



SOUTH BURNETT
REGIONAL COUNCIL

AGENDA

Ordinary Council Meeting Wednesday, 26 April 2023

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

Date: Wednesday, 26 April 2023

Time: 9:00am

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

**Mark Pitt PSM
Chief Executive Officer**

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

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- 1 OPENING**
- 2 LEAVE OF ABSENCE / APOLOGIES**
- 3 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 29 MARCH 2023

File Number: 26-04-2023

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Council Meeting held on 29 March 2023 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 29 March 2023**



MINUTES

**Ordinary Council Meeting
Wednesday, 29 March 2023**

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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, 29 MARCH 2023 AT 8.30AM**

PRESENT: Councillors:

Cr Brett Otto (Mayor), 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), Peter O'May (General Manager Liveability), Aaron Meehan (General Manager Infrastructure), Kerri Anderson (Manager Finance & Sustainability), James D'Arcy (Manager Infrastructure Planning), Leanne Petersen (Manager Facilities & Parks), Kimberley Donohue (Executive Assistant).

1 OPENING

Mayor Otto opened the meeting and welcomed all attendees.

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 PRAYERS

Mayor Otto led the chamber in the Lord's Prayer.

A representative of the Kingaroy Church of Christ, Andy Dunkin 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, Mark Pitt inform this meeting that I have a declarable conflict of interest in relation to the EBA. The nature of my interest is as follows: This declarable conflict of interest arises due to a close personal relationship that my daughter works for Council.

This declarable conflict of interest arises because I wish to participate in the decision and organisational process in relation to this matter.

I acknowledge that eligible Councillors must now determine, in accordance with Council Policies, whether I May participate in the decisions about the matter.

Attendance:

At 8:35am, Chief Executive Officer Mark Pitt left the meeting.

At 8:36am, Cr Jane Erkens left the meeting.

At 8:36am, General Manager Liveability Peter O'May left the meeting.

MOTION

RESOLUTION 2023/436

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That the Chief Executive Officer Mark Pitt is allowed to participate in the operational EBA discussions and processes.

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

Against: Nil

CARRIED 6/0**Attendance:**

At 8:38am, Cr Jane Erkens returned to the meeting.

At 8:38am, Chief Executive Officer Mark Pitt returned to the meeting.

At 8:38am, General Manager Liveability Peter O'May returned to the meeting.

At 8:38am, Manager Finance & Sustainability Kerri Anderson entered the meeting via teams.

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest in relation to Item 12.11 - Staines Road - Blackbutt. The nature of my interest is as follows: This declarable conflict of interest arises due to my husband and I owning land on Staines Road.

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 Kirstie Schumacher inform this meeting that I have a declarable conflict of interest in relation to Item 20.3 - Renewal of Blackbutt and Proston Pool Management. The nature of my interest is as follows: This declarable conflict of interest arises due to my sister in law and business partner being a swimming instructor for the current Blackbutt Pool managers.

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

6 DEPUTATIONS/PETITIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**7.1 MINUTES OF THE COUNCIL MEETING HELD ON 22 FEBRUARY 2023**

RESOLUTION 2023/437

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Minutes of the Council Meeting held on 22 February 2023 be received and the recommendations therein be adopted.

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

Against: Nil

CARRIED 7/0**7.2 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 20 FEBRUARY 2023**

RESOLUTION 2023/438

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Minutes of the Special Council Meeting held on 20 February 2023 be received and the recommendations therein be adopted.

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

Against: Nil

CARRIED 7/0**7.3 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 3 MARCH 2023**

RESOLUTION 2023/439

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the Minutes of the Special Council Meeting held on 3 March 2023 be received and the recommendations therein be adopted.

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

Against: Nil

CARRIED 7/0

7.4 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 13 MARCH 2023

RESOLUTION 2023/440

Moved: Cr Jane Erkens

Seconded: Cr Gavin Jones

That the Minutes of the Special Council Meeting held on 13 March 2023 be received and the recommendations therein be adopted.

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

Against: Nil

CARRIED 7/0

7.5 MINUTES OF THE CORPORATE RISK & AUDIT ADVISORY COMMITTEE MEETING HELD ON 23 FEBRUARY 2023

RESOLUTION 2023/441

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That the Minutes of the Corporate Risk & Audit Advisory Committee Meeting held on 23 February 2023 be received.

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

Against: Nil

CARRIED 7/0**8 NOTICES OF MOTION**

8.1 NOTICE OF MOTION - ADVOCACY - 25 YEAR ECONOMIC ROADMAP

RESOLUTION 2023/442

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That South Burnett Regional Council seek a meeting for Mayor Otto and Cr Schumacher to provide a brief and seek support for the South Burnett's 25 year economic roadmap with:

- Hon. David Littleproud MP, Federal member for Maranoa
- Hon. Llew O'Brien MP, Federal member for Wide Bay
- Colin Boyce MP, Federal member for Flynn
- Hon. Dr Steven Miles, Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning and Minister Assisting the Premier on Olympic and Paralympic Games Infrastructure.

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

Against: Nil

CARRIED 7/0

9 BUSINESS OUTSTANDING

9.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

RESOLUTION 2023/443

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

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

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

Against: Nil

CARRIED 7/0

9.1.2 QUESTION ON NOTICE - KAPERICKS PARK

Question on Notice received from Cr Kathy Duff:

When is the meeting with the landholder scheduled for?

10 INFORMATION SECTION

Nil

11 PORTFOLIO - CORPORATE GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATION & MEDIA, FINANCE & SUSTAINABILITY, ICT & BUSINESS SYSTEMS, COMMUNITY REPRESENTATION AND ADVOCACY, 2032 OLYMPICS & PARALYMPICS

11.1 ACTING CHIEF EXECUTIVE OFFICER

RESOLUTION 2023/444

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That South Burnett Regional Council approves the Chief Executive Officer leave from 20 April 2023 to 10 May 2023 and appoints the General Manager Infrastructure as Acting Chief Executive Officer.

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

Against: Nil

CARRIED 7/0

11.2 DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER UNDER THE HEAVY VEHICLE (MASS, DIMENSION AND LOADING) NATIONAL REGULATION (QLD) (HVNR)

RESOLUTION 2023/445

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

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 (Mass, Dimension and Loading) National Regulation (Qld) (HVNR)* 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 Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 7/0

11.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RECRUITMENT & SELECTION POLICY - STATUTORY014

RESOLUTION 2023/446

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That the South Burnett Regional Council Recruitment & Selection Policy – Statutory014 be adopted as presented.

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

Against: Nil

CARRIED 7/0**Attendance:**

At 9:00am, Strategic Procurement Coordinator Louise Reidy entered the meeting.

At 9:00am, Manager Finance & Sustainability Kerri Anderson left the meeting via teams.

11.4 MONTHLY FINANCIAL INFORMATION

RESOLUTION 2023/447

Moved: Cr Jane Erkens

Seconded: Cr Scott Henschen

That the monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as at 28th February 2023 be received and noted.

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

Against: Nil

CARRIED 7/0

11.4.1 QUESTION ON NOTICE - STAFF MATRIX & BENCHMARKING

Question on Notice received from Cr Kirstie Schumacher:

That further detail be provided in regards to annual leave and long service leave provisions and benchmarking.

11.5 COUNCIL RESOLUTION - SHORT TERM LABOUR HIRE

RESOLUTION 2023/448

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That South Burnett Regional Council resolves it is satisfied that it would be impractical and disadvantageous for Council to invite quotes or tenders due to the specialised and confidential nature of the services provided to Council by the below list of Short-Term Labour Hire providers.

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

Against: Nil

CARRIED 7/0

11.6 SBRC 20/21_09 HEALTH CARE PROVIDERS

RESOLUTION 2023/449

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That South Burnett Regional Council approve the list of new providers to be included in the Register of providers for Health Care Services in alignment with the Tender Consideration Plan adopted on 19 of August 2020 in accordance with s230 of the *Local Government Regulation 2012*.

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

Against: Nil

CARRIED 7/0

12 PORTFOLIO - INFRASTRUCTURE PLANNING, WORKS (CONSTRUCTION & MAINTENANCE), WATER & WASTEWATER, PLANT & FLEET**12.1 SBRC 2223_07 PREFERRED SUPPLIER ARRANGEMENT - LINE MARKING**

RESOLUTION 2023/450

Moved: Cr Kirstie Schumacher

Seconded: Cr Jane Erkens

Based on the evaluation panel's assessment of all offers, South Burnett Regional Council appoint both Stewart Concrete Cutting Services and Suncoast Roadmarking as preferred suppliers for the supply and delivery of line marking services for a twenty-four (24) month period.

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

Against: Nil

CARRIED 7/0**12.2 SBRC 2223_04 ROAD RE-SURFACING AND MAINTENANCE - PREFERRED SUPPLIER**

RESOLUTION 2023/451

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

Based on the evaluation panels assessment of all offers, South Burnett Regional Council appoint RPQ Spray Seal Pty Ltd as preferred suppliers for the Road Re-Surfacing and Maintenance for a twenty-four (24) month period.

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

Against: Nil

CARRIED 7/0**12.3 KTP PROGRESS UPDATE**

RESOLUTION 2023/452

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That South Burnett Regional Council note the prioritisation list in agenda item 12.3 and the report for information.

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

Against: Nil

CARRIED 7/0

12.4 KINGAROY STREET ALFRESCO AREA OCCUPANCY

RESOLUTION 2023/453

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That:

1. The Chief Executive Officer be delegated to negotiate the occupancy of the two (2) alfresco areas on the Western side of Kingaroy Street.
2. Council apply the following fees:
 - 2023/24 - no charge
 - 2024/25 - \$250 per structure
3. The Chief Executive Officer be delegated to make the same conditional offer to hospitality businesses on the eastern side of Kingaroy Street.
4. That Council approves installing suitable furniture in line with the KTP all alfresco structures at the conclusion of the project if at such time they remain unoccupied.
5. That the matter is resolved as a high priority in the 2022/23 year.

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

Against: Nil

CARRIED 7/0

12.5 KINGAROY CBD PARKING RESTRICTIONS COMMUNITY CONSULTATION

RESOLUTION 2023/454

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That South Burnett Regional Council:

1. Introduce time limited parking as per the:
 - (a) Revised layout of P30 time limited parking in proximity to Australia Post as outlined in Attachment Two (2), based on business and community feedback received during consultation;
 - (b) Revised layout of time limited parking within the Kingaroy CBD as outlined in Attachment Three (3), based on business and community feedback received during consultation; and
 - (c) Install relevant traffic signage as per the above referenced layouts to regulate parking.
2. Develop an interim local law to regulate parking to give Council power to enforce traffic signs, while Council develops a local law; and
3. Make a local law to regulate parking in its local government area in conjunction with the review and development of Council's local laws as part of the 2023/24 Operational Plan.
4. That a 12 month review be undertaken.

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

Against: Nil

CARRIED 7/0

ADJOURN MORNING TEA

RESOLUTION 2023/455

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

That the meeting adjourn for morning tea.

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

Against: Nil

CARRIED 7/0

RESUME MEETING

RESOLUTION 2023/456

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 11:50am.

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

Against: Nil

CARRIED 7/0

Attendance:

At the resumption of the meeting Manager Infrastructure Planning James D'Arcy was present.

MOTION

RESOLUTION 2023/457

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That we move item 16.1 to be addressed next on the agenda.

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

Against: Nil

CARRIED 7/0

16.1 SBRC 2223_08 PARKS & OPEN SPACE MAINTENANCE PRE-QUALIFIED SUPPLIER REGISTER

RESOLUTION 2023/458

Moved: Cr Scott Henschen
Seconded: Cr Kathy Duff

That South Burnett Regional Council approve the recommended list of providers for the SBRC 2223_09 Parks and Open Space Maintenance Pre-qualified supplier register, established in accordance with s232 of the *Local Government Regulation 2012*.

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

Against: Nil

CARRIED 7/0

12.6 KINGAROY CBD PEOPLE WITH DISABILITIES (PWD) PARKING REVIEW

RESOLUTION 2023/459

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

1. Note the report; and
2. Undertake a media release in relation to its inclusivity and access within the Kingaroy CBD and ask the community for support in ensuring PWD spaces are only used by those with permits.

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

Against: Nil

CARRIED 7/0

Attendance:

At 11:53am, Strategic Procurement Coordinator Louise Reidy left the meeting.

12.7 WONDAI CBD STREETScape COMMUNITY CONSULTATION

RESOLUTION 2023/460

Moved: Cr Kathy Duff
Seconded: Cr Scott Henschen

That South Burnett Regional Council note the concept design and commences public consultation on the Wondai CBD Streetscape with the community.

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

Against: Nil

CARRIED 7/0

12.8 MURGON CBD PWD PARKING MODIFICATIONS

RESOLUTION 2023/461

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council:

- officers investigate the PWD parking user access into the footpaths within the Murgon CBD and work to implement improved access safety modifications; and
- a report to be brought back if capital upgrades are required.

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

Against: Nil

CARRIED 7/0

12.9 WONDAL INDUSTRIAL ESTATE ROAD NETWORK

RESOLUTION 2023/462

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That South Burnett Regional Council:

- Officers and Councillors consult with all relevant stakeholders at the Wondai Industrial Estate through an on-site meeting prior to the next Infrastructure, Environment and Compliance Standing Committee meeting on 3 May 2023;
- The meeting is advertised and promoted through Council's media and communications platforms and a letter of invitation is issued to all businesses within the precinct;
- A report be brought to the Infrastructure, Environment and Compliance Standing Committee meeting on 3 May 2023 as to stakeholder feedback and proposed solutions

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

Against: Nil

CARRIED 7/0

12.10 TINGOORA DTMR ROAD WORKS MATERIALS SITE

RESOLUTION 2023/463

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That South Burnett Regional Council:

- Officers liaise with DTMR as to removing or relocating the road works materials site located on the Bunya Highway road reserve within the village community of Tingoora in front of the Tingoora Hotel;
- Pursuant to such, Council undertake rehabilitation works to level the site, apply top dressing, re-grass the area and seek financial support from DTMR to assist with the costs to complete such works; and
- A report on this matter be brought to the Infrastructure, Environment and Compliance Standing Committee Meeting on 5 April 2023.

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

Against: Nil

CARRIED 7/0**Attendance:**

At 11:55am, Councillor Schumacher, having earlier informed the meeting of a declarable conflict of interest in Item 12.1, and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

At 11:56am, Manager Infrastructure Planning James D'Arcy left the meeting.

12.11 STAINES ROAD BLACKBUTT

RESOLUTION 2023/464

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

That the unmade 2km section of Staines Road up to the intersection with Packer Road and the connector Road from Gilliland Crescent to Staines Road are reclassified as formed roads and works undertaken prior to 30 June 2023 to bring up to a trafficable standard subject to appropriate approvals required.

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

Against: Nil

CARRIED 6/0**Attendance:**

At 11:56am, Cr Kirstie Schumacher returned to the meeting.

At 11:57am, Manager Infrastructure Planning James D'Arcy returned to the meeting.

12.12 NYSTROM ROAD BOOIE

RESOLUTION 2023/465

Moved: Cr Gavin Jones

Seconded: Cr Jane Erkens

That Item 12.12 lay on the table until after the onsite meeting.

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

Against: Nil

CARRIED 7/0

12.13 MAIDENWELL-GLENCLIFFE ROAD UPGRADE

RESOLUTION 2023/466

Moved: Cr Scott Henschen

Seconded: Cr Gavin Jones

That Officers provide a report to the Infrastructure, Environment and Compliance Standing Committee meeting to be held on 05 April 2023 as to the scope of works required and associated estimated cost to renew the Maidenwell-Glencliffe Road, including gravel re-sheeting and drainage works and that such works be considered for inclusion in the 2023/2024 works capital budget.

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

Against: Nil

CARRIED 7/0

12.14 PROSTON LOOKOUT

RESOLUTION 2023/467

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council assists in progressing the 'Proston Lookout' by working with the Proston and District Heritage Association to:

- Obtain authority to install three long information signs and provide assistance with installation of such as soon as practicable.

And that the following be considered in the 2023/24 Operational Budget to be done prior to the Proston Centenary (First weekend in October) and costings provided for the following;

- Undertake minimal earthworks to enable the placement of shade shelters;
- Installation of bollards;
- Provide a small amount of landscaping to enhance the appearance of the area;
- Investigate options for possible recycling of shade shelters removed from other sites.
- That the above-mentioned works are completed prior to 30 September 2023.

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

Against: Nil

CARRIED 7/0

12.14.1 QUESTION ON NOTICE - PROSTON LOOKOUT

Question on Notice received from Cr Kathy Duff:

What has progressed since the meeting on the 10 March?

Have the signs been erected? And

Are the bollards budgeted for?

12.15 PROPOSED BETTERMENT PROJECTS FOR LODGEMENT WITH THE QUEENSLAND RECONSTRUCTION AUTHORITY

RESOLUTION 2023/468

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That South Burnett Regional Council endorse the projects being nominated under the Betterment Fund and commit to funding the Council contribution amount if successful, under the 23/24 budget.

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

Against: Nil

CARRIED 7/0

12.16 HART STREET BLACKBUTT PEDESTRIAN PATH WORKS

RESOLUTION 2023/469

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That South Burnett Regional Council programs the following works into the 2022/2023 parks and gardens maintenance program in relation to the section of bitumen pedestrian footpath between 38 and 44 Hart Street, Blackbutt:

- spraying of the overgrown grass that is encroaching on and into the bitumen seal;
- removal of the grass and re-sealing of the damaged sections.

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

Against: Nil

CARRIED 7/0

12.17 MURGON FOOTPATHS

RESOLUTION 2023/470

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council proceeds to upgrade the pedestrian pathway on Krebs St, Murgon for a small section north of Stephen's Street from the current dilapidated bitumen path to a new concrete path is added to forward planning for the 2023/24 Capital Works Budget.

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

Against: Nil

CARRIED 7/0**12.18 MURGON DRAINAGE**

RESOLUTION 2023/471

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That South Burnett Regional Council meets with the Cobb Street South residents to work out a plan for the kerb & channelling at the northern end of Cobb Street South and does a costing to consider as part of the budget deliberations for the 2023/2024 capital works program.

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

Against: Nil

CARRIED 7/0**Attendance:**

At 12:08pm, Manager Infrastructure Planning James D'Arcy left the meeting.

At 12:09pm, Cr Gavin Jones left the meeting.

12.19 CHEMICAL APPLICATIONS USED ON COUNCIL'S ROADSIDE VEGETATION MAINTENANCE PROGRAM

RESOLUTION 2023/472

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That South Burnett Regional Council:

- Investigates options for vegetation control on roadside infrastructure, including mowing technology utilised in the horticulture industry (if applicable) and seeking advice from a suitably qualified agronomist, liaising with representative land holders and considering programs implemented by neighbouring councils including Western Downs; and
- An update be brought back to the May Infrastructure, Environment and Compliance Standing Committee Meeting

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

Against: Nil

CARRIED 6/0**Attendance:**

At 12:09 pm, Cr Gavin Jones returned to the meeting.

12.20 APPLICATION FOR A PERMIT TO OCCUPY LOT ON PLAN AP82220 ALONG THE RESERVE OF HIVESVILLE ROAD MARSHLANDS ADJACENT TO 2FY2064

RESOLUTION 2023/473

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That South Burnett Regional Council:

1. Advises the applicant that
 - (a) It supports the application for permit to occupy AAP8220 as shown in Attachment one (1) to the report.
2. Delegates authority under section 257 of the *Local Government Act 2009* to the Chief Executive Officer or their delegate to finalise any and all matters associated with the application.
 - (a) Execute, as road manager, Part C – Form LA30 ‘*Statement in relation to an application under the Land Act 1994 over State land*’ for the proposed permit to occupy.

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

Against: Nil

CARRIED 7/0

12.21 APPLICATION FOR THE PERMANENT ROAD CLOSURE FOR UNNAMED ROAD OFF MCCAULEY WEIR ROAD SOUTH EAST NANANGO

RESOLUTION 2023/474

Moved: Cr Jane Erkens
Seconded: Cr Scott Henschen

That South Burnett Regional Council:

1. Advise the applicant and the Department of Natural Resources and Mines that:
 - (a) It does not support the application to permanently close the two unnamed road segments adjacent to the property 63CSH1389 as shown in Attachment one (1).
2. Delegates authority under section 257 of the *Local Government Act 2009* to the Chief Executive Officer or their delegate to finalise any and all matters associated with the application.

Execute, as road manager, form Part C '*Statement in relation to an application under the Land Act 1994 over State land*' for the proposed permanent road closure.

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

Against: Nil

CARRIED 7/0

12.22 RECOGNITION OF TRADITIONAL OWNERS ON TOWN AND VILLAGE ENTRY SIGNAGE

RESOLUTION 2023/475

Moved: Cr Kathy Duff
Seconded: Cr Gavin Jones

That South Burnett Regional Council consults with the Cherbourg Aboriginal Shire Council and the appropriate traditional owners with a view to placing culturally appropriate recognition of the traditional owners on the back of the South Burnett village and town entry signs.

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

Against: Nil

CARRIED 7/0

13 PORTFOLIO - COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES

13.1 ANZAC DAY 2023

RESOLUTION 2023/476

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That the following Council representatives attend the respective ceremonies and carry out responsibilities as required on behalf of Council:

Town	Location	Time	Council Representative	Responsibility
Blackbutt Dawn Service	Memorial at Hart & Coulson Streets	4.27am	Cr Jones	Attendance Lay wreath
Memorial Service	Cenotaph	11.00am	Cr Jones	Attendance Lay wreath/Book
Bunya Mountains Memorial Service	Lone Pine Office, National Park Campground, Dandabah	8.00am	Cr Jones	Attendance Lay wreath
Cherbourg Commemorative Service	Cenotaph	8.00am	Cr Duff	Attendance Lay wreath
Hivesville Dawn Service	Main Street	5.30am	Cr Duff	Attendance Participate in Ceremony Lay wreath
Kingaroy Dawn Service	Memorial Park	4.28am	Cr Potter Cr Schumacher	Attendance
War Graves	Taabinga Cemetery	8.00am	Cr Potter	Attendance
Commemorative Service	Memorial Park	11.00am	Mayor Otto Cr Potter	Participate in march. Participate in ceremony Lay wreath
School Service	Taabinga State School (24.4.23)	9.30am	Cr Potter	Attendance Lay Wreath

Kumbia Commemorative Service	Flower bed next to Kumbia Hall	8.45am	Cr Henschen	Participate in march. Lay wreath
Maidenwell Memorial Service	Main Street Monument	10.30am	Cr Jones	Attendance Lay wreath
Murgon Fellowship	Services Club	4.45am		Attendance
Dawn Service	Gore Street Opposite Services Club	5.30am	Mayor Otto	Attendance Lay wreath
Commemorative Service	Services Club	10.00am	Cr Duff	Participate in march Participate in Ceremony Lay wreath
School Service	Murgon State School (24.4.23)	9.00am	Cr Duff	Attendance Lay Wreath
Nanango Dawn Service	Memorial in front of Chambers	5.30am	Cr Erkens	Lay wreath
Public Pilgrimage	Nanango Cemetery	7.00am	Cr Erkens	Attendance
Memorial Service	Memorial in front of Chambers	9.00am	Cr Erkens Mayor Otto	Lay wreath/Book
Proston Dawn Service		5.30am	GM Jarvis	Attendance Lay Wreath
School Service	Proston State School		Cr Duff	Attendance Lay wreath
Wondai Dawn Service	In front of Council Chambers	5.00am	Cr Henschen	Attendance
Memorial Service	Cemetery	8.00am	Cr Henschen	Attendance
Commemorative Service	Wondai Town Hall	10.00am	Cr Schumacher	Attendance Participate in Ceremony Lay wreath

Wooroolin Commemorative Service	Wooroolin Hall	11.00am	Cr Henschen	Organisation of service Lay wreath
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In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 7/0

13.1.1 MEDIA RELEASE - COUNCILLORS ANZAC DAY ATTENDANCE

RESOLVED 2023/477

That a media release be prepared with where each of the Councillors will be in attendance for Anzac Day.

13.2 KINGAROY YOUTH ENGAGEMENT CENTRE

RESOLUTION 2023/478

Moved: Cr Danita Potter
 Seconded: Cr Jane Erkens

That:

1. South Burnett Regional Council engages with our Youth Council and interested community members to form a working group with the view to establish a 'Youth Engagement Centre' , noting that the Youth Council may wish to recommend naming the proposed centre in keeping with its objectives; and
2. South Burnett Regional Council seeks expressions of interest from community organisations and suitably credentialled and authorised adult volunteers to support the centres operations and supervisory requirements and that report be brought back to a future Liveability, Governance and Finance Standing Committee Meeting.

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

Against: Nil

CARRIED 7/0

14 PORTFOLIO - NATURAL RESOURCE MANAGEMENT, RURAL SERVICES, AGRICULTURAL INNOVATION, COMPLIANCE AND ENVIRONMENTAL HEALTH**14.1 COMPLIANCE ENFORCEMENT ON BURNING IN RESIDENTIAL AREAS**

RESOLUTION 2023/479

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council run an education program explaining Local Law 3 and Subordinate Law 3 to the community targeting lighting and maintaining fires in rural residential and residential areas and explaining ramification of non-compliance.

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

Against: Nil

CARRIED 7/0**14.2 ESTABLISHMENT OF A FIREBREAK TO THE REAR OF PROPERTIES IN GRANT CRESCENT WONDAI**

RESOLUTION 2023/480

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That South Burnett Regional Council enters into discussions with the State Government regarding the establishment of a firebreak for properties fronting onto the western side of Grant Crescent, Wondai.

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

Against: Nil

CARRIED 7/0**15 PORTFOLIO - DISASTER MANAGEMENT, WASTE AND RECYCLING MANAGEMENT**

Nil

16 PORTFOLIO - RURAL RESILIENCE & DISASTER RECOVERY, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, FIRST NATIONS AFFAIRS**16.2 RENEWAL OF MURGON JUBILEE SWIMMING POOL MANAGEMENT**

RESOLUTION 2023/481

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That South Burnett Regional Council advertises the Management of the Murgon Jubilee Swimming Pool via the Tender Portal for a further 3 years.

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

Against: Nil

CARRIED 7/0

16.3 REMOVAL OF TREE IN MACALISTER STREET MURGON

RESOLUTION 2023/482

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That South Burnett Regional Council:

- Undertakes community consultation as to the removal of the Hoop Pine tree in front of the Murgon Ancient Songbird Centre in Macalister Street Murgon;
- Obtains quotes to have the tree removed;
- Provides a report to the standing committee meeting in July 2023;
- Liaises with community organisations regarding utilising the timber from the Hoop Pine tree should it be agreed to be removed.

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

Against: Nil

CARRIED 7/0

17 PORTFOLIO - TOURISM & VISITOR INFORMATION CENTRES, SPORT & RECREATION AND COMMERCIAL ENTERPRISES

17.1 MURGON VISITOR INFORMATION CENTRE

RESOLUTION 2023/483

Moved: Cr Kathy Duff
 Seconded: Cr Danita Potter

That South Burnett Regional Council consults with the Murgon Business & Development Association Inc. and community groups prior to considering any changes to the Visitor Information Centre in Murgon and a report be brought back to the June Liveability, Governance and Finance Standing Committee Meeting.

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

Against: Nil

CARRIED 7/0

18 PORTFOLIO - REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING

18.1 RECONFIGURATION OF A LOT (1 LOT INTO 2 LOTS) AT 64 BOAT MOUNTAIN ROAD, MURGON (AND DESCRIBED AS LOT 6 ON SP298256) - APPLICANT: J KAPERNICK C/- ONF SURVEYORS

RESOLUTION 2023/484

Moved: Cr Gavin Jones
 Seconded: Cr Kathy Duff

The application be approved subject to the Council conditions and adopted infrastructure charges notice attached to this decision notice.

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	Prepared By	Ref	Rev	Date
Proposed Subdivision Boat Mountain Rd Murgon Lot 6 on SP298256	ONF Surveyors	10823P/1	A	amended in red 24th FEB 2023

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.

LOT 9 – AGRICULTURAL BUFFER REQUIREMENT LOT 9

PLAN1. Install a landscaped vegetated buffer along the length of the eastern boundary of proposed Lot 9, to be maintained by the owner at all times. Unless otherwise agreed in writing with Council, the buffer shall be –

- Minimum 8.0m wide (pegged from rear eastern boundary).
 - Note, this area does not need to be fenced and can be maintained open and accessible to Lot 9.
 - contain random plantings of a variety of tree and shrub species of differing growth habitats, with trees at spacings of 4 to 5 m (approximately 2 rows), and shrubs (2 – 3 rows) at 2m spacings.
 - include species with consist of long, rough, fine leaved foliage which facilitates the more efficient capture of spray droplets, and which are fast growing and hardy for trees. All species are to be sourced locally.
- Notes:
- Coreflute Tree guards are recommended for trees and shrubs.
 - foliage for trees should be from the base to the crown.
 - mixed plantings of trees may be required to ensure there are no gaps in the lower canopy.

The buffer is to be installed prior to survey plan endorsement and is to be maintained.

Maintenance

Plant health	Replace dead or dying stock as required to maintain 100% of the initial planting density	As required
	Inspect planted stock for damage from browsing animals, disease, drought and take necessary treatment to maintain health of plantings.	As required
	Irrigate if prolonged dry periods occur to maintain health and vigour of planted stock	As required

ENGINEERING

- 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 \$48.00 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, Council's Development Manual and Standard Drawings, relevant Australian Standards, Codes of Practice, WBBROC Regional Standards Manual and 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. 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

- ENG8. Connect all lots to Council's reticulated water supply system.
- ENG9. Install a separate water service connection to each lot as per Council's standards. The water connection to the existing house shall be contained wholly within proposed Lot 9.

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. Construct a crossover to each lot, having a minimum width of 4 metres and vehicle turnout in accordance with Council's Standard Drawing No. 000490.
- ENG12. The access strip on proposed Lot 9 shall comprise a minimum standard of 100m of compacted gravel, 4 metres in width.

- ENG13. Design and construct all services for the existing house on proposed Lot 9 along the full length of the access strip.
- ENG14. Construct any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure including any stormwater fully pit, manhole, service infrastructure (e.g. power pole, telecommunications pit), road infrastructure (e.g. street sign, street tree, etc).

TELECOMMUNICATION

- ENG15. Provide telecommunications to all lots within the development.

ELECTRICITY

- ENG16. Submit to Council, written confirmation from an electricity provider that an agreement has been made for the supply of electricity.

DEVELOPER INCENTIVE

- ADV1. 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.

HERITAGE

- ADV2. 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

- 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.

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

Against: Nil

CARRIED 7/0

19 QUESTIONS ON NOTICE

19.1 CASH RECONCILIATION

RESOLUTION 2023/485

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That the response to the question regarding Cash Reconciliation raised by Councillor Kirstie Schumacher be received and noted.

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

Against: Nil

CARRIED 7/0

Attendance:

At 12:37pm, Manager Facilities & Parks Leanne Petersen entered the meeting.

20 CONFIDENTIAL SECTION

RESOLUTION 2023/486

Moved: Cr Scott Henschen

Seconded: Cr Danita Potter

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 Financial Hardship Rates Application – Assessment Number -31601-00000-000

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.

20.2 Financial Hardship Rates Application – Assessment Number - 20606-00000-000

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.

20.3 Renewal of Blackbutt and Proston Pool Management

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

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

Against: Nil

CARRIED 7/0

Attendance:

At 12:50pm, Councillor Schumacher, having earlier informed the meeting of a declarable conflict of interest in Item 20.3, and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

RESOLUTION 2023/487

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 6/0

MOTION

RESOLUTION 2023/488

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That we address item 20.3 next on the agenda.

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

Against: Nil

CARRIED 6/0

20.3 RENEWAL OF BLACKBUTT AND PROSTON POOL MANAGEMENT

RESOLUTION 2023/489

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council advertises the Management of the Blackbutt and Proston Swimming Pools via the Tender Portal for a further 3 years.

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

Against: Nil

CARRIED 6/0

Attendance:

At 12:56pm, Cr Kirstie Schumacher returned to the meeting.

20.1 FINANCIAL HARDSHIP RATES APPLICATION – ASESMENT NUMBER - 20606-00000-000

RESOLUTION 2023/490

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That South Burnett Regional Council agree to:

1. Write off interest charges to the value of \$1,015.50;
2. Suspend interest from accumulating while hardship payment arrangement is maintained;
3. Request the owner enter into a payment arrangement for Assessment Number 20606-00000-000 for \$210.00 per fortnight commencing 15 April 2023 for a period of 12 months;
4. Payments increasing to \$240.00 per fortnight from 15 April 2024 for a period of 12 months;
5. Payments increasing to \$270.00 per fortnight from 15 April 2025 for a period of 12 months;
6. Payments increasing to \$290.00 per fortnight from 15 April 2026 for a period of 12 months under normal rate arrangement conditions;
7. Payments increasing to \$305.00 per fortnight from 15 April 2027 for a period of 12 months under normal rate arrangement conditions;
8. A review of this Payment Plan monthly; or at other times if Council is advised that the Applicant's circumstances have changed significantly;
9. The expiry of this Payment Plan upon payment in full of all outstanding rates and charges; and
10. 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 Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 7/0

20.2 FINANCIAL HARDSHIP RATES APPLICATION – ASSESSMENT NUMBER -31601-00000-000

RESOLUTION 2023/491

Moved: Cr Danita Potter
Seconded: Cr Kathy Duff

That the South Burnett Regional Council:

1. Request the owner enter into a payment arrangement for Assessment Number 31601-00000-000 for \$200.00 per fortnight commencing 1 May 2023 for a period of 12 months;
2. Payments increasing to \$205.00 per fortnight from 1 May 2024 for a period of 12 months under normal rate arrangement conditions;
3. Payments increasing to \$210.00 per fortnight from 1 May 2025 for a period of 12 months under normal rate arrangement conditions;
4. Suspend interest from accumulating while hardship payment arrangement is maintained;
5. A review of this Payment Plan monthly; or at other times if Council is advised that the Applicant's circumstances have changed significantly;
6. The expiry of this Payment Plan upon payment in full of all outstanding rates and charges; and
7. 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 Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen

Against: Nil

CARRIED 7/0

21 CLOSURE OF MEETING

The Meeting closed at 12:57pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 26 April 2023.

.....
CHAIRPERSON

8 NOTICES OF MOTION

Nil

9 BUSINESS OUTSTANDING

9.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File Number: 26-04-2023

Author: Executive Assistant

Authoriser: General Manager Infrastructure

PRECIS

Business outstanding table for the Ordinary Council Meeting

SUMMARY

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

OFFICER'S RECOMMENDATION

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

BACKGROUND

N/A

ATTACHMENTS

1. **Business Outstanding Table - 26 April 2023**  

BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Meeting Date: 26 April 2023

Attachment No: 1

Meeting	Subject	Resolution	Notes
Council 27/04/2022	Material change of use application for expansion of an existing piggery to 57,000SPU and associated infrastructure at 536 & 592 Morgans Road Windera and other properties - Lot 202 SP 251979 Lot 203 SP 251979 Lot 49 MZ 555 - Applicant: Jamz & Co In...	<p>OFFICER'S RECOMMENDATION</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 & Co Investments Pty Ltd – MCU21/0017 subject to the following conditions:</p> <p>RESOLUTION 2022/486</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <p>Procedural Motion</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 style="text-align: center;">CARRIED 4/2</p>	<p>05 May 2022 3:46pm Donohue, Kimberley - Reallocation Action reassigned to Lisle, Michael by Donohue, Kimberley</p> <p>20 Oct 2022 3:49pm Lisle, Michael 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>28 Oct 2022 8:39am Donohue, Kimberley - Reallocation Action reassigned to Brooks, Darryl by Donohue, Kimberley</p> <p>20 Jan 2023 2:15pm O'May, Peter Review of road works progress scheduled February 2023</p>
Council 25/05/2022	Expression of Interest - Update for Donation of Replaced Mowers to Local Community Groups	<p>RESOLUTION 2022/530</p> <p>Moved: Cr Kathy Duff 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"> That Plant No. 4491 be withheld from donating to local community groups because of a major failure and components that need replacing, which would result in a costly repair bill. That Plant No. 4495 be removed from list of mowers to be donated as this mower has already been delivered to the Wondai Air Strip. That Plant No's 4487 and 4499 be repaired ready for donation. That all the new mowers should be received before an Expression of Interest is advertised. 	<p>20 Jun 2022 10:57am Kruger, Wendy 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>15 Jul 2022 10:29am Kruger, Wendy Update: Awaiting arrival of replacements for Plant No.'s 4497 & 421, before EOI's are called.</p> <p>17 Aug 2022 10:09am Kruger, Wendy Update: Advised by Fleet Scheduler that replacement mowers are due at the end of August 2022.</p> <p>27 Sep 2022 1:47pm Kruger, Wendy Advised by Strategic Procurement Coordinator that as of 27 September, the replacement mowers have not been received.</p> <p>14 Nov 2022 11:55am Kruger, Wendy</p>

	<p>5. That Procurement formally advertise an Expression of Interest once all the new mowers have been received (Approximately August 2022).</p> <p>6. That Council formally acknowledge the Expressions of interest already received and provide information of how the donations of the mowers will proceed.</p> <p>7. That once the expressions of interests have been received, the allocation of the mowers be established by the Community Grants Committee.</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>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>14 Nov 2022 12:10pm Kruger, Wendy - Reallocation</p> <p>Action reassigned to Orchard, Brandon by Kruger, Wendy - Re-tasked to Fleet Scheduler to update once EOI's are ready to be called and uploaded to Council's website.</p>
<p>Council 28/09/2022</p> <p>Flood Recovery Works Update</p>	<p>RESOLUTION 2022/153</p> <p>Moved: Cr Kathy Duff 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;">CARRIED 7/0</p> <p>RESOLVED 2022/154</p> <p>That the Council note and publicly acknowledge the staff for what they do in often challenging circumstances.</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>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. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>31 Oct 2022 1:22pm Kruger, Wendy For Acting Coordinator Plant & Fleet to action and finalise. 31 Oct 2022 1:24pm Kruger, Wendy - Reallocation Action reassigned to Orchard, Brandon by Kruger, Wendy - To action and finalise</p>
<p>CARRIED 6/0</p>			
<p>Council 26/10/2022</p>	<p>Clearing of Vegetation - Kapernick's Park - Boat Mountain</p>	<p>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 <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Kathy Duff <u>Against:</u> Cr Scott Henschen</p>	<p>31 Oct 2022 2:17pm Hodson, Lara - Reallocation Action reassigned to Petersen, Leanne by Hodson, Lara 24 Mar 2023 12:31pm Petersen, Leanne Vegetation Maps reviewed and discussions held with Departmental Vegetation Officers. Fenceline has been cleared approximate 1m up to 10m. However the remnant vegetation has been identified as high value regrowth and area containing endangered regional ecosystem., Meeting to be held with landholder to discuss maintaining the cleared area.</p>
<p>CARRIED 5/1</p>			
<p>Council 23/11/2022</p>	<p>Kingaroy Memorial Park - Dog Park Relocation</p>	<p>RESOLUTION 2022/257 Moved: Cr Danita Potter Seconded: Cr Kirstie Schumacher That:</p>	<p>30 Nov 2022 10:04am Hodson, Lara - Reallocation Action reassigned to Petersen, Leanne by Hodson, Lara 20 Jan 2023 11:17am O'May, Peter March 2023 Standing Committee</p>

		<p>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.</p> <p>2. A report be brought back to the Infrastructure, Environment and Compliance Standing Committee meeting in March 2023 on the preferred option for dog park location in Kingaroy.</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>08 Mar 2023 11:11am Kemp, Fiona Report being completed for the April Council meeting on the possible sites and community consultation results.</p>
CARRIED 7/0			
Council 23/11/2022	Petition - Murgon Dog Park	<p>RESOLUTION 2022/258</p> <p>Moved: Cr Kathy Duff Seconded: Cr Gavin Jones</p> <p>That: -</p> <p>1. Public consultation be undertaken to seek community input into possible location of a dog park.</p> <p>2. A dog park in Murgon be designed and costed for consideration in the 2023-24 budget</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>30 Nov 2022 10:05am Hodson, Lara - Reallocation Action reassigned to Petersen, Leanne by Hodson, Lara</p> <p>20 Jan 2023 10:47am O'May, Peter Consultation in first quarter 2023 for 23/24 budget consideration</p> <p>08 Mar 2023 11:12am Kemp, Fiona Report to be completed for the April Council Meeting - Council to review possible sites and type of community consultation</p>
CARRIED 7/0			
Council 23/11/2022	Goodger School - Land Reserve	<p>RESOLUTION 2022/261</p> <p>Moved: Cr Danita Potter Seconded: Cr Gavin Jones</p> <p>That South Burnett Regional Council:</p> <p>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.</p>	<p>30 Nov 2022 10:58am Hodson, Lara - Reallocation Action reassigned to Bayntun, Rebecca by Hodson, Lara</p> <p>20 Jan 2023 11:49am Bayntun, Rebecca Public Consultation plan and information sheet being prepared.</p>

		<p>2. Public consultation be undertaken to advise the community of the current situation and future options.</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;">CARRIED 7/0</p>
Council 23/11/2022	Question on Notice - Survey	<p>Question on Notice Received from Cr Kirstie Schumacher: Can a copy of the LGAQ Cost Shifting Survey be forwarded to all the Councillors when the feedback is finalised?</p> <p>20 Jan 2023 8:55am Pitt PSM, Mark contact made with LGAQ and SLT to obtain any further information to continue to develop the submission - report yet to be released and will be forwarded to councillors upon completion</p> <p>21 Mar 2023 2:49pm Pitt PSM, Mark Some of the items discussed from include impacts from ERAs; Waste Levy; changes to 1080 baiting; health services support; surveillance cameras/crime prevention initiatives for eg. Final report yet to be received.</p>
Council 14/12/2022	Notice of Motion - Gore Street Footpath	<p>RESOLUTION 2022/285</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <p>That Cr Henschen's motion in relation to the allocation of the LRCI 2023/2024 funding be lifted off the table and dealt with.</p> <p><u>In Favour:</u> Crs Brett Otto, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Crs Gavin Jones and Kirstie Schumacher</p> <p style="text-align: right;">CARRIED 5/2</p> <p>MOTION</p> <p>MOTION</p> <p>Moved: Cr Scott Henschen Seconded: Cr Jane Erkens</p> <p>That the following projects are scoped and costed with a view to Council applying the \$1,644,465 of LRCI phase 3 extension</p>

funding in the 2023/2024 year to these capital projects and a report be brought to a future Infrastructure, Environment and Compliance Standing Committee Meeting, including capital and whole of life costings for consideration:

- Wondai Industrial Estate stage 2;
- Haly Street Wondai drainage and road sealing;
- Alford Street east Kingaroy - stage 1 rehabilitation;
- Gore Street Murgon SHS kerb and channelling / parking.

AMENDMENT

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the following projects are scoped on a preliminary basis with high level cost estimates so as to be considered through the application of the prioritisation tool along side other capital projects as part of the 2023/24 capital budget considerations of Council

- Wondai Industrial Estate stage 2;
- Gore Street Murgon SHS kerb and channelling / parking.
- McKell Park, Wondai
- Coronation Park, Wondai
- Coopers Gap viewing platform
- Lions Park Kingaroy completion
- Murgon basketball half court
- Preston look out
- Apex Park Carpark, Kingaroy
- Tingoora Drainage
- Youth Park, Kingaroy

The amendment became the resolution.

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

Against: Cr Gavin Jones

CARRIED 6/1			
<p>Council 14/12/2022</p>	<p>Notice of Motion - Murgon Christmas Tree</p>	<p>MOTION Moved: Cr Kathy Duff Seconded: Cr Kirstie Schumacher That South Burnett Regional Council provide funding for the</p> <ol style="list-style-type: none"> 1. Purchase of three new Christmas Trees at Murgon, Hivesville and Kumbia, for a total cost of \$33,000 and allocate \$33,000 from 22/23 Capital Building underspend of other Capital projects. 2. Purchase of new decorations for the 3 new trees from the 22/23 Operational Parks budget. Total cost of \$30,000. 3. Installation of new footings for the relocation of Wondai, Proston and Blackbutt Christmas Trees, estimated cost of \$3,000 per footing, total cost of \$9,000 allocated from the 2022/23 Operational parks budget. 4. Request the relevant Manager consult with the Murgon Business and Development Association Management Committee and the Hivesville Progress Association and the Divisional Councillor in January 2023 to ensure that they have input into the size, type and location of the trees. <p>AMENDMENT Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter</p> <ol style="list-style-type: none"> 1. Purchase of three new Christmas Trees at Murgon, Hivesville and Kumbia, for a total cost of \$33,000 and allocate \$33,000 from 22/23 Capital Building underspend of other Capital projects. 2. Purchase of new decorations for the 3 new trees from the 22/23 Operational Parks budget. Total cost of \$30,000. 	<p>09 Jan 2023 10:09am Hodson, Lara - Reallocation Action reassigned to Petersen, Leanne by Hodson, Lara 20 Jan 2023 2:12pm O'May, Peter Budget adjustments being incorporated into 2nd Qtr budget review 24 Mar 2023 12:22pm Petersen, Leanne Request for quotation to construct Christmas Tree frames has been sent out to local fabrication businesses. Council Fabrication Branch has all materials to commence work on footing cages.</p>

3. Installation of new footings for the relocation of Wondai, Proston and Blackbutt Christmas Trees, estimated cost of \$3,000 per footing, total cost of \$9,000 allocated from the 2022/23 Operational parks budget.

4. Write to the Murgon Business and Development Association and advise them of the outcome of this resolution.

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

Against: Nil

CARRIED 7/0

The Amendment became the resolution.

RESOLUTION 2022/292

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

1. Purchase of three new Christmas Trees at Murgon, Hivesville and Kumbia, for a total cost of \$33,000 and allocate \$33,000 from 22/23 Capital Building underspend of other Capital projects.

2. Purchase of new decorations for the 3 new trees from the 22/23 Operational Parks budget. Total cost of \$30,000.

3. Installation of new footings for the relocation of Wondai, Proston and Blackbutt Christmas Trees, estimated cost of \$3,000 per footing, total cost of \$9,000 allocated from the 2022/23 Operational parks budget.

4. Write to the Murgon Business and Development Association and advise them of the outcome of this resolution.

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

Against: Nil

CARRIED 7/0

<p>Council 14/12/2022</p>	<p>Quote SBRCQ- 22/23-27 - Purchase of one (1) Grader to replace Plant No. 1506.</p>	<p>RESOLUTION 2022/299 Moved: Cr Gavin Jones Seconded: Cr Scott Henschen That Council purchase one (1) Komatsu GD655-7 for \$467,400.00 excluding GST from Komatsu Australia. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Cr Jane Erkens</p>	<p>24 Jan 2023 2:16pm Kruger, Wendy - Reallocation Action reassigned to Orchard, Brandon by Kruger, Wendy - For Action & completion</p>
CARRIED 6/1			
<p>Council 14/12/2022</p>	<p>McCauley Weir Road Access</p>	<p>RESOLUTION 2022/1 Moved: Cr Gavin Jones Seconded: Cr Danita Potter That Item 9.3 Notice of Motion – McCauley Weir Water Reserve lay on the table subject to a road safety audit and iinsurance reveiw report being brought back to a meeting in early 2023. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	
CARRIED 7/0			
<p>Council 14/12/2022</p>	<p>EBA Negotiations</p>	<p>RESOLUTION 2022/333 Moved: Cr Danita Potter Seconded: Cr Gavin Jones That South Burnett Regional Council endorse the following proposal to be put to a staff vote for the draft Enterprise Bargaining Agreement: 2-year Agreement, with limited changes to the current provisions to the exclusion of: • A once off increase over the life of the Agreement of 4% to the on-call allowance for staff on call rosters to ensure the ongoing provision of Council's core services (i.e. Water and Wastewater, Compliance, Works);</p>	

		<ul style="list-style-type: none"> • A once off increase of \$15 to the Officers Uniform allowance and an increase of \$15 to PPE (work boots) in both Agreements if it is a requirement of the role; • Equal Employment Opportunity; • Participation from Unions and delegates in Corporate Induction; and • 4% wage increase each year of the agreement. <p><u>In Favour:</u> Crs Gavin Jones, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Crs Brett Otto and Kathy Duff</p> <p style="text-align: right;">CARRIED 4/2</p>	
Council 14/12/2022	Question on Notice - Rates Notice	Question on Noticed from Cr Danita Potter: Is there ability to add additional information on the rates notices regarding the rural lot reconfigurations?	31 Jan 2023 3:27pm Kruger, Wendy - Reallocation Action reassigned to Anderson, Kerri by Kruger, Wendy - To Action and provide a response.
Council 25/01/2023	Notice of Motion - Electricity Supply on Rural Lot Reconfigurations within in Rural Zones	<p>RESOLUTION 2023/339</p> <p>Moved: Cr Brett Otto Seconded: Cr Kathy Duff</p> <p>PROCEDURAL MOTION:</p> <p>That the matter be lifted off the table.</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;">CARRIED 7/0</p> <p>AMENDMENT</p> <p>Moved: Cr Brett Otto Seconded: Cr Kathy Duff</p> <p>1. In respect of all future reconfiguration applications for the creation of allotments within the rural zoning, if approved, the following condition be made available to the applicant in relation to Electricity Supply:</p>	07 Feb 2023 2:13pm King, Denise - Reallocation Action reassigned to Hursthouse, David by King, Denise

The applicant demonstrates that alternative sources of electricity supply, such as solar energy, if required, could be made available as an alternative option to a reticulated connection.

2. That Council incorporates the following standard statement as part of Council's response to all future applications for rates searches on rural zoned properties:

Council cannot guarantee the supply of connecting electricity and telecommunications infrastructure on the property to which this rates search relates. As such, Council recommends that the applicant undertake their own due diligence in relation to such infrastructure.

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

Against: Nil

CARRIED 7/0

THE AMENDMENT BECAME THE RESOLUTION

RESOLUTION 2023/340

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

1. In respect of all future reconfiguration applications for the creation of allotments within the rural zoning, if approved, the following condition be made available to the applicant in relation to Electricity Supply:

The applicant demonstrates that alternative sources of electricity supply, such as solar energy, if required, could be made available as an alternative option to a reticulated connection.

	<p>2. That Council incorporates the following standard statement as part of Council's response to all future applications for rates searches on rural zoned properties:</p>	<p>Council cannot guarantee the supply of connecting electricity and telecommunications infrastructure on the property to which this rates search relates. As such, Council recommends that the applicant undertake their own due diligence in relation to such infrastructure.</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>CARRIED 7/0</p>
<p>Council 25/01/2023</p>	<p>Gift of land to the South Burnett Child Care Centre at Kingaroy</p>	<p>RESOLUTION 2023/365</p>	<p>07 Feb 2023 2:25pm King, Denise - Reallocation Action reassigned to Brooks, Darryl by King, Denise</p>	<p>Moved: Cr Kirstie Schumacher Seconded: Cr Gavin Jones</p>	<p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. Develop a framework to consider requests from community groups that ask Council to transfer land at nil consideration, to ensure consistent decision-making. 2. Conduct a development application for subdivision of Lot 86 on RP7951 in line with the current South Burnett Child Care and Kindergarten lease area. 3. Continue engagement with South Burnett Child Care and Kindergarten as to appropriate long term tenure arrangements.
<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>CARRIED 7/0</p>			

<p>Council 25/01/2023</p>	<p>Consideration for Remission on Rates - Assessment 14513-00000-000</p>	<p>RESOLUTION 2023/364 Moved: Cr Brett Otto Seconded: Cr Gavin Jones That the matter lay on the table. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>07 Feb 2023 2:31pm Kruger, Wendy - Reallocation Action reassigned to Calvert, Michelle by Kruger, Wendy - For Action & Completion 07 Feb 2023 2:55pm Paterson, Lynelle - Reallocation Action reassigned to Anderson, Kerri by Paterson, Lynelle</p>
CARRIED 7/0			
<p>Council 22/02/2023</p>	<p>Notice of Motion - Country Universities Hub</p>	<p>RESOLUTION 2023/396 Moved: Cr Danita Potter Seconded: Cr Kathy Duff That South Burnett Regional Council start the process of organising a Management Committee for a Country Universities Centres (CUC's) of which the Hub will be in Kingaroy with later expectations of the centre opening other satellite CUCs in the surrounding towns/villages including Cherbourg. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>06 Mar 2023 8:33am King, Denise - Reallocation Action reassigned to Pointon, Jennifer by King, Denise</p>
CARRIED 7/0			
<p>Council 22/02/2023</p>	<p>Art, Culture and Heritage Advisory Committee</p>	<p>RESOLUTION 2023/397 Moved: Cr Danita Potter Seconded: Cr Jane Erkens That the following recommendations be adopted; 1. That the Regional Arts Development Fund guidelines be amended to include a RADF Quick Response Grant Program with a maximum of \$1000 per application. 2. That a RADF Quick Response Grant Program be introduced in the financial year 2023/24.</p>	<p>06 Mar 2023 8:26am King, Denise - Reallocation Action reassigned to Pointon, Jennifer by King, Denise</p>

	<p>3. That the RADF grant application to Arts Queensland be increased to \$20,000.</p> <p>4. That the current term of the Advisory Committee is extended to 30 June 2024.</p> <p>5. Jonathon Fearnley's Expression of Interest be accepted as Nanango Theatre Company's replacement for Valerie Mathews on the Arts, Culture, and Heritage Advisory Committee.</p> <p>6. That Council appoint the following individuals as proxy members of the Arts, Culture and Heritage Advisory Committee in accordance with the Arts, Culture and Heritage Terms of Reference:</p> <ol style="list-style-type: none"> 1. Nanango Theatre Company - Valerie Mathews 2. Kingaroy Art Gallery - Fran Van Vegchel 3. Community Representative - Kerry Lloyd <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;">CARRIED 7/0</p>	
<p>Council 22/02/2023</p> <p>Creative Country Association Inc - Murgon Ancient Songbird Centre</p>	<p>RESOLUTION 2023/398</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council write to the Minister for Tourism and the CEO of Tourism Events Queensland on behalf of the Creative Country Association requesting engagement with Creative Country Association as to funding options that may be available to the association for \$150,000 to complete their project.</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;">CARRIED 7/0</p>	<p>06 Mar 2023 8:27am King, Denise - Reallocation Action reassigned to Pointon, Jennifer by King, Denise</p>

<p>Council 22/02/2023</p>	<p>Rural Residential Blocks</p>	<p>RESOLUTION 2023/401 Moved: Cr Kathy Duff Seconded: Cr Danita Potter That South Burnett Regional Council review the Overgrown Property Policy – Statutory062 to consider the designated town area maps and the adjoining rural residential allotments one (1) hectare or less that may not have been captured in the policy as part of the annual review process. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>06 Mar 2023 8:36am King, Denise - Reallocation Action reassigned to Petersen, Leanne by King, Denise 08 Mar 2023 11:30am Kemp, Fiona - Reallocation Action reassigned to Brooks, Darryl by Kemp, Fiona - Please review and update this meeting action. Thank you</p>
		CARRIED 7/0	
<p>Council 22/02/2023</p>	<p>Notice of Motion regarding Nanango Walking Track – Slashing.</p>	<p>RESOLUTION 2023/408 Moved: Cr Scott Henschen Seconded: Cr Jane Erkens That a report regarding the previously planted treed area and costing on the parkland/road reserve area adjacent to the pedestrian pathway in South Nanango (D’Aguilar Highway) be undertaken in consultation with staff and suggested recommendations that consider community feedback be brought back to the April Liveability, Governance and Finance Standing Committee meeting. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>06 Mar 2023 8:35am King, Denise - Reallocation Action reassigned to Petersen, Leanne by King, Denise 08 Mar 2023 3:32pm Kemp, Fiona Community Consultation Plan is currently being developed.</p>
		CARRIED 7/0	
<p>Council 22/02/2023</p>	<p>CTC Land Transfer</p>	<p>RESOLUTION 2023/419 Moved: Cr Danita Potter Seconded: Cr Kirstie Schumacher That in accordance with the <i>Local Government Act 2009</i> (the Act), Section 257, Council delegate to the Chief Executive Officer of Council, the power under section 262(3) of the Act, to negotiate and agree in principle the terms and conditions of a</p>	<p>06 Mar 2023 8:50am King, Denise - Reallocation Action reassigned to O’May, Peter by King, Denise</p>

		<p>contract for the disposal of the Kingaroy Enterprise Centre land and building assets to the community organisation, South Burnett CTC in accordance with Section 236 of the <i>Local Government Regulation 2012</i>, for future consideration and/or approval by Council.</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;">CARRIED 7/0</p>	
Council 22/02/2023	Motion - Pre Lodgement Meeting	<p>MOTION</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <p>That the Mayor and all Councillors be invited to attend pre-lodgement meetings as an observer for information purposes only and conduct themselves in accordance with section 3.1 of the Council Councillor Contact with Developers and Submitters Policy – Statutory071.</p> <p><u>In Favour:</u> Crs Danita Potter and Kathy Duff</p> <p><u>Against:</u> Crs Brett Otto, Jane Erkens, Gavin Jones, Kirstie Schumacher and Scott Henschen</p> <p style="text-align: right;">LOST 2/5</p> <p>Cr Kirstie Schumacher foreshadowed the following motion:</p> <p>That the Mayor and all Councillors receive an email providing a summary on what pre-lodgement meetings have taken place during the week and a reasonable update on such.</p> <p>17.3.1 PRE LODGEMENT MEETING</p> <p>MOTION</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Jane Erkens</p>	<p>06 Mar 2023 8:48am King, Denise - Reallocation Action reassigned to Brooks, Darryl by King, Denise</p>

		<p>That the Mayor and all Councillors receive an email providing a summary on what pre-lodgement meetings have taken place during the week and a reasonable update on such.</p> <p>RESOLUTION 2023/385</p> <p>Moved: Cr Brett Otto Seconded: Cr Kathy Duff</p> <p>That item 17.3 lay on the table.</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;">CARRIED 7/0</p>	
Council 20/02/2023	Notice of Motion - 1 Pound Street Kingaroy	<p>MOTION</p> <p>Moved: Cr Brett Otto Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. Subdivides 6000 (150m x 40m) square metres of the northern end of the Pound Street allotment and gifts such to the Kingaroy-Memerambi RSL Sub-Branch for the purpose of developing up to fourteen accommodation units for veterans and their widows; 2. Markets the remaining land area that is suitable for an over 60's residential development to potential investors and developers for the construction of a retirement village with independently owned unit dwellings; and 3. That the flood prone and electricity easement area at the northern end be retained as a community asset for the community park fronting Kingaroy Street land and development of a community garden and consideration of a public car park accessible via Pound Street. <p><u>In Favour:</u> Crs Brett Otto and Kathy Duff</p> <p><u>Against:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen</p>	<p>24 Mar 2023 12:19pm Petersen, Leanne Council recruiting Land Investigation Officer to have appropriate resources to progress this action.</p>

		LOST 2/5
		<p>Cr Kirstie Schumacher foreshadowed the following motion:</p> <p>That Council offer to gift the Kingaroy Memerambi RSL Sub-Branch the vacant residential lot at 24 Haly Street Kingaroy which is Lot 56 RP37004 and Lot 55 RP37004 for the purpose of construction veteran housing.</p> <p>RESOLUTION 2023/430</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Jane Erkens</p> <p>That Council offer to gift the Kingaroy Memerambi RSL Sub-Branch the vacant residential lot at 24 Haly Street Kingaroy which is Lot 56 RP37004 and Lot 55 RP37004 for the purpose of construction veteran housing.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Crs Brett Otto and Kathy Duff</p> <p style="text-align: right;">CARRIED 5/2</p>
Council 20/02/2023	Development of 1 Pound Street, Kingaroy	<p>RESOLUTION 2023/433</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Scott Henschen</p> <p>In relation to the future sale and development of the property known as 1 Pound Street, Kingaroy, that Council:</p> <ol style="list-style-type: none"> 1. Not accept the offer made by Property Opportunities in July 2021 2. Not accept the offer made by LJ Hooker in September 2022. 3. That car parking options are investigated and a report be brought back to a future Council Meeting. <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;">CARRIED 7/0</p>

<p>Council 20/02/2023</p>	<p>Development of Conditional Tender - 1 Pound Street Kingaroy</p>	<p>RESOLUTION 2023/434</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Jane Erkens</p> <p>That South Burnett Regional Council develop a conditional tender to divest of 1 Pound Street, Kingaroy Lot 13 on RP814986 and offer the land for sale for a proposed mixed-use development of commercial and/or residential use by way of tender in the first instance, and if not sold, list for sale on the open market.</p> <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Crs Brett Otto and Gavin Jones</p> <p style="text-align: right;">CARRIED 5/2</p>	<p>24 Mar 2023 12:16pm Petersen, Leanne Recruiting for a Land Investigation Officer to have appropriate resources within Council to progress this action.</p>
<p>Council 29/03/2023</p>	<p>Notice of Motion - Advocacy - 25 year Economic Roadmap</p>	<p>RESOLUTION 2023/442</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council seek a meeting for Mayor Otto and Cr Schumacher to provide a brief and seek support for the South Burnett's 25 year economic roadmap with:</p> <ul style="list-style-type: none"> • Hon. David Littleproud MP, Federal member for Maranoa • Hon. Llew O'Brien MP, Federal member for Wide Bay • Colin Boyce MP, Federal member for Flynn • Hon. Dr Steven Miles, Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning and Minister Assisting the Premier on Olympic and Paralympic Games Infrastructure. <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;">CARRIED 7/0</p>	<p>06 Apr 2023 10:05am Hunt, Bree 6.4.23 Emails have been seeking meeting times and availability.</p> <p>13 Apr 2023 9:00am Hunt, Bree 11.04.23 Meeting with Colin Boyce is scheduled for 28 April 2023.</p>

Council 29/03/2023	Question on Notice - Kapernicks Park	Question on Notice received from Cr Kathy Duff: When is the meeting with the landholder scheduled for?	04 Apr 2023 3:36pm King, Denise - Reallocation Action reassigned to Petersen, Leanne by King, Denise
Council 29/03/2023	Question on Notice - Staff Matrix & Benchmarking	Question on Notice received from Cr Kirstie Schumacher: That further detail be provided in regards to annual leave and long service leave provisions and benchmarking.	
Council 29/03/2023	Kingaroy CBD People with Disabilities (PWD) Parking Review	RESOLUTION 2023/459 Moved: Cr Danita Potter Seconded: Cr Scott Henschen 1. Note the report; and 2. Undertake a media release in relation to its inclusivity and access within the Kingaroy CBD and ask the community for support in ensuring PWD spaces are only used by those with permits. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil CARRIED 7/0	
Council 29/03/2023	Proston Lookout	RESOLUTION 2023/467 Moved: Cr Kathy Duff Seconded: Cr Danita Potter That South Burnett Regional Council assists in progressing the 'Proston Lookout' by working with the Proston and District Heritage Association to: • Obtain authority to install three long information signs and provide assistance with installation of such as soon as practicable. And that the following be considered in the 2023/24 Operational Budget to be done prior to the Proston Centenary (First weekend in October) and costings provided for the following;	18 Apr 2023 11:23am Champney, Kristy - Reallocation Action reassigned to King, Denise by Champney, Kristy - Parks and Garden action 19 Apr 2023 8:05am King, Denise - Reallocation Action reassigned to Petersen, Leanne by King, Denise

		<ul style="list-style-type: none"> • Undertake minimal earthworks to enable the placement of shade shelters; • Installation of bollards; • Provide a small amount of landscaping to enhance the appearance of the area; • Investigate options for possible recycling of shade shelters removed from other sites. • That the above-mentioned works are completed prior to 30 September 2023. <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;">CARRIED 7/0</p>	
Council 29/03/2023	Recognition of Traditional Owners on Town and Village Entry Signage	<p>RESOLUTION 2023/475</p> <p>Moved: Cr Kathy Duff Seconded: Cr Gavin Jones</p> <p>That South Burnett Regional Council consults with the Cherbourg Aboriginal Shire Council and the appropriate traditional owners with a view to placing culturally appropriate recognition of the traditional owners on the back of the South Burnett village and town entry signs.</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;">CARRIED 7/0</p>	
Council 29/03/2023	Kingaroy Youth Engagement Centre	<p>13.2 KINGAROY YOUTH ENGAGEMENT CENTRE</p> <p>RESOLUTION 2023/478</p> <p>Moved: Cr Danita Potter Seconded: Cr Jane Erkens</p> <p>That:</p> <p>1. South Burnett Regional Council engages with our Youth Council and interested community members to form a working group with the view to establish a 'Youth Engagement Centre' ,</p>	<p>04 Apr 2023 3:35pm King, Denise - Reallocation Action reassigned to Pointon, Jennifer by King, Denise</p>

		<p>noting that the Youth Council may wish to recommend naming the proposed centre in keeping with its objectives; and</p> <p>2. South Burnett Regional Council seeks expressions of interest from community organisations and suitably credentialed and authorised adult volunteers to support the centres operations and supervisory requirements and that report be brought back to a future Liveability, Governance and Finance Standing Committee 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;">CARRIED 7/0</p>	
Council 29/03/2023	Compliance Enforcement on Burning in Residential Areas	<p>RESOLUTION 2023/479</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council run an education program explaining Local Law 3 and Subordinate Law 3 to the community targeting lighting and maintaining fires in rural residential and residential areas and explaining ramification of non-compliance.</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;">CARRIED 7/0</p>	<p>04 Apr 2023 3:31pm King, Denise - Reallocation Action reassigned to Brooks, Darryl by King, Denise - Run an education program</p>
Council 29/03/2023	Establishment of a Firebreak to the Rear of Properties in Grant Crescent Wondai	<p>RESOLUTION 2023/480</p> <p>Moved: Cr Scott Henschen Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council enters into discussions with the State Government regarding the establishment of a firebreak for properties fronting onto the western side of Grant Crescent, Wondai.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p>	<p>04 Apr 2023 3:33pm King, Denise - Reallocation Action reassigned to Pointon, Jennifer by King, Denise - discussions re establishment of a firebreak</p>

		<u>Against:</u> Nil	
		CARRIED 7/0	
Council 29/03/2023	Renewal of Murgon Jubilee Swimming Pool Management	<p>RESOLUTION 2023/481</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council advertises the Management of the Murgon Jubilee Swimming Pool via the Tender Portal for a further 3 years.</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>04 Apr 2023 3:20pm King, Denise - Reallocation Action reassigned to Pointon, Jennifer by King, Denise - Consults with Murgon Business & Development Association Inc and community groups prior to considering any changes to the Visitor Information Centre Murgon</p>
		CARRIED 7/0	
Council 29/03/2023	Removal of Tree in MacAlister Street Murgon	<p>RESOLUTION 2023/482</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council:</p> <ul style="list-style-type: none"> • Undertakes community consultation as to the removal of the Hoop Pine tree in front of the Murgon Ancient Songbird Centre in Macalister Street Murgon; • Obtains quotes to have the tree removed; • Provides a report to the standing committee meeting in July 2023; • Liaises with community organisations regarding utilising the timber from the Hoop Pine tree should it be agreed to be removed. <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>04 Apr 2023 3:22pm King, Denise - Reallocation Action reassigned to Petersen, Leanne by King, Denise - Removal of hoop pine tree in from of Murgon Ancient Songbird Centre</p>
		CARRIED 7/0	

<p>Council 29/03/2023</p>	<p>Murgon Visitor Information Centre</p>	<p>RESOLUTION 2023/483</p>	<p>04 Apr 2023 3:34pm King, Denise - Reallocation</p>
		<p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p>	<p>Action reassigned to Pointon, Jennifer by King, Denise</p>
		<p>That South Burnett Regional Council consults with the Murgon Business & Development Association Inc. and community groups prior to considering any changes to the Visitor Information Centre in Murgon and a report be brought back to the June Liveability, Governance and Finance Standing Committee 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>CARRIED 7/0</p>			
<p>Council 29/03/2023</p>	<p>Renewal of Blackbutt and Proston Pool Management</p>	<p>RESOLUTION 2023/489</p>	<p>04 Apr 2023 2:38pm King, Denise - Reallocation</p>
		<p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p>	<p>Action reassigned to Pointon, Jennifer by King, Denise - To action and finalise advertising via tender portal for a further 3 years</p>
		<p>That South Burnett Regional Council advertises the Management of the Blackbutt and Proston Swimming Pools via the Tender Portal for a further 3 years.</p>	
		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen</p>	
		<p><u>Against:</u> Nil</p>	
<p>CARRIED 6/0</p>			
<p>Council 29/03/2023</p>	<p>Question on Notice - Proston Lookout</p>	<p>Question on Notice received from Cr Kathy Duff: What has progressed since the meeting on the 10 March? Have the signs been erected? And Are the bollards budgeted for?</p>	<p>13 Apr 2023 9:22am Champney, Kristy - Reallocation Action reassigned to Petersen, Leanne by Champney, Kristy - This is a P&G QON</p>

10 PORTFOLIO - CORPORATE GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATION & MEDIA, FINANCE & SUSTAINABILITY, ICT & BUSINESS SYSTEMS, COMMUNITY REPRESENTATION AND ADVOCACY, 2032 OLYMPICS & PARALYMPICS

10.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ACCEPTABLE REQUEST GUIDELINES POLICY - STATUTORY004

File Number: 26-04-23

Author: General Manager Finance and Corporate

Authoriser: General Manager Infrastructure

PRECIS

Adoption of the South Burnett Regional Council Acceptable Request Guidelines Policy – Statutory004 as amended at the Liveability, Governance and Finance Standing Committee Meeting held on 12 April 2023.

SUMMARY

8.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ACCEPTABLE REQUEST GUIDELINES POLICY – STATUTORY004

COMMITTEE RESOLUTION 2023/170

Moved: Cr Gavin Jones

Seconded: Cr Jane Erkens

That the Committee recommends to Council:

That the South Burnett Regional Council Acceptable Request Guidelines Policy – Statutory004 be adopted as amended with the insertion of the Manager's positions in the table in 3.1.1 and the afterhours on call.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Acceptable Request Guidelines Policy – Statutory004 be adopted as amended.

BACKGROUND

Presented at the Liveability, Governance & Finance Standing Committee Meeting held on 12 April 2023.

ATTACHMENTS

1. **South Burnett Regional Council Acceptable Requests Guidelines Policy - Statutory004**





POLICY CATEGORY - NUMBER: Statutory004
POLICY OWNER: Corporate, Governance & Strategy
ECM ID: 2709713
ADOPTED:

Acceptable Requests Guidelines Policy

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

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1. POLICY STATEMENT

The purpose of this policy is to provide guidelines for Councillors of South Burnett Regional Council ('Council') in accordance with *Section 170A* of the *Local Government Act 2009* ('Act') about the way in which Councillors:

- can ask the Chief Executive Officer ('CEO') to provide information, that Council has access to, relating to the local government; and
- can ask for advice from Council employees in order to assist them in carrying out their responsibilities under the Act.

2. SCOPE

This policy applies to all Council representatives and specifically assist Council representatives in meeting:

- their statutory obligations under *Section 170A*, requests for assistance or information of the Act; and
- the CEO's statutory obligation under *Section 13(3)(f)* of the Act to comply with requests from Councillors for advice or information.

Section 170A(7) of the Act provides for Council to adopt guidelines about:

- a) the way in which a Councillor may ask a local government employee for advice to help the Councillor carry out his or her responsibilities under the Act; and
- b) reasonable limits on requests that a Councillor may make.

Pursuant to *Section 170A(5)* of the Act, a request of a Councillor for advice or information is of no effect if the request does not comply with t this policy. However, this requirement does not apply to the Mayor or the chairperson of a committee of Council if the request relates to the role of the chairperson.

A Customer Request Management ('CRM') which a Councillor may report on behalf of a member of the public or themselves, will be processed through the Council's business system. Requests of this nature are not considered a request for information or advice and are not covered by this policy.

3. GENERAL INFORMATION

3.1. Requests for advice or information

3.1.1. Councillor responsibilities

Councillors must make:

- requests for information relating to Council to the CEO or the CEO’s delegate; or
- requests for advice to assist the Councillor to carry out their responsibilities under the Act to those members of Council’s Executive Leadership Team (‘ELT’) listed below as being responsible for the particular area of Council responsibility for which the advice is being sought.

Position	Nature of Advice Request
Office of the CEO	
Chief Executive Officer Manager People & Culture	Any matter in relation to: <ul style="list-style-type: none"> • Office of CEO; • People & Culture; • Executive Services; • Communications & Media; • Community Representation & Advocacy; • Regional Development; • Industry, Agriculture, Water Security and Energy & Circular Economy; • Grants Compliance; • 2032 Olympics; • Workplace Health & Safety; • Industrial Relations/Employee Relations; • Wellness; and/or • Learning & Development.
Infrastructure	
General Manager Manager Infrastructure Planning Manager Water & Wastewater Manager Works	Any matter in relation to: <ul style="list-style-type: none"> • Infrastructure Planning; • Water & Wastewater; • Works; • Infrastructure Support; • Disaster Management; • Infrastructure Planning; • Design & Assets; • Materials Lab; • Water and Wastewater Construction Program Management; • Water and Wastewater Maintenance Program Management; • Water and Wastewater Treatment & Storage Management; • Road Construction Program Management; • Road Maintenance Program Management; and/or • Content, background, rationale or clarification for reports presented to Council by the relevant department.

Liveability	
<p>General Manager Manager Community & Lifestyle Manager Environment & Planning Manager Facilities & Parks</p>	<p>Any matter in relation to:</p> <ul style="list-style-type: none"> • Environment & Planning; • Rural Resilience & Recovery; • First Nations Affairs; • Community & Social Housing; • Waste & Recycling management; • Natural Resources Management - Rural Services; • Environmental Health; • Compliance; • Development Services – Planning; • Development Services – Building; • Development Services – Plumbing; • Library Services; • Black Summer Bushfires – Economic Development; Community Development, Grants; • Commercial Enterprises - Saleyards, Dams, Aerodromes, Cemeteries; • Community Development - Health, Youth, Senior Citizens; • Tourism & Visitor Information Centres (VIC's); • Arts & Heritage; • Sport & Recreation; • Parks & Gardens; • Property & Facility Maintenance – Buildings; • Technical (Parks); Asset Management; and/or • Content, background, rationale or clarification for reports presented to Council by the relevant department.
Finance & Corporate	
<p>General Manager Manager Corporate, Governance & Strategy Manager Finance & Sustainability Manager ICT & Fleet</p>	<p>Any matter in relation to:</p> <ul style="list-style-type: none"> • Corporate, Governance & Strategy; • Finance & Sustainability; • Corporate Services; • Internal Audit; • Corporate Risk Management; • Governance & Records Management; • Legal; • Operational Planning & Performance; • Insurance; • Policy Framework; • Customer Service; • Financial Statements including Audit; • Budget and Forecasting; • Financial Sustainability; • Payroll; • Procurement & Stores;

	<ul style="list-style-type: none"> • Rates; • Asset Management including Capital Budgeting; • Debt Management; • ICT; • SOE Maintenance and Asset Management; • Telephony – After hours customer service & MS Teams; • Video Conferencing & Streaming; • User Support Helpdesk; • Networking and Cyber Security; • Training Guides, Video & Interactive User Sessions; • Software Licensing; • Business Systems & Tech One; • System Update & Upgrades; • Project Management & Innovation Development; • Vendor Engagement & Support; • Plant & Fleet; • Asset Procurement, Evaluation, Utilisation; • Service Repairs & Maintenance; • Insurance & Scheduling; • Workshop/Fabrication/Design; and/or • Content, background, rationale or clarification for reports presented to Council by the relevant department.
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Councillors may request advice or information utilising Council’s Record of Request for Information Form. All requests are to be addressed to the relevant Council employees listed above and provided to the Senior Leadership Team (‘SLT’), Councillors and the Corporate, Governance & Strategy Branch (info@sbrc.qld.gov.au) at the time of request.

If an afterhours matter is of an operational nature which constitutes an emergency, Councillors must log the request through the main Council phone number (07 4189 9100), which is also Council’s afterhours emergency number.

For all other afterhours matters, Councillors should make the request during business hours unless the circumstances in this clause apply.

When a matter occurs afterhours and is of such urgency that to delay contact will bring harm to Council or members of the public or will damage the reputation of Council, Councillors may make the request by telephone to one (1) of the Council employees listed below:

- the CEO or the CEO’s delegate; or
- where the CEO or delegate is not contactable, the relevant Council employee listed above; or
- where the Council employees listed above are not contactable, Council afterhours services will contact the relevant team leader, co-ordinator or supervisor and/or, the relevant employee on call, if that employee has responsibility for the matter.

Councillors must consider the likely cost implications in making requests for advice or information and should not make requests where the costs associated with responding to the request cannot be justified in the public interest.

Councillors should be mindful of operational workloads and priorities when making requests for advice or information. Councillors and the relevant Council employees listed above are to work collaboratively to ensure that requests do not significantly impact on operational workloads and priorities.

Communications between Councillors and the relevant Council employees listed above must:

- be conducted in accordance with Council policies, procedures and guidelines;
- be conducted in good faith; and
- be conducted in a positive, respectful, reasonable and professional manner.

Councillors must not:

- direct, or attempt to direct any Council employee to do anything (except for the Mayor, who is entitled to direct only the CEO in accordance with *Section 170* of the Act or where a Councillor gives a direction in accordance with guidelines made by the CEO about the provision of administrative support to Councillors); or
- behave towards Council employees in an overbearing or threatening manner; or
- coerce or entice, or attempt to coerce or entice, any Council employee to do anything that does not comply with this policy; or
- place, or attempt to place any Council employee in a position that would create a conflict of interest for that Council employee, or that would compromise the integrity and honest performance of that Council employee; or
- direct or pressure a Council employee in relation to their work or the recommendations they should make or the action they should take.

Where Councillors are dissatisfied with the response from the relevant Council employees listed above for a request for advice or information, the Councillor may report their dissatisfaction by complying with Council's Complaints Management Policy.

3.1.2. Council employee responsibilities

To assist Councillors being fully informed regarding their decision making and their other responsibilities under the Act:

- the CEO must keep up to date the list of Council employees, listed above, that Councillors can ask for advice on particular issues; and
- authorised Council employees must make all reasonable endeavours to comply with any reasonable request for advice made to them by a Councillor.

Council employees should direct Councillors to:

- the CEO, or the CEO's delegate, for requests for information; and
- the relevant Council employees listed above for requests for advice, to ensure the proper processing of requests for information and/or advice.

A Council employee who is required to respond to a Councillor request is responsible for:

- providing sound and impartial advice to the Councillor;
- acting professionally and providing accurate information;
- responding in a way that maintains respectful and positive relationships between the Council employee and the relevant Councillor;
- documenting and recording the request; and
- providing the CEO with a copy of the request and details of the action taken in relation to the request including providing a copy of any advice given to the requesting Councillor.

A Council employee who is required to respond to a Councillor request must comply with a request from the Councillor:

- within 10 Business Days after receiving the request; or
- if the Council employee reasonably believes it is not practicable to comply with the request within 10 Business Days, within 20 Business Days after receiving the request; or

- If the Council employee forms the belief mentioned above, the employee must give to the Councillor requesting the information a notice about the belief and the reasons for the belief, within 10 Business Days after receiving the request.

A Council employee who is required to respond to a Councillor request, should respond to the request as soon as practicable where business priorities and available resources allow, ensuring that the requirements of this clause are satisfied.

A Council employee who is required to respond to a Councillor request must:

- provide a copy of the response to all Councillors and members of the SLT at the time of response; and
- keep a record of the response by registering the response electronically in Council's Enterprise Content Management ('ECM') system.

Council employees must not initiate contact with Councillors or provide advice, comment or release information to Councillors on any matter outside of their area of responsibility or knowledge.

A register of requests from Councillors for advice or information will be maintained by Corporate, Governance & Strategy Branch and made available for viewing by the SLT and Councillors on request.

If a Council employee is unsure as to whether a request from a Councillor is in accordance with this policy, the Council employee should seek advice from the CEO.

Councillors may be given approval in writing by the relevant Council employees listed above to request advice from a Council in special circumstances (e.g., where a Council employee is a member of an Advisory Committee).

If the relevant Council employee listed above considers that special circumstances apply, written approval will be provided to the Councillor and the Council employee outlining the topic/s about which advice may be sought, the expectations for providing the advice and the duration that the Councillor may directly request advice from the Council employee. This written approval will be recorded in Council's ECM system and a copy will also be provided to the relevant Manager of the Council employee.

3.2. Limits on Requests

The following circumstances will provide grounds for a Council employee who is required to respond to a Councillor request, not providing the advice or information sought:

- where the employee or Council has confidentiality obligations under legislation, in contract or in equity and must not disclose documents or information in the circumstances provided by those specific obligations; or
- the request is not in accordance with this policy (unless the request is made by the Mayor or the chairperson of a committee of Council and the request relates to the role of the chairperson); or
- the request relates to information that cannot be sought pursuant to *Section 170A(4)* of the Act; or
- the request relates to information that is able to be obtained from publicly available sources; or
- the request will take a significant amount of time or resources to respond to; or
- where the costs of responding to the request cannot be justified in the public interest.

The Council employee will advise the requesting Councillor by notice (with a copy provided to all other Councillors and members of the SLT) of the basis and reasons for the belief under this clause. The Council employee must then seek Council's direction about the request at the next available Council meeting.

3.3. Use of Information

A person who is or has been a Councillor must not use information that was acquired as a Councillor (other than information that is lawfully available to the public) to gain, directly or indirectly a financial advantage for themselves or someone else or cause detriment to Council.

A Councillor must not release information that the Councillor knows or should reasonably know is information that is confidential to Council.

A Councillor that obtains access to Council information or advice must comply with *Section 171* of the Act and continue to conduct themselves in accordance with the local government principles and Code of Conduct for Councillors in Queensland.

3.4. Compliance

If a Councillor behaves inappropriately or asks for information or advice other than under this policy, the Council employee must inform the relevant Council employee listed above as soon as is practicable.

A breach of this policy by a Councillor meets the definition of misconduct. An allegation of a breach will be dealt with in accordance with *Chapter 5A*, Councillor conduct of the Act.

If a Council employee behaves inappropriately or provides information or advice to a Councillor in breach, it will be investigated by the CEO.

4. DEFINITIONS

Act means the *Local Government Act 2009* (Qld).

Afterhours means a time where each of Council's Customer Service Centres are not open to the public.

Business Day means a day that is not a Saturday, a Sunday or a public holiday in Council and commences the day after contact with Council.

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

Council employee means a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

Councillor means Councillor, of a local government, includes the Mayor.

CRM means a customer request for a service that Council routinely provides and that a member of the public may generally make, for example a road repair request, the collection of missed bins or the reporting of a non-compliance issue such as a noise complaint or a public health concern.

Guidelines means this policy, as required by *Section 170A(7)* of the Act.

Information means records, data, or knowledge, including documents, however acquired, that Council has access to and that relates to Council. It does not include information available on Council's website or information that can readily be obtained by a member of the public via Council's Customer Service Section (e.g., copy of a strategic policy, opening times of a waste facility, Council adopted fees and charges schedule).

Misconduct means, pursuant to *Section 150L(1)* of the Act:

- (1) The conduct of a councillor is misconduct if the conduct –
 - (a) adversely affects, directly or indirectly, the honest and impartial performance of the councillor's functions, or the exercise of the councillor's powers; or
 - (b) is or involves –
 - (i) a breach of the trust placed in the councillor, either knowingly or recklessly; or
 - (ii) a misuse of information or material acquired in, or in connection with the performance of the councillor's functions, whether the misuse is for the benefit, or to the detriment or another person.

5. LEGISLATIVE REFERENCE

Code of Conduct for Councillors in Queensland
Local Government Act 2009 (Qld)
Public Interest Disclosure Act 2010 (Qld)
Public Sector Ethics Act 1994 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Complaint Management Policy – Statutory040
 South Burnett Regional Council Record of Request for Information Form
 South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory 017
 South Burnett Regional Council Dealing with a Complaint involving the Chief Executive Officer Policy – Statutory054
 South Burnett Regional Council Employee Code of Conduct Policy – Statutory011

7. NEXT REVIEW

As prescribed by legislation or **April 2025**

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Adopted by Council	15 April 2014	1289505
2	Review in line with term of office – Adopted by Council	7 April 2016	1919674
3	Review in line with policy framework – Proposed adoption by Council	15 November 2017	2429092
4	Reviewed in relation to the local government legislation amendments	12 December 2018	2556639
5	Local Government Quadrennial Election	29 April 2020	2681186
6	Reviewed in relation to the local government legislation amendments	19 August 2020	2709713
7	Administrative change replacing Social & Corporate Performance with Corporate Services as per Council Resolution 2021/296	24 March 2021	2709713
8	Review of policy – Resolution 2021/94	25 August 2021	2709713
9	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

10.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DEFENCE SERVICE POLICY - STATUTORY013**File Number:** 26-04-23**Author:** General Manager Finance and Corporate**Authoriser:** General Manager Infrastructure**PRECIS**

Adoption of the South Burnett Regional Council Defence Service Policy – Statutory013 as presented at the Liveability, Governance and Finance Standing Committee Meeting held on 12 April 2023.

SUMMARY**8.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DEFENCE SERVICE POLICY – STATUTORY013**

COMMITTEE RESOLUTION 2023/183

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the South Burnett Regional Council Defence Service Policy – Statutory013 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

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Defence Service Policy – Statutory013 be adopted as presented.

BACKGROUND

Presented at the Liveability, Governance & Finance Standing Committee Meeting held on 12 April 2023.

ATTACHMENTS

1. South Burnett Regional Council Defence Service Policy - Statutory013  



POLICY CATEGORY - NUMBER: Statutory013
POLICY OWNER: People & Culture
ECM ID: 2733965
ADOPTED:

Defence Service Policy

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

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1. POLICY STATEMENT

This policy has been developed to recognise and support South Burnett Regional Council ('Council') employees who are members of the Australian Defence Force Reserve ('ADFR') and undertake defence service leave to attend camps, courses or schools of His Majesty's Royal Australian Navy, Australian Army or Royal Australian Air Force Reserve.

2. SCOPE

This policy applies to all Council employees, and persons seeking employment with Council, who are members of the ADFR including conditions of employment, such as leave and salary entitlements.

3. GENERAL INFORMATION

3.1. Protection of Employment and Conditions

Council will provide employment protection and additional leave and pay entitlements (e.g., top-up pay) to members of the ADFR, to assist them in undertaking their ADFR roles.

Council will not discriminate or disadvantage any Council employee, or prospective Council employee, for their ADFR membership status, as directed by the *Defence Reserve Service (Protection) Act 2001*. Council will not terminate employment, or alter a Council employee's conditions of employment, based on the fact that the Council employee:

- has rendered defence service;
- may be required to render defence service; or
- is currently rendering defence service.

Council will not refuse an application for employment upon the basis of a person's ADFR membership.

Council will provide Council employees rendering prolonged defence service with access to employment entitlements, such as salary reviews.

Where a Council employee has returned to work from defence service, the continuity of their employment is taken to have not been broken by their defence service absence for the purposes of seniority and employment. Except for periods of continuous full-time defence service, accrual of leave and other entitlements will generally still occur for the defence service period (e.g., annual leave, long service leave) as stipulated by the *Defence Reserve Service (Protection) Act 2001*. Accrual will also occur where top-up pay has been granted to the Council employee for the period of

defence service leave.

Where the Council employee has performed continuous full-time defence service, their entitlements in relation to the period of defence service must be no less beneficial than they would have been if they had been absent on normal Leave Without Pay ('LWOP') for the period.

Where a Council employee has undertaken an extensive period of defence service, or otherwise prolonged absence associated with their defence service (e.g., sick leave), Council will ensure that upon their return, the Council employee is employed in a similar capacity as prior to their absence, and otherwise assist their reintegration into the workforce.

3.2. Notification of Participation

Council employees are encouraged to inform People & Culture of their defence reserve status upon commencement with Council, or on becoming a defence reserve member. A written copy of the Council employee's defence reserve status is necessary to access defence service leave and associated entitlements, and if provided will be retained on the Council employee's personnel file.

Council employees are encouraged to advise their Supervisor of ADFR commitments as soon as they are known, to allow for planning of team and operational adjustment measures.

If the Council employee is undertaking a course of education associated with their employment with Council (including a traineeship/apprenticeship), the Council employee may be required to notify the educational institution prior to their defence service and make a submission for re-enrolment/resumption upon their return from defence service, as stipulated by the *Defence Reserve Service (Protection) Act 2001*.

3.3. Application and Approval of Leave

Where a Council employee is required to render defence service, they will be granted defence service leave from Council, with approval by the Chief Executive Officer ('CEO'). The Council employee may elect to access additional leave entitlements, including annual leave and long service leave. Council employees will not be expected or compelled to use paid leave entitlements, such as annual leave or long service leave, for the purposes of defence service.

Council employees will apply for any required leave by submission of Council's Employee Leave Application Form, with the relevant ADFR Unit Training Notice or Defence Unit Notification.

Where the Council employee's absence from work may pose operational difficulties, Council will contact the ADFR member and the ADFR unit point of contact to discuss possible alternatives to service dates and requirements. Where an alternate resolution is not reached, the ADFR member will be released as requested by the Defence Unit Notification.

3.4. Provision of Pay Entitlements

To access the arrangement provided for in this clause, the Council employee will be required to sign a written authorisation for the future deduction of wages, prior to commencing their defence service leave.

Council will continue to pay the Council employee their ordinary rate of pay whilst the Council employee is undertaking defence service leave, to a maximum of eight (8) consecutive weeks. When the Council employee receives their defence service pay from the ADFR for the period of defence service leave, the Council employee will provide Payroll with a copy of the ADFR payslip for the defence service leave period. Council will then recoup the remuneration issued to the Council employee for that same period. The recoupment will occur in consultation with the Council employee; however, the period of recoupment will not exceed six (6) months.

If the defence service pay awarded to the Council employee by the ADFR for their period of defence service leave is less than the Council employee's ordinary rate of pay with Council, then Council will pay the Council employee top-up pay to cover the difference, as follows:

- for the full period of defence service leave where the defence service is rendered for the purposes of training; or
- to the maximum of 12 weeks where the defence service is rendered for any purpose other than training.

3.5. Employer Support Payment ('ESP')

Council may be entitled to claim ESP from the Department of Defence to offset the cost of releasing a Council employee for defence service. ESP may be available where a Council employee has served a qualifying period of two (2) weeks' defence service in the current financial year, and the Council employee's periods of defence service are at least five (5) consecutive days. ESP may also be available for the recovery period of any Council employee who becomes injured or ill as a result of their defence service.

ESP cannot be accessed where the Council employee has used accrued leave entitlements (e.g., annual or long service leave) to render defence service.

Where Council is eligible to claim ESP, the Council employee is expected to assist the People and Culture and payroll teams in claiming such payments.

3.6. Voluntary Defence Service

The stipulations and entitlements of this policy may differ for, or not apply to certain voluntary continuous full-time defence service, as directed by the *Defence Reserve Service (Protection) Act 2001* (e.g., the utilisation of leave for periods of defence service; and education entitlements).

3.7. Dispute Resolution Procedure

Council employees have the right to lodge a grievance with Council where they believe that inappropriate or unreasonable action has been initiated as a result of a Council employee being a member of the ADFR. Council employees may also contact their ADFR Unit or the Office of Reserve Service Protection in accordance with the *Defence Reserve Service (Protection) Act 2001*.

4. DEFINITIONS

ADFR means Australian Defence Force Reserve serving in roles in the Royal Australian Navy, Army or Airforce.

Defence service means the rendering of Defence Service by an ADFR member as required by the Department of Defence under provisions of the *Defence Act 1903* and protected by the *Defence Reserve Service (Protection) Act 2001* (e.g., deployments, continuous full-time service, training).

Defence service leave means leave without pay (apart from top-up provisions), granted to Council employees who are members of the ADFR required to attend ADFR training.

Defence service pay means all payments received by the Council employee from the ADFR for their Defence Service during the period of defence service leave. defence service pay is based on the rank and position held by the ADFR member.

Council employee means a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

ESP means Employer Support Payments provided by the Department of Defence to Council to offset the costs of releasing a Council employee for Defence Service.

Top-up pay means where the defence service pay awarded to the Council employee by the ADFR for their period of defence service Leave is less than the Council employee's ordinary rate of pay with Council, then Council will pay the Council employee the amount of the difference.

Training means instructive camps, courses and schools operated and administered by the Department of Defence.

5. LEGISLATIVE REFERENCE

Defence Act 1903 (Cth)

Defence Reserve Service (Protection) Act 2001 (Cth)

Queensland Local Government Industry Award – State 2017

6. RELATED DOCUMENTS

South Burnett Regional Council Employee Leave Application Form

7. NEXT REVIEW

As prescribed by legislation or April 2025

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	30 September 2009	795059
2	Review of policy	25 November 2020	2733965
3	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2733965
4	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2733965
5	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

10.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL WORKPLACE HEALTH AND SAFETY POLICY - STATUTORY015**File Number:** 26-04-23**Author:** General Manager Finance and Corporate**Authoriser:** General Manager Infrastructure**PRECIS**

Adoption of the South Burnett Regional Council Workplace Health Safety Policy – Statutory015 as presented at the Liveability, Governance and Finance Standing Committee Meeting held on 12 April 2023.

SUMMARY**8.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL WORKPLACE HEALTH AND SAFETY POLICY – STATUTORY015**

COMMITTEE RESOLUTION 2023/184

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Workplace Health and Safety Policy – Statutory015 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

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Workplace Health and Safety Policy – Statutory015 be adopted as presented.

BACKGROUND

Presented at the Liveability, Governance & Finance Standing Committee Meeting held on 12 April 2023.

ATTACHMENTS

1. **South Burnett Regional Council Workplace Health and Safety Policy - Statutory015** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory015
POLICY OWNER: People & Culture
ECM ID: 2734000
ADOPTED:

Workplace Health and Safety Policy

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

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') has developed this policy to provide and maintain a safe and healthy workplace for Council representatives and visitors to Council premises and workplaces.

2. SCOPE

This policy applies to all Council representatives and includes entities over which Council has direct ownership, management and/or financial control.

3. GENERAL INFORMATION

Council's workplace health and safety obligations will be achieved by complying with the *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2011*, codes of practice and other safety guidelines.

Council recognises the importance of providing and maintaining a safe and healthy workplace and that all Council representatives must ensure the health and safety of all personnel and visitors in their respective work areas.

Council will:

- ensure the business complies with all legislation relating to health and safety;
- eliminate or minimise all workplace hazards and risks as far as is reasonably practicable;
- provide information, instruction and training to enable Council representatives to work safely;
- supervise Council representatives to ensure work activities are performed safely;
- consult with and involve Council representatives on matters relating to health, safety and wellbeing;
- provide appropriate safety equipment and personal protective equipment; and
- provide a suitable injury management and return to work program.

Council representatives will:

- take reasonable care for their own health and safety;
- follow safe work procedures, instructions and rules;
- participate in workplace health and safety training as requested;
- report health and safety hazards;

- report all injuries and incidents; and
- use safety equipment and personal protective equipment as designed and instructed.

To ensure continuous improvement, Council will establish and monitor measurable workplace health and safety objectives and targets. Council is also committed to the successful implementation and continual improvement of its Safety Management System.

Council regards its workplace health and safety responsibilities with the utmost importance and, resources will be made available to allow Council to comply with relevant legislation and implement its Safety Management System.

To provide and maintain a safe and healthy workplace, participation, commitment and co-operation from all Council representatives and visitors is essential.

4. DEFINITIONS

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

5. LEGISLATIVE REFERENCE

Electrical Safety Act 2002 (Qld)

Electrical Safety Regulation 2013 (Qld)

Local Government Act 2009 (Qld)

Work Health and Safety Act 2011 (Qld)

Work Health and Safety Regulation 2011 (Qld)

Workers' Compensation and Rehabilitation Act 2003 (Qld)

Workers' Compensation and Rehabilitation Regulation 2014 (Qld)

6. RELATED DOCUMENTS

Local Government Workcare - Corporate Rehabilitation Policy

South Burnett Regional Council Employee Code of Conduct Policy – Statutory011

7. NEXT REVIEW

As prescribed by legislation or April 2025

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	6 January 2016	1602758
2	Review of policy	1 February 2018	2459060
3	Review of policy	26 July 2018	2522988
4	Review of policy	25 November 2020	2734000
5	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch & as per Council Resolution 2021/296	24 March 2021	2734000
6	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2734000
7	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

10.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CODE OF COMPETITIVE NEUTRALITY COMPLAINTS POLICY - STATUTORY006**File Number:** 26-04-23**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Code of Competitive Neutrality Complaints Policy – Statutory006 as presented at the Budget Committee Meeting held on 19 April 2023.

SUMMARY**7.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CODE OF COMPETITIVE NEUTRALITY COMPLAINTS POLICY – STATUTORY006****COMMITTEE RESOLUTION 2023/172**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the South Burnett Regional Council Code of Competitive Neutrality Complaints Policy – Statutory006 be adopted as presented.

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

Against: Nil



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

That the South Burnett Regional Council Code of Competitive Neutrality Complaints Policy – Statutory006 be adopted as presented.

BACKGROUND

Presented at the Budget Committee Meeting held on 19 April 2023.

ATTACHMENTS

1. **South Burnett Regional Council Code of Competitive Neutrality Complaints Policy - Statutory006**  



POLICY CATEGORY - NUMBER: Statutory006
POLICY OWNER: Executive Services
ECM ID: 2700047
ADOPTED:

Code of Competitive Neutrality Complaints Policy

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

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') has developed this policy to serve as a guide for Council to receive complaints in accordance with *Section 48* of the *Local Government Act 2009*, Competitive neutrality complaints.

2. SCOPE

The aim of this policy is to provide a means for resolving complaints by affected persons about failures of Council's local government business entities to carry out activities in a way that complies with the competitive neutrality principles applying to the activities, in accordance with *Section 48* of the *Local Government Act 2009*.

3. GENERAL INFORMATION

3.1. Preliminary Procedures

The preliminary procedure for affected persons to raise concerns about alleged failure of business activities to comply with the relevant competitive neutrality principles, and for clarifying and, if possible, resolving those concerns is:

- complainant advises Council verbally or in writing of their concerns. If the complaint is made verbally, it should be referred to the Chief Executive Officer ('CEO') if available or another senior executive officer and all relevant details obtained;
- Council will acknowledge receipt of the concerns in writing within 14 days and advise the complainant expressing the concerns that the CEO is investigating the matter;
- the CEO may refer the matter to a review officer of his/her choice or elect to personally undertake the function of the review officer;
- the CEO or review officer will seek to establish the facts relating to the concerns expressed by the complainant. Investigation of the matter may involve meeting with the complainant, collecting data, and holding further meetings;
- the CEO or review officer will develop a proposed response to the concerns and seek, within a reasonable time, the complainant's views on the proposed response; and
- the CEO shall make a response to the complainant in writing.

3.2. Advice to Applicants of the Complaints Procedure

Where a complainant has expressed concerns that have not been resolved under the preliminary process and Council becomes aware that the complainant proposes to make a formal complaint about Council's business activities, Council will provide the information in Appendix A available to the complainant.

3.3. Referring Complaints to Investigation of Complaints by Referee

- formal complaints received by Council are to be directed to the CEO and acknowledged in writing within five (5) working days;
- the CEO must refer the complaint to the Queensland Productivity Commission ('QPC') within five (5) working days of receipt;
- formal complaints are to be recorded, showing the date of referral of the complaint to the QPC and an outline of the complaint; and
- the relevant business activity or business unit is to be informed that a formal complaint has been received.

3.4. Record System

The record system will record the following information regarding complaints made about the competitive neutrality of Council's business activities:

- details of the complaint process established;
- where complainants express concerns about the operations of Council's business activity, the concerns and the outcome of the preliminary procedures are to be recorded;
- where complainants have made a complaint to Council, details of the complaint are to be recorded;
- details of when the complaint was sent to the QPC for investigation;
- where a complainant has made a complaint to Council, and the QPC has determined not to investigate the complaint, the notification issued by the referee under *Section 48 of the Local Government Regulation 2012* is to be recorded;
- where a complainant has made a complaint to Council, and the QPC has determined to investigate the complaint, the investigation notice issued by the QPC under *Section 49 of the Local Government Regulation 2012* is to be recorded;
- handling of QPC records (e.g., data from finished investigations) is to be done in accordance with *Sections 52 and 53 of the Local Government Regulation 2012*;
- where the QPC has issued a report on the complaint under *Section 52 of the Local Government Regulation 2012*, the receipt of the report and any recommendations contained in the report are to be recorded;
- where Council has made a decision on a report by the referee, the resolution incorporating the decision, the date of the resolution and any directions to implement the decision that are given to a business activity under *Section 55 of the Local Government Regulation 2012* are to be recorded; and
- where Council has advised relevant complainants of its decision, the notification issued by the local government under *Section 55 of the Local Government Regulation 2012* is to be recorded.

3.5. Opportunities for the Complainant to Provide Further Information to the QPC

If, after the initial complaint is made, the complainant wishes to provide further relevant information to the QPC, they may do so. The QPC may request further information from a complainant at any time during the investigation period.

3.6. Reporting Period for QPC

The referee must provide the report to Council in accordance with the *Local Government Regulation 2012*.

4. DEFINITIONS

Council means South Burnett Regional Council.

CEO means Chief Executive Officer.

QPC means Queensland Productivity Commission.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

Not Applicable

7. NEXT REVIEW

As prescribed by legislation or April 2024

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of Policy	15 July 2020	2700047
2	Administrative change replacing Social & Corporate Performance Branch with Corporate	24 March 2021	2700047
3	Review of policy	26 May 2021	2700047
4	Review of policy	23 March 2022	2700047
5	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2700047
6	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

APPENDIX A

HOW TO MAKE A COMPLAINT ABOUT COMPETITIVE NEUTRALITY OF A LOCAL GOVERNMENT BUSINESS ACTIVITY**How to contact Council**

Mail: Chief Executive Officer
South Burnett Regional Council
45 Glendon Street
PO Box 336 KINGAROY Q 4610
Phone: (07) 4189 9100
Email: info@sbrc.qld.gov.au
Fax: (07) 4162 480

How to make a complaint**Requirements for complaint**

A complaint must:

- be addressed to the CEO;
- be in writing;
- provide sufficient detail about the alleged failure of the business activity to comply with the relevant competitive neutrality principles;
- state how a complainant was adversely affected by the alleged noncompliance;
- state whether the complainant was, or could be, in competition with Council's business entity; and
- indicate how the complainant has made a genuine attempt to resolve his/her concerns with Council's business entity using the preliminary procedures set up by Council under *Section 48 Local Government Act 2009*

Who can complain?

A complaint can only be made by a person who:

- currently is competing with the activity alleged to have a competitive advantage or
- is hindered from competing by the alleged competitive advantage of Council's business activity under *Section 48 Local Government Act 2009*.

What is a competitive advantage?

A competitive advantage is a business advantage of Council's business activity that is solely due to local government ownership. It can be financial advantage, a regulatory advantage, a procedural advantage or any other advantage.

Grounds for complaint

A complaint must be on the grounds that a Council business entity has failed to carry on its business activity in compliance with the competitive neutrality principles applying to that activity under *Section 47 of the Local Government Act 2009*.

10.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL UNREASONABLE CUSTOMER CONDUCT POLICY - STRATEGIC033**File Number:** 26-04-23**Author:** General Manager Finance and Corporate**Authoriser:** General Manager Infrastructure**PRECIS**

Adoption of the South Burnett Regional Council Unreasonable Customer Conduct Policy – Strategic033 as presented at the Liveability, Governance and Finance Standing Committee Meeting held on 12 April 2023.

SUMMARY**8.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL UNREASONABLE CUSTOMER CONDUCT POLICY – STRATEGIC033**

COMMITTEE RESOLUTION 2023/185

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That the Committee recommends to Council:

That the South Burnett Regional Council Unreasonable Customer Conduct Policy – Strategic033 be adopted as presented.

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

Against: Cr Kathy Duff

CARRIED 5/1

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Unreasonable Customer Conduct Policy – Strategic033 be adopted as presented.

BACKGROUND

Presented at the Liveability, Governance & Finance Standing Committee Meeting held on 12 April 2023.

ATTACHMENTS**1. South Burnett Regional Council Unreasonable Customer Conduct Policy - Strategic033**



POLICY CATEGORY - NUMBER: Strategic033
POLICY OWNER: Corporate, Governance & Strategy
ECM ID: 2988089
ADOPTED:

Unreasonable Customer Conduct Policy

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

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') is committed to delivering quality services to the community, meeting its obligations to provide a safe and healthy workplace for all Council representatives and to use resources equitably and efficiently.

2. SCOPE

This policy applies to all Council representatives that become involved in situations of Unreasonable Customer Conduct ('UCC').

The objective of this policy is to assist Council representatives when managing UCC.

3. GENERAL INFORMATION

Council representatives and members of the public have a right to dignity, physical and emotional safety and respect. While the vast majority of customers behave in a cooperative and respectful way, at times Council representatives may be confronted with behaviours that are classified as UCC.

If a customer's conduct is considered unreasonable, Council is justified and authorised to take reasonable and proportionate steps to restrict or terminate contact or implement alternative service arrangements to manage the impacts of the conduct.

When customers behave unreasonably in their dealings with Council, the conduct can significantly affect Council's operations and have a negative impact on the wellbeing of Council representatives. Council will take proactive and decisive action to manage any customer conduct that negatively and unreasonably affects Council and will support Council representatives to do the same in accordance with this policy.

3.1. Customer complaints

Complaints are an essential part of any accountability process and Council believes that good complaints management is an integral part of quality customer service. Council's Complaint Management Policy sets out processes for handling complaints. Feedback and complaints are valued so Council can continually improve its processes and service delivery.

This policy complements the complaint management process by providing Council's policy position on dealing with UCC in the complaints process.

3.2. Principles

This policy guides Council representatives to effectively identify and manage UCC in a fair, consistent, transparent and appropriate way to:

- protect the health and safety of Council representatives and customers;
- ensure fairness in the complaints process; and
- improve efficiency and commitment to appropriate resource allocation in all customer service delivery and the complaints process.

3.3. Human Rights

Council and will act and make decisions in a way that is compatible with human rights pursuant to the *Human Rights Act 2019* and give proper consideration to a human right relevant to the decision.

3.4. Categories of UCC

UCC can be defined under five (5) categories and is recognised as any behaviour by a current or former customer (individual or group) which, because of its nature or frequency, raises substantial health, safety, resource or equity issues for all parties.

Categories of Conduct	Guidelines of what the conduct may involve
<p>Unreasonable Persistence</p>	<p>Unreasonable persistence is continued and unrelenting conduct by a customer that has a disproportionate and unreasonable impact on Council, staff, services, time and/or resources. Examples of unreasonable persistence include:</p> <ul style="list-style-type: none"> • persisting with issues even though they have been dealt with to finality; • unwillingness to accept final decisions; • repeatedly contacting Council by phone calls, visits, letters, emails (including Cc'd correspondence) after being asked not to do so; and/or • lodging requests for service that, compared to requests of a similar nature lodged by other customers, are considered unreasonable in number.
<p>Unreasonable Demands</p>	<p>Unreasonable demands are any demands (express or implied) that are made by a customer that have a disproportionate and unreasonable impact on Council, staff, services, time or resources. Examples of unreasonable demands include:</p> <ul style="list-style-type: none"> • raising issues outside of Council's responsibility; • asking for outcomes that are unattainable or disproportionate to the issue e.g., termination or prosecution of an officer, an apology and/or compensation with no reasonable basis; • requesting actions that are inappropriate or demanding for issues to be dealt with in a particular way, including requesting an immediate response;

	<ul style="list-style-type: none"> • demanding answers to questions that have already been responded to comprehensively and or repeatedly; • changing their issues or desired outcome while their matter is being dealt with; • demanding information that is not permitted to be disclosed/provided e.g., copies of sensitive documents, names, personal contact details of staff; • insisting on talking to the Mayor, Councillor, Chief Executive Officer ('CEO'), or a General Manager personally when it is not appropriate or warranted; • making threats with the intent to intimidate, harass, shame, seduce or portray themselves as being victimised when this is not the case; • seeking regular and/or lengthy phone calls or face to face contact when it is not warranted; and/or • demanding or requesting to discuss a complaint, including contacting Council representatives by their personal email or social media accounts.
<p>Unreasonable Lack of Cooperation</p>	<p>Unreasonable lack of cooperation is an unwillingness and/or inability by a customer to cooperate with Council, staff, or complaints system and processes that results in a disproportionate and unreasonable use of services, time and/or resources. Examples of unreasonable lack of co-operation include:</p> <ul style="list-style-type: none"> • sending a constant stream of comprehensive and/or disorganised information without clearly defining any issue of complaint, or explaining how they relate to the core issue/s being complained about – (only where the customer is clearly capable of doing this); • refusing to provide key documents that would assist in managing a complaint matter; • dishonestly presenting the facts, or being unwilling to consider other valid viewpoints; • refusing to follow or accept Council's instructions, suggestions or advice without a clear or justifiable reason for doing so; and/or • arguing frequently, and/or with intensity, that a particular solution is the correct one in the face of valid contrary arguments and explanations.
<p>Unreasonable Arguments</p>	<p>Unreasonable arguments include any arguments that are not based on reason or logic, that are incomprehensible, false,</p>

	<p>inflammatory or trivial and that disproportionately and unreasonably impact upon Council, staff, services, time, and/or resources. Arguments are unreasonable when they:</p> <ul style="list-style-type: none"> • fail to follow any logical sequence; • are not supported by any evidence; • lead a customer to reject all other valid and contrary arguments; • are trivial when compared to the amount of time, resources and attention that the customer demands; and/or • are false, inflammatory or defamatory.
<p>Unreasonable Behaviours</p>	<p>Unreasonable behaviour is conduct that is unreasonable in all circumstances regardless of how stressed, angry or frustrated that a customer is; because it unreasonably compromises the health, safety and security of staff, other service users or the customer. Examples of unreasonable behaviours include:</p> <ul style="list-style-type: none"> • acts of aggression, verbal abuse, derogatory, racist; sexist, or grossly defamatory remarks; • harassment, intimidation or physical violence; • rude, confronting and threatening correspondence; • threats of harm to self or third parties, threats with a weapon or threats to damage property including bomb threats; • stalking (in person or online); and • emotional manipulation.

3.5. Vexatious customers

Vexatious customers are individuals who, due to the nature or frequency of their contacts with Council, hinder the ability for Council to effectively deliver services to customers. Examples of behaviour and actions of vexatious customers include:

- refusing to specify the grounds of a complaint or service request, despite offers of assistance;
- refusing to co-operate with the process for handling complaints or service requests;
- refusing to accept that certain issues are not within the scope of a particular area of Council;
- insisting in the complaint or service request being dealt with in ways which are incompatible with Council policies and/or procedures or with good practice;
- making unjustified complaints about staff who are trying to deal with the issue/s, and seeking to have them replaced;
- changing the basis of the complaint or service request as it proceeds; and/or
- denying or changing statements made at an earlier stage.

3.6. Managing UCC

UCC incidents will generally be managed by limiting or adapting the ways that Council interacts with, and/or delivers services to customers by restricting:

- who the customer has contact with – e.g., limiting a customer to a sole contact person in Council;
- what the customer can raise with Council – e.g., restricting the subject matter of communications that Council will consider and respond to;
- when the customer can make contact – e.g., limiting contact with Council to a time, day, length of time or curbing the frequency of contact with Council;
- where the customer can make contact – e.g., limiting the locations where Council will conduct face to face interviews to secured facilities or areas of Council premises; and/or
- how the customer can make contact – e.g., limiting or modifying the forms of contact that the customer can have with Council. This can include modifying or limiting face to face interviews, telephone and written communications, prohibiting access to Council premises, contact through a representative only, taking no further action or terminating Council services altogether.

In rare cases, and when all other strategies have been considered and/or attempted, it may be necessary to completely restrict a customer's contact and/or access to Council services.

4. DEFINITIONS

Council means South Burnett Regional Council.

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

Customer means any person or organisation that has interaction with Council. This includes but not limited to residents, ratepayers, business operators, government officers and elected members.

Unreasonable Customer Conduct ('UCC') means any conduct by a customer which, because of its nature raises health, safety or equity issues for Council or has a disproportionate and unreasonable impact on Council representatives, services, time and resources.

Vexatious means, in relation to customers, an individual who complains to Council in a way that causes unnecessary aggravation, frustration or inconvenience rather than to resolve an issue in a timely and respectable manner.

5. LEGISLATIVE REFERENCE

Criminal Code Act 1899 (Qld)

Human Rights Act 2009 (Qld)

Information Privacy Act 2009 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Local Law No.1 (Administration) 2011

Public Interest Disclosure Act 2009 (Qld)

Right to Information Act 2009 (Qld)

Work Health and Safety Act 2011 (Qld)

Work Health and Safety Regulation 2011 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Complaint Management Policy – Statutory040

South Burnett Regional Council Unreasonable Customer Conduct Procedure – Procedure132

7. NEXT REVIEW

As prescribed by legislation or April 2025

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy		2988089

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

DRAFT

10.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL REVENUE POLICY 2023/2024 - STATUTORY005**File Number:** 26-04-23**Author:** General Manager Finance and Corporate**Authoriser:** General Manager Infrastructure**PRECIS**

Adoption of the South Burnett Regional Council Revenue Policy 2023/2024 – Statutory005 as amended at the Budget Committee Meeting held on 21 April 2023.

SUMMARY**5.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL REVENUE POLICY 2023/2024 – STATUTORY005**

COMMITTEE RESOLUTION 2023/187

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the South Burnett Regional Council Revenue Policy 2023/2024 – Statutory005 be adopted as amended.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Revenue Policy 2023/2024 – Statutory005 be adopted as presented.

BACKGROUND

Presented at the Budget Committee Meeting held on 21 April 2023.

ATTACHMENTS

1. **South Burnett Regional Council Revenue Policy 2023/2024 - Statutory005** [↓](#) 



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

Revenue Policy 2023/2024

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

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1. POLICY STATEMENT

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

2. SCOPE

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

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

3. GENERAL INFORMATION

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

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

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

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

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

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

3.1. Levying of Rates and Charges

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

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

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

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

Council will also have regard to the principles of:

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

3.1.1. General Rates

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

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

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

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

3.1.2. Separate or Special Rates

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

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

3.1.3. Other Charges

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

3.2. Recovery of Rates and Charges

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

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

3.3. Concessions for Rates and Charges

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

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

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

The predominant purpose for which Council grants concessions is to:

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

3.4. Cost Recovery Fees

Section 97 of the Act allows Council to set cost recovery fees. The Council recognises the validity of fully imposing the user pays principle for its cost recovery fees, unless the imposition of the fee is contrary to its express social, environmental and other corporate goals. This is considered to be the most equitable and effective revenue approach and is founded on the basis the Region's rating base cannot subsidise the specific users or clients of Council's regulatory products and services.

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

3.5. Commercial Charges

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

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

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

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

3.6. Funding of Physical and Social Infrastructure Costs

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

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

4. DEFINITIONS

Annual Budget means, for a local government, its annual budget under *Chapter 5, Part 2, Division 3* of the Act.

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

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

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

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

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

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

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

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

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

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Investment Policy 2023/2024 – Statutory009

South Burnett Regional Council Debt Policy 2023/2024 – Statutory010

South Burnett Regional Council Rate Collection Policy – Statutory041

South Burnett Regional Council Revenue Statement

South Burnett Regional Council Financial Hardship Policy – Statutory012

7. NEXT REVIEW

As prescribed by legislation – April 2024

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	13 August 2008	407991
2	Review of policy	26 June 2009	528733
3	Review of policy	9 June 2010	897521
4	Review of policy	29 June 2011	1271695
5	Review of policy	11 July 2012	1291872
6	Review of policy	12 June 2013	1185927
7	Review of policy	21 May 2014	1590733
8	Review of policy	3 June 2015	1888898
9	Review of policy	18 May 2016	1944679
10	Review of policy	17 May 2017	2701011
11	Review of policy	21 February 2018	2836653
12	Review of policy	20 March 2019	2578183
13	Review of policy	29 March 2020	2682123
14	Review of policy	28 April 2021	2786416
15	Review of policy	25 May 2022	2864939
16	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

10.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INVESTMENT POLICY 2023/2024 - STATUTORY009**File Number:** 26-04-23**Author:** General Manager Finance and Corporate**Authoriser:** General Manager Infrastructure**PRECIS**

Adoption of the South Burnett Regional Council Investment Policy 2023/2024 – Statutory009 as presented at the Budget Committee Meeting held on 21 April 2023.

SUMMARY**5.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INVESTMENT POLICY 2023/2024 – STATUTORY009**

COMMITTEE RESOLUTION 2023/188

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Investment Policy 2023/2024 – Statutory009 be adopted as presented.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Investment Policy 2023/2024 – Statutory009 be adopted as presented.

BACKGROUND

Presented at the Budget Committee Meeting held on 21 April 2023.

ATTACHMENTS

1. **South Burnett Regional Council Investment Policy 2023/2024 - Statutory009** [↓](#) 



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

Investment Policy 2023/2024

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

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1. POLICY STATEMENT

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

2. SCOPE

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

3. GENERAL INFORMATION

3.1. Ethics and Conflicts of Interests

3.2. Investment Objectives

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

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

3.2.1. Preservation of Capital

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

3.2.2. Credit Risk

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

3.2.3. Interest Rate Risk

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

3.2.4. Maintenance of Liquidity

The Investment Officer shall maintain sufficient liquidity to meet all reasonable anticipated operational cash flow requirements of Council.

3.2.5. Return on Investment

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

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

3.3. Portfolio Implementation

3.3.1. Authorised Personnel

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

3.3.2. Internal Controls

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

The internal controls will address the following:

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

3.4. Investment Parameters

3.4.1. Funds Available for Investment

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

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

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

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

3.4.2. Authorised Investments

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

- interest bearing deposits;
- QIC Cash Fund;

- QTC Capital Guaranteed Cash Fund, debt offset facility;
- QTC Fixed Rate Deposit (up to 12 months); and
- QTC Working Capital Facility.

3.4.3. Prohibited Investments

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

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

3.4.4. Portfolio Investment Parameters and Credit Requirements

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

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

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

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

3.4.5. Maturity

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

3.4.6. Liquidity

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

3.4.7. Approved Lists

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

- approved Banks; and
- approved Credit Unions.

3.4.8. Breaches

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

Where Council holds an investment that is downgraded below the minimum acceptable rating level,

as prescribed under Regulation for the investment arrangement, Council shall within 28 days after the change becomes known to the local government, either obtain Treasurer’s approval for continuing with the investment arrangement or sell the investment arrangement (including, for example, withdrawing a deposit).

3.4.9. Safekeeping or records

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

3.4.10. Brokers/Dealers

Council may utilise the expertise of a broker/dealer to assist with fixed term deposits only if the Manager Finance & Sustainability is satisfied that the use of such does not significantly have a negative effect on the investment opportunity (for example that any fees incurred by the broker does not outweigh the variance in the investment rate received from the broker compared to the rate Council would have received if they had done the deal directly).

3.4.11. Investment Guidelines

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

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

3.4.12. Short Term Debt Ratings

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

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

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

3.5. Reporting

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

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

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

4. DEFINITIONS

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

Broker/Dealer means an individual or financial entity that trade securities for their own account or on behalf of clients. The entity could be a corporation, limited partnership, limited liability company, or a general partnership.

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

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

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

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

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

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

Investment Portfolio means pool of investments held by Council.

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

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

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

Yield means the annual rate of return on an investment.

5. LEGISLATIVE REFERENCE

Banking Act 1959 (Cth)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Statutory Bodies Financial Arrangements Act 1982 (Qld)

Statutory Bodies Financial Arrangements Regulation 2019 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Revenue Policy 2023/2024 – Statutory005

South Burnett Regional Council Revenue Statement

7. NEXT REVIEW

As prescribed by legislation – April 2024

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	21 July 2010	907608
2	Review of policy	13 July 2011	1126931
3	Review of policy	11 July 2012	1272123
4	Review of policy	3 July 2013	1458314
5	Review of policy	25 July 2014	1620456
6	Review of policy	29 June 2015	1888896
7	Review of policy	27 June 2016	1959082
8	Review of policy	26 June 2017	2719366
9	Review of policy	25 June 2018	2513695
10	Review of policy	12 June 2019	2597395
11	Review of policy	17 June 2020	2688439
12	Review of policy	24 March 2021	2774460
13	Review of policy	25 May 2022	2865444
14	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

10.8 ANNUAL OPERATIONAL PLAN 2022/2023 IMPLEMENTATION PROGRESS REPORT FOR THE PERIOD ENDING 31 MARCH 2023

File Number: 26-Apr-2023

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Annual Operational Plan 2022/2023 Implementation Progress Report for the period beginning 1 July 2022 ending 31 March 2023.

SUMMARY

The South Burnett Regional Council ('Council') Annual Operational Plan ('Plan') details the projects, services and initiatives that Council planned to deliver for the 2022/2023 financial year.

Pursuant to *Section 174(3)* of the *Local Government Regulation 2012* a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Plan.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Annual Operational Plan 2022/2023 ('Plan') Implementation Progress Report for the period 1 July 2022 to 31 March 2023 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial or resource implications arise from this report other than what has been identified in Council's financial budgeting and planning documents.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021-26	
EC	Enhancing liveability and lifestyle
IN	Providing key infrastructure for our towns and villages
GR	Growing our region's economy and prosperity
EN	Safeguarding our environment
OR	Organisational excellence
Operational Plan 2022/2023	
Periodical review and update the 2022/2023 Annual Operational Plan	

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Chief Executive Officer, General Managers and Managers have contributed to the Annual Operational Plan 2022/2023 Implementation Progress Report for the period 1 July 2022 to 31 March 2023 in respect of their relevant areas of responsibility.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Pursuant to *Section 174(3)* of the *Local Government Regulation 2012*, the Chief Executive Officer has a statutory obligation to present a written assessment of the implementation of the Annual Operational Plan.

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

No direct policy/local law/delegation implications arise from this report which have not previously been identified operationally within Council’s planning and budget documents.

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report other than what has been identified in Council’s financial budgeting and planning documents.

REPORT

The South Burnett Regional Council (‘Council’) Annual Operational Plan (‘Plan’) details the projects, services and initiatives that Council planned to deliver for the 2022/2023 financial year.

Pursuant to *Section 174(3)* of the *Local Government Regulation 2012* a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Plan.

ATTACHMENTS

- 1. **Annual Operational Plan - 3rd Quarter Review** [↓](#) 



Version Control

date	comment	version
March 2022	Draft - initial	D1
May 2022	Draft presented to Ordinary Meeting of Council for Workshop	D2
June 2022	Draft Plan presented to Ordinary Meeting of Council	D3
June 2022	Final Plan adopted by Council 24 June 2022 - Council Resolution 2022/578	1.0
September 2022	1 st Quarter Review	2.0
December 2022	2 nd Quarter Review	2.1
March 2023	3 rd Quarter Review	2.2

Adoption by Council

Draft Plan adopted at the Ordinary Meeting of Council, 24 June 2022.

Copies of the Annual Operational Plan

Copies of Council's Annual Operational Plan, Corporate Plan and the Annual Reports are available free of charge electronically on Council's website at www.southburnett.qld.gov.au or can be viewed at any Council Library or Customer Service Centre.

Contact Us

All written communications to be addressed to:

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P 1300 789 279

E info@sbrc.qld.gov.au

W www.southburnett.qld.gov.au

F www.southburnettregion

T @SouthBurnettRC

ABN 89 972 463 351

Acknowledgement

We acknowledge and respect the Wakka Wakka and Wulli Wulli people, the traditional owners of this land that we live, work and play and respect their cultures, their ancestors and their elders past, present and future generations.



Introduction

The South Burnett Regional Council ('Council') 2022-23 Annual Operational Plan is required to be developed in accordance with the *Local Government Regulation 2012* and focuses on the actions that Council staff are expected to take throughout the 12-month period in order to implement the longer-term goals detailed in the South Burnett Regional Council Corporate Plan 2021-26.

In accordance with the provisions of *Section 175* of the *Local Government Regulation 2012*, an Annual Operational Plan must:

- (a) be consistent with the annual budget; and
- (b) state how the local government will –
 - (i) progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and
 - (ii) manage operational risks; and
- (c) include an annual performance plan for each commercial business unit of the local government.

In accordance with *Section 174(3)* of the *Local Government Regulation 2012*, Council will assess its progress towards implementing its Annual Operational Plan on a quarterly basis. The long-term strategies within Council's Corporate Plan 2021-26 are allocated to Departments to progress. Therefore, the Annual Operational Plan has displayed the operational Initiatives and operational services according to Departmental responsibility, to provide clarity and accountability, as well as provide operational focus for the Departments within Council.

All day-to-day core business activities and services are not necessarily listed in the Annual Operational Plan; instead the Annual Operational Plan focuses on initiatives and services that will be required in the current financial year to achieve Council's long term corporate objectives.

The Corporate Plan 2021-26 provides a blueprint for the future of our communities and establishes priorities and outlines strategies which best reflect the needs of our community for today and into the future. Council's Chief Executive Officer is responsible for preparing quarterly reports to the Council on the progress of the implementation of the Annual Operational Plan. These reports ensure that Council's elected members and staff are accountable for the progress made in meeting Council's annual operational plan goals. This plan is reliant linked to South Burnett Regional Council's 2022-23 budget and Council's available human resources.

Executive Services Annual Operational Plan 2022/23

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



Core Activities					
Ref	Activity	Branch	Corp Plan	Budget	
OPE/01	Strengthen, maintain, and actively contribute to Local Government organisations/associations advocating Council's strategic and operational position on key issues	Office of the CEO	OR12; GR16	BU1001	
OPE/02	Develop, coordinate, and publish Council's Annual Report on organisational activities and compliance with legislation	Office of the CEO	OR2	BU1001	
OPE/03	Proactive strategic delivery of media and communications utilising activities such as bi-annual community survey such as undertaken by LGAQ	Office of the CEO	OR10	BU1001	
OPE/04	Implementation of Council's adopted policies e.g.; Community Engagement Strategy and Policy; Regional Development Policy	Office of the CEO	OR10; GR1	BU1001	
OPE/05	Providing administrative support service to the Elected Members to meet Council's strategic outcomes	Office of the CEO	OR12	BU1001	
OPE/06	Ongoing implementation of Council's People and Culture Workforce Plan (including Workplace Health and Safety) to guide the engagement, development, management, and performance of Council's human resources utilising activities such as annual employee engagement survey	People & Culture	OR11; OR9; GR15	BU1003	
OPE/07	Continued improvement, implementation, and review of Council's Workplace Health Safety ('WHS') System in conjunction with the People and Culture Workforce Plan	People & Culture	OR16	BU1003	

Projects/New Activities						
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget
OPE/08	Council advocacy for mental health and suicide prevention programme working with community stakeholders and government	Office of the CEO	IN13; EC11	1 July 2022	30 June 2023	BU1001

30 September 2022

In May 2022, it was announced that the Darling Downs and West Moreton PHN would be granted \$3.4M to establish a Head to Health (H2H) Satellite adult mental health facility in Kingaroy. Council has been working with the PHN and other community organisations on a co-design panel, to ensure the service that is established in Kingaroy best suits the needs of our community. The tender to operate the Head to Health service in Kingaroy is set to be released by the end of October 2022, with the service to be operational by July 2023.

31 December 2022

Tender applications for the Satellite Head to Health Service in Kingaroy closed on the 9 December 2022, with 14 applicants in total. A representative from the South Burnett Regional is on the selection panel for this service. Final moderation and recommendations for this new mental health facility will be completed by the 14 March 2023, with a view for the service to be fully operational by 31 July 2023.

31 March 2023

Satellite Head to Health services:

- Called for nominations for service provides;
- Shortlisted;
- Interviews completed – final moderation for applicants in 4th quarter.

Service projected to open by 31st July 2023.

Harmony Day successfully held in March to celebrate community inclusion and diversity.

OPE/09	Advocate for specialist and community health services to maintain current services at a minimum	Office of the CEO	IN13	1 July 2022	ongoing	BU1001
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30 September 2022

South Burnett Regional Council continues to actively participate in the Kingaroy Stakeholder Consultative Group, working closely with the Kingaroy Hospital, local primary care providers, and funding bodies, including Darling Downs and West Moreton PHH, check-up and Health Workforce Queensland to identify gaps in health services across the South Burnett and to advocate for new services in the South Burnett as identified and to attract new staff to the area.

31 December 2022

The Kingaroy Stakeholder Consultive Group will continue to meet bi-monthly during 2023, to work collaboratively with a view to fill identified gaps in services, and to attract and retain staff within the health sector across the South Burnett Region. The Kingaroy Stakeholder Consultative Group has been invited by the Darling Downs and West Moreton PHN to act as an advisory group for the upcoming 2023 Red Ant Roundup Medical Conference, which is scheduled to be held on the 11th & 12th March.

31 March 2023

2023 Red Ant Round Up Medical Conference held in March. Focus of this year's conference was mental health and wellbeing. Council again sponsored this event. Patient transport stakeholder group meeting held in January – strong representation from across the region. Council has adopted and submitted 3 resolutions to ALGA National Conference in June 2023 to support General Practitioners and rural/regional health services. Community development team working with current Griffith Long Look Medical Students to deliver a community health awareness programme across entire South Burnett Regional Council area.

OPE/10	Development, adoption and commence implementation of the SBRC Regional Development Action Plan	Office of the CEO	GR1	1 October 2022	30 April 2023 30 June 2023	BU1001
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30 September 2022

Working with officers from Department of State Development, Infrastructure, Local Government and Planning to facilitate the next meeting of the Regional Development Advisory Committee Meeting (REDAC). Unable to bring the committee together in the first quarter reporting period due to diary conflicts – meeting planned before end of 2022 calendar year.

31 December 2022

Follow up meeting held with Department of State Development, Infrastructure, Local Government and Planning in November to discuss support and resourcing from the department. Agreed to hold full committee meeting in early 2023.

Working group with Council representatives, MBDA and departmental officers met in 1st half of the reporting year to discuss future options for the Murgon Industrial land. Discussions put on hold whilst other commercial negotiations are undertaken by the current owners of the site. Follow up meetings with the Department of State Development, Infrastructure, Local Government and Planning for 3rd quarter to progress.

31 March 2023

Regional Development Advisory Committee met on 2 March 2023 covering the following areas:

- brief reminder overview of the role of the group and the strategies in the plan.
- Brief explanation and overview of the Qld Jobs and Energy Plan and the Regional Economic Futures Fund. (REFF)
- purpose of the group to provide information to Council (will assist in guiding the input to REFF).
- Discussion on how the group communicates with the community and stakeholders.
- Set some definite regular meeting dates to progress working on the action plans to be developed from the strategies.

Facilitated workshop to be held in May (4th Quarter) with Dr Tom Keenan.

OPE/11	Develop an investment ready road map aligning Council priorities to State and Federal government's objectives	Office of the CEO	GR2	1 October 2022	30 June 2023	BU1001
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30 September 2022

South Burnett Renewable Energy Investment Prospectus – preliminary meeting held with TSBE and other stakeholders.

31 December 2022

The development of the prospectus will detail the region’s economic strengths, population, workforce, education, property, and lifestyle opportunities, and contain comprehensive information on the renewable energy projects proposed. Project also aligns to Resource council development of economic transition for regional economy.

31 March 2023

Meeting of stakeholders at the Investment Prospectus Roundtable discussion held on 16 March 2023. Discussed path forward with follow up meeting to be held on 13 April 2023. At this Round Table Discussion, it was agreed that an independent facilitator should be engaged to conduct 2 to 3 workshops to inspire ‘Blue Sky’ collaboration and identify the possible investment opportunities. As a part of the Black Summer Bushfire grant funding, Council has engaged Dr Tom Keenan to facilitate the workshops and develop the Investment Prospectus.

The Aim of the South Burnett Investment Prospectus is to provide a detailed overview of the South Burnett Region, its advantages to invest, do business and live.

Key elements within the Prospectus area:

- Regional Snapshot
- Regional Economy
- Key Industries
- Key Infrastructure
- Resource Industry Leader
- Emerging Industries
- Key Partnerships
- Facilities and events

Expectation is that project will roll into the 2023/24 financial year.

OPE/12	Develop a 25-year economic roadmap for water infrastructure	Office of the CEO	GR12; GR13	1 July 2022	30 June 2023	BU1001
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30 September 2022

Utilising funding available for the South Burnett Water Feasibility Project Phase 2, consultants were engaged to progress the development of the 25 Year Economic Road Map as a key deliverable of the Phase 2 project. The draft Phase 2 report, including the 25 Year Economic Road Map is anticipated to be presented for Council review in October 2022.

31 December 2022

Phase two (2) of the study developed a 25-year economic roadmap addressing key recommendations of the first phase of the study. Council's consultant for delivery of Phase two (2) of the South Burnett Water Feasibility Project has completed the final report and this draft report was presented to the Infrastructure, Environment and Compliance Standing Committee Meeting on 2 November 2022. The final report was presented to Council at the Ordinary meeting of 23 November 2022 (Resolution: 2022/255). Copies of the report have been circulated to elected members, SunWater, TSBE and other stakeholders. Council will arrange for engagement with the broader community and other interested parties in early 2023.

31 March 2023

In accordance with Council resolution meetings held with Minister Furner and Minister Butcher to advocate for the plan. Briefings also supplied to the Local Member and Opposition Spokesperson. Follow up from the Ministerial meetings briefings have been presented to SunWater, Dept. of Agriculture and Stanwell.

OPE/13	Advocate for regional water security developing projects and seeking external funding	Office of the CEO	GR13	1 July 2022	ongoing	BU1001
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30 September 2022

Based on extensive planning undertaken under Council's Managing the Infrastructure Pipeline Project culminating in the preparation of Council's Total Asset Management Plan 2022, Council continues to advocate for funding to improve Council's urban water security. Council awaits a decision on its Building our Regions funding application for the Gordonbrook Off stream Storage Project. Negotiations for the acquisition of additional high priority allocation from Boondooma Dam to support urban water supplies in Kingaroy and ultimately Nanango are ongoing.

31 December 2022

By correspondence received late December, Council has been approved for funding under Building our Regions (BoR) Round 6 for the planning project - Gordonbrook Dam Off-stream Storage for Boondooma Water Detailed Design. This approval is for further design and planning works and is not the full construction amount requested.

In addition, the Economic Road Map identifies areas of immediate potential for new irrigation, including additional storage in the Barker Barambah scheme, conversion of Gordonbrook to irrigation and expansion of the Blackbutt irrigation scheme.

31 March 2023

As per OPE/12

OPE/14	Engage key stakeholders conducting advocacy activities to build regional economic diversification in energy transformation, encouraging responsible investment in renewable energy	Office of the CEO	OR5	1 July 2022	ongoing	BU1001 BU1004
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30 September 2022

Advocacy to Assistant Minister for Hydrogen Lance McCallum, and representatives from the Department of Energy and Public Works including the Director Hydrogen Coordination Unit. Advocacy through ALGA National Congress. Discussions with TSBE to progress opportunities. Ongoing discussions with Powerlink and Stanwell. Consideration of opportunities for concept proposals such as Hydrogen production within the region. Engagement and roll out of the Energy Queensland partnership with the Department of Transport & Main Roads to deliver the extension of the Queensland Electric Superhighway (QESH) Stage 3. Attendance at meetings discussing Wind Farm and Solar Energy projects and continued advocacy for best practice within these renewable industries. Burnett Inland Futures (BIF) research report through the Red Earth Foundation co-design for a long-term regional community plan.

31 December 2022

Participation in the LGAQ Resource Community Advocacy Plan which is a compilation of policy resolutions that have been overwhelmingly supported by member delegates across Queensland, at the LGAQ Annual Conference. These policy resolutions represent the state-wide solutions and policy settings that are needed to ensure a successful, well-planned, and sustainable future for Queensland’s resources communities.

31 March 2023

Continued engagement with local proponents of wind and solar projects. Active involvement and participation in LGAQ Resource Councils deputations to State Government. Feedback given related to transport infrastructure implications of Renewable Energy Zones or associated with the prolific renewable energy development occurring across regional Queensland. Feedback given to State Government relating to implications of supply chain issues with particular reference to natural river and stream systems. Discussions with PowerLink for the community updates for the Borumba Connections stakeholder engagement. Engagement with State Government around the Qld Energy and Jobs Plan.

OPE/15	Engagement in energy policy and advocacy for transition of economies impacted by State and Commonwealth policies	Office of the CEO	EN5; GR14	1 July 2022	30 June 2023	BU1001
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30 September 2022

Participation in Red Earth inaugural Red Earth Leadership Forum held at Murgon. Participated in consultation sessions and attended the report finding briefing for the Burnett Inland Futures (BIF) research report. Exploring opportunities with TSBE. Submission of motions to the LGAQ Annual Conference.

31 December 2022

All council motions submitted to the LGAQ Annual Conference passed at the conference.

Following the LGAQ Annual Conference in Cairns, and several policy resolutions endorsed by members on the policies needed to support a successful community transformation (social and economic) as the decarbonisation of the economy is progressed, the LGAQ has secured a delegation from mayors to speak further to the importance of these issues. This deputation attended by Mayor Otto was held at Parliament House in Brisbane on 1 December 2022.

Cr Schumacher appointed to the Burnett Stakeholder Reference Group by Powerlink.

WBB Resources Group (WBBRG) meeting held in Brisbane 29 November 2022 – The WBBRG is led by industry, and supported by government, to achieve collaborative solutions, driving resource projects to the productive phase for the benefit of members and the regional economy.

31 March 2023

LGAQ Resource Council meetings and deputations:

- Department of State Development met with Council on 30 January 2023 to discuss feedback on Jobs and Energy Plan.
- A consultation workshop with resources councils was held 1 February 2023 at 1 William St Brisbane to begin the process to co-design an effective mechanism to achieve greater coordination of State efforts in transitioning communities with the Mayor and CEOs of the 8 councils in the LGAQ group of resource councils. This was a facilitated session, led by the State Gov't communications and engagement team;
- Meeting held on 14 March to discuss transport issues associated with renewable energy developments/QREZ and the social licence of these projects. Goondiwindi Regional Council joined this meeting.

OPE/16	Develop town and village community plans / key priority lists	Office of the CEO	EC9	1 July 2022	30 June 2023	BU1001
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<p>30 September 2022</p> <p>Information collated into spreadsheet from previous years – First Mayoral & Councillors Community Catch Ups held in Kumbia on 23 September. Further information is being collated from these meetings. Consideration of format and how the collected information can be presented and developed into a community plan document.</p> <p>31 December 2022</p> <p>2nd Mayoral & Councillors Community Catch Ups held in Proston on 28 October.</p> <p>31 March 2023</p> <p>Work has commenced on drafting a format that can be used for the Community Plan. Information is being collected from the various departments within council to populate the 1st draft. The draft will be circulated to Councillors in the 4th quarter to review and agree on a community engagement and consultation strategy. Expectation is that project will roll into the 2023/24 financial year.</p>						
OPE/17	Commence development of an employee value proposition linking to Council's People and Culture Workforce Plan for positive recruitment and retention outcomes	People & Culture	OR11	June 2021	Ongoing	BU1003
<p>30 September 2022</p> <p>There is an intent to issue the annual Staff Survey in late October, as part of this survey staff will be questioned on what it means to them to have a job at SBRC, thus allowing a development of key Employee Value Propositions (EVP) considerations to be understood about what it is staff value most at the workplace.</p> <p>31 December 2022</p> <p>The Workforce Plan assists Council to guide engagement, development, management, and personnel of Council's human resources and the 1st draft of the plan was presented to Liveability, Governance and Finance Standing Committee on 7 December 2022 for Councillor's information. The Staff Survey was held back from the end of 2022 and will now be issued in early 2023. As part of this survey staff will be questioned on what it means to them to have a job at SBRC, thus allowing a development of key Employee Value Propositions (EVP) considerations to be understood about what it is staff value most at the workplace.</p> <p>31 March 2023</p> <p>Survey draft finalised and delayed due to EBA negotiations. Intent to release and finalise before end of financial year. Recruitment policy reviewed and forwarded to Council Ordinary meeting for adoption. The review focused on reducing timeframes and flexibility in council recruitment practices. When benchmarking our Council with other Local Authorities within Southeast Qld excluding large coastal councils, average turnover is 24.1%. Council is currently averaging 15% per annum.</p>						
OPE/18	Development of an Environmental Sustainability Policy	Office of the CEO	EN1	1 July 2022	30 June 2023	BU1001

30 September 2022

Preliminary investigations commenced into similar policies within other councils both within Queensland and Nationally.

31 December 2022

Engaged Mead Perry to undertake research, document review and engagement with key staff and facilitate a Councillor workshop to inform the development of a draft Environmental Sustainability Policy. Workshop the draft policy with key staff and Council. Workshops to occur in 3rd quarter reporting period with draft policy on track to be adopted by 30 June. Cost of development of policy can be absorbed in current operational budget.

31 March 2023

Undertake research, document review and engagement with key staff and facilitate a Councillor workshop to inform the development of a draft Environmental Sustainability Policy. Workshop the draft policy with key staff and Council. Workshop with independent facilitator SLT and available councillors was held on 3 March 2023.

OPE/19	Development of an Organisational Service Level Catalogue	Office of the CEO	OR11	1 July 2022	30 June 2023	BU1001
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30 September 2022

Finalisation of the Parks Business Improvement Review. Initial investigations being undertaken Council in our near region to discuss their Service Level Catalogues and opportunities to share information and learnings.

31 December 2022

Delivering the project scope outcomes will involve conducting a structured engagement with staff from all functional areas to map “current state” services and conduct an analysis of them. This analysis and further research will allow us to establish a service portfolio. Our approach to this project would be based on engagement with the team to ensure that we achieve staff “buy in” to and ownership of any required change to their operations. In addition, it will ensure that the project will benefit from the analysis of current processes and practices and identification of opportunities to make improvements to operations through the review. It is anticipated the bulk of this project involving the facilitation of the project groups and Councillor engagement. Resourcing for the project will need to be considered in the 2nd Quarter review as it is recommended that an outside facilitator be engaged to assist with the delivery within timeframes.

The process mapping data previously completed by Council for the Tech One/T2 projects will allow us to prepopulate our data base with the services that are provided by those functions. This will be especially helpful for activities where costs are not specifically allocated against services. i.e. Customer services. There would still be the need to engage with key staff to ascertain frequency, resources/time required but it would allow the first step of identifying services provided to be skipped.

31 March 2023

Report presented to Council Budget Committee meeting 15 March 2023 on the maintenance management review which included information on the current intervention levels and targeted response times with a further review identified to occur in 1 years’ time. CRM Statistics based on departmental determined deadlines. Council's Customer Service Charter measurement - timeframe for processing customer requests was presented to the Liveability, Governance, and Finance Standing Committee on 8 March 2023. The adopted customer service charter currently does not define service levels. This report provides statistics based on the target dates identified by each department for request resolution. These reviews will also assist with any service level reviews. Expectation is that project will roll into the 2023/24 financial year.



Finance & Corporate Annual Operational Plan 2022/23

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



Core Activities				
Ref	Activity	Branch	Corp Plan	Budget
OPFC/01	Maintain Council's call centre and customer service delivery across the customer service centres of Blackbutt, Nanango, Kingaroy, Wondai / Murgon	Corporate, Governance & Strategy	EC5	BU1159
OPFC/02	Manage the periodical review and progress update of Council's 2022/23 Annual Operational Plan	Corporate, Governance & Strategy	OR1	BU1159
OPFC/03	Manage the development of Council's 2023/24 Annual Operational Plan aligned to Council's budget development process	Corporate, Governance & Strategy	OR1	BU1159
OPFC/04	Manage the provision of delegations, sub-delegations and Local Government Worker / Authorised Persons governance processes	Corporate, Governance & Strategy	OR2	BU1159
OPFC/05	Process Right to Information / Information Privacy applications in accordance with legislative requirements and provide awareness training to the organisation	Corporate, Governance & Strategy	OR2	BU1159
OPFC/06	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms and factsheets	Corporate, Governance & Strategy	OR2	BU1159
OPFC/07	Capture and correctly manage Council's corporate documents using recordkeeping good practice and promoting such to the organisation	Corporate, Governance & Strategy	OR2	BU1159
OPFC/08	Manage and maintain the legal proceedings / legal advice registers maintaining the budget for engagement of legal services	Corporate, Governance & Strategy	OR2	BU1159

OPFC/09	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy	Corporate, Governance & Strategy	OR2	BU1159
OPFC/10	With the support of Council's departments, implement Council's Customer Service Charter	Corporate, Governance & Strategy	OR8	BU1159
OPFC/11	Manage Council's Insurance policies and claims	Corporate, Governance & Strategy	OR13	BU1159
OPFC/12	Deliver sound corporate risk management and internal audit functions aligning to Council policy	Corporate, Governance & Strategy	OR15	BU1159
OPFC/13	Provide information in monthly meeting reports surrounding the financial sustainability ratios which are mandated under the <i>Local Government Regulation 2012</i> in the financial management (sustainability) guidelines	Finance & Sustainability	OR5	BU1011
OPFC/14	Encouragement and development of the local Market Place by establishing a healthy register of what the local Market Place can provide to Council by way of goods or services committing a target to local spend	Finance & Sustainability	GR11	BU1012
OPFC/15	Perform a review of dividends to determine best practice for calculation of budgeted dividends	Finance & Sustainability	OR5	BU1011
OPFC/16	Compliance with budget limits. Regular quarterly budget revisions. Monthly reporting of budget variations to Council in monthly financial report	Finance & Sustainability	OR5	BU1011
OPFC/17	Maintain and monitor 10-year long term financial plans reporting to Council through monthly financial reports	Finance & Sustainability	OR5	BU1011
OPFC/18	Debt Recovery - Continue to follow up on outstanding debt to not place an unfair burden onto rate payers who meet their obligations in full	Finance & Sustainability	OR5	BU1011



OPFC/19	Full review of expenditure to identify efficiencies within the organisation	Finance & Sustainability	OR5	BU1011
OPFC/20	Develop and map strategies to bring Council budget into surplus within long term forecast	Finance & Sustainability	OR5	BU1011
OPFC/21	Zero-based budgeting	Finance & Sustainability	OR7	BU1011
OPFC/22	Strategically upgrade and improve Council information technology systems and hardware	ICT & Fleet	OR3	BU1017
OPFC/23	Utilisation and operation of Council's Workshops	ICT & Fleet	OR13	BU1016
OPFC/24	Data Security Review including, Cyber Security. Ensure the provision of appropriate security systems (including cyber security) protect Council's data and information	ICT & Fleet	OR15	BU1017
OPFC/25	Develop and manage Business Systems and Projects (Project T2 and sub-projects)	ICT & Fleet	OR3; OR15	BU1160

Projects/New Activities



Ref	Activity	Branch	Corp Plan	Start	Finish	Budget
OPFC/26	Develop a framework for electronic signatures working with Council's Business Systems and Departments to accommodate their requirements	Corporate, Governance & Strategy	OR13	1 July 2022	30 June 2023	BU1159
<p>30 September 2022</p> <p>Project will commence in partnership with Business Systems Unit in consultation with Branch Managers in later half of 2nd Quarter 2022/23 - after the completion of the P&R / Customer Request Review project implementation/'go live' end October 2022 and the commencement of the new Manager Corporate Governance & Strategy. As an interim measure, Branches are conducting their own risk assessments on current practices and procedures to introduce electronic signatures where appropriate on a case-by-case basis.</p> <p>31 December 2022</p> <p>No further progress. New Manager Corporate Governance & Strategy commenced 3 January 2023.</p> <p>31 March 2023</p> <p>Project will progress in 4th Quarter in partnership with Business Systems.</p>						
OPFC/27	Investigation into a more paperless accounts payable workflow	Finance & Sustainability	OR13	1 July 2022	Ongoing	BU1011
<p>30 September 2022</p> <p>The accounts payable team have worked extensively with the IT department to setup a more paperless process. This has been implemented from July 2022 and seems to be working well. Finance, accounts payable and IT will continue to monitor this new process.</p> <p>31 December 2022</p> <p>Process has been working extremely well. Minimal printing from AP over the last few months. The accounts team are continuing to see what other parts of the process could be made more electronic.</p> <p>31 March 2023</p> <p>Project has been completed with accounts payable continuing to have minimal paper usage in their area.</p>						

OPFC/28	Review of rates supplementary notices to utilise the ERP considering paperless rates notices and non-rate charges to be included in rates searches	Finance & Sustainability	OR13	1 July 2022	30 June 2023	BU1011
<p>30 September 2022</p> <p>Finance and Business Systems have made contact with TechOne to start the process of looking at the supplementary rates notices to ensure they are run out of the system. Finance has also added into their processes to ensure non-rate charges against the property are included on rates searches and unpaid charges recovered during the settlement process. Finance is also working with business systems to adjust the rates search templates to ensure this will automatically come through on rates searches rather than being a manual process.</p> <p>31 December 2022</p> <p>TechOne has been working on the Supplementary Notice in the system and is nearly complete. The rates searches project to make less manual for calculations is also progressing.</p> <p>31 March 2023</p> <p>Supplementary Notices have been largely completed by TechOne and have been put into the live system for use. The only part still being looked at is the Australia Post barcode being on the supplementary notices. The project to make the rates search templates more automatic is expected to roll into the next financial year.</p>						
OPFC/29	Centralised Procurement	Finance & Sustainability	OR13	1 July 2022	Ongoing	BU1012
<p>30 September 2022</p> <p>Finance and Procurement will meet in October to begin looking at the pathway to centralised procurement and begin looking at implementation and how that will look.</p> <p>31 December 2022</p> <p>Procurement held a workshop in November to begin discussions with departments on what centralised procurement may need to look like for our organisation. Next steps are to do a workflow on the proposed different scenarios to determine the process flow and resources required. Working Group to be established to continue the centralised procurement process.</p> <p>31 March 2023</p> <p>Terms of reference for the Centralised Procurement Working Group is currently being worked on so that the group can be put together and have their first meeting to keep progressing the centralised procurement project. As this project will be extensive, this project is expected to roll into the next financial year.</p>						

OPFC/30	Continue review of general rating categories to achieve equity	Finance & Sustainability	OR14	1 July 2022	Ongoing	BU1011
<p>30 September 2022 Finance will work with Council and the external rates consultant to begin looking at any further rate categories adjustments that could be implemented in the 23/24 budget.</p> <p>31 December 2022 Initial meeting held with Mead Perry regarding the rates for the 23/24 year. Information is being gathered so that the consultant can put together information to begin the conversation with Councillors. Workshop to be held on the 13th of February. Discussions on rating of the wind farm has also begun.</p> <p>31 March 2023 2 Workshops were held in February for the Councillors. Mead Perry have provided their draft rating strategy for the 23/24 year. Council will consider the findings from the report for inclusion in the 23/24 rating strategy in the April Budget Committee Meetings.</p>						
OPFC/31	Review of Asset Management Business processing for integration into one Asset Management System in Technology One	ICT & Fleet	IN2	1 July 2022	Ongoing	BU1160
<p>30 September 2022 Plant and fleet assets created with the CiA platform of TechOne. ICT assets now created through the CiA platform.</p> <p>31 December 2022 Item consider actioned for the ICT, Plant and Fleet assets.</p> <p>31 March 2023 No change from last quarter. Action item in place.</p>						
OPFC/32	Deliver a Customer Request Effectiveness Review Project (Project ID: T2.6)	ICT & Fleet	OR8	1 July 2022	31 October 2022	BU1160

<p>30 September 2022 Project 95% complete - Go Live as of 10 October 2022. Further analytics/dashboards to be developed to grant further detail on council meeting deadlines set for each request type.</p> <p>31 December 2022 Report to be created briefing ELT and SLT of the project implementation status and learnings. A tentative release of the CRM product to the public is set for Jan/Feb 2023.</p> <p>31 March 2023 Customer connect launched and link added to council website. Specific training instances addressed as required. Project closed and moved in continued support and BAU.</p>						
OPFC/33	Undertake business process mapping and analysis implementing a business process continuous improvement programme	ICT & Fleet	OR9	1 July 2022	Ongoing	BU1160
<p>30 September 2022 Improvement register set to be reviewed in the month of October with a programme of works to be created for adoption and presented as an FYI to external audit committee in Feb 2023.</p> <p>31 December 2022 Review of improvement register commenced, meeting schedule with business systems team to identify priority projects, report to drafted for ELT to confirm prioritisation.</p> <p>31 March 2023 Prioritisation set for 4th quarter – Fleet assets booking and work requests + User Profile matrix.</p>						
OPFC/34	Realise business improvements through the use of Council's Business Systems Software	ICT & Fleet	OR13	1 July 2022	Ongoing	BU1160

<p>30 September 2022 Improvements register to be reviewed with accumulated items received through various communication methods added. Prioritisation exercise to then commence.</p> <p>31 December 2022 TechOne to present CiA anywhere Go Live Roadmap for comparison against improvement register. This presentation will assist in confirmation of project requirements.</p> <p>31 March 2023 Improvement register reviewed, items listed and predicted timing schedule created.</p>						
OPFC/35	Realise business improvements through the use of Council's Microsoft Office 365 Systems Software	ICT & Fleet	OR13	1 July 2022	Ongoing	BU1017
<p>30 September 2022 Workshops scheduled across all departments within SBRC, Categorisation exercise to be conducted with approval on directory structure required from departments. 0365 Power Apps utilised to created water meter reader app set for adoption Dec 2022.</p> <p>31 December 2022 Discovery sessions completed with initial alpha build of document repository created. Small groups across all departments engaged to identify files and run through an exercise confirming category suitability. Project progress report to be presented to ELT before further progress initiated.</p> <p>31 March 2023 Project parked due to resignation of project lead. Recommencement will occur once vacancy is filled.</p>						
OPFC/36	Effectively maintain and manage Council's white fleet maximising efficiencies	ICT & Fleet	OR13	1 July 2022	31 December 2023	BU1016



30 September 2022

Report generated and presented to council (Infrastructure Initiated) highlighting that SBRC's white fleet have been reduced by the 20% challenge and any further reduction severely impacts council service levels.

Further improvement set for 1st quarter 2023 – prestarts work, requests, budget and inventory assessments.

31 December 2022

Prerequisites required before pre starts and work request can commence. Improvement register review required to obtain accurate timeframes and resource requirements to assess organisational impact and prioritisation.

31 March 2023

Project kick off, scoping session and vendor engagement commenced. Changes applied to T1 Test environment and awaiting UAT. Project schedule and timeframe requires further development. Project team to recommence next phase April – Jun 2023



Infrastructure Annual Operational Plan 2022/23

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



Core Activities				
Ref	Activity	Branch	Corp Plan	Budget
OPI/01	Continuation of Implementation of a Maintenance Management Plan for Transport Assets (Continued improvement of prioritised maintenance programme incorporating timely defect inspection and management of defect backlog).	Infrastructure Works	EC2; OR3	BU1110
OPI/02	Review disabled parking and footpath access in conjunction with CBD master plans (Predesign, concept plans developed for Kumbia, Wondai and Nanango including footpath furniture and on-street landscaping)	Infrastructure Planning	EC12	BU1107
OPI/03	Provide funding and facilitate the ongoing development of the local SES groups within the region	Infrastructure	EC6-	BU1048
OPI/04	Lead and Administer the Local Disaster Management Group for the South Burnett	Infrastructure	EC15	BU1048
OPI/05	Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology including footpaths (10 year works program developed in accordance with asset management strategy with adoption by Council)	Infrastructure Works / Infrastructure Planning	IN1; IN2	BU1110 BU1107
OPI/06	Review current Asset Management Plan and strategy for transport assets including footpaths (Review of current asset management plan and methodologies including options for rationalisation)	Infrastructure Works / Infrastructure Planning	IN1; IN2; OR3	BU1110 BU1107
OPI/07	Review current Asset Management Plan and strategy for Water and Wastewater assets (Asset management plan developed in accordance with Council and community service levels)	Water & Wastewater / Infrastructure Planning	IN7; OR3	BU1115 BU1127 BU1107
OPI/08	Achieve compliance with treatment plant licence conditions, dam safety, public health requirements with statutory timeframes for reporting achieved (No breach of licence conditions / statutory reports submitted in require timeframes)	Water & Wastewater	IN7	BU1115 BU1127
OPI/09	Review and comply with customer service standards for water and wastewater infrastructure (Completed review is advertised for customer feedback and posted on web site as required by the regulator)	Water & Wastewater	IN7	BU1115 BU1127

OPI/10	Development of a prioritised 10 year works programme for the replacement, upgrade and construction of new and existing water and wastewater assets with allocation of funding to develop, plan & design (10 year works program completed in accordance with asset management strategy)	Water & Wastewater	GR3	BU1115 BU1127
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Projects/New Activities						
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget
OPI/11	Develop and implement service standards for Central Business District ('CBD') cleaning and maintenance regime (Establish working party to devise appropriate standards for CBD cleaning)	Infrastructure Works & Parks	EC2	1 July 2022	30 June 2024	BU1110 PARKS
<p>30 September 2022 Working party established, cleaning and maintenance regime under development.</p> <p>31 December 2022 First trial for footpath completed. Second trial commencing 2023.</p> <p>31 March 2023 Service level cost option being prepared for 23/24 OPEX Budget Deliberation.</p>						
OPI/12	Review and further develop a forward 10-year programme for Transport Assets in prioritisation methodology for median strips and roundabouts prioritising entry ways into our region (10 year works program developed in accordance with asset management strategy with adoption by Council)	Infrastructure Works / Infrastructure Planning	IN5	1 July 2022	30 June 2024	BU1110 BU1107

<p>30 September 2022 There has been no opportunity to advance this item.</p> <p>31 December 2022 Seeking to outsource this project.</p> <p>31 March 2023 Seeking to outsource this project.</p>						
OPI/13	Implementation of Project Management Framework and advanced design programme in accordance with 10 Year Programmes	Infrastructure Works / Infrastructure Planning	OR6	1 July 2022	30 June 2024	BU1110 BU1107
<p>30 September 2022 The advanced design programme is under development and progressing well to allow for future efficiencies.</p> <p>31 December 2022 The Project Management Framework is being applied to the Project Management space. Current resourcing needs are being reviewed for consideration to manage the Capital Program delivery.</p> <p>31 March 2023 The Project Management Framework is being applied to the Project Management space.</p>						
OPI/14	That South Burnett Regional Council develop as part of its operational plan a dust sealing policy.	Infrastructure Works / Infrastructure Planning	IN5	1 July 2022	30 June 2024	BU1110 BU1107



<p>30 September 2022 Policy yet to be advanced.</p> <p>31 December 2022 Policy yet to be advanced.</p> <p>31 March 2023 Project being outsourced.</p>						
OPI/15	Renewable Opportunities - to review street lighting to potentially use renewable sources	Infrastructure Works / Infrastructure Planning	EN5	1 July 2022	30 June 2024	BU1110 BU1107
<p>30 September 2022 Future report to be presented to Council.</p> <p>31 December 2022 Seeking to outsource this project. Preliminary investigations have been undertaken with this item to be further developed and completed next year.</p> <p>31 March 2023 Project being outsourced.</p>						
OPI/16	Continued development of digital transformation and capacity - Kingaroy Transformation Project – Last mile digital infrastructure - Mobile telecommunication black spots - EV superhighway and charging stations	Infrastructure Planning	GR10	1 July 2021	30 June 2023	BU1107 ECON DEV

<p>30 September 2022 Future report to be presented to Council.</p> <p>31 December 2022 EV charging stations - Working with industry on private development opportunities throughout the region ie. Blackbutt, Bunya Mountains and Nanango.</p> <p>31 March 2023 Report for Bunya Mountains presented to April 2023 meeting.</p>						
OPI/17	Council works with DTMR to develop and present options about heavy vehicle routes around Kingaroy for discussion with stakeholders	Infrastructure Planning	EC3	1 July 2022	30 June 2025	BU1107
<p>30 September 2022 Monthly meetings are being held between Council officers and TMR to advance community interests in moving heavy vehicles around Kingaroy. The routes are preliminarily being developed, but also overlap with other agency groups requiring further communications.</p> <p>31 December 2022 Discussions are progressing well with TMR with concept layouts on intersection and infrastructure upgrades at key heavy vehicle nodes to be workshopped with Council in 2023.</p> <p>31 March 2023 No further update.</p>						
OPI/18	Advocate for EV superhighway and installation of EV stations	Infrastructure Planning	EN6	1 July 2021	30 June 2023	BU1107 ECON DEV



<p>30 September 2022</p> <p>The super electric highway expansion is in the process of being delivered throughout Queensland and Kingaroy was one of the first to be undertaken in Stage 3 of the rollout. This has been delivered within the footprint of the KTP delivering a charging service that benefits electric vehicle users in the South Burnett.</p> <p>31 December 2022</p> <p>Working with industry on private development opportunities throughout the region ie. Blackbutt, Bunya Mountains and Nanango.</p> <p>31 March 2023</p> <p>Report for Bunya Mountains presented to April 2023 meeting.</p>						
OPI/19	Review of unit rates and schedules completed and options for increased service levels of current slashing and spraying service levels	Infrastructure Works	IN3	1 July 2021	30 June 2024	BU1107
<p>30 September 2022</p> <p>Future report to be presented to Council.</p> <p>31 December 2022</p> <p>Seeking to outsource this project.</p> <p>31 March 2023</p> <p>Report presented to Council in March 2023.</p>						
OPI/20	Work in partnership with TMR and NHVR to identify possible alternative routes to Kingaroy CBD areas	Infrastructure Planning	EC3	1 July 2021	30 June 2025	BU1107



<p>30 September 2022</p> <p>Monthly meetings are being held between Council officers and TMR to advance community interests in moving heavy vehicles around the Kingaroy CBD. The routes are preliminarily being developed, but also overlap with other agency groups requiring further communications in order to develop this action further.</p> <p>31 December 2022</p> <p>Discussions are progressing well with TMR with concept layouts on intersection and infrastructure upgrades at key heavy vehicle nodes to be workshopped with Council in 2023.</p> <p>31 March 2023</p> <p>No further update.</p>						
OPI/21	Continue the development of CBD Master Plans (Pre-design concept plans developed for Kumbia, Wondai and Nanango including footpath, furniture and on-street landscaping)	Infrastructure Planning	EC2	1 July 2022	30 June 2024	BU1107
<p>30 September 2022</p> <p>The Kumbia CBD plan is awaiting endorsement and will form part of the capital works program for delivery. Concept planning for Wondai will commence in the second quarter of this financial year in order to determine a footprint of works that may be affordable for future year budget considerations. Future report to be presented to Council for Nanango and will be reviewed in the fourth quarter.</p> <p>31 December 2022</p> <p>Kumbia CBD plan has been completed and works underway. Concept planning for Wondai has commenced and a plan proposed to be presented to Council in early 2023.</p> <p>31 March 2023</p> <p>Concept plan for Wondai endorsed at March 2023 meeting & Community Consultation has commenced in April.</p>						
OPI/22	Review signage necessary in flooding events	Infrastructure Works	EC6	1 July 2021	30 June 2023	BU1110

<p>30 September 2022 Future report to be presented to Council.</p> <p>31 December 2022 Review underway with identification of sign locations and requirements, through the Local Recovery and Resilience Grant.</p> <p>31 March 2023 Required flood signage submitted under the Local Recovery and Resilience Grant.</p>						
OPI/23	<p>Review of operational maintenance delivery investigating alternative delivery models Infrastructure for Patrol and Maintenance Grading – review and report back the advantages and costings of the addition of rollers</p> <p>Slashing programme – outsource and move staff to patching – but 2 new patching trucks</p>	Infrastructure Works	IN5	1 July 2022	30 June 2023	BU1110
<p>30 September 2022 No budget provision for the purchase of two (2) new patching trucks. Slashing program to continue in accordance with current service levels.</p> <p>31 December 2022 No further action- slashing program to continue in accordance with current service levels.</p> <p>31 March 2023 Report submitted to Council in March 2023.</p>						



Liveability Annual Operational Plan 2022/23

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



Core Activities				
Ref	Activity	Branch	Corp Plan	Budget
OPL/01	Support community development and wellbeing through delivery of Council's Community Grants programme	Community	EC16	BU1136
OPL/02	Enable free and equitable access to library facilities, services and programs for all members of the community to support the learning, recreation and social needs of the community	Community	EC5	BU1069-1076
OPL/03	Promotion and operation of Council owned heritage, arts, visitor information centres and tourism assets including Council's tourist facilities at Boondooma and Bjelke-Petersen Dams	Community	GR5; GR7	BU1004; BU1008; BU1009; BU1057; BU1058
OPL/04	Provide well planned and maintained open space, parks and rail trails network to meet the recreation and social needs of the community	Community	EC1; EC5	BU1101; BU1102; BU1137
OPL/05	Maintain and improve Council's cemeteries to meet community standards	Community	IN14	BU1104
OPL/06	Maintain and improve Council's Saleyards to meet community standards	Community	IN11	BU1007
OPL/07	Actively manage Council's aerodromes to meet service standards and compliance	Community	IN15	BU1005
OPL/08	Administration of legislative functions including but not limited to food safety, public health licencing, environmental authority registrations, customer request management, regulation of council's local laws and mosquito management	Environment & Planning	EN8; EN10; EC14	BU1077; BU1138; BU1146; BU1147; BU1163
OPL/09	Effectively manage Development Applications and permits including planning, building and plumbing approvals	Environment & Planning	GR8	BU1055
OPL/10	Manage biosecurity and pest (weed & animal) management programmes including supporting biosecurity and natural resource management initiatives and strategies	Environment & Planning	EN4, EN7, EN9	BU1100 BU1169
OPL/11	Provision of acceptable, cost effective and environmentally responsible waste management services including collection services and waste disposal facilities	Environment & Planning	EN3	BU1078 - BU1099 BU1164 BU1165

OPL/12	Management of Council's buildings and facilities including operational maintenance programmes, commercial and community leases and cost-effective asset management programs to meet agreed service levels	Facilities & Parks	EC5, IN10	BU1018
OPL/13	Maintain Council's swimming pools across the region	Facilities & Parks	EC5	BU1025 - BU1030
OPL/14	Participate in Regional Wide Waste collaboration	Environment & Planning	EN3	BU1078 - BU1099 BU1164 BU1165

Projects/New Activities						
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget
OPL/15	Implement a 'Level of Service Plan' for parks, gardens and recreation facilities	Facilities & Parks	EC1	1 July 2022	30 June 2023	BU1137
<p>30 September 2022</p> <p>Council engaged Sheppard Services to undertake a Parks Business Improvement Review. Recommendation from the Business Improvement review is to develop a 'Level of Service Plan for parks, gardens and recreation facilities. A level of service document has been drafted by internal staff and is now being tested in the field. The development of mowing schedules has also been identified as an important tool for Council operators and the community. Mapping of mowed areas is near complete and being tested in the field by operational staff.</p> <p>31 December 2022</p> <p>Parks crews are testing the mowing schedules and mapping of mowed areas over the summer season. Report will be presented to Council for consideration.</p> <p>31 March 2023</p> <p>Business Improvement Plan review has been completed and scheduled to be presented to Council in 4th Quarter. Organisational restructure merged Facilities and Parks as one branch and the Manager has become familiar with the day to day operations, work programs, service levels and capital works programs.</p>						
OPL/16	Establish an Advisory Committee to develop Botanical Masterplan	Facilities & Parks	EC1	1 July 2022	30 June 2023	BU1137

30 September 2022

Expression of Interest for Botanical Advisory Committee closed July 2022. Five nominations were received by interested persons/groups. Report to be prepared for Council's consideration in 2nd Quarter.

31 December 2022

Council endorsed the nominations for the Botanical Advisory Committee. Committee members have been advised. First meeting will be scheduled for the 3rd Quarter.

31 March 2023

Parks Coordinator position become vacant. This is a vital role in assisting with set up of the Botanical Advisory Committee. This position is to be filled in the fourth quarter and 1st meeting to occur in May.

OPL/17	Investigate CCTV for Council and Community owned and operated open spaces including consideration of Council taking over control of Community controlled cameras	Facilities & Parks	EC2	1 July 2022	30 June 2023	BU1018
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30 September 2022

Commenced investigations into community owned CCTV including location, camera type, service agreements and outstanding maintenance. This information will be compiled and presented to Council for consideration in the 3rd Quarter. Council approved Kumbia Alliance Group to install new CCTV cameras in Apex Park, Kumbia. This project will also be included in the Community CCTV Review.

31 December 2022

Information to be presented in the 3rd quarter. All community groups maintaining cameras and service agreements with Qld Police are operational within Murgon, Nanango, Kumbia and Wondai communities.

31 March 2023

All community groups maintaining cameras and service agreements with Qld Police are operational within Murgon, Nanango, Kumbia and Wondai communities. Council owned CCTV is operational in open spaces and assessable by the Qld Police through security requests.

OPL/18	Engage key stakeholders to facilitate identified affordable housing projects	Facilities & Parks	IN9	1 July 2022	30 June 2023	BU1018
<p>30 September 2022</p> <p>In December 2021, Council resolved to offer four properties to the housing provider, Regional Housing Ltd Regional Housing Ltd for future development under the Queensland Government's Queensland Housing Investment Growth Initiative (QHIGI). The vacant residential parcel of land located at 27B Kingaroy Street, Kingaroy, was transferred to Regional Housing Ltd in September 2022 to build much needed affordable housing. This is the first project to progress in the region under QHIGI. Council has held meetings with other interested parties i.e., Murgon Independent Lifestyle Project Inc, Kingaroy RSL sub-branch to look at other project options and available land for affordable housing projects. Discussions and investigations are continuing with interested parties.</p> <p>31 December 2022</p> <p>Ongoing meetings and discussions have been held with Regional Housing Ltd, Murgon Independent Lifestyle Inc, and Kingaroy RSL sub branch to investigate available land for housing projects.</p> <p>31 March 2023</p> <p>The vacant residential parcel of land located at 1 Kelvyn Street, Kingaroy, was transferred to Regional Housing Ltd in 2023 to build much needed affordable housing project.</p>						
OPL/19	Develop Masterplan for Kingaroy Visitor Information Centre, Museum, Art Gallery Precinct	Community	EC4, GR5	1 July 2022	30 June 2023	Subject to Funding
<p>30 September 2022</p> <p>No funding has been sourced to commence the project.</p> <p>31 December 2022</p> <p>No funding has been sourced to commence the project.</p> <p>31 March 2023</p> <p>Staff have engaged with Volunteers in the Kingaroy VIC to identify small projects to enhance the space whilst funding is being sourced and project plan being developed. Project include a new mural, installation of the Big Peanut Committee "Sewing Machine" and repainting of the red ant.</p>						



OPL/20	Develop a South Burnett Regional Arts, Culture and Heritage Strategic Plan	Community	EC4	1 July 2022	30 June 2023	BU1136
<p>30 September 2022 Initial research and development of scope has commenced.</p> <p>31 December 2022 Draft framework has been developed and an initial meeting has been held with the Arts Culture and Heritage Committee.</p> <p>31 March 2023 First Strategic Plan workshop was held on 9 February 2023 with staff facilitating the Advisory Committee’s feedback on the key elements of the plan. This project will continue into 23/24 financial year.</p>						
OPL/21	Prepare funding submission to enhance Arts, Culture and Heritage displays, restoration projects, arts and workshops which may include a Museum / Arts Curator	Community	EC4, GR5	1 July 2022	30 June 2023	Subject to Funding
<p>30 September 2022 No funding has been sourced to commence the project.</p> <p>31 December 2022 Funding has not been sourced to commence the project.</p> <p>31 March 2023 Staff have engaged with volunteers to identify projects to enhance the museum, art gallery displays. Workshops have been identified to support upskilling of volunteers to enhance the skill set available to consider undertaking some of this work within the volunteer skills and time. This project will continue into 23/24 financial year.</p>						
OPL/22	Establish, develop and support a South Burnett Regional Council Ringsfield House Advisory Committee	Community	EC5; EC6	1 July 2022	30 June 2023	BU1018

<p>30 September 2022</p> <p>Information session and Expression of Interest process has been completed. Report to be prepared for Council's consideration in 2nd Quarter.</p> <p>31 December 2022</p> <p>Advisory Committee has been established with three members and an initial induction and meeting held.</p> <p>31 March 2023</p> <p>Advisory Committee meeting has been held, minuetts to be presented at future Standing Committee meetings. The Committee have supported the Back to Nanango Reunion and some private functions. Other community groups and private providers have put forward their ideas to the Committee for consideration. Staff are working collaboratively with the volunteers to develop the plans in alignment with the terms of reference. This project will continue into 23/24 financial year.</p>						
OPL/23	Explore partnership opportunities to support local volunteer groups	Community	EC5; EC6	1 July 2022	30 June 2023	BU1136
<p>30 September 2022</p> <p>Council hosted Volunteering Queensland to provide a Best Practice Volunteer Engagement workshop in Kingaroy on 30 August 2022. The workshop provided an opportunity and information for organisations to review engagement with volunteers and assist in recruiting and retaining volunteers.</p> <p>Utilising the funding from the Black Summer Bushfire Recovery grant, a Local Built Small grants program has been developed to partner with community groups.</p> <p>31 December 2022</p> <p>Community Development has delivered Round 1 of Local Built Small Grants program, partnering with community groups to host events, build capacity within their organisation and undertake facilities planning. Council partnered with Community groups for the first Community Cent Sale to auction surplus Council furniture.</p> <p>31 March 2023</p> <p>Community Development has delivered Round 2 of Local Built Small Grant program, additionally the team have worked with various community groups and delivered Harmony Day. Community health and wellbeing morning teas, partnering with Griffith University Longlook Medical Students have been delivered across the region. This project will continue into 23/24 financial year.</p>						
OPL/24	Development of a Reconciliation Action Plan to sustainably and strategically take meaningful action to advance reconciliation	Community	EC10	1 July 2022	30 June 2023	BU1047

<p>30 September 2022 Initial investigation on the process of the initial stage of Reflect.</p> <p>31 December 2022 Reconciliation Action Plan has been registered with Reconciliation Australia.</p> <p>31 March 2023 Expression of Interest will be released in 4th Quarter to staff to be part of the internal working group. This project will continue into 23/24 financial year.</p>						
OPL/25	Engagement with local senior groups to develop strategies to facilitate a region for aging in place and meaningful community contribution seeking external funding	Community	EC13	1 July 2022	30 June 2023	BU1136
<p>30 September 2022 Utilising the funding from the Black Summer Bushfire Recovery grant, a partnership with SB Care for a Seniors Morning tea will be delivered in October.</p> <p>31 December 2022 Library staff commenced mobile book loans to Aged Care Facilities.</p> <p>31 March 2023 This project will continue into 23/24 financial year, expectation that the next events will be held in October 2024 in Seniors week.</p>						
OPL/26	Investigate partnerships between Council and service providers facilitating assistance for homeless persons	Community	EC14	1 July 2022	30 June 2023	BU1136
<p>30 September 2022 An initial draft of a Homelessness Policy has been completed.</p> <p>31 December 2022 An internal working group of Council Officers has been developed to identify the impact points between Council services and the Homelessness community. Investigations into partner organisations to undertake “check ins” with Homeless people within Council’s 48 hour stop overs.</p> <p>31 March 2023 The South Burnett CTC have developed a South Burnett housing and homelessness flowchart for community to support access to local and state services in the event that they require this service. This project will continue into 23/24 financial year.</p>						
OPL/27	Prepare Kingaroy Aerodrome Masterplan	Community	IN15	1 July 2022	30 June 2023	Subject to Funding

<p>30 September 2022 No funding has been sourced to commence the project.</p> <p>31 December 2022 Funding has not been sourced.</p> <p>31 March 2023 The Kingaroy Aerodrome Users group has recommenced and started discussing the various elements of planning, land use, types of acceptable development in additional to the day to day operational requirements of the airport. This project will continue into 23/24 financial year.</p>						
OPL/28	Advocate and pursue opportunities for post-secondary education within the region preparing a business case and 'shovel ready' project/s	Community	GR9	1 July 2022	30 June 2023	Subject to Funding
<p>30 September 2022 No funding has been sourced to commence the project.</p> <p>31 December 2022 Councillors Potter and Henschen attended LGAQ Country University Centre Study Tour in November to view operational sites (Roma, St George, Dirranbandi). Preparing a background and a potential council resolution to form a working group to progress model. Expected to be tabled at February Standing Committees for future discussions and actions.</p> <p>31 March 2023 Council resolution passed to commence the formation of a working group to investigate option for a Country University. Preliminary meeting with Country University with an outcome that the Country University will prepare modelling on demand in both numbers and types of degrees. This project will continue into 23/24 financial year.</p>						
OPL/29	Advocate for and facilitate wellbeing events across the region supporting our youth through Council's Youth Council	Community	EC8	1 July 2022	30 June 2023	BU1136

30 September 2022

Youth Council delivered PIG JAM in conjunction with the Kingaroy Bacon Festival. Monthly Youth Council meetings continue to be held planning for future activities.

31 December 2022

Youth Council has met monthly and is focused on afterschool activity programs in partnership with Your Towns.

31 March 2023

2023/2024 Youth Council has been interviewed and selected. The Council will be participating in the annual leadership program prior to commencing planning on the events and activities for the year ahead. This project will continue into 23/24 financial year.

OPL/30	Advocate for and pursue opportunities for disaster recovery and resilience initiatives and projects that support local and regional resilience outcomes	Community	EC7, EC9, EC15	1 July 2022	30 June 2023	BU1136
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30 September 2022

Council has received a Local Recovery and Resilience Grant Funding capped at \$1million.The Queensland Reconstruction Authority has issued the funding approval under Category D, Disaster Recovery Funding Arrangements (DRFA) in response to the Southeast Queensland Rainfall and Flooding 22-28 February 2022. This funding will support recovery activities providing community wellbeing initiatives, building disaster resilience, and reducing the impact of future events.

A Disaster Resilience Officer has been engaged to coordinate delivery of initiatives. A needs assessment survey to understand where the recovery is most needed has been released to assist, identify, and drive future projects.

31 December 2022

Councils Disaster Resilience Officer has been actively meeting with local agencies, primary producer groups, Red Cross, along with having regular catchups with the Queensland Reconstruction Authority (QRA) and National Emergency Management Agency (NEMA).

The needs assessment survey results from both the community and primary producers have been finalised and identified needs were tabled at Councils Standing Committee Meeting held in December 2022. These projects have been submitted to Queensland Reconstruction Authority (QRA) for approval. Projects are to be delivered throughout 2023.

31 March 2023

Over the last few months Council’s Disaster Resilience Officer has attended workshops that promote positive wellbeing whilst seeking assistance in gaining resources to assist the community including attending the Darling Downs/West Moreton Mental Health Interagency Meeting in Toowoomba, along with seven other LGA’s (Recovery and Resilience Officers).

Council hosted various community recovery and resilience activities including

- A Disaster and Emergencies presentation from David Younger a psychologist that spoke about Response, Recovery and Resilience.
- Our first 3 CCC’s (Coffee, Cake and Chat) at Ringsfield House, Nanango at which Graham Stark a Queensland Health Clinician attended and spoke to Mental Health and Wellbeing.
- Councillors, and staff attended all local libraries to interact and read Natural Disaster *Birdie Books* during Story Time to the youth of our region.

OPL/31	Advocate for and pursue opportunities for mental health and suicide prevention initiatives and projects that support community well-being.	Community	EC9, EC11	1 July 2022	30 June 2023	BU1136
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<p>30 September 2022 Participated in the Co-design panel of the Head to Health initiative.</p> <p>31 December 2022 Officers will be part of the Co-design tender panel to assess tendered to deliver the Head to Health initiative.</p> <p>31 March 2023 Satellite Head to Health services:</p> <ul style="list-style-type: none"> • Called for nominations for service provides; • Shortlisted; • Interviews completed – final moderation for applicants in 4th quarter. <p>Service projected to open by 31st July 2023.</p>						
OPL/32	Create a pipeline of 'shovel ready' projects that support asset management principles and liveability outcomes for the community	Community	GR3	1 July 2022	30 June 2023	BU1018
<p>30 September 2022 Project plan and grant submission to Tourism Infrastructure Fund for capital improvements to the Dams.</p> <p>31 December 2022 No further projects have been developed at this time.</p> <p>31 March 2023 Commencement of project scoping and RFQ for 2023-24 capital works program across the Liveability department.</p> <p>Other projects currently under investigations are, digitisation and customer portal option for Council's cemeteries, accessibility of Council's Tourism Facilities, including the Kingaroy Art gallery and Visitor information centres, Homelessness partnership project focusing on outreach to people living in Council's long and short term stop overs, Business Economic Recovery programs in addition to the Blacksummer bushfire projects.</p>						
OPL/33	Engage key stakeholders and advocacy activities to develop and implement energy efficient initiatives to reduce Council's energy / carbon footprint	Environment & Planning	EN2	1 July 2022	30 June 2023	BU1018

30 September 2022

SBRC has received funding for a Climate Change Adaption Strategy. One of the suitable actions that council can undertake is to undertake detailed option analysis that will align with sustainable investment principals for council. It shall address key social and environmental service delivery areas for council, the social and environmental return, along with a sound business case.

Detailed scoping work on preparation of strategic documents to be developed over the coming months.

31 December 2022

Work scope is still in development but is expected to be finalised and out to market in the third quarter. The funding for this Strategy is provided under the Local Government Grants and Subsidies Program and has a completion date of the project as 29 September 2023. A contractor has been appointed to prepare Council’s Waste Management strategy. The procurement process to procure a consultant to prepare the Climate Change Adaptation Strategy is continuing. No issues have been identified to date that may impact the project.

Project is scheduled to be completed on time. No additional support is required at this stage.

31 March 2023

Discussions being had with a provider to develop the Climate Change Adaption Strategy on behalf of Council.

OPL/34	Investigation of Recycling options	Environment & Planning	EN3	1 July 2022	30 June 2023	BU1165
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30 September 2022

The existing waste collections contract has been amended to include collection of recycling materials and it is extended until June 2024. Kerbside collection of recycling materials is scheduled to commence from January 2023. 240 litre wheelie bins will be provided to all eligible rate payers who already receive the kerbside collection of general waste. Bins have been ordered by the contractor J J Richards and will be rolled out to all the eligible rate payers during November – December 2022.

New trucks for collection of recycling materials have been ordered by the contractor and are expected to be ready before end of the year (2022). Collected recycling materials will be transported to Material Recovery Facility of Cherbourg Aboriginal Shire Council for processing.

Various waste education and awareness activities are scheduled to commence in advance (from October / November 2022). The objective is to inform and educate the community about what can and what cannot be recycled and to avoid any potential contamination. A mobile app will be developed to provide all the information to residents at their convenience. This app can be easily downloaded to any smart phone by the residents.

31 December 2022

The recycling service commenced on 2 January 2023 after the successful roll out of bins to those residents who receive an existing waste collection service. Community education was held leading up to the introduction of the service and will continue into 2023. Negotiations with Cherbourg Aboriginal Shire Council are being formalised regarding the use of their Material Recovery Facility (MRF). Contamination rates will be monitored to ensure future waste education can target specific areas of concern.

31 March 2023

Recycling collection service is continuing however high contamination levels is a concern. Additional education is being proposed to further educate residents on what can be placed in the recycling bin and the cost should the wrong items be placed in there.

OPL/35	Review Council's Draft Biosecurity Plan to ensure relevance to the region	Environment & Planning	EN4	1 July 2022	30 June 2023	BU1100
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30 September 2022						
Emergency Response Plans developed and under active implementation for feral Pigs, extension and the containment and suppression of parthenium weed within the Cherbourg Aboriginal Shire Council. All three plans will become an integral part of Biosecurity Plan when completed.						
31 December 2022						
Work is continuing partnering with the Cherbourg Aboriginal Shire Council with the control of parthenium weed. Biosecurity Plan is currently under development.						
31 March 2023						
Cherbourg Parthenium Management Plan is 80% completed with a final treatment planned in April. Funding application to assist in conducting an emergency animal disease response exercise in the Burnett Inland has been successfully obtained from the Department of Agriculture and Fisheries.						
OPL/36	Finalise a Major Amendment of Council's planning scheme	Environment & Planning	GR8	1 July 2022	30 June 2023	BU1055
30 September 2022						
Council submitted the draft planning scheme amendment to State on 3 August 2022 and as a result the State have issued a pause notice until 20 September 2022 due to state resourcing issues.						
After that date it is assumed, the State will continue with formally assessing the draft and issue any action items that need to be addressed.						
31 December 2022						
The State Government provided correspondence to Council on 6 December 2022 seeking further information regarding the proposed major amendment of the Planning Scheme. A response is currently being prepared to the Department's advice. Council has been given until 29 January 2023 to provide a response.						
31 March 2023						
The draft planning scheme amendment was lodged with the State on 22 March 2023 for its second state interests check. The State has subsequently issued a Notice to pause the timeframe for 20 business days under the Minister's Guidelines and Rules (MGR). The purpose of this pause is to provide time for the assessment of the revised version of the proposed major amendment (i.e. version 2.1) submitted to the Department on 22 March 2023. The timeframe will restart on 5 May 2023.						
OPL/37	Review and update Council's Local Government Infrastructure Plan ('LGIP') trunk infrastructure forward works schedules	Environment & Planning	GR8	1 July 2022	30 June 2023	BU1055

30 September 2022

Project expected to be delivered across 3rd & 4th quarters. Discussions in relation to work schedules to be held in 2nd quarter.

31 December 2022

Works to review and update Council's Infrastructure Plan will commence in the third quarter.

31 March 2023

Development Services has liaised with the relevant managers for the five (5) infrastructure networks (i.e. water, sewer, road, parks and community facilities, stormwater), and have requested their 10 – 15 year capital works program. The water and sewer network information has been received. Parks and community facilities information is imminent, but roads and drainage is yet to be received

OPL/38	Community education and awareness on illegal dumping and littering; including investigation and enforcement	Environment & Planning	EN3	1 July 2022	30 June 2023	BU1165
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30 September 2022

During the 1st quarter 2022/23, total 17 incidents of illegal dumping were reported of which 2 were successfully cleaned up by the alleged offenders. No PINS (Penalty Infringement Notice) were issued, and 3 warnings were issued.

Total of 17 investigations were closed and 0 investigations are still open.

Estimated volume of waste reported was 55,250 litres of which approximately 7,200 litres waste is removed either by the alleged offenders or by a contractor engaged by the council.

31 December 2022

Works continuing to investigate reports of illegal dumping as well as ongoing education to residents. This partially funded position ends 28 April 2023. The State has been approached regarding ongoing funding for this role given the benefit that it is providing to the South Burnett.

31 March 2023

The State has approved part funding of the Project Manager project until May 2024. Reports of illegal dumping are continually being received and investigated with reports being provided to Council via the monthly Standing Committee.

OPL/39	Support the development of an agricultural land and product asset mapping programme	Environment & Planning	GR16	1 July 2022	30 June 2023	BU1136
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<p>30 September 2022 SBRC base our mapping of important agricultural land on the State Government's Mapping due to cost and resourcing. The State updates mapping regularly.</p> <p>31 December 2022 Refer to the update above for the first quarter.</p> <p>31 March 2023 Refer to the update above for the first quarter.</p>						
OPL/40	Partnership with industry led tourism and economic development organisations	Community	GR6	1 July 2022	Ongoing	BU1004 BU1008 BU1009 BU1057 BU1058
<p>30 September 2022 Negotiation of KPI's with Visit South Burnett. Council became a member of TSBE. Façade Improvement program guidelines developed in partnership with KCCI and a secondary program for other regional townships developed.</p> <p>31 December 2022 Community workshop held with VSB to discuss current program of events, marketing of the region and KPI's. Drive Inland membership has been renewed.</p> <p>31 March 2023 Officers are attending every monthly Business Development meeting and have hosted VSB Meet and Greet at the Wondai Museum. Council is supporting a stakeholder meeting with Trade and Investment director on future investment priorities in the region. Council is working with RDAC and economic development stakeholders on a range of projects including investment prospectus, business breakfast, doing business with Council workshops. This project will continue into 23/24 financial year.</p>						
OPL/41	Investigate options for the dumping of commercial waste at Blackbutt Waste Facility	Environment & Planning	EN3	1 July 2022	30 June 2023	BU1165

<p>30 September 2022</p> <p>Commercial waste is only accepted at all the 4 landfill sites but not at any of the transfer stations. Operations at each of the waste facilities are regulated through the Environmental Authority approved by the Department of Environment and Science.</p> <p>The existing Environmental Authority approved for the Blackbutt facility has no provision to accept commercial loads of waste.</p> <p>31 December 2022</p> <p>A pre-lodgement meeting is being scheduled with the Department of Environment and Science prior to submitting an application to amend the Environmental Authority. The amendment will focus on increasing the thresholds of landfills but will also other aspects which will include a conversation regarding amending the conditions regarding the operation of the Blackbutt waste facility.</p> <p>31 March 2023</p> <p>A pre-lodgement meeting was held with the Department of Environment and Science on 29 March. A report will be presented to Council during the fourth quarter on the pros and cons of accepting commercial waste at the Blackbutt waste facility.</p>						
OPL/42	Investigate utilisation of Wooroolin Tennis Courts including options for disposal to fund development of a future Wooroolin Skate Park	Facilities & Parks	EC1	1 July 2022	30 June 2023	BU1137
<p>30 September 2022</p> <p>No progress to date on this project. Project expected to be delivered across 3rd & 4th quarters.</p> <p>31 December 2022</p> <p>No progress to date on this project. Project expected to be delivered across 3rd & 4th quarters.</p> <p>31 March 2023</p> <p>No progress to date on this project. Land Investigation Officer position is vacant and current officers do not have the capacity to progress this project until the position is filled.</p>						
OPL/43	Investigate options for future operation and/or commercialisation of Council's Tourist Dam Facilities	Community	GR7	1 July 2022	30 June 2023	BU1008 BU1009

30 September 2022

Initial negotiations for renewal of Dry Concession for Boondooma Dam. Investigations into water usage at both Tourist Dams.

31 December 2022

Engagement of contractors to complete ground maintenance to improve efficiency. Development of website and social media content.

31 March 2023

Dam Manger contract and tender document reviewed and ready for release in April 2023. Investigations into land tenure have commenced with some issues identified requiring further investigation and a report to Council. This project will continue into 23/24 financial year.



10.9 CONFIRMING COUNCILS ATTENDANCE AT LOCAL GOVERNMENT ASSOCIATION QUEENSLAND (LGAQ) ANNUAL CONFERENCE 2023, LGAQ BUSH COUNCILS CONVENTION 2023 AND LGAQ QUEENSLAND DISASTER MANAGEMENT CONFERENCE 2023

File Number: 26-04-2023
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Liveability, Governance and Finance Standing Committee meeting held on the 12 of April 2023, was a report regarding Confirming Councils attendance at Local Government Association Queensland (LGAQ) Annual Conference 2023, LGAQ Bush Councils Convention 2023 and LGAQ Queensland Disaster Management Conference 2023.

SUMMARY

COMMITTEE RESOLUTION 2023/186

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

1. That Cr Potter attend the LGAQ Queensland Disaster Management Conference 2023.
2. That Crs Potter, Erkens, Henschen, Jones, Schumacher and Otto attend the LGAQ biennial Bush Councils Convention 2023.
3. That Mayor Otto and Cr Jones attend the annual LGAQ Annual Conference 2023 as delegates and Cr Erkens as the reserve and the following as observers Cr Schumacher, Cr Henschen and Cr Potter.

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

Against: Nil

CARRIED 6/0

OFFICER'S RECOMMENDATION

1. That Cr Potter attend the LGAQ Queensland Disaster Management Conference 2023.
2. That Crs Potter, Erkens, Henschen, Jones, Schumacher and Otto attend the LGAQ biennial Bush Councils Convention 2023.
3. That Mayor Otto and Cr Jones attend the annual LGAQ Annual Conference 2023 as delegates and Cr Erkens as the reserve and the following as observers Cr Schumacher, Cr Henschen and Cr Potter.

BACKGROUND

Presented at the Liveability, Governance and Finance Standing Committee meeting held on the 12 of April 2023

ATTACHMENTS

Nil

10.10 2023 NATIONAL GENERAL ASSEMBLY ADVOCACY

File Number: 26-04-2023
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Liveability, Governance and Finance Standing Committee meeting held on the 12 of April 2023, was a Notice of Motion regarding the 2023 National General Assembly Advocacy.

SUMMARY**COMMITTEE RESOLUTION 2023/168**

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

The Committee recommends to Council:

That as part of the attendance to the Australian Local Government Association National Assembly in June 2023 that briefing meetings to advocate for water reliability including the 25-year Economic Roadmap and investment in communications infrastructure through the Better Connectivity Plan for Regional and Rural Australia be requested with:

- The Hon Tanya Plibersek MP, Minister for the Environment and Water
- Senator The Hon. Murray Watt, Minister for Agriculture, Fisheries and Forestry & Minister for Emergency Management
- The Hon. David Littleproud, Leader of the Nationals & Shadow Minister for Agriculture
- Senator The Hon. Perin Davey, Shadow Minister for Agriculture
- The Hon. Michelle Rowland, Minister for Communications
- The Hon. Kristy McBain MP, Minister for Regional Development, Local Government and Territories
- Federal Member for Flynn, Colin Boyce MP
- Llew O'Brien MP, Federal Member for Wide Bay

Advocacy for mental health and wellbeing of South Burnett residents:

- The Hon Mark Butler MP
- The Hon Emma McBride MP

Advocacy for housing needs and outcomes for the South Burnett:

- The Hon Julie Collins MP, Minister for Housing, Homelessness and Small Business

Advocacy for the Country University Centre in the South Burnett:

- Senator the Hon Anthony Chisholm, Assistant Minister for Education and Regional Development

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That as part of the attendance to the Australian Local Government Association National Assembly in June 2023 that briefing meetings to advocate for water reliability including the 25-year Economic Roadmap and investment in communications infrastructure through the Better Connectivity Plan for Regional and Rural Australia be requested with:

- The Hon Tanya Plibersek MP, Minister for the Environment and Water
- Senator The Hon. Murray Watt, Minister for Agriculture, Fisheries and Forestry & Minister for Emergency Management
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Advocacy for the Country University Centre in the South Burnett:

- Senator the Hon Anthony Chisholm, Assistant Minister for Education and Regional Development

BACKGROUND

Presented at the Liveability, Governance and Finance Standing Committee meeting held on the 12 of April 2023

ATTACHMENTS

Nil

10.11 WBBROC REACTIVATION

File Number: 26-04-2023
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Liveability, Governance and Finance Standing Committee meeting held on the 12 of April 2023, was a Motion regarding the WBBROC Reactivation.

SUMMARY**COMMITTEE RESOLUTION 2023/172**

Moved: Cr Brett Otto

Seconded: Cr Kirstie Schumacher

That the Committee recommends to Council that:

Council delegates to the Chief Executive Officer authority to engage with WBBROC as to proactive engagement and dialogue in reframing and reactivation the WBBROC as a matter of strategic priority.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

South Burnett Regional Council delegates to the Chief Executive Officer authority to engage with WBBROC as to proactive engagement and dialogue in reframing and reactivation the WBBROC as a matter of strategic priority.

BACKGROUND

Presented at the Liveability, Governance and Finance Standing Committee meeting held on the 12 of April 2023

ATTACHMENTS

Nil

10.12 PERFORMANCE REVIEW CHIEF EXECUTIVE OFFICER - 2023

File Number: 26-04-2023
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Presented at the Liveability, Governance and Finance Standing Committee meeting held on the 12 of April 2023, was a report regarding Performance Review Chief Executive Officer – 2023.

SUMMARY**COMMITTEE RESOLUTION 2023/180**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That Council:

1. Receives the report on the Chief Executive Annual Performance Review; and
2. Authorise the Mayor and Deputy Mayor to progress the review with Windsor Group as per the original proposal attached to this report.
3. That Council engage an independent facilitator with the full Council and CEO to establish KPI's for 23/24 financial year to be adopted at the June Ordinary Meeting.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council:

1. Authorise the Mayor and Deputy Mayor to progress the review with Windsor Group as per the original proposal attached to this report.
2. That Council engage an independent facilitator with the full Council and CEO to establish KPI's for 23/24 financial year to be adopted at the June Ordinary Meeting.

BACKGROUND

Presented at the Liveability, Governance and Finance Standing Committee meeting held on the 12 of April 2023

ATTACHMENTS

Nil

10.13 MONTHLY FINANCIAL INFORMATION

File Number: 26042023
Author: Manager Finance & Sustainability
Authoriser: General Manager Infrastructure

PRECIS

Monthly financial report as at 31st March 2023.

SUMMARY

The following information provides Council's current position as at 31st March 2023 compared to the 2nd Quarter Budget (Amended Budget).

OFFICER'S RECOMMENDATION

That the monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as at 31st March 2023 be received and noted.

FINANCIAL AND RESOURCE IMPLICATIONS

Tracking actual revenue and expenditure compared to amended budget as adopted by Council on the 22nd February 2023.

The revised 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 8th 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 97% compared to the amended budget and Recurrent Expenditure is sitting at 86%.
- Revenue is impacted by timing effects of various income streams including rates and grant revenue.
- Council's current cash holdings at the end of March 2023 was \$60.06m with \$31.14m of this currently classed as restricted cash.
- The ratios at the end of March are all within their respective targets apart from the Current Ratio which is sitting just outside of the target. This ratio is affected by the timing in the January to June half yearly rates and is expected to come back into targets over the next few months.
- Council's capital expenditure program is currently sitting at \$13.586m in actual expenditure which equates to approximately 40.9% of the total amended budget.

ATTACHMENTS

1. **Monthly Financial Report - March 23**  
2. **Capital Expenditure Report - March 23**  



South Burnett Regional Council
Monthly Financial Report
Interim March 2023



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 March 2023.

- Recurrent Revenue is currently sitting at 97% compared to the amended budget and Recurrent Expenditure is sitting at 86%.
- Revenue is impacted by timing effects of various income streams including rates and grant revenue.
- Council's current cash holdings at the end of March 2023 was \$60.06m with \$31.14m of this currently classed as restricted cash.
- The ratios at the end of March are all within their respective targets apart from the Current Ratio which is sitting just outside of the target. This ratio is affected by the timing in the January to June half yearly rates and is expected to come back into targets over the next few months.
- Council's capital expenditure program is currently sitting at \$13.586m in actual expenditure which equates to approximately 40.9% 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 March 2023
75% of Year Complete

	2023	Original Budget	Amended Budget	Variance
	\$	\$	\$	%
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	53,834,423	53,952,343	53,952,343	100%
Fees and Charges	4,855,788	4,964,355	5,400,290	90%
Rental Income	435,104	459,715	459,715	95%
Interest Received	1,496,788	540,500	1,590,500	94%
Sales Revenue	3,257,028	3,023,351	4,510,772	72%
Other Income	990,319	965,380	990,880	100%
Grants, Subsidies, Contributions and Donations	17,071,304	8,530,723	17,433,790	98%
	<u>81,940,754</u>	<u>72,436,367</u>	<u>84,338,290</u>	<u>97%</u>
Capital Revenue				
Grants, Subsidies, Contribution and Donations	6,344,711	10,159,463	10,436,991	61%
Total Income	<u>88,285,465</u>	<u>82,595,830</u>	<u>94,775,281</u>	<u>93%</u>
Expenses				
Recurrent Expenses				
Employee Benefits	20,102,620	25,511,103	26,933,911	75%
Materials and Services	38,404,536	25,685,031	37,698,062	102%
Finance Costs	1,340,558	1,804,207	1,821,207	74%
Depreciation and Amortisation	17,488,598	23,032,537	23,032,537	76%
	<u>77,336,310</u>	<u>76,032,878</u>	<u>89,485,716</u>	<u>86%</u>
Capital Expense				
	704,437	(400,000)	(400,000)	-176%
Total Expense	<u>78,040,748</u>	<u>75,632,878</u>	<u>89,085,716</u>	<u>88%</u>
Net Result	<u>10,244,718</u>	<u>6,962,952</u>	<u>5,689,565</u>	
Net Operating Result	<u>4,604,444</u>	<u>(3,596,511)</u>	<u>(5,147,426)</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	\$ 11,036,025	\$ 11,406,302	\$ 11,406,302	97%	\$ 8,284,934	\$ 11,258,537	\$ 11,306,091	73%
Wastewater	\$ 6,914,268	\$ 6,835,626	\$ 6,835,626	101%	\$ 4,314,105	\$ 5,597,993	\$ 5,620,593	77%
Waste	\$ 6,984,537	\$ 7,046,869	\$ 7,034,869	99%	\$ 5,183,177	\$ 6,665,334	\$ 6,763,477	77%
Plant and Fleet	\$ 105,033	\$ 195,000	\$ 195,000	54%	\$ 1,101,982	\$ 1,360,203	\$ 1,338,133	82%
Genops	\$ 56,900,891	\$ 46,952,570	\$ 58,866,493	97%	\$ 60,656,077	\$ 53,871,216	\$ 67,133,689	90%
Total	\$ 81,940,754	\$ 72,436,367	\$ 84,338,290	97%	\$ 77,336,310	\$ 76,032,878	\$ 89,485,716	86%

Revenue

- All revenue items are currently tracking above the target of 75% except for Plant and Fleet.
- Plant and Fleet is sitting at 54% due to reductions of the fuel tax rebate from July to October and will improve now that the fuel tax rebate rate has increased.
- Water, wastewater, genops and waste are affected by timing in the revenue received from rates being levied.
- Water is sitting at 97% due to a combination of rates, rental income for Water property leases and interest received.
- Waste has also been affected by timing in waste disposal revenue as invoices for March have not yet been raised. Waste is sitting at 99% due to proceeds from sale of scrap steel.
- Genops is above target largely due to income received from Queensland Reconstruction Authority and DTMR for flood restoration works.

Expenditure

- All departments apart from GenOps and Plant and Fleet are tracking either near or above target for the month.
- Waste is just above target for the month but can be affected by timing of monthly waste expenditure bills that have not been received.
- Expenditure for Fleet is tracking above target due to timing of yearly registration bills as well as timing in use of internal plant by departments for the month.
- 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

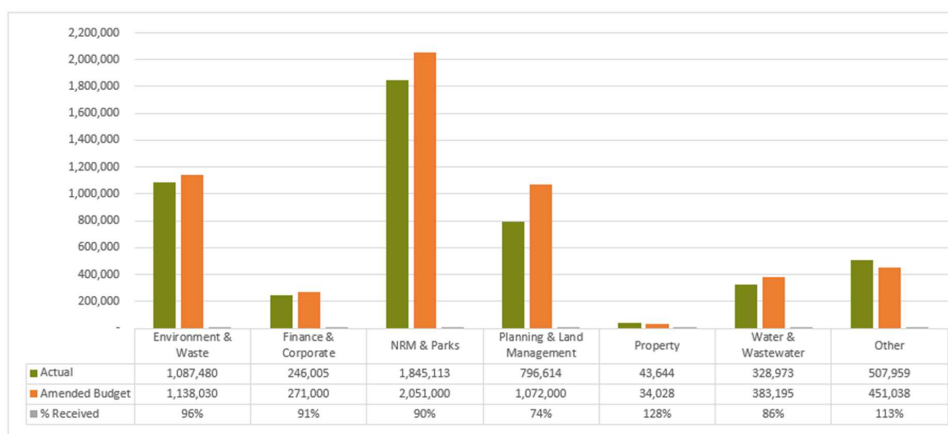
This item shows South Burnett Regional Council's total net income from general rates, service charges (water, sewerage and waste) and special charges.

Rates or Charges	Actuals	Original Budget	Amended Budget
General Rates	\$ 30,300,475	\$ 30,203,206	\$ 30,203,206
Quarry Special Charge	\$ 13,631	\$ -	\$ -
Water Charges	\$ 10,708,454	\$ 11,045,884	\$ 11,045,884
Sewerage Charges	\$ 6,820,561	\$ 6,728,126	\$ 6,728,126
Waste Collection Charges	\$ 2,822,641	\$ 2,814,123	\$ 2,814,123
Community Rescue and Evacuation Levy	\$ 88,389	\$ 90,000	\$ 90,000
Waste Management Levy	\$ 3,084,600	\$ 3,071,004	\$ 3,071,004
Memerambi Estate Levies	-\$ 4,328	\$ -	\$ -
Total	\$ 53,834,423	\$ 53,952,343	\$ 53,952,343

As at 31 March 2023, rates, levies and charges are tracking above target at 100%. This is due to the final six monthly rate levy being raised in February.

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 March 2023, fees and charges are tracking above target at 90%. Main factors affecting the fees and charges figures are:

- Environment & Waste is above target due to an increase in waste tip disposal.
- Finance is above target due to the timing of the Emergency Management Levy commission and increasing rate searches.
- NRM & Parks are above target due to timing in visitors at Boondooma Dam, timing in cemetery income and saleyard income.
- Planning and Land Management is slightly under target at 74% due to timing in number of planning and building applications.
- Properties is over budget due to increases in the hall hire and caravan park fees received so far this year.

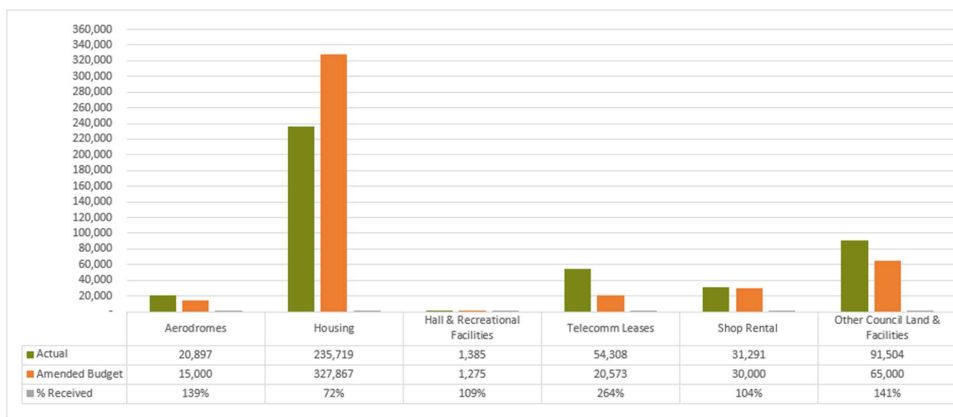
- The Other category is over budget due to developer applications that have been approved.

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.

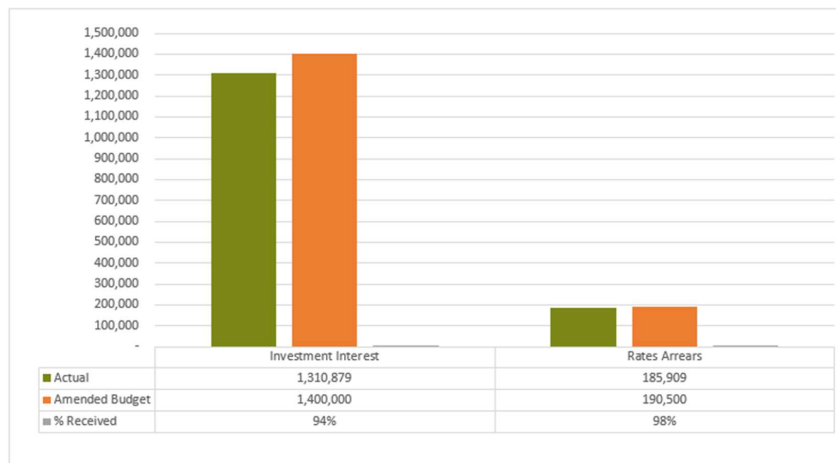
As of 31 March 2023, rental income is tracking above target at 95% due to timing in annual rental of various facilities. Main factors affecting the rental income figures are:

- Aerodrome and Telecomm annual leases have been issued.
- Housing is just under target due to timing in invoices being processed for monthly income.
- Prepayments for yearly rental in some categories have not yet been adjusted – this will reduce income where part of the lease relates to a period after 30th June 2023.



2.2.4 Interest Received

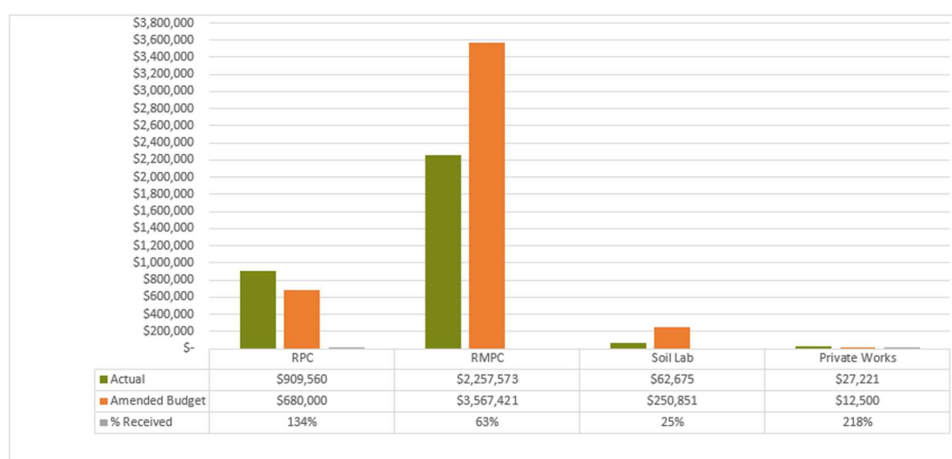
Interest revenue includes interest on investments and rate arrears. As of 31 March 2023, interest received is tracking above target at 94% due to increased interest rates.



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 March 2023, sales revenue is tracking below target at 72%. This is largely due rainfall event works and timing of when RPC and RMPC works for this financial year are scheduled to be performed. RMPC claims of \$1.7m are currently in progress and have been submitted to DTMR for review.

This financial year Council has contracted 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. Budgets for these claims were updated in the 2nd Quarter Budget Review. There have also been increases to RPC contracts awarded.



2.2.6 Other Income

Other income is sundry income derived from all other sources.

As of 31 March 2023, other income is tracking above target at 100%. Reasons surrounding this can be found below.

Income Stream	Actual	Original Budget	Amended Budget	% Received
VIC Income	\$ 89,122	\$ 92,600	\$ 92,600	96%
Art Gallery Income	\$ -	\$ 500	\$ 500	0%
Pool Income	\$ -	\$ -	\$ -	0%
Irrigation Income	\$ 12,800	\$ 30,000	\$ 30,000	43%
Fines	\$ 29,976	\$ 53,000	\$ 53,000	57%
Scrap Steel	\$ 183,773	\$ 110,000	\$ 110,000	167%
Library Sales	\$ 1,987	\$ 2,730	\$ 2,730	73%
Museum Sales	\$ 433	\$ -	\$ -	0%
Agency Income	\$ 54,174	\$ 52,000	\$ 52,000	104%
Tourist Parks	\$ 263,262	\$ 280,000	\$ 280,000	94%
Legal Recovery	\$ 78,786	\$ 80,000	\$ 80,000	98%
Insurance Claims & Workcover	\$ 99,386	\$ 20,000	\$ 45,500	218%
Misc Other	\$ 176,621	\$ 244,550	\$ 244,550	72%
Total	\$ 990,319	\$ 965,380	\$ 990,880	100%

- VIC Income is above target due to increased sale of goods.
- Irrigation Income is down due timing in when hay is available for sale.
- Fines are below target due to timing in 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. Favourable steel prices have been a factor in the increase in funds received.
- Legal recovery, insurance claims and Workcover income are raised and received sporadically during the year based on events and debt collection activities.
- Miscellaneous is just under target due reduction in fuel tax credit available for July to October.

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 March 2023, operating grants are tracking above target at 98% due to timing in when operational grants are received and spent. Approximately \$14m of the monies received so far this year relates to funding from Queensland Reconstruction Authority (QRA) for expenditure incurred due to weather events and includes an additional \$4m over and above the 2nd quarter budget figure for that funding program.

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.

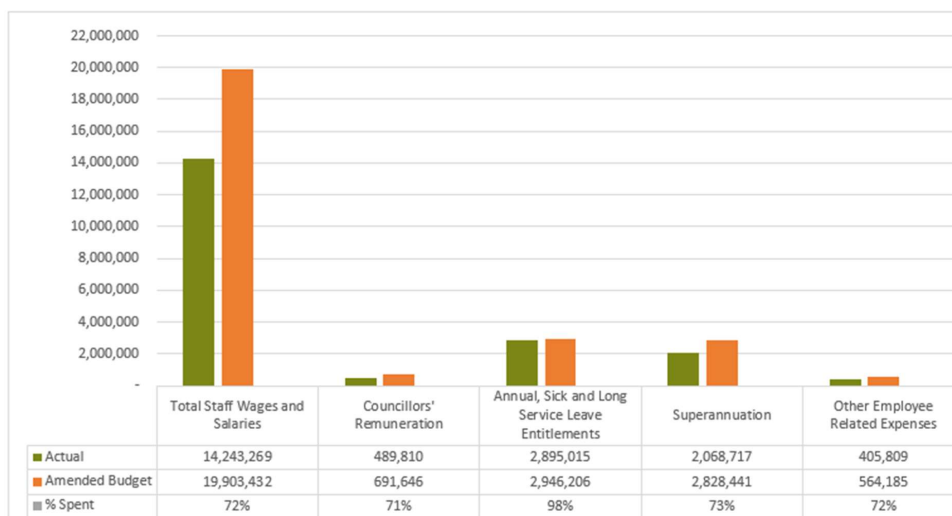
As of 31 March 2023, capital grants are tracking below target at 61%. This income stream is reviewed each month to consider contract asset and contract liability movements. Council expects this category to continue to increase over the next few months as projects are completed. Payments of \$1.1m were received in March for Roads to Recoveries (RTR) expenditure. Capital grants will be relooked at as part of the third quarter budget which will be presented to Council during May.

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 March 2023, employee benefits are tracking on target at 75%. Long Service leave and annual leave paid is high due to staff finishing up employment with Council so far this year as well as leave taken over Christmas shutdown. Sick leave is higher than usual due to a focus over the last few years on ensuring staff stay home if unwell. 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 March 2023, materials and services are tracking above target at 102%.

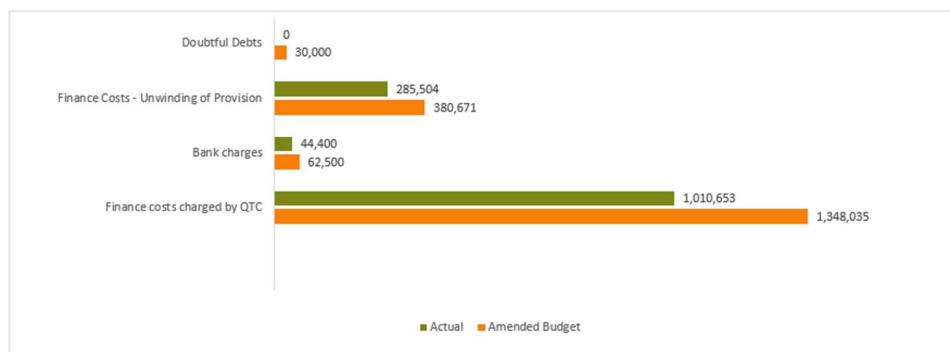
Description	Actual	Original Budget	Amended Budget	% Spent
Donations	598,002	543,222	1,034,222	58%
Materials	17,982,792	18,260,338	20,651,031	87%
Services	20,374,176	9,059,147	17,292,611	118%
Internal Plant Charges	5,974,173	6,497,242	7,395,115	81%
Internal Plant Recoveries	- 6,524,607	- 8,674,918	- 8,674,918	75%
	38,404,536	25,685,031	37,698,062	

- Timing of expenditure associated with the various weather events including an additional \$4m in spending over and above the 2nd quarter budget – this has been offset by income.
- Timing in works contracts for RMPC and RPC works – 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, IT subscriptions 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 March 2023, finance costs are tracking just under target at 74%.



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 March 2023, depreciation is just above target at 76%.

Work in progress balances currently sitting in the balance sheet as at 31 March 2023 total \$23.044m and are listed below. Council will continue to increase its capitalising activities over the next few months in preparation for revaluations and end of year processes. A further reduction of \$3m for roads has occurred in April.

Asset Class	Work in Progress Balance
Buildings	2,397,450.74
Plant & Equip	-
Roads	15,977,888.58
Water	2,160,715.77
Wastewater	1,814,405.78
Fleet	413,701.51
Waste	1,660.00
Office	278,122.28
Land	-
	23,043,944.66

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 \$698k for the year.

- Total capital income for fleet items totals \$434k and for land items totals \$82k for the year.
- Council’s current loss on disposals is currently \$557k for Roads, \$148k for Fleet, \$34k for Land sold, \$333k for Buildings and \$148k for Wastewater.

<i>Capital Expense</i>	<i>Actual</i>	<i>Original Budget</i>	<i>Amended Budget</i>
INCOME			
Fleet	- 434,353	- 400,000	- 400,000
Land	- 82,360	-	-
DISPOSALS			
Roads	557,211	-	-
Fleet	148,681	-	-
Land	34,058	-	-
Buildings	332,951	-	-
Water	-	-	-
Wastewater	148,250	-	-
Miscellaneous	-	-	-
	704,437	- 400,000	- 400,000

3.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position
as at 31 March 2023

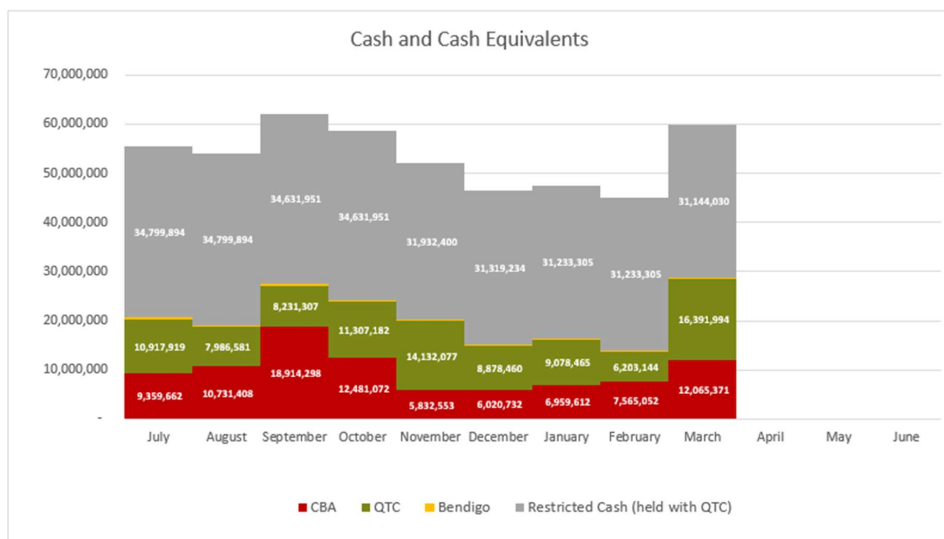
	2023 MARCH \$	Original Budget \$	Amended Budget \$
Current Assets			
Cash and Cash Equivalents	60,064,858	54,194,868	51,475,814
Trade and Other Receivables	20,154,771	9,822,243	14,435,997
Inventories	893,380	791,043	794,215
Investments	-	-	-
Total Current Assets	81,113,009	64,808,154	66,706,026
Non-Current Assets			
Trade and Other Receivables	757,074	584,349	584,349
Property, Plant and Equipment	916,453,473	929,510,214	931,456,605
Right of Use Asset	694,123	806,831	667,707
Intangible Assets	6,252,548	6,250,568	6,250,568
Total Non-Current Assets	924,157,218	937,151,962	938,959,229
TOTAL ASSETS	1,005,270,227	1,001,960,116	1,005,665,255
Current Liabilities			
Trade and Other Payables	10,758,054	12,049,450	16,008,928
Borrowings	3,283,781	3,300,539	3,300,539
Lease Liabilities	19,002	22,881	19,580
Provisions	3,569,942	3,528,655	3,507,829
Other Liabilities	387,914	1,365,692	1,365,692
Total Current Liabilities	18,018,693	20,267,217	24,202,568
Non-Current Liabilities			
Trade and Other Payables	-	-	-
Borrowings	23,559,754	23,891,742	23,891,742
Lease Liabilities	710,283	823,767	686,345
Provisions	11,027,842	12,493,247	10,823,947
Other Liabilities	4,247,153	2,881,461	2,881,461
Total Non-Current Liabilities	39,545,032	40,090,217	38,283,495
TOTAL LIABILITIES	57,563,725	60,357,434	62,486,063
NET COMMUNITY ASSETS	947,706,502	941,602,682	943,179,192
Community Equity			
Retained Surplus/(Deficiency)	451,610,602	445,470,950	447,055,449
Asset Revaluation Surplus	496,095,899	496,131,732	496,123,743
TOTAL COMMUNITY EQUITY	947,706,502	941,602,682	943,179,192

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 March 2023, Council's actual cash and cash equivalents balance was \$60.065m. The below table shows the breakup of this balance sheet element (excluding cash drawers).

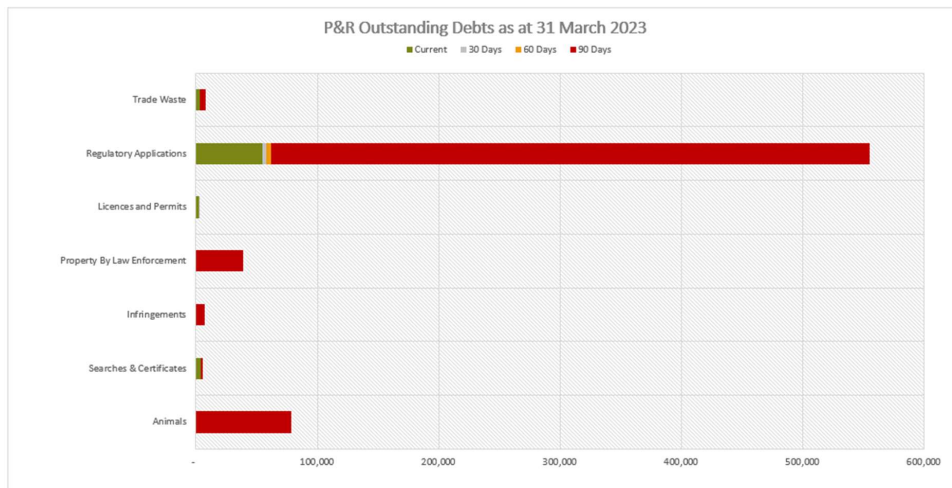


As at the 31 March 2023, the restricted cash balance was \$31.144m.

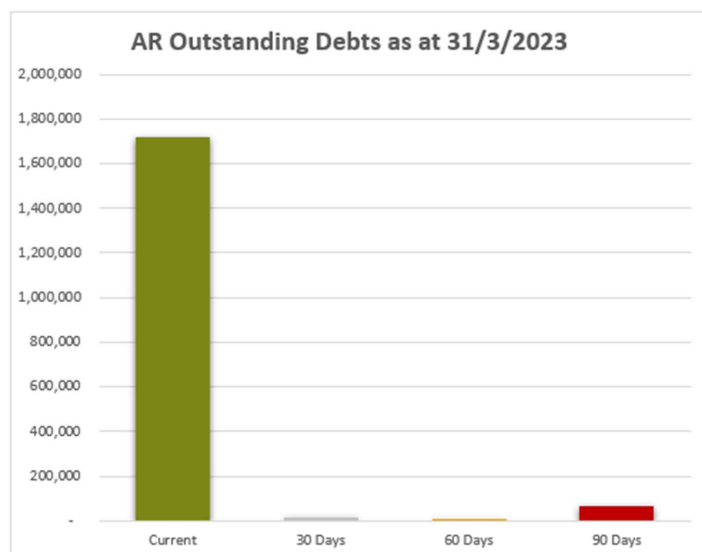
RESTRICTED CASH	Feb-23	Mar-23
Recurrent Expenditure	488,873	488,873
Future Capital Works		
Roads	2,151,365	2,151,365
Buildings	3,035,814	3,035,814
Waste	8,257,553	8,257,553
Land	25,322	25,322
Plant & ICT	6,225,610	6,225,610
Water	3,084,563	3,084,563
Wastewater	2,944,242	2,944,242
Unspent - Developer Contributions	4,556,587	4,556,587
Unspent - Loan Funds	374,100	374,100
Total	31,144,030	31,144,030

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.



Property and Rating (P&R) debts above that are overdue by 90 days or more total \$624k and are made up of \$171k being actively pursued by Council staff or determination on next steps are being investigated, \$39k can be recovered when properties are sold, and \$414k belong to developer contributions that will be finalised in the future.



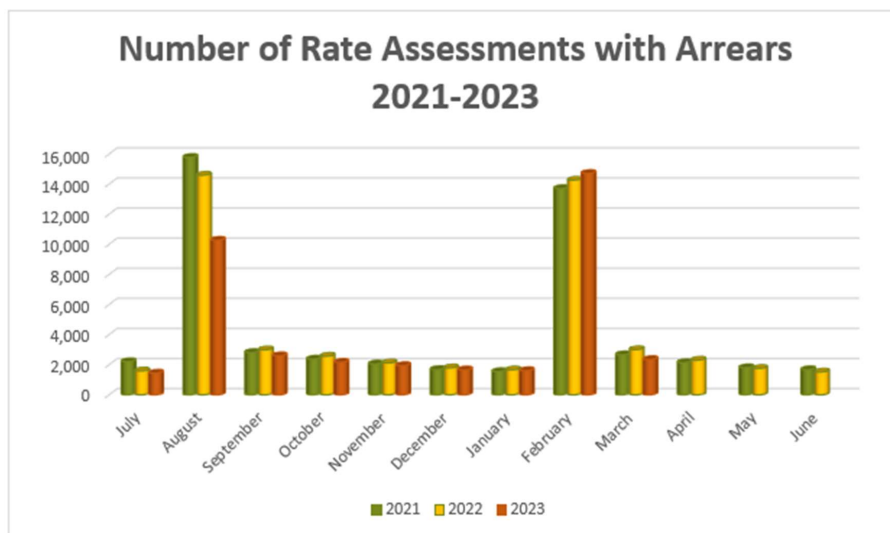
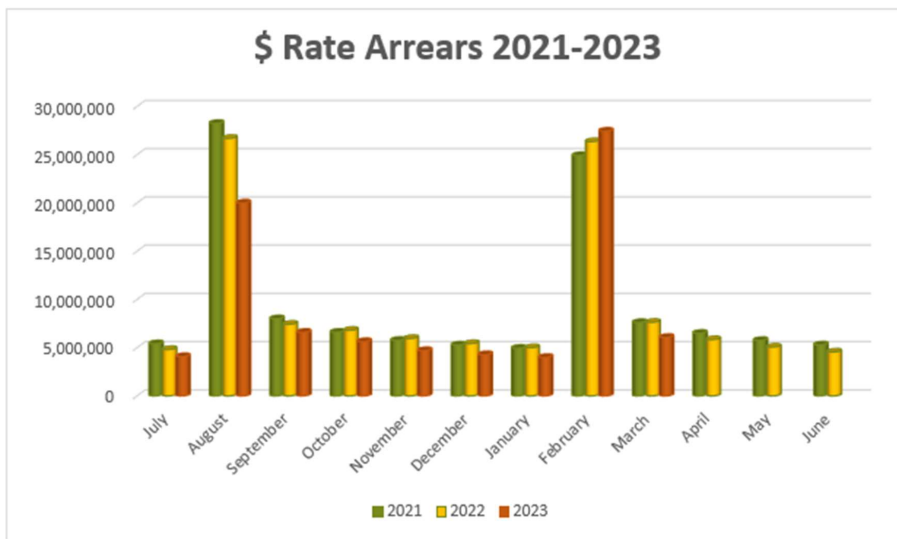
Included in the current AR outstanding debts is \$1,384,614 for Niagara Road Claim 6 which has since been paid by drawing down on the bond held by Council.

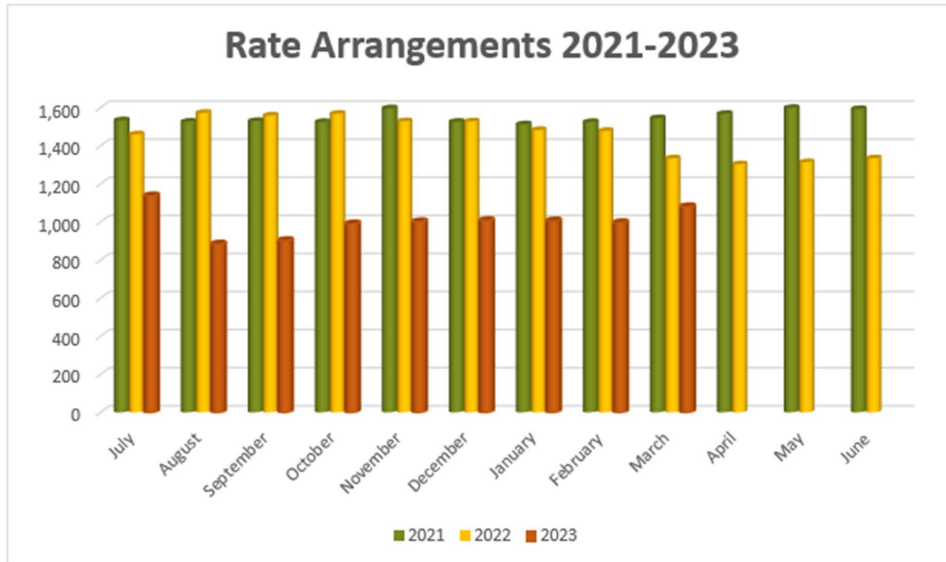
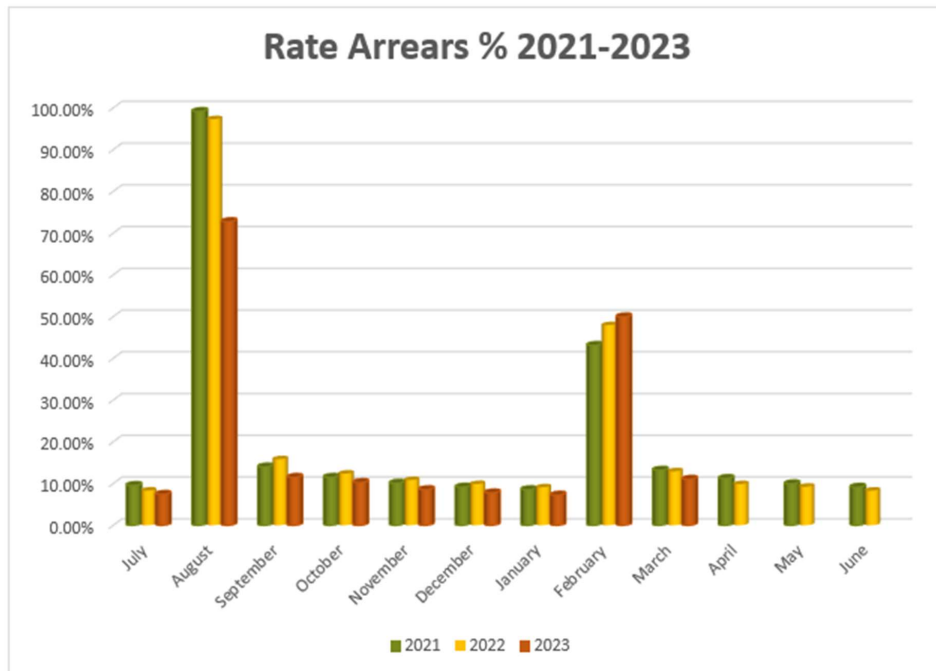
The AR outstanding debts 90+ days is currently \$68k which is 4% of total AR outstanding debts.

A total of 97% of the value sitting in 90 days remains with debt collectors or have a payment arrangement with Council. The remaining 3% is being actively pursued by Council staff.

Rates in arrears as of 31 March 2023 is sitting at \$6.072m or 11.05% which is above the target arrears of 7%. There are currently 1,080 assessments with rate arrangements in place which accounts for 45.94% of the properties that are in arrears.

In the 23/24 financial year, finance plan to remove the effect of rates levies when they aren't technically overdue to remove the distortion of numbers during August and February.





3.1.3 Inventories

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

3.2 Non-Current Assets

3.2.1 Trade and Other Receivables

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

3.2.2 Property, Plant and Equipment

The total amended capital budget is \$33.249m. Actual spent as of 31 March 2023 is \$13.586m, which is tracking below target at 40.9%. Committed costs of \$8.808m 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	December 2022 Purchases	January 2023 Purchases	February 2023 Purchases	March 2023 Purchases
LOCAL					
	Total Local	1,911,131.40	3,154,156.92	3,334,911.86	2,233,710.83
OUTSIDE SBRC					
		0.00	0.00	0.00	0.00
	Cherbourg	778.50	359.00	599.50	3,200.00
	Dalby	0.00	0.00	0.00	2,595.00
	Goomeri	0.00	0.00	0.00	0.00
	Neighbouring Council	0.00	0.00	0.00	0.00
	Other	2,254,029.63	3,406,911.76	1,854,357.61	2,282,228.44
	Yarraman	24,935.00	27,070.00	29,380.00	27,273.70
	Total Other	2,279,743.13	3,434,340.76	1,884,337.11	2,315,297.14
	% Local Purchases	45.60%	47.87%	63.90%	49.10%

3.3.2 Borrowings

All Council borrowings are with the Queensland Treasury Corporation (QTC). The balance as of 31 March 2023 was \$26,843,535 made up of borrowings in the following departments:

Department	Borrowings
NRM & Parks	\$ 404,064
Finance	\$ 481,286
Property	\$ 410,444
Economic Development	\$ 256,407
Environment & Waste	\$ 560,696
Infrastructure	\$ 9,333,282
Water & Wastewater	\$ 15,397,356
Total	\$ 26,843,535

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

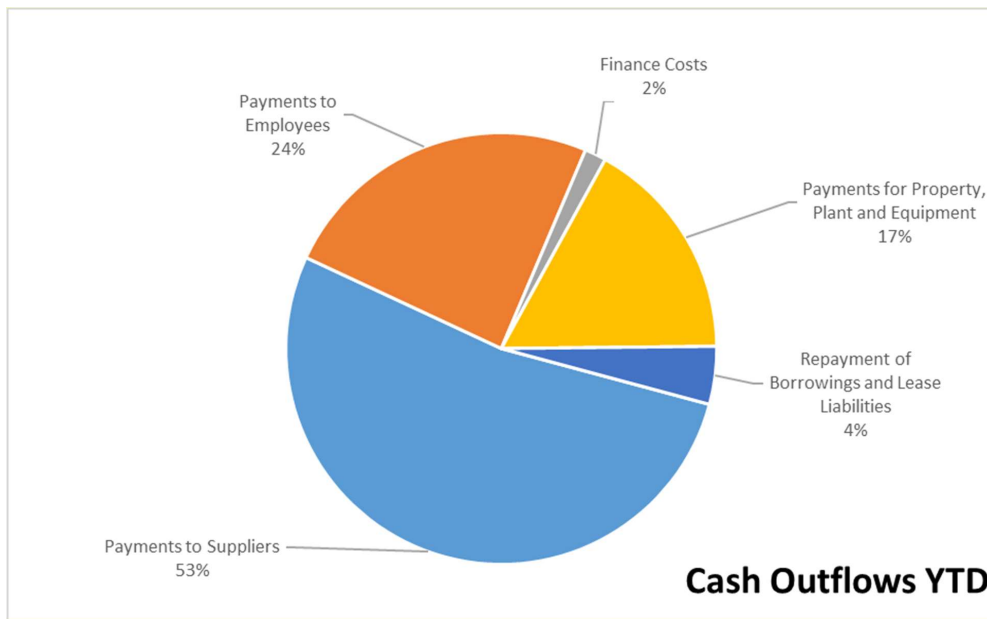
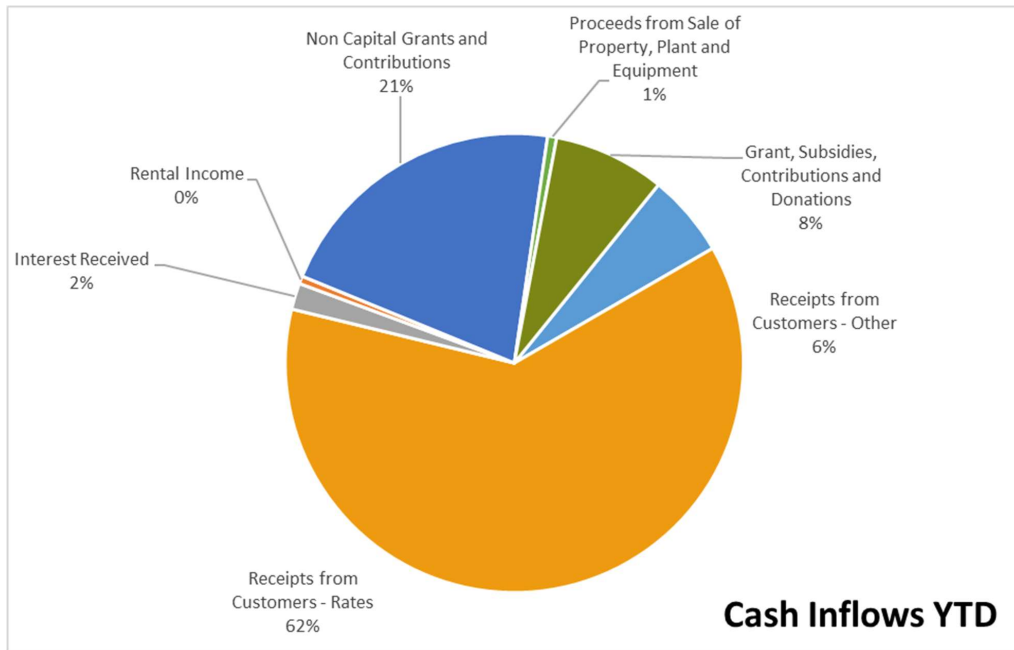
Provisions are made up of landfill and gravel pit expected restoration costs and employee long service leave. Provisions will be impacted by discount rates and end of year calculations.

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	Jan	Feb	Mar	YTD	Original Budget	Amended Budget	YTD vs Amended Budget %
Cash Flows from Operating Activities							
Receipts from Customers	\$3,623,419	\$4,286,006	\$16,048,357	\$54,822,181	\$64,374,944	\$66,593,379	82%
Payments to Suppliers and Employees	(\$3,909,707)	(\$5,240,141)	(\$5,644,806)	(\$64,093,904)	(\$55,366,488)	(\$69,918,226)	92%
	(\$286,288)	(\$954,135)	\$10,403,551	(\$9,271,724)	\$9,008,456	(\$3,324,847)	
Interest Received	\$174,781	\$168,421	\$189,338	\$1,496,788	\$540,500	\$1,590,500	94%
Rental Income	\$46,345	\$52,163	\$28,877	\$435,104	\$459,715	\$459,715	95%
Non Capital Grants and Contributions	\$1,532,375	\$508,338	\$3,056,918	\$17,071,304	\$8,530,723	\$17,433,791	98%
Finance Costs	(\$145,137)	(\$143,417)	(\$131,790)	(\$1,340,558)	(\$1,393,535)	(\$1,410,535)	95%
Net Cash Inflow (Outflow) from Operating Activities	\$1,322,075	(\$368,630)	\$13,546,895	\$8,390,914	\$17,145,858	\$14,748,624	57%
Cash Flows from Investing Activities							
Payments for Property, Plant and Equipment	(\$685,945)	(\$2,695,173)	(\$2,172,831)	(\$13,962,172)	(\$32,622,434)	(\$33,248,554)	42%
Payments for Intangible Assets	-	-	-	-	-	-	0%
Advances/(Repayments) of Loans and Advances	-	-	-	-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment	\$10,364	\$29,273	\$58,153	\$516,713	\$400,000	\$400,000	129%
Grant, Subsidies, Contributions and Donations	\$362,325	\$490,723	\$3,290,655	\$6,344,711	\$10,159,463	\$10,436,991	61%
Net Cash Inflow (Outflow) from Investing Activities	(\$313,256)	(\$2,175,177)	\$1,175,977	(\$7,100,748)	(\$22,062,971)	(\$22,411,563)	32%
Cash Flows from Financing Activities							
Proceeds from Borrowings and Leasing Liabilities	-	-	-	-	-	-	0%
Repayment of Borrowings and Leasing Liabilities	\$103,632	\$93,603	\$88,317	(\$3,594,567)	(\$3,230,506)	(\$3,230,506)	111%
Net Cash Inflow (Outflow) from Financing Activities	\$103,632	\$93,603	\$88,317	(\$3,594,567)	(\$3,230,506)	(\$3,230,506)	111%
Cash and Cash Equivalents at the Beginning of the Period	\$46,591,422	\$47,703,873	\$45,253,669	\$62,369,259	\$62,342,487	\$62,369,259	
Net Increase (Decrease) in Cash and Cash Equivalents Held	\$1,112,451	(\$2,450,204)	\$14,811,189	(\$2,304,401)	(\$8,147,619)	(\$10,893,445)	
Cash and Cash Equivalents at the End of the Period	\$47,703,873	\$45,253,669	\$60,064,858	\$60,064,858	\$54,194,868	\$51,475,814	
Restricted Cash	\$31,233,305	\$31,233,305	\$31,144,030	\$31,144,030			
Cash Available for Use	\$16,470,568	\$14,020,364	\$28,920,828	\$28,920,828			
Minimum 3 month operating liquidity				(\$5,894,299)			



5.0 Interim Changes in Equity

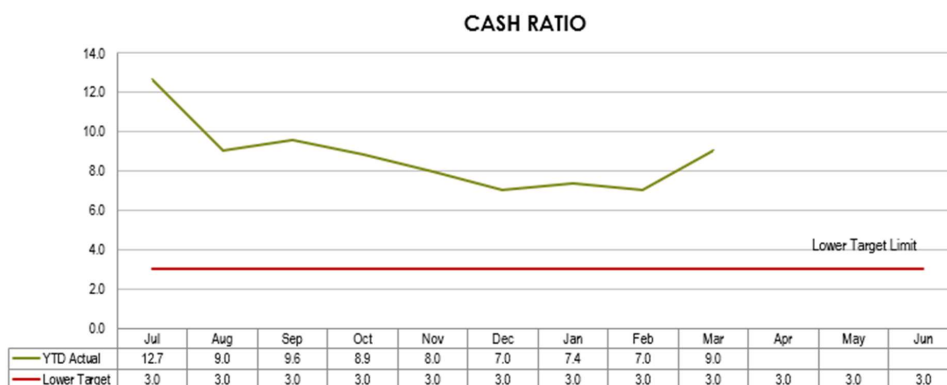
	<i>Jan-23</i> \$	<i>Feb-23</i> \$	<i>Mar-23</i> \$	<i>YTD</i> \$
Asset Revaluation Surplus				
Opening Balance	496,095,899	496,095,899	496,095,899	496,123,742
Incl(dec) in asset revaluation surplus	-	-	-	27,843
Closing Balance	496,095,899	496,095,899	496,095,899	496,095,899
Retained Surplus				
Opening Balance	439,818,286	434,892,551	456,842,679	441,365,885
Restricted Cash Released		-	-	-
Net Result	- 4,925,735	21,950,128	- 5,232,077	10,244,718
Closing Balance	434,892,552	456,842,679	451,610,602	451,610,602
Total Community Equity	930,988,451	952,938,578	947,706,502	947,706,502

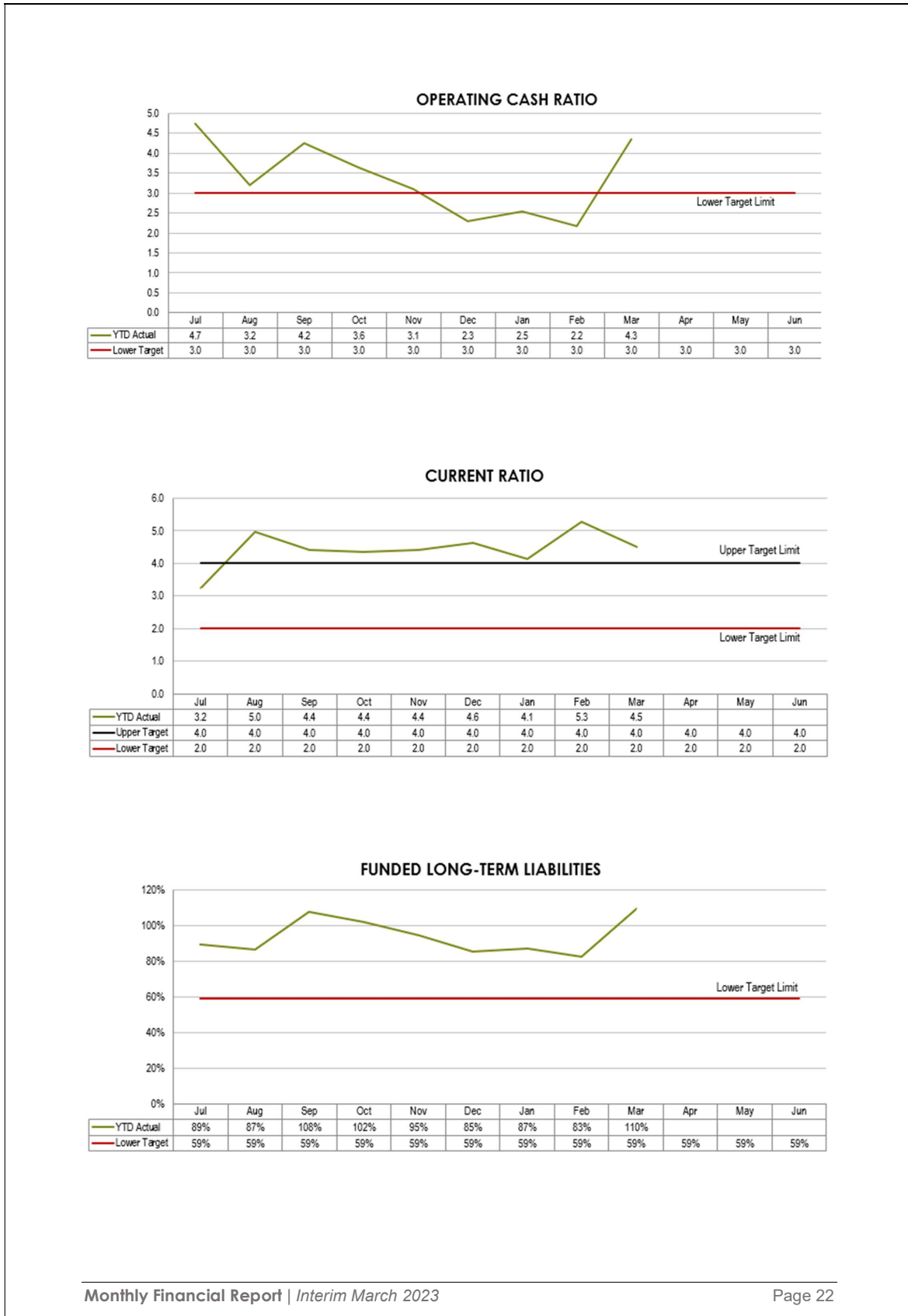
6.0 Financial Ratios

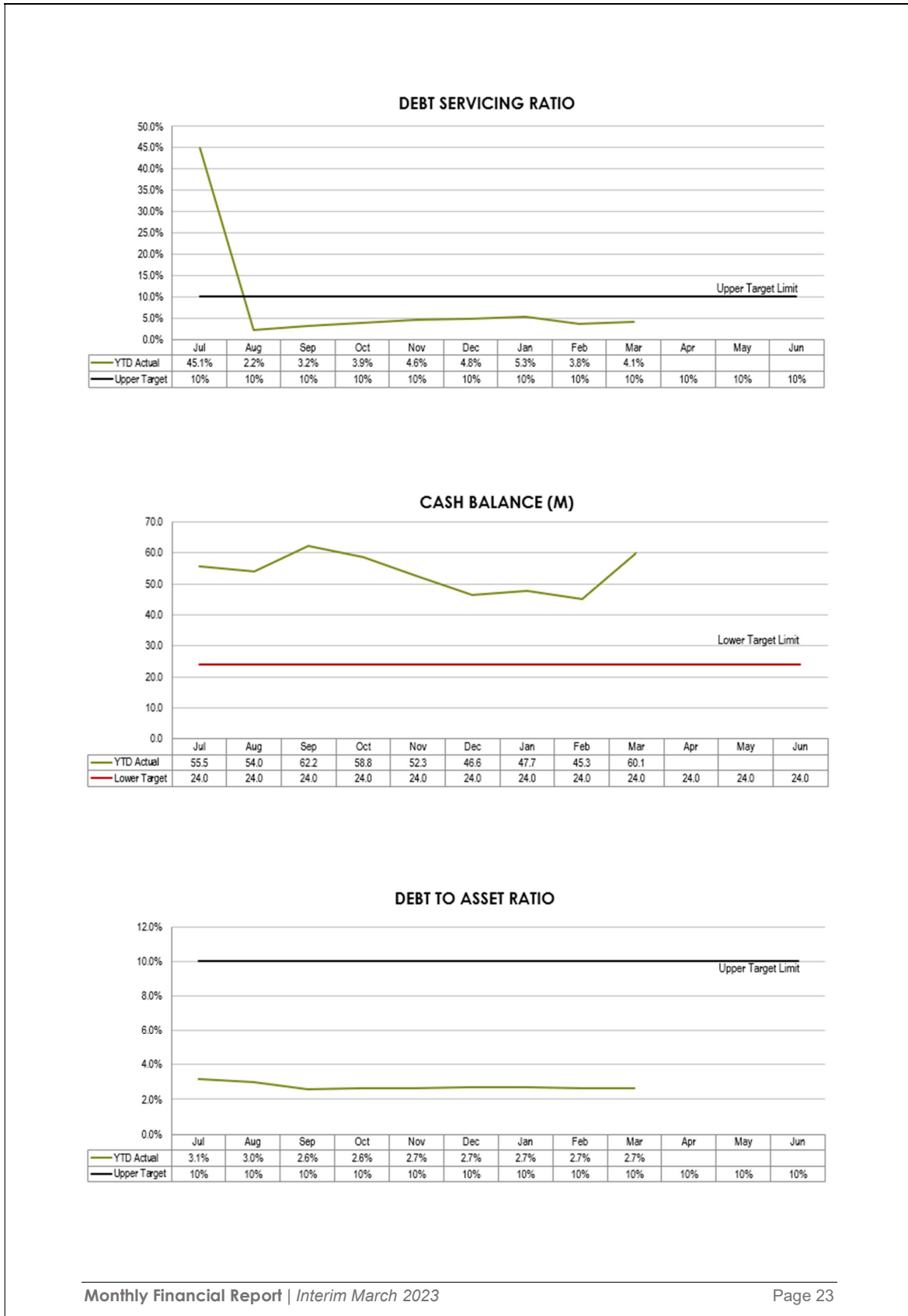
Ratio	Description	Formula	SBRC's Target	Status	Mar-23
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	9.03
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	4.35
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	✗	4.50
Funded Long-Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non - Current Borrowings}}$	Target greater than or equal to 59%	✓	109.80%
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%	✓	4.14%
Cash Balance -\$M	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$24M	✓	60.06
Debt to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non - Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	2.67%
Interest Coverage Ratio	This ratio demonstrates the extent which operating revenues are being used to meet the financing charges	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	✓	1.16%

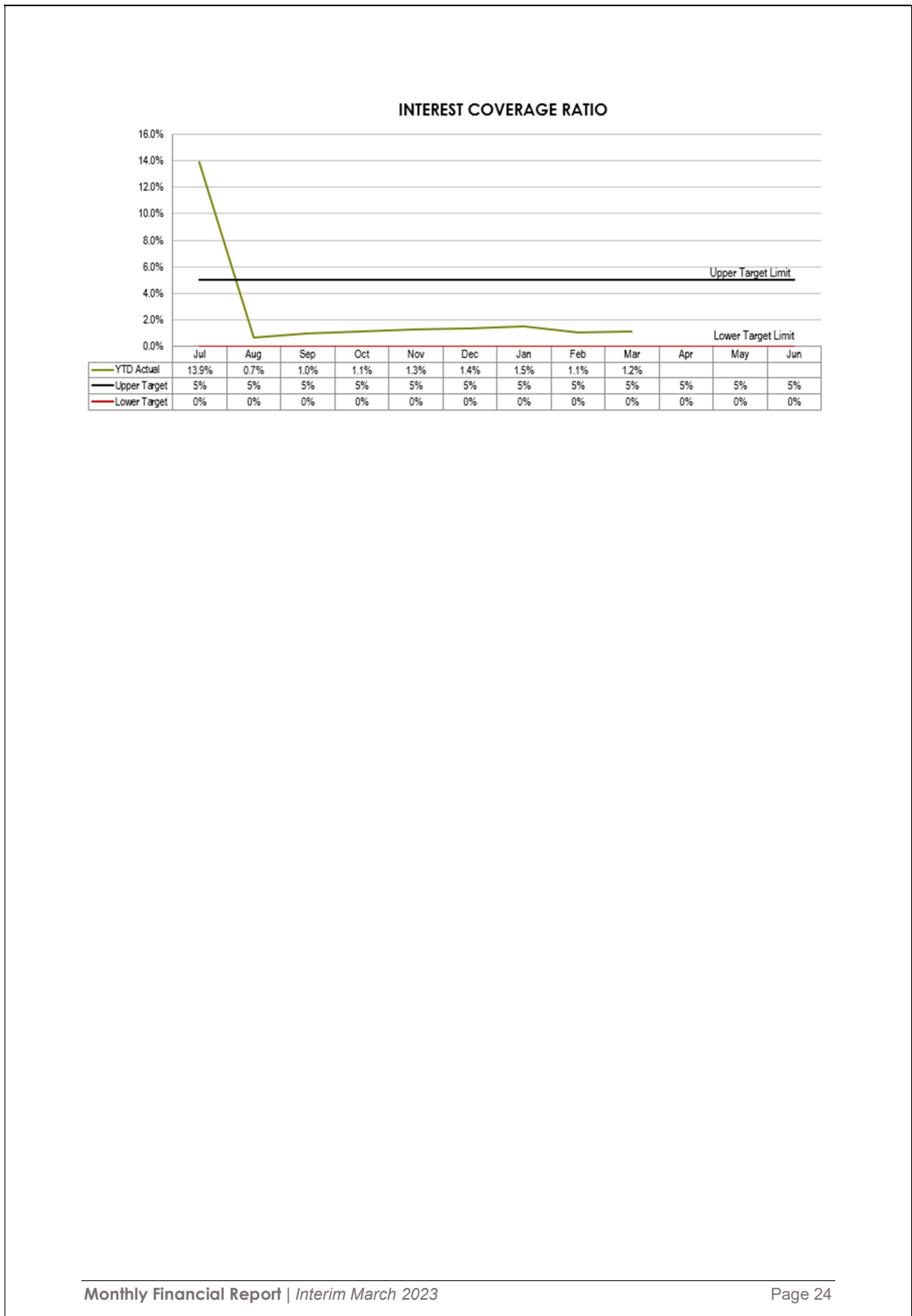
All ratios at the end of March are all within their respective targets apart from the Current Ratio.

The Current Ratio (Working Capital Ratio) is sitting at 4.5 which is outside the target of between 2.0 and 4.0 however it has decreased since last month which was 5.27. This is largely due to the rates levies being due in March causing the cash at bank balance to remain high.









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
Income				
Revenue				
Recurrent Revenue				
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
Capital Revenue				
Grants, Subsidies, Contribution and Donations	15,164,002	1,736,347	4,912,610	4,912,610
Total Income	88,661,474	75,816,196	81,066,281	83,220,556
Expenses				
Recurrent Expenses				
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
Capital Expense				
	(406,800)	(413,716)	(420,749)	(427,902)
Total Expense	76,761,522	76,819,028	78,001,718	78,869,838
Net Result	11,899,952	(1,002,832)	3,064,563	4,350,718
Net Operating Result	(3,670,850)	(3,152,895)	(2,268,796)	(989,794)

	Year 6 2027/2028	Year 7 2028/2029	Year 8 2029/2030	Year 9 2030/2031	Year 10 2031/2032
Income					
Revenue					
Recurrent Revenue					
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
Capital Revenue					
Grants, Subsidies, Contribution and Donations	4,912,610	4,912,610	4,912,610	4,912,610	4,912,610
Total Income	85,459,301	87,786,781	90,207,496	92,726,197	95,347,908
Expenses					
Recurrent Expenses					
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
Capital Expense					
	(435,176)	(442,574)	(450,098)	(457,750)	(465,532)
Total Expense	80,072,244	80,762,136	82,043,139	83,114,398	84,449,731
Net Result	5,387,057	7,024,645	8,164,358	9,611,799	10,898,177
Net Operating Result	39,271	1,669,461	2,801,650	4,241,439	5,520,035

7.2 Financial Position

	Year 2 2023/2024	Year 3 2024/2025	Year 4 2025/2026	Year 5 2026/2027
Assets				
Current Assets				
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
Total Current Assets	\$ 61,881,494	\$ 59,890,202	\$ 59,719,410	\$ 59,992,201
Non-Current Assets				
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
Total Non-Current Assets	\$ 952,839,558	\$ 955,221,650	\$ 953,806,695	\$ 954,548,186
Total Assets	\$ 1,014,721,052	\$ 1,015,111,852	\$ 1,013,526,105	\$ 1,014,540,387
Liabilities				
Current Liabilities				
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	\$ -	\$ -
Total Current Liabilities	\$ 20,185,558	\$ 20,522,406	\$ 19,125,556	\$ 18,773,125
Non-Current Liabilities				
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	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 41,032,860	\$ 42,089,644	\$ 38,836,184	\$ 35,852,179
Total Liabilities	\$ 61,218,418	\$ 62,612,050	\$ 57,961,740	\$ 54,625,304
Net Assets	\$ 953,502,634	\$ 952,499,802	\$ 955,564,365	\$ 959,915,083
Equity				
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
Total Equity	\$ 953,502,634	\$ 952,499,802	\$ 955,564,365	\$ 959,915,083

	Year 6 2027/2028	Year 7 2028/2029	Year 8 2029/2030	Year 9 2030/2031	Year 10 2031/2032
Assets					
Current Assets					
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
Total Current Assets	\$ 60,182,563	\$ 55,300,372	\$ 56,638,719	\$ 59,036,438	\$ 64,623,741
Non-Current Assets					
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
Total Non-Current Assets	\$ 956,785,513	\$ 965,588,168	\$ 969,264,037	\$ 973,145,659	\$ 978,318,896
Total Assets	\$ 1,016,968,076	\$ 1,020,888,540	\$ 1,025,902,756	\$ 1,032,182,097	\$ 1,042,942,637
Liabilities					
Current Liabilities					
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	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 19,093,950	\$ 19,323,910	\$ 20,683,568	\$ 18,782,663	\$ 18,017,382
Non-Current Liabilities					
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	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 32,571,986	\$ 29,237,845	\$ 24,728,045	\$ 23,296,492	\$ 23,924,136
Total Liabilities	\$ 51,665,936	\$ 48,561,755	\$ 45,411,613	\$ 42,079,155	\$ 41,941,518
Net Assets	\$ 965,302,140	\$ 972,326,785	\$ 980,491,143	\$ 990,102,942	\$ 1,001,001,119
Equity					
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
Total Equity	\$ 965,302,140	\$ 972,326,785	\$ 980,491,143	\$ 990,102,942	\$ 1,001,001,119

7.3 Cash Flow

	Year 2 2023/2024	Year 3 2024/2025	Year 4 2025/2026	Year 5 2026/2027
Cash Flows from Operating Activities				
<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
Net Cash Provided (or Used) in Operating Activities	\$ 16,978,312	\$ 21,602,155	\$ 20,625,105	\$ 23,371,128
Cash Flows from Investing Activities				
<i>Receipts:</i>				
Proceeds from Sale of PPE	\$ 406,800	\$ 413,716	\$ 420,749	\$ 427,902
Grants, Subsidies, Contributions and Donations	\$ 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
Net Cash Provided (or Used) in Investing Activities	-\$ 23,665,792	-\$ 24,012,194	-\$ 17,294,548	-\$ 19,313,615
Cash Flows from Financing Activities				
<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
Net Cash Provided (or Used) in Financing Activities	\$ 2,448,344	\$ 2,345,269	-\$ 3,660,617	-\$ 3,830,602
Net Increase/(Decrease) in Cash and Cash Equivalent:	-\$ 4,239,136	-\$ 64,770	-\$ 330,060	\$ 226,911
Cash and Cash Equivalents at Beginning of Period	\$ 54,194,868	\$ 49,955,732	\$ 49,890,962	\$ 49,560,902
Cash and Cash Equivalents at End of Period	\$ 49,955,732	\$ 49,890,962	\$ 49,560,902	\$ 49,787,813

	Year 6 2027/2028	Year 7 2028/2029	Year 8 2029/2030	Year 9 2030/2031	Year 10 2031/2032
Cash Flows from Operating Activities					
<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
Net Cash Provided (or Used) in Operating Activities	\$ 24,521,063	\$ 26,339,688	\$ 27,884,488	\$ 29,689,320	\$ 31,330,835
Cash Flows from Investing Activities					
<i>Receipts:</i>					
Proceeds from Sale of PPE	\$ 435,176	\$ 442,574	\$ 450,098	\$ 457,750	\$ 465,532
Grants, Subsidies, Contributions and Donations	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610
<i>Payments:</i>					
Payments for PPE	-\$ 26,342,170	-\$ 33,071,784	-\$ 28,446,193	-\$ 28,929,605	-\$ 30,438,901
Net Cash Provided (or Used) in Investing Activities	-\$ 20,994,384	\$ 27,716,600	-\$ 23,083,485	-\$ 23,559,245	\$ 25,060,759
Cash Flows from Financing Activities					
<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
Net Cash Provided (or Used) in Financing Activities	-\$ 3,471,631	-\$ 3,633,695	-\$ 3,688,825	-\$ 3,859,735	-\$ 621,804
Net Increase/(Decrease) in Cash and Cash Equivalents	\$ 55,048	-\$ 5,010,607	\$ 1,112,178	\$ 2,270,340	\$ 5,648,272
Cash and Cash Equivalents at Beginning of Period	\$ 49,787,813	\$ 49,842,861	\$ 44,832,254	\$ 45,944,432	\$ 48,214,772
Cash and Cash Equivalents at End of Period	\$ 49,842,861	\$ 44,832,254	\$ 45,944,432	\$ 48,214,772	\$ 53,863,044

7.4 Changes in Equity

	Year 2 2023/2024	Year 3 2024/2025	Year 4 2025/2026	Year 5 2026/2027
Asset Revaluation Surplus				
Opening Balance	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732
Retained Surplus				
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
Closing Balance	\$ 457,370,902	\$ 456,368,070	\$ 459,432,633	\$ 463,783,351
Total Community Equity	\$ 953,502,634	\$ 952,499,802	\$ 955,564,365	\$ 959,915,083

	Year 6 2027/2028	Year 7 2028/2029	Year 8 2029/2030	Year 9 2030/2031	Year 10 2031/2032
Asset Revaluation Surplus					
Opening Balance	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732
Retained Surplus					
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
Closing Balance	\$ 469,170,408	\$ 476,195,053	\$ 484,359,411	\$ 493,971,210	\$ 504,869,387
Total Community Equity	\$ 965,302,140	\$ 972,326,785	\$ 980,491,143	\$ 990,102,942	\$ 1,001,001,119

8.0 Investments

Council had \$60.011m held in bank accounts on 31 March 2023. Out of this balance, 82% was held with QTC with an end of month interest rate of 3.96%, 17% was with Commonwealth Bank with an interest rate of 4.10% 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%	3.96%
CBA General Account (new)	A1+	1.35%	4.10%
CBA General Account	A1+	1.35%	4.10%

Investment Portfolio Report
as at 31/3/2023

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 31/3/2023	% to Portfolio	Short Term Rating	Individual Counter - Party Limit	Maximum Funds Limit
Queensland Treasury Corporation	45,694,941	3.96%	13,000,000	12,000,000	46,694,941	890,070	48,987	841,083	47,536,024	79%	A1+	100%	No Limit
Bendigo Bank	465,267	0.00%	625,250	757,862	332,655	-	90	- 90	332,565	1%	A2	10%	\$20M
Commonwealth Bank Australia General Operating Account	16,179,778	4.10%	108,511,836	112,763,183	11,928,431	214,170	-	214,170	12,142,601	20%	A1+	30%	\$20M
Total	62,339,987		122,137,085	125,521,046	58,956,027	1,104,240	49,077	1,055,163	60,011,190				

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 \$1.564m over the life of the W4Q4 funding with \$810k of this on eligible projects for this financial year.

10.0 Rates Update

- The discount period for rates notices for the period 1 January to 30 June 2023 ended on 23 March.
- Approximately 1,250 reminder notices will be issued on 11 April 2023.
- 110 rates searches were completed in March.
- 140 transfers of properties were processed in March.
- 48 splits and amalgamations were processed in March.
- 433 tasks were completed in March.



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	Second Quarter Budget Adjustments	Total Available Budget	2022/2023 Commitments	2022/2023 Actual Expenditure	2022/2023 Actual Expenditure & Commitments
Buildings & Other Structures																	
Admin Office - Kinga																	
006744	Kingaroy Customer Service Centre	100776	90,000.00	-	-	-	-	-	90,000.00	90,000.00	-	-	-	90,000.00	-	79,975.72	79,975.72
Activity Subtotal			90,000.00	-	-	-	-	-	90,000.00	90,000.00	-	-	-	90,000.00	-	79,975.72	79,975.72
Admin Office - Murgon																	
006745	Regional Customer Service CCTV Installat	100776	80,000.00	-	-	-	-	-	80,000.00	80,000.00	-	-	-	80,000.00	-	83,927.37	83,927.37
Activity Subtotal			80,000.00	-	-	-	-	-	80,000.00	80,000.00	-	-	-	80,000.00	-	83,927.37	83,927.37
Depot - Kingaroy																	
006747	Kingaroy Depot Car Parking	100198	150,000.00	-	-	-	-	-	150,000.00	150,000.00	-	-	-	150,000.00	19,239.91	7,806.42	27,046.33
006826	Kingaroy Depot - Replace Roller Door	100198	-	23,400.00	-	-	-	-	23,400.00	-	-	-	23,400.00	-	24,437.98	-	24,437.98
Activity Subtotal			150,000.00	23,400.00	-	-	-	-	173,400.00	150,000.00	-	-	23,400.00	173,400.00	43,677.89	7,806.42	51,484.31
Depot - Murgon																	
006746	Regional Depot CCTV Installation	100198	50,000.00	-	-	-	-	-	50,000.00	50,000.00	-	-	-	50,000.00	-	49,758.09	49,758.09
Activity Subtotal			50,000.00	-	-	-	-	-	50,000.00	50,000.00	-	-	-	50,000.00	-	49,758.09	49,758.09
Hall - Mundure																	
006623	W4Q4 - Restumping of Mundure Hall	100767	-	-	-	125,000.00	-	-	125,000.00	125,000.00	-	-	-	125,000.00	-	105,240.91	105,240.91
Activity Subtotal			-	-	-	125,000.00	-	-	125,000.00	125,000.00	-	-	-	125,000.00	-	105,240.91	105,240.91
Hall - Cloyna																	
006748	Cloyna Hall - Investigative Work	100494	-	23,600.00	-	-	-	-	23,600.00	80,000.00	-	-	56,400.00	23,600.00	1,700.00	4,881.82	6,581.82
Activity Subtotal			-	23,600.00	-	-	-	-	23,600.00	80,000.00	-	-	56,400.00	23,600.00	1,700.00	4,881.82	6,581.82
Museum - Boondooma H																	
006749	Boondooma Homestead - Replace Tourism	100201	45,000.00	-	-	-	-	-	45,000.00	45,000.00	-	-	-	45,000.00	15,469.38	-	15,469.38
006750	Boondooma Homestead - Repairs to Stone	100201	90,000.00	-	-	-	-	-	90,000.00	90,000.00	-	-	-	90,000.00	78,780.00	-	78,780.00
Activity Subtotal			135,000.00	-	-	-	-	-	135,000.00	135,000.00	-	-	-	135,000.00	94,249.38	-	94,249.38
Museum - Nanango Ene																	
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
Activity Subtotal			20,000.00	-	-	-	-	-	20,000.00	20,000.00	-	-	-	20,000.00	-	17,499.09	17,499.09
Swimming Pool - King																	
006029	Kingaroy-Pool-Refurbishment-Concept Plan	104618	-	113,335.62	-	-	-	-	113,335.62	-	113,335.62	-	-	113,335.62	454.55	73,750.00	74,204.55
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
Activity Subtotal			295,000.00	113,335.62	-	-	-	-	408,335.62	295,000.00	113,335.62	-	-	408,335.62	454.55	149,730.27	150,184.82
Swimming Pool - Wond																	
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	259,700.00	600,928.93	860,628.93
006760	Wondai Swimming Pool - Filtration Issue	104622	50,000.00	-	-	-	-	-	50,000.00	140,000.00	-	-	90,000.00	50,000.00	-	9,815.00	9,815.00
Activity Subtotal			330,000.00	308,551.76	-	294,275.88	-	-	932,827.64	700,000.00	8,551.76	314,275.88	-	932,827.64	259,700.00	610,743.93	870,443.93
Sp/ground-Murgon																	
005999	Murgon-Squash Courts	100202	-	88,400.00	-	-	-	-	88,400.00	-	108,400.00	-	20,000.00	88,400.00	-	80,920.00	80,920.00
Activity Subtotal			-	88,400.00	-	-	-	-	88,400.00	-	108,400.00	-	20,000.00	88,400.00	-	80,920.00	80,920.00
W4Q - Round 4																	
006523	W4Q4-Regional Facilities Upgrades	100756	-	-	-	365,818.85	-	-	365,818.85	380,000.00	-	14,181.15	-	365,818.85	-	33,118.17	33,118.17
Activity Subtotal			-	-	-	365,818.85	-	-	365,818.85	380,000.00	-	14,181.15	-	365,818.85	-	33,118.17	33,118.17
General																	
006237	Property - 195 Kingaroy Street, Kingaroy	100302	-	12,982.80	-	-	-	-	12,982.80	-	12,982.80	-	-	12,982.80	-	-	-
006827	Purchase of 3 new Christmas Trees	100302	-	33,000.00	-	-	-	-	33,000.00	-	-	-	33,000.00	33,000.00	-	-	-
Activity Subtotal			-	45,982.80	-	-	-	-	45,982.80	-	12,982.80	-	33,000.00	45,982.80	-	-	-
Activity Total			1,150,000.00	603,270.18	-	785,094.73	-	-	2,538,364.91	2,105,000.00	243,270.18	300,094.73	-	2,538,364.91	399,781.82	1,223,601.79	1,623,383.61
Office																	
Admin Office - Kinga																	
005483	Council Chambers Audio Video	100211	-	-	-	-	-	-	-	-	-	-	-	-	38,523.49	-	38,523.49
Activity Subtotal			-	-	-	-	-	-	-	-	-	-	-	-	38,523.49	-	38,523.49
Info Serv - ICT																	
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	-	10,132.93	10,132.93
000382	Photocopiers & Printers	100211	20,000.00	-	-	-	-	-	20,000.00	20,000.00	-	-	-	20,000.00	13,975.60	19,977.00	33,952.60
006052	Microwave Radio & Hardware	100211	100,000.00	-	-	-	-	-	100,000.00	100,000.00	-	-	-	100,000.00	-	81,969.59	81,969.59
006519	Teams Rooms Devices	100211	42,000.00	-	-	-	-	-	42,000.00	42,000.00	-	-	-	42,000.00	-	-	-
Activity Subtotal			367,000.00	-	-	-	-	-	367,000.00	367,000.00	-	-	-	367,000.00	13,975.60	244,195.52	258,171.12
Activity Total			367,000.00	-	-	-	-	-	367,000.00	367,000.00	-	-	-	367,000.00	62,499.09	244,195.52	296,694.61

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	Second Quarter Budget Adjustments	Total Available Budget	2022/2023 Commitments	2022/2023 Actual Expenditure	2022/2023 Actual Expenditure & Commitments
Plant & Fleet Manage																	
006515	Plant and Fleet Replacement 2021-22	100212	-	2,653,060.36	-	-	-	-	2,653,060.36	-	2,653,060.36	-	-	2,653,060.36	1,624,712.23	1,387,323.73	3,012,035.96
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	1,924,067.82	334,766.23	2,258,834.05
	Activity Subtotal		1,937,500.00	4,623,060.36	-	-	-	-	6,560,560.36	3,907,500.00	2,653,060.36	-	-	6,560,560.36	3,548,780.05	1,722,089.96	5,270,870.01
	Activity Total		1,937,500.00	4,623,060.36	-	-	-	-	6,560,560.36	3,907,500.00	2,653,060.36	-	-	6,560,560.36	3,548,780.05	1,722,089.96	5,270,870.01
Plant & Equipment																	
Depot - Kingaroy																	
006602	Purchase of Ice Machines	100743	-	8,931.30	-	-	-	-	8,931.30	-	8,931.30	-	-	8,931.30	-	7,350.47	7,350.47
	Activity Subtotal		-	8,931.30	-	-	-	-	8,931.30	-	8,931.30	-	-	8,931.30	-	7,350.47	7,350.47
	Activity Total		-	8,931.30	-	-	-	-	8,931.30	-	8,931.30	-	-	8,931.30	-	7,350.47	7,350.47
NRM & Parks																	
Aerodrome - Kingaroy																	
006583	RAP-Kingaroy Aerodrome Lighting Upgrade	100760	237,271.68	-	-	262,023.82	-	-	499,295.50	386,878.00	-	22,417.50	90,000.00	499,295.50	127,566.19	366,472.35	494,038.54
006770	CP - Kingaroy Aerodrome - Fuel Storage	100193	15,000.00	-	-	-	-	-	15,000.00	15,000.00	-	-	-	15,000.00	-	-	-
	Activity Subtotal		252,271.68	-	-	262,023.82	-	-	514,295.50	401,878.00	-	22,417.50	90,000.00	514,295.50	127,566.19	366,472.35	494,038.54
Aerodrome - Wondai																	
006771	CP - Wondai Aerodrome - Reseal Carpark	100523	-	-	-	-	-	-	-	30,000.00	-	-	30,000.00	-	-	-	-
	Activity Subtotal		-	-	-	-	-	-	-	30,000.00	-	-	30,000.00	-	-	-	-
Caravan Park - Murgon																	
006757	Murgon Free Camping Area	100204	-	-	-	-	-	-	-	100,000.00	-	-	100,000.00	-	-	-	-
	Activity Subtotal		-	-	-	-	-	-	-	100,000.00	-	-	100,000.00	-	-	-	-
Cemeteries - Kingaroy																	
006772	CP - Taabinga Cemetery - Carpark reseal	100196	-	-	-	-	-	-	-	29,000.00	-	-	29,000.00	-	-	-	-
006774	CP - Taabinga Cemetery expansion	100196	-	-	-	-	-	-	-	52,000.00	-	-	52,000.00	-	-	-	-
	Activity Subtotal		-	-	-	-	-	-	-	81,000.00	-	-	81,000.00	-	-	-	-
Cemeteries - Wondai																	
006820	CP - Wondai Cemetery - New Plinths	100196	-	-	-	-	-	-	-	-	-	-	-	-	-	11,454.54	11,454.54
	Activity Subtotal		-	-	-	-	-	-	-	-	-	-	-	-	-	11,454.54	11,454.54
Cemeteries - Proston																	
006775	CP - Proston Cemetery - Expansion/Road	100196	-	-	-	-	-	-	-	13,566.00	-	-	13,566.00	-	-	-	-
	Activity Subtotal		-	-	-	-	-	-	-	13,566.00	-	-	13,566.00	-	-	-	-
Cemeteries - Blackbu																	
006007	CP - Blackbutt-New Columbarium Wall	100196	-	-	-	-	-	-	-	-	8,211.27	-	8,211.27	-	-	-	-
006828	CP - Blackbutt, Wondai & Nanango Plinths	100196	35,000.00	-	-	-	-	-	35,000.00	-	-	-	35,000.00	35,000.00	-	-	-
	Activity Subtotal		35,000.00	-	-	-	-	-	35,000.00	-	8,211.27	-	26,788.73	35,000.00	-	-	-
Parks & Gardens																	
006529	CP - Regional Parks Redevelopment	100202	-	-	-	-	-	-	-	-	-	-	-	-	678.09	903.09	1,581.18
006758	Regional Public Amenities-Lions Park Ki	100204	-	-	-	100,000.00	-	-	100,000.00	100,000.00	-	-	-	100,000.00	-	-	-
006802	Durong Toilet - Upgrade of Septic System	100204	-	48,500.00	-	-	-	-	48,500.00	-	-	48,500.00	-	48,500.00	-	29,016.14	29,016.14
006803	Wooroolin Public Toilet - Septic System	100204	-	38,500.00	-	-	-	-	38,500.00	-	-	38,500.00	-	38,500.00	-	3,810.00	3,810.00
	Activity Subtotal		-	87,000.00	-	100,000.00	-	-	187,000.00	100,000.00	-	87,000.00	-	187,000.00	678.09	33,729.23	34,407.32
Saleyards - Coolabun																	
006777	CP - Coolabunia Saleyards-Asset Upgrade	100205	217,788.73	8,211.27	-	-	-	-	226,000.00	80,000.00	-	-	146,000.00	226,000.00	5,985.00	-	5,985.00
	Activity Subtotal		217,788.73	8,211.27	-	-	-	-	226,000.00	80,000.00	-	-	146,000.00	226,000.00	5,985.00	-	5,985.00
Tourism - Yallakool																	
006776	CP - BP Dam Managers Residence-Paintin	100508	-	-	-	-	-	-	-	25,000.00	-	25,000.00	-	-	-	-	-
006804	Yallakool & Boondooma Dams Upgrade Pr	100508	150,000.00	-	-	50,000.00	-	-	200,000.00	-	-	200,000.00	-	200,000.00	84,420.00	20,700.00	105,120.00
	Activity Subtotal		150,000.00	-	-	50,000.00	-	-	200,000.00	25,000.00	-	175,000.00	-	200,000.00	84,420.00	20,700.00	105,120.00
Tourism - Lake Boon																	
006751	CP - Boondooma Dam - Residence & Kiosk	100508	-	-	-	-	-	-	-	102,000.00	-	102,000.00	-	-	-	-	-
	Activity Subtotal		-	-	-	-	-	-	-	102,000.00	-	102,000.00	-	-	-	-	-
W4Q - COVID Round																	
005983	W4QCOVID-Regional Tourism - Statues	100714	-	-	-	-	-	-	-	-	-	-	-	-	5,904.43	14,948.00	9,043.57
	Activity Subtotal		-	-	-	-	-	-	-	-	-	-	-	-	5,904.43	14,948.00	9,043.57
W4Q - Round 4																	
006531	W4Q4-Benarkin Park Renewal	100757	-	-	-	135,876.02	-	-	135,876.02	135,000.00	-	876.02	-	135,876.02	65,266.89	47,498.44	112,765.33
006532	W4Q4-Murgon QE11 Park-Stage 1	100757	-	-	-	319,562.73	-	-	319,562.73	140,000.00	-	3,562.73	176,000.00	319,562.73	230,389.43	268,337.20	
006533	W4Q4-Proston Railway Park Refurbishment	100757	-	-	-	43,585.63	-	-	43,585.63	40,000.00	-	3,585.63	-	43,585.63	3,157.83	27,572.49	30,730.32
006534	W4Q4-Regional Public Amenities Refurb	100757	-	-	-	74,000.00	-	-	74,000.00	100,000.00	-	-	26,000.00	74,000.00	-	79,140.98	79,140.98
006753	W4Q4-Murgon QE11 Park - Stage 2	100757	-	-	-	-	-	-	-	150,000.00	-	-	150,000.00	-	-	-	-
	Activity Subtotal		-	-	-	573,024.38	-	-	573,024.38	565,000.00	-	8,024.38	-	573,024.38	106,372.49	384,601.34	490,973.83
Parks - Kingaroy																	
006018	CP K'Roy Apex Park-Carpark, Path & Paint	100202	-	-	-	-	-	-	-	-	89,970.00	-	89,970.00	-	-	-	-
006752	Kingaroy Lions Park Refurbishment	100202	-	-	-	79,815.38	-	-	79,815.38	80,000.00	-	184.62	-	79,815.38	41,529.59	15,620.00	57,149.59
006756	Memorial Park Master/Concept Plan	100202	-	-	-	321,450.00	-	-	321,450.00	580,000.00	-	258,550.00	-	321,450.00	330.00	-	330.00

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	Second Quarter Budget Adjustments	Total Available Budget	2022/2023 Commitments	2022/2023 Actual Expenditure	2022/2023 Actual Expenditure & Commitments
Activity Subtotal			-	-	-	401,265.38	-	-	401,265.38	660,000.00	89,970.00	- 258,734.62	- 89,970.00	401,265.38	41,859.59	15,620.00	57,479.59
Parks - Nanango																	
006755	Tipperary Flat Nanango - Rehabilitate Ca	100202	15,000.00	-	-	-	-	-	15,000.00	15,000.00	-	-	-	15,000.00	-	-	-
006806	Tipperary Flat Nanango - Water Feature	100202	-	-	-	8,550.00	-	-	8,550.00	-	-	8,550.00	-	8,550.00	500.00	3,721.17	4,221.17
006807	Tipperary Flat N'go - Int. Rd & Carpark	100215	-	-	-	250,000.00	-	-	250,000.00	-	-	250,000.00	-	250,000.00	13,561.82	12,152.78	25,714.60
Activity Subtotal			15,000.00	-	-	258,550.00	-	-	273,550.00	15,000.00	-	258,550.00	-	273,550.00	14,061.82	15,873.95	29,935.77
Public Conveniences																	
006759	Regional Park/Amenities Upgrade-24 Hr Ca	100204	-	-	-	-	-	-	-	150,000.00	-	-	150,000.00	-	-	-	-
Activity Subtotal			-	-	-	-	-	-	-	150,000.00	-	-	150,000.00	-	-	-	-
Activity Total			670,060.41	95,211.27	-	1,644,863.58	-	-	2,410,135.26	2,323,444.00	98,181.27	190,257.26	- 201,747.27	2,410,135.26	386,847.61	833,503.41	1,220,351.02
Roads																	
Bridges																	
006538	Murgon-CherbourgRd-SawpitCkBridge-Gus	100215	4,735.99	-	-	-	-	-	4,735.99	70,000.00	34,735.99	-	-	100,000.00	4,735.99	-	255.33
006540	Cushnie-HomecreekLoopRd-TimberBridge	100215	-	50,000.00	-	-	-	-	50,000.00	190,000.00	-	-	-	140,000.00	50,000.00	-	-
Activity Subtotal			4,735.99	50,000.00	-	-	-	-	54,735.99	260,000.00	34,735.99	-	-	240,000.00	54,735.99	-	255.33
Rural Drainage																	
006813	EV03 Betterment Moudure Crossing Road	100783	-	-	-	-	-	-	-	-	-	-	-	-	-	4,370.00	4,370.00
Activity Subtotal			-	-	-	-	-	-	-	-	-	-	-	-	-	4,370.00	4,370.00
KTP																	
005284	Kingaroy-Transformation Project	100617	2,020,000.00	595,931.78	-	1,096,702.59	-	-	3,712,634.37	2,900,000.00	95,931.78	596,702.59	120,000.00	3,712,634.37	9,663.40	19,443.86	29,107.26
006211	KTP-Alford St (Youngman-GlendonSt) Wor	100709	-	-	-	-	-	-	-	-	-	-	-	-	12,687.46	134,632.03	147,319.49
006212	KTP-Alford St (GlendonSt-KingaroySt)Work	100709	-	-	-	-	-	-	-	-	-	-	-	-	87,444.01	519,631.30	607,075.31
006213	KTP-Kingaroy St (AlfordSt-HalySt)Works	100709	-	-	-	-	-	-	-	-	-	-	-	-	52,980.36	501,686.40	554,666.76
006214	KTP-Haly St (KingaroySt-GlendonSt)Works	100709	-	-	-	-	-	-	-	-	-	-	-	-	69,729.64	416,414.88	486,144.52
006215	KTP-Haly St (GlendonSt-YoungmanSt)Wor	100709	-	-	-	-	-	-	-	-	-	-	-	-	54,392.53	534,716.64	589,109.17
006216	KTP-Glendon St (AlfordSt-HalySt)Works	100709	-	-	-	-	-	-	-	-	-	-	-	-	88,777.05	908,144.91	996,921.96
006229	KTP - Program Management	100709	-	-	-	-	-	-	-	-	-	-	-	-	-	114.74	114.74
Activity Subtotal			2,020,000.00	595,931.78	-	1,096,702.59	-	-	3,712,634.37	2,900,000.00	95,931.78	596,702.59	120,000.00	3,712,634.37	375,674.45	3,034,784.76	3,410,459.21
Grav Resheet																	
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	55,973.12	10,937.68	66,910.80
006668	Durong-McLean Rd-GR	100215	-	-	-	158,301.00	-	-	158,301.00	158,301.00	-	-	-	158,301.00	132,006.00	2,290.24	134,296.24
006690	East Nanango-Mt Stanley Rd-GR	100215	118,054.17	-	-	66,422.43	-	-	184,476.60	184,476.60	-	-	-	184,476.60	42,588.38	27,425.26	70,014.64
006670	South East Nanango-Muir Dr-GR	100215	-	-	-	36,388.12	-	-	36,388.12	36,388.12	-	-	-	36,388.12	3,868.20	2,290.24	6,278.44
006671	Wooroolin-Rackemans Rd-GR	100215	190,384.74	-	-	-	-	-	190,384.74	190,384.74	-	-	-	190,384.74	-	45,505.25	45,505.25
006672	Cushnie-Reillys Rd-GR	100215	151,376.23	-	-	-	-	-	151,376.23	151,376.23	-	-	-	151,376.23	134,086.50	2,290.24	136,376.74
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
Activity Subtotal			693,240.02	-	-	427,472.00	-	-	1,120,712.02	1,120,712.02	-	-	-	1,120,712.02	369,552.29	95,479.44	465,031.73
Pavement Rehab																	
005479	Niagara Road (Wind 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	1,777.00	76,193.94	77,970.94
006188	Kingaroy/Wondal-BunyaHwyMedianUpgrad	100215	-	42,000.00	-	-	-	-	42,000.00	800,000.00	42,000.00	-	800,000.00	42,000.00	-	8,109.78	8,109.78
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	Merivood-ElbowRd-Pavement Rehab	100215	-	126,701.72	-	-	-	-	126,701.72	-	126,701.72	-	-	126,701.72	-	169,227.21	169,227.21
006553	LRCI-Wondal Industrial Estate-Rehab	100723	-	60,000.00	-	-	-	-	60,000.00	-	60,000.00	-	-	60,000.00	-	33,806.77	33,806.77
006557	TIDS-Memberambi-MemBarkerCreekRd-N	100726	-	6,000.00	-	-	-	-	6,000.00	-	6,000.00	-	-	6,000.00	-	1,066.63	1,066.63
006558	TIDS-Kingaroy-OliverBondSt-CarparkUpgrs	100726	-	8,000.00	-	-	-	-	8,000.00	-	8,000.00	-	-	8,000.00	-	5,676.15	5,676.15
006598	TIDS-Brocklands-KumbiaRdWidenOver	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	57,065.27	649,845.00	706,910.27
006673	TIDS-Moffatdale SS-Disabled Access	100218	25,000.00	-	-	-	-	-	50,000.00	50,000.00	-	-	-	50,000.00	74,449.45	30,977.92	105,427.37
006674	TIDS-Comdale-Comdale Rd-Widening	100218	794,933.00	-	-	794,933.00	-	-	1,589,866.00	1,589,866.00	-	-	-	1,589,866.00	402,193.89	449,438.24	851,632.13
006675	TIDS-Nanango CBD-Disabled Parking Bay	100220	40,000.00	-	-	40,000.00	-	-	80,000.00	80,000.00	-	-	-	80,000.00	-	15,094.07	15,094.07
006676	Murgon-Gore St-Pavement Rehab	100215	12,000.00	-	-	-	-	-	12,000.00	252,000.00	-	-	240,000.00	12,000.00	454.55	12,800.27	13,254.82
006677	Kaw Kaw-Hivesville Rd-Pavement Rehab	100215	12,500.00	-	-	-	-	-	12,500.00	412,500.00	-	-	400,000.00	12,500.00	4,330.00	27,589.26	31,919.26
006678	Byee-Silverleaf Rd-Pavement Rehab	100215	221,875.00	-	-	-	-	-	221,875.00	221,875.00	-	-	-	221,875.00	-	3,552.61	3,552.61
006679	Byee-Campbells Rd-Pavement Rehab	100215	267,187.50	-	-	-	-	-	267,187.50	267,187.50	-	-	-	267,187.50	750.00	5,598.72	6,348.72
006680	Cushnie-Fairdale Rd-Pavement Rehab	100215	352,500.00	-	-	-	-	-	352,500.00	352,500.00	-	-	-	352,500.00	-	1,327.66	1,327.66
006681	Kingaroy-River Rd-Pavement Rehab	100215	10,000.00	-	-	-	-	-	10,000.00	200,000.00	-	-	190,000.00	10,000.00	-	14,068.67	14,068.67
Activity Subtotal			1,735,995.50	395,791.28	-	1,667,706.21	-	-	3,799,492.99	5,050,928.50	395,791.28	- 17,226.79	- 1,630,000.00	3,799,492.99	601,167.57	1,694,697.22	2,195,854.79
Footpaths & Cycleway																	
006107	Blackbutt CBD Footpath	100727	-	522,770.84	-	-	-	-	522,770.84	-	522,770.84	-	-	522,770.84	-	-	-
006541	STIP-WondalStateSchool-Footpath	100725	-	-	-	-	-	-	-	-	-	-	-	-	-	3,076.79	3,076.79
006542	STIP-St Marys-KentSt-Footpath	100725	-	-	-	-	-	-	-	-	-	-	-	-	1,000.00	59.44	1,059.44
006543	STIP-KingaroyStateHighSchool-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	75,434.48	638,881.25	714,315.73
006737	TIDS-Nanango-Alfred Street-Footpath	100218	105,000.00	-	-	55,000.00	-	-	160,000.00	110,000.00	-	-	50,000.00	160,000.00	7,807.34	58,274.03	66,081.37
006738	Kingaroy-King St-Footpath	100215	92,856.00	-	-	-	-	-	92,856.00	92,856.00	-	-	-	9			

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	Second Quarter Budget Adjustments	Total Available Budget	2022/2023 Commitments	2022/2023 Actual Expenditure	2022/2023 Actual Expenditure & Commitments
Activity Subtotal			63,000.00	-	-	-	-	-	63,000.00	203,000.00	-	-	140,000.00	63,000.00	-	-	-
Water - Kingaroy																	
005547	Gordonbrook WTP - Post Con Contract Wc	100227	180,000.00	65,818.83	-	-	-	-	245,818.83	-	65,818.83	-	180,000.00	245,818.83	120,846.43	237,674.54	358,520.97
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	18,968.17	7,622.69	26,590.86
006517	Water Meter Replacement Program - 21/22	100225	-	30,000.00	-	-	-	-	30,000.00	30,000.00	-	-	-	30,000.00	-	20,492.22	20,492.22
006566	Gordonbrook Dam Emergency Repairs 202	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	40,932.65	49,737.35	90,670.00
006783	Gordonbrook Dam Spillway AFC D&C	100227	-	-	-	-	-	-	-	800,000.00	-	-	800,000.00	-	-	-	-
006784	Gordonbrook Dam Survey for Dredging	100227	-	-	-	-	-	-	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	4,885.00	990.00	5,875.00
Activity Subtotal			180,000.00	664,635.14	-	250,000.00	-	-	1,094,535.14	1,646,000.00	334,535.14	-	886,000.00	1,094,535.14	231,476.00	316,516.80	547,992.80
Water - Nanango																	
006604	Watermain Replacement Birdie St Nanangc	100230	21,409.88	1,222.94	-	-	-	-	22,632.82	-	1,222.94	-	21,409.88	22,632.82	-	22,632.82	22,632.82
006605	Watermain Replacement Eagle St Nanangc	100230	22,356.82	15,656.36	-	-	-	-	38,013.18	-	15,656.36	-	22,356.82	38,013.18	-	38,013.18	38,013.18
006657	WMR Dalby St Nanango (Gippe-ChesterSt)	100230	70,000.00	-	-	-	-	-	70,000.00	70,000.00	-	-	-	70,000.00	5,909.32	2,293.44	8,202.76
006785	Nanango WTP & Bores A, B, C, etc	100230	150,000.00	-	-	-	-	-	150,000.00	490,000.00	-	-	340,000.00	150,000.00	-	-	-
Activity Subtotal			263,766.70	16,879.30	-	-	-	-	280,646.00	560,000.00	16,879.30	-	296,233.30	280,646.00	5,909.32	62,939.44	68,848.76
Water - Proston																	
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	-	5,630.78	5,630.78
Activity Subtotal			105,000.00	-	-	-	-	-	105,000.00	105,000.00	-	-	-	105,000.00	4,369.32	5,630.78	10,000.10
Water - Wondai																	
006507	WWS-Raw Water PS SB	100233	-	199,866.00	-	-	-	-	199,866.00	199,866.00	-	-	-	199,866.00	105,524.48	114,927.65	220,452.13
006659	WMR Mackenzie St, Wondai (Osborne-Enc	100233	2,826.00	-	-	-	-	-	2,826.00	211,400.00	-	-	208,574.00	2,826.00	2,826.00	-	2,826.00
006660	WMR Mackenzie St, Wondai (Osborne-Scc	100233	1,884.00	-	-	-	-	-	1,884.00	140,000.00	-	-	138,116.00	1,884.00	1,884.00	-	1,884.00
006661	WMR Cadell St, Wondai (Scott - Kent St)	100233	292,600.00	-	-	-	-	-	292,600.00	292,600.00	-	-	-	292,600.00	4,930.00	3,867.59	8,797.59
Activity Subtotal			297,310.00	199,866.00	-	-	-	-	497,176.00	843,866.00	-	-	346,690.00	497,176.00	115,164.48	118,795.24	233,959.72
Activity Total			1,139,076.70	917,039.79	-	250,000.00	-	-	2,306,116.49	3,632,866.00	387,173.79	-	1,713,923.30	2,306,116.49	406,763.57	588,793.83	995,557.40
Wastewater Services																	
KTP																	
006520	KTP - Recycled Water Line	100753	-	6,735.15	-	-	-	-	6,735.15	-	6,735.15	-	-	6,735.15	-	2,534.08	2,534.08
Activity Subtotal			-	6,735.15	-	-	-	-	6,735.15	-	6,735.15	-	-	6,735.15	-	2,534.08	2,534.08
Wastewater - General																	
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	129,551.75	-	-	-	-	-	129,551.75	175,000.00	-	448.25	45,000.00	129,551.75	-	7,804.80	7,804.80
Activity Subtotal			129,551.75	13,376.57	-	-	-	-	142,928.32	175,000.00	13,376.57	448.25	45,000.00	142,928.32	7,598.00	19,680.80	27,278.80
Wastewater - Kingaro																	
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	4,944.99	151,620.86	156,565.85
Activity Subtotal			-	135,002.23	-	-	-	-	135,002.23	135,361.00	-	358.77	-	135,002.23	14,483.74	156,225.86	170,709.60
Wastewater - Nanango																	
006513	NWW-South St SPS6 Renewal	100238	-	170,339.00	-	-	-	-	170,339.00	170,339.00	-	-	-	170,339.00	4,944.99	159,637.17	164,582.16
006793	Nanango SPS2 Switchboard renewal, etc.	100238	-	-	-	-	-	-	-	210,000.00	-	-	210,000.00	-	-	-	-
006794	Nanango SPS3 Switchboard renewal, etc.	100238	-	-	-	-	-	-	-	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	-	-	-
Activity Subtotal			28,000.00	170,339.00	-	-	-	-	198,339.00	548,339.00	-	-	350,000.00	198,339.00	4,944.99	159,637.17	164,582.16
CED - Proston																	
006510	BDWW-WWTP1 SB Renewal	100239	-	210,000.00	-	-	-	-	210,000.00	210,000.00	-	-	-	210,000.00	89,548.47	131,990.01	221,538.48
006796	Proston CED Pump Station Replace & Ren	100239	-	-	-	-	-	-	-	210,000.00	-	-	210,000.00	-	-	-	-
Activity Subtotal			-	210,000.00	-	-	-	-	210,000.00	420,000.00	-	-	210,000.00	210,000.00	89,548.47	131,990.01	221,538.48
Wastewater - Wondai																	
006514	WWW-Hodge St SPS5 SB	100240	-	170,311.00	-	-	-	-	170,311.00	175,000.00	-	4,689.00	-	170,311.00	4,944.99	146,742.55	151,687.54
Activity Subtotal			-	170,311.00	-	-	-	-	170,311.00	175,000.00	-	4,689.00	-	170,311.00	4,944.99	146,742.55	151,687.54
Activity Total			157,551.75	705,763.95	-	-	-	-	863,315.70	1,453,700.00	20,111.72	5,496.02	605,000.00	863,315.70	121,520.19	616,810.47	738,330.66
Waste																	
Waste Management - R																	
006607	New Maidenwell Transfer Station	100241	-	100,000.00	-	-	-	-	100,000.00	350,000.00	-	-	250,000.00	100,000.00	7,272.73	-	7,272.73
006780	Nanango Weighbridge & Transfer Station	100241	-	121,512.00	-	182,268.00	-	-	303,780.00	607,560.00	-	-	303,780.00	303,780.00	-	760.00	760.00
006781	Kerbside Recycling Wheelie Bins	100241	-	686,875.00	-	-	-	-	686,875.00	686,875.00	-	-	-	686,875.00	-	715,320.21	715,320.21
Activity Subtotal			-	908,387.00	-	182,268.00	-	-	1,090,655.00	1,644,435.00	-	-	553,780.00	1,090,655.00	7,272.73	716,080.21	723,352.94
Activity Total			-	908,387.00	-	182,268.00	-	-	1,090,655.00	1,644,435.00	-	-	553,780.00	1,090,655.00	7,272.73	716,080.21	723,352.94
Activity Total			13,310,404.85	9,501,157.75	-	10,436,991.11	-	-	33,248,553.71	32,622,434.00	4,484,958.51	1,371,811.77	5,230,450.57	33,248,553.71	8,808,157.63	13,586,290.18	22,394,447.81

11 PORTFOLIO - INFRASTRUCTURE PLANNING, WORKS (CONSTRUCTION & MAINTENANCE), WATER & WASTEWATER, PLANT & FLEET**11.1 REQUEST FOR NAMING SMALL SECTION OF HART STREET BLACKBUTT TO THE ROY EMERSON WAY****File Number: 26-04-2023****Author: Executive Assistant Infrastructure****Authoriser: General Manager Infrastructure****PRECIS**

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting held on 5 April 2023, was a report updating Council on the request for naming small section of Hart street Blackbutt to the Roy Emerson Way.

SUMMARY**COMMITTEE RESOLUTION 2023/135**

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That Council overlay a small section of Hart Street to "The Roy Emerson Way" and advise the Blackbutt and District community of the proposal.

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

Against: Nil

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

That Council overlay a small section of Hart Street to "The Roy Emerson Way" and advise the Blackbutt and District community of the proposal.

BACKGROUND

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting held on 5 April 2023.

ATTACHMENTS**Nil**

11.2 BUNYA MOUNTAINS ELECTRIC VEHICLE CHARGING STATION

File Number: 16-04-2023
Author: Executive Assistant Infrastructure
Authoriser: General Manager Infrastructure

PRECIS

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting held on the 5 of April 2023, was a report updating Council on the Bunya Mountains Electric Vehicle Charging Station.

SUMMARY**COMMITTEE RESOLUTION 2023/141**

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the Committee recommends to Council that:

Officers continue to work with the Bunya Mountains Community Association Inc. to assist with siting a future proposed Electric Vehicle (EV) Charging Station.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That Officers continue to work with the Bunya Mountains Community Association Inc. to assist with siting a future proposed Electric Vehicle (EV) Charging Station.

BACKGROUND

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting held on 5 April 2023.

ATTACHMENTS

Nil

11.3 ROUND 2 SCHOOL TRANSPORT INFRASTRUCTURE PROGRAM**File Number: 26-04-2023****Author: Executive Assistant Infrastructure****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting held on the 5 April 2023 was a report updating Council on the Round 2 School Transport Infrastructure Program.

SUMMARY**COMMITTEE RESOLUTION 2023/139**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council that :

1. St Patrick's Catholic College Carparking and Footpath Upgrade, Nanango
2. Nanango State High School Footpath, Nanango
3. Tanduringie State School Carparking and Bus Setdown Upgrade, Tanduringie
4. Murgon State School Footpath, Murgon

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

Against: Nil

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

That South Burnett Regional Council nominate the following projects for the Round 2 School Transport Infrastructure Program:

1. St Patrick's Catholic College Carparking and Footpath Upgrade, Nanango
2. Nanango State High School Footpath, Nanango
3. Tanduringie State School Carparking and Bus Setdown Upgrade, Tanduringie
4. Murgon State School Footpath, Murgon

BACKGROUND

Presented at the April Infrastructure, Environment and Compliance Standing Committee meeting held on 5 April 2023.

ATTACHMENTS**Nil**

11.4 KTP PEDESTRIAN VISIBILITY AND PWD SHOP ACCESS**File Number:** 26-04-2023**Author:** Executive Assistant Infrastructure**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting held on 5 April 2023 was a Notice of Motion – KTP Pedestrian Visibility and PWD Shop Access.

SUMMARY**COMMITTEE RESOLUTION 2023/111**

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the Committee recommends to Council that:

Council writes to South Burnett Business groups articulating the strategic priority in our Corporate Plan relating to making our towns communities of choice for people living with disability and encouraging them to engage with their members and CBD businesses as to opportunities for improving PWD access.

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

Against: Nil

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

South Burnett Regional Council writes to South Burnett Business groups articulating the strategic priority in our Corporate Plan relating to making our towns communities of choice for people living with disability and encouraging them to engage with their members and CBD businesses as to opportunities for improving PWD access.

BACKGROUND

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting held on 5 April 2023.

ATTACHMENTS**Nil**

11.5 BIRCH ROAD STORMWATER**File Number:** 26-04-2023**Author:** Executive Assistant Infrastructure**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting held on 5 of April 2023 was a report updating Council on Birch Road Stormwater

SUMMARY**COMMITTEE RESOLUTION 2023/116**

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

The Committee recommends to Council that:

1. Council note the report and correspondence; and
2. Council's Works Manager review and resolve the complaint.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council:

1. Note the report and correspondence; and
2. the Works Manager review and resolve the complaint.

BACKGROUND

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting held on 5 April 2023.

ATTACHMENTS**Nil**

11.6 DRAYTON STREET NANANGO - FOOTPATH**File Number:** 26-04-2023**Author:** Executive Assistant Infrastructure**Authoriser:** General Manager Infrastructure**PRECIS**

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting held on 5 April 2023, was a notice of motion – Drayton Street Nanango – Footpath.

SUMMARY**COMMITTEE RESOLUTION 2023/113**

Moved: Cr Jane Erkens

Seconded: Cr Gavin Jones

That the Committee recommends to Council:

That the footpath on Drayton Street to Henry Street to the primary school in Nanango is upgraded as soon as funding is available.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That the footpath on Drayton Street to Henry Street to the primary school in Nanango is upgraded as soon as funding is available.

BACKGROUND

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting held on 5 April 2023.

ATTACHMENTS**Nil**

11.7 MCU21/0001 (79 & 81 HALY STREET WONDAI)**File Number:** 26/04/2023**Author:** Manager Environment and Planning**Authoriser:** General Manager Infrastructure**PRECIS**

Presented at Liveability, Governance and Finance Standing Committee meeting held on 12 April 2023 was a report in relation to MCU21/0001 (79 & 81 Haly Street Wondai).

SUMMARY**COMMITTEE RESOLUTION 2023/179**

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That the Committee recommend to Council that:

Council delegate authority to the Chief Executive Officer to mediate and resolve Planning & Environment Court Appeal 2922/22 VB 1884 Pty Ltd v South Burnett Regional Council in relation to MCU21/0001 (79 & 81 Haly Street, Wondai - Service Station and ancillary food and drink outlet and shop) on behalf of Council.

In Favour: Crs Brett Otto, Gavin Jones, Jane Erkens and Kathy Duff

Against: Nil

CARRIED 4/0

OFFICER'S RECOMMENDATION

That Council delegate authority to the Chief Executive Officer to mediate and resolve Planning & Environment Court Appeal 2922/22 VB 1884 Pty Ltd v South Burnett Regional Council in relation to MCU21/0001 (79 & 81 Haly Street, Wondai - Service Station and ancillary food and drink outlet and shop) on behalf of Council

BACKGROUND

Presented at the Liveability, Governance and Finance Standing Committee meeting held on 12 April 2023.

ATTACHMENTS**Nil**

12 PORTFOLIO - COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES

12.1 FACADE IMPROVEMENT PROGRAM - QUICK ROUND

File Number: 26-04-2023

Author: Executive Assistant Liveability

Authoriser: General Manager Infrastructure

PRECIS

Presented at the Liveability, Governance and Finance Standing Committee Meeting 12 April 2023

SUMMARY

COMMITTEE RESOLUTION 2023/195

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That in accordance with the approved grant budget and grant guidelines that:

Remaining funds of \$95,000 be allocated for the delivery of the South Burnett Region Façade Improvement Quick Round, open to all businesses in all towns in the South Burnett holding street frontage, are open to the public and have signage visible from the street.

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 in accordance with the approved grant budget and grant guidelines that:

Remaining funds of \$95,000 be allocated for the delivery of the South Burnett Region Façade Improvement Quick Round, open to all businesses in all towns in the South Burnett holding street frontage, are open to the public, and have signage visible from the street.

BACKGROUND

Presented at the Liveability, Governance and Finance Standing Committee Meeting 12 April 2023.

ATTACHMENTS

Nil

12.2 LEASE - BURNETT ECONOMIC DEVELOPMENT ORGANISATION (BIEDO)**File Number: 26/04/2023****Author: Lease Officer****Authoriser: General Manager Infrastructure****PRECIS**

Presented at the Liveability, Governance and Finance Standing Committee held on 12 April 2023 was a report updating Council on the lease – Burnett Inland Economic Development Organisation (BIEDO).

SUMMARY**COMMITTEE RESOLUTION 2023/196**

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the Committee recommends to Council:

1. That South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)* applies to Council for the disposal by way of grant of a Lease to the valuable non-current asset which is the land comprising part of Lot 2 on CP M55124, to the Burnett Inland Economic Development Organisation (BIEDO), community organisations, other than by way of tender or auction, for a the remaining term of the current lease between Council, Burnett Inland Economic Development Organisation (BIEDO).
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Lease between Council, Burnett Inland Economic Development Organisation (BIEDO) on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.
3. 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 of unused shelving stored at the Old Council Office, 80 Gore Street, Murgon by way of gifting to the Burnett Inland Economic Development Organisation (BIEDO).

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. South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)* applies to Council for the disposal by way of grant of a Lease to the valuable non-current asset which is the land comprising part of Lot 2 on CP M55124, to the Burnett Inland Economic Development Organisation (BIEDO), community organisations, other than by way of tender or auction, for a the remaining term of the current lease between Council, Burnett Inland Economic Development Organisation (BIEDO).
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Lease between Council, Burnett Inland Economic

Development Organisation (BIEDO) on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

3. South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)* applies to Council for the disposal of unused shelving stored at the Old Council Office, 80 Gore Street, Murgon by way of gifting to the Burnett Inland Economic Development Organisation (BIEDO).

BACKGROUND

Presented at the Liveability, Governance and Finance Standing Committee held on 12 April 2023

ATTACHMENTS

Nil

12.3 IN-KIND SUPPORT - BACONFEST 2023**File Number: 26-04-2023****Author: Executive Assistant****Authoriser: Chief Executive Officer****PRECIS**

In-Kind Support for the 2023 BaconFest.

SUMMARY

Council has received correspondence from the BaconFest Committee requesting in-kind assistance towards their 2023 event. The request of assistance exceeds the limits in which in-kind is recognised in the Community Grant Program Policy.

The Committee are seeking in-kind support in the following;

- Glendon Street (Council side) closed from 6am Friday 18th August 2023 – (pending approval from business owners)
- Glendon Street (Café side) closed from 4pm Friday 18th August 2023
- Glendon Street Circular Place and SBRC rear carparks closed from 1pm Friday 18th August 2023. Areas where stages are to be erected to be cordoned off with witches' hats from 6am Friday 18th August 2023 (one in each carpark).
- Closing of Alford Street from 4pm on Friday 18th August 2023.
- Re-open Alford and Glendon street, Lard Lane and all carparks at 5pm on Sunday 20th August 2023.
- SBRC office closed from 4pm Friday 18th August 2023
- Library closed Saturday 19th August 2023
- Cleaning and beautification of the Kingaroy CBD and surrounding parks and gardens in the lead up to the weekend of Kingaroy BaconFest.
- Cleaning of restrooms in Circular Place, Forecourt and Town hall x 3 on Saturday and x 3 on Sunday (BaconFest to cover the additional cleaning for Covid requirements). Please provide cleaning contract detail to BaconFest.
- two x 10 cubic metre skip bin for cardboard to be delivered AM Friday 19th August 2023
- 40 x 240litre wheelie bins to be delivered AM Friday 19th August 2023. (BaconFest to hire an additional 60 x 240litre wheelie bins from JJ Richards) in bin drop off area.
- Garbage truck pick up at 1PM on Saturday 19th August 2023
- Garbage truck pick up at 6AM on Sunday 20st August 2023
- Garbage truck pick up at 6AM on Monday 21st August 2023
- Removal of the skip bin at 6 AM on Monday 21st August 2023
- Removal of the 40 x 240litre wheelie bins at 6 AM on Monday 21st August 2023
- Street Banner (provided by BaconFest) in Kingaroy Street from Monday 1st to 21st August 2023
- Use of the street seasonal signage in Haly and Youngman Streets from Monday 1st August 2023 until Friday 25th August 2023.
- Approval to put 'bacon signage' on 8 power poles (supported by Ergon Energy) from Monday 1st to 21st August 2023.
- Public notice for noise associated with the helicopter scenic rides – conducted on the land in Alford Street owned by PCA during Saturday 19th and Sunday 20st August 2023.

- Use of a council forklift and licensed forklift driver to assist with the moving of pallet furniture, generators, and other heavy equipment across the BaconFest weekend but particularly during bump in on the Friday afternoon / evening and bump out on the Sunday afternoon.
 - Use of the Variable Message Sign for road closures and assistance with the design of the parking map.
 - Trip hazard between Hall & Library
 - TMP
-

OFFICER'S RECOMMENDATION

That South Burnett Regional Council approve the requested in-kind assistance to the 2023 BaconFest subject to available resources including assistance with the TMP to be prepared be after Community Engagement with the surrounding and affected businesses.

FINANCIAL AND RESOURCE IMPLICATIONS

Services will be provided by a combination of Council staff and external contractors. Provision of the requested in-kind support is expected to cost in the vicinity of 10,000.

LINK TO CORPORATE/OPERATIONAL PLAN

ENHANCING LIVEABILITY AND LIFESTYLE

EC16 Partner with community to develop and promote events.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

BaconFest committee members have meet with Council representatives to outline in-kind requests.

Community consultation and advertising will be required to advise the community of proposed closures.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Road closures will be undertaken in accordance with legislative requirements. Services requests are be provided in line with core business activities.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The request of assistance exceeds the limits in which in-kind is recognised in the Community Grant Program Policy, therefore the request is presented to Council for approval.

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

Council has received correspondence from the BaconFest Committee requesting in-kind assistance towards their 2023 event. The request of assistance exceeds the limits in which in-kind is recognised in the Community Grant Program Policy.

ATTACHMENTS

Nil

12.4 SUPPORT - APPLYING FOR SUITABLE FUNDING OPTIONS**File Number:** 26.04.2023**Author:** General Manager Liveability**Authoriser:** General Manager Infrastructure**PRECIS**

Considered at the Liveability, Governance and Finance Standing Committee Meeting held 12 April 2023 was offering support to the Boondooma Museum & Heritage Association Inc to apply for suitable funding options to assist them in the purchase of suitable equipment to mow their grounds.

SUMMARY

COMMITTEE RESOLUTION 2023/167

Moved: Cr Jane Erkens

Seconded: Cr Kathy Duff

That the Committee recommends to Council that;

Council write a letter offering the support of our grant writer for the group to submit a grant to suitable funding opportunities to assist them in the purchase of suitable equipment to mow their grounds.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That Council offer grant writing support to the Boondooma Museum & Heritage Association Inc to apply for funding to assist them in the purchase of suitable equipment to mow their grounds.

BACKGROUND

Considered at the Liveability, Governance and Finance Standing Committee Meeting held 12 April 2023.

ATTACHMENTS**Nil**

13 PORTFOLIO - NATURAL RESOURCE MANAGEMENT, RURAL SERVICES, AGRICULTURAL INNOVATION, COMPLIANCE AND ENVIRONMENTAL HEALTH

Nil

14 PORTFOLIO - DISASTER MANAGEMENT, WASTE AND RECYCLING MANAGEMENT

Nil

15 PORTFOLIO - RURAL RESILIENCE & DISASTER RECOVERY, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, FIRST NATIONS AFFAIRS

15.1 TINGOORA SPORTSGROUND - TOILET UPGRADES

File Number: 26-04-2023

Author: Executive Assistant Liveability

Authoriser: General Manager Infrastructure

PRECIS

Presented at the Infrastructure, Environment and Compliance Standing Committee Meeting held 5 April 2023 was a report regarding information on Tingoora Sportsground – Toilet Upgrades.

SUMMARY

COMMITTEE RESOLUTION 2023/156

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That the Committee recommends to Council that:

1. Electricity upgrades to the distribution board and 2 weatherproof lights be installed under Councils operational budget
2. Council partners with Tingoora Cricket Club to seek sponsorship opportunities and external funding to develop water access and infrastructure on the site and for the supply of water to the facility in the short term and to investigate funding a permanent supply of water to the facility long term.

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That

1. Electricity upgrades to the distribution board and 2 weatherproof lights be installed at the Tingoora Sportsground toilets under Council's operational budget; and
2. Council partners with Tingoora Cricket Club to seek sponsorship opportunities and external funding to develop water access and infrastructure on the site and for the supply of water to the facility in the short term and to investigate funding a permanent supply of water to the facility long term.

BACKGROUND

Presented at the Infrastructure, Environment and Compliance Standing Committee Meeting held 5 April 2023.

ATTACHMENTS

Nil

15.2 REGIONAL INSPECTION PROGRAM - PUBLIC AMENITIES

File Number: 26/04/2023

Author: Manager Facilities and Parks

Authoriser: General Manager Infrastructure

PRECIS

Presented at the Infrastructure, Environment and Compliance Standing Committee held on 5 April 2023 was a report updating Council on the region wide Amenity Buildings Inspection Program

SUMMARY

COMMITTEE RESOLUTION 2023/155

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Committee recommends to Council:

That the six facilities rated 7 or higher are included in future capital works programs for replacement or refurbishment as outlined in the schedule below:

Condition rating	Site	Proposed funding source	Estimated cost
9	Blackbutt – Cemetery	Capital Works program	\$125,000.00 (1D-Single cubicle suitable for People with Disabilities)
7	Kingaroy Lions Park	W4Q 2023/24	\$240,000.00 (2D4C – See attached plan)
7	Murgon – Krieb Street Caravan Park	Capital Works Program	\$450,000.00
7	Nanango – Butter Factory Park	Capital Works Program	\$250,000.00 (2D4C)
7	Wooroolin – Dalton Park	Capital Works Program	\$400,000.00
7	Murgon – Cemetery	Capital Works Program	\$75,000.00

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

Against: Nil

CARRIED 7/0

OFFICER'S RECOMMENDATION

That the six facilities rated 7 or higher are included in future capital works programs for replacement or refurbishment as outlined in the schedule below.

Condition rating	Site	Proposed funding source	Estimated cost
9	Blackbutt – Cemetery	Capital Works program	\$125,000.00 (1D-Single cubicle suitable for People with Disabilities)
7	Kingaroy Lions Park	W4Q 2023/24	\$240,000.00 (2D4C – See attached plan)
7	Murgon – Krebs Street Caravan Park	Capital Works Program	\$450,000.00
7	Nanango – Butter Factory Park	Capital Works Program	\$250,000.00 (2D4C)
7	Wooroolin – Dalton Park	Capital Works Program	\$400,000.00
7	Murgon – Cemetery	Capital Works Program	\$75,000.00

BACKGROUND

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting held on 5 April 2023.

ATTACHMENTS

Nil

15.3 INSTALLATION OF SIGNAGE AT COOMBA FALLS MAIDENWELL**File Number:** 26/04/2023**Author:** Manager Facilities and Parks**Authoriser:** General Manager Infrastructure**PRECIS**

Presented at the Infrastructure, Environment and Compliance Standing Committee held on 5 April 2023 was a report updating Council on the Installation of Signage at Coomba Falls Maidenwell.

SUMMARY**COMMITTEE RESOLUTION 2023/156**

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That the committee recommend to Council:

That Council install signage to Coomba Falls to ensure members of the public are alerted to the dangers of swimming in rivers, creeks and waterholes.

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

Against: Nil

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

That Council install signage to Coomba Falls to ensure members of the public are alerted to the dangers of swimming in rivers, creeks and waterholes.

BACKGROUND

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting held on 5 April 2023.

ATTACHMENTS**Nil**

15.4 NEW COMPRESSOR FOR ENGINES AT SOUTH BURNETT ENERGY CENTRE NANANGO**File Number:** 26/04/2023**Author:** Manager Facilities and Parks**Authoriser:** General Manager Infrastructure**PRECIS**

Presented at the Liveability, Governance and Finance Standing Committee meeting held on 12 April 2023 was a report updating Council on the compressor for running the historical engines in the South Burnett Energy Centre, Nanango.

SUMMARY**COMMITTEE RESOLUTION 2023/197**

Moved: Cr Jane Erkens

Seconded: Cr Gavin Jones

That the Committee recommends to Council that:

- (i) The compressor for running the historical engines in the South Burnett Energy Centre, Nanango is replaced in the 22/23 financial year
- (ii) The replacement of compressor is funded from the Building Capital – Condition Assessment Restricted Cash.

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:

- (i) The compressor for running the historical engines in the South Burnett Energy Centre, Nanango is replaced in the 22/23 financial year
- (ii) The replacement of compressor is funded from the Building Capital – Condition Assessment Restricted Cash.

BACKGROUND

Presented at the Liveability, Governance and Finance Standing Committee meeting held on 12 April 2023.

ATTACHMENTS

Nil

16 PORTFOLIO - TOURISM & VISITOR INFORMATION CENTRES, SPORT & RECREATION AND COMMERCIAL ENTERPRISES

16.1 LOCAL LED ECONOMIC RECOVERY PROGRAM

File Number: 26-04-2023

Author: Manager Community & Lifestyle

Authoriser: Chief Executive Officer

PRECIS

Council has been invited to participate in a closed round of Locally Led Economic Recovery Program.

SUMMARY

The Local Led Economic Recovery Program has been designed on feedback from Local Governments to support local communities and business to recover after a severe weather events.

OFFICER'S RECOMMENDATION

That Council

1. Apply for funding for a maximum of \$250,000 for Locally Led Economic Recovery Program.

FINANCIAL AND RESOURCE IMPLICATIONS

Council staffing resources and in-king of IT support will be required to implement to program. The grant guidelines do not require a cash co-contribution. Grant payments will be made in three payments on an initial payment, a project milestone and a final payment.

LINK TO CORPORATE/OPERATIONAL PLAN

EC16 Partner with community to develop and promote events.

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Consultation has occurred internally with the Community and Lifestyle team. If the grant is successful collaboration will occur with community partners such as business development associations, event organisers and community groups.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

NIL

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

NIL

ASSET MANAGEMENT IMPLICATIONS

NIL

REPORT

The Local Led Economic Recovery Program is being rolled out as an initiative jointly funded by the Queensland and Australian Government Disaster Recovery Funding Arrangements (DRFA).

The program is only open to LGA's of Brisbane, Bundaberg, Fraser Coast, Gladstone, Gold Coast, Goondiwindi, Gympie, Ipswich, Lockyer Valley, Logan, Moreton Bay, Noosa, North Burnett, Redlands, Scenic Rim, Somerset, South Burnett, Southern Downs, Sunshine Coast, Toowoomba & Western Downs.

Program Objectives

The Locally Led Economic Recovery Program seeks to enable economic solutions that:

- support local small businesses to promote their products and services
- attract tourists
- encourage locals to be tourists in their own town
- encourage locals to support small businesses in their community by shopping locally

Proposed projects:

Local Buy campaign – partnering with local Business associations

Local marketing campaign for VICs and VSB to distribute, winter summer program – partnering with Visit South Burnett

Major events community partnership program- Partnering with the regions major event organisers e.g Bacon Fest, Avo Fest, Murgon Music Muster, Nanango Show Society, Boondooma homestead – Scot in the Bush.

Event planning workshops including social media campaign development – for community groups and businesses – partnership with community groups that access Council's in-kind support for events.

2024 Business breakfast – Small business month May 2024.

ATTACHMENTS

1. **Grant guidelines** [↓](#) 

From: [REDACTED]
Sent: Wed, 12 Apr 2023 12:59:00 +1000
To: [REDACTED] Council Information General Email Account" <info@sbrc.qld.gov.au>
Subject: [EXTERNAL] Invitation to apply for grant funding - Locally Led Economic Recovery program
Attachments: LLER Application Guidelines.pdf, LLER Application Form.docx

Please be cautious

This email originated outside of SBRC..

Dear Mark and Jennifer

Thank you for your consultation and engagement with the Locally Led Economic Recovery (LLER) program - jointly funded under Queensland and Australian Government Disaster Recovery Funding Arrangements (DRFA).

\$2.5 million funding is available

for eligible local councils to encourage consumers to shop and visit locally within disaster impacted communities.

LLER program funds are only available to 21 eligible local councils in impacted Local Government Areas (LGAs); Brisbane, Bundaberg, Fraser Coast, Gladstone, Gold Coast, Goondiwindi, Gympie, Ipswich, Lockyer Valley, Logan, Moreton

Bay, Noosa, North Burnett, Redlands, Scenic Rim, Somerset, South Burnett, Southern Downs, Sunshine Coast, Toowoomba and Western Downs.

The Department of Employment, Small Business and Training (DESBT) is delivering the LLER program and has consulted with all eligible local councils.

Following the consultation process in late 2022, DESBT is pleased to invite

South Burnett Regional Council

to apply for grant funding under the LLER program. The funding application process is competitive, meaning that applications will be evaluated against assessment criteria and not all applications will be

funded. It is expected that successful applicants will deliver project activities that support local small businesses to promote their products and services, and/or encourage tourists and locals to support small businesses by shopping locally,

by 30 June 2024.

Please find attached the LLER program guidelines and application form for your consideration. Grant funding of up to a maximum of \$250,000 (excluding GST) is available for successful applicants.

Please ensure you read the attached program guidelines carefully before completing the application form. All projects must align with the overall objectives and intent of the program. Eligible costs/expenditure must be directly associated with the delivery of eligible project activities (see page 3 of guidelines). The completed application form and any supporting documentation must be emailed to DESBT Secretariat at

[Redacted]

Should you have any questions or concerns, please do not hesitate to contact DESBT Secretariat at secretariat@desbt.qld.gov.au

Regards

[Redacted]



[Redacted signature block]

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Locally Led Economic Recovery program

Funding guidelines

About the program

As a result of multiple significant rainfall and flooding events over the 2021-2022 severe weather season, recovery assistance was activated through the jointly funded Queensland and Australian Government Disaster Recovery Funding Arrangements (DRFA).

The DRFA activation includes a \$14.5 million Small Business Recovery Package (under Category C Exceptional Circumstances) to support small businesses in flood-affected areas. An element of this package is a \$2.5 million Locally Led Economic Recovery program for eligible local councils to encourage consumers to shop and visit locally within disaster impacted communities.

The \$2.5 million Locally Led Economic Recovery program funds are available to 21 eligible local councils in impacted Local Government Areas (LGAs), Brisbane, Bundaberg, Fraser Coast, Gladstone, Gold Coast, Goondiwindi, Gympie, Ipswich, Lockyer Valley, Logan, Moreton Bay, Noosa, North Burnett, Redlands, Scenic Rim, Somerset, South Burnett, Southern Downs, Sunshine Coast, Toowoomba & Western Downs.

The Department of Employment, Small Business and Training (DESBT) is delivering the program and has consulted with the 21 eligible local councils to seek direct feedback and ideas to help shape the delivery design of this program.

The Fund application process is competitive, meaning that applications will be evaluated against an assessment criterion and not all applications will be funded.

Eligible local councils can only apply for funding to undertake activities that directly support local small businesses to promote their products and services and/or encourage tourists to support the small businesses in their community by shopping locally.

Program objectives

The Locally Led Economic Recovery Program seeks to enable economic solutions that:

- support local small businesses to promote their products and services
- attract tourists
- encourage locals to be tourists in their own town
- encourage locals to support small businesses in their community by shopping locally.

What funding is available?

Grant funding to a **maximum value of \$250,000** (excluding GST) per Council is available. Upon execution of a grant funding agreement, a payment schedule will be implemented with an initial payment on commencement, a secondary payment upon completion of milestones, and a final payment on project completion and acceptance of final acquittal reports. Successful recipients do not have to co-contribute to this grant; however, any related expenses in excess of the approved funding amount must be covered by councils.

All projects funded within this program must be completed (i.e. funds fully committed or expended) by **30 June 2024**.

If all funding is not committed in the initial grant application process, subsequent calls for applications may occur or surplus funds may be returned to QRA.

Who can apply?

This funding is only available to the 21 eligible local councils in impacted LGAs: Brisbane, Bundaberg, Fraser Coast, Gladstone, Gold Coast, Goondiwindi, Gympie, Ipswich, Lockyer Valley, Logan, Moreton Bay, Noosa, North Burnett, Redlands, Scenic Rim, Somerset, South Burnett, Southern Downs, Sunshine Coast, Toowoomba & Western Downs.

Approved projects will be delivered under grant funding agreements between DESBT and the eligible applicant council.

Two or more eligible councils may collaborate on a single project. One applicant council is to take the lead on project management, budget and reporting requirements for the duration of the funding agreement activities. A letter of commitment will be required from the authorised officer of the collaborating council/s which provides details of the organisation’s involvement in the project.

Collaboration between eligible councils is encouraged and will be considered favourably.

Eligible projects

All projects must align with the overall objectives and intent of the Small Business Recovery and Resilience package.

All projects must be approved by DESBT prior to commencement. A grant funding agreement will be developed for all approved projects. DESBT may require changes to project elements from what the eligible applicant council submits in their funding application.

Where possible, existing council resources and materials should be leveraged to maximise the impact of the grant funding.

DESBT consulted with the 21 eligible councils to identify needs and potential projects to be funded. The table below includes projects identified through this process which include, but are not limited to:

Activity	Possible project examples
Attraction initiatives tailored to the needs of the affected LGA	Developing or extending a marketing campaign (single council or collaboration between multiple) encouraging people to shop local Developing or extending a local gift card program
Events, engagements, festivals and public programs	Developing or extending local events, engagements, community festivals where small businesses can trade

	<p>– including marketing and promotion, venue costs, equipment hire, catering.</p> <p>Temporary outdoor activations that increase footfall for local small businesses</p>
<p>Social media and digital communications</p>	<p>Business improvement programs (e.g contractors engaged to help local businesses improve their marketing strategies).</p> <p>Update or develop websites or apps with information regarding small business precincts and local experiences.</p>

The examples listed above do not necessarily exclude other projects that may be identified as relevant for local small business economic recovery. All applicants are encouraged to contact [REDACTED] before applying if you have any questions regarding the eligibility of proposed projects.

What can the funding be spent on?

Eligible costs **must be directly associated** with the delivery of the program activities and may include, but are not limited to:

- costs associated with travel, allowances, and accommodation
- IT and creative agency costs (e.g. graphic design, IT architecture/website/app design)
- graphic design and technology/web design/online booking system
- printing of materials to promote tourism related events
- promotion and marketing of tourism related events (including social media advertising)
- venue and equipment hire, catering
- extraordinary State agency and local government wages such as overtime, additional allowances of officers undertaking eligible program activities

What can't the funding be spent on?

- costs of preparing DRFA funding applications
- remuneration of permanent or executive officers
- unsupported on-cost charges and non-specific indirect and overhead costs
- profit margins of Qld government agencies and local governments
- legal costs
- in-kind contributions
- cash prizes or commercial gifts
- core business for an organisation
- purchase of core business capital equipment such as office equipment
- ongoing costs for administration, operation or maintenance

In addition, funding cannot be used to pay for retrospective activities delivered prior to the approval of the application.

What are the timeframes to deliver activities?

All projects funded within this program must be completed (i.e. funds fully committed or expended) by **30 June 2024**.

When and how to apply

Eligible local council applicants will need to complete and submit an application.

The application process will require applicant councils to provide details of the proposed activities, estimated delivery timeframes, estimated costs and performance measurements.

Applications will:

- Open on Wednesday 12 April 2023
- Close on Thursday 27 April 2023

DESBT will advise applicant councils of the outcome of their application in May 2023 via the email address submitted with their application. A grant funding agreement will be developed based on the information provided in the successful application.

How will applications be assessed?

DESBT will assess complete applications against the guidelines (including eligibility criteria) and the following Program assessment criteria:

- capacity to manage the project to ensure funds are expended and activities are delivered within strict timeframes
- activity addresses economic recovery for local small business
- project outcomes and performance measures

The grant funding applications will be assessed by a Queensland Government assessment panel.

Reporting requirements

Successful applicant councils must provide monthly and quarterly progress inputs to DESBT including:

- actual expenditure reported against the approved capped amount
- achievements and deliverables completed within the reporting period (i.e. against what was identified in the application)
- percentage of project completed
- any forecasted variances in activities, cost or time
- any barriers encountered and solutions to overcome these

Successful applicant councils may also be requested to provide case studies/good news stories for use by the Queensland Government or for associated media.

Reporting requirements will be detailed further in the grant funding agreements between DESBT and the successful applicant councils.

Governance arrangements

Any and all project-related communication or queries should be directed to [REDACTED]

Successful applicant councils must acknowledge DRFA funding contribution in public materials, which includes but is not limited to:

- media releases regarding the approved projects
- acknowledgements or statements in project publications and materials
- events that use or include reference to the approved project.

The approved wording is "jointly funded by the Australian and Queensland governments under the Disaster Recovery Funding Arrangements". Operational messaging or advice, such as road closures and tender advertisements, are excluded from this requirement.

Further governance information related to funding schedules, variations, procurement, record keeping, extensions, assurance activities, certification and insurance will be covered in the grant funding agreement with successful applicant councils.

Privacy statement

DESBT collects your personal information for the purposes of:

- managing the Locally Led Economic Recovery Package;
- promoting relevant issues and services to you; and
- researching and reporting on grant programs.

DESBT, including its employees, may use and disclose the personal information provided in the application to third parties for these purposes. Third parties include:

- Queensland government departments and agencies;
- Commonwealth government departments and agencies;
- other state or territory government departments and agencies; and
- non-government organisations.

DESBT or the Minister responsible for the Small Business portfolio may publish grant recipient information on government websites or in media releases while publicising the outcomes of the program. Published information may include business name, funding amount, suburb/postcode, and outcome details. DESBT will only use your personal information for these purposes. DESBT will handle your personal information in accordance with the Information Privacy Act 2009 and the Queensland Government information privacy policy. DESBT will not otherwise use or disclose the information unless authorised or required by law. You may view the Queensland Government's information privacy policy at <https://www.qld.gov.au/legal/privacy>.

Disclaimer

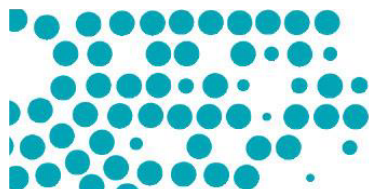
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More information

For more information about the Locally Led Economic Recovery program, please email



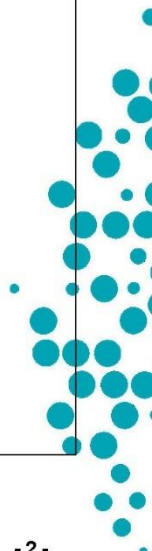


Locally Led Economic Recovery program Application Form

Before completing the application form, please read the Locally Led Economic Recovery program funding guidelines. Should you have any questions regarding this form or the application process, please contact DESBT Secretariat via email at [s\[redacted\]](#)

Section 1: Organisation details		
1.1	Australian Business Number (ABN)	
1.2	GST Registered	
1.3	Legal name of organisation	
1.4	Trading name of organisation	
1.5	Authorised contact details	
	Title	
	First Name	
	Last Name	
	Position	
	Phone	
	Email	
1.6	Project lead contact details	
	Title	
	First Name	
	Last Name	
	Position	
	Phone	
	Email	
1.7	Street address	
	Address Line 1	
	Address Line 2	
	Suburb	
	State	
	Post code	

1.8	Postal address (if different from above)		
	Address Line 1		
	Address Line 2		
	Suburb		
	State		
	Post code		
Section 2: Project overview			
2.1	Project name		
2.2	Delivery locations <i>(List identified sites for proposed activities)</i>		
2.3	How many small businesses do you expect to assist/support?		
2.4	What are the proposed commencement and completion dates for the project? <i>(Projects must be completed by 30 June 2024)</i>	Commencement date	Completion date
2.5	Provide a short project summary statement outlining how your project will support local small businesses (200 words max).	Provide short project summary statement here	
2.6	Provide your project plan outlining key objectives, target audience, project activities, timeframes and any delivery partners (1000 words max).	Provide project plan here	



Locally Led Economic Recovery program - Application Form
Version 1.0 – April 2023

	<p>Include proposed budget expenditure excluding GST, and any co-contributions or in-kind support.</p> <p><i>(Note all expenditure items must be eligible costs and directly related to project delivery).</i></p>	<table border="1"> <thead> <tr> <th data-bbox="671 450 898 495">Project activity</th> <th data-bbox="898 450 1125 495">Description/purpose</th> <th data-bbox="1125 450 1351 495">Cost (ex GST)</th> </tr> </thead> <tbody> <tr> <td data-bbox="671 495 898 539"></td> <td data-bbox="898 495 1125 539"></td> <td data-bbox="1125 495 1351 539"></td> </tr> <tr> <td data-bbox="671 539 898 584"></td> <td data-bbox="898 539 1125 584"></td> <td data-bbox="1125 539 1351 584"></td> </tr> <tr> <td data-bbox="671 584 898 629"></td> <td data-bbox="898 584 1125 629"></td> <td data-bbox="1125 584 1351 629"></td> </tr> </tbody> </table>	Project activity	Description/purpose	Cost (ex GST)									
Project activity	Description/purpose	Cost (ex GST)												
2.7	<p>Total grant funding amount sought (excluding GST) - <u>\$250,000 max</u></p>													
2.8	<p>Total cost of project delivery (including GST amount and grand total amount).</p>													

Section 3: Assessment questions

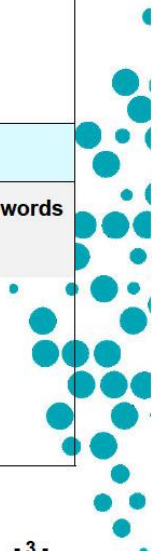
The following questions relate directly to the assessment criteria detailed in the program funding guidelines.

3.1 Capacity to manage the project

Describe how you will adequately resource the proposed project to ensure funds are expended and activities are delivered within strict timeframes (by 30 June 2024). What strategies will you use to ensure participation of local small businesses in the proposed activities? **(500 words max)**

3.2 Activity addresses economic recovery for local small businesses

Describe how the project will benefit local small business recovery and aligns with the program objectives. **(500 words max)**



3.3 Project outcomes and performance measures		
<p>What are the identified measures of success? What strategies have been implemented to ensure success is achieved? What long lasting benefits might the project deliver? (500 words max)</p>		
Section 4: Declaration		
<p>I state that the information in this application for funding and any related attachments is to the best of my knowledge true and correct. I agree that the information provided in this application will be used by the Department of Employment, Small Business and Training (DESBT), and that DESBT may request and obtain additional information from appropriate agencies as required for assessment purposes. I understand that this is an application only and may not necessarily result in funding approval.</p> <p>I have read and understood the Locally Led Economic Recovery program funding guidelines and understand that successful applicant councils must enter into a formal grant funding agreement with DESBT.</p> <p>By submitting this application form, I certify that I am an authorised officer for this organisation.</p>		
Authorised Person:	Position:	Date:
Application submission		
<p>Please submit your council's funding application to [redacted] by COB Thursday 27 April 2023.</p>		



Locally Led Economic Recovery program - Application Form
Version 1.0 – April 2023

Document Set ID: 3024289
 Version: 1, Version Date: 13/04/2023

16.2 REQUEST TO APPOINT PROXY MEMBERS TO THE ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE

File Number: 26/04/2023
Author: Manager Community & Lifestyle
Authoriser: General Manager Infrastructure

PRECIS

Presented at the Liveability, Governance and Finance Standing Committee meeting held on 12 April 2023 was a request to appoint proxy members to the Arts, Culture and Heritage Advisory Committee.

SUMMARY**COMMITTEE RESOLUTION 2023/193**

Moved: Cr Danita Potter
Seconded: Cr Jane Erkens

That the Committee recommend to Council:

That Council appoint the following individuals as proxy members of the Arts, Culture and Heritage Advisory Committee in accordance with the Arts, Culture and Heritage Terms of Reference:

1. South Burnett Community Orchestra – Susan Mollenhauer
2. South Burnett Arts Inc. – Dafyd Martindale
3. Wondai Art Gallery – Maureen Addenbrooke
4. South Burnett Musical Comedy Society – Andrew Schloss
5. Blackbutt Art Gallery Inc. – Trish Jacobson

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 Council appoint the following individuals as proxy members of the Arts, Culture and Heritage Advisory Committee in accordance with the Arts, Culture and Heritage Terms of Reference:

1. South Burnett Community Orchestra – Susan Mollenhauer
2. South Burnett Arts Inc. – Dafyd Martindale
3. Wondai Art Gallery – Maureen Addenbrooke
4. South Burnett Musical Comedy Society – Andrew Schloss
5. Blackbutt Art Gallery Inc. – Trish Jacobson

BACKGROUND

Presented at the Liveability, Governance and Finance Standing Committee meeting held on 12 April 2023.

ATTACHMENTS

Nil

17 PORTFOLIO - REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING**17.1 MATERIAL CHANGE OF USE FOR AN EXTENSION TO EXISTING FEEDLOT (ABOVE 150SCU AND LESS THAN 1,000SCU) AT 97 SCHLOSS ROAD, CUSHNIE (AND DESCRIBED AS LOT 54 ON BO56). APPLICANT: D KALUDER C/- WALL PLANNING & ENVIRONMENTAL CONSULTING****File Number: MCU22/0009****Author: Planning Consultant****Authoriser: General Manager Infrastructure****PRECIS**

A Development Permit for Material Change of Use for Extension to Existing Intensive Animal Husbandry (up to 1,000SCU) at 97 Schloss Road, Cushnie.

It is proposed to extend the current feedlot that is less than 150 SCU up to 1,000 SCU. The site is in the rural zone and is thus required to be assessed in accordance with the rural zone code and services works code.

SUMMARY

- Application for Material Change of Use – Development Permit (Extension to existing feedlot above 150SCU & less than 1,000SCU) lodged: 19 April 2022;
- The application does not require referral to the State Assessment and Referral Agency (SARA). An Environmental Authority (license) has been obtained as part of this application directly from the Department of Agriculture and Fisheries (DAF).
- Properly made: 26 April 2022
- Confirmation Notice issued: 3 May 2022
- Information Request issued: 17 May 2022
- Response to Information Request received: 28 June 2022
- Notice of Intention to Commence Public Notification received: 13 July 2022
- Public Notification period: 15 July 2022 – 5 August 2022
- Submission from Kerkow received: 1 August 2022
- Submission from Seiler received: 3 August 2022
- Submission from Animal Liberation Queensland received: 4 August 2022
- Notice of Compliance received: 9 August 2022
- Further Advice issued: 11 August 2022
- Applicant's response to Public Submissions received: 16 August 2022
- Further Issues Letter send dated 30 August 2022
- Applicant's response to Further Issues Letter received 1 March 2023

OFFICER'S RECOMMENDATION

The application for a Material Change of Use Development Permit for an extension to the existing feedlot at 97 Schloss Road, Cushnie, be approved subject to conditions and recommendations contained herein.

ADMINISTRATION

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

ADM2. All conditions, works, or requirements of this approval must be undertaken and completed prior to the commencement of use, unless otherwise stated.

- ADM3. Unless otherwise stated, all works must be designed, constructed, and maintained in accordance with the relevant Council policies, guidelines and standards.
- ADM4. All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant Australian Standards and must be approved, supervised and certified by a Registered Professional Engineer of Queensland. Any concurrence agency conditions will apply in addition to these standard conditions.

PLANNING

- PLAN1. Maintain the approved development in accordance with the approved drawings and documents and any relevant subsequent approvals required by the conditions herein.
- PLAN2. Carry out the approved development in accordance with the approved plans listed below:

The development must be completed and maintained in accordance with the approved plans and documents and conditions to this development approval:

Drawing Title	Prepared By	Ref. No.	Rev.
Proposed Design general facility and design feedlot pens	AgSDA	WPE-005 P004	C
Typical section through pens	AgSDA	WPE-005 P006	C
Proposed Pens	AgDSA	WPE-005 P005	C

- PLAN3. The maximum feedlot cattle capacity for the site under this approval is 900SCU. This is to be always maintained.

DEVELOPMENT PERIOD - MCU

- GEN1. The currency period for this development approval for Material Change of is (6) years after the development approval starts to have effect. The development approval will lapse unless the use is commenced, and all works and stages required to be given to Council for approval is provided within this period.

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 commencement of the use unless stated otherwise.
- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council’s standards, relevant design guides, and Australian Standards.
- ENG3. Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

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. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.
- ENG8. Design and construct stormwater drainage incorporating performance measures identified in 'National Beef Cattle Feedlot Environmental Code of Practice' to minimise adverse impacts on surface waters external to the feedlot area and manure and effluent utilisation areas.
- ENG9. 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).

ENVIRONMENTAL

- ENG10. In the event that bonafide complaints are received by Council in relation to odour emissions produced from the site, Council reserves the right to require the applicant to re-assess waste and odour management procedures already in place. In this instance, the applicant may be required to undertake a further assessment on waste and odour management through a third party and implement any recommendations by a date agreed by the Council.

PARKING AND ACCESS - GENERAL

- ENG11. Ensure access to parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.
- ENG12. Maintain dust suppression treatment to all internal roadways, and vehicle manoeuvring areas ensuring not to have an adverse impact on adjoining properties.
- ENG13. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

VEHICLE ACCESS - TURNOUT

- ENG14. Upgrade the existing turnout generally in accordance with Council's Standard Drawing No. 00049 Rev B, and construct widenings to accommodate the manoeuvring of a B-Double vehicle for both the entry and exit movement.

Timing: Prior to commencement of use.

Comments: These works can be carried out under a *Permit to Work on Council Roads or Footpaths Application*

Note: This condition is imposed pursuant to Section 145 of the Planning Act 2016.

ROADWORKS - ROAD WIDENING

- ENG15. Construct road widenings, plus an additional 0.5m width, on Schloss Road comprising a minimum of 150mm road base at the following locations:
- a) The intersection of Schloss Road and Cushnie Road where it is evident that trucks are driving on the western shoulder;

- b) Schloss Road where it is evident that trucks are driving on the road shoulder at approximately Ch 570 to Ch 720;

The gravel type to be used shall be approved by Council. All work is to be carried out to Council standards and requirements.

Timing: Prior to commencement of use.

Comments: These works can be carried out under a *Permit to Work on Council Roads or Footpaths Application*

Note: This condition is imposed pursuant to Section 145 of the Planning Act 2016.

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

ADVICE

ADV1. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

ADV2. Infrastructure charges are now levied by way of an infrastructure charges notice pursuant to section 119 of the *Planning Act 2016*.

ADV3. 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.

ADV4. Council is offering a reduction 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.

FINANCIAL AND RESOURCE IMPLICATIONS

No implication can be identified.

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)

No implication identified.

POLICY/LOCAL LAW/DELEGATION IMPLICATIONS

No implication can be identified.

ASSET MANAGEMENT IMPLICATIONS

No implication can be identified.

REPORT

1. APPLICATION DETAILS

APPLICATION SUMMARY	
Applicant:	Deborah Kaluder C/- Wall Planning & Environmental Consulting
Proposal:	<p>The application seeks a development permit for material change of use – intensive animal industry (up to 1,000 SCU).</p> <p>The proposal does not require an ERA and is not referable to SARA under Schedule 10 of the Planning Regulation 2017.</p> <p>Intensive animal feed lotting is classed as ERA 2(2):</p> <p>(1) Intensive animal feed lotting consists of keeping more than 150 standard cattle units of cattle or more than 1,000 standard sheep units of sheep in a feedlot.</p> <p>(2) The relevant activity does not include keeping cattle or sheep—</p> <p>(a) in a drought-declared area, if the animals are fed no more than their nutritional requirements; or</p> <p>(b) on a feed pad in a paddock; or</p> <p>(c) for no longer than is reasonably necessary for—</p> <ul style="list-style-type: none"> (i) sale, slaughter, or transport; or (ii) weaning; or (iii) animal husbandry; or (iv) milking; or (v) shearing
Street Address:	97 Schloss Road, Cushnie
RP Description:	Lot 54 on BO56
Assessment Type:	Impact Assessment
Number of Submissions:	Three (3) Submissions received
State Referral Agencies:	No. (Department of Agriculture and Fisheries for Environmental Authority Licensing separate from Planning Act 2016 requirements).
Referred Internal Specialists:	Development Engineer
Zone	Rural

The following describes the key development parameters for the proposal and the subject site:

2. LOCALITY PLAN



Figure 1 - Aerial Image (Source: Qld Globe)

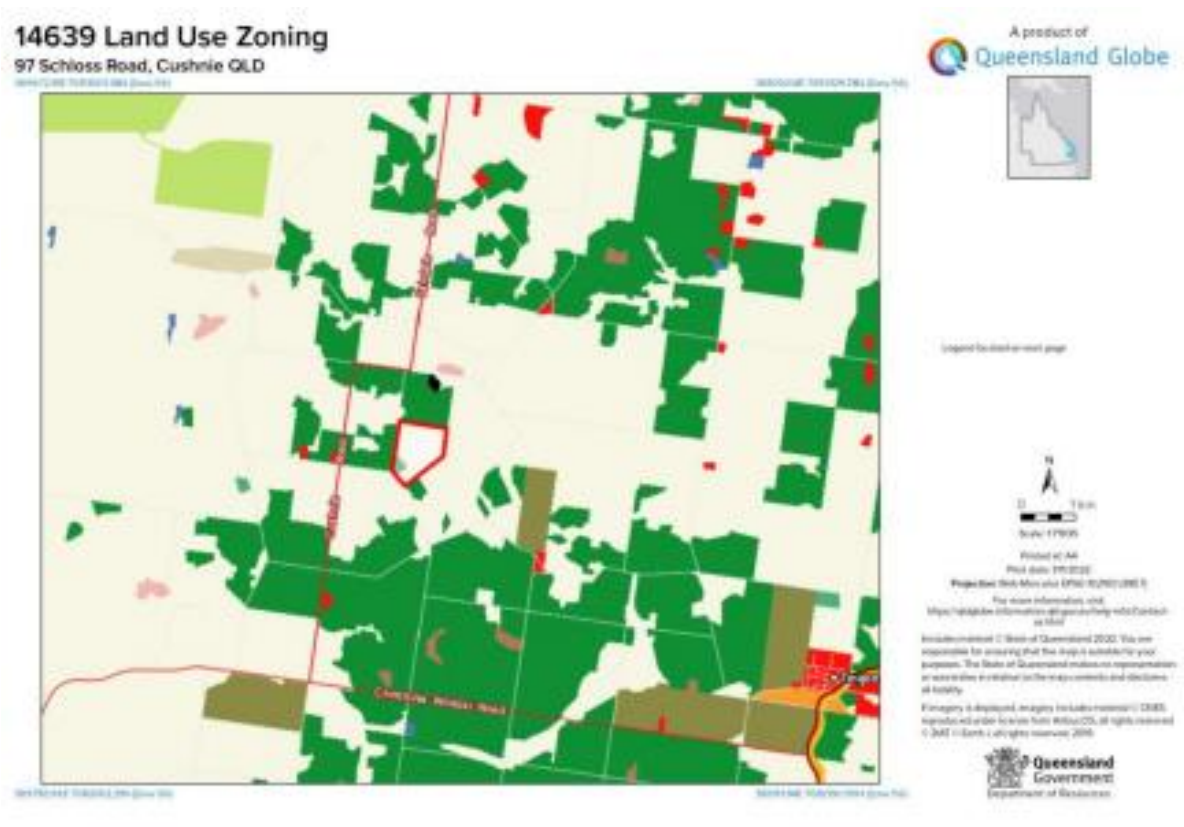


Figure 2 - Locality Plan Source: Qld Globe

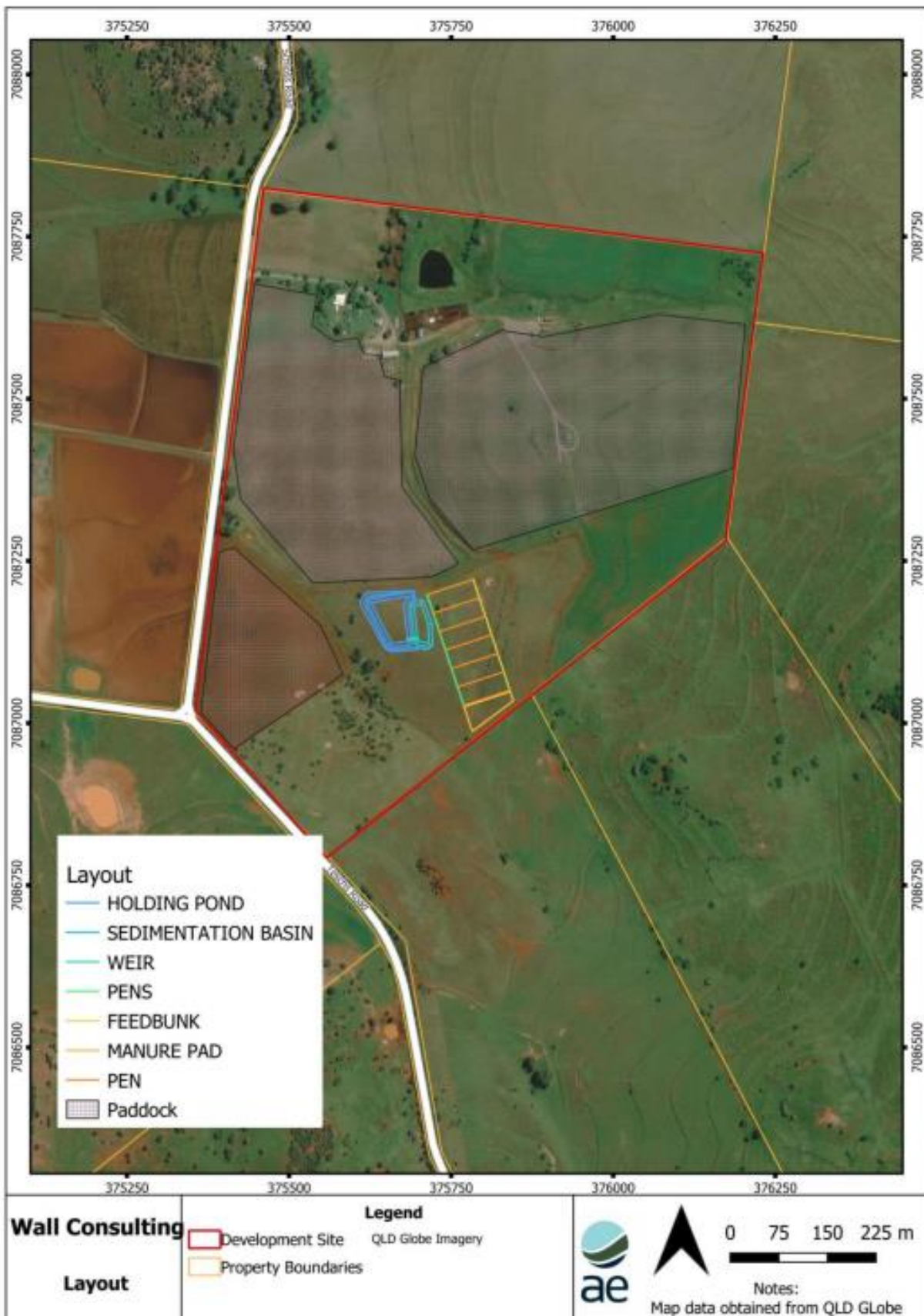

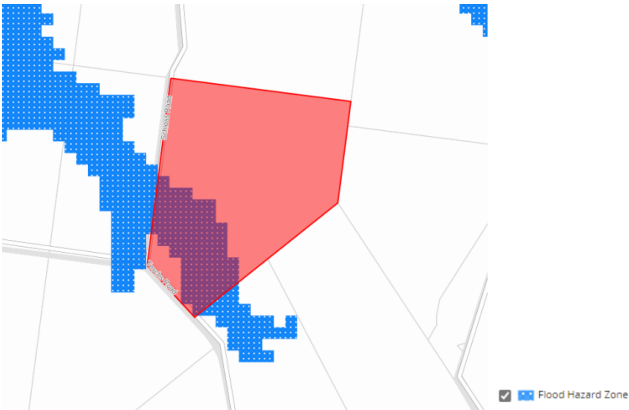


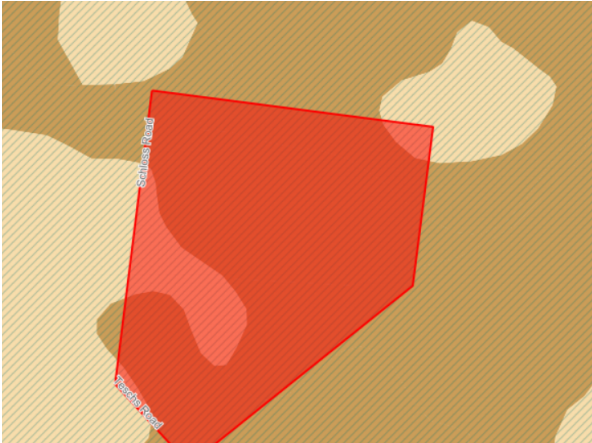
Figure 3 – General site and proposal layout plan (Source: Wall Planning Consultant report)

3. SITE DETAILS


SITE AND LOCALITY DESCRIPTION	
Land Area:	<p>The proposed feedlot is located at 97 Schloss Road, Cushnie QLD formally known as Lot 54 on BO56.</p> <p>The site is irregular in shape and has an area of 60.8065 hectares and is located approximately 12 km west of the village of Wondai and 27 km north-west of Kingaroy.</p>
Existing Use of Land is a Cattle feedlot	<p>The site contains a concreted complex used for storage of equipment. A fence is located around the boundary of the site. An existing gate provides access to the front of the site via the driveway from Industrial Drive. The site is clear of any existing vegetation.</p> <div style="text-align: center;"> </div> <p>The site also maintains a cropping activity with the land in part used for irrigated sorghum and forage oats on a 3-year rotational cropping system.</p>
Road Frontage:	Access to the site is currently provided from Schloss Road via an access driveway located along the northern part of the west boundary
Easements	NIL

<p>Significant Site Features:</p>	<p>The property is located within the following SPP areas:</p> <ul style="list-style-type: none"> • Important agricultural areas • Agricultural land classification - class A and B • MSES - Regulated vegetation (category R) • MSES - Regulated vegetation (intersecting a watercourse)
<p>Topography :</p>	<p>Subject Site is on the north western side of a hill and is slightly undulating and falls from the west at 450/ 440m to the east at 410/ 420m</p> 
<p>Surrounding Land Uses:</p>	<p>The Subject Site is in a rural area dominated by agricultural activities.</p> <p>There are a few residences in the vicinity of the proposed project.</p> <p>The nearest residential receiver is approximately 360 metres from the Subject Site boundary (and access road to the feedlot).</p> <p>There is a quarry 550 m to the north of the Subject Site, off Cushnie Road, the quarry is owned by South Burnet Regional Council but is no longer operational.</p> <p>Green Agribusiness Pty Ltd operate an existing piggery at 194 McAllister Road, Cushnie (formally known as Lot 1 on RP845307) under Amalgamated Project Authority Permit number 2019-02 dated 19 November 2021. Under ERA 3 (1) the piggery can keep more than 400 but not more than 3,500 standard pig units (SPU).</p>
<p>Services:</p>	<p>The proposed feedlot will not be connected to Council’s reticulated water or sewer networks and there is no reticulated stormwater within the area.</p> <p>The site is connected to electricity and telecommunication networks.</p>
<p>Overlays</p>	

Important Agricultural Areas
 Agricultural Land Classification



State interest mapping –
 The regulated vegetation is category R and is mapped as regulated vegetation (intersecting a watercourse). The watercourses are unnamed drainage lines. Development is contained outside of these mapped areas.



4. BACKGROUND AND PROPOSED DEVELOPMENT

Existing Feedlot Operations	<p>The Subject Site is not the typical ‘feedlot’ operation. Instead, the facility temporarily hosts a range of cattle during the cattle trade. During this period, the cattle are given medical care including the required vaccinations, tick clearance and other medical checks prior to buyers picking up or taking delivery of the cattle. Currently, the livestock onsite is kept fed on a feed pad in a paddock prior to entering a feedlot in accordance with industry best practice as set out by Meat and Livestock Australia (MLA). Figure below provides an overview of the operations and Figure beyond provides some photographs of the existing site for context.</p> <p>The process involves supplementary feeding cattle in paddocks to improve socialisation and feed intake and reduce health issues. Supplementary feeding is often used in grazing systems to help meet production requirements.</p>
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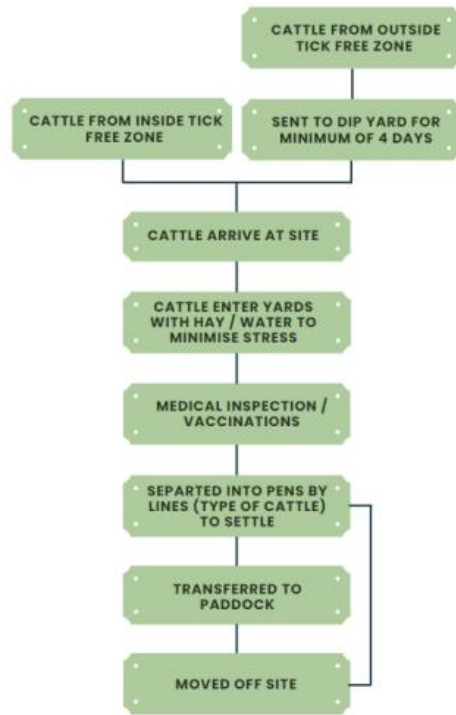


Figure 4: Flow Chart of Subject Site Operations

(Source: AE Cushnie Feedlot Noise impact assessment report)



Initial Holding Pens



Existing Larger Pens



Hay and Barley Bale Storage

Other land use activities on site	The site also maintains a cropping activity with the land in part used for irrigated sorghum and forage oats on a 3-year rotational cropping system.												
Existing Vehicle movements	<p>Typically, between 1 – 3 truck movements per day and 1 vehicle per evening and night-time periods. The vehicle movements at night do not occur every night.</p> <p>Truck vehicle speed is restricted to 10 km/h due to the close proximity of the internal access road to the Klauder’s homestead. The property is 15 m from the access road and 100 m to the unloading ramp; therefore, the vehicle speed is to prevent the generation of wheel generated dust, and noise generation</p>												
Proposed Development	<p>The application seeks a development permit for material change of use for Intensive Animal Industry (up to 1,000 SCU). It is proposed to extend the current feedlot that is less than 150 SCU up to 900 SCU. A summary of the key elements of the proposal are set out in Table below.</p> <table border="1" data-bbox="411 763 1401 1794"> <tr> <td data-bbox="419 763 678 808">SCU</td> <td data-bbox="686 763 1393 808">Up to 900 SCU. Six pens measuring 30 m x 75 m</td> </tr> <tr> <td data-bbox="419 815 678 913">Cattle type</td> <td data-bbox="686 815 1393 913">Veal – 70 days – arrive at 180kg leave at 300 kg Trade – 70 days – arrive at 330 kg leave at 480 kg MSA – 60 days – arrive at 400 kg leave at 520 kg</td> </tr> <tr> <td data-bbox="419 920 678 965">Occupancy</td> <td data-bbox="686 920 1393 965">Average – 80%</td> </tr> <tr> <td data-bbox="419 972 678 1435">Vehicle movements</td> <td data-bbox="686 972 1393 1435"> <ul style="list-style-type: none"> ▪ Initial construction of the new feedlot; and ▪ On-going operations of the feedlot <ul style="list-style-type: none"> • 1 x feed truck per day • 2 x B-Doubles per week (one with cattle arriving and one with cattle leaving) • Any manure sold off farm could generate 1 x B-Double tipper per month <p>short-term increase in vehicle movements whilst increasing stock levels.</p> <p>Once established, which will take a number of weeks, the on-going operations will increase the B-double movements by two movements per week and feed trucks (light vehicle) movements will become daily.</p> </td> </tr> <tr> <td data-bbox="419 1442 678 1682">Waste treatment and management</td> <td data-bbox="686 1442 1393 1682"> <p>The industry-specific stormwater controls identified in the National Guidelines have been incorporated into the design.</p> <p>details of the proposed effluent management system and the control weir are attached as Appendix B in the applicant response to further issues dated 1 March 2023 (refer Drawing WPE-005(P007)).</p> </td> </tr> <tr> <td data-bbox="419 1688 678 1794">Services</td> <td data-bbox="686 1688 1393 1794"> <p>Proposed additional water sources:</p> <ul style="list-style-type: none"> • 1x bore • 1 x 24,000 litre tanks </td> </tr> </table>	SCU	Up to 900 SCU. Six pens measuring 30 m x 75 m	Cattle type	Veal – 70 days – arrive at 180kg leave at 300 kg Trade – 70 days – arrive at 330 kg leave at 480 kg MSA – 60 days – arrive at 400 kg leave at 520 kg	Occupancy	Average – 80%	Vehicle movements	<ul style="list-style-type: none"> ▪ Initial construction of the new feedlot; and ▪ On-going operations of the feedlot <ul style="list-style-type: none"> • 1 x feed truck per day • 2 x B-Doubles per week (one with cattle arriving and one with cattle leaving) • Any manure sold off farm could generate 1 x B-Double tipper per month <p>short-term increase in vehicle movements whilst increasing stock levels.</p> <p>Once established, which will take a number of weeks, the on-going operations will increase the B-double movements by two movements per week and feed trucks (light vehicle) movements will become daily.</p>	Waste treatment and management	<p>The industry-specific stormwater controls identified in the National Guidelines have been incorporated into the design.</p> <p>details of the proposed effluent management system and the control weir are attached as Appendix B in the applicant response to further issues dated 1 March 2023 (refer Drawing WPE-005(P007)).</p>	Services	<p>Proposed additional water sources:</p> <ul style="list-style-type: none"> • 1x bore • 1 x 24,000 litre tanks
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Occupancy	Average – 80%												
Vehicle movements	<ul style="list-style-type: none"> ▪ Initial construction of the new feedlot; and ▪ On-going operations of the feedlot <ul style="list-style-type: none"> • 1 x feed truck per day • 2 x B-Doubles per week (one with cattle arriving and one with cattle leaving) • Any manure sold off farm could generate 1 x B-Double tipper per month <p>short-term increase in vehicle movements whilst increasing stock levels.</p> <p>Once established, which will take a number of weeks, the on-going operations will increase the B-double movements by two movements per week and feed trucks (light vehicle) movements will become daily.</p>												
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Services	<p>Proposed additional water sources:</p> <ul style="list-style-type: none"> • 1x bore • 1 x 24,000 litre tanks 												

The applicant has provided the following informative comparison table of the current feedlot with the proposed feedlot operations.

Table 5 presents a comparison of the existing and future operations. The focus of the future operations is not to increase overall cattle turn-over on an annual basis, moreover, allows an increase in efficiency of existing operations to allow for increased duration of holding.

Table 5: Comparison of Current and Future Operations

Aspect	Current	Proposed
Cattle unloading	Cattle unloading can occur at any time; primarily during the daytime but later in the week, night time unloading occurs. Quantity of cattle unloaded fluctuates. Incoming trucks limited to 3 decks at any one time. Maximum number of cattle trucks unloading per night is two (two parts of the B-double).	No change
Initial holding pens	Surface area: 2,285 m ² Feeding: central feed rack	No change
Observation pens	Surface area: 800 m ² Feeding: trough	No change
Larger pens	Surface area: 13,500 m ² . Feeding: central feed rack and trough Currently six larger pens for grazing	Formalisation of the pens into six pens Surface area – no change Same footprint as larger pens but internal fence lines will be altered.
Cleaning	Weather and stocking density dependant. Typically, every three months	No change
Truck movements	See Table 3 for one-week example of vehicle movements	Over a 22-week period, a total of 18 heavy vehicles are expected to enter the Subject Site and 22 heavy vehicles to leave. No change to number of night time cattle delivery or unloading activities.
Manure	Currently stockpiled in two stockpiles. Manure spread manually on paddocks twice a year or used in the death pit	Location adjacent to the pens. Surface area: 2,100 m ² No change to spreading
Irrigation	-	Irrigation area covers 27.4 Ha. Irrigation by circular spray (radius unknown)
Paddock areas	27.4 Ha	No change
Holding pond	-	New pond: 4,100 m ²
Sediment basin	-	Surface area: 1,800 m ²
Stormwater dams	Dam receives stormwater only; pens do not wash into the dam. Total surface area: 2,900 m ²	No change
Crops	Currently paddocks are used to double crop (grow a summer and winter crop,	No change

Aspect	Current	Proposed
	typically hay, barley or oats). Fields are rotational.	
Baling	Equipment for baling is owned by proponent but there is not enough space to operate baling machinery. No baling occurs on site.	No change
Equipment	Trucks: four trucks (total 13 decks) owner by proponent Tractors: 2 Bale chopper: 1 Baling machine: 1 (not used due to limited space) Utes: 3	No change

5. ASSESSMENT BENCHMARKS

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

Planning Act 2016, Section 26 – Assessment Benchmarks generally

(1) For section 45(3)(a) of the Act, the code 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 code 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 local government is an infrastructure provider—the local government’s LGIP.

(3) However, an assessment manager may, in assessing development requiring code assessment, consider an assessment benchmark only to the extent the assessment benchmark is relevant to the development.

5.1. PLANNING REGULATION 2017

The Planning Regulation 2017 forms the mechanism by which the provisions of the Act are administered. In particular the Regulation has the ability to regulate and prohibit development and determines the assessment manager and the matters that trigger State interests.

PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	The South Burnett Planning Scheme v1.4 2017 The State Planning Policy 2017 Planning Regulation 2017 and the State Development and Assessment Code – State Code 22: Environmentally Relevant Activities

<p>WBB Regional Plan Designation:</p>	<p>The Wide Bay Burnett Regional Plan was released in 2011. The subject site is located within the Regional Landscape and Rural Production Area (RLRPA). The intent of the RLRPA is: <i>“The RLRPA identifies land with regional landscape, rural production or other nonurban values. It protects this land from inappropriate development, particularly urban or rural residential development. These areas support the lifestyle and wellbeing of the regional population, primarily located in the Urban Footprint.”</i> The proposal enhances the area objective by supporting regional economy</p>
<p>Adopted Economic Support Instrument</p>	<p>Under section 68E of the Planning Regulation 2017 that on 24 February 2021, South Burnett Regional Council adopted an economic support instrument. The instrument is in effect until 31st December 2023</p> <p>Economic support provisions</p> <p>4.1. The instrument applies the following provisions in accordance with section 68D(1) of the <i>Planning Regulation 2017</i>:</p> <p>4.1.1. Part 8B, Division 3 – Development that requires code assessment;</p> <p>4.1.2. Schedule 6, Part 2, Section 7A – Particular material change of use involving an existing building; and</p> <p>4.1.3. Schedule 6, Part 2, Section 7B – Material change of use for home-based business in particular zones.</p> <p>The adopted instrument does not change the categories of development and assessment in the Planning Scheme v1.4</p>

5.2. STATE PLANNING POLICY

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 must be carried out against the assessment benchmarks stated in Part E of the State Planning Policy to the extent Part E is not appropriately integrated into the planning scheme.

In accordance with section (8)(4)(a) of the Act, the State Planning Policy applies to the extent of any inconsistency with the Planning Scheme.

State Planning Policy Part E	
Liveable communities and housing	No applicable assessment benchmarks
<p>Economic growth</p> <ul style="list-style-type: none"> • Agriculture. • Development and construction. • Mining and extractive resources. • Tourism. 	<p>The proposed feedlot (productive rural activity) is in a designated rural and important agricultural area (productive rural land).</p> <p>It is noted that the proposed feedlot is in a rural area not a rural residential area.</p> <p>The economic benefit from the use of the rural land supports the South Burnett Regions economy.</p> <p>The existing grazing operations on the site including the spelling of consignment cattle and value add to own cattle so that the cattle can be fattened and sent to abattoir.</p> <p>The proposed operation will generate employment for 5 permanent staff and 2 casual staff members. The annual turnover of the operation is anticipated to be ~\$17M.</p> <p>In addition, the proposed use will employ approximately 12 sub-contractors. The silage used at the feedlot is produced in the area from a property that employs</p>

	<p>approximately 6 people. Further social value can be generated in the region from the expenditure at the rural supplies store, veterinarian and mechanical workshop all utilising local suppliers and employees.</p> <p>The proposed development utilises rural land that is essential to the productive agricultural pursuits within the region and is therefore in accordance with the purpose and overall outcomes of the Rural Zone. The proposed feedlot enhances the rural economy of the area and does not impact on any environmental overlays (waterways, regulated vegetation etc).</p> <p>The site also maintains a cropping activity with the land in part used for irrigated sorghum and forage oats on a 3-year rotational cropping system.</p>
<p>Planning for the environment and heritage.</p> <ul style="list-style-type: none"> • Biodiversity. • Coastal environment. • Cultural heritage. • Water quality 	<p>Protected regulated vegetation that is mapped category R is avoided by the project.</p>
<p>Safety and resilience to hazards</p> <ul style="list-style-type: none"> • Emissions and hazardous activities. • Natural hazards, risk, and resilience. 	<p>The project area is not subject to mapped hazards.</p>
<p>Infrastructure</p> <ul style="list-style-type: none"> • Energy and water supply. • Infrastructure integration. • Transport infrastructure. • Strategic airports and aviation facilities. • Strategic ports. 	<p>Complies.</p> <p>All appropriate residential services infrastructure and connections can be made and are conditioned as part of the approval.</p>

5.3. 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 and the assessment of the development application.

Planning Scheme:	South Burnett Regional Council Planning Scheme Version 1.4
Zone:	Rural
Precinct:	N/A
Overlays:	<p>Flood overlay Agricultural Areas Overlay</p> <p>There are no overlay codes in the planning scheme with criteria for overlays contained within the Zone Code.</p>
Assessment Benchmarks:	<p>Primary Code</p> <ul style="list-style-type: none"> - Rural Zone Code <p>Prescribed Secondary Codes</p> <ul style="list-style-type: none"> - Services and Works Code

The Strategic Framework forms part of the Assessment Benchmarks for this Impact assessable application.

The following issues were raised with the applicant during the assessment of the application:

Summary of assessment issues

- Noise, dust, and odour from feedlot activities – Council requires this information for Impact assessment. No technical reports were submitted upon lodgement or in response to the formal information request.
- Truck movements – the information provided to Council indicates the truck movements won't increase because of the proposal. There was no information provided regarding feed truck movements.
- No information was provided about calculating the capacity or design needed for sediment basin and holding pond. With recent increased rainfall and natural drainage features surrounding the feedlot pens there is a concern for runoff/pollution. Submitters also raised concerns in relation to runoff and ground water quality.
- According to National feedlot guidelines the gradient of feedlot pens should be 2.5% - 4%. Based on a quick topography calculation we measured a 5% gradient.
- Cattle truck deliveries between 6pm-6am
- Visual amenity – after visiting the submitters site, the existing feedlot is in direct eye level from the submitters house. There is minimal existing vegetation, and the operation of the feedlot is clearly visible from their house.
- Quality of existing road/impact on road network.

In response to council issues and issues raised in assessment by Department of Agriculture and Fisheries, and submissions, the following technical reports were submitted in March 2023:

- A – Environmental Authority No. 2023-01, dated 2 February 2023 (including approved Plans);
- B – DAF Feedlot Assessment Spreadsheet, prepared by AgDSA, dated 17 November 2022;
- C – Feedlot Design Layout plans (Revision C), prepared by AgDSA, dated 13 January 2023 (900 SCU);
- D – Environmental Management Plan, amended by Renee Wall, dated 21 February 2023;
- E – Planning Report, amended by Renee Wall, dated 21 February 2023;
- F – Noise Impact Assessment Report, prepared by Assured Environmental, dated 14 February 2023;
- G – Odour Impact Assessment Report, prepared by Assured Environmental, dated 17 February 2023;

An environmental authority (Ref. No. 2023-01) for a total of 900 Standard Cattle Units, dated February 2023 and issued by the Department of Agriculture and Fisheries including copy of approved plans is attached to this recommendation report. The technical assessment undertaken by DAF overcomes the Council's concerns and matters relating to access and transport are able to be conditioned by Council.

Based on this now complete assessment and approval by DAF the extension to the existing facility is considered technically supportable.

The proposed feedlot enhances the rural economy of the area and does not impact on any environmental overlays (waterways, regulated vegetation etc). The subject is not within an area of flood or bushfire hazard. The proposed feedlot lot is a consistent use for the rural zone and will enhance the purpose of the rural zone code.

Strategic Framework

The Strategic Framework is set out in the South Burnett Regional Council Planning Scheme 2017 and sets the policy direction for the region and forms the basis for ensuring appropriate development occurs in the planning area for the life of planning scheme. The site is designated as "Rural" and "Important Agricultural Areas" on the Strategic Plan Map 1. Section 3.3.1 – Strategic Outcomes, states [in part]

- (1) *The capacity of important agricultural areas, as shown on the Strategic Framework map and rural activities that contribute to the Region's economy is protected from incompatible land uses to optimize agricultural development opportunities.*
- (2) *The rural production base of the Region is broadened to accommodate the widest diversity of productive rural activities.*

Section 3.3.1.1 – Specific Outcomes refer to productive agricultural land and states [in part]

- (1) *The potential for economic benefit from the rural utilisation of land resources is maintained and enhanced.*
- (2) *Agricultural lands are preserved for productive rural activities by only supporting rural development that directly supports agricultural production or a regionally significant rural based industry.*
- (3) *The development of intensive animal industry like piggeries and feedlots are facilitated by providing appropriate separation and setbacks to ensure that rural residential [my emphasis] lifestyles are not compromised.*

The proposed feedlot (productive rural activity) is in a designated rural and important agricultural area (productive rural land). It is noted that the proposed feedlot is in a rural area not a rural residential area. The economic benefit from the use of the rural land supports the South Burnett Regions economy. The existing grazing operations on the site including the spelling of consignment cattle and value add to own cattle so that the cattle can be fattened and sent the abattoir.

The site also maintains a cropping activity with the land in part used for irrigated sorghum and forage oats on a 3-year rotational cropping system.

The proposed operation will generate employment for 5 permanent staff and 2 casual staff members. The annual turnover of the operation is anticipated to be ~\$17M. In addition, the proposed use will employ approximately 12 sub-contractors. The silage used at the feedlot is produced in the area from a property that employs approximately 6 people. Further economic spin-offs are generated in the region from the expenditure at the rural supplies store, veterinarian and mechanical workshop all utilising local suppliers and employees.

There is no assessed identified conflict between the proposal and the Strategic Framework outcomes and themes.

The zone code is addressed in the following table.

RURAL ZONE CODE		
Performance Outcomes	Requirements for accepted development & assessment benchmarks	Compliance Comments
PO1 Development maintains rural amenity and character.	<p>AO1.1 Buildings are set back 20m from any collector or higher order road and 10m from any other road frontage.</p> <p>AND</p> <p>AO1.2 The use does not cause odour, noise or air emissions in excess of the prescribed limits in the Environmental Protection (Air) Policy 1997 or the Environmental Protection (Noise) Policy 1997.</p>	<p>AO1.1 Buildings are set back 20m from any collector or higher order road and 10m from any other road frontage.</p> <p>AND</p> <p>AO1.2 The use does not cause odour, noise or air emissions in excess of the prescribed limits in the Environmental Protection (Air) Policy 1997 or the Environmental Protection (Noise) Policy 1997</p> <p>The site also maintains a cropping activity with the land in part used for irrigated sorghum and forage oats on a 3-year rotational cropping system.</p>
PO2 Development does not jeopardise the rural production capacity of the Zone.	<p>Development resulting in lots less than the minimum size in Table 8.4.2 satisfying outcomes</p> <p>AO2.1 The proposal is necessary for the efficient production and processing of a crop grown in the area.</p> <p>AO2.2 The proposal provides an alternate productive rural activity that supports regionally significant industry.</p> <p>OR</p> <p>AO2.3 Agricultural sustainability report prepared by a suitably qualified agronomist.</p> <p>AND</p> <p>AO2.4 Development is consistent with any Soil Conservation Plan that applies to the locality, as approved by the relevant State agency.</p>	<p>N/A The proposal is not for a subdivision.</p> <p>AO2.3 not applicable</p> <p>AO2.4 not applicable</p>

<p>PO3 Development does not result in any degradation of the natural environment, in terms of the geotechnical, physical, hydrological and environmental characteristics of the site and its setting.</p>	<p>AO3.1 Uses and associated works are confined to existing lawfully cleared land or areas not supporting regulated vegetation.</p> <p>AND</p> <p>AO3.2 Uses and associated works are confined to areas outside stormwater discharge points, overland flow paths, watercourses and natural drainage features.</p> <p>AND</p> <p>AO3.3 Development, excluding forestry activities and permanent plantations, adjacent to National Parks or State Forests is set back a minimum of 100m from the park boundaries in the absence of any current 'Management Plans' for these areas.</p>	<p>AO3.1 Complies The proposal does not require any vegetation to be removed.</p> <p>AO3.2 Complies The proposal is not located in close proximity to existing waterways. AO3.3 N/A The development is not in close proximity to a national park.</p> <p>AO3.3 Not applicable</p>
<p>PO4 Development is not exposed to risk from natural hazard relating to land slip.</p>	<p>AO4.1 Uses and associated works are confined to slopes not exceeding:</p> <p>(a) 15% for residential uses;</p> <p>(b) 10% for treated effluent disposal areas;</p> <p>(c) 6% for non-residential uses.</p>	<p>AO4.1 Complies The proposed feedlot is not situated on slopes greater than 6% and the lot is generally flat.</p>
<p>PO5 Development is adequately serviced.</p>	<p>AO5.1 A 45kl water tank is provided for consumption purposes.</p> <p>AND</p> <p>AO5.2 On-site sewage treatment is provided.</p> <p>AND</p> <p>AO5.3 Each dwelling is provided with a service line connection to the electricity supply & telecommunications networks.</p>	<p>AO5.1 Complies The site contains an existing water tank for the existing residence and 2 existing dams for rural uses.</p> <p>AO5.2 Complies The existing residence contains onsite sewerage treatment.</p> <p>AO5.3 Complies The existing residence and property gains access to electricity and telecommunication networks.</p>
<p>PO6 Development is located and designed to ensure that land uses are not exposed to:</p> <p>(a) Areas that pose a health risk from previous activities; and</p> <p>(b) Unacceptable levels of contaminants.</p>	<p>AO6.1 Development does not occur:</p> <p>(a) In areas that pose a health risk from previous activities; and</p> <p>(b) On sites listed on the Contaminated Land Register or Environmental Management Register.</p> <p>OR</p>	<p>AO6.1 Complies The proposal is not located in an area on the contaminated land register or environmental management register.</p>

	<p>AO6.2 Areas that pose a health risk from previous activities and contaminated soils which are subject to development are remediated prior to plan sealing, operational works permit, or issuing of building works permit.</p>	
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Section 2 Where in the vicinity of an existing intensive animal industry-

AO7.1 Non-rural development does not result in an increase in the

AO7.1 Complies The proposal will not compromise the integrity and operations of intensive animal industries and does not increase the number of people living or working within 1km from an existing or approved intensive animal industry facility.

Section 3 Caretaker’s accommodation – not applicable as no caretaker’s accommodation is required.

Section 4 Home based business – not applicable as the proposed second dwelling is not for a home-based business.

Section 5 Secondary Dwelling – not applicable

Section 6 For development affected by one or more overlays.

Agricultural land overlay		
<p>PO15 The productive capacity and utility of agricultural land for rural activities is maintained.</p>	<p>AO15.1 The proposal is not located on agricultural land as identified on SPP Interactive Mapping (Plan Making).</p> <p>OR</p> <p>AO15.2 The proposal is necessary for the efficient production and processing of a crop grown in the area.</p> <p>OR</p> <p>AO15.3 The proposal provides an alternate productive rural activity that supports regionally significant industry.</p> <p>OR</p> <p>AO15.4 An agricultural sustainability report prepared by a suitably qualified agronomist demonstrates that –</p> <ul style="list-style-type: none"> (a) The lot is suitability sized for the proposed activity. Including a dwelling house including yard; and (b) There is sufficient water for the proposed activity; and (c) The allotment is capable of being connected to reticulated electricity; and (d) The proposed activity is financially viable, requiring a viability assessment that includes capital costs, operational costs, sustainable yields to support 	<p>AO15.3 Complies Although the proposal is located on land identified as important agricultural land the proposal is for a rural use (feedlot) and will enhance the agricultural economy.</p>

	<p>a family, climate, soils and geological factors affecting crop growth, nutrients, salinity, topography, susceptibility to flooding and erosion and an assessment of market robustness (both recent and projected) and alternative practices in the event of failure.</p> <p>AND</p> <p>AO15.5 Development is consistent with any Soil Conservation Plan that applies to the locality, as approved by the relevant State agency.</p>	<p>AO15.5 Complies The subject site is not covered by a soil conservation plan.</p>
<p>Flood hazard overlay</p>		
<p>PO28 Development is not exposed to risk from flood events by responding to flood potential and maintains personal safety at all times.</p>	<p>AO28.1 All new allotments include an area of sufficient size to accommodate the intended land use outside the area identified on Overlay Map 03.</p> <p>AND</p> <p>AO28.2 New buildings are not located within the area identified on Overlay Map 03;</p> <p>OR</p> <p>AO28.3 Development is sited above the 1%AEP flood event where known, or the highest known flood event, as follows:</p> <ul style="list-style-type: none"> (a) Habitable floor levels - 500mm; (b) Non-habitable floor levels - 300mm; (c) On-site sewage treatment and storage areas for potential contaminants - 300mm; (d) All other development - 0mm. <p>AND</p> <p>AO28.4 Building work below the nominated flood level allows for the flow through of flood water at ground level:</p> <ul style="list-style-type: none"> (a) The structure below flood level is unenclosed; or (b) Any enclosure below flood level aligns with the direction of water flow; or (c) Any enclosure not aligning with the direction of water flow must have openings that are at least 50% of the 	<p>Complies with AO28.1 the extended use areas are not proposed within the flood prone mapped areas across the site. As such the overlay does not apply any further to the assessment of this development proposal.</p>

	<p>enclosed area with a minimum opening of 75mm.</p> <p>AND</p> <p>AO28.5 Resilient building materials are used below the nominated flood level in accordance with the relevant building assessment provisions.</p> <p>AND</p> <p>AO28.6 Signage is provided on site indicating the position and path of all safe evacuation routes off the site.</p>	
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5.4. OTHER CATEGORISING INSTRUMENTS

Variation Approvals	The are no variation applications applicable to the subject site that varies the level of assessment or includes additional assessment benchmarks.
Temporary Local Planning Instrument	The are no temporary local planning instruments applicable to the subject site that varies the level of assessment or includes additional assessment benchmarks.

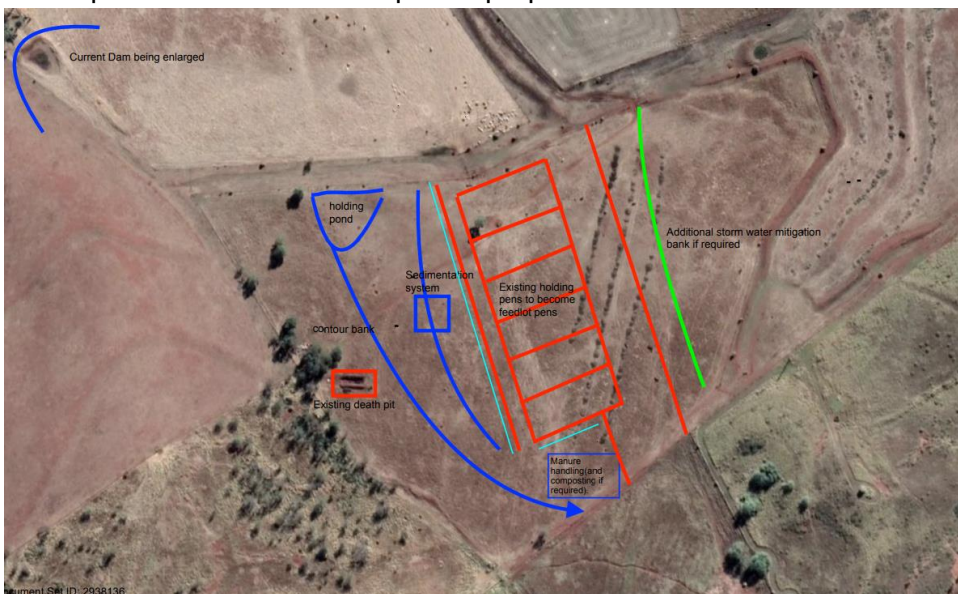
5.5. OTHER MATTERS

Impact assessable development has considered submissions received during the public notification period. A summary of submitter issues and a response is provided in the table below.

6. CONSULTATION AND SUBMISSIONS

The application was correctly notified for a period of 20 business days for impact assessment.

Three (3) submissions were received objecting to the proposed development. The planning issues raised are summarised and responded to as follows. Issues are identified in no order and have no ranking or weighting importance. They are all identified as being important in the assessment of this Impact assessable development proposal.



Applicant proposal plan for context.

Issue	Response
<p>Planning- strategic framework assessment</p>	<p>The proposed feedlot (productive rural activity) is located in a designated rural and important agricultural area (productive rural land). It is noted that the proposed feedlot is in a rural area not a rural residential area. Further, the site has been designed in accordance with the best practice guidelines to ensure appropriate separation and setback distances to the existing rural dwellings. Noise and odour impact assessment reports have been prepared by suitably qualified persons and their outcomes are detailed in the below summaries.</p>
<p>Impacts on sensitive receptors</p>	<p>The house (closest sensitive receptor) is located west of the site on Lot 55 BO56 at 124 Schloss Road is 626m away from the proposed holding pond of the feedlot.</p> <p>Separation distance guidelines are set out in the National Guidelines and refer to the use of appropriate separation or buffer distances is a well-established and widely recognised means of mitigating the impacts on community amenity that arise from odour, dust, noise and other fugitive emissions from beef cattle feedlots. The S-factor equation has been used in Queensland to determine the minimum separation distances required between various types of receptors and a beef cattle feedlot development. Regulatory agencies have found the S-factor approach generally produces conservative estimates that more than comply with the quantitative performance criteria set out in relevant environmental legislation, regulation and policy.</p> <p>The acceptable distance using the S-factor component is 441m. which is 175m greater than the acceptable setback distance using the S-factor component. The site is thus in accordance with the separation requirements as set out in the National Guidelines and Code of Practice.</p>
<p>Noise impacts from the feedlot and increased SCU</p>	<p>A noise impact assessment has been undertaken to demonstrate the increased cattle capacity and associated operations will not have adverse effects on surrounding receptors. The assessment has been conducted in accordance with the Department of Environment & Science (DES) Guideline - Application requirements for activities with impacts to noise (2021). A noise impact assessment has been undertaken to confirm the suitability of the proposal in terms of acoustic amenity for nearby sensitive uses. Specifically, the assessment has considered the potential for adverse impacts upon existing residential land uses as a result of noise emissions associated with the feedlot. The proposed expansion of the feedlot will not introduce any additional noise sources nor increase the frequency of night-time cattle unloading operations compared to the existing scenario. Whilst in the short-term more cattle will be transported to the feedlot, this will not occur immediately. Predictive noise modelling has been undertaken for the site to assess the potential impacts of noise emission from feedlot operations and traffic generation. The results of the predictive noise modelling have determined that compliance with the adopted criteria is expected to be achieved without any additional acoustic mitigation for the proposed expansion. The predicted maximum noise level during the night time period is predicted to exceed at receptor R1; with up</p>

	<p>to two exceedances during any night time period, which complies with the WHO recommendations of sleep disturbance criteria of 10-15 exceedances per night. The maximum night time noise level during the night is caused by truck movements which will be no different (in frequency or duration) to the current activities. The predicted LAeq, night criterion is achieved at all sensitive receptors. The activities proposed are the same as the current activities which are permitted a rural zone under the South Burnett Regional Council Planning Scheme 2017, as such, from an acoustic perspective, the future noise levels are not expected to be different from the existing lawful noise generated by the operations.</p>
<p>Odour impacts</p>	<p>AO2.1 Development meets the air quality objectives for sensitive receptors identified in the Environmental Protection (Air) Policy 2019.</p> <p>An odour noise impact assessment has been undertaken to demonstrate the increased cattle capacity and associated operations will not have adverse effects on surrounding receptors. The assessment has been conducted in accordance with the Department of Environment & Science (DES) Guideline - Odour impact assessment for Developments (2013). An odour impact assessment has been undertaken to confirm the suitability of the proposal in terms of amenity for nearby sensitive uses. Specifically, the assessment has considered the potential for adverse impacts upon existing residential land uses as a result of odour emissions associated with the feedlot. MEDLI modelling was undertaken by JT Environmental for the proposed expansion. The outputs of this model were used to derive odour emission rates for each source in accordance with Meat and Livestock Australia (MLA) report "Development of an odour emissions model for Australian feedlots". Dispersion modelling for the nearby piggery was also undertaken to assess potential cumulative impacts using the VEF Maker for the licence approved SPU. The results of the predictive dispersion modelling have determined that compliance with the odour criteria is achieved at all receptors for odour from the Subject Site. Cumulative impacts from the Subject Site and piggery are compliant at all receptors except R2, which exceeds the criterion based on the piggery operations (the receptor is located on the same lot as the piggery). The activities proposed are the same as the current activities which are permitted a rural zone under the South Burnett Regional Council Planning Scheme 2017, as such, from an odour nuisance perspective, the future odour concentrations comply with the assessment criteria at all applicable receptors.</p>
<p>Animal Welfare/ Biosecurity</p>	<p>The land use is heavily regulated by environmental and industry bodies and the welfare of animals is not a land use planning assessment consideration under the Planning Act 2016 assessment matters for Impact Assessment.</p> <p>The feedlot development has been designed in accordance with the National Guidelines for Beef Cattle Feedlots in Australia (National Guidelines) and the National Beef Cattle Feedlot Environmental Code of Practice (Environmental Code of Practice).</p>

	<p>Biosecurity is managed in Australia under separate legislation produced by the Australian Government – Department of Agriculture, Fisheries and Forestry and the Biosecurity Act 2015 and is not a matter for the assessment of the Development Application.</p> <p>Pen cleaning is continual with an average cleaning interval of 12 weeks, depending on weather and pen conditions. The holding pond will be cleaned annually. The sedimentation basin will be cleaned after rainfall and as required to ensure working volume.</p> <p>Animal welfare is not a material consideration of the assessment of the Development Application. However, it is noted that the National Code references the following documents with respect to animal welfare, including: - Australian Model Code of Practice for the Welfare of Animals – Cattle 2nd Edition - Australian Standards and Guidelines for the Welfare of Animals – Land Transport of Livestock The Applicants are experienced livestock managers with over 40 years in the industry in Queensland and are well aware of the importance of animal welfare and the varying climatic conditions in Queensland. The Codes of practice referenced above will be implemented throughout their operation.</p>
<p>Transport impacts</p>	<p>Minimal traffic and transport impacts are identified from the proposal with limited transport vehicle access to the site for both construction and operational phases. Refer to applicant response to further issues dated 1st March 2017.</p> <p>The Applicants have B-Double route permission for their trucks and operation to use Schloss Road, Teschs Road and Cushnie Road.</p> <p>It is anticipated that on average one truck per week per night might be required to be unloaded any time after 6pm and before 6am. The trucks are travelling from North-Queensland and thus the cattle have been on a truck for approximately 16 hours. Therefore, the stock need to be unloaded during the night in accordance with animal welfare requirements. Drivers are instructed not to use engine breaks and are required to maintain a speed of 40km per hour. As set out in the National Guidelines, confining noisier activities to daytime and where otherwise unavoidable, evenings, will normally minimise the risk of serious noise impacts. However, in instances such as the loading or unloading of cattle in summer (particularly where daylight saving applies), animal welfare considerations may preclude confining operations to these times.</p> <p>The traffic associated with the transport of cattle will either not change or reduce due to the elimination of the requirement to go to a feedlot offsite.</p>
<p>Stormwater management</p>	<p>As the proposed development is an agricultural development in an agricultural area, urban stormwater guidelines are not appropriate in this context. Industry appropriate standards have been used which involve a Controlled Drainage Area (CDA). The system has been designed such that all contaminated runoff from within the feedlot area and the manure</p>

	<p>stockpile area will be directed to the CDA. Drawing WPE-005—POO5 includes the details of the CDA.</p> <p>The holding pond is used at the end of CDA and captures and stores runoff from the CDA until it can be used for irrigation.</p>
<p>Water supply</p>	<p>Water requirements and water security issues. The objections also refer to the feedlot affected water contaminating a well on an adjoining property that they rely on for drinking water in times of drought. The subject site contains the following water sources: Existing water sources 1 x 6mg DAM 1 x 2mg DAM 2 x bores 2 x 24,000 litre tanks.</p> <p>There are two bores on the lot and 3 bores on adjoining lots. Presently the two bores, along with the existing dams, provide water to the lot via pipes connecting to water storage tanks located on an elevated position. The water storage tanks gravity feed to existing yards and the proposed feedlot. The bores are run on solar with generator back up and have a capability of supplying a combined amount of 1400gallons per hour (6000 litres per hour). Proposed additional water sources: 1 x bore 1 x 24,000 litre tank The site has access to an additional 3 existing bores on adjoining lots. One of which is equipped with solar, the other 2 are mains powered. Interconnecting piping already exists and these bores can be utilised immediately should the need arise. At maximum capacity there will be 900 head which will require 36,000 litres per day. The bores on the adjoining lots, if required, would provide a total of 1400gallons per hour (6000 litres per hour), in addition to the existing water infrastructure.</p>
<p>Waste water</p>	<p>The objections received refer to water and effluent waste from the feedlot will enter the underground water aquifer and contaminate it and make it unusable. The effluent system (proposed effluent dams and weir system) will be designed in accordance with best practice guidelines. As per the Guidelines, the irrigation area proposed is greater than the area that can be reliably irrigated with the anticipated available effluent. The proposed Feedlot Design Plan showing the effluent and drainage system is attached as Appendix B. Refer to the Department of Agriculture and Fisheries (DAF) Design Feedlot Assessment spreadsheet, attached as Appendix A, which demonstrates that the feedlot design is in accordance with the best practice guidelines.</p>

7. REFERRAL AGENCIES

There were no referrals under Schedule 10 of the Planning Regulation for this development proposal.

The Department of Agriculture and Fisheries is the assessment agency for Environmental Authorities and an approval of the Environmental Authority licence for this proposal is dated February 2023 and is attached to the Applicant’s response to further issues dated 1st March 2023.

Council Referrals

<i>INTERNAL REFERRAL SPECIALIST</i>	<i>REFERRAL / RESPONSE</i>
Development Engineer	Provided standard conditions relating to stormwater, services, environmental, access and roadworks.
Infrastructure Charges Unit	<p>Council adopted the LGIP on 24 June 2019 which commenced 1 July 2019.</p> <p>The types of development that may trigger the issuing of an infrastructure charges notice are:</p> <ul style="list-style-type: none"> (a) Reconfiguring a lot; (b) Making a material change of use; and (c) Carrying out building work. <p>Refer to Attachment B for the Infrastructure Charges Notice.</p>

8. CONCLUSION

The proposal is consistent with the intent and development outcomes for the rural zone. Potential environmental impacts from the project have been demonstrated to be able to be appropriately managed and mitigated. Conditions of approval are recommended to be imposed.

Submission concerns raised have all been adequately address with respect to the matters that can be considered under assessment with the planning act.

It is recommended that the application be approved for the reasons set out in the Statement of Reasons (Attachment A).

ATTACHMENTS

1. **Attachment A - Statement of Reasons**  
2. **Attachment B - Infrastructure Charges Notice**  

NOTICE ABOUT DECISION – STATEMENT OF REASONS

The following information is provided in accordance with Section 63(4) & (5) of the Planning Act 2016

Applicant:	D Kaluder C/- Wall Planning & Environmental Consulting
Proposal:	Material Change of Use – Intensive Animal Industry (up to 1,000SCU).
Street Address:	97 Schloss Road, Cushnie
RP Description:	Lot 54 on BO56
Assessment Type:	Code Assessable
Number of Submissions	Three (3) submissions were received

On 29 April 2023 the above development was recommended for:

- Approval
 Refusal

1. Reasons for the Decision

The reasons for this decision are:

- The proposal is consistent with the overall outcomes for the Rural Zone – the proposed feedlot is a consistent use for the rural zone and will enhance the purpose of the rural zone code.
- Reasonable and relevant conditions of approval can be imposed to ensure compliance with the South Burnett Planning Scheme 2017 and the State Planning Policy 2017 to the extent relevant.
- The proposal presents no conflicts with the assessment benchmarks.
- Submission issues relevant to planning assessment have been addressed via submitted information received before the decision was made.
- The Department of Agriculture and Fisheries have approved the environmental authority subject to conditions, in support of the development and all issues raised with technical assessments during the assessment period are overcome through this decision.

2. Assessment Benchmarks

The following are the benchmarks apply to this development:

- Rural Zone Code
- Services and Works Code

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: Each application submitted to Council is assessed individually on its own merit.

INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

APPLICANT: Deborah Kaluder
C/- Wall Planning & Environmental Consulting
Level 22, Northbank Plaza, 69 Ann Street
BRISBANE QLD 4000

APPLICATION: Material Change of Use - Development Permit
(Extension to existing feed lot above 150SCU & less than 1,000SCU)

DATE: 26/04/2023

FILE REFERENCE: MCU22/0009

AMOUNT OF THE LEVIED CHARGE: **\$0.00** **Total**
(Details of how these charges were calculated are shown overleaf)

\$0.00	Water Supply Network
\$0.00	Sewerage Network
\$0.00	Transport Network
\$0.00	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 Notice attached to this notice for more information on how the increase is worked out.

LAND TO WHICH CHARGE APPLIES: Lot 54 BO56

SITE ADDRESS: 97 Schloss Rd, Cushnie

PAYABLE TO: **South Burnett Regional Council**

WHEN PAYABLE: Material Change of Use – When the change happens.
(In accordance with the timing stated in Section 122 of the Planning Act 2016)

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

Water Supply

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Sewerage

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Transport

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Parks and Land for Community Facilities

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Stormwater

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Discounts*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	\$0.00	-	\$0.00

Levied Charges

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Material Change of Use - Development Permit (Extension to existing feed lot above 150SCU & less than 1,000SCU)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

** 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 <i>Planning Act 2016</i> to support the Local government's long-term infrastructure planning and financial sustainability.
Appeals	Pursuant to section 229 and Schedule 1 of the <i>Planning Act 2016</i> a person may appeal an Infrastructure Charges Notice. Attached is an extract from the <i>Planning Act 2016</i> that details your appeal rights.
Automatic Increase Provision of charge rate (\$)	<p>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 average¹. 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.</p> <p>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.</p>
GST	The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the <i>Planning Act 2016</i> are GST exempt.
Making a Payment	<p>This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.</p> <p>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.</p> <p>An Itemised Breakdown may be requested by emailing info@southburnett.qld.gov.au</p>

¹ 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

18 QUESTIONS ON NOTICE**18.1 QUESTION ON NOTICE - PROSTON LOOKOUT****File Number:** 5/04/2023**Author:** Manager Facilities and Parks**Authoriser:** Chief Executive Officer

The following question on notice was received from Councillor Scott Henschen.

Question

Has any work on the PMaps and vegetation maps been started for this site and has any earthworks be done?

Response

PMap and Vegetation Management Report has been reviewed for Roadside. No Endangered Regional Ecosystems mapped within the road reserve where the signs are to be installed. Earthworks for leveling the site commences 27th March and local volunteers will also be assisting with the works and sign install. This project is on track to be completed by the end of April.

RECOMMENDATION

That the response to the question regarding Has any work on the PMaps and vegetation maps been started for this site and has any earthworks be done? raised by Councillor Henschen be received and noted.

ATTACHMENTS**Nil**

18.2 STAFF MATRIX & BENCHMARKING

File Number: 26/04/2023

Author: Manager People and Culture

Authoriser: General Manager Infrastructure

The following question on notice was received from Councillor Kirstie Schumacher.

Question

That further detail be provided in regards to annual leave and long service leave provisions and benchmarking.

Response

Turnover

There is no way at this stage for South Burnett Regional Council to benchmark or compare other Council's turnover rates, however a recent indication suggests that the results of turnover comparative data (informally) with other regional/south-west Councils confirms our turnover to date is approximately 8% less in comparison. Last three (3) years data for Metrics below, using March each year as a period in time.

Long Service Leave

Long Service Leave (LSL) is provided for by the *Industrial Relations Act 2016 (Queensland)* & relevant Industrial Instruments. The Act however provides no industrial capabilities for Council to question balances, the use of LSL nor force taking of LSL or cashing out (requiring application to the QIRC). An employee is able to apply for LSL (with notice) & Council must not unlawfully refuse an application unless operationally unviable. Employees nearing retirement will at times, utilise LSL as a transition to their retirement. Balances have been provided using data presented quarterly in the Audit Committee Reports. LSL at South Burnett Regional Council will be cashed out upon termination for employees with more than seven (7) years' service (accepted industry standard). LSL is also transferred within the industry, regardless of tenure.

Long Service Leave balances for three (3) years:

- March 2021 – 2,746 weeks
- March 2022 – 2,734 weeks
- March 2023 – 2,677 weeks

Annual Leave

Annual Leave (A/L) is provided for by the *Industrial Relations Act 2016 (Queensland)* & the relevant Industrial Instrument and there are capabilities for Council to upon consultation with employees, force the use of A/L – for those with excessive balances (generally in excess of eight (8) weeks A/L and no leave plan or booked holidays). Like LSL an employee is able to apply for A/L (with as much notice as possible) & Council must review their application and accept if operationally viable. Council runs an annual forced shutdown for two (2) weeks each Christmas/New Year period and the majority of employees will take at least this period off, using A/L. A/L may not be cashed out unless an employee holds a balance in excess of eight (8) week's or upon termination of employment.

Annual Leave balances for three (3) years:

- March 2021 – 1,135 weeks
- March 2022 – 1,147 weeks
- March 2023 – 1,124 weeks

It is noted that Council continues to review employees who have leave in excess of eight (8) weeks annual leave to ensure that leave plans are in place.

RECOMMENDATION

That the response to the question regarding Staff Matrix & Benchmarking raised by Councillor Kirstie Schumacher be received and noted.

ATTACHMENTS

1. **Staffing Metrics & Turnover Statistics** [!\[\]\(7a8011739ec4e250e2f89a547d75fb0a_img.jpg\) !\[\]\(07dce76283bf618e2364d95ae0021e26_img.jpg\)](#)

	Mar-21			Mar-22			Mar-23		
Staffing Metrics									
Total number of Staff (including Councillors)	334			340			346		
Total number of Staff (excluding Councillors)	327			334			339		
FTE (excluding Councillors and Casuals)	314.63			315.1			304.84		
Total number of Casuals	5			4			5		
Total Trainees/Apprentices/School-based	12			22			20		
Staff Per Department									
	Mar-21			Mar-22			Mar-23		
	Total Headcount	FTE (excl. Cas)	Casuals	Total Headcount	FTE (excl. Cas)	Casuals	Total Headcount	FTE (excl. Cas)	Casuals
<i>Executive Services</i>	18	17.77	0	22	21.43	0	14	12.65	0
<i>Finance and Corporate</i>	75	69.77	2	66	62.72	0	70	61.29	0
<i>Infrastructure</i>	141	140	0	143	139.83	0	142	131.67	2
<i>Liveability</i>	93	87.09	3	103	91.12	4	113	99.23	3
Turnover Statistics – per month									
Total Separations	4			4			4		
Total Turnover (excluding Councillors)	1.22%			1.20%			1.18%		
Turnover Per Department									
	No. of Terms	Turnover		No. of Terms	Turnover		No. of Terms	Turnover	
<i>Executive Services</i>	0	0.00%		0	0.00%		0	0.00%	
<i>Finance and Corporate</i>	0	0.00%		4	6.06%		0	0.00%	
<i>Infrastructure</i>	2	1.42%		0	0.00%		2	1.41%	
<i>Liveability</i>	2	2.15%		1	0.97%		2	1.77%	
Total	2	1.42%		5	6.06%		4	3.18%	
YTD Turnover Rate (12 month)	14.91%			16.12%			16.49%		

19 INFORMATION SECTION

Nil

20 CONFIDENTIAL SECTION

OFFICER'S RECOMMENDATION

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

20.1 Sale of Land for Overdue Rates and Charges Report April 2023

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

20.2 Consideration for remission on rates - Assessment 10224-00000-000 &

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.

20.3 Consideration for remission on rates - Assessment 12624-78000-000

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.

21 CLOSURE OF MEETING