



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

# **AGENDA**

## **Ordinary Council Meeting Wednesday, 25 May 2022**

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

**Date: Wednesday, 25 May 2022**

**Time: 9.00am**

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

**Mark Pitt PSM  
Chief Executive Officer**

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

## Order Of Business

<b>1</b>	<b>Opening</b> .....	<b>6</b>
<b>2</b>	<b>Leave of Absence / Apologies</b> .....	<b>6</b>
<b>3</b>	<b>Prayers</b> .....	<b>6</b>
<b>4</b>	<b>Recognition of Traditional Owners</b> .....	<b>6</b>
<b>5</b>	<b>Declaration of Interest</b> .....	<b>6</b>
<b>6</b>	<b>Deputations/Petitions</b> .....	<b>6</b>
	Nil	
<b>7</b>	<b>Confirmation of Minutes of Previous Meeting</b> .....	<b>7</b>
	7.1 Minutes of the Council Meeting held on 27 April 2022 .....	7
<b>8</b>	<b>Business Outstanding</b> .....	<b>45</b>
	8.1 Business Outstanding Table for Ordinary Council Meeting.....	45
<b>9</b>	<b>Notices of Motion</b> .....	<b>110</b>
	Nil	
<b>10</b>	<b>Portfolio - Corporate Services, People &amp; Culture, Communications/Media, Finance &amp; ICT</b> .....	<b>111</b>
	10.1 Confirming Attendance at the LGAQ Civic Leaders Summit 29-30 June 2022 .....	111
	10.2 Appointment of Councillor Representatives on Council Committees and Other Organisations.....	113
	10.3 Delegations to the Chief Executive Officer under the Water Supply (Safety and Reliability) Act 2008 (Qld).....	119
	10.4 DRAFT South Burnett Regional Council Annual Operational Plan 2022/23.....	140
	10.5 Adoption of the South Burnett Regional Council Revenue Policy 2022/2023 - Statutory005.....	160
	10.6 Adoption of the South Burnett Regional Council Computer, Internet and Email Usage Policy - Strategic007 .....	166
	10.7 Adoption of the South Burnett Regional Council Investment Policy 2022/2023 - Statutory009.....	170
	10.8 Adoption of the South Burnett Regional Council Infrastructure Asset Naming Policy - Strategic026 .....	177
	10.9 Adoption of the South Burnett Regional Council Community Engagement Policy - Statutory050 .....	184
	10.10 Adoption of the South Burnett Regional Council Domestic and Family Violence Policy - Statutory052 .....	188
	10.11 Adoption of the South Burnett Regional Council Overgrown Property Policy - Statutory062.....	193
	10.12 Repeal Resolution Minute Number 3029 and Adoption of the South Burnett Regional Council Fit for Work Policy - Statutory065 .....	197
	10.13 Quote SBRCQ-21/22-42 - Purchase of one (1) Loader to replace Plant No. 1501.....	217
	10.14 Quote SBRCQ-21/22-43 - Purchase of one (1) Grader to replace Plant No. 1504.....	228

10.15	Quote SBRCQ-21/22-40 - Purchase of one (1) Backhoe to replace Plant No. 1515.....	236
10.16	Expression of Interest - Update for Donation of Replaced Mowers to Local Community Groups .....	245
10.17	Monthly Financial Report and Third Quarter Budget Revision .....	253
<b>11</b>	<b>Portfolio – Roads &amp; Drainage.....</b>	<b>311</b>
11.1	Petition - Hamilton Road and Muir Drive South Nanango .....	311
11.2	Notice of Motion - LRCI Funding Allocation Phase 3 - 2022 .....	316
11.3	Notice of Motion - Seat for Mark Smith.....	318
11.4	Notice of Motion - Highway Slashing .....	319
11.5	Harris Road / Clark and Swendson Road / Edenvale North Road Intersections Kingaroy.....	321
11.6	Detailed Information around Unformed Roads that have Existing Residential Land Holders who have made Enquiries to Council .....	323
11.7	George Street Car Park Kingaroy - Concept Design .....	324
11.8	Application for the Surrender of a permit to Occupy for the Western Portion of Piggery Road Murgon adjacent to 148FY268 and 171FY2461 .....	325
11.9	Review of Request for Speed Hump on Edward Street Wondai .....	327
11.10	Urgent Pothole Repair 39 Boat Mountain Road Murgon.....	328
11.11	Permanent Job to fix Pot Hole on Bunya Highway 500 meters past Cherbourg Turn Off North Bound .....	329
<b>12</b>	<b>Portfolio – Community, Arts, Heritage, Sport &amp; Recreation.....</b>	<b>330</b>
12.1	In-Kind Support - Baconfest 2022 .....	330
<b>13</b>	<b>Portfolio – Rural Services, Natural Resource Management, Planning &amp; Compliance Services.....</b>	<b>331</b>
13.1	Motion - Annual Weed Program .....	331
13.2	Coolabunia Saleyards - Working Group Report.....	332
<b>14</b>	<b>Portfolio – Local Disaster Management, Water &amp; Wastewater, Waste Management ..</b>	<b>333</b>
14.1	Appointment of Chairperson LDMG.....	333
<b>15</b>	<b>Portfolio – Rural Resilience, Parks &amp; Gardens, Property &amp; Facility Management, Indigenous Affairs .....</b>	<b>335</b>
15.1	Petition from Students of Wheatlands State School .....	335
15.2	Notice of Motion - Tingoora Rail Trail Verge.....	336
15.3	Kingaroy Aerodrome Tender - Area 21.....	337
15.4	Hivesville Progress Association Inc. request to lease Lot 112 on SP116355.....	338
15.5	Request from SB Care to remove trees from entrance to Town Common Hall for installation of rose garden .....	340
15.6	Public Consultation Plan for resolution of Hall tenures .....	341
<b>16</b>	<b>Portfolio - Regional Development.....</b>	<b>342</b>
16.1	Regional Water Assessment Bundaberg and Burnett Stakeholder Advisory Group Meeting .....	342
<b>17</b>	<b>Information Section .....</b>	<b>344</b>



17.1	Delegated Authority Reports (1 April 2022 to 30 April 2022).....	344
17.2	List of Correspondence pending completion of assessment report.....	573
<b>18</b>	<b>Questions on Notice .....</b>	<b>576</b>
	Nil	
<b>19</b>	<b>Confidential Section .....</b>	<b>577</b>
19.1	Release of Sewage December 2021 at Alice Street Kingaroy .....	577
19.2	Payment proposal for overdue rates - various .....	577
19.3	Waiving of interest - Assessments 22862-00000-000 & 23890-00000-000.....	577
19.4	Waiving of Interest - Assessment 12635-76820-000 .....	577
19.5	South Burnett Sporting Shooters - Request for land - Shooting Range .....	577
19.6	Industrial Land Development.....	577
19.7	Rural Health Management Services - Kingaroy Medical Centre .....	577
<b>20</b>	<b>Closure of Meeting.....</b>	<b>578</b>

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

Nil

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**7.1 MINUTES OF THE COUNCIL MEETING HELD ON 27 APRIL 2022**

**File Number:** 25/5/2022

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

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**OFFICER'S RECOMMENDATION**

1. That the Minutes of the Council Meeting held on 27 April 2022 be received and the recommendations therein be adopted.

**ATTACHMENTS**

1. Minutes of the Council Meeting held on 27 April 2022



# MINUTES

**Ordinary Council Meeting  
Wednesday, 27 April 2022**

**Order Of Business**

<b>1</b>	<b>Opening</b> .....	<b>4</b>
<b>2</b>	<b>Leave of Absence / Apologies</b> .....	<b>4</b>
<b>3</b>	<b>Prayers</b> .....	<b>4</b>
<b>4</b>	<b>Acknowledgement of Traditional Owners</b> .....	<b>4</b>
<b>5</b>	<b>Declaration of Interest</b> .....	<b>4</b>
<b>6</b>	<b>Deputations/Petitions</b> .....	<b>9</b>
6.1	Petition - Birt Rd Bitumen Road Seal Construction.....	9
<b>7</b>	<b>Confirmation of Minutes of Previous Meeting</b> .....	<b>10</b>
7.1	Minutes of the Council Meeting held on 23 March 2022 .....	10
<b>8</b>	<b>Business Outstanding</b> .....	<b>10</b>
8.1	Business Outstanding Table for Ordinary Council Meeting.....	10
<b>9</b>	<b>Notices of Motion</b> .....	<b>11</b>
9.1	Notice of Motion - Donating Replaced Mowers to Community Groups .....	11
<b>10</b>	<b>Portfolio - Corporate Services, People &amp; Culture, Communications/Media, Finance &amp; ICT</b> .....	<b>12</b>
10.1	Confirming Attendance at the 126th Local Government Association Queensland (LGAQ) Annual Conference in Cairns 17-19 October 2022 and LGAQ Civic Leaders Summit 29-30 June 2022 .....	12
10.2	Annual Operational Plan 2021/2022 Implementation Progress Report for the period ending 31 March 2022.....	12
10.2.1	Proston Pool .....	12
10.2.2	Kumbia CBD Streetscape .....	13
10.3	ADMINISTRATIVE AMENDMENTS TO COUNCIL POLICY AND ASSOCIATED DOCUMENTS - ORGANISATION STRUCTURE CHANGE .....	13
10.4	Adoption of the South Burnett Regional Council Technology Public Access Policy - Strategic019 .....	13
10.5	Monthly Financial Information.....	13
10.6	SBRC 2122-12 Bulk Water Treatment Chemicals .....	14
<b>11</b>	<b>Portfolio – Roads &amp; Drainage</b> .....	<b>14</b>
11.1	Consideration of Accepting Property Access on Kingaroy Cooyar Road Tarong servicing Lots 3 - 7 RP178853 as a Council Road Asset.....	14
11.2	Update on the Project Development for Tanduringie Creek Bridge on Kingaroy Cooyar Road.....	15
11.3	Kingaroy Roundabout Cost Benefit Analysis of Roundabout Upgrade Program .....	15
11.4	Options for Dust Supression on Lanigan Road Glan Devon .....	16
11.5	Application For Funding Under the Resources Community Infrastructure Fund - Round 2 .....	16
11.6	Bridges Renewal Program .....	16
<b>12</b>	<b>Portfolio – Community, Arts, Heritage, Sport &amp; Recreation</b> .....	<b>17</b>
12.1	Housing & Homelessness Forum 22 July 2022 .....	17

<b>13</b>	<b>Portfolio – Rural Services, Natural Resource Management, Planning &amp; Compliance Services</b> .....	<b>17</b>
13.1	Material change of use application for expansion of an existing piggery to 57,000SPU and associated infrastructure at 536 & 592 Morgans Road Winderera and other properties - Lot 202 SP 251979 Lot 203 SP 251979 Lot 49 MZ 555 - Applicant: Jamz & Co Investments Pty Ltd - MCU21/0017 .....	17
13.2	Committment from Queensland Government for a funded and effective treatment program for Parthenium Weed .....	25
13.3	Combustible Cladding - Queensland Building and Construction Commission Request for Authority to Prosecute.....	25
<b>14</b>	<b>Portfolio – Local Disaster Management, Water &amp; Wastewater, Waste Management ....</b>	<b>25</b>
	Nil	
<b>15</b>	<b>Portfolio – Rural Resilience, Parks &amp; Gardens, Property &amp; Facility Management, Indigenous Affairs</b> .....	<b>26</b>
15.1	Kingaroy Chamber of Commerce and Industry Request for Extension of Lease.....	26
15.2	Ringsfield House .....	26
15.3	Licence to Occupy - Blackbutt and District Pony Club Inc .....	27
15.4	Proston Showground - Realignment of Boundaries .....	28
15.5	Leopard Court Kingaroy - Street Tree Complaint.....	28
15.6	CTC Land Transfer .....	28
15.7	Realignment of Reserve Boundary - Lot 212 on FY2647 known as Nanango Netball Courts .....	30
15.8	Bunya Mountains Community Association Inc Request for Support. ....	30
15.9	Council Land Investigations - Proposed Divestment of Land Assets - Hivesville and Wondai.....	31
15.10	Trustee Lease - Wondai Cattle Facility.....	31
15.11	SBRCQ 21/22-26 - Cleaning Contracts - Public Conveniences .....	31
15.12	Murgon Pastoral, Agricultural & Horticultural Society Inc - Transfer Ownership of Asset.....	32
15.13	Request to Rename the Murgon Showgrounds and Recreation Centre (PCYC) ....	33
<b>16</b>	<b>Portfolio - Regional Development</b> .....	<b>33</b>
16.1	National Water Infrastructure Development Fund (NWIDF) Phase Two .....	33
<b>17</b>	<b>Information Section</b> .....	<b>34</b>
17.1	Delegated Authority Reports (16 March 2022 to 31 March 2022) .....	34
17.2	List of Correspondence pending completion of assessment report.....	34
<b>18</b>	<b>Questions on Notice</b> .....	<b>34</b>
18.1	Question on Notice.....	34
<b>19</b>	<b>Confidential Section</b> .....	<b>35</b>
19.1	Kingaroy Transformation Project Cost Review .....	36
19.2	Regional Roads and Technical Group Forward Program .....	37
19.3	Development of Master Plan for 1 Pound Street, Kingaroy.....	37
<b>20</b>	<b>Closure of Meeting</b> .....	<b>37</b>



**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY  
ON WEDNESDAY, 27 APRIL 2022 AT 9.00AM**

**PRESENT:**

**Councillors:**

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

**Council Officers:**

Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Community), Tim Low (Acting General Manager Infrastructure), Leanne Petersen (Manager Property), Carolyn Knudsen (Manager Corporate Services), Joanne Newbery (Communications Officer), James Darcy (Manager Infrastructure Planning), Kevin Searle (Manager Works), Michael Lisle (Acting Manager Planning and Environment), Bree Hunt (Executive Assistant)

**1 OPENING**

The Mayor declared the meeting open and welcomed all attendees.

**2 LEAVE OF ABSENCE / APOLOGIES**

Chief Executive Officer, Mark Pitt.

**3 PRAYERS**

A representative of Kingaroy District Ministers Association, Jordan Bennett offered prayers for Council and for the conduct of the Council meeting.

**4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

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

**5 DECLARATION OF INTEREST**

I, Cr Gavin Jones inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in agenda **Item 19.2 - Regional Roads and Technical Group Forward Program**. The nature of my interest is as follows:

This declarable conflict of interest arises as I am a Director of a company that owns the Maidenwell Hotel on the interesection of Kingaroy Cooyar Road and Bunya Mountains Road. The company has had the Hotel leased out since 2016..

This matter has previously been resolved at the Infrastructure Standing Committee Meeting on 3 March 2021 – Committee Resolution Number 2021/41

I, Cr Gavin Jones inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in agenda **Item 11.2 - Update on the Project Development for Tanduringie Creek Bridge on Kingaroy Cooyar Road** The nature of my interest is as follows:



This declarable conflict of interest arises as I am a Director of a company that owns the Maidenwell Hotel on the intersection of Kingaroy Cooyar Road and Bunya Mountains Road. The company has had the Hotel leased out since 2016. The roadworks to the Tanduringie Creek Bridge to be discussed is approximately 7 km to south west from the hotel. The bridge has need for the improvement for public user safety which the full council has advocated for.

This matter was resolved at the Infrastructure Standing Committee Meeting on 6 April 2022 – Committee Resolution Number 2022/148.

In accordance with Section 150EW of the *Local Government Act 2009*, Mayor Brett Otto queried whether Cr Jones did in fact have a Declarable Conflict of Interest in **Item 19.2 - Regional Roads and Technical Group Forward Program** given today's discussion may involve budget deliberations.

Acting Chief Executive Officer advised that as the matter had been previously considered by Council, that unless further information or changes relevant to Council's previous decision exist, then Council's previous decision on the matter would stand.

Noting Section 150ET (4) of the *Local Government Act 2009*

(4) A decision about a councillor under section 150ER or 150ES for a matter applies in relation to the councillor for participating in the decision, and all subsequent decisions, about the matter.

Cr Jones confirmed no change of circumstances exist in this matter.

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest in relation to **Item 15.8 - Bunya Mountains Community Association Inc. request for support.**

The nature of my interest is as follows:

This declarable conflict of interest arises due to owning a freehold property on the Bunya Mountains and I am a member of the Bunya Mountains Community Association.

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

Cr Schumacher advised she is a member of the Kingaroy Chamber Commerce Inc. **Item 15.1 Kingaroy Chamber of Commerce and Industry Request for Extension of Lease.** It was noted by the meeting that the following matter, by themselves, is not a conflict of interest:

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

In accordance with Section 150EW of the *Local Government Act 2009*, Mayor Brett Otto queried whether Cr Schumacher did in fact have a Declarable Conflict of Interest in **Item 19.2 - Regional Roads and Technical Group Forward Program** as she has indicated she owned a freehold property at the Bunya Mountains.

Cr Kirstie Schumacher indicated she did not stand to gain a benefit or suffer a loss in relation to the matter that is no greater than the benefit or loss that a significant proportion of persons in the local government area stand to gain or lose.

However Cr Kirstie Schumacher indicated she would voluntarily comply with this chapter in relation to the personal interests of the councillor and have the matter dealt with as a declarable conflict of interest;

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the *Local Government Act 2009*) in agenda **item 19.2 Regional Roads and Technical Group Forward Program** The nature of my interest is as follows:

This declarable conflict of interest arises due to owning a freehold property on the Bunya Mountains I wish to participate in the decision in relation to this matter. I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the Local Government Act 2009, where I:

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

**Attendance:**

At 9:16 am, Cr Kirstie Schumacher left the meeting.

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**DECLARATION OF INTEREST - STAY IN MEETING**

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**RESOLUTION 2022/462**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That Council resolve that Cr Schumacher has a declarable conflict of interest in the matter item 19.2 Regional Roads and Technical Group Forward Program and notwithstanding the conflict, Cr Schumacher may participate in the matter, discuss and vote upon it, accepting that Cr Schumacher has no greater benefit or loss to a significant proportion of others in the community.

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

Against: Nil

**CARRIED 5/0**

**Attendance:**

At 9:27am, Cr Kirstie Schumacher returned to the meeting.

In accordance with Section 150EW of the *Local Government Act 2009*, Cr Scott Henschen queried whether Cr Duff had a Conflict of Interest in **Item 15.1 Kingaroy Chamber of Commerce and Industry Request for Extension of Lease**. as she leases a property/office space in the area.

I, Cr Brett Otto inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in agenda **item 19.1 Kingaroy Transformation Project Cost Review** The nature of my interest is as follows:

This declarable conflict of interest arises because I am the Director of a Company which owns an accounting practice that leases a premises in the Kingaroy Central Business District.

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

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

I, Cr Brett Otto inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in agenda **Item 15.1 Kingaroy Chamber of Commerce and Industry Request for Extension of Lease**. The nature of my interest is as follows:

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

This matter was resolved at the Community Standing Committee Meeting on 13 April 2022 – Committee Resolution Number 2022/263. However Mayor, Brett Otto indicated he noted a change in circumstances in that Cr Kathy Duff does sublet a room from his firm and he would voluntarily leave the meeting and allow Council to consider the Conflict of Interest.

I, Cr Kathy Duff inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in agenda **item 19.1 Kingaroy Transformation Project Cost Review** The nature of my interest is as follows:

This declarable conflict of interest arises as I am now subletting office space in a premises in the Kingaroy Central Business District

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

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

I, Cr Kathy Duff inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in agenda item **Item 15.1 Kingaroy Chamber of Commerce and Industry Request for Extension of Lease**. The nature of my interest is as follows:

This declarable conflict of interest arises because as I am now subletting office space in a premises adjoining the street leading to the said premises

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

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

#### **Attendance:**

At 9:36am, Cr Kathy Duff left the meeting.

At 9:36am, Cr Brett Otto left the meeting.

Deputy Mayor Gavin Jones took the chair.

At 9:40am, Communications Officer Joanne Newbery left the meeting.

At 9:40am, Communications Officer Joanne Newbery returned to the meeting.

#### **DECLARATION OF INTEREST - STAY IN MEETING**

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#### **RESOLUTION 2022/464**

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That Council resolve that Cr Brett Otto has a declarable conflict of interest in the matter – item 15.1 Kingaroy Chamber of Commerce and Industry Request for Extension of Lease and notwithstanding

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the conflict, Cr Brett Otto may participate in the matter, discuss and vote upon it, accepting that Cr Otto has no greater benefit or loss to a significant proportion of others in the community.

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

Against: Nil

**CARRIED 4/0**

**Attendance:**

At 9:49am, Manager Corporate Services Carolyn Knudsen left the meeting.

**DECLARATION OF INTEREST - STAY IN MEETING**

**RESOLUTION 2022/465**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That Council resolve that Cr Kathy Duff has a declarable conflict of interest in the matter – item 15.1 Kingaroy Chamber of Commerce and Industry Request for Extension of Lease and notwithstanding the conflict, Cr Kathy Duff may participate in the matter, discuss and vote upon it, accepting that Cr Duff has no greater benefit or loss to a significant proportion of others in the community.

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

Against: Nil

**CARRIED 4/0**

**Attendance:**

At 9:52am, Communications Officer Joanne Newbery left the meeting.

**DECLARATION OF INTEREST - STAY IN MEETING**

**RESOLUTION 2022/466**

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That Council resolve that Cr Kathy Duff has a declarable conflict of interest in the matter item 19.1 Kingaroy Transformation Project Cost Review and notwithstanding the conflict, Cr Kathy Duff may participate in the matter, discuss and vote upon it, accepting that Cr Duff has no greater benefit or loss to a significant proportion of others in the community.

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

Against: Nil

**CARRIED 4/0**

**Attendance:**

At 9:54am, Communications Officer Joanne Newbery returned to the meeting.

At 9:55am, Manager Corporate Services Carolyn Knudsen returned to the meeting.

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**DECLARATION OF INTEREST - STAY IN MEETING**

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**RESOLUTION 2022/467**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That Council resolve that Cr Brett Otto has a declarable conflict of interest in the matter item 19.1 Kingaroy Transformation Project Cost Review and notwithstanding the conflict, Cr Brett Otto may participate in the matter, discuss and vote upon it, accepting that Cr Brett Otto has no greater benefit or loss to a significant proportion of others in the community.

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

Against: Nil

**CARRIED 4/0****Attendance:**

At 9:58am, Cr Brett Otto returned to the meeting and resumed the chair.

At 9:58am, Cr Kathy Duff returned to the meeting.

I, Cr Kathy Duff inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in relation to **Item 15.4 Proston Showground - Realignment of Boundaries.**

The nature of my interest is as follows:

This declarable conflict of interest arises as I hold an executive position on the Proston Sports Reserve Advisory Committee which considers matters in relation to use and operation of the Proston Show Grounds and associated reserves.

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

**6 DEPUTATIONS/PETITIONS**

At 9:59am, Moya Hayden addressed the Council and presented the petition for the Birt Road Bitumen Road Seal Construction.

**6.1 PETITION - BIRT RD BITUMEN ROAD SEAL CONSTRUCTION**

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**RESOLUTION 2022/468**

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That the Petition be received and referred to the Chief Executive Officer to determine the appropriate action and a report be brought back to Council.

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

Against: Nil

**CARRIED 6/0**

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**7.1 MINUTES OF THE COUNCIL MEETING HELD ON 23 MARCH 2022**

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**RESOLUTION 2022/469**

Moved: Cr Kathy Duff  
 Seconded: Cr Gavin Jones

That the Minutes of the Council Meeting held on 23 March 2022 be received and the recommendations therein be adopted.

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

Against: Nil

**CARRIED 6/0**

**8 BUSINESS OUTSTANDING**

**Attendance:**

At 10:06am, Communications Officer Joanne Newbery left the meeting.  
 At 10:07am, Communications Officer Joanne Newbery returned to the meeting.

**8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING**

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**RESOLUTION 2022/470**

Moved: Cr Scott Henschen  
 Seconded: Cr Danita Potter

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

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

Against: Nil

**CARRIED 6/0**

**9 NOTICES OF MOTION**

**9.1 NOTICE OF MOTION - DONATING REPLACED MOWERS TO COMMUNITY GROUPS**

**RESOLUTION 2022/471**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

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

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

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

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

Against: Nil

**CARRIED 6/0**

**ADJOURN MORNING TEA**

**RESOLUTION 2022/472**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting adjourn for morning tea.

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

Against: Nil

**CARRIED 6/0**

**RESUME MEETING**

**RESOLUTION 2022/473**

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the meeting resume at 10:40am.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 10:40am, Acting Manager Planning and Environment Michael Lisle entered the meeting.

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

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

**RESOLUTION 2022/474**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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

Cr Henschen attend as an observer and the newly elected Division one Councillor be provided the opportunity to attend as an observer with CEO Mark Pitt in attendance.

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

2. That Mayor Otto and Cr Schumacher attend the 2022 LGAQ Civic Leaders Summit as delegates with CEO Mark Pitt in attendance.

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

Against: Nil

**CARRIED 6/0**

**10.2 ANNUAL OPERATIONAL PLAN 2021/2022 IMPLEMENTATION PROGRESS REPORT FOR THE PERIOD ENDING 31 MARCH 2022**

**RESOLUTION 2022/475**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

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

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

Against: Nil

**CARRIED 6/0**

**10.2.1 PROSTON POOL**

A report to be brought back to the May Community Standing Committee Meeting detailing the application conditions and process for the Proston Pool.



**10.2.2 KUMBIA CBD STREETScape**

An update to be brought back to the May Infrastructure Standing Committee Meeting on the expected timeline for completion of Kumbia CBD streetscape.

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

**RESOLUTION 2022/476**

Moved: Cr Danita Potter  
 Seconded: Cr Scott Henschen

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

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

**CARRIED 6/0**

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

**RESOLUTION 2022/477**

Moved: Cr Danita Potter  
 Seconded: Cr Kathy Duff

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

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

**CARRIED 6/0**

**Attendance:**

At 11:04am, Manager Works Kevin Searle entered the meeting.

**10.5 MONTHLY FINANCIAL INFORMATION**

**RESOLUTION 2022/478**

Moved: Cr Scott Henschen

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Seconded: Cr Kathy Duff

That the Monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as at 31<sup>st</sup> March 2022 be received and noted.

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

Against: Nil

**CARRIED 6/0**

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## 10.6 SBRC 2122-12 BULK WATER TREATMENT CHEMICALS

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### RESOLUTION 2022/479

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That Contract SBRC 2122-12 be adopted as presented.

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

Against: Nil

**CARRIED 6/0**

## 11 PORTFOLIO – ROADS & DRAINAGE

### Attendance:

At 11:14am, Manager Infrastructure Planning James Darcy entered the meeting.

At 11:20am, Cr Danita Potter left the meeting.

At 11:21am, Cr Danita Potter returned to the meeting.

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### 11.1 CONSIDERATION OF ACCEPTING PROPERTY ACCESS ON KINGAROY COOYAR ROAD TARONG SERVICING LOTS 3 - 7 RP178853 AS A COUNCIL ROAD ASSET

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#### MOTION

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That South Burnett Regional Council:

1. Considers accepting the “service road” providing access to Lots 3, 4, 5, 6 and 7 RP178853 Kingaroy Cooyar Road, Tarong as a Council asset and adds the asset to Council’s Road Register;
2. Considers accepting maintenance liability of the “service road”, and provides written advice to impacted landholders; and
3. Considers any capital improvements required as part of its annual capital budget considerations

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### RESOLUTION 2022/480

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Moved: Cr Kirstie Schumacher  
 Seconded: Cr Gavin Jones

**Procedural Motion**

That the matter lay on the table until the Infrastructure Standing Committee Meeting on 4 May 2022.

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

Against: Crs Brett Otto and Kathy Duff

**CARRIED 4/2**

**11.2 UPDATE ON THE PROJECT DEVELOPMENT FOR TANDURINGIE CREEK BRIDGE ON KINGAROY COOYAR ROAD**

**RESOLUTION 2022/481**

Moved: Cr Scott Henschen  
 Seconded: Cr Danita Potter

That the Mayor works with the portfolio Councillor and our Local Member to advocate to the Minister for Transports and Main Roads as to safety issues on Tanduringie Bridge with a view in the first instance to improving road safety signage and to advance to detailed design as a matter of priority in consideration of road safety issues.

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

Against: Nil

**CARRIED 6/0**

**11.3 KINGAROY ROUNDABOUT COST BENEFIT ANALYSIS OF ROUNDABOUT UPGRADE PROGRAM**

**RESOLUTION 2022/482**

Moved: Cr Danita Potter  
 Seconded: Cr Gavin Jones

That South Burnett Regional Council notes the report provided to assist Council in making future decisions regarding roundabout and median infrastructure with a strategic focus throughout the region and consider nominating an annual allocation to progressively renew roundabout and median infrastructure as part of the 22/23 capital works deliberation.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 11:38am, Manager Corporate Services Carolyn Knudsen left the meeting.

At 11:40am, Michael Lisle left the meeting.

At 11:40am, Manager Corporate Services Carolyn Knudsen returned to the meeting.

**11.4 OPTIONS FOR DUST SUPPRESSION ON LANIGAN ROAD GLAN DEVON**

**RESOLUTION 2022/483**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That South Burnett Regional Council develop as part of its operational plan in 22/23 a dust sealing policy.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 11:44am, Acting Manager Planning and Environment Michael Lisle returned to the meeting.

At 11:47am, Manager Corporate Services Carolyn Knudsen left the meeting.

At 11:52am, Manager Corporate Services Carolyn Knudsen returned to the meeting.

At 11:54am, Cr Gavin Jones left the meeting.

At 11:56am, Cr Gavin Jones returned to the meeting.

**11.5 APPLICATION FOR FUNDING UNDER THE RESOURCES COMMUNITY INFRASTRUCTURE FUND - ROUND 2**

**RESOLUTION 2022/484**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That South Burnett Regional Council nominate the Kingaroy Mental Health and Youth Hub for funding under the Resources Community Infrastructure Fund – Round 2 – major infrastructure projects stream.

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

Against: Cr Kirstie Schumacher

**CARRIED 5/1**

**11.6 BRIDGES RENEWAL PROGRAM**

**RESOLUTION 2022/485**

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

That South Burnett Regional Council submit the following project for the Bridges Renewal Program:  
- Home Creek Loop Road

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

Against: Nil

**CARRIED 6/0**

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

**12.1 HOUSING & HOMELESSNESS FORUM 22 JULY 2022**

**RESOLUTION 2022/486**

Moved: Cr Danita Potter  
 Seconded: Cr Kirstie Schumacher

That the South Burnett Regional Council support the South Burnett Housing Forum Working Group by way of Hall hire and insurance for the Housing and Homelessness Forum to be held in the Kingaroy Town Hall on Friday 22<sup>nd</sup> July 2022.

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

Against: Nil

**CARRIED 6/0**

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

**13.1 MATERIAL CHANGE OF USE APPLICATION FOR EXPANSION OF AN EXISTING PIGGERY TO 57,000SPU AND ASSOCIATED INFRASTRUCTURE AT 536 & 592 MORGANS ROAD WINDERA AND OTHER PROPERTIES - LOT 202 SP 251979 LOT 203 SP 251979 LOT 49 MZ 555 - APPLICANT: JAMZ & CO INVESTMENTS PTY LTD - MCU21/0017**

**OFFICER’S RECOMMENDATION**

That Council approve the Material change of use application for expansion of existing of an existing piggery to 57,000spu and associated infrastructure - Lot 202 SP 251979 Lot 203 SP 251979 Lot 49 MZ 555 - Applicant: Jamz & Co Investments Pty Ltd – MCU21/0017 subject to the following conditions:

**GENERAL**

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

Drawing Title	Prepared by	Reference no.	Revision	Date
Site Plan	Agricultural Development Services Australia	WPC-003	A	22/11/21
Bushfire Management Report	Range Environmental Consultants	J000738	1	10/12/21
Proposed Piggery Expansion – 592	UDP	FSA-0002-SK02	1	15/12/16

Morgans Road Winderera Concept Plan 2 Kratzmanns Rd Causeway				
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GEN2. The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.

**Timing:** To be maintained at all times.

GEN3. The development must be completed generally in accordance with the approved plans and documents and any amendments arising through conditions to this development approval.

GEN4. Maintain the approved development in accordance with the approved drawings and documents and any relevant subsequent approvals required by the conditions herein.

GEN5. The approved development is for an expansion of Intensive Animal Industry (Piggery) for an additional 28,500 SPU.

GEN6. Maintain outdoor lighting to comply with AS4282 – 1997 “Control of Obstructive Effects of Outdoor Lighting”. Artificial illumination is not to cause a nuisance to occupants of nearby premises and any passing traffic. Direct security and flood lighting away from adjoining residential premises.

**Timing:** At all times.

GEN7. No materials, equipment or structures are to be stored or placed within the area of the mapped waterways and drainage lines adjoining the development footprint at any time and in accordance with the approved site plan.

GEN8. Carry out the development in accordance with section 6 and 7 of the Bushfire Management Report with reference J000738 and dated 10/12/2021.

GEN9. Submit a Wastewater Management Plan (WMP) prepared by a suitably qualified person that addresses the following:

- Wastewater type
- Climatic conditions
- Water quality objectives
- Best-practice environmental management.

The WMP must demonstrate that the wastewater is managed in accordance with a waste management hierarchy that:

- Avoids wastewater discharge to waterways; or
- Minimises wastewater discharge to waterways by re-use, recycling, recovery and treatment for disposal to sewer, surface water and groundwater.

**Timing:** Prior to commencement of use.

GEN10. Provide and maintain adequate signage onsite identifying emergency evacuation routes.

**FUTHER PERMITS REQUIRED**

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- GEN11. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Building Works;
  - Permit for Plumbing and Drainage Work;
  - Development Permit for Operational Works (Site Works, road widening, kerb and channel and associated drainage, landscaping, access driveways, water supply and sewerage discharge sludge collection and removal, stormwater disposal).
- GEN12. The development (including landscaping, parking, driveway and other external spaces) shall be maintained in accordance with the approved plans, subject to and modified by any conditions of this approval.

**APPROVED USE**

- GEN13. The approved use of the premises is for an Intensive animal industry (piggery expansion 28,500 to 57,000spu).

**ADMIN**

- ADM1. All conditions of this approval must be undertaken and completed to the satisfaction of Council, at no cost to Council.
- ADM2. All conditions, works, or requirements of this approval must be undertaken and completed prior to the commencement of use, unless otherwise stated.
- ADM3. Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.
- ADM4. All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant Australian Standards and must be approved, supervised and certified by a Registered Professional Engineer of Queensland. Any concurrence agency conditions will apply in addition to these standard conditions.

**ENGINEERING WORKS**

- ENG1. Submit to Council, an Operational Work application for all civil works including earthworks, roadworks and accesses.
- ENG2. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.
- ENG3. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.
- ENG4. Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.
- ENG5. Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plans and specifications and to Council's requirements, prior to commencement of the use.

**MAINTENANCE**

- ENG6. Maintain all works that will become Council infrastructure for a period of 12 months (maintenance period) from the date of on-maintenance. Any defective works must be rectified within the maintenance period.
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ENG7. Provide Council with a maintenance bond in an acceptable form equal to 5% of the value of Council's infrastructure prior to commencement of the maintenance period.

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

ENG8. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.

ENG9. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

**CONSTRUCTION AND NUISANCE MANAGEMENT PLAN**

ENG10. Submit to Council for endorsement, a Construction and Nuisance Management Plan for approved development works for the site. The Plan is to cover where applicable, the following:

- a) air quality management;
- b) noise and vibration management;
- c) storm water quality management;
- d) erosion and sediment management;
- e) vegetation management;
- f) waste management;
- g) complaint management;
- h) community awareness;
- i) preparation of site work plans;
- j) workers' car parking arrangements; and
- k) traffic control during works.

**Timing:** Prior to commencement of works.

ENG11. Implement the approved Construction Management Plan at all times during construction of the development.

ENG12. Ensure a legible copy of the approved Construction Management Plan is available on-site at all times during construction and earthworks.

**STORMWATER MANAGEMENT**

ENG13. Submit to Council for approval, a Stormwater Management Report (including drawings), prepared by an RPEQ, covering:

- 1) Stormwater diversion drains being suitably sized to accommodate runoff from the sheds and associated areas. Diversion drain outlets shall be clear of any Effluent Disposal Area, and shall not drain to a road reserve;
- 2) If proposed, how overland stormwater, including from upstream catchments, will be managed to avoid contamination with water from the piggery site/operations;
- 3) That all downstream properties, including road reserves will be protected from stormwater 'nuisance', from increased discharge rates, increased velocity, and concentration. Identify measures to be implemented to achieve 'no nuisance' if required.

**Comment:** The Stormwater information previously provided was not considered to adequately address Councils queries, and further information is sought.

ENG14. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows, or create a nuisance, on other properties.



**WATER SUPPLY**

ENG15. Provide a potable water supply to meet the needs of the development for staff and visitors.

**ON-SITE WASTEWATER DISPOSAL**

ENG16. Connect the development to an on-site wastewater disposal system, in accordance with the AS1547 and the Queensland Plumbing and Wastewater Code.

ENG17. Obtain a Development Permit for Plumbing Works for the on-site sewerage treatment system.

**WASTE AND ODOUR MANAGEMENT**

ENG18. Provide solid and liquid waste management in accordance with AgDSA Development Assessment Report Rev A, dated 13/9/21.

ENG19. In the event that bonafide complaints are received by Council in relation to odour emissions produced from the site, and the use is not being carried out in accordance with the conditions of this approval, including the management strategies set out in the AgDSA Development Assessment Report Rev A, dated 13/9/21 report, Council reserves the right to require the applicant to re-assess waste and odour management procedures already in place. In this instance, the applicant may be required to undertake a further assessment on waste and odour management through a third party and implement any recommendations by a date agreed by the Council.

**TRADE WASTE DISPOSAL (WASH DOWN BAY)**

ENG20. The business must ensure that:

- a) maintenance and cleaning of equipment (including vehicles and plant) are carried out in Wash Down Bays, or an area where contaminants cannot be released into stormwater drainage, a roadside gutter, a water course or onto unsealed ground;
- b) any spillage of contaminants is cleaned up immediately by a method other than hosing, sweeping or otherwise releasing the contaminants into stormwater drainage, a roadside gutter or a water course; and
- c) incidental rainfall and overland flow of stormwater do not contact contaminants (for example, areas with contaminants should be roofed or protected by diversion drains).

ENG21. Spillage of all chemicals and other liquid contaminants must be contained within an on-site containment system and controlled in a manner that prevents environmental harm.

ENG22. Where regulated waste is removed from the premises, records must be kept of the following:

- a) the date, quantity and type of waste removed;
- b) the name of the waste transporter and/or disposal operator who removed the waste; and
- c) the intended treatment/disposal destination of the waste.

**HAZARDOUS CHEMICAL & FUEL STORAGE**

ENG23. Ensure that all hazardous chemicals are stored and handled in accordance to the Work Health and Safety Act 2011

ENG24. Diesel is to be stored and handled in accordance with Australian Standard 1940-2004 - The storage and handling of flammable and combustible liquids.

**PARKING AND ACCESS - GENERAL**

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- ENG25. Provide a sufficient number of carparks to meet the demands of the development.
- ENG26. Design and construct all driveway and parking areas to provide a dust suppressive gravel.
- ENG27. Maintain dust suppression treatment to all internal roadways, and vehicle manoeuvring areas ensuring not to have an adverse impact on adjoining properties.

#### **VEHICLE ACCESS - TURNOUT**

- ENG28. Design and construct vehicle turnouts in accordance with Council's Standard Drawing No. 00049 Rev B.

#### **ROADWORKS AND PEDESTRIAN SAFETY**

- ENG29. Install signage for all works on or near roadways in accordance with the Manual for Uniform Traffic Control Devices – Part 3, Works on Roads.

#### **TRANSPORT ROUTE**

- ENG30. All heavy vehicles traveling to/from the development shall use the following route, and vice versa:
- Kratzmanns Rd from the Murgon-Gayndah Rd to Morgans Rd;
  - Morgans Rd from the intersection with Kratzmanns Rd, through to the site access at 592 Morgans Rd, Windera.
  - Mcantee Rd between the proposed site accesses shown on AgDSA Drawing No A001.2 Rev A, and A002.1 Rev A. Using any other part of Mcantee Rd in not permitted.

#### **B-DOUBLE ROUTE**

- ENG31. No part of the Transport Route is permitted for use by B-Doubles, and shall not be used by B-Doubles, unless an approval for the route to be used by multi-combination vehicles is obtained from the National Heavy Vehicle Regulator prior to allowing access to Multi-Combination vehicles via above road section. Please refer to the following link for more information: <https://www.nhvr.gov.au/road-access/access-management/applications-and-forms>. Any future approval may be conditioned with further road upgrade requirements.

#### **ROAD UPGRADING**

- ENG32. The applicant shall undertake the following road upgrades:

- 1) Windera Ck causeway and approaches:
    - a) Widen the pavement on the approaches to the Windera Ck causeway to enable safe passing of the largest expected vehicle between Ch1.56km to Ch1.99km (approximately);
    - b) Installation of a 'Give Way' sign and line marking on the westbound approach of the causeway, ensuring that appropriate sight distance requirements are achieved;
    - c) Remove vegetation to improve sight distance as generally shown in RMA report Traffic Impacts Assessment – 592 Morgans Rd, Windera dated 23/12/2021 Figure 7-2.
  - 2) Upgrade the intersection of Morgans Rd and Kratzmanns Rd generally in accordance with RMA report Traffic Impacts Assessment – 592 Morgans Rd, Windera dated 23/12/2021 Figure 7-3. The intersection shall accommodate the turning movements of the largest expected vehicle, including pavement widening and bitumen sealing. Trees and vegetation on Morgans Rd and Kratzmann's Rd shall be removed to achieve sight distance requirements.
  - 3) The vertical curves on Morgans Road at approximately 200m, and 700 - 800m, north of the Kratzmanns Rd intersection shall be widened to a 7m bitumen seal
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- on an 8m pavement formation (including tapers and linemarking), where Stopping Sight Distance is not available.
- 4) Vegetation on the inside of the Kratzmanns Rd intersection shall be cleared to improve sight distance.
  - 5) Upgrade Mcantees Road, between the two proposed access points to McAntees Rd for Lot 202 SP251979 and Lot 49 MZ555, to the following standard:
    - a) 7m bitumen seal on an 8m pavement formation;
    - b) Upgrades to the vertical and horizontal alignment to Austroads requirements;
    - c) Widening to accommodate the manoeuvring of the largest expected vehicle where necessary.
    - d) Drainage structures, and improvements to minimise erosion risk.

**Timing:** Prior to Commencement of Use

### **ELECTRICITY AND TELECOMMUNICATION**

ENG33. Connect the development to electricity and telecommunication services.

### **EARTHWORKS - GENERAL**

- ENG34. Earthworks per site involving cut or fill with a nett quantity of material greater than 50m<sup>3</sup>, requires an Operational Work application.
- ENG35. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

### **EARTHWORKS - RETAINING STRUCTURES AND BATTERS**

- ENG36. Ensure retaining walls and earthworks batters designs do not adversely affect adjoining properties or services within the vicinity.
- ENG37. Ensure batters do not exceed a maximum slope of 25% (1 in 4).
- ENG38. Contain any batters wholly within the proposed development site. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).
- ENG39. Design and construct all retaining walls and associated footings in accordance with AS4678 Earth Retaining Structures and without encroachment onto adjoining properties or public land.

### **EARTHWORKS**

- ENG40. Submit to Council, detailed engineering drawings and information with the Operational Work application including, but not limited to the following:
  - a) long and cross sections of proposed cut/fill and retaining walls as applicable;
  - b) existing and proposed surface levels;
  - c) proposed drainage works to accommodate existing overland flows;
  - d) proposed haulage route(s) that will be used; and
  - e) details identifying the source/disposal site(s) for material imported/exported. The site(s) must have a current development approval enabling them to export/accept any material.
- ENG41. Obtain Council approval for the haulage truck sizes and the final haul route(s) prior to commencement of any approved works.

### **EROSION AND SEDIMENT CONTROL - GENERAL**

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- ENG42. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.
- ENG43. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

**ADVICE**

- ADV1. Section 85(1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within a period of six (6) years, the approval will lapse.
- ADV2. The general environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance cause by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the premises during all stages of the development, including earthworks, construction and operation.
- ADV3. Where dangerous goods are stored on site, compliance with *Queensland Work Health and Safety Act 2011* is required at all times.
- ADV4. The Department of Agriculture and Fisheries issued an Environmental Authority (Permit Number: 2021-28) pursuant to the *Environmental Protection Act 1994* that takes effect once the development application is approved (See Attachment A).
- ADV5. This approval includes a concurrence agency response with conditions from the Department of State Development, Infrastructure, Local Government and Planning – Reference: 2109-24865 SRA and dated 14 December 2021.
- ADV6. All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the “cultural heritage duty of care”). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au).
- ADV7. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.
- ADV8. The *Biosecurity Act 2014* includes a general biosecurity obligation on persons to prevent or minimise the impact of biosecurity risks.
- ADV9. Infrastructure charges are now levied by way of an infrastructure charges notice, issued pursuant to section 119 of the *Planning Act 2016*.
- ADV10. Council is offering a reduction in infrastructure charges payable through the development incentive scheme which is available between 1 December 2020 and 31 December 2023. Eligible development under this scheme is required to be completed by 31 December 2023.

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

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**RESOLUTION 2022/487**

Moved: Cr Kathy Duff  
Seconded: Cr Danita Potter

**Procedural Motion**

That the matter lay on the table.

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

Against: Cr Gavin Jones and Cr Kirstie Schumacher

**CARRIED 4/2**

**13.2 COMMITMENT FROM QUEENSLAND GOVERNMENT FOR A FUNDED AND EFFECTIVE TREATMENT PROGRAM FOR PARTHENIUM WEED**

**RESOLUTION 2022/488**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That South Burnett Regional Council work with Cherbourg Council, our Local State Member of Parliament and industry stakeholder working group to actively engage with the relevant Queensland Government Minister as to the significant detriment parthenium weed is causing and will continue to cause to agriculture within our region with a view to gaining a commitment from the Queensland Government to an appropriate funded and effective treatment program in advance of Spring 2022.

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

Against: Nil

**CARRIED 6/0**

**13.3 COMBUSTIBLE CLADDING - QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION REQUEST FOR AUTHORITY TO PROSECUTE**

**RESOLUTION 2022/489**

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That South Burnett Regional Council approve authorisation for the QBCC to prosecute offences committed under s16X(1) of the *Building Regulations* 2006.

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

Against: Nil

**CARRIED 6/0**

**14 PORTFOLIO – LOCAL DISASTER MANAGEMENT, WATER & WASTEWATER, WASTE MANAGEMENT**

Nil

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

**Attendance:**

At 12:03pm, Communications Officer Joanne Newbery left the meeting.

At 12:07pm, Communications Officer Joanne Newbery returned to the meeting.

**15.1 KINGAROY CHAMBER OF COMMERCE AND INDUSTRY REQUEST FOR EXTENSION OF LEASE**

**RESOLUTION 2022/490**

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

1. That South Burnett Regional Council, in accordance with S236(1)(b)(ii) of the Local Government Regulation 2012, enter into a lease with Kingaroy Chamber of Commerce and Industry for 195 Kingaroy Street, Kingaroy (being Lot 1 on RP1333329) for a term of 24 months commencing on 1 September 2023.
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the lease between Council and KCCI on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council

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

Against: Crs Brett Otto and Kathy Duff

**CARRIED 4/2**

**Attendance:**

At 12:09pm, Acting Manager Planning and Environment Michael Lisle left the meeting.

At 12:10pm, Manager Infrastructure Planning James Darcy left the meeting.

**15.2 RINGSFIELD HOUSE**

**RESOLUTION 2022/491**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

1. That Ringsfield House be available for hire by the Nanango Reunion for Past & Present Residents Committee through NATDA on 11 March 2023 for the purpose of Back to Nanango Reunion.
2. That Council officers progress the request from U3A South Burnett (auspiced by U3A Dalby) to lease a single office space at Ringsfield House for the initial period of 6 months and during this time ensure that U3A are given the opportunity to engage with the Advisory Committee.
3. That Council progress as a matter of priority the establishment of the Advisory Committee as previously resolved and incorporate community information sessions involving Councillors and staff as part of the engagement process.

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

Against: Nil

**CARRIED 6/0**

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**15.3 LICENCE TO OCCUPY - BLACKBUTT AND DISTRICT PONY CLUB INC**

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**RESOLUTION 2022/493**

Moved: Cr Gavin Jones  
Seconded: Cr Danita Potter

That;

1. That South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012* section 236 (1)(b)(ii) applies to Council for the disposal by way of grant of a lease to the valuable non-current asset which is the land comprising part of 0 Crumpton Drive Blackbutt, RPD: Lot 87 on SP102660, to the Blackbutt and District Pony Club, a community organisation, other than by way of tender or auction, for a term of 5 years commencing at 14 May 2022 on terms agreed between Council and the Blackbutt and District Pony Club Inc.
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the lease between Council and the Blackbutt and District Pony Club Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 12:13pm, Cr Kathy Duff declared a conflict of interest (*recorded in Section 5*) and left the meeting.

At 12:15pm, Acting Manager Environment and Planning Michael Lisle returned to the meeting.

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**15.4 PROSTON SHOWGROUND - REALIGNMENT OF BOUNDARIES**

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**RESOLUTION 2022/494**

Moved: Cr Gavin Jones  
Seconded: Cr Danita Potter

That South Burnett Regional Council:

1. Consent to apply for Trusteeship of Lot 1 SP269740;
2. Consent to apply for approval from the Department of Resources for the realignment of boundaries of Lot 43 on BO410, Lot 61 on BO425, Lot 67 on P697 and Lot 1 SP269740 and request the new community purpose to be Showgrounds and Recreation;
3. Investigate the land tenure options for the remaining land of Lot 43 on BO410, Lot 61 on BO425, Lot 67 on P697 and Lot 1 SP269740 and bring a report back to Council; and
4. Seek a Departmental estimate to freehold Lot 79 on BO600

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

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Against: Nil

**CARRIED 5/0**

**Attendance:**

At 12:16 pm, Cr Kathy Duff returned to the meeting.

At 12:17pm, Manager Infrastructure Planning James Darcy returned to the meeting.

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**15.5 LEOPARD COURT KINGAROY - STREET TREE COMPLAINT**

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**RESOLUTION 2022/495**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

1. That the Arborist report dated 29 March 2022 be received and noted; and
2. That Council adopt Option 3 – remove (Leopard Trees no. 1, 2 and 5) on the Arborist report dated 29 March 2022 as the preferred option and that works be conducted as soon as reasonably practicable.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 12:21pm, Acting General Manager Infrastructure Tim Low left the meeting.

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**15.6 CTC LAND TRANSFER**

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**RESOLUTION 2022/496**

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

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

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 12:22pm, Acting General Manager Infrastructure Tim Low returned to the meeting.



**15.7 REALIGNMENT OF RESERVE BOUNDARY - LOT 212 ON FY2647 KNOWN AS NANANGO NETBALL COURTS**

**RESOLUTION 2022/497**

Moved: Cr Gavin Jones  
 Seconded: Cr Danita Potter

That a short-term Trustee Permit be offered to the Nanango Netball Association Inc.

- (a) For a term of twelve (12) months
- (b) For \$75.00 (plus GST) per annum
- (c) On the condition that the Nanango Netball Association Inc. enter into a new Trustee Lease for Lot 212 on FY2647

2. A portion of Lot 212 on FY2647 be excised for the addition to the Nanango Cemetery located on the neighbouring Lot 213 on FY 2647.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 12:23 pm, Cr Kirstie Schumacher left the meeting.

**15.8 BUNYA MOUNTAINS COMMUNITY ASSOCIATION INC REQUEST FOR SUPPORT.**

**RESOLUTION 2022/498**

Moved: Cr Gavin Jones  
 Seconded: Cr Danita Potter

1. That South Burnett Regional Council supports the Bunya Mountains Community Association Inc. to undertake a feasibility study of their preferred location to develop a Bunya Mountains Community Centre located within the Western Downs Regional Council local government.
2. That South Burnett Regional Council supports the involvement of Council officers to liaise with officers of Western Downs Council and the Bunya Mountains Community Associated to assist with identifying the requirements of the feasibility study and define the scope of works.

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

Against: Nil

**CARRIED 5/0**

**Attendance:**

At 12:25pm, Acting General Manager Infrastructure Tim Low left the meeting.

At 12:25pm, Cr Kirstie Schumacher returned to the meeting.

At 12:26pm, Acting General Manager Infrastructure Tim Low returned to the meeting.

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**15.9 COUNCIL LAND INVESTIGATIONS - PROPOSED DIVESTMENT OF LAND ASSETS - HIVESVILLE AND WONDAI**

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**RESOLUTION 2022/499**

Moved: Cr Kathy Duff  
Seconded: Cr Danita Potter

That South Burnett Regional Council offer for sale on the open market by way of tender:

- Lot 89 on RP203393 – 9 Barr Street, Hivesville, and
- Lot 36 on SP190438 – 54-56 Burrows Street, Wondai

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

Against: Nil

**CARRIED 6/0**

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**15.10 TRUSTEE LEASE - WONDAI CATTLE FACILITY**

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**RESOLUTION 2022/500**

Moved: Cr Danita Potter  
Seconded: Cr Scott Henschen

That South Burnett Regional Council:

1. Enter into a Trustee lease between South Burnett Regional Council and Delaven Enterprises Pty Ltd for Lot 257 FY2788 and part of Lot 250 on SP103905 being area described as Lease area B on SP333008.

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

Against: Nil

**CARRIED 6/0**

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**15.11 SBRCQ 21/22-26 - CLEANING CONTRACTS - PUBLIC CONVENIENCES**

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**RESOLUTION 2022/501**

Moved: Cr Danita Potter  
Seconded: Cr Scott Henschen

1. That pursuant to section 228 of the *Local Government Regulation 2012*, Council accepts the tender from Restore All Qld, trading as The Cleanman Family Trust for tender SBRCQ 21/22-26 – Cleaning Contracts – Public Conveniences.
2. That the maximum term of the contract be five (5) years, including two (2) further options of twelve months.

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

Against: Nil

**CARRIED 6/0**

**15.12 MURGON PASTORAL, AGRICULTURAL & HORTICULTURAL SOCIETY INC - TRANSFER OWNERSHIP OF ASSET.**

**RESOLUTION 2022/502**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

1. That for the purposes of the Local Government Regulation 2012, section 236(2), South Burnett Regional Council decides, by resolution, that the exception in the Regulation section 236(1)(b) applies to Council in the disposal of the Building Assets as identified as the old cattle stalls on Lease Area C within Lot 7 on SP217287, other than by tender or auction, to the community organisation, Murgon Pastoral Agricultural and Horticultural Society Inc, because:
  - (a) it is in the public interest to dispose of the Assets without a tender or auction to the community organisation, Murgon Pastoral Agricultural and Horticultural Society Inc; and
  - (b) the disposal is otherwise in accordance with the sound contracting principles.

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

Against: Nil

**CARRIED 6/0**

**ADJOURN LUNCH**

**RESOLUTION 2022/503**

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting adjourn for lunch and the meeting resume at 1:30pm.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 12:30pm, Manager Works Kevin Searle left the meeting.

**RESUME MEETING**

**RESOLUTION 2022/504**

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That the meeting resume at 1:32pm.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 1:33pm, Communications Officer Joanne Newbery returned to the meeting.

**15.13 REQUEST TO RENAME THE MURGON SHOWGROUNDS AND RECREATION CENTRE (PCYC)**

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**RESOLUTION 2022/505**

Moved: Cr Kathy Duff  
 Seconded: Cr Gavin Jones

That South Burnett Regional Council:

1. Confirms the current name of the Murgon Showgrounds and Recreation Centre, as the facility is well known as the Murgon PCYC;
2. Acknowledges the significant contribution of former Councillor Dermot Tiernan efforts and commitment to making improvements in the Murgon community as part of the former Murgon Shire Council noting former Councillor Dermot Tiernan is previously acknowledged at the Murgon Library as the 'Dermot Tiernan Memorial Library'

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

Against: Nil

**CARRIED 6/0**

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**16 PORTFOLIO - REGIONAL DEVELOPMENT**

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

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**RESOLUTION 2022/506**

Moved: Cr Kirstie Schumacher  
 Seconded: Cr Scott Henschen

That South Burnett Regional Council

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

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

Against: Nil

**CARRIED 6/0**

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**17 INFORMATION SECTION**

**17.1 DELEGATED AUTHORITY REPORTS (16 MARCH 2022 TO 31 MARCH 2022)**

**RESOLUTION 2022/507**

Moved: Cr Gavin Jones  
 Seconded: Cr Danita Potter

That the Delegated Authority report be received.

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

Against: Nil

**CARRIED 6/0**

**17.2 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT**

**RESOLUTION 2022/508**

Moved: Cr Danita Potter  
 Seconded: Cr Kathy Duff

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

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 1:40pm, Manager Kingaroy Transformation Project Aaron Meehan entered the meeting.  
 At 1:40pm, Contractor Kingaroy Transformation Project Luke Cadwallader entered the meeting.

**18 QUESTIONS ON NOTICE**

**18.1 QUESTION ON NOTICE**

**RESOLUTION 2022/509**

Moved: Cr Kathy Duff  
 Seconded: Cr Danita Potter

That Council receive and note the response to the question on notice raised by Councillor Gavin Jones at the Executive and Finance & Corporate Standing Committee meeting held 16 February 2022.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 1:41pm, Communications Officer Joanne Newbery left the meeting.

**19 CONFIDENTIAL SECTION**

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**RESOLUTION 2022/510**

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the *Local Government Regulation 2012*:

**19.1 Kingaroy Transformation Project Cost Review**

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

**19.2 Regional Roads and Technical Group Forward Program**

This matter is considered to be confidential under Section 254J - i of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State..

**19.3 Development of Master Plan for 1 Pound Street, Kingaroy**

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

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 1:42pm, Manager Infrastructure Planning James Darcy returned to the meeting.

At 1:50pm, Personal Assistant Finance and Corporate Wendy Kruger entered the meeting.

At 1:50pm, Personal Assistant Finance and Corporate Wendy Kruger left the meeting.

At 1:54pm, Manager Corporate Services Carolyn Knudsen left the meeting.

At 1:55pm, Manager Corporate Services Carolyn Knudsen returned to the meeting.

At 2:12pm, Manager Corporate Services Carolyn Knudsen left the meeting.

At 2:15pm, Personal Assistant Finance and Corporate Wendy Kruger entered the meeting.

At 2:15pm, Personal Assistant Finance and Corporate Wendy Kruger left the meeting.

At 2:21pm, Manager Corporate Services Carolyn Knudsen returned to the meeting.

At 2:30pm, Manager Property Leanne Petersen left the meeting.

At 2:49pm, Manager Corporate Services Carolyn Knudsen left the meeting.

At 2:50pm, Manager Property Leanne Petersen returned to the meeting.

At 2:52pm, Manager Corporate Services Carolyn Knudsen returned to the meeting.

At 2:53pm, Manager Infrastructure Planning James Darcy left the meeting.

At 2:55pm, Manager Infrastructure Planning James Darcy returned to the meeting.

At 2:59pm, Executive Assistant Bree Hunt left the meeting.

At 3:01pm, Executive Assistant Bree Hunt returned to the meeting.  
At 3:11pm, Cr Brett Otto left the meeting.  
At 3:13pm, Acting General Manager Infrastructure Tim Low left the meeting.  
At 3:14pm, Acting General Manager Infrastructure Tim Low returned to the meeting.  
At 3:15pm, Cr Brett Otto returned to the meeting.  
At 3:22pm, Manager Corporate Services Carolyn Knudsen left the meeting.  
At 3:30pm, Cr Gavin Jones left the meeting.  
At 3:32pm, Cr Gavin Jones returned to the meeting.

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**RESOLUTION 2022/511**

Moved: Cr Brett Otto  
Seconded: Cr Scott Henschen

That Council moves out of Closed Council into Open Council.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 3:36pm, Acting Manager Planning and Environment Michael Lisle left the meeting.

**19.1 KINGAROY TRANSFORMATION PROJECT COST REVIEW**

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**RESOLUTION 2022/512**

Moved: Cr Gavin Jones  
Seconded: Cr Danita Potter

That South Burnett Regional Council:

1. Note the report regarding current impacts of construction industry inflation, wet weather, disaster events and current market considerations regarding the KTP and Officer's advice that the impact could be in the order of \$1.5M to \$2M;
2. Budget for an additional \$900,000 from 22/23 funded transport depreciation with funds to be adjusted and brought forward if necessary if progress on the project continues to accelerate; and
3. Note the change of scope in the report delegate to the Chief Executive Officer to purchase proprietary civil products and amend landscape plans where appropriate.

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

Against: Crs Brett Otto and Kathy Duff

**CARRIED 4/2**

**19.2 REGIONAL ROADS AND TECHNICAL GROUP FORWARD PROGRAM**

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**RESOLUTION 2022/513**

Moved: Cr Danita Potter  
Seconded: Cr Kathy Duff

That South Burnett Regional Council support Transport and Main Roads to adjust the order of current approved TIDS projects within the South Burnett if proposed to the Regional Roads and Technical Group.

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

Against: Nil

**CARRIED 6/0**

**19.3 DEVELOPMENT OF MASTER PLAN FOR 1 POUND STREET, KINGAROY**

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**RESOLUTION 2022/514**

Moved: Cr Danita Potter  
Seconded: Cr Gavin Jones

That South Burnett Regional Council:

1. Resolve not to award Tender SBRCQ21/22-71
2. That 1 Pound Street be retained in the interim, pending the outcome of Council’s Resources, Community Infrastructure Fund Round 2 grant application.

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

Against: Cr Kirstie Schumacher

**CARRIED 5/1**

**Attendance:**

At 3:39pm, Acting Manager Planning and Environment Michael Lisle returned to the meeting.

**20 CLOSURE OF MEETING**

The Meeting closed at 3:39pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 25 May 2022.

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CHAIRPERSON



**8 BUSINESS OUTSTANDING****8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING****File Number:** 25/5/2022**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Business outstanding table for the Ordinary Council Meeting

**SUMMARY**

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council Meetings. The current Business Outstanding table for the Ordinary Council Meeting is presented for Councillor's information.

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**OFFICER'S RECOMMENDATION**

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

**BACKGROUND**

N/A

**ATTACHMENTS**

1. **Business Outstanding Table** [↓](#) 

# **BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING**

**Meeting Date: 25 May 2022**

**Attachment No: 1**

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

	<p>QTC Education Program is sponsoring the Financial Management for Elected Members Workshop for key priority Councils around QLD - contact made and training sessions in WBBROC area unable to be completed before end of 2021 year - working with QTC to reschedule in Feb. 2022.</p> <p><b>01 Dec 2021 5:30pm Pitt PSM, Mark</b></p> <p>Advise that a 1 day workshop may be offered in February 2022 - accepted offer and waiting on confirmation</p> <p><b>05 Jan 2022 3:07pm Pitt PSM, Mark</b></p> <p>5 January 2022 - contact made with course provider for Financial Management for Elected Members workshop requesting update</p> <p><b>21 Feb 2022 11:40am Pitt PSM, Mark</b></p> <p>Teleconference to be held 25 February 2022 to progress following matters;          Agenda: • Welcome &amp; introduction,          • Listening and responding to clients' feedback/suggestions based on the documents shared, • Summary of documents/reports for client to provide to UQ by email, • QTC+DSDILGP observers, • Logistics and coordination</p> <p><b>23 Mar 2022 5:16pm Pitt PSM, Mark</b></p>
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	<p>Full day training was scheduled for 22 March in Gympie. Due to recent floods QTC postponed the event to 12 May in Gympie.</p> <p><b>29 Mar 2022 2:24pm Pitt PSM, Mark</b></p> <p>Contacted QTC again to discuss participation in and engage with QTC to undertake the Cost of Service Review through the Business Improvement Programme - awaiting reply</p> <p><b>22 Apr 2022 12:49pm Pitt PSM, Mark</b></p> <p>Proposal received back from QTC In summary though, the BIP program looks at identifying both process and efficiency improvements. , ☐ Process improvements are typically identified through an on-line survey followed up by a facilitated workshop. , ☐ Efficiency improvements are identified in 2 key steps, the first being understanding your numbers (income statement only) and then identifying efficiency improvements around services to change, stop or the identification of opportunities to do things differently.</p> <p><b>22 Apr 2022 12:50pm Pitt PSM, Mark</b></p>
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	<p>QTC Workshop – DSDILGP Financial Management in Practice for Elected Members - has had date moved to 12 May by QTC - venue moved to Kingaroy - Gympie Regional Council not participating now and will be SBRC Councillors and Senior Staff</p> <p><b>18 May 2022 8:08am Pitt PSM, Mark</b></p> <p>Completed last Thursday the “Financial Management in Practice for Elected Members” with all councillors in attendance on 12 May 2022., Contact made with QTC to progress the Business Improvement Programme which will be the next stage. Following on from this programme future opportunities with QTC include;</p> <ul style="list-style-type: none"> <li>• Budget and forecast review,</li> <li>• Cost of service review,</li> <li>• Business case and financial analysis</li> </ul>
<p>Council 26/05/2021</p> <p>Development of Murgon to Proston to Rail Trail</p> <p><b>RESOLUTION 2021/393</b></p> <p>Moved: Cr Roz Frohloff</p> <p>Seconded: Cr Danita Potter</p> <p>That:</p> <ol style="list-style-type: none"> <li>1. A Councillor workshop be held to review relevant documentation and formulate an assessment process including consultation plan as required, to assist Council make an informed decision on this matter.</li> <li>2. the Deputation parties be advised that Council will not be in a position to provide a response until further consideration on this matter has been made.</li> </ol>	<p><b>20 Jul 2021 11:53am Watt, Mark</b></p> <p>A councillor workshop will be convened in the near future, but approx. 1 to 2 months.</p> <p><b>23 Aug 2021 5:17pm Watt, Mark</b></p> <p>Email to Councillors providing background material and feasibility study.</p> <p><b>25 Jan 2022 2:07pm Watt, Mark</b></p>

	<p>3. A further report be presented to a future Standing Committee Meeting.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>This matter is pending a Council workshop to discuss the previous report provided to Councillors. Budget limitations may also prevent further progress, particularly given recent flood damage to the rail trail network.</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p> <p><b>07 Feb 2022 2:07pm Watt, Mark</b></p> <p>Council may wish to convene a workshop to review the feasibility report and to consider further options.</p>
<p>Council 30/06/2021</p>	<p>Local Law Review</p> <p><b>RESOLVED 2021/405</b></p> <p>Report back to first quarter budget review with a cost estimate for the Local Law Review.</p>	<p><b>22 Jul 2021 10:20am Patch, Craig</b></p> <p>Identifying potential consultants who could undertake this task for Council and obtain quotes from them to report back to Council.</p> <p><b>13 Sep 2021 1:40pm Donohue, Kimberley - Reallocation</b></p> <p>Action reassigned to Lisle, Michael by Donohue, Kimberley - Re-tasked to Mike as Craig no longer Manager</p>
<p>Council 25/08/2021</p>	<p>Kingaroy Community Garden</p> <p><b>RESOLUTION 2021/106</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council calls for Expressions of Interests in the Kingaroy Community Garden from community groups and local residents and report back on status of the site to a future Community Standing Committee.</p>	<p><b>18 Oct 2021 11:27am Hunter, Michael</b></p> <p>Contacted Cr Danita Potter 21/9/2021 as to hold off as had group interested. Cr Potter has not advised of outcome.</p> <p><b>18 Oct 2021 11:38am Hunter, Michael</b></p>

	<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>CONTACTED Cr Potter 18/10/21 - actions moving forward is to work with Property Lease Officer Jennifer Pointon to identify community garden area/map and costings for water connection. will consult with Cr Potter prior to presenting to Cummunity Standing Committee.</p>
<p>Council 25/08/2021</p>	<p>Application seeking Council Approval for Reprieve from Sale of Land Process</p> <p><b>RESOLUTION 2021/133</b></p> <p>Moved: Cr Gavin Jones</p> <p>Seconded: Cr Kirstie Schumacher</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Notes that the 'Financial Hardship Policy – Statutory012' is not extended to include Company and Family Trusts; and</li> <li>A Formal Payment Arrangement and 12 months reprieve is not agreed to, and the Sale of Land process continues as per <i>Part 12 of the Local Government Regulation 2012</i>; and</li> <li>Council supports an industry led initiative to develop a programme that links builders to landowners allowing Council to maintain independence in relation to individual developments.</li> </ol> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff and Kirstie Schumacher</p> <p><u>Against:</u> Nil</p>	<p><b>18 Jan 2022 9:07pm Anderson, Kerri</b></p> <p>Will need to look into where this is up to. Intended that sale of land processes will ramp up to the next step in January / February 2022</p> <p><b>21 Jan 2022 8:52am Anderson, Kerri</b></p> <p>Property owner has been provided with updated figures for outstanding amounts as per his request.</p> <p><b>16 Feb 2022 1:30pm Anderson, Kerri</b></p> <p>Property owner has paid 4 lots which have now been removed from the sale of land list for the time being. He is also keeping Council updated on the potential sale of other remaining lots or payment of said lots over the next month.</p>

**CARRIED 7/0**

**CARRIED 5/0**



<p>Council 22/09/2021</p>	<p>Forwarding petition in relation to the changing climate and its effect on the future and requesting Council consider declaring a climate emergency</p>	<p><b>RESOLUTION 2021/139</b>                  Moved: Cr Kirstie Schumacher                  Seconded: Cr Danita Potter                  That the Petition be received and referred to the Chief Executive Officer to determine appropriate action and report back to a meeting of Council..  <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen  <u>Against:</u> Nil</p>	<p><b>15 Oct 2021 4:03pm Pitt PSM, Mark</b>                  Concerned citizens – climate change met with Councillors and Snr Staff at the Community Engagement Day of 11 October 2021. Future meetings planned to progress issues raised.  <b>02 Nov 2021 8:09am Pitt PSM, Mark</b>                  General Manager O'May and Chief Executive Officer met with Suzanne Mungall in regards to recycling options and the possibility of a community environment and sustainability reference group.  <b>20 May 2022 7:18am Pitt PSM, Mark</b>                  Update report to be presented to June - Exec Finance &amp; Corporate SC -</p>
<p>Council 22/09/2021</p>	<p>Parks and Gardens Master Plan Advisory Committee</p>	<p><b>RESOLUTION 2021/172</b>                  Moved: Cr Kathy Duff                  Seconded: Cr Danita Potter                  1. That in accordance with section 264 of the <i>Local Government Regulation 2012</i>, Council establishes the South Burnett Botanical Advisory Committee;                  2. That nominations be called for membership to the South Burnett Botanical Advisory Committee; and                  3. That the Draft South Burnett Botanical Advisory Committee Terms of Reference be reviewed and brought back to a future Standing Committee Meeting.  <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p>	<p><b>25 Jan 2022 2:13pm Watt, Mark</b>                  Update report provided to January Ordinary Meeting on 25/1/22.  <b>19 May 2022 11:13am Watt, Mark</b>                  Documents drafted, including public notice. To be released in June following approval.</p>

**CARRIED 7/0**

		<u>Against:</u> Nil	<b>CARRIED 7/0</b>
<p>Council 20/10/2021</p>	<p>Council Land Investigations - Proposed Divestment of Land Asset</p>	<p><b>RESOLUTION 2021/220</b>                      Moved: Cr Kathy Duff                      Seconded: Cr Danita Potter                      That South Burnett Regional Council offer for sale on the open market by way of tender:                      - Lot 41 on RP57676 – 29 Jellicoe Street, Proston; and                      - Lot 30 on RP36983 – 14 Earl Street, Memerambi.  <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen  <u>Against:</u> Nil</p>	<p><b>19 Jan 2022 4:47pm Bayntun, Rebecca</b>                      Earl Street, Memerambi, offer for sale by tender but no tenders received. , Jellicoe Street, Proston - advice sought re earth mound on road frontage.  <b>17 Feb 2022 4:22pm Bayntun, Rebecca</b>                      Advice sought on Jellicoe Street earthworks.  <b>19 May 2022 3:28pm Kemp, Fiona</b>                      Advice to be provided by Infrastructure in 3 months time.</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>
<p>Council 24/11/2021</p>	<p>Loans to Community Organisation - Wondai Proston Wolves Rugby League Club Inc</p>	<p><b>RESOLUTION 2021/259</b>                      Moved: Cr Danita Potter                      Seconded: Cr Kathy Duff                      That Council endorse the CEO’s approval of a community loan for \$30,000 being for the upgrading of lighting over the main oval on the lease area based on the following conditions:                      1. The Club is successful in securing the additional funding required for the upgrade                      2. The loan being repaid in full within a two (2) year period                      3. The loan will be interest free for this repayment period                      4. Payments will be made on a quarterly basis                      5. A personal guarantee from individuals is provided for the amount of the loan</p>	<p><b>01 Dec 2021 8:32am Anderson, Kerri</b>                      Community group had letter mailed to them by CEO to advise it was successful as long as the additional funding was obtained. Once we have been advised if the funding was obtained, we will send out further documentation for them to sign with the terms etc and arrange for when payment of loan needs to be done.</p>

		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>	
Council 15/12/2021	Kingaroy Aerodrome Master Plan	<p><b>RESOLUTION 2021/314</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Roz Frohloff</p> <p>That;</p> <ol style="list-style-type: none"> <li>1. South Burnett Regional Council notes the Chief Executive Officer operational decision to establish an Officer position dedicated to the operations of aerodromes and supporting stakeholder engagement for the Masterplan for Kingaroy aerodrome; and</li> <li>2. considers in future budget discussions the allocation of resources for seeking specific technical advisors for elements of the scope and specification outlined in the invitation to offer for the Masterplan.</li> </ol> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>	<p><b>18 Jan 2022 9:00pm Anderson, Kerri</b></p> <p>Have added resolution to budget register to be included in 2022/2023 budgets</p> <p><b>04 May 2022 11:12am Anderson, Kerri</b></p> <p>Dedicated officer added into 22/23 budget.</p>
Council 25/01/2022	Donation towards the purchase of a Medihood	<p><b>RESOLUTION 2022/350</b></p> <p>Moved: Cr Gavin Jones</p> <p>Seconded: Cr Danita Potter</p>	

<p>That donation towards the purchase of a Medihood be taken off the table.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>			
<p><b>RESOLUTION 2022/351</b></p> <p>Moved: Cr Gavin Jones</p> <p>Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council provide a donation up to \$4000 to the Rural Doctors Foundation for the purchase of replacement hoods and battery packs for utilisation within South Burnett Hospitals with a report to be brought back to a future standing committee meeting.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>			
<p>Council 25/01/2022</p>	<p>Request from South Burnett Mountain Bike Club for Decomposed Granite from Gordonbrook Mine site</p>	<p><b>MOTION</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council provide in kind support in the supply and delivery of 500m3 of decomposed granite from the Gordonbrook Dam mine site for use in the development of the GORDO Mountain Bike Skills Park and Pump Track.</p>	<p><b>23 Mar 2022 8:44am Anderson, Kerri</b></p> <p>Will be talked about as part of Infrastructure's 22/23 budget deliberations</p>

		<p><b>RESOLUTION 2022/352</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That the matter lay on the table and be included in Council’s 2022/2023 budget deliberations.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Cr Kirstie Schumacher</p> <p style="text-align: right;"><b>CARRIED 6/1</b></p>
Council 23/02/2022	Confirming Councils Attendance ALGA National General Assembly 2022	<p><b>RESOLUTION 2022/388</b></p> <p>Moved: Cr Brett Otto</p> <p>Seconded: Cr Scott Henschen</p> <p>That the Deputy Mayor, Cr Schumacher and Cr Potter attend the ALGA National General Assembly 2022.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>
Council 23/02/2022	Financial Assistance Grants	<p><b>RESOLUTION 2022/391</b></p> <p>Moved: Cr Kirstie Schumacher</p>

29 Mar 2022 2:22pm Pitt PSM, Mark

	<p>Seconded: Cr Kathy Duff</p> <ol style="list-style-type: none"> <li>1. That Council respectfully request that the Local Government Grants Commission defer any decision on the proposed methodology and:             <ul style="list-style-type: none"> <li>• Provide full public disclosure on all impacted Councils;</li> <li>• Undertake an independent review to consider and model the impacts on local government financial sustainability; and</li> <li>• Reverse any allocation reductions until the Commission engages in meaningful consultation with impacted Councils before any final decision is made.</li> </ul> </li> <li>2. The State Government review the operation of the Queensland Government Grants Commission.</li> <li>3. Support Council's Chief Executive Officer in the formation of a working group involving affected Councils to make representation to the Queensland Government on this matter.</li> <li>4. Write to the Deputy Premier, with a copy to the Premier, Opposition Leader and Member for Nanango expressing our concern and calling on the State Government to review the method by which the Financial Assistance Grants review was conducted and also the role and operations of the Grants Commission.</li> <li>5. Meet with Member for Nanango and LGAQ Policy Executive</li> </ol> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>Correspondence sent to all parties 22 March 2022., Participating Councils met by Teams Link in working group 23 March 2022 to progress a combined resolution to ALGA., Meetings being arranged as per point 5 of the resolution</p>
<p>Council 23/02/2022</p> <p>Application for Funding under the 2022-2024 Local Government Grants &amp; Subsidies Program - Blackbutt Hall</p>	<p><b>RESOLUTION 2022/405</b></p> <p>Moved: Cr Gavin Jones</p> <p>Seconded: Cr Scott Henschen</p>	<p style="text-align: right;"><b>CARRIED 7/0</b></p>

	<p>That South Burnett Regional Council apply for a further grant under the 2022-2024 Local Government Grants and Subsidies Program – capital expenditure project category for the re-roofing of the Blackbutt Hall.</p>
	<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p>
	<p><u>Against:</u> Nil</p>
	<p><b>CARRIED 7/0</b></p>
<p>Council 23/02/2022</p> <p>Yarraman Waste Facility</p>	<p><b>RESOLUTION 2022/402</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p> <p>That:</p> <ol style="list-style-type: none"> <li>1. The response to the question regarding propose Yarraman Waste Facility raised by Councillor Schumacher be received and noted; and</li> <li>2. Council further investigation be conducted with Toowoomba Regional Council regarding the disposal of waste by residents of the South Burnett region at the proposed new Waste Facility located at Yarraman and a report be brought back to future Standing Committee Meeting.</li> </ol> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p><b>CARRIED 7/0</b></p>

<p>Council 23/03/2022</p>	<p>Petition requesting Wondai Christmas Tree remain in the current position.</p>	<p><b>RESOLUTION 2022/418</b>                  Moved: Cr Kathy Duff                  Seconded: Cr Roz Frohloff                  That the Petition be received and referred to the Chief Executive Officer for further consideration by Council.  <u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen  <u>Against:</u> Nil</p>	<p><b>20 May 2022 7:21am Pitt PSM, Mark</b>                  Consultation undertaken - report to be prepared</p>
<p>Council 23/03/2022</p>	<p>Petition - Hamilton Road and Muir Drive Gravel Sections</p>	<p><b>RESOLUTION 2022/419</b>                  Moved: Cr Roz Frohloff                  Seconded: Cr Danita Potter                  That the Petition be received and referred to the Chief Executive Officer to determine the appropriate action and a report be brought back to Council.  <u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen  <u>Against:</u> Nil</p>	<p><b>18 May 2022 8:42am Pitt PSM, Mark</b>                  Hamilton Road and Muir Drive Gravel Section report to May Ordinary Council meeting</p>
<p>Council 23/03/2022</p>	<p>Petition - Kerb and Channelling - Kurtellen Crescent Kingaroy</p>	<p><b>RESOLUTION 2022/420</b>                  Moved: Cr Danita Potter                  Seconded: Cr Roz Frohloff                  That the Petition be received and referred to the Chief Executive Officer to determine the appropriate action and a report be brought back to Council.</p>	<p><b>18 May 2022 8:42am Pitt PSM, Mark</b>                  Kerb and Channelling Kurtellen Crescent report will be presented to the June Infrastructure Standing Committee.</p>



		<p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>
Council 23/03/2022	Notice of Motion - Planting Trees for the Queen's Jubilee Program	<p><b>RESOLUTION 2022/444</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council express an interest to be a part of the Planting Trees for The Queen's Jubilee Program by writing and contacting the three Federal MP's The Hon. David Littleproud (Maranoa), The Hon. Ken O'Dowd (Flynn) and The Hon. Llew O'Brien (Wide Bay) from the electorates that cross the South Burnett. That South Burnett Regional Council's Infrastructure and Community Departments work together with interested Councillors to develop a tree-planting program and discuss opportunities for an associated commemorative event and report back to Council with a project proposal.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>
Council 23/03/2022	Business Disability Awards	<p><b>RESOLUTION 2022/445</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council provide in principle support for the establishment of a Business DisABILITY Awards event in the South Burnett and continue to liaise with the event organisers to explore options.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>

<p>Council 23/03/2022</p>	<p>Placement of Shipping Containers on Private Land</p>	<p><b>OFFICER'S RECOMMENDATION</b></p>
<p>South Burnett Regional Council takes a risk-based methodology in developing a policy applying to residential and rural residential use of properties enabling the placement of a shipping container on a property, incorporating the following:</p>		
<ul style="list-style-type: none"> <li>• For a period no greater than 180 days before requiring a Development Approval for Building Works and that the policy;</li> <li>• Consideration of an appropriate number of shipping containers (or railway carriage) on the property;</li> <li>• Located in consideration of visibility to road frontage and neighbourhood amenity</li> <li>• Screened by landscaping or a suitable screening structure so not to be visible;</li> <li>• Colour scheme consideration</li> </ul>		
<p>That a draft policy be brought to the July 2022 Communities Standing Committee, including a report on resource implications and relationship to the Planning Scheme.</p>		
<p><b>RESOLUTION 2022/448</b></p>		
<p>Moved: Cr Kathy Duff</p>		
<p>Seconded: Cr Scott Henschen</p>		
<p>That the item lay on the table until further information is received.</p>		
<p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p>		
<p><u>Against:</u> Nil</p>		
<p><b>CARRIED 5/0</b></p>		

<p>Council 23/03/2022</p>	<p>South Burnett Sporting Shooters - Request for land - Shooting Range</p>	<p><b>RESOLUTION 2022/450</b>                   Moved: Cr Danita Potter                   Seconded: Cr Roz Frohloff                   That South Burnett Regional Council continue to liaise with the South Burnett Branch of Shooters Union in relation to identification of a suitable site for the establishment of a shooting range within the region.   <u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen   <u>Against:</u> Nil</p>	<p><b>CARRIED 5/0</b></p>
<p>Council 23/03/2022</p>	<p>Future use of 32 Walter Road, Kingaroy.</p>	<p><b>RESOLUTION 2022/452</b>                   Moved: Cr Danita Potter                   Seconded: Cr Kathy Duff                   That South Burnett Regional Council continue to progress divestment opportunities for the Reserve for Park, 32 Walter Road, Kingaroy, being Lot 1 on RP852419, particularly to seek advice on the costs associated with divestment, rezoning issues, access and drainage issues as raised in public consultation and a report be brought to the July Community Standing Committee Meeting.   <u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen   <u>Against:</u> Nil</p>	<p><b>19 May 2022 3:34pm Kemp, Fiona</b>                   Being progressed for July meeting</p>
<p>Council 23/03/2022</p>	<p>Future of the Visitor Information Centres</p>	<p><b>RESOLUTION 2022/454</b>                   Moved: Cr Kathy Duff</p>	

	<p>Seconded: Cr Roz Frohloff</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> <li>1. Develop a Visitor Service Strategy;</li> <li>2. Formally request an extension to accreditation relief to 30 June 2022 whilst the operation of the VICs is considered through future budget discussions;</li> <li>3. Conduct a media campaign to encourage volunteers and alerting the community to the importance of accreditation; and</li> <li>4. Engage with LTO, visit South Burnett, our RTO, Southern Queensland Country Tourism and Tourism Queensland and request a meeting and round table discussion with Council to address the matters tabled in the report.</li> </ol> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p><b>30 Mar 2022 11:39am Pitt PSM, Mark</b></p> <p>1. Visitor Service Audit &amp; Review early April and be concluded by 30 June., 2. Email requesting an extension to meet accreditation was sent on 9th March to VISIT QLD's director. Followed up with a phone call and was advised that the National Accreditation Group will meet again next month to decide on a date for VICs to return to normal operating hours. (previous date was postponed due to omicron) Therefore this request is on hold until a date has been finalised., 3. Media Release has been sent to media team 30.3.22, 4. Round table date to be advised.</p> <p><b>22 Apr 2022 9:23am Pitt PSM, Mark</b></p> <p>Point 1 - desktop review commenced - Engagement with stakeholders - analysis and senario devleopment - on track for 30 June - workshops to be convened during process, Point 2 - VIC accreditation extension to 30 June</p>
<p>Council 23/03/2022</p> <p>Payment Proposal for Overdue Rates - Various Lots</p>	<p><b>RESOLUTION 2022/459</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Scott Henschen</p>	<p><b>30 Mar 2022 5:32pm Anderson, Kerri</b></p> <p>Correspondence emailed to Jim Upton 30.03.2022</p>

<p>That</p> <ol style="list-style-type: none"> <li>1. Council agrees to the payment plan for the 3 lots being privately transferred (Lot 67, 79 &amp; 80) as laid out by the property owner with the following conditions:                     <ol style="list-style-type: none"> <li>(a) That the debt be repaid in 36 equal monthly payments starting from when the transfer has been finalised.</li> <li>(b) That the properties continue to be withheld from sale of land negotiations while the payment plan is being upheld.</li> <li>(c) That no interest be charged on overdue amounts while the payment plan is being upheld.</li> <li>(d) Failure to adhere to the approved payment plan may result in the payment plan being cancelled and interest and debt collection procedures to resume. Sale of Land negotiations may also be reinstated dependent on if the correct criteria is met to allow Council to go down this path.</li> <li>(e) The General Manager Finance and Corporate be authorised to negotiate a suitable payment plan should the applicant need to vary the payment plan discussed above.</li> </ol> </li> <li>2. Council does not agree to the proposal to waive rates to the value of \$8000 under the sale price for any parcel that is sold where the sale price only just covers or fails to cover the amounts outstanding.</li> </ol> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>		
<p>Council 23/03/2022</p>	<p>Question on Notice - Placement of Shipping Containers on Private Land</p>	<p>Question on Notice from Cr Kathy Duff : With regards to the shipping containers that are already right across our region, to put that 'for a period of no greater than 180 days before requiring a Development Approval for Building Works' is going to set the Council up to a nightmare of looking at all of the</p>

<p>shipping containers we currently have. Can we add to the recommendation from now on, not in retrospect?</p>			
<p>Council 27/04/2022</p>	<p>Petition - Birt Rd Bitumen Road Seal Construction</p>	<p><b>RESOLUTION 2022/468</b>                   Moved: Cr Danita Potter                   Seconded: Cr Kirstie Schumacher                   That the Petition be received and referred to the Chief Executive Officer to determine the appropriate action and a report be brought back to Council.   <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter, Kirstie Schumacher and Scott Henschen   <u>Against:</u> Nil</p>	<p><b>20 May 2022 7:19am Pitt PSM, Mark</b>                   Matter considered at May Infrastructure Standing Committee and re-presented to May Ordinary meeting</p> <p style="text-align: right;"><b>CARRIED 6/0</b></p>
<p>Council 27/04/2022</p>	<p>Notice of Motion - Donating Replaced Mowers to Community Groups</p>	<p><b>RESOLUTION 2022/471</b>                   Moved: Cr Kirstie Schumacher                   Seconded: Cr Kathy Duff                   That the mowers being replaced in the 2021-2022 budget be offered by way of donation to local community groups that are:</p> <ul style="list-style-type: none"> <li>• An incorporated association that is a not for profit;</li> <li>• Located within the South Burnett LGA;</li> <li>• Provide a local community benefit,</li> </ul> <p>through an expression of interest with priority given to those groups maintaining or offering to maintain a council or council-controlled land asset and with clarification that responsibility for insurance and all ongoing costs will rest with the recipients organisations taking ownership of the mowers.</p>	<p><b>04 May 2022 1:58pm Kruger, Wendy</b>                   This item has been re-tasks to Lee Hoad and Brandon Orchard to action as per the Resolutions from the Standing Committee Meeting and the General Council Meeting.</p>

		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 6/0</b></p>
Council 27/04/2022	Application For Funding Under the Resources Community Infrastructure Fund - Round 2	<p><b>RESOLUTION 2022/484</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council nominate the Kingaroy Mental Health and Youth Hub for funding under the Resources Community Infrastructure Fund – Round 2 – major infrastructure projects stream.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Cr Kirstie Schumacher</p> <p style="text-align: right;"><b>CARRIED 5/1</b></p>
Council 27/04/2022	Housing & Homelessness Forum 22 July 2022	<p><b>RESOLUTION 2022/486</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Kirstie Schumacher</p> <p>That the South Burnett Regional Council support the South Burnett Housing Forum Working Group by way of Hall hire and insurance for the Housing and Homelessness Forum to be held in the Kingaroy Town Hall on Friday 22<sup>nd</sup> July 2022.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>

CARRIED 6/0

Council  
27/04/2022

Material change of use application for expansion of an existing piggery to 57,000SPU and associated infrastructure at 536 & 592 Morgans Road Windera and other properties - Lot 202 SP 251979 Lot 203 SP 251979 Lot 49 MZ 555 - Applicant: Jamz & Co In...

**OFFICER'S RECOMMENDATION**

That Council approve the Material change of use application for expansion of existing of an existing piggery to 57,000spu and associated infrastructure - Lot 202 SP 251979 Lot 203 SP 251979 Lot 49 MZ 555 - Applicant: Jamz & Co Investments Pty Ltd – MCU21/0017 subject to the following conditions:

**GENERAL**

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

Drawing Title	Prepared by	Reference no.	Revision	Date
Site Plan	Agricultural Development Services Australia	WPC-003	A	22/11/21
Bushfire Management Report	Range Environmental Consultants	J000738	1	10/12/21



<p>Proposed Piggery Expansion – 592 Morgans Road Windaera Concept Plan 2 Kratzmanns Rd Causeway</p>	<p>UDP</p>	<p>FSA-0002-SK02</p>	<p>1</p>	<p>15/12/16</p>	
<p>GEN2.</p>	<p>The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.</p>				
<p><b>Timing:</b> To be maintained at all times.</p>					
<p>GEN3.</p>	<p>The development must be completed generally in accordance with the approved plans and documents and any amendments arising through conditions to this development approval.</p>				
<p>GEN4.</p>	<p>Maintain the approved development in accordance with the approved drawings and documents and any relevant subsequent approvals required by the conditions herein.</p>				
<p>GEN5.</p>	<p>The approved development is for an expansion of Intensive Animal Industry (Piggery) for an additional 28,500 SPU.</p>				
<p>GEN6.</p>	<p>Maintain outdoor lighting to comply with AS4282 – 1997 “Control of Obstructive Effects of Outdoor Lighting”. Artificial illumination is not to cause</p>				

	<p>a nuisance to occupants of nearby premises and any passing traffic. Direct security and flood lighting away from adjoining residential premises.</p> <p><b>Timing:</b> At all times.</p>
GEN7.	<p>No materials, equipment or structures are to be stored or placed within the area of the mapped waterways and drainage lines adjoining the development footprint at any time and in accordance with the approved site plan.</p>
GEN8.	<p>Carry out the development in accordance with section 6 and 7 of the Bushfire Management Report with reference J000738 and dated 10/12/2021.</p>
GEN9.	<p>Submit a Wastewater Management Plan (WMP) prepared by a suitably qualified person that addresses the following:</p> <ul style="list-style-type: none"> <li>• Wastewater type</li> <li>• Climatic conditions</li> <li>• Water quality objectives</li> <li>• Best-practice environmental management.</li> </ul> <p>The WMP must demonstrate that the wastewater is managed in accordance with a waste management hierarchy that:</p> <ul style="list-style-type: none"> <li>• Avoids wastewater discharge to waterways; or</li> <li>• Minimises wastewater discharge to waterways by re-use, recycling, recovery and treatment for disposal to sewer, surface water and groundwater.</li> </ul> <p><b>Timing:</b> Prior to commencement of use.</p>

GEN10. Provide and maintain adequate signage onsite identifying emergency evacuation routes.

**FUTHER PERMITS REQUIRED**

GEN11. The development herein approved may not start until the following development permits have been issued and complied with as required:

- Development Permit for Building Works;
- Permit for Plumbing and Drainage Work;
- Development Permit for Operational Works (Site Works, road widening, kerb and channel and associated drainage, landscaping, access driveways, water supply and sewerage discharge sludge collection and removal, stormwater disposal).

GEN12. The development (including landscaping, parking, driveway and other external spaces) shall be maintained in accordance with the approved plans, subject to and modified by any conditions of this approval.

**APPROVED USE**

GEN13. The approved use of the premises is for an Intensive animal industry (piggery expansion 28,500 to 57,000spu).

**ADMIN**

ADM1. All conditions of this approval must be undertaken and completed to the satisfaction of Council, at no cost to Council.

ADM2.	All conditions, works, or requirements of this approval must be undertaken and completed prior to the commencement of use, unless otherwise stated.
ADM3.	Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.
ADM4.	All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant Australian Standards and must be approved, supervised and certified by a Registered Professional Engineer of Queensland. Any concurrence agency conditions will apply in addition to these standard conditions.
<b>ENGINEERING WORKS</b>	
ENG1.	Submit to Council, an Operational Work application for all civil works including earthworks, roadworks and accesses.
ENG2.	Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.
ENG3.	Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.
ENG4.	Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the

	development or from road and drainage works required in connection with the development.
ENG5.	Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plans and specifications and to Council's requirements, prior to commencement of the use.
<b>MAINTENANCE</b>	
ENG6.	Maintain all works that will become Council infrastructure for a period of 12 months (maintenance period) from the date of on-maintenance. Any defective works must be rectified within the maintenance period.
ENG7.	Provide Council with a maintenance bond in an acceptable form equal to 5% of the value of Council's infrastructure prior to commencement of the maintenance period.
<b>LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS</b>	
ENG8.	Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.
ENG9.	Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

**CONSTRUCTION AND NUISANCE MANAGEMENT PLAN**

ENG10. Submit to Council for endorsement, a Construction and Nuisance Management Plan for approved development works for the site. The Plan is to cover where applicable, the following:

- a) air quality management;
- b) noise and vibration management;
- c) storm water quality management;
- d) erosion and sediment management;
- e) vegetation management;
- f) waste management;
- g) complaint management;
- h) community awareness;
- i) preparation of site work plans;
- j) workers' car parking arrangements; and
- k) traffic control during works.

**Timing:** Prior to commencement of works.

ENG11. Implement the approved Construction Management Plan at all times during construction of the development.

ENG12. Ensure a legible copy of the approved Construction Management Plan is available on-site at all times during construction and earthworks.

**STORMWATER MANAGEMENT**

ENG13. Submit to Council for approval, a Stormwater Management Report (including drawings), prepared by an RPEQ, covering:

- 1) Stormwater diversion drains being suitably sized to accommodate runoff from the sheds and associated areas. Diversion drain outlets shall be clear of any Effluent Disposal Area, and shall not drain to a road reserve;
- 2) If proposed, how overland stormwater, including from upstream catchments, will be managed to avoid contamination with water from the piggery site/operations;
- 3) That all downstream properties, including road reserves will be protected from stormwater 'nuisance', from increased discharge rates, increased velocity, and concentration. Identify measures to be implemented to achieve 'no nuisance' if required.

**Comment:** The Stormwater information previously provided was not considered to adequately address Councils queries, and further information is sought.

ENG14. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows, or create a nuisance, on other properties.

**WATER SUPPLY**

ENG15. Provide a potable water supply to meet the needs of the development for staff and visitors.

**ON-SITE WASTEWATER DISPOSAL**

ENG16. Connect the development to an on-site wastewater disposal system, in accordance with the AS1547 and the Queensland Plumbing and Wastewater Code.

ENG17. Obtain a Development Permit for Plumbing Works for the on-site sewerage treatment system.

**WASTE AND ODOUR MANAGEMENT**

ENG18. Provide solid and liquid waste management in accordance with AgDSA Development Assessment Report Rev A, dated 13/9/21.

ENG19. In the event that bonafide complaints are received by Council in relation to odour emissions produced from the site, and the use is not being carried out in accordance with the conditions of this approval, including the management strategies set out in the AgDSA Development Assessment Report Rev A, dated 13/9/21 report, Council reserves the right to require the applicant to re-assess waste and odour management procedures already in place. In this instance, the applicant may be required to undertake a further assessment on waste and odour management through a third party and implement any recommendations by a date agreed by the Council.

**TRADE WASTE DISPOSAL (WASH DOWN BAY)**

ENG20. The business must ensure that:

- a) maintenance and cleaning of equipment (including vehicles and plant) are carried out in Wash Down Bays, or an area where contaminants cannot be released into stormwater drainage, a roadside gutter, a water course or onto unsealed ground;



	<ul style="list-style-type: none"> <li>b) any spillage of contaminants is cleaned up immediately by a method other than hosing, sweeping or otherwise releasing the contaminants into stormwater drainage, a roadside gutter or a water course; and</li> <li>c) incidental rainfall and overland flow of stormwater do not contact contaminants (for example, areas with contaminants should be roofed or protected by diversion drains).</li> </ul>
ENG21.	Spillage of all chemicals and other liquid contaminants must be contained within an on-site containment system and controlled in a manner that prevents environmental harm.
ENG22.	Where regulated waste is removed from the premises, records must be kept of the following: <ul style="list-style-type: none"> <li>a) the date, quantity and type of waste removed;</li> <li>b) the name of the waste transporter and/or disposal operator who removed the waste; and</li> <li>c) the intended treatment/disposal destination of the waste.</li> </ul>
	<b>HAZARDOUS CHEMICAL &amp; FUEL STORAGE</b>
ENG23.	Ensure that all hazardous chemicals are stored and handled in accordance to the Work Health and Safety Act 2011
ENG24.	Diesel is to be stored and handled in accordance with Australian Standard 1940-2004 - The storage and handling of flammable and combustible liquids.

**PARKING AND ACCESS - GENERAL**

- ENG25. Provide a sufficient number of carparks to meet the demands of the development.
- ENG26. Design and construct all driveway and parking areas to provide a dust suppressive gravel.
- ENG27. Maintain dust suppression treatment to all internal roadways, and vehicle manoeuvring areas ensuring not to have an adverse impact on adjoining properties.

**VEHICLE ACCESS - TURNOUT**

- ENG28. Design and construct vehicle turnouts in accordance with Council's Standard Drawing No. 00049 Rev B.

**ROADWORKS AND PEDESTRIAN SAFETY**

- ENG29. Install signage for all works on or near roadways in accordance with the Manual for Uniform Traffic Control Devices – Part 3, Works on Roads.

**TRANSPORT ROUTE**

- ENG30. All heavy vehicles traveling to/from the development shall use the following route, and vice versa:
- Kratzmanns Rd from the Murgon-Gayndah Rd to Morgans Rd;
  - Morgans Rd from the intersection with Kratzmanns Rd, through to the site access at 592 Morgans Rd, Windera.

- Mcantee Rd between the proposed site accesses shown on AgDSA Drawing No A001.2 Rev A, and A002.1 Rev A. Using any other part of Mcantee Rd is not permitted.

#### **B-DOUBLE ROUTE**

ENG31. No part of the Transport Route is permitted for use by B-Doubles, and shall not be used by B-Doubles, unless an approval for the route to be used by multi-combination vehicles is obtained from the National Heavy Vehicle Regulator prior to allowing access to Multi-Combination vehicles via above road section. Please refer to the following link for more information: <https://www.nhvr.gov.au/road-access/access-management/applications-and-forms>. Any future approval may be conditioned with further road upgrade requirements.

#### **ROAD UPGRADING**

ENG32. The applicant shall undertake the following road upgrades:

- 1) Windera Ck causeway and approaches:
  - a) Widen the pavement on the approaches to the Windera Ck causeway to enable safe passing of the largest expected vehicle between Ch1.56km to Ch1.99km (approximately);
  - b) Installation of a 'Give Way' sign and line marking on the westbound approach of the causeway, ensuring that appropriate sight distance requirements are achieved;
  - c) Remove vegetation to improve sight distance as generally shown in RMA report Traffic Impacts Assessment – 592 Morgans Rd, Windera dated 23/12/2021 Figure 7-2.
- 2) Upgrade the intersection of Morgans Rd and Kratzmanns Rd generally in accordance with RMA report Traffic Impacts Assessment – 592 Morgans Rd, Windera dated 23/12/2021 Figure 7-

3. The intersection shall accommodate the turning movements of the largest expected vehicle, including pavement widening and bitumen sealing. Trees and vegetation on Morgans Rd and Kratzmann’s Rd shall be removed to achieve sight distance requirements.

3) The vertical curves on Morgans Road at approximately 200m, and 700 - 800m, north of the Kratzmanns Rd intersection shall be widened to a 7m bitumen seal on an 8m pavement formation (including tapers and linemarking), where Stopping Sight Distance is not available.

4) Vegetation on the inside of the Kratzmanns Rd intersection shall be cleared to improve sight distance.

5) Upgrade McAntees Road, between the two proposed access points to McAntees Rd for Lot 202 SP251979 and Lot 49 MZ555, to the following standard:

- a) 7m bitumen seal on an 8m pavement formation;
- b) Upgrades to the vertical and horizontal alignment to Austroads requirements;
- c) Widening to accommodate the manoeuvring of the largest expected vehicle where necessary.
- d) Drainage structures, and improvements to minimise erosion risk.

**Timing:** Prior to Commencement of Use

**ELECTRICITY AND TELECOMMUNICATION**

ENG33. Connect the development to electricity and telecommunication services.

**EARTHWORKS - GENERAL**

- ENG34. Earthworks per site involving cut or fill with a nett quantity of material greater than 50m<sup>3</sup>, requires an Operational Work application.
- ENG35. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

**EARTHWORKS - RETAINING STRUCTURES AND BATTERS**

- ENG36. Ensure retaining walls and earthworks batters designs do not adversely affect adjoining properties or services within the vicinity.
- ENG37. Ensure batters do not exceed a maximum slope of 25% (1 in 4).
- ENG38. Contain any batters wholly within the proposed development site. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).
- ENG39. Design and construct all retaining walls and associated footings in accordance with AS4678 Earth Retaining Structures and without encroachment onto adjoining properties or public land.

**EARTHWORKS**

- ENG40. Submit to Council, detailed engineering drawings and information with the Operational Work application including, but not limited to the following:
- a) long and cross sections of proposed cut/fill and retaining walls as applicable;
  - b) existing and proposed surface levels;

- c) proposed drainage works to accommodate existing overland flows;
- d) proposed haulage route(s) that will be used; and
- e) details identifying the source/disposal site(s) for material imported/exported. The site(s) must have a current development approval enabling them to export/accept any material.

ENG41. Obtain Council approval for the haulage truck sizes and the final haul route(s) prior to commencement of any approved works.

#### **EROSION AND SEDIMENT CONTROL - GENERAL**

ENG42. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.

ENG43. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

#### **ADVICE**

ADV1. Section 85(1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within a period of six (6) years, the approval will lapse.

ADV2. The general environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance cause by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the premises during all stages of the development, including earthworks, construction and operation.

- ADV3. Where dangerous goods are stored on site, compliance with *Queensland Work Health and Safety Act 2011* is required at all times.
- ADV4. The Department of Agriculture and Fisheries issued an Environmental Authority (Permit Number: 2021-28) pursuant to the *Environmental Protection Act 1994* that takes effect once the development application is approved (See Attachment A).
- ADV5. This approval includes a concurrence agency response with conditions from the Department of State Development, Infrastructure, Local Government and Planning – Reference: 2109-24865 SRA and dated 14 December 2021.
- ADV6. All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the “cultural heritage duty of care”). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au).
- ADV7. Attached for your information is a copy of Chapter 6 of the Planning Act 2016 as regards Appeal Rights.
- ADV8. The *Biosecurity Act 2014* includes a general biosecurity obligation on persons to prevent or minimise the impact of biosecurity risks.
- ADV9. Infrastructure charges are now levied by way of an infrastructure charges notice, issued pursuant to section 119 of the *Planning Act 2016*.

	<p>ADV10. Council is offering a reduction in infrastructure charges payable through the development incentive scheme which is available between 1 December 2020 and 31 December 2023. Eligible development under this scheme is required to be completed by 31 December 2023.</p>
	<p>For further information or application form please refer to the rules and procedures available on Council's website.</p>
	<p><b>RESOLUTION 2022/487</b></p>
	<p>Moved: Cr Kathy Duff</p>
	<p>Seconded: Cr Danita Potter</p>
	<p><b>Procedural Motion</b></p>
	<p>That the matter lay on the table.</p>
	<p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Danita Potter and Scott Henschen</p>
	<p><u>Against:</u> Cr Gavin Jones and Cr Kirstie Schumacher</p>
	<p><b>CARRIED 4/2</b></p>
<p>Council 27/04/2022</p> <p>Commitment from Queensland Government for a funded and effective treatment program for Parthenium Weed</p>	<p><b>RESOLUTION 2022/488</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council work with Cherbourg Council, our Local State Member of Parliament and industry stakeholder working group to actively engage with the relevant Queensland Government Minister as to the significant detriment parthenium weed is causing and will continue to cause to agriculture within our region with a view to</p>



		<p>gaining a commitment from the Queensland Government to an appropriate funded and effective treatment program in advance of Spring 2022.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 6/0</b></p>	
Council 27/04/2022	CTC Land Transfer	<p><b>RESOLUTION 2022/496</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Gavin Jones</p> <p>That in accordance with <i>Local Government Act 2009</i> (the Act), Section 257, to delegate to the Chief Executive Officer of Council, the power under section 262(3) of the Act, to negotiate and agree in principle the terms and conditions of a contract for the disposal of the land and building assets to the community organisation, South Burnett CTC for future consideration and/or approval by Council.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 6/0</b></p>	<p><b>03 May 2022 8:32pm Pitt PSM, Mark</b></p> <p>Correspondence has been emailed to CTC with the proposed meeting date of 19 May.</p> <p><b>19 May 2022 2:53pm Pitt PSM, Mark</b></p> <p>Meeting held 19 May 2022 with CEO CTC to discuss Council resolution and to progress a future report to Council.</p>
Council 27/04/2022	Bunya Mountains Community Association Inc Request for Support.	<p><b>RESOLUTION 2022/498</b></p> <p>Moved: Cr Gavin Jones</p> <p>Seconded: Cr Danita Potter</p> <p>1. That South Burnett Regional Council supports the Bunya Mountains Community Association Inc. to undertake a feasibility study of their preferred location to</p>	

		<p>develop a Bunya Mountains Community Centre located within the Western Downs Regional Council local government.</p> <p>2. That South Burnett Regional Council supports the involvement of Council officers to liaise with officers of Western Downs Council and the Bunya Mountains Community Associated to assist with identifying the requirements of the feasibility study and define the scope of works.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>	
Council 27/04/2022	Council Land Investigations - Proposed Divestment of Land Assets - Hivesville and Wondai	<p><b>RESOLUTION 2022/499</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council offer for sale on the open market by way of tender:</p> <ul style="list-style-type: none"> <li>- Lot 89 on RP203393 – 9 Barr Street, Hivesville, and</li> <li>- Lot 36 on SP190438 – 54-56 Burrows Street, Wondai</li> </ul> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 6/0</b></p>	<p><b>19 May 2022 3:35pm Kemp, Fiona</b></p> <p>Progressing for sale</p>
Council 27/04/2022	Murgon Pastoral, Agricultural & Horticultural Society Inc - Transfer Ownership of Asset.	<p><b>RESOLUTION 2022/502</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p>	

	<p>1. That for the purposes of the Local Government Regulation 2012, section 236(2), South Burnett Regional Council decides, by resolution, that the exception in the Regulation section 236(1)(b) applies to Council in the disposal of the Building Assets as identified as the old cattle stalls on Lease Area C within Lot 7 on SP217287, other than by tender or auction, to the community organisation, Murgon Pastoral Agricultural and Horticultural Society Inc, because:</p> <p>(a) it is in the public interest to dispose of the Assets without a tender or auction to the community organisation, Murgon Pastoral Agricultural and Horticultural Society Inc; and</p> <p>(b) the disposal is otherwise in accordance with the sound contracting principles.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 6/0</b></p>
<p>Council 27/04/2022</p> <p>Request to Rename the Murgon Showgrounds and Recreation Centre (PCYC)</p>	<p><b>RESOLUTION 2022/505</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Gavin Jones</p> <p>That South Burnett Regional Council:</p> <p>1. Confirms the current name of the Murgon Showgrounds and Recreation Centre, as the facility is well known as the Murgon PCYC;</p> <p>2. Acknowledges the significant contribution of former Councillor Dermot Tiernan efforts and commitment to making improvements in the Murgon community as part of the former Murgon Shire Council noting former Councillor Dermot Tiernan is previously acknowledged at the Murgon Library as the 'Dermot Tiernan Memorial Library'</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 6/0</b></p>

<p>Council 27/04/2022</p>	<p>Development of Master Plan for 1 Pound Street, Kingaroy</p>	<p><b>RESOLUTION 2022/514</b></p>	<p><b>19 May 2022 3:31pm Kemp, Fiona</b></p>
		<p>Moved: Cr Danita Potter</p>	<p>Council decided in meeting to not progress with masterplan</p>
		<p>Seconded: Cr Gavin Jones</p>	
		<p>That South Burnett Regional Council:</p>	
		<p>1. Resolve not to award Tender SBRCQ21/22-71</p>	
		<p>2. That 1 Pound Street be retained in the interim, pending the outcome of Council's Resources, Community Infrastructure Fund Round 2 grant application.</p>	
		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter and Scott Henschen</p>	
		<p><u>Against:</u> Cr Kirstie Schumacher</p>	
		<p><b>CARRIED 5/1</b></p>	
<p>Council 27/04/2022</p>	<p>ADMINISTRATIVE AMENDMENTS TO COUNCIL POLICY AND ASSOCIATED DOCUMENTS - ORGANISATION STRUCTURE CHANGE</p>	<p><b>RESOLUTION 2022/476</b></p>	
		<p>Moved: Cr Danita Potter</p>	
		<p>Seconded: Cr Scott Henschen</p>	
		<p>That South Burnett Regional Council endorse administrative amendments to be made within Council's Policy Governance Framework and associated documents, reflective of the change to the organisation structure.</p>	
		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter, Kirstie Schumacher and Scott Henschen</p>	
		<p><u>Against:</u> Nil</p>	
		<p><b>CARRIED 6/0</b></p>	

<p>Council 27/04/2022</p>	<p>Notice of Motion - Donating Replaced Mowers to Community Groups</p>	<p><b>RESOLUTION 2022/471</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p> <p>That the mowers being replaced in the 2021-2022 budget be offered by way of donation to local community groups that are:</p> <ul style="list-style-type: none"> <li>• An incorporated association that is a not for profit;</li> <li>• Located within the South Burnett LGA;</li> <li>• Provide a local community benefit,</li> </ul> <p>through an expression of interest with priority given to those groups maintaining or offering to maintain a council or council-controlled land asset and with clarification that responsibility for insurance and all ongoing costs will rest with the recipients organisations taking ownership of the mowers.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p><b>04 May 2022 1:58pm Kruger, Wendy</b></p> <p>This item has been re-tasks to Lee Hoad and Brandon Orchard to action as per the Resolutions from the Standing Committee Meeting and the General Council Meeting.</p>
<p><b>CARRIED 6/0</b></p>			
<p>Council 23/03/2022</p>	<p>Petition - Hamilton Road and Muir Drive Gravel Sections</p>	<p><b>RESOLUTION 2022/419</b></p> <p>Moved: Cr Roz Frohloff</p> <p>Seconded: Cr Danita Potter</p> <p>That the Petition be received and referred to the Chief Executive Officer to determine the appropriate action and a report be brought back to Council.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p>	<p><b>18 May 2022 8:42am Pitt PSM, Mark</b></p> <p>Hamilton Road and Muir Drive Gravel Section report to May Ordinary Council meeting</p>

		<p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>
Council 25/01/2022	Donation towards the purchase of a Medihood	<p><b>RESOLUTION 2022/350</b></p> <p>Moved: Cr Gavin Jones</p> <p>Seconded: Cr Danita Potter</p> <p>That donation towards the purchase of a Medihood be taken off the table.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p> <p><b>RESOLUTION 2022/351</b></p> <p>Moved: Cr Gavin Jones</p> <p>Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council provide a donation up to \$4000 to the Rural Doctors Foundation for the purchase of replacement hoods and battery packs for utilisation within South Burnett Hospitals with a report to be brought back to a future standing committee meeting.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>

<p>Council 25/01/2022</p>	<p>Request from South Burnett Mountain Bike Club for Decomposed Granite from Gordonbrook Mine site</p>	<p><b>MOTION</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council provide in kind support in the supply and delivery of 500m3 of decomposed granite from the Gordonbrook Dam mine site for use in the development of the GORDO Mountain Bike Skills Park and Pump Track.</p> <p><b>RESOLUTION 2022/352</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That the matter lay on the table and be included in Council's 2022/2023 budget deliberations.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Cr Kirstie Schumacher</p>	<p><b>23 Mar 2022 8:44am Anderson, Kerri</b></p> <p>Will be talked about as part of Infrastructure's 22/23 budget deliberations</p>
<p><b>CARRIED 6/1</b></p>			
<p>Council 25/01/2022</p>	<p>Request from South Burnett Mountain Bike Club for Decomposed Granite from Gordonbrook Mine site</p>	<p><b>MOTION</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council provide in kind support in the supply and delivery of 500m3 of decomposed granite from the Gordonbrook Dam mine site for use in the development of the GORDO Mountain Bike Skills Park and Pump Track.</p>	<p><b>23 Mar 2022 8:44am Anderson, Kerri</b></p> <p>Will be talked about as part of Infrastructure's 22/23 budget deliberations</p>

		<p><b>RESOLUTION 2022/352</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That the matter lay on the table and be included in Council's 2022/2023 budget deliberations.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Cr Kirstie Schumacher</p> <p style="text-align: right;"><b>CARRIED 6/1</b></p>
Council 23/02/2022	Confirming Councils Attendance ALGA National General Assembly 2022	<p><b>RESOLUTION 2022/388</b></p> <p>Moved: Cr Brett Otto</p> <p>Seconded: Cr Scott Henschen</p> <p>That the Deputy Mayor, Cr Schumacher and Cr Potter attend the ALGA National General Assembly 2022.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>
Council 23/02/2022	Financial Assistance Grants	<p><b>RESOLUTION 2022/391</b></p>

29 Mar 2022 2:22pm Pitt PSM, Mark



	<p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p> <ol style="list-style-type: none"> <li>1. That Council respectfully request that the Local Government Grants Commission defer any decision on the proposed methodology and: <ul style="list-style-type: none"> <li>• Provide full public disclosure on all impacted Councils;</li> <li>• Undertake an independent review to consider and model the impacts on local government financial sustainability; and</li> <li>• Reverse any allocation reductions until the Commission engages in meaningful consultation with impacted Councils before any final decision is made.</li> </ul> </li> <li>2. The State Government review the operation of the Queensland Government Grants Commission.</li> <li>3. Support Council's Chief Executive Officer in the formation of a working group involving affected Councils to make representation to the Queensland Government on this matter.</li> <li>4. Write to the Deputy Premier, with a copy to the Premier, Opposition Leader and Member for Nanango expressing our concern and calling on the State Government to review the method by which the Financial Assistance Grants review was conducted and also the role and operations of the Grants Commission.</li> <li>5. Meet with Member for Nanango and LGAQ Policy Executive</li> </ol> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>	<p>Correspondence sent to all parties 22 March 2022., Participating Councils met by Teams Link in working group 23 March 2022 to progress a combined resolution to ALGA., Meetings being arranged as per point 5 of the resolution</p>
<p>Council 23/02/2022</p>	<p>Request of Assistance from Wondai Proston Wolves Rugby League Club Inc</p> <p><b>RESOLUTION 2022/396</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Gavin Jones</p> <p>That;</p>	

		<p>1. Authorisation be given for the removal of asbestos sheeting to Wondai Sportsground grandstand and re-sheet with water resistant material with estimated value of \$20,500 and that such costs be referred for inclusion in the third-quarter Capital Budget review; and</p> <p>2. Authorisation be given for repairs to damage caused to the internal access road by flooding including doing short term drainage works in front of the club house, the grandstand and the canteen to the estimated value of \$11,000 and that such costs be referred for inclusion in the third-quarter Capital Budget review.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>
<p>Council 23/02/2022</p>	<p>Application for Funding under the 2022-2024 Local Government Grants &amp; Subsidies Program - Blackbutt Hall</p>	<p><b>RESOLUTION 2022/405</b></p> <p>Moved: Cr Gavin Jones</p> <p>Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council apply for a further grant under the 2022-2024 Local Government Grants and Subsidies Program – capital expenditure project category for the re-roofing of the Blackbutt Hall.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>

<p>Council 23/02/2022</p>	<p>Building Better Regions Funding application for Mondure Hall</p>	<p><b>RESOLUTION 2022/406</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council;</p> <ol style="list-style-type: none"> <li>1. Supports the Mondure Hall Committee in their application for the super round of the Gambling Community Benefit Fund for the roof;</li> <li>2. Notes the call for tender for the restumping and commits to a % allocation of the remaining unallocated W4Q funding to contribute to the restumping and the final amount confirmed upon the conclusion of the tender process;</li> <li>3. Does not progress the Building Better Regions Fund (BBRF) application; and</li> <li>4. Investigate and seek to implement a formal arrangement with the Mondure Hall Committee that supports any future lease agreement in relation to the ongoing management and maintenance of the facility.</li> </ol> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>
<p>Council 23/02/2022</p>	<p>Question on Notice - Pound Street Kingaroy</p>	<p>Question on notice from Cr Brett Otto:</p> <p>In relation to the adoption of the most appropriate use assessment for Pound Street Kingaroy, Item 2 – a suitably qualified and experienced contractor will be engaged to prepare a Masterplan for the property. Where are we at with that?</p> <p>Brief report to be brought back to the March Community Standing Committee.</p>

<p>Council 23/02/2022</p>	<p>Motion</p>	<p><b>RESOLUTION 2022/381</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Danita Potter</p> <p>That the Botanical Advisory Committee Terms of Reference be brought to the April Community Standing Committee Meeting.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 6/0</b></p>
<p>Council 23/02/2022</p>	<p>Land Valuation Fact Sheet</p>	<p><b>RESOLVED 2022/384</b></p> <p>Land Valuation Fact Sheet to be shared more actively with the Community, through newspaper, media release and radio.</p>
<p>Council 23/02/2022</p>	<p>Yarraman Waste Facility</p>	<p><b>RESOLUTION 2022/402</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p> <p>That:</p> <ol style="list-style-type: none"> <li>1. The response to the question regarding propose Yarraman Waste Facility raised by Councillor Schumacher be received and noted; and</li> <li>2. Council further investigation be conducted with Toowoomba Regional Council regarding the disposal of waste by residents of the South Burnett region at the proposed new Waste Facility located at Yarraman and a report be brought back to future Standing Committee Meeting.</li> </ol>

		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Kathy Duff, Roz Frohloff, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>
Council 23/03/2022	Petition requesting Wondai Christmas Tree remain in the current position.	<p><b>RESOLUTION 2022/418</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Roz Frohloff</p> <p>That the Petition be received and referred to the Chief Executive Officer for further consideration by Council.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>
Council 23/03/2022	Petition - Hamilton Road and Muir Drive Gravel Sections	<p><b>RESOLUTION 2022/419</b></p> <p>Moved: Cr Roz Frohloff</p> <p>Seconded: Cr Danita Potter</p> <p>That the Petition be received and referred to the Chief Executive Officer to determine the appropriate action and a report be brought back to Council.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>

<p>Council 23/03/2022</p>	<p>Petition - Kerb and Channelling - Kurtellen Crescent Kingaroy</p>	<p><b>RESOLUTION 2022/420</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Roz Frohloff</p> <p>That the Petition be received and referred to the Chief Executive Officer to determine the appropriate action and a report be brought back to Council.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>
<p>Council 23/03/2022</p>	<p>Petition from Wheatlands State School</p>	<p><b>RESOLUTION 2022/421</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Danita Potter</p> <p>That the Divisional Councillor &amp; Portfolio Councillor meet with the PCYC and Council staff and a report be brought back to the July Community Standing Committee.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>
<p>Council 23/03/2022</p>	<p>Wondai Christmas Tree</p>	<p><b>MOTION</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Roz Frohloff</p> <p>That the Wondai Christmas Tree remain in its current position on the Roundabout.</p>

	<p><u>In Favour:</u> Cr Kathy Duff</p> <p><u>Against:</u> Crs Brett Otto, Roz Frohloff, Danita Potter and Scott Henschen</p> <p style="text-align: right;"><b>LOST 1/4</b></p> <p><b>RESOLUTION 2022/431</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Roz Frohloff</p> <p>That the consultation period to review the designs and consider community feedback for the Wondai roundabout, following receipt of the Christmas Tree petition, be extended and that specific feedback regarding the Christmas tree be gathered by Councillors and be brought back to Council at the June Ordinary Council Meeting.</p> <p><u>In Favour:</u> Crs Brett Otto, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Cr Kathy Duff</p> <p style="text-align: right;"><b>CARRIED 4/1</b></p>
<p>Council Blackbutt CBD 23/03/2022</p>	<p><b>RESOLUTION 2022/438</b></p> <p>Moved: Cr Brett Otto</p> <p>Seconded: Cr Kathy Duff</p> <p>That the meeting resume at 11.12am.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p> <p><b>RESOLUTION 2022/439</b></p>

	<p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That Coulson Street within the 60km zone be recognised and signed as Roy Emerson Way.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>
<p>Council 23/03/2022</p>	<p>Application for Permanent Road Closure of McAntee Road Windera which Adjoins Lot 49 MZ555 and Lot 202 SP251979</p> <p><b>RESOLUTION 2022/441</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. Advise the applicant and the Department of Natural Resources and Mines that:             <ol style="list-style-type: none"> <li>(a) It objects to the application for the permanent road closure of McAntee Road, Windera which adjoins Lot 49 MZ555 and Lot 202 SP251979 shown as in Attachment one (1). The reasons for this objection are as follows:                     <ol style="list-style-type: none"> <li>(i) The long-term usage of the sections of road reserve is unknown. The closure may affect any future interconnection of roads, any necessary future infrastructure, and any potential new development in the area.</li> </ol> </li> <li>(b) Should the Department of Natural Resources and Mines approve the proposed permanent road closure, that there be no cost to Council associated with the road closure.</li> </ol> </li> </ol>



	<p>2. Delegates authority under section 257 of the <i>Local Government Act 2009</i> to the Chief Executive Officer or their delegate to finalise any and all matters associated with the application; and</p> <p>3. Executes, as road manager, form Part C 'Statement in relation to an application under the <i>Land Act 1994</i> over State land' for the proposed permanent road closure.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>
<p>Council Kratzmanns Road 23/03/2022 Floodway Windera</p>	<p><b>RESOLUTION 2022/442</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Scott Henschen</p> <p>That Council investigate the purchase of one set of solar powered portable traffic lights and liaise with the proponents of the Piggery Development at 592 Morgans Road, Windera regarding the operational costs of portable traffic lights and associated signage until completion of improvement works to the floodway on Kratzmanns Road, Windera.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>

<p>Council 23/03/2022</p>	<p>Notice of Motion - LRCI Funding Allocation Phase Three (3) 2022</p>	<p><b>MOTION</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That Council allocate \$2,238,930 from the Local Roads and Community Infrastructure (LRCI) phase three (3) programme to a roads rehabilitation and renewals program as outlined in the attached list.</p> <p><b>AMENDMENT</b></p> <p>Moved: Cr Roz Frohloff</p> <p>Seconded: Cr Danita Potter</p> <p>That Council allocate \$2,238,930 from the Local Roads and Community Infrastructure (LRCI) phase three (3) programme to a roads rehabilitation and renewals program as outlined in the amended attached list:</p> <ul style="list-style-type: none"> <li>• That Birt Road Stage 1 of Chain 2.142 to Chain 3.627 at the cost of \$950,000 be put back on the LRCI Funding agenda.</li> </ul> <p><b>RESOLUTION 2022/443</b></p> <p>Moved: Cr Brett Otto</p> <p>Seconded: Cr Danita Potter</p> <p>That the matter lay on the table for reconsideration by the Infrastructure Standing Committee Meeting in May 2022.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>
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<p>Council 23/03/2022</p>	<p>Notice of Motion - Planting Trees for the Queen's Jubilee Program</p>	<p><b>RESOLUTION 2022/444</b></p>
		<p>Moved: Cr Kathy Duff</p>
		<p>Seconded: Cr Scott Henschen</p>
<p>That South Burnett Regional Council express an interest to be a part of the Planting Trees for The Queen's Jubilee Program by writing and contacting the three Federal MP's The Hon. David Littleproud (Maranoa), The Hon. Ken O'Dowd (Flynn) and The Hon. Llew O'Brien (Wide Bay) from the electorates that cross the South Burnett. That South Burnett Regional Council's Infrastructure and Community Departments work together with interested Councillors to develop a tree-planting program and discuss opportunities for an associated commemorative event and report back to Council with a project proposal.</p>		
		<p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p>
		<p><u>Against:</u> Nil</p>
<p><b>CARRIED 5/0</b></p>		
<p>Council 23/03/2022</p>	<p>Business Disability Awards</p>	<p><b>RESOLUTION 2022/445</b></p>
		<p>Moved: Cr Danita Potter</p>
		<p>Seconded: Cr Scott Henschen</p>
<p>That South Burnett Regional Council provide in principle support for the establishment of a Business DisABILITY Awards event in the South Burnett and continue to liaise with the event organisers to explore options.</p>		
		<p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p>
		<p><u>Against:</u> Nil</p>
<p><b>CARRIED 5/0</b></p>		
<p>Council 23/03/2022</p>	<p>Sports Australia's Regional Sport Events Fund</p>	<p><b>RESOLUTION 2022/446</b></p>
		<p>Moved: Cr Scott Henschen</p>

		<p>Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council endorse the Chief Executive Officer’s action in submitting an application to the Sports Australia’s Regional Sport Events Fund Stream One - Small Community Sporting Events for \$10,000 to support local “Come &amp; Try/Skills Days”.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>
<p>Council 23/03/2022</p>	<p>Placement of Shipping Containers on Private Land</p>	<p><b>OFFICER’S RECOMMENDATION</b></p> <p>South Burnett Regional Council takes a risk-based methodology in developing a policy applying to residential and rural residential use of properties enabling the placement of a shipping container on a property, incorporating the following:</p> <ul style="list-style-type: none"> <li>• For a period no greater than 180 days before requiring a Development Approval for Building Works and that the policy;</li> <li>• Consideration of an appropriate number of shipping containers (or railway carriage) on the property;</li> <li>• Located in consideration of visibility to road frontage and neighbourhood amenity</li> <li>• Screened by landscaping or a suitable screening structure so not to be visible;</li> <li>• Colour scheme consideration</li> </ul> <p>That a draft policy be brought to the July 2022 Communities Standing Committee, including a report on resource implications and relationship to the Planning Scheme.</p> <p><b>RESOLUTION 2022/448</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p>

		That the item lay on the table until further information is received.
		<u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen
		<u>Against:</u> Nil
<b>CARRIED 5/0</b>		
Council 23/03/2022	Storm Damage to Mt Wooroolin Reservoir Roof	<p><b>RESOLUTION 2022/449</b></p> <p>Moved: Cr Roz Frohloff</p> <p>Seconded: Cr Danita Potter</p> <p>That Council Officers call for tenders with two (2) options for;</p> <p>(i) Design and construction of existing roof replacement with Council providing the temporary bypass storage; and</p> <p>(ii) Design and construction of a new five (5) ML reservoir with separable portions for roof replacement on the damaged reservoir.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>
Council 23/03/2022	South Burnett Sporting Shooters - Request for land - Shooting Range	<p><b>RESOLUTION 2022/450</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Roz Frohloff</p>

		<p>That South Burnett Regional Council continue to liaise with the South Burnett Branch of Shooters Union in relation to identification of a suitable site for the establishment of a shooting range within the region.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>
Council 23/03/2022	Consider Increase Support to Boondooma Homestead Caretaker	<p><b>RESOLUTION 2022/451</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That Council increase the financial contribution to the caretaker’s allowance by \$5,720.00 in the 21/22 Operational budget.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>
Council 23/03/2022	Future use of 32 Walter Road, Kingaroy.	<p><b>RESOLUTION 2022/452</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council continue to progress divestment opportunities for the Reserve for Park, 32 Walter Road, Kingaroy, being Lot 1 on RP852419, particularly to seek advice on the costs associated with divestment, rezoning issues, access and drainage issues as raised in public consultation and a report be brought to the July Community Standing Committee Meeting.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p>

<b>CARRIED 5/0</b>			
<p>Council 23/03/2022</p>	<p>Future of the Visitor Information Centres</p>	<p><b>RESOLUTION 2022/454</b>                   Moved: Cr Kathy Duff                   Seconded: Cr Roz Frohloff                   That South Burnett Regional Council:                   1. Develop a Visitor Service Strategy;                   2. Formally request an extension to accreditation relief to 30 June 2022 whilst the operation of the VICs is considered through future budget discussions;                   3. Conduct a media campaign to encourage volunteers and alerting the community to the importance of accreditation; and                   4. Engage with LTO, visit South Burnett, our RTO, Southern Queensland Country Tourism and Tourism Queensland and request a meeting and round table discussion with Council to address the matters tabled in the report.   <u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen   <u>Against:</u> Nil</p>	<p><b>30 Mar 2022 11:39am Pitt PSM, Mark</b>                   1. Visitor Service Audit &amp; Review early April and be concluded by 30 June., 2. Email requesting an extension to meet accreditation was sent on 9th March to VISIT QLD's director. Followed up with a phone call and was advised that the National Accreditation Group will meet again next month to decide on a date for VICs to return to normal operating hours. (previous date was postponed due to omicron) Therefore this request is on hold until a date has been finalised., 3. Media Release has been sent to media team 30.3.22, 4. Round table date to be advised.   <b>22 Apr 2022 9:23am Pitt PSM, Mark</b>                   Point 1 - desktop review commenced - Engagement with stakeholders - analysis and senario devleopment - on track for 30 June - workshops to be convened during process, Point 2 - VIC accreditation extension to 30 June</p>
<b>CARRIED 5/0</b>			
<p>Council 23/03/2022</p>	<p>Payment Proposal for Overdue Rates - Various Lots</p>	<p><b>RESOLUTION 2022/459</b>                   Moved: Cr Danita Potter                   Seconded: Cr Scott Henschen</p>	<p><b>30 Mar 2022 5:32pm Anderson, Kerri</b>                   Correspondence emailed to Jim Upton 30.03.2022</p>

<p>That</p> <ol style="list-style-type: none"> <li>1. Council agrees to the payment plan for the 3 lots being privately transferred (Lot 67, 79 &amp; 80) as laid out by the property owner with the following conditions:                     <ol style="list-style-type: none"> <li>(a) That the debt be repaid in 36 equal monthly payments starting from when the transfer has been finalised.</li> <li>(b) That the properties continue to be withheld from sale of land negotiations while the payment plan is being upheld.</li> <li>(c) That no interest be charged on overdue amounts while the payment plan is being upheld.</li> <li>(d) Failure to adhere to the approved payment plan may result in the payment plan being cancelled and interest and debt collection procedures to resume. Sale of Land negotiations may also be reinstated dependent on if the correct criteria is met to allow Council to go down this path.</li> <li>(e) The General Manager Finance and Corporate be authorised to negotiate a suitable payment plan should the applicant need to vary the payment plan discussed above.</li> </ol> </li> <li>2. Council does not agree to the proposal to waive rates to the value of \$8000 under the sale price for any parcel that is sold where the sale price only just covers or fails to cover the amounts outstanding.</li> </ol> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>		
<p>Council 23/03/2022</p>	<p>Procurement of Kingaroy Transformation Project Specialised Components</p>	<p><b>RESOLUTION 2022/460</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Scott Henschen</p>



<p>That in accordance with S235 of the <i>Local Government Regulation 2012</i>, the Chief Executive Officer be delegated to purchase proprietary and sole supplier products for the Kingaroy Transformation Project.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Roz Frohloff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>		
<p>Council 23/03/2022</p>	<p>Question on Notice - Placement of Shipping Containers on Private Land</p>	<p>Question on Notice from Cr Kathy Duff :</p> <p>With regards to the shipping containers that are already right across our region, to put that 'for a period of no greater than 180 days before requiring a Development Approval for Building Works' is going to set the Council up to a nightmare of looking at all of the shipping containers we currently have. Can we add to the recommendation from now on, not in retrospect?</p>

**9 NOTICES OF MOTION**

Nil

**10 PORTFOLIO - CORPORATE SERVICES, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & ICT****10.1 CONFIRMING ATTENDANCE AT THE LGAQ CIVIC LEADERS SUMMIT 29-30 JUNE 2022****File Number: 25/5/2022****Author: Executive Assistant****Authoriser: Chief Executive Officer****PRECIS**

Presented at the General Council Meeting on Wednesday the 27 April 2022. Advice has been received from Mayor Otto that he is unable to attend the Civic Leaders Forum conducted by LGAQ. The report is seeking an alternative Councillor delegate to attend.

**SUMMARY****9.3 CONFIRMING ATTENDANCE AT THE 126TH LOCAL GOVERNMENT ASSOCIATION QUEENSLAND (LGAQ) ANNUAL CONFERENCE IN CAIRNS 17-19 OCTOBER 2022 AND LGAQ CIVIC LEADERS SUMMIT 29-30 JUNE 2022****COMMITTEE RESOLUTION 2022/186**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

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

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

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

CEO Mark Pitt to attend.

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

CEO Mark Pitt to attend.

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

**Against:** Nil

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

That \_\_\_\_\_ and Cr Schumacher attend the 2022 LGAQ Civic Leaders Summit as delegates with CEO Mark Pitt in attendance.

**BACKGROUND**

Presented at the General Council Meeting on 27 April 2022.

**ATTACHMENTS**

**Nil**

**10.2 APPOINTMENT OF COUNCILLOR REPRESENTATIVES ON COUNCIL COMMITTEES AND OTHER ORGANISATIONS**

**File Number:** 25/5/2022  
**Author:** Coordinator Executive Services  
**Authoriser:** Chief Executive Officer

**PRECIS**

Appointment of Councillor representatives on Council Committees and Other Organisations

**SUMMARY**

Review appointments to committees.

**COMMITTEE RESOLUTION 2022/209**

Moved: Cr Kirstie Schumacher  
 Seconded: Cr Danita Potter

That the committee recommend to Council:

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

<b>Committees for nomination of Councillor appointments</b>	<b>Councillor Membership</b>	<b>Councillor/s allocation</b>
South Burnett Regional Council Audit Advisory Committee	2 Councillors with 1 appointed as the Chair	Mayor Brett Otto Cr Kirstie Schumacher
South Burnett Regional Council Australia Day Judging Panel	4 Councillors	Mayor Brett Otto Cr Danita Potter Cr Scott Henschen Cr Jane Erkens
Blackbutt Pool Committee	Division 2 Councillor	Deputy Mayor Gavin Jones
Boondooma Homestead Management Advisory Committee	2 Councillors	Cr Kathy Duff Cr Scott Henschen
Burnett Inland Economic Development Organisation (BIEDO)	1 Councillor	Cr Kathy Duff
South Burnett Community Police Consultative Committee	3 Councillors	Cr Danita Potter Cr Scott Henschen Cr Jane Erkens
Murgon Sports Association	1 Councillor	Cr Kathy Duff
Reconciliation Action Plan Committee	Mayor & 2 Councillors	Mayor Brett Otto Deputy Mayor Gavin Jones Cr Kathy Duff
South Burnett Community Consultative Committee (Health)	1 Councillors	Cr Danita Potter (Chair)
South Burnett Community Network Committee (Interagency)	3 Councillors	Cr Danita Potter Cr Kathy Duff Cr Scott Henschen
Traffic Advisory Committee	3 Councillor	Deputy Mayor Gavin Jones Cr Scott Henschen Cr Jane Erkens
Wide Bay Burnett Regional Organisation of Councils (WBBROC)	Mayor & Deputy Mayor	Mayor Brett Otto Deputy Mayor Gavin Jones

<b>Wide Bay Burnett Resource Group</b>	<b>Councillor</b>	
Wide Bay Burnett Regional Road Transport Group (WBBRRTG)	Mayor & Deputy Mayor	Mayor Brett Otto Deputy Mayor Gavin Jones
<del>Wide Bay Burnett Regional Sport &amp; Recreation Advisory Committee</del>	<del>Portfolio Councillor</del>	<del>Cr Danita Potter</del>
<del>South Burnett Tourism Advisory Committee</del>	<del>2 Councillors will be appointed to the Committee, 1- Council's Tourism Portfolio Holder who will perform the role of Committee Chairperson. 1 Councillor appointed to the Committee as Deputy Chair.</del>	<del>Cr Kirstie Schumacher Deputy Mayor Gavin Jones</del>
Wide Bay Burnett Regional Arts Services Network	Mayor & Councillor	Mayor Brett Otto Cr Danita Potter
Kingaroy Stakeholder Consultative Group	2 Councillors	Cr Danita Potter (Chair) <b>Cr Jane Erkens</b>
South Burnett Local Drug Action Team	Portfolio Councillor	Cr Danita Potter
BIEDO Sub Committee - Ag Network	<b>2 Councillors</b>	<b>Cr Kathy Duff</b> <b>Cr Kirstie Schumacher</b> <b>Cr Scott Henschen</b>
<del>Mundubbera – Jandowae Road Working Group</del>	<del>2 Councillors</del>	<del>Cr Kathy Duff Deputy Mayor Gavin Jones</del>
<del>South Burnett Drought Resilience Committee</del>	<del>2 Councillors</del>	<del>Cr Kathy Duff Cr Danita Potter</del>
<b>LDMG</b>	<b>2 Councillors</b>	<b>Cr Danita Potter</b> <b>Deputy Mayor Gavin Jones</b>
<b>Recovery</b>	<b>2 Councillors</b>	<b>Cr Kathy Duff</b> <b>Cr Scott Henschen</b>
<b>South Burnett Suicide Prevention Working Group Inc.</b>	<b>1 Councillor</b>	<b>Cr Danita Potter (Chair)</b>
<b>Proston Sports Association</b>	<b>1 Councillor</b>	<b>Cr Kathy Duff</b>
<b>Murgon RSL Commemorative Committees</b>	<b>1 Councillor</b>	<b>Cr Kathy Duff (Chair)</b>
<b>Drive Inland</b>	<b>1 Councillor</b>	<b>Cr Kirstie Schumacher</b>

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

<b>Committees for nomination of Councillor appointments</b>	<b>Councillor Membership</b>	<b>Councillor/s allocation</b>
South Burnett Regional Council Audit Advisory Committee	2 Councillors with 1 appointed as the Chair	Mayor Brett Otto Cr Kirstie Schumacher

<b>Committees for nomination of Councillor appointments</b>	<b>Councillor Membership</b>	<b>Councillor/s allocation</b>
South Burnett Regional Council Australia Day Judging Panel	4 Councillors	Mayor Brett Otto Cr Danita Potter Cr Scott Henschen Cr Jane Erkens
Boondooma Homestead Management Advisory Committee	2 Councillors	Cr Kathy Duff Cr Scott Henschen
Burnett Inland Economic Development Organisation (BIEDO)	1 Councillor	Cr Kathy Duff
South Burnett Community Police Consultative Committee	3 Councillors	Cr Danita Potter Cr Scott Henschen Cr Jane Erkens
Murgon Sports Association	1 Councillor	Cr Kathy Duff
Reconciliation Action Plan Committee	Mayor & 2 Councillors	Mayor Brett Otto Deputy Mayor Gavin Jones Cr Kathy Duff
South Burnett Community Consultative Committee (Health)	1 Councillors	Cr Danita Potter (Chair)
South Burnett Community Network Committee (Interagency)	3 Councillors	Cr Danita Potter Cr Kathy Duff Cr Scott Henschen
Traffic Advisory Committee	3 Councillor	Deputy Mayor Gavin Jones Cr Scott Henschen Cr Jane Erkens
Wide Bay Burnett Regional Organisation of Councils (WBBROC)	Mayor & Deputy Mayor	Mayor Brett Otto Deputy Mayor Gavin Jones
Wide Bay Burnett Resource Group	Councillor	
Wide Bay Burnett Regional Road Transport Group (WBBRRTG)	Mayor & Deputy Mayor	Mayor Brett Otto Deputy Mayor Gavin Jones
Wide Bay Burnett Regional Arts Services Network	Mayor & Councillor	Mayor Brett Otto Cr Danita Potter
Kingaroy Stakeholder Consultative Group	2 Councillors	Cr Danita Potter (Chair) Cr Jane Erkens
South Burnett Local Drug Action Team	Portfolio Councillor	Cr Danita Potter
BIEDO Sub Committee - Ag Network	2 Councillors	Cr Kathy Duff Cr Scott Henschen
LDMG	2 Councillors	Cr Danita Potter Deputy Mayor Gavin Jones
Recovery	2 Councillors	Cr Kathy Duff Cr Scott Henschen
South Burnett Suicide Prevention Working Group Inc.	1 Councillor	Cr Danita Potter (Chair)
Proston Sports Association	1 Councillor	Cr Kathy Duff
Murgon RSL Commemorative Committees	1 Councillor	Cr Kathy Duff (Chair)
Drive Inland	1 Councillor	Cr Kirstie Schumacher

**FINANCIAL AND RESOURCE IMPLICATIONS**

No direct financial or resource implications arise from this report

**LINK TO CORPORATE/OPERATIONAL PLAN**

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

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

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

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

No direct legal implications arise from this report

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report

**REPORT**

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

**ATTACHMENTS**

1. **Australia Day Judging Guidelines** [↓](#) 





ECM ID: "ECM ID"

# South Burnett Australia Day Awards Judging Guidelines

## Table of Contents

1. PURPOSE ..... 1  
 2. RESPONSIBILITY ..... 1  
 3. VERSION CONTROL ..... 1

### 1. PURPOSE

To set out the steps to be taken in receiving and judging the nominations for the South Burnett Regional Council's annual Australia Day Awards Ceremony.

### 2. RESPONSIBILITY

Executive Services receives and collates nomination forms and prepares and dispatches the folders to the judging panel.

The judging panel are responsible for judging the nominations, filling out their assessment/score sheets and returning their folders with all nominations forms to Executive Services.

If for any reason someone is ineligible, it must be noted on the judge's assessment/score sheet stating the reason why they are ineligible.

Nominations can be moved to another category if all of the judges agree that the nomination would be better suited to another category.

Any categories that have no nominations will be dropped from the Awards for that year.

No late nominations will be accepted after the closing date (residents have had sufficient time to get their entries in, usually between 2.5 – 3 months).

Nominations will be accepted from/for people outside of the South Burnett Region (e.g. Yarraman, Cherbourg & Goomeri) as long as they are being nominated for work/achievements done within the South Burnett Region.

There can only be one (1) winner per category.

For the South Burnett Volunteer of the Year Award an individual or a couple can be considered.

If someone has won an Australia Day Award in the last three (3) years, they are not eligible for nomination for that same category.

The Chair of the judging panel must return final assessment/score sheets with any comments attached and signed by all judges on the panel to the Australia Day Awards organiser (Executive Services).

### 1. VERSION CONTROL

Version	Approval Date
1	14 November 2016
2	13 June 2018
3	14 November 2018

Mark Pitt  
Mark Pitt  
CHIEF EXECUTIVE OFFICER  
14/11/18  
Date

Keith Campbell  
Keith Campbell  
Mayor  
14/11/18  
Date

**10.3 DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER UNDER THE WATER SUPPLY (SAFETY AND RELIABILITY) ACT 2008 (QLD)**

**File Number:** 25/05/2022

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

**PRECIS**

Review and update Council’s delegation of powers to the Chief Executive Officer (‘CEO’) under the *Water Supply (Safety and Reliability) Act 2008* (Qld)

**SUMMARY**

South Burnett Regional Council (‘Council’) subscribes to a delegation update service provided by MacDonnells Law. Council has been advised that the following legislation has been revised and delegations are to be updated accordingly:

1. *Water Supply (Safety and Reliability) Act 2008* (Qld)

**OFFICER’S RECOMMENDATION**

That pursuant to *Section 257* of the *Local Government Act 2009* Council:

1. delegate the exercise of the powers contained in Schedule 1 of the Instrument of Delegation *Water Supply (Safety and Reliability) Act 2008* (Qld) to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the Instrument of Delegation.
2. repeal all prior resolutions delegating the same powers to the Chief Executive Officer.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The delegation update service is funded in the current budget. Delegated authority must be appropriately granted and periodically reviewed to ensure that any expenditure incurred, or actions taken by staff on Council’s behalf are legislatively compliant.

**LINK TO CORPORATE/OPERATIONAL PLAN**

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

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

The Chief Executive Officer (‘CEO’), Acting General Manager Infrastructure / Manager Water Wastewater, Manager Corporate, Governance & Strategy, Coordinator Governance and MacDonnells Law have been consulted regarding the delegation of powers under the *Water Supply (Safety and Reliability) Act 2008* (Qld).

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

The delegation of Local Government powers is important and necessary for the effective operation of Council. Council in delegating its powers to the CEO does not in any way relinquish or limit its own authority to maintain and utilise all of the powers conferred upon it under legislation. Delegated authority granted by Council to the CEO can further be amended or revoked via Council resolution at any time.

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

This report has been provided in compliance with *Section 257(1)* of the *Local Government Act 2009* ('LOGA'), which allows Council by resolution, to delegate a power under the LOGA or another Act to the CEO.

Council's Employee Code of Conduct also requires all employees to ensure that appropriate delegated authority is in place prior to undertaking any action, or exercising any power, that requires a delegation under State legislation.

**ASSET MANAGEMENT IMPLICATIONS**

No direct asset management implications arise from this report.

**REPORT**

South Burnett Regional Council ('Council') subscribes to a delegation update service provided by MacDonnells Law. Council has been advised that the following legislation has been revised and delegations are to be updated accordingly:

1. *Water Supply (Safety and Reliability) Act 2008* (Qld)

*Section 257* of the *Local Government Act 2009* ('LOGA') allows Council to delegate its powers under State and other laws to the CEO.

While delegations are currently in place for existing pieces of legislation, MacDonnells Law have provided Council with updated delegable powers based on the recent changes to the relevant legislation under their update service.

The *Water Supply (Safety and Reliability) Act 2008* (Qld) was amended by the *Resources and Other Legislation Amendment Act 2021*. The changes remove the current requirement for water service providers to make publicly available highly sensitive cyber security information and reporting metrics.

**ATTACHMENTS**

1. **Instrument of Delegation - Water Supply (Safety and Reliability) Act 2008 (Qld)** [↓](#) 

## **INSTRUMENT OF DELEGATION**

### **South Burnett Regional Council** ***Water Supply (Safety and Reliability) Act 2008 ("WSSR")***

Under section 257 of the *Local Government Act 2009*, South Burnett Regional Council resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

Schedule 1

**Water Supply (Safety and Reliability) Act 2008 ("WSSR")**

**CHAPTER 2 – INFRASTRUCTURE AND SERVICE**

**Part 3 – Service providers**

**Division 1 – Regulation of service providers**

**Subdivision 1 – Application for registration**

Entity power given to	Section of WSSR	Description
Service Provider	20(1)	Power to apply for registration as a service provider.
Relevant Infrastructure Owner	21(1)(c)(ii)	Power to give written consent.

**Subdivision 2 – Changing registration details**

Entity power given to	Section of WSSR	Description
Water Service Provider	23(1)	Power to apply to change the service provider's details of registration in the service provider register.
Water Service Provider	23A(2)	In the specified circumstances, power to give the regulator notice of the change in the approved form.

**Subdivision 3 – Transferring registration**

Entity power given to	Section of WSSR	Description
Current Infrastructure Owner	25A(1)	In the specified circumstances, power to give the regulator notice (the <b>transfer notice</b> ) of the proposed transfer.

**Subdivision 4 – Cancelling registration other than for transfer**

Entity power given to	Section of WSSR	Description
Water Service Provider	26(2)	Power to give notice of the possible stoppage.
Water Service Provider	26(8)	In the specified circumstances, power to give notice of the stoppage.
Water Service Provider	28(1)	In the specified circumstances, power to apply to the regulator to have the provider's registration cancelled.
Water Service Provider	28(4)(b)	In the specified circumstances, power to verify information included in the application, or the additional information provided under section 28(4)(a), by statutory declaration.

**Division 2 – General powers of service providers and authorised persons**

Entity power given to	Section of WSSR	Description
Water Service Provider	33(2)	In the specified circumstances, power to give a person a notice asking the person stated in the notice, why the person's unauthorised connection should not be disconnected.
Water Service Provider	33(4)	In the specified circumstances, power to be satisfied regarding whether an unauthorised connection should be disconnected.
Water Service Provider	34(2)	In the specified circumstances, power to give an owner a notice to do work within a reasonable time stated in the notice, to: (a) rectify the equipment; or (b) remove the vegetation or other thing.
Water Service Provider	35(1)	Power to decide the position of a meter on infrastructure supplying water to premises, and to approve the installation of that meter in the position decided.
Water Service Provider	36(2)(b)	In the specified circumstances, power to give an occupier at least 14 days notice of the entry and the purpose of the entry.
Water Service Provider	36(2)(c)	In the specified circumstances, the power to decide that urgent action needs to be taken to protect the service providers infrastructure at the place.

**Division 3 – Power to restrict water supply**

Entity power given to	Section of WSSR	Description
Water Service Provider <u>outside the SEQ Region</u>	41(1) <sup>1</sup>	Power to consider it necessary, to restrict: (a) the volume of water taken by or supplied to a customer or type of customer; or (b) the hours when water may be used on premises for stated purposes; or (c) the way water may be used on premises.
Water Service Provider	41(3)	Power to apply a restriction imposed under section 41(1) to water taken from a rainwater tank connected to the service provider's reticulated supply.
Water Service Provider	43(1)	Power to give notice of a service provider water restriction to anyone affected by it in the way you consider appropriate having regard to the circumstances in which the service provider water restriction is imposed.
Water Service Provider	44(1)	Power to shut off a water supply to premises for a time reasonably necessary for work to be performed on the service provider's infrastructure, including a property service.
Water Service Provider	44(2)	In the specified circumstances, power to give to anyone likely to be affected by shutting off the water supply at least 48 hours notice of the intention to shut off the water supply, advising the reasons for shutting it off, and for how long it will be shut off.
Water Service Provider	44(3)	In the specified circumstances, power to shut off water supply, without notice, if there is: (a) a serious risk to public health;

<sup>1</sup> The power to impose such a restriction is only available if is made under one of the circumstances specified in Section 41(2).

		(b) a likelihood of serious injury to persons or damage to property; or (c) another emergency.
Water Service Provider	44(4)	In the specified circumstances power to give, to anyone likely to be affected by the action: (a) notice of the action; and (b) the reasons for the action; and (c) if the action is continuing when the notice is given - notice about how long the action will continue.

**Division 4 – Authorised persons**

Entity power given to	Section of WSSR	Description
Service Provider	45(1)	Power to appoint a person to be an authorised person if: (a) satisfied the person has the necessary expertise or experience to be an authorised person; or (b) the person has satisfactorily finished training approved by the service provider.
Service Provider	45(2)	Power to be satisfied that the person: (a) can perform the functions of an authorised person safely; and (b) can, while performing those functions, mitigate any risks to public health and safety.

**Division 6 – Water efficiency management plans**

Entity power given to	Section of WSSR	Description
Water Service Provider	52(2)	Upon written direction of the Chief Executive, under section 52(1) power to give a customer, or type of customer, a written notice: (a) to prepare a plan (a <b>water efficiency management plan</b> ); and (b) to give it to the water service provider within the reasonable time stated by the Chief Executive.
Water Service Provider	52(3)(a)	In the specified circumstances, power to give a customer, or type of customer, a written notice, to prepare a plan (also a <b>water efficiency management plan</b> ).
Water Service Provider	52(3)(b)	Power to decide the reasonable period within which the customer, or type of customer, must provide the plan (also a <b>water efficiency management plan</b> ).
Water Service Provider	54(1)	For deciding whether or not to approve a water efficiency management plan, power to require the customer to give additional information about the plan within a reasonable period.
Water Service Provider	54(2)	Power to approve, with or without conditions, or refuse to approve a water efficiency management plan: (1) if additional information is not required – within 60 business days after receiving the plan; or (2) if additional information is required – within 60 business days of when the information is received or should have been given, whichever is earlier.



Water Service Provider	54(3)	In the specified circumstances, power to give the customer an information notice.
Water Service Provider	54(5)	Power to extend the period of 20 business days mentioned in section 54(4).
Water Service Provider	57(2)	Upon the direction of the Chief Executive, power to give a customer, or type of customer, a written notice requiring the customer to: <ul style="list-style-type: none"> <li>(a) amend an approved water efficiency management plan and give it to the water service provider within the reasonable time stated by the Chief Executive; or</li> <li>(b) prepare a new water efficiency management plan and give it to the water service provider within the reasonable time stated by the Chief Executive.</li> </ul>
Water Service Provider	58(1)	Power to be satisfied that: <ul style="list-style-type: none"> <li>(a) for a customer, or a type of customer, production output or water consumption has increased significantly; or</li> <li>(b) the cost effectiveness of implementing an approved water efficiency management plan is likely to have changed significantly; or</li> <li>(c) there is or there is likely to be a severe water supply shortage.</li> </ul>
Water Service Provider	58(2)	Subject to being satisfied under section 58(1), power to give the customer a written notice requiring the customer to: <ul style="list-style-type: none"> <li>(a) amend the plan and give it to the water service provider within the reasonable time stated by the water service provider; or</li> <li>(b) prepared a new water efficiency management plan and give it to the water service provider within the reasonable time stated by the water service provider.</li> </ul>
Water Service Provider	59(2)	Power to decide a request from a customer under section 59(1).
Water Service Provider	60(1)	Power to be satisfied or reasonably believe that a customer to whom an approved water efficiency management plan applies has not complied with the plan.
Water Service Provider	60(2)	In the specified circumstances, power to give the customer a notice, requiring the customer to comply with the plan within the reasonable time stated in the notice.
Water Service Provider	61(1)	Power to ensure a customer to whom an approved water efficiency management plan applies reviews the plan when the water service provider considers it appropriate.

**Part 4 –**

**Service providers obligations**

**Division 1 – Drinking water quality management**

***Subdivision 2 – Drinking water quality management plans***

<b>Entity power given to</b>	<b>Section of WSSR</b>	<b>Description</b>
Drinking Water Service Provider	95(1)	Power to apply to the regulator for approval of a drinking water quality management plan.
Drinking Water Service Provider	99A(1)	In certain circumstances, power to agree with the regulator to amend the providers approved drinking water quality management plan.

Drinking Water Service Provider	100(2)	Power to apply to the regulator for approval of a proposed amended drinking water quality management plan.
Drinking Water Service Provider	102(2)	Power to inform the regulator of noncompliance and the circumstances that gave rise to the noncompliance.
Drinking Water Service Provider	102(3)	Power to give the regulator notice of the following in the approved form: (a) the noncompliance and the circumstances that gave rise to the noncompliance; (b) any action taken, or to be taken, by the provider to correct the noncompliance; and (c) the measures the provider will take to prevent the noncompliance in the future.
Drinking Water Service Provider	102A(2)	In the specified circumstances, power to immediately inform the regulator of the prescribed incident.
Drinking Water Service Provider	102A(3)	In the specified circumstances, power to give the regulator notice of the following in the approved form: (a) the prescribed incident and the circumstances that gave rise to the incident; (b) any action taken, or to be taken, by the provider relating to the prescribed incident; and (c) the measures the provider will take to prevent the prescribed incident happening again in the future.
Drinking Water Service Provider	103(2)	Power to give a notice to the owner of water storage or other infrastructure to ask the owner to give the drinking water service provider information reasonably requested about the quality of water in the water storage or infrastructure.
Service Provider	107(2)(b)	In the specified circumstances, power to apply to the regulator for approval of an amended plan.
Service provider	109(1)	Power to sign a statutory declaration on behalf of the service provider.

**Division 3 – Customer service standards**

Entity power given to	Section of WSSR	Description
Service Provider	115(3)	Power to consider submissions made to the provider about the proposed customer service standard.

**Division 5 – Reporting for particular financial years**

Entity power given to	Section of WSSR	Description
Service Provider	142(2)(a)	Power to prepare a drinking water quality management plan report.
Service Provider	142(2)(b)	Power to give the regulator a copy of the drinking water quality management plan report.
Relevant infrastructure owner	142C(2)	In the specified circumstances, power to provide written agreement to a drinking water quality management plan report.

**Division 6 – Water for fire fighting**

Entity power given to	Section of WSSR	Description
Service Provider	145(1)	Power to permit a person to take water from a fire fighting system or a service provider’s hydrant.

**Part 5 – Service areas**

**Division 3 – Access to services in service areas**

Entity power given to	Section of WSSR	Description
Service Provider	166(3)	In the specified circumstances, power to impose conditions on the installation of water storage tanks and pumps.

**Division 4 – Connecting to particular registered services**

Entity power given to	Section of WSSR	Description
Service Provider	167(2)	In the specified circumstances, power to advise an owner of any work that is considered reasonably necessary to be carried out on premises and any reasonable connection fee to enable the premises to be connected to the infrastructure.
Service Provider	168(1)	Power to, by notice given to the owner of premises in the service area, require the owner to carry out works for connecting the premises to a registered service.
Service Provider	168(2)(c)	In the specified circumstances, power to agree to an extension of the period within which the work must be completed.

**Division 5 – Restricting domestic water supply**

Entity power given to	Section of WSSR	Description
Service Provider	169(1)	Power to give a notice to an owner or occupier of domestic premises not to contravene a restriction or to pay a rate or charge for a service.
Service Provider	169(2)	Power to decide the minimum level of water necessary for the health and sanitation purposes of the owner or occupier.

**Part 6 – Trade waste and seepage water approvals**

Entity power given to	Section of WSSR	Description
Sewerage Service Provider	180(1)	In the specified circumstances, power to give a person: (a) an approval to discharge trade waste (a <b>trade waste approval</b> ) into Council’s sewerage infrastructure; and (b) an approval to discharge seepage water (a <b>seepage water approval</b> ) into Council’s sewerage infrastructure.
Sewerage Service Provider	180(3)	Power to consider the effect of the proposed discharge on any existing or potential re-use of waste water or sludge.
Sewerage Service Provider	180(4)	Power to be satisfied: (a) having regard to the amount, type and strength of the proposed discharge, the discharge will not harm the

		sewerage or the health and safety of anyone working on the sewerage; and (b) the sewage treatment plant to treat the discharge is capable of treating the discharge to an acceptable standard.
Sewerage Service Provider	180(5)	In the specified circumstances, power to be satisfied the proposed discharge into the sewerage is consistent with the plan.
Sewerage Service Provider	181(1)	Power to give a trade waste approval or seepage water approval on conditions.
Sewerage Service Provider	182	Power to suspend or cancel a trade waste approval or a seepage water approval (the <b>proposed action</b> ) if satisfied any of the specified circumstances applies.
Sewerage Service Provider	183(1)	In the specified circumstances, power to give an approval holder a show cause notice about the proposed action.
Sewerage Service Provider	183(2)	Power to consider submissions made in response to a show cause notice, to be satisfied the proposed action should be taken, and then to: (a) if the proposed action was to suspend the approval for a stated period - suspend the approval for not longer the proposed suspension period; or (b) if the proposed action was to cancel the approval - either cancel the approval or suspend it for a period.
Sewerage Service Provider	183(3)	In the specified circumstances, power to give the approval holder an information notice about the decision.
Sewerage Service Provider	183(4)	Power to consider any submissions and, if not satisfied the proposed action should be taken, the power to give the approval holder a notice about the decision.
Sewerage Service Provider	184(1)	In the specified circumstances, power to suspend or cancel an approval without giving a show cause notice, if further action is considered necessary: (a) in the interests of public health or safety; or (b) to prevent environmental harm; or (c) to prevent damage to Council's sewerage system.
Sewerage Service Provider	184(2)	In the specified circumstances, power to cancel a trade waste approval given by the sewerage service provider.
Sewerage Service Provider	184(3)	In the specified circumstances, power to give the approval holder an information notice about the action.
Sewerage Service Provider	185(2)	Power to give a notice to the approval holder to amend a trade waste approval to ensure that it is consistent with conditions mentioned in section 185(1)(a).

**Part 7 – Offences**

Entity power given to	Section of WSSR	Description
Service Provider	191	Power to give written consent to a person connecting to, or disconnecting from, the service provider's infrastructure.
Service Provider	192(1)	Power to give written consent to a person interfering with a service provider's infrastructure.
Service Provider	192(2)	Power to give written consent to a person building over, interfering with access to, increasing or reducing the cover over, or changing the surface of land in any way causing ponding of

		water over an access chamber for, a service provider's infrastructure.
Service Provider	193(3)	Power to give written consent to a person discharging water from an ornamental pond, a swimming pool or the filtration system of a swimming pool into a service provider's infrastructure.
Service Provider	195(1)	Power to give written approval to a person taking water from a service provider's infrastructure.
Service Provider	195(2)	In the specified circumstances, power to give written approval to a person taking water from a supply pipe on premises for use off the premises.

**CHAPTER 3 – RECYCLED WATER MANAGEMENT**

**Part 1A – Recycled water schemes**

**Division 1 – Registration**

Entity power given to	Section of WSSR	Description
Relevant entity for a recycled water scheme	196AA(1)	Power to apply for registration of the scheme.

**Division 2 – Changing registration details**

Entity power given to	Section of WSSR	Description
Relevant entity for a recycled water scheme which is registered under Chapter 3, Part 1A, Division 2	196AD(1)	Power to apply to change the details of the registration recorded in the register.
Relevant entity for a recycled water scheme which is registered under Chapter 3, Part 1A, Division 2	196AE(1)	Power to apply to cancel the registration if the recycled water is no longer supplied under the scheme.

**Part 2 – Recycled water management planning**

Entity power given to	Section of WSSR	Description
Recycled Water Provider	202(1)	Power to apply to the regulator for approval of a recycled water management plan.
Recycled Water Provider	203(1)(b)	Power to sign a statutory declaration verifying the information included in the plan, or any additional information given under section 203(1)(a).
Recycled Water Provider	208(2)	Power to give regulator notice of a stoppage or proposed stoppage of the production or supply of recycled water, in accordance with the circumstances of that section.
Recycled Water Provider	208(5)	Power to, as soon as practicable, give the regulator notice of the stoppage or proposed stoppage of the production or supply

		of recycled water under a scheme and otherwise in the circumstances of that section.
Recycled Water Provider	209(1)	Power to obtain the regulator's agreement to amend the recycled water management plan for the scheme.
Recycled Water Provider	212(2)	Power to apply to the regulator for approval of the proposed amended recycled water management plan.
Recycled Water Provider	212(3)	Power to exercise the delegable powers (if any) contained in sections 202(2), (3) and (4), and sections 203 to 208 as if a reference in the sections to: (a) the recycled water management plan were a reference to the amended recycled water management plan; and (b) the plan were a reference to the amended plan.
Relevant entity for the recycled water scheme	215(1)	If a recycled water management plan has been suspended, power to apply to the regulator for an approval to resume supply of recycled water under the scheme.
Recycled Water Provider	215(3)	Power to exercise the delegable powers (if any) contained in sections 203 and 204 as if a reference in the sections to: (a) the recycled water management plan were a reference to the suspended recycled water management plan; and (b) the plan were a reference to the suspended plan.
Recycled Water Provider	215(7)	Power to exercise the delegable powers (if any) contained in sections 202(2), (3) and (4), and sections 203 to 208 as if a reference in the sections to: (a) the recycled water management plan were a reference to the amended recycled water management plan; and (b) the plan were a reference to the amended plan.

**Part 3 – Notice about permanently stopping supply of recycled water**

Entity power given to	Section of WSSR	Description
Recycled Water Provider	230(2)	Power to give a notice to the regulator of a proposed stoppage at least 30 days before the supply of recycled water is stopped.
Relevant entity for the critical recycled water scheme (if relevant)	230(4)	Power to give the regulator notice of the proposed stoppage at least 60 days before supply of the recycled water is stopped.
Relevant entity for the critical recycled water scheme (if relevant)	230(6)(b)	Power to sign a statutory declaration verifying the information included in the notice, or any additional information given under section 230(6)(a).
Recycled Water Provider	230(9)	Power to give the regulator notice of a stoppage of recycled water under recycled water scheme within 5 days after the supply stops.

**Part 4 – Validation Programs**

[This part applies to a recycled water scheme if recycled water is proposed to be supplied under the scheme to augment a supply of drinking water.]

Entity power given to	Section of WSSR	Description
Recycled Water Provider	237(1)	Power to apply to the regulator for approval of a validation program.

Relevant entity for the critical recycled water scheme (if relevant)	238(1)(b)	Power to sign a statutory declaration verifying the information included in the program, or any additional information given under section 238(1)(a).
Relevant Entity	242(2)	Power to apply to the regulator for approval of the proposed amended validation program.
Recycled Water Provider	242(3)	Power to exercise the delegable powers (if any) contained in sections 237(2) and sections 238 to 241 as if a reference in the sections to: (a) the validation program were a reference to the amended validation program; and (b) the program were a reference to the amended program.

**Part 6 – Reviews and audits of recycled water management plans**

Entity power given to	Section of WSSR	Description
Recycled Water Provider	259(2)(b)	In the specified circumstances, power to apply to the regulator for approval of the amended plan.
Scheme Manager	259(4)	In the specified circumstances, power to apply to the regulator for approval of the amended recycled water management plan for the scheme.
Recycled Water Provider	259(6)	Power to exercise the delegable powers (if any) contained in sections 202(2), (3) and (4), and sections 203 to 208 as if a reference in the sections to: (a) the recycled water management plan were a reference to the amended recycled water management plan; and (b) the plan were a reference to the amended plan.

**Part 7 – Reporting requirements**

**Division 4 – Connecting to registered services**

Entity power given to	Section of WSSR	Description
Alerting entity	270(2)	In the specified circumstances, power to immediately inform the regulator and, if another entity is the responsible entity for the noncompliance, the responsible entity, of the noncompliance and the circumstances that gave rise to the noncompliance.
Responsible entity for the non-compliance	270(4)	Power to give the regulator notice of the following: (a) the noncompliance and the circumstances that gave rise to the noncompliance; (b) any action taken, or to be taken, by the entity to correct the noncompliance; and (c) the measures the entity will take to prevent the noncompliance in the future.
Alerting entity	271(2)	In the specified circumstances, power to immediately inform the regulator and, if another entity is the responsible entity for prescribed incident, the responsible entity, of the prescribed incident.
Alerting entity	271(4)	In the specified circumstances, power to give the regulator notice of: (a) the prescribed incident and the circumstances that gave rise to the prescribed incident;

		(b) any action taken, or to be taken, by the entity relating to the prescribed incident; and (c) the measures the entity will take to prevent the prescribed incident happening again in the future.
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**Part 8 – Declaration of critical recycled water schemes**

Entity power given to	Section of WSSR	Description
Entity to whom a notice of the regulator's intention to make a decision	303(4)(e)	Power to give the regulator a notice about who the provider and entities agree is the scheme manager.
Relevant entity for a critical recycled water scheme	306(1)	Power to considers the scheme should not be a critical recycled water scheme, and to ask the regulator to review the making of the declaration.
Recycled water providers / entity declared to be part of the scheme	307(2)	In the specified circumstances, power to give the regulator notice of who is the scheme manager.

**Part 10 – Miscellaneous**

Entity power given to	Section of WSSR	Description
Scheme manager for a multiple-entity recycled water scheme	333(2)	In the specified circumstances, power to, by notice, require a recycled water provider or other declared entity for the scheme to give the scheme manager, within a stated reasonable period, information the scheme manager reasonably requires to comply with the scheme manager's obligations under this Act.

**CHAPTER 4 – REFERABLE DAMS AND FLOOD AND DROUGHT MITIGATION**

**Part 1 – Referrable dams**

**Division 2A – Emergency action planning and reporting**

**Subdivision 1 – Preliminary**

Entity power given to	Section of WSSR	Description
Owner of a referable dam	352F	Power to prepare an emergency action plan for a dam under subdivision 3 and to give it to the Chief Executive for approval.

**Subdivision 3 – Preparation of emergency actions plans**

Entity power given to	Section of WSSR	Description
Local Government	352HB(1)	Power to assess and decide whether the emergency action plan is consistent with its disaster management plan.
Local Government	352HB(2)	Power to consult with its local group for the plan.



**Subdivision 6 – Reviewing emergency action plans**

Entity power given to	Section of WSSR	Description
Owner of a referable dam	352O(2)(c)(ii)	Power to give an emergency action plan for a dam to the Chief Executive.
Owner of a referable dam	352P	The power, before 1 October each year to: (a) review the approved emergency action plan for the dam; and (b) give to the Chief Executive: (i) a notice stating whether or not the owner proposes an amendment to the plan because of the review; and (ii) if the owner proposes an amendment – a copy of the plan including the proposed amendment.

**Subdivision 7 – Amending emergency action plans**

Entity power given to	Section of WSSR	Description
Owner of a referable dam	352Q(1)	Power to ask the Chief Executive to amend the approved emergency action plan for the dam to: 1.1 correct a minor error; or 1.2 make another change that is not a change of substance.

**Subdivision 9 – Emergency event reporting**

Entity power given to	Section of WSSR	Description
Owner of referable dam	352T(2)	Power to prepare a report (an <b>emergency event report</b> ) and to give it to the Chief Executive.
Owner of referable dam	352T(2)(a)	Power to consider when the dam hazard giving rise to the event is no longer a material risk to persons or property.
Owner of referable dam	352T(2)(b)	Power to agree a further period in writing with the Chief Executive.
Owner of referable dam	352U(3)	Power to prepare a report (an <b>emergency event interim report</b> ) and to give it to the Chief Executive officer in accordance with section 352U(2).

**Division 3 – Safety conditions for existing referable dams**

Entity power given to	Section of WSSR	Description
Owner of a referable dam	354(3)(b)	Power to agree with the Chief Executive, an extended period for deciding safety conditions.

**Subdivision 2 – Chief Executive may give direction or take action about failure of dam**

Entity power given to	Section of WSSR	Description
Owner of land on which a dam is situated / operator of a dam	359(3)	Power to comply with a notice issued under section 359(1).

Owner of land on which a dam is situated / operator of a dam	359(4)	Power to give to the Chief Executive officer, a notice that the person intends to remove the dam.
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**Part 2 – Flood mitigation manuals and reporting**

**Division 2 – Preparation of flood mitigation manuals**

Entity power given to	Section of WSSR	Description
Owner of a referable dam	371C	Power to prepare a flood mitigation manual for a dam under division 2 and to give it to the minister for approval.

**Division 3 – Approving flood mitigation manuals**

Entity power given to	Section of WSSR	Description
Owner of a referable dam	371H(2)	Power to prepare a new flood mitigation manual and give it to the minister in compliance with a notice given under section 371H.

**Division 4 – Amending and reviewing flood mitigation manuals**

Entity power given to	Section of WSSR	Description
Owner of a referable dam	372(2)	Power to amend a flood mitigation manual for a dam in compliance with a notice issued under section 372(1).
Owner of a referable dam	373	Power to: <ul style="list-style-type: none"> <li>(a) review and, if necessary, update a flood mitigation manual; and</li> <li>(b) give a copy of it to the minister for the minister's approval under division 3.</li> </ul>

**Division 5 – Renewing flood mitigation manuals**

Entity power given to	Section of WSSR	Description
Owner of a referable dam	374(2)	Power to prepare a new flood mitigation manual for a dam and give it to the minister for approval.

**Division 6 – Annual preparedness report**

Entity power given to	Section of WSSR	Description
Owner of a referable dam	375	Power to after 1 August and before 1 September each year: <ul style="list-style-type: none"> <li>(a) prepare a report (an annual preparedness report) under division 6 about the level of preparedness of the dam for a flood event under a flood mitigation manual; and</li> <li>(b) give the report to the Chief Executive.</li> </ul>

**Division 8 – Authorising alternative operational procedures**

Entity power given to	Section of WSSR	Description
Owner of a referable dam	378	Power to reasonably consider that: (a) an operational strategy under a flood mitigation manual for a dam does not provide or adequately provide for the flood event; (b) to achieve an objective under the flood mitigation manual and to respond effectively to a flood event that is necessary to: (i) disregard an operational procedure under the manual (the <b>existing procedure</b> ); and (ii) observe a different operational procedure (the <b>alternative procedure</b> ).
Owner of a referable dam	379(1)	Power to give the Chief Executive the information referred to in that section (the <b>authorisation request information</b> ).
Owner of a referable dam	379(2)	Power to give the Chief Executive the authorisation to request information orally.
Owner of a referable dam	379(3)	Power to give the authorisation request information in writing as soon as practicable after giving the Chief Executive the information orally.
Owner of a referable dam	381(1)	Power to make reasonable efforts to contact the Chief Executive to give the Chief Executive the authorisation request information for the alternative procedure.
Owner of a referable dam	381(4)	Power to, as soon as practicable after failing to contact, or losing contact with, the Chief Executive, record the authorisation request information in writing and give it to the Chief Executive.
Owner of a referable dam	381(6)	Power to form the reasonable belief that the Chief Executive is no longer able to respond to the owner for the purpose of subsection (2).

**Division 9 – Flood event reporting**

Entity power given to	Section of WSSR	Description
Owner of a referable dam	383(2)	Power to prepare a report (a <b>flood event report</b> ) under division 9 and give it to the Chief Executive.
Owner of a referable dam	383(2)(b)	Power to agree to a further period in writing with the Chief Executive.
Owner of a referable dam	384(3)	Power to comply with a notice given to the owner of the dam under section 384(2).

**Part 4 – Reducing full supply level for safety purposes**

Entity power given to	Section of WSSR	Description
Dam Owner	399B(1)	Power to form the belief, based on the advice of a registered professional engineer, that there is an unacceptable risk of a failure of a dam if it operates at the full supply level stated in the resource operations licence for the dam.
Owner	399B(2)	Power to reduce the full supply level of the dam to the level (the <b>reduced full supply level</b> ) that lowers the risk of a failure of

		the dam to a level acceptable to the owner, having regard to the advice of the registered professional engineer.
Owner	399B(4)	Power to consider and include in a notice: 1.1 the reasons why it is necessary to operate the dam at the reduced full supply level; and 1.2 the period for which it is necessary to operate the dam at the reduced supply level.
Owner	399C(3)(a)	Power to decide and include in a report when the owner intends to allow the dam to return to the full supply level stated in the resource operations licence for the dam.
Service Provider	399C(3)(b)	Power to consider and decide and include in a report: i. the impacts the reduced full supply level has had on the provider's customers since its reduction; ii. the likely future impacts on customers for the period for which the provider proposes to keep the dam at a reduced full supply level; and iii. the impacts the reduced full supply level has had or is likely to have on achieving the water plan outcomes for a water plan under the Water Act.

**CHAPTER 5 – INVESTIGATIONS AND ENFORCEMENT MATTERS**

**Part 5A – Particular provisions to monitor relevant service providers**

**Division 2 – Improvement plans**

Entity power given to	Section of WSSR	Description
Service Provider	446(2)	Power to make an improvement plan.
Service Provider	447	Power to make an improvement plan.

**Part 8 – Notices of cost recovery**

**Division 1 – Show cause notices**

Entity power given to	Section of WSSR	Description
Person given a show cause notice, or a copy of a show cause notice	463(1)(d)	Power to make submissions about the show cause notice.

**Part 9 – Enforcement proceeding**

Entity power given to	Section of WSSR	Description
Service Provider	475(2)(b) and (c)	Power to start a proceeding for a stated provision.
Service Provider	475(5)	Power to give the Chief Executive notice of the proceeding.
Service Provider	476(1)	Power to commence a proceeding for an enforcement order on behalf of the service provider.

**CHAPTER 6 – OFFENCES, EVIDENTIARY MATTERS AND LEGAL PROCEEDINGS**

**Part 3 – Legal proceedings for offences**

Entity power given to	Section of WSSR	Description
Person / Service Provider	496	Power to give notice to the Chief Executive of a proceeding.
Person	498(1)	Power to commence a proceeding on behalf of the service provider.

**CHAPTER 7 – REVIEWS, APPEALS AND ARBITRATION**

**Part 1 – Preliminary**

Entity power given to	Section of WSSR	Description
Interested person for an original decision	512(1)	Power to apply for an internal review of an original decision.
Recipient of a submitter notice	513(3)	Power to make written submissions on the internal review application to the reviewer.

**Part 3 – Appeals and external reviews**

Entity power given to	Section of WSSR	Description
Interested person who applied for an internal review of the original decision	517(1)	Power to appeal against or apply for an external review of the review decision under this section.

**Part 4 – Arbitration**

Entity power given to	Section of WSSR	Description
Interested person who applied an internal review of the original decision	524(2)	Power to, if dissatisfied with a decision, give the authority under the <i>Queensland Competition Authority Act 1997</i> a notice (a <b>dispute notice</b> ) applying for arbitration on the decision.
Application for arbitration	524A(2)	Power to apply for a stay of a review decision to a Court with jurisdiction to hear the proceeding.
Interested person who gave dispute notice	526	Power to withdraw the dispute notice at any time before the authority makes its decision on the dispute.

**CHAPTER 8 – MISCELLANEOUS**

**Part 2 – Relationship with Planning Act**

Entity power given to	Section of WSSR	Description
Person	562(2)	Power to appeal against a decision about the application to the Land Court.

**Part 3 – Other miscellaneous provisions**

Entity power given to	Section of WSSR	Description
Water Service Provider	573	Power to make guidelines to provide guidance to persons about preparing a water efficiency management plan.
Water Service Provider	575(2)(a)	Power to consider that the information in the document is cybersecurity information.
Water Service Provider	575(2A)	Power to consider whether it is appropriate to keep a copy of the document available for inspection by the public at other places.
Water Service Provider	575A(2)	Power to consider that information in the document is cybersecurity information.

**CHAPTER 10 – OTHER TRANSITIONAL PROVISIONS**

**Part 8 – Transitional provisions for *Electricity and Other Legislation Amendment Act 2014***

Entity power given to	Section of WSSR	Description
Administering Authority	670(2)	Power to amend the CSG environmental authority to include public health conditions.
Administering Authority	670(3)	Power to consider an amendment necessary or desirable.
Administering Authority	671(2)	Power to amend the CSG environmental authority to include public health conditions.
Administering Authority	671(3)(a)	Power to consider the amendment necessary or desirable.

## Schedule 2

**LIMITATIONS TO THE EXERCISE OF POWER**

2. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit Council to reasonably foreseeable expenditure up to the amount allocated.
3. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, Council's relations with the public at large.
4. The delegate will not exercise any delegated power contrary to a resolution or other decision of Council (including a policy decision relating to the matter).
5. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
6. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme, and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
7. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

[2021 10 20 - WSSR - Delegation Instrument]

**10.4 DRAFT SOUTH BURNETT REGIONAL COUNCIL ANNUAL OPERATIONAL PLAN 2022/23****File Number:** 25 May 2022**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Draft South Burnett Regional Council Operational Plan 2022/23 be approved for inclusion in the operational plan development workshop to be held on 6 June 2022 prior to the adoption of the 2022/23 budget

**SUMMARY**

Committee Resolution:

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the Draft South Burnett Regional Council Operational Plan 2022/23 (as presented) be approved for inclusion in the operational plan development workshop to be held on 6 June 2022 prior to the adoption of the 2022/23 budget.

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 Draft South Burnett Regional Council Operational Plan 2022/23 (as presented) be approved for inclusion in the operational plan development workshop to be held on 6 June 2022 prior to the adoption of the 2022/23 budget.

**BACKGROUND**

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

**ATTACHMENTS**

1. **DRAFT South Burnett Regional Council Annual Operational Plan - Executive Services - 2022/23**  
2. **DRAFT South Burnett Regional Council Annual Operational Plan - Finance & Corporate - 2022/23**  
3. **DRAFT South Burnett Regional Council Annual Operational Plan - Liveability - 2022/23**  
4. **DRAFT South Burnett Regional Council Annual Operational Plan - Infrastructure - 2022/23**  





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

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

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



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

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

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

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

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



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

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

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



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

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

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