



**SOUTH BURNETT**  
**REGIONAL COUNCIL**

# **AGENDA**

## **Executive and Finance & Corporate Standing Committee Meeting Wednesday, 18 May 2022**

**I hereby give notice that a Meeting of the Executive and Finance & Corporate Standing Committee will be held on:**

**Date: Wednesday, 18 May 2022**

**Time: 9.00am**

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

**Mark Pitt PSM  
Chief Executive Officer**

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



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

**5 DEPUTATIONS/PETITIONS**

**5.1 DEPUTATION - MICHELLE HANSEN & JASON WYETH - SOUTH BURNETT RAIL TRAIL USERS ASSOCIATION**

**File Number:** 18/5/2022

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

**PRECIS**

Deputation by Michelle Hansen and Jason Wyeth

**SUMMARY**

Michelle Hansen and Jason Wyeth will be attending at 11:00am to present information regarding opportunities provided by the South Burnett Rail Trail and to provide an update regarding usage and benefits of the South Burnett Rail Trail.

**BACKGROUND**

Nil

**ATTACHMENTS**

Nil

**6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**6.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 20 APRIL 2022**

**File Number:** 18/5/2022

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

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**OFFICER'S RECOMMENDATION**

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 20 April 2022 be received.

**ATTACHMENTS**

- 1. Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 20 April 2022**



# MINUTES

## **Executive and Finance & Corporate Standing Committee Meeting Wednesday, 20 April 2022**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL  
EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING  
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY  
ON WEDNESDAY, 20 APRIL 2022 AT 9.00AM**

**PRESENT:****Councillors:**

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

**Council Officers:**

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Tim Low (Acting General Manager Infrastructure), Carolyn Knudsen (Manager Corporate Services), Kerri Anderson (Manager Finance and Sustainability), Joanne Newbery (Communications Officer), Rebecca Humphrey (Manager People and Culture), Wendy Kruger (Personal Assistant Finance and Corporate), Leanne Petersen (Manager Property), Bree Hunt (Executive Assistant)

**1 OPENING**

The Mayor opened the meeting with the Lords Prayer and welcomed all attendees and acknowledged Council's support of Denim Day.

**2 LEAVE OF ABSENCE / APOLOGIES**

Nil

**3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

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

**4 DECLARATION OF INTEREST****5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****5.1 MINUTES OF THE EXECUTIVE AND FINANCE & CORPORATE STANDING COMMITTEE MEETING HELD ON 16 MARCH 2022**

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**COMMITTEE RESOLUTION 2022/181**

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Minutes of the Executive and Finance & Corporate Standing Committee Meeting held on 16 March 2022 be received.

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

Against: Nil

**CARRIED 6/0**



**Attendance:**

At 9:06am, Personal Assistant Finance and Corporate Wendy Kruger entered the meeting (online).

**6 BUSINESS ARISING****7 NOTICES OF MOTION****7.1 NOTICE OF MOTION - COUNCILLOR VOLUNTEER POLICY**

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**The Matter Is Being Dealt Within Item 7.2**

That the Committee recommend to Council that:

Council develop and implement a policy that allows for Councillors to be registered as Council volunteers and receive the necessary induction and training to assist in Council facilities such as the VIC's and also to participate in outdoor works as defined as reasonable under the policy such as parks and gardens services.

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**7.2 NOTICE OF MOTION - COMMUNITY ENGAGEMENT POLICY**

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That the Committee recommend to Council that:

Council staff are to ensure that the divisional Councillor, the portfolio Councillor and/or the Mayor are invited to attend all meetings held with community members and the community engagement policy is updated to reflect such.

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**COMMITTEE RESOLUTION 2022/182**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the following amendment be added to South Burnett Regional Council Community Engagement Policy Statutory 050, the draft be circulated for comment through Council's governance process and be brought to the May Ordinary meeting of Council for final consideration.

Councillors play an important role in representing the interests of residents, ratepayers and community organisations. Providing community leadership, guidance and facilitating communication between the community and Council is a Councillor's core role. Some ways a councillor may be involved in formal community engagement include:

- a. Representation on committees or working groups.
- b. Speaking at or assisting with the facilitation of engagement events.
- c. Attending community engagement events as a member of the community.
- d. Engaging with consultation initiatives as a member of the community.
- e. Encouraging and acknowledging Councillors role in volunteering in accordance with Council's process.

When working together Councillors and staff should consider:

- a. Informing all Councillors of community engagement initiatives of interest.
  - b. Opportunities that may exist through Councillors' wealth of information about the community they represent, including networks, issues and opportunities.
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- c. Established policy and procedures governing interactions between staff and Councillors.
  - d. The appropriateness of undertaking engagement initiatives while observing a pre-election caretaker period.
  - e. Councillors' obligations under the Local Government Act 2009 and Integrity Act 2009 to disclose conflicts of interest.

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

Against: Nil

**CARRIED 6/0**

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### **7.3 NOTICE OF MOTION - DONATING REPLACED MOWERS TO COMMUNITY GROUPS**

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#### **COMMITTEE RESOLUTION 2022/183**

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the Committee recommend to Council:

That the mowers being replaced in the 2021-2022 budget be offered by way of donation to local community groups that are:

- An incorporated association;
- Located within the South Burnett LGA;
- Provide a local community benefit,

through an expression of interest with priority given to those groups maintaining or offering to maintain a council or council-controlled land asset and with clarification that responsibility for insurance and all ongoing costs will rest with the recipients organisations taking ownership of the mowers.

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

Against: Nil

**CARRIED 6/0**

#### **Attendance:**

At 9:46am, Manager Finance and Sustainability Kerri Anderson left the meeting (online).

At 9:51am, Manager Finance and Sustainability Kerri Anderson returned to the meeting (online).

## **8 GENERAL BUSINESS**

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**9 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT****9.1 CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE AND ICT PORTFOLIO**

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**COMMITTEE RESOLUTION 2022/184**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That Mayor Otto's Corporate Services, People & Culture, Communications/Media, Finance and ICT Portfolio Report to Council be received.

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

Against: Nil

**CARRIED 6/0**

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**9.2 SOUTH BURNETT REGIONAL COUNCIL DIVISION 1 BY-ELECTION**

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**COMMITTEE RESOLUTION 2022/185**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the report be noted for information.

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

Against: Nil

**CARRIED 6/0****Attendance:**

At 9:56am, Communications Officer Joanne Newbery left the meeting.

At 9:58am, Communications Officer Joanne Newbery returned to the meeting.

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**9.3 CONFIRMING ATTENDANCE AT THE 126TH LOCAL GOVERNMENT ASSOCIATION QUEENSLAND (LGAQ) ANNUAL CONFERENCE IN CAIRNS 17-19 OCTOBER 2022 AND LGAQ CIVIC LEADERS SUMMIT 29-30 JUNE 2022**

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**COMMITTEE RESOLUTION 2022/186**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

1. That Mayor Otto and Cr Jones attend the 2022 LGAQ Conference as delegates, and the following councillors attend as observers:

Cr Henschen and the newly elected Division one Councillor be provided the opportunity to attend as an observer.

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Each councillor appointed as a delegate be allocated one vote each.

CEO Mark Pitt to attend.

2. That Mayor Otto and Cr Schumacher attend the 2022 LGAQ Civic Leaders Summit as delegates.

CEO Mark Pitt to attend.

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

Against: Nil

**CARRIED 6/0**

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#### **9.4 ADMINISTRATIVE AMENDMENTS TO COUNCIL POLICY AND ASSOCIATED DOCUMENTS - ORGANISATION STRUCTURE CHANGE**

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##### **COMMITTEE RESOLUTION 2022/187**

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That South Burnett Regional Council endorse the administrative amendments to be made within Council's Policy Governance Framework and associated documents, reflective of the change to the organisation structure.

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

Against: Nil

**CARRIED 6/0**

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#### **9.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL TECHNOLOGY PUBLIC ACCESS POLICY - STRATEGIC019**

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##### **COMMITTEE RESOLUTION 2022/188**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Technology Public Access Policy – Strategic019 be adopted as presented.

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

Against: Nil

**CARRIED 6/0**

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**ADJOURN MORNING TEA**

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**COMMITTEE RESOLUTION 2022/189**

Moved: Cr Brett Otto  
Seconded: Cr Scott Henschen

That the meeting adjourn for morning tea.

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

Against: Nil

**CARRIED 6/0**

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**RESUME MEETING**

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**COMMITTEE RESOLUTION 2022/190**

Moved: Cr Brett Otto  
Seconded: Cr Scott Henschen

That the meeting resume at 10:40am.

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

Against: Nil

**CARRIED 6/0**

**10 PORTFOLIO - REGIONAL DEVELOPMENT**

**10.1 REGIONAL DEVELOPMENT PORTFOLIO REPORT**

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**COMMITTEE RESOLUTION 2022/191**

Moved: Cr Kirstie Schumacher  
Seconded: Cr Scott Henschen

That Cr Schumacher's Regional Development Portfolio Report to Council be received for information.

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

Against: Nil

**CARRIED 6/0**

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**10.2 REGIONAL DEVELOPMENT AND TOURISM MONTHLY UPDATE**

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**COMMITTEE RESOLUTION 2022/192**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Regional Development and Tourism monthly update for March 2022 be received for information.

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

Against: Nil

**CARRIED 6/0****Attendance:**

At 11:08am, Manager Property Leanne Petersen entered the meeting (online).

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**10.3 NATIONAL WATER INFRASTRUCTURE DEVELOPMENT FUND (NWIDF) PHASE TWO**

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**COMMITTEE RESOLUTION 2022/193**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

1. That Council notes the project update report; and
2. That Council approves the project scope extension under the available NWIDF project funding for the following components:
  - a) Barlil Weir and West Barambah Weir – Detailed Business Case Funding Application;
  - b) Investment Decision Analysis – Gordonbrook Dam Conversion;
  - c) Blackbutt Irrigation Project Advancement; and
  - d) Regional Sustainability Strategy.

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

Against: Nil

**CARRIED 6/0****Attendance:**

At 11:10am, Acting General Manager Infrastructure Tim Low left the meeting.

At 11:14am, Acting General Manager Infrastructure Tim Low returned to the meeting.

**10.4 BLACK SUMMER BUSHFIRE RECOVERY GRANT FUNDING**

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**COMMITTEE RESOLUTION 2022/194**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Black Summer Bushfire Recovery Grant Funding update be received.

In Favour: Crs Brett Otto, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 6/0****Attendance:**

At 11:18am, Manager Property Leanne Petersen entered the meeting.

**10.5 MINUTES OF THE SOUTH BURNETT REGIONAL DEVELOPMENT ADVISORY COMMITTEE (RDAC) MEETING**

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**COMMITTEE RESOLUTION 2022/195**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the minutes of the South Burnett Regional Development Advisory Committee (RDAC) Meeting held on Tuesday 22 February 2022 be received for information.

In Favour: Crs Brett Otto, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 6/0****11 QUESTIONS ON NOTICE****11.1 PURCHASING OF EQUIPMENT FROM LOCAL SUPPLIER**

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**COMMITTEE RESOLUTION 2022/196**

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

That the response to the question regarding purchasing of equipment from Local Suppliers raised by Councillor Kirstie Schumacher be received and noted.

In Favour: Crs Brett Otto, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 6/0**

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**11.2 QUESTION ON NOTICE - NEW RESIDENT INFORMATION PACK**

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**COMMITTEE RESOLUTION 2022/197**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the response to the question regarding new resident information pack raised by Councillor Schumacher be received and noted.

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

Against: Nil

**CARRIED 6/0**

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**11.2.1 QUESTION ON NOTICE - RESIDENT INFORMATION PACKS/LETTERS**

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Question on Notice from Cr Kirstie Schumacher:

Is there anyway to determine through rate searches if a resident is new to the South Burnett?

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In the Creation of the South Burnett Community Information Platform scope, would there be an opportunity in there at working on a program with Cr Schumacher and Cr Potter with putting together welcome packs to give to the VICs and Real Estate Agents to welcome new residents and provide them with information about our region and how they can access the my Community app.

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**12 CONFIDENTIAL SECTION**

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**COMMITTEE RESOLUTION 2022/198**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

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*:

**12.1 CTC Land Transfer**

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

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

Against: Nil

**CARRIED 6/0**



**Attendance:**

At 11:37am, Communications Officer Joanne Newbery left the meeting.

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**COMMITTEE RESOLUTION 2022/199**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That Council moves out of Closed Council into Open Council.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 11:46am, Manager People and Culture Rebecca Humphrey left the meeting (online).

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**12.1 CTC LAND TRANSFER****COMMITTEE RESOLUTION 2022/200**

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That the Committee recommend to Council:

1. That in accordance with Local Government Act 2009 (the Act), Section 257, to delegate to the Chief Executive Officer of Council, the power under section 262(3) of the Act, to negotiate and agree in principle the terms and conditions of a contract for the disposal of the land and building assets to the community organisation, South Burnett CTC for future consideration and/or approval by Council.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 11:48am, Communications Officer Joanne Newbery returned to the meeting.

**13 CLOSURE OF MEETING**

The Meeting closed at 11:49am.

The minutes of this meeting were confirmed at the Executive and Finance & Corporate Standing Committee Meeting held on 18 May 2022.

.....  
**CHAIRPERSON**

**7 BUSINESS ARISING**

## 8 NOTICES OF MOTION

### 8.1 NOTICE OF MOTION - BIRT ROAD TOURIST SIGNAGE AS MATTHEW HAYDEN DRIVE

**File Number: 18/5/2022**

I, Councillor Brett Otto, give notice that at the Executive, Finance and Corporate Standing Committee Meeting to be held on 18 May 2022, I intend to move the following motion:

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#### **MOTION**

The Committee recommend to Council:

1. That Council engage with residents on Birt Road with a view to the road being recognised as a tourist route for regional tourism development and signed accordingly as Matthew Hayden Drive;
2. That Council considers funding tourist route signage and the construction of a minor lookout facility at the northern end of Birt Road as part of the 2022/2023 W4Q capital budget allocation.

#### **RATIONALE**

Matthew Hayden is recognised internationally for his past and ongoing contribution to Cricket.

Domestic and international tourists often travel Birt Road to see where Matthew was raised and learnt his craft.

The northern end includes magnificent scenic views.

This represents an opportunity regional tourism at minimal cost to council.

#### **CORPORATE PLAN**

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

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

I commend this Notice of Motion to Council.

#### **ATTACHMENTS**

**Nil**

## 9 GENERAL BUSINESS

### 9.1 KINGAROY TRANSFORMATION PROJECT ESTIMATE DEPRECIATION

**File Number:** 18-05-2022

**Author:** General Manager Infrastructure

**Authoriser:** Chief Executive Officer

#### PRECIS

Kingaroy Transformation Project Estimate Depreciation

#### SUMMARY

By email the Mayor requested this item be included in the in the May Executive and Finance Standing Committee Agenda

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#### OFFICER'S RECOMMENDATION

That Council notes this report.

#### BACKGROUND

The Mayor recently provided in S170A in regards to KTP Opex costs and further requested an estimate of KTP depreciation be provided to the May Executive and Finance Standing Committee Agenda. The response to the S170A is shown in Attachment one (1).

Officers have advised that currently the KTP depreciation has not been calculated as the capitalisation of the project will be completed following the conclusion of the project and financial recognition expected late 2022. Once that is completed the depreciation of the project can be calculated.

Infrastructure and Finance Officers were requested to provide an estimate and have offered the following methodology to provide an estimate of depreciation increase, it should be noted that these estimates should not be principally relied on but provide a level of guidance for the purpose of the request and are shown in Attachment two (2).

#### ATTACHMENTS

1. **Response to S170A Request for Information** [↓](#) 
2. **S170A KTP Opex** [↓](#) 

Response 5 May 2022 - S170A Mayoral request - KTP Opex costs

Dear Mr CEO,

Will appreciate a report on the following:

- Ongoing annual OPEX costs resulting from the KTP assets, including:
- - depreciation costs;

*Currently the KTP depreciation has not been calculated as the capitalisation of the project will be completed following the conclusion of the project and financial recognition expected late 2022. Once that is completed the depreciation of the project can be calculated.*

- - street cleaning costs

*Currently it is expected that the major pressure clean will cost \$10k to \$15k once per year unless additional cleaning is required.*

- - Parks & gardens maintenance costs.

**Operational Costs KTP Impacts**

It is estimated the parks team will provide four (4) to six (6) hours additional ongoing maintenance per week on a rotational basis of the Kingaroy CBD resulting from the KTP works. Works to maintain gardens would include watering, weeding, mulching, replacements, litter removal, clean-up etc

Labour ~\$12,000 per annum ~5hrs per week

Materials & Services – Plant replacements, mulch, irrigation equipment, damage repairs, vandalism etc.  
- would be reasonable to allow similar costs to labour costs. Allow another \$10,000 to \$12,000 per year for this.

Subject to damage etc and extent of additional plantings (*note additional specialised annual plantings /show of colour etc. may add additional costs*).

Total annual operational costs \$24,000

**Steet Cleaning**

Street cleaning proposals are currently under review and a rental EcoTech Sweeper and Ecovac are currently being sourced on a trial basis to ground truth costs and resource load.

EcoTech Sweeper and Ecovac operations would be expected to be utilised across the region not just Kingaroy CBD.

**Capital Costs Excluding fleet vehicle** (September 2021 pricing)

Ecotec XR Streetsweeper	\$63,645
Ecotec Vac 240	\$39,940
Trailer	<u>\$21,415</u>
	\$125,000

**Preliminary operational cost and resourcing estimates**

1 x Staff member	\$ 79,000	1 FTE per annum
1 x Utility	\$ 30,000	Est Plant Hire per annum
1 x trailer custom supplied	\$ 4,000	Est Plant Hire per annum
Ecotec Sweeper & Ecovac	<u>\$ 25,000</u>	Est Plant Hire per annum
	<u>\$138,000</u>	

5 May 2022 - Additional Request From the Mayor - S170A Mayoral request - KTP Opex costs

Dear Mr CEO,

Can this please be brought as a report to the EF&C SCM on 18 May 2022.

I think we need to know what the *estimated* depreciation increase will be as part of our 22/23 budget deliberations as will ultimately add to our projected budget deficit for 22/23.

**ESTIMATE of Depreciation Expense increase resulting from Kingaroy Transformation Project 'KTP'***Infrastructure Methodology:*

KTP Transport Budget excluding WWW and TMR \$13,400,000

Estimate purpose for Depreciation due to upgrade and new assets with a range of 20% to 30%;

<b>% Of Project</b>	<b>Budget Value</b>	<b>Depn Estimate with 20 Year Useful Life</b>	<b>Depn Estimate with 40 Year Useful Life</b>
20%	\$2,680,000	\$134,000	\$67,000
30%	\$4,000,000	\$200,000	\$100,000

Depreciation increase is estimated to be between the range of \$67,000 to \$200,000

Whilst it is acknowledged that KTP has a larger project value, the current assets are currently on register and are subject to ongoing indexation. Given that majority of funding is from depreciation outside of the BBRF Grant it is reasonable to assume that the depreciation of these assets will be in line with alternative expenditure and offset by condition reduction/age increase on alternative assets over the same period with the majority of assets in the KTP will be capitalised late in 2022 and then subject to averaging when the comprehensive revaluation is undertaken in early 2023

*Finance Methodology:*

Calculating and estimating depreciation expense of a project that is incomplete is challenging as it is currently unknown the exact assets and asset components which will be delivered. It is also unknown what the useful lives will be on each of the assets and asset components. Given these challenges finance found it most appropriate to apply the same methodology that is used to calculate annual depreciation expense budgets based on forward capital programs. Below is a brief outline of how this is done.

Firstly, a very high-level useful life is calculated for each asset class by dividing the WDV of each asset class by its corresponding extrapolated annual depreciation expense. The annual capex programs for each asset class are then categorised into Renewal Upgrade and New and a percentage is allocated to each category based on the estimated effect on depreciation expense. Namely, Renewal 10% (as it is assumed there will be corresponding disposals to offset the capitalisation therefore minor increase in depn expense), Upgrade 40% (again there will be existing assets to be disposed of, generally speaking the only increase in depn will be due to the upgrade portion or the greater replacement value), and New 100% (as no asset currently exists, in this case all depreciation will be a new/ increase to depn expense). These percentages were first developed and circulated for review last financial year and have provide a suitable budget in 2021/2022.

The development of the 2022/2023 depreciation expense budget has commenced and below reflects the high-level useful lives currently calculated through this process. It is also assumed that KTP is a 100% Upgrade project for the purposes of this estimate.

**TRANSPORT**

Project Budget	13,400,000	
Average Transport Useful Life	40.94	
100% Upgrade Project	40% effect on depn	
Depn Estimate Calculated	$[(13,400,000 * 40\%) / 40.94]$	<b>\$130,923.30</b>

**WATER**

Project Budget	1,100,000	
Average Water Useful Life	45.54	
100% Upgrade Project	40% effect on depn	
Depn Estimate Calculated	$[(1,100,000 * 40\%) / 45.54]$	<b>\$9,661.83</b>

**WASTEWATER**

Project Budget	300,000	
Average WW Useful Life	34.38	
100% Upgrade Project	40% effect on depn	
Depn Estimate Calculated	$[(300,000 * 40\%) / 34.38]$	<b>\$3,490.40</b>

**Total Depreciation Increase Estimate \$144,075.53**

\*It should be noted that KTP is a multi-year project which is included in the infrastructure work capital budget 10-year program. Therefore, the depreciation estimates have been included in the annual depreciation expense budget calculations completed for each financial year in Council's 10-year forecasts



**10 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT****10.1 CORPORATE, GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & SUSTAINABILITY AND ICT & FLEET PORTFOLIO****File Number:** 18/05/2022**Author:** Mayor**Authoriser:** Chief Executive Officer**PRECIS**

Corporate, Governance & Strategy; People & Culture; Communications/Media; Finance & Sustainability and ICT & Fleet Portfolio Report

**SUMMARY**

Mayor Otto presented his Corporate Governance & Strategy; People & Culture; Communications/Media; Finance & Sustainability and ICT & Fleet Portfolio Report to Council.

**OFFICER'S RECOMMENDATION**

That Mayor Otto's Corporate Governance & Strategy; People & Culture; Communications/Media; Finance & Sustainability and ICT & Fleet Portfolio Report to Council be received.

**Corporate, Governance & Strategy:**

In preparation for 1 July and the formal transition from Corporate Services Branch to Corporate Governance & Strategy Branch, with the support of the Chief Executive Officer and General Manager Finance & Corporate, the Branch has made the following structure changes predominately within the Customer Service team:

Customer Service: Two (2) Senior Team Leaders and two (2) Team Leaders are now based across the five (5) Council offices of Blackbutt, Nanango, Kingaroy and Wondai/Murgon. The Officers are responsible for day-to-day Customer Service at the relevant office providing technical assistance to the overall Customer service team and assisting the Manager Corporate, Governance & Strategy. Any function / responsibilities that overlap all customer service offices or is a whole of team process change is through the Manager working with the relevant Senior/Team Leaders.

Further, the Branch has specific roles allocated to Officers delivering the following functions on behalf of Council - Right to information, information privacy, corporate registers, records management, delegations / authorised persons powers, fraud & corruption prevention, policy governance framework, internal audit, legal matters, corporate risk management, insurance policies and claims, complaints management (such as administrative action, human rights, assistance to the CEO on matters) and the annual operational plan development / review.

**QGAP Agency - Blackbutt Office**

Smart Services Queensland are once again seeking to renew the service contract delivered through Council's Blackbutt office. Smart Services Queensland are very complimentary of the service provided at the Blackbutt office, under the direct supervision of the Senior Team Leader, Karen Benson. The agreement will progress administratively, with the service continuing to be delivered from the Blackbutt office.

The following statistics provided are year to date (including Services Australia data):

**BLACKBUTT OFFICE STATISTICS - FINANCIAL YEAR ENDED 30/06/2022**

	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
QGAP	193	183	205	177	182	134	173	171	204	163			1785
SERVICES AUSTRALIA	35	40	26	33	25	119	67	30	56	30			461
<b>TOTAL TRANSACTIONS</b>	<b>228</b>	<b>223</b>	<b>231</b>	<b>210</b>	<b>207</b>	<b>253</b>	<b>240</b>	<b>201</b>	<b>260</b>	<b>193</b>	<b>0</b>	<b>0</b>	<b>2246</b>
No. of customers issued with new number plates	26	20	29	26	32	17	18	23	26	20			237

Further, Smart Services Queensland has nominated Karen Benson as a “North Burnett Transition Buddy” as the Mundubbera and Eidsvold QGAP agencies transition from North Burnett Regional Council to North Burnett Community Service.

**People and Culture:****Certified Agreements**

The nominal expiry of the South Burnett Regional Council Certified Agreement – Officers 2020 and South Burnett Regional Council Certified Agreement – Field Staff 2020 is January 1<sup>st</sup>, 2023. We have engaged with Peak Legal to once again assist with negotiations and the Notice of Intent to Bargain will be sent on June 14<sup>th</sup>, with the initial meeting between Council, the relevant unions and delegates occurring 1<sup>st</sup> July.

**QLD Training Awards**

South Burnett Regional Council have once again been selected as a Top 5 Finalist in the QLD Training Awards for the Darling Downs South West region for Large Employer of the Year. Further judging will occur on the 20<sup>th</sup> May and we await the outcome of our nomination.

**Communications/Media:**

In April 2022, the Media and Communications team progressed the following:

- Media Releases x 40
- Media enquiries x 11
- Social Media:
  - Facebook: 76 Posts
  - Instagram: 48 Posts
- Enews x 2
- Printed advertising x 4
- Graphic design x 32

Murgon Moments have increased their advertising prices due to their printer increasing their charges 18% to cover increases in the price of paper.

A list of all media release/enquiries and statistics for April 2022 is available as an attachment to this report.

**Finance & Sustainability:**

At the end of April 2022, Council held \$57.757 million in cash and cash equivalents with \$45.666 million sitting with Queensland Treasury Corporation (QTC). The third quarter forecast has been completed and has been included in the May Council Meeting Reports for adoption by Council.

The preparation of the 22-23 budget is well underway with a number of workshops and Budget Committee Meetings scheduled during May and early June. External auditors will be on site from the 16<sup>th</sup> of May to begin their preliminary testing for the yearly annual financial statements.

**BACKGROUND**

Nil

**ATTACHMENTS**

1. **Media and Communications Report - April 2022** [↓](#) 

**Media Releases – April 2022: 40**

1. 288. Media Release 01-04-2022 - Blackbutt Growers Water Demand Assessment Gets Underway
2. 289. Media Release 01-04-2022 - South Burnett By-election 30 April 2022
3. 290. Public Notice 04-04-2022 - SBRCQ 21-22 76 Invitation to Offer - Gordonbrook Dam Weir Assessment and Project Management
4. 291. Public Notice 05-04-2022 - SBRC Kingaroy Water Testing
5. 292. Public Notice 06-04-2022 - Customer service shortages
6. 293. Media Release 06-04-2022 Kerbside Recycling Progress
7. 294. Media Release 07-04-2022 - South Burnett's First Regional Youth Council
8. 295. Media Release 08-04-2022 - Kingaroy Recovery Breakfast
9. 296. Media Release 08-04-2022 - Flood Damage Repaired Twice Over
10. 297. Media Release 08-04-22 - Free Financial Counselling for South Burnett Residents
11. 298. Media Release 12-04-2022 - Nanango D'Aguilar Highway Incident
12. 299. Public Notice 12-04-2022 - Blackbutt CBD Update
13. 300. Media Release 12-04-2022 - Public Holidays Waste Management Closures
14. 301. Media Release 12-04-2022 - Wakka Wakka Native Title Determination302. Public Notice. 12-04-22. Have your say - Wondai Xmas Tree
15. 303. Media Release 12-04-22 Ergon Glendon St Closure
16. 304. Media Release 27-04-22 - VIC Volunteer Drive
17. 305. Media Release 13-04-22 Rules on 1080 Poison
18. 306. Media Release 13-04-2022 - Advocacy Action Plan Launch
19. 307. Public Notice. 13-04-22 - KTP Plant Tender
20. 308. Media Release 19-04-22 Women's Education Bursary Applications Open
21. 309. Public Notice. 14-04-22 - Rail Trail Cross Country Congestion
22. 310. Media Release 14-04-22 Murgon Recovery Breakfast
23. 311. Public Notice. 20-04-22 - Kingaroy Airport Hazard Reduction Burn
24. 312. Media Release 19-04-22 Sapper launches Relay for Life Fundraising Campaign
25. 313. Media Release 21-04-22 Cooperation helps flood recovery events
26. 314. Media Release 21-04-22 Council wears Denim to Oppose Sexual Violence
27. 315. Public Notice. 20-04-22 - Glendon & Markwell Sts Roundabout Closure
28. 316. Media Release 27-04-22 Challenge to Federal Candidates
29. 317. Media Alert. 26-4-22 - Federal Election Press Conference
30. 318. Public Notice 26-04-2022 - Rail Trail congestion 2 May
31. 319. Media Release 28-04-22 JT is coming to the South Burnett
32. 320. ANZAC Day 2022 Kingaroy - Mayor Otto Opening Speech
33. 321. Public Notice 26-04-2022 Flood Recovery Information Session Postponed Bjelke-Petersen Dam tonight
34. 322. Media Release 28-04-22 KTP Minimises Budget Increase to Meet Impacts of Construction Industry Inflation, Supply Shortages and Heavy Rainfall Events
35. 323. Public Notice 28-04-2022 Roadworks 3- 10 May Kingaroy
36. 324 Public Notice Preferred Supplier Tender Pre-cast Concrete
37. 325. Media Release 29-04-22 Privacy Awareness Week
38. 326. Media Release 29-04-22 Festival of the Dams 2022
39. 327. Public Notice 29-04-2022 Temporary Road Closure – John Street Blackbutt
40. 328. Public Notice 29-04-2022 Blackbutt CBD Streetscape and Footpath Upgrade – Update 29 April 2022

<b>Media Releases 21-22</b>						
<b>2021</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
	29	26	26	28	45	41
<b>2022</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
	28	35	33	40		

#### **Media enquiries: 11**

01-04-2022 – ABC Toowoomba called seeking to organise an interview to discuss the ‘Big Peanut Celebration’  
 04-04-2022 – Burnett Today – Right to reply – Cr Frohloff’s resignation  
 05-04-2022 – ABC - Requesting an interview with the guest speaker for the Mayor’s Breakfast  
 06-04-2022 – ABC – Requesting more information on the damage re SBRCQ 21/22-76 Invitation to Offer - Gordonbrook Dam Weir Assessment & Project Management  
 06-04-2022 – ABC – Requesting urgent chat with the Mayor about the region in general and the Flood Recovery Breakfast in Kingaroy  
 11-04-2022 – Burnett Today – Enquiring if there were other dates set aside for the Flood Recovery Breakfasts  
 11-04-2022 – ABC – Requesting a chat live on air for the Murgon flood recovery breakfast  
 11-04-2022 – South Burnett Online – requesting an official statement from Council about the cost of the tragic double-fatality crash on the D’Aguilar Highway  
 19-04-2022 – Rick Whittle – Requesting interview with Army Sapper prior to Mayor’s Breakfast  
 21-04-2022 – Burnett Today – Enquiry regarding Housing and Homelessness Forum  
 26-04-2022 – ABC – Requesting interview with the Mayor in relation to Federal Election Press Conference

<b>Media Enquiries 21-22</b>						
<b>2021</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
	10	13	8	7	9	3
<b>2022</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
	3	12	8			

#### **Social media: South Burnett Regional Council**

##### **Facebook**

@southburnettregion: 76 posts

##### **Most engaged post:**

27-04-2022 – Current Vacancies with South Burnett Regional Council – 15,361 reached, 4046 engagements, 65 reactions, 35 comments, 48 shares

**Followers:** 9.377K

**Page reach:** 33,457 (-15.2% from March 2022)

##### **Instagram:** 48 posts

##### **Most engaged post:**

03-04-2022 – Congratulation to the Kingaroy Big Peanut Committee – 39 likes, 1 comments, 428 reached, 40 engagements, 0 shares

**Followers:** 1055 (+2 from March 2022)

**Page reach:** 855 (+2.1% from March 2022)

<b>Social media posts – all platforms</b>						
<b>2021</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
	Facebook: 61 LinkedIn: 8 Instagram: 9	Facebook: 67 LinkedIn: 13 Instagram: 47	Facebook: 54 LinkedIn: 3 Instagram: 25	Facebook: 73 LinkedIn: 17 Instagram: 61	Facebook: 102 LinkedIn: 14 Instagram: 96	Facebook: 116 Instagram: 51
<b>2022</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
	Facebook: 94 Instagram: 27	Facebook: 61 Instagram: 38	Facebook:74 Instagram: 41	Facebook:76 Instagram: 48		

#### **Enews**

- Council progressed 2 Enews during April

#### **Printed advertising**

- Council progressed three full page ads (Page 4) in the South Burnett Today during March – 14 April 2022, 21 April 2022 (ANZAC Day full page) and 28 April 2022
- Council progressed one Murgon Moments ad in April for South Burnett Libraries

#### **Graphic design – April 2022: 32**

- Flood recovery events x 3
- Flood recovery information session x 1
- Advocacy Action Plan Final x 1
- Social media graphic – public notices x 25
- Website banner – x 2 (Anzac Day and JT Academy)

**10.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION**

**File Number:** 18/05/2022  
**Author:** Coordinator Executive Services  
**Authoriser:** Chief Executive Officer

**PRECIS**

Assignment of Councillor Portfolio Representation

**SUMMARY**

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

For discussion and direction.

---

**OFFICER'S RECOMMENDATION**

That the committee recommend to Council:

1. [Type Recommendation here](#)
  - (a) [Type Recommendation here](#)
    - (i) [Type Recommendation here](#)

**FINANCIAL AND RESOURCE IMPLICATIONS**

No direct financial or resource implications arise from this report

**LINK TO CORPORATE/OPERATIONAL PLAN**

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

**COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

Request from Mayor to review portfolio allocations after completion of Division 1 By-Election.

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

No direct legal implications arise from this report

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report

**REPORT**

South Burnett Regional Council adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio.



The Mayor has suggested an alternative structure for discussion as below:

Four portfolio cabinets:

Cabinet 1 > **Infrastructure** – one operational plan that links to various key priorities across our corporate plan:

Strategic leadership team being councillor's Jones and Duff > operational leadership by **GM Meehan** covering:

- design;
- works;
- water/waste-water.

Standing committee being '**Infrastructure**' with a team approach by councillors Jones and Duff to presenting a joint consolidated (single) cabinet portfolio report.

Standing committee meetings to be chaired on a rotational basis by councillors Jones and Duff with GM Meehan supporting.

Cabinet 2 > **Communities and Liveability** – one operational plan that links to various key priorities across our corporate plan:

Strategic leadership team being councillor's Potter, Henschen and new councillor > operational leadership by **GM O'May** covering:

- planning and environment;
- community & liveability;
- waste.

Standing committee being '**Communities and Liveability**' with a team approach by councillors Potter, Henschen and new councillor to presenting a joint consolidated (single) cabinet portfolio report.

Standing committee meetings to be chaired on a rotational basis by councillors Potter, Henschen and new councillor with GM O'May supporting.

Cabinet 3 > **Finance and Corporate** – one operational plan that links to various key priorities across our corporate plan:

Strategic leadership team being councillor's Schumacher and Otto > operational leadership by **GM Jarvis** covering:

- finance;
- corporate governance;
- IT & business systems.

Standing committee being '**Finance, Corporate and IT**' with a team approach by councillors Schumacher and Otto to presenting a joint consolidated (single) cabinet portfolio report.

Standing committee meetings to be chaired on a rotational basis by councillors Schumacher and Otto with GM Jarvis supporting.

Cabinet 4 > **Executive Services, People & Culture and Regional Development** – one operational plan that links to various key priorities across our corporate plan:



*Strategic leadership team being councillor's Schumacher and Otto > operational leadership by **CEO Mark Pitt**, covering:*

- *executive services;*
- *people & culture;*
- *regional development.*

*A new fourth standing committee being '**Executive, people & culture and regional development**' with a team approach by councillors Schumacher and Otto to presenting a joint consolidated (single) cabinet portfolio report.*

*Standing committee meetings to be chaired on a rotational basis by councillors Schumacher and Otto with CEO Mark Pitt supporting.*

*(this committee meeting could be held on the same day, straight after the Finance, Corporate & IT meeting).*

## **ATTACHMENTS**

1. **Previous Reports - Assignment of Councillor Portfolio Representation** [↓](#) 
2. **Councillor Portfolio Representative Policy** [↓](#) 

**Title** CP - 2682224 - Assignment of Councillor Portfolio Representation

### Document Information

**ECM ID** 2682224

**Author** Manager Social & Corporate Performance

**Endorsed By** General Manager Finance & Corporate  
Chief Executive Officer

**Date** 20 April 2020

### Précis

Assignment of Councillor Portfolio Representation

### Summary

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio.

The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

The Portfolios have been defined as follows:

Portfolio	Portfolio	Portfolio
Social & Corporate Performance People & Culture Communications/ Media Finance ICT	Community Arts Heritage Sport & Recreation	Rural Services Natural Resource Management Planning Compliance Services
Rural Resilience Parks & Gardens Property & Facility Management Indigenous Affairs	Local Disaster Management Water Wastewater Waste	Economic Development - industry - agriculture - water security - tourism
Roads & Drainage		

### Officer's Recommendation

That Council adopts the assignments of specific portfolios as:

Portfolio	Portfolio Councillor
Social & Corporate Performance People & Culture Communications/ Media Finance	

ICT	
Rural Resilience Parks & Gardens Property & Facility Management Indigenous Affairs	
Community Arts Heritage Sport & Recreation	
Local Disaster Management Water Wastewater Waste	
Economic Development - industry - agriculture - water security - tourism	
Rural Services Natural Resource Management Planning Compliance Services	
Roads & Drainage	

### Financial and Resource Implications

No direct financial or resource implications arise from this report.

### Link to Corporate/Operational Plan

Corporate Plan 2018/19 to 2022/23

EXC2.1 Deliver governance that provides sound organisational management and complies with relevant legislation

### Communication/Consultation (Internal/External)

Councillors and Senior Management were consulted in the defining of the Portfolios.

### Legal Implications (Statutory Basis, Legal Risks)

No direct legal implications arise from this report.

### Policy/Local Law/Delegation Implications

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

### Asset Management Implications

No direct asset management implications arise from this report

### Report

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio.

The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

The Portfolios have been defined as follows:

<b>Portfolio</b>	<b>Portfolio</b>	<b>Portfolio</b>
Social & Corporate Performance People & Culture Communications/ Media Finance ICT	Community Arts Heritage Sport & Recreation	Rural Services Natural Resource Management Planning Compliance Services
Rural Resilience Parks & Gardens Property & Facility Management Indigenous Affairs	Local Disaster Management Water Wastewater Waste	Economic Development - industry - agriculture - water security - tourism
Roads & Drainage		

Document Set ID: 2682224  
Version: 4, Version Date: 23/04/2020

**6.4 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION****File Number:** EXEC3**Author:** Chief Executive Officer**Authoriser:** Chief Executive Officer**PRECIS**

Assignment of Councillor Portfolio representation – change of portfolio name.

**SUMMARY**

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*. The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

**OFFICER'S RECOMMENDATION**

That the committee recommends to Council:

1. That South Burnett Regional Council adopts the assignments of specific portfolios as:

Regional Development <ul style="list-style-type: none"> <li>• industry</li> <li>• agriculture</li> <li>• water security</li> <li>• economic development and tourism</li> </ul>	Cr Kirstie Schumacher
--	-----------------------

And

2. Amends any Council policy or procedure on an administrative basis to reflect the name change.

**FINANCIAL AND RESOURCE IMPLICATIONS**

No direct financial or resource implications arise from this report.

**LINK TO CORPORATE/OPERATIONAL PLAN**

Corporate Plan 2018/19 to 2022/23 - EXC2.1 Deliver governance that provides sound organisational management and complies with relevant legislation.

**COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)**

Discussions with Councillors and senior staff.

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

No direct legal implications arise from this report.

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

**REPORT**

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the Local Government Act 2009. The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

The following resolution was passed at the general meeting of 29 April 2020, with delegates assigned to portfolios as shown below:

*5.3.2 CP - 2682224 - Assignment of Councillor Portfolio Representation Resolution:*

*Moved Cr KA Duff, seconded Cr DA Potter.*

*That Council adopts the assignments of specific portfolios as:*

<i>Portfolio</i>	<i>Portfolio Councillor</i>
<i>Social &amp; Corporate Performance People &amp; Culture Communications/ Media Finance ICT</i>	<i>Mayor Brett Otto</i>
<i>Rural Resilience Parks &amp; Gardens Property &amp; Facility Management Indigenous Affairs</i>	<i>Cr Kathy Duff</i>
<i>Community Arts Heritage Sport &amp; Recreation</i>	<i>Cr Danita Potter</i>
<i>Local Disaster Management Water Wastewater Waste</i>	<i>Cr Roz Frohloff</i>
<i>Economic Development</i> <ul style="list-style-type: none"> <li>• <i>industry</i></li> <li>• <i>agriculture</i></li> <li>• <i>water security</i></li> <li>• <i>tourism</i></li> </ul>	<i>Cr Kirstie Schumacher</i>
<i>Rural Services Natural Resource Management Planning Compliance Services</i>	<i>Cr Scott Henschen</i>
<i>Roads &amp; Drainage</i>	<i>Cr Gavin Jones</i>

*Carried 7/0*

*FOR VOTE - Councillors voted unanimously*

**ATTACHMENTS**

**Nil**

**6.6 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION**

**File Number:** Exec2  
**Author:** Chief Executive Officer  
**Authoriser:** Chief Executive Officer

**PRECIS**

An update in regard to the process for Councillor Portfolio representation and any future changes in line with the adoption of the 2021 – 2026 Corporate Plan.

**SUMMARY**

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*. The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

**OFFICER'S RECOMMENDATION**

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the June Executive and Finance & Corporate Standing Committee.

**BACKGROUND**

Matter discussed at the Executive and Finance & Corporate Standing Committee 17 February 2021 with the following resolution being adopted:

**COMMITTEE RESOLUTION 2021/36**

*Moved: Cr Brett Otto Seconded: Cr Gavin Jones*

*That a report be brought back to the Executive and Finance & Corporate Standing Committee Meeting in April as to future Portfolio assignments to Councillors to align Portfolios appropriately to the 2021-2026 Corporate Plan.*

**CARRIED 7/0**

At the General meeting of 29 April 2020, the South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio.

The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand. During this term of Council, a Standing Committee structure has been adopted with Council no longer holding closed Portfolio Briefing meetings. The Standing Committees are open and live streamed and consider information reports as well as making recommendations to the monthly Ordinary meeting of Council.



## Executive and Finance &amp; Corporate Standing Committee Meeting Agenda

21 April 2021

At the meeting of 17 February 2021 Council made an adjustment to the portfolio system with the change the economic development portfolio as follows:

*South Burnett Regional Council adopts the assignments of specific portfolios as:*

<i>Regional Development</i> <ul style="list-style-type: none"><li>• <i>industry</i></li><li>• <i>agriculture</i></li><li>• <i>water security</i></li><li>• <i>economic development and tourism</i></li></ul>	<i>Cr Kirstie Schumacher</i>
--	------------------------------

As detailed in a separate report in this agenda the draft corporate plan is nearing final adoption and Council will consider both policy direction and structure moving forward. It is considered premature to finalise any portfolio changes until the corporate plan process is finalised.

**ATTACHMENTS****Nil**

**9.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION**

**File Number:** Exec 2  
**Author:** Executive Assistant  
**Authoriser:** Chief Executive Officer

**PRECIS**

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021 - Assignment of Councillor Portfolio representation – change of portfolio name.

**SUMMARY**

Committee Resolution 2021/35

Moved: Cr Brett Otto  
 Seconded: Cr Danita Potter

That the committee recommends to Council:

1. That South Burnett Regional Council adopts the assignments of specific portfolios as:

Regional Development <ul style="list-style-type: none"> <li>• industry</li> <li>• agriculture</li> <li>• water security</li> <li>• economic development and tourism</li> </ul>	Cr Kirstie Schumacher
--	-----------------------

and

2. Amends any Council policy or procedure on an administrative basis to reflect the name change.

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

Against: Nil

CARRIED 7/0

**OFFICER'S RECOMMENDATION**

That

1. South Burnett Regional Council adopts the assignments of specific portfolios as:

Regional Development <ul style="list-style-type: none"> <li>• industry</li> <li>• agriculture</li> <li>• water security</li> <li>• economic development and tourism</li> </ul>	Cr Kirstie Schumacher
--	-----------------------

and

2. Amends any Council policy or procedure on an administrative basis to reflect the name change.

**BACKGROUND**

Presented at the Executive and Finance & Corporate Standing Committee Meeting held on 17 February 2021

Ordinary Council Meeting Agenda

24 February 2021

**ATTACHMENTS**

**Nil**

**6.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION**

**File Number:** Exec2  
**Author:** Chief Executive Officer  
**Authoriser:** Chief Executive Officer

**PRECIS**

An update regarding the process for Councillor Portfolio representation and any future changes in line with the adoption of the 2021 – 2026 Corporate Plan.

**SUMMARY**

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

**OFFICER'S RECOMMENDATION**

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the September Executive and Finance & Corporate Standing Committee.

**BACKGROUND**

Matter discussed at the Executive and Finance & Corporate Standing Committee 17 February 2021 with the following resolution being adopted:

**COMMITTEE RESOLUTION 2021/36**

*Moved: Cr Brett Otto Seconded: Cr Gavin Jones*

*That a report be brought back to the Executive and Finance & Corporate Standing Committee Meeting in April as to future Portfolio assignments to Councillors to align Portfolios appropriately to the 2021-2026 Corporate Plan.*

**CARRIED 7/0**

Matter discussed at the Executive and Finance & Corporate Standing Committee 21 April 2021 with the following resolution being adopted:

**COMMITTEE RESOLUTION 2021/94**

*Moved: Cr Roz Frohloff*

*Seconded: Cr Kathy Duff*

*That Council receives the update report Councillor Portfolio representation for information and presents a further report to the June Executive and Finance & Corporate Standing Committee.*

**CARRIED 6/0**

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

---

**Executive and Finance & Corporate Standing Committee Meeting Agenda**

16 June 2021

With the adoption of the 2021 – 2026 Corporate Plan Council is reviewing its organisational structure in accordance with the strategic direction. It is recommended that any changes to the portfolio structure be finalised in accordance with the organisational review.

**ATTACHMENTS****Nil**

**7.3 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION**

**File Number:** Exec2  
**Author:** Chief Executive Officer  
**Authoriser:** Chief Executive Officer

**PRECIS**

An update regarding the process for Councillor Portfolio representation and any future changes in line with the adoption of the 2021 – 2026 Corporate Plan.

**SUMMARY**

South Burnett Regional Council (Council) adopted a portfolio system where the Mayor and each Councillor has been assigned as a portfolio representative for a specific portfolio. The portfolio system gives Councillors additional roles and responsibilities and in no way diminishes a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009*.

The review and consultation phase of the organisation realignment has been conducted during August and September 2021. Information is being collated to discuss with Councillors regarding structure going forward. The portfolio allocation would be considered in association with this alignment of structure, and it is proposed to bring this matter to the October Ordinary meeting for consideration by Council.

---

**OFFICER'S RECOMMENDATION**

That Council receives the update report Councillor Portfolio representation for information and presents a further report to the October Executive and Finance & Corporate Standing Committee and a workshop be held with Councillors prior to this meeting.

**BACKGROUND**

Matter discussed at the Executive and Finance & Corporate Standing Committee 17 February 2021 with the following resolution being adopted:

**COMMITTEE RESOLUTION 2021/36**

*Moved: Cr Brett Otto Seconded: Cr Gavin Jones*

*That a report be brought back to the Executive and Finance & Corporate Standing Committee Meeting in April as to future Portfolio assignments to Councillors to align Portfolios appropriately to the 2021-2026 Corporate Plan.*

**CARRIED 7/0**

Matter discussed at the Executive and Finance & Corporate Standing Committee 21 April 2021 with the following resolution being adopted:

**COMMITTEE RESOLUTION 2021/94**

*Moved: Cr Roz Frohloff*

*Seconded: Cr Kathy Duff*

*That Council receives the update report Councillor Portfolio representation for information and presents a further report to the June Executive and Finance & Corporate Standing Committee.*

**CARRIED 6/0**

**6.2 ASSIGNMENT OF COUNCILLOR PORTFOLIO REPRESENTATION**

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**COMMITTEE RESOLUTION 2021/1**

*Moved: Cr Brett Otto*  
*Seconded: Cr Roz Frohloff*

*That Council receives the update report Councillor Portfolio representation for information and presents a further report to the September Executive and Finance & Corporate Standing Committee.*

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

*Against: Nil*

**CARRIED 5/0**

The portfolios are focused at a strategic level of Council policy. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to a strategic issue at hand.

With the adoption of the 2021 – 2026 Corporate Plan Council is reviewing its organisational structure in accordance with the strategic direction. It is recommended that any changes to the portfolio structure be finalised in accordance with the organisational review.

**ATTACHMENTS**

**Nil**



POLICY CATEGORY-NUMBER: Statutory-003  
POLICY OWNER: Social & Corporate Performance

ECM ID: 2681185  
MINUTE NUMBER: 1215  
ADOPTED ON: 29 April 2020

## Councillor Portfolio Representative Policy

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### 1. POLICY STATEMENT

The purpose of this policy is to provide clear guidelines on the roles and responsibilities of the Mayor and Councillors as portfolio representatives.

### 2. SCOPE

This policy applies to the Mayor and Councillors of the South Burnett Regional Council ('Council').

### 3. POLICY OBJECTIVES

Council has adopted a portfolio system where each Councillor is a representative for specific portfolios that reflect the organisation structure and the strategies within Council's Corporate Plan 2018/19 to 2022/23.

### 4. BACKGROUND AND/OR PRINCIPLES

The portfolios are focused at the strategic level of Council. The policy is **does not**:

- Intend to detract from any Councillor's responsibility to represent their constituents on day-to-day issues. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to the strategic issue at hand; and
- Diminish a Councillor's statutory responsibilities and obligations under the *Local Government Act 2009* (the 'Act'), whereby the portfolio requirements are in addition to the roles, responsibilities and obligations of Councillors, as set out in the Act.

For clarity, the responsibilities of a Portfolio Councillor **do not** include:

- Involvement in operational matters of the Council;
- Giving directions to Council employees;
- Committing Council funds or promise to fund or resource any project or matter;
- Making strategic or policy decisions on behalf of Council; or
- Portraying personal views when representing or speaking on behalf of Council; or
- Does not diminish Councillors' statutory responsibilities under the Act.

### 5. GENERAL INFORMATION

Councillor responsibilities associated with their portfolio are:



- 5.1 To be familiar with the Corporate Plan, in particular the goals and strategies for the activities that the Councillor's portfolio is responsible for delivering.
- 5.2 To be familiar with the annual Operational Plan and the annual Budget for income and expenditure for the projects within the Councillor's portfolio.
- 5.3 To have a sound understanding, within the Councillor's portfolio area, of the capital projects being undertaken including the progress of actual annual capital expenditure against annual capital budget (year to date).
- 5.4 To comply with the Media Relations Policy when engaging with the media.
- 5.5 To act as relevant portfolio spokesperson in the Ordinary Council Meetings and Portfolio Briefings, for those agenda items falling within their allocated portfolio. In this context it is not expected that the portfolio Councillor will be the technical expert but the portfolio Councillor is expected to understand and be able to explain the strategic context of issues and their impact on the achievement of the Council's adopted plans and the community. Councillors may provide a full brief to Council on matters in relation to their portfolio. Alternatively they may provide an introduction or an overview of the matter then hand over to the relevant Manager, General Manager or the Chief Executive Officer (CEO).
- 5.6 To request further information from Council officers in accordance with Council's Acceptable Request Guidelines. Formal Community engagement activities are to be approved by the Mayor, planned and documented as per the Community Engagement Policy and Procedure.
- 5.7 To liaise and communicate with the relevant Manager, General Manager or the CEO, on a monthly basis to keep abreast of and to give Council's perspective with regard to strategic issues including future planning, strategic options, current progress in completing the Operational Plan and progress with major strategic projects.
- 5.8 To represent the Council on relevant and approved external committees and community forums.
- 5.9 To keep the Mayor abreast of issues within the Councillor's portfolio.
- 5.10 To keep the Mayor and fellow Councillors informed regarding matters that may affect Council and/or a Councillor's divisional area.

## **6. DEFINITIONS**

Not Applicable

## **7. LEGISLATIVE REFERENCE**

*Local Government Act 2009*

## **8. RELATED POLICIES/PROCEDURES**

Acceptable Request Guidelines  
Councillor Code of Conduct Policy  
Corporate Plan 2018/19 to 2022/23  
Employee Code of Conduct Policy  
Media Relations Policy

**9. NEXT REVIEW**

April 2022 or as required by legislation

**10. VERSION CONTROL**

<b>Version</b>	<b>Revision Description</b>	<b>Approval Date</b>
1	Adoption of Policy	18 July 2012
2	Revision of Policy	7 April 2016
3	Revision of Policy	19 April 2017
4	Revision of Policy	13 June 2018
5	Change to Portfolio Names	October 2018
6	Local Government Quadrennial Election	Anticipated 29 April 2020

  
Mark Pitt PSM  
CHIEF EXECUTIVE OFFICER

Date: 29.04.2020

### 10.3 APPOINTMENT OF COUNCILLOR REPRESENTATIVES ON COUNCIL COMMITTEES AND OTHER ORGANISATIONS

**File Number:** 18-05-2022  
**Author:** Coordinator Executive Services  
**Authoriser:** Chief Executive Officer

#### PRECIS

Appointment of Councillor representatives on Council Committees and Other Organisations

#### SUMMARY

Review appointments to committees following the completion of the Division 1 By-Election.

#### OFFICER'S RECOMMENDATION

That the committee recommend to council:

That the following Councillors be appointed as the Council representatives to Council Committees and other organisations as listed below:

<b>Committees for nomination of Councillor appointments</b>	<b>Councillor Membership</b>	<b>Councillor/s allocation</b>
South Burnett Regional Council Audit Advisory Committee	2 Councillors with 1 appointed as the Chair	Mayor Brett Otto Cr Kirstie Schumacher
South Burnett Regional Council Australia Day Judging Panel	3 Councillors	Mayor Brett Otto Cr Danita Potter Cr Scott Henschen
Blackbutt Pool Committee	Division 2 Councillor	Deputy Mayor Gavin Jones
Boondooma Homestead Management Advisory Committee	2 Councillors	Cr Kathy Duff Cr Scott Henschen
Burnett Inland Economic Development Organisation (BIEDO)	1 Councillor	Cr Kathy Duff
South Burnett Community Police Consultative Committee	2 Councillors	Cr Danita Potter Cr Scott Henschen
Murgon Sports Association	1 Councillor	Cr Kathy Duff
Reconciliation Action Plan Committee	Mayor & 2 Councillors	Mayor Brett Otto Deputy Mayor Gavin Jones Cr Kathy Duff
South Burnett Community Consultative Committee (Health)	1 Councillors	Cr Danita Potter
South Burnett Community Network Committee (Interagency)	3 Councillors	Cr Danita Potter Cr Kathy Duff Cr Scott Henschen
Traffic Advisory Committee	3 Councillor	Deputy Mayor Gavin Jones Cr Scott Henschen
Wide Bay Burnett Regional Organisation of Councils (WBBROC)	Mayor & Deputy Mayor	Mayor Brett Otto Deputy Mayor Gavin Jones
Wide Bay Burnett Resource Group	Councillor	

<b>Committees for nomination of Councillor appointments</b>	<b>Councillor Membership</b>	<b>Councillor/s allocation</b>
Wide Bay Burnett Regional Road Transport Group (WBBRRTG)	Mayor & Deputy Mayor	Mayor Brett Otto Deputy Mayor Gavin Jones
Wide Bay Burnett Regional Sport & Recreation Advisory Committee	Portfolio Councillor	Cr Danita Potter
South Burnett Tourism Advisory Committee	<del>2 Councillors will be appointed to the Committee, 1 Council's Tourism Portfolio Holder who will perform the role of Committee Chairperson. 1 Councillor appointed to the Committee as Deputy Chair.</del>	Cr Kirstie Schumacher Deputy Mayor Gavin Jones
Wide Bay Burnett Regional Arts Committee	Councillor	Cr Danita Potter
Kingaroy Stakeholder Consultative Group	2 Councillors	Mayor Brett Otto Cr Danita Potter
South Burnett Local Drug Action Team	Portfolio Councillor	Cr Danita Potter
BIEDO Sub Committee - Ag Network	2 Councillor	Cr Kathy Duff Cr Kirstie Schumacher Cr Scott Henschen
Mundubbera – Jandowae Road Working Group	2 Councillors	Cr Kathy Duff Deputy Mayor Gavin Jones
South Burnett Drought Resilience Committee	2 Councillors	Cr Kathy Duff Cr Danita Potter
<b>LDMG</b>	2 Councillors	Cr Danita Potter Deputy Mayor Gavin Jones
<b>Recovery</b>	2 Councillors	Cr Kathy Duff Cr Scott Henschen

## FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications arise from this report

## LINK TO CORPORATE/OPERATIONAL PLAN

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

## COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Presentation to Standing Committee for discussion and the May Ordinary Meeting of Council for endorsement.

## LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No direct legal implications arise from this report

## POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

## ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report

**REPORT**

The committee appointments require updating following the completion of the Division 1 By-Election. The table was adopted on 29 April 2020 and has also been updated in accordance with previous council resolutions – for example the change the BIEDO representative. The previous Councillor has been removed from the table and no allocation has yet been made for the successful candidate. Changes to the table have been highlighted and/or ~~strike through~~ to identify easily. The LDMG and Recovery committees have been added to the table for reference. The Wide Bay Burnett Resource Group was developed through the WBBROC over the past decade and are calling for nominations to the committee to guide and implement the priority actions of the Investment Attractions Strategy.

**ATTACHMENTS**

Nil

**10.4 LOCAL GOVERNMENT ELECTORAL EXPENDITURE CAPS - DISCUSSION PAPER****File Number: GOV1****Author: Chief Executive Officer****Authoriser: Chief Executive Officer****PRECIS**

As part of Queensland Government's rolling local government reform agenda to strengthen the transparency, accountability and integrity measures the department is seeking feedback on the proposed local government electoral expenditure caps.

**SUMMARY**

The discussion paper is attached for Reference. Council direction is sought for the basis of any submission or if to support the LGAQ position.

**OFFICER'S RECOMMENDATION**

That the report be noted for information

**BACKGROUND**

The department is seeking feedback to help inform the final scheme that is adopted and on the following key areas:

- definition of electoral expenditure
- capped expenditure period
- third party registration and dedicated accounts
- proposed electoral expenditure caps for:
  - mayoral candidates
  - councillor candidates
  - groups of candidates and political parties
  - third parties
- indexation and determination of elector numbers
- associated entities
- compliance and record keeping.

To provide feedback please address the issues (17) identified in the discussion paper response are to be forwarded [localgovernmentpolicy@dsdilgp.qld.gov.au](mailto:localgovernmentpolicy@dsdilgp.qld.gov.au) by COB 27 May 2022.

**The Local Government Association wants safeguards to ensure proposed new electoral spending cap rules for councils don't end up giving third parties undue influence and will be making a submission**

**ATTACHMENTS**

1. **Media Release: Statement from LGAQ CEO Alison Smith Regarding Proposed Electoral Expenditure Caps** [!\[\]\(a88007b249b36c75dcbde101f514cec3\_img.jpg\)](#) [!\[\]\(800628c068083563f747129d8b339031\_img.jpg\)](#)
2. **Government Discussion Paper - Local Government Election Spending** [!\[\]\(01f5879e654468630e790d983a473ee0\_img.jpg\)](#) [!\[\]\(ce8b778f402aca455ccdfd070a33a08d\_img.jpg\)](#)



Wednesday, 20 April 2022

### Statement from LGAQ CEO Alison Smith regarding proposed electoral expenditure caps

Queenslanders rightly expect council elections to be fair, democratic and free from undue influence.

Any changes to the way local government election campaigns are conducted should ensure fairness, transparency and accountability and should not leave the process open to unfair distortion by third parties.

The LGAQ supports the introduction of spending caps so long as they are workable and enhance the democratic process.

Councils across Queensland have called for any new campaign spending cap regime to be accompanied by new laws to prevent the potential distorting influence of third parties with aligned interests.

We urge the government to ensure any proposed changes reflect this intent.

The LGAQ will be making this clear in its submission to Government on its proposed changes in coming weeks.

**For more information, please contact:**

[Sarah Vogler](#), External Relations Director

Phone: [0438 447 370](tel:0438447370)

Local Government Association of Queensland



APRIL 2022

# Local government electoral expenditure caps

Discussion paper





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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

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## Introduction

### Local government reform

In recent years the Queensland Government has been delivering a rolling reform agenda across the local government sector.

These reforms further strengthen the transparency, accountability and integrity measures that apply to the system of local government. Several inquiries including the Crime and Corruption Commission's (CCC) Operation Belcarra have identified a range of opportunities to further enhance the quality of local government in

Queensland through reform, including the way councillors are elected. The Operation Belcarra Report<sup>1</sup>, finalised in October 2017, found that good government requires elections to be contested on a level playing field, with equal participation available to all. It also stressed the need for complete transparency in elections.<sup>2</sup>

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### Legislative reform principles

The principles that have guided these reforms are:



#### Integrity

ensuring current and future councillors are fully informed about their obligations as candidates and councillors, and requiring councillors to uphold the highest levels of honesty and impartiality when making decisions in the public interest



#### Transparency

clarifying and strengthening requirements before, during and after an election to enable voters to better know who they are voting for and to reduce corruption risks, and ensuring that the community can understand why councils make the decisions they do in the public interest



#### Diversity

promoting councils being representative of their communities and making it easier for potential candidates to nominate and campaign



#### Consistency

aligning local government election requirements with state and federal electoral processes and aligning requirements between Brisbane City Council (BCC) and other local governments

<sup>1</sup> Crime and Corruption Commission, Operation Belcarra: A blueprint for integrity and addressing corruption risk in local government, October 2017

<sup>2</sup> CCC, Operation Belcarra Report, October 2017, p 41.

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Following the Belcarra Report, the first stage of reforms, including the prohibition of donations from property developers, commenced in 2018 with the passage of the *Local Government Electoral (Implementing Stage 1 of Belcarra) and Other Legislation Amendment Act 2018* and the *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018*.

Further reforms, such as mandatory training for election candidates and improved disclosure requirements, were made in 2019 under the *Local Government Electoral (Implementing Stage 2 of Belcarra) and Other Legislation Amendment Act 2019*.

On 30 June 2020, the *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020* (the Integrity Act) received assent. It covered a range of integrity reforms for State and local government, including a system of expenditure caps for State elections.

## Economics and Governance Committee inquiry

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When the Integrity Act was introduced as a Bill into the Legislative Assembly on 28 November 2019 it was referred to the Economics and Governance Committee (the Committee) for inquiry.

The Legislative Assembly also requested the Committee to consider recommendation 1 of the CCC's Operation Belcarra Report regarding the feasibility of introducing expenditure caps for Queensland local government elections, with a view to the model commencing after the 2020 local government elections.

The CCC's recommendation 1 was:

**That an appropriate Parliamentary Committee review the feasibility of introducing expenditure caps for Queensland local government elections. Without limiting the scope of the review, the review should consider:**

- (a) expenditure caps for candidates, groups of candidates, third parties, political parties and associated entities
- (b) the merit of having different expenditure caps for incumbent versus new candidates
- (c) practices in other jurisdictions.



## Committee's recommendations

On 15 September 2020, the Committee tabled its Report No. 47, 56th Parliament, *Inquiry into the feasibility of introducing expenditure caps for Queensland local government elections*.<sup>3</sup>

The Committee made seven recommendations:

- › **Recommendation 1**  
That the definition of electoral expenditure in the *Local Government Electoral Act 2011* be aligned with the definition in the *Electoral Act 1992*, subject to further consultation with stakeholders on relevant inclusions and exclusions.
- › **Recommendation 2**  
That a sliding scale of electoral expenditure caps for Queensland local government elections be established with reference to the number of electors in the relevant ward/division or local government area, and including differentiation for mayoral and councillor candidates and divided and undivided councils where appropriate.
- › **Recommendation 3**  
That further analysis and consultation with stakeholders be undertaken to determine caps of appropriate magnitude, with particular reference to the models proposed by the Department of Local Government, Racing and Multicultural Affairs and the Local Government Association of Queensland.
- › **Recommendation 4**  
That further analysis and consultation be undertaken to determine an appropriate cap for third party electoral expenditure, and a system of third party registration be established to support the monitoring and enforcement of third party compliance with the established cap.
- › **Recommendation 5**  
That electoral expenditure incurred by an associated entity for Queensland local government elections be treated as though it was incurred by the electoral participant with which the entity is associated.
- › **Recommendation 6**  
That scheme penalties and recovery provisions be aligned with those for the state government electoral expenditure cap scheme under the *Electoral Act 1992*, and further consultation be undertaken on the potential prescription of scheme offences as integrity offences.
- › **Recommendation 7**  
That the Department of Local Government, Racing and Multicultural Affairs coordinate with the Electoral Commission of Queensland to ensure election participants have access to a suite of informational resources and training to support their compliance with the established scheme.

<sup>3</sup>A copy of the report is available at: <https://documents.parliament.qld.gov.au/tableoffice/tabledpapers/2020/5620T1648.pdf>

## Queensland Government response

Following the October 2020 State general election, on 27 November 2020 the Queensland Government tabled its response to the Committee's recommendations in the Legislative Assembly.<sup>4</sup>

The Government supported the Committee's seven recommendations in principle. The Government noted that consultation with stakeholders and further analysis as recommended by the Committee will inform the final scheme design and will provide the opportunity to align the respective systems regulating electoral expenditure for State and local government elections.

The Government's response proposed that, subject to consultation with stakeholders and further policy analysis, the caps scheme should apply to both quadrennial local government elections and by-elections conducted under the *Local Government Electoral Act 2011* (LGEA).

It should be noted that subsequent to tabling of the Government's response, on 27 April 2021 the State Development and Regional Industries Committee tabled a *Statement regarding predecessor committee report into the feasibility of introducing expenditure caps for Queensland local government elections*.<sup>5</sup>

The statement acknowledged

**errors in the reporting of electoral expenditure incurred by election participants in relation to the March 2020 Queensland local government elections. [The] committee understands that this was the result of misinterpretation of data reported in the electronic disclosure system of the Electoral Commission of Queensland.**<sup>6</sup>

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<sup>4</sup> A copy of the response is available at: <https://www.parliament.qld.gov.au/Documents/TableOffice/TabledPapers/2020/5720T266.pdf>

<sup>5</sup> A copy of the statement is available at: <https://documents.parliament.qld.gov.au/tableoffice/tabledpapers/2021/5721T569.pdf>

<sup>6</sup> State Development and Regional Industries Committee, *Statement regarding predecessor committee report into the feasibility of introducing expenditure caps for Queensland local government elections*, April 2021, p 1.

## Local government electoral expenditure caps scheme

The purpose of this discussion paper is to seek stakeholder feedback on the proposed local government electoral expenditure caps scheme. It is essential that the proposed scheme appropriately addresses compatibility with human rights, in line with the *Human Rights Act 2019*, and the implied freedom of political communication as considered in case law in the High Court of Australia. Submissions to this discussion paper will contribute to the evidence base supporting the Government's policy development in this regard.

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In preparing this discussion paper and developing the proposed local government electoral expenditure caps scheme, the Department has reviewed the following:

- › the model previously proposed by the former Department of Local Government, Racing and Multicultural Affairs (DLGRMA) in March 2019;
- › the model proposed by the Local Government Association of Queensland (LGAQ); and
- › the models operating at the local government level in New South Wales, Tasmania and New Zealand.

In addition, the Department has also reviewed the State elections expenditure caps scheme and identified where differences may be required for a local government scheme.

The proposed scheme will apply to all local government elections in Queensland, which include quadrennial elections, fresh elections and by-elections.

It is intended that the proposed scheme, subject to the Government's and Parliament's approval, will first apply to the 2024 quadrennial local government elections.

Key features are outlined as follows.

### Definition of electoral expenditure

State elections are held under the *Electoral Act 1992* (EA) and local government elections are held under the LGEA. The Committee noted that there are differences in the definitions of 'electoral expenditure' and certain other provisions across the two pieces of legislation.

'Electoral expenditure' for local government elections is defined in section 123 of the LGEA. While the LGEA definition does not mirror the definition in section 199 of the EA for State elections, it is similar in many respects.

The EA includes in its definition the concept that expenditure is electoral expenditure if incurred for a 'campaign purpose' (defined in section 199A). For third parties, expenditure is electoral expenditure if the dominant purpose for which the expenditure is incurred is a campaign purpose. The relevant sections are set out in full in Appendix A.

The Committee recommended (Recommendation 1) that the definition of electoral expenditure in the LGEA should be aligned with that in the EA to support an appropriately defined local government expenditure cap scheme.

The Committee noted that this would also support the insertion of additional detail regarding the application of the provisions, to further clarify their scope for electoral participants.<sup>7</sup>

Noting stakeholder suggestions about the potential inclusion of costs for office accommodation and paid campaign staff, as in some other jurisdictions, the Committee also considered that further consultation should be undertaken on relevant inclusions and exclusions prior to the introduction of a proposed legislative scheme.<sup>8</sup> The EA definition specifically excludes expenditure incurred employing staff for a campaign purpose from the definition of electoral expenditure. Further, the definition does not cover expenditure incurred for office accommodation.

It is proposed in the new scheme to align the definition in the LGEA with that applying under the EA, to provide uniformity and certainty to candidates, parties and third parties who may participate in both local and State government election campaigns and to provide clarity for enforcement of both schemes by the Electoral Commission of Queensland (ECQ).

<sup>7</sup> Economics and Governance Committee, Report No. 47, 56th Parliament, *Inquiry into the feasibility of introducing expenditure caps for Queensland local government elections* (Expenditure Caps Report), September 2020, p.17.

<sup>8</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, p.17.



Where the wording of section 199 of the EA applies only to elected Members of Parliament, for example excluding expenditure for which the Member is entitled to receive an allowance or entitlement under the *Queensland Independent Remuneration Tribunal Act 2013*, appropriate wording applicable to local government councillors will be drafted, for example referring to a council's expenses reimbursement policy.

A definition of 'campaign purpose' will also be included, mirroring the definition in section 199A of the EA.

In addition to aligning the definition of electoral expenditure in the State and local government systems, it is also proposed to amend the LGEA to incorporate the concept of 'gifted electoral expenditure' which applies under the State system.

Section 200B of the EA provides a definition of 'gifted' in relation to electoral expenditure. An amount of electoral expenditure is 'gifted' to an election participant if the expenditure benefits the participant and a range of other circumstances apply, for example the participant is not invoiced by the person incurring the expenditure.

Under section 280A of the EA, if electoral expenditure incurred by a person is gifted to a participant in an election, the participant is taken to have incurred the expenditure. Further, the definition of 'gift' in section 201 of the EA includes an amount of electoral expenditure a person gifted to an election participant. The inclusion of 'gifted electoral expenditure' in the LGEA is therefore likely to require amendments to the definition of 'gift' and related provisions, in order to align with the EA.

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#### PROPOSAL

- › 'Electoral expenditure' and 'campaign purpose' to be aligned with the State scheme.
- › Concept of 'gifted electoral expenditure' to be incorporated from the State scheme.

#### ISSUE 1.

**Do you support the proposal to align the definition of electoral expenditure with the State scheme?**

#### ISSUE 2.

**Do you support the proposal to incorporate the concept of gifted electoral expenditure from the State scheme?**

## Capped expenditure period

The period when spending caps apply is a key consideration for an electoral expenditure caps scheme. In its report, the Committee considered a number of relevant expenditure caps models<sup>9</sup>:

- › Under the NSW model the capped expenditure period runs from 1 July to polling day, usually being the second Saturday of September<sup>10</sup>
- › Tasmania's limits apply for a 'relevant period' commencing on the 30th day before the notice of election and finishing on polling day<sup>11</sup>
- › New Zealand's expenditure caps apply for a three-month period up to the close of polling day<sup>12</sup>
- › Under the UK model the 'regulated period' begins on the day after the date a person officially becomes a candidate and ends on polling day<sup>13</sup>
- › The initial Queensland models proposed by both DLGRMA and the LGAQ applied caps over the full four-year term.

It is proposed to model the length of the capped expenditure period on the length of the capped expenditure period from the State electoral expenditure caps scheme (see section 280 of the EA at Appendix A).

It is proposed to apply a similar time period as applies for an ordinary general election in the State system (i.e. approximately 7 months) for local government quadrennial elections, with the capped expenditure period to commence on the first business day after the last Saturday in the preceding August and end on the polling day.

In relation to by-elections the Committee considered that:

**the same system of local government electoral expenditure caps should apply equally for quadrennial elections and by-elections, with the capped expenditure period for a by-election to commence on the day the writ for the by-election is issued and end on the polling day for the by-election, consistent with provisions under the State electoral expenditure cap scheme and under the system of expenditure caps for local government elections in NSW.<sup>14</sup>**

It is proposed that for a by-election the capped expenditure period will commence on the day the notice of the by-election is published by the returning officer and end on the polling day for the by-election.

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### PROPOSAL

- › Length of the 'capped expenditure period' to be modelled on the State electoral caps scheme.
- › Capped expenditure period for local government quadrennial elections to last for approximately seven months – to commence on the first business day after the last Saturday in the preceding August and to end on polling day.
- › Capped expenditure period for a local government by-election to commence on the day when the notice of the by-election is published and to end on polling day.

### ISSUE 3.

**Do you support the proposed capped expenditure periods, as outlined above?**

<sup>9</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, pp 22 - 23

<sup>10</sup> Electoral Funding Act 2018 (NSW), section 28

<sup>11</sup> Local Government Act 1993 (Tas), section 3

<sup>12</sup> Local Electoral Act 2001 (NZ), section 104

<sup>13</sup> Electoral Commission (UK) Local elections in England May 2021, Guidance for candidates and agents: Part 3 of 6 – Spending and donations, p 6

<sup>14</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, pp 39 - 40

## Third party registration and dedicated accounts

Another key consideration is determining the appropriate level to cap third party electoral expenditure to ensure third parties can participate in the debate and discuss local government issues. The Committee noted that third parties should not exert a disproportionate influence through their electoral spending where they are able to overpower the voices of direct electoral participants including councillor and mayoral candidates. Recommendation 4 of the Committee report provides for a third-party registration system to support monitoring and enforcement.

Sections 297 to 304 of the EA provide for registration of a third party in the State scheme if the electoral expenditure incurred by or with the authority of the third party during the capped expenditure period for the election exceeds \$6,000.

It is proposed to provide for a system of third-party registration for local government elections, modelled on the system under the EA. The relevant threshold will be \$6,000 to ensure there is consistency between the arrangements that apply at State elections and local government elections.

It should also be noted that the EA provides for registered third parties (and third parties required to be registered) to keep a separate bank account (State campaign account) for the election. This requirement also applies to registered political parties. It is proposed to amend the LGEA to provide for dedicated accounts for registered third parties and political parties, consistent with the requirements of the EA.

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### PROPOSAL

- › Third party registration and dedicated accounts for registered third parties and political parties to be modelled on the State scheme.
- › Third party to be registered if expenditure exceeds \$6,000 during capped expenditure period.

### ISSUE 4.

Do you support registration of third parties?

### ISSUE 5.

Do you support separate dedicated accounts for registered third parties and registered political parties?

<sup>15</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, pp 37 - 38

## Proposed electoral expenditure caps

The Committee reviewed a number of expenditure cap models including those proposed by DLGRMA and the LGAQ. The Committee made three recommendations for expenditure cap models:

- › Recommendation 2 requires a sliding scale of electoral expenditure caps for Queensland local government elections with reference to the number of electors in the relevant ward/division or local government area and including differentiation for mayoral and councillor candidates and divided and undivided councils where appropriate.
- › Recommendations 3 and 4 provide that further analysis and consultation with stakeholders should be undertaken to determine caps for mayoral and councillor candidates as well as third parties.

In its report the Committee highlighted many differences in campaigning practices and spending throughout Queensland.<sup>16</sup> The Committee reviewed the expenditure caps models proposed by DLGRMA and the LGAQ and considered an appropriate system of expenditure caps may fall somewhere within the ranges proposed by the two models.<sup>17</sup> Accordingly, the Department has now proposed a middle ground model (to be known as the DSDILGP model) for mayoral and councillor candidates. The individual expenditure caps proposed apply to all local government elections including by-elections.

Indicative caps for each council using the proposed DSDILGP model are contained in Appendix B.

### Mayoral candidate electoral expenditure caps

The proposed caps for mayoral candidates in local government areas are:

- › \$30,000 for areas with fewer than 30,000 electors
- › a sliding amount of 1 dollar per elector for areas with 30,000 to 150,000 electors
- › a sliding amount of \$150,000 plus an additional 50 cents per elector for each additional elector over 150,000 for areas with up to 200,000 electors
- › a sliding amount of \$175,000 plus an additional 25 cents per elector for each additional elector over 200,000 for areas with more than 200,000 electors up to a maximum of \$250,000

### Councillor candidate electoral expenditure caps

The proposed caps for councillor candidates in local government areas/divisions are:

- › \$15,000 for areas/divisions with fewer than 20,000 electors
- › a sliding cap of 75 cents per elector for areas/divisions with 20,000 to 40,000 electors
- › \$30,000 for areas/divisions with more than 40,000 electors

The proposed expenditure caps recognise the need for a "flag fall" amount of campaign expenditure particularly in smaller remote and regional communities which suffer significant

<sup>16</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, p 17

<sup>17</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, p 29

diseconomies of scale due to factors such as low population density and isolation. The proposed expenditure caps also recognise the significant economies of scale that exist in larger urban communities, particularly in South-East Queensland, which result from higher population densities and greater competition in terms of the suppliers of goods and services for campaign related expenditure (eg printers, media services).

The Department considered the Committee's recommendation to examine the use of different caps for divided and undivided councils. A review of councillor and mayoral expenditure from the

2020 local government quadrennial election indicates there is not sufficient evidence that differentiated caps for divided and undivided councils are required.

The Department also considered different caps for incumbent and new local government candidates. The Committee commented in its report that it was not convinced of the benefits of establishing different expenditure caps for incumbent versus new local government candidates.<sup>18</sup> The Department agrees with the Committee's assessment and has not differentiated between candidates.

## PROPOSAL

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- › Mayoral candidate electoral expenditure caps:
  - \$30,000 for areas with fewer than 30,000 electors
  - a sliding amount of 1 dollar per elector for areas with 30,000 to 150,000 electors
  - a sliding amount of \$150,000 plus an additional 50 cents per elector for each additional elector over 150,000 for areas with up to 200,000 electors
  - a sliding amount of \$175,000 plus an additional 25 cents per elector for each additional elector over 200,000 for areas with more than 200,000 electors up to a maximum of \$250,000.
- › Councillor candidate electoral expenditure caps:
  - \$15,000 for areas/divisions with fewer than 20,000 electors
  - a sliding cap of 75 cents per elector for areas/divisions with 20,000 to 40,000 electors
  - \$30,000 for areas/divisions with more than 40,000 electors.

## ISSUE 6.

**Do you support the proposed electoral expenditure caps for mayors and councillor candidates?**

<sup>18</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, p 21

### Groups of candidates and political parties electoral expenditure caps

The LGEA allows for councillor and mayoral candidates to form a group for all types of local government elections. The Committee noted that groups of candidates and political parties are active in some local government elections. The Committee also found that some jurisdictions employ a form of aggregation approach, for example the group or party expenditure cap is the sum of all the caps for the candidate within the group or party.<sup>19</sup> The Committee commented that caps for groups of candidates and political parties should be established on the basis of some form of aggregation method.<sup>20</sup>

It is proposed to provide for a group or party expenditure cap that will enable political parties or groups of candidates to pool their individual caps. The group expenditure cap would include both councillor and mayoral candidate expenditure. For example, six councillor candidates and one mayoral candidate choose to

form a group to campaign in an undivided council area of 10,000 electors. The expenditure cap for the group would be \$120,000, which is based on 6 x councillor expenditure cap of \$15,000, plus the mayoral expenditure cap of \$30,000.

Electoral expenditure incurred by a member of a group of candidates, or an endorsed candidate is taken to fall within the group or party expenditure cap. This means that the expenditure of a member of a group or an endorsed party candidate when taken with any other electoral expenditure incurred by other members of the group or other endorsed party candidates must be under the group or party expenditure cap.

The Committee also suggested further consideration should be given to an upper limit which recognises potential economies of scale and associated benefits of collective campaigning.<sup>21</sup> This is not supported as the Department does not wish to discriminate against candidates who choose to operate as a group or in a party.

#### PROPOSAL

- › Groups or political parties can pool their individual caps for mayoral and councillor candidates.
- › Electoral expenditure incurred by a member of a group or an endorsed mayoral and councillor candidate is taken to fall within the group or party expenditure cap.

#### ISSUE 7.

**Do you support the proposed approach for groups of candidates and political parties?**

<sup>19</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, p 30

<sup>20</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, p 35

<sup>21</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, p 35



### Third party electoral expenditure caps

In its report, the Committee considered the issue of third parties having a potentially disproportionate influence on elections.<sup>22</sup>

As per the Committee's report, to ensure the scheme allows third parties to actively participate in elections while also ensuring other election participants' voices can be heard, it is proposed to have electoral expenditure caps for registered and unregistered third parties. The proposed cap for unregistered third parties is \$6,000, with expenditure totalled across any local government areas where expenditure is incurred. This is the same expenditure cap that applies

to unregistered third parties in the State system under the EA. As discussed above, once a third party spends over \$6,000 it must register for the local government election.

The cap for registered third parties is proposed to be the total of each mayoral candidate electoral expenditure cap for each local government area. According to the proposed mayoral candidate electoral expenditure caps (see page 12 and Appendix B), a registered third party would have an electoral expenditure cap of \$3,822,941 (based on elector numbers that applied at the 2020 local government elections). This could be applied flexibly across local government areas.

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#### PROPOSAL

- › Cap for unregistered third parties is \$6000, with expenditure totalled across any local government areas where expenditure is incurred.
- › Cap for registered third parties is the total of each mayoral candidate cap for each local government area. This cap can be applied flexibly across local government areas.

#### ISSUE 8.

**Do you support the proposed caps for registered and unregistered third parties?**

#### ISSUE 9.

**Please provide information or evidence supporting your view regarding proposed third party caps.**

<sup>22</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, pp 37 - 38

## Indexation and determination of elector numbers

The Committee commented that the final scheme should provide for the caps to be adjusted for inflation following each election. The Committee also noted that the applicable caps for each local government area and ward or division should be determined by the number of electors at a specified point in time.<sup>23</sup>

Section 281F of the EA provides for adjustment of expenditure caps, in line with the Consumer Price Index, 30 days after the polling day for a State general election. It is proposed to apply a similar mechanism to the local government expenditure caps scheme and for the adjusted caps to be published by the ECQ. It is proposed the expenditure caps will be adjusted 30 days after each quadrennial election and the adjusted caps will apply to the next quadrennial election and to any by-elections that occur before the next quadrennial election.

As the State scheme does not operate on a

sliding scale based on the number of electors, there is no provision in the EA for determination and notification of the number of electors and the amount of the caps at a specified point in time. However, the NSW model provides for the Electoral Commissioner to determine the number of electors for a local government area or ward and publication of the number of electors and the corresponding caps.

It is proposed that a similar arrangement to the NSW approach will apply in the Queensland local government scheme. It is proposed the ECQ must before the commencement of the capped expenditure period publish on its website the following information in relation to the election—

- (a) the number of enrolled electors for the local government area or division
- (b) the corresponding applicable caps that apply to the local government area or division.

### PROPOSAL

- › 'Indexation' of expenditure caps to be modelled on the State scheme.
- › 'Determination' of elector numbers and corresponding expenditure caps to be modelled on NSW local government scheme.
- › ECQ to publish number of enrolled electors for the local government area or division and the corresponding caps that apply before the capped expenditure period commences.

### ISSUE 10.

**Do you support the proposals for indexation of expenditure caps and determination of elector numbers by the ECQ?**

<sup>23</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, p 30



## Associated entities

The LGEA currently defines an associated entity as an incorporated or unincorporated body, or the trustee of a trust, that is controlled by one or more political parties or operates wholly or mainly for the benefit of one or more political parties.

The Committee noted that associated entities have become 'major conduits for political donations and expenditure in recent decades and can effectively serve as proxies for electoral participants'.<sup>24</sup>

Further, the Committee highlighted that the definition of associated entity in the EA (refer sections 204 and 204A) is broader than the LGEA definition as it applies not only to parties but also to candidates and groups of candidates.<sup>25</sup>

The Committee considered that, as per the provisions of the NSW model and Queensland's State electoral expenditure cap scheme, any expenditure incurred by an associated entity

for Queensland local government elections should be treated as though it was incurred by the electoral participant with which the entity is associated (Recommendation 5).

The Committee also considered there might be merit in aligning the definition of 'associated entity' in the LGEA with the EA to support consistent inclusion of their electoral spending in the relevant cap across the State and local government elections.<sup>26</sup>

It is proposed that the local government electoral expenditure cap system will apply to associated entities and that the definition in the LGEA will be amended to align with the EA, meaning associated entities of candidates, groups of candidates and political parties will be captured. It should be noted that the EA provides for an associated entity to use the campaign account of the election participant with which it is associated.

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### PROPOSAL

- › Local government electoral expenditure caps to apply to 'associated entities'.
- › Legislative definition of 'associated entities' to be aligned with the State definition.

### ISSUE 11.

**Do you support applying the expenditure cap system to associated entities?**

### ISSUE 12.

**Do you support expanding the definition of associated entity in the LGEA to align with the EA?**

<sup>24</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, p 38

<sup>25</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, p 38

<sup>26</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, p 39

## Compliance and record keeping

Recommendation 6 of the Committee's report was to align scheme penalties and recovery provisions with those for the State scheme under the EA. Additionally, noting stakeholder calls for the disqualification of successful candidates who are found to be in breach of the electoral expenditure caps scheme, the Committee considered that there is merit in considering and consulting on the potential prescription of scheme offences as 'integrity offences' under the local government legislation.<sup>27</sup>

A councillor is automatically suspended if charged with a disqualifying offence. Disqualifying offences include 'integrity offences' and 'serious integrity offences.' If convicted of an integrity offence, a person automatically stops being a councillor and is disqualified for a period of four years. If convicted of a serious integrity offence, a person automatically stops being a councillor and is disqualified for a period of seven years - see section 153 and Schedule 1 of both the *Local Government Act 2009* (LGA) and the *City of Brisbane Act 2010* (COBA).

Under the State arrangements a Member's seat in the Legislative Assembly becomes vacant if the Member is convicted of an offence and sentenced to more than one year of imprisonment.

Key provisions for the State scheme include the following:

- › Section 281G of the EA provides for a maximum penalty of 1500 penalty units or 10 years imprisonment where an election participant, or a person acting with the participant's authority, exceeds a relevant cap and knows or ought reasonably to know that the amount of the expenditure would exceed the cap. This offence is a crime.
- › Section 281H of the EA provides that where an unregistered third party exceeds their applicable cap, the maximum penalty is the greater of the amount that is twice the amount of the unlawful expenditure, or 200 penalty units
- › Section 281J of the EA provides for recovery of unlawful electoral expenditure. An amount that is twice the amount of the unlawful expenditure is payable to the State
- › Section 307B of the EA provides that where a person is found to have knowingly participated, directly or indirectly, in a scheme to circumvent the expenditure cap regime, a maximum penalty of 1500 penalty units or 10 years imprisonment applies. Section 307B(1) is currently listed in Schedule 1, part 1 of the LGA and the COBA as a serious integrity offence.
- › Section 307AB of the EA provides for liability for electoral expenditure offences committed by an unincorporated body.

<sup>27</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, p 46

It is proposed to align the penalty and recovery provisions in the LGEA with the relevant EA provisions.

It is also proposed to provide where appropriate that expenditure cap offences are either integrity or serious integrity offences under the LGA and the COBA.

Further, Part 11, Division 12A of the EA and Part 5AA of the Electoral Regulation 2013 include

comprehensive record keeping requirements for State elections, while Part 11, Division 13A of the EA also provides for the ECQ to appoint an auditor to conduct an audit in relation to returns, campaign accounts and compliance generally with Part 11 of the EA. To ensure transparency it is proposed to align where appropriate the record-keeping and auditing requirements for State and local government elections.

#### PROPOSAL

- › 'Penalty and recovery provisions' to be aligned with the State scheme.
- › Expenditure caps offences to be 'integrity' or 'serious integrity offences', where appropriate.
- › Record-keeping and auditing requirements to be aligned with the State scheme.

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#### ISSUE 13.

Do you support aligning the penalty and recovery provisions in the LGEA with the EA?

#### ISSUE 14.

Do you support the proposed amendments to make expenditure cap offences integrity or serious integrity offences?

#### ISSUE 15.

Do you support aligning the record-keeping and auditing requirements for State and local government elections?

## Implementation – training and resources for election participants

The Committee's Recommendation 7 was to ensure election participants have access to informational resources and training. The Committee agreed with stakeholders that the electoral expenditure caps scheme should involve significant engagement to ensure candidates, parties and third parties can comply with the new requirements. The Committee also commented that while it would expect scheme requirements to be addressed in mandatory candidate training, election participants should also have access to additional resources such as guidelines or fact sheets and a help desk or support line.<sup>28</sup>

The Department will work with the ECQ during policy development to prepare both training and capacity building resources for the range of election participants to be affected by the new scheme. This will be informed by stakeholder feedback to this discussion paper and by submissions made to the relevant Parliamentary Committee in the event proposed legislation is referred for inquiry.

### ISSUE 16.

**Do you support resources such as training, guidelines, fact sheets and a helpdesk being made available to election participants? Do you think there are other types of resources that would assist election participants?**

### Review

The Committee noted a submission calling for the effectiveness of the State expenditure caps laws to be reviewed before expenditure caps for local government elections in 2024 are finalised.<sup>29</sup> The Committee agreed that it would be appropriate to consider the operation of the new State electoral

expenditure caps at the 2020 Queensland general election.<sup>30</sup>

In addition, the Committee commented that an appropriate review mechanism could be considered for the local government electoral expenditure caps scheme.<sup>31</sup>

### ISSUE 17.

**Do you support an ongoing review mechanism and, if so, in what format?**

<sup>28</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, p 46

<sup>29</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, pp 46 - 47

<sup>30</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, p 48

<sup>31</sup> Economics and Governance Committee, Expenditure Caps Report, September 2020, p 48



A list of the issues posed throughout this discussion paper is set out below:

**ISSUE 1:** Do you support the proposal to align the definition of electoral expenditure with the State scheme?

**ISSUE 2:** Do you support the proposal to incorporate the concept of gifted electoral expenditure from the State scheme?

**ISSUE 3:** Do you support the proposed capped expenditure periods, as outlined above?

**ISSUE 4:** Do you support registration of third parties?

**ISSUE 5:** Do you support separate dedicated accounts for registered third parties and registered political parties?

**ISSUE 6:** Do you support the proposed electoral expenditure caps for mayors and councillor candidates?

**ISSUE 7:** Do you support the proposed approach for groups of candidates and political parties?

**ISSUE 8:** Do you support the proposed caps for registered and unregistered third parties?

**ISSUE 9:** Please provide information or evidence supporting your view regarding proposed third party caps.

**ISSUE 10:** Do you support the proposals for indexation of expenditure caps and determination of elector numbers by the ECQ?

**ISSUE 11:** Do you support applying the expenditure cap system to associated entities?

**ISSUE 12:** Do you support expanding the definition of associated entity in the LGEA to align with the EA?

**ISSUE 13:** Do you support aligning the penalty and recovery provisions in the LGEA with the EA?

**ISSUE 14:** Do you support the proposed amendments to make expenditure cap offences integrity or serious integrity offences?

**ISSUE 15:** Do you support aligning the record-keeping and auditing requirements for State and local government elections?

**ISSUE 16:** Do you support resources such as training, guidelines, fact sheets and a helpdesk being made available to election participants? Do you think there are other types of resources that would assist election participants?

**ISSUE 17:** Do you support an ongoing review mechanism and, if so, in what format?

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## How to provide feedback on the proposed local government electoral expenditure caps scheme

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The Department is interested to hear from stakeholders regarding the proposed scheme by 27 May 2022.

Feedback received will help to inform the final scheme that is adopted.

To provide feedback on the proposed scheme please email [localgovernmentpolicy@dsdilgp.qld.gov.au](mailto:localgovernmentpolicy@dsdilgp.qld.gov.au)

Local government electoral expenditure caps



## Appendix A: Key legislative provisions

Section	Provision
<b>Electoral Act 1992</b>	
<b>Section 199</b>	<p><b>Meaning of electoral expenditure</b></p> <ol style="list-style-type: none"> <li>1) Electoral expenditure means expenditure of a kind mentioned in subsection (2) incurred for a campaign purpose.</li> <li>2) For subsection (1), the kind of expenditure is— <ol style="list-style-type: none"> <li>a) expenditure for designing, producing, printing, broadcasting or publishing material for an election, including, for example— <ol style="list-style-type: none"> <li>i) an advertisement for broadcast on radio or television, at a cinema, or using the internet, email or SMS; and</li> <li>ii) material for publication in newspapers or magazines, on billboards, or as brochures, flyers, signs, how-to-vote cards or information sheets; and</li> <li>iii) material for distribution in letters; or</li> </ol> </li> <li>b) expenditure for the cost of distributing material for an election, including, for example, the cost of postage, sending SMS messages or couriers; or</li> <li>c) expenditure for carrying out an opinion poll or research; or</li> <li>d) expenditure for contracted services related to an activity mentioned in paragraph (a), (b) or (c), including, for example, fees for consultants or the provision of data; or</li> <li>e) expenditure of another kind prescribed by regulation to be a kind of electoral expenditure.</li> </ol> </li> <li>3) For subsection (2)(a) and (b), it does not matter whether section 181 applies to the material.</li> <li>4) However, electoral expenditure does not include— <ol style="list-style-type: none"> <li>a) expenditure incurred substantially for or related to the election of— <ol style="list-style-type: none"> <li>i) members of the Parliament of another State or the Commonwealth; or</li> <li>ii) councillors (however described) of a local government of the State or another State; or</li> </ol> </li> <li>b) expenditure on factual advertising about a matter that relates mainly to the administration of a registered political party, including, for example, a meeting of a branch, division or committee of the party— <ol style="list-style-type: none"> <li>i) for an organisational purpose; or</li> <li>ii) to select a candidate to nominate for election; or</li> </ol> </li> <li>c) expenditure incurred employing staff for a campaign purpose; or</li> <li>d) expenditure of a kind prescribed by regulation not to be a kind of electoral expenditure.</li> </ol> </li> <li>5) Expenditure incurred by a third party is electoral expenditure if the dominant purpose for which the expenditure is incurred is a campaign purpose.</li> <li>6) However, expenditure incurred by a third party is not electoral expenditure if the dominant purpose for which the expenditure is incurred is another purpose, even if the expenditure is also incurred for, or achieves, a campaign purpose.</li> </ol> <p>Example of other purposes for incurring expenditure— to educate or raise awareness about an issue of public policy</p> <ol style="list-style-type: none"> <li>7) Also, electoral expenditure incurred by or for an elected member does not include expenditure of a kind for which the member is entitled to receive an allowance or entitlement.</li> <li>8) In this section— <p><b>allowance or entitlement</b>, for an elected member, means—</p> <ol style="list-style-type: none"> <li>a) an allowance or entitlement the member is entitled to under the Queensland Independent Remuneration Tribunal Act 2013, section 54; or</li> <li>b) accommodation, services or other entitlements mentioned in the Queensland Independent Remuneration Tribunal Act 2013 supplied or paid to the member.</li> </ol> </li> </ol>

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Section	Provision
<b>Electoral Act 1992</b>	
<b>Section 199A</b>	<p><b>Meaning of campaign purpose</b></p> <ol style="list-style-type: none"> <li>1) Expenditure is incurred for a campaign purpose if the expenditure is incurred to— <ol style="list-style-type: none"> <li>a) promote or oppose a political party in relation to an election; or</li> <li>b) promote or oppose the election of a candidate; or</li> <li>c) otherwise influence voting at an election.</li> </ol> </li> <li>2) Without limiting subsection (1), expenditure is incurred for a purpose mentioned in subsection (1)(a), (b) or (c) if material produced as a result of the expenditure does any of the following in relation to an election— <ol style="list-style-type: none"> <li>a) expressly promotes or opposes— <ol style="list-style-type: none"> <li>i) political parties or candidates who advocate, or do not advocate, a particular policy or issue; or</li> <li>ii) political parties or candidates who have, or do not have, a particular position on a policy or issue; or</li> <li>iii) candidates who express a particular opinion;</li> </ol> </li> <li>b) expressly or impliedly comments— <ol style="list-style-type: none"> <li>i) about a political party, elected member or candidate in the election; or</li> <li>ii) in relation to an electoral district;</li> </ol> </li> <li>c) expresses a particular position on a policy, issue or opinion— <ol style="list-style-type: none"> <li>i) if the position is publicly associated with a political party or candidate; and</li> <li>ii) whether or not, in expressing the position, the party or candidate is mentioned.</li> </ol> </li> </ol> </li> </ol>
<b>Section 280</b>	<p><b>Meaning of capped expenditure period</b></p> <ol style="list-style-type: none"> <li>1) The capped expenditure period, for an election, starts— <ol style="list-style-type: none"> <li>a) for an ordinary general election—on the first business day after the last Saturday in the preceding March; or</li> <li>b) for an extraordinary general election— <ol style="list-style-type: none"> <li>i) if the capped expenditure period for an ordinary general election has started under paragraph (a)—the day that capped expenditure period started; or</li> <li>ii) otherwise—the day the writ for the election is issued; or</li> </ol> </li> <li>c) for a by-election—the day the writ for the election is issued.</li> </ol> </li> <li>2) The capped expenditure period, for an election, ends at 6p.m. on the later of— <ol style="list-style-type: none"> <li>a) the polling day for the election; or</li> <li>b) if the poll at a polling booth for an election is adjourned under section 99B(3) or 100(1)—the day the adjourned poll is held.</li> </ol> </li> <li>3) Subsection (2)(b) applies despite section 100(6).</li> <li>4) In this section— <p><b>preceding March</b>, in relation to an ordinary general election, means the March that occurs in the same calendar year as the normal polling day for the general election.</p> </li> </ol>



Section	Provision
<b>Local Government Electoral Act 2011</b>	
<b>Section 123</b>	<p><b>Meaning of electoral expenditure</b></p> <p>1) Electoral expenditure, in relation to an election, is expenditure incurred (whether or not during the election period for the election) on, or a gift in kind given that consists of—</p> <ul style="list-style-type: none"> <li>a) broadcasting a political advertisement during the election period; or</li> <li>b) publishing a political advertisement in a journal during the election period; or</li> <li>c) publishing a political advertisement on the internet during the election period, even if the internet site on which the publication is made is located outside Queensland; or</li> <li>d) displaying a political advertisement at a theatre or other place of entertainment during the election period; or</li> <li>e) producing and distributing a political advertisement mentioned in paragraph (a), (b), (c) or (d); or</li> <li>f) producing and distributing other material used during the election period that— <ul style="list-style-type: none"> <li>i) advocates a vote for or against a candidate, group of candidates or registered political party; and</li> <li>ii) is required under section 177 to include the name and address of the author of the material or of the person authorising the material; or</li> </ul> </li> <li>g) carrying out an opinion poll or other research relating to the election during the election period if the dominant purpose of the opinion poll or research is to, directly or indirectly— <ul style="list-style-type: none"> <li>i) promote or oppose the election of a candidate or group of candidates; or</li> <li>ii) promote or oppose a registered political party in relation to the election; or</li> <li>iii) otherwise influence voting at the election.</li> </ul> </li> </ul> <p>2) In this section—</p> <p><b>journal</b> means a newspaper, magazine or other periodical, whether published for sale or for distribution without charge.</p> <p><b>political advertisement</b> means an advertisement that advocates a vote for or against a candidate, group of candidates or registered political party.</p>

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## Appendix B: Indicative electoral expenditure caps

### Local government mayoral candidates

Council	No. of enrolled voters (2020 elections)	Indicative expenditure cap (based on 2020 elector numbers)	Council	No. of enrolled voters (2020 elections)	Indicative expenditure cap (based on 2020 elector numbers)
<b>Band 1 – \$30,000 for areas with fewer than 30,000 electors</b>			<b>Band 1 – \$30,000 for areas with fewer than 30,000 electors</b>		
Aurukun Shire Council	810	\$30,000	Longreach Regional Council	2,475	\$30,000
Balonne Shire Council	2,907	\$30,000	Mapoon Aboriginal Shire Council	199	\$30,000
Banana Shire Council	9,298	\$30,000	Maranoa Regional Council	8,612	\$30,000
Barcaldine Regional Council	2,067	\$30,000	Mareeba Shire Council	14,324	\$30,000
Barcoo Shire Council	209	\$30,000	McKinlay Shire Council	522	\$30,000
Blackall-Tambo Regional Council	1,420	\$30,000	Mornington Shire Council	615	\$30,000
Boulia Shire Council	250	\$30,000	Mount Isa City Council	11,221	\$30,000
Bulloo Shire Council	201	\$30,000	Murweh Shire Council	2,783	\$30,000
Burdekin Shire Council	12,002	\$30,000	Napranum Aboriginal Shire Council	564	\$30,000
Burke Shire Council	184	\$30,000	North Burnett Regional Council	6,962	\$30,000
Carpentaria Shire Council	1,057	\$30,000	Northern Peninsula Area Regional Council	1,448	\$30,000
Cassowary Coast Regional Council	19,466	\$30,000	Palm Island Aboriginal Shire Council	897	\$30,000
Central Highlands Regional Council	16,817	\$30,000	Paroo Shire Council	1,105	\$30,000
Charters Towers Regional Council	7,480	\$30,000	Porpuraaw Aboriginal Shire Council	453	\$30,000
Cherbourg Aboriginal Shire Council	482	\$30,000	Quilpie Shire Council	541	\$30,000
Cloncurry Shire Council	1,730	\$30,000	Richmond Shire Council	549	\$30,000
Cook Shire Council	2,542	\$30,000	Scenic Rim Regional Council	29,879	\$30,000
Croydon Shire Council	167	\$30,000	Somerset Regional Council	17,076	\$30,000
Diamantina Shire Council	165	\$30,000	South Burnett Regional Council	23,008	\$30,000
Doomadgee Aboriginal Shire Council	652	\$30,000	Southern Downs Regional Council	25,950	\$30,000
Douglas Shire Council	8,304	\$30,000	Tablelands Regional Council	17,623	\$30,000
Etheridge Shire Council	558	\$30,000	Torres Shire Council	1,872	\$30,000
Flinders Shire Council	1,158	\$30,000	Torres Strait Island Regional Council	2,514	\$30,000
Goondiwindi Regional Council	7,456	\$30,000	Western Downs Regional Council	22,292	\$30,000
Hinchinbrook Shire Council	8,167	\$30,000	Whitsunday Regional Council	22,219	\$30,000
Hope Vale Aboriginal Shire Council	586	\$30,000	Winton Shire Council	815	\$30,000
Isaac Regional Council	11,549	\$30,000	Woorabinda Aboriginal Shire Council	327	\$30,000
Kowanyama Regional Council	640	\$30,000	Wujal Wujal Aboriginal Shire Council	208	\$30,000
Livingstone Shire Council	26,427	\$30,000	Yarrabah Aboriginal Shire Council	1,189	\$30,000
Lockhart River Aboriginal Shire Council	377	\$30,000			
Lockyer Valley Regional Council	26,545	\$30,000			

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Local government electoral expenditure caps

Council	No. of enrolled voters (2020 elections)	Indicative expenditure cap (based on 2020 elector numbers)
<b>Band 2 – a sliding amount of 1 dollar per elector for areas with 30,000 to 150,000 electors</b>		
Gympie Regional Council	37,385	\$37,385
Noosa Shire Council	40,724	\$40,724
Gladstone Shire Council	41,313	\$41,313
Rockhampton Regional Council	54,858	\$54,858
Bundaberg Regional Council	68,897	\$68,897
Fraser Coast Regional Council	78,161	\$78,161
Mackay Regional Council	80,280	\$80,280
Cairns Regional Council	104,670	\$104,670
Redland City Council	110,412	\$110,412
Toowoomba Regional Council	115,153	\$115,153
Townsville City Council	128,601	\$128,601
Ipswich City Council	133,368	\$133,368

Council	No. of enrolled voters (2020 elections)	Indicative expenditure cap (based on 2020 elector numbers)
<b>Band 3 – a sliding amount of \$150,000 plus an additional 50 cents per elector for each additional elector over 150,000 for areas with up to 200,000 electors</b>		
Logan City Council	196,035	\$173,018
<b>Band 4 – a sliding amount of \$175,000 plus an additional 25 cents per elector for each additional elector over 200,000 for areas with more than 200,000 electors up to a maximum of \$250,000</b>		
Sunshine Coast Regional Council	230,373	\$182,593
Moreton Bay Regional Council	306,121	\$201,530
Gold Coast City Council	387,913	\$221,978
Brisbane City Council	788,689	\$250,000

## Local government councillor candidates

Council	No. of enrolled voters (2020 elections) <sup>12</sup>	Indicative councillor expenditure cap (based on 2020 elector numbers)	Council	No. of enrolled voters (2020 elections)	Indicative councillor expenditure cap (based on 2020 elector numbers)
<b>Band 1 – \$15,000 for areas/divisions with fewer than 20,000 electors</b>			<b>Band 1 – \$15,000 for areas/divisions with fewer than 20,000 electors</b>		
Aurukun Shire Council	810	\$15,000	Logan City Council	16,336	\$15,000
Balonne Shire Council	2,907	\$15,000	Longreach Regional Council	2,475	\$15,000
Banana Shire Council	1,576	\$15,000	Mapoon Aboriginal Shire Council	200	\$15,000
Barcaldine Regional Council	2,067	\$15,000	Maranoa Regional Council	14,324	\$15,000
Barcoo Shire Council	209	\$15,000	Mareeba Shire Council	14,324	\$15,000
Blackall-Tambo Regional Council	1,420	\$15,000	McKinlay Shire Council	522	\$15,000
Boulia Shire Council	250	\$15,000	Mornington Shire Council	615	\$15,000
Bulloo Shire Council	201	\$15,000	Mount Isa City Council	11,221	\$15,000
Bundaberg Regional Council	6,890	\$15,000	Murweh Shire Council	2,783	\$15,000
Burdekin Shire Council	12,002	\$15,000	Napranum Aboriginal Shire Council	564	\$15,000
Burke Shire Council	184	\$15,000	North Burnett Regional Council	1,160	\$15,000
Cairns Regional Council	11,630	\$15,000	Northern Peninsula Area Regional Council	290	\$15,000
Carpentaria Shire Council	1,057	\$15,000	Palm Island Aboriginal Shire Council	897	\$15,000
Cassowary Coast Regional Council	3,244	\$15,000	Paroo Shire Council	1,105	\$15,000
Central Highlands Regional Council	16,817	\$15,000	Porpuraaw Aboriginal Shire Council	453	\$15,000
Charters Towers Regional Council	7,480	\$15,000	Quilpie Shire Council	541	\$15,000
Cherbourg Aboriginal Shire Council	482	\$15,000	Redland City Council	11,041	\$15,000
Cloncurry Shire Council	1,730	\$15,000	Richmond Shire Council	549	\$15,000
Cook Shire Council	2,542	\$15,000	Rockhampton Regional Council	7,837	\$15,000
Croydon Shire Council	167	\$15,000	Scenic Rim Regional Council	4,980	\$15,000
Diamantina Shire Council	165	\$15,000	Somerset Regional Council	17,076	\$15,000
Doomadgee Aboriginal Shire Council	652	\$15,000	South Burnett Regional Council	3,835	\$15,000
Douglas Shire Council	8,304	\$15,000	Tablelands Regional Council	2,937	\$15,000
Etheridge Shire Council	558	\$15,000	Torres Shire Council	1,872	\$15,000
Flinders Shire Council	1,158	\$15,000	Torres Strait Island Regional Council	168	\$15,000
Fraser Coast Regional Council	7,816	\$15,000	Townsville City Council	12,860	\$15,000
Goondiwindi Regional Council	7,456	\$15,000	Whitsunday Regional Council	3,703	\$15,000
Gympie Regional Council	4,673	\$15,000	Winton Shire Council	815	\$15,000
Hinchinbrook Shire Council	8,167	\$15,000	Woorabinda Aboriginal Shire Council	327	\$15,000
Hope Vale Aboriginal Shire Council	586	\$15,000	Wujal Wujal Aboriginal Shire Council	208	\$15,000
Isaac Regional Council	1,441	\$15,000	Yarrabah Aboriginal Shire Council	1,189	\$15,000
Kowanyama Regional Council	640	\$15,000			
Lockhart River Aboriginal Shire Council	377	\$15,000			

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<sup>12</sup> For divided councils, this number is an average of the number of electors across all divisions for the 2020 election.

Council	No. of enrolled voters (2020 elections) <sup>33</sup>	Indicative councillor expenditure cap (based on 2020 elector numbers)
<b>Band 2 – a sliding cap of 75 cents per elector for areas/divisions with 20,000 to 40,000 electors</b>		
Western Downs Regional Council	22,292	\$16,719
Sunshine Coast Regional Council	23,037	\$17,278
Moreton Bay Regional Council	25,510	\$19,134
Southern Downs Regional Council	25,950	\$19,463
Livingstone Shire Council	26,427	\$19,820
Lockyer Valley Regional Council	26,545	\$19,909
Gold Coast City Council	27,708	\$20,782
Brisbane City Council	30,334	\$22,751
Ipswich City Council	33,342	\$25,007

Council	No. of enrolled voters (2020 elections)	Indicative councillor expenditure cap (based on 2020 elector numbers)
<b>Band 3 – \$30,000 for areas/divisions with more than 40,000 electors</b>		
Gladstone Regional Council	41,313	\$30,000
Mackay Regional Council	80,280	\$30,000
Noosa Shire Council	40,724	\$30,000
Toowoomba Regional Council	115,153	\$30,000

<sup>33</sup> For divided councils, this number is an average of the number of electors across all divisions for the 2020 election.

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**10.5 DRAFT SOUTH BURNETT REGIONAL COUNCIL ANNUAL OPERATIONAL PLAN 2022/23**

**File Number:** 18 May 2022  
**Author:** Manager Corporate Services  
**Authoriser:** Chief Executive Officer

**PRECIS**

DRAFT South Burnett Regional Council Annual Operational Plan 2022/23

**SUMMARY**

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**Budget Committee Resolution 2022/3**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the amended Draft South Burnett Regional Council Operational Plan 2022/23 – Executive Services be approved for inclusion in the operational plan development process for 2022/23.

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

Against: Nil

**CARRIED 5/0**

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**Budget Committee Resolution 2022/9**

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council:

That the Draft South Burnett Regional Council Operational Plan 2022/23 – Finance & Corporate be approved for inclusion in the operational plan development process for 2022/23.

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

Against: Nil

**CARRIED 5/0**

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**Budget Committee Resolution 2022/19**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the Draft South Burnett Regional Council Operational Plan 2022/23 – Liveability be approved for inclusion in the operational plan development process for 2022/23.

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

Against: Nil

**CARRIED 6/0**

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**Budget Committee Resolution 2022/28**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the Draft South Burnett Regional Council Operational Plan 2022/23 – Infrastructure be approved for inclusion in the operational plan development process for 2022/23.

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

Against: Nil

**CARRIED 6/0**





**OFFICER'S RECOMMENDATION**

That the Draft South Burnett Regional Council Operational Plan 2022/23 (as presented) be approved for inclusion in the operational plan development workshop to be held prior to the adoption of the 2022/23 budget.

**BACKGROUND**

Draft plans were presented at Council's Budget Committee meetings held in March and April 2022. Changes as identified from the discussions at Council's Budget Committee meetings have been included in the draft plans.

**ATTACHMENTS**

1. **V2 - DRAFT South Burnett Regional Council Operational Plan 2022/23 - Executive Services** [↓](#) 
2. **V2 - DRAFT South Burnett Regional Council Operational Plan 2022/23 - Infrastructure** [↓](#) 
3. **V2 - DRAFT South Burnett Regional Council Operational Plan 2022/23 - Finance & Corporate** [↓](#) 
4. **V2 - DRAFT South Burnett Regional Council Operational Plan 2022/23 - Liveability** [↓](#) 





**SOUTH BURNETT**  
**REGIONAL COUNCIL**

**Executive Services**  
**Annual Operational Plan**  
**2022/23**

- Mission:** To effectively plan, manage and deliver Council services and regulatory responsibilities to and on behalf of the organisation
- Officer Responsible:** Chief Executive Officer
- Responsibilities:** Executive Services, Strategic Planning, Media / Communications, Human Resource Management, Workplace Health and Safety, Advocacy, Economic / Regional Development and oversight of organisational operational matters



Core Activities			
Activity	Branch	Corporate Plan 2021-26	Budget Source
Strengthen, maintain, and actively contribute to Local Government organisations/associations advocating Council's strategic and operational position on key issues	Office of the CEO	OR12; GR16	Business Unit 1001
Develop, coordinate, and publish Council's Annual Report on organisational activities and compliance with legislation	Office of the CEO	OR2	Business Unit 1001
Proactive strategic delivery of media and communications utilising activities such as bi-annual community survey	Office of the CEO	OR10	Business Unit 1001
Implementation of Council's adopted policies e.g.; Community Engagement Strategy and Policy; Regional Development Policy	Office of the CEO	OR10; GR1	Business Unit 1001
Providing administrative support service to the Elected Members to meet Council's strategic outcomes	Office of the CEO	OR12	Business Unit 1001
Promotion and operation of Council owned heritage, arts, and tourism assets	Office of the CEO	GR5	Various Business Units - 1004, 1057-1068
Ongoing implementation of Council's Strategic Human Resource Management Plan to guide the engagement, development, management, and performance of Council's human resources utilising activities such as annual employee engagement survey	People & Culture	OR11; OR9; GR15	Business Unit 1003
Continued improvement, implementation, and review of Council's Workplace Health Safety (WHS) System	People & Culture	OR16	Business Unit 1003

Projects/New Activities					
Activity	Branch	Corporate Plan	Start Date	Finish Date	Budget Source
Council advocacy for mental health and suicide prevention programme working with community stakeholders and government	Office of the CEO	IN13; EC11	1 July 2022	30 June 2023	Business Unit 1001
Advocate for specialist and community health services to maintain current services at a minimum	Office of the CEO	IN13	1 July 2022	ongoing	Business Unit 1001
Development, adoption and commence implementation of the SBRC Regional Development Action Plan	Office of the CEO	GR1	1 October 2022	30 April 2023	Business Unit 1001
Develop an investment ready road map aligning Council priorities to State and Federal government's objectives	Office of the CEO	GR2	1 October 2022	30 June 2023	Business Unit 1001
Develop a 25-year economic roadmap for water infrastructure	Office of the CEO	GR12; GR13	1 July 2022	30 June 2023	Business Unit 1001
Advocate for regional water security developing projects and seeking external funding	Office of the CEO	GR13	1 July 2022	ongoing	Business Unit 1001
Engage key stakeholders conducting advocacy activities to build regional economic diversification in energy transformation, encouraging responsible investment in renewable energy	Office of the CEO	OR5	1 July 2022	ongoing	Business Unit 1001, 1004
Engagement in energy policy and advocacy for transition of economies impacted by State and Commonwealth policies	Office of the CEO	EN5; GR14	1 July 2022	30 June 2023	Business Unit 1001
Partnership with industry led tourism and economic development organisations	Office of the CEO	GR6	1 July 2022	Ongoing	Business Unit 1004
Develop town and village community plans / key priority lists	Office of the CEO	EC9	1 July 2022	30 June 2023	Business Unit 1001

Develop an employee value proposition linking to Council's Strategic Human Resource Management Plan for positive retention outcomes	People & Culture	OR11	June 2021	Ongoing	Business Unit 1003
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**SOUTH BURNETT**  
**REGIONAL COUNCIL**

**Infrastructure**  
**Annual Operational Plan**  
**2022/23**

- Mission:** The provision of quality services and infrastructure that is planned, provided and managed on sound asset management principles and adopted levels of service.
- Officer Responsible:** General Manager Infrastructure
- Responsibilities:** Department Management, Design & Technical Services, Roads & Drainage, Water & Wastewater, Asset Management, Disaster Management



Core Activities			
Activity	Branch	Corporate Plan 2021-26	Budget Source
Continuation of Implementation of a Maintenance Management Plan for Transport Assets (Continued improvement of prioritised maintenance programme incorporating timely defect inspection and management of defect backlog).	Infrastructure Works	EC2; OR3	BU1110
Review disabled parking and footpath access in conjunction with CBD master plans (Predesign, concept plans developed for Kumbia, Wondai and Nanango including footpath furniture and on-street landscaping)	Infrastructure Planning	EC12	BU1107
Provide funding and facilitate the ongoing development of the local SES groups within the region	Infrastructure	EC6-	BU1048
Lead and Administer the Local Disaster Management Group for the South Burnett	Infrastructure	EC15	BU1048
Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology including footpaths (10 year works program developed in accordance with asset management strategy with adoption by Council)	Infrastructure Works / Infrastructure Planning	IN1; IN2	BU1110 / BU1107
Review current Asset Management Plan and strategy for transport assets including footpaths (Review of current asset management plan and methodologies including options for rationalisation)	Infrastructure Works / Infrastructure Planning	IN1; IN2; OR3	BU1110 / BU1107
Review current Asset Management Plan and strategy for Water and Wastewater assets (Asset management plan developed in accordance with Council and community service levels)	Water & Wastewater / Infrastructure Planning	IN7; OR3	BU1115 / BU1127 & BU1107
Achieve compliance with treatment plant licence conditions, dam safety, public health requirements with statutory timeframes for reporting achieved (No breach of licence conditions / statutory reports submitted in require timeframes)	Water & Wastewater	IN7	BU1115 & BU1127

Review and comply with customer service standards for water and wastewater infrastructure (Completed review is advertised for customer feedback and posted on web site as required by the regulator)	Water & Wastewater	IN7	BU1115 & BU1127
Development of a prioritised 10 year works programme for the replacement, upgrade and construction of new and existing water and wastewater assets with allocation of funding to develop, plan & design (10 year works program completed in accordance with asset management strategy)	Water & Wastewater	GR3	BU1115 & BU1127

Projects/New Activities					
Activity	Branch	Corporate Plan	Start Date	Finish Date	Budget Source
Develop and implement service standards for Central Business District ('CBD') cleaning and maintenance regime (Establish working party to devise appropriate standards for CBD cleaning)	Infrastructure Works & Parks	EC2	2021/22	2022/23	BU1110 / PARKS
Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology for median strips and roundabouts prioritising entry ways into our region (10 year works program developed in accordance with asset management strategy with adoption by Council)	Infrastructure Works / Infrastructure Planning	IN5	2022/23	2023/24	BU1110 & BU1107
Implementation of Project Management Framework and advanced design programme in accordance with 10 Year Programmes	Infrastructure Works / Infrastructure Planning	OR6	2022/23	2023/24	BU1110 / BU1107
That South Burnett Regional Council develop as part of its operational plan a dust sealing policy.	Infrastructure Works / Infrastructure Planning	IN5	2022/23	2023/24	BU1110 & BU1107

Renewable Opportunities - to review street lighting to potentially use renewable sources	Infrastructure Works / Infrastructure Planning	EN5	2022/23	2023/24	BU1110 & BU1107
Continued development of digital transformation and capacity - Kingaroy Transformation Project – Last mile digital infrastructure - Mobile telecommunication black spots - EV superhighway and charging stations	Infrastructure Planning	GR10	2021/22	2022/23	BU1107 / Economic Development
Council works with DTMR to develop and present options about heavy vehicle routes around Kingaroy for discussion with stakeholders	Infrastructure Planning	EC3	2022/23	2024/25	BU1107
Advocate for EV superhighway and installation of EV stations	Infrastructure Planning	EN6	2021/22	2022/23	BU1107 / Economic Development
Review of unit rates and schedules completed and options for increased service levels of current slashing and spraying service levels	Infrastructure Planning	IN3	2021/22	2023/24	BU1107
Work in partnership with TMR and NHVR to identify possible alternative routes to Kingaroy CBD areas	Infrastructure Planning	EC3	2021/22	2024/25	BU1107
Continue the development of CBD Master Plans (Pre-design concept plans developed for Kumbia, Wondai and Nanango including footpath, furniture and on-street landscaping)	Infrastructure Planning	EC2	2022/23	2024/24	BU1107
Review signage necessary in flooding events Working with local SES groups within the region to review signage necessary in events	Infrastructure Works	EC6	2021/22	2022/23	BU1110





**SOUTH BURNETT**  
**REGIONAL COUNCIL**

**Finance & Corporate**  
**Annual Operational Plan**  
**2022/23**

- Mission:** To provide excellent financial, corporate services and Information technology services/advice to enable our organisation to achieve its goals
- Officer Responsible:** General Manager Finance & Corporate
- Responsibilities:** Department Management, Corporate Services, Insurance, Governance, Customer Service, Property & Rating, Procurement & Stores, Financial Planning & Sustainability, Asset Management, Plant & Fleet Management, ICT & Business Systems.



Core Activities			
Activity	Branch	Corporate Plan 2021-26	Budget Source
Maintain Council's call centre and customer service delivery across the customer service centres of Blackbutt, Nanango, Kingaroy, Wondai / Murgon	Corporate, Governance & Strategy	EC5	Business Unit 1159
Manage the periodical review and progress update of Council's 2022/23 Annual Operational Plan	Corporate, Governance & Strategy	OR1	Business Unit 1159
Manage the development of Council's 2023/24 Annual Operational Plan aligned to Council's budget development process	Corporate, Governance & Strategy	OR1	Business Unit 1159
Manage the provision of delegations, sub-delegations and Local Government Worker / Authorised Persons governance processes	Corporate, Governance & Strategy	OR2	Business Unit 1159
Process Right to Information / Information Privacy applications in accordance with legislative requirements and provide awareness training to the organisation	Corporate, Governance & Strategy	OR2	Business Unit 1159
Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms and factsheets	Corporate, Governance & Strategy	OR2	Business Unit 1159
Capture and correctly manage Council's corporate documents using recordkeeping good practice and promoting such to the organisation	Corporate, Governance & Strategy	OR2	Business Unit 1159

Manage and maintain the legal proceedings / legal advice registers maintaining the budget for engagement of legal services	Corporate, Governance & Strategy	OR2	Business Unit 1159
Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy	Corporate, Governance & Strategy	OR2	Business Unit 1159
With the support of Council's departments, implement Council's Customer Service Charter including conducting a customer satisfaction survey bi-annually	Corporate, Governance & Strategy	OR8	Business Unit 1159
Manage Council's Insurance policies and claims	Corporate, Governance & Strategy	OR13	Business Unit 1159
Deliver sound corporate risk management and internal audit functions aligning to Council policy	Corporate, Governance & Strategy	OR15	Business Unit 1159
Cash analysis showing 3-month liquidity providing cash analysis in meeting reports surrounding Council's 3-month liquidity position	Finance & Sustainability	OR5	Business Unit 1011
Encouragement and development of the local Market Place by establishing a healthy register of what the local Market Place can provide to Council by way of goods or services committing a target to local spend	Finance & Sustainability	GR11	Business Unit 1012
Perform a review of dividends to determine best practice for calculation of budgeted dividends	Finance & Sustainability	OR5	Business Unit 1011
Compliance with budget limits. Regular quarterly budget revisions. Monthly reporting of budget variations to Council in monthly financial report	Finance & Sustainability	OR5	Business Unit 1011
Maintain and monitor 10-year long term financial plans reporting to Council through monthly financial reports	Finance & Sustainability	OR5	Business Unit 1011

Debt Recovery - Continue to follow up on outstanding debt to not place an unfair burden onto rate payers who meet their obligations in full	Finance & Sustainability	OR5	Business Unit 1011
Full review of expenditure to identify efficiencies within the organisation	Finance & Sustainability	OR5	Business Unit 1011
Develop and map strategies to bring Council budget into surplus within two (2) years	Finance & Sustainability	OR5	Business Unit 1011
Zero-based budgeting	Finance & Sustainability	OR7	Business Unit 1011
Strategically upgrade and improve Council information technology systems and hardware	ICT & Fleet	OR3	Business Unit 1017
Deliver effective plant management	ICT & Fleet	OR13	Business Unit 1016
Utilisation and operation of Council's Workshops	ICT & Fleet	OR13	Business Unit 1016
Data Security Review including Cyber Security. Ensure the provision of appropriate security systems (including cyber security) protect Council's data and information	ICT & Fleet	OR15	Business Unit 1017
Develop and manage Business Systems and Projects (Project T2 and sub-projects)	ICT & Fleet	OR3; OR15	Business Unit 1160

Projects/New Activities					
Activity	Branch	Corporate Plan	Start Date	Finish Date	Budget Source
Develop a framework for electronic signatures working with Council's Business Systems and Departments to accommodate their requirements	Corporate, Governance & Strategy	OR13	1 July 2022	30 June 2023	Business Unit 1159
Investigation into a more paperless accounts payable workflow	Finance & Sustainability	OR13	1 July 2022	Ongoing	Business Unit 1011
Review of rates supplementary notices to utilise the ERP	Finance & Sustainability	OR13	1 July 2022	30 June 2023	Business Unit 1011
Centralised Procurement	Finance & Sustainability	OR13	1 July 2022	Ongoing	Business Unit 1012
Paperless Rates Notices	Finance & Sustainability	OR13	1 July 2022	Ongoing	Business Unit 1011
Non-rate charges to be included on rates notices	Finance & Sustainability	OR13	1 July 2022	30 June 2023	Business Unit 1011
Continue review of general rating categories to achieve equity	Finance & Sustainability	OR14	1 July 2022	Ongoing	Business Unit 1011
Review of Asset Management Business processing for integration into one Asset Management System in Technology One	ICT & Fleet	IN2	1 July 2022	Ongoing	Business Unit 1160
Deliver a Customer Request Effectiveness Review Project (Project ID: T2.6)	ICT & Fleet	OR8	1 July 2022	31 October 2022	Business Unit 1160
Undertake business process mapping and analysis implementing a business process continuous improvement programme	ICT & Fleet	OR9	1 July 2022	Ongoing	Business Unit 1160

Realise business improvements through the use of Council's Business Systems Software	ICT & Fleet	OR13	1 July 2022	Ongoing	Business Unit 1160
Realise business improvements through the use of Council's Microsoft Office 365 Systems Software	ICT & Fleet	OR13	1 July 2022	Ongoing	Business Unit 1017
Effectively maintain and manage Council's white fleet maximising efficiencies	ICT & Fleet	OR13	1 July 2022	31 December 2023	Business Unit 1016



**SOUTH BURNETT**  
**REGIONAL COUNCIL**

**Liveability**  
**Annual Operational Plan**  
**2022/23**

- Mission:** To enhance the liveability of the South Burnett region via the provision of community services & facilities; sustainable environmental practices; appropriate planning & regulatory controls and initiatives that enhance community wellbeing and lifestyle
- Officer Responsible:** General Manager Liveability
- Responsibilities:** Department Management, Environment & Waste, Natural Resource Management, Planning & Land Management, Community Development, Libraries, Property & Facilities, Parks & Gardens



Core Activities			
Activity	Branch	Corporate Plan 2021-26	Budget Source
Support community development and wellbeing through delivery of Council's Community Grants programme	Community	EC16	BU1136
Enable free and equitable access to library facilities, services and programs for all members of the community to support the learning, recreation and social needs of the community	Community	EC5	BU1069-1076
Promotion and operation of Council owned heritage, arts, visitor information centres and tourism assets including Council's tourist facilities at Boondooma and Bjelke-Petersen Dams	Community	GR5, GR7	BU1008-1009
Provide well planned and maintained open space, parks and rail trails network to meet the recreation and social needs of the community	Community	EC1, EC5	BU1101, BU1102, BU1137
Maintain and improve Council's cemeteries to meet community standards	Community	IN14	BU1104
Maintain and improve Council's Saleyards to meet community standards	Community	IN11	BU1007
Actively manage Council's aerodromes to meet service standards and compliance	Community	IN15	BU1005
Administration of legislative functions including but not limited to food safety, public health licencing, environmental authority registrations, customer request management, regulation of council's local laws and mosquito management	Environment & Planning	EN8, EN10, EC14	BU1077, BU1138, BU1146, BU1147, BU1163
Effectively manage Development Applications and permits including planning, building and plumbing approvals	Environment & Planning	GR8	BU1055
Manage biosecurity and pest (weed & animal) management programmes including supporting biosecurity and natural resource management initiatives and strategies	Environment & Planning	EN4, EN7, EN9	BU1100, BU1169
Provision of acceptable, cost effective and environmentally responsible waste management services including collection services and waste disposal facilities	Environment & Planning	EN3	BU1078-BU1099, BU1164, BU1165



Management of Council's buildings and facilities including operational maintenance programmes, commercial and community leases and cost-effective asset management programs to meet agreed service levels	Facilities & Parks	EC5, IN10	BU1018
Maintain Council's swimming pools across the region	Facilities & Parks	EC5	BU1025-BU1030

Projects/New Activities					
Activity	Branch	Corporate Plan	Start Date	Finish Date	Budget Source
Implement a 'Level of Service Plan' for parks, gardens and recreation facilities	Facilities & Parks	EC1	01/07/2022	01/12/2022	BU1137
Establish an Advisory Committee to develop Botanical Masterplan	Facilities & Parks	EC1	01/07/2022	31/03/2023	BU1137
Investigate CCTV for Council and Community owned and operated open spaces including consideration of Council taking over control of Community controlled cameras	Facilities & Parks	EC2	01/07/2022	01/12/2022	BU1018
Engage key stakeholders to facilitate identified affordable housing projects	Facilities & Parks	IN9	01/07/2022	30/6/2023	BU1018
Investigate options for renewable energy opportunities to provide relief to Council's electricity operating costs	Facilities & Parks	EN2	01/07/2022	30/06/2023	BU1018
Develop Masterplan for Kingaroy Visitor Information Centre, Museum, Art Gallery Precinct	Community	EC4, GR5	01/07/2022	30/6/2023	Subject to Funding
Develop a South Burnett Regional Arts, Culture and Heritage Strategic Plan	Community	EC4	01/07/2022	01/12/2022	BU1136
Engage Museum Curator to review Council's five (5) museums and collections	Community	EC4, GR5	01/07/2022	30/6/2023	BU1018 FP100301

Prepare funding submission to enhance Arts, Culture and Heritage displays, restoration projects, arts and workshops	Community	EC4, GR5	01/07/2022	30/6/2023	Subject to Funding
Establish, develop and support a South Burnett Regional Council Ringsfield House Advisory Committee	Community	EC5; EC6	01/07/2022	30/6/2023	BU1018
Explore partnership opportunities to support local volunteer groups	Community	EC5; EC6	01/07/2022	30/6/2023	BU1136
Development of a Reconciliation Action Plan to sustainably and strategically take meaningful action to advance reconciliation	Community	EC10	01/07/2022	30/6/2023	BU1047
Engagement with local senior groups to develop strategies to facilitate a region for aging in place and meaningful community contribution seeking external funding	Community	EC13	01/07/2022	30/6/2023	BU1136
Investigate partnerships between Council and service providers facilitating assistance for homeless persons	Community	EC14	01/07/2022	30/6/2023	BU1136
Prepare Kingaroy Aerodrome Masterplan	Community	IN15	01/07/2022	30/6/2023	BU1005 Subject to Funding
Advocate and pursue opportunities for post-secondary education within the region preparing a business case and 'shovel ready' project/s	Community	GR9	01/07/2022	30/6/2023	Subject to Funding
Advocate for and facilitate wellbeing events across the region supporting our youth through Council's Youth Council	Community	EC8	01/07/2022	30/6/2023	BU1136
Advocate for and pursue opportunities for disaster recovery and resilience initiatives and projects that support local and regional resilience outcomes	Community	EC7, EC9, EC15	01/07/2022	30/6/2023	BU1136
Advocate for and pursue opportunities for mental health and suicide prevention initiatives and projects that support community well-being.	Community	EC9, EC11	01/07/2022	30/6/2023	BU1136

Create a pipeline of 'shovel ready' projects that support asset management principles and liveability outcomes for the community	Community	GR3	01/07/2022	30/06/2023	BU1018
Development of an Environmental Sustainability Policy	Environment & Planning	EN1	01/09/2023	01/01/2023	BU1163
Engage key stakeholders and advocacy activities to develop and implement energy efficient initiatives to reduce Council's energy / carbon footprint	Environment & Planning	EN2	01/07/2022	30/6/2023	BU1018
Investigation of Recycling options	Environment & Planning	EN3	01/07/2022	30/6/2023	BU1165
Review Council's Draft Biosecurity Plan to ensure relevance to the region	Environment & Planning	EN4	01/09/2023	30/04/2023	BU1100
Finalise a Major Amendment of Council's planning scheme	Environment & Planning	GR8	01/07/2022	01/04/2023	BU1055
Review and update Council's Local Government Infrastructure Plan ('LGIP') trunk infrastructure forward works schedules	Environment & Planning	GR8	01/07/2022	31/03/2023	BU1055
Community education and awareness on illegal dumping and littering; including investigation and enforcement	Environment & Planning	EN3	01/07/2022	31/03/2023	BU1165
Support the development of an agricultural land and product asset mapping programme	Environment & Planning	GR16	01/07/2022	30/06/2023	BU1136

## 10.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMPUTER, INTERNET AND EMAIL USAGE POLICY - STRATEGIC007

**File Number:** IR2744923

**Author:** Manager Corporate Services

**Authoriser:** Chief Executive Officer

### PRECIS

Adoption of the South Burnett Regional Council Computer, Internet and Email Usage Policy – Strategic007.

### SUMMARY

The South Burnett Regional Council Computer, Internet and Email Usage Policy outlines Council's commitment to ensuring the provision and availability of Information and Communications Technology services to efficiently perform Council functions.

This policy has been reviewed to include Council's intention regarding the newly introduced Microsoft OneDrive for Business platform.

### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Computer, Internet and Email Usage Policy – Strategic007 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.
	Deliver sound corporate risk management and internal audit functions aligning to policy.

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The draft OneDrive Usage Policy was presented at the Executive Leadership Team Meeting held 26 April 2022 for consideration and approval. Feedback received supported the inclusion of OneDrive in Council's Computer, Internet and Email Usage Policy rather than a standalone policy.

The draft Computer, Internet and Email Usage Policy was updated to include 3.1 OneDrive and presented at the Executive Leadership Team held 10 May 2022.

This draft policy is scheduled for discussion with the Portfolio Councillor and relevant General Manager to discuss the identified changes to be held Wednesday 11 May 2022.

For the purposes of this report, changes to the current policy are identified within the draft policy as text highlighted in yellow.

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

*Information Privacy Act 2009* (Qld)

*Local Government Act 2009* (Qld)

*Right to Information Act 2009* (Qld)

*Human Rights Act 2019* (Qld)

AS/NZS 4819:2011 Rural and Urban Addressing

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

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

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

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

No direct local law or delegation implications arise from this report.

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

**REPORT**

The South Burnett Regional Council Computer, Internet and Email Usage Policy outlines Council's commitment to ensuring the provision and availability of Information and Communications Technology ('ICT') services to efficiently perform Council functions.

This policy has been reviewed to include Council's intention regarding the newly introduced Microsoft OneDrive for Business platform.

All Council representatives who use ICT provided by Council are responsible for reading, understanding and complying with this policy.

**ATTACHMENTS**

1. **South Burnett Regional Council Computer, Internet and Email Usage Policy - Strategic007**  



POLICY CATEGORY - NUMBER: Strategic007

POLICY OWNER: ICT &amp; Fleet

ECM ID: 2744923

ADOPTED:

## Computer, Internet and Email Usage Policy

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

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### 1. POLICY STATEMENT

South Burnett Regional Council ('Council') is committed to ensuring the provision and availability of Information and Communications Technology (ICT) services to efficiently perform Council functions and improve the effectiveness with which Council serves the community. This will be achieved by:

- delivering strategically aligned solutions in accordance with Council's Corporate Plan.
- aligning the ICT architecture and plans with business priorities and ensuring ICT resources are deployed appropriately to fulfil approved demand for ICT services.
- developing ICT services that provide sustainable value to the business by maximising benefits and minimising delivery risk.
- following appropriate governance to ensure consistent and efficient service delivery.
- administering controls to ensure that Council's data and information is effectively managed to maintain appropriate confidentiality, integrity and access.
- ensuring ICT assets and their interrelationships are appropriately managed throughout their service lifecycle.
- ensuring ICT services are designed, maintained and delivered in accordance with best practice service levels.
- ensuring remote access options are made available but maintained and appropriately managed to ensure security of Council information.

### 2. SCOPE

This policy applies to Council representatives who access ICT services provided by Council.

### 3. GENERAL INFORMATION

Council is committed to providing and maintaining a secure and effective ICT network encompassing the 'essential eight' strategies to mitigate cyber security incident. The Computer, Internet and Email Usage Procedure ('procedure') which sets out the parameters and requirements for Council representatives who are located both within Council facilities and operating remotely. The ICT & Fleet Branch provides regular information surrounding common cyber threats, including current treatments as well as guidance to Council representatives on general practice such as usage of emails accounts and password good governance.



All Council representatives who use ICT provided by Council are responsible for reading, understanding and complying with this policy and the procedure. Supervisors should make their teams aware of the requirements of this policy and the procedure. Where a Supervisor requires clarification, they should direct their inquiry in the first instance to the Manager ICT & Fleet.

Failure to comply with this policy and the procedure may result in the referral of the matter to People & Culture for disciplinary action or for more serious offences or breaches, referral to an external agency for investigation.

### 3.1. OneDrive

Microsoft's OneDrive for Business is a departmentally managed and supported cloud storage solution available to all Council representatives. This guide includes important considerations that must be acknowledged by Council representatives prior to using Microsoft OneDrive for Business ('OneDrive'), set up instructions, best practice advice, and links to additional information.

## 4. DEFINITIONS

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

**External agency** means an agency that has authority to act in the capacity relevant to the referral such as the Crime and Corruption Commission (Queensland) and the Office of the Independent Assessor.

**ICT** means Information Communication Technology

## 5. LEGISLATIVE REFERENCE

*Information Privacy Act 2009* (Qld)

*Local Government Act 2009* (Qld)

*Right to Information Act 2009* (Qld)

## 6. RELATED DOCUMENTS

Australian Cyber Security Centre (ACSC) Certified Cloud Services List

Australian Cyber Security Centre Strategies to Mitigate Cyber Security Incidents

Queensland Audit Office – Managing Cyber Security Risks Report 3: 2019-20

South Burnett Regional Council Annual Operational Plan

South Burnett Regional Council Computer, Internet and Email Usage Procedure - Procedure008

South Burnett Regional Council Corporate Plan

South Burnett Regional Council Councillor Code of Conduct Policy - Statutory001

South Burnett Regional Council Employee Code of Conduct Policy - Statutory011

**South Burnett Regional Council OneDrive – Procedure116**

## 7. NEXT REVIEW

As prescribed by legislation or May 2024

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	15 October 2008	504103
2	Policy Review	11 August 2015	1602892
3	Review of Policy	16 December 2020	2744923
4	Review of policy		2744923

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:



## 10.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CONSIDERATION OF APPLICATIONS FOR REDUCTION IN COUNCIL'S FEES & CHARGES - BUILDING & DEVELOPMENT APPLICATIONS POLICY - STRATEGIC017

**File Number:** IR432799  
**Author:** Manager Corporate Services  
**Authoriser:** Chief Executive Officer

### PRECIS

Adoption of the South Burnett Regional Council Consideration of Applications for reduction in Council's Fees & Charges – Building & Development Applications Policy – Strategic017

### SUMMARY

South Burnett Regional Council ('Council') developed this policy to consider requests for relief from Council fees and charges for Building & Development Applications, in an ad hoc manner. Council aims to provide consistency in dealing with requests to ensure that the community understands why relief may be granted in certain circumstances.

### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Consideration of Applications for reduction in Council's Fees & Charges – Building & Development Applications Policy – Strategic017 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.
	Deliver sound corporate risk management and internal audit functions aligning to policy.

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The draft policy was presented at the Executive Leadership Team meeting held on 19 April 2022 for consideration and recommendation to Council's Executive and Corporate & Finance Standing Committee. Feedback received supported the suggested changes.

The draft policy is scheduled for discussion with the Portfolio Councillor and relevant General Manager on Wednesday 11 May 2022.

For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

*Human Rights Act 2019 (Qld)*

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

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

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

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

No direct local law or delegation implications arise from this report.

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

**REPORT**

South Burnett Regional Council ('Council') developed this policy to consider requests for relief from Council fees and charges for Building & Development Applications, in an ad hoc manner. Council aims to provide consistency in dealing with requests to ensure that the community understands why relief may be granted in certain circumstances.

Council aims to provide assistance to community welfare, sporting and cultural organisations and groups based within the South Burnett Local Government region ('region'). Assistance may also be provided to community organisations external to the region who provide a service which benefits the region.

**ATTACHMENTS**

- South Burnett Regional Council Consideration of Applications for reduction in Council's Fees & Charges - Building & Development Applications Policy - Strategic017**





POLICY CATEGORY - NUMBER: Strategic017

POLICY OWNER: Environment &amp; Planning

ECM ID: 432799

ADOPTED:

## Consideration of Applications for reduction in Council's Fees & Charges - Building & Development Applications Policy

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

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### 1. POLICY STATEMENT

South Burnett Regional Council ('Council') has developed this policy to consider requests for relief from Council fees and charges **for Building & Development Applications**, in an ad hoc manner. Council **needs aims** to provide consistency in dealing with requests to ensure that the community understands why relief may be granted in certain circumstances.

### 2. SCOPE

Council aims to provide assistance to community welfare, sporting and cultural organisations and groups based within the South Burnett **Local Government** region('region'). Assistance **may is** also **be** provided to **community** organisations external to the region who provide a service which benefits the region.

### 3. GENERAL INFORMATION

Council acknowledges that through support to these organisations and groups, the region benefits through the provision of quality programs, community events, facilities and services that provide a return benefit to the general population of the region.

Applicants must be able to demonstrate that they meet the eligibility criteria determined **as adopted by Council through this policy**.

#### 3.1. Funding Availability

Provide financial assistance for **community individuals**, groups or **community** organisations, to a maximum of 50% of the application fee subject to availability of funds provided in the budget.

#### 3.2. Eligibility

Council will consider providing financial assistance to **individuals, community** groups or **community** organisations, where:

- the community or not for profit organisation or group has significant local membership, or
- the **community** organisation or group has members, residing in, working in or has a definite connection to the region;
- **the individual resides in, works in or has a definite connection to region;**
- the project will deliver tangible benefits (e.g., economic, financial or social) to residents of **Council the region;** or

Policy Name: Consideration of Applications for reduction in Council's Fees & Charges - Building & Development Applications Policy

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ECM ID: 432799

Adoption Date:

Next Review Date:

- A **community** organisation external to the region that provides a service of tangible benefit (e.g., economic, financial or social) to the residents of **Council the region**.

**NOTE:** This policy only provides for a reduction in fees and charges **when where** the applicant, who is not a community organisation, is able to provide documented proof of extraordinary circumstances and/or financial hardship (i.e., circumstance is obstructing progress) to Council.

#### 4. DEFINITIONS

**Council** means the South Burnett Regional Council

#### 5. LEGISLATIVE REFERENCE

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

#### 6. RELATED DOCUMENTS

~~Organisations, groups or individuals requesting assistance from Council must complete the application form shown in Appendix A.~~

Application for Reduction in Council's Fees and Charges – Building and Development Applications

#### 7. NEXT REVIEW

As prescribed by legislation or May 2024

#### 8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	2 April 2009	432799
2	Review of policy		432799

Mark Pitt PSM  
CHIEF EXECUTIVE OFFICER

Date:

#### APPENDIX A

 <b>SOUTH BURNETT</b> REGIONAL COUNCIL	CEO APPROVED FORM: ID 2899648 Version 3 – MAY 2022 Community - Planning
<h2 style="margin: 0;">Consideration of Fees &amp; Charges Reduction Form</h2>	
<p><small>PRIVACY COLLECTION NOTICE: South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the Information Privacy Act 2000 and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. A hard copy of this electronic document is considered uncontrolled when printed.</small></p>	

This form is designed to assist applicants in preparing a request to Council for consideration of a reduction in fees. The provision of accurate details and payment of the relevant Council fee will ensure timely processing of the request. Applicants must be able to demonstrate that they meet the eligibility criteria of Councils' policy regarding reduction in Council's fees and charges. Council may grant up to a 50% reduction subject to meeting the eligibility criteria and availability of funds provided in the budget.

Organisation details			
Organisation name			
Organisation address			
ABN number (if applicable)		GST Registered	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact person			
Contact phone			
Details of membership			
Project details			
Name of project, event, or activity			
Benefit of project			
Provide details of community or 'not for profit' status?			
Detail the extent of local membership in your organisation?			
Detail the tangible benefits to the residents of the South Burnett?			
Please Note: Attach additional information if available			
Office Use Only			
Fees paid	Date of payment	Amount: \$	Receipt #
Approval	Does the application meet the eligibility criteria		<input type="checkbox"/> Yes <input type="checkbox"/> No
Council officer Given/Surname			
Council officer Signature		Date	
<p>Please return your completed form to the following address, or email <a href="mailto:info@sbrc.qld.gov.au">info@sbrc.qld.gov.au</a>            for enquiries, please contact (07) 4189 9100            South Burnett Regional Council            PO Box 336 Kingaroy, Qld 4610</p>			



## 10.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFRASTRUCTURE ASSET NAMING POLICY - STRATEGIC026

**File Number:** IR2330332  
**Author:** Manager Corporate Services  
**Authoriser:** Chief Executive Officer

### PRECIS

Adoption of the South Burnett Regional Council Infrastructure Asset Naming Policy – Strategic026

### SUMMARY

South Burnett Regional Council ('Council') has developed this policy to ensure a consistent approach to the naming of Council infrastructure assets.

### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Infrastructure Asset Naming Policy – Strategic026 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.
	Deliver sound corporate risk management and internal audit functions aligning to policy.

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The draft policy was presented at the Executive Leadership Team meeting held on 26 April 2022 for consideration and recommendation to Council's Executive and Corporate & Finance Standing Committee. Feedback received supported the proposed changes.

The draft policy is scheduled for discussion with the Portfolio Councillor and relevant General Manager prior to the Standing Committee meeting as per Council's Policy Governance Framework.

For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

### LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

*Local Government Act 2009* (Qld)

*Place Names Act 1994* (Qld)

*Human Rights Act 2019* (Qld)

*Section 4(b)* requires public entities to act and make decisions in away compatible with human rights. The *Human Rights Act 2019* (the 'Act') requires public entities to only limit human rights

in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

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

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

### **POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

No direct local law or delegation implications arise from this report.

### **ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

### **REPORT**

South Burnett Regional Council ('Council') has developed this policy to ensure a consistent approach to the naming of Council infrastructure assets.

This policy applies to all existing and proposed infrastructure assets inclusive of gazetted and private assets in the South Burnett Region ('region') that are under the control of Council. The purpose of this policy is to:

- ensure a systematic process for the naming or renaming of infrastructure assets within the region;
- provide consistent guidelines for the community, developers, and Council when allocating new names or changing the name of existing assets within the region; and
- ensure asset names are appropriate, will stand the test of time and where suitable, are of local or historical significance.

### **ATTACHMENTS**

1. **South Burnett Regional Council Infrastructure Asset Naming Policy - Strategic026** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic026

POLICY OWNER: Works

ECM ID: 2330332

ADOPTED:

## Infrastructure Asset Naming Policy

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

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### 1. POLICY STATEMENT

South Burnett Regional Council ('Council') has developed this policy to ensure a consistent approach to the naming of Council infrastructure assets. ~~naming throughout the South Burnett Regional Council.~~

### 2. SCOPE

This policy applies to all existing and proposed infrastructure assets inclusive of gazetted and private assets in the South Burnett Region ('region') that are under the control of Council.

The purpose of this policy is to:

- ensure a systematic process for the naming or renaming of infrastructure assets within the region;
- provide consistent guidelines for the community, developers, and Council when allocating new names or changing the name of existing assets within the region; and
- ensure asset names are appropriate, will stand the test of time and where suitable, are of local or historical significance.

Council has the responsibility of providing infrastructure assets with names that comply with the principles in this policy and ensuring that they are:

- suitable in name, length and spelling as to not hinder emergency services and the general public;
- not offensive;
- not duplicated within the region; and
- suitable for their location.

### 3. GENERAL INFORMATION

#### 3.1. Public Consultation

Communication and consultation with affected parties is required to a level that is appropriate for the residents or business at hand. The appropriate level of consultation for the processes covered by this policy:

- **Comments** – where consultation is deemed necessary, Council will engage the public and give consideration to feedback from the stakeholders; and



- **Adjoining Councils** – where Council proposes to change the name of a gazetted road that runs into the area of, or along the boundary of an adjoining local government, the adjoining local government must be given reasonable notice of the proposal, and any representations made by the adjoining local government in response to the notice must be considered by Council.

### 3.2. Principles for Choosing a Name

The following principles are to be considered when choosing names for infrastructure assets. Names should:

- be selected from the Council approved list of preferred names;
- reflect the heritage of the locality;
- identify one of the characteristics of the place;
- recognise pioneers of the area or persons who have had a long association with the locality;
- acknowledge names of persons who have given significant community service within the region such as past Councillors who have served no less than 10 years on Council, including the former Councils of **superseded by the South Burnett Regional Council** (ie. Kingaroy, Murgon, Nanango and Wondai).
- follow a theme through an estate (e.g., famous people, colours, flora or fauna **species**); and
- be a derivative of a nearby or adjoining existing name.

Names should: **preferably**:

- be easy to pronunciation.
- avoid confusion of **names through similar spelling or pronunciation; one name with another, e.g. through similar spelling or pronunciation;**
- not suffix a compass point (e.g., North, South, East or West) to the same name unless the two (2) roads are adjoining and directly linked, such as either side of a major road or either side of a river or creek linked by a bridge, culvert or causeway;
- not have been used elsewhere in the region;
- retain the same name when crossing Council boundaries;
- not be difficult to spell;
- not be difficult to interpret;
- not be very long;
- avoid using more than one (1) word in a road name;
- not include initials with a surname;
- not be hyphenated words;
- not be plural or possessive in nature; and
- not be seen to be offensive.

Consultation should occur with the Mayor and the Divisional Councillor and with any local group that may possess a potential interest **as considered by Council.**

### 3.3. Practicalities for the Selection of Asset Names

The practical application of infrastructure asset names to maps and plans should be considered.

Long names should not be allocated to short roads as the inclusion of such names on directories and other maps can result in name crowding difficulties for the mapmakers and confusion or uncertainty for the people using the maps.

### 3.4. Process for the Selection of Asset Names

The naming process will be initiated if:

- a request is received from an affected landowner or their agent,
- Council resolves that a name change be investigated,

- it is deemed by Council **staff representatives** to be in the public interest, or
- ~~In the case of a new development approved by Council, the~~ a developer shall submit three (3) names for each road or structure in accordance with this policy **when a new development is approved by Council**. ~~"Principles for Choosing a Name"~~. In submitting the name, the applicant shall give reasons for the choice. Names must be adopted by Council prior to the survey plan being signed by Council.

For naming or renaming of infrastructure assets, the Mayor and **relevant Divisional** Councillor will be consulted on potential names as the basis for consideration and consultation prior to a formal report **and resolution by tabled before** Council.

In a case where there is ambiguity of the correct spelling of a name, the naming process should be used to confirm or adopt the correct spelling of the asset name.

### 3.5. Process of Applying Names

1. Receive a request for an existing infrastructure asset to be named or renamed, or a name proposed in a new land development.
2. Assemble a short list of possible names based on the principles set out in this Policy.
3. Assemble a short list of appropriate name suffixes **by extracting them from Appendix A.**
4. Consult with the Divisional Councillor on the short list of proposed asset names.
5. In the case of a private asset, provide to the road owners and abutting property owners a short list of proposed names, including background information on each name, together with a request for them to choose one of the names or suggest an alternative name in accordance with Council policy.
6. Report to Council with details of asset names on a short list, a summary of the feedback from the consultation, and a recommendation. The Council resolution will then be recorded via the minutes of the meeting.
7. Notify the Rates, Assets, Planning, **GIS Infrastructure Planning**, Properties and Works branches of Council of the new asset name.
8. Provide written notice of Council's decision to the asset owners, abutting property owners, appropriate service authorities, Department of Resources and the Department of Emergency Services and Safety, advising of the effective date of the new name.
9. Notify relevant ratepayers by letter and file copies in the Rates section property files.
10. Update Council's Asset Register, Register of Public Roads and Records System and post notice on Council's web site.
11. Erect appropriate nameplates and signs to name the asset.

### 3.6. Timing the Changing of Assets

~~The time when~~ The effective date of the new asset name **applies shall be the effective date shall be the date stated as part of Council's resolution, or the date of the Council resolution.** ~~If no date is stated in the resolution, the effective date will be the date of Council's resolution.~~

An effective date will be recommended after consideration of the following issues:

- **In respect to renaming an existing infrastructure asset**, the impact on existing property owners, residents, tenants and occupiers **when renaming an existing infrastructure asset** (e.g., the time required to advise relevant parties to change references to personal property details, registrations, certificates and licenses);
- potential confusion for people using maps and street directories that are superseded; and
- **The desire of some** developers **wanting** to sell off the plan and **the desire of** new owners knowing their new address at an early stage.

### 3.7. Responsibilities

The General Manager Infrastructure is responsible for managing the infrastructure asset naming processes in compliance with this policy. The relevant Council **officer** representative which is responsible for assessing and reporting against the policy for new subdivisions and renaming requests is the Manager **Design & Technical Services-Infrastructure Planning**.

**The Asset Manager Council** shall provide and install appropriate nameplates and signs **to name the asset** in accordance with the Council resolution.

Minutes of the Council meeting containing any asset naming or name changes shall be forwarded to **Council's GIS branch Section-Infrastructure Planning branch** for the purposes of maintaining Council maps and records, and to arrange the forwarding of these changes to **relevant Queensland Department of Natural Resource Management**.

### 3.8. Charging of Services

The service of naming a public asset shall be provided free of charge due to:

- it is a statutory obligation; and
- it provides a benefit to the community in providing consistency and control over asset naming.

Where a name is required in respect of a private asset, Council may seek to recover the costs of processing such a request after due consideration of:

- private landowners are not obliged to seek Council's approval for naming their land; and
- there is a benefit to the community in encouraging private landowners/developers to select names that are acceptable to the community and to obtain Council endorsements for those names should they choose to name their land.

Where a Developer proposes to change the approved layout of a development or the layout adjacent to a development that will require a change of an existing asset name, all costs and associated public consultation will be borne by the developer.

### 3.9. Council's Asset Name Register

Council's **Infrastructure Department** maintains an infrastructure asset naming register **kept and updated by the Infrastructure Department** where the reasons for the selection of each asset name, the start and end point of the road reserve and other details are recorded for historical purposes.

## 4. DEFINITIONS

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

**Name Extension Terminology** means the two (2) lists which are provided in this policy - Appendix A

## 5. LEGISLATIVE REFERENCE

*Local Government Act 2009* (Qld)

*Place Names Act 1994* (Qld)

AS/NZS 4819:2011 Rural and Urban Addressing

## 6. RELATED DOCUMENTS

South Burnett Regional Council Asset Management Policy – Strategic014

South Burnett Regional Council Employee Conflict of Interest Policy – Statutory048

South Burnett Regional Council Employee Conflict of Interest Procedure – Procedure080

South Burnett Regional Council Procurement Policy – Statutory007

South Burnett Regional Council Employee Code of Conduct – Statutory011

## 7. NEXT REVIEW

As prescribed by legislation or May 2024

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	15 March 2017	2325103
2	Review of policy		2330332

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

**APPENDIX A – Road Naming  
Name Extension Terminology**



Suffixes for Through Roads and Culs-De-Sacs are as follows

Suffix Suffix (Abbreviation)	Comment
Circle (Cir)	A roadway that forms a circle or more than half a circle
Circuit (Cct)	A roadway enclosing an area.
Close (Cl)	A short, enclosed roadway, generally shorter than 50m. The shorter culs-de-sac in a subdivision.
Court (Crt) <del>(Ct)</del>	A short, enclosed roadway, generally longer than 50m. the longer culs-de-sac in a subdivision.
Crest (Crst)	A roadway running along the top or summit of a hill.
Grove (Gr)	A short, enclosed roadway featuring a group of trees located in the turning circle.
Place (Pl)	A short enclosed roadway in a business or commercial district.
Drive (Dr)	A wide roadway allowing a steady flow of traffic without many cross street.
Esplanade (Esp)	A level roadway, adjacent to a lake, river or beach.
Highway (Hwy)	A main roadway or thoroughfare. A main route.
Lane (La)	A narrow roadway between walls, buildings ect. A narrow country or town roadway.
Parade (Pde)	A public promenade or roadway which has good pedestrian facilities.
Parkway (Pwy)	A roadway through parklands or an open grassland area.
Rise (Rise)	A roadway going to a higher place or position.
Road (Rd)	A place where one may ride. An open way or public passage for vehicles, persons and animals. A roadway forming a means of communication between one place and another generally applied outside an urban district.
Street (St)	A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.
Terrace (Tce)	A roadway running across the side of a hill.
View (View)	A roadway commanding a wide panoramic view across surrounding areas.
Vista (Vista)	A roadway with a view or outlook.
Walk (Wk)	A thoroughfare with restricted vehicle access used mainly by pedestrians. Vehicular access by service vehicles only.
Way (Way) <del>(Wy)</del>	A roadway joining two major roads, incorporating at least two changes in direction and often incorporating a median.

## 10.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMMUNITY ENGAGEMENT POLICY - STATUTORY050

**File Number:** IR1678215  
**Author:** Manager Corporate Services  
**Authoriser:** Chief Executive Officer

### PRECIS

Adoption of the South Burnett Regional Council Community Engagement Policy – Statutory050

### SUMMARY

South Burnett Regional Council ('Council') is committed to effective and appropriate community engagement, recognising that it is essential in making good decisions through listening and responding to community needs. Council also recognises its obligations under the *Local Government Act 2009*.

### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Community Engagement Policy – Statutory050 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.
	Deliver sound corporate risk management and internal audit functions aligning to policy.

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Pursuant to Council Resolution 2022/182, Corporate Governance & Strategy Branch prepared a marked-up draft policy which was circulated to Councillors for a period of two (2) weeks. Feedback received supported the draft changes.

The draft policy was presented at the Executive Leadership Team Meeting held on 10 May 2022 for consideration and recommendation to Council's Executive and Finance & Corporate Standing Committee. Feedback received supported the proposed changes.

For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.

### LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

*Integrity Act 2009* (Qld)  
*Local Government Act 2009* (Qld)

**Human Rights Act 2019 (Qld)**

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

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

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

No direct local law or delegation implications arise from this report.

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

**REPORT**

South Burnett Regional Council ('Council') is committed to effective and appropriate community engagement, recognising that it is essential in making good decisions through listening and responding to community needs. Council also recognises its obligations under the *Local Government Act 2009*.

Pursuant to the South Burnett Regional Council Executive and Corporate & Finance Standing Committee Meeting Resolution 2022/182, changes were made to the South Burnett Regional Council Community Engagement Policy - Statutory050.

**7.2 NOTICE OF MOTION - COMMUNITY ENGAGEMENT POLICY**

That the Committee recommend to Council that:

Council staff are to ensure that the divisional Councillor, the portfolio Councillor and/or the Mayor are invited to attend all meetings held with community members and the community engagement policy is updated to reflect such.

**COMMITTEE RESOLUTION 2022/182**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the following amendment be added to South Burnett Regional Council Community Engagement Policy Statutory 050, the draft be circulated for comment through Council's governance process and be brought to the May Ordinary meeting of Council for final consideration.

Councillors play an important role in representing the interests of residents, ratepayers and community organisations. Providing community leadership, guidance and facilitating communication between the community and Council is a Councillor's core role. Some ways a councillor may be involved in formal community engagement include:

- a. Representation on committees or working groups.
- b. Speaking at or assisting with the facilitation of engagement events.
- c. Attending community engagement events as a member of the community.
- d. Engaging with consultation initiatives as a member of the community.
- e. Encouraging and acknowledging Councillors role in volunteering in accordance with Council's process.

When working together Councillors and staff should consider:

- a. Informing all Councillors of community engagement initiatives of interest.
- b. Opportunities that may exist through Councillors' wealth of information about the community they represent, including networks, issues and opportunities.
- c. Established policy and procedures governing interactions between staff and Councillors.
- d. The appropriateness of undertaking engagement initiatives while observing a pre-election caretaker period.
- e. Councillors' obligations under the Local Government Act 2009 and Integrity Act 2009 to disclose conflicts of interest.

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

Against: Nil

**CARRIED 6/0**

**ATTACHMENTS**

1. **South Burnett Regional Council Community Engagement Policy - Statutory050**  





POLICY CATEGORY - NUMBER: Statutory050

POLICY OWNER: Executive Services

ECM ID: 1678215

ADOPTED:

## Community Engagement Policy

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

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### 1. POLICY STATEMENT

South Burnett Regional Council ('Council') is committed to effective and appropriate community engagement, recognising that it is essential in making good decisions through listening and responding to community needs. Council also recognises its obligations under the *Local Government Act 2009* ('Act').

This policy is not intended to replace decision making responsibility but enable Council to improve its decision-making processes for corporate planning, services and major projects.

To facilitate this commitment to the South Burnett community, Council will develop and continually improve its capacity and performance in community engagement through ongoing resource development, review and evaluation of its community engagement practices. Council will also work with communities to identify the most appropriate and effective engagement methods in order to continually improve the relationship between all parties.

### 2. SCOPE

This policy applies to all areas of Council's operations and is the responsibility of all Council representatives. Council's Community Engagement Strategy Guide & Tools aims to guide and support Council representatives in relation to the appropriateness and level of community engagement to be undertaken.

The objectives of this policy are to:

- integrate community engagement across a range of policy, program and service issues, where appropriate, including Council's strategic planning activities;
- engage the community through informing, seeking information from, and involving in the decision-making process;
- develop Council's skills and capacity to undertake effective community engagement based on the International Association of Public Participation public participation spectrum ('IAP2');
- assist Council in meeting its legislative obligations; and
- provide a clear framework for the Council representatives and the community to understand the community engagement process.

### 3. GENERAL INFORMATION

Councillors play an important role in representing the interests of residents, ratepayers and community organisations. Providing community leadership, guidance and facilitating communication between the community and Council is a Councillor's core role. Some ways a councillor may be involved in formal community engagement include:

- representation on committees or working groups;
- speaking at or assisting with the facilitation of engagement events;
- attending community engagement events as a member of the community;
- engaging with consultation initiatives as a member of the community; and/or
- Encouraging and acknowledging Councillors' role in volunteering in accordance with Council's process.

When working together Councillors and staff should consider:

- informing all Councillors of community engagement initiatives of interest;
- opportunities that may exist through Councillors' wealth of information about the community they represent, including networks, issues and opportunities;
- established policy and procedures governing interactions between staff and Councillors;
- the appropriateness of undertaking engagement initiatives while observing a pre-election caretaker period; and
- Councillors' obligations under the *Local Government Act 2009* and *Integrity Act 2009* to disclose conflicts of interest.

Council is committed to the development of a culture within the organisation which enables appropriate community participation in its decision-making processes.

Council recognises that not all community engagement is formal or can be planned. Informal engagement in which Council representatives are routinely involved is a valuable tool to encourage community participation in our decision-making processes.

This policy recommends a flexible approach to how the community is engaged and recognises that different levels of engagement will be required depending on the complexity and sensitivity of individual circumstances.

Community involvement in the implementation of projects is a crucial element of strengthening local communities. Council will undertake the appropriate level of community engagement for/where:

- it is required by legislation;
- strategic planning, e.g., Community Plan;
- policy development and/or implementation that will have a direct impact on the community;
- a new facility, program or service that will have a direct impact on the community;
- proposed changes that will have significant impact on users or customers of a Council program, service or facility; and/or
- monitoring customer satisfaction with Council's services, programs or facilities.

Council's community engagement based on IAP2 details five (5) core values which form the basis of Council's principles:

- Honesty
- Respect
- Accountability
- Integrity
- Unity

#### 4. DEFINITIONS

**Community** means individuals or groups within the South Burnett Regional Council area.

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

**Community Engagement** means a broad term describing a variety of ways to communicate, consult, involve and encourage participation between community and Council. Community engagement is about offering opportunities for people to influence what happens in the community through being active in informing decisions of Council.

**International Association of Public Participation ('IAP2')** means a peak body for the community and stakeholder engagement sector. The IAP2 does not refer to an actual definition of community engagement; instead it draws from a number of sources of global definitions which affirm that community engagement is critical to effective, transparent and accountable governance in the public, community and private sectors and is recognised as a two-way process:

- by which the aspirations, concerns, needs and values of citizens and communities are incorporated at all levels and in all sectors in policy development, planning, decision-making, service delivery and assessment; and
- by which governments and other business and civil society organisations involve citizens, clients, communities and other stakeholders in these processes.

#### 5. LEGISLATIVE REFERENCE

*Integrity Act 2009 (Qld)*

*Local Government Act 2009 (Qld)*

#### 6. RELATED DOCUMENTS

South Burnett Regional Council Community Engagement Strategy Guide & Tools

#### 7. NEXT REVIEW

As prescribed by legislation or May 2024

#### 8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	16 November 2016	1678215
2	Review of policy – Resolution 2021/100	25 August 2021	1678215
3	Review of policy		1678215

Mark Pitt PSM

**CHIEF EXECUTIVE OFFICER**

Date:

## 10.10 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DOMESTIC AND FAMILY VIOLENCE POLICY - STATUTORY052

**File Number:** IR2578147  
**Author:** Manager Corporate Services  
**Authoriser:** Chief Executive Officer

### PRECIS

Adoption of the South Burnett Regional Council Domestic and Family Violence Policy – Statutory052.

### SUMMARY

South Burnett Regional Council ('Council') has developed this policy to provide a healthy and safe working environment for all Council employees. It is recognised that Council employees sometimes face difficult situations in their work and personal life, such as domestic and family violence, that may affect their attendance, performance at work or safety.

### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Domestic and Family Violence Policy – Statutory052 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.
	Deliver sound corporate risk management and internal audit functions aligning to policy.

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The draft policy was reviewed by People & Culture supported by Corporate, Governance & Strategy, then presented at the Senior Executive Team Meeting held on 19 April 2022 for endorsement to the Executive and Finance & Corporate Standing Committee. Feedback received supported the suggested changes.

The draft policy is scheduled for discussion with the Portfolio Councillor and relevant General Manager on Wednesday 11 May 2022.

For the purposes of this report, fundamental changes to the current policy are identified within the draft policy as text highlighted in yellow.



**LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)**

*Domestic and Family Violence Protection Act 2012 (Qld)*

*Industrial Relations Act 2016 (Qld)*

*Queensland Local Government Industry Award – State 2017*

*Work Health and Safety Act 2011 (Cth)*

*Human Rights Act 2019 (Qld)*

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

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

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

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

No direct local law or delegation implications arise from this report.

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

**REPORT**

South Burnett Regional Council ('Council') has developed this policy to provide a healthy and safe working environment for all Council employees. It is recognised that Council employees sometimes face difficult situations in their work and personal life, such as domestic and family violence ('DFV'), that may affect their attendance, performance at work or safety.

DFV occurs when one person in a relationship uses violence and abuse to maintain power and control over the other person. This can include behaviour that is physically, sexually, emotionally, psychologically or economically abusive, threatening, and coercive or aimed at controlling or dominating the other person through fear. It can affect people of all cultures, religions, ages, genders, sexual orientations, educational backgrounds and income levels.

**ATTACHMENTS**

1. **South Burnett Regional Council Domestic and Family Violence Policy - Statutory052** [↓](#)





**POLICY CATEGORY - NUMBER:** Statutory052  
**POLICY OWNER:** People & Culture  
**ECM ID:** 2578147  
**ADOPTED:**

## Domestic and Family Violence Policy

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

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### 1. POLICY STATEMENT

South Burnett Regional Council ('Council') **has developed this policy to is strongly committed to** provide a healthy and safe working environment for all Council employees. It is recognised that Council employees sometimes face difficult situations in their work and personal life, such as domestic and family violence ('DFV'), that may affect their attendance, performance at work or safety.

DFV occurs when one person in a relationship uses violence and abuse to maintain power and control over the other person. This can include behaviour that is physically, sexually, emotionally, psychologically or economically abusive, threatening, and coercive or aimed at controlling or dominating the other person through fear. It can affect people of all cultures, religions, ages, genders, sexual orientations, educational backgrounds and income levels.

**Council recognises that any person can experience DFV and that every person has a right to feel safe. Council stands by its zero tolerance toward domestic and family violence and is committed to supporting its employees who are experiencing violence to seek help. In these instances, Council will provide. Council can make a significant difference to Council employees affected by domestic or family violence by providing appropriate safety and support measures.**

**Equally, it is an expectation of Council that all of its employees employees are** commit to making Council a great place to work.

Domestic and family violence is unacceptable in any setting, including the workplace. Any Council employee who perpetrates violence and abuse from the workplace, including by telephone, fax, mail, email, internet or social media **may will** be subject to disciplinary action.

All Council employees have a responsibility to model Council’s values, which include behaving in a way that promotes a work environment free from any form of violence and supporting those who are affected by it.

### 2. SCOPE

This policy applies to all Council employees. **including temporary staff, work experience and industry placements, trainees and volunteers.**

The objective of this policy is to foster a workplace culture where Council employees affected by domestic and family violence are supported in the workplace. **Council is committed to providing which contributes to a healthy and safe working environment for all and will support any employee who is experiencing any form of violence to access help, support and safety**

In accordance with the *Queensland Industrial Relations Act 2016*, Council is obligated to provide Council employees with access to Domestic and Family Violence Leave as outlined in *Part 3, Division 1, Section 21* of the Queensland Employment Standards.

### 3. GENERAL INFORMATION

#### 3.1. Confidentiality and Disclosure

Council employees have the right to choose whether, when and to whom they disclose information about being affected by DFV.

This policy does not override any legal obligations to disclose information. Information disclosed by a Council employee in relation to DFV will be kept confidential, except to the extent that disclosure is required or permitted by law.

#### 3.2. Raising Awareness

Council will ensure that information on support options is made readily available to Council employees and will actively continue to support national awareness campaigns. The organisation maintains a Domestic and Family Violence & Mental Health Committee. The Committee is made up of employees and meets on a regular basis to promote wellness campaigns for the organisation.

#### 3.3. Support Options Available to Council Employees

There are a number of support options available to assist Council employees affected by DFV. These arrangements should be reviewed at regular intervals to ensure that they are appropriate.

#### 3.4. Evidence

A Council employee may be required to provide evidence that they have experienced DFV and needs to take leave as a result. Acceptable evidence includes:

- evidence from the Queensland Police Service;
- evidence of a legal proceeding or court report;
- evidence from a Doctor or other health practitioner;
- a report from a Counsellor; or
- written advice or a Statutory Declaration from the Council employee.

#### 3.5. Leave Entitlements

A Council employee, other than a casual employee, is entitled to 10 days of DFV leave on full pay in a calendar year (non-cumulative) if the Council employee has experienced DFV, and the Council employee needs to take DFV leave as a result of domestic and family violence.

The Council employee may need to take DFV leave if they are:

- recovering from an injury caused by the violence;
- attending an appointment related to the violence, including an appointment to attend counselling, to obtain legal advice, for medical treatment or with Queensland Police Service;
- preparing for a court appearance related to the violence;
- attending court for a proceeding related to the violence;
- finding housing that is necessary because of the violence; or
- organising childcare of the education of a child that is necessary because of the violence.

All applications for DFV leave are to be made in writing to Manager People & Culture for consideration by the Chief Executive Officer and are required to include evidence.

The Council employee does not have to use other leave entitlements before accessing this leave. This leave can be taken as consecutive days, single days or a part day.

The Council employee may also request to access further paid or unpaid leave, including Personal leave (sick leave or carers leave), annual leave, long service leave, leave without pay or other accrued time to attend to matters arising from domestic and family violence.



### 3.6. Requirement for Council Employee to Give Notice

A Council employee's entitlement to access domestic and family violence leave is conditional upon the Council employee giving Council notice of the absence from work.

Where possible the Council employee is to notify Council before the leave is taken and the approximate period of time the Council employee will be absent or if it is not possible to notify Council prior to taking leave then the Council employee must notify Council as soon as possible after the leave ends.

### 3.7. Work Performance and Attendance

Work performance or attendance may be influenced by factors not connected with work. Council employees will be supported and encouraged to raise concerns about their personal circumstances, including whether domestic or family violence is contributing to work performance and attendance.

It may also be necessary for Council to include additional support and provide reasonable workplace and role adjustments for a period of time to assist a Council employee. Regular reviews, a return-to-work plan and a performance improvement process may still be required.

### 3.8. Flexible Working Arrangements

Council will provide Council employees affected by DFV with access to flexible working arrangements. Council employees are encouraged to discuss their request for flexible working arrangements with their Managers in the first instance.

### 3.9. Counselling Support Services

Council offers access to the Employee Assistance Program ('EAP'), to all Council employees and their immediate family members. The EAP offers free and confidential support services through face-to-face, telephone and online counselling. Further information can be obtained by downloading the EAP brochure on Council's intranet or visiting [www.assureprograms.com.au](http://www.assureprograms.com.au). Contact information for Council's EAP can be contacted on 1800 808 374 or [info@assureprograms.com.au](mailto:info@assureprograms.com.au), obtained from People & Culture, via the intranet or by contacting Management.

The EAP also provides specific advice to Managers to support Council employees affected by domestic and family violence.

### 3.10. Other Workplace Support and Role Adjustments

Council may also consider:

- workplace safety needs and arrangements to protect the Council employee and colleagues following a risk assessment, including increased security measures;
- supporting Council employees to have the workplace included in a Domestic Violence Order issued by the courts, where appropriate; or
- providing other support and reasonable adjustments in the workplace, such as:
  - job redesign or changes to duties;
  - changes to working hours or patterns of work;
  - alternative suitable employment in other teams, offices and locations;
  - changes to email address and telephone numbers; or
  - secure parking.

### 3.11. Safety in the Workplace

Of paramount consideration is the safety and wellbeing of all Council employees in the workplace. Fostering a workplace culture where employees affected by DFV are supported contributes to a healthy and safe working environment for all.

In situations where a Council employee affected by DFV is concerned for their safety or that of their colleagues, it is recommended the Council employee work in consultation with their Manager and Manager People & Culture to undertake a risk assessment and include any necessary support and reasonable adjustments required in the workplace.

The risk assessment should outline the specific workplace safety needs and arrangements to

support the Council employee, such as:

- any changes in relation to any work patterns, practices or work location;
- any precautionary plans to be undertaken pre- or post-work (e.g., travel arrangements, secure carpark) to support the safety of the Council employee;
- any workplace changes and/or security measures to protect the Council employee and their colleagues where necessary; and
- updated emergency contacts and/or next of kin details.

#### 4. DEFINITIONS

**Council employee** means a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

**Domestic and Family Violence** means the *Domestic and Family Violence Protection Act 2012* defines domestic violence as violent behaviour by a person towards another when they have a domestic or family relationship. Violent behaviours include physical or sexual abuse, emotional or psychological abuse, economic abuse; and conduct that is threatening, coercive, dominating, or controlling.

The behaviour must cause the person to fear for their safety or wellbeing. The definition also includes conduct that causes the person to fear the safety or wellbeing of someone else.

~~Examples of domestic violence include causing physical injury to a person or threatening to do so. Forcing a person to engage in sexual activity, depriving them of their liberty, stalking or unlawfully monitoring that person is conduct that is also considered to be domestic violence. Another example is when a person installs a GPS tracking device in their former partner's vehicle to monitor their whereabouts.~~

#### 5. LEGISLATIVE REFERENCE

*Domestic and Family Violence Protection Act 2012* (Qld)  
*Industrial Relations Act 2016* (Qld)  
*Queensland Local Government Industry Award – State 2017*  
*Work Health and Safety Act 2011* (Cth)

#### 6. RELATED DOCUMENTS

South Burnett Regional Council Anti-Discrimination and Equal Employment Opportunity Policy – Statutory037

South Burnett Regional Council Employee Code of Conduct – Statutory011

**South Burnett Regional Council** Human Resources Management Standards

South Burnett Regional Council Leave Without Pay Policy – Statutory034

#### 7. NEXT REVIEW

As prescribed by legislation or May 2024

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	20 March 2019	2578147
2	Review of policy		2578147

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

## 10.11 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL OVERGROWN PROPERTY POLICY - STATUTORY062

**File Number:** IR2876195  
**Author:** Manager Corporate Services  
**Authoriser:** Chief Executive Officer

### PRECIS

Adoption of the South Burnett Regional Council Overgrown Property Policy – Statutory062

### SUMMARY

South Burnett Regional Council ('Council') is strongly opposed to non-compliance with Local Laws at any time or under any circumstances. Council acknowledges that it has an obligation to ensure that the exercise of its regulatory power is carried out consistently and without bias.

The scope of this policy extends only to the identification, management, and enforcement of overgrown property as per the Local Law.

### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Overgrown Property Policy – Statutory062 be adopted as presented.

### FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial and resource implications arise from this report which have not already been considered in the development of Council's annual budget.

### LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
	EN8 Develop and implement a systematic programme to identify and take action to address overgrown allotments across all regional residential areas.
Operational Plan 2021/2022	Deliver the Council Policy Governance Framework to support strategic planning and compliance with relevant legislation, policies, codes of practice and standards.
	Deliver sound corporate risk management and internal audit functions aligning to policy.

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The draft policy was presented at the Executive Leadership Team Meeting held on 26 April 2022 for consideration and recommendation to the Executive and Corporate & Finance Standing Committee. Feedback received supported the draft content.

The draft policy is scheduled for discussion with the Portfolio Councillor and relevant General Manager on Wednesday 11 May 2022.

### LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

*AS/NZS 4819:2011 Rural and Urban Addressing*

*Information Privacy Act 2009 (Qld)*

*Local Government Act 2009 (Qld)*

*South Burnett Regional Council Local Law No. 1 (Administration) 2011*

*South Burnett Regional Council Subordinate Local Law No. 2 (Animal Management) 2011*

*South Burnett Regional Council Local Law No. 3 (Community and Environmental Management) 2011*

*South Burnett Regional Council Subordinate Local Law No. 3 (Community and Environmental Management) 2011*

*Human Rights Act 2019 (Qld)*

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

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

## POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No direct local law or delegation implications arise from this report.

## ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

## REPORT

South Burnett Regional Council ('Council') is strongly opposed to non-compliance with Local Laws at any time or under any circumstances. Council acknowledges that it has an obligation to ensure that the exercise of its regulatory power is carried out consistently and without bias.

The scope of this policy extends only to the identification, management, and enforcement of overgrown property as per the Local Law.

## ATTACHMENTS

1. **South Burnett Regional Council Overgrown Property Policy - Statutory062**  





POLICY CATEGORY - NUMBER: Statutory062

POLICY OWNER: Environment &amp; Planning

ECM ID: 2876195

ADOPTED:

## Overgrown Property Policy

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

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### 1. POLICY STATEMENT

South Burnett Regional Council ("Council") is strongly opposed to non-compliance with Local Laws at any time or under any circumstances. Council will initiate management and enforcement action where appropriate in accordance with this policy and Council's Overgrown Property Procedure.

Council acknowledges that it has an obligation to ensure that the exercise of its regulatory power is carried out consistently and without bias.

### 2. SCOPE

The scope of this policy extends only to the identification, management, and enforcement of overgrown property as per the Local Law.

This policy is developed to:

- establish clear principles and guidelines to assist Council representatives and the community when identifying and managing overgrown property and taking enforcement action, if warranted;
- ensure Council acts promptly, consistently, and effectively in response to allegations of overgrown property while upholding the principles of procedural fairness and natural justice;
- ensure compliance with *Local Law No. 3 (Community and Environmental Management) 2011* ('the Local Law') by:
  - encouraging voluntary compliance through education;
  - implementing monitoring programs to detect non-compliance; and
  - taking appropriate management and enforcement action in cases of non-compliance.
- confirm Council's adherence to its organisational values of Honesty, Respect, Accountability, Integrity and Unity whilst adopting a minimum tolerance approach to overgrown property; and
- confirm Council's focus on educating the community on Local Law requirements and the importance of acting in accordance with the Local Law.

The scope of this policy does not extend to the handling of complaints made to or about Council, Council services or Council representatives. These complaints will be handled in accordance with Council's Complaints Management Policy.

**3. GENERAL INFORMATION**

**3.1. Anonymous Complaints**

Council will accept and will endeavor to action anonymous complaints regarding overgrown properties.

**3.2. Confidentiality of Complaints**

Council operates in accordance with the *Information Privacy Act 2009*. All access to information is considered by appropriately delegated Council representative.

**3.3. Community Education**

Council has a focus on educating the community and will take a proactive approach by developing programs to educate the community on Local Law requirements and the importance of acting in accordance with these requirements. Education programs will be developed, and resourced, in accordance with Council's annual budget.

**3.4. Management and Enforcement Action**

Management and enforcement action will be taken by Council should non-compliance with the Local Law be identified. This action may include some or all the below:

- record only;
- verbal warnings;
- written warnings or cautions;
- notices/orders;
- penalty infringement notices ('PINs'); and/or
- prosecution/civil proceedings.

It is important for consistency, transparency, and procedural fairness that Council's Authorised Officers follow up enforcement action undertaken. Failure to finalise enforcement action may expose Council to significant liability.

The delivery of management and enforcement action will be guided by Council's Overgrown Property Procedure.

**3.5. Community Standards**

For a property to be considered overgrown, it must meet the following criteria in the opinion of an Authorised Person:

- the overgrown vegetation must be seriously affecting the visual amenity of the property;
- the overgrown vegetation is likely to attract or harbour reptiles; and
- the property must be in a designated town area.

To assist an Authorised Person in forming an opinion as to whether a property is overgrown, the below community standards are provided:

		Property Size	
		Less than 2,000m <sup>2</sup>	Greater than 2,000m <sup>2</sup>
Standard	Grass and weeds trimmed to a height of 300mm or less including around buildings, fences, and other structures.		Edges of properties larger than 2,000m <sup>2</sup> are to be trimmed to 300mm or less for a width of 5 metres where the property has boundaries with properties of same or smaller size, or with parks, reserves and roads.

#### 4. DEFINITIONS

**Authorised Person** means a qualified person as defined in the *Local Government Act 2009*.

**Compliance Notice** means a compliance notice mentioned in Local Law No. 1 (Administration) 2011, Section 27.

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

**Designated Town Area** means a designated town area is as defined by Schedule 13, Subordinate Local Law No. 2 (Animal Management) 2011.

**Vegetation** means as per the Local Law being a "tree, bush, shrub, plant, or grass but does not include vegetation that is protected under a law of the State or Commonwealth or under the local government's planning scheme.

#### 5. LEGISLATIVE REFERENCE

*Information Privacy Act 2009* (Qld)

*Local Government Act 2009* (Qld)

#### 6. RELATED DOCUMENTS

South Burnett Regional Council Local Law No. 1 (Administration) 2011

South Burnett Regional Council Subordinate Local Law No. 2 (Animal Management) 2011

South Burnett Regional Council Local Law No. 3 (Community and Environmental Management) 2011

South Burnett Regional Council Subordinate Local Law No. 3 (Community and Environmental Management) 2011

South Burnett Regional Council Complaint Management Policy – Statutory040

South Burnett Regional Council Overgrown Property Procedure – Procedure120

#### 7. NEXT REVIEW

As prescribed by legislation or May 2024

#### 8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy		2876195

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date: