



SOUTH BURNETT
REGIONAL COUNCIL

AGENDA

Ordinary Council Meeting Wednesday, 28 June 2023

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

Date: Wednesday, 28 June 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

6.1 PETITION REQUESTING DRAINAGE ALONG THE ROS GREGOR PARKRUN TRACK

File Number: 28.06.23

Author: Executive Assistant

Authoriser: Chief Executive Officer

PRECIS

Petition requesting drainage along the Ros Gregor Parkrun track

SUMMARY

A petition has been received Petition requesting drainage along the Ros Gregor Parkrun track

OFFICER'S RECOMMENDATION

That the Petition be received and referred to the Chief Executive Officer for consideration and a report back to a meeting of Council.

BACKGROUND

N/A

ATTACHMENTS

- 1. Petition requesting drainage along the Ros Gregor Parkrun Track**

PETITION

07 JUN 2023

To the South Burnett Regional Council

This is a Petition signed by South Burnett electorates and visitors that use the Ros Gregor Parkrun track and fitness equipment. The track has been impacted by recent bad weather events and we ask that the Council provide sufficient drainage along the track so that the local community can continue to use the track in all weather conditions.

The trail is also used by out-of-town visitors keen to experience our track but it is often too dangerous and wet to make this an enjoyable experience and encourage visitors to stay.


The fitness equipment is also in a bad state of repair and could also benefit from a revamp.

Many people use this track as a way to keep fit, enjoy family walks and to unwind from everyday life stresses. We ask that this petition be presented at your next General Meeting for discussion.


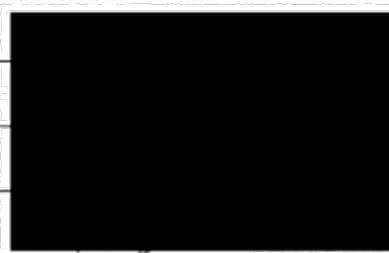
Thank you.

Name	Address	Contact Details
Maxine Whitbread	Old Esk North Road	
Ninnetta Fichera	Morayfield, Brisbane	
Vincent Whitbread	Old Esk North Rd	
Charli Whitbread	Old Esk North Rd	
Eleanor Whitbread	Old Esk North Rd	
Janelle Wendt	Bunker Av.	
JEFF AUSTIN	204A WALKER ST. SVENSSON Hts. 4670	
Ruth Muller	Carbeen Cres, Nanango	
Leisa Green	Racecourse Rd, Ngp	
Bec Offord	Old Yarraman Rd	
DAVE MULLER	86 CARBEEN CRES.	
KEN INGRAM	MT MORGAN	
Lyndell Atkins	4 Fairway Drive NANANGO	
Jamie CONNOR	14 FITZROY ST	
Jennie Bridge	'	
Tegan Little	Brisbane City	
Louise Henry	55 Rural Res Ngp	

GA K Donohue
Eli M Pitt

Name	Address	Contact Details
Leith Kenny	23 Equinox St Tareina	
DAVID KENNY	23 55 Rural Rd Nng	
Angen Law	39 Chester St Ngo	
MICHAEL BROWN	52 Millis Way Ngo	
Shigo Cannel	35 Cobby Road ^{Glau} _{perc}	
Jean Beanda	Brooklands Rd. N40.	
Sonia Smith	Ann St Yallaman	
Monika Poschno	Runnymede Rd.	
Albert Auer	Runnymede Rd	
Amanda May	9 Webster St K'roy	
Erica Stallwood	Taylor St, Nanango	
Sarah McBride	9989 Bunya Highway	
Veronica McBride	9989 Bunya Highway	
Natalie Fenter	49 Brights Rd Nanc	
Sharon Haim	541 Hillsdale Rd Booe	
Patricia Hassock	28 TAYLOR ST NALAND	
Cooper Hemmons	171 Old Esk North	
Tina Hemmons	171 Old Esk North	
Paul Hemmons	171 Old Esk North	
Parker Hemmons	171 Old Esk North	
Gemma Haddock	29 Taylor St Nanango	
TISSIA JACOBS	29 Taylor St Nanango	
Jess Purvey	104a Kennedy St Kiloway	
Anner Walker	61 Henry St ^{old 4615} Nanango	
Suzanne Knie	68 Langon Rd Brooklands	
Larissa Whelan	7 Downing St Nanango	


(2)

Name	Address	Contact Details
Danielle Cox	46 McConnell Rd	
Lisa Perrett	507 malar rd	
Tim Heenan	14 Eagle St	
Margi Deas	37 Muller St Nanango	
Lisha Birdseye	Nanango	
Tracy Clark	25 Apple St Nanango	
Brenda Legge	58 Diggings Rd Nanango	
And Morgan	49 Dwyer St Nanango	
Stewart Gray	126 BRISBANE ST NANANGO	
Michael PASCOE	2 George Street	
Kate McCormack	26 Runnymede Estate Rd	
Reggie Millar	26 Runnymede Estate Rd	
Karen McCormack	26 Runnymede Estate Rd	
Leigh Hahn	26 Runnymede Estate Rd	
Kiall Rowberry	58 Burnett St	
Kendall Siddons	25 FREEMAN Cr.	
Val Pitts	Karinya Nanango	
Trevor Pitts	Karinya Nanango	
Elaine Keeg	29 Elk St. Nanango	
Bobby Davidson	40 GREEN LANE NANANGO	
Clive Davoren	GREEN LANE	
Alex Alifrangis	Elouera Drive NGO	
Peter Ainslie	123 Home St N90	
Louisa Coppo	9 Corbett St. Ngo.	
Laurel Franklin	269 IZZARD RD Ngo	
Carole Mulcahy	17 Mullis Way Ngo	

(2)


28

Name	Address	Contact Details
Leesa Johnston	108 Schellbachs Rd ^{Kingaroy}	
BRUCE THORNTON	12 HOSPITAL Tce	
Cody Tallon	10A Corbett st	
Belinda Chanoff	10 parkside de K'roy	
Matthew Smith	349 Hazeldenn Rd	
Amanda Aehards	431 Brooklands Rd	
Tammy Gray	67 Railway Tce	
Jelene French	17 Hospital Tce	
Rebecca Wright	4 Verdello Dr. ^{Woffatdale} &	
Dwayne Dalton	Murgon	
Tabitha Blakey	Proston	
Margaret Cobbo	Wondai	
Robyn Halkwell	Murgon	
CEM GRAHAM	Cherbourg	
Nicole Edgerton	38 George St Nanango	
Kellie Pogany	5-7 Brisbane st N'go	
Jay Pogany	5-7 Brisbane st N'go	
Sericho Pogany	5-7 Brisbane st N'go	
Martin Woodward	7 Fairway Dr N'go	
Ben Russell	162 Haydens Rd Boon	
Charlie Russell	"	
Joe Russell	"	
Erica Stallwood	38 Taylor St N'go	
Jackson Stallwood	"	
Justin McCarthy	1849 Burnett Highway	
Sarah McCarthy	1849 Burnett Hwy	
Hannah Lee	11 Avoca Pl. Nanango	

Name	Address	Contact Details
Karen Phillips	308 Mercer Springgate Rd East Nanango	
Richard Phillips	308 Mercer Springgate Rd East Nanango	
Therese Woodward	7 Fairway Dr Nanango	
Gemma Pedron	108 Whitaker rd Ngo	
Maddy Nielsen	103 Drayton st Ngo	
Amelia Roe	11 Gipps Street	
Wendy Pritchard	36 Elk st Ngo	
Belinda Hadley	112 Tanduringie Dr to	
Debra McCulloch	2800 Kingo Rd Cooyar Rd.	
Tim Walsh	675 Walsh Rd, Enngadee	
Liane Mitchell	60 Burnett St Ngo	
Karen Turnbull	77 Wickham St	
Helen Schultz	12 HART St.	
L. J. Schultz	12 HART St.	
Sienna Taylor	5 Gatto ST	
DARIN KEFFORS	41 MAKAULAY DRIVE	
Jessica Scardelli	54 Gipps	
Melissa Ballin	14478 D'Aguilar Hwy Ngo	
John Hogster	7 Skipton Cir	
Dale Pogson	273 Smith Rd Ngo	
Sam Snow	430 Nanango-Brooklands	
Kristy Connelly	4 Gladys St R.O.1	
Leanne Black	15452 D'Aguilar Hwy	
Hannah Lee	11 Avoca Pl. Nanango	
Steve Riedel	3 Loudoun Rd	
Daniel "	"	

Name	Address	Contact Details	
Shan Ashurst	1 Panorama Pkwy		
Simone Willis	142 McGillivray Rd		
Trent Willis	" "		
Reanna Tenison	5 Crown Ct		
Jenna Adams	18 Hibiscus Ct		
Trevor Adams	18 Hibiscus Ct		
PATRICK DONOGHUE	9 Chester St		
STUART HARGREAVES	19 MILLIS WAY		
Heather Hirsch	9 Macaulay Drive		
Christopher Offord	118 Old Yarraman Rd.		
William McGreggor	110 Carlisle Place		
Rob Mullett	39 CURTIS ST		
JUSTIN WINSCH	108 Malabar st		
Svein Mathisen	8/ Raeburn st		
Sean McQueen	24 Stannard Road		
Jon Nighton	PO Boorbobbo TINDA		
Chris Gibson	PO Box 644, Kingaroy		
Sandra Cooper	P.O. Box 306 Ngo		
Neil Cooper	" " "		
Tracy Clark	25 Appin st, Ngo		
Nicole Thies	11 Pondanave Kgy		
Clare Stone	267 Brights Rd		
Daryl Stone	" " "		
DAVID HAM	541 HILSDALE RD, KINGAROI		
Bernhard Auer	Witandgane 2-4		} visiting from Germany
GABRIEL AUER	VISITOR		

(12)

Name	Address	Contact Details
Auer Johanna	Visitor	Germany
Auer Anton	Visitor	Germany
Leah Potter	32 Albert St Kingaroy	
Caithlin Thomson	"	
Trevor Adams	Nanango	
DENNIS DOWLING	VISITOR/TOOWOOMBA	
Wendy Dowling	↓ ↓	
Clare Sanders	Visitor Glencoe	
Gillian Pichis	Nanango	
Peter Lunow	NANANGO	
LACRONE WILLIAMS	VISITOR - BRISBANE	
Yea Williams	" "	
Bonnie McKenna	NANANGO	
Jim Melville	NANANGO	
LACHY WHITE	NANANGO	
Celeste Anderson	Atang Nanango	
Kira Bell	Murgon	
Carleigh Priddy	Kingaroy	
Natasha Smallwood	Kingaroy	
Jewel King	31 George St, Nanango	
CHERYL GIMESA	NANANGO	
Alex Claeys	Visitor Esk	
Lyn Wakeling	Nanango	
Fiona MacDonald	Coolabunia	
Sylvia MacDonald	Kingaroy	
ARTHUR PEORON	NANANGO	
Karen Pedron	Nanango	

Name	Address	Contact Details
VAL MATTHEWS	43 BRIST NARANGO	
Jasmine Muller	7 Crown Court	
Neil Cooper	Narango	
Sandra Cooper	Narango	
Jenny Kranks	Narango	
Eddie Kranks	Narango	
Kella Drago	Narango	
Alan Bell	TAMBORINE MTN	
Allan Quinn	22 Tranquil Dr	
Lauren Christie	11 Raven Rd.	
Jayden Christie	11 Raven Rd	
Stephen Ment-play	Aspley	
Bernice Fitzpatrick	4 Brittany Ct Boree	
Scott Fitzpatrick	4 Brittany Ct Boree	
Jason Wilton	Murrumbidgee	
Olivia McKeon	Wynnum	
Lynell Duggan	Morningside	
Zach Willard	Bunnymede	
Jesse Williamson	CLOVA WARRIS PARK	
INGRID BATHAM	CLOVA	
Joy McLyman	Langeauk	
Charlie Butler	Alfred st	
Ayla Cahill	Alfred st	
melissa Benson	maryborough	
Nathan Brodie	Towamba	
Tanna Clark	Hervey Bay	
Lee Clark	Hervey Bay (19)	

Name	Address	Contact Details
Andrew Griffiths	215 Eatonvale Rd	
Angela Griffiths	Tinana Qld	
Rob Henderson	Eaton's Hill	
Carol McQuinn	Innes Park North	
Carpenter Crechan	Bongara	
Troy Austin	Bongara	
Allen Hopkins	ELLSMERE	
Steve van Kalken	Hovey Bay	
Teresa van Kalken	Hovey Bay	
KARISSA KENNEDY	HEVEY BAY	
Ben Lethbourn	Hovey Bay	
Joshua Bonnici	Albany Creek	
Melissa Petroff	Cashmere	
Lara Evans	Albany Creek	
Julia Lamke	Cashmere	
Jess Bonnici	Albany Creek	
Jason Hoey	Albany Creek	
Adam Lind	Eaton's Hill	
Julia Lind	Eaton's Hill	
Shane Steele	Albany Creek	
Cassie Van Der Hulst	Warner QLD	
Matt Sacco	Warner QLD	
Roger Browning	Warner QLD	
Tara Gov	Birinya QLD	
Sam Cooke	95 Bradman Macochyde	
M. Woodcock	Mansfield Q.	
Leon Gore	Birinya QLD	

(11)

Name	Address	Contact Details
Nakita Brown	4/16 Tallonga Pl, Maclecks	
Brooke Gardner	29 Howard St, Craighorne	
Brittany Code	7/20 Birch St, Calander	
Sue Weatherhead	23/9 Ellis Way, Mendan Plains	
Mel Darling	4 Chatswood Cl. Mt. Lofy 1135	
Susan Dowling	12 Keith Cres Joons 4350	
Ly Blinco	47 Dundonald Cres, Tinana	
Tayla Blinco	5/44 Underhill Ave, Endocro	
Brett Dalton	7 SULLIVAN ROAD TAUBUGATA	
Kim Spinks	" " "	
Carolene Wraight	24 Daniel Drive Aft	
LES HOWARD	1, Scott St. Aersk	
Heidi Van Leer	69 Gainsborough	
AARON GREEN	34 GRESHAM ST, ASHERO	
Anthony Bae	46 Beryl St Newmarket	
Katherine Jackson	" " "	
Janette Campbell	144a McConaghy St MURCHELTON	
Greg Campbell	144a McConaghy St MURCHELTON	
Pam Peldan	4/70 WARRINGAH ST EVERTON PARK 4053	
GINA DE LA CRUZ	39 HARDING ST ASHBURG	
Oliver DeLaCruz	39 Harding St Ashburn	
SWAN HWANG	8/376 MONTAGUE RD WEST END	

6.2 PETITION REQUESTING IMPROVEMENTS TO BRISBANE STREET EAST, NANANGO DRAINAGE AND FOOTPATH BETWEEN DRAYTON STREET AND HOSPITAL TERRACE.

File Number: 28.06.23
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Petition requesting improvements to Brisbane Street East, Nanango drainage and footpath between Drayton Street and Hospital Terrace.

SUMMARY

A Petition requesting improvements to Brisbane Street East, Nanango drainage and footpath between Drayton Street and Hospital Terrace.

OFFICER'S RECOMMENDATION

That the Petition be received and referred to the Chief Executive Officer for consideration and report back to a meeting of Council.

BACKGROUND

N/A

ATTACHMENTS

1. **Petition requesting improvements to Brisbane Street East, Nanango drainage and footpath between Drayton Street and Hospital Terrace.**

07 JUN 2023

19/5/23

Improvements to Brisbane Street East Nanango

Drainage & footpath Drayton St to Hospital Terrace

After the 2010/11 flood damage and renewal of Brisbane St in this area the street was left as a road with no drainage or footpath.

Is there a chance of these improvements happening?

Residents

- Harry Cislowski 3 Hospital Terrace*
- 115 BRISBANE ST*
- NR Bradford 115 Brisbane St.*
- D. Peters 20 Gold St. Nanango.*
- J. Schyank 122 BRISBANE ST. NANANGO*
- T. Noy 1 Hospital Tce. Tom Mangin*
- M. P. Koski 3 HOSPITAL TEE NANANGO*
- L. Guerin. 5 Hospital Tce Nanango.*
- D. Guerin 5 Hospital Tce Nanango.*
- A. Gethin 20 Gold Street*
- N. FISCHER 47 ANDERSON RD NANANGO.*
- J. Riley 44 Cavins St Nango.*
- B. E. L. Webb*
- J. Mill 26 HAWTHORNE ST NANANGO*
- M. Kemp 12 HAWTHORNE ST NANANGO*

GA K. Dandhu
 FH M. Pitt
 FH L. Pitt

J. English 176 CARPENTER CREES

J. ENGLISH 33 DIGGINGS RD SE NANANGO Q

John Juby STEW & JUDE GRAY 126 BRISBANE ST, NANANGO.

Howard Leonard Atger

Bryon BRET DUGDEN NANANGO 4615

Lee Kewitz 28 RURAL ROAD NANANGO 4615

BRUCE GARLICK 35 ALFRED ST

Dennis Milliken Nanango

BOYD STARKOY NANANGO

Chris Hamitt 37 Buanyra St Wurtulla

Lloyd Sanders 108 Brisbane St Nanango 4615

L. J. Sanders 108 Brisbane St, Nanango, Q. 4615

19/5/23

Improvements to Brisbane Street East Nanango

Drainage & footpath Drayton St to Hospital Terrace

After the 2010/11 flood damage and renewal of Brisbane St in this area the street was left as a road with no drainage or footpath.

Is there a chance of these improvements happening?

Residents

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 7 JUNE 2023

File Number: 05.07.23

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Special Council Meeting held on 7 June 2023 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Special Council Meeting held on 7 June 2023**



SOUTH BURNETT
REGIONAL COUNCIL

MINUTES

Special Council Meeting
Wednesday, 7 June 2023

Order Of Business

1	Opening	3
2	Attendance Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Liveability), Aaron Meehan (General Manager Infrastructure)	3
3	Leave of Absence / Apologies	3
4	Prayers	3
5	Declaration of Interest	3
6	Confidential Section	3
6.1	Award of tender SBRC 2223_13 Boondooma Dam Caravan & Recreation Park - Management Services	4
6.2	Award of tender SBRC 2223_14 Bjelke Petersen Dam Caravan & Recreation Park - Management Services	4
7	Closure of Meeting	5

**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
SPECIAL COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 7 JUNE 2023 AT 8.33AM**

PRESENT: Cr Brett Otto (Mayor), Cr Gavin Jones (Deputy Mayor), Cr Jane Erkens, Cr Danita Potter (via teams), Cr Kirstie Schumacher, Cr Kathy Duff, Cr Scott Henschen

1 OPENING

Mayor Otto opened the meeting with the Lord's Prayer and welcomed all attendees noting Cr Potter is present via teams.

2 ATTENDANCE

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Jennifer Pointon (Acting General Manager Liveability), Aaron Meehan (General Manager Infrastructure)

3 LEAVE OF ABSENCE / APOLOGIES

General Manager Liveability – Peter O'May

4 PRAYERS

The Lord's Prayer

5 DECLARATION OF INTEREST

I, Cr Kathy Duff inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in agenda items 6.1 and 6.2. This declarable conflict of interest arises as the Potential Manager for the Dams is standing for Division 5 in the next Local Government Elections.

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 CONFIDENTIAL SECTION

RESOLUTION 2023/586

Moved: Cr Jane Erkens
Seconded: Cr Gavin Jones

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

6.1 Award of tender SBRC 2223_13 Boondooma Dam Caravan & Recreation Park - Management Services

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.

6.2 Award of tender SBRC 2223_14 Bjelke Petersen Dam Caravan & Recreation Park - Management Services

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 8:37am, Cr Kathy Duff left the meeting.

At 8:57am, Manager Infrastructure Planning James D'Arcy entered the meeting.

At 8:57am, Manager Works Kevin Searle entered the meeting.

At 9:02am, Manager Infrastructure Planning James D'Arcy left the meeting.

RESOLUTION 2023/587

Moved: Cr Brett Otto

Seconded: Cr Jane Erkens

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 6/0

Attendance:

At 9:18am Manager Infrastructure Planning James D'Arcy entered the meeting.

6.1 AWARD OF TENDER SBRC 2223_13 BOONDOOMA DAM CARAVAN & RECREATION PARK - MANAGEMENT SERVICES**RESOLUTION 2023/588**

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

1. South Burnett Regional Council enter into a contract with Heathrow Pty Ltd for the management services of Boondooma Dam Caravan & Recreation Park. as per tender SBRC 2223_13, in accordance with Option 1.
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the contract between Council and Heathrow Pty Ltd on the terms and conditions outlined in tender SBRC 2223_13 and any other terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

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

Against: Nil

CARRIED 6/0

6.2 AWARD OF TENDER SBRC 2223_14 BJELKE PETERSEN DAM CARAVAN & RECREATION PARK - MANAGEMENT SERVICES

RESOLUTION 2023/589

Moved: Cr Gavin Jones
Seconded: Cr Scott Henschen

1. South Burnett Regional Council enter into a contract with Heathrow Pty Ltd for the management services of Bjelke-Petersen Dam Caravan & Recreation Park as per tender SBRC 2223_14.
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the contract between Council and Heathrow Pty Ltd on the terms and conditions outlined in tender SBRC 2223_14 and any other terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

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

Against: Nil

CARRIED 6/0

Attendance:

At 9:19am, Cr Duff returned to the meeting.

7 CLOSURE OF MEETING

The Meeting closed at 9.19am.

The minutes of this meeting were confirmed at the Ordinary Meeting of the South Burnett Regional Council held on 28 June 2023.

.....
CHAIRPERSON

7.2 MINUTES OF THE CORPORATE RISK & AUDIT ADVISORY COMMITTEE MEETING HELD ON 23 MAY 2023

File Number: 28-Jun-2023

Author: Coordinator Corporate

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Corporate Risk & Audit Advisory Committee Meeting held on 23 May 2023 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Corporate Risk & Audit Advisory Committee Meeting held on 23 May 2023**



MINUTES

**Corporate Risk & Audit Advisory
Committee Meeting
Tuesday, 23 May 2023**

Order Of Business

1	Opening	3
2	Welcome	3
3	Leave of Absence / Apologies	3
4	Deputation / Petitions	3
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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
CORPORATE RISK & AUDIT ADVISORY COMMITTEE MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON TUESDAY, 23 MAY 2023 AT 9:30 AM**

PRESENT: Members:

Cr Kirstie Schumacher (Chair), Independent Member George Hampouris, Independent Member Peter van der Eijk, Independent Member JP O'Kennedy

In Attendance:

Mark Pitt (Chief Executive Officer), Peter O'May (General Manager Liveability), Susan Jarvis (General Manager Finance & Corporate), Aaron Meehan (General Manager Infrastructure), Erin Neville-Stanley (Partner, KPMG), Ryan Lindwall (Manager, KPMG), Jessica Rossouw (Contract Manager, QAO), Andy Smith (Pacifica Pty Ltd), Carolyn Eagle (Director, Pacifica Pty Ltd), Karen Searle (Acting Manager Corporate, Governance and Strategy), Louise Reidy (Strategic Procurement Coordinator), Steven Forbes (Shepherd Services), Brandon Orchard (Acting Manager ICT & Fleet), Warren Wernecke (Systems Administrator)

1 OPENING

The meeting was declared open 9:52 am

2 WELCOME

Cr Schumacher welcomed everyone to the meeting.

3 LEAVE OF ABSENCE / APOLOGIES

Mayor Brett Otto (Mayor)

4 DEPUTATION / PETITIONS

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

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

COMMITTEE RESOLUTION CRAAC/2023/15

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Peter van der Eijk

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

In Favour: Cr Kirstie Schumacher, Independent Members George Hampouris, Peter van der Eijk and JP O'Kennedy

Against: Nil

CARRIED 4/0

6 BUSINESS ARISING**7 GENERAL BUSINESS**

I, Cr Kirstie Schumacher inform this meeting that I have a conflict of interest in relation to Item 7.2 as I am a current board member of the South Burnett Community Hospital Foundation and request to stay in the meeting.

It was resolved by the meeting that in the public interest, Cr Schumacher remain in the meeting whilst the matter is discussed and voted upon, due to the report being an information report only.

7.1 ASSET REVALUATION REPORTS**COMMITTEE RESOLUTION CRAAC/2023/16**

Moved: Independent Member Peter van der Eijk

Seconded: Independent Member JP O'Kennedy

That the Corporate Risk and Audit Advisory Committee 'receive' the Desktop and Comprehensive Asset Revaluation reports for information.

In Favour: Cr Kirstie Schumacher, Independent Members George Hampouris, Peter van der Eijk and JP O'Kennedy

Against: Nil

CARRIED 4/0

Andy Smith (Pacifica Pty Ltd) entered the meeting at 10:06 am.

Steven Forbes (Shepherd Services) left the meeting at 10:13 am.

7.2 SOUTH BURNETT REGIONAL COUNCIL FINANCIAL STATEMENTS SHELL**COMMITTEE RESOLUTION CRAAC/2023/17**

Moved: Independent Member Peter van der Eijk

Seconded: Independent Member George Hampouris

That the Corporate Risk and Audit Advisory Committee 'receives' for information the Shell templates for the South Burnett Regional Council and the South Burnett Community Hospital Foundation for the 2022-2023 financial year and changes to the templates from the previous year be noted for information.

In Favour: Cr Kirstie Schumacher, Independent Members George Hampouris, Peter van der Eijk and JP O'Kennedy

Against: Nil

CARRIED 4/0

7.3 QUEENSLAND AUDIT OFFICE/KPMG COMBINED BRIEFING PAPER - 16 MAY 2023**COMMITTEE RESOLUTION CRAAC/2023/18**

Moved: Independent Member Peter van der Eijk

Seconded: Independent Member George Hampouris

That the Corporate Risk and Audit Advisory Committee 'receives' the Queensland Audit Office/KPMG Combined Briefing Paper dated 16 May 2023 and recommend that :

- That the Business Systems Team present a user access review of TechOne including the user description permissions and how the superuser logs are periodically reviewed into the future as at 30 June 2023;
- To update the title on unspent developer contributions in the external audit report with reference to 22FR.1 to 'Reconciliation of Infrastructure Charges Management and collection process' and that a presentation of the draft reconciliation be provided at the next meeting.
- The Grant Register and the associated process for mapping of responsibilities be presented at the next meeting.
- Position papers on known accounting issues be tabled for information at the next meeting.

In Favour: Cr Kirstie Schumacher, Independent Members George Hampouris, Peter van der Eijk and JP O'Kennedy

Against: Nil

CARRIED 4/0

QUESTION ON NOTICE – TECHNOLOGYONE USERS

Question on Notice from Peter van der Eijk:

How many users in TechnologyOne?

Carolyn Eagle (Director, Pacifica Pty Ltd) entered the meeting at 10:26 am.

7.4 INTERNAL AUDIT - FINAL END-TO-END TENDER AND PROCUREMENT PRACTICES INCLUDING CONTRACT MANAGEMENT

COMMITTEE RESOLUTION CRAAC/2023/19

Moved: Independent Member Peter van der Eijk

Seconded: Independent Member George Hampouris

That the Corporate Risk and Audit Advisory Committee 'receives' the Final End-to-end Tender and Procurement Practices including Contract Management Internal Audit.

In Favour: Cr Kirstie Schumacher, Independent Members George Hampouris, Peter van der Eijk and JP O'Kennedy

Against: Nil

CARRIED 4/0

Aaron Meehan (General Manager Infrastructure) left the meeting at 11:25 am.

Peter O'May (General Manager Liveability) left the meeting at 11:30 am.

Andy Smith (Pacifica Pty Ltd) left the meeting at 11:40 am.

7.1 END-TO-END PROCUREMENT PROCESS IMPROVEMENTS

COMMITTEE RESOLUTION CRAAC/2023/20

Moved: Cr Kirstie Schumacher

Seconded: Independent Member JP O'Kennedy

That the Corporate Risk and Audit Advisory Committee 'receives' the report and management responses and note the Chief Executive Officer:

1. Prepare a plan for the implementation of management actions and establish a multidisciplinary group/project team.
2. Use data analytics on an on-going basis to monitor compliance on a departmental or business unit basis (across the organisation). Establish a multidisciplinary team of manager-level staff to review and lead improvement across the organisation.
3. Identify business units and workgroups extensively relying on subsequent purchase orders. Address critical areas to ensure the correct process is in place, determining impediments and root causes that could encourage non-compliance. Implement appropriate action to reduce the barriers identified.
4. Arrange for Procurement staff to deliver revised organisational training to all staff, reinforcing the importance of correct procurement processes and consequences of breach.
5. Reinforce (by way of CEO directive), the requirement to comply with the correct purchase requisition and purchase order workflows.

In Favour: Cr Kirstie Schumacher, Independent Members George Hampouris, Peter van der Eijk and JP O'Kennedy

Against: Nil

CARRIED 4/0

7.5 INTERNAL AUDIT PROGRESS REPORT - MAY 2023

COMMITTEE RESOLUTION CRAAC/2023/21

Moved: Independent Member Peter van der Eijk

Seconded: Independent Member George Hampouris

That the Corporate Risk and Audit Advisory Committee 'receive' the Internal Audit Progress Report to 9 May 2023

In Favour: Cr Kirstie Schumacher, Independent Members George Hampouris, Peter van der Eijk and JP O'Kennedy

Against: Nil

CARRIED 4/0

The meeting adjourned at 12:30 pm.

Independent Member JP O'Kennedy left the meeting at 12:30 pm

Carolyn Eagle (Director, Pacifica Pty Ltd) left the meeting at 12:30 pm.

The meeting resumed at 12:38 pm.

Warren Wernecke (Systems Administrator) entered the meeting at 12:41 pm.

7.6 STATUS ON IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS AS AT 10 MAY 2023

COMMITTEE RESOLUTION CRAAC/2023/22

Moved: Independent Member Peter van der Eijk
Seconded: Independent Member George Hampouris

That the Corporate Risk & Audit Advisory Committee 'receives' the Status on Implementation of Internal Audit Recommendations as at 10 May 2023.

In Favour: Cr Kirstie Schumacher, Independent Members George Hampouris and Peter van der Eijk

Against: Nil

CARRIED 3/0

7.7 SOUTH BURNETT REGIONAL COUNCIL EMPLOYEE LEAVE LIABILITY REPORT AS AT 10 MAY 2023

COMMITTEE RESOLUTION CRAAC/2023/23

Moved: Cr Kirstie Schumacher
Seconded: Independent Member Peter van der Eijk

That the Corporate Risk and Audit Advisory Committee 'receives' the South Burnett Regional Council Employee Leave Liability Report as of 10 May 2023 and recommend the report is presented annually.

In Favour: Cr Kirstie Schumacher, Independent Members George Hampouris and Peter van der Eijk

Against: Nil

CARRIED 3/0

7.8 DRAFT 3-YEAR AUDIT PLAN

COMMITTEE RESOLUTION CRAAC/2023/24

Moved: Independent Member George Hampouris
Seconded: Independent Member Peter van der Eijk

That the Corporate Risk and Audit Advisory Committee 'receives' the report for information and the 3 year audit plan and annual plan are included in each agenda for reference and the risk registers are a key input towards the development of the 3 year audit plan.

In Favour: Cr Kirstie Schumacher, Independent Members George Hampouris and Peter van der Eijk

Against: Nil

CARRIED 3/0

7.9 DEVELOPMENT OF PROJECT RISK POLICY

COMMITTEE RESOLUTION CRAAC/2023/25

Moved: Cr Kirstie Schumacher

Seconded: Independent Member Peter van der Eijk

That the Corporate Risk and Audit Advisory Committee 'receive' the report for information and the policy be brought to the next meeting.

In Favour: Cr Kirstie Schumacher, Independent Members George Hampouris and Peter van der Eijk

Against: Nil

CARRIED 3/0

7.10 MIMECAST ACCOUNT ASSESSMENT FOR APRIL 2023

COMMITTEE RESOLUTION CRAAC/2023/26

Moved: Independent Member Peter van der Eijk

Seconded: Independent Member George Hampouris

That the Corporate Risk and Audit Advisory Committee 'receives' the Mimecast Account Assessment for April 2023 and the report be presented annually going forward.

In Favour: Cr Kirstie Schumacher, Independent Members George Hampouris and Peter van der Eijk

Against: Nil

CARRIED 3/0**8 CLOSURE OF MEETING**

The Meeting closed at 12:53 pm.

The minutes of this meeting were confirmed at the Corporate Risk & Audit Advisory Committee held on 31 August 2023.

.....
CHAIRPERSON

7.3 MINUTES OF THE COUNCIL MEETING HELD ON 24 MAY 2023

File Number: 28.06.2023

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Council Meeting held on 24 May 2023 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 24 May 2023**



SOUTH BURNETT
REGIONAL COUNCIL

MINUTES

Ordinary Council Meeting
Wednesday, 24 May 2023

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	Nil	
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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 24 MAY 2023 AT 9:00AM**

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), Leanne Petersen (Manager Parks & Facilities), Jennifer Pointon (Manager Community & Lifestyle), Kimberley Donohue (Executive Assistant).

1 OPENING

Mayor Otto opened the meeting and welcomed all attendees noting Cr Erkens is present via teams.

2 LEAVE OF ABSENCE / APOLOGIES

Nil

Attendance:

At 9:08am, Manager Finance & Sustainability Kerri Anderson entered via teams.

3 PRAYERS

A representative of Barambah Ministers Association, Glen Vonhoff offered prayers for Council and for the conduct of the Council meeting.

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

5 DECLARATION OF INTEREST

I, Cr Gavin Jones inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in agenda – **Isabelle Jonsson Motion** - The nature of my interest is as follows:

This declarable conflict of interest arises because Cr Gavin Jones is a patient of Dr Jonsson however does not hold a personal or professional relationship with Dr Jonsson my conflict is no greater than a significant proportion of other community members.

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

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

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in agenda– **Isabelle Jonsson Motion** - . The nature of my interest is as follows:

This declarable conflict of interest arises because Cr Kirstie Schumacher is a patient of Dr Jonsson however does not hold a personal or professional relationship with Dr Jonsson my conflict is no greater than a significant proportion of other community members.

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

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

I, Cr Brett Otto inform this meeting that I have a declarable conflict of interest in relation to Item **20.1- Tender for the lease of farming land at Kingaroy Aerodrome.**

The nature of my interest is as follows:

This declarable conflict of interest arises due to having a business relationship with one of the tenderers.

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 **20.1- Tender for the lease of farming land at Kingaroy Aerodrome.**

The nature of my interest is as follows:

This declarable conflict of interest arises due to having a business relationship with one of the tenders.

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 26 APRIL 2023

RESOLUTION 2023/538

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That the Minutes of the Council Meeting held on 26 April 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

MOTION

RESOLUTION 2023/539

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

That the meeting be adjourned to give Councillors the opportunity to seek advice from the CEO in relation to any potential Conflict of Interest.

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

Against: Nil

CARRIED 7/0

RESUME MEETING

RESOLUTION 2023/540

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That the meeting resume at 9:45am.

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

Against: Nil

CARRIED 6/0

Attendance:

Cr Scott Henschen was not present at the resumption of the meeting.

At 9:46 am, Cr Kirstie Schumacher left the meeting due to COI.

At 9:47 am, Cr Gavin Jones left the meeting due to COI.

DECLARATION OF INTEREST - STAY IN MEETING

RESOLUTION 2023/541

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That Council resolve that Cr Kirstie Schumacher has a declarable conflict of interest in the matter and notwithstanding the conflict, Cr Kirstie Schumacher may participate in the matter, discuss and vote upon it, as the Councillor has an interest no greater than a significant proportion of the community.

In Favour: Crs Brett Otto, Jane Erkens, Danita Potter and Kathy Duff

Against: Nil

CARRIED 4/0

DECLARATION OF INTEREST - STAY IN MEETING

RESOLUTION 2023/542

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That Council resolve that Cr Gavin Jones has a declarable conflict of interest in the matter and notwithstanding the conflict, Cr Gavin Jones may participate in the matter, discuss and vote upon it, as the Councillor has an interest no greater than a significant proportion of the community.

In Favour: Crs Brett Otto, Jane Erkens, Danita Potter and Kathy Duff

Against: Nil

CARRIED 4/0**Attendance:**

At 9:49 am, Cr Kirstie Schumacher returned to the meeting.

At 9:49 am, Cr Gavin Jones returned to the meeting.

DR ISABELLE JONSSON MOTION

RESOLUTION 2023/543

Moved: Cr Brett Otto

Seconded: Cr Danita Potter

That Council delegate authority to the Chief Executive Officer to act immediately in:

- liaising with Dr Jonsson to obtain details of the suspension imposed by the Queensland Civil and Administrative Tribunal (QCAT);
- writing to QCAT and the Medical Board of APHRA on behalf of the South Burnett Regional Council:
 - requesting an urgent review of the decision to suspend Dr Jonsson for a period of 3 months;
 - requesting re-consideration of the tribunals decision to prohibit Dr Jonsson from supervising overseas trained doctors and registrars;
 - articulating the primary health care crisis being experienced by our region and the impact of these sanctions against Dr Jonsson on the health and welfare of our residents.
 - The Mayor meets with State and Federal Members and the Deputy Premier and Federal Health Minister requesting support for Council's call for a review of this decision.

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

Against: Nil

CARRIED 6/0**8 NOTICES OF MOTION**

Nil

Attendance:

At 9:57am, Cr Scott Henschen returned to the meeting.

At 10:03am, Cr Danita Potter left the meeting.

At 10:08am, Cr Danita Potter returned to the meeting.

9 BUSINESS OUTSTANDING**9.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING**

RESOLUTION 2023/544

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

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**10 PORTFOLIO - CORPORATE GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATION & MEDIA, FINANCE & SUSTAINABILITY, ICT & BUSINESS SYSTEMS, COMMUNITY REPRESENTATION AND ADVOCACY, 2032 OLYMPICS & PARALYMPICS****10.1 ATTENDANCE - LGAQ BIENNIAL BUSH COUNCIL'S CONFERENCE 2023**

RESOLUTION 2023/545

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That Cr Schumacher attend the LGAQ biennial Bush Councils Convention 2023 and accept the invitation to be a guest speaker as part of a panel.

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

Against: Crs Brett Otto and Kathy Duff

CARRIED 5/2**10.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL TECHNOLOGY PUBLIC ACCESS POLICY - STRATEGIC019**

RESOLUTION 2023/546

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 7/0

10.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL REVENUE POLICY 2023/2024 - STATUTORY005

RESOLUTION 2023/547

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That the South Burnett Regional Council Revenue Policy 2023/2024 – Statutory005 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

10.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DEBT POLICY 2023/2024 - STATUTORY010

RESOLUTION 2023/548

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That the South Burnett Regional Council Debt Policy 2023/2024 – Statutory010 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

10.5 QUOTE SBRCQ 2022/23-76 - REPLACEMENT WHEEL LOADER TO REPLACE PLANT NO. 1505

MOTION

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That South Burnett Regional Council purchase from Komatsu, one (1) Komatsu WA320-8 for \$396,896.00 excluding GST.

AMENDMENT

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That council proceeds to purchase a new wheel loader to replace the John Deere 624K-II (Plant No. 1505) through the purchase of one (1) John Deere 624K- II for \$415,000 excl GST from RDO Equipment for the following reasons:

The John Deere 624K-II is preferred as it has more fuel capacity, less blind spots, easier fuel tank access for filling, engine bay doors open from the side allowing easier access for maintenance and larger storage space in cab and greater horse power.

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 2023/549

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That council proceeds to purchase a new wheel loader to replace the John Deere 624K-II (Plant No. 1505) through the purchase of one (1) John Deere 624K- II for \$415,000 excl GST from RDO Equipment for the following reasons:

The John Deere 624K-II is preferred as it has more fuel capacity, less blind spots, easier fuel tank access for filling, engine bay doors open from the side allowing easier access for maintenance and larger storage space in cab and greater horse power.

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 2023/550

Moved: Cr Brett Otto
Seconded: Cr Scott Henschen

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 2023/551

Moved: Cr Brett Otto
Seconded: Cr Danita Potter

That the meeting resume at 11.33am.

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

Against: Nil

CARRIED 7/0

MOTION

RESOLUTION 2023/552

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That Item 11.2 be escalated and dealt with 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

11.2 REQUEST FOR CONSTRUCTION OF 1.7KM OF NYSTROM ROAD BOOIE

RESOLUTION 2023/553

Moved: Cr Gavin Jones

Seconded: Cr Kirstie Schumacher

That South Burnett Regional Council:

- advise the applicant that they can construct the road to Council standard after which it is maintained by Council or the applicant construct the road to a lesser standard as an access with a permit for works, which is not maintained by Council; and
- undertake the drainage work on the first floodway to be included in the 23/24 budget if the applicant constructs the road to Council standard.

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

Against: Nil

CARRIED 7/0

10.6 QUOTE SBRCQ 2022/23-77 - ONE (1) NEW ADDITIONAL HOOKLIFT TRUCK

RESOLUTION 2023/554

Moved: Cr Gavin Jones

Seconded: Cr Scott Henschen

That South Burnett Regional Council purchase from Daimler Trucks, one (1) Fuso Shogun for \$345,399.01 excluding GST.

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

Against: Nil

CARRIED 7/0

10.7 LOANS TO COMMUNITY ORGANISATION - PROSTON & DISTRICT HERITAGE ASSN INC

RESOLUTION 2023/555

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That Council approve a community loan for the Proston & District Heritage Association Inc for \$30,000 to go towards funding their Centenary event to be held in September 2023 based on the following conditions:

1. The loan being repaid in full within a one (1) year period
2. No Interest rate will be applicable if repaid within one (1) year
3. Repayments of the loan to be made on a quarterly basis
4. A personal guarantee from two individuals is provided for the amount of the loan
5. Missed payments may result in Council recalling the guarantee

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

Against: Nil

CARRIED 7/0

10.7.1 QUESTION ON NOTICE - PURCHASE OF LOCAL HISTORY BOOKS FOR LIBRARIES

Question on Notice received from Cr Kirstie Schumacher:

Can local history books be purchased for our Libraries?

Attendance:

At 11:50am, Manager Facilities & Parks Leanne Petersen entered the meeting.

10.8 MONTHLY FINANCIAL INFORMATION AND 3RD QUARTER BUDGET REVISION

RESOLUTION 2023/556

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

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

10.8.1 QUESTION ON NOTICE - DROP IN LOCAL PURCHASING

Question on notice from Cr Duff:

Local Purchasing has gone down from 54.4% March to 45.08% in April. This is a big 10% drop in local purchasing. Why has that happened?

10.9 REGISTER OF FEES AND CHARGES SCHEDULE FOR 2023/2024

RESOLUTION 2023/557

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

1. That pursuant to *Section 97(2)* of the *Local Government Act 2009* the Register of Fees and Charges for the 2023/2024 year be adopted effective from 1 July 2023.
2. That the fees relating to saleyards and dips, dog registrations, animal impounding and airports be brought back to Council for amendment once they have been relooked at.

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 12:05pm, General Manager Infrastructure Aaron Meehan left the meeting.

At 12:05pm, Manager Finance & Sustainability Kerri Anderson left the meeting.

11 PORTFOLIO - INFRASTRUCTURE PLANNING, WORKS (CONSTRUCTION & MAINTENANCE), WATER & WASTEWATER, PLANT & FLEET**11.1 ROGERS DRIVE OPERATIONS**

RESOLUTION 2023/558

Moved: Cr Gavin Jones
Seconded: Cr Danita Potter

That the operations of traffic movement at Rogers Drive, Kingaroy remain in its current configuration and that Council write to the relevant land owners advising of Council's position.

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 12:06pm, General Manager Infrastructure Aaron Meehan returned to the meeting.

11.3 APRIL 2023 INFRASTRUCTURE STANDING COMMITTEE NOTICES OF MOTION

RESOLUTION 2023/559

Moved: Cr Gavin Jones
Seconded: Cr Scott Henschen

That South Burnett Regional Council note the indicative cost of each item in this report and consider this in its budget deliberations for 2023/24.

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 - COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES**12.1 NOTICE OF MOTION - MURGON WATER TOWER MURAL**

RESOLUTION 2023/560

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council approach the Murgon Business and Development Association as to them engaging with the Murgon Community as to options for the design, painting and funding of a mural on the council water tower on the Bunya Highway at the western town entry.

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 - 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 ADDITIONAL SHADE FOR CORONATION PARK WONDAI**

RESOLUTION 2023/561

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That South Burnett Regional Council work with the Wondai Lions Club to raise funds for a shade shelter over the BBQ and additional shade structures in Coronation Park, Wondai.

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

Against: Nil

CARRIED 7/0

15.2 KINGAROY MEMORIAL PARK MASTERPLAN - DEMOLITION AND INSTALLATION OF NEW SHELTERS, TABLE SETTINGS AND BBQ'S

RESOLUTION 2023/562

Moved: Cr Kirstie Schumacher
Seconded: Cr Danita Potter

That the Kingaroy Memorial Park Redevelopment includes the construction and installation of 5 new picnic shelters, 2 new BBQ shelters and 6 new slabs with picnic tables as per the adopted Kingaroy Memorial Park and Memorial Pool Masterplan.

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

Against: Cr Scott Henschen

CARRIED 6/1

15.3 NOTICE OF MOTION - DUMP POINT FOR WONDAI SHOWGROUNDS

RESOLUTION 2023/563

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That South Burnett Regional Council:

- supports an application by the Wondai Showground Management Committee to install a Dump Point for the Showgrounds subject to Council's Water and Wastewater approvals; and
- that the Wondai Showground Management Committee be responsible for the installation and ongoing operational and maintenance costs associated with the dump point.

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

Against: Nil

CARRIED 7/0

15.4 NOTICE OF MOTION - GARDEN BED - CORNER OF MACKENZIE & BRAMSTON STREETS WONDAI

RESOLUTION 2023/564

Moved: Cr Kathy Duff
Seconded: Cr Scott Henschen

That South Burnett Regional Council investigate the options to trim or remove the current shrubs and plants within the garden bed at the intersection of MacKenzie and Bramston Streets, Wondai and plant appropriate low plants and flowers.

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

Against: Nil

CARRIED 7/0

15.4.1 QUESTION ON NOTICE - PARKS OPERATIONAL BUDGET

Question on Notice received from Cr Kirstie Schumacher:

Can Councillors understand more of the Parks Operational Budget for Gardens and buying new plants, the replanting of garden beds, how they are identified and do we grow our own plants?

15.5 GROWING WORKFORCE PARTICIPATION FUND (ROUND 2) APPLICATION

RESOLUTION 2023/565

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council apply for funding under the Growing Workforce Participation Fund Round 2 for two positions to work within Council swimming pools and parklands for a 12 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

15.6 BOONDOOMA COMMUNITY CENTRE - CONDITION ASSESSMENT

RESOLUTION 2023/566

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council undertakes community consultation on the options for repurposing Boondooma Community Centre

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

Against: Nil

CARRIED 7/0

16 PORTFOLIO - TOURISM & VISITOR INFORMATION CENTRES, SPORT & RECREATION AND COMMERCIAL ENTERPRISES**16.1 PREPARATION FOR NANANGO'S 175TH CELEBRATIONS**

RESOLUTION 2023/567

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council:

- pressure clean the CBD Nanango footpaths, clean around the bins and do an extra special job with the parks and gardens in preparation and prior to the main event of the 10th of June 2023;
- provision of marquees
- provide a full bin service for the day in consultation with the committee; and
- place planter boxes with bright flowers in the streets to add some colour to enhance the streets for the celebration as requested.

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

Against: Nil

CARRIED 7/0**16.2 TOOWOOMBA AND SURAT BASIN ENTERPRISE (TSBE) MEMBERSHIP**

RESOLUTION 2023/568

Moved: Cr Scott Henschen

Seconded: Cr Kirstie Schumacher

That South Burnett Regional Council renew Platinum membership of Toowoomba and Surat Basin Enterprise (TSBE) for the 2023 – 2024 financial year.

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

Against: Crs Brett Otto and Kathy Duff

CARRIED 5/2

16.3 BRISBANE VALLEY RAIL TRAIL FESTIVAL OF CYCLING

RESOLUTION 2023/569

Moved: Cr Gavin Jones

Seconded: Cr Kathy Duff

That South Burnett Regional Council provide sponsorship of up to \$2,500 for the Brisbane Valley Rail Trail (BVRT) Festival of Cycling.

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

Against: Nil

CARRIED 7/0

16.4 LICENCE TO OCCUPY - SOUTH BURNETT FUN FLYERS ASSOCIATION INC.

RESOLUTION 2023/570

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

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 Deed of Licence to Occupy to the valuable non-current asset which is the land comprising of Lot 354 on CP FY2456, to the South Burnett Fun Flyers Association Inc. for a twelve (12) month trial term.
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Deed of Licence to Occupy between Council and South Burnett Fun Flyers Association Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

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 - REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING**17.1 VARIATION OF LEASE A & B OF LOT 1 ON M55124**

RESOLUTION 2023/571

Moved: Cr Kathy Duff
Seconded: Cr Danita Potter

That

1. South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(c)(iii)* applies to Council for a varied lease be offered to the Commonwealth Bank of Australia for the lease of the shop space, part A and B of Lot 1 on CP M55124, 62-64 Lamb Street.
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Lease between Council and Commonwealth Bank of Australia on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

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

Against: Nil

CARRIED 7/0

17.2 APPLICATION TO QUEENSLAND RAINFALL AND FLOODING EVENTS 2021-2022 FLEXIBLE FUNDING GRANTS

RESOLUTION 2023/572

Moved: Cr Kirstie Schumacher
Seconded: Cr Scott Henschen

That South Burnett Regional Council apply for funding in Round Two, *Queensland Rainfall and Flooding events 2021-2022 Flexible Funding Grants, Category C* for the following projects

- Building Resilience and Recovery in our homeless community Project
- Carnival of Conversation Project
- Primary Producer Biosecurity Project

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

Against: Nil

CARRIED 7/0

17.3 PLANTER BOXES IN WONDAI

RESOLUTION 2023/573

Moved: Cr Kathy Duff

Seconded: Cr Danita Potter

That South Burnett Regional Council:

- relocates the planter box if still in useable condition from the front of the closed plumbing works in Wondai to the front of the chemist shop at 64 MacKenzie St, Wondai;
- plants flowers/herbs in the planter boxes to add colour to the CBD area; and
- approaches the business owners in Wondai that have planter boxes outside their shops and seek agreement to water and maintain the plants.

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

Against: Nil

CARRIED 7/0

17.3.1 QUESTION ON NOTICE - PLANTER BOXES

Question on Notice received from Cr Kirstie Schumacher:

Are there any other towns that require a similar freshen up across the region?

17.4 ADVOCACY DIGITAL PLAN

RESOLUTION 2023/574

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That South Burnett Regional Council meets with NBN and the relevant telcos and uses the information provided to develop a digital plan for the South Burnett that can be used as a advocacy document for the Mayor and Councillors to take to the ALGA Assembly and the Ministerial meetings scheduled in Canberra later this year.

- The purpose of this plan will be to identify and agree on the existing black spots and seek to leverage the next rounds of Federal funding for regional connectivity and upgrades with consideration to future opportunities to apply for disaster funding to acquire hybrid power cubes for use during disasters.

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 1:33pm, Manager Finance & Sustainability Kerri Anderson returned to the meeting via teams.

17.5 REGIONAL ECONOMIC FUTURES FUND

RESOLUTION 2023/575

Moved: Cr Kirstie Schumacher

Seconded: Cr Scott Henschen

That South Burnett Regional Council endorses the attached South Burnett Just Transition briefing paper requesting \$17.05M (in the first instance) from the Regional Economic Futures Fund to enable Council to project manage and progress the following proposed scope of works with KBR.

Activity	Cost estimate
Demand and viability assessment of the Boondooma to Tarong Pipeline and future consideration of urban and agricultural opportunities surrounding Nanango.	\$1.6 million
West Barambah Project Detailed Business Cas	\$6 million
Gordonbrook Dam Detailed Business Case	\$2.5 million
Blackbutt irrigation Detailed Business Case	\$2.5 million
Gordonbrook Dam targeted environmental assessments	\$0.5 million
Blackbutt irrigation targeted environmental assessments	\$0.5 million
Gordonbrook EIS terms of reference	\$0.25 million
Procurement, project management, oversight, contract management and governance.	\$1.0 million
Contingency (10%)	\$2.2 million
Total	\$17.05 million
FURTHER PROJECTS: <i>Awaiting funding announcement</i>	
The Barlil Weir project has been submitted by SunWater to the National Water Infrastructure Development Fund – if the project is not funded, the following funds will also be sort to continue the Barlil Weir project:	
Barlil Weir Detailed Business Case	\$6 million
Barlil Weir targeted environmental assessments	\$0.5 million
Barlil Weir EIS terms of reference	\$0.25 million
TOTAL	\$6.75 million

- That arrangements be made to meet in person and present a copy of this briefing paper to the Premier of Queensland, Annastacia Palaszczuk MP, Deputy Premier Hon Dr Steven Miles MP, Minister for State Development, Infrastructure, Local Government and Planning and Mick de Brenni MP, Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement.
- That a briefing be arranged with the LGAQ, Department of State Development and Mayor Baker to discuss the proposal put forward.

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

Against: Nil

CARRIED 7/0

ADJOURN MEETING

RESOLUTION 2023/576

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting adjourn for 10 minutes.

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 2023/577

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting resume at 1:55pm.

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

Against: Nil

CARRIED 7/0

18 QUESTIONS ON NOTICE

Nil

19 INFORMATION SECTION

Nil

20 CONFIDENTIAL SECTION

RESOLUTION 2023/578

Moved: Cr Kathy Duff

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 Tender for the lease of farming land at Kingaroy Aerodrome

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.

20.2 Development opportunities – Pound Street, Kingaroy

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

20.3 Financial Hardship Rates Application – Assessment Number -11616-00000-000

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.

20.4 Consideration for remission on rates - Assessment 14513-00000-000

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.

20.5 CEO KPI Development Workshop

This matter is considered to be confidential under Section 254J - b 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 industrial matters affecting employees.

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 2:12pm, Cr Kirstie Schumacher left the meeting due to having earlier informed the meeting of a COI.

At 2:17pm, Manager Community & Lifestyle Jennifer Pointon entered the meeting.

At 2:31pm, Cr Kirstie Schumacher returned to the meeting.

At 2:32pm, General Manager Infrastructure Aaron Meehan left the meeting.

At 2:32pm, General Manager Infrastructure Aaron Meehan returned to the meeting.

At 2:42pm, Manager Facilities & Parks Leanne Petersen left the meeting.

At 3:02pm, Cr Brett Otto left the meeting due to having earlier informed the meeting of a COI. and Cr Jones took the chair.

At 3:02pm, Cr Kirstie Schumacher left the meeting due to having earlier informed the meeting of a COI.

RESOLUTION 2023/579

Moved: Cr Gavin Jones
Seconded: Cr Scott Henschen

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 5/0

20.1 TENDER FOR THE LEASE OF FARMING LAND AT KINGAROY AERODROME

RESOLUTION 2023/580

Moved: Cr Scott Henschen
Seconded: Cr Danita Potter

That South Burnett Regional Council:

1. enter into a lease with the preferred tenderer, MJ & KE Kapernick, for farming land Lease Area's B, C, D & E in accordance with Tender SBRC22/23-11, and:
 - (a) The lease of Area's B, D & E must not be more than six (6) months in arrears.
 - (b) Should negotiations with the successful tenderer fail then the lease be offered to the next highest tenderer.
2. enter into a lease with the preferred tenderer, Kingaroy & District Vintage Machinery Inc for Lease Area F in accordance with Tender SBRC22/23-11.
3. delegates to the Chief Executive Officer the power to negotiate, finalise and execute with preferred tenders a lease of farming land at the Kingaroy Aerodrome on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

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

Against: Nil

CARRIED 5/0

Attendance:

At 3:08 pm, Cr Brett Otto returned to the meeting and resumed the chair.

At 3:08 pm, Cr Kirstie Schumacher returned to the meeting.

20.2 DEVELOPMENT OPPORTUNITIES – POUND STREET, KINGAROY

RESOLUTION 2023/581

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That the report 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

20.3 FINANCIAL HARDSHIP RATES APPLICATION – ASSESSMENT NUMBER -11616-00000-000

RESOLUTION 2023/582

Moved: Cr Kathy Duff

Seconded: Cr Gavin Jones

That South Burnett Regional Council:

1. Request the owner enter into a payment arrangement for Assessment Number 11616-00000-000 for \$140.00 per fortnight commencing 1 December 2023 for a period of 6 months;
2. Payments increasing to \$160.00 per fortnight from 1 June 2024 for a period of 12 months;
3. Payments increasing to \$175.00 per fortnight from 1 June 2025 for a period of 12 months under normal rate arrangement conditions;
4. Payments increasing to \$191.00 per fortnight from 1 June 2026 for a period of 12 months under normal rate arrangement conditions;
5. Upon acceptance of the above payment plan, defer rates payments for a period of six (6) months to 30 November 2023
6. Suspend interest from accumulating while hardship payment arrangement is maintained;
7. A review of this Payment Plan monthly; or at other times if Council is advised that the Applicant's circumstances have changed significantly;
8. The expiry of this Payment Plan upon payment in full of all outstanding rates and charges; and
9. 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

20.4 CONSIDERATION FOR REMISSION ON RATES - ASSESSMENT 14513-00000-000

RESOLUTION 2023/583

Moved: Cr Brett Otto
Seconded: Cr Kathy Duff

That the Consideration for Remission on Rates – Assessment 14513-00000-000 report be lifted from the table.

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

Against: Nil

CARRIED 7/0

RESOLUTION 2023/584

Moved: Cr Kirstie Schumacher
Seconded: Cr Scott Henschen

That Council not approve a rate remission for the property owned by Greenfleet Australia Pty Ltd (Assessment 14513-00000-000).

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

Against: Nil

CARRIED 7/0

20.5 CEO KPI DEVELOPMENT WORKSHOP

RESOLUTION 2023/585

Moved: Cr Danita Potter
Seconded: Cr Gavin Jones

That South Burnett Regional Council appoint Peak Services, a local government industry body to facilitate the CEO KPI development workshop.

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 3:11pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 28 June 2023.

.....
CHAIRPERSON

8 NOTICES OF MOTION

Nil

9 BUSINESS OUTSTANDING

9.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File Number: 28-06-2023

Author: Executive Assistant

Authoriser: Chief Executive Officer

PRECIS

Business outstanding table for the Ordinary Council Meeting

SUMMARY

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

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 for Ordinary Council - 28 June 2023**

BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Meeting Date: 28 June 2023

Attachment No: 1

Meeting	Subject	Resolution	Notes
Council 27/04/20 22	Material change of use application for expansion of an existing piggery to 57,000SPU and associated infrastructu re at 536 & 592 Morgans Road Winderera 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>GENERAL</p> <p>GEN1. The development must be completed and maintained generally in accordance with the approved plans and documents and any amendments arising through conditions to this development approval:</p> <p>RESOLUTION 2022/486</p> <p>Moved: Cr Kathy Duff</p> <p>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>20 Oct 2022 3:49pm Lisle, Michael</p> <p>Development Application laying on the table in Council. Prestart meeting held early October 2022 for construction of roadwork upgrades to Kratzmanns Road required under pervious approval.</p> <p>20 Jan 2023 2:15pm O'May, Peter</p> <p>Review of road works progress scheuled February 2023</p> <p>03 May 2023 3:33pm King, Denise</p> <p>CARRIED 4/2</p>

			<p>The following information from Juston Crick:- I followed up about the intersection works required as part of the roadworks for the Wilsons piggery at Morgans Rd, Windera and the delay in the commencement of the upgrade. It turns out that TMR are doing roadworks either side of the intersection and have told the contractor that they will not be allowed to commence until the TMR works have been completed. At the moment this will be August this year.</p>
<p>Council 25/05/20 22</p>	<p>Expression of Interest - Update for Donation of Replaced Mowers to Local Community Groups</p>	<p>RESOLUTION 2022/530 Moved: Cr Kathy Duff Seconded: Cr Scott Henschen 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"> 1. That Plant No. 4491 be withheld from donating to local community groups because of a major failure and components that need replacing, which would result in a costly repair bill. 2. That Plant No. 4495 be removed from list of mowers to be donated as this mower has already been delivered to the Wondai Air Strip. 	<p>20 Jun 2022 10:57am Kruger, Wendy</p>

<ol style="list-style-type: none"> 3. That Plant No's 4487 and 4499 be repaired ready for donation. 4. That all the new mowers should be received before an Expression of Interest is advertised. 5. That Procurement formally advertise an Expression of Interest once all the new mowers have been received (Approximately August 2022). 6. That Council formally acknowledge the Expressions of interest already received and provide information of how the donations of the mowers will proceed. 7. That once the expressions of interests have been received, the allocation of the mowers be established by the Community Grants Committee. <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>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</p>
	<p>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</p>
	<p>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</p>

CARRIED 7/0

		<p>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>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>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</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council purchase from Daimler Trucks Sunshine Coast, two (2) Fuso FV74HK with Metal X Engineering Water Truck bodies for \$486,657.36 excluding GST.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>	<p>31 Oct 2022 1:22pm Kruger, Wendy</p> <p>For Acting Coordinator Plant & Fleet to action and finalise.</p>

<p>Council 23/11/20 22</p>	<p>Goodger School - Land Reserve</p>	<p>RESOLUTION 2022/261</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Gavin Jones</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. Advise the Department of Resources that, to its knowledge, the named Trustees of the Reserve for Public Hall, being Lot 186 on FY850, are all deceased. 2. Public consultation be undertaken to advise the community of the current situation and future options. <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>20 Jan 2023 11:49am Bayntun, Rebecca</p> <p>Public Consultation plan and information sheet being prepared.</p>
		<p>CARRIED 7/0</p>	
<p>Council 23/11/20 22</p>	<p>Question on Notice - Survey</p>	<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</p> <p>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</p>

	<p>Some of the items discussed from include impacts from ERAs; Waste Levy; changes to 1080 baiting; health services support; surveillance cameras/crime prevention intatives for eg. Final report yet to be received.</p>
<p>Council 14/12/2022 Notice of Motion - Gore Street Footpath</p> <p>RESOLUTION 2022/285</p> <p>Moved: Cr Kathy Duff</p> <p>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</p> <p>Seconded: Cr Jane Erkens</p>	

That the following projects are scoped and costed with a view to Council applying the \$1,644,465 of LRCI phase 3 extension 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
- Proston look out
- Apex Park Carpark, Kingaroy

		<ul style="list-style-type: none"> • Tingoora Drainage • Youth Park, Kingaroy <p>The amendment became the resolution.</p> <p><u>In Favour:</u> Crs Brett Otto, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Cr Gavin Jones</p> <p style="text-align: right;">CARRIED 6/1</p>
Council 14/12/20 22	Quote SBRCQ- 22/23-27 - Purchase of one (1) Grader to replace Plant No. 1506.	<p>RESOLUTION 2022/299</p> <p>Moved: Cr Gavin Jones</p> <p>Seconded: Cr Scott Henschen</p> <p>That Council purchase one (1) Komatsu GD655-7 for \$467,400.00 excluding GST from Komatsu Australia.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Cr Jane Erkens</p> <p style="text-align: right;">CARRIED 6/1</p>
Council 14/12/20 22	McCauley Weir Road Access	<p><i>THE ITEM WAS NOT FOUND (BOOKMARK: PDF2_REPORTNAME_14774)</i></p> <p><i>CHECK THE INTEGRITY OF THE ITEM IN THE MINUTES DOCUMENT</i></p>

		<p>DOCUMENT: EMCACHE\EMSECURE\$\INFOCOUNCIL\INFOCOUNCILPROD\DOCUMENTSTORE\CO\OPEN\MINUTES\CO_20221214_MIN_2425.DOCX</p> <p>RESOLUTION NOT FOUND</p>	<p> SBRC-</p>
<p>Council 14/12/20 22</p>	<p>EBA Negotiation s</p>	<p>RESOLUTION 2022/333</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Gavin Jones</p> <p>That South Burnett Regional Council endorse the following proposal to be put to a staff vote for the draft Enterprise Bargaining Agreement:</p> <p>2-year Agreement, with limited changes to the current provisions to the exclusion of:</p> <ul style="list-style-type: none"> • 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); • 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>CARRIED 4/2</p>

<p>Council 25/01/20 23</p>	<p>Gift of land to the South Burnett Child Care Centre at Kingaroy</p>	<p>RESOLUTION 2023/365 Moved: Cr Kirstie Schumacher Seconded: Cr Gavin Jones That South Burnett Regional Council: 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. <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>CARRIED 7/0</p>
<p>Council 22/02/20 23</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>23 Jun 2023 9:30am O'May, Peter Item to be included for consideration as part of the review of Council's Local Laws during 2023/24 financial year. , OPL/38 Review Council's Local Laws to ensure relevance to the region and understanding by Council and the community</p> <p>CARRIED 7/0</p>

<p>Council 22/02/20 23</p>	<p>CTC Land Transfer</p>	<p>RESOLUTION 2023/419</p>	<p>18 May 2023 5:51pm O'May, Peter</p>
		<p>Moved: Cr Danita Potter</p>	<p>Meeting scheduled between CEO, GM Liveability & Mgr Facilities to progress</p>
		<p>Seconded: Cr Kirstie Schumacher</p>	
		<p>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 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>CARRIED 7/0</p>
<p>Council 22/02/20 23</p>	<p>Pre Lodgement Meeting</p>	<p>MOTION</p>	<p>23 Jun 2023 10:56am O'May, Peter</p>
		<p>Moved: Cr Kathy Duff</p>	
		<p>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>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</p> <p>Seconded: Cr Jane Erkens</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</p> <p>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>	<p>Item to be considered in conjunction with the review of development assessment operations during 2023/24 financial year. , OPL/41</p> <p>Effectively manage Development Applications and permits including planning, building and plumbing approvals within legislative timeframes including development of benchmarking, KPIs and commitment to improvement</p>
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<p>Council 20/02/20 23</p>	<p>Notice of Motion -1 Pound Street Kingaroy</p>	<p>MOTION</p> <p>Moved: Cr Brett Otto</p> <p>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</p> <p>Council recruiting Land Investigation Officer to have appropriate resources to progress this action.</p> <p>23 Jun 2023 10:43am O'May, Peter</p> <p>RSL have purchased an alternate site to progress their accommodation development. Subsequent meeting held with RSL representatives to investigate alternate use for Haly Street site</p>
		<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>LOST 2/5</p> <p>23 Jun 2023 11:42am O'May, Peter</p> <p>Further report to June Council Meeting</p>
		<p>RESOLUTION 2023/430</p> <p>Moved: Cr Kirstie Schumacher</p> <p>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>	
			CARRIED 5/2
Council 20/02/20 23	Motion	<p>MOTION</p> <p>Moved: Cr Brett Otto</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council delegates authority to the CEO to enter in to negotiations with the Kingaroy RSL Sub-Branch for the perspective sale of 6000m2 of sub-divided land at the southern end of the Pound Street allotment.</p> <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>	
			LOST 2/5
Council 20/02/20 23	Developme nt of Conditional Tender - 1 Pound Street Kingaroy	<p>RESOLUTION 2023/434</p> <p>Moved: Cr Kirstie Schumacher</p> <p>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>24 Mar 2023 12:16pm Petersen, Leanne</p> <p>Recruiting for a Land Investigation Officer to have appropriate resources within Council to progress this action.</p> <p>23 Jun 2023 10:35am O'May, Peter</p>

		<p><u>Against:</u> Crs Brett Otto and Gavin Jones</p>	<p>CARRIED 5/2</p>	<p>Currently considering disposal of surplus land processes prior to release of tender. e.g., disposal to other government organisations</p>
<p>Council 29/03/20 23</p>	<p>Notice of Motion - Advocacy - 25 year Economic Roadmap</p>	<p>RESOLUTION 2023/442</p> <p>Moved: Cr Kirstie Schumacher</p> <p>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>06 Apr 2023 10:05am Hunt, Bree</p> <p>6.4.23 Emails have been seeking meeting times and availability.</p> <p>13 Apr 2023 9:00am Hunt, Bree</p> <p>11.04.23 Meeting with Colin Boyce is scheduled for 28 April 2023.</p>	<p>CARRIED 7/0</p>

<p>Council 29/03/20 23</p>	<p>Kingaroy CBD People with Disabilities (PWD) Parking Review</p>	<p>RESOLUTION 2023/459</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Scott Henschen</p> <ol style="list-style-type: none"> 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. <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>26 Apr 2023 2:08pm Champney, Kristy</p> <p>To be completed when resources become available</p>
<p>CARRIED 7/0</p>			
<p>Council 29/03/20 23</p>	<p>Kingaroy Youth Engagemen t Centre</p>	<p>13.2 KINGAROY YOUTH ENGAGEMENT CENTRE</p> <p>RESOLUTION 2023/478</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Jane Erkens</p> <p>That:</p> <ol style="list-style-type: none"> 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. 	<p>23 Jun 2023 10:48am O'May, Peter</p> <p>Youth Council action item</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>	
		CARRIED 7/0	
Council 29/03/20 23	Compliance Enforceme nt on Burning in Residential Areas	<p>RESOLUTION 2023/479</p> <p>Moved: Cr Kathy Duff</p> <p>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>23 Jun 2023 9:20am O'May, Peter</p> <p>Awaiting recruitment/commence ment of Co-ordinator Regulatory Services who will be tasked with delivering program. Expected to commence in early July</p>
		CARRIED 7/0	
Council 26/04/20 23	Minutes of the Council Meeting held on 29 March 2023	<p>RESOLUTION 2023/492</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Scott Henschen</p> <p>That the Minutes of the Council Meeting held on 29 March 2023 be received and the recommendations therein be adopted.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p>	

		<u>Against:</u> Nil	CARRIED 7/0
Council 26/04/20 23	Business Outstandin g Table for Ordinary Council Meeting	<p>RESOLUTION 2023/493</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Kathy Duff</p> <p>That the Business Outstanding table for the Ordinary Council Meeting be received 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>	CARRIED 7/0

<p>Council 26/04/20 23</p>	<p>Confirming Councils attendance at Local Governmen t Association Queenslan d (LGAQ) Annual Conference 2023, LGAQ Bush Councils Convention 2023 and LGAQ Queenslan d Disaster Manageme nt Conference 2023</p>	<p>RESOLUTION 2023/502 Moved: Cr Danita Potter Seconded: Cr Jane Erkens 1. That Cr Potter attend the LGAQ Queensland Disaster Management Conference 2023. 2. That Crs Potter, Erkens, Henschen, Jones 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. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Crs Brett Otto and Kathy Duff</p>	<p>CARRIED 5/2</p>
<p>Council 26/04/20 23</p>	<p>2023 National General Assembly Advocacy</p>	<p>RESOLUTION 2023/503 Moved: Cr Danita Potter Seconded: Cr Kirstie Schumacher 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:</p>	<p>19 May 2023 10:11am Paterson, Lynelle Email sent 18/05/2023 requesting meetings. 3 meetings confirmed with David Littleproud, Senator Perin Davey and Colin Boyce.</p>

- 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

<p>Council 26/04/20 23</p>	<p>WBBROC Reactivatio n</p>	<p>RESOLUTION 2023/504</p>	<p>18 May 2023 9:45am Pitt PSM, Mark</p>
		<p>Moved: Cr Kirstie Schumacher</p>	<p>Direct contract made with CEO's of the current WBBROC membership and a Teams meeting being organised for early June.</p>
		<p>Seconded: Cr Danita Potter</p>	
		<p>That 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.</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 26/04/20 23</p>	<p>Performanc e Review Chief Executive Officer - 2023</p>	<p>RESOLUTION 2023/505</p>	
		<p>Moved: Cr Danita Potter</p>	
		<p>Seconded: Cr Kathy Duff</p>	
		<p>That South Burnett Regional Council:</p>	
		<p>1. Authorise the Mayor and Deputy Mayor to progress the review with Windsor Group as per the original proposal attached to this report.</p>	
		<p>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.</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 26/04/20 23</p>	<p>KTP Pedestrian Visibility and PWD Shop Access</p>	<p>RESOLUTION 2023/510</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Danita Potter</p> <p>That 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.</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>Council 26/04/20 23</p>	<p>Media Release - Baconfest</p>	<p>RESOLVED 2023/519</p> <p>That a media release be prepared and forwarded advising the Community of the closures in regards to the BaconFest set up, pack up and duration of the event.</p>
<p>Council 24/05/20 23</p>	<p>Minutes of the Council Meeting held on 26 April 2023</p>	<p>RESOLUTION 2023/538</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Kathy Duff</p> <p>That the Minutes of the Council Meeting held on 26 April 2023 be received and the recommendations therein be adopted.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p>

		<u>Against:</u> Nil		CARRIED 7/0
Council 24/05/20 23	Attendance - LGAQ Biennial Bush Council's Conference 2023	RESOLUTION 2023/545 Moved: Cr Danita Potter Seconded: Cr Gavin Jones That Cr Schumacher attend the LGAQ biennial Bush Councils Convention 2023 and accept the invitation to be a guest speaker as part of a panel. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Crs Brett Otto and Kathy Duff		CARRIED 5/2
Council 24/05/20 23	Quote SBRCQ 2022/23-76 - Replaceme nt Wheel Loader to replace Plant No. 1505	MOTION Moved: Cr Danita Potter Seconded: Cr Gavin Jones That South Burnett Regional Council purchase from Komatsu, one (1) Komatsu WA320-8 for \$396,896.00 excluding GST. AMENDMENT Moved: Cr Brett Otto Seconded: Cr Scott Henschen		

That council proceeds to purchase a new wheel loader to replace the John Deere 624K-II (Plant No. 1505) through the purchase of one (1) John Deere 624K- II for \$415,000 excl GST from RDO Equipment for the following reasons:

The John Deere 624K-II is preferred as it has more fuel capacity, less blind spots, easier fuel tank access for filling, engine bay doors open from the side allowing easier access for maintenance and larger storage space in cab and greater horse power.

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 2023/549

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That council proceeds to purchase a new wheel loader to replace the John Deere 624K-II (Plant No. 1505) through the purchase of one (1) John Deere 624K- II for \$415,000 excl GST from RDO Equipment for the following reasons:

The John Deere 624K-II is preferred as it has more fuel capacity, less blind spots, easier fuel tank access for filling, engine bay doors open from the side allowing easier access for maintenance and larger storage space in cab and greater horse power.

		<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 24/05/20 23</p>	<p>Request for Constructio n of 1.7km of Nystrom Road Booie</p>	<p>RESOLUTION 2023/553</p> <p>Moved: Cr Gavin Jones</p> <p>Seconded: Cr Kirstie Schumacher</p> <p>That South Burnett Regional Council:</p> <ul style="list-style-type: none"> • advise the applicant that they can construct the road to Council standard after which it is maintained by Council or the applicant construct the road to a lesser standard as an access with a permit for works, which is not maintained by Council; and • undertake the drainage work on the first floodway to be included in the 23/24 budget if the applicant constructs the road to Council standard. <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 24/05/20 23</p>	<p>Quote SBRCQ 2022/23-77 - one (1) new additional Hooklift Truck</p>	<p>RESOLUTION 2023/554</p> <p>Moved: Cr Gavin Jones</p> <p>Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council purchase from Daimler Trucks, one (1) Fuso Shogun for \$345,399.01 excluding GST.</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>Council 24/05/20 23</p>	<p>Register of Fees and Charges Schedule for 2023/2024</p>	<p>RESOLUTION 2023/557</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Gavin Jones</p> <ol style="list-style-type: none"> 1. That pursuant to <i>Section 97(2) of the Local Government Act 2009</i> the Register of Fees and Charges for the 2023/2024 year be adopted effective from 1 July 2023. 2. That the fees relating to saleyards and dips, dog registrations, animal impounding and airports be brought back to Council for amendment once they have been relooked at. <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 24/05/20 23</p>	<p>Rogers Drive Operations</p>	<p>RESOLUTION 2023/558</p>
		<p>Moved: Cr Gavin Jones Seconded: Cr Danita Potter</p>
		<p>That the operations of traffic movement at Rogers Drive, Kingaroy remain in its current configuration and that Council write to the relevant land owners advising of Council's position.</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 24/05/20 23</p>	<p>April 2023 Infrastructu re Standing Committee Notices of Motion</p>	<p>RESOLUTION 2023/559</p>
		<p>Moved: Cr Gavin Jones Seconded: Cr Scott Henschen</p>
		<p>That South Burnett Regional Council note the indicative cost of each item in this report and consider this in its budget deliberations for 2023/24.</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 24/05/20 23</p>	<p>Additional Shade for Coronation Park Wondai</p>	<p>RESOLUTION 2023/561</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council work with the Wondai Lions Club to raise funds for a shade shelter over the BBQ and additional shade structures in Coronation Park, 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><u>Against:</u> Nil</p>	<p>07 Jun 2023 11:37am Kemp, Fiona</p> <p>Next round of the Community Gambling Fund will open mid-July. Contact will be made with the Wondai Lions Club for their assistances.</p> <p>07 Jun 2023 11:54am Kemp, Fiona</p> <p>Contact being made with Wondai Lions Club to ask if they would like to assist Council in sourcing funding. Parks Tech officer starting to source quotes for shelters.</p>
<p>Council 24/05/20 23</p>	<p>Advocacy Digital Plan</p>	<p>RESOLUTION 2023/574</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council meets with NBN and the relevant telcos and uses the information provided to develop a digital plan for the South Burnett that can be used as a advocacy document for the Mayor and Councillors to take to the ALGA Assembly and the Ministerial meetings scheduled in Canberra later this year.</p> <ul style="list-style-type: none"> The purpose of this plan will be to identify and agree on the existing black spots and seek to leverage the next rounds of Federal funding for regional connectivity and upgrades with consideration to future opportunities to apply for disaster funding to acquire hybrid power cubes for use during disasters. 	<p>CARRIED 7/0</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 24/05/20 23	Regional Economic Futures Fund	<p>RESOLUTION 2023/575</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council endorses the attached South Burnett Just Transition briefing paper requesting \$17.05M (in the first instance) from the Regional Economic Futures Fund to enable Council to project manage and progress the following proposed scope of works with KBR.</p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Cost estimate</th> </tr> </thead> <tbody> <tr> <td>Demand and viability assessment of the Boondooma to Tarong Pipeline and future consideration of urban and agricultural opportunities surrounding Nanango.</td> <td>\$1.6 million</td> </tr> <tr> <td>West Barambah Project Detailed Business Cas</td> <td>\$6 million</td> </tr> <tr> <td>Gordonbrook Dam Detailed Business Case</td> <td>\$2.5 million</td> </tr> <tr> <td>Blackbutt irrigation Detailed Business Case</td> <td>\$2.5 million</td> </tr> <tr> <td>Gordonbrook Dam targeted environmental assessments</td> <td>\$0.5 million</td> </tr> <tr> <td>Blackbutt irrigation targeted environmental assessments</td> <td>\$0.5 million</td> </tr> </tbody> </table>	Activity	Cost estimate	Demand and viability assessment of the Boondooma to Tarong Pipeline and future consideration of urban and agricultural opportunities surrounding Nanango.	\$1.6 million	West Barambah Project Detailed Business Cas	\$6 million	Gordonbrook Dam Detailed Business Case	\$2.5 million	Blackbutt irrigation Detailed Business Case	\$2.5 million	Gordonbrook Dam targeted environmental assessments	\$0.5 million	Blackbutt irrigation targeted environmental assessments	\$0.5 million
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Gordonbrook EIS terms of reference	\$0.25 million
Procurement, project management, oversight, contract management and governance.	\$1.0 million
Contingency (10%)	\$2.2 million
Total	\$17.05 million
FURTHER PROJECTS: <i>Awaiting funding announcement</i>	
The Barlil Weir project has been submitted by SunWater to the National Water Infrastructure Development Fund – if the project is not funded, the following funds will also be sort to continue the Barlil Weir project:	
Barlil Weir Detailed Business Case	\$6 million
Barlil Weir targeted environmental assessments	\$0.5 million
Barlil Weir EIS terms of reference	\$0.25 million
TOTAL	\$6.75 million
<ul style="list-style-type: none"> • That arrangements be made to meet in person and present a copy of this briefing paper to the Premier of Queensland, Annastacia Palaszczuk MP, Deputy Premier Hon Dr Steven Miles MP, Minister for State Development, Infrastructure, Local Government and Planning and Mick de Brenni MP, Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement. • That a briefing be arranged with the LGAQ, Department of State Development and Mayor Baker to discuss the proposal put forward. 	
<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 24/05/20 23	CEO KPI Developme nt Workshop	<p>RESOLUTION 2023/585</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Gavin Jones</p> <p>That South Burnett Regional Council appoint Peak Services, a local government industry body to facilitate the CEO KPI development workshop.</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 24/05/20 23	Question on Notice - Drop in Local Purchasing	<p>Question on notice from Cr Duff:</p> <p>Local Purchasing has gone down from 54.4% March to 45.08% in April. This is a big 10% drop in local purchasing. Why has that happened?</p>
Council 24/05/20 23	Question on Notice - Parks Operationa l Budget	<p>Question on Notice received from Cr Kirstie Schumacher:</p> <p>Can Councillors understand more of the Parks Operational Budget for Gardens and buying new plants, the replanting of garden beds, how they are identified and do we grow our own plants?</p>

**23 Jun 2023 9:41am
O'May, Peter**

To be included as part of discussions during Parks Business Improvement Review workshop in 2023/24.

<p>Council 24/05/20 23</p>	<p>Question on Notice - Planter Boxes</p>	<p>Question on Notice received from Cr Kirstie Schumacher: Are there any other towns that require a similar freshen up across the region?</p>	<p>23 Jun 2023 9:41am O'May, Peter To be included as part of discussions during Parks Business Improvement Review workshop in 2023/24.</p>
<p>Council 24/05/20 23</p>	<p>Toowoomba and Surat Basin Enterprise (TSBE) Membership</p>	<p>RESOLUTION 2023/568 Moved: Cr Scott Henschen Seconded: Cr Kirstie Schumacher That South Burnett Regional Council renew Platinum membership of Toowoomba and Surat Basin Enterprise (TSBE) for the 2023 – 2024 financial year. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen <u>Against:</u> Crs Brett Otto and Kathy Duff</p>	<p>CARRIED 5/2</p>
<p>Council 24/05/20 23</p>	<p>Boondooma Community Centre - Condition Assessment</p>	<p>RESOLUTION 2023/566 Moved: Cr Kathy Duff Seconded: Cr Danita Potter That South Burnett Regional Council undertakes community consultation on the options for repurposing Boondooma Community Centre <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
Council 24/05/20 23	Notice of Motion - Dump Point for Wondai Showground s	<p>RESOLUTION 2023/563</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council:</p> <ul style="list-style-type: none"> • supports an application by the Wondai Showground Management Committee to install a Dump Point for the Showgrounds subject to Council’s Water and Wastewater approvals; and • that the Wondai Showground Management Committee be responsible for the installation and ongoing operational and maintenance costs associated with the dump point. <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>

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

10.1 MEETING DATES FOR THE ORDINARY MEETINGS OF COUNCIL'S STANDING COMMITTEES AND GENERAL MEETINGS

File Number: 28-06-2023
Author: Coordinator Executive Services
Authoriser: Chief Executive Officer

PRECIS

This report is to recommend dates, times, and locations for ordinary meetings of Council's Standing Committees, General Meetings and Budget Meetings for the period July - December 2023.

SUMMARY

In accordance with Section 254B (1) of the *Local Government Regulation 2012* it is necessary to confirm the dates, times, and locations of the ordinary meetings of Council's Standing Committees, General Meetings and Budget Meetings for the period July - December 2023.

OFFICER'S RECOMMENDATION

That Council:

1. fix the day, time and location for the Infrastructure, Environment and Compliance Standing Committee Meetings of South Burnett Regional Council as the first Wednesday of the month commencing at 9.00am in the Warren Truss Chamber, Glendon Street Kingaroy.
2. fix the day and time for the Liveability, Governance and Finance Standing Committee Meetings of South Burnett Regional Council as the second Wednesday of the month, commencing at 9.00am in the Warren Truss Chamber, Glendon Street Kingaroy, except for the December 2023 meeting.
3. fix the day and time for the General Council Meetings of South Burnett Regional Council as the fourth Wednesday of the month, commencing at 9.00am in the Warren Truss Chamber, Glendon Street Kingaroy, except for the July meeting which will be the third Wednesday due to the LGAQ Bush Conference, and the December meeting.
4. adopt the dates for Council Meetings July - December 2023 as follows:

Committee	Date
Infrastructure, Environment and Compliance Standing Committee	Wednesday 5 July 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 12 July 2023
General Meeting	Wednesday 19 July 2023

Committee	Date
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 2 August 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 9 August 2023
General Meeting	Wednesday 23 August 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 6 September 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 13 September 2023
General Meeting	Wednesday 27 September 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 4 October 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 11 October 2023
General Meeting	Wednesday 25 October 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 1 November 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 8 November 2023
General Meeting	Wednesday 22 November 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 6 December 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 6 December 2023 (at the completion of the Infrastructure, Environment and Compliance Standing Committee Meeting)
General Meeting	Wednesday 13 December 2023

FINANCIAL AND RESOURCE IMPLICATIONS

Budget funds are provided for the costs associated with Council Meetings.

LINK TO CORPORATE/OPERATIONAL PLAN

EC1 An informed and engaged community

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council advertises the dates, times and location of Council Meeting to enable the community to attend.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Public notice of the meetings is required pursuant to Section 254B (1) of the *Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Nil

ATTACHMENTS

Nil

10.2 COUNCIL NOMINATE THE 2024 SPECIAL HOLIDAY**File Number:** 28-06-2023**Author:** Coordinator Executive Services**Authoriser:** Chief Executive Officer**PRECIS**

Requesting Council nominate the South Burnett region 2024 Special Holiday prior to Friday 3 July 2023.

SUMMARY

Historically, Council has requested the Monday of the Brisbane Exhibition to be gazetted as the show holiday for the South Burnett region. As no information to the contrary has been received, it is suggested that Council once again request the Exhibition Monday, Monday 12 August 2024 as the Show Holiday for the South Burnett region.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council progress the Monday of the 2024 Royal National Exhibition, Brisbane – Monday 12 August 2024, as the 2024 Show Holiday for the South Burnett region and further, complete the 2024 Special Holiday request form and delegate to the Chief Executive Officer to submit via email prior to Friday 3 July 2023.

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

LINK TO CORPORATE/OPERATIONAL PLAN

EC16 - Partner with community to develop and promote events.

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

N/A

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009

Holidays Act 1983

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council's actions are consistent with previous resolutions.

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

Council has been invited to nominate special and show holidays for 2024 in line with the requirements of the *Holidays Act 1983*. Holidays appointed in respect of an annual agricultural, horticultural or industrial show are public holidays and those appointed for an event which has significance to a particular district are bank holidays. Upon Ministerial approval these nominated days will be published in the Queensland Government Gazette. Nomination/s for show or special

holidays are to be made by completing the 2024 Special Holiday request form and submitting via email no later than Friday, 3 July 2024.

ATTACHMENTS

Nil

10.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL FRAUD AND CORRUPTION PREVENTION MANAGEMENT POLICY - STATUTORY021

File Number: 14-06-23

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021.

SUMMARY

South Burnett Regional Council ('Council') is committed to operating in the best interest of the community, in the prevention of fraud and corruption and promotes a strong culture of governance to detect, investigate and take action where required.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making
Operational Plan 2022/2023	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms and factsheets
	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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Draft South Burnett Regional Fraud and Corruption Prevention Management Policy – Statutory021 was reviewed by Acting Manager Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021 was then presented at the Executive Leadership Team Meeting held on 30 May 2023 for endorsement to the Liveability, Governance and Finance Standing Committee.

The Draft South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021 was then discussed and reviewed by the relevant General Manager/Manager and Portfolio Councillor at a Portfolio Councillor Meeting held on 6 June 2023.

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

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

- Crime and Corruption Act 2001 (Qld)*
- Financial Accountability Act 2009 (Qld)*
- Financial and Performance Management Standard 2019 (Qld)
- Integrity Act 2009 (Qld)*
- Local Government Act 2009 (Qld)*
- Local Government Regulation 2012 (Qld)*
- Public Interest Disclosure Act 2010 (Qld)*
- Public Sector Ethics Act 1994 (Qld)*
- Right to Information Act 2009 (Qld)*
- Human Rights Act 2019 (Qld)*

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Council is committed to:

- a zero-tolerance approach to fraud and corruption;
- transparent and accountable processes consistent with sound business processes and organisational standards;
- sound governance principles and encouraging an ethical culture at Council;
- ensuring that Council representatives are aware of obligations and responsibilities regarding ethical conduct and the reporting of instances or suspected instances of fraudulent or corrupt activity;
- investigations of alleged fraud and corruption adhering to the principles of procedural fairness and natural justice; and
- review and continuous improvement of Council's Corporate Risk and Internal Audit Framework.

ATTACHMENTS

1. **South Burnett Regional Council Fraud and Corruption Prevention Management Policy - Statutory021**



POLICY CATEGORY - NUMBER: Statutory021
POLICY OWNER: Corporate, Governance & Strategy

ECM ID: 2717832
ADOPTED:

Fraud and Corruption Prevention Management 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 **operating acting** in the best interest of the community, in the prevention of fraud and corruption and promotes a strong culture of governance to detect, investigate and take action where required, **while upholding the principles of honesty, integrity and transparency.**

~~Council operates as an organisation in which ethical conduct is expected, encouraged and supported with no tolerance for corrupt conduct, fraudulent activities or maladministration. Corporate risk management principles and matching fraud and corruption prevention measures are applied across all areas of Council operations to protect the assets and resources of Council.~~

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 is committed to:

- a zero-tolerance approach to fraud and corruption;
- transparent and accountable processes consistent with sound business processes and organisational standards;
- sound governance principles and encouraging an ethical culture at Council;
- **ensuring that** Council **representatives employees and Councillors being** are aware of obligations and responsibilities regarding ethical conduct and the reporting of instances or suspected instances of fraudulent or corrupt activity;
- investigations of alleged fraud and corruption adhering to the principles of procedural fairness and natural justice; and
- review and continuous improvement of Council’s Corporate Risk and Internal Audit Framework.

The principles of this policy are to ensure:

- clear and integrated suite of relevant policies;
- continuing and effective fraud and corruption risk assessment;

- robust internal controls with clear accountability and responsibility;
- effective internal reporting systems and procedures;
- an effective system of external notification and reporting;
- well-defined public interest disclosure mechanisms;
- competent investigation processes and standards;
- a clear Code of Conduct and disciplinary standards;
- Council representative awareness and training programs; and
- effective stakeholder and community awareness.

4. DEFINITIONS

~~The following definitions are drawn in part from AS 8001-2008 Fraud and Corruption Control, Crime and Corruption Act 2001 and Public Interest Disclosure Act 2010:~~

Corrupt conduct means, pursuant to *Section 15* of the *Crime and Corruption Act 2001*:

- (1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that—
 - (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—
 - (i) a unit of public administration; or
 - (ii) a person holding an appointment; and
 - (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—
 - (i) is not honest or is not impartial; or
 - (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or
 - (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and
 - (c) would, if proved, be—
 - (i) a criminal offence; or
 - (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
- (2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that—
 - (a) impairs, or could impair, public confidence in public administration; and
 - (b) involves, or could involve, any of the following—
 - (i) collusive tendering;
 - (ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)—
 - protecting health or safety of persons;
 - protecting the environment;
 - protecting or managing the use of the State's natural, cultural, mining or energy resources;
 - (iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;
 - (iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;
 - (v) fraudulently obtaining or retaining an appointment; and

- (c) would, if proved, be—
 - (i) a criminal offence; or
 - (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Fraud means, as defined in AS8001-2008 Fraud and Corruption Control, as dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to Council and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position. Fraud can also be seen as a major subset of corruption and is a deliberate, intentional and premeditated dishonest act or omission acted out with the purpose of deceiving to gain advantage from a position of trust and authority. It includes acts such as theft, making false statements/representation, evasion, manipulation of information, criminal deception and misuse of Council resources, property or time.

Maladministration means, as defined in the *Public Interest Disclosure Act 2010* as an administrative action that:

- a) was taken contrary to law or;
- b) was unreasonable, unjust, oppressive, or improperly discriminatory or;
- c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive or improperly discriminatory in the particular circumstances; or
- d) was taken –
 - (i) for an improper purpose; or
 - (ii) on irrelevant grounds; or
 - (iii) having regard to irrelevant considerations; or
- e) was an action for which reasons should have been given, but were not given; or
- f) was based wholly or partly on a mistake of law or fact; or
- g) was wrong.

5. LEGISLATIVE REFERENCE

Crime & Corruption Act 2001 (Qld)

Financial Accountability Act 2009 (Qld)

Financial and Performance Management Standard 2019 (Qld)

Integrity Act 2009 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Public Interest Disclosure Act 2010 (Qld)

Public Sector Ethics Act 1994 (Qld)

Right to Information Act 2009 (Qld)

6. RELATED DOCUMENTS

AS 8001-2008 Fraud and Corruption Control

South Burnett Regional Council Corporate Risk and Audit Advisory Committee Policy – Statutory022

South Burnett Regional Council Corporate Risk and Internal Audit Framework – Statutory064

South Burnett Regional Council Corporate Risk Management Policy – Statutory040

South Burnett Regional Council Fraud & Corruption Prevention Management Procedure – Procedure107

South Burnett Regional Council Internal Audit Policy – Statutory019

7. NEXT REVIEW

As prescribed by legislation or June 2025

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	18 May 2016	1944680
2	Administrative Review	16 September 2020	2717832
3	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2717832
4	Administrative amendment - organisational structure review – resolution 2022/432	27 April 2022	2717832

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

10.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ENVIRONMENTAL SUSTAINABILITY POLICY - STATUTORY074

File Number: 14-06-23

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Environmental Sustainability Policy – Statutory074.

SUMMARY

South Burnett Regional Council ('Council') recognises that it has a leadership role in demonstrating that economic growth, improvement to human health, and quality of life for current and future generations can be achieved while improving the size, health and resilience of natural systems. Council will achieve this by:

- complying with the requirements of relevant legislation, policy and standards to continually improve its environmental performance;
- providing community leadership by adopting practical sustainability practices that support environmental improvement as well as the financial sustainability of Council and wellbeing of Council representatives;
- ensuring that economic development, environmental sustainability, and social development contribute to a thriving business community and community wellbeing; and
- acknowledging and supporting property owners in rural areas who hold the expertise in sustainable land management.

OFFICER’S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Environmental Sustainability Policy – Statutory074 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making
Operational Plan 2022/2023	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council’s policies, procedures, forms and factsheets
	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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Draft South Burnett Regional Council Environmental Sustainability Policy – Statutory074 has been developed and reviewed by the Chief Executive Officer, with assistance from Mead Perry Group and Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Environmental Sustainability Policy – Statutory074 was then presented at the Senior Leadership Team Meeting held on 6 June 2023 for endorsement to the Liveability, Governance and Finance Standing Committee.

The Draft South Burnett Regional Council Environmental Sustainability Policy – Statutory074 was then discussed and reviewed by the relevant General Manager/Manager and Portfolio Councillor at a Portfolio Councillor Meeting held on 6 June 2023.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Code of Conduct for Councillors in Queensland

Environmental Protection Act 1994 (Qld)

Environmental Protection and Biodiversity Conservation Act 1999 (Cth)

Local Government Act 2009 (Qld)

Local Government Regulation (Qld)

Pest Management Act 2001 (Qld)

Waste Reduction and Recycling Act 2011 (Qld)

Human Rights Act 2019 (Qld)

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Council will advocate to the community to adopt the principles and practices of environmental sustainability by demonstrating the economic, environmental and social benefits of practical application of common-sense environmental improvement initiatives.

ATTACHMENTS

1. **South Burnett Regional Council Environmental Sustainability Policy - Statutory074**



POLICY CATEGORY - NUMBER: Statutory074
POLICY OWNER: Executive Services
ECM ID: 3041526
ADOPTED:

Environmental Sustainability 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') recognises that it has a leadership role in demonstrating that economic growth, improvement to human health, and quality of life for current and future generations can be achieved while improving the size, health and resilience of natural systems. Council will achieve this by:

- complying with the requirements of relevant legislation, policy and standards to continually improve its environmental performance;
- providing community leadership by adopting practical sustainability practices that support environmental improvement as well as the financial sustainability of Council and wellbeing of Council representatives;
- ensuring that economic development, environmental sustainability, and social development contribute to a thriving business community and community wellbeing; and
- acknowledging and supporting property owners in rural areas who hold the expertise in sustainable land management.

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 will advocate to the community to adopt the principles and practices of environmental sustainability by demonstrating the economic, environmental and social benefits of practical application of common-sense environmental improvement initiatives.

3.1. South Burnett Context

The South Burnett region consists of a diverse economy largely based on the sustainable utilisation of natural resources including farming, mining, non-renewable and renewable power generation, timber harvesting, cropping and ecotourism.

3.2. Areas of Action

Council will focus on the following categories for the implementation of this policy:

- renewable energy production and purchasing;
- establishing a social license for action;

- develop an understanding of Councils current greenhouse gas emissions as a baseline for future action;
- the continued adoption of hybrid vehicles into the Council fleet;
- consider battery operated small plant as a replacement for petrol operated equipment;
- the utilisation of the procurement framework to drive local reuse and recycling;
- expansion of wastewater reuse;
- ongoing focus on the reduction of waste to landfill;
- repurposing and reuse infrastructure;
- the treatment of invasive species;
- increasing tree canopy cover on public land;
- protecting and enhancing waterways and natural areas;
- the improvement of ecological value of the urban forest by utilising species endemic to the South Burnett region; and
- make its best endeavours to achieve State and Commonwealth environmental targets.

4. DEFINITIONS

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

Environmental sustainability means the preservation of natural resources to support economic growth, community health and wellbeing, now and in the future.

5. LEGISLATIVE REFERENCE

Code of Conduct for Councillors in Queensland

Environmental Protection Act 1994 (Qld)

Environmental Protection and Biodiversity Conservation Act 1999 (Cth)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Pest Management Act 2001 (Qld)

Waste Reduction and Recycling Act 2011 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Administration Waste Reduction Policy - Strategic025

South Burnett Regional Council Procurement Policy – Statutory007

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Financial Sustainability Policy – Statutory070

7. NEXT REVIEW

As prescribed by legislation or June 2025

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

DRAFT

10.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INTERNAL AUDIT POLICY - STATUTORY019

File Number: 14-06-23

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Internal Audit Policy – Statutory019.

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to meet the requirements of the *Crime and Corruption Act 2001*, *Section 105 of the Local Government Act 2009* and *Section 207 of the Local Government Regulation 2012*, regarding the establishment of an efficient and effective internal audit function.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Internal Audit Policy – Statutory019 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making
Operational Plan 2022/2023	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms and factsheets
	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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Draft South Burnett Regional Council Internal Audit Policy – Statutory019 was reviewed by Manager Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Internal Audit Policy – Statutory019 was then presented at the Executive Leadership Team Meeting held on 9 May 2023 for endorsement to the Liveability, Governance and Finance Standing Committee.

The Draft South Burnett Regional Council Internal Audit Policy – Statutory019 was then discussed and reviewed by the relevant General Manager/Manager and Portfolio Councillor at a Portfolio Councillor Meeting held on 31 May 2023.

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

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Crime and Corruption Act 2001 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Human Rights Act 2019 (Qld)

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Council will carry out an internal audit activity for each financial year that will involve the preparation, implementation and monitoring of an internal audit plan.

ATTACHMENTS

- 1. South Burnett Regional Council Internal Audit Policy - Statutory019**



POLICY CATEGORY - NUMBER: Statutory019
POLICY OWNER: Corporate, Governance & Strategy

ECM ID: 2717829
ADOPTED:

Internal Audit 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 meet the requirements of the *Crime and Corruption Act 2001*, *Section 105 of the Local Government Act 2009* and *Section 207 of the Local Government Regulation 2012*, regarding the establishment of an efficient and effective internal audit function.

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 recognises the relevance of strengthening governance and control systems through the establishment of an independent, efficient and effective internal audit function that will provide adequate, appropriate, objective assurance and consulting services designed to add value and improve Council's operations.

In compliance with *Section 105 of the Local Government Act 2009* and *Section 207 of the Local Government Regulation 2012*, Council will carry out an internal audit activity for each financial year that will involve the preparation, implementation and monitoring of an internal audit plan.

An effective internal audit function will:

- assess and evaluate the adequacy and effectiveness of Council's processes, procedures and internal control environment to assist with the management of corporate risks;
- appraise the relevance, reliability and integrity of management practices, business systems, financial and operating records/reports;
- assist the Chief Executive Officer ('CEO') in managing the effective discharge of their his/her responsibilities, by providing the CEO with impartial analyses, appraisals, recommendations and information concerning the activities reviewed;
- review compliance with Council policies and procedures, legislative requirements;
- embed a culture of continuous improvement practices across Council; and
- deliver advisory services related to improvement of operational effectiveness, efficiency and economy.

3.1. Independence and objectivity

The internal audit function has to be independent, demonstrating objectivity in the conduct of internal audit work. Internal audit engagements ~~will shall~~ be performed with an unbiased and impartial ~~manner. attitude.~~

The CEO ~~will shall~~ resolve any dispute related to the scope of internal audit activities.

3.1.1. Authority and access

The internal audit function ~~will shall~~ have direct and unrestricted access to Council and management. It is authorised to review all areas of Council and to have full, free and unrestricted access to Council's operations, data and records, assets and personnel within the scope of internal audit work as authorised by the CEO.

3.1.2. Organisational independence

The internal audit function ~~will shall~~ be free from interference or influence in determining the scope of internal audit work, the frequency and timing of examinations and the communication of internal audit results as responsible to the Corporate Risk and Audit Advisory Committee ('Committee').

3.1.3. Internal Audit approach

A corporate risk based internal audit approach ~~shall will~~ be implemented each financial year. The internal audit plan will state the way in which the corporate risks have been evaluated, the most significant corporate risks identified from the evaluation and the control measures that Council has adopted.

3.1.4. Reporting ~~responsibility~~

The internal audit function will be managed by the Manager Corporate, Governance & Strategy reporting to the CEO and the Committee through the General Manager Finance & Corporate.

An internal audit quarterly progress report will be prepared and presented to the CEO and the Committee. This report will include:

- new internal audits including the observations and recommendations of the internal audit and management's response to the audit recommendations;
- corporate risk mitigation progress status through the Corporate Risk Registers and Treatment Plans; and
- internal audit recommendations progress status.

4. DEFINITIONS

Assurance Services means to involve the impartial evaluation of evidence to provide an independent opinion on governance, corporate risk management and control processes of Council.

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

Governance means the combination of processes and structures implemented by Council to inform, direct, manage and monitor the activities of the organisation toward the achievement of its objectives.

Independence means the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner.

Internal Audit means the assessment and evaluation of the control measures that Council has adopted, or is to adopt, to manage the corporate risks to which Council is exposed to.

5. LEGISLATIVE REFERENCE

Crime and Corruption Act 2001 (Qld)
Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Corporate Risk and Audit Advisory Committee Policy - Statutory022
 South Burnett Regional Council Corporate Risk and Internal Audit Framework – Statutory064
 South Burnett Regional Council Corporate Risk Management Policy – Statutory020
 South Burnett Regional Council Fraud & Corruption Prevention Management Policy – Statutory021
 South Burnett Regional Council Internal Audit Procedure – Procedure105

7. NEXT REVIEW

As prescribed by legislation or **May 2025**

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	17 March 2010	873053
2	Update to meet <i>Local Government Act 2009</i> and <i>Local Government Regulation 2010</i>	27 April 2011	1906828
3	Update to meet <i>Local Government Finance Standard 2005</i>	17 April 2013	1155309
4	Update due to <i>Local Government Act 2009</i> and <i>Local Government Regulation 2012</i> amendments	20 July 2016	1624970
5	Administrative Review	16 September 2020	2717829
6	Administrative change replacing Manager Social & Corporate Performance with Manager Corporate Services as per Council Resolution 2021/296	24 March 2021	2717829
7	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2717829
8	Review of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

10.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL PROCUREMENT POLICY - STATUTORY007

File Number: 28-06-23

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Procurement Policy – Statutory007.

SUMMARY

This policy establishes the procurement principles South Burnett Regional Council (Council) will follow and apply to all procurement processes and activities undertaken by Council, including purchasing, ordering, quotations, tendering, contracting and disposals. The policy has been developed to enable Council to carry out all its procurement in accordance with the prescribed legislative framework and statutory obligations, to achieve the desired outcomes of its Corporate and Operational Plans.

OFFICER’S RECOMMENDATION

PROCEDURAL RESOLUTION

That the matter be lifted from the table

COMMITTEE RECOMMENDATION

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

Council amends its Procurement Policy to require that all Local Buy contracts over \$200,000 must be approved by Council before being awarded the contract.

FORESHADOWED

That the South Burnett Regional Council Procurement Policy – Statutory007 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making
Operational Plan 2022/2023	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council’s policies, procedures, forms and factsheets
	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
--	--

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Draft South Burnett Regional Council Procurement Policy – Statutory007 was reviewed by General Manager Finance & Corporate, Manager Finance & Sustainability and Strategic Procurement Coordinator, supported by Corporate, Governance & Strategy.

Subject to legislation, the South Burnett Regional Council Procurement Policy – Statutory007 is reviewed every twelve (12) months.

At the Liveability, Governance & Finance Standing Committee held on 12 April 2023, a committee recommendation was raised that Council amends its Procurement Policy to require that all Local Buy contracts over \$200,000 must be approved by Council before being awarded the contract.

This recommendation was defeated, and a resolution was raised that the matter lay on the table until such time as the Procurement Policy is bought back for review.

Proposed fundamental changes to the policy have been identified in yellow highlight.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Corporations Act 2001 (Cth)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Public Records Act 2002 (Qld)

Human Rights Act 2019 (Qld)

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

This policy applies the sound contracting principles and practices as outlined in the *Local Government Act 2009* (Act) and the *Local Government Regulation 2012* (Regulation). This policy aligns with Council's core values and the ethics principles of integrity and impartiality, promoting the public good, commitment to the system of government, and accountability and transparency.

ATTACHMENTS

1. **South Burnett Regional Council Procurement Policy - Statutory007**



POLICY CATEGORY - NUMBER: Statutory007
POLICY OWNER: Finance & Sustainability
ECM ID: 2754050
ADOPTED:

Procurement 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 establishes the procurement principles South Burnett Regional Council ('Council') will follow and apply to all procurement processes and activities undertaken by Council, including purchasing, ordering, quotations, tendering, contracting and disposals. The policy has been developed to enable Council to carry out all its procurement in accordance with the prescribed legislative framework and statutory obligations, in an effort to achieve the desired outcomes of its Corporate and Operational Plans.

This policy applies the sound contracting principles and practices as outlined in the *Local Government Act 2009* ('Act') and the *Local Government Regulation 2012* ('Regulation'). This policy aligns with Council's core values and the ethics principles of integrity and impartiality, promoting the public good, commitment to the system of government and accountability and transparency.

This policy provides the framework for the development and implementation of streamlined systems, practices and controls for efficient, effective and economic financial performance management.

2. SCOPE

This policy applies to all Council representatives undertaking procurement activities on behalf of Council. The policy applies to all Council procurement processes and activities undertaken by Council, including but not limited to purchasing, ordering, quotations, tendering, contracting and disposals. It is the responsibility of all Council representatives to understand the meaning and intent of this policy and adhere to the guiding principles.

3. GENERAL INFORMATION

Procurement is the framework, the rules, and procedures, by which a Council obtains an effective supply of the required goods and services. It seeks to align with the organisational strategy rather than just process orders and acquire goods and services.

To be effective, it is critical Council's procurement function delivers on the following outcomes:

- providing protection to the organisation and Council representatives through the use of robust systems and procedures;
- providing cost efficiencies and control measures throughout the procurement process;
- providing responsive and strategic support in ways that ensures quality goods and reliable services are procured;

- supporting the overall delivery of Council's budget by enabling timely delivery of goods and services and managing the supply chain to mitigate issues such as over and under supply errors;
- ensure effective communication and understanding between Council and its supply base;
- contribute to ensuring Council's continued financial sustainability;
- be flexible and responsive to meeting Council's needs, recognising the need to balance core service delivery with the nature of unexpected circumstances; and
- concentrate on minimising actual, potential and perceived conflicts of interest created due to personal friendships, relationships and associations by immediately reporting any suspected or identified instances of unethical or illegal behaviours.

Council's purchasing activities must:

- ensure value for money with careful recognition of any potential probity issues, ensuring appropriate management practices are in place and Council's representatives are accountable for any purchasing activities in which they undertake;
- ensure procurement methodology provides fit for purpose goods and services and mitigates organisational risk;
- provide reasonable opportunity for Council to support and encourage a competitive local business environment by enacting Council's preference to source goods and services from within the South Burnett region;
- ensure the effective balance of risk and value when determining the level of complexity for each procurement activity to establish reasonable minimum quotation timeframes for suppliers to respond to Council requests for services;
- ensure suppliers are not disadvantaged when quotations are sought for goods while limiting the impact of operational or project deliverables;
- comply with relevant legislation; and
- promote compliance with relevant supervision and reporting that ensures Council is adhering to the appropriate legislation and its preference to support local first.

All Council purchases must be carried out in compliance with the Act and the Regulation.

In order to ensure the Council objectives are met, officers must:

- preserve Council's integrity in the procurement and/or purchasing process to ensure that Council acts and remains beyond reproach in all dealings;
- abide by Council's Code of Conduct and all other applicable policies, procedures and guidelines; and
- adhere to the Sound Contracting Principles as stipulated under the Act and Regulation (including *Section 198* and *Chapter 6* of the Regulation).

3.1. Procurement Principles

Council representatives must apply the following procurement principles in all purchasing activities. Council is committed to ensuring that its procurement is carried out in accordance with the relevant probity and accountability obligations in accordance with the prescribed legislative framework, and its statutory procurement obligations.

The following procurement principles apply to all Council procurement activities prior to going to market:

- an appropriate scope and specification of the goods and services required is developed;
- the material risks involved for each procurement activity are identified; and
- the appropriate contract and procurement methodology are selected to the satisfaction of Council, ensuring Council obtains what it is seeking to procure and provides appropriate risk management and protections for Council with reference to the risks identified for the particular procurement activity.

Prior to undertaking procurement, the Council representative should ensure that the goods or services required are not available from existing supply and contract arrangements whilst having regard to and maintaining consistency with the Sound Contracting Principles.

Council seeks to stimulate competition at a local industry level for the supply of goods and services. Council representatives must provide a fair and reasonable opportunity for local industry to tender for Council business.

Council representatives are to ensure that the planning process and supporting documentation (including the tender documents and specification) for the procurement is fit for purpose and maintains compliance within the legislative framework and appropriately manages the Council's material risks.

Council representatives must balance the focus on supporting locally sourced suppliers with Council's other objectives, including the non-price criteria identified below.

Council will:

- seek to invite relevant local industry to quote/tender (where appropriate) in accordance with clause 3.6.3 Purchasing Quotation Table.
- ensure that the contractors it engages are appropriately qualified and capable of fulfilling their contractual obligations by assessing the scope, risks, and contract methodology for each procurement activity and still offer value for money;
- strengthen the non-price criteria by recognising the physical presence of a supplier and the local economic outcomes of their operations within the local government area; and
- consider the actual and demonstrated social and economic benefits that local spend provides to the region, including:
 - creation of new and/or maintenance of existing local employment opportunities;
 - more responsive and readily available service support;
 - encouragement for the relocation of established businesses from outside the region to physically enter, establish and maintain a physical presence ongoing in, the region; and
 - provide credible feedback to encourage local suppliers to earn more Council business, supporting economic growth within the local area.

All Council representatives must conduct their procurement activities with the utmost probity, propriety, transparency, defensibility and accountability. Council representatives who perform procurement activities are responsible and obligated to account for their procurement actions and are accountable to their superiors for their procurement decisions.

3.2. Sound Contracting Principles Legislative Framework

All purchasing is represented in a contractual arrangement of one form or another and is governed by contract and other laws and legislative frameworks. All purchasing must have regard to the five (5) Sound Contracting Principles detailed in *Section 104(3)* of the Act.

These principles are:

- value for money; and
- open and effective competition; and
- development of competitive local business and industry; and
- environmental protection; and
- ethical behaviour and fair dealing.

While regard must be had to each principle, Council is not required to give equal consideration to each principle. The weight of regard may depend on the particular procurement.

3.2.1. Value for Money

Council is committed to achieving the best return and performance for the money being spent. Council will harness its purchasing power to achieve the best value for money which is not restricted to price alone. The value for money assessment must include the consideration of:

- contribution to the advancement of Council's priorities;
- fitness for purpose, quality, suitability and longevity of the product or services informed by the relevant industry standards and the needs of the Council service and employees using the equipment;
- estimated whole-of-life costs including costs of acquiring, using, maintaining and disposal;
- protection of Council contractual interests including warranties and statutory compliance with applicable and relative Acts and Regulations;
- delivering on technical compliance issues in a suitably appropriate and responsible way;
- potential exposure and mitigation of risk; and
- environmentally friendly principles that consider recycled materials and limit waste to reduce Council's overall carbon footprint.

In effect, Council is not always right to select the lowest price.

3.2.2. Open and Effective Competition

The principle of open and effective competition considers the use of transparent, open and unbiased purchasing processes so that current and potential suppliers, contractors and the public have confidence in the outcomes of the purchasing process. This involves adequately testing the market to ensure all options and suppliers are considered equally and given suitable opportunity to provide a quote.

Suppliers wishing to conduct business with Council will be given every opportunity to do so, subject to them satisfying Council's requirements and relevant evaluation criteria. This may include, but not be limited to, demonstrated technical ability, management of potential environmental impacts, the company's profile, professional references, extent of local industry participation, quality assurance and whole of life cost.

3.2.3. Development of Competitive Local Business and Industry

Council encourages the development of competitive local businesses within the South Burnett. Where price, performance, quality, suitability, service and other evaluation criteria are comparable, the following areas should be considered in evaluating offers:

- retention of existing and creation of new local employment opportunities;
- more readily available servicing support;
- more convenient communications for contract management;
- economic sustainability and opportunities for growth and prosperity within the South Burnett; and
- the contractual arrangements, including the contractual protections for Council and risk allocation.

3.2.4. Environmental Protection

Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:

- promote the purchase of environmentally friendly goods and services that satisfy value for money criteria;
- foster the development of products and processes of low environmental and climatic impact;
- reduce waste wherever possible;
- provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- encourage environmentally responsible activities in ways that reduce Council's overall carbon footprint.

3.2.5. Ethical Behaviour and Fair Dealing

Council representatives involved in purchasing must behave with impartiality, fairness, openness, transparency, integrity and professionalism in their discussions and negotiations with suppliers and

their representatives. Any Council representative must immediately disclose any activity, or personal or close relationships which constitutes or may constitute a conflict of interest or raise probity concerns. Council representatives are responsible for declaring any instance in which may compromise the ability of the supplier to perform their legal obligations under the supply agreement. Council has established an environment in which ethical conduct is expected, with a zero-tolerance policy for deliberate conduct that is corrupt, fraudulent activities or maladministration. Risk management principles and matching fraud and corruption prevention measures are applied across all areas to protect the Council.

3.3. Workplace Health and Safety

Council is committed to providing a safe and healthy work environment for its Council representatives performing work on behalf of Council and visitors to Council premises and worksites in accordance with the Council's Workplace Health and Safety Policy.

All Council representatives are expected to adhere to the following key outcomes in relation to procurement activities:

- establishing and maintaining a corporate system to ensure compliance of all contractors and suppliers align with the workplace health and safety legislative requirements, Australian Standards and/or procedures;
- ensuring all contractors and/or suppliers provide documentary evidence that they or the product they supply complies with relevant legislation, codes of practice and/or Australian Standards;
- ensuring all foreseeable health and safety risks associated with potential procurements are identified;
- ensuring specifications comply with the relevant legislation; and
- ensuring Council's operational obligations with regards to workplace health and safety contract performance monitoring and management are actioned under the contract.

3.4. Conflicts of Interest

Council representatives participating in procurement and contracting activities must comply with the requirements of Council's Conflict of Interest Policy, Procedure and Management Plan.

A conflict of interest is any activity that would create a conflict between personal interests and the interests of Council. Council representatives engaged to any extent of the procurement function must be free of interests and/or relationships that are, actually or potentially, adverse or detrimental to the interests of Council.

Conflicts of interest in procurement are not necessarily wrong or unethical however it is essential that any conflict of interest whether actual, perceived or potential is addressed at the earliest stages of a procurement activity and effectively and transparently managed.

Management of Conflicts of Interest may include:

- registering details of conflicts disclosed and recorded (suits low risk conflicts);
- restricting the relevant person's involvement in the matter;
- recruiting an independent third party engaged to oversee part or all of the process;
- removing the relevant person from the procurement process entirely;
- the conflicted person relinquishing the private interest that creates the conflict; or
- the conflicted person resigning from their position or role (last resort).

The choice of strategy will depend on the assessment of the individual circumstances and seriousness of each case.

Actual, potential or perceived conflicts of interest that may arise through secondary employment that may affect a procurement activity, are to be declared and managed in accordance with Council's Employee Conflict of Interest Policy and Procedure to ensure that these risks are managed properly, consistently and fairly.

3.5. Delegations

3.5.1. Delegations – Council representatives

The Financial Delegation Register for Council representatives is held within the Corporate, Governance & Strategy Branch.

3.5.2. Delegation Reserved for Council

Contracts that are \$200,000.00 and above exclusive of GST must be approved by Council. Contracts that are exempt from public tender shall be approved based on Council’s Financial Delegation Register.

3.5.3. Delegation to the Chief Executive Officer (‘CEO’)

Pursuant to *Section 257(1)(b)* of the Act, the Council resolves to delegate to the CEO the power to make, amend or discharge a contract in accordance with *Section 238(2)* of the Regulation for:

- any contractual arrangement with a person (in respect of one contractual arrangement or cumulatively for all contractual arrangements) that is, or is expected to be, worth \$200,000.00 (exclusive of GST) or more in a financial year with that person; or
- any contractual arrangement with a person that is, or is expected to be, worth \$200,000.00 per annum (exclusive of GST) or more over the proposed term of the contractual arrangement.

3.6. Purchasing Thresholds

Procurement can only be undertaken by authorised employees as detailed in the financial delegation register. For low value and easy to secure purchases, consideration of total cost of ownership and associated risks will determine the appropriate market approach.

3.6.1. Medium-Sized Contractual Arrangement

A contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000.00 in a financial year, or over the proposed term of the contractual arrangement.

3.6.2. Large-Sized Contractual Arrangement

A contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000.00 or more in a financial year, or over the proposed term of the contractual arrangement.

3.6.3. Purchasing Quotation Table

An established arrangement is an agreement subject to standardised terms and conditions whereby the purchaser may agree to purchase specific services from the vendor for a specified period on an "as and when" required basis. Suppliers are not guaranteed any work or business from Council.

Approved suppliers have been assessed as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

Quotes should be sought as per the below Purchasing threshold table.

Established Arrangements				Non-Established Arrangements			
SBRC Panel Arrangements: Entire panel of the specific service are to be invited to quote. LGA Arrangements: All local suppliers are to be invited				All local suppliers of the specific service are to be invited to quote			
\$ Value (excluding GST)	Minimum Quotation Requirement	Procurement Method	Award/Contract Method	\$ Value (excluding GST)	Minimum Quotation Requirement	Procurement Method	Award/Contract Method
From \$0.00 to \$5,000	One (1) quote required and seek to source locally (where available)	<ul style="list-style-type: none"> • Verbal • Written 	Corporate Card/Purchase Order	From \$0.00 to \$5,000	One (1) quote required and seek to source locally (where available)	<ul style="list-style-type: none"> • Verbal • Written 	Corporate Card/Purchase Order

Established Arrangements				Non-Established Arrangements			
SBRC Panel Arrangements: Entire panel of the specific service are to be invited to quote. LGA Arrangements: All local suppliers are to be invited				All local suppliers of the specific service are to be invited to quote			
From \$5,001 to \$14,999	Minimum two (2) written quotes (Minimum quotes to include local suppliers available when using Council Arrangements)	Request for Quote. <ul style="list-style-type: none"> Felix Vendor Panel 	Purchase Order	From \$5,001 to \$14,999	Minimum two (2) written quotes (Minimum quotes to include local suppliers where available)	Request for Quote. <ul style="list-style-type: none"> Felix Marketplace Website Written 	Purchase Order
From \$15,000 to \$199,999	(Medium Size Contract) Minimum three (3) written quotes (Minimum quotes to include local suppliers available when using Council Arrangements)	Request for Quote. (15 days) (procurement of services only) <ul style="list-style-type: none"> Felix Vendor Panel 	Purchase Order	From \$15,000 to \$199,999	(Medium Size Contract) Minimum three (3) written quotes required. (Minimum quotes to include local suppliers where available)	Request for Quote. (15 days) (procurement of services only) <ul style="list-style-type: none"> Felix Marketplace Website Written Online tendering platform 	Purchase Order and/or Public Tender at Council's discretion
Over \$200,000	(Large Size Contract) Minimum three (3) written quotes. (Minimum quotes to include local suppliers available when using Council Arrangements) and signed off by the CEO	Request for Quote (21 days) (procurement services only) <ul style="list-style-type: none"> Felix Vendor Panel 	Purchase Order	Over \$200,000	(Large Size Contract) Public Tender Subject to a minimum 21 Days Public Open Period	Public Tender (21 days) <ul style="list-style-type: none"> Website Online tendering platform 	Public Tender to be awarded by Council

*Established Arrangement - being Local Buy Contracts, State Government Contracts, and existing Council Administered (Contract) Prequalified, Preferred Contractor or approved Contractor Lists. This section is subject to the Regulation *Division 3 – Exceptions*

3.6.4. Purchases \$200,000.00 and above

Section 228 of the Regulation requires that Council invite tenders before making a contract for the carrying out of work, or the supply of goods and/or services involving a cost that is, or expected to be, \$200,000.00 (exclusive of GST) or more in a financial year or over the proposed term of the contractual arrangement.

The invitation to tender must be made by a notice placed on the Council's website and be open for submissions for a minimum of 21 days from the date of the notice.

Records of tenders received must be kept on file for the period of time outlined in the Retention and Disposal Schedules for Local Government as published by the Queensland State Archives.

In accordance with Section 237 of the Regulation, Council is obliged to publish details of all contracts worth \$200,000.00 or more (exclusive of GST). These details must be published monthly on Council's website and also on a noticeboard located in a position in Council premises that is easily accessible by the public. Information to be recorded in these publications includes the following:

- the person/company with whom Council has entered into a contract;
- the total value of the contract;
- the purpose of the contract; and
- the methodology under which the Council entered into the contract.

For the purposes of clarity, a purchase order may also be defined as a contract.

Council or Council representatives will not release proprietary or confidential information pertaining to any offer made by a supplier other than that which is required by law to be published.

3.7. Local Preference

Council representatives must give consideration to, and provide a fair and reasonable opportunity for, Local Suppliers to tender and quote for Council business opportunities. Council representatives

are to ensure that the planning process and documentation (including tender documents and specification) for each procurement, is fit for purpose and does not seek to disadvantage Local Suppliers.

Council representatives must notify and provide an opportunity for all local suppliers to quote on goods and services where local suppliers exist in accordance with the Purchasing Quotation Table 3.6.3. Officers may seek quotations from regional or non-local suppliers if the officer has undertaken sufficient research to establish that no local or regional supplier can quote on the goods or services to be purchased.

Council representatives are encouraged to ensure they are testing the market effectively and ensuring Council is achieving true value for money outcomes, so where practical, in addition to the local quotations sought, there should always be one from outside the region.

Therefore, in this policy statement, the definition of a local supplier will be rated as follows:

Points	Description
10	Is a developing or established business owned by a residential ratepayer in the area directly employing locals
8	Is a developing or established business owned by a non-ratepayer in the Council area and employs locals
6	Is a business with a branch office in the Council area but with a head office located elsewhere that employs a minimum of five (5) locals.
4	Is a business with a branch office in the Council area but with its head office located elsewhere that employs less than five (5) locals.
2	Has a business in the adjacent local government areas
0	Is a Queensland business

3.8. Evaluation

Quotes and offers will be assessed having regard to the five (5) Sound Contracting Principles (to be considered in accordance with the Act and Regulation, the relevant Council representative will make a decision to purchase from a supplier or provider based on the Council’s documented supplier evaluation criteria and a systematic weighting will be applied to all quotes or offers received. This will be assessed on a case by case basis and the weighting will be expressed as a percentage which reflects the relative importance of each criterion for the relevant procurement.

Medium and large size contracts will be evaluated using evaluative criteria. Council representatives will confirm any mandatory criteria as stipulated within the offer documents.

For offers to be considered conforming, an offer must:

- contain all the documents and information required within the returnable schedules, and;
- strictly comply with the scope and specification.

Council may but is not bound to, consider or accept a non-conforming offer. Any non-conforming offer may be clarified or may be rejected and the non-conforming offers not evaluated any further at the sole discretion of the evaluation committee with advice from a Probity advisor.

Where it is applied to a price criteria the following standard will be used:

Council may make a decision to purchase from a Local Supplier offering a higher price margin, using the following guideline for acceptable price variances if the total value for money assessment is within the approved project budget:

- 10% for goods and services under \$50,000.00; or
- 5% for goods and services over \$50,000.00 up to \$200,000.00.

This will allow Council to ensure it is achieving its Value for Money objective and also that it is supporting its Development of a Competitive Local Business objective. Where the local content is applied to a non-price criterion as a specific element, it will be applied as per the table in the definition

of clause 3.7. Local Preference.

Where a Local Supplier has not been successful, Council representatives are to provide feedback to the supplier upon request to engender strong competition at a local industry level.

3.9. Exceptions outlined in this section, the Act and the Regulation.

Exceptions in this clause are consistent with the Act and the Regulations and are designed to capture circumstances where a procurement process and due diligence, in accordance with sound contracting principles, have already been applied to suppliers or the procurement is required to ensure the efficient delivery of local government services and/or ensure the Local Government and its officers meet their obligations to the community in accordance with the Act. They benefit Local Governments by:

- reducing procurement costs;
- providing for shorter procurement timeframes as there is no need to tender or issue Requests for Tender;
- ensuring suppliers have the financial, technical and operational capacity to carry out the required work; and
- offering contractual protection to the Council through the use of established contractual terms that meet the Council's risk management requirements.

Council representatives responsible for purchasing goods and/or services are required to adhere to the purchasing thresholds and quotation requirements set out in the table under clause 3.6.3 for all Procurement processes subject to the following exceptions outlined in this section.

3.9.1. Repeated Operational Expenditure ('ROE'), Original Equipment Manufacturers ('OEM') and Sole Supplier Exceptions

ROE is defined as recurrent expenditure on goods and services which Council experiences at regular intervals that is required for general operations.

OEM is defined as a company whose goods are used as components in the products of another company which then sells the finished items to users. OEM components are often required to be used to maintain warranty or aftermarket parts are not available.

Sole Suppliers are defined as the only supplier that can provide the goods or service required. The sole supplier has either established a monopoly or is the only provider that is reasonably available geographically.

Suppliers who are listed on the above registers are exempt from Council Purchasing Thresholds. Suppliers on the above registers are adopted by Council by way of resolution consistent with the requirements of *Section 235(a)* of the Regulation prior to applying the exception. Council must adopt the register each time it is updated.

3.9.2. Genuine Emergency Exception

In utilising an exception for a Genuine Emergency Council recognises that full compliance with the existing Council procurement policy and procedures may not support the Council's needs during a critical or emergent incident and an alternative procurement process may operate during the incident. This alternative process aims to accommodate urgent Council and/or community needs, whilst ensuring that the procurement process adopted is reasonable and conducted with appropriate consideration of standard procurement principles.

Once the immediacy of the incident has passed normal procedure must then take place:

- purchase orders must be raised to record expenditure;
- reports must be presented to Council at the earliest opportunity for resolution to approve the unapproved expenditure; and
- the Council resolution must provide a definition of the emergency situation i.e. Natural disaster and delegate authority to the CEO or the appropriate Council representative if the CEO was not available at the time of the incident.

3.9.3. Legislative Exceptions

Division 3 under Chapter 6 of the Regulation specifies when Council is exempt from the requirement to seek written tenders or quotations:

Section 230 – Exception if quote or tender consideration plan prepared

Council may enter in to a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the Council:

- (a) decides by resolution to prepare a quote or tender consideration plan; and
- (b) prepares and adopts the plan.

Section 231 – Exception for contractor on approved contractor list

Council may enter into the contract without first inviting written quotes or tenders if the contract is made with a person who is on an approved contractor list. An approved contractor list:

- must be defined by the processes required in the Act;
- will be adopted by Resolution of Council
- will be formed after an Expression of Interest process
- will not be considered to be preferable to a register of pre-qualified suppliers or a preferred supplier arrangement in order to facilitate convenience but will provide Council with the ability to build rigor around medium to large purchasing activities; and
- will take into account all the sound contracting principles as defined in the Regulation.

Section 232 – Exception for a register of Pre-Qualified Suppliers

Council may enter into a contract without first inviting written quotes or tenders if the contract is entered in to with a supplier from a register of Pre-Qualified Suppliers that is made in compliance with the sub-sections outlined in *Section 232* of the Regulation.

In establishing a register of pre-qualified suppliers, Council recognises that:

- the preparation and evaluation of submissions would be costly and time consuming if it invited submissions every time the foods and/or services were required; or
- it is critical to a successful outcome that the experience and financial viability of a supplier or contractor is assessed according to the requirements of the local government once only; or
- there are specific pre-conditions to the offer to supply goods and/or services that must be considered; or
- there is a need or desire to develop the specific capabilities of the businesses within the local region; or
- the supplier of goods or services may necessitate security considerations or requirements; or
- it will still ensure value for money by testing the market through quotations where appropriate.

The Council has developed the Pre-Qualified Supplier Registers for this purpose.

The Pre-Qualified Supplier Register is subject to the Tender Consideration Plan, adopted by Council by resolution under *Section 230* of the Regulation. The Tender Consideration Plan allows Council the flexibility to review the Pre-Qualified Supplier Register and the ability to better manage its Panel Arrangements for the supply of goods and services.

Council has established the following categories of supply as Pre-Qualified Supplier Registers. The registers will be refreshed at the same time each year allowing new suppliers to apply and existing suppliers to update pricing and service offerings.

- | | |
|--|----------------------------|
| • Dry Hire (September) | • Trade Services (April) |
| • Wet Hire (September) | • Electrical Works (April) |
| • Road Making & Quarry Materials (September) | • Pest Management (April) |
| • Civil Works (April) | |

Section 233 – Exception for a preferred supplier arrangement

Council may enter into a contract without first inviting written quotes or tenders if the contract is entered in to with a preferred supplier under the preferred supplier arrangement. This section applies for contractual arrangements for goods or services if Council:

- needs the goods or services either in large volumes or frequently; and
- is able to obtain better value for money by accumulating the demand for the goods or services; and is able to describe the goods or services in terms that would be well understood in the relevant industry.

Section 234 – Exception for Local Government Association ('LGA') arrangement

Council may enter into a contract for goods and services without first inviting written quotes or tenders if the contract is entered in to under the LGA arrangement. An LGA arrangement is an arrangement that has been entered in to by:

- Local Government Association Queensland Limited ('LGAQ'); or
- a company registered under the *Corporations Act 2001*, if LGAQ is its only shareholder (Local Buy).

In utilising an LGA arrangement, Council recognises that arrangements have been formed as a result of market testing processes which ensure that price and other considerations under these arrangements are equal to or better than the price and considerations which Council could achieve in a public tender or quotation process. Benefits of the LGA arrangements to Council include that such arrangements:

- promote efficiency, including by enabling Council to efficiently and effectively engage professional services with the right capability and experience at short notice, e.g., legal support, engineering services, planning support etc.;
- reduce unnecessary administrative burdens and costs;
- minimise the likelihood of delayed procurement;
- Council can enter into the contract confident that the contractual arrangements meet Council's risk management requirements and does not have to negotiate a new contract; and
- Council will be assured (as due diligence will have been performed previously) that the supplier is capable of providing the receive goods and services of the requisite quality and the supplier will comply with relevant laws, including health and safety laws.

Section 235 – Other exceptions

Council may enter into a contractual arrangement without first inviting written quotes or tenders if:

- Council resolves it is satisfied that there is only one (1) supplier who is reasonably available; or
- Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the Council to invite quotes or tenders; or
- a genuine emergency exists; or
- the contract is for the purchase of goods and is made by auction; or
- the contract is for the purchase of second-hand goods; or
- the contract is made with, or under an arrangement with a government agency.

When assessing the most effective method of obtaining goods and/or services, Council representatives should consider the administrative and price costs to Council of seeking tenders or quotations independently, and the reduction of these costs which can be achieved by the use of the Pre-Qualified Supplier Panels or Local Buy arrangements.

Section 236 – Exception for valuable non-current asset contracts

In accordance with the Regulation, the apparent value threshold for non-current assets other than real estate set by Council shall be \$5,000 (excluding GST). The Regulation provides that Council cannot enter into a valuable non-current asset contract unless it invites written tenders for the

contract or offers the non-current asset for sale by auction. There are exceptions in *Section 236* of the Regulation that may apply.

Additional Council guidelines for the disposal of valuable non-current assets is outlined in Council's Disposal of Assets Policy – Statutory008.

The authorised process for the disposal of valuable non-current assets of Council's interests in real property can be found in Council's Disposal of Council Real Estate Policy – Statutory032.

3.9.4. Procurement Exception Form

In the event that a procurement process requires the application of an exception under the Regulation and/or from this policy, a Council Procurement Exception Form must be submitted and approved by a General Manager with appropriate financial delegation. A reason why a procurement process requires the exception must be documented and recorded. Such reasons could include:

- purchase exceeding thresholds with insufficient quotes;
- urgent project delivery requirements
- limited suppliers available
- a legislative exception is being applied in accordance with *Chapter 6, Division 6 Section 230-235 of the Local Government Regulation 2012*

3.10. Local Buy

Local Buy is the LGAQ contracts and tenders service company. Established in 2001, Local Buy facilitates business relationships with local government and their suppliers. Local Buy's core business is the creation of contractual arrangements for goods and services that can be used by Queensland Councils, aggregating the demand for these goods and services to achieve better pricing and conditions, and eliminating the need for Councils to establish their own supply contracts.

3.11. State or Federal Government Grants

Where State or Government loan funds or grants are used to fund Council projects, there may be stipulations as to the procurement requirements of the funding body that are to be observed and may supersede Council's procurement policy or procedures. These instances should always be noted in a report to Council and recorded in the minutes of that meeting.

3.12. Payment Terms

The following outlines the various methods that can be used to effect payment when procuring Council's requirements.

3.12.1. Corporate Credit Cards

Council encourages the use of its corporate credit cards for the following reasons:

- simplified purchasing and payment procedures;
- improved payment performance to suppliers;
- provision of support to Local Suppliers;
- more effective cash management; or
- enhanced service delivery to customers.

3.12.2. Purchasing and Orders

The term "purchasing" refers to the process of ordering and receiving goods and services and does not generally drive policy decisions or developing Procurement strategy.

Purchase order forms are not required for some purchases, but relevant authorisations are required on the invoice documentation. These purchases are considered as repeated operational expenditure and are listed in a table of ROE in Appendix 1

A purchase order must be created and issued to the supplier for all purchases that are not procured via the corporate credit card or listed in the ROE.

All Council representatives must complete the required areas on the purchase requisition to justify the requirement. Any additional documents which will further detail and support the request are to

be attached. Upon completion of the purchase requisition and within the Council representatives' financial delegation will a purchase order be issued to a supplier.

All invoices for payment are to be emailed direct to accounts@sbrc.qld.gov.au

Invoicing Requirements:

- supplier's identity;
- Australian Business Number ('ABN');
- description of goods or services supplied, quantity and price;
- total GST amount;
- date of issue; and
- purchase order number.

Council's payment terms are 30 days from the date of invoice, and it is preferable that a monthly statement be provided to ensure accurate reconciliation of outstanding invoices.

3.12.3. Variations

From time to time, a contract will require a variation. Approval to vary the terms of a purchase order (excluding scope) can only be given by the Council representative who originally approved the expenditure of the funds covered by the order or in their absence, approved by a Council representative that has direct control over the funds being expended. If the revised total value of the purchase order over the proposed term of the contract exceeds or cumulatively exceeds the financial delegation of the approving Council representative, then the variation must be approved by a Council representative with sufficient delegation.

A Contract and Purchase Order Variation Form must be completed for variations which exceed 10% of the original purchase value and be approved by the relevant department Manager with appropriate financial delegation.

The Council may seek to have appropriate contractual rights to direct a supplier in writing to amend, increase, decrease, omit or change the quality, timing character or method of performing the supply or to execute additional work. It is important that contract documentation seeks to provide for this and other appropriate rights (e.g., to engage other contractors to perform omitted or deducted work) to reduce the risk of a variation directed by the Council invalidating the contract. This should be considered as part of the Procurement process and advice obtained accordingly.

For the purposes of this policy, a variation refers solely to a financial deviation from an original contract value. The contract can be a Council purchase order, or an agreement signed by a delegated Council representative and the Supplier. Other variations, such as non-financial scope changes, extensions of time and the like are to be managed by the delegated Council representative or the person nominated by the relevant contract/purchase order. However, it must be noted that material changes may alter the framework of the original Tender or Quotation requirements and therefore may void the agreement.

Council representatives are required to adhere to the following:

- all variations are to be approved in writing;
- variations can only be approved by an officer, where the total amended costs do not exceed that officer's authorised financial and/or contractual delegation and the value of the variation is less than those detailed below;
- for an original purchase order involving a cost of greater than \$15,000.00 but less than \$150,000.00, if the cumulative value of variations exceeds 20% of the value of the original purchase order or \$15,000.00 whichever is the lesser, the variation and any further variations must be approved by the CEO;
- for an original purchase order involving a cost of \$200,000.00 or more, all variations must be considered by Council's Senior Management team and if necessary, a report should be provided to Council for resolution; and