



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

# **AGENDA**

## **Liveability, Governance and Finance Standing Committee Meeting Wednesday, 12 July 2023**

**I hereby give notice that a Meeting of the Liveability, Governance and Finance Standing Committee will be held on:**

**Date: Wednesday, 12 July 2023**

**Time: 9:00am**

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

**Mark Pitt PSM  
Chief Executive Officer**

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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.

- 1 OPENING**
- 2 LEAVE OF ABSENCE / APOLOGIES**
- 3 RECOGNITION OF TRADITIONAL OWNERS**
- 4 DECLARATION OF INTEREST**

**5 DEPUTATIONS/PETITIONS**

**5.1 DEPUTATION - KYLIE - THE SOUTH BURNETT SPINAL GROUP**

**File Number:** 12/07/2023

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

**PRECIS**

Deputation by Kylie – The South Burnett Spinal Group

**SUMMARY**

Kylie will be addressing Council at 9:00am in relation to The South Burnett Spinal Group.

**BACKGROUND**

Nil

**ATTACHMENTS**

- 1. The South Burnett Spinal Group - Request to Address Council**



**South Burnett**  
Regional Council

Directorate- Corporate Services

## Request to Address Council

To allow members of the public an opportunity to address Council on matters of concern, the Council has decided to set aside a maximum of 15 minutes at the start of each General Meeting, for this purpose. The matter must be one of public interest related to local government and it is to be a submission to Council. Council will not enter into a question and answer session.

Rules have been adopted so that the session will run smoothly, to the maximum benefit of all concerned.

The rules are:-

1. The session is for a maximum of 15 minutes, with a maximum of three speakers per session. It is advisable to notify the Chief Executive Officer beforehand of the wish to address Council, as the first to indicate will receive first priority and so on.
2. The right of any individual to address Council during the public session is at the absolute discretion of the Council.
3. The session is under the control of the person chairing the meeting. A person making a submission must cease talking if and when required by the Chair.
4. A person addressing the Council must stand and act and speak with decorum and frame any remarks in respectful and courteous language.
5. The Chair may require a person to cease making the submission if an address or comment is irrelevant, offensive or unduly long.

Please note that unless specifically requested by the Chair, a person may not address the Council from the public gallery other than at the public session and in accordance with the rules referred to above.

**Name of Person/s Addressing Council:** The South Burnett Spinal Group

**Contact Phone Numbers:** 0400870281

**Postal Address:** 24 Lee place Nanango

**Please attach a detailed statement outlining the reasons why you are requesting to address Council.**

**By signing below you are acknowledging that you have read and understood the conditions outlined in this document.**

**Applicant Signature:**

*Office use only:*

**Approved by Mayor:**

**Approved by Chief Executive Officer:**

**6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**6.1 MINUTES OF THE LIVEABILITY, GOVERNANCE AND FINANCE STANDING COMMITTEE MEETING HELD ON 14 JUNE 2023**

**File Number:** 12/07/2023

**Author:** Executive Assistant

**Authoriser:** Chief Executive Officer

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**OFFICER'S RECOMMENDATION**

That the Minutes of the Liveability, Governance and Finance Standing Committee Meeting held on 14 June 2023 be received.

**ATTACHMENTS**

- 1. Minutes of the Liveability, Governance and Finance Standing Committee Meeting held on 14 June 2023**





# **MINUTES**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL  
LIVEABILITY, GOVERNANCE AND FINANCE STANDING COMMITTEE MEETING  
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY  
ON WEDNESDAY, 14 JUNE 2023 AT 9:00AM**

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

Cr Gavin Jones (Deputy Mayor), Cr Kirstie Schumacher, Cr Scott Henschen

**Council Officers:**

Mark Pitt (Chief Executive Officer), Aaron Meehan (General Manager Infrastructure), Peter O'May (General Manager Liveability), Susan Jarvis (General Manager Finance & Corporate), Kimberley Donohue (Executive Assistant), Tiarna Hurt (Executive Assistant),

**1 OPENING**

Deputy Mayor Gavin Jones opened the meeting, welcomed all attendees and CEO Mark Pitt noted that the meeting did not have a quorum and that the meeting would not be able to proceed.

**2 LEAVE OF ABSENCE / APOLOGIES**

Council noted apologies from Mayor Brett Otto, Cr Kathy Duff, Cr Danita Potter and Cr Jane Erkens.

**3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

Nil

**4 DECLARATION OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****5.1 MINUTES OF THE LIVEABILITY, GOVERNANCE AND FINANCE STANDING COMMITTEE MEETING HELD ON 10 MAY 2023**

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**OFFICER'S RECOMMENDATION**

That the Minutes of the Liveability, Governance and Finance Standing Committee Meeting held on 10 May 2023 be received.

**6 NOTICES OF MOTION****6.1 GIFTING OF MOWER TO BOONDOOMA MUSEUM & HERITAGE ASSOCIATION INC.**

**PROCEDURAL MOTION**

That the Gifting of Mower to Boondooma Museum & Heritage Association Inc Notice of Motion from Mayor Brett Otto be lifted from the table.

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The Committee recommends to Council that:

1. Council gifts the following item of plant and equipment to the Gifting of Mower to Boondooma Museum & Heritage Association Inc. as part of the plant and replacement fleet replacement program in 2023/2024:

Mower 4512 – 2018 Grass Hopper 430D Zero Turn

- 72” Deck
- 29.1 Hp
- Based in Parks Murgon/Wondai

2. Council completes the required maintenance on the mower to ensure it is in workable and safe condition prior to transfer.

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

### **7.1 CORPORATE, GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & SUSTAINABILITY, ICT & BUSINESS SYSTEMS, COMMUNITY REPRESENTATION & ADVOCACY AND 2032 OLYMPICS & PARALYMPICS PORTFOLIO REPORT**

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#### **OFFICER’S RECOMMENDATION**

That Mayor Otto’s Corporate, Governance & Strategy, People & Culture, Communications/Media, Finance & Sustainability, ICT & Business Systems, Community Representation & Advocacy and 2032 Olympics & Paralympics Portfolio Report to Council be received.

#### **Corporate, Governance & Strategy:**

With the end of the financial year approaching, the branch has focussed on completion and closing out of projects and end of year balancing.

Smart Services Queensland have sought to renew the service contract delivered through the Blackbutt Office. Smart Services Queensland are very complimentary of the service provided at the Blackbutt office. The 2023/2024 Host Contract has been signed for the continuation of Services Australia services in Blackbutt.

During May there were 145 QGAP and 35 Services Australia transactions completed, and 19 customers were issued with new number plates at the Blackbutt office.

The Corporate and Governance sections continue to support the organisation and external agencies in complaint management, right to information and legal matters.

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Internal auditors will be on site prior to the end of June 2023 to progress the Development Assessment and Approvals, including Infrastructure Charges Management and Collections Process fieldwork.

**Communications/Media:**

In May 2023, the Media and Communications team progressed the following:

- Media Releases x 22
- Media enquiries (via the Media email) x 12
- Social Media:
  - Facebook: x 125
  - Instagram: x 58
  - LinkedIn: x 3
  - Twitter: x 4
- Printed advertising x 3
- Graphic design x 70

A list of all media release/enquiries and statistics for May 2023 is available as an attachment to this report.

**Finance & Sustainability:**

At the end of May 2023, Council held \$54.60 million in cash and cash equivalents with \$47.82 million invested with the Queensland Treasury Corporation (QTC).

Water meter readings have been occurring with Kingaroy, Murgon and Proston still to complete.

External Auditors have been on site conducting their interim preliminary testing.

## **8 CORPORATE GOVERNANCE & STRATEGY**

### **8.1 DRAFT ANNUAL OPERATIONAL PLAN 2023/2024**

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**OFFICER'S RECOMMENDATION**

That the Committee recommends to Council:

That the Draft Regional Council Operational Plan 2023/2024 be approved be adopted as presented.

### **8.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INTERNAL AUDIT POLICY - STATUTORY019**

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**OFFICER'S RECOMMENDATION**

That the Committee recommends to Council:

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

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

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**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.

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

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**OFFICER'S RECOMMENDATION**

That the Committee recommends to Council:

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

**8.5 COUNCIL NOMINATE THE 2024 SPECIAL HOLIDAY**

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**OFFICER'S RECOMMENDATION**

That the Committee recommends to Council:

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.

**9 PORTFOLIO - COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES****9.1 COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES PORTFOLIO REPORT**

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**OFFICER'S RECOMMENDATION**

That Cr Potter's Community Development, Arts & Heritage and Library Services Portfolio Report to Council be received for information.

**Black Summer Bush Fire****South Burnett Façade Improvement Program**

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Information sessions for the South Burnett Façade were facilitated by the Community Development team in Proston, Wooroolin, Kingaroy and Murgon. With the round closing on Friday 9<sup>th</sup> June, 19 applications have been successfully submitted, with 35 unsubmitted to date.

### **2023 South Burnett Regional Youth Council**

The South Burnett Regional Youth Council are once again facilitating the PIG JAM Battle of the Bands and Music Festival, with the group meeting with the Bacon Fest Committee to share their ideas for this year's event. An art competition will be added this year and the pieces will be displayed in the windows of shops in the main street.

### **Mud Women Gathering Events**

The Community Development team coordinated for Mud Women Gathering events over two weekends, in Kingaroy, Nanango, Proston and Wondai. These events were facilitated by local artist 'Willow' and focus on mental health, wellbeing and mindfulness. These amazing events attracted 115 participants from all over the South Burnett.

### **2023 Pathway to Health Scholarships**

It is widely acknowledged that strategic workforce planning and development will be a key enabler towards building the foundations necessary to effectively deliver health services that meet the needs of our region.

The South Burnett Regional Council have signed a Memorandum of Understanding with Rural Medical Education Australia to deliver a Cert III in Health Services Assistance through their Kingaroy Clinical Training Centre, onsite at the Kingaroy Hospital.

The intent of the Pathway to Health Scholarships is to develop a capable and sustainable health workforce, through upskilling community members that already reside in the areas of need. Anyone living in the South Burnett region will be invited to apply for one of these scholarships.

### **Art Culture and Heritage**

Work continues the Art Culture and Heritage Strategic Plan with the engagement of a industry consultant to support staff to compile the Advisory Committee's information ready for wider community consultation.

### **RADF**

RADF round 2 grant has seen 3 successful applicants received funding.

1. Noosa Film Academy - \$3000
2. Kingaroy State High School P& C \$3000
3. Robyn Dower \$2080

Council has successfully received \$15, 000 in funding from Arts QLD to deliver RADF and Officers have reviewed and updated RADF guidelines to reflect quick response grant to support local artists.

### **Winter Wellness program**

Council is partnering with Bridges Health and Community Care to bring Flipside Circus to South Burnett. Workshops will be held in Blackbutt, Kingaroy and Murgon during the first week of the School Holidays

Council has also partnered with South Burnett Rail Trail Users Association and South Burnett Mountain Bike Association to offer three community rail trail rides across the South Burnett over Winter.

### **Opera QLD**

Opera Qld performed at town hall 6 June all reports were that it was a wonderful event and a great opportunity for the community to attend opera in the South Burnett region, a 120 people attended the night.



**Library Services:****Under 8's Day**

Planning and prepping for the upcoming Under 8's day is well underway with Jess, Shelley and Lisa expecting an awesome crowd after the success of the event in 2022. Without giving too much away, the library stall will have a very interactive obstacle course to be completed by those adventurous enough to go on a bear hunt. As always, library staff will enjoy the chance to promote all the free resources and upcoming events we have on offer. See you at Memorial Park on Thursday 29 June from 9am.

**Val and Graeme Wicks Book Launch**

Tingoorra icons, Val and Graeme Wicks who are well known in the South Burnett for their various roles are thrilled to be having a book launch at the Kingaroy Library. Join us on Friday the 9th of June at 10am as they share their life experiences captured in their autobiography, 'Properly long way'. Two incredibly diverse individuals from opposite sides of the globe meet in the middle of nowhere in the great Kimberley area of northwest Australia and find their way through all the ups and downs of the remote outback.

**National Simultaneous Storytime 2023**

We had so much fun at National Simultaneous Storytime on Wednesday and would like to thank everyone who came along to one of our sessions across the region. With 88 children and caregivers attending NSS library events, The Speedy Sloth by Rebecca Young and Heath McKenzie was a winner indeed!

**Orana Lutheran Care Partnership**

South Burnett Libraries have been extended an invitation to host upcoming tech and social sessions at the Orana Aged Care Facility. These sessions will focus on connectedness for the residents in being kept in the loop of what is happening in libraries and the local area. Library staff always love to share the fun of free and interactive resources that can be used for entertainment, learning and social connection, as well as assisting with resources such as Borrowbox and Family History databases. These sessions will resume in July and will complement the partnership with the Seniors of the South Burnett program.

**Reconfiguration of non-fiction and study area at the Kingaroy Library.**

Due to an increasing demand for quiet study spaces and areas for community groups to meet, we have recently completed an intensive weeding and deselection of our non-fiction collection in our services' largest library branch. This process in line with Queensland State Library standards and guidelines for our collection size has not only made the collection more manageable and relevant but has opened the space for better use by community members. Feedback has been very positive with many customers browsing the area and finding their required resources, while having plenty of space to sit and catch up with friends or take some time out for study.

**BaconFest**

Out and About at BaconFest

Join the South Burnett Libraries team at BaconFest by visiting our activity station as a part of the Little Piggies section on Saturday 19 and Sunday 20 August 2023. Staff will be available to chat about the extensive range of free resources available at our six library branches as well as providing some fun activities for families over the two days. Pop in and say hi and join us in some story time fun on what is sure to be a great weekend.



Mud Women Event, Wondai



## 9.2 COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE

### OFFICER'S RECOMMENDATION

That the Community and Lifestyle Operational Update be received.

## **10 COMMUNITY DEVELOPMENT (HEALTH, YOUTH, SENIOR CITIZENS)**

### **10.1 TRUSTEE LEASE - NANANGO & DISTRICT NETBALL ASSOCIATION INC**

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#### **OFFICER'S RECOMMENDATION**

That the Committee recommend to Council that:

1. That South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)* applies to Council for the disposal by way of grant of a Lease to the valuable non-current asset which is Lease A on Lot 212 on Crown Plan FY2647, to the Nanango & District Netball Association Inc.
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Lease between Council and Nanango & District Netball Association Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

### **10.2 BLACKBUTT & DISTRICT TOURISM & HERITAGE ASSOCIATION INC - DEED OF LICENCE TO OCCUPY - ROY EMERSON MUSEUM & NUKKU NOOK AND BLACKBUTT HALL**

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#### **OFFICER'S RECOMMENDATION**

That the Committee recommend to Council that:

1. That South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)* applies to Council for the disposal by way of grant of a Deed of Licence to Occupy to the valuable non-current asset which is the land comprising of Part of Lot 1 on RP229138, Part of Lot 31 on RP32384, Part of Lot 2 on RP32381, Part of Lot 1 on RP32388 & Part of Lot 31 on SP117095 known as the Roy Emerson Museum and Nukku Nook, to the Blackbutt & District Tourism & Heritage Association, provided that:
  - (a) The Department of Transport and Main Roads approves the new licence area P1-P5 and proposal of new buildings on the licence area.
2. That South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)* applies to Council for the disposal by way of grant of a Deed of Licence to Occupy to the valuable non-current asset which is the land comprising of Part of Lot 2 on RP32381 known as the Blackbutt Hall, to the Blackbutt & District Tourism & Heritage Association.
3. 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 Blackbutt & District Tourism & Heritage Association on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.
4. Go out to tender for the development of a masterplan for the Blackbutt Rail Trail and for realignment and improvement of the rail trail accessibility.
  - (a) Request the Department of Transport and Main Road to offer financial assistance to contribute to the masterplan and community consultation during the drafting of the plan.

## 11 PROPERTY & FACILITY MANAGEMENT

### 11.1 BUNKHOUSE (OLD HOSPITAL BUILDING) ON LICENCE AREA 3 - KINGAROY SOARING CLUB

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#### OFFICER'S RECOMMENDATION

That the Committee recommend to Council that

1. In accordance with the purposes of the *Local Government Regulation 2012*, Council decides, by resolution, that the exception in the Regulation *Section 236 (1)(b)(ii)*, applies to Council in the disposal of the Building Asset as identified as the Bunkhouse (Old Hospital Building) on Licence Area 3 within Lot 3 on SP249643, other than by tender or auction, to the community organisation, to the Kingaroy Soaring Club Inc, as:
  - (a) it is in the public interest; and
  - (b) the disposal is otherwise in accordance with the sound contracting principles.
2. In accordance with *Local Government Act 2009* (the Act), *Section 257*, to delegate to the Chief Executive Officer of Council, the power under section 262(3) of the Act, to negotiate and agree in principle the terms and conditions of a contract for the disposal of the building assets to the community organisation, Kingaroy Soaring Club Inc., for approval by Council.

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

### 12.1 TOURISM & VIC'S, SPORT & RECREATION AND COMMERCIAL ENTERPRISES PORTFOLIO REPORT

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#### OFFICER'S RECOMMENDATION

That Cr Erken's Tourism & VIC's, Sport & Recreation and Commercial Enterprises Portfolio Report. to Council be received for information.

#### **Tourism & VIC's:**

Winter time is certainly well and truly here with below zero temperatures across the region bringing frosty mornings. With the winter weather comes the great migration of southern tourists through our region to the warmer weather in North Qld. As portfolio holder of Tourism one of my goals is to encourage these tourist to stop and explore some of the fabulous attractions we have in our region. Working with Visit South Burnett Inc. who are Councils partners in tourism I am hoping to encourage local tourism operator's to become involved in the Councils information centres which give a great opportunity for them to promote the region to these visitors. I certainly encourage tourism operators to connect with the volunteers.

Across the region we have lots of events which bring visitors every weekend from fishing competitions at the local dams.

#### **Sport and Recreation:**

Sporting events in the area are also a great source of income to the region. Nanango Junior Soccer hosted the Heritage Nanango Panthers MiniRoos Carnival the first weekend in June where 50 teams to attend their Carnival. Nanango Junior Rugby League hosted the junior South Burnett games and

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this event also attracted a great number of players and their families to the town. This is a great boost to small towns within our region.

Nanango Golf Club are celebrating their 100 year anniversary and there is a great display of their history on display at the Clubhouse. I recommend a visit to see what can be achieved with good community support.

South Burnett Rugby League President Greg Pomfret said their organisation were hopeful that a submission to host the 47th Battalion Rugby League Competition next year in the May Long Weekend will be successful. This would be a great boost to not only commercial enterprises but also Community Groups who would be called on to assist with catering and could attract up to 3,500 people to our great region.

From sporting to Arts in Kingaroy you can celebrate your passion for arts and show support to our incredible local artists! A two-month-long extravaganza of creativity, where you'll witness the magic of handmade crafts, mesmerizing artworks, and innovative designs. Whether you're an art enthusiast or simply curious, this festival promises an unforgettable experience for everyone and is attracting a number of visitors to the region.

Markets are popular at all times of the year and winter is no exception with most weekends seeing bargain hunters out checking markets. These events also bring a large influx of visitors to the region on a regular basis.

These events could not happen without the support of our volunteers. From Mums and Dads, Club Officials and general public who give up their time to ensure our lifestyle is enriched with sporting, art and cultural events as well as those volunteers who staff our Information Centres throughout the South Burnett. They travelled outside of our region promoting what we have while on a ride on the Gympie Rattler. I was very pleased to hear they had a great time as we really are grateful for the service they provide.



Pic 1. The Army Cadets held an exercise recently with visitors from South East Qld attending.



Pic 2 The Qld Jaguar Club took time out to visit Historic Ringsfield while in the region.



Pic 3 Good crowd attended the Soccer Club Mini Roo Competition.



Pic 4 South Burnett Information Centre Volunteers on their recent Outing.

**South Burnett Visitor Information Centres:**

The Volunteers at the Kingaroy VIC showcased three local suppliers for the month of May – Stonelands Skin, Richard’s Country Kitchen and Simply Cards by Leanne. These displays are changed for each month or for special holiday season which the volunteers are always enthusiastic and passionate about.

Statistics on where our visitors to our VIC’s are coming from are below. These figures are total numbers from January to May 2023.

	Nanang				
Kingaroy	o	Wondai	Murgon	Total	
4,292	1903	2,525	922	<b>9,642</b>	

	2023	2022
Brisbane	25.24%	31.3%
Gold Coast	4.02%	7.5%
Toowoomba/Golden West	3.47%	3.6%
Southern Downs	0.87%	1.2%
Sunshine Coast	9.18%	10.6%
South Burnett	27.81%	26.4%



Fraser Coast	4.15 %	2.6%
Bundaberg	2.78 %	2.5%
Gladstone	0.83 %	0.6%
Capricorn	1.34 %	1.1%
Outback	0.30 %	0.9%
Mackay	1.17 %	0.8%
Whitsundays	0.17 %	0.1%
Townsville	0.78 %	0.8%
Tropical North Queensland	1.09 %	0.8%
NSW	8.71 %	5.2%
Victoria	2.30 %	0.6%
Other States	3.51 %	1.2%
Overseas	2.28 %	0.4%

The PCYC in Murgon held the first Volunteer Expo at the Murgon Town Hall which we had a stall/display. There were a number of other organisations in attendance. It was a very good day for networking and finding that all the other organisations are all looking for more Volunteers.

We have been fortunate to have three new volunteers during the month. One for the Kingaroy Heritage Museum and two for Wondai VIC.

Famil – We have had the second Famil for the year. This was held in May, and we arranged for the Famil to be outside the South Burnett, as per our Accreditation. We took our wonderful volunteers to the Mary Valley Rattler in Gympie. It was a wonderful day and the Volunteers thoroughly enjoyed themselves. For Blackbutt it was a very long day, as they were the first to be picked up and the last to be dropped off.

As we move forward through the year, we are in the planning stage for the Forum in July which will have speakers from some of our largest companies in the South Burnett – Swickers, Plenty, Crumptions and The Rail Trail, we will also have a talk from our WPH&S. This will be followed by a Famil in September and another in November/December to finish off the year.

The Wondai Heritage Museum are in the process of planning an Open Day and Dedication to Kevin Dixon in August. Kevin was a Volunteer who created a Diorama for the Museum, but unfortunately before he could finish, he passed away and his family completed the Diorama. Council received a grant to have the Diorama covered for protection, and to complete the process was agreed to have a plaque and dedication arranged.

## **Commercial Enterprises**

### **Saleyards:**

The Saleyards continue to be busy with the completion of the Capital works project as part of Council's upgrade program and high yarding of cattle due to the continuation of a dry start to winter with Fat & Store Sale held on Tuesday 23 May 2023 and a Weaner show & sale to be held on Thursday 15 June 2023.

The Fat & Store Sale held on Tuesday 23 May was brought forward from Thursday 25 May with a yarding of 625 head between agents Aussie Land & Livestock & Grant Daniel Long. The sale commenced from 12:30pm after the Murgon Cattle sale concluded and Council's Commercial Enterprise staff demonstrated great teamwork to run their first sale in the scales and bottom office without the assistance from the agent's support staff.

A Weaner Show & Sale will be held on Thursday 15 June with 1500 head cap introduced and the awards commencing at 7.30am and sale at 8.00am. Council's Commercial Enterprise Staff will continue to provide support in the scales and bottom office to the agents, vendors, and buyers.

The capital works project to replace a section of the old wooden yards with new steel cattle yards is now completed. The quality workmanship from the Contractor has enhanced the look and safety of this section of the complex. Council is seeking specs & quotes from contractor for further works to improve the catwalks.

Progress photo:



#### **Dams:**

The carports are continuing to be constructed at Bjelke-Petersen Dam and project is expected to conclude by 22 June, weather permitting.

The Festival of the Dams fishing competition was held at Bjelke-Petersen Dam on the weekend of the 20-21 of May. Congratulations to Fishing Freshwater, Council, dam managers & their support staff for another successful comp & job well done.

'A Day at The Dam' Music Festival preparations for 28 October 2023 are continuing to progress & well under way with all artists locked in. Featuring artists are The Wolfe Brothers, Casey Barnes, Taylor Moss and Will Day.



Next committee meeting will be held on Wednesday 14 June in Murgon meeting room with invited Emergency services sections - Qld Ambulance Service, Qld Police, Qld Fire and South Burnett Security to discuss logistics.

A Public media release has been issued on Council's website announcing the music festival with entertainment to be provided by local bands from 2pm with the main event kicking off at 5pm. Ticket sales are expected to go on sale during the month of June. The concert will finish at 10pm and will be fully licensed. Bus transport will be available for community members from Nanango, Kingaroy, Wondai and Murgon.

This event will provide a platform for local service providers, disaster recovery and employment agencies to showcase their products and share resources to the attendees, through trade displays and a mini job fair.

## **13 TOURISM & VISITOR INFORMATION CENTRES**

### **13.1 MURGON VISITOR INFORMATION CENTRE COMMUNITY ENGAGEMENT**

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#### **OFFICER'S RECOMMENDATION**

That the Committee recommend to Council that:

1. An expression of interest is released to the South Burnett not-for profit community to co-locate at the Murgon Visitor Information Centre.
2. The community engagement feedback is received and noted

## **14 PORTFOLIO - REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING**

### **14.1 REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES AND COMMUNITY & SOCIAL HOUSING PORTFOLIO REPORT**

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#### **OFFICER'S RECOMMENDATION**

That Cr Schumacher's Regional Development, Development Services and Community & Social Housing Portfolio Report to Council be received for information.

**14.2 PLANNING AND LAND MANAGEMENT OPERATIONAL UPDATE**

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**OFFICER'S RECOMMENDATION**

That the Planning and Land Management Operational update be received for information.

**15 DEVELOPMENT SERVICES - (PLANNING, BUILDING, PLUMBING)****15.1 MCU22/0022 - 17 FORK HILL DRIVE, MOFFATDALE**

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**OFFICER'S RECOMMENDATION**

That the report be noted

**15.2 DELEGATED AUTHORITY REPORTS (1 MAY 2023 TO 31 MAY 2023)**

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**OFFICER'S RECOMMENDATION**

That the Delegated Authority report be received.

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

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**OFFICER'S RECOMMENDATION**

That the List of correspondence pending completion of assessment report as of 31 May 2023 be received.

**16 QUESTIONS ON NOTICE****16.1 PURCHASE OF LOCAL HISTORY BOOKS FOR LIBRARIES**

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**RECOMMENDATION**

That the response to the question regarding local history book purchases raised by Councillor Kirstie Schumacher be received and noted.

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**16.2 SOLAR PANELS NANANGO VISITOR INFORMATION CENTRE**

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**RECOMMENDATION**

That the response to the question regarding Solar Panels Nanango Visitor Information Centre raised by Councillor Jane Erkens be received and noted.

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**16.3 ALGA 5G RESOLUTION**

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**RECOMMENDATION**

That the response to the question regarding an Australian Local Government Association (ALGA) resolution to approach the Federal Government in relation to upgrades of existing telecommunications infrastructure raised by Councillor Otto be received and noted.

**17 CONFIDENTIAL SECTION**

**18 CLOSURE OF MEETING**

The Meeting closed at 9:05am.

The minutes of this meeting were confirmed at the Liveability, Governance and Finance Standing Committee Meeting held on 12 July 2023.

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**CHAIRPERSON**

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

### **7.1 CORPORATE, GOVERNANCE & STRATEGY, PEOPLE & CULTURE, COMMUNICATIONS/MEDIA, FINANCE & SUSTAINABILITY, ICT & BUSINESS SYSTEMS, COMMUNITY REPRESENTATION & ADVOCACY AND 2032 OLYMPICS & PARALYMPICS PORTFOLIO REPORT**

**File Number:** 12-07-2023

**Author:** Mayor

**Authoriser:** Chief Executive Officer

#### **PRECIS**

Corporate, Governance & Strategy, People & Culture, Communications/Media, Finance & Sustainability, ICT & Business Systems, Community Representation & Advocacy and 2032 Olympics & Paralympics Portfolio

#### **SUMMARY**

Mayor Otto presented his Corporate, Governance & Strategy, People & Culture, Communications/Media, Finance & Sustainability, ICT & Business Systems, Community Representation & Advocacy and 2032 Olympics & Paralympics Portfolio Report to Council.

#### **OFFICER'S RECOMMENDATION**

That Mayor Otto's Corporate, Governance & Strategy, People & Culture, Communications/Media, Finance & Sustainability, ICT & Business Systems, Community Representation & Advocacy and 2032 Olympics & Paralympics Portfolio Report to Council be received.

#### **Corporate, Governance & Strategy:**

At the General Meeting of Council scheduled for 19 July 2023, Council will consider the final quarter implementation progress report for the Council's Annual Operational Plan 2022/223.

Highlights include:

- Development of a 25-year economic roadmap for water infrastructure;
- Development of an Environmental Sustainability Policy;
- Implemented a paperless accounts payable workflow;
- Continued review of general rating categories to achieve equity;
- Delivery of a Customer Request Project;
- Continued development of digital transformation and capacity;
- Review of unit rates and schedules in relation to slashing and spraying service levels;
- Advocate for and pursue opportunities for disaster recovery and resilience initiatives;
- Community education and awareness on illegal dumping and littering; including investigation and enforcement continuing;
- Advocacy for and facilitating of wellbeing events across the region to support our youth through the Council's Youth Council is continuing.

**Communications/Media:**

In June 2023, the Media and Communications team progressed the following:

- Media Releases x 44
- Media enquiries (via the Media email) x 4
- Social Media:
  - Facebook: x 118
  - Instagram: x 69
  - LinkedIn: x 2
  - Twitter: x 5
- Printed advertising x 4
- Graphic design x 66

A list of all media release/enquiries and statistics for June 2023 is available as an attachment to this report.

**Finance & Sustainability:**

At the end of June 2023, Council held \$64.26 million in cash and cash equivalents with \$47.97 million invested with the Queensland Treasury Corporation (QTC).

The 2023/2024 Register of Fees and Charges was adopted in May and the Budget was adopted by Council during June.

The End of Financial Year rollover in Council's ERP system ran smoothly and Finance would like to thank all departments for their assistance with end of year system cleanup in the lead up to 30 June. Special mention to the Business Systems team who stayed back to assist with the rollover.

Preparation of the next 6 monthly rate levies is underway and will be issued during August.

**BACKGROUND**

Nil

**ATTACHMENTS****1. Monthly Media Report - June 2023**

**Media Releases – June 2023: 44**

1. 387. Public Notice - 01-06-2023- Special Council Meeting scheduled for Wednesday 7 June 2023
2. 388. Public Notice - 02-06-2023- Henry Street Nanango Disability Carpark Upgrade
3. 389. Public Notice - 05-06-2023- Found One (1) Grey Pony
4. 390. Public Notice - 07-06-2023- South Burnett Rail Trail Users Association – Winter Wellness Ride 1
5. 391. Public Notice - 07-06-2023- Volunteers visit the Mary Valley Rattler for their recent FAMIL
6. 392. Public Notice - 07-06-2023- South Burnett Mountain Bike Club – Taste the Trail
7. 393. Public Notice - 08-06-2023- READY. STEADY. RECYCLOPEDIA
8. 394. Public Notice - 09-06-2023- Found Six (6) Calves
9. 395. Public Notice - 09-06-2023- South Burnett Local Disaster Management Group
10. 396. Public Notice - 12-06-2023- SBRC 23 23 20 Request for Tender - Sale of Land 29 Jellicoe Street Proston
11. 397. Public Notice - 13-06-2023- Notification of Water Main Replacement – Cadell Street Wondai
12. 398. Public Notice - 14-06-2023- Found Two (2) Shetland Ponies
13. 399. Public Notice 15-06-2023 - Scam Alert for South Burnett Residents
14. 400. Public Notice - 16-06-2023 - Day at the Dam Music Festival
15. 401. Public Notice - 16-06-2023- SBRCQ-22-23-134 - Invitation to Offer - Six (6) Calves
16. 402. Public Notice - 16-06-2023 - Temporary Road Closure - Hodges Dip Road Chahpingah
17. 403. Public Notice - 16-06-2023- Priority outcomes for Council's Commercial Enterprises and Cemeteries
18. 404. Public Notice -16-06-2023 - South Burnett Local Disaster Management Group - Bunya Mountains Sub-Plan
19. 405. Public Notice - 19-06-2023- Council details the achievements of the Parks and Facilities department
20. 406. Public Notice - 19-06-2023- Council implements a Road Maintenance Management System
21. 407. Public Notice - 19-06-2023- Highlighting the variety of services involved in the Community Development sector
22. 408. Public Notice - 19-06-2023- South Burnett Local Disaster Management Group - Evacuation Training
23. 409. Public Notice - 20-06-2023- South Burnett Local Disaster Management Group Update - completed projects
24. 410. Public Notice - 20-06-2023- Council looks at ways to trim the budget
25. 411. Public Notice - 20-06-2023- Water and Wastewater outcomes to ensure the ongoing liveability of the South Burnett Region
26. 412. Public Notice - 20-06-2023- South Burnett Regional Council details positive community outcomes for the region
27. 413. Public Notice - 20-06-2023- Missed Recycling Bin Collections on Stephens Street East Murgon and Perkins Street Murgon
28. 414. Public Notice - 21-06-2023- 2023-24 Financial Assistance Grant Payments
29. 415. Public Notice - 21-06-2023- Community Rescue and Evacuation Separate Charge
30. 416. Public Notice - 21-06-2023- Council to keep rate increases to a minimum
31. 417. Public Notice - 21-06-2023- Budget 2023-24 Overview
32. 418. Public Notice - 21-06-2023- Capital Expenditure Budget
33. 419. Public Notice - 21-06-2023- 2023-2024 Budget at a Glance
34. 420. Public Notice - 21-06-2023- Council Debt to Reduce



35. 421. Public Notice - 22-06-2023- SBRCQ 22 23-133 WJ Lang Memorial 50m Pool Kingaroy - Lining or Surface Finish Options
36. 422. Public Notice - 23-06-2023- Kingaroy Memorial Park Masterplan Wins Award
37. 423. Public Notice - 26-06-2023 End of Financial Year Early Closure of Customer Service Centres and Libraries
38. 424. Public Notice - 26-06-2023- Kingaroy Memorial Park Redevelopment
39. 425. Public Notice - 26-06-2023- South Burnett Rail Trail Users Association – Winter Wellness Ride
40. 426. Public Notice - 26-06-2023- New Truck Wash Coin Facility installed at the Coolabunia Saleyards
41. 427. Public Notice - 27-06-2023 - Prescribed Burn Notification – Tingoora Reserve
42. 428. Public Notice - 27-06-2023- SBRCQ 22 23-135 Supply of PPE Field Uniforms for Council Employees
43. 429. Public Notice - 27-06-2023- Found five (5) Dorper Sheep
44. 430. Public Notice 29-06-2023 - Memerambi Transfer Station – Change in Opening Hours

<b>Media Releases 22-23</b>						
<b>2022</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
	47	42	34	33	33	31
<b>2023</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
	28	43	34	38	22	44

#### **Media enquiries (received to the 'Media' email, excludes phone and other emails): 4**

1. 08-06-2023 – News Corp – Long Serving Council Employees Story
2. 08-06-2023 – Burnett Today – Fate of Freemans Lane
3. 22-06-23 – News Corp – South Burnett Rate Rise
4. 28-06-23 – Burnett Today – Information request – 5G Tower

<b>Media Enquiries 22-23</b>						
<b>2022</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
	23	8	8	9	6	11
<b>2023</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
	9	13	12	14	12	4

#### **Social media: South Burnett Regional Council**

##### **Facebook**

**@southburnettregion:** 118 posts (-0.8%)

##### **Most engaged post:**

09-06-23 – Found Six (6) Calves – 7,500 reached, 42 reactions, 57 comments, 14 shares

**Followers:** 10,171 (+66 from May 2023)

**Page reach:** 27,851 (-60.9% from May 2023)

**Paid Reach:** 3,487 (+115.4% from May 2023)

**Instagram:** 69 posts (+27.8%)

**Most engaged post:**

16-06-2023 – Temporary Road Closure - Hodges Dip Road Chahpingah – 320 reached, 3 likes, 0 share, 0 comment

**Followers:** 1,176 (+1 from May 2023)

**Page reach:** 1,138 (+10.1% from May 2023)

**LinkedIn:** 2 post, 2 re-posts

**Most engaged post:** 5-06-23 – Join our Team - 784 Impressions, 9 Reactions, 22 Clicks, 0 Comments

**Website clicks:** 2 (- 83.3% from May 2023)

**Page visits:** 149 (+9.6% from May 2023)

**Followers:** 2371 (+22 from May 2023)

**Twitter:** 5 posts (-% from May 2023)

**Top Tweet:**

26-06-2023 – Cr Erkens and Cr Potter at ALGA - 78 impressions, 4 profile clicks, 0 retweet, 1 Like

**Tweet impressions:** 337 (+20.8% from May 2023)

**Profile visits:** 415 (-% from May 2023)

**Followers:** 487 (-1 followers from May 2023)

Social media posts – all platforms						
2022	Jul	Aug	Sep	Oct	Nov	Dec
	Facebook: 77	Facebook: 106	Facebook: 65	Facebook: 114	Facebook: 102	Facebook: 73
	Instagram: 59	Instagram: 79	Instagram: 49	Instagram: 91	Instagram: 77	Instagram: 44
2023	Jan	Feb	Mar	Apr	May	Jun
	Facebook: 95	Facebook: 109	Facebook: 135	Facebook: 109	Facebook: 125	Facebook: 118
	Instagram: 52	Instagram: 69	Instagram: 64	Instagram: 52	Instagram: 58	Instagram: 69
	LinkedIn: -	LinkedIn: -	LinkedIn: 0	LinkedIn: 2	LinkedIn: 2	LinkedIn: 4
	Twitter: -	Twitter: -	Twitter: 5	Twitter: 9	Twitter: 4	Twitter: 5

**Enews**

- Council progressed 1 Enews during June

**Printed advertising**

- Council progressed three full page ads (Page 4) in the South Burnett Today published on 1 June, 15 June and 29 June
- Council progressed one Murgon Moments ad in June for South Burnett Libraries

**Radio advertising**

- Radio advertising was progressed for the month of June.

**Graphic design – June 2023**

- Social media graphics – Public Notices and Canva Designs x 50
- Flyers / Brochures x 3
- Certificate x 1
- Community plans x 10
- Commenced Budget Media Pack
- Staff Service Award Invitation

## 7.2 CONTRACTUAL ARRANGEMENTS OVER \$200,000 FOR 2022/2023

**File Number:** 28/06/2023

**Author:** Strategic Procurement Coordinator

**Authoriser:** Chief Executive Officer

### PRECIS

Contractual arrangements entered in to over \$200,000 (ex GST) for 2022/2023

### SUMMARY

Pursuant to *Local Government Regulation 2012, Ch6, Division 3, S229* a local government may enter in to a medium or large sized contractual arrangement without first inviting written quotes or tenders whereby an exception has been applied.

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### OFFICER'S RECOMMENDATION

That this report be received for information.

### BACKGROUND

Pursuant to *Local Government Regulation 2012, Ch6, Division 3, S229* a local government may enter in to a medium or large sized contractual arrangement without first inviting written quotes or tenders whereby an exception has been applied.

However, in accordance with Council's Procurement Policy Purchasing threshold table 3.6.3, minimum quotation requirements must still be sought to demonstrate Council continues to have regard to the five (5) Sound Contract Principles detailed in *Section 104(3) of the Local Government Act 2009*.

Pursuant to *Local Government Regulation 2012, Ch6, Pt4, S237* a local government must as soon as practicable after entering a contractual arrangement worth \$200,000 or more (ex GST) publish the relevant details on the website and within a conspicuous place in the Local Government Public Office.

The relevant details of the contractual arrangements are published or displayed for at least 12 months and contain details such as:

- the person with whom the local government has entered in to the contractual arrangement;
- the value of the contractual arrangement;
- the purpose of the contractual arrangement.

Based on discussions in recent months, procurement has provided the list of contracts over \$200K that have been awarded in the 2022/2023 year for Councillors information.

An initial enquiry was received from Cr Duff regarding Redfrost, this contract was awarded on 17/01/22 which falls under the 21/22 FY.

### ATTACHMENTS

#### 1. All Contracts over \$200K for 2022/2023

2022/2023				
Entity	Commencement	Value (ex. GST)	Description of Contract	Procurement Methodology/Market Approach
360 Engineering Pty Ltd	12-June-2023	\$284,085.00	SBRCQ 2223_86 Telemetry Radio & SCADA Modifications	RFQ – s234 Local Buy
AMG Electrical Solutions	06-July-2022	\$1,006,308.78	SBRC 2122_05 D&C Pump Station Switchboard Upgrade	RFT - Public
Astills Services Group Pty Ltd	15-November-2022	\$222,054.16	KTP 125 Electrical Works for feature lights	RFQ – SBRC Pre Qual Panels
ATC Consulting Engineers & Project Managers	04-January-2023	\$238,513.00	SBRCQ 2223_20 Temporary Project Managers	RFQ – s234 Local Buy
ATC Consulting Engineers & Project Managers	11-May-2023	\$216,830.00	SBRCQ 2223_73 Temporary Project Manager/Engineer	RFQ – s234 Local Buy
Brown Contractors	19-July-2022	\$838,982.78	SBRCQ 2223_01 TMR Emergent Works	RFQ – SBRC Pre Qual Panels
Conpak Pty Ltd	28-September-2022	\$203,775.00	DRFA Flood Recovery Pothole Patching	RFQ – SBRC Pre Qual Panels
Conpak Pty Ltd	24-November-2022	\$1,133,535.70	SBRCQ 2122_95 Walter Rd Water Main Replacement	RFQ – SBRC Pre Qual Panels
Conpak Pty Ltd	09-December-2022	\$445,524.20	July 22 DRFA REPA Priority Roads	RFQ – SBRC Pre Qual Panels
Daimler Trucks Sunshine Coast	03-November-2022	\$535,323.08	SBRCQ 2223_08 Replacement Water Trucks	RFQ – s234 Local Buy
Datacom Systems Pty Ltd	19-September-2022	\$317,489.85	Microsoft Licences	Exception s234 LGR Local Buy
Fulton Hogan Industries Pty Ltd	05-August-2022	\$219,050.68	KTP Asphalt	Exception s234 LGR Local Buy
Fulton Hogan Industries Pty Ltd	09-August-2022	\$258,750.71	KTP Asphalt	Exception s234 LGR Local Buy
Komatsu Australia Pty Ltd	04-January-2023	\$514,140.00	SBRCQ 2223_27 Komatsu GD655-7 Grader	RFQ – s234 Local Buy
MI Electric Pty Ltd	29-August-2022	\$459,662.34	Electrical works for Ergon Walter & Knight St	Exception 235 (f) TMR
NC Webber Building Services	20-July-2022	\$284,680	SBRCQ 2122_87 Toilet Renovation and PWD Facility	RFQ – SBRC Pre Qual Panels
Offaly Civil Pty Ltd	08-July-2022	\$387,229.66	SBRCQ 2122_06 Les Muller Park Upgrade	RFQ – SBRC Pre Qual Panels
RDO Equipment Pty Ltd	15-June-2023	\$415,000	SBRCQ 2223_76 Replacement Komatsu Loader	RFQ – s234 Local Buy
Restore All QLD	07-July-2022	\$211,987.80	SBRC 1819_10 Kingaroy Cleaning Contract	RFT - Public

2022/2023				
Entity	Commencement	Value (ex. GST)	Description of Contract	Procurement Methodology/Market Approach
Restore All QLD	11-July-2022	\$562,848	SBRC 2122_26 Cleaning of Public Amenities	RFT – Public
RPQ Spray Seal Pty Ltd	02-December-2022	\$543,778.62	SBRCQ 2223_21 Bitumen Reseals Package 1	RFQ – SBRC Pre Qual Panels
RPQ Spray Seal Pty Ltd	13-February-2023	\$1,353,645.89	SBRCQ 2223_38 Bitumen Re-Seals Package A	RFQ – SBRC Pre Qual Panels
RPQ Spray Seal Pty Ltd	03-April-2023	\$1,083,310.05	SBRCQ 2223_91 Bitumen Re-Seals 2-9 Package B	RFQ – SBRC Pre Qual Panels
RSPCA QLD INC	14-July-2022	\$525,959.50	Animal Housing Facility Agreement	RFT – Public
Sanders Bobcat & Mini Excavator Hire	26-August-2022	\$254,000	Boondooma Dam Managers Contract	RFT – Public
SB Waste Management	09-November-2022	\$331,847.56	Supervision & Management of Nanango Waste Facility	RFQ – SBRC Pre Qual Panels
St George Project Services	19-September-2022	\$229,515	SBRCQ 2122_96 Temporary Works Engineer	RFQ – s234 Local Buy
Stabilised Pavements of Australia Pty Ltd	24-May-2023	\$602,801.66	SBRCQ 2223_98 Cement Stabilising Campbells Rd & Silverleaf Rd	RFQ – SBRC Pre Qual Panels
Technology One	18-July-2022	\$882,870.26	Council Financial Accounting System SaaS Fee	Exception s234 LGR Local Buy
Wards Electrical	02-December-2022	\$448,564.60	SBRC 2223_05 Kingaroy Aerodrome Lighting Upgrade	RFT - Public
Yesberg Earthmoving	28-July-2022	\$1,735,474.79	SBRCQ 2122_92 DRFA REPA Priority Roads	RFQ – SBRC Pre Qual Panels
Yesberg Earthmoving	26-October-2022	\$410,302.20	SBRC 2223_01, 02 TMR Pavement Repairs & Sealing Works	RFQ – SBRC Pre Qual Panels
Yesberg Earthmoving	23-November-2022	\$1,825,640.74	SBRCQ 2223_09 DRFA REPA Zones 2&3	RFQ – SBRC Pre Qual Panels
Yesberg Earthmoving	09-December-2022	\$612,737.60	July 22 DRFA REPA Priority Roads	RFQ – SBRC Pre Qual Panels
Yesberg Earthmoving	02-February-2023	\$3,306,731.43	SBRCQ 2223_37 DRFA REPA Zone 1 & Priority Roads	RFQ – SBRC Pre Qual Panels
Yesberg Earthmoving	05-June-2023	\$1,795,665.92	SBRCQ 2223_67 DRFA REPA Zone 5	RFQ – SBRC Pre Qual Panels

## 8 CORPORATE GOVERNANCE & STRATEGY

### 8.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ELECTRONIC SIGNATURES POLICY - STRATEGIC035

**File Number:** 14-06-23

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

#### PRECIS

Adoption of the South Burnett Regional Council Electronic Signatures Policy – Strategic035.

#### SUMMARY

South Burnett Regional Council ('Council') has developed this policy to provide guidance and responsibilities for Council representatives when using electronic signatures.

#### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Electronic Signatures Policy – Strategic035 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 Electronic Signatures Policy – Strategic035 was reviewed by Manager Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Electronic Signatures Policy – Strategic035 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 Electronic Signatures Policy – Strategic035 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)

*Electronic Transactions (Queensland) Act 2001* (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

The objective of this policy is to provide a framework that:

- recognises the importance of the information economy to the future economic and social prosperity of Queensland;
- facilitates the use of electronic transactions;
- promotes business and community confidence in the use of electronic transactions; and
- enables business and the community to use electronic communications in their dealings with government.



**ATTACHMENTS**

1. **South Burnett Regional Council Electronic Signatures Policy - Strategic035**



**POLICY CATEGORY - NUMBER:** Strategic035  
**POLICY OWNER:** Corporate, Governance & Strategy  
**ECM ID:** 3036234  
**ADOPTED:**

## Electronic Signatures 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 Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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### 1. POLICY STATEMENT

South Burnett Regional Council ('Council') has developed this policy to provide guidance and responsibilities for Council representatives when using electronic signatures.

### 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

The objective of this policy is to provide a framework that:

- recognises the importance of the information economy to the future economic and social prosperity of Queensland;
- facilitates the use of electronic transactions;
- promotes business and community confidence in the use of electronic transactions; and
- enables business and the community to use electronic communications in their dealings with government.

#### 3.1. Electronic Signatures

Electronic signatures are a method of authenticating a person as the source of a digital message and indicates their approval of the information contained in the message.

Council approved electronic signatures include:

- digitised signatures – a scanned handwritten signature inserted as an image; use of signature blocks;
- adobe forms; and
- workflow approvals in applications.

#### 3.2. Legal requirements

Pursuant to the *Electronic Transactions (Queensland) Act 2001* ('Act'), the use of electronic signatures is appropriate, if the following three (3) criteria is met:

- the signature identifies a person and indicates the person's intention;

- the signature is appropriate (reliable) for its purpose (noting that electronic signatures offer greater security than digitised signatures); and
- the person receiving the document consents to receiving a signature in electronic form.

### 3.3. Exemptions

There are several exemptions that exist where electronic signatures must not be used. Pursuant to *Schedule 1* of the Act, these exemptions include a requirement or permission for:

- a person to file a document with a court or tribunal for a proceeding;
- a document to be served personally or by post; and
- a document to be attested, authenticated, verified, or witnessed by a person other than the author of a document.

## 4. DEFINITIONS

**Council** means South Burnett Regional Council.

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

## 5. LEGISLATIVE REFERENCE

*Electronic Transactions (Queensland) Act 2001 (Qld)*

## 6. RELATED DOCUMENTS

South Burnett Regional Council Electronic Signature Procedure – Procedure136

## 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:

## 8.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL GIFTS AND BENEFITS POLICY - STRATEGIC002

**File Number:** 12-07-2023

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

### PRECIS

Adoption of the South Burnett Regional Council Gifts and Benefits Policy – Strategic002.

### SUMMARY

South Burnett Regional Council ('Council') has developed this policy to enable Council representatives demonstrate appropriate conduct in the event of offering, or being offered, a gift or benefit in the course of their official duties, or whilst otherwise representing Council.

### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Gifts and Benefits Policy – Strategic002 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 Gifts and Benefits Policy – Strategic002 was reviewed by Manager Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Gifts and Benefits Policy – Strategic002 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 Gifts and Benefits Policy – Strategic002 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)

Code of Conduct for Councillors in Queensland

*Local Government Act 2009* (Qld)

*Local Government Electoral Act 2001* (Qld)

*Local Government Regulation 2012* (Qld)

*Public Interest Disclosure Act 2010* (Qld)

Public Service Commission Directive No. 22/09 Gifts and Benefits

*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**

Offers of gifts and benefits have the potential to affect, or be perceived to affect, the impartiality, integrity and objectivity that is necessary for Council representatives to perform official duties effectively. The acceptance of benefits by a Council representative may also be considered to be fraudulent or constitute corrupt conduct. This policy specifies the ethical obligations of Council representatives and how they relate to offers of gifts and benefits.

**ATTACHMENTS**

1. **South Burnett Regional Council Gifts and Benefits Policy - Strategic002**



**POLICY CATEGORY - NUMBER:** Strategic002  
**POLICY OWNER:** Corporate, Governance & Strategy  
**ECM ID:** 2699935  
**ADOPTED:**

## Gifts and Benefits 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 details the responsibilities of South Burnett Regional Council ('Council') representatives in the appropriate treatment of gifts and benefits offered and/or received during the execution of their duties.

South Burnett Regional Council ('Council') has developed The intent of this policy is to enable Council representatives to demonstrate appropriate conduct in the event of offering, or being offered, a gift or benefit in the course of their official duties, or whilst otherwise representing Council.

Council representatives hold positions of public trust and must carry out their duties impartially and with integrity. The provision of gifts and benefits to Council representatives can create perceptions of a conflict of interest and it is appropriate to question why they are offered and whether they should be accepted.

Section 4 of the *Public Sector Ethics Act 1994*, identifies the following four (4) ethics principles as fundamental to good public administration:

- integrity and impartiality;
- promoting the public good;
- commitment to the system of government; and
- accountability and transparency.

This policy supports Council's commitment to the above principles, and the following local government principles as provided under Section 4 of the *Local Government Act 2009*.

- transparent and effective processes and decision-making in the public interest;
- good governance of, and by, local government; and
- ethical and legal behaviour of Councillors and local government employees.

This policy aims to minimise the risk of Council representatives being exposed to an actual or perceived conflict of interest associated with benefits or gifts offered in the course of their official duties.

The requirements of this policy are in addition to the legislative obligations of Councillors and Senior Executives with respect to individual register of interests as prescribed in *Part 5, Chapter 8* of the *Local Government Regulation 2012* ('Regulation') and the legislative obligations of Councillors prescribed by the *Local Government Electoral Act 2001*.

## 2. SCOPE

This policy applies to all Council representatives. Councillors and Council employees, including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students. The related persons of Council representatives Councillors and Council employees may also be required to consider gifts and benefits in view of this policy and the possible impact on Council. For the purposes of this policy, the above-mentioned persons will be referred to as Council representatives.

## 3. GENERAL INFORMATION

Being a Council representative involves a level of public trust. Offers of gifts and benefits have the potential to affect, or be perceived to affect, the impartiality, integrity and objectivity that is necessary for Council representatives to perform their official duties effectively. The acceptance of benefits by a Council representative may also be considered to be fraudulent or constitute corrupt conduct. This policy specifies the ethical obligations of Council representatives and how they relate to offers of gifts and benefits.

The guiding ethical principles are stipulated by the *Local Government Act 2009, Regulation* and the *Public Sector Ethics Act 1994* and are further outlined in the *Code of Conduct for Councillors in Queensland, Council's Councillor Code of Conduct Policy*, Council's Employee Code of Conduct, Employee Conflict of Interest Policy and the Fraud and Corruption Prevention Management Policy.

Council representatives must also comply with the Public Service Commission ('PSC') Directive No. 22/09 Gifts and Benefits and its associated Guideline (as amended or replaced by the PSC from time to time) in respect to the treatment of benefits, gifts and rewards offered in connection with their duties. In part, the ethical principles require Council representatives to perform their official duties with integrity, in a way that demonstrates a proper concern for the public interest and without requesting or accepting a fee or any other benefit for performing an official act. Where a Council representative accepts or offers a gift or benefit, they must ensure these ethical principles are not breached.

In accordance with the Regulation, Council will maintain a Gifts and Benefits Register on Council's intranet to record gifts and benefits refused, accepted or offered by Council or Council representatives (with the exception of those made in a personal capacity).

Council will provide risk-based training annually and supply information and reminders quarterly to Council representatives for awareness of this policy Council's Gifts & Benefits Policy and its associated procedure. Council will also provide training to all Council representatives regarding their rights and responsibilities under the *Public Interest Disclosure Act 2010* and the *Right to Information Act 2009*.

Council will maintain Register of Interests to record Statements of Interests, including relevant gifts or benefits accepted by Council representatives Councillors, Senior Executive employees and other employees (and their related persons) as determined by Council in accordance with the *Local Government Act 2009*.

It is not appropriate for Council representatives to be offered or to accept gifts or benefits that affect, may be likely to affect or could reasonably be perceived to affect the independent and impartial performance of their official duties.

Council representatives must not ask for or encourage the giving of any form of gift or benefit in connection with the performance of official duties.

Council's Gifts and Benefits Procedure details the way, in which a Council representative may refuse, accept or give a gift or benefit. Any breach will be addressed administratively in accordance with Council's Complaints Management Policy.



#### 4. DEFINITIONS

**Conflict of Interest** means an issue about a conflict between a Council representative's personal interest and the Council representative's official duties with Council.

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

**Gift/Benefit** means items given and received in the course of official duties and include tangible (of lasting value for accounting purposes) and intangible (of no lasting value for accounting purposes) items. It does not include any gifts or benefits given or received under an appropriately approved employee health and well-being program or an appropriately approved rewards and recognition program.

**Schedule 5 of the Regulation** defines a gift as:

- (a) the transfer of money, the property or other benefit -
  - (i) without consideration; or
  - (ii) for a consideration substantially less than full consideration; or
- (b) a loan of money or other property made on a permanent or indefinite basis, other than an overdraft facility.

**Related Persons** means relevant to the Registers of Interest, a related person is defined by Section 289 of the Regulation as:

A person is related to a Councillor, Chief Executive Officer, Councillor Advisor or Senior Executive employee (the primary party) if:

- (a) the person is the primary party's spouse; or
- (b) the person is totally or substantially dependent on the primary party and -
  - (i) the person is the primary party's child; or
  - (ii) the person's affairs are so closely connected with the affairs of the primary party that a benefit derived by the person, or a substantial part of it, could pass to the primary party.

#### 5. LEGISLATIVE REFERENCE

**Code of Conduct for Councillors in Queensland**

*Local Government Act 2009 (Qld)*

*Local Government Electoral Act 2001 (Qld)*

*Local Government Regulation 2012 (Qld)*

*Public Interest Disclosure Act 2010 (Qld)*

*Public Sector Ethics Act 1994 (Qld)*

**Public Service Commission Directive No. 22/09 Gifts and Benefits**

*Right to Information Act 2009 (Qld)*

#### 6. RELATED DOCUMENTS

South Burnett Regional Council Declaration of Gifts and Benefits Form

South Burnett Regional Council Disclosure of Political Donations

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Employee Conflict of Interest Policy – Statutory048

South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory021

South Burnett Regional Council Gifts and Benefits Procedure – Procedure003

Public Service Commission Directive 22/09 - Gifts and Benefits

**7. NEXT REVIEW**As prescribed by legislation or **July 2025****8. VERSION CONTROL**

<b>Version</b>	<b>Revision Description</b>	<b>Adopted Date</b>	<b>ECM Reference</b>
1	New Policy	9 December 2009	817542
2	Legislation Review	9 December 2015	1542131
3	Scheduled Review	21 February 2018	2815146
4	Internal audit recommendations and legislative review	15 July 2020	2699935
5	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2699935
6	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2699935

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

### 8.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFORMATION MANAGEMENT RECORDKEEPING POLICY - STATUTORY039

**File Number:** 12-07-23

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

#### PRECIS

Adoption of the South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039.

#### SUMMARY

South Burnett Regional Council ('Council') will endeavour to capture and correctly manage its corporate documents by striving for recordkeeping best practice throughout Council's operations.

#### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039 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 Information Management Recordkeeping Policy – Statutory039 was reviewed by Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039 was then presented at the Executive Leadership Team Meeting held on 20 June 2023 for endorsement to the Liveability, Governance and Finance Standing Committee.

The Draft South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039 was then discussed and reviewed by the relevant General Manager/Manager and Portfolio Councillor at a Portfolio Councillor Meeting held on 27 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)*

*Information Privacy Act 2009 (Qld)*

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

*Public Records Act 2002 (Qld)*

*Right to Information Act 2009 (Qld)*

Queensland Government Records Governance Policy

*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

The implementation of best practice information management will enable Council to capture, maintain and protect the accuracy and reliability of its records for as long as they are required to support business, regulatory, social, and cultural needs.

**ATTACHMENTS**

1. **South Burnett Regional Council Information Management Recordkeeping Policy - Statutory039**



**POLICY CATEGORY - NUMBER:** Statutory039  
**POLICY OWNER:** Corporate, Governance & Strategy  
**ECM ID:** 2530697  
**ADOPTED:**

## Information Management Recordkeeping 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') will endeavour to capture and correctly manage its corporate documents by striving for recordkeeping best practice throughout Council's operations.

### 2. SCOPE

This policy applies to all Council representatives and includes entities over which Council has direct ownership, management and/or financial control and all corporate records created internally and externally to Council, that are public records as defined by the *Public Records Act 2002*. Compliance with this policy will ensure Council records are the basis for organisational accountability, current and future policy formation, and management decision-making.

~~This policy applies to all corporate records created internally and externally, that are public records as defined by the *Public Records Act 2002*. Compliance with this policy will ensure Council records are the basis for organisational accountability, current and future policy formation, and management decision-making.~~

~~Information management is not the responsibility of archivists, records managers, or systems administrators alone, but is an essential role of all Council representatives~~

~~This policy applies to all persons including Councillors, employees, contractors, consultants, and agents engaged by Council when conducting official Council business.~~

### 3. GENERAL INFORMATION

The implementation of best practice information management will enable Council to capture, maintain and protect the accuracy and reliability of its records for as long as they are required to support business, regulatory, social, and cultural needs.

~~Council uses Technology One Business System to capture and manage records. The Enterprise Content Management ('ECM') is utilised as the repository for Council's Corporate records.~~

All corporate records that document any business activity or transaction must be captured into Council's **business records** system. The objectives of this policy are:

- to acknowledge Council's awareness of regulatory requirements in relation to recordkeeping to comply with all relevant legislation, particularly the *Public Records Act 2002* and relevant industry standards / Council policy;
- demonstrate Council's commitment to meeting legislative requirements;

- to ensure that appropriate and accurate records of Council's business is adequately documented, preserved, and made accessible; and
- to provide guidance for Council representatives in relation to meeting recordkeeping responsibilities.

This policy provides a consistent approach to be implemented by:

- managing programs and information management systems that comply with legislation and Government directives;
- establishing realistic performance goals and effective monitoring programs;
- creating supportive recordkeeping awareness resources and system training to provide proactive internal assistance and guidance; and
- educating all Council representatives of their responsibilities under legislation and Government directives.

### 3.1. Queensland Government Records Governance Policy

Council will ensure that corporate records are adequately created, managed, and archived in the course of business and in accordance with the Queensland Government Records Governance Policy.

### 3.2. Retention and Disposal of Public Records

Pursuant to ~~In accordance with~~ the *Public Records Act 2002*, Council is responsible for the appraisal and retention of records to ensure the business, accountability and cultural needs of Council and the community are met. Records must be retained for as long as they are required and only disposed of in consultation with Council's Governance Section and with the written authority of the **Chief Executive Officer** ('CEO'). Disposal includes destroying, abandoning, damaging, transferring, donating, or giving away.

### 3.3. Requirements Principles of Recordkeeping

#### 3.3.1. Policy requirement 1

**Council Agencies** must ensure records management is supported at all levels of ~~the business Council~~.

**Council Agencies** must ensure records management is ~~the responsibility of all Council representatives everyone's responsibility. This means it~~ Records management must be supported across all areas and all levels of ~~Council the business~~ by:

- assigning formal records management responsibilities to key roles within ~~Council the business~~ to monitor and support an active implementation of the policy;
- providing appropriate advice and guidance to ensure ~~Council the business~~ is aware of the value of records and information and how this relates to its obligations and responsibilities; ~~and as an employee; and~~
- fostering a positive, innovative, and collaborative recordkeeping culture.

#### 3.3.2. Policy requirement 2

**Council Agencies** must systematically manage records using governance practices that are integrated and consistent with broader agency frameworks.

~~Consistent and aligned governance practices provide a strong foundation for systematically managing records and information across all functions of an agency.~~ Records governance must work within the agency's existing structure and governance and strengthen the agency's strategic goals and functions.

**Council Agencies** must systematically manage records and information by:

- ensuring records and information governance is aligned with broader agency frameworks and incorporated in ~~Council's business~~ strategies and objectives;

- developing and implementing appropriate and fit-for-purpose documentation that details how active records management will strengthen **Council's agency** business imperatives and strategic goals;
- complying with relevant legislation that governs recordkeeping requirements; and
- measuring how **effectively well** records governance is supporting **Council's agency** business imperatives and strategic goals.

### 3.3.3. Policy requirement 3

**Council Agencies** must create complete and reliable records.

Complete and reliable records provide evidence of activities of the agency and allow the business to operate effectively. **Agencies Council** must ensure complete and reliable records are created and retained as appropriate by:

- identifying records that allow **Council the business** to operate – these provide evidence of decisions, support accountability and transparency, mitigate risk, help **Council the agency** meet legislative requirements and reflect the business of **Council the agency**;
- specifying how these records must be created, when **these records they** must be created, the format **these records they** must be created in, who must create them and implementing security and preservation requirements associated with those records;
- integrating record creation into existing business processes; and
- ensuring recordkeeping is considered when decisions are made about business systems (particularly decisions around migration and end of life).

### 3.3.4. Policy requirement 4

**Council Agencies** must actively manage permanent, high-value and high-risk records and information as a priority.

Permanent records **have are those with** a permanent retention period. High value records **are those that are those that** are important to the business, its operations, or stakeholders. High-risk records **are those that** pose a significant risk to **Council the agency** if they were misused, lost, damaged, or deleted prematurely. These records should have the highest priority for **Council agencies** when developing and implementing **their** governance practices. **Council Agencies** must actively manage permanent, high-value and high-risk records by:

- defining the criteria and processes for identifying permanent, high-value and high-risk records, including transfer of permanent value records to **Queensland State Archives** ('QSA');
- formally documenting details of permanent, high-value and high-risk records; and
- actively maintaining visibility of these records while they are being used, including monitoring processes for permanent, high-value and high-risk records held in business systems and applications.

### 3.3.5. Policy requirement 5

**Agencies Council** must make records discoverable and accessible for use and re-use.

Discoverable records **are those that** are in business systems and applications approved for use by **Council the agency**. Accessible records are those that can be located and continuously used. **Council Agencies** must ensure complete and reliable records are discoverable, accessible and are able to be used and re-used for their entire life by:

- keeping records in business systems and applications approved for use by **Council the agency**;
- being able to discover and appropriately access records, with confidence in sufficiency of search; and
- actively monitoring the health of records.



### 3.3.6. Policy requirement 6

**Council Agencies** must dispose of records in a planned and authorised way.

**Council Agencies** must plan for how and when it will dispose of records, using a risk-based approach. Records must be disposed of in a planned and authorised way by:

- using the disposal authorities issued State Archivist, which provides proper coverage of the specific records ~~created and kept; you create and keep~~;
- developing and implementing a disposal plan, which details disposal decisions and actions for ~~Council the agency~~. The plan must, at a minimum cover:
  - disposal endorsement, including how internal endorsement is given;
  - disposal methods, including how records will be disposed of (physical and digital); and
  - disposal frequency, including specifying how often certain types of records will be disposed of.
- formally documenting the disposal of records.

## 3.4. Responsibilities for Recordkeeping

### 3.4.1. CEO

Has a duty to ensure that Council complies with the requirements of the *Public Records Act 2002* and any regulations with respect to records for which Council is responsible. Pursuant to *Section 13(3)(e)* of the *Local Government Act 2009*, the CEO is responsible for: (e) the safe custody of—all records about the proceedings, accounts or transactions of the local government or its committees; and all documents owned or held by the local government.

The CEO is responsible for assigning information management responsibilities to Council representatives and accounting for Council's information management to relevant State and Federal authorities as required.

### 3.4.2. Councillors

Are responsible for managing information with the view that a record received or created by a Councillor is considered a public record when it relates to Council's executive activities. Pursuant to *Section 6* of the *Public Records Act 2002*, information created, received, or kept, in an official capacity as a Councillor, is part of Council's public record.

### 3.4.3. General Managers

Are responsible for actively promoting and supporting a positive information management culture throughout their department.

### 3.4.4. Managers

Are responsible for:

- ensuring compliance with Council's Information Management Recordkeeping Policy;
- ensuring that information management requirements are identified and addressed as they arise
- Coordinators/Supervisors are responsible for:
  - allocating appropriately skilled resources to support information management;
  - implementing information management activities as required; and
  - developing work instructions as required to support information management.

### 3.4.5. All Council representatives

Are responsible for:

- the management of information under their control and custody;
- applying information management principles, standards, and best practices in their day to-day operations;
- creating and maintaining full and accurate records of all business activities to demonstrate accountability for decision made and actions taken; and

- identifying information requirements and issues to Council's Governance team.

Coordinator Governance is responsible for providing advice, tools, and policy instruments such as procedures, standards, and guidelines.

#### 4. DEFINITIONS

**Compliance** means adherence to the requirements of laws, industry and organisational standards and codes, principles of good governance and accepted community and ethical standards. Within this context, compliance refers to conformance with the *Public Records Act 2002* and *Recordkeeping Information Standards*.

**Council** means South Burnett Regional Council.

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

**Information Management** means the process by which a company manages all elements of records whether internally or externally generated and in any format or media type, from their inception/receipt, all the way to their disposal.

**Program** means a number of related projects selected, planned, and managed in a coordinated way in order to achieve a strategic goal.

**Record** means any record of information in any form, both received and created, that provides evidence of the decisions and actions of a public authority while undertakings its business activities and includes:

- paper, microfilm, electronic;
- documents, files, maps, plans, drawings, photographs;
- data from business systems, email, word processing systems, spreadsheets, web pages;
- audio, video, or optical media, such as video tapes; and
- texts, instant messages, weblogs, voice mail.

**Recordkeeping System** means an information system that captures, maintains, and provides access to records.

**Retention & Disposal Schedule** means a systematic listing of administrative records. It is a functional classification scheme endorsed by *QSA Queensland State Archives* for use by public authorities.

**Retention Period** means the period of time stated that each record series is to be maintained or reviewed for destruction or kept for permanent archival retention.

#### 5. LEGISLATIVE REFERENCE

*Crime and Corruption Act 2001* (Qld)

*Information Privacy Act 2009* (Qld)

*Local Government Act 2009* (Qld)

*Local Government Regulation 2012* (Qld)

*Public Records Act 2002* (Qld)

*Right to Information Act 2009* (Qld)

Queensland Government Records Governance Policy

#### 6. RELATED DOCUMENTS

South Burnett Regional Council Computer Internet & Email Usage Policy – Strategic007

South Burnett Regional Council Computer, Internet & Email Usage Procedure – Procedure008

South Burnett Regional Council Employee Code of Conduct Policy – Statutory011

South Burnett Regional Council Information Privacy Policy – Statutory038

**7. NEXT REVIEW**As prescribed by legislation or **July 2025****8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	Development of Policy	28 April 2016	1602871
2	Review of Policy	23 August 2018	2530697
3	Review of Policy – Resolution 2021/99	25 August 2021	2530697
4	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2530697

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

## 8.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CORPORATE RISK AND AUDIT ADVISORY COMMITTEE POLICY - STATUTORY022

**File Number:** 12-07-23

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

### PRECIS

Adoption of the South Burnett Regional Council Corporate Risk and Audit Advisory Committee Policy – Statutory022.

### SUMMARY

South Burnett Regional Council ('Council') has developed this policy for its Corporate Risk and Audit Advisory Committee ('Committee'). This policy meets the requirements of *Section 105 Local Government Act 2009* and *Section 207-211 Local Government Regulation 2012*.

### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Corporate Risk and Audit Advisory Committee Policy – Statutory022 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 Corporate Risk and Audit Advisory Committee Policy – Statutory022 was reviewed by Corporate, Governance & Strategy.

The Draft South Burnett Regional Council Corporate Risk and Audit Advisory Committee Policy – Statutory022 was then presented at the Executive Leadership Team Meeting held on 13 June 2023 for endorsement to the Liveability, Governance and Finance Standing Committee.

The Draft South Burnett Regional Council Corporate Risk and Audit Advisory Committee Policy – Statutory022 was then discussed and reviewed by the relevant General Manager/Manager and Portfolio Councillor at a Portfolio Councillor Meeting held on 27 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)

AS/NZS ISO 3100:2018 Risk Management – Principles and Guidelines

*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

The Committee operates within Council’s Corporate Risk & Internal Audit (‘CRIA’) Framework and composes of five (5) voting members of which Council will appoint two (2) Councillors and three (3) independent members. One (1) of the two (2) Councillors will be the Portfolio holder for Finance & Sustainability and will be the nominated Chairperson.

## ATTACHMENTS

1. **South Burnett Regional Council Corporate Risk and Audit Advisory Committee Policy - Statutory022**



**POLICY CATEGORY - NUMBER:** Statutory022  
**POLICY OWNER:** Corporate, Governance & Strategy  
**ECM ID:** 2717833  
**ADOPTED:**

## Corporate Risk and Audit Advisory Committee 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 for its Corporate Risk and Audit Advisory Committee ('Committee'). This policy meets the requirements of Section 105 Local Government Act 2009 and Section 207-211 Local Government Regulation 2012, regarding the establishment of an Audit Advisory Committee. South Burnett Regional Council (the 'Council') has established a Corporate Risk and Audit Advisory Committee (the 'Committee').

### 2. SCOPE

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

The responsibilities of the Committee through oversight of the corporate risk and audit functions, is to assist Council to discharge their responsibilities of "due care and diligence". The duties and responsibilities of the Committee is to:

- review the integrity of financial documents;
- oversee the effectiveness and objectivity of corporate risk, internal audit and fraud and corruption management through the Steering and Working Groups;
- provide reasonable assurance that the organisation's strategic objectives are realised and achieved through effective and efficient measures within the standard framework of corporate risk management and internal control;
- oversee the corporate risk management and internal audit functions to enhance Council's governance, internal control systems and decision-making processes;
- ensure the independence, objectivity and effectiveness of internal audit in carrying out financial and operational assessments;
- assess and evaluate the internal audit plan to ensure that material corporate risks to Council's financial and operational environment are prioritised;
- promote transparency, integrity and ethical conduct; and
- ensure that adequate resources are allocated for the efficient and effective performance of corporate risk management and internal audit functions.

Other Key responsibilities of the Committee related to:

**External Audit:**

- monitor or review Council's compliance with legislation regarding financial reporting;
- review the draft audited financial statements prior to approval by Council with focus on any external audit comments related to significant changes in accounting policies and procedures, departure from accounting standards or major audit adjustments; and
- review of management response to external auditor's recommendation and extent of implementation.

**Internal Audit:**

- review through internal audit the adequacy of the internal control structure and systems, including information technology security and control;
- ensure that internal audit activities are performed in accordance with the Internal Audit Policy;
- review the internal audit progress report, the internal audit recommendations and monitor management's response and corresponding implementation;
- monitor the extent of external auditors' reliance on internal audit work to facilitate completeness of audit coverage and maximisation of resources; and
- assess and monitor the effectiveness, independence and objectivity of internal audit.

**Corporate Risk Management:**

- ensure that corporate risk management processes are conducted in accordance with Council's Corporate Risk Management Policy;
- review and monitor the effectiveness of the corporate risk assessment/management process in identifying, monitoring and managing significant corporate risks;
- ascertain whether fraud and corruption risks have been incorporated in the assessment of Council's corporate risk profile;
- ensure that written records and registers are maintained that state the corporate operational risk Council is exposed to and the control measures adopted to manage these corporate risks; and
- review emerging corporate risk issues, significant corporate risk incidents and corresponding outcomes.

### 3. GENERAL INFORMATION

#### 3.1. Committee Structure

The Committee operates within the adopted Council's Corporate Risk & Internal Audit ('CRIA') Framework and composes of five (5) voting members of which Council will appoint two (2) Councillors and three (3) independent members. One (1) of the two (2) Councillors will be the Portfolio holder for Finance & Sustainability Corporate and will be the nominated Chairperson.

The independent members will be selected on merit through an expression of interest process as per Council's Corporate Risk and Audit Advisory Committee Procedure. The independent members are to possess significant financial experience and expertise preferably related to local government and located externally to the Council / South Burnett community.

Council can at any time appoint a stand-in or replacement Councillor member, however a proxy is not permitted if the independent member is unable to attend a Committee meeting.

The Committee will meet at a minimum quarterly each financial year as set by the Chief Executive Officer ('CEO') in consultation with the Committee Chairperson.

The Committee must deliver meeting minutes and reports to Council as soon as practicable after each meeting, outlining relevant matters that have been considered by it, and the Committee's recommendations. A summary of the role and achievements of the Committee shall be included in Council's Annual Report.

### 3.2. Authority

The main responsibility for corporate risk and financial reporting, governance, compliance with legislation, standards and ethical requirements within Council rest with Council's **Executive Leadership Team ('ELT') management**. The Committee has only an oversight function and therefore exercises a monitoring and assessment role. Close coordination with Council's **management ELT** is needed in carrying out the Committee's duties and responsibilities.

### 3.3. Independence and access

The Committee will closely coordinate with Council's **management ELT**, the external auditor, the internal audit function and corporate risk management function in carrying out its responsibilities. The Committee will have unrestricted access to all Council information, documents, assets and personnel for the purpose of authorising investigations within the scope of its responsibility and be provided with adequate resources in the fulfilment of its oversight function.

### 3.4. Due care and diligence

The Committee will assist Council in the performance of its due care and diligence duties related to the efficient and effective delivery of Council services. The Committee may initiate ad hoc internal audits as necessary in consultation with the CEO.

### 3.5. Reporting responsibility

The Committee ~~will shall~~ report to Council and provide recommendations regarding the improvement of internal control systems and corporate risk management. It ~~will shall~~ review the annual internal audit plan and the Corporate Risk and Internal Audit Framework to ensure that control measures are in place to minimise material corporate risks. The Committee **Chairperson** will assess, **on an annual basis**, the performance of the Committee and through the CEO, table a report to Council recommending appropriate action if required in respect of areas where there is a perceived need for enhancement of its role, operational processes, or membership.

## 4. DEFINITIONS

**Accountability** means the obligation of an individual or organisation to account for its activities, accept responsibility for them and to disclose the results in a transparent manner.

**Corporate Risk** mean the possibility of an event occurring that will have an impact on the achievement of objectives. Risk is measured in terms of impact (consequence) and likelihood.

**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 the board to inform, direct, manage and monitor the activities of the organisation toward the achievement of its objectives.~~

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

## 5. LEGISLATIVE REFERENCE

AS/NZS ISO 3100:2018 Risk Management - Principles and Guidelines

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)



**6. RELATED DOCUMENTS**

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 Policy – Statutory019

**7. NEXT REVIEW**

As prescribed by legislation or **July 2025**

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	Policy Review	17 March 2010	689354
2	Policy Review	18 April 2011	836698
3	Policy Review	17 April 2013	1155645
4	Policy Review	20 July 2016	1625019
5	Administrative Review	16 September 2020	2717833
6	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2717833
7	Administrative amendment - organisational structure review – resolution 2022/432	27 April 2022	2717833

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date:

## 8.5 NOTICE TO REPEAL SOUTH BURNETT REGIONAL COUNCIL TRADING ON LOCAL GOVERNMENT CONTROLLED AREAS, FACILITIES & ROADS POLICY - STATUTORY023

**File Number:** 12-07-23

**Author:** General Manager Finance and Corporate

**Authoriser:** Chief Executive Officer

### PRECIS

Notice to Repeal South Burnett Regional Council Trading on Local Government Controlled Areas, Facilities & Roads Policy – Statutory023.

### SUMMARY

South Burnett Regional Council (Council) does not allow a business to operate from a local government-controlled area, a local government facility or a road within the South Burnett Local Government area, without approval being granted by Council under a Local Law or approval granted by Department of Main Roads for State-controlled roads.

### OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

That the South Burnett Regional Council Trading on Local Government Controlled Areas, Facilities & Roads Policy – Statutory023 be repealed.

### 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 South Burnett Regional Council Trading on Local Government Controlled Areas, Facilities & Roads Policy – Statutory023 repeats information that is outlined in South Burnett Regional Council Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2011 and South Burnett Regional Council Subordinate Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2011.

It was determined by Manager Environment & Planning, with assistance of Corporate, Governance & Strategy that the South Burnett Regional Council Trading on Local Government Controlled Areas, Facilities & Roads Policy – Statutory023 adds no further value to these Local Laws.

The South Burnett Regional Council Trading on Local Government Controlled Areas, Facilities & Roads Policy – Statutory023 was then presented at the Executive Leadership Team Meeting held on 20 June 2023 with the recommendation that it be repealed. The recommendation was endorsed for progression to the Liveability, Governance and Finance Standing Committee.

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

*Local Government Act 2009 (Qld)*

Local Law No.1 (Administration) 2011

Local Law No.4 (Local Government Controlled Areas, Facilities and Road) 2011

Subordinate Local Law No.1.14 (Undertaking Regulated Activities on Local Government Controlled Areas & Road) 2011

Subordinate Local Law No.1.2 (Commercial Use of Local Government Controlled Areas & Roads) 2011

Subordinate Local Law No.4 (Local Government Controlled Areas, Facilities & Roads) 2011

*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**

Any business wishing to operate from Local Government Controlled Areas, Facilities & Roads within the South Burnett Local Government Area requires an approval under the Council's Local Law(s).

Further, if an activity is to be conducted within a state-controlled road, approval by the Department of Main Roads is also required. This permit function has been delegated to the Council by written agreement from the chief executive under the *Transport Operations (Road Use Management) Act 1995*, Section 66(5)(b) as part of the Local Law review in 2011.

The South Burnett Regional Council Trading on Local Government Controlled Areas, Facilities & Roads Policy – Statutory023 adds no further value to Council's Local Laws.

**ATTACHMENTS**

1. **South Burnett Regional Council Trading on Local Government Controlled Areas, Facilities & Roads Policy - Statutory023**



**POLICY CATEGORY - NUMBER:** Statutory023  
**POLICY OWNER:** Environment & Planning

**ECM ID:** 2734024  
**ADOPTED:** 27 April 2022

## Trading on Local Government Controlled Areas, Facilities & Roads Policy

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

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### 1. POLICY STATEMENT

South Burnett Regional Council ('Council') does not permit a business to operate from a Local Government Controlled Area, a Local Government Facility or a Road within the South Burnett Local Government Area without the necessary Approval being issued by Council under its applicable Local Law and the appropriate Permit being issued from the Department of Main Roads, if a Main Road area is involved.

### 2. SCOPE

This policy covers all Local Government Controlled Areas, Facilities & Roads within the South Burnett Local Government Area to;

1. ensure pedestrians and other road users are kept safe at all times; and
2. to regulate business on public land; and

To provide some clarity around Council's position on the commercial use of Local Government Controlled Areas, Facilities & Roads across the South Burnett Local Government Area.

Any business wishing to operate from Local Government Controlled Areas, Facilities & Roads within the South Burnett Local Government Area requires an Approval under the Council's Local Law(s). Further, if the Activity is to be conducted within a Main Road reserve, then a Permit issued by the Department of Main Roads will also be required. This State permitting function has been delegated to the Council by written agreement from the chief executive under the *Transport Operations (Road Use Management) Act 1995, section 66(5)(b)* as part of the Local Law review in 2011.

Council does not, as a general rule, permit the activity known as "Stationary Roadside Vending" in the South Burnett Local Government Area, unless at an approved event. This is due to a determination being made that this type of Activity will not generally be able to comply with the Performance Objectives (refer 3.1) set out in the subordinate Local Law for the commercial use of Local Government Controlled Areas and Roads.

In comparison "Mobile Roadside Vending" is not prohibited, however there may be some trading restrictions within the Central Business District (CBD). "Mobile Roadside Vending" must comply with Main Road legislation, in particular road safety as it relates to the operator, its customers and other road users.

Prior to Amalgamation in 2008, there were some historical roadside vending standing stall site arrangements in place, which the Council still honours. However, if these arrangements are not renewed by the current operators, then Council will cancel them and not reissue such an Approval for that site again. There are only three (3) long term legacy standing site permits in place being the Kingaroy Peanut van, the Nanango Peanut van and the Nanango Pie Van.

A vendor may be able to operate on private land that has an existing commercial use approval, in accordance with the Council's Town Plan, without requiring a permit to also be obtained from Council. For example, a flower stall or mobile seafood van (a food business licence for this particular activity would also be mandatory) may park on private land such as a service station, not the footpath, and with the consent of the landowner. Note: regular use of such a land area by a mobile food van or temporary facility may trigger the requirement to obtain Town Planning Approval for a permanent structure. Council is generally not in favour of this type of development.

### **3. GENERAL INFORMATION**

#### **3.1. Performance Objectives**

- the prescribed activity for which the approval is sought must not unduly interfere with the proper use of the Local Government Controlled Area or road;
- there must be a public demand for the prescribed activity in respect of which the approval is sought;
- the physical characteristics of the Local Government Controlled Area or road must be suitable for the prescribed activity; and
- the prescribed activity must not cause nuisance, inconvenience or annoyance to:
  - the occupier of any land which adjoins the location of the prescribed activity; or
  - vehicular traffic; or
  - pedestrian traffic.
- the prescribed activity must not have a detrimental effect on the amenity of the surrounding area;
- if the prescribed activity is mobile roadside vending or stationary roadside vending:
  - whether the prescribed activity for which the approval is sought is competitive with business activities operated from fixed premises in the Local Government Controlled Area; and
  - whether the business activities operated from the fixed premises are sufficient to meet public demand for the goods or services proposed to be sold as part of the operation of the prescribed activity; and
  - whether the grant of the approval will result in substantial competition between the applicant for the approval and operators of business activities operated from fixed premises in the local government area; and
  - whether the goods or services proposed to be sold as part of the operation of the prescribed activity, or similar goods or services, are available for sale from fixed premises near the location of the prescribed activity.

#### **3.2. Operational Assessment and Management Framework:**

Council's Community & Lifestyle, Works and/or Environment & Planning branches will potentially have involvement in processing any applications for the use of any Local Government Controlled Areas, Facilities & Roads within the South Burnett Local Government Area. Assessment of any application would include an evaluation against the Subordinate Local Law for the Commercial Use of Local Government Controlled Areas and Roads Performance Objectives. Activities that meet the Performance Criteria may be issued with an Approval.

#### **3.3. Resourcing**

Enforcement of breaches in relation to Local Government Controlled Areas, Facilities & Roads is regulated internally by Council's Community & Lifestyle, Works or Environment & Planning branches.

### 3.4. Education and Advice

This policy will be provided to the necessary parties when applicable and will also be made available to interested parties upon request.

#### Sustainability Implications

Council's general position is not to permit the commercial use of any of its Local Government Controlled Areas, Facilities or Roads, with the exception of some major public events. This is because if Council allows one (1) business operator to utilise public space for its private commercial gain then Council is obliged to allow all businesses to do so. This in practice would be extremely difficult to implement and manage, while achieving the Performance Objectives. There would also be liability concerns around a commercial entity utilising Council controlled 'land'.

#### Social Implications

By not allowing businesses to generally utilise public space for their own commercial gain is deemed to be for the greater good of the community in order to protect public amenity, reduce risk, minimise safety concerns, allow the general community access to and the potential for enjoyment of these public areas as well as encouraging business in the established central business district precinct as provided for in the Council's Town Plan.

#### Economic Implications

Restricting or regulating commercial ventures on public controlled spaces potentially will have an impact upon the potential revenues of businesses. However, this would be offset by the social benefits as outlined above under the Social Implications section. Further, the direct facilitation, support and the effective underwriting of a commercial business is not generally the core function of local government.

#### Environmental Implications

By not allowing businesses to utilise the public space minimises the potential for any environmental impact. If an Approval was to be issued, then conditions would need to be included on the Approval to address any anticipated environmental issues.

## 4. DEFINITIONS

**Mobile Roadside Vending** means an operator soliciting or carrying on the supply of goods or services (including food or drink) for profit in circumstances where:

- the operator travels from place to place; and
- the operator supplies the goods or services to a customer in response to the customer waiving down the operator.

**Stationary Roadside Vending** means an operator soliciting or carrying on the supply of goods or services (including food or drink) for profit in circumstances where:

- the operator carries on the activity from—
  - a specified place; or
  - a number of specified places; but
- the activity is not footpath dining.

## 5. LEGISLATIVE REFERENCE

*Local Government Act 2009 (Qld)*

*Local Law No. 1 (Administration) 2011 (Qld)*

*Subordinate Local Law No. 1.2 (Commercial Use of LG Controlled Areas and Roads) 2011 (Qld)*

*Subordinate Local Law No 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas & Roads) 2011 (Qld)*

*Local Law No. 4 (LG Controlled Areas, Facilities and Roads) 2011 (Qld)*

*Subordinate Local Law No. 4 (LG Controlled Areas, Facilities and Roads) 2011 (Qld)*

## 6. RELATED DOCUMENTS

Nil.

**7. NEXT REVIEW**

As prescribed by legislation or November 2022

**8. VERSION CONTROL**

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	12 October 2016	1664834
2	Policy Review	25 November 2020	2734024
3	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2734024
4	Administrative amendment - organisational structure review – resolution 2022/432	27 April 2022	2734024

Mark Pitt PSM  
**CHIEF EXECUTIVE OFFICER**

Date: 27 April 2022



## 8.6 LGAQ 126TH ANNUAL CONFERENCE: MOTION REQUEST

**File Number:** 13-07-2022

**Author:** Chief Executive Officer

**Authoriser:** Chief Executive Officer

### PRECIS

It's that time of year when the LGAQ requests member councils to bring forward for discussion at the Annual Conference on matters of common concern to members through the motions process. This is members' opportunity to think big and tap into the LGAQ's advocacy on major issues that will take us closer to making every Queensland community a liveable one.

The 2023 LGAQ Annual Conference will be held in Gladstone Regional Council area, on 16-18 October at the Gladstone Entertainment Convention Centre.

### SUMMARY

The LGAQ requests member councils to bring forward for discussion at the Annual Conference any subject connected with the objects of the Association or pertaining to matters of common concern to Members.

Motions that have been passed as resolutions by councils are therefore requested to be submitted no later than Wednesday 9 August 2023. This will enable the LGAQ Agenda Committee to review all submitted motions and provide a Preliminary Agenda for member councils four (4) weeks prior to the commencement of Conference.

The LGAQ will now only be accepting motions using an automated process to support councils seeking to put forward agenda items, using the Congruent member portal.

The LGAQ are now accepting motions using an automated process to support councils seeking to put forward agenda items, using the LG Online system. When preparing motions, please give attention to providing succinct but relevant facts and references to inform delegates of the issue you wish to raise. There are many ways in which a member council can inform the work program of the Association, and therefore it is important that consideration should also be given to prior resolutions that may have been tabled at previous Annual Conferences on the topic. It is preferable that matters raised through this process are local government issues are strategic, relevant to the business of local government and with state-wide impact.

Where two or more-member councils bring forward a similar motion, the Agenda Committee is authorised to draft and submit composite motions, in consultation with the submitting council.

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### OFFICER'S RECOMMENDATION

That the committee recommend to council:

1. That South Burnett Regional Council resolves to submit the following motions to the 2023 Local Government Association of Queensland Annual Conference
  - (a) Transfer of State Government Reserves to Local Authorities where requested to allow for a more cost-effective transition to freehold and/or broader use.
  - (b)

### FINANCIAL AND RESOURCE IMPLICATIONS

Officer time to prepare and submit the motions.

**LINK TO CORPORATE/OPERATIONAL PLAN**

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

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

Discussion regarding motions that:

- Are succinct with relevant facts and references to inform delegates of the issue raised;
- Inform the work program of the Association, thus consideration should be given to prior resolutions that may have been tabled at previous Annual Conferences on the topic;
- Are local government issues which are strategic, relevant to the business of local government and with state-wide impact

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

Not applicable

**POLICY/LOCAL LAW DELEGATION IMPLICATIONS**

This event provides a unique opportunity each year for Local Government to engage directly with the Federal Government, to develop national policy and to influence the future direction of our councils and our community.

**ASSET MANAGEMENT IMPLICATIONS**

Not applicable

**REPORT**

Council direction is sought on which motions to be placed for debate. Motions must be submitted no later than Wednesday 9 August 2023 for inclusion in the agenda.

Potential draft resolutions received prior this the submission process being opened by the LGAQ are listed below for consideration:

At the Ordinary meeting of 26 April 2023, part of resolution 2023/502 dealt with attendance at the LGAQ State Conference:

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.*

Council has also received correspondence from the CEO of LGAQ advising Cr Schumacher has again been invited as part of the Young Councillor Cohort and that the following information is provided for information:

*The LGAQ Annual Conference will be held on 16th – 18th October at the Gladstone Entertainment Centre. **The YCC session will be on Tuesday 17th and the Networking event on Sunday 15th.***

**ATTACHMENTS**

Nil

## 9 FINANCE & SUSTAINABILITY

### 9.1 22/23 EOFY STOCKTAKE

**File Number:** 230706

**Author:** Strategic Procurement Coordinator

**Authoriser:** Chief Executive Officer

#### PRECIS

Section 104 and 105 of the *Local Government Act 2009 (Act)* requires that Council must have suitable financial management processes following financial accountability that ensures the integrity of Councils financial documents and records.

#### SUMMARY

This report details the inventory variances encountered during the 2022/2023 financial year stocktake of Council's inventory on hand.

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#### OFFICER'S RECOMMENDATION

That Council receive this report for information

#### BACKGROUND

Council has conducted the 2022/2023 End of Financial Year (EOFY) stocktake in accordance with the sound accounting practices as required by the *Local Government Act (2009)* and *Local Government Regulation 2012* and with accounting standards AASB 102.

The 2022/2023 EOFY stocktake was conducted on Wednesday 21<sup>st</sup> of June 2023 whereby all inventory transactions are processed prior to stocktake ensuring all inventory movements up until and including this date are captured and accounted for.

It is common to encounter generic stock variances throughout a financial year of transactions within an organisation. The stores team endeavour to keep variances to a minimal with accurate stock management practices.

Council currently holds approximately \$771,700 of General Inventory stock on hand and \$113,851 Bulk Fuel stock on hand with an over total of \$885,551 stock on hand.

The final result for the 2022/2023 EOFY stocktake for the Council's stock on hand inventory including Fuel has resulted in a minor loss of \$8,741.97. This is approximately 0.98% of Council's total stock on hand value (this figure does not include the permitted stock write off detailed below).

In accordance with good inventory management practices, a variance below 2% is considered an acceptable variation.

Stock variances can be attributed to the following reasons

1. **General Stock Variances:** Occurs during the requisitioning process due to a misunderstanding of correct Units of Measure (UOM). Can also occur when stock is taken after hours without being correctly booked out.
2. **Redundant Stock:** Inventory items being carried on Council's balance sheet for no functional reason such as items past "use by date". Redundant items have been disposed of in accordance with Council's Disposal of Assets Policy.
3. **Variations in highly volatile products:** Aviation gas and ULP have an average evaporation rate of up to 10% which cannot be controlled.

4. **Permitted Stock Write off:** 5 years ago Council purchased a large Quantity of “Event Signs” for the purpose of internal bookings for their use however after years of usage, general wear and tear, damage and theft, the signs are no longer segregated and have been absorbed into Council’s general sign stock holding. The value of the signs equates to \$29,577.68.

#### Summary

Stock Type	SOH Value	Kingaroy Variance	Nanango Variance	Wondai Variance	Total Variance	% of loss for General
General Stock	\$771,700	\$3,116.28	\$979.61	\$2,647.47	\$6,743.36	0.87%

Stock Type	SOH Value	FULKI Variance	FULNA Variance	FULMU Variance	FULPR Variance	Total Variance	% of loss for Fuel
FUEL (DIE & ULP)	\$113,851	\$209.40	\$537.34	\$586.71	\$665.16	\$1,998.61	1.75%

**General Variance Value:** \$8,741.97 = 0.98%

**Permitted Variance Value:** \$29,577.68 (Event Signs)

**TOTAL Variance Value:** \$38,319.65 (4.32% of total SOH Value of \$885,551)

#### ATTACHMENTS

Nil

## 9.2 AMENDMENT TO FEES AND CHARGES

**File Number:** 12-07-2023

**Author:** Manager Environment and Planning

**Authoriser:** Chief Executive Officer

### PRECIS

Waste disposal fees and charges for 2023/24.

### SUMMARY

Amendment to several waste disposal fees and charges for 2023/24.

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### OFFICER'S RECOMMENDATION

That the committee recommend to council:

That the 2023/24 Fees and Charges be amended to the following:

1. Acceptance of fridges, freezers, water heat pump systems etc (degassing) be reduced to \$10.00 each; and
2. Acceptance of tractor tyres which are contaminated or are on a rim be increased to \$260.00 each.
3. At the Murgon, Nanango and Wondai landfills:
  - a. Tyres – motorcycles be charged \$6.00 each
  - b. Tyres – Car be charged at \$10.50 each
  - c. Tyres – tractor be charged at \$129.50 each.
4. That the amended fees take effect as of 1 August 2023.

### FINANCIAL AND RESOURCE IMPLICATIONS

Establishing cost recovery fee structure when dealing with various waste streams.

### LINK TO CORPORATE/OPERATIONAL PLAN

OPL/12 Provision of acceptable, cost effective and environmentally responsible waste management services including collection services and waste disposal facilities.

### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Fees and charges signs to be amended accordingly.

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

N/A

### POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

### ASSET MANAGEMENT IMPLICATIONS

N/A

### REPORT

Since the 2023/24 fees and charges were adopted by Council a new provider has been identified to de-gas refrigerant units at our waste facilities. This is a significant reduction to the previous rate

being charged which is a positive outcome for residents wanting to dispose of a fridge, freezer etc. It should be noted that this revised rate is only enabling cost recovery of the contracted degassing rate.

An error has been identified with the fee set for the acceptance of a tractor tyre which is contaminated (i.e. soil, mud, grass etc) or a tractor tyre that is brought in on a rim. Rarely does this type of tyre is delivered to our supervised waste facilities but a fee needs to be approved in the event of such a tyre is brought for disposal.

Also, in the tyre fees and charges there is a slight discrepancy between the fees charged for tyres between the different landfills. The table below identifies the differences between Kingaroy and the other landfills. It is proposed to align the fees with what is currently been approved at the Kingaroy facility.

Once again, the proposed fee of \$260.00 is a rate that the tyre removal contractor will charge Council for collection and disposal.

Below is a summary of the waste categories, the current disposal fee and the proposed amended fee for Council's consideration and approval.

Location	Waste Type	2023/24 Approved	2023/24 Amendment
Kingaroy	Fridges, freezers, water heat pump systems etc (degassing)	\$40.00	\$10.00
Kingaroy	Tyres – Tractor – contaminated / with rim	\$40.00	\$260.00
Murgon, Nanango, Wondai	Fridges, freezers, water heat pump systems etc (degassing)	\$22.00	\$10.00
Murgon, Nanango, Wondai	Tyres – Tractor – contaminated / with rim	\$40.00	\$260.00
Murgon, Nanango, Wondai	Tyres – Motorcycles	\$6.20	\$6.00
Murgon, Nanango, Wondai	Tyres – Cars	\$10.40	\$10.50
Murgon, Nanango, Wondai	Tyres – Tractor	\$129.60	\$129.50

## ATTACHMENTS

Nil

## **10 PORTFOLIO - COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES**

### **10.1 COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES PORTFOLIO REPORT**

**File Number:** 12-07-2023

**Author:** Councillor

**Authoriser:** Chief Executive Officer

#### **PRECIS**

Community Development, Arts & Heritage and Library Services Portfolio Report

#### **SUMMARY**

Cr Potter presented her Community Development, Arts & Heritage and Library Services Portfolio Report to Council.

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#### **OFFICER'S RECOMMENDATION**

That Cr Potter's Community Development, Arts & Heritage and Library Services Portfolio Report to Council be received for information.

#### **Black Summer Bush Fire**

##### **South Burnett Façade Improvement Program**

The South Burnett Façade Improvement Quick Round has now closed and Council received 84 applications from across the region with 81 applications approved, this is a great result for this region.

##### **Lady Sings the Maroons**

The Community Development Team were pleased to partner with Opera Queensland to bring Lady Sings the Maroons to the South Burnett. Over 120 guests enjoyed a night of music celebrating Australia's most loved artists.

##### **2023 South Burnett Regional Youth Council**

The South Burnett Regional Youth Council are busy approaching local businesses for sponsorship of the 2023 PIG JAM Battle of the Bands and Music Festival. This event attracted 10 competitors last year, so they are hoping for the same kind of uptake this year. The addition of the PIGS CAN FLY Art Competition will hopefully attract more young people across the region to get involved and show off their creative flair.

##### **Under 8's Day**

The annual Under 8's Day event was a big hit with over 300 children in attendance.

Red Cross was there, assisting the children to participate in the Pillowcase Project, with Council providing water bottles, torches and 'something special' for each pillowcase. Council also hosted a healthy eating stall giving away fresh fruit and a toothbrush kit to each visitor. Andrea Baldwin, the author of the Natural Disaster Birdie Books entertained the children reading her books and sharing Birdie's adventures. The library facilitated a 'bear hunt', which delighted every child that participated.

QFES, QAS and QPS were also at the event.

#### **Library Services:**

##### **2022-2023 QUICK STATS**

158,041 Visitors

1,274 New Members

58,782 Collection Items (Physical & Digital)

123,657 Physical Loans

25,828 Digital Loans (eAudiobooks, eBooks and eMagazines)

149,485 Total Loans (Physical + Digital)

1,376 In-House Programs with 8,211 Attendees (Children, Adult and Tech Programs)

### **Under 8's Day**

The 2023 Under 8s Day was a fantastic success with a range of local community groups coming together to provide a free morning of fun for local families. South Burnett Libraries hosted an interactive bear hunt obstacle course with children given a ticket and map before setting off on their adventure. Feedback from the day has been very positive, and it is estimated that library staff interacted with over 200 community members on the morning. Outreach events such as Under 8s Day provide a fantastic opportunity to raise the profile of the library service in the community and promote the services and programs that are available for South Burnett residents.

### **Val and Graeme Wicks Book Launch**

On Friday 9 June, Val and Graeme Wicks hosted an author talk at the Kingaroy Library as part of the Local Stories series. They discussed writing their book "Properly long way" and invited attendees to share their own stories about the local area.

### **Child Health Clinics**

The recent child health clinics held at the Blackbutt, Kingaroy and Nanango libraries have been very well attended with a record number of families attending Kingaroy on Tuesday 20 June. 33 families came along to see the nurses with a total of 70 attendees including a few grandparents who said they were very impressed with this service.

### **ADA Partnership**

Aged and Disability Advocacy (ADA) is a free, client focused, confidential service that aims to provide specialist and intensive assistance to senior Australians. In June and early July, a representative from ADA will be hosting pop up sessions in each library branch to connect locals with the services and resources available to them. As a result of the first sessions held in Blackbutt and Nanango, participants have scheduled in home visits with the ADA team and have a better understanding of the support available to them.

### **Medieval Party**

South Burnett Libraries' annual Medieval Party was held on Saturday 1 July and once again proved to be a popular event with local families. The weather was beautiful, the music was pumping, the coffee was hot, many a face was painted, crafts created, books enjoyed, games played and knights trained for battle! That's a lot of hustle and bustle! Events such as the Medieval Party provide a great opportunity to showcase our libraries and promote the services that are offered to a wide audience. It is estimated that close to 250 people attended with many providing positive feedback and thanking the library staff and Council for hosting the event.

### **School Holidays - Travelling Craft with Shelley**

In response to requests from the community to reintroduce in-house crafts during the school holidays, library staff have hit the road to facilitate craft mornings at a number of our branches. In total, these sessions attracted 105 attendees and feedback has been positive with parents mentioning how much their children had missed the interactive school holidays activities.

### **CTC Family Skills Day in Blackbutt**



On Wednesday 28 June, library staff attended the CTC Small Town Skills & Family Fun Day at Blackbutt with approximately 60 children visiting the library stall to get creative decorating bikkies. Staff will also attend the event scheduled in Wondai on Thursday 6 July.

**BACKGROUND**

Nil

**ATTACHMENTS**

Nil

**10.2 COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE****File Number:** 12-07-2023**Author:** Manager Community & Lifestyle**Authoriser:** Chief Executive Officer**PRECIS**

Liveability – Community and Lifestyle Operational Update

**SUMMARY**Liveability – Community and Lifestyle Operational Update

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**OFFICER'S RECOMMENDATION**

That the Community and Lifestyle Operational Update be received.

**BACKGROUND**

Nil

**ATTACHMENTS**

1. Library Statistics
2. Tourism & VIC's Report
3. Community Development Report
4. Community Leasing
5. Commercial Enterprise update
6. Capital Works update

**LIVEABILITY – COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE**

**Jennifer Pointon**  
 Manager Community & Lifestyle

**Library Update**

<b>SOUTH BURNETT LIBRARIES 2022-2023</b>		
<b>Yearly Statistics</b>		
<b>Visitors</b>	<b>158,041</b>	
Total Loans & Renewals	149,485	
New Memberships	1,274	
JP Visitation (Kingaroy)	2,724	
Meeting Room Bookings (hrs)	912	
<b>PROGRAM TOTALS</b>		
<b>FOR 0-5 EARLY CHILDHOOD</b>		
	<b>Attendance</b>	<b>Sessions</b>
Total on site	3688	331
Outreach (F5F off site)	940	16
<b>FOR CHILDREN 6-12</b>		
Total on site	1361	127
Outreach OFF SITE	152	2
<b>FOR YOUNG ADULTS 13-17</b>		
Total on site	50	15
<b>ADULT PROGRAMMING</b>		
Total on site	1569	294
<b>DIGITAL LITERACY</b>		
Total on site	1399	581
<b>CULTURAL CELEBRATION</b>		
Total on site	150	30
<b>YEARLY TOTALS (On-Site &amp; Outreach)</b>	<b>9309</b>	<b>1396</b>



**LIVEABILITY – COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE**

**Jennifer Pointon**  
Manager Community & Lifestyle

17 February 2021

**Monthly Statistics:**

<b>Visitor Information Centres – Monthly Statistics 2022-2023</b>						
<b>2022</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Sales	K - \$6229 M - \$587 N - \$1061 W - \$4153	K - \$8182 M - \$518 N - \$1126 W - \$4394	K - \$6624 M - \$482 N - \$1082 W - \$5701	K - \$5140 M - \$ N - \$1039 W - \$2791	K - \$4238 M - \$259 N - \$717 W - \$2578	K - \$8321 M - \$289 N - \$1312 W - \$2160
Visitor Numbers	K - 1596 M - 349 N - 604 W - 884	K - 1455 M - 372 N - 636 W - 775	K - 1220 M - 333 N - 735 W - 970	K - 812 M - 220 N - 417 W - 680	K - 708 M - 203 N - 247 W - 462	K - 483 M - 160 N - 410 W - 434
Coach Tours	K - 1 M - 0 N - 0 W - 1	K - 0 M - 0 N - 2 W - 0	K - 0 M - 0 N - 0 W - 0	K - 1 M - 0 N - 0 W - 1	K - 4 M - 0 N - 2 W - 2	K - 0 M - 0 N - 0 W - 1
Volunteer Numbers	K - 91 M - 49 N - 60 W - 46	K - 86 M - 41 N - 63 W - 56	K - 76 M - 37 N - 57 W - 45	K - 91 M - 41 N - 53 W - 51	K - 78 M - 26 N - 37 W - 34	K - 126 M - 30 N - 41 W - 35
Volunteer Hours	K - 537 M - 217 N - 325 W - 234	K - 537 M - 250 N - 316 W - 283	K - 475 M - 172 N - 289 W - 227	K - 544 M - 200 N - 267 W - 258	K - 493 M - 107 N - 185 W - 164	K - 739 M - 120 N - 225 W - 166
Days Open	K - 28 M - 27 N - 30 W - 30	K - 27 M - 28 N - 30 W - 31	K - 25 M - 24 N - 28 W - 29	K - 30 M - 25 N - 28 W - 31	K - 30 M - 24 N - 26 W - 30	K - 25 M - 21 N - 26 W - 28
<b>2023</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Sales	K - \$4166 M - \$225 N - \$805 W - \$2351	K - \$2826 M - \$5 N - \$897 W - \$1980	K - \$4684 M - \$277 N - \$2091 W - \$2324	K - \$4757 M - \$0 N - \$1431 W - \$2251	K - \$5109 M - \$133 N - \$703 W - \$2309	K - \$6349 M - \$255 N - \$1981 W - \$3129
Visitor Numbers	K - 692 M - 139 N - 332 W - 359	K - 511 M - 0 N - 244 W - 281	K - 743 M - 147 N - 384 W - 422	K - 1103 M - 0 N - 507 W - 610	K - 911 M - 198 N - 372 W - 714	K - 1272 M - 196 N - 441 W - 774
Coach Tours	K - 0 M - 0 N - 0 W - 0	K - 1 M - 0 N - 0 W - 0	K - 0 M - 0 N - 0 W - 0	K - 0 M - 0 N - 0 W - 0	K - 1 M - 0 N - 0 W - 0	K - 1 M - 0 N - 2 W - 4
Volunteer Numbers	K - 115 M - 27 N - 34 W - 30	K - 110 M - 39 N - 45 W - 33	K - 157 M - 30 N - 28 W - 44	K - 131 M - 27 N - 32 W - 47	K - 141 M - 27 N - 29 W - 43	K - 143 M - 25 N - 32 W - 52
Volunteer Hours	K - 671 M - 107 N - 195 W - 151	K - 676 M - 156 N - 229 W - 169	K - 884 M - 121 N - 171 W - 253	K - 735 M - 97 N - 167 W - 267	K - 855 M - 98 N - 165 W - 244	K - 880 M - 97 N - 179 W - 282

**LIVEABILITY – COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE**

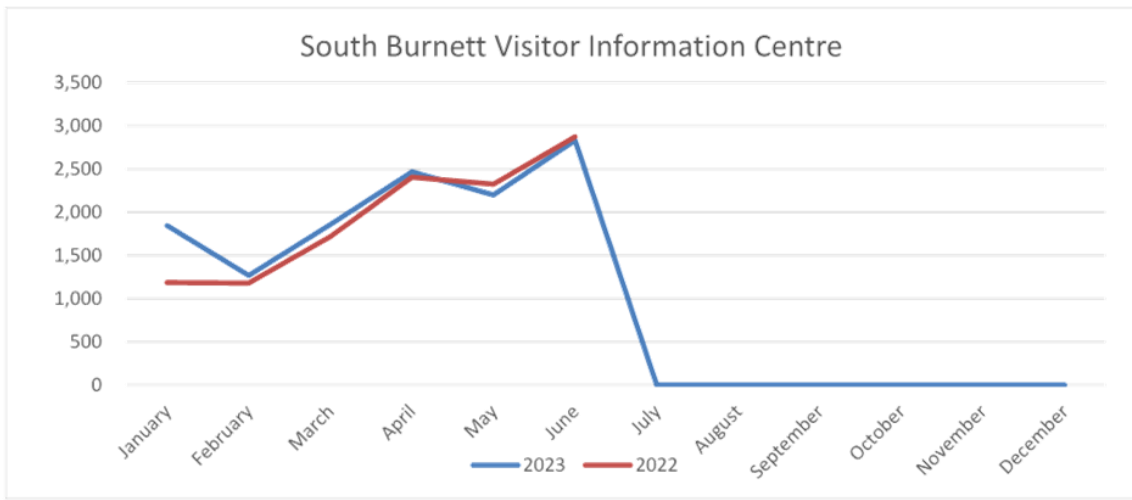
**Jennifer Pointon**  
 Manager Community & Lifestyle

17 February 2021

Days Open	K – 24	K – 28	K – 31	K – 28	K – 28	K – 30
	M – 18	M – 22	M – 18	M – 18	M – 20	M – 18
	N – 21	N – 27	N – 25	N – 26	N – 25	N – 24
	W – 22	W – 28	W – 30	W – 28	W – 30	W – 30

Statistics on where our visitors to our VIC's are coming from are below. These figures are total numbers from January to June 2023.

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2023	1,846	1,269	1,859	2,467	2,201	2,831	0	0	-	-	-	-	12,473
2022	1,186	1,180	1,716	2,405	2,324	2,874							11,685



## Community Development

### 2022/2024 Black Summer Bushfire Recovery Grants Program

Department of Industry, Science, Energy and Resources

Department of the Prime Minister and Cabinet

Project Name	Description	Status
Community Connection	Social Recovery and Resilience Investment Stream	<ul style="list-style-type: none"> <li>The Community Development Team partnered with Opera Queensland to bring Lady Sings the Maroons to the South Burnett region. Over 120 people attended this event.</li> <li>Opera Queensland have been tentatively booked for June next year for their 2024 show.</li> </ul>
	Economic Recovery and Investment Stream	<p>South Burnett Façade Improvement Program.</p> <ul style="list-style-type: none"> <li>The third and final round of the South Burnett Façade Improvement program is now closed.</li> <li>84 applications from across the region were submitted.</li> <li>Following the assessment process 81 applications have been approved.</li> </ul> <p>Regional Development</p> <ul style="list-style-type: none"> <li>Ms Sotera Trevaskis from Regional Development Australia has been commissioned to gather the statistical data and case studies to underpin the regional snapshot for the investment prospectus.</li> <li>Dr Tom Keenan is continuing his work with Council to complete the investment prospectus and the Regional Development Action Plan.</li> </ul>
Operational Plan Projects		
Project Name	Description	Status
OPL/20 Arts, Culture and Heritage Committee	Committee to develop an Arts, Culture & Heritage Strategic Plan	<ul style="list-style-type: none"> <li>Ms Shelley Pisani, Creative Producer of the Ideas Distillery has been commissioned to lead the committee in the continued development of the Art, Culture and Heritage Strategic Plan.</li> </ul>
OPL/22Ringsfield House Advisory Committee	Committee to develop a Ringsfield House Strategic Plan and provide	<ul style="list-style-type: none"> <li>Discussions for the future management of Ringsfield House are continuing.</li> </ul>

	recommendations to Council.	<ul style="list-style-type: none"> <li>The advisory committee are currently exploring each option with a view to making a recommendation to Council.</li> </ul>
OPL/24 Reconciliation Action Plan (RAP)	Develop a Reconciliation Action Plan (RAP) for the South Burnett Regional Council	<ul style="list-style-type: none"> <li>The invitation to join a Reconciliation Action Plan working group will be issued to all staff later in the year.</li> </ul>
OPL/29 South Burnett Regional Youth Council	Advocate for and facilitate wellbeing events across the region.	<ul style="list-style-type: none"> <li>Registration for competitors for PIG JAM Battle of the Bands and PIGS CAN FLY Art competition are now open. The addition of the art competition will hopefully attract more young people to be involved. The Youth Council are currently visiting local businesses to invite them to sponsor these events.</li> </ul>

**LEASING**

<b>Item</b>	<b>Description</b>	<b>Actions</b>
Kumbia Sports & Recreation Reserve Association - Lot 195 on K62310 & Lot 1 on K6237	Reactivation of the area and potential new Trustee Lease over Lot 195 on K62310 & Lot 1 on K6237	Attendance at the AGM on 13 July 2023.
Tingoora Sports Association Inc - Lot 91 on FY2885	Request to lease Tingoora Sportsgrounds.	Initial stakeholder meeting
South Burnett Western Performance Club Inc - Lot B in Lot 174 on FY803924	Request to renew lease of Lot B in Lot 174 on FY803924	Provided response letter and draft trustee lease for review and comment.
Barambah & District Aero Club Inc – Wondai Aerodrome	Renewal of Deed of Licence to Occupy for Area 6 & 11	Draft Licence Agreement provided for review and comment.
Nanango & District Netball Association Inc. – Lease A on Lot 212 on Crown Plan FY2647	Request for renewal of lease agreement.	Trustee Lease Issued for signing and execution.
Proston Showground Reserve	Investigate and realign boundaries to support future growth and development of the site in conjunction with Proston community groups.	Survey required for realignment of boundary.
Proston Show Society	Request to lease caravan park.	On hold whilst boundary realignment is being undertaken.
Wondai Aerodrome – Site 13 or 15	Request to lease one (1) vacant site	Negotiations ongoing. Applicant is obtaining building advice prior to proceeding with lease.
Roy Emerson Museum & Nukku Nook - Blackbutt & District Tourism & Heritage Association Inc.	Request for renewal and extension to licence area for a new building.	Letter to the Department of Transport & Main Roads for approval to issue Licence to Occupy.
Blackbutt Hall - Blackbutt & District Tourism & Heritage Association Inc.	Request for renewal licence to occupy.	Deed of Licence to Occupy issued for signing and execution.
PCYC Queensland – Lease D on SP217288, 40 Macalister Street, Murgon	Request for letter of support and landowner consent for funding application.	Letter of support and landowners consent provided.



**LIVEABILITY – COMMUNITY AND LIFESTYLE OPERATIONAL UPDATE**

**Jennifer Pointon**  
Manager Community & Lifestyle

**Cemetery Update**

Stats Item	Monthly		Year to Date Cumulative	
	2022/23	2021/22	2022/23	2021/22
	01/06/23 – 30/06/23	01/06/22- 30/06/22	01/07/22– 30/06/23	01/07/21- 30/06/22
Cemeteries	Burial/Ashes/ Exhumations	Burial/Ashes/ Exhumations	Total	Total
Blackbutt	0	2	8	9
Booie	0	0	0	4
Kumbia	0	0	4	2
Memerambi	1	0	3	2
Mondure/Wheatlands	0	0	0	0
Murgon	1	1	21	25
Nanango	2	8	33	37
Proston	2	0	11	3
Taabinga	4	6	72	58
Tingoora	0	0	3	0
Wondai	3	1	32	30
<b>Total</b>	<b>13</b>	<b>18</b>	<b>187</b>	<b>170</b>

**Dams Update**

Stats Item	Monthly		Year to Date Cumulative			
	2022/23		2022/23		2021/22	
	01/06/23-30/06/23		01/07/22–30/06/23		01/07/21-30/06/22	
Dams Accommodation Numbers	Boondooma Dam	BP Dam	Boondooma Dam	BP Dam	Boondooma Dam	BP Dam
Cabins	126	213	1701	2851	1554	2881
Bunkhouse	24	N/A	596	N/A	363	N/A
Powered Sites	229	520	3344	7743	2812	6860
Unpowered Camping	298	162	8833	5416	8007	4370
Contractor / Conference Room	N/A	19	N/A	298	N/A	221
<b>Total</b>	<b>677</b>	<b>914</b>	<b>14474</b>	<b>16308</b>	<b>12736</b>	<b>14332</b>

**Saleyards Update**

Stats Item	Monthly 01/06/23-30/06/23	This month last year	Year to date Cumulative 01/07/22– 30/06/23
<b>Coolabunia Saleyards</b>			
Dipping (Agent & Private)	1838	1920	12269
Inspection (Private)	591	869	4800
Consignment / Transit (Private)	510	600	3737
Weighed (Agent & Private)	1291	1226	7812
Sold (Agent)	1281	1226	8200
Spray	2	0	14
<b>Nanango Dip Yard</b>			
Cattle Dipped	0	30	105

**Customer Requests**

Category	Monthly 01/06/23-30/06/23	Year to Date Cumulative 01/07/22 – 30/06/23	Year to Date Cumulative 01/07/21 – 30/06/22
Airports	9	99	39
Cemetery	4	124	146
Dams	5	41	25
Saleyards	3	11	0
<b>Total</b>	<b>21</b>	<b>275</b>	<b>210</b>

**2022/23 Capital Works - South Burnett Regional Council**

Item	Description	Actions
Coolabunia Saleyards	Asset Upgrades	Completed
Boondooma Dam Tourist Park	Painting Managers Residence and Cabins	Request for quote open
Bjelke Petersen Dam Tourist Park	Installation of 9 split air-conditioners; upgrade kiosk kitchen and floor; installation car ports; additional shower	Air conditioners and car ports completed Scoping of request for quote for documents for kitchen kiosk floor, and shower.
Kingaroy Aerodrome Fuel Cell	Repainting of above ground tanks	Not completed

**2022/23 Regional Airports Program**

Department of Infrastructure, Transport, Regional Development, Communication and the Arts. Australian Government

Project Name	Description	Status
Kingaroy Airport lighting upgrade	Funded by the Australian Government to design & construct runway lighting	Completed

**Cemetery****CAPEX Update**

Project Name	Description	Status
Cemeteries	Installation of plinths	Completed

## 11 COMMUNITY DEVELOPMENT (HEALTH, YOUTH, SENIOR CITIZENS)

### 11.1 TRUSTEE LEASE - NANANGO & DISTRICT NETBALL ASSOCIATION INC

**File Number:** 12 July 2023

**Author:** Lease Officer

**Authoriser:** Chief Executive Officer

#### PRECIS

Nanango Netball Association Inc are seeking to enter a new Trustee Lease for Lease A on part of Lot 212 on FY2647, Reserve for Recreation.

#### SUMMARY

Nanango & District Netball Association Inc had a Trustee Permit over part of Lot 212 on FY2647 whilst awaiting a survey to realign the property boundary. The Trustee Permit to Occupy has expired and the Nanango Netball Association Inc are seeking a Trustee Lease.

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#### OFFICER'S RECOMMENDATION

That the Committee recommend to Council that:

1. That South Burnett Regional Council resolves that the exception in *Local Government Regulation 2012 section 236 (1)(b)(ii)* applies to Council for the disposal by way of grant of a Lease of the valuable non-current asset which is Lease A on Lot 212 on Crown Plan FY2647, to the Nanango & District Netball Association Inc.
2. South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Lease between Council and Nanango & District Netball Association Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

#### FINANCIAL AND RESOURCE IMPLICATIONS

Rent for the lease will be a concessional rate applied to all community and non for profit groups of \$75.00 per year (excluding GST). The Netball & District Association Inc will be responsible for any maintenance and repairs to the grounds, including any fences surrounding the lease area.

Council will be responsible for any cost associated with execution of the lease.

#### LINK TO CORPORATE/OPERATIONAL PLAN

IN10: Investigate options for leasing opportunities to not-for-profit groups and organisations.

#### COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

A report was provided to Council on 27 April 2022 to offer the Nanango & District Netball Association Inc. a trustee permit whilst Council undertook a survey and realignment of the boundary. The Survey was undertaken which has defined the area as Lease A.

The Netball & District Association Inc. has reviewed and approved the conditions of the draft lease agreement.

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

Offer of a Lease is in accordance with s236 (1)(b)(ii) of the *Local Government Regulation 2012* which provides an exemption to dispose of a valuable non-current asset to a community group without having to first undertake a tender or auction.

#### POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Offering the new lease area is in accordance with Council's Property Lease Policy and Disposal of Assets Policy.

### **ASSET MANAGEMENT IMPLICATIONS**

The Reserve has a canteen and storage shed that will remain the responsibility of the Club.

Council has installed a Sewerage Pump Station that is located within the proposed lease area. Council will retain the right to access this part of the lease area to undertake maintenance at any time. The Association will mow and maintain the grassed area around the pump.

### **REPORT**

#### **Property details**

**RPD:** Lot 212 on FY2647

**Lease Area:** 1.739ha (Surveyed)

**Tenure:** Reserve for Recreation

**Commencement date:** 1/07/2023

**Expiry date:** 30/06/2033

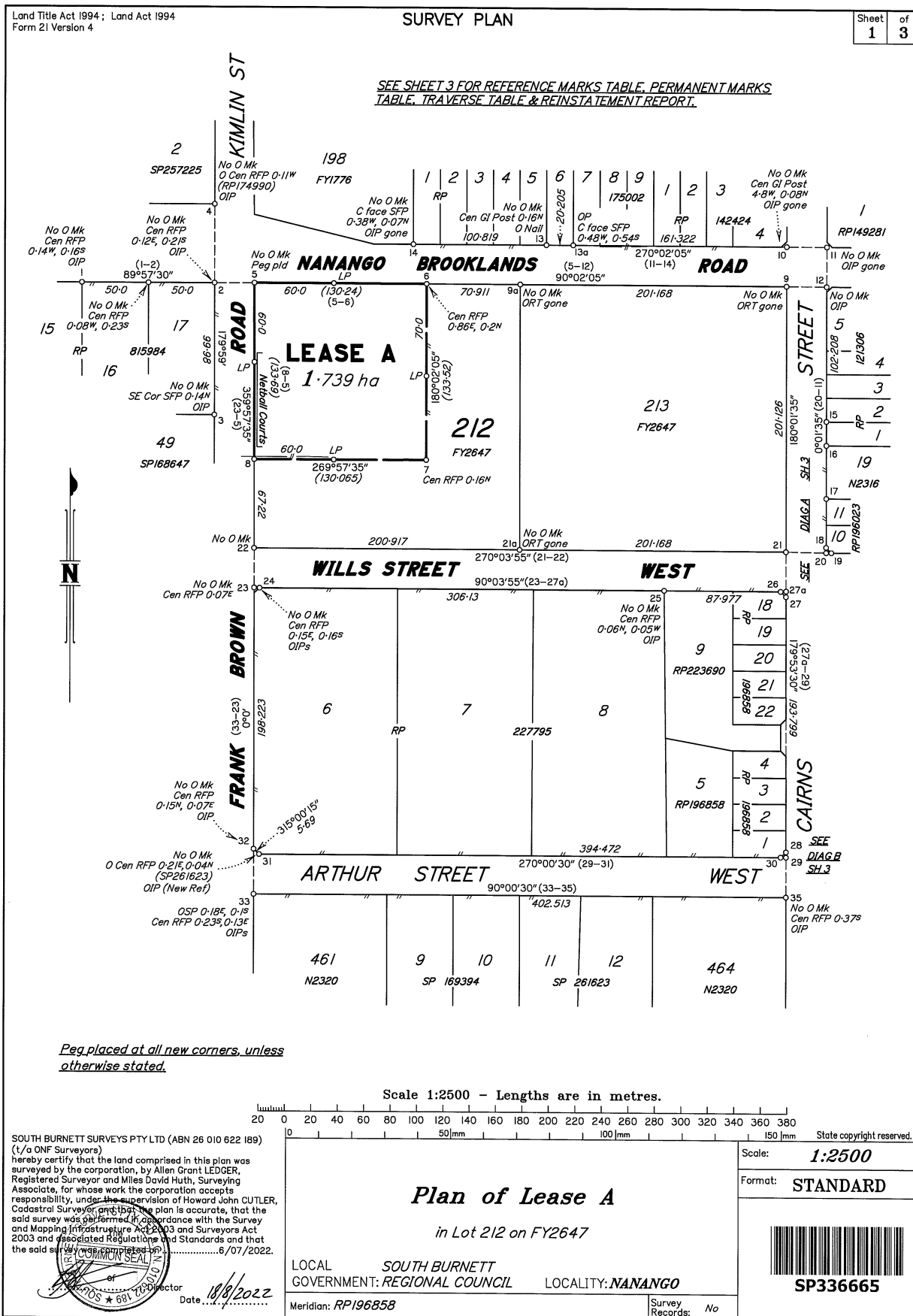
#### **Background:**

The Nanango Netball Association Inc. held a lease over the whole Reserve from 1999 to 2019. The Club were advised that the lease had expired however due to COVID-19 the Club became dormant. Council received correspondence from a newly formed committee on 8 February 2022 wishing to reengage with Council and progress a new lease for the area. A Trustee Permit was executed whilst a survey of the lease area was undertaken.

A Trustee Lease for a term of 10 years at concessional rent, will be consistent form of tenancy that is held between many sporting groups and Council throughout the region. The lease allows the Club a secure possession and promotes independence in the maintenance of the assets on the lease area.

### **ATTACHMENTS**

- 1. Survey Plan - Lease A - Lot 212 on FY2647**



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

### 12.1 TOURISM & VIC'S, SPORT & RECREATION AND COMMERCIAL ENTERPRISES PORTFOLIO REPORT

**File Number:** 12-07-2023

**Author:** Division 1 Councillor

**Authoriser:** Chief Executive Officer

#### PRECIS

Tourism & VIC's, Sport & Recreation and Commercial Enterprises Portfolio Report

#### SUMMARY

Cr Erkens presented her Tourism & VIC's, Sport & Recreation and Commercial Enterprises Portfolio Report.

#### OFFICER'S RECOMMENDATION

That Cr Erken's Tourism & VIC's, Sport & Recreation and Commercial Enterprises Portfolio Report. to Council be received for information.

#### Tourism & VIC's:

Last week, I was able to combine an event which covered two of my portfolios, Commercial Enterprises and Tourism. This was by Council hosting visit South Burnett's meet and greet at the Bjelke Petersen Dam Caravan and Recreation Park. It was a great evening, well attended with the Manager Community & Lifestyle gave an update and confirm the great news that both dams are regularly booked out. She also advised those attending that local residents are now eligible for a 10% discount in off peak periods to stay at the dams, this was an initiative, bought about by myself and supported by my fellow Councillors.

#### Commercial Enterprises

##### Dams:

Looking forward to the Music at The Dam Event later in the year where I am assured that we are in for a treat with a number of top performers along with some local talent.



##### Saleyards:

The improvements to the Coolabunia saleyards were well received by agents, sellers, and buyers alike at the recent sale.

**Aerodromes:**

I will be attending the annual general meeting of the Soaring Club in Kingaroy. This is another facility in our region that I know Council are keen to see become more viable and not a drain on ratepayers and look forward to seeing this progressed in the new operational plan for 23/24.

**Sport and Recreation:**

On the sporting front I was very proud to see Dead Cow Gully Masters Ultra Marathon Event where a world record was broken and a new record set. The record now stands at 102 laps, which translates into at least two runners on the track for 102 hours and one completing 102 in 103 hours. Congratulations to all competitors and organiser, Timothy Walsh, on an excellent result with the world record now held by an Australian competitor set in Nanango.

**South Burnett Visitor Information Centres:****South Burnett VIC Network**

We had two new volunteers for the month. One for the Wondai Heritage Museum and one for Murgon VIC.

The Forum has been arranged and is booked for the beginning of July. We have confirmed speakers from Swickers, Plenty, Crumptions and The Rail Trail, we will also have a talk from our WPH&S.

The Wondai Heritage Museum are still in the process of planning an Open Day and Dedication to Kevin Dixon in August. A number of stalls have confirmed, but they are hoping for more stalls and a sausage sizzle.

Both Wondai and Kingaroy Heritage Museums have been quite busy with visitors, which included reoccurring visitors. The Wondai Museum are still cross-referencing donor forms to Mosaic as well as updating the photo boards.

**BACKGROUND**

Nil

**ATTACHMENTS**

Nil



## **13 PORTFOLIO - REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING**

### **13.1 REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES AND COMMUNITY & SOCIAL HOUSING PORTFOLIO REPORT**

**File Number:** 12-07-2023

**Author:** Councillor

**Authoriser:** Chief Executive Officer

#### **Precis**

Regional Development, Development Services and Community & Social Housing Portfolio Report

#### **Summary**

Cr Schumacher presented her Regional Development, Development Services and Community & Social Housing Portfolio Report to Council.

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#### **Officer's Recommendation**

That Cr Schumacher's Regional Development, Development Services and Community & Social Housing Portfolio Report to Council be received for information.

#### **Development Services**

##### **Building**

During the month of May, the Building Team received 69 customer requests and 57 building applications as follows:

- 29 – Council Applications; and
- 28 – Privately Certified Lodgements.

The number of building applications received by Council for the 2022/2023 financial year was 402. This figure compares to 441 for the previous financial year and 364 applications for the 2019/2020 financial year.

The number of privately certified applications received by Council for the 2022/2023 financial year was 255. This figure compares to 257 for the previous financial year and 195 applications for the 2019/2020 financial year.

##### **Planning**

During the month, the Planning Team received 102 customer requests, 8 planning applications and attended 6 pre-lodgement meeting. The breakdown of applications are as follows:

- 4 – Material Change of Use (MCU);
- 3 – Reconfiguration of a Lot (RAL);
- 1 – Plan of Sealing (POS); and
- 3 – Development Incentive Scheme.

The number of planning applications received by Council for the 2022/2023 financial year was 121. This figure compares to 109 for the previous financial year and 64 applications for the 2019/2020 financial year.

**Plumbing**

During the month of May, the Plumbing Team received 13 customer requests and 20 plumbing and drainage applications as follows:

- 13 – Class 1/10a – Domestic No Sewer;
- 4 – Class 1/10a – Domestic Sewer; and
- 3 – Class 2-9 – Other Building (Commercial).

The number of plumbing applications received by Council for the 2022/2023 financial year was 236. This figure compares to 299 for the previous financial year and 248 applications for the 2019/2020 financial year.

**Major Planning Scheme Amendment**

A revised version of the proposed major amendment (version 2.1) was submitted to the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) on 22 March 2023. The States timeframes for its review expired in May without receiving a response. Our consultant advises that such delay is a consistent local government experience and continues to follow up DSDILGP about Council's request. As of 6 June 2023, Council's request remains within the internal approval processes of DSDILGP and/or with the Minister. The next process step is for the Minister to give Council notice of the outcome of the State interest review, whether Council may proceed to publicly consult the proposed major amendment of the planning scheme and the communications strategy that Council must implement when proceeding to public consultation.

**Resourcing**

There is a heavy reliance on utilising consultants to provide the planning functions and service due to the Senior Planner being on extended leave and Planning Officer position being recruited. Council's Senior Planner is due back from leave on 10 July 2023 and Zack Soper will commence on 17 July 2023 as Council's Planning Officer.

**Inspection Program**

Preparation has commenced to implement an 'approved inspection program' under s133 of the *Local Government Act 2009*. The purpose of the proposed the proposed program is to monitor compliance with building and plumbing requirements in Hivesville. A further report will be presented to Council in the near future.

**ATTACHMENTS**

Nil

**13.2 PLANNING AND LAND MANAGEMENT OPERATIONAL UPDATE**

**File Number:** 12-07-2023

**Author:** Manager Environment and Planning

**Authoriser:** Chief Executive Officer

**PRECIS**

Planning and Land Management Operational Update.

**SUMMARY**

Planning and Land Management Operational Update.

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**OFFICER'S RECOMMENDATION**

That the Planning and Land Management Operational update be received for information.

**ATTACHMENTS**

- 1. JUNE 2023 PLANNING & LAND MANAGEMENT OPERATIONAL UPDATE**

**LIVEABILITY – PLANNING & LAND MANAGEMENT OPERATIONAL UPDATE**

**Darryl Brooks**  
 Manager Environment & Planning

**Private Certification YTD Report on Subcategories**  
 Period 01-Jul-2022 to 30-Jun-2023

Application Type	Total
AltPoolFnc	0
BudgetAcc	0
CAP	0
Class1&10a	24
Class1&10b	2
Class10a	112
Class10a&b	1
Class10b	6
Class1a	86
Class1b	1
Class2	0
Class3	1
Class4	0
Class5	1
Class6	6
Class7	2
Class8	0
Class9	1
Class9a	0
Class9b	2
Class9c	0
FarmShed	2
IssChgClas	1
Remove	3
Restump	0
RetainWall	0
SACouncilP	0
SASStatePro	0
SignSatDsh	0
SpecStruct	0
SwimPool	4
TempStruct	0
<b>Total</b>	<b>255</b>

**Planning Applications YTD Report on Subcategories**  
 Period 01-Jul-2022 to 30-Jun-2023

Application Type	Total
QEXC	1
QMCU	35
QOPW	17
QPOS	33
QRAL	32
QSPS	0
LLTempHome	3
<b>Total</b>	<b>121</b>

**Plumbing Applications YTD Report on Subcategories**  
 Period 01-Jul-2022 to 30-Jun-2023

Application Type	Total
DomNoSewer	156
DomSewer	42
OtherBuild	38
<b>Total</b>	<b>236</b>

**Building Applications YTD Report on Subcategories**  
 Period 01-Jul-2022 to 30-Jun-2023

Application Type	Total
AltPoolFnc	0
BldMatters	0
BudgetAcc	0
CAP_Bld	1
Class1&10a	9
Class1&10b	0
Class10a	193
Class10a&b	1
Class1a	88
Class1b	2
Class2	0
Class3	0
Class4	0
Class5	2
Class6	7
Class7	9
Class8	8
Class9	2
DesignSite	33
DwellReloc	22
FarmShed	3
FireSafety	0
IssChgClas	0
Remove	5
ReRoof	1
ResService	0
Restump	1
RetainWall	0
SACouncilP	0
SASStatePro	0
SignSatDsh	1
SpecStruct	0
SwimPool	14
TempStruct	0
<b>Total</b>	<b>402</b>

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
<b>Comparison of Development Applications 2019/2020, 2020/2021, 2021/2022 and 2022/2023</b>													
<b>Period 01-Jul-2022 to 30-Jun-2023</b>													
<b>Planning Applications</b>													
2019/2020	3	8	8	10	6	3	1	3	5	5	6	6	<b>64</b>
2020/2021	8	3	9	2	4	9	1	1	6	5	10	4	<b>62</b>
2021/2022	11	6	8	11	4	4	3	13	12	10	15	12	<b>109</b>
2022/2023	17	4	18	7	10	8	0	12	12	10	15	8	<b>121</b>
<b>Building Applications</b>													
2019/2020	38	51	35	33	32	6	38	35	20	20	23	33	<b>364</b>
2020/2021	37	34	41	42	44	27	37	55	43	39	48	42	<b>489</b>
2021/2022	40	41	44	43	36	24	36	37	34	28	43	35	<b>441</b>
2022/2023	42	46	37	34	42	29	25	30	32	20	36	29	<b>402</b>
<b>Private Certification Applications</b>													
2019/2020	24	16	12	25	17	21	11	15	8	18	14	14	<b>195</b>
2020/2021	18	15	59	31	24	10	14	28	28	17	21	18	<b>283</b>
2021/2022	32	21	21	15	22	17	14	27	24	17	22	25	<b>257</b>
2022/2023	22	30	17	16	29	13	11	27	15	21	26	28	<b>255</b>
<b>Plumbing Applications</b>													
2019/2020	32	20	21	21	21	15	24	14	24	11	19	26	<b>248</b>
2020/2021	23	26	17	43	30	23	22	30	31	21	27	14	<b>307</b>
2021/2022	27	34	30	30	22	17	19	19	24	27	28	22	<b>299</b>
2022/2023	14	23	20	13	25	15	14	30	19	17	26	20	<b>236</b>

**14 DEVELOPMENT SERVICES - (PLANNING, BUILDING, PLUMBING)****14.1 DELEGATED AUTHORITY REPORTS (1 JUNE 2023 TO 30 JUNE 2023)****File Number:** 12-07-2023**Author:** Administration Officer**Authoriser:** Chief Executive Officer**PRECIS**

Reports signed by the Chief Executive Officer under delegated authority.

**SUMMARY**

This report comprises a listing of any reports approved by delegated authority from the 1 June 2023 until the 30 June 2023.

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**OFFICER'S RECOMMENDATION**

That the Delegated Authority report be received.

**BACKGROUND**

N/A

**ATTACHMENTS**

1. **MCU23/0003 - Material Change of Use - Warehouse (30 Self-storage Containers) at 41-43 Pring Street, Wondai**
2. **OPW23/0002 - Operational Work - Roadwork, Drainage Work & Access at Greenwood Creek Road and Tim Dwyer Road, East Nanango**
3. **RAL23/0010 - Extension to Currency Period for RAL23/0001 - Reconfiguration of a Lot - Subdivision (1 Lot into 13 Lots) at 241 Izzards Road, South Nanango**

**17.3 MATERIAL CHANGE OF USE - WAREHOUSE (30 SELF-STORAGE CONTAINERS) AT 41-43 PRING STREET, WONDAI (AND DESCRIBED AS LOT 4 ON RP204514). APPLICANT: G CRUMPTON & SONS & CO PTY LTD C/- ONF SURVEYORS**

**File Number:** MCU23/0003  
**Author:** Planning Consultant  
**Authoriser:** Chief Executive Officer

SIGNATURE	DATE
Coordinator development SERVICES MANAGER	28/6/23
GM	28/6/23
CEO	28.6.2023

**PRECIS**

Material change of use – Warehouse (30 self-storage containers) at 41 43 Pring Street, Wondaï (and described as Lot 4 on RP204514) – Applicant: G Crumpton & Sons & Co Pty Ltd C/- ONF Surveyors

**SUMMARY**

- Application for a Material Change of Use – Development Permit (Warehouse – 30 Self-Storage Containers).
- Subject site is included within the Local Centre zone under the South Burnett Regional Council Planning Scheme.
- Proposed development is impact assessable:
  - One (1) public submission was received in objection to the proposed development.
- The development application is assessed against the relevant code of the South Burnett Regional Council Planning Scheme. Relevant codes including:
  - Strategic framework;
  - Local Centre zone code; and
  - Services and Works code.
- No referrals triggered.
- Council issued an information request seeking clarification in relation to stormwater management and vehicular manoeuvring diagrams.
- Applicant responded complying with matters raised in the information request with updated plans.
- The lot is located behind the main line of businesses in Mackenzie Street and separated by McLucas Lane behind existing shopfronts in Scott Street.
- The lot is surrounding by properties all zoned Local Centre and contain a mix of commercial activities and a modest amount of residential accommodation to the east.
- The facility will only be accessible only by those persons (customers) supplied with a key and accessible during the hours of 7.00am to 7.00pm, on any day.
- Storage containers to be placed on concrete strip footings and vehicle manoeuvring areas to be sealed.
- Two access points are to be retained and utilised for the storage facility with four car parking spaces provided onsite.
- Statement of Reasons (Attachment A).
- Approved Plans (Attachment B).
- Infrastructure Charges Notice (Attachment C).
- Public Submissions (Attachment D).
- The application has been assessed and the proposal generally meets the requirements of the planning scheme and relevant codes, or has been conditioned to comply (refer Attachment A – Statement of Reasons).
- Application recommended for approval subject to reasonable and relevant conditions.

**OFFICER'S RECOMMENDATION**

That Council approve the Material change of use – Warehouse (30 self-storage containers) at 41 43 Pring Street, Wondaï (and described as Lot 4 on RP204514) – Applicant: G Crumpton & Sons & Co Pty Ltd C/- ONF Surveyors subject to the following conditions:

**GENERAL**

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

Drawing Title	Prepared by	Ref no.	Rev	Date
Proposed Site Plan	Designer Planning	A001	2B	24/04/2023
Proposed Layout Plan	Designer Planning	A002	2B	24/04/2023
Left-side Elevation	Designer Planning	A003	2B	24/04/2023
Right-side Elevation	Designer Planning	A004	2B	24/04/2023

#### **DEVELOPMENT PERIOD - MCU**

GEN2. The currency period for this development approval for Material Change of Use Warehouse (30 Self-Storage Containers) is six (6) years after the development approval starts to have effect.

GEN3. The development (including landscaping, parking, driveway and other external spaces) shall be maintained in accordance with the approved plans, subject to and modified by any conditions of this approval.

#### **EARTHWORKS**

MCU1. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

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

MCU2. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.

MCU3. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

#### **PARTICULAR USE**

MCU4. This Development Permit is for the particular use(s) stated, 30 Storage Containers as shown on the Approved Plans, and does not imply or comprise an approval for any other use(s).

MCU5. The containers must not be used for any habitable, commercial or industrial purposes.

#### **REFUSE COLLECTION**

MCU6. Provision must be made for the storage and removal of refuse in accordance with the *Waste Reduction and Recycling Regulation 2011*.

MCU7. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:

- a) level;
- b) provided with impervious hard stand and drained; and
- c) if facing either the street frontage or adjoining properties, screened by a 1.8m high fence around the full perimeter.

MCU8. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:

- a) all tap outlets must be fitted with backflow prevention devices;
- b) the floor areas are to be drained to sewer; and
- c) areas are to be covered and drainage designed such that water not associated with the washing out process (e.g. rainfall) does not enter the sewer.



**STREET NUMBERING**

- MCU9. Provide clear and legible signage incorporating the street number for the benefit of the public and must include contact phone number/s of the operator of the storage facility. Signage and numbering must be installed on the premises prior to Commencement of Use

**LANDSCAPING**

- MCU10. A minimum 3m wide strip of landscaping is to be provided along Pring Street frontage and 1m wide strip along common boundaries as indicated on approved plan A001 Issue 2B dated 24-04-2023 (excluding vehicle manoeuvring areas).
- MCU11. The site is to be landscaped in accordance with Planting Guidelines – Helping South Burnett Residents Select Appropriate Plans. The landscape buffer is to improve visual amenity or to reduce noise/dust by planting in at least 2 rows. A detailed landscaping plan prepared in accordance with the guideline is to be submitted to Council for Compliance Assessment prior to any work commencing on site.

**FENCING**

- MCU12. Any existing fence or wall not meeting the requirements of the Development Approval must be removed and replaced with a fence or wall that meets the requirements of this approval.
- MCU13. Minimum security perimeter fence construction to be 1.8m high screen fencing to all side and rear boundaries.
- MCU14. No gates to McLucas Lane are permitted.
- MCU15. Fences and walls proposed adjacent to Pring Street must be constructed in accordance with the approved plans listed within conditions of this approval and in particular must:
- Unless otherwise approved and erected for the purpose of acoustic attenuation, not exceed a maximum height of:
    - 2m where at least 50% of the fence or wall is transparent; or
    - 1.2m otherwise

**HOURS OF OPERATION**

- MCU16. Hours of operation are to occur between the hours of 7:00am and 6:00pm on any day.

**LIGHTING**

- MCU17. Design all external lighting in accordance with AS4282-2019 "Control of the Obtrusive Effects of Outdoor Lighting".

Artificial illumination is not to cause a nuisance to occupants of nearby premises and any passing traffic. Direct security and flood lighting away from adjacent premises to minimise the protrusion of light outside the street.

**ENGINEERING WORKS**

- ENG1. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.
- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.
- ENG3. Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

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

- ENG4. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.
- ENG5. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development

**STORMWATER MANAGEMENT**

- ENG6. Provide stormwater management generally in accordance with the Preliminary Stormwater Management Plan prepared by ATC Consulting Engineers and Project Managers, Revision 2.0, dated 25 January 2023, subject to detailed design and except as altered by conditions of this development approval. The detailed design shall be submitted to Council for approval prior to commencing works.
- ENG7. The outlet of the detention basin shall be fully contained within the boundaries of the property, with water discharging via a low energy dissipation method. Stormwater discharge from the site must be contained the kerb and channel in McLucas Lane.
- ENG8. Design and construct stormwater drainage to ensure that the development will achieve "no nuisance" as described in the Queensland Urban Drainage Manual (QUDM) to all downstream properties including road reserves and the like for design storms up to ARI100.
- ENG9. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG10. Design and construct all internal stormwater drainage works to comply with the relevant Section/s of AS/NZS 3500.3.2.
- ENG11. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

**LAWFUL POINT OF DISCHARGE**

- ENG12. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

**PARKING AND ACCESS - GENERAL**

- ENG13. Design all access driveways, parking aisles and car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.
- ENG14. Design and construct all manoeuvring and parking areas with concrete, asphalt or a two-coat bitumen seal.
- ENG15. Provide a minimum of four (4) car parking spaces including a minimum of one (1) person with disability (PWD) car parking spaces.
- ENG16. Design & construct all PWD car parking spaces in accordance with AS2890.6.
- ENG17. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.

ENG18. Provide longitudinal gradient and crossfall for all driveways to comply with the requirements of AS2890.1.

#### **PARKING AND ACCESS - SERVICING**

ENG19. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

ENG20. Install an "Entry" sign at the eastern entrance to the site.

ENG21. Install 2 (two) R2-4 Regulatory Signs (no Entry) at each of the entry/exit points, erected 1 (one) metre offset from the driveway and facing the opposite direction to the one-way flow, in accordance with Manual for Uniform Traffic Control Devices (MUTCD).

#### **EARTHWORKS - GENERAL**

ENG22. Earthworks per site involving cut or fill with a nett quantity of material greater than 50m<sup>3</sup>, requires an Operational Work application.

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

ENG23. Ensure retaining walls and earthworks batters designs do not adversely affect adjoining properties or services within the vicinity.

ENG24. Design and construct all retaining walls and associated footings in accordance with AS4678 Earth Retaining Structures and without encroachment onto adjoining properties or public land.

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

ENG25. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.

ENG26. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

#### **ADVICE**

##### **HERITAGE**

ADV1. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

##### **APPEAL RIGHTS**

ADV2. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

ADV3. Infrastructure charges are now levied by way of an infrastructure charges notice, issued pursuant to section 119 of the *Planning Act 2016*.

ADV4. Council is offering a reduction in infrastructure charges payable through the development incentive scheme which is available between 1 December 2020 and 31 December 2023.

Eligible development under this scheme is required to be completed by 31 December 2023.

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

- ADV5. Construction Noise and Dust Emissions Pursuant to the Environmental Protection Act 1994, all development involving the emission of noise and dust from building and/or construction activities, must ensure that the emissions are in accordance with the requirements of the Act.

**FINANCIAL AND RESOURCE IMPLICATIONS**

No implication can be identified.

**LINK TO CORPORATE/OPERATIONAL PLAN**

Growing our Region's Economy and Prosperity

- GR8 Support and advocate for appropriate growth and development with responsive planning schemes, process, customer service and other initiatives.

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

Refer to CONSULTATION in this report.

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

No implication identified.

**POLICY/LOCAL LAW/DELEGATION IMPLICATIONS**

No implication can be identified.

**ASSET MANAGEMENT IMPLICATIONS**

No implication can be identified.

## REPORT

## 1. APPLICATION DETAILS

Site address	41-43 Pring Street, Wondai		
Real property description	Lot 4 on RP204514		
Easements or encumbrances on title	Nil		
Area of Site	1,674sqm		
Current Use	Vacant site with concrete bunkers		
Environmental Management Register or Contaminated Land Register	Nil		
Applicant's name	G Crumptions & Sons & Co Pty Ltd C/- ONF Surveyors		
Zone	Local Centre		
Applicable Overlays	Nil		
Proposed use as defined	Warehouse (30 Self-Storage Containers)		
Details of proposal	Material Change of Use (MCU's)		
	▪ Gross Floor Area (GFA)	Each proposed container measure 6.2m x 2.46m. 30 containers in total.	
	▪ Impervious area	The submitted preliminary stormwater management plan Version 2.0 estimates imperious area as: Pre-development 110sqm (6%) Post-development 1,340sqm (80%)	
	▪ Building height	Standard shipping container height is approximately 2.59m	
	▪ Site Cover	457.56smq of containers – approximately 27%	
	▪ Access	Pring Street No access to McLucas Lane	
	▪ Landscape	Minimal proposed along the eastern and western boundaries and northern boundary	
	▪ Number of car parks	Four (4) proposed	
	▪ Number of units/tenancies	30	
	Application type	Aspects of Development	Type of Approval Requested
Preliminary Approval			Development Permit
Material Change of Use (MCU)			X
Reconfiguration of a Lot (RAL)			
Building Work (BW)			

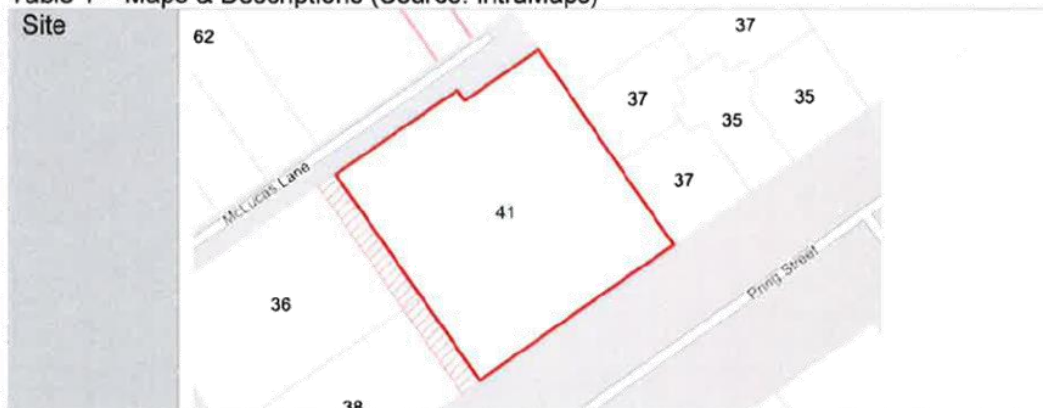
	Operational Work (OPW)		
Level of Assessment	Impact Assessment		
Pre-lodgement Consultation history	- The applicant purported that the land was used for landscaping supplies and storage associate with Wondai Timber and Hardware and is now reported to have "ceased trading"		
Key planning issues e.g. vegetation, waterway corridors, overland flow	- Matters relating to pre-development and post-development flows are included in the preliminary stormwater management.		
Referral agencies	Agency	Concurrence/ Advice	
	NA	NA	
Public notification	Yes – 15 business days One (1) properly made submission against the proposal received.		
Planning Regulation 2017	N/A		
State Planning Policy 2017	Yes		
Wide Bay Burnett Regional Plan	Yes		

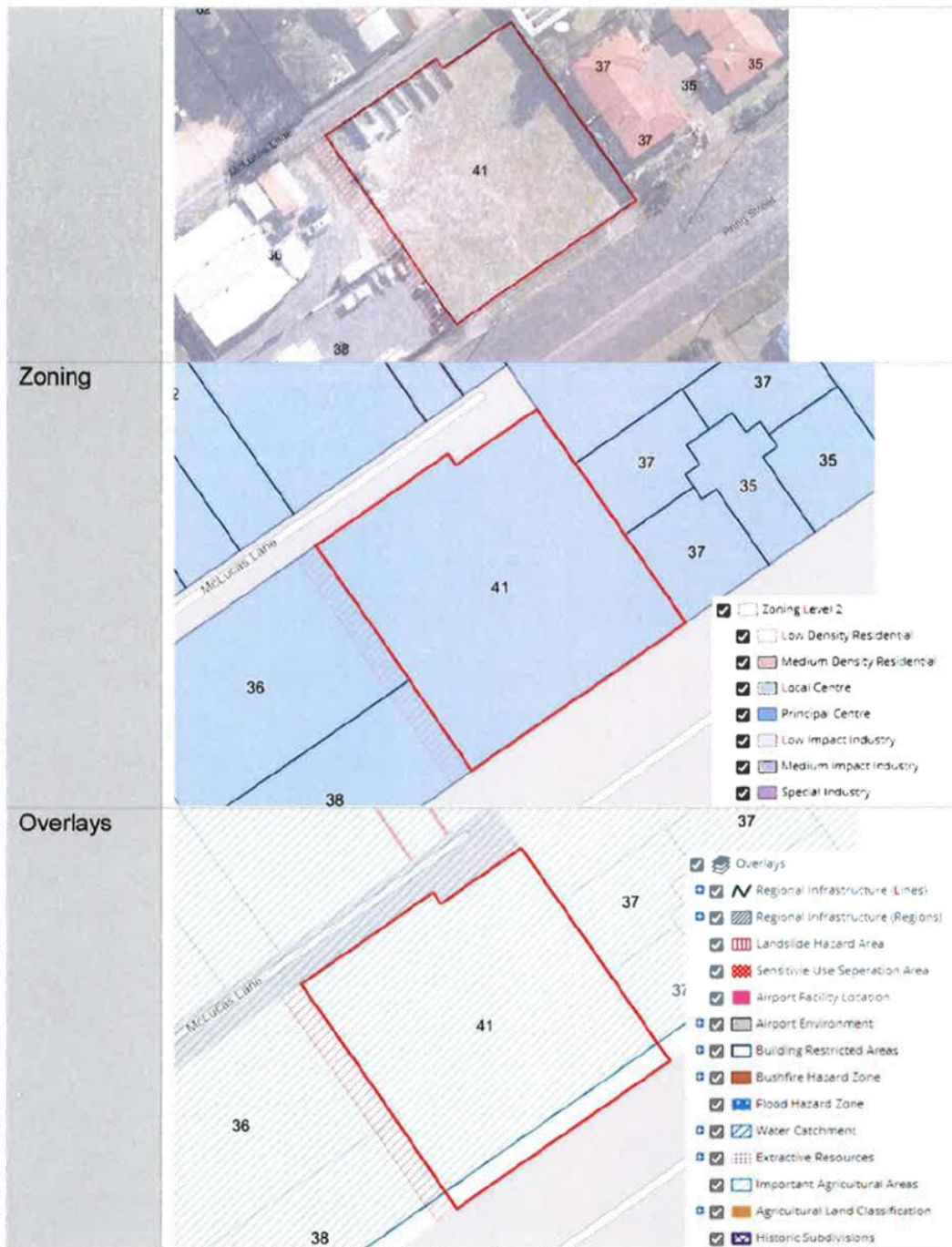
## 2. THE SITE

This section of the report provides a description of the site, details about the existing use and notable characteristics of the site, the standard of servicing, and the form of development in the immediately locality.

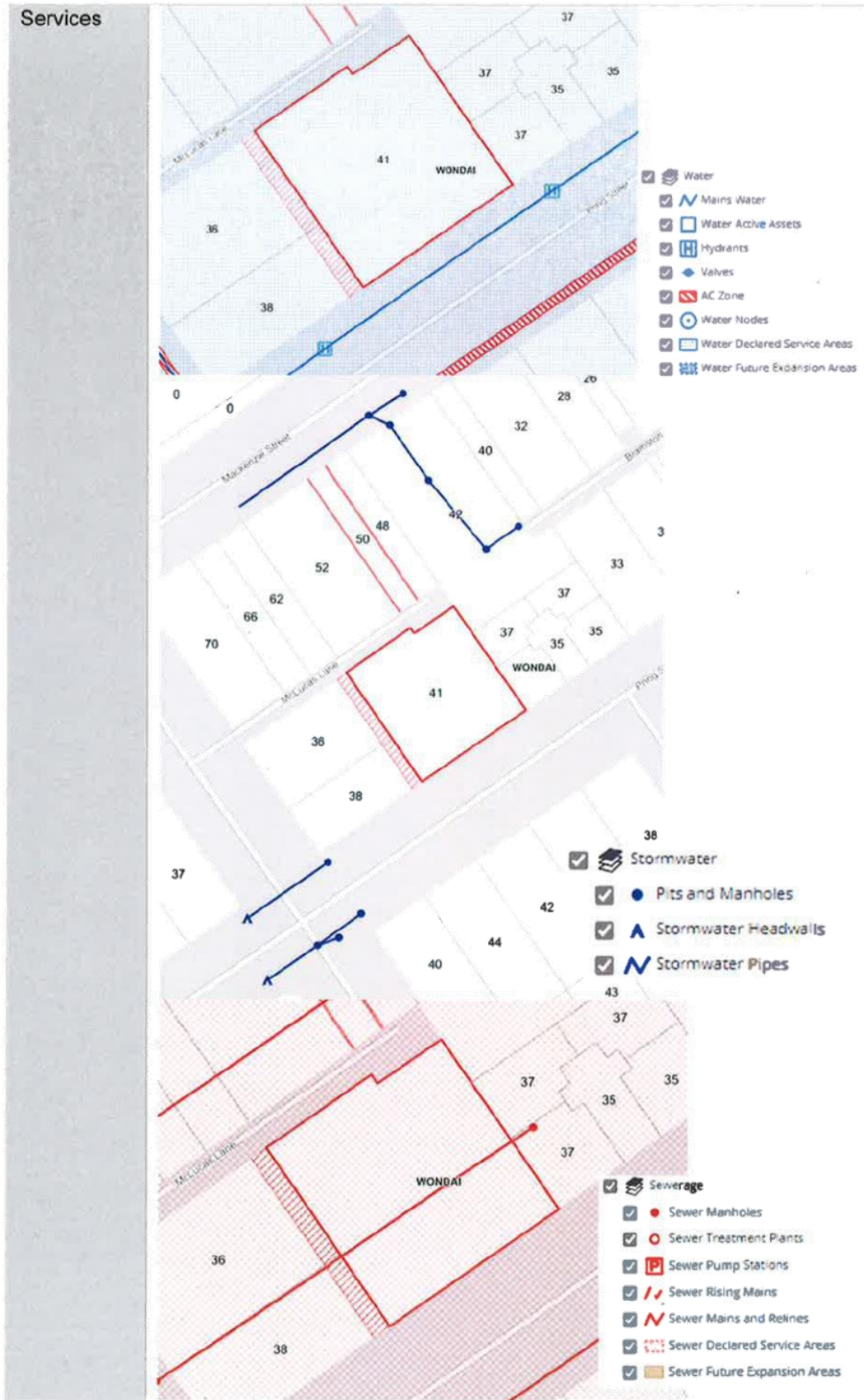
### 2.1. SITE DESCRIPTION & EXISTING USE

Table 1 – Maps & Descriptions (Source: IntraMaps)











### 3. ASSESSMENT OF ASSESSMENT BENCHMARKS

#### Framework for Assessment

#### Categorising Instruments for Statutory Assessment

For the *Planning Act 2016*, the following Categorising Instruments may contain Assessment Benchmarks applicable to development applications:

- the *Planning Regulation 2017*
- the Planning Scheme for the local government area
- any Temporary Local Planning Instrument
- any Variation Approval

Of these, the planning instruments relevant to this application are discussed in this report.

The following sections of the *Planning Act 2016* are relevant to this application:

- 45(5) *An impact assessment is an assessment that –*
- (a) *must be carried out –*
    - (i) *against the assessment benchmarks in a categorising instrument for the development; and*
    - (ii) *having regard to any matters prescribed by regulation for this subparagraph; and*
  - (b) *may be carried out against, or having regard to, any other relevant matter, other than a person's personal circumstances, financial or otherwise.*

In regard to the prescribed regulation, being the *Planning Regulation 2017*, the following sections apply in the assessment of this application:

#### *Section 30 – Assessment Benchmarks generally*

- (1) *For section 45(5)(i) of the Act, the impact assessment must be carried out against the assessment benchmarks for the development stated in schedules 9 and 10.*
- (2) *Also, if the prescribed assessment manager is the local government, the impact assessment must be carried out against the following assessment benchmarks—*
  - (a) *the assessment benchmarks stated in—*
    - (i) *the regional plan for a region, to the extent the regional plan is not identified in the planning scheme as being appropriately integrated in the planning scheme; and*

- (ii) the State Planning Policy, part E, to the extent part E is not identified in the planning scheme as being appropriately integrated in the planning scheme; and
- (iii) a temporary State planning policy applying to the premises;
- (b) if the development is not in a local government area-any local planning instrument for a local government area that may be materially affected by the development;
- (c) if the local government is an infrastructure provider—the local government's LGIP.
- (3) However, an assessment manager may, in assessing development requiring impact assessment, consider an assessment benchmark only to the extent the assessment benchmark is relevant to the development.

#### 4.1. PLANNING REGULATION 2017

The Planning Regulation 2017 forms the mechanism by which the provisions of the Act are administered. In particular the Regulation has the ability to regulate and prohibit development and determines the assessment manager and the matters that trigger State interests.

<b>PLANNING REGULATION 2017 DETAILS</b>	
<b>Assessment Benchmarks:</b>	Nil
<b>WBB Regional Plan Designation:</b>	<p>Wide Bay Burnett Regional Plan 2011 – Urban Footprint</p> <p>The Urban Footprint identifies land that can meet the region's projected urban development needs to at least 2031.</p> <p>The Urban Footprint is a representation of:</p> <ul style="list-style-type: none"> <li>• large urban communities, other communities recognised as being affected by growth pressures, and other areas recognised as the preferred locations for future growth; and</li> <li>• lands surrounded by existing or proposed urban development, but which may not be an appropriate location for development (e.g. flood plains).</li> </ul> <p>The Wide Bay Burnett Regional Plan 2011, currently being reviewed, identifies the township of Kingaroy as one of the key inland towns for the Wide Bay Burnett region, and together with Bundaberg, Gympie, Hervey Bay and Maryborough, is intended to provide a range of higher order services and functions for the urban communities and to support the region's rural activities. More particularly, the Regional Plan identifies Kingaroy as a Major Regional Activity Centre within the South Burnett Regional Council area.</p>
<b>Adopted Economic Support Instrument</b>	<p>Under section 68E of the Planning Regulation 2017 that on 24 February 2021, South Burnett Regional Council adopted an economic support instrument. The instrument is in effect until 31st December 2023.</p> <p><b>Economic support provisions</b></p> <p>4.1. The instrument applies the following provisions in accordance with section 68D(1) of the <i>Planning Regulation 2017</i></p> <p>4.1.1 Part 8B, Division 3 – Development that requires code assessment;</p> <p>4.1.2 Schedule 6, Part 2, Section 7A – Particular material change of use involving an existing building, and</p> <p>4.1.3 Schedule 6, Part 2, Section 7B – Material change of use for home-based business in particular zones.</p>

	The adopted instrument does not change the categories of development and assessment in the Planning Scheme v1.4
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#### **4.2. REFERRAL AGENCIES**

To determine whether the development application requires referral to the State Assessment and Referral Agency (SARA) or 'another entity', an assessment of the proposal against Schedule 10 of the Regulation has been undertaken.

The application **does not require** referral to any referral agencies prescribed under Schedule 10, as demonstrated in [Table 3](#).

Note: Grey shading indicates no provisions.

Table 3 - Matters Prescribed in Schedule 10 of the Planning Regulation

Part	Matter	Applicability to this Development Application	Prohibited Development	Assessable Development	Referral Agency	Assessment Benchmarks / Matters to be assessed against
1	Airport Land	N/A		N/A	N/A	N/A
2	Brothels	N/A	N/A	N/A		N/A
3	Clearing Native Vegetation	N/A	N/A	N/A	N/A	N/A
4	Contaminated Land	N/A		N/A	N/A	N/A
5	Environmentally Relevant Activity	N/A	N/A	N/A	N/A	N/A
6	Fisheries: - Aquaculture - Declared Fish Habitat - Marine Plants - Waterway Barrier works	N/A N/A N/A N/A		N/A	N/A	N/A
7	Hazardous Chemical Facilities	N/A		N/A	N/A	N/A
8	Heritage Place: - Local Heritage Place - Queensland Heritage Place	N/A		N/A	N/A	N/A
9	Infrastructure Related: - Designated Premises - Electricity - Oil and Gas - State Transport Corridors and Future State Transport Corridors - State-controlled transport tunnels and future state-controlled transport tunnels	N/A N/A N/A N/A N/A			N/A	N/A
10	Koala Habitat in SEQ region	N/A	N/A			N/A
11	Noise Sensitive Place on Noise Attenuation land	N/A	N/A			

Table 3 - Matters Prescribed in Schedule 10 of the Planning Regulation						
Part	Matter	Applicability to this Development Application	Prohibited Development	Assessable Development	Referral Agency	Assessment Benchmarks / Matters to be assessed against
12	Operational Work for Reconfiguring a Lot	N/A		N/A		
12A	Walkable Neighbourhoods – particular reconfiguring a lot	N/A		N/A		N/A
13	Ports: - Brisbane Core Port Land - Within the port limits of the Port of Brisbane - Within the limits of another port - Strategic Port Land	N/A N/A N/A N/A		N/A	N/A	N/A
14	Reconfiguring a Lot under the Land Title Act	N/A		N/A	N/A	N/A
15	SEQ Development Area	N/A		N/A	N/A	N/A
16	SEQ Regional Landscape and Rural Production Area and Rural Living Area: - Community Activity - Indoor Recreation - Residential Development - Urban Activity	N/A	N/A	N/A	N/A	N/A
16A	Southport Spit	N/A	N/A			
17	Tidal Works or Work in a Coastal Management District	N/A		N/A	N/A	N/A
18	Urban Design	N/A			N/A	N/A
19	Water Related Development: - Taking or interfering with water - Removing quarry material - Referral dams - Levees	N/A N/A N/A N/A		N/A	N/A	N/A

Part	Matter	Applicability to this Development Application	Prohibited Development	Assessable Development	Referral Agency	Assessment Benchmarks / Matters to be assessed against
20	Wetland Protection Area	N/A	N/A	N/A	N/A	N/A
21	Wind Farms	N/A		N/A		N/A

#### 4.3. STATE PLANNING POLICY

The State Planning Policy (July 2017) (SPP) commenced on the 3 July 2017 and is effective at the time of writing this report. The Planning Regulation 2017 (PR 2017) states the assessment must be carried out against the assessment benchmarks stated in Part E of the State Planning Policy to the extent Part E is not appropriately integrated into the planning scheme.

In accordance with section (8)(4)(a) of the Act, the State Planning Policy applies to the extent of any inconsistency with the Planning Scheme.

Liveable communities and housing	No applicable assessment benchmarks
Economic growth <ul style="list-style-type: none"> <li>• Agriculture.</li> <li>• Development and construction.</li> <li>• Mining and extractive resources.</li> <li>• Tourism.</li> </ul>	No applicable assessment benchmarks
Planning for the environment and heritage. <ul style="list-style-type: none"> <li>• Biodiversity.</li> <li>• Coastal environment.</li> <li>• Cultural heritage.</li> <li>• Water quality</li> </ul>	No applicable assessment benchmarks
Safety and resilience to hazards <ul style="list-style-type: none"> <li>• Emissions and hazardous activities.</li> <li>• Natural hazards, risk, and resilience.</li> </ul>	No applicable assessment benchmarks
Infrastructure <ul style="list-style-type: none"> <li>• Energy and water supply.</li> <li>• Infrastructure integration.</li> <li>• Transport infrastructure.</li> <li>• Strategic airports and aviation facilities.</li> <li>• Strategic ports.</li> </ul>	Complies.  All appropriate services infrastructure and connections can be made available however due to the nature of the land use it is not anticipated to connect the facility to water/sewer/electricity.

#### 4.4. DEVELOPMENT CODE ASSESSMENTS

Local Centre Zone Code	Responses
<b>PO1</b> The scale, bulk and design of buildings provides a safe and welcoming built environment that reflects the intended streetscape character and is consistent with the scale and form of buildings in the	The subject lot within the Local Centre Zone is a mix of commercial and residential land uses. The lot is located behind the main shopping precinct in Mackenzie Street. The proposed storage container facility would not necessarily be envisaged on the lot more likely

Ordinary Council Meeting Agenda

28 June 2023

	<p>respective town centre and routinely found in smaller regional towns. Where Council has prepared streetscape guidelines, the design of awnings and façades and the placement and design of street furniture and street planting is encouraged to follow them.</p>	<p>situated in an industrial estate and as a result will attract conditions such as landscaping and setbacks complimentary to the adjoining land uses.</p>
	<p><b>PO2</b> Development respects the amenity and intended urban form of adjoining non-commercial sites.</p>	<p>Conditioned to comply – the lot is adjoined by local motel/hotel to the north and residential units to the east. The applicant does not propose to alter or replace the current mix of fencing along the common property boundaries. As mentioned previously, conditions relating to amenity and intended streetscape will be imposed to lift the presence of the 30-container storage facility within the streetscape.</p>
	<p><b>PO4</b> Development provides a safe and secure environment.</p>	<p>Conditioned to comply – The applicant asserts that keys will only be provided to each of the tenancies and therefore, do not propose to install internal lighting to the site which does not allow for casual surveillance within or outside of the facility. However, will be conditioned as part of the development approval.</p> <p>A commercial agreement by the operator will be in place external to this development approval which lists rights and interests about the use areas and accessibility. The existing chain fencing to the front of the property and along the western boundary will be retained, however the mix of colourbond and other metal fencing will not ensure that the facility remains intact.</p> <p>There is no reported security camera surveillance or the ability to individually alarm each tenancy given the applicant's non-desire to connect electricity to the storage facility.</p>
	<p><b>PO5</b> Development is adequately serviced.</p>	<p>Conditioned.</p>
<p>Services and works code</p>	<p><b>PO4</b> Operational activities avoid or minimise changes to waterway hydrology from adverse impacts of altered stormwater quality and flow.</p>	<p>Complies – Council provided advice to the applicant during the information request period that a stormwater detention basin be fully incorporated within the lot with water discharging via a bubbler arrangement or other low energy dissipater.</p>



		The applicant's suggested headwall external to the site may result in discharge velocities that the kerb and channel on the northern side of McLucas Lane that are not able to be contained.
	<b>PO5</b> Development is provided with infrastructure which: (a) conforms with industry standards for quality; (b) is reliable and service failures are minimised; and (c) is functional and readily augmented.	Complies – The applicant proposes to seal the manoeuvring areas onsite to reduce dust and noise impact on the adjoining residential properties.
	<b>PO6</b> Vehicle parking and access is provided to meet the needs of occupants, employees, visitors and other users.	Conditioned to comply – Four parking spaces are considered to meet the proposed storage facility given most of the unloading/loading will occur adjacent to containers and be short term in nature.  Access to the site may need to be upgraded to reflect the commercial usage of the site which may include separate entry and exit points.
	<b>PO7</b> Landscaping is appropriate to the setting and enhances local character and amenity.	Complies – There is no minimum landscaping requirement listed in the Zone Code and the proposed amended plan submitted indicating extent of landscaping within the site is considered appropriate. Over time, with care and maintenance, the proposed landscaping will improve the appearance of the site. Conditions relating to the types of suggested plants and watering will be included as part of the approval package.

**Other Relevant Matters**

The consideration of other relevant matters applies to the assessment and decision-making process for this impact assessable development application. The below summarises the matters considered by the planning assessment.

<b>Applicant submitted reports</b>	Nil
<b>Assessment considerations of merits</b>	Impact assessment under the [Planning Act] is an 'unbounded' assessment, meaning relevant matters other than those prescribed can also be considered, and weighing and balancing 'inside the box' as well as with factors 'outside the box' can take place in reaching a decision.  The below outlines the planning assessment of the merits of the application presented.
<b>PLANNING DISCUSSION</b> The proposed use for a self-storage is not expressly discouraged within the zone as it contemplates nonresidential uses that would support the surrounding residential area and are consistent with the applicable zoning pattern and neighbourhood locality. To that end, is relevant to note that the proposed use can be supported in its low impact format and with limitations on hours of access to ensure limited noise impacts occur on immediately adjoining residential properties. Noting the site could be developed	

for several non-residential activities with varying hours of operation, this use can be supported where impacts are appropriately conditioned. The proposal is a generally small-scale service that can support surrounding residential and small commercial storage needs without impacts on the zone or adjoining residential properties

#### 4. CONSULTATION

##### Referral Agencies

State Assessment and Referral Agency	N/A
Other	N/A

##### Council Referrals

INTERNAL REFERRAL SPECIALIST	REFERRAL / RESPONSE
Development Engineer	Council's Development Engineer provided comments in relation to Infrastructure Charges and engineering conditions.
Infrastructure Charges Unit	<p>Council adopted to LGIP on 24 June 2019 which commenced on 1 July 2019.</p> <p>The type of developments that may trigger the issuing of an infrastructure charges notice are:</p> <ul style="list-style-type: none"> <li>(a) Reconfiguring a Lot;</li> <li>(b) Making a Material Change of Use;</li> <li>(c) Carrying out Building Work.</li> </ul> <p>Refer to Attachment C for the Infrastructure Charges Notice.</p>

##### Public Notification

The application was required to be publicly notified under the Planning Act 2016 for a period of 15 business days and one (1) properly made submission was received against the proposal. The following summarises the actions undertaken, submissions received and Council's assessment of submitter concerns where applicable.

<b>Date Notification Commenced</b>	4 May 2023
<b>Date Notification Completed</b>	26 May 2023
<b>Date notice of compliance received</b>	12 June 2023

Submission Summary	
Submitter Issue	Response
<p>Storage facility should be in the industrial area not in the centre of town amidst residential areas.</p> <p>Storage facility is not a desirable or useful feature within the town centre.</p>	<p>While storage facilities (ie. warehouses) are not expressed as a typical land use in the local centre zone, there are no reasonable grounds to refuse the application whereby conditions cannot resolve potential negative impacts upon the amenity and reported residential village character of Wondai.</p> <p>The storage facility is behind the main shopping precinct ie. Wondai IGA separated by a laneway to the north boundary and multiple dwelling units and hotel to the east and north-east with adequate separation.</p>

**5. RECOMMENDATION**

The application for Material Change of Use – Warehouse (30 Self-Storage Containers) on land at 41-43 Pring Street, Wondai is recommended for approval for the following grounds and subject to the following reasons and / or conditions of approval.

- The property is within the Local Centre zone and a small storage facility will support the needs of the local residents;
- The storage facility is considered to be of small scale in nature;
- Will not unduly impact on the adjoining commercial and residential properties;
- Has direct access to sealed local roads;
- Setback to the primary road frontage softened by the onsite landscaping and buffering; and
- The proposal is compliant and / or can be conditioned in accordance with the relevant provisions of the assessment benchmarks/performance outcomes.

**ATTACHMENTS**

1. **Attachment A - Statement of Reasons**
2. **Attachment B - Approved Plans**
3. **Attachment C - Infrastructure Charges Notice**
4. **Attachment D - Public Submissions**

## NOTICE ABOUT DECISION – STATEMENT OF REASONS

The following information is provided in accordance with Section 63(4) & (5) of the Planning Act 2016

<b>Applicant:</b>	G Crumpton & Sons & Co Pty Ltd C/- ONF Surveyors
<b>Application No:</b>	MCU23/0003
<b>Proposal:</b>	Material Change of Use – Warehouse (Self-Storage Containers)
<b>Street Address:</b>	41-43 Pring Street, Wondai
<b>RP Description:</b>	Lot 4 on RP204514
<b>Assessment Type:</b>	Impact Assessable
<b>Number of Submissions:</b>	One (1) submission was received

On 28 June 2023 the above development was recommended for:

- Approval  
 Refusal

### 1. Reasons for the Decision

The reasons for this decision are:

- The property is within the local centre zone and a small storage facility will support the needs of the local residents;
- The storage facility is considered to be of small scale in nature;
- Will not unduly impact on the adjoining residential properties;
- Has direct access to sealed local roads;
- Setback to the primary road frontage softened by the onsite landscaping and buffering;
- The proposal is compliant and or can be conditioned in accordance with the relevant provisions of the assessment benchmarks/performance outcomes.

### 2. Assessment Benchmarks

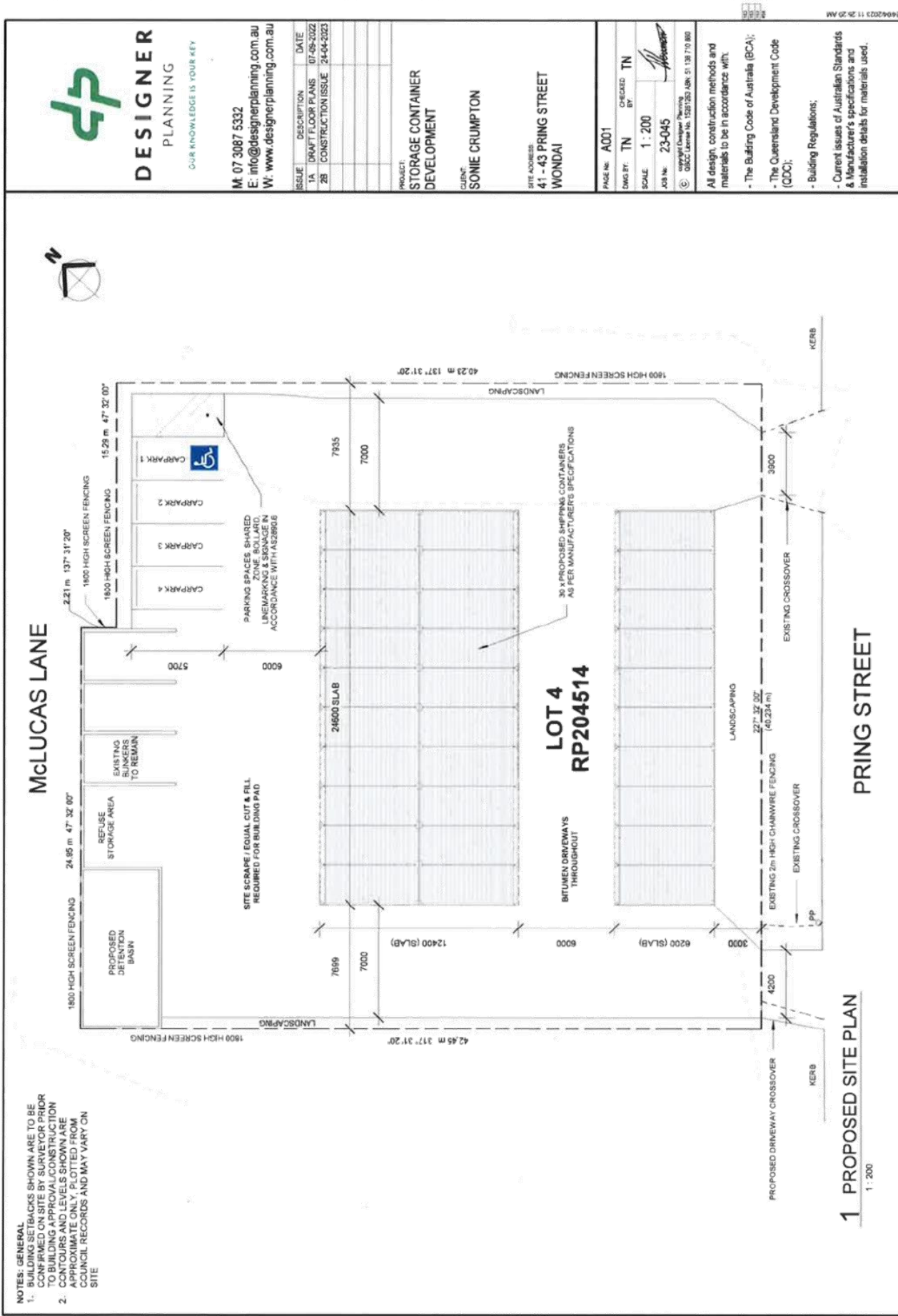
The following are the benchmarks apply to this development:

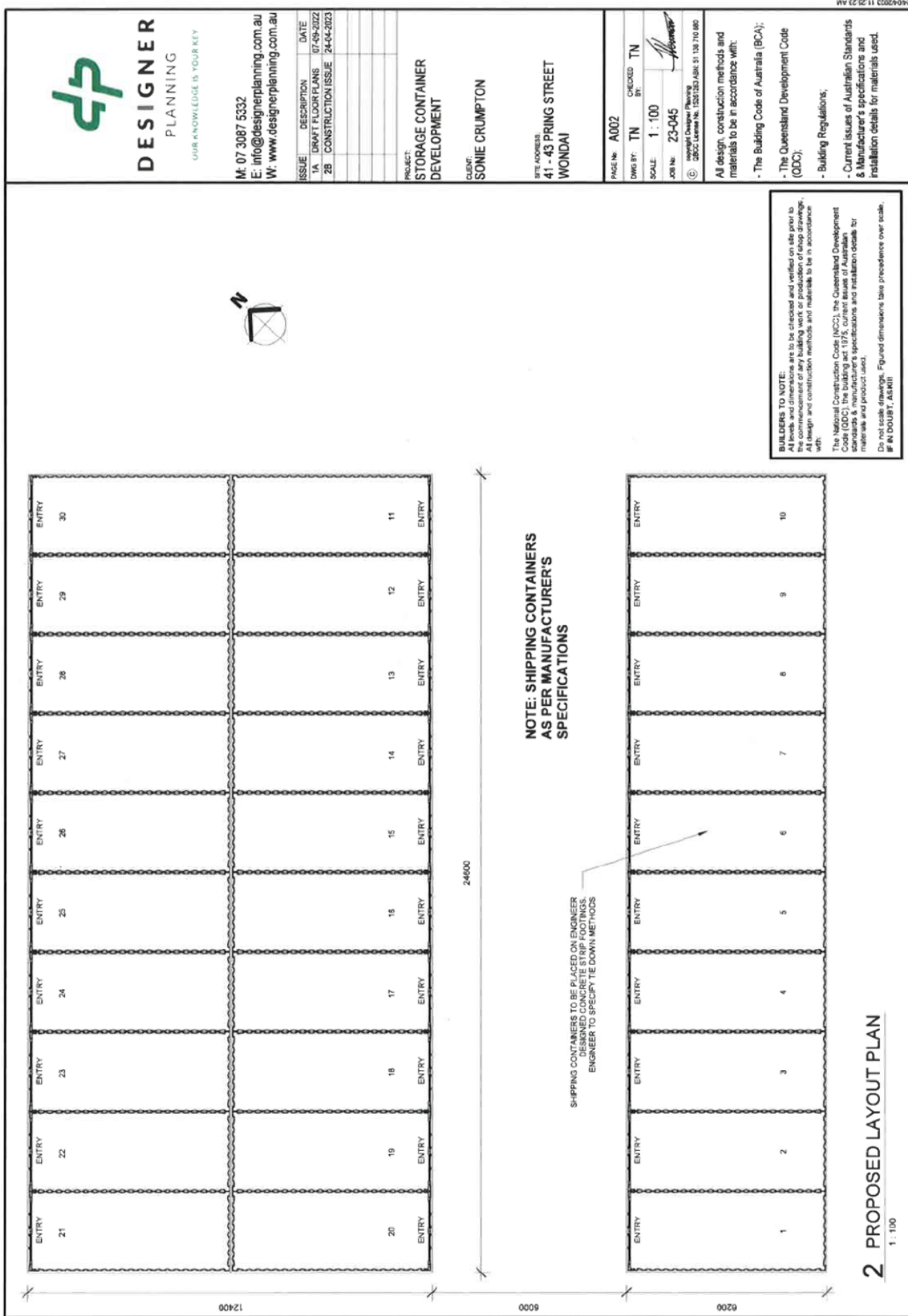
- Local Centre Zone Code
- Services & Works Code

### 3. Compliance with Benchmarks

The development was assessed against all the assessment benchmarks listed above and complies with all of these or can be conditioned to comply.

**Note:** Each application submitted to Council is assessed individually on its own merit.





WV 52 52 11 02029091C

All design, construction methods and materials to be in accordance with:  
 - The Building Code of Australia (BCA);  
 - The Queensland Development Code (QDC);  
 - Building Regulations;  
 - Current issues of Australian Standards & Manufacturer's specifications and installation details for materials used.

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JOB No: 23-045			
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PROJECT: STORAGE CONTAINER DEVELOPMENT

CLIENT: SONIE CRUMPTON  
 SITE ADDRESS: 41 - 43 PRING STREET  
 WONDAI

ISSUE	DESCRIPTION	DATE	AUTHOR
1A	DRAFT FLOOR PLANS	07-09-2022	TN
2B	CONSTRUCTION ISSUE	24-04-2023	TN

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 M: 07 3087 5332  
 E: info@designerplanning.com.au  
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All design, construction methods and materials to be in accordance with:  
 - The Building Code of Australia (BCA)  
 - The Queensland Development Code (QDC);  
 - Building Regulations;  
 - Current issues of Australian Standards & Manufacturer's specifications and installation details for materials used.

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**STORAGE CONTAINER DEVELOPMENT**

CLIENT: **SOME CRUMPTON**  
 ADDRESS: **41 - 43 PRING STREET**  
**WONDAL**

ISSUE	DESCRIPTION	DATE	AUTHOR
1A	DRAFT FLOOR PLANS	07-05-2022	TN
2B	CONSTRUCTION ISSUE	24-04-2023	TN

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 E: info@designerplanning.com.au  
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Document: 230110-3001900  
 Version: 1    Revision Date: 24/04/2023

**5 REAR ELEVATION**  
1 : 100

**6 RIGHT-SIDE ELEVATION**  
1 : 100



**INFRASTRUCTURE CHARGES NOTICE***(Section 119 of the Planning Act 2016)*

**APPLICANT:** G Crumpton & Sons & Co Pty Ltd  
C/- ONF Surveyors  
PO Box 896  
KINGAROY QLD 4610

**APPLICATION:** Material Change of Use - Impact Warehouse - 41-43 Pring Street WONDAI

**DATE:** 28/06/2023

**FILE REFERENCE:** MCU23/0003

**AMOUNT OF THE LEVIED CHARGE:** **\$0.00** **Total**  
*(Details of how these charges were calculated are shown overleaf)*

\$0.00	Water Supply Network
\$0.00	Sewerage Network
\$0.00	Transport Network
\$0.00	Parks and Land for Community Facilities Network
\$0.00	Stormwater Network

**AUTOMATIC INCREASE OF LEVIED CHARGE:** The amount of the levied charge is subject to an automatic increase. Refer to the Information Notice attached to this notice for more information on how the increase is worked out.

**LAND TO WHICH CHARGE APPLIES:** Lot 4 on RP204514

**SITE ADDRESS:** 41 – 43 Pring Street, Wondai

**PAYABLE TO:** **South Burnett Regional Council**

**WHEN PAYABLE:** Material Change of Use – When the change happens.  
*(In accordance with the timing stated in Section 122 of the Planning Act 2016)*

**OFFSET OR REFUND:** Not Applicable.

This charge is made in accordance with South Burnett Regional Council's **Charges Resolution (No. 3) 2019**

## DETAILS OF CALCULATION

### Water Supply

#### Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	-	-	\$0.00

#### Discounts\*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	-	-	\$0.00

### Sewerage

#### Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	-	-	\$0.00

#### Discounts\*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	-	-	\$0.00

### Transport

#### Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Other Industry (Warehouse)	457.6	GFA m2	\$8.00	CR Table 2.2	\$3,660.80

#### Discounts\*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing Lot – No GFA	0	GFA m2	\$0.00	-	\$0.00

### Parks and Land for Community Facilities

#### Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Not Applicable	-	-	-	-	\$0.00

#### Discounts\*

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Not Applicable	-	-	-	-	\$0.00

**Stormwater**

**Adopted Charges**

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Other Industry (Warehouse)	1005.2	m2 impervious	\$2.00	CR Table 2.2	\$2010.40

**Discounts\***

Description	Number of Units	Units of Measure	Discount Rate	Reference	Amount
Existing Lot	0	m2 impervious	\$0.00	-	\$0.00

**Levied Charges**

Development Description	Water Supply	Sewerage	Transport	Parks & Land for Community Facilities	Stormwater	Total
Other Industry (Warehouse)	\$0.00	\$0.00	\$3,660.80	\$0.00	\$2,010.40	\$5,671.20
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,660.80</b>	<b>\$0.00</b>	<b>\$2,010.40</b>	<b>\$5,671.20</b>

*\* In accordance with Section 3.3 of the Charges Resolution, the discount may not exceed the adopted charge. Any surplus discounts will not be refunded, except at South Burnett Regional Council's discretion.*

## INFORMATION NOTICE

<b>Authority and Reasons for Charge</b>	This Infrastructure Charges Notice has been given in accordance with section 119 of the <i>Planning Act 2016</i> to support the Local government's long-term infrastructure planning and financial sustainability.
<b>Appeals</b>	Pursuant to section 229 and Schedule 1 of the <i>Planning Act 2016</i> a person may appeal an Infrastructure Charges Notice. Attached is an extract from the <i>Planning Act 2016</i> that details your appeal rights.
<b>Automatic Increase Provision of charge rate (\$)</b>	<p>An infrastructure charge levied by South Burnett Regional Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI average<sup>1</sup>. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.</p> <p>However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Authority could have levied for the development at the time the charge is paid.</p>
<b>GST</b>	The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the <i>Planning Act 2016</i> are GST exempt.
<b>Making a Payment</b>	<p>This Infrastructure Charges Notice cannot be used to pay your infrastructure charges.</p> <p>To pay the levied charge, you must request an Itemised Breakdown showing the total levied charge payable at the time of payment. An Itemised Breakdown must be presented at the time of payment.</p> <p>An Itemised Breakdown may be requested by emailing <a href="mailto:info@southburnett.qld.gov.au">info@southburnett.qld.gov.au</a></p>

<sup>1</sup> 3-yearly PPI average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

Payment can be made at any of the following South Burnett Regional Council Offices:

- 69 Hart Street, Blackbutt, 4314;
- 45 Glendon Street, Kingaroy, 4610;
- 42 Stephens Street West, Murgon, 4605;
- 48 Drayton Street, Nanango, 4615;
- McKenzie Street, Wondai, 4606; or
- via other methods identified on the Itemised Breakdown.

**Enquiries**

Enquiries regarding this Infrastructure Charges Notice should be directed to the SOUTH BURNETT REGIONAL COUNCIL, Department of Planning and Land Management, during office hours, Monday to Friday by phoning (07) 4189 9100 or email at [info@southburnett.qld.gov.au](mailto:info@southburnett.qld.gov.au)

To South Burnett Regional Council  
PO Box 336 Kingaroy  
QLD 4610  
Info @ southburnett.qld.gov.au

From Elizabeth Livingstone  
13 Haly St Wondai QLD 4060  
[Liz\\_livo@hotmail.com](mailto:Liz_livo@hotmail.com)

Dear Council,

I am writing to object to the material change of use application (MCU 23/003) for 41 to 43 Pring Street Wondai to create a storage unit facility in the centre of Wondai.

Wondai has a large industrial estate within 2 kilometers of the town centre. A storage unit facility should be in the industrial area. Not in the centre of town amidst residential areas.

Wondai is a delightful residential small town with a lovely vibe and people visiting often comment on the nature of the village aspect of the town. I ask the council as our elected representative to continue to support the maintenance of this country town feel and vote NO for the material change of use.

My husband and I moved to the area 6 years ago for work in Kingaroy but chose to buy a home in Wondai and have chosen to stay on in our retirement. We regularly sing the praises of Wonderful Wondai to friends and family on the coast and in Brisbane and those visiting agree with us regarding the friendly vibrant small town feel.

I could see the advantage of enlarging the IGA across to that block as it is essential service to the town and much used by residents of all ages, but a storage facility is not a desirable or useful feature within the town centre.

Please vote NO

Sincerely  
Liz Livingstone  
Rate payer South Burnett

**0.0 OPERATIONAL WORK (ROADWORK, DRAINAGE WORK & ACCESS) AT GREENWOOD CREEK ROAD AND TIM DWYER ROAD, EAST NANANGO (AND DESCRIBED AS LOT 169 ON CSH697). APPLICANT: D CASSIDY & CO.**

**File Number:** OPW23/0002  
**Author:** Engineering Contractor, Development Services  
**Authoriser:** Chief Executive Officer

	SIGNATURE	DATE
MANAGER	[Redacted]	12/16/23
GM	[Redacted]	14/6/23.
CEO	[Redacted]	15-6-23

**PRECIS**

Development Application for a Development Permit for Operational Work (Roadworks, Earthworks, and Access) at Greenwood Creek Road and Tim Dwyer Road, East Nanango (and described as Lot 169 on CSH697). Applicant: D Cassidy & Co.

**SUMMARY**

- Development application for a Development Permit for Operational Work (Roadworks, Earthworks, and Access) at Greenwood Creek Road and Tim Dwyer Road, East Nanango;
- Development Permit for Operational Work is a requirement to fulfil the Conditions of Approval for MCUI2017/0001;
- The proposed Development Permit for Operational Work is recommended for approval subject to conditions.
- The conditions proposed in the officer’s recommendation are in accordance with South Burnett Regional Council’s Planning Scheme 2017, development guidelines and best practices.

**OFFICER’S RECOMMENDATION**

It is recommended that Council approve the development application for a Development Permit for Operational Work (Roadworks, Earthworks, and Access) at Greenwood Creek Road, and Tim Dwyer Road, East Nanango, subject to the following conditions:

**GENERAL**

- ENG 1 Compliance with the plans and specifications submitted with Development Application OPW23/0002, approval conditions, all Council Planning Scheme Policies and Material Change of Use Approval No MCUI2017/0001.
- ENG 2 This approval extends to Operational Work for Roadworks, Earthworks, and Access, for Greenwood Creek Road, and Tim Dwyer Road, East Nanango as detailed, and is conditional upon a set of “Issued for Construction” drawings, amended if required by the conditions of this approval, being submitted to Council for endorsement, prior to pre-start meeting.
- ENG 3 Undertake all approved works and works required by conditions of this development approval at no cost to Council.
- ENG 4 Submit to Council for approval, an Inspection and Test Plan certified by a suitably qualified Engineer (RPEQ – Civil) prior to commencement of any work and prior to any pre-start meeting.
- ENG 5 Pay to Council, inspection fees based on Council’s Fees and Charges current at the time of commencement of works and based on the estimated project cost as estimated or accepted by Council prior to the pre-start meeting.
- ENG 6 Ensure that supervision of all construction works are carried out by a suitably qualified and experienced Engineer (RPEQ).

## Ordinary Council Meeting Agenda

25 December 2030

ENG 7 Adhere to the following hours of construction unless otherwise approved in writing by Council:

Monday to Saturday:	6.30am to 6.30pm	Noise permitted
Monday to Sunday:	6.30pm to 6.30am	No noise permitted
Sunday and Public Holidays:		No noise permitted

Do not conduct work or business that causes audible noise from or on the site outside the above hours.

ENG 8 Be responsible to carry out Work Health and Safety legislative requirements.

ENG 9 Ensure all work sites are maintained in a clean, orderly state at all times.

ENG 10 Manage all waste in accordance with the relevant legislation and regulations and dispose of regulated waste at a licensed facility of South Burnett Regional Council by a licensed regulated waste disposal contractor.

ENG 11 Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.

ENG 12 Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development, immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damage immediately upon completion of works associated with the development.

ENG 13 Submit to Council, a Certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the approved plans and specifications and to Council's requirements, prior to commencement of the Extractive Industry use on Lot 169 CSH697.

ENG 14 Works are to be constructed generally in accordance with the specification requirements outlined in Aus-Spec #1 and the IPWEAQ Standard Drawings unless otherwise approved by South Burnett Regional Council.

**ROADWORKS**

ENG 15 The approved drawings shall be updated to include:

- a) Setout details of the intersection of Greenwood Creek Road / Hamilton Road, and Greenwood Creek Road / Tim Dwyer Road;
- b) Extend the bitumen seal from Ch1200 to Ch1320 to join the bitumen sealed sections adjacent;
- c) Extend the bitumen seal from Ch1540 to Ch1600 to join the bitumen sealed sections adjacent;
- d) Culvert details, including confirmation that culvert crossings meet the "Accepted development requirements for operational work that is constructing or raising waterway barrier works" published by the Department of Agriculture and Fisheries, or meet the requirements for waterway barrier works where not accepted development. If the works do not meet the accepted development guidelines, obtain a permit from the Department of Agriculture and Fisheries for the required works;
- e) Installation of road signage at appropriate locations, including 'Give Way' signs at intersection, and 'Truck' warning signs.
- f) Appropriate line-marking at the intersection of Greenwood Creek Road / Hamilton Road, and Greenwood Creek Road / Tim Dwyer Road;
- g) Sections of bitumen sealed pavement shall comprise Type 3.2 gravel for the base layer, and Type 3.4 gravel for the subbase layer;



- h) Sections of unsealed pavement shall have a gravel quality that meets the requirements of the SBRC Technical Specification for Unsealed Road Base (available from Council);

**Timing:** Prior to commencement of work, unless otherwise agreed by Council.

- ENG 16 Confirm that any clearing of vegetation within the road corridor meets the requirements of the Department of Natural Resources Accepted development vegetation clearing code, specifically the clearing width and area limitations triggered by Table 2, and App 2 - Table A, B, and C, or obtain approval from the Department of Natural Resources for the clearing required.
- ENG 17 Submit to Council for approval, final pavement designs certified by an RPEQ to Austroads' or the Department of Transport and Main Roads' design standards after stripping of topsoil and assessment of soaked sub-grade CBR values, and using an ESA's or design traffic based on traffic engineering predictions.
- ENG 18 Ensure fill placed under the road formation in embankment situations is compacted to achieve 98% standard compaction.
- ENG 19 Bitumen sealed sections shall comprise a 14mm C170 Primer seal bottom coat, with 7mm C170 top coat. The final design shall be nominated by the contractor and approved by Council.
- ENG 20 Provide temporary signage and traffic control for construction in dedicated road reserves in accordance with Part 3 (Works on Roads) of Manual of Uniform Traffic Control Devices (MUTCD) - Department of Transport and Main Roads.
- ENG 21 Install and/or modify all street signs to suit the new works in accordance with the MUTCD. Install new or relocated signage using V-Lok installation system. All new signage shall be Class 1 retro-reflective material to AS1743.
- ENG 22 Submit to Council for approval, a Traffic Management Plan prior to commencement of any works involving closing of Council roads or working on or adjacent to existing roads.

#### **STORMWATER**

- ENG 23 Provide appropriate energy dissipation and scour protection measures at stormwater outlets.

#### **DEVELOPMENT WORKS**

- ENG 24 Maintain erosion and sedimentation controls at all times during the course of the project and the ensuing defects liability period. Council Officers will inspect and assess the sediment and erosion control measures and temporary fencing implemented, and any alterations and/or supplementary works required must be incorporated.
- ENG 25 Implement measures to prevent dust nuisance during construction.
- ENG 26 Be responsible for protecting nearby property owners from dust pollution arising from construction and maintenance of the works required by this approval, and comply with any lawful instructions from the Assessment Manager if, in his opinion, a dust nuisance exists.
- ENG 27 Waste material as a result of demolition work and excavation work must not be used as fill as described within the Waste Reduction and Recycling Act 2011.

#### **EARTHWORKS**

- ENG 28 Do not store plant or material on adjoining lands without written permission from the respective property owner(s).

## Ordinary Council Meeting Agenda

25 December 2030

- ENG 29 Do not use contaminated material as fill on the site. Undertake any filling using inert materials only, with a maximum particle size of 75mm.
- ENG 30 Ensure open drains and fill platforms are constructed with a longitudinal grade on no less than 0.1%.
- ENG 31 Submit to Council, the following for approval in the event it is proposed to import material to or export material from the site, prior to commencement of the work:
- (a) details of the location of any material to be sourced for fill including the volume of fill to be moved from any particular source site;
  - (b) details of the final location for any material to be exported from the site from excavations including the volume to be moved to any particular site; and
  - (c) the proposed haulage route(s) and truck sizes for carting of the material.

Note: Further Development Applications may be required to be submitted to and approved by Council for sites proposed to import material from or export material to, or conditions may be applied to any sites endorsed in accordance with this condition, eg submit a Traffic Management Plan to Council for acceptance, or rehabilitation of the site. Any required approvals are to be in place prior to commencement of the work.

This approval does not extend to any material proposed to be imported to or exported from the site:

- (d) other than from or to site(s) that have a current Development Approval enabling them to export/accept any material; or
- (e) the material is being exported to and accepted at a licensed Council refuse facility.

**CONSTRUCTION AND NUISANCE MANAGEMENT PLAN**

- ENG 32 Prior to pre-start meeting, submit to Council for endorsement, a Construction and Nuisance Management Plan for the approved development works for the site. The Plan is to cover, but not be limited to the following:
- (i) air quality management;
  - (ii) noise and vibration management;
  - (iii) storm water quality management;
  - (iv) erosion and sediment management;
  - (v) waste management;
  - (vi) complaint management;
  - (vii) community awareness; and
  - (viii) traffic control during works.
- ENG 33 Implement the approved Construction and Nuisance Management Plan at all times during construction of the development.
- ENG 34 Ensure a legible copy of the approved Construction and Nuisance Management Plan is available on site at all times during construction and earthworks.

**INSPECTIONS AND TESTING**

- ENG 35 Submit to Council the pre-start meeting agenda at the confirmation of a date and time for the meeting.
- ENG 36 Provide Council with a minimum of two clear working days notice to undertake compulsory inspections and meetings at the following stages:
- (a) Pre-start meeting with Council, Contractor, Supervising Engineer and developer;
  - (b) Stormwater - prior to backfilling of any stormwater drainage works
  - (c) Structural steel inspection prior to pouring of any structural concrete including cast in-situ stormwater infrastructure;
  - (d) Prior to back filling road crossings;