



AGENDA

Ordinary Council Meeting Wednesday, 24 November 2021

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

Date: Wednesday, 24 November 2021

Time: 9.00am

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

**Mark Pitt PSM
Chief Executive Officer**

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

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

6 DEPUTATIONS/PETITIONS

6.1 DEPUTATION - STEVE DYER

File Number: 24/11/2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

PRECIS

Deputation by Steve Dyer

SUMMARY

Steve Dyer will be attending Council in relation to pensioner discounts on Dog Registration fees.

BACKGROUND

Nil

ATTACHMENTS

Nil

6.2 DEPUTATION - ANN EDIE AND BARBARA HOCKEY

File Number: 24/11/2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

PRECIS

Deputation by Ann Edie and Barbara Hockey

SUMMARY

Ann Edie and Barbara Hockey will be attending Council in relation to the maintenance by Council of Whelan Street Hivesville.

BACKGROUND

Nil

ATTACHMENTS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 20 OCTOBER 2021

File Number: 24-11-2021

Author: Coordinator Executive Services

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Council Meeting held on 20 October 2021 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 20 October 2021**



MINUTES

**Ordinary Council Meeting
Wednesday, 20 October 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, 20 OCTOBER 2021 AT 9.01AM**

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), Leanne Petersen (Acting General Manager Community), Ged Brennan (Acting General Manager Infrastructure); Michael Lisle (Acting Manager Planning & Environment), Kevin Searle (Manager Works), Lynelle Paterson (Coordinator Executive Services)

1 OPENING

The Mayor declared the meeting open and welcomed all attendees.

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 PRAYERS

A representative of Barambah Ministers Association, Pastor Glen Vonhoff offered prayers for Council and for the conduct of the Council meeting.

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

5 DECLARATION OF INTEREST

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest in relation to **Item 19.3 - South Burnett Community Hospital Foundation Limited** – The nature of my interest is as follows:

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

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

I, Cr Scott Henschen inform this meeting that I have a declarable conflict of interest in relation to **Item 19.1 - Submission - Funding Proposal for Unpaid Rates**.

The nature of my interest is as follows:

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

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

I, Cr Danita Potter inform this meeting that I have a declarable conflict of interest in relation to **Item 19.1 - Submission - Funding Proposal for Unpaid Rates.**

The nature of my interest is as follows:

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

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

6 DEPUTATIONS/PETITIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 22 SEPTEMBER 2021

RESOLUTION 2021/191

Moved: Cr Scott Henschen

Seconded: Cr Roz Frohloff

That the Minutes of the Council Meeting held on 22 September 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 2021/192

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 7/0

8.1.1 QUESTION ON NOTICE - OVERGROWN ALLOTMENTS

Question on Notice from Cr Duff:

When will the Overgrown Allotment Policy be brought back to Council? Report to the November Community Standing Committee Meeting.

8.1.2 QUESTION ON NOTICE - MAGPIE RELOCATION

Question on Notice from Cr Potter:

How many magpies are on the list to be relocated? Report to the November Community Standing Committee Meeting.

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**

RESOLUTION 2021/193

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That a Special Meeting of Council be held on Wednesday 3 November 2021 in the Warren Truss Chamber, Glendon Street Kingaroy commencing at 1.00pm to discuss the following matters:

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

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 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CORPORATE CREDIT CARD POLICY - STATUTORY031

RESOLUTION 2021/194

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the South Burnett Regional Council Corporate Credit Card Policy – Statutory031 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

9.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL FINANCIAL HARDSHIP POLICY - STATUTORY012

RESOLUTION 2021/195

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the South Burnett Regional Council Financial Hardship – Statutory012 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

9.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL LIBRARY COLLECTION DEVELOPMENT POLICY - STRATEGIC020

RESOLUTION 2021/196

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the South Burnett Regional Council Library Collection Development Policy – Strategic020 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 SOUTH BURNETT LIBRARIES OPERATIONS POLICY - STRATEGIC021

RESOLUTION 2021/197

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the South Burnett Regional Council South Burnett Libraries Operations Policy – Strategic021 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 RATE COLLECTION POLICY - STATUTORY041

RESOLUTION 2021/198

Moved: Cr Danita Potter
 Seconded: Cr Roz Frohloff

That the South Burnett Regional Council Rate Collection Policy – Statutory041 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

Attendance:

At 9:37am, Project Manager Aaron Meehah entered the meeting.

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

RESOLUTION 2021/199

Moved: Cr Kathy Duff
 Seconded: Cr Kirstie Schumacher

That the South Burnett Regional Council Media Relations Policy – Strategic001 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 ANNUAL OPERATIONAL PLAN 2021/2022 IMPLEMENTATION PROGRESS REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2021

RESOLUTION 2021/200

Moved: Cr Danita Potter
 Seconded: Cr Kathy Duff

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.	Community / Property	Community / NRM & Parks
	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		
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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
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
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In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen

Against: Nil

CARRIED 7/0

9.9 MONTHLY FINANCIAL INFORMATION

RESOLUTION 2021/201

Moved: Cr Gavin Jones
Seconded: Cr Roz Frohloff

That the Monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as at 30 September 2021 be received and noted.

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

Against: Nil

CARRIED 7/0

9.9.1 REPORT - AUDIT / TRACKING OF COSTS RMPC & RPC

RESOLVED 2021/202

Report to the November Infrastructure Standing Committee Meeting in relation to audit process / tracking of costs for RMPC & RPC.

10 PORTFOLIO – ROADS & DRAINAGE**10.1 REQUEST TO RENAME QUIET GLEN ROAD BOONDOOMA TO SEILER LANE BOONDOOMA**

RESOLUTION 2021/203

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

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 Council's register of future road naming options for consideration in the locality of Boondooma.

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 2024/25 SAFE SCHOOL TRAVEL (SAFEST) FUNDING NOMINATIONS

RESOLUTION 2021/204

Moved: Cr Gavin Jones

Seconded: Cr Kirstie Schumacher

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

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 2025/26 SAFE SCHOOL TRAVEL (SAFEST) FUNDING INVESTIGATIONS

RESOLUTION 2021/205

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

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.

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 KINGAROY TRANSFORMATION PROJECT SIGNATURE TREE ALTERNATIVE

RESOLUTION 2021/206

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

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

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 9:54am Project Manager Aaron Meehan left the meeting

10.5 BUNYA HIGHWAY MEDIANS - WONDAL ROUNDABOUT COMMUNITY CONSULTATION

RESOLUTION 2021/207

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

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)).

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 BUNYA HIGHWAY MEDIAN REFURBISHMENT

RESOLUTION 2021/208

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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.

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

Against: Nil

CARRIED 7/0

10.7 WONDAL CHRISTMAS TREE LOCATION WONDAL ROUNDABOUT - BUNYA HIGHWAY MEDIANS PROJECT

RESOLUTION 2021/209

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That South Burnett Regional Council approve the relocation of the Wondai community Christmas tree from the Wondai roundabout to a location in Coronation Park, Wondai, to be determined through community consultation between Parks & Gardens and Divisional and Portfolio Councillors.

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

Against: Nil

CARRIED 7/0

10.8 HALY STREET CARPARKS (YOUNGMAN STREET - WILLIAM STREET)

RESOLUTION 2021/210

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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.

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

Against: Nil

CARRIED 7/0

GEORGE STREET CARPARK

RESOLUTION 2021/211

Moved: Cr Gavin Jones
Seconded: Cr Kirstie Schumacher

That a report be brought to the December Infrastructure Standing Committee meeting for the design and costing of George Street Carpark coinciding with completion of 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

10.9 KINGAROY TRANSFORMATION PROJECT REMOVAL OF SILKY OAK TREE

RESOLUTION 2021/212

Moved: Cr Scott Henschen
Seconded: Cr Gavin Jones

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 to a location as determined through consultation between Parks & Gardens Staff and Portfolio and Divisional Councillors.

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

Against: Nil

CARRIED 7/0

Attendance:

At 10:21 am, Cr Danita Potter left the meeting.

At 10:23 am, Cr Danita Potter returned to the meeting.

10.10 BLACKBUTT TOWN STREETScape PROJECT UPDATE

RESOLUTION 2021/213

Moved: Cr Gavin Jones
Seconded: Cr Danita Potter

That

1. 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.
2. The additional budget allocation be \$300,000 subject to the review of the capital expenditure budget.

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 ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE**

RESOLUTION 2021/214

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

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

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 2021/215

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 2021/216

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 10:55am.

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

Against: Nil

CARRIED 7/0

11.2 CHANGE TO AUSTRALIA DAY/ANZAC DAY AND SCHOOL AWARDS FUNDING - COMMUNITY GRANT PROGRAM

RESOLUTION 2021/217

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

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.

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 DOG REGISTRATION DISCOUNTS**

MOTION

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

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, Kathy Duff and Danita Potter

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

LOST 3/4**13 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT****13.1 REVIEW OF CURRENT WATER RESTRICTIONS**

RESOLUTION 2021/218

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That South Burnett Regional Council remain on level three (3) Water restrictions and that the Water and Wastewater Department review monthly.

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 BUILDING OUR REGIONS GUIDELINES AND TIMING

RESOLUTION 2021/219

Moved: Cr Gavin Jones
Seconded: Cr Roz Frohloff

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.

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 COUNCIL LAND INVESTIGATIONS - PROPOSED DIVESTMENT OF LAND ASSET

RESOLUTION 2021/220

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

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.

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 WALTER ROAD KINGAROY - FUTURE USE PROJECT PLAN

RESOLUTION 2021/221

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

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.

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 TRUSTEE PERMIT - TINGOORA CARRIAGE CLUB

RESOLUTION 2021/222

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

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

Against: Nil

CARRIED 7/0

14.4 AMENDMENT TO LICENCE TO OCCUPY AND ADDITIONAL TRUSTEE PERMIT - SOUTH BURNETT MOUNTAIN BIKE CLUB INC.

RESOLUTION 2021/223

Moved: Cr Kirstie Schumacher
Seconded: Cr Danita Potter

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.

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 LICENCE TO OCCUPY - MURGON MEALS ON WHEELS INC.

RESOLUTION 2021/224

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

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

Against: Nil

CARRIED 7/0

14.6 MURGON PASTORAL, AGRICULTURAL & HORTICULTURAL SOCIETY IIN. REQUEST TO TRANSFER OWNERSHIP OF BUILDINGS

RESOLUTION 2021/225

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

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.

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 REQUESTING RENEWAL OF THE PARTNERSHIP AGREEMENT BETWEEN COUNCIL AND VISIT SOUTH BURNETT INCORPORATED

RESOLUTION 2021/226

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

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.

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

Against: Nil

CARRIED 7/0

15.1.1 WORKSHOP - VIST SOUTH BURNETT

RESOLVED 2021/227

A joint workshop be held to decide KPI's and how to measure success.

15.2 SOUTHERN QUEENSLAND COUNTRY TOURISM (SQCT) MEMBERSHIP

MOTION

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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.

In Favour: Crs Danita Potter and Kirstie Schumacher

Against: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff and Scott Henschen

LOST 2/5

RESOLUTION 2021/228

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

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.

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

Against: Crs Danita Potter and Kirstie Schumacher

CARRIED 5/2

16 NOTICES OF MOTION

Nil

17 INFORMATION SECTION

17.1 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

RESOLUTION 2021/229

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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 2021/230

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That the Delegated Authority report be received.

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

Against: Nil

CARRIED 7/0

18 QUESTIONS ON NOTICE

Nil

Attendance:

At 11:59 am, Cr Schumacher having earlier informed the meeting of a declarable conflict of interest in Item 19.3, and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed

MOTION

RESOLUTION 2021/231

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That Item 19.3 be discussed at today's meeting.

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

Against: Nil

CARRIED 6/0

19 CONFIDENTIAL SECTION

RESOLUTION 2021/232

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

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 Submission - Funding Proposal for Unpaid Rates

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

19.2 Update on the Management of Murgon Jubilee Swimming Pool

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.

19.3 South Burnett Community Hospital Foundation Limited

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 and Scott Henschen

Against: Nil

CARRIED 6/0

Attendance:

At 12:21 pm, Cr Kirstie Schumacher returned to the meeting after Item 19.3 was discussed.

At 12:21 pm, Cr Henschen having earlier informed the meeting of a declarable conflict of interest in Item 19.1, and his decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed.

At 12:21 pm, Cr Danita Potter having earlier informed the meeting of a declarable conflict of interest in Item 19.1, and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed.

At 12:32 pm, Cr Scott Henschen returned to the meeting after Item 19.1 was discussed.

At 12:32 pm, Cr Danita Potter returned to the meeting after Item 19.1 was discussed.

RESOLUTION 2021/233

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

That Council moves out of Closed Council into Open Council.

Attendance:

At 12:56 pm, Cr Potter, having earlier informed the meeting of a declarable conflict of interest in Item 19.1, and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

At 12:56 pm, Cr Henschen having earlier informed the meeting of a declarable conflict of interest in Item 19.1, and his decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

19.1 SUBMISSION - FUNDING PROPOSAL FOR UNPAID RATES

RESOLUTION 2021/234

Moved: Cr Roz Frohloff
Seconded: Cr Kathy Duff

That the report be received for information.

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

Against: Nil

CARRIED 5/0

Attendance:

At 12:56 pm, Cr Danita Potter returned to the meeting.

At 12:56 pm, Cr Scott Henschen returned to the meeting.

19.2 UPDATE ON THE MANAGEMENT OF MURGON JUBILEE SWIMMING POOL

RESOLUTION 2021/235

Moved: Cr Kathy Duff
Seconded: Cr Scott Henschen

That South Burnett Regional Council review the contractual obligations of Belgravia Health and Leisure Group Inc to manage and operate Murgon Jubilee 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

Attendance:

At 12:57 pm, Councillor Schumacher, having earlier informed the meeting of a declarable conflict of interest in Item 19.3, and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

19.3 SOUTH BURNETT COMMUNITY HOSPITAL FOUNDATION LIMITED**RESOLUTION 2021/236**

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

1. That for the purposes of the *Local Government Regulation 2012*, section 236(2), Council decides, by resolution, that the exception in the *Regulation* section 236(1)(b) applies to Council in the disposal of the Land and the Assets as identified in the schedule, other than by tender or auction, to the community organisation, South Bank Medical Group Limited A.C.N. 614 558 235, because:
 - (a) it is in the public interest to dispose of the Land and the Assets without a tender or auction to the community organisation, South Bank Medical Group Limited; and
 - (b) the disposal is otherwise in accordance with the sound contracting principles.
2. Council resolves, under *Local Government Act 2009*, 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 Land and the Assets to the community organisation, South Bank Medical Group Limited, for approval by Council.

Schedule**(The Land and the Assets)**

The **Land** comprising:

- (a) lot 4 on SP146001;
- (b) lot 5 on SP146001; and
- (c) lot 2 on RP7925.

The **Assets** comprising all of the plant, equipment, fixtures, fittings and chattels itemised in:

- (a) the worksheet tabbed "Council" (comprising 18 asset line items) within the Excel spreadsheet document entitled "Property Listing #1 Asset Listing – Hospital August 2021", (comprising 2 active worksheets); and
- (b) each of the worksheets tabbed as follows: "Fixed Assets"; "Artwork Assets"; "Mobile Assets"; "IT Equipment" and "Small Surgical Equipment" that comprise the Excel spreadsheet document entitled "Property Listing #2 Hospital Asset Count – 3 September 2021".

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

Against: Nil

CARRIED 6/0

Attendance:

At 12:58 pm, Cr Kirstie Schumacher returned to the meeting.

20 CLOSURE OF MEETING

The Meeting closed at 12:58pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 24 November 2021.

.....
CHAIRPERSON

7.2 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 3 NOVEMBER 2021

File Number: 24-11-2021

Author: Coordinator Executive Services

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Special Council Meeting held on 3 November 2021 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Special Council Meeting held on 3 November 2021**



MINUTES

Special Council Meeting Wednesday, 3 November 2021

Order Of Business

1	Opening	3
2	Attendance	3
3	Leave of Absence / Apologies	3
4	Prayers	3
5	Declaration of Interest	3
6	Portfolio - Corporate Services, People & Culture, Communications/Media, Finance & ICT	3
6.1	Adoption of Council's Annual Report 2020/2021	3
7	Confidential Section	3
7.1	Update on the Management of Murgon Jubilee Swimming Pool.....	4
8	Closure of Meeting	4

**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL SPECIAL COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 3 NOVEMBER 2021 AT 1.05PM**

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

1 OPENING

The Mayor declared the meeting open and welcomed all attendees

2 ATTENDANCE

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Ged Brennan (Acting General Manager Infrastructure), James D'arcy (Manager Infrastructure Planning), Kristy Champney (Personal Assistant Infrastructure), Lynelle Paterson (Coordinator Executive Services)

3 LEAVE OF ABSENCE / APOLOGIES

Nil

4 PRAYERS

5 DECLARATION OF INTEREST

Nil

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

Attendance:

At 1:09pm, Manager James D'Arcy left the meeting.

6.1 ADOPTION OF COUNCIL'S ANNUAL REPORT 2020/2021

RESOLUTION 2021/237

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That Council adopt the South Burnett Regional Council 2020/2021 Annual Report for the period 1 July 2020 to 30 June 2021 as amended.

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

Against: Nil

CARRIED 7/0

7 CONFIDENTIAL SECTION

RESOLUTION 2021/238

Moved: Cr Scott Henschen
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*:

7.1 Update on the Management of Murgon Jubilee Swimming Pool

This matter is considered to be confidential under Section 254J - e 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 legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against 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

RESOLUTION 2021/239

Moved: Cr Brett Otto
Seconded: Cr Scott Henschen

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

7.1 UPDATE ON THE MANAGEMENT OF MURGON JUBILEE SWIMMING POOL

RESOLUTION 2021/240

Moved: Cr Roz Frohloff
Seconded: Cr Danita Potter

That Council accept this report for information on the management of the Murgon Jubilee 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

8 CLOSURE OF MEETING

The Meeting closed at 1.23pm.

The minutes of this meeting were confirmed at the Ordinary Meeting of the South Burnett Regional Council held on 24 November 2021.

.....
CHAIRPERSON

7.3 MINUTES OF THE CORPORATE RISK & AUDIT ADVISORY COMMITTEE MEETING HELD ON 10 SEPTEMBER 2021

File Number: 24-Nov-2021

Author: Manager Corporate Services

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Corporate Risk & Audit Advisory Committee Meeting held on 10 September 2021 be received.

ATTACHMENTS

- 1. Minutes of the Corporate Risk & Audit Advisory Committee Meeting held on 10 September 2021**



MINUTES

Corporate Risk & Audit Advisory Committee Meeting Friday, 10 September 2021

Order Of Business

1	Opening	3
2	Welcome	3
3	Leave of Absence / Apologies	3
4	Deputation / Petitions	3
5	Business Arising	3
6	General Business	3
6.1	Draft 2020/21 South Burnett Regional Council Financial Statements	3
6.2	2020/21 South Burnett Regional Council Interim Management Report.....	4
6.3	Status on Implementation of Internal Audit Recommendations and Internal Audit Update	4
6.4	Internal Audit Plan for 2021-2022.....	5
6.5	FINAL - South Burnett Regional Council Corporate Risk Register and Treatment Plan 2020/21	5
6.6	South Burnett Regional Council Corporate Risk Register and Treatment Plan 2021/22 (Combined)	5
6.7	Annual Operational Plan progress update	6
6.8	South Burnett Regional Council Employee Leave Liability Report as at 13 August 2021	6
6.9	Policy Governance Framework Implementation Update	6
6.10	Summary of South Burnett Regional Council Fraud & Corruption Complaints Register.....	7
6.11	Summary of South Burnett Regional Council Reportable Loss Register.....	7
6.12	Kingaroy Transformation Project Update.....	7
6.13	Business Systems Project T2 – Update Report.....	7
6.14	Report on cyber attacks and/or attempts against South Burnett Regional Council.....	8
6.15	South Burnett Regional Council Workplace Health & Safety Update	8
7	Closure of Meeting	8

MINUTES OF SOUTH BURNETT REGIONAL COUNCIL MEETING HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY ON FRIDAY, 10 SEPTEMBER 2021 AT 1.00 PM

PRESENT: Members:

Cr Kirstie Schumacher (Chair), Independent Member George Hampouris, Independent Member Peter van der Eijk, Independent Member JP O'Kennedy

In Attendance:

Peter O'May (Acting Chief Executive Officer/General Manager Community), Celina Branch (Manager Finance), Carolyn Knudsen (Manager Corporate Services), Jillian Richards (Audit Partner, KPMG), Shannan Webb (Manager, KPMG), Dale Hassell (Senior Manager, QAO), Tracy Townsend (Pacifica Pty Ltd), Karen Searle (Senior Corporate Officer), Kerri Anderson (Coordinator Finance), Maxine Campbell (Strategic Asset Management Accountant)

1 OPENING

The meeting was declared opened at 1.05 pm.

2 WELCOME

Cr Schumacher welcomed all to the meeting.

3 LEAVE OF ABSENCE / APOLOGIES

Mayor Brett Otto, Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Aaron Meehan (General Manager Infrastructure), Ged Brennan (Acting General Manager Infrastructure)

4 DEPUTATION / PETITIONS

Nil

5 BUSINESS ARISING

Nil

6 GENERAL BUSINESS

6.1 DRAFT 2020/21 SOUTH BURNETT REGIONAL COUNCIL FINANCIAL STATEMENTS

COMMITTEE RESOLUTION CRAAC/2021/23

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Peter van der Eijk

That the Corporate Risk and Audit Advisory Committee 'receive' the Draft 2020/21 South Burnett Regional Council Financial Statements.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

6.2 2020/21 SOUTH BURNETT REGIONAL COUNCIL INTERIM MANAGEMENT REPORT

COMMITTEE RESOLUTION CRAAC/2021/24

Moved: Independent Member Peter van der Eijk
Seconded: Independent Member George Hampouris

That the Corporate Risk and Audit Advisory Committee 'receive' the 2020/21 South Burnett Regional Council Interim Management Report.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

6.3 STATUS ON IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS AND INTERNAL AUDIT UPDATE

COMMITTEE RESOLUTION CRAAC/2021/25

Moved: Cr Kirstie Schumacher
Seconded: Independent Member Peter van der Eijk

That the Corporate Risk and Audit Advisory Committee 'receive' the Status on Implementation of Internal Audit Recommendations as at 31 August 2021 and the Review of End-to-End Grants Management Internal Audit Report.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

QUESTIONS ON NOTICE

A report be prepared and presented to the next Corporate Risk and Audit Advisory Committee in relation to Cyber Security Insurance Policy details and other information. Furthermore, the Manager ICT be invited to address the meeting.

The Committee recognises the long standing timeframes for the end to end Grant Management Audit and requests that discussions be held with the Chief Executive Officer and an update be provided at the next Corporate Risk and Audit Advisory Committee.

Resolved that the Manager ICT/TechOne Project Lead be requested to provide an update on all projects underway and staged update in the Business Systems report.

COMMITTEE RESOLUTION CRAAC/2021/26

Moved: Cr Kirstie Schumacher
Seconded: Independent Member Peter van der Eijk

That a report detailing the resourcing needs for Portable and Attractive Assets audit be tabled at the Corporate Risk and Audit Advisory Committee Meeting in February 2022.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

6.4 INTERNAL AUDIT PLAN FOR 2021-2022

COMMITTEE RESOLUTION CRAAC/2021/27

Moved: Independent Member Peter van der Eijk

Seconded: Independent Member JP O'Kennedy

That the Corporate Risk and Audit Advisory Committee 'receive' for information the Internal Audits planned for 2021-2022 as per Council's endorsed 3-Year Internal Audit Plan 2020/2023.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0**6.5 FINAL - SOUTH BURNETT REGIONAL COUNCIL CORPORATE RISK REGISTER AND TREATMENT PLAN 2020/21**

COMMITTEE RESOLUTION CRAAC/2021/28

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Peter van der Eijk

That the Corporate Risk and Audit Advisory Committee 'receive' the final update of the South Burnett Regional Council Corporate Risk Register and Treatment Plan 2020/21 as presented.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0**6.6 SOUTH BURNETT REGIONAL COUNCIL CORPORATE RISK REGISTER AND TREATMENT PLAN 2021/22 (COMBINED)**

COMMITTEE RESOLUTION CRAAC/2021/29

Moved: Independent Member Peter van der Eijk

Seconded: Independent Member George Hampouris

That the Corporate Risk and Audit Advisory Committee 'receive' the Corporate Risk Register and Treatment Plan 2021/22 as presented.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

Resolved that the Corporate Risk Management Policy be circulated to the members of the Corporate Risk and Audit Advisory Committee with the minutes.

ADJOURNMENT: The meeting adjourned for afternoon tea at 2.55 pm.

RESUMPTION: The meeting resumed at 3.10 pm

6.7 ANNUAL OPERATIONAL PLAN PROGRESS UPDATE

COMMITTEE RESOLUTION CRAAC/2021/30

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Peter van der Eijk

That the Corporate Risk and Audit Advisory Committee 'receive' for information the Annual Operational Plan Progress Update.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

6.8 SOUTH BURNETT REGIONAL COUNCIL EMPLOYEE LEAVE LIABILITY REPORT AS AT 13 AUGUST 2021

COMMITTEE RESOLUTION CRAAC/2021/31

Moved: Independent Member Peter van der Eijk

Seconded: Independent Member George Hampouris

That the Corporate Risk and Audit Advisory Committee 'receive' the South Burnett Regional Council Employee Leave Liability Report as of 13 August 2021.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

6.9 POLICY GOVERNANCE FRAMEWORK IMPLEMENTATION UPDATE

COMMITTEE RESOLUTION CRAAC/2021/32

Moved: Independent Member Peter van der Eijk

Seconded: Independent Member JP O'Kennedy

That the Corporate Risk and Audit Advisory Committee 'receive' the South Burnett Regional Council's Policy Governance Framework Update.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

Resolved that the Public Interest Disclosure Policy and Procedure be tabled at the next Corporate Risk and Audit Advisory Committee meeting for a peer review.

6.10 SUMMARY OF SOUTH BURNETT REGIONAL COUNCIL FRAUD & CORRUPTION COMPLAINTS REGISTER

COMMITTEE RESOLUTION CRAAC/2021/33

Moved: Independent Member Peter van der Eijk
Seconded: Cr Kirstie Schumacher

That the Corporate Risk and Audit Advisory Committee 'receive' for information the Summary of Fraud & Corruption Complaint Register.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

6.11 SUMMARY OF SOUTH BURNETT REGIONAL COUNCIL REPORTABLE LOSS REGISTER

COMMITTEE RESOLUTION CRAAC/2021/34

Moved: Cr Kirstie Schumacher
Seconded: Independent Member Peter van der Eijk

That the Corporate Risk and Audit Advisory Committee 'receive' for information the Summary of Reportable Loss Register.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

6.12 KINGAROY TRANSFORMATION PROJECT UPDATE

COMMITTEE RESOLUTION CRAAC/2021/35

Moved: Cr Kirstie Schumacher
Seconded: Independent Member Peter van der Eijk

That the Corporate Risk and Audit Advisory Committee 'receive' the Kingaroy Transformation Project Update for information.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

6.13 BUSINESS SYSTEMS PROJECT T2 – UPDATE REPORT

COMMITTEE RESOLUTION CRAAC/2021/36

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Peter van der Eijk

That the Corporate Risk and Audit Advisory Committee 'receive' Business Systems Project T2 – Update Report.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

6.14 REPORT ON CYBER ATTACKS AND/OR ATTEMPTS AGAINST SOUTH BURNETT REGIONAL COUNCIL

COMMITTEE RESOLUTION CRAAC/2021/37

Moved: Independent Member George Hampouris

Seconded: Independent Member JP O'Kennedy

That the Corporate Risk and Audit Advisory Committee 'receive' Cyber security report as at 31 August 2021.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

6.15 SOUTH BURNETT REGIONAL COUNCIL WORKPLACE HEALTH & SAFETY UPDATE

COMMITTEE RESOLUTION CRAAC/2021/38

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Peter van der Eijk

That the Corporate Risk and Audit Advisory Committee 'receive' the Workplace Health and Safety year to date statistics to 31 August 2021 and the Workplace Health and Safety Annual Report 2020/2021.

In Favour: Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

7 CLOSURE OF MEETING

The Meeting closed at 3.50pm.

The minutes of this meeting were confirmed at the Corporate Risk and Audit Advisory Committee held on 5 October 2021.

.....
CHAIRPERSON

7.4 MINUTES OF THE CORPORATE RISK & AUDIT ADVISORY COMMITTEE MEETING HELD ON 5 OCTOBER 2021

File Number: 24-Nov-2021

Author: Manager Corporate Services

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Corporate Risk & Audit Advisory Committee Meeting held on 5 October 2021 be received.

ATTACHMENTS

- 1. Minutes of the Corporate Risk & Audit Advisory Committee Meeting held on 5 October 2021**



MINUTES

Corporate Risk & Audit Advisory Committee Meeting Tuesday, 5 October 2021

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
CORPORATE RISK & AUDIT ADVISORY COMMITTEE MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON TUESDAY, 5 OCTOBER 2021 AT 1.00 PM**

PRESENT:**Members:**

Mayor Brett Otto (Mayor), Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk, Independent Member JP O'Kennedy

In Attendance:

Mark Pitt (Chief Executive Officer), Peter O'May (General Manager Community), Susan Jarvis (General Manager Finance & Corporate), Ged Brennan (Acting General Manager Infrastructure), Anthony Bills (Manager ICT), Carolyn Knudsen (Manager Corporate Services), Mikala Drew (TechOne Project Lead) Jillian Richards (Audit Partner, KPMG), Shannan Webb (Manager, KPMG), Dale Hassell (Senior Manager, QAO), Carolyn Eagle (Director, Pacifica Pty Ltd), Karen Searle (Senior Corporate Officer), Kerri Anderson (Coordinator Finance) Maxine Campbell (Strategic Asset Management Accountant), Melinda Childs (Coordinator Asset Management), Michelle Calvert (Financial Accountant), Craig Patch (Graduate Accountant)

1 OPENING

1.15 pm

2 WELCOME

The Chair welcomed all present to the meeting

3 LEAVE OF ABSENCE / APOLOGIES

Aaron Meehan (General Manager Infrastructure), Celina Branch (Manager Finance)

4 DEPUTATION / PETITIONS

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**5.1 MINUTES OF THE CORPORATE RISK & AUDIT ADVISORY COMMITTEE MEETING
HELD ON 27 MAY 2021**

COMMITTEE RESOLUTION CRAAC/2021/39

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Peter van der Eijk

That the Minutes of the Corporate Risk & Audit Advisory Committee Meeting held on 27 May 2021 be received and the recommendations therein be adopted.

In Favour: Cr Brett Otto, Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 5/0

5.2 MINUTES OF THE CORPORATE RISK & AUDIT ADVISORY COMMITTEE MEETING HELD ON 10 SEPTEMBER 2021

COMMITTEE RESOLUTION CRAAC/2021/40

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Peter van der Eijk

That the Minutes of the Corporate Risk & Audit Advisory Committee Meeting held on 10 September 2021 be 'received' and the recommendations therein be adopted.

In Favour: Cr Brett Otto, Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 5/0

6 BUSINESS ARISING

7 GENERAL BUSINESS

7.1 FINANCIAL STATEMENTS 2020-2021

COMMITTEE RESOLUTION CRAAC/2021/41

Moved: Independent Member Peter van der Eijk

Seconded: Cr Kirstie Schumacher

That the Corporate Risk & Audit Advisory Committee 'receive' and endorse signing by the authorised officers of the audited South Burnett Regional Council Financial Statements 2020/2021 as presented.

In Favour: Cr Brett Otto, Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 5/0

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest in relation to the audited South Burnett Regional Council Community Hospital Foundation Limited Financial Statements 2020/2021.

The nature of my interest is as follows:

This declarable conflict of interest arises due to being a board member of the South Burnett Regional Council Community Hospital Foundation Limited.

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

At 2:17 pm, Cr Kirstie Schumacher left the meeting.

COMMITTEE RESOLUTION CRAAC/2021/42

Moved: Chair Brett Otto

Seconded: Independent Member Peter van der Eijk

That the Corporate Risk & Audit Advisory Committee 'receive' and endorse signing by the authorised officer of the audited South Burnett Regional Council Community Hospital Foundation Limited Financial Statements 2020/2021 as presented.

In Favour: Cr Brett Otto, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

At 2:28 pm, Cr Kirstie Schumacher returned to the meeting.

7.2 EXTERNAL AUDIT CLOSING REPORT 2020/2021

COMMITTEE RESOLUTION CRAAC/2021/43

Moved: Chair Brett Otto

Seconded: Independent Member Peter van der Eijk

That the Corporate Risk & Audit Advisory Committee 'receive' the KPMG and Queensland Audit Office – South Burnett Regional Council External Audit Closing Report 2020/2021.

In Favour: Cr Brett Otto, Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 5/0

Resolved that the Corporate Risk and Audit Advisory Committee note that the Central Legal and Contracts Registry be noted as an 'other matter' rather than a deficiency.

COMMITTEE RESOLUTION CRAAC/2021/44

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Peter van der Eijk

That the Corporate Risk and Audit Advisory Committee table a 'hot topic' from the Queensland Audit Office website and discuss the completeness of controls that Council has in place at each meeting.

In Favour: Cr Brett Otto, Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 5/0

7.3 PROGRESS UPDATE - DRAFT SOUTH BURNETT REGIONAL COUNCIL ANNUAL REPORT 2020-2021

COMMITTEE RESOLUTION CRAAC/2021/45

Moved: Independent Member Peter van der Eijk

Seconded: Independent Member George Hampouris

That the Corporate Risk & Audit Advisory Committee 'receive' for information the progress update of the Draft South Burnett Regional Council Annual Report 2020/2021.

In Favour: Cr Brett Otto, Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 5/0

7.4 INTERNAL AUDIT REPORT - CONFLICTS OF INTEREST AND RELATED PARTIES DISCLOSURE REVIEW

COMMITTEE RESOLUTION CRAAC/2021/46

Moved: Independent Member Peter van der Eijk

Seconded: Cr Kirstie Schumacher

That the Corporate Risk & Audit Advisory Committee 'receive' the Conflicts of Interest and Related Parties Disclosure Review Internal Audit Report.

Favour: Cr Brett Otto, Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 5/0

7.5 SOUTH BURNETT REGIONAL COUNCIL CORPORATE RISK MANAGEMENT POLICY

COMMITTEE RESOLUTION CRAAC/2021/47

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Peter van der Eijk

That the Corporate Risk and Audit Advisory Committee 'receive' for information the South Burnett Regional Council Corporate Risk Management Policy – Statutory020.

In Favour: Cr Brett Otto, Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 5/0

7.6 PROJECT STATUS REPORT - BUSINESS SYSTEMS

COMMITTEE RESOLUTION CRAAC/2021/48

Moved: Independent Member Peter van der Eijk

Seconded: Independent Member George Hampouris

That the Corporate Risk & Audit Advisory Committee 'receive' the Project Status Report – Business Systems as at 9 September 2021.

In Favour: Cr Brett Otto, Cr Kirstie Schumacher, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 5/0

At 3:42 pm, Cr Kirstie Schumacher left the meeting.

7.7 REPORT ON CYBER ATTACKS AND/OR ATTEMPTS AGAINST SOUTH BURNETT REGIONAL COUNCIL

COMMITTEE RESOLUTION CRAAC/2021/49

Moved: Independent Member Peter van der Eijk
Seconded: Independent Member George Hampouris

That the Corporate Risk and Audit Advisory Committee 'receive' Cyber security reports as at 30 September 2021.

In Favour: Cr Brett Otto, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

7.8 PUBLIC INTEREST DISCLOSURE POLICY AND DRAFT PUBLIC INTEREST DISCLOSURE PROCEDURE

COMMITTEE RESOLUTION CRAAC/2021/50

Moved: Independent Member Peter van der Eijk
Seconded: Independent Member George Hampouris

That the Corporate Risk and Audit Advisory Committee 'receive' for information the South Burnett Regional Council Public Interest Disclosure Policy and Draft Public Interest Disclosure Procedure.

In Favour: Cr Brett Otto, Independent Member George Hampouris, Independent Member Peter van der Eijk and Independent Member JP O'Kennedy

Against: Nil

CARRIED 4/0

8 CLOSURE OF MEETING

The Meeting closed at 4.11 pm.

The minutes of this meeting will be confirmed at the Corporate Risk & Audit Advisory Committee held on 24 February 2022.

.....
CHAIRPERSON

8 BUSINESS OUTSTANDING

8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File Number: 24-11-2021

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: 24 November 2021

Attachment No: 1

Meeting	Subject	Resolution	Notes
Council 24/02/2021	Overgrown Allotment Enforcement	<p>RESOLUTION 2021/270</p> <p>Moved: Cr Kathy Duff Seconded: Cr Roz Frohloff</p> <p>That Council approve a review into the Overgrown Allotment operations of Council with a view to a stricter enforcement protocol.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>21 May 2021 1:34pm Patch, Craig Compliance still awaiting some feedback from other Council's as to what their O/G Allotment Policy is. Compliance then to formulate a draft O/G Allotment position.</p> <p>22 Jul 2021 2:49pm Patch, Craig A lacklustre response from other Councils. However, presently developing a draft Policy position based upon comments made by some councillors. This document will then be circulated to the councillors for their information and then returned to the Community Standing Committee for Council's consideration.</p> <p>17 Nov 2021 12:24pm Donohue, Kimberley Proposed report to be bought back to the December Community Standing Committee Meeting</p>
Council 24/02/2021	Illegal Occupation of Private Land	<p>RESOLUTION 2021/271</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <p>That Council approve the development of an Illegal Occupation on Private Land Policy, Procedure and Enforcement Strategy.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>21 May 2021 1:43pm Patch, Craig Awaiting legal advice in relation to some technical questions/aspects concerning certain aspects of the illegal occupation policy position document</p> <p>22 Jul 2021 2:48pm Patch, Craig Still seeking legal clarification on some points for the Policy position.</p> <p>17 Nov 2021 12:23pm Donohue, Kimberley Currently in the process of working on a report to bring to the December Community Standing Committee Meeting.</p>
Council 24/02/2021	Update to Standard Street Name Sign and Style Guides	<p>RESOLUTION 2021/262</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Roz Frohloff</p> <p>That Council resolves to adopt a standard street blade and roundabout street sign</p>	

		<ol style="list-style-type: none"> 1. That the revisions to the standard street name sign drawing, as specified in Attachment one (1) (option 4), be adopted and implemented on all new and replacement street name signs; 2. That the standard roundabout name sign drawing, as specified in Attachment two (2) (option 5), be adopted and implemented on all new and replacement roundabout name signs; and 3. That the style guidelines be updated to reflect the change to the standard street name sign. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	
Council 28/04/2021	Independent Accounting Analysis	<p>RESOLUTION 2021/335</p> <p>Moved: Cr Brett Otto Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council work with our Chief Executive Officer to develop a strategy which provides a pathway to surplus by 2023/2024 and that such work commence in July 2021 with a view to finalisation of the strategy by 30 June 2022.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>21 May 2021 8:54am Pitt PSM, Mark CEO met with QTC representative and presentation organised for 3 June 2021 with QTC representatives on Budget preparation.</p> <p>20 Aug 2021 9:02am Pitt PSM, Mark Expression of interest place for training through collaborative partnership, Queensland Treasury Corporation (QTC), the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) and the University of Queensland (UQ) for a program with a specific purpose to build capability across the local government sector.</p> <p>15 Oct 2021 4:11pm Pitt PSM, Mark Contact has been again made with QTC - agreed to meet at LGAQ State Conference to discuss path forward</p> <p>01 Nov 2021 5:37pm Pitt PSM, Mark</p>

			<p>CEO met with Anthony Ottaway from QTC at LGAQ State Conference to discuss proposal and way forward. QTC can assist but also recommended an external resource to help progress report by 30 June 2022.</p> <p>03 Nov 2021 8:23am Pitt PSM, Mark QTC Education Program is sponsoring the Financial Management for Elected Members Workshop for key priority Councils around QLD - contact made and training sessions in WBBROC area unable to be completed before end of 2021 year - working with QTC to reschedule in Feb. 2022.</p>
<p>Council 26/05/2021</p>	<p>Development of Murgon to Proston to Rail Trail</p>	<p>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. In Favour: Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen Against: Nil</p>	<p>20 Jul 2021 11:53am Watt, Mark A councillor workshop will be convened in the near future, but approx. 1 to 2 months. 23 Aug 2021 5:17pm Watt, Mark Email to Councillors providing background material and feasibility study.</p>
<p>Council 30/06/2021</p>	<p>Local Law Review</p>	<p>RESOLVED 2021/405</p>	<p>22 Jul 2021 10:20am Patch, Craig</p>

		Report back to first quarter budget review with a cost estimate for the Local Law Review.	Identifying potential consultants who could undertake this task for Council and obtain quotes from them to report back to Council.
Council 30/06/2021	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	Future Energy Hub	<p>RESOLUTION 2021/68</p> <p>Moved: Cr Roz Frohloff Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council Chief Executive Officer be authorised to action the following items:</p> <ul style="list-style-type: none"> A meeting with Mayor Nev Ferrier, Mayor Otto and Cr Schumacher be established with Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement Mick De Brenni be scheduled over the coming months to progress further discussions with him about opportunities to work together. That Council advises RDA of its desire to be a participant in the sub-committee that is investigating the feasibility of an energy hub in the Wide Bay Burnett. <p><u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>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.</p> <p>20 Aug 2021 9:07am Pitt PSM, Mark Council resolution submitted to LGAQ State Conference Agenda Committee - Banana Shire Council resolution submitted to LGAQ State Conference Agenda Committee</p> <p>17 Sep 2021 3:14pm Pitt PSM, Mark Meeting by Mayor, Cr Schumacher and CEO with Minister de Brenni in October 2021</p> <p>03 Nov 2021 8:25am Pitt PSM, Mark Combined Banana Shire Council and South Burnett Regional Council successfully passed at LGAQ 125th State Conference 27 October 2021.</p>

CARRIED 6/0

<p>Council 28/07/2021</p>	<p>Offer to Purchase Part of 1 Pound Street, Kingaroy and Offer to Lease 1/5 Banksia Drive Kingaroy</p>	<p>RESOLUTION 2021/82 Moved: Cr Danita Potter Seconded: Cr Roz Frohloff That South Burnett Regional Council note the offer to purchase part of 1 Pound Street, Kingaroy and the offer to lease 1-5 Banksia Drive, Kingaroy and advise the submitter: 1. That Council is currently undertaking a Most Appropriate Use assessment of 1 Pound Street, Kingaroy, subsequently Council is not prepared to consider the disposal of this parcel at this time and that once a preferred land use is identified the potential disposal of the allotment will be considered; and 2. That Council decline the offer for a lease for 1-5 Banksia Drive, Kingaroy. <u>In Favour:</u> Crs Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil CARRIED 6/0</p>	
<p>Council 25/08/2021</p>	<p>Kingaroy Community Garden</p>	<p>RESOLUTION 2021/106 Moved: Cr Danita Potter Seconded: Cr Scott Henschen That South Burnett Regional Council calls for Expressions of Interests in the Kingaroy Community Garden from community groups and local residents and report back on status of the site to a future Community Standing Committee. <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>18 Oct 2021 11:27am Hunter, Michael Contacted Cr Danita Potter 21/9/2021 as to hold off as had group interested. Cr Potter has not advised of outcome. 18 Oct 2021 11:38am Hunter, Michael Contacted Cr Potter 18/10/21 - actions moving forward is to work with Property Lease Officer Jennifer Pointon to identify community garden area/map and costings for water connection. will consult with Cr Potter prior to presenting to Community Standing Committee.</p>

CARRIED 7/0		
<p>Council 25/08/2021</p>	<p>Application seeking Council Approval for Reprieve 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 reprieve is not agreed to, and the Sale of Land process continues as per <i>Part 12</i> of the <i>Local Government Regulation 2012</i>; and 3. Council supports an industry led initiative to develop a programme that links builders to landowners allowing Council to maintain independence in relation to individual developments. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff and Kirstie Schumacher <u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>
<p>Council 25/08/2021</p>	<p>Notice of Motion - CCTV Cameras and Security Lighting</p>	<p>RESOLUTION 2021/113 18 Oct 2021 11:20am Hunter, Michael Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter That capital funding be considered for the first quarter review to provide: 1. CCTV cameras in strategic locations (subject to privacy legislation) on the Kingaroy rail trail from the Youngman</p>

		<p>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>	
<p>Council 22/09/2021</p>	<p>Forwarding petition in relation to the changing climate and its effect on the future and requesting Council consider declaring a climate emergency</p>	<p>RESOLUTION 2021/139</p> <p>Moved: Cr Kirstie Schumacher 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>	<p>15 Oct 2021 4:03pm Pitt PSM, Mark Concerned citizens – climate change met with Councillors and Snr Staff at the Community Engagement Day of 11 October 2021. Future meetings planned to progress issues raised.</p> <p>02 Nov 2021 8:09am Pitt PSM, Mark General Manager O'May and Chief Executive Officer met with Suzanne Mungall in regards to recycling options and the possibility of a community environment and sustainability reference group.</p>
<p>Council 22/09/2021</p>	<p>Petition from Students of Wheatlands State School</p>	<p>RESOLUTION 2021/140</p> <p>Moved: Cr Danita Potter 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>Formation of a South Burnett Regional Council Youth Council</p>	<p>RESOLUTION 2021/166</p> <p>Moved: Cr Danita Potter 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>
<p>Council 22/09/2021</p>	<p>Parks and Gardens Master Plan Advisory Committee</p>	<p>RESOLUTION 2021/172</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <ol style="list-style-type: none"> 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><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	"A Day At The Dam' 20 November 2021.	<p>RESOLUTION 2021/173</p> <p>Moved: Cr Roz Frohloff Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. 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>	
Council 22/09/2021	QEII Park Murgon	<p>RESOLUTION 2021/176</p> <p>Moved: Cr Kathy Duff 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,</p>	<p>06 Oct 2021 9:39am Donohue, Kimberley - Reallocation Action reassigned to Watt, Mark by Donohue, Kimberley</p> <p>08 Nov 2021 2:14pm Watt, Mark Currently compiling notes from initial community consultation. This will inform scope and specification process.</p>

		Kirstie Schumacher and Scott Henschen	
		<u>Against:</u> Nil	
			CARRIED 7/0
Council 22/09/2021	Reduction of fees for use of Town Hall Reception Room	<p>RESOLUTION 2021/177</p> <p>Moved: Cr Roz Frohloff 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>19 Nov 2021 9:30am Kruger, Wendy - Reallocation Action reassigned to McKellar, Tracey by Kruger, Wendy - Referred to Tracey McKellar to update the Fees & Charges and arrange for the updated document to be uploaded to the website.</p>
			CARRIED 7/0
Council 22/09/2021	Cities Power Membership	<p>RESOLUTION 2021/180</p> <p>Moved: Cr Kirstie Schumacher 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 Power Partnership to support Council in identifying and adopting its five key action pledges.</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>	

CARRIED 7/0			
<p>Council 22/09/2021</p>	<p>Climate Resilience Leadership Course</p>	<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>08 Nov 2021 10:38am Pitt PSM, Mark Contact made on 8 October with Peak Services to put in an EOI for 3 of our Councillors, Cr Kirstie Schumacher, Cr Roz Frohloff and Cr Danita Potter to attend Subsidy Program - Climate Resilient Leadership Workshop., Follow up made 8 November with Peak Services - EOI being progressed by Peak and they will advise in regards to potential dates.</p>
CARRIED 7/0			
<p>Council 20/10/2021</p>	<p>Change to Australia Day/Anzac Day and School Awards Funding - Community Grant Program</p>	<p>RESOLUTION 2021/217 Moved: Cr Danita Potter Seconded: Cr Kirstie Schumacher 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. <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>	
CARRIED 7/0			

<p>Council 20/10/2021</p>	<p>Council Land Investigations - Proposed Divestment of Land Asset</p>	<p>RESOLUTION 2021/220 Moved: Cr Kathy Duff Seconded: Cr Danita Potter 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. <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 20/10/2021</p>	<p>Walter Road Kingaroy - Future Use Project Plan</p>	<p>RESOLUTION 2021/221 Moved: Cr Danita Potter Seconded: Cr Scott Henschen 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. <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 20/10/2021</p>	<p>South Burnett Community Hospital Foundation Limited</p>	<p>RESOLUTION 2021/236</p> <p>Moved: Cr Roz Frohloff Seconded: Cr Danita Potter</p> <ol style="list-style-type: none"> 1. That for the purposes of the <i>Local Government Regulation 2012</i>, section 236(2), Council decides, by resolution, that the exception in the <i>Regulation</i> section 236(1)(b) applies to Council in the disposal of the Land and the Assets as identified in the schedule, other than by tender or auction, to the community organisation, South Bank Medical Group Limited A.C.N. 614 558 235, because: <ol style="list-style-type: none"> (a) it is in the public interest to dispose of the Land and the Assets without a tender or auction to the community organisation, South Bank Medical Group Limited; and (b) the disposal is otherwise in accordance with the sound contracting principles. 2. Council resolves, under <i>Local Government Act 2009</i>, section 257, to delegate to the chief executive officer of Council, the power under section 262(3) of the <i>Act</i>, to negotiate and agree in principle the terms and conditions of a contract for the disposal of the Land and the Assets to the community organisation, South Bank Medical Group Limited, for approval by Council. <p style="text-align: center;">Schedule</p> <p style="text-align: center;">(The Land and the Assets)</p> <p>The Land comprising:</p> <ol style="list-style-type: none"> (a) lot 4 on SP146001; (b) lot 5 on SP146001; and
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<p>(c) lot 2 on RP7925.</p> <p>The Assets comprising all of the plant, equipment, fixtures, fittings and chattels itemised in:</p> <p>(a) the worksheet tabbed "Council" (comprising 18 asset line items) within the Excel spreadsheet document entitled "Property Listing #1 Asset Listing – Hospital August 2021", (comprising 2 active worksheets); and</p> <p>(b) each of the worksheets tabbed as follows: "Fixed Assets"; "Artwork Assets"; "Mobile Assets"; "IT Equipment" and "Small Surgical Equipment" that comprise the Excel spreadsheet document entitled "Property Listing #2 Hospital Asset Count – 3 September 2021".</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>		
Council 20/10/2021	Question on Notice - Overgrown Allotments	<p>Question on Notice from Cr Duff: When will the Overgrown Allotment Policy be brought back to Council? Report to the November Community Standing Committee Meeting.</p> <p>17 Nov 2021 12:41pm Donohue, Kimberley Aiming to have the report taken to the December Community Standing Committee Meeting.</p>
Council 20/10/2021	Report - Audit / Tracking of costs RMPC & RPC	<p>RESOLVED 2021/202</p> <p>Report to the November Infrastructure Standing Committee Meeting in relation to audit process / tracking of costs for RMPC & RPC.</p>
Council 20/10/2021	Motion	<p>RESOLUTION 2021/211</p> <p>Moved: Cr Gavin Jones Seconded: Cr Kirstie Schumacher</p>

<p>That a report be brought to the December Infrastructure Standing Committee meeting for the design and costing of George Street Carpark coinciding with completion of the Kingaroy Transformation Project.</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 20/10/2021</p>	<p>Workshop - Visit South Burnett</p>	<p>RESOLVED 2021/227 A joint workshop be held to decide KPI's and how to measure success.</p>	<p>04 Nov 2021 11:35am Pitt PSM, Mark Invitation to attend workshop sent 041121 by email correspondence to President VSB</p>

9 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT**9.1 NOTICE TO REPEAL SOUTH BURNETT BURNETT REGIONAL COUNCIL RESOLUTIONS - MINUTE NUMBERS 584 & 4291****File Number: 24 November 2021****Author: General Manager Finance and Corporate****Authoriser: Chief Executive Officer****PRECIS**

Notice to repeal South Burnett Regional Council ('Council') resolutions (Minute numbers 584 & 4291) adopting the South Burnett Regional Council South Burnett Tourism Advisory Committee Terms of Reference – Strategic029 and South Burnett Regional Council Disposal of Council Real Estate Policy – Statutory032.

SUMMARY

Committee Resolution: 2021/122

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That in accordance with *Section 262* of the *Local Government Regulation 2012*, the following resolutions be repealed:

1. Item 5.2.2 of the General Meeting held on 12 June 2019 – South Burnett Regional Council South Burnett Tourism Advisory Committee Terms of Reference – Strategic029 – Minute Number 584.
2. Item 10.2.6 of the General Meeting held on 23 February 2011 – South Burnett Regional Council Disposal of Council Real Estate Policy – Statutory032 – Minute Number 4291.

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 resolutions (Minute numbers 584 & 4291) adopting the South Burnett Regional Council South Burnett Tourism Advisory Committee Terms of Reference – Strategic029 and South Burnett Regional Council Disposal of Council Real Estate Policy – Statutory032 be repealed.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 17 November 2021.

ATTACHMENTS

1. **South Burnett Regional Council Disposal of Council Real Estate Policy - Statutory032**
2. **South Burnett Regional Council South Burnett Tourism Advisory Committee Terms of Reference - Strategic029**



Disposal of Council Real Estate Policy

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1. LEGISLATIVE AUTHORITY

Queensland Local Government Act 2009, Queensland Local Government (Finance, Plans and Reporting) Regulation 2010

2. BACKGROUND AND/OR PRINCIPLES

Council has a responsibility to manage its real estate assets so that Council requirements are met, whilst considering the opportunity or holding costs associated with land assets. These requirements may change over time and Council's land assets schedule should be continually reviewed to ensure that land is being held for a specific purpose or identified as land that may be suitable for disposal.

The current and future use of property, as well as the economic potential of disposal, should be considered by Council.

3. POLICY STATEMENT

Real estate that is no longer needed by Council and for which Council has no long term plans of utilisation, should be disposed of promptly. Disposal of such property provides one or more of the following benefits to Council:

- (a) it earns immediate income for use in the replacement, renewal or embellishment of existing assets or construction of new assets;
- (b) it reduces operating costs, such as building or property maintenance and insurances;
- (c) it increases the number of rateable properties in the region;
- (d) it provides land for economic development

The disposal method chosen must promote fair and effective competition to the greatest possible extent, and disposals must be conducted in an ethical manner. The process of disposal is as important as the outcome as it reflects Council's level of commitment to fairness and equity.

4. SCOPE

This policy applies to the disposal of all Council owned real estate. It does not cover the sale of land for recovery of unpaid rates as this is not Council owned land.

5. ASSOCIATED POLICY PROCEDURES

Decision to Dispose

Before any real estate is disposed of, it is necessary to obtain Council approval to proceed with the disposal. The proposed disposal must be either part of a general Council policy or resolution to dispose of real estate, or the subject of a special report that covers the reasons for recommending disposal.

Valuation

Any Council real estate offered for disposal by whatever method shall first be assessed by a Registered Real Estate Valuer. The valuation provided shall become the reserve price for the property.

The only exception to this requirement will be where the price for land has been fixed based on development costs and profit margins.

Factors for Consideration

Apart from monetary value, the following factors should be considered:

- (a) the current conditions in the property market;
- (b) time considerations;
- (c) council resources required to manage the disposal;
- (d) costs associated with the different disposal methods, such as auctioneers costs, administration costs, etc;
- (e) benefits of the different disposal methods
- (f) whether Council has an existing tenant occupying the property.

Disposal Methods

The disposal method chosen must comply with both the Act and Regulation, be appropriate to the situation, and promote fair and effective competition to the greatest extent possible. Where practical, a competitive disposal method should be selected;

(a) Public Tender

- preparation of tender, including a list of the properties for sale, the conditions of the sale, the assessment criteria for evaluation of offers, a closing date, time and place.
- Public advertisement of the sale in a manner most likely to capture the anticipated market. This may involve advertising locally or nationally and on the internet, in newspapers or trade magazines, etc.
- Provide bidders with sufficient information to formulate a proper bid, including arrangements to inspect the property.

- ensure that bidders are dealt with equally, and that any changes or clarifications to the disposal arrangements are promptly communicated
- close and evaluate tenders with the utmost probity
- accept the highest tender, provided it meets or exceeds the reserve price
- notify the successful and unsuccessful tenderers in writing
- notify any existing tenants, if applicable

Should the reserve price not be attained by tendering, a sale can be affected by either:

- negotiating with the highest tenderer; and
- revising the reserve price; and
- seeking Council endorsement of the decision

(b) Public Auction

Public auction maximises the opportunity for public participation in the disposal process and is the appropriate method when:

- there is high public interest in the properties being offered;
- alternative disposal methods are unlikely to realise higher revenue; and
- the costs associated the auction can be justified in relation to the expected revenue from the sale

The process for conducting the auction should normally be:

- select appropriate auctioneer from Councils preferred supplier list or alternatively obtain competitive quotes on a commission basis from potential auctioneers;
- select an auctioneer based upon;
 - the commission rates; and
 - whether the auctioneer is licensed; and
 - the past performance and/or industry reputation of the auctioneer;
- prior to the auction ensure that the auctioneer is aware of the reserve price.

(c) Sale at a Pre-determined or Negotiated Price

This covers situations where Council is selling land that has been developed for the purpose of resale.

- the land and prices will be publicly advertised;
- offers to purchase will be received at any time in writing and must be accompanied by a non-refundable deposit or alternatively may be listed with registered real estate agents.
- offers lower than the advertised price will be considered by Council and must be approved by resolution of Council;

(d) Sale or Transfer to Other Agencies

There may be occasions when Council may consider selling or transferring real estate to a community or charity organisation that is currently the tenant of that property.

The following factors must be considered in such cases:

- the revenue that could otherwise be realised through a sale or auction
- savings in maintenance, insurances, etc that may be made;
- the costs of donation or disposal compared to the benefits;
- the credibility and reputation of the charity or organisation;

The following processes must be followed:

- the cost of the property transfer must be borne by the recipient;
- all records of the process must be retained for audit purposes;
- Council's contribution must be acknowledged by the recipient

Effecting the Disposal

In effecting the disposal of Council real estate the following procedure will be followed:

- (a) the decision to accept an offer to purchase a Council property must be approved by resolution of Council.
- (b) in general, property transfer and legal costs will be borne by the purchaser unless otherwise specified. On occasions the costs may be shared if the value of the property being transferred is high.

Exceptions to the Authorised Process

Regulation provides for Council to dispose of valuable non-current assets other than by tender or public auction if:

(a) the real estate:

- was previously offered for sale by tender or auction but was not sold; and
- Is sold for more than the highest tender or auction bid that was received; or

(b) the real estate is disposed of:

- to a government body; or
- to a community organisation; or
- will not be rateable land after the disposal; or
- to a person whose restored enjoyment of the land is consistent with Aboriginal tradition

Documentation and Declarations

The Relevant Officer is to ensure:

- (a) the disposal methodology is fully documented and all documentation is filed in Council's electronic documentation management system.
- (b) any conflict of interest issues, perceived or otherwise, in relation to the chosen means of disposal or with the officers involved in the disposal process should be declared and registered
- (c) the Chief Executive Officer or relevant Director will consider the conflict of interest declaration, assess the risk and provide formal notification of their decision on a case by case basis.

Allocation of Funds from the Disposal of Land

Funds received from the disposal of Council owned real estate are not to be used for operational works but placed in reserve for the replacement, renewal or embellishment of existing assets or construction of new assets in accordance with Council's strategic capital works program.

To determine the most appropriate distribution of net proceeds from the disposal of Council real estate, it has been placed into two categories:

(a) Operational Land

Land classified as "*operational*" is essentially land used for such things as civic buildings, car parking, depots, administration buildings, income generation, investment, development and commercial business.

(b) Community Land

Land classified as “community” is essentially used for social, recreational, environmental and historic purposes and is categorised in one of the following land uses within the land classes defined in Council’s Planning Scheme:-

- i. Local or Major Utility;
 - facilities for the conveyance, storage or treatment of water
 - facilities for the conveyance of stormwater,
 - facilities for the conveyance, storage and disposal of sewerage or waste
 - camping and water reserves
 - roads and traffic control devices
- ii. Special Use;
 - premises used for cultural or educational purposes, such as libraries, halls, art galleries or museums etc.
 - premises used for hospital or medical purposes
- iii. Indoor Recreation;
 - premises used for any sporting activity which is primarily conducted indoors, such as indoor sports facility or swimming pool
- iv. Outdoor Recreation
 - premises used for any recreational, entertainment or other leisure pastime, which is conducted primarily outdoors such as public swimming pools and sportsgrounds.
- v. Park;
 - land used for free outdoor public recreation and enjoyment including areas for the protection of environmentally sensitive or culturally significant places.

(a) Dispersal of Net Proceeds

Type of Real Estate	Allocation of Disposal proceeds
Operational Land	100% of net proceeds to be placed in a General Assets Reserve
Community Land	100% of the net proceeds to be placed in a Community Land & Projects Reserve to provide funds for:- (a) the creation/improvement/embellishment of new assets in the same category as the original community land; or (b) other community land acquisitions; or (c) provision of other community facilities or projects

6. DEFINITIONS

To assist in interpretation, the following definitions shall apply:

Act	means the Queensland Local Government Act 2009
Asset Disposal	means the process whereby Council divests itself of any asset in an organised and authorised manner
Best value	means a process whereby Council obtains the best possible return for the goods it sells in financial, social, economic and environmental term.
Community Land & Projects Reserve	means a pool of funds held in reserve to create, improve or embellish assets that are essentially used for social, recreational, environmental and historic purposes.
General Assets Reserve	means a pool of funds held in reserve to create, improve or embellish general and community assets excluding information and technology assets, plant and fleet, road, bridge and drainage infrastructure and water, waste water and waste infrastructure
Real Estate	means any Council-owned freehold or leasehold property, whether vacant and, business premises, industrial premises or residential property.
Regulation	means the Queensland Local Government (Finance, Plans and Reporting Regulation 2010
Relevant Officer	means the Chief Executive Officer, Directors, Managers or Co-coordinators reporting to Directors

7. NEXT REVIEW

This Policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced
- (b) Other circumstances as determined from time to time by the Chief Executive Officer

Notwithstanding the above, this policy is to be reviewed at intervals of no more than two years.



ECM ID: 2629447
 MINUTE NUMBER: 504
 ADOPTED ON: 12 June 2019

South Burnett Tourism Advisory Committee Terms of Reference

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1. INTRODUCTION

Council has instituted the setup of an Advisory Committee (the Committee) to support regional tourism, marketing and visitor servicing activity.

2. OBJECTIVES

- To review and support implementation of annual tourism marketing plan.
- To identify opportunities to maximise tourism, destination marketing and visitor servicing of the South Burnett Regional Council area.
- To establish strategies that develop and enhance the local tourism product.
- To promote emerging themes and visitation trends applicable to the region.
- To effectively communicate tourism, destination marketing and visitor servicing activity to key stakeholders and tourism operators.

3. DUTIES AND RESPONSIBILITIES

The purpose of the Committee is to provide recommendations to Council on tourism, destination marketing and visitor servicing activity.

4. MEMBERSHIP

Council will appoint the members, two (2) Councillors will be appointed to the Committee, one of whom shall be Council’s Tourism 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.

Council’s Senior Economic Development Officer and Tourism Officer are appointed to the Committee as ex-officio members.

The Committee may invite other Council Officers or relevant attendees to attend meetings as necessary.

5. MEETINGS

Notice of Meetings

- The chairperson may determine the dates, times and places for its meetings. The agenda will be prepared and circulated among members and attendees at least two (2) days prior to the meeting.

Quorum

- A quorum shall consist of at least half of the members of the Committee plus one.

Report

- Council shall provide secretarial functions and prepare a written report about the recommendations to Council.
- The Chief Executive Officer shall present the report to Council at the next available Council meeting.

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 EVALUATION

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

Conduct of Council & Committee Meetings Policy

Employee Conflict of Interest Policy

Councillor Code of Conduct Policy

Employee Code of Conduct Policy

Fraud and Corruption Prevention Management Policy

10. NEXT REVIEW

June 2021

11. VERSION CONTROL

Version	Revision Description	Approval Date
1	Development and Adoption	12 June 2019

 Mark Pitt
 CHIEF EXECUTIVE OFFICER

12 June 2019

9.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL HERITAGE COLLECTION POLICY - STRATEGIC003**File Number:** IR444386**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Heritage Collection Policy – Strategic003 as presented at the Executive and Finance & Corporate Standing Committee meeting on 17 November 2021.

SUMMARY

Committee Resolution: 2021/125

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That the South Burnett Regional Council Heritage Collection Policy – Strategic003 be adopted as presented.

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

Against: Nil

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

That the South Burnett Regional Council Heritage Collection Policy – Strategic003 be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 17 November 2021.

ATTACHMENTS

1. **South Burnett Regional Council Heritage Collection Policy - Strategic003**



POLICY CATEGORY - NUMBER: Strategic003
POLICY OWNER: Executive Services
ECM ID: 444386
ADOPTED:

Heritage 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

South Burnett Regional Council ('Council') provides a framework for the operation of Council museum facilities.

2. SCOPE

The policy states:

- The aim of the museums;
- Guidelines and instructions for the evaluation and subsequent handling of objects offered to or purchased for the museums for their collections; and
- Guidelines for the structuring of the documentation system for the cataloguing and classification of objects, documents and photographs as well as the storage systems relating to these sections of the collections.

3. GENERAL INFORMATION

3.1. Council Museums

Council museums are known as the Kingaroy Heritage Museum, Wondai Heritage Museum, Ringsfield House, South Burnett Energy Centre – Nanango (including the Nanango History Room), South Burnett Region Timber Industry Museum and Boondooma Homestead (hereafter referred to as 'Council museum/s'). Council museums are under the management of Council and are run on behalf of Council with strong support of volunteers.

3.2. The Aim of Council Museums

The aim of Council museums is to collect, preserve and exhibit objects of natural and social history that are of historical local significance to the collection area of the museums - that is the South Burnett Region ('Region') – with a particular emphasis on the main theme of each Council museum.

- **Boondooma Homestead** – Boondooma Station heritage, agricultural, lifestyle, and social history, (some heritage relating to neighbouring South Burnett Stations);
- **Kingaroy Heritage Museum** – Peanut Industry, Power House as well as archival and social history of Kingaroy and surrounding district;
- **Ringsfield House** – depiction of history of Ringsfield House and social history of Nanango;

- **South Burnett Energy Centre** – Nanango History of energy in the Burnett (as well as general Australian history) and the related archival history of Nanango and surrounding district with linkage to the 'Power House' display at the Kingaroy Heritage Museum;
- **South Burnett Region Timber Industry Museum** - History of the South Burnett's timber industry; and
- **Wondai Heritage Museum** - Wondai Hospital, industrial, agricultural, archival and social history of Wondai and surrounding district.

There will be a strong emphasis on temporary displays reflecting local themes. These will be based on the existing collections and short-term loans from the community or outside institutions where appropriate.

3.3. The Collections

Council museums will collect objects that reflect the aim of the individual Council museum. In the development of the collections and in the construction of the displays, particular emphasis will be placed on the following themes:

- Town & community development;
- Agricultural history of the region; and
- Industrial history of the region.

3.4. Method of Collection

A Council museum shall acquire objects for the permanent collection by donation, bequest, or transfer. A Council museum will not accept conditional donations.

3.5. Criteria for Acceptance

All objects accepted for the collections, will be assessed on the following criteria:

- Relates to the aim of the individual Council museum;
- Contributes to the development of relevant themes;
- Contributes substantial historical significance to the Council Museum's displays, research or interpretive activities; and
- Is of an acceptable condition for exhibition and conservation.

3.6. Acquisition and Responsibility

The acceptability of an object for the collections will be determined by the Committee or by a person appointed by the CEO from time to time to carry out this duty, acting according to the selection criteria laid down in this policy.

Acceptance of object must be made according to an accepted accessioning process, which should include the transfer of legal ownership to the Council Heritage Collection.

No objects, which relate to areas outside the designated collection area, will be accepted by a Council museum unless exceptional circumstances prevail. In such a case, each item will be assessed by the Council officer responsible for Council's Heritage Collection. There must be sufficient inherent interest in an object or a collection which does not conform to this policy for it to be accepted for a museum's collections.

No objects will be accepted for long-term loan.

3.7. Documentation and Record Keeping

museums aim at all times to maintain an effective documentation system. Donor forms, receipts, Council museum registers, and catalogue information will be kept at each Council museum and Council's Records (ECM) system.

3.8. Preservation & Conservation

Care must be taken to conserve and preserve all items that are accepted into the collection, whether going on display or into storage, using 'best museum practice', so as to not damage the significance or integrity of the item.

Council museums do not restore objects, as when objects are restored, the provenance of the object is lost. Council will not do anything to any object that is not reversible (refer to industry Conservation Management Guidelines).

3.9. De-Accessioning

From time-to-time de-accessioning and disposal of items held by a Council museum may be warranted. Objects are not to be de-accessioned solely on individual decisions or current fashion. Any decision to de-accession objects should be endorsed by the Council officer responsible for Council's Heritage Collection and the CEO which is to be recorded in the Council's collection database. The decision to de-accession an object must be based on the following criteria (refer to Heritage Collection Procedure 6.11):

- The object is deemed to fall outside the criteria for acceptance outlined in this policy;
- The object has deteriorated beyond the possibility of conservation or lacks physical or historical integrity as a result of substantial changes to its original form or its form as it was accepted into the museum;
- Duplicates in better condition exist within a Council museum's collections; or
- The object is no longer able to be stored without deterioration within the current limitations of a Council museum.

3.10. Loans

The Committee and Council officer responsible for Council's Heritage Collection is responsible for determining object/s acceptable on loan. Objects on loan will be accepted under the following circumstances:

- Loans may only be made or accepted for fixed periods and for specific purposes;
- No objects will be accepted on indefinite or long-term loan;
- Loans will be accepted for a period of up to 12 months for the purpose of exhibition or research from appropriate institutions, or as determined by the Committee;
- Loans will be accepted or made on a case-by-case basis, ensuring all loans are returned by the date indicated on the loan documentation; and
- No object/s from the collection will not be lent to another museum or organisation.

3.11. Exhibition and Education

The Committee is responsible for the execution of exhibitions and education program in each Council Museum. All exhibits or educational program must:

- Provide well-researched, accurate and innovative exhibitions for visitors;
- Offer programs that create opportunities for a high degree of community participation;
- Develop opportunities for interaction with local artists, writers, historians and community groups;
- Where possible collaborate with other museums in the district and with libraries, galleries, heritage programs and community organisations;
- Where relevant promote local heritage places, attractions and businesses;
- Develop strategies to ensure exhibition projects have long term benefits and a life after the exhibition has concluded, e.g. through publications and online exhibitions; and
- Explore opportunities to mark historical events, anniversaries, commemorations, and contemporary festivals and special events.

3.12. Management of the Collection

It is the responsibility of the Committee and Council officer responsible for Council's Heritage Collection to ensure the condition of collection is preserved and maintained by:

- Providing appropriate training and resources to document and manage the collection;
- Regularly reviewing the collection policy and strategic priorities as Council Museums and collections develop; and

- Regularly monitoring the condition of the collection.

3.13. Access

The Collection is accessible to the public through regular opening hours and by appointment. The collection records are accessible for research purposes by appointment.

4. DEFINITIONS

Objects means all objects, documents and images that fulfil the criteria for acceptance into the collections.

Donor means a person who gives, donates, or presents something.

Committee means to group of persons who meet to make decisions or plans for a Council museum.

De-accessioning means the administrative process of removing an item from a collection.

5. LEGISLATIVE REFERENCE

Aboriginal Cultural Heritage Act 2003 (Qld)

Queensland Heritage Act 1992 (Qld)

Queensland Heritage Regulation 2015 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Heritage Collection Management Procedure

7. NEXT REVIEW

As prescribed by legislation or November 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	30 September 2009	444386
2	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

9.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL MAGPIE BEHAVIOUR MANAGEMENT POLICY - STATUTORY061**File Number: IR2840969****Author: General Manager Finance and Corporate****Authoriser: Chief Executive Officer****PRECIS**

Adoption of the South Burnett Regional Council Magpie Behaviour Management Policy – Statutory061 as presented at the Executive and Finance & Corporate Standing Committee meeting on 17 November 2021.

SUMMARY

Committee Resolution: 2021/123

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Magpie Behaviour Management Policy – Statutory061 be adopted as presented.

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

Against: Crs Roz Frohloff, Gavin Jones and Scott Henschen

CARRIED 4/3**OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Magpie Behaviour Management Policy – Statutory061 be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 17 November 2021.

ATTACHMENTS

- 1. South Burnett Regional Council Magpie Behaviour Management Policy - Statutory061**



POLICY CATEGORY - NUMBER: Statutory061
POLICY OWNER: Community
ECM ID: 2840969
ADOPTED:

Magpie Behaviour Management Policy

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

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1. POLICY STATEMENT

Australian magpies, as with most native wildlife are protected under the *Nature Conservation Act 1992*. South Burnett Regional Council ('Council') acknowledges that it is an offence to harm or remove a magpie without a permit issued by Department of Environment and Science. Council is committed to ensuring any activity associated with the management of magpie behaviour is responsible and complies with legislation.

2. SCOPE

This policy applies to all Council representatives.

3. GENERAL INFORMATION

During breeding season, some magpies may display defensive behaviours such as swooping to defend their nesting chicks from predators or perceived threats. This may sometimes include humans. Swooping and aggressive behaviour can occur between July and November and is a common occurrence across Australia.

3.1. Preventing an injury from a Swooping Magpie

Council representatives are to advise customers of steps a person can take when confronted with a swooping magpie, including:

- Wear a broad-brimmed hat and sunglasses or shelter under an umbrella to protect a person's face from swooping magpies;
- Painting or sticking large 'eyes' on the back of a person's hat can deter magpies—however limited effectiveness for cyclists;
- Attaching zip ties in the form of 'pikes' or tying strips of 'bird tape' to bike helmets;
- If a magpie swoops while a person is cycling, it may stop swooping if the person dismounts their bike and walks to remove themselves from the vicinity of the swooping magpie;
- Avoid 'defence zones' by taking alternative routes during the breeding season;
- If a person must enter a 'defence zone', magpies will likely be less inclined to swoop if they are watched constantly, or if people walk in a close group;
- Reporting 'defence zones' to Council so appropriate signage to warn others of the location of nests and defence zones can be erected, particularly in areas used by vulnerable persons such as children and the elderly;

- Waving sticks or umbrellas in the air or attaching a brightly coloured flag on a long pole to your bicycle can divert magpies from swooping;
- It is not recommended to fight back if a magpie swoops. Throwing sticks and stones or yelling at a magpie are likely to make it more aggressive next time a person enters a defence zone;
- Never approach a young magpie. Fledglings that have just left the nest or have fallen out are likely to be under the watchful eye of a magpie parent. If a person picks them up or gets too close the magpie parent may think a person is a possible predator and become defensive in the future; and
- Parental supervision of children whilst in a known magpie swooping area and preventing them from inadvertently antagonising magpies.

3.2. Swooping Magpie Signage

Council encourages people to report the location of swooping magpies so appropriate signage can be erected at the entry to a defence zone. The signage provides a warning for persons who are entering magpie territory providing examples of how persons may protect themselves

3.3. Removal of Aggressive Magpies

Council will investigate the removal of aggressive magpies that cause injury or harm to people while on Council controlled land.

After collating reports of injury or harm Council will engage a licenced bird relocator to undertake the relocation of identified magpies causing injury or harm during the nesting season. Council will not respond/remove individual birds in the first instance and will compile a master list to ensure there are sufficient magpies requiring relocation to warrant engagement of a bird relocator.

Council may secure the services of a licenced bird relocator however will not be able to state a specific time period for removal. Relocation will be subject to the availability of a licenced bird relocator, budget allocations, and other mitigating factors such as number of reported incidents, weather conditions and the like.

Whilst awaiting the services of a licenced bird relocator, Council will erect signage and provide advice to the community on how to reduce the risk of injury from swooping magpies through a general information campaign in August to October each calendar year.

It is important to note that for if aggressive magpies are nesting or swooping on private property, the landholder may engage a licenced bird relocator at their own expense.

4. DEFINITIONS

Australian Magpie means a medium-sized black and white passerine bird native to Australia and southern New Guinea. Although once considered to be three separate species, it is now considered to be one, with nine recognised subspecies.

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

Defence Zone means a zone where a magpie is swooping persons moving through the zone.

Nesting Season means the period between July and November each calendar year.

5. LEGISLATIVE REFERENCE

Nature Conservation Act 1992 (Qld)

6. RELATED DOCUMENTS

Queensland Government – Guide to Relocating Problem Magpies

Queensland Government – Swooping Magpies Flyer

7. NEXT REVIEW

As prescribed by legalisation or November 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy		2840969

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

DRAFT

9.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RELATED PARTY DISCLOSURE POLICY - STATUTORY057**File Number:** IR1641223**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Related Party Disclosure Policy – Statutory057 as amended following the Executive and Finance & Corporate Standing Committee meeting on 17 November 2021.

SUMMARY

Committee Resolution: 2021/124

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Related Party Disclosure Policy – Statutory057 be adopted as amended following the Executive and Finance & Corporate Standing Committee Meeting on 17 November 2021

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

Against: Nil

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

That the South Burnett Regional Council Related Party Disclosure Policy – Statutory057 be adopted as amended.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 17 November 2021. Subsequent to a question from the floor by Cr Kirstie Schumacher regarding the definition for Council representative, the definition was edited for further clarification. An additional change was made to update the titles of Council's General Managers.

ATTACHMENTS

- 1. South Burnett Regional Council Related Party Disclosure Policy - Statutory057**



POLICY CATEGORY - NUMBER: Statutory057
POLICY OWNER: Corporate Services
ECM ID: 1641223
ADOPTED:

Related Party Disclosure Policy

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

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1. POLICY STATEMENT

South Burnett Regional Council ("Council") provides this policy to assist Council representatives in complying with disclosure requirements concerning key management personnel, their close family members and entities controlled or jointly controlled by any of them stipulated under the Australian Accounting Standard AASB 124 Related Party Disclosures.

2. SCOPE

This policy assists Council representatives in:

- Identifying related party relationships; related party transactions, and ordinary citizen transactions;
- Identifying information about the related party transactions for disclosure;
- Establishing systems to capture and record the related party transactions and information about those transactions;
- Identifying the circumstances in which disclosure are required; and
- Determining the disclosures to be made about those items in the general-purpose financial statements for the purpose of complying with the AASB 124.

3. GENERAL INFORMATION

Council ensures that the existence of certain related party relationships and related party transactions and information about the transactions, necessary for users to understand the potential effects on the financial statements are properly identified, recorded in Council's systems, and disclosed in Council's general purpose financial statements in compliance with the AASB 124, the *Information Privacy Act 2009* and the *Right to Information Act 2009*.

Section 177 of the Local Government Regulation 2012 requires Council to prepare its general-purpose financial statements in compliance with, relevantly, Australian Accounting Standards and, relevantly for the purpose of this policy, the AASB 124.

3.1. Related Parties of Council

The following are related parties of Council:

- Entities controlled by Council, jointly controlled by Council or over which Council has significant influence;

- Key Management Personnel of Council are the Mayor, Councillors, Chief Executive Officer, General Manager Finance and Corporate, General Manager Infrastructure and General Manager Community;
- Close family members of Key Management Personnel who may be expected to influence, or be influenced by that person in their dealings with Council; and
- Entities that are controlled or jointly controlled by the Key Management Personnel or their close family members.

3.2. Exclusions

The notification requirements in this section do not apply to:

- Related party transactions that are ordinary citizen transactions not assessed as being material and
- For councillors, expenses incurred, and facilities provided to a councillor during the financial year, under Council's Councillors Expenses Reimbursement Policy, the particulars of which are contained in Council's annual report pursuant to *Section 186 of the Local Government Regulation*.

4. DEFINITIONS

Arm's length terms means terms between parties that are reasonable in the circumstances of the transaction that would result from:

- Neither party bearing the other any special duty or obligation; and
- The parties being unrelated and uninfluenced by the other; and
- Each party having acted in its own interest.

Close family members or close members of the family means in relation to a key management person, family members who may be expected to influence, or be influenced by, that key management person in their dealings with Council and include:

- That person's children and spouse or domestic partner;
- Children of that person's spouse or domestic partner; and
- Dependants of that person or that person's spouse or domestic partner. For the purpose of the AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the key management person in their dealings with Council.

Control means control of an entity is present when there is:

- Power over the entity; and
- Exposure or rights to variable returns from involvement with the entity; and
- The ability to use power over the entity to affect the amount of returns received, as determined in accordance with AASB 10 *Consolidated Financial Statements*.

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

Joint Control means the contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Joint Venture means an arrangement of which 2 or more parties have joint control and have right to the net assets of the arrangement.

Joint Venturer means A party to a joint venture that has joint control of that joint venture.

Key Management Personnel means person(s) having authority and responsibility for planning, directing and controlling the activities of Council.

Ordinary Citizen Transactions means transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities. Examples of ordinary citizen transactions assessed to be not

material in nature are:

- Paying rates and utility charges;
- Using Council's public facilities after paying the corresponding fees.

Related Party means a person or entity that is related to Council pursuant to the definition contained in the AASB 124, paragraph 9. Examples of related parties of Council are:

- Council subsidiaries;
- Key management personnel;
- Close family members of key management personnel; (d) entities that are controlled or jointly controlled by key management personnel or their close family members.

Related Party Transaction means a transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged. Examples of related party transactions are:

- Purchases or sales of goods;
- Purchases or sales of property and other assets;
- Rendering or receiving of services;
- Rendering or receiving of goods;
- Leases;
- Transfers under licence agreements;
- Transfers under finance arrangements (example, loans); Note: Financial arrangements are subject to the *Statutory Bodies Financial Arrangements Act 1982*.
- Provision of guarantees (given or received); Note: Guarantees are financial arrangements that are subject to the *Statutory Bodies Financial Arrangements Act 1982*.
- Commitments to do something if a particular event occurs or does not occur in the future;
- Settlement of liabilities on behalf of Council or by Council on behalf of that related party.

Significant Influence means The power to participate in the financial and operating policy decisions of another entity but is not control or joint control of those policies, as determined in accordance with Australian Accounting Standard AASB 128 Investments in Associates and Joint Ventures

5. LEGISLATIVE REFERENCE

Accounting Standard AASB 124 Related Party Disclosures
Information Privacy Act 2009 (Qld)
Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Right to Information Act 2009 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Councillor Code of Conduct – Statutory001

7. NEXT REVIEW

As prescribed by legislation or November 2023

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	17 August 2016	1641223
2	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

DRAFT

9.5 MONTHLY FINANCIAL INFORMATION

File Number: 24112021
Author: Coordinator Finance
Authoriser: Chief Executive Officer

PRECIS

Monthly Financial Report as at 31st October 2021

SUMMARY

The following information provides Council's position as at 31st October 2021.

OFFICER'S RECOMMENDATION

That the Monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as at 31st October 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 14th 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 44% compared to the original budget and Recurrent Expenditure is sitting at 34%. Revenue is impacted by timing effects of various income streams including rates and grant revenue.
- Council's current cash holdings at the end of October 2021 was \$46.771m with \$27.721m of this currently classed as restricted cash.
- All of Council's Financial Ratios are within their respective targets for the month of October.
- Council's capital expenditure program is currently sitting at \$11.950m in actual and committed expenditure which equates to approximately 38.19% of the total budget spent to date.

ATTACHMENTS

1. **Monthly Financials October**



South Burnett Regional Council
Monthly Financial Report
Interim October 2021



SOUTH BURNETT
REGIONAL COUNCIL

Executive Summary

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

- Recurrent Revenue is currently sitting at 44% compared to the original budget and Recurrent Expenditure is sitting at 34%. Revenue is impacted by timing effects of various income streams including rates and grant revenue.
- Council's current cash holdings at the end of October 2021 was \$46.771m with \$27.721m of this currently classed as restricted cash.
- All of Council's Financial Ratios are within their respective targets for the month of October.
- Council's capital expenditure program is currently sitting at \$11.950m in actual and committed expenditure which equates to approximately 38.19% 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 31 October 2021

33% of Year Complete

	2022 \$	Original Budget \$	Variance %
Income			
Revenue			
Recurrent Revenue			
Rates, Levies and Charges	25,677,013	51,521,884	50%
Fees and Charges	2,113,832	4,988,433	42%
Rental Income	144,698	393,500	37%
Interest Received	198,099	630,500	31%
Sales Revenue	438,231	3,016,651	15%
Other Income	407,702	940,475	43%
Grants, Subsidies, Contributions and Donations	1,391,124	7,561,978	18%
	<u>30,370,699</u>	<u>69,053,421</u>	<u>44%</u>
Capital Revenue			
Grants, Subsidies, Contribution and Donations	333,504	11,779,420	3%
Total Income	<u>30,704,203</u>	<u>80,832,841</u>	<u>38%</u>
Expenses			
Recurrent Expenses			
Employee Benefits	8,360,600	24,979,452	33%
Materials and Services	8,197,233	23,631,408	35%
Finance Costs	647,706	2,107,567	31%
Depreciation and Amortisation	7,161,248	21,330,624	34%
	<u>24,366,786</u>	<u>72,049,050</u>	<u>34%</u>
Capital Expense	165,414	(400,000)	-41%
Total Expense	<u>24,532,200</u>	<u>71,649,050</u>	<u>34%</u>
Net Result	<u>6,172,003</u>	<u>9,183,791</u>	
Net Operating Result	<u>6,003,913</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	\$ 5,399,174	\$ 11,089,948	49%	\$ 3,198,229	\$ 10,826,708	30%
Wastewater	\$ 3,016,160	\$ 6,008,918	50%	\$ 1,843,534	\$ 5,413,210	34%
Waste	\$ 3,060,269	\$ 6,106,443	50%	\$ 1,806,497	\$ 6,071,441	30%
Plant and Fleet	\$ 60,653	\$ 491,000	12%	-\$ 1,103,163	-\$ 1,680,651	66%
Genops	\$ 19,210,039	\$ 57,536,532	33%	\$ 18,829,194	\$ 51,418,343	37%
Total	\$ 30,746,294	\$ 81,232,841	38%	\$ 24,574,291	\$ 72,049,050	34%

Revenue

- All revenue items, other than Fleet and Genops, are tracking at around 50% due to the first 6 monthly rates levy being issued in August.
- Fleet revenue is tracking below target due to the timing of fleet sales with an additional \$134k in revenue to be processed in early November.

Expenditure

- Water is currently under target due to timing in materials expenses incurred.
- 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 \$443k.
- All other departments are tracking on or close to target, with Genops being over target largely due to timing of annual invoices for items such as insurance, IT licences and subscriptions.

2.2 Revenue

2.2.1 Rates Levies and Charges

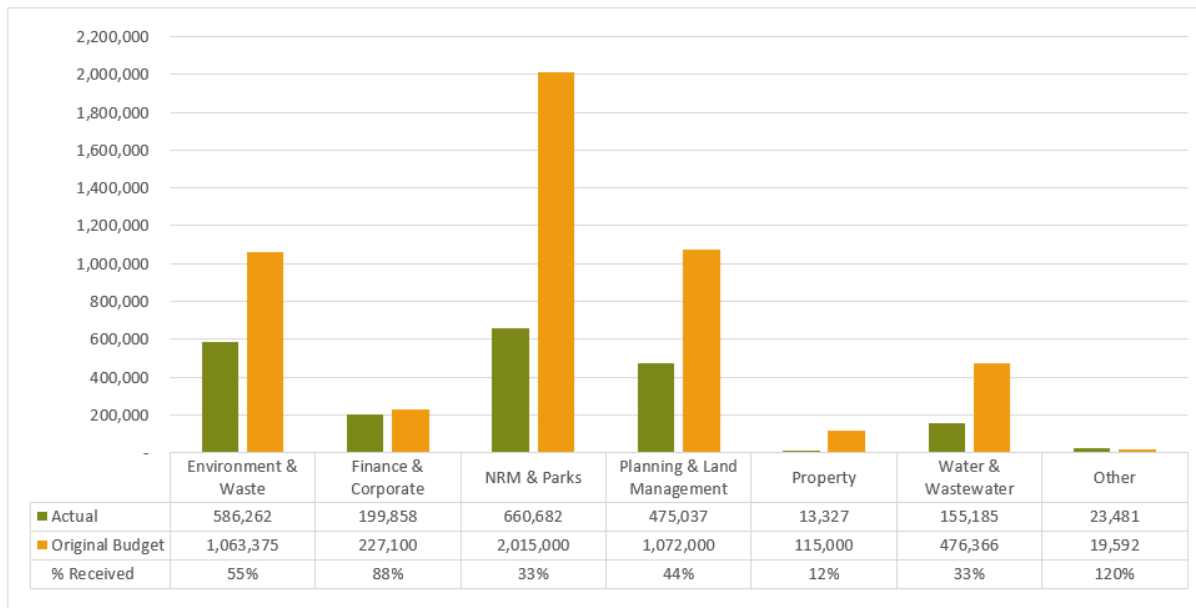
This item shows South Burnett Regional Council's total net income from general rates, service charges (water, sewerage and waste) and special charges.

<i>Rates or Charges</i>	<i>ACTUALS 2021/2022</i>	<i>ORIGINAL BUDGET 2021/2022</i>
General Rates	\$ 14,850,231	\$ 29,717,891
Quarry Special Charge	\$ 7,129	\$ -
Water Charges	\$ 5,151,421	\$ 10,616,432
Sewerage Charges	\$ 2,970,112	\$ 5,905,918
Waste Collection Charges	\$ 1,209,273	\$ 2,304,832
Community Rescue and Evacuation Levy	\$ 43,961	\$ 90,000
Waste Management Levy	\$ 1,446,241	\$ 2,886,811
Memerambi Estate Levies	-\$ 1,354	\$ -
Total	\$ 25,677,013	\$ 51,521,884

As of 31 October 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.

2.2.2 Fees and Charges

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



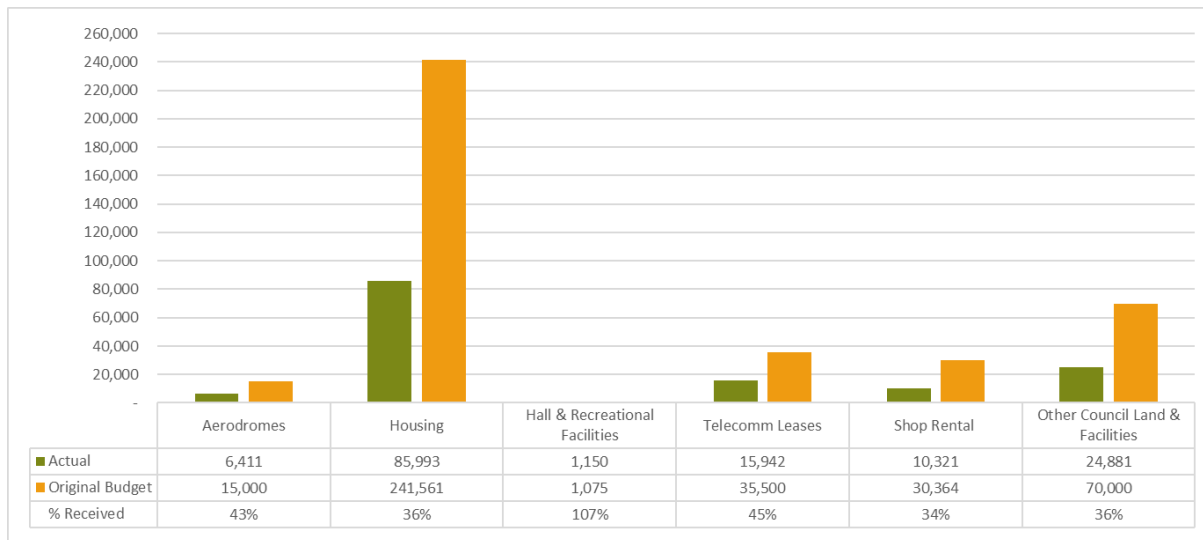
As of 31 October 2021, fees and charges are tracking above target at 42%. Main factors affecting the fees and charges figures are:

- Finance is currently above target due to timing in yearly revenue from commission for collection of the Emergency Management Levy as well as increases in the number of rates searches that have been performed so far this year.
- Planning and Land Management have seen increases in building and development applications.
- Environment and Waste are currently higher than expected due to yearly food permits and animal registrations being processed
- Property is the only department that is currently under target and this is due to the nature of their income being largely seasonal (pool income) and therefore is expected to increase over the next few months.

2.2.3 Rental Income

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

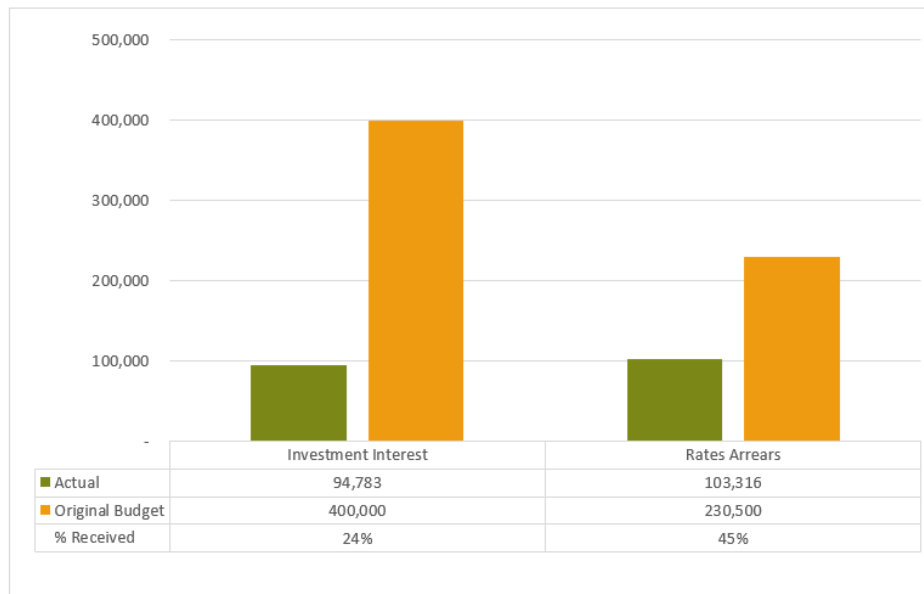
As of 31 October 2021, rental income is tracking above target at 37% due to timing in annual rental of various facilities.



2.2.4 Interest Received

Interest revenue includes interest on investments and rate arrears.

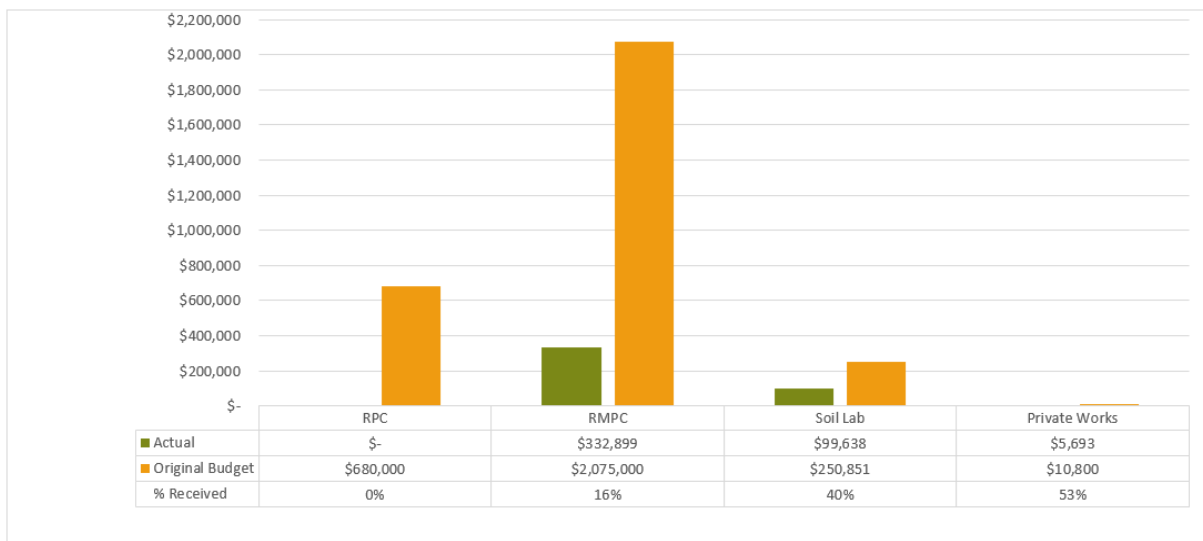
As of 31 October 2021, interest received is tracking just below target at 31%. Investment interest should increase slightly over the next couple of months due to higher bank balances seen during this time of the year however there is still a risk around this income due to interest rates on all Council bank accounts remaining 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 31 October 2021, sales revenue is tracking below target at 15%. This is largely due to timing in when RPC and RMPC works for this financial year are scheduled to be performed. RMPC claims of \$95k are currently in progress and will be completed shortly. RPC contracts are generally scheduled for later in the financial year.



2.2.6 Other Income

Other income is sundry income derived from all other sources.

As of 31 October 2021, other income is tracking above target at 43%. 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 September for water damage to the Kingaroy Library and Finance Building. Yearly agency income has also been received. Areas tracking below target, such as pool income, irrigation income, scrap steel and tourist parks, are influenced by timing and seasonal considerations.

<i>Income Stream</i>	<i>Actual</i>	<i>Original Budget</i>	<i>% Received</i>
VIC Income	\$ 40,078	\$ 80,800	50%
Art Gallery Income	\$ -	\$ 500	0%
Pool Income	\$ 627	\$ 43,000	1%
Irrigation Income	\$ 5,438	\$ 30,000	18%
Fines	\$ 17,746	\$ 11,500	154%
Scrap Steel	\$ 216	\$ 95,000	0%
Library Sales	\$ 1,245	\$ 3,730	33%
Museum Sales	\$ 208	\$ 2,500	8%
Agency Income	\$ 43,165	\$ 51,895	83%
Tourist Parks	\$ 80,756	\$ 375,000	22%
Legal Recovery	\$ 66,134	\$ 80,000	83%
Insurance Claims	\$ 82,749	\$ 20,000	414%
Misc Other	\$ 69,340	\$ 146,550	47%
Total	\$ 407,702	\$ 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 31 October 2021, operating grants are tracking below target at 18%. A majority of the budget for this financial year centres around the Financial Assistance Grant and is usually paid on a quarterly basis.

2.2.8 Capital Grants

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

As of 31 October 2021, capital grants are tracking below target at 3%. This income stream will be reviewed each month to consider contract asset and contract liability movements.

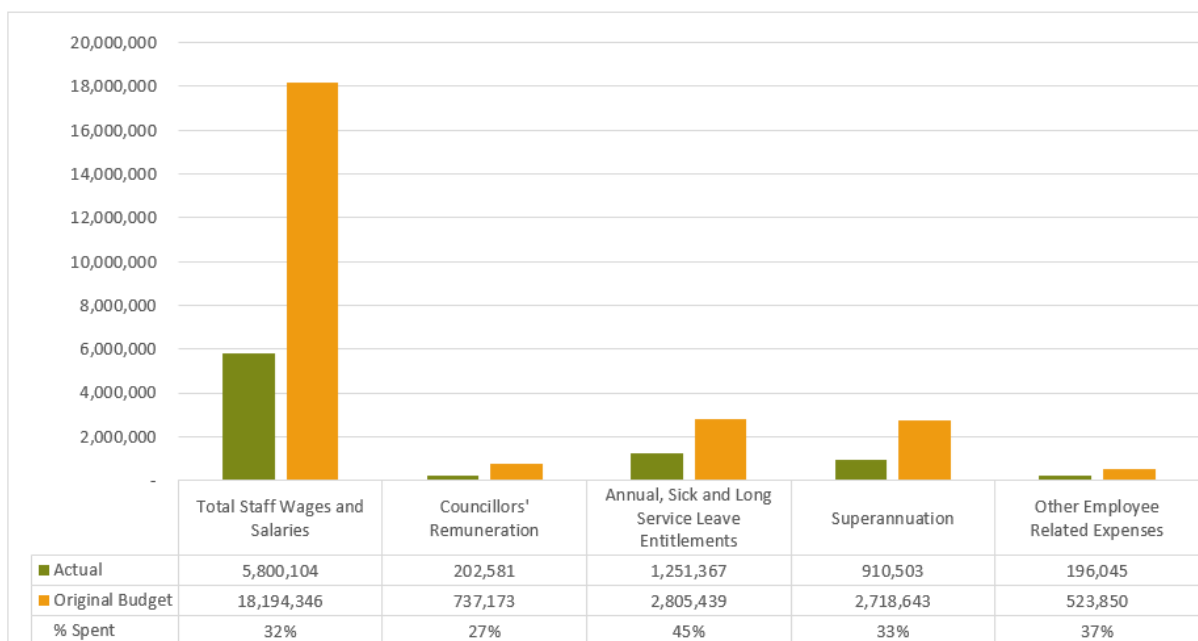
Finance is currently predicting that a majority of the grant income budgeted for this financial year will be recognised as income during the second half of the year. This is due to timing of funds being received, as well as movements in predicted contract assets and contract liabilities as the funding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

2.3 Expenditure

2.3.1 Employee Benefits

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

As of 31 October 2021, employee benefits are tracking on target at 33%. 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. Councillor remuneration is low due to timing of the pay periods.



2.3.2 Materials and Services

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

As of 31 October 2021, materials and services are tracking just over target at 35%.

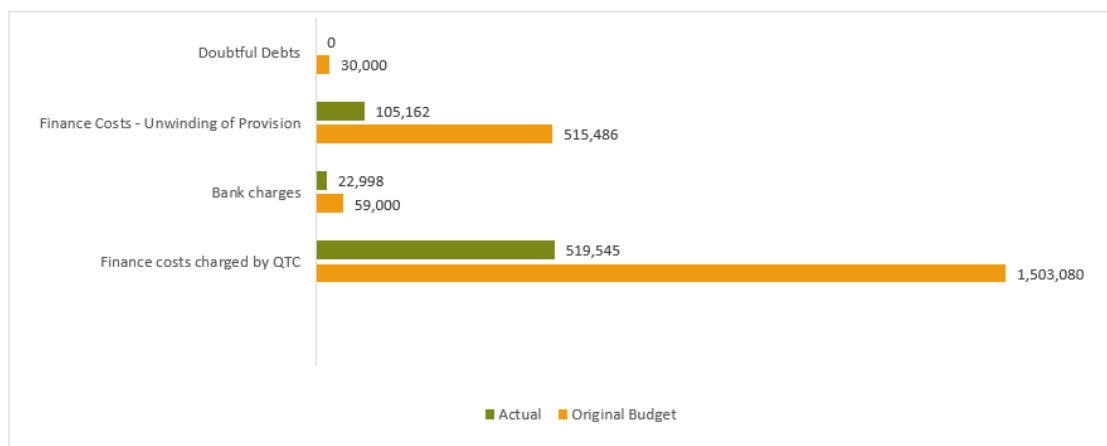
Description	Actual	Original Budget	% Spent
Donations	198,421	628,763	32%
Materials	6,361,327	17,072,660	37%
Services	2,361,289	8,199,894	29%
Internal Plant Charges	2,574,403	6,411,558	40%
Internal Plant Recoveries	- 3,298,207	- 8,681,466	38%
	8,197,233	23,631,408	

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 31 October 2021, finance costs are tracking just under target at 31% due to timing in end of year adjustments for the landfill and quarry provisions.



2.3.4 Depreciation

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

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

As of 31 October 2021, depreciation is slightly above target at 34%. Capitalisations for the year have now begun being processed.

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.

Capital expense is sitting at a loss of (\$165k) for the year. The disposal of the three (3) dual cab utes and one (1) backhoe which were sold earlier in the year were performed now that the asset registers have been rolled into the new financial year. In total, income from sale of assets is \$42k for the year and disposals account for (\$208k) with (\$91k) relating to fleet disposals and (\$117k) relating to disposals of building class assets.

3.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position

as at 31 October 2021

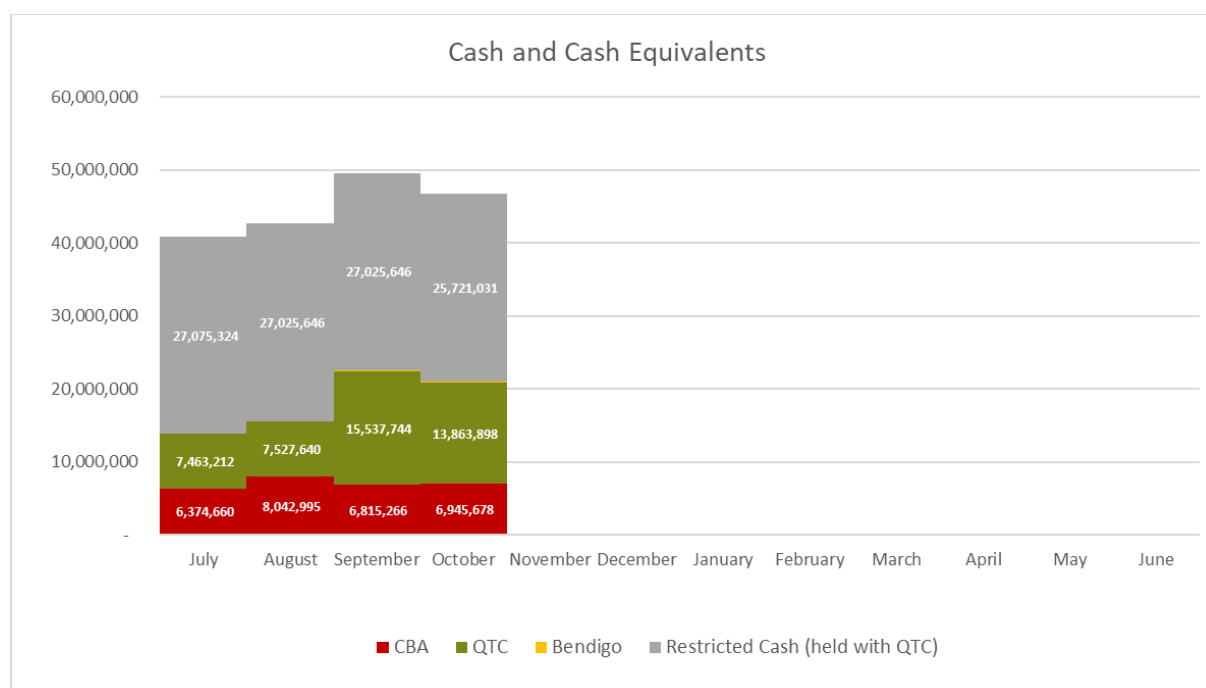
	2021 OCTOBER \$	Original Budget \$
Current Assets		
Cash and Cash Equivalents	46,770,919	36,498,468
Trade and Other Receivables	8,942,906	9,348,944
Inventories	774,916	764,632
Investments	-	-
Total Current Assets	56,488,741	46,612,044
Non-Current Assets		
Trade and Other Receivables	1,067,277	910,507
Property, Plant and Equipment	866,096,479	872,535,500
Right of Use Asset	868,787	837,809
Intangible Assets	6,263,804	6,234,639
Total Non-Current Assets	874,296,347	880,518,455
TOTAL ASSETS	930,785,088	927,130,499
Current Liabilities		
Trade and Other Payables	8,629,038	10,063,817
Borrowings	3,013,874	3,250,722
Lease Liabilities	21,740	22,303
Provisions	3,778,166	3,953,243
Other Liabilities	436,992	-
Total Current Liabilities	15,879,809	17,290,085
Non-Current Liabilities		
Trade and Other Payables	-	-
Borrowings	26,500,533	27,225,302
Lease Liabilities	868,951	846,648
Provisions	13,573,517	13,501,773
Other Liabilities	-	-
Total Non-Current Liabilities	40,943,001	41,573,723
TOTAL LIABILITIES	56,822,811	58,863,808
NET COMMUNITY ASSETS	873,962,277	868,266,691
Community Equity		
Retained Surplus/(Deficiency)	438,652,678	440,813,008
Asset Revaluation Surplus	435,309,599	427,453,683
TOTAL COMMUNITY EQUITY	873,962,277	868,266,691

3.1 Current Assets

3.1.1 Cash and Cash Equivalents

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

As of 31 October 2021, Council's actual cash and cash equivalents balance was \$46,770,919. The below table shows the breakup of this balance sheet element (excluding cash drawers).



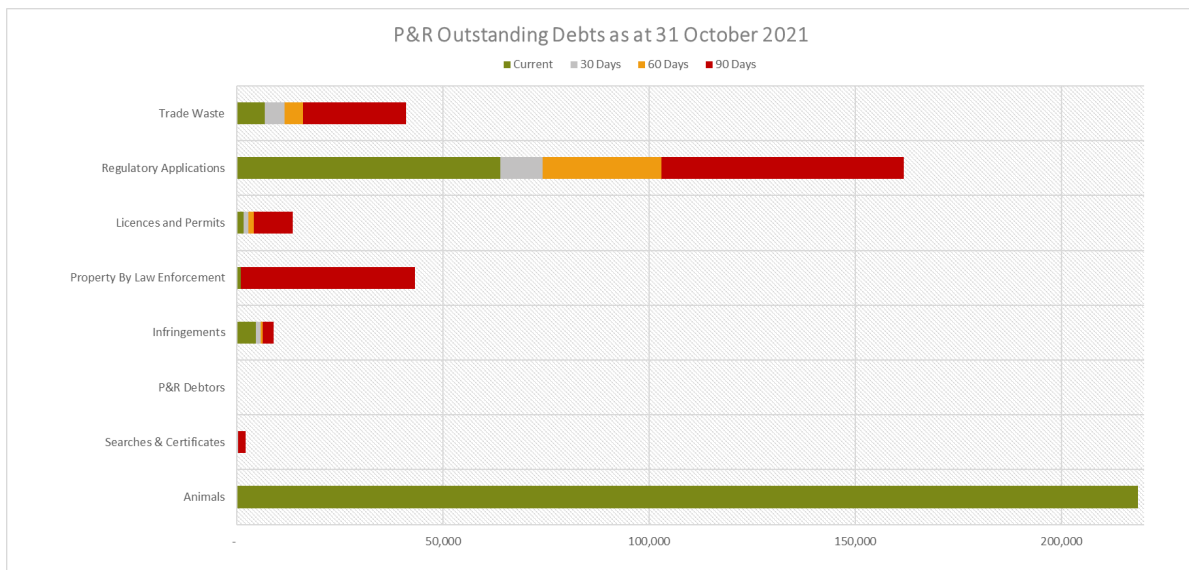
As at the 31 October 2021, restricted cash balance was \$25.721m. Adjustments for the 2021/2022 movement commenced this month with and overall reduction from restricted cash of \$1.305m. This consisted of a reduction of \$793k in works under construction across a number of departments, \$450k from unspent reseal program reserves to help fund Williams Road in Benarkin, \$8k from the Building Asset Replacement reserves and \$54k from prior year water operating surpluses.

RESTRICTED CASH	Sep-21	Oct-21
Recurrent Expenditure	988,873	988,873
Future Capital Works		
Roads	3,448,182	2,628,814
Buildings	4,425,504	4,152,891
Waste	4,673,098	4,673,098
Land	25,322	25,322
Plant & ICT	2,779,491	2,779,491
Water	2,955,295	2,789,842
Wastewater	2,363,048	2,315,868
Unspent - Developer Contributions	4,556,587	4,556,587
Unspent - Loan Funds	810,246	810,246
Total	27,025,646	25,721,031

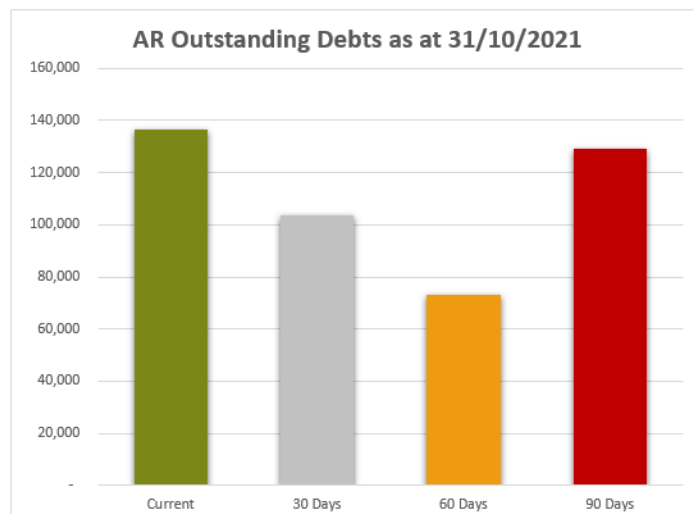
3.1.2 Trade and Other Receivables

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.

The software licence in Technology One for Property and Rating Debtors is in the process of being removed from Council’s yearly licences as the module is no longer used for debtor management. There were a handful of old debts still being housed in this module and during October these debtors totalling \$31,183.20 were moved to the Accounts Receivable (AR) Debtors module instead.



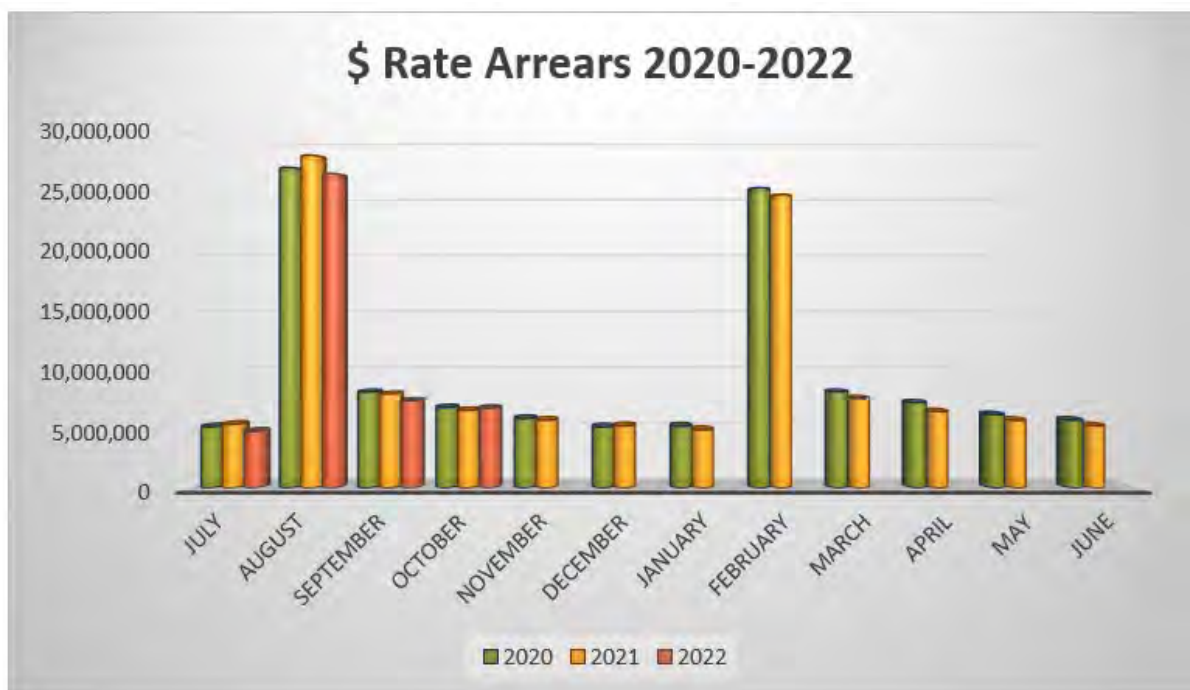
Out of the \$140k in Property and Rating (P&R) debts above that are overdue by 90 days or more, \$25k is currently with debt collectors with a payment plan currently being negotiated, \$19k are being pursued by Council staff to determine the best course of action, \$42k can be recovered when properties are sold, and \$54k belong to developer contributions that will be finalised in the future.

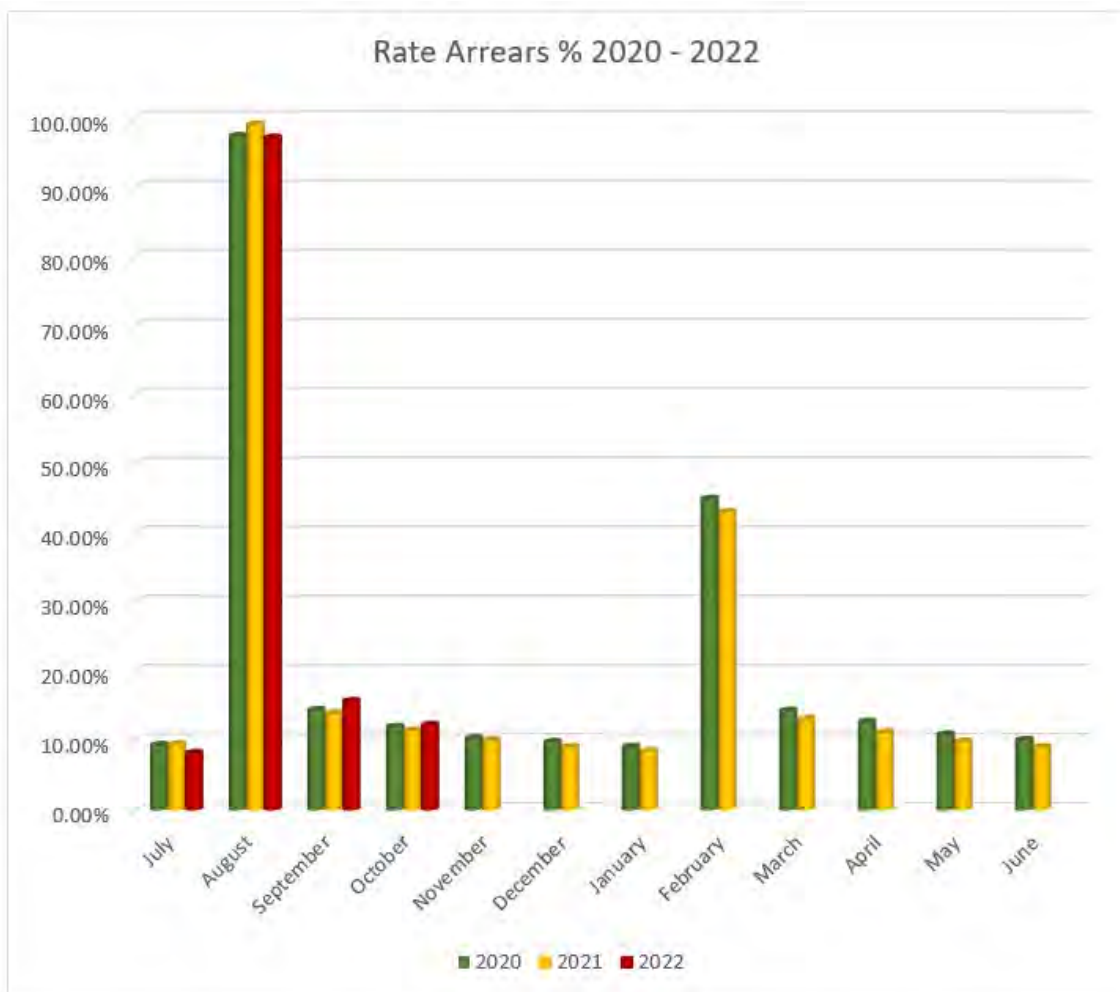
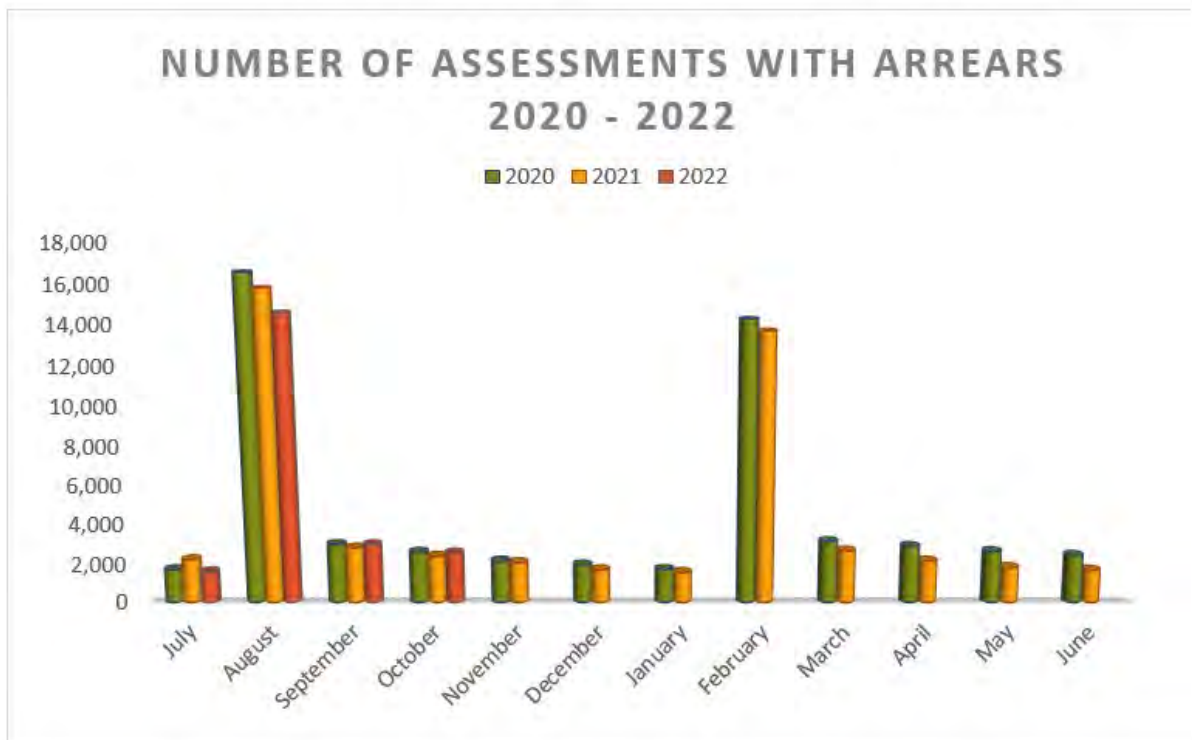


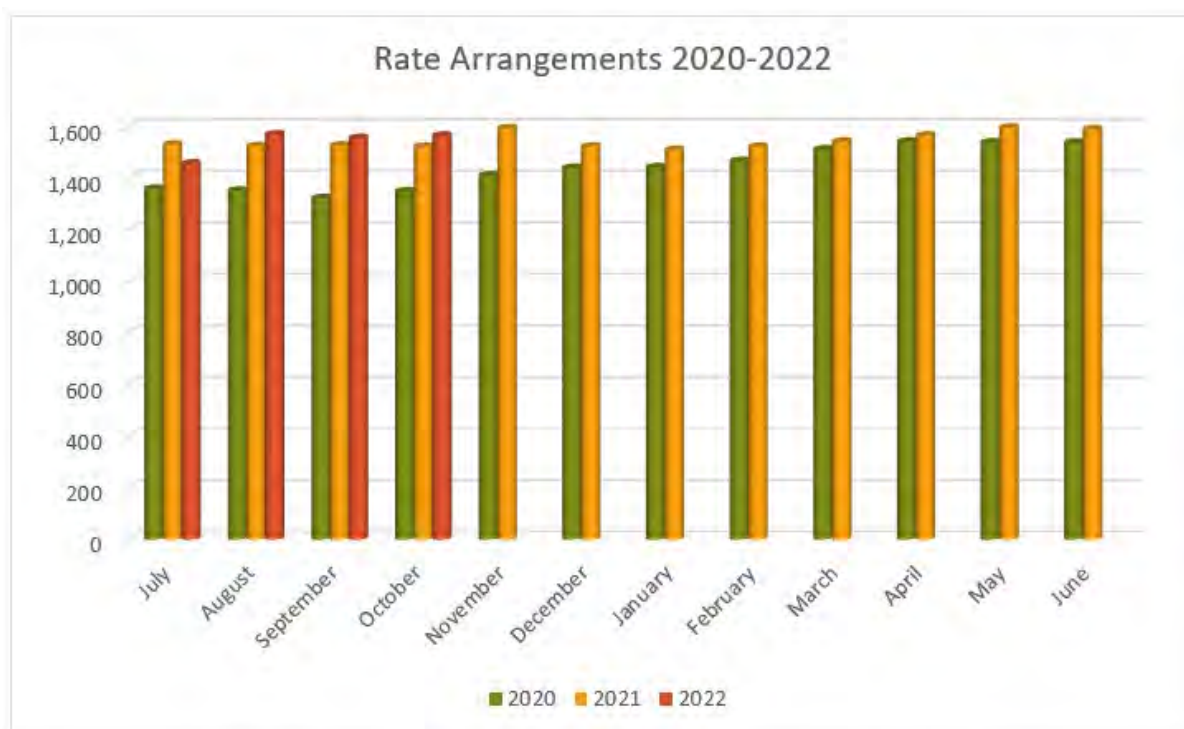
The AR outstanding debts 90+ days is currently 29% of total AR outstanding debts. This decreased by \$569k from last month due to grant income of \$579k which was paid during the month. P&R debtors of \$31,183.20 are now shown in the 90+ days in AR debtors.

A total of 73% of the value sitting in 90 days remains with debt collectors or have a payment arrangement with Council. Out of the remaining 27% in 90 days, 20% are potential write-offs that have largely come from the old P&R debtors system as the companies have since ceased trading.

Rates in arrears as of 31 October 2021 is sitting at \$6.797 million or 12.37% which is above the target arrears of 7%. There are currently 1,568 assessments with rate arrangements in place which accounts for 61.08% of the properties that are in arrears. Overdue reminder notices are being send out to property holders during November.







3.1.3 Inventories

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

3.2 Non-Current Assets

3.2.1 Trade and Other Receivables

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

3.2.2 Property, Plant and Equipment

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

Actual expenditure with committed costs as of 31 October 2021 is \$11.950m, which is tracking above target at 38.19%. Of the \$11.950m, \$6.957m is actual expenditure with the remaining \$4.993m sitting as committed costs. The actual spend to date equates to 22.23% of the total budget available.

2021/2022 Capex Report for Council

Project Code	Project Description	REVENUE SOURCES						EXPENDITURE BUDGET				EXPENDITURE ACTUALS		
		Depreciation	Restricted Cash	Proceeds from Sale of Asset	Grant Funding	Developer Contribution	Total Budgeted Revenue	2021/2022 Adopted Budget	2020/2021 Continued Projects	First Quarter Budget Adjustments	Total Available Budget	2021/2022 Actual Expenditure	2021/2022 Actual Expenditure & Commitments	
Buildings & Other Structures														
Admin Office - Kings														
006004	Kingaroy-Admin Building-Airconditioning	380,000.00	-	-	-	-	380,000.00	380,000.00	-	-	380,000.00	255,724.00	11,603.32	270,327.32
		380,000.00	-	-	-	-	380,000.00	380,000.00	-	-	380,000.00	255,724.00	11,603.32	270,327.32
Swimming Pool - King														
006029	Kingaroy-Pool-Retrifishment-Concept Plan	-	200,000.00	-	-	-	200,000.00	-	200,000.00	-	200,000.00	-	15,454.55	15,454.55
		-	200,000.00	-	-	-	200,000.00	-	200,000.00	-	200,000.00	-	15,454.55	15,454.55
Swimming Pool - Nana														
006034	Nanango-Pool-Changeroom Return	-	290,000.00	-	-	-	290,000.00	-	290,000.00	-	290,000.00	257,927.95	13,575.15	271,503.10
		-	290,000.00	-	-	-	290,000.00	-	290,000.00	-	290,000.00	257,927.95	13,575.15	271,503.10
Swimming Pool - Wondai														
006536	Wondai Swimming Pool Refurbishment	300,000.00	-	-	300,000.00	-	600,000.00	600,000.00	-	-	600,000.00	-	-	-
		300,000.00	-	-	300,000.00	-	600,000.00	600,000.00	-	-	600,000.00	-	-	-
Spiground-Murgon														
005999	Murgon-Squash Courts	-	325,000.00	-	-	-	325,000.00	325,000.00	-	-	325,000.00	1,600.00	-	1,600.00
		-	325,000.00	-	-	-	325,000.00	325,000.00	-	-	325,000.00	1,600.00	-	1,600.00
Spiground-Wondai														
006000	Wondai-Showground Grandstand	-	-	-	-	-	-	-	-	-	-	4,253.00	2,208.00	2,045.00
		-	-	-	-	-	-	-	-	-	-	4,253.00	2,208.00	2,045.00
W40 - Round 4														
006523	W40-Regional Facilities Upgrades	-	-	-	560,000.00	-	560,000.00	560,000.00	-	-	560,000.00	15,281.82	23,674.98	38,956.80
		-	-	-	560,000.00	-	560,000.00	560,000.00	-	-	560,000.00	15,281.82	23,674.98	38,956.80
General														
006847	Building Condition Priorities	-	-	-	-	-	-	-	-	-	-	272.73	-	272.73
006501	Property - Forecourt and Admin Office CC	-	30,000.00	-	-	-	30,000.00	-	30,000.00	-	30,000.00	47,827.20	47,827.20	47,827.20
006502	Property - Wondai Showgrounds	-	300,000.00	-	-	-	300,000.00	-	300,000.00	-	300,000.00	112,718.95	127,446.89	240,165.84
006522	Fencing of Gordonbrook Quarry	-	120,000.00	-	-	-	120,000.00	-	120,000.00	-	120,000.00	-	-	-
006524	Regional Security System	-	155,000.00	-	-	-	155,000.00	-	155,000.00	-	155,000.00	26,779.20	60,305.64	87,088.84
		-	605,000.00	-	-	-	605,000.00	485,000.00	-	-	605,000.00	133,770.88	235,583.73	375,354.61
		680,000.00	1,420,000.00	-	860,000.00	-	2,960,000.00	1,985,000.00	975,000.00	-	2,960,000.00	677,557.65	297,683.73	975,241.38
Office														
Info Serv - ICT														
000379	Computer Infrastructure & Upgrade	140,000.00	-	-	-	-	140,000.00	140,000.00	-	-	140,000.00	130,945.94	182.66	131,138.60
000381	Server Hardware	50,000.00	-	-	-	-	50,000.00	-	-	-	50,000.00	-	-	-
000382	Photocopiers & Printers	30,000.00	-	-	-	-	30,000.00	30,000.00	-	-	30,000.00	-	22,886.31	22,886.31
006052	Microwave Radio & H/Ware	100,000.00	-	-	-	-	100,000.00	100,000.00	-	-	100,000.00	1,600.00	26,430.00	28,430.00
006519	Teams Rooms Devices	42,000.00	-	-	-	-	42,000.00	-	-	-	42,000.00	-	39,652.80	39,652.80
		362,000.00	-	-	-	-	362,000.00	362,000.00	-	-	362,000.00	132,545.34	89,751.77	222,297.71
		362,000.00	-	-	-	-	362,000.00	362,000.00	-	-	362,000.00	132,545.34	89,751.77	222,297.71
Fleet														
Plant & Fleet Manage														
006057	Plant and Fleet Replacement 2020/2021	-	-	-	-	-	-	-	-	-	-	124,254.00	8,607.26	115,666.74
006515	Plant and Fleet Replacement 2021-22	2,167,149.35	1,024,850.65	400,000.00	-	-	3,592,000.00	3,592,000.00	-	-	3,592,000.00	521,547.08	115,665.95	637,213.03
		2,167,149.35	1,024,850.65	400,000.00	-	-	3,592,000.00	3,592,000.00	-	-	3,592,000.00	645,811.08	107,058.69	752,869.77
		2,167,149.35	1,024,850.65	400,000.00	-	-	3,592,000.00	3,592,000.00	-	-	3,592,000.00	645,811.08	107,058.69	752,869.77
		2,167,149.35	1,024,850.65	400,000.00	-	-	3,592,000.00	3,592,000.00	-	-	3,592,000.00	645,811.08	107,058.69	752,869.77
NRM & Parks														
Aerodrome - Wondai														
006770	CP - Wondai-Aerodrome-Boundary Fencing	-	-	-	-	-	-	-	-	-	-	-	190,436.72	190,436.72
		-	-	-	-	-	-	-	-	-	-	-	190,436.72	190,436.72
Cemeteries - Wondai														
006528	CP - Wondai Cemetery Expansion	35,000.00	-	-	-	-	35,000.00	35,000.00	-	-	35,000.00	-	635.71	635.71
		35,000.00	-	-	-	-	35,000.00	35,000.00	-	-	35,000.00	-	635.71	635.71

Project Code	Project Description	Depreciation	Restricted Cash	Proceeds from Sale of Asset	Grant Funding	Developer Contribution	Total Budgeted Revenue	Adopted Budget	2020/2021 Continued Projects	First Quarter Budget Adjustments	Total Available Budget	2021/2022 Commitments	2021/2022 Actual Expenditure	2021/2022 Actual Expenditure
Grav Rehabil														
006115	RTR-Johnston-Johnstown Rd-GR	-	-	-	-	-	-	-	-	-	7,707,838.00	1,965,392.53	3,326,146.77	5,312,139.30
006117	RTR-Goodee-Natala Rd-GR	-	-	-	-	-	-	-	-	-	-	5,102.44	8,400.00	8,400.00
006121	LRC-Narango-Bural Rd-GR	-	-	-	-	-	-	-	-	-	-	-	462.50	462.50
006128	Boole-Harolds-GR	-	-	-	-	-	-	-	-	-	-	-	2,431.57	2,431.57
006130	Hooghly-LucasRd-GR	-	-	-	-	-	31,000.00	-	31,000.00	-	31,000.00	-	21,099.15	31,791.55
006131	Cuehrie-MorrisRd-GR	-	-	-	-	-	-	-	-	-	-	-	744.60	744.60
006132	Boole-NystromRd-GR	-	-	-	-	-	-	-	-	-	-	-	23,197.14	23,197.14
006134	Hivesville-Oberliga Rd-GR	-	-	-	-	-	-	-	-	-	-	8,142.82	15,054.32	15,054.32
006559	Gravel Resheeting 21.22	50,738.00	-	-	1,973,356.00	-	2,024,096.00	2,024,096.00	-	-	2,024,096.00	459,446.16	459,446.16	459,446.16
006560	RTR-Surry Nook-Cobos Hill IRd-GR	-	-	-	-	-	-	-	-	-	-	168,860.52	162.70	162.70
006561	RTR-SouthNanango-HazeldeanRd-GR	-	-	-	-	-	-	-	-	-	-	70,453.29	74,313.37	74,313.37
006562	RTR-Erocklanas-MajorsRd-GR	-	-	-	-	-	-	-	-	-	-	24,915.55	24,915.55	24,915.55
006563	RTR-Wooroondeen-RellysRd-GR	-	-	-	-	-	-	-	-	-	-	1,395.19	5,256.28	5,256.28
006564	RTR-Kingaroy-Mount WooroolinRd-GR	-	-	-	-	-	-	-	-	-	-	3,860.09	63,562.79	63,562.79
006571	RTR-Wallisgrove-BenairRd-GR	-	-	-	-	-	-	-	-	-	-	3,860.08	1,272.41	1,272.41
006572	RTR-Boole-HaydensRd-GR	-	-	-	-	-	-	-	-	-	-	3,860.08	1,662.48	1,662.48
006573	RTR-AliceCreek-WilsonsRd-GR	-	-	-	-	-	-	-	-	-	-	7,700.91	63,805.40	71,506.31
006575	RTR-AliceCreek-AliscCreekRd-GR	-	-	-	-	-	-	-	-	-	-	9,601.26	238,461.54	248,063.10
006577	RTR-Nanango-McNamaraRd-GR	-	-	-	-	-	-	-	-	-	-	3,860.08	1,272.41	1,272.41
006578	RTR-Leatdale-MIM-EuentsRd-GR	-	-	-	-	-	-	-	-	-	-	3,860.08	1,272.41	1,272.41
006579	RTR-Leatdale-MIM-EuentsRd-GR	-	-	-	-	-	-	-	-	-	-	3,860.08	1,272.41	1,272.41
006580	RTR-Stonelands-StonelandsRd-GR	-	-	-	-	-	-	-	-	-	-	3,860.08	1,272.41	1,272.41
006581	RTR-Boole-SmithRd-GR	-	-	-	-	-	-	-	-	-	-	3,860.10	1,272.50	1,272.50
006579	Nanango Road (Wind Farm)	-	-	-	1,973,356.00	-	2,505,056.00	2,474,096.00	31,000.00	-	2,505,096.00	73,190.17	1,171,262.07	1,244,452.24
005951	Old Esk Road Blummen Seal	-	-	-	-	900,000.00	900,000.00	900,000.00	-	-	900,000.00	416,437.82	5,817.50	422,255.32
006184	Kingaroy-Pavement Rehabilitation	-	100,000.00	-	-	-	100,000.00	-	100,000.00	-	-	12,272.73	-	12,272.73
006185	Nanango-MerensSpringgateBridgRd-Upgrade	-	-	-	-	-	-	-	964,000.00	-	-	500.00	452.07	17,791.46
006188	Kingaroy Onag-Burnyarty Median Upgrade	-	-	-	-	-	-	-	-	-	-	10,725.56	73,494.61	84,217.29
006547	Chemsford-SpringsRd-Pavement Rehab	169,500.00	-	-	-	-	169,500.00	169,500.00	-	-	169,500.00	8,690.00	41,897.20	51,587.20
006548	Greenview-JoergensRd-Pavement Rehab	61,500.00	-	-	-	-	61,500.00	61,500.00	-	-	61,500.00	4,122.81	6,602.81	6,602.81
006549	Wooroolin-WeckersRd-Pavement Rehab	172,500.00	-	-	-	-	172,500.00	172,500.00	-	-	172,500.00	690.00	5,499.51	6,179.51
006551	Merwood-ElbowRd-Pavement Rehab	150,000.00	-	-	-	-	150,000.00	150,000.00	-	-	150,000.00	11,880.00	9,802.79	21,682.79
006553	LRCI-Wondal Industrial Estate-Rehab	150,000.00	-	-	-	-	150,000.00	150,000.00	-	-	150,000.00	96,368.76	9,802.09	106,170.85
006554	LRCI-Kingaroy-HarrisRd-Rehab	70,000.00	-	-	-	-	70,000.00	70,000.00	-	-	70,000.00	54,745.58	119,024.17	193,768.75
006557	TIDS-Memberamb-MemberambCreekRd-NewSeal	432,000.00	-	-	-	-	432,000.00	432,000.00	-	-	432,000.00	864,000.00	5,065.17	5,065.17
006558	TIDS-Kumbia-Kumbia BrooklandsRdWidenOver	135,000.00	-	-	-	-	135,000.00	135,000.00	-	-	135,000.00	245,000.00	10,547.84	30,877.84
006568	TIDS-Kumbia-Kumbia BrooklandsRdWidenOver	251,062.00	-	-	-	-	251,062.00	251,062.00	-	-	251,062.00	502,124.00	353.12	353.12
006099	TIDS-Narango-Burnett-Strayton St-FF	-	-	-	-	-	-	-	-	-	-	635,097.57	284,990.35	930,087.93
006105	DCP-Kumbia-Bell St-Footpath	-	-	-	-	-	-	-	-	-	-	2,500.00	38.54	38.54
006107	Blackbutt CBD Footpath	-	555,000.00	-	-	-	555,000.00	555,000.00	555,000.00	-	-	6,101.73	5,669.41	11,771.14
006539	STIP-TabbingStateSchool-Footpath	-	-	-	-	-	63,500.00	63,500.00	-	-	63,500.00	6,881.31	11,281.31	11,281.31
006541	STIP-WondalStateSchool-Footpath	-	-	-	-	-	73,500.00	73,500.00	-	-	73,500.00	2,103.30	2,103.30	2,103.30
006542	STIP-St Marys Catholic College-Footpath	-	-	-	-	-	96,500.00	96,500.00	-	-	96,500.00	27,460.34	27,460.34	27,460.34
006543	STIP-KingaroyStateHighSchool-Footpath	-	-	-	-	-	53,000.00	53,000.00	-	-	53,000.00	1,066.64	1,066.64	1,066.64
006544	Various Footpath Replacements	25,000.00	-	-	-	-	25,000.00	25,000.00	-	-	25,000.00	-	1,221.21	1,221.21
006545	Murgon-Gore-St-MurgonStateHigh-FF Renewal	15,000.00	-	-	-	-	95,000.00	100,000.00	90,000.00	-	90,000.00	8,160.00	14,493.18	22,653.18
006546	Kingaroy-Hay St-Footpath Renewal	10,000.00	-	-	-	-	80,000.00	10,000.00	70,000.00	-	80,000.00	7,437.58	112,540.87	119,978.55
006567	LRCI-Blackbutt CBD Footpath	-	-	-	-	-	750,000.00	750,000.00	-	-	750,000.00	2,674.95	2,674.95	2,674.95
006569	TIDS-NanangoStateSchool-SafetyUpgrade	25,000.00	-	-	-	-	50,000.00	50,000.00	-	-	50,000.00	-	-	-
006565	Blumen Resealing	75,000.00	-	-	-	-	1,843,500.00	1,138,500.00	705,000.00	-	1,843,500.00	28,559.41	174,149.95	202,749.36
006566	Blumen Reseal 21.22	893,799.00	-	-	286,000.00	-	1,149,799.00	1,149,799.00	-	-	1,149,799.00	5,175.07	50,952.77	56,131.84
006562	BrooklandsBrooklandsImpbudgetRdReseal	-	-	-	-	-	-	-	-	-	-	49,105.96	15,163.60	67,265.56
006584	Cuehrie-CushnierRd-Reseal	-	-	-	-	-	-	-	-	-	-	4,462.06	28,404.74	28,404.74
006585	Mondurr-MondurrRd-Reseal	-	-	-	-	-	-	-	-	-	-	5,014.85	5,014.85	5,014.85
006586	Cuehrie-ReinesRd-Reseal	-	-	-	-	-	-	-	-	-	-	21,987.99	21,987.99	21,987.99

Project Code	Project Description	Depreciation	Reallocated Cash	Proceeds from Sale of Fleet	Grant Funding	Developer Contribution	Total Budgeted Revenue	2021/2022 Allocated Budget	2020/2021 Continued Projects	Fiscal Quarter Budget Adjustments	Total Available Budget	2021/2022 Commitments	2021/2022 Actual Expenditure	2021/2022 Actual Expenditure & Commitments
006587	TIDS-Murgon-CherbourgRd-Reseal	-	-	-	-	-	-	-	-	-	-	24,227.88	14,727.52	38,955.40
006588	TIDS-Cloyva-CoyvaWestRd-Reseal	-	-	-	-	-	-	-	-	-	-	35,626.32	28,041.87	63,666.19
006589	TIDS-Dangore-DangoreMountainRd-Reseal	-	-	-	-	-	-	-	-	-	-	5,179.07	4,622.62	9,801.69
006590	TIDS-Sunnybrook-DangoreMountainRd-Reseal	-	-	-	-	-	-	-	-	-	-	5,406.35	16,350.86	21,757.21
006591	TIDS-Ironpot-IronpotRd-Reseal	-	-	-	-	-	-	-	-	-	-	19,210.73	34,181.41	53,392.14
006592	TIDS-Greenview-JorgensenRd-Reseal	-	-	-	-	-	-	-	-	-	-	16,860.72	4,595.44	21,456.16
006593	TIDS-Kingaroy-MoonyahSt-Reseal	-	-	-	-	-	-	-	-	-	-	5,179.07	4,409.35	9,588.42
006594	TIDS-Kingaroy-SomersetSt-Reseal	-	-	-	-	-	-	-	-	-	-	5,179.07	4,597.69	9,776.76
006595	TIDS-Chelmsford-SpringsRd-Reseal	-	-	-	-	-	-	-	-	-	-	35,626.33	9,426.20	45,052.53
	General	883,789.00	-	-	265,000.00	-	1,148,789.00	1,148,789.00	-	-	1,148,789.00	252,717.24	199,536.24	452,253.48
006549	Town Entry Signs	-	-	-	-	-	-	-	-	-	-	4,800.00	419.00	5,219.00
006552	Advanced Design-Forward Programme Design	250,000.00	-	-	-	-	250,000.00	250,000.00	-	-	250,000.00	-	-	-
006556	Blackspot-GlendonMarkwellSt-SafetyUpgr	-	-	-	353,500.00	-	353,500.00	353,500.00	-	-	353,500.00	-	37,626.86	37,626.86
	Urban Drainage	250,000.00	-	-	353,500.00	-	603,500.00	603,500.00	-	-	603,500.00	4,800.00	38,045.86	42,845.86
006196	LRCI-Kingaroy-Alford Street-Drainage	-	-	-	-	-	-	-	-	-	-	4,058.01	74,191.41	78,249.42
006197	Murgon-Cobb St South-Drainage	-	-	-	-	-	-	-	5,000.00	-	5,000.00	-	98,058.98	98,058.98
006198	Wondai-Bramston St-Drainage	-	5,000.00	-	-	-	5,000.00	-	-	-	5,000.00	-	18,028.03	18,028.03
006199	Nanango-Gliss St-Drainage	-	-	-	-	-	-	-	-	-	-	-	3,356.67	3,356.67
006537	Murgon-Palmer St East- K&C Replacement	45,000.00	-	-	-	-	45,000.00	45,000.00	-	-	45,000.00	-	2,771.07	2,771.07
	Water Services	45,000.00	5,000.00	-	-	-	50,000.00	45,000.00	5,000.00	-	50,000.00	4,058.01	196,406.16	200,464.17
	Water - General Oper.	6,086,089.00	3,422,898.00	-	9,149,420.00	900,000.00	19,558,407.00	17,563,407.00	1,995,000.00	-	19,558,407.00	2,386,436.93	5,401,900.24	8,388,337.17
	KTP	425,000.00	-	-	-	-	425,000.00	425,000.00	-	-	425,000.00	3,636.37	8,348.63	11,985.00
006046	KTP-Alford St (Youngman-GlendonSh-WMR	-	-	-	-	-	-	-	-	-	-	8,969.09	73,777.53	82,736.62
006047	KTP - Alford St (Glendon - Short St) WMR	-	-	-	-	-	-	-	-	-	-	1,004.50	51,281.32	52,285.82
006048	KTP - Kingaroy (Alford - Haly St) WMR	230,000.00	-	-	-	-	230,000.00	230,000.00	-	-	230,000.00	-	119,340.34	136,336.70
006049	KTP - Haly St (Glendon - YoungmanSt) WMR	-	-	-	-	-	-	-	-	-	-	8,570.69	206,028.00	214,598.69
006050	KTP - Haly St (Glendon - YoungmanSt) WMR	-	-	-	-	-	-	-	-	-	-	6,400.00	4,165.43	10,565.43
006051	KTP-Glendon St (Alford to Haly St)-WMR	-	-	-	-	-	-	-	-	-	-	-	-	-
	Water - General Oper.	655,000.00	-	-	-	-	655,000.00	655,000.00	-	-	655,000.00	45,657.01	462,841.25	508,508.26
006503	SI- FC, SCADA & Telemetry WATER	175,000.00	-	-	-	-	175,000.00	175,000.00	-	-	175,000.00	23,347.50	-	23,347.50
	Water - Kingaroy	175,000.00	-	-	-	-	175,000.00	175,000.00	-	-	175,000.00	23,347.50	-	23,347.50
006472	KWS-Youngman St (Yemmen to DL) WMR	-	-	-	-	-	-	-	-	-	-	-	1,398.75	1,398.75
006547	Gordonbrook WTP - Post Con Contract Work	-	-	-	-	-	-	-	-	-	-	65,525.69	45,198.65	110,724.54
006060	Gordonbrook Dam AFC Design Works	-	-	-	-	-	-	-	-	-	-	39,920.99	8,669.50	48,610.49
006093	KWS-WMR-Youngman St Nth	-	-	-	-	-	-	-	-	-	-	2,701.23	2,701.23	2,701.23
006506	KWS-Gordonbrook Dam PSA Renewals	100,000.00	-	-	-	-	100,000.00	100,000.00	-	-	100,000.00	-	2,320.00	2,320.00
006516	Gordonbrook Off Stream Storage Design	375,000.00	-	-	-	-	375,000.00	375,000.00	-	-	375,000.00	4,854.54	8,154.27	13,008.81
006517	Water Meter Replacement Program - 2/1/22	100,000.00	-	-	-	-	100,000.00	100,000.00	-	-	100,000.00	-	8,409.96	8,409.96
006586	Gordonbrook Dam Emergency Repairs 2021	-	-	-	-	-	-	-	-	-	-	38,660.00	4,480.00	43,140.00
006596	Gordonbrook Hydrological Modelling	-	-	-	-	-	-	-	-	-	-	-	-	-
	Water - Kumbia	575,000.00	-	-	-	-	575,000.00	575,000.00	-	-	575,000.00	148,961.22	81,352.56	230,313.78
006505	KWS-Stuart River Bore Pumps	30,000.00	-	-	-	-	30,000.00	30,000.00	-	-	30,000.00	-	-	-
006508	KuWS-Stuart River Bore P&I	25,000.00	-	-	-	-	25,000.00	25,000.00	-	-	25,000.00	-	-	-
	Water - Proston	55,000.00	-	-	-	-	55,000.00	55,000.00	-	-	55,000.00	-	-	-
006055	Proston-SCADA Platform Update	-	100,000.00	-	-	-	100,000.00	-	100,000.00	-	100,000.00	22,484.43	77,677.02	100,161.45
	Water - Wondai	-	100,000.00	-	-	-	100,000.00	-	100,000.00	-	100,000.00	22,484.43	77,677.02	100,161.45
006056	Wondai-SCADA Platform Update	-	-	-	-	-	-	-	-	-	-	29,497.50	2,560.00	32,057.50
006080	WWS-WMR-Haly St (Hodge/Scott)	-	-	-	-	-	-	-	-	-	-	-	33,887.96	33,887.96
006507	WWS-Raw Water PS SB	200,000.00	-	-	-	-	200,000.00	200,000.00	-	-	200,000.00	-	-	-
	Water - Wondai	200,000.00	-	-	-	-	200,000.00	200,000.00	-	-	200,000.00	29,497.50	36,447.96	65,945.46
1,660,000.00	100,000.00	-	-	-	-	-	1,760,000.00	1,660,000.00	100,000.00	-	1,760,000.00	269,357.65	658,318.79	928,276.45

Project Code	Project Description	Depreciation	Reallocated Cash	Proceeds from Sale of Fleet	Grant Funding	Developer Contribution	Total Budgeted Revenue	2021/2022 Adopted Budget	2020/2021 Continued Projects	First Quarter Budget Adjustments	Total Available Budget	2021/2022 Commitments	2021/2022 Actual Expenditure	2021/2022 Actual Expenditure & Commitments
Wastewater Services														
KTP														
006520	KTP - Recycled Water Line	300,000.00	-	-	-	-	300,000.00	300,000.00	-	-	300,000.00	-	-	-
		300,000.00					300,000.00	300,000.00			300,000.00			
Wastewater - General														
005826	Update Scada/Cyber Security	-	-	-	-	-	-	-	-	-	-	-	-	-
006504	S1- PC, SCADA & Telemetry WASTEWATER	175,000.00	-	-	-	-	175,000.00	175,000.00	-	-	175,000.00	17,160.00	19,877.17	37,037.17
		175,000.00					175,000.00	175,000.00			175,000.00	17,160.00	19,877.17	37,037.17
Wastewater - Kingaro														
006509	KWW-KWWTP PSA Renewals	130,000.00	-	-	-	-	130,000.00	130,000.00	-	-	130,000.00	-	2,320.00	2,320.00
006511	KWW-River Rd Syphon	70,000.00	-	-	-	-	70,000.00	70,000.00	-	-	70,000.00	-	-	-
006512	KWW-River Rd SPSS SB Renewal	140,000.00	-	-	-	-	140,000.00	140,000.00	-	-	140,000.00	2,319.00	2,320.00	4,639.00
		340,000.00					340,000.00	340,000.00			340,000.00	2,319.00	4,640.00	6,959.00
Wastewater - Nanango														
006513	NWW-South St SPSS Renewal	175,000.00	-	-	-	-	175,000.00	175,000.00	-	-	175,000.00	2,341.00	2,320.00	4,661.00
		175,000.00					175,000.00	175,000.00			175,000.00	2,341.00	2,320.00	4,661.00
CEC - Proston														
006510	BDWW-WWTP1 SB Renewal	-	210,000.00	-	-	-	210,000.00	210,000.00	-	-	210,000.00	-	-	-
		-	210,000.00				210,000.00	210,000.00			210,000.00			
Wastewater - Wondal														
005165	Wondal-Recycled Water Plant Upgrade	-	-	-	-	-	-	-	-	-	-	4,160.12	-	4,160.12
006064	Wondal-SCADA-STPWTP	100,000.00	-	-	-	-	100,000.00	100,000.00	100,000.00	-	100,000.00	97,359.75	47,180.45	144,540.20
006514	WWW-Hodge St SPSS SB	175,000.00	-	-	-	-	175,000.00	175,000.00	-	-	175,000.00	2,369.00	2,320.00	4,689.00
		175,000.00					175,000.00	175,000.00	100,000.00		275,000.00	103,888.87	49,500.45	153,389.32
		1,165,000.00	310,000.00				1,475,000.00	1,375,000.00	100,000.00		1,475,000.00	125,708.87	76,337.62	202,046.49
Waste														
Waste Management - R														
005850	Maldenwell-Transfer Station	-	350,000.00	-	-	-	350,000.00	350,000.00	-	-	350,000.00	-	-	-
		-	350,000.00				350,000.00	350,000.00			350,000.00			
		-	350,000.00				350,000.00	350,000.00			350,000.00			
		12,305,238.35	6,808,246.65	400,000.00	10,879,420.00	900,000.00	31,292,907.00	27,942,407.00	3,350,500.00		31,292,907.00	4,952,842.44	6,956,927.31	11,945,769.75

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). The balance as of 31 October 2021 was \$29,514,407 made up of borrowings in the following departments:

Department	Borrowings
NRM & Parks	\$ 484,898
Finance	\$ 699,528
Property	\$ 642,692
Economic Development	\$ 307,702
Environment & Waste	\$ 623,728
Infrastructure	\$ 10,134,445
Water & Wastewater	\$ 16,621,413
Total	\$ 29,514,407

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

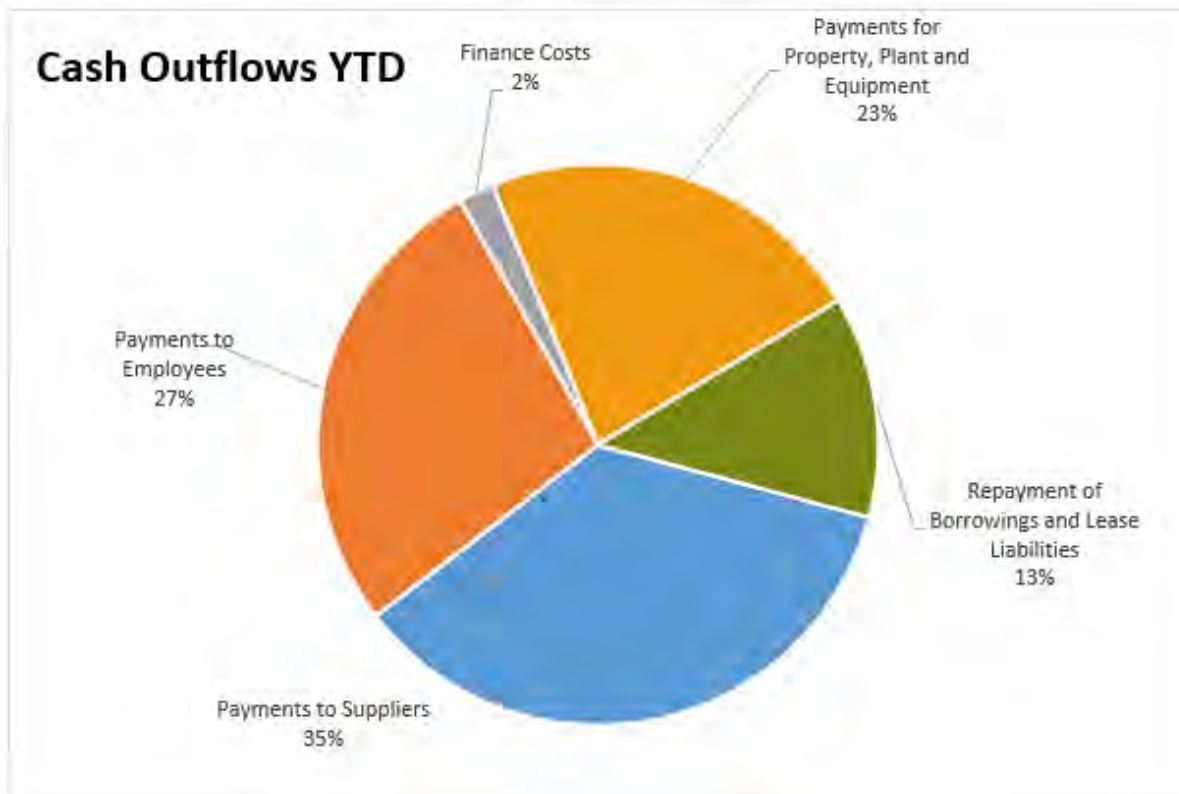
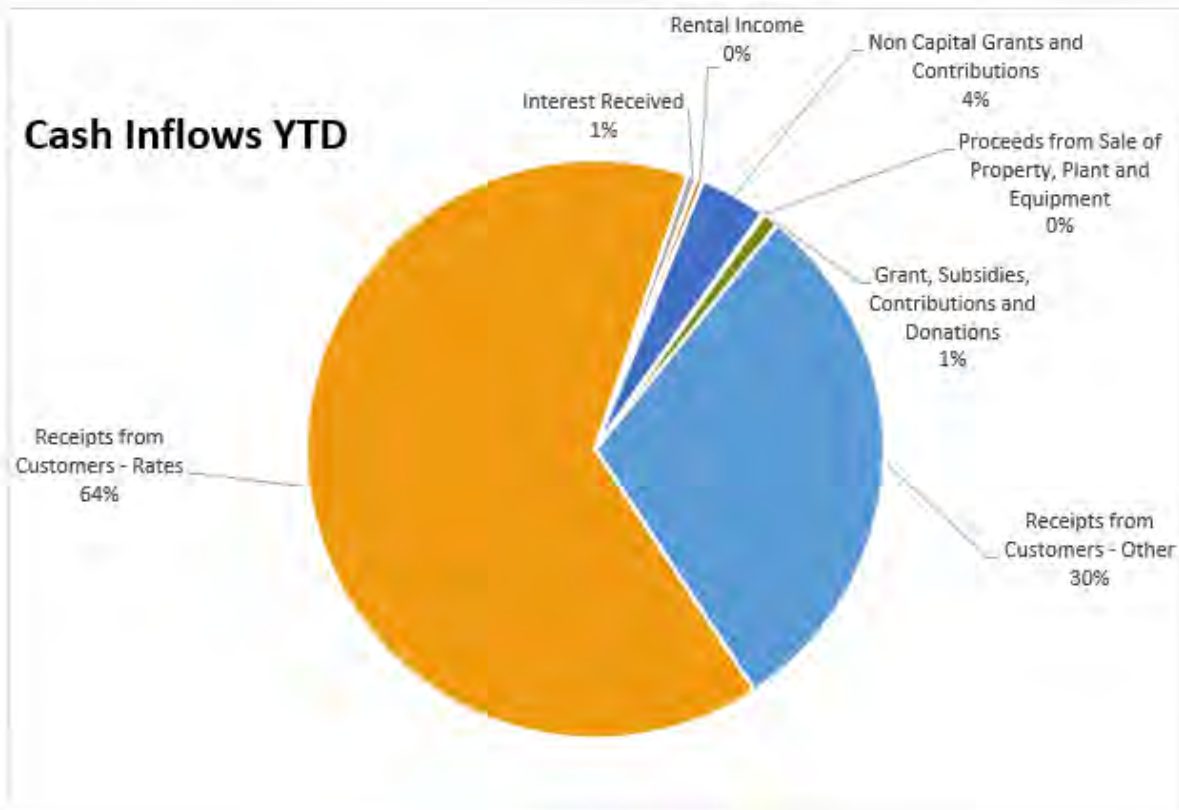
Provisions are made up of landfill and gravel pit expected restoration costs and employee long service leave. Provisions will be impacted by discount rates and end of year calculations.

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	Oct	YTD	Original Budget	YTD vs Budget %
Cash Flows from Operating Activities							
Receipts from Customers	\$7,740,573	\$5,473,469	\$19,087,821	\$2,946,773	\$35,248,635	\$66,555,854	53%
Payments to Suppliers and Employees	(\$7,199,511)	(\$2,883,322)	(\$5,547,552)	(\$4,163,467)	(\$19,793,851)	(\$54,374,649)	36%
	\$541,062	\$2,590,147	\$13,540,269	(\$1,216,694)	\$15,454,784	\$12,181,205	
Interest Received	\$50,425	\$19,095	\$31,205	\$97,374	\$198,099	\$630,500	31%
Rental Income	\$44,411	\$33,553	\$60,462	\$6,273	\$144,698	\$393,500	37%
Non Capital Grants and Contributions	\$122,291	\$936,617	\$211,338	\$120,876	\$1,391,124	\$7,561,978	18%
Finance Costs	(\$163,728)	(\$173,344)	(\$155,544)	(\$155,090)	(\$647,705)	(\$1,562,081)	41%
Net Cash Inflow (Outflow) from Operating Activities	\$594,462	\$3,406,068	\$13,687,731	(\$1,147,261)	\$16,541,000	\$19,205,102	86%
Cash Flows from Investing Activities							
Payments for Property, Plant and Equipment	(\$805,786)	(\$1,848,068)	(\$2,439,391)	(\$2,025,043)	(\$7,118,287)	(\$31,292,907)	23%
Payments for Intangible Assets	\$4,276	-	-	-	\$4,276	-	0%
Advances/(Repayments) of Loans and Advances	-	-	-	-	-	\$400,000	11%
Proceeds from Sale of Property, Plant and Equipment	-	-	\$42,091	-	\$42,091	\$11,779,420	3%
Grant, Subsidies, Contributions and Donations	\$10,000	\$2,939	\$103,750	\$216,815	\$333,504	(\$19,113,487)	35%
Net Cash Inflow (Outflow) from Investing Activities	(\$791,510)	(\$1,845,129)	(\$2,293,550)	(\$1,808,228)	(\$6,738,417)		
Cash Flows from Financing Activities							
Proceeds from Borrowings and Leasing Liabilities	-	-	-	-	-	-	
Repayment of Borrowings and Leasing Liabilities	\$128,499	\$128,499	(\$4,408,368)	\$116,363	(\$4,035,006)	(\$3,100,861)	130%
Net Cash Inflow (Outflow) from Financing Activities	\$128,499	\$128,499	(\$4,408,368)	\$116,363	(\$4,035,006)	(\$3,100,861)	130%
Cash and Cash Equivalents at the Beginning of the Period	\$41,003,342	\$40,934,792	\$42,624,231	\$49,610,044	\$41,003,342	\$39,507,713	
Net Increase (Decrease) in Cash and Cash Equivalents	(\$68,550)	\$1,689,439	\$6,985,813	(\$2,839,126)	\$5,767,577	(\$3,009,246)	
Cash and Cash Equivalents at the End of the Period	\$40,934,792	\$42,624,231	\$49,610,044	\$46,770,919	\$46,770,919	\$36,498,468	
Restricted Cash	\$27,075,324	\$27,025,646	\$27,025,646	\$25,721,031	\$25,721,031		
Cash Available for Use	\$13,859,468	\$15,598,585	\$22,584,398	\$21,049,888	\$21,049,888		



5.0 Interim Changes in Equity

	<i>Jul-21</i> \$	<i>Aug-21</i> \$	<i>Sep-21</i> \$	<i>Oct-21</i> \$	<i>YTD</i> \$
Asset Revaluation Surplus					
Opening Balance	435,309,599	435,309,599	435,309,599	435,309,599	435,309,599
Inc/(dec) in asset revaluation surplus	-	-	-	-	-
Closing Balance	435,309,599	435,309,599	435,309,599	435,309,599	435,309,599
Retained Surplus					
Opening Balance	432,480,675	427,797,451	450,128,161	443,014,039	432,480,675
Restricted Cash Released	-	-	-	-	-
Net Result	- 4,683,224	22,330,710	- 7,114,122	- 4,361,361	6,172,003
Closing Balance	427,797,451	450,128,161	443,014,039	438,652,678	438,652,678
Total Community Equity	863,107,050	885,437,760	878,323,638	873,962,277	873,962,277

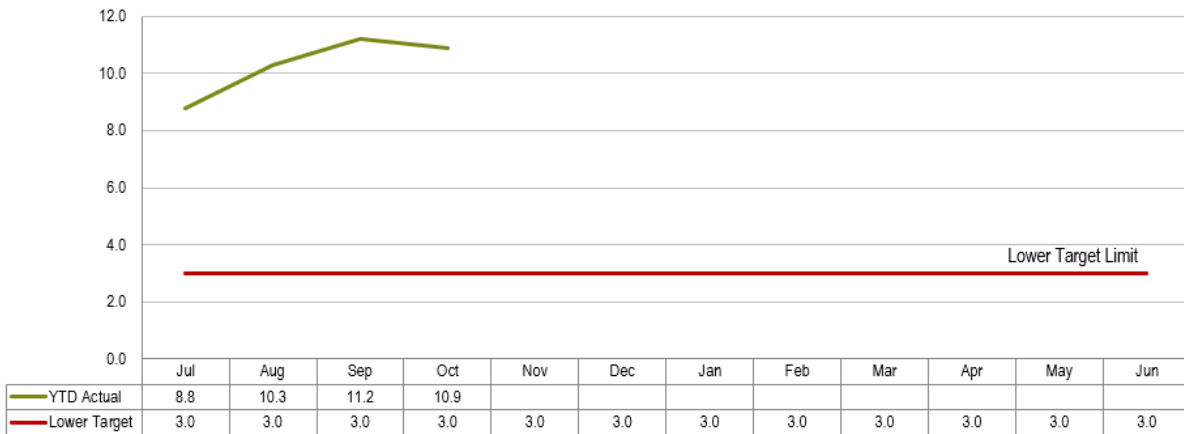
6.0 Financial Ratios

Key Performance Indicators - Monthly Reporting

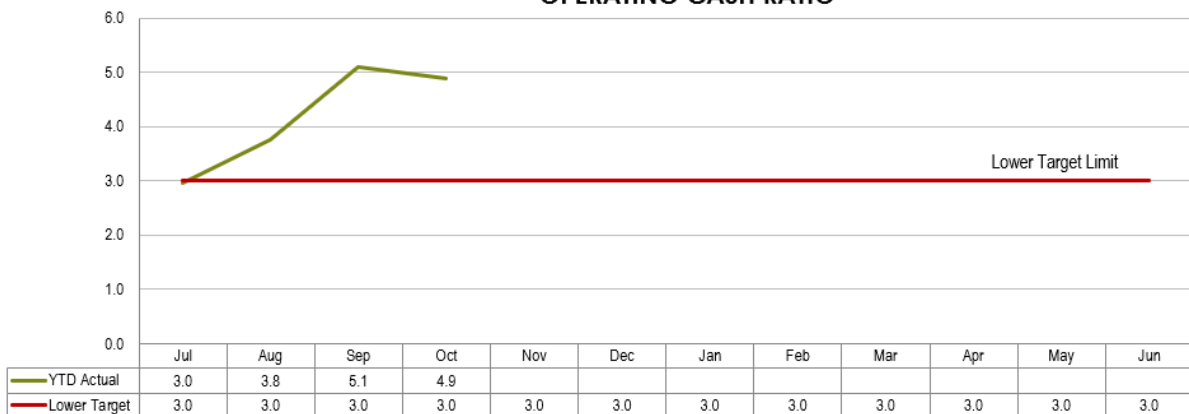
Ratio	Description	Formula	SBRC's Target	Status	Oct-21
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	10.87
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	4.89
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	✓	3.56
Funded Long-Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non} - \text{Current Borrowings}}$	Target greater than or equal to 59%	✓	89.56%
Debt Servicing Ratio	This indicates Council's ability to meet current debt instalments with recurrent revenue	$\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✓	4.97%
Cash Balance -\$M	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$24M	✓	46.77
Debt to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non} - \text{Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	3.17%
Interest Coverage Ratio	This ratio demonstrates the extent which operating revenues are being used to meet the financing charges	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	✓	1.62%

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

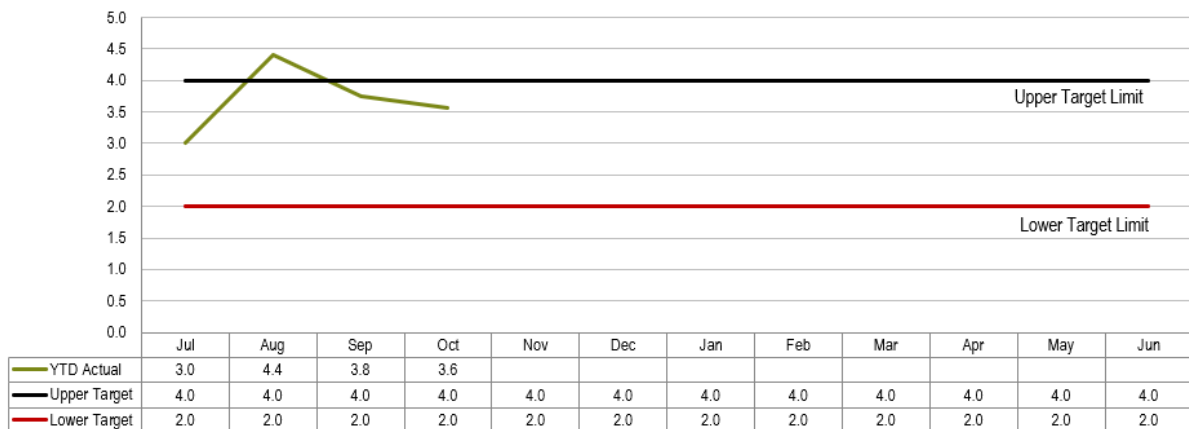
CASH RATIO



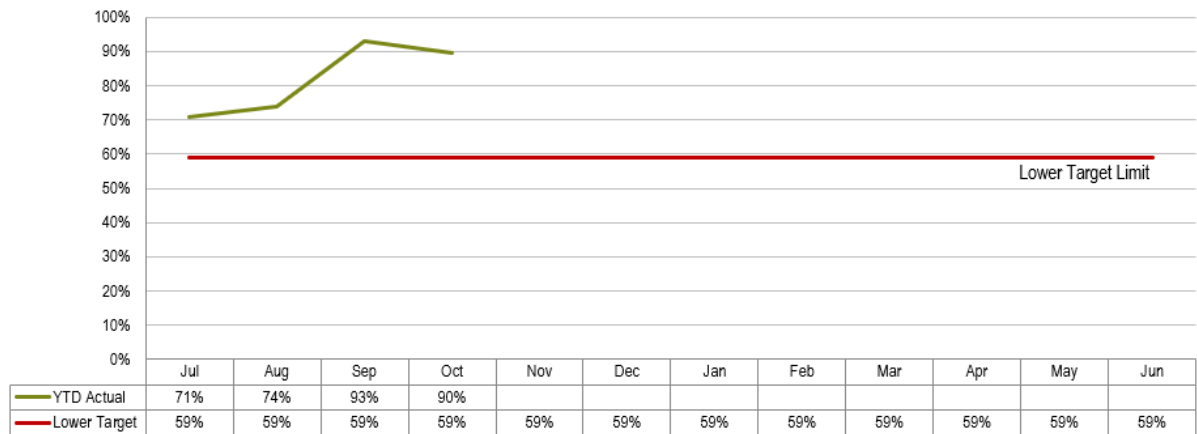
OPERATING CASH RATIO



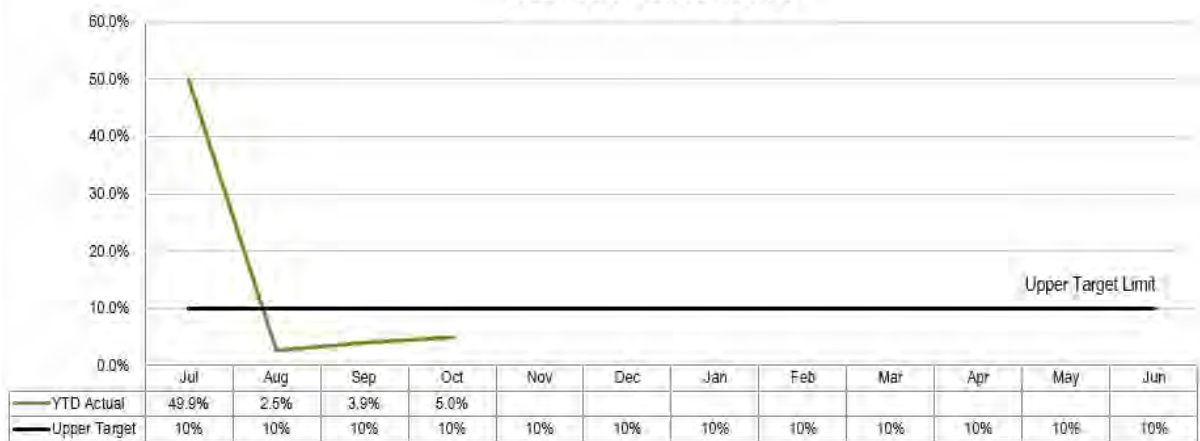
CURRENT RATIO



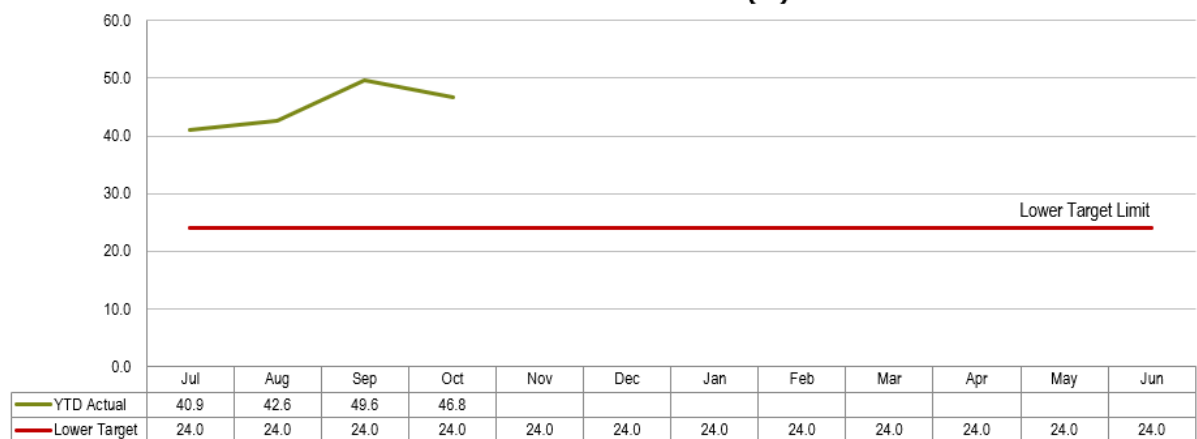
FUNDED LONG-TERM LIABILITIES



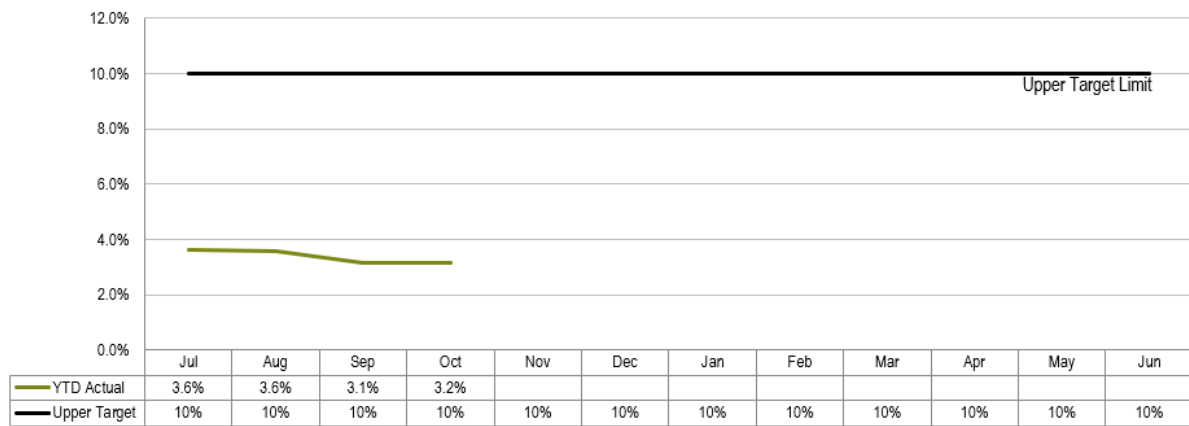
DEBT SERVICING RATIO



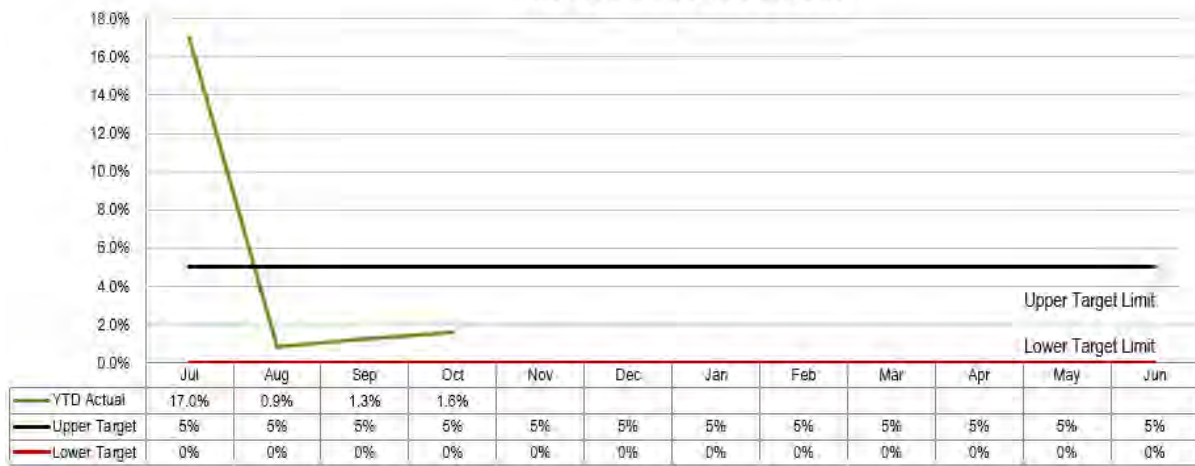
CASH BALANCE (M)



DEBT TO ASSET RATIO



INTEREST COVERAGE RATIO



7.0 Long Term Financial Forecast

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

The long-term financial forecast requires:

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

The Local Government must:

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

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

7.1 Income and Expenditure Statements

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

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

7.2 Financial Position

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

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

7.3 Cash Flow

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

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

7.4 Changes in Equity

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

	Year 6 2026/2027	Year 7 2027/2028	Year 8 2028/2029	Year 9 2029/2030	Year 10 2030/2031
Asset Revaluation Surplus					
Opening Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Retained Surplus					
Opening Balance	\$ 465,957,398	\$ 474,003,223	\$ 483,561,083	\$ 494,456,724	\$ 506,976,885
Net Result	\$ 8,045,825	\$ 9,557,859	\$ 10,895,642	\$ 12,520,161	\$ 14,240,240
Closing Balance	\$ 474,003,223	\$ 483,561,083	\$ 494,456,724	\$ 506,976,885	\$ 521,217,125
Total Community Equity	\$ 901,456,906	\$ 911,014,766	\$ 921,910,407	\$ 934,430,568	\$ 948,670,808

8.0 Investments

Council had \$46.581m held in bank accounts on 31 October 2021. Out of this balance 85% was held with QTC with an end of month interest rate of 0.51% and the remaining 15% was with Commonwealth Bank with an interest rate of 0.60%.

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

Financial Institution	Opening Investment Balance 1 July 2021	Interest Rate	Deposits	Redemptions	Balance	Interest Income	Admin Charge	Net Interest Income	Ending Investment Balance 31 October 2021	% to Portfolio	Short Term Rating	Individual Counter-Party Limit	Maximum Funds Limit
Queensland Treasury Corporation	38,527,167	0.64%	8,000,000	7,000,000	39,527,167	75,739	17,977	57,762	39,584,929	0.85	A1+	100%	No Limit
Commonwealth Bank Australia General Operating Account	2,448,557	0.60%	51,231,458	46,696,588	6,983,427	13,424	-	13,424	6,996,850	0.15	A1+	25% to 35%	\$20M
Total	40,975,725		59,231,458	53,696,588	46,510,594	89,163	17,977	71,186	46,581,780				

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 or committed \$52k on eligible projects for this financial year.

10.0 Rates Update

- Rates were due on 22 September 2021. As at 31 October 2021 we have approximately 2,567 Assessments that remain unpaid.
- Reminder Notices will be issued in November which generated further payments.
- Total Rate Searches completed for September were 196 and October 188.
- The total number of Transfers for new ownership was 219 in September and 225 in October. This is expected to increase as we approach the Christmas period in November.
- The number of Customer requests and tasks completed were 300 for September and 360 for October.
- New tasks and requests received were 213 in September and 158 in October.
- Water meter readings are now planned to commence from early December for the next Rate Notices to be issued in February 2022.



9.6 QUEENSLAND AUDIT OFFICE - FINAL MANAGEMENT REPORT FOR SOUTH BURNETT REGIONAL COUNCIL

File Number: 24-Nov-2021
Author: Coordinator Finance
Authoriser: Chief Executive Officer

PRECIS

Final Management Report for South Burnett Regional Council for the 2021/2022 financial year.

SUMMARY

Queensland Audit Office have completed the 2021 Financial Audit for South Burnett Regional Council. The Auditor-General issued an unmodified audit opinion on the financial statements.

OFFICER'S RECOMMENDATION

That subject to Section 213 of the Local Government Regulation 2012 the Auditor-General has presented to the Mayor of the South Burnett a copy of the Auditor-General's observation report about an audit of the South Burnett's financial statements that includes observations and suggestions made about issues arising out of the audit for adoption. It is recommended that Council adopt the Final Management Report as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

Financial and Resource Implications are as per report presented.

LINK TO CORPORATE/OPERATIONAL PLAN

OR15 – Continue to give priority to ongoing Audit and Risk and prudent management.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal Relevant Departments. External – KPMG Auditors, Queensland Audit Office

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Statutory. Section 54 of the *Auditor-General Act 2009* and Section 213 *Local Government Regulations 2012*

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Internal Audit Policy 2020

ASSET MANAGEMENT IMPLICATIONS

Nil

REPORT

KPMG, the external auditors appointed for the 2020/2021 financial year have completed the financial audit for South Burnett Regional Council. The Auditor-General issued an unmodified audit opinion on the financial statements. No significant issues have been identified since the presentation of KPMG's closing report.

Issues and other matters formally reported to management including management's response on actions taken to resolve these matters are included in Appendix A of the attached report. A summary of these matters is provided below.

Year	Rating	Matter
Current	Internal Control – Deficiency	21CR-1 Reviews of current users in TechnologyOne not being performed
Current	Other Matters	21CR-2 Central Legal and Contracts Registry
Prior Year	Financial Reporting – Medium	18FR-1 Tracking of Grant Revenue

The final audit fee for the 2020/2021 financial year is \$161,000 exclusive of GST and is slightly higher than the original estimate of \$157,500 due to additional work performed to issue the audit opinion for the Local Roads and Community Infrastructure grant acquittal.

ATTACHMENTS

1. 2020/2021 Final Management Report



Our ref: 46000258

10 November 2021

Mayor Brett Otto
SOUTH BURNETT REGIONAL COUNCIL
45 Glendon Street
KINGAROY QLD 4610

Dear Mayor Otto

Final Management Report for South Burnett Regional Council

We have completed our 2021 financial audit for South Burnett Regional Council and issued an unmodified audit opinion on your financial statements.

This letter provides you with details on audit matters and other important information related to the audited financial statements.

Please note that under section 213 of the *Local Government Regulation 2012*, you must present a copy of this letter at the next ordinary meeting of the Council.

Reporting on issues

Issues and other matters formally reported to management and an update on actions taken by management to resolve these issues is included as Appendix A to this letter.

Report to parliament


Each year we report the results of all financial audits and significant issues to Parliament.

This year we intend to include the results of our audit of South Burnett Regional Council in our report to Parliament on the results of the Local Government sector. In this report we will comment on the results of our audit of your financial report, any significant internal control issues we identified, and the overall results of the sector, including, major transactions and events. We will discuss the proposed content of our report with your General Manager of Finance and will continue to consult as we draft our report. Formally, you will have an opportunity to comment on our report and for these comments to be included in the final report.

Audit fee

The final audit fee for this year is \$161,000 exclusive of GST (2020: 150,000). This fee is higher than the \$157,500 estimated in our external audit plan. The increase in the estimated fee is based on the additional work required to issue the audit opinion over the Local Roads and Community Infrastructure grant acquittal.

Queensland Audit Office
Level 13, 53 Albert Street, Brisbane Qld 4000
PO Box 15396, City East Qld 4002

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

We would like to thank you and your staff for their engagement in the audit this year, and look forward to working with your team again next year.

If you have any questions about this letter or would like to discuss any matters regarding our audit service, please contact me on 07 3233 3108 or Shannan Webb on 07 3233 9335.

Yours sincerely



Jillian Richards
Partner
KPMG

cc. Mr M Pitt, Chief Executive Officer

Appendix A1—Internal control issues

Significant deficiencies, deficiencies and other matters

The following table details control deficiencies and other matters identified since our last report dated 21 June 2021. It includes a response from management.

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

 Significant deficiency
  Deficiency
  Other matters

Deficiency

21-CR-1 Reviews of current users in TechnologyOne are not being performed

In our work we identified opportunities management can pursue in relation to ongoing improvement in IT controls relating to the ERP system TechnologyOne. Per discussion with key personnel, we identified that there are no formal controls in place surrounding review of all current users within the TechnologyOne application. Reviews should take into consideration the full list of users within TechnologyOne and whether each individual requires their level of access / account to remain.

We note that while periodic reviews may occur at different functions within the business, currently there exists no pre-defined frequency required for periodic review of user access appropriateness in TechnologyOne.

A periodic user access review of all current users ensures that users' current access levels are appropriate and commensurate with their job function and responsibilities. Without an appropriate periodic user access review of all current users, there is an increased risk of users being assigned or retaining access privileges for extended periods of time that are excessive based on their job role.

QAO recommendation

Management should enforce a periodic (with defined review cycle, e.g. monthly, quarterly, etc.) user access review of all current (including standard and privileged) users within the TechnologyOne application.

Management response

Management response

Lack of appropriate control and review mechanisms is acknowledged and work to commence on the development of a Position Profile Matrix, as some form of interim control. Ultimately, the Position Profile Matrix will define the permissions required for any staff in a given position. This Matrix will be used in conjunction with a Procedure, yet to be developed, which will define the process for new/changed/terminated users along with the frequency and responsibility for review of actual permissions against the defined Matrix controls.

There is significant work required to understand how and why the existing permissions have been configured as they have been. Some risk of disruption to existing processes is expected as permissions are reviewed and adjusted, and so appropriate investigation, communication and change management will need to be associated with a full review of all TechnologyOne User Permissions currently in place. As Council transitions modules to the Ci Anywhere software version, all associated permissions for the applicable module will be reviewed as part of the module implementation and so low risk permissions will gradually be reviewed and cleansed across the system as part of the greater T2 Project. A full review of high risk permissions will be undertaken in the more immediate term. This will cover permissions such as Financial Delegations and access to Employee Master Data and will be completed by 30 November 2021.

Responsible officer: Mikala Drew, TechnologyOne Project Lead
 Status: work in progress
 Action date: 30 June 2022

Appendix A1—Internal control issues (cont.)



Other matters

21CR-2 Central Legal and Contracts Registry

As part of our enquiries in relation to capital commitment and litigation we identified that management do not maintain a centralised register of litigation matters or contracts. We also note that as a result of this, Council do not have established processes or controls in place to regularly review the registers for new and updated information to ensure completeness and accuracy of the registers.

Changes to contractual agreements or updates on litigation matters are managed in a decentralised manner (both in terms of system recording and responsible officers) which makes it difficult to identify if all information has been captured appropriately and who is responsible for each matter/contract. Better practice would involve the creation of one legal registry and one contracts registry to operate as a single source of truth and a program to document more formally the review of the completeness and accuracy of the registers on a regular basis. Maintaining a central record of information would also be considered to assist in identifying any matters that may require further investigation which may have previously gone unnoticed.

Implication

Given the complexity of legal matters and contractual obligations, a single registry and documented program of reviews would assist in strengthening the control environment and minimise the risk of exposure to financial liability and incomplete disclosures in the financial statements in relation to contingent liabilities and capital commitments

QAO recommendation

We recommend management consider:

- maintaining a register of all contracts entered;
- maintaining a register of legal matters; and
- appointing an officer responsible for ensuring the completeness and accuracy of each register.

Management response

In 2021/2022 the need for a Register of Registers and the relevant corporate registers were identified in Council's annual operational plan and assigned to the newly formed Governance Team within Corporate Services. In the second quarter of the financial year management will focus on completing the register of registers. The following registers are new for Council in the formal register sense and will be created and progressed during 2021/22:

- Council contracts over \$200,000;
- register of contractors (updated with quarterly activity reports).

Council also currently maintains a Legal Proceeding Register which is updated when a proceeding is finalised only. Management note there is opportunity to improve the flow of information relating to proceedings. Currently legal proceedings are managed by the Senior Executive Team members as the proceedings relate to their areas of responsibility working closely with the CEO.

Responsible officer:	various
Status:	work in progress
Action date:	30 June 2022

Appendix A2—Matters previously reported 🏠







Status

The following table summarises all control deficiencies, financial reporting issues and other matters that have previously been raised but are not yet resolved. The listing includes issues from our reports this year and those issues raised in prior years.

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

Internal control issues




Financial reporting issues

					
Significant deficiency	Deficiency	Other matters	High	Medium	Low




Reference	Rating	Issue	Status / Comment Action Date
Financial reporting issues			
18FR-1 Financial reporting issues		Tracking of Grant Revenue No formal process around the recording of grants in Technology One . We note that there is a project currently underway by management to activate a grant module in TechnologyOne. Once activated, this module will be able to record and track specifics of grant contracts (i.e. amount of funding and milestone dates). Finance personnel will have access to view the associated performance obligations in order to appropriately record grant income earned and contract liabilities in the system throughout the financial year.	Status: work in progress Action date: 30 June 2022

Appendix B—Our rating definitions

Internal rating definitions

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

Financial reporting issues

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

9.7 LOANS TO COMMUNITY ORGANISATION - WONDAL PROSTON WOLVES RUGBY LEAGUE CLUB INC

File Number: 24112021

Author: Coordinator Finance

Authoriser: General Manager Finance and Corporate

PRECIS

Loan application of the Wondai Proston Wolves Rugby League Club Inc.

SUMMARY

Under the *Statutory Bodies Financial Arrangements Act 1982* (SBFA Act), Council is permitted to extend loans to community organisations. The Wondai Proston Wolves Rugby League Club have made an application for a Thirty Thousand Dollar (\$30,000) community loan from Council to assist in the upgrading of lighting over the main oval within the lease area E on Lot 156 FY809991. Council's Chief Executive Officer has tentatively approved the application on the proviso that the Club is successful in securing the additional funding required for the upgrade.

OFFICER'S RECOMMENDATION

That Council endorse the CEO's approval of a community loan for \$30,000 being for the upgrading of lighting over the main oval on the lease area based on the following conditions:

1. The Club is successful in securing the additional funding required for the upgrade
2. The loan being repaid in full within a two (2) year period
3. The loan will be interest free for this repayment period
4. Payments will be made on a quarterly basis
5. A personal guarantee from individuals is provided for the amount of the loan

BACKGROUND

A request from the Wondai Proston Wolves Rugby League Club Inc to obtain a community loan from Council to the value of \$30,000 was received by finance at the end of October 2021. The Club was in the process of applying for funding for 80% of the lighting upgrade project and was looking for assistance to cover off the final 20%. The Club had already been in discussions with Council's property department to obtain consent to upgrade the lighting on the land which they currently lease from Council. This consent was provided based on a handful of conditions including the Club obtaining necessary building and planning approvals if applicable. Finance obtained all relevant documentation from the Club to be able to analyse their ability to pay the loan if it was approved. As the application for the external funding's due date was the 5th of November, a memo was provided to the CEO with all relevant details so that a decision could be provided to the Club before the due date. A letter was then sent to the Club on the 4th of November advising approval of the loan over a two-year interest free period on the proviso that the Club was successful in obtaining the 80% funding for the remainder of the project costs.

Council's Loans to Community Organisations Procedure outlines the following conditions for community loans:

- The maximum amount to a community organisation will be \$30,000;
- The maximum repayment term of each loan will be 3 (three) years;
- The total value of outstanding loans to community organisations will not exceed \$100,000;
- Provision of guarantees for loans over \$5,000;
- Interest free if paid within 12 months;
- Interest rate equal to the current debt pool rate set by Queensland Treasury from the commencement of the loan for any loans not repaid within 12 months;

- Payments will be made on a quarterly basis;
- 2 (two) missed payments – show cause why guarantees should not be recalled;
- 3 (three) missed payments – guarantees will be recalled;

At the end of October 2021, Council had no community loans outstanding. After discussions with finance, the CEO determined that in this instance, an extension of the interest free period from one year to two years would be appropriate.

ATTACHMENTS

Nil

9.8 COUNCIL DEPOTS - ICE MACHINES**File Number:** 24-11-2021**Author:** Building Asset Management Officer**Authoriser:** Chief Executive Officer**PRECIS**

Replacement of Council Depot Ice Machines as current machines have failed and are not economically repairable.

SUMMARY

The six ice machines at Council's depots were turned off at the beginning of the COVID19 pandemic for WHS reasons. As a result of this shut down, the ice machines have failed and are proposed to be replaced with new machines.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council:

1. Approve the purchase and installation of six new dispensing ice machines at Council's depots for the cost of \$63,000 (excluding GST).
2. A capital budget allocation of \$63,000 be provided for this project with funding sourced from unallocated 2021/22 annual depreciation (building asset class) and that the budget adjustment be included in the next capital budget review.

FINANCIAL AND RESOURCE IMPLICATIONS

The purchase and installation costs could be funded from the unallocated 2021/22 Buildings annual depreciation. There is a total of \$434,056 unallocated buildings annual depreciation funds remaining.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council's Property officers have liaised with Work Health and Safety officers to determine need and operation of ice machines.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The *Work Health and Safety Regulation 2011 (Qld)* places an obligation on Council to provide clean drinking water at or below a temperature of 24 degrees Celsius.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

The machines will require annual cleaning and servicing which can be done by Kingaroy Refrigeration for an approximate cost of \$2,000 for the six units.

REPORT

The ice machines at the works depots were turned off at the beginning of the COVID19 pandemic for WHS reasons. It was subsequently found that the machines have failed as a result of this shut

down (according to ice machine supplier Hiller and Associates - 70% of ice machines that were shut down throughout Queensland failed). An insurance claim was made for the failure of the ice machines but was rejected by Council's insurer.

Initial quotes for a like-for-like replacement were obtained. Estimated cost of replacing six ice machines is approximately \$17,000 plus an additional \$4,000 for installation. However, like-for-like replacement machines have potential for officers to touch the stored ice with their hands to remove from the machine.

Quotes were obtained for ice machines which eliminated the potential for contact with the stored ice. A number of machines were investigated but only one machine has the design capacity for a 5-litre water bottle to fit into the dispensing aperture so that the dispensed ice flows from the machine hopper into the water bottle with no chance of a Council Officer touching ice in the machine.

Hiller and Associates quoted \$53,348.43 to supply six Scotsman ice machines which have the design and capacity to fit a 5-litre water bottle into the dispensing aperture. Installation cost is estimated to be \$7,000-\$9,000.

All machines are manufactured overseas and subject to supply lead times of up to twelve weeks or more. Currently, Hiller can supply four of the quoted machines ex stock with the balance available in an estimated twelve weeks from time of order.

ATTACHMENTS

- 1. Heat Stress Report from Council's WHS**
- 2. Council Depot-Ice Machines-Summary Report**

EFFECT OF HEAT ON WORKERS - provision of ice machines.

The effects of heat related incidents can be well known, and many controls are put in place in an effort to reduce the risk of working in the heat and its effect on workers. These controls range from taking regular breaks as the weather gets hotter, seeking shade during break time or if possible, work in a shaded area especially between the hours of 11am to 3pm, drinking water regularly and planning work to try and undertake lower risk and less physical tasks during the hotter parts of the day. While all of these controls can play a part in reducing the effects of working in the heat, they are not always reasonably practicable to achieve due to many work-related pressures and requirements workers need to deal with.

The *Work Health and Safety Regulation 2011* (Qld) and the *Managing the work environment and facilities Code of Practice 2021*, sets out the duties of principal contractors (Council) to provide amenities, including drinking water, for construction work. The Code of Practice outlines that clean drinking water must be provided free of charge for workers at all times. The supply of the drinking water should be:

- positioned where it can be easily accessed by workers
- close to where hot or strenuous work is being undertaken to reduce the likelihood of dehydration or heat stress
- separate from toilet or washing facilities to avoid contamination of the drinking water.

The temperature of the drinking water should be at or below 24 degrees Celsius. This may be achieved by:

- refrigerating the water or providing non-contaminated ice, or
- shading water pipes and storage containers from the sun.

Water should be supplied in a hygienic manner, so that workers do not drink directly from a shared container. This may involve:

- a drinking fountain, where the water is delivered in an upward jet, or
- a supply of disposable or washable drinking containers.

Water supplied for certain industrial processes or for fire protection may not be suitable for drinking. These water supply points should be marked with signs warning that the water is unfit for drinking. For mobile, temporary or remote workplaces a direct connection to a water supply is not possible. In these cases, alternatives—including access to public drinking water facilities, bottled water or containers—should be provided for workers.

A lot of Council worksites are away from our direct supplies of drinking water and therefore workers are supplied with 5lt portable water coolers. While these units will keep water cool for a period of time, the ability to put ice in these units to have cold water during the day when working outside of the town areas is a major benefit to the productivity and safety of our workers.

Many studies have shown that work productivity can reduce by around 11% to 20% when working in hotter temperatures. Heart rate can increase on average by 9 to 10 beats per min and an increase occurs in core body temperature, although this can depend on how fit and acclimatised workers are to start with. It has been determined that there is a clear correlation between heat stress and worker unsafe behaviours. Significant increases have been found in

unsafe behaviours when temperatures change from around 23 degrees Celsius to 35 degrees Celsius. This combined with radiant heat from surfaces like concrete and roads, the many complexities involved in tasks undertaken and risks associated with work these days, it is very important to ensure workers exposure to heat is reduced and managed as much as we can.

The human body is always regulating its temperature, and it can lower it in four different ways:

- **vaporization**, which it achieves by sweating
- **radiation**, which means releasing heat into the surrounding air
- **convection**, which occurs when cooler air surrounds the body
- **conduction**, which is the transferral of body heat into adjacent cold water or ice

When working outdoors there are many ways to try and cool down, including provision of shade, pouring a bottle of water over your head or changing clothes. All of these may give some immediate effect but will mainly only reduce a person's surface temperature and they will maintain a higher core body temperature. Resting in air conditioning for 10 to 15 minutes has shown to influence reducing core body temperature as has drinking crushed ice like slushies or ice water. Slushies can or may have a different effect as people may end up suffering dehydration through not consuming enough water while working in the heat thinking that the ice consumption in the slushie is sufficient.

Hydration is essential to not only worker productivity but also to safety in the physical demanding roles of Council like construction. Workers are recommended to drink plenty of water during the day, not to wait until thirsty to drink, avoid drinks with too much sugar or caffeine, and absolutely no alcohol. Water has been recommended to be around 10 degrees Celsius as it is more refreshing, and a worker will be more inclined to drink it. This can be achieved by the inclusion of ice in drinking water bottles.

Queensland climate change outlook states that we can expect higher temperatures and hotter and more frequent hot days in the future. Management of the welfare of workers in relation to heat related injuries is becoming more important than ever. With around half of Councils staff working outdoors we are only going to be experiencing greater effects from the weather and especially the heat.

Working on hot days with limited controls in place will increase a person's core body temperature. This increase in body temperature as well as maintaining an increase over the period of a day can produce a condition referred to as heat hangover. Heat hangover is not unlike alcohol hangover with workers having symptoms of nausea, headache and even vomiting, along with increase in core body temperature and storage of heat in the body at the end of the day. Heat hangover can affect a worker's performance and safety, not only towards the end of the workday but may also affect performance and safety for a few days, until appropriate rest and recovery has occurred. Fatigue can become a big issue of heat related injuries.

Hygiene around ice machines is also very important especially with current situations around COVID. It is very important to reduce the chance of illness from consuming contaminated ice.

Many precautions and good practices can be put in place to reduce the likelihood of any workers getting ill from consuming contaminated ice, but the use of self-dispensing machines goes a long way to reducing any issues with contamination.

While many controls are in place and will be used by workers to reduce the effects of working the heat, most of them deal with a person's surface body temperature and only goes so far in ensuring the longer-term safety of workers. The consumption of water will and can have some effect on reducing a person's core body temperature but water that is cooled to a sufficient level (10 degrees Celsius) will have a better impact on reducing core body temperature and in turn maintain safety and productivity of workers. One of the best methods of providing cold drinking for workers is providing ice that can be placed in drinking water bottles.

Date: 20 August 2021

To: Leanne Petersen (Manager Property)

From: Tony Jaques (Asset Management Officer)

File Ref.:

Subject: Depot Ice Machines (Kingaroy, Kingaroy Water & Waste, Nanango, Murgon, Wondai, and Proston)

1 The depots are currently fitted with Brema ice machines of varying models and capacities. Those machines have failed and are not economically repairable.

These machines can be replaced on a like for like basis for approximately \$17,000.00 ex gst delivered into store and installed for an additional **estimated** \$4000.00 ex gst.

These machines are like for like and require a receptacle to be placed into the storage hopper to access the ice.

The current machine capacities are:

Kingaroy - 155 kg/day production with 65 kg storage

Kingaroy Water & Waste - 47 kg/day production with 25 kg storage

Nanango - 47 kg/day production with 25 kg storage

Murgon - 47 kg/day production with 25 kg storage

Wondai - 47 kg/day production with 25 kg storage

Proston - 35 kg/day production with 16 kg storage

2 Quotes have been obtained for various machines which are self-dispensing and do not require contact with the ice stored in the hopper. This requirement reduces the range of machine sizes available. Quotes ranged from \$28033.00 ex gst delivered into store to \$62008.50 ex gst delivered into store. The dearest quote has been discarded due to price and unsuitability.

3 **TRS Refrigeration and Catering Equipment** have priced to supply "Brema" machines with dispensing facility. They have offered five machines with production capacity of 44 kg/day and associated storage of 12kg (Model DSS42A-Kit) and one machine with production capacity of 140 kg/day and associated storage of 18 kg (Model VM350A Ice maker with ID70-VM360 Ice Dispenser).

A 5-litre water bottle **will not** fit under the dispenser of these machines. The dispensed ice will need to be delivered into a suitable receptacle and then transferred to the drink bottle.

TRS have quoted **\$28033.00** ex gst to supply the 6 machines delivered into store Kingaroy.

Estimated installation cost for these machines in the range of \$7000 - \$9000 ex gst.

4 **Hiller & Associates** have priced to supply “Scotsman” machines with dispensing facility. These were one of only two machines able to be sourced with specific capacity to accommodate a 5L Willow water bottle in the dispenser. (The other suitable machine is a “Hoshizaki” but it is in excess of \$10000.00 dearer than the Scotsman)

They have offered 3 machines with production capacity of 204kg/day and associated storage of 81kg and 3 machines with 175 kg/day production and associated storage of 59 kg.

The larger machine is a model NWH457 AS OX Dice Ice maker and the smaller machines are model NWH307 AS OX Dice Ice makers. The dispenser for the larger machines is Model HD 30 and for the smaller machines is Model HD22. All dispensers are suitable for use with a 5 L water bottle in the dispenser aperture.

Hiller & associates have quoted **\$53348.43** ex gst to supply the 6 machines delivered into store Kingaroy.

Estimated installation cost for these machines in the range of \$7000 -\$9000 ex gst. Note that when a decision is made as to the machine required, firm installation quotes can be obtained.

5 **Industry Kitchens** have quoted **\$62008.50** ex gst to supply 6 x “Spika” MS300 Ice making machines with associated “Sirion” DHD 130 slim dispensers into store Kingaroy. They have a production capacity of 305 kg/day with storage of 58kg. These machines will not accommodate a willow 5L water bottle for direct filling.

Estimated installation cost in the range of \$7000-\$9000 ex gst anticipated.

5 At the time of obtaining these quotations (May 2021), no supplier had sufficient stock to supply immediately. All machines are manufactured offshore and lead time for delivery may be several months.

10 PORTFOLIO – ROADS & DRAINAGE**10.1 OPTIONS ON GRADING WHELAN STREET HIVESVILLE****File Number:** 03-11-2021**Author:** Manager Works**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure Standing Committee meeting held on 3 November 2021 was a report updating Council outlining the options on Grading Whelan Street Hivesville

SUMMARY**COMMITTEE RESOLUTION 2021/90**

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That a report be brought back to the May Infrastructure Standing Committee Meeting detailing all unformed roads in the South Burnett Region that have existing residential landholders who have made enquiries to Council in relation to road maintenance so further planning can be undertaken to consider these issues.

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 a report be brought back to the May 2022 Infrastructure Standing Committee Meeting detailing all unformed roads in the South Burnett Region that have existing residential landholders who have made enquiries to Council in relation to road maintenance so further planning can be undertaken to consider these issues.

BACKGROUND

Presented at the Infrastructure Standing Committee meeting held on 3 November 2021.

ATTACHMENTS

1. **Map of Whelan Street, Hivesville**
2. **Photos of Existing Unformed Road**









10.2 CONSTRUCTION OF A FORMED ROAD TO LOT 29 RP36980 AND LOT 10 M5421 MEMERAMBI

File Number: 24-11-2021
Author: Manager Works
Authoriser: Chief Executive Officer

PRECIS

Presented at the Infrastructure Standing Committee meeting held on 3 November 2021 was a report updating Council on the construction of a formed road to lot 29 RP36980 and lot 10 M5421 Memerambi.

SUMMARY**COMMITTEE RESOLUTION 2021/98**

Moved: Cr Gavin Jones
Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That the requirement for the construction of a formed road to Lot 29 RP36980 and Lot 10 M5421, Memerambi is the developer's responsibility, that the current constructed road does not meet the standard and that this advice be reiterated in writing to the developer.

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

Against: Cr Kathy Duff

CARRIED 6/1

OFFICER'S RECOMMENDATION

That the requirement for the construction of a formed road to Lot 29 RP36980 and Lot 10 M5421, Memerambi is the developer's responsibility, that the current constructed road does not meet the standard and that this advice be reiterated in writing to the developer.

BACKGROUND

Presented at the Infrastructure Standing Committee meeting held on 3 November 2021.

ATTACHMENTS

1. Memerambi Site Map
2. Photo





11 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION**11.1 APPLICATION FOR FUNDING UNDER THE STRONG AND RESILIENT COMMUNITIES ACTIVITY - INCLUSIVE COMMUNITIES GRANT****File Number:** 24-11-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 10 November 2021 was a report forwarding information regarding an Application for Funding under the Strong and Resilient Communities Activity - Inclusive Communities Grant.

SUMMARY**COMMITTEE RESOLUTION 2021/126**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommend to Council: -

That Council endorse the submission of an application under the Strong and Resilient Communities Activity grant.

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 endorse the submission of an application under the Strong and Resilient Communities Activity grant.

BACKGROUND

Presented at the Community Standing Committee meeting held on 10 November 2021.

Update

In response to a question raised by Councillor Duff:

How much is the funding and what would be the Council contribution?

The following information is confirmed.

- The grant is 100% funded with no requirement for matching funding
- Maximum \$360,000 (\$180,000 a year for 2 years)
- Program delivery 1 July 2022 - 30 June 2024

ATTACHMENTS**Nil**

12 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES**12.1 ADOPTION OF MOST APPROPRIATE USE ASSESSMENT FOR 1 POUND STREET, KINGAROY****File Number: 24-11-2021****Author: General Manager Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 10 November 2021 was a report forwarding information regarding the adoption of Most Appropriate Use Assessment for 1 Pound Street, Kingaroy.

SUMMARY**COMMITTEE RESOLUTION 2021/155**

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

That the Committee recommend to Council that:

1. The report prepared by AEC for the most appropriate use of Council-owned property at Pound Street, Kingaroy, described as Lot 13 on RP814986, be adopted by Council as the preferred development of the property
2. A suitably qualified and experienced contractor be engaged to prepare a masterplan for the property.

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

Against: Nil

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

1. The report prepared by AEC for the most appropriate use of Council-owned property at Pound Street, Kingaroy, described as Lot 13 on RP814986, be adopted by Council as the preferred development of the property
2. A suitably qualified and experienced contractor be engaged to prepare a masterplan for the property.

BACKGROUND

Presented at the Community Standing Committee meeting held on 10 November 2021.

ATTACHMENTS**Nil**

13 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT**13.1 STORM DAMAGE TO MT WOOROLIN RESERVOIR ROOF****File Number:** 24-11-2021**Author:** Manager Water & Wastewater**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure Standing Committee Meeting held on 3 November 2021 was a report updating Council on the Storm Damage that occurred to the Mt Wooroolin Reservoir Roof.

SUMMARY**COMMITTEE RESOLUTION 2021/94**

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That Council Officers investigate options for the roof replacement and arrange the replacement roof as a matter of urgency.

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 Officers investigate options for the roof replacement and arrange the replacement roof as a matter of urgency.

BACKGROUND

Presented at the Infrastructure Standing Committee meeting held on 3 November 2021.

ATTACHMENTS**1. Mt Wooroolin Reservoir Photo**



13.2 GORDONBROOK DAM ACCEPTABLE FLOOD CAPACITY (AFC) CONCEPT DESIGN, SAFETY REVIEW WORKS AND BUDGET REVIEW

File Number: 24-11-2021
Author: Principal Engineer WWW
Authoriser: Chief Executive Officer

PRECIS

Presented at the Infrastructure Standing Committee meeting held on 3 November 2021, was a report updating Council on the Gordonbrook Dam Acceptable Flood Capacity (AFC) Concept Design, Safety Review Works, and Budget Review.

SUMMARY**COMMITTEE RESOLUTION 2021/92**

Moved: Cr Roz Frohloff
Seconded: Cr Danita Potter

That the committee recommends to Council;

That Council provide sufficient operational/capital budget during the 2021/2022 and 2022/2023 financial years to undertake the additional necessary assessment and reports (as stipulated in Additional AFC Works Requirements section) required by the regulator under the Gordonbrook Dam (#0657) Dam Safety Condition Schedule prior to the Gordonbrook Dam Spillway AFC works.

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

Against: Nil

CARRIED 7/0

COMMITTEE RESOLUTION 2021/93

Moved: Cr Gavin Jones
Seconded: Cr Danita Potter

That the committee recommends to Council:

That the following items be considered in the 2022/2023 budget considerations:

1. That Council adopt the recommended concept design for Gordonbrook Dam Spillway AFC works and corresponding reviewed budget estimate, and ensure sufficient budget is provided into Council's Water and Wastewater Operational Budget and Forward Works Program to allow the AFC works to be completed by 1 October 2025;
2. That Council ensure sufficient capital is maintained in the current forward works budget to allow for additional Dam Safety items to be rectified as identified in the report.

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:

1. Provide sufficient operational/capital budget during the 2021/2022 and 2022/2023 financial years to undertake the additional necessary assessment and reports (as stipulated in Additional AFC Works Requirements section) required by the regulator under the Gordonbrook Dam (#0657) Dam Safety Condition Schedule prior to the Gordonbrook Dam Spillway AFC works; and
-

OFFICER'S RECOMMENDATION

That the following items be considered in the 2022/2023 budget considerations:

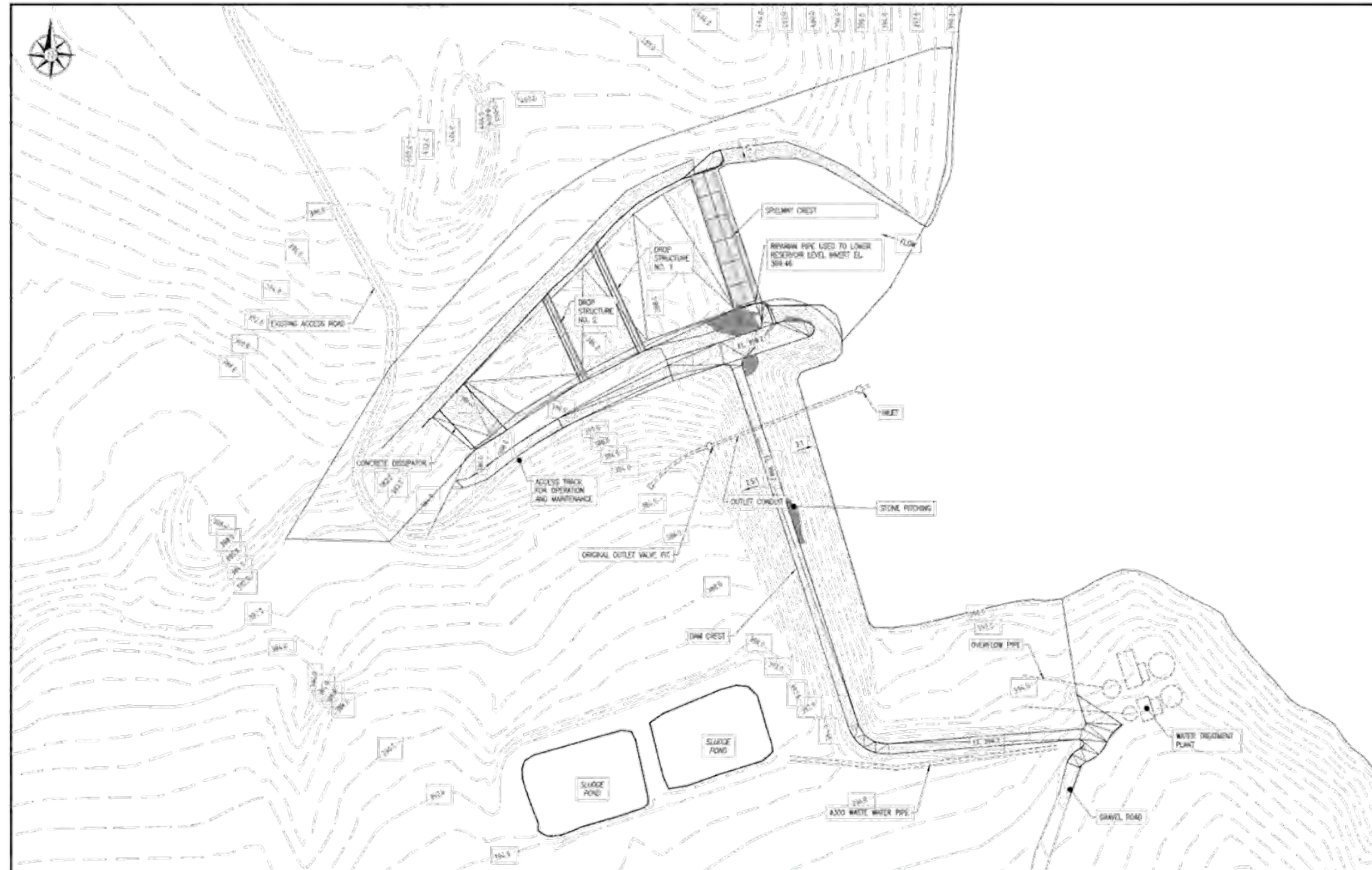
1. that Council adopt the recommended concept design for Gordonbrook Dam Spillway AFC works and corresponding reviewed budget estimate, and ensure sufficient budget is provided into Council's Water and Wastewater Operational Budget and Forward Works Program to allow the AFC works to be completed by 1 October 2025;
2. That Council ensure sufficient capital is maintained in the current forward works budget to allow for additional Dam Safety items to be rectified as identified in the report.

BACKGROUND

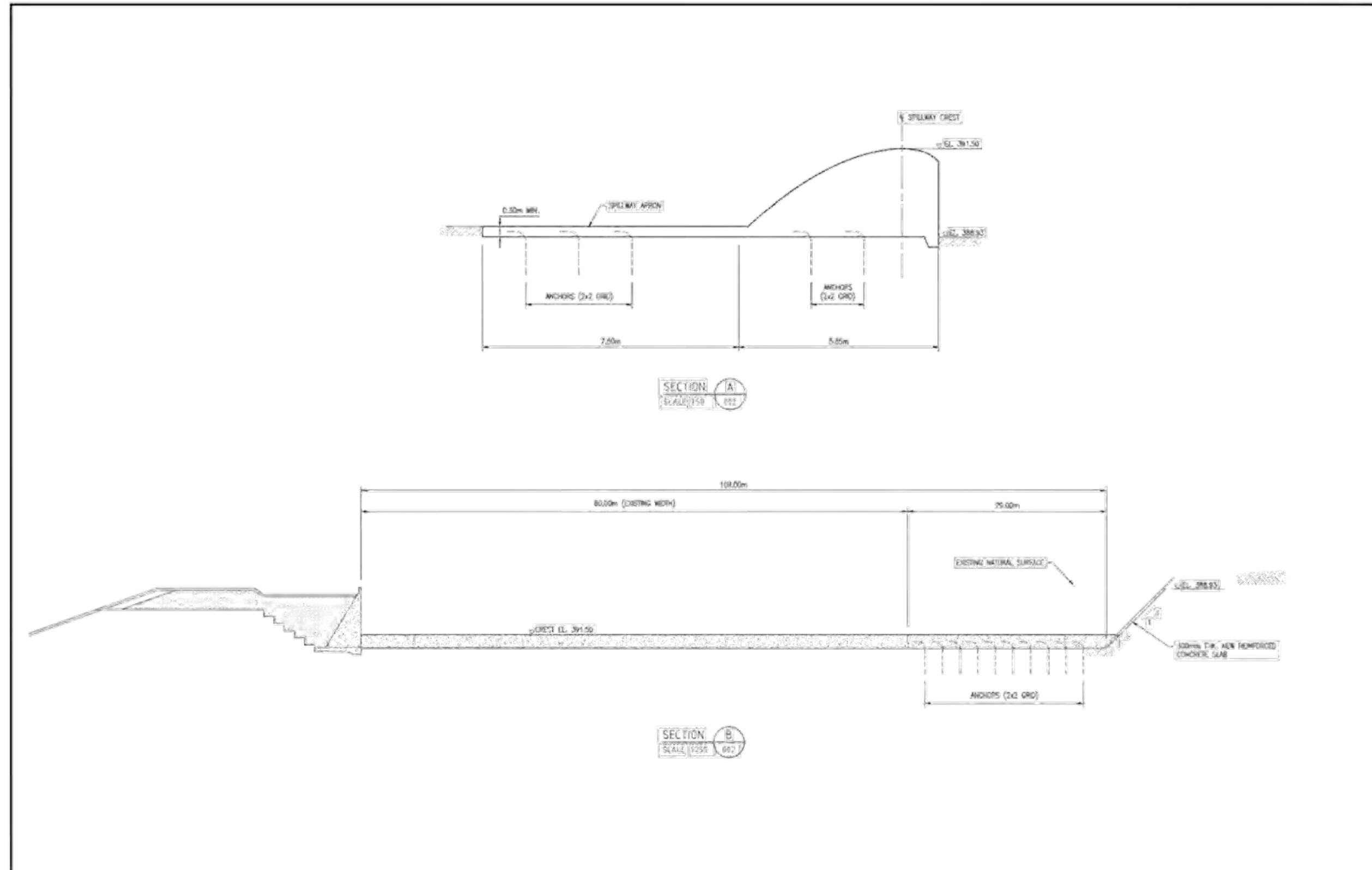
Presented at the Infrastructure Standing Committee meeting held on 3 November 2021.

ATTACHMENTS

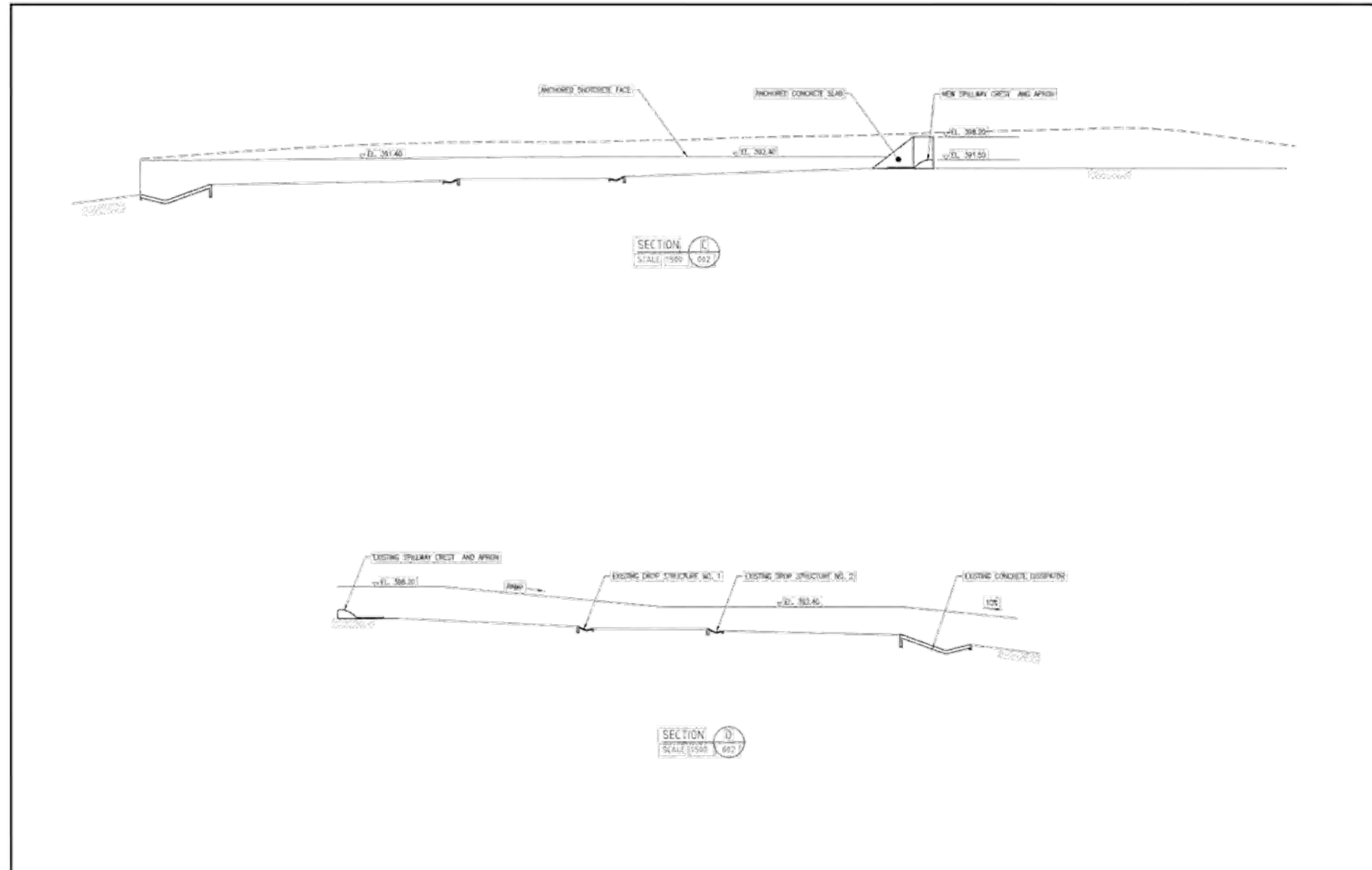
1. **AFC Concept Design Plans**
2. **AFC Concept Cost Estimate**



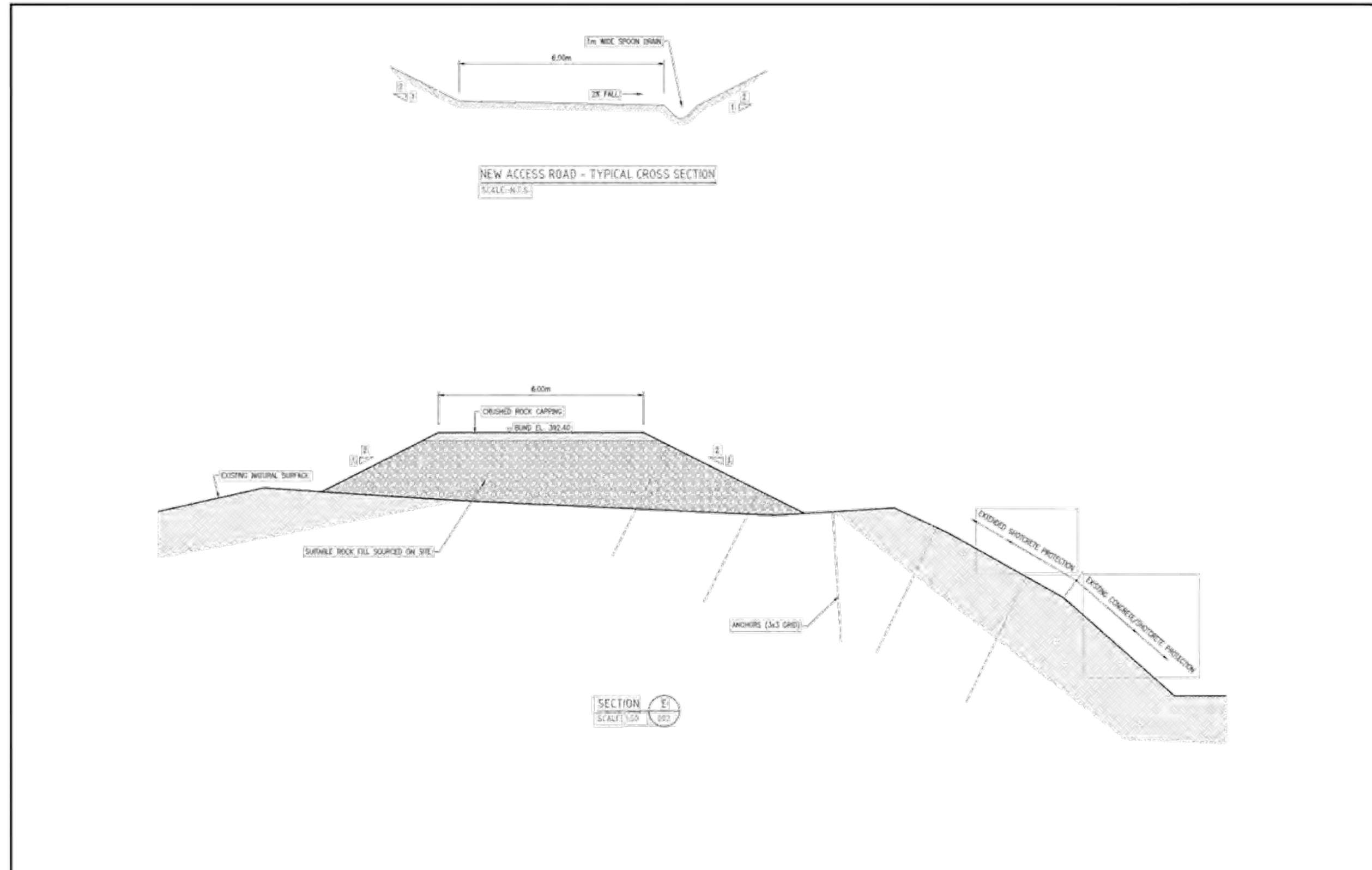
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	 1:1000								GORDONBROOK SPILLWAY UPGRADE GENERAL ARRANGEMENTS – EXISTING WORKS																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>BY</th> <th>DESCRIPTION</th> <th>APPROVED</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NO.	DATE	BY	DESCRIPTION	APPROVED														<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SHEET</th> <th>STATUS</th> <th>DRAWING NO.</th> <th>REV.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">PRELIMINARY</td> <td style="text-align: center;">001</td> <td style="text-align: center;">A</td> </tr> </tbody> </table>	SHEET	STATUS	DRAWING NO.	REV.	1	PRELIMINARY	001	A
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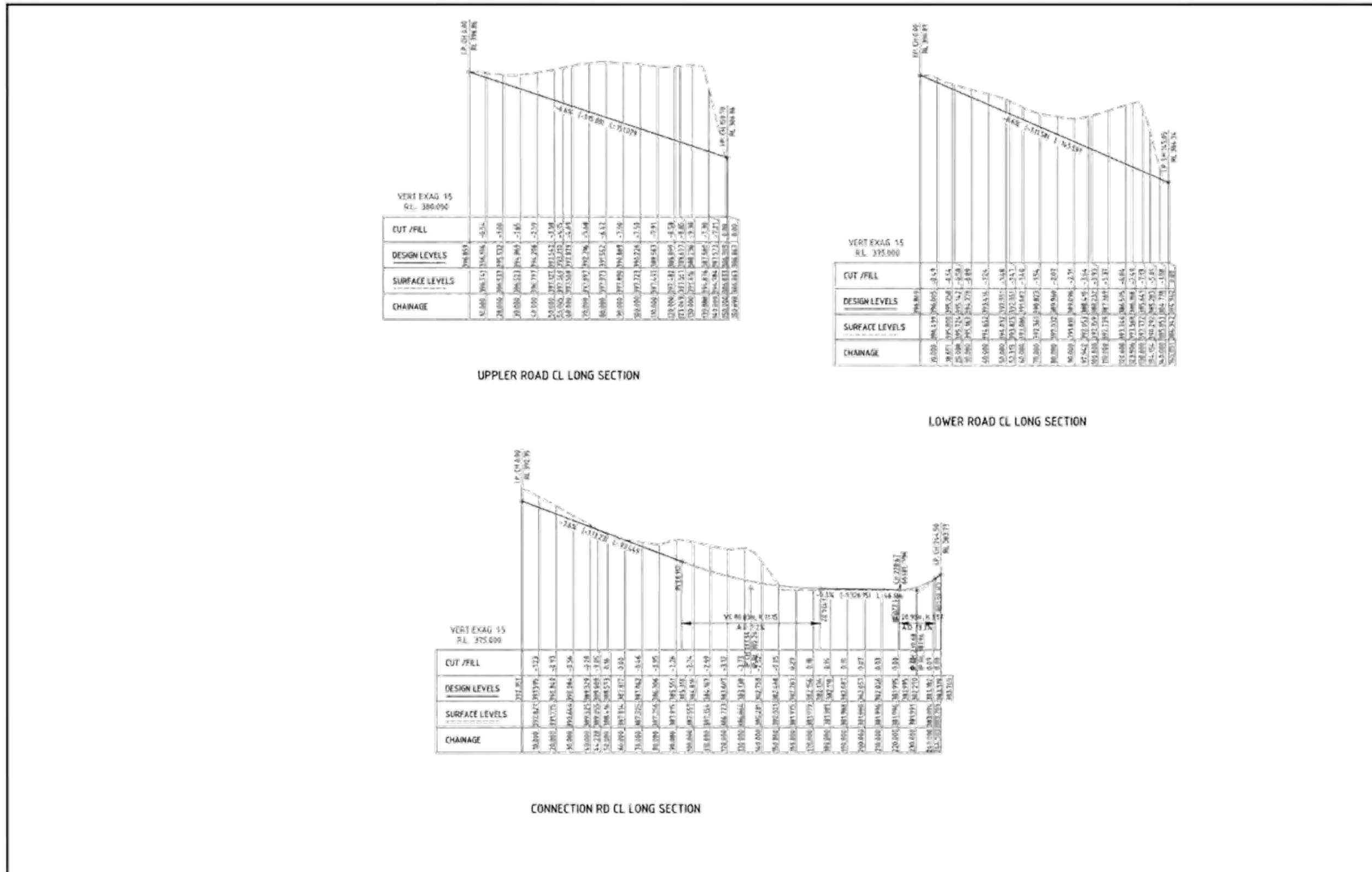
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1:500		© COPYRIGHT This drawing and every element the property of Technical Services Australia Pty Ltd and may not be copied or used in any way without the written consent.		CHECKED	AD	SHEET			
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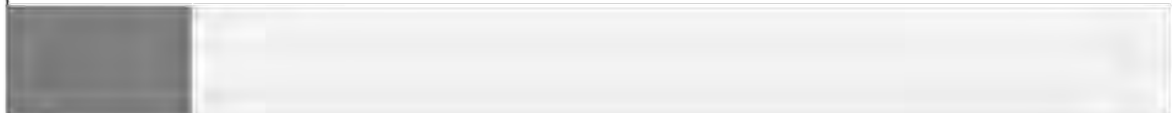
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					DRAWN	EM	GORDONBROOK SPILLWAY UPGRADE ROADS - LONG SECTIONS		
REV	BY	DATE	DESCRIPTION	APPROVED	DM	SHEET	STATUS	DRAWING NO.	REV.
1A	LA	08/09/21	ISSUED FOR APPROVAL			8 OF 8	PRELIMINARY	006	A



TSA Doc Number: 21-0055
 Client Doc Number:



Basis of Estimate Report

Title: Gordonbrook Dam Spillway
Pjt No. 21-0055
Rev No. C
Date: 13/09/21

Estimator: Adam Doyle

Rev	Date	Issued For	Author	Ckd	Approved
A	19/Aug/21	DRAFT	AD		
B	20/Aug/21	IFR	AD		
C	13/Sep/21	IFU	AD		

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		Basis of Estimate Report Gordonbrook Dam Spillway 21-0055 C 13-Sep-21	
Title: Pjt No.: Rev No.: Date:			
SCOPE OF WORK:			
Gordonbrook Dam is located approximately 15 km north-west of Kingaroy on the Stuart River and is the current water supply reservoir for the town of Kingaroy (population 9,500), supplying an average of 1300 ML/annum to the township. The reservoir has a capacity of 6,800 ML at Full Supply Level. A failure impact assessment of Gordonbrook Dam was recently completed (SMEC, 2013b). This assessment identified that the flood capacity of the storage did not meet the Acceptable Flood Capacity recommended in the Guidelines on Acceptable Flood Capacity for Water Dams (DNRM, 2013). Following the failure impact assessment, South Burnett Regional Council engaged SMEC to consider cost effective options for upgrading the spillway capacity at the dam and developing a concept design and cost estimates for the preferred option. Consideration of effective options has since been completed and is detailed in the Options Assessment Report (SMEC, 2013d). Preliminary designs of three effective options were completed, namely raising the embankment, widening the existing ogee crested spillway and the construction of a duckbill spillway crest structure. Of the three preliminary design options, widening of the existing ogee crested spillway to increase the spillway capacity was adopted as the preferred option and subsequently proceeded to concept design.			
Reference Number:		21-0055	
DOCUMENT VERIFICATION			
Responsible: Estimator and Project Engineer			
Name: Adam Doyle	Position: Estimator	Signature:	
Accountable:			
Name:	Position:	Signature:	
Endorsed: Estimate Owner			
Name:	Position:	Signature:	
(CIS) ESTIMATE INFORMATION			
Project Particulars:			
Project Name / Identification:		Estimator/s: Adam Doyle	
Project Location:		Estimate Number:	
Requestor Name:			
Cost Estimate:			
Estimate Type:	Concept	GST:	Excluded
Estimate Basis Date:	Aug-21	Estimate Currency:	AUD
Expected Accuracy:	Class 4 estimate with a target accuracy of -20% to +50%		
Contingency:	19%		
Forward Escalation:	Excluded		

	<p style="text-align: right;">Basis of Estimate Report Gonfobrook Dam Spillway 71-0055 C 15-Sep-21</p> <p>Title: P/E No. Rev No. Date:</p>
BASIS OF ESTIMATE	
Basis & Assumptions	
General - Qualifications and assumptions	
<ol style="list-style-type: none"> 1 The expected estimate accuracy is Class 4 -20% to +50% based on preliminary material take-offs. 2 Estimate base date is August 2021. 4 Direct labour costs have been based typical crew rates for civil works in mining. 5 No detail mobile crane & rigging studies were completed. 6 No formal logistics study has been completed. 7 No project or construction schedules have been developed for the estimate. 8 Constructability is Stick Built. 9 It is assumed that the workforce completing the works for the spillway will be locally sourced and will therefor not require any allowances for accommodation. 10 A Typical subcontractor distributable set has been selected for the development of the scope which is predominantly site development and civil works. 11 The labour crew rates have been based on a typical civil crew. 12 Quantities for these estimates have been based on the previous estimate developed by SMEC Dated 2013, subsequent designs have been updated by TSA but are believed to be similar to the previous design. 13 Concrete supply has been based on a budget quote Hitech Concrete in Kingaroy and has been included in the estimate @ AUD 250 /m3 delivered to site. All other Bulk Material pricing has been based on historical projects and in-house data. 14 A productivity Factor of 1.35 has been used for the estimate. 15 Common distributable costs have been limited to site support services. It is assumed that all contractors will be supplying there own facilities for the duration of the work. 16 Engineering and construction management has been included as and allowance of 20% of the direct costs. This includes engineering costs, construction management, commissioning and as built drawings. 17 Contingency has been included at 19% of Direct and Indirect Costs. This calculation is based on a deterministic calculation derived from set parameters. 18 The estimate includes a 5% design / growth allowance on direct costs. 19 All material pricing includes delivery to site. 20 Services such as water, fire mains, drainage are assumed to tie in close to the boundary of works. 	
General - Exclusions	
<ol style="list-style-type: none"> 1 No foreign exchange has been applied in this estimate. 2 No allowance for any variation to the assumed scope of work. 4 No allowances for deferred capital costs 6 Finance and interest charges for project duration 8 No allowance for salvage value for any demolished equipment and materials 9 Any special environmental requirements 10 Costs of environmental testing 11 Any environmental requirement not identified in this estimate. 12 Taxes / Import duties 13 No allowance for abnormal weather conditions. 14 No allowance has been made for soil remediation for any in situ contaminants if required. 15 No allowance has been included for extended periods of industrial unrest. 	



Project : **Gordonbrook Dam Spillway**
 Location : **QLD**
 Target Accuracy : **Class 4 estimate with a target accuracy of -20% to +50%**
 Revision : **C**

13-Sep-21
Adam Doyle
AUD

		Section A	
COST CATEGORY		Total in AUD	% of TIC
A	A. Site Development	902,335	
B	B. Earthworks	4,998,802	
C	C. Concrete	6,996,854	
D	D. Structural, Mechanical and Piping	-	
E	E. Architecture & Buildings	-	
I	I. Electrical and Instrumentation	-	
DIRECT COST		12,897,991	69%
V COMMON DISTRIBUTABLES		128,980	
X EPCM		2,579,598	
X OWNER'S		-	
INDIRECT COST		2,708,578	15%
Z DETERMINISTIC CONTINGENCY of Direct and Indirect		2,972,680	18%
TOTAL PROJECT COST		18,579,249	100%



Project : **Gordonbrook Dam Spillway**
 Location : **QLD**
 Target Accuracy : **Class 4 estimate with a target accuracy of -20% to +50%**
 Revision : **C**

Quality

Code	Quantity Basis	A\$ 000	% of Direct
A	IFC	-	0%
B	Detailed Design	-	0%
C	Preliminary Design	12,074	94%
D	Concept	-	0%
E	Allowances	824	6%
Total		12,898	100%

Code	Pricing Basis	A\$ 000	% of Direct
A	Awarded/Project Commercial Bid	-	0%
B	Budget Quote/Past Project Award	-	0%
C	In-House Historical	12,074	94%
D	Factored from Bid/Quote	-	0%
E	Allowance	824	6%
Total		12,898	100%

Code	Installation Basis	A\$ 000	% of Direct
A	Vendor Norms	-	0%
B	Estimated detailed	-	0%
C	Industry Norms	12,074	94%
D	Factored	-	0%
E	Allowance	824	6%
Total		12,898	100%

13.3 INVITATION TO NOMINATE A COUNCILLOR TO BE PART OF THE STEERING GROUP FOR THE DEVELOPMENT OF THE DARLING DOWNS AND SOUTH WEST REGIONAL WASTE MANAGEMENT STRATEGY AND INFRASTRUCTURE PLAN

File Number: 24-11-2021
Author: General Manager Community
Authoriser: Chief Executive Officer

PRECIS

Presented at the Community Standing Committee meeting held on 10 November 2021 was a report forwarding information regarding and Invitation to nominate a Councillor to be part of the Steering Group for the development of the Darling Downs and South West Regional Waste Management Strategy and Infrastructure Plan.

SUMMARY**COMMITTEE RESOLUTION 2021/134**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommend to Council:

That Council nominate Councillor Frohloff to be part of the Project Advisory Group for the development of the Darling Downs and South West Regional Waste Management Strategy and Infrastructure Plan.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That Council nominate Councillor Frohloff to be part of the Project Advisory Group for the development of the Darling Downs and South West Regional Waste Management Strategy and Infrastructure Plan.

BACKGROUND

Presented at the Community Standing Committee meeting held on 10 November 2021.

ATTACHMENTS

Nil

14 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS**14.1 LIONS PARK SIGNAGE - BIG PEANUT****File Number:** 24-11-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 10 November 2021 was a report forwarding information regarding - Lions Park Signage - Big Peanut.

SUMMARY**COMMITTEE RESOLUTION 2021/146****Moved:** Cr Danita Potter**Seconded:** Cr Kirstie Schumacher

That the Committee recommends to Council;

1. That South Burnett Regional Council approve the proposed signage on sides one (1) and two (2) of the plinths in Lions Park, depicting two major sponsors and the inclusion of community nut funders on the rear surface; and
2. That Council authorise the Chief Executive Officer to finalise arrangements for an official opening with the plaque to be installed pursuant to Queensland Government Funding Guidelines.

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

Against: Nil

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

1. That South Burnett Regional Council approve the proposed signage on sides one (1) and two (2) of the plinths in Lions Park, depicting two major sponsors and the inclusion of community nut funders on the rear surface; and
2. That Council authorise the Chief Executive Officer to finalise arrangements for an official opening with the plaque to be installed pursuant to Queensland Government Funding Guidelines.

BACKGROUND

Presented at the Community Standing Committee meeting held on 10 November.

ATTACHMENTS**Nil**

14.2 WONDAI A P & I SOCIETY INC - SEEKING SUPPORT FOR THE RECONNECTION OF POWER

File Number: 20-10-2021
Author: Personal Assistant Community
Authoriser: Chief Executive Officer

PRECIS

Presented at the Community Standing Committee meeting held on 13 October 2021 was a report forwarding information regarding a Wondai AP&C Society Inc seeking support for the reconnection of power.

SUMMARY

Committee Resolution 2021/112

Moved: Cr Kirstie Schumacher
Seconded: Cr Scott Henschen

That the Committee recommend to Council: -

That Council contribute \$6,567.59 to the reconnection of electricity to the caller's box at the Wondai Showgrounds.

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 contribute \$6,567.59 to the reconnection of electricity to the caller's box at the Wondai Showgrounds.

BACKGROUND

Presented at the Community Standing Committee meeting held on 13 October 2021.

ATTACHMENTS

Nil

14.3 PROSTON POOL MANAGEMENT

File Number: 24-11-2021
Author: General Manager Community
Authoriser: Chief Executive Officer

PRECIS

Presented at the Community Standing Committee meeting held on 10 November 2021 was a report forwarding information regarding Proston Pool Management.

SUMMARY**COMMITTEE RESOLUTION 2021/159**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That the Committee recommend to Council:

That the South Burnett Regional Council negotiate the offer to manage the Proston Pool

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That in accordance with *Section 257* of the *Local Government Act 2009* the Chief Executive Officer be delegated authority to finalise negotiations and enter a contract with the current applicant.

BACKGROUND

Presented at the Community Standing Committee meeting held on 10 November 2021.

ATTACHMENTS

Nil

14.4 RESOLUTION OF TENURE FOR COMMUNITY HALLS HELD IN TRUST BY COUNCIL**File Number: 24-11-2021****Author: General Manager Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 10 November 2021 was a report forwarding information regarding - Resolution of tenure for community halls held in trust by Council.

SUMMARY**COMMITTEE RESOLUTION 2021/141**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommend to Council that:

South Burnett Regional Council consider the future management and ownership of the Tingoora and Cloyna Halls by:

1. Undertaking consultation with Hall Committees and the community to determine opportunities and preferred management and ownership options
2. Seek legal advice and progress with preferred management or tenure options
3. If required, make application to the Supreme Court of Queensland to provide a ruling on tenure or management arrangements.

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

Against: Nil

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

That South Burnett Regional Council consider the future management and ownership of the Tingoora and Cloyna Halls by:

1. Undertaking consultation with Hall Committees and the community to determine opportunities and preferred management and ownership options
2. Seek legal advice and progress with preferred management or tenure options
3. If required, make application to the Supreme Court of Queensland to provide a ruling on tenure or management arrangements

BACKGROUND

Presented at the Community Standing Committee meeting held on 10 November 2021.

ATTACHMENTS**Nil**

14.5 MONDURE HALL - FUTURE PLANS FOR MAINTENANCE AND TENURE ARRANGEMENTS.

File Number: 24-11-2021
Author: General Manager Community
Authoriser: Chief Executive Officer

PRECIS

Presented at the Community Standing Committee meeting held on 10 November 2021 was a report forwarding information regarding the Mondure Hall - Future Plans for Maintenance and Tenure Arrangements.

SUMMARY**COMMITTEE RESOLUTION 2021/144**

Moved: Cr Kathy Duff
Seconded: Cr Kirstie Schumacher

That the committee recommends to Council:

That Council investigate the proposal put forward by the Mondure Hall Committee dated 5 November 2021 with regards to future tenure arrangements and maintenance of the hall.

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

Against: Crs Roz Frohloff and Scott Henschen

CARRIED 4/2

COMMITTEE RESOLUTION 2021/145

Moved: Cr Danita Potter
Seconded: Cr Roz Frohloff

That the Committee recommend to Council to:

1. Consult with the community to determine future use, asset management and tenure arrangements for Mondure Hall and
2. Seek legal advice to finalise the preferred tenure arrangements which may include making application to the Supreme Court of Queensland to provide a ruling.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That Council investigate the proposal put forward by the Mondure Hall Committee dated 5 November 2021 with regards to future tenure arrangements and maintenance of the hall.

OFFICER'S RECOMMENDATION

That Council:

1. Consult with the community to determine future use, asset management and tenure arrangements for Mondure Hall and

2. Seek legal advice to finalise the preferred tenure arrangements which may include making application to the Supreme Court of Queensland to provide a ruling.

BACKGROUND

Presented at the Community Standing Committee meeting held on 10 November 2021.

ATTACHMENTS

Nil

14.6 LEASE - BLACKBUTT SPORTSGROUND OVAL TO TIMBERTOWN SPORTING AND COMMUNITY HUB INC.

File Number: 24-11-2021
Author: General Manager Community
Authoriser: Chief Executive Officer

PRECIS

Presented at the Community Standing Committee meeting held on 10 November 2021 was a report forwarding information regarding information on a Lease - Blackbutt Sportsground Oval to Timbertown Sporting and Community Hub Inc.

SUMMARY**COMMITTEE RESOLUTION 2021/154**

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That the Committee recommend to Council

That Council enter into a Lease with the Timbertown Sporting and Community Hub Inc. for Lot 33 on RP32391 and Lot 78 on RP167978

- a) For a term of 10 years
- b) For \$75.00 per annum (plus GST)

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council enter into a Lease with the Timbertown Sporting and Community Hub Inc. for Lot 33 on RP32391 and Lot 78 on RP167978

- a) For a term of 10 years
- b) For \$75.00 per annum (plus GST)

BACKGROUND

Presented at the Community Standing Committee meeting held on 10 November 2021.

ATTACHMENTS

Nil

14.7 UPDATE - STREET CLEANER DEMONSTRATION**File Number:** 24-11-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 10 November 2021 was a report forwarding information regarding an update - Street Cleaner Demonstration.

SUMMARY**COMMITTEE RESOLUTION 2021/149**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the committee recommend to Council:

That:

1. the purchase and/or hire of a street cleaner and EcoVac be referred to the 2022/2023 budget deliberations;
2. the CBD Working Group be requested to establish service standards incorporating a street cleaner and EcoVac for operations throughout the region, including preparation of a business plan.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That;

1. the purchase and/or hire of a street cleaner and EcoVac be referred to the 2022/2023 budget deliberations;
2. the CBD Working Group be requested to establish service standards incorporating a street cleaner and EcoVac for operations throughout the region, including preparation of a business plan.

BACKGROUND

Presented at the Community Standing Committee meeting held on 10 November 2021.

ATTACHMENTS**Nil**

14.8 COOLABUNIA SALEYARDS - WORKING GROUP REPORT**File Number:** 24-11-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 10 November 2021 was a report forwarding information regarding the Coolabunia Saleyards - Working Group Report.

SUMMARY**COMMITTEE RESOLUTION 2021/130**

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Committee recommends to Council:

1. That the report be received, and Council adopt the Coolabunia Saleyards Working Group Action Plan, as amended; and
2. That the Working Group be directed to continue to develop and implement the Action Plan, with updates to Council on a regular basis.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

1. That the report be received, and South Burnett Regional Council adopt the Coolabunia Saleyards Working Group Action Plan, as amended; and
2. That the Working Group be directed to continue to develop and implement the Action Plan, with updates to Council on a regular basis.

BACKGROUND

Presented at the Community Standing Committee meeting held on 10 November 2021.

ATTACHMENTS**Nil**

14.9 WORKS FOR QUEENSLAND (W4Q) 2021-2024

File Number: 24-11-2021

Author: General Manager Community

Authoriser: Chief Executive Officer

PRECIS

Release of the 2021 - 2024 Works for Queensland Program.

SUMMARY

South Burnett Regional Council has been allocated a total of \$5,630,000 over the next 3 financial years under the 2021-2024 W4Q program.

Council has provided a list of overarching projects to the Department of State Development, Infrastructure, Local Government and Planning which have subsequently been approved.

To ensure timely delivery of the program Council's confirmation of individual projects for year 1 of the W4Q Program is required.

OFFICER'S RECOMMENDATION

That Council endorse the following projects for completion under the 2021 - 2024 Works for Queensland Program with the program balance yet to be confirmed.

Project Type / Project Title	Description	Proposed allocation	21/22	22/23
CBD Renewal - Infrastructure Upgrades		\$1,000,000		
Kumbia CBD	Improve entry aesthetics and accessibility on Bell St, Kumbia.			\$300,000
Community Building Upgrades and Maintenance		\$830,000		
Murgon			\$180,000	
Across Region	Operational maintenance		\$100,000	\$100,000
Open Space Refurbishments		\$1,800,000		
Aerodrome Fencing	Kingaroy and Wondai		\$370,000	
Murgon Park / Amenities Upgrades	QEII Park renewal		\$150,000	\$150,000
Proston Parks	Railway Park renewal		\$50,000	
Kingaroy Park / Amenities Upgrades	Kingaroy Park Redevelopment - Detailed design and delivery of master plan		\$100,000	

Wondai Park / Amenities Upgrades	Upgrade amenities x 3 [McKell, Dingo Creek & Coronation].		\$100,000	
Regional Park / Amenities Upgrades	Benarkin Park renewal		\$100,000	
Water Infrastructure Upgrades		\$2,000,000		
			\$1,150,000	\$550,000
	Allocation	\$5,630,000		
	Current Projects Total	\$1,600,000		
	Unconfirmed Balance	\$3,930,000		

FINANCIAL AND RESOURCE IMPLICATIONS

\$5,630,000 has been approved for South Burnett Regional Council under this current round of Works for Queensland (W4Q), with all projects to be completed by 30 June 2024. Whilst most projects will be capital projects, operational works are eligible for funding if projects align with the W4Q guidelines. Additional resources required to complete project will be funded within the allocation provided.

LINK TO CORPORATE/OPERATIONAL PLAN

South Burnett Regional Council Corporate Plan 2021-26

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.

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

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

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)

Several workshops have been held with Council, and staff across Council to collate potential projects. Total projects far outweigh the approved allocation however a draft program subject of Council’s approval has been developed.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Not Applicable

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Not Applicable

ASSET MANAGEMENT IMPLICATIONS

There will be a mix of capital upgrades and potentially new asset projects included within the W4Q program. New and upgraded assets will be included with Council's asset register requiring a commitment from Council to depreciate and maintain these assets. There will also be several projects that involve the renewal of existing Council assets where renewal and maintenance works are completed.

REPORT

The Works for Queensland (W4Q) grant program is designed to create jobs across regional Queensland by supporting Councils to undertake job creating maintenance and minor infrastructure projects.

South Burnett Regional Council has been allocated \$5,630,000 under the 2021-2024 W4Q program.

Council has provided a list of overarching projects to the Department of State Development, Infrastructure, Local Government and Planning which have subsequently been approved.

Extract - Ordinary Council Meeting Minutes 28 April 2021

10.8 W4Q FUNDING 2021-2024

RESOLUTION 2021/1

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That Council endorse the submission of a list of nominated projects under the 2021-24 Works for Queensland Program for assessment by the Department of State Development, Infrastructure, Local Government and Planning under the following categories:

1. Open Space Refurbishments - \$2,000,000
Upgrade of parks and open space areas including tree plantings, gardens, fixtures and furniture.
2. Infrastructure Upgrades - \$1,000,000
Footpath rehabilitation, stormwater rehabilitation, street furniture, minor landscaping improvements as part of town renewal projects in Kumbia and Wondai Main Streets.
3. Infrastructure Upgrades - \$2,000,000
The upgrade of Kingaroy water storages to increase security which will include construction of reservoirs and associated pipe works.
4. Community Building Upgrades and Maintenance – \$630,000
Community building maintenance including refurbishments, painting and security improvements. Refurbishments include Murgon PCYC bathrooms, upgrade of public amenities buildings within Wondai Parks and minor maintenance and painting across a range of community buildings.

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

Against: Nil

CARRIED 7/0

This W4Q round covers three (3) financial years, however Council may decide the allocation of projects across the three financial years with Council having until 30 June 2024 to deliver the approved projects.

A list of potential projects included under the overarching projects was prepared and workshopped with Council, however on adoption of the 2021/22 budget, Council resolved to reconsidered W4Q project allocations.

To ensure timely delivery of projects Council's confirmation approved projects for year 1 of the W4Q Program is required.

ATTACHMENTS

- 1. Draft 2021-24 Works for Queensland Program**

Prioritised Projects - Works for Queensland - PROJECTS IN RED TO BE CONFIRMED

Project Type	Project Title	Description	Value	Construction Year	21/22	22/23	23/24	Total
CBD Renewal - Infrastructure Upgrades			\$ 1,000,000					
	Kumbia CBD	Improve entry aesthetics and accessibility on Bell St, Kumbia.	\$ 300,000	22/23		\$ 300,000		\$ 300,000
	Wondai CBD	Scott St (Roundabout to Edward St)	\$ 700,000	23/24			\$ 700,000	\$ 700,000
Community Building Upgrades and Maintenance			\$ 830,000					
	Murgon	Regional facility upgrades to recreational, commercial and disaster management buildings - bathroom upgrades, asbestos removal and repainting. (PCYC bathroom upgrade \$380K, Murgon Shop removal of asbestos and repainting \$140K, Blackbutt SES removal of asbestos and repainting \$40K)	\$ 560,000	21/22	\$ 1,000,000	\$ 380,000		\$ 560,000
	Across Region	Regional repainting program - i.e. Nanango Energy Centre	\$ 70,000	22/23		\$ 70,000		\$ 70,000
	Across Region	Opex maintenance	\$ 200,000	21/22	\$ 1,000,000	\$ 100,000		\$ 200,000
Open Space Refurbishments			\$ 1,800,000					
	Aerodrome Fencing	Kingaroy and Wondai	\$ 370,000	21/22	\$ 1,000,000			\$ 370,000
	Murgon Park / Amenities Upgrades	QEII Park renewal	\$ 300,000	21/22 (150k), 22/23 (150k)	\$ 1,430,000	\$ 150,000		\$ 300,000
	Murgon Dog Park	Dog Park (50k)	\$ 50,000	22/23		\$ 50,000		\$ 50,000
	Proston Parks	Railway Park renewal	\$ 50,000	21/22	\$ 1,000,000			\$ 50,000
	Murgon Park	Install ball sports half-court	\$ 50,000	22/23		\$ 50,000		\$ 50,000
	Kingaroy Park / Amenities Upgrades	Kingaroy Park Redevelopment - Detailed design and delivery of master plan	\$ 680,000	21/22 (100k Lions Park), 22/23 (580k Master Plan)	\$ 1,000,000	\$ 580,000		\$ 680,000
	Wondai Park / Amenities Upgrades	Upgrade amenities x 3 (McKell, Dingo Creek & Coronation)	\$ 100,000	21/22	\$ 1,000,000			\$ 100,000
	Public Amenities Refurbishments	Priority 1 - Butter Factory (Nanango) - New Amenities Priority 2 - Lions Park (Kingaroy) - New Amenities - Dump Point Upgrade	\$ 100,000	22/23		\$ 100,000		\$ 100,000
	Regional Park / Amenities Upgrades	Benarkin Park renewal	\$ 100,000	21/22	\$ 1,000,000			\$ 100,000
Water Infrastructure Upgrades			\$ 2,000,000			design	construct	
	Kingaroy Water Security Trunk Infrastructure Upgrades - Priority Projects	Mount Wooroolin Reservoir - \$5M total project cost (\$3M borrowing)	\$ 2,000,000	23/24		\$ 250,000	\$ 1,750,000	\$ 2,000,000
Total			\$ 5,630,000		\$ 1,150,000	\$ 2,030,000	\$ 2,450,000	\$ 5,630,000
Allocation			\$ 5,630,000					
Balance			\$ -					

15 PORTFOLIO - REGIONAL DEVELOPMENT**15.1 BOONDOOMA DAM FISH STOCKING ASSOCIATION - YELLOWBELLY COMPETITION 2022**

File Number: 24-11-2021
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance & Corporate Standing Committee meeting on 17 November 2021 - Boondooma Dam Fish Stocking Association - Yellowbelly Competition 2022

SUMMARY**Committee Resolution 2021/129**

Moved: Cr Gavin Jones
Seconded: Cr Kathy Duff

That the committee recommends to Council

That South Burnett Regional Council support the Boondooma Dam Fish Stocking Association with in-kind support for the 2022 Yellowbelly Competition and delegate the Chief Executive Officer to finalise the assistance.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council support the Boondooma Dam Fish Stocking Association with in-kind support for the 2022 Yellowbelly Competition and delegate the Chief Executive Officer to finalise the assistance.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 17 November 2021.

ATTACHMENTS

Nil

16 NOTICES OF MOTION**16.1 NOTICE OF MOTION - BATTLE OF THE BANDS/MUSICAL FESTIVAL****File Number: 24-11-2021**

I, Councillor Danita Potter, give notice that at the next Ordinary Meeting of Council to be held on 24 November 2021, I intend to move the following motion:

MOTION

That the South Burnett Regional Council support, by way of in-kind, facility and insurance, the "Burnett Bands Together" Music Festival which is a free concert for all.

RATIONALE

Central Queensland Regional Arts Services Network (CQ RASN) has sponsored this event and have paid for all entertainers, production and hosting. The purpose of the funding is to support the Musical Arts Community in the South Burnett by providing performance funding for those adversely affected by the shutdown of the industry through the COVID-19 pandemic.

There will be performances of 6 bands from throughout the South Burnett including Barambah, Murgon, Wondai, Kingaroy and Nanango. It will be an all ages concert and supporters can bring their own chair. We hope this is the first of many opportunities for funding for this festival to be ongoing in the South Burnett. This really is the Burnett Banding Together.

I commend this Notice of Motion to Council.

ATTACHMENTS

1. **Burnett Bands Together Poster**
2. **Mr Q**

FREE LIVE MUSIC FESTIVAL
Concert for All Ages

BURNETT BANDS TOGETHER

BARAMBAH BIG BAND
SOUL GOOD
RUFUS JACK
RYZA
MUDGARD3N
MR.Q

KINGAROY TOWN HALL FORECOURT

6 Local Bands

Saturday January 15th 2022 5PM - 10:45PM

Regional Arts Services Network
Queensland Government
SOUTH BURNETT REGIONAL COUNCIL
Musicians Oasis
Kingaroy Rotary Club
THE MARTOO REVIEW
Crow 90.7
Discover South Burnett



16.2 NOTICE OF MOTION - BLACKBUTT CBD

File Number: 24-11-2021

I, Councillor Gavin Jones, give notice that at the next Ordinary Meeting of Council to be held on 24 November 2021, I intend to move the following motion:

MOTION

That South Burnett Regional Council commit \$300,000 from Local Roads and Community Infrastructure Program Round 3 to the Blackbutt CBD project in addition to the funding already allocated.

RATIONALE

To fully complete the project – to do the job once and do it right so we don't have to go back.

I commend this Notice of Motion to Council.

ATTACHMENTS

Nil

17 INFORMATION SECTION**17.1 DELEGATED AUTHORITY REPORTS****File Number:** 24/11/2021**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. Signed Report for RAL21/0009 - 155 - 157 Haly Street, Kingaroy (and described as Lot 1 on RP102926)
2. Signed Report for MCU21/0011 at Bunya Mountains Road, Bunya Mountains (and described as Lot 1 on SP233439 & Lot 2 on SP233439)
3. Signed Report for MCU21/0016 at 1635 Burnett Highway, Sandy Ridges (and described as Lot 3 on SP235457)

Delegated Authority _____

Date: _____

0.0 RECONFIGURATION OF 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) - APPLICANT: ONF SURVEYORS

File Number: RAL21/0009
Author: Senior Planner
Authoriser: Chief Executive Officer

	SURVEYORS	DATE
MANAGER	<i>[Signature]</i>	2/11/21
GM	<i>[Signature]</i>	10/11/21
CEO	<i>[Signature]</i>	12-11-21

PRECIS

Reconfiguration of 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) - Applicant: ONF Surveyors

SUMMARY

- Application for Reconfiguring a lot (1 lot into 2 lots) and access easement
 - o Boundary configuration as proposed:
 - Current total area of 514sqm
 - Two separate shop tenancies on the single lot
 - Pedestrian access and customer car parking via Haly Street
 - Loading and unloading occurs via Circular Place access
 - Proposed Lot 1 area of 262sqm which contains existing brick building with frontage to Haly Street
 - Existing services including rainwater tank and toilets contained within proposed Lot 1
 - Proposed Lot 2 area of 252sqm which contains existing office building
 - Pedestrian access from Circular Place
 - A 3.1m wide reciprocal easement proposed along the southern boundary of proposed Lot 1 to provide access for maintenance purposes to the rear of the commercial building on proposed Lot 2
 - A 3.5m wide reciprocal easement proposed along the eastern boundary of proposed Lot 2 for unloading and loading of goods for shops on proposed Lot 1
 - o Proposal triggered assessment against:
 - o Principal centre zone code;
 - o Reconfiguring a lot code and
 - o Services and works code.
 - The proposal does not meet the 400sqm minimum lot size for lots in the Principal centre zone
 - The development is considered infill development and will provide separate title for each existing building on the proposed lots
 - No new access to Haly Street or additional parking demand is triggered by the proposed development
 - Referral to SARA given the proposed reconfiguration near a state transport corridor
 - SARA provided Decision Notice (refer Attachment A)
 - The application has been assessed against the overall outcomes and performance outcomes of the relevant codes
 - Statement of Reasons (Attachment B)
 - Recommendation that Council approve the subdivision and access easement/s subject to reasonable and relevant conditions.

OFFICER'S RECOMMENDATION

That Council approve the Development Application for a Reconfiguring a Lot (1 lot into 2 lots) and access easements located at 155-157 Haly Street, Kingaroy (and described as 1 on RP102926) subject to the following conditions.

Delegated Authority _____

Date: _____

OFFICER'S RECOMMENDATION

That Council approve the Development Application for a Reconfigure a Lot (Boundary Re-alignment - 2 lots into 2 lots) located at 48 and 54 Hart Street, Blackbutt (and described as Lot 4 on RP32393 and Lot 6 on RP231699) subject to the following conditions.

GENERAL

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

Drawing Title	Prepared by	Ref no.	Rev	Date
Proposed 1 into 2 Reconfiguration	ONF Surveyors	7955-P1		

GEN2. All works, including the repair or relation of services is to be completed at no cost to Council.

COMPLIANCE

GEN3. All conditions of this approval are to be satisfied prior to Council endorsing the Survey Plan, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

A fee will be charged, with payment required prior to Council's approval of the associated documentation requiring assessment.

GEN4. Prior to sealing the Survey Plan the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Schedule 18 Section 69 of the *Planning Act Regulation 2017*.

GEN5. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.

SURVEY MARKS

RAL1. Prior to the submission of the Survey Plan to Council, the applicant is to reinstate survey marks and install new survey marks in their correct position in accordance with the Survey Plan, and the work is to be certified in writing by a Licensed Surveyor.

NATURAL RESOURCES VALUATION FEES

RAL2. Payment of *Department of Natural Resources and Mines* valuation fee that will result from the issue of split valuations prior to Council sealing the Survey Plan. The contribution is currently assessed at \$96.00 (2 x \$48.00); however, the actual amount payable will be based on Council's Register of Regulatory & Cost-Recovery Fees and the rate applicable at the time of payment.

EASEMENTS

RAL3. An easement for access and services must be registered in favour of proposed Lot 2 for the purposes of access and services. The easement must be 3.1m in width and must be granted prior to the commencement of any works associated with this development approval.

RAL4. An easement for access and services must be registered in favour of proposed Lot 1 for the purposes of access and services. The easement must be 3.5m in width and must be granted prior to the commencement of any works associated with this development approval.

Delegated Authority

Date:

- RAL5. Unless consistent with the terms of the easement and authorised under this Development Approval, any permanent works or structures must be clear of any existing or proposed easement on the subject land.

ADVICE

- ADV1. The currency period for this development approval is four (4) years starting the day that this development approval takes effect. (Refer to Section 85 "Lapsing of approval at end of currency period" of the *Planning Act 2016*.)

- ADV2. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

- ADV3. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

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

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

- ADV5. Infrastructure charges are now levied by way of an infrastructure charges notice, issued pursuant to section 119 of the *Planning Act 2016*.

ENGINEERING WORKS

- ENG1. 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 Council's endorsement of the Survey Plan unless stated otherwise.
- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council Standards, relevant Australian Standards, and other relevant design manuals.
- ENG3. Be responsible for any alteration 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.

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

- ENG4. 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.

Delegated Authority

Date: _____

- ENG5. 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

- ENG6. 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).
- ENG7. Design and construct stormwater drainage incorporating measures to prevent any solid matter and floatable oils being carried into existing stormwater system.
- ENG8. Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

WATER SUPPLY

- ENG9. Connect all lots to Council's reticulated water supply system.
- ENG10. Install a separate water service connection to each lot as per Council's requirements.

SEWERAGE

- ENG11. Connect all lots to Council's reticulated sewerage system.

ELECTRICITY AND TELECOMMUNICATION

- ENG12. Provide electrical supply and telecommunications to all lots within the development.

SERVICES - EXISTING CONNECTIONS

- ENG13. Ensure that all services provided to proposed Lot 1 are wholly located within the proposed easement.
- ENG14. Ensure that all services provided to proposed Lot 2 are wholly located within the lot.

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.

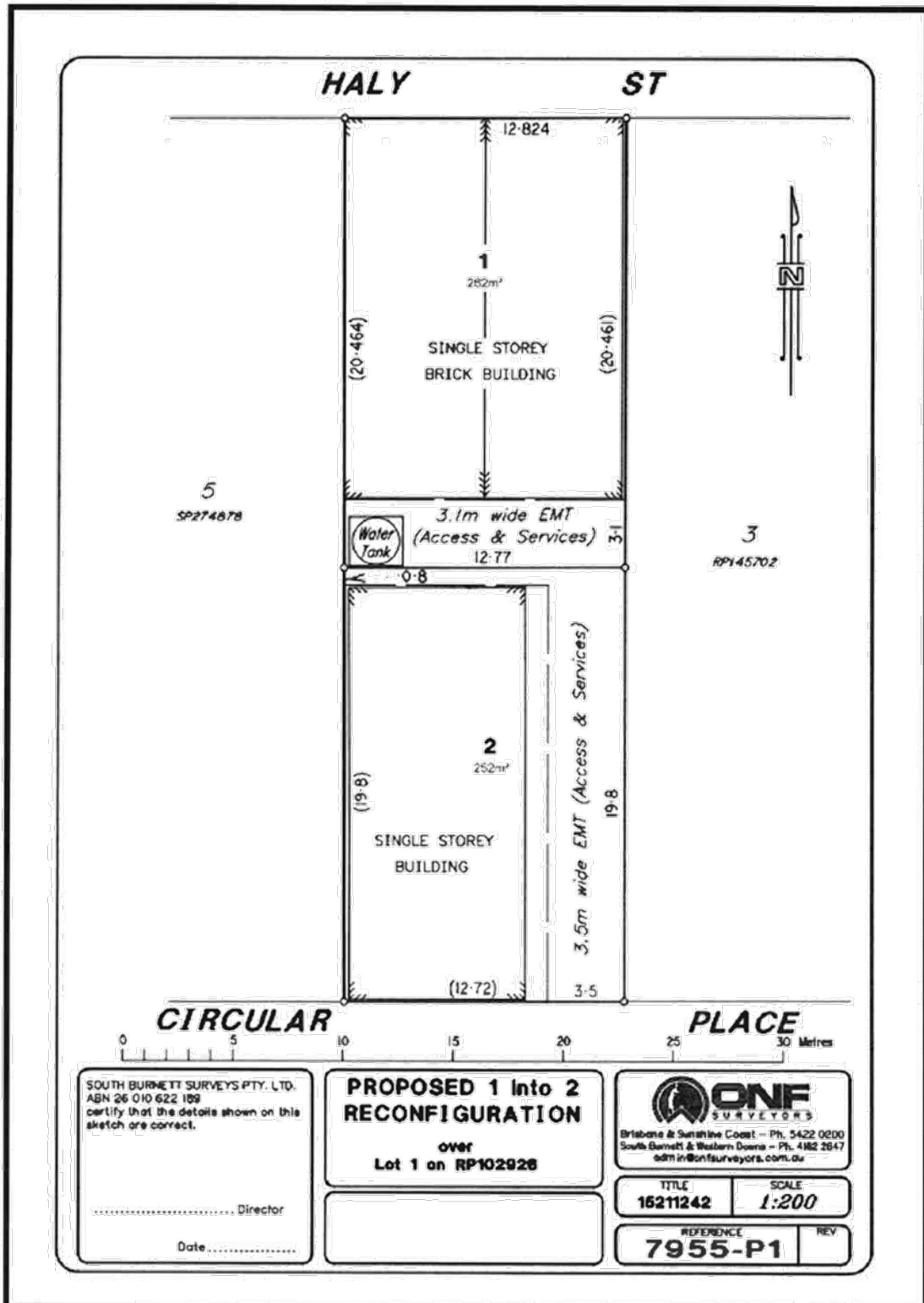
ASSET MANAGEMENT IMPLICATIONS

No implication can be identified.

Delegated Authority

Date:

PROPOSAL PLAN



Delegated Authority

Date:

REPORT

The applicant seeks approval for a Reconfiguration of a lot (1 lot into 2 lots) & access easements.

APPLICATION SUMMARY	
Applicant:	ONF Investment 2 Pty Ltd
Proposal:	<p>Reconfiguration of a lot (1 lot into 2 lots) & access easements</p> <p>Proposed Lot 1 (262sqm) with easement adjacent to proposed Lot 2 for unloading/loading</p> <p>Proposed Lot 2 (252sqm) with easement to the rear of the commercial building for access</p> <p>The subdivision of the lot will provided separate title for each existing building on the proposed lots.</p> <p>No new access to Haly Street (state-controlled road) or additional parking demand is triggered by the proposal.</p> <p>Commercial building fronting Haly Street provides pedestrian access along this street frontage.</p> <p>Secondary frontage to Circular Place provides pedestrian access to the commercial building at the rear of the existing lot.</p> <p>The existing access and service arrangements is to be retained in its current location.</p>
Properly Made Date:	8 July 2021
Street Address:	155 – 157 Haly Street, Kingaroy
RP Description:	Lot 1 on RP102926
Assessment Type:	Impact
Number of Submissions:	Nil
State Referral Agencies:	State Assessment & Referral Agency (SARA)
Referred Internal Specialists:	Contract Development Engineer

The following table describes the key development parameters for the proposal:

	DEVELOPMENT PARAMETERS
Number of Proposed Lots	2
Size of Proposed Lots	<p>Proposed Lot 1 – 262sqm with a 3.1m reciprocal access easement</p> <p>Proposed Lot 2 – 252sqm with a 3.5m reciprocal easement</p>
Easements	<p>Easement in Lot 1 - 3.1 m (access to rear of commercial building on proposed Lot 2)</p> <p>Easement in Lot 2 - 3.5 m (service for proposed Lot 1)</p>
Covenants	Nil

Delegated Authority _____

Date: _____

SITE DETAILS:

SITE AND LOCALITY DESCRIPTION		
Land Area:	514sqm	
Existing Use of Land:	Commercial buildings	
Road Frontage:	Haly Street	
Road/s	Road Hierarchy	
Haly Street	State controlled Road	
Circular Place	Local Road	
Easements	None existing – two (2) proposed for services and access	
Significant Site Features:	Existing commercial building	
Topography:	N/A	
Surrounding Land Uses:	Land Use	Zone/Precinct
North	Commercial Uses	Principal Centre
South	Public car park & commercial uses	Principal Centre
East	Commercial uses	Principal Centre
West	Commercial uses	Principal Centre
Services:	All available	

Background / Site History

APPLICATION NO.	DECISION AND DATE
	Commercial building in October 2019 as accepted development.

ASSESSMENT:

Framework for Assessment

Categorising Instruments for Statutory Assessment

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

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

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

Assessment Benchmarks Pertaining to the Planning Regulation 2017

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

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

Delegated Authority _____

Date: _____

Assessment Benchmarks Pertaining to the Planning Scheme

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

Planning Scheme:	South Burnett Regional Council Planning Scheme Version 1.4
Strategic Framework Land Use Category:	Urban
Zone:	Principal Centre
Precinct:	PC1 – Retail core
Consistent/Inconsistent Use:	N/A
Assessment Benchmarks:	Principle Centre Zone Code Reconfiguring a Lot Code Services and Works Code

Strategic Framework

The Strategic Framework considers the following matters:

- Settlement Pattern
- Rural Futures
- Strong Economy
- Natural Systems & Sustainability
- Strong Communities
- Infrastructure & Servicing

The Strategic Framework identifies the policy direction for the Planning Scheme and is broken into six themes that collectively represent the policy intent. The subject site is identified within the urban designation of the Strategic Framework.

The proposed configuration will allow the existing commercial business to continue to operate with formalised access and service arrangements in place.

Assessment Benchmarks – Planning Scheme Codes

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

PERFORMANCE OUTCOME	ACCEPTABLE OUTCOME
PRINCIPAL CENTRE ZONE CODE	
PO5 Development is adequately serviced.	The existing development has access to the relevant urban infrastructure however, conditions will be imposed to ensure each lot will have their own connection to stormwater, water and sewer.
PO6 Pedestrian safety is enhanced by appropriate access arrangements.	While the commercial building has street presence to Circular Place the formalisation by registered easements will improve current and future accessibility to proposed Lot 2.
RECONFIGURING A LOT CODE	
PO7 Allotments are of sufficient size and dimensions to meet the requirements of the users and provide for servicing of the intended use.	The proposed lots are below minimum 400sqm however, the subdivision creates separate title to existing buildings that can

Delegated Authority

Date:

	continue to function independently without relying on access or services from an adjoining lot.
PO8 Lots have lawful, safe and practical access.	The proposed lots have access to appropriate street frontage however, the creation of the proposed easements will permit services and access to operate lawfully as required by the Planning scheme.

Local Categorising Instrument - Variation Approval

N/A.

Local Categorising Instrument - Temporary Local Planning Instrument

N/A.

Other Relevant Matters

N/A.

Delegated Authority

Date:

Locality Plan



Figure 1 - Aerial Image (Source: Qld Globe)

Aerial Plan



Figure 2 - Locality Plan (Source: IntraMaps)

Delegated Authority _____

Date: _____

CONSULTATION:

Referral Agencies

SARA provided conditions relating to access for the life of the development (refer to Attachment A).

Other Referrals

INTERNAL SPECIALIST	REFERRAL	REFERRAL / RESPONSE
Contract Engineer	Development	Provided standard conditions relating to services and stormwater, infrastructure reticulation.
Infrastructure Charges Unit		<p>Council adopted the LGIP on 24 June 2019 which commenced on 1 July 2019.</p> <p>The types of development that may trigger the issuing of an infrastructure charges notice are:-</p> <ul style="list-style-type: none"> a) Reconfiguring a lot; b) Making a material change of use; and c) Carrying out building work. <p>The property is located within all stated catchment mapping and is therefore subject to the relevant adopted charge.</p> <p>The adopted charge for reconfiguring a lot for non-residential development, is the adopted charge per allotment as stated in Table 2.3 of the South Burnett Regional Council Charges Resolution (No. 3) 2019.</p> <p>The current charge for this proposed subdivision is \$20,085.00.</p> <p>Refer to the Infrastructure Charges Notice attached as Attachment C.</p>

Public Notification

The notice of compliance was received by Council on 13 September 2021. The information attached to notice confirms that the public notification of the application was undertaken in accordance with the requirements of Part 4 of the *Planning Act 2016*. The Notice of Compliance states the public notification included:

- Publishing a notice in the South Burnett Times on 19 August 2021;
- Place a notice on the land 19 August 2021; and
- Notifying owners of all land adjoining the site on 18 August 2021.

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

CONCLUSION:

The proposed development has been assessed with regard to the applicable assessment benchmarks as identified within the report. The proposed development generally complies with the benchmarks or can be conditioned to comply. Where the applicant has not provided sufficient information, conditions have been imposed to ensure compliance.

Delegated Authority _____

Date: _____

RECOMMENDATION:

It is recommended that the development application for Reconfiguring a Lot (1 lot into 2 lots) at 155-157 Haly Street, Kingaroy (and described as Lot 1 on RP102926) be approved subject to reasonable and relevant conditions pursuant to Section 60 of the *Planning Act 2016*.

Delegated Authority

Date:

ATTACHMENTS

Nil

Delegated Authority

Date:

**ATTACHMENT A
CONCURRENCE AGENCY RESPONSE**

RAB-N



SARA reference: 2107-23853 SRA
Council reference: RAL21/0009
Applicant reference: 7955K

23 August 2021

South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
info@southburnett.qld.gov.au

Dear Sir/Madam

SARA response—155-157 Haly Street, Kingaroy

(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 (SARA) on 27 July 2021.

Response

Outcome:	Referral agency response – with conditions.
Date of response:	23 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 for Reconfiguring a Lot (1 lot into 2 lots) and Access Easement
SARA role:	Referral Agency.
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 1, Item 1 for Reconfiguring a lot near a state transport corridor (Planning Regulation 2017)
SARA reference:	2107-23853 SRA
Assessment Manager:	South Burnett Regional Council
Street address:	155-157 Haly Street, Kingaroy
Real property description:	Lot 1 on RP102926
Applicant name:	ONF Investment 2 Unit Trust

Wide Bay Burnett regional office
Level 1, 7 Takalivan Street, Bundaberg
PO Box 979, Bundaberg QLD 4670

Page 1 of 6

Delegated Authority

Date:

Delegated Authority

Date:

2107-23853 SRA

Applicant contact details:

c/- ONF Surveyors, P O Box 896
 Kingaroy QLD 4610
 admin@onfsurveyors.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 Thor Nelson, Senior Planning Officer, on 07 5644 3218 or via email WBBSARA@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Luke Lankowski
 Manager, Planning – Wide Bay Burnett

cc ONF Investment 2 Unit Trust, admin@onfsurveyors.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

State Assessment and Referral Agency

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Delegated Authority _____

Date: _____

2107-23853 SRA

Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application)

No.	Conditions	Condition timing
Development permit for Reconfiguring of a Lot		
Schedule 10, Part 9, Division 4, Subdivision 2, Table 1, Item 1—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>No Vehicular Access to state-controlled road.</p> <p>Direct access is not permitted between the D'Aguiar Highway (Yarraman-Kingaroy) (locally known as Haly Street) and the subject site.</p>	At all times

Delegated Authority _____

Date: _____

2107-23853 SRA

Attachment 2—Advice to the applicant

General advice

Terms and phrases used in this document are defined in the *Planning Act 2016* its regulation or the State Development Assessment Provisions (SDAP) v2.6. If a word remains undefined it has its ordinary meaning.

State Assessment and Referral Agency

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Delegated Authority _____

Date: _____

2107-23853-SRA

Attachment 3—Reasons for referral agency response

(Given under section 56(7) of the Planning Act 2016)

The reasons for the department's decision are the proposed development:

- does not create a safety hazard for users of a state-controlled road
- does not compromise the structural integrity of state-controlled roads, road transport infrastructure or road works
- does not result in a worsening of the physical condition or operating performance of state-controlled roads and the surrounding road network
- does not compromise the state's ability to construct, or significantly increase the cost to construct state-controlled roads and future state-controlled roads
- does not compromise the state's ability to maintain and operate state-controlled roads, or significantly increase the cost to maintain and operate state-controlled roads
- does not compromise the structural integrity of public passenger transport infrastructure or compromise the operating performance of public passenger transport services.

State Assessment and Referral Agency

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Delegated Authority _____ Date: _____

2107-23853 SRA

Attachment 4—Change representation provisions

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State Assessment and Referral Agency

Page 6 of 8

Delegated Authority

Date:

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—
- the change is in response to a change which the assessment manager is satisfied is a change under section 26.1; or
 - the Minister has given the concurrence agency a direction under section 99 of the Act; or
 - 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—
- 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
 - 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.

Delegated Authority _____

Date: _____

Part 7: Miscellaneous

30 Representations about a referral agency response

30.1. 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.

Delegated Authority _____

Date: _____

ATTACHMENT B

NOTICE ABOUT DECISION – STATEMENT OF REASONS

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

The development application for:

Type of Approval	Reconfiguring a lot – Development permit
Level of Assessment	Impact
Application No	RAL21/0009
Name of Applicant	ONF Investment 2 Pty Ltd C/- ONF Surveyors
Street Address	155 - 157 Haly Street, Kingaroy
Real Property Address	Lot 1 on SP102926

On 3 November 2021 the above development was:

Approved in full, with conditions.

1. Reasons for the Decision

The reasons for this decision are:

- The proposed lots does not intensify the current land use on site;
- Each new lot has separate service connections;
- Formal service and access arranged via easements over the relevant parcels of land.

2. Assessment Benchmarks

- South Burnett Regional Council Planning Scheme 2017
 - o Principal centre zone code
 - o Reconfiguring a lot code
 - o Services and works code

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

Delegated Authority _____

Date: _____

**ATTACHMENT C
INFRASTRUCTURE CHARGES NOTICE**

(Section 119 of the Planning Act 2016)

APPLICANT: ONF Investment 2 Pty Ltd
C/- ONF Surveyors
PO Box 896
KINGAROY QLD 4610

APPLICATION: Reconfiguring a Lot (1 lot into 2 lots) and access easement (impact assessment) on land at 155-157 Haly Street, Kingaroy

DATE: 01/11/2021

FILE REFERENCE: RAL21/0009

AMOUNT OF THE LEVIED CHARGE: **\$20,085.00** **Total**
(Details of how these charges were calculated are shown overleaf)

\$9,842.00	Water Supply Network
\$5,423.00	Sewerage Network
\$4,419.00	Transport Network
\$0.00	Parks and Land for Community Facilities Network
\$401.00	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 1 RP 102926

SITE ADDRESS: 155 – 157 Haly Street, Kingaroy

PAYABLE TO: **South Burnett Regional Council**

WHEN PAYABLE: Reconfiguring a Lot – When South Burnett Regional Council approves the Plan of Subdivision.
(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
Reconfiguring a Lot (Non-Residential)	2	Allotments	\$9,842.00	CR Table 2.3	\$19,684.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing Lot	1	Allotment	\$9,842.00	CR Table 2.3	\$9,842.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Reconfiguring a Lot (Non-Residential)	2	Allotments	\$5,423.00	CR Table 2.3	\$10,846.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing Lot	1	Allotment	\$5,423.00	CR Table 2.3	\$5,423.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Reconfiguring a Lot (Non-Residential)	2	Allotments	\$4,419.00	CR Table 2.3	\$8,838.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing Lot	1	Allotment	\$4,419.00	CR Table 2.3	\$4,419.00

Delegated Authority _____

Date: _____

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Reconfiguring a Lot (Non-Residential)	-	-	\$0.00	CR Table 2.3	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
N/A	-	-	-	-	\$0.00

Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Reconfiguring a Lot (Non-Residential)	2	Allotments	\$401.00	CR Table 2.3	\$802.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing Lot	1	Allotment	\$401.00	CR Table 2.3	\$401.00

Levied Charges Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Reconfiguring a Lot (Non- Residential)	\$9,842.00	\$5,423.00	\$4,419.00	\$0.00	\$401.00	\$20,085.00
Total	\$9,842.00	\$5,423.00	\$4,419.00	\$0.00	\$401.00	\$20,085.00

** 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 <i>Planning Act 2016</i> to support the Local government's long-term infrastructure planning and financial sustainability.
Appeals	Pursuant to section 229 and Schedule 1 of the <i>Planning Act 2016</i> a person may appeal an Infrastructure Charges Notice. Attached is an extract from the <i>Planning Act 2016</i> that details your appeal rights.
Automatic Increase Provision of charge rate (\$)	<p>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.</p> <p>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.</p>
GST	The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the <i>Planning Act 2016</i> are GST exempt.
Making a Payment	<p>This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.</p> <p>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.</p> <p>An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au</p> <p>Payment can be made at any of the following South Burnett Regional Council Offices:</p> <ul style="list-style-type: none"> • 69 Hart Street, Blackbutt, 4314;

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:

- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- McKenzie Street, Wondai, 4606; or
- via other methods identified on the Itemised Breakdown.

Enquiries

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

Delegated Authority

Date:

0.0 MATERIAL CHANGE OF USE FOR A NEW DWELLING HOUSE & GARAGE ON LOT 1 AND A NEW DWELLING HOUSE ON LOT 2 AT BUNYA MOUNTAINS ROAD, BUNYA MOUNTAINS (AND DESCRIBED AS LOT 1 SP233439 & LOT 2 SP233439) - APPLICANT: ONF SURVEYORS

File Number: MCU21/0011
Author: Senior Planner
Authoriser: Chief Executive Officer

	SIGNATURE	DATE
MANAGER		
GM	<i>[Signature]</i>	11/11/21
CEO	<i>[Signature]</i>	12-11-21

PRECIS

Material Change of use for a new dwelling house & garage on Lot 1 and a new dwelling house on lot 2 at Bunya Mountains Road, Bunya Mountains (and described as lot 1 on SP233439 & Lot 2 on SP233439) – Applicant

SUMMARY

- Application for Material Change of Use - Development Permit (Dwelling Houses on two (2) separate lots);
- Subject site included within the Environmental Management and Conservation under the South Burnett Regional Council Planning Scheme;
- Proposal triggers assessment against the entire Planning Scheme which includes:
 - Strategic Framework;
 - Environmental Management and Conservation Zone Code;
 - Services and Works Code; and
 - Relevant Matters – Low Density Residential Zone Code.
- No referral to SARA as per Schedule 24 of *Planning Regulation 2017*;
- Application subject to public notification – no public submissions received during the notification period;
- The proposed development does not adversely impact on the character and amenity of the Bunya Mountains Environmental locality;
- The application is assessed against the overall outcomes and performance outcomes of the relevant codes and conditioned to comply (refer to Attachment A – Statement of Reasons);
- Application recommended for approval subject to reasonable and relevant conditions.

OFFICER'S RECOMMENDATION

That Council approve the development application for a Material Change of Use for Dwelling House at Maidenwell Bunya Mountains Road, Bunya Mountains (and described as Lot 77 on SP112477), subject to reasonable and relevant conditions:

GENERAL

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

Drawing Title	Prepared by	Reference no.	Revision
VHF Tower Interest Zones	ONF Surveyors	9571_P1	-
Site Plan (Lot 2)	Brian O'Sullivan Design & Drafting	200824	-

Delegated Authority

Date:

Locality Plan with contours (Lot 2)	Brian O'Sullivan Design & Drafting	200824	-
Roof Member Layout & Plan View (Lot 2)	Brian O'Sullivan Design & Drafting	200824	-
View A,B,C,D (Lot 2)	Brian O'Sullivan Design & Drafting	200824	-
Typical Section - 'A' - 'A' (Lot 2)	Brian O'Sullivan Design & Drafting	200824	-
Orientation Plan (Lot 2)	Brian O'Sullivan Design & Drafting	200824	-
Roof Layout Plan & Plan view - Lighting - PowerPoints (Lot 2)	Brian O'Sullivan Design & Drafting	200824	-
Site Plan (Lot 1)	Brian O'Sullivan Design & Drafting	201124	-
Locality Plan with contours (Lot 1)	Brian O'Sullivan Design & Drafting	201124	-
Roof Member Layout & Plan View (Lot 1)	Brian O'Sullivan Design & Drafting	201124	-
View A,B,C,D (Lot 1)	Brian O'Sullivan Design & Drafting	201124	-
Typical Section - 'A' - 'A' (Lot 1)	Brian O'Sullivan Design & Drafting	201124	-
Orientation Plan (Lot 1)	Brian O'Sullivan Design & Drafting	201124	-
Roof Layout Plan & Plan view - Lighting - PowerPoints (Lot 1)	Brian O'Sullivan Design & Drafting	201124	-

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

Delegated Authority

Date:

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

APPROVED USE – DWELLING HOUSES

- GEN4. The approved development is a Material Change of Use for a new Dwelling House and garage on Lot 1 and new Dwelling House on Lot, as shown on the approved plans and does not imply approval for other similar uses eg. Short Term accommodation. The Class 10A building must be used in conjunction with, and subordinate to, the dwelling house on the site.

ACCESS – DWELLING HOUSE

- GEN5. No additional access is permitted to the property. Access to the dwelling house must be via the current access / driveway arrangements.

ENGINEERING WORKS

- ENG1. 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.
- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.
- ENG3. 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.

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

- ENG4. 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.
- ENG5. 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

- ENG6. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG7. 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.

WATER SUPPLY

- ENG8. Provide on-site water storage for the development with a minimum capacity of 45kl.

ON-SITE WASTEWATER DISPOSAL

- ENG9. Connect the development to an on-site wastewater disposal system, in accordance with the AS1547 and the Queensland Plumbing and Wastewater Code.
- ENG10. Obtain a Development Permit for Plumbing Works for the on-site wastewater disposal system.

Delegated Authority

Date:

VEHICLE ACCESS

ENG11. The existing accesses shall be maintained to prevent gravel from washing onto the road. A guide post shall be placed on either side of the accesses, generally in accordance with SBRC standard drawing Rural Property Access 00049, and the Manual of Uniform Traffic Devices.

ELECTRICITY AND TELECOMMUNICATION

ENG12. Connect the development to electricity and telecommunication services.

ADVICE – GENERAL**Protected Plants Flora**

ADV1. The property is identified as a High risk area and clearing of plants may require a flora survey and/or clearing permit. Please refer Department of Environment and Science webpage on the [clearing of protected plants](#) for more information.

Material Change of Use

ADV2. Section 85 (1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within the period of six (6) years the approval will lapse.

Heritage

ADV3. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

Infrastructure charges notice

ADV4. Infrastructure charges are now levied by way of an infrastructure charges notice, issued pursuant to section 119 of the *Planning Act 2016*.

Appeal Rights

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

Delegated Authority

Date:

FINANCIAL AND RESOURCE IMPLICATIONS

No implication can be identified.

LINK TO CORPORATE/OPERATIONAL PLAN

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.

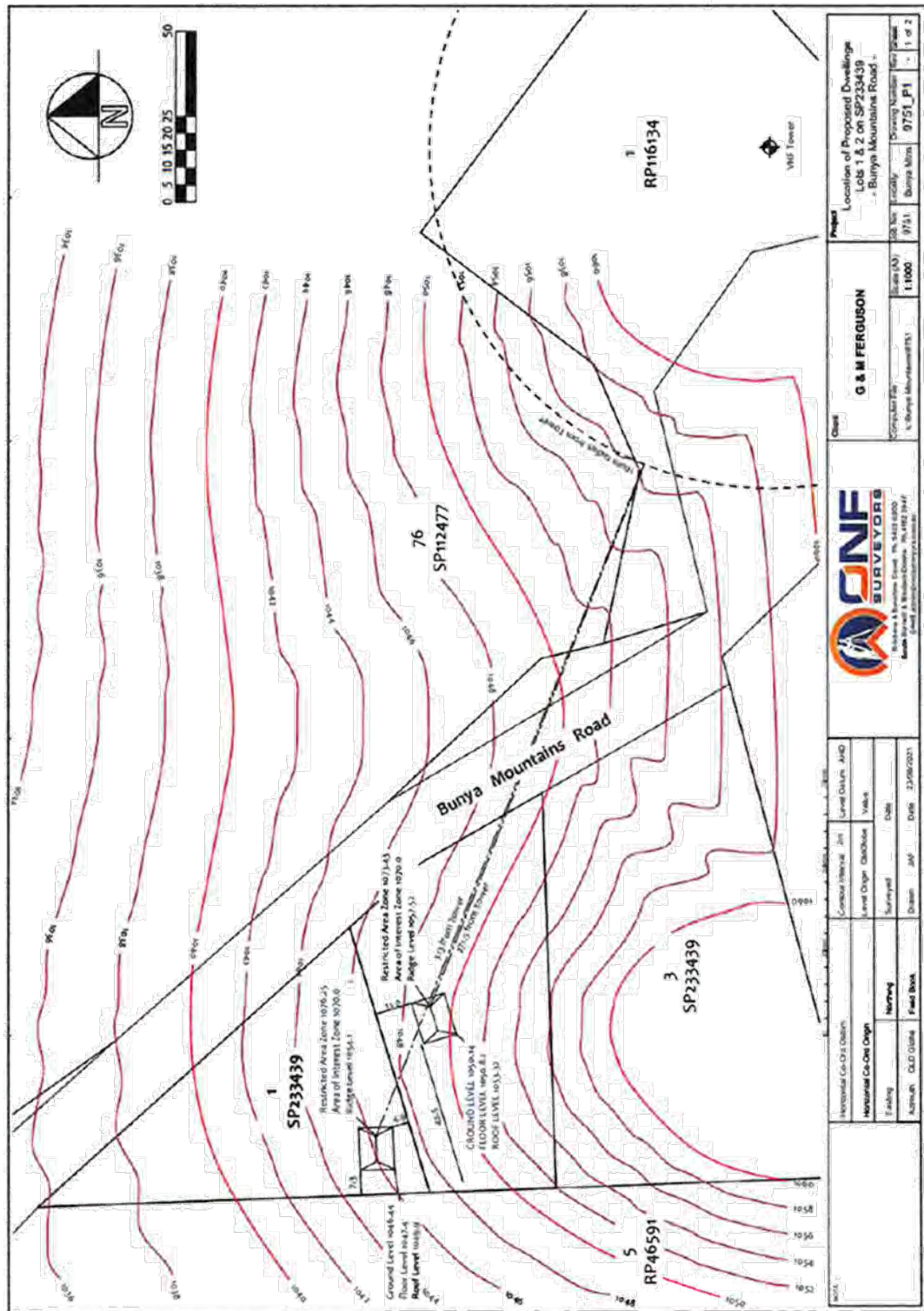
ASSET MANAGEMENT IMPLICATIONS

No implication can be identified.

Delegated Authority

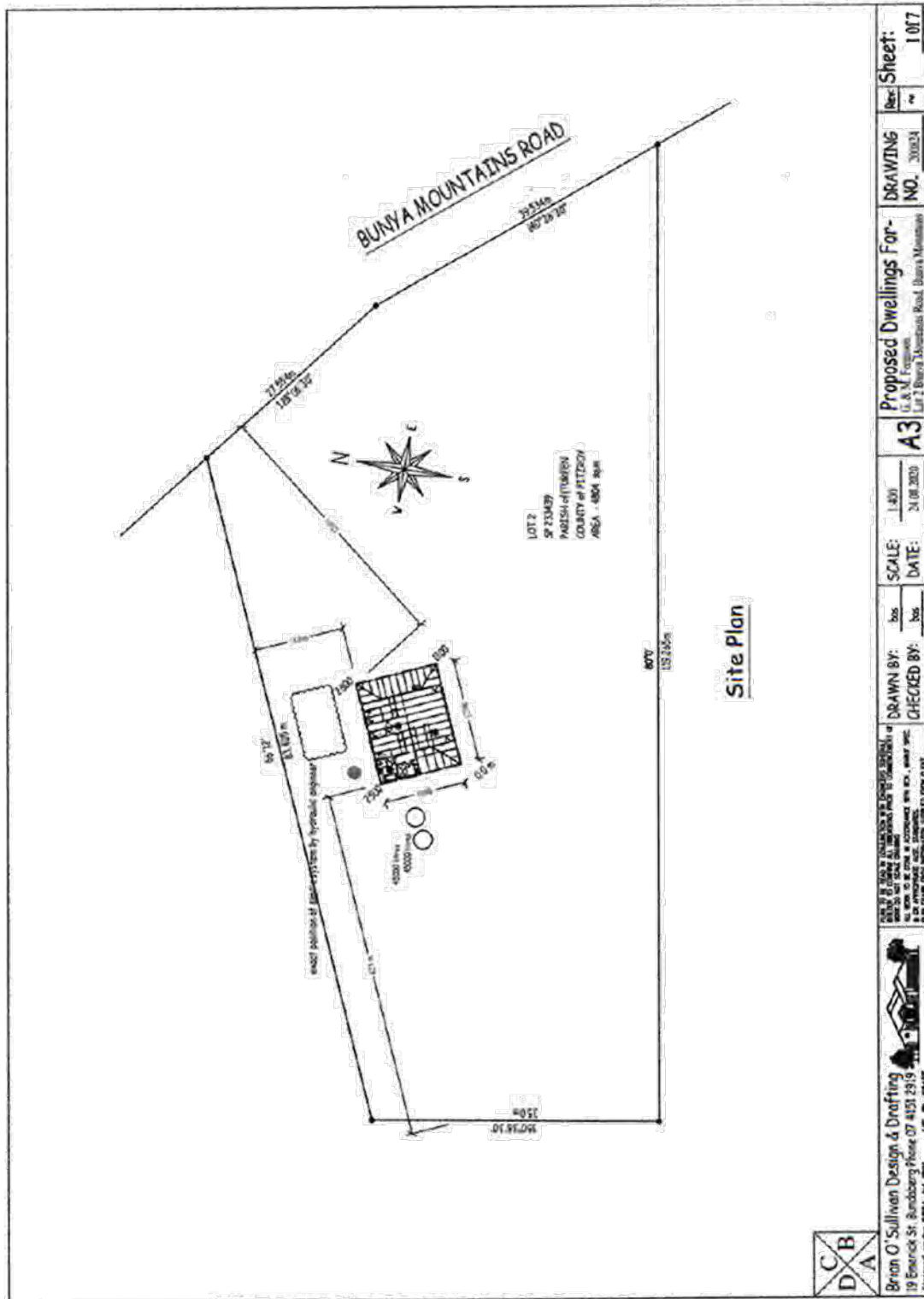
Date:

PROPOSAL PLAN



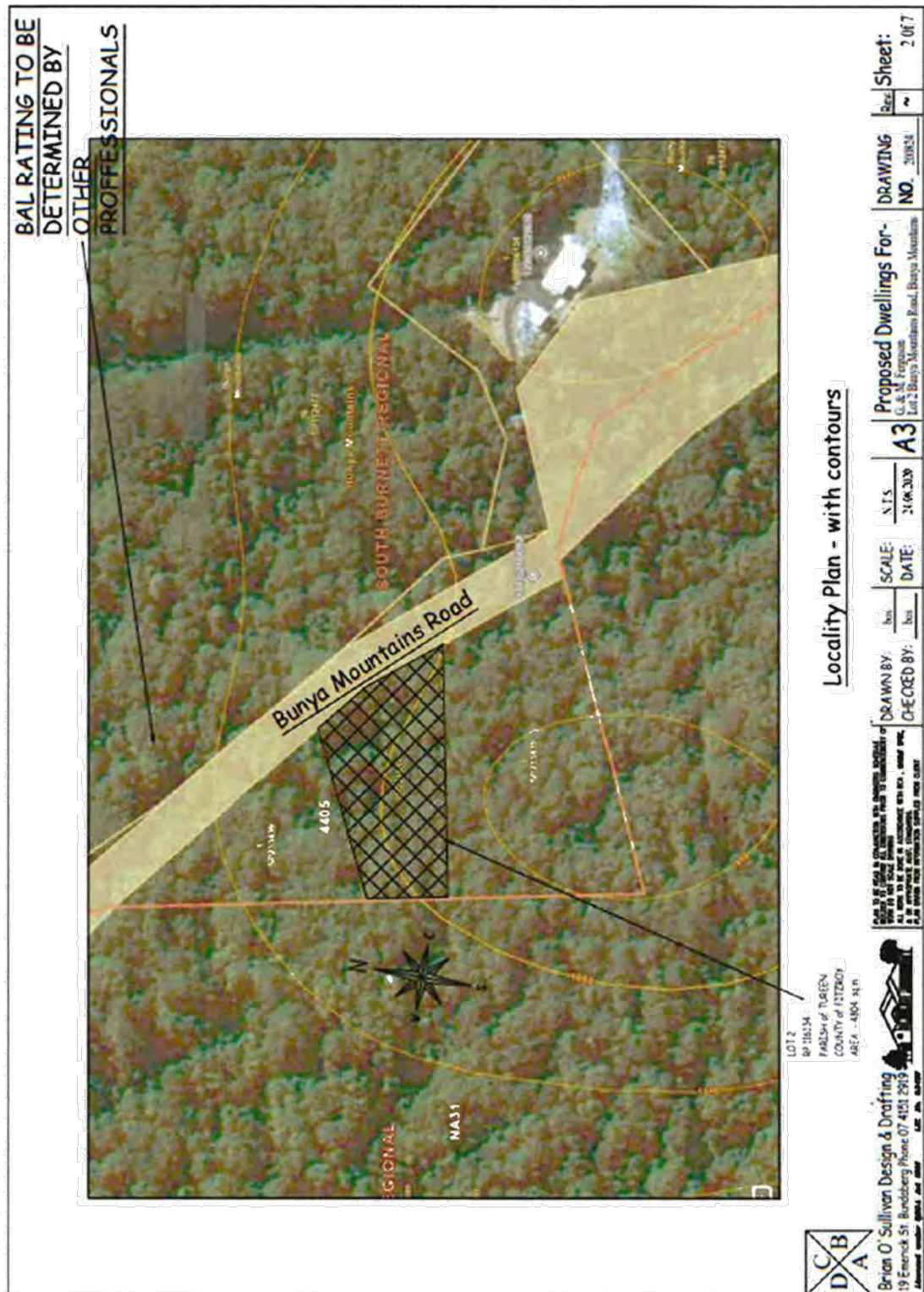
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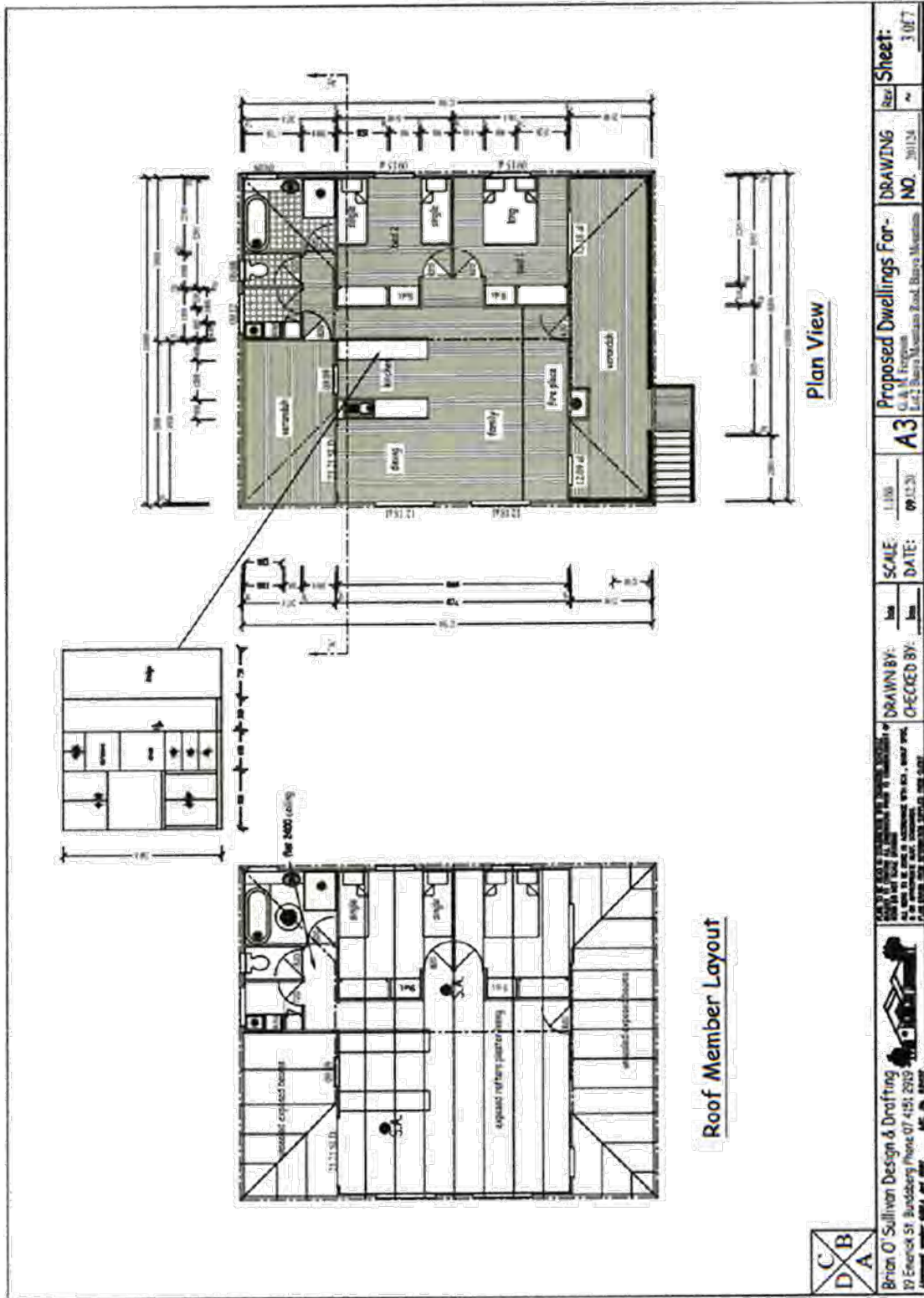
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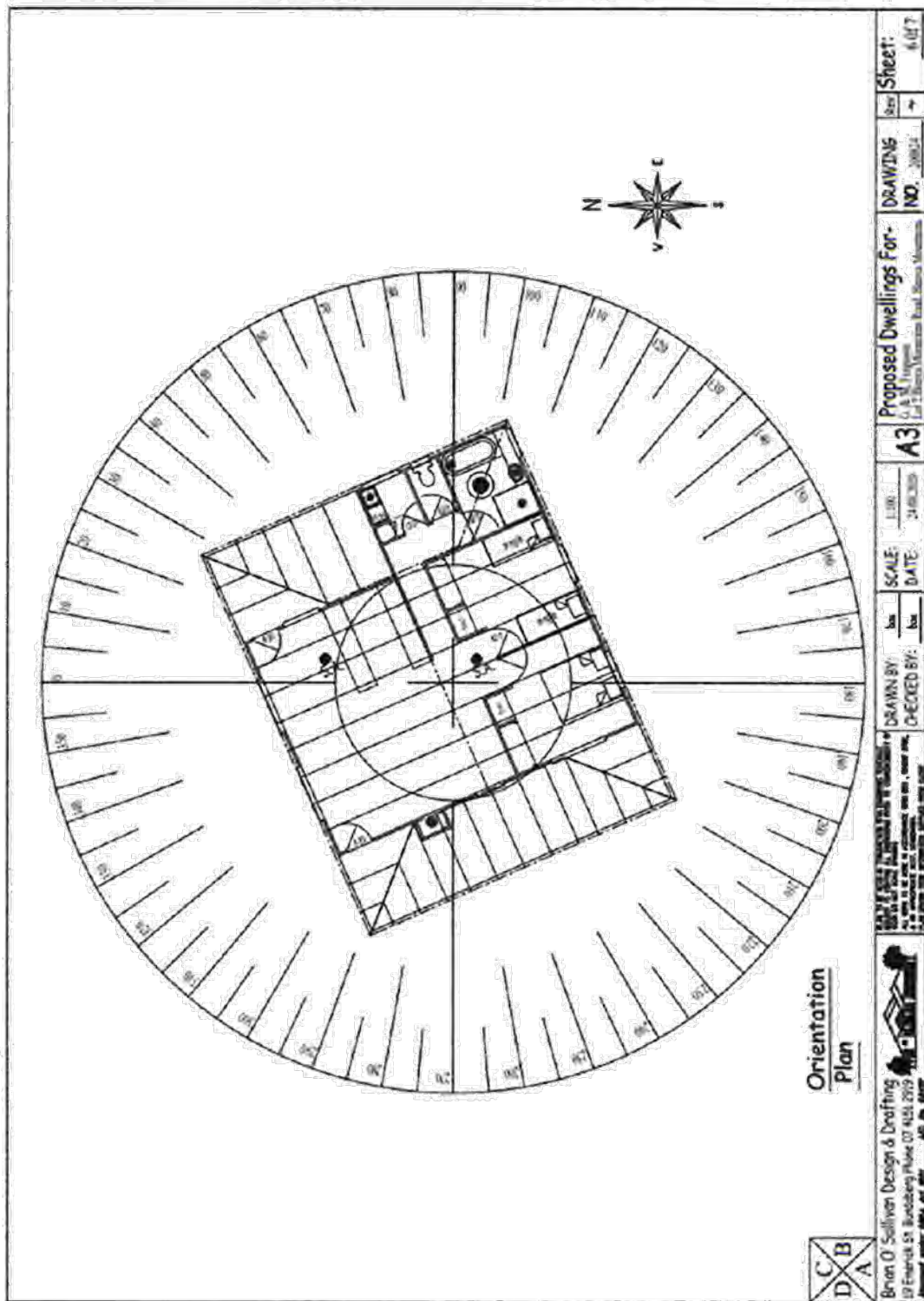
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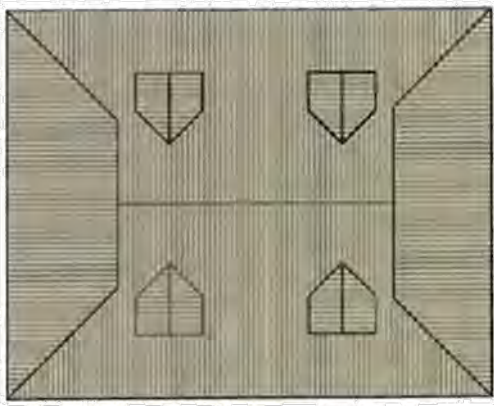
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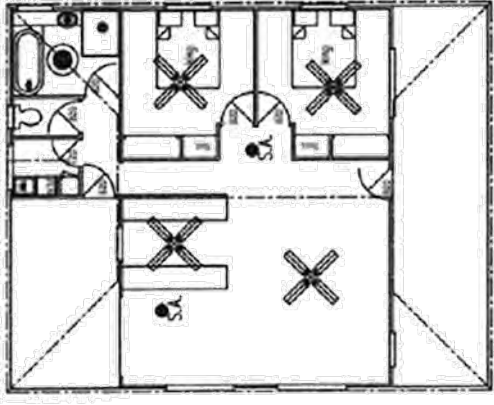


Delegated Authority

Date:



Roof Layout Plan - (Area - 125 sq.m approx)



Plan View lighting - powerpoints

H/C	Hose Cock
TV	TV aerial outlet
XX	Double GPO
	Ceiling Fan/Light
	Smoke Alarms
	Exhaust Fan/Heat lamp
	External Flood Lights
—	Led Flures
	Down Light
	Light
L/S	Light/Switch

	N	SCALE: 1:100	DATE: 08/12/20	DRAWN BY: [Signature]	CHECKED BY: [Signature]	A3	Proposed Dwellings For- G.A.N. Terence Lot 2 Banya Mountain Road, Banya Mountain	Sheet: NO. 20114 T.017
B.R.O. & S. O'SULLIVAN DESIGN & DRAFTING 19 ENNERC 31, SANDSBERG PHONE 07 4101 2819 14-16 BERRY STREET, SANDSBERG, CO. DUBLIN 15 14-16 BERRY STREET, SANDSBERG, CO. DUBLIN 15								

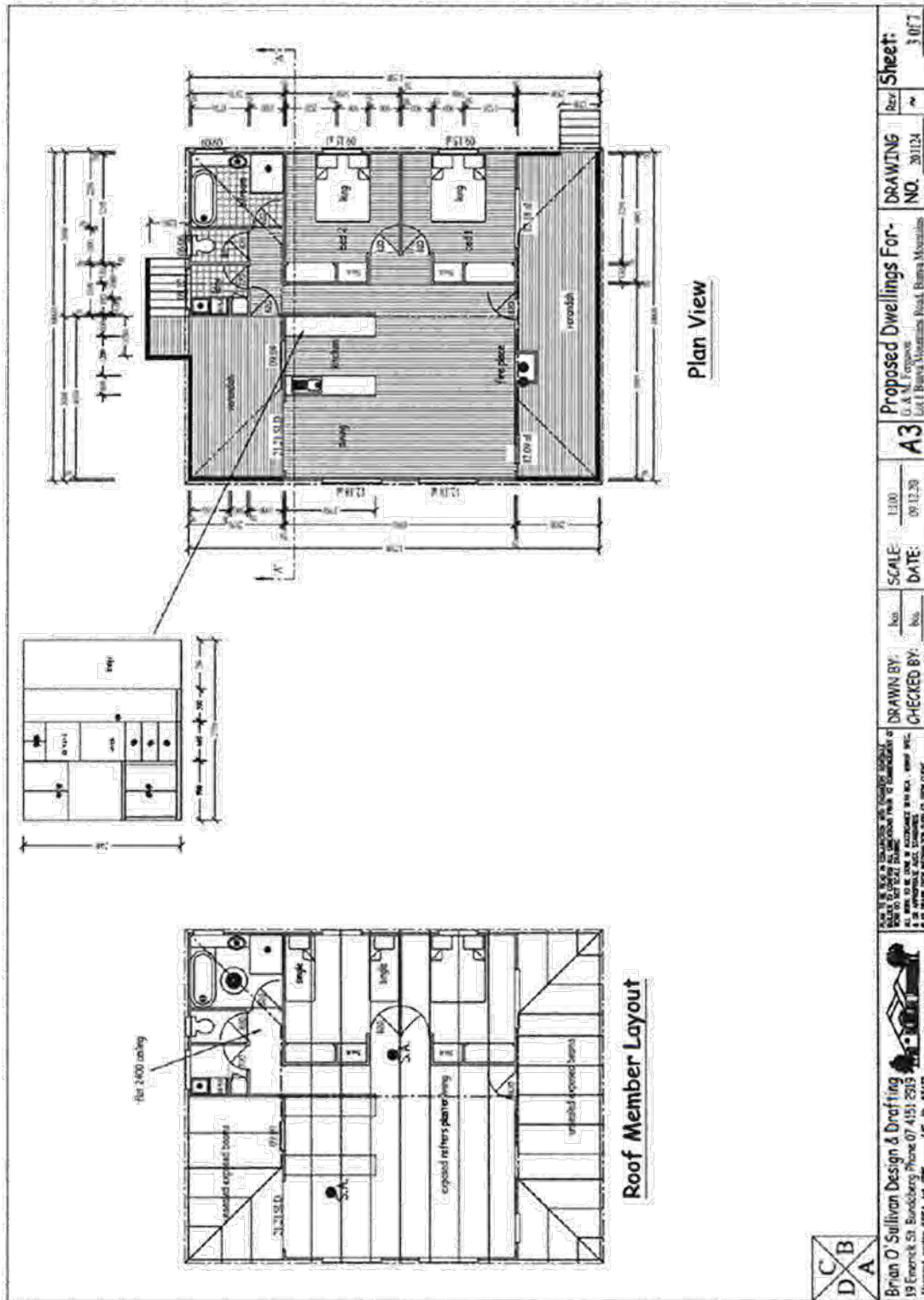
Delegated Authority

Date:



Delegated Authority

Date:



C	B
D	A

Brian O'Sullivan Design & Drafting
 19 Emerald St. Sandwich, Phone 07 4151 2515
 Licensed under 2002 Act, Reg. No. 24417

Proposed Dwellings For-
 U.A.E. Properties
 Lot 1 Beach Woodlands Road, Bangs Mountain

SCALE: 1:100
DATE: 09.12.20

DRAWN BY: [Signature]
CHECKED BY: [Signature]

DRAWING NO. 20124
Sheet 3 of 7

Delegated Authority

Date:

VIEW 'A'

VIEW 'B'

VIEW 'C'

VIEW 'D'

Labels in drawings include: Timber weatherboard cladding - light color, Sheet roof - light color, Lead glass, Dead front, Dried front, Sims posts, Australian Made Decking, Timber weatherboard cladding - light color, Timber weatherboard cladding - light color, Sheet roof - light color, Dead front, Dried front, Timber weatherboard cladding - light color, Sheet roof - light color, Lead glass, Timber weatherboard cladding - light color, Dried front, Dead front, Timber weatherboard cladding - light color, Sheet roof - light color, Timber weatherboard cladding - light color, Dried front, Dead front.

Scale: 1:100

Date: 08/12/20

Drawn by: [Name]

Checked by: [Name]

Proposed Dwellings For: A3

Drawing No.: 20123

Sheet: 4 of 7

Project: Proposed Dwellings For G & M Ferguson Lot 1, Hayes Meadows Road, Hayes Meadows

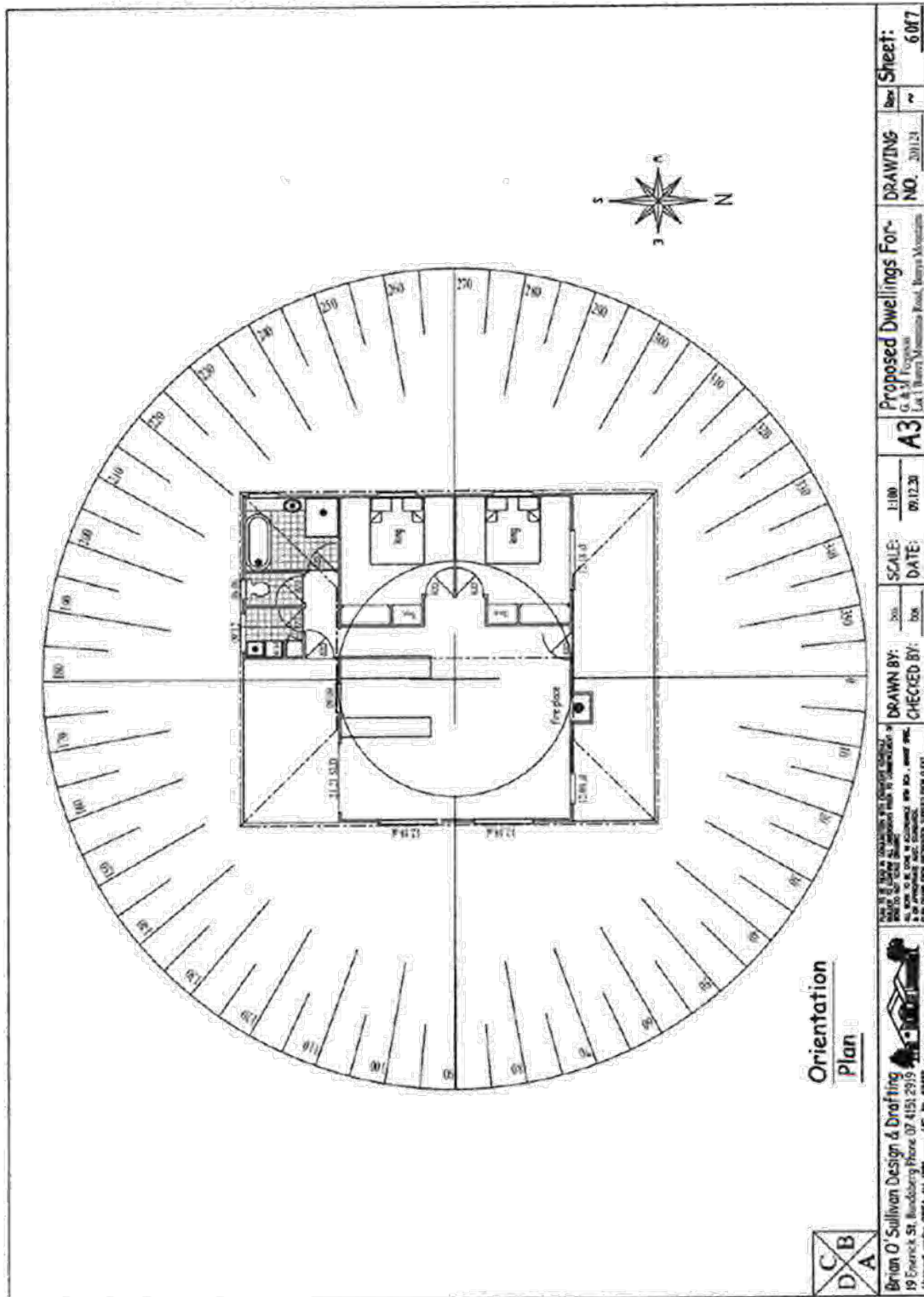
Architect: Brian O'Sullivan Design & Drafting, 19 Emerald St, Bayswater Phone 07 4151 2919

Professional Seal: [Seal]

Scale Box: C B D A

Delegated Authority

Date:

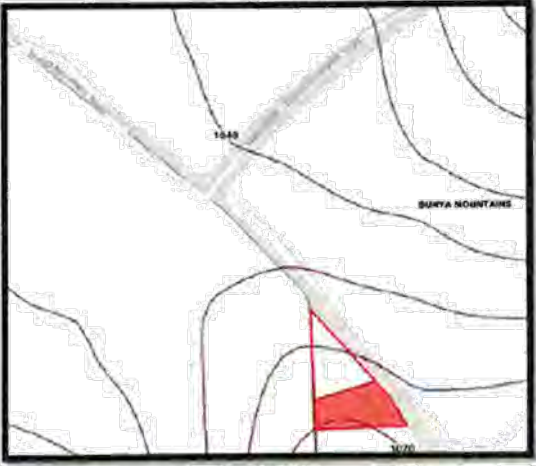


Delegated Authority

Date:

REPORT

The applicant seeks approval for a Material Change of use for two Dwelling Houses on adjoining lots.

APPLICATION SUMMARY	
Applicant:	G Ferguson C/- ONF Surveyors
Proposal:	<p>To establish a single dwelling and outbuilding on Lot 1 and single dwelling on Lot 2.</p> <p>The proposed dwellings will be predominantly of timber construction and use pole construction techniques with minimal ground disturbance proposed. The proposed outbuilding on Lot 1 will utilise slab on ground construction.</p> <p>Existing accesses are approximately 200m south-east of the intersection between Bunya Mountains Road and Maidenwell Bunya Mountains Road.</p>
	
<p><i>Figure 1 - Location of properties to the Bunya Mountains Road and Maidenwell Bunya Mountains Road, Bunya Mountains</i></p>	
Properly Made Date:	5 July 2021
Street Address:	Bunya Mountains Road, Bunya Mountains
RP Description:	Lot 1 on SP233439 Lot 2 on SP233439
Assessment Type:	Impact
Number of Submissions:	Nil
State Referral Agencies:	N/A
<p>It should be noted that as per <i>Planning Regulation 2017</i> a dwelling house is listed as an excluded material change of use which does not trigger referral to SARA if an application does not involve a new or changed access</p>	

Delegated Authority

Date:

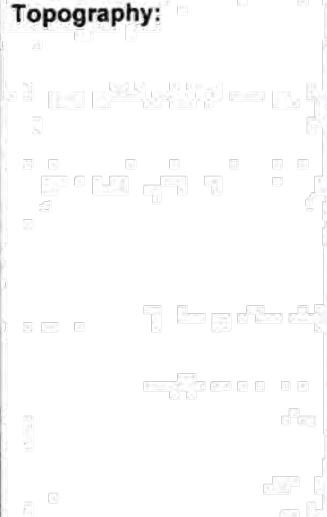

	between the premises and the existing state-controlled road ie. Maidenwell Bunya Mountains Road.
Referred Internal Specialists:	Contract Development Engineer
Submissions Received:	Nil
Decision Making Period Ends:	29 October 2021

SITE DETAILS:

SITE AND LOCALITY DESCRIPTION				
Land Area:	Lot 1 = 4,395sqm Lot 2 = 4,804sqm			
Existing Use of Land:	Vacant land			
Road Frontage:	Bunya Mountains Road			
Road/s	Road Hierarchy			
Bunya Mountains Road	State controlled road			
Easements	Nil			
Significant Site Features:	<p>Both lots contain Category B Remnant Vegetation and essential habitat on the essential habitat map. The clearing of vegetation for development under a development approval is considered exempt clearing work if prior approval is given for a development application and the lots to which the development application relates is less than 5ha and Council is the assessment manager.</p> <p>Both lots are also identified as being as a High risk area on the Protected Plants Flora Survey Map. Although the Department of Environment and Science do not provide species information it is the applicant's responsibility to investigate if a flora survey and/or clearing permit from DES is required.</p> <p>The lots are within the building restriction area on OM1 Airports Environment Overlay. The applicant provided plans identifying the buildings heights of the development and confirms that no impact on the safe and efficient operation of the communication facility has been identified.</p>			

Delegated Authority

Date:

<p>Topography:</p> 	 <p style="text-align: center;"><i>Figure 2 - Lots sloping in general direction to the North</i></p>
Surrounding Land Uses:	Zone & Land Use
North	Environmental Management and Conservation
South	Environmental Management and Conservation & Utility installation (Commonwealth of Australia)
East	Environmental Management and Conservation
West	Environmental Management and Conservation
Services:	Sealed road

Background / Site History

APPLICATION NO.	DECISION AND DATE

ASSESSMENT:

Framework for Assessment

Categorising Instruments for Statutory Assessment

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

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

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

Assessment Benchmarks Pertaining to the Planning Regulation 2017

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

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

Delegated Authority _____

Date: _____

Assessment Benchmarks Pertaining to the Planning Scheme

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

Planning Scheme:	South Burnett Regional Council Planning Scheme Version 1.4
Strategic Framework Land Use Category:	Nil
Zone:	Environmental Management and Conservation
Precinct:	EM1 Bunya Mountains
Assessment Benchmarks	Environmental Management and Conservation Low density residential zone code Services and works code OM1 – Airport Environment Overlay OM5 – Biodiversity Areas Overlay

Strategic Framework

The Strategic Framework considers the following matters:

- Settlement Pattern
- Rural Futures – N/A
- Strong Economy – N/A
- Natural Systems & Sustainability
- Strong Communities – N/A
- Infrastructure & Servicing

Assessment Benchmarks – Planning Scheme Codes

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

STRATEGIC FRAMEWORK:	
Theme	Assessment Comments
Settlement Pattern	<p>While the application may not directly be consistent with the overall outcomes of the Environmental Management & Conservation Zone Code the lots have been created to accommodate future residential occupation similar to the small village established in the Bunya Mountains locality. The Bunya Mountains National Park and its generally distinctive architecture, which is reflective in the mountainous environment with its alpine village character.</p> <p>The proposed dwellings will have access to the Bunya Mountains village services which is a prime tourist function. The proposed pole construction type of the dwellings meetings the distinctive architecture in the Bunya Mountains village.</p> <p>It is considered the proposed development complies with the requirements of the Settlement Pattern theme.</p>

Delegated Authority

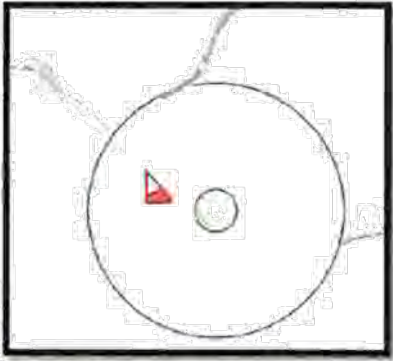
Date:

STRATEGIC FRAMEWORK:	
Rural Futures	N/A.
Strong Economy	N/A.
Natural Systems & Sustainability	<p>The proposed development is located on Category B least concern area. On-site disposal designed in accordance with the relevant legislation.</p> <p>The lots are mapped as having matters of state environmental significance ie. wildlife habitat. As part of the conditions of approval advice is provided to ensure that clearing on site will have minimal impact.</p> <p>Minimal vegetation clearing is required to accommodate the proposed dwelling house resulting in low impact to habitat and existing biodiversity as referred to in the .</p> <p>It is considered the proposed development complies with the requirements of the Natural Systems & Sustainability theme.</p>
Strong Communities	N/A
Infrastructure & Servicing	N/A

ENVIRONMENTAL MANAGEMENT & CONSERVATION ZONE CODE	
Overall Outcomes	
(b) Low intensity development, based on appreciation of the significant values of the area, such as ecotourism and outdoor recreation, may be facilitated where a demonstrated planning need exists and the use does not detrimentally affect the environmental values of the area.	Compliant – Proposed dwellings to be predominantly timber and pole construction in keeping with the overall outcomes maintaining the significant values of the existing landscape.
(d) Natural features such as creeks, gullies, waterways, wetlands, habitats, vegetation and bushland are protected and buffers established.	Compliant - The area is mapped as wildlife habitat. As stated in the applicant's report minimal clearing is proposed however, the applicant may be required to undertake a flora survey in accordance with Department of Environmental Science separate to the planning permit.
(g) Low impact, small-scale rural activities are facilitated where compatible with maintaining environmental values.	Compliant – no small scale rural activities are proposed however the proposed built form compliments the existing environmental values associated with the Bunya Mountains Precinct.
Performance Outcomes	

Delegated Authority


Date:

ENVIRONMENTAL MANAGEMENT & CONSERVATION ZONE CODE	
PO1 Development does not result in any loss or damage to the environmental values of the area.	Compliant – The development will retain the existing environmental values on site with minimal clearing proposed to accommodate the 2x2 bedroom dwellings.
Caretaker's accommodation PO2 to PO4	N/A
PO5 Development does not interfere with the function of aviation facilities	<p>Compliant - The subject sites are within Zone A/B identified on Overlay Map 05 – Airport Environs.</p> <p>The proposed dwellings are setback 220m from the very high frequency communication facility located on Lot 1 on RP116134.</p>  <p><i>Figure 3 - Airport Environs Zone A/B</i></p> <p>The established restricted area is 1076.25, Area of interest is 1070.00 with the property ridgeline for Lot 1 on SP233439 as 1054.1 which is clear of the nominated restricted area.</p> <p>The established restricted area is 1073.43, Area of interest is 1070.00 with the property ridgeline for Lot 2 on SP233439 as 1057.52 which is clear of the nominated restricted area.</p> <p>No referral to Airservices was required as the proposed buildings are located outside of building restricted area.</p>
Wildlife hazards sub-area PO6	N/A
PO7 Areas of environmental significance, including biodiversity values, are identified, protected and enhanced.	Compliant – The applicant may be required to undertake a flora survey of any clearing that may impact the identified high risk area as a requirement administered by Department of Environment and Science.
PO8 Biodiversity values of identified areas of environmental significance are protected from the impacts of development	

Delegated Authority

Date:

ENVIRONMENTAL MANAGEMENT & CONSERVATION ZONE CODE	
PO9 There are no significant adverse effects on water quality, ecological and biodiversity values.	
PO10 Development is not placed at unacceptable risk from bushfire, does not increase the extent or severity of bushfire and maintains the safety of people and property from bushfire	Compliant Development is located outside of the mapped bushfire hazard as per Overlay Map 2.
PO11 Community infrastructure in any area mapped as Very High to Medium (Potential Intensity) Areas are able to function effectively during and immediately after bushfire events.	Section 5.3.2(5) applies in this instance "Where development is proposed on premises partly affected by an overlay, the category of development or assessment for the overlay only relates to the part of the premises affected by the overlay".
Flood Hazard PO12 to PO14	N/A
Landslide Hazard PO15 to PO16	N/A
Regional infrastructure PO17 to PO19	N/A
Water catchments PO20	N/A

OVERLAYS	
OM1 - Airport Environs Overlay	Refer to Environmental Management & Conservation Zone code PO5 above.
OM5 - Biodiversity Areas Overlay	 <p><i>Figure 4 - OM5 (Wildlife habitat)</i></p> <p>The property is mapped as having Wildlife habitat (special lease concern animal).</p> <p>There is no proposed significant clearing. Vegetation clearing is exempt as the property is below 5ha for which Council is the assessment manager.</p>

SERVICES AND WORKS CODE:

Delegated Authority

Date:

Performance Outcomes	
PO1 The development is planned and designed considering the land use constraints of the site for achieving stormwater design objectives	<p>Semi-Compliant</p> <p>Any activities relating to the proposed development have been conditioned that does not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.</p>
PO2 Development does not discharge wastewater to a waterway or off-site unless demonstrated to be best practice environmental management for that site.	Refer above.
PO3 Constructive activities avoid or minimise adverse impact on stormwater quality.	Refer above.
PO4	N/A.
<p>PO5 Development is provided with infrastructure which:</p> <p>(a) Conforms with industry standards for quality;</p> <p>(b) Is reliable and service failures are minimised; and</p> <p>(c) Is function and readily augmented.</p>	<p>Compliant</p> <p>Conditions per planning scheme industry standards. Due to the current zoning and no clear standard of service conditions relating to on-site waste system, and water supply have been applied which satisfy the Rural zone.</p> <p>Water Supply</p> <ul style="list-style-type: none"> - residential uses have a minimum 45,000litre rain water tank capacity for water supply <p>On-site Waste Disposal</p> <ul style="list-style-type: none"> - domestic waste water peak design capacity of 20 or less EP (4200l/day) are services by an on-site sewerage treatment works and land disposal area located, sized, serviced and maintained in accordance with the <i>Plumbing and Drainage Act 2002 and the on-site sewerage code 2002.</i> <p>Stormwater</p> <ul style="list-style-type: none"> - roofwater drained to a 45,000l rainwater tank - drainage is discharged from the boundary of the development site without nuisance and annoyance to adjoining or downstream properties, into natural systems and with conveyance to a lawful point of discharge.

Delegated Authority	Date:
	Electricity and Telecommunications - prior to commencement of any approved use or building works (whichever is first)
PO6 Vehicle parking and access is provided to meet the needs of occupants, employees, visitors and other users.	Compliant Carparking provided for the proposed dwelling.
PO7 Landscaping is appropriate to the setting and enhances local character and amenity.	Compliant No additional landscaping proposed.
PO8 Plant species avoid adverse impacts on the natural and built environment, infrastructure and the safety of road networks.	Refer above.
PO9 Development results in ground levels that retain: (a) Access to natural light; (b) Aesthetic amenity; (c) Privacy; and (d) Safety.	Semi-Compliant Earthworks to be undertaken in accordance with the building requirements.
PO10 Filling or excavation does not cause damage to public utilities.	Refer above.
PO11 Filling and excavation avoids water ponding on the premises or nearby premises that will adversely impact on the health of the community.	Refer above.

Local Categorising Instrument - Variation Approval

N/A.

Local Categorising Instrument - Temporary Local Planning Instrument

N/A.

Other Relevant Matters

The low density zone code has been used by the applicant as a relevant matter to be used in the assessment of the proposed dwelling houses.

Whilst the applicant disagrees with Council's application of Section 45(5)(b) Planning Act whereby assessment may be carried out against or having regard to any other relevant matter, other than a person's personal circumstances, financial or otherwise.

It is acknowledged that the land is zoned Environmental Management and Conservation zone and not low density residential however, a dwelling house is defined as a residential use therefore assessment has been undertaken to ensure that a dwelling complies with the standard residential

Delegated Authority _____

Date: _____

provisions as set out in Council's Planning Scheme. It is not the intention of Council to apply the provisions of the Bunya Mountains Precinct due to the land located outside of this precinct.

LOW DENSITY RESIDENTIAL ZONE CODE	
Performance Outcomes	
Development of greenfield areas PO1	N/A
PO2 to PO6 The density, built form and appearance of development reflects the intended low density, detached housing character of the zone, is climatically responsive and facilitates casual surveillance of the street.	<p>Compliant Site cover does not exceed 10%.</p> <p>Proposed dwellings will be of pole and timber construction similar to the building type found in the Bunya Mountains Village Precinct.</p> <p>Setbacks compliant and reflective to that of existing dwellings in the locality.</p> <p>The proposed dwelling houses will not be visible from the road due to the topography of the land and vegetation.</p> <p>Earthworks to be undertaken in accordance with the building provisions.</p> <p>Services include on-site waste disposal and provision of rain water tank.</p>
PO7 PO8 PO9 PO10 PO11 & PO13	N/A
PO12 Development, including Dwelling Houses, must adopt the local alpine village architectural form.	Compliant – refer to response above.
Overlays	<p>Compliant Refer to the Environmental Management & Conservation Zone Code assessment.</p>

Delegated Authority

Date: _____

Locality Plan



Figure 1 - Aerial Image (Source: Qld Globe)

Aerial Plan

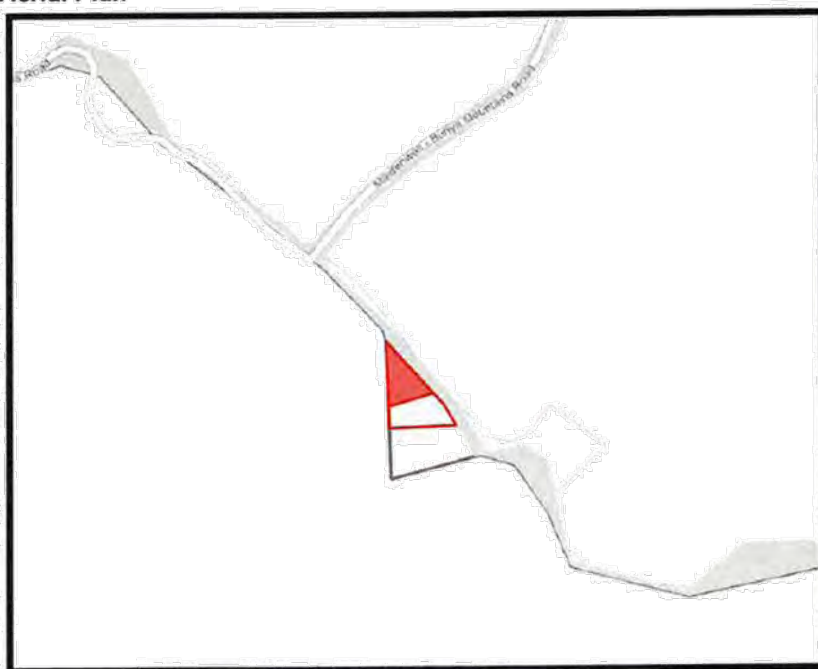


Figure 2 - Locality Plan (Source: IntraMaps)

Delegated Authority _____

Date: _____

CONSULTATION:

Referral Agencies

Nil.

Other Referrals

INTERNAL SPECIALIST	REFERRAL	REFERRAL / RESPONSE
Contract Engineer	Development	Provided standard conditions relating to stormwater, services, access, water supply and wastewater
	Infrastructure Charges Unit	<p>Council adopted the LGIP on 24 June 2019 which commenced on 1 July 2019.</p> <p>The types of development that may trigger the issuing of an infrastructure charges notice are:-</p> <ul style="list-style-type: none"> a) Reconfiguring a lot; b) Making a material change of use; and c) Carrying out building work. <p>The adopted charge for reconfiguring a lot for residential development, is the adopted charge per allotment as stated in Table 2.3 of the South Burnett Regional Council Charges Resolution (No. 3) 2019.</p> <p>The current charge for this proposed development is nil.</p> <p>Refer to the Infrastructure Charges Notice attached as Attachment B.</p>

Public Notification

Council received the Notice of Compliance on 6 September 2021. The information attached to the notice confirms that the public notification of the application was undertaken in accordance with the requirements of Part 4 of the Planning Act 2016. The Notice of Compliance states the public notification included:

- Publishing a notice in the Burnett Today on 12 August 2021;
- Place a notice on the land from 12 August 2021; and
- Notifying owners of all land adjoining the site on 12 August 2021.

Council received no submissions objecting to or supporting the proposed development.

CONCLUSION:

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

RECOMMENDATION:

It is recommended that the development application for a Material Change of Use for two (2) Dwelling Houses at Bunya Mountains Road, Bunya Mountains (and described as Lots 1 & 2 on SP233439) be approved subject to reasonable and relevant conditions pursuant to Section 60 of the *Planning Act 2016*.

Delegated Authority

Date:

ATTACHMENTS

Nil

Delegated Authority _____

Date: _____

ATTACHMENT A

NOTICE ABOUT DECISION – STATEMENT OF REASONS

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

The development application for:

Type of Approval	New dwelling house and garage on Lot 1 and new dwelling house on Lot 2
Level of Assessment	Impact assessable
Application No	MCU21/0011
Name of Applicant	G & M Ferguson C/- ONF Surveyors
Street Address	Bunya Mountains Road, Bunya Mountains Qld 4615
Real Property Address	Lot 1 on SP233439 Lot 2 on SP233439

On 8 November 2021 the above development was:

Approved in full, with conditions.

1. Reasons for the Decision

The reasons for this decision are:

- The dwelling houses are considered low scale compatible with Bunya Mountains environmental values
- No extensive vegetation clearing is proposed
- Dwelling houses designed incorporating the local alpine village architectural form required in the Bunya Mountains Precinct
- Dwelling houses have access via state-controlled road

2. Assessment Benchmarks

- South Burnett Regional Council Planning Scheme 2017
 - o Environmental management and conservation zone code
 - o Services and works code

3. Relevant Matters

- Low density residential zone code

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

Delegated Authority _____

Date: _____

**ATTACHMENT B
INFRASTRUCTURE CHARGES NOTICE**

(Section 119 of the Planning Act 2016)

APPLICANT: Gordon Ferguson
C/- O'Reilly Nunn Favier - ONF Surveyors
PO Box 896
KINGAROY QLD 4610

APPLICATION: New dwelling house and garage on Lot 1 and new dwelling house on Lot 2.

DATE: 3/11/2021

FILE REFERENCE: MCU21/0011

AMOUNT OF THE LEVIED CHARGE: **\$0.00** **Total**
(Details of how these charges were calculated are shown overleaf)

\$0.00	Water Supply Network
\$0.00	Sewerage Network
\$0.00	Transport Network
\$0.00	Parks and Land for Community Facilities Network
\$0.00	Stormwater Network

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

LAND TO WHICH CHARGE APPLIES: Lot 1 & 2 on SP233439

SITE ADDRESS: Bunya Mountains Rd, Bunya Mountains

PAYABLE TO: **South Burnett Regional Council**

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

OFFSET OR REFUND: Not Applicable.

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

Delegated Authority _____

Date: _____

DETAILS OF CALCULATION

Water Supply

Adopted Charges

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

Discounts*

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

Sewerage

Adopted Charges

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

Discounts*

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

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Use (2 bed)	2	dwellings	\$2,410.00	CR Table 2.1	\$2,410.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Residential Use (2 bed)	2	dwellings	\$2,410.00	CR Table 2.1	\$2,410.00

Delegated Authority

Date:

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Use (2 bed)	2	dwelling	\$2,410.00	CR Table 2.1	\$2,009.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Residential Use (2 bed)	2	dwelling	\$2,410.00	CR Table 2.1	\$2,009.00

Stormwater

Adopted Charges

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

Discounts*

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

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Residential Use (2 bed)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

* 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;

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:

- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- McKenzie Street, Wondai, 4606; or
- via other methods identified on the Itemised Breakdown.

Enquiries

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

Delegated Authority _____ Date: _____

0.0 MATERIAL CHANGE OF USE - CARETAKER'S ACCOMMODATION AT 1635 BURNETT HIGHWAY, SANDY RIDGES (AND DESCRIBED AS LOT 3 ON SP235457) - APPLICANT: A BURVILLE C/- ONF SURVEYORS

File Number: MCU21/0016
Author: Planning Officer
Authoriser: Chief Executive Officer

	SIGNATURE	DATE
MANAGER	<i>[Signature]</i>	4/11/21
GM	<i>[Signature]</i>	11/11/21
CEO	<i>[Signature]</i>	12-11-21

PRECIS

Material Change of use – caretaker’s accommodation at 1635 Burnett Highway, Sandy Ridges (and described as Lot 3 on SP235457) – Applicant: A Burville C/- ONF Surveyors

SUMMARY

- Application for Material Change of Use – Development Permit – Caretakers accommodation;
- The proposed caretaker’s residence has been designed to accommodate an entire family
- The subject site is identified within the Rural Zone under the South Burnett Regional Council Planning Scheme;
- The subject site is 51.81 hectares;
- The proposed caretaker’s accommodation will be located approximately 54m from the existing dwelling and will utilise the same access.
- Access is via an easement in the adjoining allotment (2 SP235457) onto the Burnett Highway.
- The proposed caretaker’s accommodation is approximately 205m² in gross floor area. The proposal exceeds the 125m² maximum floor area requirement for a caretaker’s accommodation and therefore triggered a code assessable development application;
- The development application is assessed against the relevant codes of the South Burnett Regional Council Planning Scheme. Relevant codes including:
 - Rural zone Code; and
 - Services and works Code.
- No information request was issued by Council.
- The application has been assessed and the proposal generally meets the requirements of the planning scheme and relevant codes or has been conditioned to comply (refer attachment A – Statement of Reasons).
- Application recommended for approval subject to reasonable and relevant conditions.

OFFICER'S RECOMMENDATION

That Council approve the development permit for a Material change of use for a Caretaker's accommodation at 1633 Burnett Highway described as lot 3 on SP235457, subject to the following conditions.

GENERAL

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

Drawing Title	Prepared by	Project no.	Rev	Date
Site Plan	Blueprint Drafting Services	21-3043-SPY Sheet 1	-	18 th August 2021
Floor Plan	Blueprint Drafting Services	21-3043-SPY Sheet 2	-	18 th August 2021

Delegated Authority

Date:

Elevations 1	Blueprint Drafting Services	21-3043-SPY Sheet 3	-	18 th August 2021
Elevations 2	Blueprint Drafting Services	21-3043-SPY Sheet 4		18 th August 2021
3D Views 1	Blueprint Drafting Services	21-3043-SPY Sheet 5	-	18 th August 2021
3D Views 2	Blueprint Drafting Services	21-3043-SPY Sheet 6	-	18 th August 2021

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

- Development Permit for Building Works; and
- Development Permit for Plumbing and Drainage Work.

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

APPROVED USE

GEN4. The approved development is a Material Change of Use for a Caretaker's Accommodation with a gross floor area 205sqm, as shown on the approved plans and does not imply approval for other similar uses. The subject site is not to be used for any other purpose unless in the opinion of Council is subservient to the predominant use of the site.

GEN5. The caretaker's residence must be used to support the agricultural use of the premises. The additional dwelling house must not be used for Short term accommodation, Air BnBs, Rooming accommodation, Residential care facility.

ENGINEERING WORKS

ENG1. 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.

ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.

ENG3. 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.

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

ENG3. 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.

ENG4. 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

Delegated Authority

Date:

public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

STORMWATER MANAGEMENT

- ENG5. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG6. 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.

WATER SUPPLY

- ENG7. Provide on-site water storage for the development with a minimum capacity of 45kl.

ON-SITE WASTEWATER DISPOSAL

- ENG8. Connect the development to an on-site wastewater disposal system, in accordance with the AS1547 and the Queensland Plumbing and Waste Water Code.
- ENG9. Obtain a Development Permit for Plumbing Works for the on-site sewerage treatment system.

VEHICLE ACCESS

- ENG10. The caretaker's accommodation shall use the same access as the existing house (via Burnett Highway). No new access is permitted.

ELECTRICITY AND TELECOMMUNICATIONS

- ENG11. The applicant is to provide the caretaker's accommodation with a reticulated electricity supply complying with Ergon Energy's requirements. Submit to Council, written confirmation from the electricity provider that the dwelling house is connected, or an agreement has been guaranteed for the supply of electricity.
- ENG12. The applicant is to provide the caretaker's accommodation with a telecommunication service. Where supply is not to be provided at this time, details of the proposed service is to be provided for Council's consideration and approval.

ADVICE

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

WHEN APPROVAL STARTS TO HAVE EFFECT

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

WHEN APPROVAL LAPSES

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

DEVELOPER INCENTIVE

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

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

Delegated Authority

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HERITAGE

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

APPEAL RIGHTS

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

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.

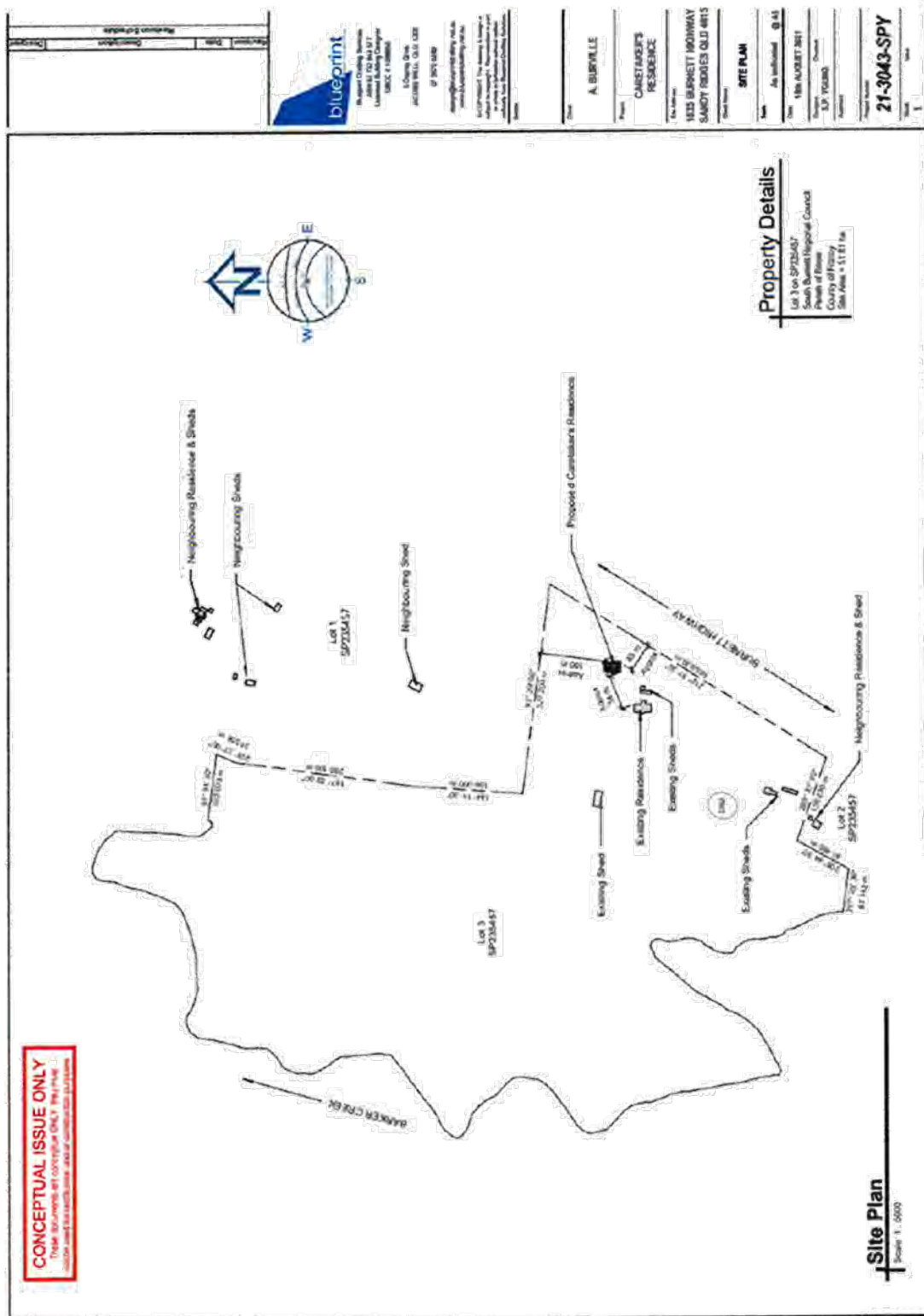
ASSET MANAGEMENT IMPLICATIONS

No implication can be identified.

Delegated Authority

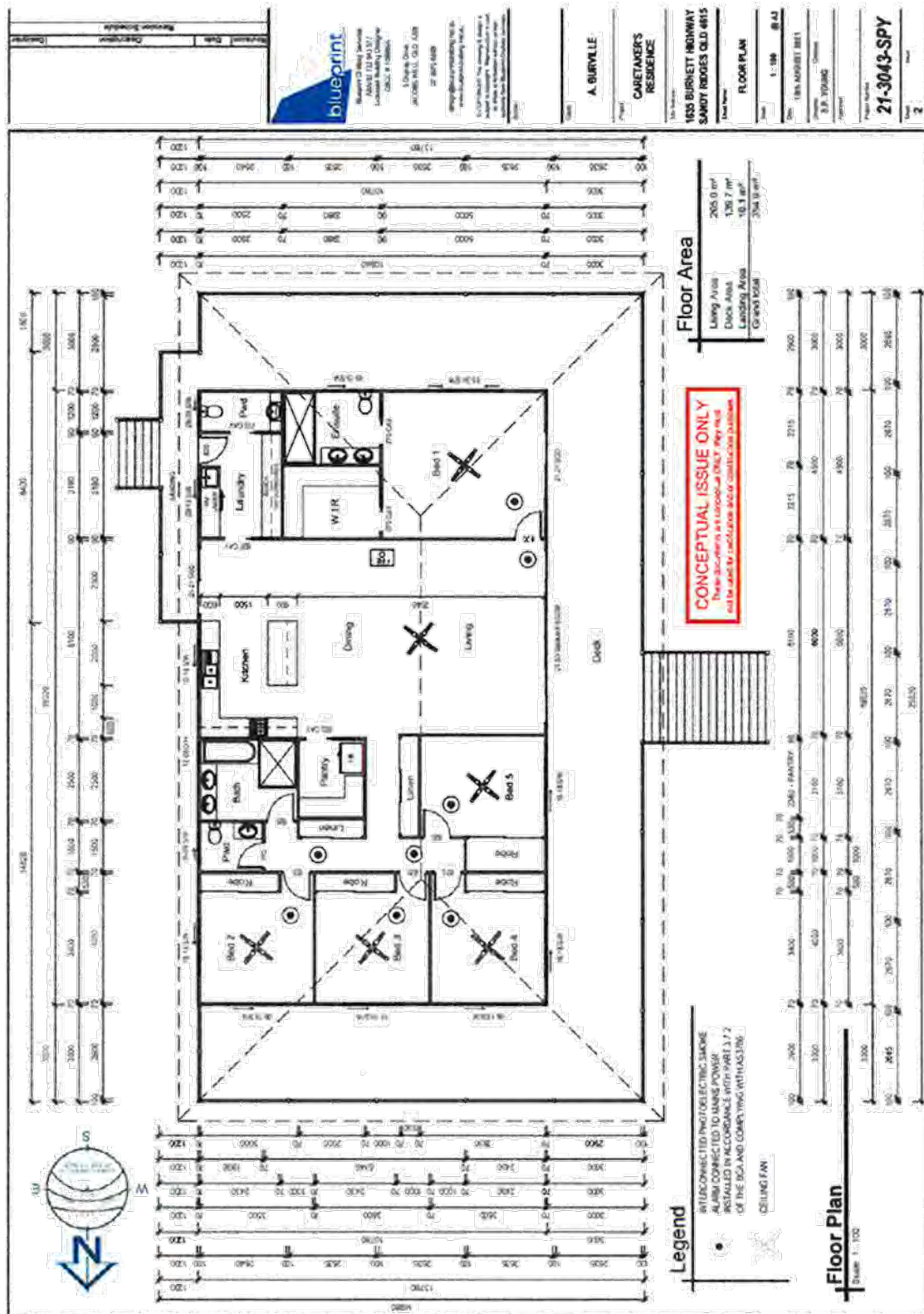
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PROPOSAL PLAN



Delegated Authority

Date:

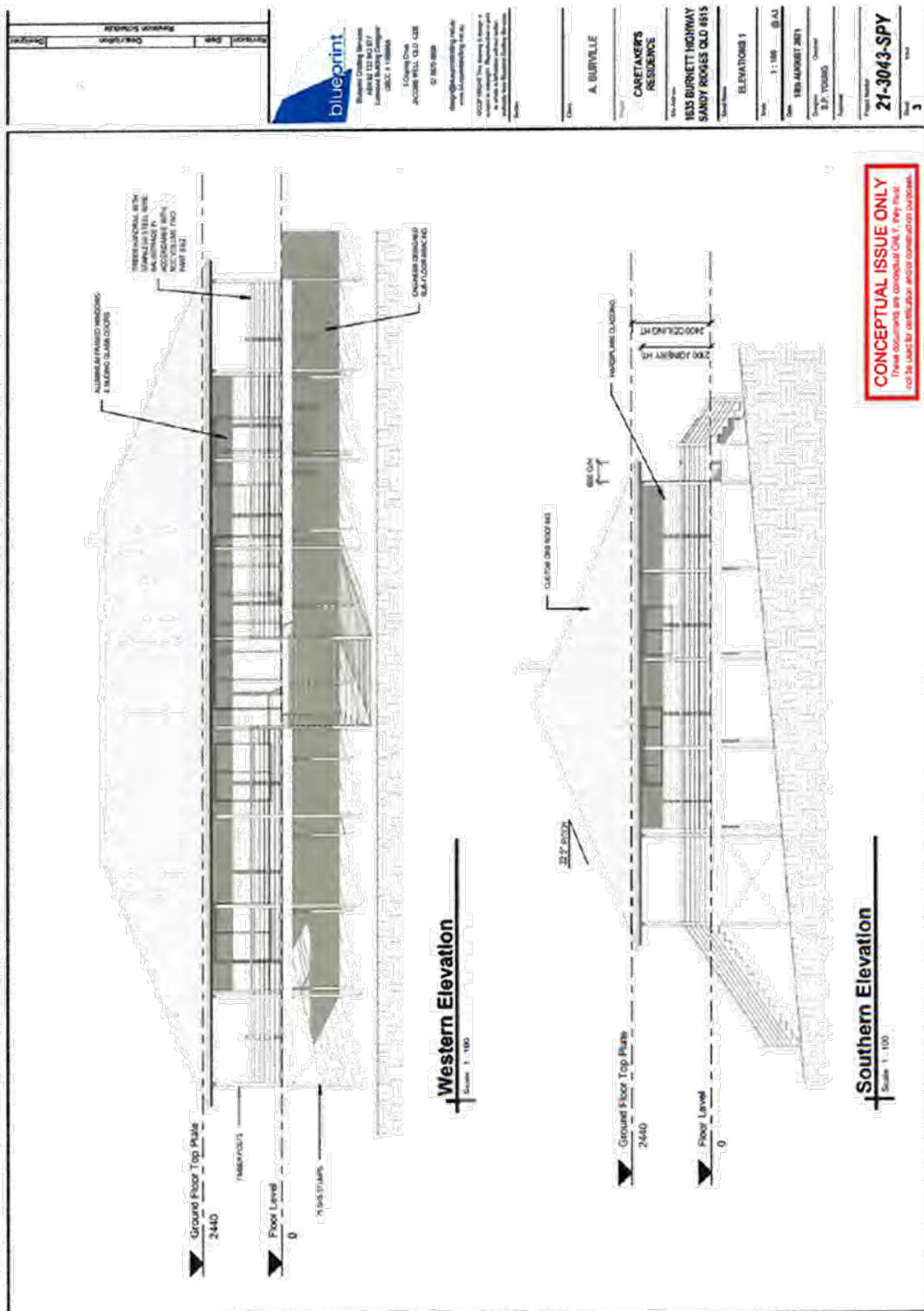


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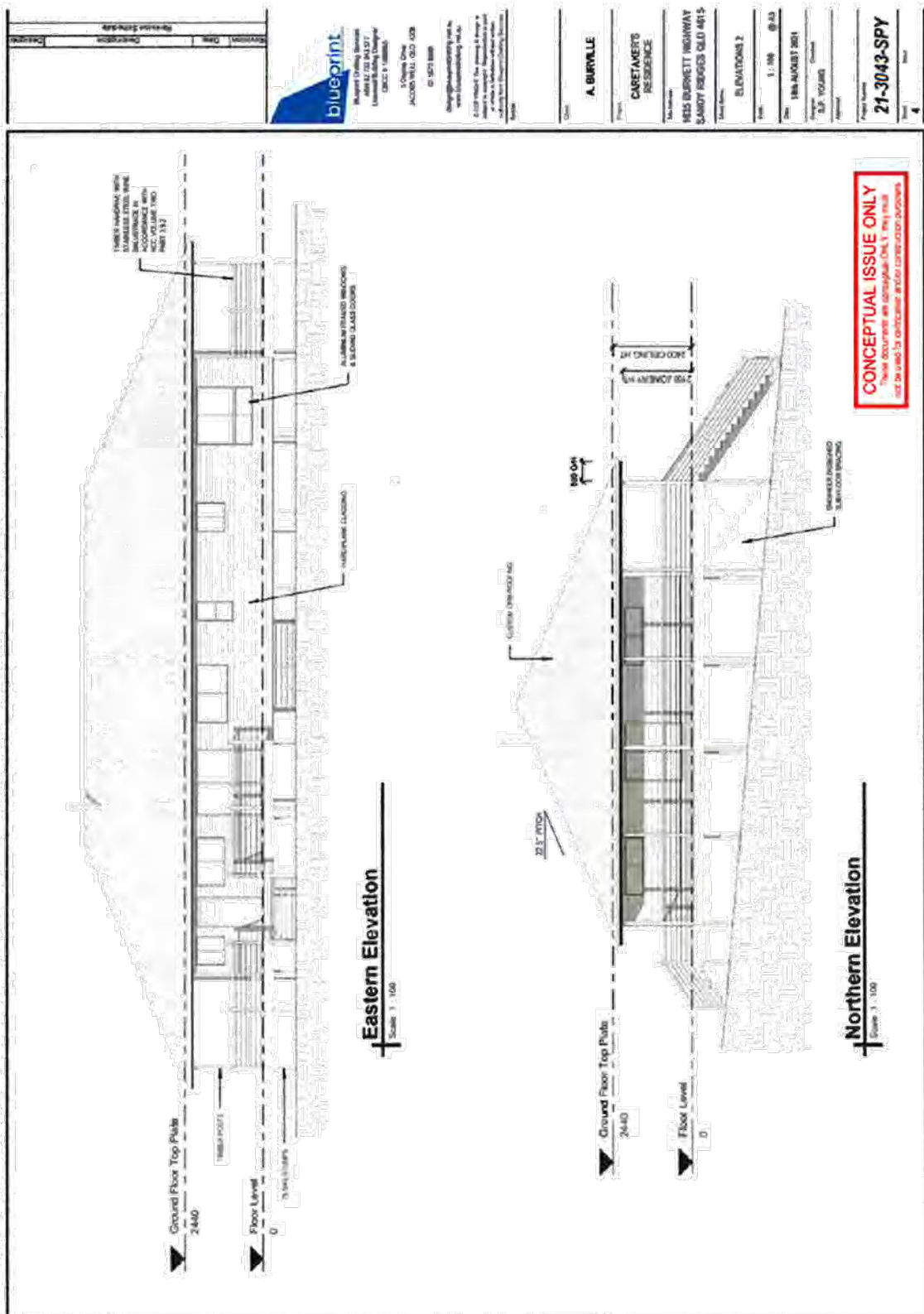
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 will be used for consultation and/or construction purposes.

Delegated Authority


Date:



Delegated Authority


Date:

<p>blueprint Blueprinting Services 11000 17th Street SW Everett, WA 98201 (425) 336-0800</p> <p>10/26/21 10/26/21 10/26/21</p>	<p>Client: A. BURVILLE</p> <p>Project: CARETAKER'S RESIDENCE</p> <p>Site Address: 1832 BURNETT HIGHWAY SANDY RIDGES OLD 4615</p> <p>Architect: S.P. YOUNG</p> <p>Scale: 3D VIEWS 1</p> <p>Date: NOT TO SCALE 0/13</p> <p>Issue: 18A AUGUST 2021</p> <p>Project Number: 21-3043-SPY</p> <p>Sheet: 5</p>
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North-Western View
NOT TO SCALE

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South-Western View
NOT TO SCALE

Delegated Authority


Date:

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: right;">Revision Schedule</td> <td style="width: 50%; text-align: left;">Description</td> </tr> <tr> <td style="width: 50%; text-align: right;">Author</td> <td style="width: 50%; text-align: left;">Designer</td> </tr> </table>	Revision Schedule	Description	Author	Designer	 <p> 10 Kings Drive Jacobs Well QLD 4388 Locked Mailbag 200/10 QLD 4388 CIBC # 120895 </p> <p> 10 Kings Drive JACOBS WELL QLD 4388 07 5477 4388 </p> <p> All rights reserved. This document is the property of the author and is not to be used for any other purpose without the author's written consent. </p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> <p>A. BURVILLE</p> <p>CARETAKERS RESIDENCE</p> <p>1633 BURNETT HIGHWAY SANDY RIDGES QLD 4815</p> <p>Sheet Name: 3D VIEWS 2</p> </td> <td style="width: 50%;"> <p>Scale: NOT TO SCALE @ A3</p> <p>Date: 18th AUGUST 2021</p> <p>Author: S.P. YOUNG</p> <p>Project Number: 21-3043-SPY</p> <p>Sheet Number: 6</p> </td> </tr> </table>	<p>A. BURVILLE</p> <p>CARETAKERS RESIDENCE</p> <p>1633 BURNETT HIGHWAY SANDY RIDGES QLD 4815</p> <p>Sheet Name: 3D VIEWS 2</p>	<p>Scale: NOT TO SCALE @ A3</p> <p>Date: 18th AUGUST 2021</p> <p>Author: S.P. YOUNG</p> <p>Project Number: 21-3043-SPY</p> <p>Sheet Number: 6</p>
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South-Eastern View
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North-Eastern View
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Delegated Authority

Date:

REPORT

The applicant seeks approval for a Material Change of use for Caretaker's accommodation.

APPLICATION SUMMARY	
Applicant:	A Burville C/- ONF Surveyors
Proposal:	Caretaker's accommodation
Properly Made Date:	<< INSERT DETAILS >>
Street Address:	1635 Burnett Highway SANDY RIDGE
RP Description:	3SP235457
Assessment Type:	Code Assessable
Number of Submissions:	N/A
State Referral Agencies:	N/A
Referred Internal Specialists:	Development Engineer

The following table describes the key development parameters for the proposal:

PROPOSED DEVELOPMENT	
Proposed Development:	Caretaker's accommodation
Variations Sought:	Nil
Level of Assessment:	Code
Area to be used:	354m ²
Impervious Area:	Nil
Site Cover:	0.07%
Car Parking Spaces:	Nil
Service Vehicle Provision:	Nil
Submissions Received:	N/A
Decision Making Period Ends:	3 November 2021

SITE DETAILS:

SITE AND LOCALITY DESCRIPTION		
Land Area:	51.8 ha	
Existing Use of Land:	Existing dwelling, other farm buildings & Intensive cropping activities	
Road Frontage:	Burnett Highway	
Road/s	Road Hierarchy	
Burnett Highway	State Controlled Road	
Easements	Nil	
Significant Site Features:	Nil	
Topography:	Slightly sloping	
Surrounding Land Uses:	Land Use	Zone/Precinct
North	Agriculture	Rural
South	Rural Residential living	Rural
East	Agriculture	Rural
West	Agriculture	Rural

Delegated Authority _____ Date: _____

Services:	Electricity Telecommunications
------------------	-----------------------------------

Background / Site History

APPLICATION NO.	DECISION AND DATE
	N/A

ASSESSMENT:

Framework for Assessment

Categorising Instruments for Statutory Assessment

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

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

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

Assessment Benchmarks Pertaining to the Planning Regulation 2017

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

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

Assessment Benchmarks Pertaining to the Planning Scheme

The applicable planning scheme for the application is South Burnett Regional Council Planning Scheme Version 1.3. The following sections relate to the provisions of the Planning Scheme.

Planning Scheme:	South Burnett Regional Council Planning Scheme Version 1.4
Strategic Framework Land Use Category:	Rural
Zone:	Rural
Precinct:	N/A
Consistent/Inconsistent Use:	Consistent
Assessment Benchmarks:	<ul style="list-style-type: none"> • Rural zone Code • Services and works Code

Assessment Benchmarks – Planning Scheme Codes

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

Delegated Authority

Date:

ASSESSMENT BENCHMARKS	ASSESSMENT MANAGERS COMMENTS
RURAL ZONE CODE	
Section 1 - General	
PO1 Development maintains rural amenity and character.	
<p>AO1.1 Buildings are set back 20m from any collector or higher order road and 10m from any other road frontage. and</p> <p>AO1.2 The use does not cause odour, noise or air emissions in excess of the prescribed limits in the Environmental Protection (Air) Policy 1997 or the Environmental Protection (Noise) Policy 1997.</p>	<p>Complies – The building is setback 45m from the road.</p> <p>✓ The proposed caretaker's accommodation conforms to the existing use of the site. No odour, noise or air emissions beyond the prescribed limits are expected.</p>
PO2 Development does not jeopardise the rural production capacity of the Zone.	
<p>Development resulting in lots less than the minimum size in Table 8.4.2 satisfying outcomes –</p> <p>AO2.1 The proposal is necessary for the efficient production and processing of a crop grown in the area. or</p> <p>AO2.2 The proposal provides an alternate productive rural activity that supports regionally significant industry. or</p> <p>AO2.3 An agricultural sustainability report prepared by a suitably qualified agronomist demonstrates that –</p> <p>(a) The lot is suitability sized for the proposed activity, including a dwelling house including yard; and</p> <p>(b) There is sufficient water for the proposed activity; and</p> <p>(c) The allotment is capable of being connected to reticulated electricity; and</p> <p>(d) The proposed activity is financially viable, requiring a viability assessment that includes capital costs, operational costs, sustainable yields to support a family, climate, soils and geological factors affecting crop growth, nutrients, salinity, topography, susceptibility to flooding and erosion and an assessment of market robustness (both recent and projected) and alternative practices in the event of failure. and</p> <p>AO2.4 Development is consistent with any Soil Conservation Plan that applies to the locality, as approved by the relevant State agency.</p>	<p>N/A</p>
PO3 Development does not result in any degradation of the natural environment, in terms of the geotechnical, physical, hydrological and environmental characteristics of the site and its setting.	
<p>AO3.1 Uses and associated works are confined to existing lawfully cleared land or areas not supporting regulated vegetation. and</p>	<p>Complies – The proposed location of the caretaker's accommodation is an existing cleared area.</p>

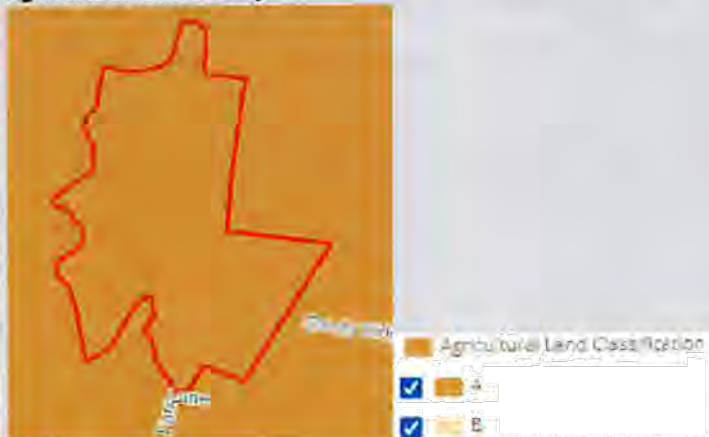
Delegated Authority

Date:

<p>AO3.2 Uses and associated works are confined to areas outside stormwater discharge points, overland flow paths, watercourses and natural drainage features. and AO3.3 Development, excluding forestry activities and permanent plantations, adjacent to National Parks or State Forests is set back a minimum of 100m from the park boundaries in the absence of any current 'Management Plans' for these areas.</p>	<p>✓ The proposed dwelling will have minimum impact on stormwater discharge points, overland flow paths and natural drainage features and is well clear of any watercourse.</p> <p>N/A</p>
<p>PO4 Development is not exposed to risk from natural hazard relating to land slip.</p>	
<p>AO4.1 Uses and associated works are confined to slopes not exceeding: (a) 15% for residential uses; (b) 10% for treated effluent disposal areas; (c) 6% for non-residential uses.</p>	<p>Complies – The area surrounding the proposed residence has a maximum slope of 10%</p>
<p>PO5 Development is adequately serviced.</p>	
<p>AO5.1 A 45kl water tank is provided for consumption purposes. and AO5.2 On-site sewage treatment is provided. and AO5.3 Each dwelling is provided with a service line connection to the electricity supply and telecommunications networks.</p>	<p>Complies – The planning report submitted by the applicant states that the proposed caretaker's accommodation will be serviced with rainwater tanks, electricity and an on-site sewerage system. Relevant conditions added to ensure compliance.</p>
<p>PO6 Development is located and designed to ensure that land uses are not exposed to: (a) Areas that pose a health risk from previous activities; and (b) Unacceptable levels of contaminants.</p>	
<p>AO6.1 Development does not occur: (a) In areas that pose a health risk from previous activities; and (b) On sites listed on the Contaminated Land Register or Environmental Management Register. or AO6.2 Areas that pose a health risk from previous activities and contaminated soils which are subject to development are remediated prior to plan sealing, operational works permit, or issuing of building works permit.</p>	<p>Complies – The subject site is not listed on the CLR or EMR.</p> <p>N/A</p>
<p>Section 3 – Caretaker's accommodation</p>	
<p>PO8 Caretaker's accommodations are subsidiary to and compatible with the principal use on the same site.</p>	
<p>AO8.1 Only one caretaker's accommodation is established on the site. and AO8.2 A caretaker's accommodation is not located at the front of the primary use on the site.</p>	<p>Complies – There is currently one dwelling on site and only one caretaker's accommodation is proposed.</p> <p>✓ The proposed caretaker's accommodation is located 45m from the road frontage and</p>


Delegated Authority

Date:

<p>and AO8.3 A caretaker's accommodation is separated from the principal activity areas of the primary use of the site by at least 10m.</p>	<p>54m from the existing dwelling. The existing dwelling currently gains access from an easement adjoining the neighbouring allotment to the south and thus when entering the site, the caretaker's accommodation appears subsidiary.</p> <ul style="list-style-type: none"> ✓ The caretaker's accommodation is located near the existing dwelling and separated from the agricultural use of the site.
<p>PO9 Caretaker's accommodations are compatible with the scale, character and appearance of the setting and provide for the accommodation needs of a caretaker and their family.</p>	
<p>AO9.1 A caretaker's accommodation does not exceed 8.5m in height. and AO9.2 Where adjoining land used, or approved for use, for uses in the accommodation activities use group, a caretaker's accommodation is located adjacent to the adjoining use. and AO9.3 A caretaker's accommodation has a floor area no greater than 125m², has a balcony, verandah or deck with a minimum area of 6m² with minimum dimensions of 3m. and AO9.4 A caretaker's accommodation is provided with private open space which is directly accessible from a habitable room. and AO9.5 A caretaker's accommodation is setback: (a) A minimum of 1.5m from the common property boundary to an adjoining residential use; or (b) A minimum of 10m from the principal activity areas of an industrial or commercial use on an adjoining allotment.</p>	<p>Complies – The proposed dwelling is less than 8.5m in height.</p> <p>N/A</p> <ul style="list-style-type: none"> ✓ The proposed caretaker's accommodation has a floor area of 205m², exceeding the maximum of 125m². However, complies with the performance outcome as the proposed residence provides accommodation for the needs of the caretaker and his family. ✓ The proposed residence includes a veranda exceeding the 6m² requirement. ✓ The proposed residence is orientated away from the existing dwelling providing private open space. ✓ The caretaker's accommodation is setback approximately 100m from nearest neighbouring boundary.
<p>Section 6 – For development affected by one or more overlays</p>	
<p>Agricultural land overlay</p> 	
<p>PO15 The productive capacity and utility of agricultural land for rural activities is maintained.</p>	

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<p>AO18.1 Uses and associated works are confined to areas not identified on Overlay Map 05. or AO18.2 Development is compatible with the environmental values of the area. or AO18.3 Where development within an area identified on Overlay Map 05 is unavoidable, measures recommended by a suitably qualified ecologist are incorporated to protect and retain the environmental values and underlying ecosystem processes within or adjacent to the development site to the greatest extent practical.</p>	<p>Complies – The proposed residence is located a significant distance from the biodiversity identified above.</p> <p>N/A</p>
<p>PO19 Biodiversity values of identified areas of environmental significance are protected from the impacts of development.</p>	
<p>AO19.1 Development adjacent to Protected Areas identified on Overlay Map 05 is set back a minimum of 100m from the park boundaries in the absence of any current 'Management Plans' for these areas.</p>	<p>Complies – The proposed residence is located more than 500m from the OM5 area.</p>
<p>PO20 There are no significant adverse effects on water quality, ecological and biodiversity values.</p>	
<p>AO20.1 Uses and associated works are confined to areas outside overland flow paths and natural drainage features. and AO20.2 All buildings, on-site effluent disposal, external activities or storage areas are located 100m from the top of the bank of a river, creek, stream or wetland identified on Overlay Map 05. Note: This setback does not apply to equipment such as pumps that are necessary to access water or waterway crossings. And AO20.3 The Waterway Corridors identified on Overlay Map 05 are maintained in a natural state.</p>	<p>✓ Conditioned to comply.</p> <p>Complies – The proposed caretaker's accommodation is located more than 500m from the creek (area identified in OM5)</p> <p>✓ The agricultural use of the site will continue, and the proposed residence will not impact on the existing waterway.</p>
<p>Bushfire hazard overlay</p> 	

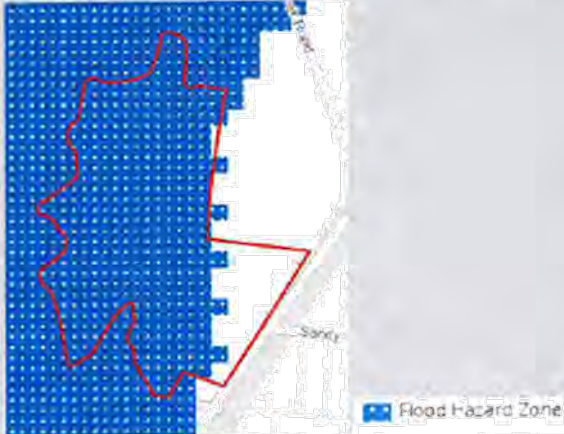
Delegated Authority

Date:

<p>PO21 Development is not placed at unacceptable risk from bushfire, does not increase the extent or severity of bushfire and maintains the safety of people and property from bushfire</p>	
<p>AO21.1 Development does not occur in areas mapped as Very High or High Potential Bushfire Intensity Areas on the SPP Interactive Mapping (Plan Making). or AO21.2 A written assessment by a suitably experienced or qualified person confirms that the site is of Low Potential Bushfire Hazard. or AO21.3 For areas mapped as Medium Potential Bushfire Intensity Areas on the SPP Interactive Mapping (Plan Making), bushfire risk is mitigated through a Bushfire Management Plan incorporating: (a) Lot design and the siting of buildings and uses so: (i) high intensity uses are located on the least bushfire prone area on the site and activities least susceptible to fire are sited closest to the bushfire hazard; and (ii) efficient emergency access is optimised; and (iii) bushfire risk is effectively minimised having regard to aspect, elevation, slope and vegetation. (b) Including firebreaks that provide adequate: (i) setbacks between buildings/ structures and hazardous vegetation; and (ii) access for fire fighting or other emergency vehicles; and (c) Road access for fire-fighting appliances and firebreaks are provided through a perimeter road that separates the use from areas of bushfire hazard and that road has a minimum cleared width of 20 metres; and (d) Where a reticulated water supply is not available and development involves buildings with a gross floor area greater than 50m², one tank within 100m of each residential building that has: (i) fire brigade tank fittings; and (ii) 25,000 litres dedicated for firefighting purposes.</p>	<p>Complies – The proposed residence is located outside of the bushfire hazard overlay.</p> <p>✓ Not required.</p> <p>N/A</p>
<p>PO22 Community infrastructure in any area mapped as Very High to Medium (Potential Intensity) Areas are able to function effectively during and immediately after bushfire events.</p>	
<p>AO22.1 No outcome specified.</p>	<p>N/A</p>
<p>PO23 Public safety and the environment are not adversely affected by the detrimental impacts of bushfire on hazardous materials manufactured or stored in bulk.</p>	
<p>AO23.1 No hazardous materials, manufactured or stored in bulk, are on land mapped as Very High to Medium (Potential Intensity) Areas.</p>	<p>N/A</p>

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Date:

<p>PO24 Major risks to the safety or property and to the wellbeing of occupants in areas mapped as Very High to Medium (Potential Intensity) Areas is minimised through appropriate siting, servicing and managing of residential premises.</p>	
<p>AO24.1 New dwellings on land mapped as Very High to Medium (Potential Intensity) Areas are located:</p> <p>(a) Centrally within existing cleared areas on a lot which allows a regular shaped area (with a minimum dimension of 50m) of 5,000m² to be identified that:</p> <p>(i) is free of highly combustible vegetated areas; and</p> <p>(ii) is on southerly to easterly facing slopes not exceeding 15% gradient; or</p> <p>(iii) on flat lands at the base of north to western facing slopes not exceeding 15% gradient.</p> <p>(b) A fire protection buffer is established around the complete perimeter of the dwelling unit within a lot for a minimum width of 50m.</p>	<p>N/A</p>
<p>Flood hazard overlay</p> 	
<p>PO28 Development is not exposed to risk from flood events by responding to flood potential and maintains personal safety at all times.</p>	
<p>AO28.1 All new allotments include an area of sufficient size to accommodate the intended land use outside the area identified on Overlay Map 03. and</p> <p>AO28.2 New buildings are not located within the area identified on Overlay Map 03; or</p> <p>AO28.3 Development is sited above the 1%AEP flood event where known, or the highest known flood event, as follows:</p> <p>(a) Habitable floor levels - 500mm;</p> <p>(b) Non-habitable floor levels - 300mm;</p> <p>(c) On-site sewage treatment and storage areas for potential contaminants - 300mm;</p> <p>(d) All other development - 0mm. and</p>	<p>N/A - No new allotments proposed.</p> <p>Complies – The proposed residence is located outside of the flood hazard overlay.</p> <p>N/A</p>

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<p>AO28.4 Building work below the nominated flood level allows for the flow through of flood water at ground level: (a) The structure below flood level is unenclosed; or (b) Any enclosure below flood level aligns with the direction of water flow; or (c) Any enclosure not aligning with the direction of water flow must have openings that are at least 50% of the enclosed area with a minimum opening of 75mm. and AO28.5 Resilient building materials are used below the nominated flood level in accordance with the relevant building assessment provisions. and AO28.6 Signage is provided on site indicating the position and path of all safe evacuation routes off the site.</p>	<p>N/A</p> <p>N/A</p> <p>✓ Not required.</p>
<p>PO29 Development directly, indirectly and cumulatively avoids any significant increase in water flow, velocity or flood level, and does not increase the potential for flood damage either on site or other properties.</p>	
<p>AO29.1 Works associated with the proposed development do not: (a) involve a net increase in filling greater than 50m³; or (b) result in any reductions of onsite flood storage capacity and contain within the site any changes to depth/duration / velocity of flood waters; or (c) change flood characteristics outside the site in ways that result in: (i) loss of flood storage; (ii) loss of/changes to flow paths; (iii) acceleration or retardation of flows; or (iv) any reduction in flood warning times.</p>	<p>✓ No cut or fill is proposed as a part of this application.</p>
<p>PO30 Development avoids the release of hazardous materials into floodwaters.</p>	
<p>AO30.1 Materials manufactured or stored on site are not hazardous in nature. or AO30.2 Hazardous materials and any associated manufacturing equipment are located above the nominated flood level.</p>	<p>✓ The site will continue to be used for intensive agricultural pursuits. No change to the farming operations is proposed.</p>
<p>SERVICES AND WORKS CODE</p>	
<p>Section 1 - General</p>	
<p>PO1 The development is planned and designed considering the land use constraints of the site for achieving stormwater design objectives.</p>	
<p>AO1.1 A stormwater quality management plan provides for achievable stormwater quality treatment measures that meet the design objectives identified in Table 9.4.4.</p>	<p>✓ This application does not necessitate the need for a stormwater quality management plan.</p>

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Date:

PO2 Development does not discharge wastewater to a waterway or off-site unless demonstrated to be best practice environmental management for that site.	
<p>AO2.1 A wastewater management plan prepared by a suitably qualified person and addresses :</p> <ul style="list-style-type: none"> (a) wastewater type; (b) climatic conditions; (c) water quality objectives; (d) best-practice environmental management; <p>and</p> <p>AO2.2 Wastewater is managed in accordance with a waste management hierarchy that:</p> <ul style="list-style-type: none"> (a) avoids wastewater discharge to waterways; or (b) minimises wastewater discharge to waterways by re-use, recycling, recovery and treatment for disposal to sewer, surface water and groundwater. 	<p>✓ The application does not necessitate the need for a wastewater management plan.</p> <p>N/A</p>
PO3 Construction activities avoid or minimise adverse impacts on stormwater quality.	
<p>AO3.1 An erosion and sediment control plan address the design objectives for the construction phase in Table 9.4.4.</p>	<p>✓ This development application does not necessitate the need for a sediment control plan.</p>
PO4 Operational activities avoid or minimise changes to waterway hydrology from adverse impacts of altered stormwater quality and flow.	
<p>AO4.1 Development incorporates stormwater flow control measures to achieve the design objectives for the postconstruction phase in Table 9.4.4.</p>	<p>✓ This development application does not necessitate the need for stormwater flow control measures.</p>
Section 2 - Infrastructure	
<p>PO5 Development is provided with infrastructure which:</p> <ul style="list-style-type: none"> (a) conforms with industry standards for quality; (b) is reliable and service failures are minimised; and (c) is functional and readily augmented. 	
<p>AO5.1 Except in the Rural zone, all development occurs on a site with frontage to a sealed road.</p> <p>and</p> <p>AO5.2 Infrastructure is designed and constructed in accordance with the standards contained in PSP1 – Design and Construction Standards.</p>	<p>Complies – The site gains access from the Burnett Highway which is bitumen sealed.</p> <p>N/A</p>
Section 3 – Vehicle parking	
PO6 Vehicle parking and access is provided to meet the needs of occupants, employees, visitors and other users.	
<p>AO6.1 Vehicle parking spaces are provided on-site in accordance with Table 9.4.5.</p> <p>and</p> <p>AO6.2 A service bay is provided on-site for the service vehicle nominated in Table 9.4.5.</p> <p>and</p>	<p>Complies – The site has sufficient existing vehicle parking spaces.</p>

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Date:

<p>AO6.3 Driveway crossings are provided to the standard contained in PSP1 – Design and Construction Standards.</p> <p>and</p> <p>AO6.4 Vehicle parking and manoeuvring areas are provided in accordance with the standards contained in PSP1 – Design and Construction Standards.</p>	<p>✓ The proposed caretaker's accommodation will use the same access as the existing dwelling. Therefore, no new access is required.</p> <p>✓ Not required.</p>
<p>Section 4 - Landscaping</p>	
<p>PO7 Landscaping is appropriate to the setting and enhances local character and amenity.</p>	
<p>AO7.1 Landscaping is provided in accordance with the relevant zone code provisions.</p> <p>and</p> <p>AO7.2 Where shade tree planting is required in vehicle parking areas each planting bed has a minimum area of 2m² and is unsealed and permeable.</p> <p>and</p> <p>AO7.3 Plantings along frontages or boundaries are in the form of defined gardens with three tier planting comprised of groundcovers, shrubs (understorey), and trees (canopy) and provided with a drip irrigation system, mulching and border barriers.</p>	<p>✓ This development application does not necessitate the need for additional landscaping. The allotment is rural in nature and already contains natural vegetation. The proposed residence will not impact of the local character and amenity.</p>
<p>PO8 Plant species avoid adverse impacts on the natural and built environment, infrastructure and the safety of road networks.</p>	
<p>AO8.1 Landscaping utilises plant species that are appropriate for the location and intended purpose of the landscaping.</p> <p>and</p> <p>AO8.2 Species selection avoids non-invasive plants. Editor's Note. Guidance on plant selection is provided in Branching Out - Your Handy Guide to tree Planting in the South Burnett available from Council.</p>	<p>✓ Not required.</p>
<p>Section 5 – Filling and excavation</p>	
<p>PO9 Development results in ground levels that retain:</p> <p>(a) access to natural light;</p> <p>(b) aesthetic amenity;</p> <p>(c) privacy; and</p> <p>(d) safety.</p>	
<p>AO9.1 The depth of:</p> <p>(a) fill is less than 2m above ground level; or</p> <p>(b) excavation is less than 2m below ground level.</p> <p>and</p> <p>AO9.2 The toe of the fill, or top of the excavation is not less than 0.5m inside the site property boundary.</p> <p>and</p> <p>AO9.3 Works do not occur on slopes over 15% in grade.</p>	<p>✓ No cut or fill is proposed as a part of this application.</p>

Delegated Authority

Date:

<p>and AO9.4 Retaining walls over 1m in height are terraced 1.5m for every 1m in height and landscaped. and AO9.5 Batter slopes are not steeper than 25% and are grassed and terraced 1.5m for every 1m in height. and AO9.6 Filling or excavation for the purpose or retention of water: (a) is certified by an RPEQ engineer to safely withstand the hydraulic loading; (b) directs overflow such that no scour damage or nuisance occurs on adjoining lots.</p>	
<p>PO10 Filling or excavation does not cause damage to public utilities.</p>	
<p>AO10.1 Filling or excavation does not occur within 2m horizontally of any part of an underground water supply, sewerage, stormwater, electricity or telecommunications system.</p>	<p>✓ No cut of fill is proposed as a part of this application.</p>
<p>PO11 Filling and excavation avoids water ponding on the premises or nearby premises that will adversely impact on the health of the community.</p>	
<p>AO11.1 Following filling or excavation: (a) the premises: (i) are self-draining; and, (ii) has a minimum slope of 0.25%; and, (b) surface water flow is: (i) directed away from neighbouring properties; or (ii) discharged into a stormwater drainage system designed and constructed in accordance with AS3500 section 3.2.</p>	<p>✓ No cut or fill is proposed as a part of this application.</p>
<p>Section 6 – All operational work subject to an overlay</p>	
<p>Biodiversity overlay</p>	
<p>PO12 Development avoids, minimises or mitigates adverse impacts on areas of environmental significance.</p>	
<p>AO12.1 Uses and associated works are confined to areas not identified on Overlay Map 05. or AO12.2 Development is compatible with the environmental values of the area. Or AO12.3 Where development within an area identified on Overlay Map 05 is unavoidable, measures recommended by a suitably qualified ecologist are incorporated to protect and retain the environmental values and underlying ecosystem processes within or adjacent to the development site to the greatest extent practical.</p>	<p>Complies – The proposed residence is located outside of the biodiversity overlay. N/A</p>

Delegated Authority

Date:

PO13 Biodiversity values of identified areas of environmental significance are protected from the impacts of development	
AO13.1 Development adjacent to Protected Areas identified on Overlay Map 05 is set back a minimum of 100m from the park boundaries in the absence of any current 'Management Plans' for these areas.	N/A – There are no Protected Areas identified on the subject site.
PO14 There are no significant adverse effects on water quality, ecological and biodiversity values.	
AO14.1 Uses and associated works are confined to areas outside overland flow paths and natural drainage features. and AO14.2 The Waterway Corridors identified on Overlay Map 05 are maintained in a natural state.	<ul style="list-style-type: none"> ✓ There are no proposed changes to the overland flow paths and natural drainage features. ✓ The proposed caretaker's accommodation is located more than 500m from the existing waterway corridor.
Flood hazard overlay	
PO15 Development directly, indirectly and cumulatively avoids any significant increase in water flow, velocity or flood level, and does not increase the potential for flood damage either on site or other properties.	
AO15.1 Works associated with the proposed development do not: (a) involve a net increase in filling greater than 50m ³ in the area identified on Overlay Map 03; (b) result in any reductions of onsite flood storage capacity and contain within the site any changes to depth / duration/velocity of flood waters; or (c) change flood characteristics outside the site in ways that result in: (i) loss of flood storage; (ii) loss of/changes to flow paths; (iii) acceleration or retardation of flows; or (iv) any reduction in flood warning times.	<ul style="list-style-type: none"> ✓ No cut or fill is proposed as a part of this application.

Local Categorising Instrument - Variation Approval

N/A

Local Categorising Instrument - Temporary Local Planning Instrument

N/A

Other Relevant Matters

N/A

Delegated Authority

Date:

Locality Plan



Figure 1 - Aerial Image (Source: Qld Globe)

Aerial Plan

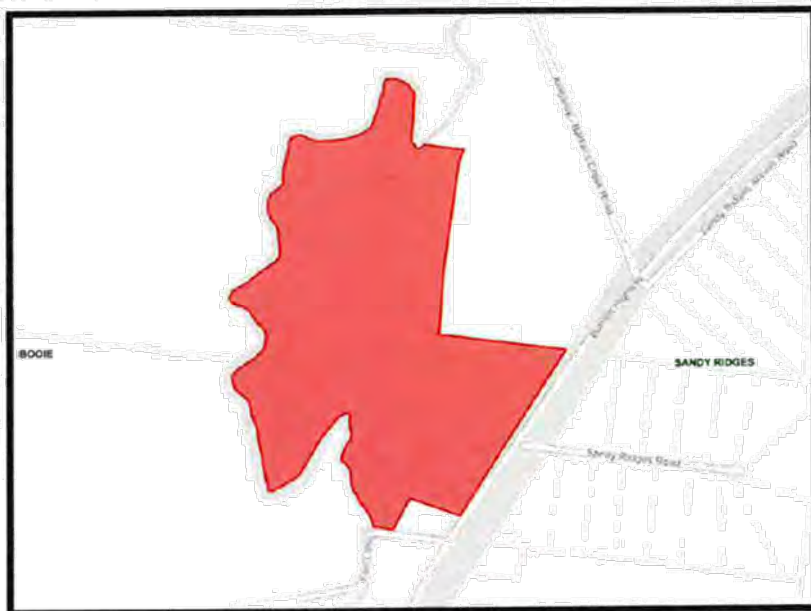


Figure 2 - Locality Plan (Source: IntraMaps)

Delegated Authority _____

Date: _____

CONSULTATION:

Referral Agencies

Nil.

Other Referrals

INTERNAL SPECIALIST	REFERRAL	REFERRAL / RESPONSE
Development Engineer		Provided engineering conditions
Infrastructure Charges Unit		Refer Attachment B

CONCLUSION:

The proposed Material Change of Use for a Caretaker's accommodation has been assessed with regard to the applicable assessment benchmarks as identified within the report and the attached Statement of Reasons (refer Attachment A). The proposed development has been conditioned to comply. Where the applicant has not provided sufficient information, conditions have been imposed to ensure compliance.

RECOMMENDATION:

It is recommended that the development for a Material Change of Use (Caretaker's accommodation) at 1633 Burnett Highway (and described as lot 3 on SP235457) be approved subject to the reasonable and relevant conditions pursuant to Section 60 of the *Planning Act 2016*.

Delegated Authority

Date:

ATTACHMENTS

Nil

Delegated Authority _____

Date: _____

ATTACHMENT A

NOTICE ABOUT DECISION – STATEMENT OF REASONS

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

SITE DETAILS	
Street Address:	1633 Burnett Highway, Sandy Ridges
RP Description	Lot 3 on SP235457

PROPOSED DEVELOPMENT	
Name of Applicant	Andrew Burville C/- ONF Surveyors
Type of Application	Material Change of use
Proposed Development	Caretaker's accommodation
Level of Assessment	Code
Impervious Area	N/A
Car Parking Spaces	Existing vehicle parking on site
Service Vehicle Provision	N/A
Submissions Received	N/A
Decision	Approved subject to reasonable and relevant conditions
Decision Date	29 October 2021

1. Assessment Benchmarks

The proposed development was assessed against the following assessment benchmarks:

South Burnett Regional Council Planning Scheme 2017 v1.4

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

2. Reasons for the Decision

- ☐ The caretaker's accommodation will ensure the intensive agricultural use of the site continues as the caretaker will take over current rural production activities.
- ☐ Whilst the caretaker's accommodation has a gross floor area exceeding the maximum prescribed limit, the proposed size is required to accommodate for the caretaker and his family.
- ☐ The additional residence is consistent with the rural character and no impact on the surrounding amenity is expected.
- ☐ There are no infrastructure or natural hazard constraints applicable that would not support the application.

3. Compliance with Benchmarks

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

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

Delegated Authority _____

Date: _____

ATTACHMENT B

INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: A Bulville
C/- O'Reilly Nunn Favier - ONF Surveyors
PO Box 896
KINGAROY QLD 4610

APPLICATION: Caretaker's accommodation (Code assessable)

DATE: 02/11/2021

FILE REFERENCE: MCU21/0016

AMOUNT OF THE LEVIED CHARGE: **\$4,419.00** **Total**
(Details of how these charges were calculated are shown overleaf)

\$0.00	Water Supply Network
\$0.00	Sewerage Network
\$2,410.00	Transport Network
\$2,009.00	Parks and Land for Community Facilities Network
\$0.00	Stormwater Network

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

LAND TO WHICH CHARGE APPLIES: Lot 3 RP235457

SITE ADDRESS: 1633 Burnett Highway, Sandy Ridges

PAYABLE TO: **South Burnett Regional Council**

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

OFFSET OR REFUND: Not Applicable.

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

Delegated Authority

Date:

DETAILS OF CALCULATION

Water Supply

Adopted Charges

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

Discounts*

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

Sewerage

Adopted Charges

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

Discounts*

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

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Use (3 or more bed)	1	dwellings	\$2,410.00	CR Table 2.1	\$2,410.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Residential Use (3 or more bed)	-	dwellings	\$0.00	-	\$0.00

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Residential Use (3 or more bed)	1	dwellings	\$2,009.00	CR Table 2.1	\$2,009.00

Discounts*

Delegated Authority

Date:

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Residential Use (3 or more bed)	-	dwelling	\$0.00	-	\$0.00

Stormwater

Adopted Charges

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

Discounts*

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

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Residential Use (3 or more bed)	\$0.00	\$0.00	\$2,410.00	\$2,009.00	\$0.00	\$4,419.00
Total	\$0.00	\$0.00	\$2,410.00	\$2,009.00	\$0.00	\$4,419.00

* 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

<p>Authority and Reasons for Charge</p>	<p>This Infrastructure Charges Notice has been given in accordance with section 119 of the <i>Planning Act 2016</i> to support the Local government's long-term infrastructure planning and financial sustainability.</p>
<p>Appeals</p>	<p>Pursuant to section 229 and Schedule 1 of the <i>Planning Act 2016</i> a person may appeal an Infrastructure Charges Notice. Attached is an extract from the <i>Planning Act 2016</i> that details your appeal rights.</p>
<p>Automatic Increase Provision of charge rate (\$)</p>	<p>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.</p> <p>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.</p>
<p>GST</p>	<p>The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the <i>Planning Act 2016</i> are GST exempt.</p>
<p>Making a Payment</p>	<p>This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.</p> <p>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.</p> <p>An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au</p>

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:

	<p>Payment can be made at any of the following South Burnett Regional Council Offices:</p> <ul style="list-style-type: none"> • 69 Hart Street, Blackbutt, 4314; • 45 Glendon Street, Kingaroy, 4610; • 42 Stephens Street West, Murgon, 4605; • 48 Drayton Street, Nanango, 4615; • McKenzie Street, Wondai, 4606; or • via other methods identified on the Itemised Breakdown.
<p>Enquiries</p>	<p>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</p>

17.2 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT**File Number:** 24/11/2021**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)**RAL21/0020** – Extension to currency period for Stages 2 & 3 at 14471 D'Aguilar Highway, Nanango (and described as Lot 100 on SP287694)**RAL21/0021** - Reconfiguration of a lot (1 Lot into 3 Lots) at 48 Dutton Street, Murgon (and described as Lot 6 on SP245795)**RAL21/0023** - Reconfiguration of a lot (1 Lot into 2 Lots) at 62 Wickham Street, Nanango (and described as Lot 341 on N2320)

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)

MCU21/0019 - Other Change to existing approval - Material Change of use (Master Planned Community and Development Permit for Reconfiguration of a lot (1 lot into 6 lots plus parkland dedication) at Corner Bunya Highway & Taylors Road, Kingaroy (and described as Lot 3 on SP181686)

MCU21/0020 – Extension to currency period at 73-75 Buckingham Street and 48, 50, and 52 Logan Street, Kingaroy (and described as Lots 184 & 186 on SP219380 & Lots 185, 211 & 210 on SP227676)

MCU21/0021 - Material Change of use for Short term accommodation & Easement at Bunya Mountains Road, Bunya Mountains (and described as Lot 1 on RP108360 & Lot 7 on RP106718)

ATTACHMENTS

Nil

18 QUESTIONS ON NOTICE

Nil

19 CONFIDENTIAL SECTION

OFFICER'S RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the *Local Government Regulation 2012*:

19.1 South Burnett Community Hospital

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

20 CLOSURE OF MEETING