June 2021:

Internal Audit Plan 2020/2021 as part of the three (3) Internal Audit Plan has been reviewed and approved by the CEO as per the endorsement of the Corporate Risk and Audit Advisory Committee (former 'Audit Advisory Committee'). Budget allocation for 2020/2021 for two (2) internal audits to be conducted by external provider

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is being progressed with draft procurement documents prepared to go to market in second quarter to secure an internal auditor service. Process to called for expression of interested closed end December 2020 with review of expressions to be undertaken in third quarter. It is anticipated internal audit to commence by commencement of fourth quarter once procurement process concluded.

Sampling of high-risk administrative processes commenced with a sample of Payroll process completed. Identified processes for sampling will progressively be undertaken as resources allow, expected to be once per month in third and fourth quarter with next sampling to be identification of Public Interest Disclosures.

Final 6-mthly review of the 2019/2020 Corporate Risk Registers and Treatment Plans has been completed with draft documents presented to the CEO for review/approval prior to distribution to the Corporate Risk and Audit Advisory Committee.

Development of the Corporate Risk Registers and Treatment Plans 2020/2021 has been completed and approved by the CEO after endorsement by the Corporate Risk and Audit Advisory Committee in August. The 6 monthly review has commenced with update due by COB 31 December. Registers will be provided to the CEO for signoff and presented at the Corporate Risk and Audit Advisory Committee meeting in February.

Review of the suite of Corporate Risk and Internal Audit (including Fraud & Corruption Prevention Management) policies has been completed with the revised policies approved by Council at the Ordinary Meeting in September. Awareness training sessions have commenced with Council representatives. Renaming of committees has been actioned. Completed.

Expressions of Interest called for three (3) Independent Members for the Corporate Risk and Audit Advisory Committee. Shortlisting has been undertaken with interviews scheduled for mid-January. Induction of successful applicants scheduled to be undertaken prior to next Corporate Risk and Audit Advisory Committee meeting late February 2021.

Corporate Risk and Audit Advisory Committee met in February. The Corporate Risk and Audit Steering Group will meet in April with the Corporate Risk and Audit Working Group scheduled to meet in May prior to the next meeting (end of May) of the Corporate Risk and Audit Advisory Committee. Pacifica Chartered Accountants were the successful tenderer to conduct Council's internal audits. Cyber Security Internal Audit has been finalised and tabled at the Corporate Risk and Audit Advisory Committee in February 2021 with Grants & Donations and Related Parties/ Conflicts of Interest Internal Audits commenced in March.

April – June 2021 – Corporate Risk Register and Treatment Plans 2020/2021 updated and signed off by CEO as at 30 June 2021. Corporate Risk Register and Treatment Plans 2021/2022 in development.

Pacifica Chartered Accountants completed End-to-End Grant Management Internal Audit, which was authorised by the CEO on 18 June 2021. This internal audit will be presented to the Corporate Risk and Audit Advisory Committee on 10 September 2021. The Related Parties/Conflicts of Interest Audit is nearing completion, with the survey to participants being extended until early July 2021.

The Corporate Risk and Audit Advisory Committee met in May 2021. The Corporate Risk and Audit Steering Group met in April 2021 and the Corporate Risk and Audit Steering Working Group met in May 2021.

Sample audit on Public Interest Disclosure was completed during the period and Community Grants Program was commenced.

Encourage and maintain a high standard of leadership and management at all levels of Council and Create a positive future-focused culture that demonstrates and supports Council's values within the workforce	Executive Services / People & Culture	Senior Executive Team
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Terms of reference adopted at May JCC, policies and procedures relevant to employees are also tabled with JCC for review and feedback in addition to normal process. Pot of Gold session in the quarter held with team leaders and up to ensure consistent messaging relating to IR, WHS, Governance and L&D.

Working through a system of communication as a starting point, including increased communications channels to field staff. Regular updates provided by the CEO in addition to messages from Management in Field and Office Handbooks. Continuing to work through and plan a staff satisfaction survey in the last quarter of the plan. Inaugural meeting of the Joint Consultative Committee (JCCC) held on 29 October 2020. Meeting held 4 February 2021. Draft Corporate Plan forwarded to JCC representatives for consultation.

Ensure ongoing training to 100	% of organisation to	Consistent and regular training sessions and	Finance & Corporate /	Senior Management
strengthen focus on code of co	nduct and managing	workshops for 100% of organisation	Corporate Services	Team;
conflicts of interest and integri	y matters			People & Culture

#### Update as at 30 June 2021:

People and Culture in conjunction with Corporate Services will be reviewing effective methods of training across all of Council in the coming financial year.

Commenced discussions with People and Culture Branch to consider most effective and appropriate platforms for delivery and engagement. Current Employee Code of Conduct reviewed by S&CP and provided to People & Culture Branch to commence the review of the policy.

Gifts & Benefits Policy and Procedure, Acceptable Request Guidelines and Policy Governance Framework awareness sessions conducted with Coordinators and Supervisors through 'Pot of Gold' training sessions. Acceptable Request Guidelines awareness training completed with Council representatives. Ongoing 'policy of the week' has been rolled out to all staff primarily through email and the intranet platforms. Elected members to be included in roll out during 4<sup>th</sup> quarter. As the organisation embraces and further develops learning platforms such as Microsoft teams, the policy roll out will be adapted to a more fit for purpose delivery approach. May – June 2021:

People and Culture in conjunction with Corporate Services will be reviewing effective methods of training across all of Council in the coming financial year. Effective methods may include: fact sheets, short video messages, 'doodlies', staff newsletters, Zero Harm Handbook, staff surveys, staff information sessions and attendance at depots/work sites to inform staff on code of conduct and managing conflicts of interest and integrity matters.

Review the 2020/2021 Operational Plan	Monthly reviews of Operational Plan by Branches with quarterly progress reporting	Finance & Corporate /	Senior Management Team
	to Council	corporate services	(Sain)

#### Update as at 30 June 2021:

Adopted Annual Operational Plan 2020/2021 provided to Senior Management Team for implementation. Monthly reviews by Branches with Senior Management Team. Monthly updates for Finance and Corporate Branches tabled through Portfolio Briefing.

1<sup>st</sup> quarterly report update called mid-September with timelines for Branches to submit responses so as to meet the reporting timelines for the Ordinary Meeting of Council in October – Council adopted 1<sup>st</sup> Quarter update at the Ordinary Meeting of Council in October 2021.

2<sup>nd</sup> Quarter update adopted by Council at the Ordinary Meeting of Council 20 January 2021.

3rd Quarter update completed April 2021 and to be tabled for consideration by Council at the Ordinary Meeting of Council 28 April 2021.

Business continuity plans to meet organisational needs	Business Continuity Plans and Sub Plans to be developed to reflect the needs of the organisation	Finance & Corporate	Senior Management Team
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Update as at 30 June 2021:

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Business continuity sub-plans in place and tested for COVID-19 pandemic response.

Updated plan progressed to be considered as part of the Disaster Management Plan. Business continuity plan to move across to the Disaster Management function to be embedded as of the 4<sup>th</sup> quarter.

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

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
A Council that makes better informed decisions based on improved report writing which provides a thorough options analysis	Best Practice report writing which provides full background and details for improved and strategic decision making	Executive Services / Office of the CEO	Senior Management Team; Elected Members

#### Update as at 30 June 2021:

Number of Council Resolutions for 2021-22: Council General Meeting – 451; Infrastructure Standing Committee Meeting – 109; Community Standing Committee Meeting – 214; Executive and Finance & Corporate Standing Committee Meeting – 137.

New agenda software launched with internal training of staff for administration and report writing. Standardisation of agendas for various council and management meetings. Action reports being produced for Council resolutions and being presented to Snr Management Team.

Standing Committee Terms of Reference developed and adopted and Standing Committee Meetings conducted. Increased information reporting through Standing Committee process across all departments of Council.

Council decision to livestream budget meetings and the development of a budget committee adopted by Council be actioned from April to June 2021.

Promote a culture of pride and satisfaction amongst	Recognition program, staff service awards	Executive Services /	Senior Management
the workforce		People & Culture	Team;
		***************************************	Elected Members

#### Update as at 30 June 2021:

Staff luncheon programmed for August 2021, for service of +10 years and 5-year increments thereafter. Recognition of/service Policy reviewed and adopted at May general meeting.

Regularly promoting Zero Hero Awards for recognition, staff service awards for the 19/20 years are almost complete. 10-year service awards will be held in last 3 months of 2020.

Zero Hero Award nominations are implemented into bimonthly WHS Committee Meetings, with a voting procedure agreed in this Committee. Over 20 years service recognition luncheon held in August 2020, 10-year service awards completed for 2020 in October 2020. Recognition of Service Policy, due for review by Manager P&C – 4.12.2020

Planning has commenced for the 2021 Staff Recognition Luncheon are progressing for those employees with 20, 30 and 40 years' service.

### Strategy: EXC2.3 Deliver corporate business solutions that meet corporate and customer needs

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners

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Provide opportunities for a leadership professional	Effective utilisation and delivery of	Executive Services /	Senior Management
development to enhance management and officer	Council's Learning and Development	People & Culture	Team;
skills	program		Elected Members
Update as at 30 June 2021:			
Due Diligence training held in May 2021 for all levels of lead			menced into school-base
traineeships, expected to roll out 2022 calendar year. Requ			
COVID has put on hold a number of L&D programs however,	as restrictions ease, more programs are coming bac	k online. L&D will continue	to work with Managers o
their needs.			
As service providers come back online with the lifting of gov		oplying for L&D opportunities	s. L&D opportunities have
also been identified in the EDR process, completed 30 Octob	per 2020.		
Regional finalist in Queensland Traineeship Awards.			
Training of staff in compliance and legislative courses ongoin Due Diligence & WHS leadership training has been planned		is any staff both field and offi	ico
Review the procurement processes to achieve more	Effective and efficient stores and	Finance & Corporate /	Senior Management
efficient procurement outcomes including embedding	procurement function	Finance & Corporate /	Team; Elected
		rmance	
the preferred supplier arrangements	Investigate Centralised Procurement		Members
	Options		
	High functioning preferred supplier		
W. L	arrangements		
<b>Update as at 30 June 2021:</b> Investigate Centralised Procurement process. Changes in process.	acura to nav processes within Tash 1 maying to Cia	and to be considered before	o decigning program plan
and implementation schedule.	ocure to pay processes within rech I moving to clair	need to be considered befor	e designing program plan
Local marketplace has been implemented to enhance I	ocal preference in progurement activities		
Consultant engaged to review policies and procedures	•	ocurement	
Security Review including Cyber Security. Ensure the	Ensure the provision of appropriate security	Finance & Corporate /	Senior Management
provision of appropriate security systems (including	systems (including cyber security) and	ICT	Team; Elected
cyber security) and services to protect Council's data	services to protect Council's date and	ICI	Members
and information	information.		Members
and information	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
	Cyber Security to be identified in annual insurance renewal		
	insurance renewal		
Update as at 30 June 2021: Hardware refresh of council firewalls to provide additional s	1,000	of ICT policy.	1
1st Draft of Bring Your Own Device policy.	searce, reacting for cloud upps, freeless and update.	c. ic. policy.	

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Full review of Plant and Fleet operations	Effective management of Plant and Fleet operations reflecting best practise usage logging, data collection and costings.  Review and implement plant replacement program.	Finance & Corporate	Senior Management Team / Elected Members
<b>Update as at 30 June 2021:</b> Inaugural workshop for complete plant and fleet rev Process to continue with regular reports to Council of	iew completed. Two subsequent workshops actioned iden on progress.	tifying critical plant and asso	ciated cost savings.
Comprehensive Insurance Review	Review of Council insurance	Finance & Corporate	Senior Management Team / Elected Members
Update as at 30 June 2021:		*	

## Goal EXC3: A skilled and sustainable workforce

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Review of Recruitment processes/practices	Recruiting the best person for the job	Executive Services / People & Culture	Senior Managemen
Update as at 30 June 2021: Recruitment Policy was updated and adopted at the January Confidentiality agreements have been updated and must be Mapping of the Recruitment process was facilitated with Me	signed and agreed by anyone on a selection panel.	n Procedure was updated an	nd signed off by the CEO
Recruitment Policy was updated and adopted at the January Confidentiality agreements have been updated and must be	e signed and agreed by anyone on a selection panel. ead Perry. Work now underway to streamline proces ulture. Joining with other Local Governments on wor	n Procedure was updated an	nd signed off by the CEO

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Work in progress. Structure will be aligned to Corporate Plan review and outcomes as required.

Review of organisational structure to be completed in line with new adopted Corporate Plan by 30 June 2021.

Draft Corporate Plan circulated to all staff and JCC Union Representatives for Consultation February 2021. Continued WIP.

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

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
External Audit 2020 (Health and Safety Plan)	Undertake an external audit	Executive Services / People & Culture	Senior Management Team

#### Update as at 30 June 2021:

LGW has released the updated plan in relation to Auditing. WHS may have to arrange an independent WHS Audit prior to the next scheduled LGW Audit, this will be confirmed. Request for quotes has also been developed with the intent of selection and implementation of an electronic WHS Management System over coming twelve months.

Audit was planned, however, COVID restrictions resulted in the external audit being postponed. Will provide update when an audit date is established. Working with LGW to set new date following lifting of restrictions and restrictions as listed in their calendar.

Continued WIP due to LGW's plan still being developed.

Implement corrective actions as outlined in the	100% implementation by 30 June 2021	Executive Services /	Senior Management
Workplace Health Safety Audit		People & Culture	Team

#### Update as at 30 June 2021:

Audit will be scheduled for 2021, if able to source independent auditor. No update as no audit

#### Strategy: EXC3.3 Foster an organisational culture which reflects our shared vision and values

Key Activities	Outcomes/ Measures	Lead Department /Branch	Partners
Encourage and maintain a high standard of leadership and management at all levels of Council that's promotes a values-based culture that trains, develops, appreciates and empowers its workforce	HR department delivers cost effective support; Management and leadership satisfaction; Foster diversity, merit and equity, reward and recognition in the workplace	Executive Services / People & Culture	Senior Management Team

#### Update as at 30 June 2021:

Continuation of PD and L&D Training as required, needed and requested.

Recruitment, employee relations and industrial relations support provided as required with ongoing review of policies and procedures to align practice. Reviews undertaken as programmed for management and leadership satisfaction drawing from several sources. Staff recognition of service awards undertaken through year.

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Review of People and Culture Policies along with Health and Safety Policies	Full review of Policies and Procedures by	Executive Services /	Senior Management
	June 2021	People & Culture	Team

#### Update as at 30 June 2021:

Policies continue to be reviewed, updated and presented to Management, JCC and Council for adoption for Statutory Policies.

Policies and Procedures are now under review with the new Process being resolved by Council. Where possible, P&C will reduce policies and procedures if they can be covered in other areas.

Consolidated three superseded policies - Employee Assistance Program Policy, Exit Interview Policy, and Corporate Rehabilitation Policy, and updated and adopted Defence Service Policy and Workplace Health and Safety Policy. Continued WIP.

# Strategy: EXC3.4 Provide appropriate training to ensure a skilled workforce that meets organisational needs

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Training Needs Analysis (TNA) undertaken. Provide training and education programs to increase the capacity of Council officers to understand and exercise their delegations and authorisations	TNA's completed for Business Units At least three (3) training sessions per year	Executive Services / People & Culture	Training Providers; Corporate Services; Senior Management Team; Elected Members

#### Update as at 30 June 2021:

Continue to develop TNA based on individuals EDR's and departmental WHS, L&D and PD opportunities and needs.

In line with Employee Development Review (EDR)'s a TNA will be developed for each business unit. EDR's are due by 01.10.2020. Internal training sessions completed in the 1st quarter reporting period.

EDR's returned 30 October 2020. LND Officer working on TNAs for each business unit to be actioned (where possible) in 3<sup>rd</sup> quarter. Continued WIP.

# Goal EXC4: Effective advocacy and strategic partnerships

20 10 20 20			100000000000000000000000000000000000000
Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Active partner with WBBROC and all of its committees	Number of meetings and representations made	Executive Services / Office of the CEO	Elected Members

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WBBROC Executive Officer has completed his services and transitioned to a non-employee-based organisation has continued. WBBROC transition meetings continue. WBBROC Mineral and Investment prospective finalised. Next meeting scheduled for 2021-22 financial year.

WBBROC Regional priorities workshop held in Maryborough 24 July 2020. Participation in WBBROC and RRTG meeting held at Cherbourg on 27 August 2020. Mayor, Deputy Mayor and CEO attended WBBROC workshop 19 November 2020. CEO participated in WBBROC CEO meeting Friday 27 November 2020. Mayor, Deputy Mayor and CEO attended WBBROC Annual and General Meetings 4 December 2020. Mayor and Deputy Mayor attended RRTG on 4 December 2020. Attendance at WBBROC Organisational review workshops as well as WBBROC meeting and RRTG meeting of 12 March 2021. Also participated in WBBROC CEO meetings.

Collaborate with corporate and key regional and	Enhancement of regional services and	Executive Services /	Elected Members
community stakeholders to ensure a unified and	infrastructure	Office of the CEO	
strengthened approach to national, state and regional	Number of meetings and representations	100000000000000000000000000000000000000	
advocacy	made		
	I common		

#### Update as at 30 June 2021:

Deputation and meetings attended:

Mayor & Councillors - His Excellency the Honourable Paul de Jersey AC Governor of Queensland

Mayor & CEO - Deb Frecklington - State Member for Nanango, Jim Murphy - Chief of Staff to the Premier and Minister for Trade, Hon Steven Miles - Deputy Premier and Minister for State Development, Infrastructure, Local Government and Planning, Hon Glenn Butcher - Minister for Regional Development and Manufacturing and Minister for Water, Hon David Coleman - Assistant Minister to the Prime Minister for Mental Health and Suicide Prevention, Hon David Littleproud - Minister for Agriculture, Drought and Emergency Management, Deputy Leader of the National Party, Hon Mark Coulton - Minister for Regional Health, Regional Communications and Local Government, Hon David Littleproud - Minister for Agriculture, Drought and Emergency Management, Deputy Leader of the National Party, Hon Angus Taylor - Minister for Energy and Emissions Reduction, Hon David Littleproud - Minister for Agriculture, Drought and Emergency Management, Deputy Leader of the National Party, Luke O'Sullivan - Advisor for the Deputy Prime Minister of Water, Chris Biesaga - Advisor for the Minister for Resources, Water and Northern Deputy Mayor - Regional Community Forum - Wide Bay Burnett - Fraser Coast Region with, Hon Mark Bailey - Minister for Transport and Main Roads, Hon Yvette D'ath - Minister for Health and Ambulance Services

SBRC Advocacy Plan developed and presented to Minister of Local Government, copy provided to Leader of the Opposition.

SBRC Advocacy Plan circulated to all candidate for the October 2020 State Election for the seat of Nanango. Deputations undertaken with State Government Ministers and Shadow Opposition spokes persons.

Ministerial meetings with the Mayor occurred regularly over the 3rd quarter period.

Investigate opportunities for improved internet and telecommunications activity  Improved connectivity opportunities for high speed broadband speed broadband conduit installed during Kingaroy Transformation Project  Improved connectivity opportunities for high speed broadband Conduit installed during Kingaroy Transformation Project
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Continued consultation held with service providers including NBN. Roll out of Last Mile infrastructure being undertaken as part of KTP project. CEO delivered keynote address on Digital Transformation at Public Sector Network (PSN) Local Government Executive Session on 28 April 2021. WBBROC & RDA Telecommunication Connectivity Report completed.

Information and application submitted for black spot funding. Mobile Phone Tower announced for Cooranga North. Dark Fibre opportunities being explored and being integrated into Kingaroy Transformation project.

Meetings and discussions held with QCN Fibre, DSDTI, Gravel Road Consulting, PowerLink

Participation and support for the WBBROC Report for the Telecommunications & Connectivity Study

Site nominations for Mobile Black Spot Program (MBSP) Round 5A

#### Strategy: EXC4.2 Advocate Council's strategic and operational position on key issues to government sectors

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Public Health Network	Councillor representation, Issue of health services in the region     Access to general medical practice (GPs)     PHN services on offer and how private hospital can work in	Executive Services / Office of CEO	Queensland Health; Local Practitioner Alliance

#### Update as at 30 June 2021:

Mayor, Cr Potter and CEO regular meetings with PHN have progressed community health initiatives.

Mayor, Councillor and CEO on committee and attending meeting held in 1st quarter reporting period.

Regular discussions on potential services for region with Darling Downs Health Board and PHN.

Advocate to all tiers of government and relevant	Number of meeting and representations	Executive Services /	Elected Members
industry organisations	External resources to region	Office of CEO	

#### Update as at 30 June 2021:

Continue to meet with DSDILGP, RDA and BIEDO on industry initiatives. Deputation and meetings attended:

Mayor & Councillors - His Excellency the Honourable Paul de Jersey AC Governor of Queensland

Mayor & CEO - Deb Frecklington – State Member for Nanango, Jim Murphy – Chief of Staff to the Premier and Minister for Trade, Hon Steven Miles – Deputy Premier and Minister for State Development, Infrastructure, Local Government and Planning, Hon Glenn Butcher – Minister for Regional Development and Manufacturing and Minister for Water, Hon David Coleman - Assistant Minister to the Prime Minister for Mental Health and Suicide Prevention, Hon David Littleproud – Minister for Agriculture, Drought and Emergency Management, Deputy Leader of the National Party, Hon Mark Coulton – Minister for Regional Health, Regional Communications and Local Government, Hon David Littleproud – Minister for Agriculture, Drought and Emergency Management, Deputy Leader of the National Party, Hon Angus Taylor – Minister for Energy and Emissions Reduction, Hon David Littleproud – Minister for Agriculture, Drought and Emergency Management, Deputy Leader of the National Party, Luke O'Sullivan – Advisor for the Deputy Prime Minister of Water, Chris Biesaga – Advisor for the Minister for Resources, Water and Northern Deputy Mayor - Regional Community Forum – Wide Bay Burnett – Fraser Coast Region with, Hon Mark Bailey – Minister for Transport and Main Roads, Hon Yvette D'ath – Minister for Health and Ambulance Services

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Mayor met with the Premier of Queensland. Meetings held with Minster of Natural Resources, Mines and Energy. Meetings held with Federal 3 Federal Members for Local Government Area.

Ministerial meetings with the Mayor occurred regularly over the 3<sup>rd</sup> quarter period.

#### Goal EXC5: Quality customer service

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Promote a high standard of corporate responsibility, transparency and accountability in decision making by making decisions, at all levels of the organisation, that are in the best interest of Council and the community	Implementation and delivery of the Complaints Management Framework  Foster customer satisfaction through the development and implementation of a Customer Service Charter  Strategy completed with full communication loop, providing open and timely feedback to customers – number of requests received / completed	Finance & Corporate / Corporate Services	Senior Executive Team; Elected Members

#### Update as at 30 June 2021:

Implementation of Council's complaint management policy Currently:

- Administrative action complaints received and processed within timeframes aligned to policy;
- Councillor complaints received by Council referred to the Office of the Independent Assessor ('OIA') for review. Councillor Complaint Register updated with outcomes as advised by the OIA;
- Fraud & Corruption complaints nil received;
- Human Rights Complaints nil received.

Customer Service Charter development commenced with Customer Service Team undertaking research and drafting of the policy in the later part of 2020. A draft policy was developed in consultation with Manager Corporate Services and General Manager Finance & Corporate and released to Councillors, Senior Management Team and Customer Service Team for review. Initial feedback was received and considered with the draft policy updated to reflect suggested changes. The draft policy was presented at Executive Services and Finance & Corporate Standing Committee meeting in December 2020. Council voted to lay the draft policy on the table until the Ordinary Meeting of Council in January 2021 to consider further feedback received. The Draft Policy was tabled for adoption at the Ordinary Meeting of Council in

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March 2021. Policy has been adopted and work has commenced. Progress continuing as part of the Business System review project commenced in the 4<sup>th</sup> quarter 2020/2021 for completion 2021/2022. Customer Service Charter Fact Sheet developed has been developed and circulated internally and externally.

With transition to the cloud of Council's P&R (customer request management – CRM – module), Corporate Services branch continues to work with the Business systems team to review how the organisation records, processes and manages the progression of customer requests through the module with the end goal to improve the information provided to customers, efficiency of processing customer requests, effectiveness of record management and accuracy of performance reporting outcomes.

As at this 4<sup>th</sup> quarter, our Customer Service team received 37,088 calls which is an additional 3,746 calls received on 2019/2020. 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 Re	
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.

Strategy: EXC5.2 Develop and implement affordable service levels

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Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Introduce a program that embeds customer service industry best practice across the organisation	Professional development and external networking opportunities for customer service officers  Service levels development and implemented with associated training and monitoring/review cycles	Finance & Corporate / Corporate Services	

#### Update as at 30 June 2021:

Employee Development Review process has been finalised. A listed of identified training and development needs for Customer Contact officers was compiled by People & Culture. Completed training which has been undertaken as at June 30, 2021, is as follows.

- Six (6) Customer Service team members attended 'Empathy and Resilience' online training in November 2020. This training provided officers with guidance on how to respond to customer interactions appropriately and compassionately, without compromising their own wellbeing.
- One (1) Customer Service Team Leader has completed the Red Earth professional development program. This program encouraged participants to engage in self-reflection and self-awareness to help build leadership qualities.
- Mental Health First Aid Training was attended by the Coordinator of Customer Contact in December 2020 to assist in providing the Customer Contact team
  further understanding of mental health issues and managing such in a respectful and professional manner.

In support of enhancing the skills of those officers directly involved in interacting with the public, the People and Culture team have developed a new program to improve communication skills and customer management strategies. This training will target emotional contagion, provide de-escalation techniques, enhance communication skills, address mental health issues, and assist in building resilience. This training will be implemented in the new financial year and become an ongoing training resource for new staff.

Introduce innovations to improve customer experience	>60% number of enquiries resolved at the	Finance & Corporate	Corporate Services
including delivery of self-service options for high	first point of contact through self-service	/ ICT	A PARTY CONTRACTOR
frequency transactions and the ability for customers to	options		
track progress online	W. C. C.		

**Update as at 30 June 2021:** NAR prerequisite project plan created to progress new username creation convention. Eliminates to reoccurrence of NAR related issues. 2<sup>nd</sup> phase - business unit agreement and compliance to new convention. Awareness session to be scheduled. Once completed engagement with Exec Services to soft launch eServices

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

# Goal INF1: Infrastructure that meets our community needs

Key Activities	Outcomes/ Measures	Lead Department /Branch	Key Partners
Quality Management System and IS09001 certification maintained	Quality Assurance certification achieved and maintained	Infrastructure / Works	
<b>Update as at 30 June 2021:</b> The Infrastructure Quality Policy was adopted by Council reso services in June 2021 with the audit recommendation being th	-		
Review Service levels for transport assets and	Maintenance system is implemented in accordance with council and community	Infrastructure / Works	
implement a Maintenance Management system  Update as at 30 June 2021: A maintenance management plan and system are being imple expected to begin trial implementation during 3 <sup>rd</sup> quarter. The	service levels  mented. The process for the implementation of this Principal Engineer position leading the project is al	-	
Update as at 30 June 2021:  A maintenance management plan and system are being imple expected to begin trial implementation during 3 <sup>rd</sup> quarter. The the implementation and this will be reviewed by management Development of a prioritised 10 year works program for the replacement, upgrade and construction of new and	service levels  mented. The process for the implementation of this Principal Engineer position leading the project is all to Status: 75 per cent completed.  10 year works program completed in accordance with asset management	Infrastructure / Works; Infrastructure	
Update as at 30 June 2021:  A maintenance management plan and system are being imple expected to begin trial implementation during 3 <sup>rd</sup> quarter. The the implementation and this will be reviewed by management Development of a prioritised 10 year works program for	service levels  mented. The process for the implementation of this Principal Engineer position leading the project is all to Status: 75 per cent completed.  10 year works program completed in accordance with asset management strategy  g developing prioritised asset programs for its infras	Infrastructure / Works; Infrastructure Planning	may delay phasing

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	The control of the co		
Develop a multi-year program for the development of	Formulation of a multi-year program and	Infrastructure /	
concept town entry and CBD footpath plans for towns	commencement of pre-design concepts in	Infrastructure	
	accordance with prioritised projects	Planning	
Update as at 30 June 2021:			
Pre-design engagement of CBD footpath plans has been comp			
Council in December 2020. Actual phasing/planning of multi y	rear program will be done under direction of Counc	il in 21/22 multi year works pr	ograms. Status: 75
cent complete.			
Review and implement Core Asset Management Plan	Asset management plan developed in	Infrastructure /	
for transport assets	accordance with council and community	Infrastructure	
	service levels	Planning	
Update as at 30 June 2021:	10.00.00.00.00.00.00.00.00.00.00.00.00.0		
The transport asset management plan will be updated in the	next quarter following the 2021/22 financial year's	budget adoption and the prop	osed review of serv
levels. Status: 75 per cent complete.			
Undertake valuation of assets in accordance with audit	Asset data is maintained in accordance	Infrastructure /	
schedule	valuation standards	Works; Infrastructure	
seriedule	valuation standards	Planning	
<b>Update as at 30 June 2021:</b> A desktop valuation of the transport asset class has been com	pleted as part of the 2020/21 financial year's year-		: 100 per cent
A desktop valuation of the transport asset class has been comcompleted.		end audit requirement. Status	
A desktop valuation of the transport asset class has been com		end audit requirement. Status	
A desktop valuation of the transport asset class has been comcompleted.  Strategy: INF1.2 Provide and maintain financially susta	inable utility infrastructure in accordance with	end audit requirement. Status	es
A desktop valuation of the transport asset class has been comcompleted.		end audit requirement. Status  asset management praction  Lead Department	
A desktop valuation of the transport asset class has been composited.  Strategy: INF1.2 Provide and maintain financially sustain  Key Activities	inable utility infrastructure in accordance with Outcomes/ Measures	end audit requirement. Status  asset management practic  Lead Department /Branch	es
A desktop valuation of the transport asset class has been composed.  Strategy: INF1.2 Provide and maintain financially sustain  Key Activities  Water Wastewater achieve compliance with treatment	Outcomes/ Measures  No breach of licence conditions / Statutory	end audit requirement. Status  asset management practic  Lead Department /Branch Infrastructure / Water	es
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Ordinary Council Meeting

Completed review is advertised for customer feedback and posted on web site as required by the regulator	Infrastructure / Water and Wastewater	
	-	
100 per cent completed.		
Completion of future water security reports for each potable scheme with recommendations for future planning	Infrastructure / Water and Wastewater	
d for future planning. Results of the Maturing the I	nfrastructure Pipeline Progr	am (MIPP) finalised in
10 year works program completed in accordance with asset management strategy	Infrastructure / Water and Wastewater; Infrastructure Planning	
	in place and was presented	to Council on the
Asset data is maintained in accordance valuation standards	Infrastructure / Water and Wastewater; Infrastructure Planning	
class has been completed as part of the 2020/21 fir		requirement. Status:10
ned infrastructure to meet community needs i	n accordance with asset	management
Outcomes/ Measures	Lead Department	Key Partners
	as required by the regulator  100 per cent completed.  Completion of future water security reports for each potable scheme with recommendations for future planning  ad for future planning. Results of the Maturing the little of the future planning completed in accordance with asset management strategy  onstruction of new water and wastewater assets is of Council. Status: 100 per cent completed.  Asset data is maintained in accordance valuation standards	as required by the regulator  100 per cent completed.  Completion of future water security reports for each potable scheme with recommendations for future planning  Infrastructure / Water and Wastewater  and Wastewater  Infrastructure Pipeline Progration of future planning in the Infrastructure Pipeline Progration of the Maturing the Infrastructure / Water and wastewater and Wastewater; Infrastructure planning  Infrastructure / Water and Wastewater assets is in place and was presented of Council. Status: 100 per cent completed.  Asset data is maintained in accordance valuation standards  Infrastructure / Water and Wastewater assets is in place and was presented of Council. Status: 100 per cent completed.  Infrastructure / Water and Wastewater; and Wastewater;

Facilitate tick dipping services	Dip services put to public tender for lease	Community / NRM & Parks	
Update as at 30 June 2021: Report to be presented to July Community Standing Committe Nanango, Proston and Wondai. Coolabunia Saleyards tender o		Tender released to lease cat	tle dip facilities at
Develop and implement maintenance service levels for NRM & Parks assets	Maintenance plan is implemented in accordance with council and community service levels	Community / NRM & Parks	
Jpdate as at 30 June 2021:  Draft Level of Service Plan presented to April Community Stardevelopment and to be presented to April Standing Committe		hird quarter. Draft Level of S	ervice Plan under
	A. Control of the con	C '4 / MIDA 4 0	The San Share will be a
Development of a prioritised 10 year works program for the replacement, upgrade and construction of new and existing NRM and Parks assets	10 year works program completed in accordance with asset management strategy	Community / NRM & Parks	Infrastructure Planning Elected Members
the replacement, upgrade and construction of new and existing NRM and Parks assets  Update as at 30 June 2021:  Draft 10-year Capital works program presented as part of bud program and in readiness for the fourth quarter budget delibe	accordance with asset management strategy get and future W4Q Round 4. Scheduled to comme	Parks ence during third quarter as	Planning Elected Members part of service level
the replacement, upgrade and construction of new and existing NRM and Parks assets  Update as at 30 June 2021:  Draft 10-year Capital works program presented as part of bud program and in readiness for the fourth quarter budget deliberompeted for budget deliberations.  Review and implement Core Asset Management Plan	accordance with asset management strategy get and future W4Q Round 4. Scheduled to comme	Parks ence during third quarter as	Planning Elected Members part of service level
the replacement, upgrade and construction of new and	accordance with asset management strategy  get and future W4Q Round 4. Scheduled to commercations. No further progress towards 10-year work  Asset management plan developed in accordance with council and community service levels  ed in proposed budget. Completed and adopted by	Parks  ence during third quarter as a program, however, capital  Community / NRM & Parks  Council in June 2020, ongoing	Planning Elected Members  part of service level works program  Infrastructure Planning Elected Members  ng review and

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Development of initial feasibility and pre-construction options for prioritised major projects	Kingaroy pool concept plan	Community / Assets / Property	Senior Executive Team; Elected Members
Update as at 30 June 2021: Project Manager appointed and working group established to in December 2020 and has been progressed to a develop Mas completed in 202/22			
Develop and implement maintenance service levels for Building assets	Maintenance plan is implemented in accordance with council and community service levels	Community / Property	Senior Executive Team; Elected Members
Update as at 30 June 2021: Scheduled to commence during third quarter. Council is curre System, and a building hierarchy has been developed to estab			Delta S Management
Development of a prioritised 10 year works program for the replacement, upgrade and construction of new and existing Building assets	10 year works program completed in accordance with asset management strategy	Community / Property	Infrastructure Planning; Elected Members
Update as at 30 June 2021: Progressing Asset Management and Maintenance Plans as de during upcoming budget preparations.	fined. A 10-year Capital Works Program has been	prepared and is scheduled to	be presented to Council
Review and implement Core Asset Management Plan for Building assets	Asset management plan developed in accordance with council and community service levels	Community / Property	Infrastructure Planning; Elected Members
<b>Update as at 30 June 2021:</b> Service levels to be progressed in line with the review of the omeetings.	orporate plan. Service Level overview presented t	to Council in March as part of	the initial budget
Undertake valuation of assets in accordance with audit schedule	Asset data is maintained in accordance valuation standards	Community / Property	Infrastructure Planning; Elected Members
Update as at 30 June 2021: Work in progress.	4		1

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#### 9.11 MONTHLY FINANCIAL REPORT

File Number: 28 Jul 2021

Author: Manager Finance

Authoriser: Chief Executive Officer

# **PRECIS**

Monthly Financial Report as of 30 June 2021

#### **SUMMARY**

The following information provides Council's financial position as of the 30<sup>th</sup> of June 2021.

# OFFICER'S RECOMMENDATION

That the Monthly Financial Report including Capital Works and Works for Queensland as at 30<sup>th</sup> of June 2021 be received and noted.

#### FINANCIAL AND RESOURCE IMPLICATIONS

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

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

#### LINK TO CORPORATE/OPERATIONAL PLAN

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

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

Monitored and reviewed by budget managers.

# LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

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

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

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

1. Recognition and equality before the law; 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 1

or degrading treatment;

15. Right to liberty and security of person;

4. Freedom from forced work; 16. Humane treatment when deprived of

liberty;

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- 5. Freedom of movement;
- 6. Freedom of thought, conscience, religion and belief:
- 7. Freedom of expression;
- 8. Peaceful assembly and freedom of association;
- 9. Taking part in public life;
- 10. Property rights;
- 11. Privacy and reputation;
- 12. Protection of families and children;

- 17. Fair hearing;
- 18. Rights in criminal proceedings;
- 19. Children in the criminal process;
- 20. Right not to be tried or punished more than once;
- 21. Retrospective criminal laws;
- 22. Right to education;
- 23. Right to health services.

#### POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

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

# **ASSET MANAGEMENT IMPLICATIONS**

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

#### **REPORT**

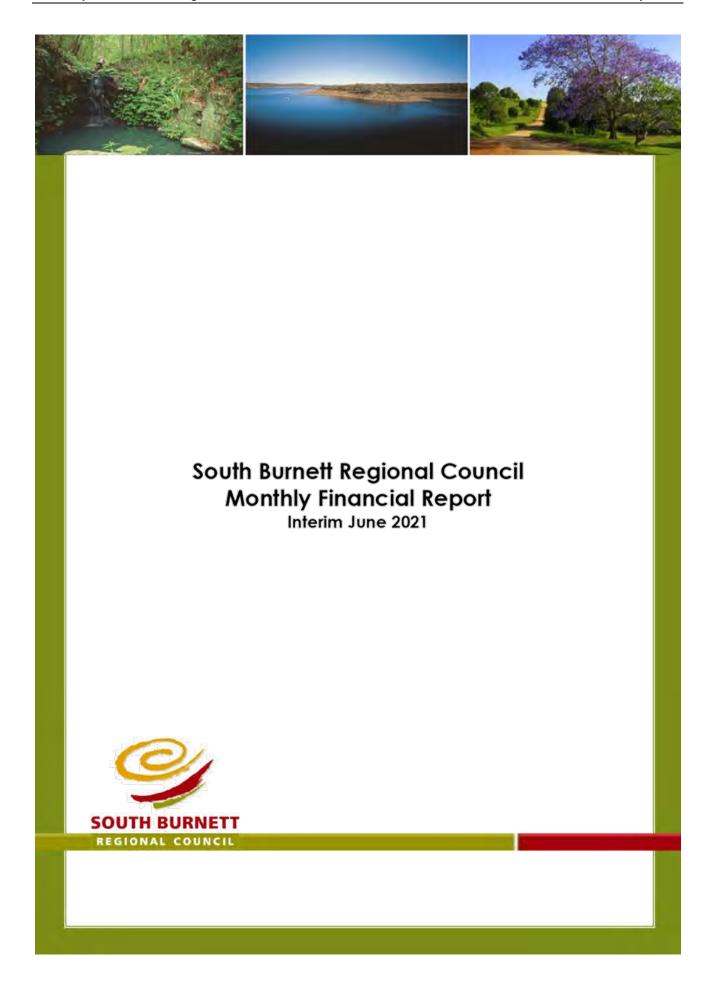
This monthly report is designed to illustrate the interim financial performance and position of South Burnett Regional Council compared to the fourth quarter amended budget, at an organisational level, for the period ended 30 June 2021. It is important to note, that the figures presented in this document are subject to change due to a number of yearend adjustments and one-off reconciliations that still need to occur.

- Recurrent Revenue is currently sitting at 101% compared to 4<sup>th</sup> quarter budget and Recurrent Expenditure is sitting at 100%. Both revenue and expenditure are still subject to change due to a number of reconciliation and yearend adjustments that are still to be processed.
- Council's current cash holdings at the end of June 2021 was \$40.967m with \$24.176m of this currently classed as restricted cash.
- Council's ratios are all within target ranges for the year at this stage.
- Council's capital expenditure program is currently sitting at \$34.662m in actual and committed expenditure which equates to approximately 104% of the total budget available to spend however this result may change once all yearend adjustments are finalised. Departments have worked with finance on their fourth quarter adjustments to determine what the expected value of works under construction will be going into the new financial year.
- Auditors will be on site during September to perform their end of year testing.

# **ATTACHMENTS**

1. Monthly Financial Report as of June 2021

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# **Executive Summary**

This monthly report is designed to illustrate the interim financial performance and position of South Burnett Regional Council compared to the fourth quarter amended budget, at an organisational level, for the period ended 30 June 2021. It is important to note, that the figures presented in this document are subject to change due to a number of yearend adjustments and one-off reconciliations that still need to occur.

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Executive Summary

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# 1.0 Interim Statement of Financial Performance (Income Statement)

# Statement of Comprehensive Income

as at 30 June 2021 100% of Year Complete

Income	\$	\$	\$	
				%
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	50.055.582	50.092.435	50,058,192	100%
Fees and Charges	5,715,648	3,830,704	5,687,909	100%
Rental Income	506,964	319,954	499,032	102%
Interest Received	638,201	1,016,500	631,466	101%
Sales Revenue	3,386,963	3,025,851	3,339,233	101%
Other Income	1,207,240	748,975	1,020,185	118%
Grants, Subsidies, Contributions and Donations	9,787,628	8,057,698	9,582,551	102%
	71,298,227	67,092,117	70,818,568	101%
Capital Revenue				
Grants, Subsidies, Contribution and Donations	12,157,887	17,409,799	12,170,789	100%
Total Income	83,456,114	84,501,916	82,989,357	101%
Expenses				
Recurrent Expenses				
Employee Benefits	24,168,231	24,215,197	24,240,336	100%
Materials and Services	26,407,825	22,821,228	26,404,914	100%
Finance Costs	2,097,689	2,301,704	2,238,047	94%
Depreciation and Amortisation	21,037,377	21,429,487	21.142.919	100%
·	73,711,122	70,767,616	74,026,216	100%
Capital Expense	5,141,585	(400,000)	1,963,232	262%
Total Expense	78,852,707	70,367,616	75,989,448	104%
Net Result	4,603,407	14,134,300	6,999,909	
Net Operating Result	(2,412,895)	(3,675,499)	(3,207,648)	

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Page 2

#### 2.1 Operating Income Statement Split by Department

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

		Total Operating Revenue							Total Operating Expenditure					
		Actual	ON	ginal Budget	Amo	ended Budget	%		Actual	1	Griginal Budget		Amended duaget	9,0
Water	5	11,572,173	\$	10,463,681	\$	11,549,756	100%	\$	10,611,845	\$	10,148,249	5	10,821,158	98%
Wastewater	\$	6,089,054	\$	6,042,973	\$	6,080,524	100%	\$	5,697,269	\$	5,437,917	\$	5,796,189	98%
Waste	\$	6,290,573	\$	5,669,992	\$	6,302,370	100%	\$	5,655,016	\$	5,507,355	\$	5,540,393	102%
Plant and Fleet	\$	84,592	Ş	151,000	\$	94,050	90%	-\$	1,248,467	Ş	151,000	-\$	722,085	173%
Genops	5	47,261,836	S	44,764,471	\$	45,791,868	101%	\$	52,997,302	S	49,523,095	5	52,590,561	101%
Total	5	71,298,228	5	67,092,117	5	70,818,568	101%	5	73,712,965	\$	70,767,616	5	74,026,216	100%

#### Revenue

- General operations overall are tracking above budget for revenue mainly due to receipts of grants however each revenue item is currently tracking slightly above target. Whilst this is tracking well there are still some yearend adjustments to be processed including transactions to account for contract asset or contract liability movements Finance made some adjustments in fourth quarter to account for predictions on where grants will land for end of year.
- All other areas are tracking on target for Revenue other than Plant and Fleet which is slightly under budget due to fuel tax credits, which is currently under review.

#### Expenditure

- Expenditure for Fleet is tracking above target at 173% due to usage of fleet for internal
  use by other departments being higher than expected. Timing has also been seen for
  fuel costs, yearly insurances, and registrations resulting in this area being under budget
  in materials and services.
- Waste is still on track to meet budget for this financial year however this will depend on the provision adjustments.
- All areas of expenditure are expected to come in on or close to budget as yearend adjustments continue to be processed and finalised.

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#### 2.2 Revenue

# 2.2.1 Rates Levies and Charges

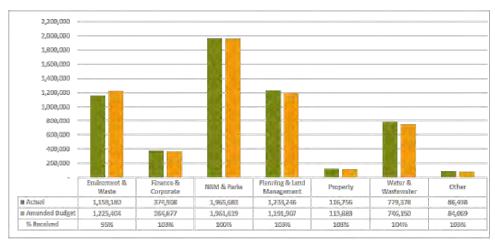
This item shows South Burnett Regional Council's total net income from general rates, service charges (water, sewerage and waste) and special charges.

Rates or Charges		ACTUALS 2020/2021	AMENDED BUDGET 2020/2021		
General Rates	S	28,727,886	\$	28,728,274	
Quarry Special Charge	\$	8,929	\$	-	
Water Charges	S	10,266,944	\$	10,276,614	
Sewerage Charges	\$	5,853,065	\$	5,852,817	
Waste Collection Charges	\$	2,264,562	\$	2,263,616	
Community Rescue and Evacution Levy	\$	87,763	S	84,000	
Waste Management Levy	\$	2,852,076	\$	2,852,871	
Memerambi Estate Levies	-\$	5,643	\$	-	
Total	\$	50,055,582	\$	50,058,192	

As of 30 June 2021, rates, levies and charges are tracking on target at 100%.

#### 2.2.2 Fees and Charges

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



As of 30 June 2021, fees and charges are tracking on target at 100%.

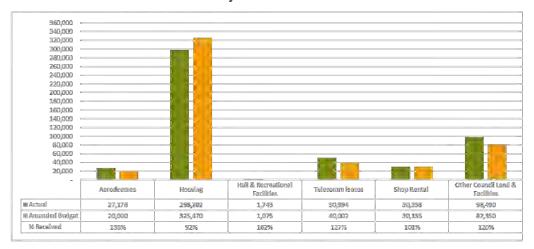
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#### 2.2.3 Rental Income

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

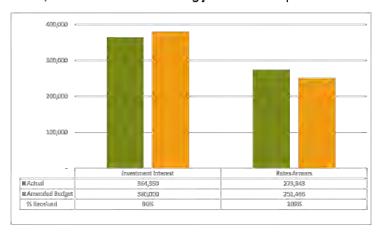
As of 30 June 2021, rental income is tracking slightly high at 102% due to timing in annual rental of various facilities, including telecommunication towers. Journals to remove any timing issues are still to be done for the end of year.



#### 2.2.4 Interest Received

Interest revenue includes interest on investments and rate arrears.

As of 30 June 2021, interest received is tracking just over the expected threshold at 101%.



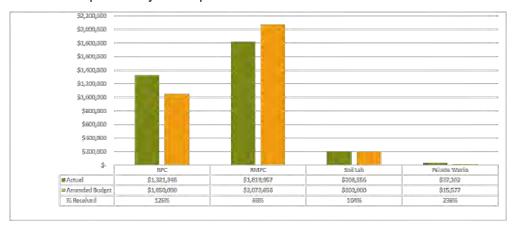
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#### 2.2.5 Sales Revenue

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

As of 30 June 2021, sales revenue is tracking above target at 101%. Finance is yet to see if there are any further RMPC claims that will need accruing back into the 2020/2021 year. This will be done as part of the year end process.



#### 2.2.6 Other Income

Other income is sundry income derived from all other sources.

As of 30 June 2021, other income is tracking above target at 118%. The main increases stem from additional scrap steel and miscellaneous (wild dog syndicate) income.

Income Stream		Actual	,	lmended Budget	% Received
VIC Income	\$	118,098	\$	110,800	107%
Art Gallery Income	S	-	S	500	0%
Pool Income	S	38,365	S	35,450	108%
Irrigation Income	\$	57,007	S	57,007	100%
Fines	S	45,176	S	43,000	105%
Scrap Steel	S	271,401	S	193,506	140%
Library Sales	\$	3,116	S	3,190	98%
Museum Sales	\$	2,297	S	2,500	92%
Agency Income	S	53,278	S	52,000	102%
Tourist Parks	\$	379,518	S	362,464	105%
Legal Recovery	S	68,612	S	85,114	81%
Insurance Claims	\$	36,891	S	17,425	212%
Misc Other	\$	133,482	\$	57,229	233%
Total	\$	1,207,240	\$	1,020,185	

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#### 2.2.7 Operational Grants

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

As of 30 June 2021, operating grants are tracking higher than expected at 102%. This income stream will change depending on end of year adjustments for contract balances.

#### 2.2.8 Capital Grants

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

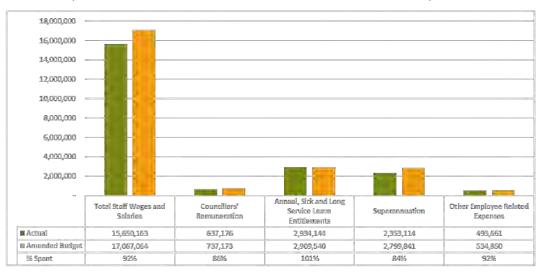
As of 30 June 2021, capital grants are tracking on target at 100%. This income stream is subject to change depending on the end of year adjustments for contract balances. Finance have endeavoured to put through expected contract adjustments for these reports but there may be some minor adjustments when the grants are all reconciled.

# 2.3 Expenditure

#### 2.3.1 Employee Benefits

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

As of 30 June 2021, employee benefits are tracking on target at 100%. End of year journals to reconcile provisions and accrue back councillor remuneration are still to be performed.



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#### 2.3.2 Materials and Services

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

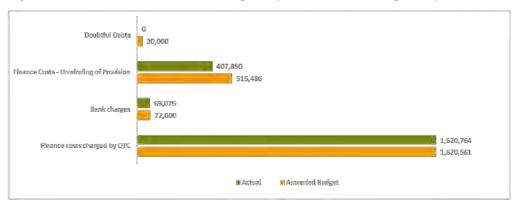
As of 30 June 2021, materials and services are tracking on target at 100%. Some adjustments are still to be performed to ensure all accruals and relevant end of year adjustments have been processed. Finance have put through a majority of the accruals for invoices that have been received for work performed in the 2020/2021 year as of the 15<sup>th</sup> of July 2021.

Description	Actual	Amended Budget	% Spent
Donations	532,928	555,342	96%
Materials	16,716,907	18,023,546	93%
Services	11,272,167	9,907,296	114%
Internal Plant Charges	6,842,845	6,760,152	101%
Internal Plant Recoveries	- 8,957,023	- 8,841,422	101%
	26,407,825	26,404,914	

#### 2.3.3 Finance Costs

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

As of 30 June 2021, finance costs are tracking below target at 94% largely due to end of year adjustments for credit loss and landfill and gravel provisions still needing to be performed.



# 2.3.4 Depreciation

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

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

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As of 30 June 2021, depreciation is on target at 100%. The below table lists depreciation expense against the fourth quarter budget by asset class as well as the work in progress balance at month end.

Assal Class	Actual YTO	Amended Budget	% of Budget	YTD Work in Progress
Depreciation Plant & Equipment	40,774.86	40,000.00	102%	
Depreciation Office Equipment	358,583.13	368,760.00	97%	
Depreciation Buildings	3,479,248.45	3,528,313.98	99%	3,292,041.35
Depreciation Roads, Bridges & Footpaths	10,152,037.11	10,140,129.32	100%	4,655,447.79
Depreciation Water Supply Networks	2,320,101.38	2,325,059.29	100%	2,285,151.48
Depreciation Sewerage Networks	1,839,037.37	1,844,034.56	100%	3,679,058.42
Depreciation Fleet	2,090,125.86	2,094,662.88	100%	308,247.26
Depreciation Stormwater	310,537.82	312,030.06	100%	œ
Depreciation Waste Management	63,987.30	65,267.00	98%	91,367.22
Amortisation Intangible Assets	351,885.00	393,603.08	89%	œ
Depreciation Right of Use Assets	31,058.61	31,059.00	100%	-
Total Depreciation	21,037,376.89	21,142,919.17	100%	14,311,313.52

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

Amortisation on Intangible Assets is under budget at 89% this is due to the disposal of Councils Technology One ERP system as at end of March 2021. This is due to Councils transition to a cloud based platform.

It is anticipated that the capitalisation process has been completed for the 2020/2021 financial year with all remaining work in progress balances relating to projects under construction.

# 2.3.5 Capital Expense

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

This financial year, Council has sold and disposed of the following:

Capital Expense Breakdown		Actual YTD	Amended Budget
Sale of Fleet		560,026.81	- 560,027.00
Sale of Land	·	139,228.46	- 15,081.00
Sale of Buildings		116,012.54	- 4,660.00
Sale of Plant & Equipment		1,090.91	-
Disposal of Roads		2,595,329.43	1,425,000.00
Disposal of Land		155,000.00	-
Disposal of Buildings		656,563.66	350,000.00
Disposal of Fleet		354,220.20	318,000.00
Disposal of Office Equipment		49,061.05	•
Disposal of Water Assets		448,044.10	450,000.00
Disposal of Intangible Asset		1,699,724.67	
Total Capital Expense		5,141,584.39	1,963,232.00

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# 3.0 Interim Statement of Financial Position (Balance Sheet)

# Statement of Financial Position

as at 30 June 2021

	JUNE	Original Budget	Amended Budget
Current Assets	\$	\$	\$
Cash and Cash Equivalents	40,967,479	43,116,747	39,507,712
Trade and Other Receivables	13,537,332	5,313,216	11,879,324
Invertories	712,987	772,356	772,356
Investments	112,001	772,000	772,550
Total Current Assets	55,217,798	49,202,319	52,159,392
Non-Current Assets			
Trade and Other Receivables	1,306,115	1,112,211	1,112,211
Property, Plant and Equipment	866,355,871	891,929,354	862,542,563
Right of Use Asset	868,787	1,019,397	868,787
Intangible Assets	6,264,234	7,899,364	8,099,364
Total Non-Current Assets	874,795,007	901,960,326	872,622,926
TOTAL ASSETS	930,012,806	951,162,644	924,782,318
TOTALABOLIO	330,012,000	551,102,011	524,752,510
Current Liabilities			
Trade and Other Payables	8,873,490	5,749,454	9,675,743
Borrowings	2,877,630	3,013,874	3,100,860
Lease Liabilities	21,740	-	21,740
Provisions	3,598,191	3,671,079	3,754,881
Other Liabilities	2,810,792	2,369,464	2,285,162
Total Current Liabilities	18,181,843	14,803,871	18,838,385
Non-Current Liabilities			- 4
Trade and Other Payables		1,017,943	
Borrowings	30,671,783	30,633,993	30,476,025
Lease Liabilities	868,951	30,033,553	868,951
Provisions	13,856,479	13,755,564	13,651,338
Other Liabilities	10,000,710	908,112	
Total Non-Current Liabilities	45,397,214	46,315,611	44,996,314
	,	10,010,011	,555,5
TOTAL LIABILITIES	63,579,057	61,119,482	63,834,699
NET CONTUNEY ASSETS			
NET COMMUNITY ASSETS	866,433,749	890,043,162	860,947,619
Community Equity			
Retained Surplus/(Deficiency)	431,055,351	440,762,572	433,493,936
Asset Revaluation Surplus	435,378,397	449,280,590	427,453,683
TOTAL COMMUNITY EQUITY	866,433,749	890,043,162	860,947,619
. e.r. e comorni i Equil i	000,700,140	OUU,UTU, IUZ	500,071,013

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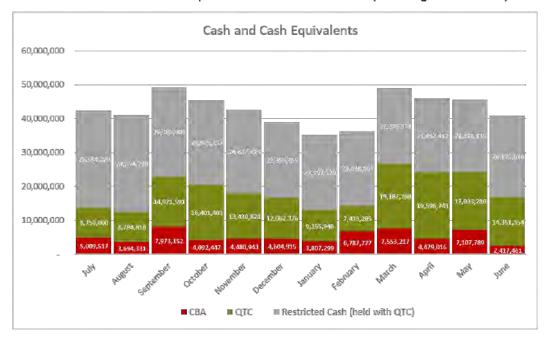
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#### 3.1 Current Assets

# 3.1.1 Cash and Cash Equivalents

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

As of 30 June 2021, Council's actual cash and cash equivalents balance was \$40,967,479. The below table shows the breakup of this balance sheet element (excluding cash drawers).



As at the 30 June 2021, the current preliminary predicted restricted cash balance was \$24.176m. This increased from the previous month by \$2.758m however is subject to change depending on actual amounts restricted once all end of year adjustments has been processed.

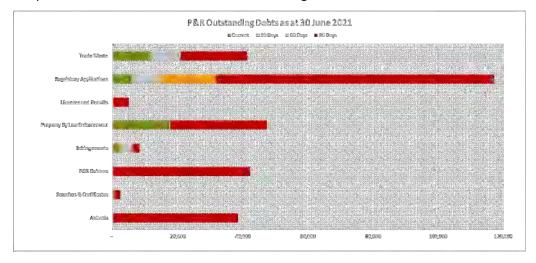
RESTRICTED CASH	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Recurrent Expenditure	1,037,645	1,037,645	1,037,645	988,748	988,748	987,645
Future Capital Works						
Roads	1,680,575	1,676,121	3,018,551	3,018,551	2,981,853	3,180,363
Buildings	3,958,872	3,958,872	4,048,524	3,905,158	3,735,522	4,425,504
Waste	3,229,888	3,229,888	3,229,888	3,229,888	3,229,888	3,983,434
Land	25,322	25,322	25,322	25,322	25,322	25,322
Plant & ICT	-	-	-	-	-	1,958,664
Water	2,494,184	2,334,818	2,228,249	2,171,798	2,090,284	2,599,245
Wastewater	3,092,361	2,993,759	2,512,175	2,504,181	2,836,130	1,799,147
Unspent - Developer Contributions	4,598,671	4,598,671	4,598,671	4,598,671	4,556,587	4,598,671
Unspent - Grants, Subsidies & Donations	-	-	-	-	-	
Unspent - Loan Funds	2,175,000	2,175,000	1,589,644	1,455,494	973,802	617,818
Total	22,292,520	22,030,097	22,288,671	21,897,812	21,418,135	24,175,814

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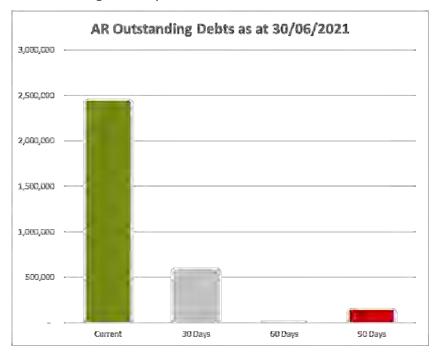
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#### 3.1.2 Trade and Other Receivables

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



Out of the \$225k in property and rating (P&R) debts above that are overdue by 90 days or more, \$26k is currently with debt collectors, \$9k are on payment plans. \$79k are being actively pursued by Council staff with most of this relating to animal registrations. \$30k can be recovered when properties are sold, \$20k will be going to debt collectors over the next few months and \$61k belong to developer contributions that will be finalised in the future.

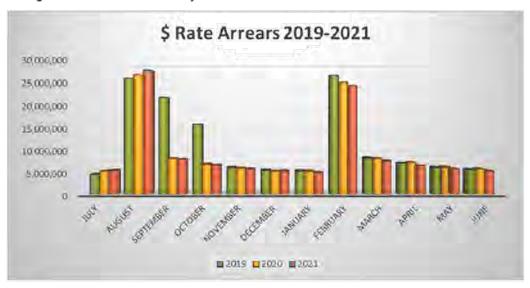


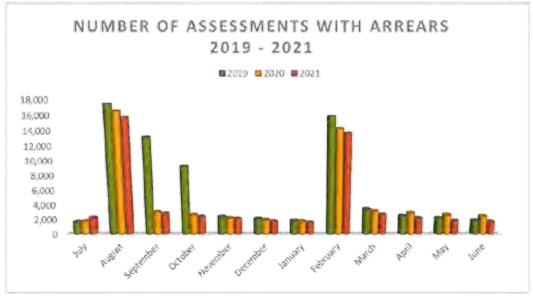
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The AR outstanding debts 90+ days has increased by \$20k from last month. A total of 77% of the value sitting in 90 days remains with debt collectors or have a payment arrangement with Council. The remaining 23% are being actively pursued by Council with the accounts team working to arrange payment of these as soon as possible.

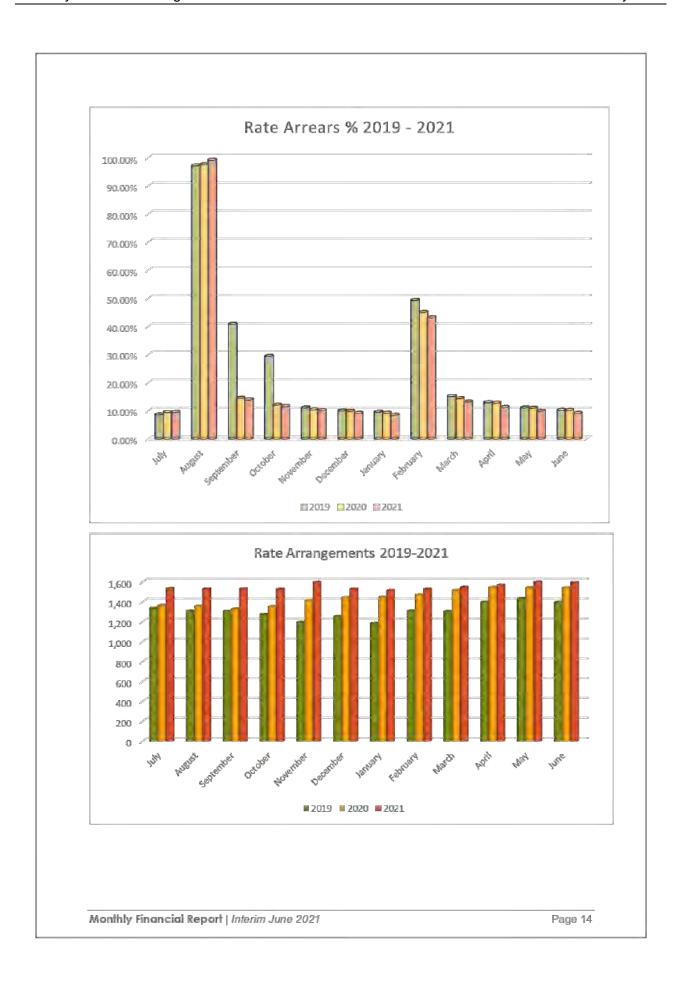
Rates in arrears as at 30 June 2021 is sitting at \$5.292 million or 9.14% which is above the target arrears of 7%. There are currently 1,593 assessments with rate arrangements in place which accounts for 95% of the properties that are in arrears. The number of assessments with arrears and the dollar value has reduced compared to the previous two years. There has also been an increase in the number of properties who have entered into rates payment arrangements since this time last year.





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#### 3.1.3 Inventories

Inventories is made-up of Council stores and is valued at cost. Council is currently undertaking a project to reduce and minimise the number of inventories held. Stores has conducted the 2020/2021 end of financial year stocktake on Tuesday, 22<sup>nd</sup> of June. A report to Council was sent to the Finance and Executive Standing Committee on the 21<sup>st</sup> July 2021.

#### 3.2 Non-Current Assets

#### 3.2.1 Trade and Other Receivables

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

#### 3.2.2 Property, Plant and Equipment

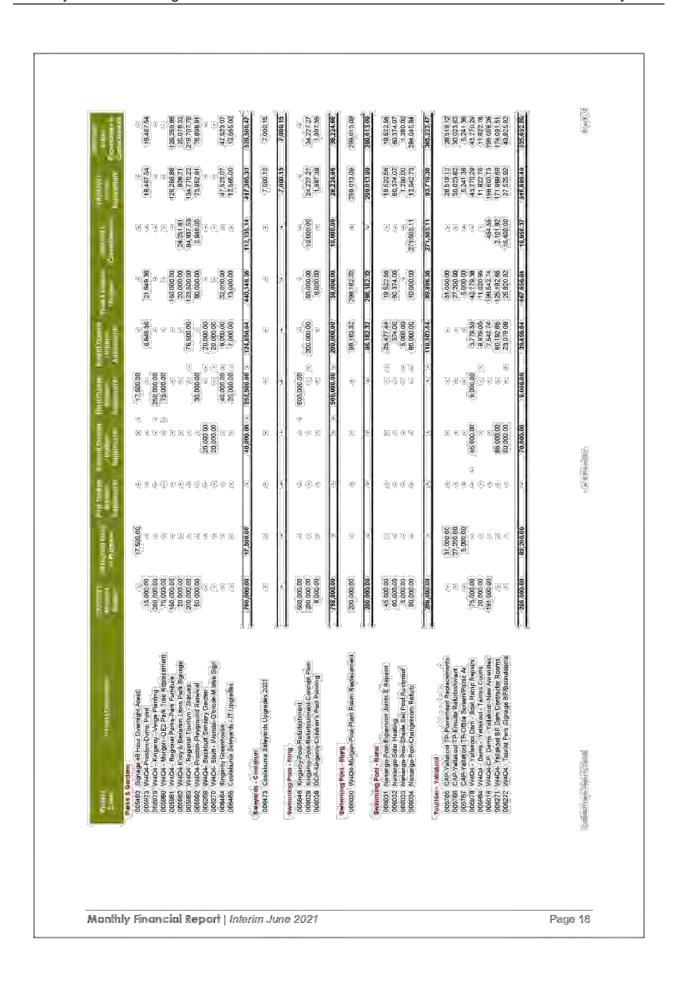
The total fourth quarter adopted capital budget is \$33.216m which includes any projects deemed work in progress from 2019/2020 for completion in the 2020/2021.

Actual expenditure with committed costs as of 30 June 2021 is \$34.662m, which is tracking above target at 104%. Of the \$34.662m, \$30.579m is actual expenditure with the remaining \$4.083m sitting as committed costs. The actual spend to date equates to 92% of the total budget available.

The current 30 June 2021 result may change once all yearend adjustments, including accruals, are finalised and all yearend journals are processed. It is unlikely that all committed costs will be recognised in the 2020/2021 financial year.

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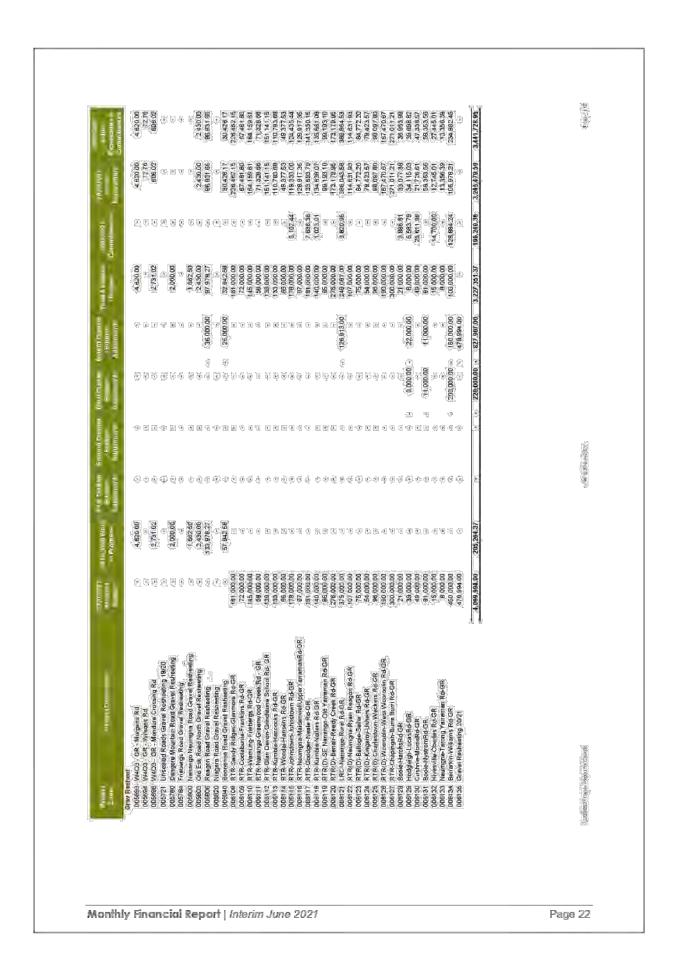
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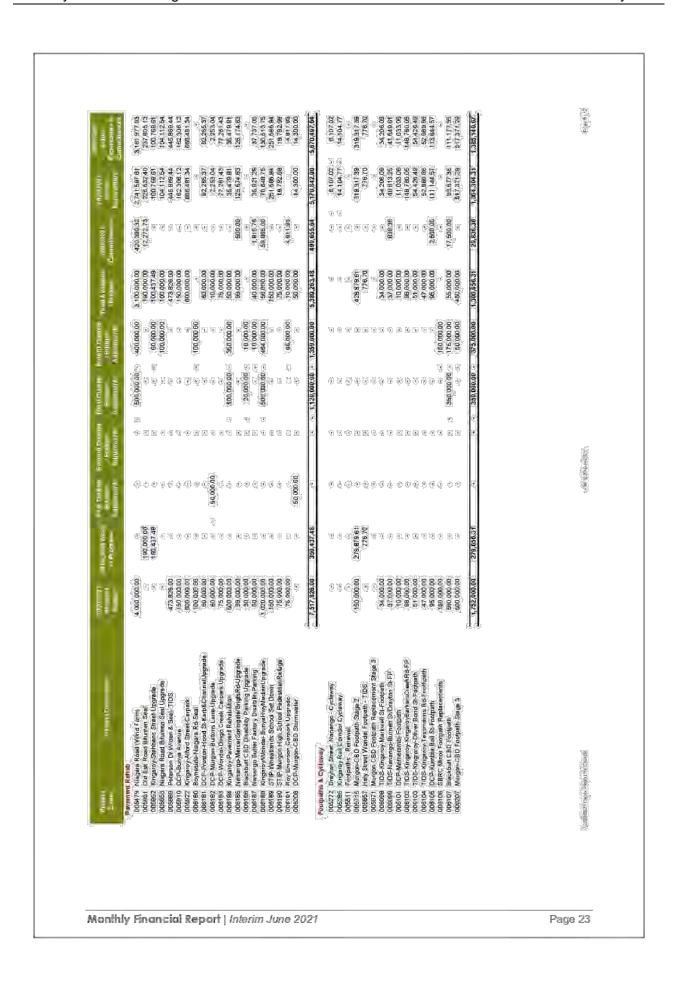


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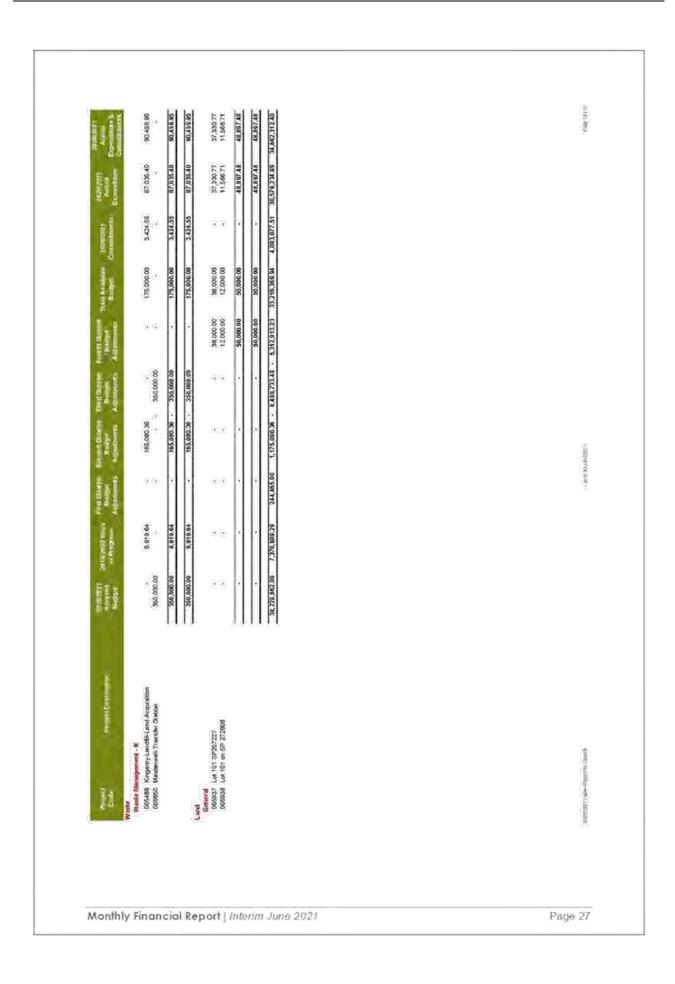




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#### 3.2.3 Right of Use Assets

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

#### 3.2.4 Intangible Assets

Council's water allocation makes up the intangible asset balance. Water allocations are tested annually for impairment as part of the year end process. Council's computer system was previously recognised here, however this was disposed of upon Council transitioning to a cloud-based platform.

#### 3.3 Liabilities

### 3.3.1 Trade and other Payables

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

#### 3.3.2 Borrowings

All Council borrowings are with the Queensland Treasury Corporation (QTC). During September, Council paid its annual debt service payment to QTC which reduced the carrying value of borrowings in the balance sheet. The balance as of 30 June 2021 was \$33,549,413 made-up of borrowings in the following departments:

Department	i.	Borrowings
NRM & Parks	\$	586,776
Finance	\$	938,352
Property	\$	904,312
Economic Development	\$	372,351
Environment & Waste	\$	720,431
Infrastructure	\$	11,358,138
Water & Wastewater	\$	18,669,053
Total	\$	33,549,413

#### 3.3.3 Lease Liabilities

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

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#### 3.3.4 Provisions

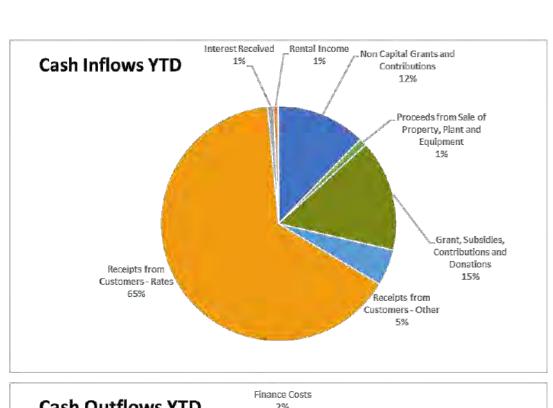
Provisions are made-up of landfill and gravel pit expected restoration costs and employee long service leave. Provisions will be impacted by discount rates and end of year calculations. The end of year journals for the landfill and gravel provisions have not been completed as yet however the end of June discount rates will provide a favourable result and the profit and loss hit will be lower than what was originally predicted in the 4<sup>th</sup> Quarter Forecast.

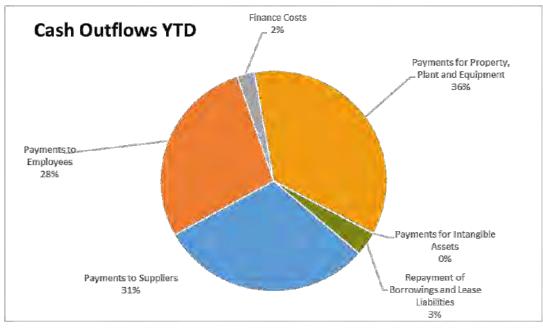
#### 3.3.5 Other Liabilities

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

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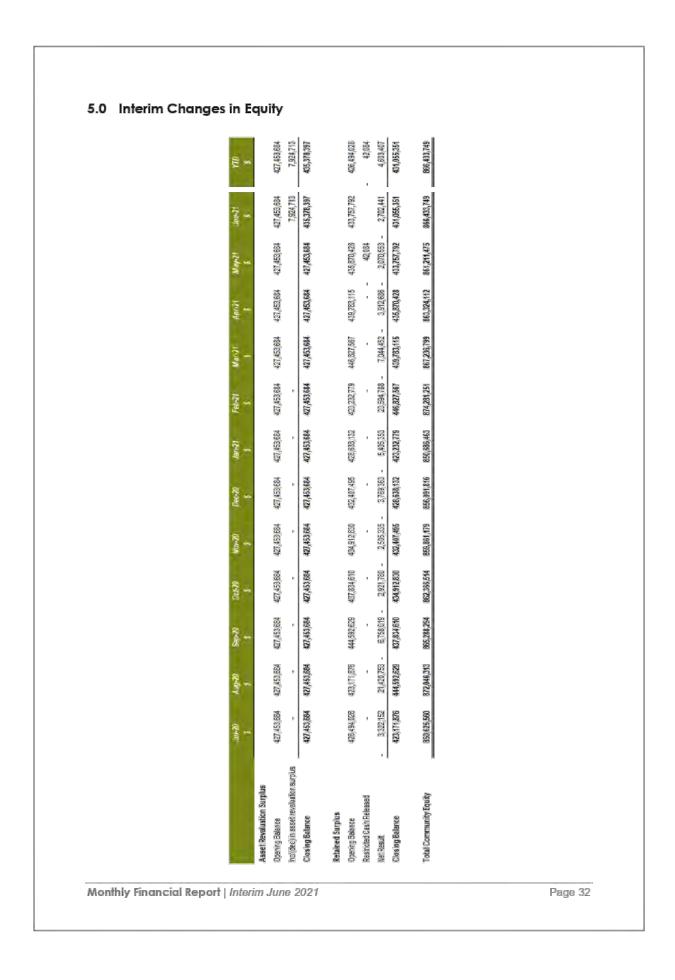
Ovs Budget %	T	***	101%		1018	× i			Ŧ	***	911		1113	9001	999			100%						
Amended Budget YTO vs Budget %		\$56,656,292	(SEQUELES)	nerilant se	\$60,466	2409,022	135/285/65	(\$2,238(047) \$15,535(148)		DLE STORESS	[2380]000		5280/328	\$12,170,789	(520,484,722)		,	800 300 (E)	(8)100,338	209/00/105	20,396,390	\$39,507,712		
Ē		00E/10F/505	(8010763)	nooffsurfier	100/1895	380,000	59,787,638	\$2,097,609		(50.56.59	\$20,806	•	\$816,3198	512,157,887	(\$17,804,990)		,	(3100,338)	(34,007,336)	201,404,002	36,487,123	\$40,967,479	\$415,814	\$16,791,666
June		(statiaty)	(36,1992)	[onr/langled]	85,95 (5)	30,00	23/38/65	(\$167,094) (41 123 404		(86.01.390)	STOT BES	. '	5349,664	51300,031	(9,66,716)			90439	STATE OF	H/88/95	HE 899 15	\$40,967,479	\$1175.814	\$16,791,666
May		STEETS	(Stanton)	(Andronia)	549,631	and st	51,428,119	SEATURE SEATURE		OFFIREIS	(39,586)		STATUTE	51,750,08	94018E			\$123,642	STEERE	SECTION 5	381,818	\$45,637.49	\$20,418,135	\$24,277,608
Age		87 BE 15	[4,0074] [4,0074]	(per/har/et)	945,229	547500	\$181,508	(\$102,911) (54,09,000)		(51.302.669)	(Surre		280	9130000	\$749,288			\$10438	SERVICE STREET	0161101845	33,056,251	\$46,015,729	\$21,897,812	116,111,937
Mar		achidzis	(54,685,130)	solutine	STAGETS	H	20160	(SITL/254) Grammatis		(01696940)	(Stepas)		5116,938	81/00/1389			•	\$108,499	864 KUIS	516,000,005	\$12,784,215	\$48,071,980	\$22,288,671	806,189,308
室		55,275,180	(5151530)	anfracité	050'815	160	9918,729	(\$181,336) \$1748/N2		(2547.482)	(\$13,089)			5706,921	(8)189(80)		•	329,628	323/65	331,231,685	\$80,088	\$36,287,775	\$20,030,097	\$19,757,678
ᄪ		**	(5),120,136) (5) 6(4) 6(4)	(ser/molific)	\$72,648	00/05	2,500	(\$171,096)		(00184505)	(\$12,416)		*	916 HIS	(\$2316,580)		,	\$128,439	\$128,499		(31,899,551)	\$3,73,666	\$22,220,530	\$11,000,51\$
Dec		51/100/205	(54,125,236) (50,236,000)	in wine site of	584,227	96H5	OET THIS	(S172,951)		(50.52.05)	Su an		escus.		(8911663)			\$128,499	\$108,489	507 BEE 195	(56,186,869)	(89,181,237	\$22,359,355	\$16,889,882
Nov		31,004,005	(5,00,30) (5) cas and	larchushri.	14/95	30,00	3875,510	\$160,796		(\$1,597,300)	(SE 78)			15 E	(800,499)			\$104.35H	\$104,554	20 E 35	(\$1,380,197)	901/08/108	618/E9/85	\$19,740,387
<b>0</b> t		ESPICES	(4,005,07)	leu/wa*ré.	54,03	CT OFF	910/005	(Straysrd)		(51888862)	NA NA			5306,233	(2,776,034)			\$138,499	SP/EES	160095	3,14,690	\$45,780,248	\$24,975,157	\$20,785,085
pig .		(E)(B)(E)	(56,748,368)	on for start	\$77,439	006/155	100(100)15	\$124334		S1.942.499	(35,238)		30108	\$84,635	(\$1,851,456)			(38,387,081)	(20)(35)(35)	341(68,995	88544588	\$49,604,933	\$26,385,609	525,213,523
Aug.		E ME	(51,900,000)	(me <sup>r</sup> iane)	\$28,855	8	2804 300	\$180,490) \$196,450		問題因	. '	1	2005,200		(S) 300 LIS			\$139,688	\$139,683	<b>899</b>	N.25.88	\$61,059,995	928,559,270	\$12,505,725
July	ł	31,777,218	59,900,606	(market shall	(66,99)	259-255	31,956	(\$182,233)		(540.13)	(825,130)		215,001	00/559TG	51,100,831		1	\$139,628	\$139,628	00 No (15)	515 BM 355	\$42355,984	\$28,554,270	417,008,E12
MenthlyCashflow	Cash Rows from Operating Activities	Receipts from Outomers	Payments to Suppliers and Employees		Infered Received	Rental Income	Non Gapital Grants and Contributions	Finance Costs Net Cach Inflow Morffowl from Oceaning Activities	Cosh Flows from Investing Activities	Payments for Property, Plant and Equipment	Fayments for Intangible Assets	Historical Repayments of Leans and Historica	Proceeds from Sale of Property, Flant and Equipment	Grant, Subsidies, Contributions and Donations	Net Cash Inflow (Outflow) from Investing Activities	Cash Flows from Financing Activities	Procests from Borrovings and Lessing Liabilities	Repayment of Borrowings and Leasing Liabilities	Net Cash Inflow (Outflow) from Financing Activities	Cash and Cash Equivalents at the Beginning of the Period	Net Increase (Decrease) in Cash and Cash Equivalents Held	Cash and Cash Equivalents at the End of the Period	Restricted Cash	Cash Available for Use



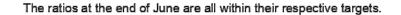


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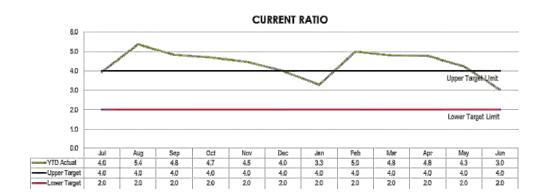


Jun-21	8	202	74.69%	635%	40.97	3.61%	2.16%
Status	•	<b>&gt;&gt;</b>	•	<b>&gt;</b>	<b>&gt;</b>	-	<b>&gt;</b>
SBRC's Target Target greater than or equal to 3 months	Target greater than or equal to 3 months	Target between 20 & 4,0	Target greater than or equal to 59%	Targetless than or equal to 10%	Target greater than or equal to \$2411	Targetless fron or equal to 10%	Targetbelween 0% and 5%
Formula Cosh Held (Total Operating Espense – Depreciation)/Number of Periods	Cash Held — Restricted Cash (Total Operating Expense — Depreciation)/Number of Periods	Current Assets Current Dakilities	Cosh Held Restricted Cash + Non – Current Borrowings	Interest Expense + Loan Redemption Total Operating Resense	Cash Relå at Period End	Current and Non – Eurrent Loans Total Assets	Net Interest Expense on Debt Service Total Operating Revenue
Key Performance Indicators - Monthly Reporting Ratio Number of months operating expenditue costs Ratio covered by total cash held	Number of months operating expendiure covered by working cash held	This measures the extent to which Council has liquid assets available to meets hort term financial obligations	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	This indicates Council's ability to meet current debtinstalments with recurrent revenue	Total Cash that Council helid	Towhal etent our debt will be covered by ideassets	This railo demonstrates the extent which operating revenues are being used to meet the financing charges
Key Performance Indic	Operating Cash Ratio	Current Ratio (Working Capital Ratio)	Funded Long-Term Liabilities	Debt Servicing Ratio	Cash Balance - SM	Debt to Asset Ratio	Interest Coverage Ratio



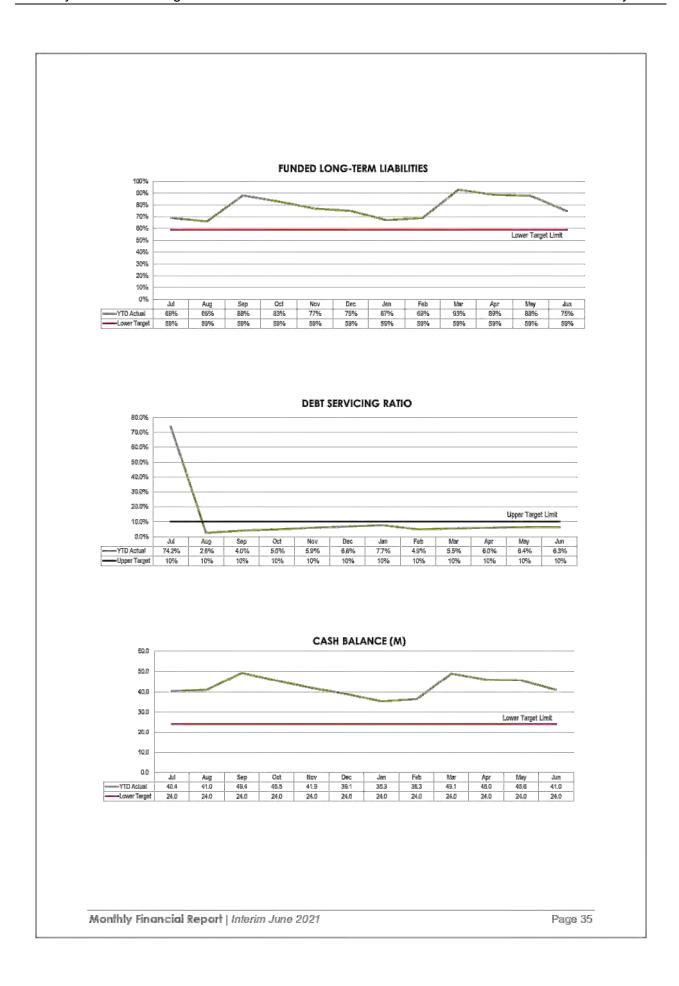


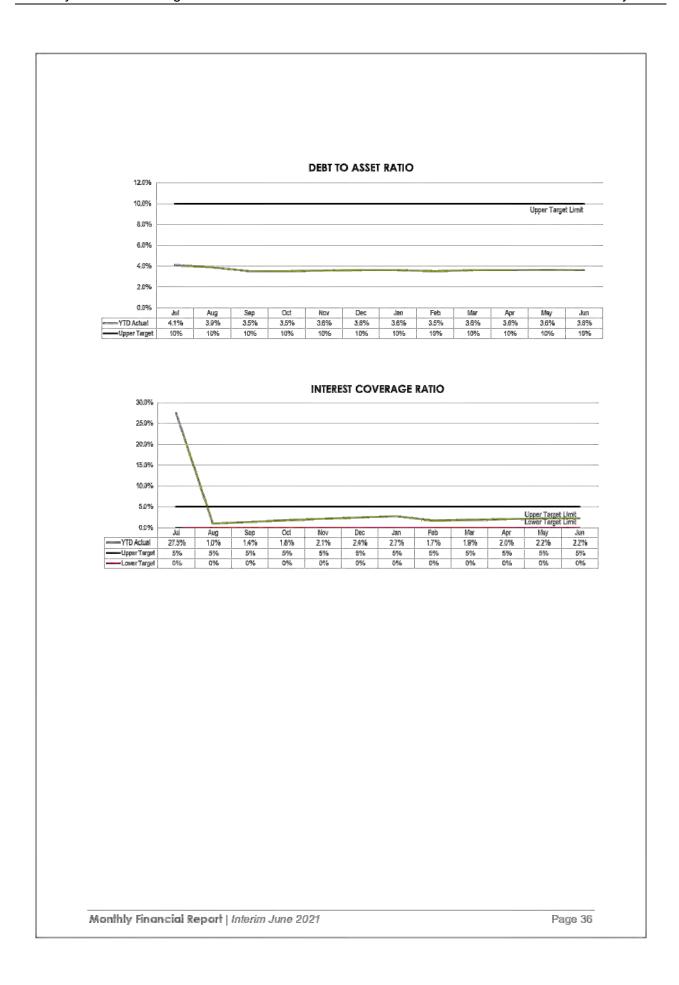




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# 7.0 Long Term Financial Forecast

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

The long-term financial forecast requires:

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

The local government must:

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

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

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# 7.1 Income and Expenditure Statements

	-			7.0
	Year 2	Year 3	Year 4	Year 5
	2021/2022	2022/2023	2023/2024	2024/2025
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	51,434,800	53,031,532	54,684,248	56,398,354
Fees and Charges	4,467,955	4,540,818	4,614,894	4,690,199
Rental Income	292,359	272,443	277,008	281,648
Interest Received	649,463	665,745	682,288	699,197
Sales Revenue	3,085,330	3,145,981	3,207,827	3,270,892
Other Income	964,251	980,660	997,349	1,014,322
Grants, Subsidies, Contributions and Donations	7,743,677	7,822,273	7,901,720	7,982,028
	68,637,835	70,459,452	72,365,334	74,336,640
Capital Revenue				
Grants, Subsidies, Contribution and Donations	14,205,358	5,684,234	4,917,858	4,917,858
Total Income	82,843,193	76,143,686	77,283,192	79,254,498
Expenses				
Recurrent Expenses				
Employee Benefits	24,398,242	24,886,855	25,385,248	25,893,617
Materials and Services	23,550,201	23,964,684	24,799,606	24,818,362
Finance Costs	2,193,879	2,103,727	2.061.336	1.898.246
Depreciation and Amortisation	21,896,183	22,248,224	22,698,088	23,032,172
	72,038,505	73,203,490	74,944,278	75,642,397
Capital Expense	(406,800)	(413,716)	(420,749)	(427,902)
Total Expense	71,631,705	72,789,774	74,523,529	75,214,495
Net Result	11,211,488	3,353,912	2,759,663	4,040,003
Net Operating Result	(3,400,670)	(2,744,038)	(2,578,944)	(1,305,757)

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	Yes 6 2025/2026	Year 7 2026/2023	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	58,172,176	60,014,621	61,922,690	63,839,015	65,946,346
Fees and Charges	4,766,752	4,844,572	4,923,690	5,004,120	5,085,885
Rental Income	286,368	291,166	296,048	301,010	306,056
Interest Received	716,377	733,833	751,570	769,590	787,900
Sales Revenue	3,335,200	3,400,774	3,467,641	3,535,826	3,605,355
Other Income	1,031,577	1,049,128	1,066,961	1,085,139	1,103,601
Grants, Subsidies, Contributions and Donations	8,063,205	8,145,262	8,228,210	8,312,057	8,396,815
	76,371,655	78,479,356	80,656,830	82,508,757	85,231,958
Capital Revenue					
Grants, Subsidies, Contribution and Donations	4,917,858	4,917,858	4,917,858	4,917,858	4,917,858
Total Income	81,289,513	83,397,214	85,574,688	87,824,615	90,149,816
Expenses					
Recurrent Expenses					
Employee Benefits	26,412,152	28.941.083	27,480,592	28.030.697	28,592,238
Materials and Services	25,257,906	25,871,632	26,418,529	26,630,080	27.280.071
Finance Costs	1.726.473	1,683,202	1,497,262	1.318.082	1,126,830
Depreciation and Amertisation	23,361,263	24.002,697	24,335,089	24,770,982	25,202,833
	76,757,793	78,498,614	79,731,471		82,201,972
Capital Expense	(435,176)	(442,574)	(450,098)	(457,750)	(465,532)
Total Expense	76,322,617	78,056,040	79,281,373	80,292,272	81,736,440
Net Result	4,966,896	5,341,174	6,293,315	7,532,343	8,413,376
Net Operating Result	(386.138)	(13,258)	925,359	2,156,735	3,029,986

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# 7.2 Financial Position

N market and a second		Year 2		Year 3		Year 4		Year 5
	_/	2021/2022		2022 2023		2023/2024	- 1	2024/2025
Assets								
Current Assets								
Cash and Cash Equivalents		34,106,914	\$	44,681,009	\$	34,298,878	\$	38,117,679
Receivables	\$	5,432,376	5	5,539,142	5	5,746,855	5	6,060,504
Inventories	\$	764,632	5	756,986	\$	749,416	\$	741,922
Total Current Assets	5	40,303,921	\$	50,977,136	\$	40,795,149	\$	44,920,105
Non-Current Assets								
Receivables - Non-Current	\$	910,507	\$	708,848	\$	512,314	5	315,780
Infrastructure, Property, Plant and Equipment	5	887,736,859	5	888,924,481	5	898,526,810	\$	895,396,946
Right of Use Assets	\$	817,997	\$	781,958	5	745,919	\$	711,743
Intangible Assets	\$	8.053.843	S	8.015.222	5	7.983.790	S	7.557.984
Total Non-Current Assets	\$	897,519,206	\$	898,430,510	\$	907,768,834	\$	903,982,454
Total Assets	\$ !	937,823,128	\$	949,407,646	\$	948,563,982	S	948,902,559
		0				18, 18		16
Liabilities								
Current Liabilities								
Payables	\$	8,220,105	5	7,903,612	S	7,935,606	5	7,987,709
Borrowings	\$	3,250,723	5	3,827,719	5	3,984,340	5	3,798,633
Provisions	5	3,950,823	8	3,794,197	S	3.711.725	5	3,830,224
Unearned Revenue	\$	2.149.323	S	9 0	S	2.284.585	S	
Total Current Liabilities	\$	17,570,974	\$	17,741,316	\$	17,916,256	\$	17,972,502
Non-Current Liabilities								
Payables - Non-Current	5	837,371	\$	814,719	5	793,430	S	771,567
Borrowings - Non-Current	S	32,092,176		39,931,331	S	35.813.865	S	31,882,105
Provisions - Non-Current	5	13.647.758	5	13.891.519	S	14,252,009	5	14,447,957
Unearned Revenue	\$	-	5	10,00 1,0 10	\$	14,202,000	S	
Total Non-Current Liabilities		46,577,305	240	54,637,569	\$	50,859,303		47,101,629
Total Liabilities	•	64.148.279	\$	72,378,885	5	68,775,559	•	65,074,131
Total Liabilities	•	04,140,219	•	12,310,003	•	00,113,339	9	05,074,131
Net Assets	\$ 1	873,674,849	\$	877,028,761	\$	879,788,424	\$	883,828,427
Equity								
Retained Earnings	\$	446,221,166	S.	449,575,077	Œ.	452.334.740	σ.	456,374,743
Revaluation Reserve	-	427.453.683	-	427.453.683	-	427.453.683	100	427,453,683
Total Equity		873,674,849		877,028,761		879,788,424		883,828,427

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	-	Year 6		Year 7		Year 8		Year 9	-	Year 10
	- 5	2025 2026	_	2026/2027		20272028	-3	2028/2029	_3	2029/2030
Assets										
Current Assets										
Cash and Cash Equivalents	5	57,968,222	\$	48,657,088	5	56,449,734	\$	53,847,886	5	62,253,576
Receivables	\$	6,485,081	5	7,024,597	S	7,679,961	\$	8,461,501	5	9,374,318
Inventories	\$	734,503	5	727,158	\$	719,886	S	712,687	\$	705,560
Total Current Assets	\$	65,187,806	\$	56,408,843	\$	64,849,581	\$	63,022,074	\$	72,333,454
Non-Current Assets										
Receivables - Non-Current	\$	8,352	5	0	5	0	5	0	5	0
Infrastructure, Property, Plant and Equipment	\$1	392,313,215	\$	902,499,004	5	896,808,574	\$	902,356,412	\$	897,484,299
Right of Use Assets	\$	677,567	S	643,391	5	609,338	\$	575,285	\$	541,232
Intangible Assets	\$	7,127,920	\$	6,693,555	S	6,254,846	\$	5,811,750	5	5,364,223
Total Non-Current Assets	\$	900,127,054	5	909,835,951	\$	903,672,758	\$	908,743,448	\$	903,389,755
Total Assets	\$ 1	965,314,860	5	966,244,794	5	968,522,339	\$	971,765,521	\$	975,723,209
Liabilities										
Current Liabilities										
Payables	\$	8,023,924	5	8,074,312	S	8,128,269	\$	8,166,621	5	8,219,530
Borrowings	5	4.663.287	S	4,315,521	S	4.469.062	S	4.520.381	S	4.681.843
Provisions	5	3.869.804	5		S	3,948,601	\$	4,022,169	\$	5,235,804
Unearned Revenue	S	2.421.491	5	2,498,185	5	2.577.611	\$	2.659.878	5	2.745.101
Total Current Liabilities	\$	18,978,506			5	19,123,542	\$	19,369,048	\$	20,882,277
Non-Current Liabilities						2 2				
Payables - Non-Current	\$	749.116	S	726.195	S	702.656	S	678.482	\$	653.656
Borrowings - Non-Current	5	42.085,693	5	37,637,046	S	33,034,858	-8		5	23.566.382
Provisions - Non-Current	5	14.706.222	5	15.015.548	S		5	15,374,485	5	14.245.363
Unearned Revenue	\$	_	S		5		5		5	
Total Non-Current Liabilities		57,541,031	\$	53,378,789	\$	48,968,986	\$	44,434,318	\$	38,465,401
Total Liabilities	-\$	76,519,536	\$	72,108,296	\$	68,092,528	\$	63,803,366	\$	59,347,679
Net Assets	\$ 1	888,795,323	\$	894,136,497	\$	900,429,811	\$	907,962,155	\$	916,375,531
Equity										
Retained Earnings	<b>\$</b>	461.341.639	5	466 682 813	5	472.976.128	95	480.508,471	5	488,921,847
Revaluation Reserve	-	427.453.683	-		0.0	427.453.683		427.453.683		427.453.683
Total Equity		888,795,323				900,429,811		907,962,155		916,375,531
Total Equity	400	andi rajata	•	22 11 12 01 12 1	*	and training		OUT PURE TOO		erajer ajast

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# 7.3 Cash Flow

	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025
Cash Flows from Operating Activities				
Receipts:				
Receipts from Customers Interest Received	\$ 65,839,615 \$ 649,463		\$ 66,976,070 \$ 682,288	
Rental Income	\$ 292,359			
Non-Capital Grants and Contributions	\$ 7,743,677	\$ 7,822,273	\$ 7,901,720	5 7,982,028
Payments:				
Payment to Suppliers	-\$ 51,384,982	-\$ 52,971,905	-\$ 53,849,122	-\$ 54.375.121
Borrowing Costs	-\$ 1,644,666	-\$ 1,553,090	-\$ 1,514,912	-\$ 1,359,649
Net Cash Provided (or Used) in Operating Activities	\$ 21,495,466	\$ 19,421,180	\$ 20,473,052	\$ 22,032,833
		- 100 Day	- Ji	
Cash Flows from Investing Activities Receipts:				
Proceeds from Sale of PPE	\$ 406,800		9	- 1
Grants, Subsidies, Contributions and Donations	\$ 14,205,358	\$ 5,684,234	\$ 4,917,858	\$ 4,917,858
Payments:				
Payments for PPE	-\$ 39,434,592	-\$ 23,361,186	-\$ 32,232,946	-\$ 19,442,326
Net Cash Provided (or Used) in Investing Activities	\$ 24.822.434	-\$ 17 263 236	-\$ 26.894,339	\$ 14,096,566
				· · · · · · · · · · · · · · · · · · ·
Cash Flows from Financing Activities				
Receipts: Proceeds from Borrowings	s 5,000,000	\$ 11,800,000	S -	S -
Froceeds from Bottowings	2 3,000,000	@ 11,000,000	• -	
Payments:				
Repayments of Borrowings	-\$ 3,233,987	-\$ 3,383,849	-\$ 3,960,845	-S 4,117,466
Net Cash Provided (or Used) in Financing Activities	\$ 1,766,013	\$ 8,416,151	-\$ 3,960,845	-\$ 4,117,466
Net Increase/(Decrease) in Cash and Cash Equivalents	-\$ 1,560,955	\$ 10,574,095	-\$ 10,382,131	\$ 3,818,801
Cash and Cash Equivalents at Beginning of Period	\$ 35,667,869	\$ 34,106,914	\$ 44,681,009	\$ 34,298,878
Cash and Cash Equivalents at End of Period	\$ 34,106,914	\$ 44,681,009	\$ 34,298,878	\$ 38,117,679

Monthly Financial Report | Interim June 2021

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	Year 6 2025/2026	Year 7 2026/2027	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
Cash Flows from Operating Activities					
Receipts:					
Receipts from Customers	\$ 70,812,127			\$ 76,665,420	
Interest Received Rental Income	\$ 716,377 \$ 286,368				
Non-Capital Grants and Contributions	\$ 8,063,205			@	• -
Non-Capital Grants and Contributions	@ 0;000;200	⊕ 0,140,202	9 0,220,210	© 0,012,00F	Ψ 0,020,01s
Payments:					
Payment to Suppliers	-\$ 55,438,310	-\$ 56,674,217	-\$ 57,774,678	-\$ 58,737,187	-\$ 60,164,01
Borrowing Costs	-\$ 1,197,207	' -\$ 1,165,176	-\$ 996,597	-\$ 844,486	-\$ 685,59
Not Cook Descripted for Hondi in Convellent Artistics	6 32 343 EE	£ 52 044 703	# DE 04E 222	Ø 20 400 402	A 27 524 04
Net Cash Provided (or Used) in Operating Activities	\$ 23,242,559	\$ 23,844,192	\$ 25,045,233	\$ 26,466,403	\$ 27,524,94
Cash Flows from Investing Activities					
Receipts:					
Proceeds from Sale of PPE	\$ 435.176	\$ 442.574	\$ 450.098	\$ 457.750	\$ 465.53
Grants, Subsidies, Contributions and Donations		\$ 4,917,858			
	J -JJ		J - J - J - J - J - J - J - J - J - J -		J
Payments:					
Payments for PPE	-\$ 19,813,291	-\$ 33,719,945	-\$ 18,171,896	-\$ 29,841,672	-\$ 19,849,14
Net Cash Provided (or Used) in Investing Activities	¢ 44.460.267	-\$ 28,359,513	£ 12 003 040	£ 24 466 064	C 14 466 76
Net Cash Provided for Used/III linvesting Activities	-5 14,400,237	-3 20,339,313	-3 12,003,940	-3 24,400,004	-3 14,403,730
Cash Flows from Financing Activities					
Receipts:					
Proceeds from Borrowings	\$ 15,000,000	5 -	5 -	S -	\$
Near					
Payments:					
Repayments of Borrowings	-\$ 3,931,759	-\$ 4,796,413	-\$ 4,448,647	-\$ 4,602,188	-\$ 4,653,50
Net Cash Provided (or Used) in Financing Activities	\$ 11.068.241	-\$ 4,796,413	-\$ 4,448,647	-\$ 4.602,188	-\$ 4,653,50
ver cash Provided for osed) in rinancing Activities	3 11,000,241	-9 4,730,413	-9 4,440,041	-3 4,00Z,100	-3 4,033,30
Net Increase/(Decrease) in Cash and Cash Equivalent	s \$ 19.850.543	-\$ 9.311.134	\$ 7,792,646	-\$ 2,601,849	\$ 8,405,69
mentioned posts series in season and equipment		www.acjjericjijisaw	- itieselbase	@ m(xxxx)@42	* minaging
Cash and Cash Equivalents at Beginning of Period	\$ 38,117,679	\$ 57,958,222	\$ 48,657,088	\$ 56,449,734	\$ 53,847,88
Cash and Cash Equivalents at End of Period	5 57.968.222	\$ 48.657.088	\$ 56,449,734	\$ 53,847,886	\$ 62.253.57

Monthly Financial Report | Interim June 2021

# 7.4 Changes in Equity

- XXXXX	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 5 2024/2025
Asset Revaluation Surplus				
Opening Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Increase/(Decrease) in Asset Revaluation Surplus	5 -	S -	5 -	S -
Closing Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Retained Surplus				
Opening Balance	\$ 435,009,678	\$ 446,221,166	\$ 449,575,077	\$ 452,334,740
Net Result	\$ 11,211,488	\$ 3,353,912	\$ 2,759,663	\$ 4,040,003
Closing Balance	\$ 446,221,156	\$ 449,575,077	\$ 452,334,740	\$ 456,374,743
Total Community Equity	\$ 873,674,849	\$ 877,028,761	\$ 879,788,424	\$ 883,828,427

And the second second	Year 6 2025/2026	Year 7 2026/2027	Year 8 2027/2028	Year 9 2028/2029	Year 10 2029/2030
Asset Revaluation Surplus					
Opening Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Retained Surplus					
Opening Balance	\$ 456,374,743	\$ 461,341,639	\$ 466,682,813	\$ 472,976,128	\$ 480,508,471
Net Result	\$ 4,966,896	\$ 5,341,174	\$ 6,293,315	\$ 7,532,343	\$ 8,413,376
Closing Balance	\$ 461,341,639	\$ 466,682,813	\$ 472,976,128	\$ 480,508,471	\$ 488,921,847
Total Community Equity	\$ 888,795,323	\$ 894,136,497	\$ 900,429,811	\$ 907,962,155	\$ 916,375,531

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# 8.0 Investments

Council had \$40.976m held in bank accounts on 30 June 2021. Out of this balance 94% was held with QTC with an end of month interest rate of 0.51% and the remaining 6% was with Commonwealth Bank with an interest rate of 0.60%.

Institution	Rating	Rate at 30/06/2020	Current Rate
QTC	A1+	0.86%	0.51%
CBA General Account (new)	A1+	0.75%	0.60%
CBA General Account	A1+	0.75%	0.60%

# Investment Portfolio Report As at 30 June 2021

Financial institution	Opening Investment Balance 1 mly 2020	Interest. Raj e	Deposits	Redemptions	Balance		Admin Charge	Ngl Interest Income	Ending investment Balance 30 mne 2021	% to Portfolio	Shari Term Rating	Individual Counter - Party Limit	Masimum Funds Limil
Queensland Treasury													
Corporation	41,289,201	0.51%	16,000,000	19,800,000	38,289,201	294,495	56,529	237,966	38,527,167	6.94	A1+	100%	NoLimit
Commonwealth Bank Australia General Operating Account	6,211,212	0.60%	132,965,847	135,768,662	2,408,396	40,161		40,161	2,448,557	6.66	A1+	25% to 35%	\$20M
Total	47,500,413		148,965,847	155,768,662	40,697,597	334,657	56,529	278,128	40,975,725				

Monthly Financial Report | Interim June 2021

#### 9.0 Works for Queensland

#### 9.1 Works for Queensland Round 3

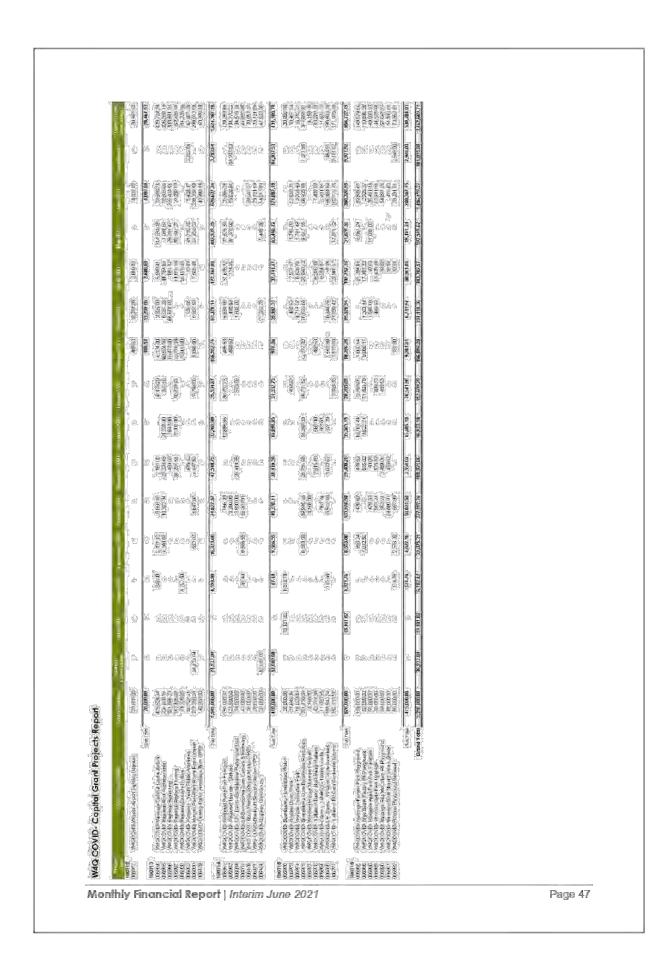
The Works for Queensland total budget is \$4.5m. To-date, \$5.313m of actuals has been spent. As of 30 June 2021, \$4.417m was eligible expenditure under the grant with the remaining \$895k funded by Council. Council is still on track to ensure all of the \$4.5m is spent by the end of June 2021.



#### 9.2 Works for Queensland COVID Round

The Works for Queensland Round 4 total budget is \$3.31m with a Council contribution of \$36.9k. To-date, \$3.462m of actuals has been spent with a further committed cost of \$101k identified. This brings grant expenditure to 103% spent at year end. Final yearend adjustments are still in progress and a final result will be provided upon completion.

Monthly Financial Report | Interim June 2021



### 11.0 Rates Update

The Rates Team have been entering water meter readings in readiness for the August Levy. They are in the process of re-reading the high meters so that the team can contact property owners who may have a leak.

Rate Notices are due to issue on 19 August 2021 with a due date of 22 September 2021.

There are 69 properties on the Report for recovery of rates through the Sale of Land Process prepared for the next Council Meeting.

Rate searches are remaining steady with 290 searches completed and 414 customer requests received from 01 June 2021 to 20 July 2021.

#### 12.0 Procurement Update

Procurement has met with business systems for an initial scoping session to establish the requirements on setting the foundations to transition Council to a centralised procurement model.

A full review and overhaul of Councils inventory and warehousing processes is being undertaken to improve Council's inventory management processes.

Monthly Financial Report | Interim June 2021





#### 9.12 FINANCIAL HARDSHIP RATES APPLICATION - PROPERTY NUMBER 223190

File Number: IR2800987

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

#### **PRECIS**

Requesting approval of a special payment plan for outstanding rates for Property Number 223190 as presented at the Executive & Finance and Corporate Standing Committee meeting on 21 July 2021

#### **SUMMARY**

Committee Resolution 2021/28

Moved: Cr Kathy Duff Seconded: Cr Danita Potter

That the committee recommends to Council:

That South Burnett Regional Council accede to the request from the owners of Property Number 223190 and approve the payment plan as detailed below:

- 1. Payment plan initially for \$100.00 per fortnight;
- 2. Payment plan to increase to \$120.00 per fortnight from 1 August 2022;
- 3. Payment plan to increase to \$140.00 per fortnight from 1 August 2023 and until the rate arrears are cleared;
- 4. Additional payments to be made when possible throughout the payment plan;
- 5. Interest will not be charged on overdue rates, if the payment plan is maintained;
- 6. Payment plan will be reviewed in September 2022 or at other times if the Rates Section is advised that the property owners' circumstances have changed significantly;
- 7. Payment plan will expire upon payment in full of rates arrears; and
- 8. General Manager Finance & Corporate be authorised to negotiate a suitable payment plan should the owners seek to vary the approved payment plan.

<u>In Favour:</u> Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher and Kathy Duff

Against: Nil

**CARRIED 6/0** 

# OFFICER'S RECOMMENDATION

That South Burnett Regional Council accede to the request from the owners of Property Number 223190 and approve the payment plan as detailed below:

- 1. Payment plan initially for \$100.00 per fortnight;
- 2. Payment plan to increase to \$120.00 per fortnight from 1 August 2022;
- 3. Payment plan to increase to \$140.00 per fortnight from 1 August 2023 and until the rate arrears are cleared;
- 4. Additional payments to be made when possible throughout the payment plan;
- 5. Interest will not be charged on overdue rates, if the payment plan is maintained:
- 6. Payment plan will be reviewed in September 2022 or at other times if the Rates Section is advised that the property owners' circumstances have changed significantly;
- 7. Payment plan will expire upon payment in full of rates arrears; and
- 8. General Manager Finance & Corporate be authorised to negotiate a suitable payment plan should the owners seek to vary the approved payment plan.

Item 9.12 Page 281

# **BACKGROUND**

Presented at the Executive & Finance and Corporate Standing Committee meeting on 21 July 2021

# **ATTACHMENTS**

Nil

Item 9.12 Page 282

### 10 PORTFOLIO – ROADS & DRAINAGE

### 10.1 BLACK SPOT FUNDING PROGRAM 2022/23

File Number: 28-07-2021

Author: Personal Assistant Infrastructure

Authoriser: Chief Executive Officer

#### **PRECIS**

Presented at the Infrastructure Standing Committee Meeting held on the 7 July 2021 was a report on the Black Spot Funding Program 2022/23.

#### **SUMMARY**

#### **COMMITTEE RESOLUTION 2021/4**

Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter

That the Committee Recommends to Council that:

Council nominate the following projects that address the Federal Government's road safety criteria:

- Youngman Street / King Street, Kingaroy;
- Coulson Street / Hart Street, Blackbutt;
- Bunya Highway / Kearneys Road / Kumbia Road, Kumbia;
- Bunya Mountains Road / Bunya Avenue, Bunya Mountains; and
- Meiers Road / Weens Road / West Street, Kingaroy.

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

Against: Nil

**CARRIED 7/0** 

#### OFFICER'S RECOMMENDATION

That South Burnett Regional Council nominate the following projects that address the Federal Government's road safety criteria:

- Youngman Street / King Street, Kingaroy;
- Coulson Street / Hart Street, Blackbutt;
- Bunya Highway / Kearneys Road / Kumbia Road, Kumbia;
- Bunya Mountains Road / Bunya Avenue, Bunya Mountains; and
- Meiers Road / Weens Road / West Street, Kingarov.

### **BACKGROUND**

Presented at the Infrastructure Standing Committee Meeting held on the 7 July 2021.

# **ATTACHMENTS**

1. Intersection Locality Plan – 2022/23 Blackspot Funding Application

Item 10.1 Page 283

# Intersection Locality Plan – 2022/23 Blackspot Funding Application



Figure 1 - Bunya Highway / King Street Intersection, Kingaroy (Source: Queensland Globe)



Figure 2 - Coulson Street (D'Aguilar Hwy) / Hart Street Intersection, Blackbutt (Source: Queensland Globe)



Figure 3 - Bunya Hwy / Kearneys Rd / Kumbia Rd Intersection, Kumbia (Source: Queensland Globe)



Figure 4 - Bunya Mountains Road / Bunya Avenue Intersection, Bunya Mountains (Source: Queensland Globe)



Figure 5 - Meiers Road / Weens Road / West Street Intersection, Kingaroy (Source: Queensland Globe)

#### 10.2 SPEED ZONE ON BUNYA HIGHWAY

File Number: 28-07-2021

Author: Personal Assistant Infrastructure

Authoriser: Chief Executive Officer

# **PRECIS**

Presented at the Infrastructure Standing Committee Meeting held on 7 July 2021 as part of the Blackspot Funding Program Report was the Speed Zone on the Bunya Highway.

#### **SUMMARY**

# **COMMITTEE RESOLUTION 2021/5**

Moved: Cr Danita Potter Seconded: Cr Roz Frohloff

That the Committee recommends to Council:

That South Burnett Regional Council write to the Department of Transport and Main Roads (DTMR) requesting that the 80km zone on the Bunya Highway be extended to include the Taylors Road / Meiers Road Intersection.

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

Against: Nil

**CARRIED 7/0** 

#### OFFICER'S RECOMMENDATION

That South Burnett Regional Council write to the Department of Transport and Main Roads (DTMR) requesting that the 80km zone on the Bunya Highway be extended to include the Taylors Road / Meiers Road Intersection.

# **BACKGROUND**

Presented at the Infrastructure Standing Committee Meeting held 7 July 2021.

#### **ATTACHMENTS**

Nil

Item 10.2 Page 289

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

# 11.1 SUBMISSION - YOUTH MENTAL HEALTH

File Number: 28-07-2021

Author: General Manager Community

Authoriser: Chief Executive Officer

#### **PRECIS**

A Motion was moved by Cr Duff at Community Standing Committee meeting held on 14 July 2021 regarding a submission – Youth Mental Health.

#### **SUMMARY**

# **COMMITTEE RESOLUTION 2021/13**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council:

That Council send a submission to the Assistant Minister to the Prime Minister for Mental Health and Suicide Prevention, Minister David Coleman, seeking funding from the Federal Government for the following services for our region:

- A Head Space Facility and program addressing youth mental health
- A Head to Health facility and program addressing adult mental health
- Funding for 2 teams of 3 mental health support staff for the delivery of field based services

Should the request be approved our contribution would be to provide suitable mental health facilities to support the staff and delivery of the programs.

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

Kathy Duff

Against: Nil

**CARRIED 6/0** 

#### OFFICER'S RECOMMENDATION

That South Burnett Regional Council send a submission to the Assistant Minister to the Prime Minister for Mental Health and Suicide Prevention, Minister David Coleman, seeking funding from the Federal Government for the following services for our region:

- A Head Space Facility and program addressing youth mental health
- A Head to Health facility and program addressing adult mental health
- Funding for 2 teams of 3 mental health support staff for the delivery of field based services

Should the request be approved our contribution would be to provide suitable mental health facilities to support the staff and delivery of the programs.

#### **BACKGROUND**

A Motion was moved by Cr Duff at Community Standing Committee meeting held on 14 July 2021.

#### **ATTACHMENTS**

Nil

Item 11.1 Page 290

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

# 12.1 COOLABUNIA SALEYARDS - REVIEW

File Number: 28-07-2021

Author: General Manager Community

Authoriser: Chief Executive Officer

#### **PRECIS**

Presented at the Community Standing Committee meeting held on 14 July 2021 was a report forwarding information regarding Coolabunia Saleyards Review.

# **SUMMARY**

#### **COMMITTEE RESOLUTION 2021/6**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommends to Council:

- 1. That Saleyards fees and charges be reviewed and presented for further consideration by Council;
- 2. That a 'draft' action plan be prepared to guide future operations at the saleyards, having regard to the proposed re-structure and the BBRF application;
- 3. That a draft capital expenditure plan be prepared for further consideration by Council;
- 4. That a working group be established consisting of Cr Henschen, Cr Potter, Cr Duff, the General Manager Community, Acting Manager of NRM and Parks, Coordinator NRM and the Senior Recreation & Services Officer to complete items 1 to 3 above.

<u>In Favour:</u> Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott

Henschen and Kathy Duff

Against: Nil

**CARRIED 7/0** 

# OFFICER'S RECOMMENDATION

That South Burnett Regional Council progress the following items:

- 1. That Saleyards fees and charges be reviewed and presented for further consideration by Council;
- 2. That a 'draft' action plan be prepared to guide future operations at the saleyards, having regard to the proposed re-structure and the BBRF application;
- 3. That a draft capital expenditure plan be prepared for further consideration by Council;
- 4. That a working group be established consisting of Cr Henschen, Cr Potter, Cr Duff, the General Manager Community, Acting Manager of NRM and Parks, Coordinator NRM and the Senior Recreation & Services Officer to complete items 1 to 3 above.

#### **BACKGROUND**

Presented at the Community Standing Committee meeting held on 14 July 2021.

Item 12.1 Page 291

# **ATTACHMENTS**

Nil

Item 12.1 Page 292

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

Nil

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

# 14.1 KINGAROY ROTARY DONATION - CARDIAC DEFIBRILLATORS

File Number: 28-7-2021

Author: Acting Manager NRM & Parks
Authoriser: General Manager Community

#### **PRECIS**

Potential donation of defibrillators for Boondooma and BP Dams

#### **SUMMARY**

Kingaroy Rotary Club Inc. seek to donate cardiac defibrillators for use at Boondooma and BP Dams. Council is asked to accept the kind offer and acknowledge as appropriate.

#### OFFICER'S RECOMMENDATION

That Council accept the donation by Kingaroy Rotary Club Inc. of a Cardiac Defibrillator for BP Dam and an official hand-over be arranged at a mutually convenient time.

#### **BACKGROUND**

Kingaroy Rotary Club Inc. have an ongoing commitment to the community in assisting with life saving cardiac equipment. The Club have identified Boondooma and BP Dams as possible recipients.

In reviewing the current needs of both sites, Boondooma is already in possession of a defibrillator, however BP Dam is available to accept one.

#### **ATTACHMENTS**

1. Kingaroy Rotary Club

Item 14.1 Page 294

Kingaroy Rotary Club Inc. ABN ABN 92 523 992 656 PO Box 140 Kingaroy Qld 4610

President Secretary Kat Butcher Bev Watters

Treasurer

Mark Huston



8 July 2021

The Chief Executive Officer South Burnett Regional Council PO Box 336 KINGAROY Q 4610

KINGAROT & 4010

Attention: Mr Mark Watt

Dear Mark

Re: Cardiac Defibrillators – Lake Boondooma Caravan and Recreation Park and the Yallakool Caravan park and Recreational area

The Rotary Club of Kingaroy is pleased to inform you that as part of our ongoing commitment to the community in assisting with the supplying of life saving cardio equipment, both the Lake Boondooma Caravan and Recreation Park and the Yallakool Caravan Park have been singled out as potential recipients of a Cardiac Defibrillator for use by your staff and park operators as well as members of the public in times of emergency.

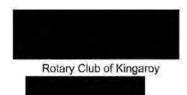
The units are simple to use and have the added benefit of being able to "talk" to the user at each step of the procedure during thier operation. It is now widely recognized that, as a lifesaving first response item of emergency equipment, they are highly effective in saving lives. It is our firm belief that defibrillators should be included in every first aid kit.

As a prerequisite, we do however, seek your written agreement that you will agree to the following:

- Take full ownership of the automated external defibrillator (AED) units.
- Take full responsibility for the maintenance of the AED so as to be in a continuous serviceable and available condition during thier service life.
- We also seek your assurance that the AED's will, within reason, be made available to any other businesses or non-staff members in the vicinity of thier locations when requested to do so in cases of emergency.
- The defibrillators and if applicable, thier wall mounted cabinets, will not be sold or disposed of. Should
  the council cease to be active in the management and ownership of the Lake Boondooma Caravan and
  Recreation Park and the Yallakool Caravan Park that the said defibrillators will be returned to the
  Kingaroy Rotary Club for redistribution
- Rotary reserves the right to utilize any advertising material in connection with the donation of these AED devices for its own use.
- It is strongly recommended that the units be housed in suitable and appropriate wall mounted enclosures. However, this offer does not extend to the purchase of of these units.

Should you agree to the above requirements, we will negotiate an agreed time and place to make a formal presentation to your elected representatives.

Yours faithfully,





POLIC

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# 14.2 BUSINESS NAME CHANGE - BOONDOOMA DAM

File Number: 28-07-2021

Author: General Manager Community

Authoriser: Chief Executive Officer

#### **PRECIS**

Presented at the Community Standing Committee meeting held on 14 July 2021 was a report forwarding information regarding business name change – Boondooma Dam.

#### **SUMMARY**

#### **COMMITTEE RESOLUTION 2021/19**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council;

That Council support the registration change of business name from "Lake Boondooma Caravan and Recreation Park" to "Boondooma Dam Caravan and Recreation Park" by way of application to the Australian Securities and Investment Commission.

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

Kathy Duff

Against: Nil

**CARRIED 6/0** 

#### OFFICER'S RECOMMENDATION

That South Burnett Regional Council support the registration change of business name from "Lake Boondooma Caravan and Recreation Park" to "Boondooma Dam Caravan and Recreation Park" by way of application to the Australian Securities and Investment Commission.

# **BACKGROUND**

Presented at the Community Standing Committee meeting held on 14 July 2021.

#### **ATTACHMENTS**

Nil

Item 14.2 Page 297

# 14.3 BP DAM CONTACTOR CONFERENCE CENTRE FEES & CHARGES

File Number: 28-07-2021

Author: General Manager Community

Authoriser: Chief Executive Officer

# **PRECIS**

Presented at the Community Standing Committee meeting held on 14 July 2021 was a report forwarding information regarding BP Dam Contactor Conference Centre Fees & Charge.

# **SUMMARY**

# **COMMITTEE RESOLUTION 2021/18**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That Council approve the proposed fees and charges for the Contractors/Conference Centre Accommodation at Bjelke-Petersen Dam.

Contractors/Conference Centre (Max 6 Persons)		Non-Peak	Peak
6 single rooms & shared common area			
- All Linen Provided			
Per Room (Dorm Style/Shared common area)	/night	\$60.00	\$60.00

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

Kathy Duff

Against: Nil

**CARRIED 6/0** 

# OFFICER'S RECOMMENDATION

That South Burnett Regional Council approve the proposed fees and charges for the Contractors/Conference Centre Accommodation at Bjelke-Petersen Dam.

Contractors/Conference Centre (Max 6 Persons)		Non-Peak	Peak
6 single rooms & shared common area			
- All Linen Provided			
Per Room (Dorm Style/Shared common area)	/night	\$60.00	\$60.00

#### **BACKGROUND**

Presented at the Community Standing Committee meeting held on 14 July 2021.

#### **ATTACHMENTS**

Nil

Item 14.3 Page 298

# 14.4 LICENCE TO OCCUPY - SOUTH BURNETT WOODCRAFTERS INC

File Number: 28-07-2021

Author: Manager Property

Authoriser: Chief Executive Officer

# **PRECIS**

Presented at the Community Standing Committee meeting held on 14 July 2021 was a report forwarding information regarding Licence to Occupy – South Burnett Woodcrafters Inc.

# **SUMMARY**

# **COMMITTEE RESOLUTION 2021/21**

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the Committee recommend to Council;

That Council enter into a Licence to Occupy with South Burnett Woodcrafters Inc. for the use of Part of Lot 6 FY1221 and Lot 4 RP103849 with an expiry of 31 January 2022.

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

Kathy Duff

Against: Nil

**CARRIED 6/0** 

#### OFFICER'S RECOMMENDATION

That South Burnett Regional Council enter a Licence to Occupy with South Burnett Woodcrafters Inc. for the use of Part of Lot 6 FY1221 and Lot 4 RP103849 with an expiry of 31 January 2022.

#### **BACKGROUND**

Presented at the Community Standing Committee meeting held on 14 July 2021.

#### **ATTACHMENTS**

Nil

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# 14.5 LICENCE TO OCCUPY - KINGAROY JUNIOR CRICKET

File Number: 28-07-2021

Author: General Manager Community

Authoriser: Chief Executive Officer

# **PRECIS**

Presented at the Community Standing Committee meeting held on 14 July 2021 was a report forwarding information regarding Licence to Occupy – Kingaroy Junior Cricket

#### **SUMMARY**

#### **COMMITTEE RESOLUTION 2021/20**

Moved: Cr Gavin Jones

Seconded: Cr Kirstie Schumacher

That the Committee recommend to Council:

That South Burnett Regional Council enter into a Licence to Occupy with the Kingaroy Junior Cricket Association Inc. for Part A of Lot 89 RP 66068 with conditions including:

- (a) Term of three (3) years at \$75.00 per annum plus GST
- (b) Maintain public liability insurance to the value of \$20,000,000 for the period of the licence

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

Kathy Duff

Against: Nil

**CARRIED 6/0** 

#### OFFICER'S RECOMMENDATION

That South Burnett Regional Council enter a Licence to Occupy with the Kingaroy Junior Cricket Association Inc. for Part A of Lot 89 RP 66068 with conditions including:

- (a) Term of three (3) years at \$75.00 per annum plus GST
- (b) Maintain public liability insurance to the value of \$20,000,000 for the period of the licence

# **BACKGROUND**

Presented at the Community Standing Committee meeting held on 14 July 2021.

# **ATTACHMENTS**

Nil

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# 14.6 SHORT-TERM USE OF 195 KINGAROY STREET, KINGAROY

File Number: 28/07/2021

Author: General Manager Community

Authoriser: Chief Executive Officer

# **PRECIS**

Offer for lease by way of tender, the shop located at 195 Kingaroy St, Kingaroy (Lot 1 on RP133329).

# **SUMMARY**

Council purchased the shop located at 195 Kingaroy Street, Kingaroy. Kingaroy Rotary Club recently undertook a short-term occupancy of the shop as an operational base to co-ordinate hosting the District Rotary Conference at the end of March 2021. Council has also resolved (Resolution No. 2021/1) to allow BaconFest to utilise the facility in August as part of in-kind support. At the conclusion of the BaconFest utilisation the shop will become vacant. Council has been approached by the Kingaroy Chamber of Commerce and Industry Inc to utilise the site.

#### OFFICER'S RECOMMENDATION

- 1. That South Burnett Regional Council resolves that the exception in Local Government Regulation 2012 section 236(1)(b)(ii) applies to Council for the disposal by way of grant of a lease of the valuable non-current asset which is the land comprising the whole of 195 Kingaroy Street, Kingaroy RPD: Lot 1 on RP133329 to Kingaroy Chamber of Commerce and Industry Inc. (KCCI), a community organisation, other than by tender or auction, for a term of 24 months commencing on terms to be agreed between Council and KCCI.
- 2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the lease between Council and KCCI, on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

# FINANCIAL AND RESOURCE IMPLICATIONS

A previous report was presented to the Community Standing Committee on 14 April 2021. During this report Cr Duff requested information regarding the cost of rental for the current facility the Kingaroy Transformation Project team occupy. The current rental is \$2350.00 per month. To relocate the KTP team there would be fit out costs to be considered and the current facilities has been equipped to cater for the needs of the project over its life.

#### LINK TO CORPORATE/OPERATIONAL PLAN

ENHANCING OUR COMMUNITY - Building a vibrant, healthy, supportive and inclusive community EC3 An active, safe and healthy community

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

# LINK TO DRAFT REGIONAL DEVELOPMENT STRATEGY

Regional Enabler Three

Point 2 – Council leverages assets to drive investment and support a business environment conducive to growth; and

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# COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Consultation has previously occurred across Council and there was no objection to the offer of a commercial lease. Kingaroy Transformation Project team do not recommend relocating to this shop as they are committed to a commercial tenancy agreement until September 2021. Discussions with the KCCI have identified the building would support a business incubator to develop several microbusinesses to be established within the region.

# LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Offer of lease in in accordance with Sections 227-228 of the Local Government Regulation 2012.

#### POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Offering the property for lease is in accordance with Council's Disposal of Real Estate Policy whereby disposal provides for economic development and local business opportunity.

# **ASSET MANAGEMENT IMPLICATIONS**

The shop at 195 Kingaroy Street, Kingaroy is an asset of Council. Council currently bears the cost of maintenance and management of the asset.

#### **REPORT**

# **Property Details:**

Address: 195 Kingaroy Street, Kingaroy

RPD: Lot 1 on RP133329
Area: 283 square metres

Tenure: Freehold

Owner: South Burnett Regional Council

Zone: Principal Centre – PC1 Retail Core Precinct under the South Burnett Regional Town

Planning Scheme.

Town Planning Scheme overlays – located in Agricultural Land Classification A, Priority

Infrastructure Area, on a State Controlled Road, SFM Land Use (Urban).

The shop at 195 Kingaroy Street, Kingaroy was recently purchased by Council. It is an inside, regular-shaped allotment with a frontage to Kingaroy Street of approximately 6 metres and depth of approximately 47 metres. Approximately half of the lot is fully improved with a single shop and a shed fronting the rear access off Circular Place.

The property was purchased vacant possession in December 2020.

The Kingaroy Rotary Club undertook a short-term occupancy of the shop as an operational base to co-ordinate hosting the District Rotary Conference at the end of March 2021. Once the Rotary Club vacate, there is the opportunity to offer a commercial tenancy lease.

The BaconFest Committee have been provided use of the facility as in-kind support for their festival in August 2021.

Correspondence received from the KCCI President request the following consideration

- commitment of two years to occupy the property
- KCCI would look to invest a significant amount into refit of the building; and
- Consideration of \$100 per week for the 2 year period with access to the premises as soon as possible for the conclusion of the BaconFest.

#### **ATTACHMENTS**

# 1. Aerial - 195 Kingaroy Street, Kingaroy

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Ordinary Council Meeting 28 July 2021



SOUTH BURNETT

South Burnett Regional Council does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that SBRC shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

195 Kingaroy Street, Kingaroy 2/02/2021

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#### 15 PORTFOLIO - REGIONAL DEVELOPMENT

# 15.1 SOUTH BURNETT 2021-2026 REGIONAL DEVELOPMENT STRATEGY

File Number: 28-07-2021

Author: Coordinator Executive Services

Authoriser: Chief Executive Officer

#### **PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 21 July 2021 - Draft South Burnett 2021-2026 Regional Development Strategy community consultation and feedback.

#### **SUMMARY**

#### **Committee Resolution 2021/22**

Moved: Cr Roz Frohloff Seconded: Cr Gavin Jones

That the Committee recommends to Council:

That the amended draft 2021-2026 Regional Development Strategy incorporating feedback received be presented to the July Ordinary Council Meeting for adoption.

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

Kathy Duff

Against: Nil

**CARRIED 6/0** 

# OFFICER'S RECOMMENDATION

That the 2021-2026 Regional Development Strategy be adopted.

#### 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

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- 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:

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#### 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. South Burnett Regional Council Regional Development Strategy 2021-2026

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# REGIONAL DEVELOPMENT STRATEGY



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#### Adoption by Council

The 2021-2026 South Burnett Regionalal Development Strategy was adopted by Council on 28 Julyl 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 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
W www.southburnett.qld.gov.au
F www.southburnettregion
T @SouthBurnettRC
ABN 89 972 463 351

#### Version

VERSION 5 - Final (15-07-2021)



#### 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.

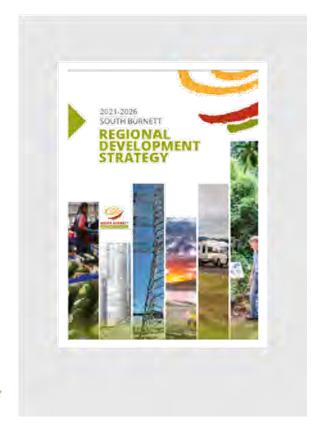
#### Cover Photo

Courtesy Department of State Development, Infrastructure, Local Government and Planning,

#### Statistics

Statistical Information sourced from www.id.com. au/south-burnett. Unemployment and Labour Force data sourced from Australian Government https://www.employment.gov.au/small-arealabour-markets-publication-0

2021-2026 SOUTH BURNETT REGIONAL DEVELOPMENT STRATEGY



#### MAYOR'S MESSAGE

# MAYOR'S MESSAGE

This Regional Development Strategy provides a framework that will assist the South Burnett to grow and plan for its future.

The strategy will see Council adopt a culture of growth; a future focused mindset that seeks to support and promote investment will be 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.

Position the South Burnett as a current and future energy hub, while supporting the government's pathway to decarbonisation:

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. Council recognises the long-term sustainability of our region, will require strong collaboration across all levels of government, and together we believe we could support the modernisation of Australia's energy sector.

Council seeks to commence early planning discussions and investigate the growth opportunities available in the South Burnett to advance sectors including technology, agriculture, food production and manufacturing. By working together with government, industry and community stakeholders we believe our region is well placed to consider a long term view that is supported by shorter term action plans, enabling us to take advantage of the changes in ways that minimise the impacts on our region.

# FROM THE CEO

Regional Development encapsulates so much of what we, as a Council, do to support the wellbeing of the South Burnett region. It's a diverse and extremely productive area with a strong regional identity brimming with opportunities.

The South Burnett is a region of innovative agriculture, smart business, and creative talent where locals and visitors can experience our distinctive place – a region that is making a positive difference in people's lives through the quality of the work we do.

Whether gains in economic performance are achieved through baseline productivity improvements or through sector-based innovation, the South Burnett is well positioned to drive steep change in the region's economy into the future.

However, there are local challenges that will need to be met going forward including changes to water security, workforce planning and the provision of affordable housing as the region enters a period of growth.

On a more global level, the need to respond to the challenge of transitional economy and a commitment to put a greater emphasis on environmental sustainability and the wellbeing of all communities are also challenges that need to be faced.

While some of these challenges aren't peculiar to our area, the responses should be particular to the South Burnett region if it is to adapt and thrive in the face of change.

It is important to recognise that Council cannot control everything in this area, but we can focus on what we can control, influence, or have an interest in, to ensure ongoing improvements in our economy are made possible.

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4 2021-2026 SOUTH BURNETT REGIONAL DEVELOPMENT STRATEGY



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# REGIONAL CONTEXT

#### COMPELLING LOGISTICS

The South Burnett is perfectly positioned to take advantage of the projected growth in freight movements.

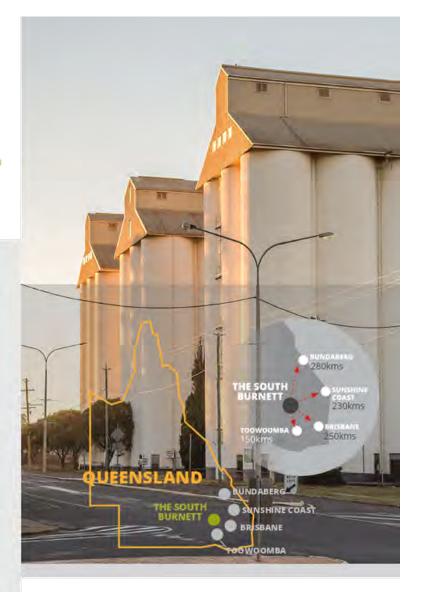
According to the Bureau of Infrastructure, Transport and Regional Economics (BITRE), Australia's national land freight task is expected to grow by around 75 per cent between 2011 and 2031.

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.

# STRENGTH OF EXISTING INDUSTRY AND SUPPLY CHAINS

The South Burnett is home to Australia's two largest peanut processers 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 abbatoir.

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.

6 2021-2026 SOUTH BURNETT REGIONAL DEVELOPMENT STRATEGY

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.



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#### 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.

\$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)

8 2021-2026 SOUTH BURNETT REGIONAL DEVELOPMENT STRATEGY

<sup>&</sup>lt;sup>1</sup> Small Area Labour Market LGA Data - South Burnett smoothed labour force 2010-2020.

**ECONOMIC STRUCTURE AND PERFORMANCE** 

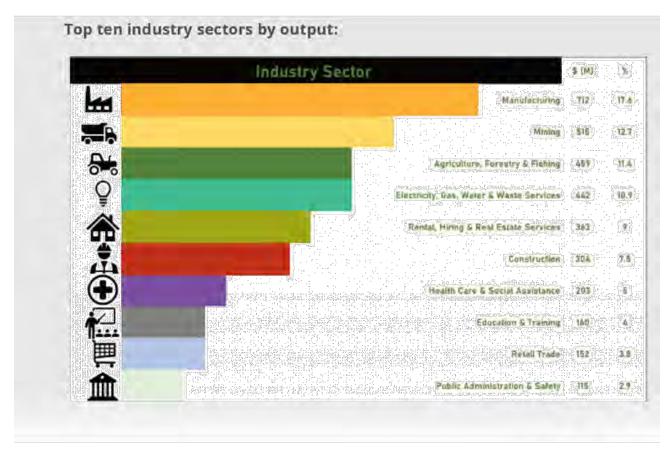
# ECONOMIC STRUCTURE AND PERFORMANCE

#### ECONOMIC DIVERSITY

The South Burnett region boasts an everdiversifying 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 it's 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 cet 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.



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# **EMPLOYMENT AND PRODUCTIVITY**

In 2019/20, major employment industries in the South Burnett included:

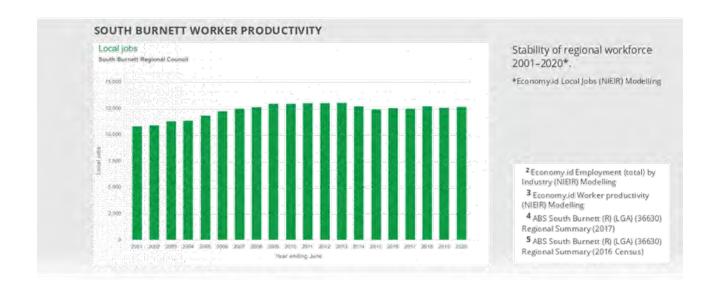
- Health Care and Social Assistance - 13.8 per cent
- Agriculture, Forestry and Fishing - 12.0 per cent
- Retail 11.2 per cent
- Education and Training 10.1 per cent
- Manufacturing 9.4 per cent <sup>2</sup>

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. 3

In the South Burnett region 53 per cent of the local workers are males and 47 per cent are female. 4 The South Burnett employs a diverse range of workers supporting industry development and investment attraction for the region. 5

OCCUPATION OF EMPLOYED PERSONS	2016
Labourers	16.4%
Managers	15.4%
Technicians and trades workers	13.8%
Professionals	13%
Community	11.8%



2021-2026 SOUTH BURNETT REGIONAL DEVELOPMENT STRATEGY

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**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)

# 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)

Industries that grew business numbers between 2017 and 2020 include Agriculture, Forestry and Fishing, Health Care and Social Assistance, and Administrative and Support Services. 6

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. 7

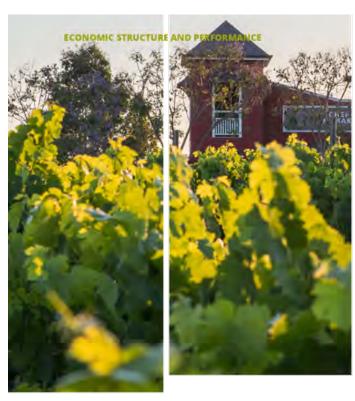




<sup>6 .</sup>idcommunity South Burnett Council Business trends - Australian Business Register - filtered counts - Current at 30th Sept 2020

southburnett.qld.gov.au

<sup>&</sup>lt;sup>7</sup> Queensland Government Statistician's Office, Queensland Treasury, Queensland Regional Profiles: Workforce Profile for South Burnett (R) Local Government Area





#### **EMPLOYMENT**

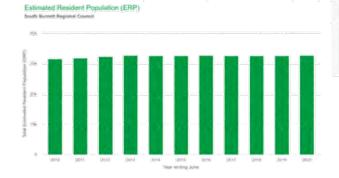
Typically, the South Burnett region has an active workforce with capacity to fill locally created employment positions. The December 2020 Small Area Labour Market (SALM) data reflects:

- 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 32,6328 which has remained stable for over 5 years. Affordability of housing supports first home buyer entry into the housing market.



2021-2026 SOUTH BURNETT REGIONAL DEVELOPMENT STRATEGY

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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. 9

<sup>&</sup>amp; 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 Crumptons, 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



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#### **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

14 2021-2026 SOUTH BURNETT REGIONAL DEVELOPMENT STRATEGY

# THE STRATEGY

BUILDING UPON
OUR STRENGTHS
WHILE ENCOURAGING
FURTHER DIVERSITY OF
OUR ECONOMIC BASE
PROVIDES A PLATFORM
FOR FUTURE REGIONAL
DEVELOPMENT.









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#### 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.



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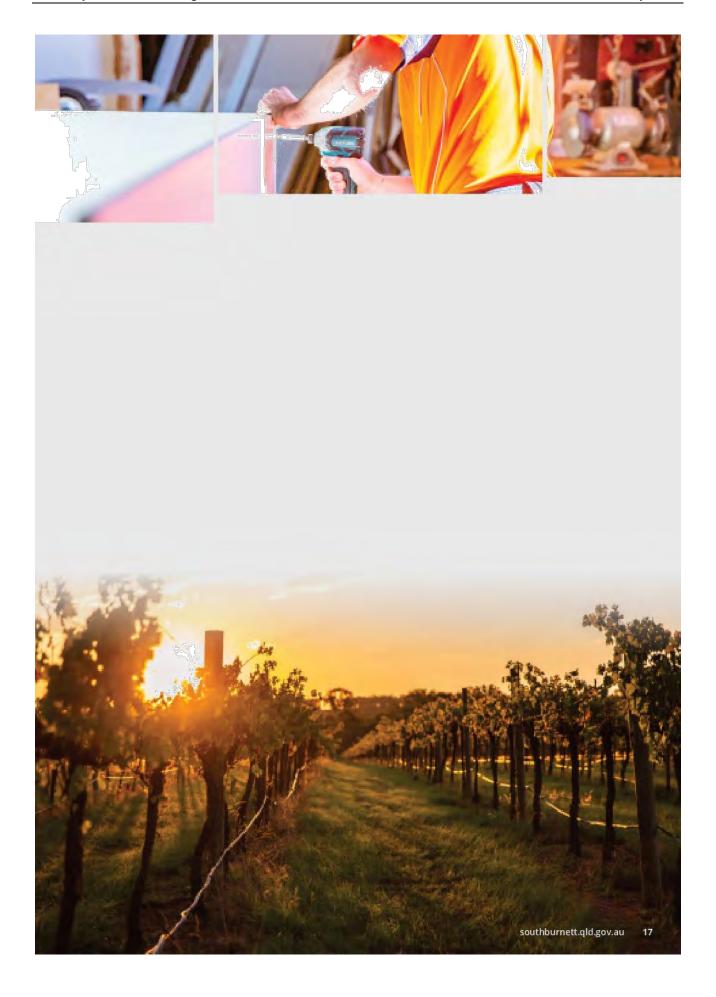
# REGIONAL ENABLER THREE

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.

2021-2026 SOUTH BURNETT REGIONAL DEVELOPMENT STRATEGY





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IULY 2021 - Final Version

Disclaimer: This Regional Development Strategy is provided for information and it does not purport to be complete. While care has been taken to ensure the content in the report is accurate, we cannot guarantee it is without flaw of any kind. There may be errors and omissions or it may not be wholly appropriate for your particular purposes. South Burnett Regional Council accepts no responsibility and disclaims all liability for any error, loss or other consequence which may arise from you relying on any information, contained in this report.

#### 15.2 REGIONAL DEVELOPMENT ADVISORY COMMITTEE

File Number: 28-07-2021

Author: Coordinator Executive Services

Authoriser: Chief Executive Officer

#### **PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 21 July 2021 - To progress the establishment of a Council Advisory Committee for Regional Development.

#### **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.

#### **Committee Resolution 2021/23**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the matter lay on the table until the July General Meeting.

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

Kathy Duff

Against: Nil

**CARRIED 6/0** 

#### OFFICER'S RECOMMENDATION

**Procedural Tabling Motion** 

That the Regional Development Advisory Committee report be taken off the Table.

That the attached Regional Development Advisory Committee Terms of Reference as amended be adopted.

That South Burnett Regional Council appoint the following individuals who have submitted an Expression of Interest as members of the Regional Development Advisory Committee 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. Temporary vacancy

That South Burnett Regional Council appoint the following individuals who have submitted an Expression of Interest as members of the Regional Development Advisory Committee Sub-Committee as per the Regional Development Advisory Committee Terms of Reference:

- Blackbutt District Community Organisation Inc Robyn Grivell
- Nanango Tourism Development Association (NaTDA) Jane Erkens

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Further, that Council issue invitations for representatives from local Business Associations, as per the Terms of Reference to participate in the sub-committee.

#### **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.

<u>In Favour</u>: 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.

<u>In Favour:</u> 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

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#### **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.

<u>In Favour:</u> 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 - Statutory044

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POLICY CATEGORY - NUMBER: Statutory044
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.

#### 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.

Policy Name: Regional Development Advisory Committee Terms of Reference ECM ID: 2787779 Adoption Date: 27 March 2021 Page 1 of 5

- 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

Policy Name: Regional Development Advisory Committee Terms of Reference ECM ID: 2787779 Adoption Date: 24 March 2021 Page 2 of 5

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. Membership will be reviewed after the first year of each appointment.

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.

#### 4.1 MEMBERSHIP SUB-COMMITTEE

South Burnett Regional Council and the Regional Development Advisory Committee recognises the importance of Chamber and Business Associations across the region to represent local business and industry issues. To facilitate clear lines of communications with these association a permanent sub-committee will be established to facilitate discussion with these groups.

Council will appoint representatives from the following associations to the sub-committee:

- Kingaroy Chamber of Commerce
- Maidenwell Community Group
- Murgon Business Development Association
- Nanango Tourism Development Association
- Blackbutt District Community Organisation
- Proston Round Table
- Wondai Business Networking Group

Representatives to the sub-committee 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. Membership will be reviewed after the first year of each appointment.

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.

#### MEETINGS

- The chairperson may determine the dates, times and places for the Committee and subcommittee 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.
- Sub-committee meetings will be held on a date and time decided by the Regional Development Advisory Committee.
- 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.

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- 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.

#### ETHICAL CONDUCT

Committee and sub-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 that of the sub-committee to 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
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1 Development and Adoption 24 March 2021 278	2787779	
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Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: ??/??/2021

Policy Name: Regional Development Advisory Committee Terms of Reference ECM ID: 2787779 Adoption Date: 24 March 2021 Page 5 of 5 Next Review Date: March 2023

#### 15.3 FUTURE ENERGY HUB

File Number: 28/07/2021

Author: Executive Assistant
Authoriser: Chief Executive Officer

#### **PRECIS**

Tabled at the Executive and Finance & Corporate Standing Committee meeting on 14 July 2021 - Future Energy Hub

#### **SUMMARY**

#### Committee Resolution 2021/20

Moved: Cr Kirstie Schumacher

Seconded: Cr Brett Otto

That the Committee recommends to Council:

- A meeting with Mayor Nev Ferrier, Mayor Otto and Cr Schumacher be established with Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement Mick De Brenni be scheduled over the coming months to progress further discussions with him about opportunities to work together.
- That Council advises RDA of its desire to be a participant in the sub-committee that is investigating the feasibility of an energy hub in the Wide Bay Burnett.

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

Duff

Against: Nil

Carried 6/0

#### OFFICER'S RECOMMENDATION

That South Burnett Regional Council Chief Executive Officer be authorised to action the following items:

- A meeting with Mayor Nev Ferrier, Mayor Otto and Cr Schumacher be established with Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement Mick De Brenni be scheduled over the coming months to progress further discussions with him about opportunities to work together.
- That Council advises RDA of its desire to be a participant in the sub-committee that is investigating the feasibility of an energy hub in the Wide Bay Burnett.

#### **BACKGROUND**

Nil

#### **ATTACHMENTS**

Nil

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## 16 NOTICES OF MOTION

Nil

### 17 INFORMATION SECTION

Nil

#### 18 CONFIDENTIAL SECTION

#### OFFICER'S RECOMMENDATION

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

#### 18.1 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.

#### 18.2 Lease agreement between SB Care and South Burnett Regional Council

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

#### 18.3 Management of Kingaroy, Wondai and Murgon Swimming Pools

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.

#### 18.4 Development Incentive Scheme Cap

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.

# 18.5 Offer to Purchase Part of 1 Pound Street, Kingaroy and Offer to Lease 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.

#### 18.6 Kingaroy Transformation Project Design for Glendon Street Shared Community Area

This matter is considered to be confidential under Section 254J - i 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 a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

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## 19 CLOSURE OF MEETING