



AGENDA

Ordinary Council Meeting Wednesday, 22 September 2021

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

Date: Wednesday, 22 September 2021

Time: 9.00 am

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

**Mark Pitt PSM
Chief Executive Officer**

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

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

6 DEPUTATIONS/PETITIONS

6.1 DEPUTATION - SUSAN MOLLENHAUER

File Number: 22/09/2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

PRECIS

Deputation by Susan Mollenhauer

SUMMARY

Susan Mollenhauer will be attending Council to express her concern regarding Council's decision to not having dangerous magpies removed from our local region.

BACKGROUND

Nil

ATTACHMENTS

Nil

6.2 FORWARDING PETITION IN RELATION TO THE CHANGING CLIMATE AND ITS EFFECT ON THE FUTURE AND REQUESTING COUNCIL CONSIDER DECLARING A CLIMATE EMERGENCY

File Number: IR 2830352
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Forwarding petition in relation to the changing climate and its effect on the future and requesting Council consider declaring a climate emergency

SUMMARY

A petition has been received in relation to the changing climate and its effect on the future and requesting Council consider declaring a climate emergency

OFFICER'S RECOMMENDATION

That the Petition be received and referred to the Chief Executive Officer to determine appropriate action.

BACKGROUND

N/A

ATTACHMENTS

Nil

6.3 PETITION FROM STUDENTS OF WHEATLANDS STATE SCHOOL

File Number: 22/09/2012

Author: Executive Assistant

Authoriser: Chief Executive Officer

PRECIS

Petition from Students of Wheatlands State School requesting a trampoline centre be built at the PCYC in Murgon

SUMMARY

The students of Wheatlands State School would like to petition for a trampoline centre to be built at the PCYC in Murgon.

OFFICER'S RECOMMENDATION

That the Petition be received and referred to the Chief Executive Officer to determine appropriate action and report back to a meeting of Council.

BACKGROUND

N/A

ATTACHMENTS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 25 AUGUST 2021

File Number: 22/09/2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Council Meeting held on 25 August 2021 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 25 August 2021**



MINUTES

Ordinary Council Meeting Wednesday, 25 August 2021

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 25 AUGUST 2021 AT 9.00AM**

PRESENT:**Councillors:**

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

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Ged Brennan (Acting General Manager Infrastructure), Tracey Wilson (Coordinator Executive Services)

1 OPENING

The Mayor declared the meeting open and welcomed all attendees.

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 PRAYERS

A representative of Kingaroy District Ministers Association, Father Chukwudi Chinaka offered prayers for Council and for the conduct of the Council meeting.

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

5 DECLARATION OF INTEREST

I, Cr Danita Potter inform this meeting that I have a declarable conflict of interest in relation to **Item 19.2 Application seeking Council Approval for Reprieve from Sale of Land Process.**

The nature of my interest is as follows:

This declarable conflict of interest arises due to a close personal relationship.

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

I, Cr Scott Henschen inform this meeting that I have a declarable conflict of interest in relation to **Item 19.2 Application seeking Council Approval for Reprieve from Sale of Land Process.**

The nature of my interest is as follows:

This declarable conflict of interest arises due to a close personal relationship.

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

6 DEPUTATIONS/PETITIONS**6.1 DEPUTATION - BRETT HEADING AND STUART NICHOLSON - WEST BARAMBAH WEIR FEASIBILITY**

Brett Heading and Stuart Nicholson addressed the meeting regarding the West Barambah Weir Feasibility.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**7.1 MINUTES OF THE COUNCIL MEETING HELD ON 28 JULY 2021**

RESOLUTION 2021/84

Moved: Cr Roz Frohloff
Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 7/0

MOTION

RESOLUTION 2021/85

Moved: Cr Kathy Duff
Seconded: Cr Brett Otto

That Items 13.3 and 16.1 be brought forward and discussed.

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

Against: Nil

CARRIED 7/0

13.3 NATIONAL WATER INFRASTRUCTURE DEVELOPMENT FUND (NWIDF) - PHASE TWO

RESOLUTION 2021/86

Moved: Cr Kathy Duff
Seconded: Cr Kirstie Schumacher

That the recommendation as amended in Item 6 be adopted:

1. That Council delegate to commence delivery of the Phase two (2) South Burnett Feasibility Study in accordance with the Operational Plan 2021-22 and in accordance with the scope of works including:
2. Development of a 25-year regional economic plan that will inform water infrastructure investment decisions for South Burnett. This plan will be for the entire South Burnett;
3. Strategic assessment of the viability of converting Gordonbrook Dam from urban to irrigation use and developing a plan for augmentation of the existing strategic water infrastructure;
4. Strategic assessment and plan for the development of on new, or augmented, water infrastructure for Blackbutt irrigators, including securing new water allocations for agricultural;
5. Barlil Weir Demand Assessment and Report including customer engagement (existing and potential), rigorous evidence bases analysis of current and future demand;
6. Completion of a hydrological and economic assessment and analysis of the West Barambah Catchment on the Barker Barambah Water Scheme; and
7. That Council delegate to the Chief Executive Officer to deliver the program with quarterly reports addressing Phase two (2) progress to be presented to Council.

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

Against: Nil

CARRIED 7/0

16.1 NOTICE OF MOTION - NATIONAL WATER INFRASTRUCTURE DEVELOPMENT FUND (NWIDF) - PHASE 2

MOTION

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

With the consent of the mover and seconder the motion was withdrawn.

That South Burnett Regional Council allocate the remaining \$129,000 of the balance of NWIDF funds towards the completion of a hydrological and economic assessment and analysis of the West Barambah Catchment on the Barker Barambah Water Scheme.

MOTION

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the motion be amended:

That South Burnett Regional Council allocate the remaining balance of NWIDF funds towards the completion of a hydrological and economic assessment and analysis of the West Barambah Catchment on the Barker Barambah Water Scheme.

The amendment was withdrawn.

FORESHADOWED MOTION

Moved: Cr Kirstie Schumacher

That Council further define its scope of works and a report detailing the costs be brought back to Council for consideration.

RESOLUTION 2021/87

Moved: Cr Kirstie Schumacher
Seconded: Cr Kathy Duff

That Council further define its scope of works for the National Water Infrastructure Development Fund (NWIDF) Phase Two and a report detailing the costs to deliver the projects identified be brought back to Council in the September Ordinary Meeting for consideration.

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

Against: Nil

CARRIED 7/0

ADJOURN MORNING TEA

RESOLUTION 2021/88

Moved: Cr Brett Otto
Seconded: Cr Scott Henschen

That the meeting adjourn at 10:20am.

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

Against: Nil

CARRIED 7/0

CITIZENSHIP CEREMONY

During the adjournment a citizenship ceremony and morning tea was held for:

Mr Ranel Buenavista
Master Knuffi Buenavista
Miss Sandy Dizon
Mrs Grena Fernandez
Mrs Narges Mojtahedi
Miss Parastoo Dabirashrafi
Mr Francesco Sartor
Mrs Joanne Tolosa
Mr Alexis Cadut
Mr Paul Cadut
Miss Zandro Cadut
Mrs Elena Carracher
Nikita Khmelinin
Mr Peter Gagatam
Mrs Sonia Hannigan
Mr Abderrahmane Kerrou
Mr Bikash Rana Chhetri
Mr David Gakuo
Susan Ndege
Master Ian Gakuo
Miss Nicole Wangui

CHERBOURG ABORIGINAL SHIRE COUNCIL

During the adjournment a meeting was held with Cherbourg Aboriginal Shire Council.

RESUME MEETING

RESOLUTION 2021/89

Moved: Cr Brett Otto
Seconded: Cr Gavin Jones

That the meeting resume at 2.00pm.

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

Against: Nil

CARRIED 7/0

8 BUSINESS OUTSTANDING**8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING**

RESOLUTION 2021/90

Moved: Cr Kirstie Schumacher
Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 7/0

9 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT**9.1 AUSTRALIA DAY - NOMINATION FORMS AND LOCATION**

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

9.2 PROPOSED CHRISTMAS CLOSURE AND STAFF CHRISTMAS FUNCTION

RESOLUTION 2021/92

Moved: Cr Scott Henschen

Seconded: Cr Roz Frohloff

That:

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

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/93

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

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

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/94

Moved: Cr Danita Potter
Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/95

Moved: Cr Roz Frohloff
Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/96

Moved: Cr Kirstie Schumacher
Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/97

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

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

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/98

Moved: Cr Kirstie Schumacher
Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/99

Moved: Cr Scott Henschen
Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/100

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the South Burnett Regional Council Community Engagement Policy – Statutory050 and Strategy be adopted as amended through the inclusion of the following clause at step 3 of the strategy guide and tools:

For capital works projects, the level of impact and level of engagement as presented in the IAP2 spectrum is to be determined by a resolution of Council as part of the capital budget adoption process.

Further, the review date be amended to August 2022.

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

Against: Crs Gavin Jones, Roz Frohloff and Scott Henschen

CARRIED 4/3

9.11 MONTHLY FINANCIAL REPORT

RESOLUTION 2021/101

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

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

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/102

Moved: Cr Roz Frohloff

Seconded: Cr Kirstie Schumacher

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

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

Against: Nil

CARRIED 7/0

10 PORTFOLIO – ROADS & DRAINAGE

10.1 HALY STREET WONDAI ROUNDABOUT COMMUNITY CONSULTATION

RESOLUTION 2021/103

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That Council note the design material and commence broad public consultation on the Haly Street roundabout with the Wondai community with a third design of all concrete.

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

Against: Nil

CARRIED 7/0

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

11.1 APPLICATION FOR FUNDING UNDER THE BLACK SUMMER BUSHFIRE RECOVERY GRANTS PROGRAM

RESOLUTION 2021/104

Moved: Cr Roz Frohloff

Seconded: Cr Kirstie Schumacher

That Council develop and submit an application under the Black Summer Bushfire Recovery Grants Program to undertake a social recovery and resilience program and an economic recovery and resilience program.

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

Against: Nil

CARRIED 7/0

11.2 SOCIAL HOUSING FUNDING APPLICATION

RESOLUTION 2021/105

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That South Burnett Regional Council collaborate with not-for-profit groups that manage emergency, transitional, and long-term social housing as well as a range of complimentary support programmes to investigate options for a grant submission in Round 2 of the Resources Community Infrastructure Fund or other similar grant programmes.

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

Against: Nil

CARRIED 7/0

11.3 KINGAROY COMMUNITY GARDEN

RESOLUTION 2021/106

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

That South Burnett Regional Council calls for Expressions of Interests in the Kingaroy Community Garden from community groups and local residents and report back on status of the site to a future Community Standing Committee.

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

Against: Nil

CARRIED 7/0

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

Nil

13 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT**13.1 ADOPTION OF LOCAL DISASTER MANAGEMENT PLAN & SUB PLANS**

RESOLUTION 2021/107

Moved: Cr Roz Frohloff
Seconded: Cr Danita Potter

That Council note and adopt the South Burnett Local Disaster Management Plan and Sub Plans endorsed at the South Burnett Local Disaster Management Group (LDMG) meeting on 17 June 2021.

It is noted that all Councillors will receive a hard copy of the plans upon adoption at the General Council meeting. These will also be uploaded on Council's website.

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

Against: Nil

CARRIED 7/0

13.2 WIDE BAY BURNETT REGIONAL ORGANISATIONAL OF COUNCILS URBAN WATER TECHNICAL COMMITTEE DISSOLUTION AND FORMATION OF WIDE BAY BURNETT URBAN WATER ALLIANCE

RESOLUTION 2021/108

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That Council continue with the collaboration across the Wide Bay Burnett Water businesses under the Wide Bay Burnett Urban Water Alliance (WBBUWA) under the terms of reference provided.

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

Against: Nil

CARRIED 7/0

13.4 APPLICATION TO SUPPLY WATER OUTSIDE THE DECLARED WATER AREA

RESOLUTION 2021/109

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That Council approves in accordance with the *Water Supply Act (Safety & Reliability Act 2008)* to extend the declared water supply area on the Proston Rural Water Scheme to include Lot 10 on RP BO9 in the Parish of McEuen.

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

Against: Crs Gavin Jones, Roz Frohloff and Scott Henschen

CARRIED 4/3**14 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS****Attendance:**

At 3:22 pm, Cr Danita Potter left the meeting.

At 3:24 pm, Cr Danita Potter returned to the meeting.

14.1 MAGPIE SWOOPING

MOTION

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That:

1. Pursuant to section 235(c) of the *Local Government Regulation 2012*, Council enter into a contract with a licensed and available relocater to remove up to twenty (20) magpies from the region, with total costs not to exceed \$10,900;
2. The required funds for the contract be sourced from the Rural Services Business Unit.

-
3. Further , a report come back to Council providing an evaluation of the magpie relocation project for Council consideration in the next budget process.

In Favour: Crs Brett Otto, Kathy Duff and Kirstie Schumacher

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

LOST 3/4

ADJOURN AFTERNOON TEA

RESOLUTION 2021/110

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the meeting adjourn for afternoon tea at 3:36pm.

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

Against: Nil

CARRIED 7/0

RESUME MEETING

RESOLUTION 2021/111

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the meeting resume at 3:49pm with General Manager Community Peter O'May absent.

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

Against: Nil

CARRIED 7/0

MOTION

RESOLUTION 2021/112

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That Item 14.5 be brought forward and discussed.

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

Against: Nil

CARRIED 7/0

14.5 NOTICE OF MOTION - CCTV CAMERAS AND SECURITY LIGHTING

RESOLUTION 2021/113

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That capital funding be considered for the first quarter review to provide:

1. CCTV cameras in strategic locations (subject to privacy legislation) on the Kingaroy rail trail from the Youngman street entry point to the intersection with Meiers Road;
2. Security lighting as appropriate.

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

Against: Nil

CARRIED 7/0

14.2 NAMING OF PARK - PROSTON

RESOLUTION 2021/114

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

1. That the park at the intersection of the Okenden and Wondai-Proston Roads be named 'Rundle Park' in honour of Dr Reeve Palmerston Rundle, the well-known and highly respected medical practitioner who worked in Proston and region in the 1930s.
2. Prior to erection, residents be provided with a sign concept, consisting of re-used timber, silky oak if available.

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

Against: Nil

CARRIED 7/0

14.3 TAABINGA CEMETERY EXPANSION

RESOLUTION 2021/115

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Department of Agriculture and Fisheries, Kingaroy, be advised that Council intends to expand the Taabinga Cemetery in the near future and that current cropping on the existing section of the cemetery reserve should cease as soon as possible.

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

Against: Nil

CARRIED 7/0

14.4 PUBLIC AMENITIES - CLEANING CONTRACTS

RESOLUTION 2021/116

Moved: Cr Kirstie Schumacher
Seconded: Cr Kathy Duff

That pursuant to section 228 of the *Local Government Regulation 2012*, South Burnett Regional Council seek tenders for cleaning of public amenities for the localities of Kingaroy, Nanango, Murgon, Blackbutt, Benarkin and Wondai.

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

Against: Nil

CARRIED 7/0

14.6 HIVESVILLE RAIL SIDING LAND

MOTION

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That Council, based on the proposal from the Hivesville Progress Association for development of Lot 112 on SP116355:

1. Liaise with Department of Transport and Main Roads to determine appropriate development of the Rail Siding at Hivesville;
2. Meet with the Hivesville Progress Association to discuss:
 - (a) Project concept (appropriate size and location of proposed and alternative uses);
 - (b) Estimated costs on developing the grounds and infrastructure so the community is fully aware of future funding required.
 - (c) Options for subleasing of the land

RESOLUTION 2021/117

Moved: Cr Gavin Jones
Seconded: Cr Danita Potter

That the matter lay on the table.

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

Against: Crs Brett Otto, Kathy Duff and Kirstie Schumacher

CARRIED 4/3

14.7 PROPOSED AGREEMENT BETWEEN KINGAROY AND DISTRICT VINTAGE MACHINERY CLUB AND COUNCIL FOR LAND AT KINGAROY AERODROME.

RESOLUTION 2021/118

Moved: Cr Kirstie Schumacher
Seconded: Cr Danita Potter

That agreements be entered into with Kingaroy & Vintage Machinery Club Inc. at the Kingaroy Aerodrome for areas:

- (a) C and G for the purpose of farming, for a term of 12 months for \$75.00 (plus GST), and
- (b) part of F for the purpose of event parking, for a term of 12 months for \$75.00 (plus GST).

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

Against: Nil

CARRIED 7/0

14.8 TENDER FOR REAL ESTATE SALES SERVICES

RESOLUTION 2021/119

Moved: Cr Danita Potter
Seconded: Cr Gavin Jones

That Council endorse releasing a request for tender for real estate sale services in each of the towns in the South Burnett.

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

Against: Nil

CARRIED 7/0

15 PORTFOLIO - REGIONAL DEVELOPMENT

15.1 RESOURCES COMMUNITY INFRASTRUCTURE FUND ROUND 1 - QCN DARK FIBRE TO NANANGO & KINGAROY

RESOLUTION 2021/120

Moved: Cr Kirstie Schumacher
Seconded: Cr Danita Potter

That South Burnett Regional Council submit an application to the Resources Community Infrastructure Fund Round 1 for the new high speed fibre optic infrastructure connection to Kingaroy via Nanango leveraging the State Government's fibre optic network at the Tarong Power Station.

Council recognises that this infrastructure project is costed at \$3M and is shovel ready with both build and infrastructure management partner relationships in place.

Council recognises that this project will:

-
- Close the existing digital divide and elevate the South Burnett to a position of leadership in regional Australia.
 - Provide high level capacity to resolve the current network congestion experienced by businesses and the community through offering new backhaul routing capability for NBN, Telstra and other networks.
 - Put downward pressure on high regional data costs.
 - Establish the interconnect (POP) in the Kingaroy Transformation Project (KTP) zone and will leverage Council's current investment in the "last mile" digital conduit in the project footprint.
 - Enable further smart country elements to be achieved in the delivery of the KTP project at no additional cost to Council.
 - Provide future capability and project preparedness for similar digital trunk infrastructure works to be delivered in Nanango, supporting further growth and investment readiness outcomes to be achieved in the region.
 - Support improved liveability and lifestyle outcomes with improvements in community safety, community services, and general social connectivity.
 - Enable new cutting-edge digital service offerings up to 100 gigabits per second to support and attract leading edge in Agtech, health and business Internet of Things (IoT) adoption.
 - Create a new opportunity to microwave very high capability and secure further funding opportunities to support other townships, outlying businesses, and key facilities to access improved digital capacity throughout the region.

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

Against: Nil

CARRIED 7/0

15.2 BUSINESS FORUM

RESOLUTION 2021/121

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That a partnership between South Burnett Regional Council's Regional Development Portfolio and CCIQ to host a Business Forum on Tuesday 21 September 2021 with key representatives from each South Burnett based business group and chamber of commerce in Nanango.

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

Against: Nil

CARRIED 7/0

15.3 LOCAL PROCUREMENT TARGETS

RESOLUTION 2021/122

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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

Against: Nil

CARRIED 7/0

15.4 MOBILE BLACK SPOT PROGRAM

RESOLUTION 2021/123

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

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

- (a) Boondooma Dam QLD-0528
- (b) Mount Mowbullan (Bunya Mts) QLD-1505
- (c) Moffatdale, Burnett Hwy, Redgate
- (d) Malar Road, Kingaroy
- (e) Crawford, Memerambi, Wooroolin

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

Against: Nil

CARRIED 7/0**16 NOTICES OF MOTION**

At 4.24pm General Manager Peter O'May returned to the meeting.

16.2 NOTICE OF MOTION - PRESSURE CLEANING OF CBD FOOTPATHS

RESOLUTION 2021/124

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That a report be brought back to the September Standing Committee Meeting with service levels and costings to implement a regional CBD footpath cleaning program including an option for a trial for a six month period involving the hire of a Litter Vac and Pavement Scrubber with tandem trailer.

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

Against: Nil

CARRIED 7/0

16.3 NOTICE OF MOTION - PUBLIC RAMP AT BJELKE-PETERSEN DAM

RESOLUTION 2021/125

Moved: Cr Kathy Duff
Seconded: Cr Kirstie Schumacher

That Council:

1. Act to have options and engineering plans prepared for a 45-metre extension to the public boat ramp at Bjelke Petersen Dam and upon completion Council make application to the Department of Transport and Main Roads for approval to undertake the extension works.
2. That Council make application under the Department of Agriculture and Fisheries Queensland's Fishing Infrastructure Grants Program for funding to extend the public boat ramp at Bjelke Petersen Dam.

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

Against: Nil

CARRIED 7/0

16.4 NOTICE OF MOTION - CHERBOURG ROAD RESEALING WORKS

RESOLUTION 2021/126

Moved: Cr Brett Otto
Seconded: Cr Gavin Jones

That a report be brought to the September meeting of the Infrastructure Standing Committee with options to bring forward the scheduled resealing works on Cherbourg road in order for the works to be completed prior to the year-end Christmas break.

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

Against: Nil

CARRIED 7/0

16.5 NOTICE OF MOTION - DOG REGISTRATION FEES

RESOLUTION 2021/127

Moved: Cr Brett Otto
Seconded: Cr Roz Frohloff

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.

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

Against: Nil

CARRIED 7/0

17 INFORMATION SECTION

17.1 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

RESOLUTION 2021/128

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 7/0

17.2 DELEGATED AUTHORITY REPORTS

RESOLUTION 2021/129

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That the Delegated Authority report be received.

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

Against: Nil

CARRIED 7/0

18 QUESTIONS ON NOTICE

Nil

19 CONFIDENTIAL SECTION

RESOLUTION 2021/130

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

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*:

19.1 Sale of Land for Overdue Rates and Charges

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

19.2 Application seeking Council Approval for Reprieve from Sale of Land Process

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

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

Against: Nil

CARRIED 7/0

RESOLUTION 2021/131

Moved: Cr Brett Otto
 Seconded: Cr Kirstie Schumacher

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 7/0

19.1 SALE OF LAND FOR OVERDUE RATES AND CHARGES

RESOLUTION 2021/132

Moved: Cr Gavin Jones
 Seconded: Cr Roz Frohloff

That:

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

Schedule

1	Lot 24 RP177433, Title Reference 16123101
2	Lot 3 SP 212978, Title Reference 16407019
3	Lot 4 SP187872 & Lot 4 RP180298, Title Reference 50614653 & 50614653

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

Against: Nil

CARRIED 7/0

Attendance:

At 5:08pm, Cr Danita Potter left the meeting
 At 5:08pm, Cr Scott Henschen left the meeting

19.2 APPLICATION SEEKING COUNCIL APPROVAL FOR REPRIEVE FROM SALE OF LAND PROCESS

RESOLUTION 2021/133

Moved: Cr Gavin Jones
 Seconded: Cr Kirstie Schumacher

That Council:

1. Notes that the 'Financial Hardship Policy – Statutory012' is not extended to include Company and Family Trusts; and
2. A Formal Payment Arrangement and 12 months reprieve is not agreed to, and the Sale of Land process continues as per *Part 12* of the *Local Government Regulation 2012*; and
3. Council supports an industry led initiative to develop a programme that links builders to landowners allowing Council to maintain independence in relation to individual developments.

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

Against: Nil

CARRIED 5/0

Attendance:

At 5:10 pm, Cr Danita Potter returned to the meeting.

At 5:10 pm, Cr Scott Henschen returned to the meeting.

20 CLOSURE OF MEETING

The Meeting closed at 5:10pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 22 September 2021.

.....
CHAIRPERSON

8 BUSINESS OUTSTANDING

8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File Number: 22/09/2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

PRECIS

Business outstanding table for the Ordinary Council Meeting

SUMMARY

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

OFFICER'S RECOMMENDATION

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

BACKGROUND

N/A

ATTACHMENTS

1. **Business Outstanding Table - 22 September 2021** [↓](#) 

BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Meeting Date: 22 September 2021

Attachment No: 1

Meeting	Subject	Resolution	Notes
Council 24/02/2021	Overgrown Allotment Enforcement	<p>RESOLUTION 2021/270</p> <p>Moved: Cr Kathy Duff Seconded: Cr Roz Frohloff</p> <p>That Council approve a review into the Overgrown Allotment operations of Council with a view to a stricter enforcement protocol.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: center;">CARRIED 7/0</p>	<p>21 May 2021 1:34pm Patch, Craig Compliance still awaiting some feedback from other Council's as to what their O/G Allotment Policy is. Compliance then to formulate a draft O/G Allotment position.</p> <p>22 Jul 2021 2:49pm Patch, Craig A lacklustre response from other Councils. However, presently developing a draft Policy position based upon comments made by some councillors. This document will then be circulated to the councillors for their information and then returned to the Community Standing Committee for Council's consideration.</p>
Council 24/02/2021	Illegal Occupation of Private Land	<p>RESOLUTION 2021/271</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <p>That Council approve the development of an Illegal Occupation on Private Land Policy, Procedure and Enforcement Strategy.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: center;">CARRIED 7/0</p>	<p>21 May 2021 1:43pm Patch, Craig Awaiting legal advice in relation to some technical questions/aspects concerning certain aspects of the illegal occupation policy position document</p> <p>22 Jul 2021 2:48pm Patch, Craig Still seeking legal clarification on some points for the Policy position.</p>
Council 24/02/2021	Update to Standard Street Name Sign and Style Guides	<p>RESOLUTION 2021/262</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Roz Frohloff</p> <p>That Council resolves to adopt a standard street blade and roundabout street sign</p> <p>1. That the revisions to the standard street name sign drawing, as specified in Attachment one (1) (option 4), be</p>	To be added to the Style Guide

		<p>adopted and implemented on all new and replacement street name signs;</p> <p>2. That the standard roundabout name sign drawing, as specified in Attachment two (2) (option 5), be adopted and implemented on all new and replacement roundabout name signs; and</p> <p>3. That the style guidelines be updated to reflect the change to the standard street name sign.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	
<p>Council 28/04/2021</p>	<p>Independent Accounting Analysis</p>	<p>RESOLUTION 2021/335</p> <p>Moved: Cr Brett Otto Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council work with our Chief Executive Officer to develop a strategy which provides a pathway to surplus by 2023/2024 and that such work commence in July 2021 with a view to finalisation of the strategy by 30 June 2022.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>21 May 2021 8:54am Pitt PSM, Mark CEO met with QTC representative and presentation organised for 3 June 2021 with QTC representatives on Budget preparation.</p> <p>20 Aug 2021 9:02am Pitt PSM, Mark Expression of interest place for training through collaborative partnership, Queensland Treasury Corporation (QTC), the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) and the University of Queensland (UQ) for a program with a specific purpose to build capability across the local government sector.</p>

<p>Council 28/04/2021</p>	<p>Pilot Project to support residential housing outcomes in Kingaroy</p>	<p>RESOLUTION 2021/357 Moved: Cr Kirstie Schumacher Seconded: Cr Kathy Duff That Council investigate and develop a pilot project that aims to support and address the current lack of housing by: a) Identifying potential freehold landholdings that Council owns, including what may be underutilised green space that has been identified as superfluous to our community's needs in residential areas in Kingaroy, b) Considering what would be involved in subdividing or developing these Council owned parcels or underutilised green spaces, c) Consider Council's options to sell these parcels for residential housing; and or d) Consider opportunities for Council to stage or partner with appropriate building contractors to construct residential houses in Kingaroy A report on a potential pilot project be brought back to Council for consideration in the 2021/22 Operational Plan to help address the current lack of residential housing in Kingaroy that is known to be impacting the local industry and causing housing stress for residents. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil</p>	<p>21 May 2021 1:48pm Bayntun, Rebecca Project commenced by identifying freehold land. Project plan being prepared.</p>
<p>Council 28/04/2021</p>	<p>New Dam Signage</p>	<p>RESOLUTION 2021/359 Moved: Cr Kathy Duff Seconded: Cr Roz Frohloff</p>	<p>17 May 2021 10:05am Hunter, Michael Signs are in process of being powder coated and designs work is nearing completion. Order has been processed for footings etc to be undertaken.</p>

		<p>That Council support the South Burnett Tourist Parks branding design to be implemented at Boondooma Dam and Bjelke-Petersen Dams signage and promotional material and the name on the design be changed to Boondooma Dam.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>23 Jun 2021 4:40pm Hunter, Michael Final proofs have been sent to Artcraft for printing 21/6/21 - Signs have been returned, new powered coating and are at Dams awaiting installation.</p> <p>05 Aug 2021 5:01pm Hunter, Michael Waiting on signs from Art craft - Small sign frames have been installed at BP Dam.</p> <p>19 Aug 2021 3:05pm Hunter, Michael Jason from Artcraft contacted 19/8/2021 signs to be delivered to Council by 27/8/2021-installation to commence 30/8/21</p>
Council 26/05/2021	Local Law Review	<p>RESOLUTION 2021/389</p> <p>Moved: Cr Danita Potter Seconded: Cr Gavin Jones</p> <p>That a complete review of the South Burnett Regional Council's Local Laws and Subordinate Local Laws be undertaken during the 2021/22 financial year and that this activity be included in Council's 2021/22 Operational Plan.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>30 Jun 2021 9:56am O'May, Peter Activity included in Operational Plan development for 2022/23 as additional funding not available in draft 2021/22 budget., Report to be provided to Community Standing Committee including anticipated costs in 1st quarter for Council's consideration</p>
Council 26/05/2021	Development of Murgon to Proston to Rail Trail	<p>RESOLUTION 2021/393</p> <p>Moved: Cr Roz Frohloff Seconded: Cr Danita Potter</p> <p>That:</p> <p>1. A Councillor workshop be held to review relevant documentation and formulate an assessment process including consultation plan as required, to assist Council make an informed decision on this matter.</p>	<p>20 Jul 2021 11:53am Watt, Mark A councillor workshop will be convened in the near future, but approx. 1 to 2 months.</p> <p>23 Aug 2021 5:17pm Watt, Mark Email to Councillors providing background material and feasibility study.</p>

		<p>2. the Deputation parties be advised that Council will not be in a position to provide a response until further consideration on this matter has been made.</p> <p>3. A further report be presented to a future Standing Committee Meeting.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	
Council 30/06/2021	Local Law Review	<p>RESOLVED 2021/405</p> <p>Report back to first quarter budget review with a cost estimate for the Local Law Review.</p>	<p>22 Jul 2021 10:20am Patch, Craig</p> <p>Identifying potential consultants who could undertake this task for Council and obtain quotes from them to report back to Council.</p>
Council 30/06/2021	Question on Notice - Great Barrier Reef Catchment	<p>Question on notice from Cr Schumacher:</p> <p>What is Council's role in relation to the Great Barrier Reef Catchment and regulations. Report to be brought back.</p>	
Council 28/07/2021	Coolabunia Saleyards - Review	<p>RESOLUTION 2021/56</p> <p>Moved: Cr Danita Potter Seconded: Cr Kirstie Schumacher</p> <p>That South Burnett Regional Council progress the following items:</p> <ol style="list-style-type: none"> 1. That Saleyards fees and charges be reviewed and presented for further consideration by Council; 2. That a 'draft' action plan be prepared to guide future operations at the saleyards, having regard to the proposed re-structure and the BBRF application; 3. That a draft capital expenditure plan be prepared for further consideration by Council; 4. That a working group be established consisting of Cr Henschen, Cr Potter, Cr Duff, the General Manager Community, Acting Manager of NRM and Parks, 	<p>19 Aug 2021 8:11am Watt, Mark Dates for initial meeting being arranged.</p> <p>23 Aug 2021 4:00pm Watt, Mark Inaugural meeting to be held on Thur 9/9/21, subject to availability by Councillors.</p> <p>15 Sep 2021 3:59pm Watt, Mark Inaugural meeting postponed to Tues 12/10/21.</p>

		<p>Coordinator NRM and the Senior Recreation & Services Officer to complete items 1 to 3 above.</p> <p><u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>	
<p>Council 28/07/2021</p>	<p>Short-term use of 195 Kingaroy Street, Kingaroy</p>	<p>RESOLUTION 2021/62</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter</p> <p>1. That South Burnett Regional Council resolves that the exception in <i>Local Government Regulation 2012</i> section 236(1)(b)(ii) applies to Council for the disposal by way of grant of a lease of the valuable non-current asset which is the land comprising the whole of 195 Kingaroy Street, Kingaroy RPD: Lot 1 on RP133329 to Kingaroy Chamber of Commerce and Industry Inc. (KCCI), a community organisation, other than by tender or auction, for a term of 24 months commencing on terms to be agreed between Council and KCCI.</p> <p>2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the lease between Council and KCCI, on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.</p> <p><u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>	<p>17 Aug 2021 10:25am Pointon, Jennifer Negotiating lease terms with KCCI.</p>
<p>Council 28/07/2021</p>	<p>Future Energy Hub</p>	<p>RESOLUTION 2021/68</p> <p>Moved: Cr Roz Frohloff Seconded: Cr Danita Potter</p>	<p>20 Aug 2021 9:04am Pitt PSM, Mark</p>

	<p>That South Burnett Regional Council Chief Executive Officer be authorised to action the following items:</p> <ul style="list-style-type: none"> • A meeting with Mayor Nev Ferrier, Mayor Otto and Cr Schumacher be established with Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement Mick De Brenni be scheduled over the coming months to progress further discussions with him about opportunities to work together. • That Council advises RDA of its desire to be a participant in the sub-committee that is investigating the feasibility of an energy hub in the Wide Bay Burnett. <p><u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>	<p>Meeting held with Banana Shire (discussions around the potential closure of Tarong & Callide Power Stations) with CEO, Mayor and Deputy Mayor with SBRC CEO, Mayor (apology) and Deputy Mayor and Portfolio Councillor on 30 July 2021.</p> <p>20 Aug 2021 9:07am Pitt PSM, Mark Council resolution submitted to LGAQ State Conference Agenda Committee - Banana Shire Council resolution submitted to LGAQ State Conference Agenda Committee</p>
<p>Council 28/07/2021</p> <p>Sale of Land for Overdue Rates and Charges</p>	<p>RESOLUTION 2021/75</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Scott Henschen</p> <p>That:</p> <ol style="list-style-type: none"> 1. pursuant to section 140 (2) of the <i>Local Government Regulation 2012</i>, the South Burnett Regional Council resolves to sell the land described below in the schedule for overdue rates and charges; and 2. Council delegate to the Chief Executive Officer its power to take all further steps under Chapter 4, part 12, Division 3 of the <i>Local Government Regulation 2012</i> to effect sale of the land (including, for the avoidance of doubt, the power to end sale procedures). <p><u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>	

<p>Council 28/07/2021</p>	<p>Lease agreement between SB Care and South Burnett Regional Council</p>	<p>RESOLUTION 2021/76 Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter That Lease Agreement between SB Care and South Burnett Regional Council be taken off the table. <u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil CARRIED 6/0</p>	<p>17 Aug 2021 10:24am Pointon, Jennifer Negotiating lease terms with SB care. Have notified customer service to stop taking bookings.</p>
		<p>RESOLUTION 2021/77 Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter That 1. Council enter into a lease agreement with SB Care Incorporated, for the use of the Kingaroy Town Common Hall, part of Lot 6 SP 274891, located on Oliver Bond Street Kingaroy. 2. Council liaise with current regular users of the Town Common Hall and SB Care to facilitate continued use of the facility or access to potential alternate venues. 3. That an initial lease agreement be for a period of up to twenty four months. 4. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the lease between Council and SB Care Incorporated on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council. <u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil CARRIED 6/0</p>	

<p>Council 28/07/2021</p>	<p>Development Incentive Scheme Cap</p>	<p>RESOLUTION 2021/79 Moved: Cr Danita Potter Seconded: Cr Roz Frohloff That given the need for affordable rental accommodation for low-income independent seniors and the resultant social and economic benefits of the proposed development at 95 Markwell Street, Kingaroy, that South Burnett Regional Council extend the cap on development incentives discount to the full extent of levied infrastructure charges (<i>i.e. 75% discount on all levied Infrastructure Charges</i>). <u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil <p style="text-align: right;">CARRIED 6/0</p> </p>
		<p>RESOLUTION 2021/80 Moved: Cr Danita Potter Seconded: Cr Kathy Duff That given the scale of the proposed development at 95 Markwell street, Kingaroy and potential economy of scale savings in assessing plumbing approvals for the development, that Council delegates to the Chief Executive Officer the power to negotiate a discounted plumbing application fee. <u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil <p style="text-align: right;">CARRIED 6/0</p> </p>

<p>Council 28/07/2021</p>	<p>Offer to Purchase Part of 1 Pound Street, Kingaroy and Offer to Lease 1/5 Banksia Drive Kingaroy</p>	<p>RESOLUTION 2021/82 Moved: Cr Danita Potter Seconded: Cr Roz Frohloff That South Burnett Regional Council note the offer to purchase part of 1 Pound Street, Kingaroy and the offer to lease 1-5 Banksia Drive, Kingaroy and advise the submitter: 1. That Council is currently undertaking a Most Appropriate Use assessment of 1 Pound Street, Kingaroy, subsequently Council is not prepared to consider the disposal of this parcel at this time and that once a preferred land use is identified the potential disposal of the allotment will be considered; and 2. That Council decline the offer for a lease for 1-5 Banksia Drive, Kingaroy. <u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil <p style="text-align: right;">CARRIED 6/0</p> </p>
<p>Council 28/07/2021</p>	<p>Submission - Holistic Approach to Mental Health</p>	<p>RESOLUTION 2021/55 Moved: Cr Kathy Duff Seconded: Cr Danita Potter That South Burnett Regional Council send a submission to the Assistant Minister to the Prime Minister for Mental Health and Suicide Prevention, Minister David Coleman, seeking funding from the Federal Government for the following services for our region: <ul style="list-style-type: none"> • A Head Space Facility and program addressing youth mental health • A Head to Health facility and program addressing adult mental health • Funding for 2 teams of 3 mental health support staff for the delivery of field based services </p>

		<p>Should the request be approved our contribution would be to provide suitable mental health facilities to support the staff and delivery of the programs.</p> <p><u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>
Council 28/07/2021	Question On Notice	<p>Question on Notice from Cr Danita Potter</p> <p>That Council provide information on any grant funding received from the State or Commonwealth Government for mental health.</p>
Council 25/08/2021	Australia Day - Nomination Forms and Location	<p>RESOLUTION 2021/91</p> <p>Moved: Cr Danita Potter Seconded: Cr Roz Frohloff</p> <p>That:</p> <ol style="list-style-type: none"> 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. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>

<p>Council 25/08/2021</p>	<p>Proposed Christmas Closure and Staff Christmas Function</p>	<p>RESOLUTION 2021/92</p> <p>Moved: Cr Scott Henschen Seconded: Cr Roz Frohloff</p> <p>That:</p> <ol style="list-style-type: none"> 1. Council close Customer Contact Centres, administration offices, depots and library facilities on Friday, 17 December 2021 at the following times for the purpose of allowing Council employees to attend the staff Christmas function: <ul style="list-style-type: none"> • Blackbutt – 11:30am • Kingaroy – 12:30pm • Murgon – 11:15am • Nanango – 11:45am • Proston – 11:15am • Wondai – 12:00pm 2. Council's Customer Service Centres, administration offices and library facilities close from midday Friday 24 December 2021, re-opening normal operating hours on Tuesday 4 January 2022. 3. Key skeleton staff are rostered on to undertake on-call and emergency work where required during the Christmas Closedown period. 4. Parks staff will be required to work as advised through the Christmas period, with the exception of Public Holidays. 5. Operational/outdoor staff will operate on a skeleton staff arrangement from Monday 20 December 2021 through to Monday 3 January 2021 (Inclusive). 6. Employees are to use accrued leave entitlements (eg. annual leave, TOIL, RDO's) during this period with TOIL and RDO's being used in the first instance. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
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Council 25/08/2021	Social Housing Funding Application	<p>RESOLUTION 2021/105</p> <p>Moved: Cr Kathy Duff Seconded: Cr Kirstie Schumacher</p> <p>That South Burnett Regional Council collaborate with not-for-profit groups that manage emergency, transitional, and long-term social housing as well as a range of complimentary support programmes to investigate options for a grant submission in Round 2 of the Resources Community Infrastructure Fund or other similar grant programmes.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
Council 25/08/2021	Kingaroy Community Garden	<p>RESOLUTION 2021/106</p> <p>Moved: Cr Danita Potter Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council calls for Expressions of Interests in the Kingaroy Community Garden from community groups and local residents and report back on status of the site to a future Community Standing Committee.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
Council 25/08/2021	Taabinga Cemetery Expansion	<p>RESOLUTION 2021/115</p> <p>Moved: Cr Danita Potter</p>

		<p>Seconded: Cr Scott Henschen</p> <p>That the Department of Agriculture and Fisheries, Kingaroy, be advised that Council intends to expand the Taabinga Cemetery in the near future and that current cropping on the existing section of the cemetery reserve should cease as soon as possible.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
Council 25/08/2021	Public Amenities - Cleaning Contracts	<p>RESOLUTION 2021/116</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Kathy Duff</p> <p>That pursuant to section 228 of the <i>Local Government Regulation 2012</i>, South Burnett Regional Council seek tenders for cleaning of public amenities for the localities of Kingaroy, Nanango, Murgon, Blackbutt, Benarkin and Wondai.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
Council 25/08/2021	Hivesville Rail Siding Land	<p>MOTION</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <p>That Council, based on the proposal from the Hivesville Progress Association for development of Lot 112 on SP116355:</p>

		<p>1. Liaise with Department of Transport and Main Roads to determine appropriate development of the Rail Siding at Hivesville;</p> <p>2. Meet with the Hivesville Progress Association to discuss:</p> <p>(a) Project concept (appropriate size and location of proposed and alternative uses);</p> <p>(b) Estimated costs on developing the grounds and infrastructure so the community is fully aware of future funding required.</p> <p>(c) Options for subleasing of the land</p>
<p>Council 25/08/2021</p>	<p>Proposed agreement between Kingaroy and District Vintage Machinery Club and Council for land at Kingaroy Aerodrome.</p>	<p>RESOLUTION 2021/118</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter</p> <p>That agreements be entered into with Kingaroy & Vintage Machinery Club Inc. at the Kingaroy Aerodrome for areas:</p> <p>(a) C and G for the purpose of farming, for a term of 12 months for \$75.00 (plus GST), and</p> <p>(b) part of F for the purpose of event parking, for a term of 12 months for \$75.00 (plus GST).</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
<p>Council 25/08/2021</p>	<p>Tender for Real Estate sales services</p>	<p>RESOLUTION 2021/119</p> <p>Moved: Cr Danita Potter Seconded: Cr Gavin Jones</p> <p>That Council endorse releasing a request for tender for real estate sale services in each of the towns in the South Burnett.</p>

		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
<p>Council 25/08/2021</p>	<p>Resources Community Infrastructure Fund Round 1 - QCN Dark Fibre to Nanango & Kingaroy</p>	<p>RESOLUTION 2021/120</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council submit an application to the Resources Community Infrastructure Fund Round 1 for the new high speed fibre optic infrastructure connection to Kingaroy via Nanango leveraging the State Government's fibre optic network at the Tarong Power Station.</p> <p>Council recognises that this infrastructure project is costed at \$3M and is shovel ready with both build and infrastructure management partner relationships in place.</p> <p>Council recognises that this project will:</p> <ul style="list-style-type: none"> • Close the existing digital divide and elevate the South Burnett to a position of leadership in regional Australia. • Provide high level capacity to resolve the current network congestion experienced by businesses and the community through offering new backhaul routing capability for NBN, Telstra and other networks. • Put downward pressure on high regional data costs. • Establish the interconnect (POP) in the Kingaroy Transformation Project (KTP) zone and will leverage Council's current investment in the "last mile" digital conduit in the project footprint.

<ul style="list-style-type: none"> • Enable further smart country elements to be achieved in the delivery of the KTP project at no additional cost to Council. • Provide future capability and project preparedness for similar digital trunk infrastructure works to be delivered in Nanango, supporting further growth and investment readiness outcomes to be achieved in the region. • Support improved liveability and lifestyle outcomes with improvements in community safety, community services, and general social connectivity. • Enable new cutting-edge digital service offerings up to 100 gigabits per second to support and attract leading edge in Agtech, health and business Internet of Things (IoT) adoption. • Create a new opportunity to microwave very high capability and secure further funding opportunities to support other townships, outlying businesses, and key facilities to access improved digital capacity throughout the region. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>			
Council 25/08/2021	Business Forum	<p>RESOLUTION 2021/121</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Roz Frohloff</p> <p>That a partnership between South Burnett Regional Council's Regional Development Portfolio and CCIQ to host a Business Forum on Tuesday 21 September 2021 with key representatives from each South Burnett based business group and chamber of commerce in Nanango.</p>	<p>16 Sep 2021 10:56am Pitt PSM, Mark Meeting held with Cr Schumacher, Tim Sayer & BIEDO - re planning for Business Forum on 16 September 2021</p>

		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>						
Council 25/08/2021	Sale of Land for Overdue Rates and Charges	<p>RESOLUTION 2021/132</p> <p>Moved: Cr Gavin Jones Seconded: Cr Roz Frohloff</p> <p>That:</p> <p>1. Pursuant to section 140 (2) of the <i>Local Government Regulation 2012</i>, the South Burnett Regional Council resolves to sell the land described below in the schedule for overdue rates and charges; and</p> <p>2. Council delegate to the Chief Executive Officer its power to take all further steps under Chapter 4, part 12, Division 3 of the <i>Local Government Regulation 2012</i> to effect sale of the land (including, for the avoidance of doubt, the power to end sale procedures).</p> <p>Schedule</p> <table border="1"> <tr> <td>1</td> <td>Lot 24 RP177433, Title Reference 16123101</td> </tr> <tr> <td>2</td> <td>Lot 3 SP 212978, Title Reference 16407019</td> </tr> <tr> <td>3</td> <td>Lot 4 SP187872 & Lot 4 RP180298, Title Refere</td> </tr> </table> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	1	Lot 24 RP177433, Title Reference 16123101	2	Lot 3 SP 212978, Title Reference 16407019	3	Lot 4 SP187872 & Lot 4 RP180298, Title Refere
1	Lot 24 RP177433, Title Reference 16123101							
2	Lot 3 SP 212978, Title Reference 16407019							
3	Lot 4 SP187872 & Lot 4 RP180298, Title Refere							

<p>Council 25/08/2021</p>	<p>Application seeking Council Approval for Relieve from Sale of Land Process</p>	<p>RESOLUTION 2021/133 Moved: Cr Gavin Jones Seconded: Cr Kirstie Schumacher That Council: 1. Notes that the 'Financial Hardship Policy – Statutory012' is not extended to include Company and Family Trusts; and 2. A Formal Payment Arrangement and 12 months relieve is not agreed to, and the Sale of Land process continues as per <i>Part 12 of the Local Government Regulation 2012</i>; and 3. Council supports an industry led initiative to develop a programme that links builders to landowners allowing Council to maintain independence in relation to individual developments. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff and Kirstie Schumacher <u>Against:</u> Nil</p>
<p>CARRIED 5/0</p>		
<p>Council 25/08/2021</p>	<p>National Water Infrastructure Development Fund (NWIDF) - Phase Two</p>	<p>RESOLUTION 2021/86 Moved: Cr Kathy Duff Seconded: Cr Kirstie Schumacher That the recommendation as amended in Item 6 be adopted: 1. That Council delegate to commence delivery of the Phase two (2) South Burnett Feasibility Study in accordance with the Operational Plan 2021-22 and in accordance with the scope of works including: 2. Development of a 25-year regional economic plan that will inform water infrastructure investment decisions for South Burnett. This plan will be for the entire South Burnett;</p>

	<p>3. Strategic assessment of the viability of converting Gordonbrook Dam from urban to irrigation use and developing a plan for augmentation of the existing strategic water infrastructure;</p> <p>4. Strategic assessment and plan for the development of on new, or augmented, water infrastructure for Blackbutt irrigators, including securing new water allocations for agricultural;</p> <p>5. Barill Weir Demand Assessment and Report including customer engagement (existing and potential), rigorous evidence bases analysis of current and future demand;</p> <p>6. Completion of a hydrological and economic assessment and analysis of the West Barambah Catchment on the Barker Barambah Water Scheme; and</p> <p>7. That Council delegate to the Chief Executive Officer to deliver the program with quarterly reports addressing Phase two (2) progress to be presented to Council.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
<p>Council 25/08/2021</p> <p>Notice of Motion - National Water Infrastructure Development Fund (NWIDF) - Phase 2</p>	<p>RESOLUTION 2021/87</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Kathy Duff</p> <p>That Council further define its scope of works for the National Water Infrastructure Development Fund (NWIDF) Phase Two and a report detailing the costs to deliver the projects identified be brought back to Council in the September Ordinary Meeting for consideration.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p>

		<u>Against:</u> Nil	CARRIED 7/0
Council 25/08/2021	Notice of Motion - CCTV Cameras and Security Lighting	<p>RESOLUTION 2021/113</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter</p> <p>That capital funding be considered for the first quarter review to provide:</p> <ol style="list-style-type: none"> 1. CCTV cameras in strategic locations (subject to privacy legislation) on the Kingaroy rail trail from the Youngman street entry point to the intersection with Meiers Road; 2. Security lighting as appropriate. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	CARRIED 7/0

9 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT**9.1 AUSTRALIA DAY - CHANGE OF LOCATION AND APPOINTMENT OF COUNCILLOR REPRESENTATIVES - JUDGING PANEL****File Number:** 22/09/2021**Author:** Executive Assistant (Mayor)**Authoriser:** Chief Executive Officer**PRECIS**

Australia Day - Change of location and appointment of Councillor Representatives - Judging Panel

SUMMARY

At Council's Executive and Finance & Corporate Standing Committee Meeting held on the 15 September 2021, the committee recommended that the Australia Day Awards be held in Blackbutt 2022. It has been requested that Council revisit the elected Council representatives that were appointed to the Australia Day Judging Panel passed by resolution on 29 April 2020

COMMITTEE RESOLUTION 2021/1*Moved: Cr Danita Potter**Seconded: Cr Gavin Jones**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.**In Favour: Crs Brett Otto, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff**Against: Nil***CARRIED 6/0**

Blackbutt venue options:

- Blackbutt Town Hall (COVID safe, approx. 120 people indoors)
- Blackbutt Show Grounds (COVID safe – up to 500 outdoors)

Councillors previously appointed to the Australia Awards Judging Panel

- Mayor Brett Otto
- Deputy Mayor Gavin Jones
- Cr Kathy Duff

OFFICER'S RECOMMENDATION

1. That South Burnett Regional Council location for the Australia Day Awards Ceremony be held at Blackbutt on Sunday Afternoon, 23 January 2022 at the _____ .
2. That South Burnett Regional Council confirm the following Councillors _____ , _____ , _____ for the judging panel for the year 2022 and review community members appointed to the panel.

BACKGROUND

Nominations are now open for the region's annual Australia Day Awards for 2022. Award categories are as follows:

- South Burnett Citizen of the Year
- South Burnett Young Citizen of the Year
- South Burnett Junior Cultural Award
- South Burnett Senior Cultural Award
- South Burnett Junior Sportsperson
- South Burnett Senior Sportsperson
- South Burnett Sports Administrator/Coach/Official Award
- South Burnett Community Organisation of the Year
- South Burnett Volunteer of the Year
- South Burnett Lifetime Achievement Award
- Local Achiever Award (Town & Rural)

Council encourages all community members to submit a nomination for the 2022 Australia Day Awards.

ATTACHMENTS

Nil

9.2 EVERY AGE COUNTS**File Number:** 22/09/2021**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021 - Every Age Counts

SUMMARY***Committee Resolution 2021/71****Moved:* Cr Kirstie Schumacher*Seconded:* Cr Kathy Duff*That the committee recommends to Council:*

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

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

Against: Nil

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

That South Burnett Regional Council become a member of the EveryAGE Counts Coalition and accept and agree with the campaign pledge:

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021

ATTACHMENTS**Nil**

9.3 ADOPTION OF THE CODE OF CONDUCT FOR COUNCILLORS IN QUEENSLAND**File Number:** IR2681183**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the Code of Conduct for Councillors in Queensland

SUMMARY

The Executive and Finance & Corporate Standing Committee discussed the draft South Burnett Regional Council Councillor Code of Conduct – Statutory001. As a result of the discussion, it is recommended that the Code of Conduct for Councillors in Queensland be adopted and the South Burnett Regional Council Councillor Code of Conduct – Statutory001 be repealed.

Committee Resolution 2021/78*Moved: Cr Brett Otto**Seconded: Cr Danita Potter**That the report be received for information.**In Favour: Crs Brett Otto, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff**Against: Nil****CARRIED 6/0******RESOLVED 2021/79****A Code of Conduct for Queensland Councillors to be presented to the September Ordinary meeting of Council.***OFFICER'S RECOMMENDATION**

That the Code of Conduct for Councillors in Queensland be adopted as presented and the South Burnett Regional Council Councillor Code of Conduct – Statutory001 be repealed.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021. The Committee discussed the Code of Conduct for Councillors in Queensland being place within Council's policy template however this action presented some formatting challenges therefore the Code of Conduct for Councillors in Queensland is tabled for adoption as a clean copy as provided by the Queensland Government.

ATTACHMENTS

- 1. Code of Conduct for Councillors in Queensland** [↓](#) 



Code of Conduct for Councillors in Queensland

Approved on 4 August 2020

| www.dlgrma.qld.gov.au |

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Purpose of the Code of Conduct

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, Councillors will increase public confidence in local government and Council decisions.

Background

Under section 150D of the *Local Government Act 2009* (the LGA), the Minister for Local Government (the Minister) 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 may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

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 LGA and 169 of the *City of Brisbane Act 2010* (CoBA), as well as the standards of behaviour set out in this Code of Conduct.

All Councillors are required to make a declaration of office under the applicable legislation. As part of that declaration, Councillors must declare that they will abide by this Code of Conduct.

The local government principles and values

The legislation is founded on five local government principles with which Councillors must comply while performing their roles as elected representatives. These principles are listed below:

1. Transparent and effective processes, and decision-making in the public interest
2. Sustainable development and management of assets and infrastructure, and delivery of effective services
3. Democratic representation, social inclusion and meaningful community engagement.
4. Good governance of, and by, local government
5. Ethical and legal behaviour of Councillors and local government employees.

This Code of Conduct provides a set of values that describe the types of conduct Councillors should demonstrate to ensure their compliance with the local government principles. These values are listed below:

1. In making decisions in the public interest, Councillors will:
 - make decisions in open council meetings
 - properly inform relevant personnel of all relevant information
 - make decisions in accordance with law and policy
 - commit to exercising proper diligence, care and attention.
2. To ensure the effective and economical delivery of services, Councillors will:
 - manage council resources effectively, efficiently and economically
 - foster a culture of excellence in service delivery.

3. In representing and meaningfully engaging with the community, Councillors will:

- show respect to all persons
- clearly and accurately explain Council's decisions
- accept and value differences of opinion.

4. In exercising good governance, Councillors are committed to:

- the development of open and transparent processes and procedures
- keeping clear, concise and accessible records of decisions.

5. To meet the community's expectations for high level leadership, Councillors will:

- be committed to the highest ethical standards
- uphold the system of local government and relevant laws applicable.

This Code of Conduct also sets out standards of behaviour aimed at helping Councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which Councillors are expected to conduct themselves.

It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance.

Standards of behaviour

This Code of Conduct sets out the standards of behaviour applying to all Councillors in Queensland. The behavioural standards relate to, and are consistent with, the local government principles and their associated values.

The standards of behaviour are summarised as the three Rs, being:

- 1. **RESPONSIBILITIES**
- 2. **RESPECT**
- 3. **REPUTATION.**

Each standard of behaviour includes, but is not limited to, several examples to guide Councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

1. Carry out RESPONSIBILITIES conscientiously and in the best interests of the Council and the community

For example, Councillors will, at a minimum, have the following responsibilities:

- 1.1 Attend and participate meaningfully in all Council meetings, committee meetings, informal meetings, briefings, relevant workshops and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given
- 1.2 Respect and comply with all policies, procedures and resolutions of Council

- 1.3 Use only official Council electronic communication accounts (e.g. email accounts) when conducting Council business
- 1.4 Report any suspected wrongdoing to the appropriate entity in a timely manner
- 1.5 Ensure that their behaviour or capacity to perform their responsibilities as a Councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances)
- 1.6 Cooperate with any investigation being undertaken by the local government or other entity
- 1.7 Ensure that the Councillor's Advisor is aware of their obligations to comply with the standards of behaviour in the Code of Conduct for Councillor Advisors in Queensland.

2. Treat people in a reasonable, just, RESPECTFUL and non-discriminatory way

For example, Councillors will, at a minimum, act in the following ways:

- 2.1 Treat fellow Councillors, Council employees and members of the public with courtesy, honesty and fairness
- 2.2 Not use abusive, obscene or threatening language (either oral or written) or behaviour towards other Councillors, Council employees or members of the public
- 2.3 Have proper regard for other people's rights, obligations, cultural differences, safety, health and welfare.

3. Ensure conduct does not reflect adversely on the REPUTATION of Council

For example, Councillors will, at a minimum, conduct themselves in the following manner:

- 3.1 When expressing an opinion dissenting with the majority decision of Council, respect the democratic process by acknowledging that the Council decision represents the majority view of the Council
- 3.2 When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views
- 3.3 At all times strive to maintain and strengthen the public's trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authority or dignity.

Consequences of failing to comply with the Code of Conduct

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this code of conduct may give rise to a complaint against a Councillor's conduct and subsequent disciplinary action under the legislation.

A complaint about the conduct of a Councillor must be submitted to the Office of the Independent Assessor (OIA), who will assess the complaint and determine the category of the allegation. In order of least to most serious, the categories of complaint are **unsuitable meeting conduct**, **inappropriate conduct**, **misconduct**, and then **corrupt conduct**.

Unsuitable meeting conduct

Under the legislation, any conduct by a Councillor that is contrary to the standards of behavior in the Code of Conduct that occurs within a meeting of Council (including standing committee meetings), is dealt with as **unsuitable meeting conduct**.

Unsuitable meeting conduct by a Councillor is dealt with by the Chairperson of the meeting. It is important that the Chairperson deal with matters of unsuitable meeting conduct locally, and as efficiently and effectively as possible so that Council can continue with their business of making effective decisions in the public interest.

NOTE

Chairpersons of meetings are carrying out a statutory responsibility under the legislation to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct (see right).

Inappropriate conduct

Under the legislation, any conduct by a Councillor that is contrary to the standards of behavior in the Code of Conduct or a policy, procedure or resolution of a Council, and is not unsuitable meeting conduct, misconduct or corrupt conduct is dealt with as **inappropriate conduct**.

The conduct of a Councillor is also inappropriate conduct if the conduct contravenes an order by the Chairperson of a meeting of Council for the Councillor to leave the meeting or is a series of conduct at Council meetings that leads to orders for the Councillor's unsuitable meeting conduct being made on three occasions within a period of one year. The local government is not required to notify the OIA and may deal with the conduct under section 150AG of the LGA (including Brisbane City Council).

The OIA is responsible for assessing allegations of suspected inappropriate conduct other than those arising from unsuitable meeting conduct. If the OIA chooses to refer the matter to the Council to deal with, the Council must deal with the matter as quickly and effectively as possible.

Misconduct

Councillors are required to comply with all laws that apply to local governments, this includes refraining from engaging in **misconduct**.

The OIA is responsible for assessing and investigating instances of suspected misconduct. The OIA may make an application to the Councillor Conduct Tribunal to be heard and determined.

The conduct of a Councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions or exercise of the Councillor's powers, or
- is, or involves:
 - a breach of trust placed in the Councillor, either knowingly or recklessly
 - misuse of information or material acquired by the Councillor, whether the misuse is for the benefit of the Councillor or for the benefit or to the detriment of another person
 - a Councillor giving a direction to any Council employee (other than the Mayor giving direction to the Chief Executive Officer, or for Brisbane City Council, the Lord Mayor giving direction to the Chief Executive Officer and senior contract officers)
 - a release of confidential information outside of the Council
 - failure to declare a conflict of interest or appropriately deal with a conflict of interest in a meeting
 - attempting to influence a decision maker about a matter in which the Councillor has a conflict of interest
 - failure by a Councillor to report a suspected prescribed conflict of interest of another Councillor
 - failure to submit, update or review your registers of interests, or
- is a failure by the Councillor to comply with:
 - an order made by the Council or the Councillor Conduct Tribunal
 - any acceptable request guidelines of the Council made under the legislation
 - the reimbursement of expenses policy of the Council.

The conduct of a Councillor is also misconduct if the conduct leads to the Councillor being disciplined for inappropriate conduct on three occasions within a

¹Section 38, Crime and Corruption Act 2001

²Section 40, Crime and Corruption Act 2001

period of one year or is conduct that is identified in an order of Council that will be dealt with as misconduct if the Councillor engages in the conduct again.

The conduct of a Councillor may also be misconduct if a Councillor purports to direct the Chief Executive Officer in relation to disciplinary action regarding the conduct of a Councillor Advisor.

Corrupt conduct

Corrupt conduct is defined by, and dealt with, under the *Crime and Corruption Act 2001*¹ and must be referred to the Crime and Corruption Commission (CCC). For a Councillor, corrupt conduct involves behaviour that:

- adversely affects or could adversely affect the performance of the Councillor's responsibilities, and
- involves the performance of the Councillor's responsibilities in a way that:
 - is not honest or impartial, or
 - involves a breach of the trust placed in the Councillor, or
 - involves the misuse of information acquired by the Councillor, and
- is engaged in for the purpose of providing a benefit or a detriment to a person, and
- if proven would be a criminal offence.

Councillors are reminded of their obligations under section 38 of the *Crime and Corruption Act 2001* to report suspected corrupt conduct.

The OIA has entered into a section 40² arrangement with the CCC which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to assume responsibility for or monitor an investigation, should the CCC consider that appropriate.

Further information about the CCC's jurisdiction and other topics in relation to local government is available at <https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Corruption-in-focus-Guide-2020.pdf> (Chapter 4).

More information

The Department of Local Government, Racing and Multicultural Affairs website at www.dlgma.qld.gov.au provides further information and resources for Councillors.

The Department also provides and facilitates training for Councillors and Council employees to assist them to develop the knowledge, skills and understanding necessary to undertake their roles and responsibilities effectively and in the best interests of their communities.

For more information, please contact your regional office within the Local Government Division of the Department of Local Government, Racing and Multicultural Affairs on:

Southern office

Phone: (07) 3452 6762

Email: southern@dlgma.qld.gov.au

Northern office

Phone: (07) 4758 3472

Email: northern@dlgma.qld.gov.au



Department of Local Government, Racing
and Multicultural Affairs

| www.dlgrma.qld.gov.au |



30/09/21

9.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CORPORATE RISK MANAGEMENT POLICY - STATUTORY020**File Number:** IR2717830**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Corporate Risk Management Policy – Statutory020 as presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021.

SUMMARY

Committee Resolution 2021/77

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Committee recommends to Council:

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

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

Against: *Nil*

CARRIED 6/0

OFFICER'S RECOMMENDATION

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021.

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

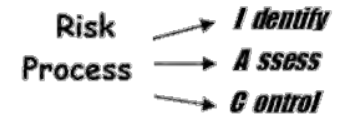


Appendix 1 – Corporate Risk Management Tools

Control Rating	Definition Table B (2)
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
Weak (W)	Basic systems, process controls and procedures in place. No guarantee risk will be controlled.
Unsatisfactory (U)	Controls do not exist or else are not operating effectively. Risk will not be controlled.

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.

Likelihood	Consequences Table B (1)				
	Insignificant	Minor	Moderate	Major	Catastrophic
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
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
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



Step 1	Establish the context <ul style="list-style-type: none"> ➤ External & internal context ➤ Risk management context
Step 2 -Table A	Identify the risk <ul style="list-style-type: none"> ➤ What, where and when can it happen ➤ Identify Risk Category
Step 3 -Tables B(1);B(2)	Analyse the risk <ul style="list-style-type: none"> ➤ Effectiveness of controls – refer to Control Rating ➤ Positive and negative consequences and likelihood of occurrence
Step 4 -Table C	Evaluate the risk <ul style="list-style-type: none"> ➤ Determine if the risk is acceptable or not based on risk tolerance
Step 5 -Table D	Control/treat the risk <ul style="list-style-type: none"> ➤ Select treatment options – refer to Risk Treatment ➤ Prepare and implement treatment plans

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

9.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMPLAINT MANAGEMENT POLICY - STATUTORY040**File Number:** IR2647803**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Complaint Management Policy – Statutory040 as presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021.

SUMMARY

Committee Resolution 2021/85

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

That the Committee recommends to Council:

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

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

Against: *Nil*

CARRIED 6/0

OFFICER'S RECOMMENDATION

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021.

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.

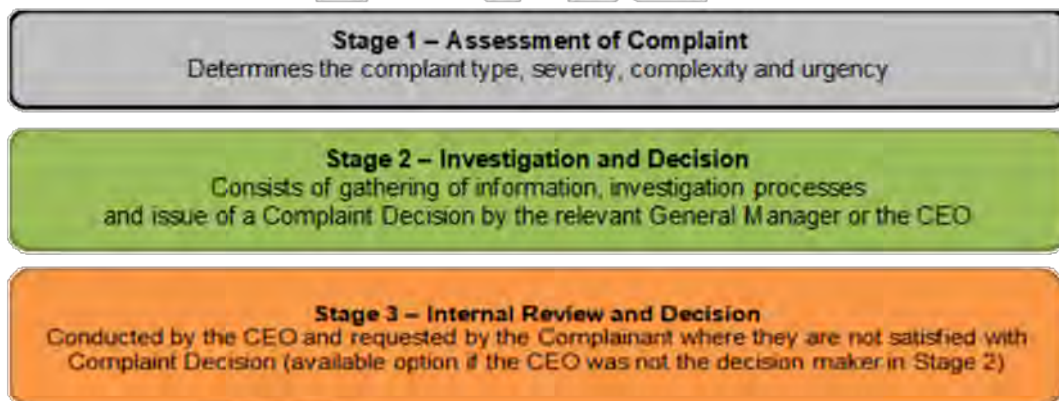
Complaints

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:

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

File Number: IR2539619

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Dealing with a complaint involving the Chief Executive Officer Policy – Statutory054 as presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021.

SUMMARY

Committee Resolution 2021/76

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

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.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021.

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		2539619
2	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL LOCAL LAW-MAKING PROCESS POLICY - STATUTORY056**File Number:** IR2477867**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Local Law-Making Process Policy – Statutory056 as presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021.

SUMMARY

Committee Resolution 2021/73

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

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

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

Against: *Nil*

CARRIED 6/0

OFFICER'S RECOMMENDATION

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021.

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:

- (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.

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:

- 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 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:

- o 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
- o 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
- o making a copy of the proposed local law available for inspection at the local government's public office during the consultation period; and
- o 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:

- o the name of the proposed local law; and
- o the purpose and general effect of the proposed local law; and
- o the length of the consultation period and the first and last days of the period; and
- o 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:

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

DRAFT

9.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ADMINISTRATION WASTE REDUCTION POLICY - STRATEGIC025**File Number:** IR2820844**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Administration Waste Reduction Policy – Strategic025 as presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021.

SUMMARY

Committee Resolution 2021/74

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the committee recommends to Council:

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

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

Against: *Nil*

CARRIED 6/0

OFFICER'S RECOMMENDATION

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021.

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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- 8. VERSION CONTROL 3

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:

DRAFT

9.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DEMOLISH, REMOVE OR RELOCATE BUILDINGS POLICY - STRATEGIC024**File Number:** IR2550286**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Demolish, Remove or Relocate Buildings Policy – Strategic024 as presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021.

SUMMARY

Committee Resolution 2021/84

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That the Committee recommends to Council:

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

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

Against: *Nil*

CARRIED 6/0

OFFICER'S RECOMMENDATION

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021.

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 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 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 2018*:

- 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 12-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.

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 12-months of the building being located at the new site, including additional works such as verandas, carports and the like.

Where this 12-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:

DRAFT

9.10 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL REMOTE PILOTED AIRCRAFT DRONE POLICY - STATUTORY055**File Number:** IR2491103**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Remote Piloted Aircraft Drone Policy – Statutory055 presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021.

SUMMARY

Committee Resolution 2021/83

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

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

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

Against: *Nil*

CARRIED 6/0

OFFICER'S RECOMMENDATION

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021.

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 sets the responsibility of Council representatives.

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 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:

9.11 MONTHLY FINANCIAL REPORT

File Number: 22092021
Author: Coordinator Finance
Authoriser: Chief Executive Officer

PRECIS

Monthly Financial Report as of 31 August 2021

SUMMARY

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

OFFICER'S RECOMMENDATION

That the Monthly Financial Report including Capital Works as of 31 August 2021 be received and noted.

FINANCIAL AND RESOURCE IMPLICATIONS

Tracking actual revenue and expenditure compared to budget as adopted at the Council meeting held on 14 July 2021.

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

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Monitored and reviewed by budget managers.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

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

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

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

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

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

ASSET MANAGEMENT IMPLICATIONS

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

REPORT

- Recurrent Revenue is currently sitting at 43% compared to the original budget and Recurrent Expenditure is sitting at 16%. Revenue is impacted by timing effects of various income streams including rates and grant revenue. The 6 monthly rates levy was processed during August which increased recurrent revenue significantly compared to July.
- Council's current cash holdings at the end of August 2021 was \$42.622m with \$27.026m of this currently classed as restricted cash.
- Only the current ratio is outside of its respective target for the end of August 2021 and is similar to what is seen at this time each financial year.
- Council's capital expenditure program is currently sitting at \$7.804m in actual and committed expenditure which equates to approximately 24.94% of the total budget spent to date.
- Auditors are now on site to perform their end of financial year testing.

ATTACHMENTS

1. **Monthly Financial Report - August 2021** [!\[\]\(32b3140000635d85b5fcc7ce37a1b40f_img.jpg\) !\[\]\(a2709e896f70a15af1b75ddfa7236315_img.jpg\)](#)



South Burnett Regional Council
Monthly Financial Report
Interim August 2021



Executive Summary

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

- Recurrent Revenue is currently sitting at 43% compared to the original budget and Recurrent Expenditure is sitting at 16%. Revenue is impacted by timing effects of various income streams including rates and grant revenue. The 6 monthly rates levy was processed during August which increased recurrent revenue significantly compared to July.
- Council's current cash holdings at the end of August 2021 was \$42.622m with \$27.026m of this currently classed as restricted cash.
- Only the current ratio is outside of its respective target for the end of August 2021 and is similar to what is seen at this time each financial year.
- Council's capital expenditure program is currently sitting at \$7.804m in actual and committed expenditure which equates to approximately 24.94% of the total budget spent to date.
- Auditors are now on site to perform their end of financial year testing.

Executive Summary

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1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 31 August 2021
17% of Year Complete

	2021	Original Budget	Variance
	\$	\$	%
Income			
Revenue			
Recurrent Revenue			
Rates, Levies and Charges	27,220,449	51,521,884	53%
Fees and Charges	759,384	4,988,433	15%
Rental Income	77,964	393,500	20%
Interest Received	69,520	630,500	11%
Sales Revenue	175,304	3,016,651	6%
Other Income	234,302	850,475	28%
Grants, Subsidies, Contributions and Donations	1,063,012	7,651,978	14%
	<u>29,599,935</u>	<u>69,053,421</u>	<u>43%</u>
Capital Revenue			
Grants, Subsidies, Contribution and Donations	12,939	11,779,420	0%
Total Income	<u>29,612,874</u>	<u>80,832,841</u>	<u>37%</u>
Expenses			
Recurrent Expenses			
Employee Benefits	4,154,207	24,979,452	17%
Materials and Services	3,782,648	23,631,408	16%
Finance Costs	337,072	2,107,567	16%
Depreciation and Amortisation	3,555,104	21,330,624	17%
	<u>11,829,031</u>	<u>72,049,050</u>	<u>16%</u>
Capital Expense			
	-	(400,000)	0%
Total Expense	<u>11,829,031</u>	<u>71,649,050</u>	<u>17%</u>
Net Result	<u>17,783,843</u>	<u>9,183,791</u>	
Net Operating Result	<u>17,770,904</u>	<u>(2,995,629)</u>	

2.1 Operating Income Statement Split by Department

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

	Total Revenue			Total Expenditure		
	Actual	Original Budget	%	Actual	Original Budget	%
Water	\$ 5,328,671	\$ 11,089,948	48%	\$ 3,632,400	\$ 10,826,708	33%
Wastewater	\$ 3,205,018	\$ 6,008,918	53%	\$ 481,326	\$ 5,413,810	16%
Waste	\$ 2,829,855	\$ 6,109,449	47%	\$ 860,573	\$ 6,071,441	13%
Plant and Fleet	\$ 6,094	\$ 491,000	1%	\$ 22,812	\$ 1,690,851	1%
Genops	\$ 16,733,236	\$ 57,536,582	32%	\$ 6,837,484	\$ 17,418,822	17%
Total	\$ 29,612,874	\$ 81,232,841	36%	\$ 11,829,031	\$ 72,049,050	16%

Revenue

- All revenue items, other than fleet and genops, are tracking at around 50% due to the first 6 monthly rates levy being issued during the month
- Fleet revenue is tracking just below target due to the timing of the fuel tax credit claims and income from fleet sales
- Genops is over expected targets due to effects from the 6 monthly rate levy being run and is offset by timing in operational grant income and sales revenue.

Expenditure

- Waste is below target for the month due to timing of monthly waste expenditure bills that have not been received
- All other departments are tracking on or close to target, minor variances due to timing of invoices through the year

2.2 Revenue

2.2.1 Rates Levies and Charges

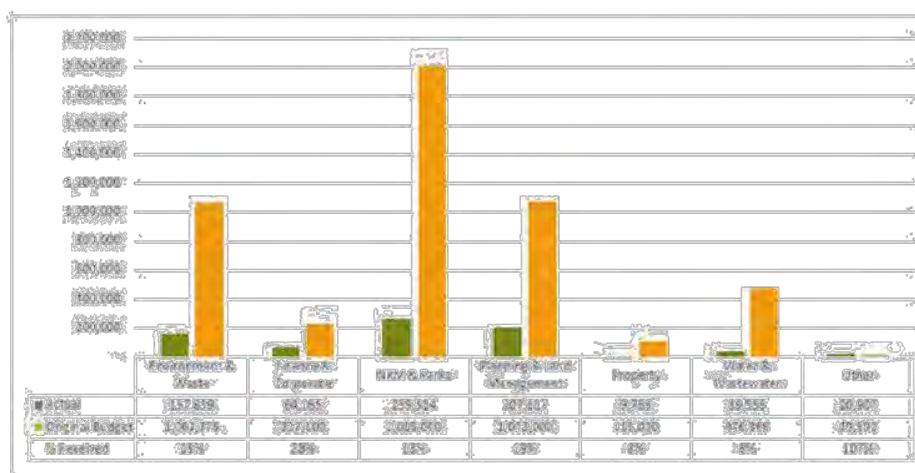
This item shows South Burnett Regional Council's total net income from general rates, service charges (water, sewerage and waste) and special charges.

Rates or Charges	ACTUALS 2021/2022	ORIGINAL BUDGET 2021/2022
General Rates	\$ 15,957,009	\$ 29,717,891
Quarry Special Charge	\$ 7,129	\$
Water Charges	\$ 5,281,258	\$ 10,616,432
Sewerage Charges	\$ 3,188,982	\$ 5,905,918
Waste Collection Charges	\$ 1,297,344	\$ 2,304,832
Community Rescue and Evacuation Levy	\$ 43,958	\$ 90,000
Waste Management Levy	\$ 1,446,123	\$ 2,886,811
Memerambi Estate Levies	\$ 1,354	\$
Total	\$ 27,220,449	\$ 51,521,884

As of 31 August 2021, rates, levies and charges are tracking on well above target at 53%. This is due to timing of the first 6 monthly rates levy which was issued during the month of August.

2.2.2 Fees and Charges

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

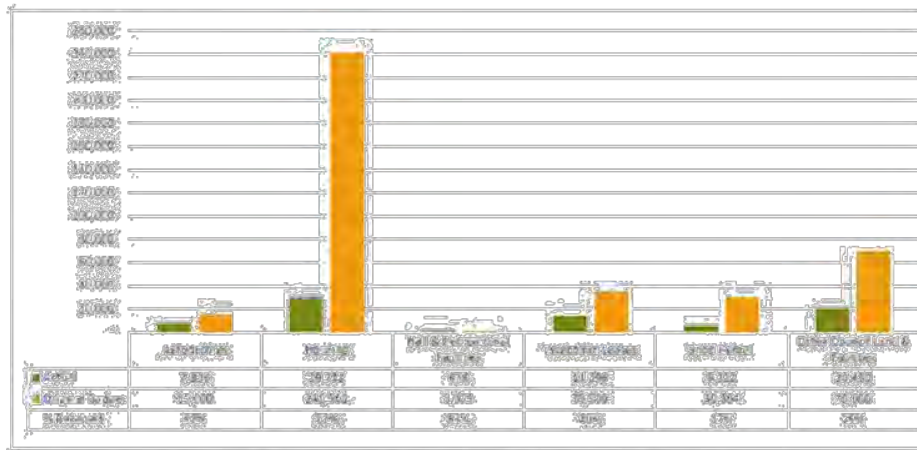


As of 31 August 2021, fees and charges are tracking just below target at 15%. Most of the categories are behind due to timing as August bills have not yet been issued or they have a seasonal factor to the income and will catch up in the relevant busy season. For example, the Tourist Parks receive a large portion of their income over the school holidays and warmer months. A majority of the pools around the region are currently closed but will open up during September.

2.2.3 Rental Income

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

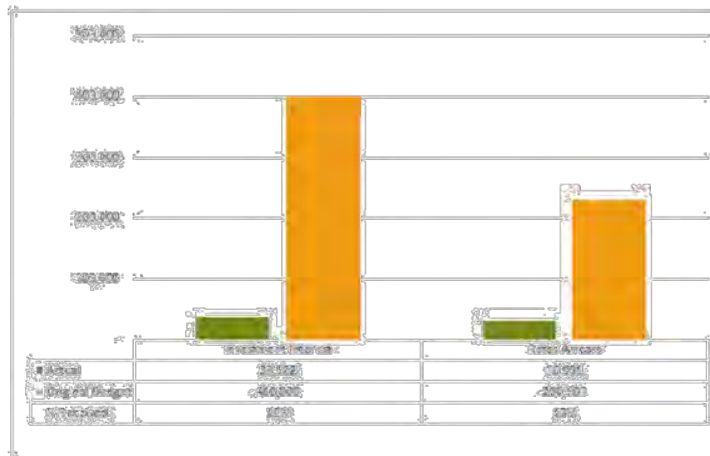
As of 31 August 2021, rental income is tracking slightly above target at 20% due to timing in annual rental of various facilities. Housing is currently below target due to timing of the August income not being received.



2.2.4 Interest Received

Interest revenue includes interest on investments and rate arrears.

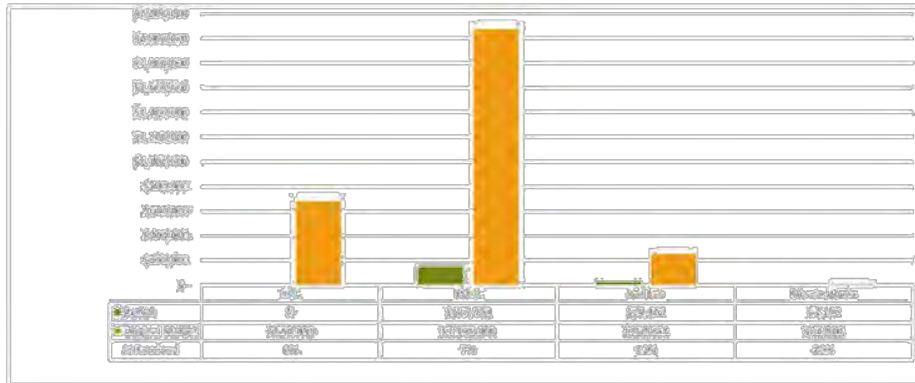
As of 31 August 2021, interest received is tracking just below target at 11%. Investment interest will increase over the next few months as funds are received from the first 6 monthly rates levy for the financial year.



2.2.5 Sales Revenue

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

As of 31 August 2021, sales revenue is tracking below target at 6%. This is largely due to timing in when RPC and RMPC works for this new financial year are scheduled to be performed.



2.2.6 Other Income

Other income is sundry income derived from all other sources.

As of 31 August 2021, other income is tracking above target at 28%. The main increase stems from animal infringements which have been processed during the month. There is a possibility that this value will decrease in the future if fines are sent to the State Penalties Enforcement Registry (SPERS) for collection. Insurance claims are also over target due to a larger claim being received during the month for water damage to the Kingaroy Library and Finance Building.

Income Stream	Actual	Original Budget	% Received
VIC Income	\$ 18,417	\$ 80,800	23%
Art Gallery Income	\$ 500	\$ 500	0%
Pool Income	\$ 43,000	\$ 43,000	0%
Irrigation Income	\$ 5,438	\$ 30,000	18%
Fines	\$ 61,293	\$ 11,500	533%
Scrap Steel	\$ 216	\$ 95,000	0%
Library Sales	\$ 597	\$ 3,730	16%
Museum Sales	\$ 120	\$ 2,500	5%
Agency Income	\$ 4,692	\$ 51,895	9%
Tourist Parks	\$ 23,127	\$ 375,000	6%
Legal Recovery	\$ 51,662	\$ 80,000	65%
Insurance Claims	\$ 68,737	\$ 20,000	334%
Misc Other	\$ 2,003	\$ 56,550	4%
Total	\$ 234,302	\$ 850,475	

2.2.7 Operational Grants

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

As of 31 August 2021, operating grants are tracking just below target at 14%. A majority of the budget for this financial year centres around the Financial Assistance Grant and is usually paid on a quarterly basis.

2.2.8 Capital Grants

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

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

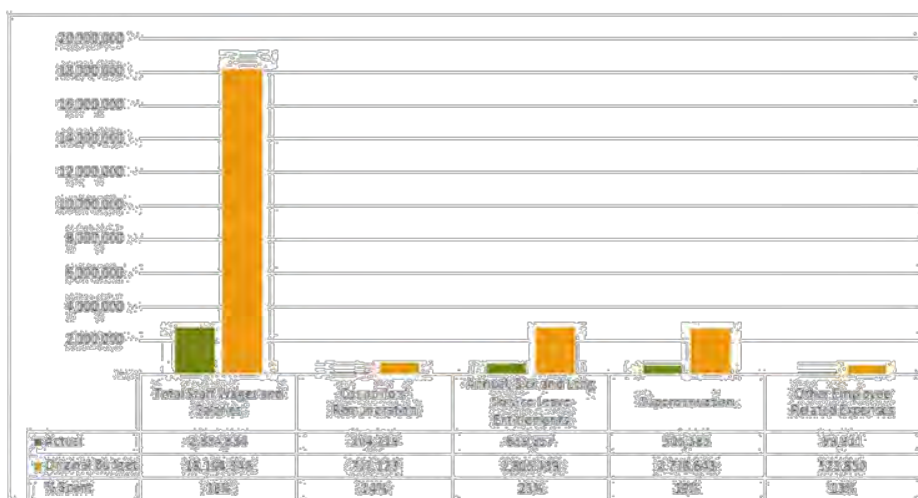
Finance is currently predicting that a majority of the grant income budgeted for this financial year will be recognised as income during the second half of the year. This is due to timing of funds being received, as well as movements in predicted contract assets and contract liabilities as the funding is spent.

2.3 Expenditure

2.3.1 Employee Benefits

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

As of 31 August 2021, employee benefits are tracking on target at 17%. Annual leave and long service leave is high due to timing in when these entitlements are paid as well as amounts paid out from employees that have finished up employment with Council.



2.3.2 Materials and Services

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

As of 31 August 2021, materials and services are tracking just under target at 16%.

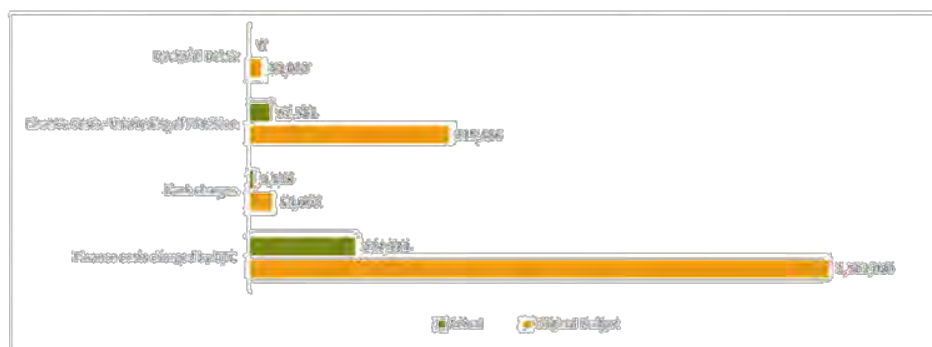
Description	Actual	Original Budget	% Spent
Donations	1156,556	628,763	25%
Materials	3,050,324	17,072,660	18%
Services	886,974	8,199,894	11%
Internal Plant Charges	1,263,440	6,411,558	20%
Internal Plant Recoveries	1,574,646	8,681,466	18%
	3,782,648	23,631,408	

A majority of variances seen in this category so far relate to timing of when invoices are received such as bills for waste.

2.3.3 Finance Costs

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

As of 31 August 2021, finance costs are tracking just under target at 16%.



2.3.4 Depreciation

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

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

As of 31 August 2021, depreciation is on target at 17%. As asset records will not be rolled into the new financial year until the external audit has been performed, depreciation amounts posted for August are forecasted monthly figures based on the adopted original budget.

2.3.5 Capital Expense

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

As at the 31 August 2021 no disposals or sales of capital items have been performed as the asset register does not roll into the new financial year until after Audit Sign off in October 2021.

3.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position

as at 31 August 2021

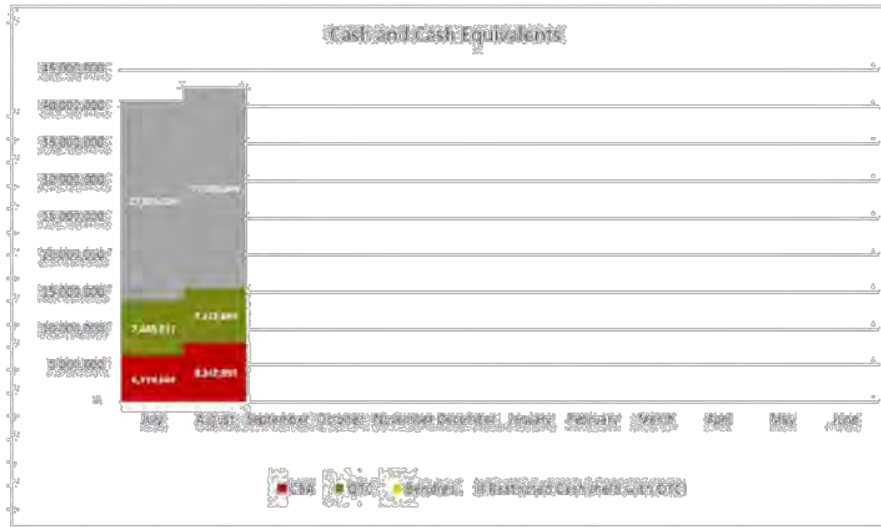
	2021 AUGUST \$	Original Budget \$
Current Assets		
Cash and Cash Equivalents	42,622,230	36,498,468
Trade and Other Receivables	30,660,815	9,348,944
Inventories	697,878	764,632
Investments	-	-
Total Current Assets	73,980,923	46,612,044
Non-Current Assets		
Trade and Other Receivables	1,072,077	910,507
Property, Plant and Equipment	865,118,846	872,535,500
Right of Use Asset	863,678	837,809
Intangible Assets	6,266,487	6,234,639
Total Non-Current Assets	873,320,889	880,518,455
TOTAL ASSETS	947,301,812	927,130,499
Current Liabilities		
Trade and Other Payables	9,634,000	10,063,817
Borrowings	3,013,874	3,250,722
Lease Liabilities	21,740	22,303
Provisions	3,803,459	3,953,243
Other Liabilities	334,902	-
Total Current Liabilities	16,807,974	17,290,085
Non-Current Liabilities		
Trade and Other Payables	-	-
Borrowings	30,792,538	27,225,302
Lease Liabilities	868,951	846,648
Provisions	13,500,431	13,501,773
Other Liabilities	-	-
Total Non-Current Liabilities	45,161,921	41,573,723
TOTAL LIABILITIES	61,969,894	58,863,808
NET COMMUNITY ASSETS	885,331,918	868,266,691
Community Equity		
Retained Surplus/(Deficiency)	450,264,518	440,813,008
Asset Revaluation Surplus	435,067,399	427,453,683
TOTAL COMMUNITY EQUITY	885,331,918	868,266,691

3.1 Current Assets

3.1.1 Cash and Cash Equivalents

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

As of 31 August 2021, Council's actual cash and cash equivalents balance was \$42,622,230. The below table shows the breakup of this balance sheet element (excluding cash drawers).



As at the 31 August 2021, restricted cash balance was \$27.025m. This is the final 2020/2021 financial year restricted cash balance. No adjustments have been made for 2021/2022 movement and will start to occur during the next month or two.

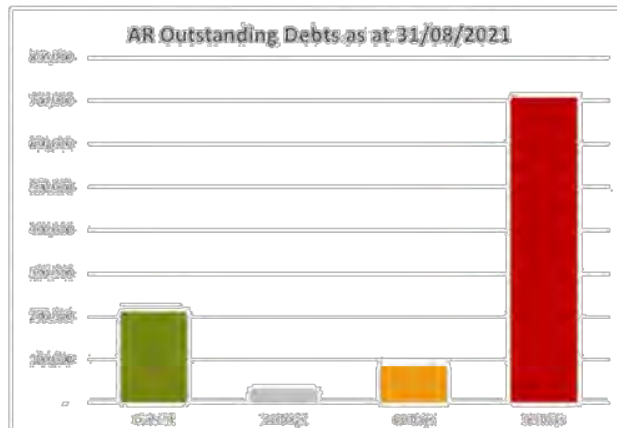
RESTRICTED CASH		Aug-21
Recurrent Expenditure		988,873
Future Capital Works		
Roads		3,448,182
Buildings		4,425,504
Waste		4,673,098
Land		25,322
Plant & ICT		2,779,491
Water		2,955,295
Wastewater		2,363,048
Unspent - Developer Contributions		4,556,587
Unspent - Loan Funds		810,246
Total		27,025,646

3.1.2 Trade and Other Receivables

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

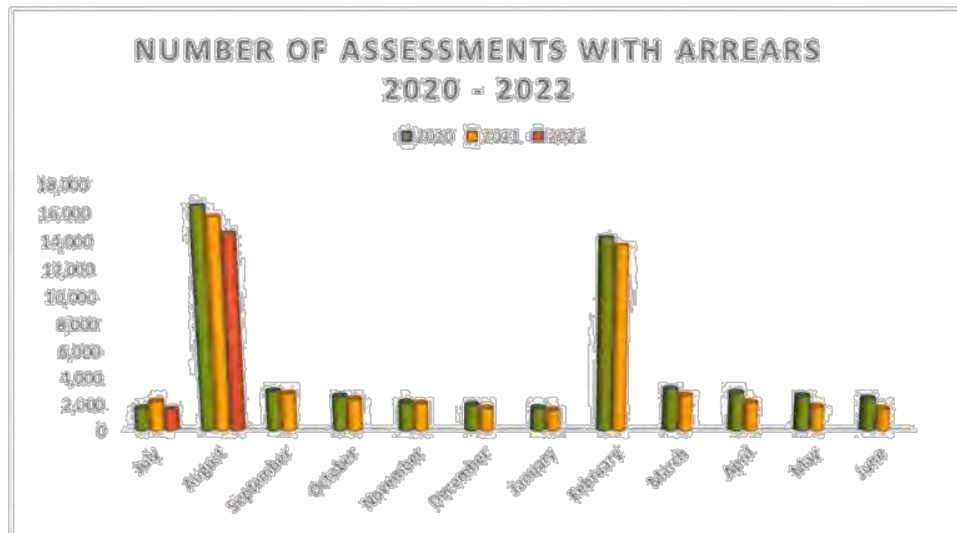
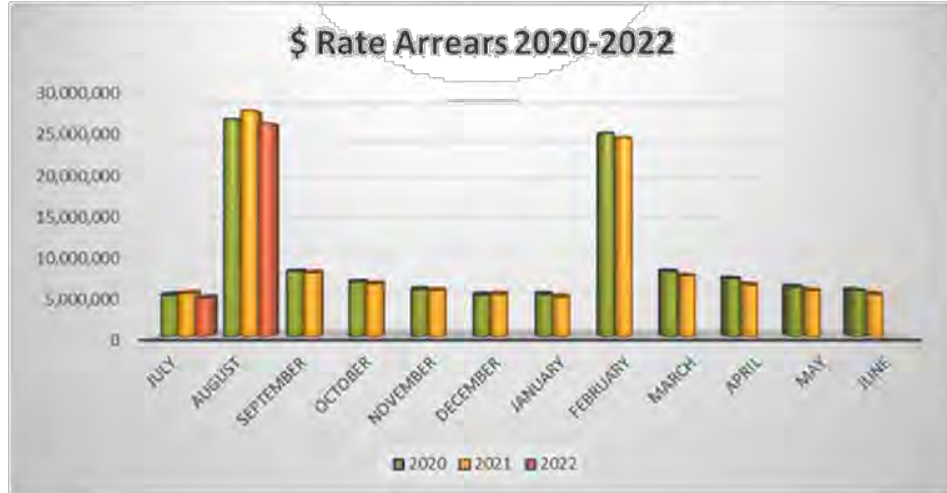


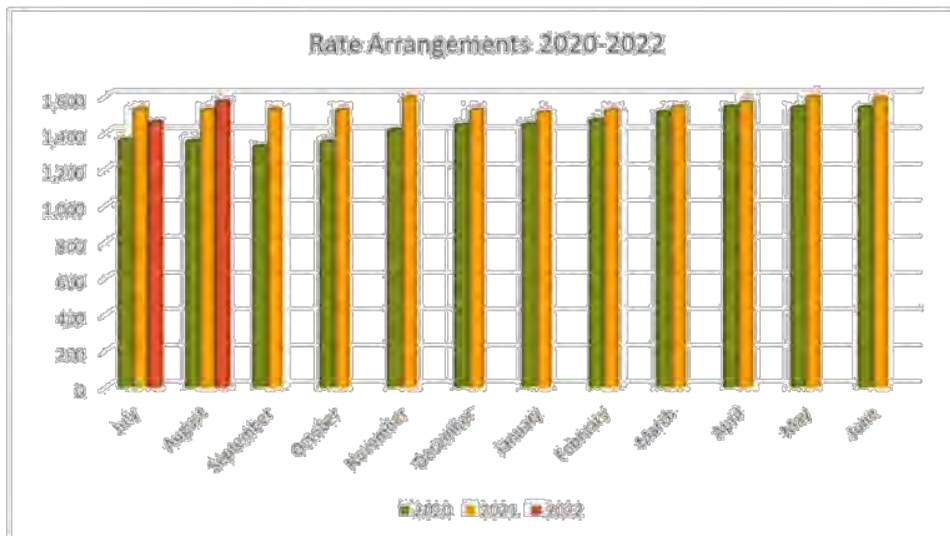
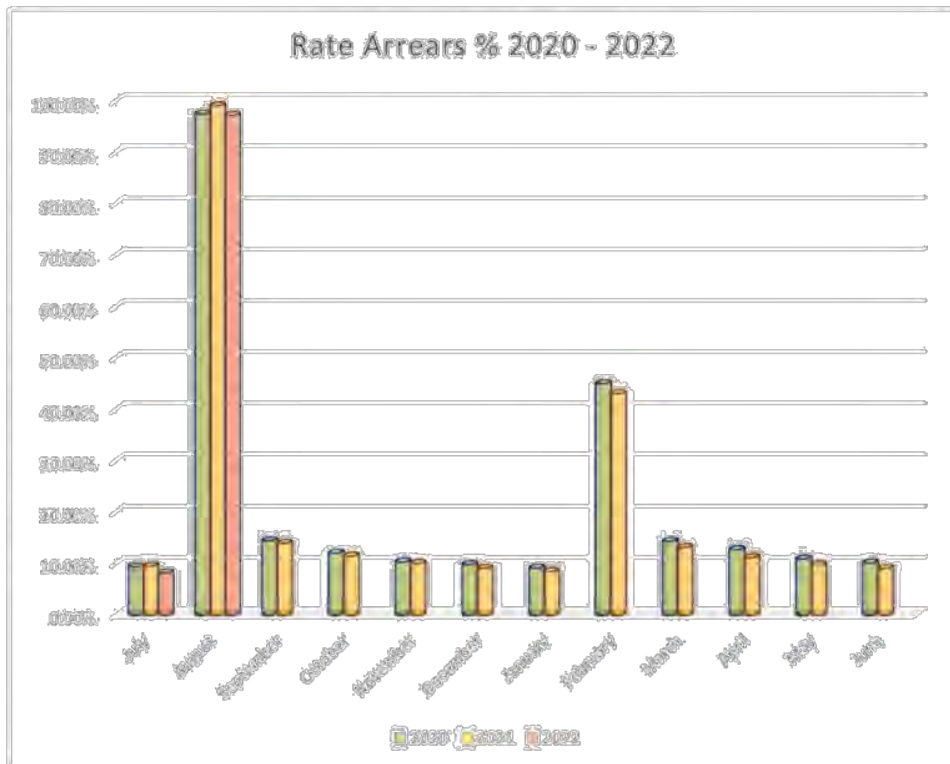
Out of the \$179k in Property and Rating (P&R) debts above that are overdue by 90 days or more, \$26k is currently with debt collectors, \$7k are on payment plans. \$42k are being actively pursued by Council staff with most of this relating to outstanding animal registrations. \$28k can be recovered when properties are sold, \$20k is in the process of going to debt collectors shortly and \$56k belong to developer contributions that will be finalised in the future. Finance will be transferring a number of outstanding debts to debt collectors during September and October.



The AR outstanding debts 90+ days has increased by \$576k from last month. A total of 15% of the value sitting in 90 days remains with debt collectors or have a payment arrangement with Council. Out of the remaining 85%, most of this relates to an invoice for grant income which Council has been advised has been approved for payment and will be processed shortly.

Rates in arrears as of 31 August 2021 is sitting at \$4.813 million or 8.31% which is above the target arrears of 7%. There are currently 1,460 assessments with rate arrangements in place which accounts for 92% of the properties that are in arrears. The number of assessments with arrears and the dollar value has reduced compared to the previous two years.





3.1.3 Inventories

Inventories is made-up of Council stores and is valued at cost. Council is currently undertaking a project to reduce and minimise the number of inventories held.

3.2 Non-Current Assets

3.2.1 Trade and Other Receivables

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

3.2.2 Property, Plant and Equipment

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

Actual expenditure with committed costs as of 31 August 2021 is \$7.804m, which is tracking above target at 24.94%. Of the \$7.804m, \$2.355m is actual expenditure with the remaining \$5.449m sitting as committed costs. The actual spend to date equates to 7.53% of the total budget available.

3.2.3 Right of Use Assets

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

3.2.4 Intangible Assets

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

3.3 Liabilities

3.3.1 Trade and other Payables

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

3.3.2 Borrowings

All Council borrowings are with the Queensland Treasury Corporation (QTC). During September, Council paid its annual debt service payment to QTC which reduced the carrying value of borrowings in the balance sheet. The next yearly debt service payment on Council's borrowings is due in September 2021. The balance as of 31 August 2021 was \$33,806,412 made-up of borrowings in the following departments:

Department	Borrowings
NRM & Parks	\$ 591,234
Finance	\$ 943,825
Property	\$ 913,244
Economic Development	\$ 375,180
Environment & Waste	\$ 726,889
Infrastructure	\$ 11,436,138
Water & Wastewater	\$ 18,819,902
Total	\$ 33,806,412

3.3.3 Lease Liabilities

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

3.3.4 Provisions

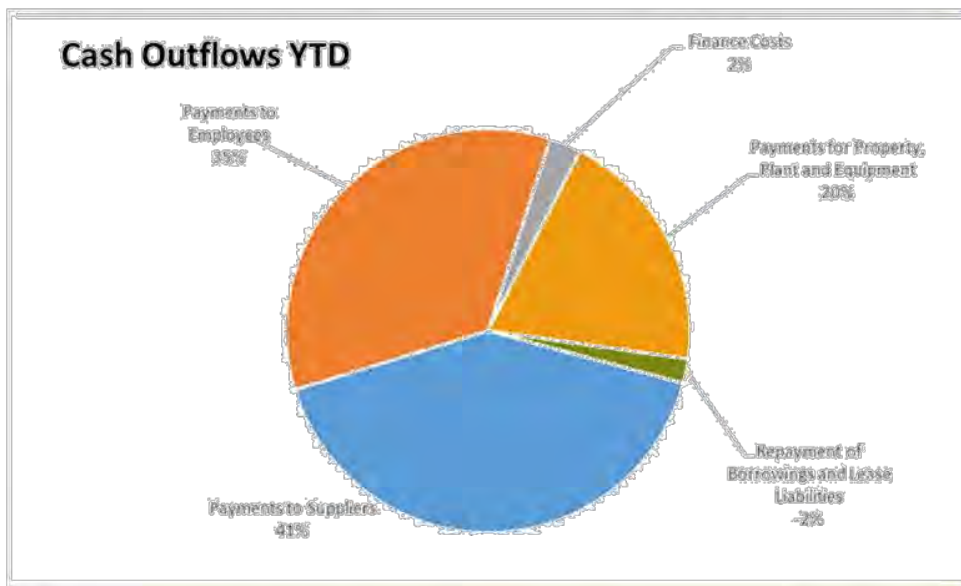
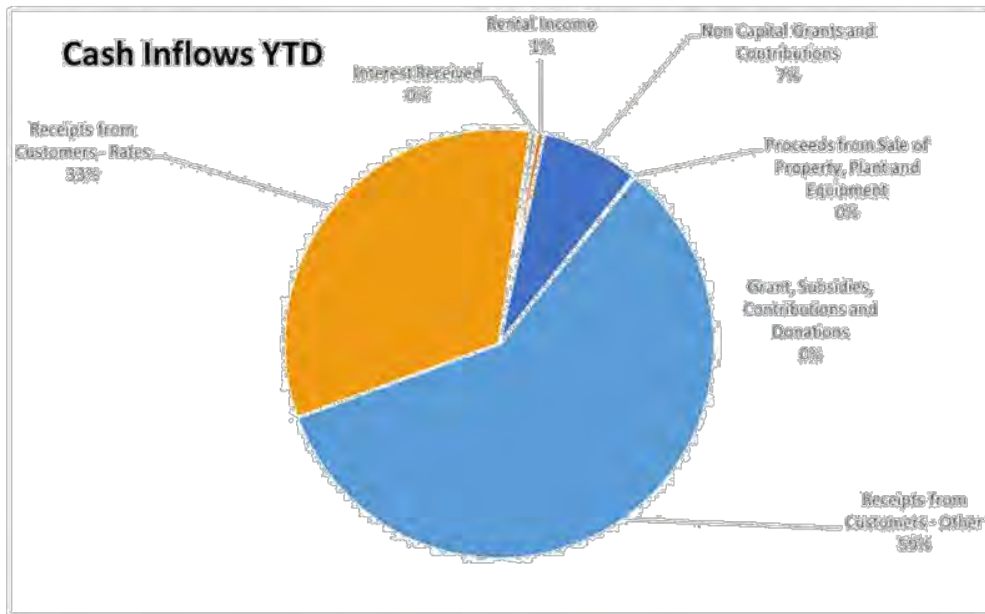
Provisions are made-up of landfill and gravel pit expected restoration costs and employee long service leave. Provisions will be impacted by discount rates and end of year calculations.

3.3.5 Other Liabilities

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

4.0 Interim Cash Flow

Monthly Cashflow	July	Aug	YTD	Original Budget	YTD vs Budget %
Cash Flows from Operating Activities					
Receipts from Customers	\$7,740,575	\$8,438,828	\$16,179,403	\$16,465,894	100%
Payments to Suppliers and employees	(6,758,531)	(6,860,832)	(13,619,363)	(13,574,843)	100%
Interest Received	294,002	52,551,838	52,845,840	\$12,291,405	23%
Rental Income	350,476	1,515,895	1,866,371	553,000	111%
Income from Capital Gains and Other Investments	316,331	338,559	654,890	\$194,800	30%
Finance Costs	(270,385)	(840,731)	(1,111,116)	\$7,651,874	14%
Net Cash Inflow (Outflow) from Operating Activities	1,352,462	17,375,357	18,727,819	\$18,105,102	101%
Cash Flows from Investing Activities					
Payments for Property, Plant and Equipment	(5,805,746)	(5,815,938)	(11,621,684)	(581,249,507)	5%
Payments for Intangible Assets	24,276	0	24,276	0	0%
Advances (Repayments) of Loans and Advances	0	0	0	0	0%
Proceeds from Sale of Property, Plant and Equipment, Items, Sublease, Contributions and Donations	\$16,008	\$1,816	\$17,824	\$400,000	0%
Net Cash Inflow (Outflow) from Investing Activities	(5,789,538)	(5,814,122)	(11,603,660)	(581,249,507)	2%
Cash Flows from Financing Activities					
Proceeds from Borrowings and New Liabilities	1,612,498	1,238,636	2,851,134	(16,160,881)	0%
Payment of Borrowings and Liabilities	0	(1,238,636)	(1,238,636)	(5,100,501)	0%
Net Cash Inflow (Outflow) from Financing Activities	1,612,498	0	1,612,498	(21,261,382)	0%
Cash and Cash Equivalents at the beginning of the period	\$4,005,340	\$4,932,788	\$8,938,128	\$20,507,733	
Net Increase (Decrease) in Cash and Cash Equivalents Held	1,375,422	11,561,235	12,936,657	(13,055,248)	
Cash and Cash Equivalents at the end of the period	\$5,380,762	\$16,494,023	\$21,874,785	\$7,452,485	
Reconciling Cash	\$2,708,224	\$2,025,846	\$4,734,070	\$2,795,248	
Cash Available for Use	\$8,088,986	\$18,519,869	\$26,608,855	\$10,247,733	



5.0 Interim Changes in Equity

	Jul-21	Aug-21	YTD
	\$	\$	\$
Asset Revaluation Surplus			
Opening Balance	435,067,399	435,067,399	435,067,399
Incr/(dec) in asset revaluation surplus			
Closing Balance	435,067,399	435,067,399	435,067,399
Retained Surplus			
Opening Balance	432,480,675	427,827,829	432,480,675
Restricted Cash Released			
Net Result	4,652,846	22,436,690	17,783,843
Closing Balance	427,827,829	450,264,518	450,264,518
Total Community Equity			
	862,895,228	885,331,917	885,331,918

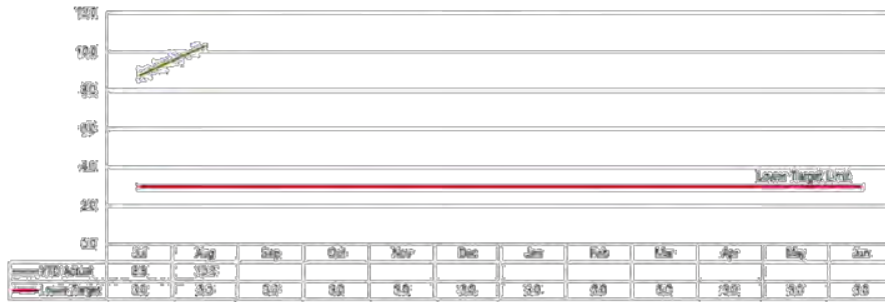
6.0 Financial Ratios

Key Performance Indicators - Monthly Reporting

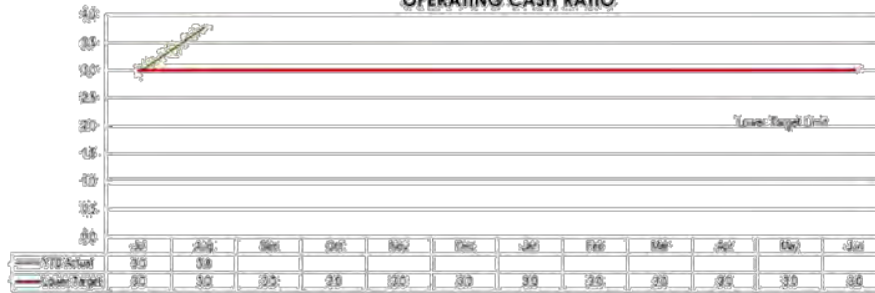
Ratio	Description	Formula	SBC's Target	Status	Aug-21
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{\text{Total Operating Expense} - \text{Depreciation}} \times \text{Number of Periods}$	Target greater than or equal to 3 months	✓	10.30
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{\text{Total Operating Expense} - \text{Depreciation}} \times \text{Number of Periods}$	Target greater than or equal to 3 months	✓	3.77
Current Ratio (Working Capital Ratio)	This measures the extent to which Council has liquid assets available to meet short term financial obligations	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	Target between 2.0 & 4.0	✗	0.40
Funded Long Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non - Current Borrowings}}$	Target greater than or equal to 50%	✓	73.76%
Debt Servicing Ratio	This indicates Council's ability to meet current debt instalments with recurrent revenue	$\frac{\text{Interest Expense} + \text{Lease Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✓	2.65%
Cash Balance \$M	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$24M	✓	42.62
Debt to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non - Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	3.57%
Interest Coverage Ratio	This ratio demonstrates the extent to which operating revenues are being used to meet the financing charges	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	✓	0.87%

The ratios at the end of August are all within their respective targets apart from the Current Ratio which is slightly over the target benchmark of between 2 and 4 landing at 4.4 for the month. This is largely due to the large accounts receivable balance from the rates levy which will go down over the next few months.

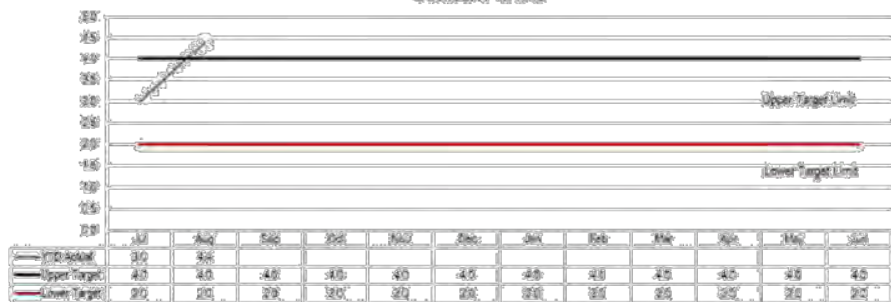
CASH RATIO

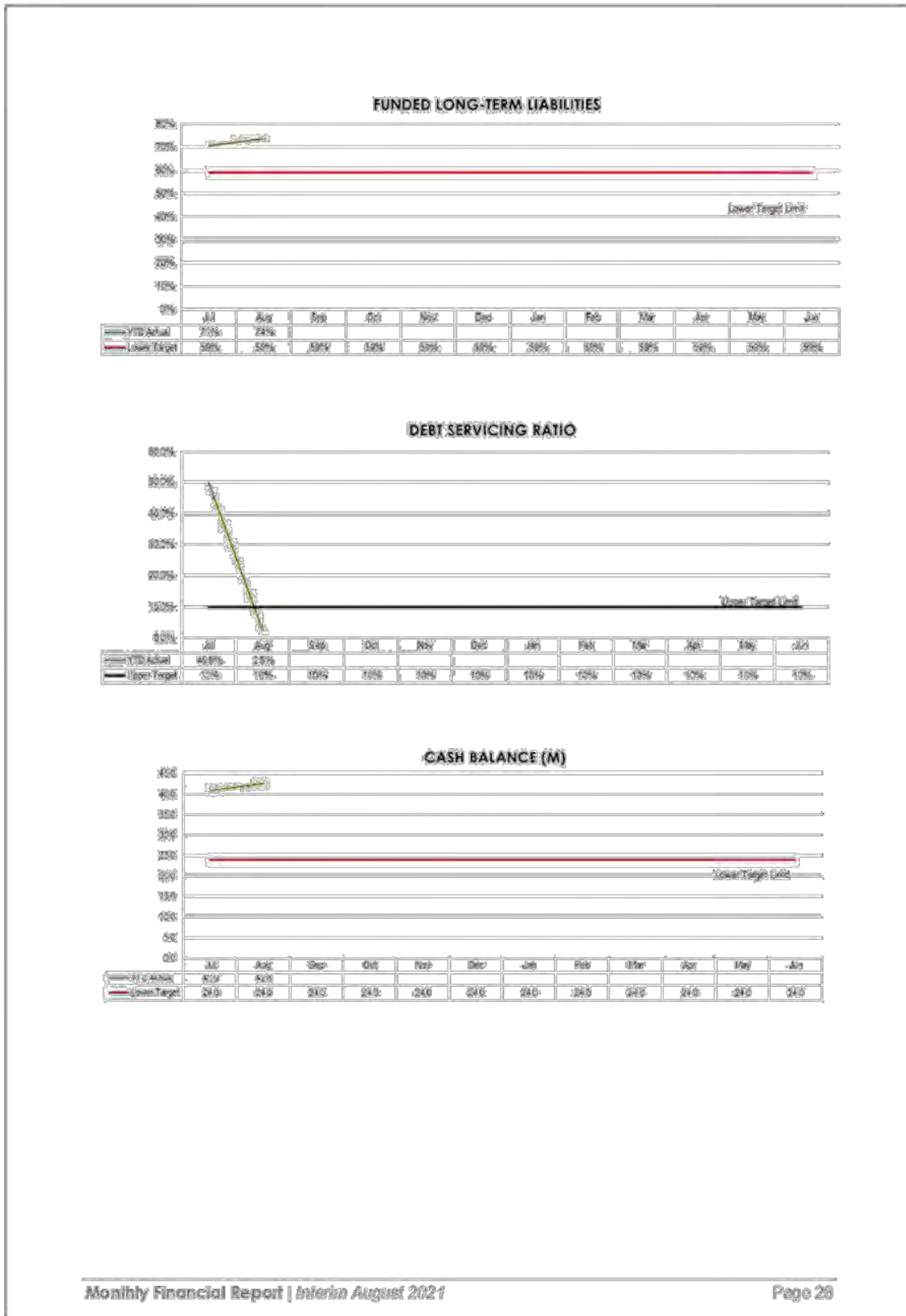


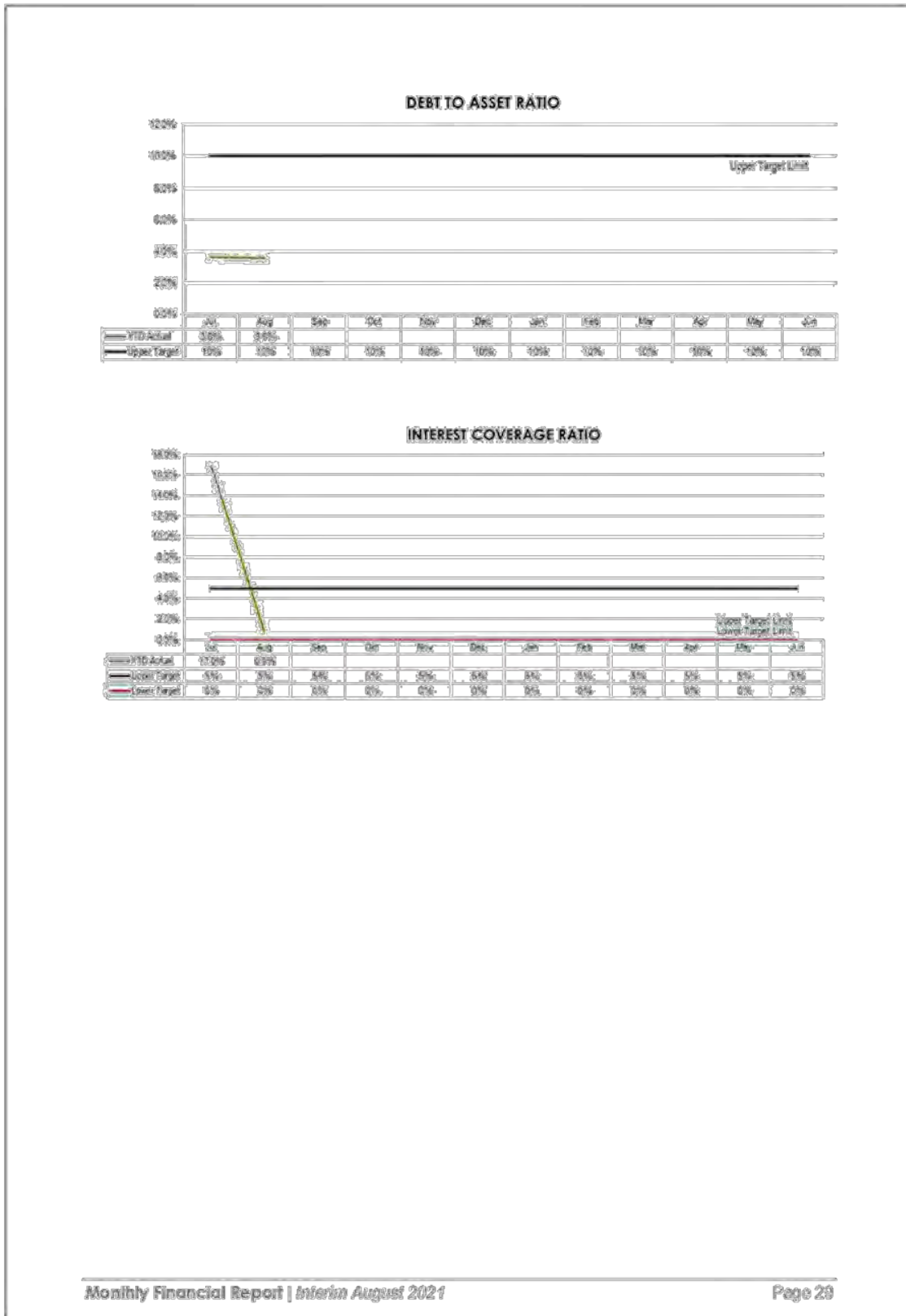
OPERATING CASH RATIO



CURRENT RATIO







7.0 Long Term Financial Forecast

Section 171 of the *Local Government Regulation 2012* requires Council to develop a long-term financial forecast, covering a period of at least 10 years, which is 2021/2022 to 2030/2031. The key objective of the long-term financial plan is to understand the Council's financial sustainability for the longer term while focusing on seeking to deliver operational surpluses and to achieve the Council's strategic outcomes as specified in the Corporate Plan.

The long-term financial forecast requires:

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

The Local Government must:

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

The below revised long term financial forecast is based off the original budget for the 2021/2022 year.

7.1 Income and Expenditure Statements

	Year 2 2022/2023	Year 3 2023/2024	Year 4 2024/2025	Year 5 2025/2026
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	53,480,039	55,353,791	57,305,127	59,337,787
Fees and Charges	4,669,555	4,747,316	4,826,384	4,905,783
Rental Income	384,350	390,884	397,531	404,290
Interest Received	632,805	635,133	637,484	639,858
Sales Revenue	3,067,934	3,120,090	3,173,132	3,227,076
Other Income	779,203	792,449	805,922	819,625
Grants, Subsidies, Contributions and Donations	7,696,017	7,672,855	7,750,502	7,829,968
	<u>70,709,903</u>	<u>72,712,518</u>	<u>74,886,082</u>	<u>77,164,387</u>
Capital Revenue				
Grants, Subsidies, Contribution and Donations	12,919,291	5,124,358	2,535,581	4,912,610
	<u>12,919,291</u>	<u>5,124,358</u>	<u>2,535,581</u>	<u>4,912,610</u>
Total Income	<u>83,629,194</u>	<u>77,836,876</u>	<u>77,421,663</u>	<u>82,076,997</u>
Expenses				
Recurrent Expenses				
Employee Benefits	25,479,700	25,989,960	26,510,434	27,041,333
Materials and Services	23,989,771	24,397,789	24,811,047	25,231,334
Finance Costs	1,960,453	1,836,509	1,809,331	1,812,036
Depreciation and Amortisation	21,491,712	21,591,191	21,721,848	21,825,260
	<u>72,921,635</u>	<u>73,815,449</u>	<u>74,852,460</u>	<u>75,909,963</u>
Capital Expense	(408,600)	(413,716)	(420,749)	(427,902)
Total Expense	<u>72,514,835</u>	<u>73,401,733</u>	<u>74,431,711</u>	<u>75,482,061</u>
Net Result	<u>11,114,359</u>	<u>4,435,143</u>	<u>2,989,952</u>	<u>6,594,936</u>
Net Operating Result	<u>(2,211,732)</u>	<u>(1,102,931)</u>	<u>43,622</u>	<u>1,254,424</u>

	Year 1 2020/2021	Year 2 2021/2022	Year 3 2022/2023	Year 4 2023/2024	Year 10 2032/2031
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	61,455,700	63,863,035	65,884,130	68,363,637	70,866,380
Fees and Charges	4,988,523	5,071,867	5,156,170	5,242,112	5,328,478
Rental Income	411,163	418,153	425,261	432,489	439,843
Interest Received	848,250	852,719	859,244	865,836	872,485
Sales Revenue	3,281,838	3,337,729	3,394,470	3,452,177	3,510,884
Other Income	833,558	847,728	862,158	876,793	891,636
Grants, Subsidies, Contributions and Donations	7,909,260	7,959,369	8,009,361	8,151,158	8,239,876
	<u>79,525,402</u>	<u>81,370,419</u>	<u>84,550,732</u>	<u>87,184,233</u>	<u>89,844,634</u>
Capital Revenue					
Grants, Subsidies, Contribution and Donations	4,912,610	4,912,610	4,912,610	4,912,610	4,912,610
	<u>84,438,012</u>	<u>86,283,029</u>	<u>89,463,342</u>	<u>92,096,843</u>	<u>94,757,244</u>
Total Income					
	<u>84,438,012</u>	<u>86,283,029</u>	<u>89,463,342</u>	<u>92,096,843</u>	<u>94,757,244</u>
Expenses					
Recurrent Expenses					
Employee Benefits	27,582,851	28,133,314	28,688,637	29,273,331	29,859,544
Materials and Services	25,858,729	26,093,385	26,535,428	26,985,013	27,442,227
Finance Costs	1,849,881	1,497,181	1,338,849	1,170,328	1,013,124
Depreciation and Amortisation	21,835,932	22,050,964	22,424,944	22,896,759	23,767,841
	<u>76,127,393</u>	<u>77,774,744</u>	<u>78,987,858</u>	<u>80,325,431</u>	<u>81,082,736</u>
Capital Expense	(436,378)	(442,574)	(450,098)	(457,750)	(465,532)
	<u>75,690,995</u>	<u>77,332,170</u>	<u>78,537,760</u>	<u>79,867,681</u>	<u>80,617,204</u>
Total Expense					
	<u>75,690,995</u>	<u>77,332,170</u>	<u>78,537,760</u>	<u>79,867,681</u>	<u>80,617,204</u>
Net Result	<u>8,747,017</u>	<u>8,950,859</u>	<u>10,925,582</u>	<u>12,229,162</u>	<u>14,140,040</u>
Net Operating Result	<u>2,898,639</u>	<u>4,202,875</u>	<u>5,532,934</u>	<u>7,149,801</u>	<u>8,662,508</u>

7.2 Financial Position

	Year 2 2022/2023	Year 3 2023/2024	Year 4 2024/2025	Year 5 2025/2026
Assets				
Current Assets				
Cash and Cash Equivalents	\$ 37,151,450	\$ 39,157,742	\$ 42,600,360	\$ 43,651,635
Receivables	\$ 5,825,002	\$ 5,908,812	\$ 6,088,672	\$ 6,370,944
Inventories	\$ 756,986	\$ 749,416	\$ 741,922	\$ 734,503
Total Current Assets	\$ 43,733,438	\$ 45,815,970	\$ 49,430,955	\$ 50,957,081
Non-Current Assets				
Receivables - Non-Current	\$ 708,948	\$ 512,314	\$ 315,780	\$ 8,352
Infrastructure, Property, Plant and Equipment	\$ 883,685,293	\$ 888,224,205	\$ 890,714,337	\$ 892,756,273
Intangible Assets	\$ 6,234,639	\$ 6,234,639	\$ 6,234,639	\$ 6,234,639
Right Of Use Assets	\$ 806,831	\$ 775,853	\$ 746,738	\$ 717,624
Total Non-Current Assets	\$ 891,435,611	\$ 895,747,011	\$ 898,011,494	\$ 899,716,888
Total Assets	\$ 935,169,050	\$ 941,562,981	\$ 947,442,449	\$ 950,673,969
Liabilities				
Current Liabilities				
Payables	\$ 7,199,564	\$ 7,238,033	\$ 7,278,915	\$ 7,320,335
Borrowings	\$ 3,284,988	\$ 3,441,088	\$ 3,243,824	\$ 3,398,249
Provisions	\$ 3,796,586	\$ 3,780,463	\$ 3,834,170	\$ 3,874,638
Unearned Revenue	\$ 2,354,174	\$ 2,377,716	\$ 2,401,493	\$ 2,425,508
Total Current Liabilities	\$ 16,635,312	\$ 16,847,300	\$ 16,758,402	\$ 17,018,730
Non-Current Liabilities				
Payables - Non-Current	\$ 823,767	\$ 802,242	\$ 780,138	\$ 757,439
Borrowings - Non-Current	\$ 24,731,982	\$ 26,165,618	\$ 28,755,426	\$ 24,915,121
Provisions - Non-Current	\$ 13,596,939	\$ 13,931,627	\$ 14,332,337	\$ 14,571,598
Unearned Revenue	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 39,152,688	\$ 40,899,487	\$ 43,867,901	\$ 40,244,158
Total Liabilities	\$ 55,788,000	\$ 57,746,788	\$ 60,626,303	\$ 57,262,888
Net Assets	\$ 879,381,050	\$ 883,816,193	\$ 886,816,145	\$ 893,411,081
Equity				
Retained Earnings	\$ 451,927,367	\$ 456,362,510	\$ 459,362,462	\$ 465,957,398
Revaluation Reserve	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Total Equity	\$ 879,381,050	\$ 883,816,193	\$ 886,816,145	\$ 893,411,081

	Year 6 2020/2021	Year 7 2021/2022	Year 8 2022/2023	Year 9 2023/2024	Year 10 2024/2025
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 45,566,712	\$ 42,429,734	\$ 47,348,401	\$ 50,834,510	\$ 54,588,038
Receivables	\$ 6,651,113	\$ 7,032,983	\$ 7,520,528	\$ 8,117,908	\$ 8,838,488
Inventories	\$ 727,156	\$ 719,896	\$ 712,887	\$ 725,560	\$ 899,526
Total Current Assets	\$ 52,944,981	\$ 50,182,613	\$ 55,479,614	\$ 59,477,977	\$ 64,114,080
Non-Current Assets					
Receivables - Non-Current	\$ -	\$ -	\$ -	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 695,246,796	\$ 697,399,856	\$ 698,583,160	\$ 611,556,257	\$ 618,184,884
Intangible Assets	\$ 6,234,839	\$ 6,234,839	\$ 6,234,839	\$ 6,234,839	\$ 6,234,839
Right Of Use Assets	\$ 888,599	\$ 859,520	\$ 833,530	\$ 801,540	\$ 772,550
Total Non-Current Assets	\$ 902,169,934	\$ 904,293,815	\$ 913,448,329	\$ 918,392,436	\$ 922,992,073
Total Assets	\$ 955,114,917	\$ 961,476,418	\$ 968,927,943	\$ 977,870,413	\$ 987,106,153
Liabilities					
Current Liabilities					
Payables	\$ 7,362,161	\$ 7,404,870	\$ 7,447,739	\$ 7,491,376	\$ 7,535,657
Borrowings	\$ 3,051,582	\$ 3,189,832	\$ 3,215,130	\$ 3,362,351	\$ 3,509,532
Provisions	\$ 3,848,907	\$ 3,955,229	\$ 4,081,712	\$ 4,248,753	\$ 4,379,210
Unearned Revenue	\$ 2,449,783	\$ 2,474,281	\$ 2,499,003	\$ 2,523,863	\$ 2,549,238
Total Current Liabilities	\$ 16,692,393	\$ 17,003,762	\$ 17,243,584	\$ 17,627,483	\$ 18,016,571
Non-Current Liabilities					
Payables - Non-Current	\$ 734,284	\$ 710,483	\$ 688,021	\$ 680,920	\$ 635,140
Borrowings - Non-Current	\$ 21,293,538	\$ 17,533,958	\$ 13,728,830	\$ 9,778,499	\$ 5,676,668
Provisions - Non-Current	\$ 14,933,796	\$ 15,219,470	\$ 15,359,131	\$ 14,374,943	\$ 11,958,896
Unearned Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 36,961,618	\$ 33,457,891	\$ 29,773,952	\$ 24,834,362	\$ 18,270,774
Total Liabilities	\$ 53,654,011	\$ 50,461,653	\$ 47,017,536	\$ 42,461,845	\$ 36,287,345
Net Assets	\$ 901,460,906	\$ 911,014,765	\$ 921,910,407	\$ 934,408,568	\$ 948,818,808
Equity					
Retained Earnings	\$ 474,003,323	\$ 463,581,083	\$ 494,458,724	\$ 509,076,885	\$ 521,217,125
Reserve	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Total Equity	\$ 901,456,906	\$ 911,014,766	\$ 921,910,407	\$ 934,430,568	\$ 948,670,808

7.3 Cash Flow

	Year 2 2022/2023	Year 3 2023/2024	Year 4 2024/2025	Year 5 2025/2026
Cash Flows from Operating Activities				
<i>Receipts:</i>				
Receipts from Customers	\$ 69,101,800	\$ 67,572,724	\$ 69,641,441	\$ 71,899,632
Interest Received	\$ 632,805	\$ 635,133	\$ 637,484	\$ 639,658
Rental Income	\$ 384,350	\$ 390,884	\$ 397,531	\$ 404,290
Non-Capital Grants and Contributions	\$ 7,696,017	\$ 7,672,855	\$ 7,750,502	\$ 7,828,968
<i>Payments:</i>				
Payment to Suppliers	-\$ 54,003,192	-\$ 54,002,612	-\$ 54,886,334	-\$ 56,071,089
Borrowing Costs	-\$ 1,414,981	-\$ 1,291,052	-\$ 1,263,889	-\$ 1,266,609
Net Cash Provided (or Used) in Operating Activities	\$ 22,396,799	\$ 20,977,932	\$ 22,276,735	\$ 23,435,050
Cash Flows from Investing Activities				
<i>Receipts:</i>				
Proceeds from Sale of PPE	\$ 406,800	\$ 413,716	\$ 420,749	\$ 427,002
Grants, Subsidies, Contributions and Donations	\$ 12,919,291	\$ 5,124,358	\$ 2,535,581	\$ 4,912,610
<i>Payments:</i>				
Payments for PPE	-\$ 32,610,853	-\$ 26,099,450	-\$ 24,182,991	-\$ 23,838,407
Net Cash Provided (or Used) in Investing Activities	-\$ 19,284,762	-\$ 20,561,376	-\$ 21,226,661	-\$ 18,497,895
Cash Flows from Financing Activities				
<i>Receipts:</i>				
Proceeds from Borrowings	\$ 800,000	\$ 5,000,000	\$ 6,000,000	\$ -
<i>Payments:</i>				
Repayments of Borrowings	-\$ 3,259,054	-\$ 3,410,264	-\$ 3,607,456	-\$ 3,685,880
Net Cash Provided (or Used) in Financing Activities	-\$ 2,459,054	\$ 1,589,736	\$ 2,392,544	-\$ 3,685,880
Net Increase/(Decrease) in Cash and Cash Equivalents	\$ 652,983	\$ 2,006,292	\$ 3,442,618	\$ 1,251,275
Cash and Cash Equivalents at Beginning of Period	\$ 36,498,468	\$ 37,151,450	\$ 39,157,742	\$ 42,600,360
Cash and Cash Equivalents at End of Period	\$ 37,151,450	\$ 39,157,742	\$ 42,600,360	\$ 43,851,635

	Year 6 2020/2021	Year 7 2021/2021	Year 8 2022/2022	Year 9 2022/2022	Year 10 2023/2023
Cash Flows from Operating Activities					
<i>Receipts:</i>					
Receipts from Customers	\$ 73,041,273	\$ 70,203,017	\$ 78,680,674	\$ 81,208,428	\$ 82,832,975
Interest Received	\$ 648,258	\$ 652,718	\$ 650,244	\$ 665,858	\$ 672,486
Rental Income	\$ 411,163	\$ 418,153	\$ 425,261	\$ 432,490	\$ 439,843
Non-Capital Grants and Contributions	\$ 7,608,280	\$ 7,988,389	\$ 8,089,361	\$ 8,191,188	\$ 8,233,970
<i>Payments:</i>					
Payment to Suppliers	-\$ 57,049,317	-\$ 53,065,025	-\$ 59,253,730	-\$ 60,499,997	-\$ 62,838,047
Borrowing Costs	-\$ 1,104,469	-\$ 961,764	-\$ 793,467	-\$ 633,962	-\$ 487,772
Net Cash Provided (or Used) in Operating Activities	\$ 24,753,166	\$ 26,304,568	\$ 27,793,343	\$ 29,384,071	\$ 29,873,370
Cash Flows from Investing Activities					
<i>Receipts:</i>					
Proceeds from Sale of PPE	\$ 435,176	\$ 442,874	\$ 450,908	\$ 487,750	\$ 468,532
Grants, Subsidies, Contributions and Donations	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610
<i>Payments:</i>					
Payments for PPE	-\$ 24,197,628	-\$ 24,175,170	-\$ 31,579,783	-\$ 27,841,132	-\$ 27,687,604
Net Cash Provided (or Used) in Investing Activities	-\$ 19,049,840	-\$ 18,815,986	-\$ 26,217,075	-\$ 22,170,032	-\$ 21,989,462
Cash Flows from Financing Activities					
<i>Receipts:</i>					
Proceeds from Borrowings	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Payments:</i>					
Repayments of Borrowings	-\$ 3,988,250	-\$ 3,621,560	-\$ 3,759,600	-\$ 3,805,130	-\$ 3,952,330
Net Cash Provided (or Used) in Financing Activities	-\$ 3,988,250	-\$ 3,621,560	-\$ 3,759,600	-\$ 3,805,130	-\$ 3,952,330
Net Increase/(Decrease) in Cash and Cash Equivalents	\$ 1,715,076	\$ 3,863,022	\$ 2,185,332	\$ 3,408,509	\$ 3,931,578
Cash and Cash Equivalents at Beginning of Period	\$ 43,851,635	\$ 45,988,712	\$ 49,429,734	\$ 47,248,431	\$ 50,694,510
Cash and Cash Equivalents at End of Period	\$ 45,566,712	\$ 49,429,734	\$ 47,248,401	\$ 50,884,510	\$ 54,596,088

7.4 Changes in Equity

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

	Year 6 2026/2027	Year 7 2027/2028	Year 8 2028/2029	Year 9 2029/2030	Year 10 2030/2031
Asset Revaluation Surplus					
Opening Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Retained Surplus					
Opening Balance	\$ 465,957,398	\$ 474,003,223	\$ 483,561,083	\$ 494,456,724	\$ 506,976,885
Net Result	\$ 8,045,825	\$ 9,557,859	\$ 10,595,642	\$ 12,520,181	\$ 14,240,240
Closing Balance	\$ 474,003,223	\$ 483,561,083	\$ 494,456,724	\$ 506,976,885	\$ 521,217,125
Total Community Equity	\$ 901,456,906	\$ 911,014,766	\$ 921,910,407	\$ 934,430,568	\$ 948,670,808

8.0 Investments

Council had \$42.821m held in bank accounts on 31 August 2021. Out of this balance 81% was held with QTC with an end of month interest rate of 0.51% and the remaining 19% was with Commonwealth Bank with an interest rate of 0.60%.

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

Investment Portfolio Report
As at 31 August 2021

Investment	Optimal Investment Return (July 2021)	Interest Rate	Deposit	Excess Cash	Balance	Interest Income	Admin Charge	Net Interest Income	Funding Requirement	YTD Portfolio	Short Term Rating	Withheld Cash/Party Limit	Maximum Funds Limit
Client Asset Trust (Commonwealth Bank)	0.51%	0.64%		\$4,600,400	\$4,600,400	\$20,307	\$2,000	\$18,307	\$4,600,400	0.81	A1+	0.60%	No Limit
Client Asset Trust (QTC)	0.51%	0.51%	\$2,255,500	\$2,255,500	\$2,255,500	\$1,000	\$1,000	\$1,255,500	0.19	A1+	0.60%	\$2,255,500	
Total			\$2,255,500	\$6,855,900	\$6,855,900	\$21,307	\$3,000	\$19,307	\$6,855,900				

9.0 Works for Queensland

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

9.1 Works for Queensland Round 4

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

11.0 Rates Update

- 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.
- Some 17,500 rate notices were despatched on 19 August 2021 for the rating period 1 July to 31 December 2021.
- The due date for payment is Wednesday 22 September 2021.
- A total of 1,032 tasks (requests) have been received by the 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.



10 PORTFOLIO – ROADS & DRAINAGE**10.1 APPLICATION FOR PERMANENT ROAD CLOSURE OF A SECTION OF UN-NAMED ROAD AND A SECTION OF STEINHARDTS ROAD KEYSLAND WHICH ADJOINS LOT 321 ON FY61**

File Number: 22/09/2021

Author: Manager Works

Authoriser: Chief Executive Officer

PRECIS

Presented at the Infrastructure Standing Committee meeting held on 1 September 2021, was a report on an Application for Permanent Road Closure of a section of un-named road and a section of Steinhardts Road Keysland which adjoins Lot 321 on FY61.

SUMMARY**Committee Resolution 2021/36**

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

That the Committee recommends to Council:

1. That Council advise the applicant and the Department of Natural Resources and Mines that:

(a) It objects to the application for the permanent road closure of a section of un-named road and a section of Steinhardts Road, Keysland which adjoins Lot 321 on FY61 shown as Lot A in Attachment 1. The reasons for this objection are as follows:

(i) The long-term usage of the sections of road reserve is unknown. The closure may affect any future interconnection of roads, any necessary future infrastructure, and any potential new development in the area.

(ii) The option is available to the applicant to apply for a Permit to Occupy.

(b) Should the Department of Natural Resources and Mines approve the proposed permanent road closure, that there be no cost to Council associated with the road closure.

2. Delegates authority under section 257 of the Local Government Act 2009 to the Chief Executive Officer or their delegate to finalise any and all matters associated with the application.

(a) Execute, as road manager, form Part C 'Statement in relation to an application under the Land Act 1994 over State land' for the proposed permanent road closure.

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

Against: Nil

CARRIED 5/0

OFFICER'S RECOMMENDATION

1. That Council advise the applicant and the Department of Natural Resources and Mines that:

(a) It objects to the application for the permanent road closure of a section of un-named road and a section of Steinhardtts Road, Keysland which adjoins Lot 321 on FY61 shown as Lot A in Attachment one (1). The reasons for this objection are as follows:

(i) The long-term usage of the sections of road reserve is unknown. The closure may affect any future interconnection of roads, any necessary future infrastructure, and any potential new development in the area.

(ii) The option is available to the applicant to apply for a Permit to Occupy.

(b) Should the Department of Natural Resources and Mines approve the proposed permanent road closure, that there be no cost to Council associated with the road closure.

2. Delegates authority under section 257 of the Local Government Act 2009 to the Chief Executive Officer or their delegate to finalise any and all matters associated with the application.

(a) Execute, as road manager, form Part C 'Statement in relation to an application under the Land Act 1994 over State land' for the proposed permanent road closure.

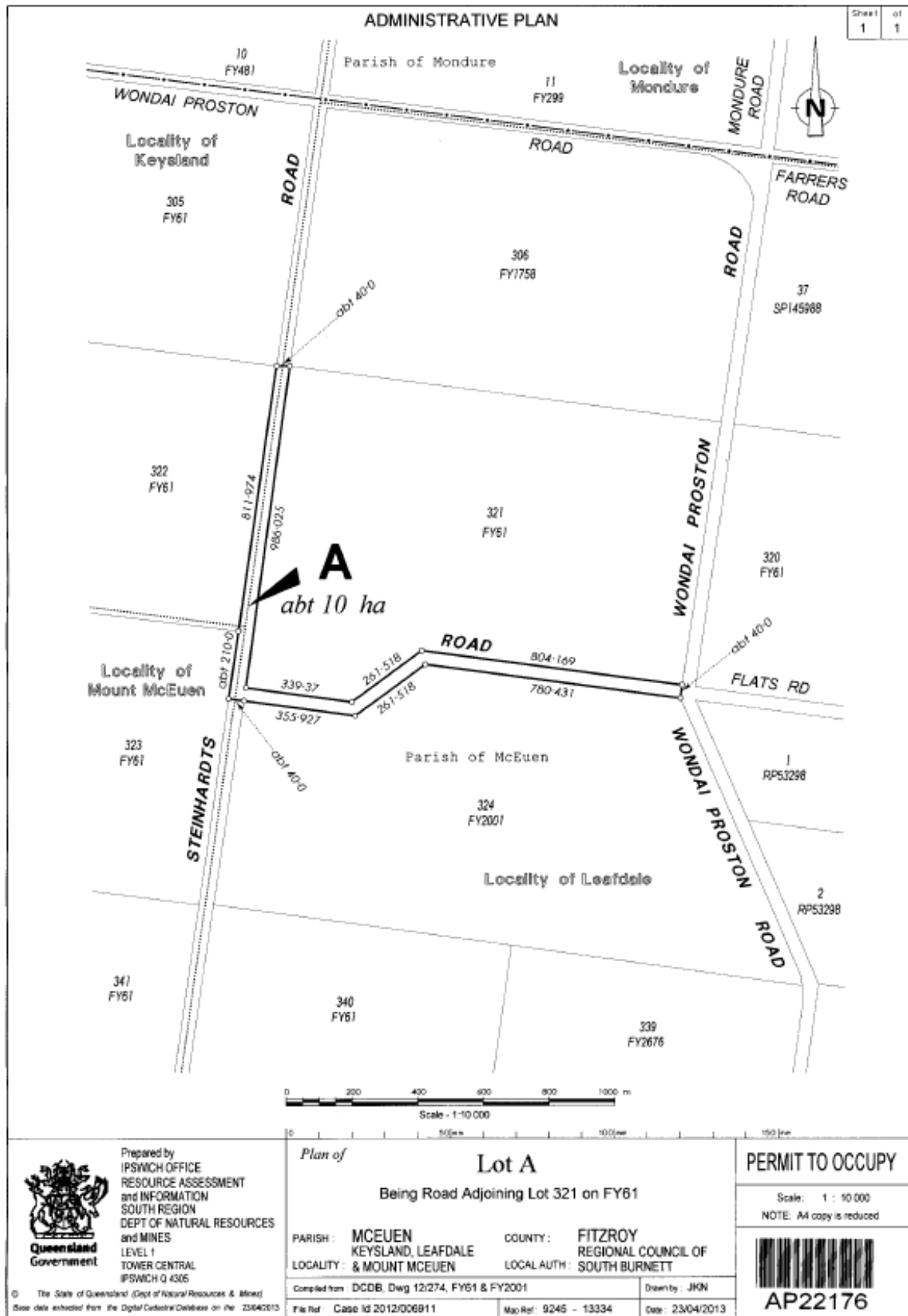
BACKGROUND

Presented at the Infrastructure Standing Committee meeting held on 1 September 2021.

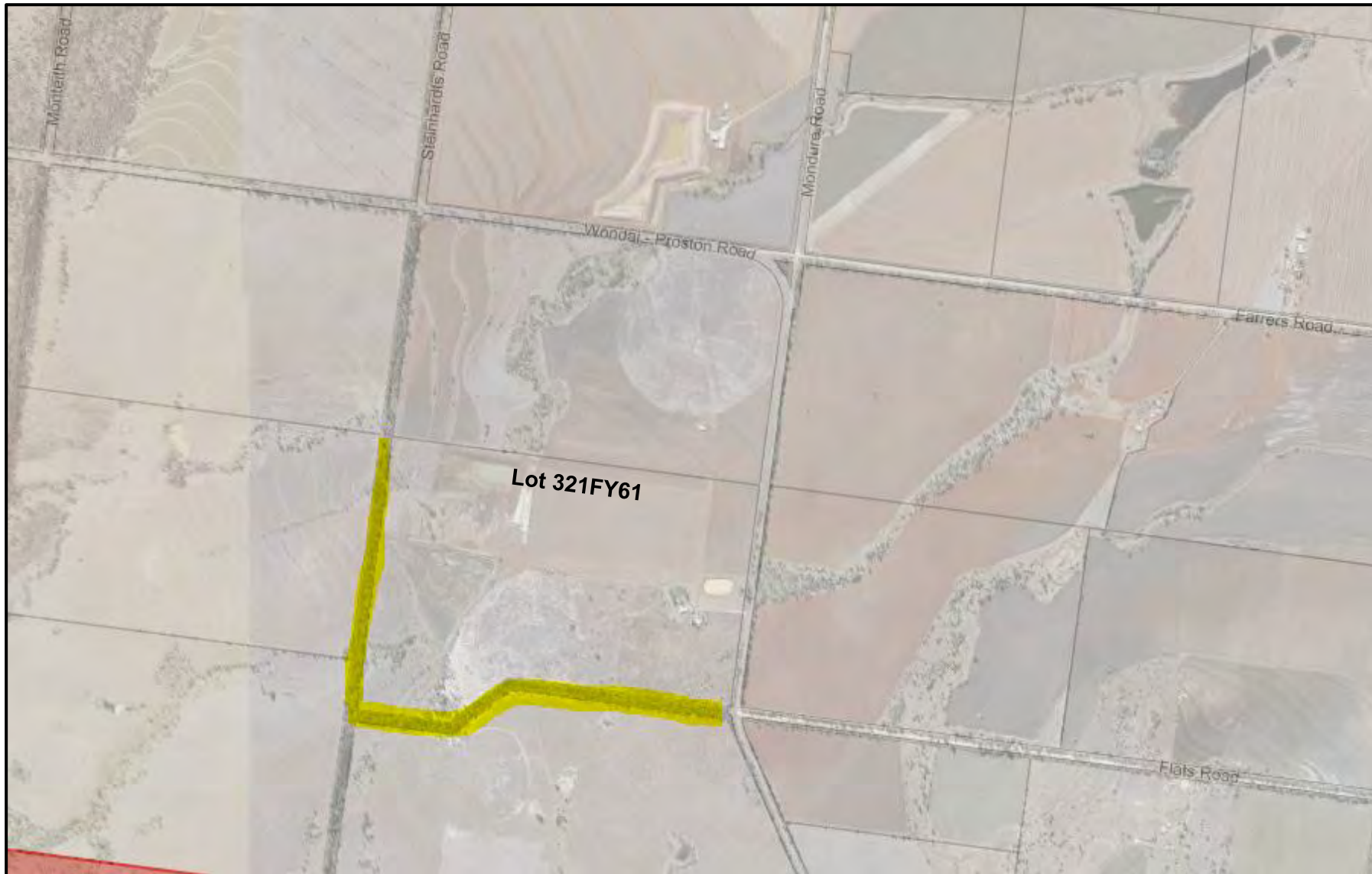
ATTACHMENTS

1. **Road Proposed to be Permanently Closed - Lot 321 on FY61** [!\[\]\(0fb13ad0bfa3d86868cdd3883e5665b3_img.jpg\) !\[\]\(0f2e4c692d3a707bde52a963c276fa9a_img.jpg\)](#)

Attachment 1: Road Proposed to be Permanently Close: Plan of Lot A Being Road Adjoin Lot 321 on FY61:



Attachment 2: Road Proposed to be Permanently Close: Plan of Lot A Being Road Adjoin Lot 321 on FY61:



10.2 CHERBOURG ROAD PLANNED WORKS**File Number:** 22-09-2021**Author:** Manager Works**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure Standing Committee meeting held on 1 September 2021, was a report on the ongoing discussions between South Burnett Regional Council and Cherbourg Aboriginal Council regarding upcoming and required works on Cherbourg Road as well as the submission of a joint ATSI TIDS funding application with Cherbourg Aboriginal Council to rehabilitate and upgrade Cherbourg Road

SUMMARY**COMMITTEE RESOLUTION 2021/39**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommend to Council:

- 1. That Council proceed with reseal works on Cherbourg Road between chainage 0.0km – 2.149km in accordance with the bitumen reseal program prior to Christmas;*
- 2. That Council submit a joint ATSI TIDS application with Cherbourg Aboriginal Council to rehabilitate and upgrade Cherbourg Road to a 7m seal on 8m formation where required at chainage 0.0km – 1.812km; and*
- 3. Council engages with Cherbourg Aboriginal Shire Council in relation to a coordinated approach and joint advocacy.*

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

Against: Nil

CARRIED 5/0

OFFICER'S RECOMMENDATION

That Council:

1. Proceed with reseal works on Cherbourg Road between chainage 0.0km – 2.149km in accordance with the bitumen reseal program prior to Christmas;
2. Submit a joint ATSI TIDS application with Cherbourg Aboriginal Council to rehabilitate and upgrade Cherbourg Road to a 7m seal on 8m formation where required at chainage 0.0km – 1.812km; and
3. Council engages with Cherbourg Aboriginal Shire Council in relation to a coordinated approach and joint advocacy.

BACKGROUND

Presented at the Infrastructure Standing Committee Meeting held on 1 September 2021.

ATTACHMENTS

Nil

10.3 KUMBIA CBD STREETScape PROJECT**File Number:** 22/09/2021**Author:** Manager Infrastructure Planning**Authoriser:** Chief Executive Officer**PRECIS**

Kumbia CBD Streetscape Project

SUMMARY

The Mayor moved a motion off the floor at the Infrastructure Standing Committee meeting held on 1 September 2021, that the Committee recommends to Council that the Kumbia CBD Streetscape Project be identified as a priority project within the 2022/23 Capital Works program for completion prior to Christmas 2022.

6.4.1 KUMBIA CBD STREETScape

COMMITTEE RESOLUTION 2021/1*Moved: Cr Brett Otto**Seconded: Cr Gavin Jones**That the Committee recommends to Council:**That the Kumbia CBD Streetscape project be identified as a priority project within the 2022/23 Capital Works program for completion prior to Christmas 2022.**In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher and Kathy Duff**Against: Nil***CARRIED 5/0**

OFFICER'S RECOMMENDATION

That the Kumbia CBD Streetscape project be identified as a priority project within the 2022/23 Capital Works program for completion prior to Christmas 2022.

BACKGROUND

Nil

ATTACHMENTS

Nil

10.4 MOBILE BLACK SPOT PROGRAMME

File Number: 22/09/2021
Author: Manager Infrastructure Planning
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021 was the Mobile Black Spot Programme Report.

SUMMARY

Following consideration of mobile black spots sites during the August Committee and Ordinary meetings of Council, Council staff have identified another three (3) sites for potential consideration in future funding rounds.

OFFICER'S RECOMMENDATION

That the following additional areas be investigated and submitted for funding to the mobile blackspot programme:

- a) Deveraux Drive, Tarong;
- b) Old Esk Road, Taromeo; and
- c) Deep Creek Road, Inverlaw.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 August 2021 with the following resolution being adopted:

COMMITTEE RESOLUTION 2021/55

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the committee recommends to Council

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

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

And the Ordinary meeting of 25 August 2021 with the following resolution being adopted:

15.4 MOBILE BLACK SPOT PROGRAM

RESOLUTION 2021/123

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

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

- (a) Boondooma Dam QLD-0528*
- (b) Mount Mowbullan (Bunya Mts) QLD-1505*
- (c) Moffatdale, Burnett Hwy, Redgate*
- (d) Malar Road, Kingaroy*
- (e) Crawford, Memerambi, Wooroolin*

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

Against: *Nil*

CARRIED 7/0

ATTACHMENTS

Nil

10.5 2025/2026 REGIONAL ROADS AND TRANSPORT GROUP (RRTG) FUNDING NOMINATIONS

File Number: 22/09/2021

Author: Manager Infrastructure Planning

Authoriser: Chief Executive Officer

PRECIS

Presented at the Infrastructure Standing Committee meeting held on 1 September 2021 was a report on the 2025/2026 Regional Roads and Transport Group (RRTG) Funding Nominations

SUMMARY

COMMITTEE RESOLUTION 2021/37

Moved: Cr Roz Frohloff

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the Committee notes for information the nominations of Tingoora Chelmsford Road and Blackbutt Crows Nest Road for the 2025/26 TIDS funding as part of Council's future capital works program.

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

Against: Nil

CARRIED 4/0

OFFICER'S RECOMMENDATION

That Council nominates Tingoora Chelmsford Road and Blackbutt Crows Nest Road for the 2025/26 TIDS funding as part of Council's future capital works program.

BACKGROUND

Presented at the Infrastructure Standing Committee Meeting held on the 1 of September 2021.

The Committee has requested further information be provided around the classification of the Local Roads of Regional Significance (LRRS) on the road network, a map of where they are located within the region and the future program of works to deliver projects under this model.

The LRRS network is the profile of infrastructure for lower order state controlled roads and higher order local government controlled roads performing a similar function across the transport network. This classification interconnects highways and main roads at the higher end of the road hierarchy with the provisions of local access to individual properties that are at the lowest end of the scale.

In Attachment two (2) to this report, Figure one (1) provides a breakdown of the road classifications and the overlapping role of the LRRS network to assist with the level of services for users of the transport network. To assist with understanding this across the South Burnett region, the map in Figure two (2) highlights these classifications illustrating the TMR highways and both the state controlled and local government controlled LRRS networks.

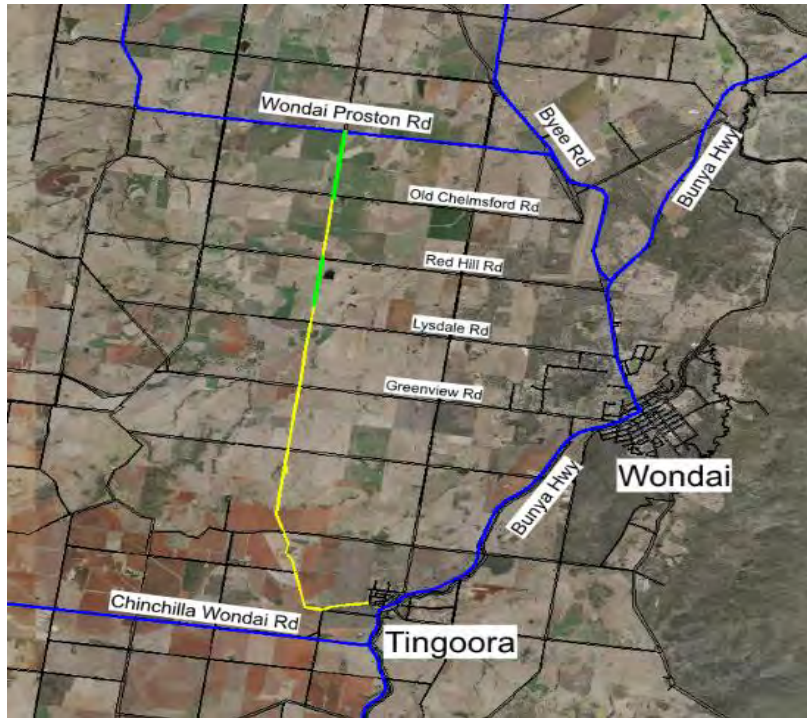
The Department of Transport and Main Roads (TMR) administers the Transport Infrastructure Development Scheme (TIDS) program with the South Burnett Regional Council reporting to the Wide Bay Burnett Regional Roads and Transport Group. This program assists with Council delivering its

capital works program for the LRRS network where individual projects are measured against a regional project prioritisation tool to inform where the best investment is across the transport infrastructure in the Wide Bay Burnett. The projects over the next four (4) years are in Figure three (3), highlighted by a fixed two (2) year period on projects for 2021-22 and 2022-23 and an indicative commitment column for the following years of 2023-24 and 2024-25. As each project is delivered through the TIDS program, further projects for consideration and prioritisation help inform what the last year of the four (4) year cycle is (2025/26), taking into account both the TMR and local government road networks for each region.

ATTACHMENTS

1. RRTG Nominations [↓](#) 
2. RRTG Map Hierarchy [↓](#) 

Tingoora Chelmsford Road, Chelmsford



Blackbutt Crows Nest Road, Blackbutt



Attachment Two



Figure one (1): Road Hierarchy with LRRS classification

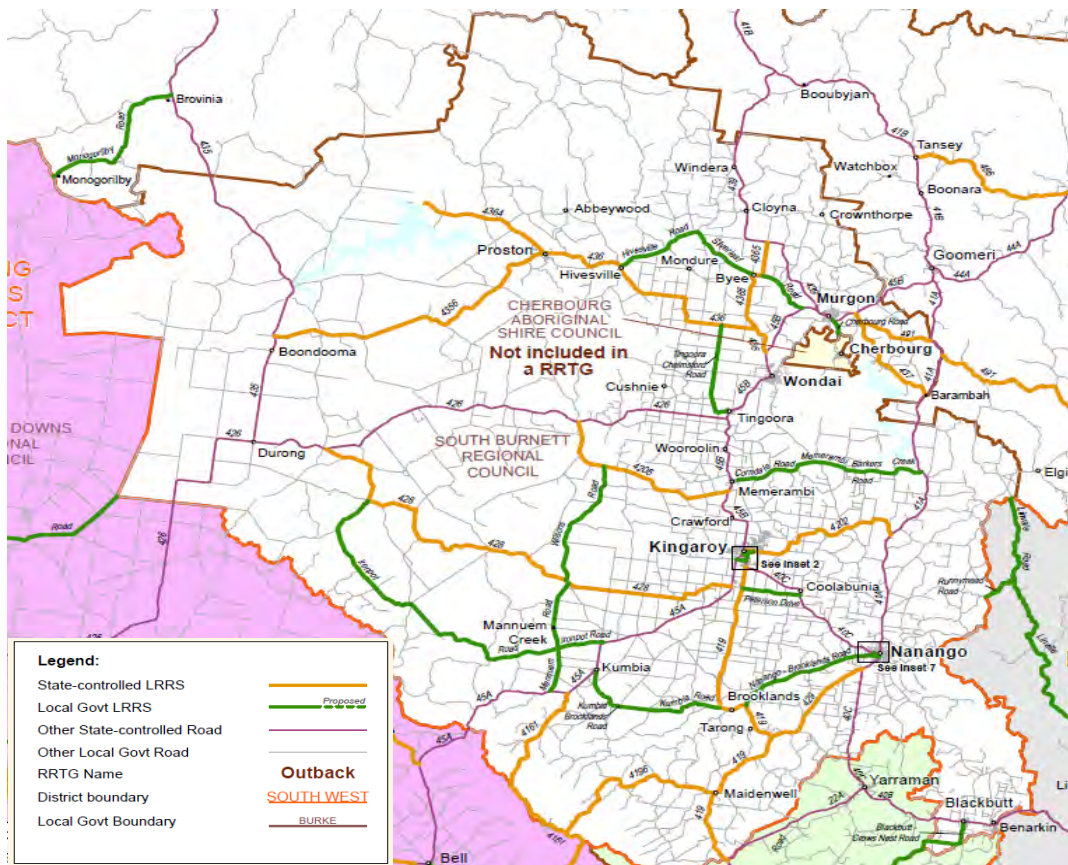


Figure two (2): LRRS Road Network

Local government	Investment ID	Network	Investment name	Indicative total budget \$'000	Contributions			Estimated expenditure to 30 June 2021 ⁽⁶⁾ \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 to 2024-25 \$'000	Beyond \$'000
					Australian Government \$'000	Queensland Government \$'000	Local Government / Other ⁽⁶⁾ \$'000					
South Burnett Regional	1834434 ⁽⁶⁾	State	Bunya Highway (Kingaroy - Goomeri) and Boote - Crawford Road, improve intersection	398		398		358		40		
	1521422	State	Bunya Highway, D'Aguliar Highway (Kingaroy), Youngman Street to Walter Road cycle facilities, planning	250		250			100	150		
	1388289 ⁽⁷⁾	State	D'Aguliar Highway (Yarraman - Kingaroy), Alexander Lane to Bunya Highway, improve safety	18,010		18,010	4,105	6,000	6,105	1,800		
	845296	State	D'Aguliar Highway (Yarraman - Kingaroy), Bushnell Road to Homley Road, widen and strengthen pavement	6,500		6,500	461	1,549	4,445	45		
	1912414 ⁽⁸⁾	State	Maidenwell - Bunya Mountains Road (Section 1), upgrade existing unsealed road to sealed standard	1,087		1,087			48	1,038		
	1912415	Local	Alfred Street (Nanango), construct footpath	110		55	55				55	
	1912410	Local	Coimdale Road (Memerambi), clearing, widening and seal	1,500		795	795	207	588			
	1912412	Local	Drayton Street (Nanango), provide disabled parking	80		40	40		40			
South Burnett Regional (continued)	1912416	Local	Frederick Street, Wooroolin State School, upgrade parking, footpath and set down facilities	50		25	25				25	
	1834323 ⁽⁶⁾	Local	Glendon Street and Markwell Street (Kingaroy), improve intersection	354	354			354				
	1723320 ⁽⁶⁾	Local	Kent Street, Wondai State School, upgrade passenger set-down facilities	74		74		37	37			
	1115889	Local	Kumbia Brooklands Road, widen and overlay	684		251	433			251		
	1115888	Local	Memerambi - Barkers Creek Road, construct new sealed road	864		432	432	331	101			
	1912409	Local	Oliver Bond Street (Kingaroy) sporting fields, upgrade carpark and pedestrian facilities	270		135	135	135				
	1723969 ⁽⁶⁾	Local	Railway Terrace, Taabinga State School, upgrade passenger set-down area	64		64		32	32			
	1912411	Local	Ripplingdale Street, Moffatdale State School, upgrade set down facilities	50		25	25			25		
	365045	Local	South Burnett Regional Council area, various locations, reseal	3,796		1,896	1,900	1,086	270	270	270	
	1912413	Local	Tessmanns Road (Kingaroy), construct footpath	255		125	130			70	55	
	1723241 ⁽⁶⁾	Local	William Street and Avoca Street, Kingaroy State High School, construct footpath	53		53		27	27			

Figure three (3): SBRC TIDS program

10.6 NBN REGIONAL CO-INVESTMENT FUND INVESTIGATION AND SUBMISSION FOR FUNDING

File Number: 22-09-2021

Author: Manager Infrastructure Planning

Authoriser: Chief Executive Officer

PRECIS

NBN Regional Co-investment Fund Investigation and Submission for Funding

SUMMARY

NBN has announced the availability of \$300 million of funding for local, state and federal governments to further enhance broadband services for rural and regional businesses and communities.

Council is investigating the project eligibility of installing Fibre to the Premises within the KTP footprint, as a viable submission for co-contribution funding consideration.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council investigate suitability of the NBN Regional Co-investment Fund and if advantageous to Council and the community delegate the Chief Executive Officer to apply for funding to install Fibre to the Premises (FttP) throughout the Kingaroy CBD, utilising conduiting installed in the Kingaroy Transformation Project.

BACKGROUND

The purpose of the Regional Co-Investment Fund (the Fund) is to further enhance broadband services for rural and regional households, businesses and communities to help meet the growing and diverse needs of Australians living in regional areas.

The \$300 million (GST exclusive) fund invites federal, state, territory, and local governments to co-invest alongside NBN Co to help deliver improved broadband services to communities where those investments would otherwise be sub-commercial.

The Fund aims to:

- improve broadband services for Australia's regional, rural and remote communities;
- strengthen relationships with government, industry and communities to optimise customer benefits;
- provide immediate economic stimulus through infrastructure enhancements; and
- help regional and rural communities realise the socioeconomic benefits that access to high-speed broadband can unlock.

The Fund is intended to deliver access to higher speed wholesale broadband services over the nbn™ network to households and businesses in regional and remote areas of Australia and, in turn, promote socioeconomic benefits such as improvements in regional digital inclusion and capability. This can lead to better outcomes for health, educational, business, disaster recovery and first nations stakeholders.

Council will investigate the eligibility of the proposal and of the installation of conduiting in the Kingaroy CBD as appropriate co-contribution.

Further information about the funding criteria can be found at the following link; [Regional Co-Investment Fund Guidelines \(nbnco.com.au\)](https://nbnco.com.au)

ATTACHMENTS

Nil

11 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION**11.1 FORMATION OF A SOUTH BURNETT REGIONAL COUNCIL YOUTH COUNCIL****File Number:** 22-09-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 8 September 2021 was a report forwarding information regarding the formation of a South Burnett Regional Council Youth Council.

SUMMARY**COMMITTEE RESOLUTION 2021/69***Moved: Cr Danita Potter**Seconded: Cr Kirstie Schumacher**That the Committee recommends to Council:*

- 1. Council support the establishment of a South Burnett Regional Council Youth Council.*
- 2. That a Terms of Reference be developed and brought back to Council for adoption.*

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council:

- support the establishment of a South Burnett Regional Council Youth Council; and
- that a Terms of Reference be developed and brought back to Council for adoption.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 8 September 2021.

ATTACHMENTS**Nil**

12 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES**12.1 LGAQ NATURAL ASSETS AND NRM ADVISORY GROUP****File Number: 22-09-2021****Author: General Manager Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 8 September 2021 was a report forwarding information regarding the LGAQ Natural Assets and NRM advisory group.

SUMMARY**COMMITTEE RESOLUTION 2021/74***Moved: Cr Gavin Jones**Seconded: Cr Kathy Duff**That the Committee recommend to Council:**That approval be granted for Councillor Henschen to submit an Expression of Interest (EoI) for the LGAQ Natural Assets and NRM advisory group.**In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff**Against: Nil***CARRIED 7/0****OFFICER'S RECOMMENDATION**

That approval be granted for Councillor Henschen to submit an Expression of Interest (EoI) for the LGAQ Natural Assets and NRM advisory group.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 8 September 2021.

ATTACHMENTS**Nil**

12.2 REQUESTING COUNCIL REVIEW A MINOR LOCAL GOVERNMENT BOUNDARY CHANGE BETWEEN SOUTH BURNETT AND GYMPIE REGIONAL COUNCIL

File Number: 22/09/2021
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021 - Requesting Council review a minor Local Government boundary change between South Burnett and Gympie Regional Council

SUMMARY***Committee Resolution 2021/87***

Moved: Cr Kirstie Schumacher
Seconded: Cr Gavin Jones

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.

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

Against: *Nil*

CARRIED 6/0

OFFICER'S RECOMMENDATION

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.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021

ATTACHMENTS

Nil

13 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT**13.1 INVITATION TO BECOME PART OF DARLING DOWNS AND SOUTH WEST REGIONAL WASTE MANAGEMENT PLAN****File Number:** 22-09-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 8 September 2021 was a report forwarding information regarding an invitation to become part of Darling Downs and South West Regional Waste Management Plan.

SUMMARY**COMMITTEE RESOLUTION 2021/77***Moved: Cr Gavin Jones**Seconded: Cr Danita Potter**That the Committee recommend to Council:**That Council enter into a Memorandum of Understanding with the Darling Downs and South West Queensland Council of Mayors (DDSW-CoM) subject to the Mayor Brett Otto having voting rights at DDSW-CoM meetings regarding the development of a Regional Waste Management Infrastructure Plan.*

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That Council enter into a Memorandum of Understanding with the Darling Downs and South West Queensland Council of Mayors (DDSW-CoM) subject to the Mayor Brett Otto having voting rights at DDSW-CoM meetings regarding the development of a Regional Waste Management Infrastructure Plan.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 8 September 2021.

ATTACHMENTS**Nil**

13.2 DECLARED WATER SUPPLY AND SEWERAGE SERVICE AREA REVIEW 2021**File Number:** 22-09-2021**Author:** Manager Water & Wastewater**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure Standing Committee meeting held 1 September 2021, was the Declared Water Supply and Sewerage Service Area Review 2021.

SUMMARY**COMMITTEE RESOLUTION 2021/43**

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That the committee recommends to Council:

That Council adopt the amended declared water and sewerage service boundary extents for the provision of water supply and sewerage service within the declared service areas.

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

Against: Nil

CARRIED 5/0

OFFICER'S RECOMMENDATION

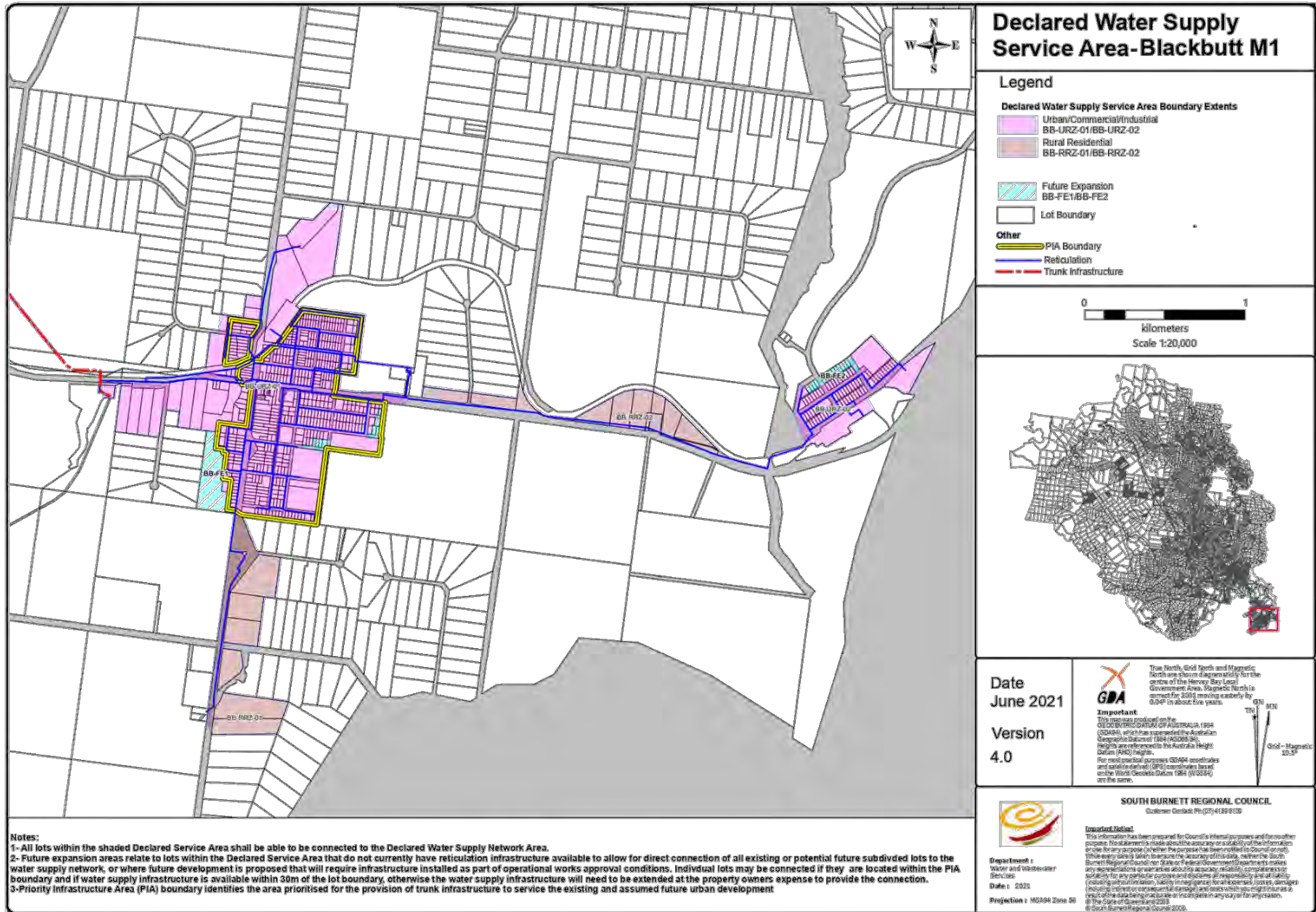
That Council adopt the amended declared water and sewerage service boundary extents for the provision of water supply and sewerage service within the declared service areas.

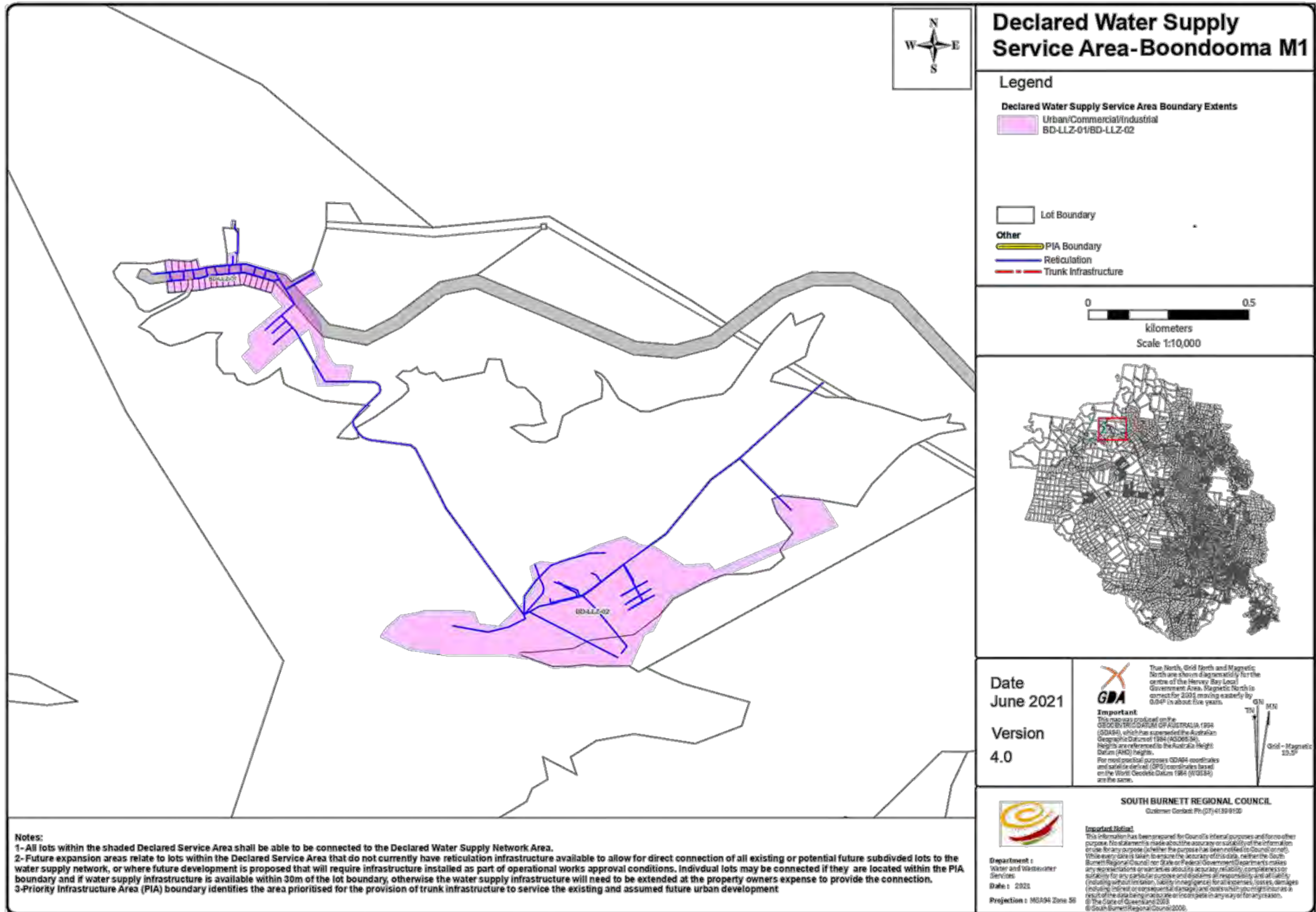
BACKGROUND

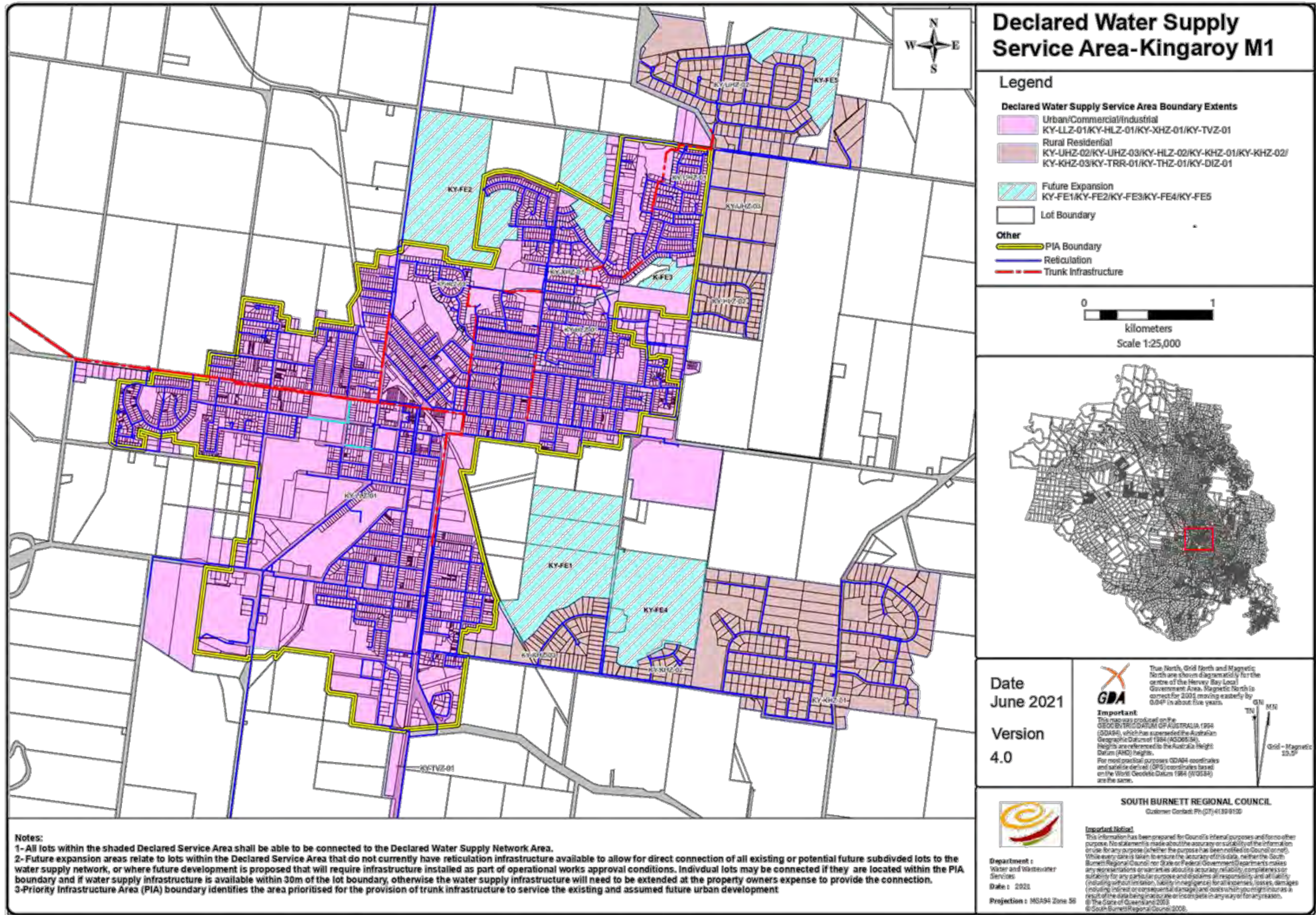
Presented at the Infrastructure Standing Committee meeting held on 1 September 2021.

ATTACHMENTS

1. **Water Supply Service Area Maps 2021 Review**  
2. **Sewerage Service Area Maps 2021 Review**  

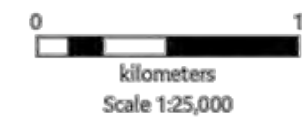






Declared Water Supply Service Area-Kingaroy M1

- Legend**
- Declared Water Supply Service Area Boundary Extents**
- Urban/Commercial/Industrial
KY-LLZ-01/KY-HLZ-01/KY-XHZ-01/KY-TVZ-01
 - Rural Residential
KY-UHZ-02/KY-UHZ-03/KY-HLZ-02/KY-KHZ-01/KY-KHZ-02/
KY-KHZ-03/KY-TRR-01/KY-THZ-01/KY-DIZ-01
 - Future Expansion
KY-FE1/KY-FE2/KY-FE3/KY-FE4/KY-FE5
 - Lot Boundary
- Other**
- PIA Boundary
 - Reticulation
 - Trunk Infrastructure



Date
June 2021

Version
4.0

True North, Grid North and Magnetic North are shown diagrammatically for the centre of the Hervey Bay Local Government Area. Magnetic North is correct for 2021 moving easterly by 0.04° in about five years.

Important:
This map was produced on the Geocentric Datum of Australia 1994 (GDA94), which has superseded the Australian Geodetic Datum of 1984 (AGD84). Heights are referenced to the Australia Height Datum (AHD) heights. For most spatial purposes GDA94 coordinates and satellite derived (GPS) coordinates based on the World Geodetic Datum 1984 (WGS84) are the same.

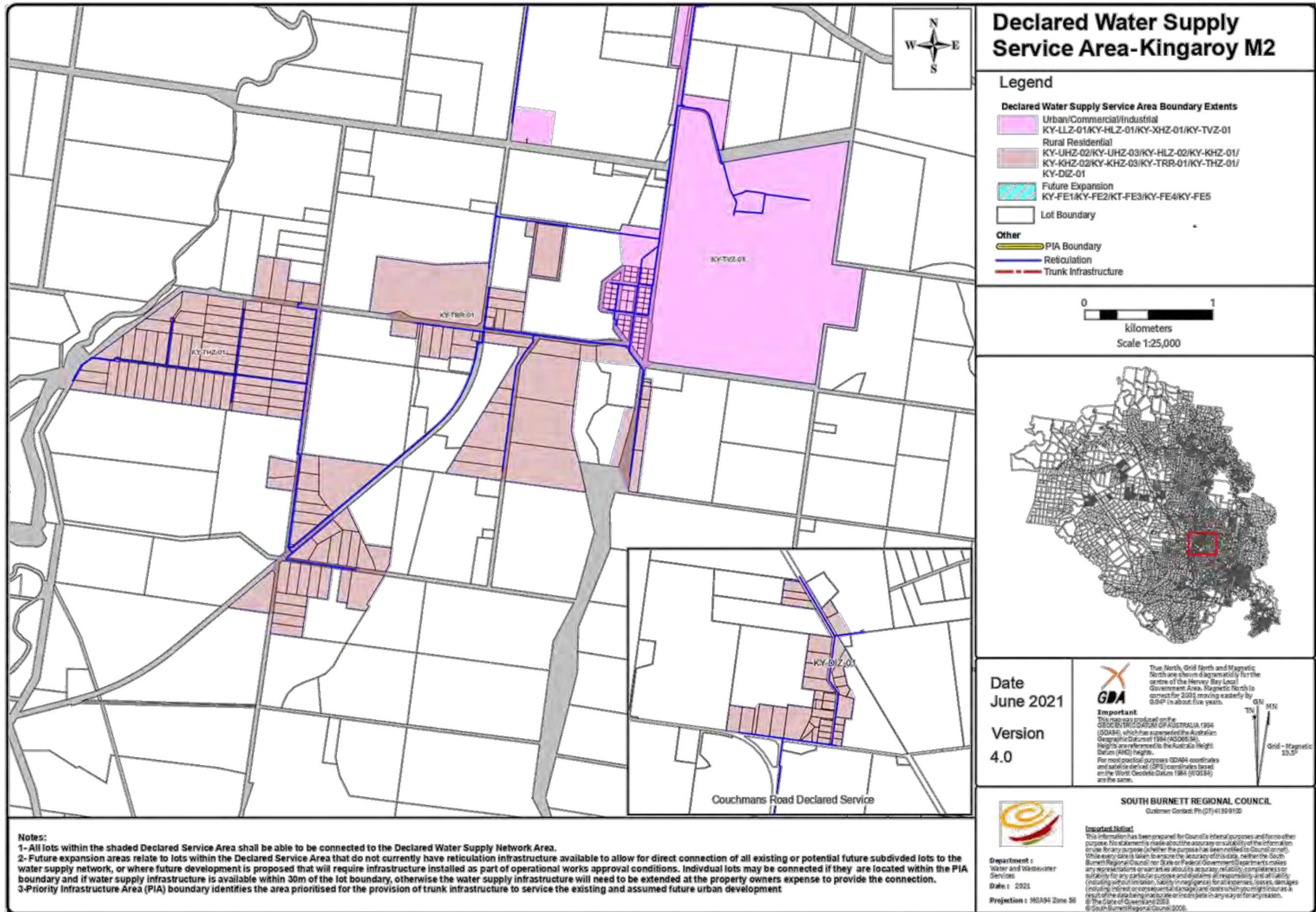
SOUTH BURNETT REGIONAL COUNCIL
Customer Contact Ph (07) 4139 9100

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Department: Water and Wastewater Services
Date: 2021
Projection: MGA94 Zone 58

Notes:

- 1- All lots within the shaded Declared Service Area shall be able to be connected to the Declared Water Supply Network Area.
- 2- Future expansion areas relate to lots within the Declared Service Area that do not currently have reticulation infrastructure available to allow for direct connection of all existing or potential future subdivided lots to the water supply network, or where future development is proposed that will require infrastructure installed as part of operational works approval conditions. Individual lots may be connected if they are located within the PIA boundary and if water supply infrastructure is available within 30m of the lot boundary, otherwise the water supply infrastructure will need to be extended at the property owners expense to provide the connection.
- 3- Priority Infrastructure Area (PIA) boundary identifies the area prioritised for the provision of trunk infrastructure to service the existing and assumed future urban development



Declared Water Supply Service Area-Kingaroy M2

Legend

- Declared Water Supply Service Area Boundary Extents**
- Urban/Commercial/Industrial
KY-LLZ-01/KY-HLZ-01/KY-XHZ-01/KY-TVZ-01
 - Rural Residential
KY-UHZ-02/KY-UHZ-03/KY-HLZ-02/KY-KHZ-01/
KY-KHZ-02/KY-KHZ-03/KY-TRR-01/KY-THZ-01/
KY-DIZ-01
 - Future Expansion
KY-FE1/KY-FE2/KY-FE3/KY-FE4/KY-FE5
 - Lot Boundary
- Other**
- PIA Boundary
 - Reticulation
 - Trunk Infrastructure



Date
June 2021

Version
4.0

GDA
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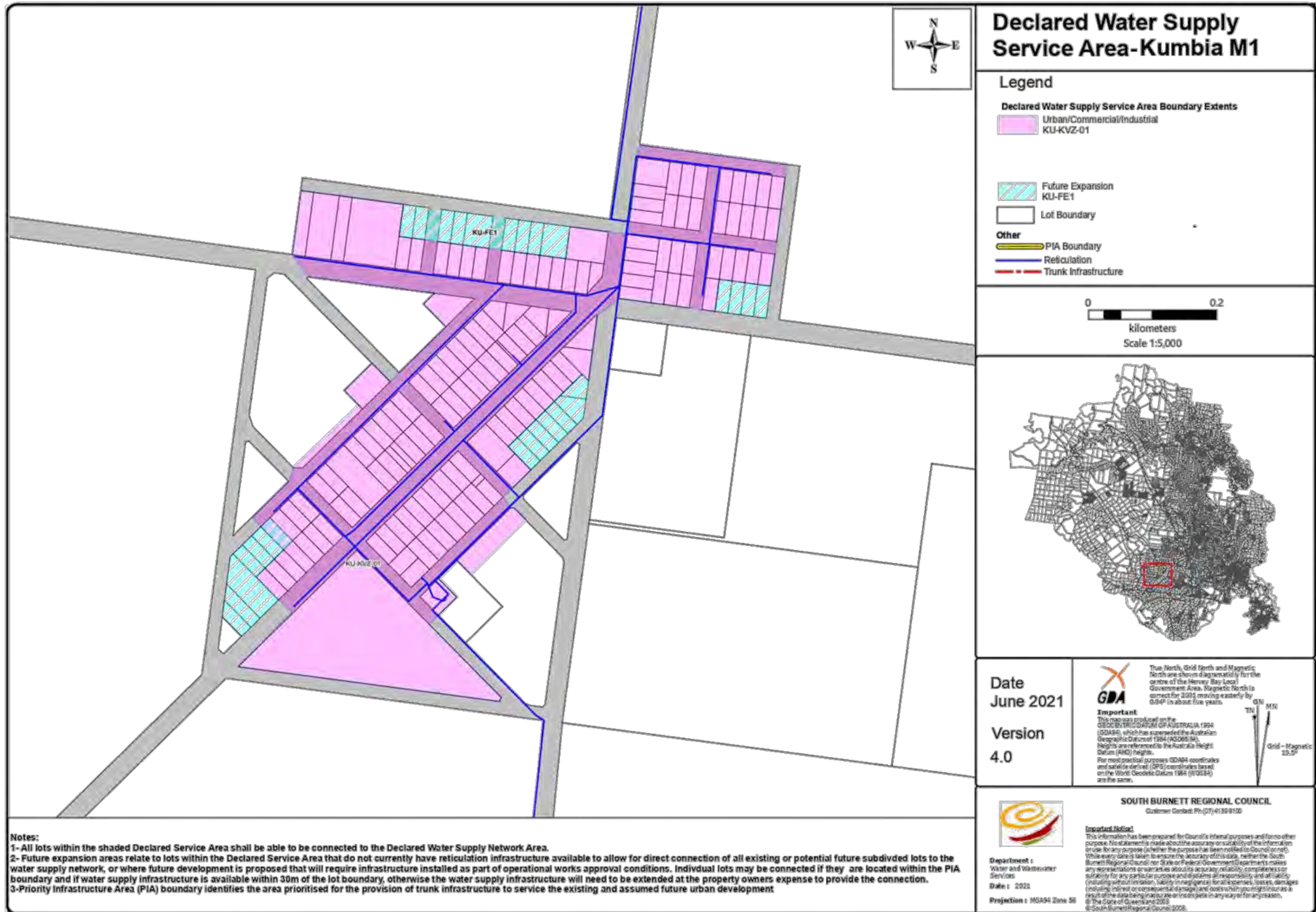
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Customer Contact: Ph (07) 4139 9100

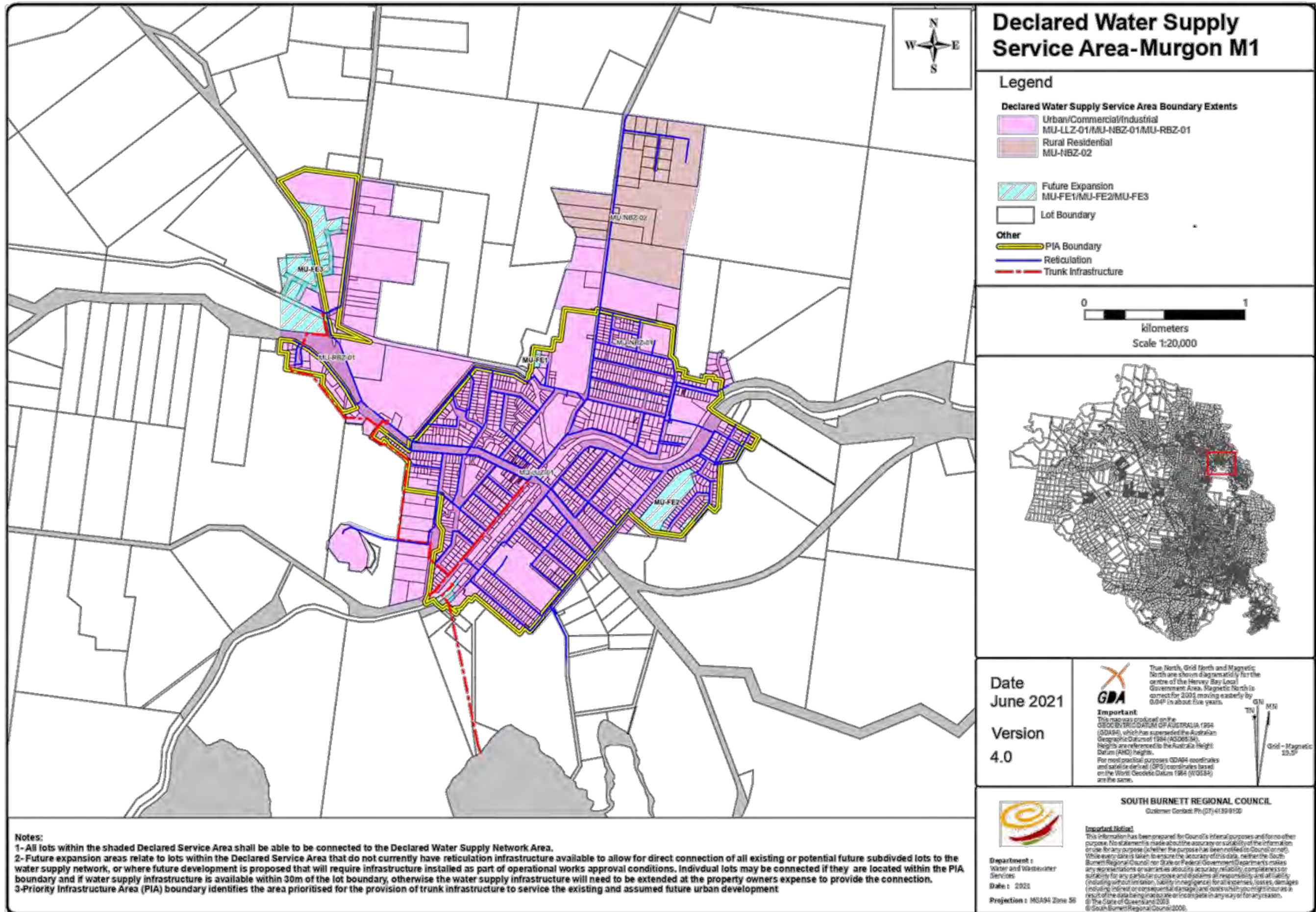
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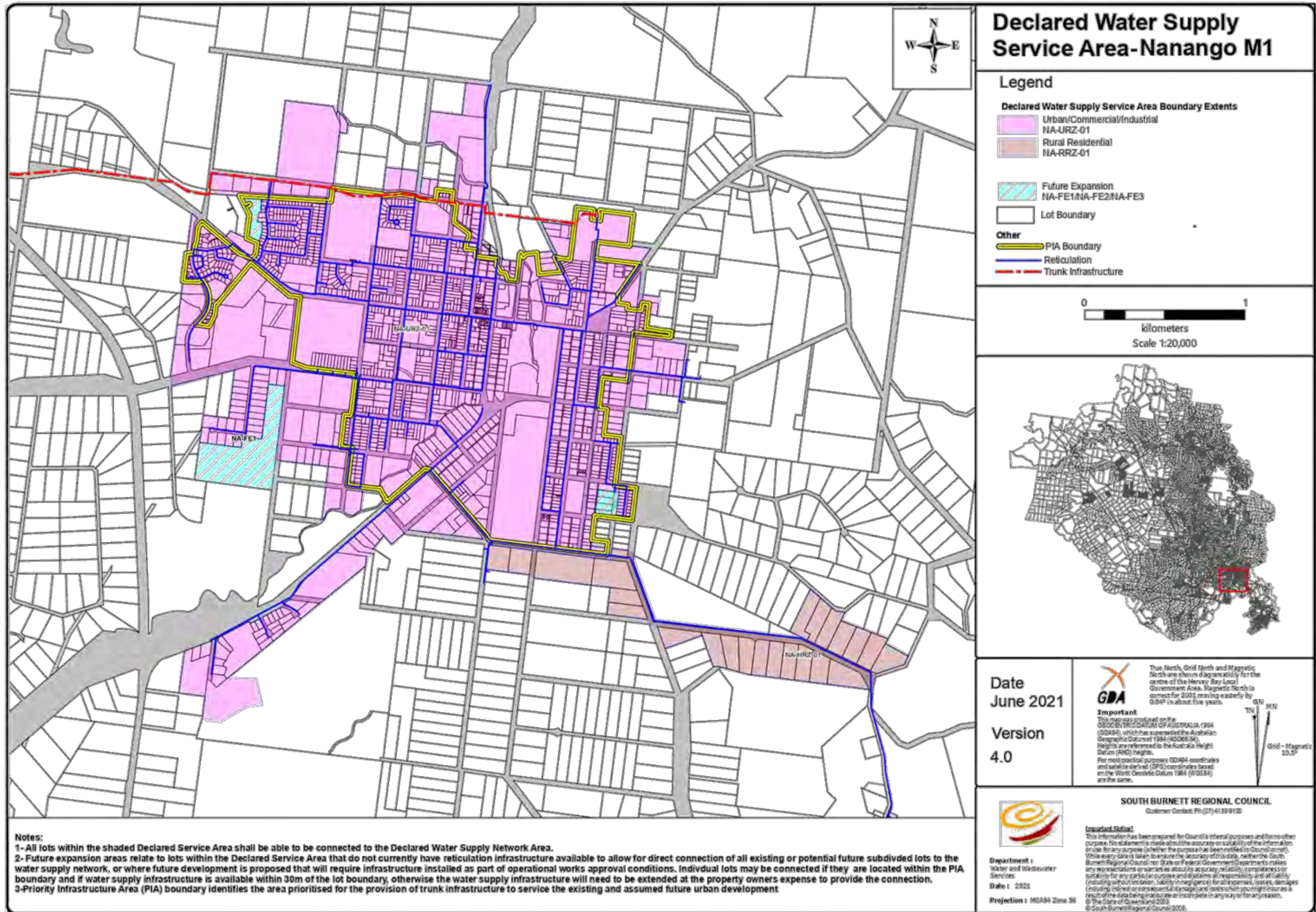
Department: Water and Wastewater Services
Date: 2021
Projection: MGA94 Zone 58

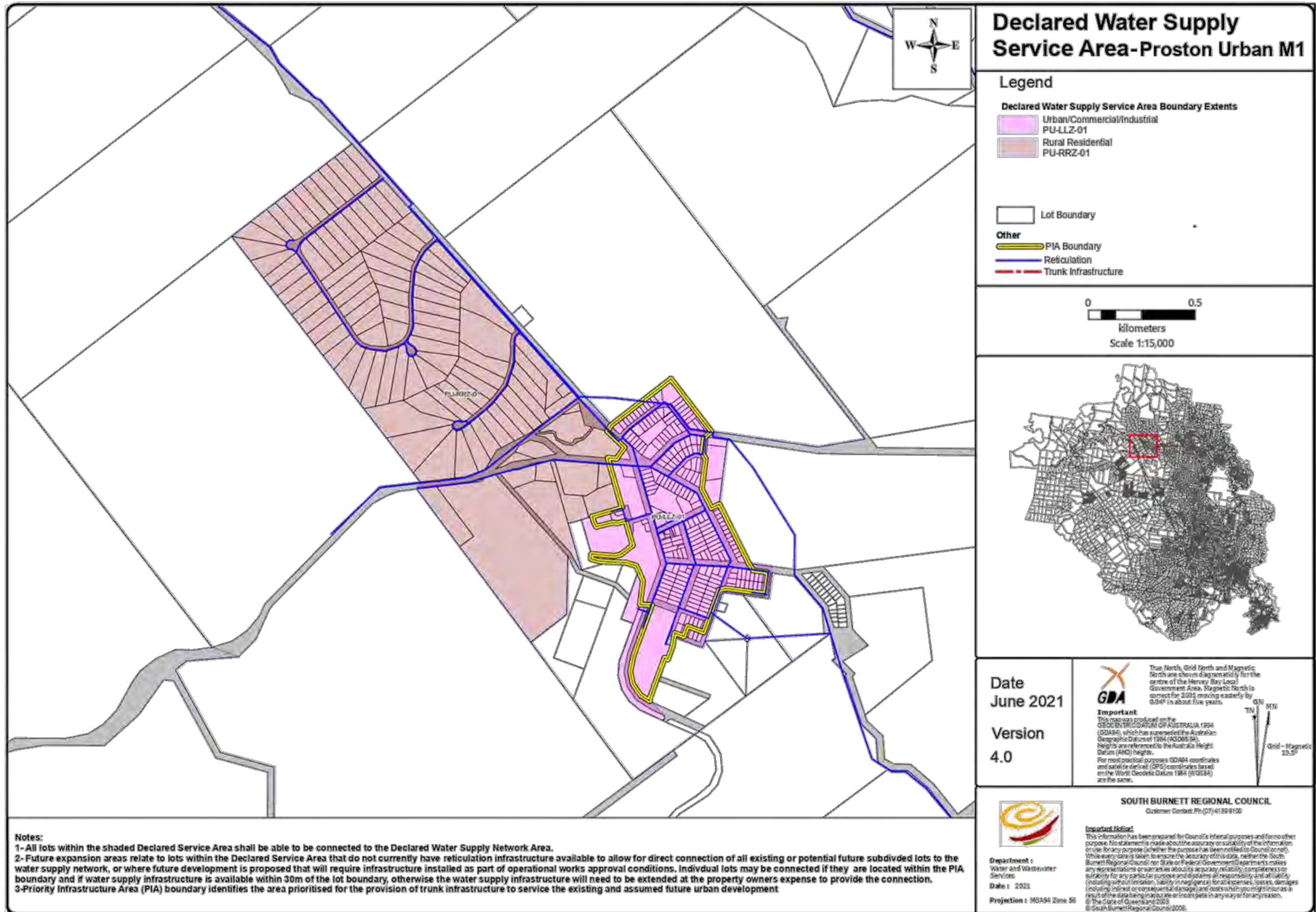
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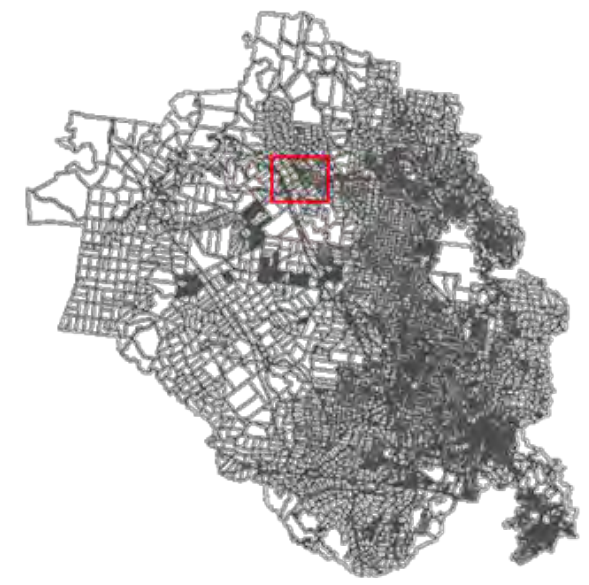
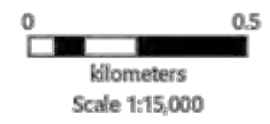




Declared Water Supply Service Area-Proston Urban M1


Legend

- Declared Water Supply Service Area Boundary Extents**
- Urban/Commercial/Industrial
PU-LLZ-01
 - Rural Residential
PU-RRZ-01
- Other**
- Lot Boundary
 - PIA Boundary
 - Reticulation
 - Trunk Infrastructure



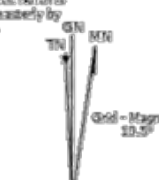

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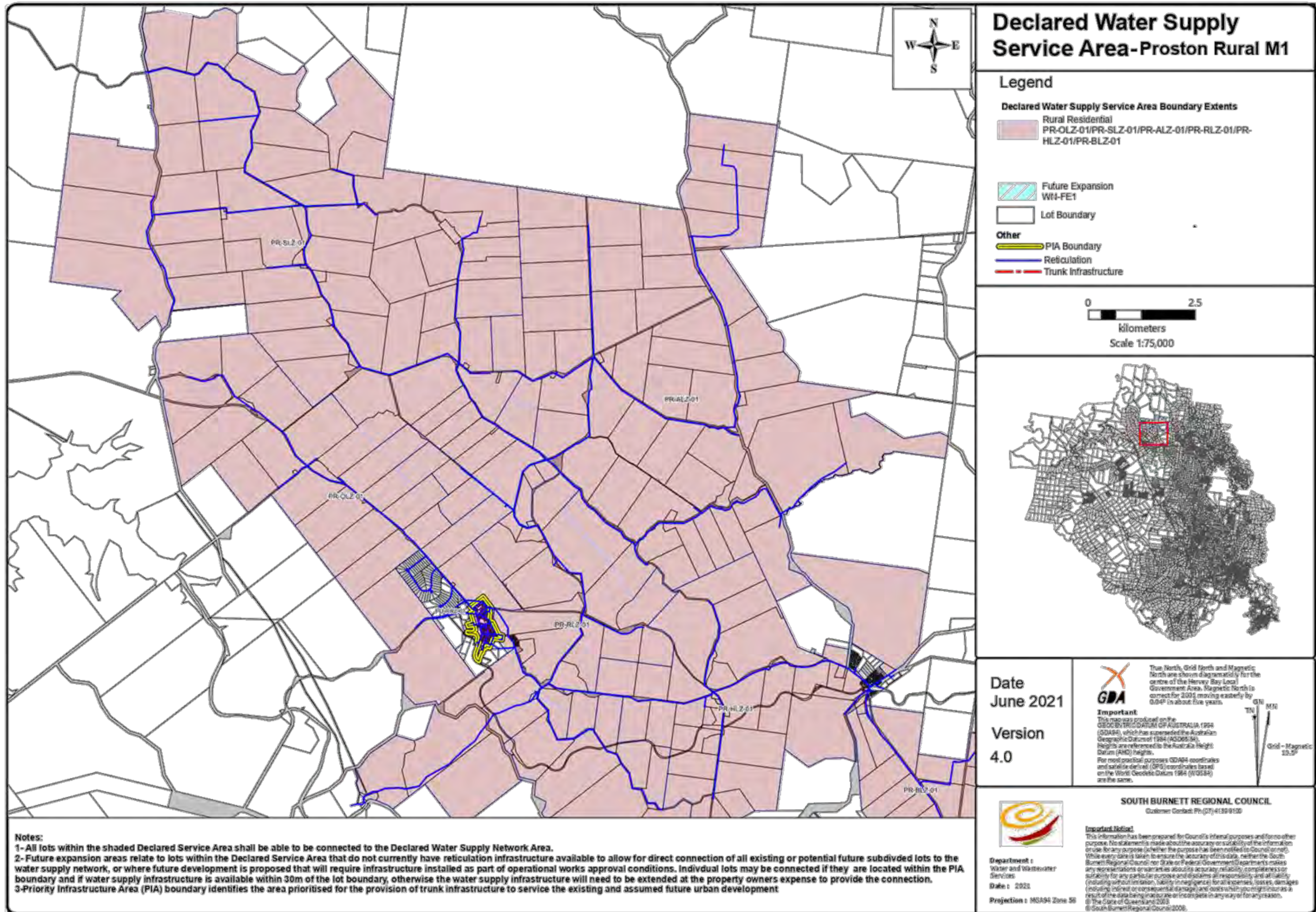
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Declared Water Supply Service Area-Proston Rural M1

Legend

Declared Water Supply Service Area Boundary Extents

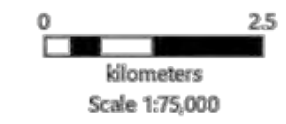
- Rural Residential
PR-OLZ-01/PR-SLZ-01/PR-ALZ-01/PR-RLZ-01/PR-HLZ-01/PR-BLZ-01

Future Expansion
WN-FE1

Lot Boundary

Other

- PIA Boundary
- Reticulation
- Trunk Infrastructure



Date
June 2021

Version
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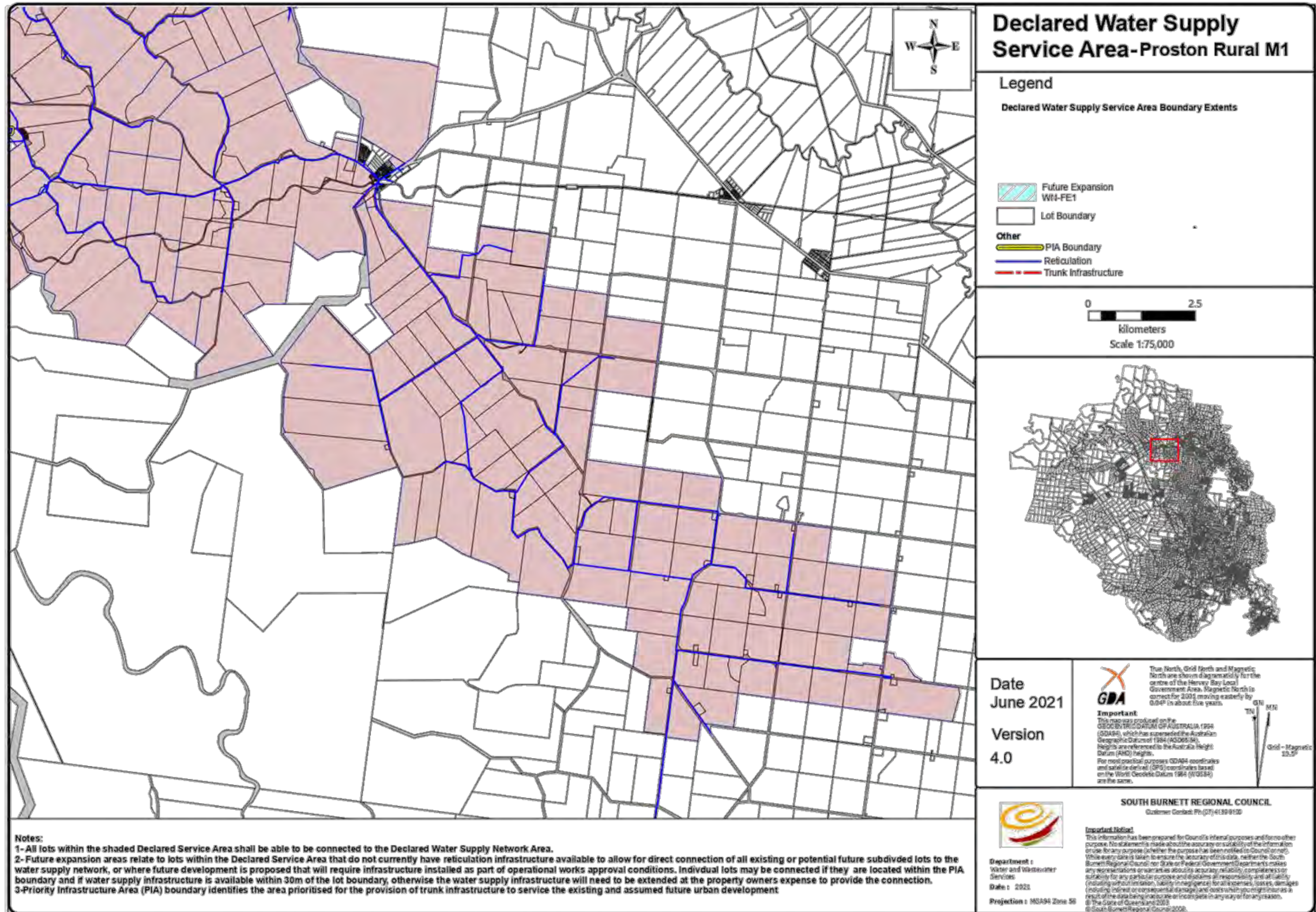
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Department: Water and Wastewater Services
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Declared Water Supply Service Area-Proston Rural M1

Legend
Declared Water Supply Service Area Boundary Extents


-  Future Expansion WN-FE1
-  Lot Boundary
- Other**
-  PIA Boundary
-  Reticulation
-  Trunk Infrastructure

0 2.5
kilometers
Scale 1:75,000




Date
June 2021

Version
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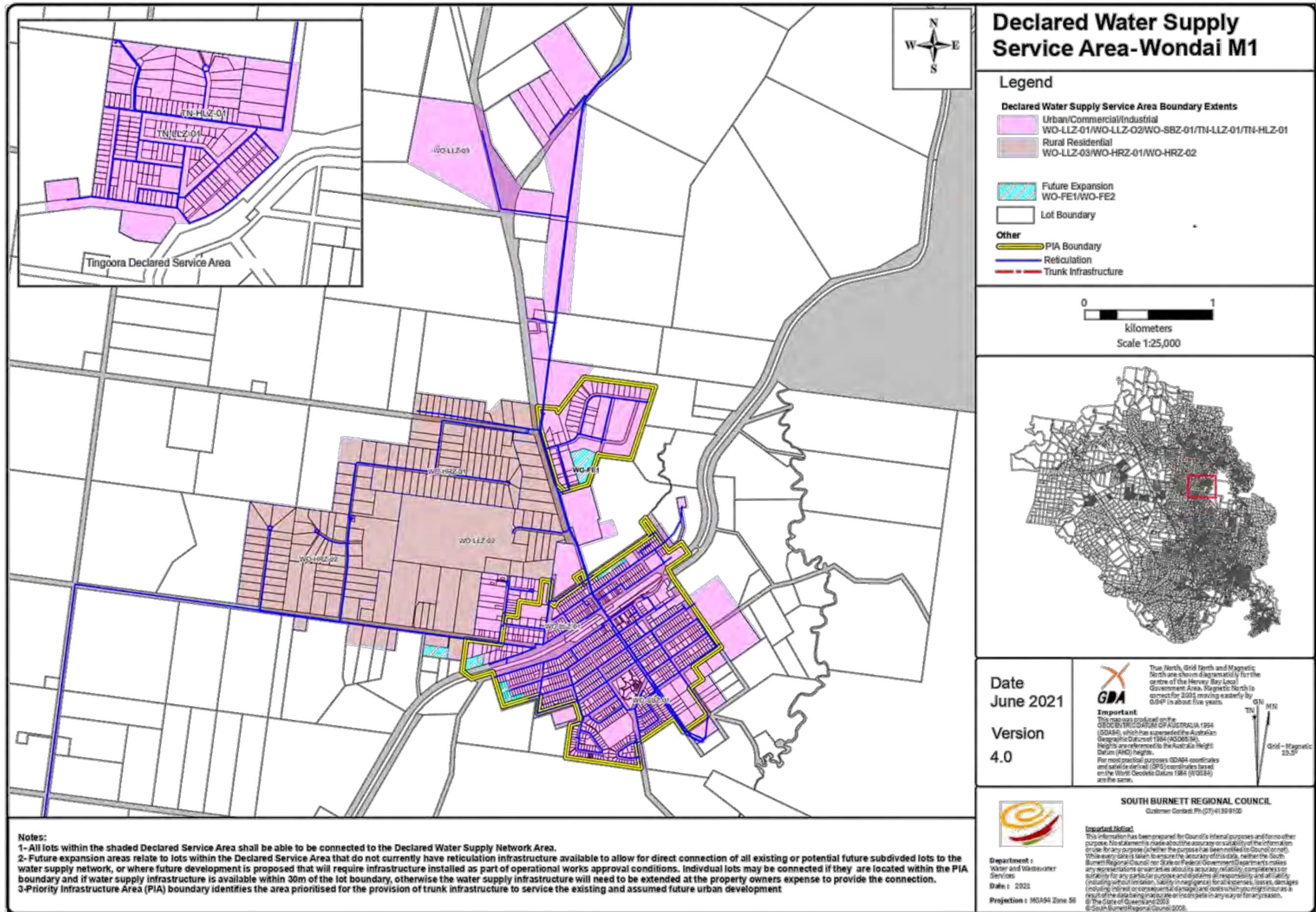
GN
TN
MN
Grid - Magnetic 10.5°

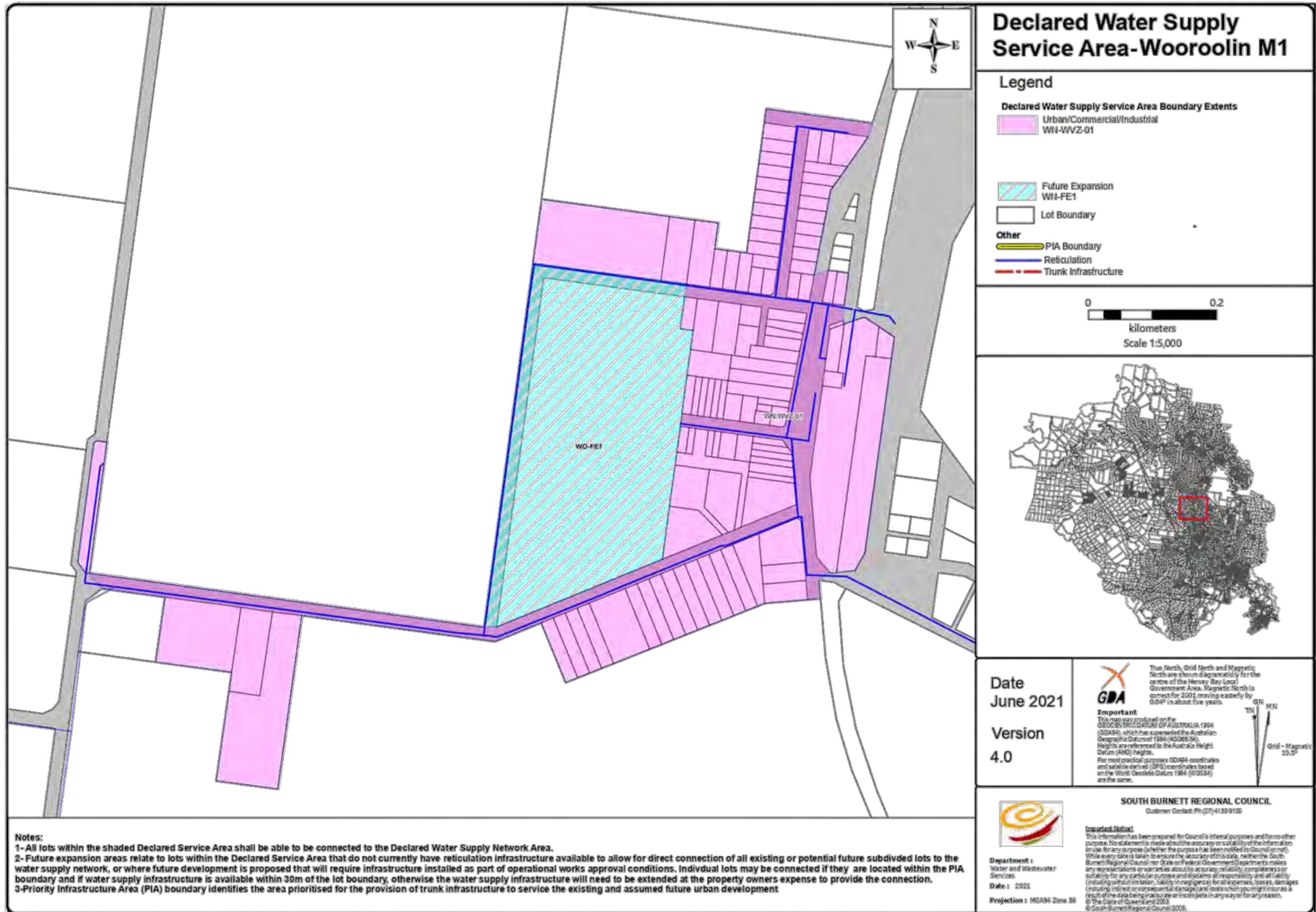
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Declared Water Supply Service Area-Wooroolin M1

Legend

Declared Water Supply Service Area Boundary Extents

Urban/Commercial/Industrial
WN-WVZ-01

Future Expansion
WN-FE1

Lot Boundary

Other

PIA Boundary

Reticulation

Trunk Infrastructure

0 0.2
kilometers
Scale 1:5,000



Date
June 2021

Version
4.0

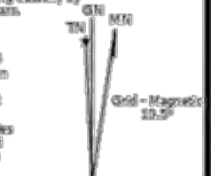


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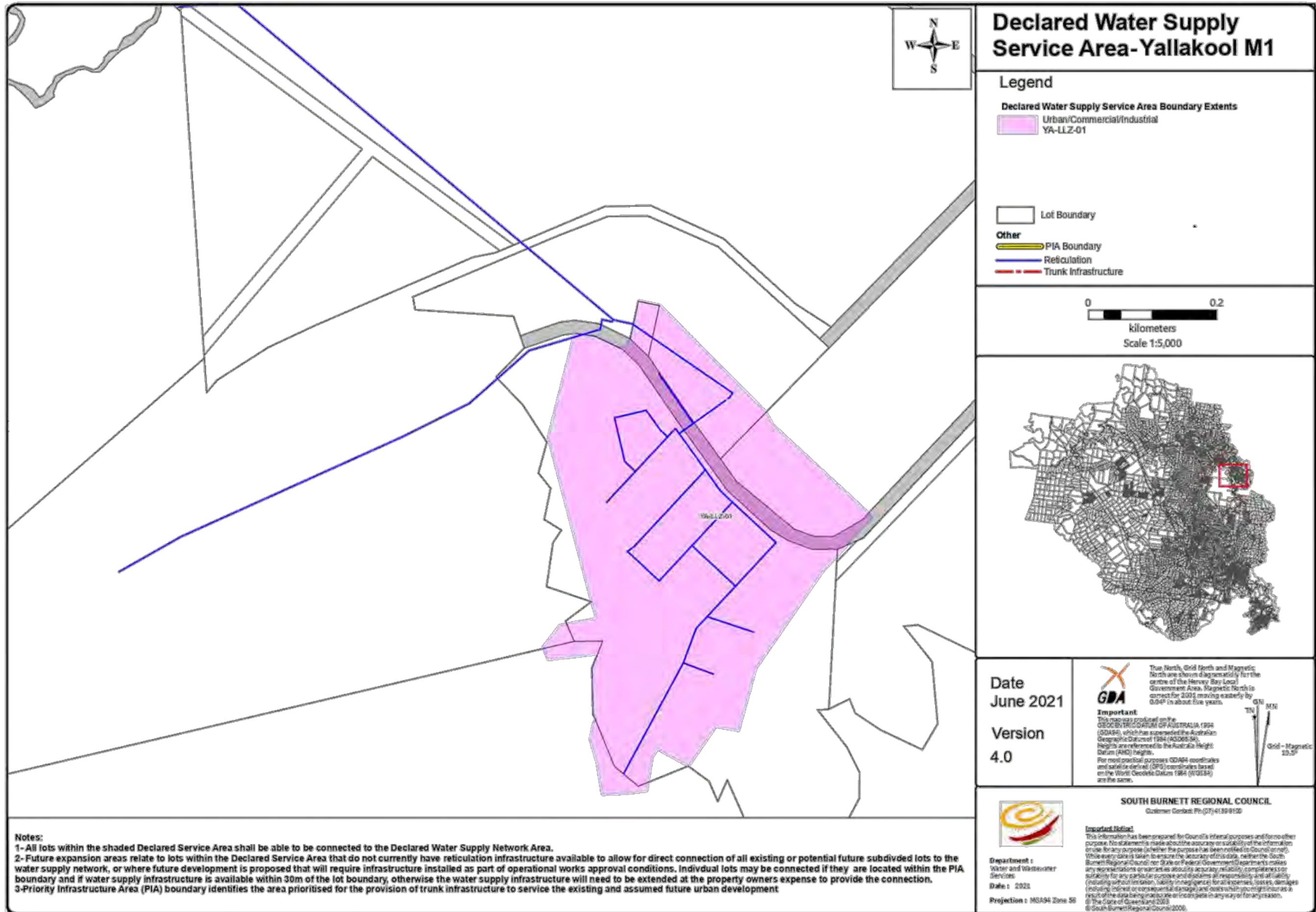
Department :
Water and Wastewater
Services

Date : 2021

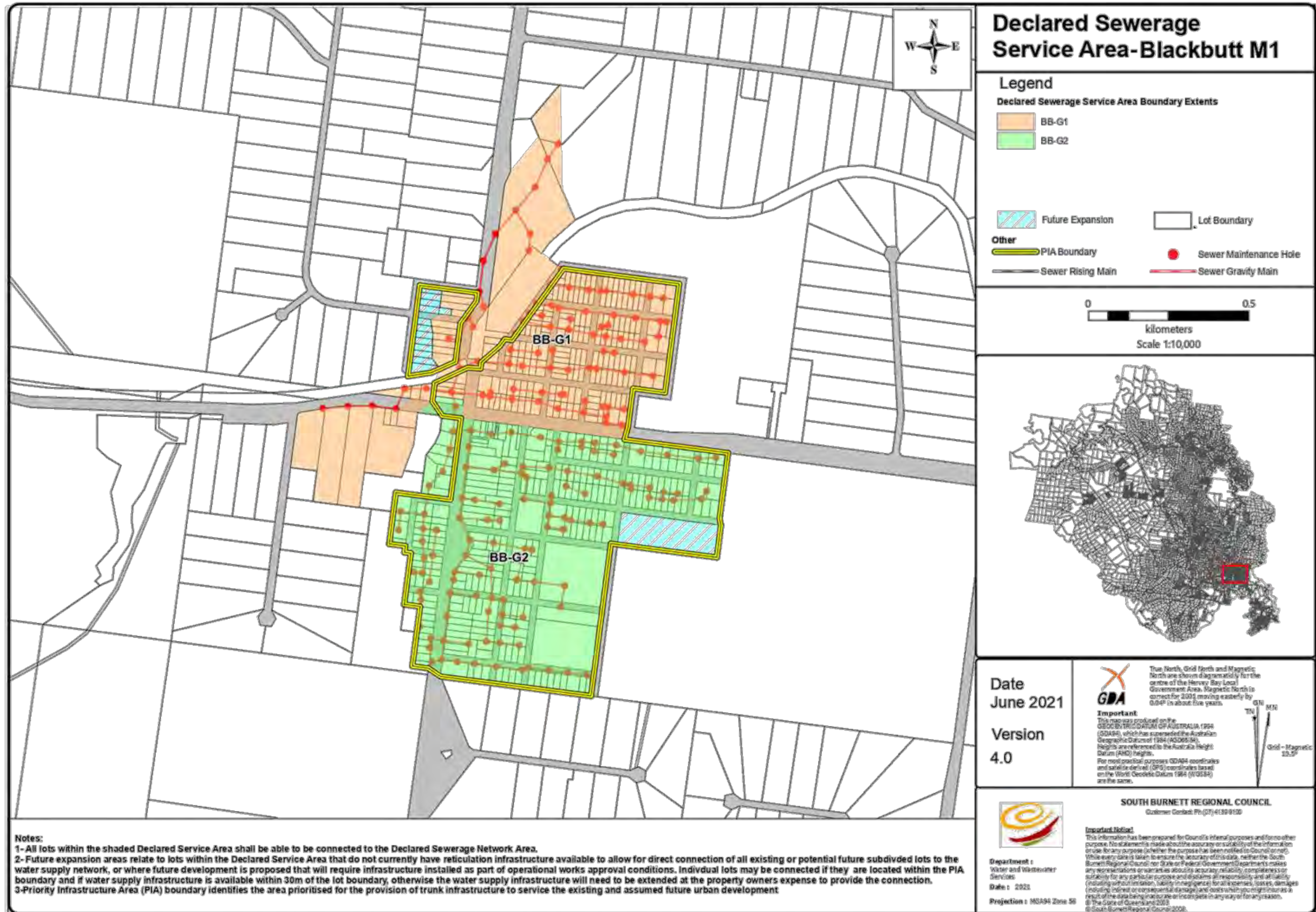
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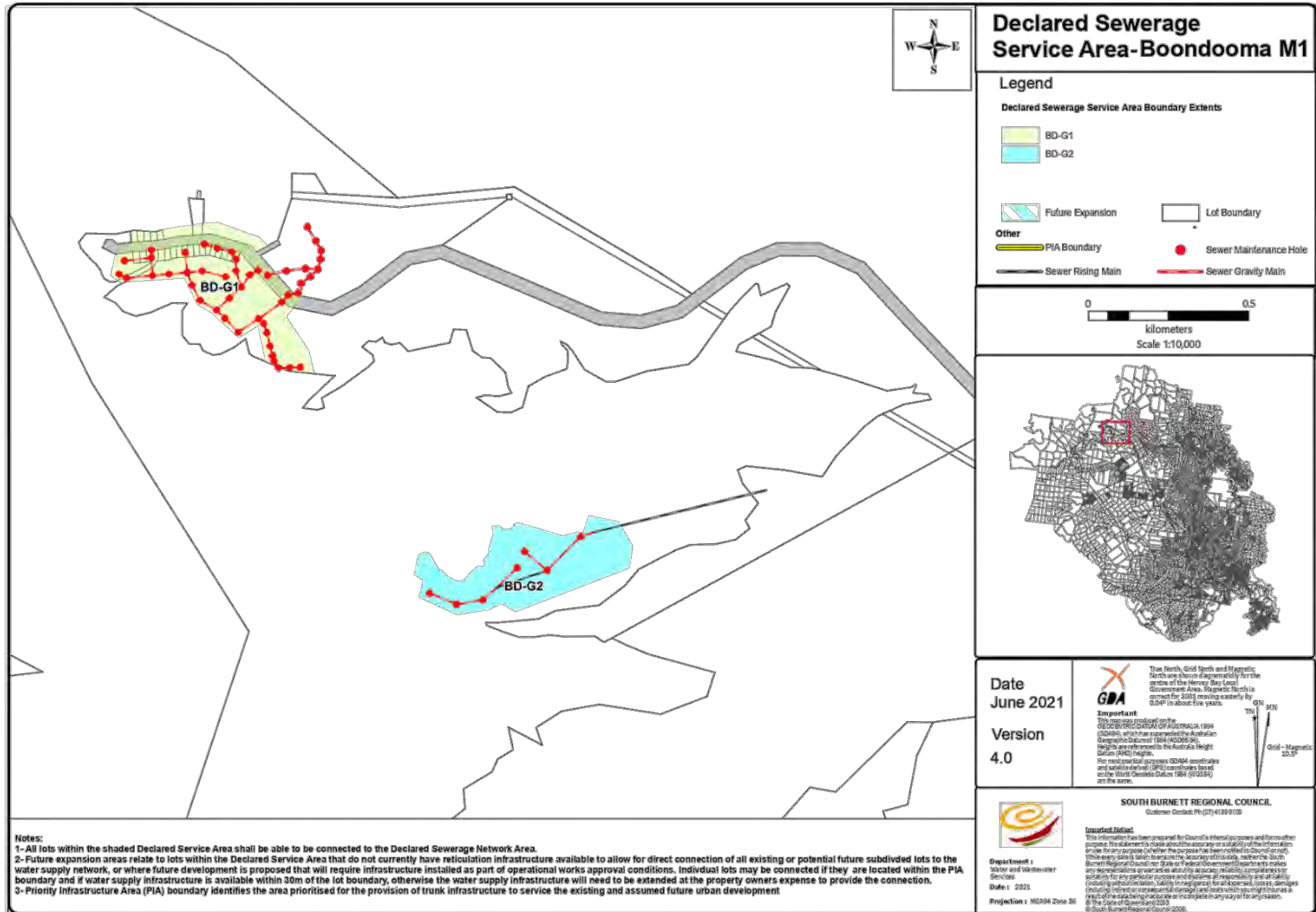
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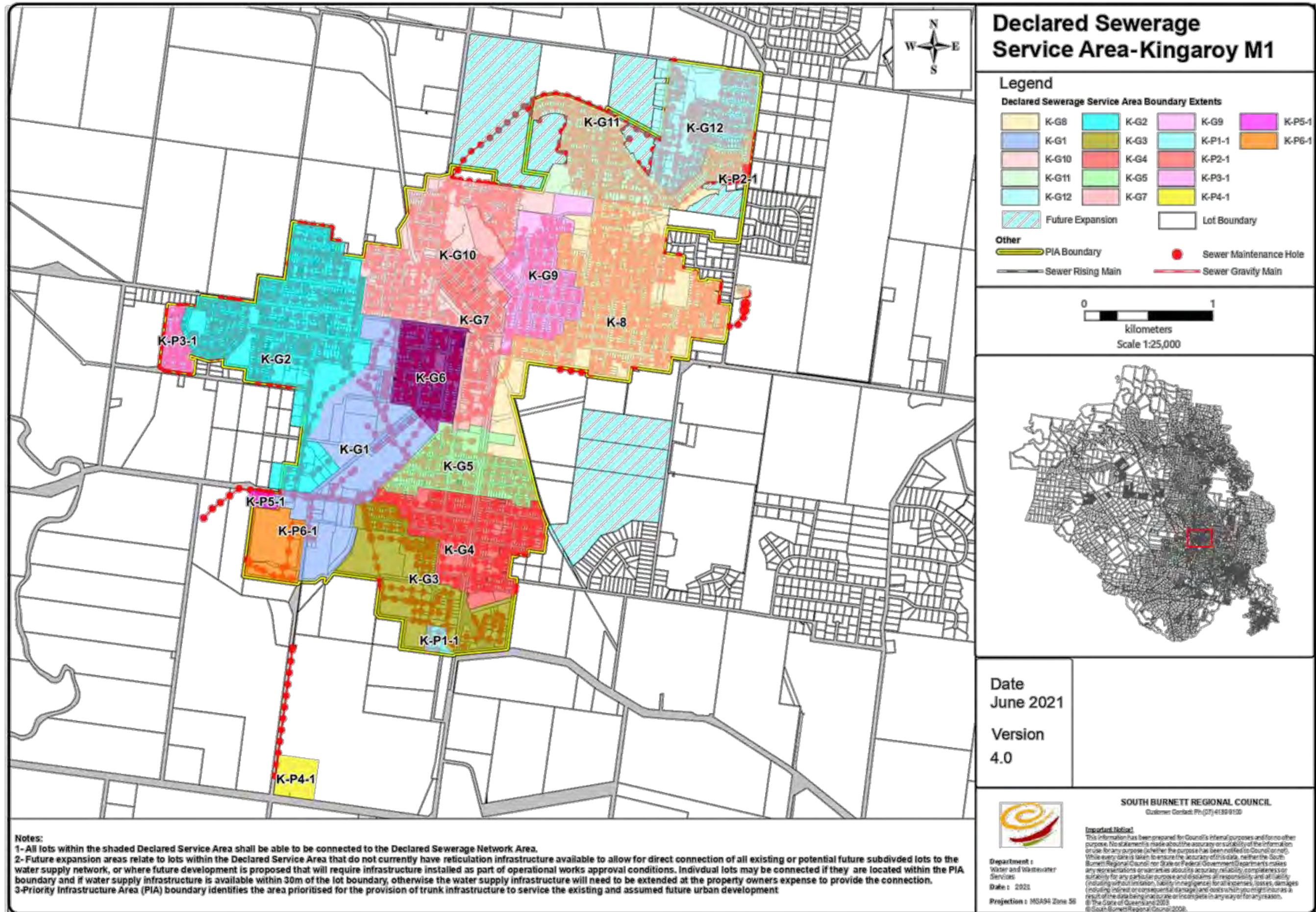
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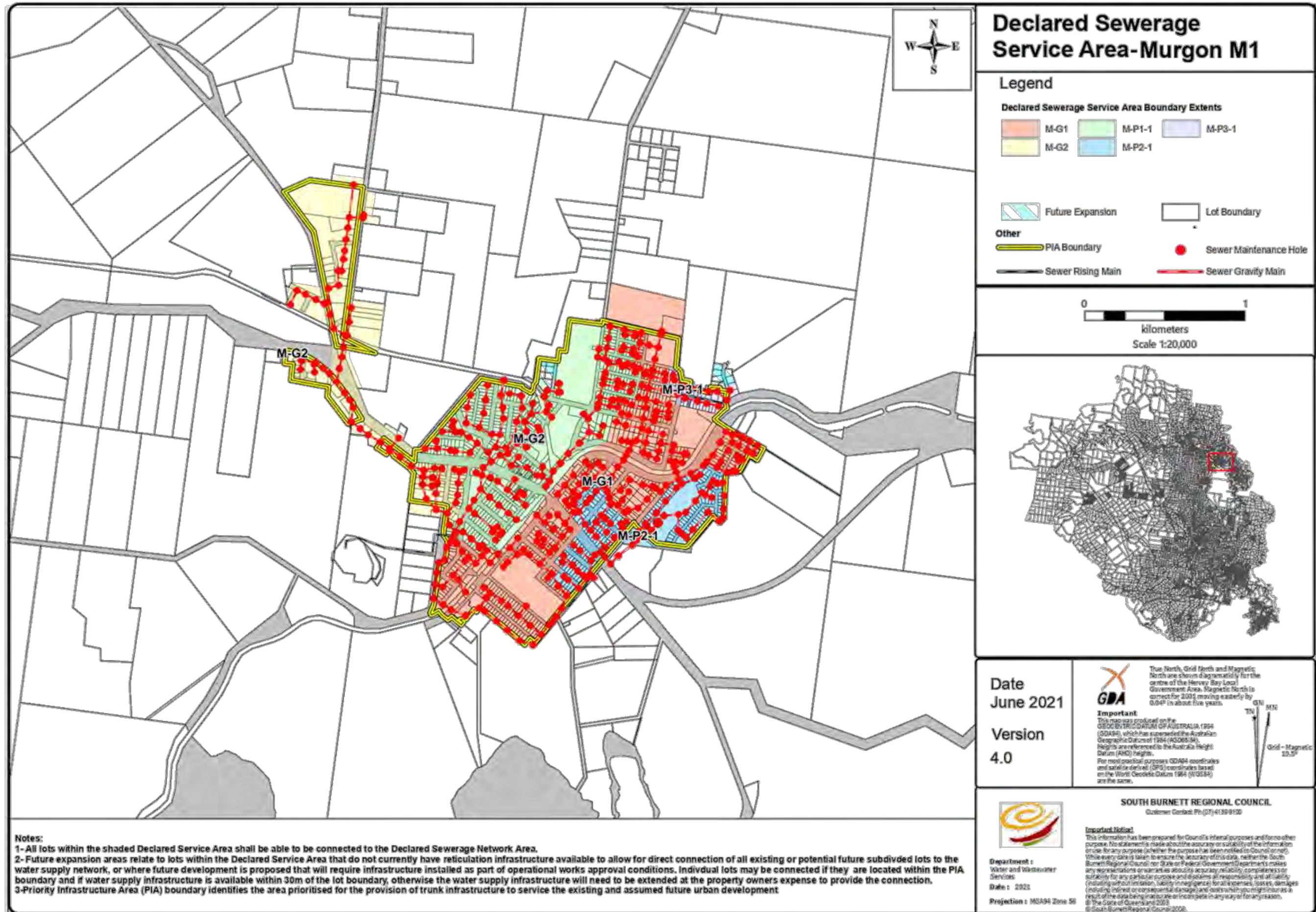


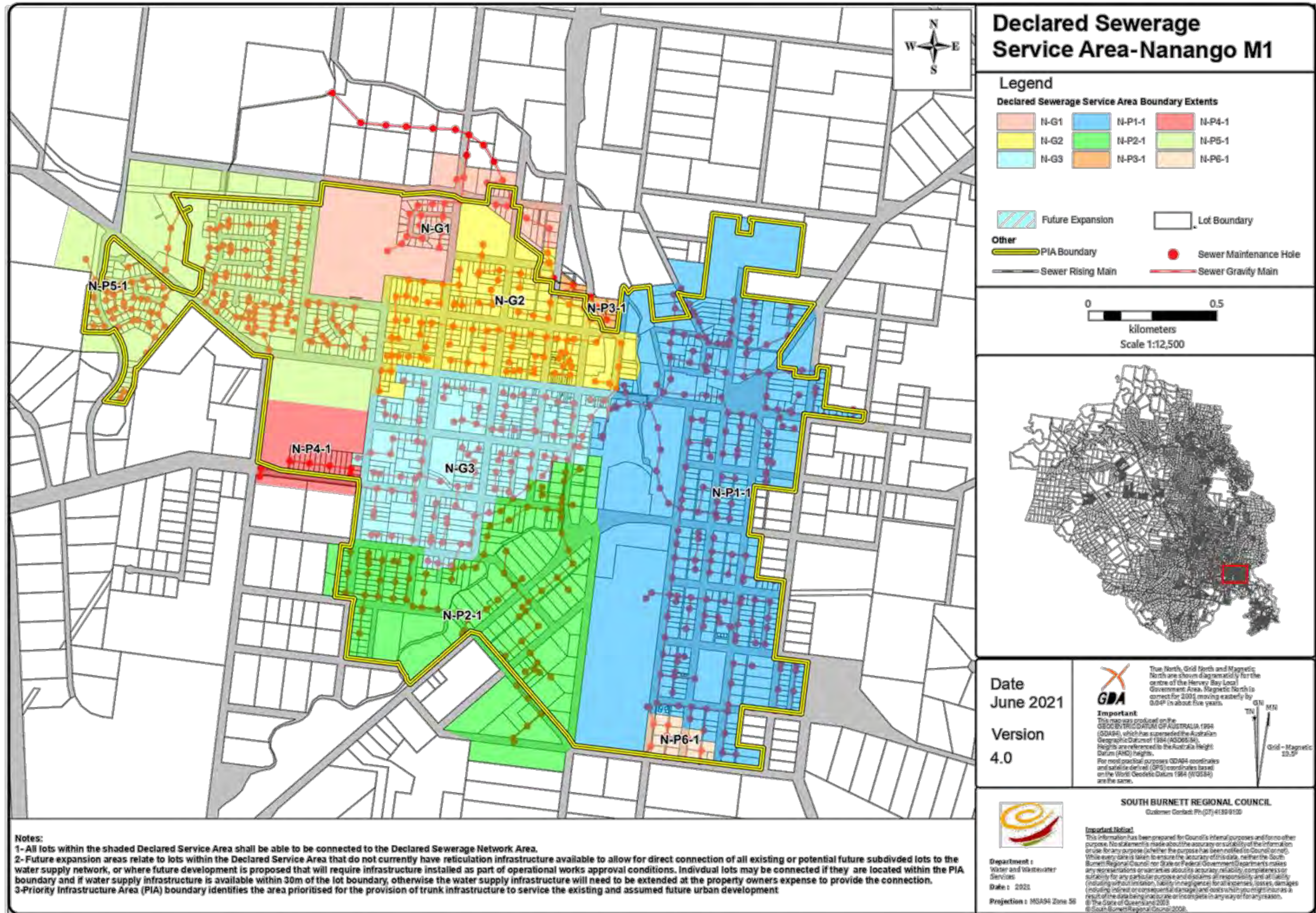
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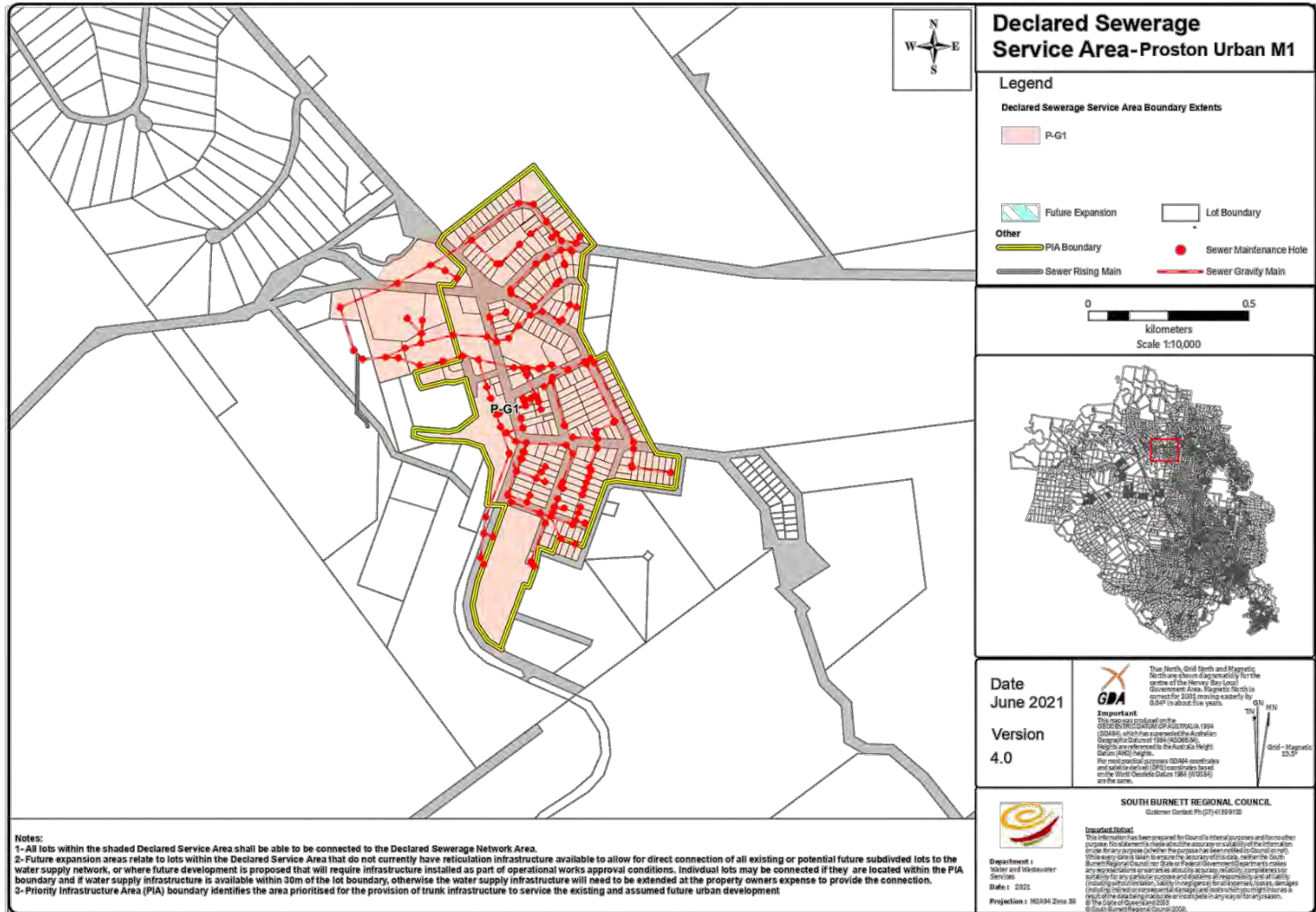


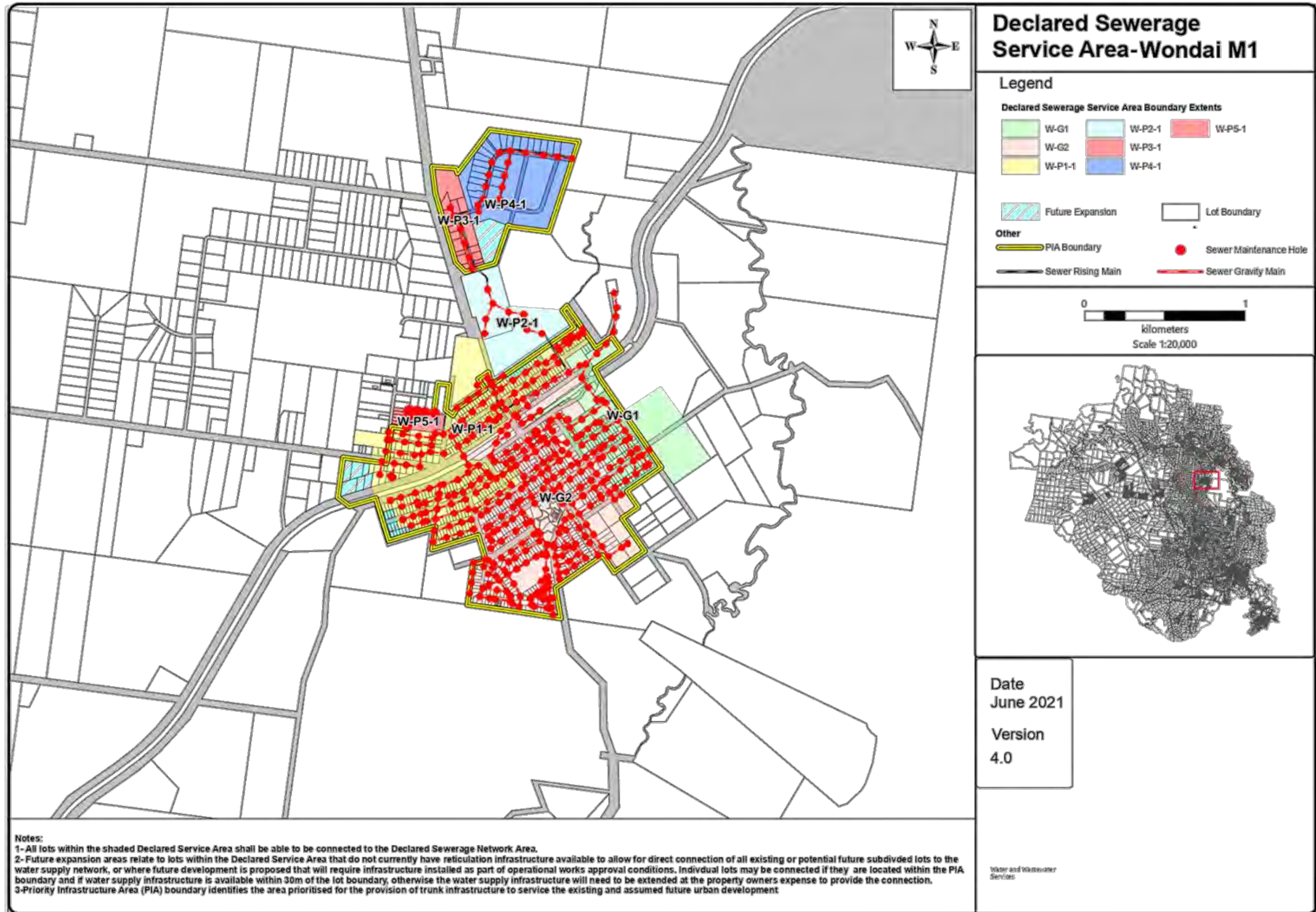


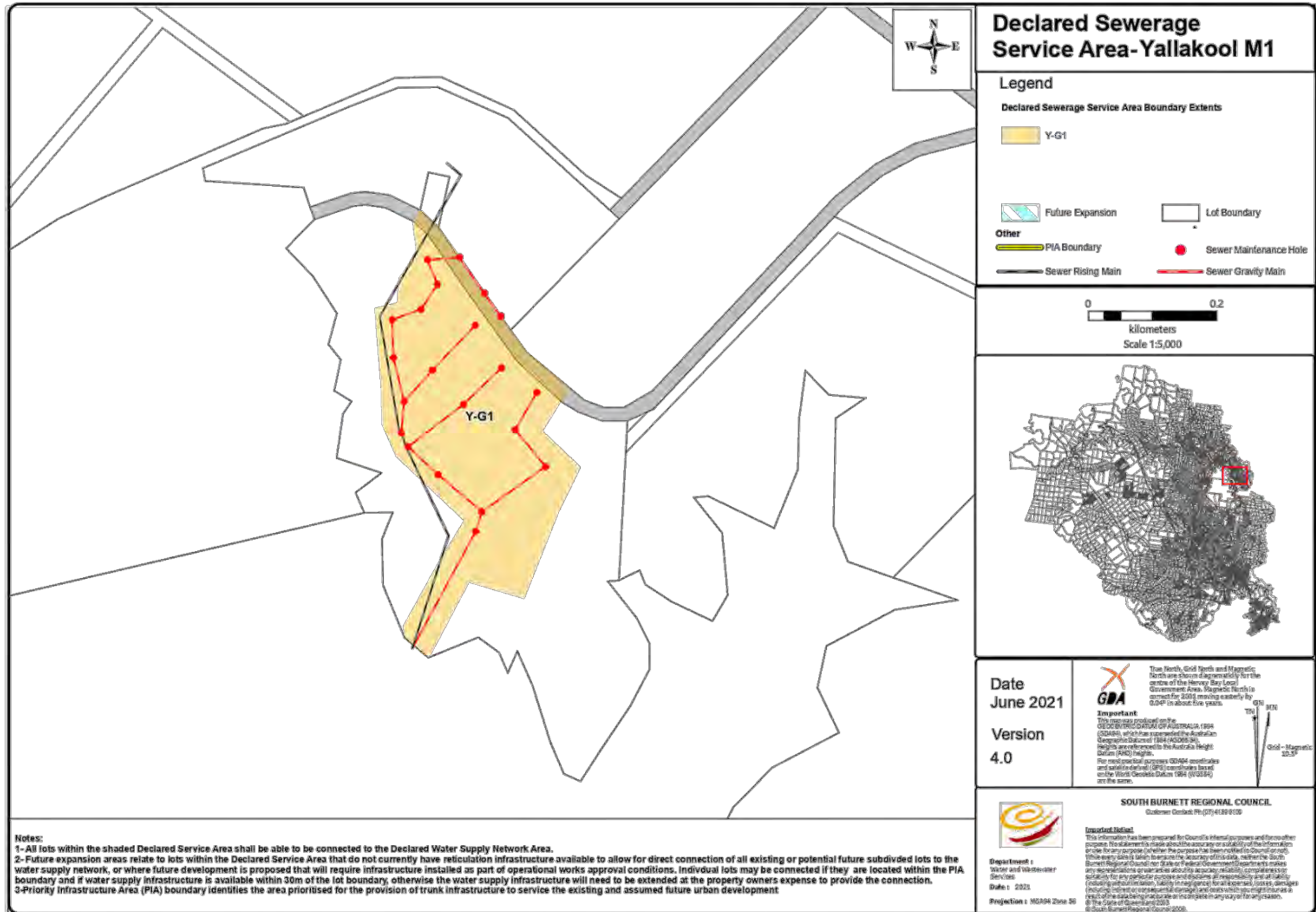












13.3 NATIONAL WATER INFRASTRUCTURE DEVELOPMENT FUND (NWIDF) PHASE TWO STUDY SCOPE AND COST ESTIMATE

File Number: 22-09-2021

Author: Personal Assistant Infrastructure

Authoriser: Chief Executive Officer

PRECIS

National Water Infrastructure Development Fund (NWIDF) Phase Two Study Scope and Cost Estimate

SUMMARY

At the Ordinary Meeting of Council held on the 25 August 2021, Council resolved that a report be presented to the September Ordinary Meeting for consideration addressing the study scope for the National Water Infrastructure Development Fund (NWIDF) Phase Two (2) Project and detailing the anticipated costs.

OFFICER'S RECOMMENDATION

That Council receives the report detailing the proposed plan and cost estimate.

BACKGROUND

PROPOSED PROJECT PLAN

Resourcing

Phase two (2) of the study is being coordinated by external resources. In order to maximise transfer of knowledge from Phase one (1) of the Study, state-wide prequalified panels will be used to engage the study authors procured for Phase one (1) in order to deliver the identified key deliverables of Phase two (2).

Methodology

Key recommendations from the Options Analysis report relating to South Burnett Regional Council provide the basis for the scope of Phase two (2) of this project as follows:

Recommendation (1) (b) - Barlil Weir Demand Assessment: Assessment will comply with the requirements of the Building Queensland / Queensland Treasure business case framework so that the report can be used in a future detailed business case on Barlil Weir. The Methodology includes:

- Customer, and potential customer engagement through public forums, one-one direct interviews with potential customers, designed to establish and test individual demand.
- Rigorous evidence-based assessment of actual demand and future irrigation requirements.
- This assessment considers the viability of demand based on the projected, modelled income for potential customers considering soil suitability, domestic market capacity for each crop and international export market potential.
- Demand assessment report that will outline the process and the results. This report can be used to demonstrate the strong evidence base for the level of demand, capacity to pay and the likely economic benefits.

Recommendation (3) – Advocacy for State Government review of un-supplemented water access rules: Consultants will prepare briefing material identifying efficiency focussed recommendations

along with supporting information to enable effective advocacy to State Government by both North and South Burnett Regional Councils.

Recommendation (4) – South Burnett Integrated Water Initiative. An economic roadmap will be delivered integrating recommendations identified in the Options Analysis:

4(a) Tarong Power Station currently has over 500 employees, contributes significantly to regional economic activity and is the dominant water user in the region with 29,900ML of high priority allocations from Boondooma Dam. The current plan is for Stanwell to close the power station in 2037 and it is expected that the water requirements of the station will progressively decrease prior to closure due to reduced demand and improvements in efficiency.

Accordingly, the Economic Road Map identifies how to best use the water resources that will become available during the next 16 years and beyond. The Road Map will identify and examine the activities that create jobs and economic activity, so that the region is ready to thrive as the power station declines or is repurposed. The road map will cover the period until 2045 and identify the water projects that can be pursued to maximise urban, commercial and irrigation benefits, and protect the region from the impacts of the power station closure.

The Economic Road Map would align with existing and future strategic documents that inform the direction of the region.

4(b) Review water saving initiatives proposed by Swickers in order to assist in securing funding for on-site initiatives to increase reliance on on-site raw water sources.

4(c) The Gordonbrook Assessment will consist of a targeted, short-form business case that assesses the viability of both urban and irrigation future uses for the dam, and outlines the economic benefits, including employment and economic growth, for the entire region. This work will include:

- Scope assessment and Opinion of Cost for advanced treatment of water for urban use
- High-level assessment of actual irrigation demand and willingness to pay.
- Developing an NWI / QCA compliant cost, revenue and pricing model for urban and agricultural options.
- Conducting financial viability assessment.

4(d) The Blackbutt Irrigation Assessment will consist of a targeted, short-form business case that provides a strategic assessment and plan for the development of new, or augmented, water infrastructure for Blackbutt irrigators, including securing new water allocations for agricultural development. The work will include:

- High-level assessment of actual demand and willingness to pay.
- Developing an NWI / QCA compliant cost, revenue and pricing model.
- Engagement with key stakeholders to assess viability and timeframes for securing supply.
- Conducting financial viability assessment.
-

Recommendation from Council's August General Meeting - The Hydrological assessment of a potential Barambah Creek weir site on the Barker Barambah System.

The Study will review the water planning requirements, provisions, constraints, and opportunities relating to the water supply requirements and water security options. It will also consider the potential water products (e.g. hydrologic performance). In order to maximise value for money, economic assessment of potential works will not commence until hydrologic viability has been confirmed.

It is proposed that the assessment of a potential Barambah Creek weir site will be completed over two (2) parts being a Hydrological Assessment and, subject to the identification of hydrologic potential, an Economic Assessment will be identified as a priority study extension.

The Hydrological Assessment will interrogate the Burnett Water Plan to understand the volume of water that is available. This assessment will review of the water planning requirements, provisions, constraints and opportunities relating to the water supply requirements and water security options, and also consider the potential water products (e.g. hydrologic performance).

This part will also consist of hydrological modelling using the State Government’s model to determine what products / reliability can be supported through the hydrological performance of the creek. This modelling will be undertaken by an expert modeller who is familiar with the area and trusted by the Queensland Government and Sunwater.

This part will result in a hydrological summary report and a recommendation whether to proceed to Economic Assessment.

Anticipated Study Extensions

It is anticipated that the Phase two (2) study will identify prioritised actions to further advance the water feasibility project. Potential topics already identified may include the following:

- Barker Barambah Weir Demand and Economic Assessment:
- Market assessment – export and domestic products
- Round 2 Irrigator Demand assessment – Blackbutt/Gordonbrook/Barlil
- Identification of additional funding opportunities
- Stanwell/State Government water negotiations
- Commercial water saving initiatives
- Future Hydrogen opportunities

Program

Commencement: September 2021

Draft Report: April 2022

Final Report: May 2022

Budget

Item	Cost (\$ excl. GST)
Phase 2 Scope	\$390,000
Project Coordination	\$75,000
Project incidentals – stakeholder engagement	\$25,000
Balance funds available for Anticipated Study Extensions and contingency	\$89,000
Total	\$579,000

ATTACHMENTS

Nil

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

14.1 PARKS AND GARDENS MASTER PLAN ADVISORY COMMITTEE

File Number: 22-9-21

Author: Acting Manager NRM & Parks

Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021 – Parks and Gardens Master Plan Advisory Committee.

SUMMARY

Committee Resolution 2021/1

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

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 bought back to a future Standing Committee Meeting.*

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

Against: Nil

Carried 6/0

OFFICER'S RECOMMENDATION

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021 – Parks and Gardens Master Plan Advisory Committee.

ATTACHMENTS

- Draft Terms of Reference**  



Draft

ECM ID:
ADOPTED:

South Burnett Botanical Advisory Committee Terms of Reference

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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

14.2 "A DAY AT THE DAM' 20 NOVEMBER 2021.**File Number: 22-09-2021****Author: Acting Manager NRM & Parks****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 8 September 2021 was a report forwarding information regarding a proposal for "A Day at the Dam" 20 November 2021.

SUMMARY**COMMITTEE RESOLUTION 2021/86***Moved: Cr Kirstie Schumacher**Seconded: Cr Roz Frohloff**That the Committee recommend to Council**That Council:*

- 1. Support in principle and undertake further investigation into bringing touring and local artists to Bjelke-Petersen Dam for "A Day at the Dam" music concert.*
- 2. Council's Chief Executive Officer be given delegated authority to provide approval and finalise arrangements.*

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

Against: *Nil*

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

That South Burnett Regional Council:

1. Support in principle and undertake further investigation into bringing touring and local artists to Bjelke-Petersen Dam for "A Day at the Dam" music concert; and
2. Council's Chief Executive Officer be given delegated authority to provide approval and finalise arrangements.

BACKGROUND

Presented at the Community Standing Committee held on 8 September 2021.

ATTACHMENTS**Nil**

14.3 PRESSURE CLEANING OF CBD FOOTPATHS**File Number:** 22-09-2021**Author:** Acting Manager NRM & Parks**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 8 September 2021 was a report forwarding information regarding the pressure cleaning of CBD footpaths.

SUMMARY**COMMITTEE RESOLUTION 2021/84***Moved: Cr Kathy Duff**Seconded: Cr Danita Potter**That the Committee recommends to Council:*

- 1. That a demonstration of a Litter Vac and Pavement Scrubber transported in a tandem trailer, a demonstration of a Council operated spray trailer and a demonstration of the street sweeper be arranged for Councillors and relevant Parks and Gardens and Infrastructure staff to attend.*
- 2. That these demonstrations be arranged as soon as practicable with a view of bringing a further report to the October Community Standing Committee meeting if possible.*
- 3. That Cr Jones and Cr Duff be invited to sit on a Working Party to establish appropriate standards for CBD cleaning.*

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

Against: Nil

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

1. That a demonstration of a Litter Vac and Pavement Scrubber transported in a tandem trailer, a demonstration of a Council operated spray trailer and a demonstration of the street sweeper be arranged for Councillors and relevant Parks and Gardens and Infrastructure staff to attend.
2. That these demonstrations be arranged as soon as practicable with a view of bringing a further report to the October Community Standing Committee meeting if possible.
3. That Cr Jones and Cr Duff be invited to sit on a Working Party to establish appropriate standards for CBD cleaning.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 8 September 2021.

ATTACHMENTS**Nil**

14.4 QEII PARK MURGON**File Number:** 22/09/2021**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021 - QEII Park Murgon

SUMMARY***Committee Resolution 2021/64****Moved:* Cr Gavin Jones*Seconded:* Cr Kathy Duff*That the committee recommends to Council:**That a design be prepared for QEII Park Murgon and be circulated for community consultation and report back to Council.**In Favour: Crs Brett Otto, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff**Against: Nil***CARRIED 6/0**

OFFICER'S RECOMMENDATION

That a design be prepared for QEII Park Murgon and be circulated for community consultation and report back to Council.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021

ATTACHMENTS**Nil**

14.5 REDUCTION OF FEES FOR USE OF TOWN HALL RECEPTION ROOM

File Number: 22-09-2021
Author: Manager Property
Authoriser: Chief Executive Officer

PRECIS

Presented at the Community Standing Committee meeting held on 8 September 2021 was a report forwarding information regarding the reduction of fees for use of the Town Hall Reception room.

SUMMARY**COMMITTEE RESOLUTION 2021/87**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommend to Council

That the fee for Category A Hall, Level 2, Kingaroy Reception Room be reduced from \$28.00 to \$25.00 including GST for not-for-profit community organisations in the South Burnett.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That the fee for Category A Hall, Level 2, Kingaroy Reception Room be reduced from \$28.00 to \$25.00 including GST for not-for-profit community organisations in the South Burnett.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 8 September 2021.

ATTACHMENTS

Nil

14.6 LEASE - COVERTY SOCIAL CLUB INC.**File Number:** 22-09-2021**Author:** Manager Property**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 8 September 2021 was a report forwarding information regarding a lease for Covert Social Club.

SUMMARY**COMMITTEE RESOLUTION 2021/88***Moved: Cr Kathy Duff**Seconded: Cr Gavin Jones**That the Committee recommend to Council**That Council enter into a Trustee Lease with the Covert Social Club Inc. for Lot 2 on SP254545.**In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff**Against: Nil***CARRIED 7/0**

OFFICER'S RECOMMENDATION

That Council enter into a Trustee Lease with the Covert Social Club Inc. for Lot 2 on SP254545.

BACKGROUND

Presented at the Community Standing Committee held on 8 September 2021.

ATTACHMENTS**Nil**

14.7 TENDER OF LICENCE AREA 21 - KINGAROY AERODROME

File Number: 22/09/2021
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021 - Tender of Licence Area 21 - Kingaroy Aerodrome

SUMMARY***Committee Resolution 2021/96***

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommend to Council

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

In Favour: Crs Brett Otto, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 4/0

OFFICER'S RECOMMENDATION

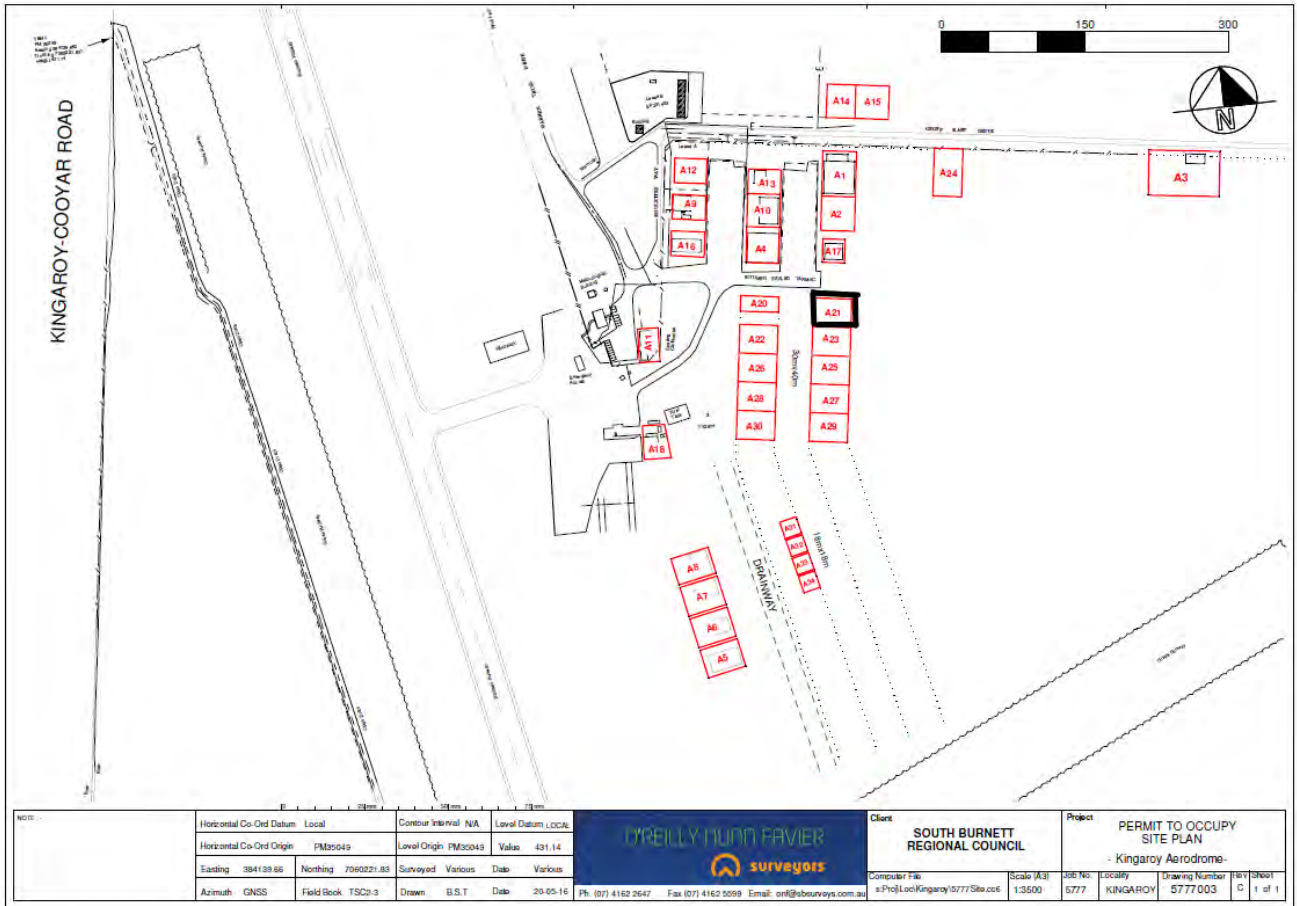
That Area 21 at the Kingaroy Aerodrome be offered for licence by way of tender.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021

ATTACHMENTS

1. Licence Area 21 [↓](#) 



15 PORTFOLIO - REGIONAL DEVELOPMENT**15.1 CITIES POWER MEMBERSHIP****File Number:** 22/09/2021**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Notice of motion presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021 - Cities Power Membership

SUMMARY***Committee Resolution 2021/97****Moved:* Cr Kirstie Schumacher*Seconded:* Cr Kathy Duff*That the committee recommends to Council:*

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 scheduled with Cities Power Partnership to support Council in identifying and adopting its five key action pledges.

In Favour: Crs Brett Otto, Kirstie Schumacher, Scott Henschen and Kathy Duff*Against:* Nil**CARRIED 4/0****OFFICER'S RECOMMENDATION**

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.

BACKGROUND

Notice of motion presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021

ATTACHMENTS**Nil**

15.2 CLIMATE RESILIENCE LEADERSHIP COURSE

File Number: 22/09/2021
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Motion presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021 - Climate Resilience Leadership Course

SUMMARY***Committee Resolution 2021/100***

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the committee recommends to Council:

That Cr Schumacher be nominated to complete on behalf of Council the Climate Resilience Leadership Course provided by the Qld Climate Resilient Councils Group (QCRC).

In Favour: Crs Brett Otto, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 4/0

OFFICER'S RECOMMENDATION

That Cr Schumacher be nominated to complete on behalf of Council the Climate Resilience Leadership Course provided by the Qld Climate Resilient Councils Group (QCRC) with Council meeting the normal cost of attendance.

BACKGROUND

Motion presented at the Executive and Finance & Corporate Standing Committee meeting on 15 September 2021.

Consideration may also be given to any other Councillor that wishes to participate in this course.

ATTACHMENTS

Nil

16 NOTICES OF MOTION

Nil

17 INFORMATION SECTION**17.1 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT****File Number:** 22/09/2021**Author:** Administration Officer, Planning & Land Management**Authoriser:** Chief Executive Officer**PRECIS**

List of correspondence pending completion of assessment report

SUMMARY

Reports pending completion of assessment

OFFICER'S RECOMMENDATION

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

REPORT**Reconfiguration of a lot applications****RAL21/007** – Reconfiguration of a lot – 1 lot into 2 lots at 160 Greenwood Creek Road, South East Nanango (and described as Lot 41 on SP315789)**RAL21/0008** – Reconfiguration of a lot - 2 lots into 6 lots at Old Esk North Road, South East Nanango (and described as Lot 22 on SP181271)**RAL21/0009** - Reconfiguring a Lot (1 lot into 2 lots) and access easement (impact assessment) on land at 155-157 Haly Street, Kingaroy (and described as Lot 1 on RP102926)**RAL21/0010** - Change to development approval - Convert Preliminary approval to development permit at River Road, Kingaroy (and described as Lot 10 on RP204229)**RAL21/0011** - Reconfiguring a lot - 1 lot into 2 lots at 175 Blackbutt Crows Nest Road, Blackbutt South (and described as Lot 23 on RP179714)**RAL21/0012** - Reconfiguration of a lot - 2 lots into 3 lots at 3 Thelma Street, Kingaroy (and described as Lot 12 on RP71979)**RAL21/0013** – Combined application for a reconfiguration of a lot (1 lot into 2 lots) and Material Change of Use for a dwelling house (MCU21/0015) at 1 Alford Street, Kingaroy (and described as Lot 21 on RP7917)**RAL21/0014** – Reconfiguration of a lot – Boundary Realignment (2 lots into 2 lots) at Sommerville Street, Murgon (and described as Lot 5 on SP183100)**RAL21/0015** – Reconfiguration of a lot – Boundary Realignment (2 lots into 2 lots) at 387 River Road, Inverlaw (and described as Lot 12 on SP322593)

Material Change of Use Applications

MCU21/0001 – Material Change of use for a service station, food and drink outlet & shop at 81 Haly Street, Wondai (and described as Lot 3 on RP6088 & Lot 411 on W53510)

MCU21/0003 – Material Change of use for Animal Keeping (Dog Breeding Kennel) at Bunya Highway, Wooroolin (and described as Lot 1 on SP169402)

MCU21/0005 - Material Change of Use for One (1) new 70m telecommunication facility (guyed mast), with a square headframe, four (4) new panels antennas, one (1) parabolic dish antenna, associated ancillary equipment and one (1) five bay outdoor unit (ODU) within a fenced compound at 125 Lewis Duff Road, Ballogie (and described as Lot 33 on BO44)

MCU21/0007 – Material Change of use for a food and drink outlet less than 100m² at 48 King Street, Nanango (and described as Lot 138 on N231)

MCU21/0009 – Minor change - Change to order of Staging, as per Staging plan 17-2477-SPY at 34 William Street (and described as Lot 100 on SP153314)

MCU21/0010 - Material Change of use for a Drive through food and drink outlet at 95 Youngman Street, Kingaroy (and described as Lot 8 on RP7924)

MCU21/0011 – Material Change of use - New dwelling house and garage on Lot 1 and new dwelling house on Lot 2 at Bunya Mountains road, Bunya Mountains (and described as Lot 1 & 2 on SP233439)

MCU21/0012 – Material Change of use - Eight short term accommodation units and proposed access easement A over lot 13 and 14 on SP212946 at 3 Evelyn Street, Kingaroy (and described as Lot 13 on SP212946)

MCU21/0013 – Material Change of use – Motor Sport Facility and Outdoor Sport and Recreation at Lewis Duff Road, Ballogie (and described as Lot 34 on BO44)

MCU21/0014 – Material Change of use – Dwelling house on freehold lot within community title scheme at Bunya Avenue, Bunya Mountains (and described as Lot 1 on SP308120)

MCU21/0015 - Combined application for a Material Change of Use for a dwelling house and a Reconfiguration of a lot (1 lot into 2 lots) (RAL21/0013) at 1 Alford Street, Kingaroy (and described as Lot 21 on RP7917)

MCU21/0016 – Material Change of use for a Caretaker's Accommodation at 1633 Burnett Highway, Sandy Ridges (as described as Lot 3 on SP235457)

MCU21/0017 – Material Change of use for Expansion of the existing piggery (57,000SPU) at 592 Morgans Road, Windera (and described as Lot 49 on MZ555 & Lot 203 on SP251979)

ATTACHMENTS

Nil

17.2 DELEGATED AUTHORITY REPORTS**File Number:** 22/09/2021**Author:** Administration Officer, Planning & Land Management**Authoriser:** Chief Executive Officer**PRECIS**

Reports signed by the Chief Executive Officer under delegated authority.



SUMMARY

This report comprises a listing of any reports approved by delegated authority.

OFFICER'S RECOMMENDATION

That the Delegated Authority report be received.

ATTACHMENTS

1. **Material change of use (impact assessable) for a Dual occupancy at 12472 Bunya Highway Wooroolin (and described as Lot 4 on SP243199) – Correction of typographical errors in original conditions** [↓](#) 
2. **Minor Change to an existing Development Approval (MCUI2018/0013) dated 26 July 2019 under s81 of the Planning Act 2016 for development described as Material Change of Use – Multiple Dwelling (9 Units) at 34 William Street, Kingaroy – Lot 100 on SP153314** [↓](#) 

Delegated Authority _____ Date: _____

0.0 AMENDMENT TO CONDITIONS OF APPROVAL DUE TO TYPOGRAPHICAL ERRORS - MATERIAL CHANGE OF USE APPLICATION FOR A DUAL OCCUPANCY AT 12472 BUNYA HIGHWAY, WOOROOLIN (LOT 4 ON SP243199) - APPLICANT: C D & J D DALTON, C/- ONF SURVEYORS

File Number: MCU21/0004
Author: Senior Planner
Authoriser: Chief Executive Officer

APPLICANT: C D & J D		
	SIGNATURE	DATE
MANAGER		
GM		
CEO	<i>[Signature]</i>	8/9/2021

PRECIS

Material change of use (impact assessable) for a Dual occupancy at 12472 Bunya Highway Wooroolin (and described as Lot 4 on SP243199) – Correction of typographical errors in original conditions

SUMMARY

- o This report is to correct wording/typographical inconsistencies in the conditions of approval to reflect the proposed use of premises for a dual occupancy as follows:-
 - o Current Condition APPROVED USE GEN5 - The existing buildings must be used in conjunction with, and subordinate to, the dwelling house on the site which does not include Short term accommodation, Air BnBs, Rooming accommodation, Residential care facility.
 - o This condition to be amended as follows
 - o The dual occupancy is not to be used as Short term accommodation, Air BnBs, Rooming accommodation, Residential care facility.
 - o Current Condition TELECOMMUNICATIONS MCU2 - The applicant is to provide the dwelling house with a telecommunication service. Where supply is not to be provided at this time, details of the proposed service is to be provided for Council's consideration and approval.
 - o This condition to be amended as follows
 - o The applicant is to provide the new dwelling with a telecommunication service. Where supply is not to be provided at this time, details of the proposed service is to be provided for Council's consideration and approval.
 - o Current Condition ELECTRICITY MCU3 - The applicant is to provide the dwelling house with a reticulated electricity supply complying with Ergon Energy's requirements. Submit to Council, written confirmation from the electricity provider that the dwelling house is connected or an agreement has been guaranteed for the supply of electricity.
 - o This condition to be amended as follows
 - o The applicant is to provide the new dwelling with a reticulated electricity supply complying with Ergon Energy's requirements. Submit to Council, written confirmation from the electricity provider that the dwelling house is connected or an agreement has been guaranteed for the supply of electricity.
 - o The infrastructure charges notice in Attachment B to be amended to reference a dual occupancy instead of a secondary dwelling.
- o Proposed amendment to typographical errors be amended as for reasons referred in the above Summary and amended decision notice to be issued.

OFFICER'S RECOMMENDATION

That Council approve the development application for a Material Change of Use for a Dual occupancy (one additional Dwelling House) at 12472 Bunya Highway, Wooroolin (and described as Lot 4 on SP243199), subject to reasonable and relevant conditions:

Delegated Authority _____

Date: _____

GENERAL

GEN1. The development must be completed and maintained generally in accordance with the approved plans and documents and any amendments arising through conditions to this development approval.

Drawing Title	Prepared by	Project no.	Rev	Date
Site Plan	Blueprint Drafting Services	21-2950-SPY Sheet 1	Refer to amendment	28 th May 2021
Floor Plan	Blueprint Drafting Services	21-2950-SPY Sheet 2		28 th May 2021
Elevations	Blueprint Drafting Services	21-2950-SPY Sheet 3		28 th May 2021
3D Views 1	Blueprint Drafting Services	21-2950-SPY Sheet 4		28 th May 2021
3D Views 2	Blueprint Drafting Services	21-2950-SPY Sheet 5		28 th May 2021

AMENDMENT:

Nominate on the submitted proposed site plan the extent of existing vegetation to be removed and areas to be replanted to ensure compliance with development permit IR402862 Conditions RAL2 and RAL3.

GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:
 - Development Permit for Building Works; and
 - Development Permit for Plumbing and Drainage Work.

GEN3. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

APPROVED USE

GEN4. The approved development is a Material Change of Use for a Dual occupancy (one additional Dwelling House) with a floor area 239.7sqm, as shown on the approved plans and does not imply approval for other similar uses. The subject site is not to be used for any other purpose unless in the opinion of Council is subservient to the predominant use of the site.

GEN5. The dual occupancy is not to be used as Short term accommodation, Air BnBs, Rooming accommodation, Residential care facility.

ACCESS

GEN6. No more than one access is permitted to the property. Access to the dwelling house is to be via the existing access off Bunya Highway (refer to approved GEN1 - site plan).

EFFLUENT DISPOSAL

MCU1. The proposed dwelling house must be connected to an wastewater treatment system, in accordance with Schedule 1, Division 3: Water Supply and Sewerage Table SC6.2.11 – Water Supply and Sewerage Design and Construction Standards, AS1547 and the Queensland Plumbing and Wastewater Code.

Timing: Prior to the issue a Building Approval for the proposed dwelling house on the lot.

Delegated Authority

Date:

TELECOMMUNICATIONS

MCU2. The applicant is to provide the new dwelling with a telecommunication service. Where supply is not to be provided at this time, details of the proposed service is to be provided for Council's consideration and approval.

ELECTRICITY

MCU3. The applicant is to provide the new dwelling with a reticulated electricity supply complying with Ergon Energy's requirements. Submit to Council, written confirmation from the electricity provider that the dwelling house is connected or an agreement has been guaranteed for the supply of electricity.

ADVICE

ADV1. Section 85 (1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within the period of six (6) years the approval will lapse.

WHEN APPROVAL STARTS TO HAVE EFFECT

ADV2. This development approval starts to have effect in accordance with the provisions of Section 71 of the *Planning Act 2016*.

WHEN APPROVAL LAPSES

ADV3. This development approval will lapse in accordance with the provisions contained within Sections 85 and 88 of the *Planning Act 2016*, unless otherwise stated elsewhere within this development approval.

DEVELOPER INCENTIVE

ADV4. Council is offering a reduction in infrastructure charges payable through the development incentive scheme which is available between 1 December 2020 and 30 June 2022. Eligible development under this scheme is required to be completed by 30 June 2022.

For further information or application form please refer to the rules and procedures available on Council's website.

HERITAGE

ADV5. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

APPEAL RIGHTS

ADV5. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

Delegated Authority

Date

FINANCIAL AND RESOURCE IMPLICATIONS

No implication can be identified.

LINK TO CORPORATE/OPERATIONAL PLAN

Growing our Region's Economy and Prosperity

GR8 Support and advocate for appropriate growth and development with responsive planning schemes, process, customer service and other initiatives.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Refer to CONSULTATION in this report.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No implication identified.

POLICY/LOCAL LAW/DELEGATION IMPLICATIONS

No implication can be identified.

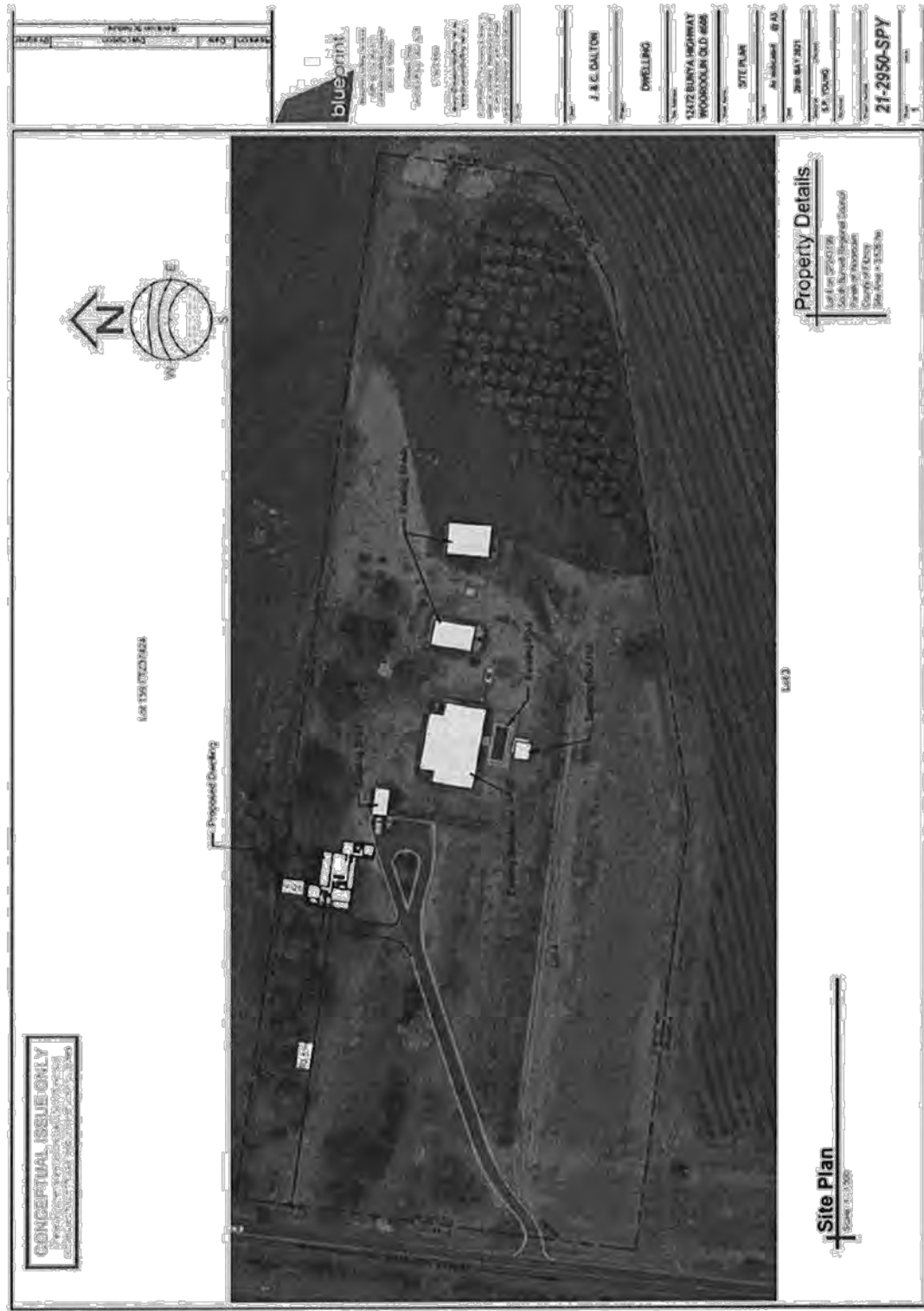
ASSET MANAGEMENT IMPLICATIONS

No implication can be identified.

Delegated Authority _____

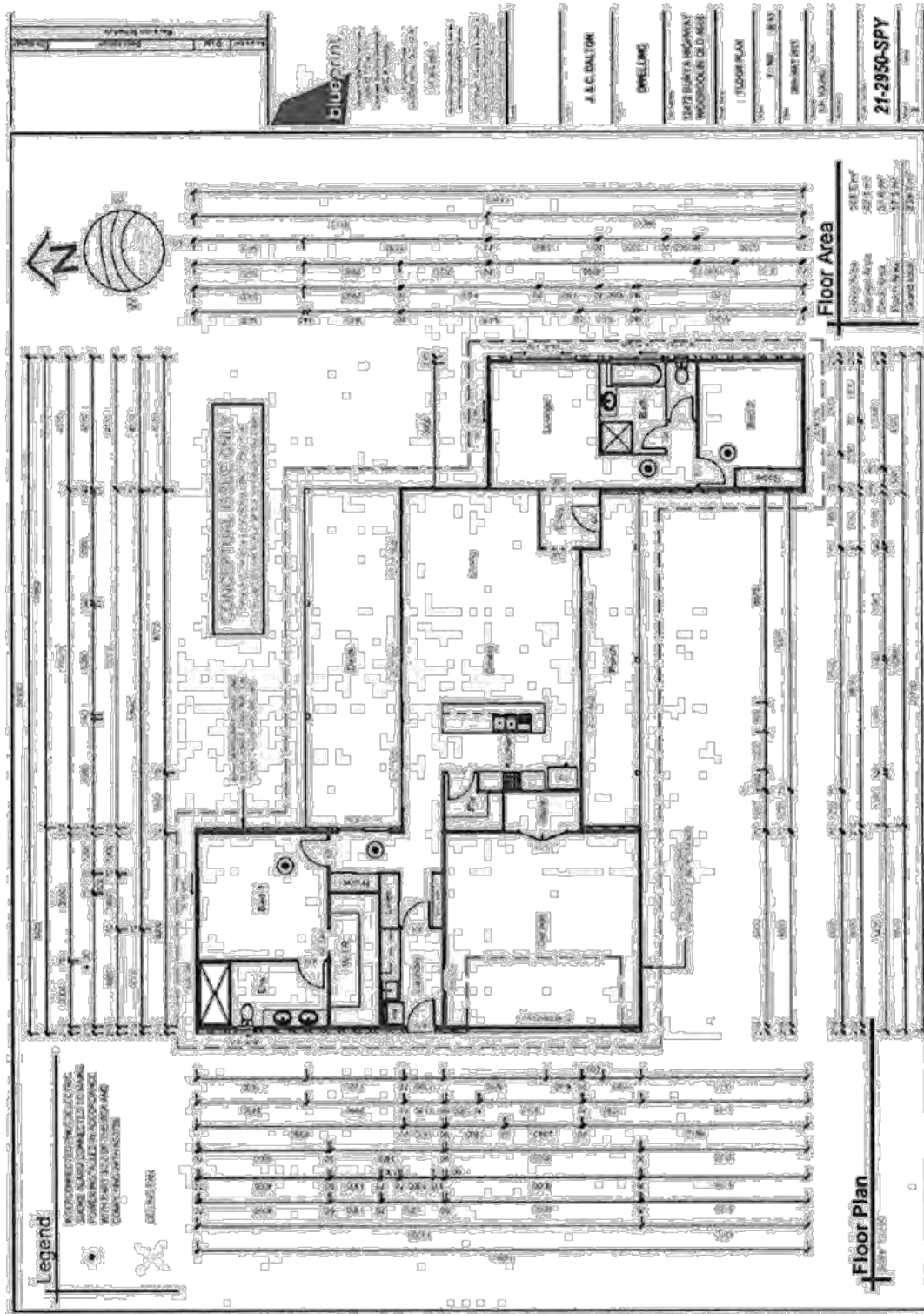
Date: _____

PROPOSAL PLAN



Delegated Authority

Date

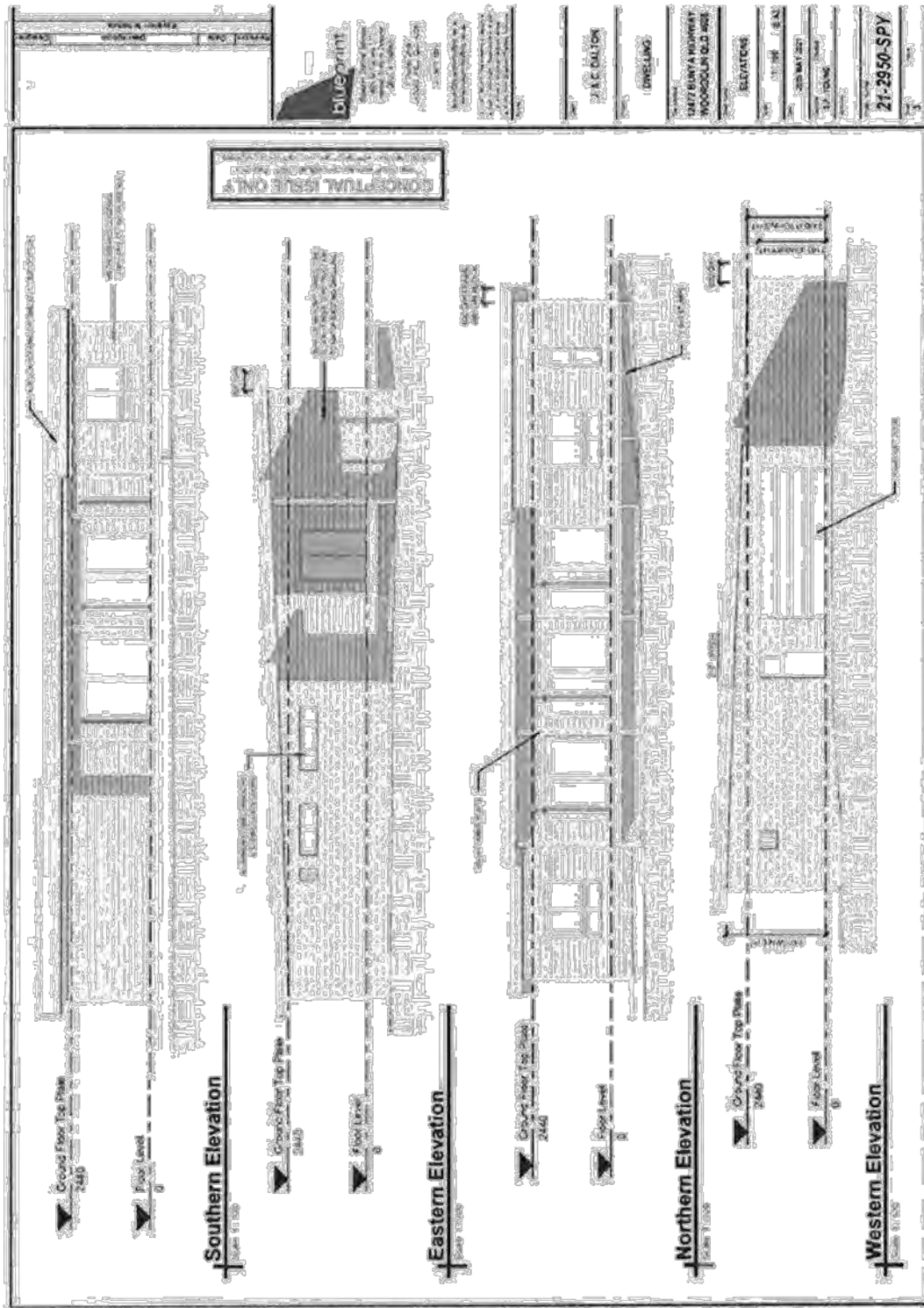


Item 0.0

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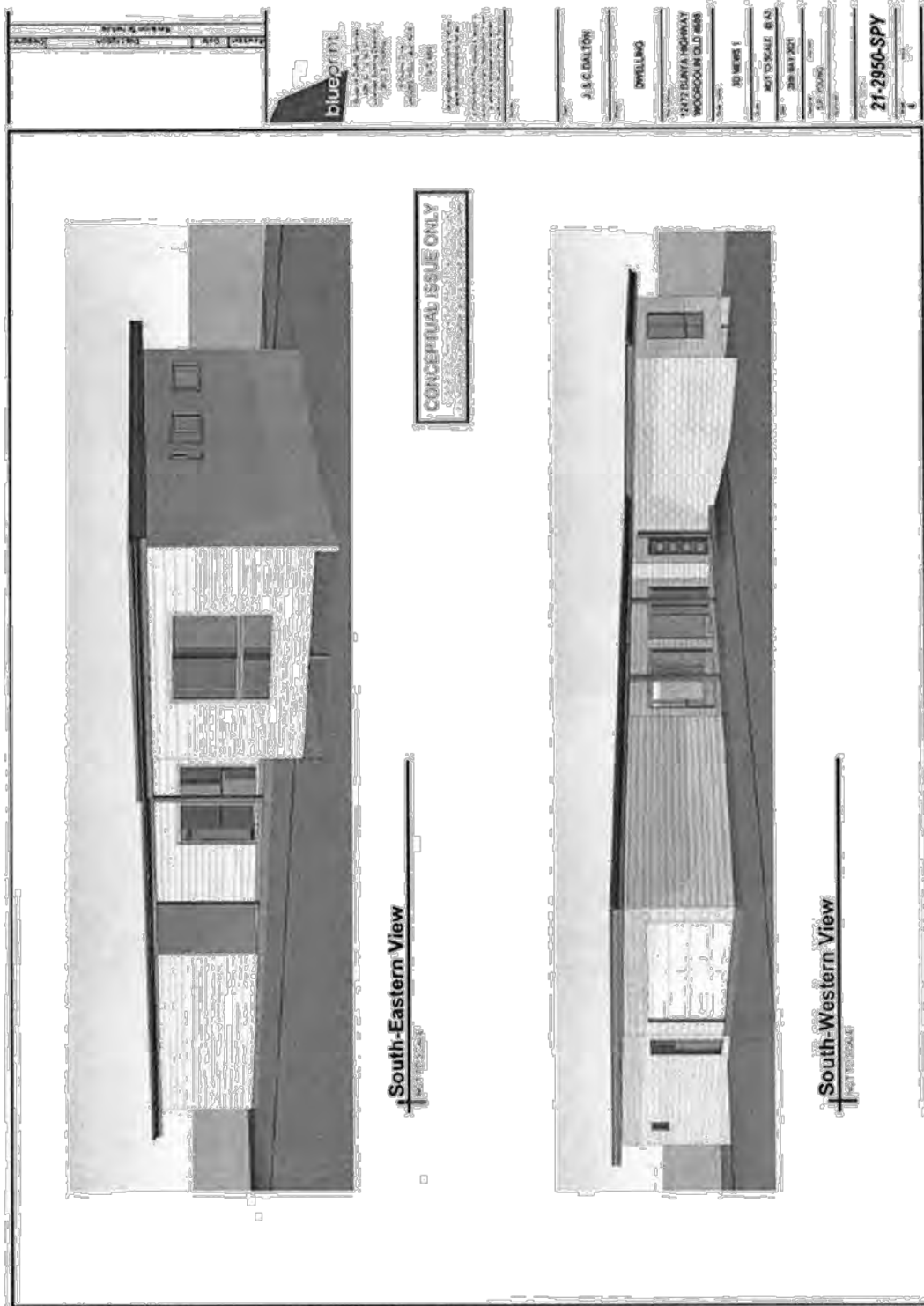
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Delegated Authority

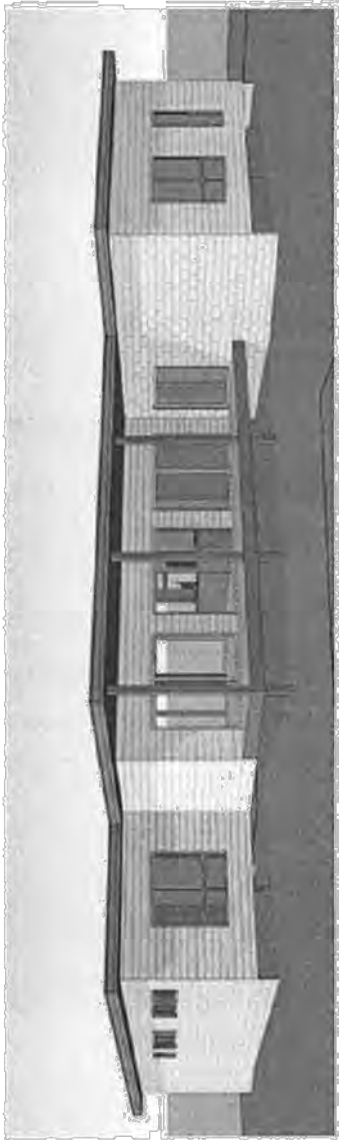
Date:



Delegated Authority

Date:

<p>Project Name: Bluepoint</p> <p>Project Location: 1477 Banya Highway, Woodcroft, SLD 6066</p> <p>Project No: 21-2950-SPY</p>	<p>bluepoint</p> <p>1477 Banya Highway, Woodcroft, SLD 6066</p> <p>Project No: 21-2950-SPY</p> <p>Project Name: Bluepoint</p> <p>Project Location: 1477 Banya Highway, Woodcroft, SLD 6066</p> <p>Project No: 21-2950-SPY</p>	<p>J & C DALTON</p> <p>DWELLING</p>	<p>Project No: 21-2950-SPY</p> <p>Project Name: Bluepoint</p> <p>Project Location: 1477 Banya Highway, Woodcroft, SLD 6066</p> <p>Project No: 21-2950-SPY</p>
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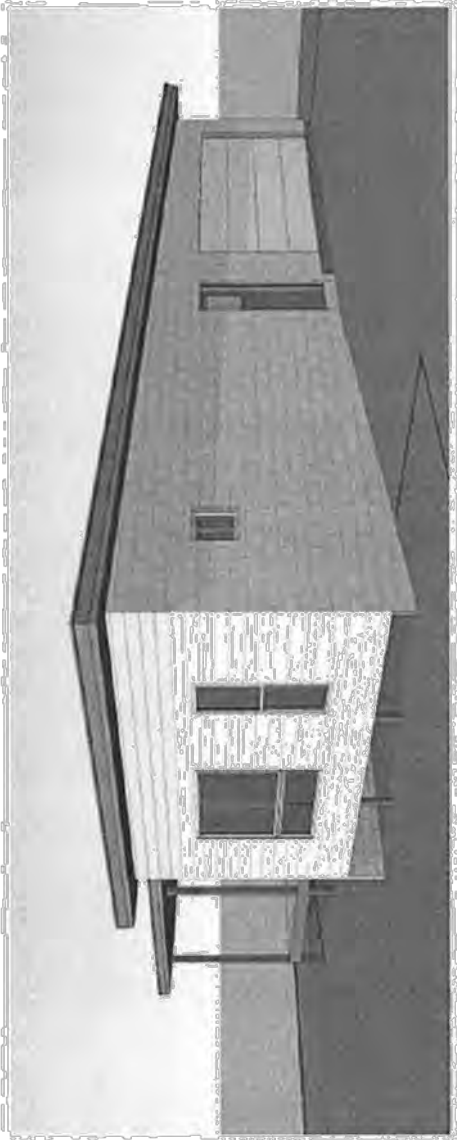


North-Eastern View

NOT TO SCALE

CONCEPTUAL SCALE ONLY

Conceptual scale only. Not for construction.



North-Western View

NOT TO SCALE

Delegated Authority

Date:

REPORT

The applicant initially sought approval for a Secondary dwelling however, after the applicant receiving Council's further advice letter, the applicant submitted a change to development application applying for a Dual Occupancy. Assessment of the change application for a Dual occupancy is outlined below:

APPLICATION SUMMARY	
Applicant:	C D & J D Dalton C/- ONF Surveyors
Proposal:	Secondary dwelling – 239.7sqm - Living area – 148.5sqm - Garage area – 42.1sqm - Deck area – 31.6sqm - Porch area – 17.5sqm There are two living, bedroom and bathroom areas separated by a common entry area. Access to both bathrooms is restricted through Bedroom 1 or through separate private living quarters in eastern wing.
Area to be used:	Refer to site plan
Impervious Area:	N/A
Site Cover:	Refer to site plan
Car Parking Spaces:	1 space per dwelling for Dual Occupancy
Properly Made Date:	29 March 2021 Secondary dwelling. Council issued a further advice letter to applicant regarding the proposed secondary dwelling 28 May 2021 for Dual occupancy because of Council's further advice letter
Street Address:	12472 Bunya Highway, Wooroolin
RP Description:	Lot 4 on SP243199
Assessment Type:	Impact assessable
Number of Submissions:	N/A
State Referral Agencies:	Excluded development under Schedule 24 of the <i>Planning Regulation 2017</i>
Referred Internal Specialists:	Development Engineer
Decision Making Period Ends:	6 September 2021

SITE DETAILS:

SITE AND LOCALITY DESCRIPTION	
Land Area:	3.526ha
Existing Use of Land:	Dwelling House
Road Frontage:	Bunya Highway
Road/s	Road Hierarchy
Bunya Highway	Highway – State Controlled Road
Easements	Nil

Delegated Authority		Date:
Significant Site Features:	A landscaped vegetation buffer exists between proposed dual occupancy and the northern boundary because of an existing family lot subdivision approval.	
Topography:	Family lot parcel is situated on crest of a hill with southern views over Memerambi and northern view into Wooroolin.	
Surrounding Land Uses:	Land Use	Zone/Precinct
North	Agriculture	Rural
South	Agriculture	Rural
East	Agriculture	Rural
West	Grazing	Rural
Services:	Electricity and telecommunications	

Background / Site History

APPLICATION NO.	DECISION AND DATE
IR402862	Family lot subdivision – 1 lot into 2 lots (Approved 26 November 2008) subject to conditions.

ASSESSMENT:

Framework for Assessment

Categorising Instruments for Statutory Assessment

For the *Planning Act 2016*, the following Categorising Instruments may contain Assessment Benchmarks applicable to development applications:

- The *Planning Regulation 2017*
- the Planning Scheme for the local government area
- any Temporary Local Planning Instrument
- any Variation Approval

Of these, the planning instruments relevant to this application are discussed in this report.

Assessment Benchmarks Pertaining to the Planning Regulation 2017

The following Assessment Benchmarks from the *Planning Regulation 2017* are applicable to this application:

PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	Nil
WBB Regional Plan Designation:	N/A

Assessment Benchmarks Pertaining to the Planning Scheme

The applicable planning scheme for the application is South Burnett Regional Council Version 1.4. The following sections relate to the provisions of the Planning Scheme.

Planning Scheme:	South Burnett Regional Council Planning Scheme Version 1.4
Strategic Framework Land Use Category:	Important agricultural areas
Zone:	Rural

Delegated Authority

Date:

Precinct:	Nil
Assessment Benchmarks:	Strategic Framework Rural locality code Services and works code

Assessment Benchmarks – Planning Scheme Codes.

The application has been assessed against each of the applicable codes and found to be compliant with, or can be conditioned to comply with, each. The pertinent issues arising out of assessment against the codes are discussed below:

STRATEGIC FRAMEWORK:	
Theme	Assessment Comments
Settlement Pattern	<p>The proposed development is for the purpose of accommodating the current landowners and their family in two dwellings.</p> <p>The additional dwelling does not alter the rural residential use of the land but consolidates the existing small rural family lot use.</p> <p>It is considered the proposed development complies with the requirements of the Settlement Pattern theme and does not introduce any negative impacts upon adjoining farming operations. The family lot has an established vegetation buffer to adjoining productive rural land surrounding.</p>
Rural Futures	<p>The property was developed as a family lot excised from a rural productive farm. The introduction of an additional dwelling for the current landowners will not comprise any current land activity on the site. Conditions relating to retention of existing vegetation from the approved family lot subdivision carries across to this development to ensure that the residential uses and rural activities are not compromised.</p>
Strong Economy	<p>This theme has not been used in the assessment of the development proposal.</p>
Natural Systems & Sustainability	<p>The proposed development is not located on any areas of environmental significance or wetlands.</p> <p>It is considered the proposed development complies with the requirements of the Natural Systems & Sustainability theme.</p>
Strong Communities	<p>As stated in the response to Settlement Pattern, the establishment of an additional dwelling for the purpose of accommodating immediate family members does not compromise the current land activity only enhancing and retaining relationships with one another and the community.</p> <p>The property is a family lot and it is considered that an additional dwelling supports housing options available to the immediate family.</p>

Delegated Authority		Date:
STRATEGIC FRAMEWORK:		
	It is considered the proposed development complies with the requirements of the Strong Communities theme.	
Infrastructure & Servicing	<p>No new or changed access is proposed from the state-controlled road. The additional dwelling will be serviced by on-site waste water treatment facilities and electricity/telecommunication networks.</p> <p>It is considered the proposed development complies and or can be conditioned in accordance with the Infrastructure and Servicing theme.</p>	

PERFORMANCE OUTCOME	ACCEPTABLE OUTCOME
RURAL ZONE CODE	
Overall outcomes	
The viability of existing and future rural uses and activities are protected from the intrusion of incompatible uses.	The proposed additional dwelling is well located and buffered from adjoining productive rural land.
Non-rural development is appropriate only where directly associated with the rural use of the zone and does not compromise the rural use of the land.	The existing property was subdivided as a family lot in 2008 and has been occupied by the original landowners since. The additional dwelling will allow the current landowners to reside in the new dwelling and direct family member to occupy the original dwelling house. The lot is approximately 3ha in area which is not suitable for rural use and is buffered by established vegetation to the adjoining rural productive land.
Performance outcomes	
PO1 Development maintains rural amenity and character.	<p>The property is a small rural lot and is not suitable for agricultural purposes. The dual occupancy is protected by existing vegetation to ensure there is little impact or intrusion of rural pursuits on adjoining land.</p> <p>The additional dwelling is to provide accommodation for family members of the landowner. The footprint of the dwellings is relatively small compared to the physical lot size having little impact on the amenity on the rural area. Existing landscaped vegetation surrounding the new dwelling is expected to maintain sufficient buffering to adjoining productive rural land.</p>
PO2 Development does not jeopardise the rural production capacity of the Zone.	Refer above.
PO3 to PO4	Not used in assessment.
PO5 Development is adequately serviced.	Conditions relating to provision of on-site wastewater treatment system, rainwater tanks, electricity and telecommunications to be imposed.

Delegated Authority

Date:

<p>PO6 Development is located and designed to ensure that land uses are not exposed to: (a) Areas that pose a health risk from previous activities; and (b) Unacceptable levels of contaminants.</p>	<p>Not used in assessment.</p>
<p>PO7 to PO15 PO15 The productive capacity and utility of agricultural land for rural activities is maintained.</p>	<p>Not used in assessment The site is approximately 3.5hectares and suitable for rural residential activities not agricultural activities. Existing vegetation reduces the impact the adjoining primary production land has on the smaller rural lot. It is not considered the additional dwelling will affect the adjoining rural activities.</p>
<p>PO16 to PO39</p>	<p>Not used in assessment.</p>

Local Categorising Instrument - Variation Approval

N/A

Local Categorising Instrument - Temporary Local Planning Instrument

N/A

Other Relevant Matters

N/A

Delegated Authority

Date:

Locality Plan



Figure 1 - Aerial Image (Source: Qld Globe)

Aerial Plan

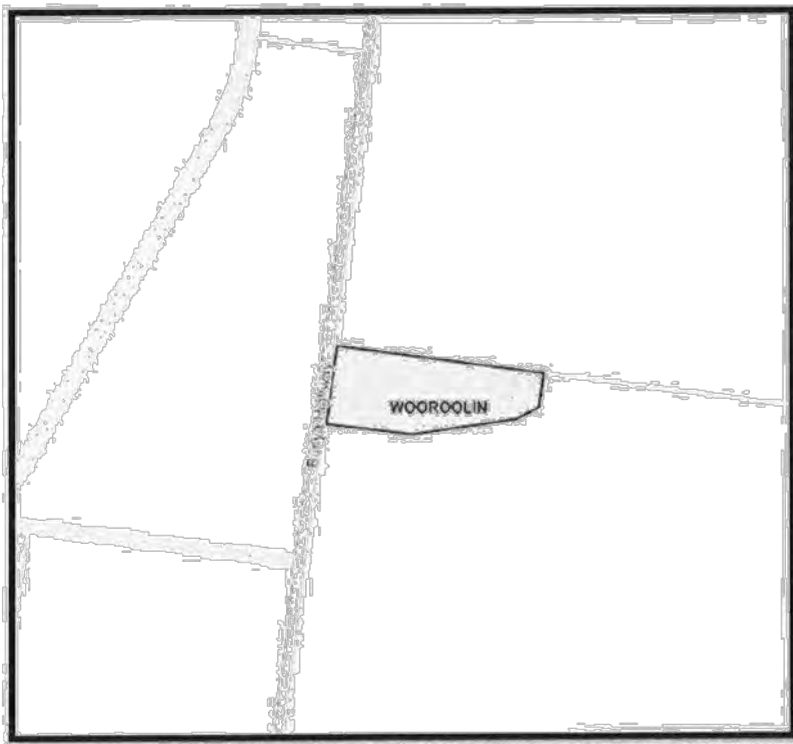


Figure 2 - Locality Plan (Source: IntraMaps)

Delegated Authority

Date:

CONSULTATION:

Referral Agencies

N/A

Other Referrals

INTERNAL SPECIALIST	REFERRAL / RESPONSE
Development Engineer	No response was required
Infrastructure Charges Unit	<p>Council adopted the LGIP on 24 June 2019 which commenced on 1 July 2019.</p> <p>The types of development that may trigger the issuing of an infrastructure charges notice are:</p> <ul style="list-style-type: none"> a) Reconfiguring a Lot; b) Making a Material Change of Use; c) Carrying out Building Work. <p>The property is within the transport network catchment map and water supply catchment map therefore subject to the relevant adopted charge.</p> <p>The adopted charge for material change of use for residential development, is the adopted charge as stated in Table 2.1 of the South Burnett Regional Council Charges Resolution (No. 3) 2019.</p> <p>The current charge for this proposed development is \$3,157.00.</p> <p>Refer to the Infrastructure Charges Notice attached as Attachment A.</p>

Public Notification

The Notice of Compliance was received by Council on 19 July 2021. The information attached to the notice confirms that the public notification of the application was undertaken in accordance with the requirements of Part 4 of the *Planning Act 2016*. The Notice of Compliance states the public notification included:

- Publishing a notice in the South Burnett Times on 24 June 2021;
- Place a notice on the land on 24 June 2021; and
- Notifying owners of all land adjoining the site on 22 June 2021.

No submissions were received objecting to or supporting the proposed development.

CONCLUSION:

The development has been assessed against the assessment benchmarks as identified in the report. Whilst the development may not meet all the benchmarks it can be conditioned, or advice given to ensure compliance.

Delegated Authority _____

Date: _____

RECOMMENDATION:

It is recommended that the development application for a Material Change of Use for a Dual occupancy (one additional Dwelling House) at 12472 Bunya Highway, Wooroolin (and described as Lot 4 on SP243199) be approved subject to reasonable and relevant conditions pursuant to Section 60 of the *Planning Act 2016*.

Delegated Authority

Date:

ATTACHMENTS

Nil

Delegated Authority _____ Date: _____

ATTACHMENT A

INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: J & C Dalton
O'Reilly Nunn Favier - ONF Surveyors
PO Box 896
KINGAROY QLD 4610

APPLICATION: Material Change of use for Dual Occupancy

DATE: 01/09/2021

FILE REFERENCE: MCU21/0004

AMOUNT OF THE LEVIED CHARGE:	\$3,157.00	Total
<i>(Details of how these charges were calculated are shown overleaf)</i>		
	\$0.00	Water Supply Network
	\$0.00	Sewerage Network
	\$1,722.00	Transport Network
	\$1,435.00	Parks and Land for Community Facilities Network
	\$0.00	Stormwater Network

AUTOMATIC INCREASE OF LEVIED CHARGE: The amount of the levied charge is subject to an automatic increase. Refer to the Information Notice attached to this notice for more information on how the increase is worked out.

LAND TO WHICH CHARGE APPLIES: Lot 4 SP243199

SITE ADDRESS: 12472 Bunya Highway
WOOROLIN QLD 4608

PAYABLE TO: South Burnett Regional Council

WHEN PAYABLE: Material Change of Use – When the change happens.
(In accordance with the timing stated in Section 122 of the Planning Act 2016)

OFFSET OR REFUND: Not Applicable.

This charge is made in accordance with South Burnett Regional Council's **Charges Resolution (No. 3) 2019**

Delegated Authority _____ Date: _____

DETAILS OF CALCULATION

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	-	-	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	-	-	\$0.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	-	-	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	-	-	\$0.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses (Dual Occupancy)	1	dwelling	\$1,722.00	CR Table 2.1	\$1,722.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Nil	-	-	-	-	\$0.00

Delegated Authority _____ Date: _____

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses (Dual Occupancy)	1	dwelling	\$1,435.00	CR Table 2.1	\$1,435.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Nil					\$0.00

Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable					\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable					\$0.00

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Residential Uses (Dual Occupancy)	\$0.00	\$0.00	\$1,722.00	\$1,435.00	\$0.00	\$3,157.00
Total	\$0.00	\$0.00	\$1,722.00	\$1,435.00	\$0.00	\$3,157.00

** In accordance with Section 3.3 of the Charges Resolution, the discount may not exceed the adopted charge. Any surplus discounts will not be refunded, except at South Burnett Regional Council's discretion.*

Delegated Authority

Date

INFORMATION NOTICE

Authority and Reasons for Charge This Infrastructure Charges Notice has been given in accordance with section 119 of the *Planning Act 2016* to support the Local government's long-term infrastructure planning and financial sustainability.

Appeals Pursuant to section 229 and Schedule 1 of the *Planning Act 2016* a person may appeal an Infrastructure Charges Notice. Attached is an extract from the *Planning Act 2016* that details your appeal rights.

Automatic Increase Provision of charge rate (\$) An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average¹. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.

However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.

GST The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the *Planning Act 2016* are GST exempt.

Making a Payment This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.

To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.

An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au

Payment can be made at any of the following South Burnett Regional Council Offices:

- 69 Hart Street, Blackbutt, 4314;
- 45 Glendon Street, Kingaroy, 4610;

¹ 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

Delegated Authority	Date
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- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- McKenzie Street, Wondai, 4606; or
- via other methods identified on the Itemised Breakdown.

Enquiries

Enquiries regarding this Infrastructure Charges Notice should be directed to the SOUTH BURNETT REGIONAL COUNCIL, Department of Planning and Land Management, during office hours, Monday to Friday by phoning (07) 4189 9100 or email at info@southburnett.qld.gov.au

Delegated Authority _____

Date: _____

ATTACHMENT B

NOTICE ABOUT DECISION – STATEMENT OF REASONS

The following information is provided in accordance with Section 63(4) & (5) of the Planning Act 2016

SITE DETAILS	
Street Address:	12472 Bunya Highway, Wooroolin
RP Description	Lot 4 on SP243199

PROPOSED DEVELOPMENT	
Name of Applicant	C D & J D Dalton C/- ONF Surveyors
Type of Application	Material Change of use
Proposed Development	Dual Occupancy
Level of Assessment	Impact
Impervious Area	N/A
Car Parking Spaces	1 space per dwelling and visitor space for Dual occupancy
Service Vehicle Provision	N/A
Submissions Received	No properly made submissions.
Decision	Approved subject to reasonable and relevant conditions
Decision Date	2 September 2021

1. Assessment Benchmarks

The proposed development was assessed against the following assessment benchmarks:
South Burnett Regional Council Planning Scheme 2017 v1.4

- Strategic framework;
- Rural zone code;
- Overlays; and
- Services and works code.

2. Reasons for the Decision

- The property is a small rural lot and is not suitable for agricultural purposes;
- The dual occupancy will be protected by existing vegetation to ensure there is little impact or intrusion from rural pursuits on adjoining land;
- The additional dwelling is to provide accommodation for family members of the landowner; and
- The footprint of the dwellings is relatively small compared to the physical lot size having little impact on the amenity on the rural area.

3. Compliance with Benchmarks

The development was assessed against the assessment benchmarks listed above and complies with all of these or can be conditioned to comply.

Note: Each application submitted to Council is assessed individually on its own merit.

Delegated Authority _____ Date: _____

0.0 MINOR CHANGE TO AN EXISTING DEVELOPMENT APPROVAL (MCUI2018/0013) DATED 26 JULY 2019 UNDER S81 OF THE PLANNING ACT 2016 FOR DEVELOPMENT DESCRIBED AS MATERIAL CHANGE OF USE – MULTIPLE DWELLING (9 UNITS) AT 34 WILLIAM STREET, KINGAROY – LOT 100 ON SP153314

File Number: MCU21/0009
Author: Senior Planner
Authoriser: Chief Executive Officer

MANAGER	<i>[Signature]</i>	13/9/21
GM	<i>[Signature]</i>	15/9/21
CEO	<i>[Signature]</i>	15/09/2021

PRECIS

Minor Change to an existing Development Approval (MCUI2018/0013) dated 26 July 2019 under s81 of the Planning Act 2016 for development described as Material Change of Use – Multiple Dwelling (9 Units) at 34 William Street, Kingaroy – Lot 100 on SP153314

SUMMARY

The Applicant seeks a Minor Change under s81 of the Planning Act 2016.

This minor change applications seeks to adjust the staging process of the previously approved development application. The revision will result in Stages 1, 2 & 3 being reversed to result in the proposed units at the rear of the lot to be completed first alongside the access driveway, and the units from the new stages 2 & 3 to follow.

No other changes to this development such as built form, traffic and parking etc. are proposed.

OFFICER'S RECOMMENDATION

ADMINISTRATION

All conditions of this approval must be undertaken and completed to the satisfaction of Council, at no cost to Council.

All conditions, works, or requirements of this approval must be undertaken and completed prior to the commencement of use, unless otherwise stated.

Unless otherwise stated, all works must be designed, constructed, and maintained in accordance with the relevant Council policies, guidelines and standards.

All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant Australian Standards and must be approved, supervised, and certified by a Registered Professional Engineer of Queensland. Any concurrence agency conditions will apply in addition to these standard conditions.

PLANNING

PLN 1 The development must be completed generally in accordance with the approved plans and documents (as amended in red) and any amendments arising through conditions to this development approval.

PLN 2 Maintain the approved development in accordance with the approved drawings and documents and any relevant subsequent approvals required by the conditions herein.

PLN 3 Following the installation of all mechanical plant and equipment (e.g. air conditioning, mechanical ventilation and refrigeration equipment and heat pump hot water systems), submit to Development Assessment certification that the plant and equipment is adequately noise- attenuated and is in accordance with the Environmental Protection Act or higher standard for noise attenuation.

Timing: Prior to issue of Certificate of classification/ final inspection certificate or prior to commencement of the use, whichever comes first, and then to be maintained.

PLN 4 Provide a roofed and screened waste enclosure to accommodate the type and quantity of bulk waste/recycling bins required to service the development. Bins must be located in an area which allows them to be manoeuvred from the bin storage area to the designated internal collection point.

Delegated Authority _____ Date: _____

PLN 5 All metal grilles, metal plates or similar subject to vehicular traffic must be acoustically damped to prevent environmental nuisance.

Timing: Prior to issue of Certificate of Classification/Final Inspection Certificate or prior to commencement of use, whichever comes first.

PLN 6 Carry out the approved development in accordance with the approved changed staging plan dated 9th July 2021, Reference 17-2477-SPY, and all other approved plans and documents Council Ref MCU 18-0013. The Stage 1 and all specified works must occur first.

**Stage 1
ENGINEERING WORKS**

- ENG1. Submit to Council, an Operational Work application for all civil works including earthworks (if applicable).
- ENG2. Complete all works required by the conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.
- ENG3. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, Australian Standards.
- ENG4. Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plans and specifications and to Council's requirements, prior to commencement of the use.

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

- ENG5. Be responsible for the location and protection of, and full cost of any alterations necessary, to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.
- ENG6. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development

STORMWATER MANAGEMENT

- ENG7. Provide stormwater management generally in accordance with the Stormwater Management Report prepared by AT Consulting Engineers and Project Managers, Version 3.0, dated 6/6/19, subject to detailed design and subject to and modified by any condition of this development approval. Attenuation requirements may be altered to accommodate staging of the development.
- ENG8. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG9. Stormwater from sealed areas and overflow pipes from stormwater detention structures and/or tanks installed for the stormwater system is required to be piped to the kerb and channel.
- ENG10. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

LAWFUL POINT OF DISCHARGE

- ENG11. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

WATER SUPPLY

- ENG12. Connect the development to Council's reticulated water supply system via a single connection.

SEWERAGE

Delegated Authority

Date:

- ENG13. Connect the development to Council's reticulated sewerage system via a single connection. The connection must be designed in accordance with Council's standards and be approved by Council's Water & Wastewater Section.
- ENG14. Actual connection to Council's live sewerage infrastructure must be undertaken by or under the supervision of Council.
- ENG15. Do not build works within 1.5 metres from the centre of any existing sewer pipework or within the Zone of Influence, whichever is the greater (measured horizontally).
- ENG16. Maintain a minimum of a 3-metre wide corridor to be maintained for maintenance/upgrade purposes.
- ENG17. Ensure that a clear level area of a minimum of a 2.5-metre radius surrounding any existing sewer manholes on the site is provided for future maintenance/upgrade purposes.
- ENG18. The above minimum clearances to Council's sewer infrastructure do not preclude the need for works to proposed structures to prevent loading to the sewer system.

PARKING AND ACCESS - GENERAL

- ENG19. The access shall be constructed in accordance with SBRC Std Dwg 00048, with a minimum width of 6m.
- ENG20. Design all access driveways, and car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.
- ENG21. Design and construct all driveway and parking areas with sealed surface (concrete, asphalt or a two-coat bitumen seal).
- ENG22. Provide a minimum one (1) car space per unit, and a minimum of two (2) visitor car parking spaces including a minimum of one (1) person with disability (PWD) car parking spaces.
- ENG23. Design & construct all PWD car parking spaces in accordance with AS2890.6.
- ENG24. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.
- ENG25. Provide longitudinal gradient and crossfall for all driveways to comply with the requirements of AS2890.1.
- ENG26. Construct any new crossover in the location(s) shown on the approved plan(s) of development such that the edge of the crossover must be no closer than 1 metre to any existing or proposed infrastructure, including any stormwater gully pit, manhole, service infrastructure (eg power pole, telecommunications pit), road infrastructure (eg street sign, street tree, etc).
- ENG27. The internal driveway shall be constructed to the extents indicated for Stage 1 on Blueprint Dwg 17-2477-SPY S1 dated 9 August 2021.

REDUNDANT CROSSOVERS

- ENG28. Remove all redundant crossovers and reinstate the kerb and channel, road pavement, services, verge and any footpath to the standard immediately adjacent along the frontage of the site.

ELECTRICITY AND TELECOMMUNICATION

- ENG29. Connect the development to electricity and telecommunication services.
- ENG30. Remove all redundant telecommunication connections and reinstate the land.
- ENG31. Remove all redundant electrical connections and reinstate the land.

EARTHWORKS - GENERAL

- ENG32. Earthworks per site involving cut or fill greater than 1m, or a nett quantity of material greater than 50m³, requires an Operational Work application.
- ENG33. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

EARTHWORKS - RETAINING STRUCTURES AND BATTERS

- ENG34. Ensure retaining walls and earthworks batters designs do not adversely affect adjoining properties or services within the vicinity.
- ENG35. Ensure batters do not exceed a maximum slope of 25% (1 in 4).

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Delegated Authority

Date:

- ENG36. Contain any batters wholly within the proposed development site. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).

EROSION AND SEDIMENT CONTROL - GENERAL

- ENG37. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.
- ENG38. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

STAGE 2

ENGINEERING WORKS

- ENG1. Submit to Council, an Operational Work application for all civil works including earthworks (if applicable).
- ENG2. Complete all works required by the conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.
- ENG3. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, Australian Standards.
- ENG4. Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plans and specifications and to Council's requirements, prior to commencement of the use.

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

- ENG5. Be responsible for the location and protection of, and full cost of any alterations necessary, to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.
- ENG6. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

STORMWATER MANAGEMENT

- ENG39. Provide stormwater management generally in accordance with the Stormwater Management Report prepared by AT Consulting Engineers and Project Managers, Version 3.0, dated 6/6/19, subject to detailed design and subject to and modified by any condition of this development approval. Attenuation requirements may be altered to accommodate staging of the development.
- ENG7. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG8. Stormwater from sealed areas and overflow pipes from stormwater detention structures and/or tanks installed for the stormwater system is required to be piped to the kerb and channel.
- ENG9. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

LAWFUL POINT OF DISCHARGE

- ENG10. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

WATER SUPPLY

- ENG11. Connect the development to Council's reticulated water supply system via a single connection.

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Delegated Authority

Date:

SEWERAGE

- ENG12. Connect the development to Council's reticulated sewerage system via a single connection. The connection must be designed in accordance with Council's standards and be approved by Council's Water & Wastewater Section.
- ENG13. Actual connection to Council's live sewerage infrastructure must be undertaken by or under the supervision of Council.
- ENG14. Do not build works within 1.5 metres from the centre of any existing sewer pipework or within the Zone of Influence, whichever is the greater (measured horizontally).
- ENG15. Maintain a minimum of a 3-metre wide corridor to be maintained for maintenance/upgrade purposes.
- ENG16. Ensure that a clear level area of a minimum of a 2.5-metre radius surrounding any existing sewer manholes on the site is provided for future maintenance/upgrade purposes.
- ENG17. The above minimum clearances to Council's sewer infrastructure do not preclude the need for works to proposed structures to prevent loading to the sewer system.
- ENG18. Design all access driveways, and car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.
- ENG19. Design and construct all driveway and parking areas with sealed surface (concrete, asphalt or a two-coat bitumen seal).
- ENG20. Provide a minimum one (1) car space per unit, and a minimum of two (2) visitor car parking spaces including a minimum of one (1) person with disability (PWD) car parking spaces.
- ENG21. Design & construct all PWD car parking spaces in accordance with AS2890.6.
- ENG22. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.
- ENG23. Provide longitudinal gradient and crossfall for all driveways to comply with the requirements of AS2890.1.
- ENG24. The internal driveway shall be constructed to the extents indicated for Stage 2 on Blueprint Dwg 17-2477-SPY S1 dated 9 August 2021.

ELECTRICITY AND TELECOMMUNICATION

- ENG25. Connect the development to electricity and telecommunication services.
- ENG26. Remove all redundant telecommunication connections and reinstate the land.
- ENG27. Remove all redundant electrical connections and reinstate the land.

EARTHWORKS - GENERAL

- ENG28. Earthworks per site involving cut or fill greater than 1m, or a nett quantity of material greater than 50m³, requires an Operational Work application.
- ENG29. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

EARTHWORKS - RETAINING STRUCTURES AND BATTERS

- ENG30. Ensure retaining walls and earthworks batters designs do not adversely affect adjoining properties or services within the vicinity.
- ENG31. Ensure batters do not exceed a maximum slope of 25% (1 in 4).
- ENG32. Contain any batters wholly within the proposed development site. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).

EROSION AND SEDIMENT CONTROL - GENERAL

- ENG33. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.
- ENG34. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

STAGE 3

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Delegated Authority

Date

ENGINEERING WORKS

- ENG35. Submit to Council, an Operational Work application for all civil works including earthworks (if applicable).
- ENG36. Complete all works required by the conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.
- ENG37. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, Australian Standards.
- ENG38. Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plans and specifications and to Council's requirements, prior to commencement of the use.

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

- ENG39. Be responsible for the location and protection of, and full cost of any alterations necessary, to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.
- ENG40. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

STORMWATER MANAGEMENT

- ENG41. Provide stormwater management generally in accordance with the Stormwater Management Report prepared by AT Consulting Engineers and Project Managers, Version 3.0, dated 6/6/19, subject to detailed design and subject to and modified by any condition of this development approval. Attenuation requirements may be altered to accommodate staging of the development.
- ENG42. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG43. Stormwater from sealed areas and overflow pipes from stormwater detention structures and/or tanks installed for the stormwater system is required to be piped to the kerb and channel.
- ENG44. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

LAWFUL POINT OF DISCHARGE

- ENG45. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

WATER SUPPLY

- ENG46. Connect the development to Council's reticulated water supply system via a single connection.

SEWERAGE

- ENG47. Connect the development to Council's reticulated sewerage system via a single connection. The connection must be designed in accordance with Council's standards and be approved by Council's Water & Wastewater Section.
- ENG48. Actual connection to Council's live sewerage infrastructure must be undertaken by or under the supervision of Council.
- ENG49. Do not build works within 1.5 metres from the centre of any existing sewer pipework or within the Zone of Influence, whichever is the greater (measured horizontally).
- ENG50. Maintain a minimum of a 3-metre wide corridor to be maintained for maintenance/upgrade purposes.

Delegated Authority	Date
ENG51.	Ensure that a clear level area of a minimum of a 2.5-metre radius surrounding any existing sewer manholes on the site is provided for future maintenance/upgrade purposes.
ENG52.	The above minimum clearances to Council's sewer infrastructure do not preclude the need for works to proposed structures to prevent loading to the sewer system.
ENG53.	Design all access driveways, and car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.
ENG54.	Design and construct all driveway and parking areas with sealed surface (concrete, asphalt or a two-coat bitumen seal).
ENG55.	Provide a minimum one (1) car space per unit, and a minimum of two (2) visitor car parking spaces including a minimum of one (1) person with disability (PWD) car parking spaces.
ENG56.	Design & construct all PWD car parking spaces in accordance with AS2890.6.
ENG57.	Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.
ENG58.	Provide longitudinal gradient and crossfall for all driveways to comply with the requirements of AS2890.1.
ENG59.	The internal driveway shall be constructed to the extents indicated for Stage 1 on Blueprint Dwg 17-2477-SPY S1 dated 9 August 2021.

ELECTRICITY AND TELECOMMUNICATION

- ENG60. Connect the development to electricity and telecommunication services.
 ENG61. Remove all redundant telecommunication connections and reinstate the land.
 ENG62. Remove all redundant electrical connections and reinstate the land.

EARTHWORKS - GENERAL

- ENG63. Earthworks per site involving cut or fill greater than 1m, or a nett quantity of material greater than 50m³, requires an Operational Work application.
 ENG64. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

EARTHWORKS - RETAINING STRUCTURES AND BATTERS

- ENG65. Ensure retaining walls and earthworks batters designs do not adversely affect adjoining properties or services within the vicinity.
 ENG66. Ensure batters do not exceed a maximum slope of 25% (1 in 4).
 ENG67. Contain any batters wholly within the proposed development site. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).

EROSION AND SEDIMENT CONTROL - GENERAL

- ENG68. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.
 ENG69. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

FINANCIAL AND RESOURCE IMPLICATIONS

No implication can be identified.

LINK TO CORPORATE/OPERATIONAL PLAN

Growth and Opportunity

GO2 Balanced development that preserves and enhances our region.

GO2.1 Implement Council's planning scheme to support sustainable development of business, industry and community liveability

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COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Refer to CONSULTATION in this report.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No implication identified.

POLICY/LOCAL LAW/DELEGATION IMPLICATIONS

No implication can be identified.

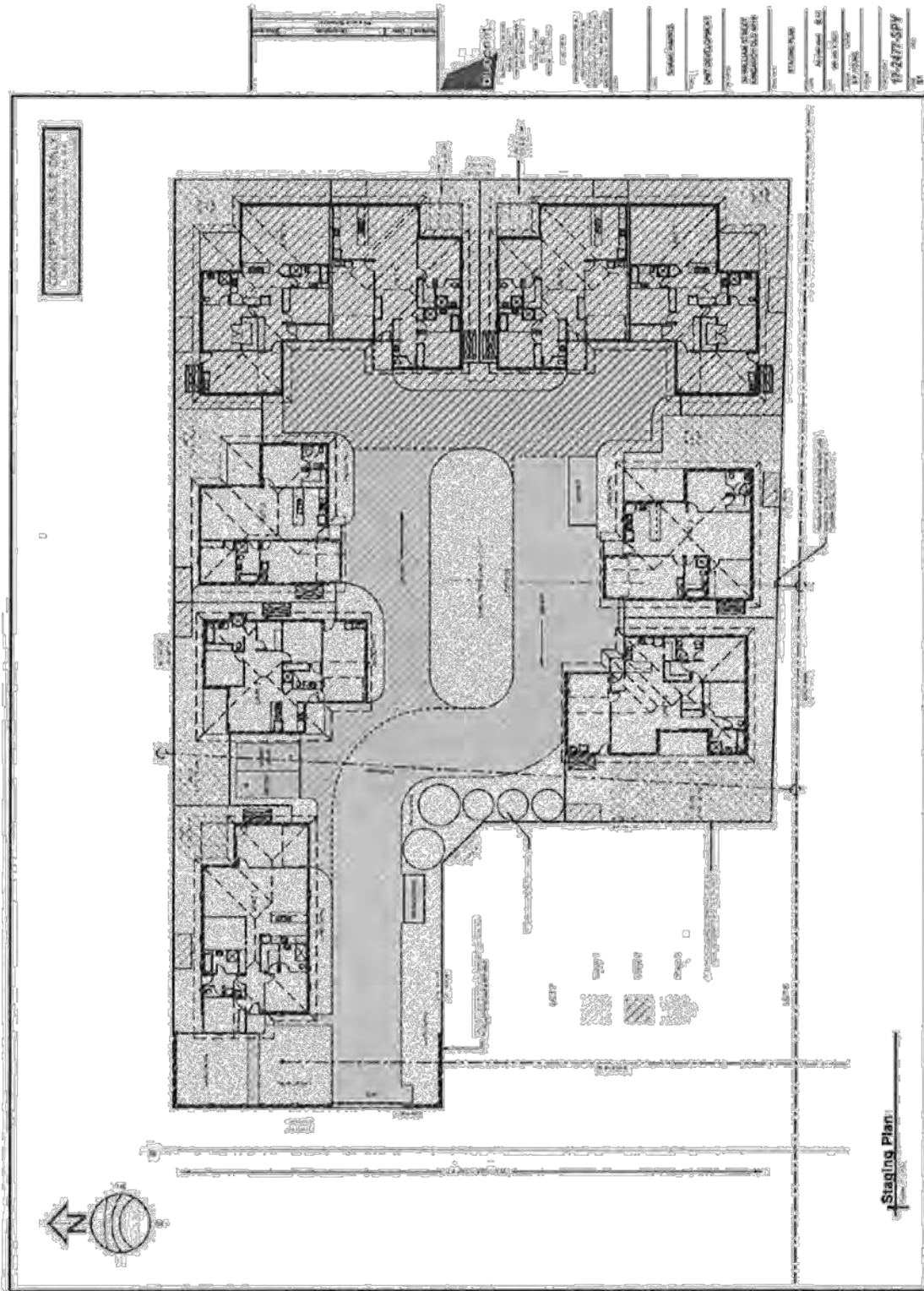
ASSET MANAGEMENT IMPLICATIONS

No implication can be identified.

Delegated Authority

Date:

PROPOSAL PLAN



Delegated Authority _____ Date _____

Report

Applicant: Pandanus QLD PTY LTD c/- ONF Surveyors
Owner: Pandanus QLD PTY LTD
Property Address: 34 William Street, Kingaroy
Real Property Description: Lot 100 on SP153314
Approvals Sought: REQUEST FOR A MINOR CHANGE s81 TO A DEVELOPMENT APPROVAL – MATERIAL CHANGE OF USE (MULTIPLE DWELLING 9 UNITS)

Proposal Description:

Planning Scheme: South Burnett Regional Planning Scheme 2017
Planning Scheme Zone: Medium Density Residential
Preferred Land Use Area: Residential
Area of Land: 3493m²
Existing Land Use: Vacant Land
Surrounding Land Uses: **South** - Land to the comprises of medium density zoned land containing residential dwellings on individual lots.
West – Beyond William Street, land is zoned as Low density Residential containing detached dwellings on lots of approximately 1200m² in area.
North - vacant land located within the Industry zone.
East – Industry Zoned land

The site is located within the township of Kingaroy and is located approximately 600m walking distance to the township of the Retail core containing large format commercial uses, food and drink outlet etc.

Services: Electricity, water and sewer
Access: Access to the site is obtained from William Street. A new internal road will be established to service the units.
Topography: The site has a fall from the north-eastern portion of the site to the South-western portion.
Application Deemed Properly Made: 11 June 2021
Acknowledgement Notice Issued: N/A
Further advice notice: 29 June 2021
Advice Response Received: 11 August 2021
Referrals Required/Received: N/A
Application Process: Change Application s81
Public Notification: N/A
Properly Made Submissions: N/A
Public Notice Compliance: N/A

Delegated Authority

Date:

1.0 INTRODUCTION

The applicant seeks a Minor Change to a current Development Approval (MCUI2018/0013) dated 26 July 2019 for Material Change of Use for Multiple Dwellings (9 Units) at 34 William Street, Kingaroy – Lot 100 on SP153314. The change relates to the staging of development.

1.1 Existing Approval

The approved development is a Material Change of Use for Multiple Dwellings (9 Units) on the current vacant lot at 34 William Street, Kingaroy – Lot 100 on SP153314. This application provided for 9 dwellings - Units 1-3, 8 and 9 are detached units and Units 4 – 5 and 6 - 7 are divided by a shared wall.

This development was approved to be completed in 3 stages. Stage 1 would consist of the development of Units 1 – 3, Stage 2 for Units 4 - 7 and Stage 3 for Units 8 and 9 (see plan below).

Each dwelling accommodates a single car parking space, which has access to the shared access driveway which connects to the frontage at William Street.

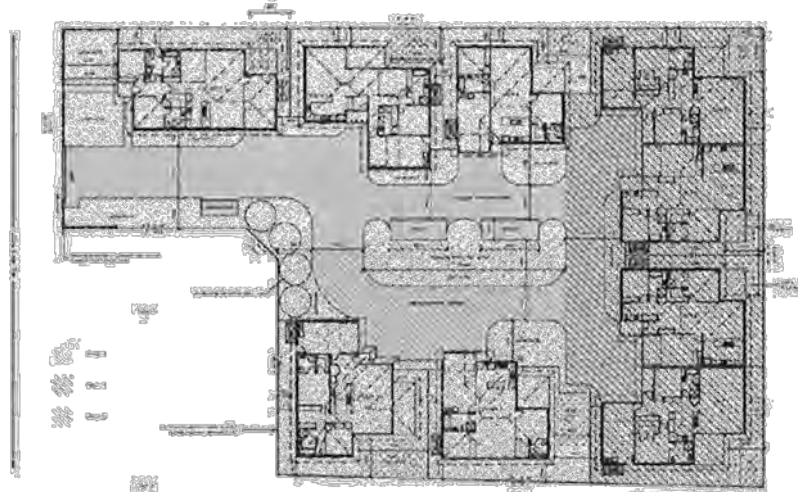


Figure 1 – Approved Site Plan and Staging

1.2 Proposed Change

Delegated Authority _____

Date: _____

This Change Application seeks to amend the previously approved development plans, in particular the revision of the staging process that was put in place in the plans above. This change would see stages 1, 2 and 3 of the proposed development reversed and the completion of the access driveway completely done as part of stage 1.

The revised stages are proposed to be as below (See Figure 2):

- Stage 1 – Units 8 & 9 and the Shared access driveway
- Stage 2 – Units 4, 5, 6 & 7
- Stage 3 – Units 1, 2 & 3

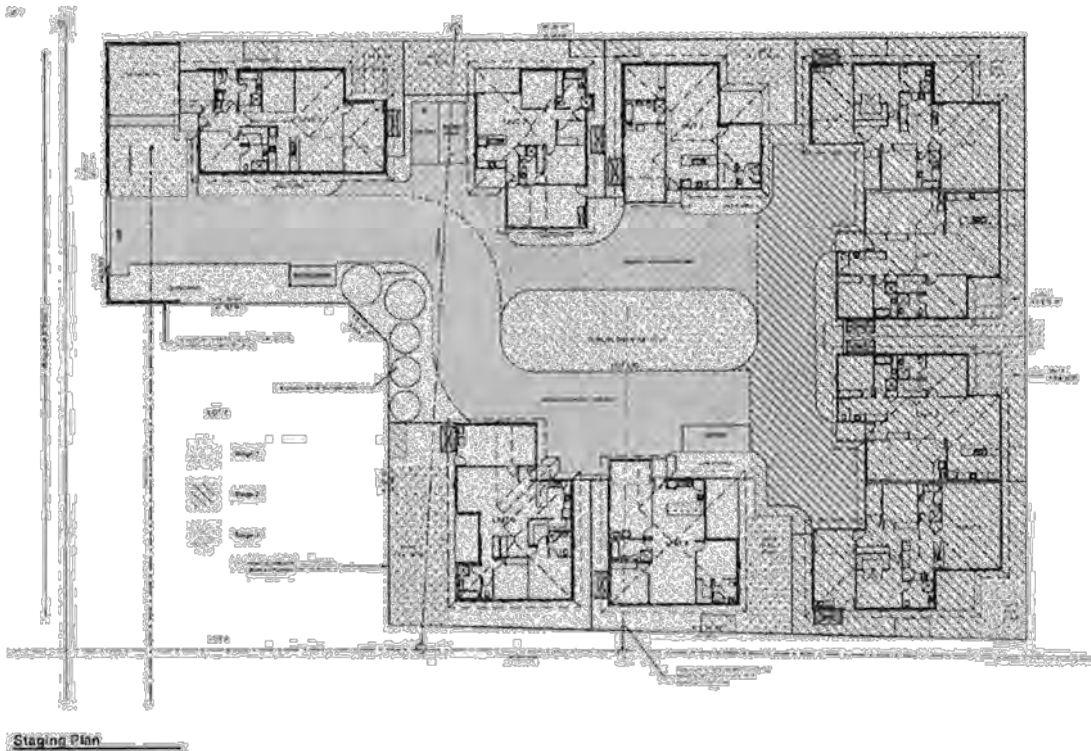


Figure 2 – Proposed Plans with New Staging

The proposed change will allow for the units which can be found at the southern side boundary of the property (Units 8 and 9) to be developed first and reduce the potential impacts on occupants as the construction of Stages 2 and 3 take place.

The proposed access driveway will be completed wholly, to provide for access to Units 8 and 9 upon completion and the rest of the site during their construction.

This proposed change will result in one condition provided as part of the approval not being upheld (see below).

Original condition	Change
GEN2. Staging of the development is to occur in accordance with the staging indicated on the	As a result of the proposed minor change, the development stages as previously mentioned would be reversed, with what was Stage Three

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approval plans, subject to and modified by any condition of this development approval.

3 becoming Stage 1. It will also result in the complete construction of the shared access driveway in Stage 1.

1.3 Site Description

The subject site is formally described as Lot 100 SP153314 refer to **Figure 1**. The site is irregular in shape and has a total site area of approximately 3493m². The site is not burdened or benefited by any easements and has direct access to reticulated water, electricity and sewer.



Figure 3 – 34 William Street, Kingaroy

The site does not contain any built form on the site and has approximately 22m of road frontage to William Street.

1.4 Surrounding Land Uses

The immediate locality is made up of vacant low impact industry land and lots containing residential dwellings. More specifically:

- **North** – Vacant industry parcel of land (Lot 1 RP68526) of approximately 7,500m² in area obtaining access to William Street and adjoining Rail land.
- **East** – Industry Zoned land (Lot 2 RP75177) of approximately 2,000m² in area containing existing built form.
- **South** – single storey detached dwellings located within the Medium Density Zone.
- **West** – Beyond William Street, detached dwellings located on lots of approximately 1200m² in area.

Delegated Authority _____

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2.0 STATUTORY REQUIREMENTS

2.1 State and Local Planning Instruments

- As the proposal is for a minor change, a review against the state and local planning instruments must be carried out insofar as the minor change criteria of the *Planning Act 2017* stipulates. This review is provided in section 2.3 of this report.

2.1.1 Regional Plan

- The Wide Bay Burnett Regional Plan (WBBRP) designates the site in the Urban Footprint. The proposal does not considerably conflict with the Regional Plan.

2.1.2 Zone

- The subject site is zoned for Medium Density Residential in the current South Burnett Regional Council Planning Scheme 2017. The use of Multiple Dwellings is considered to be Code Assessable.



Figure 4- SBRC Planning Scheme Zone Map

2.2 Referral Agencies

No assessment by a Referral Agency was required for this Development Application, or the proposed minor change application.

2.3 Compliance with Minor Change Criteria

The proposed change constitutes a Minor Change under s81 of the Planning Act 2016. Minor changes are defined in Schedule 2 of the Planning Act. The proposed change is considered against that definition in the table below.

Table 2 – Assessment against the Minor Change Criteria (PA, Schedule 2)

Delegated Authority _____ Date _____

Minor Change Criteria	Complies	Response
A minor change, for a development approval, means a change that would not—		
(i) result in a substantially different development; or	✓	The developments proposed built form and the number of units, parking and the proposed access driveway all remain the same, the only change being made to the application is the order of the stages.
if a development application for the development, including the change, were made when the change application is made, it would not cause –		
(A) the inclusion of prohibited development in the application; or	✓	The proposed development does not result in any prohibited development.
(B) referral to a referral agency, other than to the chief executive, if there were no referral agencies for the development application; or	✓	No referral agencies were required as a part of this minor change application.
(C) referral to extra referral agencies, other than to the chief executive; or	✓	No extra referral agencies were required as part of this minor change application.
(D) a referral agency to assess the application against, or have regard to, matters prescribed by regulation under section 55(2), other than matters the referral agency must have assessed the application against, or have had regard to, when the application was made; or	✓	The proposed change does not require a referral agency to assess the application or have regard to the matters prescribed by the regulation.
(E) public notification if public notification not required for the development application.	✓	The development is Code Assessable as such no public notification is required.

The Development Assessment Rules 2017 (Schedule 1) provide guiding criteria in relation to 'substantially different development'. The proposed change is assessed against this criterion in Table 3.

Table 3 – Assessment against Substantially Different Development Criteria (Development Assessment Rules 2017)

Substantially Different Development Criteria	Complies	Response
A change may be considered to result in a substantially different development if the proposed change:		
(a) involves a new use	✓	The previously approved use of Multiple Dwelling for 9 Units has not changed as part of this minor change application.
(b) results in the application applying to a new parcel of land	✓	The proposed minor change is only to change the order of the development stages and does not result in use of a new parcel of land.
(c) dramatically changes the built form in terms of scale, bulk and appearance	✓	The proposed minor change is only to change the order of the development stages and no changes have been made to any of the units and their built form.
(d) changes the ability of the proposal to operate as intended	✓	The proposed change to the approved development does not result in any change which would impact the ability for the development to operate as intended.

Delegated Authority

Date:

Substantially Different Development Criteria	Complies	Response
(e) removes a component that is integral to the operation of the development	✓	The proposed minor change is only to the previously approved development staging. This change does not remove any components of the development.
(f) significantly impacts on traffic flow and the transport network, such as increasing traffic to the site	✓	The proposed change to the development staging will not impact on traffic flow and other traffic considerations which have been assessed in the approved application.
(g) introduces new impacts or increases the severity of known impacts	✓	No new impacts or increase to severity of known impacts occurs because of this change. This change will benefit occupants of the units proposed in the new stage 1 and minimise impacts of construction for stages 2 & 3.
(h) removes an incentive or offset component that would have balanced a negative impact of the development	✓	This change does not remove any incentive or offset component, which was in place to balance a negative aspect of the development.
(i) impacts on infrastructure provision	✓	The change made has no impact on the ability for infrastructure to be provided.

In deciding whether the proposed changes are minor changes, having regard to the planning instruments and law in place at the time the Development Application was made and in light of the material provided for this application, the proposed changes, had they been included in the Development Application when it was originally made, would not have resulted in a change to the Development Approval the subject of the Development Application.

This application has assessed the planning instruments and law currently in force and the substantially different development tests set out in Schedule 1 of the Development Assessment Rules have been applied.

For the reasons outlined in the paragraphs above, the changes are a 'minor change' for the purpose of section 81 of the *Planning Act 2016*.

2.4 Infrastructure Charges

As part of this minor change application, the applicant has requested to enter an Infrastructure Agreement with South Burnett Regional Council which would see reduced charges for all three (3)

Delegated Authority

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stages of the development, which are in accordance with the with current development incentives policy.

If an IA is agreed it will be after this decision with ICNs issued.

It is a decision of the Council under delegation to determine whether to enter into any agreement and thus waive or reduce charges according to adopted policy.

This assessment report does not include a decision on this matter.

The Applicant is seeking to make a formal agreement at the commencement of the use, which would see Infrastructure Charges at their current rates equate to:

Stage 1 – Units 8 & 9 – Incentive rate for 2 units (factoring in an existing lot credit) = \$3,586.50

Stage 2 – Units 4, 5, 6 & 7 – Incentive rate for 4 units = \$14,346

Stage 3 – Units 1, 2 & 3 – Incentive Rates for 3 Units = \$10,759.50

3.0 CONCLUSION

It is recommended that the Minor Change application for the amendment of the Development Approval (MCUI2018/0013) for Material Change of Use for Multiple Dwellings at 34 William Street, Kingaroy, be approved subject to reasonable and relevant conditions attached herein, for the following reasons:

- The Change Application constitutes a Minor Change under section 81 of the Planning Act 2016 and does not result in substantially different development.
- There are no new or different referral agencies applicable to the change;
- The proposed change to the staging of the development does not alter the development outcome or result in new or additional external impacts.
- The proposed change does not conflict with the current South Burnett Regional Council Planning Scheme 2017 or relevant State Planning Instruments.
- There are no new or additional impacts identified with regards to the change

Delegated Authority

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Locality Plan



Figure 1 - Aerial Image (Source: Qld Globe)

Aerial Plan



Figure 2 - Locality Plan (Source: IntraMaps)

Delegated Authority	Date
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ATTACHMENTS

Nil

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Delegated Authority _____

Date: _____

INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: Pandanus Qld P/L
 Cf- ONF Surveyors
 PO Box 896
 Kingaroy Qld 4610

APPLICATION: MCU21/0009 – Stage 1

DATE: 13 September 2021

AMOUNT OF THE LEVIED CHARGE: \$8,607.00 Total
(Details of how these charges were calculated are shown overleaf)

\$4,218.00	Water Supply Network
\$2,323.00	Sewerage Network
\$1,034.00	Transport Network
\$ 861.00	Parks and Land for Community Facilities Network
\$ 171.00	Stormwater Network

AUTOMATIC INCREASE OF LEVIED CHARGE: The amount of the levied charge is subject to an automatic increase. Refer to the information attached to this notice for more information on how the increase is worked out.

PREMISES TO WHICH CHARGE APPLIES: Lot 100 SP153314

SITE ADDRESS: 34 William St, Kingaroy

PAYABLE TO: South Burnett Regional Council

WHEN PAYABLE: Material Change of Use – When the change happens.
(In accordance with the timing stated in Section 122 of the Planning Act 2016)

OFFSET OR REFUND: Not Applicable.

This charge is made in accordance with South Burnett Regional Council's *Charges Resolution (No. 3) 2019*

Delegated Authority

Date:

DETAILS OF CALCULATION

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses	2	Dwelling	\$7,030	CR Table 2.1	\$14,060

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing lawful use	1	Dwelling	\$9,842	CR Table 2.1	\$9,842

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses	2	Dwelling	\$3,873	CR Table 2.1	\$7,746

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing lawful use	1	Dwelling	\$5,423	CR Table 2.1	\$5,423

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses	2	Dwelling	\$1,722	CR Table 2.1	\$3,444

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing lawful use	1	Dwelling	\$2,410	CR Table 2.1	\$2,410

Delegated Authority _____ Date: _____

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses	2	Dwelling	\$1,435	CR Table 2.1	\$2,870

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing lawful use	1	Dwelling	\$2,009	CR Table 2.1	\$2,009

Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses	2	Dwelling	\$286	CR Table 2.1	\$572

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing lawful use	1	Dwelling	\$401	CR Table 2.1	\$401

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Residential Uses	\$4,218	\$2,323	\$1,034	\$861	\$171	\$8,607
Total	\$4,218	\$2,323	\$1,034	\$861	\$171	\$8,607

* In accordance with section 120 of the Planning Act 2016.

Delegated Authority

Date:

IMPORTANT INFORMATION

Appeals

A person who has been given, and is dissatisfied with an Infrastructure Charges Notice or Negotiated Infrastructure Charges Notice has, under s229(1) and Schedule 1 of the *Planning Act 2016*, the right to lodge an appeal to the Planning and Environment Court or a Development Tribunal.

The timeframes for starting an appeal in the Planning and Environment Court or Tribunal are set out in s.229(3) of the *Planning Act 2016*.

Section 229(6) and Schedule 1 of the *Planning Act 2016* states the grounds for appealing an Infrastructure Charges Notice or Negotiated Infrastructure Charges Notice.

§

Automatic Increase Provision of charge rate (\$)

An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average¹. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.

However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Council could have levied for the development at the time the charge is paid.

GST

The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the *Planning Act 2016* are GST exempt.

Making a Payment

This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.

To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.

¹ 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

Delegated Authority**Date:**

An Itemised Breakdown may be requested by emailing
info@southburnett.qld.gov.au

Payment can be made at any of the following South Burnett
Regional Council Offices:

- 69 Hart Street, Blackbutt, 4314;
- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- McKenzie Street, Wondai, 4606; or
- via other methods identified on the Itemised
Breakdown.

Enquiries

Enquiries regarding this Infrastructure Charges Notice
should be directed to the SOUTH BURNETT REGIONAL
COUNCIL, Department of Planning and Land
Management, during office hours, Monday to Friday by
phoning (07) 4189 9100 or email at
info@southburnett.qld.gov.au

Delegated Authority

Date

INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: Pandanus Qld P/L
 C/- ONF Surveyors
 PO Box 896
 Kingaroy Qld 4610

APPLICATION: MCU21/0009 – Stage 2

DATE: 13 September 2021

AMOUNT OF THE LEVIED CHARGE: **\$57,384.00** **Total**
(Details of how these charges were calculated are shown overleaf)

\$28,120.00	Water Supply Network
\$15,492.00	Sewerage Network
\$6,888.00	Transport Network
\$5,740.00	Parks and Land for Community Facilities Network
\$1,144.00	Stormwater Network

AUTOMATIC INCREASE OF LEVIED CHARGE: The amount of the levied charge is subject to an automatic increase. Refer to the information attached to this notice for more information on how the increase is worked out.

PREMISES TO WHICH CHARGE APPLIES: Lot 100 SP153314

SITE ADDRESS: 34 William St, Kingaroy

PAYABLE TO: South Burnett Regional Council

WHEN PAYABLE: Material Change of Use – When the change happens.
(In accordance with the timing stated in Section 122 of the Planning Act 2016)

OFFSET OR REFUND: Not Applicable.

This charge is made in accordance with South Burnett Regional Council's *Charges Resolution (No. 3) 2019*

Delegated Authority _____

Date _____

DETAILS OF CALCULATION

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses	4	Dwelling	\$7,030	CR Table 2.1	\$28,120

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Nil					\$0

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses	4	Dwelling	\$3,873	CR Table 2.1	\$15,492

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Nil					\$0

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses	4	Dwelling	\$1,722	CR Table 2.1	\$6,888

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Nil					\$0

Parks and Land for Community Facilities

Delegated Authority

Date:

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses	4	Dwelling	\$1,435	CR Table 2.1	\$5,740

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Nil					\$0

Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses	4	Dwelling	\$286	CR Table 2.1	\$1,144

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Nil					\$0

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Residential Uses	\$28,120	\$15,492	\$6,888	\$5,740	\$1,144	\$57,384
Total	\$28,120	\$15,492	\$6,888	\$5,740	\$1,144	\$57,384

* In accordance with section 120 of the Planning Act 2016.

Delegated Authority _____

Date: _____

IMPORTANT INFORMATION

Appeals

A person who has been given, and is dissatisfied with an Infrastructure Charges Notice or Negotiated Infrastructure Charges Notice has, under s229(1) and Schedule 1 of the *Planning Act 2016*, the right to lodge an appeal to the Planning and Environment Court or a Development Tribunal.

The timeframes for starting an appeal in the Planning and Environment Court or Tribunal are set out in s.229(3) of the *Planning Act 2016*.

Section 229(6) and Schedule 1 of the *Planning Act 2016* states the grounds for appealing an Infrastructure Charges Notice or Negotiated Infrastructure Charges Notice.

Automatic Increase Provision of charge rate (\$)

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However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Council could have levied for the development at the time the charge is paid.

GST

The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the *Planning Act 2016* are GST exempt.

Making a Payment.

This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.

To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.

² 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

Delegated Authority**Date**

An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au

Payment can be made at any of the following South Burnett Regional Council Offices:

- 69 Hart Street, Blackbutt, 4314;
- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- McKenzie Street, Wondai, 4606; or
- via other methods identified on the Itemised Breakdown.

Enquiries

Enquiries regarding this Infrastructure Charges Notice should be directed to the SOUTH BURNETT REGIONAL COUNCIL, Department of Planning and Land Management, during office hours, Monday to Friday by phoning (07) 4189 9100 or email at info@southburnett.qld.gov.au

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Delegated Authority

Date:

INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: Pandanus Qld P/L
C/- ONF Surveyors
PO Box 896
Kingaroy Qld 4610

APPLICATION: MCU21/0009 – Stage 3

DATE: 13 September 2021

FILE REFERENCE: MCU18/0013

AMOUNT OF THE LEVIED CHARGE: **\$43,038.00** **Total**
(Details of how these charges were calculated are shown overleaf)

\$21,090.00	Water Supply Network
\$11,619.00	Sewerage Network
\$5,166.00	Transport Network
\$4,305.00	Parks and Land for Community Facilities Network
\$858.00	Stormwater Network

AUTOMATIC INCREASE OF LEVIED CHARGE: The amount of the levied charge is subject to an automatic increase. Refer to the information attached to this notice for more information on how the increase is worked out.

PREMISES TO WHICH CHARGE APPLIES: Lot 100 SP153314

SITE ADDRESS: 34 William St, Kingaroy

PAYABLE TO: South Burnett Regional Council

WHEN PAYABLE: Material Change of Use – When the change happens.
(In accordance with the timing stated in Section 122 of the Planning Act 2016)

OFFSET OR REFUND: Not Applicable.

This charge is made in accordance with South Burnett Regional Council's *Charges Resolution (No. 3) 2019*

Delegated Authority _____ Date _____

DETAILS OF CALCULATION

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses	3	Dwelling	\$7,030	CR Table 2.1	\$21,090

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Nil	-	-	-	-	\$0

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses	3	Dwelling	\$3,873	CR Table 2.1	\$11,619

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Nil	-	-	-	-	\$0

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses	3	Dwelling	\$1,722	CR Table 2.1	\$5,166

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Nil	-	-	-	-	\$0

Parks and Land for Community Facilities

Delegated Authority _____ Date: _____

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses	3	Dwelling	\$1,435	CR Table 2.1	\$4,305

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Nil					\$0

Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Uses	3	Dwelling	\$286	CR Table 2.1	\$858

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Nil					\$0

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Residential Uses	\$21,090	\$11,619	\$5,166	\$4,305	\$858	\$43,038
Total	\$21,090	\$11,619	\$5,166	\$4,305	\$858	\$43,038

* In accordance with section 120 of the Planning Act 2016.

Delegated Authority

Date:

IMPORTANT INFORMATION

Appeals

A person who has been given, and is dissatisfied with an Infrastructure Charges Notice or Negotiated Infrastructure Charges Notice has, under s229(1) and Schedule 1 of the *Planning Act 2016*, the right to lodge an appeal to the Planning and Environment Court or a Development Tribunal.

The timeframes for starting an appeal in the Planning and Environment Court or Tribunal are set out in s.229(3) of the *Planning Act 2016*.

Section 229(6) and Schedule 1 of the *Planning Act 2016* states the grounds for appealing an Infrastructure Charges Notice or Negotiated Infrastructure Charges Notice.

Automatic Increase Provision of charge rate (\$)

An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average³. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.

However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Council could have levied for the development at the time the charge is paid.

GST

The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the *Planning Act 2016* are GST exempt.

Making a Payment

This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.

To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.

³ 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

Delegated Authority**Date:**

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18 QUESTIONS ON NOTICE

Nil

19 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*:

19.1 Rainmaker Strategic Services

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

19.2 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.

19.3 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.

19.4 Tender for Cattle Facilities

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

19.5 Kingaroy Administration Office - Air Conditioning Upgrades

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.

20 CLOSURE OF MEETING