



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 |

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| 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 |

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|--|-----------|----------------|------------|-----------|------------------------------|
| 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 |

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|---|------------------------|------|------------|------------|--------|
| 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 |



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 |

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|--|--------------------|-----|-----------------|
| 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 |

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|---|--|------|---------|---------|-------------------------------|
| 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 |

10.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL REVENUE POLICY 2022/2023 - STATUTORY005**File Number:** IR2864939**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Revenue Policy 2022/2023 – Statutory005 as presented at Council’s Budget Standing Committee meeting held 6 May 2022

SUMMARY

Committee Resolution: 2022/37

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council:

That the South Burnett Regional Council Revenue Policy 2022/2023 – Statutory005 be adopted as presented.

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

Against: Nil

CARRIED 4/0**OFFICER’S RECOMMENDATION**

That the South Burnett Regional Council Revenue Policy 2022/2023 – Statutory005 be adopted as presented.

BACKGROUND

The Draft South Burnett Regional Council Revenue Policy 2022/2023 – Statutory005 was presented at Council’s Budget Standing Committee meeting held 6 May 2022.

ATTACHMENTS

1. **South Burnett Regional Council Revenue Policy 2022/2023 - Statutory005** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory005
POLICY OWNER: Finance & Sustainability
ECM ID: 2864939
ADOPTED:

Revenue Policy 2022/2023

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.**

Table of Contents

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

1. POLICY STATEMENT

South Burnett Regional Council (‘Council’) intends to achieve an equitable distribution of the cost of its operations between different groups of ratepayers. In seeking to achieve this equitable distribution, Council’s view is that every ratepayer should contribute at least at a basic level to the cost of operations of the Council.

2. SCOPE

This policy applies to all Council representatives. A Revenue Policy forms part of Council’s budget each year. The *Local Government Regulation 2012* (‘Regulation’) identifies the matters that a local government must include in its Revenue Policy.

In essence, a Revenue Policy is a statement outlining the strategic policy position of Council in relation to revenue measures to be adopted in the budget.

3. GENERAL INFORMATION

Council will also have regard to the measures required to stimulate the local and national economy and, particularly where the Council is in competition with private sector providers of goods and services, will price according to generally accepted market principles. These principles ensure the Council does not put private sector providers at a disadvantage because its businesses are publicly owned.

Council will ensure that the rates and charges made are sufficient to cover the cost of its operations and that it is able to continue to provide services to the community at a level consistent with the growth and development of the area.

In general, Council will be guided by the “user-pays” principle in setting rates and charges. In doing so, the intention is to minimise the impact of rating on the local economy, so that the cost of a Council service is incurred by the user of that service wherever possible. It is acknowledged, however, that individual consumers of a commodity or service cannot always be separately identified. For this reason, there is a need for specific user charges to be supplemented by other general revenue sources.

When considering these matters, Council will generally benchmark any variations in charges from year to year against the general movement in prices that occur in other sectors of the community as measured by indexes such as Roadwork Input Cost Index, the Consumer Price Index, Council Cost Index (calculated by the Local Government Association of Queensland) and their components. While taking these movements into consideration Council needs to ensure that the rates and charges made

are sufficient to cover the cost of its operations and that it is able to continue to provide services to the community at a level consistent with the growth and development of the area.

For Council Business Units that have adopted the code of competitive conduct, prices will be set according to full cost pricing principles including the achievement of an appropriate return on Council's investment.

3.1. Levying of Rates and Charges

Rates and charges are determined after due consideration of the following:

- Council's legislative obligations;
- the needs and expectations of the general community as determined by formal and informal consultation and survey processes;
- the cost of maintaining existing facilities and necessary services;
- the need for additional facilities and services; and
- equity by ensuring the fair and consistent application of lawful rating and charging principles, without bias, taking account of all relevant considerations, and disregarding irrelevancies such as the perceived personal wealth of individual ratepayers or ratepayer classes.

In levying rates and charges, Council will apply the principles of:

- making clear what is the Council's and each ratepayers responsibility to the rating system;
- making the levying process, granting discount and any refund of rates and charges as simple and efficient to administer as possible;
- timing the levy rate notices to take into account the financial cycle to which the ratepayers are accustomed or may adapt to; and
- flexibility by providing payment arrangements to ratepayers with a demonstrated lower capacity to pay, along with a wide array of payment options.

Council will also have regard to the principles of:

- transparency of process;
- simplicity and efficient administration; and
- flexibility to take account of changes in the local economy, extraordinary circumstances and impacts that different industries may have on Council's infrastructure.

3.1.1. General Rates

General Rates revenue provides essential whole of community services not funded through subsidies, grants, contributions or donations received from other entities, or not provided for by other levies or charges. Council will consider all full cost recovery options before calculating the general rate.

Council is required to raise an amount of revenue it sees as being appropriate to maintain assets and provide services to the Region as a whole. In deciding how that revenue is raised, Council has formed the opinion that the differential general rating scheme provides the most equitable basis for the distribution of the general rate burden.

In formulating the differential general rating scheme Council has considered equity by implementing distribution of the general rate based on the land use. Where necessary a particular class of land use is further 'subdivided' on a geographic basis.

The Unimproved Valuation/Site Value for each property is the basis for determining the amount of the general rate levied. Council recognises that significant valuation fluctuations may have an adverse effect on customers. Council considers that this impact should be smoothed so that the impact in any one year is reduced. Council may achieve this by establishing new differential rating categories, averaging the valuation in accordance with *Sections 74 to 76* of the Regulation or by limiting rate increases in accordance with *Section 116* of the Regulation.

3.1.2. Separate or Special Rates

Where appropriate, Council will fund certain services and facilities by means of separate or special rate or charge in accordance with Part 6 and Part 8 of the Regulation. Council will levy special rates and charges on certain properties that are considered to be specially benefited by the provision of specific services, facilities or activities.

Special rates are based on the Unimproved Valuation/Site Value of the land and special charges are a flat charge per property, where this is considered to provide a more equitable basis for the sharing of the cost.

3.1.3. Other Charges

In general, Council will be guided by the principle of user pays where it can easily identify the cost associated with supplying a particular service. In particular Council may use this principle for water supply, sewerage, refuse collection, et cetera. Provided however that where Council considers that moving to full cost recovery for a particular service may cause undue hardship Council will "phase in" the full cost recovery over a period of time.

3.2. Recovery of Rates and Charges

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

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

3.3. Concessions for Rates and Charges

Statutory provision exists for the Council to rebate or postpone rates in certain circumstances. These provisions are detailed in *Part 10* of the Regulation.

In considering the application of concessions, Council will be guided by the principles of:

- **Equity** – by having regard to the different levels of capacity to pay within the local community;
- **Consistency** – by applying the same treatment for ratepayers with similar circumstances;
- **Transparency** – by making clear the requirements necessary to receive concessions; and
- **Flexibility** – by allowing Council to respond to local economic issues.

The predominant purpose for which Council grants concessions is to:

- assist pensioners (who are on very limited incomes), in meeting their obligations to pay Council's rates and charges;
- assist various Religious Organisations, Community Groups and Sporting Organisations who provide a public service or community benefit throughout the region in meeting their obligations to pay Council's rates and charges;
- assist ratepayers who have experienced high water charges due to undetected water leaks in meeting their obligations to pay Council's rates and charges;
- assist developers that are required to provide reticulated water and wastewater to a subdivision in meeting their obligations to pay Council's rates and charges; and
- assist ratepayers who are receiving home haemodialysis in meeting their obligations to pay Council's rates and charges.

3.4. Cost Recovery Fees

Section 97 of the Act allows Council to set cost recovery fees. The Council recognises the validity of

fully imposing the user pays principle for its cost recovery fees, unless the imposition of the fee is contrary to its express social, environmental and other corporate goals. This is considered to be the most equitable and effective revenue approach and is founded on the basis the Region's rating base cannot subsidise the specific users or clients of Council's regulatory products and services.

However, in setting its cost recovery fees, Council will be cognizant of the requirement that such a fee must not be more than the cost to Council of providing the service or taking action to which the fee applies.

3.5. Commercial Charges

Sections 9 (Powers of local governments generally) and 262 (Powers in support of responsibilities) of the Act provide the Council, as a legal entity, with powers to charge for services and facilities it supplies other than a service or facility for which a cost recovery fee may be fixed.

Such commercial charges are for transactions where the Council is prepared to provide a service and the other party to the transaction can choose whether or not to avail itself of the service.

The nature, level and standard of the entitlement, facility or service is considered by the Council in the setting of commercial charges. Central to deliberations on these matters is the Council's community service obligation and the principle of social equity. The Council may set such a charge with the aim of achieving a profit from the service or facility provided.

The principle of "user pays" is considered where the provision of a service, entitlement or facility may be in direct competition with private enterprise.

3.6. Funding of Physical and Social Infrastructure Costs

Council requires developers to pay reasonable and relevant contributions towards the cost of infrastructure required to support the development. Specific charges are detailed in "Adopted Infrastructure Charges" resolution adopted by Council.

These charges are based on normal anticipated growth rates. Where a new development is of sufficient magnitude to accelerate the growth rate of a specific community within the region, it may be necessary to bring forward social infrastructure projects. Where this occurs, Council expects developers to meet sufficient costs so that the availability of facilities is not adversely affected and so that existing ratepayers are not burdened with the cost of providing the additional infrastructure.

4. DEFINITIONS

Annual Budget, for a local government, means its annual budget under chapter 5, part 2, division 3 of the Act.

Business Unit, of a local government, means a part of the local government that conducts a business activity of the local government.

Code of Competitive Conduct means referenced within *Section 47* of the Act.

Concession for rates or charges means a concession granted under *Chapter 4, Part 10* of the Act.

Cost-Recovery Fee means as referenced in *Section 97(2)* of the Act.

Differential General Rates means as referenced within *Section 80(2)* of the Act.

Full Cost Pricing, of a significant business activity, as referenced within *Section 44(3)* of the Act.

Local Government Principles means the principles expressed in the form of outcomes set out in *Section 4(2)* of the Act.

Pensioner means a person who is the holder of a pensioner concession card issued by the department of the Commonwealth responsible for administering the Social Security Act 1991 (Cwlth) or the Veterans' Entitlements Act 1986 (Cwlth).

Ratepayer means a person who is liable to pay rates or charges.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Investment Policy 2022/2023 – Statutory009
 South Burnett Regional Council Debt Policy 2022/2023 – Statutory010
 South Burnett Regional Council Rate Collection Policy – Statutory041
 South Burnett Regional Council Revenue Statement
 South Burnett Regional Council Hardship Policy – Statutory012

7. NEXT REVIEW

As prescribed by legislation – May 2023

8. VERSION CONTROL

| Version | Revision Description | Adopted Date | ECM Reference |
|---------|-----------------------|------------------|---------------|
| 1 | Development of policy | 13 August 2008 | 407991 |
| 2 | Review of policy | 26 June 2009 | 528733 |
| 3 | Review of policy | 9 June 2010 | 897521 |
| 4 | Review of policy | 29 June 2011 | 1271695 |
| 5 | Review of policy | 11 July 2012 | 1291872 |
| 6 | Review of policy | 12 June 2013 | 1185927 |
| 7 | Review of policy | 21 May 2014 | 1590733 |
| 8 | Review of policy | 3 June 2015 | 1888898 |
| 9 | Review of policy | 18 May 2016 | 1944679 |
| 10 | Review of policy | 17 May 2017 | 2701011 |
| 11 | Review of policy | 21 February 2018 | 2836653 |
| 12 | Review of policy | 20 March 2019 | 2578183 |
| 13 | Review of policy | 29 March 2020 | 2682123 |
| 14 | Review of policy | 28 April 2021 | 2786416 |
| 15 | Review of policy | | 2864939 |

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

10.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMPUTER, INTERNET AND EMAIL USAGE POLICY - STRATEGIC007**File Number:** IR2744923**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Computer, Internet and Email Usage Policy – Strategic007 as presented at the Executive and Finance & Corporate Standing Committee meeting on 18 May 2022.

SUMMARY

Committee Resolution: 2022/214

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

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

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

Against: Nil

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

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 May 2022.

ATTACHMENTS

1. **South Burnett Regional Council Computer, Internet and Email Usage Policy - Strategic007** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic007
POLICY OWNER: ICT & 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.**

Table of Contents

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

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:

DRAFT

10.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INVESTMENT POLICY 2022/2023 - STATUTORY009**File Number:** IR2865444**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Investment Policy 2022/2023 – Statutory009 as presented at the Budget Standing Committee meeting held 6 May 2022

SUMMARY

Committee Resolution: 2022/38

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Investment Policy 2022/2023 be adopted as presented.

In Favour: Crs Brett Otto, Gavin Jones, Danita Potter and Kirstie SchumacherAgainst: Nil**CARRIED 4/0****OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Investment Policy 2022/2023 be adopted as presented.

BACKGROUND

The Draft South Burnett Regional Council Investment Policy 2022/2023 – Statutory009 was presented at Council's Budget Standing Committee meeting held 6 May 2022.

ATTACHMENTS

1. **South Burnett Regional Council Investment Policy 2022/2023 - Statutory009** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory009
POLICY OWNER: Finance & Sustainability
ECM ID: 2865444
ADOPTED:

Investment Policy 2022/2023

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.**

Table of Contents

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

1. POLICY STATEMENT

South Burnett Regional Council (‘Council’) sets policy and guidelines regarding the investment of surplus cash funds, with the objective of maximising earnings within the approved investment guidelines and ensure the security of funds invested.

2. SCOPE

Investments are defined as financial or monetary arrangements that are undertaken or acquired to generate income or favourable future returns and pertain to the cash investments of Council. This policy applies to the investment of all surplus cash funds held by Council.

3. GENERAL INFORMATION

3.1. Ethics and Conflicts of Interests

3.2. Investment Objectives

To set guidelines and boundaries for the investment of Council surplus cash balances which meet the requirements of the *Statutory Bodies Financial Arrangements Act 1982* (‘SBFA’) and *Statutory Bodies Financial Arrangements Regulation 2019*, support Council’s investment and risk philosophy and provide a sequential process to be followed in undertaking investment activities.

Investment activities will focus on preservation of capital, liquidity, and return.

3.2.1. Preservation of Capital

Preservation of capital shall be the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security of principal of the overall portfolio. This would include managing credit and interest rate risk within given risk management parameters and avoiding any transactions that would prejudice confidence in Council.

3.2.2. Credit Risk

The Investment Officer will evaluate and assess credit risk prior to investment.

3.2.3. Interest Rate Risk

The Investment Officer shall seek to minimise the risk of a change in the market value of the portfolio due to a change in interest rates.

3.2.4. Maintenance of Liquidity

The Investment Officer shall maintain sufficient liquidity to meet all reasonable anticipated

operational cash flow requirements of Council.

3.2.5. Return on Investment

The portfolio is expected to achieve a market average rate of return and take into account Council's risk tolerance.

The intent of this document is to outline Council's policy and guidelines regarding the investment of surplus cash funds, with the objective of maximising earnings within the approved investment guidelines and ensure the security of funds invested.

3.3. Portfolio Implementation

3.3.1. Authorised Personnel

The Manager Finance & Sustainability and delegated Investment Officer/s are authorised to invest Council's operational funds in investments consistent with this policy and legislation.

3.3.2. Internal Controls

Council's General Manager Finance & Corporate shall establish internal controls and processes that will ensure investment objectives are met and that the investment portfolios are protected from loss, theft or inappropriate use.

The internal controls will address the following:

- control of collusion;
- separate the transaction authority from accounting and record keeping;
- clearly delegate authority to Investment Officers;
- compliance and oversight of investment parameters;
- reporting of breaches; and
- safekeeping of records.

3.4. Investment Parameters

3.4.1. Funds Available for Investment

For the purposes of this policy, funds available for investment are the cash or cash equivalent funds available at any time excluding any moneys held by Council in trust on behalf of external parties.

The funds available for investment should match the cash flow needs of Council allowing for working capital requirements. The investment strategy takes into account the Council's operating needs. Once the Manager Finance & Sustainability has determined that the cash flow forecast is achievable and can meet operational requirements, then the surplus cash funds may be invested for a specified term.

It is the responsibility of the Manager Finance & Sustainability to assess the cost of direct investment management by Council relative to the return generated. This should be compared with the cost of investing funds with a capital guaranteed cash fund for example the Queensland Treasury Corporation ('QTC') Capital Guaranteed Cash Fund.

A minimum of \$5 million is to be invested in a capital guaranteed cash fund or an approved cash management product. Category 1 investment power allows for investment with QTC Capital Guaranteed Cash Fund or Queensland Investment Corporation ('QIC') Cash Fund without further approval.

3.4.2. Authorised Investments

Council is allocated category 1 investment powers under the *Statutory Bodies Financial Arrangements Regulation 2019* ('SBFA') Without specific approval from Council or the Treasurer, local governments with category 1 investment power are limited to those prescribed by Part 6 of the SBFA, which include:

- Interest bearing deposits;
- QIC Cash Fund;
- QTC Capital Guaranteed Cash Fund, debt offset facility;

- QTC Fixed Rate Deposit (up to 12 months); and
- QTC Working Capital Facility.

3.4.3. Prohibited Investments

This policy prohibits any investment carried out for speculative purposes. The following investments are prohibited by this policy:

- Derivative based instruments (excluding floating rate notes);
- Principal only investments or securities that provide potentially nil or negative cash flow;
- Stand-alone securities issued that have underlying futures, options, forward contracts and swaps of any kind; and
- Securities issued in non-Australian dollars.

3.4.4. Portfolio Investment Parameters and Credit Requirements

The following table shows the credit ratings and counterparty limits for Council:

| Short Term Rating (Standard and Poor's) or equivalent | Individual Counterparty Limit | Total Limit (Max % of Portfolio) |
|---|-------------------------------|----------------------------------|
| A1+ | 30% | 100% |
| A1 | 15% | 50% |

| Short Term Rating (Standard and Poor's) or equivalent | Individual Counterparty Limit | Total Limit (Max % of Portfolio) |
|---|-------------------------------|----------------------------------|
| A2 – Financial Institutions only | 10% | 30% |
| A3 – Financial Institutions only | 5% | 10% |
| Unrated | Nil | Nil |
| QIC/QTC Pooled Cash Management Fund | 100% | 100% |

Noted: the percentage limits apply effective from the date of purchase as a percentage of the total value of the portfolio.

3.4.5. Maturity

The maturity structure of the portfolio will reflect a maximum term to maturity of one (1) year and includes an interest rate reset of no longer than six (6) months (185 days).

3.4.6. Liquidity

Given the nature of the funds invested, no more than 20 percent of the investment portfolio will be held in non-liquid securities and at least \$5 million of the portfolio is to be on call or will mature within 0-7 days.

3.4.7. Approved Lists

The Manager Finance & Sustainability shall prepare and maintain the following approved counterparty lists for the investment of funds:

- Approved Banks; and
- Approved Credit Unions.

3.4.8. Breaches

Any breach of this policy is to be reported to the Chief Executive Officer ('CEO') and General Manager Finance & Corporate and rectified as soon as practicable. The Finance Portfolio Councillor will report any breach that needs to be rectified to Council at the following meeting.

Where Council holds an investment that is downgraded below the minimum acceptable rating level, as prescribed under Regulation for the investment arrangement, Council shall within 28 days after the change becomes known to the local government, either obtain Treasurer's approval for

continuing with the investment arrangement or sell the investment arrangement (including, for example, withdrawing a deposit).

3.4.9. Safekeeping or records

Each transaction will require written confirmation by the bank. All security documents will be held by Council.

3.4.10. Dealers and Brokers

All transactions undertaken on behalf of the investment portfolio will be executed by Council directly. This policy prohibits dealings with securities brokers.

3.5. Investment Guidelines

Council’s investment portfolio should be realisable, without penalty, in a reasonable timeframe. The term to maturity of Council’s fixed term investments should not exceed one (1) year. The Manager Finance may reduce these maturity limits to a shorter period.

Treasury and Council approval is required for investments with a period of greater than 12 months. This means approval is required from Council prior to submission to the Treasurer for approval.

3.5.1. Short Term Debt Ratings

Short term refers to investments with an initial maturity of less than one (1) year.

Standard and Poor’s short-term ratings or equivalents to Moody’s and Fitch.

| | Standard & Poor’s | Moody’s | Fitch |
|------------|-------------------|---------|-------|
| Superior | A1+ | P-1 | F1+ |
| | A1 | | F1 |
| Strong | A2 | P-2 | F2 |
| Acceptable | A3 | P-3 | F3 |

3.6. Reporting

The Manager Finance & Sustainability will prepare a detailed report to be included in the monthly finance meeting reports which includes an evaluation of the transactions, performance and compliance of the investment portfolio. The report will include:

- Interest rate of all deposits;
- List of all deposits and the Financial Institution where held;
- Maturity date; and
- Dollar amount invested.

On an annual basis, this policy will be reviewed and amended, where required; any amendments are to be approved by Council prior to the implementation of the revised investment policy.

4. DEFINITIONS

At Call means where the investment can be redeemed, and the money invested can be retrieved by the investor from the financial institution within 30 days without penalty.

Capital Guaranteed means an investment fund that guarantees return of the full capital value of the investment.

Category 1 means investment power that permits a local government to invest in a range of highly secure investments either at call or for a fixed time of not more than one (1) year.

Conflict of Interest means a situation where an official’s private interests may benefit from decisions or actions that they are entrusted to take.

Delegation of Authority means Authority for implementation of this policy is delegated by Council to the CEO in accordance with *Section 257(1)(b) – Delegation by Local Government of the Local Government Act 2009* (‘Act’). Authority for the day-to-day management of Council’s Investment Portfolio is to be delegated by the CEO to the Manager Finance & Sustainability and subject to regular reviews with the CEO and General Manager Finance and Corporate.

Financial Institution means an authorised deposit taking institution within the meaning of *Section 5* of the *Banking Act 1959* (Cth).

Investment Officer means individuals that are to manage the portfolios not for speculation, but for investment and in accordance with the principle of this policy. Investment Officers are to avoid any transaction that might prejudice Council. They will consider the safeguarding of capital and the achievement of income objectives when making an investment decision.

Investment Portfolio means pool of investments held by Council.

Market Risk means the risk that the value of an investment will decrease due to movements in market factors such as interest rates, foreign exchange rates, equity prices and commodity prices.

Preservation of Capital means an investment strategy with the primary goal of preventing losses in an investment's total value. In modern portfolio theory terms, it refers to a guaranteed investment of principal, which would provide a return of at least inflation.

Prudent Person Standard means the standard of prudence to be used by Investment Officers when managing the portfolio. Investments will be managed with the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons. This includes having in place appropriate reporting requirements that ensure the investments are reviewed and overseen regularly.

Yield means the annual rate of return on an investment.

5. LEGISLATIVE REFERENCE

Banking Act 1959 (Cth)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Statutory Bodies Financial Arrangements Act 1982 (Qld)

Statutory Bodies Financial Arrangements Regulation 2019 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Revenue Policy 2022/2023 – Statutory005

South Burnett Regional Council Revenue Statement

7. NEXT REVIEW

As prescribed by legislation – May 2023

8. VERSION CONTROL

| Version | Revision Description | Adopted Date | ECM Reference |
|---------|-----------------------|---------------|---------------|
| 1 | Development of policy | 21 July 2010 | 907608 |
| 2 | Review of policy | 13 July 2011 | 1126931 |
| 3 | Review of policy | 11 July 2012 | 1272123 |
| 4 | Review of policy | 3 July 2013 | 1458314 |
| 5 | Review of policy | 25 July 2014 | 1620456 |
| 6 | Review of policy | 29 June 2015 | 1888896 |
| 7 | Review of policy | 27 June 2016 | 1959082 |
| 8 | Review of policy | 26 June 2017 | 2719366 |
| 9 | Review of policy | 25 June 2018 | 2513695 |
| 10 | Review of policy | 12 June 2019 | 2597395 |
| 11 | Review of policy | 17 June 2020 | 2688439 |
| 12 | Review of policy | 24 March 2021 | 2774460 |
| 13 | Review of policy | | 2865444 |

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

10.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFRASTRUCTURE ASSET NAMING POLICY - STRATEGIC026**File Number:** IR2330332**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Infrastructure Asset Naming Policy – Strategic026 as presented at the Executive and Finance & Corporate Standing Committee meeting on 18 May 2022.

SUMMARY

Committee Resolution: 2022/216

Moved: Cr Kirstie Schumacher

Seconded: Cr Gavin Jones

That the Committee recommends to Council:

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

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

Against: Nil

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

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 May 2022.

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.**

Table of Contents

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

1. POLICY STATEMENT

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

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:

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

- 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 Kingaroy, Murgon, Nanango and Wondai.
- follow a theme through an estate (e.g., famous people, colours, flora or fauna; and
- be a derivative of a nearby or adjoining existing name.

Names should:

- be easy to pronunciation.
- avoid confusion of names 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 representatives to be in the public interest, or

- 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. 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 Divisional Councillor will be consulted on potential names as the basis for consideration and consultation prior to a formal report 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.
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, 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 effective date of the new asset name shall be the date stated as part of Council's resolution, or the date of the Council resolution.

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

- 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
- developers wanting to sell off the plan and 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 representative which is responsible for assessing and reporting against the policy for new subdivisions and renaming requests is the Manager Infrastructure Planning.

Council shall provide and install appropriate nameplates and signs in accordance with the Council resolution.

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

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 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.

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**

DRAFT

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

| Suffix Suffix (Abbreviation) | Comment Comment |
|---|--|
| 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) | 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) - | 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:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Community Engagement Policy

SUMMARY

Committee Resolution: 2022/2017

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

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

- Consideration given to section 3.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen**Against:** Nil**CARRIED 7/0****OFFICER'S RECOMMENDATION**

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 May 2022.

Consideration has been given to Section 3. For transparency, yellow highlighted text is identified as changed content within the draft policy.

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.**

Table of Contents

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

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.

In a commitment to effective and appropriate community engagement, when working together Councillors and staff shall consider:

- informing all Councillors and the Executive Leadership Team of community engagement initiatives of relevance;
- 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:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Domestic and Family Violence Policy – Statutory052 as presented at the Executive and Finance & Corporate Standing Committee meeting on 18 May 2022.

SUMMARY

Committee Resolution: 2022/218

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommends to Council:

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

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

Against: Nil

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

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

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 May 2022.

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.**

Table of Contents

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

1. POLICY STATEMENT

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.

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 appropriate safety and support measures.

Equally, it is an expectation of Council that all of its employees 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 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.

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 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 or 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. Council's EAP can be contacted on 1800 808 374 or info@assureprograms.com.au.

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

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.

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:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Overgrown Property Policy – Statutory062

SUMMARY

Committee Resolution:

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Overgrown Property Policy – Statutory062 be adopted as presented.

- Section 3.5 - 300mm becomes 400mm and properties size classifications be removed.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen**Against:** Nil**CARRIED 7/0****OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Overgrown Property Policy – Statutory062 be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 May 2022.

ATTACHMENTS

1. **South Burnett Regional Council Overgrown Property Policy - Statutory062**  



POLICY CATEGORY - NUMBER: Statutory062
POLICY OWNER: Environment & 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.**

Table of Contents

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

1. POLICY STATEMENT

South Burnett Regional Council (“Council”) 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 standard is provided:

| | |
|----------|--|
| Standard | Grass and weeds trimmed to a height of 400mm or less including around buildings, fences, and other structures. |
|----------|--|

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:

10.12 REPEAL RESOLUTION MINUTE NUMBER 3029 AND ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL FIT FOR WORK POLICY - STATUTORY065**File Number:** IR2844496**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Notice to repeal South Burnett Regional Council resolution - Minute Number 3029 – Adoption of the South Burnett Regional Council Fitness for Work Policy and Procedure, to be replaced with the South Burnett Regional Council Fit for Work Policy – Statutory065

SUMMARY

Committee Resolution: 2022/220

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That in accordance with *Section 262* of the *Local Government Regulation 2012*, South Burnett Regional Council Resolution Minute Number 3029 relating to the adoption of the South Burnett Regional Council Fitness for Work Policy and South Burnett Regional Council Fitness for Work Procedure be repealed; and

That the South Burnett Regional Council Fit for Work Policy – Statutory065 be adopted as presented.

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

Against: Nil

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

1. That in accordance with *Section 262* of the *Local Government Regulation 2012*, South Burnett Regional Council Resolution Minute Number 3029 relating to the adoption of the South Burnett Regional Council Fitness for Work Policy and South Burnett Regional Council Fitness for Work Procedure be repealed.
2. That the South Burnett Regional Council Fit for Work Policy – Statutory065 be adopted as presented.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee meeting on 18 May 2022.

ATTACHMENTS

1. **South Burnett Regional Council Fitness for Work Policy**  
2. **South Burnett Regional Council Fitness for Work Procedure**  
3. **South Burnett Regional Council Fit for Work Policy - Statutory065**  



Fitness for Work Policy

Table of Contents

| | |
|--|---|
| 1. POLICY STATEMENT | 1 |
| 2. SCOPE | 1 |
| 3. POLICY OBJECTIVES | 1 |
| 4. BACKGROUND AND/OR PRINCIPLES | 1 |
| 5. LEGISLATIVE AUTHORITY | 1 |
| 6. GENERAL INFORMATION | 2 |
| 7. DEFINITIONS | 3 |
| 8. RELATED POLICIES AND PROCEDURES | 3 |
| 9. DATE REVIEWED | 3 |
| 10. NEXT REVIEW | 3 |

1. POLICY STATEMENT

This Policy states South Burnett Regional Council's ("Council") recognition of the potential dangers of impairment in the workplace from fatigue, alcohol and drug consumption, and Council's intended response measures.

2. SCOPE

This Policy applies to all employees, contractors, volunteers, work experience students, trainees and apprentices.

3. POLICY OBJECTIVES

To formulate Council's recognition of the importance of fitness for work, and to prescribe the responsibilities and procedures to be set out in further Council documents, including the Fitness for Work Procedure, Drug and Alcohol Management Plan for Safety Sensitive Aviation Activities, and Social Function Guidelines.

4. BACKGROUND AND/OR PRINCIPLES

Council is committed to providing a safe, healthy and productive workplace for all employees and visitors to Council workplaces. Council is aware that factors such as fatigue, alcohol and drug consumption may affect health and safety in the workplace, including emotional well-being, and in response has embraced the concept of "fitness for work".

5. LEGISLATIVE AUTHORITY

Council's current Certified Agreements
Queensland Workplace Health and Safety Act 1995
Queensland Workplace Health and Safety Regulation 2008 and associated amendments and standards
Queensland Local Government Act 1993
Queensland Drugs Misuse Act 1986
Queensland Drugs Misuse Regulation 1987
Civil Aviation Safety Regulation 1998.

6. GENERAL INFORMATION

Council recognises that:

- The hazards and risks associated with fatigue or the use of alcohol, medication and dangerous drugs at the workplace should be assessed in the same way as any other workplace health and safety hazard and risk;
- The consumption of alcohol, improper use of medication or use of dangerous drugs can result in poor physical coordination, impaired judgment and decreased alertness leading to an increased workplace health and safety risk to the person affected and those around them;
- Fatigue and stress not only increase the likelihood of workplace incidents occurring but can also affect a person's long-term health;
- Certain types of pharmacy medicine and some herbal products can cause impaired judgment and decreased alertness, leading to an increased workplace health and safety risk to the person affected and those around them.

To control the risks associated with fatigue and the use of alcohol and drugs (including medication) in the workplace, Council will:

- Ensure that a systematic approach is used to manage the issues of fatigue, dangerous drug use, medication abuse and alcohol consumption and their effect in the workplace by planning, educating, counselling and carrying out disciplinary action where appropriate;
- Test for drug and alcohol use where an employee shows signs of being affected by a drug or alcohol, or following a workplace incident;
- Ensure employees and contractors do not endanger the safety of themselves or others through impairment or the misuse of alcohol or drugs;
- Ensure prospective new employees undergo an appropriate pre-employment medical assessment as required;
- Implement education and awareness measures to ensure that all Council employees understand their responsibilities in relation to this Policy and associated documents;
- Provide information to employees and contractors on fatigue management and responsible alcohol and drug use;
- Foster an attitude amongst employees and contractors that it is not acceptable to attend or remain at work whilst impaired by alcohol or drugs;
- Ensure workplace fatigue is managed within budgetary constraints and provide support for employees suffering from stress or fatigue;
- Provide an atmosphere that encourages employees and contractors to seek assistance for any physical or psychological problem that may impact on the safety or work performance of themselves or others;

- Provide a free, confidential and professional counselling service through the Employee Assistance Program in accordance with Council's Employee Assistance Policy;
- Ensure that employees will not be disadvantaged in terms of promotion or career opportunities because they have sought or are undergoing drug or alcohol counselling; and
- Ensure that details regarding an employee's fatigue, drug or alcohol problems, associated treatment or rehabilitation, will be kept confidential subject to the provisions of the law.

7. DEFINITIONS

Dangerous Drugs - those drugs that are prohibited by the *Queensland Drugs Misuse Act 1986* and the *Queensland Drugs Misuse Regulation 1987*. Examples include amphetamines (ecstasy, speed), cannabis, cocaine and heroin.

Drug – either medication or a dangerous drug.

Fatigue – the temporary inability, decrease in ability or strong disinclination to respond to a situation, because of previous mental, emotional or physical over-activity, or inadequate restorative sleep.

Fitness for Work – for the purposes of this Policy, "fitness for work" will refer to an employee's ability to perform their work duties to the best of their natural faculties, unencumbered by impairment resulting from fatigue, or alcohol or drug consumption.

Impaired Person – a person who has their level of safety diminished due to a loss of their physical coordination, judgment and alertness which may be due to the effects of fatigue, alcohol or drugs.

Medication – legal prescription and non-prescription drugs including legal herbal products.

8. RELATED POLICIES AND PROCEDURES

- Fitness for Work Procedure
- Drug and Alcohol Management Plan for Safety Sensitive Aviation Activities
- Social Function Guidelines
- Employee Code of Conduct Policy
- Employee Assistance Program Policy
- Discipline Procedure.

Council's related Policies and Procedures are available from Council's intranet site, or upon request from Human Resources.

9. DATE REVIEWED

April 2010

10. NEXT REVIEW

2013



Fitness for Work Procedure

Table of Contents

| | |
|--|----|
| 1. PURPOSE | 1 |
| 2. SCOPE | 1 |
| 3. LEGISLATIVE AUTHORITY | 1 |
| 4. REFERENCES AND ACKNOWLEDGEMENTS | 1 |
| 5. RESPONSIBILITIES | 1 |
| 6. PROCEDURE | 3 |
| 7. DEFINITIONS | 10 |
| 8. DOCUMENTATION | 12 |
| 9. DATE REVIEWED | 12 |
| 10. NEXT REVIEW | 12 |

1. PURPOSE

The purpose of this Procedure is to contribute to the health, safety and well-being of South Burnett Regional Council ("Council") employees and others by implementing and maintaining a Fitness for Work Program that supports the management of employee and contractor performance.

2. SCOPE

This Procedure applies to all employees, contractors, volunteers, work experience students, trainees and apprentices.

3. LEGISLATIVE AUTHORITY

Council's current Certified Agreements
Queensland Workplace Health and Safety Act 1995
Queensland Workplace Health and Safety Regulation 2008 and associated amendments and standards
Queensland Local Government Act 1993
Queensland Drugs Misuse Act 1986
Queensland Drugs Misuse Regulation 1987
Civil Aviation Safety Regulations 1998.

4. REFERENCES AND ACKNOWLEDGEMENTS

Alcohol and Drug Use Guidance Notes - Worksafe Western Australia
Reducing the Risk of Fatigue at the Workplace Guidance Notes - Government of Western Australia
Stress and Fatigue – their impact on health and safety - Occupational Safety and Health Service of the Department of Labour, New Zealand, January 1998
Australian Drug Foundation
Building Trades Drug and Alcohol Program
Risk Management Tool for Shiftwork - Australian Coal Association Research Program (2002)
Cairns Regional Council Fitness for Work Policy and Procedure.

5. RESPONSIBILITIES

5.1 Chief Executive Officer

The Chief Executive Officer is responsible for any outcomes from hazards or risks associated with Council.

5.2 Directors, Managers and Supervisors

Directors, Managers and Supervisors are responsible for:

- Ensuring that all employees and contractors are made aware of this Procedure;
- Ensuring employees and contractors under their supervision or control do not put their own or another person's safety at risk due to impairment from fatigue, alcohol or drugs;
- Managing the work performance of employees and contractors and/or monitoring the performance of persons working in their area of responsibility; and
- Ensuring employees who notify Council that they have a fatigue, drug or alcohol problem have the details kept confidential and are offered appropriate support and counselling.

5.3 Human Resources Manager

The Human Resources Manager is responsible for:

- Ensuring all employees are made aware of this Procedure and associated Discipline Procedures/actions through Council's Learning and Development Program and general communications as appropriate;
- Advising and assisting with grievance and/or disciplinary actions, remedial strategies, counselling or informal resolution as appropriate; and
- Reviewing and recommending ongoing education or awareness training relating to fitness for work matters.

5.4 Workplace Health and Safety Officers

The Workplace Health and Safety Officer is responsible for:

- Assisting with any incident investigations, as required;
- Evaluating the outcomes of incident investigations to ensure that all procedures have been followed correctly;
- Providing advice to Directors, Managers, Supervisors, Workplace Health and Safety Representatives and employees relating to fatigue or the misuse of alcohol or drugs;
- Compiling and tabling incident statistics to the Workplace Health and Safety Steering Committee, and Workplace Health and Safety Sub-Committees;
- Developing and distributing safety procedures throughout Council; and
- Ensuring safety information on Council's intranet site is current.

5.5 Employees

Employees shall not present themselves for work, or remain at work, if:

- They have consumed alcohol or have taken a drug that could affect their ability to work safely;
- They have taken an alcohol or drug test that day and returned a positive reading;
- They are expected to operate plant or drive vehicles and suspect they would exceed the permitted breath alcohol concentration level or are otherwise impaired; or

- Their ability to work safely is compromised by fatigue, alcoholic hangover or the effects of a drug.

Employees must:

- Comply with the Fitness for Work Policy and Procedure;
- Speak to their Supervisor in relation to concerns about fatigue management or the use of drugs or alcohol at work;
- Advise their Supervisor if they are taking either prescription or non-prescription medication; and
- Immediately speak to their Supervisor if they have concerns about working with another employee whose ability to work safely appears to be compromised by fatigue or the influence of drugs or alcohol.

On Call Employees

Employees who are on the On-Call Roster for after hours incidents and emergencies must:

- Not consume alcohol, or drugs which may result in impairment, whilst on-call; and
- Make alternative arrangements with management if they are unable or unfit to attend a call-out.

6. PROCEDURE

6.1 Dangerous Drugs

The carrying, storing, or use of dangerous drugs at Council workplaces, the sale, transfer or manufacture of dangerous drugs in the workplace or the unlawful distribution of prescription drugs in the workplace shall constitute misconduct and will result in disciplinary action being taken against the employee in accordance with Council's Discipline Procedure and Council's Employee Code of Conduct.

6.2 Assessing the Risk

6.2.1 Medication

Council recognises the importance of taking prescribed medication, however, certain types of prescription or pharmacy medicine and some herbal products can cause impaired judgment and decreased alertness. Employees who are required to take medication must ensure that the medication side effects do not endanger their own or others' workplace health or safety, and that they do not breach road use legislation by operating any vehicle or vessel whilst under the influence of the medication.

Before taking medication, employees must discuss any possible medication side effects with their doctor or health care professional.

Where a doctor or health care professional advises an employee that there may be side effects from the medication, the employee must provide their Supervisor/Manager with a letter from their doctor or health care professional detailing those effects.

The Supervisor/Manager will then decide on control measures that may be taken to minimise the workplace risks.

6.2.2 Fatigue

Fatigue can result from long or arduous work, late night call-outs and little or poor sleep. It can be influenced by health and emotional issues, or by several of these factors in combination. Fatigue affects each person in its own individual manner, including their health, work performance and productivity. It can also significantly increase the probability of an accident or injury occurring.

To minimise the risks from workplace fatigue, Supervisors must ensure that employees and contractors take fatigue breaks in accordance with Council's industrial instruments and any applicable fatigue management guidelines (eg. as issued by Queensland Transport).

To assist in determining whether an employee or contractor is fatigued the Fatigue Identification Form may be used by the Supervisor.

Supervisors who suspect an employee or contractor is putting their own or another person's safety at risk due to impairment from stress or fatigue must immediately remove the affected employee or contractor to a safe location and:

- Ask the employee or contractor if they feel their work performance or safety is affected by fatigue or stress, including whether there are any work related issues that are contributing to the fatigue or stress;
- Consider if the poor work performance is due to other factors such as illness, workplace environmental factors (eg. heat exhaustion, chemical exposure) or the effects of drug or alcohol use;
- Assess the risks to the employee or contractor and others if the employee or contractor is allowed to continue their normal work;
- Where the Supervisor considers the employee or contractor would place their own or another person's safety at risk, then the employee's or contractor's Manager/Director shall be immediately contacted and advised of the situation. In consultation with the employee's or contractor's Supervisor, the Manager/Director shall provide adequate control measures to minimise risk to and from the employee or contractor. These control measures may include:
 - Arranging for the employee or contractor to be driven home;
 - Providing alternate duties for the employee;
 - Recommending the employee seek counselling through the Employee Assistance Program;
 - Recommending the employee seek medical advice for the fatigue or stress; and
 - In the case of a contractor, suspending or terminating their contract with Council.

Where the stress or fatigue appears to be as a result of work related factors, the Supervisor must take appropriate action to control the risks in the workplace.

Where chronic non-work related fatigue or stress related problems are affecting the employee's work performance or safety, the employee may be required to seek medical assistance or counselling through the Employee Assistance Program.

6.2.3 Alcohol and Drug Use

Supervisors who suspect an employee or contractor is putting their own or another person's safety at risk due to impairment from alcohol or drug use must:

- Immediately remove the affected employee or contractor to a safe location;

- Consider whether the impairment could be as a result of other causes, for example illness, fatigue or inadvertent exposure to a hazardous substance in the workplace;
- Ask the employee or contractor if they are affected by alcohol or drugs; and
- Where a risk from alcohol or drugs is identified by the Supervisor they must immediately organise for the employee or contractor to be interviewed by the appropriate Manager/Director.

A Supervisor/Manager/Director may reasonably suspect that an employee or contractor is not fit for work if one or more of the following signs exist:

- Advice from a co-worker who believes the employee or contractor may be impaired by alcohol and/or drugs;
- Evidence linking the employee or contractor with alcohol and/or drug misuse while at work. This evidence may include items found in work vehicles or workplaces;
- The employee or contractor's speech is slurred or impaired;
- The employee or contractor's breath smells of alcohol;
- The employee or contractor staggers, or their movements are jerky and off target;
- The employee or contractor admits to drinking a certain quantity of alcohol or taking a drug;
- The employee or contractor's eyes are bleary and heavy;
- The employee or contractor exhibits a dulled, tired appearance;
- The employee or contractor is uncharacteristically aggressive or excitable in their speech or manner;
- The employee or contractor's face is uncharacteristically flushed;
- The employee or contractor's pupils are large or unusually narrowed, with a sluggish reaction to light; or
- The employee or contractor's sense of time is defective (eg. being unable to repeat the time of incidents).

6.2.4 Alcohol or Drug Use – Contractors

Where it is suspected by the Manager/Director that a contractor is putting their own or another person's safety at risk due to impairment from alcohol or drug use, the contractor shall be given a chance to explain the reason they are affected by alcohol or drugs. Based on the available evidence and the contractor's response, it may be determined that the seriousness of the behaviour warrants suspension or early termination of the contract. Any such action must only be taken by having regard to the relevant requirements of the *Queensland Local Government Act 1993*, and where applicable, Council's Employee Code of Conduct.

6.3 Assessment by Management of an Employee Affected by Alcohol or Drugs

After initial suspicion of alcohol or drug impairment, the relevant Manager/Director will then interview the employee or contractor to determine whether:

- The employee or contractor appears to be affected by alcohol or drugs;
- The employee or contractor because of their state, poses a safety risk to themselves or another person; and

- There are any mitigating circumstances (eg. bereavement, domestic matters).

6.3.1 Interview

The interview should be held between the employee, their Supervisor, and the employee's Manager/Director.

The employee can also elect to have a support person (eg. family member, friend, Union representative) present during the interview providing the support person can attend within the testing timeframe.

The Manager/Director will commence the interview by providing details of the allegation and then giving the employee the opportunity to explain their poor behaviour and/or work performance.

Where the Manager/Director is satisfied the employee poses a safety risk due to suspected alcohol or drug consumption or where the employee admits that their poor behaviour and/or work performance is due to alcohol consumption or drug use the employee shall be requested to:

- Complete the Employee Permission Form for Drug and Alcohol Testing Form; and
- Undergo a breath analysis test using an Australian Standards approved alcoholmeter where there is a suspicion of alcohol use in accordance with the testing methods; and/or
- Undergo an oral fluid test using an Australian Standards approved oral testing device where there is a suspicion of drug use in accordance with the testing methods.

If the employee fails either test they shall be given a chance to explain the reason they are affected by alcohol or drugs.

At the completion of the interview, the Manager/Director shall take the following action if they consider the employee is unfit for work:

- Organise for the employee to be either:
 - (a) In the case of failing the in-house breathalyser test – Council will make appropriate transport arrangements to return the affected employee to their place of residence; or
 - (b) In the case of failing the in-house oral fluid drug test – the Manager/Director shall request that the employee undergo confirmation drug testing by providing a further oral fluid sample in a collection device. The oral fluid sample will then be sent by Council to an independent and accredited laboratory for testing for the presence of dangerous drugs. Council will make appropriate transport arrangements to return the affected employee to their place of residence. The employee shall remain on leave without pay until a negative result is received from the testing laboratory on either the original sample or subsequent samples.

Depending on the circumstances the Manager/Director can also take the following additional action:

- (a) Direct the employee to attend drug or alcohol counselling;
- (b) Initiate disciplinary action;
- (c) Direct that the employee not return to work until they have a medical certificate indicating that they are fit to return to normal duties.

Before recommencing work with Council the employee must be interviewed by the Manager/Director. The Manager/Director shall discuss the following at the interview:

- Details of the employee's unsatisfactory behaviour or work performance;
- The standard of performance required;
- The potential risk to the employee's safety and the safety of others due to drug or alcohol impairment;
- Drug and alcohol support services available, which may include the Employee Assistance Program; and
- The process to be implemented if the occurrence is repeated.

During the interview the Manager/Director may request that the employee undergo a further in-house drug or breathalyser test if the employee shows signs of being unfit for work because of drug or alcohol misuse.

If the employee fails the test they shall not be permitted to remain at work. Council will provide appropriate transport arrangements for the affected employee to be taken home.

Employees who are sent home will be entitled to leave without pay whilst they are absent from work.

6.4 Claims Made by Co-workers

Council encourages employees to speak up about safety hazards in the workplace. An employee has the right to contact their Supervisor or Manager/Director if they witness or have evidence that an employee is putting their own or another person's safety at risk due to impairment by fatigue, drugs or alcohol.

Where a co-worker reports a fellow employee to their Supervisor or management due to a suspicion of fatigue, alcohol or drug impairment:

- The co-worker at their request may remain anonymous;
- The Supervisor/Manager of an employee under suspicion must determine for themselves whether the employee appears to be impaired by fatigue, alcohol or drugs and whether cause testing is required;

6.5 Drug and Alcohol Testing

6.5.1 Testing Following a Serious Incident

Where an employee has been involved in a serious incident at the workplace Council may request that the employee undergo an alcohol and/or drug test.

6.5.2 Testing Timeframes

While every attempt will be made to drug and/or alcohol test the employee as soon as possible following a serious incident or cause for suspicion, the following timeframes are the preferred timeframes:

- (a) Alcohol Test (in-house) - within one hour of management being notified;
- (b) Dangerous Drug Test (in-house) - within two hours of management being notified;

(c) Testing timeframes for employees and contractors working in safety sensitive aviation activities shall be in accordance with Council's *Drugs and Alcohol Management Plan for Safety Sensitive Aviation Activities*.

6.5.3 In-House Testing Methods

Serious incident or cause for suspicion testing for the presence of alcohol or drugs will be conducted by trained Council employees using the following methods:

- Alcohol – testing for alcohol impairment will be conducted using an Australian Standards approved Alcolmeter and in accordance with the Collection Procedures for Breath Alcohol Tests;
- Drugs – specimen collection, storage, handling, on-site initial testing and, if required, dispatch of human oral fluid to the laboratory will be conducted in accordance with Australian Standard AS4760 *Procedures for Specimen, Collection, and the Detection and Quantitation of Drugs in Oral Fluid*. Any departure from the specified sample collection procedures will not invalidate a drug test result provided that the procedures followed do not cast doubt on the accuracy and reliability of the collection process with due regard to sample security and chain of custody requirements. Oral fluid specimens collected should only be used for the specific purpose of drug analysis eg. they are not to be used for DNA testing.

6.5.4 Self Testing For Alcohol and Other Drugs

Employees have the opportunity to test themselves if they think they may be unfit for work due to the effects of alcohol or drugs.

Self-testing will not result in disciplinary action under this Procedure if the employee performs the test before they commence work and they immediately notify their Supervisor that they are unfit for work. Council will make appropriate transport arrangements for the affected employee to be taken home and employees will be entitled to leave without pay whilst absent from work.

Employees found abusing the self-testing process by being continually absent from work as a result of the self-testing test results, will be subject to a work performance review and possible disciplinary action.

Alcolmeters will be available at Council's Kingaroy Depot, Nanango Depot, Murgon Depot and Wondai Depot. Saliva drug testing devices will be available upon request from the Workplace Health and Safety Officer or a designated Officer.

6.5.5 Random Drug and Alcohol Testing

While Council does not include the random testing for drugs and alcohol in this Procedure, it should be noted that some private workplaces (eg. Tarong Coal) and public workplaces (eg. certified aerodromes – Kingaroy Airport) that employees visit may have random drug and/or alcohol testing programs.

Employees visiting these workplaces must submit to drug and/or alcohol testing if requested by the workplace owners or, in the case of certified aerodromes, Civil Aviation Safety Authority (CASA) approved testers.

6.5.6 Negative Readings

Where drug and alcohol testing reveals that the employee under suspicion was not affected by drugs or alcohol, all leave taken or wages lost shall be reinstated by Council.

6.5.7 Refusal to Undergo a Breathalyser Test or Drug Test

Where an employee refuses to undergo a breathalyser or drug test Council will discipline the employee for not following a reasonable and lawful direction.

6.5.8 Tampering With Either a Drug or Alcohol Test

Any attempt to tamper or alter any in-house or external test for drugs or alcohol shall constitute misconduct and will result in disciplinary action.

6.6 Airport Drugs and Alcohol Management Program

All employees working in safety sensitive aviation activities (e.g. airside grass slashing, runway line painting, conducting runway inspections) must comply with the *Civil Aviation Safety Regulations 1998*.

The legislation allows Civil Aviation Safety Authority personnel to conduct random testing for drugs and alcohol on any person performing safety sensitive aviation activities at certified aerodromes (i.e. Kingaroy Airport).

The legislation also requires Council to have a *Drugs and Alcohol Management Plan for Safety Sensitive Aviation Activities* (DAMP). The DAMP allows for drug and alcohol testing by Council based on suspicion or following an incident.

Where an employee working in a safety sensitive aviation activity is found to be unfit for work due to drugs or alcohol, Council's DAMP must be followed.

6.7 Social Functions

Council's Chief Executive Officer or delegate must give prior approval for any social function that is being organised by or for Council employees, and which is to be held on Council premises in accordance with Council's Social Function Guidelines.

6.8 Employee Assistance Program

Council recognises that there may be employees who have alcohol or drug dependency issues. These employees will be encouraged to raise the issue with their Supervisor or seek professional counselling through Council's Employee Assistance Program provider or other organisations that provide preventative, counselling and treatment services. Assistance provided will be in accordance with Council's Employee Assistance Program Policy.

6.9 Promotion of Alcohol

Promoting the consumption of alcohol or drugs in the workplace by way of advertising (e.g. posters, cardboard cut-outs) is not permitted.

6.10 Education and Training

Prior to the initial introduction of this Procedure employees will be provided with Fitness for Work Information Sessions.

Employees are to be advised of the fitness for work requirements through conducting workplace meetings and the issuing of the appropriate Take 5 papers. Where Take 5 papers are issued, employees will be required to undertake and sign the attached Take 5 Quiz.

A range of pamphlets will be made available to employees on fatigue management and drug and alcohol misuse. Posters will also be displayed throughout Council providing information on the hazards posed by fatigue, drugs and alcohol.

6.11 Confidentiality

Confidentiality of all information will be maintained strictly throughout this process, subject to the provisions of the law. Confidential information and documentation will be restricted to the employee's Supervisor/Manager/Director, Human Resources and the Chief Executive Officer.

6.12 Discipline Procedure

Council's Discipline Procedure will be followed by management, on a case by case basis for alcohol and/or other drug incidents in the workplace. Disciplinary action will be in accordance with Council's Discipline Procedure, Council's Employee Code of Conduct and the *Queensland Local Government Act 1993*.

6.13 Dispute Resolution Procedure

Employees have the right to lodge a grievance where they believe that inappropriate or unreasonable action has been initiated by Council in response to suspected drug or alcohol impairment.

Where an employee is found to have made a knowingly false or vindictive claim regarding the alleged behaviour of another employee, management shall investigate the claimant's conduct and take appropriate action in accordance with Council's Discipline Procedure, Council's Employee Code of Conduct and the *Queensland Local Government Act 1993*.

7. DEFINITIONS

Binge Drinking – the act of drinking heavily over a short period of time or drinking continuously over a number of days or weeks.

Breath Alcohol Concentration (BrAC) – The percentage of alcohol in a person's breath, taken from deep in the lungs.

Dangerous Drugs - those drugs that are prohibited by the *Queensland Drugs Misuse Act 1986* and the *Queensland Drugs Misuse Regulation 1987*. Examples include amphetamines (ecstasy, speed), cannabis, cocaine and heroin.

Drug – either medication or a dangerous drug.

Contractor – for the purposes of this Procedure, a "contractor" refers to a person who enters into a formal contract to perform work for Council and in the execution of this work is required to provide a safe system and place of work for the contractor's employees and others.

Employee – for the purposes of this Procedure, an "employee" refers to any Council employee, including temporary and permanent employees, trainees and apprentices, volunteers and work experience students.

Employee Assistance Program (EAP) - a confidential, professional counselling service available to employees and their immediate family members.

Fatigue – the temporary inability, decrease in ability or strong disinclination to respond to a situation, because of previous mental, emotional or physical over-activity, or inadequate restorative sleep.

High Risk Activity – activities that Council believes could result in death or bodily harm including "high risk construction activity" (refer to the *Queensland Workplace Health and Safety Regulation 2008*). Activities may include working from heights, working in confined spaces and trenches, working on roads, using a hazardous substance, use of a chainsaw etc.

Impaired person – a person who has their level of safety diminished due to a loss of their physical coordination, judgment and alertness which may be due to the effects of fatigue, alcohol or drugs.

Medication – legal prescription and non-prescription drugs including legal herbal products.

Permitted Breath Alcohol Concentration (BrAC) Levels –

Legislated breath alcohol concentration levels in Queensland are as follows:

- Holder of a learner or provisional licence and aged under 25 years - 0.0% BrAC
- Holder of a licence when driving a truck, bus, articulated motor vehicle or vehicle carrying dangerous goods - 0.0% BrAC
- Employees or contractors operating earthmoving machinery (e.g. graders, rollers, backhoes) or lifting equipment (e.g. forklift, elevating work platform) - 0.0% BrAC
- Traffic controllers while on duty - 0.0% BrAC
- Persons performing safety sensitive aviation activities – below 0.02% BrAC

Employees on-call or responding to after- hours emergencies

- Employees who are rostered according to Council's on-call arrangements are required to have a breath alcohol concentration of zero for activities covered by Queensland legislative breath alcohol concentration levels. Employees not required to perform this type of work must have a breath alcohol concentration of less than 0.05%. (This BrAC level will be subject to any changes in Queensland legislation to the existing 0.05% legal limit).
- In cases where an employee is requested to respond to an afterhours call, the employee is required to immediately notify their on-call Supervisor if he/she is unable to meet the expectations of this Fitness for Work Procedure, in which case the Supervisor will make alternative arrangements.

Where a work activity is not covered by legislation, the following breath alcohol concentration levels shall apply:

- Employees and contractors – less than 0.05% BrAC
- Employees and contractors operating ride-on mowers, tractors or plant - 0.0% BrAC
- Employees and contractors undertaking high risk activities - 0.0% BrAC
- Employees on-call – less than 0.05% BrAC

Positive Test Result – in the case of a drug or alcohol test, a positive test result indicates the current or recent presence of drugs or alcohol in the person's physiological system, at a level above the permitted level (eg. BrAC above 0.0% is not permitted for a person operating plant).

Safety Sensitive Aviation Activities – any actions taken by a person in an aerodrome testing area (including the person's presence in the area) other than as a passenger (eg. airside grass slashing, runway line painting, conducting runway inspections)

Serious Incident – an incident that has resulted in:

- A fatality or an injury that has required immediate medical treatment by a medical practitioner; or
- An accident that has resulted in damage to a vehicle, aircraft, plant equipment or machinery which requires reporting to Council's insurance officer; or
- In the opinion of the Supervisor had the potential to cause a fatality, serious injury or major property loss.

Stress – in terms of the interaction between a person and their work environment, is the awareness of not being able to cope with the demands of one's environment, when this realisation is of concern to the person, and that both are associated with a negative emotional response.

Supervisor – a person in control of a workplace (eg. Supervisor, Coordinator, Manager or Director).

Workplace – means any place where work is, or is to be, performed by Council or its employees or contractors.

8. DOCUMENTATION

- Acknowledgment Receipt
- Drug and Alcohol Support Services
- Supervisors' Guidelines on Fatigue Impairment
- Fatigue Identification Form
- Permission Form for Drug and Alcohol Testing
- Collection Procedures for Breath Alcohol Tests
- Collection Procedures for Drug Tests - Oral Fluid

Council's related Policies and Procedures are available from Council's intranet site, or upon request from Human Resources.

9. DATE REVIEWED

June 2010

10. NEXT REVIEW

2012



POLICY CATEGORY - NUMBER: Statutory065
POLICY OWNER: People & Culture
ECM ID: 2844496
ADOPTED:

Fit for Work 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.**

Table of Contents

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

1. POLICY STATEMENT

South Burnett Regional Council ('Council') is committed to ensuring that all work practices, work environments and the workplace culture will value, enhance, and protect the overall health and wellbeing of all Council representatives through the foundation for developing activities and providing access to services that supports the overall health and wellbeing of all our workers.

2. SCOPE

This policy applies to all Council representatives working or representing Council in all work locations.

3. GENERAL INFORMATION

3.1. General

Council’s holistic approach to health and wellbeing will have positive effects that are also likely to extend beyond Council representatives and result in better health for families and the community.

A key aspect of the work, health and safety of Council representatives is ensuring that they are fit for work. This means they are in a state (physical, mental, and emotional) enabling them to perform assigned tasks safely, competently and in a manner that does not threaten or compromise the health and/or safety of themselves or others.

To meet this requirement Council has a range of activities to monitor, assess, ensure, or improve the ongoing wellbeing and fitness for work. The programs provided by Council to address the needs are:

- Health Monitoring and Immunisation Program;
- Fit4Work Program; and
- Health and Wellbeing Program.

3.2. Health Monitoring and Immunisation Program

To assess the exposure of workers to any physical, biological, or chemical hazards that may influence health and wellbeing. Council has health monitoring program and an immunisation program for those identified as being at risk of exposure to a disease as part of their duties that may be preventable by immunisation.

The requirements for health monitoring and immunisations will be identified through a consultation process, with consideration given to:

- the hazards exposed to while undertaking duties, including:
 - chemical hazards such as crystalline silica;
 - biological hazards such as Hepatitis A; and
 - physical hazards such as noise or sun exposure.
- the duration or level of exposure to these hazards;
- whether controls can be implemented that will eliminate exposure to these hazards, or reduce the duration or level of exposure;
- current legislative or best practice requirements in relation to the hazard;
- any specific health monitoring or immunisation requirements detailed in specific Workplace Health Safety ('WHS') Procedures.

The WHS Team coordinates the Health Monitoring and Immunisation Program.

3.3. Fit4Work Program

Council has a requirement to ensure Council representatives are not impaired from safely performing their duties. The Fit4Work Program established by Council will ensure there is a systematic process for identifying potential risk factors that may cause the impairment of a worker, then establishing strategies to address these risks.

The Fit4Work Program will be established with the following being considered:

- factors that may impair a worker, including:
 - job demands that may impact on a worker's fatigue or emotional wellbeing; and
 - non-work-related factors, such as the use of alcohol, drugs, medications or other personal factors;
- inherent requirements of the job, and the impact any impairment may have on the ability to undertake these requirements safely;
- proactive strategies that may be implemented to prevent the impairment occurring;
- reactive strategies utilised when a risk to the safety of workers is identified; and
- how the effectiveness of strategies are monitored and evaluated.

The following elements are included in Council's Fit4Work Program and must be managed in accordance with the corresponding policies and/or procedures:

- Drug and Alcohol;
- Fatigue Management;
- Employee Assistance Program ('EAP');
- Work and Non-Work-Related Injuries; and
- Bullying and Harassment

3.4. Employee Assistance Program ('EAP')

Council's EAP may be accessed by all Council representatives and their immediate family members who desire professional counselling assistance. The EAP offers the services of registered psychologists and clinical social workers and can provide assistance with a wide range of personal and work-related issues, including bereavement, financial stress, substance abuse, relationship difficulties, and job or career issues. The EAP can also offer an introductory session on legal and/or financial advice, provided by a qualified professional via telephone consultation.

Council representatives who wish to receive a counselling session shall contact the EAP service provider (details available on the Intranet, from Supervisor or contacting People & Culture Branch).

Telephone counselling is easily accessible and can be undertaken at any time of the day, however in person sessions can be arranged but may require some notice. Council representatives wishing to utilise work time for counselling will need to arrange the appropriate leave with their Supervisor or

contact People & Culture Branch. Council will make every effort to accommodate sessions during work hours and Council representatives are not required to provide any details of their sessions with anyone.

If appropriate, the EAP may provide referral to other health professionals, including occupational or medical practitioners, psychiatrists, mental health facilities and other community agencies.

Council will not bear the cost of counselling above and beyond maximum entitlements provided by the EAP service, or any other associated service, unless approved in writing by the Chief Executive Officer or Manager People & Culture.

Council recognises the EAP as a vital intervention measure and encourages early participation to prevent further development of personal and work-related problems.

The EAP service will be required to make and keep client records, however, authorised Council representatives (e.g., Manager People & Culture, Chief Executive Officer) will have only limited access to information generated by the EAP service provider. This information will be of a general nature, indicating utilisation and general reasons for accessing the Program, with no identification of who has accessed the service.

Where a serious or criminal offence (e.g., workplace harassment, sexual harassment) is reported to the EAP provider, they will encourage the affected person to report this to Manager People & Culture as appropriate, in the interests of workplace health and safety and ethical disclosure.

Additional services may also be retained by Council to offer group counselling sessions, trauma counselling, or mediation as appropriate. Accessing additional services will require approval from the Chief Executive Officer or Manager People & Culture.

3.5. Health and Wellbeing Program

Council's Health and Wellbeing Program is aimed at developing initiatives to improve or maintain the overall physical and psychological health and wellbeing of Council representatives. This will help ensure Council representatives are fit for work, while supporting Council's employee availability strategies.

The People & Culture Branch coordinates the Health and Wellbeing Program with assistance from Senior Management Team and WHS Committee.

It is voluntary for Council representatives to participate in Health and Wellbeing Programs. If required, any Council representatives who choose to participate will be requested to provide consent prior to the collection of health or personal information and all individual results will be provided directly to the Council representative.

Individually identified results must not be provided to, collected, or stored by Council, however results may be collated and provided in a report for communication to the business. Reports must ensure individual workers are unable to be identified.

The following principles must be considered when selecting initiatives that will be provided under the Health and Wellbeing Program:

- **Risk:** does this initiative address an identified health risk factor?
- **Resources:** is there available time, money, staff resources or expertise to implement the initiative?
- **Integration:** does the initiative align with the business' priorities?
- **Exposure:** does the initiative affect a large number of staff or a handful in a specific area?
- **Controls:** is it possible to address the health risk factor effectively and is the proposed initiative evidence-based?
- **Benefits:** does addressing the health risk factor provide a benefit to staff and/or Council?

Health and Wellbeing Programs include, but not limited to:

- exercise challenges;
- annual flu shots;
- skin checks;

- quit smoking promotions;
- domestic and Family violence awareness; and
- mental Health awareness.

4. DEFINITIONS

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

Fit for Work means a person is in a state (physical, mental and emotional) that enables them to perform tasks safely, competently and in a manner that does not threaten or compromise the safety or health of themselves or others.

Health Monitoring means systematically detects and assess any adverse effects of work on the health status of council representatives as it relates to their duties. It is delivered through monitoring of exposure levels and medical assessment.

Personal Information means information that identifies or could identify a person. It includes medical records, photographs, videos, and information about their opinions.

5. LEGISLATIVE REFERENCE

- Australian Immunisation Handbook
- Information Privacy Act 2009 (Qld)
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulations 2011 (Qld)

6. RELATED DOCUMENTS

- South Burnett Regional Council Asbestos Management Procedure – Procedure041
- South Burnett Regional Council Chemical Management Procedure – Procedure101
- South Burnett Regional Council Drug and Alcohol Policy – Administrative004
- South Burnett Regional Council Employee Code of Conduct – Statutory011
- South Burnett Regional Council Employee Health Monitoring Procedure – Procedure031
- South Burnett Regional Council Fatigue Management Procedure – Procedure015
- South Burnett Regional Council Infection Control Procedure – Procedure111

7. NEXT REVIEW

As prescribed by legislation or May 2024

8. VERSION CONTROL

| Version | Revision Description | Adopted Date | ECM Reference |
|---------|-----------------------|--------------|---------------|
| 1 | Development of policy | | 2844496 |

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

10.13 QUOTE SBRCQ-21/22-42 - PURCHASE OF ONE (1) LOADER TO REPLACE PLANT NO. 1501**File Number:** 25/05/2022**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Quote SBRCQ-21/22-42 for the purchase of one (1) Loader to replace Plant No. 1501.

SUMMARY**COMMITTEE RESOLUTION 2022/190**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the committee recommends to Council:

That South Burnett Regional Council purchase one (1) New Holland W130D for **\$309,500.00 excluding GST** from South Burnett Machinery. The reasons that the machine is comparable to the John Deere 544K, that the assessment conducted demonstrated purchasing the machine locally was cheaper, that the specification suitability and whole of life value for money scores were comparable.

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

Against: Nil

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

That South Burnett Regional Council purchase one (1) New Holland W130D for **\$309,500.00 excluding GST** from South Burnett Machinery.

Reasons:

- that the machine is comparable to the John Deere 544K;
- that the assessment conducted demonstrated purchasing the machine locally was cheaper;
- that the specification suitability and whole of life value for money scores were comparable.

BACKGROUND

Presented at the Infrastructure Standing Committee on 4 May 2022.

ATTACHMENTS

1. **SBRC 2021/2022-42 - Report Recommendation for the replacement of Loader (Plant #1501)** [↓](#) 



Post Market Recommendation Report \$200K+

Project Title: Replacement of Loader 1501

Contract Reference No: SBRCQ-21/22-42

Author: Brandon Orchard

Position Title: Fleet Scheduler

Date: 31/03/2022

Assessment Team

Mark Greenaway - Works Supervisor

Johan Erkens - Plant Operator

Patrick Weber - Plant Operator

Lee Hoad - Plant & Fleet Coordinator

Brandon Orchard - Fleet Scheduler

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Executive Summary

Quote SBRCQ-21/22-42 is to purchase a new Loader to replace a Hitachi Loader ZW150 (Plant No. 1501)

Council engaged Local Buy to prepare tender documentation and obtain written quotes.

Trade in offers were not requested from suppliers due to lengthy estimated delivery times as the loader will have a significant increase in hours when it is disposed. Loader 1501 will be sent to auction.

Timeline

Release Date: 06/01/2022

Closed Date: 28/03/2022

| Offers were received from the following suppliers: | |
|--|---|
| 1. | CEG Distributions - XCMG |
| 2. | CJD – Volvo |
| 3. | Clark Equipment – Doosan |
| 4. | Wideland Group - JCB |
| 5. | Earth Moving Australia – Case |
| 6. | Hasting Deering – Caterpillar |
| 7. | Hitachi Construction Machinery – Hitachi |
| 8. | Komatsu |
| 9. | South Burnett Machinery – New Holland |
| 10. | Porter Equipment Australia - Hyundai |
| 11. | RDO Australia – John Deere |

Exceptions

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

YES NO
Procurement Exception Form MUST accompany this Report

Evaluation Methodology

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

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Evaluation Results

| Rank | Result: (% or Score) | Tenderer | Make/Model | Price |
|------|-------------------------|--------------------------------|--------------------|--------------|
| 1. | 4.57 | RDO Australia | John Deere 544K II | \$316,000.00 |
| 2. | 3.99 | Komatsu | Komatsu WA270-8 | \$305,909.00 |
| 3. | 3.89 | CJD | Volvo L70F | \$359,000.00 |
| 4. | 3.83 | Komatsu | Komatsu WA320-8 | \$385,643.00 |
| 5. | 3.80 | Wideland Group | JCB 426ZX | \$305,454.55 |
| 6. | 3.64 | Wideland Group | JCB 436ZX | \$354,545.45 |
| 7. | 3.53 | South Burnett Machinery | New Holland W130D | \$309,500.00 |
| 8. | 3.48 | Clark Equipment | Doosan DL200 | \$246,400.00 |
| 9. | 3.47 | Earth Moving Australia | Case 621G | \$341,047.31 |
| 10. | 3.41 | Hasting Deering | Caterpillar 930K | \$418,725.56 |
| 11. | 3.37 | Hitachi Construction Machinery | Hitachi ZW180-5 | \$436,257.00 |
| | | CEG Distributions | XCMG XC948 | \$267,831.82 |
| | | Porter Equipment Australia | Hyundai HL757-9 | \$311,686.00 |

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

The XCMG XC948 and Hyundai HL757-9 did not make initial shortlisting that was conducted by scoring industry presence. The criteria the scoring was based on was number of dealerships in Australia and years of heavy construction plant manufacturing.

Procurement Plan

Loader 1501 Recommended to Replace

Loader 1501 is a 13 Tonne loader which is part of a construction & major maintenance road crew in the Nanango area. Main purposes of Loader 1501 are loading trucks with gravel from stockpiles, initial clearing of job sites, removing debris, spoil, trees and branches from the job site and the ability to be able to rip deco at pits.

| Financial Year | 2015/2016 | 2016/2017 | 2017/2018 | 2018/2019 | 2019/2020 | 2020/2021 |
|----------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Expenses | \$34,264.90 | \$28,784.98 | \$37,500.09 | \$48,590.34 | \$39,200.98 | \$31,191.65 |

Financial Details

- Expenses over the life of the Loader \$298,275.35
- Purchased June 2010 for \$247,961.00.
- Replacement Value \$316,000.00
- Residual Value \$20,000.00.
- Accumulated Depreciation \$ 227,961.18
- Written Down Value \$20,000.00

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Utilisation and Age Details

- Utilisation of Plant 1501 over its life is 86% when comparing to average utilisation of 915 hours annually according to the Institute of Public Works Engineering Australasia (IPWEA) industry benchmark.
- 12 years old, Institute of Public Works Engineering Australasia (IPWEA) optimum replacement benchmark is 8 Years
- Year Model 2010.

Other Options Than Replacement

Council does have Five (5) Loaders in total. However, the other four (4) loaders are required in their current role and were identified as essential in the fleet review. Loader 1501 were approved in 2021/2022 financial year’s plant replacement budget. Any internal shifting of currently owned loaders to replace loader 1501 would still require replacement, therefore is not a viable option.

Replacement Machine Requirements

The replacement for Loader 1501 was requested to have the following specifications.

- Approx. 125Kw
- Approx. 2m3 bucket capacity
- 4 in 1 bucket
- Rear mounted rippers with 3 (three) swing down ripper tynes
- Loader scale system to comply with safety, NHVR and Chain of Responsibility legislation by ensuring trucks are not overloaded.
- Reversible radiator fan to easily clean out dust and dirt particles from the radiators and coolers resulting in less manual radiator cleans reducing maintenance and service times, while increasing operating times.
- Council standard options including, Council radio, fire extinguisher, uhf radio, reverse sensors, camera and alarm, battery isolator, toolbox, tinted windows, heavy duty floor mats and seat covers, spare wheel and tyre.

Whole of Life value for Money

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

- Purchase price;
- Residual value @ 8 years/8000 hours
- Servicing Costs
- Ad-Blue consumption rates if applicable
- Fuel consumption rates; and
- 5% return on capital investment.

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

| Vehicle Type and Supplier | Whole of Life Value for Money |
|---------------------------------------|-------------------------------|
| | 50% |
| Volvo L70F – CJD | 4.17 |
| Doosan DL200 – Clark Equipment | 5.00 |
| JCB426ZX – Wideland Group | 3.89 |
| JCB436ZX – Wideland Group | 3.27 |
| Case 621G – Earth Moving Australia | 4.29 |

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| Vehicle Type and Supplier | Whole of Life Value for Money |
|--|-------------------------------|
| | 50% |
| Caterpillar 930K – Hasting Deering | 2.55 |
| Hitachi ZW180-5 – Hitachi Construction Machinery | 2.12 |
| Komatsu WA270-8 – Komatsu | 4.22 |
| Komatsu WA320-8 – Komatsu | 3.26 |
| New Holland W130D – South Burnett Machinery | 4.37 |
| John Deere 544K II – RDO Australia | 4.48 |

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

Even though the tendered price of the local dealer (South Burnett Machinery) is over the \$200,000 threshold the 5% local preference for goods and services over \$50,000 and up to \$200,000 was calculated into the evaluation for the backhoe quoted from South Burnett Machinery as set out in Council’s Procurement Policy Section 3.8.

The 5% local preference was calculated into the scoring of Whole of life value for money by removing the residual value from the purchase price and subtracting 5%

- Removing the residual value from the purchase price and subtracting 5% to produce a new cost over life of the machine.
- Capital cost of purchase, new cost over life of the machine, total fuel cost, service costs for life of machine were all added together and divided by the expected life of the machine to calculate a new whole of life value for money score.

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Original Whole of life value for money evaluation

| | Dealer 2 | Dealer 3 | Dealer 4 | Dealer 5 | Dealer 6 | Dealer 7 |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| Purchase Price | \$ 319,000.00 | \$ 246,400.00 | \$ 305,464.55 | \$ 354,645.45 | \$ 341,047.31 | \$ 418,725.56 |
| Capital Cost of Purchase | \$ 143,600.00 | \$ 98,500.00 | \$ 122,151.82 | \$ 141,518.18 | \$ 136,418.92 | \$ 167,499.22 |
| Expected Life of Vehicle (Years) | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| Estimated Hours at Trade | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| Residual % (Wholesale) | 38.00% | 35.00% | 25.00% | 25.00% | 44.00% | 21.50% |
| Residual % (Retail) | | | | | | |
| Residual Value | \$ 136,420.00 | \$ 86,240.00 | \$ 76,363.64 | \$ 88,636.36 | \$ 150,660.82 | \$ 90,026.00 |
| Cost Over Life of Vehicle Bundle | \$ 222,580.00 | \$ 160,160.00 | \$ 229,099.91 | \$ 266,909.09 | \$ 190,986.49 | \$ 328,699.56 |
| Fuel Usage (Litres) | 7.4 | 9.8 | 9.8 | 9.8 | 9.0 | 9.3 |
| Total Fuel Cost | \$ 118,400.00 | \$ 156,800.00 | \$ 156,800.00 | \$ 156,800.00 | \$ 144,000.00 | \$ 148,800.00 |
| Service Costs for life of machine | \$ 44,511.61 | \$ 38,400.00 | \$ 46,613.90 | \$ 46,613.90 | \$ 46,613.90 | \$ 31,367.30 |
| Ad Blue Costs for life of machine | | | | | | |
| Trade Value Compared to M q'sed Offer | | | | | | |
| Actual Trade Value Offered | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Cost of Vehicle Bundle | \$ 629,091.61 | \$ 463,920.00 | \$ 644,686.63 | \$ 611,141.17 | \$ 518,019.32 | \$ 676,317.09 |
| Total Cost of Vehicle Bundle per Annum | \$ 66,136.46 | \$ 56,740.06 | \$ 69,336.83 | \$ 76,392.66 | \$ 64,752.41 | \$ 84,544.64 |
| Total Cost of Each Vehicle per Annum | \$ 66,136.46 | \$ 56,740.06 | \$ 69,336.83 | \$ 76,392.66 | \$ 64,752.41 | \$ 84,544.64 |
| WOL Value for Money Calculator (Cheapest Vehicle Rate = 5, Most Expensive Rate = 1) | | | | | | |
| Whole of Life Cost of Vehicle per Annum | \$ 66,136.46 | \$ 56,740.06 | \$ 69,336.83 | \$ 76,392.66 | \$ 64,752.41 | \$ 84,544.64 |
| Cheapest Whole of Life Vehicle Cost per Annum | \$ 56,740.06 | \$ 56,740.06 | \$ 56,740.06 | \$ 56,740.06 | \$ 56,740.06 | \$ 56,740.06 |
| Whole of Life Value for Money Rating | 4.17 | 5.00 | 3.89 | 3.27 | 4.29 | 2.96 |

| | Dealer 8 | Dealer 9 | Dealer 10 | Dealer 11 | Dealer 12 |
|---|---------------|---------------|---------------|---------------|---------------|
| Purchase Price | \$ 436,257.00 | \$ 305,909.09 | \$ 355,643.00 | \$ 309,500.00 | \$ 318,000.00 |
| Capital Cost of Purchase | \$ 174,062.80 | \$ 122,363.64 | \$ 154,257.20 | \$ 123,800.00 | \$ 128,400.00 |
| Expected Life of Vehicle (Years) | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| Estimated Hours at Trade | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| Residual % (Wholesale) | 22.58% | 30.00% | 30.00% | 21.50% | 34.81% |
| Residual % (Retail) | | | | | |
| Residual Value | \$ 98,550.00 | \$ 91,772.73 | \$ 115,692.90 | \$ 90,000.00 | \$ 108,888.00 |
| Cost Over Life of Vehicle Bundle | \$ 337,707.00 | \$ 214,136.36 | \$ 269,950.10 | \$ 219,500.00 | \$ 208,000.40 |
| Fuel Usage (Litres) | 9.8 | 9.8 | 9.8 | 8.1 | 8.2 |
| Total Fuel Cost | \$ 156,800.00 | \$ 156,800.00 | \$ 156,800.00 | \$ 129,760.00 | \$ 131,200.00 |
| Service Costs for life of machine | \$ 46,613.90 | \$ 28,566.86 | \$ 28,566.86 | \$ 46,613.90 | \$ 37,281.66 |
| Ad Blue Costs for life of machine | | \$ 2,744.00 | \$ 2,744.00 | \$ 2,270.80 | |
| Trade Value Compared to M q'sed Offer | | | | | |
| Actual Trade Value Offered | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Cost of Vehicle Bundle | \$ 715,623.70 | \$ 624,609.86 | \$ 612,117.16 | \$ 621,944.70 | \$ 600,892.06 |
| Total Cost of Vehicle Bundle per Annum | \$ 89,452.96 | \$ 65,576.23 | \$ 76,519.64 | \$ 65,243.09 | \$ 62,611.51 |
| Total Cost of Each Vehicle per Annum | \$ 89,452.96 | \$ 65,576.23 | \$ 76,519.64 | \$ 65,243.09 | \$ 62,611.51 |
| WOL Value for Money Calculator (Cheapest Vehicle Rate = 5, Most Expensive Rate = 1) | | | | | |
| Whole of Life Cost of Vehicle per Annum | \$ 89,452.96 | \$ 65,576.23 | \$ 76,519.64 | \$ 65,243.09 | \$ 62,611.51 |
| Cheapest Whole of Life Vehicle Cost per Annum | \$ 56,740.06 | \$ 56,740.06 | \$ 56,740.06 | \$ 56,740.06 | \$ 56,740.06 |
| Whole of Life Value for Money Rating | 2.12 | 4.22 | 3.26 | 4.25 | 4.48 |

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New whole of life value for money evaluation with local 5% preference applied to the New Holland B110B – South Burnett Machinery

| Dealer 11 | |
|--|---------------|
| New H14and W1300 - South Burnett Machinery | |
| Purchase Price | \$ 309,500.00 |
| Capital Cost of Purchase | \$ 123,800.00 |
| Expected Life of Vehicle (Years) | 8.0 |
| Estimated Hours at Trade | 8,000 |
| Residual % (Wholesale) | 21.50% |
| Residual % (Retail) | |
| Residual Value | \$ 90,000.00 |
| Cost Over Life of Vehicle Bundle | \$ 208,525.00 |
| Fuel Usage (L/Hr) | 8.1 |
| Total Fuel Cost | \$ 129,760.00 |
| Service Costs for life of machine | \$ 46,613.90 |
| Ad Blue Costs for life of machine | \$ 2,270.80 |
| Trade Value Compared to Highest Offer | |
| Actual Trade Value Offered | \$ - |
| Total Cost of Vehicle Bundle | \$ 510,969.70 |
| Total Cost of Vehicle Bundle per Annum | \$ 63,871.21 |
| Total Cost of Each Vehicle per Annum | \$ 63,871.21 |
| WOL Value for Money Calculator (Cheapest Vehicle Rate = 5, Most Expensive Rate = 1) | |
| Whole of Life Cost of Vehicle per Annum | \$ 63,871.21 |
| Cheapest Whole of Life Vehicle Cost per Annum | \$ 56,740.06 |
| Whole of Life Value for Money Rating | 4.37 |

The highlighted cells are where the 5% local preference has changed the figures and scoring.

Specification Suitability

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

- Engine power
- Fuel tank capacity
- Max bucket dump height
- Operating weight
- Max bucket breakout force
- Hydraulic Performance

In the evaluation consideration was also given to the width of the machines as any machine wider than 2500mm requires oversize signs, flags and warning light fitted as stated in NHVR (National Heavy Vehicle Regulator) notices.

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

| Vehicle Type and Supplier | Specification Suitability |
|--|---------------------------|
| | 30% |
| Volvo L70F – CJD | 3.92 |
| Doosan DL200 – Clark Equipment | 3.29 |
| JCB426ZX – Wideland Group | 3.94 |
| JCB436ZX – Wideland Group | 4.09 |
| Case 621G – Earth Moving Australia | 3.99 |
| Caterpillar 930K – Hasting Deering | 4.10 |
| Hitachi ZW180-5 – Hitachi Construction Machinery | 4.42 |
| Komatsu WA270-8 – Komatsu | 4.17 |
| Komatsu WA320-8 – Komatsu | 4.67 |

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| Vehicle Type and Supplier | Specification Suitability |
|---|---------------------------|
| | 30% |
| New Holland W130D – South Burnett Machinery | 4.08 |
| John Deere 544K II – RDO Australia | 4.24 |

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

The Hitachi ZW180-5 and Komatsu WA320-8 did have higher specification scores; however, these models are larger and are in excess of what is required of a loader in this work crew. The John Deere 544K II has the highest score out of the other more suitable sized machines.

Warranty

The warranty score was calculated on the number of years listed in the warranty terms.

| Vehicle Type and Supplier | Warranty |
|--|-------------|
| | 20% |
| Volvo L70F – CJD | 3.57 |
| Doosan DL200 – Clark Equipment | 2.14 |
| JCB426ZX – Wideland Group | 3.57 |
| JCB436ZX – Wideland Group | 3.57 |
| Case 621G – Earth Moving Australia | 2.14 |
| Caterpillar 930K – Hasting Deering | 3.57 |
| Hitachi ZW180-5 – Hitachi Construction Machinery | 3.57 |
| Komatsu WA270-8 – Komatsu | 3.57 |
| Komatsu WA320-8 – Komatsu | 3.57 |
| New Holland W130D – South Burnett Machinery | 2.14 |
| John Deere 544K II – RDO Australia | 5.00 |

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

Total Evaluation Scores

| Vehicle Type and Supplier | Whole of Life Value for Money | Specification Suitability | Warranty | Total |
|--|-------------------------------|---------------------------|-------------|-------------|
| | 50% | 30% | 20% | 100% |
| Volvo L70F – CJD | 4.17 | 3.92 | 3.57 | 3.89 |
| Doosan DL200 – Clark Equipment | 5.00 | 3.29 | 2.14 | 3.48 |
| JCB426ZX – Wideland Group | 3.89 | 3.94 | 3.57 | 3.80 |
| JCB436ZX – Wideland Group | 3.27 | 4.09 | 3.57 | 3.64 |
| Case 621G – Earth Moving Australia | 4.29 | 3.99 | 2.14 | 3.47 |
| Caterpillar 930K – Hasting Deering | 2.55 | 4.10 | 3.57 | 3.41 |
| Hitachi ZW180-5 – Hitachi Construction Machinery | 2.12 | 4.42 | 3.57 | 3.37 |
| Komatsu WA270-8 – Komatsu | 4.22 | 4.17 | 3.57 | 3.99 |

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| Vehicle Type and Supplier | Whole of Life Value for Money | Specification Suitability | Warranty | Total |
|---|-------------------------------|---------------------------|-------------|-------------|
| | 50% | 30% | 20% | 100% |
| Komatsu WA320-8 – Komatsu | 3.26 | 4.67 | 3.57 | 3.83 |
| New Holland W130D – South Burnett Machinery | 4.37 | 4.08 | 2.14 | 3.53 |
| John Deere 544K II – RDO Australia | 4.48 | 4.24 | 5.00 | 4.57 |

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

Conclusion Final Assessment

After evaluating all loaders offered for consideration, it was decided to physically assess the two highest scored loaders which is the John Deere 544K II from RDO Australia and the Komatsu WA270-8 from Komatsu. As Council already owns these models, the operators went and inspected and tested these loaders from the other crews.

John Deere 544K II – RDO Australia

- 122 Kw
- 325 L fuel capacity
- 2495mm width therefore not requiring oversized signs and flags
- Does not have a DPF (Diesel Particulate Filter)
- Does not require ad-blue
- 7 years / 7000 hours warranty terms
- 8.2 L / Hr fuel consumption
- 13,121 Kg operating weight
- Because of the higher power and better hydraulic flow rate the operator could fill the bucket quicker and easier.
- The bucket, boom controls and forward/reverse selector are on one joystick allowing the operator to have one hand available to steer.

Komatsu WA270-8 - Komatsu

- 115 Kw
- 186 L fuel capacity
- 2505mm width requiring oversize signs and flags to be fitted when travelling on roads.
- Does have a DPF (Diesel Particulate Filter)
- Does require ad-blue
- 5 years / 6000 hours warranty terms
- 13,190 Kg operating weight

The **John Deere 544K II** was agreed by the assessment team to be recommended for purchase as it has the highest total evaluation score, more power, better fuel economy, the largest fuel capacity, best warranty terms, does not require oversize signs and flags.

10.14 QUOTE SBRCQ-21/22-43 - PURCHASE OF ONE (1) GRADER TO REPLACE PLANT NO. 1504**File Number:** 25/05/2022**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Quote SBRCQ-21/22-43 for the purchase of one (1) Grader to replace Plant No. 1504.

SUMMARY**COMMITTEE RESOLUTION 2022/191**

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That the committee recommends to Council:

That South Burnett Regional Council purchase one (1) Komatsu GD655-5 for **\$399,800.00 excluding GST** from Komatsu.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council purchase one (1) Komatsu GD655-5 for \$399,800.00 excluding GST from Komatsu.

BACKGROUND

Presented at the Infrastructure Standing Committee on 4 May 2022.

ATTACHMENTS

1. **SBRC 2021/2022-43 - Report Recommendation for the replacement of Grader (Plant #1504)** [↓](#) 



Post Market Recommendation Report \$200K+

Project Title: Replacement of Grader 1504

Contract Reference No: SBRCQ-21/22-43

Author: Brandon Orchard

Position Title: Fleet Scheduler

Date: 4/04/2022

Assessment Team

John Ogilvie Works Supervisor

Brad Thorne Grader Operator

Lee Hoad Plant & Fleet Coordinator

Brandon Orchard Fleet Scheduler

Robert Kelly Workshop Supervisor

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Executive Summary

Quote SBRCQ-21/22-43 is to purchase a new grader to replace a John Deere 670G (Plant No. 1504) Council engaged Local Buy to prepare tender documentation and obtain written quotes.

Trade in offers were not requested from suppliers due to lengthy estimated delivery times as the grader will have a significant increase in hours when it is disposed. Grader 1504 will be sent to auction.

Timeline

Release Date: 05/01/2022 Closed Date: 28/01/2022

| Offers were received from the following suppliers: | |
|--|-------------------------------|
| 1. | CEG Distributions - XCMG |
| 2. | Hasting Deering – Caterpillar |
| 3. | Komatsu |
| 4. | Onetrak – Hidromek |
| 5. | RDO Australia – John Deere |

Exceptions

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

Evaluation Methodology

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

Evaluation Results

| Rank | Result: (% or Score) | Tenderer | Make/Model | Price |
|------|----------------------|-------------------|------------------|--------------|
| 1. | 4.88 | Komatsu | Komatsu GD655-5 | \$399,800.00 |
| 2. | 4.67 | RDO Australia | John Deere 670G | \$432,500.00 |
| 3. | 4.63 | RDO Australia | John Deere 670GP | \$450,000.00 |
| 4. | 4.54 | RDO Australia | John Deere 620GP | \$423,500.00 |
| 5. | 4.32 | Hasting Deering | Caterpillar 140 | \$464,875.98 |
| | | CEG Distributions | XCMG GR2605 | \$427,272.73 |
| | | Onetrak | Hidromek 600 | \$403,533.00 |

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

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The XCMG GR2605 and Hidromek 600 did not make initial shortlisting that was conducted by scoring industry presence. The criteria scoring was based on the number of dealerships in Australia and the years of heavy construction plant manufacturing. These machines are relatively unknown and have not been in the Australian market for very long and with only a limited dealer network could be a potential risk to Council.

Procurement Plan

Loader 1504 Recommended to Replace

Grader 1504 is in a patrol grading crew in the Wondai/Murgon area maintaining unsealed roads. Information relating to the existing grader are as follows:

| Financial Year | 2015/2016 | 2016/2017 | 2017/2018 | 2018/2019 | 2019/2020 | 2020/2021 |
|----------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Expenses | \$28,426.46 | \$41,188.90 | \$37,341.22 | \$49,090.20 | \$39,200.98 | \$60,365.00 |

Financial Details

- Expenses over the life of the grader \$384,440.85
- Purchased September 2011 for 317,396.00
- Replacement Value \$432,500.00
- Residual Value \$60,000.00
- Accumulated Depreciation \$245,739.98
- Written Down Value \$71,655.97

Utilisation and Age Details

- Utilisation of grader 1504 over its life is 99% when comparing to average utilisation of 1000 hours annually according to the Institute of Public Works Engineering Australasia (IPWEA) industry benchmark.
- 10.5 years old, Institute of Public Works Engineering Australasia (IPWEA) optimum replacement benchmark is 10 Years
- Year Model 2011.

Other Options Than Replacement

Council does have Seven (7) graders in total. However, the other six (6) graders are required in their current role and were identified as essential in the fleet review. Grader 1504 was approved in 2021/2022 financial year’s plant replacement budget. Any internal shifting of currently owned loaders to replace grader 1504 would still require replacement, therefore is not a viable option.

Replacement Machine Requirements

The replacement for grader 1504 was requested to have the following specifications.

- Approx. 160Kw
- 14 Ft blade
- Additional wear plate to be welded on moldboard for better abrasion resistance
- Rear mounted ripper/scarifier with Three (3) swing down rippers and nine (9) scarifier tynes
- Reversible radiator fan to easily clean out dust and dirt particles from the radiators and coolers resulting in less manual radiator cleans reducing maintenance and service times, while increasing operating times.
- Council standard options including, Council radio, fire extinguisher, uhf radio, reverse sensors, camera and alarm, battery isolator, toolbox, tinted windows, heavy duty floor mats and seat covers, spare wheel and tyre.

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Whole of Life value for Money

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

- Purchase price;
- Residual value @ 10 years/8000 Hours;
- Servicing Costs
- Fuel consumption rates; and
- 5% return on capital investment.

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

| Vehicle Type and Supplier | Whole of Life Value for Money |
|-----------------------------------|-------------------------------|
| | 50% |
| Caterpillar 140 – Hasting Deering | 3.21 |
| Komatsu GD655-5 - Komatsu | 5.00 |
| John Deere 620 GP – RDO Australia | 4.04 |
| John Deere 670 G – RDO Australia | 4.01 |
| John Deere 670 GP – RDO Australia | 3.88 |

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

| | Dealer 2 | Dealer 3 | Dealer 5 | Dealer 6 | Dealer 7 |
|---|---------------------------------------|---------------------|-----------------------------------|---------------------------------|----------------------------------|
| | Caterpillar 140-144 - Mining Clearing | CUMMINS - Firewater | John Deere 825 GP - RED Australia | John Deere 870G - RED Australia | John Deere 870GP - RED Australia |
| Purchase Price | \$ 464,075.90 | \$ 339,300.00 | \$ 423,500.00 | \$ 432,500.00 | \$ 430,000.00 |
| Capital Cost of Purchase | \$ 232,437.99 | \$ 199,300.00 | \$ 211,750.00 | \$ 216,250.00 | \$ 225,000.00 |
| Expected Life of Vehicle (Years) | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| Estimated Hours of Trade | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| Residual % (Wholesale) | 33.00% | 30.00% | 30.00% | 33.00% | 34.00% |
| Residual % (Retail) | 33.00% | 30.00% | 30.00% | 33.00% | 34.00% |
| Residual Value | \$ 153,409.07 | \$ 199,300.00 | \$ 127,050.00 | \$ 142,725.00 | \$ 153,000.00 |
| Cost Over Life of Vehicle Bundle | \$ 311,466.91 | \$ 199,300.00 | \$ 296,450.00 | \$ 289,775.00 | \$ 297,000.00 |
| Fuel Usage (L/HR) | 17.0 | 12.0 | 12.0 | 12.1 | 12.1 |
| Total Fuel Cost | \$ 272,000.00 | \$ 192,000.00 | \$ 192,000.00 | \$ 193,600.00 | \$ 193,600.00 |
| Cost of Servicing over life of Vehicle | \$ 31,231.12 | \$ 31,800.22 | \$ 43,354.05 | \$ 47,922.80 | \$ 47,922.80 |
| Cost of Ad-Build over life of Vehicle | | | | | |
| Trade Value Compared to Highest Offer | | | | | |
| Actual Trade Value Offered | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Cost of Vehicle Bundle | \$ 847,136.02 | \$ 623,600.22 | \$ 743,554.05 | \$ 747,547.80 | \$ 763,522.80 |
| Total Cost of Vehicle Bundle per Annum | \$ 84,713.60 | \$ 62,360.02 | \$ 74,355.41 | \$ 74,754.78 | \$ 76,352.28 |
| Total Cost of Each Vehicle per Annum | \$ 84,713.60 | \$ 62,360.02 | \$ 74,355.41 | \$ 74,754.78 | \$ 76,352.28 |
| WOL Value for Money Calculator (Cheapest Vehicle Rate = 5, Most Expensive Rate = 1) | | | | | |
| Worst Case Cost of Vehicle per Annum | \$ 84,713.60 | \$ 62,360.02 | \$ 74,355.41 | \$ 74,754.78 | \$ 76,352.28 |
| Cheapest Vehicle of Life Vehicle Cost per Annum | \$ 62,360.02 | \$ 62,360.02 | \$ 62,360.02 | \$ 62,360.02 | \$ 62,360.02 |
| Worst Case Life Value for Money Rating | 3.21 | 5.00 | 4.04 | 4.01 | 3.88 |

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Specification Suitability

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

- Engine power & Torque
- Fuel tank capacity
- Operating weight
- Hydraulic Performance

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

| Vehicle Type and Supplier | Specification Suitability |
|--|---------------------------|
| | 30% |
| Caterpillar 140 – Hasting Deerings | 4.74 |
| Komatsu GD655-5 - Komatsu | 4.65 |
| John Deere 620 GP – RDO Australia | 4.57 |
| John Deere 670 G – RDO Australia | 5.00 |
| John Deere 670 GP – RDO Australia | 5.00 |

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

Warranty

The warranty score was calculated on the number of years listed in the warranty terms.

| Vehicle Type and Supplier | Warranty |
|------------------------------------|----------|
| | 20% |
| Caterpillar 140 – Hasting Deerings | 5.00 |
| Komatsu GD655-5 - Komatsu | 5.00 |
| John Deere 620 GP – RDO Australia | 5.00 |
| John Deere 670 G – RDO Australia | 5.00 |
| John Deere 670 GP – RDO Australia | 5.00 |

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

Total Evaluation Scores

| Vehicle Type and Supplier | Whole of Life Value for Money | Specification Suitability | Warranty | Total |
|-----------------------------------|-------------------------------|---------------------------|-------------|-------------|
| | 50% | 30% | 20% | 100% |
| Caterpillar 140 – Hasting Deering | 3.21 | 4.74 | 5.00 | 4.32 |
| Komatsu GD655-5 - Komatsu | 5.00 | 4.65 | 5.00 | 4.88 |
| John Deere 620 GP – RDO Australia | 4.04 | 4.57 | 5.00 | 4.54 |
| John Deere 670 G – RDO Australia | 4.01 | 5.00 | 5.00 | 4.67 |
| John Deere 670 GP – RDO Australia | 3.88 | 5.00 | 5.00 | 4.63 |

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

10.15 QUOTE SBRCQ-21/22-40 - PURCHASE OF ONE (1) BACKHOE TO REPLACE PLANT NO. 1515**File Number:** 25/05/2022**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Quote SBRCQ-21/22-40 for the purchase of one (1) Backhoe to replace Plant No. 1515.

SUMMARY**COMMITTEE RESOLUTION 2022/189**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That South Burnett Regional Council purchase (1) New Holland B110B for **\$216,700.00 excluding GST** from South Burnett Machinery. Reasons that the New Holland has more power, more fuel capacity, that we accept a higher fuel consumption based on these reasons, has the cheapest servicing costs, has a bigger bucket and has a marginal 10mm difference in the stabiliser width, the machine scored the highest specific suitability score and that Council accept the lesser warranty term of 3 years in comparison to the recommendation that offered 5 years. The grounds are purely that most trucks, heavy machinery and yellow fleet are unable to be purchased locally due to limited supplies and that the costs of the machine is considered reasonable in comparison to the other tender provided.

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

Against: Nil

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

That South Burnett Regional Council purchase (1) New Holland B110B for **\$216,700.00 excluding GST** from South Burnett Machinery.

Reasons:

- that the New Holland has more power, more fuel capacity, that we accept a higher fuel consumption based on these reasons;
- has the cheapest servicing costs;
- has a bigger bucket and has a marginal 10mm difference in the stabiliser width;
- the machine scored the highest specific suitability score; and
- that Council accept the lesser warranty term of 3 years in comparison to the recommendation that offered 5 years.

The grounds are purely that most trucks, heavy machinery and yellow fleet are unable to be purchased locally due to limited supplies and that the costs of the machine is considered reasonable in comparison to the other tender provided.

BACKGROUND

Presented at the Infrastructure Standing Committee on 4 May 2022.

ATTACHMENTS

1. **SBRC 2021/2022-40 - Report Recommendation for the replacement of Backhoe (Plant #1515)** [↓](#) 



Post Market Recommendation Report \$200K+

Project Title: Replacement of Backhoe 1515

Contract Reference No: SBRCQ-21/22-40

Author: Brandon Orchard

Position Title: Fleet Scheduler

Date: 04/04/2022

Assessment Team

Jeff Hoffman Works Supervisor

Lee Hoad Plant & Fleet Coordinator

Brandon Orchard Fleet Scheduler

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Executive Summary

Quote SBRCQ-21/22-40 is to purchase a new backhoe to replace a Komatsu WB97R (Plant No. 1515)

Council engaged Local Buy to prepare tender documentation and obtain written quotes.

Trade in offers were not requested from suppliers due to lengthy estimated delivery times as the loader will have a significant increase in hours when it is disposed. Backhoe 1515 will be used as a yard machine at the Kingaroy depot to replace Backhoe 23 which is 15 years old.

Timeline

Release Date: 07/01/2022

Closed Date: 01/02/2022

| Offers were received from the following suppliers: | |
|--|---------------------------------------|
| 1. | Wideland Group – JCB |
| 2. | South Burnett Machinery – New Holland |
| 3. | Hasting Deering - Caterpillar |
| 4. | Onetrak – Hidromek |
| 5. | RDO Australia – John Deere |

Exceptions

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

YES
*Procurement Exception Form
MUST accompany this Report*

NO

Evaluation Methodology

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

Evaluation Results

| Rank | Result: (% or Score) | Tenderer | Make/Model | Price |
|------|----------------------|-------------------------|-------------------|--------------|
| 1. | 4.84 | RDO Australia | John Deere 315SL | \$215,266.17 |
| 2. | 4.48 | South Burnett Machinery | New Holland B110B | \$216,700.00 |
| 3. | 4.09 | Wideland group | JCB 3CX Plus | \$261,181.82 |
| 4. | 3.78 | Hasting Deering | Caterpillar 432 | \$256,400.00 |
| 5. | | Onetrak | Hidromek HMK120B | \$198,574.00 |

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

The Hidromek HMK120B did not make initial shortlisting that was conducted by scoring industry presence. The criteria for scoring is based on the number of dealerships in Australia and the years of heavy construction plant manufacturing.

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Procurement Plan

Backhoe 1515 Recommended to Replace

The existing Backhoe 1515 is in a road maintenance crew in the Kingaroy area.

| Financial Year | 2015/2016 | 2016/2017 | 2017/2018 | 2018/2019 | 2019/2020 | 2020/2021 |
|----------------|-------------|-------------|-------------|-------------|-------------|------------|
| Expenses | \$16,847.61 | \$14,936.09 | \$14,836.96 | \$13,178.37 | \$26,578.33 | \$4,180.91 |

Financial Details of the Existing Backhoe 1515

- Expenses over the life of the existing loader \$112,346.26
- Purchased May 2014 for \$170,700.00
- Replacement Value \$220,000.00
- Residual Value \$14,000.00
- Accumulated Depreciation \$156,700.00
- Written Down Value \$14,000.00

Utilisation and Age Details

- Utilisation of backhoe 1515 over its life is 91% when comparing to average utilisation of 600 hours annually according to the Institute of Public Works Engineering Australasia (IPWEA) industry benchmark.
- 8 years old, Institute of Public Works Engineering Australasia (IPWEA) optimum replacement benchmark is 7 Years.
- Year Model 2014.

Other Options Than Replacement

Council does have 5 (5) backhoes in total. However, one (1) of the other backhoes is in a crew and is required in that current role. The other three (3) backhoes are yard machines in Kingaroy, Nanango and Proston depot which load trucks and are used for emergencies and on-calls. Backhoe 1515 was approved in 2021/2022 financial year’s plant replacement budget and was identified as essential in the fleet review. Any internal shifting of currently owned backhoes to replace backhoe 1515 would still require replacement, therefore is not a viable option.

Replacement Machine Requirements

The replacement for backhoe 1515 was requested to have the following specifications.

- Approx. 65Kw
- 4 in 1 bucket to easily grab larger items and to accurately load trucks
- Extendable dipper arm for more reach and to access harder areas
- Quick hitch hoe attachment to change buckets quickly and easily
- Tilting head on hoe arm for better access and reach in difficult areas
- Lifting point on bucket
- Loader scale system to comply with safety, NHVR and Chain of Responsibility legislation by ensuring trucks are not overloaded.
- Council standard options including, Council radio, fire extinguisher, uhf radio, reverse sensors, camera and alarm, battery isolator, toolbox, tinted windows, heavy duty floor mats and seat covers, spare wheel and tyre.

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Whole of Life value for Money

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

- Purchase price;
- Residual value @ 7 years/5000 hours;
- Servicing Costs
- Ad-Blue consumption rates if applicable
- Fuel consumption rates; and
- 5% return on capital investment.

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

| Vehicle Type and Supplier | Whole of Life Value for Money |
|---|-------------------------------|
| | 50% |
| JCB 3CX – Wieland Group | 4.16 |
| New Holland B110B – South Burnett Machinery | 4.75 |
| Caterpillar 432 – Hasting Deering | 3.83 |
| John Deere 315SL – RDO Australia | 5.00 |

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

Even though the tendered price of the local dealer (South Burnett Machinery) is over the \$200,000 threshold the 5% local preference for goods and services over \$50,000 and up to \$200,000 was applied into the evaluation for the backhoe quoted from South Burnett Machinery as set out in Council's Procurement Policy Section 3.8.

The 5% local preference was calculated into the scoring for Whole of life value for money by

- Removing the residual value from the purchase price and subtracting 5% to produce a new cost over life of the machine.
- Capital cost of purchase, new cost over life of the machine, total fuel cost, service costs for life of machine and Ad-Blue costs were all added together and divided by the expected life of the machine to calculate a new whole of life value for money score.

Original Whole of life value for money evaluation

| | Dealer 1 | | Dealer 2 | | Dealer 3 | | Dealer 4 | |
|--|--------------------------------|---|-----------------------------------|----------------------------------|--------------------------------|---|-----------------------------------|----------------------------------|
| | Classic 3CX Plus - Wieland JCB | New Holland B110B - South Burnett Machinery | Caterpillar 432 - Hasting Deering | John Deere 315SL - RDO Australia | Classic 3CX Plus - Wieland JCB | New Holland B110B - South Burnett Machinery | Caterpillar 432 - Hasting Deering | John Deere 315SL - RDO Australia |
| Purchase Price | \$ 261,151.52 | \$ 216,700.00 | \$ 236,400.00 | \$ 215,266.17 | \$ 261,151.52 | \$ 216,700.00 | \$ 236,400.00 | \$ 215,266.17 |
| Capital Cost of Purchase | \$ 91,413.54 | \$ 75,845.00 | \$ 89,740.00 | \$ 75,345.16 | \$ 91,413.54 | \$ 75,845.00 | \$ 89,740.00 | \$ 75,345.16 |
| Expected Life of Vehicle (Years) | 7.0 | 7.0 | 7.0 | 7.0 | 7.0 | 7.0 | 7.0 | 7.0 |
| Estimated Hours of Trade | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| Residual % (Wholesale) | 40.00% | 36.00% | 34.00% | 40.00% | 40.00% | 36.00% | 34.00% | 40.00% |
| Residual Value (\$/Est) | \$ 104,472.73 | \$ 78,012.00 | \$ 87,176.00 | \$ 86,106.47 | \$ 104,472.73 | \$ 78,012.00 | \$ 87,176.00 | \$ 86,106.47 |
| Cost Over Life of Vehicle Bundle | \$ 136,709.09 | \$ 138,688.00 | \$ 169,224.00 | \$ 129,159.70 | \$ 136,709.09 | \$ 138,688.00 | \$ 169,224.00 | \$ 129,159.70 |
| Fuel Usage (L/HR) | 6.7 | 7.5 | 7.5 | 6.0 | 6.7 | 7.5 | 7.5 | 6.0 |
| Total Fuel Cost | \$ 67,000.00 | \$ 75,000.00 | \$ 75,000.00 | \$ 40,000.00 | \$ 67,000.00 | \$ 75,000.00 | \$ 75,000.00 | \$ 40,000.00 |
| Service Costs for life of machine | \$ 16,707.41 | \$ 15,450.00 | \$ 16,707.41 | \$ 16,707.41 | \$ 16,707.41 | \$ 15,450.00 | \$ 16,707.41 | \$ 16,707.41 |
| Ad Blue Costs for life of machine | | | | \$ 2,740.00 | | | | \$ 2,740.00 |
| Trade Value Compared to Highest Offer | | | | | | | | |
| Actual Trade Value Offered | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Cost of Vehicle Bundle | \$ 331,630.14 | \$ 304,933.00 | \$ 330,671.41 | \$ 283,907.27 | \$ 331,630.14 | \$ 304,933.00 | \$ 330,671.41 | \$ 283,907.27 |
| Total Cost of Vehicle Bundle per Annum | \$ 47,404.31 | \$ 43,569.00 | \$ 50,095.92 | \$ 40,564.32 | \$ 47,404.31 | \$ 43,569.00 | \$ 50,095.92 | \$ 40,564.32 |
| Total Cost of Each Vehicle per Annum | \$ 47,404.31 | \$ 43,569.00 | \$ 50,095.92 | \$ 40,564.32 | \$ 47,404.31 | \$ 43,569.00 | \$ 50,095.92 | \$ 40,564.32 |
| WOL Value for Money Calculator (Cheapest Vehicle Rate = 5, Most Expensive Rate = 1) | | | | | | | | |
| Whole of Life Cost of Vehicle per Annum | \$ 47,404.31 | \$ 43,569.00 | \$ 50,095.92 | \$ 40,564.32 | \$ 47,404.31 | \$ 43,569.00 | \$ 50,095.92 | \$ 40,564.32 |
| Cheapest Whole of Life Vehicle Cost per Annum | \$ 40,564.32 | \$ 40,564.32 | \$ 40,564.32 | \$ 40,564.32 | \$ 40,564.32 | \$ 40,564.32 | \$ 40,564.32 | \$ 40,564.32 |
| Whole of Life Value for Money Rating | 4.16 | 4.63 | 3.83 | 5.00 | 4.16 | 4.63 | 3.83 | 5.00 |

New whole of life value for money evaluation with local 5% preference applied to the New Holland B110B – South Burnett Machinery

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| | Dealer 1 | Dealer 2 | Dealer 3 | Dealer 5 |
|---|--------------------------------|---|-----------------------------------|----------------------------------|
| | Classic 3CX Plus - Wieland JCB | New Holland B110B - South Burnett Machinery | Caterpillar 432 - Hasting Deering | John Deere 315SL - RDO Equipment |
| Purchase Price | \$ 261,181.82 | \$ 216,700.00 | \$ 258,400.00 | \$ 215,266.17 |
| Capital Cost of Purchase | \$ 91,413.64 | \$ 75,845.00 | \$ 89,740.00 | \$ 75,343.16 |
| Expected Life of Vehicle (Years) | 7.0 | 7.0 | 7.0 | 7.0 |
| Estimated Hours at Trade | 5,000 | 5,000 | 5,000 | 5,000 |
| Residual % (Wholesale) | 40.00% | 36.00% | 34.00% | 40.00% |
| Residual % (Retail) | | | | |
| Residual Value | \$ 104,472.73 | \$ 78,012.00 | \$ 87,176.00 | \$ 86,106.47 |
| Cost Over Life of Vehicle Bundle | \$ 156,709.09 | \$ 131,753.00 | \$ 169,224.00 | \$ 129,159.70 |
| Fuel Usage (L/HR) | 6.7 | 7.5 | 7.5 | 6.0 |
| Total Fuel Cost | \$ 67,000.00 | \$ 75,000.00 | \$ 75,000.00 | \$ 60,000.00 |
| Service Costs for life of machine | \$ 16,707.41 | \$ 15,450.00 | \$ 16,707.41 | \$ 16,707.41 |
| Ad Blue Costs for life of machine | | | | \$ 2,740.00 |
| Trade Value - Compared to Highest Offer | | | | |
| Actual Trade Value Offered | \$ - | \$ - | \$ - | \$ - |
| Total Cost of Vehicle Bundle | \$ 331,830.14 | \$ 298,048.00 | \$ 350,871.41 | \$ 283,950.27 |
| Total Cost of Vehicle Bundle per Annum | \$ 47,404.31 | \$ 42,578.37 | \$ 50,095.92 | \$ 40,564.32 |
| Total Cost of Each Vehicle per Annum | \$ 47,404.31 | \$ 42,578.37 | \$ 50,095.92 | \$ 40,564.32 |
| WOL Value for Money Calculator (Cheapest Vehicle Rate = 5, Most Expensive Rate = 1) | | | | |
| Whole of Life Cost of Vehicle per Annum | \$ 47,404.31 | \$ 42,578.37 | \$ 50,095.92 | \$ 40,564.32 |
| Cheapest Whole of Life Vehicle Cost per Annum | \$ 40,564.32 | \$ 40,564.32 | \$ 40,564.32 | \$ 40,564.32 |
| Whole of Life Value for Money Rating | 4.16 | 4.75 | 3.83 | 5.00 |

The highlighted cells are where the 5% local preference has changed the figures and scoring.

Specification Suitability

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

- Engine power
- Fuel tank capacity
- Operating weight
- Dipper arm breakout force
- Depth of digging hoe
- Loader bucket dump height

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

| Vehicle Type and Supplier | Specification Suitability |
|--|---------------------------|
| | 30% |
| JCB 3CX – Wieland Group | 4.42 |
| New Holland B110B – South Burnett Machinery | 4.71 |
| Caterpillar 432 – Hasting Deering | 4.67 |
| John Deere 315SL – RDO Australia | 4.47 |

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

Warranty

The warranty score was calculated on the number of years listed in the warranty terms.

| Vehicle Type and Supplier | Warranty |
|---|-------------|
| | 20% |
| JCB 3CX – Wieland Group | 5.00 |
| New Holland B110B – South Burnett Machinery | 3.00 |
| Caterpillar 432 – Hasting Deering | 5.00 |
| John Deere 315SL – RDO Australia | 5.00 |

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

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Total Evaluation Scores

| Vehicle Type and Supplier | Whole of Life Value for Money | Specification Suitability | Warranty | Total |
|---|-------------------------------|---------------------------|-------------|-------------|
| | 50% | 30% | 20% | 100% |
| JCB 3CX – Wideland Group | 4.16 | 4.42 | 5.00 | 4.40 |
| New Holland B110B – South Burnett Machinery | 4.75 | 4.71 | 3.00 | 4.39 |
| Caterpillar 432 – Hasting Deering | 3.83 | 4.67 | 5.00 | 4.31 |
| John Deere 315SL – RDO Australia | 5.00 | 4.47 | 5.00 | 4.84 |

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

Conclusion Final Assessment

After evaluating all backhoes offered for consideration, it was decided to further assess the three (3) highest scored backhoes which is the John Deere 315SL from RDO Australia, JCB and the JCB 3CX from Wideland AG and the New Holland B110B from South Burnett Machinery. This work crew has recently inspected these three (3) models when replacing another backhoe towards the end of 2021.

John Deere 315SL – RDO Australia

- 78.3 Kw
- 128.7 L fuel capacity
- 6.0 L / Hr fuel consumption
- 5 years / 5000 Hours warranty terms
- 2260mm stabiliser width
- 2750mm max loader bucket dump height
- 8389 Kg operating weight
- Does require ad-blue (ad-blue maintenance items are included in servicing costs)

JCB 3CX – Wideland Ag

- 81.2 Kw
- 150 L fuel capacity
- 6.7 L / Hr fuel consumption
- 5 years / 5000 Hours warranty terms
- 2350mm stabiliser width
- 2740mm max loader bucket dump height
- 8600 Kg operating weight
- Does not require ad-blue

New Holland B110B – South Burnett Machinery

- 83.5 Kw
- 145 L fuel capacity
- 7.5 L / Hr fuel consumption
- 3 years / 3000 Hours warranty terms
- Cheapest servicing cost
- 2250mm stabiliser width
- 2780mm Max loader bucket dump height

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10.16 EXPRESSION OF INTEREST - UPDATE FOR DONATION OF REPLACED MOWERS TO LOCAL COMMUNITY GROUPS**File Number:** 25/05/2022**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Expression of interest – update for donation of replaced mowers to local community groups

SUMMARY**COMMITTEE RESOLUTION 2022/221**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That Council accept the report for consideration and approve the actions outlined within this report to advance the proposed donation of identified Plant to local community groups for Expressions of Interest.

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

Against: Nil

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

That Council accept the report for consideration and approve the actions below to advance the proposed donation of identified Plant to local community groups for Expressions of Interest.

1. That Plant No. 4491 be withheld from donating to local community groups because of a major failure and components that need replacing, which would result in a costly repair bill.
2. That Plant No. 4495 be removed from list of mowers to be donated as this mower has already been delivered to the Wondai Air Strip.
3. That Plant No's 4487 and 4499 be repaired ready for donation.
4. That all the new mowers should be received before an Expression of Interest is advertised.
5. That Procurement formally advertise an Expression of Interest once all the new mowers have been received (Approximately August 2022).
6. That Council formally acknowledge the Expressions of interest already received and provide information of how the donations of the mowers will proceed.
7. That once the expressions of interests have been received, the allocation of the mowers be established by the Community Grants Committee.

BACKGROUND

Presented at the Executive and Finance & Corporate Standing Committee on 18 May 2022.

ATTACHMENTS

1. **Expression of Interest – Update for Donation of Replaced Mowers to Local Community Groups** [↓](#) 

10.13 EXPRESSION OF INTEREST - UPDATE FOR DONATION OF REPLACED MOWERS TO LOCAL COMMUNITY GROUPS**File Number:** 18/05/2022**Author:** Fleet Scheduler, Plant and Fleet**Authoriser:** General Manager Finance and Corporate**PRECIS**

Expression of interest – update for donation of replaced mowers to local community groups

SUMMARY

This report is to provide an update to Notice of Motion – Donating replaced mowers to community groups Resolution 2022/471, that the mowers being replaced in the 2021-2022 budget be offered by way of donation to local community groups that:

- An incorporated association that is not for profit;
- Located within the South Burnett LGA;
- Provide a local community benefit.

Council has received ten (10) Expressions of Interests so far regarding the mowers and is aware of other interest not yet submitted.

OFFICER'S RECOMMENDATION

That Council accept the report for consideration and approve the actions outlined within this report to advance the proposed donation of identified Plant to local community groups for Expressions of Interest.

BACKGROUND**Plant No. 421 John Deere 1435 6Ft Front Deck Mower**

Mower Details

- 2004 Model
- 4130 Hours
- 6Ft deck
- Diesel Engine

Condition

- Slight exhaust leak, can be repaired.
- Cracks in canopy, still functional.
- Bonnet latch has been damaged and would need replacing to lock the bonnet.
- Paint is peeling on body and has surface rust.
- Minor deck repairs would be required.
- Mower is still operational and mechanically sound.
- Another condition assessment will be required once this mower is replaced.

Availability

- Plant 421 is still utilised at the Kingaroy Treatment Plant and Water & Wastewater Depot.
- The replacement mower is expected to be delivered in August 2022.

Plant No. 4487 Iseki SZ330 5Ft Zero Turn Mower**Mower Details**

- 2013 Model
- 1515 Hours
- 5Ft Deck
- Diesel Engine

Condition

- Front Steer axle will need bushes and pins replaced.
- Electrical faults will not allow the mower to start, an Auto Electrician will be repairing these faults shortly.
- Minor repair to the deck stabiliser wheel bracket.

Availability

- The replacement mower has been delivered.
- Once the repairs are completed, the mower will be available.



Plant No. 4491 Iseki SZ330 Zero Turn Mower

Mower Details

- 2013 Model
- 1340 Hours
- No Deck
- Diesel Engine

Condition

- Had a major hydrostatic drive failure and was removed from service.
- The deck was removed to replace a worn-out deck on another mower, replacement deck would be approx. \$5,000.00.
- The canopy was removed to fit on another zero-turn mower so that it could be used to temporarily replace this mower.

Availability

- The replacement mower has been delivered.
- This mower would need major & costly repairs to return it to a usable condition.

Plant No. 4495 Iseki SF310 6Ft Front Deck Mower**Mower Details**

- 2015 Model
- 1850 Hours
- 6Ft Deck
- Diesel Engine

Condition

- Oil leak on the rear axle repaired.
- ROPS canopy repaired.
- In good operational condition.

Availability

- Replacement mower has been delivered.
- This mower was going to replace the old warrior mower at the Wondai Air Strip, that was donated by Council several years ago.
- The Wondai Air Strip had requested to keep both mowers which was approved by Management.
- This mower has been delivered to the Wondai Air strip and will not be available for donation.

Plant No. 4497 Iseki SF310 6Ft Front Deck Mower**Mower Details**

- 2016 Model
- 2846 Hours
- 6Ft Deck
- Diesel Engine

Condition

- Is in an operational condition.
- Does have high number of hours and is well used.
- Another condition assessment will be required once this mower is replaced.

Availability

- Plant 4497 is still utilised in the Nanango Parks & Gardens Department.
- The replacement mower is expected to be delivered in August 2022.

Plant No. 4499 Iseki SF310 6Ft Front Deck Mower**Mower Details**

- 2016 Model
- 3111 Hours
- 6Ft Deck
- Diesel Engine

Condition

- Electrical faults will not allow the mower to start, mower is at an Auto Electrician for the repairs.
- Other than electrical faults the mower is in a good used condition.

Availability

- Mower is at an Auto Electrician for the electrical repairs and would be available for donation once repairs are completed.
- Replacement mower has been delivered.

ACTIONS

- That Plant No. 4491 be withheld from donating to local community groups because of a major failure and components that need replacing, which would result in a costly repair bill.
- That Plant No. 4495 be removed from list of mowers to be donated as this mower has already been delivered to the Wondai Air Strip.
- That Plant No's 4487 and 4499 be repaired ready for donation.
- That all the new mowers should be received before an Expression of Interest is advertised.
- That Procurement formally advertise an Expression of Interest once all the new mowers have been received (Approximately August 2022).
- That Council formally acknowledge the Expressions of interest already received and provide information of how the donations of the mowers will proceed.
- That once the expressions of interests have been received, the allocation of the mowers be established by the Community Grants Committee.

ATTACHMENTS

Nil