



AGENDA

Ordinary Council Meeting Wednesday, 20 October 2021

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

Date: Wednesday, 20 October 2021

Time: 9.00am

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

**Mark Pitt PSM
Chief Executive Officer**

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

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

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 22 SEPTEMBER 2021

File Number: 20-10-2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Council Meeting held on 22 September 2021 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 22 September 2021**



SOUTH BURNETT
REGIONAL COUNCIL

MINUTES

Ordinary Council Meeting
Wednesday, 22 September 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, 22 SEPTEMBER 2021 AT 9.00 AM**

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), Lynelle Paterson (Executive Assistant)

1 OPENING

The Mayor declared the meeting open and welcomed all attendees

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 PRAYERS

Lord's Prayer

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 Gavin Jones inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the *Local Government Act 2009*) in agenda item 19.4 - Tender for Cattle Facilities. The nature of my interest is as follows:

This declarable conflict of interest arises because I have bought and sold cattle through one of the tenderers who is a cattle agent.

I wish to participate in the decision in relation to this matter. I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the *Local Government Act 2009*, whether I:

- May participate in the decision about the matter, including by voting on the matter; or
- Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible Councillors discuss and vote on the matter.

I, Cr Kathy Duff inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the *Local Government Act 2009*) in agenda item 19.4 - Tender for Cattle Facilities. The nature of my interest is as follows:

This declarable conflict of interest arises because I have bought and sold cattle through one of the tenderers who is a cattle agent.

I wish to participate in the decision in relation to this matter. I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the *Local Government Act 2009*, whether I:

- May participate in the decision about the matter, including by voting on the matter; or
- Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible Councillors discuss and vote on the matter.

I, Cr Scott Henschen inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the *Local Government Act 2009*) in agenda item 19.4 - Tender for Cattle Facilities. The nature of my interest is as follows:

This declarable conflict of interest arises because I have bought and sold cattle through one of the tenderers who is a cattle agent.

I wish to participate in the decision in relation to this matter. I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the *Local Government Act 2009*, whether I:

- May participate in the decision about the matter, including by voting on the matter; or
- Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible Councillors discuss and vote on the matter.

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the *Local Government Act 2009*) in agenda item 19.4 - Tender for Cattle Facilities. The nature of my interest is as follows:

This declarable conflict of interest arises because I have bought and sold cattle through one of the tenderers who is a cattle agent.

I wish to participate in the decision in relation to this matter. I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the *Local Government Act 2009*, whether I:

- May participate in the decision about the matter, including by voting on the matter; or
- Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible Councillors discuss and vote on the matter.

At 9:05 am, Cr Gavin Jones left the meeting.

At 9:10 am, Cr Kirstie Schumacher left the meeting.

At 9:10 am, Cr Kathy Duff left the meeting.

At 9:10 am, Cr Scott Henschen left the meeting.

MOTION

MOTION

Moved: Cr Scott Henschen

Seconded: Cr Roz Frohloff

That Council resolve that Cr Jones has a declarable conflict of interest in the matter and notwithstanding the conflict, Cr Jones participate in the matter, discuss and vote upon it.

Motion was withdrawn

MOTION

RESOLUTION 2021/134

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

That Council resolve that Cr Jones has a declarable conflict of interest in the matter and notwithstanding the conflict, Cr Jones participate in the matter, discuss and vote upon it.

In Favour: Crs Brett Otto, Roz Frohloff and Danita Potter

Against: Nil

CARRIED 3/0

MOTION

RESOLUTION 2021/135

Moved: Cr Roz Frohloff
Seconded: Cr Danita Potter

That Council resolve that Cr Schumacher has a declarable conflict of interest in the matter and notwithstanding the conflict, Cr Schumacher may participate in the matter, discuss and vote upon it.

In Favour: Crs Brett Otto, Roz Frohloff and Danita Potter

Against: Nil

CARRIED 3/0

MOTION

RESOLUTION 2021/136

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

That Council resolve that Cr Duff has a declarable conflict of interest in the matter and notwithstanding the conflict, Cr Duff participate in the matter, discuss and vote upon it.

In Favour: Crs Brett Otto, Roz Frohloff and Danita Potter

Against: Nil

CARRIED 3/0

MOTION

RESOLUTION 2021/137

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That Council resolve that Cr Henschen has a declarable conflict of interest in the matter and notwithstanding the conflict, Cr Henschen participate in the matter, discuss and vote upon it.

In Favour: Crs Brett Otto, Roz Frohloff and Danita Potter

Against: Nil

CARRIED 3/0

At 9:15 am, Cr Kathy Duff returned to the meeting.

At 9:15 am, Cr Gavin Jones returned to the meeting.

At 9:15 am, Cr Kirstie Schumacher returned to the meeting.

At 9:15 am, Cr Scott Henschen returned to the meeting.

6 DEPUTATIONS/PETITIONS**6.1 DEPUTATION - SUSAN MOLLENHAUER**

Susan Mollenhauer and Penny McGill addressed the meeting regarding Council's previous decision to not support having approximately 20 dangerous magpies removed from our local region.

MOTION - MAGPIES

RESOLUTION 2021/138

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That Council:

1. delegate authority to the Chief Executive Officer for the engagement of a licenced provider to relocate magpies that have been reported to have caused injury or harm to any person within the South Burnett region.
2. develop a policy regarding magpie removal.

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

Against: Crs Gavin Jones, Roz Frohloff and Scott Henschen

CARRIED 4/3

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

RESOLUTION 2021/139

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 7/0

6.3 PETITION FROM STUDENTS OF WHEATLANDS STATE SCHOOL

RESOLUTION 2021/140

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

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

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

Against: Nil

CARRIED 7/0

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 25 AUGUST 2021

RESOLUTION 2021/141

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 7/0

8 BUSINESS OUTSTANDING

8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

RESOLUTION 2021/142

Moved: Cr Danita Potter
 Seconded: Cr Scott Henschen

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

9.01 REPORT - DOG REGISTRATIONS

RESOLUTION 2021/143

Moved: Cr Brett Otto
 Seconded: Cr Kathy Duff

That a report be provided to Council at the October Executive and Finance & Corporate Standing Committee Meeting with a view to providing a 50% discount on all dog registration fees to qualifying pensioners.

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

Against: Crs Gavin Jones, Kirstie Schumacher and Scott Henschen

CARRIED 4/3

9.1 AUSTRALIA DAY - CHANGE OF LOCATION AND APPOINTMENT OF COUNCILLOR REPRESENTATIVES - JUDGING PANEL

RESOLUTION 2021/144

Moved: Cr Gavin Jones
 Seconded: Cr Roz Frohloff

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

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

Against: Nil

CARRIED 7/0

RESOLUTION 2021/145

Moved: Cr Brett Otto
 Seconded: Cr Kirstie Schumacher

That South Burnett Regional Council confirm Councillors Mayor Otto, Cr Potter, Cr Frohloff and Cr Henschen for the judging panel for the year 2022 and that a workshop be held to consider the event format, role of Councillors, appointment of the MC and selection of community judging panel members.

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 EVERY AGE COUNTS

RESOLUTION 2021/146

Moved: Cr Kirstie Schumacher
 Seconded: Cr Danita Potter

That

1. South Burnett Regional Council become a member of the EveryAGE Counts Coalition and accept and agree with the campaign pledge:
2. 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, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

9.3 ADOPTION OF THE CODE OF CONDUCT FOR COUNCILLORS IN QUEENSLAND

RESOLUTION 2021/147

Moved: Cr Danita Potter
 Seconded: Cr Scott Henschen

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.

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 CORPORATE RISK MANAGEMENT POLICY - STATUTORY020

RESOLUTION 2021/148

Moved: Cr Roz Frohloff
 Seconded: Cr Danita Potter

That the South Burnett Regional Council Corporate Risk Management Policy – Statutory020 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

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

RESOLUTION 2021/149

Moved: Cr Kathy Duff
 Seconded: Cr Roz Frohloff

That the South Burnett Regional Council Complaint Management Policy – Statutory040 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 DEALING WITH A COMPLAINT INVOLVING THE CHIEF EXECUTIVE OFFICER POLICY - STATUTORY054

RESOLUTION 2021/150

Moved: Cr Danita Potter
 Seconded: Cr Scott Henschen

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, 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 LOCAL LAW-MAKING PROCESS POLICY - STATUTORY056

RESOLUTION 2021/151

Moved: Cr Scott Henschen
 Seconded: Cr Gavin Jones

That the South Burnett Regional Council Local Law-Making Process Policy – Statutory056 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 ADMINISTRATION WASTE REDUCTION POLICY - STRATEGIC025

RESOLUTION 2021/152

Moved: Cr Roz Frohloff
 Seconded: Cr Danita Potter

That the South Burnett Regional Council Administration Waste Reduction Policy – Strategic025 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 DEMOLISH, REMOVE OR RELOCATE BUILDINGS POLICY - STRATEGIC024

RESOLUTION 2021/153

Moved: Cr Kirstie Schumacher
 Seconded: Cr Danita Potter

That the South Burnett Regional Council Demolish, Remove or Relocate Buildings Policy – Strategic024 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 REMOTE PILOTED AIRCRAFT DRONE POLICY - STATUTORY055

RESOLUTION 2021/154

Moved: Cr Scott Henschen
 Seconded: Cr Roz Frohloff

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

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

Against: Nil

CARRIED 7/0

9.11 MONTHLY FINANCIAL REPORT

RESOLUTION 2021/155

Moved: Cr Kirstie Schumacher
 Seconded: Cr Scott Henschen

That the Monthly Financial Report including Capital Works as of 31 August 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

10 PORTFOLIO – ROADS & DRAINAGE

MOTION

RESOLUTION 2021/156

Moved: Cr Brett Otto
 Seconded: Cr Kathy Duff

That Item 10.3 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

10.3 KUMBIA CBD STREETScape PROJECT

RESOLUTION 2021/157

Moved: Cr Gavin Jones
Seconded: Cr Scott Henschen

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

Against: Nil

CARRIED 7/0

ADJOURN MORNING TEA

RESOLUTION 2021/158

Moved: Cr Brett Otto
Seconded: Cr Scott Henschen

That the meeting adjourn for morning tea.

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 2021/159

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the meeting resume at 10.17am

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

Against: Nil

CARRIED 7/0

10.01 MEETING WITH DIRECTOR GENERAL OF QUEENSLAND TRANSPORT AND MAIN ROADS

RESOLUTION 2021/160

Moved: Cr Gavin Jones
Seconded: Cr Kirstie Schumacher

That

1. a meeting be organised in the South Burnett with the Director General of Queensland Transport and Main Roads, Mr Neil Scales, along with stakeholders in the South Burnett regarding movement of heavy vehicles out the Kingaroy CBD, looking at alternate routes to get into Kingaroy and businesses and also discussing options for road trains to come into our region.
2. Cr Jones as the portfolio holder be appointed by Council to lead strategic planning and advocacy with the Department in relation to the heavy vehicle movements including road trains across 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

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

RESOLUTION 2021/161

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

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 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.

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

Against: Nil

CARRIED 7/0

10.2 CHERBOURG ROAD PLANNED WORKS

RESOLUTION 2021/162

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

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.

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

Against: Nil

CARRIED 7/0

10.4 MOBILE BLACK SPOT PROGRAMME

RESOLUTION 2021/163

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

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.

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

Against: Nil

CARRIED 7/0

10.4.1 QUESTION ON NOTICE - PROCESS FOR PRIORITISING

Question on notice from Cr Schumacher:

What is the process for prioritising the locations for the Mobile Blackspot Programme application?

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

RESOLUTION 2021/164

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

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.

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/165

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

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.

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 FORMATION OF A SOUTH BURNETT REGIONAL COUNCIL YOUTH COUNCIL

RESOLUTION 2021/166

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That South Burnett Regional Council:

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

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

Against: Nil

CARRIED 7/0

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

12.1 LGAQ NATURAL ASSETS AND NRM ADVISORY GROUP

RESOLUTION 2021/167

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

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

Against: Nil

CARRIED 7/0

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

RESOLUTION 2021/168

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

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

Against: Nil

CARRIED 7/0

13 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT**13.1 INVITATION TO BECOME PART OF DARLING DOWNS AND SOUTH WEST REGIONAL WASTE MANAGEMENT PLAN**

RESOLUTION 2021/169

Moved: Cr Gavin Jones
Seconded: Cr Scott Henschen

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

Against: Nil

CARRIED 7/0

13.2 DECLARED WATER SUPPLY AND SEWERAGE SERVICE AREA REVIEW 2021

RESOLUTION 2021/170

Moved: Cr Roz Frohloff
Seconded: Cr Gavin Jones

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, 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 (NWFDF) PHASE TWO STUDY SCOPE AND COST ESTIMATE

RESOLUTION 2021/171

Moved: Cr Kirstie Schumacher
Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 7/0

14 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS**14.1 PARKS AND GARDENS MASTER PLAN ADVISORY COMMITTEE**

RESOLUTION 2021/172

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

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

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 'A DAY AT THE DAM' 20 NOVEMBER 2021.**

RESOLUTION 2021/173

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

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.

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 PRESSURE CLEANING OF CBD FOOTPATHS**

RESOLUTION 2021/174

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

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

Against: Nil

CARRIED 7/0

Attendance:

At 11:58 am, Cr Danita Potter left the meeting.

At 12:00 pm, Cr Danita Potter returned to the meeting.

14.3.1 CBD FOOTPATH CLEANING OPERATIONAL COSTS

RESOLUTION 2021/175

Moved: Cr Kathy Duff
 Seconded: Cr Gavin Jones

That the Chief Executive Officer undertake a review of the operational costs of the CBD Footpath cleaning as presented and that a report be brought back to the October Executive, Finance and Corporate Standing Committee Meeting.

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

Against: Nil

CARRIED 7/0

14.3.2 QUESTION ON NOTICE - CBD FOOTPATH CLEANING

Question on notice from Mayor Otto:

What will Council be out of pocket for if Council agrees to buy the machines?

14.4 QEII PARK MURGON

RESOLUTION 2021/176

Moved: Cr Kathy Duff
 Seconded: Cr Danita Potter

That a draft design be prepared for QEII Park Murgon and report back to the November Executive and Finance & Corporate Standing Community Meeting.

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 REDUCTION OF FEES FOR USE OF TOWN HALL RECEPTION ROOM

RESOLUTION 2021/177

Moved: Cr Roz Frohloff
Seconded: Cr Kirstie Schumacher

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

Against: Nil

CARRIED 7/0

14.6 LEASE - COVERTY SOCIAL CLUB INC.

RESOLUTION 2021/178

Moved: Cr Scott Henschen
Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 7/0

14.7 TENDER OF LICENCE AREA 21 - KINGAROY AERODROME

RESOLUTION 2021/179

Moved: Cr Scott Henschen
Seconded: Cr Danita Potter

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

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 CITIES POWER MEMBERSHIP**

RESOLUTION 2021/180

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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.

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 12:13 pm, Cr Scott Henschen left the meeting.

At 12:14 pm, Cr Scott Henschen returned to the meeting.

15.2 CLIMATE RESILIENCE LEADERSHIP COURSE

RESOLUTION 2021/181

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That Cr Schumacher, Cr Frohloff and Cr Potter 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.

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**

Nil

17 INFORMATION SECTION

17.1 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

RESOLUTION 2021/182

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

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 2021/183

Moved: Cr Roz Frohloff

Seconded: Cr Kathy Duff

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 2021/184

Moved: Cr Roz Frohloff

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 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.

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 1:11 pm, Cr Gavin Jones left the meeting.

At 1:13 pm, Cr Gavin Jones returned to the meeting.

At 1:13 pm, Cr Danita Potter left the meeting.

At 1:15 pm, Cr Kirstie Schumacher left the meeting.

At 1:15 pm, Cr Danita Potter returned to the meeting.

At 1:18 pm, Cr Kirstie Schumacher returned to the meeting.

RESOLUTION 2021/185

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

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 RAINMAKER STRATEGIC SERVICES

RESOLUTION 2021/186

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 7/0

19.2 GREAT LAKES AGENCY FOR PEACE AND DEVELOPMENT INTERNATIONAL - GLAPDI LTD.

RESOLUTION 2021/187

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That the report on the activities of Great Lakes Agency for Peace and Development International - GLAPDI Ltd 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

19.3 WONDAI SWIMMING POOL - APPOINTMENT OF TEMPORARY POOL MANAGER

RESOLUTION 2021/188

Moved: Cr Scott Henschen

Seconded: Cr Roz Frohloff

That Josephine Sleeman be appointed as the temporary pool manager for Wondai Swimming Pool.

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

Against: Nil

CARRIED 7/0

19.4 TENDER FOR CATTLE FACILITIES

RESOLUTION 2021/189

Moved: Cr Kathy Duff
Seconded: Cr Roz Frohloff

1. Council negotiate with the preferred tenderer for the Wondai Dip Facility in accordance with Tender SBRC 20/21-22 and report back to Council.
2. Council delegates to the Chief Executive Officer the power to negotiate with any interested parties a lease for the use of the Proston and/or Nanango facility and report back 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

19.5 KINGAROY ADMINISTRATION OFFICE - AIR CONDITIONING UPGRADES

RESOLUTION 2021/190

Moved: Cr Scott Henschen
Seconded: Cr Gavin Jones

That Council award Tender SBRCQ – 21/22-01 Kingaroy Air conditioning and repainting of rear offices to Total Ventilation Hygiene as per the tender price.

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

Against: Nil

CARRIED 7/0

12 CLOSURE OF MEETING

The Meeting closed at 1.21pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 20 October 2021.

.....
CHAIRPERSON

8 BUSINESS OUTSTANDING**8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING****File Number:** 20/10/2021**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 Councillor's 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** [↓](#) 

BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Meeting Date: 20 October 2021

Attachment No: 1

Meeting	Subject	Resolution	Notes
Council 24/02/2021	Overgrown Allotment Enforcement	RESOLUTION 2021/270 Moved: Cr Kathy Duff Seconded: Cr Roz Frohloff That Council approve a review into the Overgrown Allotment operations of Council with a view to a stricter enforcement protocol. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil CARRIED 7/0	21 May 2021 1:34pm Patch, Craig Compliance still awaiting some feedback from other Council's as to what their O/G Allotment Policy is. Compliance then to formulate a draft O/G Allotment position. 22 Jul 2021 2:49pm Patch, Craig A lacklustre response from other Councils. However, presently developing a draft Policy position based upon comments made by some councillors. This document will then be circulated to the councillors for their information and then returned to the Community Standing Committee for Council's consideration.
Council 24/02/2021	Illegal Occupation of Private Land	RESOLUTION 2021/271 Moved: Cr Kathy Duff Seconded: Cr Danita Potter That Council approve the development of an Illegal Occupation on Private Land Policy, Procedure and Enforcement Strategy. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil CARRIED 7/0	21 May 2021 1:43pm Patch, Craig Awaiting legal advice in relation to some technical questions/aspects concerning certain aspects of the illegal occupation policy position document 22 Jul 2021 2:48pm Patch, Craig Still seeking legal clarification on some points for the Policy position.
Council 24/02/2021	Update to Standard Street Name Sign and Style Guides	RESOLUTION 2021/262 Moved: Cr Kirstie Schumacher Seconded: Cr Roz Frohloff That Council resolves to adopt a standard street blade and roundabout street sign 1. That the revisions to the standard street name sign drawing, as specified in Attachment one (1) (option 4), be adopted and implemented on all new and replacement street name signs; 2. That the standard roundabout name sign drawing, as specified in Attachment two (2) (option 5), be adopted and implemented on all new and replacement roundabout name signs; and 3. That the style guidelines be updated to reflect the change to the standard street name sign.	20 Aug 2021 8:09am – to be added to Style Guide

		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	
Council 28/04/2021	Independent Accounting Analysis	<p>RESOLUTION 2021/335 Moved: Cr Brett Otto Seconded: Cr Kathy Duff That South Burnett Regional Council work with our Chief Executive Officer to develop a strategy which provides a pathway to surplus by 2023/2024 and that such work commence in July 2021 with a view to finalisation of the strategy by 30 June 2022. <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 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. 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>
Council 28/04/2021	New Dam Signage	<p>RESOLUTION 2021/359 Moved: Cr Kathy Duff Seconded: Cr Roz Frohloff 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. <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 style="text-align: right;">CARRIED 7/0</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. 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. 05 Aug 2021 5:01pm Hunter, Michael Waiting on signs from Art craft - Small sign frames have been installed at BP Dam. 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 20 Sep 2021 3:48pm Hunter, Michael</p>

			Size B, C, & D frames have been installed. Signage on D size signs have been completed. Contacted Jason from Artcraft today and all skins have been dispatched and will arrive Murgon Depot Wednesday. Garry Perfect has arranged for Michael Chillcot builders to install Thursday/Friday. Therefore all signs other than size A will be completed. Dependant on Contractors..
Council 26/05/2021	Local Law Review	RESOLUTION 2021/389 Moved: Cr Danita Potter Seconded: Cr Gavin Jones 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. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil CARRIED 7/0	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
Council 26/05/2021	Development of Murgon to Proston to Rail Trail	RESOLUTION 2021/393 Moved: Cr Roz Frohloff Seconded: Cr Danita Potter That: 1. A Councillor workshop be held to review relevant documentation and formulate an assessment process including consultation plan as required, to assist Council make an informed decision on this matter. 2. the Deputation parties be advised that Council will not be in a position to provide a response until further consideration on this matter has been made. 3. A further report be presented to a future Standing Committee Meeting. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil CARRIED 7/0	20 Jul 2021 11:53am Watt, Mark A councillor workshop will be convened in the near future, but approx. 1 to 2 months. 23 Aug 2021 5:17pm Watt, Mark Email to Councillors providing background material and feasibility study.

Council 30/06/2021	Local Law Review	RESOLVED 2021/405 Report back to first quarter budget review with a cost estimate for the Local Law Review.	22 Jul 2021 10:20am Patch, Craig Identifying potential consultants who could undertake this task for Council and obtain quotes from them to report back to Council.
Council 30/06/2021	Question on Notice - Great Barrier Reef Catchment	Question on notice from Cr Schumacher: What is Council's role in relation to the Great Barrier Reef Catchment and regulations. Report to be brought back.	
Council 28/07/2021	Coolabunia Saleyards - Review	RESOLUTION 2021/56 Moved: Cr Danita Potter Seconded: Cr Kirstie Schumacher That South Burnett Regional Council progress the following items: 1. That Saleyards fees and charges be reviewed and presented for further consideration by Council; 2. That a 'draft' action plan be prepared to guide future operations at the saleyards, having regard to the proposed re-structure and the BBRF application; 3. That a draft capital expenditure plan be prepared for further consideration by Council; 4. That a working group be established consisting of Cr Henschen, Cr Potter, Cr Duff, the General Manager Community, Acting Manager of NRM and Parks, Coordinator NRM and the Senior Recreation & Services Officer to complete items 1 to 3 above. <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	19 Aug 2021 8:11am Watt, Mark Dates for initial meeting being arranged. 23 Aug 2021 4:00pm Watt, Mark Inaugural meeting to be held on Thur 9/9/21, subject to availability by Councillors. 15 Sep 2021 3:59pm Watt, Mark Inaugural meeting postponed to Tues 12/10/21. 12 Oct 2021 4:18pm Watt, Mark Saleyards Working Group meeting held on 12/10/21. SWOT completed, report to Council pending, including Action Plan
Council 28/07/2021	Future Energy Hub	RESOLUTION 2021/68 Moved: Cr Roz Frohloff Seconded: Cr Danita Potter That South Burnett Regional Council Chief Executive Officer be authorised to action the following items: • A meeting with Mayor Nev Ferrier, Mayor Otto and Cr Schumacher be established with Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement Mick De Brenni be scheduled over the	20 Aug 2021 9:04am Pitt PSM, Mark 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. 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>coming months to progress further discussions with him about opportunities to work together.</p> <ul style="list-style-type: none"> 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 <u>Against:</u> Nil</p>	<p>17 Sep 2021 3:14pm Pitt PSM, Mark Meeting by Mayor, Cr Schumacher and CEO with Minister de Brenni in October 2021</p>
<p>Council 28/07/2021</p> <p>Sale of Land for Overdue Rates and Charges</p>	<p>RESOLUTION 2021/74 Moved: Cr Kirstie Schumacher Seconded: Cr Scott Henschen That the Sale of Land for Overdue Rates and Charges be lifted from the table. <u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p> <p>RESOLUTION 2021/75 Moved: Cr Kirstie Schumacher Seconded: Cr Scott Henschen That:</p> <ol style="list-style-type: none"> 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 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 <u>Against:</u> Nil</p> <p style="text-align: right;">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</p>

		<p>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</p> <p>2. That Council decline the offer for a lease for 1-5 Banksia Drive, Kingaroy.</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>Submission - Holistic Approach to Mental Health</p>	<p>RESOLUTION 2021/55</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council send a submission to the Assistant Minister to the Prime Minister for Mental Health and Suicide Prevention, Minister David Coleman, seeking funding from the Federal Government for the following services for our region:</p> <ul style="list-style-type: none"> • 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>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>
<p>Council 28/07/2021</p>	<p>Question On Notice</p>	<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>

<p>Council 25/08/2021</p>	<p>Australia Day - Nomination Forms and Location</p>	<p>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. <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 style="text-align: right;">CARRIED 7/0</p> </p>
<p>Council 25/08/2021</p>	<p>Proposed Christmas Closure and Staff Christmas Function</p>	<p>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: <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.</p>

		<p>5. Operational/outdoor staff will operate on a skeleton staff arrangement from Monday 20 December 2021 through to Monday 3 January 2021 (Inclusive).</p> <p>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> <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	Social Housing Funding Application	<p>RESOLUTION 2021/105</p> <p>Moved: Cr Kathy Duff</p> <p>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</p> <p>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</p> <p>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>	<p>20 Sep 2021 3:57pm Hunter, Michael</p> <p>Draft tender documents have been forwarded to Louise Reidy - 17/9/21 for formatting into tender document.</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 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:</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. • 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
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	<p>leading edge in Agtech, health and business Internet of Things (IoT) adoption.</p> <ul style="list-style-type: none"> • 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>						
<p>Council 25/08/2021</p> <p>Sale of Land for Overdue Rates and Charges</p>	<p>RESOLUTION 2021/132</p> <p>Moved: Cr Gavin Jones</p> <p>Seconded: Cr Roz Frohloff</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>Schedule</p> <table border="1" data-bbox="705 938 1236 1018"> <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 Referen</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 Referen
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<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 CARRIED 5/0</p>
<p>Council 25/08/2021</p>	<p>Notice of Motion - National Water Infrastructure Development Fund (NWIDF) - Phase 2</p>	<p>RESOLUTION 2021/87 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. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil CARRIED 7/0</p>
<p>Council 25/08/2021</p>	<p>Notice of Motion - CCTV Cameras and Security Lighting</p>	<p>RESOLUTION 2021/113 Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter That capital funding be considered for the first quarter review to provide:</p>

		<p>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;</p> <p>2. Security lighting as appropriate.</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 22/09/2021	Forwarding petition in relation to the changing climate and its effect on the future and requesting Council consider declaring a climate emergency	<p>RESOLUTION 2021/139</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Danita Potter</p> <p>That the Petition be received and referred to the Chief Executive Officer to determine appropriate action and report back to a meeting of 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>
Council 22/09/2021	Petition from Students of Wheatlands State School	<p>RESOLUTION 2021/140</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Roz Frohloff</p> <p>That the Petition be received and referred to the Chief Executive Officer to determine appropriate action and report back to a meeting of 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 22/09/2021</p>	<p>Australia Day - Change of location and appointment of Councillor Representatives - Judging Panel</p>	<p>RESOLUTION 2021/144 Moved: Cr Gavin Jones Seconded: Cr Roz Frohloff That South Burnett Regional Council location for the Australia Day Awards Ceremony be held at Blackbutt on Sunday Afternoon, 23 January 2022 at the showgrounds - <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil CARRIED 7/0</p>
		<p>RESOLUTION 2021/145 Moved: Cr Brett Otto Seconded: Cr Kirstie Schumacher That South Burnett Regional Council confirm Councillors Mayor Otto, Cr Potter, Cr Frohloff and Cr Henschen for the judging panel for the year 2022 and that a workshop be held to consider the event format, role of Councillors, appointment of the MC and selection of community judging panel members. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil CARRIED 7/0</p>
<p>Council 22/09/2021</p>	<p>Every Age Counts</p>	<p>RESOLUTION 2021/146 Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter That 1. South Burnett Regional Council become a member of the EveryAGE Counts Coalition and accept and agree with the campaign pledge: 2. 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.</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 22/09/2021	Formation of a South Burnett Regional Council Youth Council	<p>RESOLUTION 2021/166</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Roz Frohloff</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. support the establishment of a South Burnett Regional Council Youth Council; and 2. that a Terms of Reference be developed and brought back to Council for adoption. <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 22/09/2021	LGAQ Natural Assets and NRM advisory group	<p>RESOLUTION 2021/167</p> <p>Moved: Cr Gavin Jones</p> <p>Seconded: Cr Danita Potter</p> <p>That approval be granted for Councillor Henschen to submit an Expression of Interest (Eoi) for the LGAQ Natural Assets and NRM advisory group.</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 22/09/2021</p>	<p>Requesting Council review a minor Local Government boundary change between South Burnett and Gympie Regional Council</p>	<p>RESOLUTION 2021/168 Moved: Cr Roz Frohloff Seconded: Cr Danita Potter 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. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil CARRIED 7/0</p>
<p>Council 22/09/2021</p>	<p>Invitation to become part of Darling Downs and South West Regional Waste Management Plan</p>	<p>RESOLUTION 2021/169 Moved: Cr Gavin Jones Seconded: Cr Scott Henschen 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. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil CARRIED 7/0</p>
<p>Council 22/09/2021</p>	<p>Parks and Gardens Master Plan Advisory Committee</p>	<p>RESOLUTION 2021/172 Moved: Cr Kathy Duff Seconded: Cr Danita Potter 1. That in accordance with section 264 of the <i>Local Government Regulation 2012</i>, Council establishes the South Burnett Botanical Advisory Committee; 2. That nominations be called for membership to the South Burnett Botanical Advisory Committee; and 3. That the Draft South Burnett Botanical Advisory Committee Terms of Reference be reviewed and brought back to a future Standing Committee Meeting.</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 22/09/2021</p>	<p>"A Day At The Dam' 20 November 2021.</p>	<p>RESOLUTION 2021/173</p> <p>Moved: Cr Roz Frohloff</p> <p>Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 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. <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 22/09/2021</p>	<p>Pressure Cleaning of CBD Footpaths</p>	<p>RESOLUTION 2021/174</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Gavin Jones</p> <ol style="list-style-type: none"> 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.

		<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 22/09/2021	QEII Park Murgon	<p>RESOLUTION 2021/176</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Danita Potter</p> <p>That a draft design be prepared for QEII Park Murgon and report back to the November Executive and Finance & Corporate Standing Community 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 22/09/2021	Reduction of fees for use of Town Hall Reception Room	<p>RESOLUTION 2021/177</p> <p>Moved: Cr Roz Frohloff</p> <p>Seconded: Cr Kirstie Schumacher</p> <p>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.</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 22/09/2021	Cities Power Membership	<p>RESOLUTION 2021/180</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Danita Potter</p> <p>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</p>

		<p>Power Partnership to support Council in identifying and adopting its five key action pledges. <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 style="text-align: right;">CARRIED 7/0</p>
Council 22/09/2021	Climate Resilience Leadership Course	<p>RESOLUTION 2021/181 Moved: Cr Danita Potter Seconded: Cr Roz Frohloff That Cr Schumacher, Cr Frohloff and Cr Potter 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. <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 style="text-align: right;">CARRIED 7/0</p>
Council 22/09/2021	Tender for Cattle Facilities	<p>RESOLUTION 2021/189 Moved: Cr Kathy Duff Seconded: Cr Roz Frohloff 1. Council negotiate with the preferred tenderer for the Wondai Dip Facility in accordance with Tender SBRC 20/21-22 and report back to Council. 2. Council delegates to the Chief Executive Officer the power to negotiate with any interested parties a lease for the use of the Proston and/or Nanango facility and report back to Council. <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 style="text-align: right;">CARRIED 7/0</p>

<p>Council 22/09/2021</p>	<p>Kingaroy Administration Office - Air Conditioning Upgrades</p>	<p>RESOLUTION 2021/190 Moved: Cr Scott Henschen Seconded: Cr Gavin Jones That Council award Tender SBRCQ – 21/22-01 Kingaroy Air conditioning and repainting of rear offices to Total Ventilation Hygiene as per the tender price. <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 style="text-align: right;">CARRIED 7/0</p> </p>	
<p>Council 22/09/2021</p>	<p>Motion</p>	<p>RESOLUTION 2021/138 Moved: Cr Kathy Duff Seconded: Cr Kirstie Schumacher That Council:</p> <ol style="list-style-type: none"> 1. delegate authority to the Chief Executive Officer for the engagement of a licenced provider to relocate magpies that have been reported to have caused injury or harm to any person within the South Burnett region. 2. develop a policy regarding magpie removal. <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Danita Potter and Kirstie Schumacher <u>Against:</u> Crs Gavin Jones, Roz Frohloff and Scott Henschen <p style="text-align: right;">CARRIED 4/3</p> </p>	<p>12 Oct 2021 4:20pm Watt, Mark Bird relocater organised for October 2021. Draft policy completed, to be presented to Council for review/adoption.</p>
<p>Council 22/09/2021</p>	<p>Report - Dog Registrations</p>	<p>RESOLUTION 2021/143 Moved: Cr Brett Otto Seconded: Cr Kathy Duff That a report be provided to Council at the October Executive and Finance & Corporate Standing Committee Meeting with a view to providing a 50% discount on all dog registration fees to qualifying pensioners. <u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff and Danita Potter</p>	

<p><u>Against:</u> Crs Gavin Jones, Kirstie Schumacher and Scott Henschen</p> <p style="text-align: right;">CARRIED 4/3</p>		
<p>Council 22/09/2021</p>	<p>Declared Water Supply and Sewerage Service Area Review 2021</p>	<p>RESOLUTION 2021/170 Moved: Cr Roz Frohloff Seconded: Cr Gavin Jones 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. <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 style="text-align: right;">CARRIED 7/0</p>

9 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT**9.1 RECOMMENDING THE DATE, TIME AND LOCATION FOR A SPECIAL MEETING OF COUNCIL TO ADOPT COUNCIL'S ANNUAL REPORT 2020/2021**

File Number: EXEC 1

Author: Executive Assistant

Authoriser: Chief Executive Officer

PRECIS

This report is to recommend the date, time and location for a Special Meeting of Council to adopt Council's Annual Report 2020/2021.

SUMMARY

Council's Annual Report is required to be adopted in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*, therefore it is necessary for Council to confirm the date, time and location of the Special Meeting to ensure compliance.

OFFICER'S RECOMMENDATION

That a Special Meeting of Council be held on Friday 29 October 2021 in the Warren Truss Chamber, Glendon Street Kingaroy commencing at 9.00am to discuss the following matters:

- Adoption of the 2020 – 2021 Annual Report;
- Swimming Pools

FINANCIAL AND RESOURCE IMPLICATIONS

Advertising costs for meeting notification.

LINK TO CORPORATE/OPERATIONAL PLAN

EC1 An informed and engaged community

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council advertises the dates, times and location of Council meetings and provides information on how the community can participate through a number of mediums.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Public notice of Council meetings is required pursuant to *Section 254(B)* of the *Local Government Regulation 2012*.

The local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct policy/local law/delegation implications arise from this report.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Nil

ATTACHMENTS

Nil

9.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CORPORATE CREDIT CARD POLICY - STATUTORY031**File Number:** IR2608078**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Corporate Credit Card Policy – Statutory031 as presented at the Executive and Finance & Corporate Standing Committee meeting on 13 October 2021.

SUMMARY

Committee Resolution: 2021/107

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That the South Burnett Regional Council Corporate Credit Card Policy – Statutory031 be adopted as presented.

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Corporate Credit Card Policy – Statutory031 be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 13 October 2021.

ATTACHMENTS

1. **South Burnett Regional Council Corporate Credit Card Policy - Statutory031** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory031
POLICY OWNER: Finance
ECM ID: 2608078
ADOPTED:

Corporate Credit Card 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 provides for the purchasing and paying for items of South Burnett Regional Council ("Council") expenditure in accordance with Council's Procurement Policy – Statutory007 via Council's corporate credit cards.

2. SCOPE

This policy applies to all Council representatives who are provided with a Council corporate credit card.

Corporate credit cards are available as an alternative payment mechanism for the purchase of goods and services necessary in the course of the cardholder's work for the benefit of Council.

The following advantages have been identified with the utilisation of corporate credit cards:

- Simplified purchasing and payment procedures;
- Reduction of internal paperwork whilst maintaining a full audit trail;
- Improved payment performance to suppliers;
- Provision of support to local suppliers;
- Improved productivity;
- More effective cash management; and
- Enhanced service delivery to customers.

This policy ensures effective controls and procedures are in place with respect to the authorisation and use of corporate credit cards. Council is committed to implementing effective financial controls to minimise the costs and risks associated with purchasing activities. The purpose of this policy is to set out a framework for the use of corporate credit cards including appropriate use and reporting of expenditure.

3. GENERAL INFORMATION

The purpose of the corporate credit card is to facilitate and simplify the purchasing process for minor purchases and travel expenditure. Corporate credit cards may be issued to permanent employees of Council (with the exception of the Mayor) where it can be demonstrated that the facility is necessary and provides the most effective means of meeting commitments incurred in the course of official Council business.

A corporate credit card may be made available to the Mayor and will be issued with the approval

resolution of Council. The corporate credit card should only be used for extraordinary business expenses directly related to the Mayor attending to Council's business, pursuant to Council's Expenses Reimbursement Policy for Councillors – Statutory002.

3.1. Allocation and financial delegation

Corporate credit card allocation is at the approval of the General Manager Finance & Corporate. The approval will stipulate that the corporate credit card must be utilised for general work purposes only.

Corporate credit card transactions must be within the cardholder's financial delegation and limited to those areas and budgets for which the delegated officer has responsibility and must be in accordance with the purpose for which the funds are allocated.

All corporate credit card purchases must comply with Council's Policies and Procedures. If an employee demonstrates the need for an increase to any corporate credit card limits, approval must be granted by the relevant General Manager and General Manager Finance & Corporate or in the case of a General Manager requesting the increase, the Chief Executive Officer.

3.2. Appropriate uses of Corporate credit cards

Corporate credit cards are to be used for transactions where it is the most efficient procurement option; for example, travel and accommodation bookings, online purchases, one-off purchases and for purchasing goods and services of relatively low value.

When purchases are made with a corporate credit card, quotes/tenders are still required in accordance with Council's Procurement Policy. Multiple corporate credit card transactions (at the same time or over extended periods) must not be used to avoid the need to obtain quotations that would otherwise be required under Council's Procurement Policy purchasing thresholds.

Corporate credit cards must not be used for:

- Obtaining cash from any source;
- Payment of any private expenditure including the payment of travel expenditure for accompanying partners on business trips; or
- Payment for goods or services which are not available or complete at the time of the transactions (i.e., no back orders).

3.3. Responsibilities of corporate credit cardholders ('cardholder')

All employees issued with a corporate credit card will be required to sign a form stating that they have read and understood the Corporate Credit Card Policy and Procedure and have received training in the use of the corporate credit card.

The cardholder will ensure that:

- The corporate credit card is used for official Council business only in accordance with this policy and Corporate Credit Card Procedure and does not exceed their delegated authority;
- Every transaction processed through the corporate credit card is authorised by the cardholder or investigated if unauthorised;
- A valid tax invoice is collected for all transactions;
- Ensure that the limit on the corporate credit card is not exceeded;
- The corporate credit card is stored safely and securely at all times;
- In the event a tax invoice is lost or misplaced, unable to be provided, a Statutory Declaration stating facts will be acceptable;
- The monthly statement is reconciled in accordance with Council's Corporate Credit Card Procedure within seven (7) days of the statement date;
- All documents pertaining to the transactions are made available to the Manager Finance in the format and timeframe requested in Council's Corporate Credit Card Procedure.

3.4. Cancellations

If a cardholder resigns or employment is terminated; the cardholder must return the card to the

Manager Finance for cancellation. All transactions must be reconciled prior to the employee leaving. Where a cardholder does not comply with the requirements of the Corporate Credit Card Policy and Procedure, the corporate credit card may be cancelled. Any potential fraudulent misuse of the corporate credit card will result in the cancellation of the card immediately and an investigation undertaken where disciplinary action may be taken.

4. DEFINITIONS

Corporate Credit Card means corporate credit cards arranged and paid for (card fees and transactions) by South Burnett Regional Council for business use.

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

Cardholder means a Council representative who has been issued with a Council corporate credit card.

Valid Tax Invoice means an invoice satisfying the requirements of *A New Tax System GST Act 1999* (Cth).

Minor Purchase means purchasing goods and services of relatively low value.

5. LEGISLATIVE REFERENCE

A New Tax System GST Act 1999 (Cth)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Corporate Credit Card Procedure – Procedure095

South Burnett Regional Council Procurement Policy – Statutory007

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

South Burnett Regional Council Employee Code of Conduct Policy – Statutory011

South Burnett Regional Council Gifts and Benefits Policy – Strategic002

7. NEXT REVIEW

As prescribed by legislation or October 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	17 July 2019	2608078
2	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL FINANCIAL HARDSHIP POLICY - STATUTORY012**File Number:** IR2791654**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Financial Hardship Policy – Statutory012 as presented at the Executive and Finance & Corporate Standing Committee meeting on 13 October 2021.

SUMMARY

Committee Resolution: 2021/108

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That the South Burnett Regional Council Financial Hardship Policy – Statutory012 be adopted as presented.

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Financial Hardship – Statutory012 be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 13 October 2021.

ATTACHMENTS

1. **South Burnett Regional Council Financial Hardship Policy - Statutory012** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory012
POLICY OWNER: Corporate Services
ECM ID: 2791654
ADOPTED:

Financial Hardship 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") requires all property owners to pay their rates in full by the due date/s shown on rate notices. However, Council recognises that there are cases of genuine financial hardship that require respect and compassion in special circumstances.

2. SCOPE

This policy applies to those ratepayers who are experiencing serious financial hardship and as a result are willing, but unable to pay their rates and charges. The policy will only apply to properties where the property is the ratepayers' principal place of residence, however, Council encourages any property owner experiencing financial hardship to make contact.

3. GENERAL INFORMATION

Council acknowledges that the circumstances affecting a property owner's ability to pay may be either temporary or long-term, financial or personal. Consequently, Council will assess a request for assistance on a case-by-case basis.

Council is committed to working with our property owners to find an appropriate, realistic and effective payment solution.

This policy communicates Council's position and provides guidance to Council representatives, property owners and stakeholders concerning the principles, processes and guidelines that Council will use when assessing applications for rates and charges relief due to severe financial hardship. In summary, the key objectives of this policy are to:

- Provide a mechanism that enables property owners to feel comfortable in approaching Council about outstanding debts;
- Provide a policy that encourages a consistent and proactive approach in identifying and assisting ratepayers who may be experiencing difficulty paying their rates due to personal or financial hardship; and
- Encourage people experiencing financial hardship to access earlier financial counselling support services.

Council's Rate Collection Policy states that it will diligently pursue the collection of overdue rates and charges. It also states that non-payment of rates places an unfair burden on the ratepayers who do meet their obligations in full. It balances the foregoing statements by stating that Council will take into account the individual circumstances or the financial hardships faced by relevant ratepayers.

Financial hardship relief provided under this policy does not forego Council's normal debt recovery action, including Council's ability to sell the land for arrear of rates. Additional fees may apply in this case.

Section 120(1)(c) of the Local Government Regulation 2012 states that Council may grant a concession if it is satisfied that "the payment of rates or charges will cause hardship to the landowner". Council will grant such a concession for rates relief as set out in this policy.

3.1. What is Financial Hardship?

A property owner will be considered to be in financial hardship if paying a rate notice will affect their ability to meet their basic living needs. This includes such things as food, clothing, medicine, accommodation and children's education.

In short, it means they have the intention, but not the financial capacity to pay.

Financial hardship may be caused by:

- Loss of a property owners' (or a family member's) primary income;
- Separation or divorce from a spouse;
- Death of a spouse or loved-one;
- Domestic or family violence;
- Physical or mental health problems;
- A chronic medical condition or illness;
- Budget management difficulties because of a low income;
- Other unforeseen factors affecting your capacity to pay, such as a reduction in income due to a natural disaster, drought or downturn in economic conditions; or
- High-rate levy increases due to revaluation.

3.2. Temporary Financial Hardship

Property owner's experience payment difficulties due to a sudden and/or temporary change in circumstances that adversely affect their finances. These property owners generally require flexibility. Council is able to offer an extension of time to pay (generally with the loss of the prompt payment discount shown on the rate notice) or to set up a payment plan.

3.3. Identifying Property Owners in Financial Hardship

Property owners who think that they may be experiencing financial hardship are encouraged to contact Council as soon as possible. If assessment by a financial counsellor has been undertaken, with written consent of the property owner, they can contact Council on the property owner's behalf.

The following indicators will be considered when determining whether a property owner is experiencing financial hardship:

- The property owner requests information about alternative payment arrangements;
- The property owner's payment history indicates they have had difficulty paying accounts in the past;
- The property owner has had a change of circumstances that adversely affects their finances;
- Eligibility for government funded concessions;
- Advice has been received from an independent financial counsellor;
- Total income after tax (take home pay);
- The number of properties owned;
- The number of children or dependants involved;
- Current financial commitments including any existing debt;
- Medical conditions or disability affecting earning capacity; and
- Domestic or family violence.

Although the above list displays indicators of possible hardship, each property owner will be treated with sensitivity and understanding according to their individual circumstance.

As part of Council's assessment, we will consider any information provided by the property owner and/or, if applicable, their financial counsellor.

As soon as the assessment has been completed and a decision has been made, Council will advise the property owner of the outcome.

3.4. When will Council Consider an Application for Financial Hardship?

Council will not support applications for financial hardship relief where the applicant has another avenue to alleviate the situation or seek assistance and has not taken this alternative option.

Council will also encourage applicants to seek the assistance of a financial counsellor. Council's intent is to provide assistance to applicants who demonstrate genuine attempts to help themselves.

Council will only consider an application for financial hardship relief where:

- It is the property owner's principal place of residence; and
- Upon application being made to Council for the relief of rates and charges by the property owner; and
- The property owner is experiencing genuine financial hardship due to a loss the property owner has suffered such as:
 - A person who has less than two (2) weeks of available funds equivalent to the maximum rate of income support payment provided by the Department of Human Services ('DHS') for Crisis Payments;
 - Has been unemployed and receiving payments from DHS continuously for 26 weeks;
 - Suffers from a chronic illness that is permanent or lasts longer than three (3) months;
 - Has been diagnosed with a terminal illness or disease;
 - Has incurred unexpected expenses (funeral costs) and reduction or loss of family income Because of the death of a partner, dependent or other family member; or
 - Has experienced a significant reduction in income due to a natural disaster, drought or downturn in economic conditions.

3.5. Assistance or Relief Available

Council may grant relief to a property owner under this policy through offering assistance by one (1) or more of the following:

- Payment of the outstanding rates balance may be deferred (without further interest accrual or loss of discount) for a maximum period of 12 months;
- Suspension of pending or current rate recovery action;
- Repayment plans that are outside of the current Rates Recovery Policy; and
- Interest costs written-off/waived for interest already charged and/or for interest that may accrue between the Council's decision and satisfactory completion of an agreed repayment plan.

Council is committed to assisting property owners who are experiencing financial hardship. If a property owner is experiencing financial hardship, they are encouraged to contact Council as soon as possible to discuss the situation. Council does offer long-term options if the property owner adheres to and maintains an agreed arrangement.

In return, Council requests the property owner:

- Keep Council informed of any change in circumstances;
- Agree and maintain a suitable payment arrangement;
- Contact Council to negotiate, where practical, an alternative arrangement should the property owner have difficulty maintaining the agreed payment plan; and

- Contact a financial counsellor, if requested. It is important for a property owner who is in financial hardship to meet with a financial counsellor (or a person from a relevant customer representative organisation) to discuss their financial situation and consider the options that are available.

3.6. Lodging an Application

Lodging a request for relief must be on the prescribed form, available from the Council website, www.southburnett.qld.gov.au, and will involve a full financial assessment undertaken by Corporate Services Branch under this policy.

If a property owner:

- Does not respond to the Council's offer of hardship relief;
- Fails to wholly comply with Council's offer of hardship relief; or
- Once an agreed payment arrangement is entered, fails to comply with the requirement of that agreed payment arrangement, then Council will continue with normal debt recovery action including outsourcing the debt to a debt collection specialist and the sale of the land for rate arrears. Additional fees will likely apply in this case.

3.7. Processing the Application

The process for assessing applications will remain simple and accessible as possible in recognition that at the very least, the ratepayers are experiencing financial difficulties. All applications are assessed confidentially and on merit.

4. DEFINITIONS

Application form means 'South Burnett Regional Council Rates Relief Application' for the purpose of applying for assistance under this policy.

Chronic illness means an illness that is permanent or lasts longer than three (3) months.

Council means South Burnett Regional Council.

Death of a partner means the unexpected expenses (funeral costs) and reduction or loss of family income because of the death of a member of a couple (married, registered relationship or de facto relationship).

Financial Hardship means unable to meet basic requirements, including food, clothing, medicine, accommodation and children's education. This hardship may occur because of chronic illness, long-term unemployment or death of a partner.

Long-term unemployment means a ratepayer who has received income support payments continuously for 26 weeks.

Natural disaster means a major adverse event resulting from natural processes of the earth; examples include floods, volcanic eruptions, earthquakes, tsunamis, cyclones, severe storms, bush fires, droughts.

Property owner means the 'owner of the land' as defined under the *Local Government Act 2009*.

Residential property means property that has as its primary use 'use for residential purposes'.

Terminal illness means an incurable disease that cannot be adequately treated and is reasonably expected to result in the death of the person.

5. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

6. RELATED DOCUMENTS

South Burnett Regional Council Rates Collection Policy – Statutory041

South Burnett Regional Council Financial Hardship Rates Application Form

7. NEXT REVIEW

As prescribed by legislation or October 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	24 June 2019	2603937
2	Review of policy	15 July 2020	2701272
3	Review of policy	26 May 2021	2791654
4	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

DRAFT

9.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL LIBRARY COLLECTION DEVELOPMENT POLICY - STRATEGIC020**File Number:** IR1042277**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Library Collection Development Policy – Strategic020 as presented at the Executive and Finance & Corporate Standing Committee meeting on 13 October 2021.

SUMMARY

Committee Resolution: 2021/112

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That the South Burnett Regional Council Library Collection Development Policy – Strategic020 be adopted as presented.

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Library Collection Development Policy – Strategic020 be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 13 October 2021.

ATTACHMENTS

1. **South Burnett Regional Council Library Collection Development Policy - Strategic020** [↓](#)





POLICY CATEGORY - NUMBER: Strategic020
POLICY OWNER: Community
ECM ID: 1042277
ADOPTED:

Library Collection Development 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 Library Collection Development Policy establishes guidelines for the development and management of South Burnett Regional Council's library resources with reference to the Queensland Public Library Standards and Guidelines.

2. SCOPE

South Burnett Libraries aim to develop a collection that:

- Provides a balanced range of resources including popular, bestselling material and enduring works;
- Encourages literacy, the enjoyment of reading and lifelong learning;
- Is flexible to meet the changing needs of the South Burnett community;
- Provides equitable and equal access to information for all members of the community; and
- Preserves the cultural heritage of the South Burnett region.

3. GENERAL INFORMATION

3.1. Collection content

South Burnett Libraries provide access to a comprehensive range of collections for community members of all ages and backgrounds, including those with differing abilities. Collections are current and available across multiple formats to meet the recreation, learning, work and life skill needs of the community. While the composition of collections will vary between library branches to suit local needs, each library in the South Burnett provides access to the following essential collections:

- Fiction and non-fiction across all age groups;
- Fiction and non-fiction with content that reflects the diversity of the community including children from birth, people with disabilities, Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds and LGBTIQ+;
- Large print, literacy support and LOTE;
- Magazines and newspapers; and
- Electronic collections across all age groups and reflective of the diversity in the community, including eBooks, eAudiobooks, eMagazines, movies and electronic resources for reference, research and learning.

3.2. Resource selection

Librarians use their professional judgment, experience and knowledge to develop and maintain the collection, with decisions surrounding the addition of resources based on the following criteria:

- The resource is appropriate to the interests and needs of the community in terms of subject, style, currency, and language;
- There is a high demand for the resource;
- The resource provides current information;
- The resource is presented in an appropriate format;
- The resource is presented in a language appropriate for the community;
- The resource is important as a historical record;
- The resource strengthens the collection by filling a gap or updating an existing resource; or
- The resource is attractive, well made and durable.

South Burnett Regional Council receives financial assistance from the Queensland Government through State Library of Queensland.

3.3. Collection procurement

South Burnett Libraries shelf-ready procurement model enables physical collection items to be acquired and processed by nominated suppliers according to library service specifications, delivered to specific service points, and associated records sent directly to the library service based on agreed profiles.

3.4. Request for purchase

Requests made by customers for the purchase of specific resources not held in the collection are considered if they meet selection criteria. If staff are unable to purchase the resource requested, attempts will be made to obtain the item via interlibrary loan or online information.

3.5. Gifts and donations

South Burnett Libraries accept donations but reserve the right to decline or redistribute them as appropriate if they do not meet the selection criteria. Items not included in the collection will be given to charity, discarded for recycling or included in a library book sale.

3.6. Collection Maintenance

South Burnett Libraries collections, whether physical or electronic, are evaluated regularly by suitably experienced staff to ensure their currency, quality and appeal, as well as their continued ability to meet demands. Worn, incomplete and outdated material is discarded as part of a regular evaluation program. Collection age, usage, condition, access periods, platforms, licensing arrangements and ability to download to a wide range of devices, are all useful indicators for collection evaluation.

Items withdrawn from the collection that are in fair physical condition, along with donations which do not meet selection criteria may be sold or donated to suitable community/charitable organisations.

Deselection practices support the discard standards in the State Library of Queensland's Standards and Guidelines.

3.7. Resources not collected

The following resources are not routinely collected by South Burnett Libraries:

- Expensive or rare items which are inappropriate for public library use;
- Ephemeral material;
- Items of inappropriate physical dimensions;
- Old, out-of-date or fragile items – unless specifically acquired for local history collections;
- Text books;
- Advertising material; or
- Items prohibited by law, for example, pornography.

Exceptions may be made and will be treated each on its merits.

3.8. Censorship

South Burnett Libraries supports the Australian Library and Information Association's (ALIA) Free access to information statement.

No material will be rejected or removed from the library collection on the grounds of partisan or doctrinal disapproval alone.

Access to suitable materials by children under 18 years of age remains the responsibility of parents and/or guardians.

4. DEFINITIONS

Librarians means professional staff who have undertaken a tertiary course of study in librarianship and information science which qualifies them for admission to Associate membership of the Australian Library and Information Association (ALIA). Librarians develop and implement policies and deliver programs and services to meet the needs of library clients. In public libraries, this includes collection development, the organisation of resources, the provision of assistance to users in the retrieval of information and library resources and promotion of services.

Library Collection means the collection located within the South Burnett Libraries.

South Burnett Libraries means Council's library facilities located at Blackbutt, Kingaroy, Murgon, Nanango, Proston and Wondai.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Information Technology Resource Services Policy – Strategic019

South Burnett Libraries Operations Policy – Strategic021

7. NEXT REVIEW

As prescribed by legislation or October 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	19 September 2012	1042277
2	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL SOUTH BURNETT LIBRARIES OPERATIONS POLICY - STRATEGIC021**File Number:** IR1040590**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council South Burnett Libraries Operations Policy – Strategic021 as presented at the Executive and Finance & Corporate Standing Committee meeting on 13 October 2021.

SUMMARY

Committee Resolution: 2021/111

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That the South Burnett Regional Council South Burnett Libraries Operations Policy – Strategic021 be adopted as presented.

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council South Burnett Libraries Operations Policy – Strategic021 be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 13 October 2021.

ATTACHMENTS

1. **South Burnett Regional Council South Burnett Libraries Operations Policy - Strategic021** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic021
POLICY OWNER: Community
ECM ID: 1040590
ADOPTED:

South Burnett Libraries Operations Policy

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

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1. POLICY STATEMENT

The South Burnett Regional Council provides information and recreational resources and services to the community in each South Burnett Libraries branch with reference to the Queensland Public Libraries Standards and Guidelines.

2. SCOPE

To provide guidelines for operational and management practices that enable free and equitable access to library facilities and services for all members of the community.

3. GENERAL INFORMATION

Queensland public libraries are primarily funded by local governments to support the local community in meeting its informational, educational, recreational and cultural needs.

The Queensland Government provides financial support to councils operating library services in Queensland through the Public Library Grant and the First 5 Forever initiative. These funds are managed by the Library Board of Queensland and distributed by State Library of Queensland.

Service Level Agreements acknowledge the partnership with council, outline the obligations of each party and govern the administration of the Queensland Government's financial investment in public libraries.

3.1. Access to library services

The library service provides free access and membership for residents in the local government area to programs, services and collections, through a combination of the physical library facility, electronic resources and online presence. It offers inclusive access for the whole community including children from birth, people with disabilities, people who are homeless, Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, and people identifying as lesbian, gay, bisexual, transgender and queer or questioning (LGBTQ+). Library services function in accordance with the *Human Rights Act 2009* (Qld).

3.2. Library facilities

Library facilities are well maintained and offer pleasant and welcoming environments with furniture, technology and equipment to meet the needs of the community, with collections that are contemporary, diverse, well organised, regularly maintained and visually appealing. The full range of services are available all hours the physical library facility is open, and an after-hours return facility is provided.

3.3. Technology access and use

South Burnett Libraries provide free and equitable public internet access that is available to the community at all library facilities via library devices, and via wi-fi for customers using their own devices. Printing, photocopying and scanning services are also available and carry modest charges which are reviewed annually and adopted through Council's schedule of fees and charges.

South Burnett Libraries also provide on-line access to a range of electronic resources. These resources may be added to, discontinued or changed at the discretion of South Burnett Libraries. (Refer to Information Technology Resource Services Policy – Strategic019).

3.4. Collection development

The Library Collection Development Policy – Strategic020 establishes guidelines for the development and management of South Burnett Regional Council's library resources in accordance with the Queensland Public Library Standards and Guidelines.

3.5. Membership

South Burnett Regional Council provides a free library service that includes:

- No fees for overdue collection items;
- No fees for collection item reservations;
- No charges for internet access;
- No charges for membership for residents from other local government areas in Queensland; and
- No charges for interlibrary loans between the Queensland public library network;

Identification totalling to 100 points must be provided when joining. Exceptions may be made and will be treated on merit.

Members' contact details need to be updated as details change. Membership is due for renewal every three (3) years to ensure that contact details remain current.

3.5.1. Under 18s membership

Under 18s membership is available to any person under the age of 18. Children under 18 require parental or guardian identification totalling 100 points. Exceptions may be made and will be treated on merit.

3.5.2. Organisational membership

Organisations including aged care facilities, education organisations and libraries may apply for membership. Each application must nominate a responsible person. Resources and number of items for loan are subject to approval of South Burnett Libraries.

3.6. Loans, renewals, reservations and requests

Members may borrow up to ten (10) physical items per membership for a four (4) week loan period. Items may be renewed once either in person, by telephone or via the online catalogue. Members may also choose to have items renewed automatically. Items cannot be renewed if they have been reserved by another member.

A limit of ten (10) items may be on reservation at any time.

Loan limits for electronic resources, including eBooks, eAudiobooks, eMagazines and eMovies are available on each platform.

Resources not held by South Burnett Libraries may be requested for purchased or inter library loan. (See Library Collection Development Policy – Strategic020).

3.7. Overdue items

Fines will not be charged for overdue items, however members are asked to return items promptly in consideration of other library users.

A reminder notice will be sent three (3) days prior to items becoming due, with items not returned with 14 days of the due date generating an overdue notice. Items that become long overdue (overdue for 90+ days) automatically generate a replacement cost charge for the overdue item(s). Membership accounts that have incurred a charge will be suspended until the charge is paid or the overdue items are returned.

3.8. Damaged items

Library members are asked not to attempt to repair damaged or worn items themselves but to inform staff of the damage upon returning the item/s. If the damage is from general use no charge will be incurred, however if the damage is the members responsibility a replacement cost may be charged.

3.9. Lost items

If an item is reported lost members are asked to pay the replacement cost.

3.10. Gifts and donations

Donated materials will be accepted on the understanding that they will only become part of Council's library collection if the condition, currency and relevance justify inclusion in accordance with Council's Library Collection Development Policy – Strategic020. Items not included in the collection will be given to charity, discarded for recycling or held over for a library book sale.

4. DEFINITIONS

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

South Burnett Libraries means Council's Library facilities location at Blackbutt, Nanango, Kingaroy, Wondai, Proston and Murgon.

5. LEGISLATIVE REFERENCE

- Human Rights Act 2009 (Qld)*
- Local Government Act 2009 (Qld)*
- Local Government Regulation 2012 (Qld)*

6. RELATED DOCUMENTS

- South Burnett Regional Council Employee Code of Conduct – Statutory011
- South Burnett Regional Council Information Technology Resource Services Policy – Strategic019
- South Burnett Regional Council Libraries Collection Development Policy – Strategic020

7. NEXT REVIEW

As prescribed by legislation or October 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	19 September 2012	1040590
2	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RATE COLLECTION POLICY - STATUTORY041**File Number:** IR2792107**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Rate Collection Policy – Statutory041 as presented at the Executive and Finance & Corporate Standing Committee meeting on 13 October 2021.

SUMMARY

Committee Resolution: 2021/110

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Rate Collection Policy – Statutory041 be adopted as presented.

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Rate Collection Policy – Statutory041 be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 13 October 2021.

ATTACHMENTS

1. **South Burnett Regional Council Rate Collection Policy - Statutory041** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory041
POLICY OWNER: Finance
ECM ID: 2792107
ADOPTED:

Rate Collection 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 outlines the principles, processes and guidelines that South Burnett Regional Council ("Council") staff and/or external agencies use when dealing with ratepayers, property owners, their financial or personal representatives and mortgagees in the prompt follow up and timely collection of rates and charges that have not been paid by the due date on a rate notice.

2. SCOPE

This policy has been developed in association with the *Local Government Act 2009* and *Local Government Regulation 2012*, and Council's Revenue Policy – Statutory005. The following is an extract from the Revenue Policy – Statutory005 and reaffirms Council's commitment to the following principles:

Council will exercise its rate recovery powers to reduce the overall rate burden on ratepayers. It will be guided by the principles of:

- **Transparency** – by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations;
- **Simplicity** – by making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective;
- **Capacity to Pay** – by determining appropriate arrangements for different sectors of the community;
- **Equity** – by providing the same treatment for ratepayers with similar circumstances; and
- **Flexibility** – by responding where necessary to changes in the local economy.

3. GENERAL INFORMATION

This policy guides the administrative processes that are used for the collection of overdue rates and charges. It also assists Council staff, Councillors, ratepayers, and other stakeholders understand the actions that Council will undertake and the consequences for non-payment of rates, or for not promptly addressing overdue rates.

Council requires payment of rates and charges within a specified period and it is Council's policy to diligently pursue the collection of overdue rates and charges. The non-payment of rates and charges by some ratepayers places an unfair burden on other ratepayers who do meet their obligations in full.

However, when Council is pursuing the collection of overdue rates and charges, Council will consider

the individual circumstances, or the financial hardships faced by relevant ratepayers.

To cater for this, Council has established balanced administrative processes that allow for some flexibility in ratepayer payment options including payment by regular approved instalments. At the same time, these processes include a variety of options, including legal action through an external debt collection specialist, that allow the effective recovery of overdue rates, depending on the level of resistance experienced. At the most severe level, this will include the sale of land by public auction in accordance with the relevant legislative requirements.

3.1. Recovery Action

3.1.1. Summary of Initial and Advanced Recovery Actions

The following actions will be used in the collection of overdue rates and charges:

Action	Timing	Action Type	Severity	Response Time	Recovery Suspended	Authority Level
Initial Recovery Action						
1	10-14 days after the due date (expiration of discount period)	First Reminder Notice	Low	14 days	If rates are paid in full or ratepayer maintains a Council approved payment arrangement	Manager Finance
2	21-28 days after the due date (expiration of discount period)	Final Reminder Notice	Low	14 days	If rates are paid in full or ratepayer maintains a Council approved payment arrangement	Manager Finance
Advanced Recovery Action						
Debt Recovery stages 3 to 6 will only apply to debts over \$800.00 (refer to Clause 3.4):						
3	30-35 days after the due date (expiration of discount period)	Letter of Demand issued by Debt Collection Specialist	Medium	14 days	If rates are paid in full or ratepayer maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance
4	50 days after the due date (expiration of discount period)	Statement of Claim issued served by the Debt Collection Specialist	Medium	28 days	If rates are paid in full or ratepayer maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance
5	78 days after the due date (expiration of discount period)	Pre-Judgement Warning Letter issued by Debt Recovery Specialist	Medium	7 days	If rates are paid in full or ratepayer maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance
6	85 days after the due date (expiration of discount period)	Judgement granted by the Court and Warning Letter by Debt Recovery Specialist	Medium	7 days	If rates are paid in full or ratepayer maintains a Council approved payment arrangement through Debt Collection Specialist	Manager Finance
7	92 days after the due date (expiration of discount period)	Enforcement Warrant Sale and Seizure of Property by Debt Recovery Specialist	High	Subject to circumstances	If rates are paid in full or ratepayer maintains a Council approved payment arrangement through Debt Collection Specialist	Council

Action	Timing	Action Type	Severity	Response Time	Recovery Suspended	Authority Level
8	3 years of overdue rates and charges or 1 year for vacant land	Possible Sale of Land Warning Letter issued by Council	High	Subject to circumstances	If rates are paid in full or ratepayer maintains a Council approved payment arrangement	Manager Finance
9	3 years of overdue rates and charges or 1 year for vacant land	Notice of Intention to Sell	High	Subject to circumstances	If rates are paid in full	Council
10	3 years of overdue rates and charges or 1 year for vacant land	Auction – Sale of Land	High	In accordance with Local Government Regulation 2012	If rates are paid in full	Council

3.1.2. Deferment of Recovery Actions

The Recovery Action steps shown above may be deferred for the following reasons:

- Deceased estates in probate;
- Bankruptcy liquidations;
- Receivership/Administration;
- Property sale where an unconditional contract has been signed;
- Approved hardship under Council’s Financial Hardship Policy – Statutory 012; or
- Special Circumstances.

3.2. Payment Arrangements

Council will not pursue or escalate recovery action against a property owner who has an approved payment arrangement with Council, where the payment arrangement is current, and the ratepayer adheres to the agreed repayment schedule.

If a payment arrangement is not maintained within the agreed terms, the ratepayer will be offered an opportunity to bring the payment arrangement up-to-date, or to make a revised payment arrangement. Failure to make and maintain an appropriate payment arrangement will result in the escalation of the recovery action.

Council reserves the right to renegotiate or cancel a payment arrangement should circumstances change where the debt will not be paid within the required timeframe.

Where a ratepayer on a payment arrangement has defaulted on a payment on two (2) consecutive occasions, (i.e., 2 weekly, or 2 fortnightly or 2 monthly payments are missed) and the ratepayer has not responded to requests to bring the payment arrangement up-to-date, Council has the right to cancel the payment arrangement; refuse to approve any further payment arrangement and escalate the recovery action.

If a ratepayer has a history of defaulted or cancelled payment arrangements or has a history of frequent reminders to bring an arrangement up-to-date, Council has the right to cancel the existing payment arrangement; to refuse any further payment arrangement applications and to escalate the recovery action.

This will involve sending the debt to the debt recovery specialist for the commencement of legal action. In these circumstances, Council will not initiate further recovery action without first notifying the ratepayer concerned.

3.2.1. Formal Payment Arrangements – Normal Terms and Conditions:

Applications for a formal payment arrangement must be made in writing (‘Application to Pay Rates by Instalments’) and are approved by the Manager Finance or delegated officer. The payment commitment must be made on the following terms:

- **Debts less than \$2,500** – payments should be of a sufficient amount and frequency to clear the outstanding debt over a period of no longer than six (6) months; or
- **Debts greater than \$2,500** – payments should be of a sufficient amount and frequency to clear the outstanding debt over a period of no longer than twelve (12) months.

3.2.2. Other Formal Payment Arrangements – Outside of Normal Terms and Conditions:

Council may consider requests for payment arrangements which fall outside the terms outlined in Clause 3.2.1, in cases of genuine hardship and extenuating and special circumstances such as (e.g., long-term illness or unemployment).

These requests must be made in writing and are approved by the Coordinator Governance. All reasonable requests will be considered and recommended for approval, only when the payment proposal has been assessed by the Coordinator Governance as being financially sustainable. This means that the proposed repayment amount, although outside the normal terms and conditions as per Clause 3.2.1, will be sufficient to clear the debt within a reasonable timeframe (e.g., the payment term may be extended to a maximum of two (2) years, but payment must include all arrears of rates and future rates that have not yet been issued).

Ratepayers experiencing genuine financial hardship must complete the appropriate application form and submit the necessary paperwork in accordance with Council's Financial Hardship Policy – Statutory012.

If Council approves a financial hardship application, property owners may receive additional flexibility in payment options and payment arrangements as detailed in the Financial Hardship Policy – Statutory012.

3.2.3. Periodic Payments Not Representing a Formal Payment Arrangement

Requests for arrangements that are assessed as being unsustainable as per Clause 3.2.2 will not be approved. Instead, these property owners will be granted a three (3) month period whereby further debt recovery action will be suspended, to allow sufficient time for financial advice to be obtained in relation to their options.

During this period, reasonable attempts must be made by the property owner to make periodic payments to their rate accounts and failure to do so will result in an escalation of recovery actions. At the end of this three (3) month period, the property owner must either pay the outstanding debt in full or enter into a payment arrangement in accordance with the terms and conditions outlined in Clause 3.1. Failure to do either of these actions will result in the escalation of recovery actions. (e.g., debt sent to external debt collection specialist for commencement of legal action).

3.3. Interest

In accordance with *Section 133 of the Local Government Regulation 2012*, Council will apply interest at the % rate shown in the relevant financial year's revenue statement (as calculated and amended annually), compounding daily on all overdue rates and charges, from the date on which the rates and charges became overdue.

Importantly, interest charges will not apply to debts under a payment arrangement as defined in Clause 3.2, provided that regular payments are made in accordance with the agreed and approved payment schedule.

3.4. Criteria for the Implementation of Legal Action

Council has set a threshold for the referral of debts for legal action of \$800.00. As per Clause 3.1, debts equal to or greater than this threshold will initially be referred for legal debt recovery at 28 days after the expiration of the discount period, with the first stage in the legal process being the issue of a letter of demand (step 3 at Clause 3.1).

3.4.1. Debts equal to or greater than \$800.00

Legal debt recovery action will only be initiated where the balance of rates and charges is equal to or greater than \$800.00, and no approved payment arrangement, as per Clause 3.2, is in place. All legal debt recovery action is administered by Council's approved external debt collection specialist and the relevant information in relation to the referred debt is supplied by Council to the debt

collection specialist. Legal charges incurred are charged against the individual rate assessment and recovered in full by Council.

3.4.2. Debts less than \$800.00

Debts under \$800.00 are not referred to the external debt collection specialist for legal recovery action. The recovery process for these debts is a two-step process as per steps 1 and 2 of the table at Clause 3.1. The first step is the issuing of a reminder notice and then at step 2, Council issues a second Final Reminder Notice. There will be no further escalation of legal recovery action while the debt remains under the \$800.00 threshold. However, legal action may be instigated in circumstances where the debts remain outstanding for a period of at least 12 months and an approved payment arrangement (as per Clause 3.2) has not been entered into.

3.5. Criteria for Taking Action to Sell Land for Overdue Rates

In accordance with *Chapter 4, Part 12, Division 3* of the *Local Government Regulation 2012*, Council has the ability to instigate sale proceedings where rates remain outstanding beyond set periods of time. These periods are usually one (1) year for vacant land and three (3) years for all other land. Refer to the table within Clause 3.1, specifically steps 8, 9 and 10 of the debt recovery actions (Clause 3.1).

4. DEFINITIONS

Council means the South Burnett Regional Council.

Council Employee/s means a person/s 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.

Councillor means Councillor, of a local government, includes the Mayor.

Rates and Charges are defined in the *Local Government Regulation 2012* as including differential general rates, minimum general rate levies, separate rates and charges, special rates and charges, utility charges and accrued interest on outstanding balances.

Overdue Rates and Charges are defined in *Section 132* of the *Local Government Regulation 2012* as including the interest, if interest is payable, on the rates or charges and the costs, if the local government takes the ratepayer to court to recover rates or charges and the court orders the ratepayer to pay the council's costs.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Information Privacy Act 2009 (Qld)

Australian Competition and Consumer Commission Debt Collection Guidelines

Local Authorities Revenue Management Association Queensland Sale of Land Best Practice Guide

6. RELATED DOCUMENTS

South Burnett Regional Council Revenue Policy – Statutory005

South Burnett Regional Council Revenue Statement

South Burnett Regional Council Financial Hardship Policy – Statutory012

7. NEXT REVIEW

As prescribed by legislation or October 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	11 November 2009	1906499
2	Review of policy	15 June 2015	1959080
3	Review of policy – Resolution 2021/376	26 May 2021	2792107
4	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

DRAFT

9.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL MEDIA RELATIONS POLICY - STRATEGIC001**File Number:** IR2700319**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Media Relations Policy – Strategic001 as presented at the Executive and Finance & Corporate Standing Committee meeting on 13 October 2021.

SUMMARY

Committee Resolution: 2021/109

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Media Relations Policy – Strategic001 be adopted as presented.

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Media Relations Policy – Strategic001 be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 13 October 2021.

ATTACHMENTS

1. **South Burnett Regional Council Media Relations Policy - Strategic001**  



POLICY CATEGORY - NUMBER: Strategic001
POLICY OWNER: Executive Services
ECM ID: 2700319
ADOPTED:

Media Relations Policy

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

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1. POLICY STATEMENT

South Burnett Regional Council ("Council") is committed to ensuring resident, key stakeholder and wider community communication about Council operations and decisions is delivered in a proactive manner.

Council recognises media relations are one of the important communication channels that enables Council to share key messages, statements and factual information in a way that assists community understanding in the rationale behind Council's decisions, its operational intent and its progress in delivering on its strategic objectives.

The objectives of this policy are to:

- Demonstrate Council's commitment to communicating openly with the community via media outlets;
- Protect and enhance Council's reputation, integrity and brand;
- Ensure all Council representatives are aware of their responsibilities when interacting with the media;
- Provide an agreed protocol for media interactions when speaking with or on behalf of Council; and
- Demonstrate a commitment to the principles of local government as per the *Local Government Act 2009*.

2. SCOPE

The policy applies to all Council representatives and all media outlets. This policy outlines the principles, protocols and methods for managing communication to ensure consistent, factual information is provided to the community through the media.

3. GENERAL INFORMATION

Council media relations aim to be proactive in nature, with the intent of providing factual information and supporting public confidence in the organisation.

Council acknowledges its duty of care in ensuring its media relations adhere to appropriate standards of behaviour and contain information that is in the public interest. This policy outlines the principles, protocols and methods for managing communication to ensure consistent, factual information is provided to the community through the media. This policy provides guidelines for Council representatives, in their interactions with external media and acknowledges the measures

to ensure the appropriate management of Council's media efforts.

3.1. Organisational Media Relations

Organisational media relations are coordinated by Council's Executive Services (through the Communications Officer) and are responsible for overseeing information provided to the media on Council decisions, activities, services and facilities. Council media relations are proactive and aim to inform and foster public confidence in the organisation. Activities include the production of media releases, publications and the management of media enquiries.

3.2. Official Council Spokesperson for Council-wide or Regional Significance

The Mayor is the official spokesperson for all Council responses or media interviews of Council-wide or regional significance. On a case-by-case basis, the Mayor may delegate to a Councillor to speak on behalf of Council.

Executive Services (through the Communications Officer) will field all enquiries.

3.3. Official Council Spokespersons for Portfolios

Councillors are permitted to provide comment or statement when requested or approached by the media in respect of their assigned portfolios. Councillors do not need to seek direct approval from the Mayor, however, must keep the Mayor and Executive Services informed as to the nature of the comment/statements and where possible provide the comment/statements in writing.

Councillors are to work through Executive Services (the Communications Officer), to prepare media releases that support Council's portfolio activities as identified within Council's corporate plan ensuring that day to day operational related media enquiries, if directly received, are referred to the Executive Services.

In speaking with the media on divisional matters, Councillors are responsible for adhering to the principles of the *Local Government Act 2009*, the Councillor Code of Conduct and this policy, in a way that maintains Council's integrity and reputation.

Executive Services (through the Communications Officer) will field all enquiries made directly with Council.

3.4. Media Release Preparation

All media releases will be managed and distributed through Executive Services (through the Communications Officer) with content provided by the relevant Branch if requested.

Councillors may request a media release be prepared by Executive Services (through the Communications Officer). Councillors are to notify the Mayor of their request so that Mayor is kept up to date on media related matters.

Portfolio Councillors and General Managers are encouraged to provide updates, photos and stories on what is happening in the individual Councillor Portfolios to Executive Services (through the Communications Officer).

Where possible and practical alongside media releases, photographs are encouraged to enhance the verbal documentation.

3.5. Media Release Approval Process

The Chief Executive Officer or delegated officer must approve all Council media releases. Responses made by Councillors to direct requests from the media are not considered media releases and as such do not require approval by the Chief Executive Officer however to assist Councillors in their response, it is advised that Councillors make contact with Executive Services (through the Communications Officer) to ensure the information they intend to provide is true and accurate and seeking appropriate support as needed.

3.6. Responding to Media Enquiries made directly with Council

Councillors, if Chair of a Council authorised committee or a Portfolio Representative Councillor are authorised to speak on that committee or portfolio and will be contacted by Executive Services. Media representatives are requested to make direct contact with Executive Services (through the Communications Officer) in the first instance. Executive Services (through the

Communications Officer), in consultation with the relevant General Manager or delegated officer, will co-ordinate a response in accordance with Council's Media Relations Flowchart, consulting with the relevant Councillor, where appropriate.

If the matter has a specialised or technical component, the Chief Executive Officer may respond or delegate the responsibility to a senior officer.

It is preferred Council provide a written response to specific questions. All written responses shall be co-ordinated by Executive Services (through the Communications Officer) and must be approved by the relevant General Manager or the Chief Executive Officer as appropriate.

The Mayor should be notified immediately of any potential risks to Council's reputation should a response be delayed.

In all cases, where comment is made or proposed to be made to the media, the spokesperson (including Councillors) is required to notify Executive Services (through the Communications Officer) of the nature of their comments.

All correspondence to or from the media is to be forwarded to media@sbrc.qld.gov.au for records management.

3.7. Participation in Council related events / activities (where media maybe present)

In the instance where Council may host an event, for instance to launch a service or open a facility, or where Council has sponsored a project or major event, Executive Services is responsible for ensuring all Councillors are issued an invitation to attend the event/activity where practicable.

Where the attendance of Council representatives is limited, the Mayor, relevant Portfolio Councillor and Divisional Councillor are to receive the invitation in that order (as attendance numbers allow). Executive Services may extend an invitation to another Councillor or Senior Executive Team member/s should the Mayor, relevant Portfolio or Divisional Councillor be unable to attend.

3.8. Council Advertorial Activities

Council undertakes advertorial activities to ensure dedicated communication platforms for Council news such as a page or part-page in local print media. Where practical, Councillors are to be provided an opportunity to contribute to portfolio content on a rotational basis.

4. DEFINITIONS

Councillors means the Mayor and Councillors representing the 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.

Media relations means the use of the media to communicate corporate messages about Council. This includes preparation and distribution of media releases, media statements, media interviews and conferences or briefings, media launches and features.

Media means television, radio, print and social media journalists, photographers and camera operators, including representatives from trade and specialist publications and internet news services.

Media releases means communications designed to be sent to the media in order to encourage them to develop articles on a topic. A media release is written in order to highlight an important event, program, or piece of information by Council that succinctly describes *who, what, where, when, why and how* of the story. Media releases are intended to promote the interests of Council and assist Council to meet the principles of Local Government.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Community Engagement Policy – Statutory042

South Burnett Regional Council Media Relations Flowchart – Procedure027

South Burnett Regional Council Social Media Procedure – Procedure024

7. NEXT REVIEW

As prescribed by legislation or October 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1.	Adoption of Policy	24 September 2008	418029
1	Adoption of Policy	9 December 2009	817662
2	Policy Revision	21 November 2012	1407706
3	Policy Revision	16 November 2016	2022469
4	Policy Revision	13 June 2018	2512946
5	Policy Revision	15 July 2020	2700319
6	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/62	24 March 2021	2700319
7	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.8 ANNUAL OPERATIONAL PLAN 2021/2022 IMPLEMENTATION PROGRESS REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2021

File Number: 20 October 2021
Author: General Manager Finance and Corporate
Authoriser: Chief Executive Officer

PRECIS

Annual Operational Plan 2021/2022 Implementation Progress Report for the period beginning 1 July 2021 ending 30 September 2021.

SUMMARY

The South Burnett Regional Council ('Council') Annual Operational Plan ('Plan') details the projects, services and initiatives that Council planned to deliver for the 2021/2022 financial year.

Pursuant to *Section 174(3)* of the *Local Government Regulation 2012* a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Plan.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Annual Operational Plan 2021/2022 ('Plan') Implementation Progress Report for the period 1 July 2021 to 30 September 2021 be adopted as presented and the following changes be made to the Plan:

1. add in Key Activity

Investigate CCTV for Council owned and operated open spaces	Develop a CCTV policy for Council owned and operated open spaces scoping resourcing requirements. Prepare a report on Council's current CCTV systems including where some of the needs are, who owns them, how we fund their ongoing maintenance or who maintains them and how all the different systems work together	Community / Property	Community / NRM & Parks
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2. shift Key Activities to 2022/2023

Maintain service delivery across the counter at the five (5) customer service centres of Blackbutt, Nanango, Kingaroy, Wondai and Murgon	Review resourcing and establish achievable service levels for the five (5) customer service centres	Finance & Corporate / Corporate Services	Community / Library staff
Develop annual action plans for priority Sport and Recreation plans activities	Work with existing sporting groups to develop action plan priorities	Community / Property	Sport & Recreation Groups

3. change Key Activities

Continuation of Implementation of a Maintenance Management Plan for Transport Assets	Implementation of inspections, forward maintenance programmes for sealed roads, unsealed roads and bridges	Infrastructure / Works	Infrastructure / Infrastructure Planning
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Continuation of Implementation of a Maintenance Management Plan for Transport Assets	Implementation of inspections, forward maintenance programmes for footpaths	Infrastructure / Works	Infrastructure / Infrastructure Planning
4. remove Key Activity			
Adoption and implementation of the Regional Economic Development Strategy	Council to adopt the Regional Development Strategy Implementation and resourcing of the Regional Development Strategy	Executive Services	Business Community; Queensland Government

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications arise from this report other than what has been identified in Council’s financial budgeting and planning documents.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021-26	
EC	Enhancing Liveability and Lifestyle
IN	Providing Key Infrastructure for our Towns and Villages
GR	Growing our Region’s Economy and Prosperity
EN	Safeguarding our Environment
OR	Organisational Excellence
Operational Plan 2021/2022	
Periodical review and update the 2021/2022 Annual Operational Plan	

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Chief Executive Officer, General Managers and Managers have contributed to the Annual Operational Plan 2021/2022 Implementation Progress Report for the period 1 July 2021 to 30 September 2021 in respect of their relevant areas of responsibility.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Pursuant to *Section 174(3)* of the *Local Government Regulation 2012*, the Chief Executive Officer has a statutory obligation to present a written assessment of the implementation of the Annual Operational Plan.

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

In the decision-making process, Council is to consider the 23 human rights:	
1. Recognition and equality before the law;	13. Cultural rights—generally;
2. Right to life;	14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
3. Protection from torture and cruel, inhuman or degrading treatment;	15. Right to liberty and security of person;

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct policy/local law/delegation implications arise from this report which have not previously been identified operationally within Council’s planning and budget documents.

ASSET MANAGEMENT IMPLICATIONS


No direct asset management implications arise from this report other than what has been identified in Council’s financial budgeting and planning documents.

REPORT

The South Burnett Regional Council (‘Council’) Annual Operational Plan (‘Plan’) details the projects, services and initiatives that Council planned to deliver for the 2020/2021 financial year.

Pursuant to *Section 174(3)* of the *Local Government Regulation 2012* a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Plan.

ATTACHMENTS

- 1. South Burnett Regional Council Annual Operational Plan 2021/2022 Implementation Progress Report for the period 1 July 2021 to 30 September 2021** [↓](#) 



Version Control

date	comment	version
29 April 2021	Draft Operational Plan 2021-22	Draft 0.1
May to June 2021	Feedback/input from Senior Management Team and Councillors	Draft 0.2
25 June 2021	Feedback/input from Workshop with Councillors	Draft 0.3
30 June 2021	Final Draft to be tabled at the Budget Committee Meeting for information and consideration	Draft 0.4
14 July 2021	Final Draft tabled at Special Council Meeting for adoption	Draft 0.5
14 July 2021	Adopted	01
30 September 2021	1 st Quarter review and update	02

Adoption by Council

The South Burnett Regional Council 2021-22 Operational Plan was adopted by Council on 14 July 2021.

Copies of the Annual Operational Plan

Copies of Council’s Annual Operational Plan, Corporate Plan and the Annual Report are available free of charge electronically on Council’s website at www.southburnett.qld.gov.au or can be viewed at any Council Library or Customer Service Centre.

Contact Us

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Acknowledgement

We acknowledge and respect the Wakka Wakka and Wulli Wulli people, the traditional owners of this land that we live, work and play and respect their cultures, their ancestors and their elders past, present and future generations.



Introduction

The South Burnett Regional Council ('Council') 2021-22 Operational Plan is required to be developed in accordance with the *Local Government Regulation 2012* and focuses on the actions that Council staff are expected to take throughout the 12-month period in order to implement the longer term goals detailed in the South Burnett Regional Council Corporate Plan for the period 2021-26.

In accordance with the provisions of *Section 175* of the *Local Government Regulation 2012*, an Annual Operational Plan must:

- (a) be consistent with the annual budget; and
- (b) state how the local government will –
 - (i) progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
 - (ii) manage operational risks; and
- (c) include an annual performance plan for each commercial business unit of the local government.

In accordance with *Section 174(3)* of the *Local Government Regulation 2012*, Council will assess its progress towards implementing its Annual Operational Plan on a quarterly basis. The long-term strategies within the Corporate Plan are allocated to Departments to progress. Therefore, the Annual Operational Plan has displayed the operational Initiatives and operational services according to Departmental responsibility, to provide clarity and accountability, as well as provide operational focus for the Departments within Council. All day-to-day core business activities and services are not necessarily listed in the Annual Operational Plan; instead the Plan focuses on initiatives and services that will be required in the current financial year to achieve long term corporate objectives.

The Corporate Plan provides a blueprint for the future of our communities and establishes priorities and outlines strategies which best reflect the needs of our community for today and into the future. Council's Chief Executive Officer is responsible for preparing quarterly reports to the Council on the progress of the implementation of the Annual Operational Plan. These reports ensure that Council's elected members and staff are accountable for the progress made in meeting annual operational plan goals. This plan is closely linked to South Burnett Regional Council's 2021-22 budget and Council's available human resources.

The Council's Annual Operational Plan is a statement of specific works to be undertaken and services to be provided in order to progress the long-term strategies set out in Council's Corporate Plan for the current financial year. This Annual Operational Plan is prepared in conjunction with the budget, both of which are to be effective for the financial year 2021/2022.



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Theme 1 : Enhancing liveability and lifestyle - *Elevate the South Burnett region to be recognised as a “Community of choice”*

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KP EC2: Develop and Implement CBD Renewal and Revitalisation Programmes for areas of our townships including service standards for maintenance and cleaning programmes. 8

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KP EC11: Support, advocate and facilitate real outcomes on mental health and suicide prevention, including advocating for a community well-being centre. 17

KP EC12: Develop and implement a plan that makes our region’s towns ‘Communities of choice’ for people living with disability. 18

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KP IN1: Continue to provide sound asset management strategies to maintain and improve Council’s road network, bridges, drainage and street lighting, 21



KP IN2: Continue to provide sound asset management strategies to maintain and improve Council's footpath infrastructure.22

KP IN3: Continue to provide and investigate options to improve slashing and spraying programmes on state and local road networks.23

KP IN4: Collaborate with the transport sector and industry to identify key freight and transport route state infrastructure and advocate to government on asset upgrades, renewals and maintenance.23

KP IN5: Develop and implement a hierarchy and programme to refurbish median strips and roundabouts prioritising entry ways into our major towns.24

KP IN6: Continue to provide and investigate options to improve rail trail infrastructure, residential footpaths and cycleways to promote connectivity.24

KP IN7: Develop a secure and reliable urban and rural water supply system through increased allocations, upgraded and renewed infrastructure and pricing models..25

KP IN8: Continue to focus on initiatives that position our region as a destination of choice for caravan and RV camping.26

KP IN9: Undertake an audit to identify Council land that can be divested.26

KP IN10: Investigate options for leasing opportunities to not-for-profit groups and organisations.27

KP IN11: Continue to provide and investigate options to improve our saleyards as an important community asset.28

KP IN12: Identify assets that may be suitable for commercialisation.28

KP IN13: Advocate and support the specialist health services needs of our residents.29

KP IN14: Continue to provide and investigate options to improve our fetery infrastructure.29

KP IN15 Continue to provide and investigate options to improve our aerodromes29

Theme 3 : Growing our regions economy and prosperity - Boost our economy through investment and innovation that promotes population growth and community wellbeing

KP GR1: Develop and implement a well-researched, action based 'Regional Development Strategy' that supports business and employment growth.30

KP GR2: Continue to develop SBRC's investment readiness to identify a sequence of actions that can enhance Council's capability in responding to investment related enquiries.31

KP GR3: Work with key stakeholders to create a pipeline of priority shovel ready projects that aim to improve the quality of life experienced by all residents, invest in strategic infrastructure and create a prosperous future for all.31

KP GR4: Support and advocate for the development of an expanded and diversified agricultural economy, which may include, for example regenerative agriculture and centre for rural excellence and innovation.32

KP GR5: Continue to provide and investigate options to improve our arts, heritage, museums, visitor information centres and tourism infrastructure.32



KP GR6: Advocate for and support of the region's tourism sector through an industry led development of a Tourism Strategy, with particular focus on indigenous tourism, adventure tourism, international tourism and high wealth tourism.33

KP GR7: Continue to provide and investigate options to improve our dams as tourist attractions as an important community asset.33

KP GR8: Support and advocate for appropriate growth and development with responsive planning schemes, processes, customer service and other initiatives.33

KP GR9: Explore, advocate and pursue opportunities for post-secondary education within the region.34

KP GR10: Advocate for enhanced regional digital connectivity and black spots.34

KP GR11: Support local businesses through the implementation of Council's Procurement Policy and encourage others to support and buy local.35

KP GR12: Progress the 25 year Economic Roadmap as a priority project further to the National Water Infrastructure Development Fund (NWIDF) Water Feasibility Study.35

KP GR13: Advocate for and support the options short list as identified in the National Water Infrastructure Development Fund (NWIDF) Water Feasibility Study - North and South Burnett Options Analysis.36

KP GR14: Support our community and key stakeholders to build a plan for our region's eventual coal transition.36

KP GR15: Work with key stakeholders to promote workforce attraction and retention in the South Burnett.36

KP GR16: Support the development of an agricultural land and product asset mapping programme.37

Theme 4 : Safeguarding our environment – A sustainable environment, proactively and responsibly managed in partnership with the community for future generations.

KP EN1: Investigate, develop and implement an Environmental Sustainability Policy.37

KP EN2: Develop and implement energy efficient initiatives to reduce Council's energy / carbon footprint.38

KP EN3: Continue to provide and investigate options to improve waste reduction, landfill management and recycling.38

KP EN4: Ongoing commitment to bio-security and pest management, including declared and non-declared species.40

KP EN5: Encourage responsible investment in renewable energy.41

KP EN6: Encourage investment in transport innovation, for example electric vehicles and charging stations.41

KP EN7: Support initiatives that promote and protects biodiversity, natural resource management and caring and retaining our unique landscapes.42

KP EN8: Develop and implement a systematic programme to identify and take action to address overgrown allotments across all regional residential areas.42

KP EN9: Develop and implement a systematic programme to identify and take action to address stray / feral / pests and wild animals.43



KP EN10: Community education and assistance to support food and other local businesses to meet relevant Local Laws compliance standards.43

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

KP OR1: Deliver on our Corporate Plan through high level delivery of the annual operational plans.43

KP OR2: Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.44

KP OR3: Manage Council assets effectively through the development and implementation of Asset Management Plans.48

KP OR4: Continue to monitor and align the organisational structure with Council's adopted strategies and priorities.49

KP OR5: Continue to give priority to ongoing financial sustainability and prudent budget management.49

KP OR6: Implement consultative, responsible and sound project management practices.51

KP OR7: Continue implementation of zero-based budgeting to support responsible fiscal management in the preparation of Council's budget.51

KP OR8: High level implementation of Council's Customer Service Charter.52

KP OR9: Develop a continuous improvement, customer focused culture led by the senior management team and underpinned by an effective performance setting, monitoring and evaluation system.53

KP OR10: Increased commitment to community engagement and to proactive strategic delivery of media and communications.53

KP OR11: Develop for endorsement by Council a Workforce Plan that guides the engagement, development, management and performance of Council's human resources.53

KP OR12: Advocate strongly to key stakeholders, including state and federal governments, on regional priorities, including funding opportunities.55

KP OR13: Implement reliable, realistic and cost-effective business systems and practices.55

KP OR14: Continue to implement regional equity / consistency in Council's rating system.57

KP OR15: Continue to give priority to ongoing Audit and Risk and prudent management.58

KP OR16: Continue to give priority to ongoing Work Health and Safety and prudent management.59



Theme 1: ENHANCING LIVEABILITY AND LIFESTYLE - Elevate the South Burnett region to be recognised as a “Community of choice”.

Key Priority EC1: Develop and implement initiatives to enhance community parks, gardens and recreational facilities, which may include: tree planting strategy, botanical gardens and perennial (drought tolerant) shrubs and flower planting programme.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Develop and implement a ‘Level of Service Plan’ for parks, gardens and recreation facilities	Adopt ‘Level of Service Plan’	Community / NRM & Parks	Parks and Gardens
Progress update as at 30 September 2021: Council reviewed a ‘draft’ Level of Service Plan – NRM & Parks and resolved to further consider the plan at a workshop. Proposed workshop yet to be convened.			
Develop a Botanical Masterplan	Establish Advisory Committee to develop Botanical Masterplan	Community / NRM & Parks	Advisory Committee; Native Plants Qld and local enthusiasts
Progress update as at 30 September 2021: At the Ordinary General meeting on 22 September 2021, Council decided to establish the South Burnett Botanical Advisory Committee and call nominations for membership from members of the public.			

Key Priority EC2: Develop and implement CBD Renewal and Revitalisation Programmes for areas of our townships including service standards for maintenance and cleaning programmes.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Develop and implement service standards for Central Business District (‘CBD’) cleaning and maintenance regime	Establish working party to devise appropriate standards for CBD cleaning	Community / NRM & Parks	Infrastructure Department (internal)
Progress update as at 30 September 2021: Working Party has been formed consisting of Infrastructure and Parks staff, together with the inclusion of Councillors Jones and Duff.			
Continue the development of CBD Master Plans	Pre-design concept plans developed for Kumbia, Wondai, and Nanango including footpath, furniture and on-street landscaping	Infrastructure / Infrastructure Planning	Infrastructure / Works; Community / NRM & Parks
Progress update as at 30 September 2021: The concept plans have been developed for Kumbia has been drafted as part of the Streetscape design for consultation with the community. The plans for Wondai and Nanango will be completed after other capital design projects have been completed, due for action in the first half of 2022.			

Continuation of Implementation of a Maintenance Management Plan for Transport Assets	Implementation of inspection and maintenance programme for CBD footpaths and furniture including one full pressure clean per annum across Murgon, Nanango, Kingaroy, Wondai, Proston and Blackbutt	Infrastructure / Works	Community / NRM & Parks
Progress update as at 30 September 2021: Council has resolved that a demonstration of a Litter Vac and Pavement Scrubber, Council operated spray trailer and Council street sweeper be arranged for Councillors and relevant Parks and Gardens and Infrastructure staff to attend. Demonstrations are expected in October 2021.			
Investigate CCTV for Council owned and operated open spaces	Develop a CCTV policy for Council owned and operated open spaces scoping resourcing requirements. Prepare a report on Council's current CCTV systems including where some of the needs are, who owns them, how we fund their ongoing maintenance or who maintains them and how all the different systems work together	Community / Property	Community / NRM & Parks
Progress update as at 30 September 2021: Added to 2021/2022 Annual Operational Plan at 1 st quarter review as per Council resolution 2021/12			

Key Priority EC3: Advocate to minimise the impact of heavy vehicle traffic in the CBD areas of major towns as appropriate.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Work in partnership with TMR and NHVR to identify possible alternative routes to CBD areas	Identify alternative heavy vehicle route for Kingaroy CBD	Infrastructure / Infrastructure Planning	Infrastructure / Works
Progress update as at 30 September 2021: Council officers have been in contact with TMR around heavy vehicle routes through Kingaroy to support industry and access to their destination. Further advocacy is continuing over the coming months on key infrastructure nodes to support these outcomes.			

Key Priority EC4: Develop and implement a regionally themed Arts, Culture and Heritage Strategic Plan incorporating all of our communities.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners

Develop a South Burnett Arts, Culture and Heritage Strategic Plan	Develop a South Burnett Arts, Culture and Heritage Strategic Plan which will identify points of difference to inform a regionally themed experience and commence the development of associated work plans within available resources	Executive Services	Community / Property; Arts Culture Heritage Advisory Committee; Local Heritage, Arts and Culture Groups
Progress update as at 30 September 2021: Art, Culture and Heritage Strategic Policy adopted by Council 20 January 2021. Terms of Reference for Arts, Culture and Heritage Advisory Committee adopted 24 March 2021. Expression of interest released 19 August 2021.			
Engage Museum Curator to review Councils 5 museums	Seek external funding and engage partnerships to engage a Curator to prepare Reports for Council's managed museums to commence in 2022	Executive Services	Community / Property; Local Heritage Groups external industry partnerships
Progress update as at 30 September 2021: Museum / Heritage Curator to visit each Council site and provide a report on how Council is progressing - funding required after initial investigation estimated at \$15,000 – currently considering options			
Develop Masterplan for Kingaroy Visitor Information Centre, Museum, Art Gallery Precinct	Seek external funding and engage partnerships to develop a Master plan to improve utilisation of current floor space, identify future development and promotion of site	Community / Property	Executive Services; external industry partnerships
Progress update as at 30 September 2021: No funding source has suitably been identified to date.			
Negotiate Art Gallery Memorandum of Understandings ("MOUs") with Kingaroy Art Gallery and Wondai Art Gallery	2 new MOUs negotiated	Community / Property	Executive Services; Art Gallery Groups
Progress update as at 30 September 2021: No progress to date.			
Prepare funding submission to enhance Arts, Culture and Heritage displays, restoration projects, arts and workshops	Secure funding for Heritage Restoration works at Boondooma Homestead, Ringsfield House and Murgon Hall (including explore opportunities to partner with local community groups)	Community / Property	Executive Services; Local Heritage Groups
Progress update as at 30 September 2021: Council is working in partnership with Boondooma Museum & Heritage Association Inc in the development of a funding application for a grant to assist in the development of Conservation Management Plan. Boondooma Museum & Heritage Association Inc have been successful with a grant. Council has also contributed some funding to help with the development of the Conservation Management Plan. Consultant has been appointed.			



Key Priority EC5: Continue to support, renew and maintain pools, halls, libraries and Customer Service Centres across our region at agreed service levels.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Maintain service delivery across the counter at the five (5) customer service centres of Blackbutt, Nanango, Kingaroy, Wondai and Murgon	Review resourcing and establish achievable service levels for the five (5) customer service centres (2021/22 to 2022/23) Develop and implement a skills development programme for customer service officers	Finance & Corporate Services	Community / Library staff
<p>Progress update as at 30 September 2021: The Employee Development Review ('EDR') period has been a key starting point in undertaking the design of the Skills Development Programme to be complete end of October 2021. An inhouse training program on Managing Aggressive Customer behaviour has been developed, with training rolled out to officer who are working in customer services areas. A procedure on how to manage customer aggressive behaviour has been developed and approval with awareness communications undertaken with the Customer Service Team. Council's Workplace Health & Safety Team are working with Corporate Services to deliver a range of procedures to further assist staff in their dealings with customers and community. A review of the resourcing and establishment of achievable service levels is on hold until the organisational structure is adopted by Council and implemented organisationally which will enable an accurate undertaking of the resources available to deliver a range of services to the community on behalf of Council.</p>			
Implement Building Capex Budget, Works for Queensland Grant, Building Better Region Grants to improve Council's facilities	Number of: <ul style="list-style-type: none"> - Building Capex Projects completed - Works for Queensland Grant completed - Building Better Region Grants completed 	Community / Property/ NRM / Parks	Contractors
<p>Progress update as at 30 September 2021: Works for Queensland Round 4 projects and scope of works yet to be finalised. Capex projects under review and funding announcement pending for Building Better Regions. Building CapEx projects have been awarded and works commencing on Wondai Showground Grandstand and CCTV upgrades in Kingaroy Forecourt. Contracts awarded for South Burnett Aquatic Centre Bathroom Renovations and Kingaroy Air Condition Renewal.</p>			
Review and extend utilisation of Council owned community halls in consultation with key stakeholders	Activation plan for utilisation of Council owned community halls.	Community/ Property	Community Groups
<p>Progress update as at 30 September 2021: No progress</p>			
Implement Council's facilities maintenance programmes to meet agreed service levels	Contractors appointed to deliver agreed service levels for the following services: <ul style="list-style-type: none"> - Cleaning contracts - Fire and electrical safety inspections - Pest Control inspections and treatment 	Community / Property	Contractors

	<ul style="list-style-type: none"> - Sanitary Bin Servicing - Security contracts - Tank Cleaning - UV filter cleaning - Exhaust Fan and Chimney Flu cleaning - Grease Trap and Back Flow Prevention cleaning 		
<p>Progress update as at 30 September 2021: Contractors have been appointed for all maintenance programs on Council building assets. Security quotations closed Friday 1st of October.</p>			
Maintain Council Swimming Pools	<p>Appoint and manage 4 swimming pool managers for swimming season</p> <p>Number of Safety plan actions implemented for 4 swimming pools</p> <p>Kingaroy Swimming Pool and Memorial Park Masterplan and cost analysis completed on all options</p> <p>Kingaroy Swimming Pool and Memorial Park Masterplan prepared for future Building Better Region Fund grant application</p>	Community / Property	Swimming Pool Managers
<p>Progress update as at 30 September 2021: Council has advertised extensively since March 2021 for suitably qualified tenderers to take on the operation and management of South Burnett Pools. It has proven to be a very difficult year to attract people into these business opportunities and to find staff. Whilst many reasons are contributing to the unavailability of pool managers, the impact of the ongoing uncertainty around COVID 19 has had a significant impact. Council has received feedback that limited security for employment during COVID 19 with closures/potential closures with very little notice has seen a large number of people leave the industry. This impact on top increased supervision requirements for lifeguards, increased level of qualifications required to operate a public pool, long hours of operation and unpredictable hours of operation due to weather conditions has resulted in a significant workforce shortage in the industry. The above challenges and the inability to source suitably qualified managers and staff will result in reduced public access to some South Burnett pools over the upcoming season. Pool season commences 18th of September. Details of pool operations are provided below. Proston Swimming Pool – Closed for public access. Unfortunately, Council has been unsuccessful in finding a pool manager. Council has advertised state-wide and locally several times for a pool manager to operate and manage the Department of Education owned Proston Swimming Pool for public use.</p>			



<p>The Department of Education will manage the pool for school swimming purposes only. This pool will not be available for the community to use after school hours or on weekends.</p> <p>Council will continue to advertise and look for a suitable pool manager, however at this stage no community use, learn to swim or exercise classes will be available at Proston Swimming Pool. Please contact Murgon Swimming Pool, Kingaroy Swimming Pool or South Burnett Aquatic Centre for learn to swim, swimming classes, squads, and exercise classes.</p> <p>Murgon Jubilee Swimming Pool – opens 18th of September 2021</p> <p>Belgravia Health & Leisure has been appointed to operate and manage Murgon Jubilee Swimming Pool. Belgravia are continuing to advertise for suitable staff to work at Murgon Swimming Pool. Council has negotiated reduced hours of operation until a full crew of staff are appointed into positions.</p> <p>Wondai Swimming Pool – Temporary Pool Manager</p> <p>Council has been unsuccessful in sourcing a permanent pool manager. Negotiations are currently in progress for the engagement of a temporary manager with Council to consider a proposal for the appointment of a temporary pool manager and reduced hours at the General Council Meeting on 22nd of September 2021. Wondai Swimming Pool will not open on the 18th of September 2021; however, it is anticipated temporary arrangements will be in place in the near future.</p> <p>Kingaroy and South Burnett Aquatic Centre – opens 18th of September 2021</p> <p>Summer Country Aquatics have been appointed to operate and manage Kingaroy Swimming Pool. Country Aquatics currently operates South Burnett Aquatic Centre, Blackbutt Swimming Pool, Yarraman and Crows Nest swimming pools. Kingaroy Swimming Pool Opened Saturday 18th September 2021.</p> <p>South Burnett Aquatic Centre – remains open</p> <p>Summer Country Aquatics operates South Burnett aquatic Centre. This pool has remained opened during winter season.</p> <p>All 4 pools have up to date supervision plans.</p> <p>Master plan for Kingaroy Memorial Swimming Pool and Kingaroy Memorial Park Tender documentation has been prepared. ONF have completed detailed survey of the site. Tender opened 16th of September and closes 12th of October 2021.</p>			
Develop up to date Asbestos's Reports for Council Facilities	Number of Asbestos's reports completed for Council Facilities	Community / Property	Contractors
<p>Progress update as at 30 September 2021:</p> <p>Inspected and prepared list of Council buildings that will require new Asbestos's reports. Council officers are preparing the template for Asbestos's reporting to ensure the new reports are more detailed and higher number of samples are taken to identify Asbestos's externally and internally within a building. Each sample will require a Certificate of Analysis.</p>			
Implement Building Asset Management Plan - Identify list of buildings assets to divest, fund the disposal of the asset	Number of buildings at end of life ready for disposing or repurposing	Community / Property	
<p>Progress update as at 30 September 2021:</p> <p>Review and investigation have commenced into poor condition assets. Council is working with 2 community organisations to look at future usage and disposal of poor condition assets.</p>			

Enable free and equitable access to library facilities and services for all members of the community as per State Library of Queensland's ('SLQ') Service Level Agreement	Visitation to South Burnett Libraries recorded for inclusion in Council reports and SLQ's annual statistical return.	Community / Libraries	
<p>Progress update as at 30 September 2021: 32,446 total visitations from 1 July 2021 – 30 September 2021 across six branches. Visitation to each branch as follows: Blackbutt 3,980 Kingaroy 10,332 Murgon 4,483 Nanango 6,874 Proston 3,656 Wondai 3,121.</p>			
Provide library collections which meet the information, education, recreation and cultural needs of the community, and support the development of lifelong learning	Utilise SLQ Public Library Grant for collection development. Document collection usage and trends for SLQ's annual statistical return	Community / Libraries	State Library Queensland
<p>Progress update as at 30 September 2021: 1st quarter Public Library Grant instalment of \$42,289 received. These funds facilitated the addition of 1,371 new physical and digital items to the collection from 1 July 2021 – 30 September 2022. For this period: 30,319 physical items were loaned and renewed + 6,673 digital loans and renewals 48,886 items returned 3,537 customer reservations were satisfied 282 new members joined the service</p>			
Develop and deliver diverse and engaging library programmes that support the learning and recreation needs of the community	Facilitate programmes that target early literacy, family literacy, adult literacy and digital literacy. Document attendance for inclusion in Council reports and the SLQ annual statistical return	Community / Libraries	
<p>Progress update as at 30 September 2021: From 1 July 2021 – 30 September 2021 South Burnett Libraries facilitated programs as follows: 0-5 Early childhood: 75 sessions with 1,261 attendees 6-12: 28 sessions with 338 attendees Adult: 127 sessions with 491 attendees Digital literacy: 47 sessions with 110 attendees Cultural celebration: 1 session with 14 attendees</p>			
Deliver services and activities to targeted community groups, non-library users, or those who cannot reach a physical library facility	Plan and delivery regular outreach sessions. Document attendance for inclusion in Council reports and SLQ's annual statistical return	Community / Libraries	



Progress update as at 30 September 2021: From 1 July 2021 – 30 September 2021 South Burnett Libraries delivered 14 programs off site with a total attendance of 693. Events included Under 8s Day, Murgon Farmer’s Day Out, Book Week, Wondai Partners in Foster Care Day and the Blue Gum Farm TV concert.			
Meet requirements of SLQ’s First 5 Forever funding	Document programme attendance for Council reports inclusion in SLQ’s annual statistical return	Community / Libraries	State Library Queensland
Progress update as at 30 September 2021: First 5 Forever yearly allocation is \$21,651.95 First 5 Forever programming totalled: Onsite (Rhyme Time & Story Time) 62 sessions and 599 attendees Offsite (Community Outreach) 13 sessions and 662 attendees			

Key Priority EC6: Appropriately support and encourage volunteers, advisory groups and community organisations to value add to Council’s services and infrastructure.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Support Boondooma Museum and Heritage Association Inc	Attend a minimum of 4 Advisory Group meetings per year to provide advice and assistance in the management of Boondooma Homestead.	Communities / Property	Boondooma Museum & Heritage Association Inc
Progress update as at 30 September 2021: Council officers and Councillors have attended 2 Advisory group meetings to provide updates on the restoration work at the Stone Store, seeking DTMR approval for Roadside Corridor approval for sign, restoration works on stock yards, maintenance to caretaker’s house and surrounding buildings. Council provided advice and assistance with planning for community events i.e. training for food safe handling, volunteer inductions.			
Establish, develop and support a Ringsfield House Advisory Committee	Advisory Group meetings to provide advice and assistance in the management of Ringsfield House.	Communities / Property	Ringsfield House Advisory Group members
Progress update as at 30 September 2021: Council resolved to form a Ringsfield House Advisory Group. Council internal working group has developed position descriptions and terms of reference for the advisory group.			
Support and partnership with local SES groups	Provide funding and facilitate the ongoing development of the local SES groups within the region.	Infrastructure	
Progress update as at 30 September 2021: South Burnett Regional Council continues to operationally support SES by providing supply’s for training and operations as required.			

Explore partnership opportunities to support local volunteer groups	Identify the local volunteer groups and the entry point for Council to support and encourage volunteer groups adding value to Council services and infrastructure Explore opportunity to support and enable community capacity building alongside community groups and service clubs	Community	Community groups
Progress update as at 30 September 2021: No progress to date. This activity is currently under resourced with actions to be assessed following organisational structure discussions.			

Key Priority EC7: Development and implementation, in consultation with local communities, of realistically achievable rural resilience programmes.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Support local community groups to create community cohesive events, activities and programmes	Utilise external funding to deliver programmes in partnership with local community groups to facilitate community connectiveness events, activities and programmes	Community	Community Groups; External funding bodies
Progress update as at 30 September 2021: Initial support to be provided through Council's community grant program with round 1 applications under review with successful applications to be announced in October 2021. External funding identified with guidelines and programme to be developed over 2 nd Quarter of 2021/22.			

Key Priority EC8: Partner with our region's youth to develop and implement a Regional Youth Plan.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Advocate for and facilitate wellbeing events supporting the regions youth	Youth focused activities undertaken Explore funding opportunities working in partnership with local youth services providers Establish a Youth Council aligned to Council's community engagement framework	Community	CTC Youth Services; Community Organisations; Local Schools
Progress update as at 30 September 2021:			

Council resolved to support the establishment of a South Burnett Regional Council Youth Council with a Terms of Reference to be developed and brought back to Council for adoption. Initial contact has been made with regional school clusters to identify interested candidates.

Key Priority EC9: Develop, in consultation with communities, Community Plans that identify key priorities for each town and village to inform Council's prioritisation.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Develop town and village community plans	Localised community plans developed for towns and villages utilising consultation conducted by the Mayor and Councillors	Executive Services / Office of the CEO	Community
Progress update as at 30 September 2021: Feedback consolidated from process conducted by Mayor and Councillors in 2020 – 2021 financial year. With completion of Corporate Plan this will be a focus for completion in current financial year.			

Key Priority EC10: Support indigenous reconciliation and empowerment through the development and implementation of a Reconciliation Action Plan.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Development of a Reconciliation Action Plan	Establishment of Monthly Working Group Meetings Adoption by Council of a Reconciliation Action Plan	Community	Cherbourg Aboriginal Shire Council; Indigenous Community Members
Progress update as at 30 September 2021: Initial meetings held with Councillor Duff, General Manager Community and Cherbourg Aboriginal Shire Council representatives with a draft Reconciliation Action Plan template sourced.			

Key Priority EC11: Support, advocate and facilitate real outcomes on mental health and suicide prevention, including advocating for a community well-being centre.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Council advocacy for mental health and suicide prevention programme	Council working with community stakeholders and government to advocate for a community well-being centre including	Executive Services /	State and Federal Governments; Well-being

	representation to funding bodies such as Head Start / Head Space programmes	Office of the CEO	Service Providers
<p>Progress update as at 30 September 2021: Partnership with PHN for project supporting Youth Mental Health with secondment of an officer for 12 months in the role of Youth Mental Health Coordinator. Council participated in a site inspection and meeting regarding the Cherbourg Murgon Youth Hub. Meetings/deputation held in conjunction with the Australian Local Government National Congress in Canberra with Federal Government Minister to promote the need for increased mental health services including Headspace. Participation and attendance at Kingaroy Stakeholder Consultative Group Meetings with local and regional health service providers.</p>			

Key Priority EC12: Develop and implement a plan that makes our region's towns 'Communities of choice' for people living with disability.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Review disabled parking and footpath access in conjunction with CBD master plans	Pre-design concept plans developed for Kumbia, Wondai, and Nanango including footpath, furniture and on-street landscaping	Infrastructure / Infrastructure Planning	Community; Local Businesses
<p>Progress update as at 30 September 2021: The concept plans have been developed for Kumbia has been drafted as part of the Streetscape design for consultation with the community. The plans for Wondai and Nanango will be completed after other capital design projects have been completed, due for action in the first half of 2022 in conjunction with EC2.</p>			

Key Priority EC13: Work with our senior citizens to provide greater opportunities for them to play an active role in our communities and to age in place.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Engagement with local senior groups to develop strategies to facilitate a region for aging in place and meaningful community contribution	Establish a consultation framework to facilitate programmes and activities which provide for meaningful participation by our elderly in our community	Community	Seniors Groups
<p>Progress update as at 30 September 2021: Initial discussions have been held with representatives of U3A (University of the Third Age) with respect to the establishment of U3A in the South Burnett. Council hosted an initial meeting of interested community representatives with a very successful outcome being the formation a Steering Committee which will progress a public meeting and the goal of forming a U3A group in the South Burnett.</p>			

Key Priority EC14: Develop and implement a systematic programme for non-compliant commercial properties and residential living arrangements that pose significant health and safety risks.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Investigate a homeless persons policy framework	Investigate a Policy framework aligned to legislation to address the issue and assist homeless persons, working with local community service providers	Community	Compliance Legal Advisor; Community service providers
Progress update as at 30 September 2021: No progress to date. This activity is currently under resourced with actions to be assessed following organisational structure discussions.			
Develop residential occupation policy	Develop a draft policy aligned to legislation presented to Council for its consideration	Community / Planning & Land Management / Environment & Waste	Residential Property Owners; Community Service Providers
Progress update as at 30 September 2021: Initial policy research commenced with Councillor workshop scheduled for the second quarter of the year.			
Regulation of Council's Local Laws, including but not limited to animal management	Development of and implementation of regular statistical reporting on activities Develop a draft visual amenity policy	Community / Environment & Waste	RSPCA; Queensland Department of Agriculture and Fisheries; Queensland Biosecurity Department drumMUSTER; Queensland Main Roads
Progress update as at 30 September 2021: Statistical report compiled and presented to Community Standing Committee monthly. Initial research commenced on visual amenity policy with Councillor workshop scheduled for the second quarter of the year.			

Public health licence applications, routine inspections of licensed premises, customer request management and mosquito management	Development of and implementation of regular statistical reporting on activities	Community / Environment & Waste	Queensland Health
Progress update as at 30 September 2021: Statistical report compiled and presented to Community Standing Committee monthly.			

Key Priority EC15: Continue to provide pro-active support to the Local Disaster Management Group.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Lead and Administer the Local Disaster Management Group for the South Burnett	Continue to operate and administer activities of the LDMG	Infrastructure / Disaster Management	Local Disaster Management Group
<p>Progress update as at 30 September 2021: The Local Disaster Management Group continues to monitor the current COVID-19 situation and will provide support to QLD Health and Queensland Police Service as requested.</p> <p>Council's Disaster Management Team and the LDMG collaboratively embarked on a journey to redevelop the LDMP and sub plans to deliver modern, informative, understandable, succinct and practical plan. The LDMP will also become an interactive plan which will be located on Council's website. The new LDMP and sub plans meet the requirements of legislation, regulations, guidance and frameworks associated with the Queensland Disaster Management Arrangements (QDMA). The plan consists of disaster management philosophy which embraces prevention, preparedness, response and recovery procedures. It identifies strategies for disaster resilience and supports the Get Ready Queensland and Get Ready South Burnett messages. Every region is susceptible and at risk of local and major disaster events. The plan will provide Council the arrangements to ensure there is an effective and coordinated response to a disaster event, and to facilitate a speedy return to a safe and secure environment as soon as possible after that event.</p> <p>The Bunya Mountains Community Disaster Management Subgroup on the 1 of September 2021 carrying out their first quarterly meeting since the creation of the sub plan. Community Group members participated in training which was being facilitated by Queensland Fire and Emergency Services and Disaster Management Officers from Western Downs and South Burnett. The South Burnett Local Disaster Management Group also held its quarterly meeting on 2 September 2021.</p>			

Key Priority EC16: Partner with community to develop and promote events.



<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Support community development through delivery of Council's Community Grants programme	Community organisations access to grant funding. Funding distributed In-kind support provided to community groups	Community	Councillors Community organisations
Progress update as at 30 September 2021: First Round of Community Grant program released closing 31 August 2021. Assessment of grant applications currently underway with announcement of successful applicants in October 2021.			
Seek external funding for community events	Community events held	Community	Community Organisations
Progress update as at 30 September 2021: To be progressed over 2 nd half of year dependant on COVID restrictions.			

Key Priority EC17: Support for the implementation of the adopted Sport and Recreation Plan through prioritised annual action plans.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Develop annual action plans for priority Sport and Recreation plans activities (2021/22 to 2022/23)	Work with existing sporting groups to develop action plan priorities	Community / Property	Sport & Recreation Groups
Progress update as at 30 September 2021: No progress to date. This activity is currently under resourced with actions to be assessed following organisational structure discussions.			

Theme 2: PROVIDING KEY INFRASTRUCTURE FOR OUR TOWNS AND VILLAGES – *Develop, renew and maintain community infrastructure through sound asset management principles.*

Key Priority IN1: Continue to provide sound asset management strategies to maintain and improve Council's road network, bridges, drainage and street lighting.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
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Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology	10 year works programme developed in accordance with asset management strategy with adoption by Council	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 30 September 2021: 10 year works programme development is continuing.			
Review current Asset Management Plan and strategy for transport assets	Review of current asset management plan and methodologies including options for rationalisation	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 30 September 2021: Review of asset management plan and rationalisation yet to commence.			
Continuation of Implementation of a Maintenance Management Plan for Transport Assets	Implementation of inspections, forward maintenance programmes for sealed roads, unsealed roads and bridges and footpaths	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 30 September 2021: Maintenance management program now imbedded within maintenance team for Council road network. Current focus is on sealed road network inspections and forward works program efficiencies.			

Key Priority IN2: Continue to provide sound asset management strategies to maintain and improve Council's footpath infrastructure.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology	10 year works programme developed in accordance with asset management strategy with adoption by Council	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 30 September 2021: A footpath prioritisation tool is currently being developed to assist with decision making, collecting data to inform Council on need and risk. This will be developed through the second quarter to assist with future decision making for the 2022/2023 budget. Nearing completion of footpath condition assessment to inform 10 year works program.			
Review current Asset Management Plan and strategy for transport assets	Review of current asset management plan and methodologies including options for rationalisation	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 30 September 2021: Review of asset management plan and rationalisation yet to commence.			

Continuation of Implementation of a Maintenance Management Plan for Transport Assets	Implementation of inspections, forward maintenance programmes for sealed roads, unsealed roads, bridges and footpaths	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 30 September 2021: Footpath inspection being undertaken in conjunction with footpath condition assessment as part of IN2.			
Review of Asset Management Business processing for integration into one Asset Management System in Tech One	TechOne for holistic approach to consolidation of all Asset Business Systems, maintenance and data for improved efficiencies and cost saving business processes.	Finance & Corporate/ICT	Infrastructure/ Infrastructure Planning Community/ Property
Progress update as at 30 September 2021: Three-year project. Plant and Fleet Asset, Maintenance and Operational Business Process review commencing in October 2021.			

Key Priority IN3: Continue to provide and investigate options to improve slashing and spraying programmes on state and local road networks.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Review of current slashing and spraying service levels	Review of unit rates and schedules completed and options for increased service levels	Infrastructure / Works	
Progress update as at 30 September 2021: Review of slashing service levels completed as part of the 2021/2022 Operational budget deliberations.			

Key Priority IN4: Collaborate with the transport sector and industry to identify key freight and transport route state infrastructure and advocate to government on asset upgrades, renewals and maintenance.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Identify key transport routes in the South Burnett Region and engage with TMR and RRTG	Identify key transport routes on state and local networks	Infrastructure / Infrastructure Planning	National Heavy Vehicle Regulator (NHVR); Regional Roads & Transport Group (RRTG)
Progress update as at 30 September 2021: These key transport routes will be done in conjunction with the response for Item EC3 highlighting the road hierarchy and the infrastructure to support the oversize and over mass network for commercial movements to and through the South Burnett.			

Key Priority IN5: Develop and implement a hierarchy and programme to refurbish median strips and roundabouts prioritising entry ways into our major towns.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology	10 year works programme developed in accordance with asset management strategy with adoption by Council	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 30 September 2021: 10 year works program for medians and roundabouts yet to commence.			

Key Priority IN6: Continue to provide and investigate options to improve rail trail infrastructure, residential footpaths and cycleways to promote connectivity.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Actively liaise with rail trail users and champions to identify improvements and enhancement potential	Develop ongoing communication to discuss potential projects Investigate funding opportunities	Community / NRM & Parks	Friends of the Rail Trail Brisbane Valley Group
Progress update as at 30 September 2021: Ongoing communication with South Burnett Rail Trail Users and BVRT Ambassadors regarding potential projects, repairs and improvements and to consider funding opportunities.			
Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology	10 year works programme developed in accordance with asset management strategy with adoption by Council	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 30 September 2021: Refer to IN2 footpath 10-year works program progress.			
Investigate options for a Moffatdale rail trail loop	Moffatdale Rail Trial Loop designed.	Infrastructure	Parks Department; South Burnett Rail Trail Users Association; South Burnett Mountain Bike Club
Progress update as at 30 September 2021: Further investigation and consultation will be undertaken in early 2022 in order to advance this rail trail loop for the cycling community.			

Key Priority IN7: Develop a secure and reliable urban and rural water supply system through increased allocations, upgraded and renewed infrastructure and pricing models.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Achieve compliance with treatment plant licence conditions, dam safety, public health requirements with statutory timeframes for reporting achieved	No breach of licence conditions / Statutory reports submitted in require timeframes	Infrastructure / Water & Wastewater	
Progress update as at 30 September 2021: Currently compliant with licence conditions with no breaches			
Review current Asset Management Plan and strategy for Water and Wastewater assets	Asset management plan developed in accordance with Council and community service levels	Infrastructure / Water & Wastewater	Infrastructure / Infrastructure Planning
Progress update as at 30 September 2021: Currently reviewing asset management plan should be finalised by November			
Review and comply with customer service standards for water and wastewater infrastructure	Completed review is advertised for customer feedback and posted on web site as required by the regulator	Infrastructure / Water & Wastewater	
Progress update as at 30 September 2021: Completed for 2021/2022			
Development of Urban water supply strategy for all town water supplies	Completion of future water security reports for each potable scheme with recommendations for future planning	Infrastructure / Water & Wastewater	
Progress update as at 30 September 2021: Work in progress should be completed by December 2021.			
Development of a prioritised 10-year works programme for the replacement, upgrade and construction of new and existing water and wastewater assets	10 year works programme completed in accordance with asset management strategy	Infrastructure / Water & Wastewater	Infrastructure / Infrastructure Planning
Progress update as at 30 September 2021: 10-year capital plan has be completed and presented to Council.			

Key Priority IN8: Continue to focus on initiatives that position our region as a destination of choice for caravan and RV camping.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Review operation of Council operated free camp sites	Council maintained free camp sites maintained at level expected by community	Community / NRM & Parks	Environment & Waste / Planning & Land Management Branches
Progress update as at 30 September 2021: No progress to date.			

Key Priority IN9: Undertake an audit to identify Council land that can be divested.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Affordable Housing Pilot Project	Pilot project actioned and completed	Community / Planning	Property Branch (internal); Local Community Service Providers; Local Builders
Progress update as at 30 September 2021: Internal working group meeting has been held to discuss Affordable Housing Pilot project objectives. Group is waiting to review Council's Vacant Land audit to see if anything is suitable for the pilot project.			
Develop and implement Council's Vacant Land Investigation Audit	Number of identified freehold land parcels suitable for disposal Number of land parcels disposed of and removed from Council's asset register	Community / Property	Department of Resources; Real Estate Agents
Progress update as at 30 September 2021: Desktop review of consolidated land assets, ratings database and ATS search has been completed. Council workshop has been held to advise Councillors of the number and location of vacant land parcels in the South Burnett.			
Review/Consolidate Reserve land holdings	Number of Reserves consolidated Number of Reserve land parcels divested or repurposed	Community / Property	Department of Resources
Progress update as at 30 September 2021:			

Desktop review of consolidated reserve land holdings has commenced.

Key Priority IN10: Investigate options for leasing opportunities to not-for-profit groups and organisations.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Negotiate new leases with community groups; and Renew existing community group leases	Number of new leases with community groups Number of existing community group leases renewed Number of leases managed with Council Lease Register	Community / Property	Not –for–profit organisations
Progress update as at 30 September 2021: New leases or Licences have been offered to Kingaroy Junior Cricket Association, Bunya Valley Landcare Group, Barambah United Soccer, Kingaroy Chamber of Commerce & Industry Inc, Kingaroy BaconFest Inc. Support and advise provided to existing lessees include; Kingaroy Observatory, Kingaroy & District Vintage Machinery Club, South Burnett Motors in Motion Inc, South Burnett Woodcrafters Inc, Bunya Mountain Community Group, South Burnett Mountain Bike Group, Proston Golden Spurs Camp draft Association Inc, Kingaroy, Proston, Nanango and Murgon Men’s Shed, Murgon PCYC, South Burnett Fossickers and Gem Group, Barambah Beekeepers, South Burnett Western Performance Club and Kingaroy Junior Rugby League Inc.			
Provide community information sessions on lessee responsibilities	Number of community information sessions held on lessee responsibilities Number of fact sheets prepared for community groups as education tools on lessee responsibilities	Community / Property	Not –for–profit organisations
Progress update as at 30 September 2021: Council officers have provided individual advice and attended community group meetings to discuss and interpret lease terms and conditions. Preliminary investigations have commenced on the development of lease fact sheets to assist community groups in managing operations within lease terms. Includes networking and liaising with other Councils on educational resources i.e., fact sheets.			
Support Wondai RSL Subbranch develop a conceptual/master plan for a Memorial Park adjacent to the Wondai Memorial Swimming Pool.	Development of a draft concept plan/proposal for public consultation. Wondai RSL Subbranch undertake public consultation.	Community / Parks	Wondai RSL Subbranch Property Department
Progress update as at 30 September 2021:			

No works have progressed to date due to limited funding in the 2021/22 budget to develop conceptual / master plan. This works would be considered in the 2022/2023.

Key Priority IN11: Continue to provide and investigate options to improve our saleyards as an important community asset.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Building Better Regions Fund ('BBBF') – saleyard infrastructure upgrades	If successful implement BBRF – saleyard infrastructure upgrades	Community / NRM & Parks	Contractors
Progress update as at 30 September 2021: No advice concerning BBRF funding allocations. Work continuing on Coolabunia Saleyards Working Group.			
Investigate commercialisation and ownership structure for Coolabunia saleyards	Review options and prepare business plan	Community / NRM & Parks	Selling agents & users
Progress update as at 30 September 2021: Inaugural meeting of Coolabunia Saleyards Working Group set-down for mid-October.			

Key Priority IN12: Identify assets that may be suitable for commercialisation.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Investigate and Develop commercial arrangements Commercial Shops owned by Council	Commercial Tenancy Agreements for Council owned shopfronts in Murgon and Kingaroy	Community / Property	Commercial Tenants
Progress update as at 30 September 2021: Murgon Shop Asbestos removal to occur prior to the shops been advertised for tenancy.			
Investigate and Develop commercial arrangements for Tourist Parks currently managed by Council	Commercial Leases for Tourist Parks	Community / NRM & Parks	Commercial Tenants
Progress update as at 30 September 2021: New commercial leases signed and sealed for BP and Boondooma Dams current until 1 August 2022.			
Investigate and Develop commercial arrangements for Coolabunia Saleyards and Clearing Dips	Commercial Lease for Coolabunia Saleyards and Nanango Cattle Clearing Dip Facility	Community / NRM & Parks	Commercial Tenants
Progress update as at 30 September 2021:			

Council offered the lease of the three dip facilities (Wondai, Proston, Nanango) by way of tender. Council resolved at the September Council meeting to award a lease for the management of Wondai Cattle Tick clearing facility. Further discussions and negotiations to occur for Proston and Nanango Dip Facilities.			
Investigate and Develop commercial arrangements for Private Hospital	Review and implement measures that will allow for continued hospital and community health outcomes	Community / Property	Commercial Tenants
Progress update as at 30 September 2021: Progressing under the direct supervision of Council's Chief Executive Officer			

Key Priority IN13: Advocate and support the specialist health services needs of our residents.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Advocate for specialist and community health services	Maintenance of current services of a minimum	Executive Services/Office of the CEO	DDHB; PHN; Queensland and Federal Governments; Medical Service Providers
Progress update as at 30 September 2021: Regular meetings continued to be held with stakeholders to advocate for regional health initiatives. Council considered the lease of the Lady Bjelke-Petersen Community Hospital and moved to lease the site to South Bank Medical Group. PHN grant allowed for the appointment of a youth mental health coordinator. Establishment of Youth Mental Hub on grounds at Murgon State High School. Councillors met in Canberra with Ministers to advocate improved mental health services. Submissions made to Federal Minister for Head Space and Head Start.			

Key Priority IN14: Continue to provide and investigate options to improve our cemetery infrastructure.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Maintain cemetery infrastructure	Seeking external funding to provide and investigate options to improve cemetery infrastructure	Community/ NRM & Parks	
Progress update as at 30 September 2021: No progress to date.			

Key Priority IN15: Continue to provide and investigate options to improve our aerodromes.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Actively manage aerodromes within the region	Adopt revised aerodrome Manual for Kingaroy	Community / NRM & Parks	Lessees CASA
Progress update as at 30 September 2021: Revised Aerodrome Manual completed and lodged with the Civil Aviation Safety Authority ('CASA') and awaiting approval. Existing manual to apply until notified by CASA.			
Investigate and develop commercial arrangements for Kingaroy and Wondai aerodromes	Commercial leases for Kingaroy and Wondai aerodromes land and hangers	Community / NRM & Parks	Aerodrome users
Progress update as at 30 September 2021: Ongoing commercial leases invoiced. No new commercial leases approved. Council resolved for one hangar site at the Kingaroy Aerodrome to be tendered.			
Prepare Aerodrome Masterplan	Kingaroy aerodrome—Masterplan completed, including full community consultation and cost analysis prepared	Community / Property	Aerodrome users; community groups; aerodrome stakeholders
Progress update as at 30 September 2021: Council tendered for a Kingaroy Aerodrome Masterplan. Council to evaluate tenders received and prepare report for Council consideration.			

Theme 3: GROWING OUR REGION'S ECONOMY AND PROSPERITY – *Boost our economy through investment and innovation that promotes population growth and community wellbeing.*

Key Priority GR1: Develop and implement a well-researched, action based 'Regional Development Strategy' that supports business and employment growth.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Regional Development Strategy Adopted	Council adoption of strategy and associated work plan	Executive Services / Economic Development	Local businesses; community; State and Federal Governments
Progress update as at 30 September 2021:			

Regional Development adopted by Council adopted 28 July 2021. Progressed membership of the advisory committee. Correspondence was forwarded to individuals on 17 August 2021 advising of their appointment as a member of the Regional Development Advisory Committee following the adopted resolution at the 28 July 2021 Council meeting. Correspondence was forwarded to business development groups on 17 August 2021 advising of their appointment as a member of the Regional Development Advisory Sub-Committee and a copy of the amended Terms of Reference sent. An invitation was forwarded on 27 September 2021 to all Committee members and sub-committee groups to attend upcoming South Burnett Business Forum Voicing Business & Community being held on Tuesday 12 October 2021.

Key Priority GR2: Continue to develop SBRC's investment readiness to identify a sequence of actions that can enhance Council's capability in responding to investment related enquiries.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Develop Investment Ready Road Map	Council priorities aligned with State and Federal Governments objectives	Executive Services / Economic Development	Local businesses; community; State and Federal Governments
Progress update as at 30 September 2021: Working with Local Government Association Queensland to place information on Investment Regional Profile. Participation in Wide Bay Burnett Trade and Investment Group			

Key Priority GR3: Work with key stakeholders to create a pipeline of priority shovel ready projects that aim to improve the quality of life experienced by all residents, invest in strategic infrastructure and create a prosperous future for all.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Development of a prioritised 10 year works programme for the replacement, upgrade and construction of new and existing water and wastewater assets	10 year works programme completed in accordance with asset management strategy	Infrastructure/ Water & Wastewater	Infrastructure/ Infrastructure Planning
Progress update as at 30 September 2021: 10 year capital plan has be completed and presented to Council.			

Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology	10 year works programme developed in accordance with asset management strategy with adoption by Council	Infrastructure/ Infrastructure Planning	Infrastructure/ Works
Progress update as at 30 September 2021: A transport project prioritisation tool is currently being developed to assist with decision making, collecting data to inform Council on need and risk. This will be developed through the 2 nd quarter to assist with future decision making for the 2022/23 budget in conjunction with IN2.			

Key Priority GR4: Support and advocate for the development of an expanded and diversified agricultural economy, which may include, for example regenerative agriculture and centre for rural excellence and innovation.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Adoption and implementation of the Regional Economic Development Strategy	Council to adopt the Regional Development Strategy Implementation and resourcing of the Regional Development Strategy	Executive Services	Business Community; Queensland Government
Progress update as at 30 September 2021: Duplication with GR1			
Support the development of an Agricultural Industry Support Policy	Initiatives undertaken to research, consult and assist the agriculture industry develop future looking agriculture industry strategies Adoption of an Agricultural Industry Support Policy	Community	Agricultural Industry; BIEDO; Queensland Government
Progress update as at 30 September 2021: No progress to date. This activity is currently under resourced with actions to be assessed following organisational structure discussions.			

Key Priority GR5: Continue to provide and investigate options to improve our arts, heritage, museums, visitor information centres and tourism infrastructure.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Promotion and operation of Council owned heritage, arts and tourism assets	Develop Discover South Burnett brand to promote Council owned facilities and outcomes	Executive Services/ Tourism/ Economic Development	Local and State tourism bodies

Progress update as at 30 September 2021:
 Monthly reporting of activities through Standing Committee reports. Maintenance of website and social media accounts. Continued operational of the VICs. Discussions ongoing regarding possible options for reopening an information centre – non-accredited – in Blackbutt. Production of tourism brochures for major townships and KKRT.

Key Priority GR6: Advocate for and support of the region's tourism sector through an industry led development of a Tourism Strategy, with particular focus on Indigenous tourism, adventure tourism, international tourism and high wealth tourism.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Industry led tourism promotion for region	Work with tourism partners to improve region visitation and promotion	Executive Services/ Tourism/ Economic Development	SQCT; VSB

Progress update as at 30 September 2021:
 Support for Visit South Burnett as LTO and engagement with Southern Queensland Country Tourism as RTO. Participation in VSB visitor guide publication with advertising. VSB information presented in monthly council reports. Deputation from VSB to councillors in workshop/community engagement day to discuss annual progress and opportunities for new financial year. Partnership will be considered in 1st quarter review. Continued membership with Drive Inland Tourism Group and worked cooperatively with them on promotion of area.

Key Priority GR7: Continue to provide and investigate options to improve our dams as tourist attractions as an important community asset.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Work with Managers of the Dam facilities to improve financial outcomes whilst delivering an appropriate experience for visitors	Status reports provided to Council providing relevant statistics	Community / NRM & Parks	Dam Facility Managers; Local Tourism operators

Progress update as at 30 September 2021:
 Council has provided in principle support for "A Day at the Dam 2021" concert. The initial scheduled date for November was found to be unsuitable with Council currently working with promoters to schedule a concert date for early in 2022.

Key Priority GR8: Support and advocate for appropriate growth and development with responsive planning schemes, processes, customer service and other initiatives.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Review and amendment of planning scheme	Planning scheme provision that support growth and development	Community/ Planning	SBRC Staff; Queensland Government
Progress update as at 30 September 2021: Planning team has continued collating issues and input from the community for consideration in the Scheme amendment. Initial scoping workshop held with Councillors at the end of the quarter to brief Council on the process and collect initial feedback.			
Process development applications and permits within statutory timeframes	Development of and implementation of regular statistical reporting on activities	Community/ Planning	Staff Councillors
Progress update as at 30 September 2021: Statistical report compiled and presented to Community Standing Committee monthly.			
Review and update Council's Local Government Infrastructure Plan (LGIP) trunk infrastructure forward works schedules.	Review completed. Future works schedules in line with budget forecasts	Community/ Planning	Infrastructure Department
Progress update as at 30 September 2021: No progress to date.			

Key Priority GR9: Explore, advocate and pursue opportunities for post-secondary education within the region.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Advocate and pursue opportunities for post-secondary education within the region	Post-secondary education opportunities identified	Community	Country University Centre; Education Queensland; University of Southern Queensland
Progress update as at 30 September 2021: No progress to date. This activity is currently under resourced with actions to be assessed following organisational structure discussions.			

Key Priority GR10: Advocate for enhanced regional digital connectivity and black spots.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
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Continued development of digital transformation and capacity	Kingaroy Transformation Project – Last mile digital infrastructure Mobile telecommunication black spots EV superhighway and charging stations	Infrastructure	Economic Development
<p>Progress update as at 30 September 2021: Council has submitted an application for Dark Fibre under the RCIF Program which will allow deployment within the KTP program and point of presence in Nanango. There is also one electric car charging station awaiting delivery and Kingaroy has also been added to the electric superhighway program with a car charger to be installed in the KTP precinct during this financial year. In regard to Blackspot Telecommunication there is a program of blackspot projects that will be further reviewed by Council’s Economic Development and Infrastructure teams.</p>			

Key Priority GR11: Support local businesses through the implementation of Council’s Procurement Policy and encourage others to support and buy local.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Encouragement and development of the local Market Place	Intent to establish a healthy register of what the local Market Place can provide to Council by way of goods or services	Finance & Corporate Finance	SBRC Staff
<p>Progress update as at 30 September 2021: Local Market Place register established and continues to expand to identify additional local services. Centralised Procurement Project is assisting with the project.</p>			

Key Priority GR12: Progress the 25-year Economic Roadmap as a priority project further to the National Water Infrastructure Development Fund (NWIDF) Water Feasibility Study.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Develop a 25-year economic roadmap for water infrastructure	Adoption of roadmap	Executive Services / Office of the CEO	SBRC Infrastructure Department
<p>Progress update as at 30 September 2021: Council considered reports detailing the projects and delivery of Phase 2 of the National Water Infrastructure Development Fund at the August and September 2021 Ordinary meetings of Council. The 25-year economic road map was endorsed as part of these reports and will be progressed in line with the Council adopted resolutions.</p>			



Key Priority GR13: Advocate for and support the options short list as identified in the National Water Infrastructure Development Fund (NWIDF) Water Feasibility Study - North and South Burnett Options Analysis.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Advocate for water security	Projects developed and funding achieved	Executive Services / Office of the CEO	SBRC Infrastructure Department; Economic Development
Progress update as at 30 September 2021: Council considered reports detailing the projects and delivery of Phase 2 of the National Water Infrastructure Development Fund at the August and September 2021 Ordinary meetings of Council.			

Key Priority GR14: Support our community and key stakeholders to build a plan for our region's eventual coal transition.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Engage key stakeholders and advocacy activities	Activities undertaken	Executive Services / Economic Development	Federal and State Government; Industry
Progress update as at 30 September 2021: Teams Meeting with – The Hon. Nola Marino MP / Member for Forrest Friday, 27th August 2021 - Discuss regional development funding toward a post coal transitional renewable energy strategy for the South Burnett Region (located in the Maranoa electorate in Queensland). Meeting held with Banana Shire Council to discussion options for collaboration regarding any future potential closure of coal mine/power stations in each Council area. Submission of resolution endorsed by Council to LGAQ State Conference for debate at the conference.			

Key Priority GR15: Work with key stakeholders to promote workforce attraction and retention in the South Burnett.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Develop an employee value proposition	Develop a Workforce plan to identify and promote Council's employee value proposition for positive retention outcomes	Executive Services / People & Culture	Industry

Progress update as at 30 September 2021:
 Workforce Plan developed within People and Culture and endorsed by Senior Executive Team (September 2021) to establish goals and objectives for WHS/HR teams for the period.
 Service Award Luncheon held in August 2021, recognising service of 20, 30 & 40 years to show appreciation.
 10-year service awards scheduled for Oct 2021 at the Divisional Meeting BBQ.
 Staff Survey on Engagement and Structure – Undertaken during July/August 2021 to all Field and Office Staff, 50% completion rate. Results will be reviewed and analysed, and outcomes established and developed.

Key Priority GR16: Support the development of an agricultural land and product asset mapping programme.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Engage key stakeholders and advocacy activities	Activities undertaken	Executive Services / Economic Development	Federal and State Government; Industry
<p>Progress update as at 30 September 2021: Meeting with The Hon Shane L Stone AC QC (Coordinator-General, National Recovery and Resilience Agency, Monday 12 July 2021 - Discussion about the region’s issues and needs, meet, and greet with The Hon Shane Stone and funding announcements; Teams Meeting with The Hon Leeanne Enoch (Minister for Communities and Housing for Digital Economy and Minister for the Arts) Thursday, 26 August 2021 - Discussions around the South Burnett region is facing an unprecedented crisis around housing availability, giving rise to an increase in homelessness.</p>			

Theme 4: SAFEGUARDING OUR ENVIRONMENT – A sustainable environment, proactively and responsibly managed in partnership with the community for future generations.

Key Priority EN1: Investigate, develop and implement an Environmental Sustainability Policy.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Investigation commenced into Environmental Sustainability Policy	Investigations commenced and reported to Council for consideration	Community	Industry; State and Federal Governments

Progress update as at 30 September 2021:
No progress to date.

Key Priority EN2: Develop and implement energy efficient initiatives to reduce Council's energy / carbon footprint.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Engage key stakeholders and advocacy activities	Activities undertaken	Community	Federal and State Government; Industry

Progress update as at 30 September 2021:
Council has signed up to Local Government Association of Queensland (LGAQ) Climate Resilient Councils Initiative. An in-house climate implications briefing was held with Council in September facilitated by LGAQ and a group of climate risk management specialists. A follow up assessment will be conducted in the 2nd Quarter.

Key Priority EN3: Continue to provide and investigate options to improve waste reduction, landfill management and recycling.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Compliance with Council's Environmental Authority for Waste Disposal	Acceptable Audit by the State Department of Environment and Science	Community / Environment & Waste	Queensland Department of Environment and Science

Progress update as at 30 September 2021:
Audit of the Kingaroy Waste Facility conducted by State Government Department of Environment and Science (DES) results received on 19 July 2021. DES advised that "no evidence of non-compliance with your environmental authority (EA) or the *Environmental Protection Act 1994* has been identified at this time." During time of audit it was identified that an Environmental Authority for ERA 62 Resource recovery and transfer facility operation was required at the facility. This was finalised through an administrative agreement by notice with DES on 10 August 2021.

Provision of acceptable and environmentally responsible waste management facilities	Two (2) acceptable internal audits per year of Council's Waste Facilities	Community / Environment & Waste	Queensland Department of Environment and Science
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Progress update as at 30 September 2021:



Internal audits scheduled for second and third quarters.			
Investigation of Recycling options	Review of recycling options undertaken	Community / Environment & Waste	
Progress update as at 30 September 2021: Initial discussions with waste collection contractor regarding kerbside recycling options undertaken. Waste composition audit (of general kerbside waste) being conducted in October and results will form basis of review of recycling options.			
Provision of cost effective and environmentally responsible waste collection services	Equal to or less than 1 missed wheelie bin collection per 1000 services	Community / Environment & Waste	JJ Richards and sons Pty Ltd
Progress update as at 30 September 2021: Contractor reported and verified by SBRC that subject KPI has been met.			
Adequate provision and suitable location of public place waste bins and the timely collection thereof	Public placed bins collected twice weekly	Community / Environment & Waste	Waste Services; Parks & Gardens
Progress update as at 30 September 2021: Waste Services have a regular schedule for servicing of public place bins and this is carried out as part of weekly operations.			
Collaboration with neighbouring regions in the implementation of the Regional Waste Management Strategy	Attendance at Wide Bay Burnett Regional Organisation of Council's Waste and Recycling Advisory Committee (WBBWRAC) Meetings or equivalent	Community / Environment & Waste	Wide Bay Burnett Regional Organisation of Council's Waste and Recycling Advisory Committee
Progress update as at 30 September 2021: WBBWRAC has disbanded in line with changes to Wide Bay Burnett Regional Organisation of Council. Collaboration with neighbouring regions in the implementation of a Regional Waste Management Strategy has continued through membership of the Darling Downs South West Regional Waste Group.			
Administration of State Waste Levy	Monthly reporting and payment of Waste Levy liability to the State Department of Environment and Science on waste tonnages disposed of to landfill	Community / Environment & Waste	Queensland Department Environment and Science
Progress update as at 30 September 2021: Waste data compiled and reported to DES monthly and levy payments made monthly.			

Community education and awareness including investigation of signage on illegal dumping and littering	Engagement activities undertaken; initiatives implemented	Community / Environment & Waste	Regional Waste Compliance Education Officer; North Burnett Regional Council; Cherbourg Aboriginal Shire Council; Queensland Department Environment and Science – Waste Partnerships
<p>Progress update as at 30 September 2021: Council’s Waste Compliance Officer (State Government funded until 29th October and internally funded to 17th December) continues to investigate and enforce compliance with illegal dumping/littering matters. Council’s Waste Compliance Officer has also carried out education activities at schools within the region including Benarkin State School, Cloyna State School, Nanango State School, Cherbourg State School and Binjour Plateau State School.</p> <p>Plan of activities for waste education (schools) to be received from Council’s waste education contractor, EnviroCom Australia, in the second quarter for delivery of schools program within the financial year.</p> <p>Illegal dumping/littering initiatives carried out in the first quarter include: installation of passive surveillance and fixed surveillance cameras at hotspot locations, installation of fixed illegal dumping signage at hotspot locations and design/purchase of moveable illegal dumping signage to be placed at illegal dumping sites being investigated.</p>			

Key Priority EN4: Ongoing commitment to bio-security and pest management, including declared and non-declared species.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Actively manage biosecurity and pest management within region	Support wild dog initiative and auspice funding for regional project officer Annual fire risk assessment and cool burn activities	Community / NRM & Parks	Neighbouring Local & Queensland Governments
<p>Progress update as at 30 September 2021:</p>			

An application to fund a project officer was submitted to Queensland Feral Pest Initiative to support the development of further landholder led syndicates to manage pest animals and weeds. Application was submitted in partnership with South Burnett Wild dog syndicates, neighbouring local governments and producer groups.

A total of six prescribed burns have been completed on Council land in partnership with Queensland Fire & Emergency Services and local Rural Fire Brigade members as part of this years operation cool burn activities.

Review Council's Draft Biosecurity Plan to ensure relevance to the region	Review completed; consultation process undertaken; Updated Biosecurity Plan adopted	Community / NRM & Parks	Landholders/ Landholder organisations; Neighbouring Local Governments; Queensland Government
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Progress update as at 30 September 2021:
Review of draft plan scheduled to commence next quarter.

Key Priority EN5: Encourage responsible investment in renewable energy.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Engage key stakeholders and advocacy activities	Activities undertaken	Executive Services / Economic Development	Federal and State Government; Industry

Progress update as at 30 September 2021:
Discussions undertaken with potential partners regarding renewable projects. Electric Vehicle charging stations planned for public infrastructure in Kingaroy as part of the Electric Superhighway. Supported Powerlink community research into Council area around perceptions on energy policy, large-scale renewables, and Renewable Energy Zones.

Key Priority EN6: Encourage investment in transport innovation, for example electric vehicles and charging stations.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Advocate for EV superhighway and installation of EV stations	EV stations installed	Infrastructure	Economic Development

Progress update as at 30 September 2021:
 Electric Vehicle charging station has been planned as public infrastructure in Kingaroy as part of Stage 3 of the State Government’s rollout of the Electric Superhighway.

Key Priority EN7: Support initiatives that promote and protects biodiversity, natural resource management and caring and retaining our unique landscapes.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Support biosecurity and natural resource management strategies	Develop and implement regular statistical reporting on activities Actively participate in regional activities and undertake reporting	Community / NRM & Parks	Community Regional neighbouring Councils
<p>Progress update as at 30 September 2021: NRM staff participated in project management meetings with North Burnett Regional Council and Bundaberg Regional Council to provide project updates and assess reporting requirements for the implementation of Communities Combatting Drought funded projects including prickly bush management and establishment of Feral animal control groups. Statistical operational reporting provided monthly at Community portfolio meetings.</p>			
Illegal dumping surveillance, investigation and enforcement	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	Department of Environment and Science
<p>Progress update as at 30 September 2021: Monthly reporting conducted by Waste Compliance Officer and reporting to be incorporated into future Environment and Waste Operational Updates.</p>			
Manage environmental authority registration applications, routine inspections of registered activities and environmental protection customer request management	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	Department of Environment and Science
<p>Progress update as at 30 September 2021: Environmental protection customer requests reported as part of monthly statistical reporting.</p>			

Key Priority EN8: Develop and implement a systematic programme to identify and take action to address overgrown allotments across all regional residential areas.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>

Develop overgrown allotment Policy	Completed draft Policy presented to Council for its consideration	Community / Environment & Waste	Residential Property Owners
Progress update as at 30 September 2021: Initial research commenced on policy with Councillor workshop scheduled for the second quarter of the year.			

Key Priority EN9: Develop and implement a systematic programme to identify and take action to address stray / feral / pests and wild animals.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Implement effective declared feral pest programme	Actively implement and report outcomes from programme delivery	Community / NRM & Parks	South Burnett landowners; Queensland Government
Progress update as at 30 September 2021: NRM staff delivered one regional 1,080 wild dog and feral pig coordinated baiting program in September and provided further baiting assistance to landholders managing feral animals across 9,785 hectares. All outcomes of feral pest programs reported monthly in operational updates.			

Key Priority EN10: Community education and assistance to support food and other local businesses to meet relevant Local Laws compliance standards.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Discharge devolved administration of the licensing, inspection and customer request functions of the State <i>Food Act 2006</i> .	Development of and implementation of regular statistical reporting on activities	Community / Environment & Waste	Queensland Health
Progress update as at 30 September 2021: Food inspection/customer requests reported as part of monthly statistical reporting.			

Theme 5: ORGANISATIONAL EXCELLENCE – An organisation that is characterised by effective leadership, responsible management, good governance and quality service delivery.

Key Priority OR1: Deliver on our Corporate Plan through high level delivery of the annual operational plans.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Periodical review and update the 2021/2022 Annual Operational Plan	Monthly administrative reviews of annual operational plan by Branch Managers with quarterly progress reporting to Council	Finance & Corporate / Corporate Services	Senior Management Team
Progress update as at 30 September 2021: Reporting and review parameters are being met with the Senior Management Team having continuous access to the operational plan for review and update as per strict governance controls. This update report serves as the formal first quarter review and update as per the schedule.			
Develop the 2022/2023 Annual Operational Plan	Aligned with the development of the 2022/2023 annual budget, coordinate the development of the annual operational plan 2022/2023 with adoption by Council prior to 30 June 2022	Finance & Corporate / Corporate Services	Senior Management Team Elected Members
Progress update as at 30 September 2021: Workshop calendar and budget parameters currently being developed. First quarter review undertaken by senior management team and provided to CEO for final review prior to presentation to Councillors.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Manage the provision of delegations, sub-delegations and Local Government Worker / Authorised Persons governance processes	Update and administer delegations/sub-delegations and authorisations aligned to legislation as approved by Council and the Chief Executive Officer accordingly	Finance & Corporate / Corporate Services	Senior Management Team; Elected Members
Progress update as at 30 September 2021: During this period, 14 Council officers were issued with Sub-Delegations relevant to their positions along with the executed Authorised Persons Powers pursuant to their roles. In addition, Authorised Persons Powers were repealed for 11 Council officers who have terminated their employment with Council.			
Right to Information and Information Privacy applications are managed and processed in accordance with legislative requirements	100% of Right to Information and Information Privacy applications processed within legislative timeframes Provide technical advice and guidance relating to information privacy and information governance practices	Finance & Corporate / Corporate Services	Senior Management Team; Office of the Information Commissioner

	Maintain training to ensure qualified decision makers under the <i>Information Privacy Act 2009</i> and <i>Right to Information Act 2009</i> within Corporate Services		
<p>Progress update as at 30 September 2021: There have been no Right to Information or Information Privacy applications received during this quarter period. All Governance staff have completed the Queensland Privacy Complaint Management Training and Access Training for Decision Makers. Governance staff have recognised and celebrated International Access to Information Day held on 28 September 2021. This year's theme 'Open by design: government transparency everyone can see' promotes the value of proactively releasing information in times of crisis and recovery.</p>			
Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards	Number of policies, procedures and forms reviewed Effective integration of Council policies, procedures and forms	Finance & Corporate Services / Corporate Services	Senior Management Team; Elected Members; SBRC Staff
<p>Progress update as at 30 September 2021: Policies adopted: 21; Policies under review: 7; Procedures approved: 5; Procedures under review: 10; Forms approved: 37 Work has commenced in forming a group for the development of an in-house training / awareness program across multiple Branches that deliver such training to Council representatives including onboarding/staff inductions. Council's business system is being developed to provide a platform for program delivery / assessment and translation of results to personnel files. Corporate Services sends out a 'policy of the week' to progressive increase awareness of developments/updates in the review of key policies. The staff intranet is used a library for accessing all Council policies, procedures and forms.</p>			
Capture and correctly manage Council's corporate documents using recordkeeping good practice	Continue to progress the staged process of assessing and management of records in storage from pre-amalgamation Ensure that appropriate and accurate records are documented, preserved and made accessible Provide compliance training to Council officers and Elected members	Finance & Corporate Services / Corporate Services	Senior Management Team; Elected Members; Queensland Government Agencies
<p>Progress update as at 30 September 2021: 180 archive boxes containing finance records were transported, sorted and placed into shelving at the Wondai Records Storage Facility. A further 110 archive boxes containing former Nanango Shire Council records were categorised by Governance staff then collected by Grace Records Management for storage at their Toowoomba facility. Registrations of incoming correspondence recorded into the Enterprise Content Management system by the Governance team amounted to 1329 hard copy mail and 3163 emails during this first quarter period.</p>			

<p>Manage and maintain the legal proceedings and legal advice registers maintaining the budget for engagement of legal services</p>	<p>Review and implementation of the process by which Council officers can seek external legal advice and representation of legal services on behalf of Council</p>	<p>Finance & Corporate / Corporate Services</p>	<p>Senior Management Team; Elected Members</p>
<p>Progress update as at 30 September 2021: Corporate Services continues to maintain the legal advice register and provide the budget allocation for the Senior Management Team to access to acquire such advice as considered necessary to ensure operational matters are managed in a way which matches Council's corporate risk appetite.</p>			
<p>Promote a high standard of corporate responsibility, transparency and accountability in decision making by making decisions, at all levels of the organisation, that are in the best interest of Council and the community aligning to Council policy and legislation</p>	<p>Deliver the administrative action complaints management process assisting the Chief Executive Officer</p> <p>Deliver the human rights complaints management process assisting the Chief Executive Officer</p> <p>Deliver the Councillor complaints management process assisting the Chief Executive Officer</p> <p>Maintain organisational registers periodically providing awareness training on prevention / improvement measures:</p> <ul style="list-style-type: none"> - administrative action complaints; - human rights complaints; - Councillor conduct complaints; - fraud & corruption complaints; - reportable loss; - complaints involving the Chief Executive Officer; - anomalies in process; - employee conflict of interest; - gifts & benefits; - related parties; - contact by a lobbyist; - information privacy breach complaints; - legal proceedings; - public interest disclosure log; - legal advice registers; 	<p>Finance & Corporate / Corporate Services</p>	<p>Senior Management Team; SBRC Employees; Elected Members; Queensland Ombudsman; Office of the Independent Assessor; Crime & Corruption Commission Queensland Office of the Information Commissioner</p>

	<ul style="list-style-type: none"> - Councillor requests for information; - right to information disclosure log; - delegations, sub-delegations and authorised persons; - website compliance (6mthly audit); - Council contracts over \$200,000; - register of consultants (updated with quarterly activity reports); and - register of contractors (updated with quarterly activity reports). <p>Maintain the Register of Registers as required by legislation and reported annually in Council's Annual Report</p>		
<p>Progress update as at 30 September 2021: An audit is currently being conducted to evaluate the organisational registers and to determine how to optimise and achieve an effective robust framework. The Corporate Registers managed by Corporate Services currently are well established in process with the four (4) registers to be developed in the 2nd quarter - website compliance (6mthly audit); Council contracts over \$200,000; register of consultants (updated with quarterly activity reports); and register of contractors (updated with quarterly activity reports). Associated work attached to maintaining Council's Related Parties Register has involved this quarter working with Council's external auditors with the register viewed and statutory requirements provided to Finance for General Purpose Financial Statements 2020/2021. Five (5) Administrative Action complaints received and finalised as at 30 September. One (1) enquiry from the Queensland Ombudsman with an Administrative Action complainant contacting the Queensland Ombudsman being unsatisfied with decision by the Chief Executive Officer ('CEO'). The Queensland Ombudsman requested additional information from Council and has closed the file without any variance to the decision by Council's CEO. Corporate Services continues to assist Council's CEO with referrals to and enquires from the Office of the Independent Assessor with all outcomes as required by legislation posted to Council's website.</p>			
Annually report on Council's activities and compliance with legislation	Coordinate and produce Council's Annual Report compliant with requirements pursuant to the <i>Local Government Act 2009</i>	Executive Services	Senior Management Team; Elected Members
<p>Progress update as at 30 September 2021: Annual report under development with draft produced for review.</p>			
Policy and Procedure developed specific to South Burnett Regional Council encompassing the "Supporting information for developing	Policy developed and adopted by Council for implementation during 2021/2022	Executive Services	Finance & Corporate / Corporate Services;

guidelines for the provision of Councillor administration support staff" publication to assist all parties in meeting their obligations under the <i>Local Government Act 2009</i>	Procedure developed and authorised by the Chief Executive Officer.		Elected Members
Progress update as at 30 September 2021: Legislative requirements commencing 12 October 2020 under s170AA of the <i>Local Government Act 2009</i> – currently referencing Department guidelines. Supporting information for developing guidelines for the provision of Councillor administration support staff" publication was adopted on 26 May 2021			

Key Priority OR3: Manage Council assets effectively through the development and implementation of Asset Management Plans.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Strategically upgrade and improve Council information technology systems and hardware	Improved performance and efficiency on Council corporate systems Implementation of Microsoft Teams Telephony. Undertake scheduled hardware upgrades and replacements Investigate options to update conferencing solution in the Council Chambers to take advantage of the enhanced capabilities of Teams	Finance & Corporate / ICT	Senior Management Team
Progress update as at 30 September 2021: MS teams scheduled for pilot group deployment in late October with progression to other branches commencing late October early November. User hardware replacement quotation/procurement process completed awaiting delivery for deployment. Existing video conferencing capabilities of Council chambers to benefit from MS Teams deployment once complete.			
Review all current Asset Management Plan and strategy for transport assets, property, plant and fleet	Review of current asset management plan/s and methodologies including options for rationalisation	Infrastructure/ Infrastructure Planning	Infrastructure/ Works; Community Department (internal)
Progress update as at 30 September 2021: Asset management plans are annually reviewed by the Asset Managers to determine the balance of cost, risk and levels of service to the community.			
Review current Asset Management Plan and strategy for Water and Wastewater assets	Asset management plan developed in accordance with Council and community service levels	Infrastructure/ Water & Wastewater	Infrastructure/ Infrastructure Planning
Progress update as at 30 September 2021:			

Currently reviewing asset management plan should be finalised by November.			
Review of all assets to ascertain which are surplus to needs	Review of all assets to determine assets surplus to needs that require disposal	Infrastructure; Corporate & Finance; Community	Senior Management Team; Elected Members
Progress update as at 30 September 2021: Has not commenced. Initial investigations into surplus Council rental property. Report to be considered in the 2 nd quarter.			

Key Priority OR4: Continue to monitor and align the organisational structure with Council's adopted strategies and priorities.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Position the organisation structure for the future to ensure capacity to deliver outcomes of the Corporate Plan	Adopt and implement an organisational structure	Executive Services	Senior Management Team
Progress update as at 30 September 2021: Organisational review in parallel with adopted corporate plan implementation as of 1 July 2021. 1 st whole of organisational staff survey conducted. Engagement with unions through SBRC Joint Consultative Committee ('JCC'). Preliminary discussion with staff across departments. Further consultation with JCC and staff in accordance with TCR provisions. Review of Portfolio system to align with Corporate Plan and staff structure.			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Development of monthly budget reports for managers	Monthly budget vs actual reports that include commentary on large variances	Finance & Corporate Finance	Senior Management Team
Progress update as at 30 September 2021: 1 st quarter review undertaken in consultation with individual managers in areas of subsequent responsibilities. Commentary on large variances included to assist with justification.			
Cash analysis showing 3-month liquidity	Provide more cash analysis in meeting reports surrounding Council's 3-month liquidity position	Finance & Corporate Finance	

Progress update as at 30 September 2021: Monthly monitoring of cash flows conducted and reported to Council. Indicators are within tolerance levels.			
Dividend Review	Perform a review of dividends to determine best practice for calculation of budgeted dividends	Finance & Corporate Finance	Elected Members; Senior Executive Team
Progress update as at 30 September 2021: Not commenced to date.			
Operate in accordance with the adopted budget	Compliance with budget limits. Regular quarterly budget revisions. Monthly reporting of budget variations to Council in monthly financial report	Finance & Corporate Finance	Senior Management Team
Progress update as at 30 September 2021: 1 st quarter review conducted. Workshop with Councillors and Senior Staff arranged to present and discuss variations.			
Maintain long term financial forecasts to minimise financial risks and ensure financial sustainability	Maintain and monitor 10-year long term financial plans reporting to Council through monthly financial reports	Finance & Corporate Finance	Senior Management Team
Progress update as at 30 September 2021: Monthly financial reports presented to Council with results of analysis of 10-year long term financial plans.			
Debt recovery	Continue to follow up on outstanding debt to not place an unfair burden onto rate payers who meet their obligations in full	Finance & Corporate Finance	Senior Management Team; Elected Members
Progress update as at 30 September 2021: Dedicated Debt Recovery officer appointed to pursue outstanding debtor accounts. Finance Officer delegated to pursue overdue rates recovery and sale of land for overdue rates.			
Full Review of Expenditure	Full review of expenditure to identify efficiencies within the organisation	Finance & Corporate Finance	Senior Management Team; Elected Members
Progress update as at 30 September 2021: No apparent excessive expenditure identified to date. Ongoing monitoring.			
Two (2) Year path out of Deficit to Surplus	Develop and map strategies to bring Council budget into surplus within two (2) years	Finance & Corporate Finance	Senior Management Team; Elected Members
Progress update as at 30 September 2021:			

Full review of operational processes and service delivery being undertaken to identify efficiencies to assist with strategies to bring Council budget into surplus within two years. External funding is being pursued to alleviate the burden on ratepayers as a component of the surplus strategy.

Key Priority OR6: Implement consultative, responsible and sound project management practices.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Conduct Business Systems Projects under appropriate Project Governance measures	Develop and manage Project Plans for Business Systems Projects (Project T2 and sub-projects)	Finance & Corporate / ICT	Senior Executive Team; T2 Project Board
Progress update as at 30 September 2021: T2 project plan developed to define project governance and methodologies Presented to an adopted by project board.			
Implementation of Project Management Framework and advanced design programme in accordance with 10 Year Programmes	Implementation of a Tiered Project Hierarchy, common systems and processes through pre-construction, construction and post-construction	Infrastructure/ Works	Infrastructure/ Infrastructure Planning; Infrastructure/ Water & Wastewater
Progress update as at 30 September 2021: The development of the Project Management Framework has achieved critical milestones including, <ul style="list-style-type: none"> • Establishing Capital Project Hierarchies; • Development and Implementation of a Capital Portfolio Management Tool; • Providing Consistency in Capital Portfolio Management and delivery; • Establishing Continual Review and Improvement strategies through Planning, Design and Delivery of Capital works; • Robust Governance processes; • Stakeholder Management Strategies; and • Resource assessment and Staff Training to available resources. 			

Key Priority OR7: Continue implementation of zero-based budgeting to support responsible fiscal management in the preparation of Council's budget.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Zero-based budgeting	Stage one (1) = planning/scoping /development / implementation of zero-based budgeting commencing with identified functions/branches aligning to defined service levels	Finance & Corporate / Finance	Senior Management Team

Progress update as at 30 September 2021:
 Financial accountant appointed to assist with planning/scoping/development and implementation of zero-based budget. Service levels will be a consideration of this review.

Key Priority OR8: High level implementation of Council's Customer Service Charter.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Implementation of the Customer Service Charter	<p>Alignment of operational activities to the services levels identified with the customer service charter</p> <p>Education and awareness of customer service charter internally and externally</p> <p>Development of a range of public facing fact sheets to assist customers to understand defining expectations relating to service levels for key functions such as compliance, road maintenance and land management.</p>	Finance & Corporate Services	Senior Management Team; SBRC staff; Customers
<p>Progress update as at 30 September 2021: The development and review of Public information factsheets has commenced with Customer Request types being the focus for topic identification. The customer request types that have had a large volume of requests is the starting point in the project. Customer Service Charter has been discussed at Supervisor 'Pot of Gold' training where Q&A yielded good discussion and conversations for clarity. Manager Corporate Services has met with individual sections and branches to further provide clarity for understanding. A factsheet is circulation to the public and available internally to highlight the more significant timeframes and key performance indicators ('KPIs'). The Charter will be considered in the progression of the customer service effectiveness review to match KPIs with business systems process flows. The Customer request effectiveness review project lead by Business Systems has progressed to analysis stage and had identified a number of areas within our process for business improvement.</p>			
Deliver a Customer Request Effectiveness Review Project (Project ID: T2.6)	Deliver a responsive, consistent and accountable process for managing customer requests aligned to Council's Customer Service Charter	Finance & Corporate Services; ICT; Finance & Corporate Services	Senior Management Team; SBRC Staff; Technology One Customers
<p>Progress update as at 30 September 2021:</p>			

Project continues to progress on track and is generating valuable insights into to current Council operations to ensure that efficiencies and continuity of process is found in the analysis phase.

Key Priority OR9: Develop a continuous improvement, customer focused culture led by the senior management team and underpinned by an effective performance setting, monitoring and evaluation system.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Undertake business process mapping and analysis implementing a business process continuous improvement programme	Map relevant business processes to determine areas for business improvement and efficiencies Commence the documentation of business processes, identification of areas of improvement and ongoing review cycle	Finance & Corporate / ICT	Senior Management Team; SBRC Staff
Progress update as at 30 September 2021: Business process mapping commenced and near completion of Customer Requests. Plant and Fleet business process mapping to commence in September. Centralised Procurement business mapping also to commence in September. Rates process mapping is being conducted inhouse concurrently.			

Key Priority OR10: Increased commitment to community engagement and to proactive strategic delivery of media and communications.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Adoption and implementation of the Community Engagement Policy and Strategy	Projects and activities are supported by identified relevant community engagement activities Maintain Council’s social media footprint Maintain Council’s website.	Executive Services	Internal Departments; Elected Members
Progress update as at 30 September 2021: Community Engagement Policy and Strategy adopted by Council Ordinary meeting 25 August 2021.			

Key Priority OR11: Develop for endorsement by Council a Workforce Plan that guides the engagement, development, management and performance of Council’s human resources.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Encourage, maintain and foster continued improvement, engagement and development in leadership & management for organisation excellence	Refer Workforce Plan	Executive Services /People & Culture	Senior Management Team
Progress update as at 30 September 2021: The developed Workforce Plan outlines objectives relating to Council Values & objectives. As the Survey results are analysed, this will allow a plan to be developed for leadership and management excellence with key objectives established from what staff are saying and feeling.			
Encourage, maintain and foster continued improvement, engagement and development engagement by providing knowledge and skills to all staff	Refer Workforce Plan	Executive Services /People & Culture	SBRC Staff
Progress update as at 30 September 2021: Pot of Gold Training Session completed during the period, POG allows up to date information, skills and leadership and compliance training be run with all team leaders, supervisors and coordinators. WHS Leadership Handbook, has undergone a refresher during the period, following feedback from team leaders both in the field and office. The Handbook aims to provide relevant information to tasks within Council, ideas and refreshers to get teams engaged and sharing their skills and experiences.			
Engagement in the continued review of People & Culture policies and procedures to align Corporate Strategy with Council's Vision, Mission and Purpose.	Refer Workforce Plan	Executive Services /People & Culture	Finance & Corporate / Corporate Services; SBRC Staff
Progress update as at 30 September 2021: Policies and procedures continue to be aligned to ensure they meet Council's needs and objectives. Policies and procedures, if deemed unnecessary are also being removed from the Suite.			
Promote an equitable approach to learning and development Council wide	Refer Workforce Plan	Executive Services /People & Culture	SBRC Staff
Progress update as at 30 September 2021: EDR process is underway, with the direction that all employees would have sat down for a one on one with their direct reporting supervisor/coordinator to discuss their own progress and development, including opportunities for training and upskilling. This is collated via the P&C, L&D Officer and trends will be considered for future group or individual training opportunities for the year.			

Key Priority OR12: Advocate strongly to key stakeholders, including state and federal governments, on regional priorities, including funding opportunities.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Support the activities of the Elected Members to meet Corporate Plan outcomes	Provide administrative support services for the Elected members	Executive Services	SBRC Staff; State & Federal Government
Progress update as at 30 September 2021: Regular reporting through Standing Committee and Ordinary Meetings of Council. Corporate Plan objectives identified in Council reports. Administrative support for Executive Services under review as part of whole of organisational review.			

Key Priority OR13: Implement reliable, realistic and cost-effective business systems and practices.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Investigation into a more paperless accounts payable workflow	Reduction in the amount of printing done as part of the accounts payable process; make the process more cost effective and streamlined ready for future implementation of e-invoicing	Finance & Corporate Finance	Finance / Accounts Payable Section
Progress update as at 30 September 2021: Stage one of process to transition consumers away from paper-based transactions has been implemented and email addresses added to files. Workflow to be reviewed to establish more efficiencies.			
Review of rates supplementary notices to utilise the ERP	Streamline processes to utilise ERP instead of manually producing data; reduction in time/cost of process	Finance & Corporate Finance	Finance / Rates Section
Progress update as at 30 September 2021: Business case submitted with supplementary notices in content. Workshop scheduled 7 October 2021 for review of established processes.			
Lodging of insurance claims	Review of insurance processes to achieve a streamlined approach to ensuring claims are lodged in a timely manner	Finance & Corporate Finance	SBRC Staff
Progress update as at 30 September 2021: Not yet commenced.			
Centralised procurement – Stage 1	Initial scope and plan	Finance & Corporate Finance	Senior Executive Team

	Establish and maintain centralised procurement registers compliant with relevant legislation such all contracts over \$200,000 listed on Council's website: <ul style="list-style-type: none"> - works contracts; and - contractor / consultant engagement 		
Progress update as at 30 September 2021: Centralised procurement Stage 1 has been scoped with resources identified to assist with implementation and positions redesigned to accommodate.			
Paperless Rates Notices	Investigate options for rates notices to be sent electronically	Finance & Corporate Finance	Finance / Rates Section
Progress update as at 30 September 2021: Electronic options for paperless rates notices were distributed to all rate payers in the August rates levy. To date, in excess of 800 rate payers have taken up the option. A business case has been developed identifying the savings to Council for this initiative.			
Non-rate charges to be included on rates notices	Investigate how to include non-rate charges on rates notices	Finance & Corporate Finance	Finance / Rates Section
Progress update as at 30 September 2021: Investigations complete. Business case with recommendations will be workshopped with outcomes reported to Council.			
Realise business improvements through the use of Council's Business Systems Software	Continue to undertake improvement projects of the Council's Business Systems via Project T2 Review existing licencing of the TechnologyOne Software to ensure licencing reflects current use	Finance & Corporate / ICT	Senior Management Team
Progress update as at 30 September 2021: Business improvements register created that tracks progress and highlights future improvements. This is an ongoing process			
Realise business improvements through the use of Council's Microsoft Office 365 Systems Software	Continue to undertake improvement projects on Council's Microsoft Office 365 Systems Review existing licencing of the entire Microsoft suite of Software to ensure licencing reflects current use	Finance & Corporate / ICT	SBRC Staff
Progress update as at 30 September 2021: License rationalisation exercise complete and procurement of initial SBRC license requirements completed.			

Effectively maintain and manage Council's white fleet maximising efficiencies	Finalise review of white fleet ensuring maximisation of utilisation to meet business needs Investigate full atomisation through Council's business system (T1) of centralisation of fleet asset management T2: Fleet project and implement findings of white fleet review and automate processes where possible Implement plant replacement programme	Finance & Corporate	Senior Management Team
Progress update as at 30 September 2021: Decrease of 16 white vehicles actioned with an additional 5 white plant identified for disposal. Plant and Fleet business system project plan completed. Plant replacement program implemented.			
Deliver effective plant management	Effective management of plant operations reflecting best practise utilisation and investigate data collection and costings with error trapping for data import Review and implement plant replacement programme	Finance & Corporate	Senior Management Team SBRC Staff
Progress update as at 30 September 2021: Plant replacement program reviewed and implemented in line with adopted capital budget. Business systems review on collection and analysis of plant data underway.			
Utilisation and operation of Council's Workshops	Full cost analysis on viability of Council's Workshop – Kingaroy, Nanango and Murgon	Finance & Corporate	Senior Management Team; SBRC Staff
Progress update as at 30 September 2021: Work in progress.			

Key Priority OR14: Continue to implement regional equity / consistency in Council's rating system.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Review of rating categories	Continue review of general rating categories to achieve equity	Finance & Corporate / Finance	Elected Members

Progress update as at 30 September 2021: John Perry from Mead Perry Pty Ltd engaged to produce options to Council.			
Improve accuracy in water charges and a reduction in disputes, through the design of an electronic water meter reading solution	Design and test electronic water meter reading solution Implement electronic water meter reading data collection solution, if testing proves satisfactory	Finance & Corporate / ICT	Finance / Rates Section Infrastructure / Water and Wastewater
Progress update as at 30 September 2021: Discussions held with relevant stakeholders. Initial pilot to confirm proof of concept to commence.			

Key Priority OR15: Continue to give priority to ongoing Audit and Risk and prudent management.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Deliver sound corporate risk management and internal audit functions aligning to policy	Deliver the internal audit function of Council facilitating the completion of the Internal Audit Recommendation register, administration of the Corporate Risk & Audit Committees, facilitating internal audits Assist the External Auditors as required Undertake micro audits on key areas of operational risk to facilitate continuous business improvement and risk management Develop the 2021/2022 Corporate Risk Register and Treatment Plans undertaking review/reporting 6-mthly Provide organisation wide guidance and support for corporate risk management and internal audit	Finance & Corporate / Corporate Services	Corporate Risk & Audit Advisory Committee; Corporate Risk & Audit Steering Group; Corporate Risk & Audit Working Group; Internal Auditors; External Auditors
Progress update as at 30 September 2021: Progress update on Council’s Internal Audit Recommendations was tabled at the Corporate Risk & Audit Advisory Committee Meeting on 10 September 2021. The Conflicts of Interest/Related Parties Review Internal Audit is now completed with presentation to the Senior Executive Team in September. The report prepared by Council’s external provider for Internal Audit (namely Pacifica Pty Ltd) will be tabled at the Corporate Risk & Audit Advisory Committee			

<p>Meeting to be held on 5 October 2021. Discussions have commenced with Council's Internal Auditors with the development of the scopes for the 2021/2022 internal audits having commenced.</p> <p>The 2021/2022 Corporate Risk Registers and Treatment Plans have been developed for Executive Services, Community, Finance & Corporate, Infrastructure and Fraud & Corruption Prevention. These registers were tabled at the Corporate Risk & Audit Advisory Committee Meeting held on 10 September 2021. A workshop has been held with the Elected Members to determine Council's risk appetite with Council's Corporate Risk Management Policy updated and adopted by Council at the Ordinary Meeting held in September 2021. A further workshop is to be scheduled with the Elected Members to develop a Strategic Risk Register linked to the corporate risks associated with Council's delivery of the Corporate Plan 2021-2026.</p>			
Data Security Review including, Cyber Security. Ensure the provision of appropriate security systems (including cyber security) protect Council's data and information	Ensure the provision of appropriate data security systems (including cyber security) and services to protect Council's data and information. Cyber Security to be identified in annual insurance renewal	Finance & Corporate / ICT	Senior Management Team Elected Members
<p>Progress update as at 30 September 2021: Awareness training currently in place and conducted monthly. Report presented to the Senior Management Team. Multi Factor authentication applied to the SBRC for access to corporate resources.</p>			

Key Priority OR16: Continue to give priority to ongoing Work Health and Safety and prudent management.

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Engagement in the continued development, implementation, improvement and review of Council's Workplace Health Safety ('WHS') System	External and Internal Audit WHS Management System software, implemented and used by all of Council	Executive Services /People & Culture	SBRC Staff WHS Committee Working Groups
<p>Progress update as at 30 September 2021: Quotes are currently being considered for an external WHS Audit in the next Quarter. WHS Management System is currently being reconsidered as Business Systems works with the team to highlight what is available via Tech 1.</p>			
Implement and embed ownership of contractor management with stakeholders to align with the WHS System	Effective and efficient Contractor Management system used by all of Council - Refer Workforce Plan	Executive Services /People & Culture	Senior Executive Team
<p>Progress update as at 30 September 2021: Will await the Audit to progress this matter.</p>			

Engagement in the development, implementation and review of a systematic approach to the identification, assessment, and control of high-risk work associated with workers exposed to silica and other hazardous substances	Effective and efficient processes and controls for the Management of hazardous substances across all of Council - Refer Workforce Plan	Executive Services /People & Culture	Senior Executive Team
<p>Progress update as at 30 September 2021: Decisions will be progressed based on the WHS Audit and Tech 1 reviews.</p>			



9.9 MONTHLY FINANCIAL INFORMATION**File Number:** 14.10.2021**Author:** Coordinator Finance**Authoriser:** Chief Executive Officer**PRECIS**

Monthly Financial Report as at 30 September 2021

SUMMARY

The following information provides Council's position as at 30 September 2021.

OFFICER'S RECOMMENDATION

That the Monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as at 30 September 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.

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 42% compared to the original budget and Recurrent Expenditure is sitting at 26%. Revenue is impacted by timing effects of various income streams including rates and grant revenue.
- Council's current cash holdings at the end of September 2021 was \$49.615m with \$27.026m of this currently classed as restricted cash.
- Council paid their yearly debt service payment of \$4.527m on their borrowings with Queensland Treasury Corporation in September.
- All of Council's Financial Ratios are within their respective targets for the month of September.
- Council's capital expenditure program is currently sitting at \$10.625m in actual and committed expenditure which equates to approximately 33.95% of the total budget spent to date.
- Auditors have completed their checks on the Financial Statements and were signed off by the Queensland Audit Office in early October.

ATTACHMENTS

1. **Monthly Financials - September 2021** [!\[\]\(1e63609ed98a835f4eb8c01936fe5abe_img.jpg\)](#) [!\[\]\(894ed1eaf67f827f170900945f995ae3_img.jpg\)](#)



South Burnett Regional Council
Monthly Financial Report
Interim September 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 30 September 2021.

- Recurrent Revenue is currently sitting at 42% compared to the original budget and Recurrent Expenditure is sitting at 26%. Revenue is impacted by timing effects of various income streams including rates and grant revenue.
- Council's current cash holdings at the end of September 2021 was \$49.615m with \$27.026m of this currently classed as restricted cash.
- Council paid their yearly debt service payment of \$4.527m on their borrowings with Queensland Treasury Corporation in September.
- All of Council's Financial Ratios are within their respective targets for the month of September.
- Council's capital expenditure program is currently sitting at \$10.625m in actual and committed expenditure which equates to approximately 33.95% of the total budget spent to date.
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1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 30 September 2021
25% of Year Complete

	2022 \$	Original Budget \$	Variance %
Income			
Revenue			
Recurrent Revenue			
Rates, Levies and Charges	25,645,717	51,521,884	50%
Fees and Charges	1,324,783	4,988,433	27%
Rental Income	138,426	393,500	35%
Interest Received	100,725	630,500	16%
Sales Revenue	388,614	3,016,651	12%
Other Income	310,189	940,475	33%
Grants, Subsidies, Contributions and Donations	1,270,247	7,561,978	17%
	<u>29,158,702</u>	<u>69,053,421</u>	<u>42%</u>
Capital Revenue			
Grants, Subsidies, Contribution and Donations	87,939	11,779,420	1%
Total Income	<u>29,246,641</u>	<u>80,832,841</u>	
Expenses			
Recurrent Expenses			
Employee Benefits	6,307,517	24,979,452	25%
Materials and Services	6,499,895	23,631,408	28%
Finance Costs	492,615	2,107,567	23%
Depreciation and Amortisation	5,332,656	21,330,624	25%
	<u>18,632,683</u>	<u>72,049,050</u>	<u>26%</u>
Capital Expense			
	(42,091)	(400,000)	11%
Total Expense	<u>18,590,592</u>	<u>71,649,050</u>	
Net Result	<u>10,656,049</u>	<u>9,183,791</u>	
Net Operating Result	<u>10,526,019</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	\$ 5,199,049	\$ 11,089,948	47%	\$ 2,864,041	\$ 10,826,708	22%
Wastewater	\$ 3,005,098	\$ 6,008,918	50%	\$ 1,354,670	\$ 5,413,210	25%
Waste	\$ 2,971,891	\$ 6,106,443	49%	\$ 1,282,585	\$ 6,071,441	21%
Plant and Fleet	\$ 60,173	\$ 491,000	12%	\$ 618,497	\$ 1,680,651	37%
Genops	\$ 19,052,520	\$ 57,536,532	31%	\$ 14,249,884	\$ 51,418,342	28%
Total	\$ 29,288,732	\$ 81,232,841	36%	\$ 18,632,683	\$ 72,049,050	26%

Revenue

- All revenue items, other than fleet and genops, are tracking at around 50% due to the first 6 monthly rates levy being issued last 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
- Fleet is above target largely due to additional recoveries from internal plant usage of approximately \$193k.
- Water is currently under target due to timing in materials expenses incurred.
- 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.

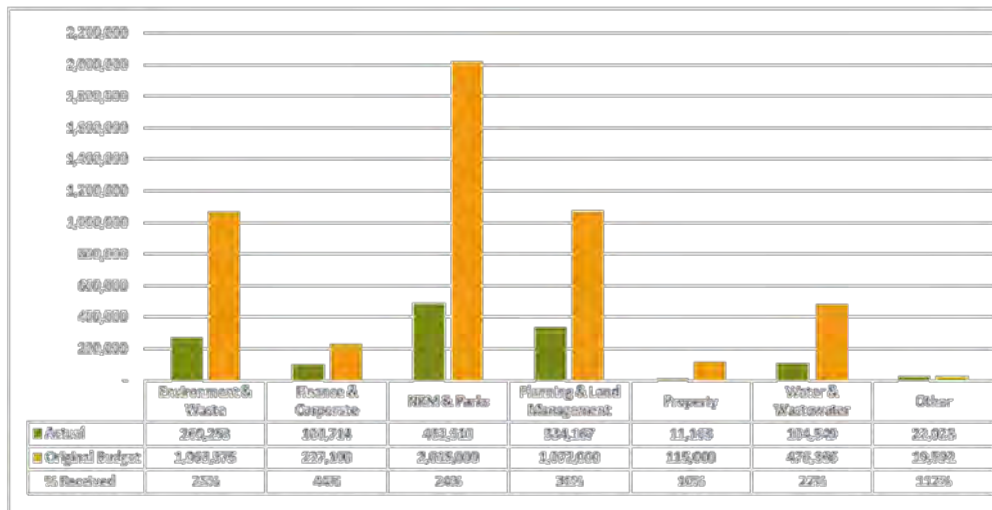
Rates or Charges

Rates or Charges	ACTUALS 2021/2022	ORIGINAL BUDGET 2021/2022
General Rates	\$ 14,862,453	\$ 29,717,891
Quarry Special Charge	\$ 7,129	\$ -
Water Charges	\$ 5,096,225	\$ 10,616,432
Sewerage Charges	\$ 2,978,568	\$ 5,905,918
Waste Collection Charges	\$ 1,212,541	\$ 2,304,832
Community Rescue and Evacuation Levy	\$ 43,960	\$ 90,000
Waste Management Levy	\$ 1,446,195	\$ 2,886,811
Memerambi Estate Levies	-\$ 1,354	\$ -
Total	\$ 25,645,717	\$ 51,521,884

As of 30 September 2021, rates, levies and charges are tracking on target at 50%. This is due to timing of the first 6 monthly rates levy which was issued during the month of August. A total of \$2.095m in discount has been taken up by property owners from July to September 2021.

2.2.2 Fees and Charges

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

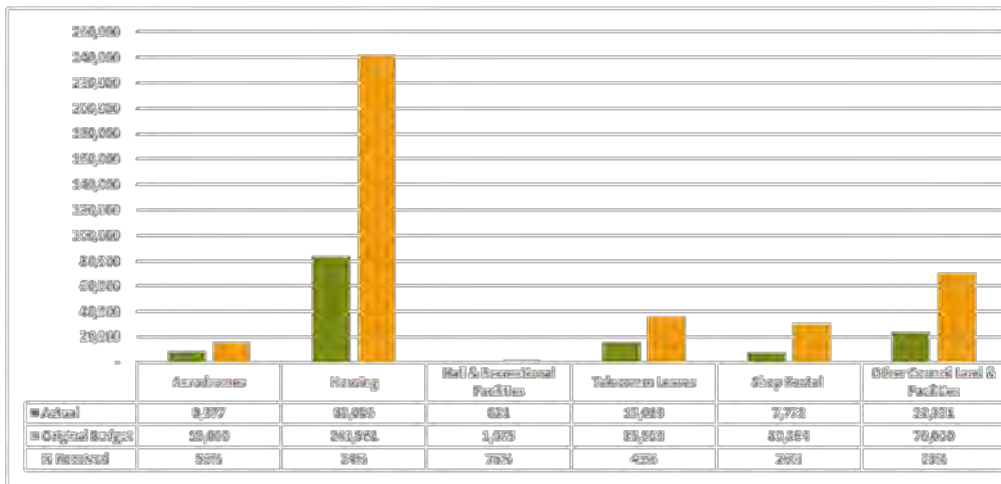


As of 30 September 2021, fees and charges are tracking above target at 27%. Planning and Finance are currently above target due to high number of rates searches, building applications and plumbing applications for the first 3 months of the year.

2.2.3 Rental Income

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

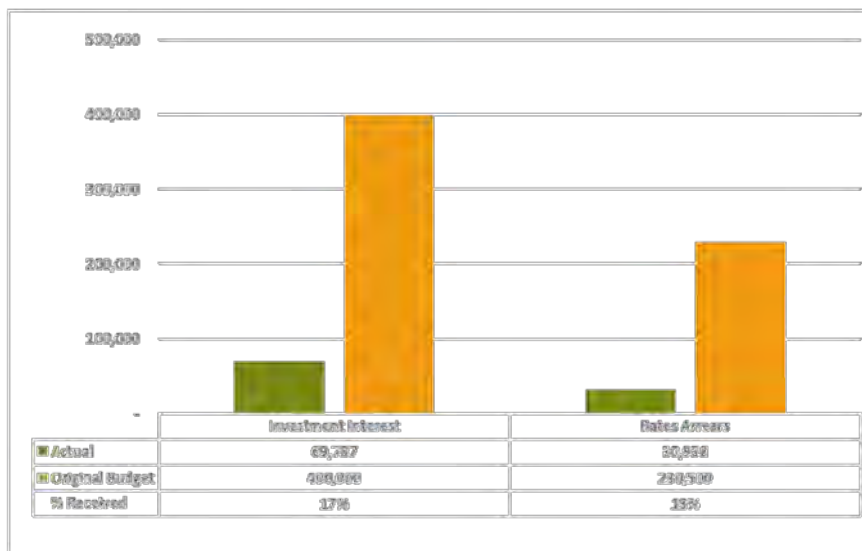
As of 30 September 2021, rental income is tracking above target at 35% due to timing in annual rental of various facilities.



2.2.4 Interest Received

Interest revenue includes interest on investments and rate arrears.

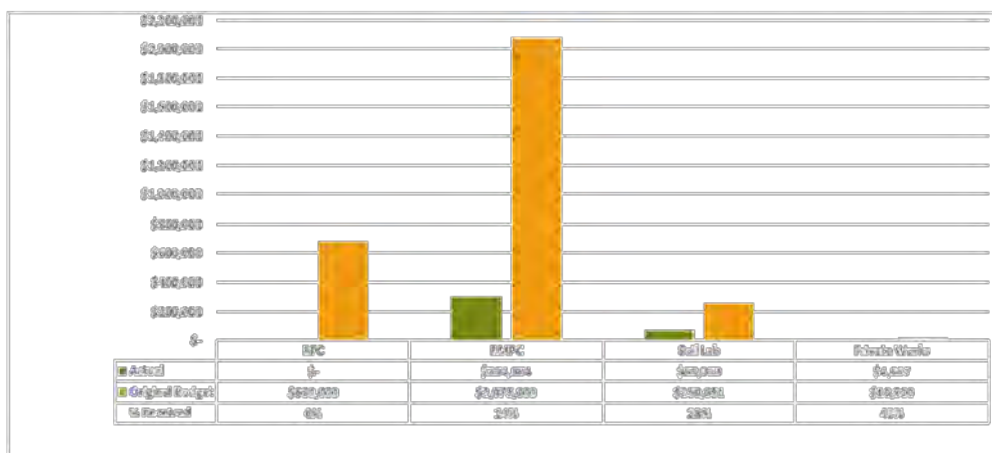
As of 30 September 2021, interest received is tracking just below target at 16%. Investment interest should increase slightly over the next few months due to higher bank balances from the 6 monthly rates levy being due in September. Interest rates on all Council bank accounts remains low.



2.2.5 Sales Revenue

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

As of 30 September 2021, sales revenue is tracking below target at 12%. This is largely due to timing in when RPC and RMPC works for this new financial year are scheduled to be performed. Claims of \$97k are currently in progress and should be finalised shortly.



2.2.6 Other Income

Other income is sundry income derived from all other sources.

As of 30 September 2021, other income is tracking above target at 33%. 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. Yearly agency income has also been received.

Other Income

Income Stream	Actual	Original Budget	% Received
VIC Income	\$ 28,272	\$ 80,800	35%
Art Gallery Income	\$ -	\$ 500	0%
Pool Income	\$ 117	\$ 43,000	0%
Irrigation Income	\$ 5,438	\$ 30,000	18%
Fines	\$ 32,910	\$ 11,500	286%
Scrap Steel	\$ 216	\$ 95,000	0%
Library Sales	\$ 981	\$ 3,730	26%
Museum Sales	\$ 120	\$ 2,500	5%
Agency Income	\$ 40,720	\$ 51,895	78%
Tourist Parks	\$ 48,228	\$ 375,000	13%
Legal Recovery	\$ 53,307	\$ 80,000	67%
Insurance Claims	\$ 77,680	\$ 20,000	388%
Misc Other	\$ 22,220	\$ 146,550	15%
Total	\$ 310,189	\$ 940,475	

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 30 September 2021, operating grants are tracking just below target at 17%. 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 30 September 2021, capital grants are tracking below target at 1%. This income stream will be reviewed each month to consider contract asset and contract liability movements.

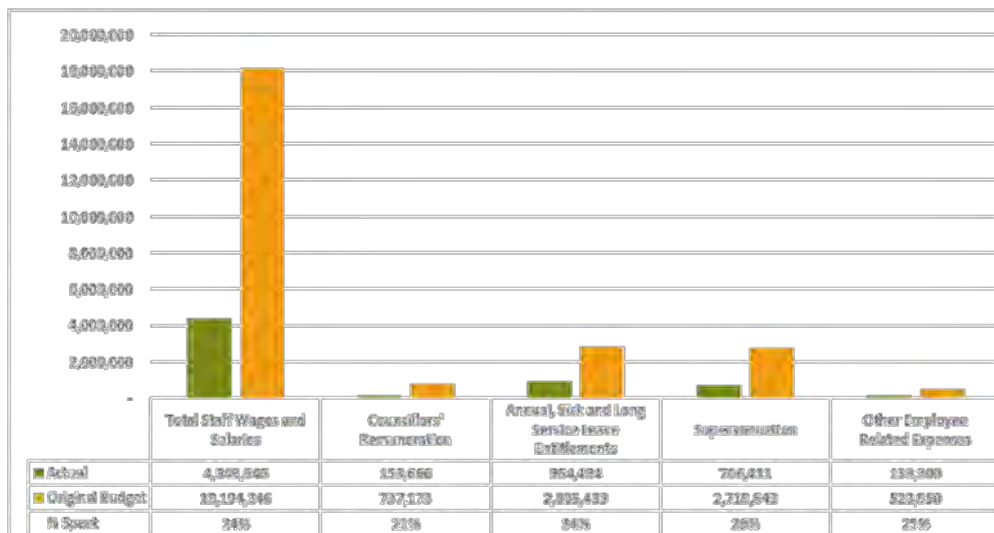
Finance is currently predicting that a majority of the grant income budgeted for this financial year will be recognised as income during the second half of the year. This is due to timing of funds being received, as well as movements in predicted contract assets and contract liabilities as the funding 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 30 September 2021, employee benefits are tracking on target at 25%. Annual leave and long service leave is high due to timing in when these entitlements are paid as well as amounts paid out for 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 30 September 2021, materials and services are tracking just over target at 28%.

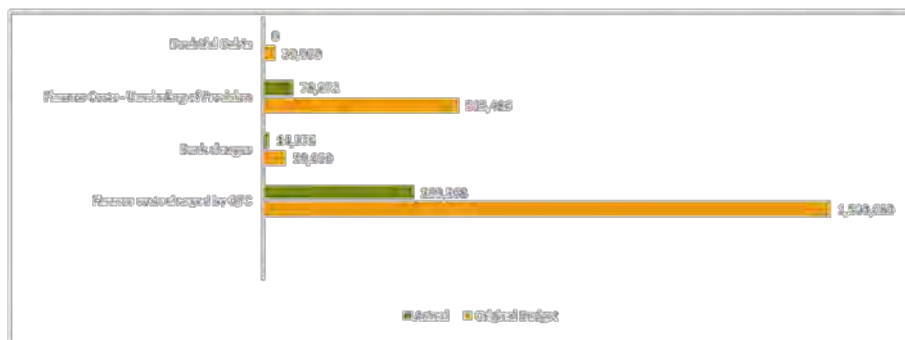
Description	Actual	Original Budget	% Spent
Donations	156,906	628,763	25%
Materials	5,170,269	17,072,660	30%
Services	1,634,974	8,199,894	20%
Internal Plant Charges	1,891,830	6,411,558	30%
Internal Plant Recoveries	- 2,354,084	- 8,681,466	27%
	6,499,895	23,631,408	

A majority of variances seen in this category so far relate to timing of when invoices are received including timing of annual IT licences for various software used by Council, yearly subscriptions and yearly insurances.

2.3.3 Finance Costs

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

As of 30 September 2021, finance costs are tracking just under target at 23%.



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 30 September 2021, depreciation is on target at 25%. Asset records will be rolled into the new financial year during October as the external audit has now been performed.

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 30 September 2021 income of \$42k was received due to 3 dual cab utes and one backhoe being sold. The disposal of these items will be performed once the asset registers have been rolled into the new financial year in October.

3.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position

as at 30 September 2021

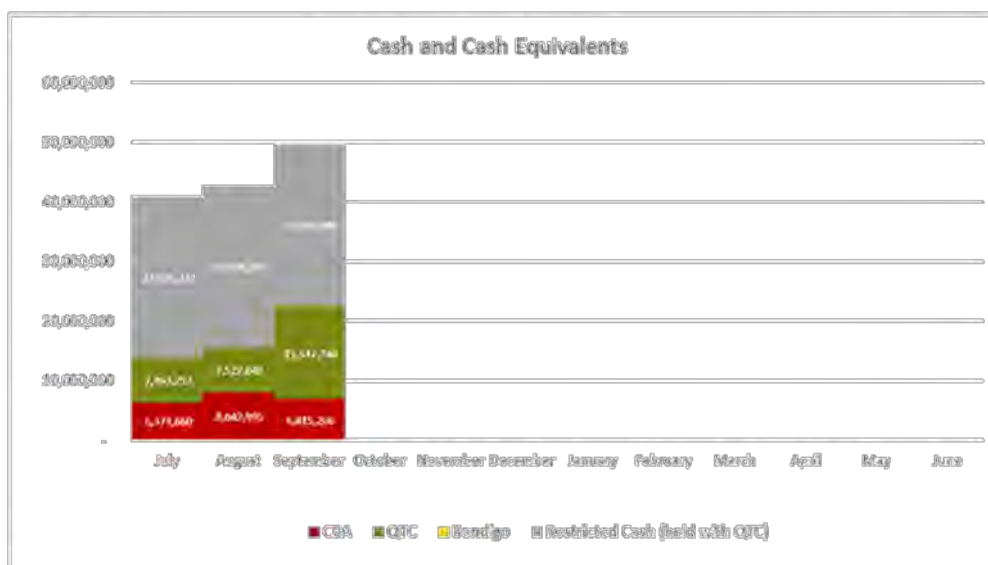
	2021 SEPTEMBER	Original Budget
	\$	\$
Current Assets		
Cash and Cash Equivalents	49,615,208	36,498,468
Trade and Other Receivables	11,075,213	9,348,944
Inventories	759,512	764,632
Investments	-	-
Total Current Assets	61,449,933	46,612,044
Non-Current Assets		
Trade and Other Receivables	1,067,277	910,507
Property, Plant and Equipment	865,714,146	872,535,500
Right of Use Asset	861,124	837,809
Intangible Assets	6,266,487	6,234,639
Total Non-Current Assets	873,909,035	880,518,455
TOTAL ASSETS	935,358,968	927,130,499
Current Liabilities		
Trade and Other Payables	9,291,335	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	224,089	-
Total Current Liabilities	16,354,497	17,290,085
Non-Current Liabilities		
Trade and Other Payables	-	-
Borrowings	26,384,171	27,225,302
Lease Liabilities	868,951	846,648
Provisions	13,547,226	13,501,773
Other Liabilities	-	-
Total Non-Current Liabilities	40,800,348	41,573,723
TOTAL LIABILITIES	57,154,845	58,863,808
NET COMMUNITY ASSETS	878,204,123	868,266,691
Community Equity		
Retained Surplus/(Deficiency)	443,136,724	440,813,008
Asset Revaluation Surplus	435,067,399	427,453,683
TOTAL COMMUNITY EQUITY	878,204,123	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 receipted but not banked at month end, deposits held at call with financial institutions and term deposits with maturities of three months or less.

As of 30 September 2021, Council's actual cash and cash equivalents balance was \$49,615,208. The below table shows the breakup of this balance sheet element (excluding cash drawers). During August, Council opened a bank account with Bendigo Bank to ensure banking facilities were easily accessible for the Nanango Customer Service team.

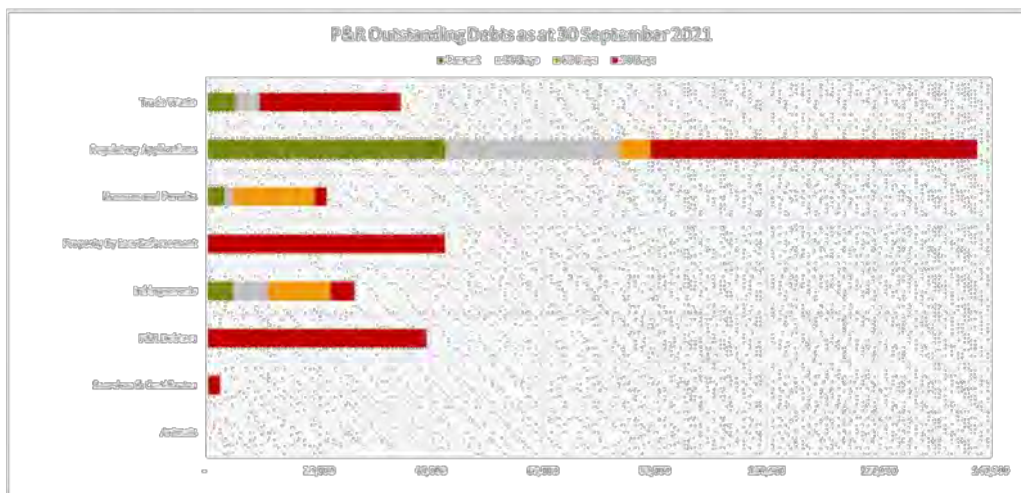


As at the 30 September 2021, restricted cash balance was \$27.025m. This is the final 2020/2021 financial year restricted cash balance. No adjustments have been made for 2021/2022 movement and will start to occur in October.

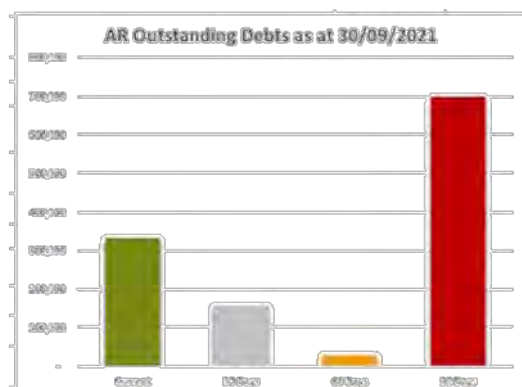
RESTRICTED CASH	Aug-21	Sep-21
Recurrent Expenditure	988,873	988,873
Future Capital Works		
Roads	3,448,182	3,448,182
Buildings	4,425,504	4,425,504
Waste	4,673,098	4,673,098
Land	25,322	25,322
Plant & ICT	2,779,491	2,779,491
Water	2,955,295	2,955,295
Wastewater	2,363,048	2,363,048
Unspent - Developer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

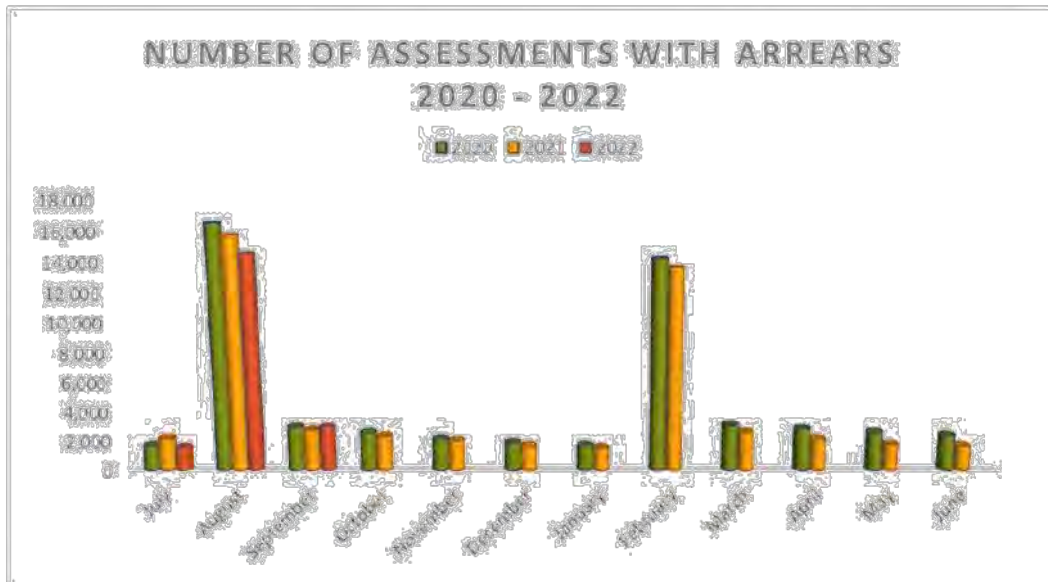
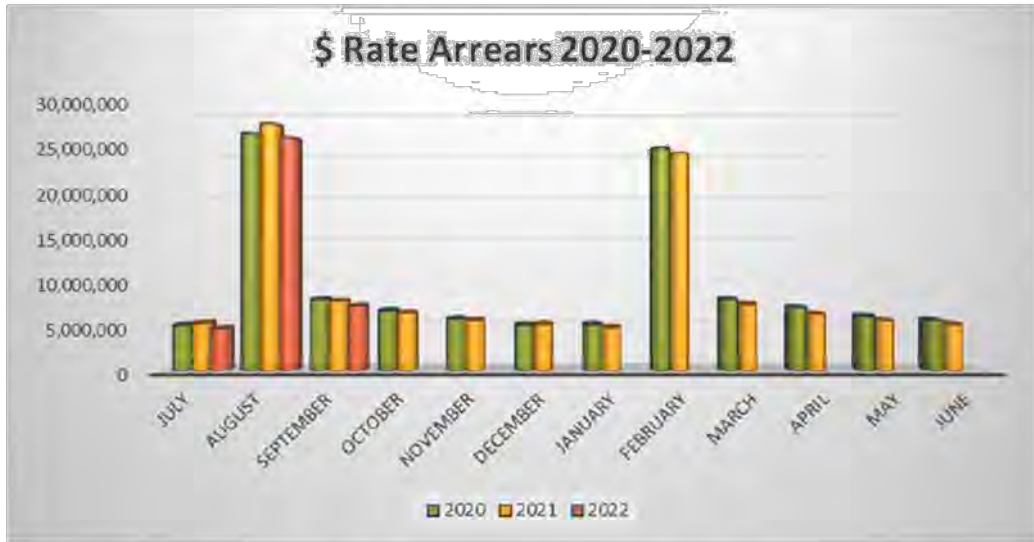


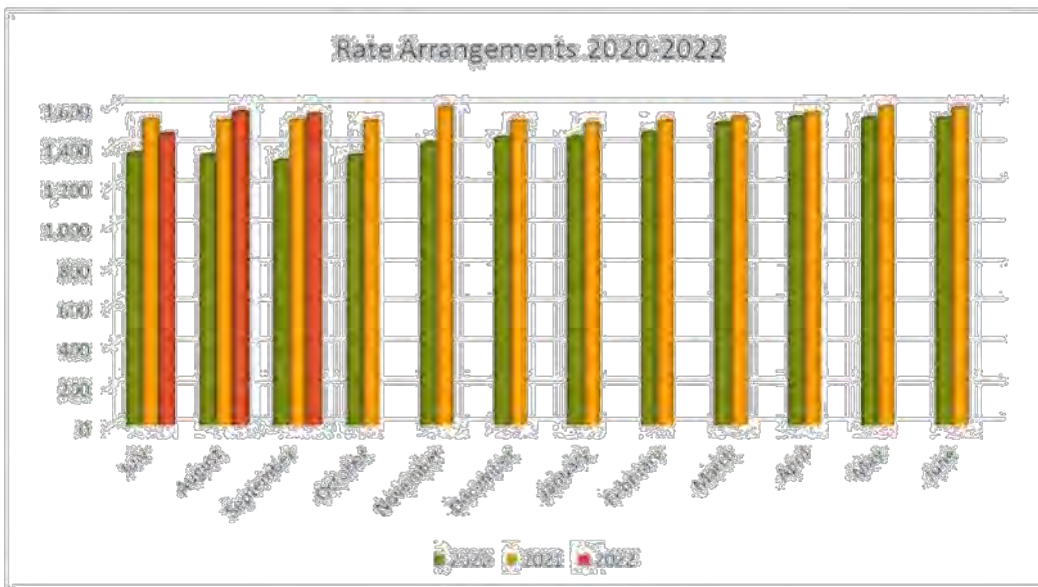
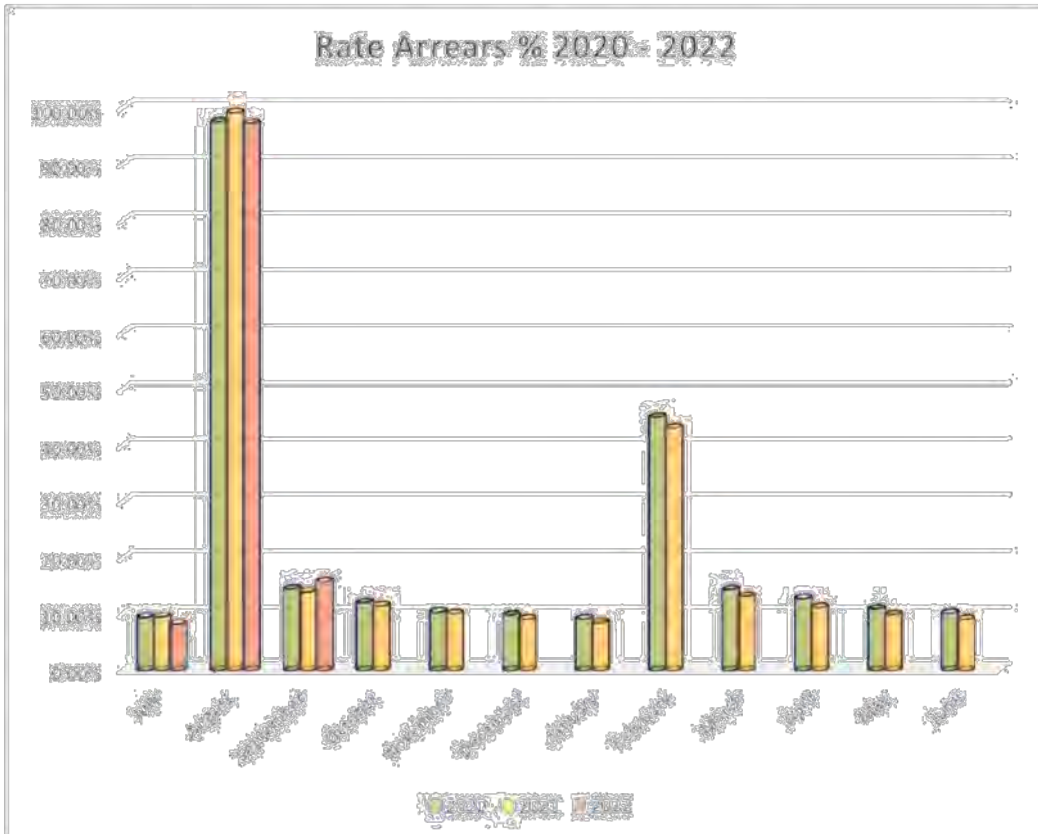
Out of the \$172k in Property and Rating (P&R) debts above that are overdue by 90 days or more, \$26k is currently with debt collectors, \$7k are on payment plans of which \$4k has been paid in October, \$21k are being pursued by Council staff to determine the best course of action, \$42k can be recovered 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.



The AR outstanding debts 90+ days has decreased by \$9k from last month. A total of 14% of the value sitting in 90 days remains with debt collectors or have a payment arrangement with Council. Out of the remaining 86%, there is an invoice for \$579k which is for grant income which has been paid in October.

Rates in arrears as of 30 September 2021 is sitting at \$7.427 million or 15.81% which is above the target arrears of 7%. There are currently 1,559 assessments with rate arrangements in place which accounts for 52.19% of the properties that are in arrears.





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 30 September 2021 is \$10.625m, which is tracking above target at 33.95%. Of the \$10.625m, \$4.937m is actual expenditure with the remaining \$5.688m sitting as committed costs. The actual spend to date equates to 15.78% of the total budget available.

2021/2022 Capex Report for Council

Project Code	Project Description	REVENUE SOURCES					EXPENDITURE BUDGET					EXPENDITURE ACTUALS						
		Personal Project	Contributions	Restricted Com	Provisional Res	City of Play	Grants Funding	Loans	Development Contributions	100% Recharge Revenue	50/100/20/20 Budget	50/100/20/20 Actual	2021/2022 Budget	2021/2022 Actual	2020/2021 Budget	2020/2021 Actual	2019/2020 Budget	2019/2020 Actual
Buildings & Other Structures																		
005004	KinglyAdmin Building Upgrade	300,000.00							300,000.00	300,000.00			300,000.00	250,236.27				250,236.27
	Activity subtotal	300,000.00							300,000.00	300,000.00			300,000.00	250,236.27				250,236.27
Sustainability Road - King																		
005025	EnergyPoolRehabilitateConceptPlan	200,000.00							200,000.00	200,000.00			200,000.00	15,454.55				15,454.55
	Activity subtotal	200,000.00							200,000.00	200,000.00			200,000.00	15,454.55				15,454.55
Sustainability Road - Lakes																		
005034	NearingsPoolChangeRoom Refurb	250,000.00							250,000.00	250,000.00			250,000.00	13,272.15				13,272.15
	Activity subtotal	250,000.00							250,000.00	250,000.00			250,000.00	13,272.15				13,272.15
Sustainability Road - Wood																		
005035	Wooden Swimming Pool Rehabilitation	300,000.00							300,000.00	300,000.00			300,000.00	3,273.33				3,273.33
	Activity subtotal	300,000.00							300,000.00	300,000.00			300,000.00	3,273.33				3,273.33
Engines/Motors																		
005050	Water Pump Upgrade	300,000.00							300,000.00	300,000.00			300,000.00	1,600.00				1,600.00
	Activity subtotal	300,000.00							300,000.00	300,000.00			300,000.00	1,600.00				1,600.00
Engines/Generators																		
005000	Wooden Changeover Generator	300,000.00							300,000.00	300,000.00			300,000.00	1,000.00				1,000.00
	Activity subtotal	300,000.00							300,000.00	300,000.00			300,000.00	1,000.00				1,000.00
Water - Rawals																		
005033	Water Regional Facilities Upgrade	130,000.00							130,000.00	130,000.00			130,000.00	2,340.00				2,340.00
	Activity subtotal	130,000.00							130,000.00	130,000.00			130,000.00	2,340.00				2,340.00
Green																		
005057	Building Extension Erection	40,000.00							40,000.00	40,000.00			40,000.00	372.33				372.33
005051	Property - Firearm and Safety Upgrade	100,000.00							100,000.00	100,000.00			100,000.00	47,827.50				47,827.50
005052	Property - Firearm and Safety Upgrade	100,000.00							100,000.00	100,000.00			100,000.00	1,100.00				1,100.00
005053	Regional Security System	130,000.00							130,000.00	130,000.00			130,000.00	83,976.50				83,976.50
	Activity subtotal	470,000.00							470,000.00	470,000.00			470,000.00	142,376.33				142,376.33
Office																		
005039	Computer Infrastructure Upgrade	100,000.00							100,000.00	100,000.00			100,000.00	100.00				100.00
005040	IT Infrastructure Upgrade	100,000.00							100,000.00	100,000.00			100,000.00	1,000.00				1,000.00
005041	IT Infrastructure Upgrade	100,000.00							100,000.00	100,000.00			100,000.00	28,600.00				28,600.00
005042	IT Infrastructure Upgrade	100,000.00							100,000.00	100,000.00			100,000.00	36,875.00				36,875.00
005043	IT Infrastructure Upgrade	100,000.00							100,000.00	100,000.00			100,000.00	43,353.14				43,353.14
	Activity subtotal	400,000.00							400,000.00	400,000.00			400,000.00	180,828.14				180,828.14
Plant																		
005010	Plant - Road Management	100,000.00							100,000.00	100,000.00			100,000.00	6,300.00				6,300.00
005011	Plant - Road Management	100,000.00							100,000.00	100,000.00			100,000.00	6,300.00				6,300.00
	Activity subtotal	200,000.00							200,000.00	200,000.00			200,000.00	12,600.00				12,600.00
Roads & Tunnels																		
005019	CP - Works - Admin/Trade/Workshop/Tenancy/Tenancy	100,000.00							100,000.00	100,000.00			100,000.00	100.00				100.00
005020	CP - Works - Admin/Trade/Workshop/Tenancy/Tenancy	100,000.00							100,000.00	100,000.00			100,000.00	100.00				100.00
	Activity subtotal	200,000.00							200,000.00	200,000.00			200,000.00	200.00				200.00
General - Road																		
005007	CP - Beach/Workshop/Workshop/Workshop	100,000.00							100,000.00	100,000.00			100,000.00	100.00				100.00
	Activity subtotal	100,000.00							100,000.00	100,000.00			100,000.00	100.00				100.00

Project Code	Project Description	Financial Period	Depreciation	Reimbursed Cash	Provision for Cost of Fuel	Loan	Transfer/ Contributions	Total Budgeted Revenue	2020/2021 Budget	2020/2021 Committed Projects	Total Revenue Budget	2021/2022 Actual Expenditure	2021/2022 Actual Expenditure
000512	Water - Sewer	190225	162,000.00					162,000.00	162,000.00		162,000.00	4,652.00	4,652.00
	Activity Subtotal		162,000.00					162,000.00	162,000.00		162,000.00	6,555.90	6,555.90
000513	Water - Sewer	190228	175,000.00					175,000.00	175,000.00		175,000.00	4,667.00	4,667.00
	Activity Subtotal		175,000.00					175,000.00	175,000.00		175,000.00	4,667.00	4,667.00
000510	Water - Sewer	190229		210,000.00				210,000.00	210,000.00		210,000.00		
	Activity Subtotal			210,000.00				210,000.00	210,000.00		210,000.00		
000515	Water - Sewer	190240		100,000.00				100,000.00	100,000.00		100,000.00	4,160.12	4,160.12
000516	Water - Sewer	190241		100,000.00				100,000.00	100,000.00		100,000.00	131,943.79	131,943.79
000518	Water - Sewer	190242		175,000.00				175,000.00	175,000.00		175,000.00	4,689.30	4,689.30
	Activity Subtotal		175,000.00	375,000.00				550,000.00	550,000.00		550,000.00	138,793.21	138,793.21
	Activity Total		1,145,000.00	325,000.00				1,470,000.00	1,470,000.00		1,470,000.00	133,459.27	133,459.27
000550	Water Management - R	190243		350,000.00				350,000.00	350,000.00		350,000.00		
	Activity Subtotal			350,000.00				350,000.00	350,000.00		350,000.00		
	Activity Total			350,000.00				350,000.00	350,000.00		350,000.00		
			12,271,827.84	7,709,545.47	400,000.00	19,454,335.00		30,035,708.31	27,342,407.00	3,250,500.00	31,292,907.00	5,687,829.51	4,337,679.57
												62,575.67	196,531.54

3.2.3 Right of Use Assets

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

3.2.4 Intangible Assets

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

3.3 Liabilities

3.3.1 Trade and other Payables

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

3.3.2 Borrowings

All Council borrowings are with the Queensland Treasury Corporation (QTC). During September, Council paid its annual debt service payment to QTC which reduced the carrying value of borrowings in the balance sheet. The balance as of 30 September 2021 was \$29,398,044 made-up of borrowings in the following departments:

Department	Borrowings
NRM & Parks	\$ 483,000
Finance	\$ 697,441
Property	\$ 639,468
Economic Development	\$ 306,498
Environment & Waste	\$ 620,832
Infrastructure	\$ 10,098,744
Water & Wastewater	\$ 16,552,062
Total	\$ 29,398,044

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

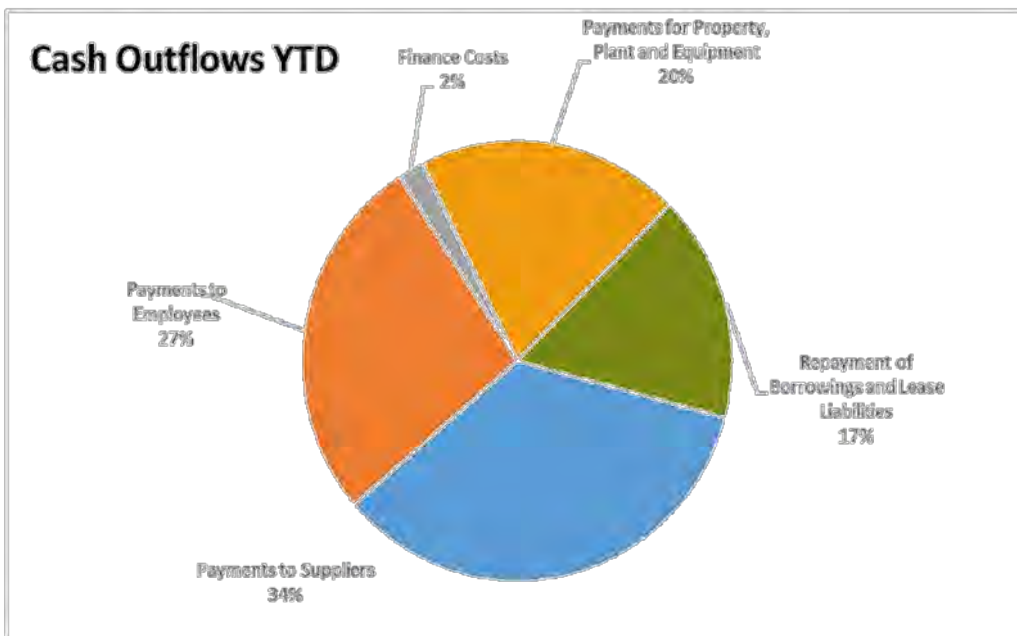
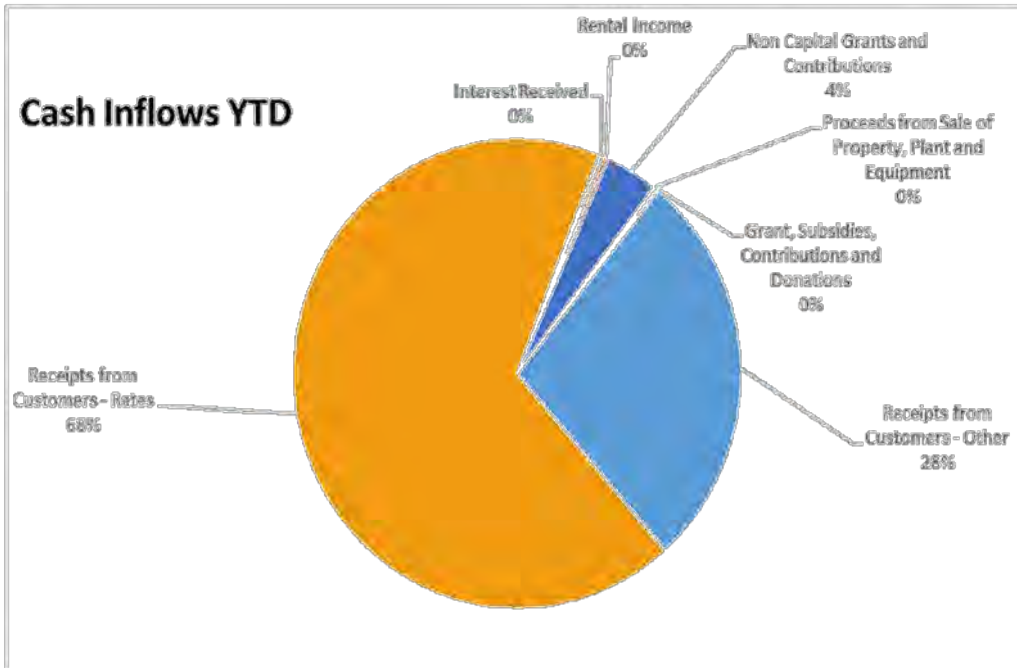
Provisions are made-up of landfill and gravel pit expected restoration costs and employee long service leave. Provisions will be impacted by discount rates and end of year calculations.

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	Sept	YTD	Original Budget	YTD vs Budget %
Cash Flows from Operating Activities						
Receipts from Customers	\$1,740,933	\$5,442,039	\$18,754,950	\$21,937,921	\$20,550,800	48%
Payments to Suppliers and Employees	(\$1,158,810)	(\$2,882,042)	(\$5,283,174)	(\$11,365,727)	(\$10,870,485)	18%
	\$582,123	\$2,559,997	\$13,471,776	\$10,542,194	\$11,181,205	
Interest Received	\$50,420	\$28,050	\$31,200	\$109,670	\$200,000	10%
Rental Income	\$42,400	\$18,530	\$60,460	\$131,420	\$185,000	35%
From Capital Grants and Contributions	\$100,380	\$18,400	\$201,550	\$400,330	\$7,880,908	5%
Finance Costs	(\$188,728)	(\$173,304)	(\$155,844)	(\$517,876)	(\$4,862,084)	9%
Net Cash Inflow (Outflow) from Operating Activities	\$354,462	\$1,373,028	\$13,597,633	\$15,365,003	\$10,205,102	59%
Cash Flows from Investing Activities						
Payments for Property, Plant and Equipment	(\$308,366)	(\$1,803,908)	(\$2,915,583)	(\$4,927,857)	(\$21,382,909)	16%
Payments for Intangible Assets	(\$1,276)	-	-	(\$1,276)	-	0%
Advances/(Repayments) of Loans and Advances	-	-	-	-	-	-
Proceeds from Sale of Property, Plant and Equipment	-	-	(\$42,091)	(\$42,091)	\$400,000	14%
Grant, Subsidies, Contributions and Donations	\$10,000	\$2,938	\$73,000	\$85,938	\$11,709,620	1%
Net Cash Inflow (Outflow) from Investing Activities	(\$299,642)	(\$1,800,970)	(\$2,842,583)	(\$4,943,193)	(\$19,073,289)	25%
Cash Flows from Financing Activities						
Proceeds from Borrowings and Leasing Liabilities	-	-	-	-	-	-
Repayment of Borrowings and Leasing Liabilities	(\$128,498)	(\$128,498)	(\$2,408,368)	(\$2,665,364)	(\$3,100,863)	14%
Net Cash Inflow (Outflow) from Financing Activities	(\$128,498)	(\$128,498)	(\$2,408,368)	(\$2,665,364)	(\$3,100,863)	14%
Cash and Cash Equivalents at the Beginning of the Period	\$81,003,382	\$80,076,792	\$82,624,231	\$81,003,382	\$29,800,718	
Net Increase/(Decrease) in Cash and Cash Equivalents	(\$68,850)	(\$1,656,439)	(\$1,690,937)	(\$3,416,226)	(\$3,000,346)	
Cash and Cash Equivalents at the End of the Period	\$40,934,532	\$42,624,231	\$49,615,208	\$49,615,208	\$36,498,468	
Restricted Cash	\$27,078,338	\$27,038,816	\$27,028,616	\$27,028,616		
Cash Available for Use	\$11,856,194	\$15,585,415	\$22,586,592	\$22,586,592		



5.0 Interim Changes in Equity

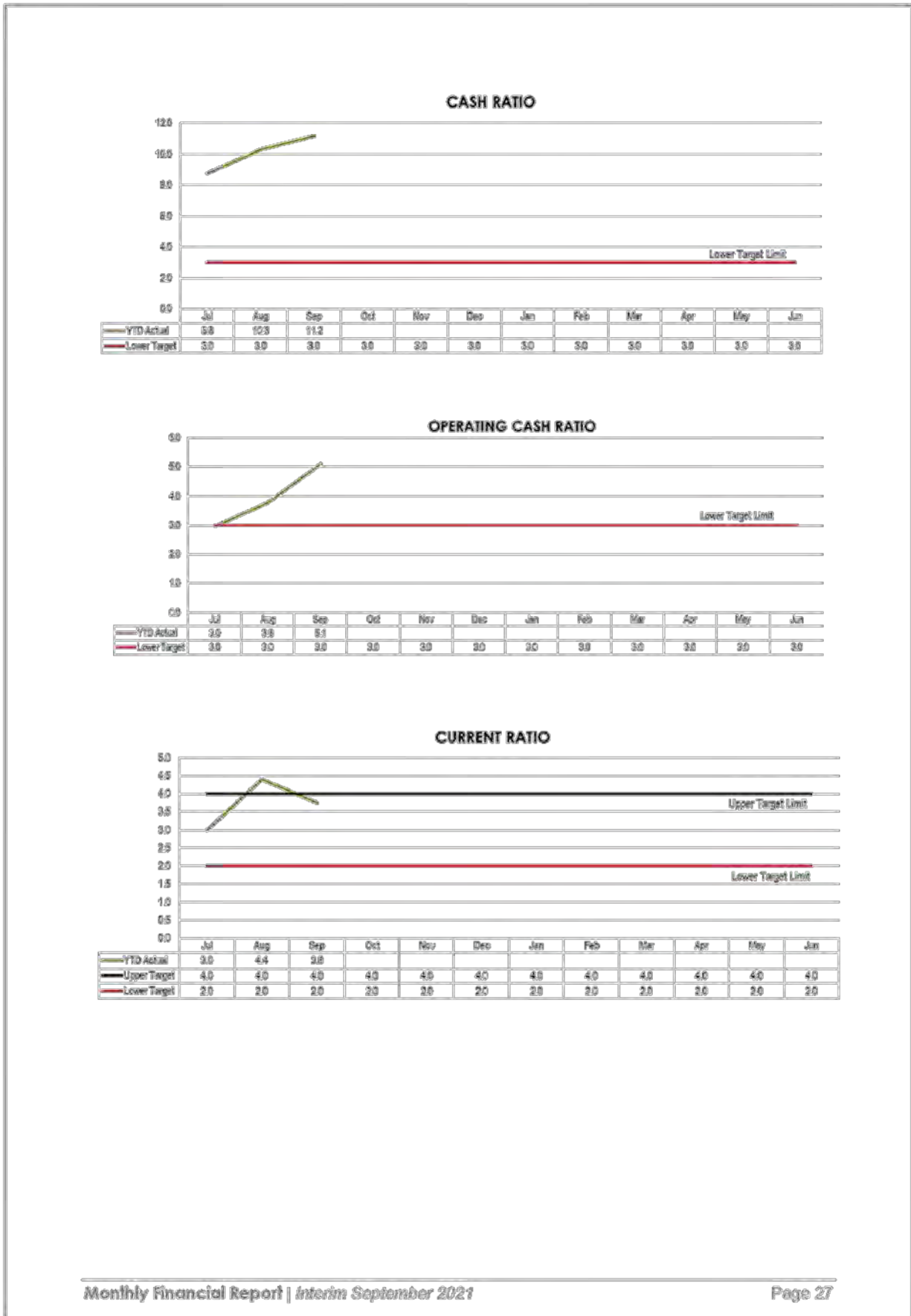
	<i>Jul-21</i>	<i>Aug-21</i>	<i>Sep-21</i>	<i>YTD</i>
	\$	\$	\$	\$
Asset Revaluation Surplus				
Opening Balance	435,067,399	435,067,399	435,067,399	435,067,399
Inc/(dec) in asset revaluation surplus	-	-	-	-
Closing Balance	435,067,399	435,067,399	435,067,399	435,067,399
Retained Surplus				
Opening Balance	432,480,675	427,829,829	450,156,760	432,480,675
Restricted Cash Released	-	-	-	-
Net Result	- 4,650,846	22,326,931	- 7,020,036	10,656,049
Closing Balance	427,829,829	450,156,760	443,136,724	443,136,724
Total Community Equity	862,897,228	885,224,159	878,204,123	878,204,123

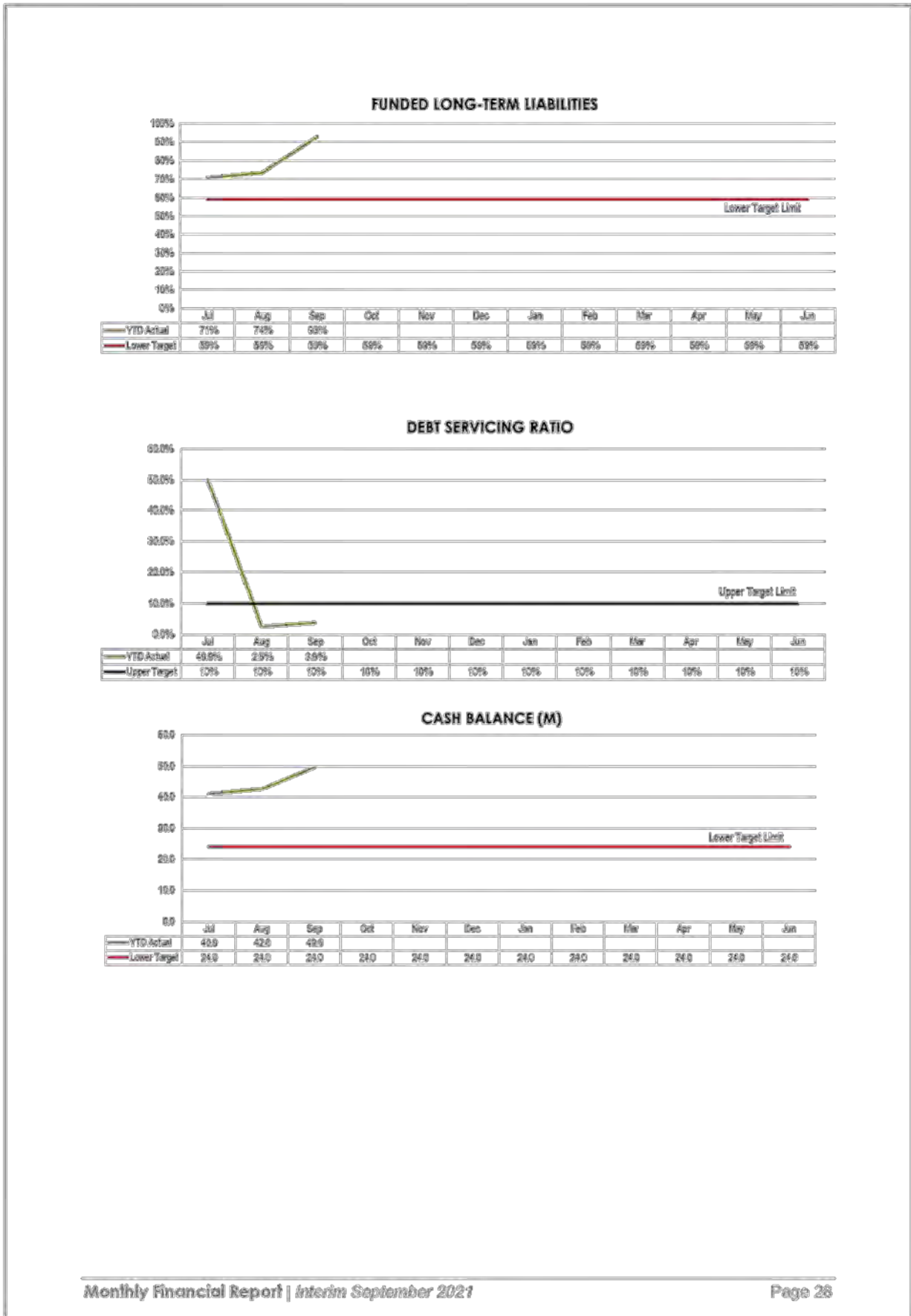
6.0 Financial Ratios

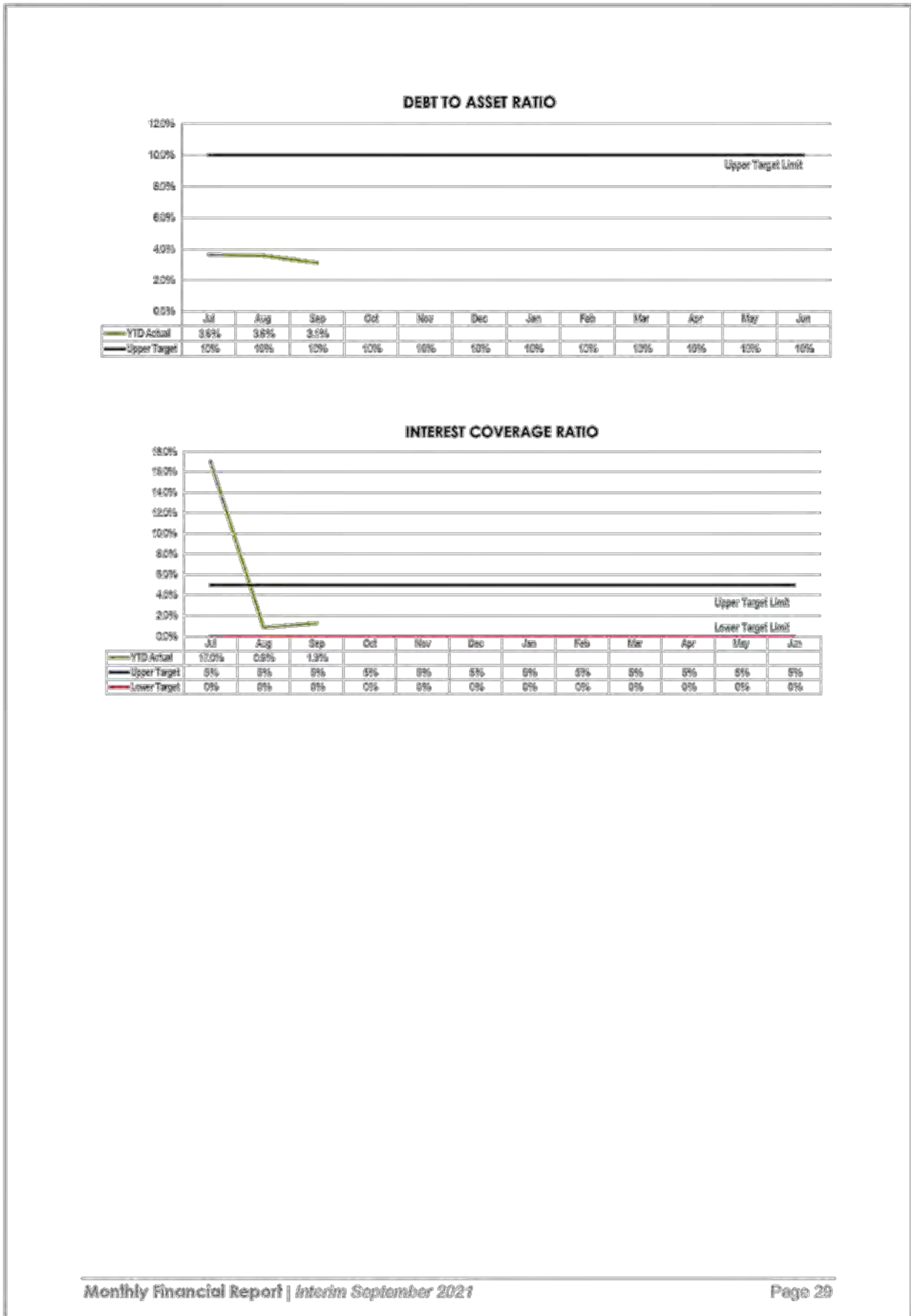
Key Performance Indicators - Monthly Reporting

Ratio	Description	Formula	SRC's Target	Status	Sep-21
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Total Operating Expense} - \text{Depreciation}}{\text{Cash Held}} \times \text{Number of Periods}$	Target greater than or equal to 3 months	✓	11.19
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	✓	6.10
Current Ratio (Working Capital Ratio)	This measures the extent to which Council has liquid assets available to meet short term financial obligations	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	Target between 2.0 & 4.0	✓	3.76
Funded Long-Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Long-Term Liabilities}}$	Target greater than or equal to 50%	✓	92.93%
Debt Servicing Ratio	This indicates Council's ability to meet current debt payments with recurrent revenue	$\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✓	3.68%
Cash Balance-\$M	Total Cash held Council held	Cash Held on Period End	Target greater than or equal to \$24M	✓	46.62
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%	✓	3.14%
Interest Coverage Ratio	This ratio demonstrates the extent which operating revenues are being used to meet the financing charges	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 10% and 5%	✓	1.29%

The ratios at the end of September are all within their respective targets.







7.0 Long Term Financial Forecast

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

The long-term financial forecast requires:

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

The Local Government must:

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

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

7.1 Income and Expenditure Statements

	Year 2 2022/2023	Year 3 2023/2024	Year 4 2024/2025	Year 5 2025/2026
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	53,480,039	55,353,791	57,305,127	59,337,787
Fees and Charges	4,669,555	4,747,316	4,826,384	4,906,783
Rental Income	384,350	390,884	397,531	404,290
Interest Received	632,805	635,133	637,484	639,858
Sales Revenue	3,067,934	3,120,090	3,173,132	3,227,076
Other Income	779,203	792,449	805,922	819,625
Grants, Subsidies, Contributions and Donations	7,696,017	7,672,855	7,750,502	7,828,968
	<u>70,709,903</u>	<u>72,712,518</u>	<u>74,896,082</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>77,431,663</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	21,721,648	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	(406,800)	(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>2,999,952</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 6 2020/2021	Year 7 2021/2022	Year 8 2022/2023	Year 9 2023/2024	Year 10 2024/2025
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	61,483,708	62,583,035	65,954,138	68,369,237	70,866,380
Fees and Charges	4,988,523	5,071,887	5,158,178	5,242,112	5,329,478
Rental Income	411,383	418,153	425,281	432,490	439,843
Interest Received	849,259	852,718	859,244	865,836	872,485
Sales Revenue	3,281,838	3,337,729	3,394,478	3,452,177	3,510,584
Other Income	633,558	647,728	662,138	676,793	691,595
Grants, Subsidies, Contributions and Donations	7,909,280	7,998,359	8,089,381	8,181,188	8,233,878
	<u>79,525,402</u>	<u>81,979,419</u>	<u>84,530,792</u>	<u>87,194,233</u>	<u>89,944,834</u>
Capital Revenue					
Grants, Subsidies, Contribution and Donations	4,912,810	4,912,810	4,912,810	4,912,810	4,912,810
Total Income	<u>84,438,212</u>	<u>86,892,229</u>	<u>89,443,602</u>	<u>92,089,643</u>	<u>94,857,644</u>
Expenses					
Recurrent Expenses					
Employee Benefits	27,582,891	28,135,214	28,698,637	29,273,331	29,859,544
Materials and Services	25,859,729	26,093,385	26,535,428	26,985,013	27,442,227
Finance Costs	1,849,581	1,497,191	1,338,849	1,178,329	1,013,124
Depreciation and Amortisation	21,635,902	22,050,984	22,424,944	22,596,759	22,787,841
	<u>76,927,383</u>	<u>77,776,744</u>	<u>78,997,858</u>	<u>79,633,432</u>	<u>81,082,536</u>
Capital Expense					
	(435,175)	(442,574)	(450,088)	(457,760)	(465,532)
Total Expense	<u>76,492,208</u>	<u>77,334,170</u>	<u>78,547,770</u>	<u>79,175,672</u>	<u>80,617,004</u>
Net Result	<u>7,945,994</u>	<u>9,557,959</u>	<u>10,895,642</u>	<u>12,520,161</u>	<u>14,240,240</u>
Net Operating Result	<u>2,699,039</u>	<u>4,292,875</u>	<u>5,532,834</u>	<u>7,149,601</u>	<u>8,862,098</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	\$ 43,851,635
Receivables	\$ 5,825,002	\$ 5,908,812	\$ 6,088,672	\$ 6,370,944
Inventories	\$ 756,986	\$ 749,416	\$ 741,922	\$ 734,503
Total Current Assets	\$ 43,733,438	\$ 45,815,970	\$ 49,430,955	\$ 50,957,081
Non-Current Assets				
Receivables - Non-Current	\$ 708,848	\$ 512,314	\$ 315,780	\$ 8,352
Infrastructure, Property, Plant and Equipment	\$ 883,685,293	\$ 888,224,205	\$ 890,714,337	\$ 892,756,273
Intangible Assets	\$ 6,234,639	\$ 6,234,639	\$ 6,234,639	\$ 6,234,639
Right Of Use Assets	\$ 806,831	\$ 775,853	\$ 746,738	\$ 717,624
Total Non-Current Assets	\$ 891,435,611	\$ 895,747,011	\$ 898,011,494	\$ 899,716,888
Total Assets	\$ 935,169,050	\$ 941,562,981	\$ 947,442,449	\$ 950,673,969
Liabilities				
Current Liabilities				
Payables	\$ 7,199,564	\$ 7,238,033	\$ 7,278,915	\$ 7,320,335
Borrowings	\$ 3,284,988	\$ 3,441,088	\$ 3,243,824	\$ 3,398,249
Provisions	\$ 3,796,586	\$ 3,790,463	\$ 3,834,170	\$ 3,874,638
Unearned Revenue	\$ 2,354,174	\$ 2,377,716	\$ 2,401,493	\$ 2,425,508
Total Current Liabilities	\$ 16,635,312	\$ 16,847,300	\$ 16,758,402	\$ 17,018,730
Non-Current Liabilities				
Payables - Non-Current	\$ 823,767	\$ 802,242	\$ 780,138	\$ 757,439
Borrowings - Non-Current	\$ 24,731,982	\$ 26,165,818	\$ 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	\$ 45,560,712	\$ 43,429,734	\$ 47,248,491	\$ 50,654,510	\$ 54,586,088
Receivables	\$ 8,651,113	\$ 7,032,988	\$ 7,520,526	\$ 8,117,906	\$ 8,829,486
Inventories	\$ 727,158	\$ 718,866	\$ 712,867	\$ 705,563	\$ 689,509
Total Current Assets	\$ 52,944,983	\$ 57,182,603	\$ 55,479,614	\$ 59,477,977	\$ 64,114,083
Non-Current Assets					
Receivables - Non-Current	\$ -	\$ -	\$ -	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 895,248,788	\$ 897,399,856	\$ 908,563,160	\$ 911,556,257	\$ 916,194,634
Intangible Assets	\$ 6,234,639	\$ 6,234,639	\$ 6,234,639	\$ 6,234,639	\$ 6,234,639
Right Of Use Assets	\$ 868,509	\$ 859,520	\$ 830,530	\$ 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	\$ 7,404,670	\$ 7,447,739	\$ 7,491,376	\$ 7,535,567
Borrowings	\$ 3,031,662	\$ 3,169,602	\$ 3,215,130	\$ 3,302,331	\$ 3,509,532
Provisions	\$ 3,848,907	\$ 3,955,229	\$ 4,081,712	\$ 5,248,763	\$ 6,570,219
Unearned Revenue	\$ 2,449,763	\$ 2,474,261	\$ 2,492,033	\$ 2,523,093	\$ 2,549,233
Total Current Liabilities	\$ 16,690,393	\$ 17,003,762	\$ 17,243,584	\$ 18,627,483	\$ 20,164,571
Non-Current Liabilities					
Payables - Non-Current	\$ 734,384	\$ 710,463	\$ 688,021	\$ 650,920	\$ 635,140
Borrowings - Non-Current	\$ 21,292,558	\$ 17,533,998	\$ 13,728,030	\$ 9,776,499	\$ 5,676,668
Provisions - Non-Current	\$ 14,939,798	\$ 15,213,470	\$ 15,359,191	\$ 14,374,943	\$ 11,958,666
Unearned Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 36,967,618	\$ 33,457,891	\$ 29,773,852	\$ 24,812,362	\$ 18,270,774
Total Liabilities	\$ 53,658,011	\$ 50,461,653	\$ 47,017,436	\$ 43,439,845	\$ 38,435,345
Net Assets	\$ 901,456,906	\$ 911,014,766	\$ 921,910,407	\$ 934,430,568	\$ 948,670,808
Equity					
Retained Earnings	\$ 474,000,223	\$ 483,551,683	\$ 494,458,724	\$ 506,076,885	\$ 521,217,325
Revaluation Reserve	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Total Equity	\$ 901,456,906	\$ 911,014,766	\$ 921,910,407	\$ 934,430,568	\$ 948,670,808

7.3 Cash Flow

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

	Year 6 2020/2021	Year 7 2021/2020	Year 8 2022/2021	Year 9 2023/2020	Year 10 2024/2021
Cash Flows from Operating Activities					
<i>Receipts:</i>					
Receipts from Customers	\$ 73,941,273	\$ 76,263,917	\$ 78,666,674	\$ 81,205,428	\$ 83,632,975
Interest Received	\$ 648,258	\$ 652,718	\$ 659,244	\$ 665,856	\$ 672,436
Rental Income	\$ 411,163	\$ 418,153	\$ 425,281	\$ 432,480	\$ 439,543
Non-Capital Grants and Contributions	\$ 7,908,260	\$ 7,868,389	\$ 8,069,361	\$ 8,151,188	\$ 8,233,678
<i>Payments:</i>					
Payment to Suppliers	-\$ 57,040,317	-\$ 59,005,825	-\$ 59,253,730	-\$ 60,439,007	-\$ 62,838,047
Borrowing Costs	-\$ 1,104,489	-\$ 651,784	-\$ 789,487	-\$ 833,962	-\$ 487,772
Net Cash Provided (or Used) in Operating Activities	\$ 24,753,166	\$ 26,304,566	\$ 27,793,343	\$ 29,384,071	\$ 29,873,370
Cash Flows from Investing Activities					
<i>Receipts:</i>					
Proceeds from Sale of PPE	\$ 435,178	\$ 442,674	\$ 450,098	\$ 457,760	\$ 465,532
Grants, Subsidies, Contributions and Donations	\$ 4,912,810	\$ 4,912,810	\$ 4,912,810	\$ 4,912,810	\$ 4,912,810
<i>Payments:</i>					
Payments for PPE	-\$ 24,397,628	-\$ 24,175,170	-\$ 31,570,789	-\$ 27,541,192	-\$ 27,367,604
Net Cash Provided (or Used) in Investing Activities	-\$ 19,049,840	-\$ 18,819,986	-\$ 26,217,675	-\$ 22,170,632	-\$ 21,889,462
Cash Flows from Financing Activities					
<i>Receipts:</i>					
Proceeds from Borrowings	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Payments:</i>					
Repayments of Borrowings	-\$ 3,888,250	-\$ 3,621,560	-\$ 3,759,600	-\$ 3,805,130	-\$ 3,952,330
Net Cash Provided (or Used) in Financing Activities	-\$ 3,888,250	-\$ 3,621,560	-\$ 3,759,600	-\$ 3,805,130	-\$ 3,952,330
Net Increase/(Decrease) in Cash and Cash Equivalents	\$ 1,715,076	\$ 3,863,020	-\$ 2,183,932	\$ 3,408,109	\$ 3,931,578
Cash and Cash Equivalents at Beginning of Period	\$ 49,831,838	\$ 45,968,732	\$ 49,429,734	\$ 47,246,401	\$ 50,854,510
Cash and Cash Equivalents at End of Period	\$ 49,599,712	\$ 49,429,734	\$ 47,246,401	\$ 50,854,510	\$ 54,586,088

7.4 Changes in Equity

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

	Year 6 2026/2027	Year 7 2027/2028	Year 8 2028/2029	Year 9 2029/2030	Year 10 2030/2031
Asset Revaluation Surplus					
Opening Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Retained Surplus					
Opening Balance	\$ 465,957,398	\$ 474,003,223	\$ 483,961,083	\$ 494,456,724	\$ 506,976,885
Net Result	\$ 8,045,825	\$ 9,557,859	\$ 10,865,642	\$ 12,520,161	\$ 14,240,240
Closing Balance	\$ 474,003,223	\$ 483,561,083	\$ 494,826,724	\$ 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 \$49.415m held in bank accounts on 30 September 2021. Out of this balance 86% was held with QTC with an end of month interest rate of 0.90% and the remaining 14% was with Commonwealth Bank with an interest rate of 0.60%.

Institution	Rating	Rate at 30/06/2021	Current Rate
QTC	A1+	0.51%	0.90%
CBA General Account (new)	A1+	0.60%	0.60%
CBA General Account	A1+	0.60%	0.60%

Investment Portfolio Report
As at 30 September 2021

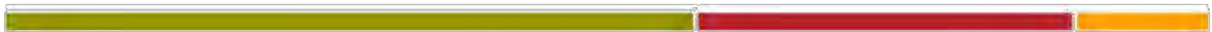
Financial Institution	Opening Investment Balance 1 July 2021	Interest Rate	Deposit 1	Withdrawals	Balance	Interest Income	Admin Charge	Net Interest Income	Ending Investment Balance 30 September 2021	% in Portfolio	SPOT Term Rating	Individual Counterparty Limit	Maximum Funds Limit
Queensland Treasury Corporation	35,532,357	0.54%	0,000,000	0,000,000	35,532,357	49,870	38,500	86,370	42,963,390	86%	A1+	100%	Nil/20M
Commonwealth Bank Australia General Operating Account	2,648,557	0.60%	44,325,288	29,225,293	47,632,352	0,000	-	0,000	47,632,352	14%	A1+	250,000,000	5,000
Total	38,180,914		44,325,288	29,225,293	83,164,709	49,870	38,500	86,370	90,595,742				

9.0 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. So far Council has spent \$45k on eligible projects for this financial year.

10.0 Rates Update

- Rates were due on 22 September 2021. We have approximately 2,987 Assessments that remain unpaid.
- Reminder Notices will be issued in the next few weeks which should generate further payments.
- Rate searches have remained constant with 201 searches completed since 1 September 2021.
- Sale of Land Notice of Intention to Sell Letters are in the process of being completed.



10 PORTFOLIO – ROADS & DRAINAGE**10.1 REQUEST TO RENAME QUIET GLEN ROAD BOONDOOMA TO SEILER LANE BOONDOOMA****File Number:** 20-10-2021**Author:** Manager Works**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure Standing Committee meeting held on 6 October 2021, was a report updating Council on the history on the request to rename Quiet Glen Road, Boondooma to Seiler Lane, Boondooma

SUMMARY**COMMITTEE RESOLUTION 2021/62**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the committee recommends to Council:

That Council resolves:

1. To rename Quiet Glen Road, Boondooma to Seiler Lane, Boondooma; and 2. That Quiet Glen Road, Boondooma be added to Councils register of future road naming options for consideration in the locality of Boondooma.

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 resolves:

1. To rename Quiet Glen Road, Boondooma to Seiler Lane, Boondooma; and
2. That Quiet Glen Road, Boondooma be added to Councils register of future road naming options for consideration in the locality of Boondooma.

BACKGROUND

Presented at the Infrastructure Standing Committee meeting held on 6 October 2021.

ATTACHMENTS

Nil

10.2 2025/26 SAFE SCHOOL TRAVEL (SAFEST) FUNDING NOMINATIONS**File Number: 20-10-2021****Author: Manager Infrastructure Planning****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Infrastructure Standing Committee held on the 6 October 2021, was a report updating Council on the 2025/26 Safe School Travel (SafeST) Funding Nominations

SUMMARY**COMMITTEE RESOLUTION 2021/63**

Moved: Cr Gavin Jones

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council;

That Council supports the submission of the following project and commits to co-contributing 50% of the 2024/25 SafeST programme:

Proposed Project – 2024/25

1. William Street, Kingaroy – \$270,000

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 supports the submission of the following project and commits to co-contributing 50% of the 2024/25 SafeST programme:

Proposed Project – 2024/25

1. William Street, Kingaroy – \$270,000

BACKGROUND

Presented at the Infrastructure Standing Committee held on the 6 October 2021.

ATTACHMENTS**Nil**

10.3 2025/26 SAFE SCHOOL TRAVEL (SAFEST) FUNDING INVESTIGATIONS**File Number: 20-10-2021****Author: Manager Infrastructure Planning****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Infrastructure Standing Committee meeting held on the 6 October 2021, was a report updating Council on the 2025/26 Safe School Travel (SafeST) Funding Nominations. It was resolved at this meeting that Council investigate Markwell street as an option for the 2025/2026 safeST programme.

SUMMARY**COMMITTEE RESOLUTION 2021/64**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That Council investigate the Markwell Street Kingaroy project for the 2025/26 SafeST programme and a report be brought back to Council.

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 investigate the Markwell Street Kingaroy project for the 2025/26 SafeST programme and a report be brought back to Council.

BACKGROUND

Presented at the Infrastructure Standing Committee meeting held on 6 October 2021.

ATTACHMENTS**Nil**

10.4 KINGAROY TRANSFORMATION PROJECT SIGNATURE TREE ALTERNATIVE

File Number: 20-10-2021
Author: General Manager Infrastructure
Authoriser: Chief Executive Officer

PRECIS

Presented at the Infrastructure Standing Committee meeting held on 6 October 2021, was a report updating Council on the Kingaroy Transformation Project Signature Tree Alternative.

SUMMARY**COMMITTEE RESOLUTION 2021/57**

Moved: Cr Gavin Jones
Seconded: Cr Roz Frohloff

That the committee recommend to Council:

That Council alternate the signature Silky Oak Trees for the Kingaroy Transformation Project with the Firewheel – *Stenocarpus*.

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 alternate the signature Silky Oak Trees for the Kingaroy Transformation Project with the Firewheel – *Stenocarpus*.

BACKGROUND

Presented at the Infrastructure Standing Committee meeting held on 6 October 2021. It was resolved that an updated report be brought to the October General Meeting with advice from an independent local horticulturist in relation to the signature tree alternative.

Council requested further information on the suitability and availability of the Fire Wheel - *Stenocarpus* as a replacement for the Signature Tree – Silky Oak, through consultation with local horticultural experts and other relevant parties. The project team contacted a local horticulturist for advice and who was previously consulted on the selection of species for the KTP however he was not directly familiar with the tree. The horticulturist referred the team to a family member as an industry expert who may have some knowledge and also mentioned that the Emaho Trees nursery at Ravensbourne, near Crow's Nest would be highly respected source of expertise and possible supply.

Green Life Solutions was contacted in relation to the use of the Fire Wheel Tree as an alternative to the Silky Oak and he advised that they are a spectacular tree that blossoms abundantly with red flowers and was in his opinion a very impressive tree. He acknowledged that he had limited direct involvement of their use – although had assisted clients in renovating older specimens 10- 15m with good results, and also recommended talking with another horticulturist expert.

Our project team spoke with Emaho Trees seeking information on suitability (and availability) of the Fire Wheel Tree - *Stenocarpus* for use in the KTP project. Their advice was similar to Green Life Solutions in that they are a very impressive tree when flowering and a suitable street tree – subject

to being placed in an appropriate location, well-watered and maintained. Emaho Trees mentioned that they grow very well at Ravensbourne and based on their knowledge of the Kingaroy area was confident that they would be suitable signature tree which would be expected not to be of excessive height which is consistent with the landscape architect advice. Both horticulturalists mentioned that they may attract parrots when flowering.

The Kingaroy Society for Growing Australian Native Plants was approached for feedback, but at the date of reporting was unable to be contacted. Council's internal Parks and Gardens team were also consulted and believe that they are a suitable replacement tree and would support their installation

ATTACHMENTS

1. **Silky Oak Location** [↓](#) 
2. **Silky Oak Factsheet** [↓](#) 
3. **Firewheel Factsheet** [↓](#) 
4. **White Oak Factsheet** [↓](#) 

Silky Oak – Grevillea Robusta

Why Silky Oak?

Silky Oak trees have been selected for planting in several locations within the Kingaroy Transformation Project.

The Silky Oak is a beautiful evergreen tree native to Australia and endemic to the South Burnett region. Mature specimens are easily obtained from nurseries to create a large brightly coloured feature tree providing a noticeable presence from day one.

Evergreen and in leaf throughout the year Silky Oaks produce bright orange tube-like flowers for a few weeks in October and November. These beautiful flowers may attract bird-life. The tree can live for 100 years or more and could be expected to grow up to 30m tall in a natural setting or 20m tall in an urban environment.

Silky Oak trees are often chosen as a street tree as they are robust, low maintenance and virtually disease and pest free. These trees adapt well to climatic conditions, are drought tolerant and can cope with frost once established.

Class A irrigation that is being installed throughout the KTP will allow for a consistent watering arrangement, allowing for better moisture control. There is the potential for an automated system to be configured which would improve operating hours based on seasons, reducing distress of the trees leading to better outcomes.

Frequently Asked Questions

Q. Do Silky Oak trees drop leaves or nectar?

A. Very young Silky Oak trees generally do not drop leaves. However, similar to all evergreens more mature trees can experience minor leaf loss for a short period during Winter / early Spring. When flowering they may drip nectar, however the birds that may be attracted will likely reduce the quantity of this nectar.

Q. Do Silky Oak trees have an invasive root system?

A. Silky Oak trees have a dense and fine root system that greatly increases the absorbing surface area and enables the tree to thrive even in nutrient deprived soils. A protective root barrier will be installed to prevent these tree roots from impacting on the underground infrastructure.

South Burnett Regional Council will undertake regular routine maintenance of the CBD, which will include the pruning of all trees and the sweeping or cleaning of footpaths. The inclusion of trees and landscaping within the CBD softens the hard landscape that is associated with building, footpaths and roads and provides great contrast for these areas of high pedestrian traffic.



1. Silky Oak Tree 2. Silky Oak Seed Pods 3. Silky Oak Leaf 4. Silky Oak Flowers

Firewheel Tree – *Stenocarpus Sinuatus*

Quick Facts

Common Name: Firewheel Tree

Family: *Proteaceae*

Distribution: *Rainforests of north-eastern New South Wales and eastern Queensland. Also occurs in Papua New Guinea*

Height: *Usually 10m in full sun; up to 30m in a warm shaded spot*

Deciduous: *No*

Flowers: *Summer to Autumn, red/orange wheel shaped flowers*

Plant Environment: *Adaptable to a range of climates. Prefers rich, loamy soils but is tolerant of most well drained soils. May be grown in a sunny or partly shaded location.*

Growth Habit: *Evergreen, dense foliage, oval shape*

Tolerance: *Tolerates drought/ light frost once established*



Profile:

The *Stenocarpus Sinuatus* is from the *Proteaceae* family and is commonly known as the Firewheel Tree. Firewheel Tree's are a noteworthy feature tree due to their size, shape, foliage colour and cover and general attractiveness. The Firewheel is native to Queensland and north-eastern New South Wales and despite its sub-tropical to tropical origin, it is adaptable to a range of climates; growing successfully in a dry climate where additional water is available. Perfectly suited and commonly used as a vibrant garden and street feature tree, the Firewheel if tip pruned while young can be encouraged to grow to a dense, rounded shape. Evergreen with dark glossy foliage, the Firewheel Tree is in leaf throughout the year and produces ornamental bright red/orange circular flowers in summer. The flowers carry a nectar that will attract bees, birds, butterflies and other insects. The Firewheel is a hardy variety, tolerant to light frost, full sun and drought.



1. Firewheel Tree Flower 2. Firewheel Tree leaf 3. Firewheel Tree Seed Pod 4. Firewheel Tree in flower

White Oak – Grevillea Baileyana

Quick Facts

Common Names: *Brown Silky Oak, Scrub Beefwood, Findlay's Silky, Bailey's Silky Oak*

Family: *Proteaceae*

Height: *Usually 5-10m but occasionally to 30m*

Deciduous: *No – does not drop leaves or sap*

Flowers: *Late Spring and early Summer, white/cream*

Plant Environment: *Low maintenance garden or container growing in tropical, sub-tropical, warm temperate, cool temperate, Mediterranean climate zone.*

Growth Habit: *Evergreen, dense foliage, column-shaped*

Frost Tolerance: *Tolerates light frost*



Profile:

The *Grevillea Baileyana* is from the *Proteaceae* family and is commonly known as the White Oak. White Oak's are a noteworthy feature tree due to their size, shape, foliage colour and cover and general attractiveness. The White Oak is native to Queensland but is known to grow successfully in a wide range of soils and climates to as far south as Melbourne. Commonly used as a vibrant garden and street feature tree, the White Oak is fast growing, usually reaching heights of 5-10m with a canopy width of 3-4m. Evergreen with glossy, dense foliage with a rusty coloured tinge on the underside, the White Oak is in leaf throughout the year and produces an elongated cluster of upright and fragrant cream flowers mainly from late Spring to early Summer. The flowers carry a strong honey scented nectar perfume, attracting bees, nectar eating birds, butterflies and other insects. The White Oak is a hardy variety, tolerant to light frost and full sun.



1. White Oak tree 2. White Oak leaf underside 3. White Oak Seed Pod 4. White Oak flowers

10.5 BUNYA HIGHWAY MEDIANS - WONDAL ROUNDABOUT COMMUNITY CONSULTATION**File Number:** 20-10-2021**Author:** Manager Infrastructure Planning**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure Standing Committee meeting held on 6 October 2021, was a report updating Council on the Bunya Highway Medians and Wondai Roundabout Community Consultation.

SUMMARY**OFFICER'S RECOMMENDATION****COMMITTEE RESOLUTION 2021/67**

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That Council adopt Option Two (Attachment Two (2)) for the redevelopment of the Wondai roundabout including the associated landscaping works as preferred by the broader Wondai community to progress to detailed design (Attachment Four (4)).

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 adopt Option Two (Attachment Two (2)) for the redevelopment of the Wondai roundabout including the associated landscaping works as preferred by the broader Wondai community to progress to detailed design (Attachment Four (4)).

BACKGROUND

Presented at the Infrastructure Standing Committee meeting held on 6 October 2021.

ATTACHMENTS

1. Option One [!\[\]\(704d2f006167bdd6b08ece6734cbe5ff_img.jpg\) !\[\]\(8ef1ba97248c2c80b9587627f5985001_img.jpg\)](#)
2. Option Two [!\[\]\(2d6dac317e12acc802f8bcc7f2d94ea3_img.jpg\) !\[\]\(b35a1d40d58bfae4d73625321574f1b9_img.jpg\)](#)
3. Option Three [!\[\]\(8258985f97038f69acc5ebad071ae7aa_img.jpg\) !\[\]\(576444eb5a252f2045b2673ad1d1fb74_img.jpg\)](#)
4. Feedback Summary [!\[\]\(4198a0d74830324c4960ac67ea32b05d_img.jpg\) !\[\]\(204932eab5aab13368dc6bf5654f68a4_img.jpg\)](#)
5. Wondai Roundabout Feedback Form [!\[\]\(df05b048e263b15b6f01ee09b445092e_img.jpg\) !\[\]\(478d6fa2c43e6244fe7ad049e0fb4034_img.jpg\)](#)

OPTION ONE



HALCYON STREET & SCOTT STREET ROUNDABOUT LOOKING SOUTH TOWARDS THE ART GALLERY

YOUNGMAN STREET MEDIAN IMPROVEMENTS LANDSCAPE CONCEPT

PO BOX 1440, Buddina, Sunshine Coast, QLD 4578 T: 07 5498 4677 E: admin@greenedge.com.au www.greenedge.com.au



DATE: 31.05.2021 PROJECT: 21000

FINAL ISSUE

PAGE: 21
ISSUE: 6

OPTION TWO



HALCYON STREET & SCOTT STREET ROUNDABOUT LOOKING SOUTH TOWARDS THE ART GALLERY

YOUNGMAN STREET MEDIAN IMPROVEMENTS LANDSCAPE CONCEPT

PO BOX 1440, Bundamba, Sunshine Coast, QLD 4578 T: 07 5498 4477 E: admin@greenedge.com.au www.greenedge.com.au



PAGE: 25
ISSUE: 6

DATE: 31.05.2021 PROJECT: 21000 FINAL ISSUE



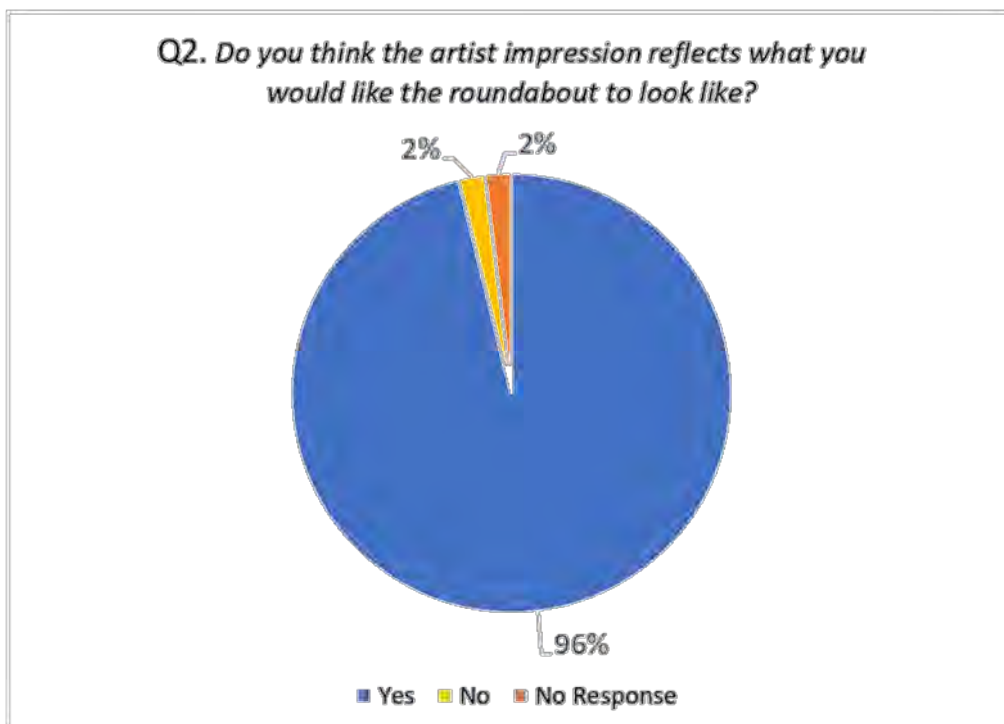
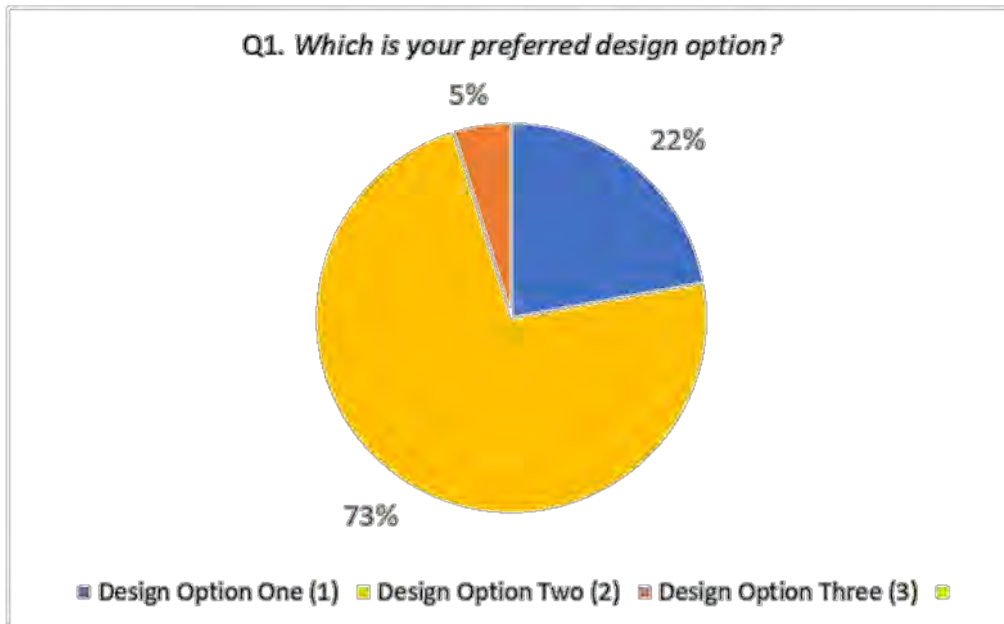
Revisions/Descriptions	Approval	Date
	GDAM	
	MSAZONE 99	
	AHD	
	NA	

SOUTH BURNETT REGIONAL COUNCIL
 HALCY STREET, WONDAL
 ROUNDABOUT UPGRADE

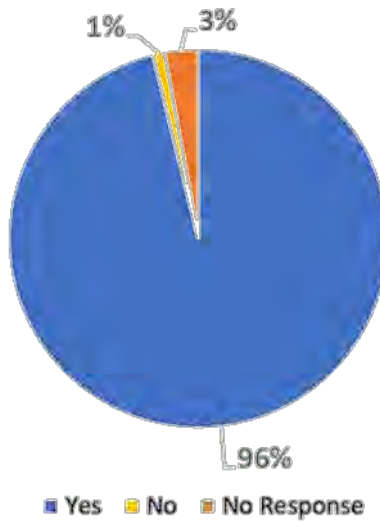


JL	JL	LM	JD
Approved			
Manager Infrastructure Planning James D'Arcy RPEQ# 13159 Date			

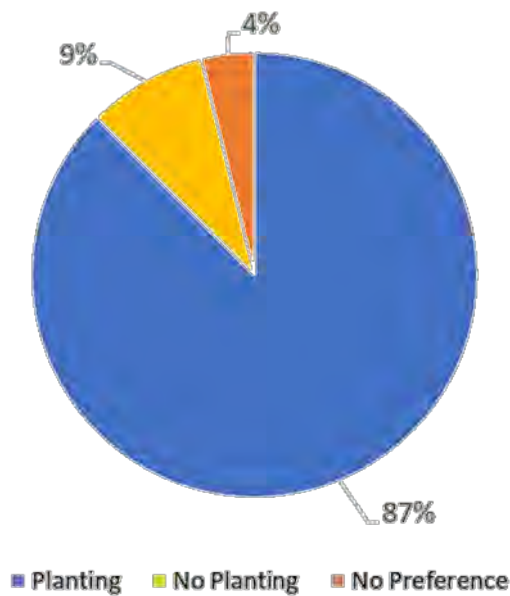
File Number	2700-04
Project Number	
Project Funding	
Sheet	GENERAL ARRANGEMENT PLAN
Plan Number	00260-06
Sheet No.	5 of 5
Revision	0



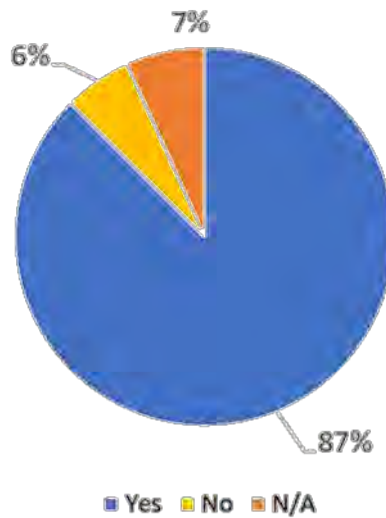
Q3. Do you think your preferred design option is a subtle entry statement that beautifies the surrounding area and contributes as a nodal entry point to town?



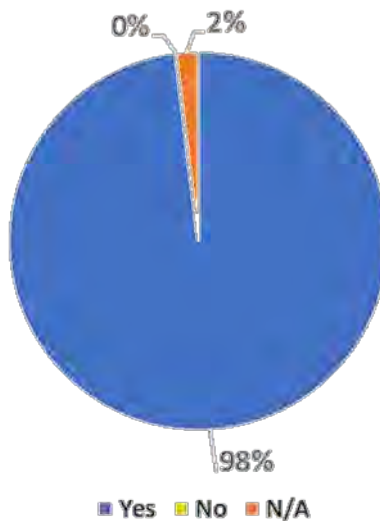
Q4. Do you want to see planting in the roundabout infill?



Q5. Do you think your preferred design option utilises materials that reflect Wondai's character and distinctiveness (such as timber, planting etc) within the region?



Q6. Do you think your preferred design option provides a functional and attractive solution that achieves relatively low maintenance requirements?





Wondai Roundabout Feedback Form

Question 1:

Which is your preferred design option?

Option One (1)	Option Two (2)	Option Three (3)
----------------	----------------	------------------

Question 2:

Do you think the artist impression reflects what you would like the roundabout to look like?

YES	NO
-----	----

Question 3:

Do you think your preferred design option is a subtle entry statement that beautifies the surrounding area and contributes as a nodal entry point to town?

YES	NO
-----	----

Question 4:

Do you want to see planting in the roundabout infill?

YES, I prefer planting	NO, I prefer no planting
------------------------	--------------------------

Question 5:

Do you think your preferred design option utilises materials that reflect Wondai's character and distinctiveness (such as timber, planting etc) within the region?

YES	NO
-----	----

Question 6:

Do you think your preferred design option provides a functional and attractive solution that achieves relatively low maintenance requirements?

YES	NO
-----	----

10.6 BUNYA HIGHWAY MEDIAN REFURBISHMENT

File Number: 20-10-2016
Author: Manager Works
Authoriser: Chief Executive Officer

PRECIS

Bunya Highway Median Refurbishment Project

SUMMARY

As part of the 2021/22 budget, Council has approved the refurbishment of the Bunya Highway medians in Youngman Street, Kingaroy, including the River Road roundabout and Wondai roundabout. On completion of the initial Invitation to Offer for the Youngman Street medians, the offers received are above the current budget allocation.

OFFICER'S RECOMMENDATION

That Council notes this report and the possible requirement for additional project funding to support the current scope which includes the refurbishment of the River Road roundabout, Youngman Street medians, and the Wondai roundabout.

FINANCIAL AND RESOURCE IMPLICATIONS

The approved 2021/22 budget for the Bunya Highway Median Refurbishment project is \$964,000 from Council funds. With the current construction market inflation, the prices being seen are likely to be in excess of what has been allowed for in the project budget, and that there will be a requirement to seek additional budget allocation for this project.

In order to provide a cost-efficient delivery of this project and mitigate the current construction market inflation, it is considered that the most appropriate course of action is to utilise internally managed resources, of which are primarily currently working on the Kingaroy Transformation Project and are expected to be available by delaying the commencement of this project, along with a review of the scope and treatments to meet the current market.

LINK TO CORPORATE/OPERATIONAL PLAN

1. ENHANCING LIVABILITY AND LIVESTYLE – Elevate the South Burnett region to be recognised as a “Community of choice”.
2. PROVIDING KEY INFRASTRUCTURE FOR OUT TOWNS AND VILLAGES – Develop, renew and maintain community infrastructure through sound asset management principles

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Various forms of consultation, including with Councillors and the community have been undertaken for Youngman Street medians, River Road roundabout, and Wondai roundabout, with major focus on design feedback and preferences for various options.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The proposed works will be contained within a state-controlled corridor, and Council will need to ensure that the outcomes meet the State's engineering and operational requirements, primarily through the Department of Transport and Main Roads (DTMR).

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

The project includes asset renewal works, whose main purpose is to address the existing condition of aged assets. The project also seeks to reduce operational costs by reducing the general maintenance tasks that are currently required on this style of infrastructure, as well as supporting economic and liveability of the region.

REPORT

As part of the 2021/22 budget, Council has approved the Bunya Highway Median Refurbishment Project, which consists of the River Road roundabout, medians along Youngman Street, and Wondai roundabout. The budget for this project is \$964,000 from Council internal funds.

The project vision and intent is to provide landscape treatments that reflect the style of Kingaroy and Wondai and the unique character and place within our South Burnett region. The desired outcome of the treatments is to ensure the rehabilitation of the medians and roundabouts provide a functional, attractive, and relatively low maintenance solution. The design selected for River Road Roundabout is aimed at providing an entry to the town from the southern Bunya Highway entrance, while subtly referencing the newly developed roundabout town entry at Rogers Drive on the D'Aguilar Highway. Tree planting throughout the Youngman Street medians will 'cool the street' and provide a leafy appeal, while the colour palette and materials will reflect the Kingaroy Transformation Project to give a cohesive and unified link between the two projects given the common boundary of both projects along Youngman Street, Kingaroy.

In August and September 2021 Council went to market via a formal Invitation to Offer (ITO) seeking to engage a suitable contractor to undertake the Youngman Street median portion of the project through the Vendor panel and Felix procurement framework.

Under these platforms the Invitation Documents were accessible to 160 vendors on Vendor Panel under Local Buy contract BUS270 Road, Water, Sewerage & Civil Works, and 23 vendors on Felix. The Invitation to Offer document were accessed by 10 suppliers under Local Buy contract BUS270 Road, Water, Sewerage, & Civil Works, and by 18 suppliers under Felix. Council received two response submissions.

An initial review of the offers received indicates that the lowest offer exceeds the overall allocated budget for the entire project (\$964,000), therefore a detailed evaluation is yet to be completed.

The original budget estimate undertaken for this stage of the project was valued at \$621,458, with the submissions received identifying the lowest offer 56.5% above the project budget.

The price estimate on this project is based on applicable rates from the Murgon Streetscape project and matched against the Kingaroy Transformation Project. It has been identified whilst undertaking procurement activities for a number of projects recently that the current environment and overall construction market along with competitiveness, demand and delays on material and services are driving significant price increases within the market. As a result of the current market the received submissions are far in excess of the adopted budget for the project.

In order to provide a cost-efficient delivery of this project and mitigate the current construction market inflation, it is considered that the most appropriate course of action is to utilise internally managed resources, of which are primarily currently working on the Kingaroy Transformation Project and are expected to be available by delaying the commencement of this project, along with a review of the scope and treatments to meet the current market.

ATTACHMENTS

Nil

10.7 WONDAL CHRISTMAS TREE LOCATION WONDAL ROUNDABOUT - BUNYA HIGHWAY MEDIANS PROJECT

File Number: 20-10-2021
Author: Manager Infrastructure Planning
Authoriser: Chief Executive Officer

PRECIS

Wondal Christmas Tree Location Wondal Roundabout – Bunya Highway Medians Project

SUMMARY

At the Infrastructure Standing Committee meeting held 6 October 2021 Council resolved that a report be brought to the October General Council meeting for consideration.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council approve the relocation of the Wondal community Christmas tree from the Wondal roundabout to a location in Coronation Park, Wondal, to be determined through consultation between Parks & Gardens and Divisional and Portfolio Councillors.

FINANCIAL AND RESOURCE IMPLICATIONS

Any costs associated for design and placement of the Christmas Tree from its current location. Operational costs may be decreased going forward as the change of location will mean less risk with issues associated with traffic control for example.

LINK TO CORPORATE PLAN

IN5 Develop and implement a hierarchy and programme to refurbish median strips and roundabouts prioritising entry ways into our major towns.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Previously Council has received petitions regarding this matter.

The first petition was received on 9 November 2018 requesting the Christmas Tree be relocated to Coronation Park (IR2550195). This was tabled at the Council meeting on 21 November 2018.

The second petition was received on 17 December 2018 requesting the Christmas Tree be kept on the roundabout (IR2560313). This was tabled at the Council meeting on 16 January 2019.

The petition of 9 November 2018 was recently resubmitted to the Mayor for consideration.

Title PET - 2560313 - Forwarding petition by Wondal Residents to keep the Christmas tree on the roundabout**Officer's Recommendation**

That the petition be received and referred to General Manager Corporate Services for consideration and relevant action.

Resolution:

Moved Cr RLA Heit, seconded Cr DA Potter.

That the petition be received and referred to General Manager Corporate Services for consideration and relevant action.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

**Title PET - 2550195 - Forwarding Petition by Residents and Business people of Wondai requesting Council to relocate the Christmas tree to Coronation Park
Officer's Recommendation**

That the petition be received and referred to staff for consideration and report to Council.

Resolution:

Moved Cr RLA Heit, seconded Cr DA Potter.

That the Officer's Recommendation be adopted.

Carried 7/0

FOR VOTE - Councillors voted unanimously

The result of the two petitions was that the status quo remained.

BACKGROUND

The proposed redevelopment of the Wondai roundabout is the third stage of the Bunya Highway Medians project. During consultation of the preferred roundabout design with the Wondai community, the location of the community Christmas tree was a frequently discussed topic. As part of the rehabilitation works to the roundabout, it has been proposed to move the Christmas tree from its current location to Coronation Park.

When the tree is being erected/disassembled during the Christmas season, the Parks and Gardens team are required to follow the guidelines of the current Traffic Guidance Schedule (TGS) for maintenance due to its proximity to vehicle traffic. In 2018, two (2) petitions were received by Council regarding community members feedback on whether or not to relocate the Christmas tree to Coronation Park. As there were two (2) petitions filed, Council's adopted outcome was to leave the Christmas tree in its current location. After many further and recent discussions and consultation sessions were held in April to September 2021, the majority of community members who participated in these consultation sessions, support the relocation of the Christmas tree. One (1) of the previous petitions in support of relocating the Christmas tree to Coronation Park has also been resubmitted to Council for further consideration.

Coronation Park is located within the Wondai CBD and is the location of the community Christmas Carnival held every year on Christmas Eve. By moving the Christmas tree to the park, it will give local community members, families and visitors the opportunity to enjoy and appreciate the tree at a closer proximity, which is not an opportunity currently afforded to the community due to the trees in the roundabout location. One of the key objectives of the Wondai roundabout rehabilitation project is to reduce the amount of time that is spent maintaining the roundabout centre infill and by relocating the Christmas tree to Coronation Park, it will assist in the achievement of this key objective

ATTACHMENTS

Nil

10.8 HALY STREET CARPARKS (YOUNGMAN STREET - WILLIAM STREET)**File Number:** 20-10-2021**Author:** Manager Infrastructure Planning**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the November Infrastructure Standing Committee meeting held on 6 October 2021, was a report updating Council on Haly Street Carparks (Youngman Street – William Street).

SUMMARY**COMMITTEE RESOLUTION 2021/60**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the committee recommends to Council:

That Council note the assessment of carparking bays in Haly Street, Kingaroy and that we amend the existing line marking plan to comply with the proposed layout plan Haly to William Street on street parking investigation and that the works are undertaken as soon as practicable.

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 note the assessment of carparking bays in Haly Street Kingaroy, and that officers amend the existing line marking plan to accommodate a People with Disability (PWD) bay and that the works are undertaken as soon as practicable.

BACKGROUND

Haly Street between the Youngman Street and William Street intersections has parallel parking accommodating 39 bays. Due to the width of the street, parking is able to be reconfigured to angle parking in locations to assist with increasing the number of bays. This will allow for an increase of eight (8) bays, up to 47 bays, with a PWD bay to be incorporated on the southern side of Haly Street adjacent to the William Street intersection. The attached plan has been revised based on the feedback from the Committee to assist with implementation.

ATTACHMENTS

1. Updated Haly Street Concept Plan [↓](#) 

HALY STREET, KINGARROY BUNYA HIGHWAY TO WILLIAM STREET ON-STREET PARKING INVESTIGATION



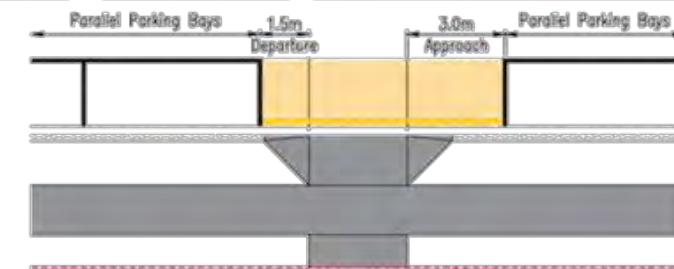
EXISTING ON-STREET PARKING LAYOUT



ON-STREET PARKING LAYOUT OPTION

CARPARKING MATRIX

LAYOUT	PARKING BAYS			
	PARALLEL	ANGLE	DISABLE	TOTAL
EXISTING	39	0	0	39
DESIGN	22	24	1	47
+/-	-17	24	1	8



PARKING BAYS AT DRIVEWAYS DETAIL

Revisions/Descriptions	Approval	Date	Survey Data
E DISABILITY PARKING BAY AND KERB RAMP ADDED		18.10.21	Datum
D DRIVE AND PARKING LAYOUT REVISED		17.09.21	Horizontal
C DRIVE INTERSECTION LAYOUT INCORPORATED		16.09.21	Height
B PARKING LAYOUT REVISED		15.09.21	Origin
A INITIAL SKETCH		15.09.21	Survey

SOUTH BURNETT REGIONAL COUNCIL
HALY ROAD
BUNYA HIGHWAY TO WILLIAM STREET



Drawn	Designed	Checked	Validated	Revision Date
MM	MM	-	-	-

Approved: _____
Manager Infrastructure Planning
---RPEQP---Date---

File Number	---
Project Number	---
Project Funding	---
Sheet ON-STREET PARKING INVESTIGATION	
Plan Number	---
Sheet No.	1 of 1
Revision	E

10.9 KINGAROY TRANSFORMATION PROJECT REMOVAL OF SILKY OAK TREE**File Number: 20-10-2021****Author: General Manager Infrastructure****Authoriser: Chief Executive Officer****PRECIS**

At the Infrastructure Standing Committee meeting held on the 6 October 2021, the committee resolved that Council proceed with the removal of the existing Silky Oak Tree from the Corner of Alford Street and Youngman Street and transplanting in Memorial Park.

SUMMARY**COMMITTEE RESOLUTION 2021/59**

Moved: Cr Gavin Jones Seconded:

Cr Danita Potter

That the committee recommends to Council:

That Council proceed with the removal of the existing Silky Oak Tree from the corner of Alford and Youngman Street and transplanting in Memorial Park.

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 proceed with the removal of the existing Silky Oak Tree from the corner of Alford and Youngman Street and transplant the same in Memorial Park.

BACKGROUND

Presented at the Infrastructure Standing Committee meeting held on 6 October 2021.

ATTACHMENTS

Nil

10.10 BLACKBUTT TOWN STREETScape PROJECT UPDATE

File Number: 20-10-2021
Author: Manager Works
Authoriser: Chief Executive Officer

PRECIS

Blackbutt Town Streetscape Project Update

SUMMARY

As part of the 2021/22 budget, Council has approved the reconstruction of the Blackbutt CBD footpath and associated infrastructure, primarily along Coulson Street, as well as the renewal of assets within the adjoining Les Muller Park. On completion of the initial Invitation to Offer for the civil portion of works, the offers received are above the current budget allocation.

OFFICER'S RECOMMENDATION

That Council notes the requirement for additional budget allocation from the Local Roads and Communities Infrastructure Program (LRCI) - Phase 3 towards the Blackbutt Town Streetscape renewal and upgrade project.

FINANCIAL AND RESOURCE IMPLICATIONS

The approved budget for the Blackbutt Town streetscape project is \$1,305,000. This is a combination of Local Roads and Communities Infrastructure (LRCI) funding of \$750,000 and \$555,000 from Council funds. Until recently the LRCI funding deadline was December 2021. This has since been extended until June 2022.

With the current construction market inflation, the prices being seen are in excess of what has been allowed for in the project budget, and that there will be a requirement to seek additional budget allocation for this project.

LINK TO CORPORATE/OPERATIONAL PLAN

1. ENHANCING LIVABILITY AND LIVESTYLE – Elevate the South Burnett region to be recognised as a “Community of choice”.
2. PROVIDING KEY INFRASTRUCTURE FOR OUT TOWNS AND VILLAGES – Develop, renew and maintain community infrastructure through sound asset management principles

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Consultation relating to the Blackbutt Streetscape project has been previously documented in the June 2021 General Council Meeting report and includes consultation on the following dates – 10/11 Dec 2020, 8 March 2021, 20 April 2021, 30 April 2021, 18 May 2021, 3 June 2021, 14/15 June 2021.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Council is obliged to manage its assets in accordance with the requirement of Local Government Act 2009 and the Civil Liability Act 2002. Reducing the number of defects will reduce the exposure to liability and future claims.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

The Blackbutt CBD project includes asset renewal works, whose main purpose is to address the existing condition of aged assets. The renewal works look to rehabilitate footpaths, kerb and channel, support economic and liveability of the region including improving inclusivity.

REPORT

As part of the 2021/22 budget, Council has approved the reconstruction of the Blackbutt CBD footpath and associated infrastructure, primarily along Coulson Street, as well as the renewal of assets within the adjoining Les Muller Park. The budget for this project is \$1,305,000, with \$750,000 being funded through the Local Roads and Communities Infrastructure (LRCI) fund for the streetscape works.

The LRCI funding approval was on the condition that the funded work would be completed by the end of December 2021.

In August and September 2021 Council went to market via a formal Invitation to Offer (ITO) seeking to engage a suitable contractor to undertake the civil works portion through the Vendor panel and Felix procurement framework.

Under these platforms the Invitation Documents were accessible to 160 vendors on Vendor Panel and 24 vendors on Felix. The Invitation to Offer document were accessed by 10 suppliers under Local Buy contract BUS270 Road, Water, Sewerage, & Civil Works, and by 18 suppliers under Felix. Council received three response submissions.

PM3 Pty Ltd from Nambour has been awarded the civil scope of the works, following the recommendation of the Acting General Manager Infrastructure, with the intention of commencing works on the civil portion as soon as possible to ensure that the project has the best chance of meeting the LRCI funding timeline of December 2021 (note this timeframe has recently been extended until June 2022), with the remainder of activities including the landscape works, planting, and parks work outside of the civil works.

The civil scope of works includes:

- Demolition and replacement of existing kerb and channel;
- Demolition and replacement of footpath;
- Hard landscaping;
- Pavement and asphalt areas;
- Decorative concrete surface treatments;
- Refurbishment of existing footpath areas; and
- Reconfiguration of parking, including provision of parking for People with Disabilities.

There is a current construction market inflation, which is seeing price increases, high demand, and delays to materials and services. This is also similar to high prices and overall lack of interest received to the Invitation to Offer for the Youngman Street median refurbishment project.

The prices being seen are in excess of what has been allowed for in the current project budget (estimated to be by approximately 20%). The original project estimate is based on applicable rates achieved from the Murgon Streetscape Project with additional loadings and risk considerations given to the project location.

The budget estimate has been reconciled with the updated civil works portion and is broken down as per the following table:

Item	Estimate	Estimate Updated with PM3 Offer
Civil Scope Demolition works, Kerb and Channel, Road pavement and surfacing, new concrete footpath, decorative surfacing to new and existing footpath and kerbing to new medians	\$800,478	\$961,504
Landscape Works Installation of planting media, root barrier, shelter in centre median, no-fines concrete surfacing, street furniture, bin enclosures/seats/bike hoops/bollards,	\$129,735	
Works by Council Supply and installation of plants, fertiliser and water crystals, mulch, Ergon streetlights and Timber Planter boxes	\$64,937	
Works in Les Muller Park Softfall in playground, demolition and replacement of existing paved paths, demolition and replacement of table and shelter	\$109,850	
Overheads Design, project support and project management	\$200,000	
Total	\$1,305,000	

Updated price estimates have not yet been finalised for the landscaping component or for the works in Les Muller Park at this point in time, however it would be reasonable to assume a similar cost escalation in the order of 20% increase in the cost estimates.

ATTACHMENTS

Nil

11 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION**11.1 ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE****File Number: 13-10-2021****Author: Administration Officer****Authoriser: Chief Executive Officer****PRECIS**

To progress the establishment of a Council Advisory Committee for Arts, Culture and Heritage.

SUMMARY

Internal discussions have been undertaken in regard to Council instituting the establishment of an Advisory Committee to support regional arts, culture and heritage activity in the South Burnett region as a facilitator.

The Arts, Culture and Heritage Advisory Committee Terms of Reference were adopted at Council's General Meeting on 24 March 2021, with the following resolution:

RESOLUTION 2021/313

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That

- 1. The South Burnett Arts, Culture and Heritage Advisory Committee Draft Terms of Reference be adopted.*
- 2. Cr Duff be appointed to the Arts, Culture and Heritage Advisory Committee*

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council appoint the following individuals who have submitted an Expression of Interest as members of the Arts, Culture and Heritage Advisory Committee as per the Arts, Culture and Heritage Advisory Committee Terms of Reference:

- South Burnett Arts Inc – Robyn Dower
- Kingaroy Arts Team Inc - Julia Jeffery
- Blackbutt Art Gallery Inc – Russ Lebsanft
- South Burnett Musical Comedy Society – Craig Reiger
- South Burnett Community Orchestra - Andrew Maddern
- Wondai Regional Art Gallery – Elaine Madill
- Saint Mary's Catholic College – Niketa Law
- Nanango Theatre Company – Valerie Mathews
- Community Representative – Mr Wayne Brown
- Community Representative – Mr Greg Hodges

BACKGROUND

It was proposed that the South Burnett Arts, Culture and Heritage Advisory Committee be developed to support regional arts, culture and heritage activity in the South Burnett region as a facilitator. As per the adopted Terms of Reference, Membership will include:

Council will appoint the members, two (2) Councillors will be appointed to the Committee, one of whom shall be the Community, Arts, Heritage, Sports & Recreation Portfolio Holder who will perform the role of Committee Chairperson. A further Councillor shall be appointed to the Committee as Deputy Chair. Council can at any time appoint a stand-in or replacement member to the committee.

Council will appoint the members based on industry representation from the following groups.:

- *SB Arts*
- *Blackbutt Art Gallery*
- *Kingaroy Art Gallery*
- *Wondai Art Gallery*
- *Indigenous Representative*
- *SB Community Orchestra*
- *SB Musical Comedy Society*
- *Two (2) Community Representatives*

The Community, Arts, Heritage, Sports & Recreation portfolio holder will perform the role of Committee Chairperson.

The other councillor shall be appointed to the Committee as Deputy Chair.

Council can at any time appoint a proxy or replacement member to the committee.

Council will appoint the members on the committee based on appropriate cross industry representation.

Council's Chief Executive Officer and General Manager Community is appointed to the committee as ex-officio members. Council's planning and technical officers may be invited to provide advice and feedback to the committee as appropriate and at the discretion of the CEO.

Representatives will be appointed for a two (2) year term, commencing on 1 July each year and if appointed at any time after 1 July, the first year of their term will end on 30 June.

Representatives may be nominated at the end of the two year term to extend their appointment, however no representative may serve more than two (2) consecutive two (2) year terms or a total of four (4) years.

At South Burnett Regional Council's Ordinary Council Meeting held 24 March 2021, Council passed the following resolution:

RESOLUTION 2021/313

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That

- 1. The South Burnett Arts, Culture and Heritage Advisory Committee Draft Terms of Reference be adopted.*
- 2. Cr Duff be appointed to the Arts, Culture and Heritage Advisory Committee*

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

Against: Nil

CARRIED 6/0

Two (2) Councillors have been appointed to the Committee, with Chairperson, Council's Community, Arts Heritage, Sports & Recreation Holder Cr Danita Potter and Deputy Chairperson, Cr Kathy Duff. Members of the committee are to be appointed by Council resolution for a period of two (2) years.

An invitation to submit an Expression of Interest to become a member of the South Burnett Regional Council Arts, Culture and Heritage Advisory Committee was forwarded to eight groups / individuals:

- South Burnett Arts Inc
- Blackbutt Art Gallery Inc
- Kingaroy Regional Art Gallery
- Wondai Regional Art Gallery
- South Burnett Community Orchestra
- South Burnett Musical Comedy Society
- Saint Mary's Catholic College
- Kingaroy State High School

As Council Chair, Cr Danita Potter has approached individuals regarding indigenous representation to the committee. In addition, a media release was progressed seeking Expressions of Interest from interested community members to participate in the Advisory Group as part of the "*Two (2) Community Representatives*".

Council has received Expressions of Interest (EOIs) to participate in the Arts, Culture and Heritage Advisory Committee from the following groups / individuals:

- South Burnett Arts Inc – Robyn Dower
- Kingaroy Arts Team Inc - Julia Jeffery
- Blackbutt Art Gallery Inc – Russ Lebsanft
- South Burnett Musical Comedy Society – Craig Reiger
- South Burnett Community Orchestra - Andrew Maddern
- Wondai Regional Art Gallery – Elaine Madill
- Saint Mary's Catholic College – Niketa Law
- Nanango Theatre Company – Valerie Mathews
- Community Representative – Mr Wayne Brown
- Community Representative – Mr Greg Hodges

ATTACHMENTS

1. **Arts, Culture and Heritage Advisory Committee Terms of Reference** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory 045
POLICY OWNER: Community
ECM ID: 2787778
ADOPTED: 24 March 2021



Arts, Culture and Heritage Advisory Committee Terms of Reference

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

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1. INTRODUCTION

Council has instituted the setup of an Advisory Committee (the Committee) to support regional arts, culture and heritage activity in the South Burnett region as a facilitator.

2. OBJECTIVES

- Providing leadership to the sectors through advocacy, promotion and development/ maintenance of Council's arts, cultural and heritage assets;
- Identifying and responding to community needs through strategic planning;
- Assisting with local coordination of art culture and heritage activities;
- Assisting in the stimulation of the arts, culture and heritage-based enterprises;
- Encouraging collaboration across sectors; and
- Managing and displaying Council's art and heritage collections across its facilities.

3. DUTIES AND RESPONSIBILITIES

Council's primary role in supporting the arts, culture and heritage activity in the region is as a facilitator.

4. MEMBERSHIP

Council will appoint the members, two (2) Councillors will be appointed to the Committee, one of whom shall be the Community, Arts, Heritage, Sports & Recreation Portfolio Holder who will perform the role of Committee Chairperson. A further Councillor shall be appointed to the Committee as Deputy Chair. Council can at any time appoint a stand-in or replacement member to the committee. Council will appoint the members based on industry representation from the following groups:

- SB Arts



Policy Name: Arts, Culture and Heritage Advisory Committee Terms of Reference
 ECM ID: 2787778 Adoption Date: 24 March 2021

Page 1 of 3
 Next Review Date: March 2023

Document Set ID: 2788305
 Version: 1 Version Date: 15/04/2021

- Blackbutt Art Gallery
- Kingaroy Art Gallery
- Wondai Art Gallery
- Indigenous Representative
- SB Community Orchestra
- SB Musical Comedy Society
- Two (2) Community Representatives

The Community, Arts, Heritage, Sports & Recreation portfolio holder will perform the role of Committee Chairperson.

The other councillor shall be appointed to the Committee as Deputy Chair.

Council can at any time appoint a proxy or replacement member to the committee.

Council will appoint the members on the committee based on appropriate cross industry representation.

Council's Chief Executive Officer and General Manager Community is appointed to the committee as ex-officio members. Council's planning and technical officers may be invited to provide advice and feedback to the committee as appropriate and at the discretion of the CEO.

Representatives will be appointed for a two (2) year term, commencing on 1 July each year and if appointed at any time after 1 July, the first year of their term will end on 30 June.

Representatives may be nominated at the end of the two year term to extend their appointment, however no representative may serve more than two (2) consecutive two (2) year terms or a total of four (4) years.

5. MEETINGS

- The chairperson may determine the dates, times and places for the Committee's meetings.
- The Committee meetings will be held quarterly on rotation with the meeting minutes and recommendations reported to Council at the Community Standing Committee Meeting.
- Based on current priorities, grant funding opportunities or alike, the Arts, Culture and Heritage Advisory Committee may meet more regularly depending on current priorities and demand, however will meet at a minimum of four times a year.
- The agenda will be prepared and circulated among members and attendees at least five (5) days prior to the meeting.
- The Committee may collectively decide to invite other Council officers, elected representatives, guest speakers or relevant bodies or attendees to participate in Committee meetings and provide further information as necessary.
- Committee members may request a meeting be scheduled within a minimum of 10 business days' notice.
- A quorum shall consist of at least half of the members of the Committee plus one.
- Council shall provide secretarial functions and prepare a written report about the recommendations the Committee may make representation to Council about.
- The Chief Executive Officer shall present the report to Council at the next available Council meeting.
- Council may nominate agenda items for the Committee meeting's agenda, and may specifically request feedback or stakeholder input from the committee with regards to a specific topic or matter.
- Council may submit agenda items or discussion topics to the Committee meeting for consideration and response by the committee members.

6. ETHICAL CONDUCT

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

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

7. COMMITTEE EVALUATIONS

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

8. LEGISLATIVE REFERENCE

Local Government Act 2009
Local Government Regulation 2012
Crime and Corruption Act 2001

9. RELATED POLICIES/PROCEDURES

South Burnett Regional Council Arts, Culture and Heritage Policy – Strategic 009
 South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory 017
 South Burnett Regional Council Employee Conflict of Interest Policy – Statutory 033
 South Burnett Regional Council Councillor Code of Conduct Policy – Statutory 001
 South Burnett Regional Council Employee Code of Conduct Policy – Statutory 011
 South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory 021

10. NEXT REVIEW

As prescribed by legislation or every two (2) years – March 2023

11. VERSION CONTROL

Version	Revision Description	Approval/Adopted Date	ECM Reference
1	Development and Adoption	24 March 2021	2787778


 Mark Pitt PSM
 CHIEF EXECUTIVE OFFICER

Date: 24 March 2021

11.2 CHANGE TO AUSTRALIA DAY/ANZAC DAY AND SCHOOL AWARDS FUNDING - COMMUNITY GRANT PROGRAM

File Number: 20-10-2021
Author: General Manager Community
Authoriser: Chief Executive Officer

PRECIS

Presented at the Community Standing Committee meeting held on 13 October 2021 was a report forwarding information regarding changes to Australia Day/Anzac Day and School Awards Funding – Community Grant Program.

SUMMARY

Committee Resolution 2021/96

Moved: Cr Danita Potter
Seconded: Cr Kathy Duff

That the Committee recommend to Council that: -

Council opens the Australia Day/Anzac Day and School Awards Community Grant Program funding categories year-round as opposed to inclusion in the current funding rounds and that the Community Grant Program Policy be updated accordingly.

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

Against: Nil

OFFICER'S RECOMMENDATION

That South Burnett Regional Council opens the Australia Day/Anzac Day and School Awards Community Grant Program funding categories year-round as opposed to inclusion in the current funding rounds and that the Community Grant Program Policy be updated accordingly.

BACKGROUND

Presented at the Community Standing Committee meeting held on 13 October 2021.

ATTACHMENTS

Nil

12 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES**12.1 DOG REGISTRATION DISCOUNTS****File Number: 20-10-2021****Author: General Manager Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 13 October 2021 was a report forwarding information regarding dog registration discounts.

SUMMARY

Committee Resolution 2021/100

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommend to Council: -

That a 50% discount be applied to all dog registration fees within the defined area for eligible pensioners in receipt of an aged or disability pension.

In Favour: Crs Brett Otto, Roz Frohloff, Danita Potter and Kathy Duff**Against:** Crs Gavin Jones, Kirstie Schumacher and Scott Henschen**CARRIED 4/3****OFFICER'S RECOMMENDATION**

That a 50% discount be applied to all dog registration fees within the defined area for eligible pensioners in receipt of an aged or disability pension.

BACKGROUND

Presented at the Community Standing Committee meeting held on 13 October 2021.

ATTACHMENTS**Nil**

13 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT**13.1 REVIEW OF CURRENT WATER RESTRICTIONS****File Number: 20-10-2021****Author: Manager Water & Wastewater****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Infrastructure Standing Committee meeting held on 6 October 2021, was a report updating Council on the Review of Current Water Restrictions.

SUMMARY**COMMITTEE RESOLUTION 2021/72**

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That Council remain on level three (3) Water restrictions and that the Water and Wastewater Department review monthly.

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 remain on level three (3) Water restrictions and that the Water and Wastewater Department review monthly.

BACKGROUND

Presented at the Infrastructure Standing Committee meeting held on the 6 October 2021.

ATTACHMENTS**Nil**

13.2 BUILDING OUR REGIONS GUIDELINES AND TIMING**File Number: 20-10-2021****Author: Personal Assistant Infrastructure****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Infrastructure Standing Committee meeting held on 6 October 2021, was a report updating the Council on the Building Our Regions Round Six (6) Guidelines and Timing.

SUMMARY**COMMITTEE RESOLUTION 2021/74**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the committee recommends to Council:

That Council receives and notes the report on the Building Our Regions Round Six (6) Guidelines and timing and considers both the Gordonbrook off-stream storage and Mt Wooroolin Projects as shovel ready projects for this round of funding.

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. receives and notes the report on the Building Our Regions Round Six (6) Guidelines and timing;
2. considers Gordonbrook off-stream storage for submission and as a shovel ready project for this round of funding; and
3. notes the Mt Wooroolin Project as a future shovel ready project for a future round of funding.

FINANCIAL AND RESOURCE IMPLICATIONS

The preliminary cost estimate for a 150ML off stream storage and pumping infrastructure is \$5.5M. This estimate will be refined in coming weeks with finalisation of preliminary designs.

The Mt Wooroolin Reservoir has a similar project cost at around \$5M and preliminary design work has been completed. With the additional cost of high priority allocation, significant financial investment is required for these urgent water security priorities.

ASSET MANAGEMENT IMPLICATIONS

Council has produced a 10-year capital works program for required water network replacements and essential network upgrades to support development of existing commercial enterprise and residential areas. Excluding Gordonbrook mandated upgrades from the 10-year program, Council can fund the proposed essential network upgrades. However, in complying with the requirements of the Dam Regulator and without funding support, only Council's renewal works can be funded by operational revenue.

LINK TO CORPORATE PLAN

IN7 Develop a secure and reliable urban and rural water supply system through increased allocations, upgraded and renewed infrastructure and pricing models

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Follow up discussions were held with Departmental representatives regarding options for submission have occurred since the Standing Committee meeting. It is recommended following these discussions that one project is submitted for this round of funding.

Mayor Otto and the Chief Executive Officer also raised the matter of security of urban water supply during a meeting with Departmental Officers on 14 October 2021.

BACKGROUND

Presented at the Infrastructure Standing Committee held on the 6 October 2021.

Kingaroy sources its raw supply from Boondooma Dam and Council owned Gordonbrook Dam. The water supply is usually blended 70:30, and the Gordonbrook content is increased from 30% to 100% when the Tarong Pipeline from Boondooma is down for maintenance.

Council in conjunction with the then DNRME, undertook a Regional Water Supply Security Assessment (RWSSA) for Kingaroy in 2020. This document was endorsed and released in conjunction with DNRME, completed technical analysis highlighting critical water supply and security issues.

It should be noted however that water usage in the South Burnett is currently at a minimal average of 130 litres/per person/per day, one of the lowest per capita rates within Queensland. Kingaroy's supply is critically dependant on Boondooma supply.

In order that normal interruption of supply during non-emergent shutdowns can be accommodated at the Gordonbrook Water Treatment Plant, off stream storage of Boondooma sourced water is required to ensure that treated water from the plant remains within the limits set by ADWQG. Council has undertaken preliminary planning for the off stream storage and acquisition of tenure on a site adjacent to the water treatment plant is underway for the proposed 150ML lined storage.

This project is Council's highest priority water security project and will be subject of an application to the Building our Regions Program Round 6.

ATTACHMENTS

1. **Building Our Regions Round Six (6) Guidelines** [↓](#) 

Department of Regional Development, Manufacturing and Water

Building Our Regions

Round 6 Program Guidelines

Version 1.1 (updated 17 September 2021)



Queensland
Government

Building Our Regions

Department of Regional Development, Manufacturing and Water

This publication has been compiled by the Department of Regional Development, Manufacturing and Water.

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Version 1.1 last updated 17/09/2021

SECURITY CLASSIFICATION

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Glossary

Business case – sets out the problem or opportunity, considers options, analyses costs, benefits, and risks for the purpose of supporting an investment decision.

Building Our Regions – refers to Round 6 of the Queensland Government's Building Our Regions Program.

Construction commencement – construction is considered to commence when physical changes are made to the project site or when works commence on another site (e.g. manufacture/fabrication of major project components) as agreed with the Queensland Government.

Construction projects – for the purposes of this grant program a construction project includes the construction of new infrastructure, upgrades, extensions or replacements of existing infrastructure. It also includes works projects such as a supervisory control and data acquisition (SCADA) systems, reticulation infrastructure and investments in technology or digital systems that improve operation and efficiency.

Detailed Application – The 2nd stage of the application process for a construction project. Successful applicants from the EOI stage will be invited to submit a Detailed Application.

Department – State of Queensland as represented by the Queensland Government Department of State Development, Infrastructure, Local Government and Planning. The administrators of the program who will answer queries etc.

Expression of Interest (EOI) – The initial stage of the application process for a construction project.

Grant Program – Building Our Regions Round 6.

Liveability- For the purposes of the guidelines, and in respect of water supply and sewerage services, liveability refers to a collection of physical factors that together are considered basic requirements for the residents of a locality/community to maintain their health and feeling of wellbeing about their lifestyle in that locality/community (esp. in comparison with similar localities/ communities).

Local Government – 'an elected body that is responsible for the good rule and local government of a part of Queensland' and as further defined under the [Queensland Local Government Act 2009](#).

Program – Building Our Regions Round 6.

Project – a project includes the entire scope of works identified in the application and commencing from the project start date through to project completion, e.g., for a construction project this includes identified pre-construction activities (e.g. tendering), construction related activities and commissioning.

Planning projects – include studies that establish the linkage between service delivery needs and critical infrastructure requirements; underpin works that enhance performance of water supply or sewerage services; and provide clear direction on the long-term sustainable operation and management of the whole of service.

Planning project application – the single stage application for planning projects.

Regional Queensland – includes all areas of the State that are outside of South East Queensland.

State – the State of Queensland.

Sewerage infrastructure – "sewerage means a sewer, access chamber, vent, engine, pump, structure, machinery, outfall or other work used to receive, store, transport or treat sewage." As defined in *Water Supply (Safety and Reliability) Act 2008*.

Water Supply Infrastructure – includes pipelines, structures, bores, electrical and mechanical equipment and works.

Water Service Provider – For the purposes of this Grant Program a "Water Service Provider" is defined as a Local Government that is registered as a Water Service Provider and/or a Sewerage Service Provider under the *Water Supply (Safety and Reliability) Act 2008*.

1.0 Introduction

Round 6 of the Building Our Regions Program provides \$70 million in funding for Regional Local Governments to improve their water supply and sewerage systems.

To date, Building Our Regions has approved over \$348 million towards 271 projects across 67 regional Local Governments - generating significant economic development in regional communities across Queensland.

This additional round of Building Our Regions will help drive new water supply and sewerage infrastructure projects to improve water security, enhance drinking water quality and help to improve business sustainability of Queensland's regional water service providers. This Program also aims to support jobs in manufacturing and technology and underpin the social, economic, and environmental well-being of regional communities.

This Program forms part of the Queensland Government's Economic Recovery Plan and complements other funding programs such as the Indigenous Councils Critical Infrastructure Program (ICCIP), Works for Queensland Program (W4Q), 2020-21 COVID Works for Queensland Program and 2019-2021 Local Government Grants and Subsidies Program (LGGSP).

The Department of Regional Development, Manufacturing and Water administers the [Water Supply \(Safety and Reliability\) Act 2008](#) which provides the framework for regulating water service provider performance, and for providing recycled water and drinking water quality.

In Queensland, water and sewerage services are delivered to towns and cities predominantly by Local Governments. There are 75 service providers across the State, 67 of these are located outside of South East Queensland, each with varying capacity and capability to deliver these essential services.

This document sets out the guidelines for Round 6 of Building Our Regions (Building Our Regions).

2.0 Program overview

2.1 Program aim

Building Our Regions Round 6 will provide funding to improve safe, reliable and sustainable water supply and sewerage systems that help drive priority investments in Regional Queensland. Funding available through Building Our Regions Round 6 will support the delivery of fit for place and fit for purpose water supply and sewerage solutions, taking into account the community's ability to pay, the Local Government's workforce and financial capacity, as well as climate change.

This funding will contribute significantly to aiding regional Local Governments in meeting their regulatory obligations under the *Water Supply (Safety and Reliability) Act 2008* and *Environmental Protection Act (1994)* to ensure safe and reliable services for their communities, now and into the future.

Funding will be targeted toward managing current and emerging drinking water quality, water supply security, asset management (water and sewerage), water efficiency, network and distribution system water, and sewerage service-related issues and risks. It is important that this funding supports long term solutions that are well planned and appropriate to the issue or risk being addressed.

Funding available through Building Our Regions aims to deliver job-creating construction projects in regional communities that improves liveability (as defined in the Glossary), economic conditions, promotes innovation and protects the natural environment.

Building Our Regions is comprised of two streams:

- i) Funding for construction and works projects that are ready to commence construction or works by 15 February 2023. Please refer to the Glossary for a definition of construction projects.
- and
- ii) Funding for scoping, planning, cost benefit analysis or feasibility assessment in order to identify the most effective solution.

2.2 Program objectives

Building Our Regions will fund both of the following:

- i) Eligible construction projects that improve water and sewerage services that:
 - support the sustainability of water services in regional communities;
 - improve the liveability and amenity of regional communities through improved essential services;
 - support regional economic development and contribute to the creation of new ongoing employment opportunities;
 - align with regional industry and economic development priorities;
 - deliver collaborative regional priority infrastructure; and
 - support the development of new industries or the expansion of established industries in the regions.
- ii) Planning projects that will inform decision making about the optimum solution to address a water or sewerage solution service issue.

To support these Program objectives, Regional Local Governments are encouraged to consider projects that:

- allow for regional activities or joint Local Government or co-operative models for the water and sewerage business;
- are a priority for improving regulatory compliance;

- demonstrate they are effective and appropriate to the issue or risk being addressed;
- are well planned and scoped to determine priority water and sewerage service needs;
- once constructed or implemented, can be operated by the Local Government on an ongoing basis;
- account for costs associated with operating and maintaining the Project / asset over its lifespan; and
- help address existing skills, staff attraction or retention challenges through innovation, digitisation or automation uptake.

2.3 Program funds

Funding of \$70 million is available through the Program over three financial years.

Funding is categorised into three funds based on water service provider size as determined by number of connections (defined below). Funding not used in each category will be made available to the remaining categories.

Funding is available through three funds as follows:

- **Large Service Provider Fund – \$12 million.** These service providers deliver water and sewerage services in Regional Queensland, have between 25,000 and 100,000 connections, and are mainly located along Queensland's east coast (see Figure 1 below).
- **Medium Service Provider Fund – \$10 million.** These service providers deliver water and sewerage services in Regional Queensland, have between 10,000 and 25,000 connections, and are located along the east coast as well as inland.
- **Small and Very Small Service Provider Fund – \$48 million.** These service providers deliver water and sewerage services in regional and remote Queensland, have up to 10,000 connections.
 - \$12 million (of this \$48 million) will be provisionally allocated for planning projects.

These service providers are identified in Figure 1: Location of Water and Sewerage Service Providers (by size).

Table 1: Planning projects: funding eligibility, minimum and maximum funding limits and co-contribution

Funding eligibility, Minimum and Maximum funding limits and co-contributions		Very Small and Small Service Providers	Medium Service Providers	Large Service Providers
Planning projects	Eligible to apply	Yes	No	No
	Minimum Queensland Government Co-Contribution	Not applicable	Not applicable	Not applicable
	Maximum Queensland Government Co-Contribution	\$300,000	Not applicable	Not applicable
	Maximum Queensland Government % Co-Contribution	Voluntary contributions to planning projects are encouraged from applicant Local Governments.	Not applicable	Not applicable

Table 2: Construction projects: funding eligibility, minimum and maximum funding limits and co-contribution

Funding eligibility, Minimum and Maximum funding limits and co-contributions		Very Small and Small Service Providers	Medium Service Providers	Large Service Providers
Construction projects	Eligible to apply	Yes	Yes	Yes
	Minimum Queensland Government Co-Contribution	\$100,000	\$100,000	\$100,000
	Maximum Queensland Government Co-Contribution	\$2,000,000	\$2,000,000	\$2,000,000
	Maximum Queensland Government % Co-Contribution	Voluntary contributions to construction projects are encouraged from applicant Local Governments.	50%	40%

3.0 Program requirements

Building Our Regions Round 6 has two classes of eligible projects: construction projects and planning projects. Examples are provided in **Appendix 5**.

a) Eligible Local Governments are invited to submit applications for construction projects for water supply and sewerage infrastructure that will create and sustain long-term jobs and support improvement in the liveability and economic conditions of regional communities.

b) Eligible Local Governments are invited to submit planning projects for water supply and sewerage infrastructure:

- that have the potential to contribute to economic growth, jobs and liveability; and
- where additional project planning documentation is required to support investment decisions.

Funding decisions for construction projects will be made following a two-stage application and assessment process comprised of:

- an expression of interest (EOI) stage; and
- a Detailed Application stage for shortlisted projects.

Funding decisions for planning projects will be made following a single stage application and assessment process.

3.1 Construction projects

Please refer to the Glossary for a definition of construction projects.

3.1.1 Mandatory requirements

All construction EOIs and Detailed Applications must:

- be submitted by the advertised closing date;
- be for a single eligible construction or works project (refer to section 3.1.3.1)
- seek Building Our Regions funding within the range available for the eligible water service provider size category (refer to **Appendix 1**);
- provide copies of all mandatory documents for the Detailed Application stage (refer to section 5.2.1.2);
- provide evidence of the critical need for the project, as identified in, for example:
 - Drinking Water Quality Management Plan – Improvement Plan;
 - water supply security strategy (including network improvements reducing network losses);
 - asset management documentation (including works to improving system operations);
 - sewerage management planning documentation;
- be for the construction of a project that will be included in the asset base used to calculate Local Government's water and wastewater pricing – and signed off by Local Government's chief financial officer.
- commence construction by 15 February 2023.

Construction project checklists are detailed in **Appendix 2**.

3.1.2 Construction project applicant eligibility

To be eligible for funding under Building our Regions, an applicant must be:

- a local government body constituted under the *Queensland Local Government Act 2009* or Weipa Town Authority; and
- identified in **Appendix 1 Eligible Local Governments**.

Eligible Local Governments have been allocated to one of three categories based on their size as a water service provider (as determined by number of connections) and are eligible only under that category (refer Section 2.3 and **Appendix 1**).

Regional collaboration is encouraged. Where two or more Local Governments seek to apply for a single project, one eligible Local Government must be identified as the lead partner and take responsibility for contract management and project delivery if it is allocated Building Our Regions funds.

Local Governments are encouraged to work with local organisations such as chambers of commerce, economic development organisations, industry groups and local businesses to progress infrastructure projects that will provide enduring economic outcomes for the local community.

3.1.3 Construction project eligibility

3.1.3.1 Eligible construction projects

Please see **Appendix 5** for examples of eligible projects.

To be eligible for funding for a construction project, an application must:

- be consistent with the objectives of Building Our Regions;
- be for the construction of a water supply or sewerage system infrastructure project that addresses:
 - water supply security (including recycled water for non-potable uses);
 - water loss mitigation;
 - water quality improvement;
 - water for use in hydrogen projects or other priority manufacturing sectors; or
 - sewage collection and treatment;
- have final construction/engineering design, certified (if required) by an RPEQ, available at time of Detailed Application submission (determining the need, or otherwise, for RPEQ certification is the responsibility of the Local Government);
- have either a direct community or public health benefit or a direct economic benefit to an industrial or commercial development;
- help deliver regulatory outcomes relating to drinking water quality management, water supply security or a sewerage service; and
- have no outstanding land tenure issues (including native title) yet to be resolved at the time of Detailed Application submission.¹

Construction projects include construction of new infrastructure as well as the upgrade, extension or replacement of existing infrastructure.

3.1.3.2 Ineligible construction projects

Ineligible construction projects include:

- projects (including pre-construction activities) that have already commenced, or are intended to commence prior to official notification of funding approval;

¹ Exceptions may apply and must be agreed to in writing by the Department prior to construction.

- projects that will primarily benefit a single private sector commercial operator;
- projects that should be funded by private developers;
- state infrastructure projects that would usually be funded through the normal business of Queensland Government agencies;
- multiple projects that are not interdependent but have been submitted in a single application;
- construction projects that have approved funding from an earlier round of Building Our Regions;²
- splash parks, water-ski parks, swimming pool or similar recreational water facilities projects;
- treatment plant solids disposal;
- projects submitted by Local Governments for Building Our Regions that have previously secured any other Queensland Government or Federal Government grant or scheme funding for the same stage of the same project; and
- projects that will only undertake repair or maintenance of existing infrastructure.

3.1.4 Construction project costs

Local Governments will be responsible for all ineligible project costs and any eligible project costs over and above the approved funding amount. Local Governments will also be responsible for meeting any project cost increases that occur over the course of delivering an approved project.

Approved Building Our Regions funding may only be applied towards 'eligible project costs'.

3.1.4.1 Eligible construction project costs

For construction projects, eligible project costs include:

- construction costs including:
 - all site works required as part of the construction; and
 - the costs of construction-related labour, materials and equipment hire;
- costs of conducting a tender for construction of the approved works;
- project management costs including remuneration of Local Government technical, professional and/or administrative staff for time directly related to managing the construction of approved works, but excluding executive duties and overhead charges; and
- costs of purchase and installation of fixed plant and equipment required to fully commission the infrastructure.

Costs associated with roadworks activities may be considered for funding during assessment of applications but only where such activities are:

- a direct part of an eligible project (e.g., restoring a road surface over a trench excavated for pipelaying); or
- temporary and required due to lack of existing suitable access to a site to construct the project; or
- permanent and solely for the water service provider's ongoing access to the completed project infrastructure.

3.1.4.2 Ineligible construction project costs

Ineligible project costs for construction projects include:

- costs incurred prior to the Project Start Date identified in the signed Project Funding Agreement, including any otherwise eligible expenditure;
- land acquisition (or land contribution costs);
- feasibility or planning studies;
- conceptual or final designs;

² Applications for subsequent stages of a previously funded project are eligible to apply for Building Our Regions funds.

- statutory fees and charges or any costs associated with obtaining regulatory and/or development approvals;
- legal expenses;
- temporary works other than those required to enable completion of the proposed project;
- official opening expenses (including permanent signage that acknowledges the Queensland Government's Building Our Regions investment);
- ongoing costs for Local Government administration, operation, maintenance or engineering;
- remuneration of employees for work not directly related to the approved project;
- overhead charges for internal council costs, e.g., stores, plant and equipment;
- vehicle purchasing;
- vehicle leasing, unless directly required for construction (and only to that extent), e.g., water trucks, excavators;
- portable assets e.g., computers, furniture, desks, whitegoods;
- preparation of a Building Our Regions application or associated supporting material.

The above list identifies the most common examples of ineligible costs and is not intended to be comprehensive.

3.2 Planning projects

3.2.1 Mandatory requirements

Mandatory requirements for all planning project applications are that they must:

- be submitted by the advertised closing date;
- be for an eligible planning project (refer to section 3.2.3.1);
- be seeking Building Our Regions funding within the range available for the eligible Local Government's size category (refer to **Appendix 1**);
- identify the need for the project, for example identified in:
 - Drinking Water Quality Management Plan – Improvement Plan;
 - water supply security strategy (including network improvements reducing network losses);
 - asset management documentation (including works to improving system operations);
 - sewerage management planning documentation.

Planning project checklists are detailed in **Appendix 3**.

3.2.2 Planning project applicant eligibility

To be eligible for funding under Building Our Regions, an applicant must be:

- a local government body constituted under the Queensland *Local Government Act 2009* or Weipa Town Authority;
- located in Regional Queensland (see Glossary for definition of Regional Queensland); and
- a Very Small or Small water service provider as identified in **Appendix 1** Eligible local Governments.

Eligible Local Governments have been allocated to one of three categories based on their size and are eligible only under that category (refer Section 2.3 and **Appendix 1**).

3.2.3 Planning project eligibility

3.2.3.1 Eligible planning projects

To be eligible for funding for a planning project, an application must:

- be consistent with the objectives of Building Our Regions; and
- engage an appropriately qualified professional service provider to develop:
 - final/detailed construction/engineering design for an eligible construction project type; or
 - a project business case (including associated supporting design specifications and documentation) for an eligible construction project type to provide better clarity about investment decisions.

Projects that will update or further develop existing detailed designs or project business cases may also be submitted.

It should be noted that completion of a Building Our Regions funded planning project:

- is not a pre-requisite for consideration of future Queensland Government funding; and
- does not commit the Queensland Government to progress or fund further planning or provide funding for the delivery of an infrastructure project.

3.2.3.2 Ineligible planning projects

- ineligible planning projects include those:
 - that have approved funding from the Maturing the Infrastructure Pipeline Program;³
 - ready for construction, or for which construction has commenced; and
 - that are already fully funded from another source.⁴

3.2.4 Planning project costs

3.2.4.1 Eligible planning project costs

For planning projects, eligible project costs include:

- professional third-party service provider fees (excluding the service provider's administrative or overhead costs), for delivery of the funded activity;
- project management costs e.g., technical or professional advisor fees (third party);
- costs of conducting a tender for the funded activity; and
- any other costs deemed eligible by the Department.

3.2.4.2 Ineligible planning project costs

Ineligible project costs for planning projects include:

- costs incurred prior to the Project Start Date identified in the signed Project Funding Agreement, including any otherwise eligible expenditure;
- costs incurred for activities conducted after construction commencement;
- marketing and advertising advice or services;
- legal advice;
- administrative or operational advice;
- operational planning or business planning advice not directly related to the project;

³ Applications for subsequent stages of a previously funded project would potentially be eligible, e.g., previously funded project business case progressing to final design.

⁴ Partial funding or co-contributions from the State or Commonwealth government is acceptable.

- ongoing costs for Local Government administration, operation, maintenance or engineering;
- remuneration of employees for work not directly related to the approved project;
- overhead charges for internal Local Government costs, e.g., stores, plant and equipment; and
- preparation of a Building Our Regions application or associated supporting material.

The above list identifies the most common examples of ineligible costs and is not intended to be comprehensive.

3.3 Other eligibility requirements

3.3.1 Detailed Application scope of works

If invited to submit a Detailed Application, the fundamental elements of the infrastructure to be constructed must remain unchanged from the expression of interest stage. Significant changes to the proposed scope of works may result in a Detailed Application being ineligible.

3.3.2 Project contingencies

To cover any unforeseen expenditure or price rises, all Building Our Regions applications can include a maximum 15 per cent contingency allowance on top of their total project expenditure.

The total estimated project cost for Building Our Regions projects is the project expenditure plus the contingency.

This amount should then be used to work out the Building Our Regions funding required and the necessary applicant contribution along with any additional financial contributions from other sources.

Should contingency costs above 15 per cent be included, they must be funded solely from the Local Government's financial co-contribution. Contingency amounts over 15 per cent assigned to Building Our Regions funding will, if the project is successful, result in any Building Our Regions funding approval being reduced by an equivalent amount.

4.0 Funding arrangements

Successful applicants will be required to execute a Project Funding Agreement with the State.

The State has no obligation to provide Project Funding to an applicant until a Project Funding Agreement has been executed by the applicant and the State. Successful applicants should not make financial commitments until all necessary documents have been finalised and executed.

The Project Funding Agreement will set out the arrangements for payment of Project Funding to a successful applicant in accordance with the Milestone Schedule in the Project Funding Agreement.

Further details about Conditions of Funding are set out below and in section 9.0.

4.1 Approved construction projects

Local Governments that successfully secure funding will be required to ensure that the resulting infrastructure continues in operation or use, as per its intended purpose at the time of application, for a period of at least 10 years after the project's completion.

In most cases it is expected that the Local Government will own the land on which the funded infrastructure is to be constructed. If the applying Local Government does not own or have control over the land for the purpose of constructing, operating and maintaining the infrastructure, the Local Government will be required to enter into a formal arrangement with the landowner to guarantee access for these purposes, prior to submitting a Detailed Application.

It is also expected that the Local Government authority will own and operate the funded infrastructure. If this is not the case, the Local Government will be required to enter into a formal arrangement (such as an enterprise works agreement) with the intended owner/operator to guarantee the continued operation of the infrastructure, to the satisfaction of the Department, prior to the commencement of construction.

4.2 Project savings

Building Our Regions funding will be provided to reimburse the actual eligible project costs of the approved project. If actual total project costs at project completion are less than the estimated total project cost (as identified in the Project Funding Agreement), the difference between these two amounts will be considered project savings.

If an approved project has contributions from the Local Government or a third party, project savings will be apportioned between the contributors as per the ratio of the approved funds to the estimated total project cost.

The Building Our Regions funding for the project may therefore be reduced by the Department by the amount of project savings apportioned to Building Our Regions funding. Should the Local Government have received milestone payments that exceed the Building Our Regions share of total project costs after savings are apportioned, the Local Government will be required to refund the relevant amount to the Department within 60 days of the project completion date.

4.3 Program evaluation

All funded projects will be monitored and evaluated by the Department to ensure Building Our Regions is achieving the program aim and objectives.

Successful applicants must comply with the reporting and audit obligations outlined in these program guidelines and the Project Funding Agreement.

5.0 Application process

5.1 Key dates

Table 3: Key dates

Key Dates	Key Activity/Action
Construction projects	
8 September 2021	Guidelines released
29 September 2021 – 23 November 2021	Expression of interest stage
5 January 2022 – 19 April 2022	Detailed Application stage
From late June 2022	Successful Detailed Applications advised
15 February 2023	Last date for construction to commence
Planning projects	
17 November 2021 – 21 December 2021	Planning applications open
From late June 2022	Successful planning applications advised
30 July 2022	Earliest project start date (e.g. release of tender)

Dates are indicative and Local Governments will be informed if there is a change.

5.2 How to apply

Funding under Building Our Regions is awarded through a competitive application assessment process.

Construction and planning project applications and all required supporting documentation, must be received by the relevant closing dates.

Local Government requests to change the project, EOI or Detailed Application after the closing date will not be accepted and the State is under no obligation to allow a Local Government to provide any additional information. However, if a Local Government discovers an error after submitting an EOI or Detailed Application, contact the Building Our Regions program team promptly at Buildingourregions@dsdip.qld.gov.au.

The Chief Executive Officer of the Local Government is responsible for ensuring that the application is complete and accurate.

5.2.1 Construction projects

5.2.1.1 Expressions of interest (EOI)

Eligible Local Governments submitting an EOI will be required to complete an EOI application and:

- provide any documentation (evidence) that supports statements made in the EOI;
- read and accept the council acknowledgement prior to submitting the EOI (refer to **Appendix 4**); and
- assign a priority to each EOI if multiple EOIs are submitted.

Applicants will be notified in writing of the assessment outcome of their projects and those with shortlisted construction projects will be invited to submit a Detailed Application for further consideration.

Feedback will be made available to applicants on request. Feedback on shortlisted projects will be given priority to assist in preparation of Detailed Applications.

5.2.1.2 Detailed Application

Detailed Applications will only be required where a Local Government has had a construction project shortlisted at the EOI stage.

If invited to submit a Detailed Application, the fundamental elements of the infrastructure to be constructed must remain unchanged from the expression of interest stage. Significant changes to the proposed scope of works may result in a Detailed Application being ineligible.

Eligible Local Governments submitting a Detailed Application will be required to;

- complete the Detailed Application and provide the following mandatory documentation:
 - a detailed project plan – the template is available on the Building Our Regions website;
 - project Gantt chart or detailed delivery/works schedule showing timeframes for all project stages up to and including project completion;
 - a cash flow forecast in Excel format – the template is available on the Building Our Regions website;
 - either a Cost Benefit Analysis (for projects with a total project cost of over \$500,000) or a Benefits Assessment (for projects with a total project cost up to and including \$500,000) – the templates are available on the Building Our Regions website;
 - if applicable, letters confirming any financial and in-kind contributions from other parties, including details of the amount of funding and any conditions attached to the funding—all funding must be confirmed at the time of submission;
 - evidence that there are no land ownership/access issues including native title to resolve;⁵
 - a copy of the final construction/engineering design certified (if required) by an RPEQ;
 - CVs for all key personnel identified in the Detailed Application including the Project Manager;
 - confirmation from the Local Government's chief financial officer that any assets funded under the program will be included in the asset base used to calculate Local Government's water and wastewater pricing;
- provide any additional documentation (evidence) that supports statements made in the Detailed Application;
- read and accept the Local Government acknowledgement prior to submitting the Detailed Application (refer to **Appendix 4**); and
- assign a priority to each Detailed Application submitted.

Applicants will be notified in writing of the assessment outcome for their Detailed Applications. Those with successful applications will be contacted in due course by the Department about developing a Project Funding Agreement.

⁵ Exceptions may apply and must be agreed to in writing by the Department prior to construction.

Feedback will be available to all applicants on request.

5.2.2 Planning projects

Eligible Local Governments submitting a planning project will be required to complete the planning project application and:

- provide any documentation (evidence) that supports statements made in the application;
- assign a priority to each application if multiple applications are submitted; and
- read and accept the Local Government acknowledgement prior to submitting the application (refer to **Appendix 4**).

Applicants will be notified in writing of the assessment outcome for their planning project application. These may not be communicated until after funding decisions are made for construction projects. Those with successful planning project applications will be contacted in due course by a Queensland Government representative about developing a Project Funding Agreement. Feedback will be available to all applicants on request.

5.2.3 Evidence and supporting information

Local governments will be expected to provide substantive documentary evidence to support statements made in their EOIs, Detailed Applications and planning project applications. Evidence should be directly relevant to the project, be from a credible source and be relatively recent.

For supporting evidence to be considered it should be properly referenced in responses provided. References to evidence should include the document name or attachment number, and the section or page numbers. Failure to properly reference supporting evidence may result in supporting evidence not being considered during assessment.

5.2.4 Application guidance

Enquiries about the program may be directed to buildingourregions@dsd.rdg.qld.gov.au. All enquiries will be responded to in writing via email.

Local governments are welcome to engage with their local Department of State Development, Infrastructure, Local Government and Planning regional office to seek guidance on alignment of their application with the Building Our Regions Program Guidelines. Contact information for these offices can be found at www.statedevelopment.qld.gov.au/about-us/contact-us.

6.0 Assessment

Applications will be assessed against the assessment criteria detailed below. Applicant and project due diligence will also be undertaken for each project submitted at the Detailed Application stage.

Local governments will be notified in writing of the outcome for their submissions on completion of each stage of the application process. Feedback will be offered to Local Governments on request.

6.1 Construction project assessment criteria

All responses should include both quantitative and qualitative information.

6.1.1 Expression of interest assessment

Assessment criterion 1 — Project demand / critical need (weighting 100 per cent)

Applicants will be assessed on their ability to address the following:

- the project demand/critical need;
- issues the proposed project seeks to address;
- how the proposed project will address the issues identified;
- other options which were considered (where applicable);
- consequences for the local/regional economy, industry and community if action is not taken;
- stakeholder (business, industry and community) recognition of demand for the project;
- how local businesses will contribute toward delivery of the proposed project and potential creation of new jobs; and
- demonstrate the readiness of the project to commence by the proposed start date.

6.1.2 Construction Detailed Application assessment

Assessment criterion 1 — Project demand / critical need (weighting 25 per cent)

The application should provide detailed information on:

- the project demand/critical need;
- how the project aligns with a stated need identified by the Local Government or the State;
- issues the proposed project seeks to address;
- how the proposed project will address the issues identified;
- consequences for the local/regional economy, industry and community if action is not taken; and
- stakeholder (business, industry and community) recognition of demand for the project.

Assessment criterion 2 - Proposed solution (weighting 25 per cent)

The application should provide detailed information about:

- why the proposed infrastructure is the most appropriate course of action and what alternatives have been analysed;
- how the project will take advantage of identified opportunities to improve the liveability and amenity of the local community;
- incorporation of environmentally sustainable processes and materials in the construction of the infrastructure or works;
- how the project will benefit and provide opportunities for the local community, local industry and create jobs;

- feasibility of delivering the project within the identified budget and timeframes, including experience in delivering similar construction projects; and
- stakeholder (business, industry and community) support for the proposed infrastructure.

Assessment criterion 3 — Value for money/project benefits (weighting 25 per cent)

The application should provide detailed information about:

- direct and indirect construction related economic benefits that are expected to be realised by the project (including jobs created or supported);
- work packages that local businesses that could potentially bid for;
- direct and indirect ongoing economic benefits that are expected to be realised by the project;
- other direct and indirect benefits, including social and environmental benefits, that are expected to be realised by the project;
- ongoing operational and maintenance costs of the infrastructure and the capacity of the Local Government to fund these costs over the life of the infrastructure; and
- the proportion of financial contributions to the project from the applicant and third-party contributions over and above any mandatory requirement.

The Cost Benefit Analysis or Benefits Assessment (as required depending on total project cost) is the primary source of information for this criterion. The information provided in the Cost Benefit Analysis or Benefits Assessment should include both quantitative and qualitative information about the direct and indirect benefits.

There is no mandatory co-contribution required by Very Small and Small service providers. However, co-contributions are encouraged to demonstrate Local Government's commitment to the project and will be considered during assessment against the 'value for money' criterion.

Assessment criterion 4 – Readiness to construct (weighting 25 per cent)

The application should provide:

- a project plan, including a plan showing key activities, stages, milestones and deliverables;
- an assessment of the availability of materials, plant, equipment and labour;
- details on the necessary regulatory approvals granted or the dates on which they are expected to be granted;
- details on proposed project procurement methodology and timeframes; and
- evidence of land access arrangement and agreements, where relevant.

Due diligence (pass or fail)

Due diligence will be undertaken on both the applicant Local Governments and submitted projects, and outcomes will inform project assessments. This process will consider a range of factors including, but not limited to:

- financial capacity;
- management capability, including how the project will be delivered and evidence of appropriate technical expertise;
- identified project risks and mitigation strategies; and
- the Local Government's experience in delivering infrastructure projects.

Local governments may be asked to provide further information to inform the due diligence process.

6.2 Planning project assessment criteria

All responses should include both quantitative and qualitative information.

Assessment criterion 1 — Project demand (weighting 100 per cent)

The application should provide detailed information on:

- the critical need for the project relating to current performance and future demand on the service;
- issues the project seeks to investigate including those identified through previous investigations, reviews, or audits;
- the consequences for the local/regional economy, industry, and community if this project is not undertaken;
- how the project will align with local, State, or regional policies or initiatives; and
- readiness to commence the project / go to tender.

6.3 Assessment process

Assessment and moderation of Building Our Regions applications will be undertaken by the Department in consultation with the Department of Regional Development, Manufacturing and Water and Department of Environment and Science. The assessment process includes consultation with other relevant Queensland Government agencies. Assessments are then referred to an Advisory Committee for consideration and to make recommendations to the Minister. The Advisory Committee will be comprised of senior Queensland government officials.

Recommendations for shortlisting of construction project EOIs will be made to a sub-group of the Advisory Committee for consideration and recommendation to the Minister.

Recommendations for approval of construction project Detailed Applications and planning project applications will be made to the full Advisory Committee for consideration and final recommendation to the Minister.

Due diligence

Due diligence will be undertaken on applicant Local Governments and outcomes will inform project assessments. Local governments may be asked to provide further information for this purpose.

7.0 Communications

7.1 Communications with the media

All media enquiries or public announcements relating to the Building Our Regions will be coordinated and handled by the Department's media team.

Applicants must seek and obtain the State's approval before contacting or responding to the media in connection with announcements of successful or unsuccessful applications for funding support under or in connection with the Grant Program.

As far as practicable, all media and communications will be undertaken jointly, by Queensland Government and Local Governments with successful applicants.

7.2 Confidentiality, privacy and use of information

The State will maintain controls in relation to the management of confidential information provided by applicants.

Applicants should specifically mark any information the applicant considers to be confidential.

During the application, assessment and approval process, an applicant must keep confidential its application/s and its dealings with the State about its application/s but may make disclosures if required by law or to its representatives or advisors who are under an obligation of confidentiality. An applicant must also keep confidential any information designated by the State as confidential.

The State may disclose information, including confidential information, of or provided by an applicant:

- to its representatives and advisors for any purpose;
- to any government agency or authority and its representatives and advisors, including for the purpose of assessing and verifying such information;
- to comply with or meet applicable standards of accountability of public money or established government policies, procedures or protocols; or
- if required to be disclosed by law.

The State intends to publicly disclose the names of applicants, information about projects, the amount of funding granted to each successful applicant and details about the anticipated economic outcomes and benefits of successful projects.

Personal information collected as part of the application and assessment process will be used by the State and disclosed to third parties for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any subsequent agreement). The State will otherwise deal with personal information provided to it in accordance with the *Information Privacy Act 2009*.

For audit purposes, the State is required to retain applications and other supplied supporting material. Successful applications will be retained for seven years and unsuccessful applications retained for two years.

7.3 Complaints

The decision in relation to an application is final and may not be appealed. If, however, an applicant has any concerns in relation to the application or assessment process, an applicant may raise their concerns in writing by contacting Buildingourregions@dcdlqg.qld.gov.au.

All questions about decisions on applications for the Grant Program must be lodged in writing to: Buildingourregions@dcdlqg.qld.gov.au.

Building Our Regions

Department of Regional Development, Manufacturing and Water

Enquiries about Building Our Regions can be directed to the Department via email to Buildingourregions@dedlqp.qld.gov.au.

General information on the Building Our Regions program is available at the [Building Our Regions Round 6 webpage](#).

8.0 Terms and conditions

In these terms and conditions, a reference to:

- An application means an application (or relevant part of an application) made to the Grant Program, and includes an EOI, a Detailed Application and any other supporting or additional information in whatever form provided by the applicant in connection with its EOI or Detailed Application.
- Guidelines is a reference to these Building Our Regions Round 6 Program Guidelines.

8.1 Reservation of rights

Despite any provision of these Guidelines to the contrary, the Department reserves the right to administer the Grant Program and conduct the process for the assessment and approval of applications to the Grant Program in such manner as the Department thinks fit, in its absolute discretion.

Without limiting the above paragraph, the Department retains all rights and powers to make all decisions and actions in order to achieve the program objectives and the Department reserves the right, in its absolute discretion and at any time, to:

- (i) change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall Grant Program (including submission and compliance of applications), where in such circumstances notice will be provided to applicants;
- (ii) consider or accept, or refuse to consider or accept, any application which is lodged other than in accordance with these Guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these Guidelines or is otherwise non-conforming in any respect;
- (iii) vary or amend the eligibility or assessment criteria;
- (iv) take into account any information from its own and other sources (including other Government agencies and other advisors);
- (v) accept or reject any application, having regard to these Guidelines, the eligibility criteria, the assessment criteria or any other item, matter or thing which the Department considers relevant, including the limitations on the funds available for the Grant Program;
- (vi) give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria;
- (vii) seek clarifications or additional information from or provide clarifications or additional information to any applicant, or to negotiate or deal with or seek presentations or interviews from any applicant;
- (viii) conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals;
- (ix) require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information;
- (x) terminate the further participation of any applicant in the application process;
- (xi) terminate or reinstate the Grant Program or any process in the Grant Program;
- (xii) not proceed with the Grant Program in the manner outlined in these Guidelines, or at all;
- (xiii) allow the withdrawal or addition of an applicant after the closing date; and
- (xiv) take such other action as it considers in its absolute discretion appropriate in relation to the Grant Program processes.

Where, under these Guidelines, it is stated that the Department may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State may do so at its sole and absolute discretion

and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including an applicant).

8.2 No relationship

The Department's obligations in connection with the application process are limited to those expressly stated in these Guidelines.

Subject to clause 8.7, no contractual or legal relationship exists between the Department and an applicant in connection with the Grant Program, these Guidelines or the application process or any stage of the Grant Program.

An applicant, or its representatives:

- (i) has no authority or power, and must not purport to have the authority or power to bind the Department or the State, or make representations on behalf of the Department or the State;
- (ii) must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint venture with the Department or the State; and
- (iii) must not represent to any person that the Department or the State is a party to the proposed project other than as a potential funder, subject to the competitive application process detailed in these Guidelines.

8.3 Participation at applicant's cost

Each applicant participates in the application process at its own cost and risk.

To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the Department (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:

- (i) any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by the Department, attendance at meetings or involvement in discussions) or otherwise in connection with the Grant Program;
- (ii) the Department at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the Grant Program; or
- (iii) any of the matters or things relevant to its application or the Grant Program in respect of which the applicant must satisfy itself under these Guidelines.

Without limiting the above paragraph, if the Department cancels or varies the Grant Program at any time or does not select any applicant following its assessment of the applications, or does (or fails to do) any other thing referred to under clause 8.1 of these Guidelines, no applicant will have any claim against the Department arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation to (whether directly or indirectly) the Grant Program.

8.4 Non-exhaustive

These Guidelines have been prepared to give potential applicants background information in relation to the Grant Program, and do not contain all of the information that applicants may require in reaching decisions in relation to whether or not to submit an application. Applicants must form their own views as to what information is relevant to such decisions.

Applicants must make their own independent investigations of the information contained or referred to in these Guidelines. Applicants must obtain their own independent legal, financial, tax and other advice in relation to information in these Guidelines, or otherwise made available to them, during the application process.

The Department accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the information provided by it in connection with the Grant Program or interpretations placed on that information by applicants.

8.5 Intellectual property

Any intellectual property rights that may exist in an application will remain the property of an applicant or the rightful owner of those intellectual property rights. Any part of an application considered to contain intellectual property rights should be clearly identified by an applicant.

The applicant grants to the Department (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the Grant Program.

8.6 Law

These guidelines are governed by the laws applicable in Queensland.

8.7 Acceptance

By submitting an application, each applicant:

- (a) warrants to the Department that the information contained in its application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the Department in assessing the application;
- (b) undertakes to promptly advise the Department if the applicant becomes aware of any change in circumstances which causes the information contained in its application to become inaccurate or incomplete in a material respect;
- (c) acknowledges that the Department will rely on the above warranty and undertaking when evaluating the application;
- (d) acknowledges that the Department may elect to remove an application at any stage as a result of material changes to the information presented in its application;
- (e) acknowledges that the Department may suffer loss or damage if the applicant breaches the above warranty and undertaking; and
- (f) is taken to have accepted these Guidelines, including these terms and conditions.

9.0 Conditions of funding

9.1 Funding agreements

Local Governments accepting offers of financial assistance through the Grant Program will be required to execute a Project Funding Schedule under the applicant's Head Funding Agreement with the Department to form a Project Funding Agreement. It is intended that Project Funding Schedules will be executed within three months of the funding announcement for both construction and planning projects.

The Project Funding Agreement will set out the arrangements for payment of Project Funding to a successful applicant in accordance with a Milestone Schedule set out in the Project Funding Agreement. Other conditions will include (without limitation) those listed in section 4.0 of these guidelines and those set out below.

9.1.1 GST requirements

Generally, provision of Building Our Regions funding to Local Governments is not considered a taxable supply and so GST is not applicable.

9.2 Local Government resolution

Prior to the Department executing the Project Funding Agreement, the Local Governments will be required to provide a resolution that it has budgeted its financial contribution to the project, is committed to delivering the approved project, and acknowledges responsibility for any funding shortfall if costs or other contributors change.

9.3 Funding acknowledgement and branding

Local Governments that receive funding through the Building Our Regions program are required to appropriately acknowledge the Queensland Government's contribution.

This should include acknowledgement of State funds in all publicly made statements, websites, other appropriate promotional materials and documentation, and Local Government applications regarding the approved projects.

The Department requires any media announcements or other publicly made statements to be provided in draft form for approval prior to release. The Department or the Minister may wish to collaborate with the Local Government on joint media announcements or statements.

9.4 Project reporting

9.4.1 Progress and completion reporting

The Project Funding Agreement will specify requirements for the submission of Project Progress Reports and a Project Completion Report. Templates for these reports will be provided by the Department.

Project Progress Reports will require the Local Government to provide information about progress in delivering the approved project including details of any delays or risks, project expenditure and financial contributions received, regulatory approvals, implementation of signage requirements, evidence of funding acknowledgement and project-related media, and other requirements as determined by the Department.

Project Completion Reports will require the Local Government to provide an overview of the approved project's delivery including actual project dates, budget and costs, regulatory approvals, photographs of completed works and signage, evidence of funding acknowledgement and project-related media, and other requirements as determined by the Department.

9.4.2 Project benefits reporting

To fully capture how Building Our Regions Round 6 funding is making a real difference in regional communities, Local Governments that secure funding are required to complete a benefits report for each project. This report should highlight the economic benefits of the project, along with any social and environmental benefits that will be realised.

The Project Benefits Report will build on the project benefits identified in the application process and include both quantitative and qualitative data. This information will establish anticipated benefits when the project commences and be updated with realised benefits once complete. Ongoing benefits monitoring requirements following project completion may also be required.

Departmental officers will provide guidance to Local Governments in developing these reports.

9.5 Financial acquittal

The Department may review payments made under Building Our Regions to ensure compliance with the funding agreement. In such instances, the Local Government must be able to provide documentation that supports claims for Building Our Regions funding, including invoices, remittance advices and transaction listings. These reviews do not limit the State's broad audit rights.

9.6 Delivery

9.6.1 Confirmation of ownership

In certain circumstances, a construction project may be approved for funding where the Local Government will not:

- own the land upon which the infrastructure will be built;
- own and operate the resulting infrastructure.

In these cases, Local Governments must have obtained and must maintain all relevant permissions or agreements in order to ensure that:

- the Local Government has the right to access the land in order to construct, operate and maintain the proposed infrastructure – evidence of this must first be provided with submission of a Detailed Application;
- the infrastructure will be operated in accordance with its intended purpose at the time of application for a period of not less than 10 years – evidence of this must be provided prior to construction commencement.

9.6.2 Construction

Approved projects must commence construction no later than 15 February 2023.

Construction is considered to commence when physical changes are made to the project site or when works commence on another site agreed with the Department.

9.6.2.1 Local industry content

The Queensland Government is committed to maximising local content through greater participation of capable local industry in major government procurements.

As the maximum Queensland Government funding contribution toward individual projects for this Program is \$2 million, it is not a mandatory requirement for Recipients to meet the Queensland Government's Charter for Local Content's principles. However, the use of local content identified within a Project's supply chain will be viewed favourably.

10.0 Appendices

Appendix 1: Eligible Local Governments

Local Governments eligible to apply, through the relevant service provider size category, are as follows:

Large Service Provider Fund (25,000 to 100,000 connections)			
Bundaberg Regional Council	Cairns Regional Council	Fraser Coast Regional Council	Gladstone City Council
Mackay Regional Council	Rockhampton Regional Council	Toowoomba Regional Council	Townsville City Council
Medium Service Provider Fund (10,000 to 25,000 connections)			
Cassowary Coast Regional Council	Central Highlands Regional Council	Gympie Regional Council	Livingstone Shire Council
Southern Downs Regional Council	Western Downs Regional Council	Whitsunday Regional Council	
Very Small & Small Service Provider Fund (Up to 10,000 connections)			
Aurukun Shire Council	Balonne Shire Council	Banana Shire Council	Barcaldine Regional Council
Barcoo Shire Council	Blackall-Tambo Regional Council	Boulia Shire Council	Bulloo Shire Council
Burdekin Shire Council	Burke Shire Council	Carpentaria Shire Council	Charters Towers Regional Council
Cherbourg Aboriginal Shire Council	Cloncurry Shire Council	Cook Shire Council	Croydon Shire Council
Diamantina Shire Council	Doomadgee Aboriginal Shire Council	Douglas Shire Council	Etheridge Shire Council
Flinders Shire Council	Goondiwindi Regional Council	Hinchinbrook Shire Council	Hops Vale Aboriginal Shire Council
Isaac Regional Council	Kowanyama Aboriginal Shire Council	Lockhart River Aboriginal Shire Council	Longreach Regional Council
Mapoon Aboriginal Shire Council	Maranoa Regional Council	Mareeba Shire Council	McKinlay Shire Council
Mornington Shire Council	Mt Isa City Council	Murweh Shire Council	Napranum Aboriginal Shire Council
North Burnett Regional Council	Northern Peninsula Area Regional Council	Palm Island Aboriginal Shire Council	Paroo Shire Council

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Pompuuraw Aboriginal Shire Council	Quilpie Shire council	Richmond Shire Council	RTA Weipa Pty Ltd (Weipa Town Authority)
South Burnett Regional Council	Tablelands Regional Council	Torres Shire Council	Torres Strait Island Regional Council
Winton Shire Council	Woorabinda Aboriginal Shire Council	Wujal Wujal Aboriginal Shire Council	Yarrabah Aboriginal Shire Council

Appendix 2: Construction projects

10.1.1 EOI eligibility checklist

Requirement		Yes	No
Project type	Is the project eligible (refer section 3.3 Project eligibility)?	<input type="checkbox"/>	<input type="checkbox"/>
One project per application	Is the application for only one project? Or, if not, are all the projects interdependent?	<input type="checkbox"/>	<input type="checkbox"/>
Funding amount	<p>Is the funding sought within the relevant funds' limits?</p> <ul style="list-style-type: none"> • Large Service Provider Fund – \$12 million. These service providers deliver water and sewerage services in Regional Queensland (i.e. outside SEQ), have between 25,000 and 100,000 connections, and are mainly located along Queensland's east coast (see Appendix 1) • Medium Service Provider Fund – \$10 million. These service providers deliver water and sewerage services in Regional Queensland, have between 10,000 and 25,000 connections, and are located along the east coast as well as inland. • Small and Very Small Service Provider Fund – \$48 million. These service providers deliver water and sewerage services in regional and remote Queensland, have up to 10,000 connections. 	<input type="checkbox"/>	<input type="checkbox"/>
Project dates	Is construction scheduled to commence on or before 15 February 2023?	<input type="checkbox"/>	<input type="checkbox"/>
	Has construction commenced at the time of application?	<input type="checkbox"/>	<input type="checkbox"/>
	Is construction scheduled to commence prior to the earliest anticipated approval date?	<input type="checkbox"/>	<input type="checkbox"/>

10.1.2 Detailed Application eligibility checklist

Requirement		Yes	No
Project type	Is the project eligible (refer section 3.3 Project eligibility)?	<input type="checkbox"/>	<input type="checkbox"/>
One project per application	Is the application for only one project? Or, if not, are all the projects interdependent?	<input type="checkbox"/>	<input type="checkbox"/>
Funding amount	<p>Is the funding sought within the relevant funds' limits?</p> <ul style="list-style-type: none"> Large Service Provider Fund – \$12 million. These service providers deliver water and sewerage services in Regional Queensland (i.e. outside SEQ), have between 25,000 and 100,000 connections, and are mainly located along Queensland's east coast (see Appendix 1) Medium Service Provider Fund – \$10 million. These service providers deliver water and sewerage services in Regional Queensland, have between 10,000 and 25,000 connections, and are located along the east coast as well as inland. Small and Very Small Service Provider Fund – \$48 million. These service providers deliver water and sewerage services in regional and remote Queensland, have up to 10,000 connections. 	<input type="checkbox"/>	<input type="checkbox"/>
Project dates	Is construction scheduled to commence on or before 15 February 2023?	<input type="checkbox"/>	<input type="checkbox"/>
	Has construction commenced at the time of application?	<input type="checkbox"/>	<input type="checkbox"/>
	Is construction scheduled to commence prior to the earliest anticipated approval date?	<input type="checkbox"/>	<input type="checkbox"/>
Project scope	<p>Is the project scope still fundamentally the same as in the shortlisted EOI?</p> <p>Note: minor changes in scope are allowable, but the fundamentals of what will be built or delivered should remain unchanged.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Mandatory attachments	Have all mandatory attachments been prepared provided?	<input type="checkbox"/>	<input type="checkbox"/>

10.1.3 EOI attachments

Mandatory attachments

- Nil

Additional/optional attachments

- Mapping files – for GIS spatial mapping purposes, please attach either an ESRI Shape File or MapInfo Tab File for this project site if available – please attach ALL file layers
- Copies of all supporting documents referred to and relied on as evidence in the application form (unless web addresses/hyperlinks have been provided in the relevant response field)

10.1.4 Detailed Application attachments

Mandatory attachments

- Detailed Project Plan (refer to template)
- Project Gantt Chart or Detailed Delivery/Works Schedule showing timeframes for all project stages up to and including project completion
- Project Cash Flow (refer to template)
- Cost Benefit Analysis or Benefits Assessment (one required based on total project cost- refer to templates)
- Documentation demonstrating that all land related issues (such as ownership, tenure, native title, etc) are finalised
- Copy of final/detailed construction/engineering design for the project
- If applicable: Letters from other contributors confirming financial contributions
- CVs for all Key Personnel identified in the Detailed Application including the Project Manager
- Confirmation from the council's chief financial officer that any assets funded under the Program will be included in the asset base used to calculate council's water and wastewater pricing.

Additional/Optional attachments

- Additional documentation supporting project readiness such as detailed project costings, tender documents, etc
- Mapping files – for GIS spatial mapping purposes, please attach either an ESRI Shape File or MapInfo Tab File for this project site if available – please attach ALL file layers.
- If the Local Government will not own, operate and maintain the infrastructure: supporting documentation demonstrating the current status of negotiations with the proposed owner/operator
- Copies of all supporting documents referred to and relied on as evidence in the application form (unless web addresses/hyperlinks have been provided in the relevant response field)

Appendix 3: Planning projects

10.1.5 Eligibility checklist

Requirement		Yes	No
Project type	Is the project eligible (refer section 3.3 Project eligibility)?	<input type="checkbox"/>	<input type="checkbox"/>
One project per application	Is the application for only one project? Or, if not, are all the projects interdependent?	<input type="checkbox"/>	<input type="checkbox"/>
Funding amount	Is the funding sought \$300,000 or less?	<input type="checkbox"/>	<input type="checkbox"/>
Project dates	Is the project scheduled to start after the earliest anticipated approval date?	<input type="checkbox"/>	<input type="checkbox"/>

10.1.6 Planning project attachments

Mandatory attachments

If applicable: Letters from other contributors confirming financial contributions.

Appendix 4: Local Government Acknowledgement

Prior to submitting an application, the Local Government Chief Executive Officer will be required to accept the following:

I have read and understood the Building Our Regions Round 6 Program guidelines and the Building Our Regions Funding acknowledgement guidelines.

I declare that I am authorised by the applicant to submit this application for funding which the applicant has endorsed and on behalf of the applicant, I:

- a. acknowledge that submission of an application does not guarantee funding approval for all or part of the funding sought;
- b. authorise the Department to assess the application and undertake due diligence activities, including sharing information with program stakeholders and other government agencies;
- c. warrant to the Department that the information contained in the application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the Department in assessing the application;
- d. undertake to promptly advise the Department if the applicant becomes aware of any change in circumstances which causes the information contained in the application to become inaccurate or incomplete in a material respect;
- e. acknowledge that the Department will rely on the above warranty and undertaking when evaluating the application;
- f. acknowledge that the Department may elect to remove an application at any stage as a result of material changes to the information presented in the application;
- g. acknowledge that the Department may suffer loss or damage if the applicant breaches the above warranty and undertaking; and
- h. accept the Building Our Regions Round 6 Program guidelines, including the terms and conditions.

Privacy Notice: the Department is collecting personal information as part of the application and assessment process for the Building Our Regions Round 6 Grant Program and it will be used by the Department and disclosed to third parties for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any funding agreement). The Department will otherwise deal with personal information provided to it in accordance with the *Information Privacy Act 2009*.

Signature: _____

Name: _____

Date: _____

Appendix 5: Examples of eligible projects

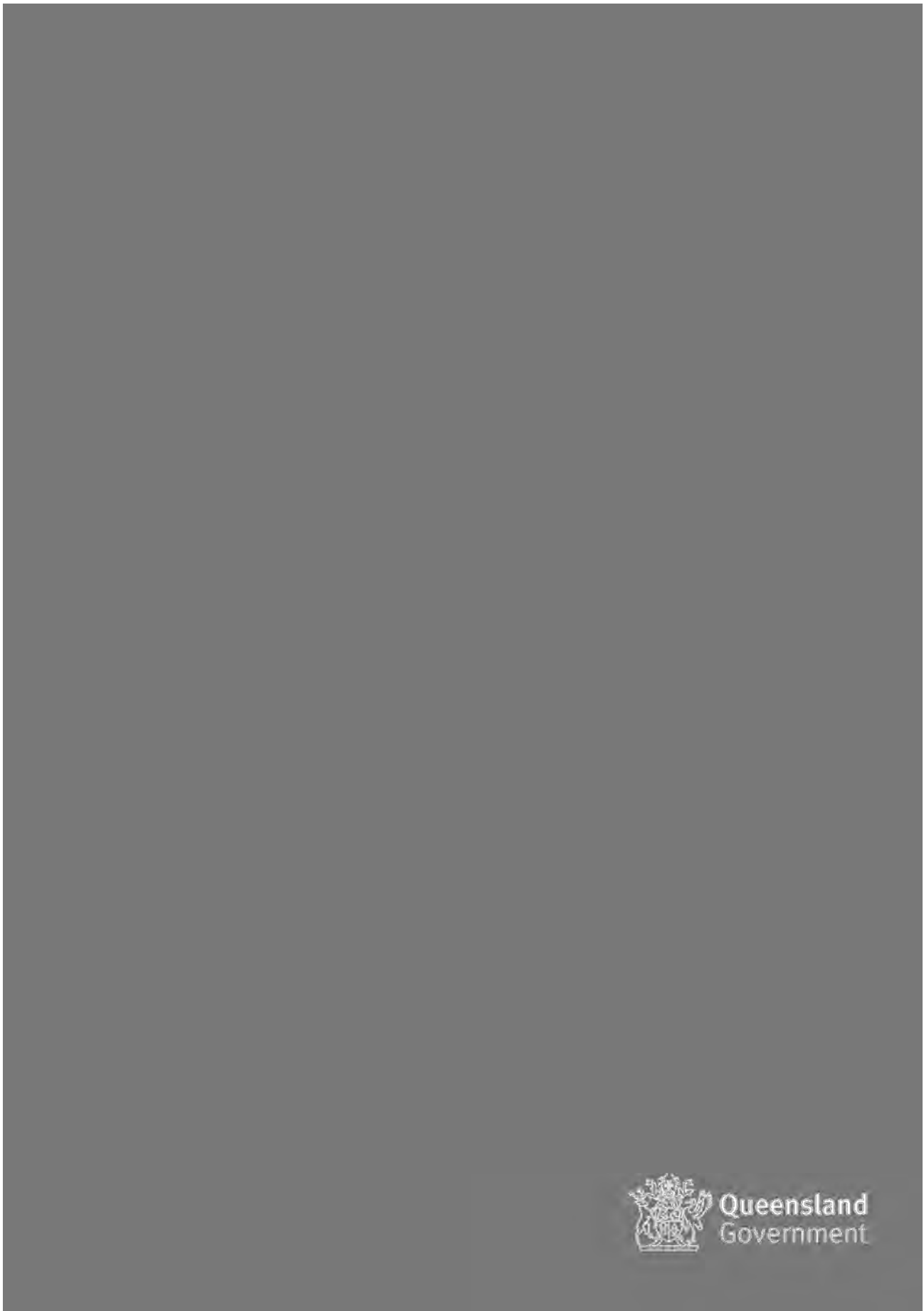
Eligible projects include, but not limited to:

Sewerage Services

- Augmentation/ upgrades / replacement of infrastructure from the wastewater treatment plant including the treatment plant and disposal of the treated effluent, for example:
 - treatment works;
 - distribution of treated wastewater; or
 - beneficial wastewater re-use / recycling.
- Augmentation / upgrades / replacement to components of sewerage system that will reduce operating costs and/or extend the service life (i.e., both capacity and physical life) of existing infrastructure), for example:
 - reducing (non-sewage) inflow/infiltration to the sewer network (e.g., sewer replacement);
 - reducing pump station overflows;
 - improving asset management and system reliability; or
 - digital, automated, or innovative systems or processes (helps address skills deficit for remote Queensland Local Governments).
- Sewerage planning projects related to the above.

Water Supply Services

- Augmentation / upgrades / replacement of infrastructure from the source to the treatment plant then to the first distribution reservoir, for example:
 - new source of supply / enhancement of existing surface water and groundwater supplies;
 - treatment works; or
 - pump stations, rising mains, and delivery main.
- Augmentation / upgrades / replacement of components of water supply systems that will reduce operating costs, improved safety, reliability, and sustainability and/or extend the service life (i.e., both capacity and physical life) of existing infrastructure, for example:
 - system peak demand/fire-fighting capacity (i.e., reservoirs, variable speed pumpstations, etc);
 - reducing leakage / losses from the water supply network (e.g., pressure management projects, mains replacement, smart water networks);
 - reducing risks to drinking water quality;
 - improving system management, monitoring and control;
 - improving asset management and system reliability; or
 - digital, automated, or innovative systems or processes (helps address skills deficit for remote Queensland Local Governments).
- Water supply planning projects related to the above.
- Water for use in hydrogen projects or other priority manufacturing sectors.



14 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS**14.1 COUNCIL LAND INVESTIGATIONS - PROPOSED DIVESTMENT OF LAND ASSET****File Number: 20-10-2021****Author: General Manager Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 13 October 2021 was a report forwarding information regarding Council land investigations – proposed divestment of land asset.

SUMMARY

Committee Resolution 2021/115

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That the Committee recommend to Council;

To offer for sale on the open market by way of tender:

- Lot 41 on RP57676 – 29 Jellicoe Street, Proston, and
- Lot 30 on RP36983 – 14 Earl Street, Memerambi.

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council offer for sale on the open market by way of tender:

- Lot 41 on RP57676 – 29 Jellicoe Street, Proston; and
- Lot 30 on RP36983 – 14 Earl Street, Memerambi.

BACKGROUND

Presented at the Community Standing Committee meeting held on 13 October 2021.

ATTACHMENTS

Nil

14.2 WALTER ROAD KINGAROY - FUTURE USE PROJECT PLAN**File Number:** 20-10-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 13 October 2021 was a report forwarding information regarding Walter Road, Kingaroy – Future use project plan.

SUMMARY

Committee Resolution 2021/116

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommend to Council to:

1. Undertake community consultation to establish the current use of the park and investigate future use options and
2. If not significantly used by the public, make application to the Department of Resources for a conversion to freehold tenure and divest of the property.

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

Against: Nil

CARRIED 5/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council;

1. Undertake community consultation to establish the current use of the park and investigate future use options; and
2. If investigations show that the park is not significantly used by the public, make application to the Department of Resources for a conversion to freehold tenure and divest of the property.

BACKGROUND

Presented at the Community Standing Committee meeting held on 13 October 2021.

ATTACHMENTS**Nil**

14.3 TRUSTEE PERMIT - TINGOORA CARRIAGE CLUB**File Number: 20-10-2021****Author: General Manager Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 13 October 2021 was a report forwarding information regarding – Trustee Permit – Tingoora Carriage Club.

SUMMARY

Committee Resolution 2021/117

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That the Committee recommend to Council:

1. That South Burnett Regional Council enter into a Trustee Permit (non-exclusive use) with the Tingoora Carriage Club Inc. for Lot 251 FY2262 and part of Lot 91 FY2885 with conditions including:
 - (a) Term of three (3) years
 - (b) Rental of \$75.00 per annum, plus GST

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council enter into a Trustee Permit (non-exclusive use) with the Tingoora Carriage Club Inc. for Lot 251 FY2262 and part of Lot 91 FY2885 with conditions including:

- (a) Term of three (3) years
- (b) Rental of \$75.00 per annum, plus GST

BACKGROUND

Presented at the Community Standing Committee meeting held on 13 October 2021.

ATTACHMENTS**Nil**

14.4 AMENDMENT TO LICENCE TO OCCUPY AND ADDITIONAL TRUSTEE PERMIT - SOUTH BURNETT MOUNTAIN BIKE CLUB INC.

File Number: 20-10-2021
Author: General Manager Community
Authoriser: Chief Executive Officer

PRECIS

Presented at the Community Standing Committee meeting held on 13 October 2021 was a report forwarding information regarding an amendment to licence to occupy and additional trustee permit – South Burnett Mountain Bike Club.

SUMMARY

Committee Resolution 2021/118

Moved: Cr Kirstie Schumacher
Seconded: Cr Scott Henschen

That the committee recommend to Council

1. That Council enter into a Trustee Permit with the South Burnett Mountain Bike Club Inc for Lot 352 on FY2534 for a term of three (3) years at \$75.00 per annum plus GST and
2. That Council terminate the current Licence to Occupy with the South Burnett Mountain Bike Club Inc, amend the boundary, and enter into a new Licence to Occupy over part of Lot 2 on RP212916 for a term of three (3) years at \$75.00 per annum plus GST.

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

Against: Nil

CARRIED 5/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council:

1. enter into a Trustee Permit with the South Burnett Mountain Bike Club Inc for Lot 352 on FY2534 for a term of three (3) years at \$75.00 per annum plus GST; and
2. terminate the current Licence to Occupy with the South Burnett Mountain Bike Club Inc, amend the boundary, and enter into a new Licence to Occupy over part of Lot 2 on RP212916 for a term of three (3) years at \$75.00 per annum plus GST.

BACKGROUND

Presented at the Community Standing Committee meeting held on 13 October.

ATTACHMENTS

Nil

14.5 LICENCE TO OCCUPY - MURGON MEALS ON WHEELS INC.**File Number:** 20-10-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 13 October 2021 was a report forwarding information regarding licence to occupy – Murgon Meals on Wheels

SUMMARY

Committee Resolution 2021/119

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

That Committee recommend to Council:

1. That South Burnett Regional Council enter into a Licence to Occupy for part of Lot 1 on M55124
 - (a) For a term of five (5) years with an option of an additional five (5) years
 - (b) Rental at \$75.00 per annum (GST exclusive)
 - (c) For the purpose of an office and storage space for the administration of Meals on Wheels

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council enter into a Licence to Occupy for part of Lot 1 on M55124

- (a) For a term of five (5) years with an option of an additional five (5) years
- (b) Rental at \$75.00 per annum (GST exclusive)
- (c) For the purpose of an office and storage space for the administration of Meals on Wheels

BACKGROUND

Presented at the Community Standing Committee meeting held on 13 October 2021.

ATTACHMENTS

Nil

14.6 MURGON PASTORAL, AGRICULTURAL & HORTICULTURAL SOCIETY IIN. REQUEST TO TRANSFER OWNERSHIP OF BUILDINGS**File Number: 20-10-2021****Author: General Manager Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 13 October 2021 was a report forwarding information regarding Murgon Pastoral, Agricultural & Horticultural Society Inc – Request to transfer ownership of buildings.

SUMMARY

Committee Resolution 2021/120

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommend to Council:

1. In accordance with the purposes of the *Local Government Regulation 2012* (the Regulation), section 236(2), Council decides, by resolution, that the exception in the Regulation, section 236(1)(b) applies to Council in the disposal of building assets on Lease Area C within Lot 7 on SP217287, other than by tender or auction, to a community organisation, Murgon Pastoral Agricultural and Horticultural Society Inc. because:
 - (a) it is in the public interest; and
 - (b) the disposal is otherwise in accordance with the sound contracting principles.
2. In accordance with *Local Government Act 2009 (the Act)*, Section 257, to delegate to the Chief Executive Officer of Council, the power under section 262(3) of the Act, to negotiate and agree in principle the terms and conditions of a contract for the disposal of the building assets to the community organisation, Murgon Pastoral Agricultural and Horticultural Society Inc., for approval by Council.

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION**

That:

1. In accordance with the purposes of the *Local Government Regulation 2012* (the Regulation), section 236(2), Council decides, by resolution, that the exception in the Regulation, section 236(1)(b) applies to Council in the disposal of building assets on Lease Area C within Lot 7 on SP217287, other than by tender or auction, to a community organisation, Murgon Pastoral Agricultural and Horticultural Society Inc. because:
 - (a) it is in the public interest; and
 - (b) the disposal is otherwise in accordance with the sound contracting principles.
2. In accordance with *Local Government Act 2009 (the Act)*, Section 257, to delegate to the Chief Executive Officer of Council, the power under section 262(3) of the Act, to negotiate and agree in principle the terms and conditions of a contract for the disposal of the building assets to the community organisation, Murgon Pastoral Agricultural and Horticultural Society Inc., for approval by Council.

BACKGROUND

Presented at the Community Standing Committee meeting held on 13 October 2021.

ATTACHMENTS

Nil

15 PORTFOLIO - REGIONAL DEVELOPMENT**15.1 REQUESTING RENEWAL OF THE PARTNERSHIP AGREEMENT BETWEEN COUNCIL AND VISIT SOUTH BURNETT INCORPORATED****File Number:** 2604307**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Acknowledging local tourism organisation, Visit South Burnett, as a recognised tourism partner.

SUMMARY

Visit South Burnett Incorporated, a local tourism organisation has requested to renew the partnership agreement with South Burnett Regional Council and continued recognition as a tourism organisation partner.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council

1. Renew the partnership agreement with Visit South Burnett Incorporated as a tourism organisation partner and acknowledge that Visit South Burnett Incorporated is a Member based entity with a tourism industry base;
2. Support the proposal of Visit South Burnett for destination marketing to the value of \$70,000 excluding GST for the period 1 October 2021 to 30 June 2022; and
3. Request an audited financial return on the Council monetary contribution to cover the period of funding of the inaugural partnership agreement.

FINANCIAL AND RESOURCE IMPLICATIONS

Previous financial support was given for the official launch of Visit South Burnett Inc. through catering assistance in the 2019 – 2020 financial year.

In the 2020 – 2021 Financial year Council supported the partnership agreement with funding of \$70,000 excluding GST.

The Economic Development Budget can make the contribution should Council resolve to do so without any request or requirement for budget renewal or extra budget allocation.

Council has also taken a half page advert in the VSB Visitor Guide during the 2020 – 2021 financial year. Office space and some limited in-kind support was offered in Wondai for a period of several months for the then Tourism Officer appointed by VSB inc.

Council also maintains a \$50 corporate membership and a \$50 membership for each of the two tourism dams.

LINK TO CORPORATE/OPERATIONAL PLAN

GR6 Advocate for and support of the region's tourism sector through an industry led development of a Tourism Strategy, with particular focus on indigenous tourism, adventure tourism, international tourism and high wealth tourism

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

VSB members have attended several workshops with Councillors over the period of the partnership agreement.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Nil

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

2021 – 2022 Operational Plan – Industry Led tourism promotion for the region. Work with tourism partners to improve region visitation and promotion.

ASSET MANAGEMENT IMPLICATIONS

Nil

REPORT

Visit South Burnett has contacted Council seeking a review of the Partnership Agreement.

In particular, "...that Council give consideration to:

- *Adequate provision will be made in Council's 2021-22 Budget to enable VSB to continue its valuable work on behalf of the Region; and*
- *An opportunity will soon be provided to undertake a revision of our Agreement (if considered necessary) and to finalise ongoing funding arrangements."*

It is considered that if Council renews the agreement than it is bought into a financial year period. Given delays and staffing changes within VSB the previous agreement stretched out over the financial and was in line with Council's 1st quarter review.

At Council's Ordinary Council Meeting on 19 August 2020, South Burnett Regional Council endorsed the following resolution:

14.3 REQUESTING COUNCIL CONSIDER THE PROPOSED PARTNERSHIP AGREEMENT BETWEEN COUNCIL AND VISIT SOUTH BURNETT INCORPORATED**RESOLUTION 2020/100**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That South Burnett Regional Council renew the partnership agreement with Visit South Burnett Incorporated as a tourism organisation partner and acknowledge that Visit South Burnett Incorporated is a Member based entity with a tourism industry base.

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

Against: Nil

CARRIED 7/0

RESOLUTION 2020/101

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That Council:

1. Funds 50 per cent of the partnership and funding agreement proposed, being \$70k for the next six months commencing 1 September 2020 to 28 February 2021, subject to Visit South Burnett (VSB) agreeance with Council's funding terms.

2. *The period of this funding agreement will be for six months with a review of the agreement and outcomes to occur in February 2021 as to future funding for the remainder of the financial year.*
3. *VSB will be invited to pitch its proposed funding agreement for FY 2021/2022 at the February meeting for Council's consideration in the preparation of its next budget.*
4. *At the February meeting with Council VSB is to provide an update on the development of its Tourism Strategy in partnership with SQCT as per section 4 of the agreement.*
5. *The terms of this funding agreement with Council will include KPI's which are to be workshopped and agreed between Council and the VSB committee for adoption as soon as reasonably practicable.*
6. *VSB must report back to Council at the February 2021 Council Meeting on its demonstrated progress in achieving these agreed KPI's.*
7. *Council will provide an office space for VSB at one of its Visitor Information Centres.*
8. *VSB are invited to distribute its marketing materials via Council's Visitor Information Centres.*
9. *Council will support VSB's bid to attract match funding from other levels of government and will partner with VSB, in an advocacy role.*
10. *VSB can submit information to the CEO for approval and inclusion on the Discover South Burnett website and its associated social media platforms.*
11. *Council's Tourism portfolio holder is to be invited to attend VSB committee meetings as an observer but will not vote on matters brought before the committee.*
12. *VSB committee will decide and report back to Council where these funds are invested in marketing the region as a destination beyond its membership base.*
13. *VSB must maintain a good working relationship with tourism operators across the South Burnett and secure and maintain the membership of both minor and major tourism operators in the region.*
14. *Should VSB agree to the terms of this partnership agreement, VSB must maintain a positive and collaborative relationship with Council, and actively acknowledge Council's support of the tourism industry.*
15. *VSB must issue a joint media statement with Council following its acceptance of Council's terms.*
16. *Any public meetings of VSB or demonstrated behaviours that do not align with Council's values will not be accepted and will result in Council's withdrawal from this partnership.*

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

15.2 SOUTHERN QUEENSLAND COUNTRY TOURISM (SQCT) MEMBERSHIP

File Number: 22-10-2021
Author: Coordinator Executive Services
Authoriser: Chief Executive Officer

PRECIS

A proposal dated 18 November 2020 from Southern Queensland Country Tourism to phase SBRC into full membership over the next three years. Council did not financially participate in the 2020 – 2021 financial as a member of the RTO.

SUMMARY

Southern Queensland Country Tourism have a new direction for the region that is very industry focussed and looks to drive visitors towards businesses and events. SQCT wishes to have Council again join as a member

OFFICER'S RECOMMENDATION

That South Burnett Regional Council delegate the Chief Executive Officer to finalise associate membership of Southern Queensland Country Tourism to the value of \$40,000 (pro-rata \$30,000) for the 2021 – 2022 financial year.

Or

That South Burnett Regional Council notes the proposal put forward by Southern Queensland Country Tourism and advise that for the 2021 – 2022 financial year, Council will not be making a financial contribution to the association for membership.

FINANCIAL AND RESOURCE IMPLICATIONS

Operational Budget required for membership – should Council consider the proposal there is operational funding available within the Economic Development Budget to cover the potential expense.

A scaled membership fee, phasing in your contributions over a three-year period. Financial Year	Suggested Contribution by SQCT
6 month 2021	\$15 000
2021/2022	\$40 000
2022/2023	\$62 000 (Full fee)

Given the possibility of Council adopting both the VSB and SQCT partnership/membership proposals, there will be no further operation budget left in this area without a future budget amendment.

LINK TO CORPORATE/OPERATIONAL PLAN

GR6 Advocate for and support of the region's tourism sector through an industry led development of a Tourism Strategy, with particular focus on indigenous tourism, adventure tourism, international tourism and high wealth tourism.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council has met with representatives from SQCT previously to discuss options available.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Not applicable

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council had previously been a financial member and resolved at the Ordinary meeting of 16 August 2017 to relinquish the membership for the 2017 – 2018 financial year. Council has not been a financial member since this time.

Destination Q defines the following:

Regional Tourism Organisations

The state's Regional Tourism Organisations (RTOs) are membership-based bodies that play a role in marketing and developing destinations, and coordinating the efforts of industry, local government, and the community to grow tourism.

Local Tourism Organisations

Local Tourism Organisations (LTO) are usually private sector, membership-based bodies responsible for promoting their local area and its members and driving or participating in local tourism development initiatives.

ASSET MANAGEMENT IMPLICATIONS

Not applicable

REPORT

By correspondence received by Council on 18 November 2020, SQCT proposes the following:

- A Marketing Program that will drive visitation to the SBRC region. Implementable into key markets as identified by our data mapping tool that identifies key market segments and look alikes that haven't yet travelled to region. A plan that generates business for traders and events in the South Burnett region and in line with the Southern Queensland Country Tourism (SQCT) strategy; Benchmark numbers to be given to SBRC quarterly.
- A Risk Management Strategy that mitigates and reduces risk to tourism in the SBRC region.
- Opportunity for SBRC businesses to leverage from marketing campaigns developed and implemented by SQCT.
- SQCT to build its audiences by 30 June 2021 to:

Facebook 150,000---current 72,000

Instagram 25,000---current 17,000

Twitter 4,000--- current 1,453

- Tradeshow attendance that targets consumers and potential visitors in line with the SQCT strategic plan and the Destination Tourism Plan. Attendance will be targeted at shows that attract the right audience.
- SQCT has built a new, intuitive and consumer focused website that is designed to convert the dreamers into travellers. We will assist smaller businesses and sell tickets for smaller events. Report to SBRC monthly.

- Regional highway partnership marketing advice and marketing support through all our platforms. Attendance at all the highway committee meetings and targeted consumer shows.
- Advocacy and tourism support; campaigning for more media and trade famils (minimum 4 per annum). In region visitation by Department of Innovation and Tourism Industry Development, Queensland Tourism Minister, Tourism Australia and Federal Tourism Minister, Simon Birmingham. Tourism Australia recognition and promotion of our wine industry and food offerings. Advocate for increased funding for the SQCT region of an additional \$150,000 per annum.
- Marketing will be experienced based and support the Best of Queensland Experience Program (BOQEP) through Tourism and Events Queensland (TEQ) and Department of Innovation and Tourism Industry Development (DITID). Businesses will be encouraged to comply with the BOQE, and mentoring will be targeted at those businesses that require it.
- Minimum of two SBRC businesses to be mentored through either the Digital Ready Program or the Domestic and International Trade Ready Program and ATDW by June 2021.
- SBRC industry access to SQCT Industry Portal.
- Access to data Dashboards providing mobility and accommodation insights and monthly reports specific to the South Burnett area.
- Ability to nominate for the SQCT Board (once a full financial member)
- Regular bi-monthly meetings with SBRCs key executive people.

ATTACHMENTS

Nil

16 NOTICES OF MOTION

Nil

17 INFORMATION SECTION**17.1 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT****File Number:** 20/10/2021**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****RAL21/0008** – 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)**RAL21/0012** - 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)**RAL21/0016** – Reconfiguration of a lot – Boundary Realignment at 125 Bocharts Road, Kingaroy (and described as Lot 4 on SP235443 & Lot 2 on RP853877)**RAL21/0017** – Reconfiguration of a lot - Boundary Realignment (3 lots into 3 lots) at 84 & 70 Crumpton Drive, Blackbutt North (and described as Lot 82 on RP173326 & Lot 81 on RP173326)**RAL21/0018** - Reconfiguration of a lot (1 into 2 lots) at 358 Boonenne Ellesmere Road, Taabinga (and described as Lot 2 on RP152448)**RAL21/0019** – Reconfiguration of a lot - Boundary Realignment (6 lots into 3 lots) at 17, 19 & 21 Thorn Street, 15 & 13 Rose Street, Murgon (and described as Lots 1 & 2 on RP28469, Lot 1 & 2 on RP138691, Lot 8 on RP8433 and Lot 7 on RP73520)

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)

MCU21/0007 – 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)

MCU21/0011 – 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)

MCU21/0018 - Material Change of use for Two attached dwellings on a lot defined as a dual occupancy at 17 Hodge Street, Kingaroy (and described as Lot 9 on SP212946)

ATTACHMENTS

Nil

17.2 DELEGATED AUTHORITY REPORTS**File Number:** 20/10/2021**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. **Development Approval for a Material Change of use for a Food and Drink outlet at 95 Youngman Street, Kingaroy - Signed Meeting Report** [↓](#) 
2. **Negotiated Report for Material Change of use for a Telecommunications Facility at 125 Lewis Duff Road, Ballogie - Signed Meeting Report** [↓](#) 
3. **Operational Works application fro Chinchilla Wondai Road, Durong (Lot 1 on RP50789) - Signed Meeting Report** [↓](#) 
4. **Reconfiguration of a lot (1 lot into 2 lots) at 175 Blackbutt Crows Nest Road, Blackbutt South - Signed Meeting Report** [↓](#) 

Delegated Authority _____ Date: _____

0.0 DEVELOPMENT APPROVAL FOR A MATERIAL CHANGE OF USE FOR A FOOD AND DRINK OUTLET LOTS 7 AND 8 ON RP7924 AND SITUATED AT 95 YOUNGMAN STREET KINGARROY

File Number: MCU21/0010
Author: Senior Planner
Authoriser: Chief Executive Officer

	SIGNATURE	DATE
MANAGER	<i>[Signature]</i>	6/10/21
GM	<i>[Signature]</i>	7/10/21
CEO	<i>[Signature]</i>	7.10.2021

PRECIS

Development Approval for a Material Change of Use for a food and drink outlet Lots 7 and 8 on RP7924 and situated at 95 Youngman Street Kingarroy. The Applicant is Town Planning Alliance and the application reference is MCU21/0010.

SUMMARY

Under the South Burnett Regional Council Planning Scheme 2017, the subject site is identified as being contained within the Principal Centre Zone. In accordance with the Overall Outcomes for the Principal Centre Zone:

"The purpose of the principal centre zone code is to provide for a large variety of uses and activities (including, for example administrative, business, community, cultural, entertainment, professional, residential or retail activities) to –

- (a) form the core of an urban area; and
- (b) service the local government area."

The proposal seeks to demolish the existing Community Use building to facilitate a Drive-Through Food and Drink Outlet for the Kingarroy community. The site is not zoned community facility and as such there is no direct loss of community facilities land available as a result of the application.

Overall, the proposal is identified as generally consistent with the Scheme's intent for the Principal centre zone. Specifically:

- The proposed Drive-Through Food and drink outlet is a business use consistent with the zone intent and will both cater to the residents of Kingarroy as well as passing through traffic.
- The proposal has been designed to limit any impacts on major road corridors by maintaining and improving the site's access from Alford Street.
- The scale of the proposal is in keeping with existing food and drink outlets that have drive through facilities within the same zone and nearby the subject site;
- Design has been amended to address the interface with the immediately adjoining residence to the west and include appropriate screening both in terms of visual treatments and acoustic treatments to limit impacts from the commercial use;
- The site is to be serviced internally and conditions of development can appropriately ensure impacts off site are limited and the site is serviced in accordance with Council's standards.

OFFICER'S RECOMMENDATION

GENERAL

- 1.1 The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.
- 1.2 Where these conditions refer to "Council" in relation to requiring Council to approve or be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council.

Delegated Authority _____ Date: _____

1.3 All conditions, works, or requirements of this development approval must be undertaken and completed prior to commencement of the use and to Council's satisfaction, unless otherwise stated.

1.4 The cost of all works associated with the construction of the development including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.

1.5 The developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out for the development. To the extent the damage is deemed to create a hazard to the community, it must be repaired immediately.

2.0 APPROVED PLANS AND DOCUMENTS

2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:

Plan/Document Name	Plan/Document Number	Revision	Date
Proposed Site Plan	A01	C	13.09.2021
Proposed Floor Plan	A02	B	03.08.2021
Proposed Elevations	A03	B	03.08.2021
Proposed Elevations 1	A04	B	03.08.2021
Proposed Elevations 2	A05	B	03.08.2021
Proposed Elevations 3	A06	B	03.08.2021
Proposed Elevations 4	A07	B	03.08.2021
Landscape Plan	A08 (Amended in Red)	B	02.08.2021
Landscape notes and Details	A09	A	02.08.2021

Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.

Timing: To be maintained at all times.

PLANNING

PLN 1 The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.

Timing: To be maintained at all times

PLN 2 No outdoor amplified music or sound shall occur (i.e. no external speakers for amplified music) and no use of whistles or amplification devices (PA systems or similar) are to be used outside) as part of the use.

The service window in the western elevation of the drive through shall have no amplification devices.

Note: this condition does not apply to drive through ordering stations along the eastern elevation (drive through) or any amplified alarms required for on site operational safety.

Timing: To be maintained at all times

PLN3 Undertake the approved development so there is no environmental nuisance or detrimental effect on any surrounding land uses and activities by reason of the emission of noise, dust, vibration, odour, fumes, smoke, vapour, steam soot, ash, waste water, waste products, oil or otherwise.

Timing: At all times.

Delegated Authority

Date

PLN 4 Maintain outdoor lighting to comply with AS4282 – 1997 “Control of Obstructive Effects of Outdoor Lighting”. Artificial illumination is not to cause a nuisance to occupants of nearby premises and any passing traffic. Direct security and flood lighting away from adjoining residential premises.

Timing: At all times

PLN5 In accordance with the Environmental Protection (Waste Management) Regulations, all waste storage areas must be kept in a clean, tidy condition, and sufficient waste containers and services are to be provided to cater for the containment and removal of all waste generated on the site. Waste must be removed to a lawful landfill.

Timing: At all times

PLN6 Provide a minimum 1.8m high acoustic fence along the western side boundary in accordance with the approved site plan.

Timing: Prior to commencement of the use and to be maintained

PLN7 External details of the building, façade treatment and materials are to be consistent with colours and finishes that are not reflective materials, generally in accordance with the approved plans and drawings.

Timing: Prior to commencement of the use and to be maintained

LANDSCAPING

PLN8 Establish and retain all landscaping generally in accordance with the approved plans. The landscaping must predominantly contain species that are endemic to the region due to their low water dependency.

Timing: Prior to commencement of the use and to be maintained

PLN9 Ensure the landscaped areas are subject to water and maintenance during the establishment phase, and an ongoing maintenance and replanting programme as required

Timing: To be maintained

ENGINEERING WORKS

ENG1. Submit to Council, an Operational Work application for all civil works including earthworks, stormwater, sewer, roadworks, access and parking.

ENG2. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.

ENG3. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.

ENG4. Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

ENG5. Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plans and specifications and to Council's requirements, prior to commencement of the use.

Delegated Authority

Date

MAINTENANCE

ENG6. Maintain all works that will become Council infrastructure for a period of 12 months (maintenance period) from the date of on-maintenance. Any defective works must be rectified within the maintenance period.

ENG7. Provide Council with a maintenance bond in an acceptable form equal to 5% of the value of Council's infrastructure prior to commencement of the maintenance period.

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

ENG8. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.

ENG9. 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

ENG10. Provide stormwater management generally in accordance with the Stormwater Management Plan prepared by MPN CONSULTING, Issue A, dated 23 June 2021, subject to detailed design and except as altered by conditions of this development approval.

ENG11. 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.

ENG12. 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 where an underground system is not available.

ENG13. Design and construct all internal stormwater drainage works to comply with the relevant Section/s of AS/NZS 3500.3.2.

ENG14. 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

ENG15. Lawful point of discharge for the development is Alford Street and Youngman Street (subject to Department of Transport & Main Roads approval).

ENG16. 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

ENG17. Connect the development to Council's reticulated water supply system via a single connection.

SEWERAGE

ENG18. Connect the development to Council's reticulated sewerage system via a single connection. The connection must be designed in accordance with Council's standards and be approved by Council's Utility Services Section.

Comment: Building over the existing sewer main is not permitted, and alterations to the sewer network are required.

ENG19. Construct a new end of line manhole clear of the proposed building, and meeting the requirements of conditions ENG20. to ENG25.

Delegated Authority

Date:

- ENG20. Actual connection to Council's live sewerage infrastructure must be undertaken by or under the supervision of Council.
- ENG21. 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).
- ENG22. Maintain a minimum of a 3 metre wide corridor to be maintained for maintenance/upgrade purposes.
- ENG23. 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.
- ENG24. 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.
- ENG25. Design and construction of the alterations to the sewer network shall meet the requirements of the QDC MP1.4, unless agreed by Council.

TRADE WASTE DISPOSAL

- ENG26. Connect the commercial kitchen to Council's sewer reticulation. Obtain a Plumbing Approval from Council and the relevant inspections are to be undertaken prior to connection to the sewer.

PARKING AND ACCESS - GENERAL

- ENG27. Design all access driveways, circulation driveways, parking aisles and car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.
- ENG28. Design and construct all sealed areas with concrete, asphalt or a two-coat bitumen seal.
- ENG29. Provide a minimum of 17 car parking spaces including a minimum of 1 person with disability (PWD) car parking spaces.
- ENG30. Design & construct all PWD car parking spaces in accordance with AS2890.6.
- ENG31. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.
- ENG32. Line mark or otherwise delineate the car park aisles and driveways within the development with directional arrows on the pavement to enable all vehicles to enter and leave the site in a forward gear.
- ENG33. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.
- ENG34. Provide longitudinal gradient and crossfall for all driveways to comply with the requirements of AS2890.1.

PARKING AND ACCESS - SERVICING

- ENG35. Provide loading bay facilities for a Small Rigid Vehicle, and the Refuse Collection Vehicle Servicing the site in the location generally shown on the approved plan(s) of development.
- ENG36. All vehicles servicing the site, including delivery vehicles and refuse collection vehicles, shall enter and exit the site in a forward direction.
- ENG37. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

Delegated Authority

Date

VEHICLE ACCESS

ENG38. Construct a commercial crossover between the property boundary and the edge of the Alford Street road pavement, having a minimum width of 11.24 metres, generally in accordance with IPWEAQ Std Dwg RS-051, Rev F. Ensure that crossover splay is designed to accommodate turning movements of the Refuse Collection Vehicle servicing the site.

ENG39. Construct any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure, including any stormwater gully pit, manhole, service infrastructure (eg power pole, telecommunications pit), road infrastructure (eg street sign, street tree, etc).

REDUNDANT CROSSOVERS

ENG40. 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.

ROADWORKS

ENG41. Remove any existing car park line marking at the Alford Street frontage of the site, should the car park spaces be affected by changes to the proposed access.

ROADWORKS AND PEDESTRIAN SAFETY

ENG42. Install signage for all works on or near roadways in accordance with the Manual for Uniform Traffic Control Devices – Part 3, Works on Roads.

ENG43. Submit to Council, an application for any footpath, road or lane closures, and ensure all conditions of that approval are complied with during construction of the works.

ENG44. Maintain safe pedestrian access along Council's footpaths at all times.

ELECTRICITY AND TELECOMMUNICATION

ENG45. Connect the development to electricity and telecommunication services.

EARTHWORKS - GENERAL

ENG46. Earthworks per site involving cut or fill with a nett quantity of material greater than 50m³, requires an Operational Work application.

ENG47. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

EROSION AND SEDIMENT CONTROL - GENERAL

ENG48. 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.

ENG49. 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.

STANDARD ADVICE

ADV1 Prior to commencing any construction activities, the applicant/developer will be required to obtain further development permits for operational work, building work and plumbing and drainage work, as required under relevant legislation for this work.

ADV2 Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.

ADV3 This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements. Any provisions contained in this approval relating to the enforcement of any of the conditions shall be in addition to all other rights, powers and

Delegated Authority**Date:**

privileges that the Council may possess or obtain, and nothing contained in these conditions shall be construed so as to prejudice, affect or otherwise derogate or limit these rights, powers and privileges of the Council.

- ADV4** General environmental duty under the Environmental Protection Act 1994 prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.
- ADV5** This development approval does not authorise any activity that may harm Aboriginal cultural heritage. It is advised that under section 23 of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care").
- ADV6** The State Assessment and Referral Agency has issued a decision on this application and forms part of this decision package.

8

Delegated Authority _____

Date: _____

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

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.

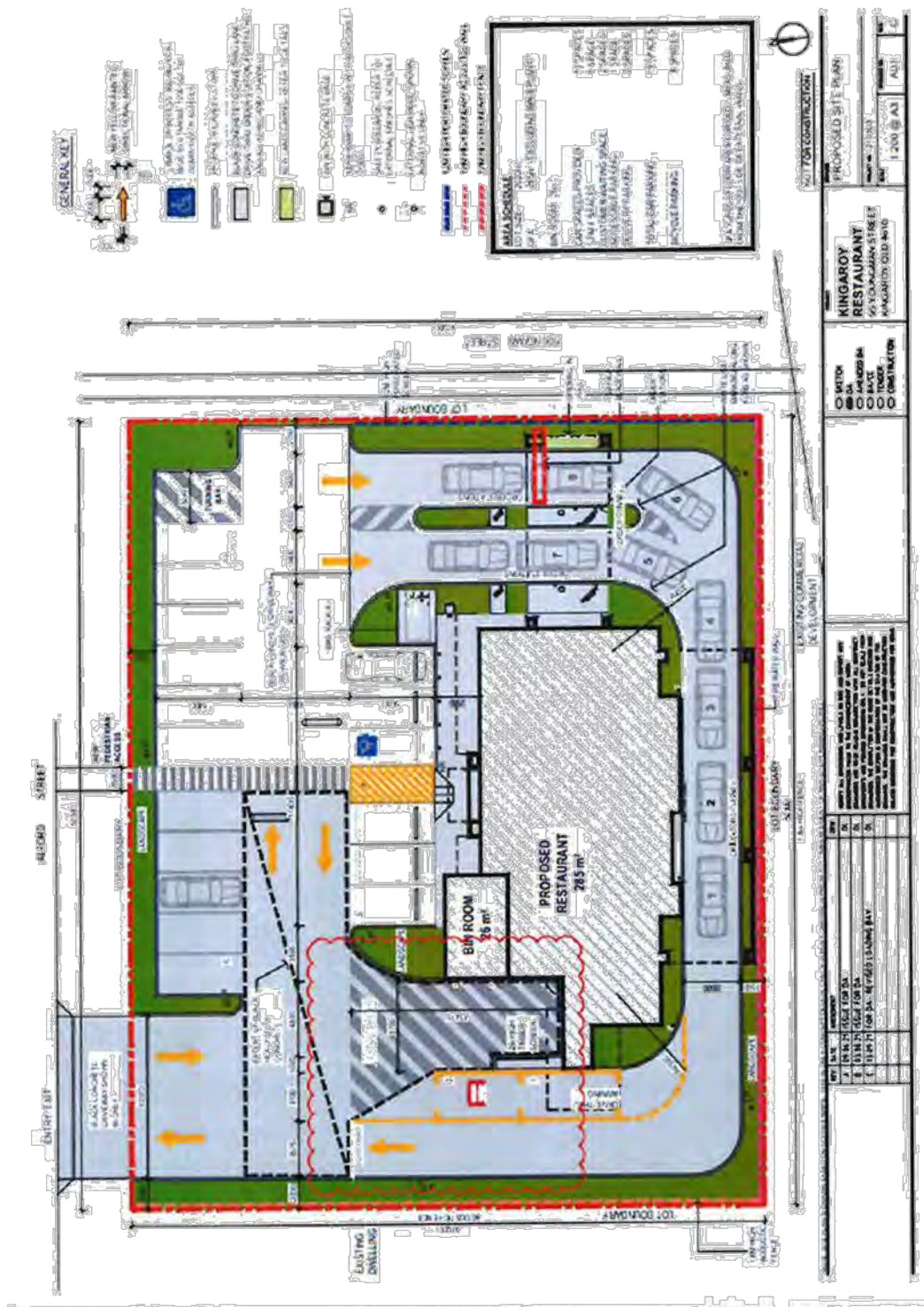
ASSET MANAGEMENT IMPLICATIONS

No implication can be identified.

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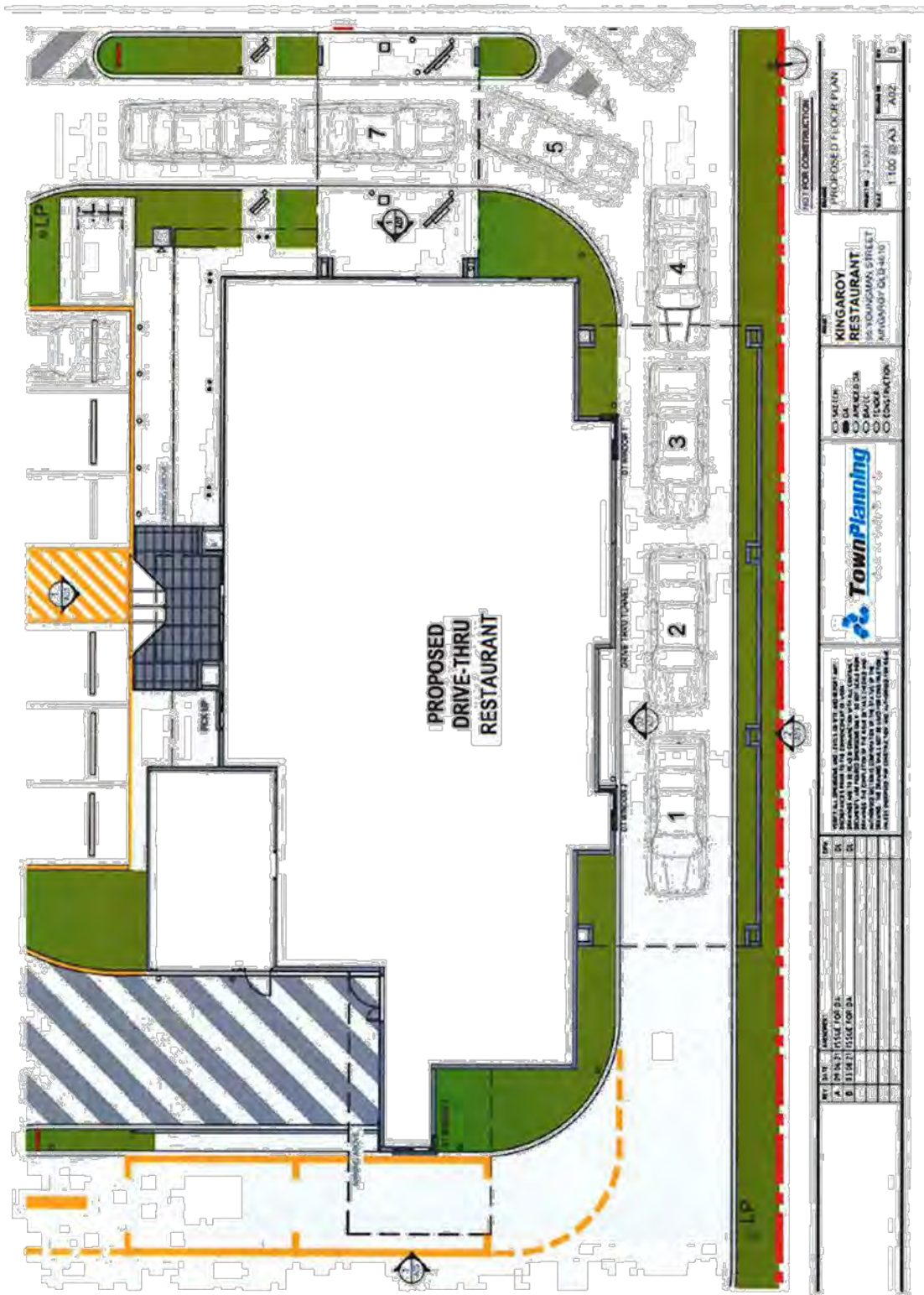
Date:

ATTACHMENT A
PROPOSAL PLAN



Delegated Authority

Date:



Delegated Authority

Date:



NOT FOR CONSTRUCTION

PROPOSED ELEVATIONS

KINGAROO RESTAURANT
 86 KINGAROO STREET
 KINGAROO QLD 4610

TownPlanning
 ARCHITECTS & PLANNERS
 1/110 KINGAROO STREET
 KINGAROO QLD 4610
 PH: 07 4639 1100
 WWW.TOWNPLANNINGQLD.COM.AU

PROJECT
 KINGAROO RESTAURANT
 86 KINGAROO STREET
 KINGAROO QLD 4610

DATE
 15/08/21

SCALE
 1:200

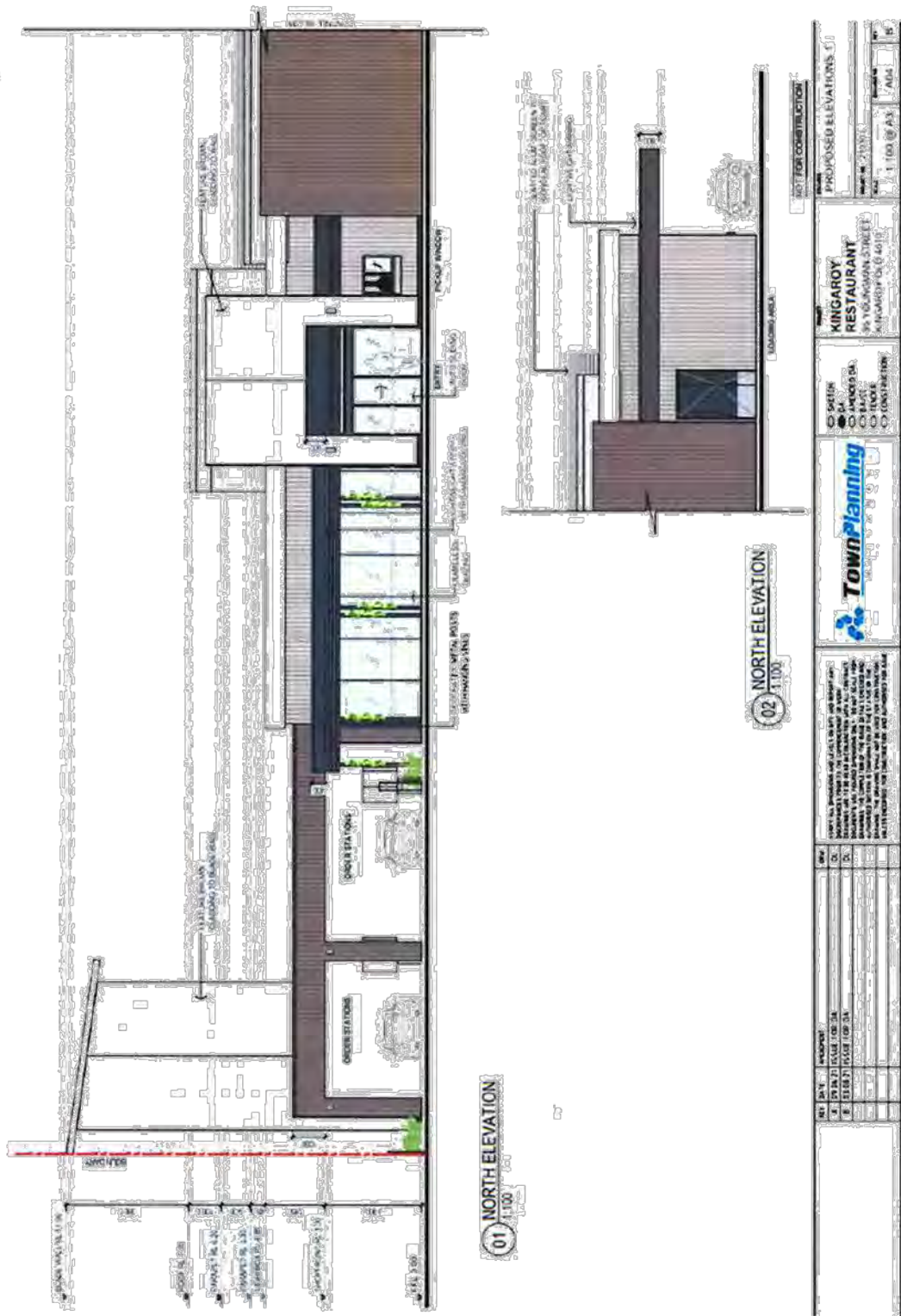
REV **DATE** **DESCRIPTION**

1	15/08/21	ISSUE FOR DA
2	15/08/21	ISSUE FOR DA

THIS DRAWING IS THE PROPERTY OF TOWNPLANNING ARCHITECTS & PLANNERS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED, COPIED, EITHER WHOLLY OR IN PART, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE WRITTEN PERMISSION OF TOWNPLANNING ARCHITECTS & PLANNERS.

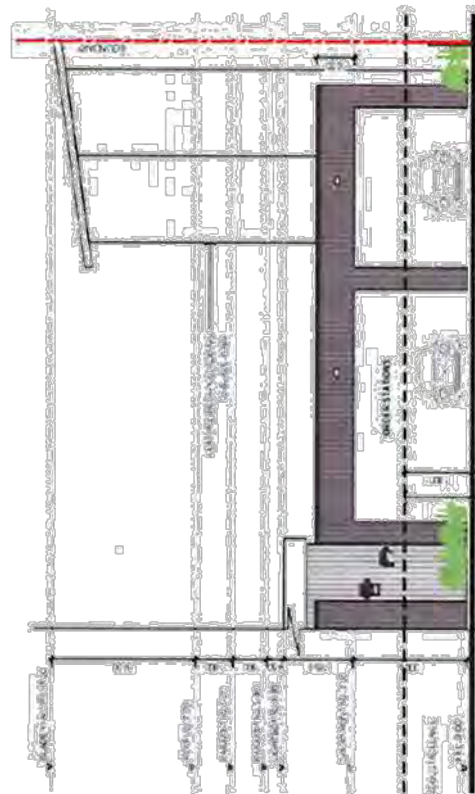
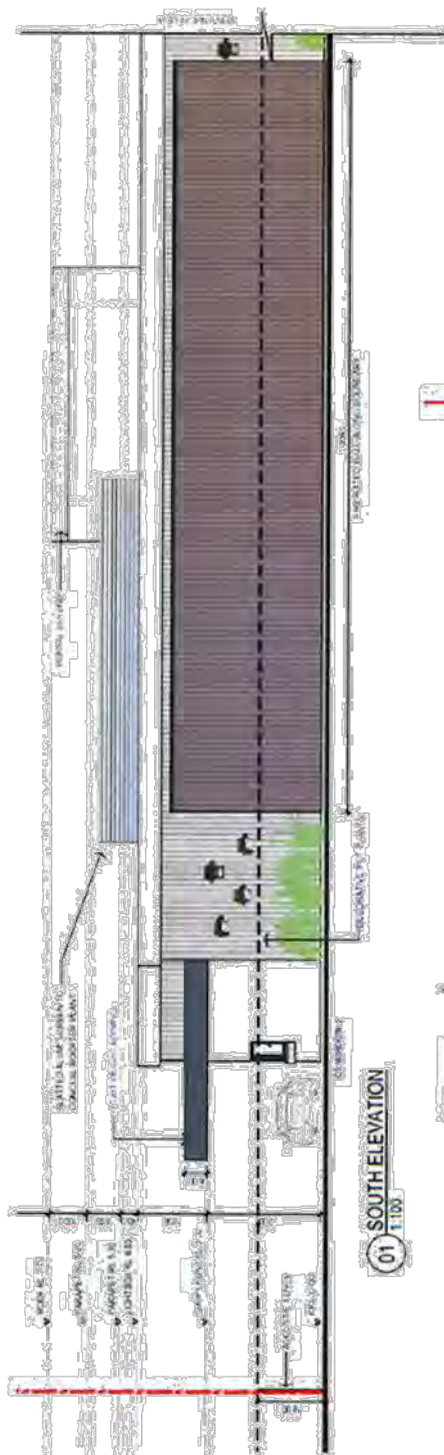
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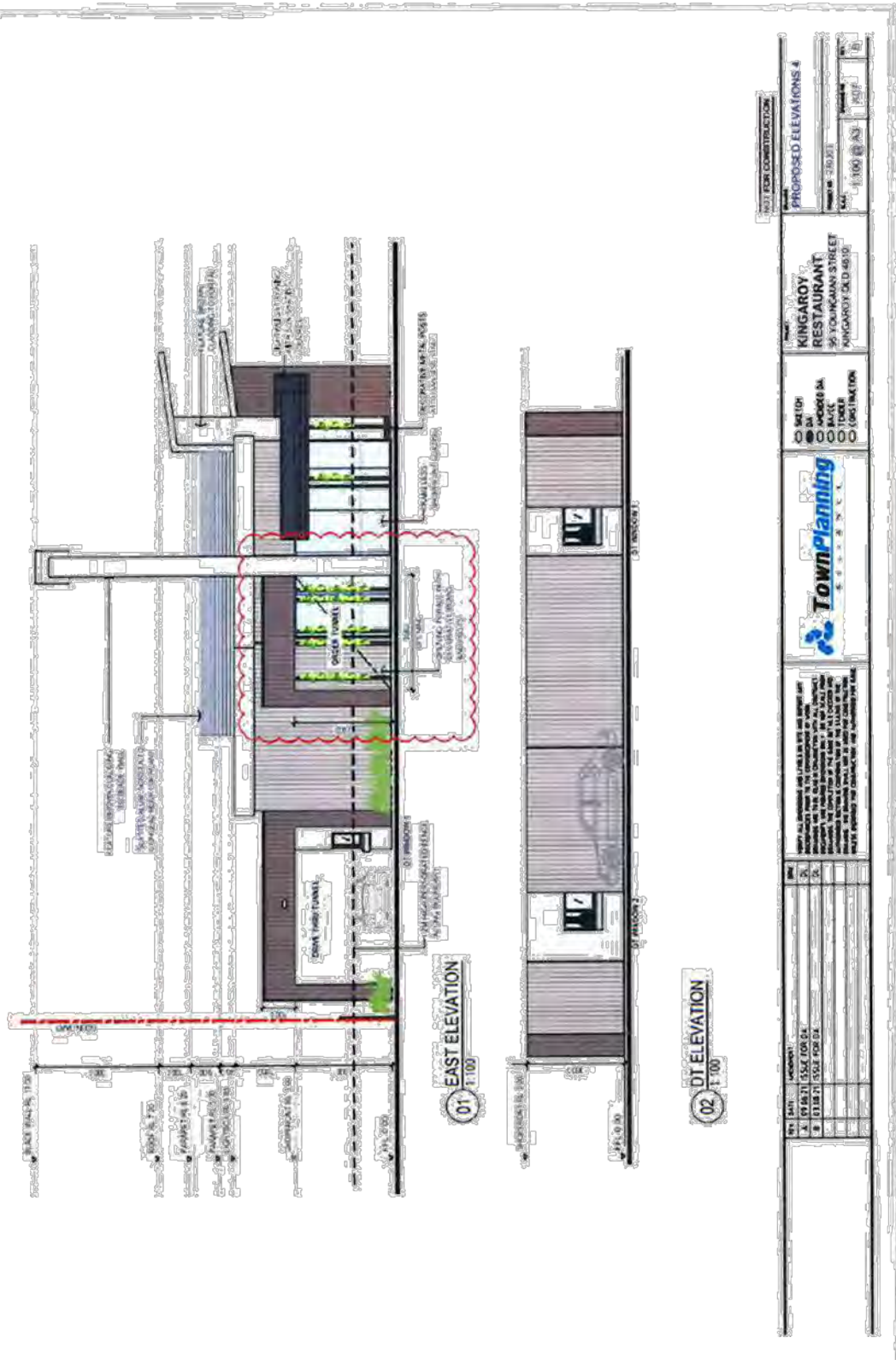
Date:



NOT FOR CONSTRUCTION	
<p>PROPOSED ELEVATIONS</p> <p>DATE: 15/10/21 SCALE: 1:100 DRAWN BY: [Signature] CHECKED BY: [Signature]</p>	<p>KINGAROY RESTAURANT</p> <p>1705-1707 MAHARISHI BLVD KINGAROY VIC 3014</p>
<p>DATE: 15/10/21 SCALE: 1:100 DRAWN BY: [Signature] CHECKED BY: [Signature]</p>	<p>TownPlanning</p> <p>1705-1707 MAHARISHI BLVD KINGAROY VIC 3014</p>
<p>NOTE: THESE ELEVATIONS ARE FOR INFORMATION ONLY. THEY DO NOT REPRESENT THE FINAL DESIGN. ANY CHANGES TO THE DESIGN SHALL BE THE RESPONSIBILITY OF THE CLIENT. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY APPROVALS AND PERMITS. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY APPROVALS AND PERMITS. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY APPROVALS AND PERMITS.</p>	<p>REV: DATE: DRAWN BY: CHECKED BY:</p> <p>A. 09/06/21 15:56 OF DA [Signature]</p> <p>B. 03/08/21 15:56 OF DA [Signature]</p>

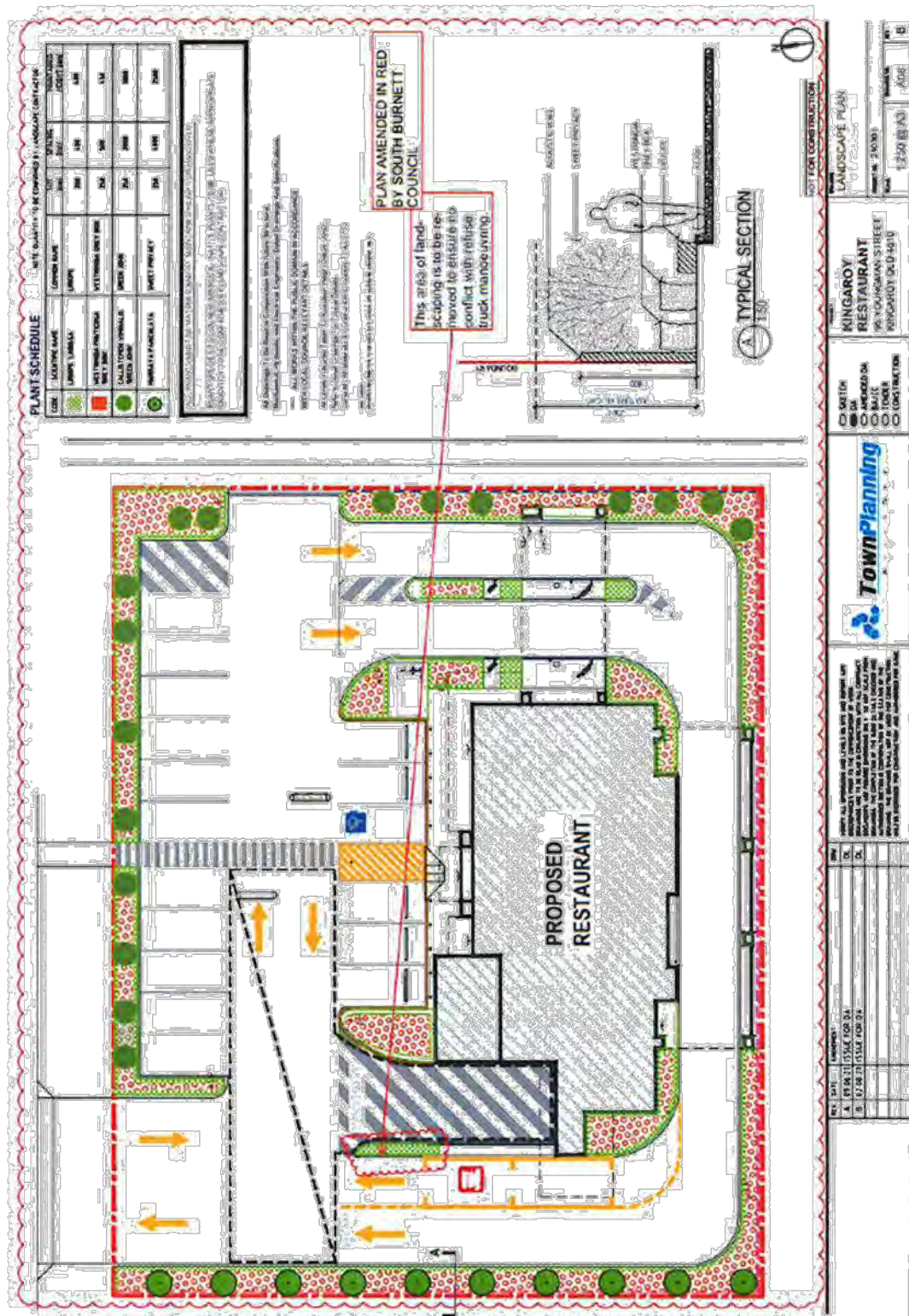
Delegated Authority

Date



Delegated Authority

Date:



Delegated Authority

Date

Architectural drawings for the Kingaroy Restaurant project, including site plans, floor plans, and landscaping details. The drawings are oriented vertically on the page.

DATE	DESCRIPTION
01/08/2021	ISSUE FOR EXAMINATION

NOT FOR CONSTRUCTION

LANDSCAPE NOTES

PROJECT TITLE
KINGAROY RESTAURANT

DATE
01/08/2021

PROJECT NO.
KINGAROY DCD 4010

OWNER
DAVID ANDERSON SAUCE CONSTRUCTION

DESIGNER
TOWN PLANNING

SCALE
AS SHOWN

Delegated Authority	Date
---------------------	------

Report

Applicant:	Town Planning Alliance
Owner:	Interstate Locum Service Pty Ltd
Property Address:	95 Youngman Street KINGAROY
Real Property Description:	Lots 7 and 8 on RP7924
Approvals Sought:	Development Permit for Material Change of Use for Food and Drink Outlet

Proposal Description:

Planning Scheme:	South Burnett Regional Planning Scheme 2017 (v1.4)
Planning Scheme Zone:	Principal Centre Zone
Area of Land:	2,020m ²
Existing Land Use:	Community facility/health care service (use has ceased)
Surrounding Land Uses:	Commercial along Youngman St and residential on Alford Street
Services:	Water, electricity and telecommunications are available.
Access:	Access is existing and to be maintained via Alford Street.
Topography:	Generally flat
Application Deemed Properly Made:	28 June 2021
Confirmation Notice Issued:	6 July 2021
Information Request Issued:	19 July 2021
Information Response Received:	11 August 2021
Further Issues Issued	Yes
Response to Further Issues	Yes
Referrals Required/Received:	Yes
Application Process:	Code Assessment
Public Notification:	N/A
Properly Made Submissions:	N/A
Public Notice Compliance:	N/A

1.0 EXECUTIVE SUMMARY

This report carries out an independent town planning and assessment of the proposed development for a Development Permit for a Material Change of Use for a Food and Drink Outlet (including drive-through).

2.0 SITE AND LOCALITY

2.1 Site Description

Any reference to 'subject site' is a reference to both lots. The site has a combine area of 2,020m² and both lots are of regular configuration.

Delegated Authority _____

Date: _____

Site Address: 95 Youngman Street, Kingaroy
 RPD: Lot 7 & 8 on RP7924
 Site Area: 2,020m²



Figure 1 – 95 Youngman Street, Kingaroy



2.2 Surrounding Land Uses:



Figure 2 – zoning and surrounding locality context

The subject site is situated in the Kingaroy Principal Centre zone. Immediately west is medium density residential zone.

The site has a frontage to Youngman Street which is the Bunya Highway State Controlled Transport Corridor.

The surrounding area predominantly comprises a mix of commercial and residential uses, community facilities and major shopping centre.

Youngman Street has a number of drive through food and drink outlets within proximity of the subject site.

Delegated Authority

Date:

Whilst there exists some mature native vegetation on the site, it is not protected and will be removed as part of the site redevelopment. New landscape planting is proposed as part of the site's design.

The subject site is identified to be marginally encumbered within Council's Flood Hazard Overlay which is mapped partly at the Youngman Street and Alford Street frontages in parts.

Notwithstanding, the site is generally free from flooding of any source and will achieve appropriate flood free access. No other overlays are of relevance to the assessment of this application.



Figure 3 – Flood Hazard Overlay

3.0 PROPOSAL OVERVIEW

The Applicant seeks a Development Approval for a Material Change of Use for a food and drink outlet (including drive-through). The chain brand is unknown at the time of the assessment.

3.1 Development History

There is no history of development on the subject site applicable to the assessment of this application.

3.2 Proposed Development

The proposal seeks to establish a Drive-Through Food and Drink Outlet with a Gross Floor Area (GFA) of 285m² excluding the bin and plant areas. The proposal adopts a contemporary architectural design solution that will contribute positively to the streetscape and integrate with the existing locality. The external facades will be constructed and broken up through the inclusion of strategic openings. The design features a circular vehicular movement to allow for safe and efficient manoeuvring around the proposed Food and Drink Outlet. Car parking areas have been strategically designed along the Alford St front boundary supported by landscaping.

Amendments to the pedestrian access into the site was amended during assessment to ensure it is located in the most efficient location given proximity of the front of the site to the Youngman St major intersection and pedestrian crossing.

The proposal achieves a building height of one (1) storey maintained at 11m above natural ground level.

The development proposes 24 hours of operation.

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Parking and Access

Vehicular access to the subject site will be maintained from the existing crossover to Alford Street located in the north-western corner of the site. The proposed development provides 19 carparking spaces on site including 1 PWD space and on site loading/servicing.

A separate pedestrian access is provided from the Alford Street frontage.

The site will be serviced by a front loading truck and can enter and leave the site in a forward gear.

AREA SCHEDULE	
LOT SIZE:	2020m ²
GFA :	285m ² (EXCLUDING BIN & PLANT)
BIN ROOM : 26m ²	
CAR SPACES PROVIDED:	13 SPACES
STAFF SPACES:	1 SPACE
CUSTOMER WAITING SPACE:	2 SPACES
ACCESSIBLE PARKING:	1 SPACE
DELIVERY PARKING:	2 SPACES
TOTAL CAR PARKING:	19 SPACES
BICYCLE PARKING:	4 SPACES

Figure 4 – Summary of parking on site

Landscaping

The proposal includes landscaping along all site boundaries with buffer and screen planting planned along the western boundary to reduce visual impact to adjoining medium density residential zone.

A landscape concept plan has been submitted in response to the information request and forms part of the decision package. There is an amendment in red to this plan, to remove a potential conflict between an area of landscaping and the on site refuse truck manoeuvring.

Blade Wall

A blade wall is proposed along the eastern side of the building that will 11.0m in height (RL11.00). It is anticipated that this blade wall will be the primary advertising sign for the subject food and drink outlet.

The blade wall is large scale however not inconsistent with surrounding advertising signs and devices within the Principal Centre Zone. There are no assessment benchmarks relevant to the blade wall/signage.

The highest part of the building will be 7.2m high maximum which is single storey.

Delegated Authority _____ Date: _____

4.0 TOWN PLANNING CONTEXT

Table 3 provides an overview of the current town planning framework relevant to the subject site.

On 24 February 2021, South Burnett Regional Council adopted an Economic Support Instrument under Section 68E of the Planning Regulation 2017. This instrument was published on Council's website and came into effect on 1 March 2021. Table 1 of the instrument identifies relevant zones and uses for particular development which now require Code assessment instead of Impact Assessment. Food and Drink outlet is an identified use under Column 2 of Table 1 of the Economic Support Instrument where within the Principal Centre Zone. As such, the proposed use is subject to Code Assessment.

TABLE 3 – SUMMARY OF LOCAL PLANNING INSTRUMENT	
State Planning Context	
Regional Plan	Wide Bay Burnett Regional Plan 2011 (the Regional Plan)
State Planning Policy	State Planning Policy (July 2017) (the SPP)
SARA DA Mapping	25m to State Controlled Road
Referrals	Yes- SARA
Assessment Benchmarks	SDAP
Local Planning Context	
Planning Scheme	South Burnett Regional Council Planning Scheme 2017 (v1.4) and The South Burnett Regional Council adopted Economic Support Instrument under Section 68E of the Planning Regulation 2017.
Strategic Framework Designation	Urban
Zone	Local Centre Zone (see Figure 5)
Overlays	<ul style="list-style-type: none"> Flood Hazard Overlay
Defined Use	Food and Drink Outlet
Level of Assessment	Code Assessment
Assessment Benchmarks	<ul style="list-style-type: none"> Principal centre zone code Services and works code

5.0 PLANNING ASSESSMENT

5.1 Planning Regulation 2017

This section of the report includes an assessment of the proposed development against Schedule 10 of the Planning Regulation 2017 (the Planning Regulation).

5.1.1 Schedule 9 – Building Works

It is noted that assessment benchmarks and matters stated in Schedule 9 of the Regulation are not relevant to this development application for a material change of use but may be relevant to subsequent development such as building work.

5.1.2 Schedule 10 – Assessable Development

The proposed development does not involve prescribed assessable development under Schedule 10.

5.1.3 Schedule 10 – Referral Agencies

The application triggered referral under Schedule 10 of the Planning Regulation for the following matters:

- Schedule 10, Part 9, Division 4, Subdivision 2, Table 4 – Material Change of Use within 25 metres of a State-controlled road.

The application was properly referred to SARA

Delegated Authority

Date

5.2 Other Matters for Code Assessment

This section of the report includes an assessment of the proposed works against the other matters that code assessment must have regard to as required by the Planning Regulation 2017 (section 27) namely:

- the Planning Scheme;
- the Regional Plan
- the State Planning Policy, to the extent the SPP is not identified in the planning scheme as being appropriately integrated in the planning scheme;
- any temporary State planning policy applying to the premises;
- any development approval for, and any lawful use of, the premises or adjacent premises; and
- the common material.

In accordance with section 45 (5)(a) of the Planning Act, Code Assessment is an assessment that must be carried out–

- (i) *Against the assessment benchmarks in a categorising instrument for the development; and*
- (ii) *Having regard to any matters prescribed by regulation for this paragraph.*

In this instance under section 45 (3)(a)(i) of the Planning Act, the categorising instrument for the development is the *South Burnett Regional Council Planning Scheme 2017 (v1.4)* under which the applicable assessment benchmark is the Principal Centre Zone Code.

5.3 Planning Scheme

5.3.1 Assessment Benchmarks

Pursuant to the **South Burnett Regional Council Economic Support Instrument under Section 68E of the Planning Regulation 2017** the Level of Assessment in the Principal Centre Zone for a food and drink outlet is subject to Code Assessment. The relevant assessment benchmarks are:

- Principal centre zone code
- Services and works code

3.3.2.2 Principal Centre Zone Code

The following table sets out an assessment of the proposal against the overall outcomes for the Principal Centre Zone Code.

Principal Centre Zone Code Overall Outcomes	
(a) The amount of zoned land is more than enough to accommodate Kingaroy’s commercial needs over the life of this Planning Scheme and, as such, no expansion of the zone is envisaged.	Complies.
(b) Shops, offices and cinemas and other people-oriented activities are concentrated into the Retail core precinct so that this area becomes a vibrant, active place and a focus for civic projects.	Complies.
(c) The Frame precinct accommodates commercial activities which, due to their scale or nature – or because the goods they sell are too large to be transported to a car on foot – could disrupt the smooth passage of pedestrians along town centre streets. Examples include retail showrooms, offices, building supplies and sales or hire yards.	The site is not in the Frame precinct.
(d) Development scale and intensity is to be the highest in the Region, but nevertheless generally no higher than 2-3 storeys, so as to maintain scale consistent with expectations of a major	Complies.

Delegated Authority

Date:

<p>regional town. Taller buildings may be contemplated in the Retail core precinct where for mixed commercial and residential activities that exhibit outstanding design characteristics that bolster Kingaroy's regional centre role and so transcend the preferred rural town character form.</p>	
<p>(e) Residential development, short-term accommodation and tourist accommodation is provided at an appropriate scale and integrates with and enhances the fabric of the centre. Residential development in the Retail core precinct is enabled above ground storeys.</p>	<p>Not Applicable. The proposed development is not for residential, short-term and tourist accommodation.</p>
<p>(f) Development encourages active and safe pedestrian links within the Retail core precinct.</p>	<p>Complies.</p>
<p>(g) Where appropriate service industry uses may be located in the zone</p>	<p>Not Applicable. The development is not for a Service Industry Use.</p>
<p>(h) Development is designed to incorporate sustainable practices including maximising energy efficiency, water conservation and public/active transport use.</p>	<p>Complies.</p>
<p>(i) Sites that are contaminated or pose a health risk from prior activities are remediated prior to being developed for sensitive land use (as defined in the Regulation).</p>	<p>Not Applicable. The subject site is not contaminated and will not pose any health risks from prior activities.</p>

Further to the above, the relevant assessment benchmarks for the zone and the works code are contained in **Attachment A** to this planning recommendation report.

The development has been assessed to be substantially compliant with the assessment benchmarks and is therefore recommended for approval subject to reasonable and relevant conditions.

The key issues with the proposal that have been addressed through changes in response to information request and a further issues letter are:

- On site servicing – amended to be able to achieve access and exit from the site in forward gear. Servicing is conditioned to occur outside of peak hours of use for the food and drink outlet.
- Site landscaping and acoustic screening to residential interface has been improved through amended plans
- Pedestrian access is clear and delineated separate from the carparking on amended plans
- Parking layout is amended to ensure PWD space is in the most appropriate location on amended plans
- Additional details are added to the plans to break up visual bulk and include architectural improvements to the Youngman Street frontage.

Delegated Authority

Date

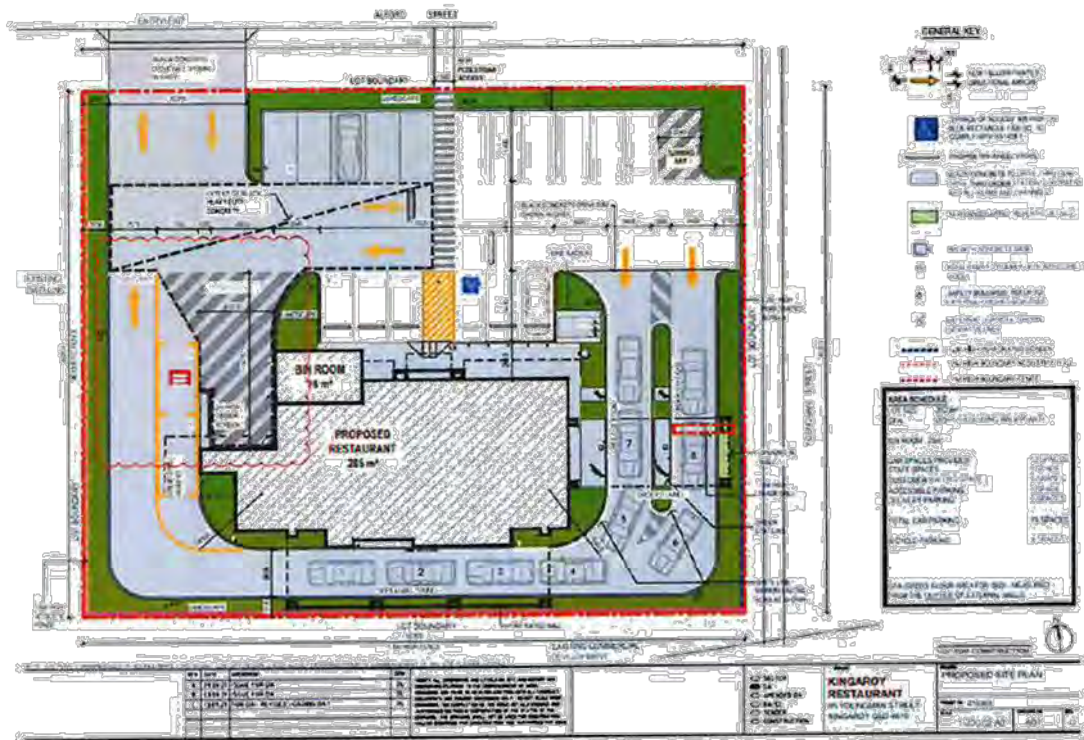


Figure 5 – Amended site layout recommended for approval

8.0 CONTRIBUTIONS / CHARGES

The South Burnett Regional Council Adopted Infrastructure Charges Resolution (No. 2) 2015 does apply to the application as the proposed development is located within a mapped Priority Infrastructure Area.

An Adopted Infrastructure Charges notice is to be attached to this decision.

9.0 CONSULTATION

No public notification was required.

Delegated Authority

Date:

Locality Plan



Figure 1 - Aerial Image (Source: Qld Globe).

Aerial Plan

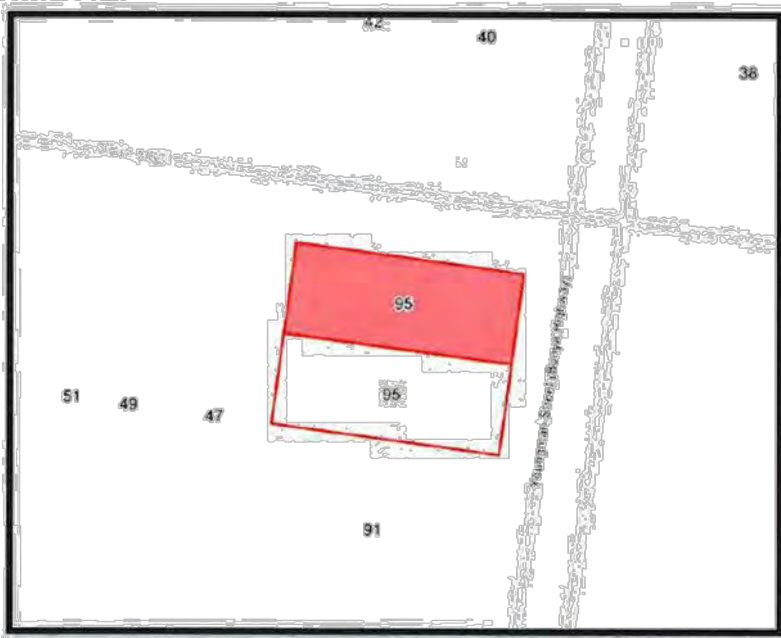


Figure 2 - Locality Plan (Source: IntraMaps)

Delegated Authority**Date****10.0 GROUNDS FOR APPROVAL / RECOMMENDATION****Grounds to support the development**

- The amenity impacts of the proposed development, including light and noise, are minimal and manageable and not unacceptable within the Principal centre zone. Impacts on adjoining residential zone are mitigated through design elements and conditions of approval.
- The use does not conflict with the current planning framework, including the South Burnett Regional Council Planning Scheme 2017.
- The site is designed to provide appropriate on site parking numbers and servicing
- Adequate landscape areas are provided to improve the site's amenity and balance areas of hardstand and built form.
- The use is anticipated in the zone and is consistent with the Economic Support Instrument adopted by Council.
- The State Assessment and Referral Agency have approved the application subject to conditions as per their reference 2107-23517 SRA dated 5th August 2021.

On balance, the proposed development and its impacts can be managed through compliance with conditions. On this basis, we recommend that Council approve the proposed development, subject to the conditions outlined herein.

2020

02

Delegated Authority

Date:

ATTACHMENTS

Nil

56

Delegated Authority

Date:

ATTACHMENT B
INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: Town Planning Alliance
 Unit 4, 13 Manilla St
 EAST BRISBANE QLD 4169

APPLICATION: Drive through food and drink outlet (REEL Planning
 Assessing Officer)

DATE: 01/10/2021

FILE REFERENCE: MCU21/0010

AMOUNT OF THE LEVIED CHARGE: **\$8,673.00** **Total**
(Details of how these charges were calculated are shown overleaf)

\$4,186.00	Water Supply Network
\$2,388.00	Sewerage Network
\$2,091.00	Transport Network
\$0.00	Parks and Land for Community Facilities Network
\$8.00	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 7 RP7924 and Lot 8 RP7924

SITE ADDRESS: 95 Youngman 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
Commercial Retail (Food & Drink Outlet)	285	m ² GFA	\$63.00	CR Table 2.2	\$17,955.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing lawful use (Essential Service – Healthcare)	281	m ² GFA	\$49.00	CR Table 2.2	\$13,769.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail (Food & Drink Outlet)	285	m ² GFA	\$35.00	CR Table 2.2	\$9,975.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing lawful use (Essential Service – Healthcare)	281	m ² GFA	\$27.00	CR Table 2.2	\$7,587.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail (Food & Drink Outlet)	285	m ² GFA	\$31.00	CR Table 2.2	\$8,835.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing lawful use (Essential Service – Healthcare)	281	m ² GFA	\$24.00	CR Table 2.2	\$6,744.00

Parks and Land for Community Facilities

Delegated Authority _____ Date: _____

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail (Food & Drink Outlet)	285	m ² GFA	\$0.00	CR Table 2.2	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing lawful use (Essential Service – Healthcare)	281	m ² GFA	\$0.00	CR Table 2.2	\$0.00

Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial Retail (Food & Drink Outlet)	285	m ² GFA	\$2.00	CR Table 2.2	\$570.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing lawful use (Essential Service – Healthcare)	281	m ² GFA	\$2.00	CR Table 2.2	\$562.00

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Commercial Retail (Food & Drink Outlet)	\$4,186.00	\$2,388.00	\$2,091.00	\$0.00	\$8.00	\$8,673.00
Total	\$4,186.00	\$2,388.00	\$2,091.00	\$0.00	\$8.00	\$8,673.00

* 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;
- 42 Stephens Street West, Murgon, 4605;

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:**

- 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 C
Referral Agency Response

RAS-N



SARA reference: 2107-23517 SRA
Council reference: MCU21/0010

5 August 2021

Chief Executive Officer
South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
info@southburnett.qld.gov.au

Attention: Sam Dunstan

Dear Ms Dunstan

SARA Response—95 Youngman Street, Kingaroy—Material Change of Use for Food and Drink Outlet

(Referral agency response given under section 56 of the Planning Act 2016)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency on 9 July 2021.

Response

Outcome: Referral agency response – with conditions.
Date of Response: 5 August 2021
Conditions: The conditions in Attachment 1 must be attached to any development approval.
Advice: Advice to the applicant is in Attachment 2.
Reasons: The reasons for the referral agency response are in Attachment 3.

Development details

Description: Development Permit Material Change of Use for Food and Drink Outlet
SARA Role: Referral Agency
SARA Trigger: Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, item 1 of the Planning Regulation 2017
Development application for a material change of use within 25 metres

Page 1 of 7

Wide Bay Burnett regional office
Level 1, 7 Takatran Street, Bundaberg
PO Box 979, Bundaberg QLD 4670

Delegated Authority

Date:

2107-23517 SRA

of a State controlled road

SARA Reference: 2107-23517 SRA

Assessment Manager: South Burnett Regional Council

Street Address: 95 Youngman Street, Kingaroy

Real Property Description: Lots 7 and 8 on RP7924

Applicant Name: Vu Nguyen

Applicant Contact Details: c/ Town Planning Alliance
PO Box 7657
East Brisbane QLD 4169
eda@tpalliance.com.au

Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules) Copies of the relevant provisions are in Attachment 4.

A copy of this response has been sent to the applicant for their information.

For further information please contact Cavannah Deiler, Planning Officer, on (07) 4331 5614 or via email WBBSARA@dsd.tpp.qld.gov.au who will be pleased to assist.

Yours sincerely



Luke Lankowski
Manager, Planning – Wide Bay Burnett

cc: Mr Vu Nguyen, eda@tpalliance.com.au

- enc: Attachment 1 - Referral agency conditions
Attachment 2 - Advice to the applicant
Attachment 3 - Reasons for referral agency response
Attachment 4 - Representations provisions
Attachment 5 - Approved plans and specifications

Delegated Authority

Date:

2107-23517 SRA

Attachment 1—Referral Agency Conditions

(Under section 5(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the plans and specifications referenced below are found at Attachment 5)

No.	Conditions	Condition Timing
Material Change of Use		
Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1—State Transport Corridors and Future State Transport Corridors—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	<p>(a) The development must be carried out generally in accordance with Section 6; Conclusion of the Stormwater Management Plan, prepared by MPN Consulting, dated 23 June 2021, reference 9007, version A (as amended in red) in particular:</p> <ul style="list-style-type: none"> • discharge volumes to each of the lawful points of discharge must be equal; and • discharge flows to the Youngman Street lawful point of discharge must not exceed 30 litres/second. <p>(b) RPEQ certification with supporting documentation must be provided to the Wide Bay Burnett District Director within the Department of Transport and Main Roads via Local Bag 486 Bundaberg QLD 4670 or by email to WBB.DAS@tmr.qld.gov.au (referencing TMR21-033488), confirming the development has been constructed in accordance with part (a) of this condition.</p>	<p>(a) At all times</p> <p>(b) Prior to the commencement of use.</p>
2.	Direct access is not permitted between the Youngman Street and the subject site.	At all times

Delegated Authority

Date:

2107-23517 SRA

Attachment 2—Advice to the Applicant

General Advice

1. Terms and phrases used in this document are defined in the *Planning Act 2016* its regulation or the State Development Assessment Provisions (SDAP) version 2.6. If a word remains undefined it has its ordinary meaning.

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Delegated Authority

Date:

2107-23517 SRA

Attachment 3—Reasons for Referral Agency Response*(Given under section 56(1) of the Planning Act 2016)***The reasons for the department's decision are:**

- The development application is for a material change of use for food and drink outlet.
- The development does not propose direct access between the premises and Youngman Street, the State controlled road:
- The development proposes direct access to the local road, Alford Street, within 100 metres of the intersection with Youngman Street. The access is located as far as possible from the intersection.
- The development does not result in a worsening of the physical conditions or operating performance of the State controlled road and surrounding road network.
- Conditions are required to ensure the development complies with State Code 1: Development in a State Controlled Road Environment of the State Development Assessment Provisions.

Material used in the assessment of the application:

- The development application material and submitted plans
- *Planning Act 2016*
- *Planning Regulation 2017*
- The *State Development Assessment Provisions* (version 2.6), as published by the department
- The Development Assessment Rules
- SARA DA Mapping system

Delegated Authority

Date:

2107-21517 SRA

Attachment 4—Change Representation Provisions

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Delegated Authority

Date

2107-21517 SRA

Attachment 5—Approved Plans and Specifications

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State Assessment and Referral Agency

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Item 0.0 - Attachment 1

Page 40

Development Assessment Rules—Representations about a referral agency response

The following provisions are those set out in sections 28 and 30 of the Development Assessment Rules¹ regarding representations about a referral agency response

Part 6: Changes to the application and referral agency responses

28 Concurrence agency changes its response or gives a late response

28.1. Despite part 2, a concurrence agency may, after its referral agency assessment period and any further period agreed ends, change its referral agency response or give a late referral agency response before the application is decided, subject to section 28.2 and 28.3;

28.2. A concurrence agency may change its referral agency response at any time before the application is decided if—

- (a) the change is in response to a change which the assessment manager is satisfied is a change under section 25.1; or
- (b) the Minister has given the concurrence agency a direction under section 99 of the Act; or
- (c) the applicant has given written agreement to the change to the referral agency response;²

28.3. A concurrence agency may give a late referral agency response before the application is decided, if the applicant has given written agreement to the late referral agency response.

28.4. If a concurrence agency proposes to change its referral agency response under section 28.2(a), the concurrence agency must—

- (a) give notice of its intention to change its referral agency response to the assessment manager and a copy to the applicant within 5 days of receiving notice of the change under section 25.1; and
- (b) the concurrence agency has 10 days from the day of giving notice under paragraph (a), or a further period agreed between the applicant and the concurrence agency, to give an amended referral agency response to the assessment manager and a copy to the applicant.

¹ Pursuant to Section 68 of the *Planning Act 2016*

² In the instance an applicant has made representations to the concurrence agency under section 30, and the concurrence agency agrees to make the change included in the representations, section 28.2(c) is taken to have been satisfied.

Part 7: Miscellaneous

30 Representations about a referral agency response

30.3. An applicant may make representations to a concurrence agency at any time before the application is decided, about changing a matter in the referral agency response.³

³ An applicant may elect, under section 32, to stop the assessment manager's decision period in which to take this action. If a concurrence agency wishes to amend their response in relation to representations made under this section, they must do so in accordance with section 28.

STORMWATER MANAGEMENT PLAN

KINGAROY RESTAURANT YOUNGMAN STREET - KINGAROY

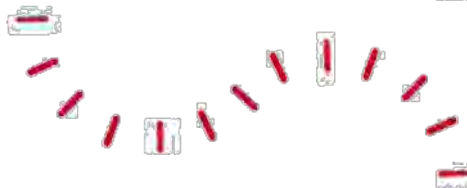
Amended in red by SARA on:
5 August 2021

PLANS AND DOCUMENTS referred to in the REFERRAL AGENCY RESPONSE

SARA ref: 2107-23517 SRA

Date: 5 August 2021

mpn consulting



Prepared By:
MPN CONSULTING PTY LTD
Level 5
39 Sherwood Road
Toowong
Queensland
4066 • Australia

23 June 2021



REVISION STATUS

MPN Reference No: 9007
 Client: Town Planning Alliance
 Site Address: 95 Youngman Street, Kingaroy
 Report Title: Stormwater Management Plan

Amended in red by SARA on
 5 August 2021

PLANS AND DOCUMENTS
 referred to in the REFERRAL
 AGENCY RESPONSE

SARA ref: 2107-23517 SRA

Date: 5 August 2021

DOCUMENT CONTROL

Version	Date	Author	Reviewer	Approved	RPEQ
Issue A	23/06/2021	Lachlan Stephenson			16903

Excellence with Economy in Engineering

23 June 2021



EXECUTIVE SUMMARY

This report has been commissioned by Town Planning Alliance for the Development Application for the proposed restaurant development at 95 Youngman Street, Kingaroy.

This report addresses the following Engineering aspects of the proposed development:

- Topography
- Flooding
- Stormwater Quality Management
- Stormwater Quantity Management
- Erosion and Sediment Control.

021

Excellence with Economy in Engineering

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23 June 2021



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Amended in red by SARA on
5 August 2021

PLANS AND DOCUMENTS referred to in the REFERRAL AGENCY RESPONSE

SARA ref: 3107-23517-SRA
Date: 5 August 2021

Excellence with Economy in Engineering

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23 June 2021



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Excellence with Economy in Engineering

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