



SOUTH BURNETT
REGIONAL COUNCIL

AGENDA

Ordinary Council Meeting Wednesday, 23 February 2022

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

Date: Wednesday, 23 February 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.

Order Of Business

1	Opening	5
2	Leave of Absence / Apologies	5
3	Prayers	5
4	Recognition of Traditional Owners	5
5	Declaration of Interest	5
6	Deputations/Petitions	5
	Nil	
7	Confirmation of Minutes of Previous Meeting	6
	7.1 Minutes of the Council Meeting held on 25 January 2022	6
8	Business Outstanding	34
	8.1 Business Outstanding Table for Ordinary Council Meeting.....	34
9	Notices of Motion	66
	Nil	
10	Portfolio - Corporate Services, People & Culture, Communications/Media, Finance & ICT	67
	10.1 Adoption of the South Burnett Regional Council Policy Governance Framework - Strategic006	67
	10.2 South Burnett Regional Council Factsheets	72
	10.3 ALGA National General Assembly Call for Motions - 2022	99
	10.4 Confirming Councils Attendance ALGA National General Assembly 2022	101
	10.5 Budget Committee Meetings 2022	102
	10.6 Monthly Financial Information.....	106
	10.7 Financial Assistance Grants	149
	10.8 Quote SBRCQ-21/22-10 - Replacement of one (1) Single Cab Truck with Rear Compactor Body	152
11	Portfolio – Roads & Drainage	161
	11.1 SBRC 2122_06 Civil Construction Surveyor Services Preferred Supplier Arrangement - Recommendation of Acceptance	161
12	Portfolio – Community, Arts, Heritage, Sport & Recreation	164
	Nil	
13	Portfolio – Rural Services, Natural Resource Management, Planning & Compliance Services	165
	13.1 Removal of Graffiti from structures located on boundaries shared with Council controlled land.....	165
	13.2 Parthenium Weed	167
	13.3 Request of Assistance from Wondai Proston Wolves Rugby League Club Inc	168
	13.4 Coolabunia Saleyards - Revised Fees & Charges.....	169
14	Portfolio – Local Disaster Management, Water & Wastewater, Waste Management ..	171

14.1	Assessment of Tender SBRC 21/22-05 Design and Construct of Pump Station Switchboard Upgrade.....	171
14.2	Yarraman Waste Facility	173
14.3	Application for Funding under the 2022-2024 Local Government Grants & Subsidies Program.....	174
15	Portfolio – Rural Resilience, Parks & Gardens, Property & Facility Management, Indigenous Affairs	175
15.1	Application for Funding under the 2022-2024 Local Government Grants & Subsidies Program - Blackbutt Hall	175
15.2	Building Better Regions Funding application for Mondure Hall	180
15.3	Appointment of Real Estate Agents.....	182
15.4	Request for support to install a “Big Avocado” in Blackbutt	183
16	Portfolio - Regional Development.....	184
16.1	Federal Advocacy Action Plan 2022.....	184
17	Information Section	185
	Nil	
18	Questions on Notice	186
18.1	Question on Notice from January Council Meeting - Financial Statements - Disposal of Land and Buildings	186
19	Confidential Section	187
19.1	Request to waive debt recovery and legal costs - Deceased Estate.....	187
19.2	Organisational Review	187
20	Closure of Meeting.....	188

- 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 25 JANUARY 2022

File Number: 23/02/2022

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Council Meeting held on 25 January 2022 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 25 January 2022**



SOUTH BURNETT
REGIONAL COUNCIL

MINUTES

Ordinary Council Meeting
Tuesday, 25 January 2022

Order Of Business

1	Opening	4
2	Leave of Absence / Apologies	4
3	Prayers	4
4	Acknowledgement of Traditional Owners	4
5	Declaration of Interest	4
6	Deputations/Petitions	6
	Nil	
7	Confirmation of Minutes of Previous Meeting	6
	7.1 Minutes of the Council Meeting held on 15 December 2021	6
8	Business Outstanding	7
	8.1 Business Outstanding Table for Ordinary Council Meeting.....	7
9	Notices of Motion	7
	9.1 Notice of Motion - Hivesville Toilets.....	7
	9.1.1 Question on Notice - Hivesville Toilets	7
	9.2 Notice of Motion - LRCI Funding Allocation Phase 3 - 2022	7
10	Portfolio - Corporate Services, People & Culture, Communications/Media, Finance & ICT	8
	10.1 Annual Operational Plan 2021/2022 Implementation Progress Report for the period ending 31 December 2021	8
	10.2 Adoption of the South Burnett Regional Youth Council Terms of Reference - Strategic029.....	9
	10.3 Monthly Financial Report and Second Quarter Budget Revision	9
	10.3.1 Foggs Gravel Pit	9
	10.3.2 Question on Notice - Financial Statements.....	10
	10.4 Quote SBRCQ-21/22-09 - Replacement of Two (2) Trucks & Dogs (Plant No. 2006 & 102 and Plant No. 2013 & 6032)	10
	10.5 Fuel Tax Credit Review Report	10
11	Portfolio – Roads & Drainage	10
	11.1 Kingaroy Transformation Project Community Shared Spaces Design Finalisation.....	10
	11.2 Kumbia CBD Streetscape	11
	11.3 2022/23 ATSI TIDS Funding Submission	11
	11.4 Project Prioritisation Tool	12
	11.5 QCN Dark Fibre Nanango and Kingaroy	12
	11.6 Update on Ex Tropical Cyclone Seth and Covid-19 Business Continuity.....	12
12	Portfolio – Community, Arts, Heritage, Sport & Recreation	13
	12.1 Donation towards the purchase of a Medihood	13
	12.2 Request from South Burnett Mountain Bike Club for Decomposed Granite from Gordonbrook Mine site.....	13

13	Portfolio – Rural Services, Natural Resource Management, Planning & Compliance Services	14
13.1	Coolabunia Saleyards - Working Group Report.....	14
13.2	Approval of the South Burnett Biosecurity Surveillance Program in accordance with the Biosecurity Act 2014	14
14	Portfolio – Local Disaster Management, Water & Wastewater, Waste Management	15
14.1	Establishment of BlazeAid Camp	15
15	Portfolio – Rural Resilience, Parks & Gardens, Property & Facility Management, Indigenous Affairs	15
15.1	Rail Trail Damage - Update.....	15
15.1.1	WONDAI SPORTSGROUND	15
15.2	Cleaning Contracts - Public Conveniences SBRCQ 21/22-26	16
15.3	Lease - Kingaroy Rugby League Football Club Juniors and Seniors Inc.	16
15.4	Trustee Grazing Permit - Lot 313 - FY509.....	17
15.5	Request for consent reconfigure fields - Kingaroy Rugby League Football Club Juniors and Seniors Inc.....	17
15.6	Request for consent to improve facilities - Western Performance Club	18
16	Portfolio - Regional Development	18
16.1	Building Better Regions Fund (BBRF) Round 6.....	18
17	Information Section	19
17.1	List of Correspondence pending completion of assessment report.....	19
17.2	Delegated Authority Reports	19
18	Questions on Notice	20
18.1	195 Kingaroy Street - Kingaroy - refurbishment funding	20
19	Confidential Section	21
19.1	Rate Exemptions and Remissions - Additions to Approved List - Property Number 258740	22
19.2	Request to Waive Rates Interest - Property Number 259250	22
19.3	Request to waive charges PID 294970	23
19.4	Wakka Wakka People #3 Part A and Part B Native Title Claim	23
19.5	Assessment of Tender SBRC 21/22-05 Design and Construct of Pump Station Switchboard Upgrade.....	24
19.6	Electric Vehicle Charging Station – Retail Pricing.....	24
19.7	Waste Contract	24
19.8	Sale of Land for Overdue Rates and Charges Report January 2022	25
20	Closure of Meeting	27

**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON TUESDAY, 25 JANUARY 2022 AT 9.02AM**

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), Mark Watt (Acting General Manager Community), Ged Brennan (Acting General Manager Infrastructure), James D'Arcy (Manager Infrastructure Planning), Kevin Searle (Manager Works), Aaron Meehan (Project Manager KTP), Tim Low (Manager Water & Wastewater), Michael Lisle (Acting Manager Planning & Environment), Leanne Petersen (Manager Property), Kerri Anderson (Manager Finance), Carolyn Knudsen (Manager Corporate Services), Lynelle Paterson (Coordinator Executive Services)

1 OPENING

The Mayor declared the meeting open and welcomed all attendees

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 PRAYERS

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

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

5 DECLARATION OF INTEREST

I, Cr Scott Henschen inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the *Local Government Act 2009*) in **Item 13.1 - Coolabunia Saleyards - Working Group Report**

This declarable conflict of interest arises because I may have a perceived relationship with a cattle agent who operates at the site. Upon review and reflection I believe that my perceived relationship is no greater than any other user of the facility and I can act in the public interest.

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

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

Attendance:

At 11:58 am, Cr Scott Henschen left the meeting.

DECLARATION OF INTEREST - STAY IN MEETING

RESOLUTION 2022/333

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 6/0

Attendance:

At 12:02 pm, Cr Scott Henschen returned to the meeting.

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 **Item 13.1 - Coolabunia Saleyards - Working Group Report**

This declarable conflict of interest arises because I have bought and sold cattle through an agent at the saleyards.

This matter was resolved at the Ordinary Council Meeting on 22 September 2021 – Resolution Number 2021/136.

I, Cr Gavin Jones inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the *Local Government Act 2009*) in **Item 13.1 - Coolabunia Saleyards - Working Group Report**

This declarable conflict of interest arises because I have bought and sold cattle through an agent at the saleyards.

This matter was resolved at the Ordinary Council Meeting on 22 September 2021 – Resolution Number 2021/134.

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the *Local Government Act 2009*) in **Item 13.1 - Coolabunia Saleyards - Working Group Report**

This declarable conflict of interest arises because I have bought and sold cattle through an agent at the saleyards.

This matter was resolved at the Ordinary Council Meeting on 22 September 2021 – Resolution Number 2021/135.

The Mayor advised that in relation to **Item 19.6 - Electric Vehicle Charging Station – Retail Pricing**, the charging station is located in the Alford Street Carpark which is directly behind his accounting practice. The CEO advised there is no conflict of interest.

I, Cr Danita Potter inform this meeting that I have a declarable conflict of interest in relation to **Item 19.8 - Sale of Land for Overdue Rates and Charges Report January 2022**.

The nature of my interest is as follows:

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

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

I, Cr Scott Henschen inform this meeting that I have a declarable conflict of interest in relation to **Item 19.8 - Sale of Land for Overdue Rates and Charges Report January 2022**.

The nature of my interest is as follows:

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

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

6 DEPUTATIONS/PETITIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 15 DECEMBER 2021

RESOLUTION 2022/334

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 7/0

MOTION

RESOLUTION 2022/335

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

That the late agenda matters be received and dealt with today.

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 2022/336

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

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 - HIVESVILLE TOILETS

RESOLUTION 2022/337

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the public toilets at the Hivesville Sportsground be included in Council's weekly toilet cleaning programme to 30 June 2022 and that Council undertake further investigation regarding disability access to toilet facilities in Hivesville and potential lease arrangements.

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

Against: Nil

CARRIED 7/0

9.1.1 QUESTION ON NOTICE - HIVESVILLE TOILETS

Question on notice from Cr Jones:

What would the costs be to make the toilets in Main Street Hivesville compliant with disability access?

9.2 NOTICE OF MOTION - LRCI FUNDING ALLOCATION PHASE 3 - 2022

MOTION

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

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.

AMENDMENT

Moved: Cr Kirstie Schumacher
Seconded: Cr Roz Frohloff

That South Burnett Regional Council allocate the remaining \$2,238,930 from LRCI phase 3 funding to a roads rehabilitation and renewals program to be delivered by 31 December 2022 and that officers bring a targeted works program of highest priority needs back to Council for consideration at the March Infrastructure Standing Committee.

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

Against: Nil

CARRIED 7/0

The Amendment became the resolution

RESOLUTION 2022/338

Moved: Cr Kirstie Schumacher
Seconded: Cr Roz Frohloff

That South Burnett Regional Council allocate the remaining \$2,238,930 from LRCI phase 3 funding to a roads rehabilitation and renewals program to be delivered by 31 December 2022 and that officers bring a targeted works program of highest priority needs back to Council for consideration at the March Infrastructure Standing Committee.

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

Against: Nil

CARRIED 7/0

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**

RESOLUTION 2022/339

Moved: Cr Roz Frohloff
Seconded: Cr Gavin Jones

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.

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 YOUTH COUNCIL TERMS OF REFERENCE - STRATEGIC029

RESOLUTION 2022/340

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the South Burnett Regional Youth Council Terms of Reference – Strategic029 be adopted as amended:

- Section 3.6.1 Frequency of Meetings – The Youth Council will meet 10 times a calendar year. Meetings will be held on the second Tuesday of the month from February to November of each calendar year.

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 MONTHLY FINANCIAL REPORT AND SECOND QUARTER BUDGET REVISION

RESOLUTION 2022/341

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

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.

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

Against: Nil

CARRIED 7/0

10.3.1 FOGGS GRAVEL PIT

Question on notice from Cr Gavin Jones:

Where are we situated with Foggs Quarry at Nanango. Are we close to operating that gravel pit?

10.3.2 QUESTION ON NOTICE - FINANCIAL STATEMENTS

Questions on notice from Cr Kirstie Schumacher:

In terms of revenue, the disposal of hospital land and buildings from Council's asset register? What does that mean?

10.4 QUOTE SBRCQ-21/22-09 - REPLACEMENT OF TWO (2) TRUCKS & DOGS (PLANT NO. 2006 & 102 AND PLANT NO. 2013 & 6032)

RESOLUTION 2022/342

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

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

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 FUEL TAX CREDIT REVIEW REPORT

RESOLUTION 2022/343

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That the fuel tax credit review report including calculated retrospective claim 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

11 PORTFOLIO – ROADS & DRAINAGE

11.1 KINGAROY TRANSFORMATION PROJECT COMMUNITY SHARED SPACES DESIGN FINALISATION

RESOLUTION 2022/344

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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.

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

Against: Crs Brett Otto and Kathy Duff

CARRIED 5/2

11.2 KUMBIA CBD STREETScape

RESOLUTION 2022/345

Moved: Cr Scott Henschen

Seconded: Cr Roz Frohloff

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.

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

Against: Nil

CARRIED 7/0

11.3 2022/23 ATSI TIDS FUNDING SUBMISSION

RESOLUTION 2022/346

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

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

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

Against: Nil

CARRIED 7/0

11.4 PROJECT PRIORITISATION TOOL

RESOLUTION 2022/347

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

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.

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

Against: Nil

CARRIED 7/0

11.5 QCN DARK FIBRE NANANGO AND KINGAROY

RESOLUTION 2022/348

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

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.

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

Against: Nil

CARRIED 7/0

11.6 UPDATE ON EX TROPICAL CYCLONE SETH AND COVID-19 BUSINESS CONTINUITY

RESOLUTION 2022/349

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

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

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**12.1 DONATION TOWARDS THE PURCHASE OF A MEDIHOOD**

RESOLUTION 2022/350

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That donation towards the purchase of a Medihood 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 2022/351

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That South Burnett Regional Council provide a donation up to \$4000 to the Rural Doctors Foundation for the purchase of replacement hoods and battery packs for utilisation within South Burnett Hospitals with a report to be brought back to a future standing committee meeting.

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

Against: Nil

CARRIED 7/0

12.2 REQUEST FROM SOUTH BURNETT MOUNTAIN BIKE CLUB FOR DECOMPOSED GRANITE FROM GORDONBROOK MINE SITE

MOTION

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That South Burnett Regional Council provide in kind support in the supply and delivery of 500m³ of decomposed granite from the Gordonbrook Dam mine site for use in the development of the GORDO Mountain Bike Skills Park and Pump Track.**RESOLUTION 2022/352**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the matter lay on the table and be included in Council's 2022/2023 budget deliberations.

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

Against: Cr Kirstie Schumacher

CARRIED 6/1

13 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES**13.1 COOLABUNIA SALEYARDS - WORKING GROUP REPORT**

RESOLUTION 2022/353

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

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.

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

Against: Nil

CARRIED 7/0**13.2 APPROVAL OF THE SOUTH BURNETT BIOSECURITY SURVEILLANCE PROGRAM IN ACCORDANCE WITH THE BIOSECURITY ACT 2014**

RESOLUTION 2022/354

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

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.

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 ESTABLISHMENT OF BLAZE AID CAMP**

RESOLUTION 2022/355

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That Council provide funding support of \$5,000 to BlazeAid to establish a Basecamp at the Murgon Showgrounds in response to the recent flood event.

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

Against: Crs Gavin Jones, Roz Frohloff and Scott Henschen

CARRIED 4/3**15 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS****15.1 RAIL TRAIL DAMAGE - UPDATE**

RESOLUTION 2022/356

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

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 and economic asset.

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

Against: Nil

CARRIED 7/0**15.1.1 WONDAI SPORTSGROUND**

MOTION

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That \$10,000 be allocated to repair the entrance to the Wondai Sportsground for inclusion in the third quarter budget review.

RESOLUTION 2022/357

Moved: Cr Kirstie Schumacher
Seconded: Cr Roz Frohloff

That the matter lay on the table until the next Community Standing Committee Meeting

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

Against: Crs Brett Otto and Kathy Duff

CARRIED 5/2

15.2 CLEANING CONTRACTS - PUBLIC CONVENIENCES SBRCQ 21/22-26

RESOLUTION 2022/358

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That the report concerning tenders for public conveniences 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

Attendance:

Manager Works Kevin Searle left the meeting.

15.3 LEASE - KINGAROY RUGBY LEAGUE FOOTBALL CLUB JUNIORS AND SENIORS INC.

RESOLUTION 2022/359

Moved: Cr Scott Henschen
Seconded: Cr Danita Potter

That South Burnett Regional Council enter into a lease with the Kingaroy Rugby League Football Club Juniors and Seniors Inc over Lease Area D on SP278786, being part of Lot 6 on SP274891:

- (a) for a term of 10 years and,
- (b) for rental of \$75.00 per annum (plus GST).

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

Against: Nil

CARRIED 7/0

15.4 TRUSTEE GRAZING PERMIT - LOT 313 - FY509

RESOLUTION 2022/360

Moved: Cr Roz Frohloff

Seconded: Cr Gavin Jones

That Council enter into a Trustee Permit with Desmond Roy McCallum for the use of Lot 313 on FY509, for the purpose of grazing, with the following conditions:

- a) For a fee of \$800 plus GST and outgoings (including rates)
- b) For a term of 3 years

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 REQUEST FOR CONSENT RECONFIGURE FIELDS - KINGAROY RUGBY LEAGUE FOOTBALL CLUB JUNIORS AND SENIORS INC.

RESOLUTION 2022/361

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That Council approve that the Kingaroy Rugby League Football Club Juniors and Seniors Inc (the Club) undertake the initial stage of redevelopment at their sports grounds, being part of Lot 6 on RP274891, with the works being:

- Installation of a new storage shed including the removal of six trees and the demolition and removal of the old storage shed.
- Installation of the existing ticket box/gate shed with a similar size structure in the same location at the entry gate.
- Commence work on the relocation of part of the boundary fence on to the surveyed boundary of Lease Area D.
- Redistribution of the earth mound previously used by spectators;

conditional upon the Club:

- (a) entering into a lease with Council over Lease Area D on SP278786 prior to the commencement of works,
- (b) identifying the boundary of Lease Area D by a qualified surveyor prior to works commencing,
- (c) ensuring all works are located within the lease boundary,
- (d) confirming the location of the storage shed does not impede the development of the proposed playing fields,
- (e) ensuring all earthworks, construction and demolition is contained within the lease area and, if there is excess earth/soil, a strategy for testing and disposal is required,
- (f) ensuring all planning and building applications are sought and approval granted prior to the commencement of works
- (g) does not disturb the existing playing surface of the grounds unless for the purpose of minor trenching to install irrigation systems
- (h) ensure that the works, including the removal of trees, is undertaken by suitably qualified contractors.

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

Against: Nil

CARRIED 7/0

Attendance:

Manager Works Kevin Searle returned to the meeting.

15.6 REQUEST FOR CONSENT TO IMPROVE FACILITIES - WESTERN PERFORMANCE CLUB**RESOLUTION 2022/362**

Moved: Cr Roz Frohloff

Seconded: Cr Danita Potter

That Council, in accordance with Clause 24(g) of the lease between the South Burnett Western Performance Club Inc. and South Burnett Regional Council, over Lot B on SP187863, being part of Lot 174 on FY803924 (Reserve for Racecourse Recreation Aircraft Landing), grant approval to the South Burnett Western Performance Club to undertake improvements to their facilities:

- Shade provision for Canteen and Spectator Areas to meet Covid 19 Social distancing requirements.
- Upgrade to electrical supply and installation of LED lighting, improved solar electricity supply for campsites and arena.
- Shaded and moveable grandstands for 50-200 spectators.
- Undercover arena – roof over existing arena.
- Improvements to the current arena fencing and yards for increased security and crime prevention outcomes.
- Increased camping facilities (including upgrades to the power and water supply).
- Lighting for the arena and the surrounds for evening events and security.
- Fencing to provide parking and pedestrian only designated areas

Approval is conditional upon:

- (a) Camping facilities are used only for events participants and only during events – no other camping is permitted.
- (b) all works are located within the lease boundary,
- (c) all planning and building applications are sought and approval granted prior to the commencement of works
- (d) the works are undertaken by suitably qualified contractors.
- (e) Upgrades to the supply of utilities required for the improvements to the facilities, including water supply and electricity connection, are the responsibility of the Club.

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 BUILDING BETTER REGIONS FUND (BBRF) ROUND 6****RESOLUTION 2022/363**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That Council

1. approve the following projects for application development and submission to Round 6 of the Building Better Regions Fund (BBRF) Infrastructure Projects Stream.

- a. Coolabunia Saleyard improvements
- b. Mondure Hall works as determined between Council and Staff

2. approve the development of and submission of an application to Round 6 of the Building Better Regions Fund (BBRF) Community Investment Stream and that the Chief Executive Officer be given delegated authority to approve and submit an identified project.

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

Against: Crs Gavin Jones, Roz Frohloff and Scott Henschen

CARRIED 4/3

17 INFORMATION SECTION

17.1 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

RESOLUTION 2022/364

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

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

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

Against: Nil

CARRIED 7/0

17.2 DELEGATED AUTHORITY REPORTS

RESOLUTION 2022/365

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the Delegated Authority report be received.

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

Against: Nil

CARRIED 7/0

18 QUESTIONS ON NOTICE**18.1 195 KINGAROY STREET - KINGAROY - REFURBISHMENT FUNDING**

RESOLUTION 2022/366

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the response to the question regarding refurbishment of 195 Kingaroy Street, Kingaroy, 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**MOTION**

RESOLUTION 2022/367

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That the meeting adjourn until 2pm.

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

Against: Nil

CARRIED 7/0**RESUME MEETING**

RESOLUTION 2022/368

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That the meeting resume at 2.41pm.

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

Against: Nil

CARRIED 7/0

19 CONFIDENTIAL SECTION

RESOLUTION 2022/369

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

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 Rate Exemptions and Remissions - Additions to Approved List - Property Number 258740

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

19.2 Request to Waive Rates Interest - Property Number 259250

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

19.3 Request to waive charges PID 294970

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

19.4 Wakka Wakka People #3 Part A and Part B Native Title Claim

This matter is considered to be confidential under Section 254J - e of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

19.5 Assessment of Tender SBRC 21/22-05 Design and Construct of Pump Station Switchboard Upgrade

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.

19.6 Electric Vehicle Charging Station – Retail Pricing

This matter is considered to be confidential under Section 254J - g and i 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 and a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State..

19.7 Waste Contract

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.

19.8 Sale of Land for Overdue Rates and Charges Report January 2022

This matter is considered to be confidential under Section 254J - i 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 a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State..

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

Against: Nil

CARRIED 7/0

Cr Scott Henschen and Cr Danita Potter left the meeting during closed session while item 19.8 Sale of Land for Overdue Rates and Charges Report January 2022 was discussed.

RESOLUTION 2022/370

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 7/0

19.1 RATE EXEMPTIONS AND REMISSIONS - ADDITIONS TO APPROVED LIST - PROPERTY NUMBER 258740

RESOLUTION 2022/371

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That Council agree to provide a rate remission for Property ID 258740 commencing from 1 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

19.2 REQUEST TO WAIVE RATES INTEREST - PROPERTY NUMBER 259250

RESOLUTION 2022/372

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

That Council not accede to the request to waive interest charges, as the request is outside the approved Financial Hardship Policy guidelines, and

That Council uphold the approved special payment arrangement as detailed below.

1. Approve a payment arrangement application for Property Number 259250 for the amount of the 6 monthly rates (other than the Memerambi Special Charges) to be paid in full when it falls due, plus an additional annual minimum amount of \$1,300.00 to be paid in any form or timeframe that the applicant is able;
2. These Payments are to continue indefinitely, until the rate arrears are cleared and rates are up to date.
3. Interest will continue to be charged on overdue rates, even if the agreed payments are maintained, as the rates debt will not be cleared within a 2 year period;
4. If the agreed payments are not maintained, Sale of Land for Overdue Rates proceedings will commence as soon as practicable;
5. This Payment Plan will be reviewed 30 June 2022; or at other times if Council is advised that the applicant's circumstances have changed significantly;
6. This Payment Plan will expire upon payment in full of all outstanding rates and charges;

The General Manager Finance be authorised to negotiate a suitable payment plan should the applicant reject or vary the payment plan discussed above.

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 REQUEST TO WAIVE CHARGES PID 294970

RESOLUTION 2022/373

Moved: Cr Gavin Jones
Seconded: Cr Danita Potter

That Council agree to write off the outstanding Memerambi Special Charges on PID 294970 to the value of \$14,827.24 which is made up of outstanding charges of \$16,633.99 less interest charges which would have been reversed on payment of \$1,806.75.

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 WAKKA WAKKA PEOPLE #3 PART A AND PART B NATIVE TITLE CLAIM

RESOLUTION 2022/374

Moved: Cr Kathy Duff
Seconded: Cr Scott Henschen

That Council: -

1. Consent to a determination of native title in the Wakka Wakka People #3 Claim (QUD276/2019) substantially in the same terms as the draft consent determination considered by Council, with such amendments as may be required or necessary to enable the consent determination to be made by the Federal Court.

-
2. Delegate to the Chief Executive Officer the power to negotiate and agree to such changes to the draft consent determination referred to in paragraph 1 of this resolution, as required to enable the Federal Court to make the consent determination, and to delegate to the Chief Executive Officer the power to authorise Council's legal representative to execute the section 87A Agreement and consent determination order on behalf of Council."

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

Against: Nil

CARRIED 7/0

19.5 ASSESSMENT OF TENDER SBRC 21/22-05 DESIGN AND CONSTRUCT OF PUMP STATION SWITCHBOARD UPGRADE

RESOLUTION 2022/375

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the matter lay on the table until the February Ordinary Meeting of Council following discussion at the February Infrastructure Standing Committee Meeting.

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

Against: Nil

CARRIED 7/0

19.6 ELECTRIC VEHICLE CHARGING STATION – RETAIL PRICING

RESOLUTION 2022/376

Moved: Cr Brett Otto
Seconded: Cr Gavin Jones

That Council set the introductory retail charging price of \$0.30c per kWh (incl gst) for the Tritium RT50/50kW unit located in Alford Street Car Park, Kingaroy.

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

Against: Nil

CARRIED 7/0

19.7 WASTE CONTRACT

RESOLUTION 2022/377

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That Council;

1. Exercise the Extension A option of the current Waste Collection Services Contract (SBRC 13/14-02A) to extend the current waste collection service contract's expiry date to 1 July 2024 following legal advice as to the addition of recycling.
2. Consideration be given in budget deliberations for the preparation, design and delivery of a new Waste and Recycling Collection Services Contract.
3. A workshop be held by 31 March 2022 to identifying proposed waste and recycling options for consideration and initiate the preparation of New Waste and Recycling Collection Contract.
4. That Council develop and implement a community engagement strategy in regards to kerbside recycling and waste opportunities to be conducted in parallel with the 2022/23 budget deliberation process to inform Council budget discussions.
5. South Burnett Regional Council explore and identify partnership opportunities with Cherbourg Aboriginal Shire Council for collaboration of recycling opportunities and recyclable waste.

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 5:21 pm, Cr Danita Potter, having earlier informed the meeting of a declarable conflict of interest in Item 19.8 and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

At 5:21 pm, Cr Scott Henschen, having earlier informed the meeting of a declarable conflict of interest in Item 19.8 and his decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

19.8 SALE OF LAND FOR OVERDUE RATES AND CHARGES REPORT JANUARY 2022

RESOLUTION 2022/378

Moved: Cr Kathy Duff

Seconded: Cr Roz Frohloff

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

Schedule

1	Lot 5 RP 68577, Title Reference 16938110
2	Lot 112 B 5321, Title Reference 12023092
3	Lot 58 RP 32387, Title Reference 15964116
4	Lot 9 RP 36999, Title Reference 12224113
5	Lot 3-4 RP4262, Title Reference 12012102
6	Lot 35 RP 234174, Title Reference 17419218
7	Lot 24 RP177433, Title Reference 16123101
8	Lot 34 RP177432, Title Reference 16121181
9	Lots 270 & 272 FY567, Title Reference 11788212 & 12093190
10	Lot 20 RP174993, Title Reference 16131032
11	Lot 2 RP 66525, Title Reference 12459048
12	Lot 2 FY2804, Title Reference 16753098
13	Lot 4 FY2792, Title Reference 16738205
14	Lot 129 RP179862, Title Reference 16191230
15	Lot 20 RP179859, Title Reference 16195030
16	Lot 113 CSH542 & Lot 112 CSH1676, Title Reference 12205133 & 14448174
17	Lot 5 RP 196033, Title Reference 16609007
18	Lot 75 RP 32399, Title Reference 16158201
19	Lot 72 RP 68868, Title Reference 12544097
20	Lot 43 RP 167565, Title Reference 15895030
21	Lot 607 M 5513, Title Reference 18192238
22	Lot 1 RP121841 & Lot 2 RP121841, Title Reference 14403153 & 14403154
23	Lot 18 RP 27226, Title Reference 16527239
24	Lot 2 RP84388 & Lot 3 RP84388, Title Reference 13213146
25	Lot 13 RP 203758, Title Reference 16922052
26	Lot 11 RP 838023, Title Reference 18242090
27	Lot 6 RP 183766, Title Reference 16316062
28	Lot 8 SP 178843, Title Reference 50723380
29	Lot 5 RP 203076, Title Reference 16733073
30	Lot 3 SP 212978, Title Reference 16407019
31	Lot 184 SP 219380, Title Reference 50773119
32	Lot 186 SP 219380, Title Reference 50773120
33	Lot 1 RP 37061, Title Reference 50776938
34	Lot 185 SP 227676, Title Reference 50816468
35	Lot 210 SP 227676, Title Reference 50816476
36	Lot 211 SP 227676, Title Reference 50816477
37	Lot 12 SP 191195, Title Reference 50839885
38	Lot 11 RP 178052, Title Reference 16176235
39	Lot 19 RP 43719, Title Reference 15273227
40	Lot 12 SP 204673, Title Reference 50722248
41	Lot 15 SP 261632, Title Reference 50945389
42	Lot 16 SP 261632, Title Reference 50945390
43	Lot 9 SP 261630, Title Reference 50945392
44	Lot 10 SP 261630, Title Reference 50945393
45	Lot 1 SP 261628, Title Reference 50945395
46	Lot 2 SP 261628, Title Reference 50945396
47	Lot 3 SP 261627, Title Reference 50945398
48	Lot 4 SP 261627, Title Reference 50945399

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

Against: Nil

CARRIED 5/0

20 CLOSURE OF MEETING

The Meeting closed at 5.23pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 23 February 2022.

.....
CHAIRPERSON

8 BUSINESS OUTSTANDING**8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING****File Number:** 23/02/2022**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: 23 February 2022

Attachment No: 1

Meeting	Subject	Resolution	Notes
Council 28/04/2021	Independent Accounting Analysis	<p>RESOLUTION 2021/335</p> <p>Moved: Cr Brett Otto</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council work with our Chief Executive Officer to develop a strategy which provides a pathway to surplus by 2023/2024 and that such work commence in July 2021 with a view to finalisation of the strategy by 30 June 2022.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>21 May 2021 8:54am Pitt PSM, Mark</p> <p>CEO met with QTC representative and presentation organised for 3 June 2021 with QTC representatives on Budget preparation.</p> <p>20 Aug 2021 9:02am Pitt PSM, Mark</p> <p>Expression of interest place for training through collaborative partnership, Queensland Treasury Corporation (QTC), the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) and the University of Queensland (UQ) for a program with a specific purpose to build capability across the local government sector.</p> <p>15 Oct 2021 4:11pm Pitt PSM, Mark</p> <p>CARRIED 7/0</p> <p>Contact has been again made with QTC - agreed to meet at LGAQ State Conference to discuss path forward</p> <p>01 Nov 2021 5:37pm Pitt PSM, Mark</p> <p>CEO met with Anthony Ottaway from QTC at LGAQ State Conference to discuss proposal and way forward. QTC can assist but also recommended an external resource to help progress report by 30 June 2022.</p> <p>03 Nov 2021 8:23am Pitt PSM, Mark</p>

			<p>QTC Education Program is sponsoring the Financial Management for Elected Members Workshop for key priority Councils around QLD - contact made and training sessions in WBBROC area unable to be completed before end of 2021 year - working with QTC to reschedule in Feb. 2022.</p> <p>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</p> <p>05 Jan 2022 3:07pm Pitt PSM, Mark</p> <p>5 January 2022 - contact made with course provider for Financial Management for Elected Members workshop requesting update</p>
<p>Council 26/05/2021</p>	<p>Development of Murgon to Proston to Rail Trail</p>	<p>RESOLUTION 2021/393</p> <p>Moved: Cr Roz Frohloff</p> <p>Seconded: Cr Danita Potter</p> <p>That:</p> <ol style="list-style-type: none"> 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. 	<p>20 Jul 2021 11:39am Donohue, Kimberley - Email</p> <p>Hi Mark,,Please complete or place a progress note on this task.,,thanks,,Kim</p> <p>20 Jul 2021 11:53am Watt, Mark</p> <p>A councillor workshop will be convened in the near future, but approx. 1 to 2 months.</p> <p>23 Aug 2021 5:17pm Watt, Mark</p> <p>Email to Councillors providing background material and feasibility study.</p> <p>25 Jan 2022 2:07pm Watt, Mark</p>

		<p>3. A further report be presented to a future Standing Committee Meeting.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>This matter is pending a Council workshop to discuss the previous report provided to Councillors. Budget limitations may also prevent further progress, particularly given recent flood damage to the rail trail network.</p> <p>07 Feb 2022 2:07pm Watt, Mark</p> <p>Council may wish to convene a workshop to review the feasibility report and to consider further options.</p>
Council 30/06/2021	Local Law Review	<p>RESOLVED 2021/405</p> <p>Report back to first quarter budget review with a cost estimate for the Local Law Review.</p>	<p>22 Jul 2021 10:20am Patch, Craig</p> <p>Identifying potential consultants who could undertake this task for Council and obtain quotes from them to report back to Council.</p>
Council 30/06/2021	Question on Notice - Great Barrier Reef Catchment	<p>Question on notice from Cr Schumacher:</p> <p>What is Council's role in relation to the Great Barrier Reef Catchment and regulations. Report to be brought back.</p>	
Council 25/08/2021	Kingaroy Community Garden	<p>RESOLUTION 2021/106</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council calls for Expressions of Interests in the Kingaroy Community Garden from community groups and local residents and report back on status of the site to a future Community Standing Committee.</p>	<p>18 Oct 2021 11:38am Hunter, Michael</p> <p>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>

		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	
Council 25/08/2021	Application seeking Council Approval for Reprieve from Sale of Land Process	<p>RESOLUTION 2021/133</p> <p>Moved: Cr Gavin Jones</p> <p>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 of the Local Government Regulation 2012</i>; and 3. Council supports an industry led initiative to develop a programme that links builders to landowners allowing Council to maintain independence in relation to individual developments. <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>	<p>18 Jan 2022 9:07pm Anderson, Kerri</p> <p>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>21 Jan 2022 8:52am Anderson, Kerri</p> <p>Property owner has been provided with updated figures for outstanding amounts as per his request.</p> <p>16 Feb 2022 1:30pm Anderson, Kerri</p> <p>Property owner has paid 4 lots which have now been removed from the sale of land list for the time being. He is also keeping Council updated on the potential sale of other remaining lots or payment of said lots over the next month.</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	RESOLUTION 2021/139	15 Oct 2021 4:03pm Pitt PSM, Mark
		Moved: Cr Kirstie Schumacher	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.
		Seconded: Cr Danita Potter	02 Nov 2021 8:09am Pitt PSM, Mark
		That the Petition be received and referred to the Chief Executive Officer to determine appropriate action and report back to a meeting of Council..	General Manager O'May and Cheif Exeuctive Officer met with Suzanne Mungall in regards to recycling options and the possability of a community environment and sustainability reference group.
		<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			
Council 22/09/2021	Petition from Students of Wheatlands State School	RESOLUTION 2021/140	29 Nov 2021 5:18pm Pitt PSM, Mark
		Moved: Cr Danita Potter	Acknowledgement sent which included Council resolution
		Seconded: Cr Roz Frohloff	
		That the Petition be received and referred to the Chief Executive Officer to determine appropriate action and report back to a meeting of Council.	
		<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		
Council 22/09/2021 Parks and Gardens Master Plan Advisory Committee	<p>RESOLUTION 2021/172</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Danita Potter</p> <ol style="list-style-type: none"> 1. That in accordance with section 264 of the <i>Local Government Regulation 2012</i>, Council establishes the South Burnett Botanical Advisory Committee; 2. That nominations be called for membership to the South Burnett Botanical Advisory Committee; and 3. That the Draft South Burnett Botanical Advisory Committee Terms of Reference be reviewed and brought back to a future Standing Committee Meeting. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>25 Jan 2022 2:13pm Watt, Mark</p> <p>Update report provided to January Ordinary Meeting on 25/1/22.</p> <p style="text-align: center;">CARRIED 7/0</p>
Council 22/09/2021 Climate Resilience Leadership Course	<p>RESOLUTION 2021/181</p> <p>Moved: Cr Danita Potter</p> <p>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</p>	<p>08 Nov 2021 10:38am Pitt PSM, Mark</p>

		<p>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> <p><u>Against:</u> Nil</p>	<p>Contact made on 8 October with Peak Services to put in an EOI for 3 of our Councillors, Cr Kirstie Schumacher, Cr Roz Frohloff and Cr Danita Potter to attend Subsidy Program - Climate Resilient Leadership Workshop., Follow up made 8 November with Peak Services - EOI being progressed by Peak and they will advise in regards to potential dates.</p> <p>06 Dec 2021 2:19pm Pitt PSM, Mark</p> <p>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>
<p>Council 20/10/2021</p>	<p>Council Land Investigations - Proposed Divestment of Land Asset</p>	<p>RESOLUTION 2021/220</p> <p>Moved: Cr Kathy Duff</p> <p>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>CARRIED 7/0</p>	<p>19 Jan 2022 4:47pm Bayntun, Rebecca</p> <p>Earl Street, Memerambi, offer for sale by tender but no tenders received. , Jellicoe Street, Proston - advice sought re earth mound on road frontage.</p> <p>17 Feb 2022 4:22pm Bayntun, Rebecca</p> <p>Advice sought on Jellicoe Street earthworks.</p>

Council 20/10/2021	Workshop - Vist South Burnett	RESOLVED 2021/227	04 Nov 2021 11:35am Pitt PSM, Mark
		A joint workshop be held to decide KPI's and how to measure success.	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
			17 Feb 2022 8:40am Pitt PSM, Mark
			Spoke with President 17 February 2022 re dates for workshop - agreed to work KPI discussion in with presentation from VSB in regards to the 2022 - 2023 budget process. Looking at potential dates in March to meet.
Council 24/11/2021	Loans to Community Organisation - Wondai Proston Wolves Rugby League Club Inc	RESOLUTION 2021/259	01 Dec 2021 8:32am Anderson, Kerri
		Moved: Cr Danita Potter	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.
		Seconded: Cr Kathy Duff	
		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:	
		<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</p> <p>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 style="text-align: right;">CARRIED 7/0</p>

19 Jan 2022 8:33am Bayntun, Rebecca

Meeting with Mondure Hall Committee scheduled mid Jan - postponed.

17 Feb 2022 4:20pm Bayntun, Rebecca

Interim clarification of roles and responsibilities to be agreed via MOU or other document.

Council 24/11/2021	Question on Notice - Great Barrier Reef Catchment	<p>Question on notice from Cr Schumacher:</p> <p>Cr Schumacher requested an update be provided in relation to her question on notice from 30 June 2021 on the Great Barrier Reef Catchment.</p>	
Council 24/11/2021	Question on Notice- Restricted Cash	<p>Question on Notice from Cr Schumacher:</p> <p>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.</p>	<p>18 Jan 2022 4:26pm Champney, Kristy</p> <p>This is being pushed to March ISC due to current priorities.</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</p> <p>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>
<p>Council 15/12/2021</p>	<p>Notice of Motion - George Street Carpark</p>	<p>MOTION</p> <p>Moved: Cr Gavin Jones</p> <p>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 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.</p> <p>AMENDMENT</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Brett Otto</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 Kilkivan to Kingaroy Rail Trail and that the George Street Carpark project be considered by Council in the following year's LRCI funding 2023.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Cr Henschen</p>

	<p><u>Against:</u> Crs Gavin Jones, Roz Frohloff, Danita Potter, Kirstie Schumacher</p> <p style="text-align: right;">LOST 3/4</p> <p>RESOLUTION 2021/294</p> <p>Moved: Cr Gavin Jones</p> <p>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 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.</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>
<p>Council 15/12/2021 Infrastructure Charges Review (Comparative Analysis)</p>	<p>RESOLUTION 2021/310</p> <p>Moved: Cr Kirstie Schumacher</p> <p>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</p> <p>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) 3. Installation of R3.5 Batts to the ceiling cavity concurrently with new ceiling construction. - \$7,215.00 (GST inclusive) <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	RESOLUTION 2021/314	23 Dec 2021 12:26pm Petersen, Leanne
		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.	
		<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	
Council 15/12/2021	Development of Master Plan for Memorial Park Precinct Kingaroy	RESOLUTION 2021/317	Unsuccessful tenders advised. Otium Planning Group advised of successful Tender via letter and creditors form sent to Otium on 22.12.21
		Moved: Cr Danita Potter	
		Seconded: Cr Kirstie Schumacher	

	<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>Council 15/12/2021</p>	<p>Organisational Review</p>	<p>RESOLUTION 2021/331</p> <p>Moved: Cr Gavin Jones</p> <p>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</p> <p>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	RESOLUTION 2021/328	20 Jan 2022 9:58am Pitt PSM, Mark
		Moved: Cr Roz Frohloff	Resolution 2021/328, Item 1 - recived - complete., Item 2 - complete., Item 3 - Workshop with Councillors to progress KPI discussion scheduled for afternoon of 25 January 2022.
		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	

<p>Seconded: Cr Roz Frohloff</p> <ol style="list-style-type: none"> 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 that the Mayor be authorised to sign a contract of employment with limited changes to the current terms and conditions of employment. <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	List of Flood Damaged Roads	Cr Danita Potter requested a list of roads with Flood Damage.
Council 15/12/2021	Kingaroy Aerodrome Master Plan	<p>RESOLUTION 2021/314</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Roz Frohloff</p> <p>That;</p> <ol style="list-style-type: none"> 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

18 Jan 2022 9:00pm Anderson, Kerri
 Have added resolution to budget register to be included in 2022/2023 budgets

		<p>engagement for the Masterplan for Kingaroy aerodrome; and</p> <p>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> <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>Performance Review Chief Executive Officer and Contract Renewal - 2021</p>	<p>RESOLUTION 2021/328</p> <p>Moved: Cr Roz Frohloff</p> <p>Seconded: Cr Danita Potter</p> <p>1. That the South Burnett Regional Council receives the “Performance Review Report – Chief Executive Officer December 2021”; and</p> <p>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;</p> <p>3. That a workshop facilitated by Manager P&C be held in January 2022 for all Councillors and CEO to discuss the</p>	<p>20 Jan 2022 9:58am Pitt PSM, Mark</p> <p>Resolution 2021/328, Item 1 - recived - complete., Item 2 - complete., Item 3 - Workshop with Councillors to progress KPI discussion scheduled for afternoon of 25 January 2022.</p>

CEO's Strategic Objectives (KPIs) for 2021-2022, ongoing 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	Organisational Review	<p>RESOLUTION 2021/331</p> <p>Moved: Cr Gavin Jones</p> <p>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>20 Jan 2022 11:12am Pitt PSM, Mark</p> <p>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>		
<p>CARRIED 7/0</p>		Council 25/01/2022	Notice of Motion - Hivesville Toilets	<p>RESOLUTION 2022/337</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That the public toilets at the Hivesville Sportsground be included in Council's weekly toilet cleaning programme to 30 June 2022 and that Council undertake further investigation regarding disability access to toilet facilities in Hivesville and potential lease arrangements.</p>	<p>17 Feb 2022 2:39pm Hunter, Michael</p> <p>Toilets have been unlocked 18/2/2022 and will be cleaned by P&G staff (Proston Crew) twice a week (Monday & Friday).</p>

		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
<p>Council 25/01/2022</p>	<p>Notice of Motion - LRCI Funding Allocation Phase 3 - 2022</p>	<p>MOTION</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>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.</p> <p>AMENDMENT</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Roz Frohloff</p> <p>That South Burnett Regional Council allocate the remaining \$2,238,930 from LRCI phase 3 funding to a roads rehabilitation and renewals program to be delivered by 31 December 2022 and that officers bring a targeted works program of highest priority needs back to Council for consideration at the March Infrastructure Standing Committee.</p>

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

Against: Nil

CARRIED 7/0

The Amendment became the resolution

RESOLUTION 2022/338

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That South Burnett Regional Council allocate the remaining \$2,238,930 from LRCI phase 3 funding to a roads rehabilitation and renewals program to be delivered by 31 December 2022 and that officers bring a targeted works program of highest priority needs back to Council for consideration at the March Infrastructure Standing Committee.

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

Against: Nil

CARRIED 7/0

Council 25/01/2022	Kingaroy Transformation Project Community Shared Spaces Design Finalisation	RESOLUTION 2022/344
		Moved: Cr Kirstie Schumacher
		Seconded: Cr Danita Potter
		That Council:
		<ol style="list-style-type: none"> 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.
		<u>In Favour:</u> Crs Gavin Jones, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen
		<u>Against:</u> Crs Brett Otto and Kathy Duff
		CARRIED 5/2
Council 25/01/2022	Project Prioritisation Tool	RESOLUTION 2022/347
		Moved: Cr Scott Henschen

		<p>Seconded: Cr Danita Potter</p> <p>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.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
<p>Council 25/01/2022</p>	<p>Donation towards the purchase of a Medihood</p>	<p>RESOLUTION 2022/350</p> <p>Moved: Cr Gavin Jones</p> <p>Seconded: Cr Danita Potter</p> <p>That donation towards the purchase of a Medihood be taken off the table.</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>RESOLUTION 2022/351</p> <p>Moved: Cr Gavin Jones</p>

		<p>Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council provide a donation up to \$4000 to the Rural Doctors Foundation for the purchase of replacement hoods and battery packs for utilisation within South Burnett Hospitals with a report to be brought back to a future standing committee meeting.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
<p>Council 25/01/2022</p>	<p>Request from South Burnett Mountain Bike Club for Decomposed Granite from Gordonbrook Mine site</p>	<p>MOTION</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council provide in kind support in the supply and delivery of 500m3 of decomposed granite from the Gordonbrook Dam mine site for use in the development of the GORDO Mountain Bike Skills Park and Pump Track.</p> <p>RESOLUTION 2022/352</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That the matter lay on the table and be included in Council's 2022/2023 budget deliberations.</p>

		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Cr Kirstie Schumacher</p> <p style="text-align: right;">CARRIED 6/1</p>
<p>Council 25/01/2022</p>	<p>Coolabunia Saleyards - Working Group Report</p>	<p>RESOLUTION 2022/353</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Gavin Jones</p> <ol style="list-style-type: none"> 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 <i>Local Government Act 2009</i>, Council adopt the fees and charges for Saleyards and Dips, as presented, with such fees applying from 1 February 2022. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>

Council 25/01/2022

Rail Trail Damage -
Update**RESOLUTION 2022/356**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

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 and economic asset.

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

Against: Nil

CARRIED 7/0

Council 25/01/2022	Trustee Grazing Permit - Lot 313 - FY509	RESOLUTION 2022/360	17 Feb 2022 2:30pm Donohue, Kimberley
		Moved: Cr Roz Frohloff	Permit sent for signing
		Seconded: Cr Gavin Jones	
		That Council enter into a Trustee Permit with Desmond Roy McCallum for the use of Lot 313 on FY509, for the purpose of grazing, with the following conditions:	
		a) For a fee of \$800 plus GST and outgoings (including rates)	
		b) For a term of 3 years	
		<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	
Council 25/01/2022	Question on Notice - Hivesville Toilets	Question on notice from Cr Jones: What would the costs be to make the toilets in Main Street Hivesville compliant with disability access?	
Council 25/01/2022	Foggs Gravel Pit	Question on notice from Cr Gavin Jones: Where are we situated with Foggs Quarry at Nanango. Are we close to operating that gravel pit?	

Council 25/01/2022	Question on Notice - Financial Statements	<p>Questions on notice from Cr Kirstie Schumacher:</p> <p>In terms of revenue, the disposal of hospital land and buildings from Council's asset register? What does that mean?</p>	<p>16 Feb 2022 1:27pm Anderson, Kerri</p> <p>Response has been input into the agenda of the Council meeting on the 23rd of February 2022.</p>
Council 25/01/2022	Request from South Burnett Mountain Bike Club for Decomposed Granite from Gordonbrook Mine site	<p>MOTION</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council provide in kind support in the supply and delivery of 500m3 of decomposed granite from the Gordonbrook Dam mine site for use in the development of the GORDO Mountain Bike Skills Park and Pump Track.</p> <p>RESOLUTION 2022/352</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That the matter lay on the table and be included in Council's 2022/2023 budget deliberations.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Cr Kirstie Schumacher</p> <p style="text-align: right;">CARRIED 6/1</p>	

Council 25/01/2022	Coolabunia Saleyards - Working Group Report	RESOLUTION 2022/353	14 Feb 2022 2:43pm Anderson, Kerri
		Moved: Cr Kathy Duff	Updated fees and charges from February 2022 have been updated in fees and charges portal. New PDF of fees and charges register have been sent on to Exec services for uploading to website. Mark Watt has approved the changes that were made to ensure they were in line with the proposal sent to Council.
		Seconded: Cr Gavin Jones	
		<ol style="list-style-type: none"> 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 <i>Local Government Act 2009</i>, Council adopt the fees and charges for Saleyards and Dips, as presented, with such fees applying from 1 February 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	
			CARRIED 7/0

9 NOTICES OF MOTION

Nil

10 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT**10.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL POLICY GOVERNANCE FRAMEWORK - STRATEGIC006****File Number:** IR2709698**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Policy Governance Framework – Strategic006 as presented at the Executive and Finance & Corporate Standing Committee Meeting held on 16 February 2022.

SUMMARY

Committee Resolution 2022/152

Moved: Cr Scott Henschen

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

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

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

Against: Nil

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

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 16 February 2022.

ATTACHMENTS

1. **South Burnett Regional Council Policy Governance Framework - Strategic006** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic006
POLICY OWNER: Corporate Services

ECM ID: 2709698
ADOPTED:

Policy Governance Framework

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.**

Table of Contents

1. POLICY STATEMENT	1
2. SCOPE	1
3. GENERAL INFORMATION	1
4. DEFINITIONS	2
5. LEGISLATIVE REFERENCE	3
6. RELATED DOCUMENTS.....	3
7. NEXT REVIEW	3
8. VERSION CONTROL	3

1. POLICY STATEMENT

South Burnett Regional Council (‘Council’) recognises policies, procedures and forms are an important part of Council’s governance framework. This suite of documents provides direction and practical steps on the implementation of legal obligations and Council’s day-to-day operations.

Council acknowledges the value of relevant and standardised Statutory, Strategic and Administrative policies, procedures and forms to assist Council representatives in the performance of their responsibilities.

2. SCOPE

The Policy Governance Framework (‘Framework’) establishes a hierarchy of policies, procedures and forms, which must be developed, deployed, monitored and revised in accordance with this policy.

This Framework applies to all Council representatives, who are involved in planning, developing, authorising and implementing policies, procedures and forms.

3. GENERAL INFORMATION

A policy is a high-level directive that establishes a principle-based approach to a subject/function. A policy should be adopted for any area of Council operations where direction or purpose needs to be set in order to conduct Council business.

A procedure assists in the implementation of Council policies as they describe how decisions or actions must be undertaken in a step-by-step format.

Compliance with Council policies and procedures is mandatory for all Council representatives. The Chief Executive Officer may commence referral to the appropriate external agency, investigation, disciplinary action or seek other penalties if a Council representative is considered to have breached policy or a procedure.

The six (6) stages of policy/procedure/form development:

1. **Identification** - This stage includes identifying the matter to be addressed and seeking authority to proceed. The authority will come from either the Council, the Senior Executive or Management Team.
2. **Development/Review** - This stage incorporates the gathering relevant background information, identification of appropriate stakeholders, commencement of the consultation process, incorporating feedback. Prior to commencing the development of a

policy/procedure/form, it is essential that the Council representative discuss with the Manager Corporate Services the process details.

The Corporate Services Branch will support the Council representative through the development/review process and maintain Council's Policy/Procedure/Form Register.

3. **Adoption/Approval:** This stage includes notifying the appropriate stakeholders of the requirement to evaluate the draft document and then submitting it for approval by the Chief Executive Officer (if an Administrative category) or adoption by Council (if a Strategic or Statutory category).
4. **Implementation:** This process is ongoing. It includes such activities as publishing the policy/procedure/form as well as notification, awareness and education. Corporate Services Branch will assist the document owner in this process as agreed by the parties.
5. **Periodical Review:** A review schedule will be incorporated into the document, which will commence once implementation has occurred. As a default timeframe, all policies, procedures and forms will be reviewed at a minimum of every two (2) years. During the review process, it will be determined if the policy, procedure and/or form is still required and relevant. Relevant consultation will be undertaken to ensure an effective and appropriate review.
6. **Repeal:** An authorised policy, procedure or form will remain in force unless formally repealed or superseded by another policy procedure or form. After consultation with the document owner, should the Manager Corporate Services determine that policy, procedure or form documents are no longer required, the Manager Corporate Services will submit a report to the Senior Executive Team (for Administrative documents) or to Council (for Strategic and Statutory documents) seeking approval to repeal the document/s.

All Strategic and Statutory policies will be made available on the Council website. Council's intranet will accommodate all policies, procedures and forms, which will also be registered in Council's document management system ('ECM').

4. DEFINITIONS

Administrative means operationally focused and affects the whole/majority of the Council. The policy states the department/branch's intent, commitment or position on administrative issues. They generally relate to the implementation of the day-to-day operations and are directed towards Council employees, e.g., Uniform Policy, Leave Policy. These policies are operationally authorised by the Chief Executive Officer.

Authorised means authorised by the Chief Executive Officer. For both Statutory and Strategic documents this includes prior adoption by Council.

Consultation means engaging with key stakeholders to ensure the content and intent of the policy/procedure/form meets the requirements and needs of the organisation. For Administrative documents, the consultation is with the Senior Executive Team ('SET'). For Statutory and Strategic documents, the consultation is with the SET and Councillors. Should an external consultation process be determined by Council for Statutory/Strategic documents, Executive Services will manage the external consultation process providing feedback/outcomes to the Manager Corporate Services for incorporation into the review process.

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

Procedure means a document which assists in the implementation of Council policies as they describe how decisions or actions must be undertaken in a step-by-step format and should include a flowchart where appropriate. Procedures are operationally authorised by the Chief Executive Officer. A process or procedure that is developed for the use of a Council employee or small team and does not apply more broadly to the organisation is not considered a procedure related to this governance framework.

Form means a document that provides for the collection of information which subsequently triggers

or enables the taking of action by a Council representative.

Statutory means a policy that is established under legislation (Act or Regulation). These policies are adopted by Council and then authorised by the Chief Executive Officer. These documents may not use the term ‘policy’ specifically in their title due to the name of the policy being determined by an Act or Regulation.

Strategic means a policy that sets out principles by which Council intends to conduct its activities. Strategic policies sometimes have strong community interest and external focus, e.g., Community Grants Program Policy, Undetected Water Leaks Policy. These policies are adopted by Council and then authorised by the Chief Executive Officer.

5. LEGISLATIVE REFERENCE

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

6. RELATED DOCUMENTS

South Burnett Regional Council Policy Governance Framework Flowchart (Appendix A)
South Burnett Regional Council Policy Governance Framework Procedure – Procedure007
South Burnett Regional Council Policy/Procedure/Forms Register and Templates

7. NEXT REVIEW

As prescribed by legislation or February 2024

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	19 August 2020	2709698
2	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2709698
3	Review of policy – Resolution 2021/96	25 August 2021	2709698
4	Review of policy		2709698

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

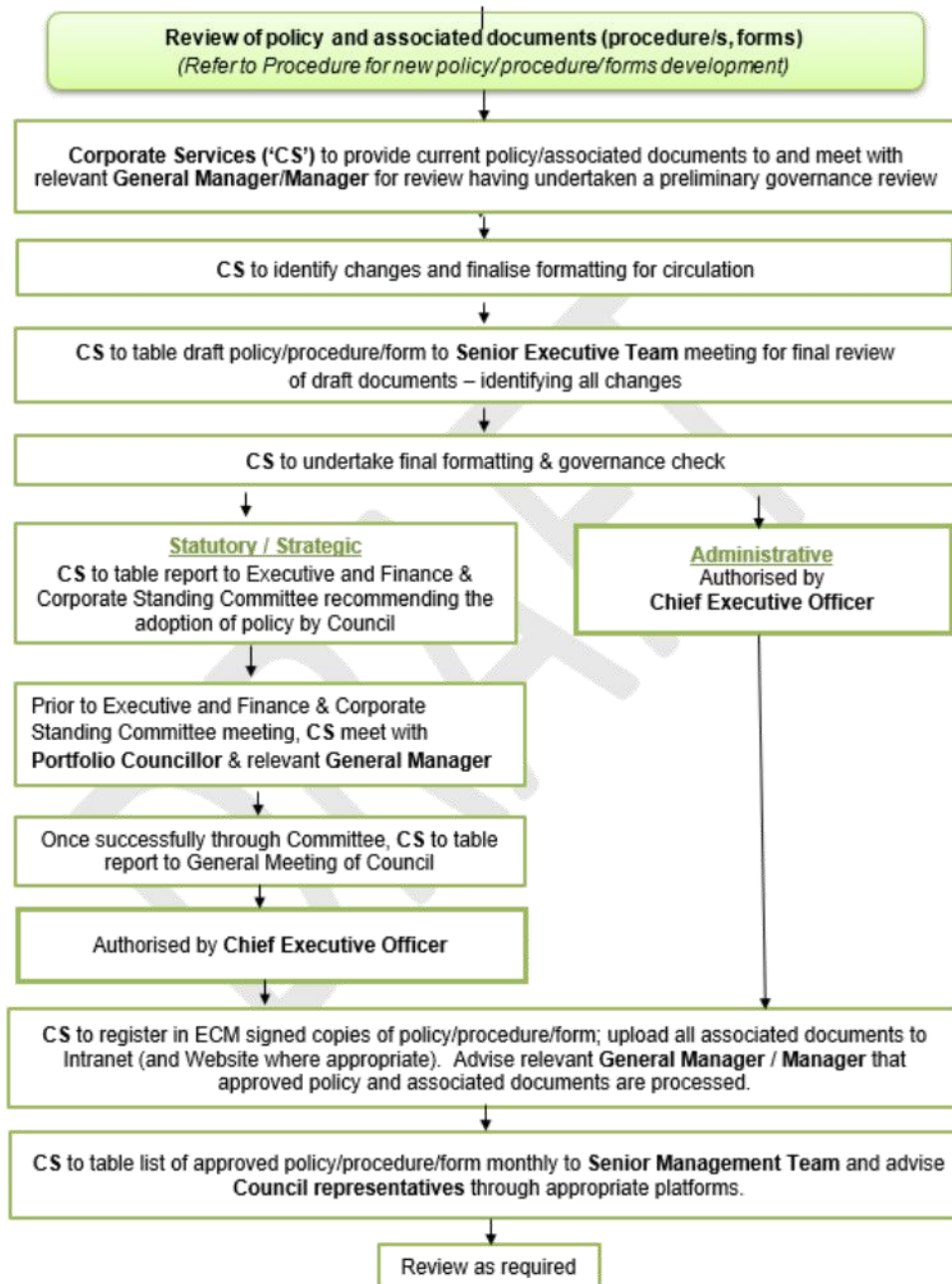
Date:

South Burnett Regional Council Policy Governance Framework Flowchart (Appendix A)



Policy Governance Framework Flowchart

Please refer to Council's Policy Governance Framework Procedure for further details



10.2 SOUTH BURNETT REGIONAL COUNCIL FACTSHEETS

File Number: 23 February 2022
Author: Manager Corporate Services
Authoriser: Chief Executive Officer

PRECIS

South Burnett Regional Council Factsheets

SUMMARY

Corporate Services in partnership with Council Departments, Business Systems and Executive Services have developed, reviewed and released customer facing factsheets. These factsheets are intended to assist Council's customers to understand and effectively navigate Council's functions, services and records management practices.

Factsheets will continue to be developed on a vast range of topics with a periodic review each calendar year, to maintain relevancy and accuracy.

Council's finalised factsheets are available on Council's website (<https://www.southburnett.qld.gov.au/laws-forms-policies/fact-sheets>)

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Factsheet report be received.

BACKGROUND

In response to a 'question on notice' from Cr Kirstie Schumacher.

The most recent wave of Council factsheets released through this process are attached to this report.

ATTACHMENTS

1. **List of Finalised Fact Sheets**  



This factsheet is designed to provide information about the Maintenance of more than 2000 fire hydrants across the South Burnett Region.

What does Council do with fire hydrants?

Council works with the Queensland Fire and Emergency Services ('QFES') to ensure hydrants are easy to find and operate effectively.

Council staff carry out a number of tasks, including;

- cutting back grass or vegetation to ensure visibility;
- painting the hydrant lid yellow;
- cleaning out the hydrant;
- checking/reattaching the blue cat's eye marker;
- checking/replacing the yellow locator arrow;
- testing flow and pressure; and
- repairs when required.

What maintenance does Council do?

Council has an ongoing maintenance program to inspect and maintain hydrants. Council staff make sure the hydrant can be easily seen, accessed and is in good working order. Information from these inspections is then used to schedule further maintenance and repairs as required.



Council also undertakes maintenance if any issues are reported by customer, QFES and other contractors.

How can I help?

Access is critical in the event of a fire.

The community plays an important role in helping to keep fire hydrants in good working order. They are usually located on the nature strip and have a yellow lid. A blue cat's eye on the road indicates their location.

You can help keep fire hydrants easily visible and accessible by;

- not planting garden beds over the hydrants;
- keeping grass and other plants trimmed around the hydrants; and
- ensuring vehicles are not parked over hydrants.

There are laws to protect the access to fire hydrants, so please help us and do the right thing to keep our community safe.

Please remember to report hydrant leaks, faults or damage by contacting Council:

- ✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
(07) 4189 9100
- @ info@sbrc.qld.gov.au
- 👤 Visiting a Customer Service Centre



For further information contact Council's Water & Wastewater team via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au southburnettregion



This factsheet provides information about making an administrative action complaint with Council. This process has been established as required under the *Local Government Act 2009* (Qld) and the *Local Government Regulation 2012* (Qld).

What is an administrative action complaint?

An administrative action complaint is an expression of dissatisfaction about an administrative action of Council. Administrative actions are defined as:

- a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision;
- an act, or a failure to do an act;
- the formulation of a proposal or intention by Council; or
- a decision made under a local law.

What is NOT an administrative action complaint?

An administrative action complaint should not be confused with a customer request. A customer request is a request for information or service relating to Council's functions.

Some examples of customer requests include reports about:

- barking dogs;
- leaking water pipes;
- an overflowing waste bin;
- potholes; and
- overgrown allotments.

Or requests for information relating to:

- rates;
- dog registration; or
- other Council services.

To lodge a Customer Request contact Council via your preferred method of contact.

Who can make an administrative action complaint?

Administrative action complaints can be made: by a person who is directly affected by the action;

- by another person on behalf of a complainant, provided written authority to do so is provided with the complaint form;
- anonymously – anonymous complaints are accepted. However, it will not be possible for Council to clarify or request further information from the complainant or advise the complainant of Council's decision and the reasons for that decision.

How to make an administrative action complaint?

An administrative action complaint must be made no later than six (6) months after the Complainant was notified or made aware of the decision or action in question.

Administrative action complaints should be made by completing an administrative action complaint form and submitted via one of the following:

- ✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
- ☎ (07) 4189 9100
- @ info@sbrc.qld.gov.au
- 👤 Visit a Customer Service Centre



For further information contact Council's Corporate Section via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au southburnettregion

Council's preferred method of receiving an administrative action complaint is in writing (e.g., email, letter, or complaint form).

Complainants can request assistance from a Council Officer when making an administrative action complaint.

What to include in your administrative action complaint?

To assist Council in dealing quickly and effectively with your complaint, you are asked to provide as much detail as possible including the following:

- list of any other agencies or authorities to which this matter has been reported;
- your contact details, i.e., your name and at least one method of contact (e.g., email, address);
- an outline of the outcome you are seeking; and
- any supporting information including photos or contact details of persons who can provide supporting information.

What happens next?

Within 10 working days of receipt of the administrative action complaint, the Assessing Officer will send correspondence to the Complainant which will include the following information:

- acknowledgement of receipt of the complaint;
- advice of the anticipated timeframe for an outcome (in general approximately 25 business days); and
- Council's reference number for the complaint.

What is Council's administration action complaint process?

The three (3) stages for managing administrative action complaints are:

Stage 1 - Assessment of complaint – determines the complaint type, severity, complexity and urgency.

Stage 2 - Investigation and Decision – consists of information gathering, investigation processes and issue of a complaint decision by the relevant General Manager or Chief Executive Officer.

Stage 3 - Internal Review and Decision – conducted by the Chief Executive Officer and requested by the Complainant where they are not satisfied with the complaint decision. This third stage is only available if the Chief Executive Officer was not the Decision Maker in Stage 2.

How long does it take to receive a decision about an administrative action complaint?

Council aims to resolve all administrative action complaints as quickly as possible. The circumstances vary considerably between administrative action complaints, so it is not possible to guarantee a set timeframe.

In some cases, an investigation may simply consist of speaking with certain persons or inspecting records to enable a decision to be made. Whereas, some complaints may be more complex in nature, requiring a greater degree of research and evaluation. Administrative action complaints will be investigated fully, and investigative processes will depend on factors such as severity, safety, complexity, and urgency of the complaint.

As a Complainant, you will be notified if progress of the investigation is expected to exceed the anticipated timeframe as indicated in the acknowledgement of the administrative action complaint.

What if I'm not satisfied with the decision?

An external review cannot be carried out unless a review decision has been issued by Council or the initial decision was provided by the Chief Executive Officer.

Complainants will be advised by the Chief Executive Officer in the outcome letter that the administrative action complaint is closed. If the complainant is not satisfied that the complaint has been resolved, they may lodge a complaint with an external agency such as the Queensland Ombudsman.

What if you change your mind about pursuing an administration action complaint?

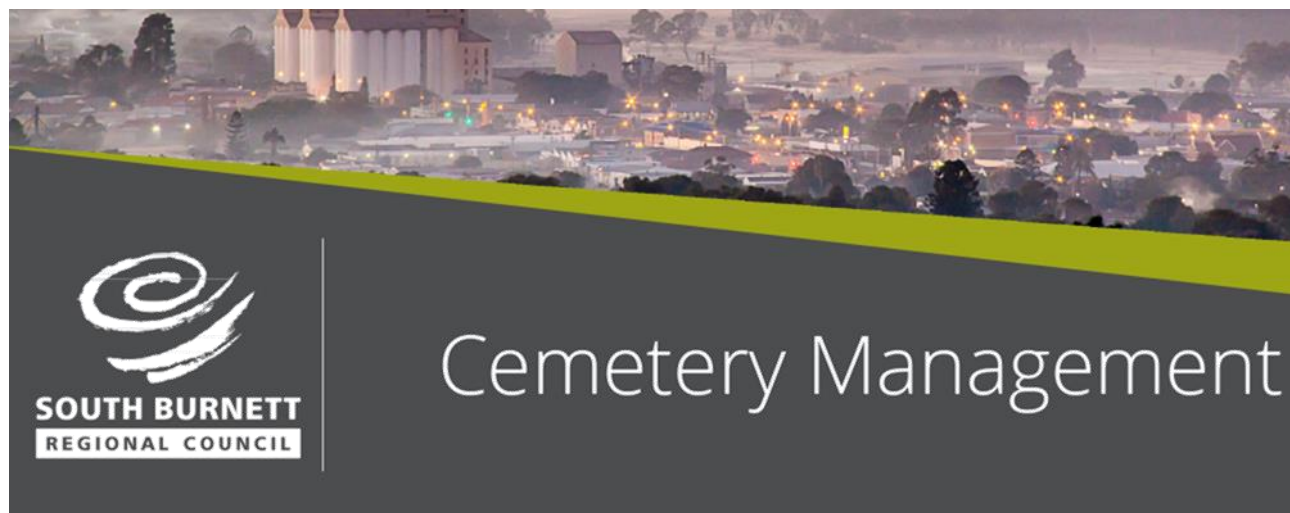
If you change your mind and wish to withdraw an administrative action complaint, you may do so at any time. If the original administrative action complaint was made in writing, the withdrawal must also be made in writing.

What happens to the documentation?

All documentation in relation to the administrative action complaint will be stored electronically in Councils' recordkeeping system and retained in accordance with the *Public Records Act 2002* (Qld).



For further information contact Council's Corporate Section via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au  southburnettregion



This factsheet provides information regarding Council owned cemeteries within the South Burnett region.

Council has 13 operational cemeteries providing a combination of monumental and lawn sections, columbarium walls and remembrance gardens. Council prides itself in presenting well-kept and respectable cemeteries.

What are the Different Interment Options Available?

Available interment options vary according to individual cemetery locations. Please contact Council to check that your preferred interment option is available at the chosen cemetery.

The available options are further described below:

- **Ashes Memorials** sections in a memorial garden or columbarium wall are available for the placement of cremated remains.
- **Lawn Cemetery** sections cater for burials where a monument or grave surround is not required. A memorial tablet or plaque is placed on the grave. The remaining grave site surrounds are then turfed and maintained by Council staff. No ornamentation on the grave, or objects fixed to the plaque other than a supplied vase, are allowed.
- **Monumental** sections consist of standard headstone and grave surrounds which can be placed in monumental sections.

Application forms can be found on Council's website.

Who Looks After the Plaques and Monuments?

Cemetery grounds are maintained by Council; however, monuments and plaques are the responsibility of the burial rights holder or family and descendants. Council must be advised prior to any maintenance works.

Can I Reserve a Burial or Ashes Site in Advance?

Yes, to pre-purchase a burial or ashes site ('burial rights') you are required to complete the [Application for a Cemetery Reservation](#) form and pay the appropriate fee.

Reservation application fees do not include the cost of the burial. Once payment is made to Council, a Right of Burial Notification will be sent to you for your records. It is advisable to inform your relatives of this purchase or provide a copy to your preferred funeral director.

How do I Know What Sites are Available?

Each site is required to be investigated for availability. If you have a specific site / burial location in mind and it appears to be available, take note of the exact location (details such as site, row etc) and we can check that it has not already been reserved.

Once I Have a Reservation, Does That Mean My Family Has No Further Funeral Costs with Council?

The reservation fee does not include interment fees. These fees are payable through the funeral home when the interment occurs. You may wish to discuss funeral arrangements in advance with your preferred funeral director to ensure fees are covered

What If I Change My Mind or The Reservation is No Longer Required?

The reservation will remain in your name unless you specifically advise in writing that you wish to relinquish your burial right or you wish to transfer it to another person.



For further information contact Council's NRM & Parks via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au southburnettregion

How Do I Find a Relative Buried at a South Burnett Cemetery?

Lodge an enquiry for cemetery records by completing the [Cemetery Search Request](#) form.

Can Ashes be Moved from Another Region to Here?

Yes, ashes can be transferred to a new location. There are forms to be completed for the retrieval and new placement of the ashes. Please contact Council and note that fees may apply.

How Do I Organise a Plaque for a Relative's Grave?

Please contact your funeral director for purchase and installation of plaques. You may also prefer to conduct an online search to choose your own stonemason / plaque supplier. Brass plaques in lawn sections are recommended given this type of material is more resilient to environmental conditions and general maintenance activities of cemeteries.

Refer to the [Plaque / Monument Application Form](#) for acceptable plaque dimensions.

How Many Interments Can Be Accommodated in a Single Grave?

Most graves are generally prepared for two (2) burials as a standard, subject to the capability at the relevant cemetery. A grave can accommodate up to three (3) burials however this needs to be requested at the time of the first interment.

If I Reserve a Plot, But My Circumstances Change, Can I Get a refund?

Council may purchase back the Right of Burial for unused graves at cost of the original purchase.

Can I Give My Site to Someone Else?

A burial right can be transferred or bequeathed. An application for transfer and appropriate fee is required before the records can be amended. The application must be signed by the current burial rights holder and it is advisable that families are made aware of rights and responsibilities pertaining to the future management of their sites.

When I Pass Away, What Is Required for My Family to Use My Reserve?

Your family will contact your nominated funeral director who will attend to confirmation of your reserve and burial arrangements.

Further Information?

If you require further information in relation to any Cemetery applications, lodging your application, or would like to speak with a Council officer, please contact Council via one of the following methods:

✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610

☎ (07) 4189 9100

@ info@sbrc.qld.gov.au

👤 Visit a Customer Service Centre



For further information contact Council's NRM & Parks team via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au southburnettregion



This factsheet has been designed to provide you with information about House Drainage Plan (or 'As Constructed House Drainage Plan') searches. It addresses some of the frequently asked questions Council receives about this type of search.

What is included on a House Drainage Plan?

House Drainage Plans or 'As Constructed Drainage Plans' show where and what below ground sanitary drainage pipes have been installed on a property. This includes the connections from fixtures (e.g., toilets, sinks) on the property to the sewer connection point or the treatment plant for non-sewered areas.

A House Drainage Plan does **not** contain information about **water supply** pipework.

Additionally, changes may have been made by landholders since the plan was originally submitted to Council. If modifications have been made to house drainage systems since submission of the original plans and Council has not been notified, these records would not be available.

What is the difference between a House Drainage Plan and a Water Sewer Location Search?

House Drainage Plans show **only** the sanitary / septic plumbing within the property boundary. Stormwater drainage and water supply pipework is not included on these plans. A Sewer Main Location Search will only identify Council's infrastructure i.e., sewer mains and water supply mains. Maps provided for these searches show approximate depth and location of Council's infrastructure only.

Does Council have House Drainage Plans for every property?

House Drainage Plans are available for most properties connected to the town sewerage and for

many properties that are not connected to the town sewerage.

Note (1) some older properties may not have a House Drainage Plan on record.

If the land is not developed (i.e., vacant land) Council will not have house drainage plans on file.

If there is no record of a House Drainage Plan on file and a search request has been submitted and returns no results, **no** refund will be provided.

Applicants are encouraged to confirm with Council if House Drainage Plans are available before submitting a search request.

How can I find where the stormwater runs on my property?

Council does not keep a record of private roof drainage for class 1a dwellings.

In Queensland, roof water falls under the responsibility of private building certifiers and records of installed roof water drainage are not needed as part of a building approval.

A licensed plumbing contractor may be able to assist with determining location of stormwater pipes.

How can I apply for a copy of house drainage plans?

To apply for a copy of House Drainage Plans you must provide proof of ownership, have a letter from the property owner providing consent or be a licensed plumber. If you are purchasing the



For further information contact Council's Community Department via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au southburnettregion

property, a copy of the signed Contact of Sale is adequate to obtain search results.

To apply, the applicant must complete a House Drainage Plan search application form (available on Council's website). A fee applies for copies of House Drainage Plans. This fee can be found in the schedule of [Fees and Charges](#) on Council's website.

You can lodge your application:

- ✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
- ☎ (07) 4189 9100
- @ info@sbrc.qld.gov.au
- 👤 Visit a Customer Service Centre

Payment must be received before the search will be processed. Search requests received via post should include a cheque or money order. Emailed requests should provide a credit card authority or provide payment information.

How long does it take to process the application?

Requests for copies of House Drainage Plans will be issued within five (5) working days from lodgement of application and payment of the appropriate fee.

What can I do if there are no plans?

If House Drainage Plans are not available for a property you may need to engage a licensed plumbing contractor to locate the on-site sanitary drainage pipes. A licenced plumber can also draw up drainage plans for your property.

Further information?

If you require further information in relation to House Drainage Plans, or would like to arrange an appointment to speak with a Council Plumbing Inspector or a Council Plumbing Officer please contact Council in advance to request a meeting.



For further information contact Council's Community Department via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au southburnettregion



This factsheet provides information about making an Information Privacy application to access your personal information held by Council. The application process has been established as required under the *Information Privacy Act 2009* (Qld).

What is Information Privacy?

Information Privacy Principles place strict obligations on Council as to how it collects, stores, uses and discloses personal information. The *Information Privacy Act 2009* (the 'Act') allows individuals to apply for access to documents containing their personal information.

Prior to making an application under the Act, customers are encouraged to contact Council's Governance section to undertake a preliminary review of the request to determine if the information can be released by another administrative process, to save the customer completing of a form.

What documents can I access?

The Information Privacy application must be for documents which contain **your** personal information only and not information relating to other persons. This process is not for accessing general information or for answers to questions. If you have phrased your application this way, it may not be a valid application. In this instance, please contact Council's Governance section to discuss your application.

How to make an Information Privacy application?

- Applications must be submitted on the Right to Information and Information Privacy Access Application Form. The form is available on the Office of the Information Commissioner Queensland website. Applicants can download the application form (or contact Council to request a copy be downloaded on their behalf).

Please ensure that your application:

- includes a postal address to which correspondence can be sent;
- are completed in full, with comprehensive details of the documents being sought;
- supply evidence of identity (e.g. passport, birth certificate, drivers licence or another suitable identity documents. If copies are provided, they must be certified by a Justice of the Peace, Lawyer or Commissioner for Declarations.

Applications can be lodged via:

- ✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
- ☎ (07) 4189 9100
- @ info@sbrc.qld.gov.au
- 👤 Visit a Customer Service Centre

For more information on lodging an application go to www.rti.qld.gov.au

What to do if my application is not valid?

If the application is not valid, Council must:

- make a reasonable attempt to contact you (the applicant) within 15 business days; and
- give the applicant a reasonable opportunity to make the application valid – generally 15 business days.

If the applicant makes the application valid, the processing period begins.



For further information contact Council's Corporate Services branch via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au southburnettregion

If the applicant does not make the application valid, Council can issue a 'prescribed written notice' stating to refuse to deal with the application.

The applicant can seek an external review if Council's decision was that the application is noncompliant. Details of how to request the external review will be provided in the prescribed written notice issued by Council.

How much is the application fee?

There is no application fee for an Information Privacy application.

What happens after I lodge a 'valid' Information Privacy application?

Council's Decision Maker will scope the application, to identify what documents are required to be located. Once the Decision Maker has identified the areas of Council that may hold documents relevant to the application, a search internally is undertaken.

When the Decision Maker has retrieved the relevant documents, they will:

- review the documents in line with the Act;
- schedule the documents (listing as required under the Act);
- redact information if required (i.e., not your personal information); and
- release the relevant documents to the applicant.

How long does it take to process an Information Privacy application?

The timeframe for processing an application is 25 business days. At times, the processing period will 'pause' for certain events or for other timeframes. Any change in processing time will be conveyed to the applicant.



For further information contact Council's Corporate Services branch via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au  southburnettregion



This factsheet has been designed to provide information to heavy vehicle operators who wish to operate on roads within the South Burnett region.

Which heavy vehicles require permits?

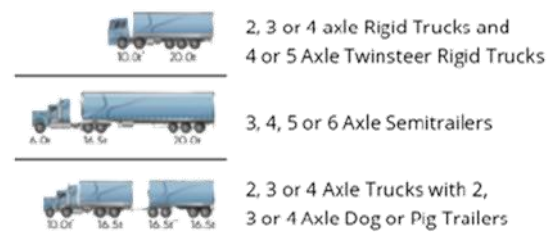
A permit to travel on Council roads is only required for Restricted Access Vehicles. This is to ensure the safety of both the heavy vehicle operators (due to the condition of the road) and other road users who may interact with the heavy vehicles. Examples of these vehicles can include B-Doubles that exceed 19 metres in length that are over-size or cranes that are over-mass on axle weight. In these instances, an Oversize Overmass ('OSOM') permit is required, along with relevant pilot/escort vehicles. More information regarding this can be found at <https://www.nhvr.gov.au/road-access/access-management/applications>

Do I need a heavy vehicle permit?

If you are unsure whether a permit or notice is required for your heavy vehicle to operate on South Burnett roads, Council recommends you contact the National Heavy Vehicle Regulator ('NHVR') through their online portal at www.nhvr.gov.au or via phone on 13 64 87.

One (1) potential way to determine if you will require a permit is to identify whether your vehicle is a General Access Vehicle ('GAV') or a Restricted Access Vehicle ('RAV').

Please see below examples of GAVs which generally don't require permits when within mass and dimension limits.



How can I find pre-approved heavy vehicle routes?

Approved Queensland heavy vehicle route maps and restrictions can be accessed through Queensland Globe and the NHVR route planner tool.

The Queensland Globe, (<https://qldglobe.information.qld.gov.au/>) can display up to date pre-approved heavy vehicle routes and will allow you to create and download a map specific to the routes and restrictions for:

- B-double vehicles up to 23m;
- B-double vehicles up to 25m;
- Road train type 1;
- Road train type 2;
- Higher mass limits vehicles;
- Performance-based standards scheme; and
- 1 Tonne Tri-Axle Mass Transfer Allowance.

Similarly, the NHVR route planner tool (<https://www.nhvr.gov.au/road-access/route-planner>) can be used to assist in mapping your heavy vehicle journey and identify where access permit applications may need to be made.



For further information contact Council's Infrastructure Department via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au southburnettregion

Please note that if your vehicle falls outside of mass or dimensional limits, a permit will still be required for operation.

Additionally, all networks shown in both the Queensland Globe and the NHVR route planner tool are indicative only and should be confirmed using the relevant road transport authority, for Queensland, this is <https://qldtraffic.qld.gov.au/>

How can I apply for a heavy vehicle permit?

All heavy vehicle permit related items are managed through NHVR.

Council do not have authority to issue permits directly to applicants.

Once a case for permit application is opened through the NHVR portal, all liaising between local governments and applicants should be conducted through the regulator.


Should you wish to make an application, or have any queries relating to the application process, please visit www.nhvr.gov.au

Further Information?

You can Contact Council via one of the following methods:

- ✉ South Burnett Regional Council
PO Box 336
Kingaroy Qld 4610
- ☎ (07) 4189 9100
- @ info@sbrc.qld.gov.au
- 👤 Visit a Customer Service Centre



For further information contact Council's Infrastructure Department via email info@sbrc.qld.gov.au or call **1300 789 279** or **07 4189 9100**. www.southburnett.qld.gov.au  [southburnettregion](https://www.facebook.com/southburnettregion)



This fact sheet provides information about landing facilities in the South Burnett region. Landing facilities or aerodromes are generally suitable for light aircraft landings and other aviation activities.

What are Landing Facilities?

Landing facilities or aerodromes exist for aviation activities within the South Burnett region.

An aerodrome is an area of land that is authorised under Commonwealth Regulations for the arrival, departure or movement of aircraft, including use of related buildings, installations and equipment.

What Landing Facilities Exist in the South Burnett?

The following landing facilities exist in the South Burnett region:

Kingaroy Aerodrome, Warren Truss Drive, Kingaroy

General Information:

- 1,600m sealed runway (16/34)
- 1,432m grass secondary runway (05/23)
- 225km north-west from Brisbane
- avgas facilities with credit card facilities
- pilot activated lighting (PAL)

Wondai Aerodrome, Wondai Proston Road, Wondai

General Information:

- 1,650m constructed grass runway (18/36)
- 256km north-west from Brisbane
- pilot activated lighting ('PAL')

Nanango Aerodrome, Racecourse Road, Nanango

General Information:

- aeroplane landing area ('ALA')
- 2km from Nanango
- 850m grass runway (05/23)
- 200km north-west from Brisbane
- no runway lighting

What Laws Govern Aerodromes?

The operation of Council's aerodromes is subject to civil aviation laws and aviation safety laws. *South Burnett Regional Council Local Law No. 5 (Aerodromes) 2011* also applies.

Where Do I Find Technical Information About Landing Facilities?

Air Services Australia provide an aeronautical information service ('AIS'), including En Route Supplement Australia ('ERSA'). ERSA provides detailed aeronautical information for use by pilots for all aerodromes and airports in Australia. Limited technical information is available for Wondai and Nanango aerodromes.

Who Do I Contact If I Want to Use An Aerodrome?

Kingaroy Aerodrome can be accessed for landing at any time when it is safe to do so. Permission should be gained to land at Wondai and Nanango aerodromes so that Council may be able to provide pilots with current serviceability information.

Aerodrome Reporting Officers ('AROs') are listed for each aerodrome with contact details being available in ERSA.

Is There a Fee to Use an Aerodrome?

All aerodromes are free of landing fees.

Further Information?

- ✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
- ☎ (07) 4189 9100
- @ info@sbrc.qld.gov.au
- 👤 Visiting a Customer Service Centre



For further information contact Council's NRM & Parks Department via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au southburnettregion



Council Rates Pension Concession

This factsheet is designed to provide information about Council's Rates Pensioner Concession. The Pensioner Concession subsidy and the Queensland State Government Pension subsidy scheme aims to help pensioner property owners to remain in their own homes by reducing the financial impact of rates and charges levied.

Who is eligible for a pension concession?

To be eligible for either the maximum or partial pensioner concession, you must be an owner or life tenant of the property.

A life tenancy can be created with a valid will. It is only effective after the death of the property owner/s, or by Supreme or Family Court Order.

You must reside on the property permanently and have one (1) of the following:

- a current Centrelink Queensland Pension Concession Card;
- a Veterans' Affairs Gold Card; or
- a Veteran's Affairs Pension Concession Card.

The cards that do not qualify for a rebate are Seniors Cards, Health Care Cards, Health Benefit Cards and Repatriation Health Cards for specific conditions.

What other criteria must I meet?

Applicants for the pension concession for Council Rates must meet the following criteria:

- Your eligible card must be valid at the time of application;
- You must be the person responsible for the payment of the account;
- Your name must be on the title of the property and it must be your primary place of residence; and
- Your name and address on the Council Rates account must match the concession card.

How much is the pension concession?

The Queensland State Government will subsidise 20% (maximum \$200.00 per annum) of Council Rates for approved pensioners by way of a rebate.

Council also offers a subsidy of 20% (maximum \$200.00 per annum) off Council Rates for approved pensioners.

For new applications, Council can only apply the subsidy to the current six-monthly rating period.

No backdating of pensioner subsidy can be authorised by Council.

How do I apply for a pension concession?

To make an application, you are required to complete a Pensioner Rates Rebate Application Form.

You will also need to provide a colour photocopy of your valid pension card.

Please note: If the details on your pension card need updating, this should be completed before applying for a Council Rates concession.

Where do I lodge my pension concession application?

You can lodge your application:

- ✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610; or



For further information contact Council's Rates Section via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au southburnettregion

☎ (07) 4189 9100
 @ info@sbrc.qld.gov.au
 👤 Visiting a Customer Service Centre

How long does it take to process the application?

Applications for pension concession are sent to Council's Rates Section for processing. Applications must be received by the 30th of June or the 31st of December, to have the rebate displayed on the Council Rates notice for the subsequent period.

Pensioners submitting applications after these dates are advised to pay the full Council Rates amount by the due date in order to receive the 10% discount.

Accordingly, the pension concession / subsidy, if approved, will show as a credit on the next Council Rates Notice.

Upon confirmation of eligibility the entitlement to a subsidy will commence from either (whichever is the later):

- the card start date or payment grant date;
- the date of occupation of their principle place of residence; or
- the start of the current rating period.

How many properties can I claim a pension concession for?

You can only claim a pension concession for one (1) property. This property must be your principle place of residence.

For the purpose of this pension concession the address on your valid concession card will be considered as your principle place of residence.

What happens if I move, or my valid pension card details change?

Subsidies are not transferred from one (1) property to another.

If you receive a Council Rates pension subsidy on a property you have recently sold, the pension subsidy will discontinue. If you purchase another property within the South Burnett Regional Council boundary, you will need to apply for a pensioner subsidy for your new home.

You (as the applicant) must notify Council if:

- there is a change in the ownership of the property through sale or Estate;
- the applicant should leave the property but retain ownership (e.g., move to a nursing home or other accommodation); or
- the applicant becomes ineligible for a pensioner concession.

Please note: Centrelink / DVA and Council will need to be notified if your address details change.

What happens in the case of joint ownership of your principle place of residence?

The subsidy is paid according to the proportionate share of ownership of the pensioner applicant.

In the case of married or defacto couples, if at least one (1) owner is a pensioner and both parties are residing on the property, they are entitled to 100% rebate.

If joint owners are in receipt of a pension concession, a separate form must be completed by each owner. The rebate amount granted will be proportionate to the percentage of ownership for the eligible pensioner for whom the application has been submitted.

In all other joint ownership cases, the rebate will be granted to eligible owner occupiers on a pro-rata basis according to their ownership equity in the subject property. The only exception to this condition is where a spouse/defacto spouse provides proof in the form of a court order or other legal document that they are solely responsible for all Council Rates and Charges on a property even through their estranged spouse/de facto spouse may be registered as a joint owner of the property. Please contact Council's Rates Section to obtain further clarity in this situation.

Further information?

At the end of each financial year, Council confirms all pensioners' eligibility with Centrelink.

If eligibility is not confirmed, Council will not grant the subsidy on the Council Rates account for the new financial year and a new application will be required.

Please contact Council's Rates Section to obtain further information.



For further information contact Council's Rates Section via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au  southburnettregion



This factsheet provides information about where Council can offer a suitable payment agreement to pay your rates by instalments over a period of time to ease immediate financial burden.

What is a Rates Payment Arrangement?

Property owners who are unable to pay their rates by the due date can enter into a payment plan. During the term of the payment plan you will not receive any reminder or final notices, however, you will continue to receive your rates notice every six (6) months. Council will not take recovery action against you for outstanding rates payments whilst you make all the payments in your payment plan in full and on time.

Do I Have to Pay Interest if I am on a Payment Plan?

A payment plan will give you extra time to pay, without incurring interest.

How do I Enter into a Payment Arrangement?

Applications for a payment arrangement must be made in writing.

The [Application to Pay Rates by Instalments](#) Form is available online or in print from Council's customer service offices.

How Much do I have to Pay off my Rates Debt and How Often?

Council is normally willing to accept a payment arrangement as long as the proposed regular payments are maintained and will clear the outstanding rates debt before the end of December or June following the issue of the relevant rate notice.

What Happens if I Cannot Meet My Payment Arrangement Obligations?

If a payment arrangement is not maintained within the agreed terms, the ratepayer will be offered an

opportunity to bring the payment arrangement up to date or dependent on previous history of payments, be offered to make a revised payment arrangement. A ratepayer who receives frequent reminders or has a history of defaulted or cancelled payment arrangements may end up having their payment arrangement cancelled and future payment arrangement applications refused.

It is important that if, for any reason, you are likely to miss a payment you contact Council as soon as possible.

Do I Have to Complete a Payment Arrangement Form if I Want to Pay my Rates in Advance?

No, payment arrangements are only required for rates which are in arrears. Amounts paid in advance show as prepayments on your next rate notice.

If There is More than One (1) Owner on the Title, Do We All Have to Apply?

Only one (1) payment plan is required per property and can be set up by any of the owners.

Do I Have to Complete a New Payment Arrangement Every Time I Receive a New Notice?

Payments should be of a sufficient amount and frequency to clear the outstanding debt over a period of no longer than 6 months; or 12 months if the debt is greater than \$2,500. As long as you meet this criterion and have maintained your existing approved payments, you are not required to submit a new arrangement.



For further information contact Council's Finance Department via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au southburnettregion

What is Financial Hardship?

Ratepayers who are suffering genuine financial hardship may wish to apply for relief by lodging a [Financial Hardship Rates Application](#). The Financial Hardship Application is only relevant for owner occupier residences or primary production properties. Successful applicants may receive relief through one (1) or more of the following:

- suspension of rate recovery action;
- write off / waiver of interest charges;
- deferral of payments from the date of the application until 30 June of the current financial year;
- consideration of a repayment plan outside of Council's Rates Recovery Policy.

What Payment Methods are Available?

- **Pay in Person** at any South Burnett Regional Council Office (between 8.30am and 4.30pm Monday to Friday) or at any post office (must have your original rates notice for Australia Post payments)
- **Pay by Credit Card** over the phone by calling 07 4189 9100
- **Payment by Mail** Forward your cheque or money order made payable to South Burnett Regional Council to PO BOX 336, KINGAROY QLD 4610
- **Telephone & Internet Banking** – Use your internet banking or telephone banking for your bank, credit union or building society to make this payment from your cheque, savings or credit card account. The Biller Code and Reference Number for your property can be found on your rates notice.
- **Post Billpay Online** – Use the Auspost App or Pay a Bill Now option on the Australia Post Website. The Billpay Code and Reference Number for your property can be found on your rates notice
- **Centrepay** - A free service for Centrelink customers to pay bills as regular deductions from their Centrelink payments. Minimum payments apply. Subject to Council approval. Contact Council's Rates Section or Centrelink for more information.

Further Information

Lodge an enquiry about payment arrangements using one of the following methods;

- ✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
- ☎ (07) 4189 9100
- @ info@sbrc.qld.gov.au
- 👤 Visit a Customer Service Centre



For further information contact Council's Finance Department via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au  [southburnettregion](https://www.facebook.com/southburnettregion)



Land Valuations

This factsheet provides information about land valuations and the possible impact they have on your rates. The Valuer-General provides statutory land valuations for all rateable properties in Queensland in accordance with the *Land Valuation Act 2010*.

Who Decides My Land Valuation and Why?

In Queensland, the Valuer-General is an officer within the Department of Resources and is responsible for directing, controlling and managing the statutory valuation of land in accordance with the *Land Valuation Act 2010*.

For the State Government, the main purpose of land valuation is to determine any liability under the *Land Tax Act 2010* (the 'Land Tax Act') for tax relating to the land and is essential for the making and levying of rates; and the calculation of rent under the *Land Act 1994* (the 'Land Act') for a Land Act tenure.

How are Land Valuations Determined?

Land is valued using either the unimproved value or site value methodology. The methodology used depends on how the land is zoned under the Queensland planning provisions or the equivalent Local Government planning scheme:

- land that is zoned rural under the relevant planning scheme is valued using the [unimproved value](#) methodology;
- all other land, including land zoned rural-residential, is valued using the [site value](#) methodology.

Unimproved value reflects the value of the land in its natural, undisturbed condition. It is the amount for which rural land for example could be expected to sell for without physical improvements such as

houses, fences, clearing, levelling, and earthworks.

Site value reflects what the land would be expected to sell for in its current condition. It includes any work undertaken, or materials used, to improve the physical nature of the land.

How does My Land Valuation Compare to Other Properties in the South Burnett?

To compare land valuations of other properties in the South Burnett you can do so by visiting the land valuations page on the [Department of Resources](#) website and conducting a property search.

Why is My Neighbour's Land Valuation Different to Mine?

If you live in a rural area, it is possible that your neighbour's land was valued using a different methodology to yours. For example, your land may be non-rural land and valued using site value, while your neighbour's may be rural land and valued using unimproved value.

Your neighbour's land may be used for a different purpose to your land (e.g., residential versus commercial use) and so will have a different land value.

Other aspects which may impact on the valuation of land include but are not limited to; constraints on land use, physical attributes of the land, issuance of concessional valuations.



For further information contact Council's Finance Department via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au [f](#) [southburnettregion](#)

How Do I Object to My Property Land Valuation?

Any landowner in Queensland who does not agree with their statutory land valuation (annual or maintenance valuation) may lodge an objection.

For your objection to be considered, you must:

- provide sufficient information to demonstrate that the valuation is incorrect;
- include all required information in accordance with the *Land Valuation Act 2010*;
- lodge your objection **within 60 days** of the date of issue of your valuation notice.

Objections to land valuations must be lodged online through the Department of Resources ('DOR') on their [Valuation Objections](#) page or by downloading and completing the hardcopy form from the DOR [website](#).

My Rates have Increased, But My Land Valuation went Down. Why?

As land valuations are just one (1) of the many factors considered when Councils are determining rates, it is not unusual that land valuations can decrease, and rates increase as decreasing property values has no effect on the costs associated with the running of the Council area.

Further Information?

Any enquiries about your land valuations should be directed to the State Valuation Service on 1300 664 217. Alternatively, information is available online at <https://www.qld.gov.au/environment/land/title/valuation>.

If you would like to speak with a Council Rates Officer regarding the impact land valuations have on your rates, please contact Council, and request a meeting with a Rates Officer.

- ✉ South Burnett Regional Council
PO Box 336
Kingaroy Qld 4610
- ☎ (07) 4189 9100
- @ info@sbrc.qld.gov.au
- 👤 Visit a Customer Service Centre



For further information contact Council's Finance Department via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au  southburnettregion



This factsheet provides information about making a Right to Information application with Council. The right to information application gives applicants the right to access information held by Council as required under the *Right to Information Act 2009* (Qld).

What is Right to Information Access?

Right to Information Access is the Queensland Government’s approach to giving the community greater access to information held by an organisation such as Council. The *Right to Information Act 2009* (the ‘Act’) covers documents of a non-personal nature that cannot be accessed from another source (e.g., Council’s website).

Applicants are encouraged to contact Council’s Governance Section to see whether the information being requested can be released by another administrative process prior to making an application under the Act.

What documents can I access?

The Right to Information application must be for documents which exists within Council’s systems. Applicants cannot apply for information which needs to be produced or for answers to questions. If you have phrased your application this way, it may not be a valid application.

The Right to Information application form asks applicants to tick a box to describe what they are wanting to access. For Right to Information it would involve documents which are:

- entirely non-personal; or
- a mix of personal and non-personal.

How to make a Right to Information application?

Applications must be submitted on the “Right to Information and Information Privacy Access Application Form”. The form is available on the Queensland Right to Information website. Applicants can download the application form or request a copy be downloaded on their behalf by contacting Council for assistance.

As the applicant you will need to:

- pay the Right to Information Access fee at the time of application;
- include a postal address to which correspondence can be sent;
- ensure applications are completed in full, with comprehensive details of the documents being sought;
- state whether access is sought for the applicant’s own use/benefit, or for the benefit/use of another entity and, if so, give the name of the other entity; and
- lodge applications with application fee via

- ✉ South Burnett Regional Council
PO Box 336
KINGAROY Q 4610
(07) 4189 9100
 - @ info@sbrc.qld.gov.au
 - 👤 Visit a Customer Service Centre
- For more information on lodging an application go to www.rti.qld.gov.au.



For further information contact Council’s Governance Section via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au southburnettregion

What to do if my application is not valid?

If the application is not valid, there are steps Council must take such as:

- make reasonable attempt to contact the applicant within 15 business days; and
- give the applicant a reasonable opportunity to make application valid – generally 15 business days.

If the applicant makes the application valid, the processing period begins.

If the applicant does not make the application valid, Council can issue a 'prescribed written notice' stating that Council was not able to deal with the application.

Council will advise you in the notification that the application is on how you can seek a review of Council's decision.

How much is the application fee?

Fees and charges for applications under the Act are set out in the *Right of Information Regulation 2009* (Qld). The applicable fees and charges usually increase by a small amount each financial year.

The application fee cannot be waived.

What happens after I have lodged a valid application?

Council's Decision Maker will scope the application, to identify what documents are required.

Once the Decision Maker has identified the sections of Council which may hold documents relevant to the application, a search of documents will commence.

When the Decision Maker has retrieved the relevant documents, they will:

- assess the estimated processing and access charges;
- schedule (or list) the documents;
- prepare a Charges Estimate Notice and send to the applicant. This is a written estimate of how much the processing and access charges are likely to be (payment required before issuing of final documents; and
- give the applicant a schedule of relevant documents before the end of the processing period (the applicant can waive this requirement).

How long does it take to process a Right to Information application?

The timeframe for processing an application is 25 business days. At times, the processing period will 'pause' for certain events or for other timeframes.

Council will contact the applicant when an application is paused and provide the relevant reason.

Can the Charges Estimate Notice be reviewed?

No, however the applicant will have 20 business days from the date of the Charges Estimate Notice to either:

- Confirm;
- Narrow; or
- Withdraw the application.

The applicant may wish to apply for a waiver of the charges on the grounds of financial hardship upon receipt of the Charges Estimate Notice.

The applicant does not have to pay the charges until after the Decision Maker has given written notice of the access decision which will include the final amount of the processing and access charges payable.



For further information contact Council's Governance Section via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au  southburnettregion



This factsheet provides information for South Burnett's drought-affected landholders applying for a permit to graze (agist) stock on roadsides adjacent to their property in times of drought.

Who can Apply for a Grazing Permit?

You can apply for a grazing permit if you:

- are a landowner affected by drought, fire or flood;
- hold a stock route travel permit and wish to temporarily cease travelling to brand, crutch, dip, drench, jet or shear;
- truck the stock under control or spell the stock to comply with an obligation imposed by animal welfare legislation;
- are responding to a notice by Local Government inviting applications for agistment of stock. If responding to a Local Government notice, you must lodge your application within 7 days.

What are the Guidelines I Need to Comply With?

- cattle must be fenced at all times behind an electric fence with pigtail pickets rather than star pickets.
- cattle must be supervised at all times;
- cattle must be taken off the road at night;
- a letter of non-objection must be provided from any adjoining landholders;
- approval conditions are contingent on the authenticity of the information provided on the application. A random audit of stock numbers and conditions, or permits, may be conducted throughout the permit period to confirm compliance with these conditions;
- the landholder is required to attach a copy of their public liability insurance policy, of at least 20 million dollars, to the agistment application form with the Department of Natural Resources and Mines listed as an interested party in the policy;

- a sketch of the intended grazing area must be provided with the application showing the lot and plan of the property and outlining the road name and the side of the applicable road that is proposed for grazing;
- no livestock are to be released on a roadside until official approval is given to the landholder and roadside inspections are completed by an authorised officer.

How do I Apply for a Grazing Permit?

Roadsides may only be grazed if a permit has been issued by Council. Applications will be assessed for safety to road users and other considerations. Permits are issued dependent on pasture levels and can be renewed upon inspection.

To obtain a permit, landholders will need to complete an application for a "Stock Route Grazing Permit" detailing the following information:

- number of head and description of herd (sex, age, brand);
- public liability insurance details (minimum of \$20million);
- property identification codes and lot on plan numbers of where the stock come from;
- the area applying to be grazed. This is usually adjacent to the landowner's property, however, if it is not, Council may require a letter of non-objection from the adjoining landholder.



For further information contact Council's Environment & Waste Department via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au  southburnettregion

How Much Does a Grazing Permit Cost?

Fees for roadside grazing can be found under [fees and charges](#) on Council's website. There is a different charge for large stock versus small stock. Large stock means cattle, alpacas, camels, donkeys, horses, llamas and mules. Small stock means goat and sheep.

Why Do I have to Pay to Graze Stock on the Roadside?

The per head per week fee is the minimum charge that Council can apply under the *Stock Route Management Act 2002*, which is administered by the State Government. Although Council will be assessing applications and facilitating the permitting process, Council attempts to keep fees as low as possible, particularly in times of drought.

How Long can I Graze Stock on the Roadside?

Permits for other stock are issued for a maximum for 28 days and can be renewed once only.

How Do I Report a Concern About Cattle Grazing on the Roadside?

- if you have seen stock grazing on a road and believe it is either unsafe or unlawful, please report it to Council immediately so action can be taken.

Further Information?

You can contact Council via one of the following methods;

- ✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
- ☎ (07) 4189 9100
- @ info@sbrc.qld.gov.au
- 👤 Visit a Customer Service Centre



For further information contact Council's Environment and Waste Department via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au  southburnettregion



The factsheet provides information about water & sewer connections where a property is within the Declared Service Area ('DSA') and paying vacant access rates.

What is a Water Connection?

If a property is within the DSA, the owner can apply to be connected to Council's Town Water Supply. Council will install a water service line from the water main and install a water meter on the property boundary. A private plumber would then need to connect internal plumbing pipes from the water meter to the building.

What is a Sewer Connection?

If a property is within the DSA, the owner can apply to be connected to Council's Sewer Main Infrastructure. Council will install a 'sewer jump up' on the property which your internal plumbing pipes connect to. The sewage then gets discharged into Council's Sewer Main and will end up at one of Council's sewer treatment plants.

How Can I Apply to Connect to Water/Sewer?

You can find the Water & Sewer Connection Application Form on Council's website. You can submit the completed form to Council who will check whether connection is available to the property. If so, the application will be entered and the relevant water/sewer connection fees will apply. Fees must be paid before Council will connect these services. Water & sewer connection is only available to properties within the Declared Service Areas.

How Long Does a Standard Residential Connection Take?

Once the application form has been submitted and the relevant fees have been paid, Council will

commence the required works within 15 working days. In certain circumstances, completion of these works may be delayed however, Council will keep in contact with you to advise of any delays and updates in regards to your application.

Disconnections

You can find the Water & Sewer Disconnection Application Form on Council's website. Water/sewer disconnection fees will apply. Fees must be paid before Council will disconnect these services.

If at a later date you decided to reconnect, full connections fees will apply.

How Do I Know Which Connection Size is Right?

Typically, a standard house connection will only require a 20mm water connection and a 100mm sewer connection. Commercial properties will however require bigger connections. If you are unsure, please contact Council's Water & Wastewater Department who can provide you with further information.

Larger type water connections have a higher annual rating charge based on their size.

Further Information?

- ✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
- ☎ (07) 4189 9100
- @ info@sbrc.qld.gov.au
- 👤 Visit a Customer Service Centre



For further information contact Council's Water & Wastewater Department via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au southburnettregion



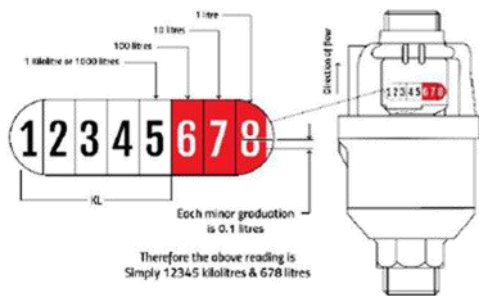
This factsheet provides information about properties connected to the Town Water Supply. A water meter is usually located outside or just within the property boundary. Council is responsible for maintaining and reading the water meter.

What is a Water Meter?

A water meter is a device that tells you how much water you are using at your property and has gone through the water meter. Each water meter has a different water meter ID number. Water meters are installed below ground in a water meter box or they may be installed above the ground. Your water meter is usually found out the front of your property, near the front boundary.

How Does a Water Meter Work?

A water meter reads how much water is going through the meter. For example, if you have a tap on inside your property, you will notice the numbers on the water meter will go up. The red numbers are litres and the black/white numbers are kilolitres. There are 1000 litres in a kilolitre. If no water is being used inside the property, the water meter should not tick over. If it does, this may be a sign of an internal property water leak.



How Can I Ensure my Water Meter is Reading Correctly?

Council encourages you to read your meter on a regular basis so that you are aware of your water consumption & to help indicate whether you may have an internal property water leak. You can check your water meter is reading correctly by filling up a 10L bucket of water and confirming the numbers have increased by 10L.

How Do I Check For Water Leaks?

A simple check involves turning off all taps inside/outside your property. Check that there are no visible leaks in and around your property and check that the toilet is not filling after a recent flush. Inspect the water meter and if you see the numbers are ticking over, this indicates that water is flowing from an outlet on your side of the water meter. Slow leaks may not be immediately visible on the water meter. For an accurate check, it is advised you ensure all fittings and fixtures are turned off. Obtain a water meter reading and return one (1) hour later to determine any change which would indicate a slow leak, which could be coming from an underground pipe on your property.

What if There is a Problem?

If you suspect that your water meter is not reading correctly, the water meter is damaged, you have low/no water pressure or that there may be a water leak you should report this to Council by calling 07 4189 9100.

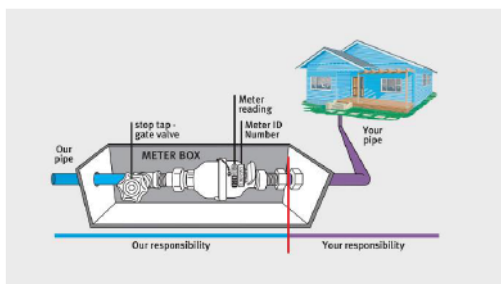


For further information contact Council's Water & Wastewater Department via email info@sbrrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au  southburnettregion

Council's Water & Wastewater Team will inspect and repair the issue if the issue is on Council's side (roadside) of the water meter. If the issue is on your side (property side), you will have to call a private plumber.

What Am I Responsible For?

The property owner is responsible for ensuring Council or Council contractors have clear access to the water meter for maintenance and reading purposes. Garden beds and tree planting near the water meter should be avoided & you must keep a one (1) meter clearance around the water meter. The property owner is also responsible for protecting the water meter from damage (you may be charged for the cost to repair damage to the water meter or water meter box). If there is a water leak on your side ('property side') of the water meter, you are responsible for engaging a licensed plumber for all plumbing work & the costs involved in repairs. You must also ensure that all plumbing work connected to the Council network is compliant with the *Plumbing & Drainage Act 2002*.



How Often Does Council Read the Water Meter?

Council or Council contractors will read the water meter twice a year. Council or Council contractors are required to leave the area as they found it, such as putting dirt back over the water meter or inside the water meter box. The dirt will be moved to read the water meter and then put back over it.

Can My Water Meter be Relocated?

If you wish to relocate your water meter, you will need to submit the relevant form to Council and pay the relevant fee. Sometimes this is a quoted cost so Council will inspect and then send you the quote for you to decide whether you wish to proceed or not. The relevant application form and fee will be required before work can commence. This application form can be found on Council's website.

I Have Had a Water Leak – What Can I Do About Excess Charges?

If a licensed plumber confirms that the water loss was due to an unapparent plumbing failure (or 'undetectable water leak'), you may be eligible for financial relief. Should the property owner wish to apply for financial relief, they must apply to Council in writing with details of the water leak. A tax invoice along with a statement from the licensed plumber substantiating the unapparent plumbing failure and confirmation that the failure has been repaired must accompany the application.

The application will be assessed and if approved, a maximum concession amount of 50 percent less your normal averaged water consumption will be applied.

Further Information?

- ✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
- ☎ (07) 4189 9100
- @ info@sbrc.qld.gov.au
- 👤 Visit a Customer Service Centre



For further information contact Council's Water & Wastewater Department via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au southburnettregion



This factsheet provides general information regarding Water Standpipes available to purchase water from within the South Burnett region.

Where Are The Water Standpipes Located?

Council has water standpipes in the following locations:

- Brisbane Street, Nanango
- Bowman Road, Blackbutt
- Scott Street, Benarkin
- corner of Starr Street & Hivesville Road, Hivesville (non-potable)

What is the Purpose of the Water Standpipes?

The water standpipes were installed to provide an alternative access to water in time of need for household domestic use, when residents' who rely on tank water have limited supply. The Standpipes allow residents the opportunity to transport their own water as needed, without the requirement to pay a private water carter if they wish.

How is Water Standpipe Consumption Managed?

Currently, there are no restrictions placed on how much water can be taken from a standpipe, and residents' using standpipe water are not subject to water restrictions. Water standpipe consumption is primarily managed through pricing to encourage responsible use.

How Do I Purchase Water?

Each water standpipe has instructions on how to use them displayed on site. Payment can be made through a credit or debit card only and the card must have a 'chip'.

Common Issues

- Council's water standpipes rely on the internet in order for the card reader to work. If the internet is down, the card reader will show an error;

- the card reader may have issues reading your card, please ensure the card has a 'chip' and you aren't swiping too fast or slow. If possible, try a different card;
- if water has not been dispersed from the standpipe, it is sometimes due to the watter standpipe timing out. You will need to start again.

I Have Been Charged But No Water Was Dispersed?

The water standpipes will do a pre-authorisation on the card to ensure there is funds available. This will appear as if the money is on 'hold' in your account. If the water is not dispersed, the money will be released into your account within 7-10 business days. Please call Council if you have issues with the money not being released after this time.

How Do I Report A Problem?

If you have any issues using Council's water standpipes or you notice any damage or vandalism to the water standpipes please report to Council on 07 4189 9100.

Council's Water & Wastewater Department are responsible for repairing and maintaining the water standpipes, however, the card reader and electricals require the manufacturer to repair due to security issues with card readers.

Further Information?

- ✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
- ☎ (07) 4189 9100
- @ info@sbrc.qld.gov.au
- 👤 Visit a Customer Service Centre



For further information contact Council's Water & Wastewater Department via email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100. www.southburnett.qld.gov.au southburnettregion

10.3 ALGA NATIONAL GENERAL ASSEMBLY CALL FOR MOTIONS - 2022**File Number: 23/02/2021****Author: Executive Assistant****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Executive and Finance and Corporate Standing Committee Meeting on Wednesday the 16 February 2022.

SUMMARY**8.6 ALGA NATIONAL GENERAL ASSEMBLY CALL FOR MOTIONS - 2022**

COMMITTEE RESOLUTION 2022/157

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

1. That South Burnett Regional Council investigate and report back to the February Ordinary Council Meeting the following resolutions to the National General Assembly of Local Government
 - a) Representation to the Federal Government in relation to Financial Assistance Grants
 - b) Federal Government recognises that there are no one size fits all housing solutions and increase targeted funding streams and dedicated resources to increase social and affordable housing supply in regional communities in ways that meet the growing demands.
 - c) Federal Government provides funding to support resource communities to lead, plan and transition their economies to support decarbonisation goals. Council is seeking leadership from the Federal government to work in a bipartisan and collaborative manner across all levels of government and empower communities to be part of the conversation.
 - d) Federal Government dedicate funding to support regional local governments to undertake targeted feasibility studies and business cases to explore existing and new opportunities to partner in and support the creation of a circular economy and create localised resource recovery practices.
 - e) Mental Health
 - f) National Heavy Vehicle Transport network
 - g) Ag Water
 - h) National Biosecurity Funding
 - i) NDIS

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

8.6 ALGA NATIONAL GENERAL ASSEMBLY CALL FOR MOTIONS - 2022

1. That South Burnett Regional Council investigate and report back to the February Ordinary Council Meeting the following resolutions to the National General Assembly of Local Government
 - a) Representation to the Federal Government in relation to Financial Assistance Grants
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 - c) Federal Government provides funding to support resource communities to lead, plan and transition their economies to support decarbonisation goals. Council is seeking leadership from the Federal government to work in a bipartisan and collaborative manner across all levels of government and empower communities to be part of the conversation.
 - d) Federal Government dedicate funding to support regional local governments to undertake targeted feasibility studies and business cases to explore existing and new opportunities to partner in and support the creation of a circular economy and create localised resource recovery practices.
 - e) Mental Health
 - f) National Heavy Vehicle Transport network
 - g) Ag Water
 - h) National Biosecurity Funding
 - i) NDIS

BACKGROUND

Presented at the Executive and Finance and Corporate Standing Committee Meeting on Wednesday the 16 February 2022.

Due to the timing of the agenda these items will be investigated with further information to be forwarded to Councillors prior to the Council meeting.

ATTACHMENTS

Nil

10.4 CONFIRMING COUNCILS ATTENDANCE ALGA NATIONAL GENERAL ASSEMBLY 2022

File Number: 23/02/2021
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance and Corporate Standing Committee Meeting on Wednesday the 16 February 2022.

SUMMARY**COMMITTEE RESOLUTION 2022/158**

Moved: Cr Kathy Duff
Seconded: Cr Gavin Jones

That the committee recommends to Council:

That the Mayor, Deputy Mayor and Cr Potter attend the ALGA National General Assembly 2022.

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

Against: Nil

OFFICER'S RECOMMENDATION

That the Mayor, Deputy Mayor and Cr Potter attend the ALGA National General Assembly 2022.

BACKGROUND

Presented at the Executive and Finance and Corporate Standing Committee Meeting on Wednesday the 16 February 2022.

ATTACHMENTS

Nil

10.5 BUDGET COMMITTEE MEETINGS 2022

File Number: 23/02/2021
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance and Corporate Standing Committee Meeting on Wednesday the 16 February 2022 and includes the information pertaining to the Budget Parameters and Timelines.

SUMMARY

8.5 BUDGET COMMITTEE MEETINGS 2022

COMMITTEE RESOLUTION 2022/154

Moved: Cr Kathy Duff
 Seconded: Cr Kirstie Schumacher

The committee recommend to Council:

That South Burnett Regional Council:

1. Establish the following committee for the fixed period 1 March to 30 June 2022 with the following membership and Chair in accordance with s264 of the *Local Government Regulation 2012*;

Committee	Membership	Chair
Budget Committee	7 Councillors	Mayor

2. Conduct budget committee meetings as listed in the 2022-2023 Budget Parameters and Timeline report between 1 March to 30 June 2022 be open to community through live streaming and gallery attendance in compliance with any COVID-19 requirements.
3. That the date and time for the holding of Budget Committee Meetings be on a Friday from 9am to 12 Noon.
4. Budget workshops for information dissemination to Councillors be held on a Monday from 9am to 12 Noon.
5. That a Special Meeting of Council be held on Friday 8 July 2022 for the consideration and adoption of the 2022 – 2023 South Burnett Regional Council Annual Budget.
6. That the June Ordinary Meeting of Council be moved to Friday 24 June 2022.
7. The recordings of all meetings be made available on Council’s website.

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

Against: Nil

CARRIED 6/0

And;

COMMITTEE RESOLUTION 2022/153

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That the Budget Parameters and Timelines report for the 2022-2023 annual budget be received and noted and the addition of a zero based budget approach be added to the principles presented.

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

Against: Nil

CARRIED 6/0

OFFICER’S RECOMMENDATION

That South Burnett Regional Council:

1. Establish the following committee for the fixed period 1 March to 30 June 2022 with the following membership and Chair in accordance with s264 of the *Local Government Regulation 2012*;

Committee	Membership	Chair
Budget Committee	7 Councillors	Mayor

2. Conduct budget committee meetings as listed in the 2022-2023 Budget Parameters and Timeline report between 1 March to 30 June 2022 be open to community through live streaming and recordings on Council’s website and YouTube channel and gallery attendance in compliance with any COVID-19 requirements (Schedule 2).
3. That the date and time for the holding of Budget Committee Meetings be on a Friday from 9am to 12 Noon.
4. Budget workshops for information dissemination to Councillors be held in accordance with Schedule 1 attached to this report.
5. That a Special Meeting of Council be held on Friday 8 July 2022 for the consideration and adoption of the 2022 – 2023 South Burnett Regional Council Annual Budget.
6. That the June Ordinary Meeting of Council be moved to Friday 24 June 2022.

BACKGROUND

Presented at the Executive and Finance and Corporate Standing Committee Meeting on Wednesday the 16 February 2022. The schedule of Budget Committee meetings schedules two (2) extra committee meetings than were held in 2021.

ATTACHMENTS

1. **Draft Budget Workshop and Committee Dates**  

Council Budget Workshops – Schedule 1 – draft as at 23 February 2022

Ref.	Date	Day	Commencement	Topic
1	04 March 22	Friday	09:00	Budget and Operational Plan Workshop (<i>incl Op Plan</i>)
2	07 March 22	Monday	09:00	Proposed capital expenditure Executive – Opex/Capex/Revenue
3	14 March 22	Monday	09:00	Finance & Corporate - Opex/Capex/Revenue Admin Recoupments and Plant and Fleet Review Workshop
4	21 March 22	Monday	09:00	Review of rates modelling for utilities and general rates / Review of rates capping and averaging
5	28 March 22	Monday	09:00	Community Workshop - Opex/Capex/Revenue
6	04 April 22	Monday	09:00	Infrastructure Workshop - Opex/Capex/Revenue
7	11 April 22	Monday	09:00	Water, Wastewater, and Waste - Opex/Capex/Revenue
				EASTER 15 to 18 April / ANZAC Day 25 April / Labour Day 2 May
8	29 April 22	Friday	09:00	Continue to implement regional equity / consistency in Council's rating system
9	06 May 22	Friday	09:00	Capital Program Workshop (Works, Water and Wastewater, Waste) Capital Program Workshop (Works, Buildings, Parks, Fleet)
10	09 May 22	Monday	09:00	Fees and Charges
11	16 May 22	Monday	09:00	2 nd Draft Operational, Capital Expenditure and Infrastructure & Community Workshop
12	23 May 22	Monday	09:00	Operating Budget Workshop
13	30 May 22	Monday	09:00	Final Capital Expenditure Workshop (Infrastructure, Community and Fleet)
14	06 June 22	Monday	09:00	Final Operational Plan Workshop
15	13 June 22	Monday	09:00	Final Budget Presentation Workshop

1. Service level discussions in conjunction with operational budgets / Draft Service Level Infrastructure and Draft Service Level Community Workshop
2. Discussions on various policies that need to be updated annually including SBRC Debt Policy, Investment Policy, Revenue Policy and Revenue Statement / Finance and Corporate operational budget and policies through current governance and standing committee process.

Council Budget Committee Meetings – Schedule 2 – draft as at 23 February 2022

Ref.	Date	Day	Commencement	Meeting
1	11 March 22	Friday	09:00	Budget Committee
2	18 March 22	Friday	09:00	Budget Committee
3	1 April 22	Friday	09:00	Budget Committee
4	8 April 22	Friday	09:00	Budget Committee
5	06 May 22	Friday	09:00	Budget Committee
6	13 May 22	Friday	09:00	Budget Committee
7	20 May 22	Friday	09:00	Budget Committee
8	27 May 22	Friday	09:00	Budget Committee
9	03 June 22	Friday	09:00	Budget Committee
10	10 June 22	Friday	09:00	Budget Committee
11	24 June 22	Friday	09:00	Ordinary Meeting
12	8 July 22	Friday	09:00	Special Meeting

10.6 MONTHLY FINANCIAL INFORMATION

File Number: 23.02.2022
Author: Manager Finance & Sustainability
Authoriser: Chief Executive Officer

PRECIS

Monthly Financial Report as of 31st January 2022

SUMMARY

The following information provides Council's position as of 31st January 2022

OFFICER'S RECOMMENDATION

That the Monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as of 31st January 2022 be received and noted.

FINANCIAL AND RESOURCE IMPLICATIONS

Tracking actual revenue and expenditure compared to amended budget as adopted at the Council Meeting held on 25th January 2022.

The amended budget maintains the link with achieving the Operational Plan 2021/2022 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council on 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 Amended Budget and Recurrent Expenditure is sitting at 58%. Revenue is impacted by timing effects of various income streams including rates and grant revenue.
- Council's current cash holdings at the end of January 2022 was \$39.360m with \$25.447m of this currently classed as restricted cash.
- All of Council's Financial Ratios are within their respective targets for the month of January.
- Council's capital expenditure program is currently sitting at \$18.922m in actual and committed expenditure which equates to approximately 56.7% of the total budget spent to date.

ATTACHMENTS

1. **January Meeting Report** [!\[\]\(1e63609ed98a835f4eb8c01936fe5abe_img.jpg\)](#) [!\[\]\(894ed1eaf67f827f170900945f995ae3_img.jpg\)](#)



South Burnett Regional Council
Monthly Financial Report
Interim January 2022



SOUTH BURNETT
REGIONAL COUNCIL

Executive Summary

This monthly report is designed to illustrate the interim financial performance and position of South Burnett Regional Council compared to the amended budget, at an organisational level, for the period ended 31 January 2022.

- Recurrent Revenue is currently sitting at 49% compared to the Amended Budget and Recurrent Expenditure is sitting at 58%. Revenue is impacted by timing effects of various income streams including rates and grant revenue.
- Council's current cash holdings at the end of January 2022 was \$39.360m with \$25.447m of this currently classed as restricted cash.
- All of Council's Financial Ratios are within their respective targets for the month of January.
- Council's capital expenditure program is currently sitting at \$18.922m in actual and committed expenditure which equates to approximately 56.7% of the total budget spent to date.

Executive Summary

Contents

1.0	INTERIM STATEMENT OF FINANCIAL PERFORMANCE (INCOME STATEMENT)	2
2.1	OPERATING INCOME STATEMENT SPLIT BY DEPARTMENT	3
2.2	REVENUE	4
2.2.1	<i>Rates Levies and Charges</i>	4
2.2.2	<i>Fees and Charges</i>	4
2.2.3	<i>Rental Income</i>	5
2.2.4	<i>Interest Received</i>	6
2.2.5	<i>Sales Revenue</i>	6
2.2.6	<i>Other Income</i>	7
2.2.7	<i>Operational Grants</i>	7
2.2.8	<i>Capital Grants</i>	8
2.3	EXPENDITURE	8
2.3.1	<i>Employee Benefits</i>	8
2.3.2	<i>Materials and Services</i>	9
2.3.3	<i>Finance Costs</i>	9
2.3.4	<i>Depreciation</i>	9
2.3.5	<i>Capital Expense</i>	10
3.0	INTERIM STATEMENT OF FINANCIAL POSITION (BALANCE SHEET)	11
3.1	CURRENT ASSETS	12
3.1.1	<i>Cash and Cash Equivalents</i>	12
3.1.2	<i>Trade and Other Receivables</i>	13
3.1.3	<i>Inventories</i>	16
3.2	NON-CURRENT ASSETS	16
3.2.1	<i>Trade and Other Receivables</i>	16
3.2.2	<i>Property, Plant and Equipment</i>	16
3.2.3	<i>Right of Use Assets</i>	22
3.2.4	<i>Intangible Assets</i>	22
3.3	LIABILITIES	22
3.3.1	<i>Trade and other Payables</i>	22
3.3.2	<i>Borrowings</i>	22
3.3.3	<i>Lease Liabilities</i>	22
3.3.4	<i>Provisions</i>	22
3.3.5	<i>Other Liabilities</i>	22
4.0	INTERIM CASH FLOW	23
5.0	INTERIM CHANGES IN EQUITY	25
6.0	FINANCIAL RATIOS	26
7.0	LONG TERM FINANCIAL FORECAST	30
7.1	INCOME AND EXPENDITURE STATEMENTS	31
7.2	FINANCIAL POSITION	33
7.3	CASH FLOW	35
7.4	CHANGES IN EQUITY	37
8.0	INVESTMENTS	38
9.0	WORKS FOR QUEENSLAND ROUND 4	38
10.0	RATES UPDATE	38

1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 31 January 2022
58% of Year Complete

	2022 \$	Original Budget \$	Amended Budget \$	Variance %
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	25,809,105	51,521,884	51,521,884	50%
Fees and Charges	3,396,495	4,988,433	5,123,433	66%
Rental Income	332,509	393,500	393,500	85%
Interest Received	313,219	630,500	530,500	59%
Sales Revenue	801,369	3,016,651	3,073,579	26%
Other Income	823,014	940,475	1,454,933	57%
Grants, Subsidies, Contributions and Donations	2,794,085	7,561,978	8,198,964	34%
	<u>34,269,795</u>	<u>69,053,421</u>	<u>70,296,793</u>	<u>49%</u>
Capital Revenue				
Grants, Subsidies, Contribution and Donations	4,405,049	11,779,420	12,445,519	35%
Total Income	<u>38,674,844</u>	<u>80,832,841</u>	<u>82,742,312</u>	<u>47%</u>
Expenses				
Recurrent Expenses				
Employee Benefits	14,903,632	24,979,452	25,195,173	59%
Materials and Services	13,992,751	23,631,408	24,581,415	57%
Finance Costs	1,107,687	2,107,567	2,107,567	53%
Depreciation and Amortisation	12,508,246	21,330,624	21,330,624	59%
	<u>42,512,317</u>	<u>72,049,050</u>	<u>73,214,779</u>	<u>58%</u>
Capital Expense				
	3,825,037	(400,000)	(400,000)	
Total Expense	<u>46,337,354</u>	<u>71,649,050</u>	<u>72,814,779</u>	<u>64%</u>
Net Result	<u>(7,662,509)</u>	<u>9,183,791</u>	<u>9,927,534</u>	
Net Operating Result	<u>(8,242,522)</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. The below provides a snapshot of the departments on their recurrent revenue and recurrent expenditure.

	Total Revenue				%	Total Expenditure			
	Actual	Original Budget	Amended Budget			Actual	Original Budget	Amended Budget	%
Water	\$ 5,559,857	\$ 11,089,948	\$ 11,089,948		50%	\$ 5,956,899	\$ 10,826,708	\$ 10,826,708	55%
Wastewater	\$ 3,043,865	\$ 6,008,918	\$ 6,008,918		51%	\$ 3,258,054	\$ 5,413,210	\$ 5,413,210	60%
Waste	\$ 3,469,614	\$ 6,306,443	\$ 6,232,390		56%	\$ 3,158,281	\$ 6,071,441	\$ 6,142,388	51%
Plant and Fleet	\$ 51,898	\$ 91,000	\$ 451,000		22%	\$ 3,831,941	\$ 6,769,469	\$ 6,812,609	56%
Plant and Fleet Recoveries	\$ -	\$ -	\$ -		0%	\$ 5,254,925	\$ 8,450,120	\$ 8,450,120	62%
Genops	\$ 22,144,562	\$ 45,757,112	\$ 46,514,537		48%	\$ 31,581,977	\$ 51,418,343	\$ 52,469,924	60%
Total	\$ 34,269,795	\$ 69,053,421	\$ 70,296,793		49%	\$ 42,512,317	\$ 72,049,050	\$ 73,214,779	58%

Revenue

- All revenue items are currently tracking below target of 58% with Genops, Water, Wastewater and Waste being affected by timing in the levying of rates.
- Plant and fleet are below target due to timing in the submission of the retrospective claim for the fuel tax credits for the last few years. This is expected to be done in February or March.
- Other minor variances in income streams due to timing.

Expenditure

- Water is currently under target due to timing in materials expenses incurred including timing of water consumption bills.
- Waste is below target for the month due to timing of monthly waste expenditure bills that have not been received.
- Fleet recoveries is above target largely due to additional recoveries from internal plant usage of approximately \$326k.
- 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

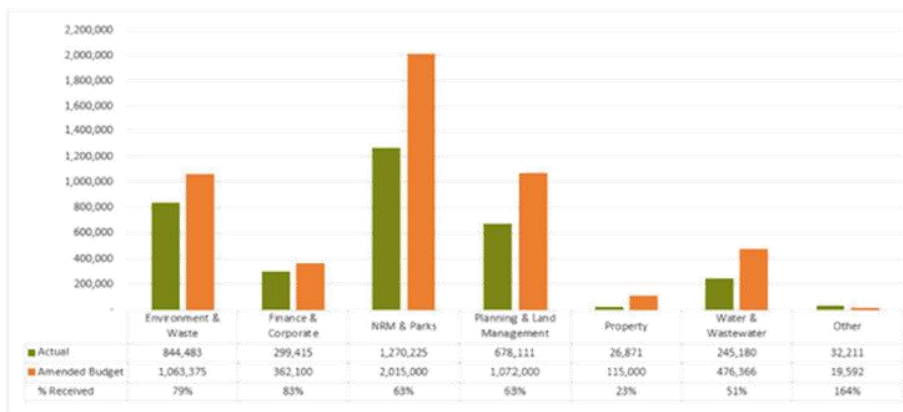
This item shows South Burnett Regional Council’s total net income from general rates, service charges (water, sewerage and waste) and special charges.

Rates or Charges	ACTUALS 2021/2022	ORIGINAL BUDGET 2021/2022	AMENDED BUDGET 2021/2022
General Rates	\$ 14,832,070	\$ 29,717,891	\$ 29,717,891
Quarry Special Charge	\$ 6,929	\$ -	\$ -
Water Charges	\$ 5,306,205	\$ 10,616,432	\$ 10,616,432
Sewerage Charges	\$ 2,972,469	\$ 5,905,918	\$ 5,905,918
Waste Collection Charges	\$ 1,211,431	\$ 2,304,832	\$ 2,304,832
Community Rescue and Evacuation Levy	\$ 43,945	\$ 90,000	\$ 90,000
Waste Management Levy	\$ 1,445,696	\$ 2,886,811	\$ 2,886,811
Memerambi Estate Levies	-\$ 9,641	\$ -	\$ -
Total	\$ 25,809,105	\$ 51,521,884	\$ 51,521,884

As of 31 January 2022, rates, levies and charges are tracking under target at 50%. The next 6 monthly rate levy is due to be issued 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 January 2022, fees and charges are tracking above target at 66%. Main factors affecting the fees and charges figures are:

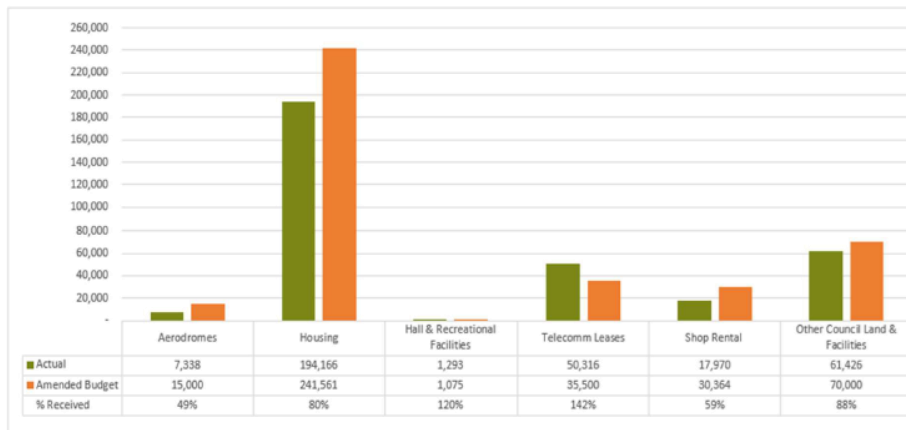
- Finance is currently above target due to timing in yearly revenue from commission for collection of the Emergency Management Levy as well as the consistent high number of rates searches that have been performed this year.
- Planning and Land Management have seen increases in building and development applications.
- Environment and Waste are currently higher than expected due to yearly food permits and animal registrations being processed.

- NRM & Parks are above target due to the seasonal nature of income surrounding the Yallakool and Boondooma Dams.
- Property is currently under target with a majority of the new season pool management contracts allowing income from pool entries and season passes to be kept by the pool managers. Finance will make a third quart adjustment to this area to reflect this.
- Water & Waste Water are currently under target due to reductions in bulk water requirements so far this year compared to the amended budget largely due to the favourable rain our area has received so far this year.

2.2.3 Rental Income

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

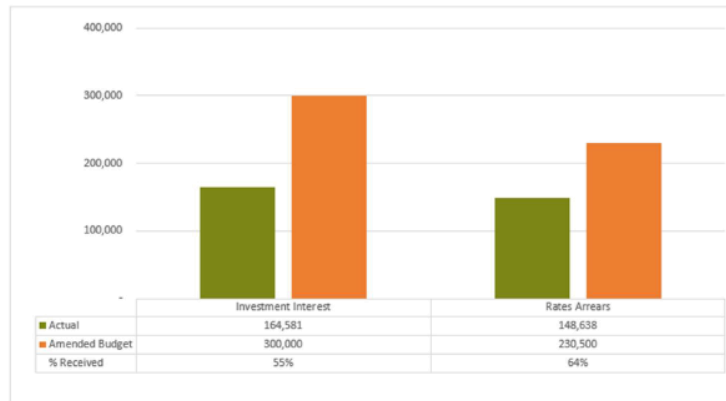
As of 31 January 2022, rental income is tracking above target at 85% due to timing in annual rental of various facilities and increases in housing rental. Areas such as Telecomm Leases will have a portion of the annual leases that relate to the 2022/2023 year and as such will have this prepaid portion transferred to the balance sheet as part of the end of year process.



2.2.4 Interest Received

Interest revenue includes interest on investments and rate arrears.

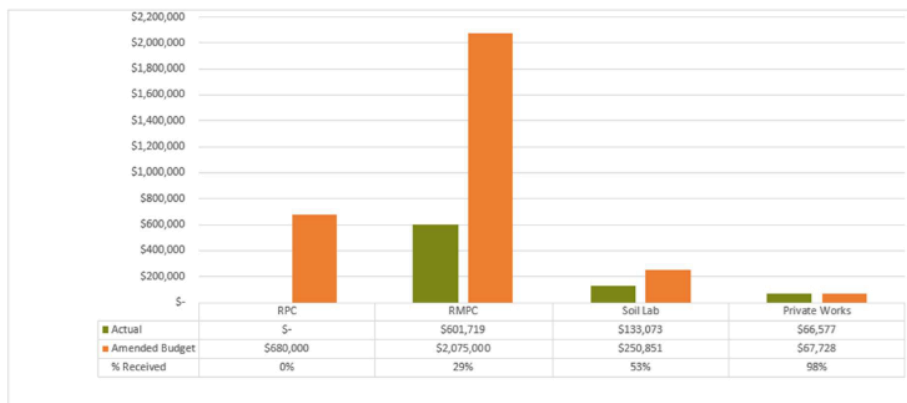
As of 31 January 2022, interest received is tracking just above target at 59%. Investment interest should increase slightly over the next couple of months due to higher bank balances seen during this time of the year. Interest rates on Council’s bank accounts remain significantly low.



2.2.5 Sales Revenue

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

As of 31 January 2022, 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. RPC claims of \$215k and further claims of \$119k for RMPC are being submitted for approval or are awaiting payment. Further RMPC works of approximately \$700k are due for completion in April and May 2022.



2.2.6 Other Income

Other income is sundry income derived from all other sources.

As of 31 January 2022, other income is tracking just below target at 57%.

Income Stream	Actual	Original Budget	Amended Budget	% Received
VIC Income	\$ 64,668	\$ 80,800	\$ 98,800	65%
Art Gallery Income	\$ -	\$ 500	\$ 500	0%
Pool Income	\$ 3,543	\$ 43,000	\$ 43,000	8%
Irrigation Income	\$ 5,438	\$ 30,000	\$ 30,000	18%
Fines	\$ 33,336	\$ 11,500	\$ 11,500	290%
Scrap Steel	\$ 162,448	\$ 95,000	\$ 150,000	108%
Library Sales	\$ 2,169	\$ 3,730	\$ 3,730	58%
Museum Sales	\$ 218	\$ 2,500	\$ 2,500	9%
Agency Income	\$ 49,462	\$ 51,895	\$ 51,895	95%
Tourist Parks	\$ 169,379	\$ 375,000	\$ 375,000	45%
Legal Recovery	\$ 80,123	\$ 80,000	\$ 80,000	100%
Insurance Claims & Workcover	\$ 101,515	\$ 20,000	\$ 70,258	144%
Misc Other	\$ 150,714	\$ 146,550	\$ 537,750	28%
Total	\$ 823,014	\$ 940,475	\$ 1,454,933	57%

- Fines are above target due to processing of animal infringements during the year. 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.
- Pool income is under budget due to new season manager contract conditions meaning most pools have income going direct to pool managers.
- Miscellaneous income is down largely due to timing in the retrospective claim for the fuel tax credit which is expected to be processed through the ATO in February or March.
- Agency income has a timing factor as it is raised once per year.
- Legal recovery, insurance claims and Workcover income are raised and received sporadically during the year based on events and debt collection activities.

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 January 2022, operating grants are tracking below target at 34%. 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 January 2022, capital grants are tracking below target at 35% 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. Claims are in progress for many of our grants including Building Better Regions which will see this income stream increase over the next month or two.

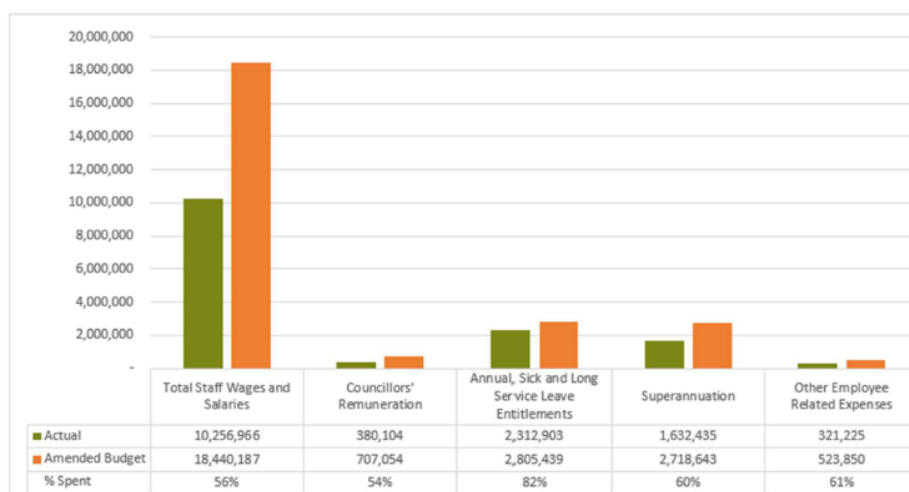
Finance is currently predicting that a majority of the grant income budgeted for this financial year will be recognised as income during the second half of the year. This is due to timing of funds being received, as well as movements in predicted contract assets and contract liabilities as the funding 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 January 2022, employee benefits are tracking slightly above target at 59% however this is largely due to timing of the number of pays processed up to the end of January 2022. 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 January 2022, materials and services are tracking just below target at 57%.

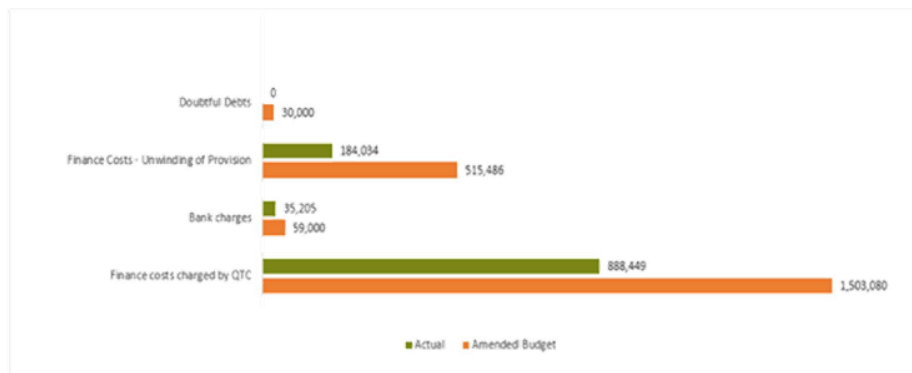
Description	Actual	Original Budget	Amended Budget	% Spent
Donations	269,835	628,763	648,363	42%
Materials	10,230,975	17,072,660	17,362,135	59%
Services	4,515,413	8,199,894	8,755,010	52%
Internal Plant Charges	4,342,322	6,411,558	6,497,373	67%
Internal Plant Recoveries	- 5,365,793	- 8,681,466	- 8,681,466	62%
	13,992,751	23,631,408	24,581,415	

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 January 2022, finance costs are tracking under target at 53% 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 January 2022, depreciation is just above target at 59%.

Work in progress balances as at 31 January 2022 are listed below.

Asset Class	Work in Progress Balance
Buildings	2,862,911.93
Roads	13,032,042.31
Water	2,075,742.63
Wastewater	1,414,694.72
Fleet	114,154.48
Office	105,507.17
Waste	-
Land	-
	19,605,053.24

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 (\$3.825m) for the year.

- The sale of fleet items yielded a profit on sale of \$90k bringing total capital income for fleet items to \$299k for the year.
- Council's current loss on disposals is (\$4.124m) with (\$166k) relating to fleet disposals, (\$3.288m) 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.

	Actual	Amended Budget
Income		
• Fleet	(299,455)	(400,000)
Disposals		
• Roads	334,487	-
• Fleet	166,279	-
• Land	670,000	-
• Buildings	2,290,625	-
• Water	444,688	-
• Wastewater	218,412	-
Total	3,825,037	(400,000)

3.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position
as at 31 January 2022

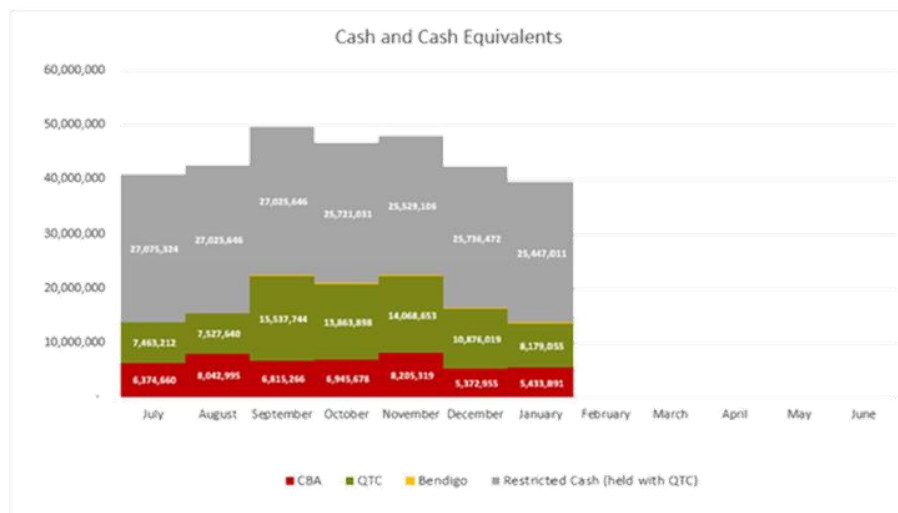
	2022 JANUARY \$	Original Budget \$	Amended Budget \$
Current Assets			
Cash and Cash Equivalents	39,359,780	36,498,468	39,987,829
Trade and Other Receivables	5,334,463	9,348,944	11,663,613
Inventories	831,474	764,632	780,138
Investments	-	-	-
Total Current Assets	45,525,717	46,612,044	52,431,580
Non-Current Assets			
Trade and Other Receivables	1,067,277	910,507	870,373
Property, Plant and Equipment	862,514,342	872,535,500	878,390,816
Right of Use Asset	850,717	837,809	837,809
Intangible Assets	6,261,797	6,234,639	6,266,488
Total Non-Current Assets	870,694,133	880,518,455	886,365,486
TOTAL ASSETS	916,219,850	927,130,499	938,797,066
Current Liabilities			
Trade and Other Payables	7,741,842	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	296,597	-	-
Total Current Liabilities	14,734,228	17,290,085	19,649,510
Non-Current Liabilities			
Trade and Other Payables	-	-	-
Borrowings	26,845,868	27,225,302	27,284,817
Lease Liabilities	868,951	846,648	846,648
Provisions	13,643,037	13,501,773	13,298,285
Other Liabilities	-	-	-
Total Non-Current Liabilities	41,357,856	41,573,723	41,429,750
TOTAL LIABILITIES	56,092,085	58,863,808	61,079,260
NET COMMUNITY ASSETS	860,127,765	868,266,691	877,717,806
Community Equity			
Retained Surplus/(Deficiency)	424,818,166	440,813,008	442,408,207
Asset Revaluation Surplus	435,309,599	427,453,683	435,309,599
TOTAL COMMUNITY EQUITY	860,127,765	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 received but not banked at month end, deposits held at call with financial institutions and term deposits with maturities of three months or less.

As of 31 January 2022, Council’s actual cash and cash equivalents balance was \$39,359,780. The below table shows the breakup of this balance sheet element (excluding cash drawers).

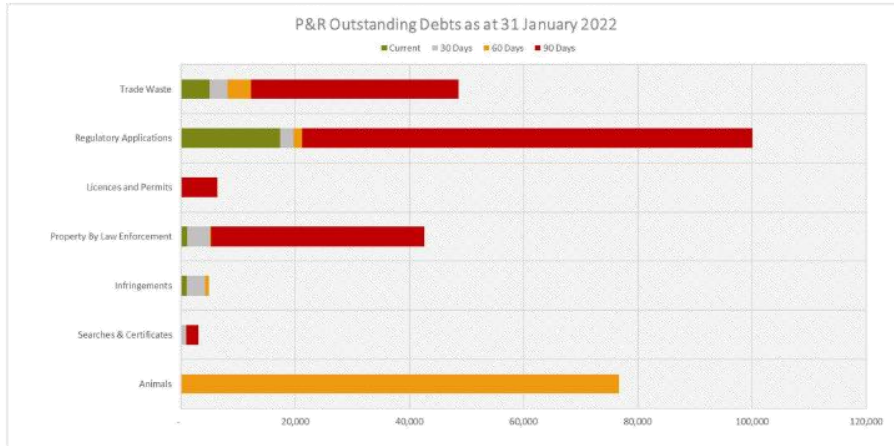


As at the 31 January 2022, restricted cash balance was \$25.447m. Adjustments for the month resulted in a decrease to restricted cash of (\$289k). This consisted of a decrease in works under construction of (\$106k), a decrease in water operating surpluses from prior years of (\$34k), a decrease in building asset replacement funds of (\$81k) and a reduction in funds used from the roads infrastructure renewal program from prior years of (\$68k).

RESTRICTED CASH	Dec-21	Jan-22
Recurrent Expenditure	988,873	988,873
Future Capital Works		
Roads	2,835,540	2,741,570
Buildings	4,000,512	3,850,857
Waste	4,673,098	4,673,098
Land	25,322	25,322
Plant & ICT	2,779,491	2,779,491
Water	2,768,299	2,728,441
Wastewater	2,298,503	2,292,524
Unspent - Developer Contributions	4,556,587	4,556,587
Unspent - Loan Funds	810,246	810,246
Total	25,736,472	25,447,011

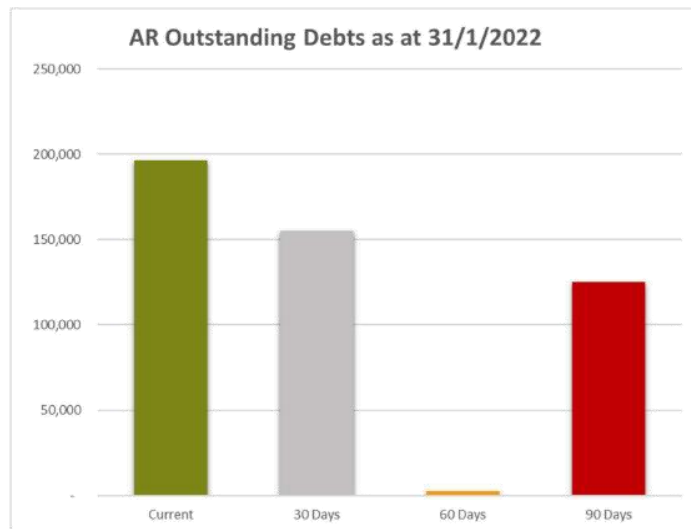
3.1.2 Trade and Other Receivables

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 \$161k in Property and Rating (P&R) debts above that are overdue by 90 days or more, \$25k is currently on a payment plan and is being followed up as to the date of first instalment, \$65k are being pursued by Council staff to determine the best course of action, \$43k can be recovered when properties are sold, and \$28k belong to developer contributions that will be finalised in the future.

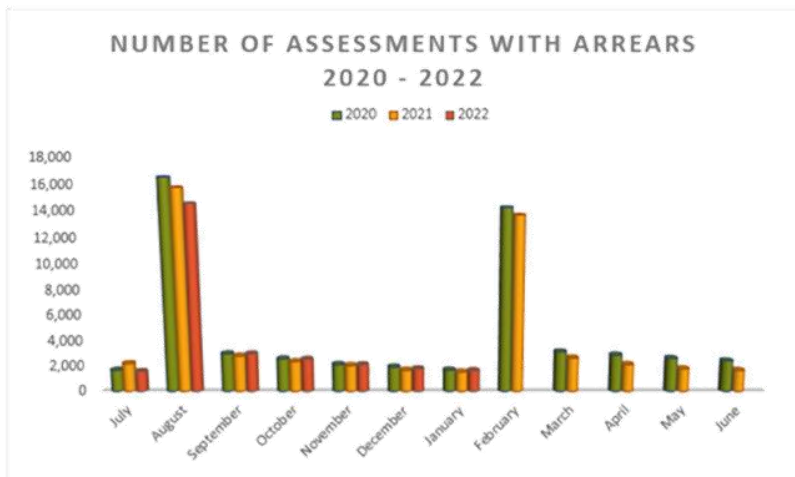
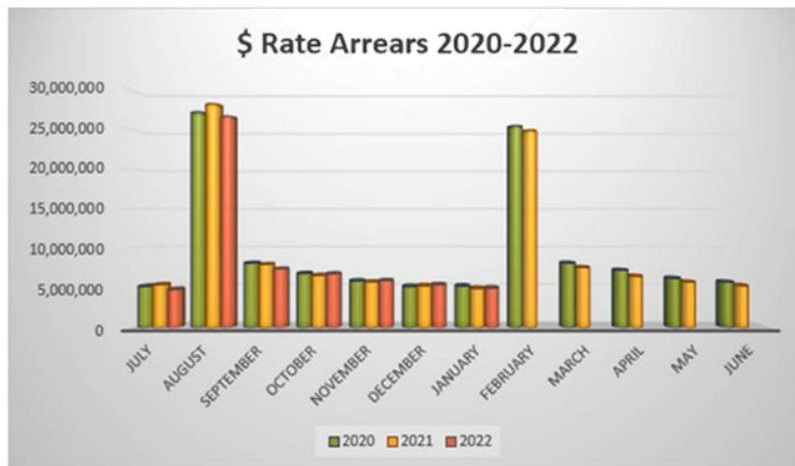
Finance is assisting departments with the follow up of the \$65k that is being pursued.

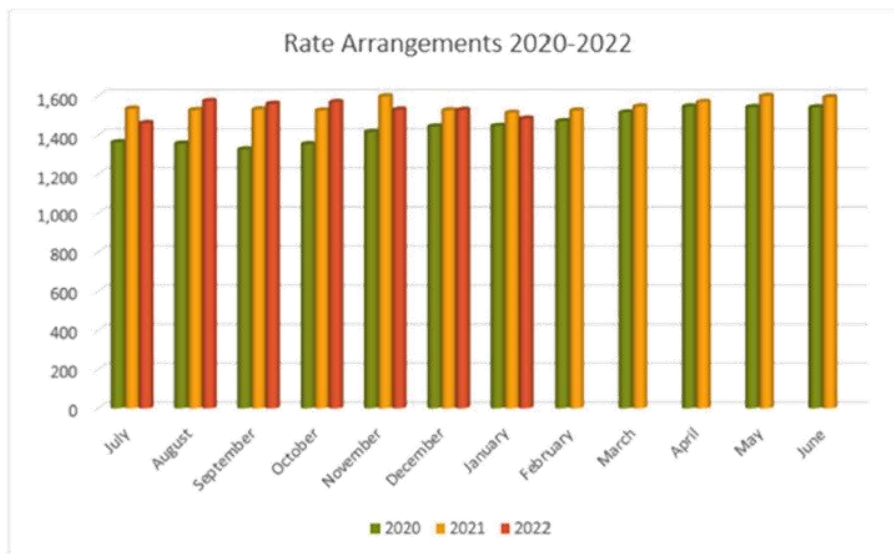
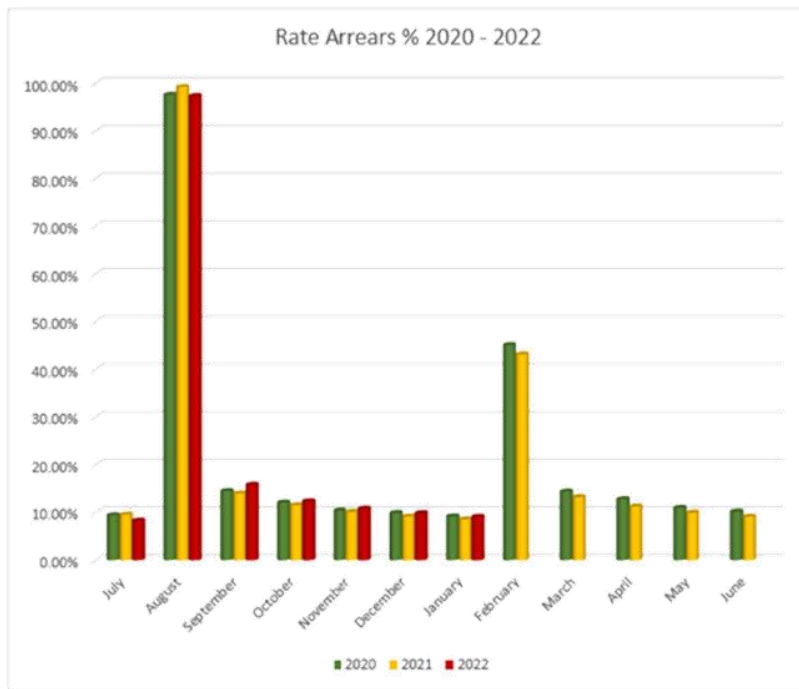


The AR outstanding debts 90+ days is currently \$125k which is 26% of total AR outstanding debts. This decreased by \$8k from last month.

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 cannot be recovered. Finance will be cleaning up these old potential write-offs in February.

Rates in arrears as of 31 January 2022 is sitting at \$4.996 million or 9.09% which is above the target arrears of 7%. There are currently 1,483 assessments with rate arrangements in place which accounts for 89.45% of the properties that are in arrears. The next 6 monthly rates levy will be issued in February 2022.





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 amended capital budget is \$33.347m 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 January 2022 is \$18.922m, which is tracking above target at 56.7%. Of the \$18.922m, \$12.702m is actual expenditure with the remaining \$6.22m sitting as committed costs. The actual spend to date equates to 38.1% of the total budget available.

2021/2022 Capex Report for Council

Project / Code	Project Description	Project / Program	Funding Source	Revised Cash	Disposals	Leases	Contributions	Total Budgeted Revenue	EXPENDITURE BUDGET				EXPENDITURE ACTUALS			
									2021/22 Budget	2021/22 Actual	2021/22 Budget	2021/22 Actual	2021/22 Budget	2021/22 Actual	2021/22 Budget	2021/22 Actual
Buildings & Other Structures																
000054	Kingston Adams Building Amendment	198192	340,000.00	-	-	-	-	340,000.00	340,000.00	-	-	-	340,000.00	-	340,000.00	
		Activity Subtotal	340,000.00	-	-	-	-	340,000.00	340,000.00	-	-	-	340,000.00	-	340,000.00	
Mezzanine - Woodhill Hill																
000024	Woodhill Records Facility/Complex	198089	-	-	-	-	-	-	-	-	-	-	-	-	8,483.90	
		Activity Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	8,483.90	
Sewerage Pool - King																
000079	Kingston Post-Refurbishment/Concert Pit	194618	200,000.00	-	-	-	-	200,000.00	200,000.00	-	-	-	200,000.00	-	15,644.55	
		Activity Subtotal	200,000.00	-	-	-	-	200,000.00	200,000.00	-	-	-	200,000.00	-	15,644.55	
Sewerage Pool - Neve																
000024	Teahigh Pool Changeover Refurb	194819	290,000.00	-	-	-	-	290,000.00	290,000.00	-	-	-	290,000.00	-	198,839.79	
		Activity Subtotal	290,000.00	-	-	-	-	290,000.00	290,000.00	-	-	-	290,000.00	-	198,839.79	
Sewerage Pool - Wood																
000058	Woodhill Incoming Pool Refurbishment	194822	300,000.00	-	-	-	-	300,000.00	300,000.00	-	-	-	300,000.00	-	1,750.00	
		Activity Subtotal	300,000.00	-	-	-	-	300,000.00	300,000.00	-	-	-	300,000.00	-	1,750.00	
Stipendium/Margam																
000098	Margam-South Courts	190282	320,000.00	-	-	-	-	320,000.00	320,000.00	-	-	-	320,000.00	-	1,600.00	
		Activity Subtotal	320,000.00	-	-	-	-	320,000.00	320,000.00	-	-	-	320,000.00	-	1,600.00	
Stipendium/Woodhill																
000005	Woodhill Street/ground Overhaul	198713	-	-	-	-	-	-	-	-	-	-	-	-	877.27	
		Activity Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	877.27	
WMO - Wood 3																
000017	WMO3 - King Heritage Museum & VIC	190668	-	-	-	-	-	-	-	-	-	-	-	-	1,440.50	
		Activity Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	1,440.50	
WMO - Wood 4																
000021	WMO4 Regional Facilities Upgrade	190794	-	-	-	-	-	-	-	-	-	-	-	-	4,440.50	
		Activity Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	4,440.50	
Woodhill																
000027	Property - 115 Kingway Street, Kingway	190382	53,878.00	-	-	-	-	53,878.00	53,878.00	-	-	-	53,878.00	-	762.73	
000021	Property - Forewood and Adams Office CC	190382	48,000.00	-	-	-	-	48,000.00	48,000.00	-	-	-	48,000.00	-	47,807.29	
000022	Property - 115 Kingway Street	190382	383,850.00	-	-	-	-	383,850.00	383,850.00	-	-	-	383,850.00	-	27,735.48	
000024	Regional Security System	190382	137,000.00	-	-	-	-	137,000.00	137,000.00	-	-	-	137,000.00	-	188,336.77	
		Activity Subtotal	1,431,878.00	-	-	-	-	1,431,878.00	1,431,878.00	-	-	-	1,431,878.00	-	454,003.29	
		Activity Total	823,878.00	-	-	-	-	823,878.00	823,878.00	-	-	-	823,878.00	-	1,744,923.79	
Office																
000029	Computer Infrastructure & Upgrade	190211	140,000.00	-	-	-	-	140,000.00	140,000.00	-	-	-	140,000.00	-	138,740.08	
000021	Property - Forewood and Adams Office CC	190211	30,000.00	-	-	-	-	30,000.00	30,000.00	-	-	-	30,000.00	-	29,866.31	
000022	Minimum Rents & Hardware	190211	100,000.00	-	-	-	-	100,000.00	100,000.00	-	-	-	100,000.00	-	28,430.00	
000019	Teams Rooms Devices	190211	42,000.00	-	-	-	-	42,000.00	42,000.00	-	-	-	42,000.00	-	39,852.89	
		Activity Subtotal	312,000.00	-	-	-	-	312,000.00	312,000.00	-	-	-	312,000.00	-	337,799.27	
		Activity Total	312,000.00	-	-	-	-	312,000.00	312,000.00	-	-	-	312,000.00	-	337,799.27	
Plant & Plant Manager																
000015	Plant and Pool Refurbishment 2021/22	190212	2,197,149.35	-	-	-	-	2,197,149.35	2,197,149.35	-	-	-	2,197,149.35	-	1,128,264.00	
		Activity Subtotal	2,197,149.35	-	-	-	-	2,197,149.35	2,197,149.35	-	-	-	2,197,149.35	-	1,128,264.00	
		Activity Total	2,197,149.35	-	-	-	-	2,197,149.35	2,197,149.35	-	-	-	2,197,149.35	-	1,128,264.00	
Plant & Equipment																
000002	Purchase of Air Machines	190743	63,000.00	-	-	-	-	63,000.00	63,000.00	-	-	-	63,000.00	-	53,348.48	
		Activity Subtotal	63,000.00	-	-	-	-	63,000.00	63,000.00	-	-	-	63,000.00	-	53,348.48	
		Activity Total	63,000.00	-	-	-	-	63,000.00	63,000.00	-	-	-	63,000.00	-	53,348.48	
Light & Poles																
000087	MAP Kingway Area/Street Lighting Upgrade	190780	-	-	-	-	-	-	-	-	-	-	-	-	26,875.45	
		Activity Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	26,875.45	
		Activity Total	-	-	-	-	-	-	-	-	-	-	-	-	26,875.45	
Arboretum - Woodhill																
000775	CP - Woodhill Arboretum Boundary Fence	190823	-	-	-	-	-	-	-	-	-	-	-	-	3,480.10	

Project Code	Project Description	Financial Project	Contribution	Restrictive Cash	Proceeds from Sale of Plant	Grant Funding	Leases	Contribution	Total Budgeted Revenue	2021/2022		2021/2022		2021/2022		2021/2022			
										Approved Budget	Actual Budget	Approved Budget	Actual Budget	Approved Budget	Actual Budget	Approved Budget	Actual Budget		
Comenicals - Woodall																			
180196	CP - Horiba Comenity Equipment	-	25,000.00	-	-	-	-	-	25,000.00	-	-	-	-	-	-	-	25,000.00	-	
Comenicals - Winkler																			
180198	CP - Blackout New Colours/Screen Wall	-	25,000.00	-	-	-	-	-	25,000.00	-	-	-	-	-	-	-	25,000.00	-	
Parks & Gardens																			
180202	CP - Regional Parks Redevelopment	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	-	-	100,000.00	-	
Engineering - Costabile																			
180205	Costabile Safety/wh-Touch/Turf Repair	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	-	-	100,000.00	-	
Township - Valentine																			
180176	Township Park, Edge @Hofmann	-	10,000.00	-	-	-	-	-	10,000.00	-	-	-	-	-	-	-	10,000.00	-	
Projects - Lane - Boral																			
180203	CP - Lane - Bundamba Bush/Bush Blocks	-	14,000.00	-	-	-	-	-	14,000.00	-	-	-	-	-	-	-	14,000.00	-	
WAG - COVID - Boral																			
180179	WAG/COVID - Rovers/Convivial Park	-	61,121.05	-	-	-	-	-	61,121.05	-	-	-	-	-	-	-	61,121.05	-	
180178	WAG/COVID - Billina/Deer/Bush/Blooms Park	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	-	-	100,000.00	-	
180177	WAG/COVID - Nudgee/Primmer Park/Play	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	-	-	100,000.00	-	
180176	WAG/COVID - Angony/Apple Park/Furnish	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	-	-	100,000.00	-	
180175	WAG/COVID - Frank/Pygmy/Bush/Recess	-	2,946.00	-	-	-	-	-	2,946.00	-	-	-	-	-	-	-	2,946.00	-	
180174	WAG/COVID - Angony/Fruit Park/Arise	-	3,203.64	-	-	-	-	-	3,203.64	-	-	-	-	-	-	-	3,203.64	-	
180173	WAG/COVID - Yalbandi/BPC/Jean Contract	-	3,428.87	-	-	-	-	-	3,428.87	-	-	-	-	-	-	-	3,428.87	-	
180172	WAG/COVID - Yalbandi/BPC/Jean Contract	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	-	-	100,000.00	-	
180202	WAG/COVID - Angony/Convivial	-	15,472.89	-	-	-	-	-	15,472.89	-	-	-	-	-	-	-	15,472.89	-	
WAG - Round 4																			
180179	WAG/COVID - Angony/Primmer Fence	-	190,000.00	-	-	-	-	-	190,000.00	-	-	-	-	-	-	-	190,000.00	-	
180178	WAG/COVID - Billina/Deer/Bush/Blooms Park	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	-	-	100,000.00	-	
180177	WAG/COVID - Nudgee/Primmer Park/Play	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	-	-	100,000.00	-	
180176	WAG/COVID - Angony/Apple Park/Furnish	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	-	-	100,000.00	-	
180175	WAG/COVID - Frank/Pygmy/Bush/Recess	-	50,000.00	-	-	-	-	-	50,000.00	-	-	-	-	-	-	-	50,000.00	-	
180174	WAG/COVID - Angony/Fruit Park/Arise	-	50,000.00	-	-	-	-	-	50,000.00	-	-	-	-	-	-	-	50,000.00	-	
180173	WAG/COVID - Yalbandi/BPC/Jean Contract	-	50,000.00	-	-	-	-	-	50,000.00	-	-	-	-	-	-	-	50,000.00	-	
180172	WAG/COVID - Yalbandi/BPC/Jean Contract	-	676,000.00	-	-	-	-	-	676,000.00	-	-	-	-	-	-	-	676,000.00	-	
Parks - Angony																			
180174	CP - Angony/Apple Park/Furnish	-	24,271.65	-	-	-	-	-	24,271.65	-	-	-	-	-	-	-	24,271.65	-	
180202	CP - Angony/Apple Park/Furnish, Park & Path	-	30,000.00	-	-	-	-	-	30,000.00	-	-	-	-	-	-	-	30,000.00	-	
Parks - Bundamba																			
180177	DCP - Bundamba/Juan Park Shuttle Bunk	-	87,124.55	-	-	-	-	-	87,124.55	-	-	-	-	-	-	-	87,124.55	-	
Rail Fresh																			
180182	Murgon/Angony/4th Tral Clearing	-	22,000.00	-	-	-	-	-	22,000.00	-	-	-	-	-	-	-	22,000.00	-	
Roads																			
Activity Total																			
			323,124.49		257,524.56		676,000.00		676,000.00		676,000.00		676,000.00		676,000.00		676,000.00		676,000.00
Brigs																			
180216	Boral/Cherryapple/Brush/Schlag/Da	-	110,000.00	-	-	-	-	-	110,000.00	-	-	-	-	-	-	-	110,000.00	-	
180215	Cherryapple/Brush/Schlag/Da/Brush/Schlag	-	110,000.00	-	-	-	-	-	110,000.00	-	-	-	-	-	-	-	110,000.00	-	
KTP																			
180217	Angony - Transfer/Construction Project	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
180216	KTP - Apple/Bil/Thompson/Oven/Old/Br	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
180215	KTP - Angony/4th/Brush/Schlag/Da/Br	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
180214	KTP - Apple/Bil/Thompson/Oven/Old/Br	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
180213	KTP - Angony/4th/Brush/Schlag/Da/Br	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
180212	KTP - Apple/Bil/Thompson/Oven/Old/Br	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
180211	KTP - Angony/4th/Brush/Schlag/Da/Br	-	3,000,000.00	-	-	-	-	-	3,000,000.00	-	-	-	-	-	-	-	3,000,000.00	-	
180210	KTP - Apple/Bil/Thompson/Oven/Old/Br	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
180209	KTP - Program Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other - Boral																			
180211	RTL/Orange/House/In/QR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Activity Total																			
			1,999,000.00		1,999,000.00		3,000,000.00		3,000,000.00		3,000,000.00		3,000,000.00		3,000,000.00		3,000,000.00		3,000,000.00

Project Code	Project Description	Financial Project	Depreciation	Restricted Cash	Proceeds from Sale of Fleet	Loans	Developer Contribution	Total Budget Revenue	2021/2022 Actual Budget	2020/2021 Continued Projects	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Total Available Budget	2021/2022 Actual Expenditure	2021/2022 Actual Expenditure & Commitments
		activity Subtotal	175,000.00	100,000.00	-	-	-	275,000.00	175,000.00	100,000.00	-	-	275,000.00	48,960.00	125,192.71
		Activity Total	1,165,000.00	320,000.00	-	-	-	1,485,000.00	1,375,000.00	170,000.00	-	-	1,485,000.00	194,612.28	319,316.22
	Waste Management - R														
	000600	Maldenwell Transfer Station		350,000.00	-	-	-	350,000.00	350,000.00	-	-	-	350,000.00	-	-
		activity Subtotal		350,000.00	-	-	-	350,000.00	350,000.00	-	-	-	350,000.00	-	-
		Activity Total		350,000.00	-	-	-	350,000.00	350,000.00	-	-	-	350,000.00	-	-
			1,531,000.00	7,060,339.47	460,000.00	11,648,519.00	900,000.00	33,346,523.40	27,942,407.68	3,686,672.27	-	(1,723,448.13)	33,346,523.40	6,219,793.09	18,301,603.68

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 January 2022 was \$29,859,741 made up of borrowings in the following departments:

Department	Borrowings
NRM & Parks	\$ 490,532
Finance	\$ 705,723
Property	\$ 652,261
Economic Development	\$ 311,277
Environment & Waste	\$ 632,325
Infrastructure	\$ 10,240,397
Water & Wastewater	\$ 16,827,227
Total	\$ 29,859,741

Council will submit their application for the \$800k loan identified as per the adopted debt policy for the 2022-2023 year by the end of February 2022. 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

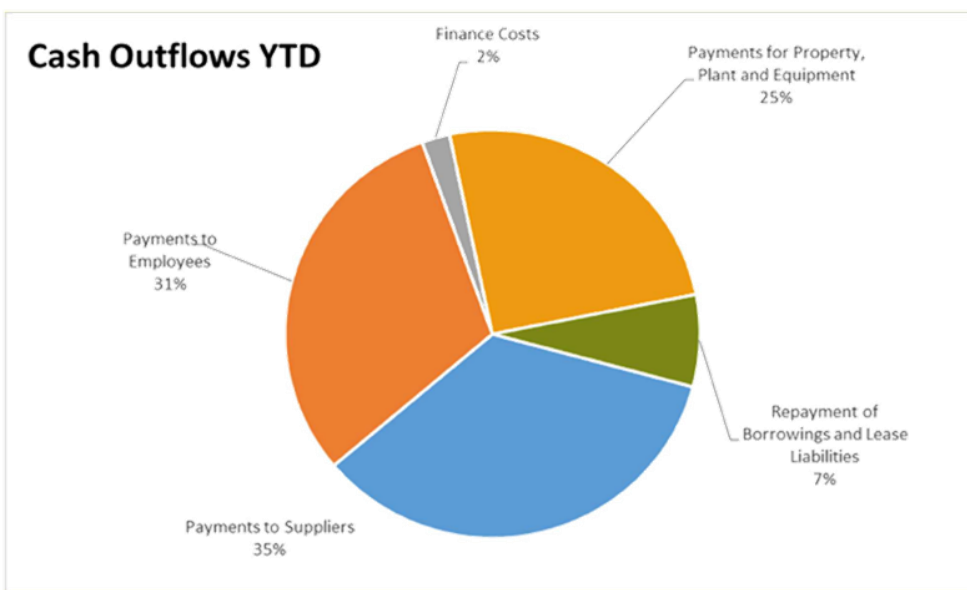
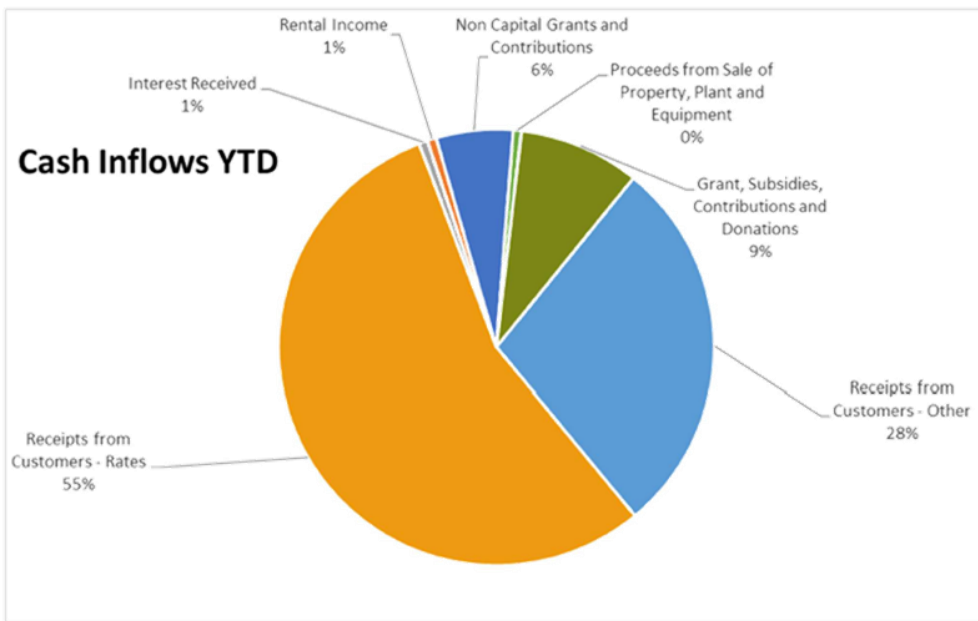
Provisions are made up of landfill and gravel pit expected restoration costs and employee long service leave. Provisions will be impacted by discount rates and end of year calculations.

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

Monthly Cashflow	Aug	Sept	Oct	Nov	Dec	Jan	YTD	Original Budget	Amended Budget	YTD vs Budget %
Cash Flows from Operating Activities										
Receipts from Customers	\$5,473,469	\$19,087,821	\$3,421,024	\$1,860,677	\$1,999,492	\$1,326,833	\$40,909,888	\$66,555,854	\$69,340,373	59%
Payments to Suppliers and Employees	(\$2,683,322)	(\$5,547,552)	(\$4,362,415)	(\$2,995,294)	(\$6,662,823)	(\$3,473,710)	(\$38,124,625)	(\$54,374,649)	(\$54,314,899)	61%
	\$2,590,147	\$13,540,269	\$984,390	\$1,134,617	\$4,666,331	(\$2,146,877)	\$7,785,263	\$12,181,205	\$15,025,474	
Interest Received	\$19,095	\$31,205	\$97,374	\$59,547	\$42,748	\$12,824	\$313,219	\$630,500	\$380,500	59%
Rental Income	\$33,553	\$60,462	\$32,317	\$71,570	\$17,312	\$71,885	\$332,509	\$393,500	\$393,500	85%
Non Capital Grants and Contributions	\$596,617	\$211,338	\$64,961	\$1,317,730	\$93,888	\$47,238	\$2,794,085	\$7,561,978	\$8,198,964	34%
Finance Costs	(\$173,344)	(\$155,544)	(\$155,129)	(\$156,711)	(\$151,922)	(\$151,309)	(\$810,767)	(\$1,562,081)	(\$1,562,081)	71%
Net Cash Inflow (Outflow) from Operating Activities	\$3,406,068	\$13,687,730	(\$901,867)	\$158,519	(\$4,661,305)	(\$2,166,219)	\$10,117,388	\$19,205,102	\$22,586,357	45%
Cash Flows from Investing Activities										
Payments for Property, Plant and Equipment	(\$1,646,068)	(\$2,439,391)	(\$1,025,043)	(\$1,970,882)	(\$1,555,083)	(\$2,137,805)	(\$12,780,057)	(\$31,292,907)	(\$33,346,528)	38%
Payments for Intangible Assets							\$4,276			0%
Advances/(Repayments) of Loans and Advances							\$299,455	\$400,000	\$400,000	75%
Proceeds from Sale of Property, Plant and Equipment		\$42,091		\$134,364	\$32,136	\$90,864	\$405,049	\$11,779,420	\$12,445,519	35%
Grant, Subsidies, Contributions and Donations	\$2,939	\$103,750	(\$28,618)	\$2,851,382	\$391,248	\$1,174,348	\$8,071,278	(\$19,113,487)	(\$20,501,009)	39%
Net Cash Inflow (Outflow) from Investing Activities	(\$1,643,129)	(\$2,393,550)	(\$1,053,660)	\$1,014,863	(\$1,225,698)	(\$872,594)	(\$8,071,278)	(\$19,113,487)	(\$20,501,009)	39%
Cash Flows from Financing Activities										
Proceeds from Borrowings and Leasing Liabilities										
Repayment of Borrowings and Leasing Liabilities	(\$128,499)	(\$4,408,368)	\$116,363	\$112,609	\$116,363	\$116,363	(\$8,689,672)	(\$3,100,861)	(\$3,100,861)	119%
Net Cash Inflow (Outflow) from Financing Activities	(\$128,499)	(\$4,408,368)	\$116,363	\$112,609	\$116,363	\$116,363	(\$8,689,672)	(\$3,100,861)	(\$3,100,861)	119%
Cash and Cash Equivalents at the Beginning of the Period	\$40,534,792	\$42,634,231	\$49,610,044	\$46,770,879	\$48,056,870	\$42,282,230	\$40,003,342	\$39,507,713	\$41,003,342	
Net Increase (Decrease) in Cash and Cash Equivalents Held	\$1,689,439	\$6,985,813	(\$2,859,164)	\$1,285,991	(\$5,774,641)	(\$2,922,650)	(\$5,643,562)	(\$3,009,246)	(\$1,015,513)	
Cash and Cash Equivalents at the End of the Period	\$42,224,231	\$49,620,044	\$46,750,879	\$48,056,870	\$42,282,230	\$39,359,580	\$34,359,780	\$36,498,468	\$39,987,829	
Restricted Cash	\$17,025,646	\$17,025,646	\$17,025,646	\$17,025,646	\$17,025,646	\$17,025,646	\$17,025,646	\$17,025,646	\$17,025,646	
Cash Available for Use	\$59,249,877	\$66,645,690	\$63,776,525	\$65,082,516	\$59,307,916	\$56,385,226	\$51,385,426	\$53,524,114	\$57,013,475	



5.0 Interim Changes in Equity

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	YTD
	\$	\$	\$	\$	\$	\$	\$	\$
Asset Revaluation Surplus								
Opening Balance	435,309,599	435,309,599	435,309,599	435,309,599	435,309,599	435,309,599	435,309,599	435,309,599
Incl(duc) in asset revaluation surplus	-	-	-	-	-	-	-	-
Closing Balance	435,309,599	435,309,599	435,309,599	435,309,599	435,309,599	435,309,599	435,309,599	435,309,599
Retained Surplus								
Opening Balance	432,480,675	427,794,869	450,122,908	443,006,294	438,457,156	437,438,131	430,141,877	432,480,675
Restricted Cash Released	-	-	-	-	-	-	-	-
Net Result	4,585,806	22,328,129	7,116,703	4,549,138	1,019,025	7,296,254	5,323,711	7,562,509
Closing Balance	427,794,869	450,122,998	443,006,294	438,457,156	437,438,131	430,141,877	424,818,166	424,818,166
Total Community Equity	863,104,468	885,432,507	878,315,803	873,766,756	872,747,730	865,451,476	860,127,765	860,127,765

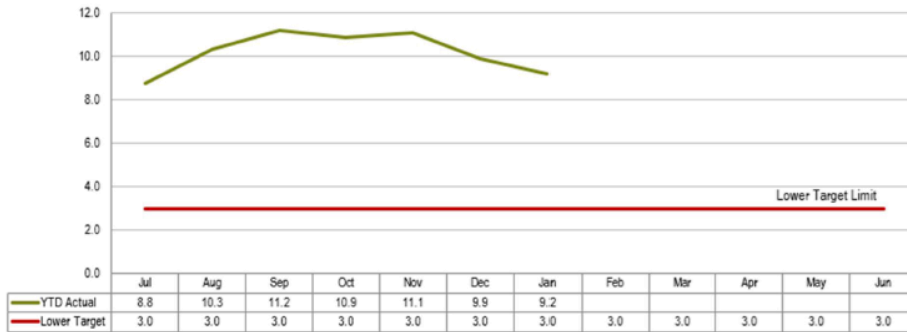
6.0 Financial Ratios

Key Performance Indicators - Monthly Reporting

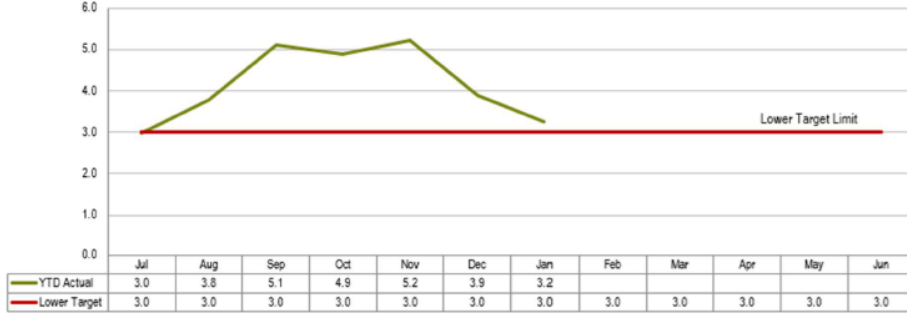
Ratio	Description	Formula	SBRCC's Target	Status	Jan-22
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciations}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	9.18
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	3.25
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	✓	3.09
Funded Long-Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non} - \text{Current Borrowings}}$	Target greater than or equal to 59%	✓	75.27%
Debt Servicing Ratio	This indicates Council's ability to meet current debt instalments with recurrent revenue	$\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✓	7.71%
Cash Balance \$M	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$24M	✓	39.36
Debt to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non} - \text{Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	3.26%
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%	✓	2.44%

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

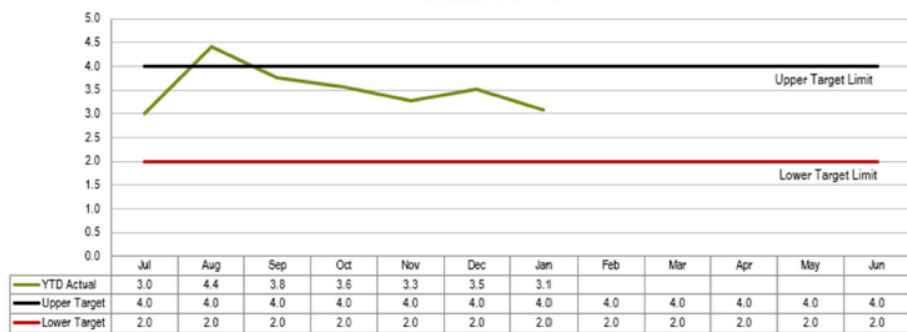
CASH RATIO

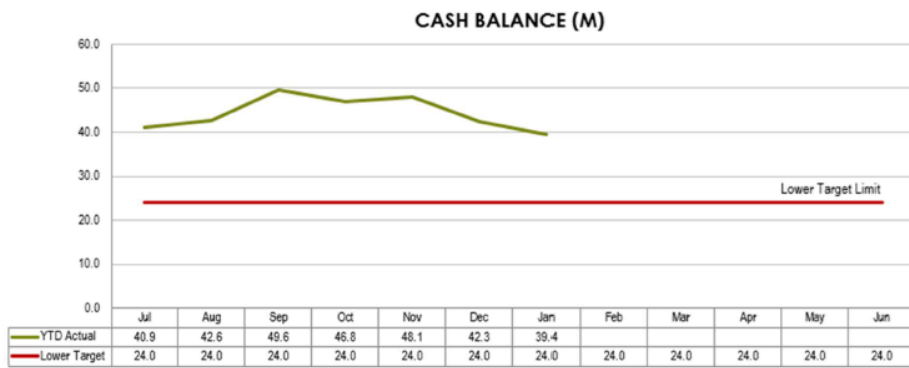
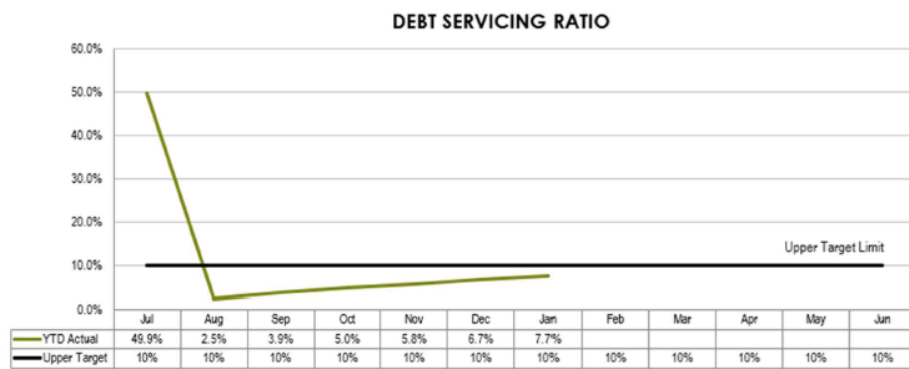
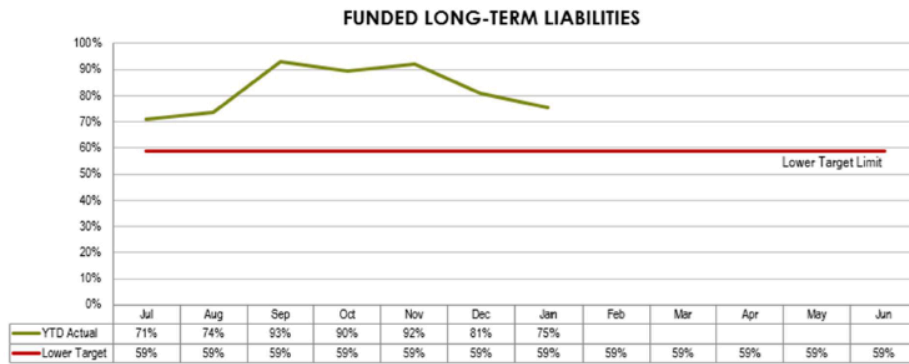


OPERATING CASH RATIO

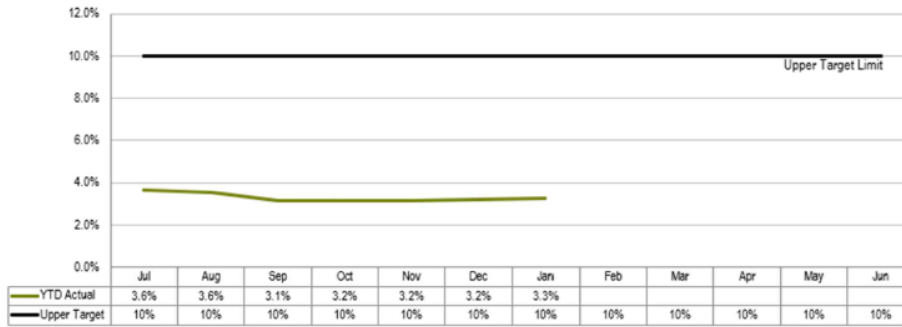


CURRENT RATIO

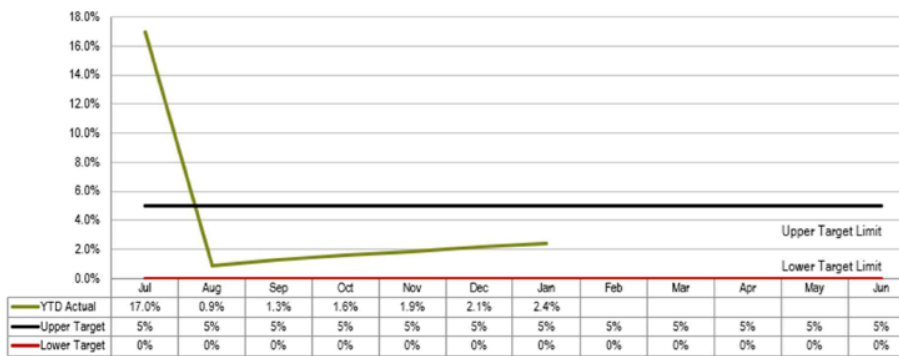




DEBT TO ASSET RATIO



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 2026/2027	Year 7 2027/2028	Year 8 2028/2029	Year 9 2029/2030	Year 10 2030/2031
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	61,455,706	63,663,035	65,964,139	68,363,637	70,866,380
Fees and Charges	4,988,523	5,071,667	5,156,179	5,242,112	5,329,478
Rental Income	411,163	418,153	425,261	432,490	439,843
Interest Received	646,258	652,718	659,244	665,836	672,495
Sales Revenue	3,281,936	3,337,729	3,394,470	3,452,177	3,510,884
Other Income	833,558	847,728	862,138	876,793	891,698
Grants, Subsidies, Contributions and Donations	7,908,260	7,988,389	8,069,361	8,151,188	8,233,876
	<u>79,525,402</u>	<u>81,979,419</u>	<u>84,530,792</u>	<u>87,184,233</u>	<u>89,944,634</u>
Capital Revenue					
Grants, Subsidies, Contribution and Donations	4,912,610	4,912,610	4,912,610	4,912,610	4,912,610
	<u>4,912,610</u>	<u>4,912,610</u>	<u>4,912,610</u>	<u>4,912,610</u>	<u>4,912,610</u>
Total Income	<u>84,438,012</u>	<u>86,892,029</u>	<u>89,443,402</u>	<u>92,096,843</u>	<u>94,857,244</u>
Expenses					
Recurrent Expenses					
Employee Benefits	27,582,851	28,135,214	28,698,637	29,273,331	29,859,544
Materials and Services	25,658,729	26,093,385	26,535,428	26,985,013	27,442,227
Finance Costs	1,649,881	1,497,181	1,338,849	1,179,329	1,013,124
Depreciation and Amortisation	21,935,902	22,050,964	22,424,944	22,596,759	22,767,641
	<u>76,827,363</u>	<u>77,776,744</u>	<u>78,997,858</u>	<u>80,034,432</u>	<u>81,082,536</u>
Capital Expense	(435,176)	(442,574)	(450,098)	(457,750)	(465,532)
	<u>(435,176)</u>	<u>(442,574)</u>	<u>(450,098)</u>	<u>(457,750)</u>	<u>(465,532)</u>
Total Expense	<u>76,392,187</u>	<u>77,334,170</u>	<u>78,547,760</u>	<u>79,576,682</u>	<u>80,617,004</u>
Net Result	<u>8,045,825</u>	<u>9,557,859</u>	<u>10,895,642</u>	<u>12,520,161</u>	<u>14,240,240</u>
Net Operating Result	<u>2,698,039</u>	<u>4,202,675</u>	<u>5,532,934</u>	<u>7,149,801</u>	<u>8,862,098</u>

7.2 Financial Position

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

	Year 6 2026/2027	Year 7 2027/2028	Year 8 2028/2029	Year 9 2029/2030	Year 10 2030/2031
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 45,566,712	\$ 49,429,734	\$ 47,246,401	\$ 50,654,510	\$ 54,566,088
Receivables	\$ 6,651,113	\$ 7,032,983	\$ 7,520,526	\$ 8,117,906	\$ 8,829,486
Inventories	\$ 727,156	\$ 719,886	\$ 712,667	\$ 705,560	\$ 698,506
Total Current Assets	\$ 52,944,983	\$ 57,182,603	\$ 55,479,614	\$ 59,477,977	\$ 64,114,080
Non-Current Assets					
Receivables - Non-Current	\$ -	\$ -	\$ -	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 895,246,786	\$ 897,399,656	\$ 906,583,160	\$ 911,556,257	\$ 916,184,884
Intangible Assets	\$ 6,234,639	\$ 6,234,639	\$ 6,234,639	\$ 6,234,639	\$ 6,234,639
Right Of Use Assets	\$ 688,509	\$ 659,520	\$ 630,530	\$ 601,540	\$ 572,550
Total Non-Current Assets	\$ 902,169,934	\$ 904,293,815	\$ 913,448,329	\$ 918,392,436	\$ 922,992,073
Total Assets	\$ 955,114,917	\$ 961,476,418	\$ 968,927,943	\$ 977,870,413	\$ 987,106,153
Liabilities					
Current Liabilities					
Payables	\$ 7,362,161	\$ 7,404,670	\$ 7,447,739	\$ 7,491,376	\$ 7,535,587
Borrowings	\$ 3,031,562	\$ 3,169,602	\$ 3,215,130	\$ 3,362,331	\$ 3,509,532
Provisions	\$ 3,846,907	\$ 3,955,229	\$ 4,081,712	\$ 5,249,783	\$ 6,570,219
Unearned Revenue	\$ 2,449,783	\$ 2,474,261	\$ 2,499,003	\$ 2,523,993	\$ 2,549,233
Total Current Liabilities	\$ 16,690,393	\$ 17,003,762	\$ 17,243,584	\$ 18,627,483	\$ 20,164,571
Non-Current Liabilities					
Payables - Non-Current	\$ 734,264	\$ 710,463	\$ 686,021	\$ 660,920	\$ 635,140
Borrowings - Non-Current	\$ 21,293,558	\$ 17,533,958	\$ 13,728,830	\$ 9,776,499	\$ 5,676,968
Provisions - Non-Current	\$ 14,939,796	\$ 15,213,470	\$ 15,359,101	\$ 14,374,943	\$ 11,958,666
Unearned Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 36,967,618	\$ 33,457,891	\$ 29,773,952	\$ 24,812,362	\$ 18,270,774
Total Liabilities	\$ 53,658,011	\$ 50,461,653	\$ 47,017,536	\$ 43,439,845	\$ 38,435,345
Net Assets	\$ 901,456,906	\$ 911,014,766	\$ 921,910,407	\$ 934,430,568	\$ 948,670,808
Equity					
Retained Earnings	\$ 474,003,223	\$ 483,561,083	\$ 494,456,724	\$ 506,976,885	\$ 521,217,125
Revaluation Reserve	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683	\$ 427,453,683
Total Equity	\$ 901,456,906	\$ 911,014,766	\$ 921,910,407	\$ 934,430,568	\$ 948,670,808

7.3 Cash Flow

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

	Year 6 2026/2027	Year 7 2027/2028	Year 8 2028/2029	Year 9 2029/2030	Year 10 2030/2031
Cash Flows from Operating Activities					
<i>Receipts:</i>					
Receipts from Customers	\$ 73,941,273	\$ 78,283,017	\$ 78,886,674	\$ 81,208,426	\$ 83,832,975
Interest Received	\$ 646,256	\$ 652,718	\$ 659,244	\$ 665,836	\$ 672,495
Rental Income	\$ 411,163	\$ 418,153	\$ 425,261	\$ 432,490	\$ 439,843
Non-Capital Grants and Contributions	\$ 7,908,280	\$ 7,988,389	\$ 8,060,361	\$ 8,151,188	\$ 8,233,876
<i>Payments:</i>					
Payment to Suppliers	-\$ 57,049,317	-\$ 58,065,925	-\$ 59,253,730	-\$ 60,439,907	-\$ 62,838,047
Borrowing Costs	-\$ 1,104,469	-\$ 951,784	-\$ 793,467	-\$ 633,962	-\$ 467,772
Net Cash Provided (or Used) in Operating Activities	\$ 24,753,166	\$ 26,304,568	\$ 27,793,343	\$ 29,384,071	\$ 29,873,370
Cash Flows from Investing Activities					
<i>Receipts:</i>					
Proceeds from Sale of PPE	\$ 435,176	\$ 442,574	\$ 450,098	\$ 457,750	\$ 465,532
Grants, Subsidies, Contributions and Donations	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610
<i>Payments:</i>					
Payments for PPE	-\$ 24,397,626	-\$ 24,175,170	-\$ 31,579,783	-\$ 27,541,192	-\$ 27,367,604
Net Cash Provided (or Used) in Investing Activities	-\$ 19,049,840	-\$ 18,819,986	-\$ 26,217,075	-\$ 22,170,832	-\$ 21,989,462
Cash Flows from Financing Activities					
<i>Receipts:</i>					
Proceeds from Borrowings	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Payments:</i>					
Repayments of Borrowings	-\$ 3,988,250	-\$ 3,621,560	-\$ 3,759,600	-\$ 3,805,130	-\$ 3,952,330
Net Cash Provided (or Used) in Financing Activities	-\$ 3,988,250	-\$ 3,621,560	-\$ 3,759,600	-\$ 3,805,130	-\$ 3,952,330
Net Increase/(Decrease) in Cash and Cash Equivalents	\$ 1,715,076	\$ 3,863,022	-\$ 2,183,332	\$ 3,408,109	\$ 3,931,578
Cash and Cash Equivalents at Beginning of Period	\$ 43,851,635	\$ 45,566,712	\$ 49,429,734	\$ 47,246,401	\$ 50,654,510
Cash and Cash Equivalents at End of Period	\$ 45,566,712	\$ 49,429,734	\$ 47,246,401	\$ 50,654,510	\$ 54,586,088

7.4 Changes in Equity

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

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

8.0 Investments

Council had \$40.026m held in bank accounts on 31 January 2022. Out of this balance 84% was held with QTC with an end of month interest rate of 0.50%, 15% 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%	0.50%
CBA General Account (new)	A1+	0.60%	0.60%
CBA General Account	A1+	0.60%	0.60%

Investment Portfolio Report
As at 31 January 2022

Financial Institution	Opening Investment Balance 1 July 2021	Interest Rate	Deposits	Redemptions	Balance	Interest Income	Admin Charge	Net Interest Income	Ending Investment Balance 31 January 2022	% to Portfolio	Short Term Rating	Individual Counter-Party Limit	Maximum Funds Limit
Queensland Treasury Corporation	38,527,147	0.50%	8,000,000	11,000,000	35,527,147	112,109	33,208	98,898	31,426,065	0.84	A1+	100%	No Limit
Bendigo Bank	-	0.00%	282,481	-	282,483	-	43	43	282,417	0.01	A2	10%	\$20M
Commonwealth Bank Australia General Operating Account	2,441,517	0.60%	71,517,305	65,551,689	6,094,073	22,955	-	22,955	6,117,028	0.15	A1+	10%	\$20M
Total	40,975,725		81,879,685	82,951,689	39,903,723	155,069	33,251	121,809	40,625,510				

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 \$401k on eligible projects for this financial year.

10.0 Rates Update

- Total requests for Rate Searches received for January were 133.
- Transfers for new ownerships received were 231.
- Completed 191 rate tasks in January.
- The second 6 monthly Rate Notices for the period 1 January to 30 June 2022 are due to be issued on 14-15 February 2022 and will be due for payment on 21 March 2022.
- 10 Judgements were issued for rate arrears in January.



10.7 FINANCIAL ASSISTANCE GRANTS

File Number: 23/02/2021
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Executive and Finance and Corporate Standing Committee Meeting on Wednesday the 16 February 2022. As advised at this meeting Council under the Mayors signature wrote to the Chair of the Grants Commission on 14 January 2022 and outlined the concerns with the reduction in funding in accordance with Council's resolution.

Council received a reply to the correspondence by email 10 February 2022 acknowledging the decline in funding and that the commission will move forward with the changes.

SUMMARY**8.10 FINANCIAL ASSISTANCE GRANTS****COMMITTEE RESOLUTION 2022/163**

Moved: Cr Kathy Duff
Seconded: Cr Gavin Jones

That the Committee recommends to Council:

1. That Council respectfully request that the Local Government Grants Commission defer any decision on the proposed methodology and:
 - Provide full public disclosure on all impacted Councils;
 - Undertake an independent review to consider and model the impacts on local government financial sustainability; and
 - Reverse any allocation reductions until the Commission engages in meaningful consultation with impacted Councils before any final decision is made.
2. The State Government review the operation of the Queensland Government Grants Commission.
3. Support Council's Chief Executive Officer in the formation of a working group involving affected Councils to make representation to the Queensland Government on this matter.
4. Write to the Deputy Premier, with a copy to the Premier, Opposition Leader and Member for Nanango expressing our concern and calling on the State Government to review the method by which the Financial Assistance Grants review was conducted and also the role and operations of the Grants Commission.
5. Meet with Member for Nanango and LGAQ Policy Executive

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

1. That Council respectfully request that the Local Government Grants Commission defer any decision on the proposed methodology and:
 - Provide full public disclosure on all impacted Councils;
 - Undertake an independent review to consider and model the impacts on local government financial sustainability; and
 - Reverse any allocation reductions until the Commission engages in meaningful consultation with impacted Councils before any final decision is made.
2. The State Government review the operation of the Queensland Government Grants Commission.
3. Support Council's Chief Executive Officer in the formation of a working group involving affected Councils to make representation to the Queensland Government on this matter.
4. Write to the Deputy Premier, with a copy to the Premier, Opposition Leader and Member for Nanango expressing our concern and calling on the State Government to review the method by which the Financial Assistance Grants review was conducted and also the role and operations of the Grants Commission.
5. Meet with Member for Nanango and LGAQ Policy Executive

BACKGROUND

Presented at the Executive and Finance and Corporate Standing Committee Meeting on Wednesday the 16 February 2022.

The following resolutions were adopted at the Ordinary Meeting of 15 December 2021:

QUEENSLAND LOCAL GOVERNMENT GRANTS COMMISSION

RESOLUTION 2021/1

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 2021/2

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

ATTACHMENTS

Nil

10.8 QUOTE SBRCQ-21/22-10 - REPLACEMENT OF ONE (1) SINGLE CAB TRUCK WITH REAR COMPACTOR BODY**File Number:** 23/02/2022**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Quote SBRCQ-21/22-10 for the replacement and purchase of one 4x2 single cab truck with rear compactor body.

SUMMARY**COMMITTEE RESOLUTION 2022/159**

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the committee recommends to Council:

That South Burnett Regional Council purchase one (1) Superior Pak Fuso 1224 for \$232,989.99 excluding GST from Daimler Trucks Sunshine Coast & Superior Pak.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That Council purchase one (1) Superior Pak Fuso 1224 for \$232,989.99 excluding GST from Daimler Trucks Sunshine Coast & Superior Pak.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee on 16 February 2022.

ATTACHMENTS

1. Replacement 4x2 Single Cab Truck - Rear Load Compactor Waste Body - SBRCQ-21/22-10  



SOUTH BURNETT

REGIONAL COUNCIL

Post Market Recommendation Report \$200K+

Project Title: Replacement of One (1) 4x2 Single Cab Truck with Rear Compactor Body

Contract Reference No: SBRCQ-21/22-10

Author: Brandon Orchard

Position Title: Fleet Scheduler

Date: 31/01/2022

Assessment Team

Gaven Evans Waste Management Officer

Lee Hoad Plant & Fleet Coordinator

Brandon Orchard Fleet Scheduler

Damien Hankinson Kingaroy Workshop Supervisor

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Email: info@southburnett.qld.gov.au www.southburnett.qld.gov.au

Executive Summary

Quote SBRCQ-21/22-10 is to purchase a 4X2 single cab truck with a rear load compactor waste body to replace Plant No. 191.

Council engaged Local Buy to prepare tender documentation and obtain written quotes from Bucher Municipal (Isuzu), Superior Pak (Fuso) and Garwood International (Hino, Isuzu)

Once the replacement truck has been delivered, Plant No. 191 will be sent to auction for disposal.

Timeline

Release Date: 20/10/2021

Closed Date: 12/11/2021

Offers were received from the following suppliers:	
1.	Bucher Municipal - Isuzu
2.	Daimler Trucks Sunshine Coast – Superior Pak
3.	Garwood International - Hino
4.	Garwood International - Isuzu

Exceptions

Was an Exception applied to this Procurement process?
(Failure to meet Council Policy)

YES

NO

*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.	4.94	Daimler Trucks Sunshine Coast / Superior Pak	Fuso Fighter 1224	\$232,989.99
2.	4.42	Garwood International	Hino 1426	\$237,351.56
3.	4.10	Garwood International	Isuzu FSR 140/260	\$239,010.27
4.	3.16	Bucher Municipal	Isuzu FSR 140/260	\$285,897.10

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

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Procurement Plan

Plant 191 Recommended to Replace

Plant No. 191 is a medium rigid rear load 15m³ capacity compactor truck within the Waste Department based in Kingaroy. The main purpose of Plant No. 191 is to empty rubbish bins from local common areas such as in towns and villages, parks, playgrounds, truck stops and rest areas.

Financial Year	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Expenses	\$37,683.62	\$29,867.79	\$30,507.07	\$45,712.58	\$53,470.63	\$34,814.12

Financial Details

- Expenses over the life of the Truck \$333,473.55
- Purchased Jan 2010 for \$244,135.00.
- Replacement Value \$240,000.00
- Residual Value \$6,000.00
- Accumulated Depreciation \$ 233,042.82
- Written Down Value \$11,091.73

Utilisation and Age Details

- Utilisation of Plant 191 over its life is 144% when comparing to average utilisation of 1,000 hours annually according to the Institute of Public Works Engineering Australasia (IPWEA) industry benchmark.
- 12 years old, Institute of Public Works Engineering Australasia (IPWEA) optimum replacement benchmark is 10 Years
- Year Model 2010

Other Options Than Replacement

As this is a specialised truck, Council does not have any other vehicles suitable.

Replacement Machine Requirements

The replacement Truck was requested to have an approx. 12m³ body which is 3m³ less capacity than the current Plant No. 191. This reduction in size is because the current truck can run all week without the need for emptying. The 12m³ body will be more than enough to complete 1-2 days and is reducing purchase and operating costs by having a smaller truck.

The 4X2 single cab truck with rear load compactor was requested to have the following specifications:

- 11m³ to 13m³ body
- Turbo diesel engine between 160-180 Kw
- Capable of emptying a 240-litre bin
- Lockable underbody toolbox
- Underbody handwash tank
- Rear work lights
- Spare wheel mounted on truck if space permits
- Windscreen mesh stone guard
- Metal sun visor
- Heavy duty canvas seat covers

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- Tinted windows
- Councils' standard options – Council radio, dash camera, LED flashing light, reverse alarm, reverse camera & sensors, battery isolator

Whole of Life value for Money

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

- Purchase price;
- Residual value @ 10 years/200,000 Km; and
- 5% return on capital investment.

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%
Bucher Municipal Isuzu FSR140-260	3.43
Daimler Trucks Sunshine Coast/Superior Pak Fuso 1224	5
Garwood Hino 1426	4.91
Garwood Isuzu FSR140/260	4.59

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
- Safety features
- Computer and diagnostic controls
- Accessibility of components for maintenance
- Rear lifter controls position

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%
Bucher Municipal Isuzu FSR140-260	3.43
Daimler Trucks Sunshine Coast/Superior Pak Fuso 1224	4.8
Garwood Hino 1426	4.25
Garwood Isuzu FSR140/260	4.25

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

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%
Bucher Municipal Isuzu FSR140-260	2
Daimler Trucks Sunshine Coast/Superior Pak Fuso 1224	5
Garwood Hino 1426	3.47
Garwood Isuzu FSR140/260	2.63

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%
Bucher Municipal Isuzu FSR140-260	3.43	3.48	2	3.16
Daimler Trucks Sunshine Coast/Superior Pak Fuso 1224	5	4.8	5	4.94
Garwood Hino 1426	4.91	4.25	3.47	4.42
Garwood Isuzu FSR140/260	4.59	4.25	2.63	4.1

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

Conclusion Final Assessment

After evaluating all Trucks offered for consideration, it was decided to physically assess each brand of rear load compactor body, however only Superior Pak was able to supply a truck with the quoted body to inspect.

Superior Pak Fuso 1224

- 177 Kw power
- 745 Nm torque
- 200L fuel capacity
- CANBUS control systems
- Mobile diagnostics
- Automatic bin ready to load safety system
- Automatic engine advance
- Most safety features fitted as the Hino
- Large body inspection hatches to allow easy access to maintenance items
- In cab bin controls
- Stainless steel hydraulic lines along the body
- Best servicing costs
- Best truck warranty at 5 years / 300,000 Km
- Best body warranty at 2 years / 5000 Hours

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Garwood International Hino FE1426

- 191 Kw power
- 882 Nm torque
- 200L fuel capacity
- Automatic engine advance
- Most safety features fitted as the Fuso
- Small body inspection hatches
- In cab bin controls
- Hydraulic lines are hidden and harder to access
- Truck warranty of 3 years / 150,000 Km
- Best body warranty as the Superior Pak at 2 years

Garwood International Isuzu FSR140/260

- 191 Kw power
- 761 Nm torque
- 200L fuel capacity
- Automatic engine advance
- Small body inspection hatches
- In cab bin controls
- Hydraulic lines are hidden and harder to access
- Truck warranty of 3 years / 150,000 Km
- Best body warranty as the Superior Pak at 2 years

Bucher Municipal Isuzu FSR 140/260

- 191 Kw power
- 761 Nm torque
- 200L fuel capacity
- CANBUS control systems
- Mobile diagnostics
- No front inspection hatches limited access between body and cab
- Some hard hydraulic lines on body
- Truck warranty of 3 years / 150,000 Km
- Lowest body warranty at 1 years / 2500 Hours

The **Superior Pak Fuso 1224** was agreed by the assessment team **to be recommended for purchase** as it has the best warranty & service costs, mobile diagnostics saving travel costs, large inspection hatches for access, hard stainless hydraulic lines decreasing likelihood of breakdowns and was available for the evaluation team to inspect and operate.

Recommendation

That Council purchase from Daimler Trucks Sunshine Coast & Superior Pak **one (1) Superior Pak Fuso 1224 for \$232,989.99 excluding GST**. The Superior Pak Fuso 1224 has the highest score in all three (3) criteria and the highest over-all with a 4.94. The expected delivery date is June 2022.

RECOMMENDED TENDERER	TENDERED PRICE (excl. GST)
Daimler Trucks Sunshine Coast/Superior Pak	\$232,989.99

Authorised Officer
Delegation Approval: _____ Signature: _____ Date: _____

Manager Approval: <\$100K _____ Signature: _____ Date: _____

GM Approval: \$100K <\$200K _____ Signature: _____ Date: _____

CEO Approval: >\$200K _____ Signature: _____ Date: _____

Council Approval: YES NO Date: _____

	Dealer 1	Dealer 2	Dealer 3	Dealer 4
	Isuzu FSR 140-280 Auto MWB - Bucher	Fuso Canter 515 Wide Cab - Superior Pak	Hino 1428 - Garwood	Isuzu FSR 140/280 - Garwood
Purchase Price	\$ 285,897.10	\$ 232,989.99	\$ 237,351.56	\$ 239,010.27
Capital Cost of Purchase	\$ 142,948.55	\$ 116,495.00	\$ 118,675.78	\$ 119,505.14
Expected Life of Vehicle (Years)	10.0	10.0	10.0	10.0
Estimated Kilometres at Trade	200,000	200,000	200,000	200,000
Residual % (Wholesale)	13.00%	22.00%	22.00%	15.00%
Residual % (Retail)				
Residual Value	\$ 37,166.62	\$ 51,257.80	\$ 52,217.34	\$ 35,851.54
Cost Over Life of Vehicle Bundle	\$ 248,730.48	\$ 181,732.19	\$ 185,134.22	\$ 203,158.73
Fuel Usage (L/HR)				
Total Fuel Cost	\$ -	\$ -	\$ -	\$ -
Trade Value Compared to Highest Offer				
Actual Trade Value Offered	\$ -	\$ -	\$ -	\$ -
Total Cost of Vehicle Bundle	\$ 391,679.03	\$ 298,227.19	\$ 303,810.00	\$ 322,663.86
Total Cost of Vehicle Bundle per Annum	\$ 39,167.90	\$ 29,822.72	\$ 30,381.00	\$ 32,266.39
Total Cost of Each Vehicle per Annum	\$ 39,167.90	\$ 29,822.72	\$ 30,381.00	\$ 32,266.39
WOL Value for Money Calculator (Cheapest Vehicle Rate = 5, Most Expensive Rate = 1)				
Whole of Life Cost of Vehicle per Annum	\$ 39,167.90	\$ 29,822.72	\$ 30,381.00	\$ 32,266.39
Cheapest Whole of Life Vehicle Cost per Annum	\$ 29,822.72	\$ 29,822.72	\$ 29,822.72	\$ 29,822.72
Whole of Life Value for Money Rating	3.43	5.00	4.91	4.59

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11 PORTFOLIO – ROADS & DRAINAGE**11.1 SBRC 2122_06 CIVIL CONSTRUCTION SURVEYOR SERVICES PREFERRED SUPPLIER ARRANGEMENT - RECOMMENDATION OF ACCEPTANCE**

File Number: 23-02-22

Author: Manager Infrastructure Planning

Authoriser: Chief Executive Officer

PRECIS

SBRC 2122_06 Civil Construction Surveyor Services Preferred Supplier Arrangement – Recommendation of Acceptance.

SUMMARY

Due to the position vacancy within the Infrastructure department of a suitably qualified surveyor, Infrastructure Planning have approached the market (SBRC2122_06) to establish a preferred supplier arrangement to allow for efficiency within the procurement process and to ensure the continuation of supply of surveying services to the Infrastructure Department.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council accept the tender from O'Reilly Nunn Favier as the tier one (1) contractor for supply and delivery of Civil Construction Surveyor Services for a period of twenty-four (24) months with a fixed period of twelve (12) months for rates and prices with the tier two (2) contractor being awarded to MinStaff Survey Pty Ltd and Define Group QLD Pty Ltd awarded tier three (3).

FINANCIAL AND RESOURCE IMPLICATIONS

Council engages surveying services which are funded by capital or maintenance activities.

LINK TO CORPORATE/OPERATIONAL PLAN

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)

Council advertised SBRC 2122_06 Civil Construction Surveyor Services Preferred Supplier Arrangement on Tenderlink (online public tendering website), Council's website and via an email sent to suppliers of surveying services, advising of the tender and encouraging the businesses to apply.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The establishment of the preferred supplier arrangement has been undertaken in accordance with Section 233 of the *Local Government Regulation 2012* and in regard to *Section 104 (3) Sound Contracting Principles of the Local Government Act 2009*

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

In accordance with the Procurement Policy.

ASSET MANAGEMENT IMPLICATIONS

An efficient procurement process ensures that appropriate and cost-effective resources are available for asset maintenance and capital works programs.

REPORT

Based on the provisions of Section 233 of the *Local Government Regulation 2012*, Council called an invitation to tender for a Preferred Supplier Arrangement to facilitate engagement of Civil Construction Surveying suppliers during scheduled maintenance and capital works programs.

The tender sought an hourly rate for the supply of civil surveying services. The majority of services required are to undertake detailed road designs and to establish survey control for the subsequent construction and post-construction phases. The evaluation was based on the following criteria:

EVALUATION CRITERIA	WEIGHTING
1. Technical Services	20%
2. Experience	20%
3. Locality	30%
4. Price	30%
Total	100%

Tenders Received

Tenders for contract SBRC 2122_06 Civil Construction Surveyor Services Preferred Supplier Arrangement were received as follows:

Tender Applicants	Average Evaluation Score (Out of 100%)
AAM Group	56%
Define Group QLD Pty Ltd	67%
JJ Ryan Consulting Pty Ltd	46%
JW Surveys	63%
MinStaff Survey Pty Ltd	71%
North Surveys Pty Ltd	60%
O'Reilly Nunn Favier Surveyors	85%

Council's tender invitation was purposely prepared to capture the costs involved for engaging surveying services for activities as required by the Infrastructure Planning and Infrastructure Works teams. The schedule of rates issued sought an hourly and supply rate of services based on Council's regular surveying activities.

The appointment of the contractor by council to supply services under the Preferred Supplier agreement is non-exclusive. Council does not make any representation to give any warranty that it will exclusively source or order the services from the contractor. Council is free to appoint a third party to supply council with the service without the consent of the contractor.

Subsequently, the evaluation of price and non-price components of the tender resulted in the recommendation that Council award the tier one (1) tender for a Preferred Supplier Arrangement to O'Reilly Nunn Favier Surveyors, with the tier two (2) contractor being awarded to MinStaff Survey Pty Ltd and Define Group QLD Pty Ltd awarded tier three (3).

ATTACHMENTS

Nil

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

Nil

13 PORTFOLIO – RURAL SERVICES, NATURAL RESOURCE MANAGEMENT, PLANNING & COMPLIANCE SERVICES**13.1 REMOVAL OF GRAFFITI FROM STRUCTURES LOCATED ON BOUNDARIES SHARED WITH COUNCIL CONTROLLED LAND****File Number: 23-02-2022****Author: General Manager Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 9 February 2022 was a report regarding information on the removal of graffiti from structures located on boundaries shared with Council controlled land.

SUMMARY**COMMITTEE RESOLUTION 2022/210**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommend to Council: -

- 1) Council supports the Chief Executive Officer appointing graffiti removal officer/s as per the *Summary Offence Act 2005*.
- 2) That a preferred supplier arrangement be entered into for the removal of graffiti from structures located on boundaries shared with Council controlled land.
- 3) That the process identified by the *Summary Offence Act 2005* be implemented to remove graffiti from structures located on boundaries shared with Council controlled land.
- 4) That a report be brought back to Council presenting a Graffiti Management Policy, Operational Procedure and a Communication Plan supporting the implementation of the Policy and Procedure.

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

Against: Nil

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

That;

- 1) South Burnett Regional Council supports the Chief Executive Officer appointing graffiti removal officer/s as per the *Summary Offence Act 2005*.
- 2) a preferred supplier arrangement be entered into for the removal of graffiti from structures located on boundaries shared with Council controlled land.
- 3) the process identified by the *Summary Offence Act 2005* be implemented to remove graffiti from structures located on boundaries shared with Council controlled land.
- 4) a report be brought back to Council presenting a Graffiti Management Policy, Operational Procedure and a Communication Plan supporting the implementation of the Policy and Procedure.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 9 February 2022.

ATTACHMENTS

Nil

13.2 PARTHENIUM WEED**File Number: 23-02-2022****Author: General Manager Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 9 February 2022 was a report regarding information on parthenium weed.

SUMMARY**7.1.2 PARTHENIUM WEED**

COMMITTEE RESOLUTION 2022/202

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the committee recommends to Council:

That Council work with Cherbourg Aboriginal Shire Council and write to the relevant minister outlining our concerns with the recent flooding and outbreak of parthenium weed and asking for their assistance with on the ground support and funding.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council work with Cherbourg Aboriginal Shire Council and write to the relevant minister outlining our concerns with the recent flooding and outbreak of parthenium weed and asking for their assistance with on the ground support and funding.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 9 February 2022.

ATTACHMENTS**Nil**

13.3 REQUEST OF ASSISTANCE FROM WONDAI PROSTON WOLVES RUGBY LEAGUE CLUB INC

File Number: 23-02-2022
Author: General Manager Community
Authoriser: Chief Executive Officer

PRECIS

Presented at the Community Standing Committee meeting held on 9 February 2022 was a report regarding a request of assistance from Wondai Proston Wolves Rugby League Club Inc.

SUMMARY**COMMITTEE RESOLUTION 2022/208**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommends to Council that

1. Authorisation be given for the removal of asbestos sheeting to Wondai Sportsground grandstand and re-sheet with water resistant material with estimated value of \$20,500 and that such costs be referred for inclusion in the third-quarter Capital Budget review; and
2. Authorisation be given for repairs to damage caused to the internal access road by flooding to the estimated value of \$11,000 and that such costs be referred for inclusion in the third-quarter Capital Budget review.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That;

1. Authorisation be given for the removal of asbestos sheeting to Wondai Sportsground grandstand and re-sheet with water resistant material with estimated value of \$20,500 and that such costs be referred for inclusion in the third-quarter Capital Budget review; and
2. Authorisation be given for repairs to damage caused to the internal access road by flooding to the estimated value of \$11,000 and that such costs be referred for inclusion in the third-quarter Capital Budget review.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 9 February 2022.

ATTACHMENTS

Nil

13.4 COOLABUNIA SALEYARDS - REVISED FEES & CHARGES**File Number:** 23-02-2022**Author:** Acting Manager NRM & Parks**Authoriser:** Chief Executive Officer**PRECIS**

A request to reconsider the fees and charges recently adopted by Council and to consider further revision and consultation.

SUMMARY

A recent meeting with the agents of the Coolabunia Saleyards and members of the Working Group highlighted the necessity for a further review of fees given how the fees are applied at sale and other charges post sale.

OFFICER'S RECOMMENDATION

1. That pursuant to section 262 of the *Local Government Regulation 2012*, Council amends its previous resolution from the Ordinary Meeting of 25 January 2022 such that the adopted date of 1 February 2022 for fees and charges to apply be deferred pending a workshop with agents; and
2. That a revised schedule of Saleyards Fees and Charges be presented to Council for further consideration no later than 30 April 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. Risks are managed on an ongoing basis and financial losses are recognised and subject to ongoing management.

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

Council met with local agents James Bredhauer and Midge Thompson on Wednesday 16 February 2022 with Cr's Henschen and Duff in attendance together with officers Peter O'May, Mark Watt, Michael Hunter and Jim Willmott.

The meeting was in response to recent increases to fees and charges, where agents raised concerns about the amount of the increases and more specifically, the Agents Inspection and Dipping Fee. The background of this fee is well documented and prior to discussing it with the agents, it was understood to be a combined fee for inspection and dipping, however, this is not necessarily correct.

Council approved an increase in fees and charges based on the need to offset financial losses and the fact that current fees have not significantly changed for a considerable time. However, through recent consultation and a better understanding of the way fees are charged at sale and subsequent charges applied once cattle are cleared for despatch from the saleyards, it is evident that fees may need further review on the following basis:

- Agents inspection and dipping fee was understood to be a combined fee for service, yet Council is not charging for the inspection component and the agents report that no other saleyards apply this fee, particularly where cattle are pre-cleared prior to sale;
- The newly adopted liveweight fees are similar to the amount charged at Murgon, when in fact Murgon provide a full service at sale and agents are not required to provide staff. Up to ten (10) staff are provided by local agents for Coolabunia Stores Sales, which may be deemed as an excessive cost. Council provides up to two (2) staff at sale;
- Council has the opportunity to charge dipping and inspection fees to the buyer, once cattle have met the four (4) day clearing period after sale. This is a service provided by Council and the inspection component has not been charged in the past. This is a new revenue source and effectively covers for the proposed increase in the combined Agents Inspection and Dipping Fee;
- Agents are concerned about a range of other fees recently reviewed and are concerned some of them are either excessive or exist for services actually provided by agents. For example, NLIS scanner hire, with such equipment being owned and operated solely by agents.

Therefore, based on the outcomes from the meeting with agents, it is recommended that the effective date for the recently adopted fees and charges be postponed until Council staff have an opportunity to review the fees and charges, in a workshop with local agents.

ATTACHMENTS

Nil

14 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT**14.1 ASSESSMENT OF TENDER SBRC 21/22-05 DESIGN AND CONSTRUCT OF PUMP STATION SWITCHBOARD UPGRADE****File Number: 23-02-2022****Author: Manager Water & Wastewater****Authoriser: Chief Executive Officer****PRECIS**

Presented at the General Council meeting held on Tuesday the 5 of January 2022 and again at the Infrastructure Standing Committee meeting held 2 February 2022 was a report on the Assessment of Tender SBRC 21/22-05 Design and Construct of Pump Station Switchboard Upgrade.

SUMMARY**RESOLUTION 2022/375**

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the matter lay on the table until the February Ordinary Meeting of Council following discussion at the February Infrastructure Standing Committee Meeting.

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

Against: Nil

CARRIED 7/0**COMMITTEE RESOLUTION 2022/129**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Committee Meeting discussion be noted and the matter be discussed at the February Ordinary Council Meeting in accordance with Resolution 2022/375.

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

Against: Nil

CARRIED 7/0**PROCEDURAL:**

That the report on Assessment of Tender SBRC 21/22-05 Design and Construct of Pump Station Switchboard Upgrade be lifted from the table.

OFFICER'S RECOMMENDATION:

That Council accept Water Services Engineering Tender to undertake the Design and Construct of pump station switchboard upgrades for the tendered price of \$754,217.13 ex GST.

BACKGROUND

Presented at the General Council meeting held on 25 January 2022 and the Infrastructure Standing Committee meeting held on 2 February 2022.

ATTACHMENTS

Nil

14.2 YARRAMAN WASTE FACILITY

File Number: 23/02/2022
Author: Personal Assistant Community
Authoriser: Chief Executive Officer

PRECIS

Presented at the Community Standing Committee meeting held on 9 February 2022 was a report regarding information on the Yarraman Waste Facility.

SUMMARY**COMMITTEE RESOLUTION 2022/227**

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the Committee recommends to Council that:

1. The response to the question regarding proposed Yarraman Waste Facility raised by Councillor Schumacher be received and noted; and
2. Council further investigation be conducted with Toowoomba Regional Council regarding the disposal of waste by residents of the South Burnett region at the proposed new Waste Facility located at Yarraman and a report be brought back to future Standing Committee Meeting.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That:

1. The response to the question regarding propose Yarraman Waste Facility raised by Councillor Schumacher be received and noted; and
2. Council further investigation be conducted with Toowoomba Regional Council regarding the disposal of waste by residents of the South Burnett region at the proposed new Waste Facility located at Yarraman and a report be brought back to future Standing Committee Meeting.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 9 February 2022.

ATTACHMENTS

Nil

14.3 APPLICATION FOR FUNDING UNDER THE 2022-2024 LOCAL GOVERNMENT GRANTS & SUBSIDIES PROGRAM

File Number: 23-02-2022
Author: General Manager Community
Authoriser: Chief Executive Officer

PRECIS

Presented at the Community Standing Committee meeting held on 9 February 2022 was a report regarding information on an application for Funding under the 2022-2024 Local Government Grants & Subsidies Program.

SUMMARY

COMMITTEE RESOLUTION 2022/213

Moved: Cr Roz Frohloff

Seconded: Cr Kirstie Schumacher

That the Committee recommend to Council: -

That Council apply for a grant under the 2022 – 2024 Local Government Grants and Subsidies Program - capital expenditure project category for the weighbridge at the Nanango Waste Facility.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council apply for a grant under the 2022 – 2024 Local Government Grants and Subsidies Program - capital expenditure project category for the weighbridge at the Nanango Waste Facility.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 9 February 2022.

ATTACHMENTS

Nil

15 PORTFOLIO – RURAL RESILIENCE, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, INDIGENOUS AFFAIRS**15.1 APPLICATION FOR FUNDING UNDER THE 2022-2024 LOCAL GOVERNMENT GRANTS & SUBSIDIES PROGRAM - BLACKBUTT HALL**

File Number: 23-02-2022

Author: Manager Property

Authoriser: Chief Executive Officer

PRECIS

Application for funding under the 2022-2024 Local Government Grants and Subsidies Program.

SUMMARY

That Council apply for a grant under the 2022-2024 Local Government Grants and Subsidies Program – capital expenditure project category for re-roofing of the Blackbutt Hall.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council apply for a further grant under the 2022-2024 Local Government Grants and Subsidies Program – capital expenditure project category for the re-roofing of the Blackbutt Hall.

FINANCIAL AND RESOURCE IMPLICATIONS

Blackbutt Hall requires remediation works to the roof structure to rectify the visible deflections and structural deficiencies and at the same time requires replacement of the roof sheeting to the main roof area. Grant funding will reduce Councils' financial exposure to these works.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

N/A

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The *Building Act 1975* requires that works of the proposed extent are carried out under a building approval issued by a licenced Building Certifier.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

The Cardno report of September 2018 identified issues with inadequate timber members and poor construction technique used in the original construction of the hall. The result is a roof structure which is now deflected from its original position with some internal members damaged and requiring repair. The corrugated roof sheeting is approaching end of life and requires replacement. A successful grant application may allow these works to be programmed in the short term.

REPORT

The aim of this project is to provide funding assistance to support council's allowing delivery of priority infrastructure and essential services that meet the identified needs of their communities. The objectives of the 2022-2024 Local Government Grants and Subsidies Program are to support eligible projects that:

- deliver priority infrastructure projects
- align with State, regional, and local priorities
- contribute to economic growth and employment
- maintain and extend the functional life of existing infrastructure assets
- encourage collaboration and resource sharing between local governments
- All projects must be completed by 30 June 2024

In August 2018, representatives of Cardno and SBRC inspected the Blackbutt Hall roof to assess its structural capacity. A report of the findings was provided in September 2018.

It was found that the main roof structure had in places deflected (sagged) up to 95mm. It was also noted that the ridge line had deflected both horizontally and vertically. Some damaged members were observed in the roof space.

In conjunction with the written report, Cardno provided design drawings with recommendations for remediation works. These drawings have formed the basis for the preparation of an estimate of cost to repair the structure and install a new roof to the main hall area.

The estimate includes:

- Replacement of approximately 465 m² of roofing to the main hall building.
- Repair to damaged collar ties and installation of additional ties.
- Installation of supplementary rafters to provide an acceptable roof line profile.
- Installation of new roof battens
- Installation of new roof sheeting, flashings, and gutters
- Installation of insulation blanket under roof sheeting.

The estimate to carry out these works is \$186 550.00 plus GST.

ATTACHMENTS

1. **Cardno Report** [↓](#) 



Our Ref: 250560 017:JM
 Contact: Malcolm Dombrow

27 September 2018

South Burnett Regional Council
 PO Box 336
Kingaroy QLD 4610

Attention: Malcolm Dombrow

Cardno (Qld) Pty Ltd
 ABN 57 051 074 992

Level 1
 9 Maud Street
 Maroochydore QLD 4558
 Australia

Phone +61 7 5443 2555

www.cardno.com

Dear Sir,

**BLACKBUTT HALL REPORT
 ROOF REPAIRS & SOLAR SYSTEM CONSIDERATION**

INTRODUCITON

On the 28th of August 2018, Joseph Menkens of Cardno, was requested by South Burnett Regional Council to attend their Blackbutt Hall, in order to comment on the building's ability accommodate the installation of a proposed 10kW solar panel system.

Accompanied by David Burstall, we conducted a visual investigation of the existing ceiling void to safely measure and understand the existing Hall's timber truss roof system.

OBSERVAITONS & FINDINGS

INTERNAL INSPECTION

The Main Hall's North / South orientated roof area was investigated. The support consists of two alternating truss designs for an approximate length of 27m. The 150x50 pine trusses are equally spaced at 1.5m centres, with 75x38 roof battens over, spaced at approximately 1.2m centres. The truss configurations are detailed on Cardno drawing 250560-017-S102 for clarity.

The 6th truss from the Northern (Entry) end of the Hall, has a cracked truss collar tie, which is located and detailed on the support drawing 250560-017-S102 and shown in Figure 1-1. At this stage staff removed themselves from the ceiling void and ceased to traverse further into the Southern portion of the ceiling.



Figure 1-1

Australia • Belgium • Canada • Colombia • Ecuador • Germany • Indonesia • Kenya • Myanmar • New Zealand • Nigeria • Papua New Guinea • Peru • Philippines • Singapore • Timor-Leste • United Kingdom • United States • Operations in over 100 countries



250560 017:JM
27 September 2018

2



Upon further investigation, due to the collar tie failure, the truss bottom chord has separated from the top chord at its wall support (Figure 1-2).



Figure 1-2

EXTERNAL INSPECTION

The previous mentioned trusses are supporting the original sheet metal roofing of the Blackbutt Hall. Using a stringline, triggered by the visual display of a sag in the roofs formation, a 95mm average sag is present for the length of the Eastern facing roof. The Western roof was not measured for safety reasons, which has a similar magnitude of deformation.



Figure 1-3

The ridge line meanders both vertically and horizontally for the 27m length of the Main Hall roof line.

250560 017:JM
27 September 2018

3



RECOMMENDATIONS

Based on the visual observations, and engineering review we recommend the following:

1. Repair the existing trusses (Type 1 & Type 2) in accordance with the documentation on drawing 250560-017-S102.
2. Due to the un-triangulated nature of the existing trusses, it is our recommendation **not** to add any further load the Main Hall's roof ie. Solar Panels. The rectifications process involved in 'making-good' the Main Roof trusses to accommodate both the dead load of the proposed panels and the live load of installation personnel would be timely and expensive.
3. We recommend positioning the proposed solar panels on the Eastern roof over the Verandah/Bar/Lounge/Kitchen portion of the building (Fig 1-4). The solar panels could be orientated in the Northern direction by the utilising proprietary solar panel brackets. There is approximately 200m² of roof area available for the requested 55m² for the solar panels to achieve 10Kw system specifications. It would be the responsibility of the Solar installation company to ensure the integrity of this roof prior installation and confirm with South Burnett Regional Council. Based on the first site visit, the afternoon shadow line of the Main Roof had minimal impact on the Eastern roofs exposure time.



Figure 1-4

We trust that the above addresses Council's concerns and provides adequate information on which our recommendations are derived. Should there be any queries on the above don't hesitate to contact the writer.

Yours sincerely,

A handwritten signature in black ink, appearing to read "J. Menkens".

Joseph Menkens
Structural | Sunshine Coast
for Cardno
Office Line: +61 7 5443 2555
Email: joseph.menkens@cardno.com.au

Enc: 250560 017 S102

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15.2 BUILDING BETTER REGIONS FUNDING APPLICATION FOR MONDURE HALL**File Number: 23-02-2022****Author: General Manager Community****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Community Standing Committee meeting held on 9 February 2022 was a report regarding information on a Building Better Regions Funding Application for Mondure Hall.

SUMMARY**COMMITTEE RESOLUTION 2022/221**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That Council

1. supports the Mondure Hall Committee in their application for the super round of the Gambling Community Benefit Fund for the roof;
2. notes the call for tender for the restumping and commits to a % allocation of the remaining unallocated W4Q funding to contribute to the restumping and the final amount confirmed upon the conclusion of the tender process;
3. does not progress the Building Better Regions Fund (BBRF) application; and
4. investigate and seek to implement a formal arrangement with the Mondure Hall Committee that supports any future lease agreement in relation to the ongoing management and maintenance of the facility.

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

Against: Nil

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

That South Burnett Regional Council;

1. supports the Mondure Hall Committee in their application for the super round of the Gambling Community Benefit Fund for the roof;
2. notes the call for tender for the restumping and commits to a % allocation of the remaining unallocated W4Q funding to contribute to the restumping and the final amount confirmed upon the conclusion of the tender process;
3. does not progress the Building Better Regions Fund (BBRF) application; and
4. investigate and seek to implement a formal arrangement with the Mondure Hall Committee that supports any future lease agreement in relation to the ongoing management and maintenance of the facility.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 9 February 2022.

ATTACHMENTS

Nil

15.3 APPOINTMENT OF REAL ESTATE AGENTS**File Number:** 23-02-2022**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 9 February 2022 was a report regarding information on the appointment of real estate agents.

SUMMARY**COMMITTEE RESOLUTION 2022/224**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommend to Council:

That Council enter into a contract for the provision of real estate sales services with:

1. Wondai Real Estate
2. Master Key Realty
3. Aussie Land and Livestock
4. Main Street Realty

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council enter into a contract for the provision of real estate sales services with:

1. Wondai Real Estate
2. Master Key Realty
3. Aussie Land and Livestock
4. Main Street Realty

BACKGROUND

Presented at the Community Standing Committee Meeting held on 9 February 2022.

ATTACHMENTS**Nil**

15.4 REQUEST FOR SUPPORT TO INSTALL A “BIG AVOCADO” IN BLACKBUTT**File Number:** 23-02-2022**Author:** General Manager Community**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Community Standing Committee meeting held on 9 February 2022 was a report regarding a request for support to install a ‘Big Avocado’ in Blackbutt.

SUMMARY**COMMITTEE RESOLUTION 2022/222**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommend to Council that:

1. Council accept for information the request and supporting documentation provided by the Bloomin Beautiful Blackbutt Festival Inc.
2. A letter of support be provided to the Bloomin Beautiful Blackbutt Festival Inc. to pursue additional external funding to progress the design, construction specifications of the “Big Avocado” in Les Muller Park, Blackbutt.

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

Against: Nil

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

That;

1. South Burnett Regional Council accept for information the request and supporting documentation provided by the Bloomin Beautiful Blackbutt Festival Inc.
2. A letter of support be provided to the Bloomin Beautiful Blackbutt Festival Inc. to pursue additional external funding to progress the design, construction specifications of the “Big Avocado” in Les Muller Park, Blackbutt.

BACKGROUND

Presented at the Community Standing Committee Meeting held on 9 February 2022.

ATTACHMENTS**Nil**

16 PORTFOLIO - REGIONAL DEVELOPMENT**16.1 FEDERAL ADVOCACY ACTION PLAN 2022****File Number:** 23/02/2021**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Executive and Finance and Corporate Standing Committee Meeting on Wednesday the 16 February 2022.

SUMMARY**9.3 FEDERAL ADVOCACY ACTION PLAN 2022**

COMMITTEE RESOLUTION 2022/166

Moved: Cr Kirstie Schumacher

Seconded: Cr Roz Frohloff

That the committee recommends to Council:

That South Burnett Regional Council review the draft Federal Advocacy Action Plan 2022 in collaboration with TSBE.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council review the draft Federal Advocacy Action Plan 2022 in collaboration with TSBE.

BACKGROUND

Presented at the Executive and Finance and Corporate Standing Committee Meeting on Wednesday the 16 February 2022.

Contact was made with TSBE on 17 February 2022 and both versions of draft have been forwarded for review.

A hard copy of the draft was circulated to Councillors for feedback on 25 January 2022. An updated hard copy of the draft plan was circulated on 16 February 2022 for Councillor's review.

ATTACHMENTS**Nil**

17 INFORMATION SECTION

Nil

18 QUESTIONS ON NOTICE**18.1 QUESTION ON NOTICE FROM JANUARY COUNCIL MEETING - FINANCIAL STATEMENTS - DISPOSAL OF LAND AND BUILDINGS****File Number:** 23.02.2022**Author:** Manager Finance & Sustainability**Authoriser:** Chief Executive Officer

The following question on notice was received from Councillor Schumacher.

Question

In terms of revenue, the disposal of hospital land and buildings from Council's asset register? What does that mean?

Response

When an asset is disposed of from Council's asset register, the written down value (written down value = asset cost minus accumulated depreciation) of the asset on Council's books is written of or disposed of. This process results in a decrease in Council's Property Plant and Equipment value on the balance sheet and an expense hitting the profit and loss (income statement) of the same value under the Capital Expense line. This of course has a direct effect on Council's Net Result.

Where the above process caused some confusion, was because under the January Council meeting's Operating Income Statement Split by Department (2.1 of the monthly report) the Capital Expense line in the income statements is categorised as a revenue item. This was done as we only budget for sale of plant and fleet which is revenue in nature and as such the report is setup to pull that capital expense line into the revenue portion of the table. As we agree that this approach can cause some distortion in the table, we have decided to move this Operating Income Statement Split by Department to looking at operational streams only (ie recurrent revenue and recurrent expenditure). We believe that this will be more beneficial for stakeholders and will provide a snapshot of how Council's Net Operating Result per department is tracking during the year.

RECOMMENDATION

That the response to the question regarding financial statements raised by Councillor Schumacher be received and noted.

ATTACHMENTS**Nil**

19 CONFIDENTIAL SECTION

OFFICER'S RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the *Local Government Regulation 2012*:

19.1 Request to waive debt recovery and legal costs - Deceased Estate

This matter is considered to be confidential under Section 254J - f and i 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 and a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State..

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.

20 CLOSURE OF MEETING