



AGENDA

Ordinary Council Meeting Tuesday, 25 January 2022

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

Date: Tuesday, 25 January 2022

Time: 9.00am

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

**Mark Pitt PSM
Chief Executive Officer**

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

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

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 15 DECEMBER 2021

File Number: 25-01-2022

Author: Coordinator Executive Services

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Council Meeting held on 15 December 2021 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 15 December 2021**



MINUTES

**Ordinary Council Meeting
Wednesday, 15 December 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, 15 DECEMBER 2021 AT 9.00AM**

PRESENT:

Councillors:

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

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Ged Brennan (Acting General Manager Infrastructure), Michael Lisle (Acting Manager Planning & Environment), 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

The Lords Prayer

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

5 DECLARATION OF INTEREST

Cr Schumacher advised she is a member of the Kingaroy Chamber Commerce Inc. It was noted by the meeting that the following matter, by themselves, is not a conflict of interest:

- being a member or patron of a community group or sporting club as long as you are not an office holder or board member.

Attendance:

At 9:03 am, Acting Manager Michael Lisle entered the meeting.

I, Cr Roz Frohloff inform this meeting that I have a declarable conflict of interest in relation to **Item 6.1 - Forwarding petition strongly opposing the State Government COVID-19 Mandatory Vaccination** and **Item 10.6 - Covid Vaccination / Mandates and position of council**

The nature of my interest is as follows:

This declarable conflict of interest arises because I am an employee of a State Government organisation.

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 Kathy Duff inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in agenda item **19.1 - Water Connection at Lot 1 SP256027, 4 Meek Street Tingoora**. The nature of my interest is as follows:

This declarable conflict of interest arises because I have previously (approximately 3 years ago) engaged their services.

This matter was resolved at the Infrastructure Standing Committee Meeting on Wednesday 1 December 2021 – Resolution Number 2021/100.

I, Mayor Brett Otto inform this meeting that I have a declarable conflict of interest in relation to Item **15.2 - Request for funding - Kingaroy Chamber of Commerce and Industry Inc.**

The nature of my interest is as follows:

This declarable conflict of interest arises because I am the Director of a Company which owns an accounting practice adjoining the street leading to the said premises.

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

Attendance:

At 9:05 am, Cr Roz Frohloff, having earlier informed the meeting of a declarable conflict of interest in Item 6.1 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.

6 DEPUTATIONS/PETITIONS

6.1 FORWARDING PETITION STRONGLY OPPOSING THE STATE GOVERNMENT COVID-19 MANDATORY VACCINATION

RESOLUTION 2021/290

Moved: Cr Gavin Jones
 Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 6/0

Attendance:

At 9:06 am, Cr Roz Frohloff returned to the meeting.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 24 NOVEMBER 2021

RESOLUTION 2021/291

Moved: Cr Roz Frohloff
 Seconded: Cr Danita Potter

That the Minutes of the Council Meeting held on 24 November 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 2021/292

Moved: Cr Kathy Duff
 Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 7/0

9 NOTICES OF MOTION

9.1 NOTICE OF MOTION - ROUND 7 OF STRONGER COMMUNITIES PROGRAMME - PARKS PROJECT

RESOLUTION 2021/293

Moved: Cr Kirstie Schumacher
 Seconded: Cr Danita Potter

That South Burnett Regional Council select a shovel ready project from its project pipeline or current CAPEX program for community owned buildings or parks that aligns with the project guidelines for the Federal electorates of Flynn and Maranoa and submit an expression of interest to Round 7 of the Stronger Communities Program for a co-contribution from the Federal Government of \$20,000 per project before 19 January 2022.

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

Against: Nil

CARRIED 7/0

Attendance:

At 9:38 am, Cr Danita Potter left the meeting.

At 9:41 am, Cr Danita Potter returned to the meeting.

9.1.1 LIST OF FLOOD DAMAGED ROADS

Cr Danita Potter requested a list of roads with Flood Damage.

9.2 NOTICE OF MOTION - GEORGE STREET CARPARK

MOTION

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

That South Burnett Regional Council design and construct a Carpark facility to service Kingaroy CBD, interconnecting George St & King St and service the Kilkivan to Kingaroy Rail Trail and allocate \$750,000 from the LRCI Phase 3 funding with the project to be shovel ready and delivered in the 2022 calendar year.

AMENDMENT

Moved: Cr Kathy Duff

Seconded: Cr Brett Otto

That South Burnett Regional Council design and construct a Carpark facility to service Kingaroy CBD, interconnecting George St & King St and service the Kilkivan to Kingaroy Rail Trail and that the George Street Carpark project be considered by Council in the following year's LRCI funding 2023.

In Favour: Crs Brett Otto, Kathy Duff, Cr Henschen

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

LOST 3/4

RESOLUTION 2021/294

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

That South Burnett Regional Council design and construct a Carpark facility to service Kingaroy CBD, interconnecting George St & King St and service the Kilkivan to Kingaroy Rail Trail and allocate \$750,000 from the LRCI Phase 3 funding with the project to be shovel ready and delivered in the 2022 calendar year.

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

Against: Crs Brett Otto, Kathy Duff and Scott Henschen

CARRIED 4/3

9.3 NOTICE OF MOTION - DEVELOPMENT INCENTIVE SCHEME EXTENSION

RESOLUTION 2021/295

Moved: Cr Brett Otto
 Seconded: Cr Kathy Duff

That Council extend the Development Incentive Scheme applying to LGIP charges to 31 December 2023. Projects that have commenced by this date will be eligible under the scheme.

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 2021/296

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

Citizenship Ceremony:

During the adjournment a citizenship ceremony was held for Grant Anderson.

RESUME MEETING

RESOLUTION 2021/297

Moved: Cr Brett Otto
 Seconded: Cr Roz Frohloff

That the meeting resume at 10:57am

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

Against: Nil

CARRIED 7/0

10 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT**10.1 MEETING DATES FOR THE ORDINARY MEETINGS OF COUNCIL'S STANDING COMMITTEES AND GENERAL MEETINGS**

RESOLUTION 2021/298

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

That Council:

1. Fix the day, time and location for the Ordinary meetings of South Burnett Regional Council, for the period January 2022 – 30 June 2022, as the fourth Wednesday of the month commencing at 9.00am in the Warren Truss Chamber, Glendon Street Kingaroy except for the January meeting which will be held on Tuesday 25 January 2022, due to the Australia Day Public Holiday.
2. Fix the day, time and location for Council's Infrastructure Standing Committee Meetings, for the period January 2022 – 30 June 2022, as the first Wednesday of the month commencing at 9.00am in the Warren Truss Chamber, Glendon Street Kingaroy with the first meeting for 2022 being held on Wednesday 2 February 2022.
3. Fix the day, time and location for Council's Community Standing Committee Meetings, for the period January 2022 – 30 June 2022, as the second Wednesday of the month commencing at 9.00am in the Warren Truss Chamber, Glendon Street Kingaroy with the first meeting for 2022 being held on Wednesday 9 February 2022.
4. Fix the day, time and location for Council's Executive and Finance & Corporate Standing Committee Meetings, for the period January 2022 – 30 June 2022, as the third Wednesday of the month commencing at 9.00am in the Warren Truss Chamber, Glendon Street Kingaroy with the first meeting for 2022 being held on Wednesday 16 February 2022.

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 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DEALING WITH CONFIDENTIAL INFORMATION POLICY - STATUTORY060**

RESOLUTION 2021/299

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That the South Burnett Regional Council Dealing with Confidential Information Policy – Statutory060 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

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

RESOLUTION 2021/300

Moved: Cr Gavin Jones
 Seconded: Cr Danita Potter

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

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

Against: Nil

CARRIED 7/0

10.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL SUNDRY DEBTORS RECOVERY AND REFUND POLICY - STATUTORY058

RESOLUTION 2021/301

Moved: Cr Kathy Duff
 Seconded: Cr Roz Frohloff

That the South Burnett Regional Council Sundry Debtors Recovery and Refund Policy – Statutory058 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

10.5 MONTHLY FINANCIAL REPORT

RESOLUTION 2021/302

Moved: Cr Kathy Duff
 Seconded: Cr Danita Potter

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

QUEENSLAND LOCAL GOVERNMENT GRANTS COMMISSION REVIEW OUTCOME

RESOLUTION 2021/303

Moved: Cr Brett Otto
Seconded: Cr Gavin Jones

That the review outcome from the Queensland Local Government Grants Commission be discussed at this Ordinary Meeting of Council and the letter dated 6 December 2021 advising of such be tabled at this Ordinary Meeting.

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

Against: Nil

CARRIED 7/0

QUEENSLAND LOCAL GOVERNMENT GRANTS COMMISSION

RESOLUTION 2021/304

Moved: Cr Brett Otto
Seconded: Cr Kirstie Schumacher

That South Burnett Regional Council write to the chairperson of the Queensland Local Government Grants Commission and the Queensland Government Minister for Local Government expressing our concerns and the significant impact the new grant allocation methodology as communicated will have on the sustainability of our Region.

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

Against: Nil

CARRIED 7/0

MEETING WITH QUEENSLAND LOCAL GOVERNMENT GRANTS COMMISSION

RESOLUTION 2021/305

Moved: Cr Kirstie Schumacher
Seconded: Cr Danita Potter

That South Burnett Regional Council request an urgent meeting with the Queensland Local Government Grants Commission and the Queensland Government Minister for Local Government with all Councillors to openly discuss and table our concerns regarding the new grant allocation methodology.

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

Against: Nil

CARRIED 7/0

Attendance:

At 11:30 am, Cr Roz Frohloff, having earlier informed the meeting of a declarable conflict of interest in Item 10.6 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.

10.6 COVID VACCINATION / MANDATES AND POSITION OF COUNCIL

RESOLUTION 2021/306

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That Council issue a public statement and media release advising:

1. That the South Burnett Regional Council will continue to support the COVID vaccination rollout throughout the region;
2. That we acknowledge the rights of our residents to freedom of choice as to COVID vaccination;
3. That mandated restrictions are a matter for Queensland Health and the State Government;
4. That we will provide support to Queensland Health where and as we can to ensure our local hospitals and health services are prepared when the borders open;
5. We will continue to support our local small businesses as we can to address the impacts of the ongoing pandemic including the impacts from the restrictions mandated by the Queensland Government; and
6. Following consultation with affected local small businesses we write to the Premier seeking financial assistance for affected businesses and community groups, and clarity around why some businesses have had restrictions applied and not others.

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

Against: Cr Scott Henschen

CARRIED 5/1

Attendance:

At 12:08 pm, Cr Roz Frohloff returned to the meeting.

MOTION

RESOLUTION 2021/307

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting adjourn.

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

Against: Nil

CARRIED 7/0

Presentation

During the adjournment a presentation was made to the winners of Santa's Workshop.

RESOLUTION 2021/308

Moved: Cr Brett Otto
 Seconded: Cr Kathy Duff

That the meeting resume meeting resume at 2:01 pm.

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 – ROADS & DRAINAGE

11.1 FUNDING APPLICATION - PREPARING AUSTRALIAN COMMUNITIES

RESOLUTION 2021/309

Moved: Cr Kirstie Schumacher
 Seconded: Cr Danita Potter

That Council nominates the Mobile Generators project for the ‘Preparing Australians Communities – Local Stream’ program.

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 – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION

Nil

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

13.1 INFRASTRUCTURE CHARGES REVIEW (COMPARATIVE ANALYSIS)

RESOLUTION 2021/310

Moved: Cr Kirstie Schumacher
 Seconded: Cr Danita Potter

That Council receive the Infrastructure Charges Review (comparative analysis) and a workshop of Council be conducted to discuss the report and review findings in early 2022.

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 – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT

14.1 AMENDMENT TO ASBESTOS DISPOSAL FEES AT THE KINGAROY WASTE FACILITY TO COMPLY WITH STATE GOVERNMENT REQUIREMENTS

RESOLUTION 2021/311

Moved: Cr Roz Frohloff
 Seconded: Cr Scott Henschen

That South Burnett Regional Council amend its 2021/2022 Register of Fees and Charges to include;

<10m ² of Domestic Self-Haul	per tonne or part thereof	\$100.50	Commercial
>10m ² of Domestic Self-Haul	per tonne or part thereof	\$196.00	Commercial

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

15.1 UPDATE OF SECURITY - ADDITIONAL CCTV

RESOLUTION 2021/312

Moved: Cr Kirstie Schumacher
 Seconded: Cr Danita Potter

That;

Council considers in the 2nd quarter budget review a budget allocation of \$90,000 for the installation of CCTV cameras for

- a. Kingaroy Memorial Park, River Road Park; and
- b. External building component of Glendon Street Public Amenities and the IT building; and
- c. Entry point to the Rail Trail from the Youngman Street and the Meier’s Road intersection

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 2:07 pm, Mayor Brett Otto, having earlier informed the meeting of a declarable conflict of interest in Item 15.2 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.

The Deputy Mayor assumed the Chair.

15.2 REQUEST FOR FUNDING - KINGAROY CHAMBER OF COMMERCE AND INDUSTRY INC.

RESOLUTION 2021/313

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That South Burnett Regional Council fund in the 2nd Quarter budget review, the request from the Kingaroy Chamber of Commerce Inc. for financial support to the value of \$53,877.72 for:

1. New compliant toilet facilities suitable for use by People with Disabilities - \$31,246.72 (GST inclusive)
2. Contribute to the additional cost (over and above plasterboard) to supply of Black Formply ceiling with expressed shadow line joints - \$15,416.00 (GST inclusive)
3. Installation of R3.5 Batts to the ceiling cavity concurrently with new ceiling construction. - \$7,215.00 (GST inclusive)

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

Against: Cr Kathy Duff

CARRIED 5/1**Attendance:**

At 2:22 pm, Cr Brett Otto returned to the meeting and resumed the Chair.

15.3 KINGAROY AERODROME MASTER PLAN

RESOLUTION 2021/314

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That;

1. South Burnett Regional Council notes the Chief Executive Officer operational decision to establish an Officer position dedicated to the operations of aerodromes and supporting stakeholder engagement for the Masterplan for Kingaroy aerodrome; and
2. considers in future budget discussions the allocation of resources for seeking specific technical advisors for elements of the scope and specification outlined in the invitation to offer for the Masterplan.

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

Against: Nil

CARRIED 7/0

15.4 QUEENSLAND HOUSING INVESTMENT GROWTH INITIATIVE(QHIGI)

RESOLUTION 2021/315

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That South Burnett Regional Council: -

1. provide in principle support to entering into a partnership with Regional Housing Limited to submit an application under the Queensland Housing Investment Growth Initiative (QHIGI) to develop additional social housing in Kingaroy.
2. as part of the partnership arrangement, in accordance with Section 236 (1)(b)(ii) Exceptions for valuable non-current asset contracts of the *Local Government Regulations 2012*, Council dispose of the following vacant land to Regional Housing Limited at no cost.
 - 27B Kingaroy Street, Kingaroy (Lot 101 on SP272806 – 454m²)
 - 1 Kelvyn Street, Kingaroy (Lot 101 on SP257227 - 786 m²)
 - 10 Agnes Street, Kingaroy (Lot 7 on RP41769 - 986 m²)
 - 38-40 Banksia Way, Kingaroy (Lot 901 on SP193262 - 1770m²)

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

Against: Nil

CARRIED 7/0

15.5 AWARD OF CONTRACT CLEANING OF COUNCIL BUILDINGS AND FACILITIES IN THE NANANGO AREA SBRC-21/22-08

RESOLUTION 2021/316

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That Council award a contract for the cleaning of Council buildings and facilities in the Nanango & Blackbutt areas to T & S Labouring for a maximum term of 5 years, which consists of an initial 12 month and 2 further options for 24-month periods.

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

Against: Nil

CARRIED 7/0

15.6 DEVELOPMENT OF MASTER PLAN FOR MEMORIAL PARK PRECINCT KINGAROY

RESOLUTION 2021/317

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That Council awards the successful tender to develop a staged Master plan for the Kingaroy Memorial Park Precinct to Otium Planning Group Inc for \$127,600.

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

Against: Nil

CARRIED 7/0

16 PORTFOLIO - REGIONAL DEVELOPMENT

16.1 FEDERAL ELECTION ADVOCACY PLAN

RESOLUTION 2021/318

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That Federal Election Advocacy Report be received for information and feedback on the priority areas contained within the report be provided to the Chief Executive Officer with a view to finalising the Advocacy Plan by February 2022.

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

Against: Nil

CARRIED 7/0

16.2 BIEDO BOARD REPRESENTATIVE

RESOLUTION 2021/319

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That BIEDO Board Representative be taken off the table.

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

Against: Nil

CARRIED 7/0

RESOLUTION 2021/320

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That South Burnett Regional Council appoint Cr Duff as the Council representative to the BIEDO board.

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

Against: Nil

CARRIED 7/0

16.3 PARTNER COUNCIL MEMBERSHIP WITH TOOWOOMBA AND SURAT BASIN ENTERPRISE

RESOLUTION 2021/321

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That South Burnett Regional Council become a partner regional council with TSBE, Toowoomba and Surat Basin Enterprise and that the Chief Executive Officer, be given delegate to negotiate the terms of a platinum membership package to include:

- Attendance at TSBE board room briefings and stakeholder events that enable Council to identify the opportunities for collaboration in neighbouring regional projects of significance or partner with key industry leaders or investors.
- Targeted advocacy support, that includes working with the TSBE team to identify the broader regional and industry challenges and work with all levels of government to leverage growth opportunities and advance the South Burnett region.
- Targeted investment attraction support that enables Council to establish working relationships with major project owners and leverage opportunities in the energy, health, agriculture and manufacturing sectors.
- Direct assistance and support in identifying suitable grant opportunities and completing applications.

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

Against: Nil

CARRIED 7/0

17 INFORMATION SECTION

17.1 DELEGATED AUTHORITY REPORTS

RESOLUTION 2021/322

Moved: Cr Scott Henschen

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

17.2 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

RESOLUTION 2021/323

Moved: Cr Kathy Duff
 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

18 QUESTIONS ON NOTICE

18.1 QUESTION ON NOTICE

RESOLUTION 2021/324

Moved: Cr Roz Frohloff
 Seconded: Cr Kathy Duff

That the response to the question raised by Councillor Duff 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

Attendance:

At 2:56 pm, Manager People & Culture entered the meeting.

19 CONFIDENTIAL SECTION

RESOLUTION 2021/325

Moved: Cr Roz Frohloff
 Seconded: Cr Kathy Duff

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 Water Reconnection at Lot1 SP256027, 4 Meek Street Tingoorra

This matter is considered to be confidential under Section 254J - f of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with matters that may directly affect the health and safety of an individual or a group of individuals.

19.2 Organisational Review

This matter is considered to be confidential under Section 254J - b 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 industrial matters affecting employees.

19.3 Rainmaker Strategic Services

This matter is considered to be confidential under Section 254J - g of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

19.4 Performance Review Chief Executive Officer and Contract Renewal - 2021

This matter is considered to be confidential under Section 254J - b 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 industrial matters affecting employees.

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 3:57 pm, Acting GM Ged Brennan left the meeting.

At 3:58 pm, Acting GM Ged Brennan returned to the meeting.

At 4:13 pm, Cr Danita Potter left the meeting.

At 4:14 pm, Cr Danita Potter returned to the meeting.

At 4:15 pm, Cr Kirstie Schumacher left the meeting.

At 4:17 pm, Cr Kirstie Schumacher returned to the meeting.

At 4:19 pm, GM Susan Jarvis, GM Peter O'May, Acting GM Ged Brennan, CEO Mark Pitt and Manager People & Culture Rebecca Humphrey left the meeting.

RESOLUTION 2021/326

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 7/0

MOTION**RESOLUTION 2021/327**

Moved: Cr Brett Otto

Seconded: Cr Roz Frohloff

That Item 19.4 - Performance Review Chief Executive Officer and Contract Renewal – 2021 be brought forward and discussed.

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

Against: Nil

CARRIED 7/0

19.4 PERFORMANCE REVIEW CHIEF EXECUTIVE OFFICER AND CONTRACT RENEWAL - 2021

RESOLUTION 2021/328

Moved: Cr Roz Frohloff
 Seconded: Cr Danita Potter

1. That the South Burnett Regional Council receives the “Performance Review Report – Chief Executive Officer December 2021”; and
2. that the Mayor be authorised to sign the “Performance Review Report – Chief Executive Officer December 2021” and the recommended remuneration schedule contained within the report effective from 4 January 2022, excluding the CEO’s Strategic Objectives for 2021-2022;
3. That a workshop facilitated by Manager P&C be held in January 2022 for all Councillors and CEO to discuss the CEO’s Strategic Objectives (KPIs) for 2021-2022, on-going performance review process for the next 4 year contract and a report be brought to the February Ordinary Meeting for adoption 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

RESOLUTION 2021/329

Moved: Cr Danita Potter
 Seconded: Cr Roz Frohloff

1. That South Burnett Regional Council in accordance with S. 194 of the *Local Government Act 2009*, South Burnett Regional Council appoint Mark Pitt to the position of Chief Executive Officer from 1 July 2022 to 30 June 2026; and
2. that the Mayor be authorised to sign a contract of employment with limited changes to the current terms and conditions of employment.

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

Against: Nil

CARRIED 7/0

Attendance:

At 5:01 pm, Manager People & Culture Rebecca Humphrey left the meeting.
 At 5:01 pm, Cr Scott Henschen left the meeting.
 At 5:01 pm, Cr Scott Henschen returned to the meeting.

19.1 WATER RECONNECTION AT LOT1 SP256027, 4 MEEK STREET TINGOORA

RESOLUTION 2021/330

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

That the customer pays the current connection charge as per the adopted Fee's & Charges at \$1040.

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

Against: Nil

CARRIED 7/0**Attendance:**

At 5:02 pm, CEO Mark Pitt returned to the meeting.

At 5:03 pm, General Manager Peter O'May and General Manager Susan Jarvis returned to the meeting.

19.2 ORGANISATIONAL REVIEW

RESOLUTION 2021/331

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the South Burnett Regional Council Organisational Review Report be received, and the consultation draft structure be released for formal staff and Councillor consultation through workshop/s prior to a report being presented to the February 2022 Ordinary meeting of Council on the outcome of the consultation period.

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

Against: Nil

CARRIED 7/0

19.3 RAINMAKER STRATEGIC SERVICES

RESOLUTION 2021/332

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

That South Burnett Regional Council engage Rainmaker Strategic Services for the period 1 January 2022 to 30 June 2022 to work through the Office of the CEO with the Mayor, Portfolio Councillor and Divisional Councillor where applicable on strategic priorities of Council.

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

Against: Cr Kirstie Schumacher

CARRIED 6/1

20 CLOSURE OF MEETING

The Meeting closed at 5.04pm.

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

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CHAIRPERSON

8 BUSINESS OUTSTANDING**8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING****File Number:** 25/01/2022**Author:** Coordinator Executive Services**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: 25 January 2022

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>20 Jul 2021 10:32am Donohue, Kimberley - Email Hi Craig,, Can you please complete this task or place a progress note on it :), thanks,, Kim</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>13 Sep 2021 1:40pm Donohue, Kimberley - Reallocation Action reassigned to Lisle, Michael by Donohue, Kimberley - Re-tasked to Mike as Craig no longer Manager</p> <p>17 Nov 2021 12:24pm Donohue, Kimberley Proposed report to be brought 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>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>20 Jul 2021 10:33am Donohue, Kimberley - Email Hi Craig,, Can you please complete this task or place a progress note on it,, thanks,, Kim</p> <p>22 Jul 2021 2:48pm Patch, Craig Still seeking legal clarification on some points for the Policy position.</p> <p>13 Sep 2021 1:40pm Donohue, Kimberley - Reallocation</p>

			<p>CARRIED 7/0 Action reassigned to Lisle, Michael by Donohue, Kimberley - Re-tasked to Mike as Craig no longer Manager 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>
<p>Council 28/04/2021</p>	<p>Independent Accounting Analysis</p>	<p>RESOLUTION 2021/335 Moved: Cr Brett Otto Seconded: Cr Kathy Duff That South Burnett Regional Council work with our Chief Executive Officer to develop a strategy which provides a pathway to surplus by 2023/2024 and that such work commence in July 2021 with a view to finalisation of the strategy by 30 June 2022. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil</p>	<p>21 May 2021 8:54am Pitt PSM, Mark CEO met with QTC representative and presentation organised for 3 June 2021 with QTC representatives on Budget preparation. 20 Aug 2021 9:02am Pitt PSM, Mark Expression of interest place for training through collaborative partnership, Queensland Treasury Corporation (QTC), the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) and the University of Queensland (UQ) for a program with a specific purpose to build capability across the local government sector. 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 01 Nov 2021 5:37pm Pitt PSM, Mark 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. 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. 01 Dec 2021 5:30pm Pitt PSM, Mark</p>

			<p>Advise that a 1 day workshop may be offered in February 2022 - accepted offer and waiting on confirmation 05 Jan 2022 3:07pm Pitt PSM, Mark 5 January 2022 - contact made with course provider for Financial Management for Elected Members workshop requesting update</p>
Council 26/05/2021	Development of Murgon to Proston to Rail Trail	<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. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>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>
Council 30/06/2021	Local Law Review	<p>RESOLVED 2021/405 Report back to first quarter budget review with a cost estimate for the Local Law Review.</p>	<p>22 Jul 2021 10:20am Patch, Craig Identifying potential consultants who could undertake this task for Council and obtain quotes from them to report back to Council. 13 Sep 2021 1:40pm Donohue, Kimberley - Reallocation</p>

			Action reassigned to Lisle, Michael by Donohue, Kimberley - Re-tasked to Mike as Craig no longer Manager
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 25/08/2021	Kingaroy Community Garden	<p>RESOLUTION 2021/106</p> <p>Moved: Cr Danita Potter Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council calls for Expressions of Interests in the Kingaroy Community Garden from community groups and local residents and report back on status of the site to a future Community Standing Committee.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<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.</p> <p>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>
Council 25/08/2021	Application seeking Council Approval for Reprieve from Sale of Land Process	<p>RESOLUTION 2021/133</p> <p>Moved: Cr Gavin Jones Seconded: Cr Kirstie Schumacher</p> <p>That Council:</p> <ol style="list-style-type: none"> 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 	<p>18 Jan 2022 9:07pm Anderson, Kerri Will need to look into where this is up to. Intended that sale of land processes will ramp up to the next step in January / February 2022</p>

		<p>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.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff and Kirstie Schumacher</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>	
Council 22/09/2021	Forwarding petition in relation to the changing climate and its effect on the future and requesting Council consider declaring a climate emergency	<p>RESOLUTION 2021/139</p> <p>Moved: Cr Kirstie Schumacher 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>
Council 22/09/2021	Petition from Students of Wheatlands State School	<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>29 Nov 2021 5:18pm Pitt PSM, Mark Acknowledgement sent which included Council resolution</p>

		<p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
Council 22/09/2021	Parks and Gardens Master Plan Advisory Committee	<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 bought 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	Climate Resilience Leadership Course	<p>RESOLUTION 2021/181</p> <p>Moved: Cr Danita Potter Seconded: Cr Roz Frohloff</p> <p>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.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</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.
06 Dec 2021 2:19pm Pitt PSM, Mark

		<p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>Advised by Peak Services that course over subscribed and the subsidy for Cr Frohloff and Cr Potter was declined. If they wished to undertake the course it would be approx. \$1000 per councillor. Still awaiting advice on Cr Schumacher enrolment.</p>
Council 20/10/2021	Council Land Investigations - Proposed Divestment of Land Asset	<p>RESOLUTION 2021/220</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council offer for sale on the open market by way of tender:</p> <ul style="list-style-type: none"> - Lot 41 on RP57676 – 29 Jellicoe Street, Proston; and - Lot 30 on RP36983 – 14 Earl Street, Memerambi. <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>19 Jan 2022 4:47pm Bayntun, Rebecca Earl Street, Memerambi, offer for sale by tender but no tenders received. Jellicoe Street, Proston - advice sought re earth mound on road frontage.</p>
Council 20/10/2021	Workshop - Visit South Burnett	<p>RESOLVED 2021/227</p> <p>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 10 Dec 2021 11:51am Pitt PSM, Mark Mayor, Cr Duff and CEO attended VSB AGM on 7 Dec 2021. CEO spoke to President in regards to potential dates in the New Year to progress workshop and KPI's</p>
Council 24/11/2021	Loans to Community Organisation - Wondai Proston Wolves Rugby League Club Inc	<p>RESOLUTION 2021/259</p> <p>Moved: Cr Danita Potter Seconded: Cr Kathy Duff</p> <p>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:</p>	<p>01 Dec 2021 8:32am Anderson, Kerri Community group had letter mailed to them by CEO to advise it was successful as long as the additional funding was obtained. Once we have been advised if the funding was obtained, we will send out further documentation for them to sign with the terms etc and arrange for when payment of loan needs to be done.</p>

		<ol style="list-style-type: none"> 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 <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 24/11/2021</p>	<p>Resolution of tenure for community halls held in trust by Council</p>	<p>RESOLUTION 2021/274</p> <p>Moved: Cr Kathy Duff Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council consider the future management and ownership of the Tingoorra and Cloyna Halls by:</p> <ol style="list-style-type: none"> 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. <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 Jan 2022 8:33am Bayntun, Rebecca Meeting with Mondure Hall Committee scheduled mid Jan - postponed.</p>

CARRIED 7/0			
Council 24/11/2021	Question on Notice - Parks & Gardens Advisory Committee	Question on notice from Cr Duff: With the Parks & Gardens Advisory Committee, what is happening to progress that. A report will be provided to the next Community Standing Committee.	
Council 24/11/2021	Question on Notice - Great Barrier Reef Catchment	Question on notice from Cr Schumacher: Cr Schumacher requested an update be provided in relation to her question on notice from 30 June 2021 on the Great Barrier Reef Catchment.	
Council 24/11/2021	Question on Notice- Restricted Cash	Question on Notice from Cr Schumacher: With the Williams Road Benarkin project, was the \$450,000 from restricted funds in addition to the funds we had contributed through the CAPEX program or were we always planning to fund that project with this method. Requesting to understand unspent reseal program reserves better. Is this something we traditionally do if there are funds there that have been allocated for reseals that we haven't spent.	18 Jan 2022 4:26pm Champney, Kristy This is being pushed to March ISC due to current priorities.
Council 24/11/2021	Update - Street Cleaner Demonstration	RESOLUTION 2021/276 Moved: Cr Kathy Duff Seconded: Cr Kirstie Schumacher 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.	

		<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 24/11/2021	Adoption of Most Appropriate Use Assessment for 1 Pound Street, Kingaroy	<p>RESOLUTION 2021/265</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter</p> <p>That</p> <ol style="list-style-type: none"> 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. <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 15/12/2021	Notice of Motion - Round 7 of Stronger Communities Programme - Parks Project	<p>RESOLUTION 2021/293</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council select a shovel ready project from its project pipeline or current CAPEX program for community owned buildings or parks that aligns with the project guidelines for the Federal electorates of Flynn and Maranoa and submit an expression of interest to Round 7 of the Stronger Communities Program for a co-contribution from the</p>

		<p>Federal Government of \$20,000 per project before 19 January 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>
Council 15/12/2021	Notice of Motion - George Street Carpark	<p>RESOLUTION 2021/294</p> <p>Moved: Cr Gavin Jones Seconded: Cr Roz Frohloff</p> <p>That South Burnett Regional Council design and construct a Carpark facility to service Kingaroy CBD, interconnecting George St & King St and service the Killivan to Kingaroy Rail Trail and allocate \$750,000 from the LRCI Phase 3 funding with the project to be shovel ready and delivered in the 2022 calendar year.</p> <p><u>In Favour:</u> Crs Gavin Jones, Roz Frohloff, Danita Potter and Kirstie Schumacher</p> <p><u>Against:</u> Crs Brett Otto, Kathy Duff and Scott Henschen</p> <p style="text-align: right;">CARRIED 4/3</p>
Council 15/12/2021	Notice of Motion - Development Incentive Scheme Extension	<p>RESOLUTION 2021/295</p> <p>Moved: Cr Brett Otto Seconded: Cr Kathy Duff</p> <p>That Council extend the Development Incentive Scheme applying to LGIP charges to 31 December 2023. Projects that have commenced by this date will be eligible under the scheme.</p>

<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>		
Council 15/12/2021	COVID Vaccination / Mandates and Position of Council	<p>RESOLUTION 2021/306</p> <p>Moved: Cr Danita Potter Seconded: Cr Kathy Duff</p> <p>That Council issue a public statement and media release advising:</p> <ol style="list-style-type: none"> 1. That the South Burnett Regional Council will continue to support the COVID vaccination rollout throughout the region; 2. That we acknowledge the rights of our residents to freedom of choice as to COVID vaccination; 3. That mandated restrictions are a matter for Queensland Health and the State Government; 4. That we will provide support to Queensland Health where and as we can to ensure our local hospitals and health services are prepared when the borders open; 5. We will continue to support our local small businesses as we can to address the impacts of the ongoing pandemic including the impacts from the restrictions mandated by the Queensland Government; and 6. Following consultation with affected local small businesses we write to the Premier seeking financial assistance for affected businesses and community groups, and clarity around why some businesses have had restrictions applied and not others.

		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter and Kirstie Schumacher</p> <p><u>Against:</u> Cr Scott Henschen</p> <p style="text-align: right;">CARRIED 5/1</p>
Council 15/12/2021	Infrastructure Charges Review (Comparative Analysis)	<p>RESOLUTION 2021/310</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter</p> <p>That Council receive the Infrastructure Charges Review (comparative analysis) and a workshop of Council be conducted to discuss the report and review findings in early 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>
Council 15/12/2021	Request for Funding - Kingaroy Chamber of Commerce and Industry Inc.	<p>RESOLUTION 2021/313</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council fund in the 2nd Quarter budget review, the request from the Kingaroy Chamber of Commerce Inc. for financial support to the value of \$53,877.72 for:</p> <ol style="list-style-type: none"> 1. New compliant toilet facilities suitable for use by People with Disabilities - \$31,246.72 (GST inclusive) 2. Contribute to the additional cost (over and above plasterboard) to supply of Black Formply ceiling with expressed shadow line joints - \$15,416.00 (GST inclusive)

		<p>3. Installation of R3.5 Batts to the ceiling cavity concurrently with new ceiling construction. - \$7,215.00 (GST inclusive)</p> <p><u>In Favour:</u> Crs Gavin Jones, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Cr Kathy Duff</p> <p style="text-align: right;">CARRIED 5/1</p>
<p>Council 15/12/2021</p>	<p>Kingaroy Aerodrome Master Plan</p>	<p>RESOLUTION 2021/314</p> <p>Moved: Cr Danita Potter Seconded: Cr Roz Frohloff</p> <p>That;</p> <ol style="list-style-type: none"> 1. South Burnett Regional Council notes the Chief Executive Officer operational decision to establish an Officer position dedicated to the operations of aerodromes and supporting stakeholder engagement for the Masterplan for Kingaroy aerodrome; and 2. considers in future budget discussions the allocation of resources for seeking specific technical advisors for elements of the scope and specification outlined in the invitation to offer for the Masterplan. <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 15/12/2021	Award of contract cleaning of Council buildings and facilities in the Nanango Area SBRC-21/22-08	<p>RESOLUTION 2021/316</p> <p>Moved: Cr Roz Frohloff Seconded: Cr Danita Potter</p> <p>That Council award a contract for the cleaning of Council buildings and facilities in the Nanango & Blackbutt areas to T & S Labouring for a maximum term of 5 years, which consists of an initial 12 month and 2 further options for 24-month periods.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	
Council 15/12/2021	Development of Master Plan for Memorial Park Precinct Kingaroy	<p>RESOLUTION 2021/317</p> <p>Moved: Cr Danita Potter Seconded: Cr Kirstie Schumacher</p> <p>That Council awards the successful tender to develop a staged Master plan for the Kingaroy Memorial Park Precinct to Otium Planning Group Inc for \$127,600.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>23 Dec 2021 12:26pm Petersen, Leanne Unsuccessful tenders advised. Otium Planning Group advised of successful Tender via letter and creditors form sent to Otium on 22.12.21</p>
Council 15/12/2021	Federal Election Advocacy Plan	<p>RESOLUTION 2021/318</p> <p>Moved: Cr Danita Potter Seconded: Cr Roz Frohloff</p> <p>That Federal Election Advocacy Report be received for information and feedback on the priority areas contained within the report be provided to the Chief Executive</p>	<p>20 Jan 2022 11:11am Pitt PSM, Mark Draft produced and hard copy to be circulated to councillors on 25 January for further feedback</p>

		<p>Officer with a view to finalising the Advocacy Plan by February 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>	
Council 15/12/2021	Organisational Review	<p>RESOLUTION 2021/331</p> <p>Moved: Cr Gavin Jones Seconded: Cr Scott Henschen</p> <p>That the South Burnett Regional Council Organisational Review Report be received, and the consultation draft structure be released for formal staff and Councillor consultation through workshop/s prior to a report being presented to the February 2022 Ordinary meeting of Council on the outcome of the consultation period.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>20 Jan 2022 11:12am Pitt PSM, Mark Workshop scheduled for 25 January with Councillors to discuss timeframes and engagement process. Meeting with Union Delegates on 20 January 2022 to discuss process for engagement.</p>
Council 15/12/2021	Performance Review Chief Executive Officer and Contract Renewal - 2021	<p>RESOLUTION 2021/328</p> <p>Moved: Cr Roz Frohloff Seconded: Cr Danita Potter</p> <ol style="list-style-type: none"> 1. That the South Burnett Regional Council receives the "Performance Review Report – Chief Executive Officer December 2021"; and 2. that the Mayor be authorised to sign the "Performance Review Report – Chief Executive Officer December 2021" and the recommended remuneration schedule contained within the report 	<p>20 Jan 2022 9:58am Pitt PSM, Mark Resolution 2021/328, Item 1 - received - complete., Item 2 - complete., Item 3 - Workshop with Councillors to progress KPI discussion scheduled for afternoon of 25 January 2022.</p>

effective from 4 January 2022, excluding the CEO's Strategic Objectives for 2021-2022;

3. That a workshop facilitated by Manager P&C be held in January 2022 for all Councillors and CEO to discuss the CEO's Strategic Objectives (KPIs) for 2021-2022, on-going performance review process for the next 4 year contract and a report be brought to the February Ordinary Meeting for adoption 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

RESOLUTION 2021/329

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

1. That South Burnett Regional Council in accordance with S. 194 of the *Local Government Act 2009*, South Burnett Regional Council appoint Mark Pitt to the position of Chief Executive Officer from 1 July 2022 to 30 June 2026; and
2. that the Mayor be authorised to sign a contract of employment with limited changes to the current terms and conditions of employment.

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

Against: Nil

CARRIED 7/0

Council 15/12/2021	List of Flood Damaged Roads	Cr Danita Potter requested a list of roads with Flood Damage.											
Council 15/12/2021	Motion	<p>RESOLUTION 2021/305</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council request an urgent meeting with the Queensland Local Government Grants Commission and the Queensland Government Minister for Local Government with all Councillors to openly discuss and table our concerns regarding the new grant allocation methodology.</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>20 Jan 2022 9:54am Pitt PSM, Mark</p> <p>Correspondence forward to Grants Commission Chair and separate letter to Minister. Copies forwarded to LGAQ, local State and Federal Members. Contact has also been made with North Burnett Regional Council, Fraser Coast Regional Council, Bundaberg Regional Council, Toowoomba Regional Council and Rockhampton Regional Council CEO's to identify opportunities to work together on this issue.</p> <p style="text-align: right;">CARRIED 7/0</p>										
Council 15/12/2021	Amendment to asbestos disposal fees at the Kingaroy Waste Facility to comply with State Government requirements	<p>RESOLUTION 2021/311</p> <p>Moved: Cr Roz Frohloff Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council amend its 2021/2022 Register of Fees and Charges to include;</p> <table border="1" data-bbox="779 975 1368 1150"> <tr> <td data-bbox="779 975 920 1054"><10m² Domestic Self-Haul</td> <td data-bbox="920 975 1070 1054">of</td> <td data-bbox="1070 975 1220 1054">per tonne or part thereof</td> <td data-bbox="1220 975 1368 1054">\$100.50</td> <td data-bbox="1368 975 1373 1054">Commercial</td> </tr> <tr> <td data-bbox="779 1054 920 1150">>10m² Domestic Self-Haul</td> <td data-bbox="920 1054 1070 1150">of</td> <td data-bbox="1070 1054 1220 1150">per tonne or part thereof</td> <td data-bbox="1220 1054 1368 1150">\$196.00</td> <td data-bbox="1368 1054 1373 1150">Commercial</td> </tr> </table> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<10m ² Domestic Self-Haul	of	per tonne or part thereof	\$100.50	Commercial	>10m ² Domestic Self-Haul	of	per tonne or part thereof	\$196.00	Commercial	<p>18 Jan 2022 8:59pm Anderson, Kerri</p> <p>Fees and charges will be updated this week 19.01.2022 - training staff members to use fees and charges system and how to update charges.</p>
<10m ² Domestic Self-Haul	of	per tonne or part thereof	\$100.50	Commercial									
>10m ² Domestic Self-Haul	of	per tonne or part thereof	\$196.00	Commercial									

CARRIED 7/0			
Council 15/12/2021	Update of Security - Additional CCTV	<p>RESOLUTION 2021/312</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter</p> <p>That;</p> <p>Council considers in the 2nd quarter budget review a budget allocation of \$90,000 for the installation of CCTV cameras for</p> <ul style="list-style-type: none"> a. Kingaroy Memorial Park, River Road Park; and b. External building component of Glendon Street Public Amenities and the IT building; and c. Entry point to the Rail Trail from the Youngman Street and the Meier's Road intersection <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>21 Dec 2021 9:36am Kruger, Wendy Re-Tasked to Kerri Anderson to be included in the 2021/22 2nd Quarter Budget Review.</p> <p>13 Jan 2022 9:45am Anderson, Kerri \$90k has been added to the capital program as part of the 2nd quarter review. This action will be deemed complete once the 2nd quarter has been adopted.</p>
CARRIED 7/0			
Council 15/12/2021	Request for Funding - Kingaroy Chamber of Commerce and Industry Inc.	<p>RESOLUTION 2021/313</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council fund in the 2nd Quarter budget review, the request from the Kingaroy Chamber of Commerce Inc. for financial support to the value of \$53,877.72 for:</p> <ul style="list-style-type: none"> 1. New compliant toilet facilities suitable for use by People with Disabilities - \$31,246.72 (GST inclusive) 2. Contribute to the additional cost (over and above plasterboard) to supply of Black Formply ceiling with 	<p>13 Jan 2022 9:46am Anderson, Kerri This has been added to the 2nd quarter capital program. This will be deemed to be complete once the 2nd quarter has been adopted</p>

		<p>expressed shadow line joints - \$15,416.00 (GST inclusive)</p> <p>3. Installation of R3.5 Batts to the ceiling cavity concurrently with new ceiling construction. - \$7,215.00 (GST inclusive)</p> <p><u>In Favour:</u> Crs Gavin Jones, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Cr Kathy Duff</p> <p style="text-align: right;">CARRIED 5/1</p>	
Council 15/12/2021	Kingaroy Aerodrome Master Plan	<p>RESOLUTION 2021/314</p> <p>Moved: Cr Danita Potter Seconded: Cr Roz Frohloff</p> <p>That;</p> <ol style="list-style-type: none"> 1. South Burnett Regional Council notes the Chief Executive Officer operational decision to establish an Officer position dedicated to the operations of aerodromes and supporting stakeholder engagement for the Masterplan for Kingaroy aerodrome; and 2. considers in future budget discussions the allocation of resources for seeking specific technical advisors for elements of the scope and specification outlined in the invitation to offer for the Masterplan. <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>18 Jan 2022 9:00pm Anderson, Kerri Have added resolution to budget register to be included in 2022/2023 budgets</p>

Council 15/12/2021	Performance Review Chief Executive Officer and Contract Renewal - 2021	RESOLUTION 2021/328	20 Jan 2022 9:58am Pitt PSM, Mark Resolution 2021/328, Item 1 - received - complete., Item 2 - complete., Item 3 - Workshop with Councillors to progress KPI discussion scheduled for afternoon of 25 January 2022.
		Moved: Cr Roz Frohloff Seconded: Cr Danita Potter	
		<ol style="list-style-type: none"> 1. That the South Burnett Regional Council receives the "Performance Review Report – Chief Executive Officer December 2021"; and 2. that the Mayor be authorised to sign the "Performance Review Report – Chief Executive Officer December 2021" and the recommended remuneration schedule contained within the report effective from 4 January 2022, excluding the CEO's Strategic Objectives for 2021-2022; 3. That a workshop facilitated by Manager P&C be held in January 2022 for all Councillors and CEO to discuss the CEO's Strategic Objectives (KPIs) for 2021-2022, on-going performance review process for the next 4 year contract and a report be brought to the February Ordinary Meeting for adoption by Council. 	
		<u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen	
		<u>Against:</u> Nil	
		CARRIED 7/0	
		RESOLUTION 2021/329	
		Moved: Cr Danita Potter Seconded: Cr Roz Frohloff	
		<ol style="list-style-type: none"> 1. That South Burnett Regional Council in accordance with S. 194 of the <i>Local Government Act 2009</i>, South Burnett Regional Council appoint Mark Pitt to the position of Chief Executive Officer from 1 July 2022 to 30 June 2026; and 	

		<p>2. that the Mayor be authorised to sign a contract of employment with limited changes to the current terms and conditions of employment.</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 15/12/2021</p>	<p>Organisational Review</p>	<p>RESOLUTION 2021/331</p> <p>Moved: Cr Gavin Jones Seconded: Cr Scott Henschen</p> <p>That the South Burnett Regional Council Organisational Review Report be received, and the consultation draft structure be released for formal staff and Councillor consultation through workshop/s prior to a report being presented to the February 2022 Ordinary meeting of Council on the outcome of the consultation period.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>20 Jan 2022 11:12am Pitt PSM, Mark Workshop scheduled for 25 January with Councillors to discuss timeframes and engagement process. Meeting with Union Delegates on 20 January 2022 to discuss process for engagement.</p>

9 NOTICES OF MOTION**9.1 NOTICE OF MOTION - HIVESVILLE TOILETS****File Number: 25/01/2022**

I, Councillor Kathy Duff, give notice that at the next Ordinary Meeting of Council to be held on 25 January 2022, I intend to move the following motion:

MOTION

That the public toilets at the Hivesville Sportsground be included in Council's weekly toilet cleaning programme to 30 June 2022.

RATIONALE

To assist the community until further management options for the reserve are fully explored and finalised.

Summary of Works

The scope of works of this project is for:

- Regular cleaning and check of the toilets

Benefits

The benefits of this project are to:

- improve tourism and community outcomes through a clean facility

CORPORATE PLAN EC2**2 - PROVIDING KEY INFRASTRUCTURE FOR OUR TOWNS AND VILLAGES**

Develop, renew and maintain community infrastructure through sound asset management principles.

I commend this Notice of Motion to Council.

ATTACHMENTS**Nil**

9.2 NOTICE OF MOTION - LRCI FUNDING ALLOCATION PHASE 3 - 2022**File Number: 25/01/2022**

I, Councillor Kathy Duff, give notice that at the next Ordinary Meeting of Council to be held on 25 January 2022, I intend to move the following motion:

MOTION

That South Burnett Regional Council allocate the remaining \$2,238,930 from the LRCI Phase 3 funding as an increase to council's current roads renewals program to address sealed road resealing and unsealed road gravel re-sheeting and drainage works with the works program to be delivered by 31 December 2022.

RATIONALE

Council's sealed network has issues that will cause pavement rehabilitation costs into the future if not addressed.

The unsealed network contains a number of gravel roads requiring re-sheeting and drainage works on table drains and tail drains.

This extra funding will add to council's existing capital roads budget, currently adopted as follows:

Resealing renewals:

2021/2022 = \$1,149,789

2022/2023 = \$2,337,379

2023/2024 = \$3,105,849

Gravel re-sheeting and drainage renewals:

2021/2022 = \$2,024,096

2022/2023 = \$2,911,171

2023/2024 = \$4,014,838

Summary of Works

The scope of works of this project is for:

- resealing of identified regional roads;
- re-sheeting on identified unsealed roads;
- drainage repair works on table and tail drains on unsealed roads.

Benefits

The benefits of this project are to:

- improve regional road safety;
- minimise ongoing operations road maintenance costs;
- mitigate potential future major pavement rehabilitation costs;
- address increasing community concerns around ongoing road issues.

CORPORATE PLAN EC2

IN1 – Continue to provide sound asset management strategies to maintain and improve council's road network, bridges, drainage and street lighting.

I commend this Notice of Motion to Council.

ATTACHMENTS

Nil

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

10.1 ANNUAL OPERATIONAL PLAN 2021/2022 IMPLEMENTATION PROGRESS REPORT FOR THE PERIOD ENDING 31 DECEMBER 2021

File Number: 25 January 2022
Author: General Manager Finance and Corporate
Authoriser: Chief Executive Officer

PRECIS

Annual Operational Plan 2021/2022 Implementation Progress Report for the period beginning 1 July 2021 ending 31 December 2021

SUMMARY

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

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

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Annual Operational Plan 2021/2022 Implementation Progress Report for the period 1 July 2021 to 31 December 2021 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Chief Executive Officer, General Managers and Managers have contributed to the Annual Operational Plan 2021/2022 Implementation Progress Report for the period 1 July 2021 to 31 December 2021 in respect of their relevant areas of responsibility.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

REPORT

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

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

ATTACHMENTS

- Annual Operational Plan 2021/2022 Implementation Progress Report for the period beginning 1 July 2021 ending 31 December 2021** [↓](#) 



Version Control

date	comment	version
29 April 2021	Draft Operational Plan 2021-22	Draft 0.1
May to June 2021	Feedback/input from Senior Management Team and Councillors	Draft 0.2
25 June 2021	Feedback/input from Workshop with Councillors	Draft 0.3
30 June 2021	Final Draft to be tabled at the Budget Committee Meeting for information and consideration	Draft 0.4
14 July 2021	Final Draft tabled at Special Council Meeting for adoption	Draft 0.5
14 July 2021	Adopted	Version 1
30 September 2021	1 st Quarter review and update	Version 2
31 December 2021	2 nd Quarter review and update	Version 3

Adoption by Council

Version 1 - South Burnett Regional Council 2021-22 Operational Plan was adopted by Council on 14 July 2021

Version 2 - South Burnett Regional Council 2021-22 Operational Plan was adopted by Council on 20 October 2021

Copies of the Annual Operational Plan

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

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Acknowledgement

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



Annual Operational Plan 2021/22 - Version 3

Introduction

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

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

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

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

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

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

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KP OR11: Develop for endorsement by Council a Workforce Plan that guides the engagement, development, management and performance of Council’s human resources.56

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KP OR16: Continue to give priority to ongoing Work Health and Safety and prudent management.61



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

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Develop and implement a ‘Level of Service Plan’ for parks, gardens and recreation facilities	Adopt ‘Level of Service Plan’	Community / NRM & Parks	Parks and Gardens
Progress update as at 31 December 2021: Council reviewed a ‘draft’ Level of Service Plan – NRM & Parks and resolved to further consider the plan at a workshop. Proposed workshop yet to be convened.			
Develop a Botanical Masterplan	Establish Advisory Committee to develop Botanical Masterplan	Community / NRM & Parks	Advisory Committee; Native Plants Qld and local enthusiasts
Progress update as at 31 December 2021: Call for nominations for membership to the South Burnett Botanical Advisory Committee yet to occur and have been delayed due to staff changes and higher priority projects.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Develop and implement service standards for Central Business District (‘CBD’) cleaning and maintenance regime	Establish working party to devise appropriate standards for CBD cleaning	Community / NRM & Parks	Infrastructure Department (internal)
Progress update as at 31 December 2021: Working Party has been formed consisting of Infrastructure and Parks staff, together with the inclusion of Councillors Jones and Duff. Proposed meeting being planned for late January 2022.			
Continue the development of CBD Master Plans	Pre-design concept plans developed for Kumbia, Wondai, and Nanango including footpath, furniture and on-street landscaping	Infrastructure / Infrastructure Planning	Infrastructure / Works; Community / NRM & Parks
Progress update as at 31 December 2021: The concept plans have been developed for Kumbia has been drafted as part of the Streetscape design for consultation with the community. The plans for Wondai and Nanango will be completed after other capital design projects have been completed, due for action in the first half of 2022.			

Continuation of Implementation of a Maintenance Management Plan for Transport Assets	Implementation of inspection and maintenance programme for CBD footpaths and furniture including one full pressure clean per annum across Murgon, Nanango, Kingaroy, Wondai, Proston and Blackbutt	Infrastructure / Works	Community / NRM & Parks
Progress update as at 31 December 2021: Council has resolved that a demonstration of a Litter Vac and Pavement Scrubber, Council operated spray trailer and Council street sweeper be arranged for Councillors and relevant Parks and Gardens and Infrastructure staff to attend. Demonstrations are expected in October 2021.			
Investigate CCTV for Council owned and operated open spaces	Develop a CCTV policy for Council owned and operated open spaces scoping resourcing requirements. Prepare a report on Council's current CCTV systems including where some of the needs are, who owns them, how we fund their ongoing maintenance or who maintains them and how all the different systems work together	Community / Property	Community / NRM & Parks
Progress update as at 31 December 2021: Added to 2021/2022 Annual Operational Plan at 1 st quarter review as per Council resolution 2021/12 - Initial internal meeting of internal stakeholders held to identify priority issues and scope of policy. Further meetings and development of policy expected in 2022 with policy adoption expected in 4 th quarter of 2021/22.			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Work in partnership with TMR and NHVR to identify possible alternative routes to CBD areas	Identify alternative heavy vehicle route for Kingaroy CBD	Infrastructure / Infrastructure Planning	Infrastructure / Works
Progress update as at 31 December 2021: Council officers have been in contact with TMR around heavy vehicle routes through Kingaroy to support industry and access to their destination. Further advocacy is continuing over the coming months on key infrastructure nodes to support these outcomes.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Develop a South Burnett Arts, Culture and Heritage Strategic Plan	Develop a South Burnett Arts, Culture and Heritage Strategic Plan which will identify points of difference to inform a regionally themed experience and commence the development of associated work plans within available resources	Executive Services	Community / Property; Arts Culture Heritage Advisory Committee; Local Heritage, Arts & Culture Groups
Progress update as at 31 December 2021: Art, Culture and Heritage Strategic Policy adopted by Council 20 January 2021. Terms of Reference for Arts, Culture and Heritage Advisory Committee adopted 24 March 2021. Expression of interest released 19 August 2021. Report to Council (20/10/2021) appointing individuals who have submitted an EOI as members of the SB Arts, Culture and Heritage Advisory Committee as per TOR. 20 October 2021 Council appointed by resolution No.2021/ the members to the advisory committee. Training provided by Council's governance branch to members and proxies on 29 November 2021.			
Engage Museum Curator to review Council's 5 museums	Seek external funding and engage partnerships to engage a Curator to prepare Reports for Council's managed museums to commence in 2022	Executive Services	Community / Property; Local Heritage Groups external industry partnerships
Progress update as at 31 December 2021: Museum / Heritage Curator to visit each Council site and provide a report on how Council is progressing - funding required after initial investigation estimated at \$15,000 – currently considering options. No change in status for 2 nd quarter – still under review in regards to potential funding opportunities.			
Develop Masterplan for Kingaroy Visitor Information Centre, Museum, Art Gallery Precinct	Seek external funding and engage partnerships to develop a Master plan to improve utilisation of current floor space, identify future development and promotion of site	Community / Property	Executive Services; external industry partnerships
Progress update as at 31 December 2021: No funding source has suitably been identified to date.			
Negotiate Art Gallery Memorandum of Understandings ("MOUs") with Kingaroy Art Gallery and Wondai Art Gallery	2 new MOUs negotiated	Community / Property	Executive Services; Art Gallery Groups
Progress update as at 31 December 2021: Initial meeting has been held with the Wondai Art Gallery.			

Prepare funding submission to enhance Arts, Culture and Heritage displays, restoration projects, arts and workshops	Secure funding for Heritage Restoration works at Boondooma Homestead, Ringsfield House and Murgon Hall (including explore opportunities to partner with local community groups)	Community / Property	Executive Services; Local Heritage Groups
<p>Progress update as at 31 December 2021: Council is working in partnership with Boondooma Museum & Heritage Association Inc in the development of a funding application for a grant to assist in the development of Conservation Management Plan. Boondooma Museum & Heritage Association Inc have been successful with a grant. Council has also contributed some funding to help with the development of the Conservation Management Plan. Consultant has been appointed.</p>			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Maintain service delivery across the counter at the five (5) customer service centres of Blackbutt, Nanango, Kingaroy, Wondai and Murgon	Develop and implement a skills development programme for customer service officers	Finance & Corporate / Corporate Services	Community / Library staff
<p>Progress update as at 31 December 2021: The Employee Development Review ('EDR') process processed the foundation and reference points for customer service skill development. Applications for access to Council's learning and development scheme is aligned to the EDR process. An inhouse training program on Managing Aggressive Customer behaviour has been developed by People & Culture, with training rolled out to officers who are working in customer services areas. A procedure on how to manage customer aggressive behaviour has been developed and approval with awareness sessions undertaken with the Customer Service Team and the wider organisation. Council's Workplace Health & Safety Team are progressing a range of procedures to further assist staff in dealings with customers and the community. All customer service officers hold current 'Working with Children' Blue Cards to ensure appropriately authorised when working in share customer service and library facilities. A review of the resourcing and establishment of achievable service levels is on hold until the organisational structure is adopted by Council and implemented organisationally, which will enable an accurate undertaking of the resources available to deliver a range of services to the community on behalf of Council.</p>			
Implement Building Capex Budget, Works for Queensland Grant, Building Better Region Grants to improve Council's facilities	Number of: - Building Capex Projects completed - Works for Queensland Grant completed - Building Better Region Grants completed	Community / Property/ NRM / Parks	Contractors
<p>Progress update as at 31 December 2021: Works for Queensland Round 4 projects and scope of works yet to be finalised. Capex projects under review and funding announcement pending for Building Better Regions. Building CapEx projects have been awarded and works completed CCTV upgrades in Kingaroy Forecourt, Admin Office and perimeter of Buildings, 195 Kingaroy St Asbestos removal, Blackbutt SES Asbestos removal, Kingaroy Air Conditioning Renewal. Works near completion at Wondai</p>			

Showground Pavilion – waiting on the delivery and installation of doors. Contracts awarded for South Burnett Aquatic Centre Bathroom Renovations, Murgon Shop Asbestos removal, Boondooma Homestead Cabin repairs, Boondooma Homestead Stone Store repairs, Removal of Kingaroy Old Ambulance building at Kingaroy Aerodrome.			
Review and extend utilisation of Council owned community halls in consultation with key stakeholders	Activation plan for utilisation of Council owned community halls.	Community/ Property	Community Groups
Progress update as at 31 December 2021: Kingaroy Town Common Hall leased to SBCare for 12 months term and options to extend. Mondure, Cloyna and Tingooora Hall Tenure issues presented to Council at the November General Council meeting. Community Consultation to commence February 2022.			
Implement Council's facilities maintenance programmes to meet agreed service levels	Contractors appointed to deliver agreed service levels for the following services: <ul style="list-style-type: none"> - Cleaning contracts - Fire and electrical safety inspections - Pest Control inspections and treatment - Sanitary Bin Servicing - Security contracts - Tank Cleaning - UV filter cleaning - Exhaust Fan and Chimney Flu cleaning - Grease Trap and Back Flow Prevention cleaning 	Community / Property	Contractors
Progress update as at 31 December 2021: Contractors have been appointed for all maintenance programs on Council building assets. Security and Cleaning Tenders awarded.			
Maintain Council Swimming Pools	<ul style="list-style-type: none"> - Appoint and manage 4 swimming pool managers for swimming season - Number of Safety plan actions implemented for 4 swimming pools - Kingaroy Swimming Pool and Memorial Park Masterplan and cost analysis completed on all options - Kingaroy Swimming Pool and Memorial Park Masterplan prepared for future Building Better Region Fund grant application 	Community / Property	Swimming Pool Managers
Progress update as at 31 December 2021:			

Council has advertised extensively since March 2021 for suitably qualified tenderers to take on the operation and management of South Burnett Pools. It has proven to be a very difficult year to attract people into these business opportunities and to find staff. Whilst many reasons are contributing to the unavailability of pool managers, the impact of the ongoing uncertainty around COVID 19 has had a significant impact. Council has received feedback that limited security for employment during COVID 19 with closures/potential closures with very little notice has seen a large number of people leave the industry. This impact on top increased supervision requirements for lifeguards, increased level of qualifications required to operate a public pool, long hours of operation and unpredictable hours of operation due to weather conditions has resulted in a significant workforce shortage in the industry. The above challenges and the inability to source suitably qualified managers and staff will result in reduced public access to some South Burnett pools over the upcoming season. Pool season commences 18th of September. Details of pool operations are provided below.

Proston Swimming Pool – Closed for public access.

Unfortunately, Council has been unsuccessful in finding a pool manager. Council has advertised state-wide and locally several times for a pool manager to operate and manage the Department of Education owned Proston Swimming Pool for public use.

The Department of Education will manage the pool for school swimming purposes only. This pool will not be available for the community to use after school hours or on weekends. Council will continue to advertise and look for a suitable pool manager, however at this stage no community use, learn to swim or exercise classes will be available at Proston Swimming Pool. Please contact Murgon Swimming Pool, Kingaroy Swimming Pool or South Burnett Aquatic Centre for learn to swim, swimming classes, squads, and exercise classes.

Murgon Jubilee Swimming Pool – opens 18th of September 2021

Belgravia Health & Leisure has been appointed to operate and manage Murgon Jubilee Swimming Pool. Belgravia have appointed suitably qualified staff and commenced full operational hours on the 29th of November.

Wondai Swimming Pool – Temporary Pool Manager

Council has been unsuccessful in sourcing a permanent pool manager. Temporary manager is currently operating the Wondai Swimming Pool until the 19th of January. Reduced operating hours due to unavailability of staff.

Kingaroy and South Burnett Aquatic Centre – opens 18th of September 2021

Summer Country Aquatics have been appointed to operate and manage Kingaroy Swimming Pool. Country Aquatics currently operates South Burnett Aquatic Centre, Blackbutt Swimming Pool, Yarraman and Crows Nest swimming pools. Kingaroy Swimming Pool Opened Saturday 18th September 2021.

South Burnett Aquatic Centre – remains open

Summer Country Aquatics operates South Burnett Aquatic Centre. This pool will be closed on the 7th of December through to March for bathroom renovations. Contractor commenced demolition of bathroom on 8th of December. All 4 pools have up to date supervision plans. Master plan for Kingaroy Memorial Swimming Pool and Kingaroy Memorial Park Tender documentation has been prepared. ONF have completed detailed survey of the site. Tender opened 16th of September and closes 12th of October 2021. Council to consider awarding Tender at the December General Meeting.

Develop up to date Asbestos's Reports for Council Facilities	Number of Asbestos's reports completed for Council Facilities	Community / Property	Contractors
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Progress update as at 31 December 2021:



Inspected and prepared list of Council buildings that will require new Asbestos's reports. Council officers are preparing the template for Asbestos's reporting to ensure the new reports are more detailed and higher number of samples are taken to identify Asbestos's externally and internally within a building. Each sample will require a Certificate of Analysis.			
Implement Building Asset Management Plan - Identify list of buildings assets to divest, fund the disposal of the asset	Number of buildings at end of life ready for disposing or repurposing	Community / Property	
Progress update as at 31 December 2021: Review and investigation have commenced into poor condition assets. Council is working with 2 community organisations to look at future usage and disposal of poor condition assets.			
Enable free and equitable access to library facilities and services for all members of the community as per State Library of Queensland's ('SLQ') Service Level Agreement	Visitation to South Burnett Libraries recorded for inclusion in Council reports and SLQ's annual statistical return.	Community / Libraries	
Progress update as at 31 December 2021: 66,047 total visitation from 1 July 2021 – 31 December 2021 across six branches. Visitation to each branch as follows: <ul style="list-style-type: none"> Blackbutt 6,245 Kingaroy 23,772 Murgon 8,792 Nanango 13,352 Proston 7,606 Wondai 6,280. 			
Provide library collections which meet the information, education, recreation and cultural needs of the community, and support the development of lifelong learning	Utilise SLQ Public Library Grant for collection development. Document collection usage and trends for SLQ's annual statistical return	Community / Libraries	State Library Queensland
Progress update as at 31 December 2021: 2nd quarter Public Library Grant instalment of \$42,289 received. For the 2021-2022 financial year the library grant has facilitated the addition of 2,382 new physical and digital items to the collection. From 01/07/2021 – 31/12/2021: <ul style="list-style-type: none"> 58,567 physical items were loaned and renewed + 11,373 digital loans and renewals 94,277 items returned 7,011 customer reservations were satisfied 531 new members joined the service 			
Develop and deliver diverse and engaging library programmes that support the learning and recreation needs of the community	Facilitate programmes that target early literacy, family literacy, adult literacy and digital literacy. Document attendance for inclusion in Council reports and the SLQ annual statistical return	Community / Libraries	
Progress update as at 31 December 2021: From 1 July 2021 – 31 December 2021 South Burnett Libraries facilitated programs as follows: <ul style="list-style-type: none"> 0-5 Early childhood: 164 sessions with 2,000 attendees 6-12: 72 sessions with 1024 attendees 			

<ul style="list-style-type: none"> • <i>Adult</i>: 208 sessions with 844 attendees • <i>Digital literacy</i>: 181 sessions with 395 attendees • <i>Cultural celebration</i>: 2 sessions with 22 attendees 			
Deliver services and activities to targeted community groups, non-library users, or those who cannot reach a physical library facility	Plan and delivery regular outreach sessions. Document attendance for inclusion in Council reports and SLQ's annual statistical return	Community / Libraries	
<p>Progress update as at 31 December 2021: From 1 July 2021 – 31 December 2021 South Burnett Libraries delivered 26 programs off site with a total attendance of 965. Events included outreach visits to local schools and kindergartens.</p>			
Meet requirements of SLQ's First 5 Forever funding	Document programme attendance for Council reports inclusion in SLQ's annual statistical return	Community / Libraries	State Library Queensland
<p>Progress update as at 31 December 2021: First 5 Forever yearly allocation is \$21,651.95. From 1 July 2021 – 31 December 2021 South Burnett Libraries First Five Forever program stats are as follows:</p> <ul style="list-style-type: none"> • Onsite (Rhyme Time & Story Time) 143 sessions and 1155 attendees • Offsite (Community Outreach) 21 sessions and 845 attendees 			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Support Boondooma Museum and Heritage Association Inc	Attend a minimum of 4 Advisory Group meetings per year to provide advice and assistance in the management of Boondooma Homestead.	Community / Property	Boondooma Museum & Heritage Association Inc
<p>Progress update as at 31 December 2021: Council officers and Councillors have attended 2 Advisory group meetings to provide updates on the restoration work at the Stone Store, seeking DTMR approval for Roadside Corridor approval for sign, restoration works on stock yards, maintenance to caretaker's house and surrounding buildings. Council provided advice and assistance with planning for community events i.e., training for food safe handling, volunteer inductions.</p>			
Establish, develop and support a Ringsfield House Advisory Committee	Advisory Group meetings to provide advice and assistance in the management of Ringsfield House.	Community / Property	Ringsfield House Advisory Group members
<p>Progress update as at 31 December 2021:</p>			

Council resolved to form a Ringsfield House Advisory Committee. Council internal working group has developed position descriptions and terms of reference for the advisory committee. A community engagement plan is being prepared for early 2022 rollout.			
Support and partnership with local SES groups	Provide funding and facilitate the ongoing development of the local SES groups within the region.	Infrastructure	
Progress update as at 31 December 2021: South Burnett Regional Council continues to operationally support SES by providing supplies for training and operations as required.			
Explore partnership opportunities to support local volunteer groups	Identify the local volunteer groups and the entry point for Council to support and encourage volunteer groups adding value to Council services and infrastructure Explore opportunity to support and enable community capacity building alongside community groups and service clubs	Community	Community groups
Progress update as at 31 December 2021: No progress to date. This activity is currently under resourced with actions to be assessed following organisational structure discussions.			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Support local community groups to create community cohesive events, activities and programmes	Utilise external funding to deliver programmes in partnership with local community groups to facilitate community connectiveness events, activities and programmes	Community	Community Groups; External funding bodies
Progress update as at 31 December 2021: Initial support to be provided through Council's community grant program. External funding has been sourced through Queensland Health to provide support to community groups to deliver social connections events and activities. "Localised Mental Health Initiatives" Funding was provided to the Bunya Mountains Community Association to conduct the inaugural "Evening under the Stars" event which doubled as a fundraiser to raise funds to build a multi-purpose community centre and an opportunity for local resident to engage and make connection with other community members. Guidelines are currently being prepared to allow distribution of further funding to community groups in the second half of the year.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Advocate for and facilitate wellbeing events supporting the regions youth	<ul style="list-style-type: none"> - Youth focused activities undertaken - Explore funding opportunities working in partnership with local youth services providers - Establish a Youth Council aligned to Council’s community engagement framework 	Community	CTC Youth Services; Community Organisations; Local Schools
<p>Progress update as at 31 December 2021: A draft Terms of Reference has been developed with consultation with Councillors and management to be conducted over January 2022 prior to adoption by Council.</p>			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Develop town and village community plans	Localised community plans developed for towns and villages utilising consultation conducted by the Mayor and Councillors	Executive Services / Office of the CEO	Community
<p>Progress update as at 31 December 2021: Feedback consolidated from process conducted by Mayor and Councillors in 2020 – 2021 financial year. Council direction required in regards to format and resourcing to progress.</p>			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Development of a Reconciliation Action Plan	Establishment of Monthly Working Group Meetings Adoption by Council of a Reconciliation Action Plan	Community	Cherbourg Aboriginal Shire Council; Indigenous Community Members
<p>Progress update as at 31 December 2021:</p>			

Initial meetings held with Councillor Duff, General Manager Community and Cherbourg Aboriginal Shire Council representatives with a draft Reconciliation Action Plan template sourced. No further progress expected in the short term with the current COVID impacts within Cherbourg and South Burnett Council areas. To reconsider recommencement of meetings in 4th Quarter 2021/22.

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Council advocacy for mental health and suicide prevention programme	Council working with community stakeholders and government to advocate for a community well-being centre including representation to funding bodies such as Head Start / Head Space programmes	Executive Services / Office of the CEO	State and Federal Governments; Well-being Service Providers

Progress update as at 31 December 2021:
 Partnership with PHN for project supporting Youth Mental Health with secondment of an officer for 12 months in the role of Youth Mental Health Coordinator. Council participated in a site inspection and meeting regarding the Cherbourg Murgon Youth Hub. Meetings/deputation held in conjunction with the Australian Local Government National Congress in Canberra with Federal Government Minister to promote the need for increased mental health services including Headspace. Participation and attendance at Kingaroy Stakeholder Consultative Group Meetings with local and regional health service providers:

- Council has appointed a Youth Mental Health Coordinator
- Council hosted the inaugural South Burnett Health and Community Services Expo – showcasing the services that are available within the South Burnett including Mental Health Services and Suicide Prevention Services.
- Council have applied for a Strong and Resilient Communities Activity – Inclusive Community Grant. If this submission is successful, the money will be used to establish a South Burnett Youth Hub, which will provide support, education, and activities for the young people in our region.

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Review disabled parking and footpath access in conjunction with CBD master plans	Pre-design concept plans developed for Kumbia, Wondai, and Nanango including footpath, furniture and on-street landscaping	Infrastructure / Infrastructure Planning	Community; Local Businesses

Progress update as at 31 December 2021:



The concept plans have been developed for Kumbia has been drafted as part of the Streetscape design for consultation with the community. The plans for Wondai and Nanango will be completed after other capital design projects have been completed, due for action in the first half of 2022 in conjunction with EC2.

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Engagement with local senior groups to develop strategies to facilitate a region for aging in place and meaningful community contribution	Establish a consultation framework to facilitate programmes and activities which provide for meaningful participation by our elderly in our community	Community	Seniors Groups
<p>Progress update as at 31 December 2021: Initial discussions have been held with representatives of U3A (University of the Third Age) with respect to the establishment of U3A in the South Burnett. Council hosted an initial meeting of interested community representatives with a very successful outcome being the formation a Steering Committee which will progress a public meeting and the goal of forming a U3A group in the South Burnett.</p>			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Investigate a homeless persons policy framework	Investigate a Policy framework aligned to legislation to address the issue and assist homeless persons, working with local community service providers	Community / Executive	Compliance Legal Advisor; Community service providers
<p>Progress update as at 31 December 2021: Whilst no policy has been developed during this period, a significant amount of work has been conducted regarding opportunities for social and community housing. Council has agreed by resolution No. 2021/315 enter a formal partnership with Regional Housing Limited to submit as sites for Queensland Housing Investment Growth Initiative. Council has also met with CTC to discuss opportunities for collaboration. The CEO has had several meetings over the 6 months General Manager, Strategy, Policy and Programs Housing and Homelessness Services to identify opportunities. Community groups have instigated community meal opportunities with council and CTC support as requested. Council supported the LGAQ initiative for a strong message to the State and Federal governments that action is required to address the state’s housing crisis including calling for a National Housing Summit.</p>			

Develop residential occupation policy	Develop a draft policy aligned to legislation presented to Council for its consideration	Community / Planning & Land Management / Environment & Waste	Residential Property Owners; Community Service Providers
Progress update as at 31 December 2021: Initial policy research commenced with Councillor workshop scheduled for the second quarter of the year.			
Regulation of Council's Local Laws, including but not limited to animal management	Development of and implementation of regular statistical reporting on activities Develop a draft visual amenity policy	Community / Environment & Waste	RSPCA; Queensland Department of Agriculture and Fisheries; Queensland Biosecurity Department drumMUSTER; Queensland Main Roads
Progress update as at 31 December 2021: Statistical report compiled and presented to Community Standing Committee monthly. Framework drafted for illegal Habitation of Structures developed. Framework to be further refined and an operational procedure, communication plan and supporting material to be developed through a process of forums between Council and Social Support Agencies. Initial research commenced on visual amenity policy with Councillor workshop scheduled for the second quarter of the year.			
Public health licence applications, routine inspections of licensed premises, customer request management and mosquito management	Development of and implementation of regular statistical reporting on activities	Community / Environment & Waste	Queensland Health
Progress update as at 31 December 2021: Statistical report compiled and presented to Community Standing Committee monthly.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
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Lead and Administer the Local Disaster Management Group for the South Burnett	Continue to operate and administer activities of the LDMG	Infrastructure / Disaster Management	Local Disaster Management Group
<p>Progress update as at 31 December 2021: The Local Disaster Management Group continues to monitor the current COVID-19 situation and will provide support to QLD Health and Queensland Police Service as requested. Council's Disaster Management Team and the LDMG collaboratively embarked on a journey to redevelop the LDMP and sub plans to deliver modern, informative, understandable, succinct and practical plan. The LDMP will also become an interactive plan which will be located on Council's website. The new LDMP and sub plans meet the requirements of legislation, regulations, guidance and frameworks associated with the Queensland Disaster Management Arrangements (QDMA). The plan consists of disaster management philosophy which embraces prevention, preparedness, response and recovery procedures. It identifies strategies for disaster resilience and supports the Get Ready Queensland and Get Ready South Burnett messages. Every region is susceptible and at risk of local and major disaster events. The plan will provide Council the arrangements to ensure there is an effective and coordinated response to a disaster event, and to facilitate a speedy return to a safe and secure environment as soon as possible after that event. The Bunya Mountains Community Disaster Management Subgroup on the 1 of September 2021 carrying out their first quarterly meeting since the creation of the sub plan. Community Group members participated in training which was being facilitated by Queensland Fire and Emergency Services and Disaster Management Officers from Western Downs and South Burnett. The South Burnett Local Disaster Management Group also held its quarterly meeting on 2 September 2021.</p>			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Support community development through delivery of Council's Community Grants programme	<ul style="list-style-type: none"> - Community organisations access to grant funding, Funding distributed - In-kind support provided to community groups 	Community	Councillors Community organisations
<p>Progress update as at 31 December 2021: Round 1 of Council's Community Grant Program has been completed with successful grant approvals endorsed in October 2021 Council received 49 applications totalling \$108,251 in support requested. Grants totalling \$67,004 were approved and provided under the following categories</p> <ul style="list-style-type: none"> • Australia Day/ Anzac Day Funding - \$5,000 • Community Hall Insurance - \$4,000 • Community Sponsorship - \$48,125 • RADF - \$9,879 <p>A complete list of successful organisations was presented to the Council's November General Meeting</p>			

Seek external funding for community events	Community events held	Community	Community Organisations
Progress update as at 31 December 2021: To be progressed over 2 nd half of year dependant on COVID restrictions.			

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

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology	10 year works programme developed in accordance with asset management strategy with adoption by Council	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 31 December 2021: 10 year works programme development is continuing.			
Review current Asset Management Plan and strategy for transport assets	Review of current asset management plan and methodologies including options for rationalisation	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 31 December 2021: Review of asset management plan and rationalisation yet to commence.			
Continuation of Implementation of a Maintenance Management Plan for Transport Assets	Implementation of inspections, forward maintenance programmes for sealed roads, unsealed roads and bridges	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 31 December 2021: Maintenance management program now imbedded within maintenance team for Council road network. Current focus is on sealed road network inspections and forward works program efficiencies.			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
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Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology	10 year works programme developed in accordance with asset management strategy with adoption by Council	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 31 December 2021: A footpath prioritisation tool is currently being developed to assist with decision making, collecting data to inform Council on need and risk. This will be developed through the second quarter to assist with future decision making for the 2022/2023 budget. Nearing completion of footpath condition assessment to inform 10 year works program.			
Review current Asset Management Plan and strategy for transport assets	Review of current asset management plan and methodologies including options for rationalisation	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 31 December 2021: Review of asset management plan and rationalisation yet to commence.			
Continuation of Implementation of a Maintenance Management Plan for Transport Assets	Implementation of inspections, forward maintenance programmes for footpaths	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 31 December 2021: Footpath inspection being undertaken in conjunction with footpath condition assessment as part of IN2.			
Review of Asset Management Business processing for integration into one Asset Management System in Tech One	TechOne for holistic approach to consolidation of all Asset Business Systems, maintenance and data for improved efficiencies and cost saving business processes.	Finance & Corporate/ICT	Infrastructure/ Infrastructure Planning Community/ Property
Progress update as at 31 December 2021: Three-year project. Plant and Fleet Asset, Maintenance and Operational Business Process review commenced in October 2021.			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Review of current slashing and spraying service levels	Review of unit rates and schedules completed and options for increased service levels	Infrastructure / Works	
Progress update as at 31 December 2021: Review of slashing service levels completed as part of the 2021/2022 Operational budget deliberations.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Identify key transport routes in the South Burnett Region and engage with TMR and RRTG	Identify key transport routes on state and local networks	Infrastructure / Infrastructure Planning	National Heavy Vehicle Regulator (NHVR); Regional Roads & Transport Group (RRTG)
Progress update as at 31 December 2021: These key transport routes will be done in conjunction with the response for Item EC3 highlighting the road hierarchy and the infrastructure to support the oversize and over mass network for commercial movements to and through the South Burnett.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology	10 year works programme developed in accordance with asset management strategy with adoption by Council	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 31 December 2021: 10 year works program for medians and roundabouts yet to commence.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Actively liaise with rail trail users and champions to identify improvements and enhancement potential	<ul style="list-style-type: none"> - Develop ongoing communication to discuss potential projects - Investigate funding opportunities 	Community / NRM & Parks	Friends of the Rail Trail Brisbane Valley Group
Progress update as at 31 December 2021: Regular communication with South Burnett Rail Trail Users and BVRT Ambassadors regarding recent storm damage and possible reopening of impacted sections. The BVRT Ambassadors are considering an approach to Council for assistance to repair long-term damage. General Manager Community attending newly formed Brisbane Valley Rail Trail (BVRT) Steering Group bimonthly meetings (Includes the four member Councils, TMR & community			

representatives). The Steering Committee provides recommendations to the BVRT Advisory Group (Member Council CEO's & TMR) who provide recommendations to TMR Executive on management of the BVRT.			
Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology	10 year works programme developed in accordance with asset management strategy with adoption by Council	Infrastructure / Works	Infrastructure / Infrastructure Planning
Progress update as at 31 December 2021: Refer to IN2 footpath 10-year works program progress.			
Investigate options for a Moffatdale rail trial loop	Moffatdale Rail Trial Loop designed.	Infrastructure	Parks Department; South Burnett Rail Trail Users Association; South Burnett Mountain Bike Club
Progress update as at 31 December 2021: Further investigation and consultation will be undertaken in early 2022 in order to advance this rail trail loop for the cycling community.			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Achieve compliance with treatment plant licence conditions, dam safety, public health requirements with statutory timeframes for reporting achieved	No breach of licence conditions / Statutory reports submitted in require timeframes	Infrastructure / Water & Wastewater	
Progress update as at 31 December 2021: Currently compliant with licence conditions with no breaches			
Review current Asset Management Plan and strategy for Water and Wastewater assets	Asset management plan developed in accordance with Council and community service levels	Infrastructure / Water & Wastewater	Infrastructure / Infrastructure Planning
Progress update as at 31 December 2021: Currently reviewing asset management plan should be finalised by November			
Review and comply with customer service standards for water and wastewater infrastructure	Completed review is advertised for customer feedback and posted on web site as required by the regulator	Infrastructure / Water & Wastewater	

Progress update as at 31 December 2021: Completed for 2021/2022			
Development of Urban water supply strategy for all town water supplies	Completion of future water security reports for each potable scheme with recommendations for future planning	Infrastructure / Water & Wastewater	
Progress update as at 31 December 2021: Work in progress should be completed by December 2021.			
Development of a prioritised 10-year works programme for the replacement, upgrade and construction of new and existing water and wastewater assets	10 year works programme completed in accordance with asset management strategy	Infrastructure / Water & Wastewater	Infrastructure / Infrastructure Planning
Progress update as at 31 December 2021: 10-year capital plan has be completed and presented to Council.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Review operation of Council operated free camp sites	Council maintained free camp sites maintained at level expected by community	Community / NRM & Parks	Environment & Waste / Planning & Land Management Branches
Progress update as at 31 December 2021: No progress to date.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Affordable Housing Pilot Project	Pilot project actioned and completed	Community / Planning	Property Branch (internal); Local Community Service Providers; Local Builders
Progress update as at 31 December 2021:			

Internal working group meeting has been held to discuss Affordable Housing Pilot project objectives. Council has held discussions with Queensland Government, CTC and Regional Housing Limited to consider partnering in the Queensland Housing and Homelessness Action Plan 2021 -2025 the Queensland Housing Investment Growth Initiative. Council has endorsed possible option of 4 Council allotments to be considered for social housing units.			
Develop and implement Council's Vacant Land Investigation Audit	<ul style="list-style-type: none"> - Number of identified freehold land parcels suitable for disposal - Number of land parcels disposed of and removed from Council's asset register 	Community / Property	Department of Resources; Real Estate Agents
<p>Progress update as at 31 December 2021: Desktop review of consolidated land assets, ratings database and ATS search has been completed. Council workshop has been held to advise Councillors of the number and location of vacant land parcels in the South Burnett. Council has released tender of sale for Earl St, Memerambi.</p>			
Review/Consolidate Reserve land holdings	<ul style="list-style-type: none"> - Number of Reserves consolidated - Number of Reserve land parcels divested or repurposed 	Community / Property	Department of Resources
<p>Progress update as at 31 December 2021: Desktop review of consolidated reserve land holdings has commenced.</p>			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Negotiate new leases with community groups; and Renew existing community group leases	<ul style="list-style-type: none"> - Number of new leases with community groups - Number of existing community group leases renewed - Number of leases managed with Council Lease Register 	Community / Property	Not -for-profit organisations
<p>Progress update as at 31 December 2021: New leases or Licences have been offered to Kingaroy Junior Cricket Association, Bunya Valley Landcare Group, Barambah United Soccer, Kingaroy Chamber of Commerce & industry Inc, Kingaroy BaconFest Inc, Coverty Social Club Inc, Timbertown Community Hub Inc. Support and advise provided to existing lessees include; Kingaroy Observatory, Kingaroy & District Vintage Machinery Club, South Burnett Motors in Motion Inc, South Burnett Woodcrafters Inc, Bunya Mountain Community Group, South Burnett Mountain Bike Group, Proston Golden Spurs Camp draft Association Inc, Kingaroy, Proston, Nanango and Murgon Men's Shed, Murgon PCYC, South Burnett Fossickers and Gem Group, Barambah Beekeepers, South Burnett Western Performance Club and Kingaroy Junior Rugby League Inc.</p>			

Provide community information sessions on lessee responsibilities	<ul style="list-style-type: none"> - Number of community information sessions held on lessee responsibilities - Number of fact sheets prepared for community groups as education tools on lessee responsibilities 	Community Property	Not-for-profit organisations
<p>Progress update as at 31 December 2021: Council officers have provided individual advice and attended community group meetings to discuss and interpret lease terms and conditions. Preliminary investigations have commenced on the development of lease fact sheets to assist community groups in managing operations within lease terms. Includes networking and liaising with other Councils on educational resources i.e., fact sheets.</p>			
Support Wondai RSL Subbranch develop a conceptual/master plan for a Memorial Park adjacent to the Wondai Memorial Swimming Pool.	<ul style="list-style-type: none"> - Development of a draft concept plan/proposal for public consultation. - Wondai RSL Subbranch undertake public consultation. 	Community Parks	Wondai RSL Subbranch Property Department
<p>Progress update as at 31 December 2021: No works have progressed to date due to limited funding in the 2021/22 budget to develop conceptual / master plan. This works would be considered in the 2022/2023.</p>			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Building Better Regions Fund ('BBBF') – saleyard infrastructure upgrades	If successful implement BBRF – saleyard infrastructure upgrades	Community / NRM & Parks	Contractors
<p>Progress update as at 31 December 2021: Funding unsuccessful, however, capital expenditure plan progressing through the Coolabunia Saleyards Working Group.</p>			
Investigate commercialisation and ownership structure for Coolabunia saleyards	Review options and prepare business plan	Community / NRM & Parks	Selling agents & users
<p>Progress update as at 31 December 2021: Coolabunia Saleyards Working Group has met on 12/10/21 and 2/12/21. Action Plan being progressed, with updates to Council at appropriate intervals.</p>			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners

Investigate and Develop commercial arrangements Commercial Shops owned by Council	Commercial Tenancy Agreements for Council owned shopfronts in Murgon and Kingaroy	Community / Property	Commercial Tenants
Progress update as at 31 December 2021: Murgon Shop Asbestos removal to occur prior to the shops been advertised for tenancy. Tender documents for Shop 66 to be released early 2022. Removal of asbestos in remaining shops is scheduled in 3 rd quarter.			
Investigate and Develop commercial arrangements for Tourist Parks currently managed by Council	Commercial Leases for Tourist Parks	Community / NRM & Parks	Commercial Tenants
Progress update as at 31 December 2021: New commercial leases signed and sealed for BP and Boondooma Dams current until 1 August 2022. A review of these arrangements will conducted in the 2 nd half of the year to gauge success and inform future management options.			
Investigate and Develop commercial arrangements for Coolabunia Saleyards and Clearing Dips	Commercial Lease for Coolabunia Saleyards and Nanango Cattle Clearing Dip Facility	Community / NRM & Parks	Commercial Tenants
Progress update as at 31 December 2021: Council offered the lease of the three dip facilities (Wondai, Proston, Nanango) by way of tender. Council resolved at the September Council meeting to award a lease for the management of Wondai Cattle Tick clearing facility. Further discussions and negotiations to occur for Proston and Nanango Dip Facilities.			
Investigate and Develop commercial arrangements for Private Hospital	Review and implement measures that will allow for continued hospital and community health outcomes	Community / Property	Commercial Tenants
Progress update as at 31 December 2021: Progressing under the direct supervision of Council's Chief Executive Officer – 1 st quarter review. 2 nd quarter - In October by resolution No. 2021/236 and November by resolution 2021/288 this year, South Burnett Regional Council unanimously voted to work with SBMG to redevelop the hospital site to assure its long-term viability and provide additional health services to the South Burnett community. The proposal will see the hospital upgraded with the latest facilities to ensure the current range of services can continue to be provided. There are also plans to build an associated aged care facility, initially with 100 rooms, to meet the growing needs of an ageing population. SBMG will finalise due diligence before attracting investment and pursuing development approvals early next year.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Advocate for specialist and community health services	Maintenance of current services of a minimum	Executive Services/Office of the CEO	DDHB; PHN; Queensland & Federal

			Governments; Medical Service Providers
<p>Progress update as at 31 December 2021: Regular meetings continued to be held with stakeholders to advocate for regional health initiatives. Council considered the lease of the Lady Bjelke-Petersen Community Hospital and moved to lease the site to South Bank Medical Group. PHN grant allowed for the appointment of a youth mental health coordinator. Establishment of Youth Mental Hub on grounds at Murgon State High School. Councillors met in Canberra with Ministers to advocate improved mental health services. Submissions made to Federal Minister for Head Space and Head Start. The Youth Mental Health Coordinator commenced during the 2nd quarter. The South Burnett Community and Health Expo was held On 18 and 19 November 2021 and was supported by Darling Downs and West Moreton PHN.</p>			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Maintain cemetery infrastructure	Seeking external funding to provide and investigate options to improve cemetery infrastructure	Community/ NRM & Parks	
<p>Progress update as at 31 December 2021: No progress to date.</p>			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Actively manage aerodromes within the region	Adopt revised aerodrome Manual for Kingaroy	Community / NRM & Parks	Lessees CASA
<p>Progress update as at 31 December 2021: Revised Aerodrome Manual completed and lodged with the Civil Aviation Safety Authority ('CASA') and awaiting approval. Request for Quotes being prepared for replacement of perimeter fence at Kingaroy Aerodrome.</p>			
Investigate and develop commercial arrangements for Kingaroy and Wondai aerodromes	Commercial leases for Kingaroy and Wondai aerodromes land and hangers	Community / NRM & Parks	Aerodrome users
<p>Progress update as at 31 December 2021: Ongoing commercial leases invoiced. No new commercial leases approved. Council resolved for one hangar site at the Kingaroy Aerodrome to be tendered.</p>			

Prepare Aerodrome Masterplan	Kingaroy aerodrome—Masterplan completed, including full community consultation and cost analysis prepared	Community / Property	Aerodrome users; community groups; aerodrome stakeholders
Progress update as at 31 December 2021: Council tendered for a Kingaroy Aerodrome Masterplan. Council to consider budgeting a new officers position in the 2021/22 Budget reviews.			

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

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Regional Development Strategy Adopted	Council adoption of strategy and associated work plan	Executive Services / Economic Development	Local businesses; community; State and Federal Governments
Progress update as at 31 December 2021: Regional Development adopted by Council adopted 28 July 2021. Progressed membership of the advisory committee. Correspondence was forwarded to individuals on 17 August 2021 advising of their appointment as a member of the Regional Development Advisory Committee following the adopted resolution at the 28 July 2021 Council meeting. Correspondence was forwarded to business development groups on 17 August 2021 advising of their appointment as a member of the Regional Development Advisory Sub-Committee and a copy of the amended Terms of Reference sent. An invitation was forwarded on 27 September 2021 to all Committee members and sub-committee groups to attend upcoming South Burnett Business Forum Voicing Business & Community being held on Tuesday 12 October 2021. Portfolio Councillor has met with Dept. representatives to progress facilitation of activities and advisory committee in 3 rd quarter of financial year. Portfolio Councillor met with Mayor Matt Burnett regarding economic development opportunities and systems. A future meeting is to be organised to exchange information and ideas.			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
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Develop Investment Ready Road Map	Council priorities aligned with State and Federal Governments objectives	Executive Services / Economic Development	Local businesses; community; State and Federal Governments
<p>Progress update as at 31 December 2021: Working with Local Government Association Queensland to place information on Investment Regional Profile. Participation in Wide Bay Burnett Trade and Investment Group. Attendance at the session on trade and investment at the LGAQ Annual Conference in October. CEO and Portfolio Council attended Wide Bay Burnett Major Projects Forum conducted by RDA Wide Bay and Dept. of State Development.</p>			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Development of a prioritised 10 year works programme for the replacement, upgrade and construction of new and existing water and wastewater assets	10 year works programme completed in accordance with asset management strategy	Infrastructure/ Water & Wastewater	Infrastructure/ Infrastructure Planning
<p>Progress update as at 31 December 2021: 10-year capital plan has be completed and presented to Council.</p>			
Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology	10 year works programme developed in accordance with asset management strategy with adoption by Council	Infrastructure/ Infrastructure Planning	Infrastructure/ Works
<p>Progress update as at 31 December 2021: A transport project prioritisation tool is currently being developed to assist with decision making, collecting data to inform Council on need and risk. This will be developed through the 2nd quarter to assist with future decision making for the 2022/23 budget in conjunction with IN2.</p>			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Support the development of an Agricultural Industry Support Policy	- Initiatives undertaken to research, consult and assist the agriculture industry develop future looking agriculture industry strategies	Community	Agricultural Industry; BIEDO;

	- Adoption of an Agricultural Industry Support Policy		Queensland Government
Progress update as at 31 December 2021: No progress to date. This activity is currently under resourced with actions to be assessed following organisational structure discussions.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Promotion and operation of Council owned heritage, arts and tourism assets	Develop Discover South Burnett brand to promote Council owned facilities and outcomes	Executive Services/ Tourism/ Economic Development	Local and State tourism bodies
Progress update as at 31 December 2021: Monthly reporting of activities through Standing Committee reports. Maintenance of website and social media accounts. Continued operational of the VICs. Discussions ongoing regarding possible options for reopening an information centre – non-accredited – in Blackbutt. Production of tourism brochures for major townships and KKRT. Discussions progressed to enable a partnership with the Roy Emerson Museum to operate a non-accredited information centre in Blackbutt. Visitor information guides produced by VSB and South Burnett Today with Council participating in both publications. Discussions commenced regarding an advertising campaign for the two dams in 2022 – under preliminary investigation. Virtual Reality life of a peanut video production completed during reporting period for the VICs. Volunteers’ numbers have been impacted through a number of external factors. A volunteer familiarisation tour was held during the 2 nd quarter period.			

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

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

Progress update as at 31 December 2021:
 Support for Visit South Burnett as LTO and engagement with Southern Queensland Country Tourism as RTO. Participation in VSB visitor guide publication with advertising. VSB information presented in monthly council reports. Deputation from VSB to councillors in workshop/community engagement day to discuss annual progress and opportunities for new financial year. Partnership will be considered in 1st quarter review. Continued membership with Drive Inland Tourism Group and worked cooperatively with them on promotion of area. VSB conducted meet and greet and Nanango VIC / Energy Centre. Attendance at the VSB AGM. Monthly reporting from VSB to Council through Standing Committee report imbedded. Continued discussion with SQCT in regards to opportunities to work cooperatively though Council has not taken a financial membership for the current year..

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Work with Managers of the Dam facilities to improve financial outcomes whilst delivering an appropriate experience for visitors	Status reports provided to Council providing relevant statistics	Community / NRM & Parks	Dam Facility Managers; Local Tourism operators
Progress update as at 31 December 2021: Council has provided in principle support for “A Day at the Dam 2021” concert. Ongoing discussions are occurring with promoters to schedule a concert date for early in 2022, however this is expected to be impacted by recent COVID transmission in the region.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Review and amendment of planning scheme	Planning scheme provision that support growth and development	Community/ Planning	SBRC Staff; Queensland Government
Progress update as at 31 December 2021: Planning team has continued collating issues and input from the community for consideration in the Scheme amendment. Initial scoping workshop held with Councillors at the end of the quarter to brief Council on the process and collect initial feedback. State Planning have been advised of proposed Scheme amendment. Once we receive the State’s Interest response, staff will prepare responses and arrange a workshop.			
Process development applications and permits within statutory timeframes	Development of and implementation of regular statistical reporting on activities	Community/ Planning	Staff Councillors
Progress update as at 31 December 2021:			

Statistical report compiled and presented to Community Standing Committee monthly.			
Review and update Council's Local Government Infrastructure Plan (LGIP) trunk infrastructure forward works schedules.	Review completed. Future works schedules in line with budget forecasts	Community/ Planning	Infrastructure Department
Progress update as at 31 December 2021: No progress to date.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Advocate and pursue opportunities for post-secondary education within the region	Post-secondary education opportunities identified	Community	Country University Centre; Education Queensland; University of Southern Queensland
Progress update as at 31 December 2021: No progress to date. This activity is currently under resourced with actions to be assessed following organisational structure discussions.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Continued development of digital transformation and capacity	<ul style="list-style-type: none"> - Kingaroy Transformation Project – Last mile digital infrastructure - Mobile telecommunication black spots - EV superhighway and charging stations 	Infrastructure	Economic Development
Progress update as at 31 December 2021: Council has submitted an application for Dark Fibre under the RCIF Program which will allow deployment within the KTP program and point of presence in Nanango. There is also one electric car charging station awaiting delivery and Kingaroy has also been added to the electric superhighway program with a car charger to be installed in the KTP precinct during this financial year. In regard to Blackspot Telecommunication there is a program of blackspot projects that will be further reviewed by Council's Economic Development and Infrastructure teams.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Encouragement and development of the local Market Place	Intent to establish a healthy register of what the local Market Place can provide to Council by way of goods or services	Finance & Corporate Finance	SBRC Staff
Progress update as at 31 December 2021: Local Market Place register established and continues to expand to identify additional local services. Centralised Procurement Project is assisting with the project.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Develop a 25-year economic roadmap for water infrastructure	Adoption of roadmap	Executive Services / Office of the CEO	SBRC Infrastructure Department
Progress update as at 31 December 2021: Council considered reports detailing the projects and delivery of Phase 2 of the National Water Infrastructure Development Fund at the August and September 2021 Ordinary meetings of Council. The 25-year economic road map was endorsed as part of these reports and will be progressed in line with the Council adopted resolutions. Procurement conducted under LocalBuy Arrangements with scope of Phase 2 as follows: <ul style="list-style-type: none"> • Development of a 25-year regional economic plan that will inform water infrastructure investment decisions for South Burnett. This plan will be for the entire South Burnett; • Strategic assessment of the viability of converting Gordonbrook Dam from urban to irrigation use and developing a plan for augmentation of the existing strategic water infrastructure; • Strategic assessment and plan for the development of new, or augmented, water infrastructure for Blackbutt irrigators, including securing new water allocations for agricultural; • Barlil Weir Demand Assessment and Report including customer engagement (existing and potential) and rigorous evidence bases analysis of current and future demand; and • Completion of a hydrological and economic assessment of a potential weir project on the West Barambah Catchment of the Barker Barambah Water Scheme. This study is required to be complete, with a draft report for review no later than 30 June 2022. 			

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



<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Advocate for water security	Projects developed and funding achieved	Executive Services / Office of the CEO	SBRC Infrastructure Department; Economic Development
<p>Progress update as at 31 December 2021: Council considered reports detailing the projects and delivery of Phase 2 of the National Water Infrastructure Development Fund at the August and September 2021 Ordinary meetings of Council. As per GR12.</p>			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Engage key stakeholders and advocacy activities	Activities undertaken	Executive Services / Economic Development	Federal and State Government; Industry
<p>Progress update as at 31 December 2021: Council is a member of Queensland Climate Resilient Councils (Q CRC) Programme. Teams Meeting with – The Hon. Nola Marino MP / Member for Forrest Friday, 27th August 2021 - Discuss regional development funding toward a post coal transitional renewable energy strategy for the South Burnett Region (located in the Maranoa electorate in Queensland). Meeting held with Banana Shire Council to discussion options for collaboration regarding any future potential closure of coal mine/power stations in each Council area. Submission of resolution endorsed by Council to LGAQ State Conference for debate at the conference. Resolution submitted to LGAQ State Conference endorsed at the Conference. Council received at the October 2021 Ordinary Meeting the following petition: Forwarding petition in relation to the changing climate and its effect on the future and requesting Council consider declaring a climate emergency. Meetings held with petition proponents. Meetings held with Stanwell executive and site leaders regarding future operations at sties.</p>			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
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Develop an employee value proposition	Develop a Workforce plan to identify and promote Council's employee value proposition for positive retention outcomes	Executive Services / People & Culture	Industry
<p>Progress update as at 31 December 2021: Workforce Plan developed within People and Culture and endorsed by Senior Executive Team (September 2021) to establish goals and objectives for WHS/HR teams for the period. Service Award Luncheon held in August 2021, recognising service of 20, 30 & 40 years to show appreciation. 10-year service awards scheduled for Oct 2021 at the Divisional Meeting BBQ. Staff Survey on Engagement and Structure – Undertaken during July/August 2021 to all Field and Office Staff, 50% completion rate. Results will be reviewed and analysed, and outcomes established and developed.</p>			

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Engage key stakeholders and advocacy activities	Activities undertaken	Executive Services / Economic Development	Federal and State Government; Industry
<p>Progress update as at 31 December 2021: Meeting with The Hon Shane L Stone AC QC (Coordinator-General, National Recovery and Resilience Agency, Monday 12 July 2021 - Discussion about the region's issues and needs, meet, and greet with The Hon Shane Stone and funding announcements; Teams Meeting with The Hon Leeanne Enoch (Minister for Communities and Housing for Digital Economy and Minister for the Arts) Thursday, 26 August 2021 - Discussions around the South Burnett region is facing an unprecedented crisis around housing availability, giving rise to an increase in homelessness. Deputations held with the following in the 2nd Quarter representations were made with: Member for Nanango Deb Frecklington and Leader of the Opposition David Crisafulli; Dept. of Transport and Main Roads –Director Corridor Management; Dept. of Transport and Main Roads – Minister Bailey's Office – Deputy Director General and General Manager Portfolio Investment and Programming; Dept. of Local Government- Deputy Director General; Minister De Brenni's Office Minister Butcher; Minister Furner; Minister Hinchliffe; Minister Fentiman; Minister Enoch</p>			

Mayor Matt Burnett Gladstone Regional Council;
 Member for Callide Colin Boyce;
 Mayor attended Premier’s Cabinet Christmas Reception;

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

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Investigation commenced into Environmental Sustainability Policy	Investigations commenced and reported to Council for consideration	Community	Industry; State and Federal Governments
Progress update as at 31 December 2021: No progress to date.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Engage key stakeholders and advocacy activities	Activities undertaken	Community	Federal and State Government; Industry
Progress update as at 31 December 2021: Council has signed up to Local Government Association of Queensland (LGAQ) Climate Resilient Councils Initiative. An in-house climate implications briefing was held with Council in September facilitated by LGAQ and a group of climate risk management specialists. A follow up assessment planned the 2 nd Quarter has been delayed until 2022.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
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Compliance with Council's Environmental Authority for Waste Disposal	Acceptable Audit by the State Department of Environment and Science	Community / Environment & Waste	Queensland Department of Environment & Science
<p>Progress update as at 31 December 2021: Audit of the Kingaroy Waste Facility conducted by State Government Department of Environment and Science (DES) results received on 19 July 2021. DES advised that "no evidence of non-compliance with your environmental authority (EA) or the <i>Environmental Protection Act 1994</i> has been identified at this time." During time of audit it was identified that an Environmental Authority for ERA 62 Resource recovery and transfer facility operation was required at the facility. This was finalised through an administrative agreement by notice with DES on 10 August 2021. Additional compliance audit of the Kingaroy, Nanango, Wondai and Murgon Waste Facilities conducted by State Government Department of Environment and Science (DES) in early December. Additional information and documents required by DES being collated.</p>			
Provision of acceptable and environmentally responsible waste management facilities	Two (2) acceptable internal audits per year of Council's Waste Facilities	Community / Environment & Waste	Queensland Department of Environment & Science
<p>Progress update as at 31 December 2021: An external audit of Council's waste facilities was conducted by the Department of Environment and Science in December 2021. No significant issues were identified.</p>			
Investigation of Recycling options	Review of recycling options undertaken	Community / Environment & Waste	
<p>Progress update as at 31 December 2021: Initial discussions with waste collection contractor regarding kerbside recycling options undertaken. Waste composition audit (of general kerbside waste) was conducted in October and results will form basis of review of recycling options. Report to Council in December regarding the Waste Collection contract.</p>			
Provision of cost effective and environmentally responsible waste collection services	Equal to or less than 1 missed wheelie bin collection per 1000 services	Community / Environment & Waste	JJ Richards and sons Pty Ltd
<p>Progress update as at 31 December 2021: Contractor reported and verified by SBRC that subject KPI has been met.</p>			
Adequate provision and suitable location of public place waste bins and the timely collection thereof	Public placed bins collected twice weekly	Community / Environment & Waste	Waste Services; Parks & Gardens
<p>Progress update as at 31 December 2021: Waste Services have a regular schedule for servicing of public place bins and this is carried out as part of weekly operations.</p>			



Collaboration with neighbouring regions in the Implementation of the Regional Waste Management Strategy	Attendance at Wide Bay Burnett Regional Organisation of Council's Waste and Recycling Advisory Committee (WBBWRAC) Meetings or equivalent	Community / Environment & Waste	Wide Bay Burnett Regional Organisation of Council's Waste & Recycling Advisory Committee
Progress update as at 31 December 2021: WBBWRAC has disbanded in line with changes to Wide Bay Burnett Regional Organisation of Council. Collaboration with neighbouring regions in the implementation of a Regional Waste Management Strategy has continued through membership of the Darling Downs South West Regional Waste Group. Council representatives for Regional Waste Management Strategy group confirmed.			
Administration of State Waste Levy	Monthly reporting and payment of Waste Levy liability to the State Department of Environment and Science on waste tonnages disposed of to landfill	Community / Environment & Waste	Queensland Department Environment & Science
Progress update as at 31 December 2021: Waste data compiled and reported to DES monthly and levy payments made monthly.			
Community education and awareness including investigation of signage on illegal dumping and littering	Engagement activities undertaken; initiatives implemented	Community / Environment & Waste	Regional Waste Compliance Education Officer; North Burnett Regional Council; Cherbourg Aboriginal Shire Council; Queensland Department Environment & Science – Waste Partnerships
Progress update as at 31 December 2021: Council's Waste Compliance Officer (State Government funded until 29 th October and internally funded to 17 th December) continues to investigate and enforce compliance with illegal dumping/littering matters. Council's Waste Compliance Officer has also carried out education activities at schools within the region including Benarkin State School, Cloyna State School, Nanango State School, Cherbourg State School and Binjour Plateau State School. Plan of activities for waste education (schools) to be received from Council's waste education contractor, EnviroCom Australia, in the second quarter for delivery of school program within the financial year. Illegal dumping/littering initiatives carried out in the second quarter include: installation of passive surveillance and fixed surveillance cameras at hotspot locations, installation of fixed illegal dumping signage at hotspot locations and design/purchase of moveable illegal dumping signage to be placed at illegal dumping sites being investigated. In December Council was successful in receiving further funding			

under the Local Government Illegal Dumping Partnerships Program – Round 2A. This will fund the wages of the Waste Compliance Officer under the program for a further twelve months from April 2022.

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Actively manage biosecurity and pest management within region	<ul style="list-style-type: none"> - Support wild dog initiative and auspice funding for regional project officer - Annual fire risk assessment and cool burn activities 	Community / NRM & Parks	Neighbouring Local & Queensland Governments
Progress update as at 31 December 2021:			
Successful funding application under the Queensland Feral Pest Initiative to fund a project officer to support the development of further landholder led syndicates to manage pest animals and weeds. Funding partners are South Burnett Wild dog syndicates, neighbouring local governments and producer groups. Funding agreement and commencement to occur in the next quarter with the project being over 2-years.			
Review Council's Draft Biosecurity Plan to ensure relevance to the region	Review completed; consultation process undertaken; Updated Biosecurity Plan adopted	Community / NRM & Parks	Landholders/ Landholder organisations; Neighbouring Local Governments; Queensland Government
Progress update as at 31 December 2021:			
Review of draft plan scheduled to commence as soon as possible and subject to significant staff changes in NRM.			

Key Priority EN5: Encourage responsible investment in renewable energy.

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Engage key stakeholders and advocacy activities	Activities undertaken	Executive Services / Economic Development	Federal and State Government; Industry
Progress update as at 31 December 2021:			

Discussions undertaken with potential partners regarding renewable projects. Electric Vehicle charging stations planned for public infrastructure in Kingaroy as part of the Electric Superhighway. Supported Powerlink community research into Council area around perceptions on energy policy, large-scale renewables, and Renewable Energy Zones. Continued to support Powerlink with community engagement. Continued development and installation of EV charging sites. Portfolio Councillor participated in webinar on Queensland Renewable Energy Zones (QREZ).

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Advocate for EV superhighway and installation of EV stations	EV stations installed	Infrastructure	Economic Development
Progress update as at 31 December 2021: Electric Vehicle charging station has been planned as public infrastructure in Kingaroy as part of Stage 3 of the State Government’s rollout of the Electric Superhighway.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Support biosecurity and natural resource management strategies	- Develop and implement regular statistical reporting on activities - Actively participate in regional activities and undertake reporting	Community / NRM & Parks	Community; Regional neighbouring Councils
Progress update as at 31 December 2021: NRM staff planning to hold a final series of workshops to expend remaining unspent funds for the Communities Combatting Drought projects including prickly bush management and establishment of Feral animal control groups. This includes Honey Locust and African Boxthorn awareness activities. Statistical operational reporting provided monthly at Community portfolio meetings.			
Illegal dumping surveillance, investigation and enforcement	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	Department of Environment & Science
Progress update as at 31 December 2021: Monthly reporting conducted by Waste Compliance Officer and reporting to be incorporated into future Environment and Waste Operational Updates.			

Manage environmental authority registration applications, routine inspections of registered activities and environmental protection customer request management	Development of and implementation of regular statistical reporting on activities.	Community / Environment & Waste	Department of Environment & Science
Progress update as at 31 December 2021: Environmental protection customer requests reported as part of monthly statistical reporting.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Develop overgrown allotment Policy	Completed draft Policy presented to Council for its consideration	Community / Environment & Waste	Residential Property Owners
Progress update as at 31 December 2021: Initial research commenced on policy with Councillor workshop scheduled for the second quarter of the year.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Implement effective declared feral pest programme	Actively implement and report outcomes from programme delivery	Community / NRM & Parks	South Burnett landowners; Queensland Government
Progress update as at 31 December 2021: NRM staff assisted six (6) landholders with wild dog baiting with a total of 3,126 hectares baited for the period. Year to date a total of 12,911 hectares have been managed for feral animals across the region. All outcomes of feral pest programs reported monthly in operational updates.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Discharge devolved administration of the licensing, inspection and customer request functions of the State <i>Food Act 2006.</i>	Development of and implementation of regular statistical reporting on activities	Community / Environment & Waste	Queensland Health
Progress update as at 31 December 2021: Food inspection/customer requests reported as part of monthly statistical reporting.			

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

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Periodical review and update the 2021/2022 Annual Operational Plan	Monthly administrative reviews of annual operational plan by Branch Managers with quarterly progress reporting to Council	Finance & Corporate / Corporate Services	Senior Management Team
Progress update as at 31 December 2021: Reporting and review parameters are being met with the Senior Management Team having continuous access to the annual operational plan for review and update under internal governance controls. This update report serves as the formal second quarter review and update as per the quarterly review update schedule.			
Develop the 2022/2023 Annual Operational Plan	Aligned with the development of the 2022/2023 annual budget, coordinate the development of the annual operational plan 2022/2023 with adoption by Council prior to 30 June 2022	Finance & Corporate / Corporate Services	Senior Management Team; Elected Members
Progress update as at 31 December 2021: Workshop calendar and budget parameters currently being developed. Second quarter review undertaken by senior management team and provided to CEO for final review prior to presentation to Councillors and workshop.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Manage the provision of delegations, sub-delegations and Local Government Worker / Authorised Persons governance processes	Update and administer delegations/sub-delegations and authorisations aligned to legislation as approved by Council and the Chief Executive Officer accordingly	Finance & Corporate Services	Senior Management Team; Elected Members
Progress update as at 31 December 2021: During this period, 33 Council officers were issued with Sub-Delegations relevant to their positions along with the executed Authorised Persons Powers pursuant to their roles. In addition, Authorised Persons Powers were repealed for 21 Council officers who have terminated their employment with Council.			
Right to Information and Information Privacy applications are managed and processed in accordance with legislative requirements	<ul style="list-style-type: none"> - 100% of Right to Information and Information Privacy applications processed within legislative timeframes - Provide technical advice and guidance relating to information privacy and information governance practices - Maintain training to ensure qualified decision makers under the <i>Information Privacy Act 2009</i> and <i>Right to Information Act 2009</i> within Corporate Services 	Finance & Corporate Services	Senior Management Team; Office of the Information Commissioner
Progress update as at 31 December 2021: All Governance staff have completed the Queensland Privacy Complaint Management Training and Access Training for Decision Makers. Governance staff have recognised and celebrated International Access to Information Day held on 28 September 2021. This year's theme 'Open by design: government transparency everyone can see' promotes the value of proactively releasing information in times of crisis and recovery. One (1) Right to Information application received late December 2021 however the application is deemed 'invalid' with delegated officers working with the applicant to progress. No Information Privacy application has been received during this period.			
Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards	<ul style="list-style-type: none"> - Number of policies, procedures and forms reviewed - Effective integration of Council policies, procedures and forms 	Finance & Corporate Services	Senior Management Team; Elected Members; SBRC Staff
Progress update as at 31 December 2021: Policies adopted: 32; Policies under review: 10; Procedures approved: 15; Procedures under review: 15; Forms approved: 72			

<p>Work has commenced continued in forming a group for the development of an in-house training / awareness program across multiple Branches that deliver such training to Council representatives including onboarding/staff inductions. Council's business system is being developed to provide a platform for program delivery / assessment and translation of results to personnel files. Corporate Services continues to send out a 'policy of the week' to increase awareness of developments/updates in the review of key organisational policies. All approved policies, procedures and forms are tabled at the Senior Management monthly meeting for dissemination by Managers to teams within their Branches. The staff intranet is used as a library for accessing all Council policies, procedures and forms. The platform has undergone a review and redesign for the governance policy, procedure and forms library. Monthly emails commencing November are sent to all staff advising the recently updated / released policies, procedures, forms and factsheets.</p>			
<p>Capture and correctly manage Council's corporate documents using recordkeeping good practice</p>	<ul style="list-style-type: none"> - Continue to progress the staged process of assessing and management of records in storage from pre-amalgamation - Ensure that appropriate and accurate records are documented, preserved and made accessible - Provide compliance training to Council officers and Elected members 	<p>Finance & Corporate Services</p>	<p>Senior Management Team; Elected Members; Queensland Government Agencies</p>
<p>Progress update as at 31 December 2021: 180 archive boxes containing finance records were transported, sorted and placed into shelving at the Wondai Records Storage Facility. A further 110 archive boxes containing former Nanango Shire Council records were categorised by Governance staff then collected by Grace Records Management for storage at their Toowoomba facility. A large quantity of archive boxes filled with confidential HR records were transported to the Wondai Records Storage Facility for storage. Grace Records Management transported a further 62 archive boxes ready for destruction to Toowoomba. Registrations of incoming correspondence recorded into the Enterprise Content Management system by the Governance team amounted to 2457 hard copy mail and 6468 emails during this first quarter period. In addition, the Governance team have processed 329 Rates Customer Requests into the Technology One system along with 11 books of water meter readings.</p>			
<p>Manage and maintain the legal proceedings and legal advice registers maintaining the budget for engagement of legal services</p>	<p>Review and implementation of the process by which Council officers can seek external legal advice and representation of legal services on behalf of Council</p>	<p>Finance & Corporate Services</p>	<p>Senior Management Team; Elected Members</p>
<p>Progress update as at 31 December 2021: Corporate Services continues to maintain the legal advice register and provide the budget allocation for the Senior Management Team to access to acquire such advice as considered necessary to ensure operational matters are managed in a way which matches Council's corporate risk appetite. Actual vs Budget is currently tracking at 48%.</p>			
<p>Promote a high standard of corporate responsibility, transparency and accountability in decision making by making decisions, at all levels of the organisation, that</p>	<ul style="list-style-type: none"> - Deliver the administrative action complaints management process assisting the Chief Executive Officer 	<p>Finance & Corporate Services</p>	<p>Senior Management Team;</p>



<p>are in the best interest of Council and the community aligning to Council policy and legislation</p>	<ul style="list-style-type: none"> - Deliver the human rights complaints management process assisting the Chief Executive Officer - Deliver the Councillor complaints management process assisting the Chief Executive Officer Maintain organisational registers periodically providing awareness training on prevention / improvement measures: <ul style="list-style-type: none"> - administrative action complaints; - human rights complaints; - Councillor conduct complaints; - fraud & corruption complaints; - reportable loss; - complaints involving the Chief Executive Officer; - anomalies in process; - employee conflict of interest; - gifts & benefits; - related parties; - contact by a lobbyist; - information privacy breach complaints; - legal proceedings; - public interest disclosure log; - legal advice registers; - Councillor requests for information; - right to information disclosure log; - delegations, sub-delegations and authorised persons; - website compliance (6mthly audit); - Council contracts over \$200,000; - register of consultants (updated with quarterly activity reports); and - register of contractors (updated with quarterly activity reports). 	<p>Corporate Services</p>	<p>SBRC Employees; Elected Members; Queensland Ombudsman; Office of the Independent Assessor; Crime & Corruption Commission Queensland Office of the Information Commissioner</p>
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	Maintain the Register of Registers as required by legislation and reported annually in Council's Annual Report		
<p>Progress update as at 31 December 2021: An internal audit is currently being conducted to evaluate the organisational registers and to determine how to optimise and achieve an effective robust framework. The Final Management Report by Council's external auditors has recommended that a central legal and contracts register be maintained by Council. The Corporate Registers managed by Corporate Services currently are well established. Corporate Services is progressing the development of the four (4) registers with implementation during the 3rd quarter being: website compliance (6mthly audit); Council contracts over \$200,000; register of consultants (updated with quarterly activity reports); and register of contractors (updated with quarterly activity reports). Council's Related Parties Register has been maintained. Seven (7) Administrative Action complaints received and finalised as at 31 December 2021. Three (3) enquiries from the Queensland Ombudsman with an Administrative Action complainant contacting the Queensland Ombudsman being unsatisfied with decision by the Chief Executive Officer ('CEO'). The Queensland Ombudsman requested additional information from Council and has closed one (1) file without any variance to the decision by Council's CEO. Advice has been received on one (1) file and Council is awaiting advice on one (1) file. Corporate Services continues to assist Council's CEO with referrals to and enquires from the Office of the Independent Assessor with all outcomes as required by legislation posted to Council's website.</p>			
Annually report on Council's activities and compliance with legislation	Coordinate and produce Council's Annual Report compliant with requirements pursuant to the <i>Local Government Act 2009</i>	Executive Services	Senior Management Team; Elected Members
<p>Progress update as at 31 December 2021: Annual report under development with draft produced for review. Annual report adopted by Council at special meeting resolution No. 2021/237 on 3 November 2021 in compliance with legislation.</p>			
Policy and Procedure developed specific to South Burnett Regional Council encompassing the "Supporting information for developing guidelines for the provision of Councillor administration support staff" publication to assist all parties in meeting their obligations under the <i>Local Government Act 2009</i>	Policy developed and adopted by Council for implementation during 2021/2022 Procedure developed and authorised by the Chief Executive Officer.	Executive Services	Finance & Corporate / Corporate Services; Elected Members
<p>Progress update as at 31 December 2021: Legislative requirements commencing 12 October 2020 under s170AA of the <i>Local Government Act 2009</i> – currently referencing Department guidelines. Supporting information for developing guidelines for the provision of Councillor administration support staff" publication was adopted on 26 May 2021. Acceptable request guidelines Statutory Policy 004 reviewed and adopted at the August Ordinary meeting of Council resolution No. 2021/94.</p>			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Strategically upgrade and improve Council information technology systems and hardware	<ul style="list-style-type: none"> - Improved performance and efficiency on Council corporate systems - Implementation of Microsoft Teams Telephony. - Undertake scheduled hardware upgrades and replacements - Investigate options to update conferencing solution in the Council Chambers to take advantage of the enhanced capabilities of Teams 	Finance & Corporate / ICT	Senior Management Team
<p>Progress update as at 31 December 2021: MS teams scheduled for pilot group deployment in late October with progression to other branches commencing late October early November. User hardware replacement quotation/procurement process completed awaiting delivery for deployment. Existing video conferencing capabilities of Council chambers to benefit from MS Teams deployment once complete.</p>			
Review all current Asset Management Plan and strategy for transport assets, property, plant and fleet	Review of current asset management plan/s and methodologies including options for rationalisation	Infrastructure/ Infrastructure Planning	Infrastructure/ Works; Community Department (internal)
<p>Progress update as at 31 December 2021: Asset management plans are annually reviewed by the Asset Managers to determine the balance of cost, risk and levels of service to the community.</p>			
Review current Asset Management Plan and strategy for Water and Wastewater assets	Asset management plan developed in accordance with Council and community service levels	Infrastructure/ Water & Wastewater	Infrastructure/ Infrastructure Planning
<p>Progress update as at 31 December 2021: Currently reviewing asset management plan should be finalised by November.</p>			
Review of all assets to ascertain which are surplus to needs	Review of all assets to determine assets surplus to needs that require disposal	Infrastructure; Corporate & Finance; Community	Senior Management Team; Elected Members
<p>Progress update as at 31 December 2021: Has not commenced. Initial investigations into surplus Council rental property. Report to be considered in the 3rd quarter.</p>			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Position the organisation structure for the future to ensure capacity to deliver outcomes of the Corporate Plan	Adopt and implement an organisational structure	Executive Services	Senior Management Team
Progress update as at 31 December 2021: Organisational review in parallel with adopted corporate plan implementation as of 1 July 2021. 1 st whole of organisational staff survey conducted. Engagement with unions through SBRC Joint Consultative Committee (‘JCC’). Preliminary discussion with staff across departments. Further consultation with JCC and staff in accordance with TCR provisions. Review of Portfolio system to align with Corporate Plan and staff structure.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Development of monthly budget reports for managers	Monthly budget vs actual reports that include commentary on large variances	Finance & Corporate Finance	Senior Management Team
Progress update as at 31 December 2021: 2 nd quarter review process has been completed and presented to Senior Management Team with large variances being looked at and analysed. Finance will look into implementing a formal monthly process in the next few months.			
Cash analysis showing 3-month liquidity	Provide more cash analysis in meeting reports surrounding Council’s 3-month liquidity position	Finance & Corporate Finance	
Progress update as at 31 December 2021: Monthly monitoring of cash flows conducted and reported to Council. Indicators are within tolerance levels. Liquidity indicators on track to be included in the February meeting reports for Council.			
Dividend Review	Perform a review of dividends to determine best practice for calculation of budgeted dividends	Finance & Corporate Finance	Elected Members; Senior Executive Team
Progress update as at 31 December 2021: Not commenced to date. Finance will look at this in the next few months.			

Operate in accordance with the adopted budget	Compliance with budget limits. Regular quarterly budget revisions. Monthly reporting of budget variations to Council in monthly financial report	Finance & Corporate Finance	Senior Management Team
Progress update as at 31 December 2021: 2nd quarter review conducted. Workshop with Councillors and Senior Staff arranged to present and discuss variations.			
Maintain long term financial forecasts to minimise financial risks and ensure financial sustainability	Maintain and monitor 10-year long term financial plans reporting to Council through monthly financial reports	Finance & Corporate Finance	Senior Management Team
Progress update as at 31 December 2021: Monthly financial reports presented to Council with results of analysis of 10-year long term financial plans. Finance will endeavour to update the 10-year plans in the meeting reports with the 2 nd quarter review predictions if time permits.			
Debt recovery	Continue to follow up on outstanding debt to not place an unfair burden onto rate payers who meet their obligations in full	Finance & Corporate Finance	Senior Management Team; Elected Members
Progress update as at 31 December 2021: Dedicated Debt Recovery officer appointed to pursue outstanding debtor accounts. Finance Officer delegated to pursue overdue rates recovery and sale of land for overdue rates.			
Full Review of Expenditure	Full review of expenditure to identify efficiencies within the organisation	Finance & Corporate Finance	Senior Management Team; Elected Members
Progress update as at 31 December 2021: No apparent excessive expenditure identified to date. Ongoing monitoring.			
Two (2) Year path out of Deficit to Surplus	Develop and map strategies to bring Council budget into surplus within two (2) years	Finance & Corporate Finance	Senior Management Team; Elected Members
Progress update as at 31 December 2021: Full review of operational processes and service delivery being undertaken to identify efficiencies to assist with strategies to bring Council budget into surplus within two years. External funding is being pursued to alleviate the burden on ratepayers as a component of the surplus strategy.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Conduct Business Systems Projects under appropriate Project Governance measures	Develop and manage Project Plans for Business Systems Projects (Project T2 and sub-projects)	Finance & Corporate / ICT	Senior Executive Team; T2 Project Board
Progress update as at 31 December 2021: T2 project plan developed to define project governance and methodologies Presented to an adopted by project board.			
Implementation of Project Management Framework and advanced design programme in accordance with 10 Year Programmes	Implementation of a Tiered Project Hierarchy, common systems and processes through pre-construction, construction and post-construction	Infrastructure/ Works	Infrastructure/ Infrastructure Planning; Infrastructure/ Water & Wastewater
Progress update as at 31 December 2021: The development of the Project Management Framework has achieved critical milestones including, <ul style="list-style-type: none"> • Establishing Capital Project Hierarchies; • Development and Implementation of a Capital Portfolio Management Tool; • Providing Consistency in Capital Portfolio Management and delivery; • Establishing Continual Review and Improvement strategies through Planning, Design and Delivery of Capital works; • Robust Governance processes; • Stakeholder Management Strategies; and • Resource assessment and Staff Training to available resources. 			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Zero-based budgeting	Stage one (1) = planning/scoping /development / implementation of zero-based budgeting commencing with identified functions/branches aligning to defined service levels	Finance & Corporate / Finance	Senior Management Team
Progress update as at 31 December 2021:			

Financial accountant appointed to assist with planning/scoping/development and implementation of zero-based budget. Service levels will be a consideration of this review.

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

Key Activities	Outcomes/ Measures	Department / Branch	Key Partners
Implementation of the Customer Service Charter	<ul style="list-style-type: none"> - Alignment of operational activities to the services levels identified with the customer service charter - Education and awareness of customer service charter internally and externally - Development of a range of public facing fact sheets to assist customers to understand defining expectations relating to service levels for key functions such as compliance, road maintenance and land management. 	Finance & Corporate / Corporate Services	Senior Management Team; SBRC staff; Customers
<p>Progress update as at 31 December 2021: The development and review of Public Information factsheets has commenced with Customer Request types being the focus for topic identification. A comprehensive list of factsheets for development has been prepared by Business Systems and Corporate Services has development the factsheet governance framework to ensure quality, accurate and relevant information is provided to customers and to assist Customer Service Officers in their undertakings. Seven (7) factsheets have been pushed through the framework as a test sample to ensure the process is robust and effective. There are 15 factsheets in draft at various stages for progressing through the framework during the 3rd quarter. This initiative will assist the Business system review of the effectiveness of customer requests and the reconfiguration of the Property and Rating module during the 3rd and 4th quarters. Customer Service Charter has been discussed at Supervisor 'Pot of Gold' training where Q&A yielded good discussion and conversations for clarity. Manager Corporate Services has met with organisation Sections and Branches to further provide clarity for understanding of the requirement of the Charter. A factsheet is circulation to the public has been development and circulated internally and made available to the public to highlight the more significant timeframes and key performance indicators ('KPIs'). The Charter will be considered in the progression of the customer service effectiveness review to match KPIs with business systems process flows.</p>			
Deliver a Customer Request Effectiveness Review Project (Project ID: T2.6)	Deliver a responsive, consistent and accountable process for managing customer requests aligned to Council's Customer Service Charter	Finance & Corporate / ICT; Finance & Corporate	Senior Management Team; SBRC Staff; Technology One Customers

		Corporate Services	
<p>Progress update as at 31 December 2021: Project continues to progress on track and is generating valuable insights into to current Council operations to ensure that efficiencies and continuity of process is found in the analysis phase.</p>			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Undertake business process mapping and analysis implementing a business process continuous improvement programme	<ul style="list-style-type: none"> - Map relevant business processes to determine areas for business improvement and efficiencies - Commence the documentation of business processes, identification of areas of improvement and ongoing review cycle 	Finance & Corporate / ICT	Senior Management Team; SBRC Staff

Progress update as at 31 December 2021:
 Business process mapping commenced and near completion of Customer Requests. Plant and Fleet business process mapping to commence in September. Centralised Procurement business mapping also to commence in September. Rates process mapping is being conducted inhouse concurrently.

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Adoption and implementation of the Community Engagement Policy and Strategy	<ul style="list-style-type: none"> - Projects and activities are supported by identified relevant community engagement activities - Maintain Council’s social media footprint - Maintain Council’s website. 	Executive Services	Internal Departments; Elected Members

Progress update as at 31 December 2021:
 Community Engagement Policy and Strategy adopted by Council Ordinary meeting 25 August 2021.
 Inclusion of community engagement level impact to be included in budget consideration for capital projects.

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Encourage, maintain and foster continued improvement, engagement and development in leadership & management for organisation excellence	Refer Workforce Plan	Executive Services /People & Culture	Senior Management Team
Progress update as at 31 December 2021: The developed Workforce Plan outlines objectives relating to Council Values & objectives. As the Survey results are analysed, this will allow a plan to be developed for leadership and management excellence with key objectives established from what staff are saying and feeling.			
Encourage, maintain and foster continued improvement, engagement and development engagement by providing knowledge and skills to all staff	Refer Workforce Plan	Executive Services /People & Culture	SBRC Staff
Progress update as at 31 December 2021: EDR's have identified opportunities for development with staff. Results will be analysed and a coordinated approach to training undertaken for the year!			
Engagement in the continued review of People & Culture policies and procedures to align Corporate Strategy with Council's Vision, Mission and Purpose.	Refer Workforce Plan	Executive Services /People & Culture	Finance & Corporate / Corporate Services; SBRC Staff
Progress update as at 31 December 2021: Policies and procedures continue to be aligned to ensure they meet Council's needs and objectives. Policies and procedures, if deemed unnecessary are also being removed from the Suite.			
Promote an equitable approach to learning and development Council wide	Refer Workforce Plan	Executive Services /People & Culture	SBRC Staff
Progress update as at 31 December 2021: EDR's have now been finalised and mapping of upskilling opportunities is underway. L&D trends will be considered for future group or individual training opportunities for the year.			

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



<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Support the activities of the Elected Members to meet Corporate Plan outcomes	Provide administrative support services for the Elected members	Executive Services	SBRC Staff; State & Federal Government
<p>Progress update as at 31 December 2021: Regular reporting through Standing Committee and Ordinary Meetings of Council. Corporate Plan objectives identified in Council reports. Administrative support for Executive Services under review as part of whole of organisational review. New agenda software fully embedded – standing committee structure in place and for 1st year review. Standardisation of all meeting agendas and minutes has allowed for reporting on actions undertaken from resolutions of Council and incomplete resolutions.</p>			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Investigation into a more paperless accounts payable workflow	Reduction in the amount of printing done as part of the accounts payable process; make the process more cost effective and streamlined ready for future implementation of e-invoicing	Finance & Corporate Finance	Finance / Accounts Payable Section
<p>Progress update as at 31 December 2021: Stage one of process to transition consumers away from paper-based transactions has been implemented and email addresses added to files. Workflow to be reviewed to establish more efficiencies.</p>			
Review of rates supplementary notices to utilise the ERP	Streamline processes to utilise ERP instead of manually producing data; reduction in time/cost of process	Finance & Corporate Finance	Finance / Rates Section
<p>Progress update as at 31 December 2021: Finance is working with Business Systems to look at the supplementary notices configuration and what can be done to ensure it works more efficiently and not so manual.</p>			
Lodging of insurance claims	Review of insurance processes to achieve a streamlined approach to ensuring claims are lodged in a timely manner	Finance & Corporate Finance	SBRC Staff
<p>Progress update as at 31 December 2021: Not yet commenced.</p>			

Centralised procurement – Stage 1	<ul style="list-style-type: none"> - Initial scope and plan - Establish and maintain centralised procurement registers compliant with relevant legislation such all contracts over \$200,000 listed on Council’s website: <ul style="list-style-type: none"> ▪ works contracts; and ▪ contractor / consultant engagement 	Finance & Corporate / Finance	Senior Executive Team
Progress update as at 31 December 2021: Centralised procurement Stage 1 has been scoped with resources identified to assist with implementation and positions redesigned to accommodate.			
Paperless Rates Notices	Investigate options for rates notices to be sent electronically	Finance & Corporate / Finance	Finance / Rates Section
Progress update as at 31 December 2021: Electronic options for paperless rates notices were distributed to all rate payers in the August rates levy. To date, in excess of 800 rate payers have taken up the option. A business case has been developed identifying the savings to Council for this initiative.			
Non-rate charges to be included on rates notices	Investigate how to include non-rate charges on rates notices	Finance & Corporate / Finance	Finance / Rates Section
Progress update as at 31 December 2021: Investigations complete. Finance is working with Business Systems to determine how to implement so that this can be approved and actioned correctly.			
Realise business improvements through the use of Council’s Business Systems Software	<ul style="list-style-type: none"> - Continue to undertake improvement projects of the Council’s Business Systems via Project T2 - Review existing licencing of the TechnologyOne Software to ensure licencing reflects current use 	Finance & Corporate / ICT	Senior Management Team
Progress update as at 31 December 2021: Business improvements register created that tracks progress and highlights future improvements. This is an ongoing process			
Realise business improvements through the use of Council’s Microsoft Office 365 Systems Software	<ul style="list-style-type: none"> - Continue to undertake improvement projects on Council’s Microsoft Office 365 Systems - Review existing licencing of the entire Microsoft suite of Software to ensure licencing reflects current use 	Finance & Corporate / ICT	SBRC Staff
Progress update as at 31 December 2021: License rationalisation exercise complete and procurement of initial SBRC license requirements completed.			

Effectively maintain and manage Council's white fleet maximising efficiencies	<ul style="list-style-type: none"> - Finalise review of white fleet ensuring maximisation of utilisation to meet business needs - Investigate full atomisation through Council's business system (T1) of centralisation of fleet asset management T2: Fleet project and implement findings of white fleet review and automate processes where possible - Implement plant replacement programme 	Finance & Corporate	Senior Management Team
<p>Progress update as at 31 December 2021: Decrease of 16 white vehicles actioned with an additional 5 white plant identified for disposal. Plant and Fleet business system project plan completed. Plant replacement program implemented.</p>			
Deliver effective plant management	<ul style="list-style-type: none"> - Effective management of plant operations reflecting best practise utilisation and investigate data collection and costings with error trapping for data import - Review and implement plant replacement programme 	Finance & Corporate	Senior Management Team SBRC Staff
<p>Progress update as at 31 December 2021: Plant replacement program reviewed and implemented in line with adopted capital budget. Business systems review on collection and analysis of plant data underway.</p>			
Utilisation and operation of Council's Workshops	Full cost analysis on viability of Council's Workshop – Kingaroy, Nanango and Murgon	Finance & Corporate	Senior Management Team; SBRC Staff
<p>Progress update as at 31 December 2021: Work in progress.</p>			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
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Review of rating categories	Continue review of general rating categories to achieve equity	Finance & Corporate Finance	Elected Members
Progress update as at 31 December 2021: John Perry from Mead Perry Pty Ltd engaged to produce options to Council.			
Improve accuracy in water charges and a reduction in disputes, through the design of an electronic water meter reading solution	<ul style="list-style-type: none"> - Design and test electronic water meter reading solution - Implement electronic water meter reading data collection solution, if testing proves satisfactory 	Finance & Corporate / ICT	Finance / Rates Section Infrastructure / Water and Wastewater
Progress update as at 31 December 2021: Discussions held with relevant stakeholders. Initial pilot to confirm proof of concept to commence.			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
Deliver sound corporate risk management and internal audit functions aligning to policy	<ul style="list-style-type: none"> - Deliver the internal audit function of Council facilitating the completion of the Internal Audit Recommendation register, administration of the Corporate Risk & Audit Committees, facilitating internal audits - Assist the External Auditors as required - Undertake micro audits on key areas of operational risk to facilitate continuous business improvement and risk management - Develop the 2021/2022 Corporate Risk Register & Treatment Plans undertaking review / reporting 6-mthly - Provide organisation wide guidance and support for corporate risk management & internal audit 	Finance & Corporate Services	Corporate Risk & Audit Advisory Committee; Corporate Risk & Audit Steering Group; Corporate Risk & Audit Working Group; Internal Auditors; External Auditors
Progress update as at 31 December 2021: Progress update on Council’s Internal Audit Recommendations was tabled at the Corporate Risk & Audit Advisory Committee Meeting on 10 September 2021. The Conflicts of Interest/Related Parties Review Internal Audit is now completed with presentation to the Senior Executive Team in September. The			



<p>report prepared by Council’s external provider for Internal Audit (namely Pacifica Pty Ltd) was tabled at the Corporate Risk & Audit Advisory Committee Meeting held on 5 October 2021. Development of the scopes for the 2021/2022 internal audits has commenced. The 2021/2022 Corporate Risk Registers and Treatment Plans have been developed for Executive Services, Community, Finance & Corporate, Infrastructure and Fraud & Corruption Prevention. These registers were tabled at the Corporate Risk & Audit Advisory Committee Meeting held on 10 September 2021. A workshop has been held with the Elected Members to determine Council’s risk appetite with Council’s Corporate Risk Management Policy updated and adopted by Council at the Ordinary Meeting held in September 2021. A further workshop is to be scheduled with the Elected Members to develop a Strategic Risk Register linked to the corporate risks associated with Council’s delivery of the Corporate Plan 2021-2026. The Corporate Risk Registers and Treatment Plans for the six months ended 31 December 2021 are currently out for review and update and will be presented to the Corporate Risk and Audit Advisory Committee meeting in February 2022.</p>			
<p>Data Security Review including, Cyber Security. Ensure the provision of appropriate security systems (including cyber security) protect Council’s data and information</p>	<p>Ensure the provision of appropriate data security systems (including cyber security) and services to protect Council’s data and information. Cyber Security to be identified in annual insurance renewal</p>	<p>Finance & Corporate / ICT</p>	<p>Senior Management Team Elected Members</p>
<p>Progress update as at 31 December 2021: Awareness training currently in place and conducted monthly. Report presented to the Senior Management Team. Multi Factor authentication applied to the SBRC for access to corporate resources.</p>			

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

<i>Key Activities</i>	<i>Outcomes/ Measures</i>	<i>Department / Branch</i>	<i>Key Partners</i>
<p>Engagement in the continued development, implementation, improvement and review of Council’s Workplace Health Safety (‘WHS’) System</p>	<ul style="list-style-type: none"> - External and Internal Audit - WHS Management System software, implemented and used by all of Council 	<p>Executive Services /People & Culture</p>	<p>SBRC Staff WHS Committee Working Groups</p>
<p>Progress update as at 31 December 2021: Top Consulting Safety (Mr Stephen Penfold) undertook an audit on Council’s Safety Management System in November 2021. Audit score was 73.2% for implementation, which is an increase from 70.6% in the last audit in May 2018. There are a number of recommendations from the Audit and work has commenced with the WHS team to begin review and prioritising recommendations.</p>			

Implement and embed ownership of contractor management with stakeholders to align with the WHS System	Effective and efficient Contractor Management system used by all of Council - Refer Workforce Plan	Executive Services /People & Culture	Senior Executive Team
Progress update as at 31 December 2021: External audit has provided some recommendations to the Contractor Management System, WHS will begin to review with internal stakeholders a request for tender for assistance to progress this matter.			
Engagement in the development, implementation and review of a systematic approach to the identification, assessment, and control of high-risk work associated with workers exposed to silica and other hazardous substances	Effective and efficient processes and controls for the Management of hazardous substances across all of Council - Refer Workforce Plan	Executive Services /People & Culture	Senior Executive Team
Progress update as at 31 December 2021: External audit has provided recommendations that will be reviewed.			



10.2 ADOPTION OF THE SOUTH BURNETT REGIONAL YOUTH COUNCIL TERMS OF REFERENCE - STRATEGIC029

File Number: IR2862192

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Youth Council Terms of Reference – Strategic029 as presented.

SUMMARY

South Burnett Regional Council ('Council') Corporate Plan 2021-2026 identifies a key priority to work with youth throughout the South Burnett region identifying sustainable initiatives for youth inclusiveness and support.

The objectives of this policy are:

- to give young people the opportunity to take a leading role in consulting with Council on issues that affect their lives;
- to raise awareness of the aspirations and needs of young people within communities across the South Burnett and Cherbourg regions; and
- to facilitate interaction between young people, Council and the wider South Burnett community.

This policy which has been developed by Executive Services and review by Councillors and the Senior Management Team, is presented to Council for final consideration and adoption.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Youth Council Terms of Reference – Strategic029 be adopted as presented.

BACKGROUND

South Burnett Regional Council ('Council') Corporate Plan 2021-2026 identifies a key priority to work with youth throughout the South Burnett region identifying sustainable initiatives for youth inclusiveness and support.

The objectives of this policy are:

- to give young people the opportunity to take a leading role in consulting with Council on issues that affect their lives;
- to raise awareness of the aspirations and needs of young people within communities across the South Burnett and Cherbourg regions; and
- to facilitate interaction between young people, Council and the wider South Burnett community.

This policy which has been developed by Executive Services and review by Councillors and the Senior Management Team, is presented to Council for final consideration and adoption.

ATTACHMENTS

1. **South Burnett Regional Youth Council Terms of Reference - Strategic029** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic029
POLICY OWNER: Executive Services
ECM ID: 2862192
ADOPTED:

South Burnett Regional Youth Council Terms of Reference

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

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1. POLICY STATEMENT

South Burnett Regional Council ("Council") Corporate Plan 2021-2026 identifies a key priority to work with youth throughout the South Burnett region to identify sustainable initiatives for youth inclusiveness and support.

2. SCOPE

This policy applies to Council representatives and Youth Council members.

3. GENERAL INFORMATION

The objectives of this policy are:

- to give young people the opportunity to take a leading role in consulting with Council on issues that affect their lives;
- to raise awareness of the aspirations and needs of young people within communities across the South Burnett and Cherbourg regions; and
- to facilitate interaction between young people, Council and the wider South Burnett community.

3.1. Membership

The South Burnett Regional Youth Council ("Youth Council") shall comprise:

- 20 members including a Chairperson and Deputy Chairperson (who shall be appointed by the Youth Council members);
- Youth Council members will be between 14 and 24 years of age;
- one (1) Council Elected Member ("Councillor") to be associated with the Youth Council and attend meetings in a non-voting capacity to create linkages and be a conduit between the Youth Council and Council; and
- Youth Council secretariat to be provided by Council.

Every effort will be made to ensure membership of the Youth Council reflects the diversity and demographic balance of young people residing in the South Burnett and Cherbourg regions (e.g., sex, age, ethnicity and residential location).

Youth Council members over the age of 18 years must hold a current Working with Children Blue Card.

Youth Council members are appointed as individuals, not as representatives of a particular area or network.

3.2. Roles and Responsibilities

Youth Council members are to:

- attend all Youth Council meetings throughout the year where possible;
- represent and advocate on behalf of young people in the South Burnett and Cherbourg communities;
- be an advisory and consultative group for Council and the wider youth community providing feedback and input;
- ensure that the diversity of young people's experiences and circumstances is reflected in advice to Council;
- facilitate and engage on agreed youth related project/s; and
- be aware and comply with Council's Code of Conduct and associated policies.

3.3. Application and Appointment Processes

Nominations for the Youth Council membership will be sought publicly, using a broad publicity strategy, including schools and the youth sector.

The selection panel will consist of:

- The appointed Councillor;
- Council's Chief Executive Officer ('CEO');
- Council's Youth Mental Health Coordinator; and
- Community youth services provider representative as appointed by Council's CEO.

The panel will determine an appropriate selection process to ensure broad representation from across the South Burnett and Cherbourg regions providing a short list of suitable applicants for the Council's consideration and formal approval.

Selections will be based on the applicant's ability to fulfil the Roles and Responsibilities of the Youth Council.

3.4. Terms of Appointment

Appointment to the Youth Council will be a one (1) year term, with appointed Youth Council members able to seek re-appointment for subsequent terms to a maximum length of appointment of two (2) years.

Successful applicants, following Council approval, will receive a letter confirming their appointment to the Youth Council. A Committee induction will be provided to all members of the Youth Council.

3.5. Resignation

Youth Council members are required to notify the Chairperson in writing of their intention to resign from the Youth Council. Vacancies due to resignation may be filled based on the merit list of the preceding recruitment period.

Members who fail to attend three (3) consecutive meetings without notification to the Chairperson will have deemed to have resigned from the Youth Council.

3.6. Meetings

3.6.1. Frequency of Meetings:

The Youth Council will meet 10 times during a calendar year. Meetings will be held on the first Tuesday of every month from February to November of each calendar year.

3.6.2. Meeting Time:

The Youth Council meetings will be held commencing at 4.00pm to 6.00pm.

3.6.3. Location of Meetings

The Youth Council meetings will be held at the Council Chambers, 45 Glendon Street, Kingaroy.

3.6.4. Transport

It is the responsibility of the Youth Council members to arrange transport to attend meetings.

3.6.5. Access Via Technology

It is preferred that Youth Council members attend meetings in person. Where physical attendance is not possible, a request is to be made to Council's CEO who will consider the use of technology and applications such as Teams to virtually connect members to the Youth Council meeting.

3.6.6. Quorum

The quorum for the Youth Council will be half the number of members of the Youth Council, plus one (1).

3.6.7. Support

Council representatives, as authorised by Council's CEO, will provide resources, assistance, guidance and support to Youth Council members, including access to technology where required.

3.6.8. Reporting

The Youth Council will report regularly on its activities, provide Council with its guidance and/or make recommendations to Council through the provision of the Youth Council meeting minutes to Council. The minutes of each Youth Council meeting will be submitted to the Ordinary General Meeting of Council following each Youth Council meeting.

4. DEFINITIONS

Council representative means all Councillors and Council employees including permanent, casual and temporary employees, apprentices, trainees, contractors, volunteers, and work experience students. For clarity, members of the South Burnett Regional Youth Council are considered volunteers with Council.

5. LEGISLATIVE REFERENCE

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

6. RELATED DOCUMENTS

South Burnett Regional Council Councillor Code of Conduct Policy – Statutory001
South Burnett Regional Council Conduct of Council and Committee Meetings Policy – Statutory017
South Burnett Regional Council Employee Code of Conduct Policy – Statutory011
South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039
South Burnett Regional Council Information Privacy Policy – Statutory038

7. NEXT REVIEW

As prescribed by legislation or January 2024

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

DRAFT

10.3 MONTHLY FINANCIAL REPORT AND SECOND QUARTER BUDGET REVISION

File Number: 25012022
Author: Manager Finance & Sustainability
Authoriser: Chief Executive Officer

PRECIS

Monthly Financial Report as at 31st December 2021 including Second Quarter Budget Revision

SUMMARY

The following information provides Council's position as at 31st December 2021 including recommendations for the second quarter budget revision for both operational and capital budgets.

OFFICER'S RECOMMENDATION

1. That the Monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as at 31st December 2021 be received and noted.
2. That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised 2021/2022 operational budget be adopted.
3. That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised 2021/2022 capital budget be adopted.

FINANCIAL AND RESOURCE IMPLICATIONS

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

The revised budget maintains the link with achieving the Operational Plan 2021/2022 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council on 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 49% compared to the Original Budget and Recurrent Expenditure is sitting at 50%. Revenue is impacted by timing effects of various income streams including rates and grant revenue.
- Council's current cash holdings at the end of December 2021 was \$42.283m with \$25.736m of this currently classed as restricted cash.
- All of Council's Financial Ratios are within their respective targets for the month of December.
- Council's capital expenditure program is currently sitting at \$17.127m in actual and committed expenditure which equates to approximately 54.7% of the total budget spent to date.
- Finance have finalised the second quarter budget review which illustrates a favourable reduction in the Net Operating Loss from (\$2.996m) to (\$2.918m) for the year.
- The capital program for the second quarter budget review has increased from \$31.293m to \$33.346m. This includes \$330k in additional continued projects that were identified and restricted from the 2020/2021 year.
- The second quarter cashflow saw an increase in the end of year predicted cash balance from \$36.498m to \$39.988m. A reconciliation is included in the attached document.

ATTACHMENTS

1. **Monthly Meeting Report - December 2021** [↓](#) 



South Burnett Regional Council
Monthly Financial Report
Interim December 2021



Executive Summary

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

- Recurrent Revenue is currently sitting at 49% compared to the Original Budget and Recurrent Expenditure is sitting at 50%. Revenue is impacted by timing effects of various income streams including rates and grant revenue.
- Council's current cash holdings at the end of December 2021 was \$42.283m with \$25.736m of this currently classed as restricted cash.
- All of Council's Financial Ratios are within their respective targets for the month of December.
- Council's capital expenditure program is currently sitting at \$17.127m in actual and committed expenditure which equates to approximately 54.7% of the total budget spent to date.
- Finance have finalised the second quarter budget review which illustrates a favourable reduction in the Net Operating Loss from (\$2.996m) to (\$2.918m) for the year.

Executive Summary

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1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 31 December 2021
50% of Year Complete

	2022	Original Budget	Proposed Budget	Variance
	\$	\$	\$	%
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	25,786,720	51,521,884	51,521,884	50%
Fees and Charges	2,913,817	4,988,433	5,123,433	58%
Rental Income	260,624	393,500	393,500	66%
Interest Received	300,394	630,500	530,500	48%
Sales Revenue	799,038	3,016,651	3,073,579	26%
Other Income	750,521	940,475	1,454,933	80%
Grants, Subsidies, Contributions and Donations	2,746,827	7,561,978	8,196,964	36%
	<u>33,557,941</u>	<u>69,053,421</u>	<u>70,296,793</u>	<u>49%</u>
Capital Revenue				
Grants, Subsidies, Contribution and Donations	3,230,701	11,779,420	12,445,519	27%
Total Income	<u>36,788,642</u>	<u>80,832,841</u>	<u>82,742,312</u>	<u>46%</u>
Expenses				
Recurrent Expenses				
Employee Benefits	12,856,955	24,979,452	25,195,173	51%
Materials and Services	11,807,316	23,631,408	24,581,415	50%
Finance Costs	956,335	2,107,567	2,107,567	45%
Depreciation and Amortisation	10,693,462	21,330,624	21,330,624	50%
	<u>36,314,068</u>	<u>72,049,050</u>	<u>73,214,779</u>	<u>50%</u>
Capital Expense				
	2,807,559	(400,000)	(400,000)	
Total Expense	<u>39,121,627</u>	<u>71,649,050</u>	<u>72,814,779</u>	<u>55%</u>
Net Result	<u>(2,332,985)</u>	<u>9,183,791</u>	<u>9,927,534</u>	
Net Operating Result	<u>(2,756,127)</u>	<u>(2,995,629)</u>	<u>(2,917,985)</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	\$ 5,481,077	\$ 11,089,948	49%	\$ 5,091,033	\$ 10,826,708	47%
Wastewater	\$ 3,035,432	\$ 6,008,918	50%	\$ 2,805,759	\$ 5,413,210	52%
Waste	\$ 3,279,795	\$ 6,105,443	54%	\$ 2,697,871	\$ 6,071,441	44%
Plant and Fleet	\$ 246,175	\$ 491,000	50%	\$ 1,519,612	\$ 1,680,651	90%
Genops	\$ 21,838,604	\$ 57,536,532	38%	\$ 27,238,978	\$ 51,418,343	53%
Total	\$ 33,981,083	\$ 81,232,841	42%	\$ 36,314,068	\$ 72,049,050	50%

Revenue

- All revenue items, other than Water and Genops, are tracking at 50% or higher.
- Water revenue is tracking just below target at 49% with the 1% variance being largely made up of water sales being below expectations.
- Genops revenue is tracking below target at 38% which is largely due to timing in grant income, sales revenue and disposal of the Hospital land and buildings from Council’s asset register.

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 \$370k.
- 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 as well as increases in expenditure for recent flooding from rain events.

2.2 Revenue

2.2.1 Rates Levies and Charges

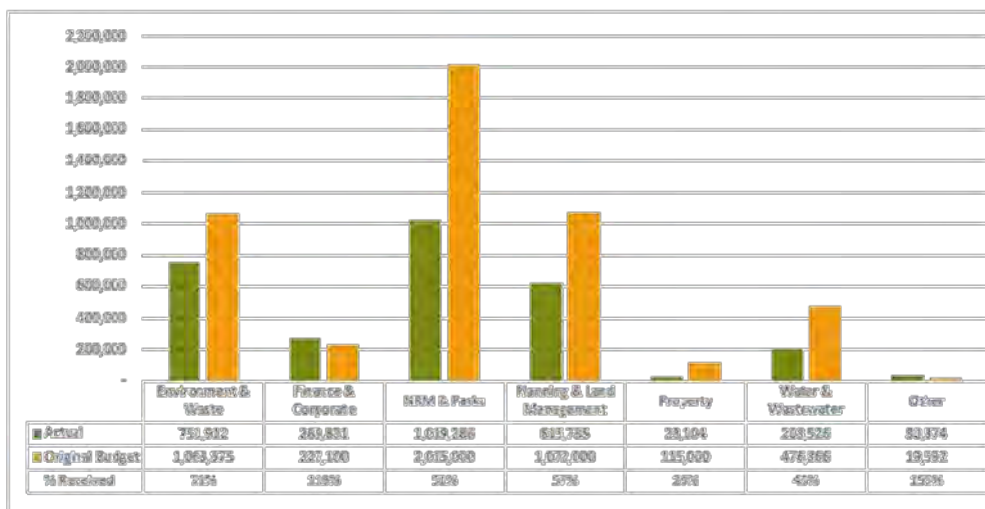
This item shows South Burnett Regional Council's total net income from general rates, service charges (water, sewerage and waste) and special charges.

<i>Rates or Charges</i>	ACTUALS 2021/2022	ORIGINAL BUDGET 2021/2022
General Rates	\$ 14,846,576	\$ 29,717,891
Quarry Special Charge	\$ 7,129	\$ -
Water Charges	\$ 5,262,366	\$ 10,616,432
Sewerage Charges	\$ 2,972,343	\$ 5,905,918
Waste Collection Charges	\$ 1,211,274	\$ 2,304,832
Community Rescue and Evacuation Levy	\$ 43,960	\$ 90,000
Waste Management Levy	\$ 1,446,232	\$ 2,886,811
Memerambi Estate Levies	-\$ 3,161	\$ -
Total	\$ 25,786,720	\$ 51,521,884

As of 31 December 2021, rates, levies and charges are tracking on target at 50%. The next 6 monthly rate levy is due to be performed in February 2022.

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 December 2021, fees and charges are tracking above target at 58%. Main factors affecting the fees and charges figures are:

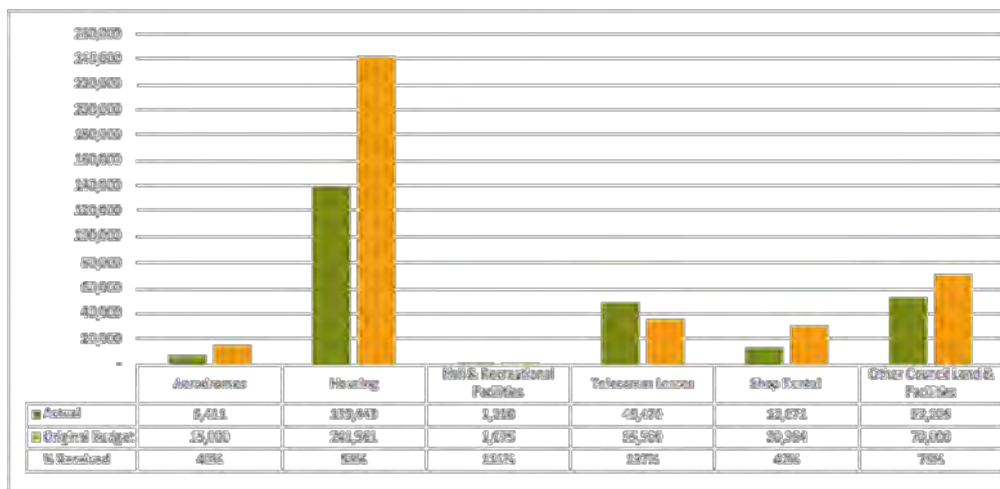
- Finance is currently above target due to timing in yearly revenue from commission for collection of the Emergency Management Levy as well as increases in the number of rates searches that have been performed so far this year. Adjustments have been made in the second quarter to account for the increase in rates searches.
- 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 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 summer season.
- Water & Waste Water are currently under target due to reductions in irrigator water requirements so far this year compared to budget.

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.

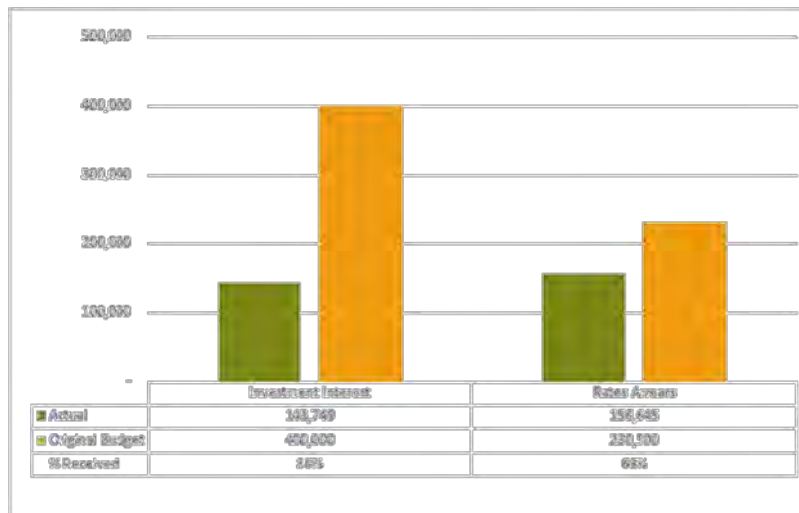
As of 31 December 2021, rental income is tracking above target at 66% due to timing in annual rental of various facilities and increases in housing rental.



2.2.4 Interest Received

Interest revenue includes interest on investments and rate arrears.

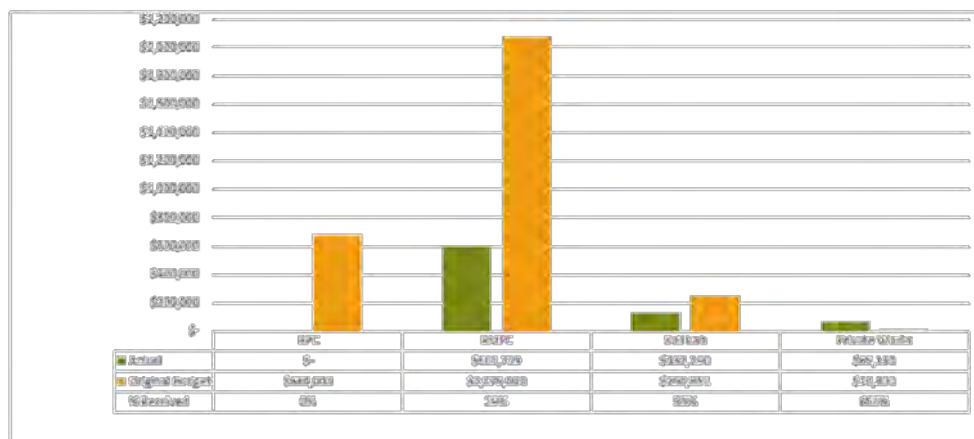
As of 31 December 2021, interest received is tracking just below target at 48%. Investment interest should increase slightly over the next couple of months due to higher bank balances seen during this time of the year however there is still a risk around this income due to interest rates on all Council bank accounts remaining low. Adjustments have been made in the 2nd quarter forecast to bring the investment interest budget in line with current projections.



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 December 2021, sales revenue is tracking below target at 26%. This is largely due to timing of when RPC and RMPC works for this financial year are scheduled to be performed. Private Works is above budget due to an additional contract with the Department of Transport construction of the Murgon Gayndah bus stop with adjustments made in the 2nd quarter forecast to reflect this contract. RPC contracts are generally scheduled for later in the financial year and at this stage RMPC contracts are still on track to meet target by end of year. A progress claim of \$39k for RMPC is currently being processed.



2.2.6 Other Income

Other income is sundry income derived from all other sources.

As of 31 December 2021, other income is tracking above target at 80%. 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 Art Gallery income, pool income, irrigation income, Museum Sales and tourist parks, are influenced by timing and seasonal considerations. Funds for the large volume of scrap steel picked up were received in December. Some streams have had adjustments made in the 2nd quarter review to account for increases in expected income for the year.

Income Stream	Actual	Original Budget	% Received
VIC Income	\$ 60,950	\$ 80,800	75%
Art Gallery Income	\$ -	\$ 500	0%
Pool Income	\$ 3,413	\$ 43,000	8%
Irrigation Income	\$ 5,438	\$ 30,000	18%
Fines	\$ 33,803	\$ 11,500	294%
Scrap Steel	\$ 162,189	\$ 95,000	171%
Library Sales	\$ 1,852	\$ 3,730	50%
Museum Sales	\$ 208	\$ 2,500	8%
Agency Income	\$ 47,239	\$ 51,895	91%
Tourist Parks	\$ 128,838	\$ 375,000	34%
Legal Recovery	\$ 78,995	\$ 80,000	99%
Insurance Claims	\$ 92,785	\$ 20,000	464%
Misc Other	\$ 134,811	\$ 146,550	92%
Total	\$ 750,521	\$ 940,475	80%

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 December 2021, operating grants are tracking below target at 36%. 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 December 2021, capital grants are tracking below target at 27% with a majority of this amount being received for Roads to Recoveries Funding and the first instalment from the Building Better Regions Funding for the Kingaroy Transformation Project. This income stream will be reviewed each month to consider contract asset and contract liability movements.

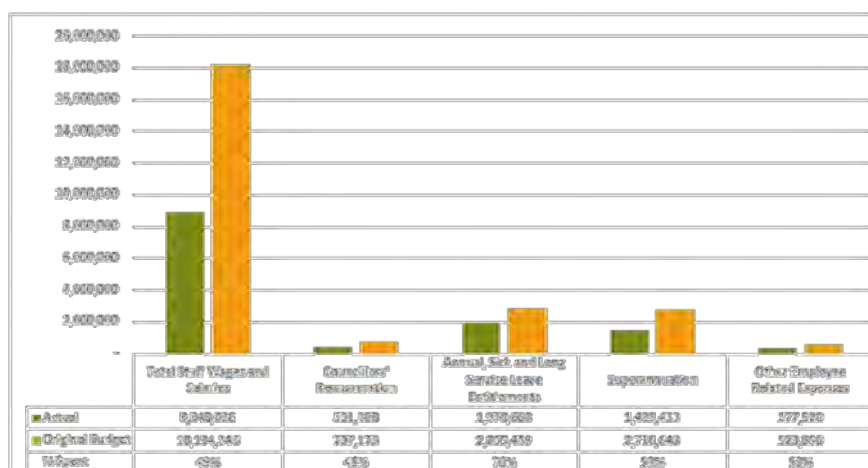
Finance is currently predicting that a majority of the grant income budgeted for this financial year will be recognised as income during the second half of the year. This is due to timing of funds being received, as well as movements in predicted contract assets and contract liabilities as the funding 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 December 2021, employee benefits are tracking slightly above target at 51% however this is largely due to timing of the number of pays processed up to the end of December 2021. Annual leave and long service leave are 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 professional development and reductions in vehicle allowances claimed.



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 December 2021, materials and services are tracking on target at 50%.

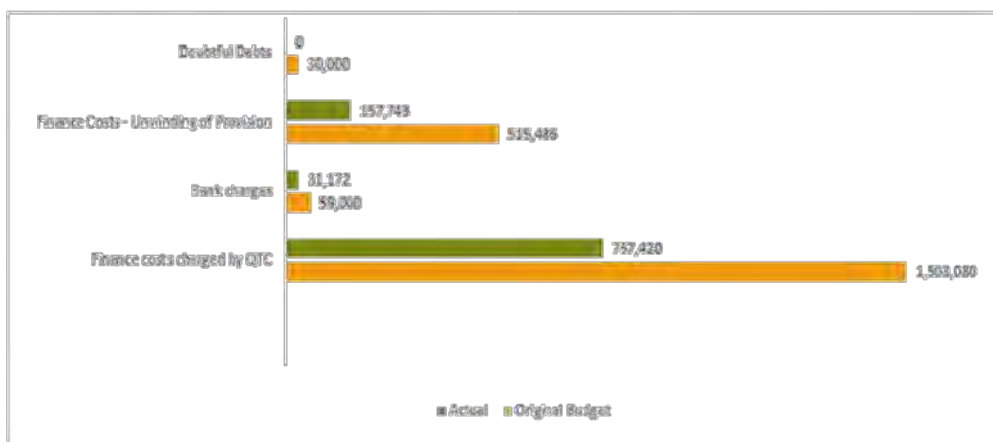
Description	Actual	Original Budget	% Spent
Donations	247,102	628,763	39%
Materials	8,742,203	17,072,660	51%
Services	3,785,111	8,199,894	46%
Internal Plant Charges	3,724,534	6,411,558	58%
Internal Plant Recoveries	- 4,691,634	- 8,681,466	54%
	11,807,316	23,631,408	

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 December 2021, finance costs are tracking under target at 45% due to timing in end of year adjustments for the landfill and quarry provisions as well as provisions for doubtful debts.



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 December 2021, depreciation is on target at 50%.

Work in progress balances as at 31 December 2021 are listed below.

Asset Class	Work in Progress Balance
Buildings	3,339,911.19
Roads	13,108,442.94
Water	3,072,243.76
Wastewater	3,789,200.75
Fleet	36,292.18
Office	91,169.11
Waste	-
Land	-
	23,437,259.93

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 (\$2.808m) for the year.

- The sale of fleet items yielded a profit on sale of \$32k bringing total capital income for fleet items to \$209k for the year.
- Council's current loss on disposals is (\$3.016m) with (\$136k) relating to fleet disposals, (\$2.210m) relating to disposals of building assets and (\$670k) relating to land disposals. The transfer of the Hospital from Council to a third party resulted in a majority of the building and land disposal balances.

3.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position
as at 31 December 2021

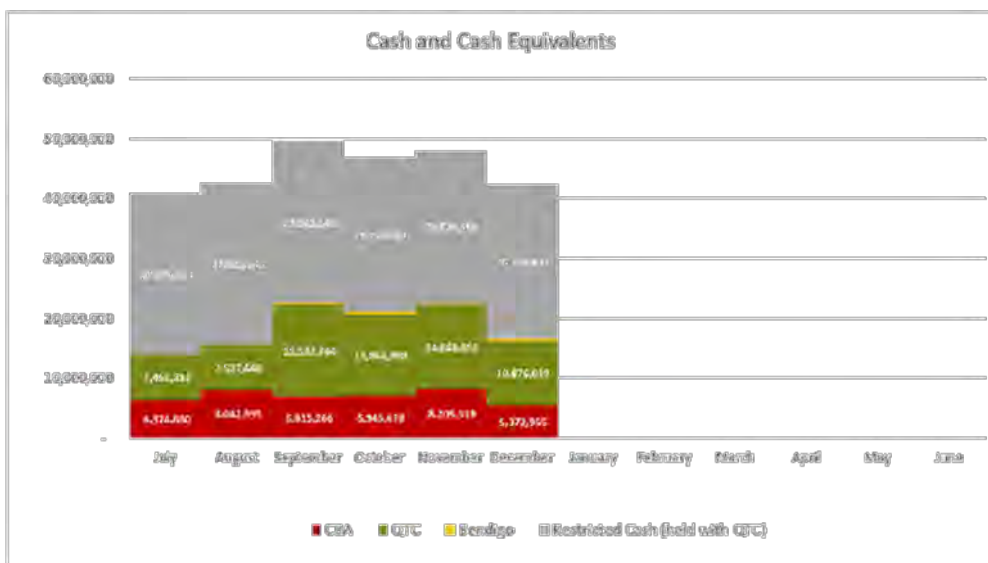
	2021 DECEMBER	Original Budget	Proposed Budget
	\$	\$	\$
Current Assets			
Cash and Cash Equivalents	42,283,249	36,498,468	39,987,829
Trade and Other Receivables	6,070,183	9,348,944	11,663,613
Inventories	787,337	764,632	780,138
Investments	-	-	-
Total Current Assets	49,140,769	46,612,044	52,431,580
Non-Current Assets			
Trade and Other Receivables	1,067,277	910,507	870,373
Property, Plant and Equipment	863,295,497	872,535,500	878,390,816
Right of Use Asset	853,298	837,809	837,809
Intangible Assets	6,262,474	6,234,639	6,266,488
Total Non-Current Assets	871,478,546	880,518,455	886,365,486
TOTAL ASSETS	920,619,315	927,130,499	938,797,066
Current Liabilities			
Trade and Other Payables	7,147,145	10,063,817	12,450,418
Borrowings	3,013,874	3,250,722	3,163,736
Lease Liabilities	21,740	22,303	21,740
Provisions	3,660,176	3,953,243	4,013,616
Other Liabilities	103,888	-	-
Total Current Liabilities	13,946,822	17,290,085	19,649,510
Non-Current Liabilities			
Trade and Other Payables	-	-	-
Borrowings	26,729,505	27,225,302	27,284,817
Lease Liabilities	868,951	846,648	846,648
Provisions	13,616,747	13,501,773	13,298,285
Other Liabilities	-	-	-
Total Non-Current Liabilities	41,215,203	41,573,723	41,429,750
TOTAL LIABILITIES	55,162,026	58,863,808	61,079,260
NET COMMUNITY ASSETS	865,457,289	868,266,691	877,717,806
Community Equity			
Retained Surplus/(Deficiency)	430,147,690	440,813,008	442,408,207
Asset Revaluation Surplus	435,309,599	427,453,683	435,309,599
TOTAL COMMUNITY EQUITY	865,457,289	868,266,691	877,717,806

3.1 Current Assets

3.1.1 Cash and Cash Equivalents

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

As of 31 December 2021, Council's actual cash and cash equivalents balance was \$42,283,249. The below table shows the breakup of this balance sheet element (excluding cash drawers).

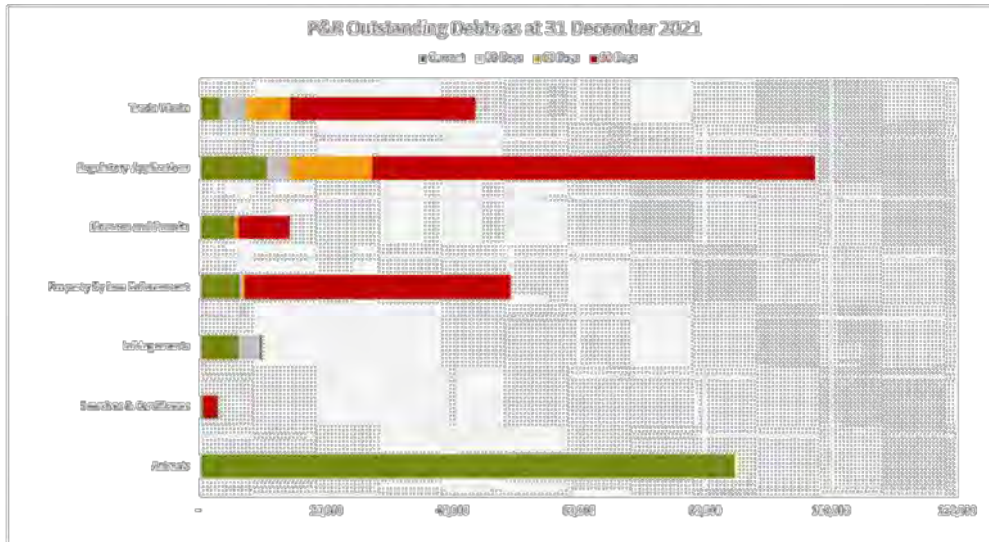


As at the 31 December 2021, restricted cash balance was \$25.736m. Adjustments for the month resulted in an increase to restricted cash of \$207k. This consisted of a decrease in works under construction of (\$81k), a decrease in water operating surpluses from prior years of (\$15k) and an increase in unspent reseal program for roads of \$303k due to a change in the funding source for a project from restricted cash to grant funding.

RESTRICTED CASH	Nov-21	Dec-21
Recurrent Expenditure	988,873	988,873
Future Capital Works		
Roads	2,591,241	2,835,540
Buildings	4,003,489	4,000,512
Waste	4,673,098	4,673,098
Land	25,322	25,322
Plant & ICT	2,779,491	2,779,491
Water	2,786,386	2,768,299
Wastewater	2,314,373	2,298,503
Unspent - Developer Contributions	4,556,587	4,556,587
Unspent - Loan Funds	810,246	810,246
Total	25,529,106	25,736,472

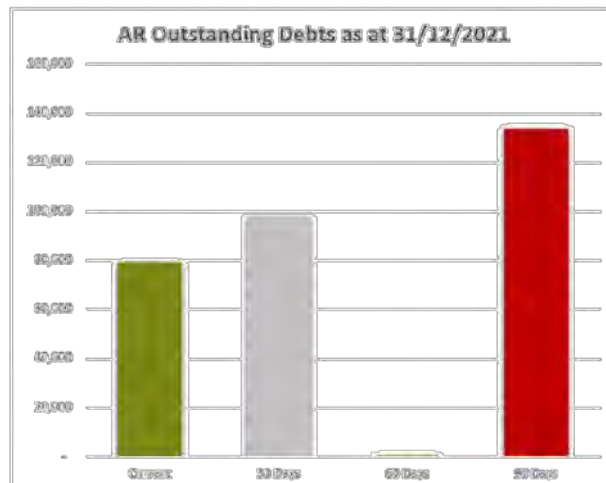
3.1.2 Trade and Other Receivables

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



Out of the \$152k in Property and Rating (P&R) debts above that are overdue by 90 days or more, \$25k is currently on a payment plan awaiting the first instalment, \$49k are being pursued by Council staff to determine the best course of action, \$50k can be recovered when properties are sold, and \$28k belong to developer contributions that will be finalised in the future.

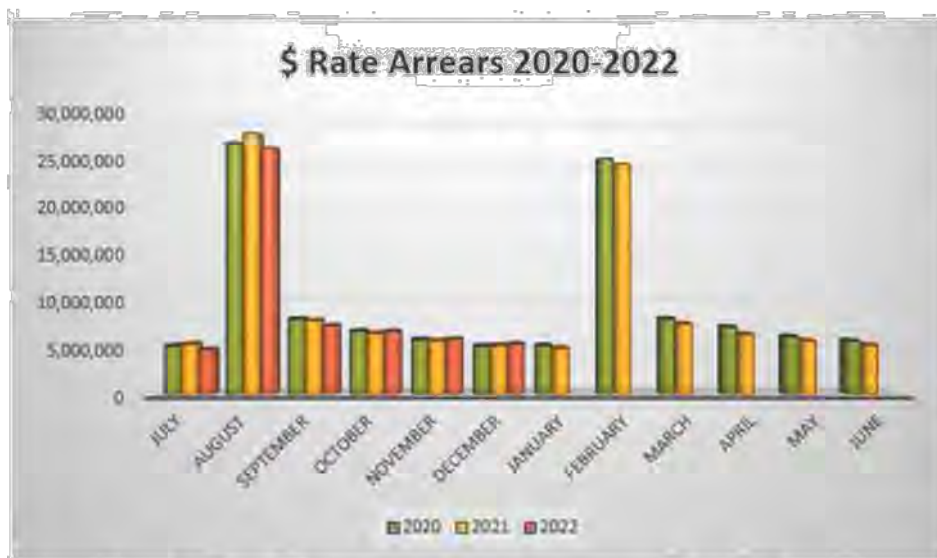
Finance will be assisting departments with the follow up of the \$50k that is being pursued.

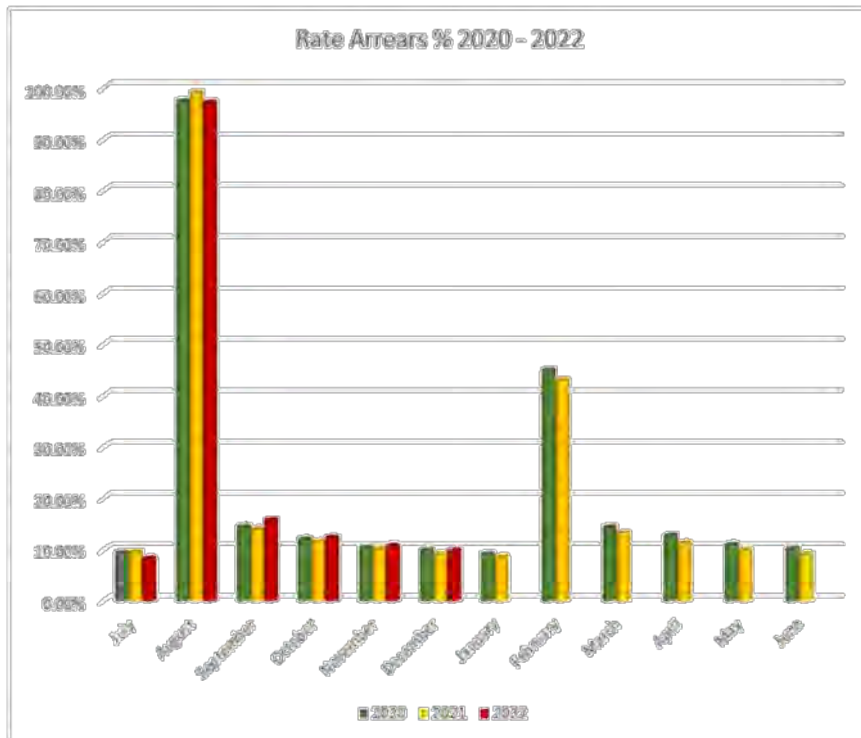
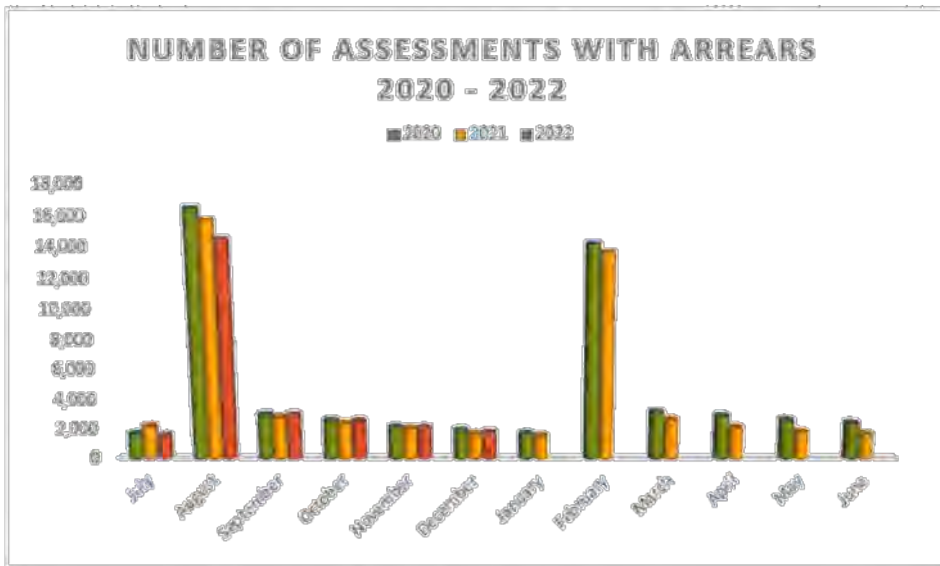


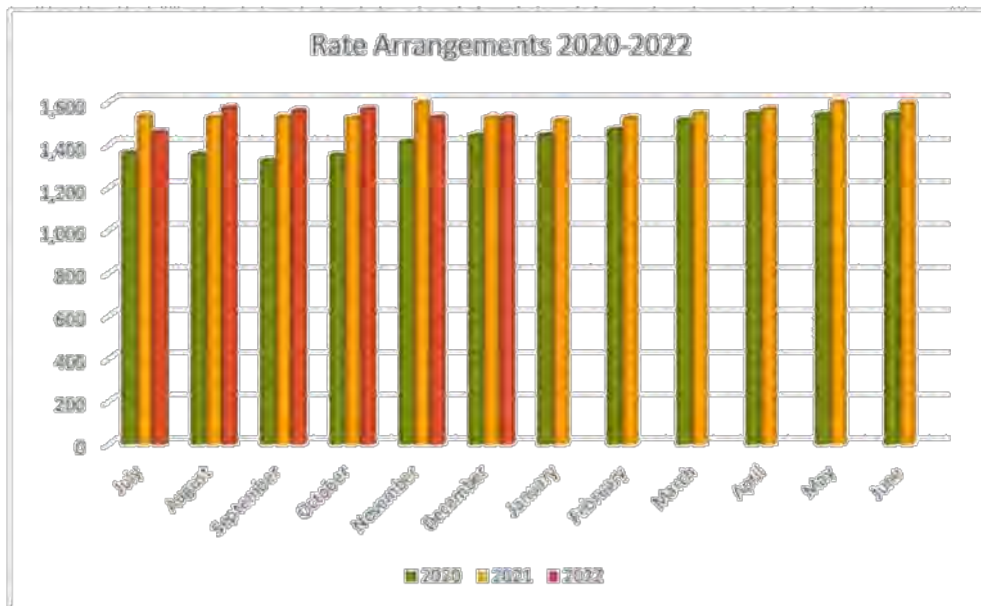
The AR outstanding debts 90+ days is currently \$134k which is 43% of total AR outstanding debts. This decreased by \$9k from last month.

A total of 72% of the value sitting in 90 days remains with debt collectors or have a payment arrangement with Council. Out of the remaining 28% in 90 days, \$28k need to be credit noted as a result of investigations into the charges or are potential write-offs that have largely come from the old Property and Ratings debtors system where companies have since ceased trading and can't be recovered. Finance will be cleaning up these old potential write-offs in February.

Rates in arrears as of 31 December 2021 is sitting at \$5.423 million or 9.87% which is above the target arrears of 7%. There are currently 1,528 assessments with rate arrangements in place which accounts for 85.27% of the properties that are in arrears. Second overdue reminder notices were sent out to property holders during December.







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

Actual expenditure with committed costs as of 31 December 2021 is \$17.127m, which is tracking above target at 54.7%. Of the \$17.127m, \$10.591m is actual expenditure with the remaining \$6.536m sitting as committed costs. The actual spend to date equates to 33.8% of the total budget available.

3.2.3 Right of Use Assets

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

3.2.4 Intangible Assets

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

3.3 Liabilities

3.3.1 Trade and other Payables

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

3.3.2 Borrowings

All Council borrowings are with the Queensland Treasury Corporation (QTC). The balance as of 31 December 2021 was \$29,743,379 made up of borrowings in the following departments:

Department	Borrowings
NRM & Parks	\$ 488,633
Finance	\$ 703,636
Property	\$ 649,036
Economic Development	\$ 310,072
Environment & Waste	\$ 629,428
Infrastructure	\$ 10,204,696
Water & Wastewater	\$ 16,757,877
Total	\$ 29,743,379

Council will begin the application process for the \$800k loan identified as per the adopted debt policy for the 2022-2023 year. This loan is linked to the Gordonbrook Dam Wall Upgrade.

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

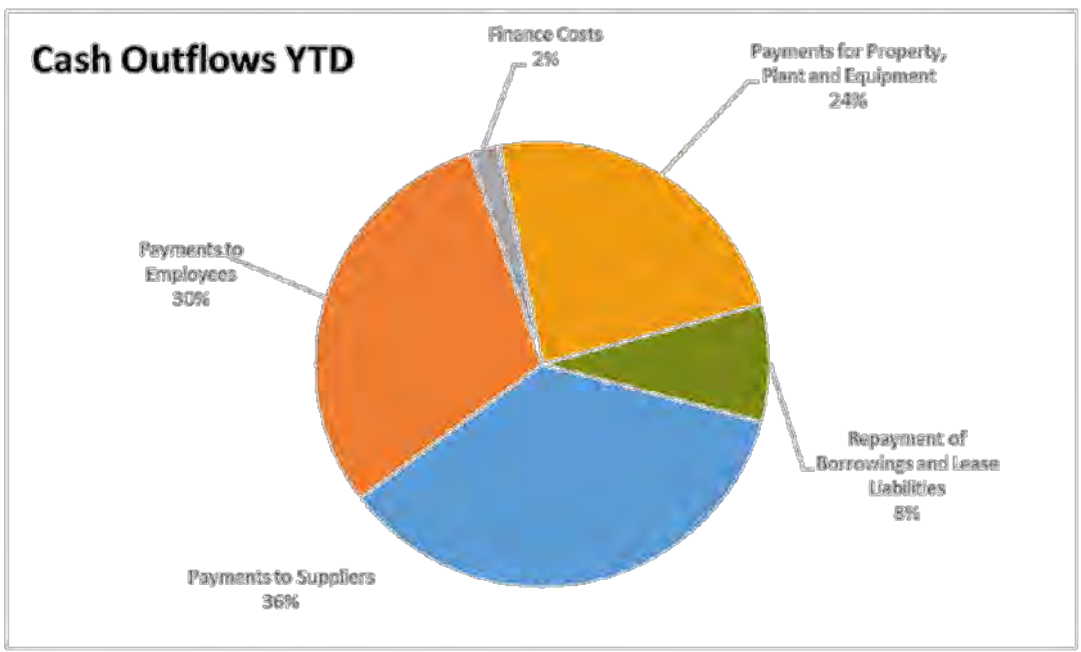
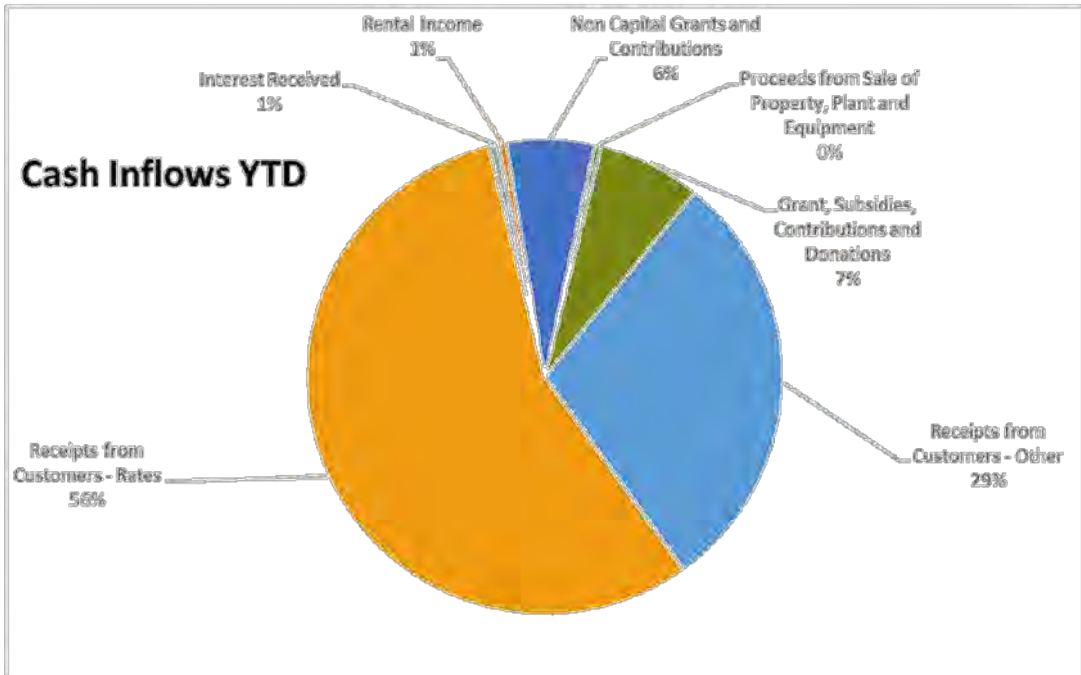
Provisions are made up of landfill and gravel pit expected restoration costs and employee long service leave. Provisions will be impacted by discount rates and end of year calculations.

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

	July	Aug	Sept	Oct	Nov	Dec		YTD	Original Budget	YTD vs Budget %
Monthly Cashflow										
Cash Flows from Operating Activities										
Receipts from Customers	\$7,740,573	\$5,473,469	\$9,087,821	\$9,021,024	\$1,860,677	\$1,813,009		\$59,401,573	\$65,555,854	91%
Payments to Suppliers and Employees	(87,599,511)	(52,883,327)	(85,547,552)	(54,952,415)	(32,995,294)	(35,481,272)		(539,469,355)	(554,374,539)	94%
								\$9,832,218	\$11,181,315	
Interest Received	\$50,425	\$19,095	\$51,205	\$27,374	\$59,847	\$41,742		\$600,394	\$630,300	43%
Rental Income	\$44,411	\$13,523	\$20,421	\$22,317	\$72,570	\$17,212		\$200,024	\$203,500	62%
Non-Capital Grants and Contributions	\$121,291	\$306,617	\$211,338	\$64,961	\$1,327,730	\$93,883		\$3,746,827	\$7,551,978	35%
Finance Costs	(519,728)	(573,344)	(235,544)	(325,090)	(329,710)	(315,323)		(3,596,335)	(5,552,041)	51%
Net Cash Inflow (Outflow) from Operating Activities	\$394,462	\$5,486,648	\$19,687,731	(\$9,601,828)	\$158,510	(\$4,668,232)		\$12,283,723	\$19,235,102	64%
Cash Flows from Investing Activities										
Payments for Property, Plant and Equipment	(\$62,782)	(\$1,348,066)	(\$2,433,234)	(\$2,025,043)	(\$1,970,882)	(\$1,502,177)		(\$10,641,340)	(\$31,282,937)	94%
Payments for Intangible Assets	\$4,275	-	-	-	-	-		\$4,275	-	0%
Advances/Repayments of Loans and Advances	-	-	-	-	-	-		-	-	
Proceeds from Sale of Property, Plant and Equipment	-	-	\$2,091	-	\$184,364	\$50,135		\$256,591	\$400,000	64%
Grant Subsidies, Contributions and Donations	\$10,000	\$2,919	\$103,750	(\$28,618)	\$3,851,381	\$284,218		\$3,332,701	\$11,779,430	27%
Net Cash Inflow (Outflow) from Investing Activities	(\$50,507)	(\$1,345,147)	(\$2,329,483)	(\$2,003,661)	\$1,934,863	(\$1,267,932)		(\$7,197,779)	(\$19,113,487)	18%
Cash Flows from Financing Activities										
Proceeds from Borrowings and Leasing Liabilities	-	-	-	-	-	-		-	-	
Payment of Borrowings and Leasing Liabilities	\$228,499	\$138,199	(\$1,408,253)	\$116,163	\$132,608	\$116,351		(\$3,606,035)	(\$3,100,811)	133%
Net Cash Inflow (Outflow) from Financing Activities	\$228,499	\$138,199	(\$1,408,253)	\$116,163	\$132,608	\$116,351		(\$3,606,035)	(\$3,100,811)	133%
Cash and Cash Equivalents at the Beginning of the Period	\$41,005,342	\$48,394,782	\$42,654,231	\$45,610,644	\$46,770,919	\$45,050,919		\$41,005,342	\$53,507,713	
Net Increase (Decrease) in Cash and Cash Equivalents Held	(\$88,550)	\$1,639,439	\$9,995,833	(\$2,825,176)	\$1,816,952	(\$5,773,651)		\$1,279,907	(\$2,029,246)	
Cash and Cash Equivalents at the End of the Period	\$40,934,792	\$47,634,231	\$49,610,044	\$46,770,919	\$48,056,910	\$47,283,249		\$42,283,249	\$35,438,468	
Restricted Cash	\$27,075,324	\$27,075,324	\$27,075,324	\$25,724,031	\$25,529,106	\$25,730,472		\$25,730,472	\$25,730,472	
Cash Available for Use	\$13,859,468	\$13,598,365	\$22,534,720	\$11,945,888	\$11,527,804	\$16,549,771		\$16,549,771		



5.0 Interim Changes in Equity

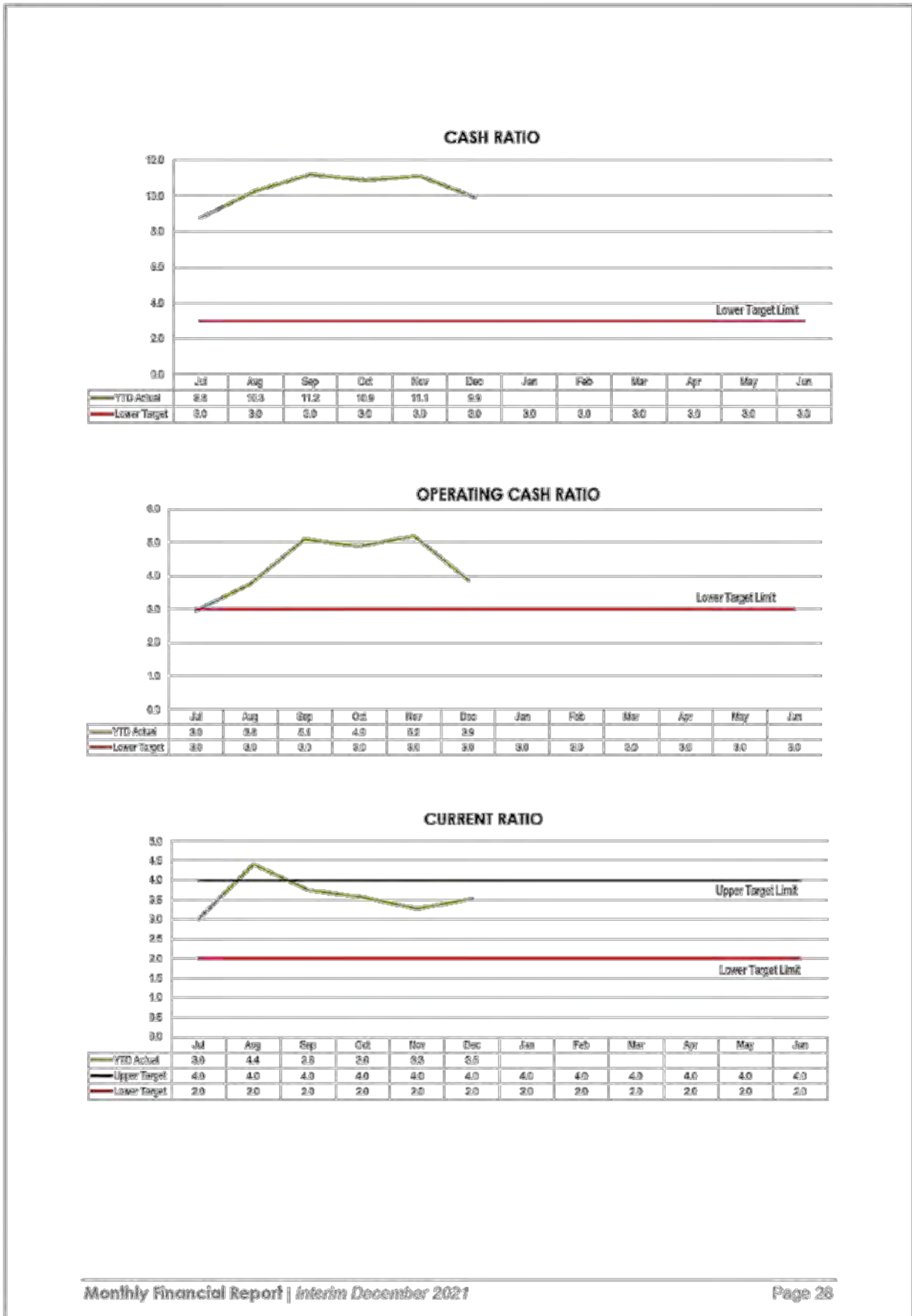
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YTD
	£	£	£	£	£	£	£
Asset Revaluation Surplus							
Opening Balance	435,300,500	435,300,500	435,300,500	435,300,500	435,300,500	435,300,500	435,300,500
Inc/(de) in asset revaluation surplus	-	-	-	-	-	-	-
Closing Balance	435,300,500	435,300,500	435,300,500	435,300,500	435,300,500	435,300,500	435,300,500
Retained Surplus							
Opening Balance	432,480,676	427,794,869	450,122,998	443,008,295	438,457,195	437,478,171	432,480,676
Restricted Cash Released	-	-	-	-	-	-	-
Net Result	- 4,585,325	22,228,129	- 7,115,708	- 6,519,099	- 1,019,025	- 7,290,481	- 2,332,685
Closing Balance	427,794,955	450,122,956	443,005,295	438,457,195	437,438,171	430,147,690	430,147,690
Total Community Equity	863,104,455	885,423,557	878,315,894	873,765,795	872,747,771	865,457,290	865,457,290

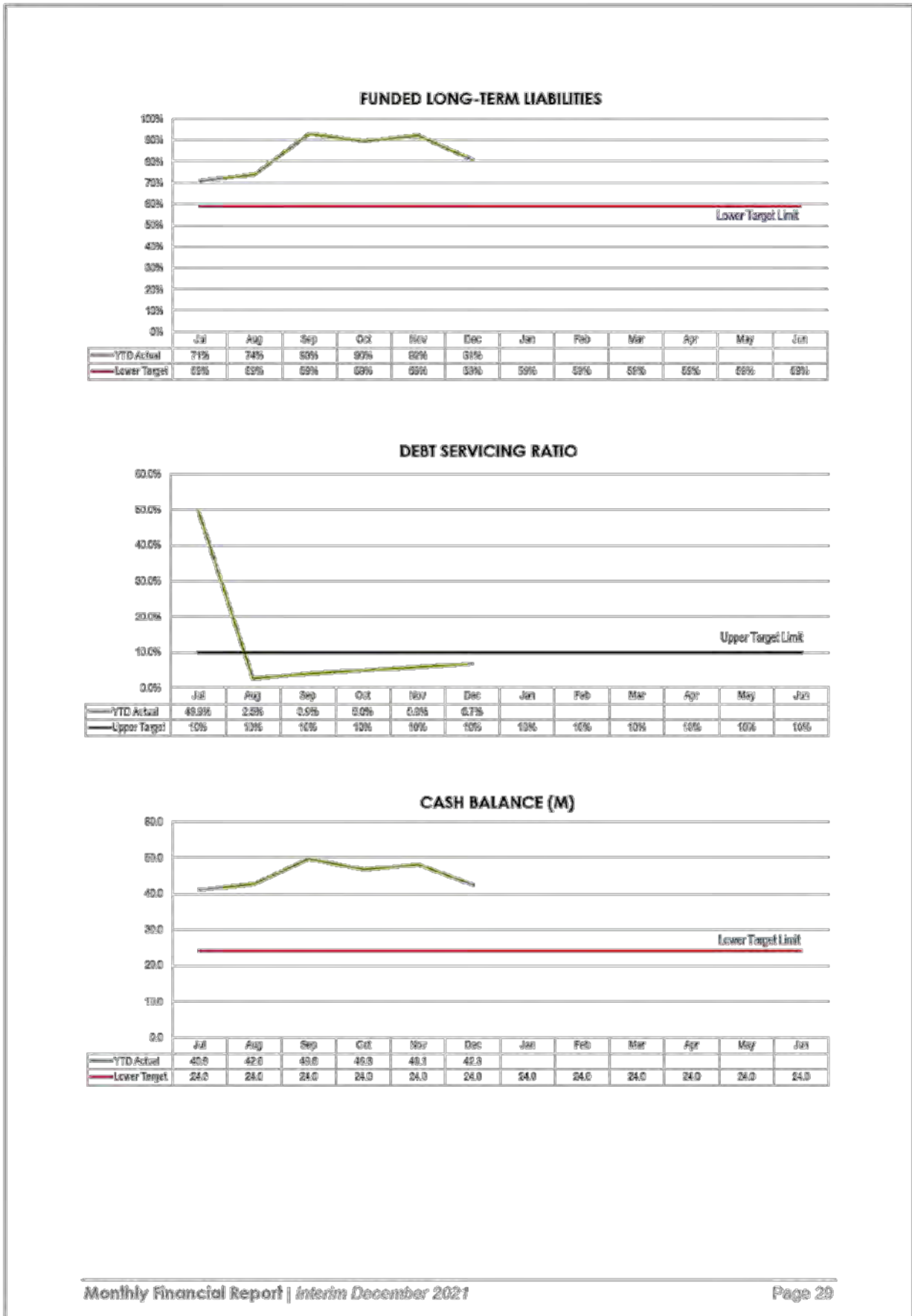
6.0 Financial Ratios

Key Performance Indicators - Monthly Reporting

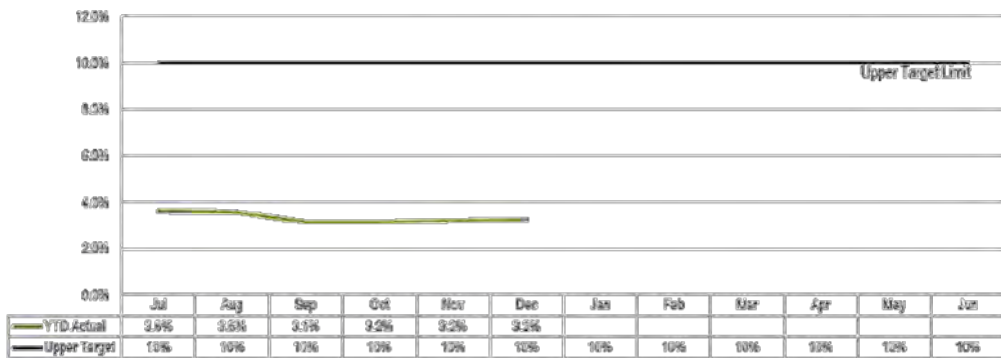
Ratio	Description	Formula	SORC's Target	Status	Dec21
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{\text{Total Operating Expense} - \text{Depreciation/Number of Periods}}$	Target greater than or equal to 3 months	✓	9.90
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash to B} - \text{Restricted Cash}}{\text{Total Operating Expense} - \text{Depreciation/Number of Periods}}$	Target greater than or equal to 3 months	✓	3.88
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	✓	3.52
Funded Long Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non - Current Borrowings}}$	Target greater than or equal to 95%	✓	81.55%
Debt Servicing Ratio	This indicates Council's ability to meet current debt instalments with recurrent reserve	$\frac{\text{Interest Expense} + \text{Loan Repayment}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✓	6.74%
Cash Balance \$M	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$24M	✓	42.28
Debt to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non - Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	3.23%
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%	✓	2.16%

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

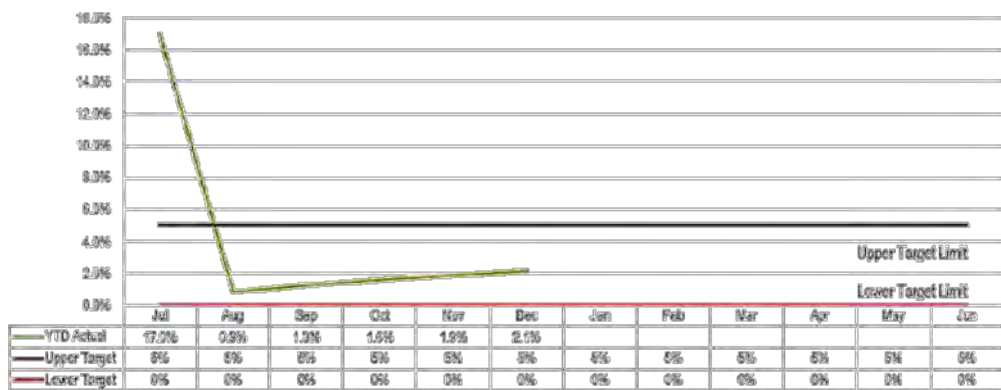




DEBT TO ASSET RATIO



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. An updated version of the 10 year forecast will be made available as part of the third quarter forecast to be done in March / April 2022.

The long-term financial forecast requires:

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

The Local Government must:

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

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

7.1 Income and Expenditure Statements

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

	Year 6 2020/2021	Year 7 2021/2022	Year 8 2022/2023	Year 9 2023/2024	Year 10 2024/2025
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	61,456,706	63,663,035	65,064,136	66,363,637	70,566,330
Fees and Charges	4,988,523	5,071,867	5,156,176	5,242,112	5,326,478
Rental Income	411,163	418,153	425,261	432,490	439,843
Interest Received	640,236	652,718	659,244	665,836	672,495
Sales Revenue	3,281,636	3,337,729	3,394,470	3,452,177	3,510,864
Other Income	633,558	647,728	652,138	676,793	681,698
Grants, Subsidies, Contributions and Donations	7,909,290	7,998,369	8,088,361	8,161,188	8,233,876
	<u>79,825,402</u>	<u>81,679,419</u>	<u>84,530,762</u>	<u>87,184,233</u>	<u>89,944,634</u>
Capital Revenue					
Grants, Subsidies, Contributions and Donations	4,912,610	4,912,610	4,912,610	4,912,610	4,912,610
Total Income	<u>84,738,012</u>	<u>86,592,029</u>	<u>89,443,402</u>	<u>92,096,843</u>	<u>94,857,244</u>
Expenses					
Recurrent Expenses					
Employee Benefits	27,682,651	28,115,214	28,596,637	29,273,331	29,859,544
Materials and Services	25,858,729	26,093,385	26,536,428	26,985,013	27,442,327
Finance Costs	1,848,661	1,497,191	1,338,849	1,179,329	1,013,124
Depreciation and Amortisation	21,635,902	22,050,984	22,424,944	22,598,739	22,767,641
	<u>76,927,363</u>	<u>77,776,744</u>	<u>78,927,858</u>	<u>80,036,432</u>	<u>81,082,636</u>
Capital Expense					
	(435,176)	(442,574)	(450,098)	(457,750)	(465,532)
Total Expense	<u>76,492,187</u>	<u>77,334,170</u>	<u>78,477,760</u>	<u>79,578,682</u>	<u>80,617,104</u>
Net Result	<u>8,245,825</u>	<u>9,257,859</u>	<u>10,965,642</u>	<u>12,520,161</u>	<u>14,240,140</u>
Net Operating Result	<u>2,698,039</u>	<u>4,202,875</u>	<u>5,532,634</u>	<u>7,149,601</u>	<u>8,882,096</u>

7.2 Financial Position

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

	Year 6 2020/2021	Year 7 2021/2022	Year 8 2022/2023	Year 9 2023/2024	Year 10 2024/2025
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 45,560,712	\$ 49,429,734	\$ 47,246,401	\$ 50,654,510	\$ 54,589,088
Receivables	\$ 8,851,113	\$ 7,052,883	\$ 7,529,528	\$ 8,117,806	\$ 8,829,486
Inventories	\$ 727,158	\$ 719,858	\$ 732,587	\$ 725,560	\$ 689,509
Total Current Assets	\$ 52,944,983	\$ 57,182,603	\$ 55,479,614	\$ 59,477,977	\$ 64,114,083
Non-Current Assets					
Receivables - Non-Current	\$ -	\$ -	\$ -	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 895,248,798	\$ 897,299,858	\$ 905,533,160	\$ 911,569,257	\$ 918,184,884
Intangible Assets	\$ 8,234,839	\$ 8,234,839	\$ 8,234,839	\$ 8,234,839	\$ 8,234,839
Right Of Use Assets	\$ 858,520	\$ 859,820	\$ 830,530	\$ 801,540	\$ 772,550
Total Non-Current Assets	\$ 902,169,934	\$ 904,293,615	\$ 913,448,329	\$ 918,332,436	\$ 922,992,073
Total Assets	\$ 955,114,917	\$ 961,476,418	\$ 968,927,943	\$ 977,870,413	\$ 987,106,156
Liabilities					
Current Liabilities					
Payables	\$ 7,362,161	\$ 7,494,870	\$ 7,447,739	\$ 7,491,376	\$ 7,535,587
Borrowings	\$ 3,031,582	\$ 3,189,892	\$ 3,215,130	\$ 3,362,331	\$ 3,509,532
Provisions	\$ 3,848,997	\$ 3,955,229	\$ 4,081,712	\$ 5,249,783	\$ 6,070,219
Unearned Revenue	\$ 2,449,763	\$ 2,474,281	\$ 2,499,003	\$ 2,523,993	\$ 2,549,233
Total Current Liabilities	\$ 16,690,393	\$ 17,003,762	\$ 17,243,564	\$ 18,627,483	\$ 20,164,571
Non-Current Liabilities					
Payables - Non-Current	\$ 734,394	\$ 710,463	\$ 686,021	\$ 660,920	\$ 635,140
Borrowings - Non-Current	\$ 21,293,558	\$ 17,539,958	\$ 13,729,830	\$ 9,778,499	\$ 5,676,968
Provisions - Non-Current	\$ 14,839,786	\$ 15,213,470	\$ 15,359,101	\$ 14,374,943	\$ 11,958,966
Unearned Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 36,867,618	\$ 30,457,891	\$ 29,773,952	\$ 24,812,362	\$ 18,270,774
Total Liabilities	\$ 53,558,011	\$ 47,461,653	\$ 47,017,516	\$ 43,439,845	\$ 38,435,345
Net Assets	\$ 901,556,906	\$ 914,014,766	\$ 921,910,427	\$ 934,430,568	\$ 948,670,811
Equity					
Retained Earnings	\$ 474,000,229	\$ 439,981,983	\$ 404,459,724	\$ 508,976,825	\$ 521,217,125
Revaluation Reserve	\$ 427,453,883	\$ 427,453,883	\$ 427,453,883	\$ 427,453,883	\$ 427,453,883
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	\$ 68,641,441	\$ 71,899,632
Interest Received	\$ 632,805	\$ 635,133	\$ 637,484	\$ 639,858
Rental Income	\$ 384,350	\$ 390,884	\$ 397,531	\$ 404,290
Non-Capital Grants and Contributions	\$ 7,696,017	\$ 7,672,855	\$ 7,750,502	\$ 7,828,968
<i>Payments:</i>				
Payment to Suppliers	-\$ 54,003,192	-\$ 54,002,612	-\$ 54,886,334	-\$ 56,071,089
Borrowing Costs	-\$ 1,414,981	-\$ 1,291,052	-\$ 1,263,889	-\$ 1,266,609
Net Cash Provided (or Used) in Operating Activities	\$ 22,396,799	\$ 20,977,932	\$ 22,276,735	\$ 23,435,050
Cash Flows from Investing Activities				
<i>Receipts:</i>				
Proceeds from Sale of PPE	\$ 406,800	\$ 413,716	\$ 420,749	\$ 427,902
Grants, Subsidies, Contributions and Donations	\$ 12,919,291	\$ 5,124,358	\$ 2,535,581	\$ 4,912,610
<i>Payments:</i>				
Payments for PPE	-\$ 32,610,853	-\$ 26,099,450	-\$ 24,182,991	-\$ 23,838,407
Net Cash Provided (or Used) in Investing Activities	-\$ 19,284,762	-\$ 20,561,376	-\$ 21,226,661	-\$ 18,497,895
Cash Flows from Financing Activities				
<i>Receipts:</i>				
Proceeds from Borrowings	\$ 800,000	\$ 5,000,000	\$ 6,000,000	\$ -
<i>Payments:</i>				
Repayments of Borrowings	-\$ 3,259,054	-\$ 3,410,264	-\$ 3,607,456	-\$ 3,685,880
Net Cash Provided (or Used) in Financing Activities	-\$ 2,459,054	\$ 1,589,736	\$ 2,392,544	-\$ 3,685,880
Net Increase/(Decrease) in Cash and Cash Equivalents	\$ 652,983	\$ 2,006,292	\$ 3,442,618	\$ 1,251,275
Cash and Cash Equivalents at Beginning of Period	\$ 36,498,468	\$ 37,151,450	\$ 39,157,742	\$ 42,600,360
Cash and Cash Equivalents at End of Period	\$ 37,151,450	\$ 39,157,742	\$ 42,600,360	\$ 43,851,635

	Year 6 2020/2021	Year 7 2021/2022	Year 8 2022/2023	Year 9 2023/2024	Year 10 2024/2025
Cash Flows from Operating Activities					
<i>Receipts:</i>					
Receipts from Customers	\$ 73,941,273	\$ 76,263,917	\$ 78,666,674	\$ 81,206,426	\$ 83,632,975
Interest Received	\$ 646,256	\$ 652,718	\$ 659,244	\$ 665,896	\$ 672,495
Rental Income	\$ 411,163	\$ 418,153	\$ 425,261	\$ 432,490	\$ 439,843
Non-Capital Grants and Contributions	\$ 7,808,280	\$ 7,888,288	\$ 8,068,581	\$ 8,181,188	\$ 8,293,876
<i>Payments:</i>					
Payment to Suppliers	-\$ 57,949,317	-\$ 58,065,925	-\$ 59,253,730	-\$ 60,439,007	-\$ 62,833,047
Borrowing Costs	-\$ 1,104,489	-\$ 951,784	-\$ 793,487	-\$ 633,942	-\$ 487,772
Net Cash Provided (or Used) in Operating Activities	\$ 24,753,166	\$ 26,304,568	\$ 27,793,343	\$ 29,384,071	\$ 29,873,370
Cash Flows from Investing Activities					
<i>Receipts:</i>					
Proceeds from Sale of PPE	\$ 435,176	\$ 442,674	\$ 450,068	\$ 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	-\$ 24,397,828	-\$ 24,175,170	-\$ 31,579,783	-\$ 27,541,182	-\$ 27,567,604
Net Cash Provided (or Used) in Investing Activities	-\$ 19,049,840	-\$ 18,819,986	-\$ 26,217,875	-\$ 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	\$ 2,763,868	\$ 3,408,109	\$ 3,931,578
Cash and Cash Equivalents at Beginning of Period	\$ 43,851,835	\$ 45,569,712	\$ 49,429,734	\$ 47,246,491	\$ 50,654,510
Cash and Cash Equivalents at End of Period	\$ 45,566,912	\$ 49,429,734	\$ 47,246,491	\$ 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 \$47.864m held in bank accounts on 31 December 2021. Out of this balance 85% was held with QTC with an end of month interest rate of 0.56%, 14% was with Commonwealth Bank with an interest rate of 0.60% and the remaining 1% was sitting with Bendigo Bank with no interest rate identified at this stage.

Institution	Rating	Rate at 30/06/2021	Current Rate
QTC	A1+	0.51%	0.56%
CBA General Account (new)	A1+	0.60%	0.60%
CBA General Account	A1+	0.60%	0.60%

Investment Portfolio Report
As at 31 December 2021

Investment Institution	Opening Investment Balance 1 July 2021	Interest Earned	Capital	Net Comp/Comm	Subsidiary	General Reserve	Admin Charge	Net Interest Income	Ending Investment Balance 31 December 2021	T/G Position	SOX Line Code	Unsettled Cash/Party Code	Minimum Fresh Limit
Commonwealth Treasury Corporation	10,520,197	0.54%	8,000,000	10,000,000	70,520,197	300,520	33,260	35,000	10,520,197	0.55	A1+	0000	Nil/Grant
Bendigo Bank	-	0.60%	325,000	-	280,000	-	-	-	325,000	0.60	A1+	000/00000	0.000
Commonwealth Bank of Australia	3,498,957	0.60%	49,783,000	62,079,957	6,925,784	60,000	-	30,000	6,925,784	0.60	A1+	000/00000	0.000
Total	14,019,154		78,008,000	72,079,957	77,725,981	310,520	33,260	65,000	14,019,154				

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 \$253k on eligible projects for this financial year.

10.0 Rates Update

- Total requests for Rate Searches received for December were 161.
- Transfers for new ownerships received were 194.
- Currently 332 current rate tasks, with 164 tasks completed in December and 550 in November.
- The second 6 monthly Rate Notices for the period 1 January to 30 June 2022 are due to be issued on 14 February 2022 and will be due for payment on 21 March 2022.
- Water Meter Readings were read in early December. The team are currently working through the high readings in readiness for the Contractor to re-read these meters in mid-January.

11.0 Proposed Budget (2nd Quarter Review)

This review was completed as at 31st December 2021 and is a review of the 2021/2022 operational and capital budgets (including Balance Sheet and Cashflow)

11.1 Income Statement

Statement of Comprehensive Income
2nd Quarter Proposed Budget

	Original Budget \$	Proposed Budget \$	Variance \$
Income			
Revenue			
Recurrent Revenue			
Rates, Levies and Charges	51,521,884	51,521,884	-
Fees and Charges	4,988,433	5,123,433	135,000
Rental Income	393,500	393,500	-
Interest Received	630,500	530,500	(100,000)
Sales Revenue	3,016,651	3,073,579	56,928
Other Income	940,475	1,454,933	514,458
Grants, Subsidies, Contributions and Donations	7,561,978	8,198,964	636,986
	<u>69,053,421</u>	<u>70,296,793</u>	<u>1,243,372</u>
Capital Revenue			
Grants, Subsidies, Contribution and Donations	11,779,420	12,445,519	666,099
Total Income	<u>80,832,841</u>	<u>82,742,312</u>	<u>1,909,471</u>
Expenses			
Recurrent Expenses			
Employee Benefits	24,979,452	25,195,173	(215,722)
Materials and Services	23,631,408	24,581,415	(950,007)
Finance Costs	2,107,567	2,107,567	-
Depreciation and Amortisation	21,330,624	21,330,624	-
	<u>72,049,050</u>	<u>73,214,779</u>	<u>(1,165,728)</u>
Capital Expense			
	(400,000)	(400,000)	-
Total Expense	<u>71,649,050</u>	<u>72,814,779</u>	<u>(1,165,728)</u>
Net Result	<u>9,183,791</u>	<u>9,927,534</u>	<u>(743,743)</u>
Net Operating Result	<u>(2,995,629)</u>	<u>(2,917,985)</u>	<u>77,644</u>

Operational Budget

The proposed operational budget results in a net operating deficit of (\$2,917,985) which is an overall decrease of \$77,644 compared to the original budget. While there were a number of movements performed in the 2nd quarter budget, only a small number had an effect on the bottom line. These included:

- Additional fees and charges income of **\$135k** due to increases in the number of rates searches that have been performed so far this year.
- Reduction in the budget for interest on investments of **(\$100k)** due to the continuing effects of the low interest rates on bank balances.
- Increase due to insurance claim for water damaged done to buildings **\$44k**.
- Additional scrap steel sales **\$55k** due to favourable steel prices.
- Net increase in fuel tax rebate of **\$317k** due to retrospective claim from October 2018 based on new calculation methodology.
- Additional gravel income **\$31k**.
- Additional incentives received for trainees **\$129k**.
- Reductions in Federal Assistance Grant funding of **(\$142k)**.
- Additional expenditure of **(\$200k)** for cleanup of asbestos in Blackbutt.
- Increase of **(\$9k)** for membership to Toowoomba and Surat Basin Enterprise.
- Increases in IT software licences **(\$183k)** including adjustments to Council's ERP SAAS system (Technology One).

Capital Budget

Capital grant income increased by **\$666k** which was largely made up of LRCI phase 3 (Local Roads and Community Infrastructure) grant funding and reallocation of timing of Works for Queensland Round 4 grant spending.

Capital Program Expenditure

The capital program for the 2021/2022 year has increased by **\$2.053m** from **\$31.293m** to **\$33.346m** for the 2nd quarter which included an additional **\$330k** in the value of continued projects that was restricted from 2020/2021. The below shows the updated proposed capital budget for the 2nd quarter review.

		CAPITEX BUDGET			
Project Code	Project Description	2021/2022 Adopted Budget	2020/2021 Continued Projects	Second Quarter Budget Adjustments	Total Available Budget
Buildings & Other Structures					
Admin Office - Kinga					
006004	Kingaroy-Admin Building/Airconditioning	380,000.00	00	-	380,000.00
		<u>380,000.00</u>	<u>00</u>	<u>-</u>	<u>380,000.00</u>
Museum - Wondai Heri					
005924	Wondai-Records Facility/Compactus	00	00	-	00
		<u>00</u>	<u>00</u>	<u>-</u>	<u>00</u>
Swimming Pool - King					
006029	Kingaroy-Pool-Refurbishment-Concept Plan	00	200,000.00	-	200,000.00
		<u>00</u>	<u>200,000.00</u>	<u>-</u>	<u>200,000.00</u>
Swimming Pool - Nana					
006034	Nanango-Pool-Changeroom/Refurb	00	290,000.00	-	290,000.00
		<u>00</u>	<u>290,000.00</u>	<u>-</u>	<u>290,000.00</u>
Swimming Pool - Wond					
006535	Wondai-Swimming Pool Refurbishment	600,000.00	00	-	600,000.00
		<u>600,000.00</u>	<u>00</u>	<u>-</u>	<u>600,000.00</u>
Sp/ground-Murgon					
005999	Murgon-Squash Courts	325,000.00	00	-	325,000.00
		<u>325,000.00</u>	<u>00</u>	<u>-</u>	<u>325,000.00</u>
Sp/ground-Wondai					
006000	Wondai>Showground/Grandstand	00	00	-	00
		<u>00</u>	<u>00</u>	<u>-</u>	<u>00</u>
W4Q - Round 3					
005612	W4Q3 - Kroy Heritage Museum & VIC	00	00	-	00
		<u>00</u>	<u>00</u>	<u>-</u>	<u>00</u>
W4Q - Round 4					
006523	W4Q4-Regional Facilities Upgrades	560,000.00	00	- 380,000.00	180,000.00
		<u>560,000.00</u>	<u>00</u>	<u>- 380,000.00</u>	<u>180,000.00</u>
General					
006237	Property - 125 Kingaroy Street, Kingaroy	00	00	53,878.00	53,878.00
006501	Property - Forecourt and Admin Office CC	00	48,000.00	-	48,000.00
006502	Property - Wondai Showgrounds	00	300,000.00	-	300,000.00
006522	Fencing of Gordonbrook Quarry	120,000.00	00	-	120,000.00
006524	Regional Security System	00	137,000.00	90,000.00	227,000.00
		<u>120,000.00</u>	<u>485,000.00</u>	<u>143,878.00</u>	<u>748,878.00</u>
		<u>1,985,000.00</u>	<u>975,000.00</u>	<u>- 236,122.00</u>	<u>2,723,878.00</u>
Office					
Info Serv - ICT					

Project Code	Project Description	2021/2022 Adopted Budget	2020/2021 Continued Projects	Second Quarter Budget Adjustments	Total Available Budget
000379	Computer Infrastructure & Upgrade	140,000.00	00	-	140,000.00
000381	Server Hardware	50,000.00	00	-	50,000.00
000382	Photocopiers & Printers	30,000.00	00	-	30,000.00
000552	Microwave/Radio & Hardware	100,000.00	00	-	100,000.00
000519	Teams Rooms/Devices	42,000.00	00	-	42,000.00
		362,000.00	00	-	362,000.00
		362,000.00	00	-	362,000.00
Fleet					
Plant & Fleet Manage					
000557	Plant and Fleet Replacement 2020/2021	00	00	-	00
000515	Plant and Fleet Replacement 2021/22	3,592,000.00	00	60,000.00	3,652,000.00
		3,592,000.00	00	60,000.00	3,652,000.00
		3,592,000.00	00	60,000.00	3,652,000.00
Plant & Equipment					
Depot - Kingaroy					
000502	Purchase of Ice Machines	00	00	63,000.00	63,000.00
		00	00	63,000.00	63,000.00
		00	00	63,000.00	63,000.00
NRM & Parks					
Aerodrome - Kingaroy					
000563	RAP-Kingaroy Aerodrome Lighting Upgrade	00	00	-	00
		00	00	-	00
Aerodrome - Wondai					
000570	CP-Wondai Aerodrome Boundary Fencing	00	00	-	00
		00	00	-	00
Cemeteries - Wondai					
000529	CP-Wondai Cemetery Expansion	35,000.00	00	-	35,000.00
		35,000.00	00	-	35,000.00
Cemeteries - Blackbu					
000007	CP-Blackbut-New Columbarium Wall	00	28,000.00	-	28,000.00
		00	28,000.00	-	28,000.00
Parks & Gardens					
000529	CP-Regional Parks Redevelopment	00	100,000.00	-	100,000.00
		00	100,000.00	-	100,000.00
Saleyards - Coolabun					
000535	Coolabunla Saleyards Trough/Yard Repairs	150,000.00	00	-	150,000.00
		150,000.00	00	-	150,000.00
Tourism - Yallakool					
000272	Tourist Park Sign BR/Boondooma	00	00	16,400.00	16,400.00
		00	00	16,400.00	16,400.00
Tourism - Lake Boon					
000015	CP-Dam-Boondooma Bunkhouse Renovation	00	00	-	00

Project Code	Project Description	2021/2022 Adopted Budget	2020/2021 Continued Projects	Second Quarter Budget Adjustments	Total Available Budget
W4Q - COVID Round					
005974	W4QCOVID-Wondai-Coronation Park	00	00	-	00
005975	W4QCOVID-Bhdma Dam-Bunkhouse Relocation	00	00	10,121.05	10,121.05
005983	W4QCOVID-Regional Tourism - (Statues)	00	00	85,977.53	85,977.53
005985	W4QCOVID-Nanango-Pioneer Park Playground	00	00	-	00
005988	W4QCOVID-Kingaroy-Apex Park Furniture	00	00	-	00
005992	W4QCOVID-Proston-Playground Renewal	00	00	2,946.00	2,946.00
006002	W4QCOVID-Kingaroy-Youth Public Amenities	00	00	3,203.64	3,203.64
006016	W4QCOVID-Dams-Yallakool -New Amenities	00	00	3,424.67	3,424.67
006271	W4QCOVID-Yallakool BPDam ContractorRooms	00	00	-	00
006464	W4QCOVID-Kingaroy Greenhouse	00	00	-	00
				105,672.89	105,672.89
W4Q - Round 4					
006526	W4Q4-Kingaroy-Perimeter Fence	195,000.00	00	-	195,000.00
006527	W4Q4-Wondai-Perimeter Fence	175,000.00	00	-	175,000.00
006530	W4Q4-Kingaroy-Lions Park Playground	100,000.00	00	-	100,000.00
006531	W4Q4-Benarkin Park Renewal	100,000.00	00	-	100,000.00
006532	W4Q4-Murgon GB11 Park/Dog Park	150,000.00	00	-	150,000.00
006533	W4Q4-Proston Railway Park Refurbishment	50,000.00	00	-	50,000.00
006534	W4Q4-Regional Public Amenities Refurb	100,000.00	00	-	100,000.00
				870,000.00	870,000.00
Parks - Kingaroy					
006982	Kroy&Benarkin Lions Park Sign	00	00	24,251.60	24,251.60
006018	CP K'Roy Apex Park Carpark, Path & Paint	00	30,500.00	-	30,500.00
				30,500.00	54,751.60
Parks - Blackbutt					
006025	DCP - Blackbutt-Slate Park Shade Shelter	00	00	87,124.55	87,124.55
				87,124.55	87,124.55
Rail Trails					
005762	Murgon/Kingaroy Rail Trail Crossing	00	22,000.00	-	22,000.00
				22,000.00	22,000.00
		1,055,000.00	180,500.00	233,449.04	1,468,949.04
Roads					
Bridges					
006538	Murgon-CherbourgRd SawpitCkBridge/Guard	110,000.00	00	-	110,000.00
006540	Cushnie-HomecreekLoopRd-TimberBridge	00	180,000.00	-	180,000.00
				110,000.00	300,000.00
KTP					
006284	Kingaroy-Transformation Project	00	00	-	00
006211	KTP-Alford St (Youngman-GlendonSt) Works	00	00	-	00
006212	KTP-Alford St (GlendonSt-KingaroySt) Works	00	00	-	00
006213	KTP-Kingaroy St(AlfordSt-HalySt) Works	00	00	-	00
006214	KTP-Haly St(KingaroySt-GlendonSt) Works	00	00	-	00
006215	KTP-Haly St(GlendonSt-YoungmanSt) Works	00	00	-	00
006216	KTP-Glendon St(AlfordSt-HalySt) Works	7,707,898.00	00	-	7,707,898.00
006229	KTP - Program Management	00	00	-	00

Project Code	Project Description	2021/2022 Adopted Budget	2020/2021 Continued Projects	Second Quarter Budget Adjustments	Total Available Budget
		7,707,898.00	0	-	7,707,898.00
Grav/Resheet					
006117	RTR-Goodger-Neale Rd-GR	0	0	-	0
006121	LRCI-Nanango-Rural Rd-GR	0	0	-	0
006127	RTR-Chapingah-Burna Burn Rd-GR	0	0	-	0
006128	Boole-Harolds Rd-GR	0	0	-	0
006129	Hodgkiss-Lucas Rd-GR	0	21,099.15	-	21,099.15
006130	Cushnie-Morris Rd-GR	0	31,781.55	-	31,781.55
006131	Boole-Nystrom Rd-GR	0	0	-	0
006132	Hivesville-Oberles Rd-GR	0	23,197.14	-	23,197.14
006134	Benarkin-Williams Rd-GR	450,000.00	0	-	450,000.00
006559	Gravel Resheeting 21/22	2,024,098.00	0	1,670,414.00	353,682.00
006560	RTR-Sunny Nook-Cobbs Hill Rd-GR	0	0	111,883.30	111,883.30
006561	RTR-South Nanango-Hazeldean Rd-SR	0	0	90,017.40	90,017.40
006562	RTR-Brooklands-Majors Rd-SR	0	0	30,454.00	30,454.00
006563	RTR-Wooroolin-Raidys Rd-GR	0	0	30,018.56	30,018.56
006564	RTR-Kingaroy-Mount Wooroolin Rd-GR	0	0	88,964.04	88,964.04
006565	RTR-Brooklands-Boldery Rd-GR	0	0	29,282.00	29,282.00
006571	RTR-Wattlegrove-Benair Rd-GR	0	0	166,002.00	166,002.00
006572	RTR-Boole-Haydens Rd-GR	0	0	35,724.00	35,724.00
006573	RTR-Wattlegrove-Wilsons Rd-GR	0	0	237,759.00	237,759.00
006578	RTR-Alice Creek-Alice Creek Rd-GR	0	0	284,834.00	284,834.00
006577	RTR-Nanango-McNamara Rd-GR	0	0	79,327.60	79,327.60
006578	RTR-Leafdale-McEuan Rd-GR	0	0	183,743.70	183,743.70
006579	RTR-Wattlecamp-Ferrets Rd-GR	0	0	60,746.84	60,746.84
006580	RTR-Stonelands-Stonelands Rd-GR	0	0	133,589.81	133,589.81
006581	RTR-Boole-Smith Rd-GR	0	0	107,987.75	107,987.75
		2,474,096.00	76,087.84	-	2,550,183.84
Pavement Rehab					
005479	Niagara Road (Wind Farm)	900,000.00	0	-	900,000.00
006184	Kingaroy-Pavement Rehabilitation	0	100,000.00	-	100,000.00
006188	Kingaroy-Wondai-Bunya Hwy Median Upgrade	0	964,000.00	-	964,000.00
006547	Chelmsford-Springs Rd-Pavement Rehab	169,500.00	0	-	169,500.00
006548	Greenview-Jorgensens Rd-Pavement Rehab	61,500.00	0	-	61,500.00
006549	Wooroolin-Weckers Rd-Pavement Rehab	172,500.00	0	-	172,500.00
006551	Merewood-Elbow Rd-Pavement Rehab	150,000.00	0	-	150,000.00
006553	LRCI-Wondai Industrial Estate Rehab	970,000.00	0	-	970,000.00
006554	LRCI-Kingaroy-Harris Rd Rehab	300,000.00	0	-	300,000.00
006557	TIDS-Memberambi-Mem Barker Creek Rd-New Seal	864,000.00	0	-	864,000.00
006558	TIDS-Kingaroy-Oliver Bond St-Carpark Upgrad	245,000.00	0	-	245,000.00
006558	TIDS-Brooklands-Kumbia Rd-Widen Over	502,124.00	0	-	502,124.00
006616	LRCI-Phase 3-George Street Carpark	0	0	750,000.00	750,000.00
		4,334,624.00	1,064,000.00	750,000.00	6,148,624.00
Footpaths & Cycleway					
006107	Blackbutt CBD Footpath	0	555,000.00	-	555,000.00
006530	STIP-Taabinga State School-Footpath	63,500.00	0	-	63,500.00
006541	STIP-Wondai State School-Footpath	73,500.00	0	-	73,500.00
006542	STIP-St Marys-Kent St-Footpath	98,500.00	0	-	98,500.00
006543	STIP-Kingaroy State High School-Footpath	63,000.00	0	-	63,000.00
006544	Various Footpath Replacements	25,000.00	0	-	25,000.00
006545	Murgon-Gore St-Murgon State High-FP Renewal	15,000.00	80,000.00	-	95,000.00

Project Code	Project Description	2021/2022 Adopted Budget	2020/2021 Continued Projects	Second Quarter Budget Adjustments	Total Available Budget
006546	Kingaroy-Haly St-Footpath Renewal	10,000.00	70,000.00	-	80,000.00
006567	LRCl-Blackbutt CBD Footpath	750,000.00	-	300,000.00	1,050,000.00
006568	TIDS-Nanango State School Safety Upgrade	50,000.00	-	-	50,000.00
		1,138,500.00	705,000.00	300,000.00	2,143,500.00
Bitumen Resealing					
006556	Bitumen Reseal 21/22	1,140,789.00	-	946,274.00	203,519.00
006582	Brooklands Brooklands Pimpbudget Rd Reseal	-	-	169,620.00	169,620.00
006584	Cushnie-Cushnie Rd Reseal	-	-	148,000.00	148,000.00
006585	Mondure-Mondure Rd Reseal	-	-	58,520.00	58,520.00
006588	Cushnie-Reinkes Rd Reseal	-	-	43,870.00	43,870.00
006587	TIDS-Murgon-Cherbourg Rd Reseal	-	-	180,000.00	180,000.00
006588	TIDS-Cloyne-Cloyne West Rd Reseal	-	-	15,840.00	15,840.00
006589	TIDS-Dangore-Dangore Mountain Rd Reseal	-	-	8,470.00	8,470.00
006590	TIDS-Sunnyside-Eisenmengers Rd Reseal	-	-	56,000.00	56,000.00
006591	TIDS-Ironpot-Ironpot Rd Reseal	-	-	183,400.00	183,400.00
006592	TIDS-Greenville-Jorgensens Rd Reseal	-	-	17,089.00	17,089.00
006593	TIDS-Kingaroy-Moonya St Reseal	-	-	6,160.00	6,160.00
006594	TIDS-Kingaroy-Somerset St Reseal	-	-	25,964.00	25,964.00
006595	TIDS-Chelmsford-Springs Rd Reseal	-	-	33,344.00	33,344.00
006599	Crawford-Crawford Rd Reseal	-	-	-	-
006600	Kingaroy-Glendon St Reseal	-	-	-	-
006601	Kingaroy-Queen St Reseal	-	-	-	-
		1,140,789.00	-	-	1,140,789.00
General					
006552	Advanced Design-Forward Programme Design	250,000.00	-	-	250,000.00
006558	Blackspot-Glendon/Markwell St Safety Upgra	353,500.00	-	-	353,500.00
006612	Kratzmans Road Floodway Upgrade	-	-	77,544.09	77,544.09
		603,500.00	-	77,544.09	681,044.09
Urban Drainage					
006196	LRCl-Kingaroy-Alford Street Drainage	-	80,060.67	-	80,060.67
006197	Murgon-Cobb St South Drainage	-	108,520.86	-	108,520.86
006198	Wondai-Bramston St Drainage	-	16,502.90	-	16,502.90
006537	Murgon-Palmer St East K&C Replacement	45,000.00	-	-	45,000.00
		45,000.00	205,084.43	-	250,084.43
		17,563,407.00	2,240,172.27	1,127,544.09	20,931,123.36
Water Services					
KTP					
006046	KTP-Alford St (Youngman-Glendon St) WMR	425,000.00	-	210,000.00	215,000.00
006047	KTP-Alford St (Glendon-Short St) WMR	-	-	40,578.00	40,578.00
006048	KTP-Kingaroy (Alford-Haly St) WMR	230,000.00	-	-	230,000.00
006049	KTP-Haly (Kingaroy-Glendon St) WMR	-	-	-	-
006050	KTP-Haly St (Glendon-Youngman St) WMR	-	-	-	-
006051	KTP-Glendon St (Alford to Haly St) WMR	-	-	-	-
		655,000.00	-	169,422.00	485,578.00
Water-General Oper					
006503	S1-PC, SCADA & Telemetry WATER	175,000.00	-	-	175,000.00

Project Code	Project Description	2021/2022 Adopted Budget	2020/2021 Continued Projects	Second Quarter Budget Adjustments	Total Available Budget
Water - Kingaroy		175,000.00	-	-	175,000.00
005472	KWS-Youngman St (Venmen to Dill PS) WMR	-	-	-	-
005497	KWS-William St (Haily-Queen) WMR	-	-	-	-
005547	Gordonbrook WTP - Post Con Contract Work	-	-	250,000.00	250,000.00
006054	Water Meter Replacement Program - 20/21	-	-	-	-
006080	Gordonbrook Dam AFC Design Works	-	50,000.00	-	50,000.00
006093	KWS-WMR-Youngman St Nth	-	-	-	-
006508	KWS-Gordonbrook Dam PSA Renewals	100,000.00	-	-	100,000.00
006518	Gordonbrook Off-Stream Storage Design	375,000.00	-	-	375,000.00
006517	Water Meter Replacement Program - 21/22	100,000.00	-	-	100,000.00
006586	Gordonbrook Dam Emergency Repairs 2021	-	-	50,000.00	50,000.00
006598	Gordonbrook Hydrological Modelling	-	-	200,000.00	200,000.00
		575,000.00	50,000.00	500,000.00	1,125,000.00
Water - Kumbia					
006505	KWS-Stuart River Bore Pumps	30,000.00	-	-	30,000.00
006508	KuWS-Stuart River Bore PCS	25,000.00	-	-	25,000.00
		55,000.00	-	-	55,000.00
Water - Nanango					
006504	Watermain Replacement Birdie St Nanango	-	-	60,000.00	60,000.00
006505	Watermain Replacement Eagle St Nanango	-	-	60,000.00	60,000.00
		-	-	120,000.00	120,000.00
Water - Proston					
006055	Proston SCADA Platform Update	-	100,000.00	-	100,000.00
		-	100,000.00	-	100,000.00
Water - Wondal					
006056	Wondal SCADA Platform Update	-	-	-	-
006080	WWS-WMR-Haily St (Hodge/Scott)	-	25,000.00	25,000.00	50,000.00
006507	WWS-Raw Water PS/SB	200,000.00	-	-	200,000.00
		200,000.00	25,000.00	25,000.00	250,000.00
		1,660,000.00	175,000.00	475,578.00	2,310,578.00
Wastewater Services					
KTP					
006520	KTP - Recycled Water Line	300,000.00	-	-	300,000.00
		300,000.00	-	-	300,000.00
Wastewater - General					
005828	Update Scada/Cyber Security	-	10,000.00	-	10,000.00
006504	S1-PC, SCADA & Telemetry WASTEWATER	175,000.00	-	-	175,000.00
		175,000.00	10,000.00	-	185,000.00
Wastewater - Kingaro					
006509	KWW-KWWTP PSA Renewals	130,000.00	-	-	130,000.00
006511	KWW-River Rd Siphon	70,000.00	-	-	70,000.00
006512	KWW-River Rd SPS5/SB Renewal	140,000.00	-	-	140,000.00

Project Code	Project Description	2021/2022 Adopted Budget	2020/2021 Continued Projects	Second Quarter Budget Adjustments	Total Available Budget
		340,000.00	∞	-	340,000.00
Wastewater-Nanango					
005513	NWW-South St/SPS8 Renewal	175,000.00	∞	-	175,000.00
		175,000.00	∞	-	175,000.00
CED-Proston					
005510	BDWW-WWTP1/SB Renewal	210,000.00	∞	-	210,000.00
		210,000.00	∞	-	210,000.00
Wastewater-Wondal					
005064	Wondal-SCADA-STP/WWTP	∞	100,000.00	-	100,000.00
005514	WWW-Hodge St/SPS5/SB	175,000.00	∞	-	175,000.00
		175,000.00	100,000.00	-	275,000.00
		1,375,000.00	110,000.00	-	1,485,000.00
Waste Management-R					
005850	Maidenwell-Transfer Station	350,000.00	∞	-	350,000.00
		350,000.00	∞	-	350,000.00
		350,000.00	∞	-	350,000.00
		27,942,407.00	3,680,672.27	1,723,449.13	33,346,528.40

11.2 Statement of Financial Position (Balance Sheet)

Statement of Financial Position
2nd Quarter Proposed Change

	Original Budget	Proposed Budget	Variance
	\$	\$	\$
Current Assets			
Cash and Cash Equivalents	36,498,468	39,987,829	3,489,361
Trade and Other Receivables	9,348,944	11,663,613	2,314,669
Inventories	764,632	780,138	15,506
Investments	-	-	-
Total Current Assets	46,612,044	52,431,580	5,819,536
Non-Current Assets			
Trade and Other Receivables	910,507	870,373	(40,134)
Property, Plant and Equipment	872,535,500	878,390,816	5,855,316
Right of Use Asset	837,809	837,809	-
Intangible Assets	6,234,639	6,266,488	31,849
Total Non-Current Assets	880,518,455	886,365,486	5,847,031
TOTAL ASSETS	927,130,499	938,797,066	11,666,567
Current Liabilities			
Trade and Other Payables	10,063,817	12,450,418	(2,386,601)
Borrowings	3,250,722	3,163,736	86,986
Lease Liabilities	22,303	21,740	563
Provisions	3,953,243	4,013,616	(60,373)
Other Liabilities	-	-	-
Total Current Liabilities	17,290,085	19,649,510	(2,359,425)
Non-Current Liabilities			
Trade and Other Payables	-	-	-
Borrowings	27,225,302	27,284,817	(59,515)
Lease Liabilities	846,648	846,648	-
Provisions	13,501,773	13,298,285	203,488
Other Liabilities	-	-	-
Total Non-Current Liabilities	41,573,723	41,429,750	143,973
TOTAL LIABILITIES	58,863,808	61,079,260	(2,215,452)
NET COMMUNITY ASSETS	868,266,691	877,717,806	9,451,115
Community Equity			
Retained Surplus/(Deficiency)	440,813,008	442,408,207	1,595,199
Asset Revaluation Surplus	427,453,683	435,309,599	7,855,916
TOTAL COMMUNITY EQUITY	868,266,691	877,717,806	9,451,115

The balance sheet changes come about from updating the opening balances in the model to the 2020/2021 audited balances as well as the effect from the income statement adjustments. The Asset Revaluation Surplus has increased due to the effect from the Water and Wastewater comprehensive revaluations that were processed on 30 June 2021.

11.3 Statement of Cashflows

	Original Budget	2nd Quarter Forecast	Variance
Cash Flows from Operating Activities			
<i>Receipts:</i>			
Receipts from Customers	\$ 66,465,854	\$ 69,340,373	-\$ 2,874,519
Interest Received	\$ 630,500	\$ 530,500	\$ 100,000
Rental Income	\$ 393,500	\$ 393,500	\$ -
Non-Capital Grants and Contributions	\$ 7,651,978	\$ 8,198,964	-\$ 546,986
<i>Payments:</i>			
Payment to Suppliers	-\$ 54,374,649	-\$ 54,314,899	-\$ 59,750
Borrowing Costs	-\$ 1,562,081	-\$ 1,562,081	\$ -
Net Cash Provided (or Used) in Operating Activities	\$ 19,205,102	\$ 22,586,357	-\$ 3,381,255
Cash Flows from Investing Activities			
<i>Receipts:</i>			
Proceeds from Sale of PPE	\$ 400,000	\$ 400,000	\$ -
Grants, Subsidies, Contributions and Donations	\$ 11,779,420	\$ 12,445,519	-\$ 666,099
<i>Payments:</i>			
Payments for PPE	-\$ 31,292,907	-\$ 33,346,528	\$ 2,053,621
Net Cash Provided (or Used) in Investing Activities	-\$ 19,113,487	-\$ 20,501,009	\$ 1,387,522
Cash Flows from Financing Activities			
<i>Receipts:</i>			
Proceeds from Borrowings	\$ -	\$ -	\$ -
<i>Payments:</i>			
Repayments of Borrowings	-\$ 3,100,861	-\$ 3,100,861	\$ -
Net Cash Provided (or Used) in Financing Activities	-\$ 3,100,861	-\$ 3,100,861	\$ -
Net Increase/(Decrease) in Cash and Cash Equivalents	-\$ 3,009,246	-\$ 1,015,513	-\$ 1,993,733
Cash and Cash Equivalents at Beginning of Period	\$ 39,507,713	\$ 41,003,342	-\$ 1,495,629
Cash and Cash Equivalents at End of Period	\$ 36,498,468	\$ 39,987,829	-\$ 3,489,361

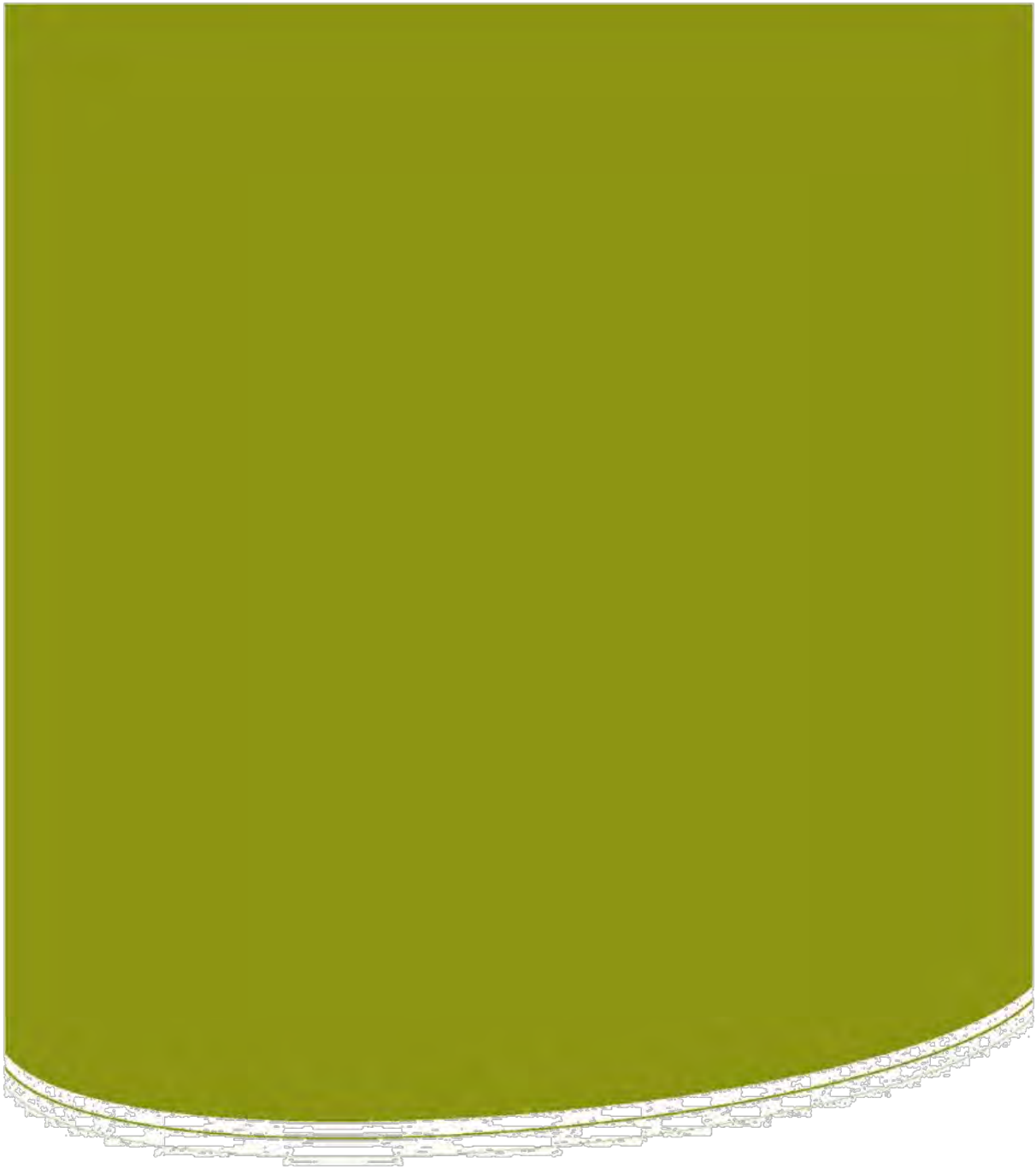
- Note – the Non-Capital Grants for the original budget included the fuel tax rebate which was reclassified to other income as part of the yearly audit. This is why the total yearly value for the cashflow doesn't match the income statement line for this category.

The below reconciliation provides the main adjustments that make up the \$3.489m increase in cash for the end of the 2021/2022 period.

Original Budget Closing Balance	\$ 36,498,468
Adjustment for opening balance variance for cash	\$ 1,495,629
<i>Decrease cash</i>	
Under Construction - variance between original budget and actual adopted	-\$ 330,172
2nd Quarter Adjustment Capital Expenditure	-\$ 1,723,449
Capital Grants - Movement of W4Q4 between 2021/2022 to 2022/2023	-\$ 380,000
Capital Grants - Other small movements	-\$ 3,901
Interest Received	-\$ 100,000
Operational Grants - Federal Assistance Grant	-\$ 141,823
Payments to Suppliers for Operational Grants	-\$ 649,809
Additional payments to suppliers from 2nd quarter adjustments	-\$ 515,919
<i>Increase cash</i>	
Capital Grant - LRCI phase 3 - George St Carpark & Blackbutt CBD	\$ 1,050,000
Operational Grants	\$ 778,809
Additional revenue from 2nd quarter adjustments	\$ 706,386
Movements in balance sheet items including post audit updating of opening balances	\$ 3,303,611
Updated Forecast Closing Balance	\$ 39,987,830

11.4 Statement of Changes in Equity

	Original Budget \$	Proposed Budget \$	Variance \$
Asset Revaluation Surplus			
Opening Balance	427,453,683	435,309,599	7,855,916
Inc/(dec) in asset revaluation surplus	-	-	-
Closing Balance	427,453,683	435,309,599	7,855,916
Retained Surplus			
Opening Balance	431,629,217	432,480,673	851,456
Net Result	9,183,791	9,927,534	743,743
Closing Balance	440,813,008	442,408,207	1,595,199
Total Community Equity	868,266,691	877,717,806	9,451,115



10.4 QUOTE SBRCQ-21/22-09 - REPLACEMENT OF TWO (2) TRUCKS & DOGS (PLANT NO. 2006 & 102 AND PLANT NO. 2013 & 6032)**File Number:** 25/01/2022**Author:** Coordinator Plant and Fleet**Authoriser:** Chief Executive Officer**PRECIS**

Quote SBRCQ-21/22-09 for the replacement and purchase of two (2) Trucks & Dogs (Plant No. 2006 & 102 and Plant No. 2013 & 6032).

SUMMARY

Council engaged Local Buy to prepare tender documentation and obtained written quotes from Daimler Trucks Toowoomba (Mercedes), Brown and Hurley (DAF & Kenworth), Wideland Group (Western Star), Western Truck Group (UD).

OFFICER'S RECOMMENDATION

That South Burnett Regional Council purchase two (2) DAF CF530 for \$795,166.00 excluding GST from Brown & Hurley Caboolture.

FINANCIAL AND RESOURCE IMPLICATIONS

The cost for purchase of this truck is within the allocated budget.

LINK TO CORPORATE/OPERATIONAL PLAN

EXC2.2 - Appropriately resource the organisation to deliver Council's strategic objectives.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council's Coordinators and Supervisors from Infrastructure (Works) and Plant and Fleet evaluated the tenders.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Nil. Vehicle will be checked at delivery and invoice processed for payment. Warranties apply.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

In accordance with the Procurement Policy.

ASSET MANAGEMENT IMPLICATIONS

Lower maintenance and downtime as Council replaces its aging plant.

REPORT

Council engaged Local Buy to prepare tender documentation and obtain written quotes from Daimler Trucks Toowoomba (Mercedes), Brown and Hurley (DAF & Kenworth), Wideland Group (Western Star), Western Truck Group (UD) to replace two (2) Trucks and Dogs [Plant No. 2006 & 102 and Plant No. 2013 & 6032] which are used in the Wondai/Murgon & Kingaroy areas.

All dog trailers owned by council will be evaluated once the replacements are closer to arrival to ensure which trailers are most suitable and in good condition. After the evaluation two (2) dog trailers will be disposed of and the remaining trailers will be allocated back to trucks that are suitable.

Trade-in offers for Truck 2006 and 2013 were requested from suppliers although due to estimated delivery times the trade in value offered is not guaranteed and is subject to change as the trucks will have substantial more kilometres then when evaluated. Once the replacement trucks are closer to

arriving the successful supplier can be asked for trade in values as can auction houses to determine how the vehicles are disposed

After evaluating all Trucks offered for consideration, it was decided to physically assess the two highest scored trucks which is the DAF CF530 from Brown and Hurley and the Mercedes Benz Actros 2651 BTE from Daimler Trucks Toowoomba.

The **DAF CF530** was agreed by the assessment team to be **recommended for purchase** as it has the best fuel economy, largest fuel capacity, bog cog mode, parabolic front springs, higher bumper height and better approach angle, 16 speed transmission, most horsepower and torque out of the two. The DAF CF530 had the highest score in all three (3) evaluation criteria with the highest score overall.

Recommendation

It is recommended that Council purchase two (2) DAF CF530 for \$795,166.00 excluding GST from Brown & Hurley Caboolture.

The following quotes were received:

All prices exclude GST.

SBRCQ-21/22-09

	Tenderer	Make/Model	Price
1.	Brown & Hurley	DAF CF530 Hercules	\$795,166.00
2.	Daimler Trucks Toowoomba	Mercedes Actros 2651 BTE	\$797,039.00
3.	Brown & Hurley	Kenworth T410SAR Hercules	\$814,410.00
4.	Western Truck Group	UD Quon CW 26 460 TWE	\$661,231.58
5.	Daimler Trucks Toowoomba	Mercedes Actros 2651 Peak	\$825,725.64
6.	Western Truck Group	UD Quon CW 26 460 Custom TT	\$701,647.49
7.	Western Truck Group	UD Quon CW 26 460 Shephard	\$706,392.00
8.	Western Truck Group	UD Quon CW 26 460 BTE	\$710,279.28
9.	Western Truck Group	UD Quon CW 26 460 Peak	\$741,355.30
10.	Wideland Group	Western Star 4800	\$888,836.36

ATTACHMENTS

1. **SBRCQ-21-22-09 - Recommendation Report for the Replacement of two (2) Trucks & Dogs** [↓](#) 



Post Market Recommendation Report \$200K+

Project Title: Replacement of 2 Truck and Dogs

Contract Reference No: SBRCQ-21/22-09

Author: Brandon Orchard

Position Title: Fleet Scheduler

Date: 17/12/2021

Assessment Team

Col Miller Coordinator Works

Craig Hanford Plant Operator (Truck & Dog)

Steve Campbell Plant Operator (Truck & Dog)

Brandon Orchard Fleet Scheduler

Damien Hankinson Workshop Supervisor

PO Box 336 Kingaroy Qld 4610 Phone 07 4189 9100 Facsimile 07 4162 4806
Email: info@southburnett.qld.gov.au www.southburnett.qld.gov.au

Executive Summary

Quote SBRCQ-21/22-09 is to purchase two (2) new Truck and Dogs to replace a Nissan UD GW430 (Plant No. 2006, Plant No. 102) and an Isuzu Giga CXY (Plant No. 2013, Plant No. 6032).

Council engaged Local Buy to prepare tender documentation and obtain written quotes from Daimler Trucks Toowoomba (Mercedes), Brown and Hurley (DAF & Kenworth), Wideland Group (Western Star), Western Truck Group (UD).

All dog trailers owned by council will be evaluated once the replacements are closer to arrival to ensure which trailers are most suitable and in good condition. After the evaluation two (2) dog trailers will be disposed of and the remaining trailers will be allocated back to trucks that are suitable.

Trade-in offers for Truck 2006 and 2013 were requested from suppliers although due to estimated delivery times the trade in value offered is not guaranteed and is subject to change as the trucks will have substantial more kilometres then when evaluated. Once the replacement trucks are closer to arriving the successful supplier can be asked for trade in values as can auction houses to determine how the vehicles are disposed.

Timeline

Release Date: 16/08/2021 Closed Date: 03/09/2021

Offers were received from the following suppliers:	
1.	Daimler Truck & Bus - Mercedes
2.	Brown & Hurley – DAF
3.	Brown & Hurley – Kenworth
4.	Wideland Group – Western star
5.	Western Truck Group – UD

Exceptions

Was an Exception applied to this Procurement process? YES NO
(Failure to meet Council Policy) Procurement Exception Form MUST accompany this Report

Evaluation Methodology

How have the Sound Contracting Principles been satisfied?	Justification/Explanation
Whole of Life Value for Money	50%
Specification Suitability	30%
Service Warranty	20%

Evaluation Results

Rank	Result: (% or Score)	Tenderer	Make/Model	Price
1.	4.79	Brown & Hurley	DAF CF530 Hercules	\$795,166.00
2.	4.53	Daimler Trucks Toowoomba	Mercedes Actros 2651 BTE	\$797,039.00
3.	4.16	Brown & Hurley	Kenworth T410SAR Hercules	\$814,410.00
4.	4.10	Western Truck Group	UD Quon CW 26 460 TWE	\$661,231.58

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Rank	Result: (% or Score)	Tenderer	Make/Model	Price
5.	4.08	Daimler Trucks Toowoomba	Mercedes Actros 2651 Peak	\$825,725.64
6.	4.04	Western Truck Group	UD Quon CW 26 460 Custom TT	\$701,647.49
7.	4.03	Western Truck Group	UD Quon CW 26 460 Shephard	\$706,392.00
8.	4.02	Western Truck Group	UD Quon CW 26 460 BTE	\$710,279.28
9.	3.96	Western Truck Group	UD Quon CW 26 460 Peak	\$741,355.30
10.	3.81	Wideland Group	Western Star 4800	\$888,836.36

Evaluation Criteria: Ratings - 1. Poor; 2. Acceptable; 3. Good; 4. Very Good; 5. Excellent.

Procurement Plan

Truck 2006 Recommended to Replace

Truck 2006 is a heavy rigid tipper truck which is part of a construction & major maintenance road crew in the Wondai/Murgon area. Main purposes of truck 2006 is to tow dog trailers to increase load capacity when delivering gravel to job sites and stockpiles, removal of debris and spoil from graded roads and to remove larger objects such as trees, branches, and green waste once roads have been cleared.

Financial Year	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Expenses	\$50,837.96	\$47,085.13	\$41,041.45	\$44,197.26	\$46,501.55	\$43,297.62

Financial Details

- Expenses over the life of the Truck \$374,872.87
- Purchased May 2012 for \$205,566.
- Replacement Value \$280,000.
- Residual Value \$14,000.
- Accumulated Depreciation \$ 176,228.48
- Written Down Value \$12,000.

Utilisation and Age Details

- Utilisation of Plant 2006 over its life is 95% when comparing to average utilisation of 53,500km annually according to the Institute of Public Works Engineering Australasia (IPWEA) industry benchmark.
- 9 years old, Institute of Public Works Engineering Australasia (IPWEA) optimum replacement benchmark is 8 Years
- Year Model 2012.

Truck 2013 Recommended to Replace

Truck 2013 is a heavy rigid tipper truck which is part of a construction & major maintenance road crew in the Kingaroy area. Main purposes of truck 2013 is to tow dog trailers to increase load capacity when delivering gravel to job sites and stockpiles, removal of debris and spoil from graded roads and to remove larger objects such as trees, branches, and green waste once roads have been cleared.

Financial Year	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Expenses	\$51,323.30	\$54,494.07	\$48,904.11	\$48,815.16	\$49,552.61	\$48,089.51

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Financial Details

- Expenses over the life of the machine \$357,868.95.
- Purchased July 2013 for \$197,918.00.
- Replacement Value \$280,000.00
- Residual Value \$14,000.
- Accumulated Depreciation \$ 151,842.07
- Written Down Value \$46,076.29

Utilisation and Age Details

- Utilisation of Plant 1508 over its life is 81% when comparing to average utilisation of 53,500km annually according to the Institute of Public Works Engineering Australasia (IPWEA) industry benchmark
- 8.5 years old, Institute of Public Works Engineering Australasia (IPWEA) optimum replacement benchmark is 8 Years
- Year Model 2013.

Other Options Than Replacement

Council does have nine (9) heavy rigid tipper trucks in total. However, the other seven (7) trucks are required in their current role and were identified as essential in the fleet review. Both trucks and two (2) trailers were approved in 2021/2022 financial year's plant replacement budget. Any internal shifting of currently owned heavy rigid tipper trucks to replace truck 2006 and truck 2013 would still require replacement trucks, therefore is not a viable option.

Replacement Machine Requirements

The two (2) truck and dog trailers were requested to have the following specifications.

- Minimum 500-550 litre fuel capacity
- Quad dog trailers
- Approx. 500 Hp engines to carry heavy loads more efficiently
- Ability to have a gross combination mass as close to 50 T
- Preference for manual transmission however most tenderers can no longer supply manual transmissions due to industry trends therefore automatic manual transmissions (AMT) were accepted.
- Air bag suspension on truck and trailer for better ride and to meet standards listed in NHVR exemption notice to have a gross combination mass of 50 T
- Ring feeder and trailer connections on truck and trailer to match Councils other heavy rigid tipper trucks so that compatibility is ensured
- UHF radio
- Water tank and toolbox
- Spare tyre fitted if space available
- Standard Council options radio, reverse camera and radar, dash camera etc.
- Electric roll over tarps operated from cab for truck and trailer to comply with load covering laws.
- Sun visor and stone guard too limit visibility issues and provide better windscreen protection.

Whole of Life value for Money

The whole of life value for money was calculated based on:

- Purchase price;
- Residual value @ 8 years/500,000 Km;
- Fuel consumption rates; and
- 5% return on capital investment.

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The annual whole of life value for money for each truck was then compared to the lowest annual cost and a score out of 5 was calculated.

Vehicle Type and Supplier	Whole of Life Value for Money
	50%
Mercedes Benz Actros 2651 BTE – Daimler Trucks Toowoomba	4.62
DAF CF530 – Brown & Hurley Caboolture	5
Kenworth T410SAR – Brown and Hurley Caboolture	4.41
Western Star 4800 – Wieland group	3.68
UD Quon CW 26 460 TWE – Western Truck Group	4.51
UD Quon CW 26 460 Shepherds – Western Truck Group	4.33
UD Quon CW 26 460 BTE – Western Truck Group	4.31
UD Quon CW 26 460 Custom TT – Western Truck Group	4.35
UD Quon CW 26 460 Peak – Western Truck Group	4.18
Mercedes Benz Actros 2651 Peak – Daimler Trucks Toowoomba	3.71

Evaluation Criteria: Ratings - 1. Poor; 2. Acceptable; 3. Good; 4. Very Good; 5. Excellent.

Specification Suitability

The following specifications were used to calculate a score out of 5:

- Engine power & torque
- Fuel tank capacity
- Safety features
- Number of gears in transmission
- Capability of achieving as close to possible 50T gross combination mass (GCM)

In the evaluation consideration was also given to types of brakes, front suspension, and cab styles.

The Truck specifications were compared, and a score was calculated for each individual specification. An average score was then produced over all specifications.

Vehicle Type and Supplier	Specification Suitability
	30%
Mercedes Benz Actros 2651 BTE – Daimler Trucks Toowoomba	4.27
DAF CF530 – Brown & Hurley Caboolture	4.48
Kenworth T410SAR – Brown and Hurley Caboolture	4.01
Western Star 4800 – Wieland group	3.96
UD Quon CW 26 460 TWE – Western Truck Group	3.34
UD Quon CW 26 460 Shepherds – Western Truck Group	3.34
UD Quon CW 26 460 BTE – Western Truck Group	3.34
UD Quon CW 26 460 Custom TT – Western Truck Group	3.34
UD Quon CW 26 460 Peak – Western Truck Group	3.34
Mercedes Benz Actros 2651 Peak – Daimler Trucks Toowoomba	4.27

Evaluation Criteria: Ratings - 1. Poor; 2. Acceptable; 3. Good; 4. Very Good; 5. Excellent.

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Service and Warranty

A score out of 5 was calculated for both servicing intervals and warranty terms and then averaged for a final score.

The servicing score was based on intervals of servicing and the warranty score was calculated on the number of years and kilometres listed in the warranty terms.

Vehicle Type and Supplier	Service Warranty
	20%
Mercedes Benz Actros 2651 BTE – Daimler Trucks Toowoomba	4.72
DAF CF530 – Brown & Hurley Caboolture	4.74
Kenworth T410SAR – Brown and Hurley Caboolture	3.77
Western Star 4800 – Wieland group	3.89
UD Quon CW 26 460 TWE – Western Truck Group	4.20
UD Quon CW 26 460 Shepherds – Western Truck Group	4.20
UD Quon CW 26 460 BTE – Western Truck Group	4.20
UD Quon CW 26 460 Custom TT – Western Truck Group	4.20
UD Quon CW 26 460 Peak – Western Truck Group	4.20
Mercedes Benz Actros 2651 Peak – Daimler Trucks Toowoomba	4.72

Evaluation Criteria: Ratings - 1. Poor; 2. Acceptable; 3. Good; 4. Very Good; 5. Excellent.

Total Evaluation Scores

Vehicle Type and Supplier	Whole of Life Value for Money	Specification Suitability	Service Warranty	Total
	50%	30%	20%	100%
Mercedes Benz Actros 2651 BTE – Daimler Trucks Toowoomba	4.62	4.27	4.72	4.53
DAF CF530 – Brown & Hurley Caboolture	5	4.48	4.74	4.79
Kenworth T410SAR – Brown and Hurley Caboolture	4.41	4.01	3.77	4.16
Western Star 4800 – Wieland group	3.68	3.96	3.89	3.81
UD Quon CW 26 460 TWE – Western Truck Group	4.51	3.34	4.20	4.1
UD Quon CW 26 460 Shepherds – Western Truck Group	4.33	3.34	4.20	4
UD Quon CW 26 460 BTE – Western Truck Group	4.31	3.34	4.20	4
UD Quon CW 26 460 Custom TT – Western Truck Group	4.35	3.34	4.20	4.01
UD Quon CW 26 460 Peak – Western Truck Group	4.18	3.34	4.20	3.93
Mercedes Benz Actros 2651 Peak – Daimler Trucks Toowoomba	3.71	4.27	4.72	4.08

Evaluation Criteria: Ratings - 1. Poor; 2. Acceptable; 3. Good; 4. Very Good; 5. Excellent.

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Conclusion Final Assessment

After evaluating all Trucks offered for consideration, it was decided to physically assess the two highest scored trucks which is the DAF CF530 from Brown and Hurley and the Mercedes Benz Actros 2651 BTE from Daimler Trucks Toowoomba.

DAF CF530 – Brown & Hurley

- 530 Hp
- Best torque at 1918.8 Lb Ft
- 730 L fuel capacity
- Has the second most safety features
- 16 Speed automatic manual transmission
- Bog cog mode to handle extreme terrain or climb steep hills
- Disc brakes on all axles
- Cab over
- Parabolic front springs
- Cab tilt does not require hood to be opened
- 395mm ground clearance to front bumper
- The best fuel consumption figures at 2.5Km/Litre
- Safety step built into front bumper to reach windscreen and wiper blades for cleaning and servicing
- Exceeds Euro 5 emission standards in Australia as truck is a Euro 6
- When windscreen is replaced the forward safety features does not need reprogramming

Mercedes Benz Actros 2651

- 510 Hp
- 1844 Lb Ft Torque
- 680 L fuel capacity
- Has the most safety features
- 12 Speed automatic manual transmission
- No bog cog mode
- Disc brakes on all axles
- Cab over
- Standard front leaf springs
- Cab tilt does require hood to be opened first otherwise damage will be caused.
- 235 mm ground clearance to front bumper
- Fuel consumption of 2.3km/Litre
- Safety step built into front bumper to reach windscreen and wiper blades for cleaning and servicing.
- Exceeds Euro 5 emission standards in Australia as truck is Euro 6
- When replacing the windscreen, the forward safety features need reprogramming requiring the vehicle to be returned to the dealer in Toowoomba

The **DAF CF530** was agreed by the assessment team to be **recommended for purchase** as it has the best fuel economy, largest fuel capacity, bog cog mode, parabolic front springs, higher bumper height and better approach angle, 16 speed transmission, most horsepower and torque out of the two.

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	Dealer 1	Dealer 2	Dealer 3	Dealer 4	Dealer 5
	Mercedes-Benz/Adas 2491 - Fiat Trade & 3rd Dealer BTL	CF 5M - Roush SAF Southsloppy	Isuzu TH9248 - Roush - Isuzu	Western Star 480 - Western Star	IS Cam CW 25 480 - Western Truck Group - TM E
Purchase Price	\$ 797,039.00	\$ 795,100.00	\$ 814,410.00	\$ 886,836.30	\$ 661,231.58
Capital Cost of Purchase	\$ 318,815.98	\$ 318,069.40	\$ 325,764.00	\$ 395,534.54	\$ 264,492.03
Expected Life of Vehicle (Years)	8.0	8.0	8.0	8.0	8.0
Estimated Kilometres at Trade	800,000	800,000	800,000	800,000	800,000
Residual % (Wholesale)	67.00%	62.00%	64.00%	61.00%	43.00%
Residual % (Retail)					
Residual Value	\$ 484,312.74	\$ 487,030.60	\$ 521,222.40	\$ 453,308.54	\$ 284,329.58
Cost Over Life of Vehicle Bundle	\$ 342,727.16	\$ 302,163.08	\$ 293,187.60	\$ 435,529.82	\$ 376,902.00
Fuel Usage (KML)	2.9	3.5	2.9	2.9	2.1
Total Fuel Cost	\$ 808,895.85	\$ 960,000.00	\$ 700,000.00	\$ 700,000.00	\$ 654,205.81
Trade Value Compared to Highest Offer					
Actual Trade Value Offered	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost of Vehicle Bundle	\$ 1,270,238.77	\$ 1,187,224.48	\$ 1,318,961.00	\$ 1,491,094.36	\$ 1,295,600.24
Total Cost of Vehicle Bundle per Annum	\$ 158,779.85	\$ 147,828.06	\$ 164,868.00	\$ 186,383.05	\$ 161,960.03
Total Cost of Each Vehicle per Annum	\$ 73,389.92	\$ 73,784.34	\$ 82,434.48	\$ 93,191.82	\$ 80,975.02
WOL Value for Money Calculator (Cheapest Vehicle Rate = 5, Most Expensive Rate = 1)					
Whole of Life Cost of Vehicle per Annum	\$ 73,389.92	\$ 73,784.34	\$ 82,434.48	\$ 93,191.82	\$ 80,975.02
Cheapest Whole of Life Vehicle Cost per Annum	\$ 73,784.34	\$ 73,784.34	\$ 73,784.34	\$ 73,784.34	\$ 73,784.34
Whole of Life Value for Money Rating	4.82	5.00	4.41	3.88	4.51

	Dealer 1	Dealer 2	Dealer 3	Dealer 4	Dealer 5
	JJ Cam CW 26 480 - Western Truck Group - SHIGHL	JJ Cam CW 26 480 - Western Truck Group - BTL	JJ Cam CW 26 480 - Western Truck Group - COMINTT	JJ Cam CW 26 480 - Western Truck Group - NJK	Mercedes-Benz/Adas 2491 - Fiat Trade & 3rd Dealer
Purchase Price	\$ 706,392.00	\$ 710,279.28	\$ 701,647.48	\$ 741,355.30	\$ 825,725.64
Capital Cost of Purchase	\$ 282,556.80	\$ 284,111.71	\$ 280,659.00	\$ 296,542.12	\$ 330,290.26
Expected Life of Vehicle (Years)	8.0	8.0	8.0	8.0	8.0
Estimated Kilometres at Trade	800,000	800,000	800,000	800,000	800,000
Residual % (Wholesale)	49.00%	49.00%	49.00%	49.00%	43.00%
Residual % (Retail)					
Residual Value	\$ 303,748.56	\$ 305,420.09	\$ 301,708.42	\$ 318,782.78	\$ 371,576.54
Cost Over Life of Vehicle Bundle	\$ 402,643.44	\$ 404,859.19	\$ 399,939.07	\$ 421,572.52	\$ 454,149.10
Fuel Usage (KML)	2.1	2.1	2.1	2.1	2.9
Total Fuel Cost	\$ 654,205.81	\$ 654,205.81	\$ 654,205.81	\$ 654,205.81	\$ 700,000.00
Trade Value Compared to Highest Offer					
Actual Trade Value Offered	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost of Vehicle Bundle	\$ 1,339,405.85	\$ 1,349,176.51	\$ 1,334,803.68	\$ 1,373,320.25	\$ 1,484,439.36
Total Cost of Vehicle Bundle per Annum	\$ 167,425.73	\$ 167,897.06	\$ 166,850.46	\$ 171,665.03	\$ 185,554.92
Total Cost of Each Vehicle per Annum	\$ 83,712.87	\$ 83,948.53	\$ 81,425.23	\$ 85,832.52	\$ 92,777.46
WOL Value for Money Calculator (Cheapest Vehicle Rate = 5, Most Expensive Rate = 1)					
Whole of Life Cost of Vehicle per Annum	\$ 83,712.87	\$ 83,948.53	\$ 81,425.23	\$ 85,832.52	\$ 92,777.46
Cheapest Whole of Life Vehicle Cost per Annum	\$ 73,784.34	\$ 73,784.34	\$ 73,784.34	\$ 73,784.34	\$ 73,784.34
Whole of Life Value for Money Rating	4.31	4.31	4.35	4.18	3.71

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10.5 FUEL TAX CREDIT REVIEW REPORT

File Number: 25.01.2022

Author: Manager Finance & Sustainability

Authoriser: Chief Executive Officer

PRECIS

Fuel tax credit review including revised methodology

SUMMARY

Finance have worked with an external consultant to develop a new fuel tax credit methodology as well perform a retrospective claim calculation for October 2018 through to October 2021.

OFFICER'S RECOMMENDATION

That the fuel tax credit review report including calculated retrospective claim be received and noted.

BACKGROUND

In August 2021, finance engaged a consultant to assist in looking at Council's current fuel tax credit methodology with the aim of refining the process to be able to more accurately identify vehicles and equipment that are eligible to claim both on road and off road rebates.

Brief Overview of Fuel Tax Credit Regime

Under the Australian Taxation Office's fuel tax credit regime, eligible fuels used in vehicles over 4.5 tonnes gross vehicle mass (GVM) and those used in vehicles and plant deemed for a range of business activities are eligible to claim a fuel tax credit. The rate able to be used per litre is dependent on the activity that it is used for. Below show's the current rates able to be claimed per litre that would apply to Council.

Table 1: Rates for fuel acquired from 2 August 2021 to 31 January 2022

Eligible fuel type	Unit	Used in heavy vehicles for travelling on public roads (see note 1)	All other business uses (including to power auxiliary equipment of a heavy vehicle) (see note 2)
Liquid fuels – for example, diesel or petrol	cents per litre	16.9 (see note 3)	43.3
Blended fuels : B5, B20, E10	cents per litre	16.9 (see note 3)	43.3

Consultant Review

The consultant worked with members of the finance, fleet and procurement teams during the review process to understand what information could be easily produced from Council's Technology One system in order to develop new calculation templates. The new templates worked on identifying all fuel usage for the period and determining whether the vehicle or equipment that used that fuel would meet the criteria for off-road or on-road fuel tax credits. Any usage that didn't meet the criteria was deemed to be ineligible for the period. Based on this categorisation, rates were then applied to the fuel used to calculate the eligible fuel tax credit claim. Data from October 2018 to June 2021 was applied against the new calculation templates to determine the fuel tax credits Council could have claimed if they were using the updated

methodology for that period. The results of this exercise are tabled below and shows the additional amount Council is able to claim for this period.

Period	Actual Claim	Proposed New Claim	Retrospective Claim
October 2018 - June 2019	\$ 58,514.23	\$ 153,017.14	\$ 94,502.91
July 2019 - June 2020	\$ 89,720.46	\$ 198,906.94	\$ 109,186.48
July 2020 - June 2021	\$ 85,339.83	\$ 188,431.83	\$ 103,092.00
Total	\$ 233,574.52	\$ 540,355.91	\$ 306,781.39

In early December, the consultant spent time on site in Kingaroy going through the new templates with finance staff to ensure they were fully trained in the updated methodology and were confident on how to proceed with calculations going forward. During this visit the claims for July 2021 to October 2021 were looked at to determine the retrospective claims for this current financial year as well. The results are shown below.

Period	Actual Claim	Proposed New Claim	Retrospective Claim
July 2021 - October 2021	\$ 22,584.15	\$ 65,315.37	\$ 42,731.22

Impact on Income Statement

Overall, the review of the fuel tax credit methodology has provided Council with a favourable impact to the profit and loss for this financial year as detailed below.

Retrospective Claim - October 2018-October 2021	\$ 349,512.61
Cost of Consultant (excl GST)	-\$ 43,200.00
Net Actual Impact	\$ 306,312.61
Increase for Proposed Claims for Remainder of Year (incl in 2nd Qtr Budget Adjustment)	\$ 99,684.63
Net Forecasted Impact	\$ 405,997.24

Finance began using the new process from the November 2021 Business Activity Statement which was lodged in December 2021.

ATTACHMENTS

Nil

11 PORTFOLIO – ROADS & DRAINAGE**11.1 KINGAROY TRANSFORMATION PROJECT COMMUNITY SHARED SPACES DESIGN FINALISATION****File Number:** 25-01-22**Author:** General Manager Infrastructure**Authoriser:** Chief Executive Officer**PRECIS**

Kingaroy Transformation Project Community Shared Spaces Design Finalisation

SUMMARY

The Kingaroy Transformation Project is currently under construction within the Kingaroy CBD and is being delivered in partnership with the Australian Government under the Building Better Regions Fund. Council has previously resolved to undertake the KTP project and adopted the design in principle, this report seeks to adopt the designs of the Glendon Street Shared Community Area, Rail Trail Head and Bank Gallery following the completion of extensive community consultation.

OFFICER'S RECOMMENDATION

That Council:

1. Adopt the designs in principle for the Glendon Street Shared Community Area, Rail Trail Head and Bank Gallery as per Attachment one (1) and;
2. That Council extend an invitation to the Cherbourg Aboriginal Shire Council to include Cherbourg in the Kingaroy Transformation Project lanterns and town names within the Glendon Street Shared Area, and the Chief Executive Officer be delegated to negotiate their inclusion if accepted and;
3. That Council delegate to the Chief Executive Officer to commission indigenous artwork for the Glendon Street Shared Area with the support of the Indigenous Affairs Portfolio Councillor and the Division 3 and 4 Councillors

FINANCIAL AND RESOURCE IMPLICATIONS

The Kingaroy Transformation Project is currently funded under the Australian Government Building Better Regions Fund with a grant of \$4.5M. The elements are part of contract works which are part of either sole packages or larger civil programs and are approved as part of Kingaroy Transformation Project budget.

LINK TO CORPORATE/OPERATIONAL PLAN

1. ENHANCING LIVEABILITY AND LIFESTYLE – Elevate the South Burnett region to be recognised as a “Community of choice”.
2. PROVIDING KEY INFRASTRUCTURE FOR OUR TOWNS AND VILLAGES – Develop, renew and maintain community infrastructure through sound asset management principles.
3. GROWING OUR REGION'S ECONOMY AND PROSPERITY – Boost our economy through investment and innovation that promotes population growth and community wellbeing.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Extensive consultation with community groups, businesses, individuals and organisations has been undertaken during August and September:

Kingaroy Shopping World Community Sessions

- 10/08/21- 9-11am and 2-4pm
- 11/08/21- 9-11am and 2-4pm
- 12/08/21- 9-11am and 2-4pm

Kingaroy Library Community Sessions

- 23/08/21 - 10am -11.30am
- 24/08/21 – 12 - 12.30pm
- 25/08/21 – 10.30am-11am
- 26/08/21 – 10am – 12pm
- 27/08/21 – 11am -11.30am

On Street Pop Up Community Sessions

- 23/08/21 - 2.30pm - 4.30pm
- 24/08/21 – 2.30pm - 4.30pm
- 25/08/21 – 2.30pm - 4.30pm
- 26/08/21 – 2.30pm - 4.30pm

Disability Support Expo

- 31/08/21 – 9am-10am

Kingaroy BaconFest Committee

- 02/09/21 – 5pm - 6pm

South Burnett Mountain Bike Group

- 07/09/21 – 6pm – 7pm

KCCI

- 08/09/21 -3pm - 4pm

Kingaroy State High School P&C

- 08/09/21 – 6pm – 6.30pm

Kingaroy Lions Club

- 08/09/21 – 7pm – 7.30pm

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The Glendon Street Shared Area is a key deliverable of the executed funding agreement for the Kingaroy Transformation Project Building Better Regions Fund Agreement.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

The Kingaroy Transformation Project includes asset replacement works, whose main purpose is to address the existing condition of the aged assets found within the project scope of the KTP. The

designs aim to target enhancement of the KTP infrastructure to support the community in placemaking, liveability and economy.

REPORT

Council is currently undertaking the Kingaroy Transformation Project (KTP) in partnership with the Australian Government’s Building Better Region Fund. The project has a number of human and social infrastructure elements which supports community activation, arts, culture, indigenous heritage and celebrates the South Burnett region.

Council at its General Meeting 28 July 2021 passed the following resolution:

18.6 KINGAROY TRANSFORMATION PROJECT DESIGN FOR GLENDON STREET SHARED COMMUNITY AREA

RESOLUTION 2021/83

Moved: Cr Kirstie Schumacher
 Seconded: Cr Danita Potter

That:

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

Cr BW Otto (Mayor) Page 25

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

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

Against: Cr Kathy Duff

CARRIED 5/1

Design and Estimates

The Glendon Street Shared Area, Rail Trail Head and Bank Gallery make up the final stages of the KTP and support many of the key project focuses, such as community activation and economic regeneration. Community consultation for the designs were well received by the community with the final designs in principle now shown in Attachment one (1).

The designs have received minor amendments due to engineering, structural and budget constraints. If approved by Council, they will move into construction design and commence delivery in February with works in Kingaroy Street. Works in Glendon Street are expected to commence in March.

The revised designs have the current budget summary estimate of works:

Glendon Street Shared Area – Project Budget \$1,245,752

- Engineering, Design, Traffic and Site Management - \$253,000
- Civil - \$355,000
- Hardscape & Landscape - \$262,000
- Electrical - \$362,000
- Utilities - \$15,000

Bank Gallery and Rail Trail Head – Project Budget \$115,920

- Hardscape & Landscape - \$59,000
- Electrical - \$55,000

Public Consultation Summary

In addition to the current designs, based on feedback from the consultation Officers recommend that Council extend an invitation the inclusion of Cherbourg in the KTP lanterns and the Glendon Street Shared Area town names, and the Chief Executive Officer be delegated to negotiate and finalise these arrangements as to not to delay construction. If accepted this would reduce the Kingaroy Lanterns from four (4) to two (2), in line with all other towns and villages.

A full summary of the public consultation is shown below:

Kingaroy Shopping World Community Sessions	Support	Don't Mind	Could be Improved	Don't Support
Inclusiveness, Liveability & Identity				
Provision of Inclusive parking within the Community areas	56			
Reference to Indigenous Culture and the Bunya Mountains	53	2		1
Lighting to improve safety and night-time activation within the CBD	55		1	
Lighting design celebrating the geological formation of the South Burnett	53	2		1
Incorporation of local art, culture and heritage within street furnishings	53	2	1	
Glendon Street Shared Area creating Community Activation (Twilight Markets, Farmers Markets, Festivals and Events)	55	1		
Rail Trail head artwork recognising the historic use of the area and connecting it with modern use of infrastructure	56			
Promotion of surrounding towns and villages	55	1		
Glendon Street shelters providing solar power to offset CBD energy costs	56			
Improved pedestrian safety	56			
Inclusive design providing ease of use for people with disability	54	2		

Additional Feedback:

- Place a Carriage/Engine/Car in general vicinity of the Rail Head
- Concerned about silky oaks in streetscape -Messy, dirty, attract lightning

- Old station building should be made into a coffee shop
- Ensure flag is flood lit
- Clear signage at all shared spaces explaining the design features x three (3)
- Concerns about old shops in Kingaroy Street x two (2)
- Concerned about traffic signal phasing – long red time on right turns onto Youngman and Kingaroy Streets
- More caravan parking x three (3)
- Clear signages showing caravaners where to park x four (4)
- Information that is easily accessible (e.g. Lion's park and before hospital opposite Crumptions big shed)
- Use the woodcrafters shed as a canvas for murals
- Put in an old train carriage coffee shop near the woodcrafters
- Council calls an expression of interest for local artist that self-identify as Wakka wakka person to contribute to artwork in the community shared areas
- Concern around cost of CCTV
- Do more with the forecourt as it will be flush with Glendon street shared areas
- Do more with art and murals around town
- Every new structure should have solar
- Wakka Wakka country should be made clear in shared spaces
- Need more bins around town x two (2)
- Joining King Street and George Street Carparks
- Include Cherbourg in street lanterns and sand blasting
- Old shops on Kingaroy Street should be made as two (2) story carparking, suitable for caravaners' underneath
- Complete Rail Trail and bitumen from Highway to O'Neill Square
- Spend more money on roads and less on parks and gardens

Kingaroy Library Community Sessions	Support	Don't Mind	Could be Improved	Don't Support
Inclusiveness, Liveability & Identity				
Provision of Inclusive parking within the Community areas	8			
Reference to Indigenous Culture and the Bunya Mountains	8			
Lighting to improve safety and night-time activation within the CBD	8			
Lighting design celebrating the geological formation of the South Burnett	8			
Incorporation of local art, culture and heritage within street furnishings	8			
Glendon Street Shared Area creating Community Activation (Twilight Markets, Farmers Markets, Festivals and Events)	8			
Rail Trail head artwork recognising the historic use of the area and connecting it with modern use of infrastructure	8			
Promotion of surrounding towns and villages	8			
Glendon Street shelters providing solar power to offset CBD energy costs	8			
Improved pedestrian safety	8			
Inclusive design providing ease of use for people with disability	8			

Additional Feedback:

- Doubt people will get the geological formation lighting design – Needs to be signed
- Silky Oaks are messy, Golden Ash and Liquid Ambers are lovely

- Need more trees
- Need big trees
- Would like to see green space in Glendon Street
- Need more shade, shelter and places of meeting everywhere
- Need a preplacement plan for the trees (including parks and cemeteries)
- Need to reduce speed in town

Pop Up Community Sessions	Support	Don't Mind	Could be Improved	Don't Support
Inclusiveness, Liveability & Identity				
Provision of Inclusive parking within the Community areas	5			
Reference to Indigenous Culture and the Bunya Mountains	5			
Lighting to improve safety and night-time activation within the CBD	5			
Lighting design celebrating the geological formation of the South Burnett	5			
Incorporation of local art, culture and heritage within street furnishings	5			
Glendon Street Shared Area creating Community Activation (Twilight Markets, Farmers Markets, Festivals and Events)	5			
Rail Trail head artwork recognising the historic use of the area and connecting it with modern use of infrastructure	5			
Promotion of surrounding towns and villages	5			
Glendon Street shelters providing solar power to offset CBD energy costs	5			
Improved pedestrian safety	5			
Inclusive design providing ease of use for people with disability	5			

Additional Feedback:

- McDonalds across to Youngman Street needs improved access for anything with wheels

Disability Support Expo	Support	Don't Mind	Could be Improved	Don't Support
Inclusiveness, Liveability & Identity				
Provision of Inclusive parking within the Community areas	4			
Reference to Indigenous Culture and the Bunya Mountains	4			
Lighting to improve safety and night-time activation within the CBD	4			
Lighting design celebrating the geological formation of the South Burnett	4			
Incorporation of local art, culture and heritage within street furnishings	4			
Glendon Street Shared Area creating Community Activation (Twilight Markets, Farmers Markets, Festivals and Events)	4			
Rail Trail head artwork recognising the historic use of the area and connecting it with modern use of infrastructure	4			
Promotion of surrounding towns and villages	4			

Glendon Street shelters providing solar power to offset CBD energy costs	4			
Improved pedestrian safety	4			
Inclusive design providing ease of use for people with disability	4			

Additional Feedback:

- Looking forward to moving the expo into the shared area

Kingaroy Lions Club	Support	Don't Mind	Could be Improved	Don't Support
Inclusiveness, Liveability & Identity				
Provision of Inclusive parking within the Community areas	14			
Reference to Indigenous Culture and the Bunya Mountains	12	1	1	
Lighting to improve safety and night-time activation within the CBD	14			
Lighting design celebrating the geological formation of the South Burnett	14			
Incorporation of local art, culture and heritage within street furnishings	14			
Glendon Street Shared Area creating Community Activation (Twilight Markets, Farmers Markets, Festivals and Events)	14			
Rail Trail head artwork recognising the historic use of the area and connecting it with modern use of infrastructure	14			
Promotion of surrounding towns and villages	14			
Glendon Street shelters providing solar power to offset CBD energy costs	13		1	
Improved pedestrian safety	14			
Inclusive design providing ease of use for people with disability	14			

Additional Feedback:

- Peanut shaped bins
- Scooter racks (KSHS has them)

South Burnett Mountain Bike Group	Support	Don't Mind	Could be Improved	Don't Support
Inclusiveness, Liveability & Identity				
Provision of Inclusive parking within the Community areas	4	1		
Reference to Indigenous Culture and the Bunya Mountains	5			
Lighting to improve safety and night-time activation within the CBD	5			
Lighting design celebrating the geological formation of the South Burnett	5			
Incorporation of local art, culture and heritage within street furnishings	5			
Glendon Street Shared Area creating Community Activation (Twilight Markets, Farmers Markets, Festivals and Events)	5			

Rail Trail head artwork recognising the historic use of the area and connecting it with modern use of infrastructure	5			
Promotion of surrounding towns and villages	5			
Glendon Street shelters providing solar power to offset CBD energy costs	5			
Improved pedestrian safety	5			
Inclusive design providing ease of use for people with disability	5			

Additional Feedback:

- Bike racks are essential near coffee shops, cafes and restaurants – if they are out of sight, they won't be used.
- Look into the hitching rail idea at Moore and Linville for bikes
- Rail trail should be completed from the Highway to O'Neill Square
- Scooter racks (KSHS has them)

KCCI	Support	Don't Mind	Could be Improved	Don't Support
Inclusiveness, Liveability & Identity				
Provision of Inclusive parking within the Community areas	3			
Reference to Indigenous Culture and the Bunya Mountains	3			
Lighting to improve safety and night-time activation within the CBD	3			
Lighting design celebrating the geological formation of the South Burnett	3			
Incorporation of local art, culture and heritage within street furnishings	3			
Glendon Street Shared Area creating Community Activation (Twilight Markets, Farmers Markets, Festivals and Events)	3			
Rail Trail head artwork recognising the historic use of the area and connecting it with modern use of infrastructure	3			
Promotion of surrounding towns and villages	3			
Glendon Street shelters providing solar power to offset CBD energy costs	3			
Improved pedestrian safety	3			
Inclusive design providing ease of use for people with disability	3			

Additional Feedback:

- Include indigenous nation names into lanterns and Glendon street sand blasted rays
- Add the indigenous and Torres State Island flags to O'Neill Square
- Wakka country to be included in the shared zone
- Cherbourg should be acknowledged in the lighting pillars and sand blasting in the shared zone
- Speakers in shared zone would be beneficial

Kingaroy BaconFest	Support	Don't Mind	Could be Improved	Don't Support
Inclusiveness, Liveability & Identity				
Provision of Inclusive parking within the Community areas	5			
Reference to Indigenous Culture and the Bunya Mountains	5			
Lighting to improve safety and night-time activation within the CBD	5			
Lighting design celebrating the geological formation of the South Burnett	5			
Incorporation of local art, culture and heritage within street furnishings	5			
Glendon Street Shared Area creating Community Activation (Twilight Markets, Farmers Markets, Festivals and Events)	5			
Rail Trail head artwork recognising the historic use of the area and connecting it with modern use of infrastructure	5			
Promotion of surrounding towns and villages	5			
Glendon Street shelters providing solar power to offset CBD energy costs	5			
Improved pedestrian safety	5			
Inclusive design providing ease of use for people with disability	5			

Additional Feedback:

- CCTV is incredibly important (for the entire CBD)
- Speaker systems in the shared space will greatly assist community groups
- Provision for power within Glendon Street and improved power capacity would be hugely beneficial and encourage other events (like the Christmas Carnival) to move into the area
- Access to bubblers (free water) in the forecourt and shared zone will assist with liquor licencing requirements
- Laneway between Circular Place and Kingaroy Street will help move people into Kingaroy Street, benefiting the businesses during large events.

ATTACHMENTS

1. **Final Design**  





















11.2 KUMBIA CBD STREETScape

File Number: 25-01-22

Author: Manager Infrastructure Planning

Authoriser: Chief Executive Officer

PRECIS

Kumbia CBD Streetscape

SUMMARY

The Kumbia CBD Streetscape project has been developed as a 'shovel-ready' project for future funding opportunities and budget consideration. Preliminary investigations, concept design and community consultation have been completed and the project is now ready for Council endorsement and funding allocation. The proposed Kumbia CBD Streetscape project focuses on redeveloping the infrastructure within Kumbia, including a dedicated pedestrian refuge crossing, footpath works, sections of kerb and channel, carparking and People With Disabilities (PWD) bays.

OFFICER'S RECOMMENDATION

That Council approve the Kumbia CBD Streetscape concept design plan and allocate \$300,000 from the Works For Queensland (W4Q) Program, for project delivery by 31 December 2022.

FINANCIAL AND RESOURCE IMPLICATIONS

Officer's recommendation is for Council to endorse the allocation of \$300,000 of funding from the W4Q Program to the Kumbia CBD Streetscape Project.

LINK TO CORPORATE/OPERATIONAL PLAN

1. ENHANCING LIVEABILITY AND LIFESTYLE – Elevate the South Burnett region to be recognised as a "Community of choice"
2. PROVIDING KEY INFRASTRUCTURE FOR OUR TOWNS AND VILLAGES – Develop, renew and maintain community infrastructure through sound asset management principles
3. GROWING OUR REGION'S ECONOMY AND PROSPERITY – Boost our economy through investment and innovation that promotes population growth and community wellbeing
5. ORGANISATIONAL EXCELLENCE – An organisation that is characterised by effective leadership, responsible management, good governance and quality service delivery

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Community consultation sessions were conducted by Council on the following occasions:

- 5 October 2021 – Face to face informal sessions held at Rykes Fuel Kumbia
Feedback summary (Attachment one (1)): Consultation Session one (1) was held at Rykes Fuel Kumbia from 9.30am – 2.30pm with 20 residents attending. Consultation sessions were advertised via media release and the Council website from the 28th September. This session was the community's first opportunity to have their say on the concept designs as presented and to provide their feedback regarding the key elements of the landscape design via the provided feedback form. 20 completed feedback forms were received and were found to be strongly in support of the project in its entirety.
- 19 October 2021 - Face to face informal sessions held at Kumbia Hall Supper Room
Feedback summary (Attachment one (1)): Consultation Session two (2) was held at Kumbia Hall Supper Room from 4.30pm – 6.30pm with 25 residents attending. Consultation sessions were advertised via media release and the Council website from the 28th September. This

session was held two weeks after the initial event to allow the residents, who were unavailable during business hours for the first session, the opportunity to come to an informal session to discuss the project with Council representatives as their schedules allowed. A project briefing was held during the timeframe as guided by the community present at the time.

25 completed feedback forms were received and were found to be strongly in support of the project in its entirety.

- **Online Feedback – Online consultation with feedback provided via Council's website for Kumbia CBD Streetscape Layout**
Feedback Summary: The Kumbia Streetscape design package and feedback form were advertised on Council's website for the duration of the consultation period to allow an additional medium for Kumbia residents to access the concept plans and have their say. A total of three (3) responses were received via email. The main concern highlighted was regarding the placement of trees in build-out planters, their effect on the heavy vehicle traffic and access to parking at Rykes Fuel, as well as visibility, the openness of the street and safety concerns. An alternative location of the bus shelter and bus stop was also offered, with placement desired to be closer towards the school for the school speed zone and convenience of the park for a bus drop off location for school students in the afternoon. This alternative location will also ensure the bus shelter will not impede on customer parking at the butcher shop and also the 'engineering works', if a business was to resume in the currently unoccupied building.
- **Feedback Box at Rykes – Feedback forms and a copy of the concept designs were provided to Rykes Fuel for additional resident feedback from the 20 October until 2 November.**
Feedback Summary: After approval from the Mayor to extend the consultation period during the session held at Kumbia Hall on the 19 October, a Kumbia resident offered to deliver feedback forms and a set of plans to Rykes Fuel for further perusal by residents. During this timeframe, informative and structured consultation with Council representatives was not able to be provided to the residents as they reviewed the plans. The consultation in this situation was unstructured and the feedback reflected the lack of opportunity for consultation. 27 forms in total were received with 19 valid completed feedback forms, eight of a duplicated manner with responses strongly against the elements of the project and would prefer the town to be left 'as is'.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Council is obliged to manage its assets in accordance with the requirements of the Local Government Act 2009 and the Civil Liability Act 2002. Much of the infrastructure located within the Kumbia CBD has either reached or is moving towards the end of its useful life. Reducing the number of defects in a CBD precinct will reduce Council's exposure to liability and future claims.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

The Kumbia CBD Streetscape project includes asset renewal works, whose main purpose is to address the existing condition of the CBD's aged assets. These renewal works look to rehabilitate footpaths and kerb and channel. Many existing issues known throughout the CBD such as uneven footpaths and deteriorating kerb and channel must be addressed in a considered approach to ensure a cost-effective construction and appropriate grade to be all-inclusive for pedestrians.

REPORT

The Kumbia CBD Streetscape project (Attachment two (2)) has been developed as a 'shovel-ready' project for future funding opportunities and budget consideration. Preliminary investigations, concept design and community consultation have been completed and the project is now ready for Council

endorsement and funding allocation. The proposed Kumbia CBD Streetscape project focuses on redeveloping the infrastructure within Kumbia, including a dedicated pedestrian refuge crossing, footpath works, sections of kerb and channel, carparking and People With Disabilities (PWD) bays. The Kumbia CBD Streetscape project has been designed to embrace the local historical context of the area and to celebrate Kumbia's uniqueness within the South Burnett region, with a rural feel. The project has been developed as 'shovel-ready' for future funding opportunities and budget consideration. Preliminary investigations, concept design and community consultation have been completed and the project is now ready for Council endorsement and funding allocation. This project focuses on redeveloping the infrastructure within Kumbia, including key asset renewal works, rehabilitating the footpaths and kerb and channel as well as siting People With Disabilities (PWD) bays.

The proposed parking and civil layout has been designed to comply with current regulatory and Australian standards for civil design and mandatory safety requirements. The proposed parking layout consists of no loss of carparks with two (2) of the parks being reclassified and upgraded to PWD bays in central access areas of the CBD.

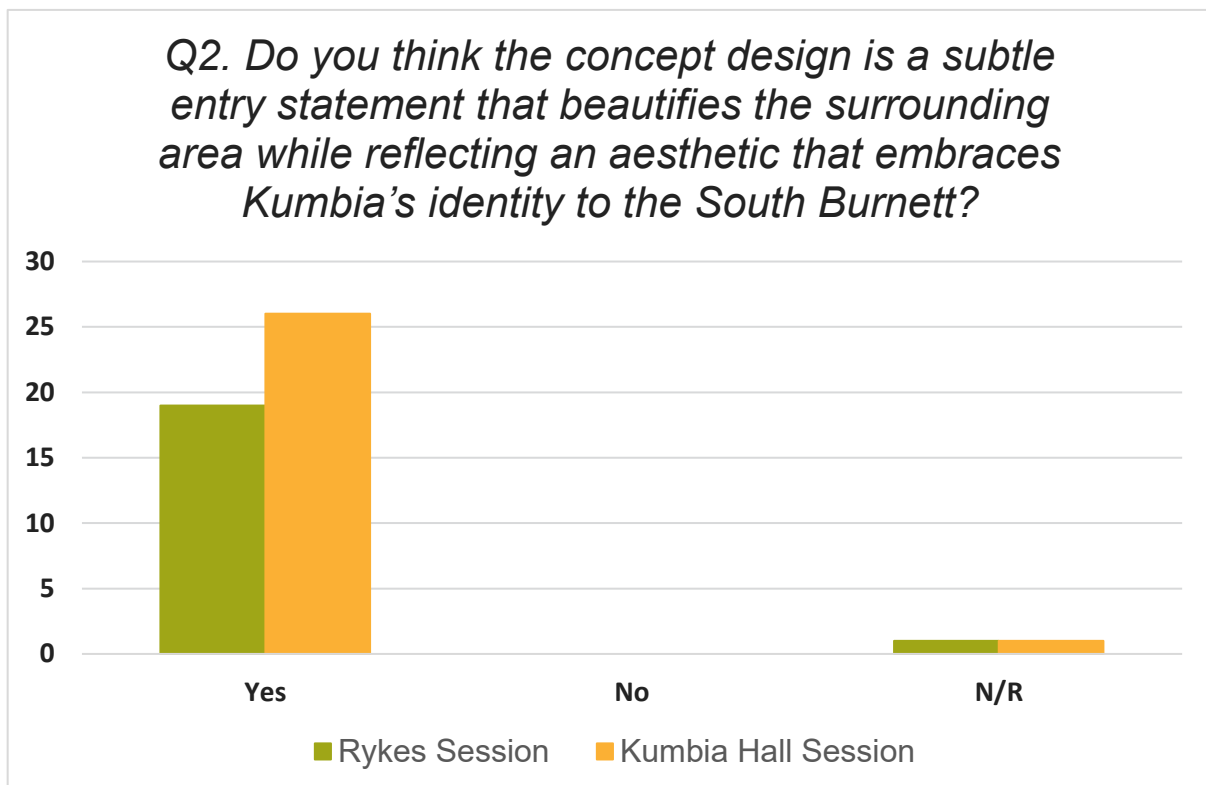
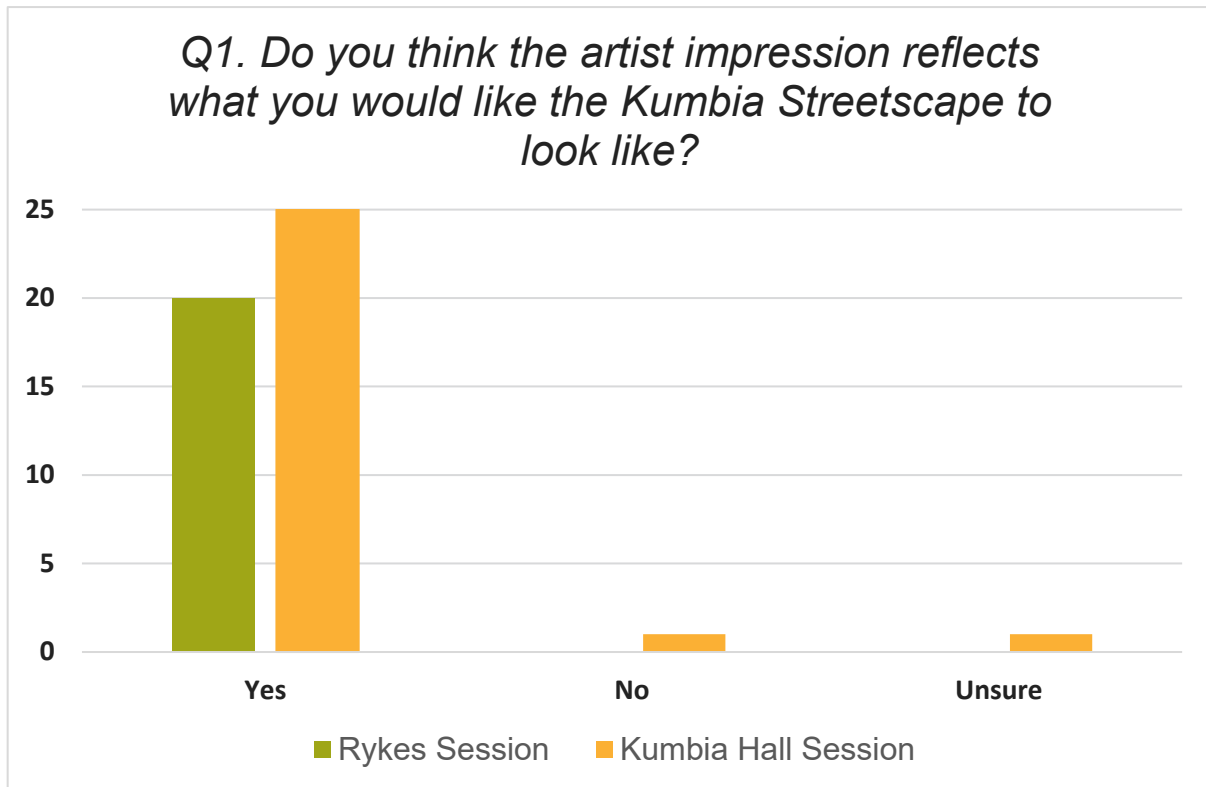
The plant species selected reflect the rural character of the town and are mainly endemic species. By introducing new tree planting within the wide road corridor, it will create visual cues to slow traffic whilst travelling through town, as well as 'softening' the street.

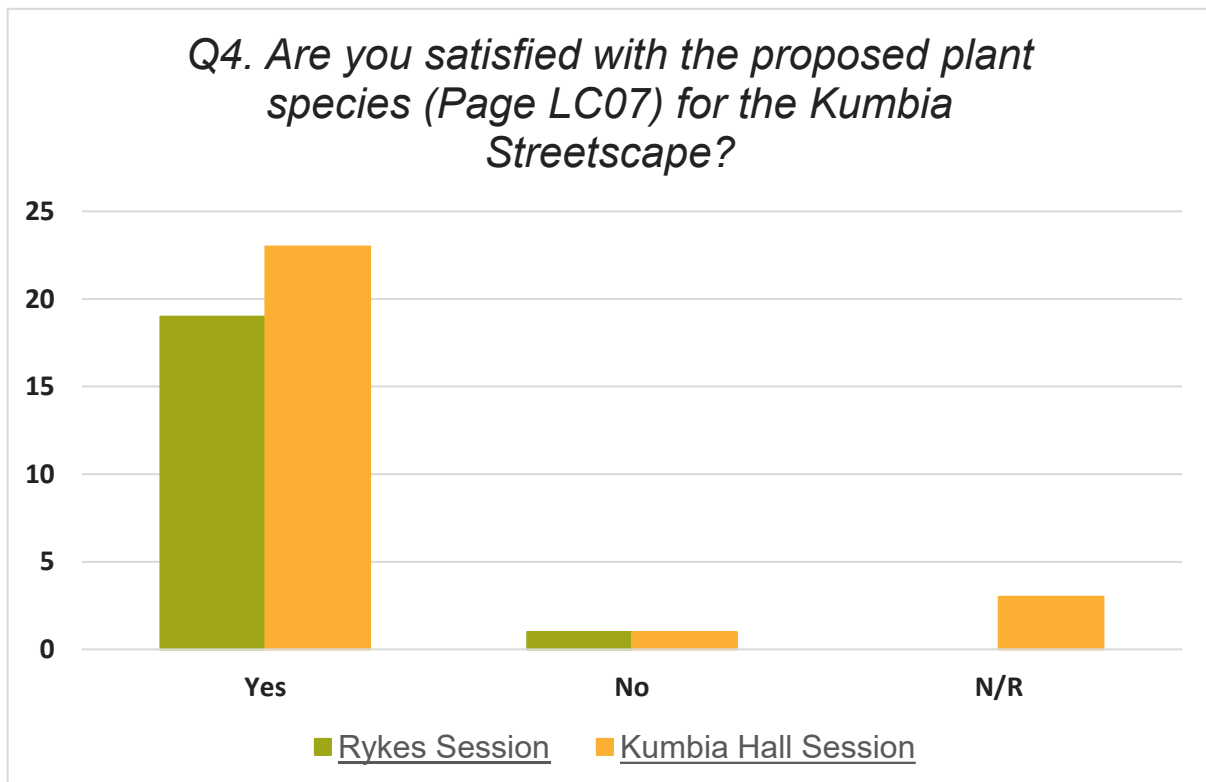
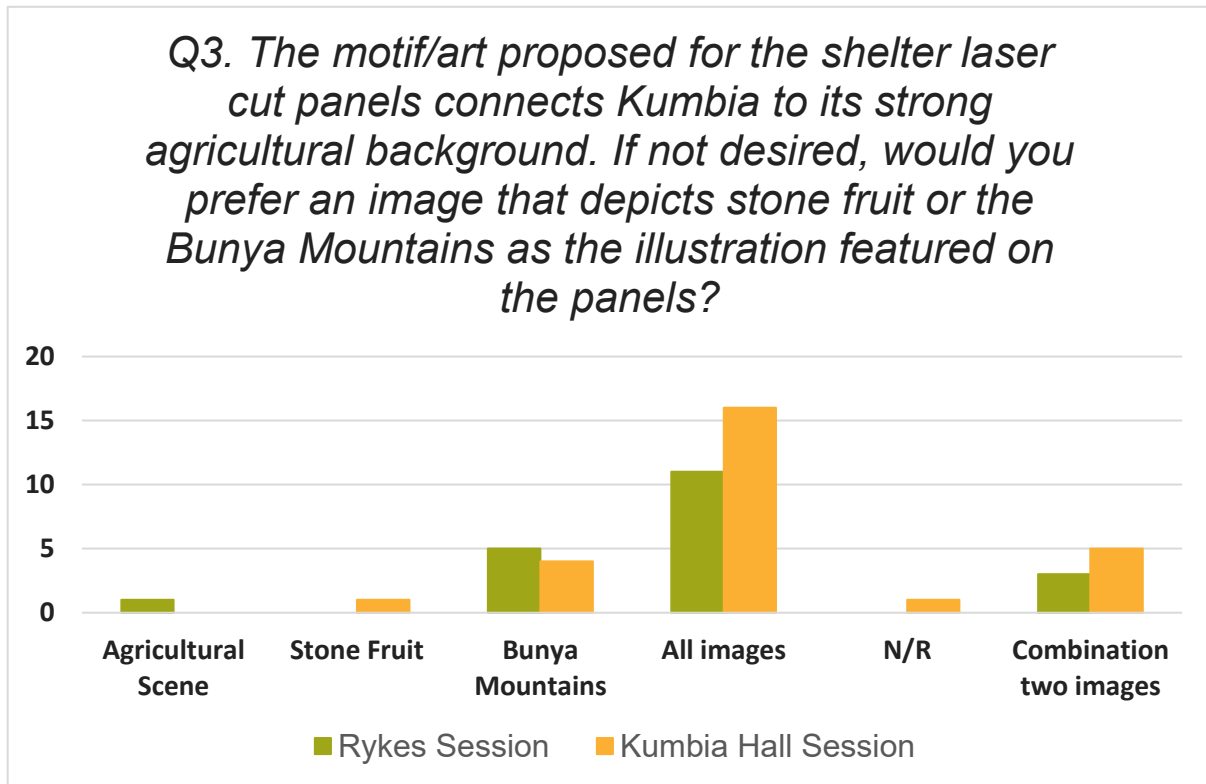
Kumbia is the southern gateway to the South Burnett with a strong link to the Bunya Mountains, and as such, has a high volume of passing tourist traffic. A community area has been developed featuring a rustic 'timber and tin' shelter that features a notice board, seating and an artwork lantern for access by the public and tourists, as well as doubling as a school bus stop for children in the mornings. This shelter will be placed near the proposed refuge crossing which allows for a safe location to cross the Bunya Highway.

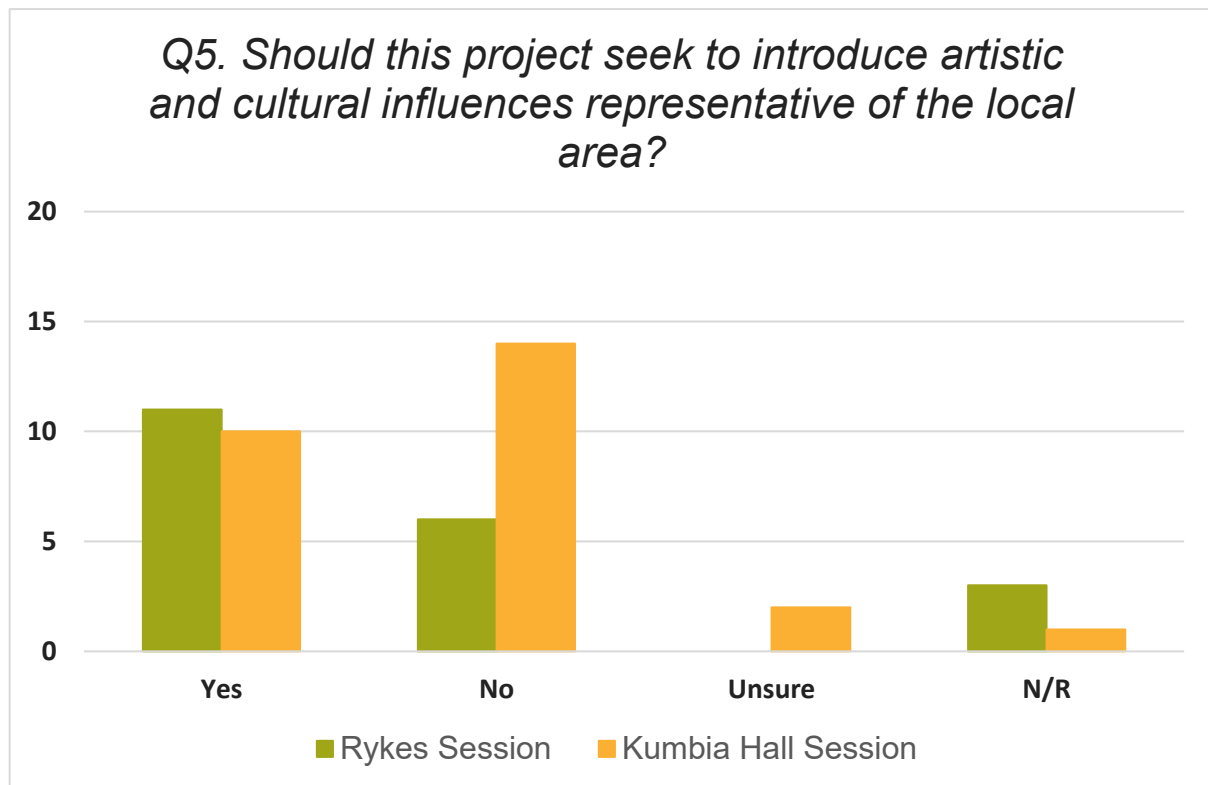
The broader Kumbia community has been extensively consulted on the concept designs to ensure the final delivered project will meet their expectations. The community has been receptive and positive towards the design intent for the Kumbia CBD Streetscape project (Attachment Three (3)) on the premise that the intended trees and buildouts will not impede on customer and heavy vehicle access and parking for the main businesses in the community. Many surveyed residents are in support of the planting selection chosen and feel the renders represent what they would like Kumbia to look like, with an aesthetic that is subtle and one that reflects the history and identity of Kumbia. The majority of the community were happy with the existing artistic and cultural references within the CBD and feel that the laser cut panels within the shelter should reflect a combination of all the proposed images that were selected to represent Kumbia. A strong response was received in support of additional art and cultural aspects within the Kumbia CBD, with options to be analysed and proposed as a future stage to the project or a stand-alone project once options can be identified.

ATTACHMENTS

1. **Kumbia CBD Session Graphs** [↓](#) 
2. **Kumbia CBD Landscape Plans** [↓](#) 
3. **Kumbia CBD Total Graphs** [↓](#) 









VISION

To provide improved visual streetscape and tree planting that embrace the sense of the place, the town's historical context and it's regional uniqueness within the South Burnett.

DESIGN INTENT

The landscape design of the streetscape will embrace the local historical context and environment of the town through:

- The use of earthy colours in the buildouts.
- The rural feel and use of 'timber and tin' shelter and notice board.
- Rural look and feel of the seating.

The plant species selection will reflect the rural character of the local environment using mainly endemic species.

DESIGN STRATEGY

- Introduce new tree planting that is within the wide road corridor to 'soften' and create visual cues the slow traffic whilst travelling through the town.
- Provide a safe crossing location at the northern part of the main street.
- Provide a weather protection shelter close to the bus stop.
- Provide a community area with notice board, seating and artwork lantern.
- Plant species that reflect the local environment.



Kumbia Hotel, Kumbia 1913. source - Bonzie



Kumbia Pioneer Tribute



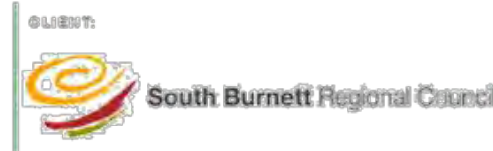
Old house presenting quintessential awning of Australian Rural Towns



Memorial School of Arts

KUMBIA STREETScape IMPROVEMENTS
LANDSCAPE CONCEPT

PO BOX 1640, Buddina, Sunshine Coast, QLD 4575 T: 07 5499 4677 E: admin@greenedge.com.au www.greenedge.com.au




DATE: 26.07.2021 PROJECT: 21002 FOR REVIEW





LEGEND

- | | |
|--|---|
| ① New Shelter with 2 bench seats + 1 seat to be 'Blue Seat'+Notice board | ⑩ Existing Concrete Pathway to be retained |
| ② Proposed refuge crossing location | ⑪ School Crossing |
| ③ Existing 'Red' Seat to be retained | ⑫ Town Artwork Lantern |
| ④ Proposed Bus Stop |  Build-out Planters with Trees |
| ⑤ Proposed Parallel Parking | |
| ⑥ Proposed angle Parking | |
| ⑦ Proposed Bus/Trailer/Truck Parking | |
| ⑧ Proposed Disabled Parking | |
| ⑨ Proposed Concrete Pathway | |

OVERALL LANDSCAPE PLAN
scale 1:15000

KUMBIA STREETSCAPE IMPROVEMENTS

LANDSCAPE CONCEPT

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CLIENT:
South Burnett Regional Council



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DATE: 28.07.2021 PROJECT: 21002 FOR REVIEW

LC:
02
ISSUE:
9



LEGEND

- ① New Shelter with 2 bench seats + 1 seat to be 'Blue Seat' + Notice Board
- ② Proposed refuge crossing location
- ③ Existing 'Red' Seat to be retained
- ④ Proposed Bus Stop
- ⑤ Proposed Parallel Parking
- ⑥ Proposed angle Parking
- ⑦ Proposed Bus/Trailer/Truck Parking
- ⑧ Proposed Disabled Parking
- ⑨ Proposed Concrete Path
- ⑩ Existing Concrete Pathway to be retained
- ⑪ School Crossing
- ⑫ Town Artwork Lantern
-  Build-out Planters with Trees

LANDSCAPE PLAN - SECTOR 1
scale 1:1000

KUMBIA STREETScape IMPROVEMENTS

LANDSCAPE CONCEPT

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DATE: 28.07.2021 PROJECT: 21002 FOR REVIEW

LC 03
ISSUE 3



LEGEND

- ① New Shelter with 2 bench seats + 1 seat to be 'Blue Seat' + Notice Board
- ② Proposed refuge crossing location
- ③ Existing 'Red' Seat to be retained
- ④ Proposed Bus Stop
Proposed Parallel Parking
- ⑤ Existing Concrete Pathway to be retained
- ⑥ Proposed angle Parking
- ⑦ Proposed Bus/Trailer/Truck Parking
- ⑧ Proposed Disabled Parking
- ⑨ Proposed Concrete Path
- ⑩ Existing Concrete Pathway to be retained
- ⑪ School Crossing
- ⑫ Town Artwork Lantern
Build-out Planters with Trees

KUMBIA STREETScape IMPROVEMENTS
LANDSCAPE CONCEPT

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GREENEDGE DESIGN
creative thinking | design edge
Landscape Architecture | Urban design | Master Planning | Environmental

DATE: 28.07.2021 PROJECT: 21002 FOR REVIEW

LC: 04
ISSUE: 5



LEGEND

- ① New Shelter with 2 bench seats + 1 seat to be 'Blue Seat' + Notice Board
- ③ Existing 'Red' Seat to be retained
- ⑥ Proposed angle Parking
- ⑨ Proposed Concrete Path
- ⑪ School Crossing
- ② Proposed refuge crossing location
- ④ Proposed Bus Stop
- ⑦ Proposed Bus/Trailer/Truck Parking
- ⑩ Existing Concrete Pathway to be retained
- ⑧ Proposed Disabled Parking
- ⑤ Proposed Parallel Parking
- ⑫ Town Artwork Lantern
- Build-out Planters with Trees

KUMBIA STREETSCAPE IMPROVEMENTS

LANDSCAPE CONCEPT

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GREENEDGE DESIGN
 creative thinking | design edge
 Landscape Architecture | Urban design | Master Planning | Environmental

DATE: 28.07.2021 PROJECT: 21002 FOR REVIEW

LC: 05
 ISSUE: 5



LEGEND

- ① New Shelter with 2 bench seats + 1 seat to be 'Blue Seat' + Notice Board
- ② Proposed refuge crossing location
- ③ Existing 'Red' Seat to be retained
- ④ Proposed Bus Stop
Proposed Parallel Parking
- ⑤ Proposed angle Parking
- ⑥ Proposed Bus/Trailer/Truck Parking
- ⑦ Proposed Disabled Parking
- ⑧ Proposed Concrete Path
- ⑨ Existing Concrete Pathway to be retained
- ⑩ School Crossing
- ⑪ Town Artwork Lantern
- ⑫ Build-out Planters with Trees

LANDSCAPE PLAN - SECTOR 4
scale 1:1000

KUMBIA STREETScape IMPROVEMENTS

LANDSCAPE CONCEPT

PO BOX 1640, Buderim, Sunshine Coast, QLD 4575 T: 07 5498 4677 E: admin@greenedge.com.au www.greenedge.com.au

CLIENT:

South Burnett Regional Council


GREENEDGE DESIGN
 creative thinking | design edge
 Landscape Architecture | Urban design | Master Planning | Environmental

DATE: 28.07.2021 PROJECT: 21002 FOR REVIEW

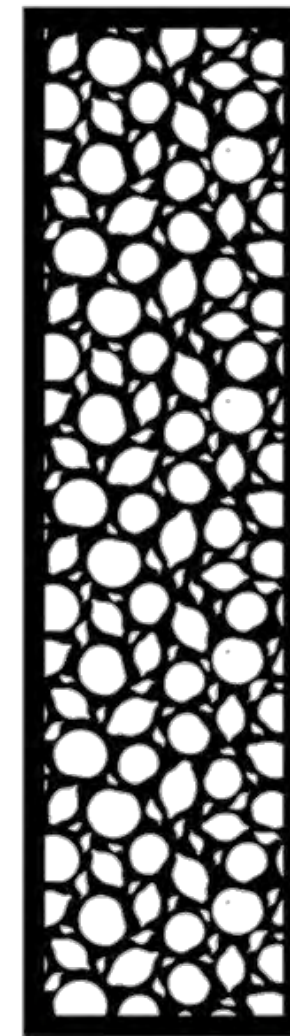
LC:
06
ISSUE:
9

PLANT SPECIES IMAGES



PLANT SPECIES LIST

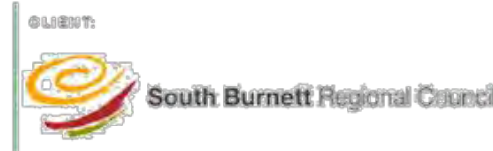
Botanical Name	Common Name	Tree Suitable under Powerline	Feature Tree at Shelter	Low Planting
TREES				
<i>Banksia celsissima</i>	Ivory Curl	*		
<i>Corymbia 'Summer Red'</i>	Hybrid Eucalyptus - Summer Red	*	*	
<i>Elaeagnus ebovata</i>	Hard Guandong			
<i>Elaeagnus reticulata</i>	Blueberry Ash			
<i>Hamamelis</i>	Hamamelis			
<i>Tristania laurina 'Tussock'</i>	Water Gum	*		
SHRUBS				
<i>Grevillea 'Jennifer Jay'</i>	Grevillea 'Jennifer Jay'			
<i>Lavandula dentata</i>	French Lavender			*
<i>Rosmarinus officinalis</i>	Rosemary			*
<i>Wrightia 'Wynzette Gem'</i>	Cardboard Plant			*
GROUNDCOVERS				
<i>Carex appressa</i>	Tall Sedge			*
<i>Chrysanthemum apiculatum</i>	Yellow Buttons			*
<i>Grevillea 'Cocoon Cascade'</i>	Grevillea Groundcover			*
<i>Hardenbergia violacea</i>	False Sansaparilla			*
<i>Poa abillaneri 'Eskdale'</i>	Tussock Grass			*



'CITRUS' PATTERN

KUMBIA STREETScape IMPROVEMENTS
LANDSCAPE CONCEPT

PO BOX 1640, Suddina, Sunshine Coast, QLD 4575 T: 07 5499 4677 E: admin@greenedge.com.au www.greenedge.com.au



DATE: 28.07.2021 PROJECT: 21002 FOR REVIEW

LC 07
ISSUE 5

MATERIALS PALETTE



CORRUGATED METAL ROOF
 HARDWOOD STRUCTURE
 POWDERCOATED ALUMINUM LASER CUT PANEL WITH KUMBIA MOTIF/ART SYMBOLS (DESIGN TO FUTURE DETAIL)
 DURATED ELEMENTS WEATHERED STEEL FLAT

SHELTER - 4M X 5M K302 PENINSULA SKILLION SHELTER WITH BESPOKE 'KUMBIA' SCREEN - SUPPLY LANDMARK PRO



TYPICAL TREE PLANTER BUILD OUT

NO FINES CONCRETE MULCH INFILL CCS CARAMEL
 P09 500mm BAND AT BOK



NO FINES CONCRETE MULCH & BANDS



M02: NO FINES CONCRETE MULCH

SEATING - LAKES BACKED BENCH FROM STREET & GARDEN

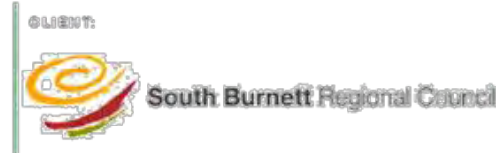


SEATING - BLUE MENTAL HEALTH AWARENESS - TIMBER PAINTED BLUE



KUMBIA STREETScape IMPROVEMENTS LANDSCAPE CONCEPT

PO BOX 1640, Buddina, Sunshine Coast, QLD 4575 T: 07 5499 4677 E: admin@greenedge.com.au www.greenedge.com.au



DATE: 28.07.2021 PROJECT: 21002 FOR REVIEW


LC 08 ISSUE 3

ARTIST IMPRESSION 1 - LOOKING NORTH-WEST AT THE SHELTER



KUMBIA STREETScape IMPROVEMENTS
LANDSCAPE CONCEPT

PO BOX 1640, Buddina, Sunshine Coast, QLD 4575 T: 07 5498 4677 E: admin@greenedge.com.au www.greenedge.com.au

CLIENT:
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LC:
09
ISSUE:
5

DATE: 28.07.2021 PROJECT: 21002 FOR REVIEW

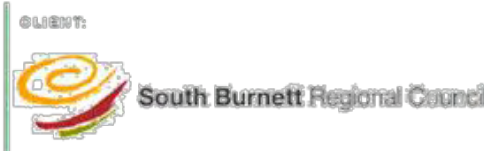
ARTIST IMPRESSION 2 - LOOKING EAST AT THE PROPOSED CROSSING



KUMBIA STREETScape IMPROVEMENTS

LANDSCAPE CONCEPT

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DATE: 28.07.2021 PROJECT: 21002 FOR REVIEW


LC:
10
ISSUE:
5

ARTIST IMPRESSION 3 - LOOKING WEST ALONG COULSON STREET



KUMBIA STREETScape IMPROVEMENTS LANDSCAPE CONCEPT

PO BOX 1640, Buddina, Sunshine Coast, QLD 4575 T: 07 5498 4677 E: admin@greenedge.com.au www.greenedge.com.au

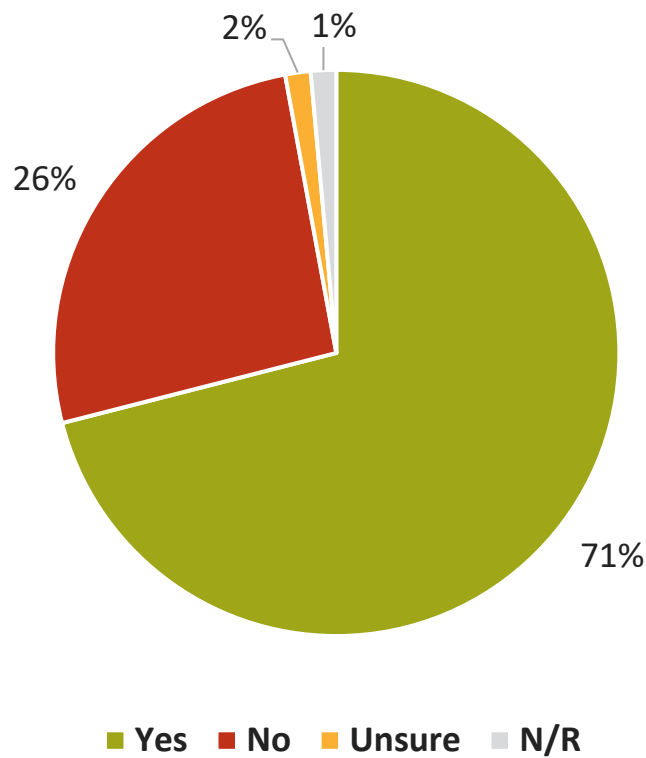
CLIENT:
 South Burnett Regional Council

 **GREENEDGE DESIGN**
creative thinking | design edge
Landscape Architecture | Urban design | Master Planning | Environmental

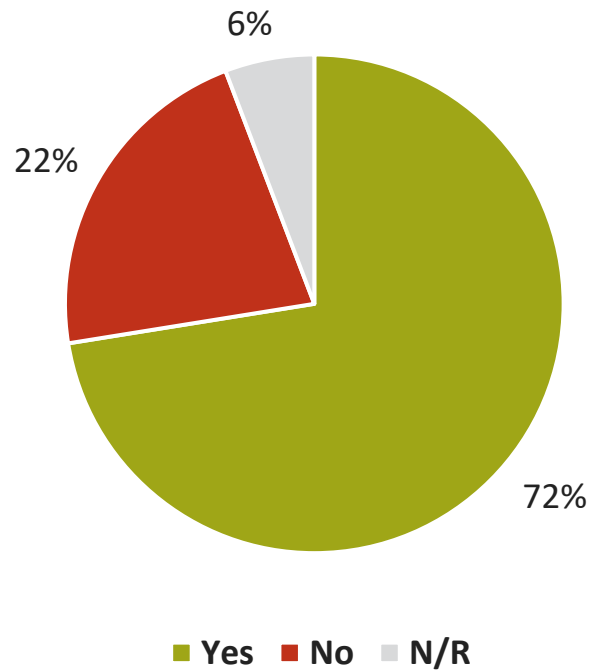
DATE: 28.07.2021 PROJECT: 21002 FOR REVIEW

LC:
11
ISSUE:
5

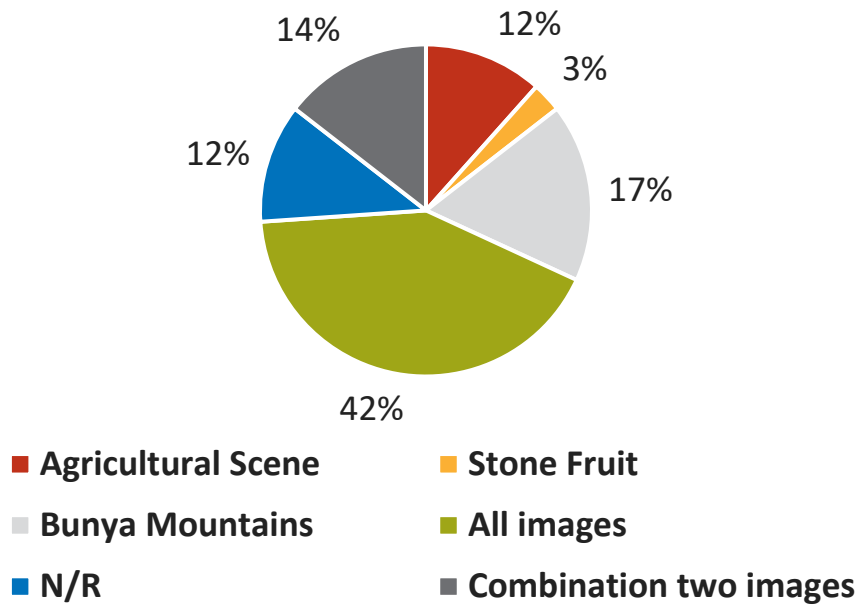
Q1. Do you think the artist impression reflects what you would like the Kumbia Streetscape to look like?



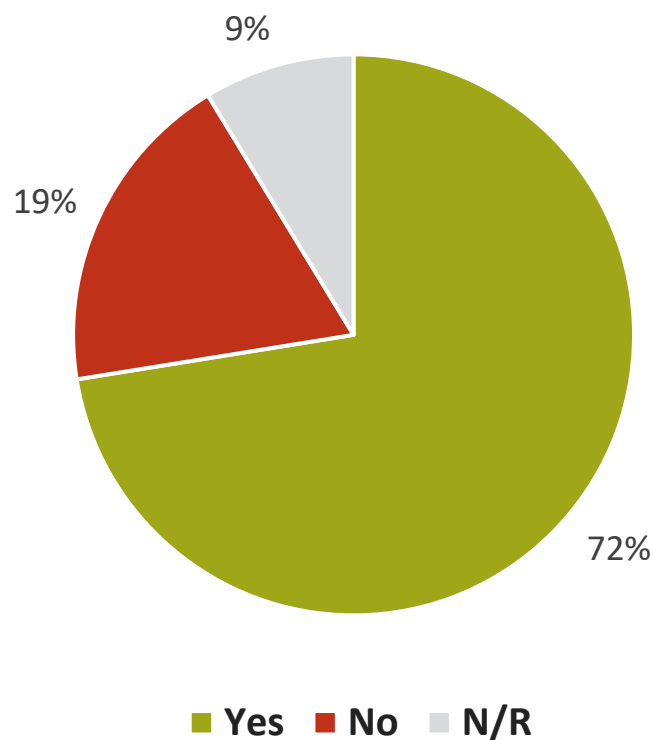
Q2. Do you think the concept design is a subtle entry statement that beautifies the surrounding area while reflecting an aesthetic that embraces Kumbia's identity to the South Burnett?



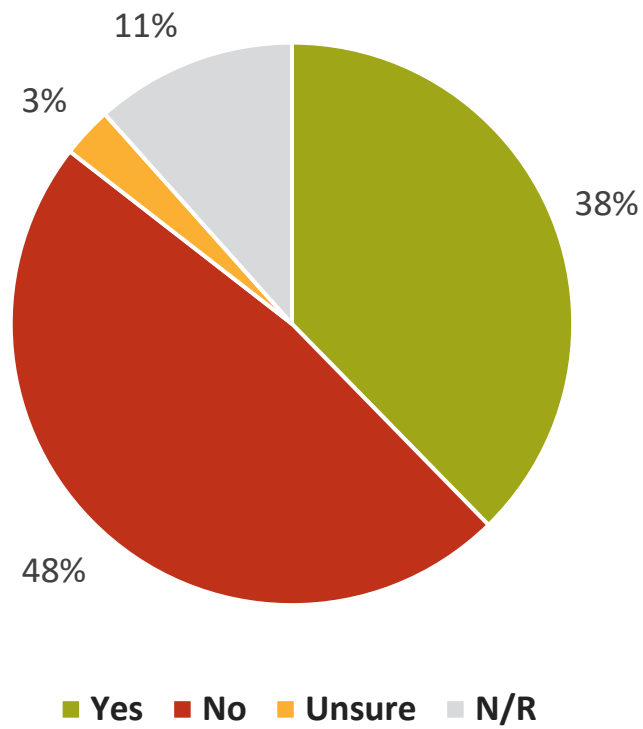
Q3. The motif/art proposed for the shelter laser cut panels connects Kumbia to its strong agricultural background. If not desired, would you prefer an image that depicts stone fruit or the Bunya Mountains as the illustration featured on the panels?



Q4. Are you satisfied with the proposed plant species (Page LC07) for the Kumbia Streetscape?



Q5. Should this project seek to introduce artistic and cultural influences representative of the local area?



11.3 2022/23 ATSI TIDS FUNDING SUBMISSION

File Number: 24-01-22
Author: Manager Infrastructure Planning
Authoriser: Chief Executive Officer

PRECIS

2022/23 ATSI TIDS Funding Submission

SUMMARY

Aboriginal and Torres Strait Islander (ATSI) Transport Infrastructure Development Scheme (TIDS) funding is a component of the statewide TIDS funding program aimed at supporting the local transport infrastructure needs of Aboriginal and Torres Strait Islander communities throughout Queensland. It is recommended to Council to nominate the Sawpit Creek Pedestrian Bridge on Cherbourg Road for funding under this scheme.

OFFICER'S RECOMMENDATION

That Council approve the Sawpit Pedestrian Bridge on Cherbourg Road for application submission for ATSI TIDS funding in 2022/2023.

FINANCIAL AND RESOURCE IMPLICATIONS

ATSI TIDS is provided to local governments by the Department of Transport and Main Roads (TMR) for the upgrade of transport infrastructure that improves primary access to Aboriginal and Torres Strait Islander communities throughout Queensland. Projects approved receive 100% funding allocation for completion. The budget for this submission is anticipated to be \$650,000, with a rounded CPI index applied to last year's submission up from \$634,000. Given that this nomination is associated with the primary access to an indigenous community (Cherbourg) and is a local government asset, we are eligible to apply for this project under this scheme.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Previous consultation has been held with Cherbourg Aboriginal Shire Council and with their support, this application will be submitted for ATSI TIDS funding consideration.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Council is obliged to manage its assets in accordance with the requirements of the Local Government Act 2009 and the Civil Liability Act 2002.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

The Sawpit Creek Pedestrian Bridge would be capitalised and form part of the Transport Assets Register.

REPORT

Aboriginal and Torres Strait Islander (ATSI) Transport Infrastructure Development Scheme (TIDS) funding is a component of the statewide TIDS funding program aimed at supporting the local transport infrastructure needs of Aboriginal and Torres Strait Islander communities throughout Queensland.

South Burnett Regional Council together with the Cherbourg Aboriginal Shire Council wish to nominate the project 'Sawpit Creek Pedestrian Bridge', for funding from the Aboriginal & Torres Strait Islander Transport Infrastructure Development Scheme. Together, we have identified this project as a first priority for funding.

The proposed pedestrian bridge is critical in providing a safe method of travel for pedestrians and cyclists between Murgon and Cherbourg. The only current method of travel over Sawpit Creek is via the culvert directly adjacent to the road, putting members of the community at risk. It is anticipated these projects will lead to an increase in foot traffic between the two towns, resulting in major social and safety benefits for both communities.

This project will complement the approved federally funded footpath being constructed in 2022. These projects will allow both Councils to continue working together to improve infrastructure and further develop the strong community relations between Cherbourg and Murgon.

ATTACHMENTS

Nil

11.4 PROJECT PRIORITISATION TOOL**File Number:** 25-01-22**Author:** Manager Infrastructure Planning**Authoriser:** Chief Executive Officer**PRECIS**

Project Prioritisation Tool

SUMMARY

A Project Prioritisation Tool has been developed for assistance in prioritising Council projects for capital works allocations, grants and funding applications and project delivery timeframes.

OFFICER'S RECOMMENDATION

That Council adopt the Project Prioritisation Tool to be used in assisting Council with determining a project ranking for capital works considering funding applications and delivery time frames inputs.

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

LINK TO CORPORATE/OPERATIONAL PLAN

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

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Councillor Workshops were lead by Infrastructure Planning officers in December 2021 and January 2022 to develop the fundamental elements of the tool including background, criteria, and weightings.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

N/A

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

Officers have been requested to develop a Project Prioritisation Tool (PPT), for assistance in prioritising Council projects for capital works allocations, grants and funding applications and project delivery timeframes. The PPT will assist with the development of future years capital works programs, funding applications, improve financial sustainability and to align with asset management fundamentals.

Council considers multiple priorities associated with the development of capital works programmes across all asset classes every year. To assist with the consideration and unique attributes of each of these potential projects, a 'Multi Criteria Analysis' approach is well suited to assist with converting this process into a metric objective.

Council has been in contact with Queensland Treasury Corporation (QTC) to ensure that this tool aligns with best practice in meeting the objectives associated with Council’s sustainability and other metrics.

Multi Criteria Analysis (MCA) utilises a tool (spreadsheet) to consider many contributing items within a project to assist in meeting Council’s strategic and corporate plans. A weighting (or a percentage) is applied to each criterion to calculate an assessment for each project. The MCA ranks project’s value contributing to Council outcomes. The highest scoring projects are recommended to Council for consideration.

The International Infrastructure Management Manual recommends acknowledging the following considerations when developing an MCA regime:

Feature	Guiding Principles
Nature and wording of criteria	The criteria should reflect organisational and community requirements.
	Consultation should be undertaken to understand what criteria are important to the organisation and that the wording reflects the organisation’s strategic objectives.
Number of criteria	6 - 10
	Redundancy – Are there any criteria that are not needed?
	Completeness – has anything been missed?
	Operationally – can the criteria be assessed?
	Double counting – is the same basic impact being used twice?
	Account for interconnectedness
Rating Systems	Even rating system – are evaluators forced to choose whether a criterion is above or below average?
	Consistent rating system – e.g., is a criterion that scores a 6 twice as important as one that scores a 3?
Weightings	Consistent criteria weighting – if two criteria contribute equally to the organisation’s mission, then the weightings for the two criteria should be equal.

As a first revision, officers recommend the following Core Criteria:

Function	Description	Weighting	Comment
Service Impact	Service Impact	25%	Project type regarding asset renewal strategy (New / upgrade / renewal)
Strategic Driver	Strategic Driver Score	25%	Project link to Corporate / Operation Plan or other priority activities
Financial Governance	Financial Impact	25%	Project effect on capital and operational costs. E.g., if project is externally funded or increase / reduces operational cost.
Delivery	Deliverability Risk	25%	Risk of ability to deliver project within scope and budget. Directly related to level of prior planning undertaken.

During evaluation, the following aspects should be considered for each of the Core Criteria:

Function	Description	Weighting	Comment
Service Impact	Service Impact	25%	Project type regarding asset renewal strategy (New / upgrade / renewal)

Portfolio Category	Description	Portfolio Score
100% Renewal	Contribute to maintaining levels of service and addressing other service requirements	10
75% - 99% Renewal	Contribute to maintaining levels of service and addressing other service requirements	8
50% - 74% Renewal	Contribute to maintaining levels of service and addressing other service requirements	7
25% - 49% Renewal	Contribute to maintaining levels of service and addressing other service requirements	6
5% - 24% Renewal	Contribute to maintaining levels of service and addressing other service requirements	3
Growth/Expansion	Initiative assists SBRC to respond to growing customer and community needs within existing resource constraints.	3
Upgrade	Initiative upgrades an asset that increases levels of service to the community	2
New Asset	Introduction of a new service or new asset that is not currently provided by Council	1

Function	Description	Weighting	Comment
Strategic Driver	Strategic Driver Score	25%	Project link to Corporate / Operation Plan or other priority activities

Portfolio Category	Portfolio Score	Description
Corporate and Operational Plan	10	Initiative will receive a score if it is delivering on the community plan outcomes as described in the Corporate Plan and Operational Plan.
Planning Scheme Implementation	High - 8	High / Medium / Low priority initiative is submitted that requires funding to assist with the implementation of the Planning Scheme
	Medium - 5	
	Low - 2	
Economic Development	High - 8	High / Medium / Low priority initiative that support the implementation of the Economic Development Framework.
	Medium - 5	
	Low - 2	
Sports, Education and Arts	High - 8	High / Medium / Low priority initiative that support agreed sports, Education and Arts outcomes in approved strategic plans/policies
	Medium - 5	
	Low - 2	
Transport	High - 8	High / Medium / Low priority initiative that support the development of the Transport Asset Management Plan or delivering on existing Councillor agreed transport commitments.
	Medium - 5	
	Low - 2	
Branding and Identity	High - 8	High / Medium / Low priority initiative that support the development and implementation of Council agreed Style Guide outcomes
	Medium - 5	
	Low - 2	
Smart Cities and Digital Connectivity	High - 8	High / Medium / Low priority initiative Council agreed initiatives that support the development and implementation of a Smart City framework/principles
	Medium - 5	
	Low - 2	
No Strategic Link	0	

Function	Description	Weighting	Comment
Financial Governance	Financial Impact	25%	Project affect on capital and operational costs. E.g., if project is externally funded or increase / reduces operational cost.

Portfolio Category	Portfolio Score	Description
Decreases Ongoing Operational Costs	8	Investment will lead to a decrease in Councils operating costs
Generates an ongoing source of income for council	8	Initiative will generate an ongoing source of income for Council
Initiative is fully funded via grants / capital revenue	8	Does not require general rate revenue
Initiative is fully funded via reserves	6	Does not require general rate revenue
Initiative is fully funded via special charges	6	Does not require general rate revenue
Initiative is partially funded by grant / capital revenue	4	Requires partial general rate revenue funding
Initiative is partially funded via reserves	3	Does not require general rate revenue
Initiative is partially special charge component	3	Requires partial general rate revenue funding
Maintain ongoing operational costs	1	has no impact to ongoing operational costs
Increase ongoing operational costs	0	Initial investment will increase ongoing operational costs

Function	Description	Weighting	Comment
Delivery	Deliverability Risk	25%	Risk of ability to deliver project within scope and budget. Directly related to level of prior planning undertaken.

Portfolio Category	Portfolio Score	Description
Minimal Risk	8	this project / program will definitely be completed i.e reseals / pump replacement / footpath replacement (BAU project)
Low Risk	6	consultation has been undertaken, delivery confirmed
Medium Risk	4	simple project that is regularly undertaken. Minimal design required but no scoping at this time.
High Risk	1	no consultation has been undertaken with delivery provider or risk of delivery or statutory requirement that could hold up delivery or anything else

It is proposed as part of the implementation of the PPT, that a pilot tool be deployed using one asset class (Transport), to ensure the correct functionality, such as criteria weightings and ratings, as well as resolving any process issues. The pilot tool will only utilise the core MCA criteria until all evaluation measures regarding project activity, funding source and deliverability have been developed. After the tool has been in operation for twelve (12) months, a review will be conducted to further improve the effectiveness and accuracy for the transport assets, as well as for development of future use in other asset classes.

ATTACHMENTS

Nil

11.5 QCN DARK FIBRE NANANGO AND KINGAROY**File Number:** 25-01-22**Author:** Manager Infrastructure Planning**Authoriser:** Chief Executive Officer**PRECIS**

QCN Dark Fibre Nanango and Kingaroy application for Regional Connectivity Program Round 2

SUMMARY

The Australian Government Regional Connectivity Program Round 2 (RCP) has been released and seeks to fund the delivery of 'place-based' telecommunications infrastructure projects to improve digital connectivity across regional, rural and remote Australia. Following discussions with stakeholders Council's proposal to deliver QCN Dark Fibre to the South Burnett would be an eligible project under this program.

OFFICER'S RECOMMENDATION

That Council submit an application to the Australian Government Regional Connectivity Program Round Two (RCP) for the upgrade of high speed fibre and backhaul infrastructure connection to Kingaroy and Nanango.

FINANCIAL AND RESOURCE IMPLICATIONS

The Dark Fibre proposals for Nanango and Kingaroy have been developed with the support of Queensland Government Department of State Development, and forms partnerships with QCN and Yurika which are business units of Energy Queensland. The proposal is restricted through commercial confidentiality, however the delivery of the project and application will be in the order of \$3M under the Regional Connectivity Program (RCP).

LINK TO CORPORATE/OPERATIONAL PLAN

1. ENHANCING LIVEABILITY AND LIFESTYLE – Elevate the South Burnett region to be recognised as a "Community of choice"
2. PROVIDING KEY INFRASTRUCTURE FOR OUR TOWNS AND VILLAGES – Develop, renew and maintain community infrastructure through sound asset management principles
3. GROWING OUR REGION'S ECONOMY AND PROSPERITY – Boost our economy through investment and innovation that promotes population growth and community wellbeing

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The proposal has been developed over the past year in ongoing engagement with the Department of State Development, QCN, Yurika and Council.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The financial proposal for the works is restricted as commercial in confidence and some partners agreements are undertaken with confidentiality agreements.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

The network will be managed and operated by QCN and Yurika under agreement.

REPORT

The Regional Connectivity Program Round 2 (RCP) is a competitive grant opportunity to expand the economic, social, and public safety benefits of improved digital connectivity to regional, rural and remote Australian communities. On 6 May 2021, the Government announced that further Commonwealth funding will be allocated towards 'place-based' telecommunications infrastructure projects under the Regional Connectivity Program (RCP). Round 2 of the RCP is providing up to an additional \$112 million (GST inclusive) in funding, with applications now open until 27 January 2022.

The Regional Connectivity Program (RCP) objectives are to:

- improve access to mobile and/or broadband services in eligible areas of high economic, social, or public safety significance;
- provide place-based telecommunications solutions to regional digital connectivity issues;
- deliver new infrastructure or the upgrade or improvement of existing infrastructure;
- not overbuild a like-for-like service, such as Fixed Wireless where there is an existing Fixed Wireless service (similarly for 4G mobile services), unless you can demonstrate a clear need for improvement and the project would deliver a demonstrable and substantive improvement in service quality, coverage, reliability or speed;
- not have started construction or be part of the participating telecommunications provider's forward build network or upgrade plans from the period commencing from the date the Grant Opportunity opens until 30 June 2025;
- for mobile solutions, include an auxiliary back-up power supply which provides back up power for a minimum of 12 hours for macro cell solutions and, where technically feasible, for other funded solutions, in the event of the loss of external power to the site; and
- show evidence of a commitment from at least one retail service provider to use the infrastructure to deliver telecommunications services for at least seven (7) years.

Achieve extensive, noticeable, and measurable benefits to all aspects of community life including:

- Support industry growth (new investment & jobs) – enable industry to capitalise on new technologies e.g. Agtec, cloud services, internet of things (IOT), artificial intelligence (AI);
- Health (advances in eHealth particularly);
- Education;
- Community safety/disaster management (Floods, Covid etc);
- Equity (inclusion); and
- Liveability, social connection & cohesion.

Council has been working with the Department of State Development and QCN to develop possible options for digital readiness funding when available. The current option developed would allow Dark Fibre to be provided from Tarong to Nanango and Kingaroy. The Kingaroy Transformation Project has enabled the "Last Mile" infrastructure to be installed with immediate roll out options to be undertaken and ultimately expanded to key areas for both the economy and the community. In addition, the project would allow Yurika and QCN to deploy upgraded services to schools, health and other government services within these towns.

Dark Fibre infrastructure within the South Burnett will enable the following:

- South Burnett recognised as a modern digital enabled regional community comparable to capital & large regional cities; and
- A regional community of choice (liveability and investment) - closing the existing digital divide and elevating the South Burnett to a position of leadership in regional Australia. Community will clearly recognise Council's future focus to influence the delivery of significant improvements in accessibility/inclusion, quality (speed and capacity) & the cost of digital & telecommunication services.

The possible deliverables of QCN Dark Fibre capability have been assessed by some of the achievements in other local government areas:

- Eliminate the congestion experienced by existing network services through new backhaul routing capability;
- Create the potential for new cutting-edge digital service offerings as high as 100 gigabits per second; and
- Downward pressure on regional data costs through Internet Service Providers having access to capital city wholesale data pricing via QCN.

ATTACHMENTS

Nil

11.6 UPDATE ON EX TROPICAL CYCLONE SETH AND COVID-19 BUSINESS CONTINUITY**File Number:** 25-01-22**Author:** Personal Assistant Infrastructure**Authoriser:** Chief Executive Officer**PRECIS**

Update on Ex Tropical Cyclone Seth and Covid-19 Business Continuity

SUMMARY

This brief report is to provide Council with an update on Ex Tropical Cyclone Seth and Covid-19 Business Continuity.

OFFICER'S RECOMMENDATION

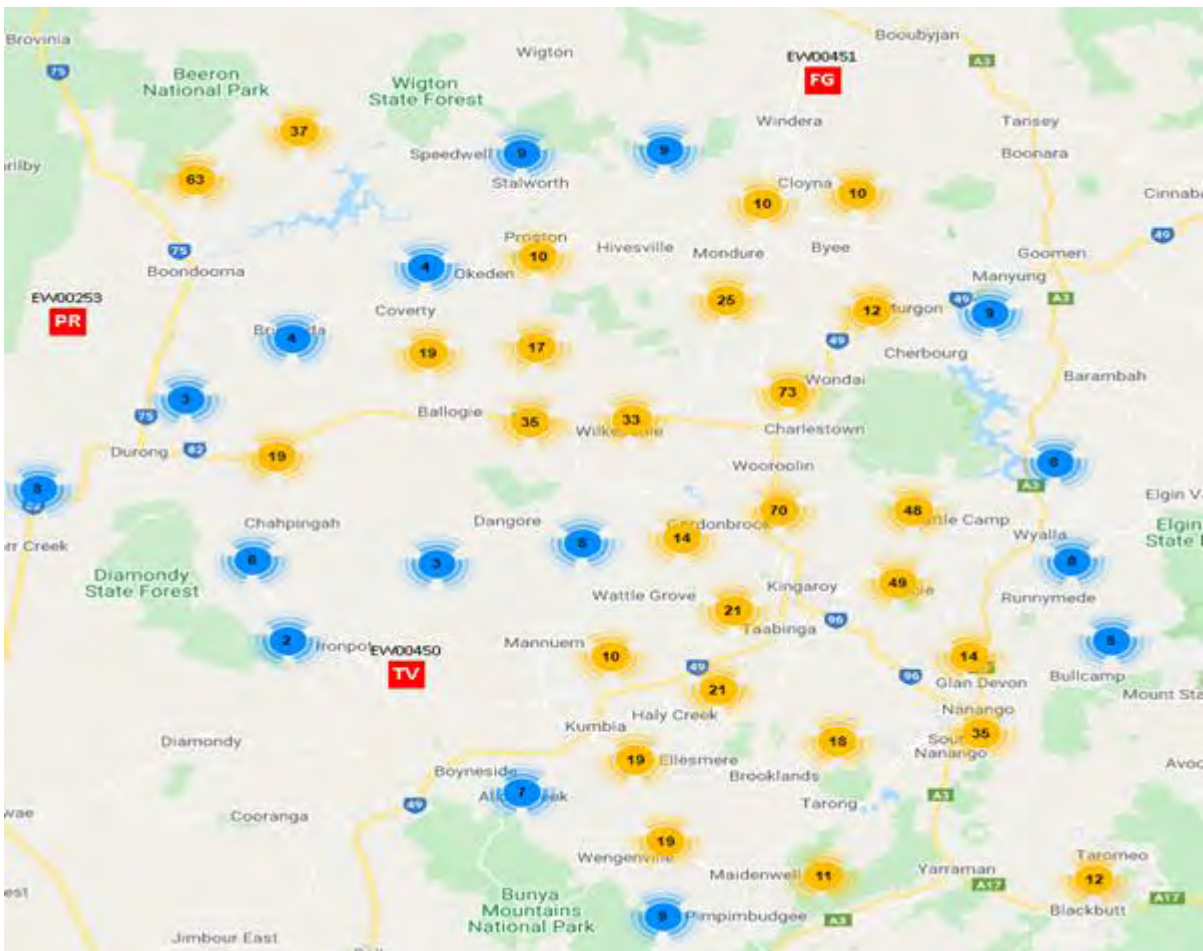
That Council note this update on Ex Tropical Cyclone Seth and Covid-19 Business Continuity.

BACKGROUND

Crews have been activated during and since the heavy rainfall in the Gympie Region catchments impacting the South Burnett as well as associated rainfall in northern and eastern parts of our region due to the impact of Ex TC Seth. Ongoing rainfall further impacted existing damage from the November/December DRFA activation (Central, Southern and Western Queensland Rainfall and Flooding, 10 November – 3 December 2021) as well as general impact across the whole road network.

During the **November/December** weather event there were a large number of roads that sustained damage requiring emergency works to be programmed. Council field staff have inspected 1334 roads and to date, have recorded emergency works damages across 80 localities on 300 local council roads. Since the beginning of December, emergency repair works have been conducted across 200 roads.

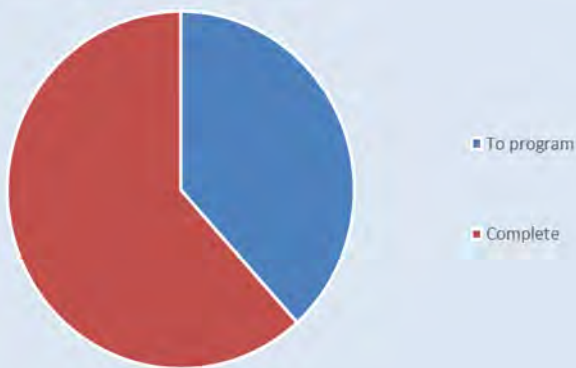
Below is an indication of the spread of the current recorded flood damage defects across the SBRC local road network and an indication of the amount of emergency works that have been completed and are to be completed.



November Event Emergency Works Activity Completed by Locality 18/1/22



November Event Emergency Works



ATTACHMENTS

Nil

12 PORTFOLIO – COMMUNITY, ARTS, HERITAGE, SPORT & RECREATION**12.1 DONATION TOWARDS THE PURCHASE OF A MEDIHOOD****File Number:** 25-01-2021**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Donation towards the purchase of a Medihood.

SUMMARY

Council has received an email from the Rural Doctors Foundation forwarding information on Medihood's given the borders opening to interstate and international visitors and the potential impact COVID could place on rural hospitals.

Council has been requested to provide either a \$1,000 donation which would provide a replacement plastic hood and battery pack or \$4,800 to purchase a whole Medihood.

This matter was presented to the Community Standing Committee Meeting on 8 December 2021.

Committee Resolution 2021/166

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the matter lay on the table until the January Ordinary meeting of Council.

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION****Procedural Tabling Motion**

That donation towards the purchase of a Medihood be taken off the table.

For Council's consideration and discussion.

BACKGROUND

The McMonty Medihoods are an Aussie innovation that create a personal cover of protection over the patient with specialised air filtering systems, they act like a see-through shield that protects both the medical staff and patient from cross infection.

ATTACHMENTS

1. **Email from Rural Doctors Foundation** [↓](#) 

From: [REDACTED]
Sent: Thu, 18 Nov 2021 09:15:17 +1000
To: "sbrc@connect.t1cloud.com" <sbrc@connect.t1cloud.com>
Subject: FW: Support your local community in the fight against COVID

#ECM #ECMBODY #SILENT



 [southburnettregion](#)

DISCLAIMER: This electronic mail message is intended only for the addressee and may contain confidential information. If you are not the addressee, you are notified that any transmission, distribution or photocopying of this email is strictly prohibited. The confidentiality attached to this email is not waived, lost or destroyed by reasons of a mistaken delivery to you. The information contained in this email transmission may also be subject to the Right to Information Legislation (2009).

[REDACTED]
Sent: Thursday, 18 November 2021 7:53 AM
To: Council Information General Email Account <info@sbrc.qld.gov.au>
Subject: [EXTERNAL] Support your local community in the fight against COVID

Please be cautious
 This email originated outside of SBRC.

Dear Mayor

I'm writing to you today because with borders opening to interstate and international visitors, rural and remote hospitals are in a race against COVID.

We're desperately reaching out to South Burnett Regional Council as you have a deep connection to your community. We need your help to provide life-saving equipment to your local hospital.



“You can see the fear on the nurses’s faces” - this is what Samantha told me. “We’re still in the trenches”.

As an Intensive Care nurse with over 25 years’ experience, Samantha Bates, has seen it all. But even she was taken aback by how COVID has stretched city hospitals to their limits.

“The challenge is that it’s nearly impossible to separate those with COVID from other patients”, she explained. “The risk of cross infection is everywhere and to minimise the risk you have to create a hospital within a hospital”.

With a COVID outbreak, the demand on staffing multiplies, impacting everyone – the doctors, the nurses, and the administration, cleaning and kitchen staff. If anyone is infected or considered at risk, they are out of action for at least two weeks.

As a doctor serving the rural community of Stanthorpe and Chair of Rural Doctors Foundation, the thought of how our rural hospitals would deal with a COVID outbreak has kept me awake at night.

“But that’s why the Medihoods are such a game changer”.

The *McMonty Medihoods* are a break-through Aussie innovation that can change everything. By creating a personal cover of protection over the patient with specialised air filtering systems, they act like a see-through shield that protects *both* the medical staff and patient from cross infection.

The good news is that it costs only \$4,800 to purchase a lifesaving Medihood - I know that with your help we can protect rural and remote communities.

I’m asking if South Burnett Regional Council would consider a gift of \$1,000 to provide a replacement plastic hood and battery pack for the Medihood or even a generous \$4,800 to purchase a whole Medihood for your at-risk hospitals.

We've already delivered Medihoods to the Darling Downs region and to Thursday Island, but we are desperate for your help to get these equipped across other remote hospitals.

Please donate so we can install a Medihood into all rural and remote hospitals. Visit to www.ruraldoctorsfoundation.org.au/donations or reach out to me directly by email at chair@ruraldoctorsfoundation.org.au or by calling me on 07 3039 0011.

You can find out more about Medihoods, our campaign and how you can help us by checking out the details below.

I hope you can support this vital campaign.



Dr Dan Halliday
Chair

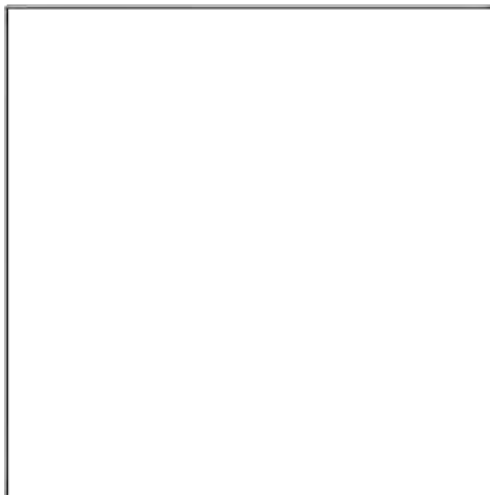


W: ruraldoctorsfoundation.org.au
A: Level 1, 324 Queen Street, Brisbane Qld 4000



We're working to fund McMonty Medihoods for your local hospitals.

An Aussie innovation transforming how we deal with COVID 19



Medihoods save lives by protecting doctors, nurses and patients.

With COVID, the risk of cross infection is everywhere.

By creating a personal cover over the patient with specialised air filtering systems, Medihoods act like a see-through shield that protects both the medical staff and patients from cross infection.

[Watch Medihoods in the news](#)

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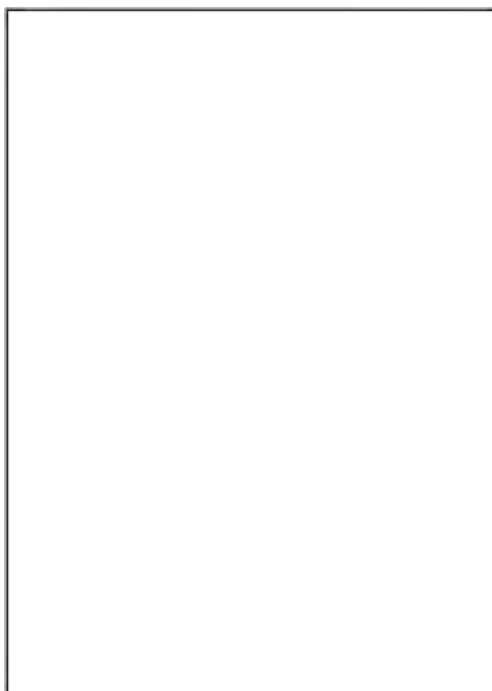
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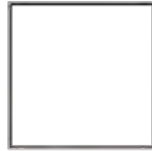
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13 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES

13.1 COOLABUNIA SALEYARDS - WORKING GROUP REPORT

File Number: 25-01-2022

Author: Acting Manager NRM & Parks

Authoriser: Chief Executive Officer

PRECIS

An outcome report from the most recent Coolabunia Saleyards Working Group meeting.

SUMMARY

A recent meeting of the Saleyards Working Group meeting reviewed and updated the Action Plan and recommended to progress the update of various items for Council consideration.

OFFICER'S RECOMMENDATION

1. That the report be received, and Council adopt the Coolabunia Saleyards Working Group Action Plan, as presented;
2. That the Working Group be directed to continue to develop and implement the Action Plan, with updates to Council on a regular basis;
3. That pursuant to section 97 of the *Local Government Act 2009*, Council adopt the fees and charges for Saleyards and Dips, as presented, with such fees applying from 1 February 2022.

FINANCIAL AND RESOURCE IMPLICATIONS

The financial and resource implications of the saleyards may give rise to risks of ongoing losses and failure to maintain and upgrade assets, however, the actions recommended mitigate such risks.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021-26	IN11 Continue to provide and investigate options to improve our saleyards as an important community asset.
Annual Operational Plan 2021-22	Building Better Regions Fund ('BBRF') – saleyard infrastructure upgrades
	Investigate commercialisation and ownership structure for Coolabunia saleyards

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council continues to consult and engage with local residents, key stakeholders and industry. Council has decided to operate this facility as an important community asset.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Risks associated with the saleyards are included in Council's Risk Register and reviewed regularly. The current identified risk includes owning and operating the saleyards at a financial loss. The impact of this risk includes work, health and safety, legal, regulatory, and political reputation. Risks are managed by ensuring all activities are conducted in a safe manner and compliance is achieved. Financial losses are recognised by Council, but may improve if staged fee increases are introduced.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council's *Code of Competitive Neutrality Complaints Policy* is a requirement of section 48 of the *Local Government Act 2009*. It provides a means for resolving competitive neutrality complaints.

ASSET MANAGEMENT IMPLICATIONS

Council's *Asset Management Policy* is established on the principle that sustainable service delivery will be met by ensuring that adequate provision is made for the long-term planning, financing, and life-cycle management of assets.

REPORT

The Saleyards Working Group met on Thursday 2 December 2021 with Cr's Schumacher and Duff in attendance and officers Mark Watt, Denise Whyte and Michael Hunter. It was generally agreed that the Thompson Longhorn Masterplan used for the Building Better Regions Fund (BBRF) would be used for future planning, asset renewals and upgrades, subject to funding. The Working Group also reviewed ongoing revenue and expenses for the saleyards and clearing dips from 2016/17 to the current year. It was noted that average losses over this time were \$75,111 per year. Over five (5) full years, annual losses are \$86,683 per year, which excludes the current year-to-date.

The following items were discussed at the meeting, with a summary explanation included.

Updated Action Plan

The Saleyards Working Group reviewed the Action Plan including an update which is presented in Attachment 1 for Council's information and comment.

Capital Expenditure Plan

A Capital Expenditure Plan was prepared and the following renewals are proposed and underway:




1. Renew water lines from top holding tanks to selling pens. New water lines will be installed below the existing ground level walkways. Such renewals will help eliminate a large number of water breaks and reduce the associated maintenance costs.
2. Install Thompson Longhorn semi-circular poly troughs to selling pens. It is estimated that 36 units be installed initially and others as funding permits. The poly troughs are more expensive when compared to concrete, but users report they are better for yards and easier to maintain. If in the future pens are upgraded to steel rails, troughs can be re-used.
3. Install steel gate panels to existing drafting pens to create ability to move stock through yards. If in the future the timber yards are replaced with steel rails, gate panels can be re-used.
4. Council's IT section are currently sourcing quotes and specifications to upgrade the mobile coverage of the saleyards. This includes Telstra boosters to cover the main activity areas between the Ring Shed/Stud Sales area, the Washdown Bay, Scales Building and Canteen. Such upgrades will improve mobile phone coverage for online sales/auctions, together with providing the potential to conduct EFTPOS transactions and perhaps consider installing credit card facilities for the washdown bay.

Revised fees and charges

In light of the financial losses at Coolabunia Saleyards and the fact that current fees have not significantly changed for a considerable time, Council is requested to review and increase such fees in line with other saleyards complexes in the region. A summary of the recommended fees increases is presented in Attachment 2. A briefing of the fee changes is presented in Attachment 3, together with a fee comparison in Attachment 4.

In short, fee increases of 40% are recommended with staged approach for adoption. The first being 20% from 1 February 2022 and the second being a further 20% as part of the 2022/2023 budget process.

ATTACHMENTS

1. **Action Plan** [↓](#) 
2. **Proposed Fees and Charges** [↓](#) 
3. **Briefing - Proposed Fee Structure** [↓](#) 

4. Fee Comparison [!\[\]\(1e1a06ebca281395f282cf61b1470f88_img.jpg\)](#) 



Coolabunia Saleyards Working Group - Action Plan

#	Action	Responsible Officer	Costs	Risks	Due Date	Progress/Update
1.	Present Working Group SWOT analysis and report to Council, including action plan	Mgr NRM & Parks	Minimal	Time constraints	Completed	
2.	Consider the inclusion of the benefits of saleyards in the Building Better Regions Fund (BBRF) funded South Burnett Agriculture Strategy	BEIDO	Minimal	Relevance to outcomes of strategy	Early 2022	The project aims to develop a regional agricultural strategy for SB which will align with the Federal Government Ag2030 plan, state-based and other regional strategies - 2022-2027
3.	Review online and automated transactions, such as payments and automated billing, including the installation of EFTPOS	Saleyards Coordinator	\$20,000	Connectivity and cost benefit to own and operate	2022	Under investigation and initial estimates process
4.	Investigate the re-use of effluent material	NRM Coordinator	Minimal	Costs to adapt to new system	2022	Not started
5.	Review saleyards to expand utilisation for speciality and stud selling facility	Mgr NRM & Parks	\$10,000	Budget limitations for external study	Pending	Investigate the rationalisation of the yards to include an upgrade to make fit for alternative uses such as a holding centre and/or clearing facility. Also make contact with breeder associations to increase sales activity
6.	Prepare capital expenditure plan for consideration by Council including consultation with users.	Saleyards Coordinator	Nil	Time constraints	December 2021	Completed and report to Ordinary Meeting Jan 2022
7.	Prepare a revised fees and charges schedule based on market rates	Coordinator	Nil	Impacts to agents and owners	Early 2022	Completed and report to Ordinary Meeting Jan 2022



Coolabunia Saleyards Working Group - Action Plan

#	Action	Responsible Officer	Costs	Risks	Due Date	Progress/Update
8.	Continue to review the SWOT analysis to include other actions appropriate to progress	Working Group	Nil	Time constraints Changes from restructure	Early 2022	Ongoing
9.	Review of staffing and use of contractors	Working Group	Nil	Costs and service levels	December 2021	Not started, pending organisation re-structure

Name	Basis and/or duration	2021/2022 Current	First revision as at 1/2/2022	Second Revision Proposed 2022/23
Saleyards and Dips				
Agents Licence Fee				
Licence Fee for Specialty Sales (1 or 2 Day Sale)		\$1,127.50	\$1,127.50	\$1,150.05
Annual Charge – Porters Transport		\$0.00	\$0.00	\$0.00
Livestock Selling Fees				
Liveweight Sale	per head	\$5.50	\$6.60	\$7.92
Open Auction Sale	per head	\$3.70	\$4.44	\$5.33
Cattle sold per head at sales other than store, liveweight and stud sales	per head	\$1.60	\$1.92	\$2.30
Agents inspection and dipping fee	per head	\$3.00	\$5.50	\$5.50
Agents licence and scale fee	per head	\$1.60	\$1.92	\$2.30
Pigs, sheep, goats, chickens, llamas sold	per head	\$1.60	\$1.92	\$2.30
Horses and buffalo	per head	\$7.40	\$8.88	\$10.66
Calves sold	per head	\$1.10	\$1.32	\$1.58
Cattle sold at open auction and privately weighed on completion of sale	per head	\$3.20	\$3.84	\$4.61
Stud Selling Fees				
Open auction sale	per head	\$26.10	\$31.32	\$37.58
Open auction sale (yard fees only)	per head	\$3.70	\$4.44	\$5.33
Hay Feeders				
Hire of Hay Feeders	per pen per day	\$8.20	\$9.84	\$11.81
Consignment Fee for Cattle				
Consignment fee 1st Day		\$2.20	\$2.64	\$2.69
Consignment holding fee 2nd Day and thereafter		\$1.00	\$1.20	\$1.22
Mob based transfers		\$1.50	\$1.80	\$1.84

Name	Basis and/or duration	2021/2022 Current	First revision as at 1/2/2022	Second Revision Proposed 2022/23
Cleaning of other areas				
Cleaning of agents room and toilets after specialty sales	per event	\$210.00	\$210.00	\$214.20
Cleaning of Yards				
Cattle yards	per pen	\$71.80	\$86.16	\$87.88
National Livestock Identification Scheme (NLIS)				
Saleyards NLIS devices replacement	each	\$16.00	\$19.20	\$19.58
Agent fee for hire of NLIS scanner 4217 prior to sales	per head	\$1.20	\$1.44	\$1.47
Removal and Disposal				
Removal and disposal of dead animal	per head	\$225.50	\$270.60	\$276.01
Weighing Fees				
Minimum Fee - 1 to 20 head		\$32.30	\$38.76	\$46.51
Weighed per head - over 20 head	per head	\$1.60	\$1.92	\$2.30
Inspection Fees - Weekdays				
Inspection Fee	per hour	\$123.00	\$147.60	\$150.55
Minimum charge of 15 minutes		\$30.80	\$36.96	\$37.70
Off-site inspections - Travel time cost	per km	\$0.90	\$0.90	\$0.92
On Property Inspections (Infected area during business hours)				
Inspection fee	per hour	\$116.70	\$140.04	\$142.84
Minimum charge of 15 minutes		\$30.80	\$36.96	\$37.70
Inspection Fees - Out of Hours/Weekends/Public Holidays				
Minimum charge of 1 hour	per hour	\$246.00	\$250.92	\$255.94
Callout fee		\$92.30	\$94.15	\$96.03
Off-site inspections - Travel time cost	per km	\$0.90	\$0.90	\$0.92
Dipping Fees - Private				
Dipping fee	per head	\$2.30	\$2.76	\$3.31
Minimum fee	6 head or less	\$14.00	\$16.80	\$20.16

Name	Basis and/or duration	2021/2022 Current	First revision as at 1/2/2022	Second Revision Proposed 2022/23
Travel time	per km			
Spraying Fees				
Spraying Fees	per animal	\$5.00	\$6.00	\$7.20
Minimum fee	each	\$13.90	\$16.68	\$20.02



Briefing Paper

Proposed Saleyards and Dipping Fees

A comprehensive review of saleyards fees at Coolabunia has been due for some time, particularly given that Council had previously intended to sell the complex, which delayed fee adjustments.

Analysis of fees conducted at various times over the last four (4) years, identified that the current fee structure at Coolabunia is significantly less than other centres. A general summary of the results of these comparisons with other selling centres is described below:

- Comparisons were made with Murgon, Dalby, Gympie and Biggenden;
- Coolabunia fees are on average 50% less when compared to other centres. In fact, when compared to Murgon, nearly 60% lower.

Different management structures have made a comparative analysis problematic when comparing fees between saleyards that are privately owned and operated or a mix of both private and public. This was the case when reviewing the fee structures across different saleyards such as Biggenden & Murgon that are privately owned and operated whilst Dalby and Gympie operate under a joint management arrangement between local government and agents.

Not all services provided by other selling centres are the same and their business models vary dramatically. For example, Biggenden has the ability to absorb some losses if it means they are generating additional business in another part of their livestock or realty business or simply include recoveries in agent commissions. Murgon are happy to not charge a yard fee for their cattle but provide a feeding service that more than accounts for this. Some hold stud sales and take in-transit cattle while other centres don't.

The Coolabunia Saleyards Working Group has endorsed fees increases and supports a 2-staged introduction. It is difficult to predict what impact will occur to overall revenue owing to factors such as seasonal conditions, number of sales, market and industry forces. All things being equal, a 40% increase would result in 40% more revenue, however, it is still difficult to guarantee such revenue based on external uncontrolled impacts.

The intent of the fee revision is to bring Coolabunia fees in line with other selling centres. Council should not be subsidising Coolabunia with ratepayer money. This is a fundamental principle of commercialisation as discussed previously when Council was advised of the requirements of competitive neutrality principles (July 2021).

Council's ongoing losses at Coolabunia also support the need to increase fees.

In 2016, an internal audit of the saleyards and an AEC Group business review recommended various changes, including a 60% fee increase. Many of the recommendations remain relevant, particularly following biosecurity changes at the time.

Scenario	Income generated					Comments
	Coolabunia	Murgon	Dalby	Gympie	Biggenden	
1. Fat and or Store sale - 100 head sold liveweight (dipped & inspected)	\$ 1,010.00	\$1,825 + feeding cost + 0.33% agent turnover fee	\$2,370 + annual sale permit + feeding costs	\$ 1,960.00	\$1,760.00 + feeding costs	
2. Specialty Stud sale - 100 bulls sold open auction	\$ 4,670.50	not applicable	\$4,982.00 + dipping and inspection costs + annual sale permit + feeding costs	\$ 4,095.00	not applicable	
3. Private Dip and inspect 30 head (not associated with a sale)	\$ 130.50	\$ 165.00	not applicable	\$60 + inspection fees	\$ 148.50	
4. In transit / consignment cattle - 30 head, 2 days yarding	\$ 96.00	\$66.00 + feeding costs	\$150.00 + feeding costs	\$ 120.00	not applicable	
Fee breakdown Scenario 1 - 100 head sold at liveweight sale (dipped and inspected)						
Agent sale fees - \$1.60 per head	\$ 160.00					
Weigh & Yard fees \$5.50 per head	\$ 550.00					
Dip and inspect (fat & store sale) fee \$3.00 per head	\$ 300.00					
Commercial cattle sale fee - \$7.70 per head		\$ 770.00				Doesn't include feeding costs or 0.33% agent turnover fee.No yard fees charged for Sale cattle
Weigh delivery & Admin -\$3.37 per head		\$ 337.00				
Scanning and sale processing - \$1.68 per head		\$ 168.00				
Dip - \$2.75 per head		\$ 275.00				
Inspect - \$2.75 per head		\$ 275.00				
Scanning fee - \$1.80 per head			\$ 180.00			Doesn't include
Yard fees - multiple beasts - sold - \$12.40 per head			\$ 1,240.00			\$13,060.90 annual agent licence fee or dipping and inspection charges
Loading fee - \$0.70 per head			\$ 70.00			
Handling fee - \$1.70 per head yarded			\$ 170.00			
Weighing fees - \$7.10 per head			\$ 710.00			
Agent sale permit fee - \$880 per sale				\$ 880.00		Doesn't include inspection fees
Weigh & Yard fees - \$8.80 per head				\$ 880.00		
Dipped only by owner - \$2.00				\$ 200.00		
Government transaction fee - \$5.50					\$ 550.00	The government transaction fee is only applied to agent owned and operated saleyards
Dip only - \$2.20					\$ 220.00	
Inspect only - \$2.75					\$ 275.00	
Yard fee - \$7.15					\$ 715.00	
Fee Breakdown Scenario 2 - 100 bulls sold open auction						
Agent Licence fee - \$1,127.50 per sale	\$ 1,127.50	Not applicable			Not applicable	
Open Auction sale ring use -\$26.10 per head	\$ 2,610.00					
Open auction sale (Yard use fee only) - \$3.70 per head	\$ 370.00					
Additional cleaning fee - \$210.00 per sale	\$ 210.00					
Dipping \$2.30 per head	\$ 230.00					
Cattle tick inspection fee - \$123.00 per hour	\$ 123.00					
Stud sale booking fee - \$772 per sale			\$772			Doesnt include annual agent fee, cleaning costs, feeding costs, dipping or inspection.
Cattle stud sale fee - \$35.50 per head plus yard dues			\$3,500			
Yard fee - visual appraisal cattle - \$7.10 per head			\$710			
Dip only by owner - \$2.00 per head				\$ 200.00		Doesn't include inspection fees or cleaning fees
Stud cattle sale fee - \$25.00 per head				\$ 2,500.00		
Hire of selling ring - \$515.00 per day				\$ 515.00		
Agent permit - 1 day sale - \$880 per day				\$ 880.00		

Fee Breakdown scenario 3 - private dipping and inspection of 30 head			Unable to source		
Dipping fee private - \$2.30 per head	\$69.00				
Inspection fee private - \$123 per hour, minimum of 15 minutes \$30.80 (approx 30 minutes)	\$61.50				
Dip only - \$2.75 per head		\$82.50			
Inspection fee - \$2.75 per head		\$82.50			
Dip only \$2.00 per head				\$60	Doesn't include inspection charges
Dipping \$2.20 per head					\$66.00
Inspection \$ 2.75 per head					\$82.50
Fee breakdown scenario 4 - Intransit / consignment of 30 head, yarded for 2 days					Not applicable
Yard fee 1st day - \$2.20	\$66.00				
Yard fee 2nd day - \$1.00	\$30.00				
Loading / unloading - \$2.20 per head		\$66.00 + feeding costs			
Loading fee - \$0.70 per head			\$21.00		
Cattle yarded but not processed through yards - \$4.30 per head per day			\$129.00		
Yard only - \$2.00 per head per day				\$120.00	

13.2 APPROVAL OF THE SOUTH BURNETT BIOSECURITY SURVEILLANCE PROGRAM IN ACCORDANCE WITH THE BIOSECURITY ACT 2014

File Number: 25-01-2022

Author: (Acting) Senior Recreation & Services Officer

Authoriser: Chief Executive Officer

PRECIS

Approval of the South Burnett Biosecurity Surveillance Program in accordance with the *Biosecurity Act 2014*

SUMMARY

Under the *Biosecurity Act 2014*, Council is required to develop and conduct a biosecurity surveillance program to detect and monitor the treatment of restricted and prohibited weeds and pest animal species within the Local Government area.

OFFICER'S RECOMMENDATION

1. That Council approve the commencement of the South Burnett Biosecurity Surveillance Program for restricted and prohibited matters under the *Biosecurity Act 2014* across the South Burnett Regional Council area starting on the 10 February 2022 and finishing on 24 January 2023; and
2. That notice of the approved Biosecurity Surveillance Program be placed on the Council's website 14 days prior to the stated commencement of the program.

FINANCIAL AND RESOURCE IMPLICATIONS

No additional resources required above allocated resources within the Natural Resource Management budget.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021-26	EN4 Ongoing commitment to biosecurity and pest management, including declared and non-declared species
Annual Operational Plan 2021-22	Actively manage biosecurity and pest management within the region

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Consultation with the Queensland Department of Agriculture and Fisheries (DAF).

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The establishment of a surveillance program allows a local government to achieve its main function of managing biosecurity matters (invasive plants and animals) within its area in compliance with the *Biosecurity Act 2014*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The Biosecurity Surveillance Program is consistent with Council's biosecurity compliance procedures.

ASSET MANAGEMENT IMPLICATIONS

No asset implications involved in this matter.

REPORT

A Biosecurity Surveillance program enables authorised local government officers to conduct property inspections to identify and map the extent of outbreaks and monitor treatment programs to assist landholders to meet their general biosecurity obligations under the *Biosecurity Act 2014*.

ATTACHMENTS

1. **SBRC Surveillance Program** [↓](#) 



**South Burnett Biosecurity Surveillance Program for
Restricted and Prohibited Matter under the *Biosecurity
Act 2014***

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1 Biosecurity Program

1.1 Program Name

The surveillance program (pest survey) for invasive plants and animals that are prohibited or restricted biosecurity matter in the South Burnett Local Government Area will be known as the South Burnett Biosecurity Surveillance Program (the program).

The biosecurity matter to which the program may relate includes all invasive biosecurity matter as defined in section 48(1) of the Act.

2 Requirement for a Surveillance Program

2.1 Purpose and rationale

The *Biosecurity Act 2014* (the Act) provides for the establishment of surveillance programs. Surveillance programs are directed at any of the following—

- (a) monitoring compliance with the Act in relation to a particular matter to which the Act applies;
- (b) confirming the presence, or finding out the extent of the presence, in the State or the parts of the State to which the program applies, of the biosecurity matter to which the program relates;
- (c) confirming the absence, in the State or the parts of the State to which the program applies, of the biosecurity matter to which the program relates;
- (d) monitoring the effects of measures taken in response to a biosecurity risk;
- (e) monitoring compliance with requirements about prohibited matter or restricted matter;
- (f) monitoring levels of biosecurity matter or levels of biosecurity matter in a carrier.

The objectives of the South Burnett Biosecurity Surveillance Program (the Program) are:

- (a) Confirm the presence, and find out the extent of the presence in the South Burnett, of the prohibited or restricted matter to which the program relates;
- (b) Confirm the absence in the South Burnett, of the prohibited matter to which the program relates;
- (c) Monitor the effects of measures taken in response to a biosecurity risk posed by invasive biosecurity matter

Pest Management Programs are a core legislative function of Local Government, prior to the introduction of the *Biosecurity Act 2014*, programs were administered under the *Land Protection (Pest and Stock Route) Management Act 2002*.

Previous pest surveys for declared pests in the South Burnett under the *Land Protection Pest and Stock Route Management Act* have detected restricted biosecurity matter formerly known as class 1 and 2 declared pests.

Ongoing surveillance of these species is required to support spread prevention and control programs.

2.2 Measures that are required to achieve the purpose

The key activities undertaken by the Program include but are not limited to;

- Conduct inspections on public and private land to determine the presence, extent and risk posed by prohibited or restricted matter (formerly known as declared weeds and pest animals). Surveillance will be conducted by Authorised Officers predominantly by visual ground inspection. Inspection may also be undertaken by aerial survey or fixed camera traps.
- Provide information and advice to the property owner or relevant party regarding the level of risk and appropriate control measures required to meet the owner or relevant parties general biosecurity obligation.
- Provide information about support programs that may be available
- Monitor treatment programs and enforce compliance where necessary.

2.3 Powers of authorised officers

Entry of place

The Act provides that authorised officers appointed under the Act may, at reasonable times, enter a place situated in an area to which a biosecurity program applies, to take any action authorised by the biosecurity program¹. These activities must be done in a timely and efficient manner to ensure that the measures are as effective as possible. The Program will authorise entry into places to allow these measures to be undertaken.

In accordance with the Act a reasonable attempt will be made to locate an occupier² and obtain the occupier's consent to the entry prior to an authorised officer entering a place to undertake activities under the Program. Nevertheless, an authorised officer may enter the place if³—

- The authorised officer is unable to locate an occupier after making a reasonable attempt to do so; or
- the occupier refuses to consent to the entry.

If after entering a place an authorised officer finds an occupier present or the occupier refuses to consent to the entry—an authorised officer will make reasonable attempts to produce an identity card for inspection and inform the occupier of the reason for entering and the authorisation under the Act to enter without the permission of the occupier. An authorised officer under the South Burnett Biosecurity Surveillance Program must make a reasonable attempt to inform the occupier of any steps taken, or to be taken, and if steps have been taken or are to be taken, that it is an offence to do anything that interferes with a step taken or to be taken.

An authorised officer must leave a notice in a conspicuous position and in a reasonably secure way. This notice must state the date and time of entry and information addressing the reason for entry, authorisation to enter a place and the steps undertaken by the authorised officer after entry.

¹ See section 261 (Power to enter a place under biosecurity program) of the Act.

² The Act defines an **occupier**, of a place, generally to include the person who apparently occupies the place (or, if more than 1 person apparently occupies the place, any of the persons); any person at the place who is apparently acting with the authority of a person who apparently occupies the place; or if no-one apparently occupies the place, any person who is an owner of the place.

³ See section 270 (Entry of place under sections 261 and 262) of the Act.

Power to carry out aerial control measures

The power to carry out aerial control measures is authorised by a biosecurity program under the Act⁴. This means that an authorised officer may carry out, or direct another person to carry out, the aerial control measure for a prohibited or restricted biosecurity matter in relation to a place to which the Program relates.

Obligations

A person must not interfere with cameras or traps placed to detect invasive biosecurity matter.

General powers of authorised officers

Nothing in the Program or its associated Authorisation limits the powers of authorised officers under Chapter 10 of the Act.

2.4 Consultation

Consultation was undertaken with Department of Agriculture and Fisheries

3 Authorisation of a biosecurity surveillance program in the South Burnett Local Government Area

Authorisation of the South Burnett Biosecurity Surveillance program was made by a resolution of South Burnett Regional Council at a general meeting held on 25 January 2022.

3.1 Biosecurity matter

The biosecurity matter to which the Program relates may include any invasive biosecurity matter as defined in section 48(1) of the Act.

3.2 Purpose of the Program

The purpose of the Program in the South Burnett Local Government Area is to;

- (a) Confirm the presence, and find out the extent of the presence in the South Burnett, of prohibited or restricted biosecurity matter to which the program relates;
- (b) Confirm the absence in the South Burnett, of prohibited or restricted biosecurity matter to which the program relates.
- (c) Monitor the effects of measures taken in response to a biosecurity risk posed by prohibited or restrictive matter
- (d) Conduct inspections on public and private land to determine the presence, extent and risk posed by prohibited or restricted matter (formerly known as declared weeds and pest animals). Surveillance will be conducted by Authorised Officers predominantly by visual ground inspection. Inspection may also be undertaken by aerial survey or fixed camera traps.

⁴ See section 294 (Power to carry out aerial control measures under biosecurity program) of the Act. Section 294(6) of the Act defines **aerial control measure**, for biosecurity matter, to mean an activity, done from the air by an airborne machine or a person in an aircraft, to achieve a purpose of a biosecurity program and includes the following—

- surveying and monitoring the biosecurity matter;
- distributing an agricultural chemical to control the biosecurity matter.

- (e) Provide information and advice to the property owner or relevant party regarding the level of risk and appropriate control measures required to meet the owner or relevant parties general biosecurity obligation.
- (f) Provide information about support programs that may be available
- (g) Monitor treatment programs and enforce compliance where necessary.

3.3 Area affected by the Program

The surveillance program is authorised for the whole of the South Burnett Local Government Area. Individual properties will be selected for inspection based on observation or known presence of prohibited or restricted biosecurity matter, or the receipt of reports or complaints.

3.4 Powers of authorised officers

An authorised officer of the Program appointed under the *Biosecurity Act 2014*, may enter a place—other than a residence⁵—without a warrant and without the occupier's consent within the State of Queensland under the Program⁶. An authorised officer appointed under the *Biosecurity Act 2014* will also have the power to enter a place under the Program.⁷

An authorised officer can exercise the powers of an authorised officer under the Act in relation to the Program, if the authorised officer is appointed by the chief executive⁸. An authorised officer has general powers after entering a place to do any of the following⁹:

⁵ The Act defines a *residence* to mean a premises or a part of a premises that is a residence with the meaning of section 259(2) and 259(3).

⁶ See section 259 (General powers to enter places) of the Act.

⁷ See section 261 (Power to enter a place under biosecurity program) of the Act.

⁸ See section 255 (3) (Powers of particular authorised officers limited) of the Act.

⁹ See section 296 (General powers) of the Act.

General powers in the Act	Powers an authorised officer may use under the Program
Search any part of the place	<i>Search a place to check for the presence or absence of prohibited or restricted biosecurity matter.</i>
Inspect ¹⁰ , examine ¹¹ or film ¹² any part of the place or anything at the place	<i>Inspect, examine and film to assist with tracing of carriers to and from a place.</i>
Take for examination a thing, or a sample of or from a thing, at the place	<i>Take samples for the purposes of diagnostic analysis, to ascertain the presence or absence of prohibited or restricted biosecurity matter</i>
Place an identifying mark in or on anything at the place	<i>Establish fixed camera sites.</i>
Place a sign or notice at the place	<i>Produce a written and/or electronic note(s) to support Program activities.</i>
Produce an image or writing at the place from an electronic document or, to the extent it is not practicable, take a thing containing an electronic document to another place to produce an image or writing	<i>Take GPS coordinates to ensure accuracy of location details of carriers or invasive biosecurity matter</i>
Take to, into or onto the place and use any person, detection animal, equipment and materials the authorised officer reasonably requires for exercising the authorised officer's powers under this division	<i>Take a document such as a weed hygiene declaration that is relevant to the objectives of the Program.</i>
Destroy biosecurity matter or a carrier if the authorised officer believes on reasonable grounds the biosecurity matter or carrier presents a significant biosecurity risk; and the owner of the biosecurity matter or carrier consents to its destruction	
Remain at the place for the time necessary to achieve the purpose of the entry	
The authorised officer may take a necessary step to allow the exercise of a general power	
If the authorised officer takes a document from the place to copy it, the authorised officer must copy and return the document to the place as soon as practicable	
If the authorised officer takes from the place an article or device reasonably capable of producing a document from an electronic document to produce the document, the authorised officer must produce the document and return the article or device to the place as soon as practicable.	

An authorised officer may make a requirement (a **help requirement**) of an occupier of the place or a person at the place to give the authorised officer reasonable help to exercise a general power¹³.

An authorised officer may carry out, or direct another person to carry out, aerial surveillance measures for invasive biosecurity matter in relation to a place. Under the Program these measures include surveillance by

¹⁰ Section 296(5) defines **inspect**, a thing, to include open the thing and examine its contents.

¹¹ Section 296(5) defines **examine** to include analyse, test, account, measure, weigh, grade, gauge and identify.

¹² Section 296(5) defines **film** to include photograph, videotape and record an image in another way.

¹³ See section 297 (Power to require reasonable help) of the Act.

visual, photographic or electronic observations of the place. The surveillance may be undertaken by manned aircraft or an unmanned aerial vehicle (UAV's)

3.5 Obligations imposed on a person under the Program

The following obligations may be imposed on a person who is an occupier of a place to which the Program relates:

A person must not interfere with cameras or traps placed to detect invasive biosecurity matter.

3.6 Commencement and duration of the Program

The Program will begin on 10 February 2022 and will continue until 24 January 2023. The duration of the program is considered to be reasonably necessary to achieve the Program's purpose.

3.7 Consultation with relevant parties

As required by the Act¹⁴, South Burnett Regional Council has consulted, prior to the authorisation of the Program, with the Department of Agriculture and Fisheries.

3.8 Notification of relevant parties of requirements

As required by the Act¹⁵, I will give public notice of the Program 14 days before the Program starts by:

- giving the notice, by way of letter, to each government department or government owned corporation responsible for land in the area to which the Program relates; and
- publishing the notice on the South Burnett Regional Council website.

A copy of the Program (including its Authorisation) is available for inspection at the South Burnett Regional Council Administration Building at Glendon Street, Kingaroy and regional offices. A copy of the Program is also available to view and print at no cost on the South Burnett Regional Council website at www.southburnett.qld.gov.au. A copy of the Program Authorisation will be provided on request by contacting the South Burnett Regional Council Customer Service Centre on (07) 4189 9100.

¹⁴ See section 239 (Consultation about proposed biosecurity program) of the Act.

¹⁵ See section 240 (Notice of proposed biosecurity program) of the Act.

4 PUBLIC NOTICE

Notice of a Biosecurity Surveillance Program for Restricted and Prohibited Matter.

Biosecurity Act 2014

South Burnett Regional Council

PURPOSE AND SCOPE OF THE PROGRAM

Purpose

The purpose of the Program in the South Burnett Local Government Area is to;

- (h) Confirm the presence, and find out the extent of the presence in the South Burnett, of prohibited or restricted biosecurity matter to which the program relates;
- (i) Confirm the absence in the South Burnett, of prohibited or restricted biosecurity matter to which the program relates.
- (j) Monitor the effects of measures taken in response to a biosecurity risk posed by prohibited or restrictive matter
- (k) Conduct inspections on public and private land to determine the presence, extent and risk posed by prohibited or restricted matter (formerly known as declared weeds and pest animals). Surveillance will be conducted by Authorised Officers predominantly by visual ground inspection. Inspection may also be undertaken by aerial survey or fixed camera traps.
- (l) Provide information and advice to the property owner or relevant party regarding the level of risk and appropriate control measures required to meet the owner or relevant parties general biosecurity obligation.
- (m) Provide information about support programs that may be available
- (n) Monitor treatment programs and enforce compliance where necessary.

Program Area

The surveillance program is authorised for the whole of the South Burnett Local Government Area. Individual properties will be selected for inspection based on observation or known presence of prohibited or restricted biosecurity matter, or the receipt of reports or complaints.

START DATE AND DURATION OF THE PROGRAM

Program will commence on 10 February 2022 and extend until 24 January 2023.

AVAILABILITY AND PRICE OF A COPY OF THE PROGRAM AUTHORISED BY THE CHIEF EXECUTIVE

A copy of the Program (including its Authorisation) is available for inspection at the South Burnett Regional Council Administration building at Glendon Street, Kingaroy and regional offices. A copy of the Program is also available to view and print at no cost on the South Burnett Regional Council website at www.southburnett.qld.gov.au. A copy of the Program Authorisation will be provided on request by contacting the South Burnett Regional Council Customer Service Centre on (07) 4189 9100.

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

14.1 ESTABLISHMENT OF BLAZE AID CAMP

File Number: 25.01.2021

Author: General Manager Community

Authoriser: Chief Executive Officer

PRECIS

Establishment of a Blaze Aid camp in Murgon

SUMMARY

Consideration of Council support for the establishment of a BlazeAid camp in Murgon to assist the with recovery from the recent flooding in the north of the region.

OFFICER'S RECOMMENDATION

That Council provide funding support of \$2,500 to BlazeAid to establish a Basecamp at the Murgon Showgrounds in response to the recent flood event.

FINANCIAL AND RESOURCE IMPLICATIONS

A contribution of \$2,500 is requested to support the establishment of the camp. A budget allocation is available within the Rural Services budget.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

A local media campaign will be conducted to encourage local farmers to register for assistance and encouraging people to volunteer to assist support the camp.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Appropriate liability insurances are in place for the operation of the camp. Property owners are also required to sign a workplace agreement for assistance.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Not Applicable

ASSET MANAGEMENT IMPLICATIONS

Not Applicable

REPORT

BlazeAid is a volunteer-based organisation that works with families and individuals in rural Australia after natural disasters such as fires and floods. Key activities volunteers undertake is to rebuild fences and other structures that have been damaged or destroyed.

Following a natural disaster if requested, BlazeAid will establish a Basecamp in a local community where there is a significant distance of fencing to be rebuilt, and enough affected individuals and families who are willing to work with the volunteers (usually 10 or more properties).

Following the flood event in early January across the north of South Burnett region and neighbouring regions, BlazeAid have agreed to establish a camp in Murgon at the Murgon Showgrounds/PCYC opening 31 January 2022.

Previous camps have been based at this location and have worked extremely well.

To support a BlazeAid camp, BlazeAid requests a payment of \$5,000 from Council/community to fund part of the cost of the evening meals, and any basecamp costs (e.g., gas, power, etc.)

Given the impacted area of this event is across two regional Council areas i.e., South Burnett & Gympie Regional the expectation would be for one payment of \$5,000 for the basecamp (i.e., not \$5,000 from each Council).

Volunteers are provided with all meals. With the local community supporting where possible to help with catering of the evening meal

ATTACHMENTS

Nil

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

15.1 RAIL TRAIL DAMAGE - UPDATE

File Number: 25-1-2022
Author: Acting Manager NRM & Parks
Authoriser: Chief Executive Officer

PRECIS

An update concerning the recent weather event causing damage to the Rail Trail.

SUMMARY

Council will assess damage and re-open the rail trail to meet community expectations, whilst following established flood recovery protocols.

OFFICER’S RECOMMENDATION

1. That the report concerning rail trail damage within the South Burnett region be received and noted;
2. That authorisation be given to undertake temporary restoration of damaged sections of the rail trail at an estimated cost of \$30,500 and that such costs be referred for inclusion in the third quarter budget review; and
3. That Council continues to advocate to the Queensland Reconstruction Authority (QRA) to seek funding to reconstruct damage to the rail trail given Council’s view that it is a key community asset.

FINANCIAL AND RESOURCE IMPLICATIONS

The costs to temporarily and permanently restore the damaged sections of the rail trail are primarily borne by Council given the asset is considered pedestrian and cycle paths, which are not considered transport infrastructure under Queensland Reconstruction Authority (QRA) guidelines.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021-2026	IN6 Continue to provide and investigate options to improve rail trail infrastructure, residential footpaths and cycleways to promote connectivity.
Operational Plan 2021/2022	Key Priority - Actively liaise with rail trail users and champions to identify improvements and enhancement potential.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Ongoing updates and communication with the South Burnett Rail Trail Users Association, Councillors and relevant staff.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Limited legal implications exist other than ensuring Council complies with the requirements of the QRA Disaster Relief and Recovery Guidelines. Further, it is important Council abides by the Corporate Risk Management Policy, which in effect resulted in closure of damaged sections owing to public safety.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council's *Sport and Recreation Infrastructure and Strategic Plan 2018-2028* includes reference to rail trail within the region consisting of both the Kilkivan to Kingaroy Rail Trail (KKRT) and the Brisbane Valley Rail Trail (BBRV). This unique and valuable recreation corridor extending for 88km winds through various landscapes, connecting several villages and towns.

Damage from flooding has primarily occurred to sections north of Tingoorra.

ASSET MANAGEMENT IMPLICATIONS

A summary of the asset values pertaining to Council's rail trail network, including signage, bitumen surface, pedestrian bridges and other related structures is as follows:

Current Cost	\$2,076,331
Accumulated depreciation	\$444,983
Written down value	\$1,631,348
Estimated annual depreciation	\$74,000

REPORT

Heavy rainfall in November and December 2021 caused localised flooding and damage to various parts of the South Burnett, resulting in road closures and damage to roads and various sections of the rail trail. Further damage was also caused on the weekend of 8/9 January 2022, where significant rainfall caused further closures, particularly the Murgon to Goomeri section.

Immediately following the first of the rain events in late 2021, Council's Infrastructure Department convened a meeting on 30 November 2021 to prepare and co-ordinate for continued rainfall, which included representatives from Redfrost Project Management. Using Council's Infrastructure Recovery Manual – Immediate Reconstruction Works (IRW), Council's Parks Team were provided with assistance to determine eligible public assets and how to assess, document and claim for such assets. Largely, Council's rail trail network is not eligible, however, this is still being investigated, particularly the damage to the Tingoorra section as a result of damage caused from TMR roadworks to the State-controlled road in July 2021.

Initial inspections and damage assessments were not possible for the rail trail given surface moisture and the potential to cause further damage, specifically to the bitumen surface. That is, the wet and unstable terrain and the availability of a suitable vehicle to traverse the trail. Once crews were able to access damaged sections in mid-December, initially by foot, the following closures were required:

- Wondai to SBRC/GRC boundary;
- Burns Road to Transmitter Road, Tingoorra;
- Crawford to Memerambi-Gordonbrook Road crossing.

The above sections were closed over the Christmas period with a public notice being issued together with an update email by the CEO to Councillors and the South Burnett Rail Trail Users Association on 23 December 2021.

Current status of rail trail **closures** is as follows:

- Wondai to Murgon
- Murgon to Gympie Regional Council boundary

All other sections remain open.

A utility task vehicle (UTV) is now in use which will allow the full extent of the rail trail to be traversed and a more detailed assessment produced in a safe and efficient manner. Proposed works call for two (2) stages being temporary restoration followed by permanent reconstruction.

Temporary Restoration

The initial priority is to reopen the rail trail as soon as possible consisting of immediate repairs to make the trail accessible and safe. Assuming Council provides authorisation, costs for such works will be sourced from budget variations based on the need to meet community expectations.

Please refer to detailed attachments outlining photos of damaged sections and temporary restoration estimates.



















Permanent Restoration

With the assistance of Council's Infrastructure staff, a full assessment will be conducted to provide permanent restoration estimates. A further report will be presented to Council to determine how such works are funded.

Summary of damage assessment:

Section	Distance Metres	Estimate Temporary Repairs \$	Estimate Permanent Repairs \$
Barambah Crossing	800	1,500	5,000
Murgon to Goomeri	2,000	10,000	35,000
Angel's Crossing	250	2,000	5,500
Murgon town entry	250	1,000	3,500
Tingoora section	90	3,000	15,000
Wondai North Creek Bridge	1,000	2,500	5,000
Butter Factory Entry	55	1,500	5,000
Simpson's Road Crossing	25	2,000	5,000
Simpson's Road	150	7,000	12,000
Totals	4,620	30,500	91,000

ATTACHMENTS

1. **Barambah Crossing**  
2. **Murgon to Goomeri**  
3. **Angel's Crossing**  
4. **Murgon Town Entry**  
5. **Tingoora Section**  
6. **Wondai North Creek Bridge**  
7. **Butter Factory**  
8. **Simpsons Road Crossing**  
9. **Simpsons Road**  



Murgon Rail Trail “Barambah Crossing” Damage

- **Damage Length** – 800m
- **Damage Depth** – 30m (bridge to be assessed – Engineering)
- **Material (Removed)** – unknown
- **Material (to be removed)** – 5m3 debris removal
- **Material Quality** – Good
- **Subsoil Quality** – Firm
- **Moisture** – high pooled water (trail in good condition currently)
- **Moisture depth** – 50mm- 150mm
- **Surface** – Bitumen condition good.
- **Drainage** – retaining materials an gabions are damaged and washed out drainage to be reinstated along walkway E/W of trail

Permanent works

- **Materials** - road base 5m3 retaining wall damage
 - **Materials (other)** – geo and wire
 - **Machinery** – Bobcat/excavator combined and ute/trailer
 - **Labour** 2 staff
- Estimated time frame 20hr + \$3000 - \$5000

Temporary repairs –

Materials - Labour - Machinery – Dump Fees etc

Total Cost estimated = \$1500

Comment – unknown damage to crossing bridge still to be assessed

Redline indicates depth 15m – 30m







































Murgon – Goomeri – Rail Trail Damage

- **Damage Length** – 2000m
- **Damage Depth** – 200mm-500mm
- **Material (Removed)** – 1200m²
- **Material (to be removed)** – 60m³
- **Material Quality** – Moderate 250m usable
- **Subsoil Quality** – Firm some usable, bedrock exposed depth varies 150mm<
- **Moisture** – Mod
- **Moisture depth** – 100mm- 200mm
- **Surface** – New road base will need to be crowned current surface flat no direct flow; culverts damaged
- **Drainage** – culverts damaged, both elevated and low-level drains to be cleared and relined, significant washouts 2m/5m <

Permanent works

- **Materials** - road base 400m³ and resurface
 - **Materials (other)** – culverts or box drains
 - **Machinery** – Bobcat/excavator combined and ute/trailer
 - **Labour** 2 staff
- Estimated time frame 50hr + \$28000 - \$35000

Temporary repairs –

Materials - Labour - Machinery – Dump Fees etc

Total Cost estimated = \$10000



























































Murgon Rail Trail “Angels Crossing” Damage

- **Damage Length** – 250m
- **Damage Depth** – 150mm-500mm
- **Material (Removed)** – 5m3
- **Material (to be removed)** – 3m3 drains cleared and reinstate
- **Material Quality** – Good
- **Subsoil Quality** – Firm
- **Moisture** – Low
- **Moisture depth** – 10mm- 50mm
- **Surface** – Bitumen condition good. Sweep and clear rocks
- **Drainage** – both elevated and low-level table drain to be constructed (currently 0-100mm fall Nth only) drain on west side has significant washout and minor undermining .Cross section drain/culvert to be installed and tables drain cleared both east and west Crossing will be relocated to the Nth (flood drop gates to be added to walkway

Permanent works

- **Materials** - road base 5m3 repair shoulder
- **Materials (other)** – culverts wingwalls or box drains
- **Machinery** – Bobcat/excavator combined and ute/trailer
- **Labour** 2 staff
Estimated time frame 15hr + \$3000 - \$5500

Temporary repairs –

Materials - Labour - Machinery – Dump Fees etc

Total Cost estimated = \$2000

















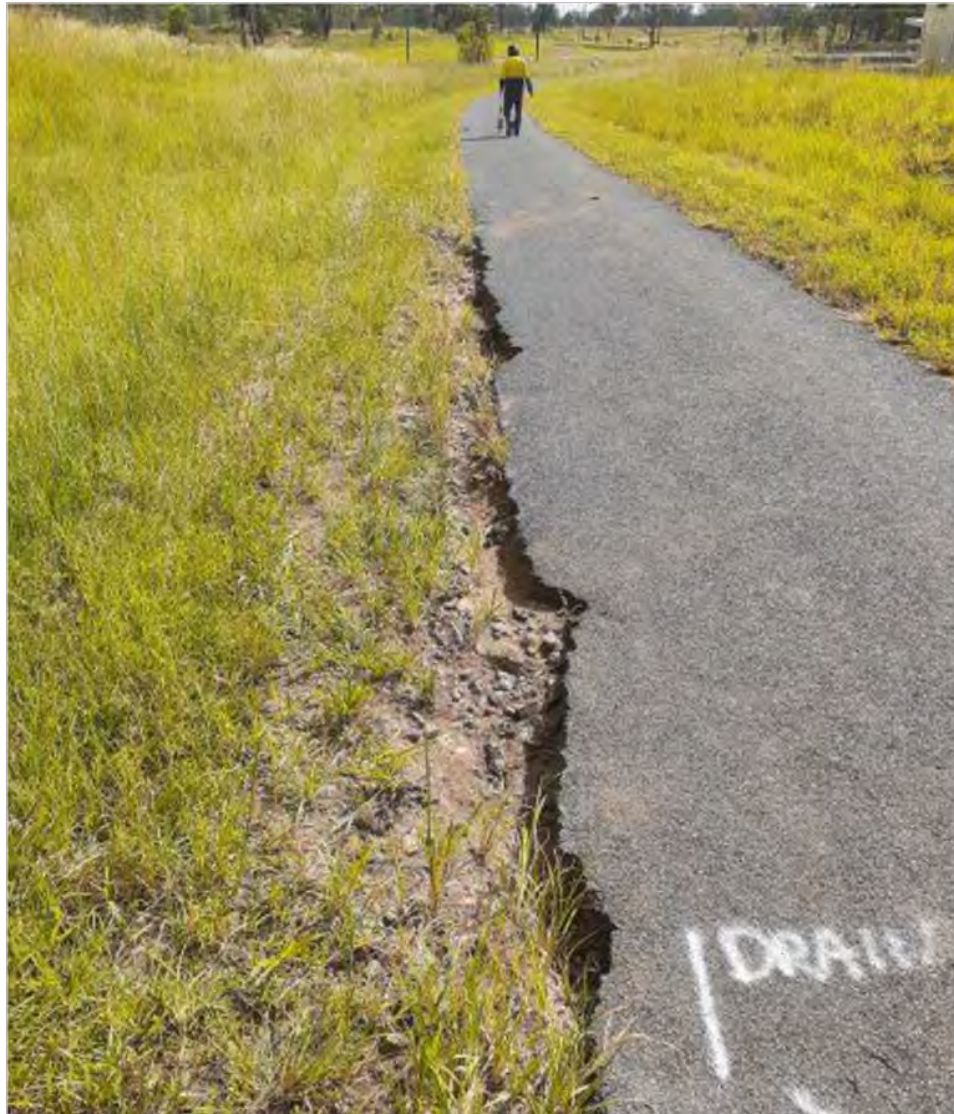












Murgon Rail Trail entry Damage

- **Damage Length** – 250m
- **Damage Depth** – 50mm-200mm
- **Material (Removed)** – unknown (minor)
- **Material (to be removed)** – 5m³ clear drains and reinstate
- **Material Quality** – Good
- **Subsoil Quality** – Firm
- **Moisture** – mod water pooling in low areas
- **Moisture depth** – 20mm- 150mm
- **Surface** – Bitumen condition good edging up to 300mm needs to be removed and made safe
- **Drainage** – table drains to be extended and cleared of debris; mitre drains reinstated

Permanent works

- Materials - road base 8m³ repair shoulder
 - Materials (other) – culverts or box drains geo fab
 - Machinery – Bobcat/excavator combined and ute/trailer
 - Labour 2 staff
- Estimated time frame 25hr + \$2000 - \$3500

Temporary repairs –

Materials - Labour - Machinery – Dump Fees etc

Total Cost estimated = \$1000

