



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

# **AGENDA**

## **Ordinary Council Meeting Wednesday, 23 November 2022**

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

**Date: Wednesday, 23 November 2022**

**Time: 9.00am**

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

**Mark Pitt PSM  
Chief Executive Officer**

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

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- 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 26 OCTOBER 2022**

**File Number: 23-11-2022**

**Author: Executive Assistant**

**Authoriser: Chief Executive Officer**

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**OFFICER'S RECOMMENDATION**

1. That the Minutes of the Council Meeting held on 26 October 2022 be received and the recommendations therein be adopted.

**ATTACHMENTS**

1. **Minutes of the Council Meeting held on 26 October 2022**



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

# **MINUTES**

**Ordinary Council Meeting**  
**Wednesday, 26 October 2022**

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	Nil	
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	Nil	
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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY  
ON WEDNESDAY, 26 OCTOBER 2022 AT 9.00AM**

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

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

**Council Officers:**

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Leanne Petersen (Acting General Manager Liveability), Aaron Meehan (General Manager Infrastructure), Joanne Newbery (Communications Officer), Kristy Champney (Executive Assistant Infrastructure), Kimberley Donohue (Executive Assistant), Warren Wernecke (Acting Manager ICT and Fleet), Kerri Anderson (Manager of Finance & Sustainability), Michael Lisle (Acting Manager Planning & Environment), Josie Bambling (Planning Officer), Sam Dunstan (Senior Planning Officer), Darryl Brooks (Manager Planning & Environment, Rebecca Bayntun (Acting Manager Facilities & Parks)

**1 OPENING****MOTION**

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**RESOLUTION 2022/188**

Moved: Cr Scott Henschen

Seconded: Cr Jane Erkens

That Cr Potter chair the meeting until Deputy Mayor Jones enters the meeting.

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

Against: Nil

**CARRIED 5/0**

The Deputy Chair Cr Potter declared the meeting open and welcomed all attendees.

**2 LEAVE OF ABSENCE / APOLOGIES****APOLOGY**

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**RESOLUTION 2022/189**

Moved: Cr Jane Erkens

Seconded: Cr Kathy Duff

That the apology received from Mayor Otto be accepted and leave of absence granted.

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

Against: Nil

**CARRIED 5/0**

### **3 PRAYERS**

A representative of the Seventh-day Adventist Church, Leathan Fitzpatrick 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 Danita Potter 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 10.2 – School Transport Infrastructure Program**. The nature of my interest is as follows:

This declarable conflict of interest arises as I am a member of the Kingaroy State High School P&C Committee and hold the role of an executive member as Vice Chair.

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

I, Cr Danita Potter 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 Council Support 2022 RACQ LifeFlight Gala**. The nature of my interest is as follows:

This declarable conflict of interest arises as I am one of the organisers for the event.

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

#### **Attendance:**

At 9:34am, Acting Manager Planning and Environment Michael Lisle left the meeting.

At 9:36am, Acting Manager Planning and Environment Michael Lisle returned to the meeting.

### **6 DEPUTATIONS/PETITIONS**

#### **6.1 DEPUTATION - JIM GLEESON & SERA ROHAN - PROPOSED SOLAR FARM - BOWMAN ROAD TAROMEIO**

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Jim Gleeson and Sera Rohan addressed the Council to present a deputation on the proposed Solar Farm at Bowman Road Taromeio.

**MOTION**

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**RESOLUTION 2022/190**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That a meeting be scheduled in November with Plan C and Australian Solar Enterprises to discuss Council expectations and our community values when working in and engaging with our community over the short, medium and long term of the proposed solar project.

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

Against: Nil

**CARRIED 5/0****Attendance:**

At 9:40am, Senior Planning Officer Sam Dunstan left the meeting.

At 9:40am, Planning Officer Josie Bambling left the meeting.

At 9:43am, Communications Officer Joanne Newbery left the meeting.

At 9:43am, Manager Infrastructure Planning James D'Arcy entered the meeting.

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 28 SEPTEMBER 2022**

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**RESOLUTION 2022/191**

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That the Minutes of the Council Meeting held on 28 September 2022 be received and the recommendations therein be adopted.

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

Against: Nil

**CARRIED 5/0****Attendance:**

At 9:41 am, Cr Gavin Jones entered the meeting.

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**7.2 MINUTES OF THE CORPORATE RISK & AUDIT ADVISORY COMMITTEE MEETING HELD ON 6 OCTOBER 2022**

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**RESOLUTION 2022/192**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Minutes of the Corporate Risk & Audit Advisory Committee Meeting held on 6 October 2022 be received and the recommendations therein be noted.

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

Against: Nil

**CARRIED 6/0****8 BUSINESS OUTSTANDING****8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING**

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**RESOLUTION 2022/193**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

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

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

Against: Nil

**CARRIED 6/0****9 NOTICES OF MOTION****SUSPENSION OF STANDING ORDERS**

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**RESOLUTION 2022/194**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

A motion was moved that Council suspend standing orders for 30 minutes to be able to discuss item 9.1.

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

Against: Nil

**CARRIED 6/0**

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**9.1 NOTICE OF MOTION - REPORT ON THE BREAKDOWN OF EXPENDITURE BY DIVISION AND CATEGORY OF % OF TOTAL GENERAL REVENUE**

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**RESOLUTION 2022/195**

Moved: Cr Kirstie Schumacher  
Seconded: Cr Jane Erkens

That a report be prepared and brought back to a February Liveability, Governance and Finance Standing Committee Meeting detailing:

- The financial contribution and percentage of total general revenue Council received from every town and village in the South Burnett since 2013/2014 to what has been budgeted for in 22/23 along with the number of constituents in each division.
- The financial spend and percentage of Council's capital budget (including grant funds) spent across all asset classes and departments in each division since 2013/2014 to what has been budgeted for 22/23.

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

Against: Cr Kathy Duff

**CARRIED 5/1**

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**RESUMPTION OF STANDING ORDERS**

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**RESOLUTION 2022/196**

Moved: Cr Kirstie Schumacher  
Seconded: Cr Danita Potter

A motion was moved that Council resume standing orders.

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

Against: Nil

**CARRIED 6/0**

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**10 PORTFOLIO - INFRASTRUCTURE PLANNING, WORKS (CONSTRUCTION & MAINTENANCE)**

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**10.1 NOTICE OF MOTION - WONDAI AND MURGON DRAINAGE**

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**RESOLUTION 2022/197**

Moved: Cr Kathy Duff  
Seconded: Cr Danita Potter

That South Burnett Regional Council investigate and consult with the adjacent land holders with regards to the appropriate measures to treat the waterways at Dingo Creek, Wondai and in front of the Murgon Dairy Heritage Museum at the Murgon Gayndah Road with the intent of mitigating any potential flood damage due to predicted weather patterns and the report detailing the environmental

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considerations and funding mechanisms be brought back to the December Infrastructure Standing Committee Meeting.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 10:17 am, Cr Danita Potter left the meeting.

## **10.2 SCHOOL TRANSPORT INFRASTRUCTURE PROGRAM**

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### **RESOLUTION 2022/198**

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That South Burnett Regional Council submit funding applications for the following sites near schools:

1. Murgon School Crossing Upgrades;
2. St Mary's Catholic College Footpath;
3. Murgon State High School Parking Upgrades;
4. Murgon State High School Footpath;
5. Markwell Street Bus Interchange, Kingaroy; and
6. William/Toomey/Avoca Street Intersection & Parking Upgrades.

And that the above projects also be considered for LRCI funding.

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

Against: Nil

**CARRIED 5/0**

**Attendance:**

At 10:20 am, Cr Danita Potter returned to the meeting.

## **MOTION**

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### **RESOLUTION 2022/199**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the meeting be adjourned to conduct the Australian Citizenship Ceremony.

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

Against: Nil

**CARRIED 6/0**

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**RESUME MEETING**

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**RESOLUTION 2022/200**

Moved: Cr Gavin Jones  
Seconded: Cr Kirstie Schumacher

That the meeting resume at 11:30am.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 11:26am, Acting General Manager Liveability Leanne Petersen entered the meeting.  
At 11:26am, Acting General Manager Liveability Leanne Petersen left the meeting.  
At 11:26a, Manager Community & Lifestyle Jennifer Pointon entered the meeting.  
At 11:27am, Acting General Manager Liveability Leanne Petersen left the meeting.  
At 11:27am, Acting General Manager Liveability Leanne Petersen entered the meeting.  
At 11:35am, Manager Community & Lifestyle Jennifer Pointon left the meeting.

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**10.3 KINGAROY ALFRESCO DINING**

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**MOTION**

Moved: Cr Kirstie Schumacher  
Seconded: Cr Scott Henschen

That South Burnett Regional Council:

1. Delegate to the Chief Executive Officer to negotiate agreements with the proponents of the Club Hotel Kingaroy and the Commercial Hotel Kingaroy for the occupancy of the adjacent alfresco structures with an annual fee of \$500 to be reviewed annually, and;
2. Call for expressions of interests from adjacent hospitality businesses for the occupancy of the four (4) alfresco structures in Kingaroy Street for a period of two (2) years or otherwise nominated with an annual fee of \$250 to be implemented upon uptake of the second year option.

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**AMENDMENT**

Moved: Cr Jane Erkens  
Seconded: Cr Kirstie Schumacher

That That South Burnett Regional Council:

1. Delegate to the Chief Executive Officer to negotiate agreements with the proponents of the Club Hotel Kingaroy and the Commercial Hotel Kingaroy for the occupancy of the adjacent alfresco structures with an annual fee of \$1,000 to be reviewed annually, and;
-



2. Call for expressions of interests from adjacent hospitality businesses for the occupancy of the four (4) alfresco structures in Kingaroy Street for a period of one (1) year with no fee for the first six (6) months and thereafter a fee of \$500 annually.
3. With Fees and Charges to be reviewed after the first 12 months.

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

Against: Cr Kathy Duff

**CARRIED 5/1**

**The amendment became the resolution.**

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### **RESOLUTION 2022/201**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That That South Burnett Regional Council:

1. Delegate to the Chief Executive Officer to negotiate agreements with the proponents of the Club Hotel Kingaroy and the Commercial Hotel Kingaroy for the occupancy of the adjacent alfresco structures with an annual fee of \$1,000 to be reviewed annually, and;
2. Call for expressions of interests from adjacent hospitality businesses for the occupancy of the four (4) alfresco structures in Kingaroy Street for a period of one (1) year with no fee for the first six (6) months and thereafter a fee of \$500 annually.
3. With Fees and Charges to be reviewed after the first 12 months

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

Against: Cr Kathy Duff

**CARRIED 5/1**

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**Cr Kathy Duff foreshadowed the following motion:**

1. That the proposed negotiations for leasing out the Alfresco Dining areas be put on hold until such time as a proper community consultation process has been undertaken including direct consultation with all Kingaroy CBD business owners and opportunities for feedback from the broader community.
2. The outcomes from the consultation and feedback is then used to inform Council's decision making on future use and management of the Alfresco Dining areas.

**Foreshadowed motion lapsed.**

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## **11 PORTFOLIO - WATER & WASTEWATER**

### **11.1 PROSTON RURAL NON POTABLE WATER SUPPLY SCHEME**

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#### **RESOLUTION 2022/202**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

The draft Non Potable Water fact sheet be included on councils website and possible inclusion with rates notice for the schemes of Proston Rural, Kumbia and Wooroolin.

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

Against: Nil

**CARRIED 6/0**

## **12 PORTFOLIO - DISASTER MANAGEMENT**

Nil

## **13 PORTFOLIO - REGIONAL DEVELOPMENT (INDUSTRY, AGRICULTURE, WATER SECURITY, ENERGY AND CIRCULAR ECONOMY)**

Nil

## **14 PORTFOLIO - CORPORATE GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATIONS & MEDIA, FINANCE & SUSTAINABILITY, ICT & BUSINESS SYSTEMS, COMMUNITY REPRESENTATION & ADVOCACY AND 2032 OLYMPICS**

### **14.1 ADOPTION OF COUNCIL'S ANNUAL REPORT 2021/2022**

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#### **RESOLUTION 2022/203**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council adopt the South Burnett Regional Council 2021/2022 Annual Report for the period 1 July 2021 to 30 June 2022.

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

Against: Nil

**CARRIED 6/0**

#### **Attendance:**

At 11:46am, Acting Coordinator Plant and Fleet Brandon Orchard entered the meeting.

At 11:46am, Acting Manager Planning and Environment Michael Lisle left the meeting.

At 11:47am, Acting Manager Planning and Environment Michael Lisle entered the meeting.

At 11:47am. Senior Planning Office Sam Dunstan entered the meeting.

### **14.2 MEETING DATES FOR THE ORDINARY MEETINGS OF COUNCIL'S STANDING COMMITTEES, GENERAL MEETINGS AND BUDGET MEETING**

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#### **RESOLUTION 2022/204**

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That South Burnett Regional Council adopt the dates, times, and locations for ordinary meetings of Council's Standing Committees, General Meetings as follows:

<b>Committee</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Infrastructure, Environment and Compliance Standing Committee	Wednesday 2 November 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 9 November 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Budget Committee Meeting	Wednesday 16 November 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 23 November 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Infrastructure, Environment and Compliance Standing Committee	Wednesday 30 November 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 7 December 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
Budget Committee Meeting	Monday 12 December 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy
General Meeting	Wednesday 14 December 2022	9.00am	Warren Truss Chamber Glendon Street Kingaroy

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

Against: Nil

**CARRIED 6/0**

#### **14.3 DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER UNDER THE HEAVY VEHICLE NATIONAL LAW (QLD)**

##### **RESOLUTION 2022/205**

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

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

1. Delegate the exercise of the powers contained in Schedule 1 of the Instrument of Delegation *Heavy Vehicle National Law (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.

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

Against: Nil

**CARRIED 6/0**

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**14.4 ANNUAL OPERATIONAL PLAN 2022/2023 IMPLEMENTATION PROGRESS REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2022**

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**RESOLUTION 2022/206**

Moved: Cr Kirstie Schumacher  
Seconded: Cr Danita Potter

That the South Burnett Regional Council Annual Operational Plan 2022/2023 ('Plan') Implementation Progress Report for the period 1 July 2022 to 30 September 2022 be adopted as presented.

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

Against: Nil

**CARRIED 6/0**

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**14.4.1 ROADSIDE SLASHING**

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Question on Notice received from Cr Kathy Duff:

Will there be money in the budget to conduct roadside slashing prior to christmas?

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**14.5 MONTHLY FINANCIAL INFORMATION AND FIRST QUARTER BUDGET REVISION**

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**RESOLUTION 2022/207**

Moved: Cr Danita Potter  
Seconded: Cr Scott Henschen

1. That the monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as at 30<sup>th</sup> September 2022 be received and noted.
2. That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised 2022/2023 operational budget be adopted.
3. That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised 2022/2023 capital budget including continued projects from 2021/2022 be adopted

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

Against: Nil

**CARRIED 6/0**

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**14.6 QUOTE SBRCQ 22/23-08 - REPLACEMENT OF TWO (2) WATER TRUCKS TO REPLACE PLANT NO. 2009 AND 2010.**

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**RESOLUTION 2022/208**

Moved: Cr Kirstie Schumacher  
Seconded: Cr Danita Potter

That South Burnett Regional Council purchase from Daimler Trucks Sunshine Coast, two (2) Fuso FV74HK with Metal X Engineering Water Truck bodies for \$486,657.36 excluding GST.

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

Against: Nil

**CARRIED 6/0**

**Attendance:**

At 12:02 pm, Cr Danita Potter left the meeting.

**15 PORTFOLIO - COMMUNITY DEVELOPMENT, ARTS & HERITAGE, LIBRARY SERVICES AND WASTE & RECYCLING MANAGEMENT****15.1 COUNCIL SUPPORT 2022 RACQ LIFEFLIGHT GALA**

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**RESOLUTION 2022/209**

Moved: Cr Scott Henschen  
Seconded: Cr Jane Erkens

That the South Burnett Regional Council support the RACQ Life Flight Gala Dinner on Saturday November 5<sup>th</sup> 2022 by way of Hall Hire, insurance and advertising on our Facebook and Instagram pages and Website.

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

Against: Nil

**CARRIED 5/0**

**Attendance:**

At 12:05 pm, Cr Danita Potter returned to the meeting.

**15.2 RINGSFIELD HOUSE ADVISORY COMMITTEE**

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**RESOLUTION 2022/210**

Moved: Cr Jane Erkens  
Seconded: Cr Danita Potter

That South Burnett Regional Council endorse the following appointments to the Ringsfield House Advisory Committee:

1. Simone Kucyk is appointed as the Booking and Event coordinator
2. Irene Suzanne (Sue) Wallis is appointed as the Volunteer Manager
3. Rebecca Bayntun is appointed as the Museum Curator

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

Against: Nil

**CARRIED 6/0**

## **16 PORTFOLIO - DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING**

### **16.1 KINGAROY RSL AND POUND STREET**

#### **RESOLUTION 2022/211**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That a report be brought to the December Liveability, Governance and Finance Standing Committee Meeting as to the following:

1. An overview of the land needs of the Kingaroy RSL Sub-Branch for Veteran accommodation units.
2. The process for Council to subdivide and approve a Material Change of Use on the land area at 1 pound street as follows:
  - a) Suitable land area at the southern end as medium as medium density residential for transfer to the Kingaroy RSL Sub-Branch for the purpose of construction residential units for veterans;
  - b) Remaining land area for potential medium density residential and community recreation zoning for placement of a future community, veteran, and youth centre and;
  - c) Land area in the floodway at the far northern end as a car park for use by community centre users and SB Care.
3. Consideration of other options for land use for the Kingaroy RSL Sub-Branch.
4. That Council request the Kingaroy RSL Sub Branch provide a written feasibility report that includes their project scope, anticipated costings, funding model, project timeframe and building specifications for Council's consideration.

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

Against: Nil

**CARRIED 6/0**

#### **Attendance:**

At 12:22pm, Aciting Coordinator Plant and Fleet Brandon Orchard left the meeting.

**16.2 MATERIAL CHANGE OF USE - SERVICE STATION AT 81 HALY STREET, WONDAI - LOT 3 ON RP6088 AND LOT 411 ON W53510 - APPLICANT: VB 1884 PTY LTD C/- VIVA PROPERTY GROUP PTY LTD - MCU21/0001**

**RESOLUTION 2022/212**

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That South Burnett Regional Council approve the development subject to a Preliminary Approval ONLY the Material change of use - Preliminary Approval - (Service Station including ancillary Food & drink outlet and Shop) - Lot 3 on RP6088 and Lot 411 on W53510 - Applicant: Applicant: VB 1884 Pty Ltd – MCU21/0001 subject to the following conditions:

**GENERAL**

**GEN1.** Submit amended proposal plans and supporting documents as required by the conditions of this preliminary approval - particularly amended plans that outline the requirements and details of conditions under the heading ‘**ENVIRONMENT**’ within this package.

The revised plans and documents must be submitted generally accordance with the preliminary approved plans and documents and any amendments arising through conditions to this development approval:

Drawing Title	Prepared by	Reference no.	Revision	Date
Acoustic Impact Assessment	SEGroup	220421D02		17 May 22
Site Plan (amended in red)	Verve Group			
Elevations (Amended in red)				
Floor Plan (Amended in red)				
Air Quality and Odour Assessment	SEGroup	211209D03		18 May 2022

**ENVIRONMENT** – Submit Revised Plans and Details to address the following conditions of this Preliminary Approval.

**GEN2.** i) Submit revised proposal plans including detailed design of the required acoustic barrier along the south-western boundary that is to extend 36m along the dividing boundary alignment, as outlined in the submitted Acoustic report prepared by SEGroup (Document Ref 220421D02). The plans to be provided to Council as delegate, must be accompanied by advice from a suitably qualified person that the construction can be RPEQ certified and meet the required building code requirements of the Building Act 1975 and any other relevant engineering or standards, including, but not limited to, fire rating requirements.

ii) Submit supporting material, for assessment, demonstrating impacts on adjoining residential amenity from the proposed 4.0m high acoustic barrier, via detailed section plans, material palette and design drawings of the structure. Plans must include the acoustic barrier in context with the adjoining dwelling house and its habitable spaces and windows. An amenity impact assessment statement is to be provided by a suitably qualified person with regards to overshadowing, overbearing impacts and any impacts on the amenity of the existing residential environment in terms of access to breezes, natural light and ventilation.

iii) The acoustic barrier cannot extend within the area of the road reserve. Provide a supporting statement from SEGroup that any adjustment to the overall length of the acoustic barrier remains compliant with the acoustic standards measured and assessed within the approved report.

*Notes/ Guidance for condition compliance:*

*It is noted that the acoustic barrier **cannot be a dividing fence** and must be wholly constructed within the subject land. Impacts of construction will need to be addressed with regards to the access driveway and vehicle movement safety and sight lines.*

*The submitted engineering drawings indicate a retaining wall in the location of the proposed acoustic barrier. Any retaining and barrier construction is to be shown on the same plan set and the combined height shall not be more than 4.0m unless otherwise altered and supported by a statement of compliance with Acoustic assessment benchmarks, by SEGroup.*

*The material details of the acoustic barrier must be specified, as well as any ongoing maintenance needs/requirements, particularly from the residential side of the acoustic barrier.*

*The acoustic barrier requirement is as per the submitted Acoustic Assessment report prepared by SEGroup. Any alterations to this barrier must be accompanied by a statement prepared by SEGroup that any alterations will remain compliant with the measured and assessed acoustic standards.*

- GEN3.** On-site operational procedures are to be implemented that do not permit refuse servicing in nighttime and early morning hours. Refuse collection shall be implemented and managed during daytime only, in accordance with the SEGroup Acoustic Report, to mitigate noise impacts on adjoining residential amenity, and are to be maintained at all times.
- GEN4.** Install and construct a fully enclosed and roofed bin store with tap, connected to sewer for washdown purposes, in the location shown in the approved Acoustic Report prepared by SEGroup. The Bin store shall not be constructed along any adjoining residential boundary. The structure shall not result in stormwater ponding or discharge onto adjoining neighboring properties. Refuse collection shall occur from the fueling forecourt area (See Figure 9, Acoustic Report prepared by SEGroup).
- GEN5.** Install a screening dividing boundary fence around the full perimeter of the premises that is 2.0m height and constructed of timber, unless otherwise agreed upon with adjoining neighbors and is to be always maintained, prior to commencement of the use and to be maintained. This is not the proposed acoustic fence/barrier and is separate from any acoustic barrier unless otherwise specified in amended proposal plans and reports.

**Note:** *There will be no access/gates or otherwise allowing vehicle access between the subject land and adjoining premises.*

- GEN6.** Install screen planting along the full length of the rear boundary within the site, in a minimum 1.0m wide planting area (the dimension of planting shall be separate from the dimension required for stormwater swale). Screen planting shall be a combination of ground covers and screen trees that will grow to a mature height of 3.0m or greater to provide a visual buffer to residential properties adjoining the site.  
At the time of planting, mature or semi-mature plants shall be installed to ensure the landscape strip is well established at the time of the use commencing. The landscape planting area shall include irrigation and is to be always maintained.



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**GEN7.** The proposed illuminated signage facing adjoining residential property is not approved as part of this development and no illuminated signage shall be installed that faces or fronts a residential dwelling house receiving environment.

*Guidance: Illuminated signage directly impacting a residential environment has not been supported by any associated impacts reporting as part of this application to warrant any inclusion of illuminated signage in the development decision.*

**GEN 8.** New or replacement air conditioning and mechanical plant has not been identified in the application material and is not part of the submitted Acoustic report prepared by SEGroup.

New or replacement exhaust fans, air conditioning and refrigeration plant must be selected to comply with the nominated noise level goals, refer to the night goals from Table 3.v of the Approved acoustic Report prepared by SEGroup.

There shall be no unscreened air conditioning or mechanical equipment. Submit revised plans and a letter of compliance with details of the required air conditioning and mechanical equipment in accordance with the report requirements by SEGroup and this condition.

**GEN9.** Install grill and or metal plate noise dampening measures on site prior to commencement of use and to be maintained at all times.

**GEN10.** Install signage and speed limiting devices, subject to further approval, limiting on site speed limits to less than 10km/hr. Prior to commencement of use and to be maintained.

**GEN11.** Submit a revised site plan showing safe pedestrian movement from the fueling forecourt into the service station building via directional line marking or signage. The pedestrian movement areas are to be maintained in accordance with approved plans at all times.

**GEN12.** Install signage in accordance with the recommendations of the approved Acoustic Report prepared by SEGroup that there shall be "no standing on site for any refrigerated transports at any time." Prior to commencement of the use and to be maintained.

**GEN 13.** Provide materials and finishes to the driveway and external carparking surfaces that reduce the noise and visual impact of these areas. One or a combination of the following must be used:

- Rough uncoated coloured aggregate; and/or
- Rough uncoated concrete pavers.

**GEN15.** The service station is required to implement Vapour Recovery stage 1 and stage 2.

**GEN16.** Uncovered forecourt areas must be constructed and maintained in accordance with the following:

(i) All ground surfaces of the uncovered forecourt area liable to contamination from vehicular activities are to be constructed of impermeable materials, free of gaps or cracks. Suitable materials include asphalt, reinforced concrete or equivalent.

(ii) Signage indicating 'flows to stormwater treatment system' is to be provided for drainage inlets in the uncovered forecourt area. Signage is to be painted or otherwise indicated around the drain inlets.

(iii) The uncovered forecourt area is to be graded and drained to an approved stormwater quality treatment device. Prior to the commencement of the use and then to be maintained

(iv) Bulk tanker fuel deliveries are to be carried out in an area within the uncovered forecourt area and / or fuel dispensing area that is graded and drained to a proprietary device (capable of containing a minimum volume of 9000 litres) that supports hydrocarbon removal.

(v) Submit Certification Submit to Council certification by a suitably qualified person that the uncovered forecourt area has been installed and constructed in accordance with the above requirements.

**GEN17. Proprietary Stormwater Treatment Device - Design and Performance Criteria - Certification**  
Provide certification to Council from an RPEQ that the development includes the installation of a proprietary stormwater treatment device used to capture and treat runoff from fuel dispensing areas, uncovered forecourt areas and road tanker delivery standing areas is in accordance with the following:

(i) Is designed to achieve the following stormwater quality discharge criteria:

- <5ppm (mg/L) Total Petroleum Hydrocarbons (TPH);
- ≥80% reduction in Total Suspended Solids (TSS); and
- ≥90% reduction in gross pollutants.

(ii) Incorporates the following design features:

A spill containment function having sufficient capacity to hold a volume equivalent to at least that of the largest tanker compartment likely to be delivering fuel to the site (common tanker compartment size is 8kL).

Fail-safe design so that in the event of failure of any part of the system, power failure or where the spill compartment or hydrocarbon chamber reaches capacity, no petroleum product shall be released beyond the property in excess of the stormwater quality discharge criteria of (i);

total runoff from fuel dispensing areas, uncovered forecourt areas and road tanker delivery standing areas shall be treated - no stormwater bypass function shall be incorporated; and the device is to be designed to meet the defined discharge criteria during a storm up to the 3-month ARI-6-minute design rainfall event without surcharging or backing up the drainage system.

The applicant shall provide certification to Council from an RPEQ that the proprietary stormwater treatment system used to treat stormwater from fuel dispensing areas, uncovered forecourt areas and road tanker delivery areas has been installed in accordance with condition above and achieves the stormwater quality discharge criteria as above.

## USE LIMITATIONS

**GEN18.** No separate Food and Drink Outlet or Shop use development permit, is approved as part of this preliminary approval *for a Service Station*. The application decision is limited to a **Service Station use only**.

**Note:** *This condition does not regulate existing use of existing buildings on the subject land.*

**GEN19.** The hours of operation for the Service Station Use are limited to between 6am - 10pm, 7 days/week upon resolution of the acoustic barrier and treatment in the conditions herein.

## ADVICE

**ADV1.** This approval is a Preliminary Approval permit only and does not permit development to occur until a Development Permit is obtained from Council under the *Planning Act 2016*. This preliminary approval has a currency of two (2) years.

**ADV2.** 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).

**ADV3.** Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

**ADV4.** Infrastructure charges are not levied under this Preliminary Approval.

**ADV5.** 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.

**ADV6.** Referral agency response with conditions is provided in Attachment A Doc ref. 2101-20758 SRA

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

Against: Nil

**CARRIED 6/0**

## **ADJOURN LUNCH**

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### **RESOLUTION 2022/213**

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the meeting adjourn for Lunch.

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

Against: Nil

**CARRIED 6/0**

## **RESUME MEETING**

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### **RESOLUTION 2022/214**

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the meeting resume at 1.33pm

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

**Against:** Nil

**CARRIED 6/0**

**Attendance:**

At 1.33pm, General Manager Infratrucutre Aaron Meehan left the meeting.

**16.3 RECONFIGURING A LOT – 1 LOT INTO 20 LOTS - LOT 200 ON SP249902 - APPLICANT: AM HEDGE & BS HEDGE – RAL22/0013**

**RESOLUTION 2022/215**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That Council approve the Reconfiguring a lot – development permit (1 lot into 20 lots) - Lot 200 SP249902 - Applicant: AM & BS Hedge – RAL22/0013 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
Contour and Detail survey- Sheet 1	ONF Surveyors	9924-D1	A	14/12/2021

**FAUNA AND VEGETATION MANAGEMENT (WORKS ADJOINING COUNCIL LAND AND DRAINAGE CORRIDOR)**

GEN2. Engage a licensed Fauna Spotter Catcher (qualified by the relevant Queensland State Government Authority) to manage the protection and relocation of any fauna prior to and during vegetation feature clearing. The licensed Fauna Spotter Catcher must be present on site during all clearing operations to monitor works and to respond to any fauna situations that may arise.

GEN3. Identify, retain and protect the existing street trees on adjoining council land at all times unless otherwise agreed in writing by Council.

Install tree protection measures in accordance with Australian Standard - AS4970 Retention of Trees on Development Site. There must be no excavation, filling or storage of materials or plant within the drip line of the tree(s) on adjoining land and similarly no works or excavation, filling or storage may occur on adjoining Council land.

Timing: Prior to site / operational / building work occurring.

Maintain protection measures while development is occurring and remove protection measures prior to commencement of the use.

Timing: While to site / operational / building work is occurring.

**INFORMATION SIGNAGE – RESIDENTIAL NEIGHBOURHOOD DISTURBING WORKS**

- GEN4. Erect an "Information Sign" on the subject property in accordance with Council's general requirements for signage and in accordance with the requirements outlined below:
- a) The sign should provide a brief description of the development proposed;
  - b) The sign is to list the name, postal and/or email address and a contact telephone number for the following parties (where relevant) that are undertaking work on the site: Developer; Project Coordinator; Architect/Building Designer; Builder; Civil Engineer; Civil Contractor/s; and Landscape Architect;
  - c) The lettering on the sign is to be at least 25 millimetres in height, be of regular weight and in sentence case;
  - d) The sign is to be a minimum size of 1,200 millimetres by 900 millimetres;
  - e) The maximum area of the sign is to be 2.0m<sup>2</sup>;
  - f) The sign is to be positioned as follows: located centrally along each road frontage of the site; located on or within 1.5 metres of the road frontage; mounted at least 300 millimetres above ground level; and clearly visible from the street for a pedestrian;
  - g) The sign is to contain no commercial or corporate advertising other than the name, logo or slogan of the parties outlined in part (b) of this condition;
  - h) The sign is to be non- illuminated; and
  - i) Both the sign and the supporting structure are to be made of weatherproof material and to be properly maintained at all times;

Timing: Prior to site works commencing and then to be maintained until completion of the development for all stages.

#### **PERMIT TO WORK ON COUNCIL ROADS**

- GEN5. The applicant must submit a completed *Permit to Work on Council Roads Application* available from <http://www.southburnett.qld.gov.au> for approval by Council before commencing and works within the Council road reserve (i.e., in this case, the required property access).

#### **COMPLIANCE**

- GEN6. All conditions of this approval are to be satisfied prior to Council endorsing the Survey Plan, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

A fee will be charged, with payment required prior to Council's approval of the associated documentation requiring assessment.

#### **OUTSTANDING FEES**

- GEN7. Prior to sealing the Plan of Survey the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Schedule 18 Section 69 of the *Planning Act Regulation 2017*.

#### **VALUATION FEES**

- GEN8. Payment of Department of Natural Resources, Mines and Energy valuation fees that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$1,000.00 (20 x \$50.00); however, the actual amount payable will be based on Council's Register of Fees & Charges and the rate applicable at the time of payment.

#### **SURVEY MARKS**

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- RAL1. Prior to the sealing of the Plan of Survey the applicant is to provide a certificate signed by a licensed surveyor stating that after the completion of all works associated with the reconfiguration, survey marks were reinstated where necessary and all survey marks are in their correct position in accordance with the Plan of Survey

### **ENGINEERING WORKS**

- ENG1. Submit to Council, an Operational Work application for all works that will become Council infrastructure and for earthworks, stormwater, and erosion and sediment control.
- 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 Council's endorsement of the Survey Plan unless stated otherwise.
- ENG3. Undertake Engineering designs and construction in accordance with the Planning Scheme, relevant Australian Standards, IPWEQ Standard Drawings, WBBROC Regional Standards Manual and relevant design manuals.
- ENG4. Be responsible for any alteration 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.

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

- ENG5. 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.
- ENG6. 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**

- ENG7. Submit to Council for endorsement, a Construction and Nuisance Management Plan for the approved development works for the site. The Plan is to cover, but not be limited to 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.

- ENG8. Implement the approved Construction Management Plan at all times during construction of the development.
- ENG9. Ensure a legible copy of the approved Construction Management Plan is available on-site at all times during construction and earthworks.

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**STORMWATER MANAGEMENT**

- ENG10. Design and construct stormwater drainage to ensure that the development will achieve "no nuisance" as described in the Queensland Urban Drainage Manual (QUDM) to all downstream properties including road reserves and the like for design storms of ARI2, ARI5, ARI10, ARI20, ARI50 and ARI100.
- ENG11. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG12. Design and construct stormwater drainage that provides one drainage outlet (approved metal kerb adaptor) in the kerb and channel for each lot along its road frontage where roofwater drainage is to be directed to the road pavement.
- ENG13. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).
- ENG14. Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

**WATER SUPPLY**

- ENG15. Connect all lots in the development to Council's reticulated water supply system.
- ENG16. Design the system to provide fire flows required by WSAA Guidelines.
- ENG17. Design and construct all works in accordance with Council's requirements as set out in the WBBROC Design and Construction Code", WSAA Guidelines and relevant development standards used by Council.

**WATER – EXTENSION**

- ENG18. Design and construct a 100mm diameter water main extension from Fairway Drive to service the whole of the proposed development.
- Timing: Prior to sealing of the survey plan.
- ENG19. Install fire hydrant valves to ensure that all allotments are within a distance of 40 metres of the nearest hydrant.
- ENG20. Provide isolation valves, hydrant markers and RPMs in accordance with the WBBROC Design and Construction Code and Council's standards.
- ENG21. Design and construct all works in accordance with Council's requirements as set out in the WBBROC Design and Construction Code and relevant development standards used by Council.

**SEWERAGE**

- ENG22. Connect all lots to Council's reticulated sewerage system. The connection must be designed in accordance with Council's standards and be approved by Council's Utility Services Section.
- ENG23. Actual connection to Council's live sewerage infrastructure must be undertaken by or under the supervision of Council.
- ENG24. Do not build works within 1.5 metres from the centre of any existing sewer pipe work or within the Zone of Influence, whichever is the greater (measured horizontally).
- ENG25. Maintain a minimum of a 3 metre wide corridor to be maintained for maintenance/upgrade purposes.

ENG26. Ensure that a clear level area of a minimum of a 2.5 metre radius surrounding any existing sewer manholes on the site is provided for future maintenance/upgrade purposes.

ENG27. The above minimum clearances to Council's sewer infrastructure do not preclude the need for works to proposed structures to prevent loading to the sewer system.

### **SEWER EXTENSION**

ENG28. Design and construct a 150mm diameter sewer main extension to service the whole of the proposed development. The sewerage network extension shall also:

- a. provide house connections to each proposed lot;
- b. be done in accordance with a development approval for Operational Work.

Timing: Prior to sealing of the survey plan.

ENG29. Submit to Council, the written consent from the property owner where such works require entry onto adjoining land prior to Council's approval of Operational Work.

ENG30. Design and construct all works in accordance with Council's requirements as set out in the "EDROC Regional Standards Manual", WBBROC Design and Construction Code and relevant development standards used by Council.

ENG31. Actual connection to Council's live sewerage infrastructure must be undertaken by or under the supervision of Council.

ENG32. Design all works in consultation with Council prior to submission of detailed engineering drawings or Operational Work applications.

### **ROADWORKS**

ENG33. Design and construct the Proposed Road and Player Street on the approved plan of development as an Access Street, in accordance with relevant Austroads' Standards, and Council's Planning Scheme and more specifically, include the following.

Timing: Prior to sealing of the survey plan.

### **ROADWORKS - SIGNAGE**

ENG34. Install at an appropriate location, a "Player Street" street sign at the intersection of Fairway Drive and Player Street.

ENG35. Install at an appropriate location, a street sign/s for the new proposed road if required.

### **PEDESTRIAN FOOTPATH/SHARED PATH**

ENG36. Construct a 1.5 metre wide footpath along the eastern side of the Proposed Road, and the southern side of Player Street including kerb ramps.

### **STREET SIGNS AND LINE MARKING**

ENG37. Obtain written approval from Council for any works involving the removal or relocation of existing Council traffic signs prior to commencement of works.

ENG38. Install and/or relocate any street signs and/or line marking in accordance with the Manual of Uniform Traffic Control Device (MUTCD). Install new or relocated signage using the V-Lok installation system.

ENG39. Provide all new signage with Class 1 retro-reflective material in accordance with Australian Standard 1743 - Road Signs - Specification.



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**ROADWORKS AND PEDESTRIAN SAFETY**

- ENG40. Install signage for all works on or near roadways in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads".
- ENG41. Submit to Council, an application for any road or lane closures and ensure all conditions of that approval are complied with during construction of the works.
- ENG42. Maintain safe pedestrian access along Council's footpaths at all times.

**TELECOMMUNICATION**

- ENG43. Design and provide underground telecommunications to all lots within the development.
- ENG44. Remove all redundant telecommunication connections and reinstate the land.

**ELECTRICITY**

- ENG45. Design and provide electricity supply to all lots within the development to comply with Ergon Energy's requirements.
- ENG46. Submit to Council, written confirmation from an electricity provider that an agreement has been made for the supply of electricity.
- ENG47. Remove all redundant electrical connections and reinstate the land.
- ENG48. Submit electrical plans for Council's review prior to Council's endorsement of the Survey Plan. Be responsible to check and ensure that electrical drawings do not conflict with the civil engineering design.
- ENG49. Relocate the existing overhead power line to Council's sewer pump station, out of any of the proposed lot boundaries. Any changes to the power supply arrangement, or required power outages to the pump station shall be approved by Council Water & Wastewater Department. All costs related to the changes to the electrical supply shall be at the developers cost.

**STREET LIGHTING**

- ENG50. Design and install street lighting to all streets within the development in accordance with AS/NZS1158 and the road classifications contained within this approval. The lighting standard shall be to PR6. Submit to Council, street light design plans showing the proposed public lighting system for Council's endorsement.
- ENG51. Enter into an agreement with an electricity supplier to provide a public lighting system in accordance with the lighting design plans as required by the previous condition. Submit to Council, written confirmation from an electricity provider that an agreement has been made to provide a public lighting system.
- ENG52. Ensure that any new street light poles required on external streets are of a consistent standard (ie steel poles) to street light poles within the immediate vicinity of the development.
- ENG53. Install street lighting in all road reserves on the same side of the road that accommodates any footpath.

**EARTHWORKS - GENERAL**

- ENG54. Earthworks per site involving cut or fill greater than 1 metre in height and quantity of material greater than 50m<sup>3</sup>, or earthworks involving cut or fill less than 1 metre in height and quantity of material greater than 100m<sup>3</sup> requires an Operational Work application.
- ENG55. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

ENG56. Supervise bulk earthworks to Level 1 or 2 and have a frequency of field density testing in accordance with Table 8.1 of AS3798.

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

ENG57. 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.

ENG58. Remove and clean-up the sediment or other pollutants in the event that sediment or other pollutants are tracked or released onto adjoining streets or stormwater systems, at no cost to Council.

### **ADVICE**

ADV1. Section 85(1)(b) of the *Planning Act 2016* provides that, if this approval is not acted upon within a period of four (4) years, the approval will lapse.

ADV2. 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).

ADV3. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

ADV4. Infrastructure charges are now levied by way of an infrastructure charges notice, issued pursuant to section 119 of the *Planning Act 2016*.

ADV5. 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.

ADV6. Construction Noise and Dust Emissions Pursuant to the Environmental Protection Act 1994, all development involving the emission of noise and dust from building and/or construction activities, must ensure that the emissions are in accordance with the requirements of the Act.

ADV7. Damage to Trees on Adjoining Lots Please note that any damage caused to vegetation on adjoining lots as a result of exercising this development approval may result in civil action.

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

Against: Nil

**CARRIED 6/0**

### **Attendance:**

At 1:38pm, Aciting Mananger Facilities and Parks eneted the meeting.

At 1:39pm, Manager Community and Lifestyle entered the meeting.

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**16.4 REZONING - 1-5 BANKSIA DRIVE KINGAROY**

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**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council: -

- 1) Does not seek approval from the Minister to amend the South Burnett Regional Planning Scheme to change the zoning of 1-5 Banksia Drive, Kingaroy from Low Density Residential to Local Centre (Shopping Centre); and
  - 2) Undertakes a further review of commercial/retail parking requirements during the public consultation period of the amendment of the South Burnett Regional Planning Scheme.
- 

**MOTION**

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**RESOLUTION 2022/216**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the matter be laid on the table until the formal public consultation process for the Major Planning Amendment has been completed to enable the applicant to provide further information on the rezoning of 1-5 Banksia Drive..

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

Against: Cr Kirstie Schumacher

**CARRIED 5/1**

**17 PORTFOLIO - NATURAL RESOURCE MANAGEMENT, COMPLIANCE AND ENVIRONMENTAL HEALTH**

Nil

**18 PORTFOLIO - RURAL RESILIENCE AND DISASTER RECOVERY, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT AND FIRST NATIONS AFFAIRS****Attendance:**

At 1:40pm, General Manager Infrastructure Aaron Meehan entered the meeting.

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

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**RESOLUTION 2022/217**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

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That South Burnett Regional Council:

1. That for the purposes of the Local Government Regulation 2012, section 236(2), 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 Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

**CARRIED 6/0**

## **18.2 FINALISATION OF DESIGN PLANS FOR QEII PARK MURGON**

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### **RESOLUTION 2022/218**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council act promptly to finalise the design plans for QEII Park Murgon and seek to engage contractors to commence work as a priority capital project for completion prior to 30<sup>th</sup> June 2023.

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

Against: Nil

**CARRIED 6/0**

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**18.3 BOTANICAL GARDEN ADVISORY GROUP**

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**RESOLUTION 2022/219**

Moved: Cr Danita Potter  
Seconded: Cr Scott Henschen

That South Burnett Regional Council Appoint of six (6) individual members to the South Burnett Regional Council Botanical Advisory Committee.

The six (6) members include;

- Ray Robinson
- Graham Mitchell
- Angela Griffiths
- Adrian Maybon
- Penny Hegarty
- Graham Helmhold

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

Against: Nil

**CARRIED 6/0**

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**MOTION**

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**RESOLUTION 2022/220**

Moved: Cr Gavin Jones  
Seconded: Cr Scott Henschen

That the meeting adjourn at 2.05pm for the BIEDO presentation.

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

Against: Nil

**CARRIED 6/0**

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**RESUME MEETING**

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**RESOLUTION 2022/221**

Moved: Cr Gavin Jones  
Seconded: Cr Jane Erkens

That the meeting resume at 3.47pm

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

Against: Nil

**CARRIED 6/0**

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**18.4 PROSTON RAILWAY PARK - SCULPTURE UPDATE**

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**RESOLUTION 2022/222**

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That South Burnett Regional Council note that:

- (i) The weaner cattle statues are installed on a concrete slab; and
- (ii) The Christmas tree footings to remain in Railway Park, Proston.

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

Against: Nil

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

At 3:52pm, Manager Environment and Planning Darryl Brooks left the meeting.

At 3:52pm, Acting Manager Environment and Planning Michael Lisle left the meeting.

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**18.5 CLEARING OF VEGETATION - KAPERINICK'S PARK - BOAT MOUNTAIN**

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**RESOLUTION 2022/223**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council:

1. Investigate the vegetation mapping requirements and potential safety issues and bring a report back the February Liveability, Governance and Finance Standing Committee Meeting. The report is to include written consent from the private landholder to clear vegetation and indemnify Council against works completed; and
2. To include options regarding the vegetation currently obstructing the viewing area from Kapernick's Park, Boat Mountain

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

Against: Cr Scott Henschen

**CARRIED 5/1**

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**18.6 POTENTIAL CHRISTMAS DECORATIONS/FLAGS - NANANGO**

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**MOTION**

Moved: Cr Jane Erkens  
Seconded: Cr Scott Henschen

That;

1. The potential replacement and re-installation of Christmas Banners and Christmas decorations to the Nanango Streetscape to be considered in 23/24 budget and work with community organisations to look at alternative funding opportunities.
2. Further consultation and risk assessments be conducted with Ergon Energy, Department of Transport and Main Roads and business owners.

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**MOTION**

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**RESOLUTION 2022/224**

Moved: Cr Jane Erkens  
Seconded: Cr Scott Henschen

That item 18.6 lay on the table and be brought back to the December Liveability, Governance and Finance Standing Committee Meeting.

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

Against: Nil

**CARRIED 6/0**

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**18.7 SUPPORT FOR THE CTC SAFER COMMUNITIES PROGRAM**

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**RESOLUTION 2022/225**

Moved: Cr Danita Potter  
Seconded: Cr Kirstie Schumacher

That South Burnett Regional Council:

1. Support the CTC Safer Communities Program, by waiving the following fees and charges for the remainder of the 2022-23 financial year, to provide cooking classes and events for the South Burnett youth:
  - a. Public swimming pool private hire – up to six (6) community events per public pool at an operational cost to Council of up to \$6,480.
  - b. Public Hall Kitchen Hire - up to six (6) cooking classes per facility.

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

Against: Nil

**CARRIED 6/0**

**19 PORTFOLIO - TOURISM & VISITOR INFORMATION CENTRES, SPORT & RECREATION AND COMMERCIAL ENTERPRISES****19.1 GRANT APPLICATION - FLEXIBLE FUNDING GRANTS**

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**RESOLUTION 2022/226**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council endorse the development and submission of an application to the Flexible Funding Grants Initiative to deliver a community wellbeing event at Bjelke- Petersen Dam.

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

Against: Nil

**CARRIED 6/0****20 INFORMATION SECTION**

Nil

**21 QUESTIONS ON NOTICE**

Nil

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

Nil

**23 CONFIDENTIAL SECTION**

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**RESOLUTION 2022/227**

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

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

**23.1 Minor request for Tender No. SBRC 22/23\_05 - Kingaroy Lighting Upgrade**

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

**23.2 Council Land Investigations - Earthworks Prior to Divestment**

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



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involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

### **23.3 Financial Hardship Rates Application – Assessment Number 13984-00000-000**

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

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

Against: Nil

**CARRIED 6/0**

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### **RESOLUTION 2022/228**

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That Council moves out of Closed Council into Open Council.

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

Against: Nil

**CARRIED 6/0**

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### **23.1 MINOR REQUEST FOR TENDER NO. SBRC 22/23\_05 - KINGAROY LIGHTING UPGRADE**

#### **RESOLUTION 2022/229**

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That South Burnett Regional Council:

1. Award Tender No. SBRC 22/23\_05- Kingaroy Lighting upgrade to Rowen Trading Pty Ltd. ATF Alan Rowen Family Trust trading as Wards Electrical and Communications. for the tendered price of \$407, 786 (exc. GST)
2. Reallocate \$30,000 from the 2022/23 capital works budget for the Wondai Aerodrome to the lighting upgrade at the Kingaroy Aerodrome and note the Wondai Aerodrome Works to the value of \$30,000 for the 2023/24 capital works budget.
3. Provide \$60,000 additional capital works funding in the second quarter review.

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

Against: Nil

**CARRIED 6/0**

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**23.2 COUNCIL LAND INVESTIGATIONS - EARTHWORKS PRIOR TO DIVESTMENT**

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**RESOLUTION 2022/230**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council allocate \$25,000 from proceeds of previous land sales to undertake earthworks at 29 Jellicoe Street, Proston, to rectify overland flow prior to offering for sale on the open market.

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

Against: Nil

**CARRIED 6/0**

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**23.3 FINANCIAL HARDSHIP RATES APPLICATION – ASSESSMENT NUMBER 13984-00000-000**

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**RESOLUTION 2022/231**

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That South Burnett Regional Council agree to:

1. Write off interest charges to the value of \$47.44;
2. Suspend interest from accumulating while hardship payment arrangement is maintained;
3. Request the owner enter into a payment arrangement for Assessment Number 13984-00000-000 for \$120.00 per fortnight commencing 1 December 2022 for a period of 12 months;
4. Payments increasing to \$140.00 per fortnight from 1 December 2023 for a period of 12 months;
5. Payments increasing to \$170.00 per fortnight from 1 December 2024 for a period of 12 months;
6. Payments increasing to \$190.00 per fortnight from 1 December 2025 for a period of 12 months under normal rate arrangement conditions;
7. Payments increasing to \$210.00 per fortnight from 1 December 2026 for a period of 12 months under normal rate arrangement conditions;
8. No interest will be charged on overdue rates if the agreed payments are maintained;
9. A review of this Payment Plan monthly; or at other times if Council is advised that the Applicant's circumstances have changed significantly;
10. The expiry of this Payment Plan upon payment in full of all outstanding rates and charges; and
11. The General Manager Finance & Corporate be authorised to negotiate a suitable payment plan should the Applicant reject or request a variance of this Payment Plan.

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

Against: Nil

**CARRIED 6/0**

**24 CLOSURE OF MEETING**

**The Meeting closed at 4.35pm.**

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

.....  
**CHAIRPERSON**

## **8 BUSINESS OUTSTANDING**

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

**File Number:** 23-11-2022

**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: 23 November 2022**

**Attachment No: 1**

Meeting	Subject	Resolution	Notes
Council 20/10/2021	Council Land Investigations - Proposed Divestment of Land Asset	<p><b>RESOLUTION 2021/220</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 41 on RP57676 – 29 Jellicoe Street, Proston; and</li> <li>- Lot 30 on RP36983 – 14 Earl Street, Memerambi.</li> </ul> <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>19 Jan 2022 4:47pm Bayntun, Rebecca</b></p> <p>Earl Street, Memerambi, offer for sale by tender but no tenders received. , Jellicoe Street, Proston - advice sought re earth mound on road frontage.</p> <p><b>17 Feb 2022 4:22pm Bayntun, Rebecca</b></p> <p>Advice sought on Jellicoe Street earthworks.</p> <p><b>19 May 2022 3:28pm Kemp, Fiona</b></p> <p>Advice to be provided by Infrastructure in 3 months time.</p> <p><b>21 Oct 2022 10:52am Bayntun, Rebecca</b></p> <p>Report to Council in October 2022 to undertake earthworks at Jellicoe St Proston prior to sale.</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>	<p><b>Kemp, Fiona</b></p> <p>Being progressed for July meeting</p> <p><b>21 Oct 2022 10:53am Bayntun, Rebecca</b></p> <p>Investigations complete. Report being prepared for consideration by Council at November meeting.</p>

<b>CARRIED 5/0</b>			
<p>Council 27/04/2022</p>	<p>Material change of use application for expansion of an existing piggery to 57,000SPU and associated infrastructure at 536 &amp; 592 Morgans Road Winderera and other properties - Lot 202 SP 251979 Lot 203 SP 251979 Lot 49 MZ 555 - Applicant: Jamz &amp; Co In...</p>	<p><b>OFFICER'S RECOMMENDATION</b></p> <p>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 &amp; Co Investments Pty Ltd – MCU21/0017 subject to the following conditions:</p> <p><b>RESOLUTION 2022/486</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>20 Oct 2022 3:49pm Lisle, Michael</b></p> <p>Development Application laying on the table in Council. Prestart meeting held early October 2022 for construction of roadwork upgrades to Kratzmanns Road required under pervious approval.</p> <p style="text-align: right;"><b>CARRIED 4/2</b></p>
<p>Council 27/04/2022</p>	<p>Council Land Investigations - Proposed Divestment of Land Assets - Hivesville and Wondai</p>	<p><b>RESOLUTION 2022/497</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><b>19 May 2022 3:35pm Kemp, Fiona</b></p> <p>Progressing for sale</p> <p><b>21 Jun 2022 11:57am Bayntun, Rebecca</b></p> <p>Hivesville released for tender. Wondai being prepared for sale.</p> <p><b>23 Sep 2022 12:33pm Bayntun, Rebecca</b></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>Hivesville under contract. Wondai to be released shortly.</p> <p><b>21 Oct 2022 10:54am Bayntun, Rebecca</b></p> <p><b>CARRIED 6/0</b></p> <p>Hivesville property sale finalised. Wondai to be released week commencing 24 October 2022.</p>
<p>Council 25/05/2022</p>	<p>Expression of Interest - Update for Donation of Replaced Mowers to Local Community Groups</p>	<p><b>RESOLUTION 2022/530</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That Council accept the report for consideration and approve the actions below to advance the proposed donation of identified Plant to local community groups for Expressions of Interest.</p> <ol style="list-style-type: none"> <li>1. That Plant No. 4491 be withheld from donating to local community groups because of a major failure and components that need replacing, which would result in a costly repair bill.</li> <li>2. That Plant No. 4495 be removed from list of mowers to be donated as this mower has already been delivered to the Wondai Air Strip.</li> <li>3. That Plant No's 4487 and 4499 be repaired ready for donation.</li> <li>4. That all the new mowers should be received before an Expression of Interest is advertised.</li> <li>5. That Procurement formally advertise an Expression of Interest once all the new mowers have been received (Approximately August 2022).</li> <li>6. That Council formally acknowledge the Expressions of interest already received and provide information of how the donations of the mowers will proceed.</li> <li>7. That once the expressions of interests have been received, the allocation of the mowers be established by the Community Grants Committee.</li> </ol>	<p><b>20 Jun 2022 10:57am Kruger, Wendy</b></p> <p>Acknowledgement Letter for EOI of Ride On Mowers to various Community Organisations and providing an update of the process to be followed. Registered in ECM (ECM ID 2916858).</p> <p><b>15 Jul 2022 10:29am Kruger, Wendy</b></p> <p>Update: Awaiting arrival of replacements for Plant No.'s 4497 &amp; 421, before EOI's are called.</p> <p><b>17 Aug 2022 10:09am Kruger, Wendy</b></p> <p>Update: Advised by Fleet Scheduler that replacement mowers are due at the end of August 2022.</p> <p><b>27 Sep 2022 1:47pm Kruger, Wendy</b></p> <p>Advised by Strategic Procurement Coordinator that as of 27 September, the replacement mowers have not been received.</p> <p><b>14 Nov 2022 11:55am Kruger, Wendy</b></p> <p>Update: Two (2) mowers are completed ready to go and the last one is getting looked over now and getting a general tidy up.</p>



		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>	
Council 24/06/2022	Contract Review - Biosecurity Services	<p><b>RESOLUTION 2022/615</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That the report be received for information and that the tender with separable activities is adopted as Council's preferred option in the review of the contract for biosecurity services.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>	<p><b>18 Nov 2022 10:43am O'May, Peter</b></p> <p>Tender to be released with seperable portions in early 2023</p>
Council 24/06/2022	Condition of Cloyna Hall	<p><b>RESOLUTION 2022/623</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Danita Potter</p> <p>That</p> <ol style="list-style-type: none"> <li>1. South Burnett Regional Council engage an experienced geotechnical engineer to inspect and prepare a remediation plan, and</li> </ol>	<p><b>20 Oct 2022 2:17pm Petersen, Leanne</b></p> <p>Wet conditions have delayed the engagement of a suitably qualified geotechnical engineer to inspect and prepare remediation plan. High mositure levels under and around the hall will influence the soil movement and reactions. This project will be delayed by a further 4 months.</p> <p><b>17 Nov 2022 8:38pm Kemp, Fiona</b></p> <p>Investigation of drainage of water away from Hall</p>

		<p>2. Council allocates \$80,000 from savings from within the overall 21/22 Building Capital Works Program and fund this future work from the 22/23 Building Asset restricted cash.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>
Council 24/06/2022	General Practitioner Services	<p><b>RESOLVED 2022/576</b></p> <p>That the issue of the crisis in GP services across our region be raised at the Consultative Office and seek the committee’s advice to see what actions Council should take. A report to come back to a future standing Committee Meeting with the issues and needs of the local hospitals.</p>
		<p style="text-align: right;"><b>31 Oct 2022 3:32pm Hams, Margie</b></p> <p>Issues to be raised at the next Kingaroy Consultative Group Meeting. A recruitment progress report from the Kingaroy Hospital will be provided for the December Standing Committee Meeting</p>
Council 24/06/2022	Community Engagement	<p><b>RESOLUTION 2022/597</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Scott Henschen</p> <p>That Council start the process of community engagement and consultation for the following projects with a view to getting scoping completed and shovel ready for grants and/or funding from cash:</p> <ul style="list-style-type: none"> <li>• McKell Park</li> <li>• Coronation Park</li> <li>• Coopers Gap viewing platform</li> <li>• Lions Park Kingaroy completion</li> </ul>

		<ul style="list-style-type: none"> <li>• Gore Street kerb and channelling at Murgon High School</li> <li>• Murgon Basketball half court</li> <li>• 9 Car park shelters BP Dam</li> <li>• Tipperary Flat Park renewal</li> <li>• Proston lookout</li> <li>• Proston Weaners</li> <li>• Durong Camping Ground</li> <li>• Apex Park car park Kingaroy</li> <li>• Tingoora Drainage</li> <li>• Youth Park Kingaroy</li> </ul> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>
Council 24/06/2022	Prioritising Projects	<p><b>RESOLVED 2022/598</b></p> <p>A report be brought to a future standing committee with the prioritisation of the above projects as adopted in Resolution 2022/595.</p>
Council 20/07/2022	Notice of Motion - Kingaroy Visitor Information Centre	<p><b>RESOLUTION 2022/59</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Scott Henschen</p>
		<p><b>16 Aug 2022 1:25pm Pointon, Jennifer</b></p> <p>Request sent to Visitor Enhancement Officer for action</p>

		<p>That Council take ownership of the sewing machine that has been donated by the Big Peanut Committee for display at the Kingaroy Visitor Information Centre.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p><b>14 Sep 2022 8:22am Pointon, Jennifer</b> Donation is progressing through Council's donation policy.</p> <p><b>17 Nov 2022 11:16am Pointon, Jennifer</b> Contact made with Big Peanut Committee, who has requested that the item be installed in a prominent position in front of the Kingaroy VIC.</p>
<p>Council 20/07/2022</p>	<p>Tourism Industry &amp; Entities Identification</p>	<p><b>RESOLUTION 2022/70</b></p> <p>Moved: Cr Scott Henschen</p> <p>Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council meets with VSB to consider a strategy to look for further promotion of our tourism industry and entities identification and the safety of our Country with foot and mouth disease on our door step.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p><b>23 Sep 2022 1:39pm Pitt PSM, Mark</b> contacted VSB and SQCT by email to discuss options</p> <p><b>21 Oct 2022 12:01pm Pitt PSM, Mark</b> Meeting held 30 Sept. with CEO SQCT for collaboration and promotion of responsible tourism. Follow up discussion on 17 Oct. for promotion of information collated. Signaged prepared by Liveability Dept.</p> <p><b>18 Nov 2022 8:57am Pitt PSM, Mark</b> Meeting with VSB set for Monday 5 December</p>
<p>Council 20/07/2022</p>	<p>Town Brochures</p>	<p><b>RESOLUTION 2022/71</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Danita Potter</p>	<p><b>18 Nov 2022 10:12am Pitt PSM, Mark</b></p> <p>Clarification as to request and information sought - some material in Council publications is covered by copyright and cannot be supplied with out appropriate licence being purchased. This would be the repsonsibility of the group building a brochure.</p>

		<p>That Council supports local business groups who wish to put together and fund their own town brochures that include Council assets and the Chief Executive Officer approve where appropriate the inclusion of Council assets.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>
Council 24/08/2022	Community Forum	<p><b>RESOLUTION 2022/100</b></p> <p>Moved: Cr Jane Erkens</p> <p>Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council hold an open community forum/s inviting residents to bring forward projects they wish to draw to Council’s attention for future capital works programs.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>
Council 24/08/2022	Feral Pig Management	<p><b>RESOLUTION 2022/101</b></p> <p>Moved: Cr Scott Henschen</p> <p>Seconded: Cr Kirstie Schumacher</p> <p>That South Burnett Regional Council:</p>

- Scope a project plan to manage and control a feral pig population and provide indicative costs to bolster controls and education awareness programs;
- Schedule a meeting with our neighbouring Council's NRM teams to discuss a collaborative approach to feral pig management and shared target to suppress feral pig populations;
- Work with Queensland Biosecurity officers to coordinate a mock exercise with key industry stakeholders and Council's Disaster Management Team;
- Establish a working group and develop a biosecurity plan that is fit for purpose for our region;
- That these measures are reported back to consecutive Liveability Standing Committee Meeting's to demonstrate that these matters are progressed and;
- Introduce an elevated media campaign.

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

Against: Nil

**CARRIED 5/0**

<p>Council 24/08/2022</p>	<p>Reconfiguring a Lot (1 lot into 3 lots) at 272 Mount McEuen Road, Mount McEuen (and described as Lot 221 on FY1361) - Applicant: Bruce and Andrea Anning C/- ONF Surveyors</p>	<p><b>RESOLUTION 2022/103</b></p>	<p>Moved: Cr Danita Potter</p>	<p>Seconded: Cr Scott Henschen</p>	<p>That Council approve the development permit for a Reconfiguring a lot (1 lot into 3 lots) at Mount McEuen Road, Mount McEuen (and described as Lot 221 on FY1361) and situated - Applicant: Bruce and Andrea Anning C/- ONF Surveyors.</p>	<p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen</p>	<p><u>Against:</u> Nil</p>	<p><b>CARRIED 5/0</b></p>				
<p>Council 24/08/2022</p>	<p>Kingaroy Lions Park - Toilet Upgrades</p>	<p><b>MOTION</b></p>	<p>Moved: Cr Danita Potter</p>	<p>Seconded: Cr Scott Henschen</p>	<p>That:</p>	<ol style="list-style-type: none"> <li>1. The Kingaroy Lions Park amenities is replaced with a new accessible and total inclusive amenity, and;</li> <li>2. Additional allocation of \$190,000 for the construction of a new amenity, footpaths, and PWD carpark be provided from Building Asset Restricted Cash in 2022/2023.</li> </ol>	<p><b>RESOLUTION 2022/108</b></p>	<p>Moved: Cr Kirstie Schumacher</p>	<p><b>23 Sep 2022 3:37pm Kemp, Fiona</b></p>	<p>Facilities staff meeting with Councillors onsite to discuss matter 11/10/2022</p>	<p><b>18 Nov 2022 10:35am Kemp, Fiona</b></p>	<p>Report going to December/January Infrastrature Standing Committee Meetng</p>

		<p>Seconded: Cr Jane Erkens</p> <p>Procedural Motion:</p> <p>That the matter lay on the table and an on-site meeting with Councillors and Council staff to discuss the options be arranged.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Cr Danita Potter</p> <p style="text-align: right;"><b>CARRIED 4/1</b></p>	
Council 24/08/2022	Murgon Administration Building Boundary Realignment	<p><b>RESOLUTION 2022/110</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Jane Erkens</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> <li>1. Apply to the Department of Resources, for a deed of grant over Lot 2 on M55131, which is a Reserve for Local Government, and set aside \$40,000 in the 2022-23 budget to convert tenure to freehold, undertake the realignment of the boundaries and relocation of water infrastructure servicing Council's administration building.</li> <li>2. Approve, in accordance with Section 236 of the <i>Local Government Regulation 2012</i> as a disposal of a non-current asset to a not-for profit organisation, to dispose part of the Reserve for Local Government (being Lot 2 on M55131), which is subject to an encroachment by the Returned &amp; Services League of Australia (Queensland Branch) Murgon Sub-Branch Inc.</li> </ol>	<p><b>21 Oct 2022 10:56am Bayntun, Rebecca</b></p> <p>Application made to Department of Resources for the purchase of the Reserve. Native Title being assessed as a requirement of the application.</p> <p><b>18 Nov 2022 10:51am O'May, Peter</b></p> <p>Noted advice received Native Title clearance not required</p>



		<p>3. Accept the gift of land, being that part of L110 on SP315753, which is encroached upon by ancillary improvements of the Murgon administration building (carpark and hedges).</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>
Council 24/08/2022	Gift of Land - Returned Services League - Kingaroy	<p><b>RESOLUTION 2022/111</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Jane Erkens</p> <p>That South Burnett Regional Council investigate further the availability of Council-owned land to transfer to the Kingaroy/Memerambi Sub Branch Inc of the Returned Services League, for nil consideration in accordance with Section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i>.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>

Council 24/08/2022	Tender Assessment SBRC-22/23-01 Cleaning of Murgon and Wondai Facilities	<p><b>RESOLUTION 2022/124</b></p> <p>Moved: Cr Jane Erkens</p> <p>Seconded: Cr Danita Potter</p> <p>That the matter lay on the table and further options be brought back.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>	
		<p><b>RESOLUTION 2022/124</b></p> <p>Moved: Cr Jane Erkens</p> <p>Seconded: Cr Danita Potter</p> <p>That the matter lay on the table and further options be brought back.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 5/0</b></p>	
Council 28/09/2022	Notice of Motion - Goodger School - Land Reserve	<p><b>RESOLUTION 2022/136</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Kathy Duff</p> <p>That Council:</p>	<p><b>10 Oct 2022 10:40am Kemp, Fiona - Email</b></p> <p>Hi Lucas,,Can this slashing job be added to the list? If not could you please let me know so I can arrange either with Infrastructure or arrange a contractor.,,Thanks,Fiona</p>

1. Liaise with the State Government to investigate the current trustee lease arrangements of the old Goodger School grounds arrangement with a report to be brought to the March 2023 Liveability Standing Committee meeting.
2. That until suitable management arrangements are determined, Council undertake required slashing of the reserve area.
3. Engage with Stanwell as to options for their involvement.

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

Against: Nil

**CARRIED 7/0**

Council  
28/09/2022  
Budget  
Committee  
Meetings 2022

**RESOLUTION 2022/143**

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That South Burnett Regional Council:

1. Establish the following committee for the fixed period 1 October 2022 to 30 June 2023 with the following membership and Chair in accordance with s264 of the *Local Government Regulation 2012*;

Committee	Membership	Chair/T
Budget Committee	7 Councillors	Mayor/

2. Budget Committee meetings are to be open to community through live streaming and gallery attendance.

		<p>3. That a report be presented to the October Standing Committee to set the date and time for the holding of Budget Committee meetings.</p> <p>4. Budget workshops will be scheduled as required to support the committee process.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>	
Council 28/09/2022	Development opportunities – Pound Street, Kingaroy	<p><b>RESOLUTION 2022/163</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Danita Potter</p> <p>That the report be received and that further investigation into the disposal of the land in accordance with the Local Government Act provisions be undertaken and a report brought back to the October General Council Meeting.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>	<p><b>19 Oct 2022 9:54am Kemp, Fiona</b></p> <p>Report to be completed for Novemeber Council meeting</p>
Council 28/09/2022	Wesleyan Methodist Church Nanango	<p><b>RESOLUTION 2022/168</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Jane Erkens</p>	

		<p>That the Wesleyan Methodist Church Nanango be advised that whilst Council is unable to provide funding, Council supports their concept in principle and would support their organisation, in their efforts to obtain funding from other sources.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>	
Council 28/09/2022	Rail Trail Development & Rail Trail Users Association	<p><b>RESOLVED 2022/132</b></p> <p>That Council contact the Rail Trail Users Association to determine the next meeting date and ensure that Councillors and the Chief Executive Officer are invited to attend to provide an update on Resolution 2022/612.</p>	<p><b>05 Oct 2022 4:50pm Atkinson, Lainey</b></p> <p>Contacted the Rail Trail Users Assoc who will get back to me with a date for their next meeting once confirmed. At this stage all they could tell me is the end of October 2022. - Lainey.</p>
Council 28/09/2022	Flood Recovery Works Update	<p><b>RESOLUTION 2022/153</b></p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Danita Potter</p> <p>That Council note this report for information.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 7/0</b></p>	

<b>RESOLVED 2022/154</b>		
That the Council note and publicly acknowledge the staff for what they do in often challenging circumstances.		
Council 26/10/2022	Notice of Motion - Report on the breakdown of expenditure by division and category of % of total General Revenue	<p><b>RESOLUTION 2022/195</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Jane Erkens</p> <p>That a report be prepared and brought back to a February Liveability, Governance and Finance Standing Committee Meeting detailing:</p> <ul style="list-style-type: none"> <li>- The financial contribution and percentage of total general revenue Council received from every town and village in the South Burnett since 2013/2014 to what has been budgeted for in 22/23 along with the number of constituents in each division.</li> <li>- The financial spend and percentage of Council's capital budget (including grant funds) spent across all asset classes and departments in each division since 2013/2014 to what has been budgeted for 22/23.</li> </ul> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Cr Kathy Duff</p> <p style="text-align: right;"><b>CARRIED 5/1</b></p>
Council 26/10/2022	Proston Rural Non Potable Water Supply Scheme	<p><b>RESOLUTION 2022/202</b></p> <p>Moved: Cr Kathy Duff</p>
		<b>14 Nov 2022 11:27am Kruger, Wendy</b>

		<p>Seconded: Cr Scott Henschen</p> <p>The draft Non Potable Water fact sheet be included on councils website and possible inclusion with rates notice for the schemes of Proston Rural, Kumbia and Wooroolin.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 6/0</b></p>	<p>Quote has been requested from Chandler for a Non-Potable Water Campaign advising residents in the relevant areas via Email and Mail Packs. Currently there are 515 properties affected.</p>
<p>Council 26/10/2022</p>	<p>Quote SBRCQ 22/23-08 - Replacement of two (2) water trucks to replace Plant No. 2009 and 2010.</p>	<p><b>RESOLUTION 2022/208</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council purchase from Daimler Trucks Sunshine Coast, two (2) Fuso FV74HK with Metal X Engineering Water Truck bodies for \$486,657.36 excluding GST.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 6/0</b></p>	<p><b>31 Oct 2022 1:22pm Kruger, Wendy</b></p> <p>For Acting Coordinator Plant &amp; Fleet to action and finalise.</p>
<p>Council 26/10/2022</p>	<p>Kingaroy RSL and Pound Street</p>	<p><b>RESOLUTION 2022/211</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p>	

That a report be brought to the December Liveability, Governance and Finance Standing Committee Meeting as to the following:

1. An overview of the land needs of the Kingaroy RSL Sub-Branch for Veteran accommodation units.
2. The process for Council to subdivide and approve a Material Change of Use on the land area at 1 pound street as follows:
  - a) Suitable land area at the southern end as medium as medium density residential for transfer to the Kingaroy RSL Sub-Branch for the purpose of construction residential units for veterans;
  - b) Remaining land area for potential medium density residential and community recreation zoning for placement of a future community, veteran, and youth centre and;
  - c) Land area in the floodway at the far northern end as a car park for use by community centre users and SB Care.
3. Consideration of other options for land use for the Kingaroy RSL Sub-Branch.
4. That Council request the Kingaroy RSL Sub Branch provide a written feasibility report that includes their project scope, anticipated costings, funding model, project timeframe and building specifications for Council's consideration.

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

Against: Nil

**CARRIED 6/0**



<p>Council 26/10/2022</p>	<p>Material change of use - Service Station at 81 Haly Street, Wondai - Lot 3 on RP6088 and Lot 411 on W53510 - Applicant: VB 1884 Pty Ltd C/- Viva Property Group Pty Ltd - MCU21/0001</p>	<p><b>RESOLUTION 2022/212</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Jane Erkens</p> <p>That South Burnett Regional Council approve the development subject to a Preliminary Approval ONLY the Material change of use - Preliminary Approval - (Service Station including ancillary Food &amp; drink outlet and Shop) - Lot 3 on RP6088 and Lot 411 on W53510 - Applicant: Applicant: VB 1884 Pty Ltd – MCU21/0001 subject to the following conditions:</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p>
<p>Council 26/10/2022</p>	<p>Reconfiguring a lot – 1 lot into 20 lots - Lot 200 on SP249902 - Applicant: AM Hedge &amp; BS Hedge – RAL22/0013</p>	<p><b>RESOLUTION 2022/215</b></p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p> <p>That Council approve the Reconfiguring a lot – development permit (1 lot into 20 lots) - Lot 200 SP249902 - Applicant: AM &amp; BS Hedge – RAL22/0013 subject to the following conditions:</p>

**CARRIED 6/0**

		<p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 6/0</b></p>
<p>Council 26/10/2022</p>	<p>Murgon Pastoral, Agricultural &amp; Horticultural Society Inc. - Transfer Ownership of Asset</p>	<p><b>RESOLUTION 2022/217</b></p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council:</p> <p>1. That for the purposes of the Local Government Regulation 2012, section 236(2), 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 Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 6/0</b></p>

<p>Council 26/10/2022</p>	<p>Clearing of Vegetation - Kapernick's Park - Boat Mountain</p>	<p><b>RESOLUTION 2022/223</b></p>	<p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p>
		<p>That South Burnett Regional Council:</p>	
		<ol style="list-style-type: none"> <li>1. Investigate the vegetation mapping requirements and potential safety issues and bring a report back the February Liveability, Governance and Finance Standing Committee Meeting. The report is to include written consent from the private landholder to clear vegetation and indemnify Council against works completed; and</li> <li>2. To include options regarding the vegetation currently obstructing the viewing area from Kapernick's Park, Boat Mountain</li> </ol>	
		<p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Kathy Duff</p>	
		<p><u>Against:</u> Cr Scott Henschen</p>	
		<p><b>CARRIED 5/1</b></p>	
<p>Council 26/10/2022</p>	<p>Potential Christmas Decorations/Flags - Nanango</p>	<p><b>MOTION</b></p>	<p><b>17 Nov 2022 8:43pm Kemp, Fiona</b></p>
		<p>Moved: Cr Jane Erkens Seconded: Cr Scott Henschen</p>	<p>Laying on the table</p>
		<p>That;</p>	
		<ol style="list-style-type: none"> <li>1. The potential replacement and re-installation of Christmas Banners and Christmas decorations to the Nanango Streetscape to be considered in</li> </ol>	

	<p>23/24 budget and work with community organisations to look at alternative funding opportunities.</p> <p>2. Further consultation and risk assessments be conducted with Ergon Energy, Department of Transport and Main Roads and business owners.</p>
<p>Council Motion 26/10/2022</p>	<p><b>RESOLUTION 2022/224</b></p> <p>Moved: Cr Jane Erkens</p> <p>Seconded: Cr Scott Henschen</p> <p>That item 18.6 lay on the table and be brought back to the December Liveability, Governance and Finance Standing Committee Meeting.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><b>CARRIED 6/0</b></p>

**9 NOTICES OF MOTION**

Nil

**10 PORTFOLIO - CORPORATE GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATION & MEDIA, FINANCE & SUSTAINABILITY, ICT & BUSINESS SYSTEMS, COMMUNITY REPRESENTATION AND ADVOCACY, 2032 OLYMPICS & PARALYMPICS****10.1 POWERLINK QUEENSLAND BURNETT STAKEHOLDER REFERENCE GROUP**

**File Number:** 23-11-2022  
**Author:** Chief Executive Officer  
**Authoriser:** Chief Executive Officer

**PRECIS**

Presented at the November Liveability, Governance and Finance Standing Committee Meeting was a report regarding the Powerlink Queensland Burnett Stakeholder Reference Group.

**SUMMARY****COMMITTEE RESOLUTION 2022/22**

Moved: Cr Scott Henschen

Seconded: Cr Jane Erkens

That the Committee recommends to Council:

1. That Council notes Cr Schumacher's invitation to be a member of the Powerlink Burnett Stakeholder Committee and endorses her appointment as Council's representative.

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

Against: Nil

**CARRIED 6/0**

**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council notes Cr Schumacher's invitation to be a member of the Powerlink Burnett Stakeholder Committee and endorses her appointment as Council's representative.

**BACKGROUND**

Presented at the November Liveability, Governance and Finance Standing Committee Meeting.

**ATTACHMENTS**

**Nil**

**10.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CONDUCT OF COUNCIL & COMMITTEE MEETINGS POLICY - STATUTORY017****File Number:** 23-11-2022**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory017 as presented at the Liveability, Governance and Finance Standing Committee Meeting on 9 November 2022.

**SUMMARY**

Committee Resolution: 2022/7

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory017 be adopted as amended with sections 3.41 and 3.42 to be reviewed.

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

Against: Nil

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

That the South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory017 be adopted as presented.

**BACKGROUND**

Presented at the Liveability, Governance and Finance Standing Committee Meeting on 9 November 2022.

**ATTACHMENTS**

1. **South Burnett Regional Council Conduct of Council & Committee Meetings Policy - Statutory017**  



**POLICY CATEGORY - NUMBER:** Statutory017  
**POLICY OWNER:** Executive Services  
**ECM ID:** 2727868  
**ADOPTED:**

## Conduct of Council & Committee Meetings Policy

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

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### 1. POLICY STATEMENT

This policy has been developed in accordance with the obligations of local government as provided for in the *Local Government Act 2009* ('Act') and *Local Government Regulation 2012* ('Regulation').

### 2. SCOPE

This policy applies to all Council representatives, Council Committee members, invited guests, media representatives and the general public.

The objective of this policy is to establish protocol for the proper and orderly conduct of South Burnett Regional Council ('Council') meetings including Standing and Advisory Committee meetings.

Where a matter arises at a meeting that is not provided for in this policy, the matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise conforming with this policy.

This policy supports the State government prescribed:

- Local Government Principles under *Section 4* of the Act; and
- best practice standing orders for local government and Standing Committee meetings.

### 3. GENERAL INFORMATION

#### PART 1 MEETINGS OF THE COUNCIL

##### Division 1 - Time of Meetings

#### 3.1. Times of Ordinary Meetings

- 3.1.1. The days and times of ordinary meetings of the Council will be as resolved at the post-election meeting and from time to time thereafter.
- 3.1.2. All ordinary meetings of the Council will be held at its public office unless otherwise resolved at an ordinary meeting.
- 3.1.3. Pursuant to *Section 254B* of the Regulation, Council must, at least once in each year, publish a notice of the days and times when its ordinary meetings will be held.
- 3.1.4. Council must display in a conspicuous place in its public office a notice of the days and times when its meetings will be held, and meeting of its Committees will be held.



### 3.2. Special Meetings

- 3.2.1. The Chief Executive Officer ('CEO') calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting, to each Councillor (refer *Section 254C* of the Regulation).

#### Division 2 - Agenda for Council Meetings

- 3.2.2. The CEO will call a special meeting of the Council if:
- the special meeting is required by a resolution of the Council; or
  - a written request for the special meeting is lodged with the CEO under clause 3.2.2 (Special Meetings) of this policy; or
  - a special meeting is required to comply with the Act or some other legislation; or
  - where the CEO determines it is in the interests of the Council that a special meeting be held.
- 3.2.3. A written request for a special meeting of the Council will:
- be signed by the Mayor or three (3) or more Councillors; and
  - specify the object of the special meeting; and
  - propose a day and time for the holding of the special meeting.
  - The only business that may be conducted at a special meeting is the business specified in the notice of meeting (refer *Section 254C* of the Regulation).

### 3.3. Notice and Agenda for Council Meetings

- 3.3.1. The CEO will distribute a written notice of the meeting at least three (3) days prior to each Council meeting.
- 3.3.2. Any notice of meeting or agenda will be given to a Councillor by:
- personal delivery; or
  - delivery to a nominated address; or
  - post; or
  - electronic mail.
- 3.3.3. The agenda, including all papers are to be made publicly available by 5.00pm on the business day after being provided to the Councillors.
- 3.3.4. Matters on the agenda that will require the meeting to be in a closed session will be clearly identified including the reasons why the session will be closed.

#### Division 3 - Procedures for Meetings of Council

### 3.4. Presiding Officer

- 3.4.1. The Mayor will preside at a meeting of the Council.
- 3.4.2. If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 3.4.3. If both the Mayor and the Deputy Mayor, or the Mayor's delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 3.4.4. Before proceeding with the business of the meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the Council.

### **3.5. Order of Business for Meetings of Council**

**3.5.1.** The order of business will be determined by resolution of the Council from time to time.

**3.5.2.** However, the Council may, by resolution and without notice of that motion, alter the order in which it proceeds with the business for a particular meeting.

**3.5.3.** Unless otherwise altered under clause 3.5.2, the order of business will be as follows:

- opening of meeting;
- attendance including apologies;
- leave of absence;
- prayers;
- acknowledgement of traditional owners;
- declaration of interest;
- presentation of deputations/petitions;
- confirmation of minutes of the previous meeting;
- consideration of business sections including:
  - business arising out of the minutes of previous meeting;
  - reception and consideration of correspondence;
  - Committee reports to Council referred to the meeting by the CEO;
  - Council Officers' reports to Council referred to the meeting by the CEO; and
  - consideration of Notices of Motion.
- reception of notices of motion for next meeting;
- reports for Information of Council; and
- confidential reports.

**3.5.4.** The CEO determines the agenda content for any meeting.

**3.5.5.** Business not on the agenda, or not fairly arising from the agenda, will not be considered at any Council meeting unless permission for that purpose is given by the local government at the meeting.

### **3.6. Time and Recording of Meetings**

Council meetings must not start before the time provided in the notice of the Council meeting. Council will electronically record Council meetings for the purpose of accurate record keeping and where Council consents a recording will be made available to the public.

### **3.7. Confirmation of Minutes**

**3.7.1.** The minutes of any preceding meeting, whether an ordinary or a special meeting, not previously confirmed, will be taken into consideration at every ordinary meeting of the Council, so that they can be confirmed.

**3.7.2.** No discussion will be permitted on the minutes except to confirm the accuracy as a record of proceedings.

### **3.8. Clarification - Members**

A Councillor feeling aggrieved by a matter which has transpired between the termination of one meeting and the commencement of the next may, immediately after the confirmation of the minutes of the preceding meeting and with the consent of the Chairperson, raise a matter for clarification and which may require discussion.

### **3.9. Matter Arising**

Where, at an ordinary meeting of the Council, a matter arises which is not provided for in this policy, the matter will be determined by resolution of the Council upon a motion which may be put without

notice but otherwise in conformity with the Act/Regulation and Best practice standing orders for local government and Standing Committee meetings.

### **3.10. Objectionable Business**

If the Chairperson or a Councillor considers that a matter or motion before a meeting is of an objectionable nature or outside the powers of the Council, the Chairperson may on their own motion or that of another Councillor, declare on a point of order that the matter not be considered further.

### **3.11. Business Confined to Agenda**

**3.11.1.** Business not on the agenda or arising from the agenda will not be considered at any meeting unless permission for that purpose is given by resolution of the Council at that meeting.

**3.11.2.** A matter considered under clause 3.11.1. will be considered during that part of the meeting set aside under clause 3.15.11.

### **3.12. Petitions**

**3.12.1.** A petition may be forwarded or handed to the CEO who will present it at the first ordinary meeting of the Council as an item of correspondence.

**3.12.2.** Any petition presented to a meeting of the Council will:

- be in legible writing or typewritten and contain a minimum of 10 signatures;
- include the name and contact details of the Principal Petitioner (i.e., one person who is the organiser and who will act as the key contact for the issue);
- include the postcode of all petitioners; and
- have the details of the specific request/matter appear on each page of the petition.

**3.12.3.** A petition may be presented to a meeting of the Council by a Councillor who before presenting the petition will, as far as practicable, become acquainted with the subject matter of the petition.

**3.12.4.** A Councillor, on presenting a petition to a meeting, will:

- state the nature of the petition; and
- read the petition.

**3.12.5.** The only motion which will be moved is from the following:

- the petition be received and referred to the CEO or a Committee for consideration and report back to a meeting of Council; or
- the petition be received and referred to the CEO to determine appropriate action; or
- the petition is not received as it is deemed invalid.

**3.12.6.** Council will respond to the Principal Petitioner in relation to all petitions deemed valid.

### **3.13. Deputations and Presentations**

**3.13.1.** A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than five (5) business days before the meeting.

**3.13.2.** The CEO, on receiving an application for a deputation shall notify the Chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).

**3.13.3.** For deputations comprising three (3) or more persons, only three (3) persons shall be at liberty to address the Council meeting unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

**3.13.4.** If a member of the deputation other than the appointed speakers interjects or attempts to address the Council meeting, the Chairperson may terminate the deputation.

- 3.13.5.** The Chairperson may terminate an address by a person in a deputation at any time where:
- the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting; or
  - the time period allowed for a deputation has expired; or
  - the person uses insulting or offensive language or is derogatory towards Council representatives or members of the gallery / media representatives.
- 3.13.6.** The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

#### **Division 4 - Motions**

##### **3.14. Notified Motions**

- 3.14.1.** A Councillor may bring forward to a meeting a motion on any matter within the jurisdiction or official cognisance of the Council by giving notice in writing, in the approved form, to the CEO at least five (5) days before the meeting.
- 3.14.2.** The Chairperson shall rule out of order a motion which does not comply with clause 3.14.1 of this policy.
- 3.14.3.** Notified motions shall be dated and recorded by the CEO as received.
- 3.14.4.** Where a Councillor who has given notice of a motion is absent or declines to move the motion, the motion may be:
- moved by another Councillor at the meeting; or
  - deferred to the next meeting.
- 3.14.5.** Where the notified motion is not moved or deferred, it shall not again be reintroduced without a subsequent notice of motion duly given as provided in clause 3.14.1.
- 3.14.6.** At the meeting, a notified motion requires a seconder in order that it be dealt with.

##### **Notices of Motion - Rescinding or Repealing Previous Resolutions**

- 3.14.7.** A resolution of the Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the Regulation.
- 3.14.8.** A resolution of the Council can be rescinded or repealed only if written notice, in the correct format, of intention to propose the repeal is given to each Councillor at least five (5) days before the meeting at which the proposal is to be made.
- 3.14.9.** At the meeting to decide the rescission motion, the proposed motion is taken to have been defeated unless it is agreed to by:
- the number of Councillors present at the meeting is more than the number present at the meeting at which the resolution was adopted - a majority of the Councillors present; or
  - in any other case - a majority of all Councillors.
- 3.14.10.** A resolution of the Council can only be rescinded or repealed if it has not been acted upon. If an alternative resolution is proposed to be moved, notice of intention to move the alternative motion is to also be provided.
- 3.14.11.** The Chairperson may call the notices of motion in the order they appear on an agenda. Where there is no objection to a motion to rescind or repeal a previous resolution being taken as a formal motion, the Chairperson may put the motion to rescind or repeal to the vote without discussion.
- 3.14.12.** If the motion to rescind or repeal a previous resolution of Council is carried then, if there is an alternative motion, it will be moved and seconded for discussion and voting thereon.
- 3.14.13.** Where a Councillor who has given notice of a motion is absent from the meeting of the Council at which the motion is to be considered, the motion may be:
- moved by another Councillor at the meeting; or
  - deferred to the next ordinary meeting of Council.

**3.14.14.** Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. The deferral shall not be longer than three (3) months.

**3.14.15.** Where a motion to rescind or repeal a previous resolution is lost, a motion of the same or like effect is not to be moved until at least three (3) months after the date on which the first mentioned motion to rescind was lost unless the Council, by resolution, decides otherwise.

### **3.15. Consideration of Motions and Amendments**

**3.15.1.** A motion or an amendment to a motion shall not be debated at a meeting of the Council unless or until the motion or the amendment is seconded, with the exception of procedural motions which are not debated.

**3.15.2.** A motion or an amendment to a motion (other than a procedural motion relating to a point of order) that is not seconded, lapses for want of a seconder.

**3.15.3.** Notwithstanding clause 3.15.1, a Councillor who moves a motion or an amendment to a motion may speak with the permission of the Chairperson for the purpose of explaining the purport of that motion before it is seconded.

**3.15.4.** A motion may not be withdrawn where a Councillor at the meeting objects to its removal.

**3.15.5.** When a motion has been moved and seconded, it is subject to the control of the Council and may not be withdrawn without the consent of the Council meeting.

**3.15.6.** Only one (1) motion, or one (1) proposed amendment to a motion, may be put at any one (1) time.

**3.15.7.** An amendment to a motion will be in terms which maintain or further clarify the intent of the original motion and does not contradict the motion.

**3.15.8.** Where an amendment to a motion is before a meeting of the Council, no other amendment to the motion will be considered until after the first amendment has been voted on.

**3.15.9.** A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.

**3.15.10.** Where a motion is amended by another motion, the original motion will not be proposed as a subsequent motion to amend the other motion.

**3.15.11.** The following items of business on the agenda of a Council meeting requires the movement of a motion:

- confirmation of minutes;
- reception of correspondence;
- receipt of petitions;
- consideration of notices of motion;
- reception and adoption of reports from Council Standing and Advisory Committees;
- matters resolved by the Council to be placed on the agenda; and
- general business including Leave of Absence;

### **3.16. Withdrawal of a Motion**

**3.16.1.** A motion may be withdrawn by the mover with the consent of the Council, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Council meeting for its withdrawal.

**3.16.2.** A Councillor who has moved or seconded a motion may elect to withdraw the motion:

- before an amendment to the motion is moved and seconded; or
- after an amendment is seconded but not adopted.

**3.16.3.** A modification to a motion may be accepted by the Councillors who have moved and seconded the motion in which case the original motion is deemed to be withdrawn and the motion, as accepted, becomes the motion.

**3.17. Speaking to Motions and Amendments**

- 3.17.1.** Subject to clause 3.15.2 above, the mover of a motion or amendment will read it and state that it is to be moved but will not speak to it until the motion is seconded.
- 3.17.2.** A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 3.17.3.** The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 3.17.4.** An amendment may be withdrawn by the mover with the consent of the Council, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Council for its withdrawal.
- 3.17.5.** The mover of a motion or amendment has the right to reply. Each Councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 3.17.6.** Each speaker, including when exercising a right of reply, will be restricted to not more than five (5) minutes and will speak directly to the motion.
- 3.17.7.** Any extension of time for a Councillor to speak in accordance with clause 3.17.6, will only be granted by the Chairperson and any extension will be for a period of not more than three (3) minutes.
- 3.17.8.** When two (2) or more Councillors rise or motion to speak at the same time, the Chairperson will determine who is entitled the priority.
- 3.17.9.** In accordance with *Section 254H* of the Regulation, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by a Council officer, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

**3.18. Method of Taking Vote**

- 3.18.1.** Before any matter is put to the vote, the Chairperson may direct the motion or amendment to be read again by the CEO or other Council officer who is taking the minutes of the meeting.
- 3.18.2.** The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection.
- 3.18.3.** A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. A Councillor may call for a division on an item by requesting that the item be voted on separately. If a division is taken, the minute secretary will record the names of Councillors voting in the affirmative and of those voting in the negative.
- 3.18.4.** The Council will vote by a show of hands.
- 3.18.5.** The Chairperson will declare the result of a vote or a division as soon as it has been determined.
- 3.18.6.** Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote on it has been declared.
- 3.18.7.** Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.

**3.19. Procedural Motions**

- 3.19.1.** A Councillor at a meeting of the Council may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
- that the question/motion be now put before the meeting;
  - that the motion or amendment now before the meeting be adjourned;

- that the meeting proceeds to the next item of business;
  - that the question lay on the table;
  - a point of order;
  - a motion of dissent against the Chairperson's decision;
  - that this report/document be tabled;
  - to suspend the rule requiring that (insert requirement); and
  - that the meeting stands adjourned.
- 3.19.2.** A procedural motion will be seconded.
- 3.19.3.** A procedural motion will not be debated and will be immediately put to the vote by the Chairperson.
- 3.19.4.** Where a procedural motion is lost, the Chairperson will not accept a similar motion until the expiration of 15 minutes after the time the motion was lost.
- 3.20. Motion - That the Question/Motion be Now Put before the meeting**
- 3.20.1.** A procedural motion, that the question be now put, may be moved and where the procedural motion is carried, the Chairperson will immediately put the question to the motion or amendment to that motion under consideration.
- 3.20.2.** Where a procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 3.20.3.** Any mover or seconder or speaker to the original motion or amendment to the motion, cannot move a procedural motion that the motion be put.
- 3.21. Motion - That the motion or amendment now before the meeting be adjourned**
- 3.21.1.** A procedural motion that the motion and/or amendment now before the meeting be adjourned may specify a time or date to which the debate is to be adjourned.
- 3.21.2.** Where no date or time is specified:
- a further motion may be moved to specify such a time or date; or
  - the matter about which the debate is to be adjourned, will be included in the agenda for the next meeting of the Council.
- 3.21.3.** A procedural motion may not adjourn debate for a period more than three (3) months after the date of that procedural motion.
- 3.22. Motion - That the Meeting Proceeds to the Next Item of Business**
- 3.22.1.** Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the Council on the giving of notice in accordance with the policy.
- 3.23. Motion - That the Question Lay on the Table**
- 3.23.1.** A procedural motion that the question lay on the table, will only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of the Council or person is required) before the matter may be concluded at the meeting.
- 3.23.2.** Where such a procedural motion is passed, the Council will proceed with the next matter on the agenda. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 3.23.3.** Once the matter is taken off the table, all members, whether or not they have previously spoken, have the right to speak.
- 3.23.4.** If the motion for the question to lay on the table is lost, debate continues and the tabling motion cannot be moved again in respect to that substantive motion.
- 3.23.5.** If the motion for the question to lay on the table is moved and carried whilst an amendment is before the Chairperson, both the motion and the amendment are laid on the table.

**3.24. Motion - That the Matter be Referred to a Committee**

- 3.24.1.** If a procedural motion that the matter be referred to a Committee for consideration is carried, debate on the matter will cease and the Council will proceed with the next matter on the agenda.
- 3.24.2.** Any Councillor may move to amend the procedural motion in order to specify or clarify the terms of reference under which the matter is referred or the composition or identity of the Committee to which the matter is to be referred.

**3.25. Motion - A point of order**

- 3.25.1.** A Councillor may ask the Chairperson to decide on a point of order where it is believed that another Councillor:
- has failed to comply with proper procedures; or
  - is in contravention of the local laws or legislation; or
  - is beyond the jurisdiction power of the Council meeting.
- 3.25.2.** Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking.
- 3.25.3.** Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended.
- 3.25.4.** The Chairperson will determine whether the point of order is upheld.
- 3.25.5.** Upon a question of order arising during the process of a debate, a Councillor may raise a point of order, and then the Councillor against whom the point of order is raised, will immediately cease speaking and be seated when the point of order is submitted.
- 3.25.6.** Notwithstanding anything contained in this policy or the Local Law No. 1 (Administration) 2011 to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

**3.26. Motion - That a motion of dissent against the Chairperson's decision**

- 3.26.1.** A Councillor may move a motion of dissent in relation to a ruling of the Chairperson on a point of order.
- 3.26.2.** Where such a motion is moved, further consideration of any matter will be suspended until after the motion of dissent is determined.
- 3.26.3.** Only the mover of the motion of dissent and the Chairperson will speak to the motion. The mover of the motion and the Chairperson will speak only once to the motion with the mover speaking first and the Chairperson second.
- 3.26.4.** Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made will proceed as though that ruling had not been made.
- 3.26.5.** Whereas a result of that ruling, a matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.
- 3.26.6.** Where a motion of dissent is not carried, the ruling of the Chairperson will stand.

**3.27. Motion - That this Report/Document be tabled**

- 3.27.1.** The motion that this report/document be tabled may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

**3.28. Motion - To suspend the rule requiring that**

- 3.28.1.** A procedural motion, to suspend the rule requiring that, may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.

**3.29. Motion - That the Meeting stands adjourned**



- 3.29.1.** A procedural motion that the meeting stands adjourned may be moved by a Councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a Councillor's time for speaking to the matter and will be put without debate.
- 3.29.2.** The procedural motion must specify a time for the resumption of the meeting and, on resumption, will continue with the business before the meeting at the point where it was discontinued on the adjournment.
- 3.30. Motion - That the Meeting be Closed or Opened**
- 3.30.1.** A meeting of Council may only be closed in accordance with *Section 254J* of the Regulation to discuss one (1) or more of the following matters:
- (a) the appointment, discipline or dismissal of the chief executive officer;
  - (b) industrial matters affecting employees;
  - (c) the local government's budget;
  - (d) rating concessions;
  - (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
  - (f) matters that may directly affect the health and safety of an individual or a group of individuals;
  - (g) 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;
  - (h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
  - (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- 3.30.2.** Where a procedural motion that the meeting be closed to the public is carried, the public will leave and not re-enter the room where the Council meeting is being held until a procedural motion that the meeting be opened, is carried.
- 3.30.3.** No motion can be moved and seconded and voted on while the meeting is closed to the public.
- 3.30.4.** Where the Council has resolved to close a meeting, all debate during the closed meeting will be confidential.

#### **Division 5 - Questions**

##### **3.31. Questions Without Notice**

- 3.31.1.** A Councillor through the Chairperson may at the Council meeting ask a question for reply by another Councillor or a Council officer regarding any item of business under consideration at the meeting of the Council. A question will be asked categorically and without argument and no discussion will be permitted at the meeting in relation to a reply or a refusal to reply to the question.
- 3.31.2.** A Councillor or Council officer to whom a question is asked without notice may request that the question be taken on notice at the next Council meeting.
- 3.31.3.** A Council officer to whom a question is asked without notice may:
- request that the question be taken on notice for the next Council meeting; or
  - request that the question be the subject of a report to a Council Committee.
- 3.31.4.** Any Councillor wishing to ask a question relating to the general work or procedure of the Council but not related to any matter under consideration at the meeting, will provide the

question in writing to the CEO at least five (5) days prior to the day of the meeting at which it is to be asked.

- 3.31.5.** A Councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 3.31.6.** The Chairperson may disallow a question which the Chairperson considers inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if carried the Chairperson will allow the question.

## **Division 6 - Record of Decision-making**

### **3.32. Recording of reasons for particular decisions**

Pursuant to *Section 254H* of the Regulation, if a decision made at a meeting is inconsistent with a recommendation or advice given to the local government by a Council officer of the local government and either or both the following apply to the decision:

- (a) the decision is about entering into a contract the total value of which is more than the greater of the following:
- (i) \$200,000 exclusive of GST; or
  - (ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report.
- (b) The decision is inconsistent with:
- (i) the policy or approach ordinarily followed by the local government for the type of decision; or
  - (ii) a policy previously adopted by the local government by resolution, whether or not as required by the Act, and still in force.

The CEO must ensure the minutes of the meeting include a statement of the reasons for not adopting the recommendation or advice previously included in clause 3.17.9.

## **PART 2 COUNCIL STANDING COMMITTEE/S**

### **Division 1 - Appointment and Function of Standing Committee/s**

#### **3.33. Standing Committee/s**

- 3.33.1.** The Council may, by resolution, appoint from its Councillors one (1) or any number of Standing Committees of the Council and determine the name of the Committee or Committees.
- 3.33.2.** The Council may, by resolution, appoint the number of members to each appointed Committee.
- 3.33.3.** Business must be in accordance with the adopted terms of reference for each Committee.
- 3.33.4.** The Council will choose the Chairperson for a Committee. This Chairperson will normally preside over meetings of the Committee.
- 3.33.5.** If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.
- 3.33.6.** Where one (1) Committee only is appointed, the Committee will comprise all members of Council with the Mayor as Chairperson. Each Councillor will be assigned a portfolio and will be referred to as the Spokesperson for that particular portfolio.
- 3.33.7.** The CEO will decide the order of business for the agenda.

#### **3.34. Function of a Standing Committee**

- 3.34.1.** The function of a Standing Committee is to consider, report upon and make recommendations to the Council in respect of matters comprised within or related to the business with which that Committee is charged by the Council. A Committee can also

exercise powers of the Council if those powers have been delegated to it under *Section 257* of the Act.

- 3.34.2.** The reports and recommendations of every Standing Committee must, except where power has been delegated to the Standing Committee to implement its decisions, be submitted to the Council for consideration.
- 3.34.3.** This section does not limit the power of the Council itself to deal with any matter which has been referred to or delegated to a Standing Committee.

#### **Division 2 - Time of Standing Committee Meetings**

##### **3.35. Times and Places of Standing Committee Meetings**

- 3.35.1.** The days and times of ordinary meetings of Standing Committees will be as resolved at the post-election meeting and from time to time thereafter.
- 3.35.2.** All meetings of Standing Committees will be held at the Council's public office unless otherwise resolved by Council.
- 3.35.3.** Pursuant to *Section 254B* of the Regulation, Council must, at least once in each year, publish a notice of the days and times when its ordinary meetings of its Standing Committees will be held.
- 3.35.4.** Council must display in a conspicuous place in its public office a notice of the days and times when its meetings will be held and meeting of its Committees will be held.

##### **3.36. Special Standing Committee Meetings**

- 3.36.1.** The CEO will call a special meeting of a Standing Committee if:
- the special meeting is required by a resolution of the Council; or
  - a written request for the special meeting is lodged with the CEO.
- 3.36.2.** A written request for a special meeting of a Standing Committee will:
- be signed by the Mayor or three (3) or more Councillors; and
  - specify the business of the special meeting; and
  - propose a day and time for the holding of the special meeting.
- 3.36.3.** The CEO calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting, to each Councillor.
- 3.36.4.** As per clause 3.1.3., Council must, at least once in each year, publish a notice of the days and times when its special meetings will be held.
- 3.36.5.** Council must, where possible, publish a notice of the day and time when its special meeting will be held.

#### **Division 3 - Notice of Standing Committee Meetings**

##### **3.37. Notices**

- 3.37.1.** The CEO will distribute a written notice of the meeting at least three (3) days prior to each meeting the only business that may be conducted at a special meeting is the business specified in the notice of meeting (see *Section 258* of the Regulation).
- 3.37.2.** Any notice of meeting or agenda will be given to a Councillor by:
- personal delivery; or
  - delivery to a nominated address; or
  - post; or
  - electronic mail.
- 3.37.3.** If the notice relates to a special meeting, it must also specify the business of the meeting.

#### **Division 4 - Conduct of Standing Committee Meetings**

##### **3.38. Chairperson**

- 3.38.1.** The Chairperson of a Standing Committee will preside at a meeting of a Standing Committee.
- 3.38.2.** If the Chairperson is not present at a meeting, the members present will appoint a Chairperson for the meeting (see *Section 267* of the Regulation).
- 3.39. Procedure at Standing Committee Meetings**
- 3.39.1.** A Standing Committee will deal with the items of business on its agenda in accordance with:
- procedural directions given to the Standing Committee by resolution of the Council; or
  - procedural directions specified in this policy; or
  - if there is no procedural direction governing a particular matter, the Chairperson's decision.
- 3.39.2.** However, a Standing Committee may, by resolution, overrule a decision on a procedural question made by the Chairperson.
- 3.39.3.** If an appropriate or adequate method of dealing with any matter is not provided for in this policy, the method of dealing with the matter may be determined by the Chairperson or by resolution upon a motion which may be put without notice.
- 3.40. Deputations and Presentations at Standing Committee Meetings**
- 3.40.1.** A deputation or presentation group wishing to address a meeting of a Standing Committee on any matter relevant to the Standing Committee will apply in writing to the CEO not less than five (5) business days before the day of the meeting.
- 3.40.2.** The CEO, on receiving an application for a deputation or presentation, will notify the Mayor and/or the Chairperson of the Standing Committee who will determine whether the deputation or presentation may be heard.
- 3.40.3.** The CEO, or delegate, will inform the deputation or presentation group of the determination under clause 3.40.2.
- 3.40.4.** Where it has been determined under clause 3.40.2 that the deputation or presentation will be heard, a convenient time will be arranged for that purpose and a time period allowed.
- 3.40.5.** A deputation or presentation will not exceed 15 minutes unless otherwise agreed by the Chairperson.
- 3.40.6.** A maximum of three (3) persons from a deputation or presentation will be at liberty to address the Standing Committee.
- 3.40.7.** The Chairperson may terminate an address by a person in a deputation or presentation at any time where:
- the Chairperson is satisfied that the purpose of the deputation or presentation has been sufficiently explained to the Councillors at the meeting; or
  - the person uses insulting or offensive language; or
  - if a member of the deputation or presentation, other than the appointed speakers, continues to interject or attempt to address the Council after the Chairperson has warned the member of the deputation or presentation.
- 3.41. Questions**
- 3.41.1.** Questions Without Notice
- 3.41.2.** A Councillor through the Chairperson may at the Standing Committee meeting ask a question for reply by another Councillor or a Council officer regarding any item of business under consideration at the meeting of the Council. A question will be asked categorically and without argument and no discussion will be permitted at the meeting in relation to a reply or a refusal to reply to the question.
- 3.41.3.** A Councillor or Council officer to whom a question is asked without notice may request that the question be taken on notice at the next Standing Committee meeting.
- 3.41.4.** A Council officer to whom a question is asked without notice may:

- request that the question be taken on notice for the next Standing Committee meeting;  
or
  - request that the question be the subject of a report to a Standing Committee meeting.
- 3.41.5.** Any Councillor wishing to ask a question relating to the general work or procedure of the Council but not related to any matter under consideration at the meeting, will provide the question in writing to the CEO at least five (5) days prior to the day of the meeting at which it is to be asked.
- 3.41.6.** A Councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 3.41.7.** The Chairperson may disallow a question which the Chairperson considers inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if carried the Chairperson will allow the question.
- 3.42. Speaking to Motions or Amendments**
- 3.42.1.** During a Committee Meeting, the Chairperson may allow discussion on an agenda item prior to the mover of a motion. This point is taken to have the same effect as a suspension of standing orders and will allow free and full debate on a topic. Once a motion has been moved the following procedure will be followed in 3.42.2 – 3.42.4.
- 3.42.2.** During Committee Meetings, the mover of a motion or amendment has the right to reply. Each Councillor will have the opportunity to speak to the motion. Once the right of reply had been delivered, the debate ends. ~~During Committee Meetings, Council Meetings~~ the mover of a motion or amendment has the right to reply. Each Councillor will speak no more than ~~once twice~~ to the same motion or same amendment except as a right of reply.
- 3.42.3.** During Committee Meetings each speaker will have the opportunity to free and open debate and be able to seek information from the relevant officer/s and other Councillors. ~~During Committee Meetings, Council Meetings~~, each speaker will be allocated five (5) minutes to speak to a motion. A further two (2) minutes will be allocated if required. The mover of a motion, ~~Each speaker, including~~ when exercising the right of reply will be restricted to no more than five (5) minutes. ~~and will speak directly to the motion.~~
- 3.42.4.** During a Committee Meeting, the Chairperson will make a determination as to cease debate should discussion exhaust all the points of view. ~~During Committee Meetings, Council Meetings~~, any extension of time for a Councillor to speak in accordance with clause 3.42.2 will only be granted by the Chairperson and any extension will be for a period of no more than three (3) minutes.
- 3.43. Reports by Standing Committee/s**
- 3.43.1.** All Standing Committees, unless otherwise resolved by Council pursuant to *Section 254F* of the Regulation, will submit reports and/or recommendations to the CEO who will list them on the agenda for the next available ordinary meeting of Council.
- 3.43.2.** All Standing Committee minutes submitted to the Council will be signed by the Chairperson of the Standing Committee or the person presiding over the meeting at which the report was authorised.
- 3.43.3.** Where Council has one (1) Standing Committee only, the report will be signed by all Councillors present at the meeting.
- 3.43.4.** If in a report of a Standing Committee distinct recommendations are made, the decision of the Council may be taken separately on each recommendation.
- 3.43.5.** The Chairperson of the ordinary meeting of the Council will decide whether the distinct recommendations or parts of recommendations are considered separately by the meeting of the Council.
- 3.43.6.** The Standing Committee recommendations adopted by Council are resolutions of the Council.

**3.44. Standing Committee Reports**

- 3.44.1.** If, in a report of a Standing Committee, distinct recommendations are made, the decision of the Council may be taken separately on each recommendation.
- 3.44.2.** A recommendation of a Standing Committee, or portion thereof, may be amended by the Council in any manner it may think fit.
- 3.44.3.** A recommendation of a Standing Committee adopted by the Council is a resolution of the local government.

**PART 3 ADVISORY COMMITTEES****Division 1 - Appointment of Advisory Committees****3.45. Appointment of Advisory Committees**

- 3.45.1.** The Council may, by resolution, appoint Advisory Committees for the performance of any duty, not of a permanent nature, for which in the opinion of the Council an Advisory Committee ought to be appointed.
- 3.45.2.** The appointment of every Advisory Committee will be made by resolution of the Council and the motion to appoint the Advisory Committee will include the following:
- the duties proposed to be entrusted to the Advisory Committee; and
  - the term of the appointment of the Advisory Committee; and
  - the Advisory Committee membership, including Councillors and, where applicable, persons who are not Councillors; and
  - Council senior officers who provide technical operational expertise and who are non-voting members; and
  - the Advisory Committee Chairperson will be a Councillor unless the Council decides otherwise.
- 3.45.3.** The Council will provide reasonable administrative assistance for the conduct of Advisory Committee meetings however, the Council officers providing the administrative assistance will not be members of the Advisory Committee or have voting entitlements.

**Division 2 - Conduct of Advisory Committee Meetings****3.46. Conduct of Meetings**

- 3.46.1.** The Advisory Committee, through the Chairperson, may determine the dates, times and places for its meetings pursuant to *Section 268* of the Regulation, subject to operational resources.
- 3.46.2.** The Chairperson will preside at an Advisory Committee meeting pursuant to *Section 267* ('Chairperson of Committee') of the Regulation. However, if the Chairperson is absent or unavailable to preside, a Councillor will be chosen by the Mayor to preside. Should a Councillor be unavailable to preside, the CEO will nominate a member of the senior management team to preside.
- 3.46.3.** With the permission of the Chairperson, a non-member may attend an Advisory Committee meeting and, with the permission of the Chairperson, address the Advisory Committee on any item of business listed on the agenda.
- 3.46.4.** A non-member will not vote on any matter at an Advisory Committee meeting.

**Division 3 - Conduct of Members of Advisory Committees****3.47. Conduct of Members**

- 3.47.1.** A member of an Advisory Committee must ensure that there is no conflict or possible conflict between the member's private interests and the honest performance of the member's role of advising or making a recommendation to the Council.
- 3.47.2.** A member of an Advisory Committee will not:
- make improper use of information acquired as a member of the Advisory Committee to gain directly or indirectly a financial advantage for that person or someone else; or

- make improper use of information acquired as a member of the Advisory Committee to harm the Council; or
- release information that the person knows or should reasonably know is information that is confidential to the Council.

**3.47.3.** Termination of membership of a Committee member for inappropriate conduct will be determined by Council.

#### **Division 4 - Reports by Advisory Committees**

##### **3.48. Reports by Advisory Committees**

**3.48.1.** An Advisory Committee through the Council department responsible for the function will submit a report to Council of each of its meetings, namely the minutes of the Advisory Committee meeting. The report will list the recommendations for Council consideration and be tabled on an agenda for an ordinary meeting of Council. Council is to have adopted the recommendation/s prior to any action being taken operationally to deliver on the recommendations.

#### **Division 5 - Termination of Advisory Committees**

##### **3.49. Tenure of Advisory Committee Membership**

**3.49.1.** Subject to any resolution to the contrary, if an Advisory Committee is appointed for a particular purpose or for a limited time, the Advisory Committee is abolished and appointment of members to the Advisory Committee is terminated upon the fulfilment of that purpose or the expiration of that time.

**3.49.2.** If any member of an Advisory Committee is absent from three (3) consecutive meetings without having obtained a leave of absence from the Advisory Committee, the member's continued membership of that Advisory Committee will be referred to Council for determination.

**3.49.3.** Individual membership is for a period of three (3) years unless for a shorter period as stated in the establishment of the Advisory Committee. At the conclusion of the three (3) year appointment, the Advisory Committee member is released from the Advisory Committee. For Councillor and Council officer membership positions, the membership will be reinstated unless otherwise decided by Council. For external membership positions, nominations will be called for from relevant community groups / sectors to fill the vacant positions. The process to assess the applications will be formalised operationally in consultation with Council.

**3.49.4.** A report will be tabled for Council to adopt the Advisory Committee membership at an ordinary meeting of Council.

#### **PART 4 PUBLIC PARTICIPATION IN COUNCIL MEETINGS**

##### **3.50. Attendance of Public and Media at Council Meetings**

**3.50.1.** Every ordinary meeting of the Council, other than a closed meeting pursuant to *Section 2754J* of the Regulation, will be open to media representatives and to the public.

**3.50.2.** Copies of the Council meeting agenda, excluding confidential items, will be made available to the representatives of the media. Reasonable access will be allowed to the representatives to correspondence and reports laid on the table or submitted to the meeting. However, access will be withheld where the Council by resolution so decides on the grounds that publication may prejudice the Council's interests.

**3.50.3.** An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.

**3.50.4.** Subject to Part 7, when the Council or a Committee proposes to close a meeting pursuant to *Section 254J* of the Regulation, the Chairperson will direct all persons, other than

members of the Council or the Committee, to leave the meeting and every person will immediately comply with the direction.

**3.50.5.** Unless resolved otherwise, clause 3.48.4. does not apply to the Council officers or its legal and technical advisers who are required to be in attendance for the matters under discussion.

**3.50.6.** The resolution that Council proceed into Closed Session must specify the nature of the matters to be considered and these matters must be in accordance with *Section 254J* of the Regulation. The Chairperson may direct any persons improperly present to withdraw immediately. Council must not make a resolution (other than a procedural resolution) in a Closed Session. Council must resolve to move out of Closed Session so that a resolution can be passed on the matters considered in Closed Session.

### **3.51. Public Participation at Council Meetings**

**3.51.1.** Except when invited to do so by the Chairperson, a member of the public will not take or attempt to take part in the proceedings of a Council meeting.

**3.51.2.** Any person addressing the Council will stand, act and speak with decorum and frame any remarks in respectful and courteous language.

**3.51.3.** Any person who is considered by the Council or the Mayor to be unsuitably attired may be directed by the Mayor or Chairperson to immediately withdraw from the meeting.

**3.51.4.** Failure to comply with a request under clause 3.49.3. will be considered an act of disorder.

**3.51.5.** The Council Chairperson may, as a mark of distinction, admit a non-member to a part of the Council Chambers normally reserved for Councillors during the conduct of a Council meeting to participate in the discussion of a particular item of business, on conditions decided by the Council. The time allotted shall not exceed 15 minutes and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the meeting during this period shall be at the absolute discretion of the Council.

### **3.52. Participating in meetings by audio link or audio visual link (Teleconference)**

**3.52.1.** If a Councillor wishes to be absent from a Council meeting place during a meeting, they may participate in meeting by audio link or audio-visual link in accordance with *Section 254K* of the Regulation. The Councillor wishing to participate by audio link or audio-visual link must advise the Chairperson or CEO of their participation by teleconference, as soon as practicable once the Councillor becomes aware of their intended absence. The Chairperson may allow a Councillor to participate in a Council or Committee meeting by teleconference.

**3.52.2.** A Councillor taking part by teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.

**3.52.3.** Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

## **PART 5 MAINTENANCE OF GOOD ORDER AT COUNCIL AND COMMITTEE MEETINGS**

### **3.53. General Conduct During Meetings**

**3.53.1.** After a meeting of the Council or a Committee has been formally constituted and the business commenced, a Councillor or Committee member will not enter or leave the meeting without first notifying the Chairperson.

**3.53.2.** A Councillor or Committee member is not deemed to be present at any meeting of the Council or Committee unless the Councillor or Committee member is inside the meeting room or in attendance via teleconference in accordance with *Section 254K* of the Regulation.

**3.53.3.** At ordinary and special meetings of the Council, unless exempted by the Chairperson, Councillors will stand and address the Chairperson while:



- moving any motion or amendment; or
  - seconding any motion or amendment; or
  - taking part in any discussion; or
  - replying to any question; or
  - addressing the Council for any other purpose.
- 3.53.4.** Councillors and Committee members will, during a meeting of the Council or a Committee, address:
- other Councillors by their respective titles, Mayor or Councillor; and
  - Council officers by designating them by their respective official or departmental title.
- 3.53.5.** Councillors and Committee members will confine their remarks to the matter under consideration.
- 3.53.6.** Councillors and Committee members will remain seated and silent while a vote is being taken.
- 3.53.7.** Councillors and Committee members will act with due decorum during meetings in order that the meeting is conducted in an efficient and effective manner. Councillors and Committee members will not make a noise or disturbance except to raise a point of order, nor converse aloud, while another person is addressing the Council or a Committee.
- 3.53.8.** The Chairperson may specify orally or in writing appropriate standards of decorum which will be observed by all Councillors and other persons attending a meeting of the Council or a Committee.
- 3.53.9.** Councillors and Committee members will not make personal reflections on or impute improper motives to any other Councillor, Committee member or a Council officer.
- 3.53.10.** A Councillor or Committee member who is speaking will not be interrupted except upon a point of order being raised either by the Chairperson or Councillor or Committee member.
- 3.53.11.** When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak, will immediately cease speaking and resume their seat, and each Councillor and Committee member present will preserve strict silence so that the Chairperson may be heard without interruption.
- 3.53.12.** The Chairperson may:
- call the attention of the meeting to continued irrelevance or tedious repetition on the part of any Councillor or Committee member; and
  - direct a Councillor or Committee member to discontinue a speech.
- 3.54. Loss of Quorum**
- 3.54.1.** If during the conduct of a meeting, the Chairperson becomes aware that a quorum is no longer present; the meeting will be adjourned to a date and time to be determined by the Chairperson but no later than 21 days from the date of the adjournment.
- 3.54.2.** However, the meeting may be adjourned to a later time on the same day.
- 3.54.3.** When the conduct of a meeting is interrupted as a result of the loss of a quorum, the business of the resumed meeting must commence at the point in the meeting agenda at which the interruption occurred.
- 3.54.4.** In the event where one (1) or more Councillors or Committee members leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the Council must resolve to, where applicable:
- delegate the consideration and decision on the matter, pursuant to *Section 261* of the Act;
  - defer the matter to a later meeting; and
  - not decide on the matter and take no further action in relation to the matter.

- 3.54.5.** All Councillors and Committee members including the conflicted Councillors and Committee members, may participate in deciding to delegate or defer a matter.
- 3.54.6.** The Council or the Committee must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 3.54.7.** If the matter cannot be delegated under legislation, the Council should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.
- 3.54.8.** The Councillor or Committee member must then leave the place of the meeting and stay away while the matter is being discussed and voted on unless the subject Councillor has Ministerial approval to participate in the matter. The Councillor or Committee member must not influence or attempt to influence the remaining Councillors or Committee members to vote on the matter in a particular way.
- 3.54.9.** Once the Councillor or Committee member has left the area where the meeting is being conducted, the Council or Committee can continue discussing and deciding on the matter at hand.

### **3.55. Prescribed Conflict of Interest**

Councillors and Committee members are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a Council or Committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, Councillors or Committee members must abide by the following procedures:

- 3.55.1.** A Councillor or Committee member who has notified the Chairperson/CEO of a prescribed conflict of interest in a matter to be discussed in a Council meeting must also give notice during the meeting.
- 3.55.2.** A Councillor or Committee member who first becomes aware of a prescribed conflict of interest in a matter during a meeting must immediately inform the meeting of the conflict of the interest.
- 3.55.3.** When notifying the meeting of a prescribed conflict of interest, the following details must be provided:
- if it arises because of a gift, loan or contract, the value of the gift, loan or contract;
  - if it arises because of an application or submission, the subject of the application or submission:
    - the name of any entity other than the Councillor or Committee member that has an interest in the matter;
    - the nature of the Councillor's or Committee member's relationship with the entity that has an interest in a matter;
    - details of the Councillor's or Committee member's (and any other entity's) interest in the matter.
- 3.55.4.** The Councillor or Committee member must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor has written notice from the Minister to participate in the matter.
- 3.55.5.** Once the Councillor or Committee member has left the area where the meeting is being conducted, the Council or Committee can continue discussing and deciding on the matter at hand.

### **3.56. Declarable Conflict of Interest**

Councillors or Committee members are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council or Committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A Councillor or Committee member may raise their personal interests in a matter at the meeting to

canvass the view of the other Councillors or Committee members prior to deciding to declare a conflict of interest. If the other Councillors or Committee members suspect the personal interest might be a conflict of interest, the Councillor or Committee member may disclose their suspicion and the processes under *Section 150EW* of the Act.

When dealing with a declarable conflict of interest, Councillors or Committee members must abide by the following procedures:

- 3.56.1.** A Councillor or Committee member who has notified the Chairperson/CEO of a declarable conflict of interest in a matter to be discussed at a Council or Committee meeting must also give notice during the meeting.
- 3.56.2.** A Councillor or Committee member who first becomes aware of a declarable conflict of interest in a matter during a Council or Committee meeting must inform the meeting of the conflict of interest
- 3.56.3.** When notifying the meeting of a declarable conflict of interest, Councillors and Committee members should provide sufficient detail to allow the other Councillors or Committee members to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
  - the nature of the declarable conflict of interest:
  - if it arises because of the Councillor's or Committee member's relationship with a related party:
    - the name of the related party to the Councillor or Committee member;
    - the nature of the relationship of the related party to the Councillor or Committee member; and
    - the nature of the related party's interest in the matter;
  - if it arises because of a gift or loan from another person to the Councillor or Committee member or a related party:
    - the name of the other person;
    - the nature of the relationship of the other person to the Councillor or Committee member or related party;
    - the nature of the other person's interest in the matter; and
    - the value of the gift or loan and the date the gift or loan was made.
- 3.56.4.** After a Councillor or Committee member has declared a conflict of interest, the Councillor or Committee member should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 3.56.5.** If the Councillor or Committee member chooses not to leave the meeting, the Councillor or Committee member may advise the other Councillors and Committee members of their reasons for seeking permission to participate in making the decision.
- 3.56.6.** The other non-conflicted Councillors and Committee members at the meeting must then decide, by resolution, whether the Councillor or Committee member can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted Councillors and Committee members. The non-conflicted Councillors and Committee members may impose conditions on the Councillor or Committee member under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The Councillor or Committee member must comply with any decision or condition imposed by the non-conflicted Councillors and Committee members.
- 3.56.7.** In deciding on a Councillor's or Committee member's declarable conflict of interest in a matter, only Councillors and Committee members who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision

making. The decision may be made even if the number of those Councillors or Committee members is less than a majority or less than a quorum for the meeting consistent with *Section 150ET* of the Act.

- 3.56.8.** The Councillor or Committee member who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the other Councillors or Committee members in making their decision. The subject Councillor or Committee member must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor or Committee member may remain in the meeting and participate in deciding the matter in which the Councillor or Committee member has a declarable conflict of interest.
- 3.56.9.** When deciding whether a Councillor or Committee member may participate in the decision making on a matter in which they have a declarable conflict of interest, the other Councillors and Committee members should consider the particular circumstances of the matter including, but not limited to:
- how does the inclusion of the Councillor or Committee member in the deliberation affect the public trust;
  - how close or remote is the Councillor's or Committee member's relationship to the related party;
  - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
  - will the benefit or detriment the subject Councillor or Committee member or their related party stands to receive from the decision have major or minor impact on them;
  - how does the benefit or detriment the subject Councillor or Committee member stands to receive compare to others in the community;
  - how does this compare with similar matters that Council has decided and have other Councillors or Committee members with the same or similar interests decided to leave the meeting; and/or
  - whether the subject Councillor or Committee member has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 3.56.10.** If the non-conflicted Councillors or Committee members cannot decide about the declarable conflict of interest of a Councillor or Committee member, they are taken to have decided that the Councillor or Committee member must leave and stay away from the meeting while the non-conflicted Councillors and Committee members discuss and vote on the matter.
- 3.56.11.** A decision about a Councillor or Committee member who has a declarable conflict of interest in a matter applies in relation to the Councillor or Committee member for participating in the decision, and all subsequent decisions, about the same matter unless there is a change to the Councillor's or Committee member's personal interests and/or the nature of the matter being discussed. If the non-conflicted Councillors and Committee members decide that the Councillor or Committee member can act in the public interest on the matter, then the Councillor or Committee member may participate in the meeting and be involved in processes occurring outside of a Council or Committee meeting about the same matter e.g. briefing sessions or workshops.
- 3.56.12.** In making the decision under 3.54.6 and 3.54.9, it is irrelevant how the subject Councillor or Committee member intended to vote on the issue or any other issue (if known or suspected).
- 3.56.13.** A Councillor or Committee member does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister.

### **3.57. Reporting a suspected conflict of interest**

- 3.57.1.** If a Councillor or Committee member at a meeting reasonably believes or suspects that another Councillor or Committee member has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor or Committee member is participating in a decision on that matter, the Councillor or Committee member must immediately inform the Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 3.57.2.** The Chairperson then should ask the relevant Councillor or Committee member with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor or Committee member agrees they have a conflict of interest, the Councillor or Committee member must follow the relevant procedures above.
- 3.57.3.** If the Councillor or Committee member believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 3.57.4.** The non-conflicted Councillors and Committee members must then decide whether the Councillor or Committee member has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor or Committee member does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor or Committee member has a conflict of interest, the Councillor or Committee member must follow the relevant procedures above.
- 3.57.5.** If the Councillors and Committee member cannot reach a majority decision, then they are taken to have determined that the Councillor or Committee member has a declarable conflict of interest.

**3.58. Process for dealing with Unsuitable Meeting Conduct by a Councillor**

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a Council or Committee meeting and contravenes a behavioural standard of the code of conduct for Councillors.

When dealing with an instance of unsuitable conduct by a Councillor in a Council or Committee meeting, the following procedures must be followed:

- 3.58.1.** The Chairperson must decide whether or not unsuitable meeting conduct has been displayed by a Councillor at a Council or Committee meeting.
- 3.58.2.** If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, refer to clause 3.56.7 for the steps to be taken.
- 3.58.3.** If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
- ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
  - apologising for their conduct; and
  - withdrawing their comments.
- 3.58.4.** If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 3.58.5.** If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.
- 3.58.6.** If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 3.58.7.** If the Councillor still continues to fail to comply with the Chairperson's request for remedial actions, the Chairperson may make one (1) or more of the orders below:
- an order reprimanding the Councillor for the conduct; and
  - an order requiring the Councillor to leave the meeting, including any area set aside for

the public and stay out for the duration of the meeting.

- 3.58.8.** If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an authorised Council officer. The meeting must be adjourned whilst the Councillor is being removed pursuant to *Section 150I(2)(c)* of the Act.
- 3.58.9.** Following the completion of the meeting, the Chairperson must ensure:
- details of any order issued is recorded in the minutes of the meeting pursuant to *Section 150I(3)* of the Act;
  - if it is the third or more order within a twelve (12) month period made against a Councillor or the Councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Council and treated as inappropriate conduct pursuant to *Section 150J* of the Act; and
  - the Council's CEO is advised to ensure details of any order made is updated in the Council's Councillor Conduct Register pursuant to the Act.
- 3.58.10.** Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for clause 3.56.1, 3.56.7 and 3.56.8.

**3.59. Meeting process for dealing with suspected inappropriate conduct which has been referred to a Local Government by the Independent Assessor (IA)**

Pursuant to *Chapter 5A, Division 5* (Referral of conduct to a local government) of the Act after receiving a referral by the Independent Assessor (IA) or under clause 3.56.9 (b) of this policy of an instance of suspected inappropriate conduct, the Council must complete an investigation into the alleged conduct.

After the completion of the investigation, the Council must decide whether the Councillor has engaged in inappropriate conduct in a Council or Committee meeting, unless it has delegated responsibility for this decision under *Section 257* of the Act.

When dealing with an instance of suspected inappropriate conduct which has been referred to a Council by the IA:

- 3.59.1.** The Council must be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the Council may resolve to go into Closed Session under *Section 254J* of the Regulation to discuss the allegation.
- 3.59.2.** The subject Councillor has a declarable conflict of interest in the matter and is permitted by the Council to remain in the meeting during the debate about whether the Councillor engaged in the inappropriate conduct and answer questions put to the subject Councillor by the Chairperson to assist the other Councillors in making a decision. This permission to remain in the meeting for the debate is on the condition that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the Councillor is found to have committed inappropriate conduct.
- 3.59.3.** Should the complainant be a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in clause 3.54.9. If the complainant Councillor who has a declarable conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other Councillors must decide how to deal with the conflict of interest under clause 3.54.9. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- 3.59.4.** The Council must debate the issue and decide whether the accused Councillor engaged in inappropriate conduct. If the Council has lost quorum due to the number of conflicted

Councillors or another reason, the matter must be delegated consistent with *Section 257* of the Act or deferred to another date when a quorum will be present.

- 3.59.5.** If a decision is reached that the accused Councillor has engaged in inappropriate conduct, then the Councillors must decide what penalty or penalties from the orders detailed in clause 3.57.6, if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous inappropriate conduct of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the Council is reasonably satisfied is true.
- 3.59.6.** The Council may order that no action be taken against the Councillor or make one (1) or more of the following:
- an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct;
  - an order reprimanding the Councillor for the conduct;
  - an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
  - an order that the Councillor be excluded from a stated Council meeting;
  - an order that the Councillor is removed, or must resign, from a position representing the Council, other than the office of Councillor, for example that the Councillor is ordered to resign from an appointment representing the Council on a State board or Committee;
  - an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct; and/or
  - an order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's inappropriate conduct.
- 3.59.7.** Council may not make an order that the Councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future, in relation to a person who is no longer a Councillor.
- 3.59.8.** The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the Chairperson must advise them of the details of the decision.
- 3.59.9.** The Chairperson must ensure the meeting minutes reflect the resolution made.
- 3.60. Acts of Disorder by Members of a Committee of Council**
- 3.60.1.** A member of the Council or a Committee commits an act of disorder at a meeting of the Council or a Committee if the member:
- obstructs or interrupts the proper conduct of the meeting; or
  - uses indecent or offensive language; or
  - makes a statement reflecting adversely on the reputation of the Council; or
  - makes an intemperate statement reflecting adversely on the character or motives of a member or officer of the Council; or
  - refuses or willfully fails to comply with a direction given by the Chairperson of the meeting; or
  - commits an act which, in the Chairperson's opinion, constitutes an act of disorder; or
  - fails to comply with Council's Code of Conduct.
- 3.60.2.** If a member of the Council or a Committee has, in the Chairperson's opinion, committed an act of disorder; the Chairperson may direct the member to make a retraction or apology.
- 3.60.3.** If the member does not comply immediately with a direction under clause 3.58.2, the Chairperson may immediately move a motion (a suspension motion) that the member be suspended for the remainder of the meeting, or a lesser time fixed by the Chairperson.
- 3.60.4.** If the Chairperson moves a suspension motion:

- the motion will be put to the vote immediately without discussion; and
- if the motion is passed, the member will immediately leave the meeting place and will remain away for the period of the suspension.

**3.60.5.** A member will comply with clause 3.58.4.

**3.60.6.** The use of mobile phones in the area set aside for Councillors and Committee members in the Council Chambers or other meeting places is not permitted unless authorised by the Chairperson.

**3.61. Acts of Disorder by a Person Other Than a Member**

**3.61.1.** A person who is not a member of the Council or a Committee will not interrupt or obstruct the proper conduct of a meeting of the Council or a Committee. Maximum penalty - 20 penalty units Local Law No.1 (Administration) 2011.

**3.61.2.** If a person other than a member interrupts or obstructs the proper conduct of a meeting of the Council or a Committee, the Chairperson may ask the person to withdraw from the meeting place.

**3.61.3.** A person asked to withdraw from a meeting place under clause 3.59.2 will immediately withdraw from the place and will remain away until the end of the meeting or for a lesser period fixed by the Chairperson. Maximum penalty - 20 penalty units Local Law No. 1 (Administration) 2011.

**3.61.4.** If a person contravenes clause 3.59.3, an authorised Council officer may, at the request of the Chairperson, exercise reasonable force to remove the person and keep the person away from the meeting place.

**3.61.5.** The use of mobile phones in the area set aside for the representatives of the media and the public in the Council Chambers or other meeting places is not permitted unless authorised by the Chairperson.

**3.62. Adjournment for Disorder**

**3.62.1.** The Chairperson may adjourn a meeting of the Council or a Committee for not more than 30 minutes and quit the Chair if an act of disorder arises at a Council or Committee meeting and the meeting cannot properly continue.

**3.62.2.** On resumption of the meeting, the Chairperson will move a motion, which will be put without debate, to determine whether the meeting will proceed.

**3.62.3.** Where a motion under clause 3.60.2 is lost, the Chairperson will declare the meeting closed, and any outstanding matters will be referred to a future meeting.

**3.63. Council Officers - Attendance at Council and Standing Committee Meetings**

**3.63.1.** The CEO and General Managers will be available to attend all Ordinary, Special and Standing Committee meetings of the Council.

**3.63.2.** Every Standing Committee may, before entering into discussion on any matter, call on the relevant Manager and/or the General Manager's nominee to be present at the discussion and the Manager or the General Manager's nominee will attend.

**PART 6 RECORD OF MEETINGS**

**3.64. Agenda and Minutes of Meetings**

Agenda of a meeting of the Council or a Committee will include:

- a copy of any report whether by a Committee or a Council officer adopted by the meeting, excluding confidential reports; and
- a copy of any other documentary material necessary for a proper understanding of the proceedings of the meeting.

Minutes of a meeting of the Council or a Committee must comply with *Section 254F* of the Regulation.

**3.65. Audio and Video Recording of Meetings**



- 3.65.1.** The Council may direct that an audio or video recording of a meeting of the Council or a Committee be made for the purpose of verifying the accuracy of the minutes of the meeting.
- 3.65.2.** An audio or video recording made under this clause:
- may be used for the purpose of verifying the accuracy of the minutes of the meeting;
  - after being used for that purpose will be dealt with as directed by the CEO; and
  - where Council consents, will be made available to the public.
- 3.65.3.** A person (other than the Council) will not, without the approval of the Chairperson, use an electronic recording or transmitting device or a mobile phone in the public gallery of a meeting place of a meeting of the Council or a Committee.
- 3.65.4.** If a Councillor or Committee member wishes to be absent from a Council or Committee meeting place during a meeting, the Councillor or Committee member must apply to the Chairperson to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the Councillor or Committee member becomes aware of their intended absence. The Chairperson may allow a Councillor or Committee member to participate in a meeting by teleconference.
- 3.65.5.** A Councillor or Committee member taking part by teleconference is taken to be present at the meeting if the Councillor or Committee member was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor or Committee member must be recorded in the minutes as present at the meeting.

#### **PART 7 CLOSED MEETING**

Council and Standing Committee meetings may resolve that a meeting be closed to the public if its members consider it necessary to discuss any of the following matters:

- appointment, dismissal or discipline of a CEO;
- industrial matters affecting employees;
- the Council's budget;
- rating concessions;
- legal advice obtained by the Council, including legal proceedings that may be taken by or against the Council;
- matters that may directly affect the health and safety of an individual or group of individuals;
- negotiations relating to a commercial matter involving the Council for which a public discussion could prejudice the interests of the Council;
- negotiations relating to the taking of land by the Council under the *Acquisition of Land Act 1967*; and
- a matter that the Council is required to be kept confidential under a law of, or formal agreement with, the Commonwealth or a State.

In accordance with *Section 252* of the Regulation, Council cannot resolve under *Section 254J* of the Regulation that a meeting at which a proposed expenses reimbursement policy is discussed (including its adoption or amendment, for example) be closed.

#### **3.66. Procedure**

- 3.66.1.** A Council or Committee meeting cannot resolve that a meeting be closed where the meeting is informed of a Councillor's or Committee member's personal interest in the matter by another person and the eligible Councillors or Committee members at the meeting must decide whether the Councillor or Committee member has a declarable conflict of interest in the matter.
- 3.66.2.** Further, the meeting must not be closed if a quorum is lost due to the number of conflicted Councillors or Committee member who leave the meeting and the Council or Committee must:
- delegate the matter;

- decide by resolution to defer to a later meeting; or
  - decide by resolution to take no further action on the matter.
- 3.66.3.** A Council or Committee must not make a resolution (other than procedural) in a Closed Session meeting. If a Closed Session includes attendance by teleconference, the Councillor/s or Committee member/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.
- 3.66.4.** To take an issue into a Closed Session, the Council or Committee must abide by the following:
- pass a resolution to close the meeting;
  - the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered;
  - if the matter is known in advance, the agenda should clearly identify that the matter will be considered in Closed Session, and an explanation of why it is deemed necessary to take the issue into Closed Session must be stated; and
  - not make a resolution while in a closed meeting (other than a procedural resolution).

### **3.67. Confidentiality**

For the purposes of *Section 254J* of the Regulation, information obtained by a Councillor, Committee member or Council officer at or during a closed meeting of the Council or a Committee is deemed to be information that he or she knows or should reasonably know is information that:

- is confidential to the Council, and
- the Council wishes to keep confidential.

## **4. DEFINITIONS**

**Act** means the *Local Government Act 2009*

**Advisory Committee** means an Advisory Committee appointed by the Council pursuant to *Section 264* (Appointment of Committees) of the Regulation.

**Authorised Council Officer** means a person authorised by the Chief Executive Officer for the purpose of enforcing and maintaining order at a Council or Committee meeting.

**Business Day** means any day Monday to Friday.

**Chairperson** means:

- the Mayor in the case of a Council meeting; or
- the person appointed by the Council pursuant to *Section 267* (Chairperson of Committee) of the Regulation as Chairperson of the Council or a Committee meeting; or
- a person acting in the position of Chairperson pursuant to this policy.

**Chief Executive Officer ('CEO')** means the person appointed and employed by the Council as its Chief Executive Officer pursuant to *Section 194* (Local Government Employees) of the Act.

**Council officer** means a person who is an employee of the local government or is otherwise engaged to provide services to the local government and whose duties include giving a recommendation or advice.

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

**Day** means any calendar day.

**Deputation** means a group of people appointed to undertake a mission or take part in a formal process on behalf of a larger group.

**Mayor** means the Mayor of the Council and includes any person acting in the position of the Mayor pursuant to the Act or this policy.

**Media** means regionally recognised media from a registered publication with a public distribution.

**Member** means in the case of:

- a Council meeting, Councillors of the Council; and
- a Council Standing Committee meeting, Councillors appointed to the Standing Committee by the Council; and
- an Advisory Committee, persons appointed to the Advisory Committee by the Council.

**Non-member** means:

- the Chief Executive Officer; or
- a Council representative nominated by the Chief Executive Officer; or
- a Council representative invited to a Council or Standing Committee or Advisory Committee meeting by the Chairperson of that meeting; or
- in the case of a Council meeting, a Standing Committee meeting or an Advisory Committee meeting, a person admitted to the meeting by the respective Council, Standing or Advisory Committee; or
- in the case of a Standing or an Advisory Committee meeting, a Councillor who is not a member of that Committee.

**Ordinary meeting** of the Council means:

- a post-election meeting of the Council which is required to be held under *Section 175* (Post-election meetings) of the Act; or
- a periodic meeting of the Council which is required to be held under *Section 257* (Frequency and place of meetings) of the Regulation.

**Presentation** means a speech or talk in which a new product, idea or piece of work is shown and explained to the audience.

**Point of order** means an objection to an action which:

- is in contravention of the Act; or
- is irrelevant; or
- was the matter the subject of discussion at a closed meeting of the local government; or
- otherwise prejudices the interests of the Council.

**Procedural motion** means a motion set out in this policy.

**Quorum** means a majority of local government Councillors as prescribed under *Section 259* of the Regulation.

**Regulation** means the *Local Government Regulation 2012*

**Standing Committee** means a Standing Committee appointed by the Council pursuant to *Section 264* (Appointment of Committees) of the Regulation.

**Statutory notice of meeting** means a notice of meeting to be given under *Section 254C* (Notice of meetings) of the Regulation.

## 5. LEGISLATIVE REFERENCE

*Acquisitions of Land Act 1967* (Qld)

*Local Government Act 2009* (Qld)

*Local Government Regulation 2012* (Qld)

## 6. RELATED DOCUMENTS

South Burnett Regional Council Acceptable Request Guidelines – Statutory004

South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Expenses Reimbursement Policy for Councillors – Statutory002

South Burnett Regional Council Media Relations Policy – Statutory001

South Burnett Regional Council Councillor Portfolio Representative Policy – Statutory003  
 Department of Local Government, Racing and Multicultural Affairs  
 Best Practice Standing Orders for Local Government and Standing Committee Meetings  
 Code of Conduct for Councillors in Queensland  
 Councillor Conduct Examples for Queensland Local Governments

**7. NEXT REVIEW**

As prescribed by legislation or November 2024

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	9 December 2015	1543853
2	Policy Review	15 November 2017	2477948
3	Policy Review – Legislation Update	12 December 2018	2556631
4	Policy Review – Legislation Update	25 November 2020	2727868
5	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2427868
6	Administrative amendment – organisational review – resolution 2022/432	27 April 2022	2727868
7	Review of policy		

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

**10.3 SBRC 2223\_06 TRAFFIC MANAGEMENT - PREFERRED SUPPLIER AGREEMENT****File Number:** 17102022**Author:** Strategic Procurement Coordinator**Authoriser:** Chief Executive Officer**PRECIS**

Tenders were called for SBRC 2223\_06 Supply & Delivery of Traffic Management Services in accordance with the provisions of Section 233 of the Local Government Regulation 2012.

**SUMMARY**

Council manages an annual Works Program which requires the use of Traffic Management Equipment and Operators facilitate the safe management of Traffic during scheduled works. Based on the provisions of Section 233 of the Local Government Regulation 2012, Council called a Request for Tender to establish a Preferred Supplier Agreement to facilitate effective coordination of repeat engagements of Traffic Management Services.

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**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council, based on the evaluation panels assessment of all offers, appoint both South Burnett Security and Traffic Control and Traffic Management People (TMP) as preferred suppliers for the supply and delivery of traffic control services for a twenty-four (24) month period.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Traffic Control Services are funded by capital or operational activities

**LINK TO CORPORATE/OPERATIONAL PLAN**

**OR5** *Organisational Excellence*. Continue to give priority to ongoing financial sustainability and prudent budget management.

**OR13** *Organisational Excellence*. Implement reliable, realistic and cost-effective business systems and practices.

**IN1** *Providing Key Infrastructure for our towns and villages*. Continue to provide sound asset management strategies to maintain and improve Council's Road network, bridges, drainage and street lighting.

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

Council advertised the Request for Tender for the Preferred Supplier Agreement to Supply and Deliver of Traffic Control Services on the public tendering platform Illion Tenderlink, Burnett Today and Council's website in accordance with s228 (4) of the *Local Government Regulation 2012*.

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

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

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

In accordance with the Procurement Policy.

**ASSET MANAGEMENT IMPLICATIONS**

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

**REPORT**

Councils request for tender was purposely prepared to capture the costs involved for engaging traffic controllers in multiple operator packages. The appointment of a contractor by Council to supply the services under the Preferred Supplier Agreement is non-exclusive. Council does not make any representation to give any warranty that it will exclusively source or order the services, therefore council is free to appoint an additional party to supply the council to meet its operational requirements.

The tender sought an all-inclusive hourly rate for the supply of traffic control services. The majority of services required are for the supply of traffic control vehicles and suitably qualified traffic controllers in multiple operator packages. The evaluation was based on the following criteria:

**Price Evaluation Criterion (Value for Money)**

1. The weighting of the price evaluation criterion is 35 %. (Tender Schedule 14)

The score is determined using a weighted scoring model.

**Non- price Evaluation Criterion**

No.	Criteria description	Indicators	Weighting
2	WHS Safety Systems	(a) Questionnaire relating to quality system status (Tender Schedule 6) (b) Insurance Details (Tender Schedule 9) (c) Environmental management protection plan, WHS plan, traffic management plan, and site access and communications plan (Tender Schedule 12)	25 %
3	Previous Experience	(a) Relevant plant & equipment (Tender Schedule 4) (b) Past engagements for similar services delivered (Tender Schedule 11) (c) Tenderers current workload (Tender Schedule 13)	25 %
4	Local Preference	(a) Tenderer location (b) Reference to local business engagement and sourcing	15 %

South Burnett Security and Traffic Control are a locally owned and operated organisation which have serviced councils traffic control requirements for a significant period of time however due to changes to the requirements of the Manual of Uniform Traffic Control Devices (MUTCD), increase in traffic control engagements from other government agencies requiring similar services, traffic control resources are limited

The appointment of an outside of the region contractor to support Councils operational requirements for traffic control services is in alignment with the Procurement Principles outlined in the Procurement Policy whereby, Council should consider the actual and demonstrated social and economic benefits of which the appointment of an outside of the region contractor may bring to the region such as:

- Creation of new and/or maintenance of existing local employment opportunities

- Encouragement for the relocation and establishment of business from outside the region to physically enter, establish and maintain a physical presence ongoing in the region.

## ATTACHMENTS

1. **SBRC 2223\_06 Traffic Management Preferred Supplier Recommendation Report** [↓](#) 



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

**Post Market Recommendation Report \$200K+**

**Project Title: Traffic Management – Preferred Supplier**

Contract Reference No: SBRC 2223\_06

Author: Louise Reidy

Position Title: Strategic Procurement Coordinator

Date: 14/10/22

PO Box 336 Kingaroy Qld 4610 Phone 07 4189 9100 Facsimile 07 4162 4806  
Email: [info@southburnett.qld.gov.au](mailto:info@southburnett.qld.gov.au) [www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)



**Executive Summary**

Council manages an annual Works Program which requires the use of Traffic Management Equipment and Operators to facilitate the safe management of Traffic during scheduled works. Key users of Traffic Management include Roads and Drainage, Parks and Open Spaces, Waste and Water management. The average annual spend over the last 2 years is in excess of \$1 million.

As a result, South Burnett Regional Council intends to establish a Preferred Supplier Arrangement under Section 233 of the Local Government Regulation (Qld 2012) to facilitate effective coordination of repeat engagements of Traffic Management Suppliers.

Based on the provisions of Section 233 of the *Local Government Regulation 2012*, Council called an invitation to tender for a Preferred Supplier Arrangement to facilitate the safe management and effective coordination of repeat engagements of Traffic management suppliers during scheduled maintenance and capital works programs.

**Timeline**

Release Date: 20 Sep 2022

Closed Date: 11 October 2022

Offers were received from the following suppliers:	
1.	East Coast Traffic Control
2.	South Burnett Security & Traffic Control
3.	Traffic Management People
4.	Traffic QLD NSW
5.	

**Exceptions**

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

YES  NO

*Procurement Exception Form MUST accompany this Report*

**Evaluation Methodology**

How have the Sound Contracting Principles been satisfied?	Justification/Explanation
Value for Money.	Weighted evaluation criteria
Open and effective competition.	Open Tender process in accordance with LGR
The development of competitive local business and industry.	Local preference clause applied in accordance with Procurement Policy
Environmental protection.	Demonstrated Environmental Plans
Ethical behaviour and fair dealing.	Open & transparent process undertaken with an appointed evaluation panel

**Evaluation analysis / Selection Criteria**

Selection criteria	Weighting	Basis of weighting
Value for Money	35 %	Volume & Frequency of Supply
WHS Safety Systems	25 %	Relevant certifications and compliance with MUTCD
Previous Experience	25 %	Demonstrated Experience via existing and previous contracts with other Govt Dept, Capability Statements
Local Preference	15 %	Demonstrated use of local suppliers and/or employment opportunities

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**Price Evaluation Criterion**

The weighting of the price evaluation criterion is 35 %.

The score will be determined using a weighted scoring model.

Tender Schedule 14

**Non- price Evaluation Criterion**

No.	Criteria description	Indicators	Weighting
2	WHS Safety Systems	(a) Questionnaire relating to quality system status (Tender Schedule 6) (b) Insurance Details (Tender Schedule 9) (c) Environmental management protection plan, WHS plan, traffic management plan, and site access and communications plan (Tender Schedule 12)	25 %
3	Previous Experience	(a) Relevant plant & equipment (Tender Schedule 4) (b) Past engagements for similar services delivered (Tender Schedule 11) (c) Tenderers current workload (Tender Schedule 13)	25 %
4	Local Preference	(a) Tenderer location (b) Reference to local business engagement and sourcing	15 %

Rank	Result: (Average Score)	Tenderer	Price
1.	4.13	<b>Traffic Management People</b>	In accordance with Schedule of Rates
2.	4.00	<b>South Burnett Security &amp; Traffic Control</b>	In accordance with Schedule of Rates
3.	3.47	<b>Traffic QLD NSW</b>	In accordance with Schedule of Rates
4.	3.13	<b>East Coast Traffic Control</b>	In accordance with Schedule of Rates

**Procurement Plan**



FORM:  
Finance - Procurement

Pre-Market Procurement Plan \$200k+

<b>Project Title:</b>	<b>SBRC 2223-06 Traffic Management – Preferred Supplier</b>	<b>Date:</b>	<b>13/09/22</b>
<b>Requestor:</b>	Louise Reidy		
<b>Department / Business Unit:</b>	Procurement on behalf of whole of Council operational team		
<b>Project Manager:</b>	N/A		
<b>Project Overview</b>			
<b>Project Details:</b>	<p>Council manages an annual Works Program which requires the use of Traffic Management Equipment and Operators to facilitate the safe management of Traffic during scheduled works. Key users of Traffic Management include Roads and Drainage, Parks and Open Spaces, Waste and Water management. The average annual spend over the last 2 years is in excess of \$1 million.</p> <p>As a result, South Burnett Regional Council intends to establish a Preferred Supplier Arrangement under Section 233 of the Local Government Regulation (Qld 2012) to facilitate effective coordination of repeat engagements of Traffic Management Suppliers.</p>		
<b>Contract Number:</b>	<b>SBRC 2223-06 Traffic Management – Preferred Supplier</b>		
<b>Project Category:</b>	<input type="checkbox"/> Design and Construct	<input type="checkbox"/> Construction	
	<input type="checkbox"/> Goods	<input checked="" type="checkbox"/> Services	
	<input type="checkbox"/> Minor Works	<input type="checkbox"/> Consultancy	
	<input type="checkbox"/> Other (Please List):		
<b>Project Status:</b>	<input type="checkbox"/> New	<input checked="" type="checkbox"/> Continuation of Service	<input type="checkbox"/> Phased
<b>Estimated Project Value \$:</b>	<b>&gt; \$1,000,000</b>		
<b>Estimated Duration:</b>	<b>2 yrs</b>		
<b>Budget Reference:</b>	<b>Various Operational budgets</b>		
<b>Procurement Methodology</b>		<b>Advertising Methodology</b>	
<input type="checkbox"/> Expressions of Interest (ITO)	<input type="checkbox"/> External (media release)	N/A	
<input type="checkbox"/> Request for Quote (ITO)	<input type="checkbox"/> External (media release)	<input type="checkbox"/> Internal (Felix/Vendor Panel)	
<input type="checkbox"/> Request for Tender (RFT) Minor	<input type="checkbox"/> External (media release)	N/A	
<input checked="" type="checkbox"/> Request for Tender (RFT) Major	<input checked="" type="checkbox"/> External (media release)	N/A	
<input type="checkbox"/> SBRC Panel Arrangement (Pre-Qualified Suppliers)	<input type="checkbox"/> External (media release)	<input type="checkbox"/> Internal (Felix)	
<input type="checkbox"/> Other Government Contracted Arrangement (Local Buy, State Gov etc)	<input type="checkbox"/> External (media release)	<input type="checkbox"/> Internal (Felix/Vendor Panel)	
<b>Is an exception being applied to this Procurement Activity? (failure to meet Council Policy)</b>		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>Are there any known Conflicts of Interest? (Perceived, Potential, Actual)</b>		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>Name</b>	<b>Conflict Details</b>	<b>Is a Conflict of Interest Management plan required?</b>	
		<input type="checkbox"/> YES	<input type="checkbox"/> NO
		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Has a Probity Plan been prepared?</b>		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

Procurement Checklist \$15k - \$200k

Page 1 of 2

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FORM:  
Finance - Procurement

Pre-Market Procurement Plan \$200k+

Evaluation Methodology		
Selection Criteria	Weighting	Basis of Weighting
Value for Money	35 %	Volume & Frequency of Supply
WHS Safety Systems	25 %	Relevant certifications and compliance with MUTCD
Previous Experience	25 %	Demonstrated Experience via existing and previous contracts
Local Preference	15 %	Demonstrated use of local suppliers and/or employment opportunities
Has a Tender Evaluation Plan been prepared? <i>(must accompany the Recommendation for Award)</i>		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Prepared By: Louise Reidy Signature: 

**General Information**

Councils request for tender was purposely prepared to capture the costs involved for engaging traffic controllers in multiple operator packages. The schedule of rates issued sought an all-inclusive hourly rate for the supply of traffic control services.

The appointment of a contractor by council to supply the services under the Preferred Supply agreement is non-exclusive. Council does not make any representation to give any warranty that it will exclusively source or order the services from the contractor, therefore council is free to appoint an additional part to supply the council to meet its operational requirements.

**Recommendation**

Based on the evaluation panels assessment of all offers, it is recommended that Council appoint South Burnett Security & Traffic Control and Traffic Management People as preferred suppliers for the supply and delivery of traffic control services for a twenty-four (24) month period.

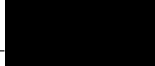
South Burnett Security & Traffic Control are a locally owned and operated organisation which have serviced councils traffic control requirements for a significant period of time however due to changes to the requirements of the Manual of Uniform Traffic Control Devices (MUTCD), increase in traffic control engagements from other government agencies requiring similar services, traffic control resources are limited. Therefore, Council's Procurement Principles outlined in the Procurement Policy consider the actual and demonstrated social and economic benefits of which the appointment of an outside of the region contractor may bring to the region such as:

- Creation of new and/or maintenance of existing local employment opportunities
- Encouragement for the relocation and establishment of business from outside the region to physically enter, establish and maintain a physical presence ongoing in the region.

RECOMMENDED TENDERER/S	TENDERED PRICE (exc Gst)
South Burnett Security & Traffic Control	\$ In accordance with the submitted Schedule of Rates
Traffic Management People	\$ In accordance with the submitted Schedule of Rates

**Supporting Documentation in order of precedence**

- SBRC 2223\_06 Pre-Market Procurement Plan (as above)
- SBRC 2223\_06 Probity Plan
- SBRC 2223\_06 Tender Evaluation Plan
- SBRC 2223\_06 Evaluation Matrix.xlsx
- SBRC 2223\_06 Post Market Recommendation Report

<b>Recommending Officer</b>	Louise Reidy	Signature: 	Date: 14/10/22
<b>Manager Approval: &lt;\$100K</b>	_____	Signature: _____	Date: _____
<b>GM Approval: \$100K &lt;\$200K</b>	_____	Signature: _____	Date: _____
<b>CEO Approval: &gt;\$200K</b>	_____	Signature: _____	Date: _____
<b>Council Approval:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	Date: _____

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**10.4 2022 FINAL MANAGEMENT LETTER FOR SOUTH BURNETT REGIONAL COUNCIL****File Number: 23/11/2022****Author: General Manager Finance and Corporate****Authoriser: Chief Executive Officer****PRECIS**

2022 Final Management Letter for South Burnett Regional Council

**SUMMARY**

The Queensland Audit Office have provided a Final Management Letter following the recent completion of the 2022 Financial Audit of the South Burnett Regional Council and presentation of the closing report.

**OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council 2022 Final Management Letter as attached be received and noted.

**BACKGROUND**

As part of *Section 212* of the *Local Government Regulation 2012*, the general purpose financial statements for a financial year must be given to the Auditor-General for auditing. KPMG, the external auditors appointed for the 2021/2022 financial year have completed the financial audit of South Burnett Regional Council.

Following on from the audit and presentation of the closing report, Council is provided with final management letter which provides details on audit matters and other important information related to the audited financial statements.

Under *Section 213* of the *Local government Regulation 2012*, Council is required to present a copy of the letter to the General Council Meeting.

The Auditor-General issued an unmodified audit opinion on the financial statements and no significant issues have been identified since the presentation of the closing report. The issues and other matters that the Queensland Audit Office (QAO) have reported to management and an update on actions taken to resolve these issues have been included in Appendix A of the attached letter. A summary of these matters is provided below.

Year	Rating	Matter
Current	Financial Reporting – Low	22FR1 – Council may not have an accurate estimate of unspent developer contributions which is disclosed as externally restricted cash in the financial statements.
Prior Year	Internal Control – Deficiency	21CR-1 Reviews of current users in Technology One not being performed
Prior Year	Financial Reporting – Medium	18FR-1 Tracking of Grant Revenue

The final audit fee for the 2021/2022 financial year is \$152,000 exclusive of GST plus fees associated with the auditing of grant programs for Roads to Recovery (RTR), Local Roads and Community Infrastructure (LRCI) and the Drought Communities Programme (DCP).

**ATTACHMENTS**

- 1. South Burnett Regional Council 2022 Final Management Letter**  



## South Burnett Regional Council

25 October 2022

---



25 October 2022

Mayor Brett Otto  
South Burnett Regional Council  
45 Glendon Street  
Kingaroy Qld 4610

Dear Mayor Otto

### **Final management report for South Burnett Regional Council**

We have completed our 2022 financial audit for South Burnett Regional Council. We have issued an unmodified audit opinion on your financial statements.

This letter provides you with details on audit matters and other important information related to the audited financial statements.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this letter at the next ordinary meeting of the Council.

### **Reporting on issues identified after the closing report**

I can confirm that we have not identified significant issues since the presentation of our closing report. The issues and other matters we have formally reported to management and an update on management's actions taken to resolve these issues is included as Appendix A.

### **Report to parliament**

Each year we report the results of all financial audits and significant issues to parliament.

We intend to include the results of our audit of South Burnett Regional Council in our report to parliament Local Government 2022. We will comment on the results of our audit of your financial report, any significant internal control issues we identified, and the overall results for the sector, including major transactions and events. We will discuss the proposed content of our report with your General Manager Finance & Corporate and continue to consult as we draft our report. Formally, you will have an opportunity to comment on our report, and for these comments to be included in the final version tabled in parliament.

### **Audit fee**

The final audit fee for this year is \$152,000 exclusive of GST, consistent with the estimate in our external audit plan. We are currently finalising the audit of the Local Roads and Community Infrastructure grant acquittals for 2021-22, for which a separate audit fee will also be advised to management.

We would like to thank you and your staff for their engagement in the audit this year and look forward to working with your team again next year.

If you have any questions about this letter or would like to discuss any matters regarding our services and engagement, please do not hesitate to contact me on 07 3233 3108 or Ryan Lindwall on 07 3233 9452.

Yours sincerely

Jillian Richards  
Partner  
KPMG

Queensland Audit Office  
Level 13, 53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

Phone 07 3149 6000  
Email [gao@gao.qld.gov.au](mailto:gao@gao.qld.gov.au)  
Web [www.gao.qld.gov.au](http://www.gao.qld.gov.au)  
 Queensland Audit Office (QAO)



2022 Final management letter

## Appendix A1 – Status of issues

This section provides an update on the control deficiencies and financial reporting issues we have identified since our interim management letter. It includes a response from management.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: [www.gao.qld.gov.au/information-internal-controls](http://www.gao.qld.gov.au/information-internal-controls) or scan the QR code.



Internal control issues			Financial reporting issues		
Significant deficiency	Deficiency	Other matter	High	Medium	Low

### Low

#### 22FR1 – Unspent developer contributions

##### Control Activities

##### Observation

Council discloses externally imposed restrictions on cash relating to unspent developer contributions. We understand a reconciliation process is required to assess whether any amounts have been spent to update this externally imposed restriction on cash.

##### Implication

Council may not have an accurate estimate of unspent developer contributions. As this is a disclosure of amounts notionally restricted in cash Council have adopted a conservative approach and disclosed no change in the amount pending a detailed reconciliation

##### QAO recommendation

A reconciliation of developer contributions and an update for any spent contributions is recommended to ensure the amounts disclosed accurately reflect the externally imposed restriction to cash.

##### Management response

Management will undertake a detailed reconciliation of unspent developer contributions.

Responsible officer: General Manager Finance and Corporate/ Manager of Finance and Sustainability

Status: Work in progress

Action date: 31 March 2023



**SENSITIVE**

2022 Final management letter

## Appendix A2 – Matters previously reported

The following table summarises all control deficiencies, financial reporting issues and other matters that have previously been raised but are not yet resolved. The listing includes issues from our report this year and those issues raised in prior years.

### Internal control issues

Ref.	Rating	Issue	Status
21CR-1		<p><b>IT User Access Review in Technology One</b></p> <p>It was identified that there are no formal controls in place surrounding review of all current users within the TechnologyOne application</p>	<p>Work in progress</p> <p>Due to time and staffing constraints further work is planned in relation to auditing existing access. The Business Systems and ICT teams have implemented the following practices for new users:</p> <ul style="list-style-type: none"> <li>• User access is granted based on advice from People and Culture</li> <li>• Only permanent staff members are provided with system access with no end date</li> <li>• Short term contracts and external parties access is only granted with a valid expiry date</li> <li>• New positions are only granted with base level access until specific access requirements are provided to Business Systems in writing by Management</li> <li>• A review of financial delegations was conducted last year. Annual reviews of delegations are to be conducted.</li> <li>• New and adjusted financial delegations are only adjusted upon written advice from Governance</li> <li>• A dashboard has been developed to assist with reviewing user access with cross matching against current employee employment status</li> <li>• Business systems to commence a review of the system Profile Matrix and user permissions early 2023 (Project ID 2.8 – Profile Matrix &amp; Permissions Review).</li> </ul> <p>Responsible officer: Business Systems Officer Action date: 31 March 2023</p>
18FR-1		<p><b>Tracking of Grant Revenue</b></p> <p>No formal process around the recording of grants in TechnologyOne</p>	<p>Work in progress</p> <p>Throughout the financial year to date, SBRC have implemented a Grant register in TechnologyOne, however the uptake from individual business units has not fully commenced.</p> <p>A senior Grants officer has been employed to create a more accurate and complete register of all grants (successful or not).</p> <p>This Grants officer will also be a strong conduit between the departments for all grants Council has active each year which will ensure that the grants module in TechnologyOne is updated in real time.</p> <p>Responsible officer: General Manager Finance and Corporate Action date: 31 December 2022</p>

**SENSITIVE**

2



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 E: [qao@qao.qld.gov.au](mailto:qao@qao.qld.gov.au)  
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 PO Box 15396, City East Qld 4002



**10.5 MONTHLY FINANCIAL INFORMATION - OCTOBER 2022**

**File Number:** 23.11.2022  
**Author:** Manager Finance & Sustainability  
**Authoriser:** Chief Executive Officer

**PRECIS**

Monthly financial report as at 31<sup>st</sup> October 2022.

**SUMMARY**

The following information provides Council's current position as at 31<sup>st</sup> October 2022.

---

**OFFICER'S RECOMMENDATION**

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

**FINANCIAL AND RESOURCE IMPLICATIONS**

Tracking actual revenue and expenditure compared to amended budget as adopted by Council on the 26<sup>th</sup> October 2022.

The amended budget maintains the link with achieving the Operational Plan 2022/2023 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council on 8<sup>th</sup> July 2022.

**LINK TO CORPORATE/OPERATIONAL PLAN**

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

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

Monitored and reviewed by budget managers.

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

Monthly financial report prepared in accordance with Section 204 of the *Local Government Regulation 2012*.

The budget review has been undertaken in accordance with Section 170(3) of *Local Government Regulation 2012*.

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

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

- |   |  |
|---|--|
| 1. Recognition and equality before the law;                           | 13. Cultural rights—generally;   |
| 2. Right to life;   | 14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples; |
| 3. Protection from torture and cruel, inhuman or degrading treatment; | 15. Right to liberty and security of person;                               |

- |   |   |
|---|---|
| 4. Freedom from forced work;                            | 16. Humane treatment when deprived of liberty;        |
| 5. Freedom of movement;                                 | 17. Fair hearing;                                     |
| 6. Freedom of thought, conscience, religion and belief; | 18. Rights in criminal proceedings;                   |
| 7. Freedom of expression;                               | 19. Children in the criminal process;                 |
| 8. Peaceful assembly and freedom of association;        | 20. Right not to be tried or punished more than once; |
| 9. Taking part in public life;                          | 21. Retrospective criminal laws;                      |
| 10. Property rights;                                    | 22. Right to education;                               |
| 11. Privacy and reputation;                             | 23. Right to health services.                         |
| 12. Protection of families and children;                |   |

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

Budget reviews allows expenditure to be incurred by delegation or approval of Council.

Budget prepared considering the Revenue Policy, Debt Policy and Investment Policy actual result is compared to budget.

### **ASSET MANAGEMENT IMPLICATIONS**

Depreciation is used as a source of funds to enable capital expenditure. The Asset Registers for all Asset Classes will be adjusted as required for capital projects when the expenditure is transferred from Work in Progress.

### **REPORT**

- Recurrent Revenue is currently sitting at 49% compared to the Amended Budget and Recurrent Expenditure is sitting at 41%.
- Revenue is impacted by timing effects of various income streams including rates and grant revenue.
- Council's current cash holdings at the end of October 2022 was \$58.789m with \$34.632m of this currently classed as restricted cash.
- The ratios at the end of October are all within their respective targets apart from the Current Ratio. Although this can be seen as unfavourable, this is an expected occurrence early on in the financial year and these ratios will come back into target as the year progresses.
- Council's capital expenditure program is currently sitting at \$6.008m in actual expenditure which equates to approximately 15.61% of the total amended budget.

### **ATTACHMENTS**

1. **Monthly Financial Report - October 2022** [↓](#) 
2. **Capital Expenditure - October 2022** [↓](#) 



**South Burnett Regional Council**  
**Monthly Financial Report**  
Interim October 2022



**SOUTH BURNETT**  
REGIONAL COUNCIL

**Executive Summary**

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

- Recurrent Revenue is currently sitting at 49% compared to the Amended Budget and Recurrent Expenditure is sitting at 41%.
- Revenue is impacted by timing effects of various income streams including rates and grant revenue.
- Council's current cash holdings at the end of October 2022 was \$58.789m with \$34.632m of this currently classed as restricted cash.
- The ratios at the end of October are all within their respective targets apart from the Current Ratio. Although this can be seen as unfavourable, this is an expected occurrence early on in the financial year and these ratios will come back into target as the year progresses.
- Council's capital expenditure program is currently sitting at \$6.008m in actual expenditure which equates to approximately 15.61% of the total amended budget.

---

Executive Summary

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**1.0 Interim Statement of Financial Performance (Income Statement)**

**Statement of Comprehensive Income**

as at 31 October 2022  
33% of Year Complete

	2023 \$	Original Budget \$	Amended Budget \$	Variance %
<b>Income</b>				
<b>Revenue</b>				
<b>Recurrent Revenue</b>				
Rates, Levies and Charges	26,655,549	53,952,343	53,952,343	49%
Fees and Charges	1,761,610	4,964,355	5,000,290	35%
Rental Income	219,430	459,715	459,715	48%
Interest Received	594,264	540,500	1,240,500	48%
Sales Revenue	1,033,922	3,023,351	3,823,351	27%
Other Income	417,820	965,380	965,380	43%
Grants, Subsidies, Contributions and Donations	8,357,789	8,530,723	14,759,994	57%
	<u>39,040,384</u>	<u>72,436,367</u>	<u>80,201,573</u>	<u>49%</u>
<b>Capital Revenue</b>				
Grants, Subsidies, Contribution and Donations	1,087,973	10,159,463	10,769,259	10%
<b>Total Income</b>	<u>40,128,357</u>	<u>82,595,830</u>	<u>90,970,832</u>	<u>44%</u>
<b>Expenses</b>				
<b>Recurrent Expenses</b>				
Employee Benefits	8,950,832	25,511,103	26,339,769	34%
Materials and Services	16,967,870	25,685,031	32,413,473	52%
Finance Costs	623,670	1,804,207	1,821,207	34%
Depreciation and Amortisation	7,834,157	23,032,537	23,032,537	34%
	<u>34,376,530</u>	<u>76,032,878</u>	<u>83,606,986</u>	<u>41%</u>
<b>Capital Expense</b>				
	(110,864)	(400,000)	(400,000)	28%
<b>Total Expense</b>	<u>34,265,666</u>	<u>75,632,878</u>	<u>83,206,986</u>	<u>41%</u>
<b>Net Result</b>	<u>5,862,691</u>	<u>6,962,952</u>	<u>7,763,846</u>	
<b>Net Operating Result</b>	<u>4,663,855</u>	<u>(3,596,511)</u>	<u>(3,405,413)</u>	

### 2.1 Operating Income Statement Split by Department

Council splits its income statement into the following departments – water, wastewater, waste, fleet, and general operations. The revenue and expenditure for each of these departments is monitored throughout the year to see how they are performing compared to their budget. The below provides a snapshot of the departments on their recurrent revenue and recurrent expenditure.

	Total Revenue				Total Expenditure			
	Actual	Original Budget	Amended Budget	%	Actual	Original Budget	Amended Budget	%
Water	\$ 5,389,845	\$ 11,406,302	\$ 11,406,302	47%	\$ 3,276,552	\$ 11,258,537	\$ 11,307,537	29%
Wastewater	\$ 3,449,144	\$ 6,835,626	\$ 6,835,626	50%	\$ 1,778,741	\$ 5,597,993	\$ 5,597,993	32%
Waste	\$ 3,213,799	\$ 7,046,869	\$ 7,034,869	46%	\$ 2,108,606	\$ 6,665,334	\$ 6,665,334	32%
Plant and Fleet	\$ 10,961	\$ 195,000	\$ 195,000	6%	\$ 301,982	\$ 1,360,203	\$ 1,360,203	22%
Genops	\$ 26,976,634	\$ 46,952,570	\$ 54,729,776	49%	\$ 27,514,613	\$ 53,871,216	\$ 61,396,324	45%
<b>Total</b>	<b>\$ 39,040,384</b>	<b>\$ 72,436,367</b>	<b>\$ 80,201,573</b>	<b>49%</b>	<b>\$ 34,376,530</b>	<b>\$ 76,032,878</b>	<b>\$ 83,606,986</b>	<b>41%</b>

#### Revenue

- All revenue items are currently tracking above the target of 33% except for Plant and Fleet due to reductions of the fuel tax rebate for July, August, September and October. This will begin to increase now that the fuel excise reduction has ceased however fuel that was on hand as at 28 September needs to be used before the new fuel tax rebate rate takes effect.
- Water, Wastewater, Waste & Genops have all been affected by timing in the levying of the 6 monthly rates which occurred in August.

#### Expenditure

- All departments apart from Genops are tracking at below target for the month.
- Expenditure for Fleet is tracking below target due to timing of yearly registration bills as well as timing in use of internal plant by departments for the month.
- Waste is below target for the month due to timing of monthly waste expenditure bills that have not been received.
- Genops is above target due to expenses incurred under the 2022 weather events and will be offset by grant income as well as timing in annual expenses such as insurance.

**2.2 Revenue**

**2.2.1 Rates Levies and Charges**

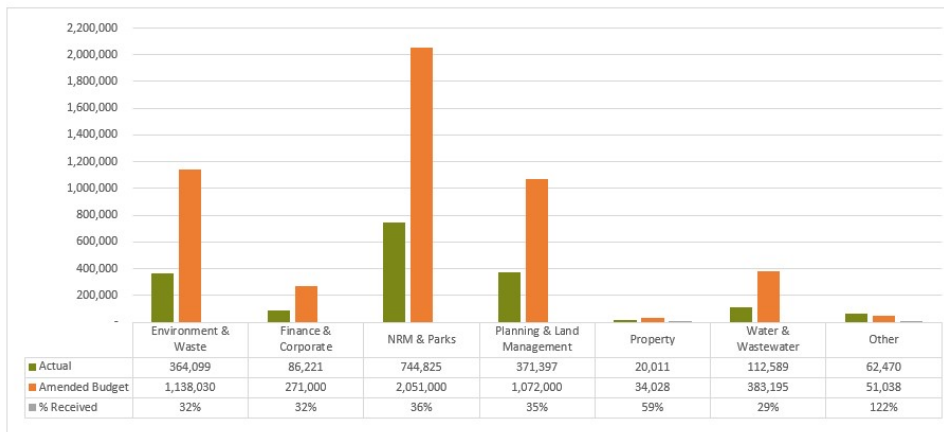
This item shows South Burnett Regional Council's total net income from general rates, service charges (water, sewerage and waste) and special charges.

<b>Rates or Charges</b>	<b>ACTUALS 2022/2023</b>	<b>ORIGINAL BUDGET 2022/2023</b>	<b>AMENDED BUDGET 2022/2023</b>
General Rates	\$ 15,148,719	\$ 30,203,206	\$ 30,203,206
Quarry Special Charge	\$ 6,816	\$ -	\$ -
Water Charges	\$ 5,271,536	\$ 11,045,884	\$ 11,045,884
Sewerage Charges	\$ 3,407,196	\$ 6,728,126	\$ 6,728,126
Waste Collection Charges	\$ 1,239,124	\$ 2,814,123	\$ 2,814,123
Community Rescue and Evacuation Levy	\$ 44,168	\$ 90,000	\$ 90,000
Waste Management Levy	\$ 1,541,340	\$ 3,071,004	\$ 3,071,004
Memerambi Estate Levies	-\$ 3,349	\$ -	\$ -
<b>Total</b>	<b>\$ 26,655,549</b>	<b>\$ 53,952,343</b>	<b>\$ 53,952,343</b>

As at 31 October 2022, rates, levies and charges are tracking above target of 49%. This is due to the timing of the first 6 monthly rates levy processed in August.

**2.2.2 Fees and Charges**

User charges are for the recovery of service delivery costs through the charging of fees to users of Council services. Fees are determined in two categories: regulatory and commercial.



As of 31 October 2022, fees and charges are tracking just above target at 35%. Main factors affecting the fees and charges figures are:

- Environment and Waste are currently lower than expected due to yearly animal registrations not yet processed and timing of monthly invoices for waste disposal.
- Finance is currently slightly below target due to the number of rates searches completed during October.
- NRM & Parks are above target due to timing in visitors at Boondooma Dam, timing in cemetery income and saleyard income.

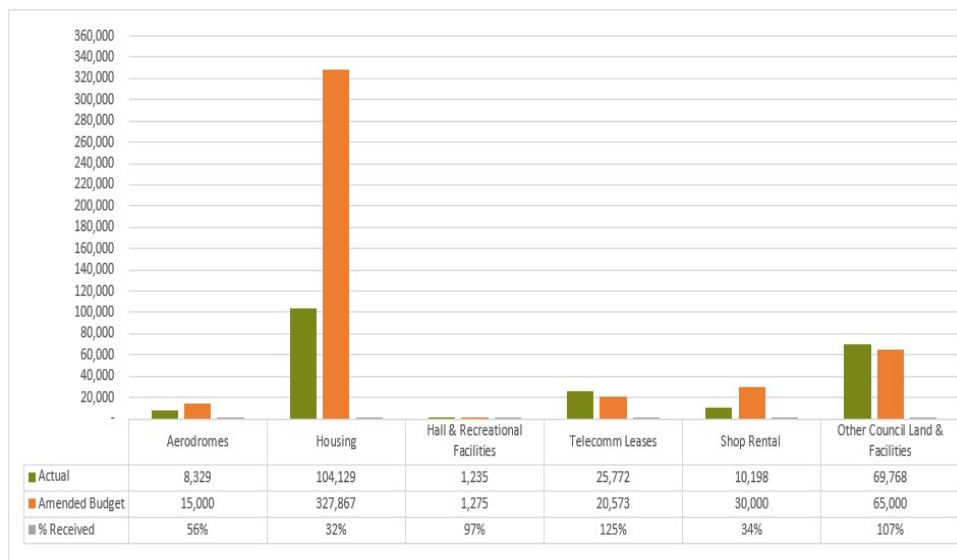
- Planning and Land Management are above target due to planning and building applications.
- Properties is over budget due to increases in the hall hire and caravan park fees received so far this year.
- Water and Wastewater is below target due to reduced standpipe and bulk water sales resulting from the higher than average rainfall for the year.
- The Other category is over budget due to three developer applications that have been approved during August.

**2.2.3 Rental Income**

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

As of 31 October 2022, rental income is tracking above target at 48% due to timing in annual rental of various facilities. Main factors affecting the rental income figures are:

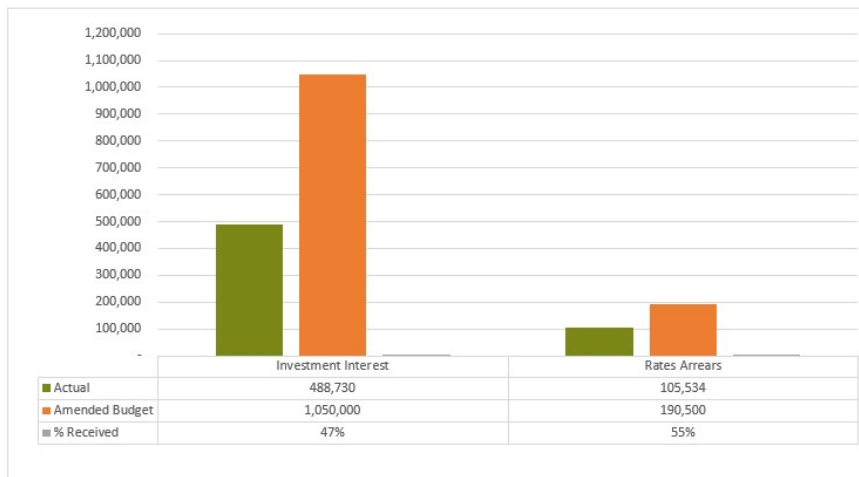
- Aerodrome and Telecomm annual leases have been issued.



### 2.2.4 Interest Received

Interest revenue includes interest on investments and rate arrears.

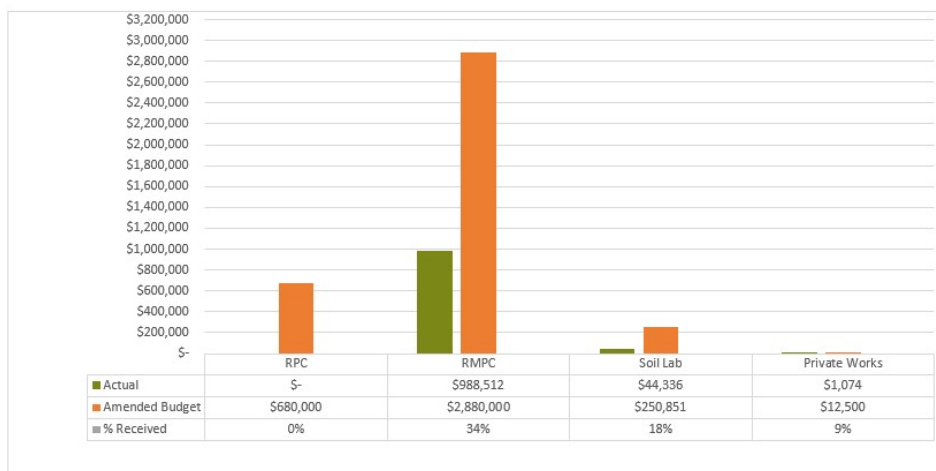
As of 31 October 2022, interest received is tracking target at 48% due to increasing interest rates.



### 2.2.5 Sales Revenue

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

As of 31 October 2022, sales revenue is tracking below target at 27%. This is largely due to timing of when RPC and RMPC works for this financial year are scheduled to be performed. RMPC claims of \$217k are currently in progress and will be completed shortly. Council also has contracts with the Department of Main Roads (DTMR) under the RMPC program for works being completed on main roads due to the various weather events that have occurred. Contract asset adjustments have been made to the balance sheet for these DTMR weather event expenses until the funds have been received.



**2.2.6 Other Income**

Other income is sundry income derived from all other sources.

As of 31 October 2022, other income is tracking above target at 43%.

<i>Income Stream</i>	<i>Actual</i>	<i>Original Budget</i>	<i>Amended Budget</i>	<i>% Received</i>
VIC Income	\$ 45,376	\$ 92,600	\$ 92,600	49%
Art Gallery Income	\$ -	\$ 500	\$ 500	0%
Irrigation Income	\$ -	\$ 30,000	\$ 30,000	0%
Fines	\$ 14,901	\$ 53,000	\$ 53,000	28%
Scrap Steel	\$ 113,053	\$ 110,000	\$ 110,000	103%
Library Sales	\$ 955	\$ 2,730	\$ 2,730	35%
Museum Sales	\$ 174	\$ -	\$ -	0%
Agency Income	\$ 42,877	\$ 52,000	\$ 52,000	82%
Tourist Parks	\$ 76,973	\$ 280,000	\$ 280,000	27%
Legal Recovery	-\$ 6,373	\$ 80,000	\$ 80,000	-8%
Insurance Claims & Workcover	\$ 63,979	\$ 20,000	\$ 20,000	320%
Misc Other	\$ 65,906	\$ 244,550	\$ 244,550	27%
<b>Total</b>	<b>\$ 417,820</b>	<b>\$ 965,380</b>	<b>\$ 965,380</b>	<b>43%</b>

- VIC Income is above target due to increased sale of goods.
- Irrigation Income is down due timing in any hay sales.
- Fines are below target due to processing of animal infringements during the year. There is a possibility that this value will decrease in the future if fines are sent to the State Penalties Enforcement Registry (SPERS) for collection.
- Scrap steel is picked up sporadically during the year and so has a timing factor.
- Legal recovery, insurance claims and Workcover income are raised and received sporadically during the year based on events and debt collection activities. Legal recovery is a negative due to reversal of some statement of claim fees.
- Miscellaneous is under target due reduction in fuel tax credit available for claiming – this will continue to occur until the end September when the 22c fuel rebate reduction period has finished however fuel purchased with reduce excise must be claimed at the old rate.

**2.2.7 Operational Grants**

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of South Burnett Regional Council services to ratepayers.

As of 31 October 2022, operating grants are tracking above target at 57% due to timing in when operational grants are received and spent.

**2.2.8 Capital Grants**

Capital grants and contributions include all monies predominantly received from State and Federal government sources for the purposes of funding the capital works program.

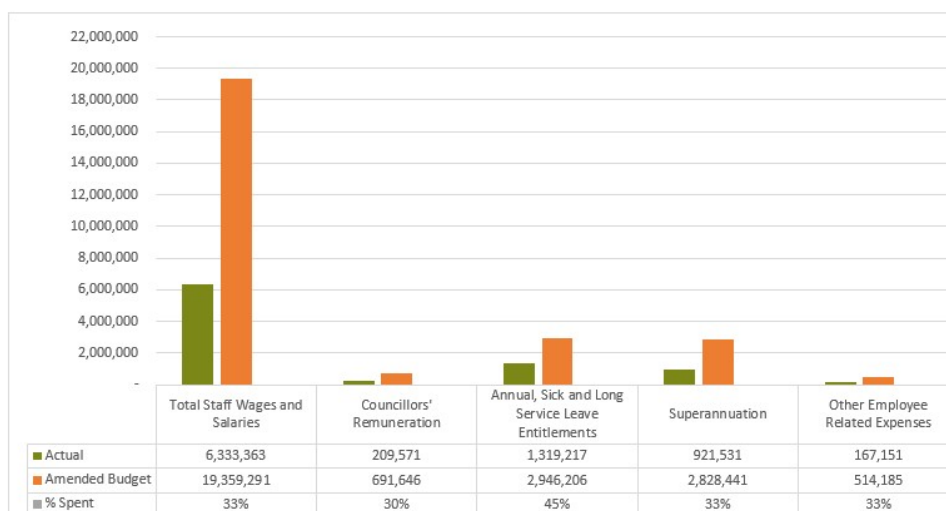
As of 31 October 2022, capital grants are tracking below target at 10%. This income stream will be reviewed each month to consider contract asset and contract liability movements.

## 2.3 Expenditure

### 2.3.1 Employee Benefits

Employee costs include labour related expenditure such as wages, leave entitlements, WorkCover costs, superannuation, training, personal protective equipment, payroll and fringe benefits taxes.

As of 31 October 2022, employee benefits are tracking just above target at 34%. Long Service leave and annual leave paid is high due to staff finishing up employment with Council so far this year. Sick leave is also generally higher over the winter period. Staff wages has been impacted by flood recovery works which is offset by revenue.



### 2.3.2 Materials and Services

Materials and services cover the purchases of consumables, payments to contractors for the provision of services and utility costs and internal plant charges and recoveries.

As of 31 October 2022, materials and services are tracking above target at 52%.

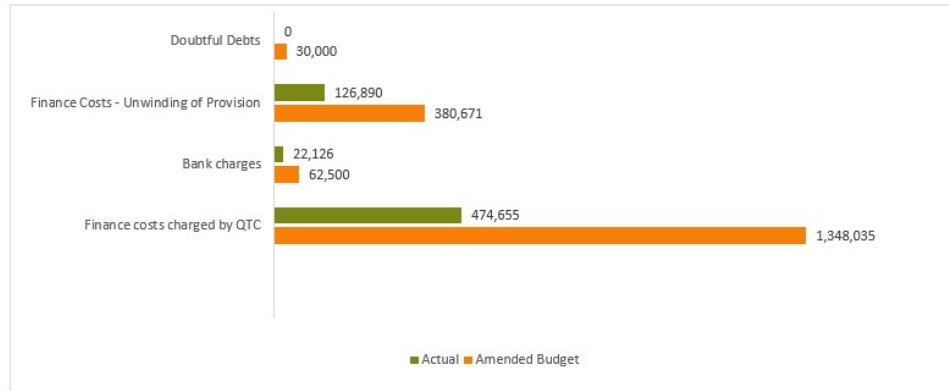
Description	Actual	Original Budget	Amended Budget	% Spent
Donations	265,404	543,222	1,018,222	26%
Materials	9,328,385	18,260,338	19,994,241	47%
Services	7,621,809	9,059,147	12,847,980	59%
Internal Plant Charges	2,614,061	6,497,242	7,227,948	36%
Internal Plant Recoveries	- 2,861,790	- 8,674,918	- 8,674,918	33%
	<b>16,967,870</b>	<b>25,685,031</b>	<b>32,413,473</b>	

- Expenditure of \$7.3m associated with the various weather events – this has been offset by income.
- There is a degree of timing for waste collection and water usage invoices as they have not yet been received.
- Annual invoices for insurances and workcover also have a timing component.

**2.3.3 Finance Costs**

Finance costs relate to interest charged by financial institutions on funds borrowed as well as bank fees and the unwinding of the discount for landfill and quarry provisions.

As of 31 October 2022, finance costs are tracking just above target at 34%.



**2.3.4 Depreciation**

Depreciation expense is an accounting measure that estimates asset consumption of South Burnett Regional Council's property, infrastructure, plant and equipment based on the most recent asset valuations, useful lives and levels of service.

Depreciation expense varies by asset class based on asset value, componentisation, and useful lives. Other factors that impact on monthly depreciation expense include processing of work in progress and asset disposals. Capitalisation (processing of work in progress) effects depreciation expense as this is the allocation of capital expenditure to the relevant asset/s as at completion date, increasing the value for depreciation.

As of 31 October 2022, depreciation is on target at 34%. Now that the external audit has been signed off, asset records have been rolled into the new financial year and have actual depreciation figures.

Work in progress balances currently sitting in the balance sheet as at 31 October 2022 total \$22.442m and are listed below.

Asset Class	Work in Progress Balance
Buildings	2,119,178.41
Plant & Equip	61,419.17
Roads	16,090,450.26
Water	1,791,633.29
Wastewater	1,383,906.40
Fleet	696,304.84
Office	298,158.76
Waste	900.00
Land	-
	<b>22,441,951.13</b>



**2.3.5 Capital Expense**

Capital expense is the net proceeds or loss on assets that have been sold or disposed of. A loss on asset disposal is recognised when a current asset is disposed of out of Council’s asset register before it is fully depreciated and therefore before its written down value is nil. To dispose of the asset, its written down value is recognised in Council’s accounts as a loss on disposal.

Capital expense is sitting at \$111k for the year.

- Total capital income for fleet items totals \$76k for the year.
- Total capital income for land items totals \$35k for the year.
- Council’s current loss on disposals is currently nil due to the hold on disposals being entered while the external audit was being completed.

<i>Capital Expense</i>	<i>Actual</i>	<i>Original Budget</i>	<i>Amended Budget</i>
<b>INCOME</b>			
Fleet	- 75,864	- 400,000	- 400,000
Land	- 35,000	-	-
<b>DISPOSALS</b>			
Roads	-	-	-
Fleet	-	-	-
Land	-	-	-
Buildings	-	-	-
Water	-	-	-
Wastewater	-	-	-
Miscellaneous	-	-	-
	- <b>110,864</b>	- <b>400,000</b>	- <b>400,000</b>

3.0 Interim Statement of Financial Position (Balance Sheet)

**Statement of Financial Position**  
as at 31 October 2022

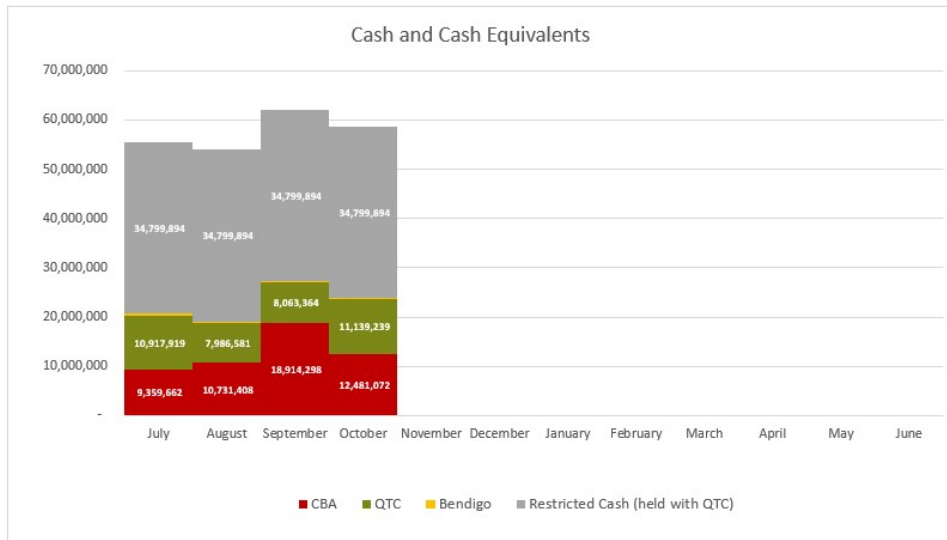
	2023 OCTOBER \$	Original Budget \$	Amended Budget \$
<b>Current Assets</b>			
Cash and Cash Equivalents	58,789,329	54,194,868	48,592,457
Trade and Other Receivables	13,519,304	9,822,243	13,853,933
Inventories	898,888	791,043	794,215
Investments	-	-	-
<b>Total Current Assets</b>	<b>73,207,521</b>	<b>64,808,154</b>	<b>63,240,605</b>
<b>Non-Current Assets</b>			
Trade and Other Receivables	757,074	584,349	584,349
Property, Plant and Equipment	918,064,893	929,510,214	936,687,056
Right of Use Asset	698,685	6,250,568	667,707
Intangible Assets	6,255,842	806,831	6,250,568
<b>Total Non-Current Assets</b>	<b>925,776,494</b>	<b>937,151,962</b>	<b>944,189,680</b>
<b>TOTAL ASSETS</b>	<b>998,984,016</b>	<b>1,001,960,116</b>	<b>1,007,430,285</b>
<b>Current Liabilities</b>			
Trade and Other Payables	8,881,380	12,072,331	15,699,677
Borrowings	3,283,781	3,300,539	3,300,539
Lease Liabilities	19,002	3,528,655	19,580
Provisions	3,575,435	1,365,692	3,507,829
Other Liabilities	1,034,207	-	1,365,692
<b>Total Current Liabilities</b>	<b>16,793,805</b>	<b>20,267,217</b>	<b>23,893,317</b>
<b>Non-Current Liabilities</b>			
Trade and Other Payables	-	-	-
Borrowings	23,054,964	823,767	23,891,742
Lease Liabilities	709,226	23,891,742	686,345
Provisions	10,854,393	12,493,247	10,823,947
Other Liabilities	4,247,153	2,881,461	2,881,461
<b>Total Non-Current Liabilities</b>	<b>38,865,735</b>	<b>40,090,217</b>	<b>38,283,495</b>
<b>TOTAL LIABILITIES</b>	<b>55,659,540</b>	<b>60,357,434</b>	<b>62,176,812</b>
<b>NET COMMUNITY ASSETS</b>	<b>943,324,475</b>	<b>941,602,682</b>	<b>945,253,473</b>
<b>Community Equity</b>			
Retained Surplus/(Deficiency)	447,228,576	445,470,950	449,129,730
Asset Revaluation Surplus	496,095,899	496,131,732	496,123,743
<b>TOTAL COMMUNITY EQUITY</b>	<b>943,324,475</b>	<b>941,602,682</b>	<b>945,253,473</b>

**3.1 Current Assets**

**3.1.1 Cash and Cash Equivalents**

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

As of 31 October 2022, Council’s actual cash and cash equivalents balance was \$58,789,329. The below table shows the breakup of this balance sheet element (excluding cash drawers).

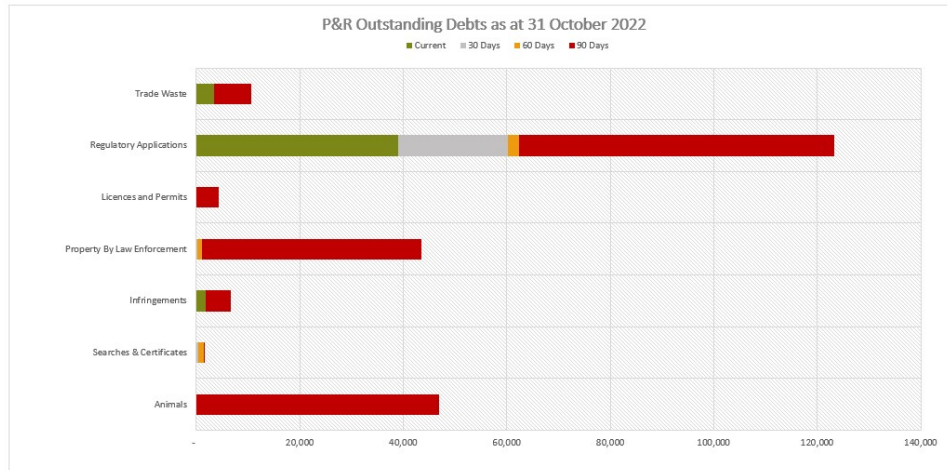


As at the 31 October 2022, the restricted cash balance was \$34.632m which reflects the actual end of June 2022 calculated figures. No adjustments have been made so far this financial year. Finance will start performing monthly movements for restricted cash from November onwards.

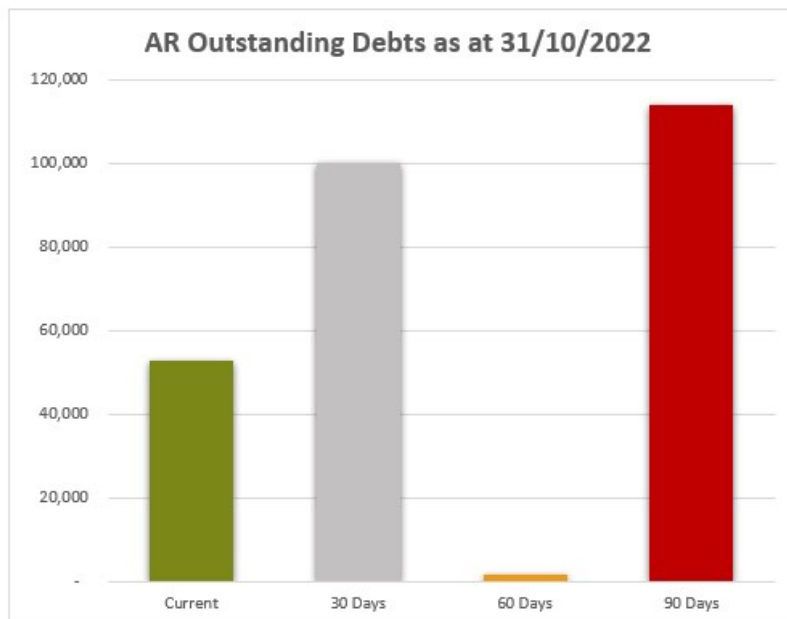
RESTRICTED CASH	Sep-22	Oct-22
Recurrent Expenditure	488,873	488,873
Future Capital Works		
Roads	3,565,096	3,565,096
Buildings	3,487,173	3,487,173
Waste	8,257,553	8,257,553
Land	25,322	25,322
Plant & ICT	7,185,154	7,185,154
Water	3,341,889	3,341,889
Wastewater	3,350,202	3,350,202
Unspent - Developer Contributions	4,556,587	4,556,587
Unspent - Loan Funds	374,100	374,100
<b>Total</b>	<b>34,631,951</b>	<b>34,631,951</b>

**3.1.2 Trade and Other Receivables**

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



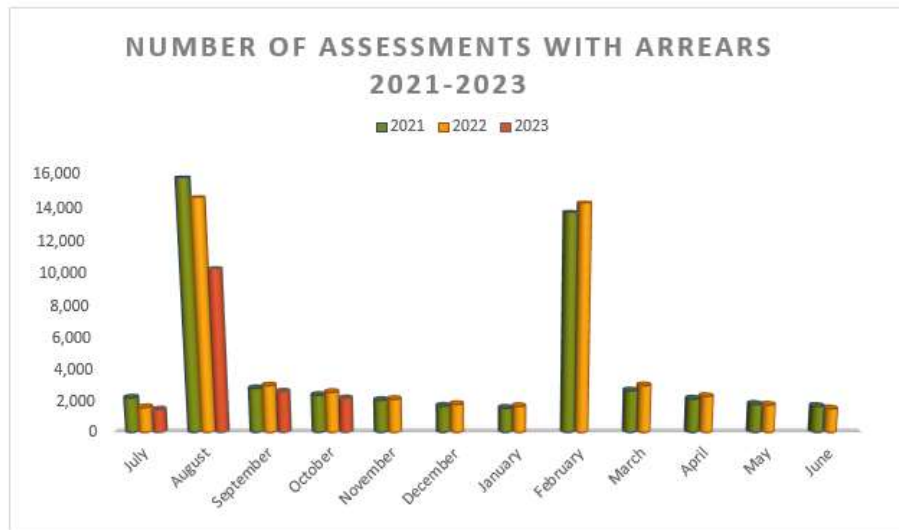
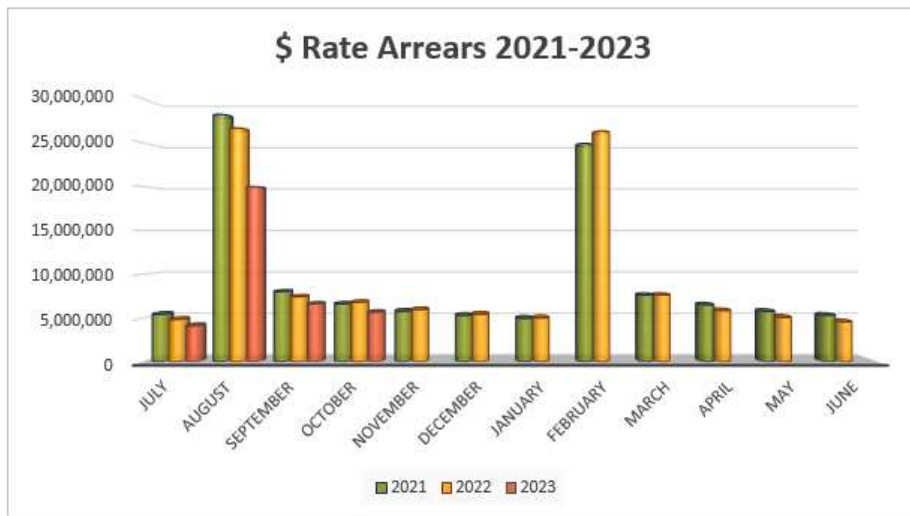
Out of the \$167k in Property and Rating (P&R) debts above that are overdue by 90 days or more, \$97k are being actively pursued by Council staff or determination on next steps are being looked into, \$42k can be recovered when properties are sold, and \$28k belong to developer contributions that will be finalised in the future.

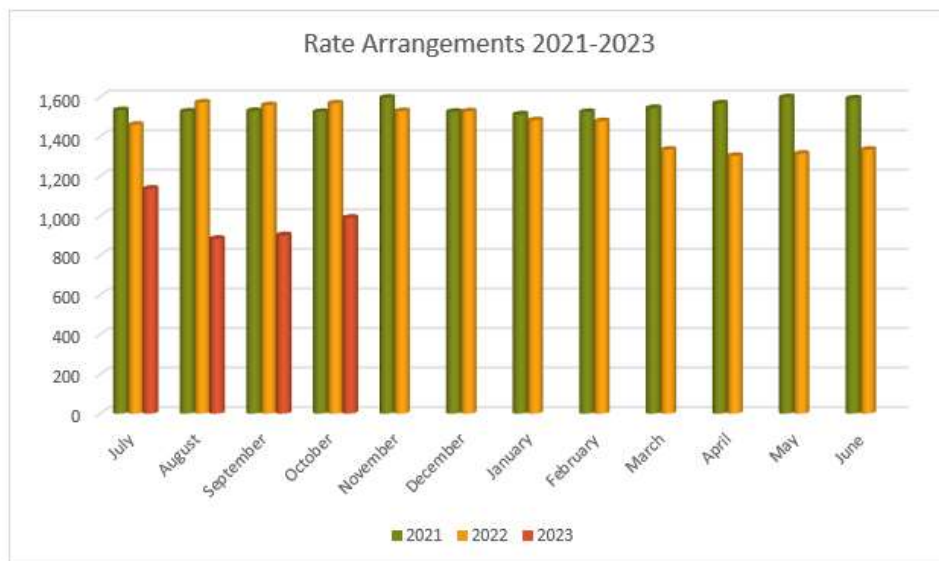
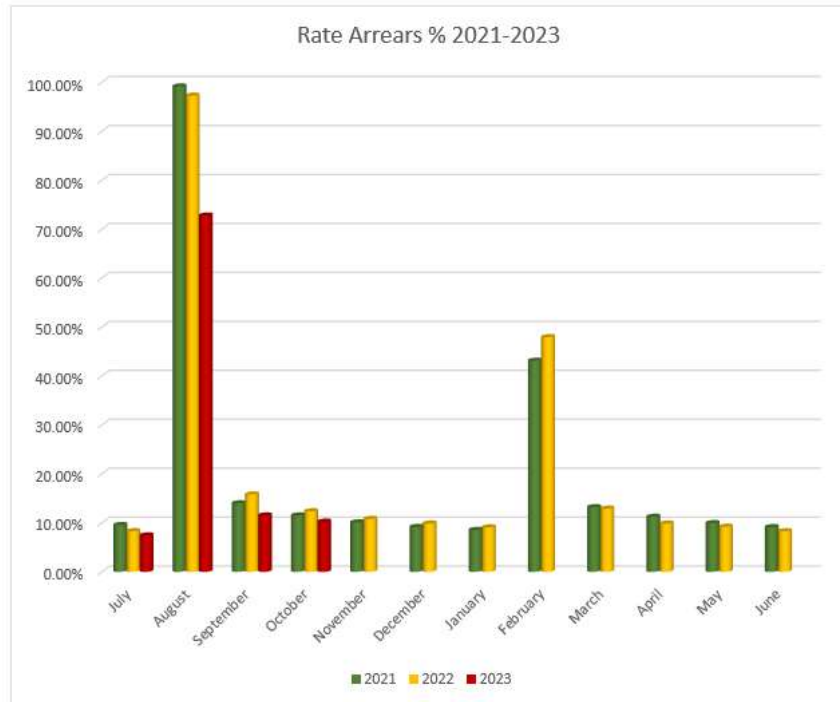


The AR outstanding debts 90+ days is currently \$114k which is 43% of total AR outstanding debts. This increased by approximately \$33k from last month.

A total of 66% of the value sitting in 90 days remains with debt collectors or have a payment arrangement with Council. Out of the remaining 34%, \$37k has since been paid and 1% is being actively pursued by Council staff.

Rates in arrears as of 31 October 2022 is sitting at \$5.641m or 10.26% which is above the target arrears of 7%. There are currently 990 assessments with rate arrangements in place which accounts for 45.75% of the properties that are in arrears. The drop in rate arrangements from the prior year is largely due to finance cancelling a number of old rate arrangements during August that hadn't been adhered to.





**3.1.3 Inventories**

Inventories is made-up of Council stores and is valued at cost. Council is currently undertaking a project to reduce and minimise the number of inventories held.

**3.2 Non-Current Assets**

**3.2.1 Trade and Other Receivables**

The non-current portion of Trade and Other Receivables is made up of the outstanding Memerambi Estate charges and loans to community organisations.

**3.2.2 Property, Plant and Equipment**

The total amended capital budget is \$38.479m. Actual as of 31 October 2022 is \$6.008m, which is tracking below target at 15.61%. Committed costs of \$7.339m are also identified.

Capital breakdown is now a separate attachment to this document.

**3.2.3 Right of Use Assets**

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

**3.2.4 Intangible Assets**

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

**3.3 Liabilities**

**3.3.1 Trade and other Payables**

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

The below information shows the purchases by month split to show the dollar value and respective percentage of purchases that were sourced locally (within the South Burnett).

Town of Business	Town of Business Description	July 2022 Purchases	August 2022 Purchases	September 2022 Purchases	October 2022 Purchases
<b>LOCAL</b>					
	<b>Total Local</b>	<b>2,423,593.38</b>	<b>3,249,666.37</b>	<b>2,103,595.25</b>	<b>1,694,804.22</b>
<b>OUTSIDE SBRC</b>					
	Dalby	0.00	1,980.00	185.00	2,175.00
	Neighbouring Council	116,987.61	392,791.38	484,048.46	190,343.58
	Other	2,185,803.41	3,559,357.40	3,011,536.78	1,623,198.03
	Yarraman	23,500.00	22,800.00	25,810.00	27,070.00
	<b>Total Other</b>	<b>2,326,291.02</b>	<b>3,976,928.78</b>	<b>3,521,580.24</b>	<b>1,842,786.61</b>
	<b>% Local Purchases</b>	<b>51.02%</b>	<b>44.97%</b>	<b>37.40%</b>	<b>47.91%</b>

**3.3.2 Borrowings**

All Council borrowings are with the Queensland Treasury Corporation (QTC). The balance as of 31 October 2022 was \$26,338,745 made up of borrowings in the following departments:

Department	Borrowings
NRM & Parks	\$ 396,503
Finance	\$ 474,391
Property	\$ 401,191
Economic Development	\$ 251,609
Environment & Waste	\$ 548,293
Infrastructure	\$ 9,176,151
Water & Wastewater	\$ 15,090,606
<b>Total</b>	<b>\$ 26,338,745</b>

**3.3.3 Lease Liabilities**

Lease Liabilities relate to AASB 16 requirements for lessees to calculate the lease liability of any long-term operating lease agreements on the balance sheet using an incremental borrowing rate for the period of the lease. Council has three lease agreements with the Department of Natural Resources, Mines and Energy that have been taken up as part of this standard.

**3.3.4 Provisions**

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

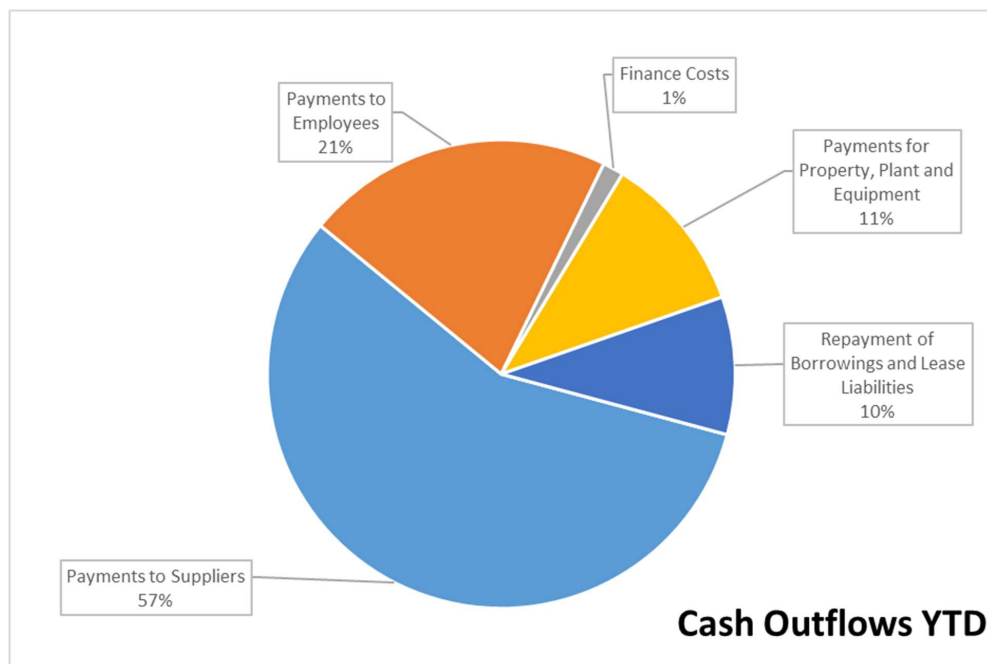
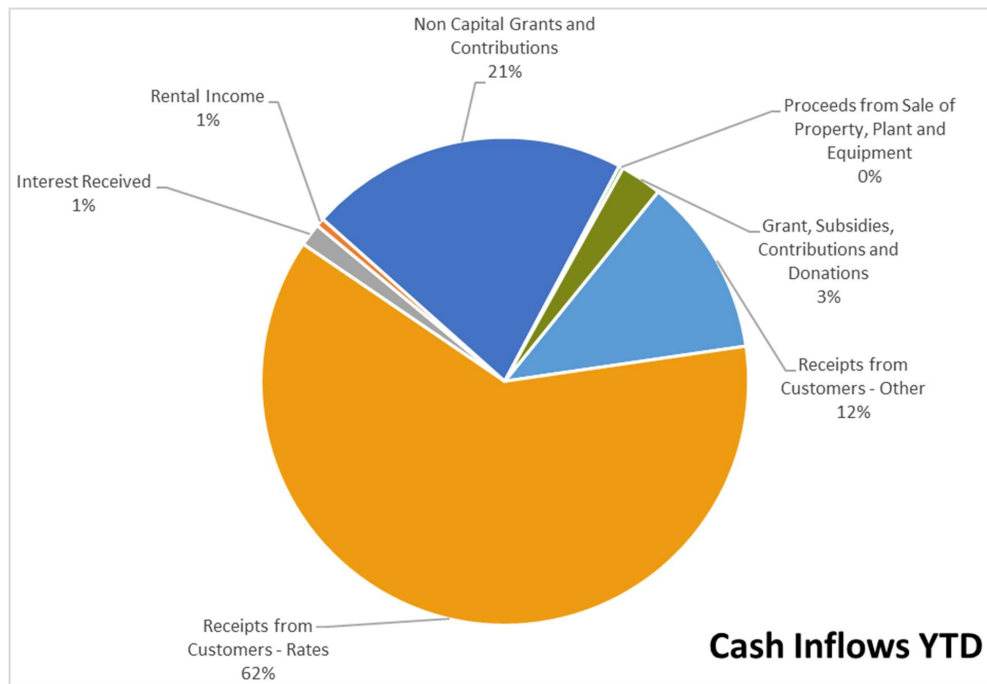
**3.3.5 Other Liabilities**

Other liabilities are made up of the State Waste Levy payment received in advance and prepaid rates. Council received an upfront payment in June 2022 to cover the next four financial years works of State Waste Levy.



4.0 Interim Cash Flow

Monthly Cashflow	July	Aug	Sept	Oct	YTD	Original Budget	Amended Budget	YTD vs Amended Budget %
<b>Cash Flows from Operating Activities</b>								
Receipts from Customers	\$5,789,537	\$1,530,896	\$19,397,207	\$2,317,644	\$29,035,284	\$64,374,944	\$65,104,039	45%
Payments to Suppliers and Employees	(\$12,438,230)	(\$6,176,089)	(\$7,679,099)	(\$7,261,755)	(\$33,555,174)	(\$55,266,488)	(\$63,390,264)	53%
	(\$6,648,693)	(\$4,645,193)	\$11,718,107	(\$4,944,111)	(\$4,519,890)	\$9,008,456	\$1,713,775	
Interest Received	\$88,627	\$129,741	\$110,126	\$265,770	\$594,264	\$540,500	\$1,240,500	48%
Rental Income	\$88,346	\$8,839	\$57,753	\$64,492	\$219,430	\$459,715	\$459,715	48%
Non Capital Grants and Contributions	\$62,645	\$4,463,338	\$1,543,841	\$2,287,965	\$8,357,789	\$8,530,723	\$14,759,994	57%
Finance Costs	(\$157,961)	(\$166,650)	(\$148,559)	(\$150,499)	(\$623,670)	(\$1,393,535)	(\$1,410,535)	44%
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<b>(\$6,567,037)</b>	<b>(\$209,924)</b>	<b>\$13,281,268</b>	<b>(\$2,476,383)</b>	<b>\$4,027,924</b>	<b>\$17,145,858</b>	<b>\$16,763,449</b>	<b>24%</b>
<b>Cash Flows from Investing Activities</b>								
Payments for Property, Plant and Equipment	(\$533,636)	(\$1,279,105)	(\$1,804,886)	(\$1,105,022)	(\$4,722,648)	(\$32,622,434)	(\$38,479,004)	12%
Payments for Intangible Assets	-	-	-	-	-	-	-	0%
Advances/(Repayments) of Loans and Advances	-	-	-	-	-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment	\$3,182	\$41,182	-	\$66,500	\$110,864	\$400,000	\$400,000	28%
Grant, Subsidies, Contributions and Donations	\$63,250	\$308,357	\$400,427	\$315,939	\$1,087,973	\$10,159,463	\$10,769,259	10%
<b>Net Cash Inflow (Outflow) from Investing Activities</b>	<b>(\$467,204)</b>	<b>(\$929,566)</b>	<b>(\$1,404,459)</b>	<b>(\$722,582)</b>	<b>(\$3,523,811)</b>	<b>(\$22,062,971)</b>	<b>(\$27,309,745)</b>	<b>13%</b>
<b>Cash Flows from Financing Activities</b>								
Proceeds from Borrowings and Leasing Liabilities	-	-	-	-	-	-	-	0%
Repayment of Borrowings and Leasing Liabilities	\$116,363	\$116,363	(\$4,420,400)	\$103,632	(\$4,084,042)	(\$3,230,506)	(\$3,230,506)	126%
<b>Net Cash Inflow (Outflow) from Financing Activities</b>	<b>\$116,363</b>	<b>\$116,363</b>	<b>(\$4,420,400)</b>	<b>\$103,632</b>	<b>(\$4,084,042)</b>	<b>(\$3,230,506)</b>	<b>(\$3,230,506)</b>	<b>126%</b>
Cash and Cash Equivalents at the Beginning of the Period	\$62,369,259	\$55,451,381	\$54,428,254	\$61,884,663	\$62,369,259	\$62,342,487	\$62,369,259	
Net Increase (Decrease) in Cash and Cash Equivalents Held	(\$6,917,878)	(\$1,023,128)	\$7,456,409	(\$3,095,333)	(\$3,579,930)	(\$8,147,619)	(\$13,776,802)	
<b>Cash and Cash Equivalents at the End of the Period</b>	<b>\$55,451,381</b>	<b>\$54,428,254</b>	<b>\$61,884,663</b>	<b>\$58,789,329</b>	<b>\$58,789,329</b>	<b>\$54,194,868</b>	<b>\$48,592,457</b>	
Restricted Cash	\$34,631,951	\$34,631,951	\$34,631,951	\$34,631,951	\$34,631,951			
<b>Cash Available for Use</b>	<b>\$20,819,431</b>	<b>\$19,796,303</b>	<b>\$27,252,712</b>	<b>\$24,157,379</b>	<b>\$24,157,379</b>			
					<b>Minimum 3 month operating liquidity</b>			<b>(\$11,483,233)</b>



**5.0 Interim Changes in Equity**

	<i>Jul-22</i>	<i>Aug-22</i>	<i>Sep-22</i>	<i>Oct-22</i>	<i>YTD</i>
	\$	\$	\$	\$	\$
<b>Asset Revaluation Surplus</b>					
Opening Balance	496,123,742	496,095,899	496,095,899	496,095,899	496,123,742
Incl(dec) in asset revaluation surplus	- 27,843	-	-	-	- 27,843
<b>Closing Balance</b>	<b>496,095,899</b>	<b>496,095,899</b>	<b>496,095,899</b>	<b>496,095,899</b>	<b>496,095,899</b>
<b>Retained Surplus</b>					
Opening Balance	441,365,884	436,783,181	460,818,810	452,057,953	441,365,884
Restricted Cash Released	-	-	-	-	-
Net Result	- 4,582,703	24,035,629	- 8,760,857	- 4,829,378	5,862,691
<b>Closing Balance</b>	<b>436,783,181</b>	<b>460,818,810</b>	<b>452,057,953</b>	<b>447,228,576</b>	<b>447,228,576</b>
<b>Total Community Equity</b>	<b>932,879,080</b>	<b>956,914,710</b>	<b>948,153,853</b>	<b>943,324,475</b>	<b>943,324,475</b>

6.0 Financial Ratios

Ratio	Description	Formula	SBRC's Target	Status	Oct 22
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciations}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	8.86
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciations}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	3.64
Current Ratio (Working Capital Ratio)	This measures the extent to which Council has liquid assets available to meet short term financial obligations	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	Target between 2.0 & 4.0	✗	4.36
Funded Long-Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non} - \text{Current Borrowings}}$	Target greater than or equal to 59%	✓	101.91%
Debt Servicing Ratio	This indicates Council's ability to meet current debt instalments with recurrent revenue	$\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✓	3.87%
Cash Balance - \$M	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$24M	✓	58.79
Debt to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non} - \text{Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	2.64%
Interest Coverage Ratio	This ratio demonstrates the extent which operating revenues are being used to meet the financial charges	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	✓	1.13%

The ratios at the end of October are all within their respective targets apart from the Current Ratio (Working Capital Ratio). This ratio is sitting at 4.36 which is outside the target of between 2.0 and 4.0. Although this can be seen as unfavourable, this is an expected occurrence early on in the financial year and these ratios will come back into target as the year progresses.

### **7.0 Long Term Financial Forecast**

Section 171 of the *Local Government Regulation 2012* requires Council to develop a long-term financial forecast, covering a period of at least 10 years, which is 2022/2023 to 2031/2032. The key objective of the long-term financial plan is to understand the Council's financial sustainability for the longer term while focusing on seeking to deliver operational surpluses and to achieve the Council's strategic outcomes as specified in the Corporate Plan.

The long-term financial forecast requires:

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

The Local Government must:

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

The below long term financial forecast is based off the original budget for the 2022/2023 year.

7.1 Income and Expenditure Statements

	Year 2 2023/2024	Year 3 2024/2025	Year 4 2025/2026	Year 5 2026/2027
<b>Income</b>				
<b>Revenue</b>				
<b>Recurrent Revenue</b>				
Rates, Levies and Charges	56,071,545	57,781,547	59,563,298	61,420,536
Fees and Charges	4,839,055	4,921,322	5,004,984	5,090,068
Rental Income	467,529	475,478	483,560	491,778
Interest Received	564,689	589,289	614,306	639,750
Sales Revenue	3,074,748	3,127,019	3,180,179	3,234,244
Other Income	981,796	998,487	1,015,463	1,032,727
Grants, Subsidies, Contributions and Donations	7,498,110	6,186,707	6,291,881	6,398,843
	73,497,472	74,079,849	76,153,671	78,307,946
<b>Capital Revenue</b>				
Grants, Subsidies, Contribution and Donations	15,164,002	1,736,347	4,912,610	4,912,610
<b>Total Income</b>	<b>88,661,474</b>	<b>75,816,196</b>	<b>81,066,281</b>	<b>83,220,556</b>
<b>Expenses</b>				
<b>Recurrent Expenses</b>				
Employee Benefits	25,846,221	25,937,488	26,378,427	26,826,873
Materials and Services	26,172,162	25,808,068	26,246,851	26,693,065
Finance Costs	1,762,416	1,864,748	2,019,476	1,865,166
Depreciation and Amortisation	23,387,523	23,622,440	23,777,713	23,912,636
	77,168,322	77,232,744	78,422,467	79,297,740
<b>Capital Expense</b>				
	(406,800)	(413,716)	(420,749)	(427,902)
<b>Total Expense</b>	<b>76,761,522</b>	<b>76,819,028</b>	<b>78,001,718</b>	<b>78,869,838</b>
<b>Net Result</b>	<b>11,899,952</b>	<b>(1,002,832)</b>	<b>3,064,563</b>	<b>4,350,718</b>
<b>Net Operating Result</b>	<b>(3,670,850)</b>	<b>(3,152,895)</b>	<b>(2,268,796)</b>	<b>(989,794)</b>

	Year 6 2027/2028	Year 7 2028/2029	Year 8 2029/2030	Year 9 2030/2031	Year 10 2031/2032
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates, Levies and Charges	63,357,199	65,377,462	67,485,737	69,686,683	71,985,239
Fees and Charges	5,176,596	5,264,596	5,354,093	5,445,114	5,537,679
Rental Income	500,138	508,640	517,287	526,079	535,022
Interest Received	665,626	691,941	718,704	745,922	773,604
Sales Revenue	3,289,226	3,345,143	3,402,010	3,459,844	3,518,661
Other Income	1,050,282	1,068,136	1,086,292	1,104,759	1,123,540
Grants, Subsidies, Contributions and Donations	6,507,624	6,618,253	6,730,763	6,845,186	6,961,553
	80,546,691	82,874,171	85,294,886	87,813,587	90,435,298
<b>Capital Revenue</b>					
Grants, Subsidies, Contribution and Donations	4,912,610	4,912,610	4,912,610	4,912,610	4,912,610
<b>Total Income</b>	<b>85,459,301</b>	<b>87,786,781</b>	<b>90,207,496</b>	<b>92,726,197</b>	<b>95,347,908</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Benefits	27,282,935	27,746,742	28,218,437	28,698,161	29,186,041
Materials and Services	27,396,826	27,608,284	28,077,609	28,554,946	29,290,359
Finance Costs	1,722,816	1,580,555	1,426,867	1,271,058	1,173,199
Depreciation and Amortisation	24,104,843	24,269,129	24,770,324	25,047,983	25,265,664
	80,507,420	81,204,710	82,493,237	83,572,148	84,915,263
<b>Capital Expense</b>					
	(435,176)	(442,574)	(450,098)	(457,750)	(465,532)
<b>Total Expense</b>	<b>80,072,244</b>	<b>80,762,136</b>	<b>82,043,139</b>	<b>83,114,398</b>	<b>84,449,731</b>
<b>Net Result</b>	<b>5,387,057</b>	<b>7,024,645</b>	<b>8,164,358</b>	<b>9,611,799</b>	<b>10,898,177</b>
<b>Net Operating Result</b>	<b>39,271</b>	<b>1,669,461</b>	<b>2,801,650</b>	<b>4,241,439</b>	<b>5,520,035</b>

7.2 Financial Position

	Year 2 2023/2024	Year 3 2024/2025	Year 4 2025/2026	Year 5 2026/2027
<b>Assets</b>				
<b>Current Assets</b>				
Cash and Cash Equivalents	\$ 49,955,732	\$ 49,890,962	\$ 49,560,902	\$ 49,787,813
Receivables	\$ 11,142,856	\$ 9,224,389	\$ 9,391,632	\$ 9,445,407
Inventories	\$ 782,906	\$ 774,851	\$ 766,876	\$ 758,981
<b>Total Current Assets</b>	<b>\$ 61,881,494</b>	<b>\$ 59,890,202</b>	<b>\$ 59,719,410</b>	<b>\$ 59,992,201</b>
<b>Non-Current Assets</b>				
Receivables - Non-Current	\$ 422,874	\$ 265,149	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 945,398,221	\$ 947,975,110	\$ 946,854,418	\$ 947,625,023
Intangible Assets	\$ 6,242,610	\$ 6,234,652	\$ 6,234,652	\$ 6,234,652
Right Of Use Assets	\$ 775,853	\$ 746,739	\$ 717,625	\$ 688,511
<b>Total Non-Current Assets</b>	<b>\$ 952,839,558</b>	<b>\$ 955,221,650</b>	<b>\$ 953,806,695</b>	<b>\$ 954,548,186</b>
<b>Total Assets</b>	<b>\$ 1,014,721,052</b>	<b>\$ 1,015,111,852</b>	<b>\$ 1,013,526,105</b>	<b>\$ 1,014,540,387</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Payables	\$ 11,449,193	\$ 11,494,484	\$ 11,550,909	\$ 11,608,431
Borrowings	\$ 3,652,389	\$ 3,660,616	\$ 3,838,631	\$ 3,465,287
Provisions	\$ 3,673,261	\$ 3,896,560	\$ 3,736,016	\$ 3,699,407
Other Liabilities	\$ 1,410,715	\$ 1,470,746	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 20,185,558</b>	<b>\$ 20,522,406</b>	<b>\$ 19,125,556</b>	<b>\$ 18,773,125</b>
<b>Non-Current Liabilities</b>				
Payables - Non-Current	\$ 802,242	\$ 780,138	\$ 757,439	\$ 734,263
Borrowings - Non-Current	\$ 25,988,236	\$ 28,325,278	\$ 24,486,646	\$ 21,029,388
Provisions - Non-Current	\$ 12,771,636	\$ 12,984,228	\$ 13,592,099	\$ 14,088,528
Other Liabilities - Non-Current	\$ 1,470,746	\$ -	\$ -	\$ -
<b>Total Non-Current Liabilities</b>	<b>\$ 41,032,860</b>	<b>\$ 42,089,644</b>	<b>\$ 38,836,184</b>	<b>\$ 35,852,179</b>
<b>Total Liabilities</b>	<b>\$ 61,218,418</b>	<b>\$ 62,612,050</b>	<b>\$ 57,961,740</b>	<b>\$ 54,625,304</b>
<b>Net Assets</b>	<b>\$ 953,502,634</b>	<b>\$ 952,499,802</b>	<b>\$ 955,564,365</b>	<b>\$ 959,915,083</b>
<b>Equity</b>				
Retained Earnings	\$ 457,370,902	\$ 456,368,070	\$ 459,432,633	\$ 463,783,351
Revaluation Reserve	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732
<b>Total Equity</b>	<b>\$ 953,502,634</b>	<b>\$ 952,499,802</b>	<b>\$ 955,564,365</b>	<b>\$ 959,915,083</b>

	Year 6 2027/2028	Year 7 2028/2029	Year 8 2029/2030	Year 9 2030/2031	Year 10 2031/2032
<b>Assets</b>					
<b>Current Assets</b>					
Cash and Cash Equivalents	\$ 49,842,861	\$ 44,832,254	\$ 45,944,432	\$ 48,214,772	\$ 53,863,044
Receivables	\$ 9,588,538	\$ 9,724,692	\$ 9,958,522	\$ 10,093,485	\$ 10,040,024
Inventories	\$ 751,164	\$ 743,426	\$ 735,765	\$ 728,181	\$ 720,673
<b>Total Current Assets</b>	<b>\$ 60,182,563</b>	<b>\$ 55,300,372</b>	<b>\$ 56,638,719</b>	<b>\$ 59,036,438</b>	<b>\$ 64,623,741</b>
<b>Non-Current Assets</b>					
Receivables - Non-Current	\$ -	\$ -	\$ -	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 949,891,340	\$ 958,722,985	\$ 962,427,844	\$ 966,338,456	\$ 971,540,683
Intangible Assets	\$ 6,234,652	\$ 6,234,652	\$ 6,234,652	\$ 6,234,652	\$ 6,234,652
Right Of Use Assets	\$ 659,521	\$ 630,531	\$ 601,541	\$ 572,551	\$ 543,561
<b>Total Non-Current Assets</b>	<b>\$ 956,785,513</b>	<b>\$ 965,588,168</b>	<b>\$ 969,264,037</b>	<b>\$ 973,145,659</b>	<b>\$ 978,318,896</b>
<b>Total Assets</b>	<b>\$ 1,016,968,076</b>	<b>\$ 1,020,888,540</b>	<b>\$ 1,025,902,756</b>	<b>\$ 1,032,182,097</b>	<b>\$ 1,042,942,637</b>
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Payables	\$ 11,666,873	\$ 11,726,172	\$ 11,786,405	\$ 11,847,476	\$ 11,909,915
Borrowings	\$ 3,631,714	\$ 3,688,824	\$ 3,860,037	\$ 621,572	\$ 646,794
Provisions	\$ 3,795,363	\$ 3,908,914	\$ 5,037,126	\$ 6,313,615	\$ 5,460,673
Other Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 19,093,950</b>	<b>\$ 19,323,910</b>	<b>\$ 20,683,568</b>	<b>\$ 18,782,663</b>	<b>\$ 18,017,382</b>
<b>Non-Current Liabilities</b>					
Payables - Non-Current	\$ 710,463	\$ 686,020	\$ 660,918	\$ 635,140	\$ 608,666
Borrowings - Non-Current	\$ 17,391,330	\$ 13,700,525	\$ 9,840,487	\$ 9,219,217	\$ 8,572,191
Provisions - Non-Current	\$ 14,470,193	\$ 14,851,300	\$ 14,226,640	\$ 13,442,135	\$ 14,743,279
Other Liabilities - Non-Current	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Non-Current Liabilities</b>	<b>\$ 32,571,986</b>	<b>\$ 29,237,845</b>	<b>\$ 24,728,045</b>	<b>\$ 23,296,492</b>	<b>\$ 23,924,136</b>
<b>Total Liabilities</b>	<b>\$ 51,665,936</b>	<b>\$ 48,561,755</b>	<b>\$ 45,411,613</b>	<b>\$ 42,079,155</b>	<b>\$ 41,941,518</b>
<b>Net Assets</b>	<b>\$ 965,302,140</b>	<b>\$ 972,326,785</b>	<b>\$ 980,491,143</b>	<b>\$ 990,102,942</b>	<b>\$ 1,001,001,119</b>
<b>Equity</b>					
Retained Earnings	\$ 469,170,408	\$ 476,195,053	\$ 484,359,411	\$ 493,971,210	\$ 504,869,387
Revaluation Reserve	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732
<b>Total Equity</b>	<b>\$ 965,302,140</b>	<b>\$ 972,326,785</b>	<b>\$ 980,491,143</b>	<b>\$ 990,102,942</b>	<b>\$ 1,001,001,119</b>

7.3 Cash Flow

	Year 2 2023/2024	Year 3 2024/2025	Year 4 2025/2026	Year 5 2026/2027
<b>Cash Flows from Operating Activities</b>				
<i>Receipts:</i>				
Receipts from Customers	\$ 67,407,573	\$ 72,510,771	\$ 72,471,594	\$ 74,392,170
Interest Received	\$ 564,689	\$ 589,289	\$ 614,306	\$ 639,750
Rental Income	\$ 467,529	\$ 475,478	\$ 483,560	\$ 491,778
Non-Capital Grants and Contributions	\$ 7,498,110	\$ 6,186,707	\$ 6,291,881	\$ 6,398,843
<i>Payments:</i>				
Payment to Suppliers	-\$ 57,719,694	-\$ 56,831,137	-\$ 57,814,023	-\$ 57,296,038
Borrowing Costs	-\$ 1,239,895	-\$ 1,328,954	-\$ 1,422,212	-\$ 1,255,375
<b>Net Cash Provided (or Used) in Operating Activities</b>	<b>\$ 16,978,312</b>	<b>\$ 21,602,155</b>	<b>\$ 20,625,105</b>	<b>\$ 23,371,128</b>
<b>Cash Flows from Investing Activities</b>				
<i>Receipts:</i>				
Proceeds from Sale of PPE	\$ 406,800	\$ 413,716	\$ 420,749	\$ 427,902
Grants, Subsidies, Contributions and Donations	\$ 15,164,002	\$ 1,736,347	\$ 4,912,610	\$ 4,912,610
<i>Payments:</i>				
Payments for PPE	-\$ 39,236,594	-\$ 26,162,257	-\$ 22,627,907	-\$ 24,654,127
<b>Net Cash Provided (or Used) in Investing Activities</b>	<b>-\$ 23,665,792</b>	<b>-\$ 24,012,194</b>	<b>-\$ 17,294,548</b>	<b>-\$ 19,313,615</b>
<b>Cash Flows from Financing Activities</b>				
<i>Receipts:</i>				
Proceeds from Borrowings	\$ 5,800,000	\$ 6,000,000	\$ -	\$ -
<i>Payments:</i>				
Repayments of Borrowings	-\$ 3,351,656	-\$ 3,654,731	-\$ 3,660,617	-\$ 3,830,602
<b>Net Cash Provided (or Used) in Financing Activities</b>	<b>\$ 2,448,344</b>	<b>\$ 2,345,269</b>	<b>-\$ 3,660,617</b>	<b>-\$ 3,830,602</b>
<b>Net Increase/(Decrease) in Cash and Cash Equivalent:</b>	<b>-\$ 4,239,136</b>	<b>-\$ 64,770</b>	<b>-\$ 330,060</b>	<b>\$ 226,911</b>
<b>Cash and Cash Equivalents at Beginning of Period</b>	<b>\$ 54,194,868</b>	<b>\$ 49,955,732</b>	<b>\$ 49,890,962</b>	<b>\$ 49,560,902</b>
<b>Cash and Cash Equivalents at End of Period</b>	<b>\$ 49,955,732</b>	<b>\$ 49,890,962</b>	<b>\$ 49,560,902</b>	<b>\$ 49,787,813</b>



	Year 6 2027/2028	Year 7 2028/2029	Year 8 2029/2030	Year 9 2030/2031	Year 10 2031/2032
<b>Cash Flows from Operating Activities</b>					
<i>Receipts:</i>					
Receipts from Customers	\$ 76,452,531	\$ 78,697,624	\$ 80,939,046	\$ 83,468,796	\$ 86,252,797
Interest Received	\$ 665,626	\$ 691,941	\$ 718,704	\$ 745,922	\$ 773,604
Rental Income	\$ 500,138	\$ 508,640	\$ 517,287	\$ 526,079	\$ 535,022
Non-Capital Grants and Contributions	\$ 6,507,624	\$ 6,618,253	\$ 6,730,763	\$ 6,845,186	\$ 6,961,553
<i>Payments:</i>					
Payment to Suppliers	-\$ 58,509,669	-\$ 59,240,918	-\$ 60,248,083	-\$ 61,292,714	-\$ 62,642,310
Borrowing Costs	-\$ 1,095,187	-\$ 935,852	-\$ 773,229	-\$ 603,949	-\$ 549,831
<b>Net Cash Provided (or Used) in Operating Activities</b>	<b>\$ 24,521,063</b>	<b>\$ 26,339,688</b>	<b>\$ 27,884,488</b>	<b>\$ 29,689,320</b>	<b>\$ 31,330,835</b>
<b>Cash Flows from Investing Activities</b>					
<i>Receipts:</i>					
Proceeds from Sale of PPE	\$ 435,176	\$ 442,574	\$ 450,098	\$ 457,750	\$ 465,532
Grants, Subsidies, Contributions and Donations	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610
<i>Payments:</i>					
Payments for PPE	-\$ 26,342,170	-\$ 33,071,784	-\$ 28,446,193	-\$ 28,929,605	-\$ 30,438,901
<b>Net Cash Provided (or Used) in Investing Activities</b>	<b>-\$ 20,994,384</b>	<b>\$ 27,716,600</b>	<b>-\$ 23,083,485</b>	<b>-\$ 23,559,245</b>	<b>\$ 25,060,759</b>
<b>Cash Flows from Financing Activities</b>					
<i>Receipts:</i>					
Proceeds from Borrowings	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Payments:</i>					
Repayments of Borrowings	-\$ 3,471,631	-\$ 3,633,695	-\$ 3,688,825	-\$ 3,859,735	-\$ 621,804
<b>Net Cash Provided (or Used) in Financing Activities</b>	<b>-\$ 3,471,631</b>	<b>-\$ 3,633,695</b>	<b>-\$ 3,688,825</b>	<b>-\$ 3,859,735</b>	<b>-\$ 621,804</b>
<b>Net Increase/(Decrease) in Cash and Cash Equivalents</b>	<b>\$ 55,048</b>	<b>-\$ 5,010,607</b>	<b>\$ 1,112,178</b>	<b>\$ 2,270,340</b>	<b>\$ 5,648,272</b>
<b>Cash and Cash Equivalents at Beginning of Period</b>	<b>\$ 49,787,813</b>	<b>\$ 49,842,861</b>	<b>\$ 44,832,254</b>	<b>\$ 45,944,432</b>	<b>\$ 48,214,772</b>
<b>Cash and Cash Equivalents at End of Period</b>	<b>\$ 49,842,861</b>	<b>\$ 44,832,254</b>	<b>\$ 45,944,432</b>	<b>\$ 48,214,772</b>	<b>\$ 53,863,044</b>

**7.4 Changes in Equity**

	Year 2 2023/2024	Year 3 2024/2025	Year 4 2025/2026	Year 5 2026/2027
<b>Asset Revaluation Surplus</b>				
Opening Balance	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -
<b>Closing Balance</b>	<b>\$ 496,131,732</b>	<b>\$ 496,131,732</b>	<b>\$ 496,131,732</b>	<b>\$ 496,131,732</b>
<b>Retained Surplus</b>				
Opening Balance	\$ 445,470,950	\$ 457,370,902	\$ 456,368,070	\$ 459,432,633
Net Result	\$ 11,899,952	\$ 1,002,832	\$ 3,064,563	\$ 4,350,718
<b>Closing Balance</b>	<b>\$ 457,370,902</b>	<b>\$ 456,368,070</b>	<b>\$ 459,432,633</b>	<b>\$ 463,783,351</b>
<b>Total Community Equity</b>	<b>\$ 953,502,634</b>	<b>\$ 952,499,802</b>	<b>\$ 955,564,365</b>	<b>\$ 959,915,083</b>

	Year 6 2027/2028	Year 7 2028/2029	Year 8 2029/2030	Year 9 2030/2031	Year 10 2031/2032
<b>Asset Revaluation Surplus</b>					
Opening Balance	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Closing Balance</b>	<b>\$ 496,131,732</b>	<b>\$ 496,131,732</b>	<b>\$ 496,131,732</b>	<b>\$ 496,131,732</b>	<b>\$ 496,131,732</b>
<b>Retained Surplus</b>					
Opening Balance	\$ 463,783,351	\$ 469,170,408	\$ 476,195,053	\$ 484,359,411	\$ 493,971,210
Net Result	\$ 5,387,057	\$ 7,024,645	\$ 8,164,358	\$ 9,611,799	\$ 10,898,177
<b>Closing Balance</b>	<b>\$ 469,170,408</b>	<b>\$ 476,195,053</b>	<b>\$ 484,359,411</b>	<b>\$ 493,971,210</b>	<b>\$ 504,869,387</b>
<b>Total Community Equity</b>	<b>\$ 965,302,140</b>	<b>\$ 972,326,785</b>	<b>\$ 980,491,143</b>	<b>\$ 990,102,942</b>	<b>\$ 1,001,001,119</b>

### 8.0 Investments

Council had \$58.722m held in bank accounts on 31 October 2022. Out of this balance, 78% was held with QTC with an end of month interest rate of 3.45%, 21% was with Commonwealth Bank with an interest rate of 0.60% and the remaining 1% was sitting with Bendigo Bank with no interest rate identified at this stage.

Institution	Rating	Rate at 30/06/2022	Current Rate
QTC	A1+	0.76%	3.45%
CBA General Account (new)	A1+	0.60%	0.60%
CBA General Account	A1+	0.60%	0.60%

Financial Institution	Opening Investment Balance 1 July 2022	Interest Rate	Deposits	Redemptions	Balance	Interest Income	Admin Charge	Net Interest Income	Ending Investment Balance as at 31 October	% to Portfolio	Short Term Rating	Individual Counter-Party Limit	Maximum Funds Limit
Queensland Treasury Corporation	45,694,941	3.45%	3,000,000	3,000,000	45,694,941	266,594	22,402	244,192	45,939,133	78%	A1+	100%	No Limit
Bendigo Bank	465,267	0.00%	277,786	505,603	237,451	-	79	- 79	237,372	0%	A2	10%	\$20M
Commonwealth Bank Australia General Operating Account	16,179,778	0.60%	44,279,035	48,000,622	12,458,191	87,420	-	87,420	12,545,611	21%	A1+	30%	\$20M
<b>Total</b>	<b>62,339,987</b>		<b>47,556,821</b>	<b>51,506,225</b>	<b>58,390,583</b>	<b>354,013</b>	<b>22,481</b>	<b>331,533</b>	<b>58,722,115</b>				

### 9.0 Works for Queensland Round 4 (W4Q4)

The Works for Queensland Round 4 has a total budget of \$5.63m with a grant period spanning from July 2021 to June 2024. Council has received a total of 50% of the grant funding during July 2021 with these funds being posted as a contract liability in the balance sheet until funds have been used. So far Council has spent or committed \$1.036m over the life of the W4Q4 funding with \$326k of this on eligible projects for this financial year.

### 10.0 Rates Update

- 104 Rate Searches were completed for October.
- 137 transfers of properties were processed in October.
- 296 tasks were completed in October.
- 1,629 reminder notices were issued.
- 58 splits and amalgamations were processed.



2022/2023 Capex Report for Council

Project Code	Project Description	Financial Project	REVENUE SOURCES						EXPENDITURE BUDGET					EXPENDITURE ACTUALS		
			Depreciation	Restricted Cash	Proceeds from Sale of Fleet	Grant Funding	Loans	Developer Contribution	Total Budgeted Revenue	2022/2023 Adopted Budget	2021/2022 Continued Projects	First Quarter Budget Adjustments	Total Available Budget	2022/2023 Commitments	2022/2023 Actual Expenditure	2022/2023 Actual Expenditure & Commitments
<b>Buildings &amp; Other Structures</b>																
<b>Admin Office - Kinga</b>																
006744	Kingaroy Customer Service Centre	100776	90,000.00	-	-	-	-	-	90,000.00	90,000.00	-	-	90,000.00	-	73,662.55	73,662.55
<b>activity Subtotal</b>			<b>90,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>90,000.00</b>	<b>90,000.00</b>	<b>-</b>	<b>-</b>	<b>90,000.00</b>	<b>-</b>	<b>73,662.55</b>	<b>73,662.55</b>
<b>Admin Office - Murgoo</b>																
006745	Regional Customer Service CCTV Installat	100776	80,000.00	-	-	-	-	-	80,000.00	80,000.00	-	-	80,000.00	21,241.49	46,655.88	67,897.37
<b>activity Subtotal</b>			<b>80,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>-</b>	<b>-</b>	<b>80,000.00</b>	<b>21,241.49</b>	<b>46,655.88</b>	<b>67,897.37</b>
<b>Depot - Kingaroy</b>																
006747	Kingaroy Depot Car Parking	100198	150,000.00	-	-	-	-	-	150,000.00	150,000.00	-	-	150,000.00	-	300.00	300.00
<b>activity Subtotal</b>			<b>150,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>-</b>	<b>-</b>	<b>150,000.00</b>	<b>-</b>	<b>300.00</b>	<b>300.00</b>
<b>Depot - Murgoo</b>																
006746	Regional Depot CCTV Installation	100198	50,000.00	-	-	-	-	-	50,000.00	50,000.00	-	-	50,000.00	22,450.57	27,307.52	49,758.09
<b>activity Subtotal</b>			<b>50,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>-</b>	<b>-</b>	<b>50,000.00</b>	<b>22,450.57</b>	<b>27,307.52</b>	<b>49,758.09</b>
<b>Hall - Mondure</b>																
006623	W4Q4 - Restumping of Mondure Hall	100767	-	-	-	125,000.00	-	-	125,000.00	125,000.00	-	-	125,000.00	74,965.45	30,000.00	104,965.45
<b>activity Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>125,000.00</b>	<b>-</b>	<b>-</b>	<b>125,000.00</b>	<b>125,000.00</b>	<b>-</b>	<b>-</b>	<b>125,000.00</b>	<b>74,965.45</b>	<b>30,000.00</b>	<b>104,965.45</b>
<b>Hall - Cloyna</b>																
006748	Cloyna Hall - Investigative Work	100054	-	80,000.00	-	-	-	-	80,000.00	80,000.00	-	-	80,000.00	-	-	-
<b>activity Subtotal</b>			<b>-</b>	<b>80,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>-</b>	<b>-</b>	<b>80,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Museum - Boondooma H</b>																
006749	Boondooma Homestead - Replace Tourisr	100201	45,000.00	-	-	-	-	-	45,000.00	45,000.00	-	-	45,000.00	15,469.38	-	15,469.38
006750	Boondooma Homestead - Repairs to Ston	100201	90,000.00	-	-	-	-	-	90,000.00	90,000.00	-	-	90,000.00	78,780.00	-	78,780.00
<b>activity Subtotal</b>			<b>135,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135,000.00</b>	<b>135,000.00</b>	<b>-</b>	<b>-</b>	<b>135,000.00</b>	<b>94,249.38</b>	<b>-</b>	<b>94,249.38</b>
<b>Museum - Nanango Ene</b>																
006763	Nanango Visitor Information Centre - ins	100508	20,000.00	-	-	-	-	-	20,000.00	20,000.00	-	-	20,000.00	-	17,499.09	17,499.09
<b>activity Subtotal</b>			<b>20,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>-</b>	<b>-</b>	<b>20,000.00</b>	<b>-</b>	<b>17,499.09</b>	<b>17,499.09</b>
<b>Swimming Pool - King</b>																
006029	Kingaroy-Pool-Refurbishment-Concept Pla	104618	-	113,335.62	-	-	-	-	113,335.62	-	113,335.62	-	113,335.62	7,656.00	25,520.00	33,176.00
006761	Kingaroy Memorial Pool - Construction Dr	104618	200,000.00	-	-	-	-	-	200,000.00	200,000.00	-	-	200,000.00	-	-	-
006762	Kingaroy Memorial Pool - Heat Blanket an	104618	75,650.00	-	-	-	-	-	75,650.00	95,000.00	-	19,350.00	75,650.00	56,630.27	-	56,630.27
006779	Kingaroy Memorial Pool - Learn to swim p	104618	19,350.00	-	-	-	-	-	19,350.00	-	-	19,350.00	19,350.00	19,350.00	-	19,350.00
<b>activity Subtotal</b>			<b>295,000.00</b>	<b>113,335.62</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>408,335.62</b>	<b>295,000.00</b>	<b>113,335.62</b>	<b>-</b>	<b>408,335.62</b>	<b>64,286.27</b>	<b>44,870.00</b>	<b>109,156.27</b>
<b>Swimming Pool - Wond</b>																
006536	Wondai Swimming Pool Refurbishment	104622	280,000.00	308,551.76	-	294,275.88	-	-	882,827.64	560,000.00	8,551.76	314,275.88	882,827.64	646,544.51	193,187.69	839,732.20
006760	Wondai Swimming Pool - Filtration Issue	104622	140,000.00	-	-	-	-	-	140,000.00	140,000.00	-	-	140,000.00	-	9,815.00	9,815.00
<b>activity Subtotal</b>			<b>420,000.00</b>	<b>308,551.76</b>	<b>-</b>	<b>294,275.88</b>	<b>-</b>	<b>-</b>	<b>1,022,827.64</b>	<b>700,000.00</b>	<b>8,551.76</b>	<b>314,275.88</b>	<b>1,022,827.64</b>	<b>646,544.51</b>	<b>203,002.69</b>	<b>849,547.20</b>
<b>Sp/ground-Murgoo</b>																
005999	Murgoo-Squash Courts	100202	-	-	-	-	-	-	-	-	-	-	-	6,800.00	80,920.00	87,720.00
<b>activity Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,800.00</b>	<b>80,920.00</b>	<b>87,720.00</b>
<b>W4Q - Round 4</b>																
006523	W4Q4-Regional Facilities Upgrades	100756	-	108,400.00	-	365,818.85	-	-	474,218.85	380,000.00	108,400.00	-	14,181.15	474,218.85	34,154.55	1,800.00
<b>activity Subtotal</b>			<b>-</b>	<b>108,400.00</b>	<b>-</b>	<b>365,818.85</b>	<b>-</b>	<b>-</b>	<b>474,218.85</b>	<b>380,000.00</b>	<b>108,400.00</b>	<b>-</b>	<b>14,181.15</b>	<b>474,218.85</b>	<b>34,154.55</b>	<b>1,800.00</b>
<b>General</b>																
006237	Property - 195 Kingaroy Street, Kingaroy	100302	-	12,982.80	-	-	-	-	12,982.80	-	12,982.80	-	12,982.80	-	-	-
<b>activity Subtotal</b>			<b>-</b>	<b>12,982.80</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,982.80</b>	<b>-</b>	<b>12,982.80</b>	<b>-</b>	<b>12,982.80</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Activity Total</b>			<b>1,240,000.00</b>	<b>623,270.18</b>	<b>-</b>	<b>785,094.73</b>	<b>-</b>	<b>-</b>	<b>2,648,364.91</b>	<b>2,105,000.00</b>	<b>243,270.18</b>	<b>300,094.73</b>	<b>2,648,364.91</b>	<b>964,692.22</b>	<b>526,017.73</b>	<b>1,490,709.95</b>
<b>Office</b>																
<b>Info Serv -ICT</b>																
000379	Computer Infrastructure & Upgrade	100211	155,000.00	-	-	-	-	-	155,000.00	155,000.00	-	-	155,000.00	-	132,116.00	132,116.00
000381	Server Hardware	100211	50,000.00	-	-	-	-	-	50,000.00	50,000.00	-	-	50,000.00	-	-	-
000382	Photocopiers & Printers	100211	20,000.00	-	-	-	-	-	20,000.00	20,000.00	-	-	20,000.00	-	-	-
006052	Microwave Radio & Hardware	100211	100,000.00	-	-	-	-	-	100,000.00	100,000.00	-	-	100,000.00	78,890.00	-	78,890.00
006519	Teams Rooms Devices	100211	42,000.00	-	-	-	-	-	42,000.00	42,000.00	-	-	42,000.00	-	-	-
<b>activity Subtotal</b>			<b>367,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>367,000.00</b>	<b>367,000.00</b>	<b>-</b>	<b>-</b>	<b>367,000.00</b>	<b>78,890.00</b>	<b>132,116.00</b>	<b>211,006.00</b>
<b>Activity Total</b>			<b>367,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>367,000.00</b>	<b>367,000.00</b>	<b>-</b>	<b>-</b>	<b>367,000.00</b>	<b>78,890.00</b>	<b>132,116.00</b>	<b>211,006.00</b>
<b>Fleet</b>																
<b>Plant &amp; Fleet Manage</b>																
006515	Plant and Fleet Replacement 2021-22	100212	-	2,653,060.36	-	-	-	-	2,653,060.36	-	2,653,060.36	-	2,653,060.36	2,352,737.86	652,393.05	3,005,130.91
006767	Plant and Fleet Replacement 2022/2023	100212	1,937,500.00	1,970,000.00	-	-	-	-	3,907,500.00	3,907,500.00	-	-	3,907,500.00	818,279.72	-	818,279.72

Project Code	Project Description	Financial Project	Depreciation	Restricted Cash	Proceeds from Sale of Fleet	Grant Funding	Loans	Developer Contribution	Total Budgeted Revenue	2022/2023 Adopted Budget	2021/2022 Continued Projects	First Quarter Budget Adjustments	Total Available Budget	2022/2023 Commitments	2022/2023 Actual Expenditure	2022/2023 Actual Expenditure & Commitments
<b>Activity Subtotal</b>			<b>1,937,500.00</b>	<b>4,623,060.36</b>	-	-	-	-	<b>6,560,560.36</b>	<b>3,907,500.00</b>	<b>2,653,060.36</b>	-	<b>6,560,560.36</b>	<b>3,171,017.58</b>	<b>652,393.05</b>	<b>3,823,410.63</b>
<b>Activity Total</b>			<b>1,937,500.00</b>	<b>4,623,060.36</b>	-	-	-	-	<b>6,560,560.36</b>	<b>3,907,500.00</b>	<b>2,653,060.36</b>	-	<b>6,560,560.36</b>	<b>3,171,017.58</b>	<b>652,393.05</b>	<b>3,823,410.63</b>
<b>Plant &amp; Equipment</b>																
<b>Dopet - Kingaroy</b>																
006602	Purchase of Ice Machines	100743	-	8,931.30	-	-	-	-	8,931.30	-	8,931.30	-	8,931.30	-	7,350.47	7,350.47
<b>Activity Subtotal</b>			-	<b>8,931.30</b>	-	-	-	-	<b>8,931.30</b>	-	<b>8,931.30</b>	-	<b>8,931.30</b>	-	<b>7,350.47</b>	<b>7,350.47</b>
<b>Activity Total</b>			-	<b>8,931.30</b>	-	-	-	-	<b>8,931.30</b>	-	<b>8,931.30</b>	-	<b>8,931.30</b>	-	<b>7,350.47</b>	<b>7,350.47</b>
<b>NRM &amp; Parks</b>																
<b>Aerodrome - Kingaroy</b>																
006583	RAP-Kingaroy Aerodrome Lighting Upgrad	100760	147,271.68	-	-	262,023.82	-	-	409,295.50	386,878.00	-	22,417.50	409,295.50	4,410.45	15,402.50	19,812.95
006770	CP - Kingaroy Aerodrome - Fuel Storage	100193	15,000.00	-	-	-	-	-	15,000.00	15,000.00	-	-	15,000.00	-	-	-
<b>Activity Subtotal</b>			<b>162,271.68</b>	-	-	<b>262,023.82</b>	-	-	<b>424,295.50</b>	<b>401,878.00</b>	-	<b>22,417.50</b>	<b>424,295.50</b>	<b>4,410.45</b>	<b>15,402.50</b>	<b>19,812.95</b>
<b>Aerodrome - Wondal</b>																
006771	CP - Wondal Aerodrome - Reseal Carpark	100523	30,000.00	-	-	-	-	-	30,000.00	30,000.00	-	-	30,000.00	-	-	-
<b>Activity Subtotal</b>			<b>30,000.00</b>	-	-	-	-	-	<b>30,000.00</b>	<b>30,000.00</b>	-	-	<b>30,000.00</b>	-	-	-
<b>Caravan Park - Murgoo</b>																
006757	Murgoo Free Camping Area	100440	100,000.00	-	-	-	-	-	100,000.00	100,000.00	-	-	100,000.00	-	-	-
<b>Activity Subtotal</b>			<b>100,000.00</b>	-	-	-	-	-	<b>100,000.00</b>	<b>100,000.00</b>	-	-	<b>100,000.00</b>	-	-	-
<b>Cemeteries - Kingaroy</b>																
006772	CP - Taabinga Cemetery - Carpark reseal	100144	29,000.00	-	-	-	-	-	29,000.00	29,000.00	-	-	29,000.00	-	-	-
006774	CP - Taabinga Cemetery expansion	100144	52,000.00	-	-	-	-	-	52,000.00	52,000.00	-	-	52,000.00	-	-	-
<b>Activity Subtotal</b>			<b>81,000.00</b>	-	-	-	-	-	<b>81,000.00</b>	<b>81,000.00</b>	-	-	<b>81,000.00</b>	-	-	-
<b>Cemeteries - Proston</b>																
006775	CP - Proston Cemetery - Expansion/Road	100154	13,566.00	-	-	-	-	-	13,566.00	13,566.00	-	-	13,566.00	-	-	-
<b>Activity Subtotal</b>			<b>13,566.00</b>	-	-	-	-	-	<b>13,566.00</b>	<b>13,566.00</b>	-	-	<b>13,566.00</b>	-	-	-
<b>Cemeteries - Blackbu</b>																
006007	CP - Blackbutt-New Columbarium Wall	100196	-	8,211.27	-	-	-	-	8,211.27	-	8,211.27	-	8,211.27	-	-	-
<b>Activity Subtotal</b>			-	<b>8,211.27</b>	-	-	-	-	<b>8,211.27</b>	-	<b>8,211.27</b>	-	<b>8,211.27</b>	-	-	-
<b>Parks &amp; Gardens</b>																
006529	CP - Regional Parks Redevelopment	100202	-	-	-	-	-	-	-	-	-	-	-	36,333.64	225.00	36,558.64
006758	Regional Public Amenities-Lions Park Ki	100204	-	-	-	100,000.00	-	-	100,000.00	100,000.00	-	-	100,000.00	-	-	-
006802	Duroong Toilet - Upgrade of Septic System	100204	-	48,500.00	-	-	-	-	48,500.00	-	-	48,500.00	48,500.00	27,353.80	500.00	27,853.80
006803	Wooroolin Public Toilet - Septic System	100204	-	38,500.00	-	-	-	-	38,500.00	-	-	38,500.00	38,500.00	-	-	-
<b>Activity Subtotal</b>			-	<b>87,000.00</b>	-	<b>100,000.00</b>	-	-	<b>187,000.00</b>	<b>100,000.00</b>	-	<b>87,000.00</b>	<b>187,000.00</b>	<b>63,687.44</b>	<b>725.00</b>	<b>64,412.44</b>
<b>Saleyards - Coolabun</b>																
006777	CP - Coolabunia Saleyards-Asset Upgrade	100017	80,000.00	-	-	-	-	-	80,000.00	80,000.00	-	-	80,000.00	-	-	-
<b>Activity Subtotal</b>			<b>80,000.00</b>	-	-	-	-	-	<b>80,000.00</b>	<b>80,000.00</b>	-	-	<b>80,000.00</b>	-	-	-
<b>Tourism - Yallakool</b>																
006776	CP - BP Dam Managers Residence-Paintir	100508	-	-	-	-	-	-	25,000.00	-	-	25,000.00	-	-	-	-
006804	Yallakool & Boondooma Dams Upgrade P	100508	150,000.00	-	-	50,000.00	-	-	200,000.00	-	-	200,000.00	200,000.00	-	-	-
<b>Activity Subtotal</b>			<b>150,000.00</b>	-	-	<b>50,000.00</b>	-	-	<b>200,000.00</b>	<b>25,000.00</b>	-	<b>175,000.00</b>	<b>200,000.00</b>	-	-	-
<b>Tourism - Lake Boon</b>																
006751	CP - Boondooma Dam - Residence & Kios	100508	-	-	-	-	-	-	102,000.00	-	-	102,000.00	-	-	-	-
<b>Activity Subtotal</b>			-	-	-	-	-	-	<b>102,000.00</b>	-	-	<b>102,000.00</b>	-	-	-	-
<b>W4Q - COVID Round</b>																
005983	W4QCOVID-Regional Tourism - Statues	100714	-	-	-	-	-	-	-	-	-	-	-	5,904.43	-	5,904.43
<b>Activity Subtotal</b>			-	-	-	-	-	-	-	-	-	-	-	<b>5,904.43</b>	-	<b>5,904.43</b>
<b>W4Q - Round 4</b>																
006531	W4Q4-Benarkin Park Renewal	100757	-	-	-	135,876.02	-	-	135,876.02	135,000.00	-	876.02	135,876.02	6,736.60	23,408.56	30,145.16
006532	W4Q4-Murgoo QE11 Park-Stage 1	100757	-	-	-	143,562.73	-	-	143,562.73	140,000.00	-	3,562.73	143,562.73	5,240.00	13,909.25	19,149.25
006533	W4Q4-Proston Railway Park Refurbishme	100757	-	-	-	43,585.63	-	-	43,585.63	40,000.00	-	3,585.63	43,585.63	3,157.83	24,422.41	27,580.24
006534	W4Q4-Regional Public Amenities Refurb	100757	-	-	-	100,000.00	-	-	100,000.00	100,000.00	-	-	100,000.00	72,375.97	1,363.00	73,738.97
006753	W4Q4-Murgoo QEII Park - Stage 2	100757	-	-	-	150,000.00	-	-	150,000.00	150,000.00	-	-	150,000.00	-	-	-
006754	Regional Parks - First Settlers Park Ben	100757	-	-	-	-	-	-	-	-	-	-	-	-	4,330.00	4,330.00
<b>Activity Subtotal</b>			-	-	-	<b>573,024.38</b>	-	-	<b>573,024.38</b>	<b>565,000.00</b>	-	<b>8,024.38</b>	<b>573,024.38</b>	<b>87,510.40</b>	<b>67,433.22</b>	<b>154,943.62</b>
<b>Parks - Kingaroy</b>																
006018	CP K'Roy Apex Park-Carpark, Path & Pain	100202	-	89,970.00	-	-	-	-	89,970.00	-	89,970.00	-	89,970.00	-	-	-
006752	Kingaroy Lions Park Refurbishment	100131	-	-	-	79,815.38	-	-	79,815.38	80,000.00	-	184.62	79,815.38	-	-	-
006756	Memorial Park Master/Concept Plan	100131	-	-	-	321,450.00	-	-	321,450.00	580,000.00	-	258,550.00	321,450.00	-	-	-
<b>Activity Subtotal</b>			-	<b>89,970.00</b>	-	<b>401,265.38</b>	-	-	<b>491,235.38</b>	<b>660,000.00</b>	<b>89,970.00</b>	<b>- 258,734.62</b>	<b>491,235.38</b>	-	-	-
<b>Parks - Nanango</b>																
006755	Tipperary Flat Nanango - Rehabilitate Ca	100136	15,000.00	-	-	-	-	-	15,000.00	15,000.00	-	-	15,000.00	-	-	-
006806	Tipperary Flat Nanango - Water Feature	100136	-	-	-	8,550.00	-	-	8,550.00	-	-	8,550.00	8,550.00	-	-	-
<b>Activity Subtotal</b>			<b>15,000.00</b>	-	-	<b>8,550.00</b>	-	-	<b>23,550.00</b>	<b>15,000.00</b>	-	<b>8,550.00</b>	<b>23,550.00</b>	-	-	-

Project Code	Project Description	Financial Project	Depreciation	Restricted Cash	Proceeds from Sale of Fleet	Grant Funding	Loans	Developer Contribution	Total Budgeted Revenue	2022/2023 Adopted Budget	2021/2022 Continued Projects	First Quarter Budget Adjustments	Total Available Budget	2022/2023 Commitments	2022/2023 Actual Expenditure	2022/2023 Actual Expenditure & Commitments
<b>Public Conveniences</b>																
006759	Regional Park/Amenities Upgrade-24 Hr C	100204	-	-	-	150,000.00	-	-	150,000.00	150,000.00	-	-	150,000.00	-	-	-
<b>Activity Subtotal</b>			-	-	-	150,000.00	-	-	150,000.00	150,000.00	-	-	150,000.00	-	-	-
<b>Activity Total</b>			631,837.68	185,181.27	-	1,544,863.58	-	-	2,361,882.53	2,323,444.00	98,181.27	-	59,742.74	2,361,882.53	161,512.72	245,073.44
<b>Roads</b>																
<b>Bridges</b>																
006538	Murgon-CherbourgRd-SawpitCkBridge-Gu	100215	70,000.00	34,735.99	-	-	-	-	104,735.99	70,000.00	34,735.99	-	104,735.99	-	255.33	255.33
006540	Cushnie-HomecreekLoopRd-TimberBridg	100215	-	190,000.00	-	-	-	-	190,000.00	190,000.00	-	-	190,000.00	-	-	-
<b>Activity Subtotal</b>			70,000.00	224,735.99	-	-	-	-	294,735.99	260,000.00	34,735.99	-	294,735.99	-	255.33	255.33
<b>KTP</b>																
005284	Kingaroy-Transformation Project	100617	1,900,000.00	595,931.78	-	1,096,702.59	-	-	3,592,634.37	2,900,000.00	95,931.78	596,702.59	3,592,634.37	12,724.00	17,709.86	30,433.86
006211	KTP-Alford St (Youngman-GlendonSt) Wo	100709	-	-	-	-	-	-	-	-	-	-	-	65,170.75	94,036.85	159,207.60
006212	KTP-Alford St (GlendonSt-KingaroySt) Wor	100709	-	-	-	-	-	-	-	-	-	-	-	283,773.38	373,795.61	657,568.99
006213	KTP-Kingaroy St (AlfordSt-HalySt) Works	100709	-	-	-	-	-	-	-	-	-	-	-	284,131.97	276,928.57	543,060.54
006214	KTP-Haly St (KingaroySt-GlendonSt) Works	100709	-	-	-	-	-	-	-	-	-	-	-	187,084.36	322,038.71	509,123.07
006215	KTP-Haly St (GlendonSt-YoungmanSt) Wor	100709	-	-	-	-	-	-	-	-	-	-	-	260,547.18	308,289.39	568,836.57
006216	KTP-Glendon St (AlfordSt-HalySt) Works	100709	-	-	-	-	-	-	-	-	-	-	-	246,042.05	749,636.91	995,678.96
006229	KTP - Program Management	100709	-	-	-	-	-	-	-	-	-	-	-	-	1,442.80	1,442.80
<b>Activity Subtotal</b>			1,900,000.00	595,931.78	-	1,096,702.59	-	-	3,592,634.37	2,900,000.00	95,931.78	596,702.59	3,592,634.37	1,319,473.69	2,145,878.70	3,465,352.39
<b>Grav Resheet</b>																
006580	RTR-Stonelands-StonelandsRd-GR	100221	-	-	-	-	-	-	-	-	-	-	-	-	160.00	160.00
006667	South East Nanango-Hamilton Rd-GR	100215	-	-	-	202,748.57	-	-	202,748.57	202,748.57	-	-	202,748.57	-	2,290.25	2,290.25
006668	Durong-McLean Rd-GR	100215	-	-	-	158,301.00	-	-	158,301.00	158,301.00	-	-	158,301.00	-	2,290.24	2,290.24
006669	East Nanango-Mt Stanley Rd-GR	100215	118,054.17	-	-	66,422.43	-	-	184,476.60	184,476.60	-	-	184,476.60	-	2,290.25	2,290.25
006670	South East Nanango-Muir Dr-GR	100215	36,388.12	-	-	-	-	-	36,388.12	36,388.12	-	-	36,388.12	-	2,290.24	2,290.24
006671	Wooroolin-Rackemans Rd-GR	100215	190,384.74	-	-	-	-	-	190,384.74	190,384.74	-	-	190,384.74	-	2,290.25	2,290.25
006672	Cushnie-Relllys Rd-GR	100215	151,376.23	-	-	-	-	-	151,376.23	151,376.23	-	-	151,376.23	-	2,290.24	2,290.24
006683	Murgon-Hetheringtons Rd-SR	100215	79,410.38	-	-	-	-	-	79,410.38	79,410.38	-	-	79,410.38	-	2,290.25	2,290.25
006684	Booie-Hillsdale Rd-SR	100215	117,626.38	-	-	-	-	-	117,626.38	117,626.38	-	-	117,626.38	909.09	2,290.28	3,199.37
<b>Activity Subtotal</b>			693,240.02	-	-	427,472.00	-	-	1,120,712.02	1,120,712.02	-	-	1,120,712.02	909.09	18,482.00	19,391.09
<b>Pavement Rehab</b>																
005479	Niagara Road (Mind Farm)	100215	-	-	-	-	-	-	-	-	-	-	-	60,137.41	-	60,137.41
006184	Kingaroy-Pavement Rehabilitation	100215	-	73,089.56	-	-	-	-	73,089.56	-	73,089.56	-	73,089.56	2,404.95	66,856.12	69,261.07
006188	Kingaroy/Wondai-BunyaHwy/MedianUpgrar	100215	-	842,000.00	-	-	-	-	842,000.00	800,000.00	-	-	842,000.00	-	1,647.65	1,647.65
006549	Wooroolin-WeckersRd-Pavement Rehab	100215	-	80,000.00	-	-	-	-	80,000.00	-	80,000.00	-	80,000.00	-	90,193.78	90,193.78
006551	Merwood-ElbowRd-Pavement Rehab	100215	-	126,701.72	-	-	-	-	126,701.72	-	126,701.72	-	126,701.72	35,797.09	133,141.99	168,939.08
006553	LRCI-Wondai Industrial Estate-Rehab	100723	-	60,000.00	-	-	-	-	60,000.00	-	60,000.00	-	60,000.00	7,206.85	33,806.77	41,013.62
006557	TIDS-Memberambi-MemBarkerCreekRd-r	100726	-	6,000.00	-	-	-	-	6,000.00	-	6,000.00	-	6,000.00	3,483.85	1,066.63	4,550.48
006558	TIDS-Kingaroy-OliverBondSt-CarparkUpgr	100726	-	8,000.00	-	-	-	-	8,000.00	-	8,000.00	-	8,000.00	-	5,676.15	5,676.15
006568	TIDS-Brooklands-KumbiaRd/WidenOver	100726	-	-	-	-	-	-	-	-	-	-	-	-	130.54	130.54
006616	LRCI-Phase3-George Street Carpark	100723	-	-	-	807,773.21	-	-	807,773.21	825,000.00	-	17,226.79	807,773.21	108,736.83	311,739.93	420,476.76
006673	TIDS-Moffattale SS-Disabled Access	100218	25,000.00	-	-	25,000.00	-	-	50,000.00	50,000.00	-	-	50,000.00	-	-	-
006674	TIDS-Camdale-Cordale Rd-Widening	100218	794,933.00	-	-	-	-	-	1,589,866.00	1,589,866.00	-	-	1,589,866.00	-	-	-
006675	TIDS-Nanango CBD-Disabled Parking Bay	100220	40,000.00	-	-	40,000.00	-	-	80,000.00	80,000.00	-	-	80,000.00	-	223.98	223.98
006676	Murgon-Gore St-Pavement Rehab	100215	252,000.00	-	-	-	-	-	252,000.00	252,000.00	-	-	252,000.00	454.55	12,800.27	13,254.82
006677	Kawl Kawl-Hivesville Rd-Pavement Rehab	100215	412,500.00	-	-	-	-	-	412,500.00	412,500.00	-	-	412,500.00	4,330.00	429.25	4,759.25
006678	Byee-Silverleaf Rd-Pavement Rehab	100215	221,875.00	-	-	-	-	-	221,875.00	221,875.00	-	-	221,875.00	-	426.09	426.09
006679	Byee-Campbells Rd-Pavement Rehab	100215	267,187.50	-	-	-	-	-	267,187.50	267,187.50	-	-	267,187.50	-	426.09	426.09
006680	Cushnie-Fairdale Rd-Pavement Rehab	100215	352,500.00	-	-	-	-	-	352,500.00	352,500.00	-	-	352,500.00	-	490.01	490.01
006681	Kingaroy-River Rd-Pavement Rehab	100215	200,000.00	-	-	-	-	-	200,000.00	200,000.00	-	-	200,000.00	-	4,330.00	4,330.00
<b>Activity Subtotal</b>			2,565,995.50	1,195,791.28	-	1,667,706.21	-	-	5,429,492.99	5,050,928.50	395,791.28	-	5,429,492.99	222,551.53	663,385.25	885,936.78
<b>Footpaths &amp; Cycleway</b>																
006107	Blackbutt CBD Footpath	100727	-	522,770.84	-	-	-	-	522,770.84	-	522,770.84	-	522,770.84	-	-	-
006541	STIP-Wondai/Stateschool-Footpath	100725	-	-	-	-	-	-	-	-	-	-	-	-	3,076.79	3,076.79
006542	STIP-St Marys-KentSt-Footpath	100725	-	-	-	-	-	-	-	-	-	-	-	1,000.00	-	1,000.00
006543	STIP-Kingaroy/StateHighSchool-Footpath	100725	-	-	-	-	-	-	-	-	-	-	-	-	1,473.19	1,473.19
006567	LRCI-Blackbutt CBD Footpath	100723	-	-	-	141,280.00	-	-	141,280.00	-	-	141,280.00	141,280.00	188,967.70	571,306.11	760,273.81
006737	TIDS-Nanango-Alfred Street-Footpath	100218	55,000.00	-	-	55,000.00	-	-	110,000.00	110,000.00	-	-	110,000.00	-	1,044.19	1,044.19
006738	Kingaroy-King St-Footpath	100215	92,856.00	-	-	-	-	-	92,856.00	92,856.00	-	-	92,856.00	11,585.49	491.70	12,077.19
006739	Nanango-Drayton St-Footpath	100215	53,170.00	-	-	-	-	-	53,170.00	53,170.00	-	-	53,170.00	-	826.52	826.52
006740	W4Q4-Kumbia CBD Upgrade-Footpath	100755	-	50,000.00	-	300,000.00	-	-	350,000.00	300,000.00	-	50,000.00	350,000.00	43,811.30	89,106.31	132,917.61
<b>Activity Subtotal</b>			201,026.00	572,770.84	-	496,280.00	-	-	1,270,076.84	556,026.00	522,770.84	191,280.00	1,270,076.84	245,364.49	667,324.81	912,689.30
<b>Bitumen Resealing</b>																
006685	RTR-Kingaroy-West St-Reseal	100221	-	-	-	69,979.00	-	-	69,979.00	69,979.00	-	-	69,979.00	3,447.28	10,671.98	14,119.26
006686	RTR-Kingaroy-George St-Reseal	100221	-	-	-	120,000.00	-	-	120,000.00	120,000.00	-	-	120,000.00	801.97	29,397.46	30,199.43
006687	RTR-Nanango-Burnett Hwy-Reseal	100221	-	-	-	12,000.00	-	-	12,000.00	12,000.00	-	-	12,000.00	3,447.27	10,895.03	14,342.30
006688	RTR-Hivesville-Keleher St-Reseal	100221	-	-	-	2,217.60	-	-	2,217.60	2,217.60	-	-	2,217.60	3,447.27	10,794.30	14,241.57
006689	RTR-Kumbia-Kumbia Minmore Rd-Reseal	100221	-	-	-	104,146.00	-	-	104,146.00	104,146.00	-	-	104,146.00	5,853.21	11,911.61	17,764.82
006690	RTR-Wattlecamp-Wattlecamp Rd-Reseal	100221	-	-	-	21,385.00	-	-	21,385.00	21,385.00	-	-	21,385.00	4,249.24	4,145.53	8,594.77
006691	RTR-Wooroondeen-Webbers Bridge Rd-Re	100221	-	-	-	32,760.00	-	-	32,760.00	32,760.00	-	-	32,760.00	5,051.21	7,006.42	12,057.63
006692	RTR-Nanango-McGinley Rd-Reseal	100221	-	-	-	24,080.00	-	-	24,080.00	24,080.00	-	-	24,080.00	3,447.27	6,746.61	10,193.88
006694	RTR-Eilesmere-Pauls Parade-Reseal	100221	-	-	-	35,000.00	-	-	35,000.00	35,000.00	-	-	35,000.00	3,447.28	8,493.97	11,941.25
006695	RTR-Cloyna-Bicks Rd-Reseal	10022														

Project Code	Project Description	Financial Project	Depreciation	Restricted Cash	Proceeds from Sale of Fleet	Grant Funding	Loans	Developer Contribution	Total Budgeted Revenue	2022/2023 Adopted Budget	2021/2022 Continued Projects	First Quarter Budget Adjustments	Total Available Budget	2022/2023 Commitments	2022/2023 Actual Expenditure	2022/2023 Actual Expenditure & Commitments
006697	RTR-Murgon-Braithwaites Rd-Reseal	100221	-	-	-	19,880.00	-	-	19,880.00	19,880.00	-	-	19,880.00	3,447.27	5,638.67	9,085.94
006698	RTR-Silverleaf-Campbells Rd-Reseal	100221	-	-	-	11,375.00	-	-	11,375.00	11,375.00	-	-	11,375.00	3,447.28	4,958.49	8,405.77
006699	RTR-Wooroolin-Cants Rd-Reseal	100221	-	-	-	20,020.00	-	-	20,020.00	20,020.00	-	-	20,020.00	3,447.27	5,495.84	8,943.11
006700	RTR-Murgon-Cantenary Court-Reseal	100221	-	-	-	6,860.00	-	-	6,860.00	6,860.00	-	-	6,860.00	5,051.80	3,765.21	8,817.01
006701	RTR-Crawford-Crawford Rd-Reseal	100221	-	-	-	6,160.00	-	-	6,160.00	6,160.00	-	-	6,160.00	3,447.28	6,240.56	9,687.84
006702	RTR-Crownhorse-Crownhorse Rd-Reseal	100221	-	-	-	43,120.00	-	-	43,120.00	43,120.00	-	-	43,120.00	3,447.27	2,739.51	6,186.78
006703	RTR-Meritwood-Elbow Rd-Reseal	100221	-	-	-	101,120.00	-	-	101,120.00	101,120.00	-	-	101,120.00	4,249.24	90,424.98	94,674.22
006704	RTR-Chelmsford-Flats Rd-Reseal	100221	-	-	-	20,020.00	-	-	20,020.00	20,020.00	-	-	20,020.00	3,447.27	2,739.51	6,186.78
006705	RTR-Manungy-Hetheringtons Rd-Reseal	100221	-	-	-	53,200.00	-	-	53,200.00	53,200.00	-	-	53,200.00	3,447.28	2,739.49	6,186.77
006706	RTR-Nanangon-Hicken Way-Reseal	100221	-	-	-	62,570.00	-	-	62,570.00	62,570.00	-	-	62,570.00	172,738.52	9,518.70	182,257.22
006707	RTR-Ironpot-Jaral Rd-Reseal	100221	-	-	-	182,840.00	-	-	182,840.00	182,840.00	-	-	182,840.00	3,447.27	4,541.60	7,988.87
006708	RTR-Johnstown-Johnstown Rd-Reseal	100221	-	-	-	58,800.00	-	-	58,800.00	58,800.00	-	-	58,800.00	3,447.27	3,436.20	6,883.47
006709	RTR-Kawli-Kawli Rd-Reseal	100221	-	-	-	98,012.00	-	-	98,012.00	98,012.00	-	-	98,012.00	3,447.28	5,461.41	8,908.69
006710	RTR-Tablelands-Pringles Hill Rd-Reseal	100221	-	-	-	71,540.00	-	-	71,540.00	71,540.00	-	-	71,540.00	3,447.27	2,739.43	6,186.70
006711	RTR-Kingaroy-Taylor Rd-Reseal	100221	-	-	-	32,305.00	-	-	32,305.00	32,305.00	-	-	32,305.00	3,447.27	5,342.72	8,789.99
006712	RTR-Haly Creek-Stuart Valley Dr-Reseal	100221	-	-	-	84,770.00	-	-	84,770.00	84,770.00	-	-	84,770.00	801.97	2,314.06	3,116.03
006713	RTR-Wooroonen-Webbers Bridge Rd-Reseal	100221	-	-	-	7,434.00	-	-	7,434.00	7,434.00	-	-	7,434.00	6,092.58	6,182.23	12,274.81
006714	RTR-Silverleaf-Campbells Rd-Reseal	100221	62,434.60	-	-	37,305.40	-	-	99,740.00	99,740.00	-	-	99,740.00	7,777.27	3,719.25	11,496.52
006715	LRCI-Nanango-Drayton St-Reseal	100723	-	-	-	29,400.00	-	-	29,400.00	29,400.00	-	-	29,400.00	5,920.58	1,915.25	7,835.83
006716	LRCI-Wondai-Edward St-Reseal	100723	-	-	-	68,530.00	-	-	68,530.00	68,530.00	-	-	68,530.00	2,645.27	1,803.58	4,448.85
006717	LRCI-Kingaroy-First Ave-Reseal	100723	101,534.88	-	-	233,573.00	-	-	335,107.88	335,107.88	-	-	335,107.88	2,645.30	8,144.17	10,789.47
006718	LRCI-Murgon-Gore St-Reseal	100723	-	-	-	71,820.00	-	-	71,820.00	71,820.00	-	-	71,820.00	6,975.30	2,698.87	9,674.17
006719	LRCI-Kingaroy-Haly St-Reseal	100723	-	-	-	123,200.00	-	-	123,200.00	123,200.00	-	-	123,200.00	2,645.30	3,159.12	5,804.42
006720	LRCI-Blackbutt-Hart St-Reseal	100723	-	-	-	73,500.00	-	-	73,500.00	73,500.00	-	-	73,500.00	2,645.30	4,249.27	6,894.57
006721	LRCI-Kingaroy-River Rd-Reseal	100723	-	-	-	194,610.00	-	-	194,610.00	194,610.00	-	-	194,610.00	2,645.30	3,876.95	6,522.25
006722	LRCI-Runnymede-Runnymede Rd-Reseal	100723	-	-	-	217,980.00	-	-	217,980.00	217,980.00	-	-	217,980.00	2,645.30	2,995.84	5,641.14
006723	LRCI-Byee-Silverleaf Rd-Reseal	100723	-	-	-	169,380.00	-	-	169,380.00	169,380.00	-	-	169,380.00	6,975.30	1,357.61	8,332.91
006724	LRCI-Brooklands-Nanango Brooklands Rd	100723	-	-	-	123,060.00	-	-	123,060.00	123,060.00	-	-	123,060.00	2,645.30	3,247.20	5,892.50
006725	LRCI-Taromeo-Old Esk Rd-Reseal	100723	-	-	-	140,480.00	-	-	140,480.00	140,480.00	-	-	140,480.00	2,645.30	8,418.31	11,063.61
006726	LRCI-Nanango-Appin St West-Reseal	100723	-	-	-	95,200.00	-	-	95,200.00	95,200.00	-	-	95,200.00	6,975.30	5,073.48	12,048.78
006727	LRCI-Tingora-Tingora Chelmsford Rd-R	100723	-	-	-	623,197.00	-	-	623,197.00	623,197.00	-	-	623,197.00	2,645.30	2,247.25	4,892.55
006728	TIDS-Fairdale-Fairdale Rd-Reseal	100218	112,992.00	-	-	112,992.00	-	-	225,984.00	225,984.00	-	-	225,984.00	6,975.30	2,703.91	9,679.21
006729	TIDS-Glenrock-Glenrock Rd-Reseal	100218	40,832.00	-	-	6,088.00	-	-	46,920.00	46,920.00	-	-	46,920.00	2,645.30	1,377.07	4,022.37
006730	TIDS-Sunnynook-Headings Rd-Reseal	100218	21,175.00	-	-	21,175.00	-	-	42,350.00	42,350.00	-	-	42,350.00	2,645.30	1,357.03	4,002.33
006731	TIDS-Tablelands-Reits Rd-Reseal	100218	102,400.00	-	-	102,400.00	-	-	204,800.00	204,800.00	-	-	204,800.00	2,645.30	1,357.01	4,002.31
<b>activity Subtotal</b>			<b>441,368.48</b>	<b>-</b>	<b>-</b>	<b>3,886,604.00</b>	<b>-</b>	<b>-</b>	<b>4,327,972.48</b>	<b>4,327,972.48</b>	<b>-</b>	<b>-</b>	<b>4,327,972.48</b>	<b>343,730.55</b>	<b>339,988.30</b>	<b>683,718.85</b>
<b>General</b>																
006552	Advanced Design-Forward Programme De	100215	-	-	-	-	-	-	-	-	-	-	-	6,525.46	23,382.70	29,908.16
006556	Blacksport-Glendon/Markwell-St-SafetyUpgr	100526	25,000.00	-	-	-	-	-	25,000.00	-	-	25,000.00	25,000.00	7,299.75	32,305.34	39,605.09
006682	Advanced Design-Forward Works Design	100215	250,000.00	-	-	-	-	-	250,000.00	250,000.00	-	-	250,000.00	-	-	-
006732	Glan Devon-Laingans Rd-DustSuppression	100215	70,500.00	-	-	-	-	-	70,500.00	70,500.00	-	-	70,500.00	-	-	-
006733	Kingaroy-Birt Rd-Dust Suppression Trial	100215	200,000.00	-	-	-	-	-	200,000.00	200,000.00	-	-	200,000.00	-	-	-
006734	Blackbutt CBD Linkage	100215	200,000.00	-	-	-	-	-	200,000.00	200,000.00	-	-	200,000.00	57,697.00	10,533.32	68,230.32
006735	Kingaroy-Leopard Court-Drainage	100215	35,000.00	-	-	-	-	-	35,000.00	35,000.00	-	-	35,000.00	-	-	-
006736	Flood Damage - Betterment	100215	2,000,000.00	-	-	-	-	-	2,000,000.00	2,000,000.00	-	-	2,000,000.00	-	-	-
006805	North Street Kerb & Channelling	100215	-	91,000.00	-	-	-	-	91,000.00	-	-	91,000.00	-	-	-	-
006807	Tipperary Flat N'go - Int. Rd & Carpark	100215	-	-	-	250,000.00	-	-	250,000.00	-	-	250,000.00	250,000.00	-	-	-
<b>activity Subtotal</b>			<b>2,780,500.00</b>	<b>91,000.00</b>	<b>-</b>	<b>250,000.00</b>	<b>-</b>	<b>-</b>	<b>3,121,500.00</b>	<b>2,755,500.00</b>	<b>-</b>	<b>366,000.00</b>	<b>3,121,500.00</b>	<b>71,522.21</b>	<b>66,221.36</b>	<b>137,743.57</b>
<b>Urban Drainage</b>																
006537	Murgon-Palmer St East-K&C Replacemr	100215	-	25,000.00	-	-	-	-	25,000.00	-	25,000.00	-	25,000.00	-	3,692.71	3,692.71
006741	Kingaroy-Moonya St-Drainage	100215	148,500.00	-	-	-	-	-	148,500.00	148,500.00	-	-	148,500.00	-	-	-
006742	Nanango-Chester St-Drainage	100215	68,850.00	-	-	-	-	-	68,850.00	68,850.00	-	-	68,850.00	-	-	-
<b>activity Subtotal</b>			<b>217,350.00</b>	<b>25,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>242,350.00</b>	<b>217,350.00</b>	<b>25,000.00</b>	<b>-</b>	<b>242,350.00</b>	<b>-</b>	<b>3,692.71</b>	<b>3,692.71</b>
<b>Activity Total</b>			<b>8,869,480.00</b>	<b>2,705,229.89</b>	<b>-</b>	<b>7,824,764.80</b>	<b>-</b>	<b>-</b>	<b>19,399,474.69</b>	<b>17,188,489.00</b>	<b>1,074,229.89</b>	<b>1,136,755.80</b>	<b>19,399,474.69</b>	<b>2,203,551.56</b>	<b>3,905,228.46</b>	<b>6,108,780.02</b>
<b>Water Services</b>																
<b>KTP</b>																
006046	KTP-Alford St (Youngman-GlendonSt)-WA	100710	-	7,563.45	-	-	-	-	7,563.45	-	7,563.45	-	7,563.45	-	-	-
006048	KTP - Kingaroy (Alford - Haly St) WMR	100710	-	-	-	-	-	-	-	-	-	-	-	2,500.00	-	2,500.00
006051	KTP-Glendon St (Alford to Haly St)-WMR	100710	-	-	-	-	-	-	-	-	-	-	-	-	1,160.30	1,160.30
<b>activity Subtotal</b>			<b>-</b>	<b>7,563.45</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,563.45</b>	<b>-</b>	<b>7,563.45</b>	<b>-</b>	<b>7,563.45</b>	<b>2,500.00</b>	<b>1,160.30</b>	<b>3,660.30</b>
<b>Water - General Oper</b>																
006503	S1 & S2 - PC, SCADA & Telemetry WATEF	100225	175,000.00	28,195.90	-	-	-	-	203,195.90	175,000.00	28,195.90	-	203,195.90	10,899.00	8,974.82	19,863.82
006640	S2 - PC, SCADA & Telemetry WATER	100225	-	-	-	-	-	-	-	-	-	-	-	4,950.00	8,856.00	13,806.00
006791	Water Meter replacement 22/23	100225	100,000.00	-	-	-	-	-	100,000.00	100,000.00	-	-	100,000.00	34,580.00	-	34,580.00
<b>activity Subtotal</b>			<b>275,000.00</b>	<b>28,195.90</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>303,195.90</b>	<b>275,000.00</b>	<b>28,195.90</b>	<b>-</b>	<b>303,195.90</b>	<b>50,419.00</b>	<b>17,830.82</b>	<b>68,249.82</b>
<b>Water - Blackbutt</b>																
006782	Blackbutt WTP Irrigation Process Cntrl	100226	28,000.00	-	-	-	-	-	28,000.00	28,000.00	-	-	28,000.00	-	-	-
006788	Blackbutt HL PS Switchboard renewal +	100226	175,000.00	-	-	-	-	-	175,000.00	175,000.00	-	-	175,000.00	-	-	-
<b>activity Subtotal</b>			<b>203,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>203,000.00</b>	<b>203,000.00</b>	<b>-</b>	<b>-</b>	<b>203,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Water - Kingaroy</b>																
005547	Gordonbrook WTP - Post Con Contract Wt	100227	-	65,818.83	-	-	-	-	65,818.83	-	65,818.83	-	65,818.83	43,689.07	151,195.54	194,884.61
006060	Gordonbrook Dam AFC Design Works	100227	-	-	-	-	-	-	-	-	-	-	-	-	460.00	460.00
006506	KWS-Gordonbrook Dam PSA Renewals	100227	-	9,538.75	-	-	-	-	9,538.75	-	9,538.75	-	9,538.75	9,538.75	-	9,538.75
006516	Gordonbrook Off Stream Storage Design	100227	-	330,312.56	-	-	-	-	330,312.56	200,000.00	130,312.56	-	330,312.56	23,468.17	2.96	23,471.13



Project Code	Project Description	Financial Project	Depreciation	Restricted Cash	Proceeds from Sale of Fleet	Grant Funding	Loans	Developer Contribution	Total Budgeted Revenue	2022/2023 Adopted Budget	2021/2022 Continued Projects	First Quarter Budget Adjustments	Total Available Budget	2022/2023 Commitments	2022/2023 Actual Expenditure	2022/2023 Actual Expenditure & Commitments
006517	Water Meter Replacement Program - 21/2	100225	-	30,000.00	-	-	-	-	30,000.00	30,000.00	-	-	30,000.00	-	16,758.47	16,758.47
006566	Gordonbrook Dam Emergency Repairs 20	100227	-	42,705.00	-	-	-	-	42,705.00	-	42,705.00	-	42,705.00	35,845.00	-	35,845.00
006596	Gordonbrook Hydrological Modelling	100227	-	186,160.00	-	-	-	-	186,160.00	100,000.00	86,160.00	-	186,160.00	42,451.40	34,968.60	77,420.00
006783	Gordonbrook Dam Spillway AFC D&C	100227	800,000.00	-	-	-	-	-	800,000.00	800,000.00	-	-	800,000.00	-	-	-
006784	Gordonbrook Dam Survey for Dredging	100227	266,000.00	-	-	-	-	-	266,000.00	266,000.00	-	-	266,000.00	-	-	-
006787	Kingaroy Water Security Trunk Infra Upgr	100227	-	-	-	250,000.00	-	-	250,000.00	250,000.00	-	-	250,000.00	-	-	-
<b>ctivity Subtotal</b>			<b>1,066,000.00</b>	<b>664,535.14</b>	<b>-</b>	<b>250,000.00</b>	<b>-</b>	<b>-</b>	<b>1,980,535.14</b>	<b>1,646,000.00</b>	<b>334,535.14</b>	<b>-</b>	<b>1,980,535.14</b>	<b>155,452.39</b>	<b>202,925.57</b>	<b>358,377.96</b>
<b>Water - Nanango</b>																
006604	Watermain Replacement Birdie St Nanang	100230	-	1,222.94	-	-	-	-	1,222.94	-	1,222.94	-	1,222.94	-	22,632.82	22,632.82
006605	Watermain Replacement Eagle St Nanang	100230	-	15,656.36	-	-	-	-	15,656.36	-	15,656.36	-	15,656.36	500.00	36,493.18	36,993.18
006657	WMR Dalby St Nanango (Gipps-ChesterSt	100230	70,000.00	-	-	-	-	-	70,000.00	70,000.00	-	-	70,000.00	-	2,293.44	2,293.44
006785	Nanango WTP & Bores A, B, C, etc	100230	490,000.00	-	-	-	-	-	490,000.00	490,000.00	-	-	490,000.00	-	-	-
<b>ctivity Subtotal</b>			<b>560,000.00</b>	<b>16,879.30</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>576,879.30</b>	<b>560,000.00</b>	<b>16,879.30</b>	<b>-</b>	<b>576,879.30</b>	<b>500.00</b>	<b>61,419.44</b>	<b>61,919.44</b>
<b>Water - Proston</b>																
006055	Proston-SCADA Platform Update	100231	-	-	-	-	-	-	-	-	-	-	-	4,369.32	-	4,369.32
006658	WMR Blake St, Proston (Drake-RodneySt)	100231	105,000.00	-	-	-	-	-	105,000.00	105,000.00	-	-	105,000.00	-	5,470.78	5,470.78
<b>ctivity Subtotal</b>			<b>105,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>105,000.00</b>	<b>105,000.00</b>	<b>-</b>	<b>-</b>	<b>105,000.00</b>	<b>4,369.32</b>	<b>5,470.78</b>	<b>9,840.10</b>
<b>Water - Wondai</b>																
006507	WWS-Raw Water PS SB	100233	-	199,866.00	-	-	-	-	199,866.00	199,866.00	-	-	199,866.00	163,680.24	56,771.89	220,452.13
006659	WMR Mackenzie St, Wondai (Osborne-En	100233	211,400.00	-	-	-	-	-	211,400.00	211,400.00	-	-	211,400.00	-	-	-
006660	WMR Mackenzie St, Wondai (Osborne-Sci	100233	140,000.00	-	-	-	-	-	140,000.00	140,000.00	-	-	140,000.00	-	-	-
006661	WMR Cadell St, Wondai (Scott - Kent St)	100233	292,600.00	-	-	-	-	-	292,600.00	292,600.00	-	-	292,600.00	-	-	-
<b>ctivity Subtotal</b>			<b>644,000.00</b>	<b>199,866.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>843,866.00</b>	<b>843,866.00</b>	<b>-</b>	<b>-</b>	<b>843,866.00</b>	<b>163,680.24</b>	<b>56,771.89</b>	<b>220,452.13</b>
<b>Activity Total</b>			<b>2,853,000.00</b>	<b>917,039.79</b>	<b>-</b>	<b>250,000.00</b>	<b>-</b>	<b>-</b>	<b>4,020,039.79</b>	<b>3,632,866.00</b>	<b>387,173.79</b>	<b>-</b>	<b>4,020,039.79</b>	<b>376,920.95</b>	<b>345,578.80</b>	<b>722,499.75</b>
<b>Wastewater Services</b>																
<b>KTP</b>																
006520	KTP - Recycled Water Line	100753	-	6,735.15	-	-	-	-	6,735.15	-	6,735.15	-	6,735.15	-	2,534.08	2,534.08
<b>ctivity Subtotal</b>			<b>-</b>	<b>6,735.15</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,735.15</b>	<b>-</b>	<b>6,735.15</b>	<b>-</b>	<b>6,735.15</b>	<b>-</b>	<b>2,534.08</b>	<b>2,534.08</b>
<b>Wastewater - General</b>																
005826	Update Scada/Cyber Security	100275	-	-	-	-	-	-	-	-	-	-	-	6,919.00	-	6,919.00
006504	S1- PC, SCADA & Telemetry WASTEWATI	100275	-	13,376.57	-	-	-	-	13,376.57	-	13,376.57	-	13,376.57	679.00	11,876.00	12,555.00
006641	S2- PC, SCADA & Telemetry WASTEWATI	100275	174,551.75	-	-	-	-	-	174,551.75	175,000.00	-	448.25	174,551.75	-	7,804.80	7,804.80
<b>ctivity Subtotal</b>			<b>174,551.75</b>	<b>13,376.57</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>187,928.32</b>	<b>175,000.00</b>	<b>13,376.57</b>	<b>448.25</b>	<b>187,928.32</b>	<b>7,598.00</b>	<b>19,680.80</b>	<b>27,278.80</b>
<b>Wastewater - Kingaro</b>																
006509	KWW-KWWTP PSA Renewals	100236	-	-	-	-	-	-	-	-	-	-	-	9,538.75	4,605.00	14,143.75
006512	KWW-River Rd SPS5 SB Renewal	100236	-	135,002.23	-	-	-	-	135,002.23	135,361.00	-	358.77	135,002.23	62,527.32	94,038.53	156,565.85
<b>ctivity Subtotal</b>			<b>-</b>	<b>135,002.23</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135,002.23</b>	<b>135,361.00</b>	<b>-</b>	<b>358.77</b>	<b>135,002.23</b>	<b>72,066.07</b>	<b>98,643.53</b>	<b>170,709.60</b>
<b>Wastewater - Nanango</b>																
006513	NWW-South St SPS6 Renewal	100238	-	170,339.00	-	-	-	-	170,339.00	170,339.00	-	-	170,339.00	78,313.57	86,268.59	164,582.16
006793	Nanango SPS2 Switchboard renewal, etc.	100238	210,000.00	-	-	-	-	-	210,000.00	210,000.00	-	-	210,000.00	-	-	-
006794	Nanango SPS3 Switchboard renewal, etc.	100238	140,000.00	-	-	-	-	-	140,000.00	140,000.00	-	-	140,000.00	-	-	-
006795	Nanango SPS5 Process Control/SCADA	100238	28,000.00	-	-	-	-	-	28,000.00	28,000.00	-	-	28,000.00	-	-	-
<b>ctivity Subtotal</b>			<b>378,000.00</b>	<b>170,339.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>548,339.00</b>	<b>548,339.00</b>	<b>-</b>	<b>-</b>	<b>548,339.00</b>	<b>78,313.57</b>	<b>86,268.59</b>	<b>164,582.16</b>
<b>CED - Proston</b>																
006510	BDWW-WWTP1 SB Renewal	100239	-	210,000.00	-	-	-	-	210,000.00	210,000.00	-	-	210,000.00	164,680.58	56,857.90	221,538.48
006796	Proston CED Pump Station Replace & Rer	100239	210,000.00	-	-	-	-	-	210,000.00	210,000.00	-	-	210,000.00	-	-	-
<b>ctivity Subtotal</b>			<b>210,000.00</b>	<b>210,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>420,000.00</b>	<b>420,000.00</b>	<b>-</b>	<b>-</b>	<b>420,000.00</b>	<b>164,680.58</b>	<b>56,857.90</b>	<b>221,538.48</b>
<b>Wastewater - Wondai</b>																
006514	WWW-Hodge St SPS5 SB	100240	-	170,311.00	-	-	-	-	170,311.00	175,000.00	-	4,689.00	170,311.00	60,027.32	91,660.22	151,687.54
<b>ctivity Subtotal</b>			<b>-</b>	<b>170,311.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>170,311.00</b>	<b>175,000.00</b>	<b>-</b>	<b>4,689.00</b>	<b>170,311.00</b>	<b>60,027.32</b>	<b>91,660.22</b>	<b>151,687.54</b>
<b>Activity Total</b>			<b>762,551.75</b>	<b>705,763.95</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,468,315.70</b>	<b>1,453,700.00</b>	<b>20,111.72</b>	<b>5,496.02</b>	<b>1,468,315.70</b>	<b>382,685.54</b>	<b>355,645.12</b>	<b>738,330.66</b>
<b>Waste</b>																
<b>Waste Management - R</b>																
006607	New Maidenwell Transfer Station	100241	-	350,000.00	-	-	-	-	350,000.00	350,000.00	-	-	350,000.00	-	-	-
006780	Nanango Weighbridge & Transfer Station	100241	-	243,024.00	-	364,536.00	-	-	607,560.00	607,560.00	-	-	607,560.00	-	-	-
006781	Kerbside Recycling Wheelie Bins	100241	-	686,875.00	-	-	-	-	686,875.00	686,875.00	-	-	686,875.00	-	-	-
<b>ctivity Subtotal</b>			<b>-</b>	<b>1,279,899.00</b>	<b>-</b>	<b>364,536.00</b>	<b>-</b>	<b>-</b>	<b>1,644,435.00</b>	<b>1,644,435.00</b>	<b>-</b>	<b>-</b>	<b>1,644,435.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Activity Total</b>			<b>-</b>	<b>1,279,899.00</b>	<b>-</b>	<b>364,536.00</b>	<b>-</b>	<b>-</b>	<b>1,644,435.00</b>	<b>1,644,435.00</b>	<b>-</b>	<b>-</b>	<b>1,644,435.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Activity Total</b>			<b>16,661,369.43</b>	<b>11,048,375.74</b>	<b>-</b>	<b>10,769,259.11</b>	<b>-</b>	<b>-</b>	<b>38,479,004.28</b>	<b>32,622,434.00</b>	<b>4,484,958.51</b>	<b>1,371,611.77</b>	<b>38,479,004.28</b>	<b>7,339,270.57</b>	<b>6,007,890.35</b>	<b>13,347,160.92</b>

**10.6 FINANCIAL ASSISTANT GRANTS – GRANTS COMMISSION**

**File Number:** 23-11-2022  
**Author:** Chief Executive Officer  
**Authoriser:** Chief Executive Officer

**PRECIS**

Presented at the November Liveability, Governance and Finance Standing Committee Meeting was a report regarding Financial Assistant Grants – Grants Commission,

**SUMMARY****COMMITTEE RESOLUTION 2022/1**

Moved: Cr Kirstie Schumacher  
Seconded: Cr Scott Henschen

That the Committee recommends to Council.

1. That Council support the LGAQ Policy Executive in their advocacy of the resolutions adopted at the 2022 State Conference.
2. That Council amends the adopted budget at the second quarter review to reflect and account for a 50% early payment of the 2023/24 Financial Year Financial Assistance Grant Allocation.
3. That the question on notice by Mayor Otto be received for information.

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

Against: Nil

**CARRIED 6/0**

**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council:

1. Council support the LGAQ Policy Executive in their advocacy of the resolutions adopted at the 2022 State Conference; and
2. amends the adopted budget at the second quarter review to reflect and account for a 50% early payment of the 2023/24 Financial Year Financial Assistance Grant Allocation.

**BACKGROUND**

Presented at the November Liveability, Governance and Finance Standing Committee Meeting.

**ATTACHMENTS**

Nil

## 11 PORTFOLIO - INFRASTRUCTURE PLANNING, WORKS (CONSTRUCTION & MAINTENANCE), WATER & WASTEWATER, PLANT & FLEET

### 11.1 KINGAROY CBD SMOKING RESTRICTIONS COMMUNITY CONSULTATION

**File Number:** 23-11-2022

**Author:** Manager Infrastructure Planning

**Authoriser:** Chief Executive Officer

#### PRECIS

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting was a report updating the Council on the Kingaroy CBD Smoking Restrictions Community Consultation.

#### SUMMARY

##### COMMITTEE RESOLUTION 2022/4

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That the committee recommends to Council:

1. That signage be installed where appropriate to reinforce current restriction under the *Tobacco and Other Smoking Products Act 1998*.
2. Council restrict smoking to all of its structures and open spaces in the Kingaroy CBD that meet the requirements under the *Tobacco and Other Smoking Products Act 1998*.
3. That Council engage with Queensland Police and Queensland Health to increase enforcement of restrictions under the *Tobacco and Other Smoking Products Act 1998*.
4. Council review the need to further develop a local law for further smoking powers in its future review of local laws.
5. Consider replacing infrastructure that encourages compliance with Queensland Smoking Laws and minimises impact on businesses and supports people who prefer to smoke.

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

Against: Nil

**CARRIED 7/0**

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#### OFFICER'S RECOMMENDATION

That South Burnett Regional Council:

1. signage be installed where appropriate to reinforce current restriction under the *Tobacco and Other Smoking Products Act 1998*.
2. restrict smoking to all of its structures and open spaces in the Kingaroy CBD that meet the requirements under the *Tobacco and Other Smoking Products Act 1998*.
3. engage with Queensland Police and Queensland Health to increase enforcement of restrictions under the *Tobacco and Other Smoking Products Act 1998*.
4. review the need to further develop a local law for further smoking powers in its future review of local laws.

- 5 consider replacing infrastructure that encourages compliance with Queensland Smoking Laws and minimises impact on businesses and supports people who prefer to smoke.

**BACKGROUND**

As presented at the November Infrastructure, Environment and Compliance Standing Committee meeting.

**ATTACHMENTS**

Nil

**11.2 ROGERS DRIVE KINGAROY****File Number:** 23-11-2022**Author:** Manager Infrastructure Planning**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting was a report updating Council on Rogers Drive, Kingaroy – Transport Operation Configuration Options.

**SUMMARY****COMMITTEE RESOLUTION 2022/7**

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That the committee recommends to Council:

That Council seek feedback from Rodgers Drive landowners and business operators on the options for traffic within the report.

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

Against: Nil

**CARRIED 7/0**

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**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council seek feedback from Rodgers Drive landowners and business operators on the options for traffic within the report.

**BACKGROUND**

As presented at the November Infrastructure, Environment and Compliance Standing Committee meeting.

**ATTACHMENTS****Nil**

**11.3 RED TANK AND NORDS ROAD RFI****File Number:** 23-11-2022**Author:** Manager Works**Authoriser:** Chief Executive Officer**PRECIS**

Discussed at the Infrastructure, Environment and Compliance Standing Committee meeting was a report updating Council on Red Tank and Nords Road RFI.

**SUMMARY****6.8.1 RED TANK AND NORDS ROAD RFI**

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**COMMITTEE RESOLUTION 2022/12**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Committee recommend to Council:

1. That Council review to submit the Red Tank and Nord's Road Reconstruction of Essential Public Assets (REPA) applications at the earliest opportunity.
2. Any additional work necessary to improve these roads for safety reasons as identified by onsite meetings with road users be also done as a matter of urgency
3. Council undertake preliminary design for potential capital as part of the second quarter budget review for improvement to the vertical geometry of the culvert on Red Tank Road.
4. Consider the eligibility of flood way improvement to Nord Road as part of a REPA betterment works submission.

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

Against: Cr Gavin Jones

**CARRIED 6/1**

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**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council:

1. Review to submit the Red Tank and Nord's Road Reconstruction of Essential Public Assets (REPA) applications at the earliest opportunity.
2. Any additional work necessary to improve these roads for safety reasons as identified by onsite meetings with road users be also done as a matter of urgency
3. Council undertake preliminary design for potential capital as part of the second quarter budget review for improvement to the vertical geometry of the culvert on Red Tank Road.
4. Consider the eligibility of flood way improvement to Nord Road as part of a REPA betterment works submission.

**BACKGROUND**

As presented at the November Infrastructure, Environment and Compliance Standing Committee meeting.

**ATTACHMENTS**

**Nil**

## 11.4 KUMBIA STREETScape PROJECT UPDATE

**File Number:** 23.11.2022

**Author:** Manager Works

**Authoriser:** Chief Executive Officer

### PRECIS

Kumbia Streetscape Project Update

### SUMMARY

This report updates Council on the progress of the Kumbia Streetscape Project.

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### OFFICER'S RECOMMENDATION

That Council note the report as presented.

### BACKGROUND

Works commenced on 17 October 2022 on the Kumbia Streetscape Upgrade. Works to date include:

- the removal of existing damaged sections of kerb and channel and street trees
- construction of new sections of kerb and channel including reinstatement of adjacent sealed pavement

Watermain replacement sections are due to commence Monday, 21 November and expected to be completed Friday, 25 November 2022.

New seats have been procured and are in Council's store awaiting installation.

Procurement of the shelter structure adjacent to the new crossing and bus stop has been completed.



Street trees and plants are currently being procured.



The remaining concrete works include new medians, footpath sections and QCWA driveway.

The engagement of contract concreters has been difficult due to current demand. Council's concrete team have been adhocly been redirected to enable commencement of works however contractors are unavailable until 2023. There has also been a minor delay with the water main replacement, as well as procurement of some materials.

The Works Team is mindful that the site needs to be presentable during the Christmas closedown and Christmas events within the community and it is therefore recommended that works be staged to minimise Christmas impacts and programmed to ensure there are minimal open excavations or barricades in place during this period.

It is proposed that the water main replacement be completed prior to Christmas. Minor footpath replacement may also be undertaken prior to Christmas, pending availability of internal resources. The remainder of work, including concrete medians, shelter structure, street trees, seats etc, would recommence at the beginning of February with completion in March 2023.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

September Ordinary Meeting of Council

### **11.2 KUMBIA CBD STREETScape**

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#### **RESOLUTION 2022/156**

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

That South Burnett Regional Council approve the Kumbia CBD Streetscape detailed design (noting final community feedback on 29 September 2022) for commencement of project construction with an additional \$50,000 accessed from restricted funds for Transport Assets, increasing the project value to \$350,000.

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

Against: Nil

**CARRIED 7/0**

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#### **ATTACHMENTS**

**Nil**

**11.5 REVISED CAPITAL WORKS PROGRAM**

**File Number:** 23-11-2022  
**Author:** General Manager Infrastructure  
**Authoriser:** Chief Executive Officer

**PRECIS**

Revised Capital Works Program

**SUMMARY**

Council's current capital works programs have been subject to impacts of wet weather, material and service shortages, construction inflation and competing priorities for services. This report seeks direction to consider a revised capital works program at the second quarter review.

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**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council consider a revised capital works and prioritised program for all works where possible including its Restoration of Essential Public Assets (REPA) at the February second quarter review and February Budget Committee meeting.

**BACKGROUND**

Council has been impacted by significant wet weather over the past year which continues to affect works particular with impacts on pavement construction and maintenance programs. In addition, construction industries are being heavily impacted on resource shortages including materials, trades, professionals which compounds program delays and increases risks for Council.

ABS data now shows extensive inflation across both CPI and construction indexes, and in some cases now the highest since data records began.

Officers recommend that Council consider a revised capital works and REPA strategy for all programs as part of its second quarter review and 2023/24 budget discussions.

**ATTACHMENTS**

Nil

**12 PORTFOLIO - COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES****12.1 CHANGE OF COUNCIL REPRESENTATIVE OF THE ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE****File Number: 23.11.2022****Author: General Manager Liveability****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022 was a report regarding information on the Change of Council representative of the Arts, Culture and Heritage Advisory Committee.

**SUMMARY****COMMITTEE RESOLUTION 2022/14**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Committee recommends to Council that:

1. Cr Duff as the Deputy Chair of the Arts, Culture and Heritage Advisory Committee be replaced by Cr Erkens in alignment with the Arts, Culture and Heritage Terms of Reference.

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

Against: Nil

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

Cr Duff as the Deputy Chair of the Arts, Culture and Heritage Advisory Committee be replaced by Cr Erkens in alignment with the Arts, Culture and Heritage Terms of Reference.

**BACKGROUND**

Presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022.

**ATTACHMENTS**

Nil

**12.2 EXPO 88 STATUE RESCUING CAPTAIN BLIGH**

**File Number:** 23.11.2022  
**Author:** General Manager Liveability  
**Authoriser:** Chief Executive Officer

**PRECIS**

Presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022 was a report regarding information on the Expo 88 statue Rescuing Captain Bligh.

**SUMMARY****COMMITTEE RESOLUTION 2022/15**

Moved: Cr Jane Erkens

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That Council advise the Legacy of EXPO 88 organisation that Council is not able to accept and display the EXPO 88 statue "*Rescuing Capitan Bligh*"

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

Against: Nil

**CARRIED 6/0**

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**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council advise the Legacy of EXPO 88 organisation that Council is not able to accept and display the EXPO 88 statue "*Rescuing Capitan Bligh*"

**BACKGROUND**

Presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022.

**ATTACHMENTS**

Nil

**12.3 LICENCE TO OCCUPY - LES MULLER HUT - BLACKBUTT****File Number: 23.11.2022****Author: General Manager Liveability****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022 was a report regarding information on the Licence to Occupy - Les Muller Hut Blackbutt.

**SUMMARY****COMMITTEE RESOLUTION 2022/13**

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council 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 Licence to Occupy to the valuable non-current asset which is the land comprising part of Lot 1 on RP120337, to the Bloomin Beautiful Blackbutt Festival Inc., a community organisation, other than by way of tender or auction, for a term of 1 year with an option of a further term of 1 year on terms agreed between Council and the Bloomin Beautiful Blackbutt Festival Inc.
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Licence to Occupy between Council and the Bloomin Beautiful Blackbutt Festival Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

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

**Against:** Nil

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

That:

1. The South Burnett Regional Council resolves the exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)* applies to Council for the disposal by way of grant of a Licence to Occupy to the valuable non-current asset which is the land comprising part of Lot 1 on RP120337, to the Bloomin Beautiful Blackbutt Festival Inc., a community organisation, other than by way of tender or auction, for a term of 1 year with an option of a further term of 1 year on terms agreed between Council and the Bloomin Beautiful Blackbutt Festival Inc.
2. The South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Licence to Occupy between Council and the Bloomin Beautiful Blackbutt Festival Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

**BACKGROUND**

Presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022

**ATTACHMENTS**

**Nil**

## **13 PORTFOLIO - NATURAL RESOURCE MANAGEMENT, RURAL SERVICES, AGRICULTURAL INNOVATION, COMPLIANCE AND ENVIRONMENTAL HEALTH**

### **13.1 DOG REGISTRATION WRITE OFF**

**File Number:** 23.11.2022

**Author:** General Manager Liveability

**Authoriser:** Chief Executive Officer

#### **PRECIS**

Presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022 was a report regarding information on the Dog Registration Write Off.

#### **SUMMARY**

##### **COMMITTEE RESOLUTION 2022/34**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the Committee recommends to Council;

That Council approve the write off approximately \$54,000 for outstanding dog registrations for the 2021/2022 year and that this be accounted for in Council's Compliance 2022/2023 budget.

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

Against: Nil

**CARRIED 5/0**

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#### **OFFICER'S RECOMMENDATION**

That South Burnett Regional Council approve the write off approximately \$54,000 for outstanding dog registrations for the 2021/2022 year and that this be accounted for in Council's Compliance 2022/2023 budget

#### **BACKGROUND**

Presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022.

#### **ATTACHMENTS**

Nil

## 14 PORTFOLIO - DISASTER MANAGEMENT, WASTE AND RECYCLING MANAGEMENT

### 14.1 SOUTH BURNETT WATER FEASIBILITY PHASE TWO

**File Number:** 23-11-2022

**Author:** General Manager Infrastructure

**Authoriser:** Chief Executive Officer

#### PRECIS

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting was a reporting updating Council on the South Burnett Water Feasibility Phase Two (2) Report.

#### SUMMARY

##### COMMITTEE RESOLUTION 2022/17

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the Committee recommend to Council:

- That the Committee receive the report for information and note that the purpose of the stakeholder engagements on 2 and 3 November are targeted at the stakeholders who had engaged in or been part of progressing our identified projects e.g. Gordonbrook Dam Irrigation Scheme, Blackbutt Irrigation Scheme, Barlil and Barambah Weirs project; and
- Further that broader community engagement be undertaken through community briefings for those areas not included in the targeted information sessions.

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

Against: Nil

**CARRIED 6/0**

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#### OFFICER'S RECOMMENDATION

That South Burnett Regional Council:

- Receive the South Burnett Water Feasibility Phase Two (2) Report for information and note that the purpose of the stakeholder engagements held on 2 and 3 November were targeted at the stakeholders who had engaged in or been part of progressing our identified projects e.g., Gordonbrook Dam Irrigation Scheme, Blackbutt Irrigation Scheme, Barlil and Barambah Weirs project; and
- Further that broader community engagement be undertaken through community briefings for those areas not included in the targeted information sessions.

#### BACKGROUND

As presented at the November Infrastructure, Environment and Compliance Standing Committee meeting.



**ATTACHMENTS**

**Nil**

**14.2 GRANT APPLICATION – STATE EMERGENCY SERVICE (SES) SUPPORT GRANT 2023-2024**

**File Number:** 23-11-2022  
**Author:** Senior Grants Audit Officer  
**Authoriser:** Chief Executive Officer

**PRECIS**

A grant opportunity for carrying out capital improvements to Council owned building facilities at Blackbutt, which is currently used to carry out State Emergency Service (SES) functions. The Queensland SES is a “not-for-profit organisation” that shares its highly recognised name with the States and Territory SES organisations throughout Australia. With approximately 5,100 active and unpaid members, the Queensland SES performs a diverse range of functions to respond to local, State and National disasters and emergencies. SES assistance is provided for non-life-threatening emergency situations during floods, storms or other similar events. SES also support other agencies such as Queensland Police Service and Queensland Fire and Rescue Service to perform additional functions.

**SUMMARY**

The State Emergency Service (SES) Support Grant is a highly sought-after Queensland Government Grant Program administered by Queensland Fire and Emergency Services (QFES). The aim of the Program is to provide financial assistance to Local Governments enabling the SES to respond to disasters and emergencies. South Burnett Regional Council is eligible to apply for the SES Support Grant.

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**OFFICER’S RECOMMENDATION**

That South Burnett Regional Council:

1. Develop and submit an application to the Queensland Fire and Emergency Services (QFES) for funding the following capital works under the SES Support Grant (2023-24):
  - Blackbutt SES - Main building - new roof over office and carport.
  - Blackbutt SES - Store building - new ceiling to the store area.
2. Approve a capital works program allocation of \$100,000 for the capital works planned (per above) at the Blackbutt SES facility and subject to the grant application being approved, the current capital budget amended in the 3<sup>rd</sup> quarter capital budget review to enable the execution of the project.

**FINANCIAL AND RESOURCE IMPLICATIONS**

South Burnett Regional Council (SBRC) has been identified as a priority Local Government Area (LGA) having high exposure to the risk of tropical cyclones and has been impacted by number of notable flood and rainfall events in the recent past. The project will facilitate the upgrade of facilities currently used by SES members, ensures Council assists SES by providing facilities that are suitable for carrying out SES functions and supports Council efforts to pro-actively manage emergencies and natural disaster risks. The project identified and prioritised for the SES Support Grant application is based on an assessment of the current condition of the Blackbutt SES buildings. Council has

identified the proposed capital works in the 10-year capital works program. If the grant application was successful, the SES Support Grant amount would be \$75,000 and Council contribution would be \$25,000.

#### **LINK TO CORPORATE/OPERATIONAL PLAN**

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

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

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

Council's Senior Grants Audit officer has consulted with the Manager of Facilities and Parks, Building Asset Management Officer and the State Emergency Service (SES) Area Coordinator to identify suitable projects for nominating for the SES Support Grant application.

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

Nil.

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

Nil.

#### **ASSET MANAGEMENT IMPLICATIONS**

Aligned to the South Burnett Regional Council Building Assets Management Plan.

#### **REPORT**

##### **Objectives**

The main objectives of the Program are to:

- Encourage Local Governing Bodies to work cooperatively with the Queensland Government in the provision of a community based, volunteer emergency service that is capable of effectively and efficiently responding to disasters and emergencies.
- Assist in the provision of facilities for training, operations and the safe storage of SES equipment.
- Encourage Local Governing Bodies to contribute additional resources for disaster and emergency management.
- Encourage the development of a community based, volunteer emergency service with the necessary skills and resources to carry out their approved functions.
- Ensure that SES resources are allocated appropriately and with due consideration of local needs.

##### **Eligible projects funding limits**

Facilities: Up to \$75,000

Vehicles: Up to \$30,000

South Burnett Regional Council can apply for funding under the State Emergency Service (SES) Support Grant (2023-24) for projects that fall within the below two (2) categories. The two (2) categories are:

##### **1. Facilities**

Funding is available to assist with the provision of suitable facilities i.e., the purchase, construction, modification/renovation, extension and/or land for SES Groups and Units. Subject to the availability

of funds and set criteria, QFES will provide up to 75% of the total cost of each project up to a maximum notional amount of \$75,000.

## **2. Vehicles**

Funding is available to Local Governments for the acquisition or replacement of suitable new and second-hand vehicles (excluding leased vehicles) for local SES Groups and Units. Subject to the availability of funds and set criteria, QFES will provide dollar for dollar funding up to a maximum of \$30,000 per vehicle purchased. Vehicles must be suitable for SES activities and meet the requirements of local conditions.

### **Timeframes**

The closing date for lodging the SES Support Grant application is 30 November 2022. Successful applicants have up to 12 months to complete the project, and the project must commence within three (3) months of notification of approval of the project.

## **ATTACHMENTS**

**Nil**

## 15 PORTFOLIO - RURAL RESILIENCE & DISASTER RECOVERY, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, FIRST NATIONS AFFAIRS

### 15.1 KINGAROY MEMORIAL PARK - DOG PARK RELOCATION

**File Number:** 23.11.2022

**Author:** General Manager Liveability

**Authoriser:** Chief Executive Officer

#### PRECIS

Presented at the Infrastructure, Environment and Compliance Standing Committee Meeting held 2 November 2022 was a report regarding information on the Kingaroy Memorial Park - Dog Park Relocation.

#### SUMMARY

##### COMMITTEE RESOLUTION 2022/27

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That the Committee recommends to Council that:

1. The options for a new dog park location be discussed whilst implementing the Kingaroy Memorial Park and Pool Masterplan community consultation over the next 3 months.
2. A report be brought back to Council Standing Committee meeting in March on the preferred option for dog park location in Kingaroy.

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

Against: Nil

**CARRIED 6/0**

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#### OFFICER'S RECOMMENDATION

That:

1. The options for a new dog park location be discussed whilst implementing the Kingaroy Memorial Park and Pool Masterplan community consultation over the next 3 months.
2. A report be brought back to Council Standing Committee meeting in March 2023 on the preferred option for dog park location in Kingaroy.

#### BACKGROUND

Presented at the Infrastructure, Environment and Compliance Standing Committee Meeting held 2 November 2022.

#### ATTACHMENTS

Nil

**15.2 PETITION - MURGON DOG PARK****File Number:** 23.11.2022**Author:** General Manager Liveability**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure, Environment and Compliance Standing Committee Meeting held 2 November 2022 was a report regarding information on the Petition – Murgon Dog Park.

**SUMMARY****COMMITTEE RESOLUTION 2022/28**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council that:

1. Public consultation be undertaken to seek community input into possible location of a dog park.
2. A dog park in Murgon be designed and costed for consideration in the 2023-24 budget.

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

Against: Nil

**CARRIED 6/0**

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**OFFICER'S RECOMMENDATION**

That:-

1. Public consultation be undertaken to seek community input into possible location of a dog park.
2. A dog park in Murgon be designed and costed for consideration in the 2023-24 budget

**BACKGROUND**

Presented at the Infrastructure, Environment and Compliance Standing Committee Meeting held 2 November 2022.

**ATTACHMENTS****Nil**

**15.3 QEII PARK - DESIGN PLAN****File Number:** 23.11.2022**Author:** General Manager Liveability**Authoriser:** Chief Executive Officer**PRECIS**

Draft concept plan QE11, Murgon was presented at the Infrastructure, Environment and Compliance Standing Committee Meeting held 2 November 2022. Allocation of W4Q funding for Stage 1 of QE11 Park, Murgon was presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022. Request for full funding report to November Council meeting.

**SUMMARY****COMMITTEE RESOLUTION 2022/25**

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That the Committee recommend to Council:

That the draft design of QEII Park, Murgon, concept plan section East be received and adopted by Council.

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

Against: Nil

**CARRIED 6/0****COMMITTEE RESOLUTION 2022/4**

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Committee recommends to Council:

That Council provide the additional funding in the 2022/23 Capital Works Program to enable the full completion of stage one of the QEII Park redevelopment in Murgon.

That the committee notes the \$290,000 Works for Queensland Funding is for Stage One only.

That the funding report come to the November General Council Meeting.

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

Against: Nil

**CARRIED 6/0**

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**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council

1. Adopt the draft design of QEII Park, Murgon, Concept Plan Eastern End Section,
2. Provide the additional funding in the 2022/23 Capital Works Program to enable the full completion of stage one of the QEII Park Redevelopment in Murgon,

3. Provides the total estimated project cost of \$316,000 and endorses the allocation of \$290,000 from the Works for Queensland funding, for Stage One Eastern End of the QE11 Park Redevelopment,
4. Allocates the underspend from Works for Queensland Project Wondai Amenities Upgrades of \$26,000 to the QE11 Park Redevelopment Stage One Eastern End.

**BACKGROUND**

A report was presented on the draft QE11 concept plan at the Infrastructure, Environment and Compliance Standing Committee Meeting held 2 November 2022.

A Notice of Motion and report on the proposed costs for QE11 concept plan Stage 1 was presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022.

A part of the Notice of Motion resolution that a funding report come back to the November General Meeting for Council consideration.

Council supported the allocation of both stage 1 and stage 2 Works for Queensland allocation of \$290,000 to the redevelopment of Stage 1 – Eastern section of QE11.

The shortfall of \$26,000 could be funded from the underspend of another Works for Queensland Project. Wondai Park Amenities upgrades in Coronation Park, McKell Park and Dingo Park is estimated to cost \$74,000. In the 22/23 adopted Capital Program, Works for Queensland - Wondai Amenities upgrades were allocated \$100,000.

Works have been completed at Dingo Park, pavement repairs scheduled for completion at Coronation Park by 30<sup>th</sup> of November and works have commenced on the 18<sup>th</sup> of November in McKell Park. At this stage no major variations to the original scope of works can be foreseen and therefore officers recommend the underspent funds be reallocated to the QE11 Park Redevelopment Stage 1 Eastern End.

Table 1: Possible funding options for QE11 Redevelopment – Stage 1 Eastern End

Project	Funding Allocation 22/23 Budget	Underspent	Total Funding
W4Q Murgon QE11 Park Redevelopment – Stage 1	\$140,000		\$140,000
W4Q Murgon QE 11 Park Redevelopment – Stage 2	\$150,000		\$150,000
W4Q Wondai Amenities upgrades	\$100,000	\$26,000	\$26,000
			<b>\$316,000</b>

**ATTACHMENTS**

Nil



**15.4 OPTIONS FOR PROSTON SWIMMING POOL****File Number:** 23.11.2022**Author:** General Manager Liveability**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure, Environment and Compliance Standing Committee Meeting held 2 November 2022 was a report regarding information on the Options for Proston Swimming Pool.

**SUMMARY****COMMITTEE RESOLUTION 2022/31**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That Council engage the Wondai pool manager to open and operate the Proston Swimming Pool every Thursday during the Queensland 2022-23 summer school holidays, from 1pm to 6pm, at a cost to Council of \$265.00 per week.

**In Favour:** Crs Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen**Against:** Nil**CARRIED 5/0**

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**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council engage the Wondai pool manager to open and operate the Proston Swimming Pool every Thursday during the Queensland 2022-23 summer school holidays, from 1pm to 6pm, at a cost to Council of \$265.00 per week.

**BACKGROUND**

Presented at the Infrastructure, Environment and Compliance Standing Committee Meeting held 2 November 2022.

**ATTACHMENTS****Nil**

**15.5 GOODGER SCHOOL - LAND RESERVE****File Number:** 23.11.2022**Author:** General Manager Liveability**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure, Environment and Compliance Standing Committee Meeting held 2 November 2022 was a report regarding information on the Goodger School – Land Reserve.

**SUMMARY****COMMITTEE RESOLUTION 2022/32**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

1. To advise Department of Resources that, to its knowledge, the named Trustees of the Reserve for Public Hall, being Lot 186 on FY850, are all deceased.
2. That public consultation be undertaken to advise the community of the current situation and future options.

**In Favour:** Crs Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen**Against:** Nil**CARRIED 5/0****OFFICER'S RECOMMENDATION**

That South Burnett Regional Council:

1. Advise the Department of Resources that, to its knowledge, the named Trustees of the Reserve for Public Hall, being Lot 186 on FY850, are all deceased.
2. Undertake public consultation be undertaken to advise the community of the current situation and future options.

**BACKGROUND**

Presented at the Infrastructure, Environment and Compliance Standing Committee Meeting held 2 November 2022.

**ATTACHMENTS****Nil**

**15.6 KINGAROY DEPOT WORKSHOP - ROLLER DOOR REPLACEMENT**

**File Number:** 23.11.2022  
**Author:** General Manager Liveability  
**Authoriser:** Chief Executive Officer

**PRECIS**

Presented at the Infrastructure, Environment and Compliance Standing Committee Meeting held 2 November 2022 was a report regarding information on the Kingaroy Depot Workshop – roller door replacement.

**SUMMARY****COMMITTEE RESOLUTION 2022/29**

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommend to Council:

That Council:

1. Agree to replace the roller door to prevent safety and security issues; and
2. Re-allocate the cost of replacement, \$23,346.18, from the Cloyna Hall Capex Budget and that this capital item be placed in the 2023-2024 capital programme; and
3. That the drainage be addressed at the Cloyna Hall with any remaining funds from the \$80,000 allocation to be utilised on hall restorations.

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

Against: Nil

**CARRIED 6/0**

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**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council:

1. Agree to replace the roller door to prevent safety and security issues; and
2. Re-allocate the cost of replacement, \$23,400 from the Cloyna Hall Capex Budget and that this capital item be placed in the 2023-2024 capital programme; and
3. That the drainage be addressed at the Cloyna Hall with the remaining fund allocation of \$56,600 (\$80,000 less the \$23,400) and any funds left over after the drainage works to be utilised on commencing the hall restorations.

**BACKGROUND**

Presented at the Infrastructure, Environment and Compliance Standing Committee Meeting held 2 November 2022.

**ATTACHMENTS**

Nil

**15.7 REQUEST TO HIRE KINGAROY TOWN HALL FOR CHRISTMAS DAY AND NEW YEARS EVE AND FEES BE WAIVERED.**

**File Number:** 23.11.2022  
**Author:** General Manager Liveability  
**Authoriser:** Chief Executive Officer

**PRECIS**

Presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022 was a report regarding information on the request to Hire Kingaroy Town Hall for Christmas Day and New Year's Eve and fees be waived.

**SUMMARY****COMMITTEE RESOLUTION 2022/36**

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Committee recommends to Council;

That Council waive the fees for the Kingaroy Reception Room for the South Burnett Peace of Mind Association should they wish to use it through the Christmas and New Year period.

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

Against: Nil

**CARRIED 5/0**

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**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council waive the fees for the Kingaroy Reception Room for the South Burnett Peace of Mind Association should they wish to use it through the Christmas and New Year period.

**BACKGROUND**

Presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022.

**ATTACHMENTS**

Nil

**15.8 DEVELOPMENT OF MEN'S SUPPORT GROUP - KINGAROY**

**File Number:** 23-11-2022  
**Author:** Chief Executive Officer  
**Authoriser:** Chief Executive Officer

**PRECIS**

Development of a Men's Support Group in Kingaroy at the Town Hall Reception Room.

**SUMMARY**

After consultation with community members, it has been discussed to establish a Men's Support Group in the Kingaroy Town Hall Reception Room. These meetings are to be held every Tuesday from 10am-12noon and once a month on a Wednesday from 5.30pm-7:30pm. Meetings are proposed to commence on Tuesday 10<sup>th</sup> January 2023.

Recurrent hall bookings exclude other requested dates.

Breakdown of costs to hire Kingaroy Town Hall Reception Room:

**Tuesday Meetings:**

- \$2,726 (12-month period) or
- \$1,222 (12-month period) – **Non for Profit**

**Wednesday Meetings:**

- \$696 (12-month period) or
- \$312 (12-month period) – **Non for Profit**

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**OFFICER'S RECOMMENDATION**

That South Burnett Regional Council waive the fees of the hire of the Kingaroy Town Hall Reception Room for a trial period of 3 months.

**BACKGROUND**

N/A

**ATTACHMENTS**

Nil

**16 PORTFOLIO - TOURISM & VISITOR INFORMATION CENTRES, SPORT & RECREATION AND COMMERCIAL ENTERPRISES****16.1 CAPITAL WORKS - COOLABUNIA SALEYARDS AND CEMETERIES****File Number: 23.11.2022****Author: General Manager Liveability****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022 was a report regarding information on the Capital Works - Coolabunia Saleyards and Cemeteries.

**SUMMARY****COMMITTEE RESOLUTION 2022/18**

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That the Committee recommends to Council:

1. Reallocation of \$67,777 from Council's Capital Budget for 2022/23 from Cemetery projects be allocated to the Coolabunia Saleyards
2. Allocation of \$78,223 from Council's Capital Budget for 2022/23 be allocated to Coolabunia Saleyards
3. The capital works for the Taabinga Cemetery carpark reseal, Taabinga Cemetery expansion, Proston expansion and road be deferred to the 2023/24 capital works program.
4. The capital works projects for Coolabunia Saleyards of full replacement of elevated catwalks (timber to steel), replacement of additional holding yards and replacement tank, and renewal of scales office be considered in 2023/24 capital works program.

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

Against: Nil

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

That South Burnett Regional Council:

1. Reallocation of \$67,777 from Council's Capital Budget for 2022/23 from Cemetery projects be allocated to the Coolabunia Saleyards
2. Allocation of \$78,223 from Council's Capital Budget for 2022/23 be allocated to Coolabunia Saleyards
3. The capital works for the Taabinga Cemetery carpark reseal, Taabinga Cemetery expansion, Proston expansion and road be deferred to the 2023/24 capital works program.
4. The capital works projects for Coolabunia Saleyards of full replacement of elevated catwalks (timber to steel), replacement of additional holding yards and replacement tank, and renewal of scales office be considered in 2023/24 capital works program.

**BACKGROUND**

Presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022.

**ATTACHMENTS**

**Nil**

**17 PORTFOLIO - REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING****17.1 BUNYA MOUNTAINS WORKFORCE SHORTAGE****File Number: 23-11-2022****Author: Chief Executive Officer****Authoriser: Chief Executive Officer****PRECIS**

Presented at the November Liveability, Governance and Finance Standing Committee Meeting was a report regarding Bunya Mountains Workforce Shortage

**SUMMARY****COMMITTEE RESOLUTION 2022/21**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

1. That South Burnett Regional Council to provide a supporting letter to the Hon. David Littleproud, Leader of the Nationals and Shadow Minister for Agriculture, supporting the Bunya Mountains Tavern's request for the postcode to be recognised as a 'Outer Regional Area'.

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

Against: Nil

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

That South Burnett Regional Council to provide a supporting letter to the Hon. David Littleproud, Leader of the Nationals and Shadow Minister for Agriculture, supporting the Bunya Mountains Tavern's request for the postcode to be recognised as a 'Outer Regional Area'.

**BACKGROUND**

Presented at the November Liveability, Governance and Finance Standing Committee Meeting.

**ATTACHMENTS****Nil**



**17.2 RECONFIGURING A LOT (1 LOT INTO 3 LOTS) AT 163 BOWMAN ROAD, BLACKBUTT NORTH (AND DESCRIBED AS LOT 94 ON RP891602) - APPLICANT: F & J GREEN C/- ONF SURVEYORS**

**File Number:** 23.11.2022  
**Author:** General Manager Liveability  
**Authoriser:** Chief Executive Officer

**PRECIS**

Presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022 was a report regarding information on reconfiguring a Lot (1 lot into 3 lots) at 163 Bowman Road, Blackbutt North (and described as Lot 94 on RP891602) - Applicant: F & J Green C/- ONF Surveyors.

**SUMMARY****COMMITTEE RESOLUTION 2022/27**

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

The application be approved subject to the Council developing suitable conditions and adopted infrastructure charges notice to be attached to this decision notice and this report to be brought to the November General Meeting of Council.

The reasons for Council's consideration of this approval are:

1. Having regards to the submissions and considering part of the common material presented in the report that there is merit in the proposal to address a need for lifestyle related rural lots in Blackbutt.
2. It is a relevant matter that there is a community need and promotion of community wellbeing through the development of lifestyle blocks for the Blackbutt area
3. Having regards to the Common Material, 5 properly made submissions were in the positive and note of Property Centre and Main Street Realty submissions note the demand for property, particularly given the issues associated with a lack of residential accommodation within Blackbutt and the South Burnett Regional Council area
4. The approval is adjacent to residential and would not fragment the area to any greater degree and support the density as proposed by the neighbouring properties – that is the development would be consistent with the neighbouring properties.
5. We have a housing crisis in our region and demand for land is at a premium
6. There is strong community support for this development

**In Favour:** Crs Gavin Jones, Jane Erkens, Kirstie Schumacher, Kathy Duff and Scott Henschen

**Against:** Nil

**CARRIED 5/0**

**OFFICER’S RECOMMENDATION**

**Resolution 1**

That in line with the Liveability, Governance and Finance Standing *Committee’s Resolution 2022/27*, the application be approved subject to the Council developing suitable conditions and adopted infrastructure charges notice.

The reasons for Council’s consideration of this approval are:

1. Having regards to the submissions and considering part of the common material presented in the report that there is merit in the proposal to address a need for lifestyle related rural lots in Blackbutt.
2. It is a relevant matter that there is a community need and promotion of community wellbeing through the development of lifestyle blocks for the Blackbutt area
3. Having regards to the Common Material, 5 properly made submissions were in the positive and note of Property Centre and Main Street Realty submissions note the demand for property, particularly given the issues associated with a lack of residential accommodation within Blackbutt and the South Burnett Regional Council area
4. The approval is adjacent to residential and would not fragment the area to any greater degree and support the density as proposed by the neighbouring properties – that is the development would be consistent with the neighbouring properties.
5. We have a housing crisis in our region and demand for land is at a premium
6. There is strong community support for this development

**Resolution 2**

That South Burnett Regional Council approve the reconfiguring a Lot development permit (1 lot into 3 lots) at 163 Bowman Road, Blackbutt North (and described as Lot 94 on RP891602) - Applicant: F & J Green C/- ONF Surveyors subject to the following conditions:

**GENERAL**

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

Drawing Title				
Proposed Subdivision	Prepared by ONF Surveyors	163 Bowman Rd BLACKBUTT	10645P/1	Sheet 1 of 1

**DEVELOPMENT PERIOD - RAL**

GEN2. The currency period for this development approval for reconfiguring a lot is four (4) years after the development approval starts to have effect. The development approval will lapse unless the survey plan for all works and stages required to be given to Council for approval is provided within this period.

**GENERAL**

RAL1. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

- RAL2. All conditions of this approval are to be satisfied prior to Council endorsing the Survey Plan, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

A fee will be charged, with payment required prior to Council's approval of the associated documentation requiring assessment.

- RAL3. Prior to sealing the Plan of Survey the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Schedule 18 Section 69 of the *Planning Act Regulation 2017*.
- RAL4. Prior to the sealing of the Plan of Survey the applicant is to provide a certificate signed by a licensed surveyor stating that after the completion of all works associated with the reconfiguration, survey marks were reinstated where necessary and all survey marks are in their correct position in accordance with the Plan of Survey.

### **VALUATION FEES**

- RAL5. Payment of Department of Natural Resources, Mines and Energy valuation fees that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$50.00 per lot however, the actual amount payable will be based on Council's Register of Fees & Charges and the rate applicable at the time of payment.

### **ENGINEERING WORKS**

- ENG1. 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 Council's endorsement of the Survey Plan unless stated otherwise.
- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, relevant Australian Standards, relevant design manuals.
- ENG3. Be responsible for any alteration 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.

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

- ENG4. 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.
- ENG5. 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.

**STORMWATER MANAGEMENT**

- ENG6. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG7. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).
- ENG8. Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

**WATER SUPPLY**

- ENG9. All future dwellings shall provide a suitable water supply in accordance with the requirements of the SBRC Planning Scheme.

**ON-SITE WASTEWATER DISPOSAL**

- ENG10. Future Dwellings must be connected to an on-site wastewater disposal system, in accordance with AS 1547 and the Queensland Plumbing and Waste Water Code.

**Timing:** Prior to the issue of a Building Approval for a future Dwelling on the proposed lots.

**VEHICLE ACCESS**

- ENG11. For each lot, design and construct a crossover having a minimum width of 4 metres and vehicle turnout in accordance with Council's Standard Drawing No. SBRC 00049.

**TELECOMMUNICATION**

- ENG12. Provide telecommunications to all lots within the development.

**ELECTRICITY**

- ENG13. Design and provide electricity supply to all lots within the development to comply with Ergon Energy's requirements.
- ENG14. Submit to Council, written confirmation from an electricity provider that an agreement has been made for the supply of electricity.

**EARTHWORKS – GENERAL**

- ENG15. Earthworks per site involving cut or fill greater than 1 metre in height, or earthworks involving more than 50m<sup>3</sup> requires an Operational Work application.

**EROSION AND SEDIMENT CONTROL - GENERAL**

- ENG16. 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.
- ENG17. Remove and clean-up the sediment or other pollutants in the event that sediment or other pollutants are tracked or released onto adjoining streets or stormwater systems, at no cost to Council.

### ADVICE

- ADV1. Section 85(1)(b) of the *Planning Act 2016* provides that, if this approval is not acted upon within a period of four (4) years, the approval will lapse.
- ADV2. 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).
- ADV3. Attached for your information is a copy of Chapter 6 of the Planning Act 2016 as regards Appeal Rights.

### INFRASTRUCTURE CHARGES

- ADV4. Infrastructure charges are levied by way of an infrastructure charges notice pursuant to section 119 of the *Planning Act 2016*.

### DEVELOPER INCENTIVE

- ADV5. This development is **not** an 'eligible development' for the purposes of the current Development Incentives Scheme available between 1 December 2020 and 31 December 2023.

### HERITAGE

- ADV6. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

**APPEAL RIGHTS**

ADV7. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

**BACKGROUND**

Presented at the Liveability, Governance and Finance Standing Committee Meeting held 9 November 2022

**ATTACHMENTS**

1. **Attachment A - Standing Committee Report - 9 November 2022** [↓](#) 
2. **Attachment B - Statement of Reasons** [↓](#) 
3. **Attachment C - Infrastructure Charges Notice** [↓](#) 

**18.3 RECONFIGURING A LOT (1 LOT INTO 3 LOTS) AT 163 BOWMAN ROAD, BLACKBUTT NORTH (AND DESCRIBED AS LOT 94 ON RP891602) - APPLICANT: F & J GREEN C/- ONF SURVEYORS**

**File Number:** 9-11-2022  
**Author:** Senior Planning Officer  
**Authoriser:** Chief Executive Officer

**PRECIS**

Reconfiguring a Lot (1 lot into 3 lots) at 163 Bowman Road, Blackbutt North (and described as Lot 94 on RP891602) - Applicant: F & J Green C/- ONF Surveyors

**SUMMARY**

- Application for Reconfiguring a lot (1 lot into 3 lots);
- Subject site included in the Rural zone under the South Burnett Regional Council Planning Scheme v1.4;
- Proposed lots are below the minimum 100ha in area and are therefore subject to impact assessment against the relevant benchmarks:
  - Strategic framework;
  - Rural zone code;
  - Reconfiguring a lot code; and
  - Services and works code.
- Five public submissions were received;
- No referral to SARA;
- The application has been assessed against the overall outcomes and does not and cannot comply and cannot be conditioned to comply with certain aspects;
- A significant amount of vacant or large underutilised sites within Blackbutt. Council's analysis provides an unquestionable understanding of the residential land supply existing within the locality and presents a compelling planning justification for not supporting the proposed further subdivision of rural zone land;
- There are no other planning grounds presented by the applicant to support a decision that conflicts with the current, contemporary, planning instruments. This conflict is not a matter that can be negotiated with the applicant or conditioned to comply as the development is not supported in principle.
- Application recommended for refusal for reasons contained within the report.

---

**OFFICER'S RECOMMENDATION**

The application be refused for the reasons contained herein.

Note: The applicant was requested to withdraw this application within the initial assessment period and an advice notice was issued to the applicant stating Council's strong objection to the proposal within the information request period. The applicant did not follow Council's advice.

**FINANCIAL AND RESOURCE IMPLICATIONS**

The applicant may appeal the Council's decision to the Planning and Environment Court in accordance with the *Planning Act 2016*.

**LINK TO CORPORATE/OPERATIONAL PLAN**

Growing our Region's Economy and Prosperity

GR8 Support and advocate for appropriate growth and development with responsive planning schemes, process, customer service and other initiatives.

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

Refer to CONSULTATION in this report.

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

As identified above, the applicant can appeal the Council's decision to the Planning and Environment Court.

**POLICY/LOCAL LAW/DELEGATION IMPLICATIONS**

The refusal maintains the Planning Scheme Strategic Framework outcomes and any decision otherwise will give rise to significant conflict that cannot be overcome through the proposal presented for Reconfiguring a Lot.

**ASSET MANAGEMENT IMPLICATIONS**

No implication can be identified.



**LOCALITY DETAILS**



Figure 1 - Locality Plan (Source: IntraMaps)

**AERIAL IMAGERY**



Figure 2 - Aerial Image (Source: Qld Globe)

**PROPOSAL PLAN**

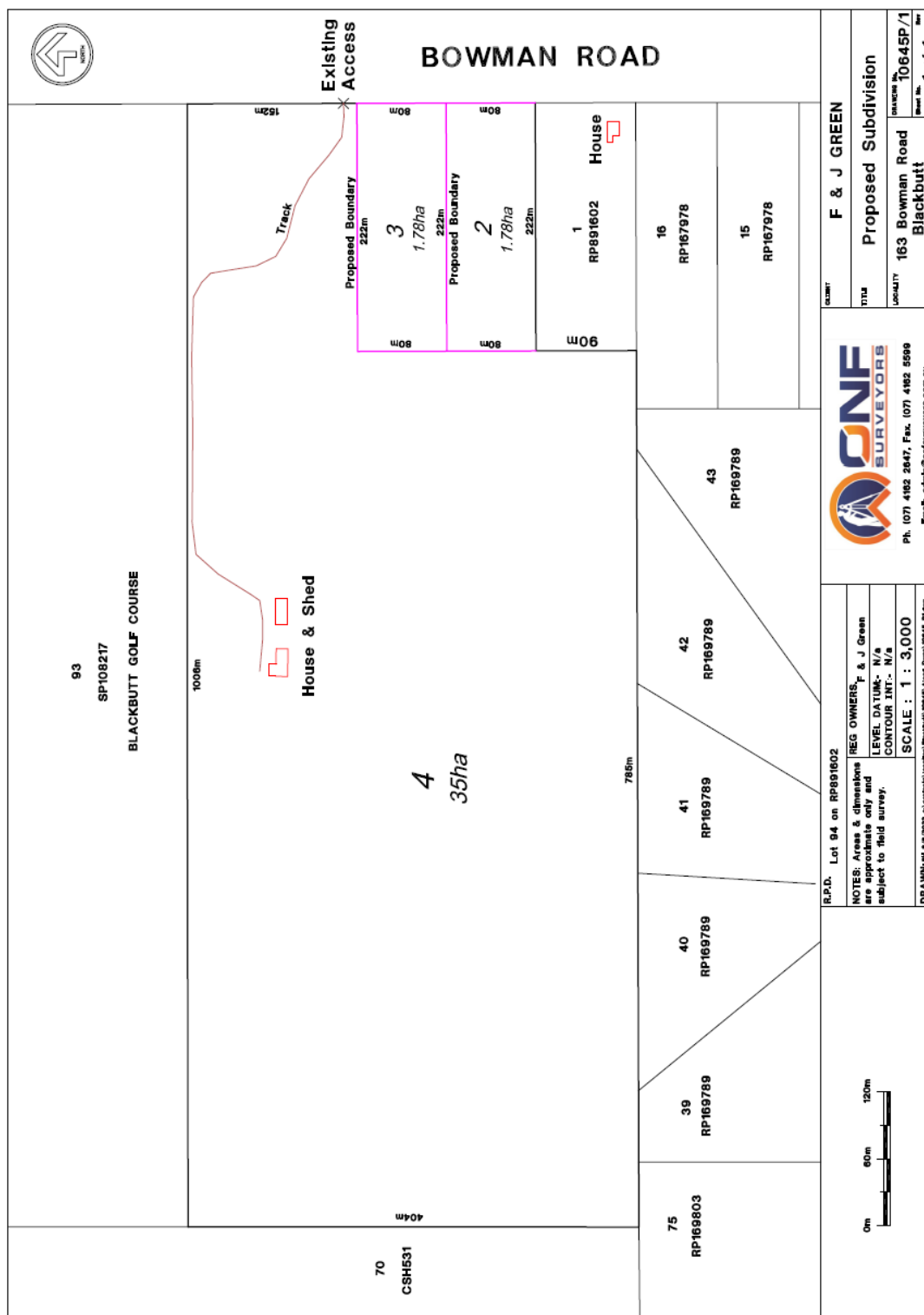


Figure 3 - Source: Applicant

**REPORT**

The applicant seeks approval for a development permit for a reconfiguration of a lot (1 lot into 3 lots).

<b>APPLICATION SUMMARY</b>	
<b>Applicant:</b>	F & J Green C/- ONF Surveyors
<b>Proposal:</b>	Reconfiguring a Lot (1 lot into 3 lots)
<b>Properly Made Date:</b>	27 June 2022
<b>Street Address:</b>	163 Bowman Road, Blackbutt North
<b>RP Description:</b>	Lot 94 on RP891602
<b>Assessment Type:</b>	Impact assessable
<b>Number of Submissions:</b>	5 properly made submissions were received.
<b>State Referral Agencies:</b>	N/A
<b>Referred Internal Specialists:</b>	Development Engineer

The following table describes the key development parameters for the proposal:

<b>DEVELOPMENT PARAMETERS</b>								
<b>Number of Proposed Lots</b>	1 lot into 3 lots							
<b>Size of Proposed Lots</b>	It is proposed to reconfigure the subject lots to create the following new lots <table border="1" data-bbox="689 1021 1315 1160"> <tbody> <tr> <td>1.7Ha</td> <td>Lot 2</td> <td rowspan="3">Cancelling existing lot</td> </tr> <tr> <td>1.7Ha</td> <td>Lot 3</td> </tr> <tr> <td>35Ha</td> <td>Lot 4</td> </tr> </tbody> </table>	1.7Ha	Lot 2	Cancelling existing lot	1.7Ha	Lot 3	35Ha	Lot 4
1.7Ha	Lot 2	Cancelling existing lot						
1.7Ha	Lot 3							
35Ha	Lot 4							
<b>Variations Sought:</b>	Lot sizes in the Rural Zone are not consistent.							
<b>Easements</b>	N/A							
<b>Covenants</b>	N/A							

**SITE DETAILS:**

<b>SITE AND LOCALITY DESCRIPTION</b>	
<b>Land Area:</b>	38.63ha
<b>Existing Use of Land:</b>	Dwelling House and outbuildings and landscape supply uses
<b>Road Frontage:</b>	Bowman Road
<b>Road/s</b>	<b>Road Hierarchy</b>
Bowman Road	Collector Major
<b>Easements</b>	None.
<b>Significant Site Features:</b>	A minor extent of the western and northern boundary of the subject site is mapped as Potential Bushfire Impact Buffer.
<b>Topography:</b>	No specific topographical features.
<b>Surrounding Land Uses:</b>	<b>Zone/Precinct</b>
	Land adjoining to the north of the subject site is used by the Blackbutt Golf Course for a golf course. Land to the west is used for rural living purposes and cattle grazing.

	A mobile phone mast was constructed over a lease area described as Lease A on SP255936 along the southern boundary of the subject site
<b>Services:</b>	Electricity, telecommunications.

**Background / Site History**

<b>APPLICATION NO.</b>	<b>DECISION AND DATE</b>
	N/A

**ASSESSMENT:**

**Framework for Assessment**

Categorising Instruments for Statutory Assessment

For the *Planning Act 2016*, the following Categorising Instruments may contain Assessment Benchmarks applicable to development applications:

- The *Planning Regulation 2017*
- the Planning Scheme for the local government area
- any Temporary Local Planning Instrument
- any Variation Approval

Of these, the planning instruments relevant to this application are discussed in this report.

**Relevant Sections of Planning Act 2016**

The following sections of the *Planning Act 2016* are relevant to this application:

**45(5) An impact assessment is an assessment that –**

- (a) **must be carried out –**
  - (i) **against the assessment benchmarks in a categorising instrument for the development; and**
  - (ii) **having regard to any matters prescribed by regulation for this subparagraph; and**
- (b) **may be carried out against, or having regard to, any other relevant matter, other than a person’s personal circumstances, financial or otherwise.**

In regard to the prescribed regulation, being the Planning Regulation 2017, the following sections apply in the assessment of this application:

**Section 30 – Assessment Benchmarks generally**

**(1) For section 45(5)(i) of the Act, the impact assessment must be carried out against the assessment benchmarks for the development stated in schedules 9 and 10.**

**(2) Also, if the prescribed assessment manager is the local government, the impact assessment must be carried out against the following assessment benchmarks—**

**(a) the assessment benchmarks stated in—**

- (i) the regional plan for a region, to the extent the regional plan is not identified in the planning scheme as being appropriately integrated in the planning scheme; and**

- (ii) *the State Planning Policy, part E, to the extent part E is not identified in the planning scheme as being appropriately integrated in the planning scheme; and*
- (iii) *a temporary State planning policy applying to the premises;*
- (b) *if the development is not in a local government area-any local planning instrument for a local government area that may be materially affected by the development;*
- (c) *if the local government is an infrastructure provider—the local government’s LGIP.*
- (3) *However, an assessment manager may, in assessing development requiring impact assessment, consider an assessment benchmark only to the extent the assessment benchmark is relevant to the development.*

**Assessment Benchmarks Pertaining to the Planning Regulation 2017**

The following Assessment Benchmarks from the *Planning Regulation 2017* are applicable to this application:

<b>PLANNING REGULATION 2017 DETAILS</b>	
<b>Assessment Benchmarks:</b>	<ul style="list-style-type: none"> <li>• State Planning Policy 2017 Part E</li> <li>• Schedule 12A Assessment benchmarks for particular reconfiguring a lot of the Planning Regulation 2017</li> </ul>
<b>WBB Regional Plan Designation:</b>	N/A

<b>State Planning Policy Part E</b>	
<p>The State Planning Policy (July 2017) (SPP) commenced on the 3 July 2017 and is effective at the time of writing this report. The Planning Regulation 2017 (PR 2017) states the assessment <u>must be carried out against the assessment benchmarks</u> stated in Part E of the State Planning Policy to the extent Part E is not appropriately integrated into the planning scheme.</p> <p><b>The current planning scheme does not integrate SPP2017 and so an assessment of policies that are relevant is provided below</b></p>	
Liveable communities and housing	The proposal presents a conflict with the existing policy framework that restricts new land subdivisions where there exists underutilised land already zoned for residential use/ land division.
Economic growth <ul style="list-style-type: none"> <li>• Agriculture.</li> <li>• Development and construction.</li> <li>• Mining and extractive resources.</li> <li>• Tourism.</li> </ul>	No applicable assessment benchmarks
Planning for the environment and heritage. <ul style="list-style-type: none"> <li>• Biodiversity.</li> <li>• Coastal environment.</li> <li>• Cultural heritage.</li> </ul>	Not applicable

• Water quality	
Safety and resilience to hazards • Emissions and hazardous activities. • Natural hazards, risk and resilience.	There are no impacts from natural hazards to address, however this is not a matter that can overcome the significant planning conflicts presented by the proposal alone.
Infrastructure • Energy and water supply. • Infrastructure integration. • Transport infrastructure. • Strategic airports and aviation facilities. • Strategic ports.	The proposal will introduce multiple new accesses onto a major road without consideration for impacts and the assessment benchmarks seek to achieve new development that takes access from new roads rather than from creating multiple new accesses onto existing major roads. No new access road is proposed for this 1 into 3 lot subdivision.

**Assessment Benchmarks Pertaining to the Planning Scheme**

The applicable planning scheme for the application is South Burnett Regional Council Version 1.4. The following sections relate to the provisions of the Planning Scheme.

**Relevant Parts**

- Part 3 – Strategic Framework
- Part 6 – Rural Zone Code
- Part 8 – Development Codes – Reconfiguring a Lot Code and Services and Works Code

<b>Planning Scheme:</b>	South Burnett Regional Council Planning Scheme Version 1.4
<b>Strategic Framework Land Use Category:</b>	Rural
<b>Zone:</b>	Rural zone
<b>Overlays</b>	OM2 – Bushfire Hazard Overlay – Part of subject site is mapped as Potential Impact Buffer. OM8 – Agricultural Land Overlay – Class B
<b>Precinct:</b>	N/A
<b>Consistent/Inconsistent Use:</b>	Inconsistent
<b>Assessment Benchmarks:</b>	The Planning Scheme 2017

**Rural zone code****6.2.13.2 Purpose**

- (1) The purpose of the rural zone code is to—
  - (a) provide for rural uses and activities;
  - (b) provide for other uses and activities that are compatible with—
    - (i) existing and future rural uses and activities; and
    - (ii) the character and environmental features of the zone; and
  - (c) maintain the capacity of land for rural uses and activities by protecting and managing significant natural resources and processes.
- (2) The overall outcomes sought for the zone code are as follows:
  - (a) Land that is essential to the economic viability of productive Agricultural Land Classification Class A or Class B and rural land uses within the region is conserved.
  - (b) Development comprises a wide range of existing and new rural pursuits, including cropping, intensive horticulture and animal industries, animal husbandry and keeping and other compatible primary production uses.
  - (c) On farm value adding in the form of small scale agri-tourism is supported where associated with the rural use of the site.
  - (d) Infrastructure is provided at a standard normally expected in rural locations.
  - (e) Areas of land used for primary production are conserved and not unnecessarily fragmented.
  - (f) The viability of existing and future rural uses and activities are protected from the intrusion of incompatible uses.
  - (g) Uses that require isolation from urban areas as a consequence of their impacts such as noise or odour may be appropriate where land use conflicts are minimised.
  - (h) Development embraces sustainable land management practices and contributes to the rural amenity and landscape of the area.
  - (i) Development is reflective of and responsive to the surrounding character of the area, natural hazards and the environmental constraints of the land.
  - (j) Sites that are contaminated or pose a health risk from prior activities are remediated prior to being developed for sensitive land use (as defined in the Regulation).
  - (k) Residential or other sensitive land use (as defined in the Regulation) are not intensified in the identified separation area around the Swickers Kingaroy Bacon Factory on Overlay Map 11.
  - (l) New residential development of historic or remote residential subdivisions is inconsistent with the purpose of this zone code.
  - (m) Non-rural development is appropriate only where directly associated with the rural use of the zone and does not compromise the rural use of the land.
  - (n) Natural features such as creeks, gullies, waterways, wetlands and bushland are retained, managed, enhanced and buffered from adjacent development.
  - (o) Water supply catchments are protected from activities that may endanger water quality.

**RaL Code**

*8.4.1.2 Purpose (1) The purpose of the Reconfiguring a lot code is to ensure development:*

- (a) Provides a compact urban form of safe, attractive and well-connected neighbourhoods that provide a variety of housing options and convenient access to services.*
- (b) Provides opportunities for rural residential living with good access to services.*
- (c) Manages the potential risks from natural and man-made hazards.*
- (d) Avoids unnecessary impacts on the natural environmental, features and resources.*
- (e) Allows for the efficient and sequential provision of urban infrastructure and an enhanced open space network*

**Services and Works Code**

*8.4.2.2 Purpose (1) The purpose of the Works and services code is to provide for the adequate provision of services and control of operational works.*

*(2) The purpose of the code will be achieved through the following overall outcomes:*

(a) Infrastructure is provided in a cost-effective, efficient and co-ordinated manner to a standard ordinarily expected in the locality.

(b) Development is planned, designed, constructed and operated to manage stormwater and wastewater in ways that protect environmental values and achieve water quality objectives;

(c) Development is provided with sufficient vehicle parking and servicing in a manner that provides safe and efficient access and circulation.

(d) Landscaping enhances visual amenity, integrates the built and natural environments, maximises water efficiency, minimises soil loss, provides shade in large paved areas and does not adversely impact on infrastructure.

(e) Filling or excavation maintains the amenity and health of the community and environment.

(f) Development is reflective of and responsive to the environmental constraints of the land and is established where the impacts of natural hazards are avoided or safely managed.

#### The proposal does not comply with:

##### Part 3 Strategic Framework

- 3.2 Settlement Pattern - (3)
- 3.2 Other Towns – residential areas reflect the expectation that larger lot sizes and minimal intrusion by multiple dwelling units will be maintained to preserve the existing character and retain the desired country lifestyle...  
The quantum of growth in towns is relatively low and planning for this is about managing their distinctive character and local service industries.  
Blackbutt .... Its hinterland accommodates substantial rural residential development that has placed the town under some growth pressure particularly in relation to commercial facilities.
- 3.2.1 Strategic Outcomes (4), (7)
- 3.2.1.1 Specific Outcomes (1), (2), (8), **(13)**, (14),

(13) Rural residential development provides a legitimate life-style choice where existing services and infrastructure can support this development or augmented without difficulty. New allotments outside the areas nominated in the Strategic Framework map are likely to be resisted unless there is legitimate planning need and the productive values of agricultural land and regional ecosystem values are not compromised

(14) New rural residential development is consolidated in areas nominated on the Strategic Framework map – which are generally close to Kingaroy and the other towns – to maintain good access to services, employment and existing infrastructure. Additional areas may be considered only where there is a legitimate, demonstrated planning need for additional allotments and they retain the fundamentals of good access to urban services via good quality roads, no loss of good quality agricultural land or remnant regional ecosystem vegetation, minimal erosion and flood-free, fire-resistant and moderately sloped house sites.

##### 3.6 Strong Communities

The Planning Scheme confronts the challenge of community building, providing services to meet growing and diversifying demands, managing development and sustaining affordable housing and services.

- 3.6.1 Strategic Outcomes (1), (3),(8), (12).

##### 3.7 Infrastructure and Servicing

- 3.7.1 Strategic Outcomes (1), (7)



- 3.7.1.1 Specific Outcomes (1), (4)

6.2.13 Rural Zone Code

- 6.2.13.2 Purpose (1)(a) & (b)(i), (2) (b) - (f), (m)
- Table 6.2.13, Section 1, Performance Outcomes PO2

8.4.1 Reconfiguring a Lot Code

- 8.4.1.2 Purpose (a), (b), (e), Overall Outcomes (b), (c), (h)

**Local Categorising Instrument - Variation Approval**

N/A

**Local Categorising Instrument - Temporary Local Planning Instrument**

N/A

**Other Relevant Matters**

Internal strategic planning information used in this assessment identifies the following clear outline of AVAILABLE UNDERUTILISED LAND within the Blackbutt locality already zoned appropriately for residential subdivision and residential use:

Town	Zone	Area (Ha) of vacant or large underutilised sites
Blackbutt	Emerging Communities	37.4
Blackbutt	Low Density Residential	14.7
Blackbutt	Rural Residential	295.0

Attached is the visual representation of the identified vacant or large underutilised sites within Blackbutt. This analysis provides an unquestionable understanding of the residential land supply existing within the locality and presents a compelling planning justification for not supporting the proposed further subdivision of rural zone land.



**CONSULTATION:**

**Referral Agencies**

There are no referrals for this development application under Schedule 10 of the *Planning Regulation 2017*.

**Other Referrals**

<b>INTERNAL SPECIALIST</b>	<b>REFERRAL</b>	<b>REFERRAL / RESPONSE</b>
Development Engineer		There are no planning grounds to support the proposal and as such, engineering conditions are not imposed.
Infrastructure Charges Unit		There are no planning grounds to support the proposal and as such, no charges are levied.

**Public Notification**

The Notice of compliance was received by Council on 25<sup>th</sup> August 2022. The information attached to the notice confirms that the public notification of the application was undertaken in accordance with the requirements of Part 4 of the *Planning Act 2016*. The Notice of compliance states the public notification included: -

- Publishing a notice in the Burnett Today Newspaper on Thursday 25<sup>th</sup> August 2022.
- Place a notice on the land from 25<sup>th</sup> August 2022; and
- Notifying owners of all land adjoining the site on 24<sup>th</sup> August 2022.

Five (5) public submission were received during the notification period. The below table includes a summary of the matters raised in the submission and a response to each matter:

<b>Issue</b>	<b>Response</b>
Support on the grounds that the subdivision may generate more membership at a local sports club because of additional residential lots being developed	This is not a relevant planning consideration. Reconfiguring the land provides no direct or indirect known involvement in community sports.
Support for the development on the basis the land has connection to town water and is accessible to township services.	This is not a matter that justifies supporting the development despite the significant conflict with the Planning Scheme. There is a known abundance of existing residential zoned land within Blackbutt, with access to all utilities and township services that are vacant or underutilised. There are no grounds to support an out of sequence land division in the rural zone when surplus residential land supply remains available within the local area.
Support for the development because vacant blocks are selling quickly currently.	This is not a relevant planning consideration.
Support because the block sizes match those nearby and the real estate market would benefit	The market is not a relevant planning consideration. There is a surplus of residential land supply in Blackbutt that is vacant and underdeveloped.

Support because the demand for vacant acreage blocks within the locality is high	The market is not a relevant planning consideration.
--	--

**CONCLUSION:**

The proposed development presents conflicts with the planning scheme Rural zone intent through the creation of two new rural residential/ rural 'lifestyle' lots not anticipated by existing policy.

Public submissions in support of the development provide no other relevant matters for consideration in the assessment and the lack of physical/natural constrains over the land is not sufficient reason to support the proposal in conflict with the planning scheme.

**RECOMMENDATION:**

It is recommended that the proposed Reconfiguring a Lot Development Permit 1 into 3 Lots over land at 163 Bowman Road Blackbutt North be refused for the reason outlined in the attached Statement of Reasons. There are no other planning grounds presented by the application to support a decision that conflicts with the current, contemporary, planning instruments. This conflict is not a matter that can be negotiated with the applicant or conditioned to comply as the development is not supported in principle.

**ATTACHMENTS**

**1. Attachment A - Statement of Reasons**

**Submissions**

RAL22/0026

RECEIVED  
16 SEP 2022



01-09-2022

Re: Subdivision of Larger Properties

To Whom it May Concern

On the 1st of February 2022, 1 Property Centre purchased Yarraman Real Estate. We now have offices in Blackbutt, Yarraman, Dalby and Toowoomba. The growth in the area has been phenomenal in the last 18 months. Things have been selling extremely quickly and we now have more people looking for properties than we have listings.

The demand for vacant acreage properties in the area is extremely high at the moment and we have nothing left on our books. We have people leaving their names with us all the time to let them know as soon as something comes up. Clients are currently looking at properties anywhere from 1 acre up to 5 acres. We are finding that people are either looking to build straight away or they are planning to use it as a weekend for a few years, with the intention to build their retirement homes in the future.

We would whole heartly support the subdivision of properties into some more 1-5 acre blocks while the demand is so high.

Kind regards  
  
 Cheryl Marriott- Sales Agent  
 #1 Property Centre Yarraman/Blackbutt  
  
 T. 07 4163 0105  
  
 W: [www.1propertycentre.com.au](http://www.1propertycentre.com.au)



RAL 22/0026

**RECEIVED**  
16 SEP 2022

**MAIN STREET REALTY**

P.O. BOX 52,  
BLACKBUTT  
QLD. 4306  
Phone/Fax 07 4163 0355  
Email [msr@msr.com.au](mailto:msr@msr.com.au)  
ABN 26052244434

1<sup>st</sup> September 2022

To South Burnett Regional Council,

RE: 163 BOWMAN ROAD, BLACKBUTT  
Planned Subdivision – 2 x 5 Acre Blocks.  
On behalf of John & Fay Green.

I can tell you that I have been in Real Estate for 30 Years, selling in Blackbutt.  
Currently I have One 5 acre block for sale at lot 18 Old Esk Rd, Taromeo. It has been on  
the market for 1 week & I have a client making an offer today.

This has been like it for the last 14 to 18 months with hardly any vacant blocks to sell.  
I am hoping that John & Fay can subdivide as I have buyer's waiting.

If you have any queries, please don't hesitate to call me.

Yours faithfully,  
[REDACTED]

Ann-Maree Norris  
Main Street Realty  
0741630355







RAL22/0026

RECEIVED  
16 SEP 2022

**Blackbutt Hardware Pty Ltd**  
ABN: 84 759 387 725

26 Coulson St  
Blackbutt Qld 4306  
Ph/Fax: 4163 0305  
Mobile: 0407 556 055

Email: [info@blackbutthardware.com](mailto:info@blackbutthardware.com)

5<sup>th</sup> September 2022

South Burnett Regional Council  
41 Glendon St,  
KINGAROY QLD 4610

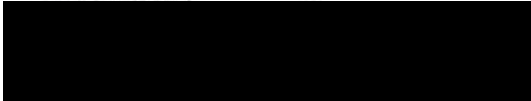
To Whom It May Concern

We support the application for the subdivision of 163 Bowman Rd Blackbutt Qld 4314.

This is an ideal location as the water pipe goes along this road and it is close to town and sporting venues. We believe that it would be advantageous for our rural community.

Regards

David & Kate Berry



RAL22/0026

RECEIVED  
16 SEP 2022**BLACKBUTT GOLF CLUB INC.**51 Langton Road, Blackbutt North, Qld;  
ABN: 30143556940.PO Box 71,  
Blackbutt, Qld. 4314  
Ph: (07) 4163 0180.  
Email: [bbgolfclub@bigpond.com](mailto:bbgolfclub@bigpond.com)  
[www.blackbuttgolfclub.com.au](http://www.blackbuttgolfclub.com.au)

14 September 2022

South Burnett Shire Council  
PO Box 336  
Kingaroy Qld 4610**To Whom It May Concern****Re: Application Ref: RAL22/0026 - Proposed Development Reconfiguring a Lot (Subdivision – 1 lot into 3 lots) on Lot 94 on RP891602 at 163 Bowman Road, Blackbutt that adjoins property Lot 93/SP1108217 owned by Blackbutt Golf Club Inc.**

We wish to advise that we feel the above proposed development would be beneficial to the Blackbutt Golf Club as it could potentially increase the membership through means of buyers joining our club.

Furthermore, the Blackbutt Golf Club Inc. has no negative thoughts or comments against this proposed development, we feel it will only bring a positive outcome.

Kind Regards  
Bob Holmes  
President  
Blackbutt Golf Club Inc.

**ATTACHMENT B – STATEMENT OF REASONS****NOTICE ABOUT DECISION – STATEMENT OF REASONS***The following information is provided in accordance with Section 63(4) & (5) of the Planning Act 2016*

<b>SITE DETAILS</b>	
<b>Applicant:</b>	F & J Green C/- ONF Surveyors
<b>Proposal:</b>	Reconfiguring a Lot (1 lot into 3 lots)
<b>Properly Made Date:</b>	27 July 2022
<b>Street Address:</b>	163 Bowman Road, BLACKBUTT NORTH
<b>RP Description:</b>	Lot 94 on RP891602
<b>Assessment Type:</b>	Impact
<b>Number of Submissions:</b>	Five (5) submissions were received.
<b>Decision:</b>	Decided by Full Council as Delegate
<b>Decision Date:</b>	23 November 2022

**1. Assessment Benchmarks**

The following are the benchmarks apply to this development:

- South Burnett Regional Council Planning Scheme 2017
- State Planning Policy 2017
- Wide Bay Burnett Regional Plan

**2. Reasons for the Decision**

The following matters were given regard to in deciding the application. In accordance with Section 45 of the Planning Act 2016, the following grounds are given in support for the development despite the conflict with the Planning Scheme:

- The proposed development is compatible with the local context of the surrounding rural residential area, including immediately adjoining land.
- The land is located on the very edge of town and has convenient access to town services and infrastructure.
- The proposal is not subject to constraints by mapped overlays that would otherwise have an impact on the proposal.
- Reasonable and relevant conditions of approval can be imposed to ensure compliance with the South Burnett Planning Scheme 2017 requirements for infrastructure and servicing delivery standards.

- The development is not an 'eligible development' for the purposes of the adopted and current Development Incentives scheme as the development is on rural zoned land. In this regard, the Council will obtain appropriate infrastructure charges levied under the Adopted Infrastructure Charges Resolution for all infrastructure networks contributing to the sustainability of the public infrastructure networks across the region.

**3. Compliance with Benchmarks**

The development was assessed against all the assessment benchmarks listed above and complies with all of these or can be conditioned to comply.

**Note:** This application decision was decided by Full Council as Delegate.

4. The attached infrastructure charges notice be provided to the applicant (Attachment B).

**ATTACHMENT C – INFRASTRUCTURE CHARGES NOTICE**

**INFRASTRUCTURE CHARGES NOTICE**

*(Section 119 of the Planning Act 2016)*

**APPLICANT:** F & J Green  
**C/-** O'Reilly Nunn Favier - ONF Surveyors  
 PO Box 896  
 KINGAROY QLD 4610

**APPLICATION:** Reconfiguring a Lot (1 lot into 3 lots)

**DATE:** 8 November 2022

**FILE REFERENCE:** RAL22/0026

**AMOUNT OF THE LEVIED CHARGE:** **\$8,838.00 Total**  
*(Details of how these charges were calculated are shown overleaf)*

\$0.00	Water Supply Network
\$0.00	Sewerage Network
\$4,820.00	Transport Network
\$4,018.00	Parks and Land for Community Facilities Network
\$0.00	Stormwater Network

**AUTOMATIC INCREASE OF LEVIED CHARGE:** The amount of the levied charge is subject to an automatic increase. Refer to the information attached to this notice for more information on how the increase is worked out.

**LAND TO WHICH CHARGE APPLIES:** Lot 94 RP891602

**SITE ADDRESS:** 163 Bowman Rd, Blackbutt North

**PAYABLE TO:** **South Burnett Regional Council**

**WHEN PAYABLE:**

*(In accordance with the timing stated in Section 122 of the Planning Act 2016)*

Reconfiguring a Lot – When South Burnett Regional Council approves the Plan of Subdivision.

**OFFSET OR REFUND:**

Not Applicable.

This charge is made in accordance with South Burnett Regional Council's **Charges Resolution (No. 3) 2019**

## DETAILS OF CALCULATION

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### Water Supply

#### Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	\$0.00	CR Table 2.3	\$0.00

#### Discounts\*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	CR Table 2.3	\$0.00

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### Sewerage

#### Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	\$0.00	CR Table 2.3	\$0.00

#### Discounts\*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	CR Table 2.3	\$0.00

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### Transport

#### Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Reconfiguring a Lot (1 into 3)	3	allotments	\$2,410.00	CR Table 2.3	\$7,230.00

#### Discounts\*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
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Existing Lot	1	allotments	\$2,410.00	CR Table 2.3	\$2,410.00
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### Parks and Land for Community Facilities

#### Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Reconfiguring a Lot (1 into 3)	3	allotments	\$2,009.00	CR Table 2.3	\$6,027.00

#### Discounts\*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing Lot	1	allotments	\$2,009.00	CR Table 2.3	\$2,009.00

### Stormwater

#### Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	\$0.00	CR Table 2.3	\$0.00

#### Discounts\*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	CR Table 2.3	\$0.00

### Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Reconfiguring a Lot (1 into 3)	\$0.00	\$0.00	\$4,820.00	\$4,018.00	\$0.00	\$8,838.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,820.00</b>	<b>\$4,018.00</b>	<b>\$0.00</b>	<b>\$8,838.00</b>

\* In accordance with Section 3.3 of the Charges Resolution, the discount may not exceed the adopted charge. Any surplus discounts will not be refunded, except at South Burnett Regional Council's discretion.



## INFORMATION NOTICE

**Authority and Reasons for Charge** This Infrastructure Charges Notice has been given in accordance with section 119 of the *Planning Act 2016* to support the Local government's long-term infrastructure planning and financial sustainability.

**Appeals** Pursuant to section 229 and Schedule 1 of the *Planning Act 2016* a person may appeal an Infrastructure Charges Notice. Attached is an extract from the *Planning Act 2016* that details your appeal rights.

**Automatic Increase Provision of charge rate (\$)** An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average<sup>1</sup>. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.

However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.

**GST** The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the *Planning Act 2016* are GST exempt.

**Making a Payment** This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.

To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.

An Itemised Breakdown may be requested by emailing [info@southburnett.qld.gov.au](mailto:info@southburnett.qld.gov.au)

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<sup>1</sup> 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

Payment can be made at any of the following South Burnett Regional Council Offices:

- 69 Hart Street, Blackbutt, 4314;
- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- McKenzie Street, Wondai, 4606; or
- via other methods identified on the Itemised Breakdown.

**Enquiries**

Enquiries regarding this Infrastructure Charges Notice should be directed to the SOUTH BURNETT REGIONAL COUNCIL, Department of Planning and Land Management, during office hours, Monday to Friday by phoning (07) 4189 9100 or email at [info@southburnett.qld.gov.au](mailto:info@southburnett.qld.gov.au)

**18 INFORMATION SECTION**

Nil

**19 QUESTIONS ON NOTICE**

Nil

**20 CONFIDENTIAL SECTION**

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**OFFICER'S RECOMMENDATION**

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

**20.1 Kingaroy Transformation Project Final Costs**

This matter is considered to be confidential under Section 254J - e 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 legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government 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.

**21 CLOSURE OF MEETING**