



AGENDA

Executive and Finance & Corporate Standing Committee Meeting Wednesday, 15 September 2021

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

Date: Wednesday, 15 September 2021

Time: 9.00am

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

**Mark Pitt PSM
Chief Executive Officer**

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

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

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 18 AUGUST 2021

File Number: 15/09/2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 18 August 2021 be received.

ATTACHMENTS

- 1. Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 18 August 2021**



MINUTES

Executive and Finance & Corporate Standing Committee Meeting Wednesday, 18 August 2021

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 18 AUGUST 2021 AT 9.00AM**

PRESENT:**Councillors:**

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

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Ged Brennan (Acting General Manager Infrastructure), Peter O'May (General Manager Community), Carolyn Knudsen (Manager Corporate Services), Wendy Kruger (Personal Assistant Finance & Corporate), Tracey Wilson (Coordinator Executive Services), Lynelle Paterson (Executive Assistant), Bronwyn Barry (Executive Assistant)

1 OPENING

The Deputy Mayor declared the meeting open and welcomed all attendees.

2 LEAVE OF ABSENCE / APOLOGIES**APOLOGY**

COMMITTEE RESOLUTION 2021/32

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

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

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

Against: Nil

CARRIED 6/0

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

4 DECLARATION OF INTEREST

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 21 JULY 2021**

COMMITTEE RESOLUTION 2021/33

Moved: Cr Roz Frohloff

Seconded: Cr Kathy Duff

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 21 July 2021 be received.

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

Against: Nil

CARRIED 6/0**6 BUSINESS ARISING****6.1 PARKS AND GARDENS MASTER PLAN ADVISORY COMMITTEE**

COMMITTEE RESOLUTION 2021/34

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That Council notes the report for information.

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

Against: Nil

CARRIED 6/0**7 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT****7.1 CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO**

COMMITTEE RESOLUTION 2021/35

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 6/0

7.2 AUSTRALIA DAY - NOMINATION FORMS AND LOCATION

COMMITTEE RECOMMENDATION

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 the Nanango State High School Hall on the evening of Tuesday 25 January 2022
-

AMENDMENT

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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

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

7.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL POLICY GOVERNANCE FRAMEWORK - STRATEGIC006

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

Against: Nil

CARRIED 6/0

7.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL EMPLOYEE CODE OF CONDUCT - STATUTORY011

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

Against: Nil

CARRIED 6/0

7.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFORMATION PRIVACY POLICY - STATUTORY038

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

Against: Nil

CARRIED 6/0

7.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFORMATION MANAGEMENT RECORDKEEPING POLICY - STATUTORY039

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

Against: Nil

CARRIED 6/0

7.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMMUNITY ENGAGEMENT POLICY - STATUTORY050 AND COMMUNITY ENGAGEMENT STRATEGY

COMMITTEE RECOMMENDATION

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 the South Burnett Regional Council Community Engagement Strategy Guide & Tools be adopted as presented.

AMENDMENT

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That the committee recommends to Council:

That the South Burnett Regional Council Community Engagement Policy – Statutory050 and the South Burnett Regional Council Community Engagement Strategy Guide & Tools be adopted as amended with the inclusion of a clause at step 3 as follows:-

For matters of strategic or community significance, including any capital expenditure projects or major operational works that are likely to impact on the community or give rise to community concern, Council is to be consulted in determining the level of impact.

In Favour: Cr Kathy Duff

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

LOST 1/5

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 the South Burnett Regional Council Community Engagement Strategy Guide & Tools be adopted as presented.

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

Against: Cr Kathy Duff

CARRIED 5/1

7.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL MEDIA RELATIONS POLICY - STRATEGIC001

MOTION

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That the matter lay on the table until the General Meeting on 25 August 2021.

In Favour: Crs Kirstie Schumacher and Kathy Duff

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

LOST 2/4

MOTION

COMMITTEE RESOLUTION 2021/42

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

That the meeting adjourn at 10.19am.

CARRIED

RESUME MEETING

COMMITTEE RESOLUTION 2021/43

Moved: Cr Gavin Jones
Seconded: Cr Roz Frohloff

That the meeting resume at 11.35am.

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

Against: Nil

CARRIED 6/0

7.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL MEDIA RELATIONS POLICY - STRATEGIC001

COMMITTEE RESOLUTION 2021/44

Moved: Cr Kirstie Schumacher
Seconded: Cr Roz Frohloff

That a blending of V2 & V3 and this draft be brought back to the September Executive and Finance & Corporate Standing Committee, acknowledging the Mayor as the official spokesperson. Councillors feedback will be taken into consideration in the drafting process.

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

Against: Nil

CARRIED 6/0

Attendance:

At 12.28pm, General Manager Peter O'May left the room

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

COMMITTEE RESOLUTION 2021/45

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

Procedural Motion:

That the report on the South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028 be taken off the table.

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

Against: Nil

CARRIED 6/0

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

Against: Nil

CARRIED 6/0

Attendance

At 12:30 PM, General Manager Peter O'May returned to the meeting

7.10 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ACCEPTABLE REQUEST GUIDELINES POLICY - STATUTORY004

COMMITTEE RECOMMENDATION

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That the South Burnett Regional Council Acceptable Request Guidelines – Statutory004 be adopted as presented.

AMENDMENT

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the committee recommends to Council:

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

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

Against: Nil

CARRIED 6/0

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 – Statutory004 be adopted as amended with the term Managers being added to clause 3.14.

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

Against: Nil

CARRIED 6/0

Attendance:

At 12:46 pm, Cr Roz Frohloff left the meeting.

At 12:50 pm, Cr Roz Frohloff returned to the meeting.

8 PORTFOLIO - REGIONAL DEVELOPMENT

8.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

COMMITTEE RESOLUTION 2021/48

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 6/0

8.1.1 BUSINESS FORUM

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

8.2 LOCAL PROCUREMENT TARGETS

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

8.3 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

COMMITTEE RESOLUTION 2021/51

Moved: Cr Roz Frohloff
Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 6/0

8.3.1 TOURISM TOWN GUIDES

COMMITTEE RESOLUTION 2021/52

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That the committee recommends to Council:

1. That tourism town guides are designed and produced for Proston and surrounds, incorporating the new destination South Burnett branding consistent with the recently produced guides for other locations.
2. That Council investigate opportunities to prepare similar materials for the smaller towns and villages across the South Burnett, establish the value and level of local buy in and bring a report back to the October Executive and Finance & Corporate Standing Committee meeting with approximate costings for consideration.

In Favour: Crs Danita Potter, Kirstie Schumacher and Kathy Duff

Against: Crs Roz Frohloff, Gavin Jones and Scott Henschen

LOST 3/3

On the casting vote of the Acting mayor

8.3.2 REPORT - TOURISM TOWN GUIDES

RESOLVED 2021/53

Report back to the next Executive and Finance & Corporate Standing Committee meeting with approximate costings to prepare similar materials for the smaller towns and villages across the South Burnett for consideration.

8.4 SOUTHERN QUEENSLAND COUNTRY TOURISM - SOUTH BURNETT MONTHLY REPORT - JUNE 2021

COMMITTEE RESOLUTION 2021/54

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the report be received for information.

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

Against: Nil

CARRIED 6/0

8.5 MOBILE BLACK SPOT PROGRAM

COMMITTEE RESOLUTION 2021/55

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the committee recommends to Council

1. That the following areas be investigated for future submission to the mobile blackspot programme:

- (a) Boondooma Dam QLD-0528
- (b) Mount Mowbullian (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

8.6 LOCKDOWN SUPPORT FOR QUEENSLAND BUSINESSES

COMMITTEE RESOLUTION 2021/56

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

That Council notes the report for information.

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

Against: Nil

CARRIED 6/0

9 QUESTIONS ON NOTICE**9.1 CHANGE OF OWNERSHIP OF PROPERTIES IN THE SOUTH BURNETT OVER THE PAST SIX (6) MONTHS.**

COMMITTEE RESOLUTION 2021/57

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the response to the question regarding the number of properties which have changed hands in the last six (6) months raised by Councillor Kirstie Schumacher be received and noted.

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

Against: Nil

CARRIED 6/0**9.1.1 CHANGE OF OWNERSHIP OF PROPERTIES STATISTICS**

RESOLVED 2021/58

The change of ownership of properties in the South Burnett statistics to be included in the Portfolio Report every 6 months.

9.2 MURGON INDUSTRIAL LAND

COMMITTEE RESOLUTION 2021/59

Moved: Cr Kathy Duff

Seconded: Cr Roz Frohloff

That the response to the question regarding Murgon Industrial Land raised by Councillor Kathy Duff be received and noted.

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

Against: Nil

CARRIED 6/0

9.3 FUEL TAX CREDIT SUBSTANTIATION METHODOLOGY SYSTEM

COMMITTEE RESOLUTION 2021/60

Moved: Cr Danita Potter
Seconded: Cr Kathy Duff

That the response to the question regarding implementing a substantiation methodology for fuel tax credit claims raised by Mayor Otto be received and noted.

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

Against: Nil

CARRIED 6/0

10 CONFIDENTIAL SECTION

11 CLOSURE OF MEETING

The Meeting closed at 1.59pm

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 15 September 2021.

.....
CHAIRPERSON

6 BUSINESS ARISING**7 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT****7.1 CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO**

File Number: 15/09/2021

Author: Mayor

Authoriser: General Manager Community

PRECIS

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

SUMMARY

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

OFFICER'S RECOMMENDATION

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

Corporate Services:**International Access to Information Day 2021**

On the 28th of this month, Council will celebrate International Access to Information Day and for the month of September, we are an official partner of the Office of the Information Commissioner Queensland.

This year's theme of 'Open by design: government transparency everyone can see', promotes the value of proactively releasing information in times of crisis and recovery.

As individuals, we've all seen the benefits that timely access to accurate and relevant information brings, particularly during a crisis. It helps us to stay informed of the situation, provides us with ways to stay safe or help out and empowers us to make decisions about matters affecting us.

Proactively releasing information also helps to build greater trust between government and the community and in turn aids faster recovery.

Continued local government openness, transparency and accountability is fundamental to this process.

International Access to Information Day raises awareness of every individual's right of access to government-held information; and our Council responsibility to release information if it is in the public interest to do so.

During this month, Council will actively promote internally the responsibilities of Council staff and deliver targeted messaging with themed displays across our Customer Service Centres.

Council is joining individuals and governments from around the world who support this fundamental human right promoting open, democratic societies where citizens are empowered and participate in government.

Communications/Media:

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

- Media Releases x 26
- Media enquiries x 13

- Social Media:
 - Facebook: 67 Posts
 - LinkedIn: 13 Posts
 - Instagram: 47 Posts
- Enews x 1
- Printed advertising x 6
- Graphic design x 28

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

Finance:

Finance have been busy finalising the draft financial statements with auditors being on site for two weeks starting from the 13th of September.

At present, the net operating result for the 2020-2021 year has landed at a deficit of \$1.153m compared to the 4th quarter forecast of \$3.208m.

Approximately \$1.466m of the \$2.055m favourable variance has come from recurrent revenue and is made up of:

- \$498k from additional RPC and RMPC claims
- \$325k in additional operational grant income – caused by variances in movements for contract assets and liabilities and additional grants received
- \$445k from other income – partially made up of \$77k in extra scrap steel sales, \$259k from unused state waste levy income and \$69k in wild dog syndicate income
- \$198k in additional fees and charges revenue - partially made up of waste facilities income \$71k, cattle dips \$18k, building and developer applications \$20k, overgrown allotment charges \$18k and additional water sales \$18k

Reductions in recurrent expenditure have attributed \$588k of the favourable year end variance and is made up of:

- Finance costs reductions of \$370k - largely due to year end adjustments for the landfill and quarry provisions of \$345k.
- Materials and services \$236k – reductions in electricity charges \$79k, reductions in water consumption charges \$101k.
- Depreciation and amortisation \$106k
- Employee benefits (\$123k)

August 2021 figures are currently being prepared for the next Council meeting. At the end of August, Council had cash and cash equivalents of \$42.622m with \$34.553m of this balance sitting with QTC.

Rates

The rates team were busy during August preparing approximately 17,500 rates notices which were dispatched on the 19th of August for the rates levy 6 monthly period from 1st July 2021 to 31st December 2021. The discount period end date for this levy is Wednesday 22 September 2021.

Some highlights for the month and statistics for work received by the team so far this year are:

- Rate searches have continued a steady climb this year with a total completed of 408 received from 01 July 2021 to 6 September 2021.
- Transfers of property ownership received is 488 since 1 July 2021.
- A total of 1,032 tasks (requests) have been received by rates team since 1/7/21 to 6/9/21. Of these, the main summary breakdown is 650 for change of address, 206 enquiries for levies or enquiries related to their charges, 129 were from pensioners including new applications and 46 were for payment arrangements on overdue accounts.

- Continued efforts and work by the rates team has been undertaken for debt recovery in preparation of scheduled reminders and demand processes leading up to our discount date.

ICT – Project T2

Good progress continues to be made in the analysis phase for Council's Customer Request Project. It has been identified that Council receives and manages over 250 types of requests from our customers. Requirements and processes behind each of these request types is being scoped in preparation for the software implementation of a new Customer Request platform in early 2022.

Upwards of 80 topical factsheets have been identified for more immediate development, which will enhance the timely and consistent provision of information to Council's customers. Development of these factsheets has commenced.

BACKGROUND

Nil

ATTACHMENTS

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

Media Releases: 26

1. 030. Media Release 02-08-2021 - Council receives W4Q funding to progress projects over the next 3 years
2. 031. Media Release 04-08-2021 - Upgrades progressed at historical Ringsfield House Nanango
3. 032. Public Notice 04-08-21 - Closure of Alford Street for asphalt works
4. 033. Media Release 04-08-2021 - Mayor Otto calls on community amidst COVID concerns
5. 034. Public Notice 04-08-2021 - Temporary closure - Public toilets on River Road Kingaroy
6. 035. Public Notice 05-08-2021 - Request for Quote - SBRCQ 21_22-01 – Kingaroy Administration Building – air conditioning and repainting of rear offices
7. 036. Public Notice 06-08-2021 - Kingaroy Transformation Project - Have Your Say
8. 037. Public Notice 11-08-2021 - Stay alert this magpie swooping season
9. 038. Public Notice 13-08-2021 Hazard reduction burn - Kingaroy Aerodrome
10. 039. Public Notice 13-08-2021 - Crackling BaconFest merchandise available at Kingaroy Visitor Information Centre
11. 040. Media Release 13-08-2021 - Positive conversations with the South Burnett community about the Kingaroy Transformation Project
12. 041. Public Notice 13-08-2021 - Queensland Road Safety Week 2021
13. 042. Public Notice 17-08-2021 - Temporary Interruption to Water Supply – Youngman Street Kingaroy
14. 043. Public Notice 17-08-2021 Gravel resheeting works update
15. 044. Public Notice 18-08-2021 - Recognising domestic and family violence prevention in Queensland communities
16. 045. Public Notice 19-08-2021 Expression of Interest - Management of Wondai and Proston Swimming Pools
17. 046. Public Notice 19-08-2021 - Invitation to Offer - SBRCQ 20_21-181 Sale of Mulch at the Kingaroy Waste Facility
18. 047. Public Notice 19-08-2021 - Invitation to Offer - SBRCQ 21_22-11 Supply & Delivery of 6 Front Deck Mowers
19. 048. Media Release 19-08-2021 Expression of Interest - Community representatives to join the Arts, Culture and Heritage Advisory Committee
20. 049. Public Notice 19-08-2021 - Single-use plastic items banned from 1 September 2021
21. 050. Public Notice 20-08-2021 - Rates Notices issued
22. 051. Public Notice 20-08-2021 - Invitation to Offer - SBRCQ 21_22-05 Invitation to Offer - Computer Replacements
23. 052. Media Release 20-08-2021 - KTP Update - Scheduled works from 22 August to 5 September 2021
24. 053. Public Notice 25-08-2021 - Water Main Testing - Haly Street Kingaroy
25. 054. Media Release 31-08-2021 - Children's Book Week 2021
26. 055. Media Release 31-08-21 Australia Day Award nominations now open

Media Releases 21-22

2021	Jul	Aug	Sep	Oct	Nov	Dec
	29	26				
2022	Jan	Feb	Mar	Apr	May	Jun

Media enquiries: 13

1. 02-08-2021 – South Burnett Times – Mayoral comment on SEQ Lockdown
Deadline: 02 August 2021 ASAP
Responded: 04 August 2021 10:49am
2. 03-08-2021 – Burnett Today – Kingaroy Pool ownership and potential sale
Deadline: 06 August 2021, 12pm
Responded: 05 August 2021, 2:50pm
3. 04-08-2021 – South Burnett Times – BaconFest cancellation
Deadline: 04 August 2021 ASAP
Responded: 11 August 2021 11:23am
4. 05-08-2021 – Burnett Today – Comment on letters sent by resident to paper about Red Tank Road concerns and improvement requests
Deadline: 11 August 2021, 12pm
Responded: 13 August 2021, 3:44pm
5. 11-08-2021 – ABC Wide Bay – Swooping magpies interview with SBRC Councillor
Deadline: 16 August 2021 12pm
Responded: 12 August 2021 11:45am
6. 12-08-2021 – Burnett Today - KTP shared zone designs, parking available while KTP works are on
Deadline: 13 August 2021, COB
Responded: 19 August 2021, 4:48pm
7. 12-08-2021 – Burnett Today - Potholes
Deadline: 16 August 2021, 12pm
Responded: Still to be completed
8. 16-08-2021 – ABC Southern Queensland – Magpie swooping season radio interview
Deadline: 17 August 2021 8am
Responded: 17 August 2021 8:12am
9. 17-08-2021 – South Burnett Online - Kingaroy Town Hall used by which community groups
Deadline: 18 August 2021, 5pm
Responded: 19 August 2021, 2:51pm
10. 17-08-2021 – Burnett Today – Red Tank Road media statement clarification on Capital Works budget deliberations
Deadline: 20 August 2021, 12pm
Responded: 17 August 2021, 4:02pm
11. 18-08-2021 – Burnett Today – Homelessness in Kingaroy and Murgon Freedom Camps
Deadline: 23 August 2021, 10am
Responded: 20 August 2021, 9:15am
12. 20-08-2021 – Burnett Today – South Burnett Libraries Book Week
Deadline: 23 August 2021, 10am
Responded: 23 August 2021, 10:29am
13. 30-08-2021 – South Burnett Times – Interview with Aaron Meehan regarding EME2 asphalt used for KTP
Deadline: 31 August 2021, COB
Responded: 03 September 2021 12:33pm

Media Enquiries 21-22

2021	Jul	Aug	Sep	Oct	Nov	Dec
	10	13				

2022	Jan	Feb	Mar	Apr	May	Jun

Social media: South Burnett Regional Council

Facebook

@southburnettregion: 67 posts

Most engaged post:

10-08-2021 – Magpie season – Council urges residents to stay alert – 8900 reached, 785 engagements, 57 reactions, 12 comments, 31 shares

Followers: 8412 (+12 from July 2021)

Page reach: 20,807 (-12.3% from July 2021)

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

LinkedIn: 13 posts

Most engaged post:

31-08-2021 – Queensland single-use plastics ban – 15 reactions, 0 comments, 724 impressions, 7 website clicks, 2 share, 3.31% engagement rate

Website clicks: 3 (+50% from July 2021)

Page views: 184 (-19% from July 2021)

Followers: 1732 (+49 followers from July 2021)

Instagram: 47 posts

Most engaged post:

29-07-2021 – Take a look at the brand new South Burnett regional road map and South Burnett town guides as your handy new tool around Blackbutt, Kingaroy, Murgon, Nanango and Wondai! You can download them from the SBRC website or pick one up from a Visitor Information Centre! We clean up pretty nicely don't you think? – 23 likes, 1 comment, 380 engagements, 0 shares

Followers: 999 (+15 from July 2021)

Page reach: 988 (+30% from July 2021)

Photos tagged by other accounts: 9

Social media posts – all platforms						
2021	Jul	Aug	Sep	Oct	Nov	Dec
	Facebook: 61 LinkedIn: 8	Facebook: 67 LinkedIn: 13				

	Instagram: 9	Instagram: 47				
2022	Jan	Feb	Mar	Apr	May	Jun

Enews

- Council progressed 1 Enews during August

Printed advertising

- Council progressed two full page ads (Page 4) in the South Burnett Today during August – 5 August and 19 August 2021
- Council progressed 1 public notice in the Queensland Country Life – Wild Dog & Feral Pig Control Program on 13 August 2021
- Council progressed one full page ad in the Murgon Moments for What's on @ South Burnett libraries and one half-page ad for the region's dams.
- Council progressed a four page supplement in LG Focus on 13 August 2021

Graphic design: 28

- Fact sheet – Dwelling house, secondary dwelling and dual occupancy updated and uploaded to website
- Advertisement – LG Focus 2021
- Advertisement – Visit South Burnett Visitor Guide 2021-22 x8 versions
- Rates Insert 2021-22 x 4 versions
- Poster – Council Meeting Dates updated
- Poster – Magpie Territory Season x 6 versions
- Sign – LGIDPP interactive corflute sign "which bin do I belong in?" x6 versions
- Annual Report – working document

7.2 AUSTRALIA DAY - CHANGE OF LOCATION**File Number:** 15/09/2021**Author:** Executive Assistant (Mayor)**Authoriser:** Chief Executive Officer**PRECIS**

Australia Day - Change of location

SUMMARY

At Council's General Meeting held on the 25 August 2021, Council passed a resolution to hold the Australia Day Awards 2022 in Nanango.

Resolution 2021/91

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

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.

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

Against: Nil

Carried 7/0

Due to the town of Nanango celebrating their Quartoseptcentennial (175 years) in 2023, it has been requested that the Australia Awards be held at Nanango to coincide with this event. Therefore, it is requested to change the location of the awards for 2022.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That South Burnett Regional Council location for the Australia Day Awards Ceremony be held at Blackbutt on Sunday Afternoon, 23 January 2022.

BACKGROUND

Nil

ATTACHMENTS

Nil

7.3 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

File Number: Exec2
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

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

SUMMARY

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

The review and consultation phase of the organisation realignment has been conducted during August and September 2021. Information is being collated to discuss with Councillors regarding structure going forward. The portfolio allocation would be considered in association with this alignment of structure, and it is proposed to bring this matter to the October Ordinary meeting for consideration by Council.

OFFICER'S RECOMMENDATION

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the October Executive and Finance & Corporate Standing Committee and a workshop be held with Councillors prior to this meeting.

BACKGROUND

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

COMMITTEE RESOLUTION 2021/36

Moved: Cr Brett Otto Seconded: Cr Gavin Jones

That a report be brought back to the Executive and Finance & Corporate Standing Committee Meeting in April as to future Portfolio assignments to Councillors to align Portfolios appropriately to the 2021-2026 Corporate Plan.

CARRIED 7/0

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

COMMITTEE RESOLUTION 2021/94

Moved: Cr Roz Frohloff

Seconded: Cr Kathy Duff

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

CARRIED 6/0

6.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION

COMMITTEE RESOLUTION 2021/1

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

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

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

Against: Nil

CARRIED 5/0

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

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

ATTACHMENTS

Nil

7.4 RESOLUTION FOR ENGAGEMENT OF A CONSULTANT FOR COUNCIL

File Number: 15-09-2021

Author: Coordinator Executive Services

Authoriser: Chief Executive Officer

PRECIS

Section 104 of the Local Government Act 2009 (Act) requires that Council must have suitable financial management processes which have regard to the sound contracting principles when entering into a contract.

SUMMARY

This report details the legislative requirements for Council to enter in to a medium or large sized contractual arrangement without first inviting written quotes or tenders under s235 (b) of the *Local Government Regulation 2012* for a supplier that is of a specialised and confidential nature of the services sought.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That South Burnett Regional Council resolves it is satisfied that it would be impractical and disadvantageous for Council to invite quotes or tenders due to the specialised and confidential nature of the services provided to Council by Rainmaker Strategic Planning for the 2021-22 Financial Year.

BACKGROUND

Part 3 s235 (b) of the Local Government Regulation, Default Contracting Procedures provides Council with its legislative exceptions that a local government may apply to the provision of services when entering into a contract.

The supplier "Rainmaker Strategic Planning" has been identified as containing the expertise required to provide strategic solutions for governance, policy and projects impacting Local Governments. Skilled in government affairs, political communication, and supporting senior executives, the supplier's expertise lies in leveraging political and commercial insights to assist Council's leaders to navigate the complex and highly regulated government arena. Due to the specialised and confidential nature of the services provided, it would be impractical and disadvantageous for Council to invite quotes or tenders for the service.

This resolution serves to ensure Council maintains its procurement obligations under the legislation.

PREVIOUS RESOLUTIONS ADOPTED BY COUNCIL:

At the ordinary meeting of 24 March 2021, the following resolutions were adopted:

Resolution 2021/299

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That Council resolves it is satisfied that the registers of suppliers for Repeated Operational Expenditure, Sole Suppliers and Original Equipment Manufacturers contain suppliers that provide goods or services to council where the expenditure cannot be sourced traditionally via quotation, tender or expressions of interest.

Carried 6/0

And

RESOLUTION 2021/300

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That a report detailing the services Rainmaker Strategic Planning will provide is brought back to a Standing Committee Meeting for consideration.

Carried 6/0

At the Executive and Finance & Corporate Standing Committee meeting of 21 April 2021:

COMMITTEE RESOLUTION 2021/93

Moved: Cr Roz Frohloff Seconded: Cr Scott Henschen

That Council receive the services provided by Rainmaker Strategic Planning for information. In Favour:

CARRIED 6/0

ATTACHMENTS

Nil

7.5 EVERY AGE COUNTS

File Number: EXEC1

Author: Chief Executive Officer

Authoriser: Chief Executive Officer

PRECIS

Request for support from EveryAGE Counts.

SUMMARY

EveryAGE Counts is a national coalition of organisations and a grassroots campaign of individuals dedicated to highlighting the social, economic, and civic impacts of ageism experienced by older people and building an Australia that no longer tolerates it.

OFFICER'S RECOMMENDATION

That the committee recommend to Council:

1. South Burnett Regional Council supports in principle EveryAGE Counts campaign

BACKGROUND

EveryAGE advised in their correspondence:

Our vision is "a society where every person is valued, connected and respected regardless of age". We will achieve this by working in our communities to positively change thinking about ageing, to re-imagine getting older and to set the foundations for current and future generations to age well.

If you missed my presentation on the impacts of ageism, and the importance of local government efforts to building a world without ageism as part of the resilience and strength of your own local communities, ALGA have released the recording on this Youtube account.

We warmly invite your leadership to demonstrate the commitment of South Burnett Regional Council to being part of the movement to end ageism. The first step in this would be for Council to pass a motion in support of the campaign to end ageism, and you can access a draft motion for Council to consider via this link to the EveryAGE Counts website.

EveryAGE Counts enjoys cross-party support and the call to end ageism is being heard by a growing number of local government organisations. To see the list of Councils who have already committed to the campaign, and to get an idea of how they are putting it into action, I encourage you to visit the relevant page of our website, which can be found here:

<https://www.everyagecounts.org.au/councils>

The Mayor replied to the correspondence on 24 August 2021 and advised the matter would be put before Council.

ATTACHMENTS

1. EveryAGE Counts - Key information for Coalition Member Organisations [↓](#) 
2. EveryAGE Counts - Membership Form [↓](#) 



Key information for Coalition Member Organisations

Who can join the EveryAGE Counts Coalition?

EveryAGE Counts welcomes organisations and individuals to join a national coalition to tackle ageism. Organisations may be any size or type. They may be private sector, NGOs, educational institutions, peak bodies, unions and professional associations etc. This is a campaign that requires the support of the whole community.

Naturally, organisations that wish to join the Coalition are in clear understanding of, and agreement with, the campaign pledge:

"I/we stand for a world without ageism where all people of all ages are valued and respected and their contributions are acknowledged. I/we commit to speak out and take action to ensure older people can participate on equal terms with others in all aspects of life."

Membership of the Coalition does not equate to membership of the Coalition Steering Group. See below.

What is the Coalition Steering Group (CSG)

The Coalition Steering Group provides the overarching guidance and direction for the EveryAGE Counts Campaign and is the key decision making structure for the Coalition. Comprising around 20 organisations and individuals, it reflects a national scope and range of sectors and interests. In its current structure, the full steering group meets formally four times a year while a smaller Coordination Committee meets more frequently. There are also currently six working groups, each with a focus on a different element of the campaign.

The inaugural CSG was created by invitation from The Benevolent Society (as the initial auspicing party for the campaign), building upon membership of the Reference Group established by The Benevolent Society during the campaign's research and development phase in 2017. At the time of the campaign launch and for the first few months of the campaign, the CSG was essentially the entire EveryAGE Counts Coalition, operating under the terms of a signed memorandum of understanding (MOU) between The Benevolent Society and individual members of the CSG.

Can other Coalition members join the CSG?

Under the current MOU, membership of the CSG is for 12 months. In consultation with the CSG, The Benevolent Society may invite new members to join. However the current CSG has agreed to cap membership of the CSG at the current level to ensure manageability.

A fair and workable process for CSG membership evolution and renewal is currently under development with a view to ensuring new organisations and individuals can have the opportunity to participate more directly in the Coalition governance structure, should they wish to.

What are the benefits of Coalition membership?

Membership of the EAC Campaign Coalition is currently not a highly formal process and the campaign does not any seek financial contribution from members. However, there are clear benefits for members of the Coalition:



- Recognition as part of strong and diverse group of organisations and individuals – which is in turn, recognised as part of a strong global movement - committed to achieving a society where every person is valued, connected and respected, regardless of age and functional ability.
- Communication of membership on the EAC website with the name of the organisation and the logo. Coalition membership will be made clear in all communications undertaken by the campaign through references and directions to the EAC web page hosting the full list of organisational coalition members.
- Opportunities to be profiled in the EAC blog/newsletter to all members – organisations and individual members – and featured on the website.
- Opportunities for members and member initiatives to be used in media activity as case studies or in agreed joint promotions
- Permission to use the EAC logo, in agreement with the terms of use, to promote support for and commitment to the EAC campaign.
- The opportunity to apply to join the EAC Coalition Steering Group as opportunities arise.
- Supply of a certificate of membership for display purposes, a business card template(s), a lapel pin(s), and a digital tile for inclusion in your email signature

What expectations are there of Coalition members?

Again, acknowledging that membership of the EAC Campaign Coalition is currently not a highly formal process, there are none the less a number of expectations of coalition members. There are a number of ways coalition members can show their support, including:

- Demonstrate understanding and commitment to the goals and values of the campaign and in particular, to be committed to the Pledge: *"I/we stand for a world without ageism where all people of all ages are valued and respected and their contributions are acknowledged. I/we commit to speak out and take action to ensure older people can participate on equal terms with others in all aspects of life."*
- Take steps where possible to align the organisation's processes and practices with the values and goals of the campaign.
- Communicate the organisation's commitment to the campaign and its values to its staff and /or clients and among the organisations wider networks.
- Promote and encourage actions and activities supporting the campaign throughout their internal and external networks, using a range of forms of communication – for example, sharing the campaign video; encouraging people to take and share the 'Am I Ageist' quiz; and encouraging people to sign up for the pledge.
- Look for opportunities to grow membership of the coalition;
- Where possible, to engage with and respond to requests from and communication with the Campaign secretariat.
- Be sensitive and respectful of the guidelines in relation to the use of the campaign logo and language about the campaign.
- Nominate a person or persons within the organisation to be the key contact for the campaign.



Membership Agreement – EveryAGE Counts Coalition

The EveryAGE Counts Coalition [the Coalition] is the formal alliance of organisations and individuals who have agreed to actively support and participate in the EveryAGE Counts Campaign.

As a member of the Coalition, you understand the goals and values of the campaign and accept, and agree to act upon, the campaign pledge:

"I/we stand for a world without ageism where all people of all ages are valued and respected and their contributions are acknowledged. I/we commit to speak out and take action to ensure older people can participate on equal terms with others in all aspects of life."

Please complete the details below and return by email to info@everyagecounts.org.au

Name of organisation	
Registered postal address	
Senior Signatory Name: Title/role: Phone: Email:	
Communications Representative Name: Title/role: Phone: Email:	

Signed by [name]: _____

Title: _____ Date: _____

Signature: _____

7.6 PARKS AND GARDENS MASTER PLAN ADVISORY COMMITTEE

File Number: 15-9-21

Author: Acting Manager NRM & Parks

Authoriser: General Manager Community

PRECIS

To progress the establishment of a Parks and Gardens Master Plan Advisory Committee.

SUMMARY

The intent of the Botanical Advisory Committee is to assist Council in reviewing master plans for parks, town entrances open spaces and recreation facilities.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

1. That in accordance with section 264 of the *Local Government Regulation 2012*, Council establish the South Burnett Botanical Advisory Committee;
2. That nominations be called for membership to the South Burnett Botanical Advisory Committee; and
3. That the Draft South Burnett Botanical Advisory Committee Terms of Reference be reviewed and brought back to a future Standing Committee Meeting.

BACKGROUND

The objectives, duties and responsibilities of the Botanical Advisory Committee are contained in the attached Terms of Reference. If this document is approved by Council, it will allow the Committee to not only commence its role, but to perhaps establish short, medium and long-term goals.

Further, it is recommended that nominations be called for membership of the Committee, with the intent of appointing 2 to 4 persons.

It is also recommended that the Advisory Committee include the name Botanical, rather than Parks and Gardens Master Plan, as the former term reflects the broader objectives, duties and responsibilities.

ATTACHMENTS

1. **Draft Terms of Reference** [↓](#) 



Draft

ECM ID:
ADOPTED:

South Burnett Botanical Advisory Committee Terms of Reference

Table of Contents

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1. INTRODUCTION

Council's Botanical Advisory Committee is established to ensure the South Burnett Region is a highly regarded industry leader in botanical and horticultural excellence.

2. OBJECTIVES

- To review and advise Council on master planning of parks, town entrances, open spaces and recreation facilities; and
- To review and advise Council on botanical and horticultural outcomes in parks, gardens and streetscapes including species selection.

3. DUTIES & RESPONSIBILITIES

The purpose of the Botanical Advisory Committee is to provide recommendations to Council on any matter referred to it and specifically relating to botanical and horticultural activities.

4. MEMBERSHIP

Council will appoint the individual members of the Botanical Advisory Committee with the following membership being established:

- Chairperson – Mayor
- Councillor - Parks and Gardens Portfolio Member
- General Manager – Community
- Manager – Parks
- Co-ordinator – Parks and Gardens
- Supervisors – Horticulturalists
- Community Members - appointed based on knowledge and expertise.

5. MEETINGS

Notice of Meetings – the Chairperson may determine the dates, times and places for its meetings. The agenda will be prepared and circulated to members and attendees at least two (2) days prior to meetings.

Quorum – a quorum shall consist of at least half of the members of the committee, plus one.

Report – Council shall provide secretarial functions and prepare a written report about the recommendations of the Advisory Committee.

The Parks Manager is primarily responsible for administering the committee and presenting reports to Council.

6. ETHICAL CONDUCT

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

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

7. COMMITTEE EVALUATION

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

8. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

9. RELATED POLICIES/PROCEDURES

Conduct of Council & Committee Meetings Policy

Employee Conflict of Interest Policy

Level of Service Plan – Natural Resource Management & Parks

10. NEXT REVIEW

June 2022

7.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL LOCAL LAW-MAKING PROCESS POLICY - STATUTORY056

File Number: IR2477867

Author: Manager Corporate Services

Authoriser: General Manager Community

PRECIS

Adoption of the South Burnett Regional Council Local Law-Making Process Policy – Statutory056

SUMMARY

South Burnett Regional Council provides the local law-making process to make a local law and is aligned to legislative requirements for local governments.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Local Law-Making Process Policy – Statutory056 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.
	Regulation of Council's Local Laws, including but not limited to animal management.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

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

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

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)

Human Rights Act 2019 (Qld)

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in away compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit human rights in certain circumstances and after careful consideration. The human

rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

South Burnett Regional Council ('Council') provides the local law-making process to make a local law and is aligned to legislative requirements for local governments.

For the purposes of *Section 29(1)* of the *Local Government Act 2009*, the local government process for making each local law of the local government is the process detailed within this policy.

The process applies to the making of:

- (a) each local law that incorporates a model local law; and
- (b) each local law that is a subordinate local law; and
- (c) each other local law.

However (b) does not apply to a local law that is an interim local law.

ATTACHMENTS

1. **South Burnett Regional Council Local Law-Making Process Policy - Statutory056** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory056

POLICY OWNER: Corporate Services

ECM ID: 2477867

ADOPTED:

Local Law-Making Process 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') provides the local law-making process to make a local law **and is aligned to legislative requirements for local governments.**

2. SCOPE

This policy applies to Council representatives.

3. GENERAL INFORMATION

For the purposes of *Section 29(1)* of the *Local Government Act 2009*, the local government process for making each local law of the local government is the process detailed within this policy.

The process applies to the making of:

- each local law that incorporates a model local law; and
- each local law that is a subordinate local law; and
- each other local law.

However (b) does not apply to a local law that is an interim local law.

3.1. Making a subordinate local law Process

The model local law-making process ('process') must be used to make a local law that incorporates a model local law into the local laws of the local government.

Step 1: By resolution, propose to incorporate the model local law.

Step 2: If the model local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions.

Step 3: If there is an existing local law about a matter in the model local law that would be inconsistent with the matter in the model local law, amend or repeal the existing local law so that there is no inconsistency.

Step 4: By resolution, incorporate the model local law.

Step 5: Let the public know that the local law has been made, by publishing notice of the making of the local law in accordance with the requirements of *Section 29B(1) to (4)* inclusive of the *Local Government Act 2009* (Qld).

Step 6: As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at the local government's public office.

Step 7: Within 14 days after the notice is published in the gazette, give the Minister:

- a copy of the notice; and
- a copy of the local law in electronic form; and
- if the local law contains 1 or more anti-competitive provisions -
 - advice of each anti-competitive provision; and
 - the reasons for their inclusion.

Step 8: Update the local government's register of its local laws.

3.2. Making an "other" local law Process

The process (other local law-making process) must be used to make a local law (a proposed local law) other than:

- (a) a model local law; or
- (b) an interim local law; or
- (c) a subordinate local law.

Step 1: By resolution, propose to make the proposed local law.

Step 2: Consult with relevant government entities about the overall State interest in the proposed local law.

Step 3: Consult with the public about the proposed local law for at least 21 days (the consultation period) by:

- publishing a notice (a consultation notice) about the proposed local law at least once in a newspaper circulating generally in the local government's area; and
- displaying the consultation notice in a conspicuous place at the local government's public office from the first day of the consultation period until the end of the last day of the consultation period; and
- making a copy of the proposed local law available for inspection at the local government's public office during the consultation period; and
- making copies of the proposed local law available for purchase at the local government's public office during the consultation period.

The consultation notice must state the following:

- the name of the proposed local law; and
- the purpose and general effect of the proposed local law; and
- the length of the consultation period and the first and last days of the period; and
- that written submissions by any person supporting or objecting to the proposed local law may be made and given to the local government on or before the last day of the consultation period stating:
 - the grounds of the submission; and
 - the facts and circumstances relied on in support of the grounds

If the local government decides, by resolution, that the proposed local law only amends an existing local law to make an insubstantial change, the local government may proceed to step 6 without satisfying step 3 or step 5.

Step 4: If the proposed local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 3, and this step 4, may be undertaken contemporaneously.

Step 5: Accept and consider every submission properly made to the local government. A submission is properly made to the local government if it:

- is the written submission of any person about the proposed local law; and
- states:
 - the grounds of the submission; and

- the facts and circumstances relied on in support of the grounds; and
- o is given to the local government on or before the last day of the consultation period.

Step 6: By resolution, decide whether to:

- o proceed with the making of the proposed local law as advertised; or
- o proceed with the making of the proposed local law with amendments; or
- o make the proposed local law as advertised; or
- o make the proposed local law with amendments; or
- o not proceed with the making of the proposed local law.

If the local government resolves to proceed with the making of the proposed local law with amendments, and the amendments are substantial, the local government may again:

- o consult with the public; and
- o accept and consider every submission properly made to the local government at step 5.

For the avoidance of doubt, if an amendment changes an anti-competitive provision, the local government must again comply with the procedures prescribed under a regulation for the review of anti-competitive provisions for the amended anticompetitive provision.

Step 7: Let the public know that the local law has been made, by publishing notice of the making of the local law in accordance with the requirements of *Section 29B(1) to (4)* inclusive of the *Local Government Act 2009*.

Step 8: As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at the local government's public office.

Step 9: Within 14 days after the notice is published in the gazette, give the Minister:

- o a copy of the notice; and
- o a copy of the local law in electronic form; and
- o if the local law contains 1 or more anti-competitive provisions:
 - advice of each anti-competitive provision; and
 - the reasons for their inclusion.

Step 10: Update the local government's register of its local laws.

3.3. Making a subordinate local law

The process (subordinate local law-making process) must be used to make a subordinate local law (a proposed subordinate local law).

The local government may start the process for making a subordinate local law even though the process for making the local law (including a model local law) on which the subordinate local law is to be based (the proposed authorising law) has not finished.

The local government may use steps 1 to 5 of the subordinate local law-making process (other than actually making the subordinate local law) before the proposed authorising law is made if:

- in making the proposed authorising law, the local government has to satisfy:
 - o the model local law-making process; or
 - o the other local law-making process; and
- if the proposed authorising law is made under the other local law-making process—the notice about the subordinate local law under step 2 of the subordinate local law-making process is published no earlier than the notice about the proposed authorising law under step 3 of the other local law-making process is published.

For the avoidance of doubt, a subordinate local law made by the local government provides for the local government to, from time to time, by resolution, reference or incorporate information.

For example, under the *Local Government Regulation 2012*, the competition policy guidelines for the identification of anti-competitive provisions are a document made by the department and available for inspection on the department's website.

Step 1: By resolution, propose to make the proposed subordinate local law.

Step 2: Consult with the public about the proposed subordinate local law for at least 21 days (the consultation period) by:

- publishing a notice (also a consultation notice) about the proposed subordinate local law at least once in a newspaper circulating generally in the local government's area; and
- displaying the consultation notice in a conspicuous place in the local government's public office from the first day of the consultation period until the end of the last day of the consultation period; and
- making a copy of the proposed subordinate local law available for inspection at the local government's public office during the consultation period; and
- making copies of the proposed subordinate local law available for purchase at the local government's public office during the consultation period.

The consultation notice must state the following:

- the name of the proposed subordinate local law; and
- the name of:
 - the local law allowing the proposed subordinate local law to be made; or
 - if the local government has started the process for making a subordinate local law even though the process for making the proposed authorising law on which the subordinate local law is to be based has not finished — the proposed authorising law; and
- the purpose and general effect of the proposed subordinate local law; and
- the length of the consultation period and the first and last days of the period; and
- that written submissions by any person supporting or objecting to the proposed subordinate local law may be made and given to the local government on or before the last day of the consultation period stating:
 - the grounds of the submission; and
 - the facts and circumstances relied on in support of the grounds.

If the local government decides, by resolution, that the proposed subordinate local law only amends an existing subordinate local law to make an insubstantial change, and the amendment does not affect an anti-competitive provision, the local government may proceed to step 5 without satisfying any of step 2 to step 4 inclusive.

Step 3: If the proposed subordinate local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 2, and this step 3, may be undertaken contemporaneously.

Step 4: Accept and consider every submission properly made to the local government. A submission is properly made to the local government if it:

- is the written submission of any person about the proposed subordinate local law; and
- states:
 - the grounds of the submission; and
 - the facts and circumstances relied on in support of the grounds; and
- is given to the local government on or before the last day of the consultation period.

Step 5: By resolution, decide whether to:

- proceed with the making of the proposed subordinate local law as advertised; or
- proceed with the making of the proposed subordinate local law with amendments; or
- make the proposed subordinate local law as advertised; or
- make the proposed subordinate local law with amendments; or
- not proceed with the making of the proposed subordinate local law.

If the local government resolves to proceed with the making of the proposed subordinate local law with amendments, and the amendments are substantial, the local government may again:

- consult with the public at step 2; and
- accept and consider every submission properly made to the local government at step 4.

For the avoidance of doubt, if an amendment changes an anti-competitive provision, the local government must again comply with the procedures prescribed under a regulation for the review of anti-competitive provisions for the amended anticompetitive provision.

Step 6: Let the public know that the subordinate local law has been made, by publishing notice of the making of the subordinate local law in accordance with the requirements of *Section 29B(1) to (4) inclusive of the Local Government Act 2009*.

Step 7: As soon as practicable after the notice is published in the gazette, ensure that a copy of the subordinate local law may be inspected and purchased at the local government's public office.

Step 8: Within 14 days after the notice is published in the gazette, give the Minister:

- a copy of the notice; and
- a copy of the subordinate local law in electronic form; and
- if the subordinate local law contains 1 or more anti-competitive provisions:
 - advice of each anti-competitive provision; and
 - the reasons for their inclusion.

Step 9: Update the Local Government's register of its local laws.

4. DEFINITIONS

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

Interim Local Laws means typically introduced to address cases of immediate public health and safety risks or where there is a concern that action may be taken during public consultation to make the law, which would defeat the purpose of introducing the law. Community engagement is not required prior to making an interim local law. Interim local laws do not require a review for anticompetitive provisions. Interim local laws are adopted for a limited period of six months or less while the local government conducts public consultation before introducing the law permanently.

Local Laws means under the *Local Government Act 2009* the Queensland Government provides powers to local governments to develop and adopt local laws to assist with the administration and execution of their legislative roles and functions. Local laws when made by a local government Authority are laws which apply within its local government area. Local laws are statutory instruments of law and are ultimately enforceable through the courts.

Model Local Laws means proposed by the Minister for Local Government to cover issues that are common to many local governments.

Other Local Laws means local laws that are independently made by local governments to deal with an issue in their area. Other local laws also include laws which amend or repeal existing local laws.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government and Other Legislation Amending Act 2012 (Qld)

Local Government Regulation 2012 (Qld)

Transport Operations (Road Use Management) Act 1995 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Councillor Code of Conduct – Statutory001
South Burnett Regional Council Employee Code of Conduct – Statutory011

7. NEXT REVIEW

As prescribed by legislation or September 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	13 December 2017	2477867
2	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

7.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ADMINISTRATION WASTE REDUCTION POLICY - STRATEGIC025

File Number: IR2820844
Author: Manager Corporate Services
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Administration Waste Reduction Policy – Strategic025.

SUMMARY

South Burnett Regional Council recognises that it is socially and environmentally responsible to appropriately reduce administrative waste by identifying and implementing organisational waste minimisation and recycling opportunities. This policy demonstrates and guides Council's commitment to administration waste reduction.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Administration Waste Reduction Policy – Strategic025 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been identified within Council's annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making.
	EN2 Enhance council's commitment to waste management and recycling.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards
	Investigation of Recycling options

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The draft policy was developed by Corporate Services with the draft policy presented to the Senior Management Team ('SMT') for initial consultation. With SMT endorsement, the draft policy was put through Council's Policy Governance Framework and circulated to Councillors and the SMT for review for a period of approximately three (3) weeks. Feedback received supported the draft content.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)

Human Rights Act 2019 (Qld)

Section 4(b) of the *Human Rights Act 2019* requires public entities to act and make decisions in away compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit human rights in certain circumstances and after careful consideration. The human

rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

South Burnett Regional Council recognises that it is socially and environmentally responsible to appropriately reduce administrative waste by identifying and implementing organisational waste minimisation and recycling opportunities. This policy demonstrates and guides Council's commitment to administration waste reduction.

The waste and resource management hierarchy sets the order of preference for options to manage waste—from avoiding, to re-using, recycling, recovering, treating and disposing of waste. The hierarchy is a tool to help decision makers prioritise administration waste management activities. Where avoidance is not possible, options should be investigated for the reuse, and then recycling of waste materials. Disposal of waste should be the last resort.

ATTACHMENTS

- 1. South Burnett Regional Council Administration Waste Reduction Policy - Strategic025**





POLICY CATEGORY - NUMBER: Strategic025
POLICY OWNER: Corporate Services

ECM ID: 2820844
ADOPTED:

Administration Waste Reduction 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') recognises that it is socially and environmentally responsible to appropriately reduce administrative waste by identifying and implementing organisational waste minimisation and recycling opportunities.

2. SCOPE

The policy applies to all Council representatives.

3. GENERAL INFORMATION

The waste and resource management hierarchy sets the order of preference for options to manage waste—from avoiding, to re-using, recycling, recovering, treating and disposing of waste. The hierarchy is a tool to help decision makers prioritise administration waste management activities. Where avoidance is not possible, options should be investigated for the reuse, and then recycling of waste materials. As the next available option, waste could be used as a source of energy. Disposal of waste should be the last resort.

The table below details how Council will the hierarchy in managing its administration waste:

Management Option	Definition	Examples of activities that could be applied by Council representatives across Departments
Avoid	Avoid unnecessary resource consumption	Avoid the generation of paper waste by encouraging the increased use of digital technologies to enable access to information in electronic formats and using electronic copies (not hardcopies) of documentation.
Reduce	Reduce waste generation and disposal	Ensure all printers are set to double-sided printing as a default. Buy in bulk to reduce volume of paper and plastic packaging. Reduce the requirement (where appropriate) for hardcopy filing of departmental records through use of an electronic document and records management system ('ECM').
Reuse	Reuse waste resources without further	Review policies on the disposal of obsolete equipment with a focus on identifying alternative uses or users. Consider refilling stationery options such as pens, folders and diaries.

	manufacturing	
Recycle	Turning waste resources into similar or different products	Introduce organisation initiatives and increase Council representative awareness in order to maximise recycling opportunities.
Disposal	Dispose of waste only if there is no viable alternative	Ensure that organisation waste will only be disposed of in accordance with prescribed legislation.

The following resource management principles will guide the decisions we make in the management of Council's organisational waste:

Principle	Definition	Examples of activities that could be undertaken
The polluter pays principle	All costs associated with the management of waste should be borne by the relevant budgets that generated the waste. The costs associated with the management of waste may include the costs of minimising the amount of waste generated, containing, treating and disposing of waste.	Educating Council representatives on the full implications of inappropriate waste activities – e.g., once a co-mingled recycling bin is contaminated, the contents of the whole bin will go to landfill. This has an environmental cost as well as an added financial cost to the organisation.
The proximity principle	Waste and recovered resources should be managed as close to the source of generation as possible.	Reviewing waste management arrangements to ensure that we use local service providers where possible.
The product stewardship principle	There is a shared responsibility between all Council representatives who are involved in the life cycle of a product for managing the environmental, social and economic impact of the product.	Reviewing procurement procedures and practices. Printing only if intent is to retain the hardcopy indefinitely. Only consume stationery where there is a definite need.

4. DEFINITIONS

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

5. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

6. RELATED DOCUMENTS

South Burnett Regional Council Asset Management Policy

South Burnett Regional Council Councillor Code of Conduct – Statutory001

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Procurement policy – Statutory007

7. NEXT REVIEW

As prescribed by legislation or August 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy		2820844

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

7.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DEALING WITH A COMPLAINT INVOLVING THE CHIEF EXECUTIVE OFFICER POLICY - STATUTORY054

File Number: IR2539619
Author: Manager Corporate Services
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Dealing with a complaint involving the Chief Executive Officer Policy – Statutory054

SUMMARY

South Burnett Regional Council ('Council'), under *Section 48A* of the *Crime and Corruption Act 2001*, must have a policy about how Council will deal with a complaint that involves, or may involve, corrupt conduct by the Chief Executive Officer, so that transparency and integrity are maintained.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That the South Burnett Regional Council Dealing with a complaint involving the Chief Executive Officer Policy – Statutory054 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021-2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards
	Promote a high standard of corporate responsibility, transparency and accountability in decision making by making decisions, at all levels of the organisation, that are in the best interest of Council and the community aligning to Council policy and legislation.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal review by Corporate Services with a draft policy prepared for circulation to Councillors and the Senior Management Team for a period of approximately three (3) weeks. Feedback received supported the draft content.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Crime and Corruption Act 2001 (Qld)
Local Government Act 2009 (Qld)
Human Rights Act 2019 (Qld)

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

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The objective of this policy is to set out how Council will deal with a complaint (also information or matter) that involves or may involve corrupt conduct of the CEO as defined in the Act. This policy is designed to assist Council to:

- comply with *Section 48A* of the Act;
- promote public confidence in the way suspected corrupt conduct of CEO for Council is dealt with; and
- promote accountability, integrity and transparency in the way Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the CEO.

ATTACHMENTS

1. **South Burnett Regional Council Dealing with a complaint involving the Chief Executive Officer Policy - Statutory054** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory054
POLICY OWNER: Corporate Services
ECM ID: 2539619
ADOPTED:

Dealing with a complaint involving the Chief Executive Officer 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'), under *Section 48A* of the *Crime and Corruption Act 2001* ('Act'), must have a policy about how Council will deal with a complaint that involves, or may involve, corrupt conduct by the Chief Executive Officer ('CEO'), so that transparency and integrity are maintained.

2. SCOPE

This policy applies to all Council representatives and if there are grounds to suspect that a complaint may involve corrupt conduct of the CEO.

3. GENERAL INFORMATION

The objective of this policy is to set out how Council will deal with a complaint (also information or matter) that involves or may involve corrupt conduct of the CEO as defined in the Act. This policy is designed to assist Council to:

- comply with *Section 48A* of the Act;
- promote public confidence in the way suspected corrupt conduct of CEO for Council is dealt with; and
- promote accountability, integrity and transparency in the way Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the CEO.

3.1. Nominated Person

Having regard to *Section 48A(2)* and *Section 48A(3)* of the Act, this policy nominates an officer of Council holding the position of Manager People & Culture as the nominated person to notify the CCC of the complaint and to deal with the complaint under the Act.

3.2. Complaint involving a reasonable suspicion of corrupt conduct

If a complaint may involve an allegation of corrupt conduct of the CEO, the complaint may be reported to:

- nominated person (Manager People & Culture); or
- a person to whom there is an obligation to report under another Act (this does not include an obligation imposed by *Section 37*, *Section 38* and *Section 39(1)* of the Act).

If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated person (Manager People & Culture).

If the nominated person (Manager People & Culture) reasonably suspects the complaint may involve corrupt conduct of the CEO, they are to:

- notify the CCC of the complaint; and
- deal with the complaint, subject to the CCC's monitoring role, when –
 - directions issued under *Section 40* apply to the complaint, if any; or
 - pursuant to *Section 46*, the CCC refers the complaint to the CEO to deal with.

If the CEO reasonably suspects that the complaint may involve corrupt conduct on their part, and there is a nominated person (Manager People & Culture), the CEO must:

- report the complaint to the nominated person (Manager People & Culture) as soon as practicable and may also notify the CCC, and
- take no further action to deal with the complaint unless requested to do so by the nominated person (Manager People & Culture) in consultation with the Mayor.

If directions issued under *Section 40* apply to the complaint:

- the nominated person (Manager People & Culture) is to deal with the complaint; and
- the CEO is to take no further action to deal with the complaint unless requested to do so by the nominated person (Manager People & Culture) in consultation with the Mayor.

3.3. Resourcing the nominated person

If pursuant to *Section 40* or *Section 46*, the nominated person (Manager People & Culture) has responsibility to deal with the complaint:

- the Council will ensure that sufficient resources are available to the nominated person (Manager People & Culture) to enable them to deal with the complaint appropriately; and
- the nominated person (Manager People & Culture) is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
 - authorisation under a law of the Commonwealth or the State; or
 - the consent of the CEO or the nominated person (Manager People & Culture) responsible for dealing with the complaint; and
 - the nominated person (Manager People & Culture) must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
 - purposes of the Act; and
 - the importance of promoting public confidence in the way suspected corrupt conduct in Council is dealt with; and
 - Council's statutory, policy and procedural framework.

If the nominated person (Manager People & Culture) has responsibility to deal with the complaint, they:

- are delegated the same authority, functions and powers as the CEO to direct and control staff of the Council as if the nominated person (Manager People & Culture) is the CEO of the Council for the purpose of dealing with the complaint only; and
- are delegated the same authority, functions and powers as the CEO to enter into contracts on behalf of the Council for the purpose of dealing with the complaint; and
- do not have any authority, function or power that cannot - under the law of the Commonwealth or the State - be delegated by either the Mayor or the CEO, to the nominated person (Manager People & Culture).

The CEO is to keep the CCC and the nominated person (Manager People & Culture) informed of the contact details for the CEO and the nominated person/s and any proposed fundamental changes to this policy.

The CEO will consult with the CCC when preparing any policy about how the Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.

4. DEFINITIONS

Act means *Crime and Corruption Act 2001* (Qld).

Chief Executive Officer ('CEO') means refer to *Schedule 2 (Dictionary)* and also *Section 48A* of the Act.

Complaint means including information or matter. See definition provided by *Section 48A(4)* of the Act.

Contact details means the following as direct contact details for the nominated person:

- Postal address: Rebecca Humphrey Manager People & Culture, South Burnett Regional Council, P O Box 336, Kingaroy Q 4610
- Phone: (07) 4189 9100, Email: complaint@southburnett.qld.gov.au

Corrupt conduct means *Section 15* of the Act.

Corruption means *Schedule 2 (Dictionary)* of the Act.

Council means South Burnett Regional Council.

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

Crime and Corruption Commission ('CCC') means the Commission which exists under the Act.

Deal with means definition as per *Schedule 2 (Dictionary)* of the Act.

Nominated Person means Manager People & Culture of the South Burnett Regional Council

5. LEGISLATIVE REFERENCE

Crime and Corruption Act 2001 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Employee Complaints Procedure – Procedure057

South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021

7. NEXT REVIEW

As prescribed by legislation or September 2023

8. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	Development of policy	10 October 2018	2539619
2	Review of policy		

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

7.10 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CORPORATE RISK MANAGEMENT POLICY - STATUTORY020

File Number: IR2717830

Author: Manager Corporate Services

Authoriser: General Manager Community

PRECIS

Adoption of the South Burnett Regional Council Corporate Risk Management Policy – Statutory020

SUMMARY

South Burnett Regional Council ('Council') recognises the need for an organisation-wide corporate risk management process that will embody the assessment and prudent management of strategic and operational risks.

Council implements its Corporate Risk Management Policy to provide reasonable assurance that strategic and operational objectives will be achieved within a tolerable degree of residual risk.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Corporate Risk Management Policy – Statutory020 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.
	Deliver sound corporate risk management and internal audit functions aligning to policy.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal consultation was initially undertaken through a workshop involving Elected Members and the Senior Executive Team to review Council's Corporate Risk Appetite. Corporate Services prepared a draft policy for circulation to Councillors and the Senior Management Team for a period of approximately two (2) weeks. Feedback received supported the draft changes.

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

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Human Rights Act 2019 (Qld)

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

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

South Burnett Regional Council ('Council') recognises the need for an organisation-wide corporate risk management process that will embody the assessment and prudent management of strategic and operational risks.

Council implements its Corporate Risk Management Policy to provide reasonable assurance that strategic and operational objectives will be achieved within a tolerable degree of residual risk.

The *AS/NZS ISO 31000:2018 Risk Management Guidelines* is to be applied in all activities to ensure that corporate risks associated with Council's strategic and operational objectives are identified and effectively integrated into all aspects of Council's functions and operations.

ATTACHMENTS

1. **South Burnett Regional Council Corporate Risk Management Policy - Statutory020** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory020
POLICY OWNER: Corporate Services
ECM ID: 2717830
ADOPTED:

Corporate Risk Management 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

The *AS/NZS ISO 31000:2018 Risk Management Guidelines* is to be applied in all activities to ensure that corporate risks associated with Council's strategic and operational objectives are identified and effectively integrated into all aspects of Council's functions and operations. This policy is to meet the requirements of the *Local Government Regulation 2012*.

2. SCOPE

This policy applies to all Council representatives and includes entities over which Council has direct ownership, management and/or financial control.

3. GENERAL INFORMATION

The objective of this policy is to maintain corporate risk management that incorporates principles to ensure the effective and efficient assessment, evaluation and treatment of Council's operational and strategic corporate risks. It also aims to establish the integration of corporate risk management practices and procedures into all organisational processes.

Effective corporate risk management will:

- Contribute to the achievement of strategic priorities as specified in Council's Corporate Plan;
- Facilitate open and transparent communication and consultation between Council representatives in defining aspects related to the identification, analysis, evaluation and treatment of strategic and operational risks to which Council is exposed;
- Enhance corporate governance by promoting a structured and systematic approach to Council's corporate risk processes;
- Promote a proactive and dynamic perspective in identifying, handling and monitoring emerging new risks; and
- Facilitate continual improvement of the organisation.

Council recognises the need for an organisation-wide corporate risk management process that will embody the assessment and prudent management of strategic and operational risks. Council will undertake the implementation of this policy to provide reasonable assurance that strategic and operational objectives will be achieved within a tolerable degree of residual risk.

3.1. Risk Appetite

Council's risk appetite is conservative whilst permitting effective and efficient operations. Council manages ten (10) interrelated categories of risk and accepts a low to moderate level of corporate risk delivering on the organisational values of **honesty, respect, accountability, integrity and unity.**

Risk Category	Appetite Descriptor	Appetite Rating
Workplace Health & Safety	Council will ensure that appropriate risk treatments and controls are maintained to ensure the residual risk remain low.	Low
Financial Impact	Council seeks to maintain its long-term financial viability and its overall financial strength. Council's appetite for financial risks is moderate. Council will ensure that appropriate risk treatments and controls are maintained to ensure the residual risk remain moderate.	Moderate
Legal & Regulatory	Council is committed to maintaining the highest standards of integrity, legislative compliance, and ethics. Council has a moderate appetite for any breaches in statute, regulation, professional standards, or ethics. Council will ensure that appropriate risk treatments and controls are maintained to ensure the residual risk remain moderate or lower.	Moderate
Environmental	Council's appetite for environmental responsibility is moderate. Council will ensure that appropriate risk treatments and controls are maintained to ensure the residual risk remain moderate.	Moderate
Infrastructure	Council has a moderate appetite for Infrastructure risk. Council will ensure that appropriate risk treatments and controls are maintained to ensure the residual risk remains moderate or lower.	Moderate
Asset, Property and Utilities	Council has a moderate appetite for Asset, Property and Utilities risk. Council will ensure that appropriate risk treatments and controls are maintained to ensure the residual risk remains moderate.	Moderate
Human Resources	Council has a moderate appetite for Human Resources risk. Council will ensure that appropriate risk treatments and controls are maintained to ensure the residual risk remains moderate.	Moderate
Fraud & Corruption	Council has low appetite for fraud or corruption risks perpetrated by its staff or Councillors. Council will ensure that appropriate risk treatments and controls are maintained to ensure the residual risk remain low.	Low
Service Delivery	Council has a low appetite for Service Delivery risk. Council will ensure that appropriate risk treatments and controls are maintained to ensure the residual risk remains low.	Low
Reputation / Political	Council has a moderate appetite for any risk which would impact negatively upon Council's or individual councillors' reputation or 'brand' which could lead to undue adverse publicity or could lead to loss of confidence by the community and its customers.	Moderate

Low	Insignificant/Minor consequence
Moderate	Moderate consequence
High	Major/Catastrophic consequence

It is the responsibility of Council representatives to identify and manage low and moderate risks as part of day-to-day operations. High and extreme corporate risks will be identified and managed through oversight by the Senior Executive Team and the Corporate Risk & Audit Advisory Committee.

Council recognises that it is not possible or necessarily desirable to eliminate some of the risks inherent in its activities and therefore its overall risk appetite may change specific to identified projects or initiatives.

Variance in risk appetite for a specific project or initiative may be necessary due to a change of operating environments, resource availability and other external influences.

The variance will be identified and rationalised in the specific project / initiative plan.

Council will act in accordance with this corporate risk appetite statement to achieve operational and strategic objectives.

3.2. Commitment to corporate risk management

Council and the Senior Management Team view corporate risk management as an important and strategic initiative towards providing reasonable assurance that organisational objectives as indicated in the Corporate Plan/Annual Operational Plan will be achieved through the identification and efficient management of potential corporate risks. A commitment to effective corporate risk management will help Council attain long term sustainability and meet community expectations.

Good corporate risk governance will be promoted by encouraging a culture of prudent risk taking within the tolerable risk limits of the organisation when making informed decisions about opportunities.

3.3. Link between strategic priorities and corporate risk management

The policy establishes the link between the achievement of Council's strategic priorities, goals and objectives by integrating corporate risk management into all the organisational processes in a way that is relevant, effective and efficient. Corporate risk management will be embedded into policy development, business / strategic planning and review processes.

3.4. Accountability and responsibility

Corporate risk management is the responsibility of all Council representatives. Corporate risk management responsibilities will be incorporated in employee position descriptions.

Council has adopted a Corporate Risk and Internal Audit ('CRIA') Framework to indicate the specific accountabilities and responsibilities related to the corporate risk management process.

3.5. Resources

Appropriate resources such as people, skills, competence, experience, documented procedures and processes, information and knowledge systems shall be made available for the management of corporate risks.

3.6. Communication and consultation

This policy and key components of the CRIA framework will be properly communicated and disseminated to all stakeholders through internal and external communication and reporting mechanisms.

3.7. Quality assessment

Performance relating to the effectiveness and efficiency of the design and operation of the corporate risk management process will be measured and reported through internal and/or external evaluations and assessments conducted through the authority of the Corporate Risk and Audit Advisory Committee.

4. DEFINITIONS

Corporate Risk & Internal Audit ('CRIA') Framework means a disciplined and structured process that integrates corporate risk management and audit activities. This process ensures the systematic

application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context and identifying, analysing, evaluating, treating, monitoring and reviewing corporate risk.

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

Risk Appetite means the amount and type of corporate risk that Council is willing to accept in order to meet their strategic **and operational** objectives.

5. LEGISLATIVE REFERENCE

AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines
Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Corporate Risk and Audit Advisory Committee Policy – Statutory022
South Burnett Regional Council Corporate Risk and Internal Audit Framework
South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021
South Burnett Regional Council Internal Audit Policy – Statutory019

7. NEXT REVIEW

As prescribed by legislation or September 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	20 July 2011	1126985
2	Review of policy	17 April 2013	1588494
3	Review of policy	16 November 2016	2022470
4	Review of policy	21 February 2018	2462023
5	Review of policy	16 September 2020	2717830
6	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/62	24 March 2021	2717830
7	Review of policy – update Corporate Risk Appetite		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

APPENDIX ONE (1)
South Burnett Regional Council Corporate Risk Management Tools

South Burnett Regional Council Consequences Impact Matrix

Appendix 1
Cont'd

Consequence	WHS	Financial Impact	Legal & Regulatory	Environmental	Infrastructure	Asset, Property and Utilities	People & Culture	Fraud & Corruption	Service Delivery	Reputation/ Political
Insignificant	No injury	Less than \$5,000	Minor complaint/issue. No legal action against Council	Little impact Brief or non-hazardous transient damage	Meets all current & foreseeable regulation No damage/loss	Fully operational; no downtime	Staff issues cause negligible impact of day-to-day service delivery; Limited impact on staff morale	Risk of complaint, No legal action against Council No breach of legislation	Negligible impact on quality of service Brief interruption for several hours IT - Individual user experiencing fault for ≤ 1 working day but still operational	Issue promptly resolved No effect Single complaint
Minor	First aid treatment	\$5,000 to <\$50,000	Isolated complaint; cause threat of legal action with penalty up to \$50,000; Minor delay to compliance with legislation	Minor damage or contamination Remote or temporary pollution	Meets all current regulations & with some modifications will meet future regulation Minor loss/damage	Downtime up to 1 day per year; still well maintained with early signs of wear and tear	Staff issues cause several days interruption of day-to-day service delivery Minimal impact on staff morale	Criminal offence Minor loss to Council < \$1,000 Asset < \$500 Cash	Service delivery affected but quality maintained Require staff redirection Intermittent service interruption from a day but not more than a week IT - Individual user experiencing faults and not operational for > 1 to ≤ 2 working days IT - Group, experiencing faults and not operational for ≤ 4 working hours IT - Organisation experiencing faults and not operational for ≤ 1 working hour	Minor local community concern manageable through good public relations
Moderate	Medical treatment Loss Time Injury Rehabilitation – Return to work Plan	\$50,000 to < \$200,000	Significant level of complaints; cause high threat of legal action with penalty up to \$300,000; Moderate delay to compliance with legislation	Moderate impact on the environment Damage requiring restitution or internal clean up	Meets all current regulation but does not meet foreseeable regulation Short - medium term loss of key assets and infrastructure Moderate damage	Up to 3 days out of service per year; functions normally with early signs of wear	Staff issues cause failure to deliver minor strategic objectives and temporary recoverable failure of day-to-day service delivery Moderate impact on staff morale	Breach of the Legislation Criminal offence Risk of Moderate loss to Council >\$1,000 Asset >\$500 Cash	Service delivery and quality temporarily impacted. Temporary outsourcing of service Intermittent service interruption for a week IT - Individual user experiencing faults and not operational for > 2 working days to ≤ 3 working days IT-Group experiencing faults and not operational for > 4 to ≤ 8 working hours IT -Organisation experiencing faults and not operational for >1 to ≤ 4 working hrs	Loss of reputation with extensive local media coverage QAO and/or Information Commissioner involvement
Major	Serious injuries	\$200,000 to \$1,000,000	Civil and/or criminal lawsuit against Council with penalty up to \$1,000,000; Major delay to compliance with legislation	Severe environmental impact. Minor breach of legislation Significant contamination requiring third party clean up;	Meets some current regulations but does not meet foreseeable regulation Widespread, short-medium term loss of infrastructure Significant damage	Up to 5 days out of service per year; functions only with high level maintenance	Staff issues cause widespread failure to deliver several major strategic objectives and long-term failure of day-to-day service delivery Significant impact on staff morale	Breach of the Legislation Criminal offence Risk of Major loss to Council >\$20,000	Service delivery at risk of cessation Prolonged and extensive outsourcing Long term failure causing lengthy service interruption IT - Organisation experiencing faults and not operational for >4 to ≤ 24 working hours	Loss of reputation with extensive State/Regional media Coverage CCC involvement
Catastrophic	Death	More than \$1,000,000	Civil and/or criminal lawsuit against Council with penalty >\$1,000,000 Unable to comply with legislation	Widespread environmental damage Major breach of legislation Extensive contamination requiring third party intervention	Does not meet current or future regulation Widespread, long term loss of substantial key assets and infrastructure Extensive damage	Not functioning; immediate replacement required	Staff issues cause continuing failure to deliver essential services Highly significant impact on staff morale	Breach of Legislation Criminal offence Risk of Significant loss to Council >\$50,000	Service delivery terminated Permanent outsourcing of service Removal of key revenue generation IT - Organisation experiencing faults and not operational for >4 to ≤ 24 working hours	Permanent loss of reputation with extensive national media coverage Loss of power and influence restricting decision making capabilities



Appendix 1 – Corporate Risk Management Tools

Control Rating		Definition Table B (2)		Consequences Table B (1)					Likelihood	Risk Process	I identify Assess Control
Control Rating	Definition Table B (2)	Control Rating	Definition Table B (2)	Insignificant	Minor	Moderate	Major	Catastrophic			
Excellent (E)	Systems, process controls, procedures in place and can be relied upon to prevent risk materialising										
Good (G)	Systems, process controls and procedures in place and can be relied upon to mitigate or detect risk materialising in most circumstances										
Moderate (M)	Majority of systems, process controls and procedures in place. Basic risks will be controlled some of the time. However, scope exists to improve controls			Almost Certain <i>Is expected to occur a number of times in the next year.</i>	L-15	M-35	H-75	E-85	E-100		
Weak (W)	Basic systems, process controls and procedures in place. No guarantee risk will be controlled.			Likely <i>Will probably occur on one occasion in the coming year. 20%-90% probability the event will occur in the next year.</i>	L-10	M-30	H-65	E-80	E-95		
Unsatisfactory (U)	Controls do not exist or else are not operating effectively. Risk will not be controlled.			Unlikely <i>Could occur at some time. 5% probability the event will occur in the next year.</i>	L-10	L-25	M-35	H-70	H-80		
				Rare <i>May occur only in exceptional circumstances</i>	L-5	L-20	M-30	H-60	H-75		

Risk Category	Broad Definition Table A
Work Health and Safety (WHS)	Risks relating to the safety, work health and wellbeing of Council staff
Financial Impact (FI)	Risks associated with financial management and transactions having monetary impact
Legal & Regulatory (LR)	Risks that have potential to cause legal action against Council. Risks associated with non-compliance or delays in compliance with Acts and Regulations
Environmental (ENV)	Risks relating to the protection of the environment
Infrastructure (INFR)	Risks associated with the management and maintenance of Council's roads, bridges, depots, water & sewerage plants
Asset, Property and Utilities (APU)	Risks associated with physical assets other than those listed under infrastructure.
People & Culture (PC)	Risks relating to staff/personnel management (recruitment, engagement, training and development)
Fraud & Corruption (FC)	Risks relating to the fraud & corruption controls/prevention management systems and processes
Service Delivery (SD)	Risks associated with the delivery of Council services
Reputation/Political (RP)	Risks associated with possible event that may cause potential damage to Council's public image and reputation.

Risk Evaluation/Appetite	Action Required Table C
E - Extreme risk	Immediate/Prioritised corrective action; sign off by CEO and review by Audit Committee
H - High risk	
M - Moderate risk	Manage by routine procedures and management practices; sign off by CEO
L - Low risk	

Risk Treatment Options Table D	
Accept	Where the risk cannot be avoided, reduced or transferred. Usually likelihood and consequences are low
Control	Reduce the likelihood of occurrence or the consequences (e.g. implement procedures or internal controls)
Transfer	Shift all or part of the responsibility to another party (e.g. insurer)
Avoid	Decide not to proceed with the activity or project

Step 1	Establish the context ➤ External & internal context ➤ Risk management context
Step 2 -Table A	Identify the risk ➤ What, where and when can it happen ➤ Identify Risk Category
Step 3 -Tables B(1);B(2)	Analyse the risk ➤ Effectiveness of controls - refer to Control Rating ➤ Positive and negative consequences and likelihood of occurrence
Step 4 -Table C	Evaluate the risk ➤ Determine if the risk is acceptable or not based on risk tolerance
Step 5 -Table D	Control/treat the risk ➤ Select treatment options – refer to Risk Treatment ➤ Prepare and implement treatment plans

7.11 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COUNCILLOR CODE OF CONDUCT - STATUTORY001

File Number: IR2681183

Author: Manager Corporate Services

Authoriser: General Manager Community

PRECIS

Adoption of the South Burnett Regional Council Councillor Code of Conduct – Statutory001.

SUMMARY

The South Burnett Regional Council ('Council') Councillor Code of Conduct sets out the principles and standards of behaviour expected of Councillors and the Mayor when carrying out their roles, responsibilities and obligations as elected representatives for Council.

This policy directly links to the Queensland Government 'Code of Conduct for Councillors in Queensland'.

By adhering to the behaviours set out within the 'Code of Conduct for Councillors in Queensland', Councillors will increase public confidence in local government and Council decisions.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Councillor Code of Conduct – Statutory001 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Executive and Finance & Corporate Standing Committee in July resolved:

6.6.1 COUNCILLOR CODE OF CONDUCT POLICY

RESOLVED 2021/1

Review Councillor Code of Conduct Policy for Councillors obligations to report Employees / Contractors conflict of interest.

Corporate Services reviewed and updated the currently policy preparing the draft policy for review which was circulated to Councillors and the Senior Management Team for a period of approximately three (3) weeks. Feedback received supported the draft changes.

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

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Crime and Corruption Act 2001 (Qld)

Local Government Act 2009 (Qld)

Human Rights Act 2019 (Qld)

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The South Burnett Regional Council ('Council') Councillor Code of Conduct sets out the principles and standards of behaviour expected of Councillors and the Mayor when carrying out their roles, responsibilities and obligations as elected representatives for Council.

This policy directly links to the Queensland Government 'Code of Conduct for Councillors in Queensland'. By adhering to the behaviours set out within the 'Code of Conduct for Councillors in Queensland', Councillors will increase public confidence in local government and Council decisions.

ATTACHMENTS

1. **South Burnett Regional Council Councillor Code of Conduct - Statutory001** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory001
 POLICY OWNER: Corporate Services
 ECM ID: 2681183
 ADOPTED:

Councillor 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

The Councillor Code of Conduct sets out the principles and standards of behaviour expected of Councillors and the Mayor when carrying out their roles, responsibilities and obligations as elected representatives for the **South Burnett Regional Council ('Council')**. This policy directly links to the **Queensland Government** 'Code of Conduct for Councillors in Queensland'. By adhering to the behaviours set out within the 'Code of Conduct for Councillors in Queensland', Councillors will increase public confidence in local government and Council decisions.

2. SCOPE

The 'Code of Conduct for Councillors in Queensland' and this policy applies to the Mayor and Councillors of Council.

3. GENERAL INFORMATION

To ensure the system of local government is accountable, effective, efficient and sustainable, Councillors are responsible for performing their duties under *Section 12 of the Local Government Act 2009* ('Act') in accordance with the local government principles pursuant to *Section 4(2)* of the 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 and local government employees.

3.1 Code of Conduct for Councillors in Queensland'

Under *Section 150D* of the Act, the Minister for local government must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors. In addition to this, the 'Code of Conduct for Councillors in Queensland' may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour. **By adhering to the behaviours set out in the 'Code of Conduct for Councillors in Queensland', Councillors will increase public confidence in local government and Council decisions.**

3.2 Declaration of Office

Before assuming public office, Councillors must understand and commit to complying with the local

government principles and obligations of Councillors in accordance with *Section 169* of the Act, as well as the standards of behaviour set out in the 'Code of Conduct for Councillors in Queensland'.

All Councillors are required to make a declaration of office under *Section 169* of the Act. As part of that declaration, Councillors must declare that they will abide by the 'Code of Conduct for Councillors in Queensland' and this policy.

Council provides this policy to directly reference the 'Code of Conduct for Councillors in Queensland' as mandated the Queensland Minister for Local Government.

3.3 Employee Conflicts of Interest

Beyond the Councillors' responsibilities, this policy identifies a Councillor responsibility to report real or perceived conflicts of interests for employees/contractors that the Councillor reasonably believes have not been appropriately identified, registered and/or managed. The Councillor would raise any concerns with the Mayor and/or the Chief Executive Officer in the first instance.

4. DEFINITIONS

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

Act means the *Local Government Act 2009*.

Conduct includes –

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

5. LEGISLATIVE REFERENCE

Crime and Corruption Act 2001 (Qld)

Local Government Act 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council

Acceptable Request Guidelines Policy – Statutory004

Conduct of Council and Committee Meeting Policy – Statutory017

Councillor Conduct Complaints Investigation Policy – Statutory028

Councillor Portfolio Representative Policy – Statutory003

Dealing with a Complaint involving the CEO Policy – Statutory054

Employee Conflicts of Interest Policy – Statutory048

Expenses Reimbursement for Councillors Policy – Statutory002

Media Relations Policy – Strategic001

Department of State Development, Infrastructure, Local Government and Planning

Code of Conduct for Councillors in Queensland

Councillor Conduct Examples for Queensland Local Governments

Example Investigation Policy

7. NEXT REVIEW

As prescribed by legislation or September 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	9 April 2008	2681183
2	Review of policy	6 October 2010	2681183
3	Review of policy	16 May 2012	2681183
4	Review of policy	7 April 2016	2681183
5	Review of policy	13 June 2018	2681183
6	Legislation Update	12 December 2018	2681183
7	Local Government Quadrennial Election	29 April 2020	2681183
8	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/62	24 March 2021	2681183
9	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

7.12 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL REMOTE PILOTED AIRCRAFT DRONE POLICY - STATUTORY055

File Number: IR2491103

Author: Manager Corporate Services

Authoriser: General Manager Community

PRECIS

Adoption of the South Burnett Regional Council Remote Piloted Aircraft Drone Policy – Statutory055

SUMMARY

The use of Remote Piloted Aircraft ('RPA') for South Burnett Regional Council ('Council') operations grants the ability to save time, resources and increase Council's efficiency.

This policy provides assurances to individuals that Council will meet all its legal obligations.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Remote Piloted Aircraft Drone Policy – Statutory055 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been identified within Council's annual budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

An internal review was conducted by Corporate Services with assistance from Manager Information Communication Technology with a draft policy prepared for circulation to Councillors and the Senior Management Team for a period of approximately three (3) weeks. Feedback received supported the draft changes with minor changes made and highlighted yellow.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)

Human Rights Act 2019 (Qld)

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The use of Remote Piloted Aircraft ('RPA') for South Burnett Regional Council ('Council') operations grants the ability to save time, resources and increase Council's efficiency.

This policy provides assurances to individuals that Council will meet all its legal obligations.

ATTACHMENTS

1. **South Burnett Regional Council Remote Piloted Aircraft Drone Policy - Statutory055** [↓](#)





POLICY CATEGORY - NUMBER: Statutory055
POLICY OWNER: Information Communications Technology
ECM ID: 2491103
ADOPTED:

Remote Piloted Aircraft Drone 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

This policy serves to guide the appropriate utilisation of the South Burnett Regional Council ('Council') Remote Piloted Aircraft ('RPA').

2. SCOPE

This policy ~~applies to the utilisation of RPA, and sets the responsibility of all and associated equipment by Council officers~~ **Council representatives.**

The use of RPA for Council operations grants the ability to save time, resources and increase council's efficiency.

3. GENERAL INFORMATION

The use of RPA for Council operations grants the ability to save time, resources and increase Council's efficiency.

To reduce the risk to Council representatives while performing inspection tasks that prove difficult to reach without the appropriate safety equipment, elevated work platforms or relevant safety at heights certifications. This policy provides assurances to individuals that Council will meet all its legal obligations and through the use of RPA's such as:

- Implementing the use of RPA's in a financially responsible and safe manner;
- Ensuring operations that utilise RPA's are in alignment with public interest and governing legislation;
- Instigating the trial of RPA's for continuous improvement in Council's operations. This includes, but is not limited to, asset management and surveying activities;
- Ensuring RPA's are operated in alignment with Council's privacy policy and principles;
- Ensuring all RPA's are operated in a manner consistent with the *Civil Aviation Safety Authority Regulations*, **as per South Burnett Regional Council's Remote Operators Certificate;**
- Using RPA's in a manner that reduces/eliminates risk for Council representatives and the wider community; and
- Limiting the collection and distribution of data gathered by RPA's in compliance with the Information Privacy Policy – Statutory038 (POL-3103) and *Public Records Act 2002*.

4. DEFINITIONS

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

ReOC means RPA operator's certificate

RePL means remote pilot licence

RPA – Remote Piloted Aircraft means as defined by International Civil Aviation Organisation ('ICAO') as a form of Unmanned Aerial Systems ('UAS') which is non-autonomous in its capacities, the aircraft being subject to direct pilot control at all stages of flight despite operating 'remotely' from that pilot. Civil Aviation safety Authority ('CASA') and has recently shifted to use of the term RPAs as its primary day to day terminology.

5. LEGISLATIVE REFERENCE

Civil Aviation Safety Regulations 1998 (Cth)

Commonwealth Civil Aviation Act 1988 (Cth)

Information Privacy Act 2009 (Qld)

Public Records Act 2002 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Councillor Code of Conduct – Statutory001

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Information Privacy Policy – Statutory038

7. NEXT REVIEW

As prescribed by legislation or September 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	24 April 2018	2491103
2	Review of policy		

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

7.13 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DEMOLISH, REMOVE OR RELOCATE BUILDINGS POLICY - STRATEGIC024

File Number: IR2550286
Author: Manager Corporate Services
Authoriser: General Manager Community

PRECIS

Adoption of the South Burnett Regional Council Demolish, Remove or Relocate Buildings Policy – Strategic024.

SUMMARY

Removal or demolition of a building or structure requires building approval in accordance with the *Building Act 1975*.

This policy assists South Burnett Regional Council ('Council') to ensure compliance with the *Building Regulation 2006* and the *Queensland Development Code* and ensure that an appropriate fee structure exists for the type and value of building work being undertaken.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Demolish, Remove or Relocate Buildings Policy – Strategic024 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal review was conducted by Corporate Services with assistance from General Manager Community with a draft policy prepared for circulation to Councillors and the Senior Management Team for a period of approximately three (3) weeks. Feedback received supported the draft changes which are highlighted in yellow.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Building Act 1975 (Qld)
Building Regulation 2006 (Qld)
Local Government Act 2009 (Qld)
National Construction Code Building Code of Australia 2016
Planning Regulation 2017 (Qld)
Plumbing and Drainage Act 2018 (Qld)
Human Rights Act 2019 (Qld)

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

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Removal or demolition of a building or structure requires building approval in accordance with the *Building Act 1975*.

This policy assists South Burnett Regional Council to ensure compliance with the *Building Regulation 2006* and the *Queensland Development Code* and ensure that an appropriate fee structure exists for the type and value of building work being undertaken.

ATTACHMENTS

1. **South Burnett Regional Council Demolish, Remove or Relocate Buildings Policy - Strategic024** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic024
POLICY OWNER: Planning & Land Management
ECM ID: 2550286
ADOPTED:

Demolish, Remove or Relocate Buildings 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

Removal or demolition of a building or structure requires building approval in accordance with the *Building Act 1975*. The approval process requires both amenity and aesthetics consideration assessment and removal building security bond amount assessment by way of a Referral Agency Assessment Application to South Burnett Regional Council ('Council').

2. SCOPE

This document brings together the policies of the former Kingaroy, Nanango, Murgon and Wondai Shire Councils in a regional response to removing, demolishing or relocating buildings. This procedure policy implements actions that will expedite the approval process and provide best practice solutions for clients, removalists and builders. This policy applies to Council representatives.

3. GENERAL INFORMATION

To ensure compliance with the *Building Regulation 2006* and the Queensland Development Code and ensure that an appropriate fee structure exists for the type and value of building work being undertaken.

Removal or demolition of a building or structure does not require an amenity and aesthetics assessment, if the building is a Class 2 to 9 (e.g. commercial building).

All applications will require an asbestos report from a licenced asbestos assessor and a pest inspection report. Council may will require confirmation from a suitably licensed contractor that asbestos based products have been removed and disposed of at a regulated waste facility prior to moving a building within the Region or moving a building to the Region.

Lead-based paint is most likely to be found on window frames, doors, skirting boards, kitchen and bathroom cupboards, exterior walls, gutters, metal surfaces and facias on homes or structures built before 1970, or even interior walls. If paint is in good condition, there may be no need to remove it unless major renovation and comprehensive removal is planned. However, lead-based paint should be removed from areas that are likely to be chewed or licked by children, knocked or subject to friction. The removal of lead-based paint must be undertaken in a safe manner to control the risk to health and safety. Council issued building approvals are conditioned to meet the relevant Work Health and Safety Queensland (WHSQ) requirements.

Performance criteria P7 of the Queensland Development Code NMP1.6, specifies that certainty is to be provided for the timely reinstatement or upgrading of any removal structure. The acceptable solution is that payment of any security bonds required by the receiving council is made prior to the

development approval for building work, including removal, is given. In some cases, permits are also required from the Department of Transport, and other service authorities.

3.1. Remove or demolish building from site

To remove or demolish a building, there are several application processes to consider.

3.1.1. Stage 1 – Referral to Council

Under schedule 9, Table 7 of the *Planning Regulation 2017*, Council is required to act as a 'referral agency' where a building is being removed or demolished. Council needs to make an assessment of the building to determine whether a security bond will be held until the work is completed and if town planning or plumbing approvals are required.

There are some properties within the South Burnett Region which are identified as being a State Heritage Place or a Local Heritage Place. Minor building work on a Local Heritage Place is subject to the requirements of the Local Heritage Place Code of the South Burnett Regional Council Planning Scheme. A Code Assessable planning application will be triggered when these requirements cannot be met or where the work does not meet the definition of minor building work. Where a planning application is needed, it is recommended the applicant/s seek specialist consultant advice as specialist reports will be required to support the case that demolition is justifiable. This may include a report from a structural engineer if the applicant/s are suggesting the building is structurally unsound.

Properties identified as a State Heritage Place will require a permit from the State and do not require assessment against the South Burnett Regional Council Planning Scheme.

When removing or demolishing a building that has plumbing and drainage connected, it is important that the drains are sealed properly. In accordance with the *Plumbing and Drainage Act 2002*:

- Capping of sewer or water at the building will require a Form 4 Notifiable Work to be lodged with the Queensland Building and Construction Commission by a licenced plumber.
- Disconnection of the building drainage at the sewer connection point requires an application to Council.
- Buildings or structures connected to an onsite sewerage system to be demolished or removed require a plumbing application to be lodged with Council.

A licenced plumber must complete the work and can assist in determining the best place to seal the drains on the site.

Security Bond

A bond is payable to Council as security at the site will be cleared of all debris and services disconnected by suitably qualified or licenced persons. If the structure/s contains asbestos materials these are to be disposed of in accordance with regulatory requirements. (Note: This bond can be paid in cash, Bank Cheque, or Eftpos). The bond is retained in Council's Trust Account and will be returned to the payee upon satisfactory inspection of the property after the site is cleared.

The amount of bond held will be in accordance with Council's schedule of fees as amended.

3.1.2. Stage 2 – Application for Building Work

Building approval is required to demolish or remove a building. The application may be lodged with Council or with a Private Certifier but must be made on the approved forms and accompanied with the relevant fee.

No building work can commence until approval is obtained, and all work for this stage is to be completed within 612 months of approval.

3.2. Relocation of a building on a site

Rebuilding or re-establishing a building on a site, which has been removed from another site or placing a demountable building or donga on a site will also trigger several different application processes.

Depending on the planned use of the building for, e.g. residential or commercial, there may be planning requirements under the South Burnett Regional Council Planning Scheme.

3.2.1. Stage 1 – Concurrence Agency Referral

Council (the Concurrence Agency) must be advised in writing of an intention to relocate a building within or into the Region. A report from a registered Professional Engineer of Queensland, outlining the structural adequacy of the building for habitable purposes, must be sought prior to making the application.

For all buildings relocated from any site within the South Burnett Region, a relocation permit is required prior to the works commencing. **Please note that if the building is currently located outside South Burnett Region, approval is also required from the relevant local Council.**

Security Bond

The application is assessed for amenity and aesthetics, and the security bond amount is determined by Council's Building Certifier but no less than in Council's schedule of fees as amended. The bond is to ensure that any building work required to comply with current regulations is completed within the currency period of the application. (Note: This bond can be paid in cash, Bank Cheque, Eftpos or Unconditional Bank Guarantee.) The bond is retained in Council's Trust Account and will be returned to the payee upon satisfactory completion of the building.

3.2.2. Stage 2 – Application for Building Work

The second stage is application for building work - relocation, restumping and alterations and additions required to make the building compliant with current building legislation. A building application along with the relevant fee, is to be submitted showing the details of the dwelling in its proposed location. This application can be submitted concurrently with the stage 1 application, but will not be approved until the security bond is received. The details required for submission of this application are those applicable to any new dwelling.

All work for this stage is to be completed within **612** months of the building being located at the new site, including additional works such as verandas, carports and the like.

Where this **612** month time period is likely to be exceeded for additional works, consideration should be given to lodgement of a further application. Payment of fees is required for any additional building work e.g. verandas, carports or the like, regardless of when the application is lodged.

4. DEFINITIONS

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

Removal Building means

- The removal and/or demolition of a building or structure, whether for rebuilding at another site or not.
- The rebuilding of a building or structure relocated from another site.
- Relocating and rebuilding of a building within the same property.

Removal buildings include, but are not limited to, established existing houses, buildings, manufactured transportable homes, demountable buildings and dongas, sheds, commercial buildings, houses in holding yards.

Minor Building Work means building work that increase the gross floor area of the building by no more than the lesser of the following:

- 50m²;
- An area equal to 5% of the gross floor area of the building.

5. LEGISLATIVE REFERENCE

Building Act 1975 (Qld)

Building Regulation 2006 (Qld)

Planning Regulation 2017 (Qld)

Plumbing and Drainage Act 2018 (Qld)

National Construction Code Building Code of Australia 2016

Other applicable codes in the Queensland Development Code

6. RELATED DOCUMENTS

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Planning Scheme 2017

7. NEXT REVIEW

As prescribed by legislation or September 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	21 November 2018	2550286
2	Review of policy		

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date:

7.14 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMPLAINT MANAGEMENT POLICY - STATUTORY040

File Number: IR2647803

Author: Manager Corporate Services

Authoriser: General Manager Community

PRECIS

Adoption of the South Burnett Regional Council Complaint Management Policy – Statutory040.

SUMMARY

This policy has been developed in accordance with the obligations of local government as provided for in the *Local Government Act 2009* and *Local Government Regulation 2012* and should be viewed in line with South Burnett Regional Council related complaint management policies and procedures.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Complaint Management Policy – Statutory040 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021-2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards
	Promote a high standard of corporate responsibility, transparency and accountability in decision making by making decisions, at all levels of the organisation, that are in the best interest of Council and the community aligning to Council policy and legislation.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal review was conducted by Corporate Services with a draft policy prepared for circulation to Councillors and the Senior Management Team for a period of approximately three (3) weeks.

Fundamental changes have been identified in yellow highlight. Feedback received supported the draft changes.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Crime and Corruption Act 2001 (Qld)

Local Government Act 2009 (Qld)

Human Rights Act 2019 (Qld)

Section 4(b) of the *Human Rights Act 2019* requires public entities to act and make decisions in away compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit

human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The South Burnett Regional Council Complaint Management Policy has been developed in accordance with the obligations of local government as provided for in the *Local Government Act 2009* and *Local Government Regulation 2012* and should be viewed in line with South Burnett Regional Council related complaint management policies and procedures.

Complaints are an essential part of any accountability process and Council has developed a Complaint Management Process ('CMP') intended to:

- enable poor decisions to be rectified quickly and efficiently;
- identify and rectify defective business processes;
- promote customer satisfaction; and
- develop good administrative practice.

ATTACHMENTS

1. **South Burnett Regional Council Complaint Management Policy - Statutory040** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory040
POLICY OWNER: Corporate Services
ECM ID: 2647803
ADOPTED:

Complaint Management 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

This policy has been developed in accordance with the obligations of local government as provided for in the *Local Government Act 2009* ('Act') and *Local Government Regulation 2012* ('Regulation') and should be viewed in line with South Burnett Regional Council ('Council') related complaint management policies and procedures.

2. SCOPE

This policy primarily applies to complaints made to Council. This policy does not apply to a complaint that is a request for service or information.

3. GENERAL INFORMATION

Complaints are an essential part of any accountability process and Council has developed a Complaint Management Process ('CMP') intended to:

- enable poor decisions to be rectified quickly and efficiently;
- identify and rectify defective business processes;
- promote customer satisfaction; and
- develop good administrative practice.

Council believes that good complaints management is an integral part of quality customer service, as it provides tangible benefits for Council, its employees and in particular the public.

Council encourages discussion as a first step in resolving issues, failing which a Preliminary Assessment of the complaint is carried out, and if appropriate, a complaint is accepted, and investigation follows. For complaints not accepted, they will be either referred to an external agency as required under relevant legislation or if determined the issue doesn't meet the criteria for a complaint, will be put through Council's customer request process.

By implementing its CMP, Council seeks to: -

- ensure that, to the greatest practical extent, all complaints are dealt with fairly, promptly, professionally, in confidence (subject to any legal requirements) and in a manner respectful to the parties;
- encourage feedback along with a culture that respects a person's right to complain about any aspect of Council's operations;
- identify appropriate remedies for complaint issues;

- adopt internal accountability for the effective operation of the CMP;
- use complaint data captured on the Complaint Management Databases to identify and rectify systematic and recurring problems; and
- promote and support the handling of complaints as well as acknowledging their value by ensuring that complainants are provided with information on this policy and ensuring the policy is available on Council's website.

Feedback and complaints are valued so that Council can continually improve its processes and service delivery. Complainants can be assured that their complaint will be readily received, they will be treated with respect, their issues will be taken seriously, and they will receive a meaningful response. Complainants will not suffer any reprisal from Council or its officers for making a complaint. Council will take all reasonable steps to prevent, minimise and manage any form of discrimination and properly consider the 23 human rights in accordance with the *Human Rights Act 2019* when making a decision.

Council equips employees with the necessary skills to appropriately receive and record the complaint, consider the issues, adopt appropriate investigation methods, refer the complaint to an external agency (where necessary and legislatively required), make decisions, communicate progress and convey the decision - all within reasonable timeframes.

Council has implemented the following individual processes, for complaints relating to:

- fraud and corruption allegations - Complaints made about alleged fraud and corruption matters will be investigated in accordance with Council's 'Fraud and Corruption Prevention Management Framework' and referred to external agencies as required by legislation;
- conduct of a Councillor - Complaints made about alleged Councillor conduct matters will be referred to the Officer of the Independent Assessor and should this office refer an alleged inappropriate behaviour complaint to Council for investigation, Council will undertake the complaints process identified within Council's 'Councillor Conduct Complaints Investigation Policy';
- a decision made under a local law which is reviewable under a local law process;
- a Council employee conduct - Complaints about Council employee conduct will be investigated by the Chief Executive Officer in accordance with Council's 'Employee Code of Conduct' and 'Employee Complaint & Grievance Procedure';
- the Chief Executive Officer ('CEO'). This type of complaint is dealt with pursuant to the 'Dealing with a Complaint involving the CEO Policy';
- any matter already covered by a separate statutory review process, for example, planning complaints covered under the *Planning Act 2016* or competitive neutrality complaints covered under the Act;
- Public Interest Disclosures made under the *Public Interest Disclosure Act 2010* will be managed in accordance with Council's 'Public Interest Disclosure Policy';
- human rights - Complaints received in relation to a breach of a person's Human Rights will be dealt with in accordance with the *Human Rights Act 2019* and Council's 'Human Rights Complaints Procedure'; or
- a court decision which will be managed with the assistance of legal representation (where required) and in accordance with relevant legislation.

Petitions are dealt with pursuant to the Council's 'Conduct of Council & Committee Meetings Policy'.

Notwithstanding the above, Council recognises that an individual has the right to provide feedback, both positive and negative, on its services and to lodge a complaint. However, if a complaint is determined to be frivolous and vexatious, or lacking in substance or detail, Council may elect to take no further action in relation to the matter and provide the complainant with written advice of the decision and the reasons for it.

An individual also has the right to lodge a complaint at any time, with an appropriate external agency

relative to the nature of the complaint.

The CMP:

- recommends discussion as a first step in attempting to resolve issues (where practical and appropriate);
- ensures employees make themselves available to provide reasonable assistance to Complainants in submitting complaints; and advising on any additional information or material which may be required;
- provides a structured process to receive, record, understand, investigate, manage and make a decision on a complaint;
- provides a mechanism for an internal review of a complaint decision; and
- advises a Complainant of the decision and any appeal options available, should they remain unsatisfied with the complaint decision and/or review decision.

It should be noted that the CMP will adhere to timeframes identified within Council policy, procedures and relevant legislation or that of external agencies.

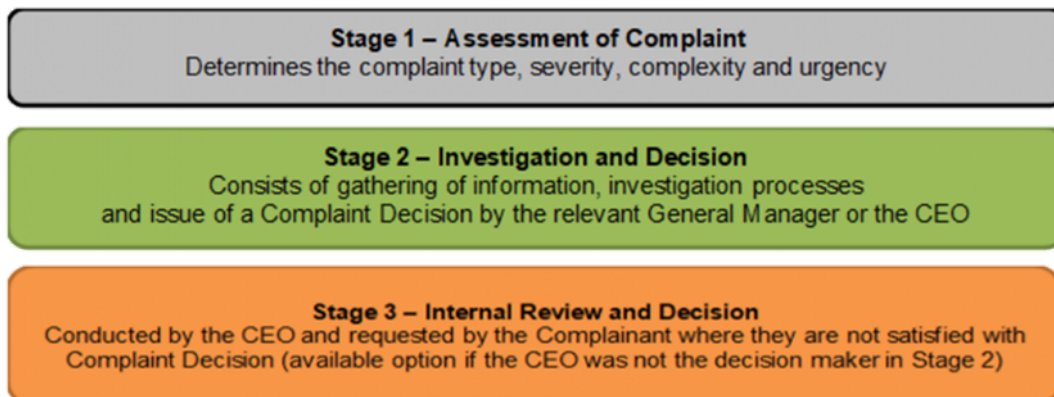
Complaints

Complaints can be made by a person directly affected by that action or by another person on behalf of a complainant, provided written authority to do so is provided with the Complaint Form. Complaints may be referred to Council for investigation by appropriate external agencies.

A Complaint must be made no later than six (6) months after the Complainant was notified or made aware of the issue, decision or action in question.

Complaint Management Process ('CMP')

Council's CMP consists of the following three (3) stage process unless otherwise stated in the relevant policy: -



4. DEFINITIONS

Terms used in this document have the following meanings:

Complaint is an expression of dissatisfaction made in person, by telephone, email, online form, mail, fax, anonymously or by representative for a person affected by:

- a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision;
- an act, or a failure to do an act;
- the formulation of a proposal or intention by Council;
- the conduct of a Councillor;
- the conduct of an employee

- the conduct of the Chief Executive Officer; or
- the making of a recommendation by Council.

For a customer request to be accepted as a complaint, an assessment will be undertaken by Corporate Services in consultation with the relevant Council Department.

Complaint Management Databases means databases managed by Council for recording complaint details and outcomes as well as details required for statutory and Council reporting.

Complainant means the person or party making a complaint.

Complaint Decision means the decision by the Investigating Officer in relation to the complaint.

Council means the South Burnett Regional Council.

Councillor means an elected representative of South Burnett Regional Council, including the Mayor and Deputy Mayor.

Employee means a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council. Additionally, for the purposes of this policy, includes contractors, consultants, trainees and volunteers.

External Agency means an organisation or company external to Council that interact with Council and may influence Council decision but are not under its direct control.

Human Rights means the 23 rights under the *Human Rights Act 2019*:

- Recognition and equality before the law
- Right to life
- Protection from torture and cruel, inhuman or degrading treatment
- Freedom from forced work
- Freedom of movement
- Freedom of thought, conscience, religion and belief
- Freedom of expression
- Peaceful assembly and freedom of association
- Taking part in public life
- Property rights
- Privacy and reputation
- Protection of families and children
- Cultural rights – generally
- Cultural rights – Aboriginal peoples and Torres Strait Islander peoples
- Right to liberty and security of person
- Humane treatment when deprived of liberty
- Fair hearing
- Rights in criminal proceedings
- Children in the criminal process
- Right not to be tried or punished more than once
- Retrospective criminal laws
- Right to education
- Right to health services

Internal Review means a review by the CEO (or delegated person) of the complaint, investigation process/methods and Complaint Decision.

Request for Service means a requirement for Council to carry out action on an operational issue.

Review Decision means the decision by the Internal Reviewer in relation to the Complaint Decision and investigation processes/methods.

5. LEGISLATIVE REFERENCE

Human Rights Act 2019 (Qld)

Information Privacy Act 2009(Qld)

Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Public Interest Disclosure Act 2010 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Administrative Action Complaint Procedure –Procedure075
 South Burnett Regional Council Councillor Code of Conduct Policy – Statutory001
 South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028
 South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory017
 South Burnett Regional Council Dealing with a Complaint involving the CEO Policy – Statutory054
 South Burnett Regional Council Employee Code of Conduct – Statutory011
 South Burnett Regional Council Employee Complaint & Grievance Procedure – Procedure057
 South Burnett Regional Council Fraud & Corruption Prevention Management Policy – Statutory021
 South Burnett Regional Council Human Rights Complaints Procedure – Procedure004

7. NEXT REVIEW

As prescribed by legislation or December 2021

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Adoption of policy	8 April 2008	2647803
2	Review of policy	24 June 2014	2647803
3	Review of policy	15 February 2017	2647803
4	Review of policy	12 December 2018	2647803
5	Review of policy (combining complaint handling and inclusion of human rights complaints)	11 December 2019	2647803
6	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

7.15 DRAFT SOUTH BURNETT REGIONAL COUNCIL MEDIA RELATIONS POLICY – STRATEGIC001 BE TABLED AT THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING TO BE HELD IN OCTOBER 2021**File Number:** IR2700319**Author:** Manager Corporate Services**Authoriser:** General Manager Community**PRECIS**

Draft South Burnett Regional Council Media Relations Policy – Strategic001 be tabled at the Executive and Finance & Corporate Standing Committee meeting to be held in October 2021

SUMMARY

To ensure proper governance of the policy review process and to provide sufficient time to develop a melded policy as per Committee Resolution 2021/44, the draft policy once finalised, would continue through the Policy Governance Framework consultation process ready for tabling at the Executive and Finance & Corporate Standing Committee meeting to be held in October 2021.

OFFICER'S RECOMMENDATION

That the Draft South Burnett Regional Council Media Relations Policy – Strategic001 be tabled at the Executive and Finance & Corporate Standing Committee meeting to be held in October 2021.

BACKGROUND

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

Committee Resolution 2021/44

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the committee recommends to Council:

That a blending of V2 & V3 and this draft be bought back to the September Executive and Finance & Corporate Standing Committee, acknowledging the Mayor as the official spokesperson. Councillors feedback will be taken into consideration in the drafting process.

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

Against: Nil

CARRIED 6/0**ATTACHMENTS****Nil**

7.16 REQUESTING COUNCIL REVIEW A MINOR LOCAL GOVERNMENT BOUNDARY CHANGE BETWEEN SOUTH BURNETT AND GYMPIE REGIONAL COUNCIL**File Number:** 08.09.2021**Author:** General Manager Community**Authoriser:** General Manager Community**PRECIS**

Minor local government boundary change between Gympie Regional Council & South Burnett Regional Council.

SUMMARY

Requesting Council review and determine support for a minor local government boundary change between Gympie Regional Council & South Burnett Regional Council to align the local government boundaries to the property boundary of Lot 66 on RP825862.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council

That Council offer no objection to a minor local government boundary change between Gympie Regional Council and South Burnett Regional Council to transfer Lot 66 on RP825862 from South Burnett Regional Council to Gympie Regional Council.

FINANCIAL AND RESOURCE IMPLICATIONS

Current Rate Levy – Lot 66 on RP825862 – \$196.66. Future rates would be payable to Gympie Regional Council

LINK TO CORPORATE/OPERATIONAL PLAN**Corporate Plan 2021-2026****OR14 Continue to implement regional equity / consistency in Council's rating system.****COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

Department of Resources

Department of State Development, Infrastructure, Local Government and Planning

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The process to undertake a local government boundary change is prescribed in the *Local Government Act 2009*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Not Applicable

ASSET MANAGEMENT IMPLICATIONS

Not Applicable

REPORT

The Department of State Development, Infrastructure, Local Government and Planning have requested Council's advice on a proposed minor local government boundary change in relation to Lot 66 on RP825862.

The *Local Government Act 2009* determines the process for a change of local government boundaries (deemed a local government change)

The process for making a local government change involves —

- Assessment - the Change Commission (*an independent body created under the Act*) assesses whether a proposed local government change is in the public interest
- Implementation - the Governor in Council may implement the local government change under a regulation.

Only the Minister may propose a local government change to the Change Commission.

Section 19 of the *Local Government Act 2009* sets out the matters the Change Commission must consider.

19 Assessment

- (1) The change commission is responsible for assessing whether a local government change proposed by the Minister is in the public interest.
- (2) In doing so, the change commission must consider—
 - (a) whether the proposed local government change is consistent with a Local Government Act; and
 - (b) the views of the Minister about the proposed local government change; and
 - (c) any other matters prescribed under a regulation.
- (3) The change commission may conduct its assessment in any way that it considers appropriate, including, for example, by—
 - (a) asking for submissions from any local government that would be affected by the proposed local government change; or
 - (b) holding a public hearing (in the way set out in chapter 7, part 1) to ask the public for its views about the proposed local government change.
- (4) However, the Minister may direct the change commission in writing to conduct its assessment of the proposed local government change in a particular way.
- (5) Despite subsection (3), the change commission must comply with the Minister's direction.


Council' consideration on the proposed change is requested.

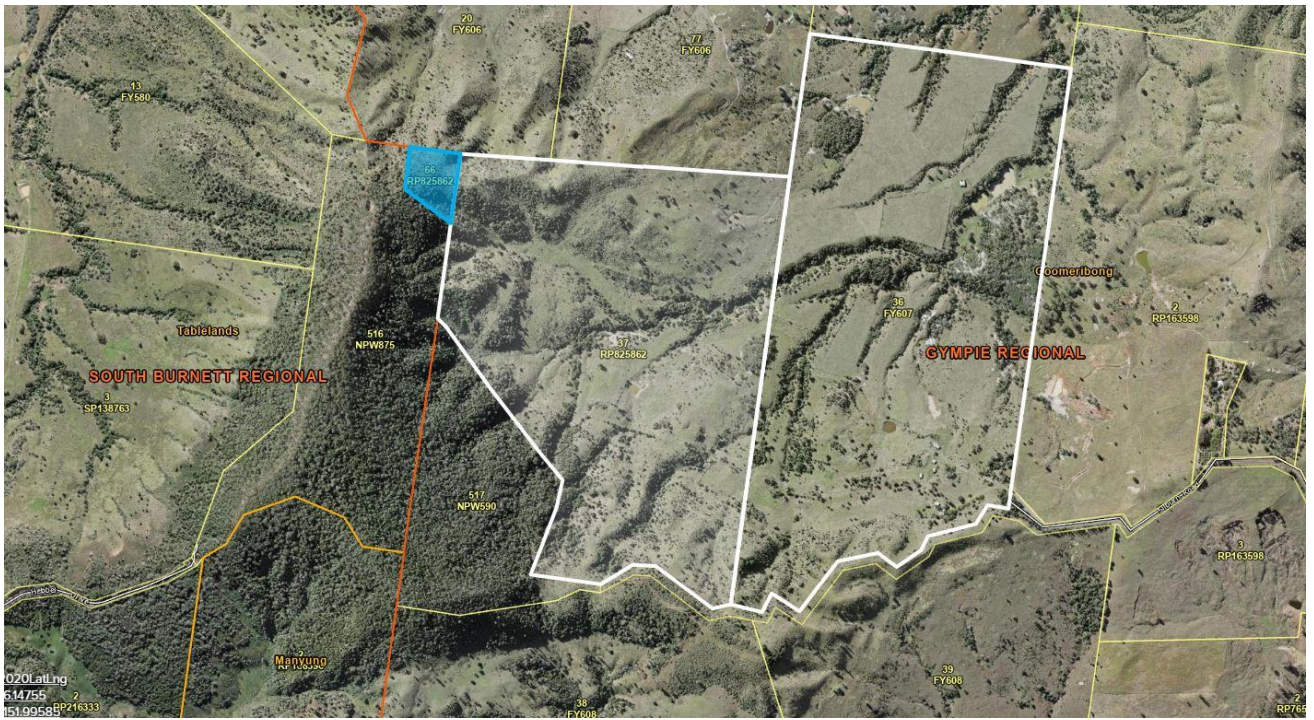
The allotment is currently situated in South Burnett Regional Council area however it is a small land parcel (2.679ha) with no access. The allotment borders the Gympie Regional Council local government area. The property owner has adjoining allotments located within the Gympie Regional Council local government area.

Council would no longer collect rates on this parcel however this would not be a material impact on which Council could reasonably object to a proposed change.

It is recommended Council offer no objection to any proposed boundary change to exclude Lot 66 on RP825862 from South Burnett Regional Council LGA and include the allotment in the Gympie Regional Council local government area.

ATTACHMENTS

1. **Map - Lot66 on RP825862** [↓](#) 



7.17 DOG REGISTRATIONS**File Number:** 15-09-2021**Author:** Acting Manager Environment & Waste**Authoriser:** General Manager Community**PRECIS**

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.

SUMMARY

Council issues Rate Notices and Dog Registrations at different times during the financial year.

OFFICER'S RECOMMENDATION

That provision of a 50% pensioner concession not be extended to all dog registration fees and the report be received and noted.

FINANCIAL AND RESOURCE IMPLICATIONS

An extension of the discount to pensioners for all categories of dog registration will reduce overall dog registrations revenue. No data exists on the number of pensioners owning dogs in other categories; however, it is noted just over 20% of all desexed & microchipped dogs are owned by pensioners. (*Current category receiving pensioner discount*)

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal communication only

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Not Applicable

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Not Applicable

ASSET MANAGEMENT IMPLICATIONS

Nil

REPORT

Council currently provides a pensioner concession for desexed and microchipped dogs. Council recently resolved to extend this concession to all concession to all pension card holders. The Defined area desexed and microchipped dog registration is currently \$33.00 per dog, and a 50% pensioner dog registration concession of \$16.50 is applied to dogs that are desexed and microchipped dogs.

The *Animal Management (Cats and Dogs) Act 2008 (the Act)* stipulates that microchipping is mandatory, however desexing is not presently a mandated requirement. The Act however, states that Council must fix a fee to provide a financial incentive for dog owners to encourage them to have their animal(s) desexed.

Section 52 of the *Animal Management (Cats and Dogs) Act 2008* states:

“52 Registration fee must be fixed to give desexing incentive

(2) *The local government must fix the fee to give the owner of the dog an incentive to desex it.*

Example of an incentive to desex a dog—

fixing a lower registration fee for a dog that is desexed”

The intent of the legislation is to provide a financial incentive in order to encourage the desexing of all dogs within a local government area. The desexing of an animal is preferred procedure if they are not intended to be kept for breeding. This prevents an unwanted litters and helps to reduce the number of animals that find themselves homeless or shelters or pounds and have to be euthanised.

Desexing also helps to prevent male animals from straying during mating season and reduces aggression. Desexing may reduce the risks of some potentially serious health problems. For example, desexed pets are less likely to get mammary cancer and less likely to get uterine infections or have false pregnancies. Desexing also eliminates the risks involved animals being pregnant, giving birth, and raising young.

The pensioner and microchip discount currently applied in the fees and charges supports the Acts requirement to provide a financial incentive for people to desex and microchip their animals. The current cost to Council in providing a 50% discount on desexed and microchipped dogs to all pension card holders is approximately \$10,000 in forgone revenue.

If pensioner discount extended to all dog registration renewal categories, the loss of revenue would be difficult to quantify because Council’s dog registration module does not include the pension status of its dog owners, other than for those that have been successfully assessed as being able to be registered under the pensioner concession category.

It is therefore considered that providing a \$50% discount to all pensioners on all categories of dog registrations would be contrary to the intent of the *Animal Management (Cats and Dogs) Act 2008* and is not recommended.

Dog Registration Renewal Notices with Rates Notices.

Initial investigations into the issuing of dog registration renewals with Rate Notices has identified a number of significant risk areas that require further investigation; therefore, this matter has not been addressed as part of this report.

ATTACHMENTS

1. **Current Fee Structure**  

Non-Defined Area

Non-Defined Area Entire Dog		\$28.00	Regulatory	N	LGA (2009) s97(2)(a) AMCDA (2008) s44(2)
Non-Defined Area Desexed Dog		\$10.00	Regulatory	N	LGA (2009) s97(2)(a) AMCDA (2008) s44(2)
Aged Pensioner		\$10.00	Regulatory	N	LGA (2009) s97(2)(a) AMCDA (2008) s44(2)
Desexed and microchipped dogs only.					
Puppy		\$10.00	Regulatory	N	LGA (2009) s97(2)(a) AMCDA (2008) s44(2)
Dogs under 6 months of age – registered until November 30.					
ID Tag/Replacement Tag		\$9.00	Regulatory	N	LGA (2009) s97(2)(a) AMCDA (2008) s44(2)
Working Dog – Tag Cost Only		\$9.00	Regulatory	N	LGA (2009) s97(2)(a) AMCDA (2008) s44(2)
Completion of Statutory Declaration required.					
Assistance Dogs for the Blind/Deaf/Companion		No Charge	Regulatory	N	LGA (2009) s97(2)(a) AMCDA (2008) s44(2)

Defined Area

Defined Area Entire Dog		\$170.00	Regulatory	N	LGA (2009) s97(2)(a) AMCDA (2008) s44(2)
Defined Area Entire Dog – Microchipped		\$131.00	Regulatory	N	LGA (2009) s97(2)(a) AMCDA (2008) s44(2)
Defined Area Desexed Dog		\$66.00	Regulatory	N	LGA (2009) s97(2)(a) AMCDA (2008) s44(2)
Defined Area Desexed Dog – Microchipped		\$33.00	Regulatory	N	LGA (2009) s97(2)(a) AMCDA (2008) s44(2)
Aged Pensioner		\$16.50	Regulatory	N	LGA (2009) s97(2)(a) AMCDA (2008) s44(2)
Desexed and microchipped dogs only.					
Puppy		\$33.00	Regulatory	N	LGA (2009) s97(2)(a) AMCDA (2008) s44(2)
Dogs under 6 months of age – registered until November 30.					
Assistance Dogs for the Blind/Deaf/Companion		No Charge	Regulatory	N	LGA (2009) s97(2)(a) AMCDA (2008) s44(2)

8 PORTFOLIO - REGIONAL DEVELOPMENT

8.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT

File Number: 15/09/2021

Author: Councillor

Authoriser: General Manager Community

PRECIS

Regional Development Portfolio Report

SUMMARY

Cr Schumacher presented her Regional Development Portfolio Report to Council

OFFICER'S RECOMMENDATION

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

I'm pleased to report there are many things currently in the pipeline and I wanted to give you a short update on some of the work currently underway.

We know we need to improve the reliability and security of water in our region and that these water conversations must continue until the problems we face are solved. The National Water and Infrastructure Development Fund, phase two of the South Burnett Options Analysis is our highest priority. Now that we have received the recommendations and the agreement of state and federal stakeholders to proceed with the remaining funds, the team has begun reviewing the scope and project costings, which will be presented at the next Infrastructure Committee meeting for Council's consideration. As evidenced by the study, we have a desire and opportunity to protect, strengthen and expand agricultural and industrial activity in our region, while ensuring water security for urban users. Now that we have strengthened and refined the evidence that supports our region's water needs with data, we will apply a multi-faceted approach to improving the reliability and security of water across the region. We know these outcomes are imperative, and that by working together we will generate social and economic benefits for present and future residents of the South Burnett and bolster our contributions to the great state of Queensland.

Queensland Small Business Commissioner, Maree Adshead will provide the keynote address at the Regional Business Forum. Due to the school holiday period, the date of the forum has been changed to Friday 8 October, with invitations to all business groups and chamber of commerce to be sent soon. In partnership with Chamber of Commerce and Industry Queensland (CCIQ), the purpose of the forum is to further Council's commitment to the principles of the Small Business Friendly Council's initiative. At the forum, we plan to openly discuss the challenges small business in our region face, with a view to ideate potential solutions and collaborate in the implementation of these. I know this Council is passionate about simplifying processes and reducing red tape for small business, and I invite all my fellow colleagues to participate in the forum. The feedback gathered at this forum will be tabled by the Regional Development Sub-committee for inclusion in the Regional Development Action Plan. While there are currently only a few representatives from business groups in the region who are members of the sub-committee, I plan to discuss with the attendees of the forum how they can also be involved. The focus of the regional development sub-committee will be to focus on the needs, capability, resilience, and growth of small business in the South Burnett region.

I am currently working with CEO Mark Pitt to coordinate the first meeting of the Regional Development Committee. The priority of this committee will be to review Council's Regional Development Strategy 2021-2026, and in a think-tank style environment brainstorm ideas for projects, initiatives and key advocacy priorities that will help our region to achieve our core regional enablers:-

1. The South Burnett has appropriate infrastructure to support industry, investment, and liveability.
2. Council delivers streamline investment support and promotes well planned growth.
3. Council attracts investment, growing the economy.

A report will be presented to Council with the ideas gathered from these discussions for consideration in the Regional Development Action Plan. Measuring and reporting on our region's performance will continue to be our shared priority.

Late last month, CEO Mark and I met with the Assistant Minister for Regional Development and Territories, The Hon. Nola Marino to discuss opportunities to share learnings, partner and collaborate with Regional Development Australia (RDA) in developing a plan for our region's pathway to decarbonisation, and further understanding its role in a modern energy future. We discussed the advantageous opportunities afforded by our region's existing energy generators, transmission network and water infrastructure that could allow our region to continue to be an energy powerhouse for many more decades. Minister Marino recognised the importance of early planning and I have since been contacted by Minister Marino's office and engaged in positive conversations about how we may be able to progress this work and learn from other regions with similar planning projects currently underway. I will continue to keep Council informed.

Mayor Otto, CEO Mark Pitt and I will be meeting with Queensland Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement Mick de Brenni in October. As you may know, the South Burnett has been included in the Southern Renewable Energy Zone (QREZ). This means, our area has been recognised as being ready for development, with a diverse mix of industries and energy sources and a strong network. We are a large load centre in South East Queensland and can supply the inter-connector to New South Wales. As we know there is a pipeline of prospective renewable projects in the area with high investor interest. It is my understanding the first stages of the QREZ development will build on this and grow the renewable profile of our region. As we have discussed previously, Council wants to ensure a regulatory framework is in place, to hold renewable project proponents accountable to their commitments to landholders and host communities in all stages of the development, being pre-construction, during and post construction. I look forward to engaging in these discussions with the Minister and am currently preparing the briefing notes.

This past month, I have worked with my colleagues to understand more about the work currently underway at the J Bjelke-Petersen Research Facility. Cr Potter, Cr Henschen and I learned about the innovative range of agricultural research, science and development underway, including the best management practices as applied to farming systems, risk management, impacts of climate variability and grain food safety issues. We learned about the pigeon pea research trials and the strong international and domestic demand for the plant protein. It is thought, with further research the crop could eventually match mung bean production and be a suitable alternative for broadacre, dryland summer cropping in our region. According to the National Economics (NIEIR) modelling for 2019/20 agriculture, forestry and fishing generated \$108.1M, being the fourth most productive industry in the South Burnett. This does represent a decline from \$139.5M in 2014/15 being a change of -31.3 per cent. While our region has faced unprecedented droughts and the impacts of COVID-19, it is clear from this data that the continued funding and support of the Kingaroy Research Facility is critical to the ongoing advancements in agriculture in our region. I believe Council has a key advocacy role to play in working with the state government to ensure qualified staff are working with the resources they need at this facility, to continue supporting our region's agricultural industry.

Source: *National Institute of Economic and Industry Research (NIEIR) ©2021. Compiled and presented in economy.id by .id informed decisions. NIEIR-ID data are adjusted each year, using updated employment estimates. Each release may change previous years' figures.*

I've been also working with the Council team to prepare funding applications to the Resources Community Infrastructure Fund for the dark fibre connection for Nanango and Kingaroy. The project will utilise existing infrastructure to build increased capacity for alternative ISPs to provide diverse and competitive internet services to the community. The proposed infrastructure will create a foundation for ISPs to build multiple service options in the local system, which will provide increased

access and affordability for the community, residents, and local businesses. As detailed in the Economic and Social Assessment of High-Speed Broadband in Kingaroy and Nanango Report (August 2021), prepared by Kellogg Brown & Root PTY Ltd for the purposes of the application, the specific services that will be improved should this project be successful in the grant, include:

- eCommerce and online retailing: noting that access to reliable high-speed internet drive the ability of retailers to have an online presence. Based on the forecast growth rates of online businesses, there is the potential for these businesses to grow at 8 per cent a year, or \$14M collectively, over the next four years. Further, online retailing allows consumers to purchase higher-quality, cheaper goods.
- A US study from 2019 found that access to high-speed broadband has a material impact on employment levels. If these results were replicated that unemployment (direct and indirect) would decrease by 99 people.
- A significant social benefit from improved communications is the increased opportunity for social inclusion.
- In July 2021, the Queensland Audit Office, found that the Queensland Education Department's benchmark for internet speed is 200 times lower than the New South Wales benchmark.
- The Bureau of Communications, Arts and Regional Research (BCARR) estimates the benefits of the agriculture sector's access to ubiquitous, high-speed internet could boost economic activity in agriculture of between 4.7 to 16.9 per cent by 2030.

I have also been working with Cr Potter and the community's team to progress the Bushfire Recovery Grants funding application that seeks to support community and economic development outcomes in the South Burnett over the next three years. Should we be successful, this funding would be a game changer in terms of how this Council can enable community capacity building and bolster our economic development outcomes. A core focus of the application has included a grant's writing component that would enable our Council and our community to access more of the funding opportunities available.

These are certainly exciting times, and I'd like to thank and acknowledge the Council team for their commitment and passion to progress these projects. This past month has seen an extraordinary effort by everyone involved, now we can only hope to be successful in our funding applications.

BACKGROUND

Nil

ATTACHMENTS

Nil

8.2 SOUTH BURNETT REGIONAL COUNCIL TOURISM BROCHURES

File Number: 15-09-2021

Author: Coordinator Executive Services

Authoriser: Chief Executive Officer

PRECIS

Update on Council's tourism brochures.

SUMMARY

This report provides an update on the South Burnett Regional Council's tourism brochures produced both internally and externally.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Tourism Brochures report be received for information.

BACKGROUND

South Burnett Regional Council provides a variety of destination brochures to promote and highlight the plethora of resources available in the South Burnett.

Following amalgamation, a variety of brochures and flyers have been developed both internally and externally to assist with showcasing the South Burnett region.

Due to the large volume of requests for a South Burnett Regional map, individual town guides for the major centres incorporating Blackbutt, Kingaroy, Murgon, Nanango and Wondai, and the Kilkivan to Kingaroy Rail Trail, external providers have been engaged to assist with the design and print. A significant factor in the reprinting the brochures was that we had run out or limited numbers of stock.

Various other brochures are designed and printed in house on an as-needs basis.

A project for the 2021/2022 financial year is to review and update the regional areas/village brochures. As is demonstrated through the audit attached to this report some areas have no coverage in this space and other areas require updating to the new format and in accordance with Council's adopted style guide.

Council's media team is currently refreshing these resources to align with the newly developed Style Guidelines and branding. Updating the existing brochures will ensure the brochures are not only visually engaging but that the content is current, showcasing important information, highlights and features on the region.

Costs for design and print:

Quote for external printing (approximately):

- 1000 copies – A4 to DL – Coloured – Gloss \$465 inc GST
- 2000 copies – A4 to DL – Coloured – Gloss \$595 inc GST
- 5000 copies – A4 to DL – Coloured – Gloss \$896 incl GST
- + Design / Artwork \$90/hr inc GST

Cost for internal printing at approximately 30c each (toner + paper) for A4 double sided colour:

- 1000 - \$300
- 2000 - \$600
- 5000 - \$1,500
- Internally designed (through Media Team)

A list of current tourism brochures is attached for reference.

ATTACHMENTS

1. **SBRC VIC Brochures** [↓](#) 

Consolidated Brochure / Flyer Register		
Number	Type	Name
1	Kingaroy	Kingaroy Information Art & Heritage Precinct (TBD)
2		Kingaroy Town Brochure
3		Town Map
4		Things to do in - Kingaroy
5		Kingaroy - Accommodation
6		Kingaroy - Eateries
7		Kingaroy - History and General Information
8		Kingaroy - Taabinga Settlement
9		School Holiday Activities
10		Kingaroy - Drives
11		Mt Wooroolin Lookout
12	Kingaroy Heritage Museum	Kingaroy Heritage Museum (TBD)
13		History of the Peanut
14		Peanut Hunt
15	Murgon	Murgon Town Brochure
16		Boat Mountain Conservation Park
17		Things to do in - Murgon
18		Murgon - Accommodation
19		Murgon - Eateries
20		Murgon - History and General Information
21		Murgon - Free camp
22		Murgon - Community List
23		Murgon - Business directory
24	Nanango	Nanango Town Brochure
25		Things to do in - Nanango
26		Nanango - Accommodation
27		Nanango - Eateries
28		Nanango - Heritage & History Walk
29		Nanango - Camping
30		Chainsaw Sculptures
31		Mural Walk
32		Ringsfield House
33		Engine Room
34		7 mile diggings
35		Nanango - Events
36		Nanango - Community list
37		Ros Gregor Walking Track
38		Coomba Falls
39		Tipperary Flats
40	Wondai	Wondai Town Brochure
41		Wondai Timber Museum - TBD
42		Things to do in - Wondai
43		Wondai - Accommodation
44		Wondai - Eateries
45		Wondai - History and General Information
46		Wondai - History of the Timber Museum

47		Wondai - Drives
48		Wondai - Take a walk
49		Wondai - Free Camp
50		Wondai - Events
51		Wondai - Community List
52		Wondai - Business Directory
53		Timber Samples
54	Wondai Heritage Museum	Wondai Heritage Museum - TBD
55	Blackbutt	Blackbutt Town Brochure
56	Proston	South Burnett Adventure Playground
57		Proston Town Brochure
58	Dams	2 Dams One Destination
59	Rail Trails	KKRT
60		Bike Hire
61		Wondai Mountain Bike Track
62	Regional	Regional Town Map
63		South Burnett Events
64		The Great Bunya Drive
65		Free camping in the South Burnett
66		Wooroolin Wetlands
67		Gordonbrook Dam
68		South Burnett Wineries
69		Pet Friendly Accomodation & Eateries
70		Photographers Trail for the South Burnett
71		Bird Watching booklet
72		South Burnett Walks
73		South Burnett Markets
74	Crops	Duboisia Fact Sheet
75		Palownia Fact Sheet
76		Bunya Pine Fact Sheet
77		Legumes Fact Sheet
78		Crows Ash Fact Sheet
79		Maize Fact Sheet
80		Wheat Fact Sheet
81		Sorghum Fact Sheet
82		Barley Fact Sheet

8.3 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE

File Number: 15-09-2021

Author: Coordinator Executive Services

Authoriser: Chief Executive Officer

PRECIS

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

SUMMARY

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

OFFICER'S RECOMMENDATION

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

BACKGROUND

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

Events / happenings:

- **Let's Drive Queensland**– Council showcased the region in the new Let's Drive Queensland magazine. The Let's Drive Queensland travel guide is a comprehensive tourism guide with a distribution network over 250,000 readers.



- **Wondai Visitor Information Centre** – Woodcutter George Mackellar visited the Wondai Timber museum to admire the log he fell many years ago, that now resides in the carpark at the museum. The tree was so big that he had to weld two chainsaw blades together to cut it down. The pictures will make a great story piece for Wondai Timber Museum.

**Monthly Statistics:**

Visitor Information Centres – Monthly Statistics 2021-22						
2021	Jul	Aug	Sep	Oct	Nov	Dec
Sales	K - \$8180 M - \$568 N - \$1114 W - \$3500	K - \$4923 M - \$349 N - \$1011 W - \$2535				
Coach Tours	K - 0 M - 0 N - 0 W - 0	K - 942 M - 356 N - 435 W - 578				
Volunteer Numbers	K - 26 M - 13 N - 17 W - 10	K - 0 M - 0 N - 1 W - 0				
Volunteer Hours	K - 786 M - 232 N - 475 W - 208	K - 26 M - 12 N - 20 W - 9				
Days Open	K - 27 M - 27 N - 31 W - 27	K - 24 M - 26 N - 30 W - 26				

Media Releases:

1. Public Notice 12-08-2021 - Crackling BaconFest merchandise available at Kingaroy Visitor Information Centre

Media Releases 2021-22						
2021	Jul	Aug	Sep	Oct	Nov	Dec
	4	1				
2022	Jan	Feb	Mar	Apr	May	Jun

Social Media Posts:

Social Media 2021-22						
2021	Jul	Aug	Sep	Oct	Nov	Dec
SB VIC Network	Posts 10 Likes 762 Followers 959	Posts 13 Likes 760 Followers 968				
Discover South Burnett	Posts 6 Likes 3921 Followers 4160	Posts 12 Likes 3929 Followers 4192				
Kilkivan to Kingaroy Rail Trail	Posts 1 Likes 1350 Followers 1510	Posts 1 Likes 1402 Followers 1570				
Drive Inland	Posts 0 Likes 860 Followers 940	Posts 1 Likes 872 Followers 958				
WBB – The Perfect Place	Posts 0 Likes 2443 Followers 2495	Posts 1 Likes 2400 Followers 2499				
Business South Burnett	Posts 4 Likes 1880 Followers 2004	Posts 16 Likes 1877 Followers 2001				
Lake Boondooma Caravan & Recreation Park	Posts 1 Likes 8460 Followers 8615	Posts 1 Likes 8500 Followers 8640				
Yallakool Caravan park on BP Dam	Posts 0 Likes 4156 Followers 4234	Posts 1 Likes 4200 Followers 4255				

Visit South Burnett Update:

Hello All,

Please see our fortnightly report, as outlined below we are well underway with our 90 action plan with work on the website sidelined for a week or two whilst we produce a Regional Visitor guide. It is a 40 page guide in similar format to the former South Burnett Times Touring Guide. Visit South Burnett has produced the brochure in house at a cost of approx. \$11,000.00 with a return from advertising of approx. \$15,000.00. The surplus is to be used for other destination marketing initiatives and a scheduled reprint early next year. This gives the opportunity for updating the brochure to keep it current as possible. The brochure has received outstanding support from the regions operators and we are moving rapidly towards our target. We have followed our obligation to promote the entire region by promoting the regions many experiences, rather than individual private

businesses. This follows our philosophy that it is the role of an LTO to bring visitors to the region, and it is individual businesses role to get them through their door. We are extremely pleased with this result.

This brochure should be finalized for print mid September.

This will see us return to the VSB website. There has been a large amount of material gathered for the Visitor guide which will be utilized for the Website and this should see completion well in view.

The South Burnett tourism.com website has been the overwhelmingly dominant tourism site in the region for more than a decade, and we are delighted to have brokered a deal with Dafyd and Anne Martindale at South Burnett Online, where we will collaborate with them to utilize their existing website audience giving Visit South Burnett's new Website immediate access to their 50,000 visitors a week audience. This is an enormous boost for VSB and will take us immediately to the top of the search engine postings and once again demonstrates what can be achieved when we work together.

I thank the Council for their continued support, and I am sure you share my excitement about the results achieved, rewarding your faith in Visit South Burnett. Please see our report below

Visit South Burnett Inc

Jason Kinsella

Visit South Burnett progress report.

Meetings/catch ups & phone calls

- Kingaroy Show Society - Accommodation in the region, what does the showgrounds offer, upcoming events.
- Carrollee Hotel - VSB Membership - Visitors Guide
- Copper Country Motel - Accommodation availability- Visitors Guide
- Nanango Real Estate & RV Park - The Shed Nanango, accommodation availability
- Wondai Business Networking Breakfast - Guests speaker
- Wondai Region Art Gallery -Visitors Guide and new gallery opening
- Kingaroy Speedway - upcoming Major events - Working with Tanya to finalize our strategy for the region to package product and leverage off upcoming events and how VSB help Promote.
- SQCT Monthly Round up - Great to see what other regions are doing to grow tourism.
- Richards Country Kitchen - Help with Facebook post and promotion.
- Mulanah Gardens - Visitors Guide, accommodation and upcoming events
- Wondai Colonial Motel - Run Sheet for VSB Meet and Greet, General Chat about Wondai
- Warrior Fitness & Function Training - Fitness in the Park and Possibly offer to Visitors to the Region

Upcoming meetings:

- Wondai Regional Art gallery opening - 3/09
- SQCT - Monthly Round Up - 23/09/21
- VSB Meet and Greet 17th September
- Sunshine Coast Caravan Expo - 24-26 September

New Members – 3

90 Day action plan progress:

Meet Members -100%

Website - 28%

Newsletter - 100% August

South Burnett Meet and greet (September)- 100%

Visitors Guide - 80%

Other:

- Sell adverts for Visitors Guide (Very well received and very successful initiative)
- Design and finalize proofing VSB visitors Guide adverts
- Meet and Greet for VSB at Wondai Colonial - Finalised and sent New Invite, timetable
- Invite Design, send and monitor emails and do MMS campaign with invitation to members
- Newsletter (August)- finalised and ready to be sent out with New VSB Meet and greet invitation
- Promote VSB Facebook page through ads campaign - Targeting Sydney, Melbourne & Brisbane
SQCT information update as requested - Electric Car Plug ins available in the South Burnett - Restaurant in sb
- Update VSB facebook, Instagram & Members group
- VSB management Committee meeting - progress report
- Source Visitors reports and send out as needed
- Catch up with content writer for Visitors Guide to plan layout and extra content needed

Social Media:

Facebook- 2245 Likes - 2470 Followers

Instagram: 387 followers

Printed Advertising / Graphical Design:

- N/A

ATTACHMENTS

1. **Visit South Burnett - 2021 August Newsletter** [↓](#) 
2. **SQC - South Burnett Monthly Report - July 2021** [↓](#) 
3. **Tourism Sentiment Report August 2021** [↓](#) 

From: Moriatogaeridge winery <wine@moriatogaeridge.com.au>
Sent: Friday, 3 September 2021 12:32 PM
To: Mark Pitt <mark.pitt@sbrc.qld.gov.au>
Subject: [EXTERNAL] FW: VSB August Newsletter

Please be cautious

This email originated outside of SBRC..

What's happening with Visit South Burnett in August



The banner features the Visit South Burnett logo, which includes a stylized 'e' and the text 'SOUTH BURNETT South East Queensland'. Below the logo, the text '2021 August Newsletter' is displayed in a large, white, serif font against a green background.

2021 August Newsletter

What's News.....from the committee

Welcome again to the September addition of the Visit South Burnett newsletter. Well I think it's fair to say that August has been a bitter sweet month for our regions Tourism operators and Event teams with the recent COVID outbreak in the SE corner prompting the cancelation of a number of the regions great events, with **Blackbutt Avo Fest**, **Bacon Fest**, Boondooma Homesteads **Scots in the Bush**, and the new and much anticipated **Kumbia Country Festival** to name just a few and this of course has a significant effect on our regions accommodation providers and the wider tourism community more generally. But it was not all doom and gloom with some events managing to thread the COVID needle and proceed with great patronage enjoyed, August also saw some extremely positive data coming in, which showed that Visitor numbers were again well up on previous years and more importantly the average length of stay has grown from 2 days to 4 days effectively doubling, the exciting part of these numbers is that TEQ research shows that when visitors stay twice as long, they spend at least three times the amount of money in region and those dollars flow into our wider business community and this is where the real benefit of tourism develops. Visit South

Burnett's moto has always been "**Stay another Day**" So I would encourage all members to give themselves a big pat on the back, job well done.

I would also like to welcome our new members Morgan and Bel from **Salt Air Aviation** based at Gympie, Salt Air Aviation will be bringing visitors from Noosa, Gympie and the Sunshine Coast to enjoy our region and lunching at Moffatdale Ridge Winery via their beautiful charter Helicopter, they will also be offering scenic flights across the region including a breathtaking trip over the Bunya Mtns. Just another way to enjoy the beautiful South Burnett.

And fantastic to welcome new members Bernie and Judy Cooper from Crane Wines, nestled atop the picturesque Booie Range, Crane Wines is of course the regions first winery and a definite don't miss for any wine trip, Great to have Bernie and Judy onboard and I'm really looking forward to a meet and greet there.

Finally, it was fantastic to see so many positive happy faces at our first meet and greet, the guest speakers' segment was inspiring with many members taking the opportunity to talk about their upcoming event, but we are going to need a 2 min bell. James and Lyn from the Kingaroy Observatory were tremendous hosts and those willing to brave the freezing night were treated to a very informative discussion a breathtaking view of the night sky, it was amazing, Thanks James and Lyn and hope to see you all at the next meet and greet with Mary-Anne at the Wondai Colonial Motel on the 17th of September.

President
Jason Kinsella

Visit South Burnett Inc. has had a busy August

- We held our first MEET & GREET on August 5th at the wonderful Kingaroy Observatory and are looking forward to our September one at the Wondai Colonial Motel (Don't forget to book your spot) These meeting will be a great opportunity for businesses to network, meet new like-minded people, promote your event or business in our 2-minute news bites and learn a little bit more about our wonderful region.
- As you've hopefully seen by now, we're producing a Visitors Guide and are busily working towards completing this publication.
- Visit South Burnett attended the QLD Outdoor Adventure & Motoring Expo in Toowoomba with lots of great feedback.
- We caught up with The Kingaroy Speedway, Kingaroy Vintage Machinery Club and the Kingaroy Show society to discuss their exciting upcoming events.
- and Attended the the Wondai Business Networking breakfast.



have you renewed your Visit South 2021-22?



MEMBERSHIP APPLICATION 2021/2022

Name: _____
Given Names: _____
Address: _____
Postcode: _____
Postal Address (if different to postal address): _____

2021 / 2022 Membership


Renew your
membership
Today!

[Download Membership form](#)

New PO Box Number
PO Box 454, Nanango, Qld 4615

NEWS:

The combination of wine/food/cycling has always been a success in the tourism world. At present the local South Burnett Mountain Bike Club in combination with the 4 wonderful vineyards at Moffatdale have combined in a successful partnership to produce the Moffatdale Wine Trail which will link the South Burnett Railtrail to the Moffatdale Wineries. It will hopefully be completed in a couple of months and will be an exciting ride through Moondooner and into the vineyards, hopefully attracting the passing cycling tourists. Watch this space for future updates.



Meet & Greet
at the Wondai Colonial Motel

Visit South Burnett is delighted to invite you to the September
VSB Member's Meet & Greet!

When: 17th September 2021 - 6.00pm start

Where: Wondai Colonial Motel - 125 Haly St, Wondai QLD 4606

Nibbles and some drinks provided
(Dinner is available to purchase on the night, A La Carte menu)

• Meet other tourism operators from the region • Catch up with the VSB committee

MONTHLY MEET & GREET DON'T FORGET TO RSVP

Visit South Burnett is happy to announce our next Meet & Greet happening in September. As a member of Visit South Burnett we would love for you to join us on Friday, September 17th at the Wondai Colonial Motel

The "Meet and Greets" are a casual networking catch-up, giving businesses and committees the opportunity to showcase themselves and promote upcoming events, listen to some great

guest speakers, keep up to date with what's happening with Visit South Burnett, connect with other members and start building some great relationships.

If you have any questions, please don't hesitate to give Melanie a call on 0455 49 47 41 or email tourismvsb@gmail.com - RSVP by September 10th

We look forward seeing you there!

[Download Meet and Greet Invite](#)

Would you like to host a meet and greet, and showcase your business? Let us know. Please call Melanie on 0455 494 741 or email touismvsb@gmail.com

News From our Members:

Upcoming Events

Nanango Music Muster and the Wondai Garden expo are still on as well as the Kingaroy Vintage Machinery Rally. We're looking for business that have any specials and events happening at the same time. Please email tourismvsb@gmail.com.

YARRAMAN

SHOW & SHINE

Gates open for vehicle entry: 7am
 Vehicles parked up by: 8:45am
 Event opens: 9am
 Presentations: 1:30pm
 Pack up starts: 2pm

Vehicle Entry
 Fee: \$10
Visitor Entry
 Fee: Gold coin

Car Categories:
 Holden - Ford - American
 Modern - Ute - Japanese
 British - Modified
 Other

Bike Categories:
 American
 Japanese
 Trike
 British
 Other

Saturday 9am - 2pm
4TH SEPTEMBER 2021
Featuring
CARS ★ BIKES ★ TRIKES ★ UTES ★ MUSIC
MARKETS ★ FOOD VANS ★ BAR & MORE
 RECREATION GROUNDS | MARGARET ST 4614 YARRAMAN QLD

Logos for Facebook, YBG, and Community Bank are visible at the bottom.

Kingaroy & District Vintage Machinery Club

presents
Kingaroy

featuring

Massey Harris - Massey Ferguson Machinery
Chrysler, Dodge, Fargo, Desoto, Valiant
Plymouth vehicles

2021

SEPTEMBER 18 - 19

Geoff Rath Drive, Kingaroy Airport,
Sunny Queensland



**EVERYTHING TRUCKS, TRACTORS, CARS, ENGINES, CRAWLERS, HARVESTERS, BIKES
STEAM & MORE**

**IF YOU DONT HAVE A PIECE OF VINTAGE IRON THAT IS MASSEY
THEN BRING WHAT YA GOT! ALL VINTAGE MACHINERY WELCOME**

Grand Parades each day - Tractor Pulling - Corn Threshing
Balancing Beam - Slow Tractor Race & much much more!
Tractor Trek (Held on Private Property - No Rego Required)



GENERAL ADMISSION PRICE \$10 , UNDER 16 FREE
Plenty of unpowered camping available, limited powered sites
A small camping & admission fee will apply to Non Exhibitors
(Free Entry & Unpowered Camping for Exhibitors)

Breakfast & Meals Available All Weekend



EXHIBITERS INFO

Justin (General Inquiries) 0438 623 431
John (Stationary Engines) 0474 321 481
Noel (Tractor Trek Info) 07- 4162 5320
Jeff (Trade & Food Vendor Info) 0428 625 408

G. Crompton & Sons



Kingaroy



San Boettcher RACE PARTS
KINGAROY Speedway

2021-2022 Season Calendar

October 16th Season Opener
Modified Sedans, Production Sedans, Street Stocks,
Junior Sedans & Lightning Sprints

November 13th Spring Spectacular
Modified Sedans, Production Sedans, Street Stocks,
Junior Sedans & Wingless Sprints

December 18th Christmas Cup
Super Sedans, Modified Sedans, Legend Cars
Wingless Sprints & Microsprints

January 21st-23rd Kings Royal
Modified Sedans Kings Royal, Queens Royal, Production Sedans,
Street Stocks, Junior Sedans & Modlites

March 19th Autumn Extravaganza
Super Sedans, Production Sedans, Street Stocks,
Junior Sedans & Legend Cars

April 15th-17th National Production Sedan Title
Australian Production Sedan Title & Modlite Dirt Nationals

April 23rd & 24th Easter Stampede
Production Sedan Easter Stampede, Modified Sedans,
Street Stocks, Late Models, National 4's & Junior Sedans

**Calendar Subject to change without notice at any given time*
WWW.KINGAROYSPEEDWAY.COM.AU

Don't forget to share your news with Visit South Burnett!

HAVE YOU JOINED THE VISIT SOUTH BURNETT MEMBERS ONLY FB PAGE YET?

This group is a place where Visit South Burnett Inc members can share their events, ask questions, communicate with the management committee, keep up to date with everything that is happening and have input on upcoming campaigns.

JOIN NOW



Visit South



Don't want these emails anymore? You can [Unsubscribe](#) or [Manage Preferences](#).

Made with love in Flodesk.



Key Points from July 2021



South Burnett Occupancy level for July was 64%, and has had a 16% increase when compared to July 2019. South Burnett is currently 2nd in occupancy levels when compared to the rest of the SQC regions.



Length of Stay in July 2021 was 4 days and has had an increase of 33% when compared to 2019.

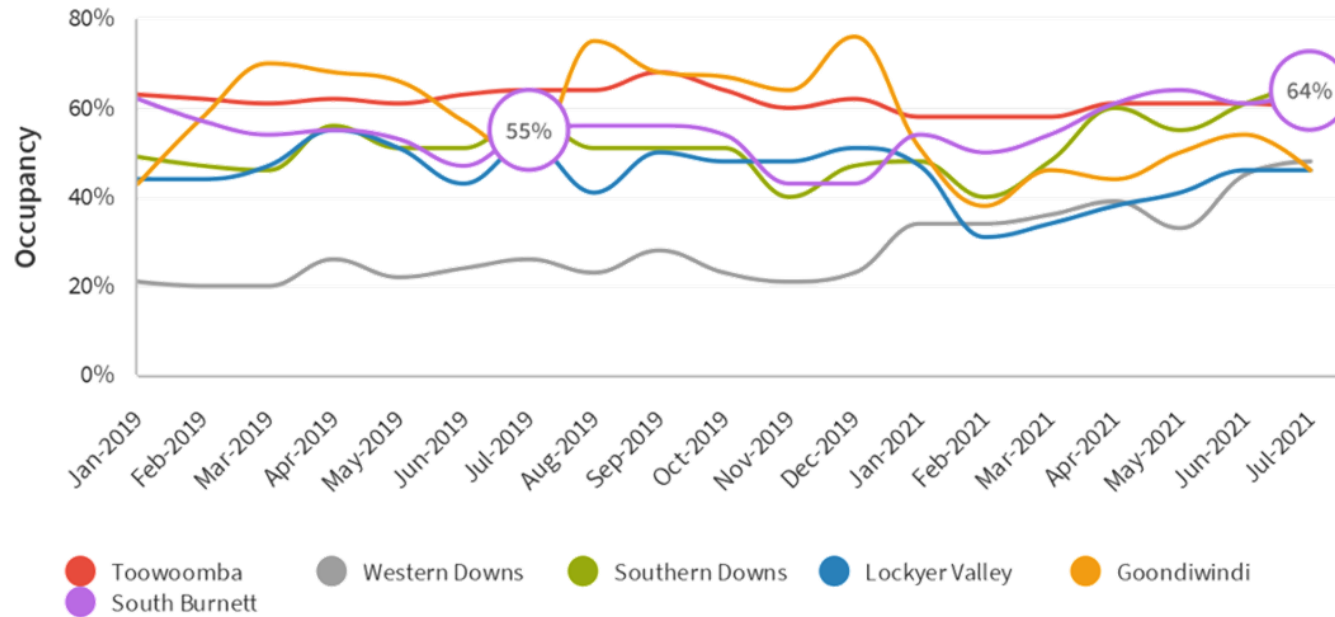


The LGAs with the most amount of devices seen within the South Burnett region in July 2021 were Brisbane with 12.19% of the total devices seen, Moreton Bay with 11.76% and Toowoomba with 11.23%.

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Average Occupancy Rate

The occupancy rate is the ratio between the number of occupied rooms and the number of rooms offered that are open.



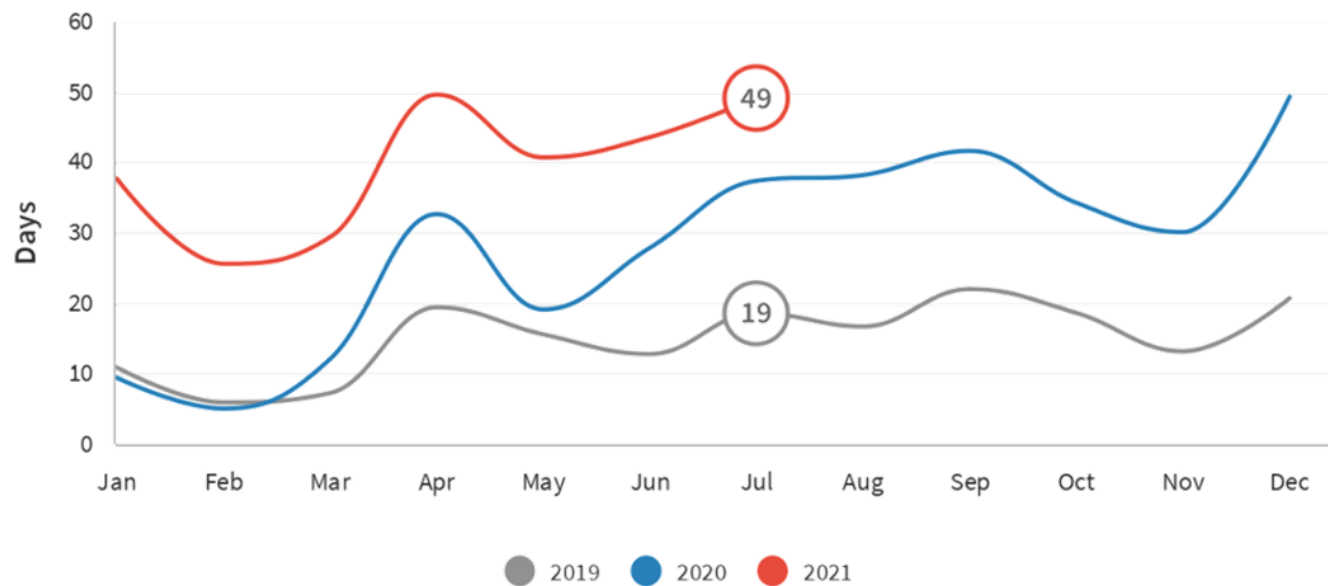
INSIGHT

South Burnett Occupancy level for July was 64%, and has had a 16% increase when compared to July 2019. South Burnett is currently 2nd in occupancy levels when compared to the rest of the SQC regions.

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Reservation Window (Days)

The reservation window is the period of time between when the reservation is made by the guests and the actual arrival date to the destination. For example, a reservation of 40 days means that people are booking accommodation on average 40 days before they arrive at the destination.



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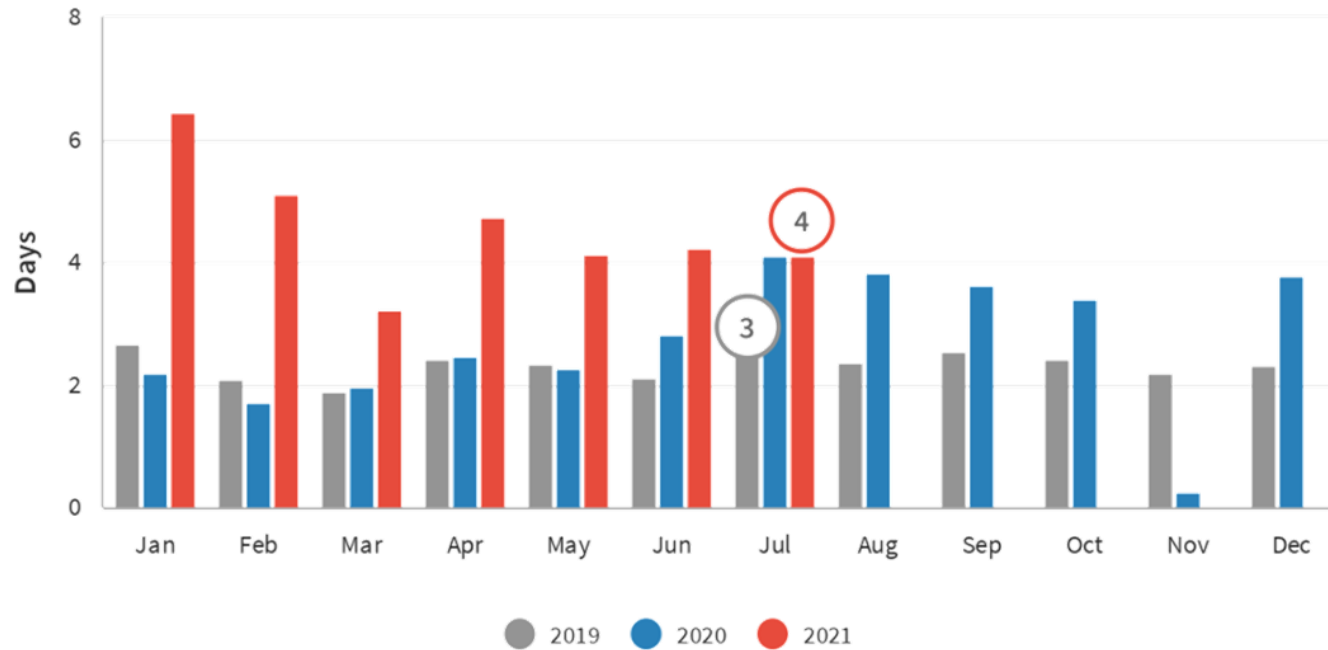


INSIGHT

The average Reservation Window has been looking very positive since the beginning of 2021 in comparison to previous years. This growth has continued into July with a reservation window of 49 days, which is an increase of 157% when comparing to 2019.

Length of Stay

Length of stay is the amount of time that was booked at the accommodation.



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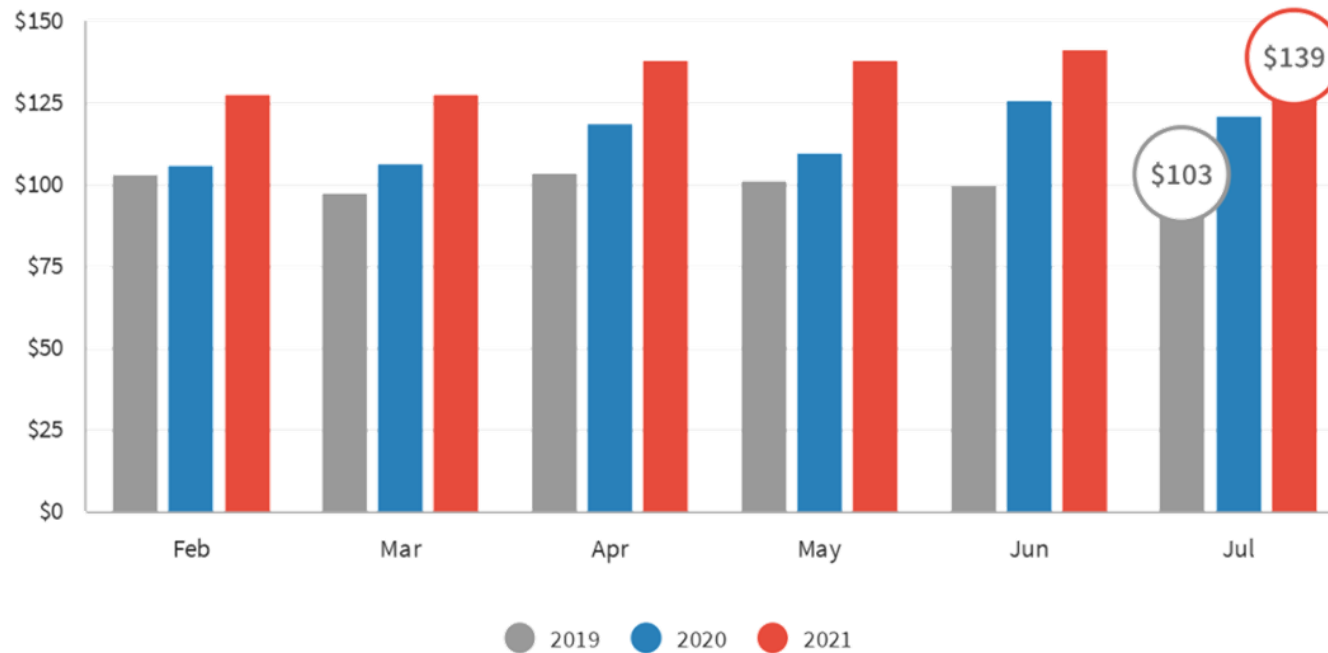


INSIGHT

Length of Stay in July 2021 was 4 days and has had an increase of 33% when compared to 2019. Average length of stay is in a great spot this year, seeing its highest numbers when compared to 2019 and 2020.

Average Daily Rate

The average daily rate (ADR) measures the average rental revenue earned for an occupied room per day.



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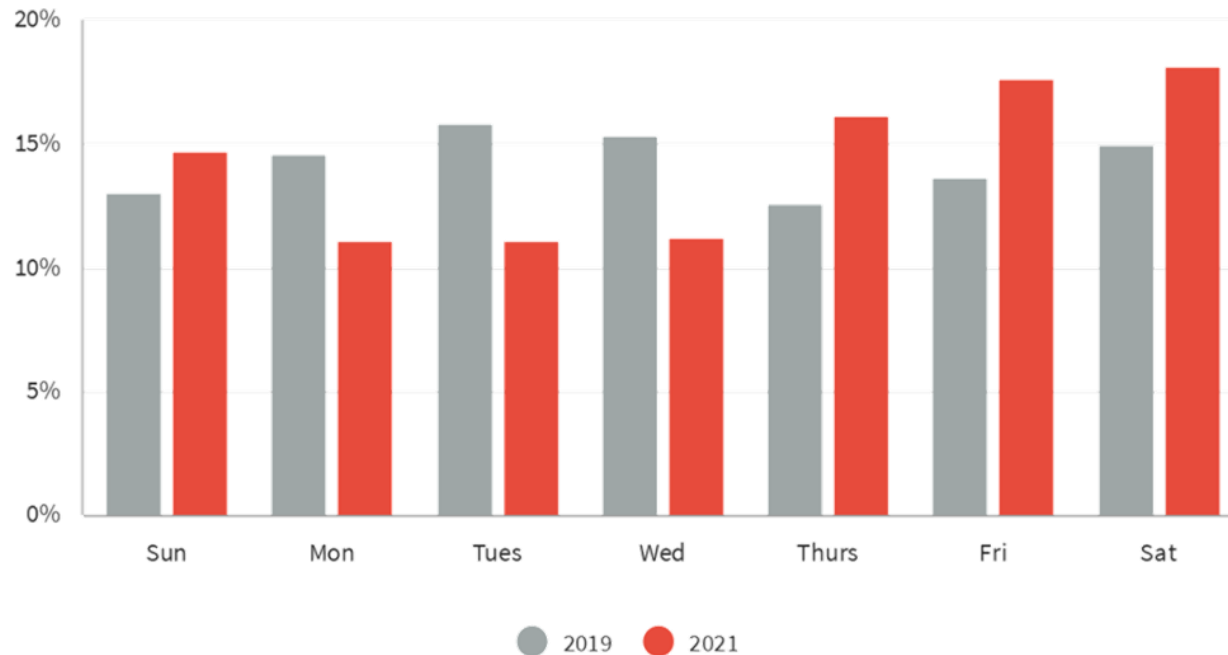
34%

INSIGHT

As a result of lock downs the ADR of both 2020 and 2021 has increased, as more people are looking to travel too regional areas. July 2021 has had an ADR of \$139 which is a 34% increase when compared to 2019. An increase in ADR means that people are willing to pay for more accommodation which is a great result.

Day of the Week

These graphs visualise which days of the week people are visiting the most for the month.



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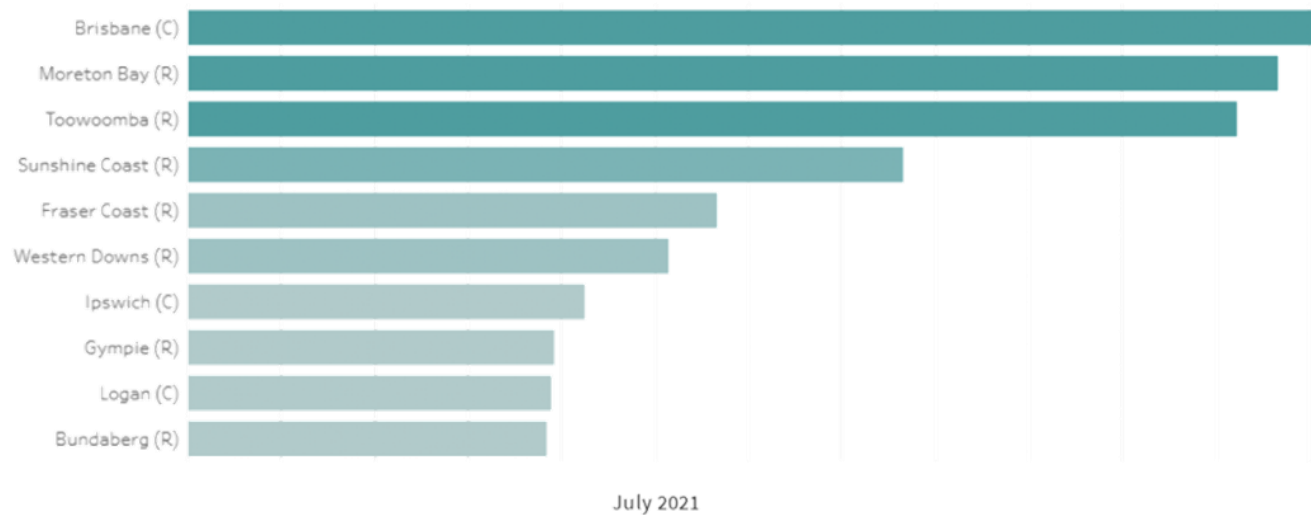


INSIGHT

The highest day of visitation in July 2021 was Saturday at 18.12%, similar levels were seen on both Friday and Thursday. This is quite a contrast to 2019, which had Monday, Tuesday and Wednesday as its busiest days.

Source Market

The source market demonstrates which LGA visitors are travelling from, by checking device area data. Focusing on the top 9 for the month.



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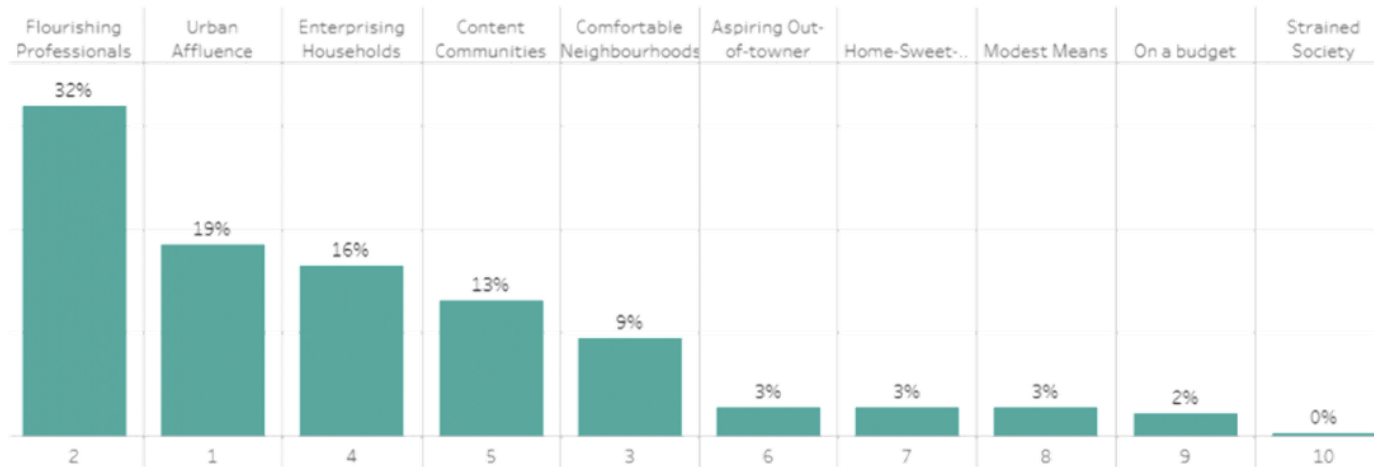


INSIGHT

The LGA's with the most amount of devices seen within the South Burnett region in July 2021 were Brisbane with 12.19% of the total devices seen, Moreton Bay with 11.76% and Toowoomba with 11.23%.

Top Visitor Segments - Brisbane

Top Visitor Segments show the segmentation of people who visited the most.



Visitor Segmentation from Brisbane - July 2021

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INSIGHT

The top visitors of South Burnett from Brisbane in the month of July were the second wealthiest segment, contributing to 51% of visitation.

Brisbane was the focus for this analysis as they have the highest propensity to stay overnight.

Top Visitor Suburbs Brisbane

Top Visitor Segments show the segmentation of people who visited the most from Brisbane.



Visitor Segmentation from Brisbane - July 2021

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INSIGHT

The suburb that visited the most in July was Manly West with 3.04%, then South Brisbane with 2.128%. The next top 10 visits had an even level of visitation.





ESSENTIAL DATA IN REALTIME

The diagram illustrates the process of data aggregation. On the left, there are nine speech bubble icons arranged in a 3x3 grid, representing various data sources. Dotted lines connect these bubbles to a central funnel-shaped icon. From the narrow end of the funnel, two speech bubble icons emerge, representing the consolidated output.

TOURISM SENTIMENT SCORE® is a consolidated measure of a destination's ability to generate positive word of mouth about its tourism offering. It focuses solely on online conversations that reference or affect a potential traveller's perceptions of a destination's tourism offering.


<p>GATHERS DATA FROM</p>	<p>CURRENTLY TRACKS</p>	<p>AGGREGATES DATA FROM</p>	<p>RELIES ON</p>
<p>500k+</p>	<p>19,500+</p>	<p>1m+</p>	<p>unprompted and unbiased</p>
<p>online, peer-to-peer communication platforms</p>	<p>global destinations</p>	<p>peer-to-peer, online conversations</p>	<p>perceptions and feelings that are not influenced by scripted surveys or focus groups.</p>
<p><small>Including all major social networks and review sites, such as Twitter, Facebook, Instagram, TripAdvisor, Reddit, Tumblr and YouTube.</small></p>			





WHAT'S THE TOPLINE
SENTIMENT *AROUND*
SOUTH BURNETT?

SOUTH BURNETT, QUEENSLAND | AUGUST 2021

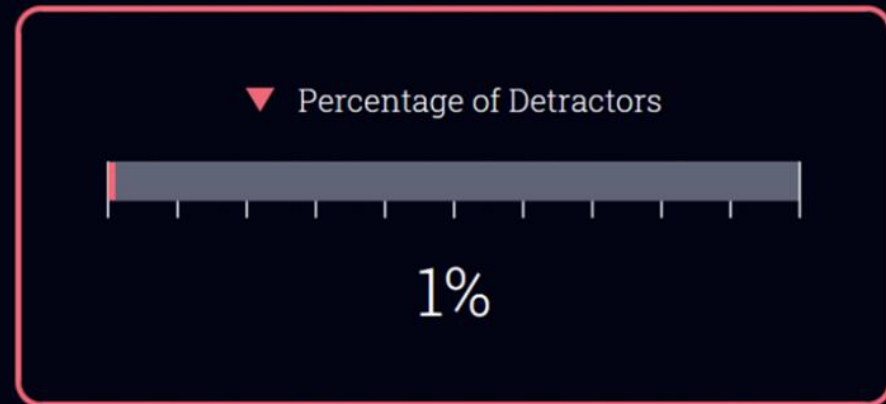
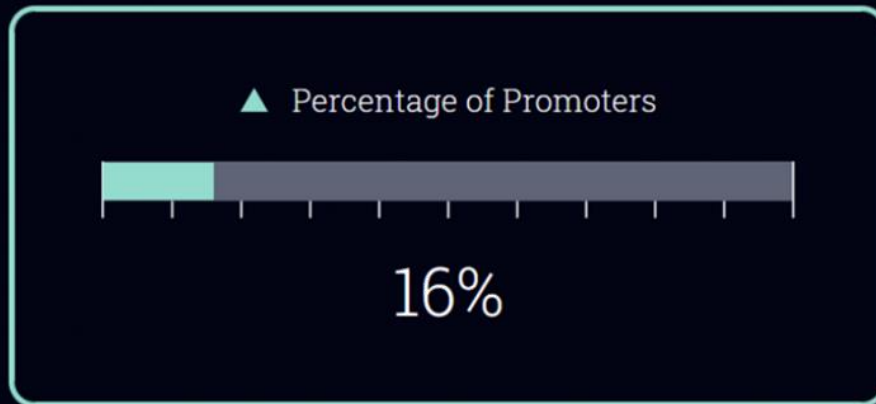




TOURISM SENTIMENT SCORE®:

15

SOUTH BURNETT'S SCORE IS COMPOSED OF



SOUTH BURNETT, QUEENSLAND | AUGUST 2021









MOST TALKED ABOUT

Between one and three topics may appear here, if the data reveals any trends. These topics are the top drivers of **overall awareness** around South Burnett's tourism offering throughout August 2021. It is important to ensure the sentiment towards these topics remains positive and within range of comparative destinations around you.



Tourism Sentiment Score: 28

Farmers Markets +
Food Producers

34% OF TOTAL TOURISM
CONVERSATION



Tourism Sentiment Score: 12

Wildlife Viewing

16% OF TOTAL TOURISM
CONVERSATION



Tourism Sentiment Score: 30

Winery +
Vineyards

10% OF TOTAL TOURISM
CONVERSATION

SOUTH BURNETT, QUEENSLAND | AUGUST 2021





MOST APPEALING

Between one and three topics may appear here, if the data reveals any trends. These topics drove the most positive conversations around South Burnett's tourism experience throughout August 2021 and best represent the **core pillars driving positive brand** perceptions. It is important to defend and continue to grow these throughout September 2021.



Tourism Sentiment Score: 30

Winery +
Vineyards

35% OF TOTAL POSITIVE
CONVERSATION



Tourism Sentiment Score: 69

Spectator Sports

30% OF TOTAL POSITIVE
CONVERSATION



Tourism Sentiment Score: 52

Camping


23% OF TOTAL POSITIVE
CONVERSATION

SOUTH BURNETT, QUEENSLAND | AUGUST 2021




TRENDING UP FROM JULY 2021

Between one and three topics may appear here, if the data reveals any trends. These topics illustrate the greatest growth throughout August 2021 in South Burnett. They may not be top drivers of conversations but show **potential trends to leverage** through September 2021 for South Burnett.

- 


Tourism Sentiment Score: 0

Street + Public Art

+100% INCREASE OVER JULY 2021
- 

Tourism Sentiment Score: 18

Conference + Conventions


+100% INCREASE OVER JULY 2021
- 

Tourism Sentiment Score: 65

Air Travel

+100% INCREASE OVER JULY 2021

SOUTH BURNETT, QUEENSLAND | AUGUST 2021





TOPICS TALKED ABOUT LESS

Between one and three topics may appear here, if the data reveals any trends. These topics illustrate a **shift in conversations** around South Burnett and areas that are presently on the decline. It is important to monitor these topics throughout September 2021 to gain insight into the natural ebb and flow of the conversations and look for signals to act on.



Tourism Sentiment Score: 30

Winery +
Vineyards

**-77% DECREASE OVER JULY
2021**



Tourism Sentiment Score: 30

Festival + Events +
Concerts

**-71% DECREASE OVER JULY
2021**



Tourism Sentiment Score: 12

Wildlife Viewing

**-17% DECREASE OVER JULY
2021**




NOW LET'S LOOK AT
PERFORMANCE FOR
KEY TOPICS
FOR AUGUST 2021

SOUTH BURNETT, QUEENSLAND | AUGUST 2021



KEY TOPICS YOU CHOSE TO TRACK:

SOUTH BURNETT ASSETS

	August 2021	July 2021	Performance
 BIKING + CYCLING	Tourism Sentiment Score: -	Tourism Sentiment Score: 29	-
 FESTIVAL + EVENTS + CONCERTS	Tourism Sentiment Score: 30	Tourism Sentiment Score: -	-
 RESTAURANT / DINING / TAKEAWAY	Tourism Sentiment Score: -	Tourism Sentiment Score: -	-

SOUTH BURNETT, QUEENSLAND | AUGUST 2021



INSIGHTS BASED ON DATA FROM THE
TOURISM SENTIMENT INDEX

AUGUST 2021

Brought to you with data from



8.4 LGAQ TRADE AND INVESTMENT OPPORTUNITIES

File Number: RD2

Author: Chief Executive Officer

Authoriser: Chief Executive Officer

PRECIS

An update on opportunities from LGAQ in the trade and investment area.

SUMMARY

An update on activities conducted by the LGAQ to assist Councils in the regional development area.

OFFICER'S RECOMMENDATION

That the report on LGAQ Trade and Investment opportunities be received for information.

BACKGROUND

One of LGAQ key objectives when working with members in the Trade and Investment space is connecting Council with industry, academia, investors, and State and Federal governments. This assist to help with the opportunities available to our region, and to support informed decisions that will help capitalise on emerging opportunities.

To assist with this goal, LGAQ have developed some simple – but effective – tools to help promote Queensland regions, pathways to locate and enable the sharing of meaningful data sources.

Some highlighted areas include:

New economy forums – designed to inform, educate and connect local councils on economic opportunities surrounding emerging and key industries.

Investment training – Providing members with a sophisticated understanding of the investment attraction market as well as the practical skills needed for success. Supporting councils to maximise their efforts to stand out, be efficient in their efforts and measure success. (attached)

Consultations – Providing individual member consultations with world leading experts in location analysis, site selection, investment incentives, location benchmarking and investment attraction and promotion.

Resources – Guidelines, elected member induction kits, checklists, podcasts, and videos to help members build capacity and capability to develop and action economic development strategies.

Monthly newsletter - Timely updates to help inform members of opportunities to connect and learn from each other, funding and event opportunities and sector trends.

Investment information sessions – Regular investment market updates and opportunities to pitch to, and hear from, investors.

ATTACHMENTS

Nil

8.5 TENDER OF LICENCE AREA 21 - KINGAROY AERODROME**File Number:** 15-09-2021**Author:** Manager Property**Authoriser:** General Manager Community**PRECIS**

Proposed tender of licence area (Area 21) located at the Kingaroy Aerodrome

SUMMARY

Council has received enquiries from the public for the construction of new hangars at the Kingaroy Aerodrome. Area 21 is an identified area available for licence and ready for construction of a Hangar.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council

That Area 21 at the Kingaroy Aerodrome be offered for licence by way of tender.

FINANCIAL AND RESOURCE IMPLICATIONS

Council will bear the cost of preparation of the tender and, if a tender response is accepted, costs of preparation and execution of a new licence, preparation of a survey if required and registration of the licence on the title if required.

LINK TO CORPORATE/OPERATIONAL PLAN

IN12: Identify assets that may be suitable for commercialisation

IN15: Continue to provide and investigate options to improve our aerodromes

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Consultation has occurred with Council's General Manager Communities, Manager Property, Manager Natural Resources Management, and Land Investigation Officer.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

All Council disposals must be carried out in accordance with the *Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The recommendation to offer Area 21 by tender is in accordance with Council's Disposal of Assets Policy.

ASSET MANAGEMENT IMPLICATIONS

The Kingaroy Airport is a significant asset that is owned and operated by Council. The offer of a licence does not have any asset management implications and will not affect the outcomes of the proposed Masterplan.

REPORTProperty Details:

Name: Sir Joh Bjelke-Petersen Airport

RPD: Lot 3 on SP249643

Licence Area: Area 21

Tenure: Freehold

Owner: South Burnett Regional Council

Area: 1200 sqm

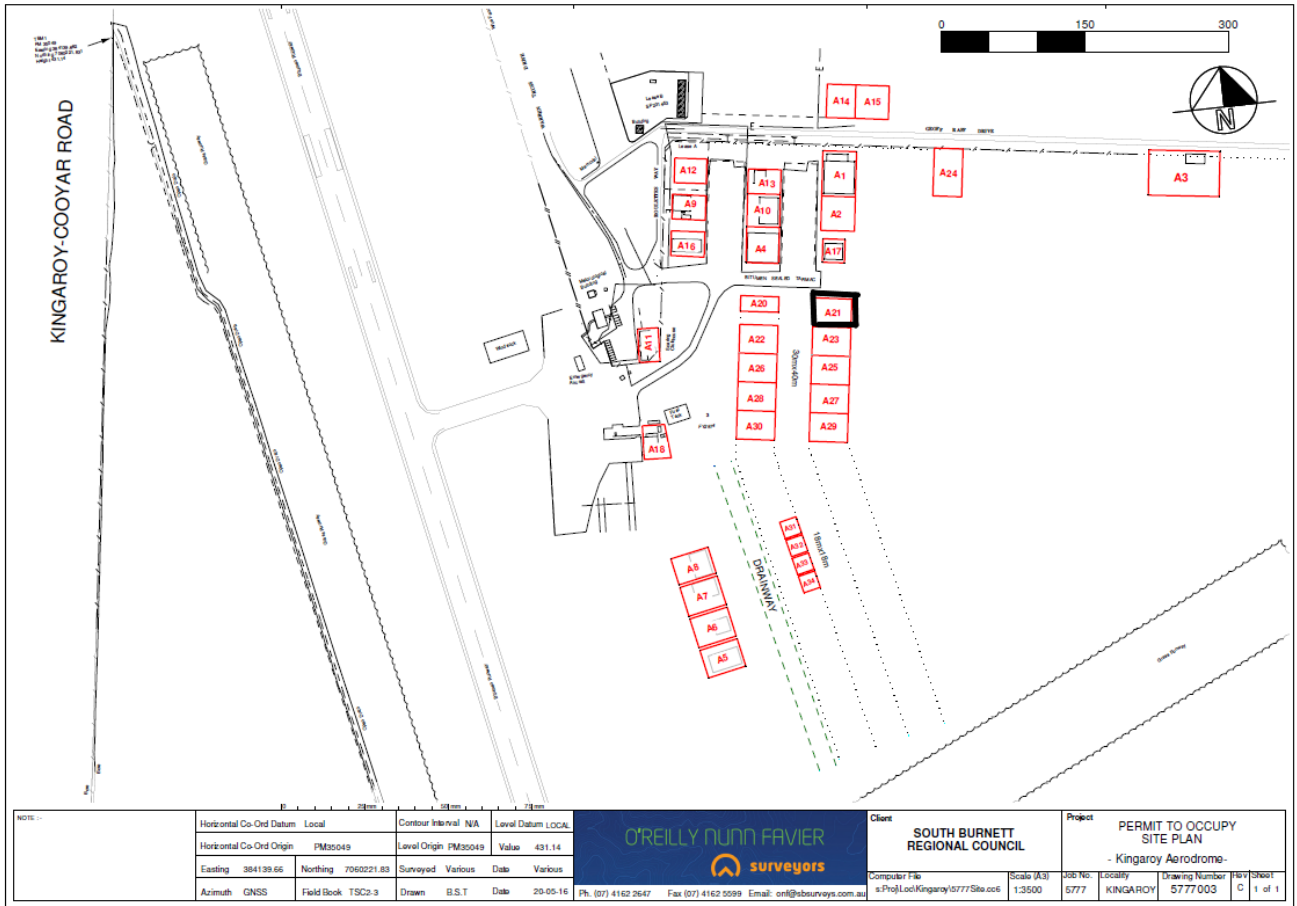
Council recently released a tender to engage a consultant to prepare a Kingaroy Airport Master Plan. The Master Plan is proposed to guide future development of the Kingaroy Airport including identifying areas for future expansion of hangars and other development opportunities.

It is not envisaged that the offer of licence area A21 will affect the outcome of the Airport Masterplan as it is within the pre-planned hangar sites identified on Drawing 5777003 (Rev C) and adjoins existing hangars.

The licence area (A21) is a regular shaped, cleared site that requires minimal earthworks to prepare the site for the construction of a hangar.

ATTACHMENTS

1. **Licence Area 21** [↓](#) 



9 NOTICES OF MOTION

9.1 NOTICE OF MOTION - CITIES POWER PARTNERSHIP

File Number: 15-09-2021

I, Councillor Kirstie Schumacher, give notice that at the next Ordinary Meeting of Council to be held on 15 September 2021, I intend to move the following motion:

MOTION

That South Burnett Regional Council become a member of the Cities Power Partnership, which is a free program that gives local governments the tools, connections and momentum to capitalise on the global shift to a clean economy, and that a workshop be schedule with Cities Power Partnership to support Council in identifying and adopting its five key action pledges.

RATIONALE

To become a member, Council needs to send a letter from the Mayor to the Cities Power Partnership, CEO Amanda McKenzie (cpp@climatecouncil.org.au) confirming Council's participation.

Upon signing up to the program, Council will instantly receive exclusive access to Cities Power Partnership extensive resources, collaboration opportunities and communications support to get their local climate and energy projects up and running.

Member Councils have 6 months to select 5 key actions from the partnership pledges within the categories of renewable energy, efficiency, transport and working in partnership. There are many examples of pledges made from other councils, such as:

- Develop supportive planning laws to encourage residents and industry to adopt renewable energy.
- Install renewable energy (solar PV and battery storage) on council buildings.
- Power council operations by renewable energy and set targets to increase the level of renewable power for council operations over time.
- Set minimum renewable energy benchmarks for new developments.
- Lobby electricity providers and state government to address barriers to local renewable energy uptake.
- Adopt best practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures.
- Roll out energy efficient lighting across the municipality.
- Provide fast-charging infrastructure at key locations for electric vehicles.
- Support cycling through provision of adequate cycle lanes, bike parking and end-of-ride facilities.
- Set up meetings and attend events to work with other council's on tackling climate change.
- Support the local community to develop capacity and skills to tackle climate change.


To accelerate Council's success, members have ongoing access to the Cities Power Partnership knowledge hub which offers monthly webinars, free reporting tool, networking events, expert training, online forum, monthly newsletter and opportunities to be part of regular media and advocacy work.

Member Council's must report on their progress against their key actions in an annual survey, following the submission of their five key action pledge items. When one or all five council pledges are complete, it's time to pick new ones and continue the emissions reductions journey.

There are no costs associated with joining the program or for any of these benefits. Council must nominate a point of contact that can be contacted by the Climate Council.

I commend this Notice of Motion to Council.

ATTACHMENTS

1. **Cities Power Partnership - Information for Councils** [↓](#) 
2. **Cities Power Partnership - Benefits of Membership** [↓](#) 



CITIES POWER PARTNERSHIP

Information for councils



climatecouncil.org.au

Cities Power Partnership

cpp@climatecouncil.org.au
citiespowerpartnership.org.au

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**Australia's largest
network of
cities and towns
tackling
climate change**

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Executive Summary

Australia is on the frontline of climate change and its impacts.

We continue to swelter through record breaking heat, lengthening bushfire seasons, worsening coastal flooding and supercharged storms. Meanwhile, the national energy debate is reaching fever pitch, with renewable energy lambasted by our nation's political and industry leaders as unreliable and unaffordable, whilst "clean coal" technology and gas expansion is being promoted as Australia's future energy solution. As climate impacts worsen and government action stagnates, the window of opportunity to limit the warming of the planet is rapidly closing.

Throughout all of these challenges, local heroes have quietly been getting on with the job. Cities and towns across Australia are surging ahead with emissions reduction plans, switching to cleaner energy and building greener, efficient and more resilient communities. The Cities Power Partnership (CPP) elevates and accelerates this action across the country. We know that transforming the way cities use and generate energy alone has the potential to deliver 70% of the total emissions reductions needed to stay on track for the 2 degrees limit set under the Paris Agreement.

The program engages with towns and cities, via local councils, throughout Australia and incentivises councils to increase renewable energy and energy efficiency, improve transport and engage in advocacy. Members are also given access to a national knowledge hub and a project assesment and tracking tool. They are buddied with other cities to knowledge share, visited by domestic and international experts, connected with community energy groups and celebrated at events with other local leaders. We also showcase the incredible achievements of cities in national, local and social media to millions and share their successes with our community of over 200,000 members and supporters.

"Cities and towns across Australia are surging ahead with emissions reduction plans"

\$102m

worth of
media.

448m

cumulative
audience.

112

reports.

The Climate Council

The Climate Council is Australia's leading climate communications organisation. To date the Climate Council has produced 112 reports on climate impacts and solutions and was the number one organisation communicating on climate change nationally in 2018.

The Climate Council brings a unique set of skills that enable us to build and deliver the Cities Power Partnership program and ensure that it differs from existing programs for local councils. The Climate Council has significant media reach, generating nearly \$102 million worth of media, reaching a cumulative audience of 448 million. This media reach is a key incentive for cities to join the program as well as working to strengthen public support across the country for climate action at the local level.

In addition, the Climate Council hosts a wealth of leading experts in climate impacts and renewable energy solutions whose technical knowledge is key to helping local councils to implement emissions reduction measures.

The Climate Council also uses its national status and the credibility of its Climate Councillors to connect councils across the country with community energy groups and local organisations who can help councils to implement energy efficiency and renewable energy measures quickly and effectively, as well as assist with accessing funding and incentives for councils to act.

The Challenge

Global heat records have been broken again, with the past four years being the hottest years on record. In Australia, 2018 was the third hottest year on record, and nine of the ten hottest years on record have occurred since 2005. Australians continues to swelter through record breaking heat, lengthening bushfire seasons, worsening coastal flooding and supercharged storms.

The emission of greenhouse gases from the burning of fossil fuels like coal, oil and gas, are driving these dramatic changes of the climate system and need to be drastically reduced. However, the window of opportunity to limit the warming of the planet and its catastrophic impacts is rapidly closing and governments are struggling to meet this challenge at the pace required.

Local Champions

In the face of these challenges local champions have emerged.

Around the world and across Australia, towns and cities of all shapes and sizes are getting on with the job. They are surging ahead with emissions reduction plans, switching to cleaner energy and building greener, efficient and more resilient communities. From booming urban centres to small rural townships, local governments and groups of determined residents have been energy and climate trailblazers in many ways. Towns and cities can shape how land is used, investments are made and millions of dollars worth of renewable energy is rolled out. They can influence how new homes and businesses are built, determine the ways in which hundreds of thousands of residents will travel each day and band together to lobby for much needed state and federal policy change. Transforming the way cities use and generate energy alone has the potential to deliver 70% of the total emissions reductions needed to stay on track for the 2 degrees limit set under the Paris Agreement (IEA 2016).

"Local governments and groups of determined residents have been energy and climate trailblazers in many ways."

4 Cities Power Partnership



100

Member
councils &
growing.

300+

Towns
and cities
represented.

12m

Australians
represented.

A Snapshot of the Cities Power Partnership

The Climate Council's Cities Power Partnership (CPP) seeks to celebrate and accelerate the emission reduction and clean energy successes of Australian towns and cities to date. We are calling on Mayors, Councilors and communities to take the next step towards a sustainable, non-polluting energy future by joining the CPP.

The CPP launched mid 2017, along with a Climate Council cities report authored by some of Australia's leading experts, a brand new CPP website and a media campaign featuring the 35 trailblazing councils who joined the partnership in round 1.

A round 2 launch in January 2018 saw us grow to 70 members, representing 8 million Australians and making us the largest climate action program for local government in the country. Round 3 launched in late 2018 and brought the CPP up to 100 local government areas. We now represent over 125 local governments and more than 300 towns and cities and rural shires across all Australian states and territories. See Appendix C for member list.

The CPP launch broke Climate Council media coverage records

The CPP media launch was held at the Mt Majura Solar Farm in the ACT and featured Climate Councilor Professor Tim Flannery, Climate Council CEO Amanda McKenzie, ACT Environment Minister Shane Rattenbury MLC and Lane Crockett, Head of Renewable Infrastructure, Impact Investment Group.

A record breaking coverage of 8 front pages, 250+ broadcast media items and 210+ print & online items. Each of the attending Mayors and Councilors and council communications teams received a comprehensive media kit including:

- > Tailored media hits report,
- > Certificate ceremony photos with Professor Tim Flannery,
- > Mayoral test drive photos of the CPP branded Tesla electric cars, >
- Individual interviews to camera explaining reasons for joining the Cities Power Partnership and what Council hopes to achieve,
- > Drone footage of the Mt Majura solar farm tour,
- > Parliament house media stop video footage

Participating councils who join the partnership have 6 months to select 5 key actions from the partnership pledge ranging from renewable energy, efficiency, transport and advocacy (see Appendix A for full pledge list and Appendix B for pledge examples).

Future applications

Please contact us at cpp@climatecouncil.org.au to find out how your council can join the program

How the Cities Power Partnership Works



Become a Partner

Act:

Councils sign up to be a Partner.

Knowledge:

Partners get exclusive access to the extensive online knowledge hub, webinars and Azility reporting tool.

Connect:

Each Partner is connected with other local councils to knowledge share throughout the year.

Profile:

Partners are profiled in national and local media, online and to our 200,000 members and supporters.

2

Power Up

Act:

Partners have 6 months to select 5 key actions from the partnership pledges ranging from renewable energy, efficiency, transport and advocacy. They must identify a point of contact within council who will liaise with the Climate Council and work to implement their actions. Pledges are submitted by each partner and profiled online.

Knowledge:

Partners will have ongoing access to the knowledge hub, reporting tool, webinars with domestic and international experts as well as communications and advocacy training where required.

Connect:

Partners are connected with councils across state borders to deepen knowledge sharing across joint project areas of interest. Councils can also be connected with their local community energy group and relevant local organisations who can help with implementation of emission reduction actions. Councils who are already leading will play an important knowledge sharing role with other partners.

Incentives:

Partners will be assisted with applications for project funding, third party grants and renewable energy incentives as they become available.

Profile:

Partners and their local success stories will be profiled in the media by our dedicated CPP team Media Advisors working with Council communications teams. Climate Councillors will travel to a range of communities across Australia to engage in community events and talk to councils.

3

Power On

Act:

Partners report on progress against key actions in a 6 monthly survey, following the submission of their 5 pledge items.

Knowledge:

Partners access local and international knowledge and inspiration at through our knowledge hub and various roundtables.

Connect:

Partners are brought together to celebrate the high achieving towns and cities at our national Summit and networking events throughout the year.

Profile:

Success stories are continually celebrated in the media. The CPP annual awards, recognise & celebrate best practice project outcomes, collaborations and individual contributions. Climate Councillors travel to a range of Australian communities, as more towns and cities become Partners and lead the switch to non-polluting energy across the country.

What Does Success Look Like?

By the end of 2019, the Cities Power Partnership generated more than 5000 media items and at 128 members and growing, is now the largest climate action program for local government in the country.

The Partners are supported to implement their pledge items through webinars with topic experts, access to shared project data via the knowledge hub and networking with their peers.



Frequently Asked Questions

When did the Cities Power Partnership launch?

It launched in July 2017. This launch included the launch of the CPP website, the Local Government Action research report, a media and stakeholder launch which showcased the 35 towns and cities who had already pledged and a national media campaign.

A round 2 launch was held in January 2018 to welcome a further 30 councils joining in the latter half of 2018, bringing the total to 100 councils in every state and territory.

Can the broader community nominate their town or city to be part of the Cities Power Partnership?

Yes. Nominations can easily be made through the website at citiespowerpartnership.org.au/nominate/. Tell us why you think your council or any other would be a good fit and if you have recommended points of contact within councils, either staff or elected representatives, we're all ears.

How do community energy organisations get involved?

We are actively reaching out to community energy organisations across the country to get involved. The Cities Power Partnership wants to profile and connect community energy groups with councils involved in the partnership. There is an action pledge under "Work Together and Influence" for councils to strive to "support community energy groups with their community energy initiatives". This connection is vital to help councils achieve success as community energy groups and the community more broadly can provide on the ground support, including workshops and modelling, to help councils achieve their energy and sustainability commitments.

What if a town or city is already leading in renewable energy and sustainability, what does their city get out of joining the partnership?

Cities leading the way play an essential role in the partnership. They share their knowledge with other cities, their successes are celebrated to an audience of millions to inspire others and they will have access to resources and incentives to help them to continue to lead.

Many trailblazing cities who are already leading will have some of their existing initiatives counted towards their partnership pledges.

Appendix

Appendix A: The Partnership Action Pledges

Participating councils who join the partnership will have 6 months to select 5 key actions from the options below.

Renewable Energy

-  1. Develop supportive planning laws to encourage residents and industry to adopt renewable energy.
-  2. Use council resources to support the uptake of renewable energy
-  3. Install renewable energy (solar PV and battery storage) on council buildings.
-  4. Support community facilities to access renewable energy through incentives, support or grants.
-  5. Power council operations by renewable energy, and set targets to increase the level of renewable power for council operations over time.
-  6. Provide incentives and/or remove barriers to encourage local businesses to take up solar power and battery storage.
-  7. Support local community renewable energy projects, and encourage investment in community energy.

-  **8.** Opening up unused council managed land for renewable energy.
-  **9.** Facilitate large energy users collectively tendering and purchasing renewable energy at a low cost.
-  **10.** Set minimum renewable energy benchmarks for new developments.
-  **11.** Electrify public transport systems and fleet vehicles and power these by 100% renewable energy.
-  **12.** Lobby electricity providers and state government to address barriers to local renewable energy uptake.
-  **13.** Identify opportunities to turn organic waste into electricity.
-  **14.** Implement landfill gas methane flaring or capture for electricity generation.
-  **15.** Create a revolving green energy fund to finance renewable energy projects.

Energy Efficiency

-  **1.** Set minimum energy efficiency benchmarks for all planning applications.
-  **2.** Adopt best practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures.
-  **3.** Roll out energy efficient lighting across the municipality.
-  **4.** Provide incentives for energy efficient developments and upgrades to existing buildings.
-  **5.** Incentivise use of energy efficient heating and cooling technologies.
-  **6.** Create a green revolving energy fund to finance energy efficiency projects

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Sustainable Transport

1.  Ensure Council fleet purchases meet strict greenhouse gas emissions requirements and support the uptake of electric vehicles.
2.  Provide fast-charging infrastructure throughout the city at key locations for electric vehicles.
3.  Encourage sustainable transport use such as public transport, walking and cycling through council transport planning and design.
4.  Ensure that new developments are designed to maximize public and active transport use, and support electric vehicle uptake.
5.  Support cycling through provision of adequate cycle lanes, bike parking and end-of-ride facilities.
6.  Reduce or remove minimum car parking requirements for new housing and commercial developments where suitable public transport alternatives exist.
7.  Lobby state and federal governments to increase sustainable transport options
8.  Create disincentives for driving high emitting vehicles.
9.  Convert council waste collection fleet to hydrogen or electric power.

Work Together and Influence

1.  Set city-level renewable energy or emissions reduction targets.
2.  Lobby state and federal government to address barriers to the take up of renewable energy, energy efficiency and/or sustainable transport.
3.  Set up meetings and attend events to work with other cities on tackling climate change.
4.  Develop education and behaviour-change programs to support local residents and businesses to tackle climate change through clean energy, energy efficiency and sustainable transport.
5.  Lobby for state and federal support for a just transition away from coal-driven industry for local workers and the community.
6.  Develop procurement policy to ensure that the practices of contractors and financiers align with council's renewable energy, energy efficiency and sustainable transport goals.
7.  Support the local community to develop capacity and skills to tackle climate change.
8.  Support local community energy groups with their community energy initiatives.
9.  Achieve 100% divestment from fossil fuel aligned investments at the earliest possible date.

Appendix

Appendix B: Pledge Examples

Renewable energy

Action	Examples	Link
Install renewable energy (solar PV and battery storage) on council buildings	Bathurst Council installed solar systems across nine council buildings	https://www.bathurst.nsw.gov.au/environment/energy-sustainability/solar-power-on-council-buildings.html
Facilitate large energy users collectively tendering and purchasing renewable energy at a low cost.	The Melbourne Renewable Energy Project involves bringing together a number of large energy users to collectively tender for renewable energy.	https://www.melbourne.vic.gov.au/business/sustainable-business/mrep/Pages/melbourne-renewable-energy-project.aspx

Energy efficiency

Action	Examples	Link
Roll out energy efficient lighting across the municipality.	Wingecarribee Shire Council - participation in Lighting the Way Streetlighting upgrade	http://media.wsc.nsw.gov.au/council-and-endeavour-energy-roll-out-street-light-upgrade/
Create a green revolving energy fund to finance energy efficiency projects	Penrith City Council Sustainability Revolving fund has supported 42 projects to the value of more than \$1.5 million. Combined these projects result in savings of almost \$600,000 each year, along with abatement of more than 3,100 tonnes of CO ₂ e.	https://www.penrithcity.nsw.gov.au/Documents/Waste-and-Environment/Sustainability-Revolving-Fund-Guidelines/

Sources: IEA 2016; IRENA 2016

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Sustainable transport

Action	Examples	Link
Ensure Council fleet purchases meet strict greenhouse gas emissions requirements and support the uptake of electric vehicles.	Charge Together initiative	https://www.chargetogether.com/about-the-program
Provide fast-charging infrastructure throughout the city at key locations for electric vehicles.	Regional 3 Council Program Waverley, Woollahra & Randwick Councils	http://www.waverley.nsw.gov.au/top_link_pages/news_and_media/council_news/news/a_nsw_first_for_electric_vehicle_owners

Work together and influence

Action	Examples	Link
Set city-level renewable energy or emissions reduction targets.	Darebin has set a target of zero net carbon emissions across Darebin by 2020 and released the first ever Climate Emergency Plan.	https://www.bathurst.nsw.gov.au/environment/energy-sustainability/solar-power-on-council-buildings.html
Support the local community to develop capacity and skills to tackle climate change	Hepburn Shire and ZNet Hepburn Shire created the 10 year Community Transition Plan	https://z-net.org.au/hepburn/

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Cities Power Partnership

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citiespowerpartnership.org.au

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Join Australia's largest network of cities and towns working towards a clean economic future.

The Cities Power Partnership is a free national program that supports over 145 local governments of all shapes and sizes to capitalise on the opportunities of a clean economy.

We save local governments time and resources by providing opportunities to collaborate and learn from successful council projects across the country that reduce emissions and set communities up for a prosperous future.



Benefits of Membership



Media, Profiling and Advocacy

- > Media training and support on how to communicate your council's clean initiatives in the media and to your community
- > Profile boosting through initiatives featured in Climate Council reports, case studies, media articles, social media and the Annual Cities Power Partnership Awards Event
- > Joint advocacy opportunities with dozens of other councils such as the [Clean Jobs](#) and [Extreme Weather](#) statements



Collaboration, Knowledge Sharing and Events

- > Access to a Knowledge Hub with over 450 resources including reports and council policies
- > Collaboration opportunities through events, working groups and an online platform to connect and share ideas with councils across the country
- > Monthly expert webinars and opportunities to attend local and national events such as the [Cities Power Partnership National Summit](#)



Accelerating Progress and Measurement

- > Measure your project costs and emissions through free access to the Azility reporting tool
- > Access to experts and credible service providers to accelerate and deliver projects
- > Simple annual reporting to track your council's pledge progress and benchmark against national trends

"A fantastic program for councils to be a part of. Having a reliable source of information available for those who need it is very valuable and key to accelerating Australia's local energy transition."

City of Newcastle, NSW

Join for free today

citiespowerpartnership.org.au/join

10 CONFIDENTIAL SECTION

OFFICER'S RECOMMENDATION

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

10.1 Great Lakes Agency for Peace and Development International - GLAPDI Ltd.

This matter is considered to be confidential under Section 254J - f 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 matters that may directly affect the health and safety of an individual or a group of individuals.

10.2 Wondai Swimming Pool - Appointment of Temporary Pool Manager

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.

11 CLOSURE OF MEETING