



AGENDA

Ordinary Council Meeting Wednesday, 25 August 2021

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

Date: Wednesday, 25 August 2021

Time: 9.00am

**Location: Warren Truss Chamber
45 Glendon Street
Kingaroy**

**Mark Pitt PSM
Chief Executive Officer**

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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

6 DEPUTATIONS/PETITIONS

6.1 DEPUTATION - BRETT HEADING AND STUART NICHOLSON - WEST BARAMBAH WEIR FEASIBILITY

File Number: 25/08/2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

PRECIS

Deputation by Brett Heading and Stuart Nicholson

SUMMARY

Brett Heading and Stuart Nicholson will be attending to address the issue of the West Barambah Weir Feasibility

BACKGROUND

Nil

ATTACHMENTS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 28 JULY 2021

File Number: 25/08/2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

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

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 28 July 2021**



MINUTES

**Ordinary Council Meeting
Wednesday, 28 July 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, 28 JULY 2021 AT 9.00AM**

PRESENT:

Councillors:

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

Council Officers:

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

1 OPENING

The Deputy Mayor declared the meeting open and welcomed all attendees including teachers and students from Tingoorra State School.

2 LEAVE OF ABSENCE / APOLOGIES

APOLOGY

RESOLUTION 2021/35

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That the apology received from Mayor Brett Otto be accepted and leave of absence granted.

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

Against: Nil

CARRIED 6/0

3 PRAYERS

A representative of the Kingaroy District Minister's Association, Pastor Lyle Slinger 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 18.3 - Management of Kingaroy, Wondai and Murgon Swimming Pools** – 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 one of the tenderers.

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

Chief Executive Officer Mark Pitt declared a conflict of interest in relation to **Item 14.1 Kingaroy Rotary Donation - Cardiac Defibrillators**. The Chief Executive Officer is a member of the Kingaroy Rotary Club.

6 DEPUTATIONS/PETITIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 30 JUNE 2021

RESOLUTION 2021/36

Moved: Cr Kirstie Schumacher
 Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 6/0

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

RESOLUTION 2021/37

Moved: Cr Danita Potter
 Seconded: Cr Roz Frohloff

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

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

Against: Nil

CARRIED 6/0

8 BUSINESS OUTSTANDING

8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

RESOLUTION 2021/38

Moved: Cr Kathy Duff
 Seconded: Cr Roz Frohloff

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

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

Against: Nil

CARRIED 6/0

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

9.1 VIDEO FOOTAGE OF BUDGET COMMITTEE MEETINGS

RESOLUTION 2021/39

Moved: Cr Kirstie Schumacher
 Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 6/0

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

RESOLUTION 2021/40

Moved: Cr Kirstie Schumacher
 Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 6/0

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

RESOLUTION 2021/41

Moved: Cr Danita Potter
 Seconded: Cr Roz Frohloff

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

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

Against: Nil

CARRIED 6/0

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

RESOLUTION 2021/42

Moved: Cr Kathy Duff
 Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 6/0

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

RESOLUTION 2021/43

Moved: Cr Roz Frohloff
 Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 6/0

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

RESOLUTION 2021/44

Moved: Cr Danita Potter
 Seconded: Cr Kirstie Schumacher

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

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

Against: Nil

CARRIED 6/0

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

RESOLUTION 2021/45

Moved: Cr Kathy Duff
 Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 6/0

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

MOTION

Moved: Cr Roz Frohloff
 Seconded: Cr Danita Potter

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

AMENDMENT

Moved: Cr Kathy Duff
 Seconded: Cr Kirstie Schumacher

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

- Limit of 10,000 km be claimable (Section Vehicle Fuel and Operational Costs)

In Favour: Cr Kathy Duff

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

LOST 1/5

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

RESOLUTION 2021/46

Moved: Cr Roz Frohloff
 Seconded: Cr Danita Potter

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

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

Against: Cr Kathy Duff

CARRIED 5/1

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

RESOLUTION 2021/47

Moved: Cr Danita Potter
 Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 6/0

9.10 ANNUAL OPERATIONAL PLAN 2020/2021 IMPLEMENTATION PROGRESS REPORT FOR THE PERIOD ENDING 30 JUNE 2021

RESOLUTION 2021/48

Moved: Cr Kirstie Schumacher
 Seconded: Cr Danita Potter

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.

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

Against: Nil

CARRIED 6/0

9.11 MONTHLY FINANCIAL REPORT

RESOLUTION 2021/49

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

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

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

Against: Nil

CARRIED 6/0

9.12 FINANCIAL HARDSHIP RATES APPLICATION - PROPERTY NUMBER 223190

RESOLUTION 2021/50

Moved: Cr Kathy Duff

Seconded: Cr Roz Frohloff

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.

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

Against: Nil

CARRIED 6/0

ADJOURN MORNING TEA

RESOLUTION 2021/51

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the meeting adjourn for morning tea.

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

Against: Nil

CARRIED 6/0

RESUME MEETING

RESOLUTION 2021/52

Moved: Cr Roz Frohloff
 Seconded: Cr Danita Potter

That the meeting resume at 10:55am.

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

Against: Nil

CARRIED 6/0

10 PORTFOLIO – ROADS & DRAINAGE

10.1 BLACK SPOT FUNDING PROGRAM 2022/23

RESOLUTION 2021/53

Moved: Cr Roz Frohloff
 Seconded: Cr Danita Potter

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, Kingaroy.

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

Against: Nil

CARRIED 6/0

10.2 SPEED ZONE ON BUNYA HIGHWAY

RESOLUTION 2021/54

Moved: Cr Danita Potter
 Seconded: Cr Kathy Duff

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.

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

Against: Nil

CARRIED 6/0

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

11.1 SUBMISSION – HOLISTIC APPROACH TO MENTAL HEALTH

RESOLUTION 2021/55

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

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.

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

Against: Nil

CARRIED 6/0

11.1.1 QUESTION ON NOTICE

Question on Notice from Cr Danita Potter

That Council provide information on any grant funding received from the State or Commonwealth Government for mental health.

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

12.1 COOLABUNIA SALEYARDS - REVIEW

RESOLUTION 2021/56

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

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.

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

Against: Nil

CARRIED 6/0

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

Nil

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

Attendance:

At 11:22AM Chief Executive Officer Mark Pitt left the meeting.

14.1 KINGAROY ROTARY DONATION - CARDIAC DEFIBRILLATORS

RESOLUTION 2021/57

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

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.

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

Against: Nil

CARRIED 6/0

Attendance:

At 11:25AM Chief Executive Officer Mark Pitt returned to the meeting.

14.2 BUSINESS NAME CHANGE - BOONDOOMA DAM

RESOLUTION 2021/58

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

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.

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

Against: Nil

CARRIED 6/0

14.3 BP DAM CONTRACTOR CONFERENCE CENTRE FEES & CHARGES

RESOLUTION 2021/59

Moved: Cr Kathy Duff
 Seconded: Cr Scott Henschen

That South Burnett Regional Council approve the proposed fees and charges for the Contractors/Conference Centre Accommodation at Bjelke-Petersen Dam.

<u>Contractors/Conference Centre (Max 6 Persons)</u>		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 Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 6/0

14.4 LICENCE TO OCCUPY - SOUTH BURNETT WOODCRAFTERS INC

RESOLUTION 2021/60

Moved: Cr Scott Henschen
 Seconded: Cr Danita Potter

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.

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

Against: Nil

CARRIED 6/0

14.5 LICENCE TO OCCUPY - KINGAROY JUNIOR CRICKET

RESOLUTION 2021/61

Moved: Cr Danita Potter
 Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 6/0

14.6 SHORT-TERM USE OF 195 KINGAROY STREET, KINGAROY

RESOLUTION 2021/62

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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.

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

Against: Nil

CARRIED 6/0

15 PORTFOLIO - REGIONAL DEVELOPMENT

15.1 SOUTH BURNETT 2021-2026 REGIONAL DEVELOPMENT STRATEGY

RESOLUTION 2021/63

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the 2021-2026 Regional Development Strategy be adopted.

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

Against: Nil

CARRIED 6/0

Attendance

At 11:55AM, General Manager Infrastructure Aaron Meehan left the meeting.

At 11:56AM, Cr Danita Potter left the meeting.

At 11:57AM, General Manager Infrastructure Aaron Meehan returned to the meeting.

At 11:58AM, Cr Danita Potter returned to the meeting.

15.2 REGIONAL DEVELOPMENT ADVISORY COMMITTEE

RESOLUTION 2021/64

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the Regional Development Advisory Committee report be taken off the Table.

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

Against: Nil

CARRIED 6/0

RESOLUTION 2021/65

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the attached Regional Development Advisory Committee Terms of Reference as amended be adopted.

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

Against: Nil

CARRIED 6/0

RESOLUTION 2021/66

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

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

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

Against: Cr Kathy Duff

CARRIED 5/1

RESOLUTION 2021/67

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

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

- Murgon Business & Development Assoc. Inc – Melanie Eastaugh

Further, that Council issue invitations for representatives from local Business Associations, as per the Terms of Reference to participate in the sub-committee.

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

Against: Nil

CARRIED 6/0

15.3 FUTURE ENERGY HUB

RESOLUTION 2021/68

Moved: Cr Roz Frohloff
 Seconded: Cr Danita Potter

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.

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

Against: Nil

CARRIED 6/0

16 NOTICES OF MOTION

Nil

17 INFORMATION SECTION

Nil

18 CONFIDENTIAL SECTION

RESOLUTION 2021/69

Moved: Cr Danita Potter
 Seconded: Cr Roz Frohloff12

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.

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

Against: Nil

CARRIED 6/0

Attendance:

At 12:13 PM, Councillor Schumacher, having earlier informed the meeting of a declarable conflict of interest in Item 18.3, 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.

At 12:14PM, General Manager Community Peter O'May left the meeting.

At 12:16PM, General Manager Community Peter O'May returned to the meeting.

At 12:20PM, Councillor Schumacher returned to the meeting after Item 18.3 was discussed.

At 1:05PM, Councillor Schumacher, having earlier informed the meeting of a declarable conflict of interest in Item 18.3, 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.

RESOLUTION 2021/70

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 5/0

MOTION

RESOLUTION 2021/71

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That Item 18.3 be brought forward and discussed.

CARRIED 5/0

18.3 MANAGEMENT OF KINGAROY, WONDAL AND MURGON SWIMMING POOLS

RESOLUTION 2021/72

Moved: Cr Roz Frohloff

Seconded: Cr Kathy Duff

That the Management of Kingaroy, Wondai, and Murgon Swimming Pools be taken off the Table.

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

Against: Nil

CARRIED 5/0

RESOLUTION 2021/73

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That South Burnett Regional Council:

1. Award Tender SBRCQ-20/21-21-1 to Summer Country Aquatics for the Management of the WJ Lang Memorial Swimming Pool Kingaroy as per their tender price.
2. Award Tender SBRCQ-20/21-21-2 to Belgravia Health and Leisure Group Pty Ltd for the Management of the Murgon Jubilee Swimming Pool as per their tender price.
3. Investigate options for Wondai Swimming Pool and report back to a future Council meeting.

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

Against: Nil

CARRIED 5/0

Attendance

At 1:09PM, General Manager Infrastructure Aaron Meehan left the meeting.

At 1:11PM, Cr Kirstie Schumacher returned to the meeting.

At 1:11PM, General Manager Infrastructure Aaron Meehan returned to the meeting.

18.1 SALE OF LAND FOR OVERDUE RATES AND CHARGES

RESOLUTION 2021/74

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the Sale of Land for Overdue Rates and Charges be lifted from the table.

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

Against: Nil

CARRIED 6/0

RESOLUTION 2021/75

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That:

1. pursuant to section 140 (2) of the *Local Government Regulation* 2012, the South Burnett Regional Council resolves to sell the land described below in the schedule for overdue rates and charges; and
2. Council delegate to the Chief Executive Officer its power to take all further steps under Chapter 4, part 12, Division 3 of the *Local Government Regulation* 2012 to effect sale of the land (including, for the avoidance of doubt, the power to end sale procedures).

Schedule

- 1 Lot 5 RP 68577, Title Reference 16938110
- 2 Lot 2 RP 66525, Title Reference 12459048
- 3 Lot 12 SP 204673, Title Reference 50722248
- 4 Lot 19 RP 43719, Title Reference 15273227
- 5 Lot 81 SP 151444, Title Reference 50460616
- 6 Lot 21 RP 37004, Title Reference 11196213
- 7 Lot 32 RP 37004, Title Reference 12829073

- 8 Lot 184 SP 219380, Title Reference 50773119
- 9 Lot 186 SP 219380, Title Reference 50773120
- 10 Lot 9 SP 261630, Title Reference 50945392
- 11 Lot 10 SP 261630, Title Reference 50945393
- 12 Lot 15 SP 261632, Title Reference 50945389
- 13 Lot 16 SP 261632, Title Reference 50945390
- 14 Lot 205 SP 227676, Title Reference 50816471
- 15 Lot 210 SP 227676, Title Reference 50816476
- 16 Lot 211 SP 227676, Title Reference 50816477
- 17 Lot 185 SP 227676, Title Reference 50816468
- 18 Lot 158 SP 219379, Title Reference 50750280
- 19 Lot 1 SP 261628, Title Reference 50945395
- 20 Lot 2 SP 261628, Title Reference 50945396
- 21 Lot 3 SP 261627, Title Reference 50945398
- 22 Lot 4 SP 261627, Title Reference 50945399
- 23 Lot 33 SP 204673, Title Reference 50722269
- 24 Lot 9 RP 36999, Title Reference 12224113
- 25 Lot 22 RP 49433, Title Reference 12109215
- 26 Lot 72 RP 68868, Title Reference 12544097
- 27 Lot 43 RP 167565, Title Reference 15895030
- 28 Lot 1 RP 37061, Title Reference 50776938
- 29 Lot 11 RP 178052, Title Reference 16176235
- 30 Lot 112 B 5321, Title Reference 12023092
- 31 Lot 58 RP 32387, Title Reference 15964116
- 32 Lot 3-4 RP4262, Title Reference 12012102
- 33 Lot 35 RP 234174, Title Reference 17419218
- 34 Lots 270 & 272 FY567, Title Reference 11788212 & 12093190

- 35 Lot 20 RP174993, Title Reference 16131032
- 36 Lot 4 SP187872 & Lot 4 RP180298, Title Reference 50614653 & 50614653
- 37 Lot 2 FY2804, Title Reference 16753098
- 38 Lot 4 FY2792, Title Reference 16738205
- 39 Lot 5 RP 194013, Title Reference 16560013
- 40 Lot 129 RP179862, Title Reference 16191230
- 41 Lot 20 RP179859, Title Reference 16195030
- 42 Lot 75 RP 32399, Title Reference 16158201
- 43 Lot 113 CSH542 & Lot 112 CSH1676, Title Reference 12205133 & 14448174
- 44 Lot 5 RP 196033, Title Reference 16609007
- 45 Lot 12 SP 191195, Title Reference 50839885
- 46 Lot 1 RP 113178, Title Reference 14384232
- 47 Lot 117 M5518 & Lot 11 RP158299, Title Reference 17144230 & 15816012
- 48 Lot 23 M 55110, Title Reference 12064198
- 49 Lot 607 M 5513, Title Reference 18192238
- 50 Lot 15 RP 108936, Title Reference 13870089
- 51 Lot 3 RP 73520, Title Reference 13256248
- 52 Lot 319 FY 2746, Title Reference 18807073
- 53 Lot 5 RP 203076, Title Reference 16733073
- 54 Lot 15 RP 41258, Title Reference 16475110
- 55 Lot 8 SP 178843, Title Reference 50723380
- 56 Lot 3 SP 212978, Title Reference 16407019
- 57 Lot 18 RP 27220, Title Reference 16629071
- 58 Lot 11 RP 838023, Title Reference 18242090
- 59 Lot 2 RP84388 & Lot 3 RP84388, Title Reference 13213146
- 60 Lot 6 RP 183766, Title Reference 16316062
- 61 Lot 13 RP 203758, Title Reference 16922052

- 62 Lot 1 RP121841 & Lot 2 RP121841, Title Reference 14403153 & 14403154
- 63 Lot 85 RP 199823, Title Reference 16795229
- 64 Lot 18 RP 27226, Title Reference 16527239
- 65 Lot 34 RP177432, Title Reference 16121181
- 66 Lot 24 RP177433, Title Reference 16123101
- 67 Lot 5 RP 194013, Title Reference 16560013
- 68 Lot 1 FY 2967, Title Reference 17420195
- 69 Lot 82 RP 206860, Title Reference 16874229

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

Against: Nil

CARRIED 6/0

18.2 LEASE AGREEMENT BETWEEN SB CARE AND SOUTH BURNETT REGIONAL COUNCIL

RESOLUTION 2021/76

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That Lease Agreement between SB Care and South Burnett Regional Council be taken off the table.

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

Against: Nil

CARRIED 6/0

RESOLUTION 2021/77

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That

1. Council enter into a lease agreement with SB Care Incorporated, for the use of the Kingaroy Town Common Hall, part of Lot 6 SP 274891, located on Oliver Bond Street Kingaroy.
2. Council liaise with current regular users of the Town Common Hall and SB Care to facilitate continued use of the facility or access to potential alternate venues.
3. That an initial lease agreement be for a period of up to twenty four months.

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

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

Against: Nil

CARRIED 6/0

18.4 DEVELOPMENT INCENTIVE SCHEME CAP

RESOLUTION 2021/78

Moved: Cr Roz Frohloff
 Seconded: Cr Danita Potter

That Development Incentive Scheme Cap be taken off the table.

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

Against: Nil

CARRIED 6/0

RESOLUTION 2021/79

Moved: Cr Danita Potter
 Seconded: Cr Roz Frohloff

That given the need for affordable rental accommodation for low-income independent seniors and the resultant social and economic benefits of the proposed development at 95 Markwell Street, Kingaroy, that South Burnett Regional Council extend the cap on development incentives discount to the full extent of levied infrastructure charges (*i.e. 75% discount on all levied Infrastructure Charges*).

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

Against: Nil

CARRIED 6/0

RESOLUTION 2021/80

Moved: Cr Danita Potter
 Seconded: Cr Kathy Duff

That given the scale of the proposed development at 95 Markwell street, Kingaroy and potential economy of scale savings in assessing plumbing approvals for the development, that Council delegates to the Chief Executive Officer the power to negotiate a discounted plumbing application fee.

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

Against: Nil

CARRIED 6/0

Attendance

At 1:22PM, General Manager Infrastructure Aaron Meehan left the meeting.

18.5 OFFER TO PURCHASE PART OF 1 POUND STREET, KINGAROY AND OFFER TO LEASE 1/5 BANKSIA DRIVE KINGAROY

RESOLUTION 2021/81

Moved: Cr Kirstie Schumacher
 Seconded: Cr Scott Henschen

That Offer to Purchase Part of 1 Pound Street, Kingaroy and Offer to Lease 1/5 Banksia Drive Kingaroy be taken off the table.

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

Against: Nil

CARRIED 6/0

RESOLUTION 2021/82

Moved: Cr Danita Potter
 Seconded: Cr Roz Frohloff

That South Burnett Regional Council note the offer to purchase part of 1 Pound Street, Kingaroy and the offer to lease 1-5 Banksia Drive, Kingaroy and advise the submitter:

1. That Council is currently undertaking a Most Appropriate Use assessment of 1 Pound Street, Kingaroy, subsequently Council is not prepared to consider the disposal of this parcel at this time and that once a preferred land use is identified the potential disposal of the allotment will be considered; and
2. That Council decline the offer for a lease for 1-5 Banksia Drive, Kingaroy.

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

Against: Nil

CARRIED 6/0

Attendance

At 1:25PM, General Manager Infrastructure Aaron Meehan re-entered the meeting.

18.6 KINGAROY TRANSFORMATION PROJECT DESIGN FOR GLENDON STREET SHARED COMMUNITY AREA

RESOLUTION 2021/83

Moved: Cr Kirstie Schumacher
 Seconded: Cr Danita Potter

That:

1. Council release the designs for the Glendon Street Shared Community Area, Rail Trail Head and Bank Gallery to the community for feedback in accordance with the public consultation methodology within the report.

- 2. Council reaffirms to construct the Kingaroy Transformation Project in accordance with the original Building Better Regions Fund (BBRF) grant proposal in principle design and that Council does not seek a request for variation to deliver on the activities described in the grant agreement.

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

Against: Cr Kathy Duff

CARRIED 5/1

19 CLOSURE OF MEETING

The Meeting closed at 1:32PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 25 August 2021.

.....
CHAIRPERSON

8 BUSINESS OUTSTANDING**8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING****File Number:** 25/08/2021**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 - 25 August 2021** [↓](#) 

BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Meeting Date: 25 August 2021

Attachment No: 1

Meeting	Subject	Resolution	Notes
Council 12/06/2019	Lease of Coolabunia Saleyard and South Burnett Regional Council Dip Facilities	Moved: Cr Kathy Duff Seconded: Cr Terry Fleischfresser That Council call tenders in accordance with the Local Government Regulation 2012, Section 228 for individuals or organisations to lease the Nanango, Proston and Wondai Cattle yards and Dip facilities Councillors voted unanimously	Tenders for the Lease of Cattle Dip Facilities Nanango, Proston & Wondai closed on Tuesday 17 August 2021.
CARRIED 7/0			
Meeting	Subject	Resolution	Notes
Council 24/02/2021	Overgrown Allotment Enforcement	RESOLUTION 2021/270 Moved: Cr Kathy Duff Seconded: Cr Roz Frohloff That Council approve a review into the Overgrown Allotment operations of Council with a view to a stricter enforcement protocol. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil	21 May 2021 1:34pm Patch, Craig Compliance still awaiting some feedback from other Council's as to what their O/G Allotment Policy is. Compliance then to formulate a draft O/G Allotment position. 22 Jul 2021 2:49pm Patch, Craig A lacklustre response from other Councils. However, presently developing a draft Policy position based upon comments made by some councillors. This document will then be circulated to the councillors for their information and then returned to the Community Standing Committee for Council's consideration.
CARRIED 7/0			
Council 24/02/2021	Illegal Occupation of Private Land	RESOLUTION 2021/271 Moved: Cr Kathy Duff Seconded: Cr Danita Potter	21 May 2021 1:43pm Patch, Craig Awaiting legal advice in relation to some technical questions/aspects concerning certain aspects of the illegal occupation policy position document 22 Jul 2021 2:48pm Patch, Craig

	<p>That Council approve the development of an Illegal Occupation on Private Land Policy, Procedure and Enforcement Strategy.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>Still seeking legal clarification on some points for the Policy position.</p> <p style="text-align: right;">CARRIED 7/0</p>
<p>Council 24/02/2021 Update to Standard Street Name Sign and Style Guides</p>	<p>RESOLUTION 2021/262</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Roz Frohloff</p> <p>That Council resolves to adopt a standard street blade and roundabout street sign</p> <ol style="list-style-type: none"> 1. That the revisions to the standard street name sign drawing, as specified in Attachment one (1) (option 4), be adopted and implemented on all new and replacement street name signs; 2. That the standard roundabout name sign drawing, as specified in Attachment two (2) (option 5), be adopted and implemented on all new and replacement roundabout name signs; and 3. That the style guidelines be updated to reflect the change to the standard street name sign. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p style="text-align: right;">CARRIED 7/0</p>

Council 28/04/2021	Independent Accounting Analysis	<p>RESOLUTION 2021/335</p> <p>Moved: Cr Brett Otto</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council work with our Chief Executive Officer to develop a strategy which provides a pathway to surplus by 2023/2024 and that such work commence in July 2021 with a view to finalisation of the strategy by 30 June 2022.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>21 May 2021 8:54am Pitt PSM, Mark</p> <p>CEO met with QTC representative and presentation organised for 3 June 2021 with QTC representatives on Budget preparation.</p> <p>20 August 2021 9:02am Pitt PSM, Mark</p> <p>Expression of interest place for training through collaborative partnership, Queensland Treasury Corporation (QTC), the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) and the University of Queensland (UQ) for a program with a specific purpose to build capability across the local government sector.</p>
Council 28/04/2021	Pilot Project to support residential housing outcomes in Kingaroy	<p>RESOLUTION 2021/357</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p> <p>That Council investigate and develop a pilot project that aims to support and address the current lack of housing by:</p> <ul style="list-style-type: none"> a) Identifying potential freehold landholdings that Council owns, including what may be underutilised green space that has been identified as superfluous to our community's needs in residential areas in Kingaroy, b) Considering what would be involved in subdividing or developing these Council owned parcels or underutilised green spaces, c) Consider Council's options to sell these parcels for residential housing; and or 	<p>21 May 2021 1:48pm Bayntun, Rebecca</p> <p>Project commenced by identifying freehold land. Project plan being prepared.</p>

	<p>d) Consider opportunities for Council to stage or partner with appropriate building contractors to construct residential houses in Kingaroy</p> <p>A report on a potential pilot project be brought back to Council for consideration in the 2021/22 Operational Plan to help address the current lack of residential housing in Kingaroy that is known to be impacting the local industry and causing housing stress for residents.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	
<p>Council 28/04/2021 New Dam Signage</p>	<p>RESOLUTION 2021/359</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Roz Frohloff</p> <p>That Council support the South Burnett Tourist Parks branding design to be implemented at Boondooma Dam and Bjelke-Petersen Dams signage and promotional material and the name on the design be changed to Boondooma Dam.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>17 May 2021 10:05am Hunter, Michael</p> <p>Signs are in process of being powder coated and designs work is nearing completion. Order has been processed for footings etc to be undertaken.</p> <p>23 Jun 2021 4:40pm Hunter, Michael</p> <p>Final proofs have been sent to Artcraft for printing 21/6/21 - Signs have been returned, new powered coating and are at Dams awaiting installation.</p> <p>05 Aug 2021 5:01pm Hunter, Michael</p> <p>Waiting on signs from Art craft - Small sign frames have been installed at BP Dam.</p> <p>19 Aug 2021 3:05pm Hunter, Michael</p>

			Jason from Artcraft contacted 19/8/2021 signs to be delivered to Council by 27/8/2021-installation to commence 30/8/21
Council 26/05/2021	Local Law Review	<p>RESOLUTION 2021/389</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Gavin Jones</p> <p>That a complete review of the South Burnett Regional Council's Local Laws and Subordinate Local Laws be undertaken during the 2021/22 financial year and that this activity be included in Council's 2021/22 Operational Plan.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>30 Jun 2021 9:56am O'May, Peter</p> <p>Activity included in Operational Plan development for 2022/23 as additional funding not available in draft 2021/22 budget., Report to be provided to Community Standing Committee including anticipated costs in 1st quarter for Council's consideration</p>
Council 26/05/2021	Development of Murgon to Proston to Rail Trail	<p>RESOLUTION 2021/393</p> <p>Moved: Cr Roz Frohloff</p> <p>Seconded: Cr Danita Potter</p> <p>That:</p> <ol style="list-style-type: none"> 1. A Councillor workshop be held to review relevant documentation and formulate an assessment process including consultation plan as required, to assist Council make an informed decision on this matter. 2. the Deputation parties be advised that Council will not be in a position to provide a response 	<p>20 Jul 2021 11:53am Watt, Mark</p> <p>A councillor workshop will be convened in the near future, but approx. 1 to 2 months.</p>

<p>until further consideration on this matter has been made.</p> <p>3. A further report be presented to a future Standing Committee Meeting.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>			
Council 30/06/2021	Local Law Review	<p>RESOLVED 2021/405</p> <p>Report back to first quarter budget review with a cost estimate for the Local Law Review.</p>	<p>22 Jul 2021 10:20am Patch, Craig</p> <p>Identifying potential consultants who could undertake this task for Council and obtain quotes from them to report back to Council.</p>
Council 30/06/2021	Question on Notice - Great Barrier Reef Catchment	<p>Question on notice from Cr Schumacher:</p> <p>What is Council's role in relation to the Great Barrier Reef Catchment and regulations. Report to be brought back.</p>	
Council 28/07/2021	Coolabunia Saleyards - Review	<p>RESOLUTION 2021/56</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Kirstie Schumacher</p> <p>That South Burnett Regional Council progress the following items:</p> <ol style="list-style-type: none"> 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 	<p>19 Aug 2021 8:11am Watt, Mark</p> <p>Dates for initial meeting being arranged.</p>

		<p>regard to the proposed re-structure and the BBRF application;</p> <p>3. That a draft capital expenditure plan be prepared for further consideration by Council;</p> <p>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.</p> <p><u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>	
Council 28/07/2021	Kingaroy Rotary Donation - Cardiac Defibrillators	<p>RESOLUTION 2021/57</p> <p>Moved: Cr Scott Henschen</p> <p>Seconded: Cr Danita Potter</p> <p>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.</p> <p><u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>	<p>19 Aug 2021 8:10am Watt, Mark</p> <p>Rotary advised of Council's acceptance. Cr Duff to accept on behalf of Council, when this can be arranged.</p>
Council 28/07/2021	Short-term use of 195 Kingaroy Street, Kingaroy	<p>RESOLUTION 2021/62</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Danita Potter</p>	<p>17 Aug 2021 10:25am Pointon, Jennifer</p> <p>Negotiating lease terms with KCCI.</p>

	<p>1. That South Burnett Regional Council resolves that the exception in <i>Local Government Regulation 2012</i> 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.</p> <p>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.</p> <p><u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>	
<p>Council 28/07/2021 Future Energy Hub</p>	<p>RESOLUTION 2021/68</p> <p>Moved: Cr Roz Frohloff</p> <p>Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council Chief Executive Officer be authorised to action the following items:</p> <ul style="list-style-type: none"> □ 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 	<p>20 August 2021 9:07am Pitt PSM, Mark</p> <p>Council resolution submitted to LGAQ State Conference Agenda Committee - Banana Shire</p> <p>Council resolution submitted to LGAQ State Conference Agenda Committee</p>

	<p>over the coming months to progress further discussions with him about opportunities to work together.</p> <p>□ 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.</p> <p><u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>
<p>Council 28/07/2021 Sale of Land for Overdue Rates and Charges</p>	<p>RESOLUTION 2021/75</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Scott Henschen</p> <p>That:</p> <ol style="list-style-type: none"> 1. pursuant to section 140 (2) of the <i>Local Government Regulation 2012</i>, the South Burnett Regional Council resolves to sell the land described below in the schedule for overdue rates and charges; and 2. Council delegate to the Chief Executive Officer its power to take all further steps under Chapter 4, part 12, Division 3 of the <i>Local Government Regulation 2012</i> to effect sale of the land (including, for the avoidance of doubt, the power to end sale procedures). <p><u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>

CARRIED 6/0			
Council 28/07/2021	Lease agreement between SB Care and South Burnett Regional Council	<p>RESOLUTION 2021/77</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Danita Potter</p> <p>That</p> <ol style="list-style-type: none"> 1. Council enter into a lease agreement with SB Care Incorporated, for the use of the Kingaroy Town Common Hall, part of Lot 6 SP 274891, located on Oliver Bond Street Kingaroy. 2. Council liaise with current regular users of the Town Common Hall and SB Care to facilitate continued use of the facility or access to potential alternate venues. 3. That an initial lease agreement be for a period of up to twenty four months. 4. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the lease between Council and SB Care Incorporated on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council. <p><u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>17 Aug 2021 10:24am Pointon, Jennifer</p> <p>Negotiating lease terms with SB care. Have notified customer service to stop taking bookings.</p>
CARRIED 6/0			
Council 28/07/2021	Development Incentive Scheme Cap	<p>RESOLUTION 2021/79</p> <p>Moved: Cr Danita Potter</p>	

Seconded: Cr Roz Frohloff

That given the need for affordable rental accommodation for low-income independent seniors and the resultant social and economic benefits of the proposed development at 95 Markwell Street, Kingaroy, that South Burnett Regional Council extend the cap on development incentives discount to the full extent of levied infrastructure charges (*i.e.* 75% discount on all levied Infrastructure Charges).

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

Against: Nil

CARRIED 6/0

RESOLUTION 2021/80

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That given the scale of the proposed development at 95 Markwell street, Kingaroy and potential economy of scale savings in assessing plumbing approvals for the development, that Council delegates to the Chief Executive Officer the power to negotiate a discounted plumbing application fee.

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

Against: Nil

CARRIED 6/0

Council 28/07/2021	Offer to Purchase Part of 1 Pound Street, Kingaroy and Offer to Lease 1/5 Banksia Drive Kingaroy	<p>RESOLUTION 2021/82</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Roz Frohloff</p> <p>That South Burnett Regional Council note the offer to purchase part of 1 Pound Street, Kingaroy and the offer to lease 1-5 Banksia Drive, Kingaroy and advise the submitter:</p> <ol style="list-style-type: none"> 1. That Council is currently undertaking a Most Appropriate Use assessment of 1 Pound Street, Kingaroy, subsequently Council is not prepared to consider the disposal of this parcel at this time and that once a preferred land use is identified the potential disposal of the allotment will be considered; and 2. That Council decline the offer for a lease for 1-5 Banksia Drive, Kingaroy. <p><u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>
Council 28/07/2021	Kingaroy Transformation Project Design for Glendon Street Shared Community Area	<p>RESOLUTION 2021/83</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Danita Potter</p> <p>That:</p> <ol style="list-style-type: none"> 1. Council release the designs for the Glendon Street Shared Community Area, Rail Trail Head and Bank Gallery to the community for feedback in accordance with the public consultation methodology within the report.

		<p>2. Council reaffirms to construct the Kingaroy Transformation Project in accordance with the original Building Better Regions Fund (BBRF) grant proposal in principle design and that Council does not seek a request for variation to deliver on the activities described in the grant agreement.</p> <p><u>In Favour:</u> Crs Gavin Jones, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Cr Kathy Duff</p> <p style="text-align: right;">CARRIED 5/1</p>
<p>Council 28/07/2021</p>	<p>Submission - Holistic Approach to Mental Health</p>	<p>RESOLUTION 2021/55</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Danita Potter</p> <p>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:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A Head Space Facility and program addressing youth mental health <input type="checkbox"/> A Head to Health facility and program addressing adult mental health <input type="checkbox"/> Funding for 2 teams of 3 mental health support staff for the delivery of field based services <p>Should the request be approved our contribution would be to provide suitable mental health facilities to support the staff and delivery of the programs.</p>

		<p><u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>
Council 28/07/2021	Question On Notice	<p>Question on Notice from Cr Danita Potter</p> <p>That Council provide information on any grant funding received from the State or Commonwealth Government for mental health.</p>
Council 28/07/2021	Motion - Management of Kingaroy, Wondai and Murgon Swimming Pools	<p>RESOLUTION 2021/1</p> <p>Moved: Cr Roz Frohloff Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. Award Tender SBRCQ-20/21-21-1 to Summer Country Aquatics for the Management of the WJ Lang Memorial Swimming Pool Kingaroy as per their tender price. 2. Award Tender SBRCQ-20/21-21-2 to Belgravia Health and Leisure Group Pty Ltd for the Management of the Murgon Jubilee Swimming Pool as per their tender price. 3. Investigate options for Wondai Swimming Pool and report back to a future Council meeting. <p><u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>

9 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT**9.1 AUSTRALIA DAY - NOMINATION FORMS AND LOCATION****File Number: 25/08/2021****Author: Executive Assistant****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021 - Australia Day - Nomination Forms and Location

SUMMARY**COMMITTEE RESOLUTION 2021/36**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

1. The South Burnett Regional Council 2021 Nomination Forms be approved; and
2. The Location of Australia Day Awards Ceremony be held at Nanango on Sunday Afternoon, 23 January 2022.

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

Against: Nil

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

That

1. The South Burnett Regional Council 2021 Australia Day Nomination Forms be approved; and
2. The Location of Australia Day Awards Ceremony be held at Nanango on Sunday Afternoon, 23 January 2022.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

ATTACHMENTS

1. **Australia Day Local Achiever Nomination Form 2021** [!\[\]\(7e90f000b36d0318f53f471e0cf2674e_img.jpg\)](#) 
2. **Australia Day Major Categories Nomination Form 2021** [!\[\]\(82fecf9f48916476d55ecb5856a527cd_img.jpg\)](#) 

South Burnett Region

2021 Australia Day Awards



The South Burnett Australia Day awards provide the community with an opportunity to acknowledge and reward outstanding groups and individuals committed to improving the lifestyle experience in our region. The award categories that have been chosen give our individual communities equal opportunity to nominate those who have made special contributions to their local community. NB: If someone has won an Australia Day Award in the last three (3) years, they are not eligible for nomination for that same category.

LOCAL ACHIEVER AWARD	
<p>BLACKBUTT / BENARKIN Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>	<p>WONDAI / TINGOORA Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>
<p>MAIDENWELL / BUNYA MOUNTAINS Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>	<p>HIVESVILLE / PROSTON Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>
<p>NANANGO Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>	<p>MURGON Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>
<p>KUMBIA Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>	<p>HOW TO NOMINATE Please complete the nomination form provided and attach your reasons for nominating (500 words or less), including how the nominee has made an outstanding contribution to the community, particularly in 2021 and why you believe they should receive an Australia Day Award. Supporting documentation (copies only) that you feel will assist the judges in making their decision may also be provided with your nomination form.</p>
<p>KINGAROY Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>	<p>JUDGING PROCESS Nominations will be reviewed by the appointed judging panel. The judge's decision is final and no correspondence will be entered into.</p>
<p>WOOROOLIN / MEMERAMBI Open to all ages Awarded to an individual who has made an outstanding achievement / contribution in the local community.</p>	

Nominations close 4:30pm on Friday 12 November 2021

Nomination forms are to be marked **Private & Confidential - Australia Day Awards** and submitted to:

Chief Executive Officer
South Burnett Regional Council
PO Box 336, Kingaroy Qld 4610
or can be submitted online.

PRIVACY POLICY: South Burnett Regional Council is collecting personal information you supply on this form in accordance with privacy principles in order to facilitate the Australia Day awards. This information will be accessed by persons who have been authorised to do so. Some of this information may be published in local media, on Council's website and may be broadcast at the Australia Day function and may be used in future Council publications and reports for the purpose of Australia Day Awards. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*. If you provide Council with any personal information about another person, you should ensure that you are authorised to do so.

South Burnett Region

2021 Australia Day Awards



I would like to nominate:

Name:

Address:

Telephone:

Age (if known):

For a Local Achiever 2020 Australia Day Award in the following area - **(Please tick only one box per nomination form)**

Blackbutt / Benarkin

Maidenwell / Bunya Mountains

Nanango

Kumbia

Kingaroy

Wooroolin / Memerambi

Wondai / Tingoorra

Hivesville / Proston

Murgon

Please tell us in 200-500 words how this person has made an outstanding achievement / contribution in the community, particularly in 2021 and why you believe they are deserving of an Australia Day Award. (please attach extra sheets if necessary).

Your details:

Name:

Address:

Telephone:

Mobile:

Email:

Signature:



South Burnett Region

2021 Australia Day Awards



The South Burnett Australia Day awards provide the community with an opportunity to acknowledge and reward outstanding groups and individuals committed to improving the lifestyle experience in our region. The award categories that have been chosen give our individual communities equal opportunity to nominate those who have made special contributions to their local community. NB: If someone has won an Australia Day Award in the last three (3) years, they are not eligible for nomination for that same category.

<p>SOUTH BURNETT CITIZEN OF THE YEAR Nominee must be 26 years or over as at 26 January 2021. Recognising a South Burnett resident who has made a valuable contribution to their community and / or given outstanding service to the South Burnett community over a number of years.</p> <p>SOUTH BURNETT YOUNG CITIZEN OF THE YEAR Nominee must be 25 years of age or younger as at 26 January 2021 Outstanding achievement by a young resident who displays ongoing excellence in their field and in the community, demonstrating leadership and innovation whilst contributing to the development of the South Burnett region.</p> <p>SOUTH BURNETT JUNIOR CULTURAL AWARD Nominee must be 17 years of age and under as at 26 January 2021 Outstanding achievement by a young resident making a significant contribution to the cultural life of the South Burnett.</p> <p>SOUTH BURNETT CULTURAL AWARD Nominee must be aged 18 years and over as at 26 January 2021 Outstanding achievement by a South Burnett resident making a significant contribution to the cultural life of the South Burnett.</p> <p>SOUTH BURNETT JUNIOR SPORTSPERSON AWARD Nominee must be aged 17 years and under as at 26 January 2021 To recognise a person in the community who has made a notable achievement in sporting endeavours.</p> <p>SOUTH BURNETT SENIOR SPORTSPERSON AWARD Nominee must be aged 18 years and over as at 26 January 2021 To recognise a person in the community who has achieved significant recognition in sport.</p> <p>SOUTH BURNETT SPORTS ADMINISTRATOR/COACH/OFFICIAL AWARD Outstanding achievement by an individual who has made a significant contribution to sport and / or the community as a coach, official or administrator.</p>	<p>SOUTH BURNETT COMMUNITY ORGANISATION OF THE YEAR To recognise an outstanding achievement by a group, club or organisation that has made a notable contribution to the community during 2021.</p> <p>SOUTH BURNETT VOLUNTEER OF THE YEAR To recognise a volunteer member (or couple) who has made a valuable contribution to their community, club or organisation and / or given outstanding service over a number of years.</p> <p>SOUTH BURNETT LIFETIME ACHIEVEMENT AWARD Nominee must be 60 years of age and over as at 26 January 2021 Outstanding achievement by a senior resident who displays ongoing excellence in their field and in the community, demonstrating leadership and innovation whilst contributing towards the South Burnett region.</p> <p>HOW TO NOMINATE Please complete the nomination form provided and attach your reasons for nominating (between 200 and 500 words), including how the nominee has made an outstanding contribution to the community, particularly in 2021 and why you believe they should receive an Australia Day Award. Supporting documentation (copies only) that you feel will assist the judges in making their decision may also be provided with your nomination form.</p> <p>JUDGING PROCESS Nominations will be reviewed by the appointed judging panel. The judges decision is final and no correspondence will be entered into. The judges reserve the right to move a nominee to another category if they believe it better suits the nomination.</p>
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PRIVACY POLICY: South Burnett Regional Council is collecting personal information you supply on this form in accordance with privacy principles in order to facilitate the Australia Day awards. This information will be accessed by persons who have been authorised to do so. Some of this information may be published in local media, on Council's website and may be broadcast at the Australia Day function and may be used in future Council publications and reports for the purpose of Australia Day Awards. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*. If you provide Council with any personal information about another person, you should ensure that you are authorised to do so.

South Burnett Region



2021 Australia Day Awards

I would like to nominate:

Name: _____

Address: _____

Telephone: _____

Age (if known): _____

For a 2021 Australia Day Award in the following category (Please tick only one (1) box per nomination form)

<input type="checkbox"/>	South Burnett Citizen of the Year	<input type="checkbox"/>	South Burnett Junior Sports Award	<input type="checkbox"/>	South Burnett Junior Cultural Award
<input type="checkbox"/>	South Burnett Young Citizen of the Year	<input type="checkbox"/>	South Burnett Sports Administrator/Coach/Official Award	<input type="checkbox"/>	South Burnett Volunteer of the Year
<input type="checkbox"/>	South Burnett Senior Sports Award	<input type="checkbox"/>	South Burnett Cultural Award	<input type="checkbox"/>	South Burnett Lifetime Achievement
<input type="checkbox"/>	South Burnett Organisation of the Year	<input type="checkbox"/>		<input type="checkbox"/>	

Please tell us in 200-500 words how this person, organisation or event has made an outstanding contribution to the South Burnett, particularly in 2021 and why you believe they are deserving of an Australia Day Award. (please attach extra sheets if necessary). NB: If someone has won an Australia Day Award in the last three (3) years, they are not eligible for nomination for that same category.

Your details:

Name: _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____

Signature: _____



Nominations close 4:30pm on Friday 12 November 2021
 Nomination forms are to be marked Private & Confidential - Australia Day Awards and submitted to:
 Chief Executive Officer
 South Burnett Regional Council
 PO Box 336, Kingaroy Qld 4610 or can be submitted online.

9.2 PROPOSED CHRISTMAS CLOSURE AND STAFF CHRISTMAS FUNCTION

File Number: 25-08-2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

PRECIS

Proposed Christmas closure and staff Christmas function.

SUMMARY

It is proposed to hold the 2021 South Burnett Regional Council Christmas function in Kingaroy on Friday, 17 December 2021.

Proposed Christmas closure:

Outside/Operational Staff – From Monday 20 December 2021 through to Monday 3 January 2022 (Inclusive)

Indoor Staff – from midday Friday 24 December 2021 through to Monday 3 January 2022 (inclusive)

OFFICER'S RECOMMENDATION

That:

1. Council close Customer Contact Centres, administration offices, depots and library facilities on Friday, 17 December 2021 at the following times for the purpose of allowing Council employees to attend the staff Christmas function:
 - Blackbutt – 11:30am
 - Kingaroy – 12:30pm
 - Murgon – 11:15am
 - Nanango – 11:45am
 - Proston – 11:15am
 - Wondai – 12:00pm
2. Council's Customer Service Centres, administration offices and library facilities close from midday Friday 24 December 2021, re-opening normal operating hours on Tuesday 4 January 2022.
3. Key skeleton staff are rostered on to undertake on-call and emergency work where required during the Christmas Closedown period.
4. Parks staff will be required to work as advised through the Christmas period, with the exception of Public Holidays.
5. Operational/outdoor staff will operate on a skeleton staff arrangement from Monday 20 December 2021 through to Monday 3 January 2021 (Inclusive).
6. Employees are to use accrued leave entitlements (eg. annual leave, TOIL, RDO's) during this period with TOIL and RDO's being used in the first instance.

FINANCIAL AND RESOURCE IMPLICATIONS

Budget funds provided for the costs associated with office and library closures and staff functions.

LINK TO CORPORATE/OPERATIONAL PLAN

2021-26 Corporate Plan – Theme 5: Organisational Excellence - An organisation that is characterised by effective leadership, responsible management, good governance and quality service delivery.

2021-22 Operational Plan - Theme 5: Organisational Excellence – An organisation that is characterised by effective leadership, responsible management, good governance and quality service delivery.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal - Proposed dates discussed at Council's Senior Management Team (SMT) meeting 10 August 2021. / Advice of Christmas closure will be provided to the relevant Unions by People & Culture. / People & Culture will advise employees of the closedown via newsletter, email, payslip message, intranet and notices in depots etc.

External - Council will notify the community of changes to opening times via local newspaper, Council's website and social media and where possible, via radio announcements. Notices will be placed in Customer Service Centres / Offices / Libraries prior to the closedown.

The proposed dates were discussed at a Joint Consultative Committee meeting on 5 August 2021.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

N/A

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

Christmas Function

It is proposed to hold South Burnett Regional Council's 2021 Christmas function in Kingaroy on Friday, 17 December 2021. The function, open to all Council employees will have mandatory attendance - employees are not to take RDO's on this date.

Council's Libraries and Customer Service Centres will be closed from lunchtime (refer to Council Recommendation) Friday 17 December 2021 for staff to prepare for and attend the function, re-opening to the public as per normal operating hours on Monday, 20 December 2021.

Christmas Closure

It is proposed that Council's facilities will close at 12noon on Friday 24 December 2021, re-opening on Tuesday 4 January 2022.

Parks staff will be required to work during this period with the exception of Public Holidays, with on-call and emergency staff rostered on over this period. Outdoor staff (apart from Parks) will operate on skeleton staffing arrangements until Monday 3 January 2022 (Inclusive).

The operating hours for the region's Visitor Information Centres over the Christmas / New Year period are outlined below:

Blackbutt Visitor Information Centre <i>(Accredited)</i>	Closed
Kingaroy Visitor Information Centre <i>(Accredited)</i>	Hours: Mon-Fri 9am to 4pm / Sat-Sun 9am to 1pm Closed – Christmas Day, Boxing Day & New Year's Day To Be Confirmed
Murgon Visitor Information Centre <i>(Accredited)</i>	Hours: Mon-Sat 9am to 2pm Closed – Christmas Day, Boxing Day & New Year's Day To Be Confirmed
Nanango Visitor Information Centre <i>(Accredited)</i>	Hours: Mon-Fri 9am to 4pm / Sat 9am to 1pm Closed – Christmas Day, Boxing Day & New Year's Day To Be Confirmed
Wondai Visitor Information Centre <i>(Accredited)</i>	Hours: Mon-Sat 9am to 2pm Closed – Christmas Day, Boxing Day & New Year's Day To Be Confirmed

ATTACHMENTS

Nil

9.3 CONFIRMING COUNCILS ATTENDANCE AT LOCAL GOVERNMENT ASSOCIATION QUEENSLAND (LGAQ) ANNUAL CONFERENCE 2021

File Number: 25082021
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Confirming Cr Kirstie Schumacher's interest in attending the 125th LGAQ Annual Conference in Mackay 25-27 October 2021

SUMMARY

The LGAQ Annual Conference for 2021 will be held in Mackay on 25-27 October 2021. Council pays a conference levy in conjunction with its annual membership. Council is therefore entitled to send two (2) delegates to the conference.

OFFICER'S RECOMMENDATION

That Cr Kirstie Schumacher attend the 125th LGAQ Annual Conference 2021.

FINANCIAL AND RESOURCE IMPLICATIONS

The Mayor and Deputy Mayor have been budgeted to attend the LGAQ Annual Conference including accommodation. Councillors also have been budgeted to attend the conferences available.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

N/A

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

N/A

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

LGAQ – Annual Conference

The 125th LGAQ Annual Conference will be held on 25 - 27 October 2021 at the Mackay Entertainment and Convention Centre.

ATTACHMENTS

Nil

9.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ACCEPTABLE REQUEST GUIDELINES POLICY - STATUTORY004**File Number:** IR2709713**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Acceptable Request Guidelines Policy – Statutory004 as presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

SUMMARY

Committee Resolution 2021/47

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That the South Burnett Regional Council Acceptable Request Guidelines Policy – Statutory004 be adopted as amended with the term Managers being added to clause 3.14.

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

Against: Nil

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

That the South Burnett Regional Council Acceptable Request Guidelines Policy – Statutory004 be adopted as amended with the term Managers being added to clause 3.14.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

ATTACHMENTS

1. **South Burnett Regional Council Acceptable Request Guidelines Policy – Statutory004**





POLICY CATEGORY - NUMBER: Statutory-004
POLICY OWNER: Corporate Services
ECM ID: 2709713
ADOPTED:

Acceptable Request Guidelines Policy

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

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1. POLICY STATEMENT

The Acceptable Requests Guidelines are intended to provide clear guidelines to Councillors and Council employees about the way in which a Councillor may:

- ask a Council employee for information to assist the Councillor carry out his or her responsibilities under *Section 170A(1)* of the *Local Government Act 2009* ('Act');
- ask the Chief Executive Officer ('CEO') to provide information, that the local government has access to, relating to the local government in accordance with *Section 170A(2)* of the Act; and
- determine reasonable limits on requests that a Councillor may make under *Section 170(A)(7)(b)* of the Act.

It is the responsibility of all Council employees and Councillors to abide by these Acceptable Requests Guidelines.

A breach of these Guidelines by a Councillor will be considered a breach of the Act under *Section 150L "What is misconduct"*. A breach by a Council employee will be investigated by the CEO in line with Council policy.

2. SCOPE

The Acceptable Requests Guidelines apply to all Council representatives.

The guidelines specifically assist Councillors, the CEO and Council employees in meeting:

- their statutory obligations under *Section 170A "Requests for assistance or information"* of the Act; and
- the CEO's statutory obligation under *Section 13(3)(f)* of the Act to comply with requests from Councillors.

It is a requirement of *Section 170A(7)* of the Act for Council to adopt acceptable requests guidelines about:

- (a) the way in which a Councillor may ask a local government employee for information to help the Councillor to carry out his or her responsibilities under the Act; and
- (b) reasonable limits on requests that a Councillor may make.

A customer request for service ("CRM") which a Councillor may report on behalf of a member of the public or themselves, will be processed through the Council's business system. Requests of this nature are not considered a request for information and are not covered by this policy.

3. GENERAL INFORMATION

- 3.1. Communications between Councillors and Council employees must;
- (a) be conducted in accordance with the Local Government Principles prescribed in *Section 4(2)* of the Act;
 - (b) be conducted in accordance with Council policies, procedures and guidelines;
 - (c) comply with the law;
 - (d) be conducted in good faith; and
 - (e) be conducted in a respectful, reasonable and professional manner.
- 3.2. Councillors shall consider the likely cost implications in making requests for information and shall not make requests where the costs could not be justified as being in the public interest.
- 3.3. Councillors may request information from a Council employee only in accordance with these Acceptable Requests Guidelines utilising "Councillor Request for Information" form. All requests are to be addressed to the relevant General Manager or the CEO and provided to the Senior Executive Team, Councillors and Corporate Services Branch (info@sbrc.qld.gov.au) at time of request.
- 3.4. The General Manager or the CEO to which the request is addressed must comply with a request for information from a Councillor as per *Section 170A* of the Act:
- (a) within 10 business days after receiving the request; or
 - (b) if the General Manager or the CEO reasonably believes it is not practicable to comply with the request within 10 business days, within 20 business days after receiving the request.
 - (c) If the General Manager or the CEO forms the belief mentioned in 3.4(b), the General Manager or CEO must give to the Councillor requesting the information a notice about the belief and the reasons for the belief within 10 business days after receiving the request.
- 3.5. The General Manager or the CEO, considering business priorities and available resources, will endeavour to respond to the request as soon as practicable.
- 3.6. Councillors should consider the likely cost implications in making requests for advice or information and should also be mindful of operational workloads and priorities. Councillors and staff are encouraged to work collaboratively to ensure that requests do not significantly impact on resources and priorities.

The following are considered reasonable limits on requests:

- a) where the General Manager or the CEO has confidentiality obligations under legislation and must not disclose documents or information in the circumstances provided by specific obligations under other legislation e.g., *Section 65* of the *Public Interest Disclosure Act 2010*; or
- b) the request is not in accordance with this policy; or
- c) the request will take a significant amount of resources; or
- d) where costs cannot be justified as being in the public interest.

The General Manager or the CEO will advise the requesting Councillor (with a copy provided to all Councillors and members of the Senior Management Team) of the grounds for this belief and seek Council's direction at the next Council meeting in relation to the matter.

- 3.7. The General Manager or the CEO providing the information must provide a copy to all Councillors and members of the Senior Management Team at the time of provision.
- 3.8. Councillor's requests for information during the caretaker period of a local government election shall be restricted to information that is available to members of the public and/or any other candidates in the election, other than in accordance with matters being formally considered by Council.
- 3.9. Councillors must not breach conflict of interest or material personal interest's provisions when requesting information from Council employees. When requesting advice, assistance or information in relation to a matter for which the Councillor may participate, or is participating in a decision about the matter, and the Councillor is aware the Councillor has a conflict of interest in the matter, the Councillor must be mindful of their obligations under *Chapter 5B* of the Act.
- 3.10. If an afterhours matter is of a non-emergency operational nature, Councillors should defer the matter for consideration during business hours. Otherwise, Councillors must log a request through the main Council phone number (07 4189 9100) - which is also Council's after-hours emergency number.
- 3.11. When a matter occurs after hours and is of such urgency that to delay contact will bring harm to Council or damage the reputation of Council, Councillors may successfully contact one (1) of the Council employees listed below in order of listing:
 - (a) CEO; or
 - (b) General Manager
- 3.12. When referring a CRM, Councillors shall make contact with Council's Customer Service Team to process the CRM and not directly refer requests to Council employees individually. This will ensure the matter is recorded and can be appropriately actioned.
- 3.13. Councillors should, as for a member of the public, make contact with Council's Customer Service Team to request a progress update or further report an issue in relation to an existing CRM. If the Councillor is not satisfied with the progress update, the Councillor may make direct contact with the relevant General Manager or the CEO to discuss their concerns in relation to the management of the CRM.
- 3.14. Any Councillor may request from the relevant Manager and/or General Manager information that could reasonably be considered of a nature that is readily available. The relevant Manager and/or General Manager may use discretion and provide a response at the time of request.
- 3.15. Respectful and positive relationships between the Portfolio Councillor and relevant General Manager or CEO is important in the effective and efficient operations of Council. Appropriate communication expectations are to be established and maintained by mutual agreement between the relevant General Manager / CEO and the Portfolio Councillor.
- 3.16. A Councillor may be given approval by the relevant General Manager or the CEO to work with the relevant Manager or specific Council employee on specific project information. The approval is to be provided in writing to the relevant Manager/ Council employee and the Portfolio Councillor outlining the expectations and duration. This written approval will be recorded electronically in Council's Enterprise Content Management system and a copy will also be provided to the relevant Manager of the Council employee.
- 3.17. Councillors may be given approval in writing by the relevant General Manager or the CEO to request information from a Council employee other than General Managers in specific circumstances; for example, where a Council employee is a member of an Advisory Committee. In these specific circumstances, written approval will be provided to the Councillor and the Council employee outlining the expectations and duration. This written

approval will be recorded electronically in Council's Enterprise Content Management system and a copy will also be provided to the relevant Manager of the Council employee.

- 3.18. Pursuant to *Section 170A(4)* of the Act, Councillors may not ask for information that:
- (a) is a record of the conduct tribunal; or
 - (b) was a record of a former conduct review body; or
 - (c) if disclosure of the information or document to the Councillor would be contrary to an order of a court or tribunal; or
 - (d) would be privileged from production in a legal proceeding on the ground of legal professional privilege.
- 3.19. Other than in accordance with these guidelines, Councillors shall:
- (a) not direct, or attempt to direct any Council employee to do anything (except for the Mayor, who is entitled to direct the CEO in accordance with a resolution, or a document adopted by resolution of the local government) in accordance with *Section 12(4)(c)* and *170(1)* of the Act; and
 - (b) not behave towards Council employees in an overbearing or threatening manner; and
 - (c) not coerce or entice, or attempt to coerce or entice any Council employee to do anything that does not comply with these Acceptable Requests Guidelines; and
 - (d) not place, or attempt to place any Council employee in a position that would create a conflict of interest for that Council employee, or that would compromise the integrity and honest performance of that Council employee; and
 - (e) not direct or pressure a Council employee in relation to their work or recommendations they should make or action they should take.
- 3.20. A Mayoral direction may be given to the CEO but only in fulfilling the Mayoral responsibilities outlined in *Section 12(4)(c)* of the Act.
- 3.21. In general, Council employees must keep records of information given to Councillors. These records are to be registered electronically in Council's Enterprise Content Management system.
- 3.22. A register of requests for information from Councillors will be maintained by Corporate Services and made available for viewing by the Senior Management Team and Councillors on request.
- 3.23. Any directions issued by the Mayor to the CEO will be in accordance with *Section 170* of the Act and recorded in a register of directions held by Executive Services and available for viewing by Councillors on request.
- 3.24. Where Councillors are dissatisfied with the response from the General Manager or the CEO for a request for information, the Councillor may report their dissatisfaction complying with Council's Complaints Management Policy.
- 3.25. If the Mayor or a Councillor behaves inappropriately or asks for information from a Council employee other than under these guidelines, the Council employee must inform their Manager, General Manager or the CEO about the request as soon as is practicable.
- An allegation of a breach of these Acceptable Requests Guidelines will be dealt with in accordance with *Chapter 5A "Councillor Conduct"* of the Act.

4. DEFINITIONS

Acceptable Requests Guidelines refers to this policy, as required by *Section 170A* of the Act.

Act means the *Local Government Act 2009* (Qld).

Business Day means a day that is not a Saturday, a Sunday or a public holiday in Council and commences the day after contact with Council.

Conduct includes -

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

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

Council employee means a person employed by or contracted to Council - whether appointed permanent, part-time, temporary or casual.

Councillor means the Elected Members – the Mayor and Councillors.

CRM means a customer request for a service that a member of the public may generally make such as a road repair request or the reporting of a non-compliance issue such as a noise complaint.

Information means data that is not available on Council's website or that can be readily obtained as a member of the public via Council's customer service team such as copy of a strategic policy, opening times of a waste facility, Council adopted fees and charges etc.

Misconduct see *Section 150L* of the Act; model procedures see *Section 150F* of the Act.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)
Public Sector Ethics Act 1994 (Qld)
Public Interest Disclosure Act 2010 (Qld)

6. RELATED DOCUMENTS

Complaint Management Policy
Councillor Code of Conduct Policy
Councillor Request for Information Form
Councillor Conduct Complaints Investigation Policy – Statutory 017
Dealing with a Complaint involving the Chief Executive Officer Policy
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	Adopted by Council	15 April 2014	1289505
2	Review in line with term of office – Adopted by Council	7 April 2016	1919674
3	Review in line with policy framework – Proposed adoption by Council	15 November 2017	2429092
4	Reviewed in relation to the local government legislation amendments	12 December 2018	2556639
5	Local Government Quadrennial Election	29 April 2020	2681186
6	Reviewed in relation to the local government legislation amendments	19 August 2020	2709713
7	Administrative change replacing Social & Corporate Performance with Corporate Services as per Council Resolution 2021/296	24 March 2021	2709713
8	Review of Policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COUNCILLOR CONDUCT COMPLAINTS INVESTIGATION POLICY - STATUTORY028**File Number:** IR2741140**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Councillor Conduct Complaints Investigations Policy – Statutory028 as presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

SUMMARY

Committee Resolution 2021/46

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the committee recommends to Council:

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

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

Against: Nil

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

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

ATTACHMENTS

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



POLICY CATEGORY - NUMBER: Statutory028
POLICY OWNER: Corporate Services
ECM ID: 2741140
ADOPTED:

Councillor Conduct Complaints Investigation Policy

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

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') must adopt by resolution an investigation policy about how it deals with suspected inappropriate conduct of Councillors referred by the Independent Assessor to Council.

This policy states the process for investigating the suspected inappropriate conduct and the circumstances in which an entity other than Council may investigate the conduct.

It is Council’s responsibility to ensure that any investigation into a Councillor’s conduct is conducted in a way that is consistent with the requirements of *Section 150AF of the Local Government Act 2009* ('Act').

2. SCOPE

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

3. GENERAL INFORMATION

Council’s Councillor conduct complaints management process in accordance with the Act which is intended to ensure that breaches of Council’s Councillor Code of Conduct Policy or any other inappropriate Councillor conduct are handled in accordance with legislative and regulatory requirements.

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

The local government principles are:

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

- ethical and legal behaviour of Councillors, local government employees and councillor advisors.

3.1. Confidentiality

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

Note:

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

3.2. Natural Justice

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

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

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

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

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

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

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

3.3. Protection from Reprisal

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

3.4. Independent Assessor's Referral

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

3.4.1. Receipt of the Independent Assessor's Referral

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

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

3.5. Investigator

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

If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, then the CEO must refer the suspected inappropriate conduct to an external investigator as identified by the Office of the Independent Assessor ('OIA'), to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves:

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

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

3.6. Early Resolution

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

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

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

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

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

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

3.7. Timeliness

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

Note:

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

3.8. Assistance for investigator

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

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

3.9. Possible misconduct or corrupt conduct

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

If during the course of an investigation, the investigator obtains information which indicates a

Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the CEO. The CEO will then notify the Crime and Corruption Commission ('CCC') of the possible corrupt conduct.

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

3.10. Completion of investigation

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

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

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

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

3.11. Notice about the outcome of investigation

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

3.12. Councillor conduct register

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

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

3.13. Expenses

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

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

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

4. DEFINITIONS

Act means the *Local Government Act 2009*

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

Conduct means

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

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

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

Inappropriate conduct means:

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

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

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

Local government meeting means a meeting of –

- Council; or
- a committee of Council.

Misconduct means:

- The conduct of a Councillor is misconduct if the conduct –
 - Adversely affects, directly or indirectly, the honest and impartial performance of the Councillors functions, or the exercise of the Councillor's powers; or
- Is or involves –
 - A breach of the trust placed in the Councillor, either knowingly or recklessly; or
 - A misuse of information or material acquired in, or in connection with, the performance of the Councillor's functions, whether the misuse is for the benefit of the councillor or for the benefit, or to the detriment, of another person; or
 - Contravenes any of the following –
 - An order of Council or the conduct tribunal;
 - The acceptable requests guidelines of Council under *Section 170A*;
 - A policy of Council under the reimbursement of expenses; or

- *Section 150R(2), 150EK, 150EL, 150EQ, 150EW, 150EZ, 170(3), 171 (3), 201A, 201B or 210C.*
- Also, the conduct of a Councillor is misconduct if the conduct –
 - Is a part of a course of conduct leading to Council deciding to take action under *Section 150AG* to discipline the Councillor for inappropriate conduct on three (3) occasions within a period of one (1) year; or
 - Is of the same type stated in an order of Council that if the Councillor engages in the same type of conduct again, it will be dealt with as misconduct.
- For subsection (2)(a), the conduct that led to the three (3) occasions of disciplinary action, taken together, is the misconduct.
- It does not matter if the conduct happened outside the State.

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

Referral notice means:

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

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

Unsuitable meeting conduct means:

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

- happens during a Council meeting; and
- contravenes a behavioural standard.

5. LEGISLATIVE REFERENCE

Crime and Corruption Act 2001 (Qld)

Local Government Act 2009 (Qld)

6. RELATED DOCUMENTS

Office of the Independent Assessor Investigation Report Template

Office of the Independent Assessor Panel of Investigators

Office of the Independent Assessor Inappropriate Conduct: Disciplinary Action Guideline

South Burnett Regional Council Acceptable Request Guidelines Policy – Statutory004

South Burnett Regional Council Councillor Code of Conduct Policy – Statutory001

South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory017

South Burnett Regional Council Expenses Reimbursement for Councillors Policy – Statutory002

7. NEXT REVIEW

As prescribed by legislation or July 2023

8. VERSION CONTROL

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

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL POLICY GOVERNANCE FRAMEWORK - STRATEGIC006**File Number:** IR2709698**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Policy Governance Framework – Strategic006 as presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

SUMMARY

Committee Resolution 2021/37

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That the South Burnett Regional Council Policy Governance Framework – Strategic006 be adopted as presented.

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

Against: Nil

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

That the South Burnett Regional Council Policy Governance Framework – Strategic006 be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

ATTACHMENTS

1. **South Burnett Regional Council Policy Governance Framework – Strategic006** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic006
POLICY OWNER: Corporate Services

ECM ID: 2709698
ADOPTED:

Policy Governance Framework

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 when printed.**

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') recognises policies, procedures and forms are an important part of Council's governance framework. This suite of documents provides direction and practical steps on the implementation of legal obligations and Council's day-to-day operations.

Council acknowledges the value of relevant and standardised Statutory, Strategic and Administrative policies, procedures and forms to assist Council representatives in the performance of their responsibilities.

2. SCOPE

The Policy Governance Framework ('Framework') establishes a hierarchy of policies, procedures and forms, which must be developed, deployed, monitored and revised in accordance with this policy.

This Framework applies to all Council representatives, who are involved in planning, developing, authorising and implementing policies, procedures and forms.

3. GENERAL INFORMATION

A policy is a high-level directive that establishes a principle-based approach to a subject/function. A policy should be adopted for any area of Council operations where direction or purpose needs to be set in order to conduct Council business.

A procedure assists in the implementation of Council policies as they describe how decisions or actions must be undertaken in a step-by-step format.

A form provides for the collection of information which subsequently triggers or enables the taking of action by a Council representative.

Compliance with Council policies and procedures is mandatory for all Council representatives. The Chief Executive Officer may commence referral to the appropriate external agency, investigation, disciplinary action or seek other penalties if a Council representative is considered to have breached policy or a procedure.

The six (6) stages of policy/procedure/form development:

- 1. Identification** - This stage includes identifying the matter to be addressed and seeking authority to proceed. The authority will come from either the Council, the Senior Executive

or Management Team.

2. **Development** - This stage incorporates the gathering relevant background information, identification of appropriate stakeholders, commencement of the consultation process, incorporating feedback. Prior to commencing the development or review of a policy/procedure/form, it is essential that the Council representative discuss with the Manager Corporate Services the process details. The Corporate Services Branch will support the Council representative through the process and maintain Council's Policy/Procedure/Form Register.
3. **Adoption/Approval:** This stage includes notifying the appropriate stakeholders of the requirement to evaluate the draft document, submitting it for approval by the Chief Executive Officer (if an Administrative category) or adoption by Council (if a Strategic or Statutory category).
4. **Implementation:** This process is ongoing. It includes such activities as activating the policy/procedure/form, notification, distribution, awareness and education. Corporate Services Branch will assist the document owner in this process as agreed by the parties.
5. **Review/Evaluation:** During the drafting stage, consideration will be given to the appropriate timelines for reviewing the policy/procedure/form. A review schedule will be incorporated into the document, which will commence once implementation has occurred. As a default timeframe, all policies, procedures and forms will be reviewed every two (2) years where possible. During the review process, it will be determined if the policy, procedure and/or form is still required and relevant. Relevant consultation will be undertaken to ensure an effective and appropriate review/evaluation.
6. **Repeal:** An authorised policy, procedure or form will remain in force unless formally repealed or superseded by another policy procedure or form. After consultation with the document owner, should the Manager Corporate Services determine that policy, procedure or form documents are no longer required, the Manager will submit a report to the Senior Executive Team (for Administrative documents) or to the Council (for Strategic and Statutory documents) seeking approval to repeal the document/s.

All Strategic and Statutory policies will be made available on the Council Website. Council's intranet will accommodate all policies, procedures and forms, which will also be registered in Council's document management system ('ECM').

4. DEFINITIONS

Administrative means operationally focused and affects the whole/majority of the Council. The policy states the department/branch's intent, commitment or position on administrative issues. They generally relate to the implementation of the day-to-day operations and are directed towards Council employees, e.g., Uniform Policy, Leave Policy. These policies are operationally approved by the Chief Executive Officer.

Approved / Authorised means approved by the Chief Executive Officer. For both Statutory and Strategic documents this includes adoption by Council in the first instance.

Consultation means engaging with key stakeholders to ensure the content and intent of the policy/procedure/form meets the requirements and needs of the organisation. For Administrative documents the consultation is with the Senior Management Team and internally as requested by a member of the Senior Management Team. For Statutory and Strategic documents, the consultation is with the Mayor/Councillors and the Senior Management Team. Should an external consultation base be determined by Council for Statutory/Strategic documents, Executive Services will manage the external consultation process providing feedback/outcomes to the Manager Corporate Services for incorporation into the review/evaluation process.

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

students.

Procedure means a document which assists in the implementation of Council policies as they describe how decisions or actions must be undertaken in a step-by-step format and should include a flowchart where appropriate. Procedures are operationally approved by the Chief Executive Officer. A process or procedure that is developed for the use of a Council employee or small team and does not apply more broadly to the organisation is not considered a procedure related to this governance framework.

Form means a document that provides for the collection of information which subsequently triggers or enables the taking of action by a Council representative.

Statutory means a policy that is established under legislation (Act or Regulation). These policies are approved and adopted by Council. These documents may not use the term 'policy' specifically in their title due to the name of the policy being determined by an Act or Regulation.

Strategic means a policy that sets out principles by which Council intends to conduct its activities. Strategic policies sometimes have strong community interest and external focus, e.g. Community Grants Program Policy, Undetected Water Leaks Policy. These policies are approved and adopted by Council.

5. LEGISLATIVE REFERENCE

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

6. RELATED DOCUMENTS

South Burnett Regional Council Policy Governance Framework Flowchart
South Burnett Regional Council Policy Governance Framework Procedure
South Burnett Regional Council Policy/Procedure/Forms Register

7. NEXT REVIEW

As prescribed by legislation or August 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	19 August 2020	2709698
2	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2709698
3	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL EMPLOYEE CODE OF CONDUCT - STATUTORY011**File Number:** IR1112607**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Employee Code of Conduct – Statutory011 as presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

SUMMARY

Committee Resolution 2021/38

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That the South Burnett Regional Council Employee Code of Conduct – Statutory011 be adopted as presented.

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

Against: Nil

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

That the South Burnett Regional Council Employee Code of Conduct – Statutory011 be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

ATTACHMENTS

1. **South Burnett Regional Council Employee Code of Conduct – Statutory011** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory011
POLICY OWNER: People & Culture
ECM ID:1112607
ADOPTED:

Employee Code of Conduct

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 when printed.**

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1. POLICY STATEMENT

South Burnett Regional Council (“Council”) conducts its business with integrity, honesty and fairness and complies with all relevant laws, legislation, codes, and corporate standards.

Everyone working for Council must follow the highest standards of behaviour when dealing with information, customers, and each other. Council employees must encourage a culture where ethical conduct is recognised, valued, and followed at all levels.

Council actively supports, encourages and develops its employees to work safely, be customer focused, use technology and Council assets effectively, adapt to change, improve their own capabilities and contribute to developing and achieving the objectives within Council’s Corporate and Operational Plans.

2. SCOPE

This policy applies to all Council employees (including temporary and permanent employees), volunteers, work experience students, trainees, apprentices, and persons engaged through labour hire. This policy may also apply to contractors if stipulated in their contract.

All Council employees (regardless of their employment status, role or position – e.g., permanent, temporary, voluntary, casual or part-time employees, managers, supervisors, team leaders, team members or individuals) and contractors must be familiar with and follow the spirit and intent of the Employee Code of Conduct. Hereafter, referred to as Council employees.

The Code is concerned with Council employee conduct as public officials and behaviour as individuals at work and outside the workplace where particular behaviour may be directly related to Council and employment activities, and in other circumstances where actions may impact upon the reputation and activities of Council.

3. GENERAL INFORMATION

Council’s Vision: “The South Burnett... unique communities working together in a strong and vibrant region”.

Council’s Purpose: “South Burnett Regional Council...making a positive difference in people’s lives through the quality of work we do”.

A Code of Conduct ('Code') is a set of standards and behaviours related to the way Council employees do their work. It puts a responsibility on each Council employee to use sound judgement while at work.

It aims to deliver best practice by ensuring service standards are clear and guided by sound ethics. By consistently applying these standards, we enhance public trust and confidence in each Council employee.

The Code does not cover every situation. However, the values, ethics, standards, and behaviours are a reference point to help make decisions in situations it does not directly identify. If a Council employee acts in good faith and in keeping with the Code, the Council employee can reasonably expect to be supported by management.

The 'Good Decisions Resource' as provided by the Queensland Ombudsman can assist Council employees in situations not covered by the Code.

3.1. Legislative Principles & Council Corporate Values

The *Local Government Act 2009* ('Act') sets out the way in which a local government is constituted and the nature and extent of its responsibilities and powers. The Act requires that Council's actions are consistent with the following local government principles:

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

These legislated principles, together with Council's corporate vision and purpose, form the basis of this policy and apply to all employees guiding our thinking, actions, and decision-making.

The corporate values we share as Council employees are:

- Honesty;
- Respect;
- Accountability;
- Integrity; and
- Unity.

The *Public Sector Ethics Act 1994* identifies four (4) ethics principles fundamental to good public administration that guide our behaviour as public officials and forms the basis for a local government Code of Conduct. The four (4) principles are:

- integrity and impartiality;
- promoting the public good;
- commitment to the system of government; and
- accountability and transparency.

3.2. The First Principle: Integrity and Impartiality

3.2.1. Ethics Value

In recognition that public office involved a public trust, public service agencies, public sector entities and public officials seek to promote public confidence in the integrity of the public sector and –

- a) are committed to the highest ethical standards;

- b) accept and value their duty to provide advice, which is objective, independent, apolitical and impartial;
- c) show respect towards all persons, including employees, clients and the general public;
- d) acknowledge the primacy of the public interest and undertake that any conflict of interest issue will be resolved or appropriately managed in favour of the public interest; and
- e) are committed to honest, fair, and respectful engagement with the community.

Operationally, for you this requires the following standards of behaviour:

3.2.2. Conflicts of Interest

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 ethical principles outlined in this document, assessing their own private and personal interest to identify (and declare) any action, potential or perceived conflicts of interest, avoid situations which may arise to conflicts of interest and manage all conflicts of interest in accordance with Council policy.

Council employees should refer to Council's Employee Conflict of Interest Policy – Statutory048 for further information on how to report and manage conflict.

3.2.3. Good Decisions

Our community expects that Council will operate consistently and fairly and Council's suite of guidelines, policies and procedures ensure this can happen. Good decision-making lies at the heart of good administration and Council employees must ensure that information is identified and considered when making good decisions. It is important to recognise the *Human Rights Act 2019* when making decisions whilst at work.

You must not influence any person in an improper way with the aim to obtain personal advantage or favour. All decisions need to be, and be seen to be, fair and transparent. This can be achieved in a number of ways, including clear record-keeping, and documenting how decisions were made. You must not in any way misrepresent your qualifications, experience or expertise in any recruitment and selection process.

Refer to the '*Good Decisions Guide*' provided by the Queensland Ombudsman for further information about how to undertake good and ethical decisions and consider the 23 rights protected by the *Human Rights Act 2019*.

3.2.4. Gifts and Benefits

Whilst employed at Council you may be offered gifts and benefits that have the potential to affect, or be perceived to affect, the impartiality, integrity and objectivity that is necessary for employees to perform their duties effectively. It is not appropriate for Council employees to ask for or encourage the giving of any form of gift or benefit in connection with the performance of their duties. Some circumstances arise when Council employees may refuse, accept, or give a gift or benefit and Council employees should ensure they familiarise themselves with the specific requirements (prior to doing so).

Refer to Council's Gifts and Benefits Policy for further information.

3.2.5. Employment outside of Council (Secondary Employment)

Where a Council employee is wishing to undertake secondary employment (i.e., paid, unpaid, voluntary or hobby) outside their work with Council an application should be made prior to commencement of the secondary employment. An application will be assessed to ensure that no Conflict of Interest exists or develops, between secondary employment and official duties; that the secondary employment has no effect on the performance of your official duties including considerations for the effects from workplace health and safety and fatigue management; that the secondary employment does not involve use of Council resources (physical, technological or intellectual).

Pursuant to the Act, where you seek to be employed by more than one local government at the same time, approval of each of the local governments is required prior to you being appointed to the second position.

Council will not unreasonably withhold permission for secondary employment but is not obligated to provide it where a conflict of interest may occur.

Refer to Council's Application for Secondary Employment Form for further information.

3.2.6. Media Relations and Public Comments on Council Business

The Mayor is the official spokesperson for all Council responses or media interviews of organisational or regional significance. On a case-by-case basis, the Mayor may delegate to another to speak on behalf of Council. Executive Services team will field all enquiries and the Chief Executive Officer ('CEO') may authorise other officers to engage with the media on operational matters.

Council business can be topical, sensitive, and controversial and there is a process to be followed when making public comments. If you are asked to comment on any Council matter via the media or other public relations firms, you should contact Executive Services prior to making any statements.

You must also ensure that to the extent you collect, handle, or give access to personal information, you comply with the "privacy principles" outlined under the *Information Privacy Act 2009* and Council's Information Privacy Policy.

The rights of Council employees to free speech are acknowledged. Where you feel the need to speak out in public on a political or social matter, it should be made clear that these are your personal views being expressed and these views do not represent the views of Council. Council employees making such comments should be mindful of the content and ensure there are no possible breaches of confidentiality.

This clause also applies to Council employees using social media including social networks, blogs, video/photo posting sites, forums, and online chat services. Examples of Social Media include but are not limited to Facebook, YouTube, Twitter, and LinkedIn. Council recognises that Council employees may wish to use social media in a personal capacity however, they should be aware they are personally responsible for content they publish on any form of social media and should take reasonable measures to ensure their personal comments cannot be mistaken for the official view of Council.

Confidential information regarding Council business and operations should not be shared with third parties (including but not limited to spouses and close relatives). If it comes to Council's attention that confidential information is shared on social media by third parties and the breach of confidentiality is able to be identified back to a Council employee, disciplinary action may be taken.

Furthermore, employees also need to be aware that insulting and threatening comments about Council or fellow Council employees sent from a Council employee's home and out of work hours may constitute serious misconduct and lead to disciplinary action, up to and including possible termination of employment.

Refer to Council's Media Relations Policy – Strategic001 for further information.

3.2.7. Acceptable Requests Guidelines

The Acceptable Requests Guidelines Policy provides clear guidelines to Councillors and Council employees about the way in which a Councillor may ask a Council employee for information to carry out their responsibilities or ask the CEO to provide information, that the local government has access to, relating to the local government in accordance with Act. Council Policy sets out the relevant requirements and before responding you should:

Refer to Council's Acceptable Request Guidelines Policy – Statutory004 for further information.

3.2.8. External Activities

Council supports and is committed to ensuring all Council employees are free to engage in trade

union, party-political, professional, interest group or charity activities of their choosing. However, you must make sure that your participation in such activities does not cause either a Conflict of Interest, and/or unduly restricts or interferes with the performance of your official duties with Council.

You must not allow your involvement in any external organisation to intrude upon your duty (as a Council employee) to give sound advice to Council that is objective, independent, apolitical, and impartial.

You are not to take part in political affairs whilst on duty. Council's Information Communication Technology ("ICT") systems, including internet access and email, Council newsletters and workplaces must not be used for political messages or circulating defamatory or disparaging remarks against individuals or groups.

If you comment publicly via any social platform be it social media, newspaper or other form of communications, in connection with external activities, you must make a clear distinction between your opinion as a member of the external organisation, and your opinion as a Council employee.

You must not use your role in Council, Council information or information gained in the course of your official duties as a Council employee, to advance your position or standing within an external organisation, nor for the benefit or promotion of an external organisation.

You must not provide Council information to members of other groups or related persons, except where this information is publicly available.

As a member of an external organisation, you need to be aware that participating in activities in the public arena, where you may be identified as a Council employee, can give a perception of a Conflict of Interest in some circumstances. Where such a situation arises, you must declare and manage the conflict in accordance with Policy.

3.2.9. Behaviour Toward Each Other

We value trust and must treat each other with respect, honesty, fairness, sensitivity, and dignity. Employees who supervise or manage other employees have an additional responsibility to model this kind of behaviour, and to ensure the people they supervise understand the standard of performance and behaviour that is expected of them at work and when dealing with ratepayers and the public generally.

Council values diversity, and expects all its employees, contractors, and volunteers to accommodate and respect different opinions and perspectives. You must not behave towards any other person in a way that could be perceived as intimidating, overbearing, or bullying, or that may constitute unwelcome conduct of a sexual nature.

Effective teamwork is an essential part of a productive workplace culture. Each team member needs to work co-operatively with fellow Council employees and actively and willingly take part in team activities (e.g., meetings, training, Council functions).

3.2.10. Non-Discriminatory Workplace

Council is an equal opportunity employer and as such is proactive in ensuring its practices do not discriminate based on an attribute or based on a person's association with another person who maintains an attribute.

As a Council employee, you have a shared responsibility to ensure that discrimination is not part of our workplace or our practices in dealing with ratepayers and the public generally.

Examples of attributes could include but are not limited to:

Race/ethnicity, gender, origin, marital status, sexual preference/lawful sexual activity, age, disability/impairment (including infectious disease), physical features, pregnancy, family responsibilities, religious beliefs, political affiliation, breast feeding or gender identity.

If you witness discriminatory behaviour you have a positive obligation to report such actions to your Manager, or if such action involves your Supervisor or Manager, another senior officer. Cases of

unlawful discrimination may lead to disciplinary action being taken against offending staff.

Refer to the Anti-Discrimination & Equal Employment Opportunity (EEO) Policy – Statutory037 for further information.

3.2.11. Sexual and other forms of Workplace Harassment

Council is committed to the prevention of any form of sexual harassment, victimisation, or other forms of bullying in the workplace, or at any place where work-related activities are performed, including at Council functions. This commitment applies to all employees in their relationships with each other, to applicants for employment at Council and to persons who have dealings with Council.

As a Council employee, it is expected that you proactively contribute to building a workplace free from sexual harassment, victimisation, and bullying. You have a responsibility to respect the rights of fellow Council employees, by not taking part in any action that may constitute harassment of any form, and in doing so you are supporting and promoting the achievement of equal employment opportunity.

Refer to the Anti-Discrimination & Equal Opportunity (EEO) Policy – Statutory037 for further information.

3.2.12. Domestic and Family Violence

Council is strongly committed to providing a healthy and safe working environment for all employees. It is recognised that employees sometimes face difficult situations in their work and personal life, such as domestic and family violence, that may affect their attendance, performance at work or safety.

All Council employees have a responsibility to model Council's values, which includes behaving in a way that promotes a work environment free from any form of violence and supporting those who are affected by it.

Refer to the Domestic and Family Violence Policy – Statutory052 for further information.

3.3. The Second Principal: Promoting the Public Good

In recognition that the public sector is the mechanism through which the elected representatives deliver programs and services for the benefit of the people of Queensland, public service agencies, public sector entities and public officials –

- a) accept and value their duty to be responsive to both the requirements of government and to the public interest; and
- b) accept and value their duty to engage the community in developing and effecting official public sector priorities, policies, and decisions; and
- c) accept and value their duty to manage public resources effectively, efficiently, and economically; and
- d) value and seek to achieve excellence in service delivery; and
- e) value and seek to achieve enhanced integration of services to better service clients.

This requires the following standards of behaviour:

3.3.1. Customer Service and Personal Presentation

As a Council employee it is expected you will strive to provide excellent customer service. You must treat members of the public with respect and with honesty, fairness, sensitivity, and dignity.

All Council employees serve ratepayers directly or indirectly, and it is important to know how to deal comfortably and calmly with difficult situations and difficult people. You are expected to treat complaints from customers, ratepayers, and the community or fellow employees seriously and respond to constructive feedback as an opportunity for improvement.

Customers have a right to comment on or to complain to or about Council. Council expects its

employees to show respect towards complainants. While you must make all reasonable efforts to help customers lodge complaints, if you think a situation is threatening or intimidating, you are entitled to withdraw. If in doubt, ask for help from a more experienced colleague or Manager. Council will support any employee who believes they are under threat from a member of the public.

Council's image can be impacted by the presentation of staff. Council requires its office-based employees to appear neat and tidy and maintain a professional business standard of dress (standard office attire). If you are unsure about what constitutes appropriate dress, please discuss this with your Manager or refer to the Uniform (Corporate and Field) Policy – Administrative 007,008.

Where you have been provided with Council uniforms, you are required to wear all components of the uniform without alteration (other than alterations designed to ensure a proper fit) and ensure that uniforms are clean and tidy. Field staff will be provided with personal protective clothing at Council's expense and this uniform must be worn in accordance with the Uniform (Corporate and Field) Policy – Administrative 007,008.

3.3.2. Fairness to Suppliers

Council's contracting activities are regulated pursuant to the Act and the *Local Government Regulation 2012* ('Regulation'). Further, Council has established procedures and delegations of authority for various stages of procurement of goods and services which reflect the content of the Regulation. You must comply with the relevant legislation and Council procedures when seeking suppliers for goods or services.

If you have been approved to be involved in offering contracts or buying goods and services from outside Council, you must be sure you have taken reasonable, fair and consistent steps to allow all potential suppliers to bid/tender for work.

Refer to Council's Procurement Policy Statutory 007 for further information.

3.3.3. Public Money

You must maintain high standards of accountability if you collect and use public money.

You are not allowed to borrow or use Council money for private purposes. Council employees using Council money for the purpose of entertainment and/or hospitality expenditure on Council's behalf must do so strictly in accordance with Council's Procurement Policy – Statutory 007.

3.3.4. Intellectual Property

Council expects its employees to ensure their actions do not breach or infringe the *Copyright Act 1968*, by unlawfully using the intellectual property of any individual or organisation (including Council).

You must respect the copyrights, trademarks and patents of suppliers and other organisations outside Council which includes that you do not reproduce or quote suppliers' material unless your license specifically allows it.

Similarly, you must not store or copy audio, video or image files, printed media, and software on Council assets without an appropriate license or approval. Where this is unclear you must seek written approval from the CEO or delegated officer before arranging to publish, disclose or reproduce any articles or materials as part of your official duties.

Any original work, invention, or product you have contributed to in association with your official duties as a Council employee remains the property of Council. Similarly, you must not publish or disclose any matters relating to Council's intellectual property without appropriate authority. This does not stop you from sharing with other organisations information relating to your official duties. However, if you do, and if you are unaware of whether such action may breach this Code, you must first seek clarification from your Manager.

3.3.5. Concern for the Environment

We all share the responsibility of protecting our natural environment, creating healthy surroundings for our community, and for managing the impacts of air, water, land, and noise pollution. This includes individual responsibility for our own actions (e.g., taking care in disposing of waste and using and storing chemicals, reducing energy consumption and waste in our workspaces where we can and applying high standards of environmental protection across the region).

In performing your duties at Council, you must ensure that you comply with your general environmental duty and where applicable, your duty to notify of environmental harm. Refer to the *Environmental Protection Act 1994*.

3.4. The Third Principle: Commitment to the System of Government

In recognition that the public sector has a duty to uphold the system of government and the laws of the State, Commonwealth and local government, public service agencies, public sector entities and public officials -

- a) accept and value their duty to uphold the system of government and the laws of the State, the Commonwealth and local government; and
- b) are committed to effecting official public sector priorities, policies, and decisions professionally and impartially; and
- c) accept and value their duty to operate within the framework of Ministerial responsibility to government, the Parliament, and the community.

The above does not limit the responsibility of a public service agency, public sector entity or public official to act independently of government if the independence of the agency, entity or official is required by legislation or government policy, or is a customary feature of the work of the agency, entity or official.

This requires the following standards of behaviour:

3.4.1. Acting within the Law

As a Council employee, you are expected to comply with applicable legislation, Awards, Certified Agreements, Council policies and local laws.

You have the right and responsibility to respectfully question how you do your work, particularly if you think there is an imminent risk to the safety of yourself or others, or there is a better way of doing something, or if you think a direction may be in breach of the law. When you have recorded your suggestion or concern you are required to work as directed by your team leader/supervisor/manager, except where there is an imminent risk to safety. If the matter cannot be resolved within the workgroup, it should be immediately referred to your Manager.

If you are charged with having committed any indictable offence, are subject to an indictable offence conviction, or are subject to a summary conviction, you should immediately report the circumstances to your Manager. All disclosures of this nature will remain confidential.

3.4.2. Delegations and Signing Documents on Behalf of Council

If you are requested to undertake an action on behalf of the Chief Executive Officer or delegate, prior to exercising any power on behalf of the Chief Executive Officer you must ensure an appropriate delegation pursuant to State or Federal legislation exists that allows you to exercise the power.

The following persons are the only persons who may sign a document on behalf of Council:

- the Mayor; or
- a delegate of Council; or
- a Councillor or Council employee who is authorised, in writing, by Council or the Chief Executive Officer, to sign documents.

Refer to the Delegations Register for further information.

3.4.3. Raising Concerns

You have the right to comment on or raise concerns with your Manager about Council policies, practices, or priorities where they impact on your employment. However, you must do this in a reasonable and constructive way and take responsibility for your comments and views. Further, you must accept Council has the right to determine its policy, practices and priorities and you must comply with all reasonable and lawful instructions, whether or not you personally agree with a policy direction.

When raising complaints or grievances, employees are expected to act with honesty and in good faith. Complaints that are considered vexatious or frivolous will not be progressed. These types of complaints may be managed as acts of misconduct in accordance with the Council's Discipline Procedure.

3.4.4. Fraud and Corruption

Fraud includes unethical and illegal acts which are characterised by the intent to deceive. Corruption is a dishonest activity in which an employee of an entity acts contrary to the interests of the entity.

Council has zero tolerance for fraud and corruption and is committed to acting in the best interest of the community and upholding the principals of honesty, integrity, and transparency. You have an obligation to detect and prevent fraud and corruption, as well as report suspected fraud and corruption.

Refer to Fraud and Corruption Prevention Management Policy – Statutory021 for further information.

3.4.5. Information Privacy

Council maintains information about individuals, businesses and commercial issues which is private, sensitive and which could be harmful to a person's interest if released. Council employees should only access personal information and records that they require to perform their official Council duties.

Council employees must ensure the collection, storage and use of personal information is carried out in accordance with the Privacy Principles outlined in the *Information Privacy Act 2009*.

As a general rule you can maintain privacy by:

- not discussing work matters with persons not entitled to know such information;
- taking responsibility to safeguard confidential files and information;
- ensuring collected information is only used in a manner consistent with the purpose for which it was originally collected; and
- complying with Council's Information Privacy Policy in relation to maintaining the privacy of personal information.

Refer to the Information Privacy Policy – Statutory038 for further information.

3.5 The Fourth Principle: Accountability and Transparency

In recognition that public trust in public office requires high standard of public administration, public service agencies, public sector entities and public officials -

- a) are committed to exercising proper diligence, care, and attention; and
- b) are committed to using public resources in an effective and accountable way; and
- c) are committed to managing information as openly as practicable within the legal framework; and
- d) value and seek to achieve high standards of public administration; and
- e) value and seek to innovate and continuously improve performance; and
- f) value and seek to operate within a framework of mutual obligation and shared responsibility between public services agencies, public sector entities and public officials.

This requires the following standards of behaviour:

3.5.1. Using Council's Physical Assets

Council's assets include property, plant, equipment, information systems, computing resources, goods, products and/or valuables (this includes surplus material, waste material and off-cuts).

If you are in charge of assets you must take good care of them while they are in your possession or use, and ensure they are used economically and efficiently. It is an offence to misuse or allow anyone else to use Council assets (including surplus material, waste material and off-cuts). You must make sure assets are secured against theft and properly stored, maintained, and repaired.

You must ensure that you use Council assets only for official Council business, unless written approval to do otherwise has been granted by your Manager, or a written contract of employment provides otherwise. If you use Council vehicles or a Council issued mobile phone, smart phone, or tablet for non-official purposes, you must ensure that your use is in accordance with the Computer, Internet, and Email Usage Policy – Strategic007. Council allows limited personal use of electronic mail and web browsing, limited personal use means use that is infrequent and brief, and is performed during your non-paid time, that is, before and after work or during meal breaks.

You must not store personal files on Council's Information Communication Technology assets e.g., computers and laptops etc. Any files stored on, or information accessed using Council assets, are discoverable by Council.

Upon the termination of your employment with Council, you must return all Council property (e.g., uniforms, security access cards, keys) and work-related documents prior to or on your last day of employment.

Refer to the Computer, Internet and Email Usage Policy – Strategic007 and Motor Vehicle Procedure – PROC014 for further information.

3.5.2. Diligence, care, and attention

Council aims to conduct its business with integrity, honesty, and fairness and to achieve the highest standards in service delivery. You contribute to this aim by carrying out your duties honestly, responsibly, in a conscientious manner and to the best of your ability. This includes:

- being punctual and not being absent from your workstation/location during work time without reason;
- giving priority to official duties over personal activities (other than emergencies) during work time;
- helping Council achieve its mission and goals by acting to improve systems and practices;
- conducting yourself in a way so others gain confidence and trust in the way Council does business;
- not allowing your conduct to distract or prevent others from working (e.g., wasting time chatting about personal matters and interrupting other staff);
- advising your Manager when you have spare capacity to take on additional duties; and
- not exposing Council to a judgment for damages against it, as a result of your negligence or breach of any law or policy.

If you are responsible for managing or supervising others, you must also ensure that:

- you model the values and principles outlined in this Code and ensure that employees within your area of responsibility understand and comply with the Code;
- you do not come under a financial obligation to any Council employee you supervise or manage;
- your work and the work of those you supervise contributes to the achievement of Council's vision;
- Council employee performance is monitored, and individuals are given constructive and regular feedback on their performance in line with policies and procedures;

- where practicable, Council employees are given training opportunities to assist them in developing their careers within Council;
- employees are provided with information that is vital for effective work performance;
- the opinions of Council employees are respected and considered;
- workloads are fairly distributed and reasonable work allocation is provided to ensure full work time occupancy;
- resourcing for a work team is neither excessive nor inadequate for the job;
- Council employees who collect, handle, or disburse public money are properly supervised;
- employee work times, overtime, allowances, and absences are correctly recorded on timesheets and pay summary reports; and
- the appropriate action is taken if breaches of this Code occur.

3.5.3. Attendance at and Absence from Duty

You are expected to follow Council employment and working arrangements, certified agreements and adhere to reasonable expectations relating to attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods.

Council's operational efficiency depends on your punctuality and attendance at your work location (office, depot, or worksite). If you are unavoidably detained advise your supervisor/ manager as soon as reasonably possible before your expected start time.

Absence without approval and without reasonable excuse can create concerns for your safety and lead to unproductive time for others. All employees have an obligation to ensure they promptly notify Council as soon as possible upon becoming aware they are going to be absent from work. Failure to promptly notify Council may result in the non-payment of salary/wages for the period of absence and/or may result in Council taking disciplinary action.

3.5.4. Self-Development

All Local Government employees have an obligation to be proactive in the continual improvement of all aspects of their work performance. You should aim to maintain and improve your work performance and that of your work unit in the delivery of customer service. You have a continuing responsibility to maintain and enhance your skills and expertise and keep up to date with the knowledge associated with your area of work.

Council will assist you by providing equitable access to training and development opportunities. This may include accessing the educational assistance program, learning new work duties, participating in project work, or undertaking internal or external training.

Refer to the Learning and Development Policy for further information.

3.5.5. Workplace Health and Safety

As Council employees we are all committed to zero harm in the way we conduct our business and Council activities. Council will endeavour to ensure that persons are free from: -

- death, injury, or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work; and
- the risk of death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work.

You must take reasonable steps to ensure your own safety, health and welfare in the workplace as well as have a duty of care to fellow employees and members of the public. As a worker you have obligations to comply with in relation to Workplace Health and Safety, this includes complying to the Workplace Health and Safety Policy and all associated policies, procedures, guidelines, manuals, and safe work method statements.

3.6 Breaches of the Code

Council expects all Council employees whilst engaged in Council duties to ensure they demonstrate the basic standards of acceptable conduct as stated in this Code. All Council employees have the responsibility to comply with this Code of Conduct and all other policies which Council implements and/or varies from time to time.

A breach of this policy damages business effectiveness, public perception of Council and interpersonal work relationships. Any act or lack of action by a Council employee that contravenes this Code may result in Council taking disciplinary action against that Council employee, up to and including summary dismissal. All suspected breaches will be dealt with on a case-by-case basis.

In cases where a suspected breach of this Code is under investigation, and if the Chief Executive Officer deems it appropriate, any employee suspected of a breach of this Code may be suspended from duty on full pay until the investigation has been completed.

3.7 Information about Employee Conduct

Council aims to create a work environment where Council employees understand and maintain appropriate standards of conduct. You have the right to make a Public Interest Disclosure to a proper authority subject to, and in accordance with, the *Public Interest Disclosure Act 2010* and Council's Public Interest Disclosure Policy, where you honestly believe on reasonable grounds that you possess information about another Council employee's conduct that relates to:

- official misconduct; or
- maladministration; or
- a substantial misuse of public resources, other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes, or priorities of expenditure; or
- a substantial and specific danger to public health or safety; or
- a substantial and specific danger to the environment.

After reading the Code of Conduct, if you are still unsure of how it applies to you, it is important that you discuss this with your supervisor/manager. In most cases, they will be able to assist with your enquiry. Alternatively, you may wish to contact the People and Culture Branch.

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. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage – whether financial or otherwise.

Council employee means to members of staff who are employed on a permanent, part-time, fixed term or casual basis under award and enterprise bargaining agreement conditions. It also includes senior staff, contractors, consultants, and volunteers.

Maladministration means administrative action that was taken contrary to the law, was unreasonable, unjust, oppressive, or improperly discriminatory, or was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances, or was taken for an improper purpose, or on irrelevant grounds, or having regard to irrelevant considerations. Or was an action for which reasons should have been given, but were not given, or was based wholly or partly on a mistake of law or fact, or was wrong.

Official Misconduct means conduct that could, if proved be a criminal offence, or a disciplinary breach providing reasonable grounds for terminating a Council Employee's services.

5. LEGISLATIVE REFERENCE

Anti-Discrimination Act 1991 (Qld)

Crime and Misconduct Act 2001 (Qld)
Environmental Protection Act 1994 (Qld)
Information Privacy Act 2009 (Qld)
Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Public Interest Disclosure Act 2010 (Qld)
Public Sector Ethics Act 1994 (Qld)
Work Health and Safety Act 2011 (Qld)

6. RELATED DOCUMENTS

Queensland Ombudsman "Good Decisions Resource" (available on the Queensland Ombudsman website)
 South Burnett Regional Council Acceptable Requests Guidelines Policy – Statutory004
 South Burnett Regional Council Anti-Discrimination and EEO Policy – Statutory053
 South Burnett Regional Council Complaint and Grievance Procedure – Procedure057
 South Burnett Regional Council Computer, Internet, and Email Usage Policy – Strategic007
 South Burnett Regional Council Drug and Alcohol Policy – Administrative004
 South Burnett Regional Council Learning and Development Guidelines – Procedure005
 South Burnett Regional Council Discipline Procedure – Procedure009
 South Burnett Regional Council Employee Conflict of Interest Policy – Statutory048
 South Burnett Regional Council Fitness for Work Policy – Strategic018
 South Burnett Regional Council Gifts and Benefits Policy – Strategic002
 South Burnett Regional Council Information Privacy Policy – Statutory038
 South Burnett Regional Council Media Relations Policy – Strategic001
 South Burnett Regional Council Procurement Policy – Statutory007
 South Burnett Regional Council Uniform (Corporate and Field) Policy – Administrative007, 008
 South Burnett Regional Council Workplace Health and Safety Policy – Statutory015

7. NEXT REVIEW

As prescribed by legislation or August 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	23 September 2004	170919
2	Review of policy	11 November 2009	792528
3	Review of policy	25 August 2010	911890
4	Review of policy	19 February 2013	1112607
5	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFORMATION PRIVACY POLICY - STATUTORY038**File Number:** IR2599230**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Information Privacy Policy – Statutory038 as presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

SUMMARY

Committee Resolution 2021/39

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Information Privacy Policy Statutory038 be adopted as presented.

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

Against: Nil

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

That the South Burnett Regional Council Information Privacy Policy Statutory038 be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

ATTACHMENTS

1. **South Burnett Regional Council Information Privacy Policy – Statutory038**  



POLICY CATEGORY - NUMBER: Statutory038
POLICY OWNER: Corporate Services
ECM ID: 2599230
ADOPTED:

Information Privacy 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 when printed.**

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') is strongly committed to and will take all reasonable steps to protect the privacy of individuals by ensuring that the collection, use, disclosure and handling of all personal information by Council complies with the *Information Privacy Act 2009* ('Act') and other relevant legislation.

Council collects the personal information of South Burnett residents, Council representatives and others in a lawful and fair manner as and when required to provide a service or administer a function and will:

- respect and protect individuals' personal information;
- use personal information only for the purpose for which it was collected;
- ensure the personal information collected is relevant, accurate and current; and
- disclose personal information to third parties only where:
 - the individual is reasonably likely to be aware that it is the agency's usual practice to disclose that type of personal information to the third party;
 - the individual has expressly or impliedly agreed to the disclosure;
 - the disclosure is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare;
 - the disclosure is authorised or required under law;
 - the disclosure is necessary for law enforcement purposes (see below);
 - The Australian Security Intelligence Organisation (ASIO) has asked the agency to disclose the information; or
 - the disclosure is necessary for research or statistical purposes.

Council will take all reasonable steps to comply with the relevant legislation for the collection, use, disclosure and handling of all personal information collected and held.

2. SCOPE

This policy applies to all personal information held by Council. All Council representatives are responsible for ensuring this policy is understood and adhered to at all times.

3. GENERAL INFORMATION

The protection of personal information which can identify an individual is a matter of significance to

the Council. Council will comply with the Information Privacy Principles ('IPP') contained in the Act:

- IPP1 – collection of personal information (lawful and fair);
- IPP 2 – collection of personal information (requested from individual);
- IPP 3 – collection of personal information (relevance etc.);
- IPP 4 – storage and security of personal information;
- IPP 5 – providing information about documents containing personal information;
- IPP 6 – access to documents containing personal information;
- IPP 7 – amendment of documents containing personal information;
- IPP 8 – checking of accuracy etc. of personal information before use by agency;
- IPP 9 – use of personal information only for relevant purpose;
- IPP 10 – limits on use of personal information; and
- IPP 11 – limits on disclosure.

The Act sets out the ways in which Council must handle personal information. It also gives individuals the right to request a copy of their personal information and to ask for documents to be amended if they are inaccurate or out of date.

A copy of this policy is available for public access at Council's Customer Service Centres and on Council's website at www.southburnett.qld.gov.au

Types of personal information held by Council include, but not limited to:

- name and address;
- telephone number;
- email address;
- age and/or date of birth;
- property ownership and/or occupier details;
- animal ownership;
- payment history;
- complaint history;
- pensioner / concession details; and
- library membership.

Disclosure of personal information is only made after prior written consent of the individual is obtained or under the scope of this policy and for the purposes stated in the collection notice.

Disclosure of personal information by placement on Council's website will be treated in accordance with *Section 33 Transfer of personal information outside Australia* of the Act, whereby:

- the individual has agreed; or
- the transfer is authorised or required under a law; or
- where Council is satisfied there is reasonable grounds that the transfer is necessary to lessen or prevent a serious threat to life, health, safety or welfare of any individual, or to public health, safety and welfare; or
- if two (2) or more of the criteria in 33(d) apply being a recipient subject to equivalent privacy obligations, transfer is necessary to perform a function, transfer is for the individual's benefit and reasonable steps have been taken to ensure the information is protected.

Council may, if practicable and lawful, offer individuals the option of not identifying themselves when entering into transactions with Council, however Council's ability to respond, act and/or provide a requested service may be limited.

Council will not collect sensitive personal information about an individual unless:

- consent is provided by the individual;
- collection is required by law;
- collection is necessary to prevent or lessen a serious threat to life, health, safety or welfare of an individual; or
- collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

If an individual is not satisfied with the manner in which Council has handled their request for access

to their personal information, they may lodge a formal complaint under Council's Complaint Management Policy, a copy of which can be found on Council's website.

4. DEFINITIONS

Access means provides an individual with personal information about themselves that is held by the Council. This may include allowing that individual to inspect personal information or to obtain a copy of the personal information.

Collection means the gathering, acquiring or obtaining of personal information from any source and by any means, including information that Council has come across by accident or has not asked for.

Consent means the voluntary agreement to some act, practice or purpose.

Council representative means Councillors, employees, consultants, contractors, apprentices, trainees and work experience students and volunteers.

Disclosure means the release of personal information to persons or organisations outside the Council (third parties). It does not include giving individuals personal information about themselves.

Individual means a natural living person (entities and deceased persons do not have personal information).

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 (as defined by the Act).

Sensitive information means information or an opinion about an individual's:

- racial or ethnic origin;
- political opinions;
- membership of a political association, a professional or trade association or a trade union;
- religious beliefs or affirmations;
- philosophical beliefs;
- sexual preferences or practices;
- criminal record; or
- health.

Use means the handling of personal information within Council including the inclusion of personal information in a publication.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)
Information Privacy Act 2009 (Qld)
Right to Information Act 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Councillor Code of Conduct Policy
South Burnett Regional Council Complaint Management Policy – Statutory040
South Burnett Regional Council Employee Code of Conduct – Statutory011

7. NEXT REVIEW

As prescribed by legislation or August 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	16 September 2010	2599230
2	Review of policy	14 December 2016	2599230
3	Review of policy	12 June 2019	2599230
4	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

DRAFT

9.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFORMATION MANAGEMENT RECORDKEEPING POLICY - STATUTORY039**File Number:** IR2530697**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039 as presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

SUMMARY

Committee Resolution 2021/40

Moved: Cr Kathy Duff

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That the South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039 be adopted as presented.

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

Against: Nil

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

That the South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039 be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

ATTACHMENTS

1. **South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039**  



POLICY CATEGORY - NUMBER: Statutory039
POLICY OWNER: Corporate Services
ECM ID: 2530697
ADOPTED:

Information Management Recordkeeping 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 when printed.**

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1. POLICY STATEMENT

South Burnett Regional Council ("Council") will endeavour to capture and correctly manage its corporate documents by striving for recordkeeping best practice throughout Council's operations.

2. SCOPE

This policy applies to all corporate records created internally and externally, that are public records as defined by the *Public Records Act 2002*. Compliance with this policy will ensure Council records are the basis for organisational accountability, current and future policy formation and management decision-making.

The implementation of best practice information management will enable Council to capture, maintain and protect the accuracy and reliability of its records for as long as they are required to support business, regulatory, social and cultural needs.

Information Management is not the responsibility of archivists, records managers or systems administrators alone, but is an essential role of all Council representatives.

3. GENERAL INFORMATION

Council uses TechnologyOne Business System to capture and manage records. The Enterprise Content Management System ('ECM') is utilised as the repository for Council's Corporate records.

All corporate records that document any business activity or transaction must be captured into Council's business system. The objectives of this policy are:

- To acknowledge Council's awareness of regulatory requirements in relation to recordkeeping to comply with all relevant legislation, particularly *Public Records Act 2002* and relevant industry standards / Council policy.;
- Demonstrate Council's commitment to meeting these legislative requirements;
- To ensure that appropriate and accurate records of Council's business is adequately documented, preserved and made accessible; and
- To provide guidance for Council representatives in relation to meeting recordkeeping responsibilities.

This policy provides a consistent approach to be implemented by:

- Managing programs and Information management systems that comply with legislation and Government directives;
- Establishing realistic performance goals and effective monitoring programs;
- Creating supportive recordkeeping awareness resources and system training to provide proactive internal assistance and guidance; and
- Educating all Council Representatives of their responsibilities under legislation and Government directives.

3.1 Queensland Government Records Governance Policy

Council will ensure that corporate records are adequately created, managed and archived in the course of business and in accordance with the Queensland Government Records Governance Policy.

3.1.1 Retention and Disposal of Public Records

In accordance with the *Public Records Act 2002*, Council is responsible for the appraisal and retention of records to ensure the business, accountability and cultural needs of Council and the community are met. Records must be retained for as long as they are required and only disposed of in consultation with Records staff and with the written authority of the Chief Executive Officer ('CEO'). Disposal includes destroying, abandoning, damaging, transferring, donating or giving away.

3.1.2 Retention and Disposal of Public Records

In accordance with the *Public Records Act 2002*, Council is responsible for the appraisal and retention of records to ensure the business, accountability and cultural needs of Council and the community are met. Records must be retained for as long as they are required and only disposed of in consultation with Governance Team and with the written authority of the CEO. Disposal includes destroying, abandoning, damaging, transferring, donating or giving away.

3.1.3 Principles of Recordkeeping

3.1.3.1 Policy requirement 1: Agencies must ensure records management is supported at all levels of the business.

Agencies must ensure records management is everyone's responsibility. This means it must be supported across all areas and all levels of the business by:

- Assigning formal records management responsibilities to key roles within the business to monitor and support an active implementation of the policy;
- Providing appropriate advice and guidance to ensure the business is aware of the value of records and information and how this relates to their obligations and responsibilities as an employee; and
- Fostering a positive, innovative and collaborative recordkeeping culture.

3.1.3.2 Policy requirement 2: Agencies must systematically manage records using governance practices that are integrated and consistent with broader agency frameworks.

Consistent and aligned governance practices provide a strong foundation for systematically managing records and information across all functions of an agency. Records governance must work within the agency's existing structure and governance and strengthen the agency's strategic goals and functions.

Agencies must systematically manage records and information by:

- Ensuring records and information governance is aligned with broader agency frameworks and incorporated in business strategies and objectives;
- Developing and implementing appropriate and fit-for-purpose documentation that details how

active records management will strengthen agency business imperatives and strategic goals;

- Complying with relevant legislation that governs recordkeeping requirements; and
- Measuring how well records governance is supporting agency business imperatives and strategic goals.

3.1.3.3 Policy requirement 3: Agencies must create complete and reliable records

Complete and reliable records provide evidence of activities of the agency and allow the business to operate effectively. Agencies must ensure complete and reliable records are created and retained as appropriate by:

- Identifying all the records that allow the business to operate – these provide evidence of decisions, support accountability and transparency, mitigate risk, help the agency meet legislative requirements and reflect the business of the agency;
- Specifying how these records must be created, when they must be created, the format they must be created in, who must create them and implementing security and preservation requirements associated with those records;
- Integrating record creation into existing business processes; and
- Ensuring recordkeeping is considered when decisions are made about business systems (particularly decisions around migration and end of life).

Policy requirement 4: Agencies must actively manage permanent, high-value and high-risk records and information as a priority

'Permanent' records are those with a permanent retention period. 'High value' records are those that are those that are important to the business, its operations, or stakeholders. 'High-risk' records are those that pose a significant risk to the agency if they were misused, lost, damaged or deleted prematurely. These records should have the highest priority for agencies when developing and implementing their governance practices. Agencies must actively manage permanent, high-value and high-risk records by:

- Defining the criteria and processes for identifying permanent, high-value and high-risk records, including transfer of permanent value records to QSA;
- Formally documenting details of permanent, high-value and high-risk records; and
- Actively maintaining visibility of these records while they are being used, including monitoring processes for permanent, high-value and high-risk records held in business systems and applications.

3.1.3.4 Policy requirement 5: Agencies must make records discoverable and accessible for use and re-use

Discoverable records are those that are in business systems and applications approved for use by the agency. Accessible records are those that can be located and continuously used. Agencies must ensure complete and reliable records are discoverable, accessible and are able to be used and re-used for their entire life by:

- Keeping records in business systems and applications approved for use by the agency;
- Being able to discover and appropriately access records, with confidence in sufficiency of search; and
- Actively monitoring the health of records.

3.1.3.5 Policy requirement 6: Agencies must dispose of records in a planned and authorised way

Agencies must plan for how and when they will dispose of records, using a risk-based approach.

Records must be disposed of in a planned and authorised way by:

- Using the disposal authorities issued State Archivist, that provide proper coverage of the specific records you create and keep;
- Developing and implementing a disposal plan, which details disposal decision and actions for the agency. The plan must, at a minimum cover:
 - Disposal endorsement, including how internal endorsement is given;
 - Disposal methods, including how records will be disposed of (physical and digital); and
 - Disposal frequency, including specifying how often certain types of records will be disposed of.
- Formally documenting the disposal of records.

3.2 Responsibilities for Recordkeeping

3.2.1 The Chief Executive Officer ('CEO') has a duty to ensure that Council complies with the requirements of the *Public Records Act 2002* and any regulations with respect to records for which Council is responsible. Pursuant to *Section 13(3)(e)* of the *Local Government Act 2009*, the CEO is responsible for: *(e) the safe custody of—(i) all records about the proceedings, accounts or transactions of the local government or its committees; and (ii) all documents owned or held by the local government.*

The CEO is responsible for assigning information management responsibilities to Council representatives and accounting for Council's information management to relevant State and Federal authorities as required.

3.2.2 Councillors are responsible for managing information with the view that a record received or created by a Councillor is considered a public record when it relates to Council's executive activities. Pursuant to *Section 6* of the *Public Records Act 2002*, information created, received or kept, in an official capacity as a Councillor, is part of Council's public record.

3.2.3 General Managers are responsible for actively promoting and supporting a positive information management culture throughout their Department.

3.2.4 Managers are responsible for:

- ensuring compliance with the Information Management Recordkeeping Policy;
- ensuring that information management requirements are identified and addressed as they arise
- Coordinators/Supervisors are responsible for:
 - allocating appropriately skilled resources to support information management;
 - implementing information management activities as required; and
 - developing work instructions as required to support information management.

3.2.5 All Council representatives are responsible for:

- the management of information under their control and custody;
- applying information management principles, standards and best practices in their day to-day operations;
- creating and maintaining full and accurate records of all business activities to demonstrate accountability for decision made and actions taken; and
- identifying information requirements and issues to Council's Governance team.

Coordinator Governance is responsible for providing advice, tools and policy instruments such as procedures, standards and guidelines.

4. DEFINITIONS

Compliance means adherence to the requirements of laws, industry and organisational standards and codes, principles of good governance and accepted community and ethical standards. Within this context, compliance refers to conformance with the *Public Records Act 2002* and Recordkeeping Information Standards.

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

Information Management means the process by which a company manages all elements of records whether internally or externally generated and in any format or media type, from their inception/ receipt, all the way to their disposal.

Program means a number of related projects selected, planned and managed in a coordinated way in order to achieve a strategic goal.

Record means any record of information in any form, both received and created, that provides evidence of the decisions and actions of a public authority while undertakings its business activities and includes:

- Paper, microfilm, electronic;
- Documents, files, maps, plans, drawings, photographs;
- Data from business systems, email, word processing systems, spreadsheets, web pages;
- Audio, video or optical media, such as video tapes; and
- Texts, instant messages, weblogs, voice mail.

Recordkeeping System means an information system that captures, maintains and provides access to records.

Retention & Disposal Schedule means a systematic listing of administrative records. It is a functional classification scheme endorsed by Queensland State Archives for use by public authorities.

Retention Period means the period of time stated that each record series is to be maintained or reviewed for destruction or kept for permanent archival retention.

5. LEGISLATIVE REFERENCE

Crime and Corruption Act 2001 (Qld)
Information Privacy Act 2009 (Qld)
Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Public Records Act 2002 (Qld)
Right to Information Act 2009 (Qld)
Queensland Government Records Governance Policy

6. RELATED DOCUMENTS

South Burnett Regional Council Computer Internet & Email Usage Policy – Strategic007
South Burnett Regional Council Computer, Internet & Email Usage Procedure – Procedure008
South Burnett Regional Council Employee Code of Conduct Policy – Statutory011
South Burnett Regional Council Information Privacy Policy – Statutory038

7. NEXT REVIEW

As prescribed by legislation or August 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	28 April 2016	1602871
2	Review of policy	23 August 2018	2530697
3	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

DRAFT

9.10 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMMUNITY ENGAGEMENT POLICY - STATUTORY050 AND COMMUNITY ENGAGEMENT STRATEGY**File Number:** IR1678215**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Community Engagement Policy – Statutory050 and Strategy as presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

SUMMARY

Committee Resolution 2021/41

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Community Engagement Policy – Statutory050 and Strategy be adopted as presented.

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

Against: Cr Kathy Duff

CARRIED 5/1**OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Community Engagement Policy – Statutory050 and Strategy be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

ATTACHMENTS

1. **South Burnett Regional Council Community Engagement Policy – Statutory050** [↓](#) 
2. **South Burnett Regional Council Community Engagement Strategy** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory050
POLICY OWNER: Executive Services
ECM ID: 1678215
ADOPTED:

Community Engagement 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 when printed.**

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1. POLICY STATEMENT

South Burnett Regional Council ("Council") is committed to effective and appropriate community engagement, recognising that it is essential in making good decisions through listening and responding to community needs. Council also recognises its obligations under the *Local Government Act 2009* ('Act').

This policy is not intended to replace decision making responsibility but enable Council to improve its decision-making processes for corporate planning, services and major projects.

To facilitate this commitment to the South Burnett community, Council will develop and continually improve its capacity and performance in community engagement through ongoing resource development, review and evaluation of its community engagement practices. Council will also work with communities to identify the most appropriate and effective engagement methods in order to continually improve the relationship between all parties.

2. SCOPE

This policy applies to all areas of Council's operations and is the responsibility of all Council Representatives. Council's Community Engagement Strategy Guide & Tools aims to guide and support Council representatives in relation to the appropriateness and level of community engagement to be undertaken.

The objectives of this policy are to:

- Integrate community engagement across a range of policy, program and service issues, where appropriate, including Council's strategic planning activities;
- Engage the community through informing, seeking information from, and involving in the decision-making process;
- Develop Council's skills and capacity to undertake effective community engagement based on the International Association of Public Participation public participation spectrum ('IAP2');
- Assist Council in meeting its legislative obligations; and
- Provide a clear framework for the Council representatives and the community to understand the community engagement process.

3. GENERAL INFORMATION

Council is committed to the development of a culture within the organisation which enables appropriate community participation in its decision-making processes.

Council recognises that not all community engagement is formal or can be planned. Informal engagement in which Council representatives are routinely involved is a valuable tool to encourage community participation in our decision-making processes.

This policy recommends a flexible approach to how the community is engaged and recognises that different levels of engagement will be required depending on the complexity and sensitivity of individual circumstances.

Community involvement in the implementation of projects is a crucial element of strengthening local communities. Council will undertake the appropriate level of community engagement for/where:

- it is required by legislation;
- strategic planning, e.g., Community Plan;
- policy development and/or implementation that will have a direct impact on the community;
- a new facility, program or service that will have a direct impact on the community;
- proposed changes that will have significant impact on users or customers of a Council program, service or facility; and/or
- monitoring customer satisfaction with Council's services, programs or facilities.

Council's community engagement based on IAP2 details five (5) core values which form the basis of Council's principles:

- Honesty
- Respect
- Accountability
- Integrity
- Unity

4. DEFINITIONS

Community means individuals or groups within the South Burnett Regional Council area.

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

Community Engagement means a broad term describing a variety of ways to communicate, consult, involve and encourage participation between community and Council. Community engagement is about offering opportunities for people to influence what happens in the community through being active in informing decisions of Council.

International Association of Public Participation ('IAP2') means a peak body for the community and stakeholder engagement sector. The IAP2 does not refer to an actual definition of community engagement; instead it draws from a number of sources of global definitions which affirm that community engagement is critical to effective, transparent and accountable governance in the public, community and private sectors and is recognised as a two-way process:

- By which the aspirations, concerns, needs and values of citizens and communities are incorporated at all levels and in all sectors in policy development, planning, decision-making, service delivery and assessment; and
- By which governments and other business and civil society organisations involve citizens, clients, communities and other stakeholders in these processes.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

6. RELATED DOCUMENTS

Community Engagement Strategy Guide & Tools

7. NEXT REVIEW

As prescribed by legislation or August 2023

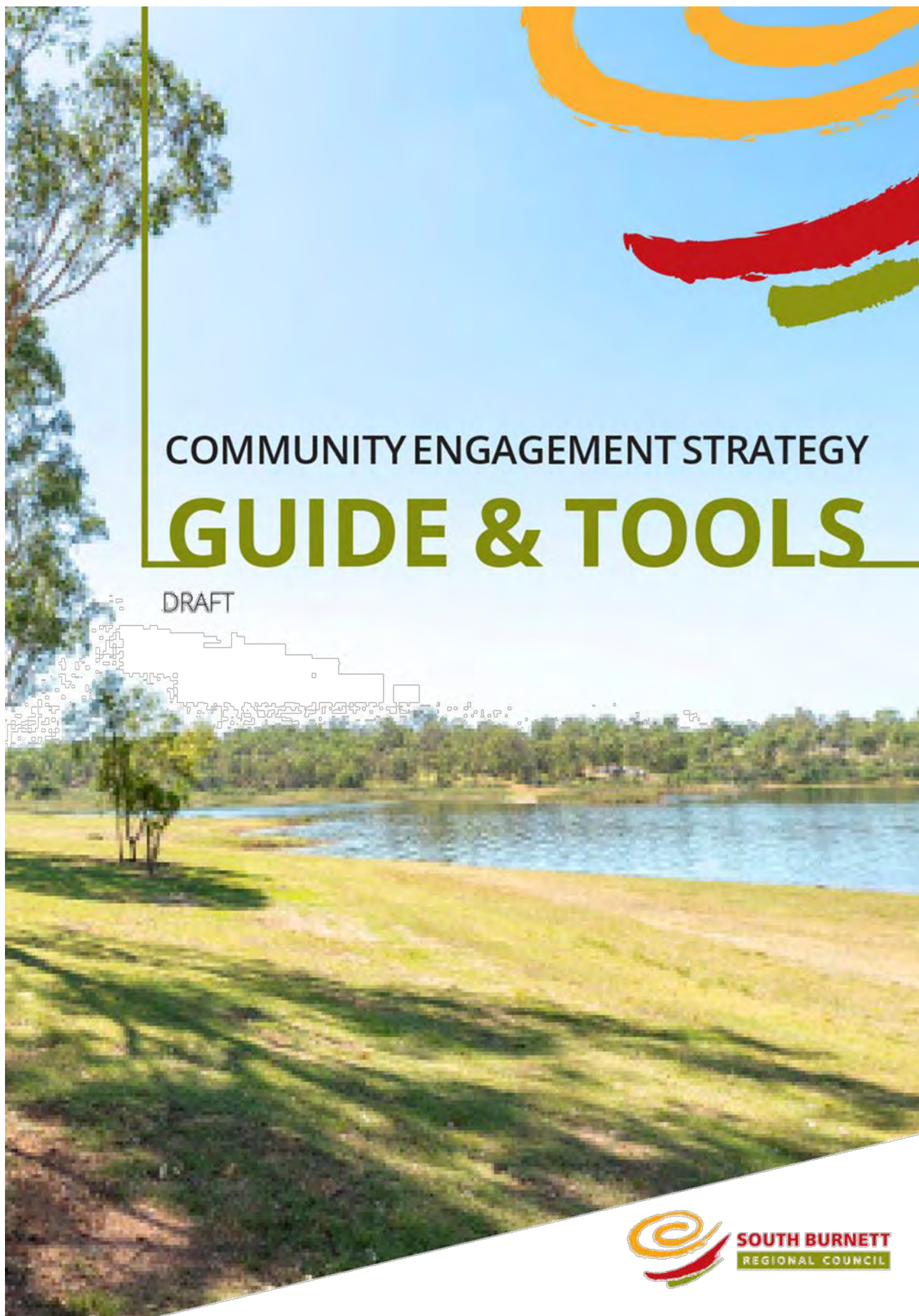
8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	16 November 2016	1678215
2	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

DRAFT



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Key steps for conducting Community Engagement

Step 1: Setting engagement objectives and scope

At the beginning of any community engagement within a project it is important to ensure the objectives are clearly defined. A review of existing information including past engagement activities is to be undertaken before finalising the objectives. In particular, project managers should consider:

- Who will be making the final decision?
- What are the questions you would like the engagement activities to answer?
- What do you want the engagement to achieve?
- What level of engagement do you feel is appropriate?

It is important at this stage to identify the project's negotiable and non-negotiable goals. By identifying and understanding what is negotiable project managers will:

- Clearly communicate and provide information about what decisions have already been made.
- Identify and communicate what is outside of Council's sphere of influence.
- Clarify the areas on which Council will be seeking engagement from the community.

It is important to make sure that the non-negotiable goals are actually that. The more non-negotiable goals a project has, the less likely the community will want to participate. Non-negotiable goals will be clearly defined and communicated to avoid confusion and unrealistic expectations and therefore minimise the risk of conflict and disillusionment towards Council.

Any project that requires community engagement must have clearly defined objectives. Keep objectives **SMART**:

- **S**pecific and able to describe an action;
- **M**easurable;
- **A**chievable and accessible;
- **R**ealistic, recorded and referred to during the process; and
- **T**ime bound.

Template 1 - Community Engagement Plan is a tool which may assist in the development and presentation of a detailed engagement plan for a significant project. Alternatively, aspects of the template may be changed or deleted to best meet your needs.

Step 2: Identify the Stakeholders - Stakeholder Analysis

It is important to identify all groups and individuals within the community who will be affected or have an interest in the decision being made. Not all stakeholders will need to be engaged at the same level, so you will need to identify their needs to determine what engagement activities might be required and at which stage of the project.

When identifying your key stakeholders, it is also important to consider the public's perception regarding the issue or topic you're engaging on. Consider past experiences with the community concerning similar issues to any previous consultation or research which may have been undertaken.

In order to develop a comprehensive list of stakeholders, the following steps may be useful:

- Brainstorm with a cross section of staff within Council.
- Contact the relevant departments in relation to past consultations or interested community groups.
- Ask key members of the community and other identified stakeholders who they consider might be interested.
- Call for expressions of interest or consider advertising in the local paper and other media.
- Identify any hard to reach groups who may be impacted by outcomes – special consideration is to be given on how to engage these sections of our community.

It's important to note that when considering stakeholders, it is advised to avoid grouping people of cultural and linguistically diverse (CaLD) backgrounds as one stakeholder. Consideration is to be given to each cultural group on how best to engage; ensuring engagement techniques take into consideration cultural requirements or other barriers which may otherwise prevent effective engagement.

When undertaking your stakeholder analysis it is important to include:

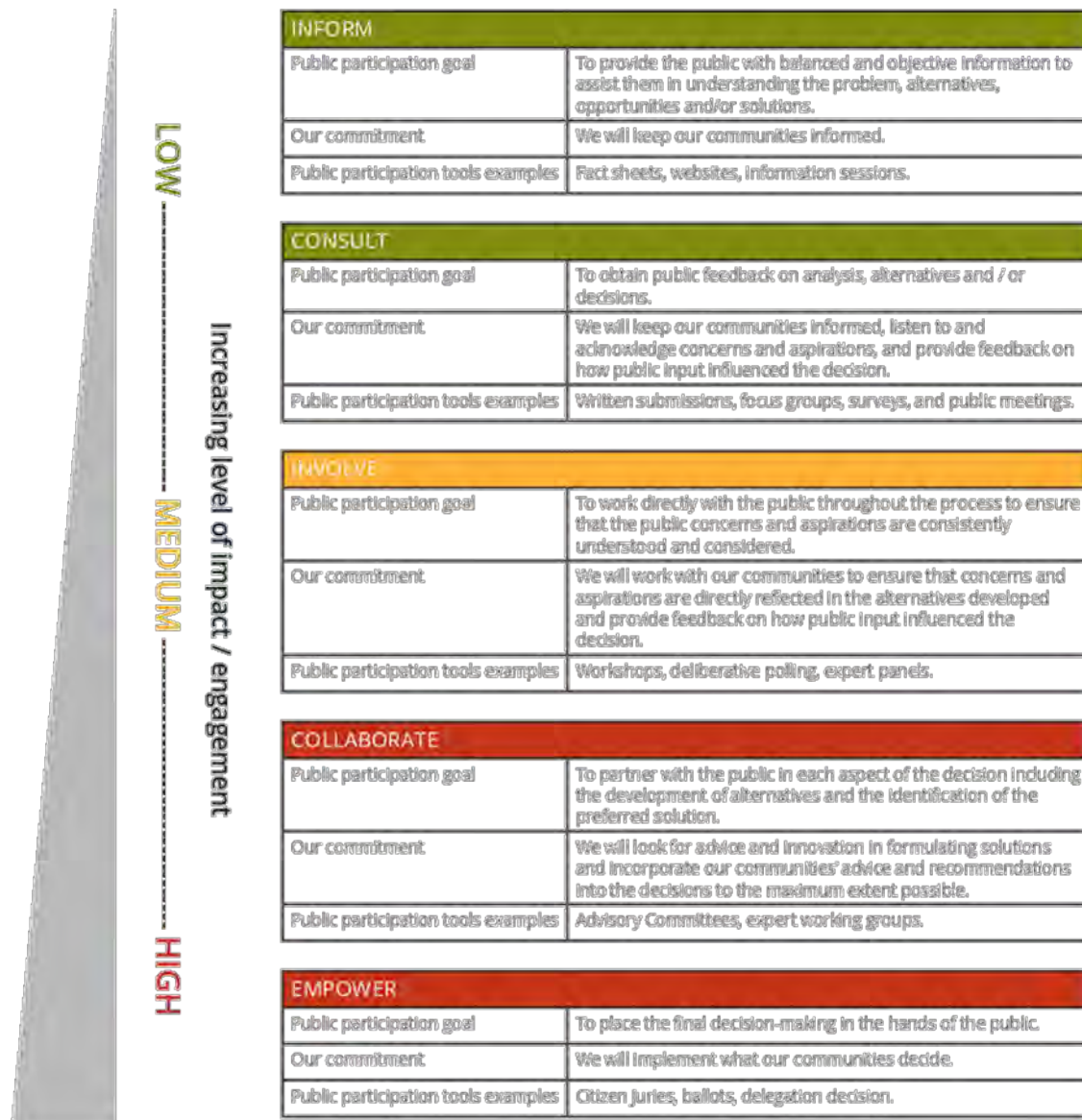
- What are the key issues or areas of interest for the project?
- Who the key stakeholder groups are?
- What their level of interest may be?
- Who are the key contacts for the group?

Once you have completed your stakeholder analysis, review the project objectives, including the negotiable and non-negotiable goals.

To assist in planning for community engagement activities **Template 2 - Community Engagement - Stakeholder List** is a tool to assist in identifying key stakeholders to be involved with the project.

Step 3: Determine the level of impact

South Burnett Regional Council's commitment and approach to community engagement has been developed using the IAP2 Spectrum for Public Participation. The impact of a project or a decision relates directly to the level of engagement. There are five categories of community engagement, beginning with the lowest level of engagement being 'Inform' with 'Empower' as the most important level of community participation in the decision making processes.



Although the *IAP2 Spectrum for Public Participation* has been adopted for Council's community engagement framework, within the context of Local Government the highest level of 'Empower' rarely will be achievable or appropriate. Elected representatives, the Mayor and Councillors for the community take the responsibility for making the final decisions on Council projects or issues.

Depending if the level of impact is 'low, medium or high' carefully consider how the project or issue will generally and/ or specifically impact the communities of our region. There may be particular stakeholders who may be more impacted or have a greater interest in the decisions surrounding the project than other sectors of our communities.

The following assessment table is only a guide and may assist in determining a project's level of impact. The higher the level of impact usually corresponds to a greater level of community engagement.

LEVELS OF IMPACT		
High - Level 3	Criteria	Examples
<p>There is high level of impact of risk (perceived or real) on the South Burnett region; or sections of the communities.</p> <p>There is potential for decisions to create controversy and/or have varying levels of acceptance within the community</p>	<ul style="list-style-type: none"> • Significant impact on attributes considered to be of high value to the community (e.g. lifestyle or physical environment) • Likely to have a high level of interest from across the South Burnett region or local area/s • Potential for a high level of controversy or conflict across the South Burnett region or local area/s • High levels of complexity in the issue being considered • Likely to impact on vulnerable sections of the community • Loss or significant change to any service or facility provided by Council 	<ul style="list-style-type: none"> • Kingaroy Transformation Project (KTP) • Closure of a Council service or facility
Medium - Level 2	Criteria	Examples
<p>There is a medium level of impact or risk (perceived or real) on the South Burnett region; or sections of the communities.</p> <p>It is likely that the decision will be accepted by the majority of the community impacted; however the decision may be an inconvenience for some sections of the community.</p>	<ul style="list-style-type: none"> • There may be some impact on attributes that are considered to be of high value to the community or a section of the community (e.g. lifestyle or physical environment) • Some sections of the community concerned are likely to have a high level of interest • Potential for some controversy or conflict across the South Burnett region or local area/s • There is a medium to low level of complexity in the issue being considered • There is some loss or change to any Council service or facility provided by Council 	<ul style="list-style-type: none"> • Redevelopment of a park / playground – temporary closure • Minor changes to eligibility criteria to access a Council service
Low - Level 1	Criteria	Examples
<p>There is a low level of impact or risk (perceived or real) on the South Burnett region; or sections of the communities.</p> <p>It is likely that the decision will be widely accepted by the community and seen as having positive outcomes or being required.</p>	<ul style="list-style-type: none"> • No negative impact on attributes that are of high value to the community (e.g. lifestyle or physical environment) • Low level of interest across the South Burnett region or local area/s • Low to no risk of controversy or conflict across the South Burnett region or local area/s • Only a small change, or enhancement to any service or facility provided by Council 	<ul style="list-style-type: none"> • Upgrade of a local playground or park • Extension of operating hours for a Service • Local street or street scaping upgrades • Change of times to a local activity program – 'First 5 Forever Rhyme Time' or / Tech Help Sessions'

To determine the level of impact, firstly consider the key stakeholders who may be interested in or impacted by the decision. When determining the level of impact for each stakeholder group, it may be appropriate to consult with other staff across Council to inform your analysis. Note, that even at a 'high' level of impact possibly not all stakeholders will require the same level of engagement; some may only require to be Informed, Consulted or Involved.

During different stages of the project, it may be necessary to review the level of Impact due to changes in the situation or increasing understanding of the implications of the outcomes.

To assist in planning for community engagement activities **Template 3 - Community Engagement - Assessing the level of engagement - Score Sheet** is a tool to assist in assessing the level of engagement based on the degree of impact of the project.

Step 4: Select the appropriate engagement method

Determining the level of impact for each stakeholder group will allow you to identify what levels of participation you should be considering for your project (refer to Community Engagement Policy for participation levels). Not all stakeholders will require the same levels of engagement, and engagement methods should be selected carefully based on the needs and demographics of each group.

There are many reasons why people don't get involved with Council engagement activities. Consideration is to be given to the types of engagement activities being planned to ensure they are inclusive and maximise the potential for participation.

Reasons people do not participate include:

- Lack of information and awareness of the issues
- Perception that their input will not make a difference
- Lack of follow-up with issues raised in the past
- Not knowing how their input has been used in the past
- Intimidating or inappropriate engagement methods
- Language or cultural barriers
- Accessibility – venue, time, holidays, disability access etc.

Once a level of impact and engagement has been assessed in accordance with the different stakeholders you will need to ensure you select the most appropriate methods and tools to engage the community.

Although not fully comprehensive the following matrix will assist in identifying what tools or methods could be best used in our region for community engagement; as well, referencing the **IPA2 Public Participation Spectrum**® can provide further assistance and guidance in this important step:

Level of Engagement & Method Tool	Level of Impact		
	Level 3 (High)	Level 2 (Medium)	Level 1 (Low)
INFORM			
Personal telephone contact	**	**	*
In person meeting	*	*	*
Mail out – letters to home & business	***	**	*
Newspaper Advert or Notice	***	**	
Fact Sheets/ Information Brochure / Flyer	*	*	*
Email Community Contacts	**	**	*
Radio Interviews / Adverts / Community Announcements	**	*	*
Council Website – Information and Notices	***	***	***
Media Releases	***	*	*
Public Displays – Shopping Centres / Community Halls	**	**	*
Presentations at community meetings	**	**	*
Specific Information Sessions	***	**	*
Posters / Signage / Banners	**	**	*

Level of Engagement & Method Tool	Level of Impact		
	Level 3 (High)	Level 2 (Medium)	Level 1 (Low)
CONSULT			
Written Community Survey (including random surveying) / Questionnaire	**	**	*
Invite written submissions	**	**	*
Host one / a series of focus group' sessions	**	**	*
Anonymous suggestion / feedback box		*	*
Telephone survey	**	**	*
Hotline / Phone-in to Council	*	*	*
Intercept Interview – asking people in public places	**	**	
Social media	**	**	*
Public meetings	*	*	
Online discussion forum / random surveys	**	**	
World Café – facilitated group discussions / feedback to larger group	**	**	
INVOLVE			
Meetings with key stakeholders	***	***	*
Meetings with other target groups e.g. youth, parents, Aboriginal and Torres Strait Islander peoples, people living with disabilities, aged, CaLD groups	**	**	*
Site Tour / Meeting with stakeholders	**	**	
Workshop sessions	**	**	
Community forum / Debate	*	*	
A community reference group	*	*	
COLLABORATE			
Community Summit	*		
Expert reference groups / Committees	**		
Community Advisory Committee	*	*	
EMPOWER			
Public Ballot / Referendum	*		
Citizen Jury	*		

*** Strongly Desirable

** Desirable

* May be appropriate

To assist in planning for community engagement activities *Template 4 - Community Engagement - Action Plan / Checklist* is a tool to assist in selecting the most appropriate method and tools to engage the community on the project.

Step 5: Timelines and budget

Timelines and budget for community engagement will vary from project to project and be dependent on a number of factors, including the level of impact, level of public participation required and the community engagement tools and techniques chosen for each stakeholder group. Consideration will also need to be provided for any legislative requirements and timeframes which may impact on the project. **Template 5 - Community Engagement - Task Breakdown** is a tool designed to assist in managing engagement tasks and time.

Generally speaking, the higher the level of impact and more stakeholders you have, the more time and resources will need to be allocated to community engagement. Therefore it is essential that a community engagement plan is developed before commencing the project and be included in the overall plan and budget for your project.

Early engagement is recommended for Level three (3) projects, especially where the project is dealing with complex issues, requires community education or capacity building or is of a contentious issue. Projects at this level will often need a period of informing the community about the issues at hand, before consulting, involving or collaborating.

An important factor in determining timeframes will be key community events such as school holidays, religious festivals and other major events. Where possible these should be avoided in order to maximise the ability for people to participate.

When considering budget and resource allocation, the type of engagement tools chosen will be a significant factor. Each tool requires different levels of practitioner skill, time and budget. For controversial projects it may be necessary to use an independent facilitator to ensure a balanced and unbiased approach and provide a greater level of credibility and confidence with the community. This independent facilitator may be an external consultant or another Council staff member who has the required skills and is not directly involved in the project or responsible for advocating Council's position on the topic being considered.

Step 6: Reporting and feedback

Providing feedback and reporting to the community is essential to ensure ongoing engagement with the project and with future projects.

When developing your engagement plan, identify the points throughout the project you will be providing feedback or reporting on progress.

In order to maintain engagement and create confidence that feedback is being considered, community engagement sessions would be recorded and minutes or notes made available to participants within 20 business days. This ensures ongoing interest and allows participants to provide you with any feedback or corrections about what has been recorded.

It is important to maintain the privacy and confidentiality on all reporting and feedback provided. Participant names and identifying information is to be removed unless you have the written consent of each individual to publish or release their personal information.

To assist with providing feedback the following steps should be undertaken:

- Offer to capture the contact details of all stakeholders and community members who would like to be involved or participate in an engagement process.
- Ensure contact details are kept up to date throughout the project.
- Detail how and when each stakeholder group will receive feedback during the project and after completion.
- Ensure feedback is accessible to all stakeholders.
- Keep contacts informed of key project stages and send details of any relevant upcoming engagement activities or details of Council reports for comment.
- Ensure the privacy and confidentiality of individuals are maintained at all times.

When reporting on the final outcomes of the project:

- Define how the final outcomes will be documented and distributed.
- Provide feedback to participants on how their information was considered in the development of the final outcomes.
- Where appropriate, ensure project outcomes are reported on Council's website and through other relevant mediums.

Template 7 – Community Engagement - Feedback Report to Council is a tool designed to help collate feedback, evaluate the project and provide recommendations to Council once an engagement activity has been conducted.

Step 7: Evaluation and monitoring

Evaluation and monitoring is an important part of improving community engagement processes and should be encouraged throughout the project. Evaluation throughout the project will help Council improve and modify its approach to community engagement activities, celebrate success and learn from past experiences.

For all major projects or those identified as having a Level 3 or Level 2 (where relevant) impact, a summary evaluation should be prepared on the community engagement undertaken. This summary will include information concerning the project, the community engagement process and the key outcomes. The summary should be made available on the Council website and other appropriate mediums for the general public, and particularly those who participated in the community engagement activities to access.

Undertaking this evaluation will help the organisation better improve its community engagement processes, celebrate success and learn from past experiences. The summary evaluation should also be made accessible to the community, particularly those who participated in the community engagement activities, via Council's website and other mediums as appropriate.

Community Engagement Plans when being developed must identify the methods or tools that will measure the effectiveness and satisfaction of participants with the community engagement process. **Template 6 - Community Engagement - Evaluation** and **Template 8 - Community Engagement - Final Evaluation** are tools to help collate feedback, monitor, evaluate and report on engagement activities.

When developing your evaluation, the following participant questions may assist:

- How would you rate the quality of the project information you received?
- How would you rate the facilitation of the session?
- Were participants provided with adequate information and resources to participate in a meaningful way?
- The session was conducted in an open and transparent manner.
- The session provided me with sufficient opportunity to contribute my views.
- A variety of views, opinions and needs were heard and discussed.
- The decision making process for this project has been fair and appropriate.
- There's been a high level of trust between the community and Council on the project.

Council will monitor and measure the effectiveness of community engagement. This will be achieved with the implementation of the following strategies:

- Develop an internal Community Engagement Register of upcoming events.
- Assess the training and development needs required to strengthen Council's organisational capacity to undertake community engagement.
- Investigate and implement appropriate strategies that provide online opportunities for communities to participate and receive feedback of past and present engagement activities.

To monitor and evaluate Council's community engagement framework Council will have performance indicators that reflect community satisfaction:

- Satisfaction with Council keeping communities informed and engaged with general Council business and other community information.
- Satisfaction with the level of consultation with communities on local issues.
- Satisfaction with Council keeping communities informed of key or significant issues.
- Satisfaction with Council encouraging and creating supportive environments for community to ask questions and have discussion on key issues.

Key protocols when conducting Community Engagement

There are a number of Council policies and recommended protocols that need to be considered or adhered to when conducting community engagement activities.

1. Community Engagement Plans

- Community Engagement Plans will be developed for all Council projects, activities and issues that require the communities' participation.
- Community Engagement Plans need to be approved by the relevant Manager; and in some instances by the Senior Executive Team or Senior Management Team and Council.

2. Media Releases

- Media Releases are to be approved and distributed as per the Media Relations Policy and Flowchart.

3. Brochures, fact sheets and leaflets

- All brochures and leaflets must be provided to the Communications Officer for approval against branding and content prior to distribution.
- Final copies of brochures and leaflets must be recorded on ECM, and copies should be forwarded to Coordinator Customer Service to assist with any customer enquiries.

4. Community surveys

- Community surveys are required to be put through the Communications Officer for approval by the Chief Executive Officer prior to distribution.
- Coordinator Customer Service is to be advised of the distribution of community surveys, with instructions on how to respond to any enquiries, including validation of telephone surveys.
- Councillors are to be provided with a copy of community surveys being distributed prior to distribution.

5. Community meetings (public meetings, information sessions, workshops etc)

- Community meetings must be approved by the Mayor and Chief Executive Officer.
- The relevant internal and external calendars are to be checked when arranging meetings to avoid clashes with other events.
- Coordinator Customer Service is to be advised of any community meetings that involve broad community participation, with instructions on how to respond to any enquiries, including validation of telephone surveys.
- Councillors are to be made aware of all Community meetings that involve broad community participation or are of a Division or Council significance.
- A summary of meeting notes are to be provided to all participants within 20 working days of attending the event.

6. Written correspondence

- All correspondence received by Council is to be responded to within ten (10) working days.
- Correspondence that makes a decision or financial commitment on behalf of Council must be endorsed and signed by the appropriate delegated Officer.
- Refer to the relevant policies and procedures for further information.

7. Social Media

- The use of social media (Facebook, Twitter, Youtube etc) must be put through the Communications Officer for approval by the Chief Executive Officer.
- The moderating and posting of comments representing Council must adhere to Council's Employee Code of Conduct and Social Media Procedure and other relevant policies and procedures.

Related documents

There are a number of Council policies and related documents that need to be considered or adhered to when conducting community engagement activities:

- Community Engagement Policy
- Community Engagement Procedure
- Media Relations Policy
- Media Relations Flowchart
- Social Media Procedure
- Employee Code of Conduct
- Style Guidelines



South Burnett Regional Council Community Engagement Strategy - Guide & Tools

List of Templates

1. Community Engagement Plan - **ECM 2808441**
2. Community Engagement - Stakeholder List - **ECM 2808442**
3. Community Engagement - Assessing the level of engagement - Score Sheet - **ECM 2808443**
4. Community Engagement - Action Plan / Checklist - **ECM 2808444**
5. Community Engagement - Task Breakdown - **ECM 2808445**
6. Community Engagement - Evaluation - **ECM 2808446**
7. Community Engagement - Feedback Report to Council - **ECM 2808447**
8. Community Engagement - Final Evaluation - **ECM 2808448**

9.11 MONTHLY FINANCIAL REPORT

File Number: 25 Aug 2021
Author: Coordinator Finance
Authoriser: Chief Executive Officer

PRECIS

Monthly Financial Report as of 31 July 2021.

SUMMARY

The following information provides Council's financial position as of 31 July 2021.

OFFICER'S RECOMMENDATION

That the Monthly Financial Report including Capital Works and Works for Queensland as of 31 July 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 14 July 2021.

The amended budget maintains the link with achieving the Operational Plan 2021/2022 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council on 14 July 2021.

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 a way compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

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

- | | |
|---|--|
| 1. Recognition and equality before the law; | 13. Cultural rights—generally; |
| 2. Right to life; | 14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples; |
| 3. Protection from torture and cruel, inhuman or degrading treatment; | 15. Right to liberty and security of person; |
| 4. Freedom from forced work; | 16. Humane treatment when deprived of liberty; |

- | | |
|---|---|
| 5. Freedom of movement; | 17. Fair hearing; |
| 6. Freedom of thought, conscience, religion and belief; | 18. Rights in criminal proceedings; |
| 7. Freedom of expression; | 19. Children in the criminal process; |
| 8. Peaceful assembly and freedom of association; | 20. Right not to be tried or punished more than once; |
| 9. Taking part in public life; | 21. Retrospective criminal laws; |
| 10. Property rights; | 22. Right to education; |
| 11. Privacy and reputation; | 23. Right to health services. |
| 12. Protection of families and children; | |

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

Budget prepared considering 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

- Recurrent Revenue is currently sitting at 1% compared to the original budget and Recurrent Expenditure is sitting at 9%. Revenue is impacted by timing effects of various income streams including rates and grant revenue. These will come into line as we get further into the financial year.
- Council's current cash holdings at the end of July 2021 was \$40.934m with \$27.075m of this currently classed as restricted cash. Restricted cash is an estimate only with final 2020/2021 restricted cash balances in the process of being confirmed.
- A handful of Council's ratios are outside of their respective targets for the end of July 2021.
 - The operating cash ratio is currently just under the 3-month target at 2.97. This will improve over the next few months as income from revenue streams starts being received in the bank and restricted cash values are properly confirmed.
 - The debt servicing ratio is above the target of 10% at 49.86%. Again, this is distorted by the timing in revenue and will come into line with the target as we continue through the year.
 - The interest coverage ratio is also outside of the target range of 5% or less and is currently sitting at 16.98%. This ratio is again affected by the timing in revenue.
- Council's capital expenditure program is currently sitting at \$6.086m in actual and committed expenditure which equates to approximately 19.45% of the total budget spent to date.
- Auditors will be on site during September to perform their end of year testing.

ATTACHMENTS

1. **Monthly Financial Report - July 2021** [↓](#) 



South Burnett Regional Council
Monthly Financial Report
Interim July 2021



SOUTH BURNETT
REGIONAL COUNCIL

Executive Summary

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

- Recurrent Revenue is currently sitting at 1% compared to the original budget and Recurrent Expenditure is sitting at 9%. Revenue is impacted by timing effects of various income streams including rates and grant revenue. These will come into line as we get further into the financial year.
- Council's current cash holdings at the end of July 2021 was \$40.934m with \$27.075m of this currently classed as restricted cash. Restricted cash is an estimate only with final 2020/2021 restricted cash balances in the process of being confirmed.
- A handful of Council's ratios are outside of their respective targets for the end of July 2021.
 - The operating cash ratio is currently just under the 3-month target at 2.97. This will improve over the next few months as income from revenue streams starts being received in the bank and restricted cash values are properly confirmed.
 - The debt servicing ratio is above the target of 10% at 49.86%. Again, this is distorted by the timing in revenue and will come into line with the target as we continue through the year.
 - The interest coverage ratio is also outside of the target range of 5% or less and is currently sitting at 16.98%. This ratio is again affected by the timing in revenue.
- Council's capital expenditure program is currently sitting at \$6.086m in actual and committed expenditure which equates to approximately 19.45% of the total budget spent to date.
- Auditors will be on site during September to perform their end of year testing.

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1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 31 July 2021

8% of Year Complete

	2021 \$	Original Budget \$	Variance %
Income			
Revenue			
Recurrent Revenue			
Rates, Levies and Charges	36,104	51,521,884	0%
Fees and Charges	421,032	4,988,433	8%
Rental Income	27,565	393,500	7%
Interest Received	50,425	630,500	8%
Sales Revenue	11,770	3,016,651	0%
Other Income	89,462	850,475	11%
Grants, Subsidies, Contributions and Donations	120,291	7,651,978	2%
	<u>756,649</u>	<u>69,053,421</u>	<u>1%</u>
Capital Revenue			
Grants, Subsidies, Contribution and Donations	10,000	11,779,420	0%
Total Income	<u>766,649</u>	<u>80,832,841</u>	<u>1%</u>
Expenses			
Recurrent Expenses			
Employee Benefits	2,298,647	24,979,452	9%
Materials and Services	2,203,278	23,631,408	9%
Finance Costs	163,728	2,107,567	8%
Depreciation and Amortisation	1,777,552	21,330,624	8%
	<u>6,443,205</u>	<u>72,049,050</u>	<u>9%</u>
Capital Expense	-	(400,000)	0%
Total Expense	<u>6,443,205</u>	<u>71,649,050</u>	<u>9%</u>
Net Result	<u>(5,676,557)</u>	<u>9,183,791</u>	
Net Operating Result	<u>(5,686,557)</u>	<u>(2,995,629)</u>	

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 Revenue			Total Expenditure		
	Actual	Original Budget	%	Actual	Original Budget	%
Water	\$ 62,512	\$ 11,089,948	1%	\$ 820,540	\$ 10,826,708	8%
Wastewater	\$ 1,778	\$ 6,008,918	0%	\$ 409,416	\$ 5,413,210	8%
Waste	\$ 83,423	\$ 6,106,443	1%	\$ 300,338	\$ 6,071,441	5%
Plant and Fleet	\$ 72	\$ 491,000	0%	\$ 99,472	-\$ 1,680,651	6%
Genops	\$ 618,864	\$ 57,536,532	1%	\$ 5,012,383	\$ 51,418,342	10%
Total	\$ 766,649	\$ 81,232,841	1%	\$ 6,443,205	\$ 72,049,050	9%

Revenue

- General operations overall are tracking below budget for revenue mainly due to timing in rates revenue for first 6 monthly levy and timing of other regular income streams.

Expenditure

- Expenditure for Fleet is tracking below target due to timing of yearly registration bills as well as timing in use of internal plant by departments for the month.
- Waste is below target for the month due to timing of monthly waste expenditure bills that have not been received.
- Genops is currently sitting above target for July partly due to yearly invoices having been processed for insurances.

2.2 Revenue

2.2.1 Rates Levies and Charges

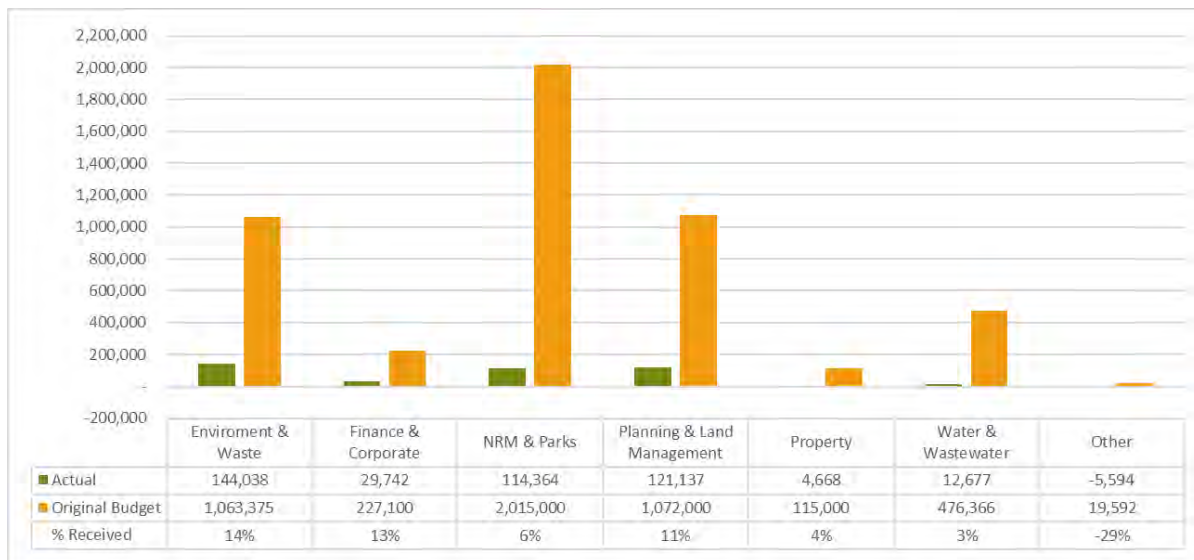
This item shows South Burnett Regional Council’s total net income from general rates, service charges (water, sewerage and waste) and special charges.

<i>Rates or Charges</i>	<i>ACTUALS 2021/2022</i>	<i>ORIGINAL BUDGET 2021/2022</i>
General Rates	-\$ 2,802	\$ 29,717,891
Quarry Special Charge	\$ -	\$ -
Water Charges	\$ 41,741	\$ 10,616,432
Sewerage Charges	-\$ 2,621	\$ 5,905,918
Waste Collection Charges	-\$ 48	\$ 2,304,832
Community Rescue and Evacuation Levy	-\$ 5	\$ 90,000
Waste Management Levy	-\$ 161	\$ 2,886,811
Memerambi Estate Levies	\$ -	\$ -
Total	\$ 36,104	\$ 51,521,884

As of 31 July 2021, rates, levies and charges are tracking below target at 0%. This is due to timing of the first 6 monthly rates levy which is due to be processed in August.

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.

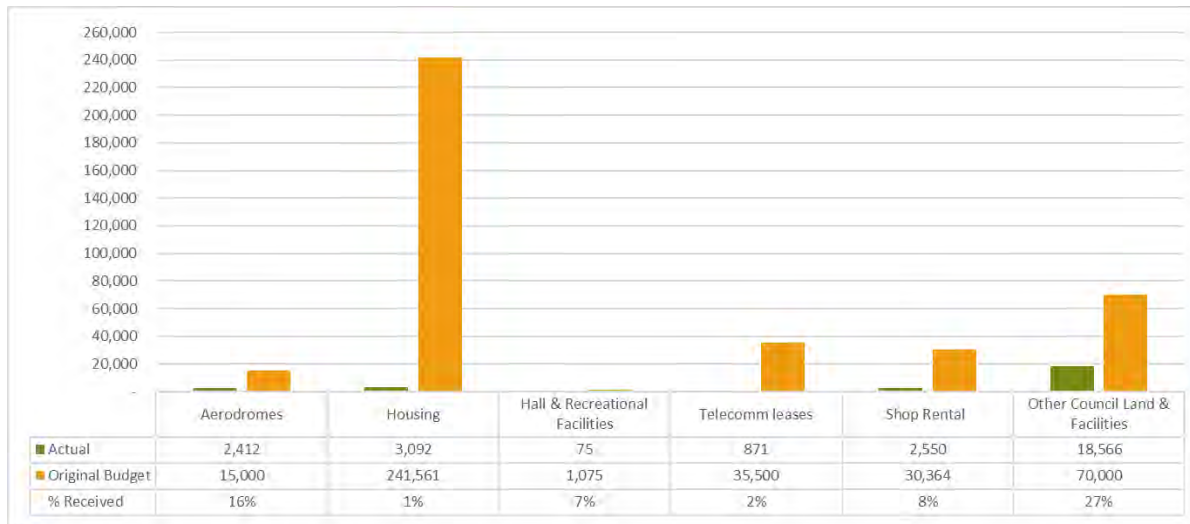


As of 31 July 2021, fees and charges are tracking on target at 8%. The category ‘other’ above is currently a negative due to developer incentives that have been taken up.

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.

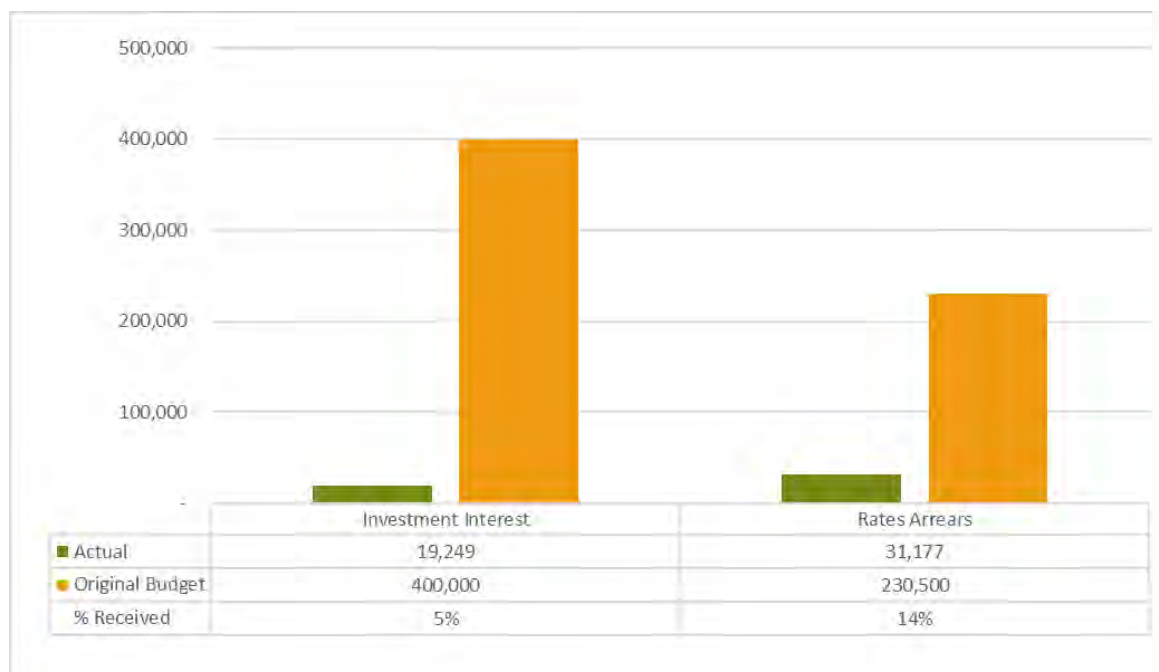
As of 31 July 2021, rental income is tracking slightly below target at 7% due to timing in annual rental of various facilities and monthly income from housing rental.



2.2.4 Interest Received

Interest revenue includes interest on investments and rate arrears.

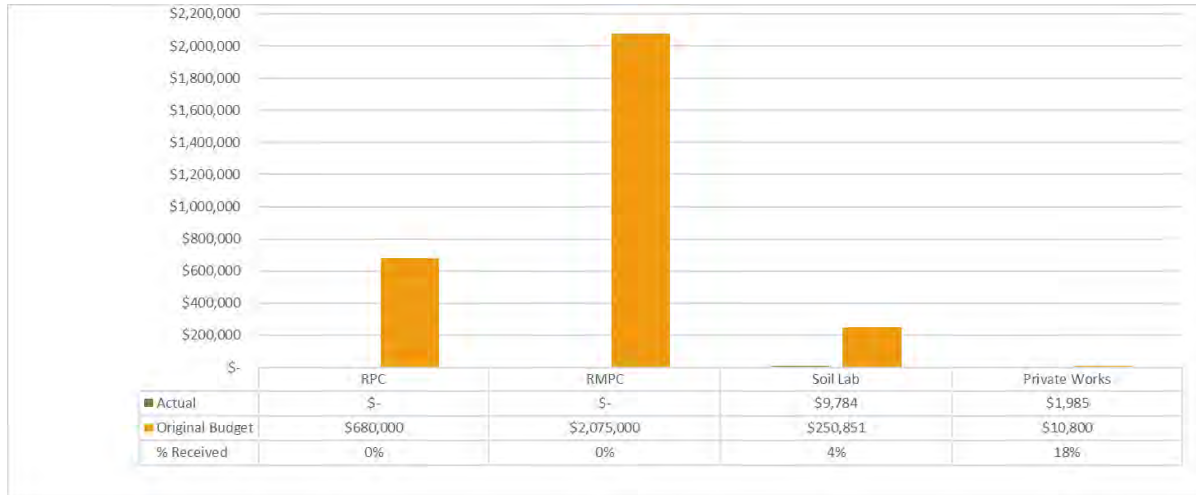
As of 31 July 2021, interest received is tracking on target at 8%.



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 31 July 2021, sales revenue is tracking below target at 0%. This is largely due to timing in when RPC and RMPC works for this new financial year are scheduled to be performed.



2.2.6 Other Income

Other income is sundry income derived from all other sources.

As of 31 July 2021, other income is tracking above target at 11%. The main increase stems from animal infringements which have been processed during the month. There is a possibility that this value will decrease in the future if fines are sent to the State Penalties Enforcement Registry (SPERS) for collection.

Income Stream	Actual	Original Budget	% Received
VIC Income	\$ 10,675	\$ 80,800	13%
Art Gallery Income	\$ -	\$ 500	0%
Pool Income	\$ -	\$ 43,000	0%
Irrigation Income	\$ -	\$ 30,000	0%
Fines	\$ 58,836	\$ 11,500	512%
Scrap Steel	\$ 216	\$ 95,000	0%
Library Sales	\$ 229	\$ 3,730	6%
Museum Sales	\$ 82	\$ 2,500	3%
Agency Income	\$ 2,469	\$ 51,895	5%
Tourist Parks	\$ 10,514	\$ 375,000	3%
Legal Recovery	-\$ 633	\$ 80,000	-1%
Insurance Claims	\$ 5,772	\$ 20,000	29%
Misc Other	\$ 1,302	\$ 56,550	2%
Total	\$ 89,462	\$ 850,475	

2.2.7 Operational Grants

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

As of 31 July 2021, operating grants are tracking low at 2%. A majority of the budget for this financial year centres around the Financial Assistance Grant and is usually paid on a quarterly basis.

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.

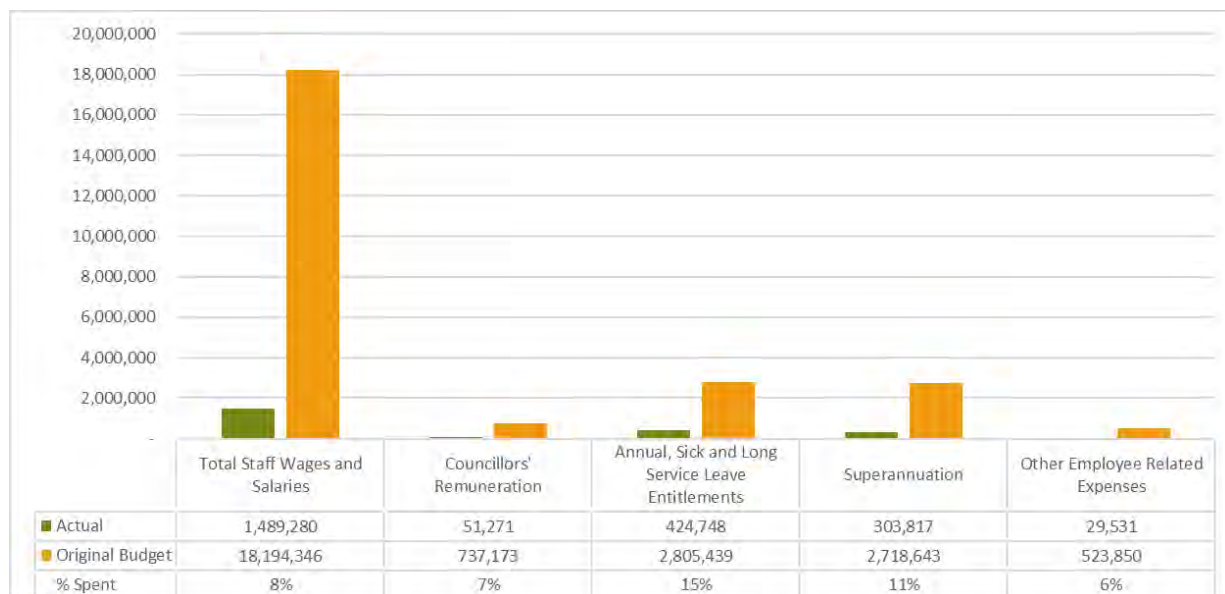
As of 31 July 2021, capital grants are tracking below target at 0%. This income stream will be reviewed each month to consider contract asset and contract liability movements.

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 31 July 2021, employee benefits are tracking slightly above target at 9%. A majority of the additional expense for the year so far relates to timing in annual leave and sick leave entitlements.



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 31 July 2021, materials and services are tracking slightly above target at 9%.

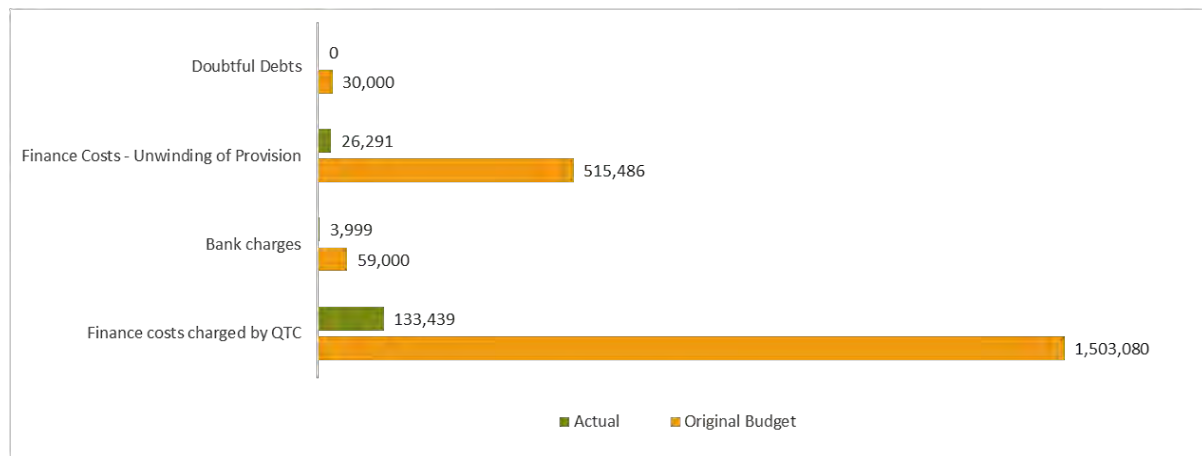
Description	Actual	Original Budget	% Spent
Donations	1,206	628,763	0%
Materials	1,912,137	17,072,660	11%
Services	399,369	8,199,894	5%
Internal Plant Charges	699,327	6,411,558	11%
Internal Plant Recoveries	- 808,761	- 8,681,466	9%
	2,203,278	23,631,408	

Increases in materials are largely due to timing in yearly insurance renewals and vehicle registrations.

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 31 July 2021, finance costs are tracking on target at 8%.



2.3.4 Depreciation

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

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

As of 31 July 2021, depreciation is on target at 8%. As asset records will not be rolled into the new financial year until the external audit has been performed, depreciation amounts posted for July are forecasted monthly figures based on the adopted original budget.

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 its written down value is nil. To dispose of the asset, its written down value is recognised in Council's accounts as a loss on disposal.

As at the 31 July 2021 no disposals or sales of capital items have been performed.

3.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position as at 31 July 2021

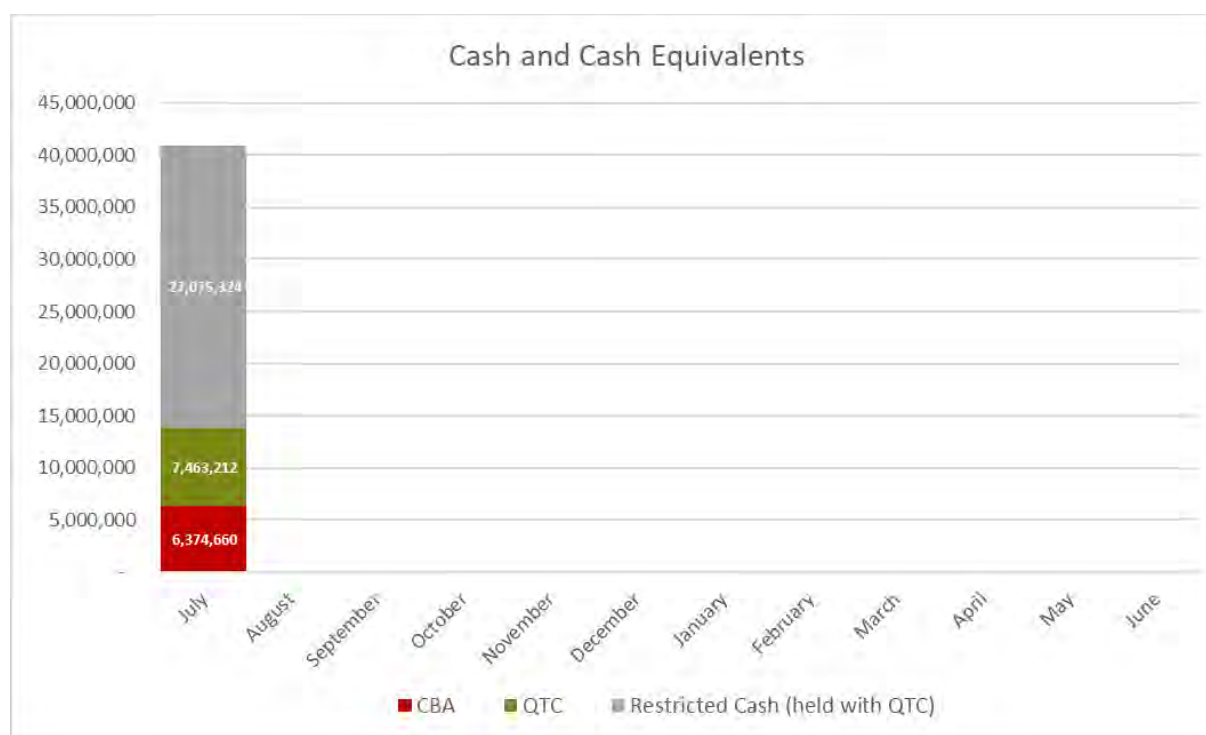
	2021 JULY \$	Original Budget \$
Current Assets		
Cash and Cash Equivalents	40,934,486	36,498,468
Trade and Other Receivables	7,107,561	9,348,944
Inventories	686,163	764,632
Investments	-	-
Total Current Assets	48,728,210	46,612,044
Non-Current Assets		
Trade and Other Receivables	1,306,115	910,507
Property, Plant and Equipment	865,411,092	872,535,500
Right of Use Asset	866,233	837,809
Intangible Assets	7,968,234	6,234,639
Total Non-Current Assets	875,551,674	880,518,455
TOTAL ASSETS	924,279,884	927,130,499
Current Liabilities		
Trade and Other Payables	8,964,870	10,063,817
Borrowings	2,877,630	3,250,722
Lease Liabilities	21,740	22,303
Provisions	3,598,191	3,953,243
Other Liabilities	788,669	-
Total Current Liabilities	16,251,100	17,290,085
Non-Current Liabilities		
Trade and Other Payables	-	-
Borrowings	30,800,282	27,225,302
Lease Liabilities	868,951	846,648
Provisions	13,882,770	13,501,773
Other Liabilities	-	-
Total Non-Current Liabilities	45,552,004	41,573,723
TOTAL LIABILITIES	61,803,103	58,863,808
NET COMMUNITY ASSETS	862,476,781	868,266,691
Community Equity		
Retained Surplus/(Deficiency)	427,098,384	440,813,008
Asset Revaluation Surplus	435,378,397	427,453,683
TOTAL COMMUNITY EQUITY	862,476,781	868,266,691

3.1 Current Assets

3.1.1 Cash and Cash Equivalents

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

As of 31 July 2021, Council's actual cash and cash equivalents balance was \$40,934,486. The below table shows the breakup of this balance sheet element (excluding cash drawers).

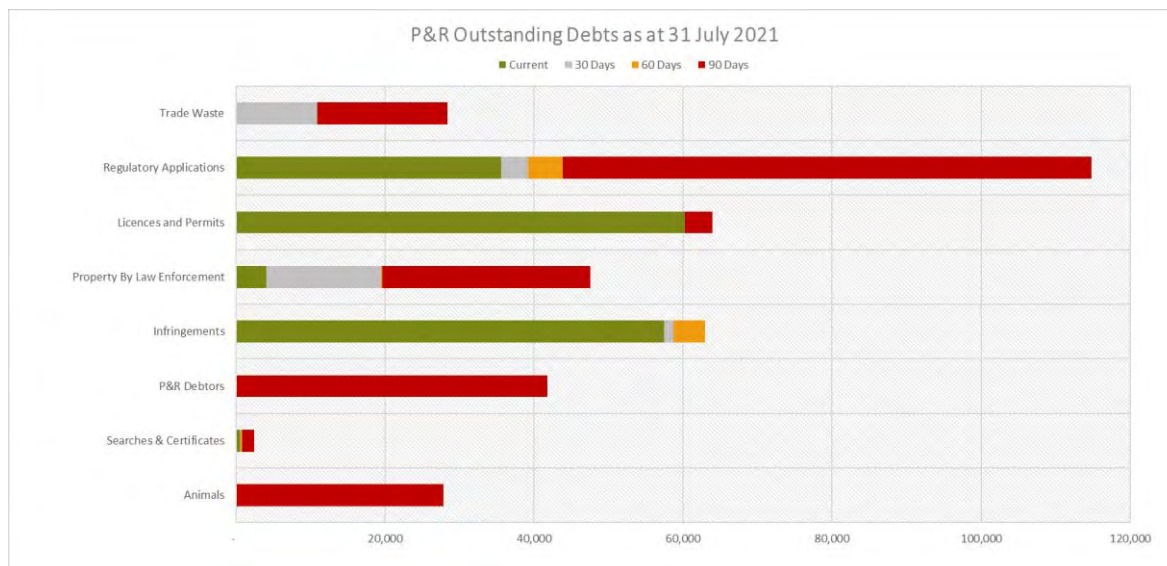


As at the 31 July 2021, the current preliminary predicted restricted cash balance was \$27.075m. This is still in the process of being confirmed based on final end of year movements from 2020/2021 in the restricted cash reserves.

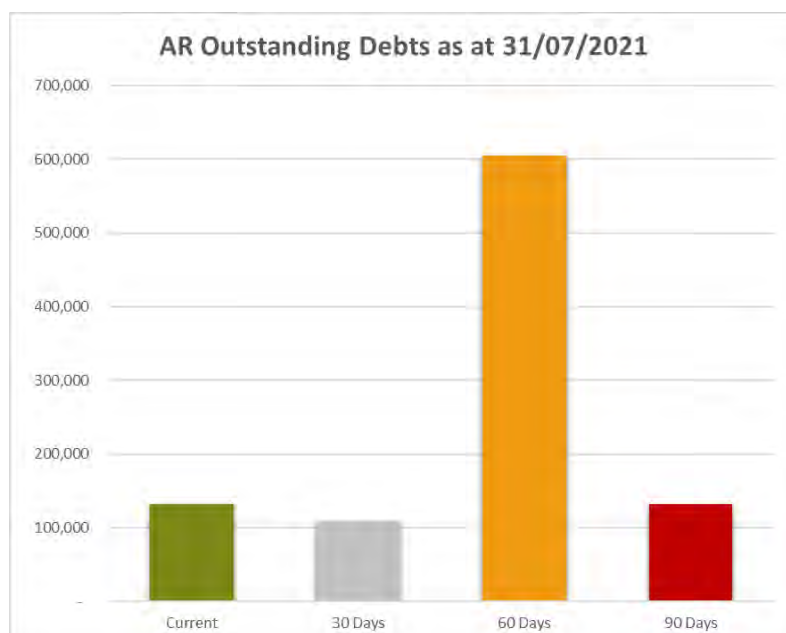
RESTRICTED CASH		Jul-21
Recurrent Expenditure		988,873
Future Capital Works		
Roads		3,389,970
Buildings		4,425,504
Waste		3,986,961
Land		25,322
Plant & ICT		3,339,565
Water		3,178,449
Wastewater		2,373,847
Unspent - Developer Contributions		4,556,587
Unspent - Loan Funds		810,246
	Total	27,075,324

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.

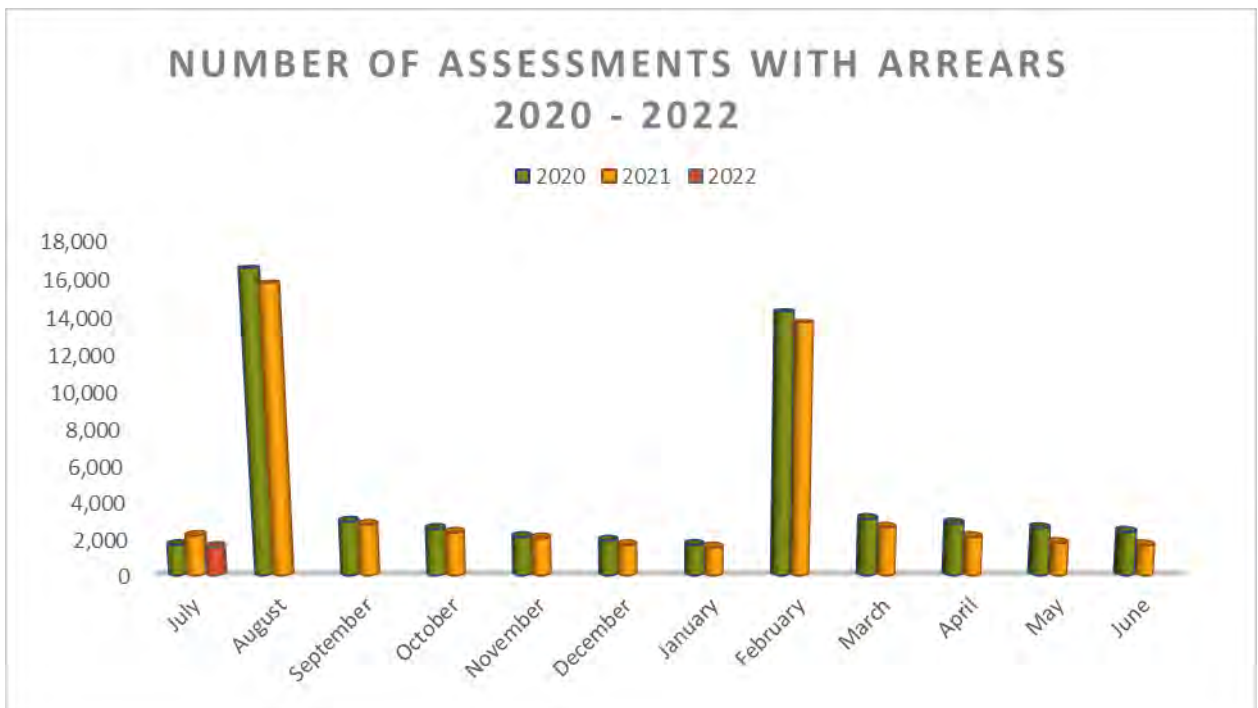
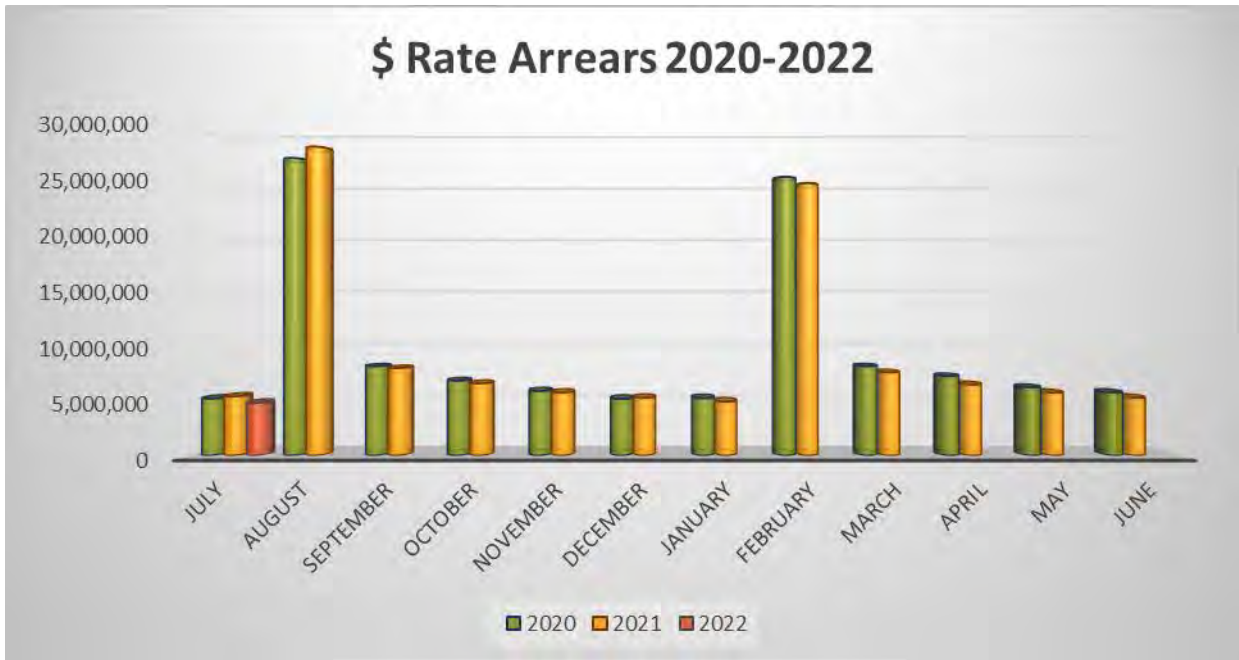


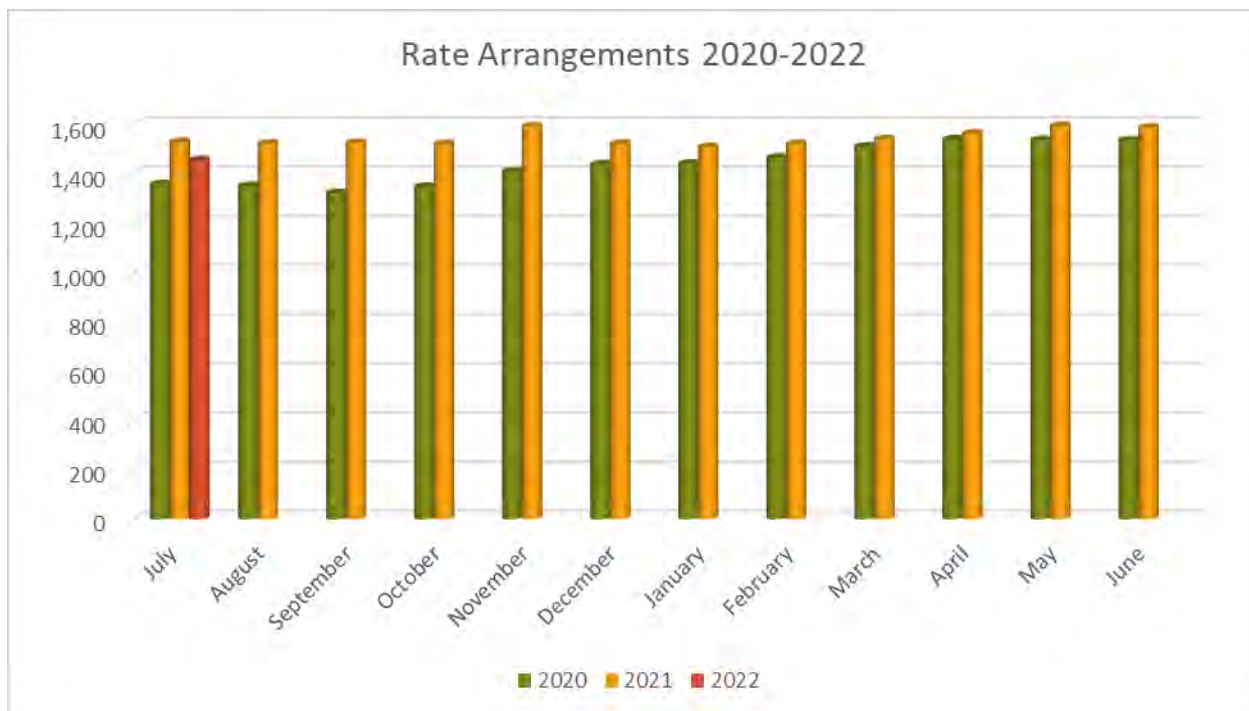
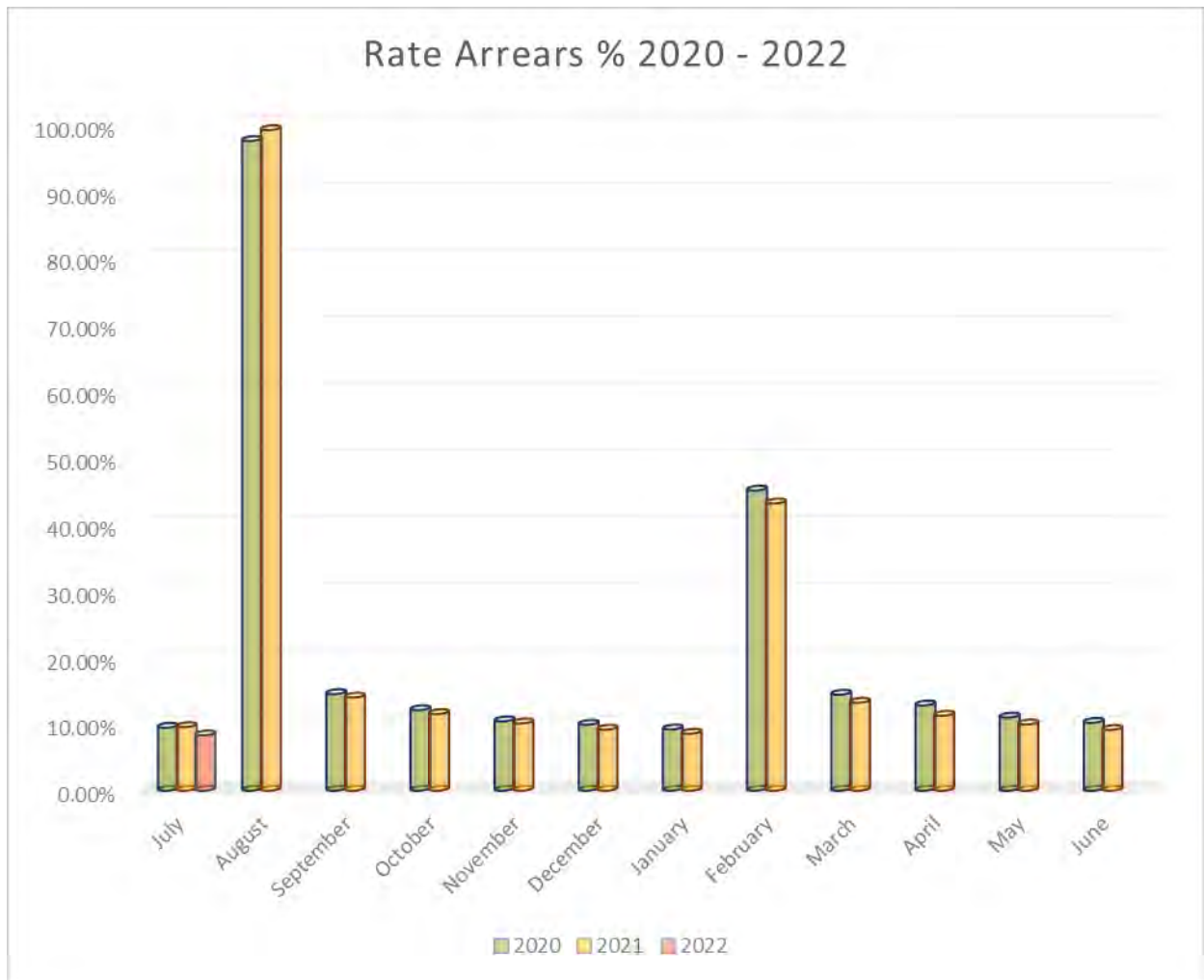
Out of the \$191k in property and rating (P&R) debts above that are overdue by 90 days or more, \$26k is currently with debt collectors, \$9k are on payment plans. \$53k are being actively pursued by Council staff with most of this relating to outstanding animal registrations. \$28k can be recovered when properties are sold, \$20k is in the process of going to debt collectors shortly and \$55k belong to developer contributions that will be finalised in the future.



The AR outstanding debts 90+ days has decreased by \$9k from last month. A total of 86% of the value sitting in 90 days remains with debt collectors or have a payment arrangement with Council. The remaining 14% are being pursued by Council with the accounts team collaborating with customers to obtain payment for debts.

Rates in arrears as of 31 July 2021 is sitting at \$4.813 million or 8.31% which is above the target arrears of 7%. There are currently 1,460 assessments with rate arrangements in place which accounts for 92% 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.





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.

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 original budget adopted capital budget is \$31.293m which includes any projects deemed work in progress from 2020/2021 for completion in the 2021/2022 year.

Actual expenditure with committed costs as of 31 July 2021 is \$6.086m, which is tracking above target at 19.45%. Of the \$6.086m, \$1.167m is actual expenditure with the remaining \$4.919m sitting as committed costs. The actual spend to date equates to 3.73% of the total budget available.

2021/2022 Capex Report for Council

Project Code	Project Description	REVENUE SOURCES					EXPENDITURE BUDGET				EXPENDITURE ACTUALS		
		Depreciation	Restricted Cash	Proceeds from Sale of Fleet	Grant Funding	Loans	Developer Contribution	Total Budgeted Revenue	2021/2022 Adopted Budget	2020/2021 Continued Projects	Total Available Budget	2021/2022 Actual Expenditure	2021/2022 Actual Expenditure & Commitments
Buildings & Other Structures													
Admin Office - Kinga													
008004	Kingaroy-Admin Building-Airconditioning	380,000.00	-	-	-	-	380,000.00	380,000.00	-	380,000.00	-	-	-
		380,000.00	-	-	-	-	380,000.00	380,000.00	-	380,000.00	-	-	-
Swimming Pool - King													
008029	Kingaroy-Pool-Refurbishment-Concept Pln	-	200,000.00	-	-	-	200,000.00	-	200,000.00	200,000.00	10,000.00	10,000.00	10,000.00
		-	200,000.00	-	-	-	200,000.00	-	200,000.00	200,000.00	10,000.00	10,000.00	10,000.00
Swimming Pool - Nana													
008034	Nanango-Pool-Changeroom Refurb	-	290,000.00	-	-	-	290,000.00	-	290,000.00	290,000.00	271,503.11	271,503.11	271,503.11
		-	290,000.00	-	-	-	290,000.00	-	290,000.00	290,000.00	271,503.11	271,503.11	271,503.11
Swimming Pool - Wondai													
006538	Wondai Swimming Pool Refurbishment	300,000.00	-	-	300,000.00	-	600,000.00	600,000.00	-	600,000.00	-	-	-
		300,000.00	-	-	300,000.00	-	600,000.00	600,000.00	-	600,000.00	-	-	-
Sp/ground-Murgon													
005996	Murgon-Squash Courts	-	325,000.00	-	-	-	325,000.00	325,000.00	-	325,000.00	-	-	-
		-	325,000.00	-	-	-	325,000.00	325,000.00	-	325,000.00	-	-	-
Sp/ground-Wondai													
008000	Wondai-Showground Grandstand	-	-	-	-	-	-	-	-	-	4,263.00	4,263.00	2,045.00
		-	-	-	-	-	-	-	-	-	4,263.00	4,263.00	2,045.00
W4Q - Round 3													
005612	W4Q3 - Kroy Heritage Museum & VIC	-	-	-	-	-	-	-	-	-	377.68	377.68	377.68
		-	-	-	-	-	-	-	-	-	377.68	377.68	377.68
W4Q - Round 4													
006523	W4Q4-Regional Facilities Upgrades	-	-	560,000.00	-	-	560,000.00	560,000.00	-	560,000.00	-	-	-
		-	-	560,000.00	-	-	560,000.00	560,000.00	-	560,000.00	-	-	-
General													
005947	Building Condition Priorities	-	-	-	-	-	-	-	-	-	272.73	272.73	272.73
006501	Property - Forecourt and Admin Office CC	30,000.00	-	-	-	-	30,000.00	30,000.00	30,000.00	30,000.00	47,827.20	47,827.20	47,827.20
006502	Property - Wondai Showgrounds	300,000.00	-	-	-	-	300,000.00	300,000.00	300,000.00	300,000.00	235,038.00	235,038.00	235,038.00
006522	Fencing of Gordonbrook Quarry	120,000.00	-	-	-	-	120,000.00	120,000.00	120,000.00	120,000.00	-	-	-
006524	Regional Security System	155,000.00	-	-	-	-	155,000.00	155,000.00	155,000.00	155,000.00	80,528.84	80,528.84	80,528.84
		-	605,000.00	-	-	-	605,000.00	485,000.00	605,000.00	605,000.00	363,666.77	363,666.77	363,666.77
		680,000.00	1,420,000.00	-	860,000.00	-	2,960,000.00	1,985,000.00	2,960,000.00	2,960,000.00	639,800.56	7,792.00	647,592.56
Office													
Info Serv - ICT													
000379	Computer Infrastructure & Upgrade	140,000.00	-	-	-	-	140,000.00	140,000.00	140,000.00	140,000.00	-	-	-
000381	Server Hardware	50,000.00	-	-	-	-	50,000.00	50,000.00	50,000.00	50,000.00	-	-	-
000382	Photocopiers & Printers	30,000.00	-	-	-	-	30,000.00	30,000.00	30,000.00	30,000.00	7,708.76	7,708.76	7,708.76
006052	Microwave Radio & Hardware	100,000.00	-	-	-	-	100,000.00	100,000.00	100,000.00	100,000.00	28,430.00	28,430.00	28,430.00
006519	Teams Rooms Devices	42,000.00	-	-	-	-	42,000.00	42,000.00	42,000.00	42,000.00	-	-	-
		362,000.00	-	-	-	-	362,000.00	362,000.00	362,000.00	362,000.00	7,708.76	7,708.76	36,138.76
		362,000.00	-	-	-	-	362,000.00	362,000.00	362,000.00	362,000.00	7,708.76	7,708.76	36,138.76

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Fleet														
Plant & Fleet Manage														
006057	Plant and Fleet Replacement 2020/2021	-	-	-	-	-	-	-	-	-	-	124,284.00	-	124,284.00
006115	Plant and Fleet Replacement 2021-22	2,167,149.35	1,024,850.65	400,000.00	-	-	-	3,592,000.00	3,592,000.00	-	3,592,000.00	171,783.00	-	171,783.00
		2,167,149.35	1,024,850.65	400,000.00	-	-	-	3,592,000.00	3,592,000.00	-	3,592,000.00	296,027.00	-	296,027.00
		2,167,149.35	1,024,850.65	400,000.00	-	-	-	3,592,000.00	3,592,000.00	-	3,592,000.00	296,027.00	-	296,027.00
Intangibles														
Business System														
006231	SAAS Implementation	-	-	-	-	-	-	-	-	-	-	-	4,275.79	4,275.79
		-	-	-	-	-	-	-	-	-	-	-	4,275.79	4,275.79
		-	-	-	-	-	-	-	-	-	-	-	4,275.79	4,275.79
NRM & Parks														
Aerodrome - Wondai														
005770	CP - Wondai-Aerodrome-Boundary Fence	-	-	-	-	-	-	-	-	-	-	95,071.05	89,722.27	184,793.32
		-	-	-	-	-	-	-	-	-	-	95,071.05	89,722.27	184,793.32
Cemeteries - Wondai														
006528	CP - Wondai Cemetery Expansion	35,000.00	-	-	-	-	-	35,000.00	35,000.00	-	35,000.00	-	-	-
		35,000.00	-	-	-	-	-	35,000.00	35,000.00	-	35,000.00	-	-	-
Cemeteries - Blackbu														
006007	CP - Blackbutt-New Columbarium Wall	-	28,000.00	-	-	-	-	28,000.00	-	28,000.00	28,000.00	-	-	-
		-	28,000.00	-	-	-	-	28,000.00	-	28,000.00	28,000.00	-	-	-
Parks & Gardens														
006529	CP - Regional Parks Redevelopment	-	100,000.00	-	-	-	-	100,000.00	-	100,000.00	100,000.00	-	-	-
		-	100,000.00	-	-	-	-	100,000.00	-	100,000.00	100,000.00	-	-	-
Saleyards - Coolabun														
006535	Coolabunia Saleyards-Trough/Yard Repai	150,000.00	-	-	-	-	-	150,000.00	150,000.00	-	150,000.00	-	-	-
		150,000.00	-	-	-	-	-	150,000.00	150,000.00	-	150,000.00	-	-	-
Tourism - Yallakool														
006272	Tourist Park Sign BP/Boondooma	-	-	-	-	-	-	-	-	-	-	16,400.00	-	16,400.00
		-	-	-	-	-	-	-	-	-	-	16,400.00	-	16,400.00
W4Q - COVID Round														
005974	W4QCOVID-Wondai-Coronation Park	-	-	-	-	-	-	-	-	-	-	-	320.00	320.00
005975	W4QCOVID-Bidma Dam-Bunkhouse Rel	-	-	-	-	-	-	-	-	-	-	10,121.05	-	10,121.05
005983	W4QCOVID-Regional Tourism - Status	-	-	-	-	-	-	-	-	-	-	84,937.53	1,040.00	85,977.53
005982	W4QCOVID-Froston-Playground Renewal	-	-	-	-	-	-	-	-	-	-	2,946.00	-	2,946.00
006002	W4QCOVID-Kingaroy-Youth Public Amenit	-	-	-	-	-	-	-	-	-	-	3,203.64	-	3,203.64
006016	W4QCOVID-Dams-Yallakool -New Amenit	-	-	-	-	-	-	-	-	-	-	900.68	2,523.99	3,424.67
006271	W4QCOVID-Yallakool BFDam Contractor	-	-	-	-	-	-	-	-	-	-	2,101.82	9,365.00	7,263.18
006464	W4QCOVID-Kingaroy Greenhouse	-	-	-	-	-	-	-	-	-	-	-	141.00	141.00
		-	-	-	-	-	-	-	-	-	-	104,210.72	5,370.01	98,840.71
W4Q - Round 4														
006526	W4Q4-Kingaroy-Perimeter Fence	-	-	-	166,000.00	-	-	166,000.00	166,000.00	-	166,000.00	-	-	-
006527	W4Q4-Wondai-Perimeter Fence	-	-	-	175,000.00	-	-	175,000.00	175,000.00	-	175,000.00	-	-	-
006530	W4Q4-Kingaroy Lions Park Playground	-	-	-	100,000.00	-	-	100,000.00	100,000.00	-	100,000.00	-	-	-
006631	W4Q4-Benarkin Park Renewal	-	-	-	100,000.00	-	-	100,000.00	100,000.00	-	100,000.00	-	-	-
006532	W4Q4-Murgon QET11 Park/Dog Park	-	-	-	150,000.00	-	-	150,000.00	150,000.00	-	150,000.00	-	-	-
006533	W4Q4-Froston Railway Park Refurbishme	-	-	-	50,000.00	-	-	50,000.00	50,000.00	-	50,000.00	-	-	-
006534	W4Q4-Regional Public Amenities Refurb	-	-	-	100,000.00	-	-	100,000.00	100,000.00	-	100,000.00	-	-	-

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Parks - Kingaroy														
005682	K'roy&Benarkin Lions Park Sign	-	-	-	870,000.00	-	-	870,000.00	870,000.00	-	870,000.00	-	-	-
006018	CP K'Roy Apex Park-Carpark, Path & Pair	-	30,500.00	-	-	-	-	30,500.00	-	30,500.00	30,500.00	24,251.61	8,130.00	24,251.61 8,130.00
Parks - Nanango														
006022	DCP - Nanango - Pioneer Park - Shade	-	30,500.00	-	-	-	-	30,500.00	-	30,500.00	30,500.00	24,251.61	8,130.00	24,251.61 8,130.00
Parks - Blackbutt														
006025	DCP - Blackbutt-Skate Park Shade Shelte	-	-	-	-	-	-	-	-	-	-	13,287.27	-	13,287.27
Rail Trails														
006762	MurgoonKingaroy-Rail Trail Crossing	-	22,000.00	-	-	-	-	22,000.00	-	22,000.00	22,000.00	17,000.00	-	17,000.00
Roads														
Bridges														
006193	STP-NanangoStateSchool-PedestrianBric	-	-	-	-	-	-	-	-	-	-	1,982.00	562.33	2,574.33
006164	LRCH-Tanmoe-PedestrianBridgeReplacem	-	-	-	-	-	-	-	-	-	-	-	770.50	770.50
006538	Murgon-CherbourgRd-SawpitCKBridge-Gx	110,000.00	-	-	-	-	-	110,000.00	110,000.00	-	110,000.00	-	-	-
006540	Cushmanie-HomecreekLoopRd-TimberBridg	-	180,000.00	-	-	-	-	180,000.00	-	180,000.00	180,000.00	-	-	-
KTP														
005284	Kingaroy-Transformation Project	-	190,000.00	-	-	-	-	300,000.00	110,000.00	190,000.00	300,000.00	1,982.00	1,362.83	3,344.83
006211	KTP-Alford St (Youngman-Glendon) W	-	-	-	-	-	-	-	-	-	-	80,530.75	7,680.00	88,210.75
006212	KTP-Alford St (Glendon-St-Kingaroy) W	-	-	-	-	-	-	-	-	-	-	471,547.14	117,322.61	588,869.75
006213	KTP-Kingaroy St (Alford-St-Halys) Works	-	-	-	-	-	-	-	-	-	-	889,048.51	407,680.30	1,306,738.81
006214	KTP-Haly St (Kingaroy-St-Glendon) Works	-	-	-	-	-	-	-	-	-	-	214,068.48	1,363.86	215,432.34
006215	KTP-Haly St (Glendon-St-Youngman) W	-	-	-	-	-	-	-	-	-	-	251,730.23	6,520.80	258,251.03
006216	KTP-Glendon St (Alford-St-Haly) Works	3,300,000.00	907,868.00	-	3,500,000.00	-	-	7,707,868.00	7,707,868.00	-	7,707,868.00	122,383.92	1,588.15	7,830,251.92
006229	KTP - Program Management	-	-	-	-	-	-	-	-	-	-	480.81	6,002.63	6,483.44
Grav Resheet														
006115	RTR-Johnstown-Johnstown Rd-GR	-	-	-	-	-	-	-	-	-	-	5,102.44	-	5,102.44
006117	RTR-Goodger-Neale Rd-GR	-	-	-	-	-	-	-	-	-	-	8,400.00	8,400.00	16,800.00
006118	RTR-Kumbia-Nollers Rd-GR	-	-	-	-	-	-	-	-	-	-	1,023.01	-	1,023.01
006121	LRCH-Nanango-Rural Rd-GR	-	-	-	-	-	-	-	-	-	-	3,048.22	259.10	3,307.32
006128	Boole-Harolds Rd-GR	-	31,000.00	-	-	-	-	31,000.00	-	31,000.00	31,000.00	-	2,041.50	21,099.15
006130	Cushmanie-Morris Rd-GR	-	-	-	-	-	-	-	-	-	-	-	31,791.55	31,791.55
006131	Boole-Nyström Rd-GR	-	-	-	-	-	-	-	-	-	-	-	744.80	744.80
006132	Hivesville-Oberles Rd-GR	-	-	-	-	-	-	-	-	-	-	8,142.82	15,064.32	23,207.14
006134	Benarkin-Williams Rd-GR	-	450,000.00	-	-	-	-	450,000.00	450,000.00	-	450,000.00	110,471.54	224,878.79	335,151.33
006559	Gravel Resheeting 21/22	50,738.00	-	-	1,973,368.00	-	-	2,024,096.00	2,024,096.00	-	2,024,096.00	-	-	-
006560	RTR-Sunny Nook-Cobbs Hill Rd-GR	-	-	-	-	-	-	-	-	-	-	33,600.00	450.21	34,050.21
006563	RTR-Woomoonden-Redys Rd-GR	-	-	-	-	-	-	-	-	-	-	122.78	-	122.78
Pavement Rehab														
005479	Niagara Road (Wind Farm)	50,738.00	481,000.00	-	1,973,368.00	-	-	2,505,096.00	2,474,096.00	31,000.00	2,505,096.00	161,988.03	304,643.00	466,631.03
Other														
-	-	-	-	-	-	-	900,000.00	900,000.00	900,000.00	-	900,000.00	420,390.32	1,865.00	422,255.32

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006581	Old Esk Road Bitumen Seal	-	-	-	-	-	-	-	-	-	-	12,272.73	-	12,272.73
006184	Kingaroy-Pavement Rehabilitation	-	100,000.00	-	-	-	-	100,000.00	-	100,000.00	100,000.00	-	-	-
006185	Nanango-MercerSpringgateBrigsRd-Uppgr	-	-	-	-	-	-	-	-	-	-	500.00	452.07	952.07
006187	Nanango Butter Factory Disability Parking	-	-	-	-	-	-	-	-	-	-	1,816.76	-	1,816.76
006188	KingaroyWondai-BunyahHwyMedianUppgr	-	964,000.00	-	-	-	-	964,000.00	-	964,000.00	964,000.00	51,013.69	7,587.86	59,501.35
006191	Roy Emerson Carpark Upgrade	-	-	-	-	-	-	-	-	-	-	4,811.83	-	4,811.83
006547	Chainsford-SpringsRd-Pavement Rehab	168,500.00	-	-	-	-	-	168,500.00	-	-	168,500.00	-	-	-
006548	Greenview-JorgensenRd-Pavement Reh	61,500.00	-	-	-	-	-	61,500.00	-	-	61,500.00	-	-	-
006549	Wooroolin-WeckersRd-Pavement Rehab	172,500.00	-	-	-	-	-	172,500.00	-	-	172,500.00	-	-	-
006551	Merwood-ElbowRd-Pavement Rehab	150,000.00	-	-	-	-	-	150,000.00	-	-	150,000.00	-	-	-
006553	LRCI-Wondai Industrial Estate-Rehab	70,000.00	-	900,000.00	-	-	-	970,000.00	-	-	970,000.00	-	-	-
006554	LRCI-Kingaroy-HarrisRd-Rehab	-	-	300,000.00	-	-	-	300,000.00	-	-	300,000.00	-	-	-
006557	TIDS-Memberambi-MemBarkerCreekRd-N	432,000.00	-	432,000.00	-	-	-	864,000.00	-	-	864,000.00	-	-	-
006558	TIDS-Kingaroy-OliverBondSt-CarparkUppr	135,000.00	-	110,000.00	-	-	-	245,000.00	-	-	245,000.00	-	-	-
		1,120,500.00	1,134,000.00	-	1,742,000.00	-	900,000.00	4,896,500.00	3,832,500.00	1,064,000.00	4,896,500.00	481,704.33	9,904.73	501,609.06
	Footpaths & Cycleway													
006099	TIDS-Nanango-Burnett St-Drayton St-FP	-	-	-	-	-	-	-	-	-	-	800.00	38.54	838.54
006105	DCP-Kumbia-Bell St-Footpath	-	-	-	-	-	-	-	-	-	-	2,500.00	-	2,500.00
006107	Blackbutt CBD Footpath	-	555,000.00	-	-	-	-	555,000.00	-	555,000.00	555,000.00	24,537.28	18,731.57	43,268.85
006539	STIP-TabbingsStateSchool-Footpath	-	-	-	63,500.00	-	-	63,500.00	-	-	63,500.00	-	-	-
006541	STIP-WondaiStateSchool-Footpath	-	-	-	73,500.00	-	-	73,500.00	-	-	73,500.00	-	-	-
006542	STIP-St Mary's Catholic College-Footpath	-	-	-	98,500.00	-	-	98,500.00	-	-	98,500.00	-	-	-
006543	STIP-KingaroyStateHighSchool-Footpath	-	-	-	53,000.00	-	-	53,000.00	-	-	53,000.00	-	-	-
006544	Various Footpath Replacements	25,000.00	-	-	25,000.00	-	-	50,000.00	-	-	50,000.00	-	-	-
006546	Murgon-GoreSt-MurgonStateHigh-FP Ren	15,000.00	80,000.00	-	-	-	-	95,000.00	-	80,000.00	95,000.00	-	-	-
006548	Kingaroy-Haly St-Footpath Renewal	10,000.00	70,000.00	-	-	-	-	80,000.00	-	70,000.00	80,000.00	-	-	-
006567	LRCI-Blackbutt CBD Footpath	-	-	-	750,000.00	-	-	750,000.00	-	-	750,000.00	-	-	-
		50,000.00	705,000.00	-	1,038,500.00	-	-	1,793,500.00	1,088,500.00	705,000.00	1,793,500.00	27,837.28	18,770.11	46,607.39
	Bitumen Resealing													
006555	Bitumen Reseal 21/22	883,789.00	-	-	286,000.00	-	-	1,149,789.00	1,149,789.00	-	1,149,789.00	-	-	-
		883,789.00	-	-	286,000.00	-	-	1,149,789.00	1,149,789.00	-	1,149,789.00	-	-	-
	TIDS - LRRS Projects													
006568	TIDS-Kumbia-KumbiaRd	251,062.00	-	-	251,062.00	-	-	502,124.00	502,124.00	-	502,124.00	-	-	-
		251,062.00	-	-	251,062.00	-	-	502,124.00	502,124.00	-	502,124.00	-	-	-
	General													
005459	Town Entry Signs	-	-	-	-	-	-	-	-	-	-	4,800.00	419.00	5,219.00
006552	Advanced Design-Forward Programme De	250,000.00	-	-	-	-	-	250,000.00	250,000.00	-	250,000.00	-	-	-
006556	Blackspot-Clendon/MarkwellSt-SafetyUppr	-	-	-	383,500.00	-	-	383,500.00	383,500.00	-	383,500.00	-	-	-
006569	NanangoStateSchool-SafetyUpgrade	25,000.00	-	-	25,000.00	-	-	50,000.00	50,000.00	-	50,000.00	-	-	-
		275,000.00	-	-	378,500.00	-	-	653,500.00	653,500.00	-	653,500.00	4,800.00	419.00	5,219.00
	Urban Drainage													
006198	LRCI-Kingaroy-Alford Street-Drainage	-	-	-	-	-	-	-	-	-	-	3,987.10	42,811.42	46,798.52
006187	Murgon-Cobb St South-Drainage	-	-	-	-	-	-	-	-	-	-	44,320.64	3,900.42	48,221.06
006188	Wondai-Bramston St-Drainage	-	5,000.00	-	-	-	-	5,000.00	-	5,000.00	5,000.00	-	-	48,770.00
006189	Nanango-Gliggs St-Drainage	-	-	-	-	-	-	-	-	-	-	16,566.91	-	16,566.91
006537	Murgon-Palmer St East-K&C Replacemer	45,000.00	-	-	-	-	-	45,000.00	45,000.00	-	45,000.00	-	-	-
		45,000.00	5,000.00	-	-	-	-	50,000.00	45,000.00	5,000.00	50,000.00	110,843.15	47,493.24	158,336.39
	Water Services													
		6,086,089.00	3,422,898.00	-	9,149,420.00	-	900,000.00	19,558,407.00	17,563,407.00	1,995,000.00	19,558,407.00	3,171,946.77	936,230.08	4,108,176.85

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KTP														
006046	KTP-Alford St (Youngman-GlendonSt)-WM	425,000.00	-	-	-	-	-	425,000.00	425,000.00	-	425,000.00	2,111.31	607.82	2,800.13
006047	KTP - Alford St (Glendon - Short St) WMR	-	-	-	-	-	-	-	-	-	-	33,327.27	9,576.40	42,903.67
006048	KTP - Kingaroy (Alford - Haly St) WMR	230,000.00	-	-	-	-	-	230,000.00	230,000.00	-	230,000.00	4,546.45	17,908.75	22,452.20
006049	KTP - Haly (Kingaroy - Glendon St) WMR	-	-	-	-	-	-	-	-	-	-	82,385.79	10,088.66	102,474.75
006050	KTP - Haly St (Glendon - YoungmansSt) W	-	-	-	-	-	-	-	-	-	-	38,596.21	19,218.49	58,813.70
006051	KTP-Glendon St (Alford to Haly St)-WMR	-	-	-	-	-	-	-	-	-	-	6,400.00	277.27	6,677.27
Water - General Oper														
006503	S1- PC, SCADA & Telemetry WATER	175,000.00	-	-	-	-	-	175,000.00	175,000.00	-	175,000.00	21,097.50	-	21,097.50
Water - Kingaroy														
005472	KWS-Youngman St (Venmen to DJ PS) W	-	-	-	-	-	-	-	-	-	-	1,308.75	-	1,308.75
005547	Gordonbrook WTP - Post Con Contract W	-	-	-	-	-	-	-	-	-	-	105,425.19	5,209.35	110,724.54
006054	Water Meter Replacement Program - 202	-	-	-	-	-	-	-	-	-	-	308.17	308.17	308.17
006060	Gordonbrook Dam AFC Design Works	-	-	-	-	-	-	-	-	-	-	46,510.49	3,100.00	48,610.49
006063	KWS-WMR-Youngman St Nth	-	-	-	-	-	-	-	-	-	-	-	2,701.23	2,701.23
006506	KWS-Gordonbrook Dam PSA Renewals	100,000.00	-	-	-	-	-	100,000.00	100,000.00	-	100,000.00	2,320.00	-	2,320.00
006516	Gordonbrook Off Stream Storage Design	375,000.00	-	-	-	-	-	375,000.00	375,000.00	-	375,000.00	-	-	-
006517	Water Meter Replacement Program - 212	100,000.00	-	-	-	-	-	100,000.00	100,000.00	-	100,000.00	-	-	-
Water - Kumbia														
006505	KWS-Stuart River Bore Pumps	30,000.00	-	-	-	-	-	30,000.00	30,000.00	-	30,000.00	-	-	-
006508	KuWS-Stuart River Bores PC&I	25,000.00	-	-	-	-	-	25,000.00	25,000.00	-	25,000.00	-	-	-
Water - Proston														
006055	Proston-SCADA Platform Update	-	100,000.00	-	-	-	-	100,000.00	100,000.00	100,000.00	100,000.00	92,288.90	7,473.25	99,760.15
Water - Wondai														
006056	Wondai-SCADA Platform Update	-	-	-	-	-	-	-	-	-	-	32,057.50	-	32,057.50
006080	WWS-WMR-Haly St (Hodge/Scott)	-	-	-	-	-	-	-	-	-	-	11,296.45	26,808.97	37,904.42
006507	WWS-Raw Water FS SB	200,000.00	-	-	-	-	-	200,000.00	200,000.00	-	200,000.00	-	-	-
Wastewater Services														
006520	KTP - Recycled Water Line	200,000.00	-	-	-	-	-	200,000.00	200,000.00	-	200,000.00	43,352.95	26,608.37	69,961.32
Wastewater - General														
006504	S1- PC, SCADA & Telemetry WASTEWAT	1,650,000.00	100,000.00	-	-	-	-	1,750,000.00	1,660,000.00	100,000.00	1,760,000.00	489,756.81	103,256.66	593,013.47
Wastewater - Kingaroy														
006065	KWW- Sewer Replacement Works	-	-	-	-	-	-	-	-	-	-	218,619.14	-	218,619.14
006509	KWW-KWWT/PSA Renewals	130,000.00	-	-	-	-	-	130,000.00	130,000.00	-	130,000.00	2,320.00	-	2,320.00
006511	KWW-River Rd Siphon	70,000.00	-	-	-	-	-	70,000.00	70,000.00	-	70,000.00	-	-	-
006512	KWW-River Rd SPS5 SB Renewal	140,000.00	-	-	-	-	-	140,000.00	140,000.00	-	140,000.00	2,320.00	-	2,320.00
Wastewater - Kumbia														
006504	S1- PC, SCADA & Telemetry WASTEWAT	340,000.00	-	-	-	-	-	340,000.00	340,000.00	-	340,000.00	213,979.14	-	213,979.14

Project Code	Project Description	Depreciation	Restricted Cash	Proceeds from Sale of Fleet	Grant Funding	Loans	Developer Contribution	Total Budgeted Revenue	2021/2022 Adopted Budget	2020/2021 Continued Projects	Total Available Budget	2021/2022 Commitments	2021/2022 Actual Expenditure	2021/2022 Actual Expenditure & Commitments
Wastewater - Nanango														
006513	NWW-South St SPS6 Renewal	175,000.00	-	-	-	-	-	175,000.00	175,000.00	-	175,000.00	2,320.00	-	2,320.00
		175,000.00						175,000.00	175,000.00		175,000.00	2,320.00		2,320.00
CED - Proston														
006510	BDWW-WWTP1 SB Renewal	-	210,000.00	-	-	-	-	210,000.00	210,000.00	-	210,000.00	-	-	-
			210,000.00					210,000.00	210,000.00		210,000.00			
Wastewater - Wondai														
005195	Wondai-Recycled Water Plant Upgrade	-	-	-	-	-	-	-	-	-	-	4,160.12	-	4,160.12
006064	Wondai-SCADA-STP/WWTP	-	100,000.00	-	-	-	-	100,000.00	100,000.00	100,000.00	100,000.00	137,068.95	7,473.25	144,540.20
006514	WWW-Hodge St SFS5 SB	175,000.00	-	-	-	-	-	175,000.00	175,000.00	-	175,000.00	2,320.00	-	2,320.00
		175,000.00	100,000.00					275,000.00	175,000.00	100,000.00	275,000.00	143,547.07	7,473.25	151,020.32
		1,165,000.00	310,000.00					1,475,000.00	1,375,000.00	100,000.00	1,475,000.00	68,112.07	15,275.42	52,836.65
Waste Management - R														
005488	Kingaroy-Landfill Land Acquisition	-	-	-	-	-	-	-	-	-	-	3,424.55	-	3,424.55
005850	Maldenwell-Transfer Station	-	350,000.00	-	-	-	-	350,000.00	350,000.00	-	350,000.00	-	-	-
			350,000.00					350,000.00	350,000.00		350,000.00	3,424.55		3,424.55
			350,000.00					350,000.00	350,000.00		350,000.00	3,424.55		3,424.55
		12,205,238.35	6,808,248.65	400,000.00	10,879,420.00		900,000.00	31,292,907.00	27,942,407.00	3,350,500.00	31,292,907.00	4,918,618.82	1,167,020.97	6,085,639.79

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.

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 31 July 2021 was \$33,677,912 made-up of borrowings in the following departments:

Department	Borrowings
NRM & Parks	\$ 589,005
Finance	\$ 941,089
Property	\$ 908,778
Economic Development	\$ 373,765
Environment & Waste	\$ 723,660
Infrastructure	\$ 11,397,138
Water & Wastewater	\$ 18,744,478
Total	\$ 33,677,912

3.3.3 Lease Liabilities

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

3.3.4 Provisions

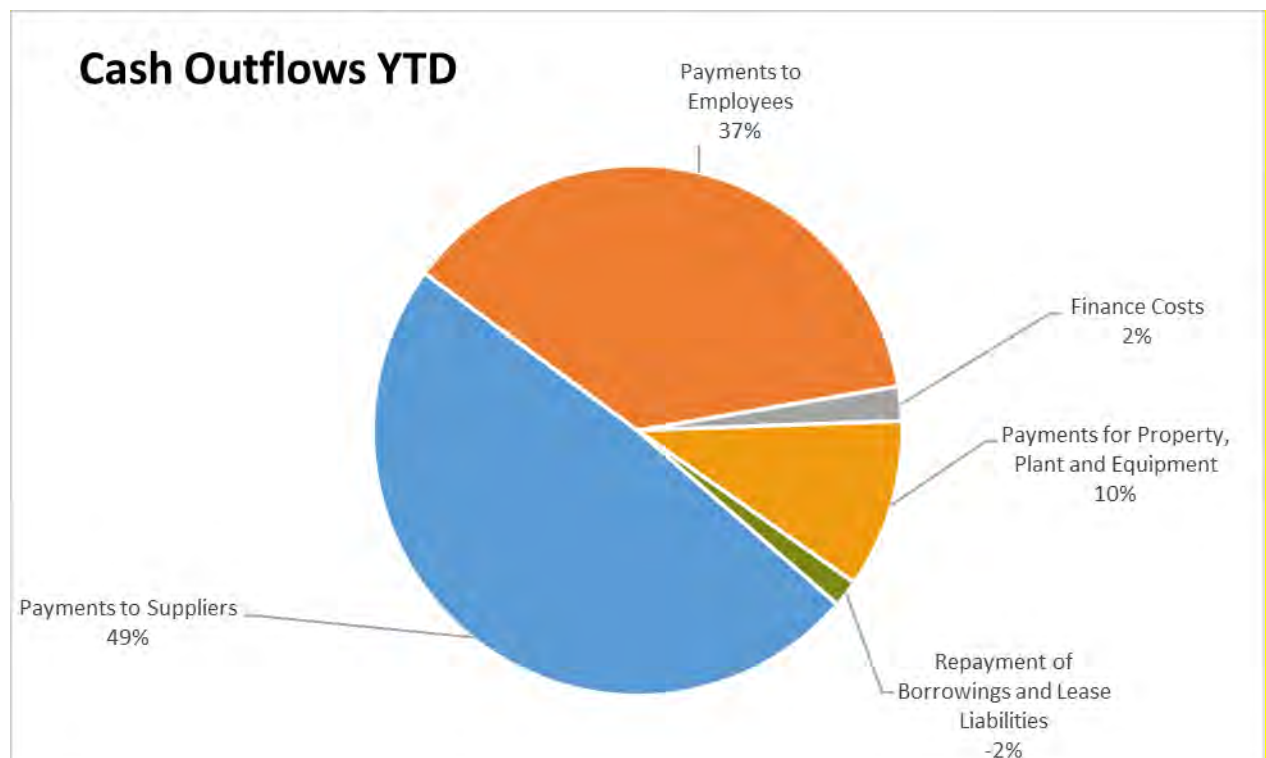
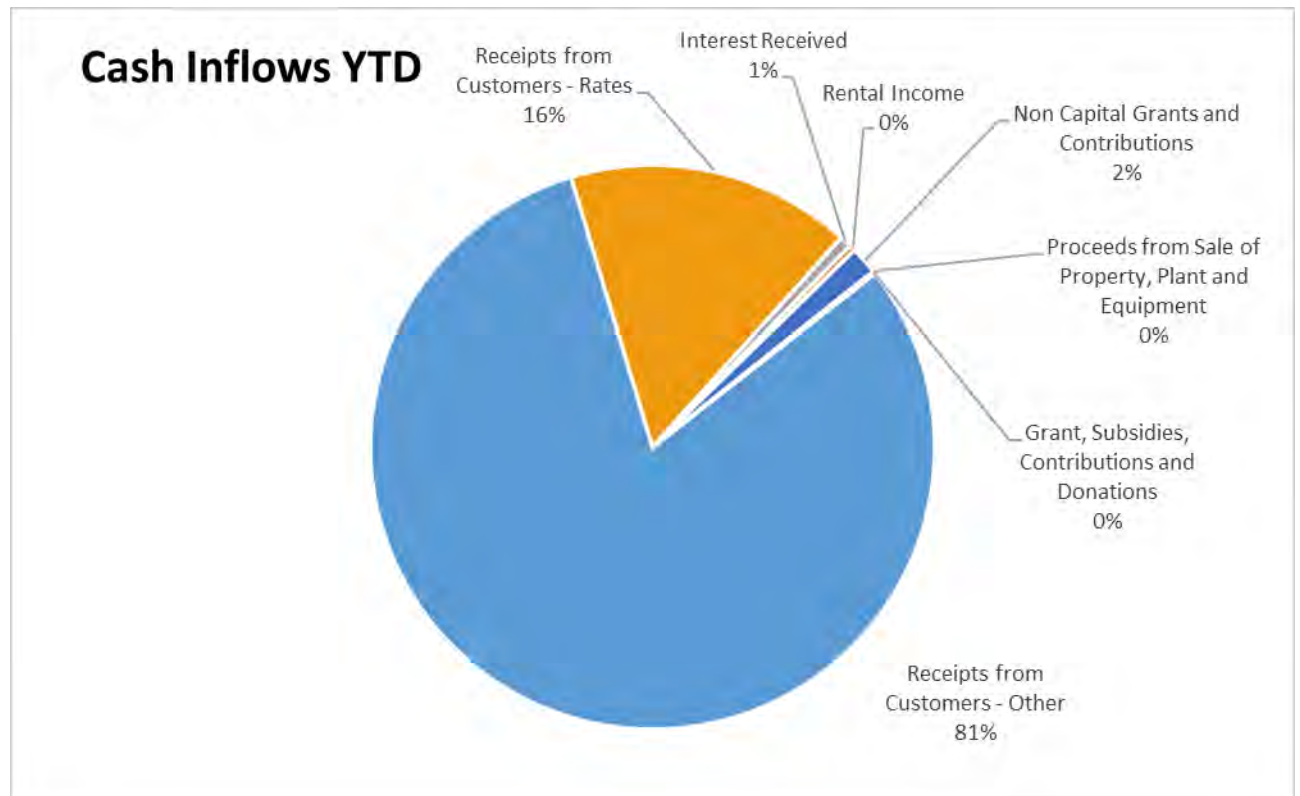
Provisions are made-up of landfill and gravel pit expected restoration costs and employee long service leave. Provisions will be impacted by discount rates and end of year calculations.

3.3.5 Other Liabilities

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

4.0 Interim Cash Flow

Monthly Cashflow	July	Original Budget	YTD vs Budget %
Cash Flows from Operating Activities			
Receipts from Customers	\$7,315,029	\$66,465,854	11%
Payments to Suppliers and Employees	(\$6,715,288)	(\$54,374,649)	12%
	<u>\$599,740</u>	<u>\$12,091,205</u>	
Interest Received	\$50,425	\$630,500	8%
Rental Income	\$27,565	\$393,500	7%
Non Capital Grants and Contributions	\$120,291	\$7,651,978	2%
Finance Costs	(\$163,728)	(\$1,562,081)	10%
Net Cash Inflow (Outflow) from Operating Activities	<u>\$634,294</u>	<u>\$19,205,102</u>	<u>3%</u>
Cash Flows from Investing Activities			
Payments for Property, Plant and Equipment	(\$805,786)	(\$31,292,907)	3%
Payments for Intangible Assets	-	-	0%
Advances/(Repayments) of Loans and Advances	-		
Proceeds from Sale of Property, Plant and Equipment	-	\$400,000	0%
Grant, Subsidies, Contributions and Donations	\$10,000	\$11,779,420	0%
Net Cash Inflow (Outflow) from Investing Activities	<u>(\$795,786)</u>	<u>(\$19,113,487)</u>	<u>4%</u>
Cash Flows from Financing Activities			
Proceeds from Borrowings and Leasing Liabilities	-	-	
Repayment of Borrowings and Leasing Liabilities	\$128,499	(\$3,100,861)	-4%
Net Cash Inflow (Outflow) from Financing Activities	<u>\$128,499</u>	<u>(\$3,100,861)</u>	<u>-4%</u>
Cash and Cash Equivalents at the Beginning of the Period	<u>\$40,967,479</u>	<u>\$39,507,713</u>	
Net Increase (Decrease) in Cash and Cash Equivalents Held	<u>(\$32,993)</u>	<u>(\$3,009,246)</u>	
Cash and Cash Equivalents at the End of the Period	<u>\$40,934,486</u>	<u>\$36,498,468</u>	
Restricted Cash	\$27,075,324		
Cash Available for Use	<u>\$13,859,162</u>		



5.0 Interim Changes in Equity

	<i>Jul-21</i> \$	<i>YTD</i> \$
Asset Revaluation Surplus		
Opening Balance	435,378,397	435,378,397
Incl/(dec) in asset revaluation surplus	-	-
Closing Balance	435,378,397	435,378,397
Retained Surplus		
Opening Balance	432,774,941	432,774,941
Restricted Cash Released	-	-
Net Result	- 5,676,557	- 5,676,557
Closing Balance	427,098,384	427,098,384
Total Community Equity	862,476,781	862,476,781

6.0 Financial Ratios

Key Performance Indicators - Monthly Reporting

Ratio	Description	Formula	SBRC's Target	Status	Jul-21
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	8.77
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✗	2.97
Current Ratio (Working Capital Ratio)	This measures the extent to which Council has liquid assets available to meet short term financial obligations	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	Target between 2.0 & 4.0	✓	3.00
Funded Long-Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non} - \text{Current Borrowings}}$	Target greater than or equal to 59%	✓	70.73%
Debt Servicing Ratio	This indicates Council's ability to meet current debt instalments with recurrent revenue	$\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✗	49.86%
Cash Balance - \$M	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$24M	✓	40.93
Debt to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non} - \text{Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	3.64%
Interest Coverage Ratio	This ratio demonstrates the extent which operating revenues are being used to meet the financing charges	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	✗	16.98%

The ratios at the end of July are all within their respective targets apart from the Operating Cash Ratio, Debt Servicing Ratio and Interest Coverage Ratio which are all affected by timing in recurrent revenue or receipt of cash.

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 2021/2022 to 2030/2031. 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 original budget for the 2021/2022 year.

7.1 Income and Expenditure Statements

	Year 2 2022/2023	Year 3 2023/2024	Year 4 2024/2025	Year 5 2025/2026
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	53,480,039	55,353,791	57,305,127	59,337,787
Fees and Charges	4,669,555	4,747,316	4,826,384	4,906,783
Rental Income	384,350	390,884	397,531	404,290
Interest Received	632,805	635,133	637,484	639,858
Sales Revenue	3,067,934	3,120,090	3,173,132	3,227,076
Other Income	779,203	792,449	805,922	819,625
Grants, Subsidies, Contributions and Donations	7,696,017	7,672,855	7,750,502	7,828,968
	70,709,903	72,712,518	74,896,082	77,164,387
Capital Revenue				
Grants, Subsidies, Contribution and Donations	12,919,291	5,124,358	2,535,581	4,912,610
Total Income	83,629,194	77,836,876	77,431,663	82,076,997
Expenses				
Recurrent Expenses				
Employee Benefits	25,479,700	25,989,960	26,510,434	27,041,333
Materials and Services	23,989,771	24,397,789	24,811,047	25,231,334
Finance Costs	1,960,453	1,836,509	1,809,331	1,812,036
Depreciation and Amortisation	21,491,712	21,591,191	21,721,648	21,825,260
	72,921,635	73,815,449	74,852,460	75,909,963
Capital Expense	(406,800)	(413,716)	(420,749)	(427,902)
Total Expense	72,514,835	73,401,733	74,431,711	75,482,061
Net Result	11,114,359	4,435,143	2,999,952	6,594,936
Net Operating Result	(2,211,732)	(1,102,931)	43,622	1,254,424

	Year 6 2026/2027	Year 7 2027/2028	Year 8 2028/2029	Year 9 2029/2030	Year 10 2030/2031
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	61,455,706	63,663,035	65,964,139	68,363,637	70,866,380
Fees and Charges	4,988,523	5,071,667	5,156,179	5,242,112	5,329,478
Rental Income	411,163	418,153	425,261	432,490	439,843
Interest Received	646,256	652,718	659,244	665,836	672,495
Sales Revenue	3,281,936	3,337,729	3,394,470	3,452,177	3,510,864
Other Income	833,558	847,728	862,138	876,793	891,698
Grants, Subsidies, Contributions and Donations	7,908,260	7,988,389	8,069,361	8,151,188	8,233,876
	79,525,402	81,979,419	84,530,792	87,184,233	89,944,634
Capital Revenue					
Grants, Subsidies, Contribution and Donations	4,912,610	4,912,610	4,912,610	4,912,610	4,912,610
Total Income	84,438,012	86,892,029	89,443,402	92,096,843	94,857,244
Expenses					
Recurrent Expenses					
Employee Benefits	27,582,851	28,135,214	28,698,637	29,273,331	29,859,544
Materials and Services	25,658,729	26,093,385	26,535,428	26,985,013	27,442,227
Finance Costs	1,649,881	1,497,181	1,338,849	1,179,329	1,013,124
Depreciation and Amortisation	21,935,902	22,050,964	22,424,944	22,596,759	22,767,641
	76,827,363	77,776,744	78,997,858	80,034,432	81,082,536
Capital Expense	(435,176)	(442,574)	(450,098)	(457,750)	(465,532)
Total Expense	76,392,187	77,334,170	78,547,760	79,576,682	80,617,004
Net Result	8,045,825	9,557,859	10,895,642	12,520,161	14,240,240
Net Operating Result	2,698,039	4,202,675	5,532,934	7,149,801	8,862,098

7.2 Financial Position

	Year 2 2022/2023	Year 3 2023/2024	Year 4 2024/2025	Year 5 2025/2026
Assets				
Current Assets				
Cash and Cash Equivalents	\$ 37,151,450	\$ 39,157,742	\$ 42,600,360	\$ 43,851,635
Receivables	\$ 5,825,002	\$ 5,908,812	\$ 6,088,672	\$ 6,370,944
Inventories	\$ 756,986	\$ 749,416	\$ 741,922	\$ 734,503
Total Current Assets	\$ 43,733,438	\$ 45,815,970	\$ 49,430,955	\$ 50,957,081
Non-Current Assets				
Receivables - Non-Current	\$ 708,848	\$ 512,314	\$ 315,780	\$ 8,352
Infrastructure, Property, Plant and Equipment	\$ 883,685,293	\$ 888,224,205	\$ 890,714,337	\$ 892,756,273
Intangible Assets	\$ 6,234,639	\$ 6,234,639	\$ 6,234,639	\$ 6,234,639
Right Of Use Assets	\$ 806,831	\$ 775,853	\$ 746,738	\$ 717,624
Total Non-Current Assets	\$ 891,435,611	\$ 895,747,011	\$ 898,011,494	\$ 899,716,888
Total Assets	\$ 935,169,050	\$ 941,562,981	\$ 947,442,449	\$ 950,673,969
Liabilities				
Current Liabilities				
Payables	\$ 7,199,564	\$ 7,238,033	\$ 7,278,915	\$ 7,320,335
Borrowings	\$ 3,284,988	\$ 3,441,088	\$ 3,243,824	\$ 3,398,249
Provisions	\$ 3,796,586	\$ 3,790,463	\$ 3,834,170	\$ 3,874,638
Unearned Revenue	\$ 2,354,174	\$ 2,377,716	\$ 2,401,493	\$ 2,425,508
Total Current Liabilities	\$ 16,635,312	\$ 16,847,300	\$ 16,758,402	\$ 17,018,730
Non-Current Liabilities				
Payables - Non-Current	\$ 823,767	\$ 802,242	\$ 780,138	\$ 757,439
Borrowings - Non-Current	\$ 24,731,982	\$ 26,165,618	\$ 28,755,426	\$ 24,915,121
Provisions - Non-Current	\$ 13,596,939	\$ 13,931,627	\$ 14,332,337	\$ 14,571,598
Unearned Revenue	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 39,152,688	\$ 40,899,487	\$ 43,867,901	\$ 40,244,158
Total Liabilities	\$ 55,788,000	\$ 57,746,788	\$ 60,626,303	\$ 57,262,888
Net Assets	\$ 879,381,050	\$ 883,816,193	\$ 886,816,145	\$ 893,411,081
Equity				
Retained Earnings	\$ 451,927,367	\$ 456,362,510	\$ 459,362,462	\$ 465,957,398
Revaluation Reserve	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Total Equity	\$ 879,381,050	\$ 883,816,193	\$ 886,816,145	\$ 893,411,081

	Year 6 2026/2027	Year 7 2027/2028	Year 8 2028/2029	Year 9 2029/2030	Year 10 2030/2031
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 45,566,712	\$ 49,429,734	\$ 47,246,401	\$ 50,654,510	\$ 54,586,088
Receivables	\$ 6,651,113	\$ 7,032,983	\$ 7,520,526	\$ 8,117,906	\$ 8,829,486
Inventories	\$ 727,158	\$ 719,886	\$ 712,687	\$ 705,560	\$ 698,506
Total Current Assets	\$ 52,944,983	\$ 57,182,603	\$ 55,479,614	\$ 59,477,977	\$ 64,114,080
Non-Current Assets					
Receivables - Non-Current	\$ -	\$ -	\$ -	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 895,246,786	\$ 897,399,656	\$ 906,583,160	\$ 911,556,257	\$ 916,184,884
Intangible Assets	\$ 6,234,639	\$ 6,234,639	\$ 6,234,639	\$ 6,234,639	\$ 6,234,639
Right Of Use Assets	\$ 688,509	\$ 659,520	\$ 630,530	\$ 601,540	\$ 572,550
Total Non-Current Assets	\$ 902,169,934	\$ 904,293,815	\$ 913,448,329	\$ 918,392,436	\$ 922,992,073
Total Assets	\$ 955,114,917	\$ 961,476,418	\$ 968,927,943	\$ 977,870,413	\$ 987,106,153
Liabilities					
Current Liabilities					
Payables	\$ 7,362,161	\$ 7,404,670	\$ 7,447,739	\$ 7,491,376	\$ 7,535,587
Borrowings	\$ 3,031,562	\$ 3,169,602	\$ 3,215,130	\$ 3,362,331	\$ 3,509,532
Provisions	\$ 3,846,907	\$ 3,955,229	\$ 4,081,712	\$ 5,249,783	\$ 6,570,219
Unearned Revenue	\$ 2,449,763	\$ 2,474,261	\$ 2,499,003	\$ 2,523,993	\$ 2,549,233
Total Current Liabilities	\$ 16,690,393	\$ 17,003,762	\$ 17,243,584	\$ 18,627,483	\$ 20,164,571
Non-Current Liabilities					
Payables - Non-Current	\$ 734,264	\$ 710,463	\$ 686,021	\$ 660,920	\$ 635,140
Borrowings - Non-Current	\$ 21,293,558	\$ 17,533,958	\$ 13,728,830	\$ 9,776,499	\$ 5,676,968
Provisions - Non-Current	\$ 14,939,796	\$ 15,213,470	\$ 15,359,101	\$ 14,374,943	\$ 11,958,666
Unearned Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 36,967,618	\$ 33,457,891	\$ 29,773,952	\$ 24,812,362	\$ 18,270,774
Total Liabilities	\$ 53,658,011	\$ 50,461,653	\$ 47,017,536	\$ 43,439,845	\$ 38,435,345
Net Assets	\$ 901,456,906	\$ 911,014,766	\$ 921,910,407	\$ 934,430,568	\$ 948,670,808
Equity					
Retained Earnings	\$ 474,003,223	\$ 483,561,083	\$ 494,456,724	\$ 506,976,885	\$ 521,217,125
Revaluation Reserve	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Total Equity	\$ 901,456,906	\$ 911,014,766	\$ 921,910,407	\$ 934,430,568	\$ 948,670,808

7.3 Cash Flow

	Year 2 2022/2023	Year 3 2023/2024	Year 4 2024/2025	Year 5 2025/2026
Cash Flows from Operating Activities				
<i>Receipts:</i>				
Receipts from Customers	\$ 69,101,800	\$ 67,572,724	\$ 69,641,441	\$ 71,899,632
Interest Received	\$ 632,805	\$ 635,133	\$ 637,484	\$ 639,858
Rental Income	\$ 384,350	\$ 390,884	\$ 397,531	\$ 404,290
Non-Capital Grants and Contributions	\$ 7,696,017	\$ 7,672,855	\$ 7,750,502	\$ 7,828,968
<i>Payments:</i>				
Payment to Suppliers	-\$ 54,003,192	-\$ 54,002,612	-\$ 54,886,334	-\$ 56,071,089
Borrowing Costs	-\$ 1,414,981	-\$ 1,291,052	-\$ 1,263,889	-\$ 1,266,609
Net Cash Provided (or Used) in Operating Activities	\$ 22,396,799	\$ 20,977,932	\$ 22,276,735	\$ 23,435,050
Cash Flows from Investing Activities				
<i>Receipts:</i>				
Proceeds from Sale of PPE	\$ 406,800	\$ 413,716	\$ 420,749	\$ 427,902
Grants, Subsidies, Contributions and Donations	\$ 12,919,291	\$ 5,124,358	\$ 2,535,581	\$ 4,912,610
<i>Payments:</i>				
Payments for PPE	-\$ 32,610,853	-\$ 26,099,450	-\$ 24,182,991	-\$ 23,838,407
Net Cash Provided (or Used) in Investing Activities	-\$ 19,284,762	-\$ 20,561,376	-\$ 21,226,661	-\$ 18,497,895
Cash Flows from Financing Activities				
<i>Receipts:</i>				
Proceeds from Borrowings	\$ 800,000	\$ 5,000,000	\$ 6,000,000	\$ -
<i>Payments:</i>				
Repayments of Borrowings	-\$ 3,259,054	-\$ 3,410,264	-\$ 3,607,456	-\$ 3,685,880
Net Cash Provided (or Used) in Financing Activities	-\$ 2,459,054	\$ 1,589,736	\$ 2,392,544	-\$ 3,685,880
Net Increase/(Decrease) in Cash and Cash Equivalents	\$ 652,983	\$ 2,006,292	\$ 3,442,618	\$ 1,251,275
Cash and Cash Equivalents at Beginning of Period	\$ 36,498,468	\$ 37,151,450	\$ 39,157,742	\$ 42,600,360
Cash and Cash Equivalents at End of Period	\$ 37,151,450	\$ 39,157,742	\$ 42,600,360	\$ 43,851,635

	Year 6 2026/2027	Year 7 2027/2028	Year 8 2028/2029	Year 9 2029/2030	Year 10 2030/2031
Cash Flows from Operating Activities					
<i>Receipts:</i>					
Receipts from Customers	\$ 73,941,273	\$ 76,263,017	\$ 78,686,674	\$ 81,208,426	\$ 83,832,975
Interest Received	\$ 646,256	\$ 652,718	\$ 659,244	\$ 665,836	\$ 672,495
Rental Income	\$ 411,163	\$ 418,153	\$ 425,261	\$ 432,490	\$ 439,843
Non-Capital Grants and Contributions	\$ 7,908,260	\$ 7,988,389	\$ 8,069,361	\$ 8,151,188	\$ 8,233,876
<i>Payments:</i>					
Payment to Suppliers	-\$ 57,049,317	-\$ 58,065,925	-\$ 59,253,730	-\$ 60,439,907	-\$ 62,838,047
Borrowing Costs	-\$ 1,104,469	-\$ 951,784	-\$ 793,467	-\$ 633,962	-\$ 467,772
Net Cash Provided (or Used) in Operating Activities	\$ 24,753,166	\$ 26,304,568	\$ 27,793,343	\$ 29,384,071	\$ 29,873,370
Cash Flows from Investing Activities					
<i>Receipts:</i>					
Proceeds from Sale of PPE	\$ 435,176	\$ 442,574	\$ 450,098	\$ 457,750	\$ 465,532
Grants, Subsidies, Contributions and Donations	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610
<i>Payments:</i>					
Payments for PPE	-\$ 24,397,626	-\$ 24,175,170	-\$ 31,579,783	-\$ 27,541,192	-\$ 27,367,604
Net Cash Provided (or Used) in Investing Activities	-\$ 19,049,840	-\$ 18,819,986	-\$ 26,217,075	-\$ 22,170,832	-\$ 21,989,462
Cash Flows from Financing Activities					
<i>Receipts:</i>					
Proceeds from Borrowings	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Payments:</i>					
Repayments of Borrowings	-\$ 3,988,250	-\$ 3,621,560	-\$ 3,759,600	-\$ 3,805,130	-\$ 3,952,330
Net Cash Provided (or Used) in Financing Activities	-\$ 3,988,250	-\$ 3,621,560	-\$ 3,759,600	-\$ 3,805,130	-\$ 3,952,330
Net Increase/(Decrease) in Cash and Cash Equivalents	\$ 1,715,076	\$ 3,863,022	-\$ 2,183,332	\$ 3,408,109	\$ 3,931,578
Cash and Cash Equivalents at Beginning of Period	\$ 43,851,635	\$ 45,566,712	\$ 49,429,734	\$ 47,246,401	\$ 50,654,510
Cash and Cash Equivalents at End of Period	\$ 45,566,712	\$ 49,429,734	\$ 47,246,401	\$ 50,654,510	\$ 54,586,088

7.4 Changes in Equity

	Year 2 2022/2023	Year 3 2023/2024	Year 4 2024/2025	Year 5 2025/2026
Asset Revaluation Surplus				
Opening Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Retained Surplus				
Opening Balance	\$ 440,813,008	\$ 451,927,367	\$ 456,362,510	\$ 459,362,462
Net Result	\$ 11,114,359	\$ 4,435,143	\$ 2,999,952	\$ 6,594,936
Closing Balance	\$ 451,927,367	\$ 456,362,510	\$ 459,362,462	\$ 465,957,398
Total Community Equity	\$ 879,381,050	\$ 883,816,193	\$ 886,816,145	\$ 893,411,081

	Year 6 2026/2027	Year 7 2027/2028	Year 8 2028/2029	Year 9 2029/2030	Year 10 2030/2031
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	\$ 465,957,398	\$ 474,003,223	\$ 483,561,083	\$ 494,456,724	\$ 506,976,885
Net Result	\$ 8,045,825	\$ 9,557,859	\$ 10,895,642	\$ 12,520,161	\$ 14,240,240
Closing Balance	\$ 474,003,223	\$ 483,561,083	\$ 494,456,724	\$ 506,976,885	\$ 521,217,125
Total Community Equity	\$ 901,456,906	\$ 911,014,766	\$ 921,910,407	\$ 934,430,568	\$ 948,670,808

8.0 Investments

Council had \$41.622m held in bank accounts on 31 July 2021. Out of this balance 83% was held with QTC with an end of month interest rate of 0.64% and the remaining 17% was with Commonwealth Bank with an interest rate of 0.60%.

Institution	Rating	Rate at 30/06/2021	Current Rate
QTC	A1+	0.51%	0.64%
CBA General Account (new)	A1+	0.60%	0.60%
CBA General Account	A1+	0.60%	0.60%

Investment Portfolio Report

As at 31 July 2021

Financial Institution	Opening Investment Balance 1 July 2021	Interest Rate	Deposits	Redemptions	Balance	Interest Income	Admin Charge	Net Interest Income	Ending Investment Balance 31 July 2021	% to Portfolio	Short Term Rating	Individual Counter - Party Limit	Maximum Funds Limit
Queensland Treasury Corporation	38,527,167	0.64%		4,000,000	34,527,167	16,119	4,750	11,369	34,538,536	0.83	A1+	100%	No Limit
Commonwealth Bank Australia General Operating Account	2,448,557	0.60%	13,222,708	8,591,164	7,080,101	2,889		2,889	7,082,990	0.17	A1+	25% to 35%	\$20M
Total	40,975,725		13,222,708	12,591,164	41,607,269	19,007	4,750	14,258	41,621,526				

9.0 Works for Queensland

Works for Queensland Round 3 and Works for Queensland Covid 19 rounds were both all spent by the end of June 2021 as per grant requirements.

9.1 Works for Queensland Round 4

The Works for Queensland Round 4 has a total budget of \$5.63m with a grant period spanning from July 2021 to June 2024. Council has received a total of 50% of the grant funding during July 2021 with these funds being posted as a contract liability in the balance sheet until funds have been used.

11.0 Rates Update

A total of 74 Statement of Claims (SOC's) have been issued to our Debt Recovery Agents, Recoveries and Reconstructions (Australia) Pty Ltd for service through the Courts to recover unpaid rates in line with Council Rate Collection (Debt) Policy.

Service by an approved Process Server commenced in Kingaroy on Saturday 14 August and has continued down to Brisbane for Ratepayers residing outside our LGA over the weekend.

Work is well underway for the administrative and legislated documentation along with the Government certificates necessary to complete the Sale of Land for unpaid rates as approved by Council in July. This process will continue over the months ahead for the final Auction of properties remaining in this process to be undertaken in early 2022.

Rate Notices for the half year rating period 1 July to 31 December 2021 is well under way and on schedule for the notices to be delivered commencing from 19 August 2021. Two inserts approved will be included in each envelope or email with our notice.

The due date for payment to receive their discount for this issue is Wednesday 22 September 2021.



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

File Number: 25 Aug 2021
Author: Manager Finance
Authoriser: Chief Executive Officer

PRECIS

Queensland Audit Office 2021 Interim Management Report as presented at Executive and Finance and Corporate Standing Committee meeting on 21 July 2021.

SUMMARY

COMMITTEE RESOLUTION 2021/15

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the Committee recommends to Council:

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

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

BACKGROUND

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

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

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

ATTACHMENTS

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



South Burnett Regional Council

2021 Interim report to the Mayor

21 June 2021





Your ref:
Our ref: 44489721

21 June 2021

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

Dear Mayor Otto

2021 Interim report

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

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

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

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

Yours sincerely

A handwritten signature in black ink that reads "Jillian Richards".

Jillian Richards
Partner
KPMG

Enc.

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

Queensland Audit Office
Level 14, 53 Albert Street, Brisbane Qld 4000
PO Box 15896, City East Qld 4002

Phone 07 3149 6000
Email gao@gao.qld.gov.au
Web www.gao.qld.gov.au
 Queensland Audit Office (QAO)

1. Summary

Audit progress

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

Summary of findings – On track

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

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

Areas of audit focus - On track

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

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

Milestones - On track

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

Audit fees - On track



SENSITIVE





2. Internal control deficiencies




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

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

 **Effective**
 No significant deficiencies identified

 **Partially effective**
 One significant deficiency identified

 **Ineffective**
 More than one significant deficiency identified



SENSITIVE



3. Financial reporting issues and other matters

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

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

 High
  Medium
  Low

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

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



4. Prior year issues



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

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



SENSITIVE






Appendix A—Our rating definitions

Internal control issues

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

Financial reporting issues

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



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PO Box 15396, City East Qld 4002



10 PORTFOLIO – ROADS & DRAINAGE**10.1 HALY STREET WONDAI ROUNDABOUT COMMUNITY CONSULTATION****File Number:** 25-08-2021**Author:** Manager Infrastructure Planning**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure Standing Committee meeting held on 11 August 2021 was a report updating Council on Haly Street Wondai Roundabout Community Consultation

SUMMARY**COMMITTEE RESOLUTION 2021/19**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That Council note the design material and commence broad public consultation on the Haly Street roundabout with the Wondai community with a third design of all concrete.

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

Against: Nil

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

That Council note the design material and commence broad public consultation on the Haly Street roundabout with the Wondai community with a third design of all concrete.

BACKGROUND

Presented at the Infrastructure Standing Committee Meeting held on 11 August 2021.

ATTACHMENTS

1. **Concept Plan - Revision G**  

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YOUNGMAN STREET MEDIANS & RIVER ROAD ROUNDABOUT PLUS WONDAI ROUNDABOUT IMPROVEMENTS

YOUNGMAN STREET VISION

To provide landscape treatments that reflect the materials and style of Kingaroy and reflect the regional uniqueness within the South Burnett.

YOUNGMAN STREET DESIGN INTENT

- Provide a landscape treatment of River Road that reflects the D'Aguiar Highway entry roundabout in material and form.
- Provide a landscape treatment that dignifies the entry to the town and reflects the town's character.
- Include tree median planting to help 'cool the street' and provide a leafy appeal.
- Use materials and colour palette to reflect Kingaroy and reference the Kingaroy Transformation Project palette.
- Provide a solution that is functional, attractive and relatively low maintenance requirements.



Existing Roundabout at River Road and Youngman Street, Kingaroy



Existing Roundabout at Malby Street and Scott Street, Wondaí

WONDAI VISION

To provide landscape treatments that reflect the materials and style of Wondaí including a representation of the town's annual garden expo event.

WONDAI DESIGN INTENT

- Provide a landscape treatment that provides a subtle entry statement as the point where through traffic enters the town centre.
- Provide a landscape treatment that works with existing infrastructure whilst beautifying the focal point in the town.
- Include materials that reflect the town's character including timber (close to the timber museum) and garden plants that represent the garden expo.
- Provide a solution that is functional, attractive and relatively low maintenance requirements.

INSPIRATION



YOUNGMAN STREET MEDIAN IMPROVEMENTS LANDSCAPE CONCEPT

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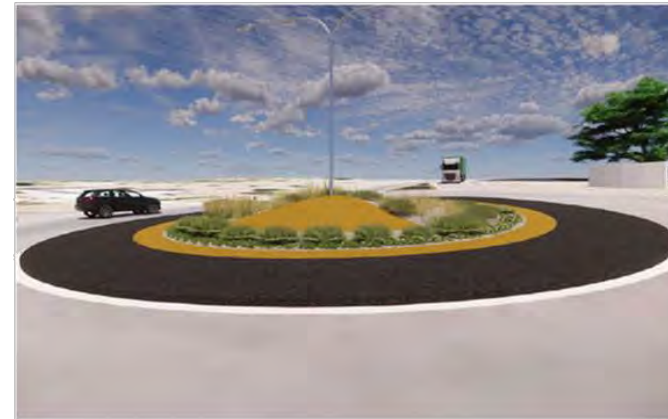
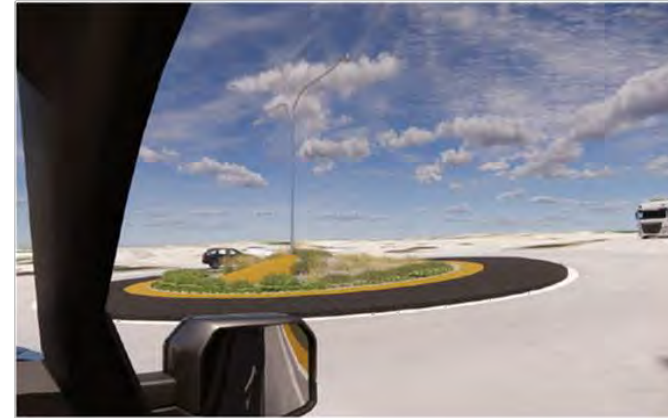
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HALY STREET & SCOTT STREET (BUNYA HWY) ROUNDABOUT VIGNETTE IMAGES -OPTION 9



YOUNGMAN STREET MEDIAN IMPROVEMENTS
LANDSCAPE CONCEPT
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South Burnett Regional Council

GREENEDGE DESIGN
creative thinking | design edge
Landscape Architecture | Urban Design | Water Engineering | Environmental Planning

02 46 41 1234 02 46 41 1234 02 46 41 1234

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HALY STREET & SCOTT STREET ROUNDABOUT, WONDAI - ARTIST IMPRESSION - OPTION 3



HALY STREET & SCOTT STREET ROUNDABOUT (LOOKING SOUTH TOWARDS THE ART GALLERY)

YOUNGMAN STREET MEDIAN IMPROVEMENTS
LANDSCAPE CONCEPT

0212201201 0612201201 0612201201 0612201201 0612201201 0612201201 0612201201 0612201201 0612201201 0612201201

 South Burnett Regional Council	 GREENEDGE DESIGN creative thinking design edge <small>landscape architecture urban design water planning environmental</small>	0612201201  0612201201  0612201201
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HALY STREET & SCOTT STREET ROUNDABOUT, WONDAI - ARTIST IMPRESSION - OPTION 3



HALY STREET & SCOTT STREET ROUNDABOUT (SCOTT ST EAST)

YOUNGMAN STREET MEDIAN IMPROVEMENTS
LANDSCAPE CONCEPT
021291024 | 0820944000 | 0820944000 | 0820944000 | 0820944000

South Burnett Regional Council

GREENEDGE DESIGN
creative thinking | design edge
LANDSCAPE ARCHITECTURE | CIVIL ENGINEERING | WATER SUPPLY | ENVIRONMENTAL

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Page 22

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**YOUNGMAN STREET MEDIAN IMPROVEMENTS
LANDSCAPE CONCEPT**

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South Burnett Regional Council

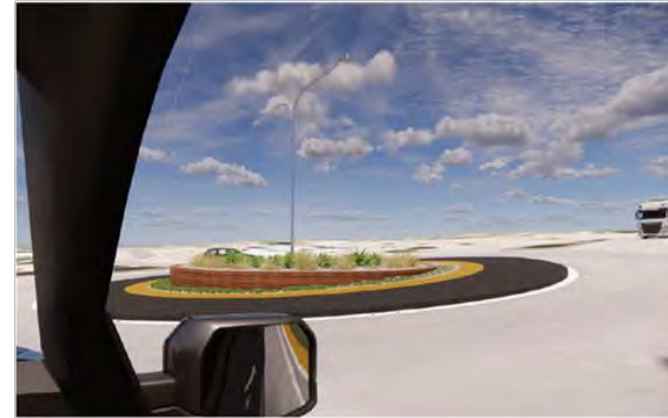
GREENEDGE DESIGN
creative thinking | design edge

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HALY STREET & SCOTT STREET (BUNYA HWY) ROUNDABOUT VIGNETTE IMAGES -OPTION 4



YOUNGMAN STREET MEDIAN IMPROVEMENTS
LANDSCAPE CONCEPT
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South Burnett Regional Council | GREENEDGE DESIGN | creative thinking | design edge | 08 22 20 10 24

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HALY STREET & SCOTT STREET ROUNDABOUT, WONDAI - ARTIST IMPRESSION - OPTION 4



HALY STREET & SCOTT STREET ROUNDABOUT (LOOKING SOUTH TOWARDS THE ART GALLERY)

YOUNGMAN STREET MEDIAN IMPROVEMENTS
LANDSCAPE CONCEPT

021291024 | 061291024 | 061291024 | 061291024 | 061291024 | 061291024 | 061291024 | 061291024

061291024
 South Burnett Regional Council

 **GREENEDGE DESIGN**
creative thinking | design edge
landscape architecture | urban design | water engineering | environmental

061291024 | 061291024 | 061291024

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HALY STREET & SCOTT STREET ROUNDABOUT, WONDAI - ARTIST IMPRESSION - OPTION 4



HALY STREET & SCOTT STREET ROUNDABOUT (SCOTT ST EAST)

YOUNGMAN STREET MEDIAN IMPROVEMENTS
LANDSCAPE CONCEPT
08 12 20 0000 | 08 12 20 0000 | 08 12 20 0000 | 08 12 20 0000 | 08 12 20 0000

South Burnett Regional Council

GREENEDGE DESIGN
creative thinking | design edge
LANDSCAPE ARCHITECTURE | CIVIL ENGINEERING | WATER SUPPLY | ENVIRONMENTAL

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11 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION**11.1 APPLICATION FOR FUNDING UNDER THE BLACK SUMMER BUSHFIRE RECOVERY GRANTS PROGRAM****File Number:** 25-08-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 11 August 2021 was a report forwarding information regarding an application for funding under the Black Summer Bushfire Recovery Grants Program.

SUMMARY**COMMITTEE RESOLUTION 2021/35**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That Council develop and submit an application under the Black Summer Bushfire Recovery Grants Program to undertake a social recovery and resilience program and an economic recovery and resilience program.

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

Against: Nil

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

That Council develop and submit an application under the Black Summer Bushfire Recovery Grants Program to undertake a social recovery and resilience program and an economic recovery and resilience program.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 11 August 2021.

ATTACHMENTS**Nil**

11.2 SOCIAL HOUSING FUNDING APPLICATION

File Number: 25-08-2021

Author: General Manager Community

Authoriser: Chief Executive Officer

PRECIS

At the Community Standing Committee meeting held on 11 August 2021 an agenda item was discussed in relation to a potential Social Housing Funding Application.

SUMMARY

COMMITTEE RESOLUTION 2021/59

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That

1. Council supports an application to the Resources Community Infrastructure Fund, with CTC as the lead partner, for the construction of low cost one and two bedroom units as need is determined across the South Burnett (subject to Council land availability) with a contribution at a minimum of 20%, being the land value.
2. Council works with CTC to commence preliminary discussions around available lots of land and the ownership or lease arrangements of those lots.

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

Against: Crs Roz Frohloff and Gavin Jones

CARRIED 5/2

OFFICER'S RECOMMENDATION

That;

1. Council supports an application to the Resources Community Infrastructure Fund, with CTC as the lead partner, for the construction of low cost one and two bedroom units as need is determined across the South Burnett (subject to Council land availability) with a contribution at a minimum of 20%, being the land value.
2. Council works with CTC to commence preliminary discussions around available lots of land and the ownership or lease arrangements of those lots.

ALTERNATIVE RECOMMENDATION

That South Burnett Regional Council collaborate with not-for-profit groups that manage emergency, transitional, and long-term social housing as well as a range of complimentary support programmes to investigate options for a grant submission in Round 2 of the Resources Community Infrastructure Fund or other similar grant programmes.

BACKGROUND

Presented at the Community Standing Committee held on 11 August 2021.

Contact was made between the CEO South Burnett Regional Council and CEO CTC on 16 August 2021 in relation to progressing and to action this recommendation.

It was agreed at that meeting that neither organisation had the internal resources to progress a competitive application prior to the closing date of the Resources Community Infrastructure Fund Round 1. The issue is one of such seriousness that a way forward is to involve and partner with an organisation in the preparation of the application with the expertise and management of social housing for future grant funding opportunities. An alternative recommendation is offered for Council's consideration as well as the committee's recommendation.

ATTACHMENTS

Nil

11.3 KINGAROY COMMUNITY GARDEN**File Number: 25-08-2021****Author: General Manager Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 11 August 2021 was a report forwarding information regarding the Kingaroy Community Garden.

SUMMARY**COMMITTEE RESOLUTION 2021/36**

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That Council calls for Expressions of interest from community groups and local residents and report back on status of site to a future Community Standing Committee.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council calls for Expressions of Interests in the Kingaroy Community Garden from community groups and local residents and report back on status of the site to a future Community Standing Committee.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 11 August 2021.

ATTACHMENTS**Nil**

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

Nil

13 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT**13.1 ADOPTION OF LOCAL DISASTER MANAGEMENT PLAN & SUB PLANS****File Number:** 25/08/2021**Author:** Coordinator Infrastructure Support**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure Standing Committee Meeting held on 11 August 2021 was a report updating Council on the review and renewal of the Local Disaster Management Plan (LDMP) and Sub Plans.

SUMMARY**COMMITTEE RESOLUTION 2021/21**

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That the committee recommends to Council:

That Council note and adopt the South Burnett Local Disaster Management Plan and Sub Plans endorsed at the South Burnett Local Disaster Management Group (LDMG) meeting on 17 June 2021.

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

Against: Nil

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

That Council note and adopt the South Burnett Local Disaster Management Plan and Sub Plans endorsed at the South Burnett Local Disaster Management Group (LDMG) meeting on 17 June 2021.

It is noted that all Councillors will receive a hard copy of the plans upon adoption at the General Council meeting. These will also be uploaded on Council's website.

BACKGROUND

Presented at the Infrastructure Standing Committee Meeting held on 11 August 2021.

ATTACHMENTS**Nil**

13.2 WIDE BAY BURNETT REGIONAL ORGANISATIONAL OF COUNCILS URBAN WATER TECHNICAL COMMITTEE DISSOLUTION AND FORMATION OF WIDE BAY BURNETT URBAN WATER ALLIANCE

File Number: 25-08-2021
Author: Personal Assistant Infrastructure
Authoriser: Chief Executive Officer

PRECIS

Presented at the Infrastructure Standing Committee meeting held on 11 August 2021 was a report updating Council on Wide Bay Burnett Regional Organisation of Councils (WBBROC) Urban Water Technical Committee (UWTC) dissolution and Formation of Wide Bay Burnett Urban Water Alliance (WBBUWA)

SUMMARY**COMMITTEE RESOLUTION 2021/22**

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That the committee recommends to Council:

That Council continue with the collaboration across the Wide Bay Burnett Water businesses under the Wide Bay Burnett Urban Water Alliance (WBBUWA) under the terms of reference provided.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That Council continue with the collaboration across the Wide Bay Burnett Water businesses under the Wide Bay Burnett Urban Water Alliance (WBBUWA) under the terms of reference provided.

BACKGROUND

Presented at the Infrastructure Standing Committee meeting held on 11 August 2021.

ATTACHMENTS

Nil

13.3 NATIONAL WATER INFRASTRUCTURE DEVELOPMENT FUND (NWIDF) - PHASE TWO

File Number: 25-08-2021
Author: General Manager Infrastructure
Authoriser: Chief Executive Officer

PRECIS

Presented at the Infrastructure Standing Committee meeting held on 11 August 2021 was a report updating Council on National Water Infrastructure Development Fund (NWIDF) Phase Two

SUMMARY**COMMITTEE RESOLUTION 2021/25**

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That the Committee recommends to Council:

1. That Council delegate to commence delivery of the Phase two (2) South Burnett Feasibility Study in accordance with the Operational Plan 2021-22 and in accordance with the scope of works including:
2. Development of a 25-year regional economic plan that will inform water infrastructure investment decisions for South Burnett. This plan will be for the entire South Burnett;
3. Strategic assessment of the viability of converting Gordonbrook Dam from urban to irrigation use and developing a plan for augmentation of the existing strategic water infrastructure;
4. Strategic assessment and plan for the development of on new, or augmented, water infrastructure for Blackbutt irrigators, including securing new water allocations for agricultural;
5. Barlil Weir Demand Assessment and Report including customer engagement (existing and potential), rigorous evidence bases analysis of current and future demand;
6. The proposed road map include a study on the potential for our region of increasing the reliability of water in the Barambah Barkers Scheme through investment in an inflow channel from West Barambah; and
7. that Council delegate to the Chief Executive Officer to deliver the program with quarterly reports addressing Phase two (2) progress to be presented to Council.

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

Against: Crs Gavin Jones and Scott Henschen

CARRIED 5/2

OFFICER'S RECOMMENDATION

1. That Council delegate to commence delivery of the Phase two (2) South Burnett Feasibility Study in accordance with the Operational Plan 2021-22 and in accordance with the scope of works including:
2. Development of a 25-year regional economic plan that will inform water infrastructure investment decisions for South Burnett. This plan will be for the entire South Burnett;
3. Strategic assessment of the viability of converting Gordonbrook Dam from urban to irrigation use and developing a plan for augmentation of the existing strategic water infrastructure;

4. Strategic assessment and plan for the development of on new, or augmented, water infrastructure for Blackbutt irrigators, including securing new water allocations for agricultural;
5. Barlil Weir Demand Assessment and Report including customer engagement (existing and potential), rigorous evidence bases analysis of current and future demand;
6. The proposed road map include a study on the potential for our region of increasing the reliability of water in the Barambah Barkers Scheme through investment in an inflow channel from West Barambah; and
7. that Council delegate to the Chief Executive Officer to deliver the program with quarterly reports addressing Phase two (2) progress to be presented to Council.

BACKGROUND

Presented at the Infrastructure Standing Committee meeting held on 11 August 2021.

ATTACHMENTS

Nil

13.4 APPLICATION TO SUPPLY WATER OUTSIDE THE DECLARED WATER AREA**File Number:** 25-08-2021**Author:** Manager Water & Wastewater**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure Standing Committee meeting held on 11 August 2021 was a report updating Council on Application to Supply Water Outside the Declared Water Area

SUMMARY**COMMITTEE RESOLUTION 2021/26**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That Council approves in accordance with the *Water Supply Act (Safety & Reliability Act 2008)* to extend the declared water supply area on the Proston Rural Water Scheme to include Lot 10 on RP BO9 in the Parish of McEuen.

Reasons to differ from officer recommendation – This circumstance is an exception / future application case by case basis / believes it creates no extra demand on the system as already using the water

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

Against: Cr Gavin Jones

CARRIED 6/1**OFFICER'S RECOMMENDATION**

That Council approves in accordance with the *Water Supply Act (Safety & Reliability Act 2008)* to extend the declared water supply area on the Proston Rural Water Scheme to include Lot 10 on RP BO9 in the Parish of McEuen.

BACKGROUND

Presented at the Infrastructure Standing Committee Meeting held on 11 August 2021.

ATTACHMENTS**Nil**

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

14.1 MAGPIE SWOOPING

File Number: 25-8-2021

Author: Acting Manager NRM & Parks

Authoriser: Chief Executive Officer

PRECIS

Consideration of an approach to magpie relocation within the region.

SUMMARY

A list of sites for magpie activity has been compiled, with twenty sites being identified. A risk assessment was completed based on current risks and treatments, together with a review of the costs to relocate birds through a licensed relocater.

OFFICER'S RECOMMENDATION

Option 1

That the report be received and noted.

Option 2

1. That pursuant to section 235(c) of the *Local Government Regulation 2012*, Council enter into a contract with a licensed and available relocater to remove up to twenty (20) magpies from the region, with total costs not to exceed \$10,900;
2. That the required funds for the contract be sourced from the Rural Services Business Unit.

BACKGROUND

At the Community Standing Committee on 11 August 2021, Council requested a report concerning magpie relocation within the region following a recent and tragic incident in Holland Park, Brisbane.

Attached to this report is an online swooping report, which includes a low number of reported incidents.

To further understand the location and likely reports about swooping magpies, Council Parks and Gardens staff compiled the following list, based on discussions with Australia Post and where Magpie Warning Signs have been installed:

RAIL TRAIL SECTIONS:

1. Meiers Road to Crawford
2. Memerambi-Gordonbrook Road cross over
3. McKell Park, Wondai
4. Tingoora Sportground
5. Wondai 24hr Campground

PARKS:

6. Kingaroy Soccerfield/running track
7. Pioneer Park, Nanango
8. Butter Factory Park, Nanango
9. Lions Park, Murgon
10. Ted Klohs Park to Cobbs St
11. Dingo Creek Park
12. Tingoora Reserve (behind school)
13. Blackbutt Cemetery

ROADS:

- 14. Boat Mountain Rd, between Wallace St & Holz Crt, Murgon
- 15. Arthur St to Tuite St to Doonkuna St, Kingaroy
- 16. 40 & 20 Carinya Street, Kingaroy
- 17. 80 Markwell Street, Kingaroy
- 18. 112 Moore Street, Kingaroy
- 19. Kingaroy Street, Kingaroy
- 20. Chester Leigh St, Blackbutt

Should Council decide to relocate magpies from nineteen locations, the estimated costs are as follows:

Description	Estimated Cost
Relocation Costs (Qld Fauna Consultancy) 20 birds x \$500.00	\$10,000.00
Travel, accommodation, sustenance (3-days on-site activity)	\$900.00
Total	\$10,900.00

The above costs are **not** budgeted. If Council decides to proceed, funds will be sourced from the Rural Services Business Unit, which equates to approximately 140 hours of weed spraying. Current costs for the removal of vegetation at the Blackbutt Flying Fox colony, which are currently occurring, were also sourced from the Rural Services Budget.

Availability of Queensland Fauna Consultancy is unconfirmed.

The approach taken by other local governments in Queensland may be summarised as follows:

- Relocation or destruction (not recommended) of the male bird;
- Public awareness and education campaign;
- Warning signage in most dangerous locations.

The attached Guide to relocating magpies is also presented to inform Council of Queensland Government guidelines through the Department of Environment and Science (DES). It provides options and background to relocation, including the fact that relocators operate under a permit issued by DES.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The following risk assessment has been completed by parks and gardens staff, based on current risks and controls:

Risk	Risk Rating	Current Treatments/ Circumstances
Injury to persons	Likely/Minor M-30	<ul style="list-style-type: none"> • Signage • Limited timeframes • Media/public awareness
Political risks both negative and positive	Almost Certain/Minor M-35	<ul style="list-style-type: none"> • Media
Financial risks	Almost Certain/Minor M-35	<ul style="list-style-type: none"> • Budget review/adjustments
Public expectations (present)	Almost Certain/Insignificant L-15	<ul style="list-style-type: none"> • Media • Ongoing existing controls

What the above assessment indicates is that based on current risks and treatments, there is a low-risk rating and further measures, such as removal and relocation, are not warranted.

PROCUREMENT

If Council decides to proceed to magpie removal, compliance with Council’s Procurement Policy is not possible in the timeframes available. The following procurement process is required for this type of expenditure:

Non-Established Arrangements			
All local suppliers of the specific service are to be invited to quote			
\$ Value (excluding GST)	Minimum Quotation Requirement	Procurement Method	Award/Contract Method
From \$2,001 to \$14,999	Minimum 2 written quotes (Minimum quotes to include Local Suppliers where available)	Request for Quote (10-days) <ul style="list-style-type: none"> • Felix • Marketplace • Website • LG Tenderbox • Vendor Panel • Written 	Purchase Order

Therefore, in order to proceed, Council may wish to provide an exception to the Procurement Policy, despite the specified requirements, but based the time critical circumstances.

ATTACHMENTS

1. **A guide to relocating magpies** [↓](#) 
2. **Online swooping report** [↓](#) 

A guide to relocating problem magpies



The purpose of this guideline is to provide general information and advice on the Department of Environment and Science (DES) procedural requirements and the subsequent options for managing issues relating to relocating problem magpies.

Why magpies swoop

Magpies usually live in small groups and actively defend their territory from other birds, and other magpies, throughout the year. Between July and November magpies breed and raise their young. The male from a breeding pair takes on the specific role of defending its eggs and young while they are in the nest and will swoop at a predator or competing magpie if it believes it's a threat to the safety of its offspring. To be seen as a threat, an animal must come within a certain distance of the nest (the defence zone). This defensive behaviour lasts for a period of around six to eight weeks: the time from when the eggs are laid up to when the young leave the nest.

A learned behaviour

While this defensive behaviour is largely instinctive in magpies, as it is in other animals, a few magpies also recognise people as threats to their young. Those magpies that do see humans as a threat may have learned this behaviour in response to some past experience where a person has done something threatening to their young. Evidence that this is a learned behaviour rather than an instinct can be seen in the way some magpies only target pedestrians, while others target cyclists—or even exclusively postal workers on motorcycles.

Defending their young

Research also clearly shows that this defensive behaviour is directed toward protecting the young and not a particular territory as male magpies becoming increasingly defensive as the chicks grow. As soon as the young birds leave the nest all defensive behaviour stops.

Staying safe around magpies

The department recommends the following actions are taken to protect yourself from magpies when they are breeding:

- Avoid the zone defended by the male magpie if you can (stay more than 110 metres from the nest if you're on foot; or 150 metres away if you're on a bike).
- Get to know where magpies breed in your area. If you find out there is a swooping magpie, talk to EHP or your council about putting up warning signs to let others know.
- If you have to go through the defence zone you can stay safe by:
 - Wearing a hat and sunglasses or just holding something like a school bag above your head.
 - Some magpies only attack bike riders and will swoop on them even if they are outside the defence zone. If you get off your bike and walk, the magpie should leave you alone. 'Spike up' your bike helmet with a few cable ties to scare magpies away or draw large eyes on the back of your helmet to confuse them.
 - Magpies are less likely to swoop if you walk in a group. Team up with others if you walk through a nesting area on your way to or from school.
 - Watch magpies. If they know they're being watched they are less likely to swoop.
 - Don't retaliate to avoid increasing defensive behaviour.
 - Never approach a young magpie that's out of the nest. The parents may think you're trying to harm it. Rescuing baby magpies is best left for wildlife rescue groups to carry out after dark.

If a magpie becomes dangerous

In most cases swooping magpies pose little physical threat to a person and by taking a few simple precautions the risk becomes negligible.



Queensland
Government

A guide to relocating problem magpies



Being prepared will also reduce the risk of indirect injury (e.g. falling from a bicycle when a magpie swoops overhead).

It is now accepted that in a very small number of male magpies something triggers overly-defensive responses to people when they enter a nesting area. This response can result in serious injury, creating a safety hazard from direct contact with a magpie (e.g. eye injuries).

The department licenses commercial bird relocators to assess and remove dangerous magpies and may charge a fee to this service.

A magpie may also be regarded as dangerous if it is swooping in areas where there are large numbers of people (e.g. schools, day care centres, shopping centres) or where there are individuals who may not be able to adequately protect themselves (e.g. aged care facilities, hospitals).

Removing a dangerous magpie: the last resort

Where a magpie is potentially dangerous it can be assessed by a bird relocator to determine whether it should be removed. These relocators operate under a permit issued by DES and remove and relocate magpies, often as a commercial service. The cost of having a magpie removed is generally incurred by the owner of the property on which the nest is located. In some instances, local councils may have a policy in place where they cover the costs of magpie removal as many nests in urban areas are found on council-owned parklands and landowners have a duty of care to ensure the safety of anyone on land they manage.

How are magpies removed?

Magpie relocators use a DES approved trap with a decoy bird triggering a territorial response. The decoy lures the target bird in, allowing it to be captured. This humane trapping process usually happens quite quickly.

What happens to the magpie?

The problem magpie is transported at least 50 kilometres away (in a straight line) and, where possible, at least 10 kilometres from the nearest human settlement. Research has shown that it is unlikely to return to its point of capture. As the male bird's young have now left the nest and are relatively independent, they are not exposed to any additional risks from having the male bird removed. Observations have also shown that the female parent will quickly pair up with a new male and that this male will 'adopt' the young as his own.

What about other swooping birds?

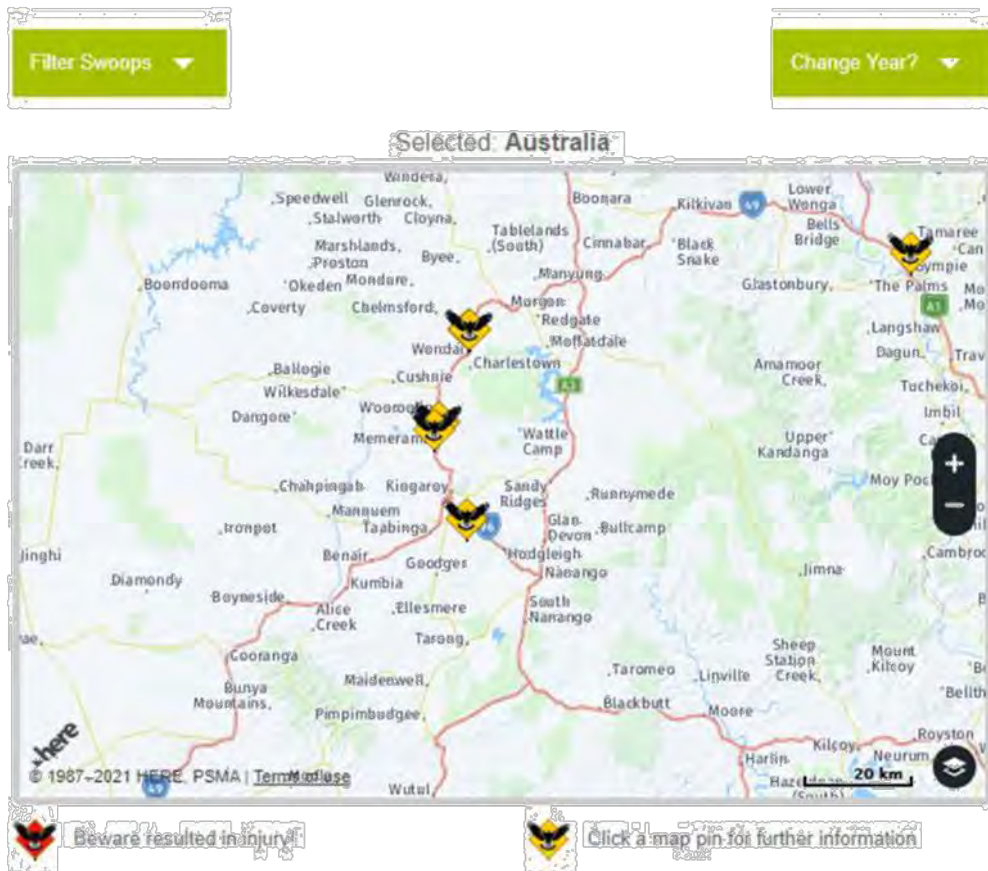
Other native birds such as spur-winged plovers (now known as masked lapwings), butcherbirds, crows and crows and magpie larks (peewee) will swoop at people.

Masked lapwings nest in open areas and are highly visible and can be easily avoided. Even though these birds have spurs protruding from the fronts of their wings, their noisy 'attacks' rarely if ever result in actual contact and the removal of a bird is unnecessary.

Butcherbirds rarely swoop at people but given that they are smaller and more agile than a magpie those that do can inflict injuries with their sharp beaks. This means that greater precautions need to be taken to protect yourself from a swooping butcherbird.

Butcherbirds are also extremely difficult to trap. Landholders can either obtain a damage mitigation permit or engage a commercial bird relocator to deal with these other types of swooping birds where they are impacting human health and safety.





2021 Reported Swoops

1. Wondai, 8/8/21, Swooped while Cycling, 30 Haly St, Wondai QLD 4606
2. Memerambi, 12/8/21, Swooped while cycling, Bunya Hwy, Memerambi QLD 4610
3. Coolabunia, 14/8/21, Swooped while cycling, Bellbird Rd, Coolabunia QLD 4610

The above information was sourced from : <https://www.magpiealert.com>

14.2 NAMING OF PARK - PROSTON**File Number:** 25-08-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 11 August 2021 was a report forwarding information regarding naming of a park in Proston.

SUMMARY**COMMITTEE RESOLUTION 2021/50**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

1. That the park at the intersection of the Okenden and Wondai-Proston Roads be named 'Rundle Park' in honour of Dr Reeve Palmerston Rundle, the well-known and highly respected medical practitioner who worked in Proston and region in the 1930s.
2. Prior to erection, residents be provided with a sign concept, consisting of re-used timber, silky oak if available.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

1. That the park at the intersection of the Okenden and Wondai-Proston Roads be named 'Rundle Park' in honour of Dr Reeve Palmerston Rundle, the well-known and highly respected medical practitioner who worked in Proston and region in the 1930s.
2. Prior to erection, residents be provided with a sign concept, consisting of re-used timber, silky oak if available.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 11 August 2021.

ATTACHMENTS**Nil**

14.3 TAABINGA CEMETERY EXPANSION**File Number:** 25-08-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 11 August 2021 was a report forwarding information regarding about Taabinga Cemetery Expansion.

SUMMARY**COMMITTEE RESOLUTION 2021/51**

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That the Committee recommends to Council:

That the Department of Agriculture and Fisheries, Kingaroy, be advised that Council intends to expand the Taabinga Cemetery in the near future and that current cropping on the existing section of the cemetery reserve should cease as soon as possible.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That the Department of Agriculture and Fisheries, Kingaroy, be advised that Council intends to expand the Taabinga Cemetery in the near future and that current cropping on the existing section of the cemetery reserve should cease as soon as possible.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 11 August 2021.

ATTACHMENTS**Nil**

14.4 PUBLIC AMENITIES - CLEANING CONTRACTS**File Number:** 25-08-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

At the Community Standing Committee meeting held on 11 August 2021 a report on Public Amenities – Cleaning Contracts was discussed.

SUMMARY**COMMITTEE RESOLUTION 2021/53**

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That the Committee recommends to Council:

That pursuant to section 228 of the *Local Government Regulation 2012*, South Burnett Regional Council seek tenders for cleaning of public amenities for the localities of Kingaroy, Nanango, Murgon, Blackbutt, Benarkin and Wondai.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That pursuant to section 228 of the *Local Government Regulation 2012*, South Burnett Regional Council seek tenders for cleaning of public amenities for the localities of Kingaroy, Nanango, Murgon, Blackbutt, Benarkin and Wondai.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 11 August 2021.

ATTACHMENTS**Nil**

14.5 NOTICE OF MOTION - CCTV CAMERAS AND SECURITY LIGHTING**File Number:** 25-08-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

A Notice of Motion was presented at the Community Standing Committee meeting held on 11 August 2021 was information regarding CCTV Cameras and Security Lighting.

SUMMARY**COMMITTEE RESOLUTION 2021/58**

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That the Committee recommends to council:

That capital funding be considered for the first quarter review to provide:

1. CCTV cameras in strategic locations (subject to privacy legislation) on the Kingaroy rail trail from the Youngman street entry point to the intersection with Meiers Road;
2. Security lighting as appropriate.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That capital funding be considered for the first quarter review to provide:

1. CCTV cameras in strategic locations (subject to privacy legislation) on the Kingaroy rail trail from the Youngman street entry point to the intersection with Meiers Road;
2. Security lighting as appropriate.

BACKGROUND

Presented at the Community Standing Committee Meeting held 11 August 2021.

ATTACHMENTS**Nil**

14.6 HIVESVILLE RAIL SIDING LAND**File Number: 25-08-2021****Author: General Manager Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 11 August 2021 was a report forwarding information regarding Hivesville Rail Siding Land.

SUMMARY**COMMITTEE RESOLUTION 2021/54**

Moved: Cr Kathy Duff

Seconded: Cr Roz Frohloff

That the Committee recommends to Council:

That Council, based on the proposal from the Hivesville Progress Association for development of Lot 112 on SP116355:

1. Liaise with Department of Transport and Main Roads to determine appropriate development of the Rail Siding at Hivesville;
2. Meet with the Hivesville Progress Association to discuss:
 - (a) Project concept (appropriate size and location of proposed and alternative uses);
 - (b) Estimated costs on developing the grounds and infrastructure so the community is fully aware of future funding required.
 - (c) Options for subleasing of the land

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

Against: Nil

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

That Council, based on the proposal from the Hivesville Progress Association for development of Lot 112 on SP116355:

1. Liaise with Department of Transport and Main Roads to determine appropriate development of the Rail Siding at Hivesville;
2. Meet with the Hivesville Progress Association to discuss:
 - (a) Project concept (appropriate size and location of proposed and alternative uses);
 - (b) Estimated costs on developing the grounds and infrastructure so the community is fully aware of future funding required.
 - (c) Options for subleasing of the land

BACKGROUND

Presented at the Community Standing Committee Meeting held on 11 August 2021.

ATTACHMENTS

Nil

14.7 PROPOSED AGREEMENT BETWEEN KINGAROY AND DISTRICT VINTAGE MACHINERY CLUB AND COUNCIL FOR LAND AT KINGAROY AERODROME.**File Number: 25-08-2021****Author: General Manager Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 11 August 2021 was a report forwarding information regarding a proposed agreement between Kingaroy and District Vintage Machinery Club and Council for land at Kingaroy Aerodrome.

SUMMARY**COMMITTEE RESOLUTION 2021/55**

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That the Committee recommend to Council:

That agreements be entered into with Kingaroy & Vintage Machinery Club Inc. at the Kingaroy Aerodrome for areas:-

- (a) C and G for the purpose of farming, for a term of 12 months for \$75.00 (plus GST), and
- (b) part of F for the purpose of event parking, for a term of 12 months for \$75.00 (plus GST).

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

Against: Nil

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

That agreements be entered into with Kingaroy & Vintage Machinery Club Inc. at the Kingaroy Aerodrome for areas:-

- (a) C and G for the purpose of farming, for a term of 12 months for \$75.00 (plus GST), and
- (b) part of F for the purpose of event parking, for a term of 12 months for \$75.00 (plus GST).

BACKGROUND

Presented at the Community Standing Committee Meeting held 11 August 2021.

ATTACHMENTS**Nil**

14.8 TENDER FOR REAL ESTATE SALES SERVICES**File Number: 25-08-2021****Author: General Manager Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 11 August 2021 was a report forwarding information regarding a Tender for real estate sales services.

SUMMARY**COMMITTEE RESOLUTION 2021/56**

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That the Committee recommend to Council:

That Council endorse releasing a request for tender for real estate sale services in each of the towns in the South Burnett.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That Council endorse releasing a request for tender for real estate sale services in each of the towns in the South Burnett.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 11 August 2021.

ATTACHMENTS**Nil**

15 PORTFOLIO - REGIONAL DEVELOPMENT**15.1 RESOURCES COMMUNITY INFRASTRUCTURE FUND ROUND 1 - QCN DARK FIBRE TO NANANGO & KINGAROY****File Number:** 25/08/2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

A Notice of Motion was presented at the Community Standing Committee meeting held on 11 August 2021 regarding the Resources Community Infrastructure Fund Round 1 – QCN Dark Fibre to Nanango and Kingaroy.

SUMMARY**COMMITTEE RESOLUTION 2021/62**

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That the committee recommends to council that:

That the South Burnett Regional Council submit an application to the Resources Community Infrastructure Fund Round 1 for the new high speed fibre optic infrastructure connection to Kingaroy via Nanango leveraging the State Government's fibre optic network at the Tarong Power Station.

Council recognises that this infrastructure project is costed at \$3M and is shovel ready with both build and infrastructure management partner relationships in place.

Council recognises that this project will:

- Close the existing digital divide and elevate the South Burnett to a position of leadership in regional Australia.
- Provide high level capacity to resolve the current network congestion experienced by businesses and the community through offering new backhaul routing capability for NBN, Telstra and other networks.
- Put downward pressure on high regional data costs.
- Establish the interconnect (POP) in the Kingaroy Transformation Project (KTP) zone and will leverage Council's current investment in the "last mile" digital conduit in the project footprint.
- Enable further smart country elements to be achieved in the delivery of the KTP project at no additional cost to Council.
- Provide future capability and project preparedness for similar digital trunk infrastructure works to be delivered in Nanango, supporting further growth and investment readiness outcomes to be achieved in the region.
- Support improved liveability and lifestyle outcomes with improvements in community safety, community services, and general social connectivity.
- Enable new cutting-edge digital service offerings up to 100 gigabits per second to support and attract leading edge in Agtech, health and business Internet of Things (IoT) adoption.
- Create a new opportunity to microwave very high capability and secure further funding opportunities to support other townships, outlying businesses, and key facilities to access improved digital capacity throughout the region.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council submit an application to the Resources Community Infrastructure Fund Round 1 for the new high speed fibre optic infrastructure connection to Kingaroy via Nanango leveraging the State Government's fibre optic network at the Tarong Power Station.

Council recognises that this infrastructure project is costed at \$3M and is shovel ready with both build and infrastructure management partner relationships in place.

Council recognises that this project will:

- Close the existing digital divide and elevate the South Burnett to a position of leadership in regional Australia.
- Provide high level capacity to resolve the current network congestion experienced by businesses and the community through offering new backhaul routing capability for NBN, Telstra and other networks.
- Put downward pressure on high regional data costs.
- Establish the interconnect (POP) in the Kingaroy Transformation Project (KTP) zone and will leverage Council's current investment in the "last mile" digital conduit in the project footprint.
- Enable further smart country elements to be achieved in the delivery of the KTP project at no additional cost to Council.
- Provide future capability and project preparedness for similar digital trunk infrastructure works to be delivered in Nanango, supporting further growth and investment readiness outcomes to be achieved in the region.
- Support improved liveability and lifestyle outcomes with improvements in community safety, community services, and general social connectivity.
- Enable new cutting-edge digital service offerings up to 100 gigabits per second to support and attract leading edge in Agtech, health and business Internet of Things (IoT) adoption.
- Create a new opportunity to microwave very high capability and secure further funding opportunities to support other townships, outlying businesses, and key facilities to access improved digital capacity throughout the region.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 11 August 2021.

ATTACHMENTS

Nil

15.2 BUSINESS FORUM**File Number:** 25/08/2021**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Tabled at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021
- Business Forum

SUMMARY**COMMITTEE RESOLUTION 2021/49****Moved:** Cr Kirstie Schumacher**Seconded:** Cr Roz Frohloff

That the committee recommends to Council:

That a partnership between Council's Regional Development Portfolio and CCIQ to host a Business Forum on Tuesday 21 September 2021 with key representatives from each South Burnett based business group and chamber of commerce in Nanango.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That a partnership between South Burnett Regional Council's Regional Development Portfolio and CCIQ to host a Business Forum on Tuesday 21 September 2021 with key representatives from each South Burnett based business group and chamber of commerce in Nanango.

BACKGROUND

Tabled at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021

ATTACHMENTS**Nil**

15.3 LOCAL PROCUREMENT TARGETS

File Number: 25/08/2021
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021 – Local Procurement Targets

SUMMARY**COMMITTEE RESOLUTION 2021/50**

Moved: Cr Kirstie Schumacher
Seconded: Cr Scott Henschen

That the committee recommends to Council:

That South Burnett Regional Council adopt an aspirational target to increase its local procurement to 50 per cent of its annual spend by 2023.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council adopt an aspirational target to increase its local procurement to 50 per cent of its annual spend by 2023.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021.

ATTACHMENTS

Nil

15.4 MOBILE BLACK SPOT PROGRAM**File Number:** 25/08/2021**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021 –Mobile Black Spot Program

SUMMARY**COMMITTEE RESOLUTION 2021/55****Moved:** Cr Kirstie Schumacher**Seconded:** Cr Danita Potter

That the committee recommends to Council

That the following areas be investigated for future submission to the mobile blackspot programme:

- (a) Boondooma Dam QLD-0528
- (b) Mount Mowbullan (Bunya Mts) QLD-1505
- (c) Moffatdale, Burnett Hwy, Redgate
- (d) Malar Road, Kingaroy
- (e) Crawford, Memerambi, Wooroolin

In Favour: Crs Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff**Against:** Nil**CARRIED 6/0****OFFICER'S RECOMMENDATION**

That the following areas be investigated for future submission to the mobile blackspot programme:

- (a) Boondooma Dam QLD-0528
- (b) Mount Mowbullan (Bunya Mts) QLD-1505
- (c) Moffatdale, Burnett Hwy, Redgate
- (d) Malar Road, Kingaroy
- (e) Crawford, Memerambi, Wooroolin

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021.

ATTACHMENTS**Nil**

16 NOTICES OF MOTION

16.1 NOTICE OF MOTION - NATIONAL WATER INFRASTRUCTURE DEVELOPMENT FUND (NWIDF) - PHASE TWO

File Number: 25/08/2021

I, Councillor Kathy Duff, give notice that at the next Ordinary Meeting of Council to be held on 25 August 2021, I intend to move the following motion:

MOTION

That South Burnett Regional Council allocate the remaining \$129,000 of the balance of NWIDF funds towards the completion of a hydrological and economic assessment and analysis of the West Barambah Catchment on the Barker Barambah Water Scheme.

RATIONALE

I commend this Notice of Motion to Council.

ATTACHMENTS

Nil

16.2 NOTICE OF MOTION - PRESSURE CLEANING OF CBD FOOTPATHS

File Number: 25/08/2021

I, Councillor Kathy Duff, give notice that at the next Ordinary Meeting of Council to be held on 25 August 2021, I intend to move the following motion:

MOTION

That Council call tenders for the monthly pressure cleaning of CBD footpaths and kerbs in the designated towns of Blackbutt, Nanango, Kingaroy, Wondai and Murgon”

RATIONALE

I commend this Notice of Motion to Council.

ATTACHMENTS

Nil

16.3 NOTICE OF MOTION - PUBLIC RAMP AT BJELKE-PETERSEN DAM

File Number: 25-08-2021

I, Councillor Kathy Duff, give notice that at the next Ordinary Meeting of Council to be held on 25 August 2021, I intend to move the following motion:

MOTION

That Council act to have engineering plans prepared for a 45 metre extension to the public ramp at BP Dam and upon completion Council submit an application to DTMR for approval to undertake the extension works.

RATIONALE

I commend this Notice of Motion to Council.

ATTACHMENTS

Nil

16.4 NOTICE OF MOTION - CHERBOURG ROAD RESEALING WORKS

File Number: 25/08/2021

I, Councillor Brett Otto, give notice that at the next Ordinary Meeting of Council to be held on 25 August 2021, I intend to move the following motion:

MOTION

That a report be brought to the September meeting of the Infrastructure Standing Committee with options to bring forward the scheduled resealing works on Cherbourg road in order for the works to be completed prior to the year-end Christmas break.

RATIONALE

I commend this Notice of Motion to Council.

ATTACHMENTS

Nil

16.5 NOTICE OF MOTION - DOG REGISTRATION FEES

File Number: 25/08/2021

I, Councillor Brett Otto, give notice that at the next Ordinary Meeting of Council to be held on 25 August 2021, I intend to move the following motion:

MOTION

That a report be brought to the September meeting of the Executive, Finance and Corporate Standing Committee as to the provision of a 50% pensioner concession on all dog registration fees and the issuing of dog registration renewal notices with rates notices.

RATIONALE

I commend this Notice of Motion to Council.

ATTACHMENTS

Nil