



AGENDA

Ordinary Council Meeting Wednesday, 19 July 2023

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

Date: Wednesday, 19 July 2023

Time: 9:00am

Location: Warren Truss Chamber
45 Glendon Street
Kingaroy

Mark Pitt PSM
Chief Executive Officer

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

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

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 28 JUNE 2023

File Number: 19/07/2023

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

1. That the Minutes of the Council Meeting held on 28 June 2023 be received and the recommendations therein be adopted.

ATTACHMENTS

1. Minutes of the Council Meeting held on 28 June 2023



MINUTES

**Ordinary Council Meeting
Wednesday, 28 June 2023**

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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 28 JUNE 2023 AT 9:00AM**

PRESENT:

Councillors:

Cr Jane Erkens, Cr Danita Potter, Cr Kirstie Schumacher, Cr Kathy Duff, Cr Scott Henschen

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Peter O'May (General Manager Liveability), Aaron Meehan (General Manager Infrastructure), Kimberley Donohue (Executive Assistant), Tiarna Hurt (Executive Assistant), Lynelle Paterson (Coordinator Executive Services), Louise Reidy (Strategic Procurement Coordinator), Rebecca Bayntun (Manager Corporate, Governance and Strategy), Darryl Brooks (Manager Environment and Planning), Jennifer Pointon (Manager Community and Lifestyle), David Hursthouse (Coordinator Development Services), Michelle Calvert (Financial Accountant)

Attendance:

At 9:05am, Coordinator Executive Services Lynelle Paterson entered the meeting.

At 9:05am, Coordinator Executive Services Lynelle Paterson left the meeting.

1 OPENING

CEO Mark Pitt opened the meeting and welcomed all attendees.

MOTION

RESOLUTION 2023/631

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That Cr Potter takes the chair to Preside for the meeting.

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

Against: Nil

CARRIED 5/0

2 LEAVE OF ABSENCE / APOLOGIES

APOLOGY

RESOLUTION 2023/632

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 5/0

3 PRAYERS

A representative of Kingaroy Church of Christ, Andy Dunkin offered prayers for Council and for the conduct of the Council meeting.

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

5 DECLARATION OF INTEREST

I, Cr Kirstie Schumacher inform this meeting that I have a declarable conflict of interest in relation to Item 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

The nature of my interest is as follows:

This declarable conflict of interest arises due to a close personal relationship as our sons are friends.

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

I, Cr Jane Erkens inform this meeting that I have a declarable conflict of interest in relation to Item 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

The nature of my interest is as follows:

This declarable conflict of interest arises due to a past business relationship.

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

6 DEPUTATIONS/PETITIONS

6.1 PETITION REQUESTING DRAINAGE ALONG THE ROS GREGOR PARKRUN TRACK

RESOLUTION 2023/633

Moved: Cr Jane Erkens
 Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 5/0

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

RESOLUTION 2023/634

Moved: Cr Jane Erkens
 Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 5/0

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

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

RESOLUTION 2023/635

Moved: Cr Kathy Duff
 Seconded: Cr Jane Erkens

That the Minutes of the Special Council Meeting held on 7 June 2023 be received.

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

Against: Nil

CARRIED 5/0

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

RESOLUTION 2023/636

Moved: Cr Kirstie Schumacher
 Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 5/0

7.3 MINUTES OF THE COUNCIL MEETING HELD ON 24 MAY 2023

RESOLUTION 2023/637

Moved: Cr Scott Henschen
 Seconded: Cr Kathy Duff

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

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

Against: Nil

CARRIED 5/0

8 NOTICES OF MOTION

Nil

9 BUSINESS OUTSTANDING

Attendance:

At 9:19am, Strategic Procurement Coordinator Louise Reidy entered the meeting.

9.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

RESOLUTION 2023/638

Moved: Cr Kathy Duff
 Seconded: Cr Kirstie Schumacher

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

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

Against: Nil

CARRIED 5/0

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

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

RESOLUTION 2023/639

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That Council:

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

Committee	Date
Infrastructure, Environment and Compliance Standing Committee	Wednesday 5 July 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 12 July 2023
General Meeting	Wednesday 19 July 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 2 August 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 9 August 2023
General Meeting	Wednesday 23 August 2023

Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 6 September 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 13 September 2023
General Meeting	Wednesday 27 September 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 4 October 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 11 October 2023
General Meeting	Wednesday 25 October 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 1 November 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 8 November 2023
General Meeting	Wednesday 22 November 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 29 November 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 6 December 2023
General Meeting	Wednesday 13 December 2023

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

Against: Nil

CARRIED 5/0

Attendance:

At 9:31am, Manager Corporate, Governance and Strategy Rebecca Bayntun entered the meeting.

10.2 COUNCIL NOMINATE THE 2024 SPECIAL HOLIDAY

RESOLUTION 2023/640

Moved: Cr Scott Henschen

Seconded: Cr Jane Erkens

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

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

Against: Nil

CARRIED 5/0

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

RESOLUTION 2023/641

Moved: Cr Jane Erkens

Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 5/0

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

RESOLUTION 2023/642

Moved: Cr Kirstie Schumacher

Seconded: Cr Jane Erkens

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

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

Against: Nil

CARRIED 5/0

10.4.1 CLIMATE ADOPTION STRATEGY UPDATE

RESOLVED 2023/643

That a report be brought back to the July Infrastructure, Environment and Compliance Standing Committee meeting for a Climate Adoption Strategy update.

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

RESOLUTION 2023/644

Moved: Cr Jane Erkens
 Seconded: Cr Kirstie Schumacher

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

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

CARRIED 5/0

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

RESOLUTION 2023/645

Moved: Cr Kirstie Schumacher
 Seconded: Cr Jane Erkens

That the matter be lifted from the table

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

CARRIED 5/0

MOTION

Moved: Cr Kathy Duff
 Seconded: Cr Kirstie Schumacher

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

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

LOST 0/5

RESOLUTION 2023/646

Moved: Cr Kathy Duff
 Seconded: Cr Kirstie Schumacher

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

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

Against: Nil

CARRIED 5/0

Attendance:

At 10:02am, Manager Corporate, Governance and Strategy Rebecca Bayntun left the meeting.

At 10:03am, Strategic Procurement Coordinator Louise Reidy left the meeting.

ADJOURN MORNING TEA

RESOLUTION 2023/647

Moved: Cr Scott Henschen

Seconded: Cr Jane Erkens

That the meeting adjourn for morning tea.

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

Against: Nil

CARRIED 5/0

RESUME MEETING

RESOLUTION 2023/648

Moved: Cr Danita Potter

Seconded: Cr Kirstie Schumacher

That the meeting resume at 10:43am

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

Against: Nil

CARRIED 5/0

Attendance:

At the resumption of the meeting, Manager Environment and Planning Darryl Brooks was present.

10.7 GROWING REGIONS PROGRAM - ROUND 1 GRANT OPPORTUNITY

RESOLUTION 2023/649

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That Council

1. Note the information in this report and approve the submission of an Expression of Interest (EOI) for the Growing Regions Program – Round 1 grant opportunity, for Stage 1 of the WJ Lang Memorial Olympic Pool Complex redevelopment works project.

2. If Council's EOI application is successful, approve the submission of a full application and the allocation of the required Council Contribution of \$6,000,000 in Council's capital works program and capital budget to enable the execution of the project.

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

Against: Cr Jane Erkens

CARRIED 4/1

10.8 MONTHLY FINANCIAL INFORMATION

RESOLUTION 2023/650

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

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

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

Against: Nil

CARRIED 5/0

10.8.1 QUESTION ON NOTICE – PAGE 10 OF CAPITAL EXPENSE REPORT

Question on notice from Cr Kirstie Schumacher:

Is it possible to get a better understanding of page 10 from the Capital Expense Report?

ADJOURN

RESOLUTION 2023/651

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the meeting adjourn for 5 minutes.

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

Against: Nil

CARRIED 5/0

RESUME MEETING

RESOLUTION 2023/652

Moved: Cr Scott Henschen
 Seconded: Cr Kirstie Schumacher

That the meeting resume at 11:07am

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

Against: Nil

CARRIED 5/0

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

Attendance:

At 11:13am, Manager Community and Lifestyle Jennifer Pointon entered the meeting.

11.1 WONDAL INDUSTRIAL ESTATE CONSULTATION SESSION

RESOLUTION 2023/653

Moved: Cr Kathy Duff
 Seconded: Cr Scott Henschen

That South Burnett Regional Council notes the report and that Council officers review the upgrade design plans for the Wondai Industrial Estate Road Network and provide a design and costing for Kemp Street to be made two-way heavy vehicle access and Burrows Street to be left as a one-way street, with a report to be brought back to the November Standing Committee.

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

Against: Cr Kirstie Schumacher

CARRIED 4/1

11.2 CONSTRUCTION OF UNMADE ROAD MONDURE

RESOLUTION 2023/654

Moved: Cr Kathy Duff
 Seconded: Cr Scott Henschen

That South Burnett Regional Council:

- Accept the maintenance of the newly formed 240 metre road located off Mondure Wheatlands Road near Mondure;
- Recognise the road as class 5B Lower Order Access Road; and
- Name the road Mountain View Lane.

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

Against: Nil

CARRIED 5/0

11.3 MCCAULEY WEIR ACCESS ROAD - ROAD SAFETY AUDI

RESOLUTION 2023/655

Moved: Cr Jane Erkens
 Seconded: Cr Kathy Duff

That South Burnett Regional Council:

1. Budget \$90,000 for safety upgrades for McCauley Weir Road at the 2023/24 first quarter review to be allocated from capital program savings achieved in the 2022/23 financial year, and;
2. Re-open McCauley Weir Road on a limited basis with controls and protocols to be implemented as needed by the Chief Executive Officer including a Council controlled lock only.

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

Against: Nil

CARRIED 5/0

11.4 MINMORE ROAD PROPOSED ROAD WIDENING AND SEALING WORKS

RESOLUTION 2023/656

Moved: Cr Kathy Duff
 Seconded: Cr Scott Henschen

That South Burnett Regional Council delegates to the CEO to facilitate a co-contribution towards sealing works on Minmore Road in conjunction with roadworks to be undertaken by the quarry.

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

Against: Nil

CARRIED 5/0

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

Attendance:

At 11:22am, General Manager Infrastructure Aaron Meehan left the meeting.
 At 11:23am, General Manager Infrastructure Aaron Meehan returned to the meeting.

12.1 KINGAROY VIC MURAL PROPOSAL

RESOLUTION 2023/657

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That South Burnett Regional Council engage Robyn Dower to install the preferred artist impression on the rear wall of the Kingaroy Visitor Information Centre.

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

Against: Nil

CARRIED 5/0

12.2 DRAFT COMMUNITY PLAN LAYOUT FOR DISCUSSION

RESOLUTION 2023/658

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the draft indicative layout for the individual community plan communities be received for information and Council note the adopted 2023/24 Operational Plan action “OPE14 – Consult with South Burnett Communities for their specific town and village community plan / key priority lists.”

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

Against: Nil

CARRIED 5/0

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

RESOLUTION 2023/659

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

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.

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

Against: Nil

CARRIED 5/0

13 PORTFOLIO - NATURAL RESOURCE MANAGEMENT, RURAL SERVICES, AGRICULTURAL INNOVATION, COMPLIANCE AND ENVIRONMENTAL HEALTH

Nil

14 PORTFOLIO - DISASTER MANAGEMENT, WASTE AND RECYCLING MANAGEMENT

14.1 MEMERAMBI TRANSFER STATION

RESOLUTION 2023/660

Moved: Cr Kathy Duff

Seconded: Cr Kirstie Schumacher

That from 1 August 2023, the Memerambi Transfer Station be open to the public on Wednesday, Saturday, and Sunday between the hours of 8:00am – 5:00pm and that a communication campaign be implemented to advise of the change of operational days and times.

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

Against: Nil

CARRIED 5/0

14.2 BLACKBUTT TRANSFER STATION - COMMERCIAL WASTE

RESOLUTION 2023/661

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That South Burnett Regional Council scope and costs the provision of a commercial waste service at the Blackbutt Transfer Station and bring a report to the August Standing Committee Meeting, and if required, Council consider a first quarter budget provision to fund this service.

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

Against: Nil

CARRIED 5/0

15 PORTFOLIO - RURAL RESILIENCE & DISASTER RECOVERY, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, FIRST NATIONS AFFAIRS

Attendance:

At 11:51am, General Manager Infrastructure Aaron Meehan left the meeting.

15.1 CCTV INSTALLATION IN PARKS TO IMPROVE COMMUNITY SAFETY

RESOLUTION 2023/662

Moved: Cr Jane Erkens
 Seconded: Cr Kirstie Schumacher

That South Burnett Regional Council install CCTV cameras to Pioneer Park Nanango, Les Muller Park Blackbutt and QEII Park Murgon and upgrade of the server and licences to support the CCTV operations.

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

Against: Nil

CARRIED 5/0

Attendance:

At 11:57am, General Manager Infrastructure Aaron Meehan returned to the meeting.

15.2 CLOYNA HALL - INVESTIGATION OF FLOOR MOVEMENT ISSUE.

RESOLUTION 2023/663

Moved: Cr Kathy Duff
 Seconded: Cr Jane Erkens

- That provision is made in the Building Asset 10-year capital works programme to re-stump the hall in accordance with the engineer advice received.
- That a costing be brought back to the September Infrastructure, Environment and Compliance Standing Committee meeting on repairing the wall sheeting on the inside of the hall.

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

Against: Nil

CARRIED 5/0

15.2.1 QUESTION ON NOTICE – FUNDING FOR HALL REPAIR

Question on notice from Cr Schumacher:

Are there any FRRR Disaster funding options for hall repairs/ evacuation centres and what Council facilities are available?

15.3 AWARDING OF TENDER FOR MANAGEMENT OF MURGON JUBILEE SWIMMING POOL

RESOLUTION 2023/664

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That South Burnett Regional Council:

- award Hallway Co the tender for the management and operation of Murgon Jubilee Swimming Pool for 3 years; and
- delegates to the Chief Executive Officer the power to negotiate, finalise and execute the contract between Council and Hallway Co on the terms and conditions outlined in Murgon Jubilee Swimming Pool tender and any other terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

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

Against: Nil

CARRIED 5/0

Attendance:

At 12:03pm, Coordinator Development Services David Hursthouse entered the meeting.

15.4 PARKS BUSINESS IMPROVEMENT REVIEW BY SHEPHERD

RESOLUTION 2023/665

Moved: Cr Kirstie Schumacher

Seconded: Cr Jane Erkens

That the Parks Business Improvement Review completed by Shepherd Asset Management Solutions be received for information and that a workshop be scheduled to discuss these findings and learnings in the first quarter of the 2023 – 2024 financial year.

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

Against: Nil

CARRIED 5/0

15.5 NOTICE OF MOTION - CREATIVE COUNTRY ASSOCIATION OF MURGON

RESOLUTION 2023/666

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That Council liaise with the Creative Country Association of Murgon as to the possible completion of the following works in support of the future opening ceremony for the 55 Million Years Ago Museum;

- Permission to install signage within the Council garden bed at the front of the centre
- Replacement of damage concrete at the garden bed in front of the centre
- Refurbishment of garden beds with mulch, bark and suitable plants; and
- Completion of line marking for the angle parks in front of the centre

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

Against: Nil

CARRIED 5/0

SUSPENSION OF STANDING ORDERS

RESOLUTION 2023/667

Moved: Cr Jane Erkens

Seconded: Cr Kathy Duff

That South Burnett Regional Council suspend standing orders for half an hour to discuss item 16.1

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

Against: Nil

CARRIED 5/0

RESUMPTION OF STANDING ORDERS

RESOLUTION 2023/668

Moved: Cr Danita Potter

Seconded: Cr Kathy Duff

That South Burnett Regional Council resume standing orders.

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

Against: Nil

CARRIED 5/0

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

Attendance:

At 12:17pm, General Manager Infrastructure Aaron Meehan left the meeting.

At 12:27pm, General Manager Infrastructure Aaron Meehan returned to the meeting.

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

RESOLUTION 2023/669

Moved: Cr Jane Erkens
 Seconded: Cr Scott Henschen

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.

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

Against: Nil

CARRIED 5/0

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

Attendance:

At 12:32pm, Manager Community and Lifestyle Jennifer Pointon left the meeting.

17.1 MATERIAL CHANGE OF USE (DUAL OCCUPANCY) AT 27B KINGAROY STREET, KINGAROY (AND DESCRIBED AS LOT 101 ON SP272806). APPLICANT: REGIONAL HOUSING LIMITED C/- URBAN STRATEGIES

RESOLUTION 2023/670

Moved: Cr Kirstie Schumacher
 Seconded: Cr Scott Henschen

The application for a Material Change of Use Development Permit for a Dual Occupancy at 27B Kingaroy Street, Kingaroy, be approved subject to conditions and recommendations contained herein.

The development must be carried out generally in accordance with the plans and documents contained in this development approval.

GENERAL

GEN1. The development must be carried out generally in accordance with the approved plans and documents.

Drawing Title	Prepared By	Ref No.	Rev	Date
Site Plan	Push	1305.21 0001	01	16/03/2023
Unit Site Plan	Push	1305.21 0002	01	16/03/2023

Car Manoeuvring Plan	Push	1305.21 0003	01	16/03/2023
Proposed Unit 1 Floor Plan	Push	1305.21 1000	01	16/03/2023
Proposed Unit 2 Floor Plan	Push	1305.21 1001	01	16/03/2023
Landscape Plan - to be amended	Push	1305.21 1002	01	16/03/2023
Northern Elevation	Push	1305.21 2000	01	16/03/2023
East & West Elevation	Push	1305.21 2001	01	16/03/2023
Southern Elevation	Push	1305.21 2002	01	16/03/2023
Building Section	Push	1305.21 2003 1305.21 2004 1305.21 2005	01	16/03/2023
External Views	Push	1305.21 9000	01	16/03/2023
Aerial Views	Push	1305.21 9001	01	16/03/2023

Amendment: Landscape Plan to reflect South Burnett Regional Council Guide to Tree Planting. The plan to include recommended suitable plant species and incorporate details of post-planting care.

DEVELOPMENT PERIOD - MCU

GEN2. The currency period for this development approval for material change of use is six (6) years after the development approval starts to have effect. The development approval will lapse unless the survey plan for all works and stages required to be given to Council for approval is provided within this period.

PLANNING

MCU1. Bins may be stored within dedicated bin enclosures that are not to be located adjoining any boundary fencing, at all times.

FENCING

MCU2. Fencing along the Kingaroy Street (of Unit 1) shall not exceed 1.5m in maximum height and maintained at all times.

MCU3. Fence construction along side and rear property boundaries is to be solid screen fencing to a height not exceeding 1.8m.

LANDSCAPING

MCU4. A minimum 1m wide strip of landscaping is to be provided along all property boundaries (excluding vehicle manoeuvring areas).

MCU5. Offset landscape planting to consist of a least two rows with a mix of ground cover, shrubs and trees.

UNIT DEVELOPMENT

MCU6. Each dwelling unit is to be provided with external clothes drying facilities within the nominated open private space areas.

MCU7. A letter box shall be provided on the Kingaroy Street alignment for each habitable unit, including the body corporate if appropriate. Each box shall be distinguished with a number corresponding with the unit number.

MCU8. Each dwelling unit is to be readily identified by number.

MECHANICAL PLANT

MCU9. Mechanical plant (air conditioning, refrigeration equipment and pumps) must comply with the *Environmental Protection Act 1994*.

Air conditioning and refrigeration equipment must achieve no more than 3dB(A) above the background level from 10pm to 7am and no more than 5dB(A) above the background level from 7am to 10pm when measured at an affected building.

Pumps (including heat pumps) must not be audible from 10pm to 7am, no more than 5dB(A) above the background level from 7am to 7pm and no more than 3dB(A) above the background level from 7pm to 10pm when measured at an affected building.

ENGINEERING WORKS

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

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

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

STORMWATER MANAGEMENT

- ENG6. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG7. Design and construct all internal stormwater drainage works to comply with the relevant Section/s of AS/NZS 3500.3.2.
- ENG8. 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

- ENG9. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM). Minor flows can be discharged to Kingaroy Street, or the stormwater pipe at the western end of the lot.

WATER SUPPLY

- ENG10. The lot shall be connected to Council's reticulated water supply network with a single water meter, with each individual Class 1 structure (or unit) having its own sub water meter.

SEWERAGE

- ENG11. Connect the development to Council's reticulated sewerage system via a single connection. The connection must be designed in accordance with Council's standards and be approved by Council's Utility Services Section.

-
- ENG12. Actual connection to Council's live sewerage infrastructure must be undertaken by or under the supervision of Council.
- ENG13. Do not build works within 1.5 metres from the centre of any existing sewer pipework.
- ENG14. Maintain a minimum of a 3 metre wide corridor to be maintained for maintenance/upgrade purposes.
- ENG15. Ensure that a clear level area of a minimum of a 2.5 metre radius surrounding any existing sewer manholes on the site is provided for future maintenance/upgrade purposes.
- ENG16. The above minimum clearances to Council's sewer infrastructure do not preclude the need for works to proposed structures to prevent loading to the sewer system.

PARKING AND ACCESS - GENERAL

- ENG17. Design and construct all driveway and parking areas with concrete, asphalt or a two-coat bitumen seal.
- ENG18. Provide a minimum of one (1) car parking spaces per unit, plus one (1) visitor carpark.

VEHICLE ACCESS

- ENG19. Construct a residential standard crossover between the property boundary and the edge of the Kingaroy Street pavement, having a minimum width of 3 metres, generally in accordance with Council's Standard Drawing No. R-005, Revision C.
- ENG20. Construct any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure, including any stormwater gully pit, manhole, service infrastructure (eg power pole, telecommunications pit), road infrastructure (eg street sign, street tree, etc).

ELECTRICITY AND TELECOMMUNICATION

- ENG21. Connect the development to electricity and telecommunication services.

EROSION AND SEDIMENT CONTROL - GENERAL

- ENG22. 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.
- ENG23. 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

DEVELOPER INCENTIVE

- ADV1. Council is offering a reduction in infrastructure charges payable through the development incentive scheme which is available between 1 December 2020 and 31 December 2023. Eligible development under this scheme is required to be completed by 31 December 2023.

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

HERITAGE

- ADV2. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved

development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

APPEAL RIGHTS

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

INFRASTRUCTURE CHARGES

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

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

Against: Nil

CARRIED 5/0

Attendance:

At 12:37pm, Manager Environment and Planning Darryl Brooks left the meeting.

17.2 MATERIAL CHANGE OF USE - THREE (3) ADDITIONAL SHORT-TERM ACCOMMODATION UNITS AT 5 EVELYN STREET, KINGAROY (AND DESCRIBED AS LOT 14 ON SP212946). APPLICANT: WANGABY PTY LTD C/- ONF SURVEYORS

RESOLUTION 2023/671

Moved: Cr Jane Erkens
 Seconded: Cr Scott Henschen

That Council approve the Material Change of Use Development Permit for extension to Short Term Accommodation - Lot 14 on SP212946 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
Site Plan	Blueprint Drafting Services	19-2694-SPY	B	14/06/22
Floor Plan & Sub-Floor Cabins 1 & 2	Blueprint Drafting Services	19-2694-SPY	A	14/06/22
Elevations Cabins 1 & 2	Blueprint Drafting Services	19-2694-SPY	A	14/06/22
Floor Plan & Sub-Floor Cabin 3	Blueprint Drafting Services	19-2694-SPY	B	14/06/22
Elevations Cabin 3	Blueprint Drafting Services	19-2694-SPY	B	14/06/22

DEVELOPMENT PERIOD – MCU

GEN2. The currency period for this development approval for material change of use is six (6) years after the development approval starts to have effect. The development approval will lapse unless the survey plan for all works and stages required to be given to Council for approval is provided within this period.

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 standard drawings and design standards, relevant design guides, and Australian Standards.
- ENG3. Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

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

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

STORMWATER MANAGEMENT

- ENG6. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG7. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

ELECTRICITY AND TELECOMMUNICATION

- ENG8. Connect the development to electricity and telecommunication services.

EROSION AND SEDIMENT CONTROL - GENERAL

- ENG9. 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.

VALUATION FEES

- ADV1. Payment of Department of Natural Resources, Mines and Energy valuation fees that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$48.00 per lot however, the actual amount payable will be based on Council's Register of Fees & Charges and the rate applicable at the time of payment.

DEVELOPER INCENTIVE

- ADV2. Council is offering a reduction in infrastructure charges payable through the development incentive scheme which is available between 1 December 2020 and 31 December 2023. Eligible development under this scheme is required to be completed by 31 December 2023.

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

HERITAGE

ADV3. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form.

APPEAL RIGHTS

ADV4. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

INFRASTRUCTURE CHARGES

ADV5. Infrastructure charges are levied by way of an infrastructure charges notice pursuant to section 119 of the *Planning Act 2016*.

CONCURRENCE AGENCY

ADV6. SARA has imposed conditions on the development permit as attached as **Attachment C**.

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

Against: Nil

CARRIED 5/0

17.2.1 QUESTION ON NOTICE – HIGHER DENSITY APPLICATIONS

Question on notice from Cr Schumacher:

Is there anything Council can do to make these applications to achieve a positive outcome?

At 12:43pm, Cr Kirstie Schumacher having earlier informed the meeting of a declarable conflict of interest in Item 17.3 and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

At 12:44pm, Cr Jane Erkens having earlier informed the meeting of a declarable conflict of interest in Item 17.3 and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

At 12:44 pm, Cr Jane Erkens returned to the meeting.

At 12:44 pm, Cr Kirstie Schumacher returned to the meeting.

ADJOURN FOR LUNCH

RESOLUTION 2023/672

Moved: Cr Danita Potter
 Seconded: Cr Scott Henschen

That the meeting adjourn for lunch.

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

Against: Nil

CARRIED 5/0

RESUME MEETING

RESOLUTION 2023/673

Moved: Cr Danita Potter
 Seconded: Cr Scott Henschen

That the meeting resume at 1:33am.

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

Against: Nil

CARRIED 5/0

Attendance:

At 1:36pm, General Manager Infrastructure Aaron Meehan left the meeting.
 At 1:38pm, General Manager Infrastructure Aaron Meehan returned to the meeting.

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 CRUMPTION & SONS & CO PTY LTD C/- ONF SURVEYORS

RESOLUTION 2023/674

Moved: Cr Kathy Duff
 Seconded: Cr Scott Henschen

That South Burnett Regional Council delegate under Section 257 of the Local Government Act 2009 to the Chief Executive Officer the power to act as the assessment manager for the decision for the 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 any the setting of conditions.

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

Against: Nil

CARRIED 5/0

18 QUESTIONS ON NOTICE

Nil

19 INFORMATION SECTION

Nil

20 CONFIDENTIAL SECTION

Attendance:

At 1:40pm, Financial Accountant Michelle Calvert entered the meeting.

MOTION

RESOLUTION 2023/675

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That item 20.4 be dealt with in the confidential section.

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

Against: Nil

CARRIED 5/0

RESOLUTION 2023/676

Moved: Cr Scott Henschen

Seconded: Cr Jane Erkens

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

20.4 Performance Review Chief Executive 2023

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

20.1 Financial Hardship Rates Application – Assessment Number -12373-00000-000

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

20.2 Application to waive interest - Assessment 30141-00000-000

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

20.3 Rsl Kingaroy Memerambi Sub Branch Land Transfer

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

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

Against: Nil

CARRIED 5/0

RESOLUTION 2023/677

Moved: Cr Kathy Duff
 Seconded: Cr Jane Erkens

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 5/0

20.1 FINANCIAL HARDSHIP RATES APPLICATION – ASSESSMENT NUMBER -12373-00000-000

RESOLUTION 2023/678

Moved: Cr Kirstie Schumacher
 Seconded: Cr Jane Erkens

That South Burnett Regional Council:

1. Agree to waive the legal fees incurred with this rates debt;
2. Request the owner enter a payment arrangement for Assessment Number 12373-00000-000 and the Chief Executive Officer (General Manager Finance & Corporate) be authorised to negotiate a suitable payment plan.
3. Suspend interest from accumulating while hardship payment arrangement is maintained;
4. A review of this Payment Plan monthly or at other times if Council is advised that the Applicant’s circumstances have changed significantly; and
5. The expiry of this Payment Plan upon payment in full of all outstanding rates and charges.

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

Against: Cr Scott Henschen

CARRIED 4/1

20.1.1 QUESTION ON NOTICE – LEGAL FEES

Question on notice from Cr Erkens

How many rate payers with a rates debt have legal fees added?

20.2 APPLICATION TO WAIVE INTEREST - ASSESSMENT 30141-00000-000

RESOLUTION 2023/679

Moved: Cr Kathy Duff

Seconded: Cr Jane Erkens

That South Burnett Regional Council agree to waive interest charges on assessment 30141-00000-000 of \$18,350.18 up to the end of May 2023.

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

Against: Cr Scott Henschen

CARRIED 4/1**Attendance:**

At 2:21pm, General Manager Infrastructure Aaron Meehan left the meeting.

At 2:23pm, General Manager Infrastructure Aaron Meehan returned to the meeting.

20.3 RSL KINGAROY MEMERAMBI SUB BRANCH LAND TRANSFER**RESOLUTION 2023/680**

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That South Burnett Regional Council:

1. Decides by resolution that for the purposes of the *Local Government Regulation 2012*, section 236(2), that the exception in the *Regulation* section 236(1)(b) applies to Council in the disposal of the Land and the Assets as identified in the schedule, other than by tender or auction, to the community organisation, RSL QLD Kingaroy Memerambi Sub Branch A.B.N. 637 843 440 87, because it is in the public interest to dispose of the Land and the Assets without a tender or auction to the community organisation, RSL QLD Kingaroy Memerambi Sub Branch; and
2. Resolves, under *Local Government Act 2009*, section 257, to delegate to the chief executive officer of Council, the power under section 262(3) of the *Act*, to negotiate and agree in principle the terms and conditions of a contract for the disposal of the Land and the Assets to the community organisation, RSL QLD Kingaroy Memerambi Sub Branch, for approval by Council.

Schedule**(The Land)**

The **Land** comprising:

- (a) Lot 55 on Registered Plan 37004; and
- (b) Part of Lot 56 on Registered Plan 37004 (approximately 500m²).

This is proposed to combine to form a new allotment with an approximate land area of approximately 1500m², subject to formal survey being completed. An aerial view of the proposed land area is in attachment 1.

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

Against: Nil

CARRIED 5/0**Attendance:**

At 2:23pm, Financial Accountant Michelle Calvert left the meeting.

20.4 PERFORMANCE REVIEW CHIEF EXECUTIVE 2023

RESOLUTION 2023/681

Moved: Cr Scott Henschen

Seconded: Cr Jane Erkens

1. That the South Burnett Regional Council receives the "Performance Review Report"
2. That the South Burnett Regional Council provide a salary increase for the Chief Executive Officer of 4% from the 1st of July 2023.

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

Against: Nil

CARRIED 5/0

21 CLOSURE OF MEETING

The Meeting closed at 2:30pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 July 2023.

.....
CHAIRPERSON

8 NOTICES OF MOTION**8.1 NOTICE OF MOTION - ALLOCATION OF W4Q ROUND 4 FUNDING****File Number: 19/07/2023**

I, Councillor Gavin Jones, give notice that at the next Ordinary Meeting of Council to be held on 19 July 2023, I intend to move the following motion:

MOTION

Request to allocate \$10,000 of W4Q Round 4 funding from Tipperary Flats Rehabilitation of Rest Area to Blackbutt Rail trail to plant an avenue of 66 trees.

RATIONALE

Blackbutt District Community Organisation Inc have successfully developed a community garden and sensory garden within their lease area of the BVRT Rail Trail.

This group has a vision for developing an avenue of trees along the Rail Trail to provide shade and beautification.

This project has been discussed with the BVTR Ambassadors and DTMR. Everyone is supportive as the trees will not impede on the trail and trail users.

LINK TO CORPORATE PLAN:

EC1 Develop and implement initiatives to enhance community parks, gardens and recreational facilities which may include: tree planting strategy, botanical gardens and perennial shrubs and flower planting programme.

ATTACHMENTS**Nil**

8.2 NOTICE OF MOTION - COUNCILLOR DELEGATION**File Number: 19-07-2023**

I, Councillor Gavin Jones, give notice that at the next Ordinary Meeting of Council to be held on 19 July 2023, I intend to move the following motion:

MOTION

1. That where the Mayor or Deputy Mayor are unable to attend an official Council activity or function, that the relevant divisional Councillor be delegated to act on behalf of the Mayor.
2. That where there is a formal deputation of Council, the Mayor, Deputy Mayor or relevant Portfolio or Divisional Council is invited to attend.

RATIONALE

Due to valid personal reasons sometimes Councillors, including the Mayor and Deputy Mayor, are unable to attend an event or function. This motion is to allow another Councillor to act for the Mayor or Deputy Mayor. This will share the experiences and assist with representing Council at all functions and deputations.

I commend this Notice of Motion to Council.

LINK TO CORPORATE PLAN:

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

ATTACHMENTS

Nil

9 BUSINESS OUTSTANDING

9.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File Number: 19-07-2023

Author: Executive Assistant

Authoriser: Chief Executive Officer

PRECIS

Business outstanding table for the Ordinary Council Meeting

SUMMARY

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

OFFICER'S RECOMMENDATION

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

BACKGROUND

N/A

ATTACHMENTS

- 1. Business Outstanding Table**

BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Meeting Date: 19 July 2023

Attachment No: 1

Meeting	Subject	Resolution	Notes																				
Council 27/04/20 22	Material change of use application for expansion of an existing piggery to 57,000SPU and associated infrastructure at 536 & 592 Morgans Road Windera and other properties - Lot 202 SP 251979 Lot 203 SP 251979 Lot 49 MZ 555 - Applicant: Jamz & Co Investments Pty Ltd – MCU21/0017 subject to the following conditions:	<p>OFFICER'S RECOMMENDATION</p> <p>That Council approve the Material change of use application for expansion of existing of an existing piggery to 57,000spu and associated infrastructure - Lot 202 SP 251979 Lot 203 SP 251979 Lot 49 MZ 555 - Applicant: Jamz & Co Investments Pty Ltd – MCU21/0017 subject to the following conditions:</p> <p>GENERAL</p> <p>GEN1. The development must be completed and maintained generally in accordance with the approved plans and documents and any amendments arising through conditions to this development approval:</p>	<p>20 Oct 2022 3:49pm Lisle, Michael</p> <p>Development Application laying on the table in Council. Prestart meeting held early October 2022 for construction of roadwork upgrades to Kratzmanns Road required under pervious approval.</p> <p>20 Jan 2023 2:15pm O'May, Peter</p> <p>Review of road works progress scheuled February 2023</p> <p>03 May 2023 3:33pm King, Denise</p>																				
		<table border="1"> <thead> <tr> <th>Drawing Title</th> <th>Prepared by</th> <th>Reference no.</th> <th>Revision</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Site Plan</td> <td>Agricultural Development Services Australia</td> <td>WPC-003</td> <td>A</td> <td>22/11/21</td> </tr> <tr> <td>Bushfire Management Report</td> <td>Range Environmental Consultants</td> <td>J000738</td> <td>1</td> <td>10/12/21</td> </tr> <tr> <td>Proposed Piggery Expansion – 592 Morgans Road Windera Concept</td> <td>UDP</td> <td>FSA-0002-SK02</td> <td>1</td> <td>15/12/16</td> </tr> </tbody> </table>	Drawing Title	Prepared by	Reference no.	Revision	Date	Site Plan	Agricultural Development Services Australia	WPC-003	A	22/11/21	Bushfire Management Report	Range Environmental Consultants	J000738	1	10/12/21	Proposed Piggery Expansion – 592 Morgans Road Windera Concept	UDP	FSA-0002-SK02	1	15/12/16	
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	<p>Plan 2 Kratzmanns Rd Causeway</p>	
<p>GEN2.</p>	<p>The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.</p> <p>Timing: To be maintained at all times.</p>	
<p>GEN3.</p>	<p>The development must be completed generally in accordance with the approved plans and documents and any amendments arising through conditions to this development approval.</p>	
<p>GEN4.</p>	<p>Maintain the approved development in accordance with the approved drawings and documents and any relevant subsequent approvals required by the conditions herein.</p>	
<p>GEN5.</p>	<p>The approved development is for an expansion of Intensive Animal Industry (Piggery) for an additional 28,500 SPU.</p>	
<p>GEN6.</p>	<p>Maintain outdoor lighting to comply with AS4282 – 1997 “Control of Obstructive Effects of Outdoor Lighting”. Artificial illumination is not to cause a nuisance to occupants of nearby premises and any passing traffic. Direct security and flood lighting away from adjoining residential premises.</p> <p>Timing: At all times.</p>	<p>The following information from Juston Crick:- I followed up about the intersection works required as part of the roadworks for the Wilsons piggery at Morgans Rd, Windera and the delay in the commencement of the upgrade. It turns out that TMR are doing roadworks either side of the intersection and have told the contractor that they will not be allowed to commence until the TMR works have been completed. At the moment this will be August this year.</p>

GEN7.	No materials, equipment or structures are to be stored or placed within the area of the mapped waterways and drainage lines adjoining the development footprint at any time and in accordance with the approved site plan.
GEN8.	Carry out the development in accordance with section 6 and 7 of the Bushfire Management Report with reference J000738 and dated 10/12/2021.
GEN9.	<p>Submit a Wastewater Management Plan (WMP) prepared by a suitably qualified person that addresses the following:</p> <ul style="list-style-type: none"> • Wastewater type • Climatic conditions • Water quality objectives • Best-practice environmental management. <p>The WMP must demonstrate that the wastewater is managed in accordance with a waste management hierarchy that:</p> <ul style="list-style-type: none"> • Avoids wastewater discharge to waterways; or • Minimises wastewater discharge to waterways by re-use, recycling, recovery and treatment for disposal to sewer, surface water and groundwater. <p style="text-align: center;">Timing: Prior to commencement of use.</p>
GEN10.	Provide and maintain adequate signage onsite identifying emergency evacuation routes.
FUTHER PERMITS REQUIRED	

<p>GEN11.</p>	<p>The development herein approved may not start until the following development permits have been issued and complied with as required:</p> <ul style="list-style-type: none"> • Development Permit for Building Works; • Permit for Plumbing and Drainage Work; • Development Permit for Operational Works (Site Works, road widening, kerb and channel and associated drainage, landscaping, access driveways, water supply and sewerage discharge sludge collection and removal, stormwater disposal).
<p>GEN12.</p>	<p>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.</p>
<p>APPROVED USE</p>	
<p>GEN13.</p>	<p>The approved use of the premises is for an Intensive animal industry (piggery expansion 28,500 to 57,000spu).</p>
<p>ADMIN</p>	
<p>ADM1.</p>	<p>All conditions of this approval must be undertaken and completed to the satisfaction of Council, at no cost to Council.</p>
<p>ADM2.</p>	<p>All conditions, works, or requirements of this approval must be undertaken and completed prior to the commencement of use, unless otherwise stated.</p>
<p>ADM3.</p>	<p>Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.</p>

ADM4. All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant Australian Standards and must be approved, supervised and certified by a Registered Professional Engineer of Queensland. Any concurrence agency conditions will apply in addition to these standard conditions.

ENGINEERING WORKS

ENG1. Submit to Council, an Operational Work application for all civil works including earthworks, roadworks and accesses.

ENG2. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.

ENG3. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's standards, relevant design guides, and Australian Standards.

ENG4. Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

ENG5. Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plans and specifications and to Council's requirements, prior to commencement of the use.

MAINTENANCE

ENG6. Maintain all works that will become Council infrastructure for a period of 12 months (maintenance period) from the date of on-maintenance. Any defective works must be rectified within the maintenance period.

ENG7. Provide Council with a maintenance bond in an acceptable form equal to 5% of the value of Council's infrastructure prior to commencement of the maintenance period.

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

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

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

CONSTRUCTION AND NUISANCE MANAGEMENT PLAN

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

- a) air quality management;
- b) noise and vibration management;
- c) storm water quality management;
- d) erosion and sediment management;
- e) vegetation management;
- f) waste management;
- g) complaint management;

	<ul style="list-style-type: none"> h) community awareness; i) preparation of site work plans; j) workers' car parking arrangements; and k) traffic control during works.
	<p>Timing: Prior to commencement of works.</p>
ENG11.	Implement the approved Construction Management Plan at all times during construction of the development.
ENG12.	Ensure a legible copy of the approved Construction Management Plan is available on-site at all times during construction and earthworks.
	<p>STORMWATER MANAGEMENT</p>
ENG13.	<p>Submit to Council for approval, a Stormwater Management Report (including drawings), prepared by an RPEQ, covering:</p> <ul style="list-style-type: none"> 1) Stormwater diversion drains being suitably sized to accommodate runoff from the sheds and associated areas. Diversion drain outlets shall be clear of any Effluent Disposal Area, and shall not drain to a road reserve; 2) If proposed, how overland stormwater, including from upstream catchments, will be managed to avoid contamination with water from the piggery site/operations; 3) That all downstream properties, including road reserves will be protected from stormwater 'nuisance', from increased discharge rates, increased velocity, and concentration. Identify measures to be implemented to achieve 'no nuisance' if required.

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

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

WATER SUPPLY

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

ON-SITE WASTEWATER DISPOSAL

- ENG16. Connect the development to an on-site wastewater disposal system, in accordance with the AS1547 and the Queensland Plumbing and Wastewater Code.
- ENG17. Obtain a Development Permit for Plumbing Works for the on-site sewerage treatment system.

WASTE AND ODOUR MANAGEMENT

- ENG18. Provide solid and liquid waste management in accordance with AgDSA Development Assessment Report Rev A, dated 13/9/21.
- ENG19. In the event that bonafide complaints are received by Council in relation to odour emissions produced from the site, and the use is not being carried out in accordance with the conditions of this approval, including the management strategies set out in the AgDSA Development Assessment Report Rev A, dated 13/9/21 report, Council reserves the right to require the applicant to re-assess waste and odour management procedures already in place. In this instance, the applicant may be required to undertake

a further assessment on waste and odour management through a third party and implement any recommendations by a date agreed by the Council.

TRADE WASTE DISPOSAL (WASH DOWN BAY)

ENG20. The business must ensure that:

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

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

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

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

HAZARDOUS CHEMICAL & FUEL STORAGE

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

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

PARKING AND ACCESS - GENERAL

ENG25. Provide a sufficient number of carparks to meet the demands of the development.

ENG26. Design and construct all driveway and parking areas to provide a dust suppressive gravel.

ENG27. Maintain dust suppression treatment to all internal roadways, and vehicle manoeuvring areas ensuring not to have an adverse impact on adjoining properties.

VEHICLE ACCESS - TURNOUT

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

ROADWORKS AND PEDESTRIAN SAFETY

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

TRANSPORT ROUTE

ENG30. All heavy vehicles traveling to/from the development shall use the following route, and vice versa:

- Kratzmanns Rd from the Murgon-Gayndah Rd to Morgans Rd;

- Morgans Rd from the intersection with Kratzmanns Rd, through to the site access at 592 Morgans Rd, Windera.
- Mcantee Rd between the proposed site accesses shown on AgDSA Drawing No A001.2 Rev A, and A002.1 Rev A. Using any other part of Mcantee Rd in not permitted.

B-DOUBLE ROUTE

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

ROAD UPGRADING

ENG32. The applicant shall undertake the following road upgrades:

- 1) Windera Ck causeway and approaches:
 - a) Widen the pavement on the approaches to the Windera Ck causeway to enable safe passing of the largest expected vehicle between Ch1.56km to Ch1.99km (approximately);
 - b) Installation of a 'Give Way' sign and line marking on the westbound approach of the causeway, ensuring that appropriate sight distance requirements are achieved;
 - c) Remove vegetation to improve sight distance as generally shown in RMA report Traffic Impacts Assessment – 592 Morgans Rd, Windera dated 23/12/2021 Figure 7-2.
- 2) Upgrade the intersection of Morgans Rd and Kratzmanns Rd generally in accordance with RMA report Traffic Impacts Assessment – 592 Morgans Rd, Windera dated 23/12/2021 Figure 7-3. The intersection shall accommodate the turning movements of the largest expected vehicle,

including pavement widening and bitumen sealing. Trees and vegetation on Morgans Rd and Kratzmann's Rd shall be removed to achieve sight distance requirements.

- 3) The vertical curves on Morgans Road at approximately 200m, and 700 - 800m, north of the Kratzmanns Rd intersection shall be widened to a 7m bitumen seal on an 8m pavement formation (including tapers and linemarking), where Stopping Sight Distance is not available.
- 4) Vegetation on the inside of the Kratzmanns Rd intersection shall be cleared to improve sight distance.
- 5) Upgrade Mcantees Road, between the two proposed access points to McAntees Rd for Lot 202 SP251979 and Lot 49 MZ555, to the following standard:
 - a) 7m bitumen seal on an 8m pavement formation;
 - b) Upgrades to the vertical and horizontal alignment to Austroads requirements;
 - c) Widening to accommodate the manoeuvring of the largest expected vehicle where necessary.
 - d) Drainage structures, and improvements to minimise erosion risk.

Timing: Prior to Commencement of Use

ELECTRICITY AND TELECOMMUNICATION

ENG33. Connect the development to electricity and telecommunication services.

EARTHWORKS - GENERAL

ENG34. Earthworks per site involving cut or fill with a nett quantity of material greater than 50m³, requires an Operational Work application.

ENG35. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

EARTHWORKS - RETAINING STRUCTURES AND BATTERS

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

EARTHWORKS

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

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

EROSION AND SEDIMENT CONTROL - GENERAL

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

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

ADVICE

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

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

ADV3. Where dangerous goods are stored on site, compliance with *Queensland Work Health and Safety Act 2011* is required at all times.

ADV4. The Department of Agriculture and Fisheries issued an Environmental Authority (Permit Number: 2021-28) pursuant to the *Environmental Protection Act 1994* that takes effect once the development application is approved (See Attachment A).

- ADV5. This approval includes a concurrence agency response with conditions from the Department of State Development, Infrastructure, Local Government and Planning – Reference: 2109-24865 SRA and dated 14 December 2021.
- ADV6. All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the “cultural heritage duty of care”). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from www.datsip.qld.gov.au.
- ADV7. Attached for your information is a copy of Chapter 6 of the Planning Act 2016 as regards Appeal Rights.
- ADV8. The *Biosecurity Act 2014* includes a general biosecurity obligation on persons to prevent or minimise the impact of biosecurity risks.
- ADV9. Infrastructure charges are now levied by way of an infrastructure charges notice, issued pursuant to section 119 of the *Planning Act 2016*.
- ADV10. Council is offering a reduction in infrastructure charges payable through the development incentive scheme which is available between 1 December 2020 and 31 December 2023. Eligible development under this scheme is required to be completed by 31 December 2023.

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

<p>RESOLUTION 2022/486</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Danita Potter</p> <p>Procedural Motion</p> <p>That the matter lay on the table.</p> <p><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Cr Gavin Jones and Cr Kirstie Schumacher</p> <p style="text-align: right;">CARRIED 4/2</p>		
<p>Council 25/05/20 22</p>	<p>Expression of Interest - Update for Donation of Replaced Mowers to Local Community Groups</p>	<p>RESOLUTION 2022/530</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That Council accept the report for consideration and approve the actions below to advance the proposed donation of identified Plant to local community groups for Expressions of Interest.</p> <ol style="list-style-type: none"> 1. That Plant No. 4491 be withheld from donating to local community groups because of a major failure and components that need replacing, which would result in a costly repair bill. 2. That Plant No. 4495 be removed from list of mowers to be donated as this mower has already been delivered to the Wondai Air Strip. 3. That Plant No's 4487 and 4499 be repaired ready for donation. 4. That all the new mowers should be received before an Expression of Interest is advertised. 5. That Procurement formally advertise an Expression of Interest once all the new mowers have been received (Approximately August 2022). 6. That Council formally acknowledge the Expressions of interest already received and provide information of how the donations of the mowers will proceed.
		<p>20 Jun 2022 10:57am Kruger, Wendy</p> <p>Acknowledgement Letter for EOI of Ride On Mowers to various Community Organisations and providing an update of the process to be followed. Registered in ECM (ECM ID 2916858).</p> <p>15 Jul 2022 10:29am Kruger, Wendy</p> <p>Update: Awaiting arrival of replacements for Plant No.'s 4497 & 421, before EOI's are called.</p>

	<p>7. That once the expressions of interests have been received, the allocation of the mowers be established by the Community Grants Committee.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>17 Aug 2022 10:09am Kruger, Wendy</p> <p>Update: Advised by Fleet Scheduler that replacement mowers are due at the end of August 2022.</p> <p>27 Sep 2022 1:47pm Kruger, Wendy</p> <p>Advised by Strategic Procurement Coordinator that as of 27 September, the replacement mowers have not been received.</p> <p>14 Nov 2022 11:55am Kruger, Wendy</p> <p>Update: Two (2) mowers are completed ready to go and the last one is getting looked over now and getting a</p>
<p>Council 14/07/20 21</p>	<p>Mayor's Budget Address for 2021/2022 Budget</p> <p>RESOLUTION 2021/4</p> <p>Moved: Cr Brett Otto</p> <p>Seconded: Cr Gavin Jones</p> <p>That the Mayor's Budget Address for the 2021/2022 Budget be received.</p>	<p>CARRIED 7/0</p>

The people of the South Burnett, it is with a great sense of responsibility that I address the South Burnett Regional Councils 2021-22 budget. As stated previously, this is your money, this is your budget, this is your Councils continuation of the process of building our economy and providing you with a better lifestyle.

Through our community consultation forums over the past year, you have shared reasonable expectations of better value for money for ratepayers, improved service standards, a commitment from Council to create an environment that encourages investment in our region, promotes economic prosperity and supports all communities across our rural towns and villages, irrespective of size.

The proposed budget to be addressed by council today is a \$103 million plan towards building a stronger South Burnett.

An operating budget of \$72 million will support the delivery of key community services and facilities maintenance programs, while a \$31.2 million capital expenditure program will invest in the renewal and development of key community infrastructure, including:

- \$19.5 million on roads, drains and bridges;
- \$4.2 million on buildings, parks & gardens;
- \$1.7 million on water infrastructure;
- \$1.5 million on sewerage and wastewater infrastructure;
- \$3.6 million on plant;
- \$350,000 on waste assets;
- \$362,000 on information technology systems.

Much of this investment in our region would not be possible without the support of the Queensland and Australian Governments. I wish to acknowledge the Queensland Government for their ongoing support with the very successful works for Queensland program and the Australian Government for their contribution to developing our region through the Building Better Regions Fund, the Local Roads and Community Infrastructure program and the Financial Assistance Grants program.

Projects such as the Kingaroy Transformation Project, the Blackbutt CBD re-development and the upgrade of the Wondai Industrial Estate Road network would not be possible without this government support.

Councillors and staff have worked hard to deliver a budget that provides a responsible approach to managing your assets. This year, council embarked on a process of opening up the budget discussions to the community through budget committee meetings. On behalf of council I would like to pass on our sincere thanks to our CEO and his executive services team for their assistance in making this possible. The budget will continue to be a work-in-progress and I acknowledge that we have much more work to do.

Council will be embarking on a series of budget reviews and revisions during the course of the year, such will include, but not be limited to, reviews of:

- Rating methodologies;
- Asset management plans;
- Coolabunia Saleyards business plan
- Biosecurity services; and
- Fleet management.

In addition to this, council will continue to actively pursue government investment in our region’s water infrastructure needs as we cannot rely solely upon ratepayers to fund our aged and deteriorating water and waste-water network.

By working together we can position our region to achieve its potential. A potential for enhanced liveability and economic prosperity that is underpinned by our enviable country lifestyle, welcoming communities and an abundance of rich and diverse natural resources.

In conclusion, I wish to acknowledge and thank my fellow Councillors, our CEO, Council staff and in particular our General Manager Finance and Corporate Service and her staff for their concerted efforts in bringing the 2021-22 budget to this point.

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

Against: Nil

CARRIED 7/0

<p>Council 26/10/20 22</p>	<p>Quote SBRCQ 22/23-08 - Replaceme nt of two (2) water trucks to replace Plant No. 2009 and 2010.</p>	<p>RESOLUTION 2022/208 Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter That South Burnett Regional Council purchase from Daimler Trucks Sunshine Coast, two (2) Fuso FV74HK with Metal X Engineering Water Truck bodies for \$486,657.36 excluding GST. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>31 Oct 2022 1:22pm Kruger, Wendy For Acting Coordinator Plant & Fleet to action and finalise.</p>
<p>CARRIED 6/0</p>			
<p>Council 23/11/20 22</p>	<p>Goodger School - Land Reserve</p>	<p>RESOLUTION 2022/261 Moved: Cr Danita Potter Seconded: Cr Gavin Jones That South Burnett Regional Council: 1. Advise the Department of Resources that, to its knowledge, the named Trustees of the Reserve for Public Hall, being Lot 186 on FY850, are all deceased. 2. Public consultation be undertaken to advise the community of the current situation and future options. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>20 Jan 2023 11:49am Bayntun, Rebecca Public Consultation plan and information sheet being prepared.</p>
<p>CARRIED 7/0</p>			

<p>Council 23/11/20 22</p>	<p>Question on Notice - Survey</p>	<p>Question on Notice Received from Cr Kirstie Schumacher: Can a copy of the LGAQ Cost Shifting Survey be forwarded to all the Councillors when the feedback is finalised?</p>	<p>20 Jan 2023 8:55am Pitt PSM, Mark</p> <p>contact made with LGAQ and SLT to obtain any further information to continue to develop the submission - report yet to be released and will be forwarded to councillors upon completion</p> <p>21 Mar 2023 2:49pm Pitt PSM, Mark</p> <p>Some of the items discussed from include impacts from ERAs; Waste Levy; changes to 1080 baiting; health services support; surveillance cameras/crime prevention initiatives for eg. Final report yet to be received.</p> <p>23 Jun 2023 5:15pm Pitt PSM, Mark</p> <p>LGAQ cost-shifting survey to be released next month</p>
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<p>Council 14/12/20 22</p>	<p>Notice of Motion - Gore Street Footpath</p>	<p>RESOLUTION 2022/285</p>
		<p>Moved: Cr Kathy Duff</p>
		<p>Seconded: Cr Danita Potter</p>
		<p>That Cr Henschen’s motion in relation to the allocation of the LRCI 2023/2024 funding be lifted off the table and dealt with.</p>
		<p><u>In Favour:</u> Crs Brett Otto, Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen</p>
		<p><u>Against:</u> Crs Gavin Jones and Kirstie Schumacher</p>
		<p>CARRIED 5/2</p>
		<p>MOTION</p>
		<p>MOTION</p>
		<p>Moved: Cr Scott Henschen</p>
		<p>Seconded: Cr Jane Erkens</p>
		<p>That the following projects are scoped and costed with a view to Council applying the \$1,644,465 of LRCI phase 3 extension funding in the 2023/2024 year to these capital projects and a report be brought to a future Infrastructure, Environment and Compliance Standing Committee Meeting, including capital and whole of life costings for consideration:</p>
		<ul style="list-style-type: none"> • Wondai Industrial Estate stage 2; • Haly Street Wondai drainage and road sealing; • Alford Street east Kingaroy - stage 1 rehabilitation; • Gore Street Murgon SHS kerb and channelling / parking.

AMENDMENT

Moved: Cr Brett Otto

Seconded: Cr Kathy Duff

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

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

The amendment became the resolution.

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

Against: Cr Gavin Jones

CARRIED 6/1

<p>Council 14/12/20 22</p>	<p>Quote SBRCQ- 22/23-27 - Purchase of one (1) Grader to replace Plant No. 1506.</p>	<p>RESOLUTION 2022/299</p> <p>Moved: Cr Gavin Jones</p> <p>Seconded: Cr Scott Henschen</p> <p>That Council purchase one (1) Komatsu GD655-7 for \$467,400.00 excluding GST from Komatsu Australia.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Cr Jane Erkens</p> <p style="text-align: right;">CARRIED 6/1</p>
<p>Council 14/12/20 22</p>	<p>McCauley Weir Road Access</p>	<p>THE ITEM WAS NOT FOUND (BOOKMARK: PDF2_REPORTNAME_14774)</p> <p>CHECK THE INTEGRITY OF THE ITEM IN THE MINUTES DOCUMENT</p> <p>DOCUMENT: SBRC- EMCACHE\EMSECURE\$\INFOCOUNCIL\INFOCOUNCILPROD\DOCUMENTSTORE\CO\OPEN\MINUTES\CO_2022121 4_MIN_2425.DOCX</p> <p>RESOLUTION NOT FOUND</p>
<p>Council 14/12/20 22</p>	<p>EBA Negotiation s</p>	<p>RESOLUTION 2022/333</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Gavin Jones</p> <p>That South Burnett Regional Council endorse the following proposal to be put to a staff vote for the draft Enterprise Bargaining Agreement:</p> <p>2-year Agreement, with limited changes to the current provisions to the exclusion of:</p>

	<ul style="list-style-type: none"> • A once off increase over the life of the Agreement of 4% to the on-call allowance for staff on call rosters to ensure the ongoing provision of Council’s core services (i.e. Water and Wastewater, Compliance, Works); • A once off increase of \$15 to the Officers Uniform allowance and an increase of \$15 to PPE (work boots) in both Agreements if it is a requirement of the role; • Equal Employment Opportunity; • Participation from Unions and delegates in Corporate Induction; and • 4% wage increase each year of the agreement. <p><u>In Favour:</u> Crs Gavin Jones, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Crs Brett Otto and Kathy Duff</p> <p style="text-align: right;">CARRIED 4/2</p>	
<p>Council 25/01/2023</p> <p>Gift of land to the South Burnett Child Care Centre at Kingaroy</p>	<p>RESOLUTION 2023/365</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Gavin Jones</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. Develop a framework to consider requests from community groups that ask Council to transfer land at nil consideration, to ensure consistent decision-making. 2. Conduct a development application for subdivision of Lot 86 on RP7951 in line with the current South Burnett Child Care and Kindergarten lease area. 3. Continue engagement with South Burnett Child Care and Kindergarten as to appropriate long term tenure arrangements. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>11 Jul 2023 3:21pm</p> <p>King, Denise</p> <p>2. Development application currently being prepared</p>

<p>Council 22/02/20 23</p>	<p>Rural Residential Blocks</p>	<p>RESOLUTION 2023/401</p>	<p>23 Jun 2023 9:30am O'May, Peter</p>
		<p>Moved: Cr Kathy Duff</p>	<p>Item to be included for consideration as part of the review of Council's Local Laws during 2023/24 financial year. , OPL/38 Review Council's Local Laws to ensure relevance to the region and understanding by Council and the community</p>
		<p>Seconded: Cr Danita Potter</p>	
		<p>That South Burnett Regional Council review the Overgrown Property Policy – Statutory062 to consider the designated town area maps and the adjoining rural residential allotments one (1) hectare or less that may not have been captured in the policy as part of the annual review process.</p>	
		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p>	
		<p><u>Against:</u> Nil</p>	
			<p>CARRIED 7/0</p>
<p>Council 22/02/20 23</p>	<p>CTC Land Transfer</p>	<p>RESOLUTION 2023/419</p>	<p>18 May 2023 5:51pm O'May, Peter</p>
		<p>Moved: Cr Danita Potter</p>	<p>Meeting scheduled between CEO, GM Liveability & Mgr Facilities to progress</p>
		<p>Seconded: Cr Kirstie Schumacher</p>	
		<p>That in accordance with the <i>Local Government Act 2009</i> (the Act), Section 257, Council delegate to the Chief Executive Officer of Council, the power under section 262(3) of the Act, to negotiate and agree in principle the terms and conditions of a contract for the disposal of the Kingaroy Enterprise Centre land and building assets to the community organisation, South Burnett CTC in accordance with Section 236 of the <i>Local Government Regulation 2012</i>, for future consideration and/or approval by Council.</p>	
		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p>	
		<p><u>Against:</u> Nil</p>	
			<p>CARRIED 7/0</p>

<p>Council 22/02/20 23</p>	<p>Pre Lodgement Meeting</p>	<p>MOTION</p>	<p>23 Jun 2023 10:56am O'May, Peter</p>
		<p>Moved: Cr Kathy Duff</p>	<p>Item to be considered in conjunction with the review of development assessment operations during 2023/24 financial year. , OPL/41</p>
		<p>Seconded: Cr Danita Potter</p>	<p>Effectively</p>
		<p>That the Mayor and all Councillors be invited to attend pre-lodgement meetings as an observer for information purposes only and conduct themselves in accordance with section 3.1 of the Council Councillor Contact with Developers and Submitters Policy – Statutory071.</p>	<p>manage Development</p>
		<p><u>In Favour:</u> Crs Danita Potter and Kathy Duff</p>	<p>Applications and</p>
		<p><u>Against:</u> Crs Brett Otto, Jane Erkens, Gavin Jones, Kirstie Schumacher and Scott Henschen</p>	<p>LOST 2/5</p>
		<p>Cr Kirstie Schumacher foreshadowed the following motion:</p>	<p>permits including</p>
		<p>That the Mayor and all Councillors receive an email providing a summary on what pre-lodgement meetings have taken place during the week and a reasonable update on such.</p>	<p>planning, building and</p>
		<p>17.3.1 PRE LODGEMENT MEETING</p>	<p>plumbing approvals</p>
		<p>MOTION</p>	<p>within legislative</p>
		<p>Moved: Cr Kirstie Schumacher</p>	<p>timeframes including</p>
		<p>Seconded: Cr Jane Erkens</p>	<p>development of</p>
		<p>That the Mayor and all Councillors receive an email providing a summary on what pre-lodgement meetings have taken place during the week and a reasonable update on such.</p>	<p>benchmarking, KPIs and</p>
			<p>commitment to</p>
			<p>improvement</p>

		<p>RESOLUTION 2023/385</p> <p>Moved: Cr Brett Otto</p> <p>Seconded: Cr Kathy Duff</p> <p>That item 17.3 lay on the table.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	
Council 20/02/20 23	Notice of Motion -1 Pound Street Kingaroy	<p>MOTION</p> <p>Moved: Cr Brett Otto</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. Subdivides 6000 (150m x 40m) square metres of the northern end of the Pound Street allotment and gifts such to the Kingaroy-Memerambi RSL Sub-Branch for the purpose of developing up to fourteen accommodation units for veterans and their widows; 2. Markets the remaining land area that is suitable for an over 60's residential development to potential investors and developers for the construction of a retirement village with independently owned unit dwellings; and 3. That the flood prone and electricity easement area at the northern end be retained as a community asset for the community park fronting Kingaroy Street land and development of a community garden and consideration of a public car park accessible via Pound Street. <p><u>In Favour:</u> Crs Brett Otto and Kathy Duff</p> <p><u>Against:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p style="text-align: right;">LOST 2/5</p>	<p>24 Mar 2023 12:19pm Petersen, Leanne</p> <p>Council recruiting Land Investigation Officer to have appropriate resources to progress this action.</p> <p>23 Jun 2023 10:43am O'May, Peter</p>

<p>Cr Kirstie Schumacher foreshadowed the following motion:</p> <p>That Council offer to gift the Kingaroy Memerambi RSL Sub-Branch the vacant residential lot at 24 Haly Street Kingaroy which is Lot 56 RP37004 and Lot 55 RP37004 for the purpose of construction veteran housing.</p> <p>RESOLUTION 2023/430</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Jane Erkens</p> <p>That Council offer to gift the Kingaroy Memerambi RSL Sub-Branch the vacant residential lot at 24 Haly Street Kingaroy which is Lot 56 RP37004 and Lot 55 RP37004 for the purpose of construction veteran housing.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Crs Brett Otto and Kathy Duff</p> <p style="text-align: right;">CARRIED 5/2</p>	<p>RSL have purchased an alternate site to progress their accommodation development. Subsequent meeting held with RSL representatives to investigate alternate use for Haly Street site</p> <p>23 Jun 2023 11:42am O'May, Peter</p> <p>Further report to June Council Meeting</p>
<p>Council Motion 20/02/20 23</p> <p>MOTION</p> <p>Moved: Cr Brett Otto</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council delegates authority to the CEO to enter in to negotiations with the Kingaroy RSL Sub-Branch for the perspective sale of 6000m2 of sub-divided land at the southern end of the Pound Street allotment.</p> <p><u>In Favour:</u> Crs Brett Otto and Kathy Duff</p> <p><u>Against:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p style="text-align: right;">LOST 2/5</p>	

<p>Council 20/02/20 23</p>	<p>Developme nt of Conditional Tender - 1 Pound Street Kingaroy</p>	<p>RESOLUTION 2023/434 Moved: Cr Kirstie Schumacher Seconded: Cr Jane Erkens That South Burnett Regional Council develop a conditional tender to divest of 1 Pound Street, Kingaroy Lot 13 on RP814986 and offer the land for sale for a proposed mixed-use development of commercial and/or residential use by way of tender in the first instance, and if not sold, list for sale on the open market. <u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Crs Brett Otto and Gavin Jones</p>	<p>24 Mar 2023 12:16pm Petersen, Leanne Recruiting for a Land Investigation Officer to have appropriate resources within Council to progress this action. 23 Jun 2023 10:35am O'May, Peter Currently considering disposal of surplus land processes prior to release of tender. e.g., disposal to other government organisations</p>
<p>Council 29/03/20 23</p>	<p>Kingaroy CBD People with Disabilities (PWD) Parking Review</p>	<p>RESOLUTION 2023/459 Moved: Cr Danita Potter Seconded: Cr Scott Henschen 1. Note the report; and 2. Undertake a media release in relation to its inclusivity and access within the Kingaroy CBD and ask the community for support in ensuring PWD spaces are only used by those with permits. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p>	<p>26 Apr 2023 2:08pm Champney, Kristy To be completed when resources become available</p>

CARRIED 5/2

		<u>Against:</u> Nil	CARRIED 7/0
Council 29/03/20 23	Kingaroy Youth Engagemen t Centre	13.2 KINGAROY YOUTH ENGAGEMENT CENTRE RESOLUTION 2023/478 Moved: Cr Danita Potter Seconded: Cr Jane Erkens That: 1. South Burnett Regional Council engages with our Youth Council and interested community members to form a working group with the view to establish a 'Youth Engagement Centre' , noting that the Youth Council may wish to recommend naming the proposed centre in keeping with its objectives; and 2. South Burnett Regional Council seeks expressions of interest from community organisations and suitably credentialled and authorised adult volunteers to support the centres operations and supervisory requirements and that report be brought back to a future Liveability, Governance and Finance Standing Committee Meeting. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil	23 Jun 2023 10:48am O'May, Peter Youth Council action item
			CARRIED 7/0

<p>Council 29/03/20 23</p>	<p>Compliance Enforcement on Burning in Residential Areas</p>	<p>RESOLUTION 2023/479 Moved: Cr Kathy Duff Seconded: Cr Danita Potter That South Burnett Regional Council run an education program explaining Local Law 3 and Subordinate Law 3 to the community targeting lighting and maintaining fires in rural residential and residential areas and explaining ramification of non-compliance. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>23 Jun 2023 9:20am O'May, Peter Awaiting recruitment/commencement of Co-ordinator Regulatory Services who will be tasked with delivering program. Expected to commence in early July</p>
<p>CARRIED 7/0</p>			
<p>Council 26/04/20 23</p>	<p>WBBROC Reactivation</p>	<p>RESOLUTION 2023/504 Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter That South Burnett Regional Council delegates to the Chief Executive Officer authority to engage with WBBROC as to proactive engagement and dialogue in reframing and reactivation the WBBROC as a matter of strategic priority. <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>18 May 2023 9:45am Pitt PSM, Mark Direct contract made with CEO's of the current WBBROC membership and a Teams meeting being organised for early June. 14 Jul 2023 10:15am Pitt PSM, Mark CEO meeting held 7 June and will organise catch up on quarterly basis</p>
<p>CARRIED 7/0</p>			

		<p>14 Jul 2023 10:15am Pitt PSM, Mark</p> <p>Request made to Chair of WBBROC to hold AGM in August and offer made of administrative assistance.</p>
<p>Council 26/04/2023</p>	<p>Performance Review Chief Executive Officer - 2023</p>	<p>RESOLUTION 2023/505</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. Authorise the Mayor and Deputy Mayor to progress the review with Windsor Group as per the original proposal attached to this report. 2. That Council engage an independent facilitator with the full Council and CEO to establish KPI's for 23/24 financial year to be adopted at the June Ordinary Meeting. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
<p>Council 26/04/2023</p>	<p>KTP Pedestrian Visibility and PWD Shop Access</p>	<p>RESOLUTION 2023/510</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Danita Potter</p>

		<p>That South Burnett Regional Council writes to South Burnett Business groups articulating the strategic priority in our Corporate Plan relating to making our towns communities of choice for people living with disability and encouraging them to engage with their members and CBD businesses as to opportunities for improving PWD access.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
Council 26/04/20 23	Media Release - Baconfest	<p>RESOLVED 2023/519</p> <p>That a media release be prepared and forwarded advising the Community of the closures in regards to the BaconFest set up, pack up and duration of the event.</p>
Council 24/05/20 23	Quote SBRCQ 2022/23-76 - Replaceme nt Wheel Loader to replace Plant No. 1505	<p>MOTION</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Gavin Jones</p> <p>That South Burnett Regional Council purchase from Komatsu, one (1) Komatsu WA320-8 for \$396,896.00 excluding GST.</p> <p>AMENDMENT</p> <p>Moved: Cr Brett Otto</p> <p>Seconded: Cr Scott Henschen</p> <p>That council proceeds to purchase a new wheel loader to replace the John Deere 624K-II (Plant No. 1505) through the purchase of one (1) John Deere 624K- II for \$415,000 excl GST from RDO Equipment for the following reasons:</p>

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

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

Against: Nil

CARRIED 7/0

THE AMENDMENT BECAME THE RESOLUTION

RESOLUTION 2023/549

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

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

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

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

Against: Nil

CARRIED 7/0

<p>Council 24/05/20 23</p>	<p>Request for Constructio n of 1.7km of Nystrom Road Boobie</p>	<p>RESOLUTION 2023/553</p>
		<p>Moved: Cr Gavin Jones</p>
		<p>Seconded: Cr Kirstie Schumacher</p>
		<p>That South Burnett Regional Council:</p>
		<ul style="list-style-type: none"> • advise the applicant that they can construct the road to Council standard after which it is maintained by Council or the applicant construct the road to a lesser standard as an access with a permit for works, which is not maintained by Council; and • undertake the drainage work on the first floodway to be included in the 23/24 budget if the applicant constructs the road to Council standard.
		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p>
		<p><u>Against:</u> Nil</p>
<p>CARRIED 7/0</p>		
<p>Council 24/05/20 23</p>	<p>Quote SBRCQ 2022/23-77 - one (1) new additional Hooklift Truck</p>	<p>RESOLUTION 2023/554</p>
		<p>Moved: Cr Gavin Jones</p>
		<p>Seconded: Cr Scott Henschen</p>
		<p>That South Burnett Regional Council purchase from Daimler Trucks, one (1) Fuso Shogun for \$345,399.01 excluding GST.</p>
		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p>
		<p><u>Against:</u> Nil</p>
<p>CARRIED 7/0</p>		

<p>Council 24/05/20 23</p>	<p>Register of Fees and Charges Schedule for 2023/2024</p>	<p>RESOLUTION 2023/557</p>	<p>10 Jul 2023 8:10am Anderson, Kerri</p>
		<p>Moved: Cr Danita Potter</p>	<p>Fees and charges have been updated to reflect adopted amounts. Saleyard fees have come back to Council. Animal registrations and impounding will be brought back to Council later in the year.</p>
		<p>Seconded: Cr Gavin Jones</p>	
		<p>1. That pursuant to <i>Section 97(2)</i> of the <i>Local Government Act 2009</i> the Register of Fees and Charges for the 2023/2024 year be adopted effective from 1 July 2023.</p> <p>2. That the fees relating to saleyards and dips, dog registrations, animal impounding and airports be brought back to Council for amendment once they have been relooked at.</p>	
		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p>	
		<p><u>Against:</u> Nil</p>	
			<p>CARRIED 7/0</p>
<p>Council 24/05/20 23</p>	<p>April 2023 Infrastructu re Standing Committee Notices of Motion</p>	<p>RESOLUTION 2023/559</p>	
		<p>Moved: Cr Gavin Jones</p>	
		<p>Seconded: Cr Scott Henschen</p>	
		<p>That South Burnett Regional Council note the indicative cost of each item in this report and consider this in its budget deliberations for 2023/24.</p>	
		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p>	
		<p><u>Against:</u> Nil</p>	
			<p>CARRIED 7/0</p>

<p>Council 24/05/20 23</p>	<p>Additional Shade for Coronation Park Wondai</p>	<p>RESOLUTION 2023/561</p>	<p>Moved: Cr Kathy Duff Seconded: Cr Scott Henschen</p>	<p>That South Burnett Regional Council work with the Wondai Lions Club to raise funds for a shade shelter over the BBQ and additional shade structures in Coronation Park, Wondai.</p>	<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p>	<p><u>Against:</u> Nil</p>	<p>07 Jun 2023 11:37am Kemp, Fiona</p>	<p>Next round of the Community Gambling Fund will open mid-July. Contact will be made with the Wondai Lions Club for their assistances.</p>
<p>CARRIED 7/0</p>							<p>07 Jun 2023 11:54am Kemp, Fiona</p>	<p>Contact being made with Wondai Lions Club to ask if they would like to assist Council in sourcing funding. Parks Tech officer starting to source quotes for shelters.</p>
<p>Council 24/05/20 23</p>	<p>Advocacy Digital Plan</p>	<p>RESOLUTION 2023/574</p>	<p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter</p>	<p>That South Burnett Regional Council meets with NBN and the relevant telcos and uses the information provided to develop a digital plan for the South Burnett that can be used as a advocacy document for the Mayor and Councillors to take to the ALGA Assembly and the Ministerial meetings scheduled in Canberra later this year.</p>	<ul style="list-style-type: none"> The purpose of this plan will be to identify and agree on the existing black spots and seek to leverage the next rounds of Federal funding for regional connectivity and upgrades with consideration to future opportunities to apply for disaster funding to acquire hybrid power cubes for use during disasters. 	<p>14 Jul 2023 10:31am Pitt PSM, Mark</p>	<p>Workshop scheduled for 17 July to commence discussions on advocacy plans</p>	

		<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p>															
			CARRIED 7/0														
Council 24/05/20 23	Regional Economic Futures Fund	<p>RESOLUTION 2023/575</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council endorses the attached South Burnett Just Transition briefing paper requesting \$17.05M (in the first instance) from the Regional Economic Futures Fund to enable Council to project manage and progress the following proposed scope of works with KBR.</p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Cost estimate</th> </tr> </thead> <tbody> <tr> <td>Demand and viability assessment of the Boondooma to Tarong Pipeline and future consideration of urban and agricultural opportunities surrounding Nanango.</td> <td>\$1.6 million</td> </tr> <tr> <td>West Barambah Project Detailed Business Cas</td> <td>\$6 million</td> </tr> <tr> <td>Gordonbrook Dam Detailed Business Case</td> <td>\$2.5 million</td> </tr> <tr> <td>Blackbutt irrigation Detailed Business Case</td> <td>\$2.5 million</td> </tr> <tr> <td>Gordonbrook Dam targeted environmental assessments</td> <td>\$0.5 million</td> </tr> <tr> <td>Blackbutt irrigation targeted environmental assessments</td> <td>\$0.5 million</td> </tr> </tbody> </table>	Activity	Cost estimate	Demand and viability assessment of the Boondooma to Tarong Pipeline and future consideration of urban and agricultural opportunities surrounding Nanango.	\$1.6 million	West Barambah Project Detailed Business Cas	\$6 million	Gordonbrook Dam Detailed Business Case	\$2.5 million	Blackbutt irrigation Detailed Business Case	\$2.5 million	Gordonbrook Dam targeted environmental assessments	\$0.5 million	Blackbutt irrigation targeted environmental assessments	\$0.5 million	<p>14 Jul 2023 11:21am Pitt PSM, Mark</p> <p>Meetingheld Thursday 25 May with Deputy Premier Steven Miles and Executive Director, Strategic Water Initiatives, Water Resource Management Department of Regional Development, Manufacturing and Water</p>
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Gordonbrook EIS terms of reference	\$0.25 million
Procurement, project management, oversight, contract management and governance.	\$1.0 million
Contingency (10%)	\$2.2 million
Total	\$17.05 million
FURTHER PROJECTS: <i>Awaiting funding announcement</i>	
The Barlil Weir project has been submitted by SunWater to the National Water Infrastructure Development Fund – if the project is not funded, the following funds will also be sort to continue the Barlil Weir project:	
Barlil Weir Detailed Business Case	\$6 million
Barlil Weir targeted environmental assessments	\$0.5 million
Barlil Weir EIS terms of reference	\$0.25 million
TOTAL	\$6.75 million
<ul style="list-style-type: none"> • That arrangements be made to meet in person and present a copy of this briefing paper to the Premier of Queensland, Annastacia Palaszczuk MP, Deputy Premier Hon Dr Steven Miles MP, Minister for State Development, Infrastructure, Local Government and Planning and Mick de Brenni MP, Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement. • That a briefing be arranged with the LGAQ, Department of State Development and Mayor Baker to discuss the proposal put forward. 	
<u>In Favour:</u>	Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen
<u>Against:</u>	Nil

CARRIED 7/0		
Council 24/05/20 23	CEO KPI Developme nt Workshop	<p>RESOLUTION 2023/585</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Gavin Jones</p> <p>That South Burnett Regional Council appoint Peak Services, a local government industry body to facilitate the CEO KPI development workshop.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
Council 24/05/20 23	Question on Notice - Drop in Local Purchasing	<p>Question on notice from Cr Duff:</p> <p>Local Purchasing has gone down from 54.4% March to 45.08% in April. This is a big 10% drop in local purchasing. Why has that happened?</p>
Council 24/05/20 23	Question on Notice - Parks Operational Budget	<p>Question on Notice received from Cr Kirstie Schumacher:</p> <p>Can Councillors understand more of the Parks Operational Budget for Gardens and buying new plants, the replanting of garden beds, how they are identified and do we grow our own plants?</p>

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

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

<p>Council 24/05/20 23</p>	<p>Question on Notice - Planter Boxes</p>	<p>Question on Notice received from Cr Kirstie Schumacher: Are there any other towns that require a similar freshen up across the region?</p>	<p>23 Jun 2023 9:41am O'May, Peter To be included as part of discussions during Parks Business Improvement Review workshop in 2023/24.</p>
<p>Council 24/05/20 23</p>	<p>Boondoom a Community Centre - Condition Assessment</p>	<p>RESOLUTION 2023/566 Moved: Cr Kathy Duff Seconded: Cr Danita Potter That South Burnett Regional Council undertakes community consultation on the options for repurposing Boondooma Community Centre <u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>CARRIED 7/0</p>
<p>Council 24/05/20 23</p>	<p>Notice of Motion - Dump Point for Wondai Showground s</p>	<p>RESOLUTION 2023/563 Moved: Cr Kathy Duff Seconded: Cr Danita Potter That South Burnett Regional Council: • supports an application by the Wondai Showground Management Committee to install a Dump Point for the Showgrounds subject to Council's Water and Wastewater approvals; and</p>	

		<ul style="list-style-type: none"> that the Wondai Showground Management Committee be responsible for the installation and ongoing operational and maintenance costs associated with the dump point. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
Council 21/06/20 23	Minutes of the Budget Committee Meeting held on 17 May 2023	<p>RESOLUTION 2023/590</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Scott Henschen</p> <p>That the Minutes of the Budget Committee Meeting held on 17 May 2023 be received and the recommendations therein be adopted.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
Council 21/06/20 23	Mayor's Budget Address for 2023/2024 Budget	<p>RESOLUTION 2023/591</p> <p>Moved: Cr Brett Otto</p> <p>Seconded: Cr Danita Potter</p> <p>That the Mayor's Budget Address for the 2023/2024 Budget be received.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p>

		<u>Against:</u> Nil	CARRIED 7/0
Council 28/06/20 23	Petition requesting drainage along the Ros Gregor Parkrun track	<p>RESOLUTION 2023/633</p> <p>Moved: Cr Jane Erkens</p> <p>Seconded: Cr Scott Henschen</p> <p>That the Petition be received and referred to the Chief Executive Officer for consideration and a report back to a meeting of Council.</p> <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>14 Jul 2023 11:33am Pitt PSM, Mark</p> <p>Petition sent to relevant Department to prepare report for future standing Committee</p> <p>CARRIED 5/0</p>

<p>Council 28/06/20 23</p>	<p>Petition requesting improvements to Brisbane Street East, Nanango drainage and footpath between Drayton Street and Hospital Terrace.</p>	<p>RESOLUTION 2023/634 Moved: Cr Jane Erkens Seconded: Cr Kathy Duff That the Petition be received and referred to the Chief Executive Officer for consideration and report back to a meeting of Council. <u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>14 Jul 2023 11:33am Pitt PSM, Mark Petition sent to relevant Department to prepare report for future standing Committee</p>
<p>Council 28/06/20 23</p>	<p>Minutes of the Special Council Meeting held on 7 June 2023</p>	<p>RESOLUTION 2023/635 Moved: Cr Kathy Duff Seconded: Cr Jane Erkens That the Minutes of the Special Council Meeting held on 7 June 2023 be received. <u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>CARRIED 5/0 CARRIED 5/0</p>

<p>Council 28/06/20 23</p>	<p>Minutes of the Corporate Risk & Audit Advisory Committee Meeting held on 23 May 2023</p>	<p>RESOLUTION 2023/636</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Scott Henschen</p> <p>That the Minutes of the Corporate Risk & Audit Advisory Committee Meeting held on 23 May 2023 be received and the recommendations therein be adopted.</p> <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p>
<p>CARRIED 5/0</p>		
<p>Council 28/06/20 23</p>	<p>Meeting Dates for the Ordinary Meetings of Council's Standing Committee s and General Meetings</p>	<p>RESOLUTION 2023/639</p> <p>Moved: Cr Scott Henschen</p> <p>Seconded: Cr Kathy Duff</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. fix the day, time and location for the Infrastructure, Environment and Compliance Standing Committee Meetings of South Burnett Regional Council as the first Wednesday of the month commencing at 9.00am in the Warren Truss Chamber, Glendon Street Kingaroy. 2. fix the day and time for the Liveability, Governance and Finance Standing Committee Meetings of South Burnett Regional Council as the second Wednesday of the month, commencing at 9.00am in the Warren Truss Chamber, Glendon Street Kingaroy, except for the December 2023 meeting. 3. fix the day and time for the General Council Meetings of South Burnett Regional Council as the fourth Wednesday of the month, commencing at 9.00am in the Warren Truss Chamber, Glendon Street Kingaroy,

except for the July meeting which will be the third Wednesday due to the LGAQ Bush Conference, and the December meeting.

4. adopt the dates for Council Meetings July - December 2023 as follows:

Committee	Date
Infrastructure, Environment and Compliance Standing Committee	Wednesday 5 July 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 12 July 2023
General Meeting	Wednesday 19 July 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 2 August 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 9 August 2023
General Meeting	Wednesday 23 August 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 6 September 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 13 September 2023

General Meeting	Wednesday 27 September 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 4 October 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 11 October 2023
General Meeting	Wednesday 25 October 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 1 November 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 8 November 2023
General Meeting	Wednesday 22 November 2023
Infrastructure, Environment and Compliance Standing Committee Meeting	Wednesday 29 November 2023
Liveability, Governance and Finance Standing Committee Meeting	Wednesday 6 December 2023
General Meeting	Wednesday 13 December 2023
<p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>	

<p>Council 28/06/20 23</p>	<p>Growing Regions Program - Round 1 Grant Opportunit y</p>	<p>RESOLUTION 2023/649</p>
		<p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter That Council</p>
		<ol style="list-style-type: none"> 1. Note the information in this report and approve the submission of an Expression of Interest (EOI) for the Growing Regions Program – Round 1 grant opportunity, for Stage 1 of the WJ Lang Memorial Olympic Pool Complex redevelopment works project. 2. If Council’s EOI application is successful, approve the submission of a full application and the allocation of the required Council Contribution of \$6,000,000 in Council’s capital works program and capital budget to enable the execution of the project.
		<p><u>In Favour:</u> Crs Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Cr Jane Erkens</p>
		<p>CARRIED 4/1</p>
<p>Council 28/06/20 23</p>	<p>Wondai Industrial Estate Consultatio n Session</p>	<p>RESOLUTION 2023/653</p>
		<p>Moved: Cr Kathy Duff Seconded: Cr Scott Henschen</p>
		<p>That South Burnett Regional Council notes the report and that Council officers review the upgrade design plans for the Wondai Industrial Estate Road Network and provide a design and costing for Kemp Street to be made two-way</p>

	<p>heavy vehicle access and Burrows Street to be left as a one-way street, with a report to be brought back to the November Standing Committee.</p> <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Cr Kirstie Schumacher</p> <p style="text-align: right;">CARRIED 4/1</p>
<p>Council 28/06/20 23</p> <p>Constructio n of Unmade Road Mondure</p>	<p>RESOLUTION 2023/654</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council:</p> <ul style="list-style-type: none"> • Accept the maintenance of the newly formed 240 metre road located off Mondure Wheatlands Road near Mondure; • Recognise the road as class 5B Lower Order Access Road; and • Name the road Mountain View Lane. <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>

Council 28/06/20 23	Minmore Road Proposed Road Widening and Sealing Works	<p>RESOLUTION 2023/656</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council delegates to the CEO to facilitate a co-contribution towards sealing works on Minmore Road in conjunction with roadworks to be undertaken by the quarry.</p> <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>
Council 28/06/20 23	Kingaroy VIC Mural Proposal	<p>RESOLUTION 2023/657</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council engage Robyn Dower to install the preferred artist impression on the rear wall of the Kingaroy Visitor Information Centre.</p> <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>
Council 28/06/20 23	Draft Community Plan Layout for Discussion	<p>RESOLUTION 2023/658</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p>

<p>That the draft indicative layout for the individual community plan communities be received for information and Council note the adopted 2023/24 Operational Plan action “OPE14 – Consult with South Burnett Communities for their specific town and village community plan / key priority lists.”</p> <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>	
<p>Council 28/06/20 23</p>	<p>Blackbutt & District Tourism & Heritage Association Inc - Deed of Licence to Occupy - Roy Emerson Museum & Nukku Nook and Blackbutt Hall</p> <p>RESOLUTION 2023/659</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Kirstie Schumacher</p> <ol style="list-style-type: none"> 1. That South Burnett Regional Council resolves that the exception in <i>Local Government Regulation 2012 section 236 (1)(b)(ii)</i> 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: <ol style="list-style-type: none"> (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 <i>Local Government Regulation 2012 section 236 (1)(b)(ii)</i> 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.

		<p>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.</p> <p>(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.</p> <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>
Council 28/06/20 23	Blackbutt Transfer Station - Commercial Waste	<p>RESOLUTION 2023/661</p> <p>Moved: Cr Scott Henschen</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council scope and costs the provision of a commercial waste service at the Blackbutt Transfer Station and bring a report to the August Standing Committee Meeting, and if required, Council consider a first quarter budget provision to fund this service.</p> <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>
Council 28/06/20 23	CCTV Installation in Parks to improve community safety	<p>RESOLUTION 2023/662</p> <p>Moved: Cr Jane Erkens</p> <p>Seconded: Cr Kirstie Schumacher</p> <p>That South Burnett Regional Council install CCTV cameras to Pioneer Park Nanango, Les Muller Park Blackbutt and QEII Park Murgon and upgrade of the server and licences to support the CCTV operations.</p>

		<p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>
<p>Council 28/06/2023</p>	<p>Cloyna Hall - Investigation of Floor Movement Issue.</p>	<p>RESOLUTION 2023/663</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Jane Erkens</p> <ul style="list-style-type: none"> • That provision is made in the Building Asset 10-year capital works programme to re-stump the hall in accordance with the engineer advice received. • That a costing be brought back to the September Infrastructure, Environment and Compliance Standing Committee meeting on repairing the wall sheeting on the inside of the hall. <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>
<p>Council 28/06/2023</p>	<p>Awarding of Tender for Management of Murgon Jubilee Swimming Pool</p>	<p>RESOLUTION 2023/664</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council:</p> <ul style="list-style-type: none"> • award Hallway Co the tender for the management and operation of Murgon Jubilee Swimming Pool for 3 years; and

		<ul style="list-style-type: none"> delegates to the Chief Executive Officer the power to negotiate, finalise and execute the contract between Council and Hallway Co on the terms and conditions outlined in Murgon Jubilee Swimming Pool tender and any other terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council. <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>
Council 28/06/20 23	Parks Business Improvement Review by Shepherd	<p>RESOLUTION 2023/665</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Jane Erkens</p> <p>That the Parks Business Improvement Review completed by Shepherd Asset Management Solutions be received for information and that a workshop be scheduled to discuss these findings and learnings in the first quarter of the 2023 – 2024 financial year.</p> <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>
Council 28/06/20 23	Notice of Motion - Creative Country Association of Murgon	<p>RESOLUTION 2023/666</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Jane Erkens</p> <p>That Council liaise with the Creative Country Association of Murgon as to the possible completion of the following works in support of the future opening ceremony for the 55 Million Years Ago Museum;</p> <ul style="list-style-type: none"> Permission to install signage within the Council garden bed at the front of the centre

		<ul style="list-style-type: none"> • Replacement of damage concrete at the garden bed in front of the centre • Refurbishment of garden beds with mulch, bark and suitable plants; and • Completion of line marking for the angle parks in front of the centre <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>
Council 28/06/20 23	Rsl Kingaroy Memerambi Sub Branch Land Transfer	<p>RESOLUTION 2023/680</p> <p>Moved: Cr Kirstie Schumacher</p> <p>Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. Decides by resolution that for the purposes of the <i>Local Government Regulation 2012</i>, section 236(2), that the exception in the <i>Regulation</i> section 236(1)(b) applies to Council in the disposal of the Land and the Assets as identified in the schedule, other than by tender or auction, to the community organisation, RSL QLD Kingaroy Memerambi Sub Branch A.B.N. 637 843 440 87, because it is in the public interest to dispose of the Land and the Assets without a tender or auction to the community organisation, RSL QLD Kingaroy Memerambi Sub Branch; and 2. Resolves, under <i>Local Government Act 2009</i>, section 257, to delegate to the chief executive officer of Council, the power under section 262(3) of the <i>Act</i>, to negotiate and agree in principle the terms and conditions of a contract for the disposal of the Land and the Assets to the community organisation, RSL QLD Kingaroy Memerambi Sub Branch, for approval by Council. <p style="text-align: center;">Schedule (The Land)</p>

	<p>The Land comprising:</p> <p>(a) Lot 55 on Registered Plan 37004; and</p> <p>(b) Part of Lot 56 on Registered Plan 37004 (approximately 500m²).</p> <p>This is proposed to combine to form a new allotment with an approximate land area of approximately 1500m², subject to formal survey being completed. An aerial view of the proposed land area is in attachment 1.</p> <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>
<p>Council 28/06/20 23</p> <p>Performanc e Review Chief Executive 2023</p>	<p>RESOLUTION 2023/681</p> <p>Moved: Cr Scott Henschen</p> <p>Seconded: Cr Jane Erkens</p> <ol style="list-style-type: none"> 1. That the South Burnett Regional Council receives the "Performance Review Report" 2. That the South Burnett Regional Council provide a salary increase for the Chief Executive Officer of 4% from the 1st of July 2023. <p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>

<p>Council 28/06/20 23</p>	<p>11.3 Mc Cauley Weir Access Road - Road Safety Audi</p>	<p>RESOLUTION 2023/655 Moved: Cr Jane Erkens Seconded: Cr Kathy Duff That South Burnett Regional Council: 1. Budget \$90,000 for safety upgrades for McCauley Weir Road at the 2023/24 first quarter review to be allocated from capital program savings achieved in the 2022/23 financial year, and; 2. Re-open McCauley Weir Road on a limited basis with controls and protocols to be implemented as needed by the Chief Executive Officer including a Council controlled lock only. <u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil <p style="text-align: right;">CARRIED 5/0</p> </p>
<p>Council 28/06/20 23</p>	<p>QUESTION ON NOTICE - FUNDING FOR HALL REPAIR</p>	<p>Question on notice from Cr Schumacher: Are there any FRRR Disaster funding options for hall repairs/ evacuation centres and what Council facilities are available?</p>
<p>Council 28/06/20 23</p>	<p>QUESTION ON NOTICE - HIGHER DENSITY APPLICATIO NS</p>	<p>Question on notice from Cr Schumacher: Is there anything Council can do to make these applications to achieve a positive outcome?</p>

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

10.1 ACTING CHIEF EXECUTIVE OFFICER

File Number: CEO1

Author: Chief Executive Officer

Authoriser: Chief Executive Officer

PRECIS

The purpose of this report is to advise Councillors of the Chief Executive Officer's (CEO) annual leave period and the appointment of an Acting CEO

SUMMARY

The leave period is from Monday 24 July 2023 to Friday 28 July 2023 inclusive with a return to work date of 31 July 2023.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council approves the Chief Executive Officer leave from 24 July 2023 to 28 July 2023 inclusive with a return to work date of 31 July 2023 and appoints the General Manager Infrastructure as Acting Chief Executive Officer.

FINANCIAL AND RESOURCE IMPLICATIONS

No direct financial implications

LINK TO CORPORATE/OPERATIONAL PLAN

5. ORGANISATIONAL EXCELLENCE - An organisation that is characterised by effective leadership, responsible management, good governance and quality service delivery.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Internal only

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009; Industrial Relations Act 1999; and relevant industrial instruments

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The Acting Chief Executive Officer acts fully in the role of the Chief Executive Officer with all formal delegations.

ASSET MANAGEMENT IMPLICATIONS

Not applicable

REPORT

The CEO wishes to take a period of leave Monday 24 July 2023 to Friday 28 July 2023 inclusive with a return to work date of 31 July 2023. An Acting CEO is required to be appointed for the duration of the leave in accordance with the *Local Government Act 2009*.

ATTACHMENTS

Nil

10.2 DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER UNDER THE PLANNING AND ENVIRONMENT COURT ACT 2016

File Number: 19/07/2023
Author: Coordinator Governance
Authoriser: Chief Executive Officer

PRECIS

Review and update Council’s delegation of powers to the Chief Executive Officer (CEO) under the *Planning and Environment Court Act 2016*

SUMMARY

King and Company have advised Council that the Chief Executive Officer requires delegations under the *Planning and Environment Court Act 2016*.

OFFICER’S RECOMMENDATION

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

1. Delegate the exercise of the powers contained in Schedule 1 of the Instrument of Delegation *Planning and Environment Court Act 2016* to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the Instrument of Delegation.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.
Operational Plan 2022/2023	OPFC/06 Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council’s policies, procedures, forms and factsheets.
	OPFC/12 Deliver sound corporate risk management and internal audit functions aligning to policy.
	OPFC/04 Manage the provision of delegations, sub-delegations and Local Government Worker / Authorised Persons governance processes.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The CEO, Manager Environment and Planning, Coordinator Governance and Council’s legal advisors, King and Company, have been consulted regarding the delegation of powers under *Planning and Environment Court Act 2016*.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

Section 257 of the LOGA allows Council to delegate its powers under State and other laws to the CEO.

Council's legal advisors for this matter, King and Company, have advised Council that the Chief Executive Officer requires delegations under the legislation.

ATTACHMENTS

1. **Instrument of Delegation - Planning and Environment Court Act 2016**

INSTRUMENT OF DELEGATION

South Burnett Regional Council *Planning and Environment Court Act 2016 ("PECA")*

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

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

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

Schedule 1

Planning and Environment Court Act 2016

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION
Chief Executive Officer	Power to start a declaratory proceeding.	Section 11(1) <i>Planning and Environment Court Act 2016</i>	
Chief Executive Officer	Power, as the assessment manager, to start a declaratory proceeding for a matter done, to be done or that should have been done in relation to the call in.	Section 12(2) <i>Planning and Environment Court Act 2016</i>	
Chief Executive Officer	Power, as a party to a P&E Court proceeding, to participate in an ADR process.	Section 16 <i>Planning and Environment Court Act 2016</i>	
Chief Executive Officer	Power, as a party, to confer with the ADR registrar about the way to conduct the P&E Court proceeding.	Section 16(3) <i>Planning and Environment Court Act 2016</i>	
Chief Executive Officer	Power, as a party to a P&E Court proceeding, to agree to the resolution of all or part of the dispute in an ADR process.	Section 18(1) <i>Planning and Environment Court Act 2016</i>	
Chief Executive Officer	Power, as a party to a P&E Court proceeding who has agreed on resolution of the dispute, to sign the resolution agreement.	Section 18(1) <i>Planning and Environment Court Act 2016</i>	
Chief Executive Officer	Power, as a party to a P&E Court proceeding, to apply to the P&E Court for an order giving effect to an agreement reached as a result of an ADR process.	Section 20(1) <i>Planning and Environment Court Act 2016</i>	
Chief Executive Officer	Power, as a party to a P&E Court proceeding, to agree to the ADR registrar or mediator disclosing information acquired as part of the ADR process.	Section 21(2)(a) <i>Planning and Environment Court Act 2016</i>	
Chief Executive Officer	Power, as a party to a P&E Court proceeding for which the ADR registrar is exercising, or has exercised, a power, to apply for a court review.	Section 26(2) <i>Planning and Environment Court Act 2016</i>	
Chief Executive Officer	Power, as a party to a P&E Court proceeding, to consent in writing to the ADR registrar making an order or direction in the proceeding.	Section 27(1)(a) <i>Planning and Environment Court Act 2016</i>	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION
Chief Executive Officer	Power to consent to a person starting a declaratory proceeding or a proceeding for an enforcement order under the Planning Act on behalf of Council.	Section 41(2)(a) <i>Planning and Environment Court Act 2016</i>	
Chief Executive Officer	Power to pay the expenses, including legal costs, incurred by the representative in relation to the proceeding.	Section 41(3) <i>Planning and Environment Court Act 2016</i>	
Chief Executive Officer	Power, as a party to a P&E Court proceeding, to appeal a decision in the proceeding.	Section 63(1) <i>Planning and Environment Court Act 2016</i>	
Chief Executive Officer	Power to apply to the Court of Appeal for leave to appeal.	Section 64(1) <i>Planning and Environment Court Act 2016</i>	
Chief Executive Officer	Power to file and serve a Notice of Appeal following the granting of leave by the Court of Appeal.	Section 64(2) <i>Planning and Environment Court Act 2016</i>	

Schedule 2

LIMITATIONS TO THE EXERCISE OF POWER

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, Council's relations with the public at large.
3. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
4. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

[2023 07 19 - PECA - Delegation Instrument]

10.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ELECTRONIC SIGNATURES POLICY - STRATEGIC035**File Number: 19-07-23****Author: General Manager Finance and Corporate****Authoriser: Chief Executive Officer****PRECIS**

Adoption of the South Burnett Regional Council Electronic Signatures Policy – Strategic035 as presented at the Liveability, Governance and Finance Standing Committee Meeting held on 12 July 2023.

SUMMARY**8.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ELECTRONIC SIGNATURES POLICY – STRATEGIC035**

COMMITTEE RESOLUTION 2023/29

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Electronic Signatures Policy – Strategic035 be adopted as presented.

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

Against: Nil

CARRIED 5/0

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Electronic Signatures Policy – Strategic035 be adopted as presented.

BACKGROUND

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

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 July 2025

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy		

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

10.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL GIFTS AND BENEFITS POLICY - STRATEGIC002**File Number:** 19-07-23**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Gifts and Benefits Policy – Strategic002 as presented at the Liveability, Governance and Finance Standing Committee Meeting held on 12 July 2023.

SUMMARY**8.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL GIFTS AND BENEFITS POLICY – STRATEGIC002**

COMMITTEE RESOLUTION 2023/30

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Gifts and Benefits Policy – Strategic002 be adopted as presented.

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

Against: Nil

CARRIED 5/0

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Gifts and Benefits Policy – Strategic002 be adopted as presented.

BACKGROUND

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

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

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.

2. SCOPE

This policy applies to all Council representatives. The related persons of Council representatives may be required to consider gifts and benefits in view of this policy and the possible impact on Council.

3. GENERAL INFORMATION

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 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 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 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 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.

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

Version	Revision Description	Adopted Date	ECM Reference
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:

10.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFORMATION MANAGEMENT RECORDKEEPING POLICY - STATUTORY039**File Number:** 19-07-23**Author:** General Manager Finance and Corporate**Authoriser:** Chief Executive Officer**PRECIS**

Adoption of the South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039 as presented at the Liveability, Governance and Finance Standing Committee Meeting held on 12 July 2023.

SUMMARY**8.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INFORMATION MANAGEMENT RECORDKEEPING POLICY – STATUTORY039**

COMMITTEE RESOLUTION 2023/31

Moved: Cr Jane Erkens

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

That the South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039 be adopted as presented.

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

Against: Nil

CARRIED 5/0

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039 be adopted as presented.

BACKGROUND

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

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.

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.

All corporate records that document any business activity or transaction must be captured into Council's 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 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 of Recordkeeping

3.3.1. Policy requirement 1

Council must ensure records management is supported at all levels of Council.

Council must ensure records management is the responsibility of all Council representatives. Records management must be supported across all areas and all levels of Council by:

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

3.3.2. Policy requirement 2

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

Records governance must work within the agency's existing structure and governance and strengthen the agency's strategic goals and functions.

Council must systematically manage records and information by:

- ensuring records and information governance is aligned with broader agency frameworks and incorporated in Council's strategies and objectives;
- developing and implementing appropriate and fit-for-purpose documentation that details how active records management will strengthen Council's business imperatives and strategic goals;
- complying with relevant legislation that governs recordkeeping requirements; and
- measuring how effectively records governance is supporting Council's business imperatives and strategic goals.

3.3.3. Policy requirement 3

Council must create complete and reliable records.

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

- identifying records that allow Council to operate – these provide evidence of decisions, support accountability and transparency, mitigate risk, help Council meet legislative requirements and reflect the business of Council;
- specifying how these records must be created, when these records must be created, the format these records 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 must actively manage permanent, high-value and high-risk records and information as a priority.

Permanent records have a permanent retention period. High value records are important to the business, its operations, or stakeholders. High-risk records pose a significant risk to Council if they were misused, lost, damaged, or deleted prematurely. These records should have the highest priority for Council when developing and implementing governance practices. Council 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

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

Discoverable records are in business systems and applications approved for use by Council. Accessible records are those that can be located and continuously used. Council 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;
- 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 must dispose of records in a planned and authorised way.

Council 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;
- developing and implementing a disposal plan, which details disposal decisions and actions for Council. 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

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 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:

10.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CORPORATE RISK AND AUDIT ADVISORY COMMITTEE POLICY - STATUTORY022**File Number:** 19-07-23**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 as presented at the Liveability, Governance and Finance Standing Committee Meeting held on 12 July 2023.

SUMMARY**8.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CORPORATE RISK AND AUDIT ADVISORY COMMITTEE POLICY – STATUTORY022****COMMITTEE RESOLUTION 2023/32**

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That the Committee recommends to Council:

That the South Burnett Regional Council Corporate Risk and Audit Advisory Committee Policy – Statutory022 be adopted as presented.

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

Against: Nil

CARRIED 5/0**OFFICER'S RECOMMENDATION**

That the South Burnett Regional Council Corporate Risk and Audit Advisory Committee Policy – Statutory022 be adopted as presented.

BACKGROUND

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

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*.

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

3.1. Committee Structure

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.

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'). The Committee has only an oversight function and therefore exercises

a monitoring and assessment role. Close coordination with Council's 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 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 report to Council and provide recommendations regarding the improvement of internal control systems and corporate risk management. It will 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 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 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:

10.7 NOTICE TO REPEAL SOUTH BURNETT REGIONAL COUNCIL TRADING ON LOCAL GOVERNMENT CONTROLLED AREAS, FACILITIES & ROADS POLICY - STATUTORY023**File Number:** 19-07-23**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 as presented at the Liveability, Governance and Finance Standing Committee Meeting held on 12 July 2023.

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

COMMITTEE RESOLUTION 2023/33

Moved: Cr Jane Erkens

Seconded: Cr Scott Henschen

That the Committee recommends to Council:

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

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

Against: Nil

CARRIED 5/0

OFFICER'S RECOMMENDATION

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

BACKGROUND

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

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

10.8 LGAQ 126TH ANNUAL CONFERENCE: MOTION REQUEST**File Number:** 19-07-2023**Author:** Executive Assistant**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Liveability, Governance and Finance Standing Committee Meeting on 12 July 2023 was a report regarding the LGAQ 126th Annual Conference: Motion Request.

SUMMARY**COMMITTEE RESOLUTION 2023/34**

Moved: Cr Scott Henschen

Seconded: Cr Jane Erkens

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. Domestic violence support for both men and women.
 - c. Water for the South Burnett Region area.
 - d. Support for rural GP's and support for more GP's.
 - e. Help communities with Bat issues.
 - f. Funding for Arts in rural areas.
 - g. Coal mines and renewable companies pay to communities - the Clean Energy Council has some clear guidelines for community funding models, reflective of the megawatts renewable energy projects generate. Council's to receive a portion of this funding to invest in community infrastructure in partnership with the impacted communities.
 - h. Housing and homelessness.
 - i. Help communities with gambling issues.
 - j. That the State Government change the legislation back to what it was before 1992 so that water is deemed as an essential service.
 - k. Currently it is at full cost recovery and under the environmental protection act and a lot of other legislation and acts that make it cost prohibitive to build dams or weirs. Changing it to an essential service and those problems & costs go away.
 - l. That the State Government makes an agreement through the National Cabinet to allow the Federal Government to build water infrastructure in the Nationals interests.
 - m. That the State Government introduce the reforms that came out of the enquiry into the Independent Assessor and Councillor conduct complaints system.

In Favour: Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen**Against:** Nil**CARRIED 5/0****OFFICER'S RECOMMENDATION**

That South Burnett Regional Council resolves to submit the following motions to the 2023 Local Government Association of Queensland Annual Conference:

- 1.

BACKGROUND

Presented at the Liveability, Governance and Finance Standing Committee Meeting on 12 July 2023. Work is progressing on placing the topics discussed at the standing committee into a prioritisation and template models which will be presented at the Ordinary meeting for Councillors reference and review.

ATTACHMENTS

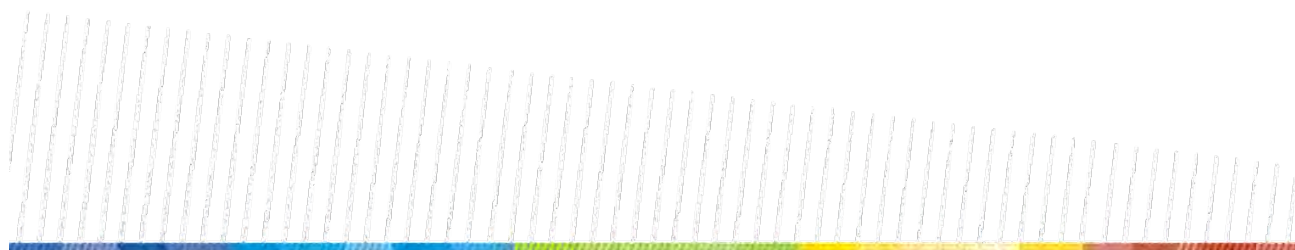
1. **LGAQ Motions Template 2023**



Every Queensland community deserves to be a liveable one

2023 LGAQ Annual Conference – Motions template

Who is the key contact for this motion? (required)	
Submitting council (required)	
Supporting organisation (if applicable)	
Council resolution # (required)	
Date of council resolution (required)	Please select the date of resolution here
<input type="checkbox"/> Does this motion have state-wide relevance? (This is a required field)	
Title of motion (required)	
Motion (required)	The LGAQ calls on the <State/Federal/State and Federal government(/s)> to
What is the desired outcome sought? (required) 200 word limit	
Background (required) 350 word limit	Placeholder text – further explain the motion and illustrate the issue/s which need to be addressed state wide,
Case study/ Example (optional) 350 word limit	Please include any relevant local case studies or examples to support this motion that effectively demonstrate and communicate the importance of the matter.



10.9 CLIMATE ADAPTATION STRATEGY

File Number: 19072023
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

South Burnett Regional Council adopted a “Environmental Sustainability Policy” at the Ordinary Meeting of Council 28 June 2023.

SUMMARY

This brief report is in response to a request to update council on the next steps. Due to time constraints a report was unable to be placed in the Standing Committee agenda and is presented at the July Ordinary Meeting for information.

OFFICER’S RECOMMENDATION

That the report be received for information.

BACKGROUND

The following were adopted at the Ordinary Meeting of Council on 28 June 2023:

10.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ENVIRONMENTAL SUSTAINABILITY POLICY – STATUTORY074**RESOLUTION 2023/642**

Moved: Cr Kirstie Schumacher
Seconded: Cr Jane Erkens

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

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

CARRIED 5/0

10.4.1 CLIMATE ADOPTION STRATEGY UPDATE**RESOLVED 2023/643**

That a report be brought back to the July Infrastructure, Environment and Compliance Standing Committee meeting for a Climate Adoption Strategy update.

Council has several initiatives being conducted as the next steps.

Council's 2021-26 Regional Development Strategy recognises the need to respond to the challenge of transitional economy, a commitment to put a greater emphasis on environmental sustainability, and the need to tailor strategies that enable the Council to adapt and thrive in the face of change and emerging opportunities.

Community representatives have in recent times been advocating strongly for Council to consider a strategic response to climate change adaptation. The completion of the project will provide Council with a strategic view of the infrastructure and service delivery priorities for waste management, resource recovery and climate change resilience that are informed by community engagement. Council has reflected its commitment to working towards adapting to climate by joining the QLD Climate Resilient Councils.

Climate Change adaption initiatives will result in an increase in the usable life of Council infrastructure through the mitigation of damage from disasters.

The project will identify strategies that enable Council to better manage infrastructure and assets related to managing waste, promote environmentally sustainable practices and capitalise on numerous emerging opportunities within the South Burnett Council Region. For example, circular economy opportunities, including those that integrate with or leverage agriculture, are also a potential avenue for future growth in investment and can also create large scale employment in the region. As an agriculture region that is growing and diversifying to processing and value adding, the Council region is also uniquely positioned to leverage global mega trends particularly in demand for Australian agriculture to provide food security for growing export markets including Asia.

The assessment and implementation of a range of resource recovery and circular economy initiatives will facilitate the delivery of additional jobs in the region. This will be achieved via the Strategy supporting the establishment of new businesses (for example organic composting businesses) that will be established to support the delivery of Councils strategy.

A procurement strategy is being finalised to appoint a consultant to prepare the Climate Change Adaption Strategy. No issues have been identified to date that may impact either of these projects. Projects are scheduled to be completed on time. No additional support is required at this stage.

This strategy is funding under the 2022-2024 Local Government Grant and Subsidies Programme and the application was endorsed by Council at the Ordinary Meeting of 23 February 2022.

RESOLUTION 2022/404

Moved: Cr Kirstie Schumacher

Seconded: Cr Kathy Duff

That South Burnett Regional Council apply for a non-capital grant under the 2022-2024 Local Government Grant and Subsidies Program to engage a specialist to develop a waste management, resource recovery and climate adaption strategy up to \$250,000, in accordance with the key actions of the Queensland Governments Waste Strategy.

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

Against: Nil

CARRIED 7/0

ATTACHMENTS

Nil

10.10 MONTHLY FINANCIAL INFORMATION

File Number: 19.07.2023
Author: Manager Finance & Sustainability
Authoriser: Chief Executive Officer

PRECIS

Preliminary monthly financial report as at 30th June 2023.

SUMMARY

The following information provides Council's current position as at 30th June 2023

OFFICER'S RECOMMENDATION

That the preliminary monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as at 30th June 2023 be received and noted.

FINANCIAL AND RESOURCE IMPLICATIONS

Tracking actual revenue and expenditure compared to amended budget as adopted by Council on the 24th of May 2023.

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

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Monitored and reviewed by budget managers.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

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

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

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

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

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

ASSET MANAGEMENT IMPLICATIONS

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

REPORT

This monthly report is designed to illustrate the interim financial performance and position of South Burnett Regional Council compared to the proposed estimated position and the amended budget, at an organisational level, for the period ended 30 June 2023. The meeting reports for June are a modified, shortened version compared to usual due to the year-to-date figures not being finalised for the 22/23 year at this point in time.

- Recurrent Revenue is currently sitting at 102% compared to the estimated position and Recurrent Expenditure is sitting at 99%.
- End of year adjustments including those for contract assets & liabilities, accruals, prepayments and provisions are still to be performed.
- Council's current cash and cash equivalent holdings at the end of June 2023 were \$63.68m with \$31.14m of this currently classed as restricted cash. Restricted cash holdings for the 2022/23 year are still to be calculated and will be reconciled once all end of year adjustments have been performed.
- The ratios at the end of June are all within their respective targets apart from the Current Ratio which is sitting just outside the target of between 2.0 and 4.0 at 4.99. This ratio is affected by high contract assets and cash balances.
- Council's capital expenditure program is currently sitting at \$20.60m in actual expenditure which equates to approximately 69.1% of the total amended budget. Accruals will be

completed during July and early August to ensure expenses relating to the 2022/23 year are included in the correct year in preparation for financial statements and audit.

ATTACHMENTS

- 1. Capital Expenditure Report June 2023**
- 2. Monthly Financial Information - June 23**

2022/2023 Capex Report for Council

Project Code	Project Description	REVENUE SOURCES				EXPENDITURE BUDGET				EXPENDITURE ACTUALS					
		Donor/Grant	Reallocated Cash	Proceeds from Subsidy Fund	Grant Funding	Total Budgeted Revenue	2022/2023 Approved Budget	2022/2023 Confirmed Projects	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Total Approved Budget	2022/2023 Commitments	2022/2023 Actual Expenditure	2022/2023 Actual Expenditure & Commitments
Facilities															
Admin Office - Kingo															
006744	Kingoroy Customer Service Centre	90,000.00	-	-	-	90,000.00	90,000.00	-	-	-	-	90,000.00	-	90,021.70	90,021.70
		90,000.00				90,000.00	90,000.00					90,000.00		90,021.70	90,021.70
Admin Office - Murgon															
006745	Regional Customer Service CCTV Installat	83,927.37	-	-	-	83,927.37	80,000.00	-	-	-	3,927.37	83,927.37	-	83,927.37	83,927.37
		83,927.37				83,927.37	80,000.00				3,927.37	83,927.37		83,927.37	83,927.37
Depot - Kingoroy															
006747	Kingoroy Depot Car Parking	150,000.00	-	-	-	150,000.00	150,000.00	-	-	-	-	150,000.00	8,890.91	21,590.63	30,481.54
006826	Kingoroy Depot - Replace Roller Door	1,040.00	23,400.00	-	-	24,440.00	-	-	-	23,400.00	1,040.00	24,440.00	-	24,437.98	24,437.98
		151,040.00	23,400.00			174,440.00	150,000.00			23,400.00	1,040.00	174,440.00	8,890.91	46,028.61	54,919.52
Depot - Murgon															
006746	Regional Depot CCTV Installation	50,000.00	-	-	-	50,000.00	50,000.00	-	-	-	-	50,000.00	-	49,758.09	49,758.09
		50,000.00				50,000.00	50,000.00					50,000.00		49,758.09	49,758.09
Hall - Mondure															
006623	W4Q4 - Rastumping of Mondure Hall	-	-	-	105,240.91	105,240.91	125,000.00	-	-	-	19,759.09	105,240.91	-	105,240.91	105,240.91
006838	Mondure Hall-ReRoof & Structural Upgrade	-	-	-	-	-	-	-	-	-	-	118,157.27	1,285.00	119,442.27	
					105,240.91	105,240.91	125,000.00				19,759.09	105,240.91	118,157.27	106,525.91	224,683.18
Hall - Cloyna															
006748	Cloyna Hall - Investigative Work	-	7,650.82	-	-	7,650.82	80,000.00	-	-	56,400.00	15,949.18	7,650.82	-	7,650.82	7,650.82
			7,650.82			7,650.82	80,000.00			56,400.00	15,949.18	7,650.82		7,650.82	7,650.82
Museum - Boondooma H															
006749	Boondooma Homestead - Replace Tourism R	25,470.00	-	-	-	25,470.00	45,000.00	-	-	-	19,530.00	25,470.00	1,909.09	16,269.38	18,178.47
006750	Boondooma Homestead - Repairs to Stone S	78,780.00	-	-	-	78,780.00	90,000.00	-	-	-	11,220.00	78,780.00	-	78,780.00	78,780.00
		104,250.00				104,250.00	135,000.00				30,750.00	104,250.00	1,909.09	95,049.38	96,958.47
Museum - Nanango Ene															
006763	Nanango Visitor Information Centre - Ins	17,499.00	-	-	-	17,499.00	20,000.00	-	-	-	2,501.00	17,499.00	-	17,499.09	17,499.09
006846	SB Energy Centre- Compressor replacement	13,343.63	-	-	-	13,343.63	-	-	-	-	13,343.63	13,343.63	9,383.64	-	9,383.64
		30,842.63				30,842.63	20,000.00				10,842.63	30,842.63	9,383.64	17,499.09	26,882.73
Swimming Pool - King															
006029	Kingoroy-Pool-Refurbishment-Concept Plan	-	74,335.62	-	-	74,335.62	-	113,335.62	-	-	39,000.00	74,335.62	-	74,600.00	74,600.00
006781	Kingoroy Memorial Pool - Construction Dr	200,000.00	-	-	-	200,000.00	200,000.00	-	-	-	-	200,000.00	-	-	-
006782	Kingoroy Memorial Pool - Heat Blanket an	56,630.00	-	-	-	56,630.00	95,000.00	-	19,350.00	-	19,020.00	56,630.00	-	56,630.27	56,630.27
006779	Kingoroy Memorial Pool - Learn to swim p	19,350.00	-	-	-	19,350.00	-	-	19,350.00	-	-	19,350.00	-	19,350.00	19,350.00
		275,980.00	74,335.62			350,315.62	295,000.00	113,335.62			58,020.00	350,315.62		150,590.27	150,590.27
Swimming Pool - Wond															
006536	Wondai Swimming Pool Refurbishment	370,000.00	308,551.76	-	294,275.88	972,827.64	560,000.00	8,551.76	314,275.88	-	90,000.00	972,827.64	245,034.36	637,384.41	882,418.77
006780	Wondai Swimming Pool - Filtration Issue	10,000.00	-	-	-	10,000.00	140,000.00	-	-	90,000.00	40,000.00	10,000.00	-	9,815.00	9,815.00
		380,000.00	308,551.76		294,275.88	982,827.64	700,000.00	8,551.76	314,275.88	90,000.00	50,000.00	982,827.64	245,034.36	647,199.41	892,233.77
Spiground-Murgon															
005999	Murgon-Squash Courts	-	80,920.00	-	-	80,920.00	-	108,400.00	-	20,000.00	7,480.00	80,920.00	-	80,920.00	80,920.00
			80,920.00			80,920.00		108,400.00		20,000.00	7,480.00	80,920.00		80,920.00	80,920.00
W4Q - Round 4															
006523	W4Q4-Regional Facilities Upgrades	-	-	-	33,118.17	33,118.17	380,000.00	-	14,181.15	-	332,700.68	33,118.17	-	33,118.17	33,118.17
					33,118.17	33,118.17	380,000.00		14,181.15		332,700.68	33,118.17		33,118.17	33,118.17
General															
006237	Property - 185 Kingoroy Street, Kingaroy	-	-	-	-	-	-	12,982.80	-	-	12,982.80	-	-	-	-
006827	Purchase of 3 new Christmas Trees	-	33,000.00	-	-	33,000.00	-	-	-	33,000.00	-	33,000.00	26,990.38	1,484.27	28,474.65
			33,000.00			33,000.00		12,982.80		33,000.00	12,982.80	33,000.00	26,990.38	1,484.27	28,474.65
		1,166,040.00	527,858.20		432,634.96	2,126,533.16	2,105,000.00	243,270.18	300,094.73	110,000.00	411,831.75	2,126,533.16	410,385.65	1,409,763.09	1,820,128.74
Office															
Admin Office - Kingo															
005483	Council Chambers Audio Video	-	-	-	-	-	-	-	-	-	-	-	19,261.75	19,261.75	38,523.50
													19,261.75	19,261.75	38,523.50
Info Serv - ICT															
000379	Computer Infrastructure & Upgrade	155,000.00	-	-	-	155,000.00	155,000.00	-	-	-	-	155,000.00	-	142,876.40	142,876.40
000391	Server Hardware	50,000.00	-	-	-	50,000.00	50,000.00	-	-	-	-	50,000.00	40,752.36	11,820.02	52,572.36

Project Code	Project Description	Declarations	Restricted Cash	Proceeds from Sale of Asset	Grant Funding	Total Budgeted Revenue	2020/2021 Adopted Budget	2021/2022 Continued Projects	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Total Available Budget	2022/2023 Commitments	2022/2023 Actual Expenditure	2022/2023 Actual Expenditure & Commitments
000382	Photocopiers & Printers	20,000.00	-	-	-	20,000.00	20,000.00	-	-	-	-	20,000.00	-	37,852.60	37,852.60
006052	Microwave Radio & Hardware	100,000.00	-	-	-	100,000.00	100,000.00	-	-	-	-	100,000.00	13,025.00	61,968.59	84,984.59
006519	Teams Rooms Devices	42,000.00	-	-	-	42,000.00	42,000.00	-	-	-	-	42,000.00	-	-	-
		367,000.00	-	-	-	367,000.00	367,000.00	-	-	-	-	367,000.00	53,777.36	274,518.61	328,295.97
		367,000.00	-	-	-	367,000.00	367,000.00	-	-	-	-	367,000.00	73,039.11	293,789.36	366,819.47
Fleet															
Plant & Fleet Manage															
006515	Plant and Fleet Replacement 2021-22	-	2,653,060.36	-	-	2,653,060.36	-	2,653,060.36	-	-	-	2,653,060.36	1,408,012.23	1,611,751.06	3,019,763.29
006767	Plant and Fleet Replacement 2022/2023	1,937,500.00	1,970,000.00	-	-	3,907,500.00	3,907,500.00	-	-	-	-	3,907,500.00	2,660,809.19	682,405.43	3,343,214.62
		1,937,500.00	4,623,060.36	-	-	6,560,560.36	3,907,500.00	2,653,060.36	-	-	-	6,560,560.36	4,068,821.42	2,294,156.49	6,362,977.91
		1,937,500.00	4,623,060.36	-	-	6,560,560.36	3,907,500.00	2,653,060.36	-	-	-	6,560,560.36	4,068,821.42	2,294,156.49	6,362,977.91
Community & Lifestyle															
Aerodrome - Kingaroy															
006583	RAP-Kingaroy Aerodrome Lighting Upgrade	237,271.68	-	-	262,023.82	499,295.50	386,878.00	-	22,417.50	90,000.00	-	499,295.50	60,265.20	440,130.53	500,395.73
006770	CP - Kingaroy Aerodrome - Fuel Storage	15,000.00	-	-	-	15,000.00	15,000.00	-	-	-	-	15,000.00	-	-	-
		252,271.68	-	-	262,023.82	514,295.50	401,878.00	-	22,417.50	90,000.00	-	514,295.50	60,265.20	440,130.53	500,395.73
Aerodrome - Wondai															
006771	CP - Wondai Aerodrome - Reseal Carpark	-	-	-	-	-	30,000.00	-	-	30,000.00	-	-	-	-	-
		-	-	-	-	-	30,000.00	-	-	30,000.00	-	-	-	-	-
Cemeteries - Kingaro															
006772	CP - Taabinga Cemetery - Carpark reseal	-	-	-	-	-	29,000.00	-	-	29,000.00	-	-	-	-	-
006774	CP - Taabinga Cemetery expansion	-	-	-	-	-	52,000.00	-	-	52,000.00	-	-	-	-	-
		-	-	-	-	-	81,000.00	-	-	81,000.00	-	-	-	-	-
Cemeteries - Wondai															
006820	CP - Wondai Cemetery - New Plinths	-	-	-	-	-	-	-	-	-	-	-	-	11,454.54	11,454.54
		-	-	-	-	-	-	-	-	-	-	-	-	11,454.54	11,454.54
Cemeteries - Proston															
006775	CP - Proston Cemetery - Expansion/Road	-	-	-	-	-	13,566.00	-	-	13,566.00	-	-	-	-	-
		-	-	-	-	-	13,566.00	-	-	13,566.00	-	-	-	-	-
Cemeteries - Blackbu															
006007	CP - Blackbutt-New Columbarium Wall	-	-	-	-	-	-	8,211.27	-	8,211.27	-	-	-	-	-
		-	-	-	-	-	-	8,211.27	-	8,211.27	-	-	-	-	-
Saleyards - Coolabun															
006777	CP - Coolabunia Saleyards-Asset Upgrades	217,788.73	8,211.27	-	-	226,000.00	80,000.00	-	-	146,000.00	-	226,000.00	10,378.00	160,879.72	171,257.72
		217,788.73	8,211.27	-	-	226,000.00	80,000.00	-	-	146,000.00	-	226,000.00	10,378.00	160,879.72	171,257.72
Tourism - Yallakool															
006804	Yallakool & Boondooma Dams Upgrade Proj	150,000.00	-	-	50,000.00	200,000.00	-	-	200,000.00	-	-	200,000.00	84,420.00	20,700.00	105,120.00
		150,000.00	-	-	50,000.00	200,000.00	-	-	200,000.00	-	-	200,000.00	84,420.00	20,700.00	105,120.00
		620,060.41	8,211.27	-	312,023.82	940,295.50	606,444.00	8,211.27	222,417.50	103,222.73	-	940,295.50	155,063.20	633,164.79	788,227.99
Plant & Equipment															
Depot - Kingaroy															
006602	Purchase of Ice Machines	-	8,931.30	-	-	8,931.30	-	8,931.30	-	-	-	8,931.30	-	7,350.47	7,350.47
		-	8,931.30	-	-	8,931.30	-	8,931.30	-	-	-	8,931.30	-	7,350.47	7,350.47
		-	8,931.30	-	-	8,931.30	-	8,931.30	-	-	-	8,931.30	-	7,350.47	7,350.47
Parks															
Caravan Park - Murgon															
006757	Murgon Free Camping Area	-	-	-	-	-	100,000.00	-	-	100,000.00	-	-	-	-	-
		-	-	-	-	-	100,000.00	-	-	100,000.00	-	-	-	-	-
Cemeteries - Blackbu															
006828	CP - Blackbutt, Wondai & Nanango Plinths	35,000.00	-	-	-	35,000.00	-	-	-	35,000.00	-	35,000.00	-	-	-
		35,000.00	-	-	-	35,000.00	-	-	-	35,000.00	-	35,000.00	-	-	-
Parks & Gardens															
006529	CP - Regional Parks Redevelopment	-	-	-	-	-	-	-	-	-	-	-	-	903.09	903.09
006758	Lions Park Kingaroy Amenities Replace	-	-	-	-	-	80,000.00	-	184.62	-	-	79,815.38	184,510.91	-	184,510.91
006802	Durang Toilet - Upgrade of Septic System	-	29,016.00	-	-	29,016.00	-	-	48,500.00	-	-	29,016.00	-	29,016.14	29,016.14
006803	Wooroolin Public Toilet - Septic System	-	88,500.00	-	-	88,500.00	-	-	38,500.00	-	-	50,000.00	-	89,243.48	89,243.48
		-	117,516.00	-	-	117,516.00	80,000.00	-	86,815.38	-	-	117,516.00	184,510.91	119,162.71	303,673.62
Tourism - Yallakool															
006776	CP - BP Dam Managers Residence-Painting	-	-	-	-	-	25,000.00	-	25,000.00	-	-	-	-	-	-

Project Code	Project Description	Destination	Resourced CAAT	Provided from Sub of Fund	Grant Funding	Total Budgeted Revenue	2022/23 Budgeted Budget	2023/24 Committed Projects	Final Quarter Budget Adjustments	Second Quarter Budget Realignments	Third Quarter Budget Adjustments	Total Available Budget	2022/23 Committed	2023/24 Actual Expenditure	2023/24 Available Expenditure
Tourism - Lake Boon															
006751	CP - Boondooma Dam - Residence & Kiosk	-	-	-	-	-	25,000.00	-	25,000.00	-	-	-	-	-	-
		-	-	-	-	-	102,000.00	-	102,000.00	-	-	-	-	-	-
		-	-	-	-	-	102,000.00	-	102,000.00	-	-	-	-	-	-
W4Q - COVID Round															
005983	W4QCOVID-Regional Tourism - Status	-	-	-	-	-	-	-	-	-	-	-	-	14,948.00	14,948.00
		-	-	-	-	-	-	-	-	-	-	-	-	14,948.00	14,948.00
W4Q - Round 4															
006531	W4Q4-Benarkin Park Renewal	-	-	-	135,876.02	135,876.02	135,000.00	-	876.02	-	-	135,876.02	7,718.19	138,352.58	146,070.87
006532	W4Q4-Murgon QE11 Park-Stage 1	-	-	-	289,200.00	289,200.00	140,000.00	-	3,562.73	176,000.00	30,362.73	289,200.00	-	267,273.64	267,273.64
006533	W4Q4-Proston Railway Park Refurbishment	-	-	-	43,585.63	43,585.63	40,000.00	-	3,585.63	-	-	43,585.63	-	54,887.89	54,887.89
006534	W4Q4-Regional Public Amenities Refurb	-	-	-	79,141.00	79,141.00	100,000.00	-	-	26,000.00	5,141.00	79,141.00	-	79,140.98	79,140.98
006753	W4Q4-Murgon QE11 Park - Stage 2	-	-	-	-	-	150,000.00	-	-	150,000.00	-	-	18,458.46	-	18,458.46
		-	-	-	547,802.65	547,802.65	565,000.00	-	8,924.38	-	25,221.73	547,802.65	26,176.65	539,655.19	565,831.84
Parks - Kingaroy															
006018	CP KTRoy Apex Park-Carpark, Path & Paint	-	-	-	-	-	-	89,970.00	-	89,970.00	-	-	-	-	-
006752	Kingaroy Lions Park Playground	-	-	-	55,000.00	55,000.00	100,000.00	-	-	-	45,000.00	55,000.00	55,001.05	93,703.17	148,704.22
006756	Memorial Park Master/Concept Plan	-	-	-	-	-	580,000.00	-	258,890.00	-	321,450.00	-	182,080.99	4,525.00	186,605.99
		-	-	-	55,000.00	55,000.00	680,000.00	89,970.00	258,550.00	89,970.00	366,450.00	55,000.00	237,082.04	96,228.17	335,310.21
Parks - Nanango															
006755	Tipperary Flat Nanango - Rehabilitate Ca	-	-	-	-	-	15,000.00	-	-	-	15,000.00	-	-	-	-
006806	Tipperary Flat Nanango - Water Feature	-	-	-	8,550.00	8,550.00	-	-	8,590.00	-	-	8,550.00	-	4,247.66	4,247.66
006807	Tipperary Flat N'go - Int. Rd & Carpark	-	-	-	250,000.00	250,000.00	-	-	250,000.00	-	-	250,000.00	59,779.38	107,989.18	163,768.56
		-	-	-	258,550.00	258,550.00	15,000.00	-	258,550.00	-	15,000.00	258,550.00	59,779.38	112,236.84	168,016.22
Public Conveniences															
006759	Regional Park/Amenities Upgrade-24 Hr Ca	-	-	-	-	-	150,000.00	-	-	150,000.00	-	-	-	-	-
		-	-	-	-	-	150,000.00	-	-	150,000.00	-	-	-	-	-
		-	-	-	-	-	150,000.00	-	-	150,000.00	-	-	-	-	-
		35,000.00	117,516.00	-	861,352.65	1,013,868.65	1,717,000.00	89,970.00	32,160.24	304,970.00	455,971.11	1,013,868.65	503,548.98	854,334.91	1,357,883.89
Roads															
Bridges															
006538	Murgon-CherbourgRd-SawpitCkBridge-Guard	4,735.99	-	-	-	4,735.99	70,000.00	34,735.99	-	100,000.00	-	4,735.99	-	255.33	255.33
006540	Cushnie-HomecreekLoopRd-TimberBridge	-	50,000.00	-	-	50,000.00	190,000.00	-	-	140,000.00	-	50,000.00	18,140.00	-	18,140.00
		4,735.99	50,000.00	-	54,735.99	260,000.00	34,735.99	-	240,000.00	-	-	54,735.99	18,140.00	255.33	18,395.33
Rural Drainage															
006813	EV03 Betterment Moundure Crossing Road	-	-	-	-	-	-	-	-	-	-	-	-	5,164.01	5,164.01
		-	-	-	-	-	-	-	-	-	-	-	-	5,164.01	5,164.01
KTP															
005284	Kingaroy-Transformation Project	2,020,000.00	595,931.78	-	1,096,702.59	3,712,634.37	2,900,000.00	95,931.78	596,702.59	120,000.00	-	3,712,634.37	-	19,443.86	19,443.86
006211	KTP-Alford St (Youngman-GlendonSt) Works	-	-	-	-	-	-	-	-	-	-	-	2,485.00	138,762.64	141,247.64
006212	KTP-Alford St(GlendonSt-KingaroySt) Works	-	-	-	-	-	-	-	-	-	-	-	11,037.75	578,336.93	589,374.68
006213	KTP-Kingaroy St(AlfordSt-HalySt) Works	-	-	-	-	-	-	-	-	-	-	-	5,573.86	574,658.96	580,232.82
006214	KTP-Haly St(KingaroySt-GlendonSt) Works	-	-	-	-	-	-	-	-	-	-	-	2,485.00	477,607.82	480,092.82
006215	KTP-Haly St(GlendonSt-YoungmanSt) Works	-	-	-	-	-	-	-	-	-	-	-	17,913.94	633,250.36	651,164.30
006216	KTP-Glendon St(AlfordSt-HalySt) Works	-	-	-	-	-	-	-	-	-	-	-	35,946.58	1,055,914.32	1,091,860.90
006229	KTP - Program Management	-	-	-	-	-	-	-	-	-	-	-	-	114.74	114.74
		2,020,000.00	595,931.78	-	1,096,702.59	3,712,634.37	2,900,000.00	95,931.78	596,702.59	120,000.00	-	3,712,634.37	75,442.13	3,478,489.63	3,553,931.76
Grav Resheet															
006580	RTR-Stonelands-StonelandsRd-GR	-	-	-	-	-	-	-	-	-	-	-	-	160.00	160.00
006667	South East Nanango-Hamilton Rd-GR	-	-	-	202,748.57	202,748.57	202,748.57	-	-	-	-	202,748.57	-	67,756.49	67,756.49
006668	Dureng-McLean Rd-GR	-	-	-	158,301.00	158,301.00	158,301.00	-	-	-	-	158,301.00	-	134,296.24	134,296.24
006669	East Nanango-Mt Stanley Rd-GR	118,064.17	-	-	95,422.43	184,476.60	184,476.60	-	-	-	-	184,476.60	-	46,811.25	46,811.25
006670	South East Nanango-Muir Dr-GR	36,388.12	-	-	-	36,388.12	36,388.12	-	-	-	-	36,388.12	-	6,278.44	6,278.44
006671	Wooroolin-Rackemans Rd-GR	190,384.74	-	-	-	190,384.74	190,384.74	-	-	-	-	190,384.74	-	46,350.93	46,350.93
006672	Cushnie-Rellys Rd-GR	151,376.23	-	-	-	151,376.23	151,376.23	-	-	-	-	151,376.23	-	136,376.74	136,376.74
006683	Murgon-Hetheringtons Rd-SR	79,410.38	-	-	-	79,410.38	79,410.38	-	-	-	-	79,410.38	-	18,548.26	18,548.26
006684	Booie-Hittsdale Rd-SR	117,626.38	-	-	-	117,626.38	117,626.38	-	-	-	-	117,626.38	10,029.86	50,138.47	61,068.33
		693,240.02	-	-	427,472.00	1,120,712.02	1,120,712.02	-	-	-	-	1,120,712.02	10,929.86	596,716.82	517,646.68
Pavement Rehab															
005479	Niagara Road (Wind Farm)	-	-	-	-	-	-	-	-	-	-	-	50,470.41	10,770.29	61,240.70
006184	Kingaroy-Pavement Rehabilitation	-	73,089.56	-	-	73,089.56	-	73,089.56	-	-	-	73,089.56	1,777.00	76,193.94	77,970.94
006188	Kingaroy/Wondai-BunyaHwyMedianUpgrade	-	42,000.00	-	-	42,000.00	800,000.00	42,000.00	-	800,000.00	-	42,000.00	1,666.37	9,034.72	10,701.09
006549	Wooroolin-WeckersRd-Pavement Rehab	-	80,000.00	-	-	80,000.00	-	80,000.00	-	-	-	80,000.00	-	90,193.78	90,193.78
006551	Merwood-ElbowRd-Pavement Rehab	-	126,701.72	-	-	126,701.72	-	126,701.72	-	-	-	126,701.72	-	169,227.21	169,227.21
006553	LRCI-Wondai Industrial Estate-Rehab	-	60,000.00	-	-	60,000.00	-	60,000.00	-	-	-	60,000.00	-	33,806.77	33,806.77
006557	TIDS-Memberambi-MemBarkerCreekRd-NewSeal	-	6,000.00	-	-	6,000.00	-	6,000.00	-	-	-	6,000.00	-	1,066.63	1,066.63
006558	TIDS-Kingaroy-OliverBondSt-CarparkUpgrade	-	8,000.00	-	-	8,000.00	-	8,000.00	-	-	-	8,000.00	-	5,676.15	5,676.15
006568	TIDS-Brooklands-KumbiaRdWidenOver	-	-	-	-	-	-	-	-	-	-	-	-	130.54	130.54

Project Code	Project Description	2022/23 Budget	2022/23 Actual	2023/24 Budget	2023/24 Actual	2024/25 Budget	2024/25 Actual	2025/26 Budget	2025/26 Actual	2026/27 Budget	2026/27 Actual	2027/28 Budget	2027/28 Actual
006733	Kingaroy-Birt Rd-Dust Suppression Trial	200,000.00	-	-	-	200,000.00	200,000.00	-	-	200,000.00	200,000.00	-	-
006734	Blackbutt CBD Linkage	200,000.00	-	-	-	200,000.00	200,000.00	-	-	200,000.00	200,000.00	-	-
006735	Kingaroy-Leopard Court-Drainage	35,000.00	-	-	-	35,000.00	35,000.00	-	-	35,000.00	35,000.00	-	-
006736	Flood Damage - Council Batterment	-	-	-	-	2,000,000.00	-	-	-	2,000,000.00	-	-	-
006805	North Street Kerb & Channelling	-	-	-	-	-	-	91,000.00	-	91,000.00	-	-	-
006861	Hoggs Road - Comp Gravel Resheeling	-	-	-	-	-	-	-	-	-	-	26,716.91	26,716.91
Urban Drainage		975,500.00	-	-	-	975,500.00	2,755,500.00	-	116,000.00	96,000.00	1,800,000.00	975,500.00	132,723.46
006537	Murgon-Palmer St East- K&C Replacement	-	25,000.00	-	-	25,000.00	-	25,000.00	-	-	-	25,000.00	-
006741	Kingaroy-Moonya St-Drainage	8,500.00	-	-	-	8,500.00	148,500.00	-	-	140,000.00	-	8,500.00	-
006742	Nanango-Chester St-Drainage	8,850.00	-	-	-	8,850.00	68,850.00	-	-	60,000.00	-	8,850.00	-
		17,350.00	25,000.00	-	-	42,350.00	217,350.00	25,000.00	-	200,000.00	-	42,350.00	6,976.22
		6,089,215.99	1,639,493.90	-	7,574,764.80	15,303,474.69	17,188,480.00	1,074,229.89	886,755.80	2,046,000.00	1,800,000.00	15,303,474.69	1,781,407.77
Water Services													
KTP													
006046	KTP-Allard St (Youngman-GlendonSt)-W/MR	-	7,563.45	-	-	7,563.45	-	7,563.45	-	-	-	7,563.45	-
006048	KTP - Kingaroy (Alford - Haly St) W/MR	-	-	-	-	-	-	-	-	-	-	-	37.94
006051	KTP-Glendon St (Alford to Haly St)-W/MR	-	-	-	-	-	-	-	-	-	-	-	1,160.30
		-	7,563.45	-	-	7,563.45	-	7,563.45	-	-	-	7,563.45	1,198.24
Water - General Oper													
006503	S1 & S2 - PC, SCADA & Telemetry WATER	19,863.82	-	-	-	19,863.82	175,000.00	28,195.90	-	45,000.00	138,332.08	19,863.82	163,664.00
006640	S2- PC, SCADA & Telemetry WATER	-	-	-	-	-	-	-	-	-	-	-	4,950.00
006791	Water Meter replacement 22/23	100,000.00	-	-	-	100,000.00	100,000.00	-	-	-	-	100,000.00	98,464.53
		119,863.82	-	-	-	119,863.82	275,000.00	28,195.90	-	45,000.00	138,332.08	119,863.82	168,634.00
Water - Blackbutt													
006782	Blackbutt WTP Irrigation Process Cntrl	28,000.00	-	-	-	28,000.00	28,000.00	-	-	-	-	28,000.00	-
006788	Blackbutt HL PS Switchboard renewal +	35,000.00	-	-	-	35,000.00	175,000.00	-	-	140,000.00	-	35,000.00	-
		63,000.00	-	-	-	63,000.00	203,000.00	-	-	140,000.00	-	63,000.00	-
Water - Kingaroy													
005547	Gordonbrook WTP - Post Con Contract Work	180,000.00	65,818.83	-	-	245,818.83	-	65,818.83	-	180,000.00	-	245,818.83	65,854.33
006506	KWS-Gordonbrook Dam PSA Renewals	-	9,538.75	-	-	9,538.75	-	9,538.75	-	-	-	9,538.75	1,577.12
006516	Gordonbrook Off Stream Storage Design	-	51,591.56	-	-	51,591.56	200,000.00	130,312.56	-	-	278,721.00	51,591.56	35,420.67
006517	Water Meter Replacement Program - 21/22	-	30,000.00	-	-	30,000.00	30,000.00	-	-	-	-	30,000.00	-
006596	Gordonbrook Dam Emergency Repairs 2021	-	42,705.00	-	-	42,705.00	-	42,705.00	-	-	-	42,705.00	35,845.00
006596	Gordonbrook Hydrological Modelling	-	186,160.00	-	-	186,160.00	100,000.00	86,160.00	-	-	-	186,160.00	37,687.65
006783	Gordonbrook Dam Spillway AFC D&C	-	-	-	-	-	800,000.00	-	-	800,000.00	-	-	-
006784	Gordonbrook Dam Survey for Dredging	-	-	-	-	-	266,000.00	-	-	266,000.00	-	-	-
006787	Kingaroy Water Security Trunk Infra Upgr	-	-	-	5,875.00	5,875.00	250,000.00	-	-	-	244,125.00	5,875.00	3,775.00
		180,000.00	385,814.14	-	5,875.00	571,689.14	1,646,000.00	334,535.14	-	886,000.00	522,846.00	571,689.14	180,159.77
Water - Nanango													
006504	Watermain Replacement Birdie St Nanango	21,409.88	1,222.94	-	-	22,632.82	-	1,222.94	-	21,409.88	-	22,632.82	22,632.82
006505	Watermain Replacement Eagle St Nanango	22,356.82	15,656.36	-	-	38,013.18	-	15,656.36	-	22,356.82	-	38,013.18	38,013.18
006557	W/MR Dalby St Nanango (Gippe-ChesterSt)	70,000.00	-	-	-	70,000.00	70,000.00	-	-	-	-	70,000.00	3,222.86
006785	Nanango WTP & Bores A, B, C, etc.	150,000.00	-	-	-	150,000.00	490,000.00	-	-	340,000.00	-	150,000.00	111,288.67
		263,766.70	16,879.30	-	-	280,646.00	560,000.00	16,879.30	-	296,233.30	-	280,646.00	3,222.86
Water - Proston													
006055	Proston-SCADA Platform Update	-	-	-	-	-	-	-	-	-	-	-	4,369.32
006658	W/MR Blake St, Proston (Drake-RodneySt)	105,000.00	-	-	-	105,000.00	105,000.00	-	-	-	-	105,000.00	5,630.78
		105,000.00	-	-	-	105,000.00	105,000.00	-	-	-	-	105,000.00	4,369.32
Water - Wondai													
006507	WWS-Raw Water PS SB	-	199,866.00	-	-	199,866.00	199,866.00	-	-	-	-	199,866.00	220,452.16
006659	W/MR Mackenzie St, Wondai (Osborne-EndSt)	2,826.00	-	-	-	2,826.00	211,400.00	-	-	208,574.00	-	2,826.00	2,826.00
006660	W/MR Mackenzie St, Wondai (Osborne-Scott)	1,884.00	-	-	-	1,884.00	140,000.00	-	-	138,116.00	-	1,884.00	1,884.00
006661	W/MR Cadell St, Wondai (Scott - Kent St)	292,600.00	-	-	-	292,600.00	292,600.00	-	-	-	-	292,600.00	41,388.28
		297,310.00	199,866.00	-	-	497,176.00	843,866.00	-	-	346,690.00	-	497,176.00	41,388.28
		1,028,940.52	610,122.89	-	5,875.00	1,644,938.41	3,632,866.00	387,173.79	-	1,713,923.30	661,178.08	1,644,938.41	397,774.23
Wastewater Services													
KTP													
006520	KTP - Recycled Water Line	-	6,735.15	-	-	6,735.15	-	6,735.15	-	-	-	6,735.15	2,534.08
		-	6,735.15	-	-	6,735.15	-	6,735.15	-	-	-	6,735.15	2,534.08
Wastewater - General													
006826	Update Scada/Cyber Security	-	-	-	-	-	-	-	-	-	-	-	5,348.00
006504	S1- PC, SCADA & Telemetry WASTEWATER	-	13,376.57	-	-	13,376.57	-	13,376.57	-	-	-	13,376.57	12,555.00
006641	S2- PC, SCADA & Telemetry WASTEWATER	7,804.80	-	-	-	7,804.80	175,000.00	-	448.25	45,000.00	121,746.95	7,804.80	131,290.00
		7,804.80	13,376.57	-	-	21,181.37	175,000.00	13,376.57	-	448.25	45,000.00	121,746.95	21,181.37
		7,804.80	13,376.57	-	-	21,181.37	175,000.00	13,376.57	-	448.25	45,000.00	121,746.95	21,930.80

Project Code	Project Description	Declarations	Restricted Cash	Proceeds from Sale of Asset	Grant Funding	Total Budgeted Revenue	2020/2021 Adopted Budget	2021/2022 Continued Projects	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Total Quarter Budget Adjustments	Total Available Budget	2022/2023 Commitments	2022/2023 Actual Expenditure	2022/2023 Actual Expenditure & Commitments
Wastewater - Kingaro															
006509	KWW-KWWTP PSA Renewals	-	-	-	-	-	-	-	-	-	-	-	1,577.12	12,566.64	14,143.76
006512	KWW-River Rd SPS5 SB Renewal	-	135,002.23	-	-	135,002.23	135,361.00	-	398.77	-	-	135,002.23	-	156,565.85	156,565.85
		-	135,002.23	-	-	135,002.23	135,361.00	-	398.77	-	-	135,002.23	1,577.12	169,132.49	170,709.61
Wastewater - Nanango															
006513	NWW-South St SPS6 Renewal	-	170,339.00	-	-	170,339.00	170,339.00	-	-	-	-	170,339.00	-	164,582.16	164,582.16
006793	Nanango SPS2 Switchboard renewal, etc.	-	-	-	-	-	210,000.00	-	-	210,000.00	-	-	-	-	-
006794	Nanango SPS3 Switchboard renewal, etc.	-	-	-	-	-	140,000.00	-	-	140,000.00	-	-	-	-	-
006795	Nanango SPS5 Process Control/SCADA	28,000.00	-	-	-	28,000.00	28,000.00	-	-	-	-	28,000.00	-	-	-
		28,000.00	170,339.00	-	-	198,339.00	548,339.00	-	-	350,000.00	-	198,339.00	-	164,582.16	164,582.16
CED - Proston															
006510	BDWW-WWTP1 SB Renewal	-	210,000.00	-	-	210,000.00	210,000.00	-	-	-	-	210,000.00	6,239.99	219,304.93	225,544.92
006796	Proston CED Pump Station Replace & Renew	-	-	-	-	-	210,000.00	-	-	210,000.00	-	-	-	-	-
		-	210,000.00	-	-	210,000.00	420,000.00	-	-	210,000.00	-	210,000.00	6,239.99	219,304.93	225,544.92
Wastewater - Wondai															
006514	WWW-Hodge St SPS5 SB	-	170,311.00	-	-	170,311.00	175,000.00	-	4,689.00	-	-	170,311.00	-	151,687.54	151,687.54
		-	170,311.00	-	-	170,311.00	175,000.00	-	4,689.00	-	-	170,311.00	-	151,687.54	151,687.54
		35,804.80	705,763.95	-	-	741,568.75	1,453,700.00	20,111.72	- 5,496.02	- 605,000.00	- 121,746.95	741,568.75	144,455.11	729,172.00	873,627.11
Waste															
Waste Management - R															
006607	New Maidenwell Transfer Station	-	100,000.00	-	-	100,000.00	350,000.00	-	-	250,000.00	-	100,000.00	1,180.00	45,168.93	46,348.93
006780	Nanango Weighbridge & Transfer Station	-	121,512.00	-	182,268.00	303,780.00	607,560.00	-	-	303,780.00	-	303,780.00	-	760.00	760.00
006781	Kerbside Recycling Wheelie Bins	-	686,875.00	-	-	686,875.00	686,875.00	-	-	-	-	686,875.00	-	715,320.21	715,320.21
		-	908,387.00	-	182,268.00	1,090,655.00	1,644,435.00	-	-	553,780.00	-	1,090,655.00	1,180.00	761,249.14	762,429.14
		-	908,387.00	-	182,268.00	1,090,655.00	1,644,435.00	-	-	553,780.00	-	1,090,655.00	1,180.00	761,249.14	762,429.14
Land															
Admin Office - Murgoo															
006841	Murgoo Admin Building Boundary Alignment	-	40,000.00	-	-	40,000.00	-	-	-	-	40,000.00	40,000.00	-	66,069.11	66,069.11
		-	40,000.00	-	-	40,000.00	-	-	-	-	40,000.00	40,000.00	-	66,069.11	66,069.11
		-	40,000.00	-	-	40,000.00	-	-	-	-	40,000.00	40,000.00	-	66,069.11	66,069.11
		11,279,561.72	9,189,344.87	-	9,368,919.23	29,837,825.82	32,622,434.00	4,484,958.51	1,371,611.77	- 5,230,450.57	- 3,410,727.89	29,837,825.82	7,535,655.47	20,605,320.81	28,140,976.28



South Burnett Regional Council
Monthly Financial Report
Interim June 2023



Executive Summary

This monthly report is designed to illustrate the interim financial performance and position of South Burnett Regional Council compared to the amended budget and expected position, at an organisational level, for the period ended 30 June 2023. The meeting reports for June are a modified, shortened version compared to usual due to the year to date figures not being finalised for the 2022/23 year at this point in time.

- Recurrent Revenue is currently sitting at 102% compared to the estimated position and Recurrent Expenditure is sitting at 99%.
- End of year adjustments including those for contract assets & liabilities, accruals, prepayments and provisions are still to be performed.
- Council's current cash and cash equivalent holdings at the end of June 2023 were \$63.68m with \$31.14m of this currently classed as restricted cash. Restricted cash holdings for the 2022/23 year are still to be calculated and will be reconciled once all end of year adjustments have been performed.
- The ratios at the end of June are all within their respective targets apart from the Current Ratio which is sitting just outside the target of between 2.0 and 4.0 at 4.99. This ratio is affected by high contract assets and cash balances.
- Council's capital expenditure program is currently sitting at \$20.60m in actual expenditure which equates to approximately 69.1% of the total amended budget. Accruals will be completed during July and early August to ensure expenses relating to the 2022/23 year are included in the correct year in preparation for financial statements and audit.

Executive Summary

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1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 30 June 2023
100% of Year Complete

	2023	Original Budget	Amended Budget	Estimated Position	Variance
	\$	\$	\$	\$	%
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	54,172,055	53,952,343	54,035,913	54,005,838	100%
Fees and Charges	6,021,512	4,964,355	5,893,112	6,039,329	100%
Rental Income	573,158	459,715	459,715	553,223	104%
Interest Received	2,163,873	540,500	1,990,500	2,116,504	102%
Sales Revenue	6,194,307	3,023,351	6,463,527	6,832,437	91%
Other Income	1,530,006	965,380	1,165,880	1,472,447	104%
Grants, Subsidies, Contributions and Donations	30,217,229	8,530,723	22,764,854	27,541,544	110%
	100,872,140	72,436,367	92,773,500	98,560,321	102%
Capital Revenue					
Grants, Subsidies, Contribution and Donations	7,252,507	10,159,463	9,368,919	8,278,198	88%
Total Income	108,124,647	82,595,830	102,142,420	106,838,519	101%
Expenses					
Recurrent Expenses					
Employee Benefits	27,510,844	25,511,103	27,060,423	27,060,423	102%
Materials and Services	48,001,102	25,685,031	44,936,769	47,952,683	100%
Finance Costs	1,787,248	1,804,207	1,821,207	3,155,826	57%
Depreciation and Amortisation	23,386,109	23,032,537	23,032,537	23,386,294	100%
	100,685,303	76,032,878	96,850,935	101,555,226	99%
Capital Expense					
	2,042,733	(400,000)	(400,000)	1,391,305	147%
Total Expense	102,728,035	75,632,878	96,450,935	102,946,531	100%
Net Result	5,396,612	6,962,952	5,691,485	3,891,988	
Net Operating Result	186,837	(3,596,511)	(4,077,435)	(2,994,905)	

2.1 Revenue

2.1.1 Rates Levies and Charges

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

As at 30 June 2023, rates, levies and charges are tracking on target at 100%. This is due to all rate levies having been raised for the financial year.

2.1.2 Fees and Charges

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

As of 30 June 2023, fees and charges are tracking on target at 100% compared to the estimated position. June accruals for waste disposal income are still to be completed.

Main increases between amended budget and estimated position are:

- Increases in waste tip disposal – this is offset by additional costs in commercial waste expenditure at tips.
- Water saw increases in irrigator water sales and increased standpipe usage.
- Additional income from tourist parks.

2.1.3 Rental Income

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

As of 30 June 2023, rental income is tracking above target at 104% compared to estimated position. Lease prepayments and June rental accruals are yet to be completed and this will reduce income where part of the lease relates to a period after 30 June 2023.

2.1.4 Interest Received

Interest revenue includes interest on investments and rate arrears. As at 30 June 2023, interest received is tracking above target at 102% of estimated position. High bank balances and increasing to interest rates on investment accounts has helped this revenue stream.

2.1.5 Sales Revenue

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

As at 30 June 2023, sales revenue is tracking below target at 91% of estimated position. RMPC claims of \$613k were processed in July 2023 and will be accrued back into June 2023 as part of the end of year adjustments.

2.1.6 Other Income

Other income is sundry income derived from all other sources.

As at 30 June 2023, other income is tracking above target at 104% of estimated position. Main increases compared to amended budget include additional legal fees recovery (offset by expenditure) and scrap steel sales.

2.1.7 Operational Grants

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

As of 30 June 2023, operating grants are tracking above target at 110% of estimated position due to timing in when operational grants are received and spent. This will change as contract asset and liability considerations are taken into account for all grants as part of the end of year adjustments.

Council received 100% of the 2023/2024 Financial Assistance Grant of \$7.11m in June.

2.1.8 Capital Grants

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

As of 30 June 2023, capital grants are tracking below target at 88% of estimated position, however the contract asset and liability reconciliations still need to be performed for end of year.

2.2 Expenditure

2.2.1 Employee Benefits

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

As of 30 June 2023, employee benefits are tracking above target at 102% of estimated position. Final provision calculations and end of year reconciliations are yet to be performed.

2.2.2 Materials and Services

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

As of 30 June 2023, materials and services are tracking on target at 100% of estimated position. This will change as creditor accruals and prepayments are taken into account.

Increases to materials and services compared to amended budget largely stem from

- QRA natural disaster spending (offset by income).
- Additional \$212k for water feasibility study – offset by funds received in a previous year which were unable to be deferred.
- Additional works contract costs for RPC and RMPC works (offset by income)
- Additional roads maintenance spending

2.2.3 Finance Costs

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

As of 30 June 2023, finance costs are tracking under target at 57%. End of year adjustments for the landfill and quarry provisions still need to be completed. Final movements for the provision of doubtful debts still need to be completed.

2.2.4 Depreciation

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

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

As of 30 June 2023, depreciation is on target at 100%. Only minor adjustments to the right of use asset will need to be performed.

Work in progress balances currently sitting in the balance sheet as at 30 June 2023 total \$21.41m and are listed below.

Asset Class	Work in Progress Balance
Buildings	2,018,100.33
Plant & Equip.	-
Roads	14,958,090.80
Water	2,624,253.21
Wastewater	1,630,968.38
Fleet	41,353.19
Waste	46,828.93
Office	30,022.15
Land	66,069.11
	21,415,686.10

2.2.5 Capital Expense

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

Capital expense is sitting at \$2.04m for the year.

- Total capital income for fleet items totals \$490k and for land items totals \$82k for the year.
- Council's current loss on disposals is currently \$1.08m for Roads, \$148k for Fleet, \$395k for Land sold, \$736k for Buildings, \$5k for Water, \$237k for Wastewater and \$14k for miscellaneous.

Capital Expense	Actual	Original Budget	Amended Budget
INCOME			
Fleet	489,677	400,000	400,000
Land	82,360	-	-
DISPOSALS			
Roads	1,077,035	-	-
Fleet	148,681	-	-
Land	395,920	-	-
Buildings	736,859	-	-
Water	4,785	-	-
Wastewater	237,439	-	-
Miscellaneous	14,052	-	-
	2,042,733	400,000	400,000

3.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position

as at 30 June 2023

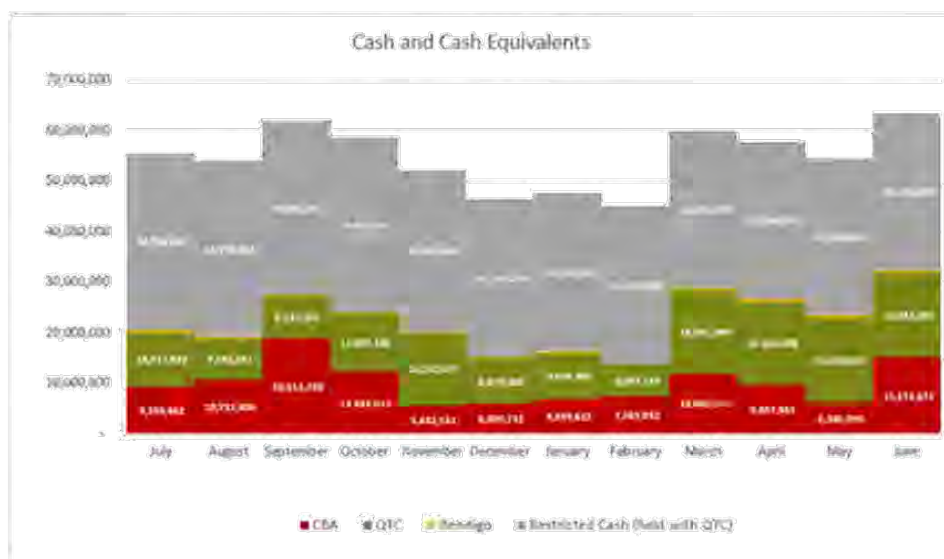
		2023	Original	Amended	Expected
		JUNE	Budget	Budget	Position
Note	\$	\$	\$	\$	\$
Current Assets					
Cash and Cash Equivalents	10	63,681,045	54,194,868	54,913,322	64,312,178
Trade and Other Receivables	11	11,330,800	9,822,243	14,846,977	13,298,966
Inventories	12	848,254	791,043	794,215	789,247
Investments	13	-	-	-	-
Total Current Assets		75,860,098	64,808,154	70,554,514	78,400,390
Non-Current Assets					
Trade and Other Receivables	11	757,074	584,349	584,349	551,137
Property, Plant and Equipment	15	915,830,575	929,510,214	928,045,879	1,058,432,149
Right of Use Asset		694,123	806,831	667,707	687,948
Intangible Assets	16	6,250,563	6,250,568	6,250,568	6,250,563
Total Non-Current Assets		923,532,334	937,151,962	935,548,503	1,065,921,796
TOTAL ASSETS		999,392,432	1,001,960,116	1,006,103,017	1,144,322,187
Current Liabilities					
Trade and Other Payables	17	8,019,363	12,049,450	16,444,771	11,153,931
Borrowings	18	3,168,995	3,300,539	3,300,539	3,309,663
Lease Liabilities		19,002	22,881	19,580	20,008
Provisions	19	3,889,915	3,528,655	3,708,520	4,008,274
Other Liabilities	20	90,746	1,365,692	1,365,692	1,365,692
Total Current Liabilities		15,188,020	20,267,217	24,839,102	19,857,567
Non-Current Liabilities					
Trade and Other Payables	17	-	-	-	-
Borrowings	18	23,978,751	23,891,742	23,891,742	23,838,084
Lease Liabilities		710,283	823,767	686,345	704,895
Provisions	19	10,919,857	12,493,247	10,623,255	12,080,148
Other Liabilities	20	5,737,125	2,881,461	2,881,461	2,881,461
Total Non-Current Liabilities		41,346,017	40,090,217	38,082,803	39,504,587
TOTAL LIABILITIES		56,534,037	60,357,434	62,921,905	59,362,154
NET COMMUNITY ASSETS		942,858,395	941,602,682	943,181,112	1,084,960,032
Community Equity					
Retained Surplus/(Deficiency)	22	446,762,496	445,470,950	447,057,369	445,257,873
Asset Revaluation Surplus	21	496,095,899	496,131,732	496,123,743	639,702,160
TOTAL COMMUNITY EQUITY		942,858,395	941,602,682	943,181,112	1,084,960,032

3.1 Current Assets

3.1.1 Cash and Cash Equivalents

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

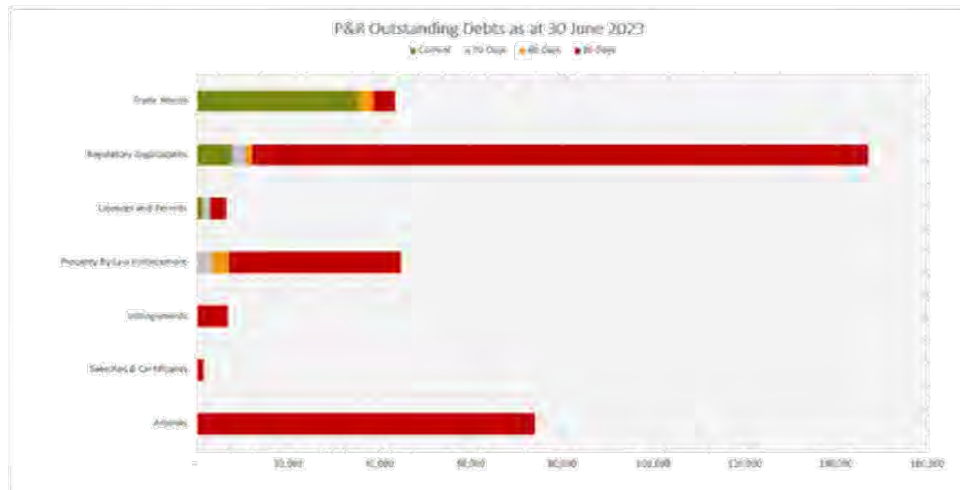
As of 30 June 2023, Council’s actual cash and cash equivalents balance was \$63,681,045. The below table shows the breakup of this balance sheet element (excluding cash drawers). Some adjustments are still to be performed to ensure that the ledger for the bank accounts matches the bank statements for the end of June 2023.



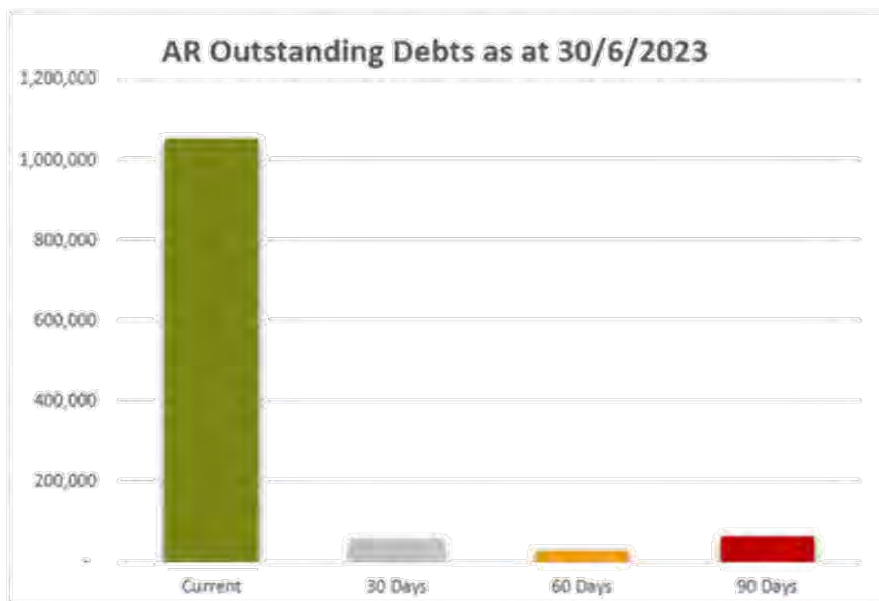
As at the 30 June 2023, the restricted cash balance was \$31.144m. This has not been updated for June and will increase significantly to allow for restricting of Water, Wastewater, Waste and Fleet operating surpluses as well as reconciling of the capital program to determine the value of continued projects that will be continuing into the 2023/24 year.

3.1.2 Trade and Other Receivables

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



Property and Rating (P&R) debts above that are overdue by 90 days or more total \$263k. This is made up of \$203k being actively pursued by Council staff or determination on next steps are being investigated, \$38k can be recovered when properties are sold, and \$22k belong to developer contributions that will be finalised in the future.

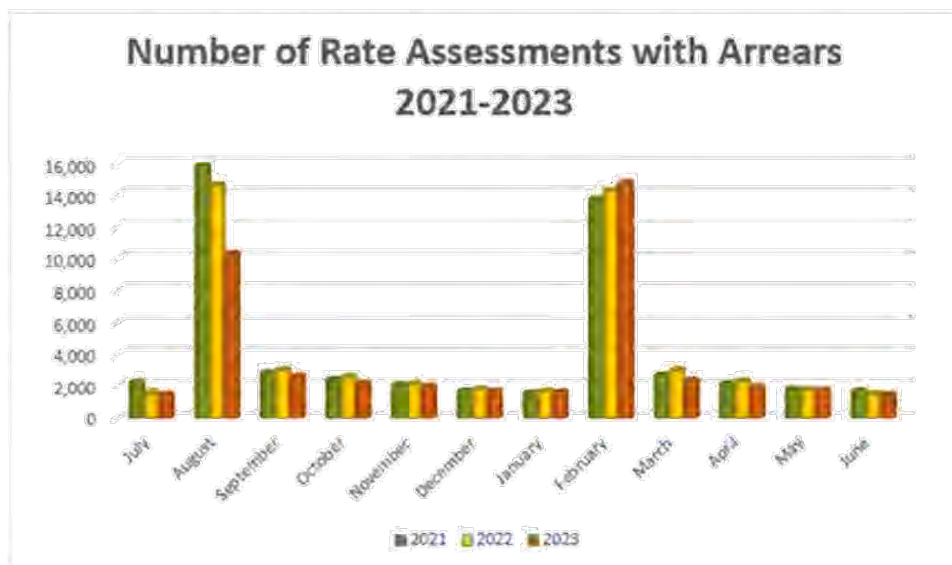
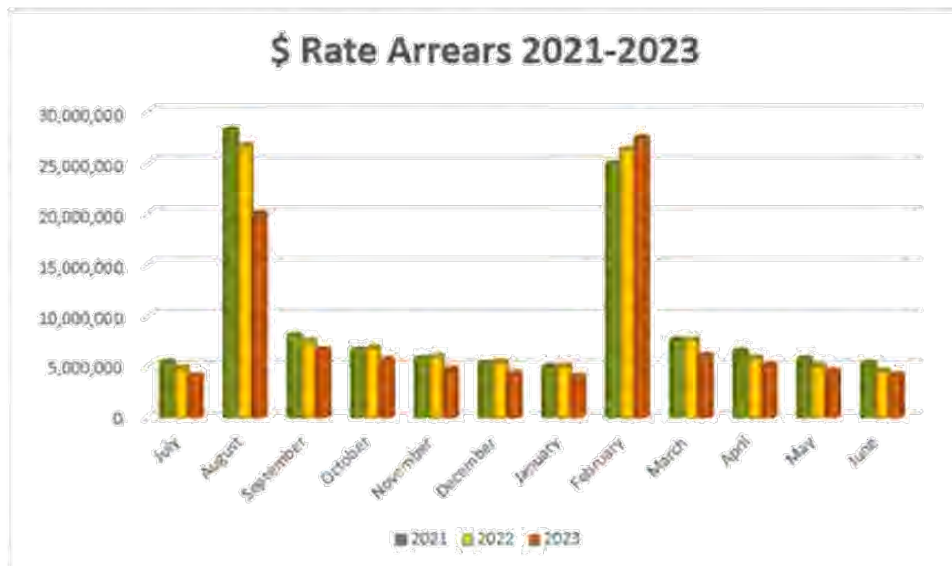


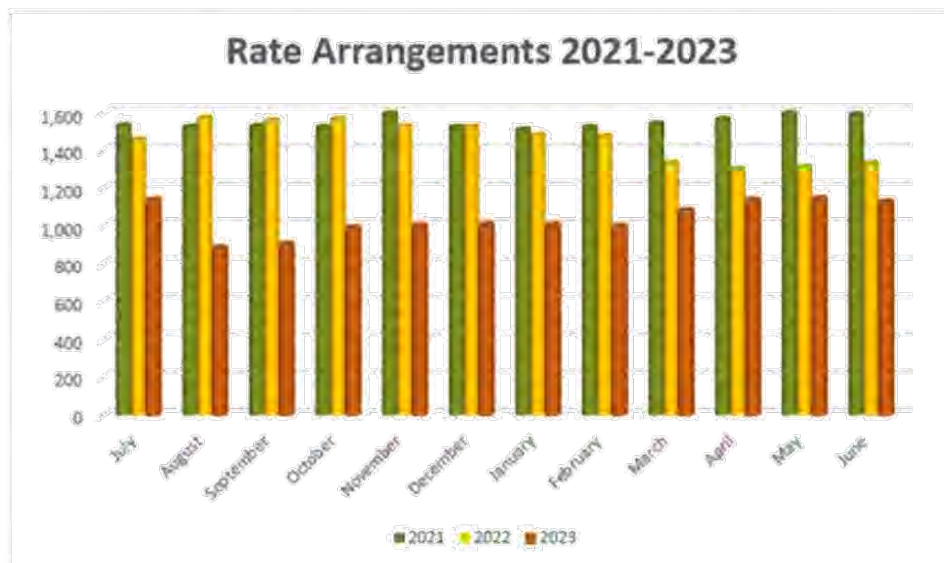
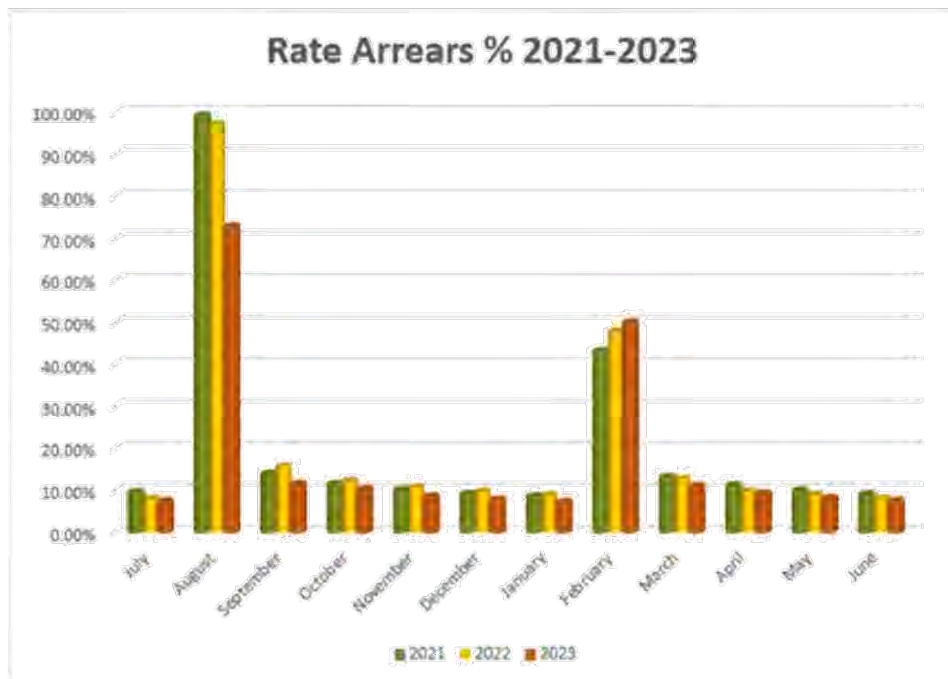
The AR outstanding debts 90+ days is currently \$63k which is 5% of total AR outstanding debts. A total of 91% of the value sitting in 90 days remains with debt collectors or have a payment arrangement with Council. The remaining 9% is being actively pursued by Council staff.

Rates in arrears as of 30 June 2023 is sitting at \$4.13m or 7.52% which is above the target arrears of 7%. There are currently 1,127 assessments with rate arrangements in place which accounts for 77.3% of the properties that are in arrears.

In the 2023/24 financial year, finance plan to remove the effect of rates levies when they are not technically overdue to remove the distortion of numbers during August and February.

Notices of Intention to Sell will be mailed out in early July for those who are on Council's potential Sale of Land list for the next auction.





3.1.3 Inventories

Inventories is made-up of Council stores and is valued at cost. Council is currently undertaking a project to reduce and minimise the number of inventories held. A stocktake was undertaken at the end of June 2023. A total of \$38,319.65 was written off during the stocktake with approximately \$30k of this relating to event signage. This signage was purchased 5 years ago 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.

3.2 Non-Current Assets

3.2.1 Trade and Other Receivables

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

3.2.2 Property, Plant and Equipment

The total amended capital budget is \$29.83m. Actual spent as of 30 June 2023 is \$20.60m, which is tracking below target at 69.1%. Committed costs of \$7.54m are also identified. Accruals are yet to be completed for the 2022/23 year.

Capital breakdown is now a separate attachment to this document.

3.2.3 Right of Use Assets

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

3.2.4 Intangible Assets

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

3.3 Liabilities

3.3.1 Trade and other Payables

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

The below information shows the purchases by month split to show the dollar value and respective percentage of purchases that were sourced locally (within the South Burnett). End of year accruals are still to be processed.

Item of Business	Item of Business Description	March 2023 Purchases	April 2023 Purchases	May 2023 Purchases	June 2023 Purchases
LOCAL	Total Local	3,102,489.93	1,509,075.06	1,796,572.40	2,068,997.84
OUTSIDE SBRC					
	Cherbourg	0.00	0.00	0.00	0.00
	Dalby	3,200.00	1,198.50	293.50	3,000.00
	Goomeri	2,595.00	380.00	0.00	1,719.85
	Goomeri	0.00	0.00	0.00	0.00
	Neighbouring Council	0.00	0.00	1,493.24	1,006.95
	Other	2,536,268.61	3,324,458.53	2,439,786.89	3,610,943.93
	Yarraman	27,273.70	24,854.50	23,150.00	23,010.00
	Total Other	2,569,337.31	3,550,891.53	2,464,723.13	3,639,680.73
	% Local Purchases	54.70%	29.42%	42.16%	16.24%

3.3.2 Borrowings

All Council borrowings are with the Queensland Treasury Corporation (QTC). The balance as of 30 June 2023 was \$27,147,746 made up of borrowings in the following departments:

Department	Borrowings
NRM & Parks	\$ 408,620
Finance	\$ 485,441
Property	\$ 416,021
Economic Development	\$ 259,298
Environment & Waste	\$ 568,171
Infrastructure	\$ 9,427,977
Water & Wastewater	\$ 15,582,218
Total	\$ 27,147,746

3.3.3 Lease Liabilities

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

3.3.4 Provisions

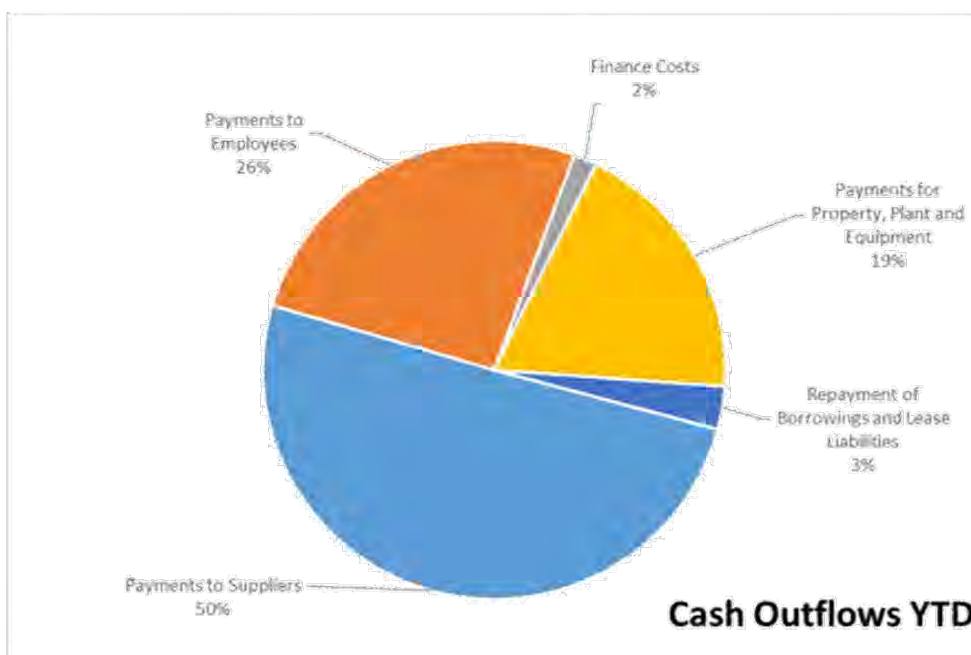
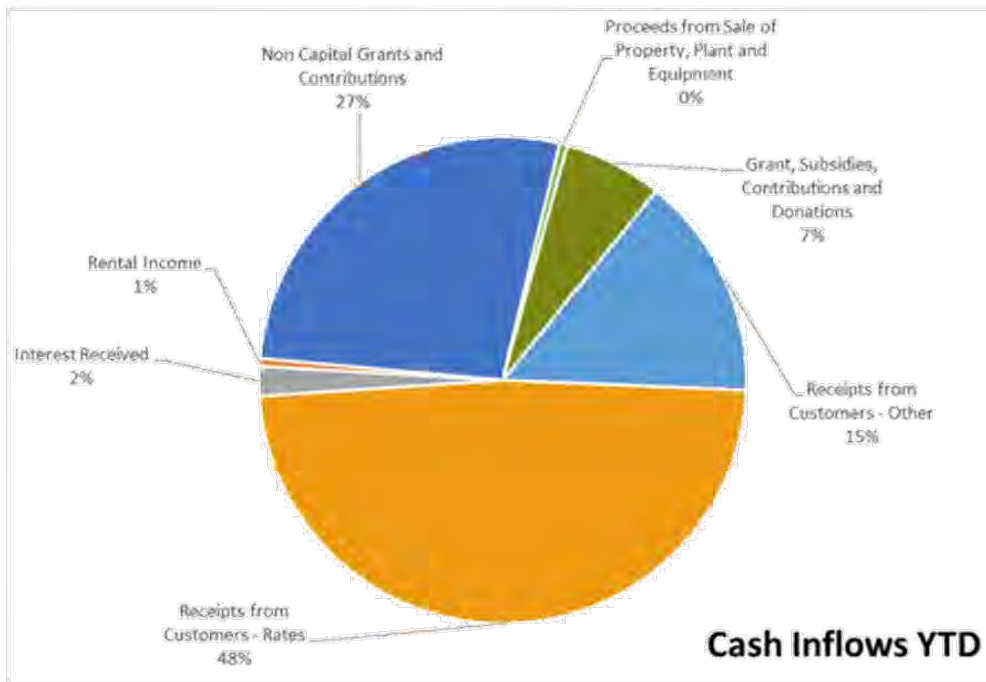
Provisions are made up of landfill and gravel pit expected restoration costs and employee long service leave. Provisions will be impacted by discount rates and end of year calculations.

3.3.5 Other Liabilities

Other liabilities are made up of the State Waste Levy payment received in advance and prepaid rates. Council received an upfront payment in June 2022 to cover the next four financial years' worth of State Waste Levy (years 2022/23 to 2025/26). In June this year, Council received the next upfront payment for the 2026/27 financial year State Waste Levy of \$1.49m.

4.0 Interim Cash Flow

Monthly Cashflow	Apr	May	June	YTD	Original Budget	Amended Budget	Estimated Position	YTD vs Expected Position %
Cash Flows from Operating Activities								
Receipts from Customers	\$5,694,416	\$2,537,001	\$5,377,650	\$69,818,377	\$64,374,944	\$69,309,063	\$71,048,600	98%
Payments to Suppliers and Employees	(\$7,803,399)	(\$6,419,045)	(\$5,073,189)	(\$13,588,565)	(\$55,366,488)	(\$77,770,121)	(\$72,934,140)	115%
	(\$1,107,982)	(\$4,082,044)	\$304,461	(\$13,769,187)	\$9,008,456	(\$7,961,058)	(\$1,885,538)	
Interest Received	\$29,416	\$20,719	\$24,950	\$2,163,873	\$540,500	\$1,990,500	\$2,216,504	102%
Rental Income	\$47,479	\$16,042	\$78,742	\$573,158	\$489,715	\$489,715	\$583,223	104%
Non-Capital Grants and Contributions	\$1,315,281	\$1,481,210	\$16,498,484	\$30,317,109	\$8,530,723	\$32,764,854	\$27,541,544	120%
Finance Costs	(\$148,479)	(\$155,324)	(\$142,887)	(\$1,787,248)	(\$1,393,535)	(\$1,430,539)	(\$3,155,826)	57%
Net Cash Inflow (Outflow) from Operating Activities	(\$764,086)	(\$2,570,417)	\$10,956,689	\$17,397,725	\$17,145,358	\$15,043,476	\$25,169,907	89%
Cash Flows from Investing Activities								
Payments for Property, Plant and Equipment	(\$1,640,376)	(\$2,516,789)	(\$2,500,898)	(\$30,400,127)	(\$32,422,434)	(\$29,837,818)	(\$28,747,105)	73%
Payments for Intangible Assets								0%
Advances (Repayments) of Loans and Advances								0%
Proceeds from Sale of Property, Plant and Equipment	\$147	\$55,000	\$77	\$571,007	\$400,000	\$400,000	\$516,960	111%
Grant, Subsidies, Contributions and Donations	\$279,018	\$1,616,020	\$397,371	\$7,252,507	\$10,159,463	\$9,366,919	\$8,278,158	89%
Net Cash Inflow (Outflow) from Investing Activities	(\$1,361,111)	(\$845,719)	(\$2,503,389)	(\$12,795,581)	(\$22,062,971)	(\$20,066,907)	(\$19,961,947)	64%
Cash Flows from Financing Activities								
Proceeds from Borrowings and Leasing Liabilities								0%
Repayment of Borrowings and Leasing Liabilities	\$100,290	\$103,632	\$100,290	(\$1,290,356)	(\$1,230,506)	(\$1,230,506)	(\$3,275,040)	100%
Net Cash Inflow (Outflow) from Financing Activities	\$100,290	\$103,632	\$100,290	(\$1,290,356)	(\$1,230,506)	(\$1,230,506)	(\$3,275,040)	100%
Cash and Cash Equivalents at the Beginning of the Period	\$80,064,858	\$58,839,949	\$54,727,446	\$42,369,259	\$42,342,487	\$42,369,259	\$42,369,259	
Net Increase (Decrease) in Cash and Cash Equivalents Held	(\$2,024,906)	(\$3,311,503)	\$8,393,599	\$1,311,786	(\$8,147,618)	(\$7,455,357)	\$1,942,520	
Cash and Cash Equivalents at the End of the Period	\$58,039,949	\$54,727,446	\$63,681,045	\$63,681,045	\$54,194,868	\$54,913,932	\$64,311,779	
Restricted Cash	\$31,144,030	\$31,144,030	\$31,144,030	\$31,144,030				
Cash Available for Use	\$26,895,919	\$23,583,416	\$32,537,015	\$32,537,015				
Minimum 3 month operating liquidity				\$16,400,438				



5.0 Interim Changes in Equity

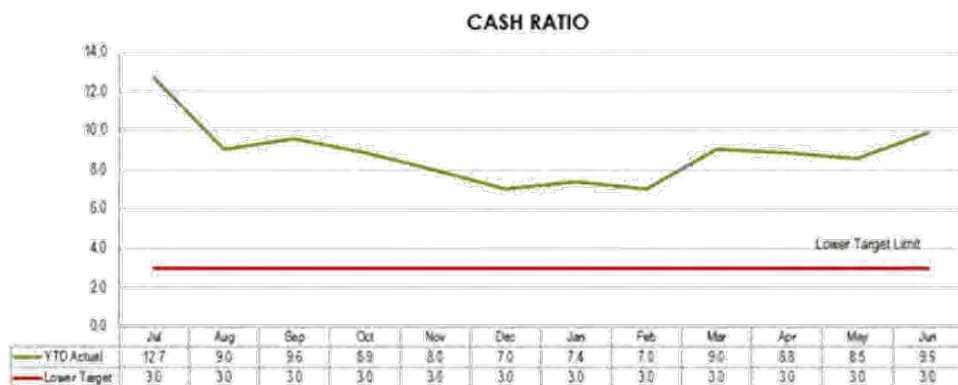
	Apr-23 \$	May-23 \$	Jun-23 \$	YTD \$
Asset Revaluation Surplus				
Opening Balance	496,095,899	496,095,899	496,095,899	496,095,899
Incl(dec) in asset revaluation surplus	-	-	-	-
Closing Balance	496,095,899	496,095,899	496,095,899	496,095,899
Retained Surplus				
Opening Balance	451,715,138	444,275,779	443,039,896	441,365,885
Restricted Cash Released	-	-	-	-
Net Result	7,439,358	1,235,883	3,722,600	5,396,612
Closing Balance	444,275,779	443,039,896	446,762,496	446,762,496
Total Community Equity	940,371,679	939,135,796	942,858,395	942,858,395

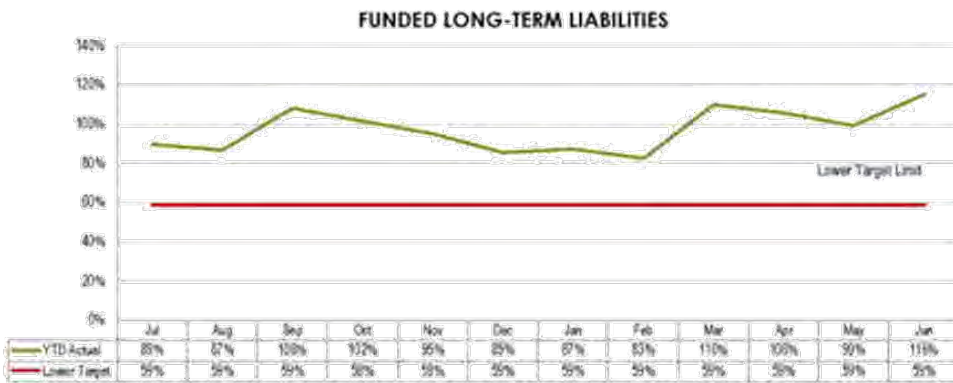
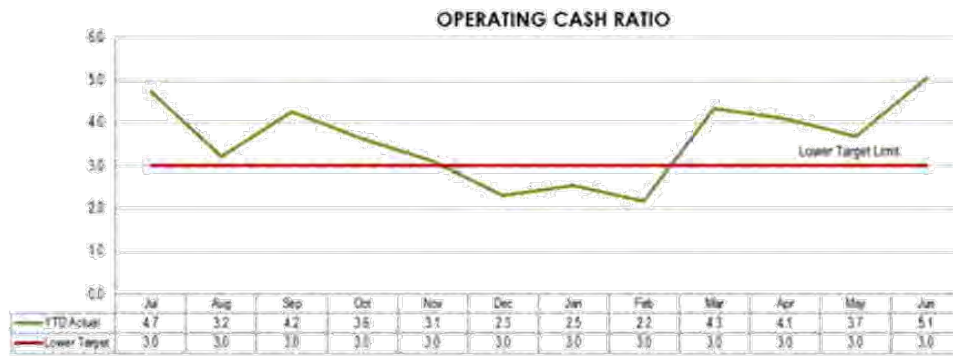
6.0 Financial Ratios

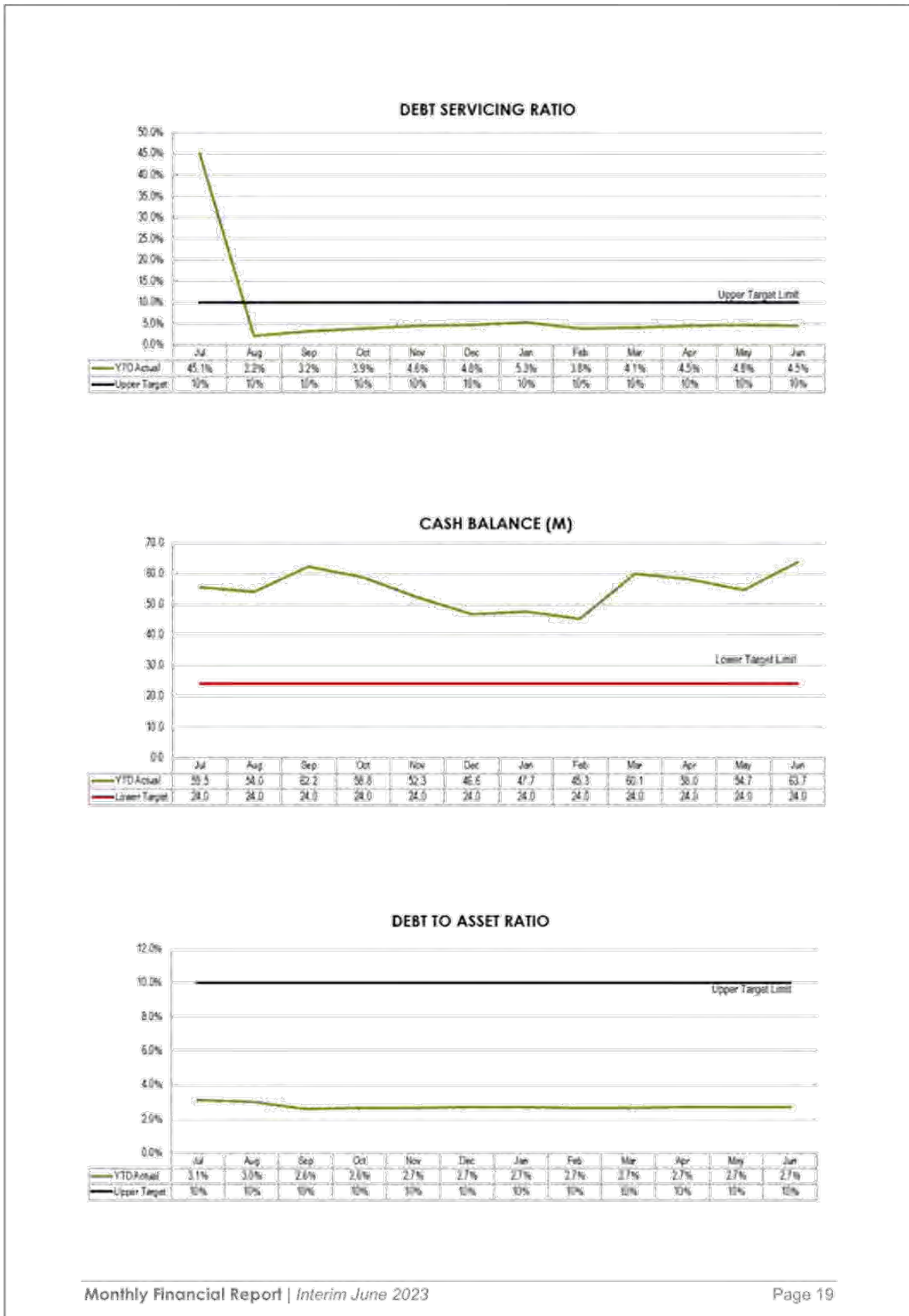
Key Performance Indicators - Monthly Reporting

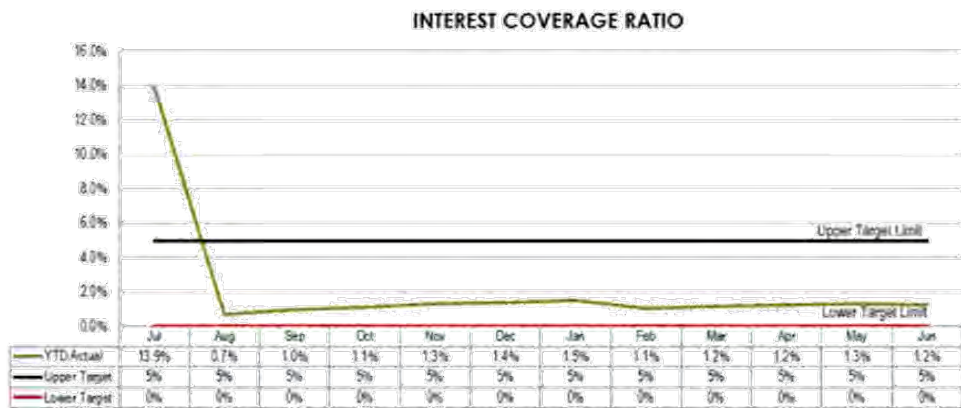
Indicator	Description	Formula	Target	Status	Value
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{\text{Total Operating Expense} - \text{Depreciation}} \times \text{Number of Periods}$	Target greater than or equal to 1 month	✓	5.99
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{\text{Total Operating Expense} - \text{Depreciation}} \times \text{Number of Periods}$	Target greater than or equal to 2 months	✓	5.99
Current Ratio (Working Capital Ratio)	This measures the extent to which Council has liquid assets available to meet short term financial obligations	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	Target between 2.0 & 4.0	✗	4.99
Fixed Long Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Long Term Liabilities}}$	Target greater than or equal to 50%	✓	115.50%
Debt Servicing Ratio	This indicates Council's ability to meet current debt obligations with recurrent revenue	$\frac{\text{Interest Expense} + \text{Loan Repayments}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✓	4.49%
Cash Balance \$M	Total Cash that Council hold	Cash Held at Period End	Target greater than or equal to \$2M	✓	\$3.0M
Debt to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non-Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	2.72%
Interest Coverage Ratio	This ratio demonstrates the extent which operating revenues are being used to:	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	✓	1.24%

All ratios at the end of June are all within their respective targets apart from the Current Ratio. The Current Ratio (Working Capital Ratio) is sitting at 4.99 which is outside the target of between 2.0 and 4.0. This is largely due to high cash and contract asset balances. Cash balances were impacted by additional funds received from the State Waste Levy and Financial Assistance Grant prepayments. Various end of year adjustments are still to be performed on the balance sheet.









7.0 Long Term Financial Forecast

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

The long-term financial forecast requires:

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

The Local Government must:

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

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

7.1 Income and Expenditure Statements

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

	Year 6 2027/2028	Year 7 2028/2029	Year 8 2029/2030	Year 9 2030/2031	Year 10 2031/2032
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	63,357,199	65,377,462	67,485,737	69,686,083	71,985,239
Fees and Charges	5,176,595	5,254,596	5,354,093	5,445,114	5,537,679
Rental Income	500,138	508,640	517,267	526,079	535,022
Interest Received	665,625	691,941	718,704	745,922	773,604
Sales Revenue	3,289,226	3,345,143	3,402,010	3,459,844	3,518,661
Other Income	1,050,282	1,068,136	1,086,292	1,104,759	1,123,540
Grants, Subsidies, Contributions and Donations	6,507,624	6,618,253	6,730,763	6,845,186	6,961,553
	80,546,691	82,874,171	85,294,866	87,813,587	90,435,298
Capital Revenue					
Grants, Subsidies, Contribution and Donations:	4,912,610	4,912,610	4,912,610	4,912,610	4,912,610
Total Income	85,459,301	87,786,781	90,207,476	92,726,197	95,347,908
Expenses					
Recurrent Expenses					
Employee Benefits	27,282,935	27,746,742	28,216,457	28,698,161	29,186,041
Materials and Services	27,396,826	27,608,284	28,077,609	28,554,945	29,290,359
Finance Costs	1,722,816	1,580,555	1,426,867	1,271,058	1,173,199
Depreciation and Amortisation	24,104,843	24,269,129	24,770,324	25,047,983	25,265,654
	80,507,420	81,204,710	82,493,257	83,572,148	84,915,253
Capital Expense					
	(435,176)	(442,574)	(450,098)	(457,750)	(465,532)
Total Expense	80,072,244	80,762,136	82,043,159	83,114,398	84,449,731
Net Result	5,387,057	7,024,645	8,164,318	9,611,799	10,898,177
Net Operating Result	39,271	1,669,461	2,801,650	4,241,439	5,520,035

7.2 Financial Position

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

	Year 6 2027/2028	Year 7 2028/2029	Year 8 2029/2030	Year 9 2030/2031	Year 10 2031/2032
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 48,842,861	\$ 44,832,254	\$ 45,944,432	\$ 48,214,772	\$ 53,863,044
Receivables	\$ 9,588,438	\$ 9,724,692	\$ 9,958,522	\$ 10,093,485	\$ 10,040,024
Inventories	\$ 751,164	\$ 743,426	\$ 735,765	\$ 728,181	\$ 720,673
Total Current Assets	\$ 60,182,563	\$ 55,300,372	\$ 56,638,719	\$ 59,036,438	\$ 64,623,741
Non-Current Assets					
Receivables - Non-Current	\$ -	\$ -	\$ -	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 948,891,340	\$ 958,722,985	\$ 962,427,844	\$ 966,338,456	\$ 971,540,883
Intangible Assets	\$ 6,234,652	\$ 6,234,652	\$ 6,234,652	\$ 6,234,652	\$ 6,234,652
Right Of Use Assets	\$ 659,521	\$ 630,531	\$ 601,541	\$ 572,551	\$ 543,561
Total Non-Current Assets	\$ 956,785,513	\$ 965,588,168	\$ 969,264,037	\$ 973,145,659	\$ 978,318,896
Total Assets	\$ 1,016,968,076	\$ 1,020,888,540	\$ 1,025,902,756	\$ 1,032,182,097	\$ 1,042,942,637
Liabilities					
Current Liabilities					
Payables	\$ 11,656,873	\$ 11,726,172	\$ 11,796,405	\$ 11,847,476	\$ 11,909,915
Borrowings	\$ 3,631,714	\$ 3,688,824	\$ 3,850,037	\$ 6,215,722	\$ 6,466,794
Provisions	\$ 3,795,363	\$ 3,908,914	\$ 5,037,126	\$ 6,313,615	\$ 5,460,673
Other Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 19,093,950	\$ 19,323,910	\$ 20,683,568	\$ 24,376,813	\$ 23,837,382
Non-Current Liabilities					
Payables - Non-Current	\$ 710,463	\$ 686,020	\$ 660,918	\$ 635,140	\$ 608,666
Borrowings - Non-Current	\$ 17,381,330	\$ 13,700,525	\$ 9,840,487	\$ 9,219,217	\$ 8,572,191
Provisions - Non-Current	\$ 14,470,193	\$ 14,851,300	\$ 14,226,640	\$ 13,442,135	\$ 14,743,279
Other Liabilities - Non-Current	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 32,571,986	\$ 29,237,845	\$ 24,728,045	\$ 23,296,492	\$ 23,924,136
Total Liabilities	\$ 51,665,936	\$ 48,561,755	\$ 45,411,613	\$ 47,673,305	\$ 47,761,518
Net Assets	\$ 965,302,140	\$ 972,326,785	\$ 980,491,143	\$ 984,508,792	\$ 995,181,119
Equity					
Retained Earnings	\$ 468,170,408	\$ 476,195,053	\$ 484,359,411	\$ 493,971,210	\$ 504,869,387
Revaluation Reserve	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732
Total Equity	\$ 965,302,140	\$ 972,326,785	\$ 980,491,143	\$ 990,102,942	\$ 1,001,001,119

7.3 Cash Flow

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

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

7.4 Changes in Equity

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

	Year 6 2027/2028	Year 7 2028/2029	Year 8 2029/2030	Year 9 2030/2031	Year 10 2031/2032
Asset Revaluation Surplus					
Opening Balance	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732	\$ 496,131,732
Retained Surplus					
Opening Balance	\$ 463,783,351	\$ 469,170,408	\$ 476,195,053	\$ 484,359,411	\$ 493,971,210
Net Result	\$ 6,367,067	\$ 7,024,645	\$ 8,164,368	\$ 9,611,799	\$ 10,898,177
Closing Balance	\$ 469,170,408	\$ 476,195,053	\$ 484,359,411	\$ 493,971,210	\$ 504,869,387
Total Community Equity	\$ 965,302,140	\$ 972,326,785	\$ 980,491,143	\$ 990,102,942	\$ 1,001,001,119

8.0 Investments

Council had \$64.26m held in bank accounts on 30 June 2023. Out of this balance, 75% was held with QTC with an end of month interest rate of 4.15%, 24% was with Commonwealth Bank with an interest rate of 4.60% and the remaining 1% was sitting with Bendigo Bank with no interest rate identified at this stage.

Institution	Rating	Rate at 30/06/2022	Current Rate
QTC	A1+	0.76%	4.15%
CBA General Account (new)	A1+	1.35%	4.60%
CBA General Account	A1+	1.35%	4.60%

Investment Portfolio Report
as at 30/06/2023

Investment	Current Interest Rate	Current Rate	Current Rate	Current Rate	Current Rate	Current Rate	Current Rate	Current Rate	Current Rate	Current Rate	Current Rate	Current Rate	Current Rate	Current Rate
Queensland Treasury Corporation	4.15%	23,000,000	23,000,000	46,694,941	1,329,431	63,857	1,373,334	47,968,282	75%	A1+	4.15%	Net Cash		
Bendigo Bank	4.60%	699,964	699,964	959,295	179,436	129	129	779,859	1%	A2	4.60%	Other		
Commonwealth Bank Australia	4.60%	147,280,000	147,280,000	148,376,411	11,795,427	175,728	175,728	160,171,639	25%	A1+	4.60%	Other		
General Operating account														
Total		240,560,000	240,560,000	424,067,647	1,508,894	240,014	1,579,191	449,819,780						

9.0 Works for Queensland Round 4 (W4Q4)

The Works for Queensland Round 4 has a total budget of \$5.63m with a grant period spanning from July 2021 to June 2024. Council has received a total of 50% of the grant funding during July 2021 with these funds being posted as a contract liability in the balance sheet until funds have been used. So far Council has spent or committed \$2.3m over the life of the W4Q4 funding with \$1.35m of this on eligible projects for this financial year.

10.0 Rates Update

- Council donated \$3,434.40 to Life Flight for the 4th quarter. This is remitting the payments Council received during April, May and June for the Community Rescue and Evacuation Levy which is charged on Council’s rates notices.
- The rates levy for the period 1 July to 31 December 2023 will be issued on 18 August 2023 and is due on 21 September 2023.
- Water meter reading has been completed in Nanango and is now underway in Kingaroy.
- 114 rates searches were completed in June.
- 17 splits and amalgamations were processed in June.
- 162 tasks were completed in June.



10.11 ANNUAL OPERATIONAL PLAN 2022/2023 IMPLEMENTATION PROGRESS REPORT FOR THE PERIOD ENDING 30 JUNE 2023

File Number: 19-Jul-2023

Author: General Manager Finance and Corporate

Authoriser: Chief Executive Officer

PRECIS

Annual Operational Plan 2022/2023 Implementation Progress Report for the period beginning 1 July 2022 ending 30 June 2023.

SUMMARY

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

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

OFFICER'S RECOMMENDATION

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Chief Executive Officer, General Managers and Managers have contributed to the Annual Operational Plan 2022/2023 Implementation Progress Report for the period 1 July 2022 to 30 June 2023 in respect of their relevant areas of responsibility.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

Section 4(b) of the *Human Rights Act 2019* (the 'Act') requires public entities to act and make decisions in away compatible with human rights. The Act requires public entities to only limit human

rights in certain circumstances and after careful consideration. The human rights protected under the Act are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

REPORT

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

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

ATTACHMENTS

- 1. **Annual Operational Plan - 4th Quarter Review - 1 July 2022 to 30 June 2023**



Version Control

date	comment	version
March 2022	Draft - initial	D1
May 2022	Draft presented to Ordinary Meeting of Council for Workshop	D2
June 2022	Draft Plan presented to Ordinary Meeting of Council	D3
June 2022	Final Plan adopted by Council 24 June 2022 - Council Resolution 2022/578	1.0
September 2022	1 st Quarter Review	2.0
December 2022	2 nd Quarter Review	2.1
March 2023	3 rd Quarter Review	2.2
June 2023	4 th Quarter Review	2.3

Adoption by Council

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

Copies of the Annual Operational Plan

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

Contact Us

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Acknowledgement

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



Introduction

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

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

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

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

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

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

Executive Services Annual Operational Plan 2022/23

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



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

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

30 September 2022

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

31 December 2022

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

31 March 2023

Satellite Head to Health services:

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

Service projected to open by 31st July 2023.

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

30 June 2023

Open Minds announced as successful for the tender. Currently looking for a suitable property to house the service. Scheduled to open in September 2023. Council is working with Darling Downs and West Moreton PHN to establish a suicide alliance group which will incorporate services including Qld Health, QAS, QPS and local service providers. Suicide prevention capacity building program conducted through Resilience Officer.

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

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

31 December 2022

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

31 March 2023

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

30 June 2023

Preliminary meetings held with South Bank Medical Group for redevelopment of private hospital site. Formal development application to be submitted in 23/24 financial year. Redevelopment will carry a capacity for two (2) surgeries and dependent on other aged care. Redevelopment is also partnering with other medical providers to develop a health precinct which will be supported through Council’s Planning Scheme. Formal advocacy for maintaining GP services in region with meetings and correspondence to relevant health ministers. Community Development team are offering scholarships for Certificate III in Health Services Assistance through the Blacksummer Bush Fire Funding. These scholarships will be offered to residents of the South Burnett and will be delivered by RMEA at the Griffith University training rooms onsite at the Kingaroy Hospital.

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

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

31 December 2022

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

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

31 March 2023

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

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

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

30 June 2023

Council engaged Dr Tom Keenan to facilitate a workshop on 4 May 2023 with the focus on the first enabler in the Regional Development Strategy. The South Burnett has appropriate infrastructure to support industry, investment, and liveability.

1. Water is reliably delivered to support investment in agriculture and industry and enable urban growth in our communities.
2. Transport infrastructure and strategic freight networks to allow for the efficient movement of goods.
3. Digital communication quality capacity and coverage supports liveability, investment in industry, and ag tech.
4. Major investments in infrastructure are leveraged to deliver local content and jobs, supporting workforce attraction and retention.
5. Projects that support future investment and community needs are known and investment ready

This is an ongoing project for the 2023/2024.

OPE/11	Develop an investment ready road map aligning Council priorities to State and Federal government's objectives	Office of the CEO	GR2	1 October 2022	30 June 2023	BU1001
<p>30 September 2022</p> <p>South Burnett Renewable Energy Investment Prospectus – preliminary meeting held with TSBE and other stakeholders.</p> <p>31 December 2022</p> <p>The development of the prospectus will detail the region’s economic strengths, population, workforce, education, property, and lifestyle opportunities, and contain comprehensive information on the renewable energy projects proposed. Project also aligns to Resource council development of economic transition for regional economy.</p> <p>31 March 2023</p> <p>Meeting of stakeholders at the Investment Prospectus Roundtable discussion held on 16 March 2023. Discussed path forward with follow up meeting to be held on 13 April 2023. At this Round Table Discussion, it was agreed that an independent facilitator should be engaged to conduct 2 to 3 workshops to inspire ‘Blue Sky’ collaboration and identify the possible investment opportunities. As a part of the Black Summer Bushfire grant funding, Council has engaged Dr Tom Keenan to facilitate the workshops and develop the Investment Prospectus.</p> <p>The Aim of the South Burnett Investment Prospectus is to provide a detailed overview of the South Burnett Region, its advantages to invest, do business and live.</p> <p>Key elements within the Prospectus area:</p> <ul style="list-style-type: none"> • Regional Snapshot • Regional Economy • Key Industries • Key Infrastructure • Resource Industry Leader • Emerging Industries • Key Partnerships • Facilities and events <p>Expectation is that project will roll into the 2023/24 financial year.</p> <p>30 June 2023</p> <p>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. Dr Tom Keenan is continuing his work with Council to complete the investment prospectus and the Regional Development Action Plan.</p>						



OPE/12	Develop a 25-year economic roadmap for water infrastructure	Office of the CEO	GR12; GR13	1 July 2022	30 June 2023	BU1001
<p>30 September 2022</p> <p>Utilising funding available for the South Burnett Water Feasibility Project Phase 2, consultants were engaged to progress the development of the 25 Year Economic Road Map as a key deliverable of the Phase 2 project. The draft Phase 2 report, including the 25 Year Economic Road Map is anticipated to be presented for Council review in October 2022.</p> <p>31 December 2022</p> <p>Phase two (2) of the study developed a 25-year economic roadmap addressing key recommendations of the first phase of the study. Council's consultant for delivery of Phase two (2) of the South Burnett Water Feasibility Project has completed the final report and this draft report was presented to the Infrastructure, Environment and Compliance Standing Committee Meeting on 2 November 2022. The final report was presented to Council at the Ordinary meeting of 23 November 2022 (Resolution: 2022/255). Copies of the report have been circulated to elected members, SunWater, TSBE and other stakeholders. Council will arrange for engagement with the broader community and other interested parties in early 2023.</p> <p>31 March 2023</p> <p>In accordance with Council resolution meetings held with Minister Furner and Minister Butcher to advocate for the plan. Briefings also supplied to the Local Member and Opposition Spokesperson. Follow up from the Ministerial meetings briefings have been presented to SunWater, Dept. of Agriculture and Stanwell.</p> <p>30 June 2023</p> <p>Completed. Meetings during the quarter were held with Hon Steven Miles MP, Deb Frecklington MP, Department of Regional Development, Manufacturing and Water, Hon David Littleproud MP, Senator Perin Davey and Colin Boyce MP to advocate for the plan.</p>						
OPE/13	Advocate for regional water security developing projects and seeking external funding	Office of the CEO	GR13	1 July 2022	Ongoing	BU1001



30 September 2022

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

31 December 2022

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

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

31 March 2023

As per OPE/12.

30 June 2023

As per OPE/12.

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

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

31 December 2022

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

31 March 2023

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

30 June 2023

Formally engaged with Department of State Development, Infrastructure, Local Government and Planning, for the local economic opportunity program ('LEO') and the regional economic futures fund ('REF'). Mayor and CEO are on REF committee. Ernest & Young have been engaged through this process to facilitate meetings of the REF and collate responses. The LGAQ resource councils have met with Director General, Mike Kaiser on 29 June 2023 to progress social licence discussions of renewable energy providers and developers and preliminary discussions as far as transformation working groups relating to the Qld Energy and Jobs Plan.

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

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

31 December 2022

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

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

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

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

31 March 2023

LGAQ Resource Council meetings and deputations:

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

30 June 2023

OPE/14 has similar objectives and outcomes and common reference and transitional committees. Council has undertaken individual engagement with energy providers including projects such as Wambo Wind Farm, Tarong West Wind Farm and Tumurru Solar Farm which is in public notification for the development application process. Continued compliance activity in regard to Kingaroy Solar Farm project.

OPE/16	Develop town and village community plans / key priority lists	Office of the CEO	EC9	1 July 2022	30 June 2023	BU1001
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30 September 2022

Information collated into spreadsheet from previous years – First Mayoral & Councillors Community Catch Ups held in Kumbia on 23 September. Further information is being collated from these meetings. Consideration of format and how the collected information can be presented and developed into a community plan document.

31 December 2022

2nd Mayoral & Councillors Community Catch Ups held in Proston on 28 October.

31 March 2023

Work has commenced on drafting a format that can be used for the Community Plan. Information is being collected from the various departments within council to populate the 1st draft. The draft will be circulated to Councillors in the 4th quarter to review and agree on a community engagement and consultation strategy. Expectation is that project will roll into the 2023/24 financial year.

30 June 2023

Draft format presented and adopted at June 2023 Council meeting. Plans currently being populated with project and community initiatives. Draft plans will be circulated for community consultation and feedback in 2023/2024 financial year. Stage 1 complete.

OPE/17	Commence development of an employee value proposition linking to Council's People and Culture Workforce Plan for positive recruitment and retention outcomes	People & Culture	OR11	June 2021	Ongoing	BU1003
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30 September 2022
 There is an intent to issue the annual Staff Survey in late October, as part of this survey staff will be questioned on what it means to them to have a job at SBRC, thus allowing a development of key Employee Value Propositions (EVP) considerations to be understood about what it is staff value most at the workplace.

31 December 2022
 The Workforce Plan assists Council to guide engagement, development, management, and personnel of Council's human resources and the 1st draft of the plan was presented to Liveability, Governance and Finance Standing Committee on 7 December 2022 for Councillor's information. The Staff Survey was held back from the end of 2022 and will now be issued in early 2023. As part of this survey staff will be questioned on what it means to them to have a job at SBRC, thus allowing a development of key Employee Value Propositions (EVP) considerations to be understood about what it is staff value most at the workplace.

31 March 2023
 Survey draft finalised and delayed due to EBA negotiations. Intent to release and finalise before end of financial year. Recruitment policy reviewed and forwarded to Council Ordinary meeting for adoption. The review focused on reducing timeframes and flexibility in council recruitment practices. When benchmarking our Council with other Local Authorities within Southeast Qld excluding large coastal councils, average turnover is 24.1%. Council is currently averaging 15% per annum.

30 June 2023
 Survey circulated and complete. Results being collated to be shared with employees and EVP strategy to be developed using the results from the survey. The EBA for field and officers finalised.

OPE/18	Development of an Environmental Sustainability Policy	Office of the CEO	EN1	1 July 2022	30 June 2023	BU1001
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30 September 2022
 Preliminary investigations commenced into similar policies within other councils both within Queensland and Nationally.

31 December 2022
 Engaged Mead Perry to undertake research, document review and engagement with key staff and facilitate a Councillor workshop to inform the development of a draft Environmental Sustainability Policy. Workshop the draft policy with key staff and Council. Workshops to occur in 3rd quarter reporting period with draft policy on track to be adopted by 30 June. Cost of development of policy can be absorbed in current operational budget.

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

30 June 2023
 Completed and adopted on 28 June 2023 (Resolution: 2023/642).



OPE/19	Development of an Organisational Service Level Catalogue	Office of the CEO	OR11	1 July 2022	30 June 2023	BU1001
<p>30 September 2022</p> <p>Finalisation of the Parks Business Improvement Review. Initial investigations being undertaken Council in our near region to discuss their Service Level Catalogues and opportunities to share information and learnings.</p> <p>31 December 2022</p> <p>Delivering the project scope outcomes will involve conducting a structured engagement with staff from all functional areas to map “current state” services and conduct an analysis of them. This analysis and further research will allow us to establish a service portfolio. Our approach to this project would be based on engagement with the team to ensure that we achieve staff “buy in” to and ownership of any required change to their operations. In addition, it will ensure that the project will benefit from the analysis of current processes and practices and identification of opportunities to make improvements to operations through the review. It is anticipated the bulk of this project involving the facilitation of the project groups and Councillor engagement. Resourcing for the project will need to be considered in the 2nd Quarter review as it is recommended that an outside facilitator be engaged to assist with the delivery within timeframes.</p> <p>The process mapping data previously completed by Council for the Tech One/T2 projects will allow us to repopulate our data base with the services that are provided by those functions. This will be especially helpful for activities where costs are not specifically allocated against services. i.e. Customer services. There would still be the need to engage with key staff to ascertain frequency, resources/time required but it would allow the first step of identifying services provided to be skipped.</p> <p>31 March 2023</p> <p>Report presented to Council Budget Committee meeting 15 March 2023 on the maintenance management review which included information on the current intervention levels and targeted response times with a further review identified to occur in 1 years’ time. CRM Statistics based on departmental determined deadlines. Council's Customer Service Charter measurement - timeframe for processing customer requests was presented to the Liveability, Governance, and Finance Standing Committee on 8 March 2023. The adopted customer service charter currently does not define service levels. This report provides statistics based on the target dates identified by each department for request resolution. These reviews will also assist with any service level reviews. Expectation is that project will roll into the 2023/24 financial year.</p> <p>30 June 2023</p> <p>CBD Maintenance & Operational meetings held and fed into the budget process. Further cross departmental meetings for July 2023 to progress initiatives. Service catalogue is not a static document but a dynamic one that needs to be reviewed and updated regularly in line with customer and Council expectations. Service catalogue will need to align with other corporate documents and define the terms and conditions of service delivery. The service catalogues are most successful when they are developed and maintained using a collaborative approach that involves all relevant stakeholders.</p>						



Finance & Corporate Annual Operational Plan 2022/23

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



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



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

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

Projects/New Activities



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

OPFC/28	Review of rates supplementary notices to utilise the ERP considering paperless rates notices and non-rate charges to be included in rates searches	Finance & Sustainability	OR13	1 July 2022	30 June 2023	BU1011
<p>30 September 2022</p> <p>Finance and Business Systems have made contact with TechOne to start the process of looking at the supplementary rates notices to ensure they are run out of the system. Finance has also added into their processes to ensure non-rate charges against the property are included on rates searches and unpaid charges recovered during the settlement process. Finance is also working with business systems to adjust the rates search templates to ensure this will automatically come through on rates searches rather than being a manual process.</p> <p>31 December 2022</p> <p>TechOne has been working on the Supplementary Notice in the system and is nearly complete. The rates searches project to make less manual for calculations is also progressing.</p> <p>31 March 2023</p> <p>Supplementary Notices have been largely completed by TechOne and have been put into the live system for use. The only part still being looked at is the Australia Post barcode being on the supplementary notices. The project to make the rates search templates more automatic is expected to roll into the next financial year.</p> <p>30 June 2023</p> <p>Supplementary Notices are now being utilised in the TechOne system. Rates search upgrades will continue into the 23/24 year.</p>						
OPFC/29	Centralised Procurement	Finance & Sustainability	OR13	1 July 2022	Ongoing	BU1012



30 September 2022

Finance and Procurement will meet in October to begin looking at the pathway to centralised procurement and begin looking at implementation and how that will look.

31 December 2022

Procurement held a workshop in November to begin discussions with departments on what centralised procurement may need to look like for our organisation. Next steps are to do a workflow on the proposed different scenarios to determine the process flow and resources required. Working Group to be established to continue the centralised procurement process.

31 March 2023

Terms of reference for the Centralised Procurement Working Group is currently being worked on so that the group can be put together and have their first meeting to keep progressing the centralised procurement project. As this project will be extensive, this project is expected to roll into the next financial year.

30 June 2023

Expressions of interest for members to be in the Centralised Procurement Working Group has gone out. Phase 1 of Centralised Procurement will be implemented in the 23/24 year as per the 23/24 operational plan. The details that constitute Phase 1 will be finalised during the 1st quarter of the 23/24 year.

OPFC/30	Continue review of general rating categories to achieve equity	Finance & Sustainability	OR14	1 July 2022	Ongoing	BU1011
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30 September 2022

Finance will work with Council and the external rates consultant to begin looking at any further rate categories adjustments that could be implemented in the 23/24 budget.

31 December 2022

Initial meeting held with Mead Perry regarding the rates for the 23/24 year. Information is being gathered so that the consultant can put together information to begin the conversation with Councillors. Workshop to be held on the 13th of February. Discussions on rating of the wind farm has also begun.

31 March 2023

2 Workshops were held in February for the Councillors. Mead Perry have provided their draft rating strategy for the 23/24 year. Council will consider the findings from the report for inclusion in the 23/24 rating strategy in the April Budget Committee Meetings.

30 June 2023

New categories have been implemented for the 23/24 year including categories for cattle feedlots, piggeries, transformers and heavy industry. Combining of windfarm and solar farm categories into one category and the creating of a multi-unit dwellings category has also been implemented in the 23/24 year.

OPFC/31	Review of Asset Management Business processing for integration into one Asset Management System in Technology One	ICT & Fleet	IN2	1 July 2022	Ongoing	BU1160
<p>30 September 2022 Plant and fleet assets created with the CiA platform of TechOne. ICT assets now created through the CiA platform.</p> <p>31 December 2022 Item consider actioned for the ICT, Plant and Fleet assets.</p> <p>31 March 2023 No change from last quarter. Action item in place.</p> <p>30 June 2023 No change from last quarter. Action item in place.</p>						
OPFC/32	Deliver a Customer Request Effectiveness Review Project (Project ID: T2.6)	ICT & Fleet	OR8	1 July 2022	31 October 2022	BU1160
<p>30 September 2022 Project 95% complete - Go Live as of 10 October 2022. Further analytics/dashboards to be developed to grant further detail on council meeting deadlines set for each request type.</p> <p>31 December 2022 Report to be created briefing ELT and SLT of the project implementation status and learnings. A tentative release of the CRM product to the public is set for Jan/Feb 2023.</p> <p>31 March 2023 Customer connect launched and link added to council website. Specific training instances addressed as required. Project closed and moved in continued support and BAU.</p> <p>30 June 2023 Demonstration scheduled with Council 10 May 2023. Dependant on feedback received project will be marked complete</p>						
OPFC/33	Undertake business process mapping and analysis implementing a business process continuous improvement programme	ICT & Fleet	OR9	1 July 2022	Ongoing	BU1160



<p>30 September 2022 Improvement register set to be reviewed in the month of October with a programme of works to be created for adoption and presented as an FYI to external audit committee in Feb 2023.</p> <p>31 December 2022 Review of improvement register commenced, meeting schedule with business systems team to identify priority projects, report to be drafted for ELT to confirm prioritisation.</p> <p>31 March 2023 Prioritisation set for 4th quarter – Fleet assets booking and work requests + User Profile matrix.</p> <p>30 June 2023 Asset bookings fleet scheduled for release to Plant and Fleet for testing 20 May 2023. Once sign off on testing has been completed process to be adopted and requests for vehicle pool asset bookings done via Techone.</p>						
OPFC/34	Realise business improvements through the use of Council's Business Systems Software	ICT & Fleet	OR13	1 July 2022	Ongoing	BU1160
<p>30 September 2022 Improvements register to be reviewed with accumulated items received through various communication methods added. Prioritisation exercise to then commence.</p> <p>31 December 2022 TechOne to present CiA anywhere Go Live Roadmap for comparison against improvement register. This presentation will assist in confirmation of project requirements.</p> <p>31 March 2023 Improvement register reviewed, items listed and predicted timing schedule created.</p> <p>30 June 2023 Improvement register utilised to define further project schedules – CiA financials, Plant and Fleet, Rates and P&C recruit, train and higher duties forms.</p>						
OPFC/35	Realise business improvements through the use of Council's Microsoft Office 365 Systems Software	ICT & Fleet	OR13	1 July 2022	Ongoing	BU1017



30 September 2022

Workshops scheduled across all departments within SBRC, Categorisation exercise to be conducted with approval on directory structure required from departments. 0365 Power Apps utilised to created water meter reader app set for adoption Dec 2022.

31 December 2022

Discovery sessions completed with initial alpha build of document repository created. Small groups across all departments engaged to identify files and run through an exercise confirming category suitability. Project progress report to be presented to ELT before further progress initiated.

31 March 2023

Project parked due to resignation of project lead. Recommencement will occur once vacancy is filled.

30 June 2023

Project on hold due to continued vacancy of role.

OPFC/36	Effectively maintain and manage Council's white fleet maximising efficiencies	ICT & Fleet	OR13	1 July 2022	31 December 2023	BU1016
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30 September 2022

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

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

31 December 2022

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

31 March 2023

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

30 June 2023

Asset bookings component of the project set for 20 May 2023. Work requests likely to expand into next 2023/2024 financial year.



Infrastructure Annual Operational Plan 2022/23

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



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

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

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



<p>30 September 2022 Policy yet to be advanced.</p> <p>31 December 2022 Policy yet to be advanced.</p> <p>31 March 2023 Project being outsourced.</p> <p>30 June 2023 Draft Council report, policy and guidelines 80% completed.</p>						
OPI/15	Renewable Opportunities - to review street lighting to potentially use renewable sources	Infrastructure Works / Infrastructure Planning	EN5	1 July 2022	30 June 2024	BU1110 BU1107
<p>30 September 2022 Future report to be presented to Council.</p> <p>31 December 2022 Seeking to outsource this project. Preliminary investigations have been undertaken with this item to be further developed and completed next year.</p> <p>31 March 2023 Project being outsourced.</p> <p>30 June 2023 Draft report has been completed.</p>						
OPI/16	Continued development of digital transformation and capacity <ul style="list-style-type: none"> - Kingaroy Transformation Project - Last mile digital infrastructure - Mobile telecommunication black spots - EV superhighway and charging stations 	Infrastructure Planning	GR10	1 July 2021	30 June 2023	BU1107 ECON DEV



<p>30 September 2022 Future report to be presented to Council.</p> <p>31 December 2022 EV charging stations - Working with industry on private development opportunities throughout the region ie. Blackbutt, Bunya Mountains and Nanango.</p> <p>31 March 2023 Report for Bunya Mountains presented to April 2023 meeting.</p> <p>30 June 2023 Report presented to April General Meeting with the resolution for Council to continue working with Bunya Mountains Community Association Inc. (BMCAI). Officers will continue to work with the Bunya Mountains Community Association Inc. (BMCAI) to assist with siting a future proposed Electric Vehicle (EV) Charging Station. Meeting scheduled for June to discuss with BMCAI.</p>						
OPI/17	Council works with DTMR to develop and present options about heavy vehicle routes around Kingaroy for discussion with stakeholders	Infrastructure Planning	EC3	1 July 2022	30 June 2025	BU1107
<p>30 September 2022 Monthly meetings are being held between Council officers and TMR to advance community interests in moving heavy vehicles around Kingaroy. The routes are preliminarily being developed, but also overlap with other agency groups requiring further communications.</p> <p>31 December 2022 Discussions are progressing well with TMR with concept layouts on intersection and infrastructure upgrades at key heavy vehicle nodes to be workshopped with Council in 2023.</p> <p>31 March 2023 No further update.</p> <p>30 June 2023 Officers continue to work with TMR and met with Safer Roads Infrastructure team on 19 May 2023 to continue discussions.</p>						
OPI/18	Advocate for EV superhighway and installation of EV stations	Infrastructure Planning	EN6	1 July 2021	30 June 2023	BU1107 ECON DEV

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



30 September 2022						
Monthly meetings are being held between Council officers and TMR to advance community interests in moving heavy vehicles around the Kingaroy CBD. The routes are preliminarily being developed, but also overlap with other agency groups requiring further communications in order to develop this action further.						
31 December 2022						
Discussions are progressing well with TMR with concept layouts on intersection and infrastructure upgrades at key heavy vehicle nodes to be workshopped with Council in 2023.						
31 March 2023						
No further update.						
30 June 2023						
Officers continue to work with TMR and met with Safer Roads Infrastructure team on 19 May 2023 to continue discussions.						
OPI/21	Continue the development of CBD Master Plans (Pre-design concept plans developed for Kumbia, Wondai and Nanango including footpath, furniture and on-street landscaping)	Infrastructure Planning	EC2	1 July 2022	30 June 2024	BU1107
30 September 2022						
The Kumbia CBD plan is awaiting endorsement and will form part of the capital works program for delivery. Concept planning for Wondai will commence in the second quarter of this financial year in order to determine a footprint of works that may be affordable for future year budget considerations. Future report to be presented to Council for Nanango and will be reviewed in the fourth quarter.						
31 December 2022						
Kumbia CBD plan has been completed and works underway. Concept planning for Wondai has commenced and a plan proposed to be presented to Council in early 2023.						
31 March 2023						
Concept plan for Wondai endorsed at March 2023 meeting & Community Consultation has commenced in April.						
30 June 2023						
Community Consultation completed. Feedback being compiled and a report will be submitted to June Infrastructure Standing Committee to discuss.						
OPI/22	Review signage necessary in flooding events	Infrastructure Works	EC6	1 July 2021	30 June 2023	BU1110

<p>30 September 2022 Future report to be presented to Council.</p> <p>31 December 2022 Review underway with identification of sign locations and requirements, through the Local Recovery and Resilience Grant.</p> <p>31 March 2023 Required flood signage submitted under the Local Recovery and Resilience Grant.</p> <p>30 June 2023 Submission was made to Queensland Reconstruction Authority through Disaster Recovery Funding Arrangements as a result of the South East Queensland Rainfall and Flooding, 22 February - 5 April 2022 to carry out the following:</p> <ul style="list-style-type: none"> • Dedicated storage facility with racking for storage and easy access of required response signage • Transport of Signs – Portable vehicle signage racking and loading facilities • Advance warning permanent fold down signage <p>This project has been approved and is to be completed by 30 June 2024.</p>						
OPI/23	Review of operational maintenance delivery investigating alternative delivery models Infrastructure for Patrol and Maintenance Grading – review and report back the advantages and costings of the addition of rollers Slashing programme – outsource and move staff to patching – but 2 new patching trucks	Infrastructure Works	INS	1 July 2022	30 June 2023	BU1110
<p>30 September 2022 No budget provision for the purchase of two (2) new patching trucks. Slashing program to continue in accordance with current service levels.</p> <p>31 December 2022 No further action- slashing program to continue in accordance with current service levels.</p> <p>31 March 2023 Report submitted to Council in March 2023.</p> <p>30 June 2023 Additional information provided as part of April/May 2022/23 budget deliberations – Completed.</p>						



Liveability

Annual Operational Plan 2022/23

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



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

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

Projects/New Activities						
Ref	Activity	Branch	Corp Plan	Start	Finish	Budget
OPL/15	Implement a 'Level of Service Plan' for parks, gardens and recreation facilities	Facilities & Parks	EC1	1 July 2022	30 June 2023	BU1137
<p>30 September 2022</p> <p>Council engaged Sheppard Services to undertake a Parks Business Improvement Review. Recommendation from the Business Improvement review is to develop a 'Level of Service Plan for parks, gardens and recreation facilities. A level of service document has been drafted by internal staff and is now being tested in the field. The development of mowing schedules has also been identified as an important tool for Council operators and the community. Mapping of mowed areas is near complete and being tested in the field by operational staff.</p> <p>31 December 2022</p> <p>Parks crews are testing the mowing schedules and mapping of mowed areas over the summer season. Report will be presented to Council for consideration.</p> <p>31 March 2023</p> <p>Business Improvement Plan review has been completed and scheduled to be presented to Council in 4th Quarter. Organisational restructure merged Facilities and Parks as one branch and the Manager has become familiar with the day to day operations, work programs, service levels and capital works programs.</p> <p>30 June 2023</p> <p>Parks Business Review and Service Levels were presented to and adopted by Council. Additional labour resources and fleet presented in the development of 2023/24 budget to assist in the increase service level for Parks and CBDs.</p>						
OPL/16	Establish an Advisory Committee to develop Botanical Masterplan	Facilities & Parks	EC1	1 July 2022	30 June 2023	BU1137

30 September 2022						
Expression of Interest for Botanical Advisory Committee closed July 2022. Five nominations were received by interested persons/groups. Report to be prepared for Council's consideration in 2 nd Quarter.						
31 December 2022						
Council endorsed the nominations for the Botanical Advisory Committee. Committee members have been advised. First meeting will be scheduled for the 3 rd Quarter.						
31 March 2023						
Parks Coordinator position become vacant. This is a vital role in assisting with set up of the Botanical Advisory Committee. This position is to be filled in the fourth quarter and 1 st meeting to occur in May.						
30 June 2023						
Officers continue to develop the Botanical Advisory Committee, ongoing development and meetings in 2023/24.						
OPL/17	Investigate CCTV for Council and Community owned and operated open spaces including consideration of Council taking over control of Community controlled cameras	Facilities & Parks	EC2	1 July 2022	30 June 2023	BU1018
30 September 2022						
Commenced investigations into community owned CCTV including location, camera type, service agreements and outstanding maintenance. This information will be compiled and presented to Council for consideration in the 3 rd Quarter. Council approved Kumbia Alliance Group to install new CCTV cameras in Apex Park, Kumbia. This project will also be included in the Community CCTV Review.						
31 December 2022						
Information to be presented in the 3 rd quarter. All community groups maintaining cameras and service agreements with Qld Police are operational within Murgon, Nanango, Kumbia and Wondai communities.						
31 March 2023						
All community groups maintaining cameras and service agreements with Qld Police are operational within Murgon, Nanango, Kumbia and Wondai communities. Council owned CCTV is operational in open spaces and assessable by the Qld Police through security requests.						
30 June 2023						
Completed. Ongoing CCTV installation is occurring in public areas and CBD's to improve community safety.						
OPL/18	Engage key stakeholders to facilitate identified affordable housing projects	Facilities & Parks	IN9	1 July 2022	30 June 2023	BU1018



30 September 2022

In December 2021, Council resolved to offer four properties to the housing provider, Regional Housing Ltd Regional Housing Ltd for future development under the Queensland Government’s Queensland Housing Investment Growth Initiative (QHIGI). The vacant residential parcel of land located at 27B Kingaroy Street, Kingaroy, was transferred to Regional Housing Ltd in September 2022 to build much needed affordable housing. This is the first project to progress in the region under QHIGI. Council has held meetings with other interested parties i.e., Murgon Independent Lifestyle Project Inc, Kingaroy RSL sub-branch to look at other project options and available land for affordable housing projects. Discussions and investigations are continuing with interested parties.

31 December 2022

Ongoing meetings and discussions have been held with Regional Housing Ltd, Murgon Independent Lifestyle Inc, and Kingaroy RSL sub branch to investigate available land for housing projects.

31 March 2023

The vacant residential parcel of land located at 1 Kelvyn Street, Kingaroy, was transferred to Regional Housing Ltd in 2023 to build much needed affordable housing project.

30 June 2023

At the June Council meeting a Material Change of Use (Dual Occupancy) at 27b Kingaroy Street, submitted by Regional Housing Limited was approved. In early April Council representatives participated in an Industry & Business Round Table discussion to understand how the current housing crisis may be impacting businesses and operations, in an effort to understand current and future housing needs, noting the strong pipeline of construction and renewable energy projects planned. In June Council received a briefing from Jackson Hills Manager, Policy and Strategic Engagement, QShelter on the role of Councils in housing affordability. Council has also engaged with the Local Government Association of Queensland (LGAQ) who have received funding to assist local governments in the development of Housing Action Plans. Council will continue to work with the LGAQ and local stakeholders to develop a Housing Action Plan for the South Burnett Region in the first half of the 2023/24 financial year.

OPL/19	Develop Masterplan for Kingaroy Visitor Information Centre, Museum, Art Gallery Precinct	Community	EC4, GR5	1 July 2022	30 June 2023	Subject to Funding
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<p>30 September 2022 No funding has been sourced to commence the project.</p> <p>31 December 2022 No funding has been sourced to commence the project.</p> <p>31 March 2023 Staff have engaged with Volunteers in the Kingaroy VIC to identify small projects to enhance the space whilst funding is being sourced and project plan being developed. Project include a new mural, installation of the Big Peanut Committee "Sewing Machine" and repainting of the red ant.</p> <p>30 June 2023 Artists has been commissioned to complete mural on rear facing wall of the Kingaroy VIC. Staff and volunteers have completed reconfiguration of centre brochure stands and layout.</p>						
OPL/20	Develop a South Burnett Regional Arts, Culture and Heritage Strategic Plan	Community	EC4	1 July 2022	30 June 2023	BU1136
<p>30 September 2022 Initial research and development of scope has commenced.</p> <p>31 December 2022 Draft framework has been developed and an initial meeting has been held with the Arts Culture and Heritage Committee.</p> <p>31 March 2023 First Strategic Plan workshop was held on 9 February 2023 with staff facilitating the Advisory Committee's feedback on the key elements of the plan. This project will continue into 23/24 financial year.</p> <p>30 June 2023 Contractor engaged to work with Advisory Committee to develop design lab. Initial meeting completed with feedback to date provided to progress the project.</p>						
OPL/21	Prepare funding submission to enhance Arts, Culture and Heritage displays, restoration projects, arts and workshops which may include a Museum / Arts Curator	Community	EC4, GR5	1 July 2022	30 June 2023	Subject to Funding



<p>30 September 2022 No funding has been sourced to commence the project.</p> <p>31 December 2022 Funding has not been sourced to commence the project.</p> <p>31 March 2023 Staff have engaged with volunteers to identify projects to enhance the museum, art gallery displays. Workshops have been identified to support upskilling of volunteers to enhance the skill set available to consider undertaking some of this work within the volunteer skills and time. This project will continue into 23/24 financial year.</p> <p>30 June 2023 This project will continue into 23/24 financial year. Community Development Officer/RADF officer investigating arts funding through Queensland Arts. Council increased budget allocation for 23/24 financial year.</p>						
OPL/22	Establish, develop and support a South Burnett Regional Council Ringsfield House Advisory Committee	Community	EC5; EC6	1 July 2022	30 June 2023	BU1018
<p>30 September 2022 Information session and Expression of Interest process has been completed. Report to be prepared for Council's consideration in 2nd Quarter.</p> <p>31 December 2022 Advisory Committee has been established with three members and an initial induction and meeting held.</p> <p>31 March 2023 Advisory Committee meeting has been held, minutes to be presented at future Standing Committee meetings. The Committee have supported the Back to Nanango Reunion and some private functions. Other community groups and private providers have put forward their ideas to the Committee for consideration. Staff are working collaboratively with the volunteers to develop the plans in alignment with the terms of reference. This project will continue into 23/24 financial year.</p> <p>30 June 2023 Small events have been held at the House with small tours being accommodated. The Committee have progressed completing the business plan.</p>						
OPL/23	Explore partnership opportunities to support local volunteer groups	Community	EC5; EC6	1 July 2022	30 June 2023	BU1136



30 September 2022						
Council hosted Volunteering Queensland to provide a Best Practice Volunteer Engagement workshop in Kingaroy on 30 August 2022. The workshop provided an opportunity and information for organisations to review engagement with volunteers and assist in recruiting and retaining volunteers.						
Utilising the funding from the Black Summer Bushfire Recovery grant, a Local Built Small grants program has been developed to partner with community groups.						
31 December 2022						
Community Development has delivered Round 1 of Local Built Small Grants program, partnering with community groups to host events, build capacity within their organisation and undertake facilities planning. Council partnered with Community groups for the first Community Cent Sale to auction surplus Council furniture.						
31 March 2023						
Community Development has delivered Round 2 of Local Built Small Grant program, additionally the team have worked with various community groups and delivered Harmony Day. Community health and wellbeing morning teas, partnering with Griffith University Longlook Medical Students have been delivered across the region. This project will continue into 23/24 financial year.						
30 June 2023						
Community Development team have worked with numerous community groups to enter new leases and licences for Council owned facilities. The CD team continue to work with Local Built applicants to complete their projects and submit their acquittals.						
OPL/24	Development of a Reconciliation Action Plan to sustainably and strategically take meaningful action to advance reconciliation	Community	EC10	1 July 2022	30 June 2023	BU1047
30 September 2022						
Initial investigation on the process of the initial stage of Reflect.						
31 December 2022						
Reconciliation Action Plan has been registered with Reconciliation Australia.						
31 March 2023						
Expression of Interest will be released in 4 th Quarter to staff to be part of the internal working group. This project will continue into 23/24 financial year.						
30 June 2023						
The project will continue into the 23/24 financial year following the RAP process outlined with Reconciliation Australia. NAIDOC week celebrations were hosted by Council in Kingaroy.						
OPL/25	Engagement with local senior groups to develop strategies to facilitate a region for aging in place and meaningful community contribution seeking external funding	Community	EC13	1 July 2022	30 June 2023	BU1136



30 September 2022						
Utilising the funding from the Black Summer Bushfire Recovery grant, a partnership with SB Care for a Seniors Morning tea will be delivered in October.						
31 December 2022						
Library staff commenced mobile book loans to Aged Care Facilities.						
31 March 2023						
This project will continue into 23/24 financial year, expectation that the next events will be held in October 2024 in Seniors week.						
30 June 2023						
South Burnett Libraries have commenced investigation into expanding the mobile library to additional sites across the region.						
OPL/26	Investigate partnerships between Council and service providers facilitating assistance for homeless persons	Community	EC14	1 July 2022	30 June 2023	BU1136
30 September 2022						
An initial draft of a Homelessness Policy has been completed.						
31 December 2022						
An internal working group of Council Officers has been developed to identify the impact points between Council services and the Homelessness community. Investigations into partner organisations to undertake "check ins" with Homeless people within Council's 48 hour stop overs.						
31 March 2023						
The South Burnett CTC have developed a South Burnett housing and homelessness flowchart for community to support access to local and state services in the event that they require this service. This project will continue into 23/24 financial year.						
30 June 2023						
Submission has been made to QLD Flooding Category C – Disaster Funding for a Homelessness outreach project in conjunction with community partners.						
OPL/27	Prepare Kingaroy Aerodrome Masterplan	Community	IN15	1 July 2022	30 June 2023	Subject to Funding

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

30 September 2022

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

31 December 2022

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

31 March 2023

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

30 June 2023

2023/2024 Youth Council have met on several occasions and have progressed the organisation of the annual Pig Jam Battle of the bands for the 2023 Bacon Fest. The Council have also designed an Art competition to compliment the festival activities.

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

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

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

31 December 2022

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

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

31 March 2023

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

Council hosted various community recovery and resilience activities including

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

30 June 2023

During the last few months Council's Disaster Resilience Officer has attended Disaster Management Master Classes, along with attending the Local Disaster Management Conference that was held by LGAQ in Brisbane; this training is paramount to continue to successfully drive the recovery process and assist the community in a time of need.

A continuation of community recovery and resilience activities have also been carried out across the region including:

- Working in conjunction with Red Cross to commence the roll out of the Pillowcase Project across 23 schools within the region. This project has been delivered in 11 Schools to date with very positive feedback received on the program.
- Mental Health First Aid Training has been provided to residents of the South Burnett via two separate workshops, with more sessions to be scheduled over the coming months.

<ul style="list-style-type: none"> BIEDO alongside South Burnett Regional Council have successfully facilitated Carbon Farming and Vegetation Management Workshops with large numbers in attendance. 						
OPL/31	Advocate for and pursue opportunities for mental health and suicide prevention initiatives and projects that support community well-being.	Community	EC9, EC11	1 July 2022	30 June 2023	BU1136
<p>30 September 2022 Participated in the Co-design panel of the Head to Health initiative.</p> <p>31 December 2022 Officers will be part of the Co-design tender panel to assess tendered to deliver the Head to Health initiative.</p> <p>31 March 2023 Satellite Head to Health services:</p> <ul style="list-style-type: none"> Called for nominations for service providers; Shortlisted; Interviews completed – final moderation for applicants in 4th quarter. <p>Service projected to open by 31st July 2023.</p> <p>30 June 2023 Open Minds announced as successful for the tender. Currently looking for a suitable property to house the service. Scheduled to open in September 2023. Council is working with Darling Downs and West Moreton PHN to establish a suicide alliance group which will incorporate services including Qld Health, QAS, QPS and local service providers.</p>						
OPL/32	Create a pipeline of 'shovel ready' projects that support asset management principles and liveability outcomes for the community	Community	GR3	1 July 2022	30 June 2023	BU1018



30 September 2022						
Project plan and grant submission to Tourism Infrastructure Fund for capital improvements to the Dams.						
31 December 2022						
No further projects have been developed at this time.						
31 March 2023						
Commencement of project scoping and RFQ for 2023-24 capital works program across the Liveability department.						
Other projects currently under investigations are, digitisation and customer portal option for Council's cemeteries, accessibility of Council's Tourism Facilities, including the Kingaroy Art gallery and Visitor information centres, Homelessness partnership project focusing on outreach to people living in Council's long and short term stop overs, Business Economic Recovery programs in addition to the Blacksummer bushfire projects.						
30 June 2023						
Commencement of investigations for the design and construction of a Regional University Hub through the development of an advisory group.						
Masterplans completed for, Kingaroy WJ Lang swimming pool, Kingaroy Memorial Park, First Settlers Park Benarkin, QEII Park Murgon and Railway Park Proston which will assist in future project development.						
OPL/33	Engage key stakeholders and advocacy activities to develop and implement energy efficient initiatives to reduce Council's energy / carbon footprint	Environment & Planning	EN2	1 July 2022	30 June 2023	BU1018



30 September 2022

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

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

31 December 2022

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

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

31 March 2023

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

30 June 2023

This project will carry over into 2023/24. Council adopted the Environmental Sustainability Policy on 28 June 2023 which will assist in the development of this Strategy.

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

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

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

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

31 December 2022

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

31 March 2023

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

30 June 2023

The recycling collection service is proceeding well with ongoing community education programs being conducted across the region to continually educate residents on ways to reduce the level of contamination in their recycling bin.

OPL/35	Review Council's Draft Biosecurity Plan to ensure relevance to the region	Environment & Planning	EN4	1 July 2022	30 June 2023	BU1100
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30 September 2022						
Emergency Response Plans developed and under active implementation for feral Pigs, extension and the containment and suppression of parthenium weed within the Cherbourg Aboriginal Shire Council. All three plans will become an integral part of Biosecurity Plan when completed.						
31 December 2022						
Work is continuing partnering with the Cherbourg Aboriginal Shire Council with the control of parthenium weed. Biosecurity Plan is currently under development.						
31 March 2023						
Cherbourg Parthenium Management Plan is 80% completed with a final treatment planned in April. Funding application to assist in conducting an emergency animal disease response exercise in the Burnett Inland has been successfully obtained from the Department of Agriculture and Fisheries.						
30 June 2023						
The draft Biosecurity Plan is nearing completion with the document expected to be presented to Council in the first quarter of 2023/24.						
OPL/36	Finalise a Major Amendment of Council's planning scheme	Environment & Planning	GR8	1 July 2022	30 June 2023	BU1055
30 September 2022						
Council submitted the draft planning scheme amendment to State on 3 August 2022 and as a result the State have issued a pause notice until 20 September 2022 due to state resourcing issues.						
After that date it is assumed, the State will continue with formally assessing the draft and issue any action items that need to be addressed.						
31 December 2022						
The State Government provided correspondence to Council on 6 December 2022 seeking further information regarding the proposed major amendment of the Planning Scheme. A response is currently being prepared to the Department's advice. Council has been given until 29 January 2023 to provide a response.						
31 March 2023						
The draft planning scheme amendment was lodged with the State on 22 March 2023 for its second state interests check. The State has subsequently issued a Notice to pause the timeframe for 20 business days under the Minister's Guidelines and Rules (MGR). The purpose of this pause is to provide time for the assessment of the revised version of the proposed major amendment (i.e. version 2.1) submitted to the Department on 22 March 2023. The timeframe will restart on 5 May 2023.						
30 June 2023						
The major amendment is ongoing, with the State pausing deliberations on the review. Updates are provided to Council on a monthly basis via the Standing Committee Meeting.						
OPL/37	Review and update Council's Local Government Infrastructure Plan ('LGIP') trunk infrastructure forward works schedules	Environment & Planning	GR8	1 July 2022	30 June 2023	BU1055

30 September 2022

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

31 December 2022

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

31 March 2023

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

30 June 2023

The review is well advanced however won't be completed by 30 June 2023. This project will be completed in the first quarter of 2023/24.

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

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

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

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

31 December 2022

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

31 March 2023

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

30 June 2023

Illegal dumping requests continue to be investigated and where offenders are identified they are either asked to return and remove the waste or face an Infringement Notice. Updates on the program are provided via the monthly Standing Committee.

OPL/39	Support the development of an agricultural land and product asset mapping programme	Environment & Planning	GR16	1 July 2022	30 June 2023	BU1136
<p>30 September 2022 SBRC base our mapping of important agricultural land on the State Government’s Mapping due to cost and resourcing. The State updates mapping regularly.</p> <p>31 December 2022 Refer to the update above for the first quarter.</p> <p>31 March 2023 Refer to the update above for the first quarter.</p> <p>30 June 2023 Refer to the update above for the first quarter.</p>						
OPL/40	Partnership with industry led tourism and economic development organisations	Community	GR6	1 July 2022	Ongoing	BU1004 BU1008 BU1009 BU1057 BU1058

30 September 2022

Negotiation of KPI's with Visit South Burnett. Council became a member of TSBE.

Façade Improvement program guidelines developed in partnership with KCCI and a secondary program for other regional townships developed.

31 December 2022

Community workshop held with VSB to discuss current program of events, marketing of the region and KPI's. Drive Inland membership has been renewed.

31 March 2023

Officers are attending every monthly Business Development meeting and have hosted VSB Meet and Greet at the Wondai Museum. Council is supporting a stakeholder meeting with Trade and Investment director on future investment priorities in the region. Council is working with RDAC and economic development stakeholders on a range of projects including investment prospectus, business breakfast, doing business with Council workshops. This project will continue into 23/24 financial year.

30 June 2023

Council has commenced negotiations with Visit South Burnett on a 23/24 agreement and sought budget approval to continue to support the organisation. Council has hosted a VSB meet and greet at Bjelke - Petersen Dam Caravan and Recreation Park and provided further information in the VSB monthly newsletter.

Council will be hosting a Volunteer Forum in early July and has included VSB as a guest speaker to inform VIC volunteers on their role in the tourism industry.

Council has completed a grant application to the Local Led Economic Recovery grant program seeking funding to complete a range of projects to support Business Development groups, VSB and Festival organisations.

OPL/41	Investigate options for the dumping of commercial waste at Blackbutt Waste Facility	Environment & Planning	EN3	1 July 2022	30 June 2023	BU1165
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30 September 2022

Commercial waste is only accepted at all the 4 landfill sites but not at any of the transfer stations. Operations at each of the waste facilities are regulated through the Environmental Authority approved by the Department of Environment and Science.

The existing Environmental Authority approved for the Blackbutt facility has no provision to accept commercial loads of waste.

31 December 2022

A pre-lodgement meeting is being scheduled with the Department of Environment and Science prior to submitting an application to amend the Environmental Authority. The amendment will focus on increasing the thresholds of landfills but will also other aspects which will include a conversation regarding amending the conditions regarding the operation of the Blackbutt waste facility.

31 March 2023

A pre-lodgement meeting was held with the Department of Environment and Science on 29 March. A report will be presented to Council during the fourth quarter on the pros and cons of accepting commercial waste at the Blackbutt waste facility.

30 June 2023

A report was presented to the 7 June Infrastructure, Environment and Compliance Standing Committee Meeting on this matter. Council resolved that a scope and cost provision be investigated and if required Council consider a first quarter budget provision to fund this service.

OPL/42	Investigate utilisation of Wooroolin Tennis Courts including options for disposal to fund development of a future Wooroolin Skate Park	Facilities & Parks	EC1	1 July 2022	30 June 2023	BU1137
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30 September 2022

No progress to date on this project. Project expected to be delivered across 3rd & 4th quarters.

31 December 2022

No progress to date on this project. Project expected to be delivered across 3rd & 4th quarters.

31 March 2023

No progress to date on this project. Land Investigation Officer position is vacant and current officers do not have the capacity to progress this project until the position is filled.

30 June 2023

Meeting held with community representatives to discuss use of Wooroolin Tennis Courts, Cricket Net and Wooroolin sports oval. Identified that Wooroolin has limited sport and recreation activities for children that live in the community. Wooroolin community supported concept of developing a masterplan that includes a multipurpose court, cricket nets and skate park at the old tennis court location. This project will be ongoing in 23/24.

OPL/43	Investigate options for future operation and/or commercialisation of Council's Tourist Dam Facilities	Community	GR7	1 July 2022	30 June 2023	BU1008 BU1009
<p>30 September 2022 Initial negotiations for renewal of Dry Concession for Boondooma Dam. Investigations into water usage at both Tourist Dams.</p> <p>31 December 2022 Engagement of contractors to complete ground maintenance to improve efficiency. Development of website and social media content.</p> <p>31 March 2023 Dam Manger contract and tender document reviewed and ready for release in April 2023. Investigations into land tenure have commenced with some issues identified requiring further investigation and a report to Council. This project will continue into 23/24 financial year.</p> <p>30 June 2023 Investigations into future operations and or commercialisation for Council's Tourist Dam Facilities have commenced with statistical and historical data being gathered. Dam managers have been engaged under a new contract with KPI's and formal reporting requirements being incorporated as part of the schedule. This project will be ongoing in 23/24</p>						



10.12 LOCAL GOVERNMENT REMUNERATION COMMISSION COUNCIL CATEGORY REVIEW.

File Number: 19072023
Author: Chief Executive Officer
Authoriser: Chief Executive Officer

PRECIS

The independent Local Government Remuneration Commission (the Commission) is currently undertaking a review of Queensland's councillor and mayor remuneration categories

SUMMARY

Correspondence dated 3 July was received by Council inviting submissions.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council delegate the Chief Executive Officer to make a submission to the Queensland Local Government Remuneration Commission.

BACKGROUND

At the Liveability, Governance and Finance Standing Committee of 12 April 2023 the following was adopted:

7.2 LOCAL GOVERNMENT REMUNERATION COMMISSION COUNCIL CATEGORY REVIEW**COMMITTEE RESOLUTION 2023/181**

Moved: Cr Danita Potter
Seconded: Cr Scott Henschen

That the report be received for information and that a report be brought to a future Liveability, Governance & Finance Standing Committee Meeting as part of the review process specifically in relation to the appropriate category applying to the South Burnett Regional Council.

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

Against: Nil

CARRIED 7/0

The consultation paper is attached for Councillors information.

ATTACHMENTS

- 2023 Review of Local Government Council Categorisation Consultation Paper**

Consultation Paper

2023 Review of Local Government Council Categorisation

Queensland Local Government Remuneration
Commission

July 2023

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Section 1

Introduction and current approach

Purpose of the paper

The Local Government Remuneration Commission (the Commission) is responsible for establishing and reviewing the categorisation of councils for the purpose of setting maximum remuneration levels for councillors and mayors.

During 2023 the commission is undertaking a remuneration category review.

This paper presents the Commission's review of the existing categories and seeks input from councillors and mayors on the proposed approach for future categorisation.

Note: The determination of the maximum remuneration amounts of councillors and mayors is out of scope for this review, given this can only occur once the councils are allocated to a category. The annual review of maximum remuneration will occur after the category review.

Have your say

The Commission is seeking written input about the proposed framework for future categorisation of councils.

To guide submissions the Commission has included focus questions throughout the Consultation Paper.

You can email submissions to lgrcenquiries@dsgilgp.qld.gov.au with the subject line '2023 Category Review' by COB Friday 28 July 2023.

Submissions received will be considered by the Commission as part of completing the category review.

About the Commission

The Commission, established under the *Local Government Act 2009* (the Act), has the following functions:

- to establish the remuneration categories of local governments;
- to decide the category to which each local government belongs;
- to decide the maximum amount of remuneration payable to the councillors in each of the categories;
- to consider and make recommendations to the Minister about matters relating to councillor advisors; and
- another function related to the remuneration of councillors directed, in writing, by the Minister.

Decisions of the Commission apply to all councillors, deputy mayors and mayors, except for Brisbane City Council.

The Commission has a statutory obligation to complete a review of the remuneration categories once during each local government term.

Current approach

There are currently eight council remuneration categories. Generally, the councils with the smallest populations are in category 1 and the council with the highest population is in category 8. A list of the local governments assigned to the current categories can be found in the [Local Government Remuneration Commission Annual Report 2021-22](#).

Historically the method to allocate councils into categories has varied. Between 2007 and 2014, the Commission assigned councils to one of ten categories, however, in 2015 the Commission determined it would discontinue the use of the previously named "special category" and categories 1 and 2. The Commission introduced a new category (category 2) positioned between the previous category 3 and 4 levels and re-numbered the categories as 1 to 8. Neither the 2007 nor 2015 determinations detailed specific category criteria or metrics for the framework.

Case for change

The members were appointed to the Commission on 1 October 2019. The Commission recognised that the existing categorisation framework has not had any significant updates since 2015. Furthermore, the Commission has recognised that the framework (including the criteria, thresholds and metrics) is not published. Considering this, the Commission wants to ensure that there is a fit for purpose framework to guide Commission decision making in the future.

Shortly after their appointment the Commission maintained the existing categorisation model and ranking system. However, the Commission also recognised that the thresholds and metrics attached to the model are due for modernisation. The existing methodology potentially creates a lack of transparency in decision making and may not provide councils, or the Commission, with a set of well-defined criteria against which council categorisation is considered. This limits the ability for the Commission to be adaptive to change to maintain fit for purpose classification outcomes.

A well-defined framework will improve clarity and equity in categorisation of councils.

Challenges faced by the Commission using the current approach include:

- The existing methodology may not sufficiently achieve objectivity, consistency and transparency against the legislative criteria by which councils are allocated to categories.
- Difficulty in maintaining a consistent classification approach without a clear classification framework.
- Difficulty in assessing ad hoc council submissions seeking classification change on a fair and equitable basis.
- Accounting for the nuances of individual councils in the most equitable manner from a whole of sector perspective.

Given these and other challenges faced by the Commission in maintaining the current approach, there is a need to develop a framework that identifies a contemporary and clearer set of measurable criteria against which councils can be assessed.

QUESTION – Case for change

- Do you support the case for change from the existing categorisation framework?

Review objective

The Commission is seeking to achieve a documented methodology and categories for determining mayor, deputy mayor and councillor remuneration that:

- is fair, equitable, measurable and transparent;
- balances the requirement to differentiate between local governments with the need for simplicity; and
- supports the attraction and retention of high-quality mayors and councillors and an effective local government sector, while also supporting financially sustainable councils.

The scope of the Commission's category review is focused on the legislative requirements to establish the categories of local government and decide the category that the council belongs. The review is also focused on deriving a contemporary framework that is fit for purpose and can be adjusted over time to respond to significant sectoral challenges.

The determination of the maximum remuneration amounts of councillors and mayors is out of scope for this review, given this can only occur once the councils are allocated to a category. The annual review of maximum remuneration will occur after the category review.

Section 2

Developing a new approach

The review has followed a staged approach to the development of the draft framework. The key components of this approach are outlined in this section.

Component 1: Categorisation criteria considerations

To develop a robust and fit for purpose framework the Commission has considered:

- legislative requirements
 - Section 177 of the *Local Government Act 2009* (the Act) and section 242 of the *Local Government Regulation 2012* (the Regulation);
- council feedback and submissions; and
- review of inter-jurisdictional approaches.

Legislative requirements

Section 177 of the Act requires the Commission to create a set of categories of local government for the purpose of councillor and mayoral remuneration. When establishing categories of local governments, section 242 of the Regulation states that the Commission must have regard to—

- the size, and geographical and environmental terrain, of local government areas;
- the population of local government areas, including the areas' demographics, the spread of population serviced by the local governments and the extent of the services the local governments provide; and
- may have regard to other matters the Commission considers relevant to the effectiveness, efficiency, and sustainability of local governments.

Recent council submissions to the Commission

Council submissions were consistent in their request for the Commission to develop a framework that is based on a model using a clear, repeatable and documented process supported by clear metrics.

Inter-jurisdictional approaches

A review of council categorisation and remuneration practices across all Australian local government jurisdictions showed that there is no consistency in frameworks.

Generally, population and operating expenditure are the two most common factors used in determining council categorisation. However, there is a broad mix of other criteria used ranging from area (geographical size) and the nature and volume of business / industry, to sphere of economic influence.

Refer to appendix 1 for detailed identification of each jurisdictions factors to determine categorisation of councils.

Component 2: Development of guiding principles

The Commission has established a set of proposed guiding principles to support the new craterisation approach.

The principles and summary descriptors are summarised in Table 1 below:

Table 1: Guiding principles

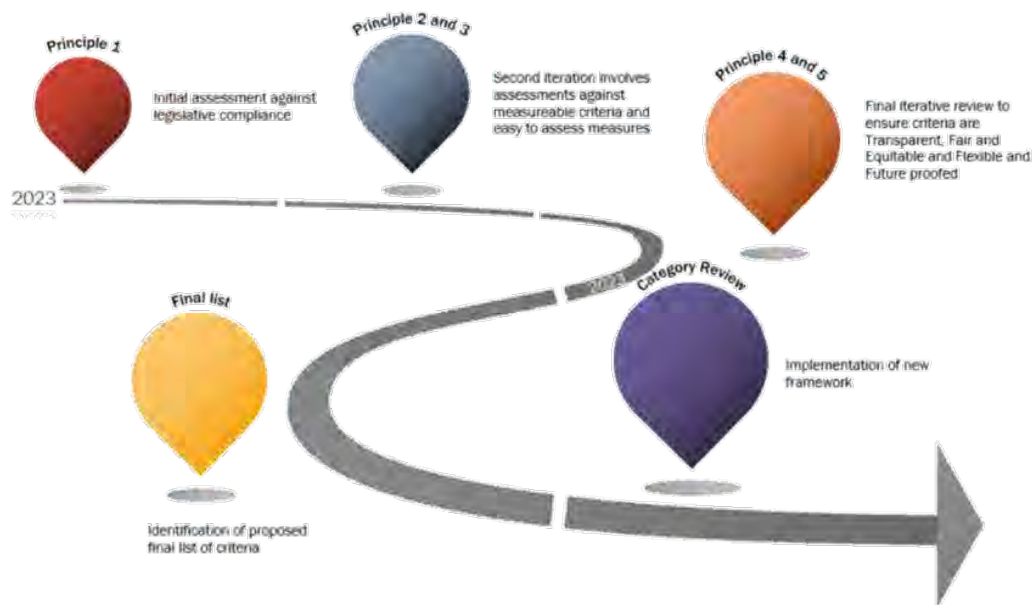
Principle	Descriptor
1. Legislative Compliance	The categorisation framework must include criteria that comply with legislation (Act and Regulation)
2. Measurable Criteria	The criteria must be clearly defined, easy to measure, assess, and explain. The use of qualitative measures should be limited to reduce subjectivity.
3. Easy to Assess Measures	Evidence-based data from authoritative sources must be available and easily accessible to enable assessment against each criterion.
4. Transparent, Fair and Equitable	The framework must be constructed in a way that is easy to understand/explain, enables the criteria to be applied to all councils in a consistent, fair and equitable manner, and result in a defensible categorisation outcome.
5. Flexible and Future Proofed	The framework should provide sufficient flexibility for the Commission to consider and implement variations to the framework to cater for changed circumstances.

QUESTIONS – Guiding principles

- Do you agree with the guiding principles used to develop the category framework?
- If no, what would you propose for inclusion and does this meet the legislative requirements?

Component 3: Criteria identification and selection

An iterative approach was undertaken where some potential criteria were removed at the completion of each iteration. This approach resulted in the proposed framework criteria.



The criteria and reasons for inclusion are provided in Table 2 below:

Table 2: Proposed criteria

Criteria	Rationale
Revenue	Revenue is considered a key criterion as it is a useful proxy measure for councils' accountability for effectively and efficiently managing controllable resources in achieving defined business, service, developmental or operational objectives of council and includes consideration of the complexity and range of services provided; as such it captures the scale and complexity of council operations.
Population/ Geography	Population including the spread of the population is considered a key criterion given the legislative requirements.
Population Growth	Population growth is considered a key criterion given the direct impact on Council in terms of the planning and infrastructure development required to accommodate population growth.
Socio-economic status	Socio-economic status of the local government area is considered a key criterion as it accounts for the differences in complexities of councils with different levels of socio-economic advantage / disadvantage.
Industry impacts	Industry impacts is considered a key criterion as it directly impacts the complexity and demands of Council resulting from the nature of industry, stakeholders involved, political/community sensitivity/controversy, negotiation/contractual requirements, scale and size of industry development. Council submissions also indicate that new and emerging industries impact on the complexity of the councillor role.

The Commission considered other possible criteria including Interjurisdictional alignment, operating and capital expenditure, range of services and council innovation.

Council submissions have previously requested that innovation and range of services be included for consideration to highlight variations within industry. However, the Commission determined that they were excluded from further consideration due to the limitations for a consistent measurement and assessment across all councils. Furthermore, some services could be captured through their inclusion in revenue criteria.

Component 4: Develop primary and adjusting criteria

Primary and Adjusting Criteria

Revenue best aligns to the legislative requirements as it addresses all the primary requirements. In general, revenue raising capacity is influenced by the size of land, population demographics and the extent of service delivery required to be met.

Therefore, the Commission is proposing that revenue is the primary criterion.

The other four criteria are designed to recognise elements that are not captured by revenue, but which do have an impact on the complexity and demands placed on a council. Their inclusion modifies the assessment of a council over another with similar revenue.

Section 3 Proposed framework

Following the completion of the building block approach, the draft framework has been developed. The below table shows the draft criteria, the measurement and proposed rating scale applied to each criterion.

There will be six main categories driven by the primary revenue criterion. Each category will contain three bands – low, medium, and high.

The Commission considers the use of revenue as the key indicator to place a council into one of the six categories. Therefore, revenue is proposed as the primary driver for council category placement. To recognise differences in Council's operating environment the approach applies four proposed adjustment criteria. This allows council categorisation of up to 18 bands.

CRITERIA		KEY MEASURE (SOURCE)	RATING SCALE
PRIMARY CRITERION	Revenue	Total operating revenue (Source: Council's Financial Statements)	6 revenue categories (refer further detail under 'Primary criterion thresholds' heading below)
ADJUSTING CRITERIA	Population/ Geography	Population dispersion based on total average distance from primary centre (calculated as average km of small centres from primary centre multiplied by number of small places based on scaled count score (Source: QGSO))	Application of adjusting criteria is used to differentiate councils based on these four elements within the primary criteria band.
	Projected population growth	Annualised population growth based on the previous 5 years and projected 5 years (Source: QGSO)	
	Socio-Economic Status	SEIFA index of relative socio-economic disadvantage decile (Source: ABS)	
	Industry Impacts (if included)	Qualitative measure: level of complexity and involvement required of Council in managing negotiations and stakeholder / community interests, and impacts on Council infrastructure planning and development, because of key industries and developments. Source: Proposed that councils would need to demonstrate how they meet the criterion. This would also require a qualitative assessment by the Commission.	

Thresholds applying to the criteria

Primary criterion thresholds

Total operating revenue (rates, service fees, grants, other sources) provides an accurate measure of regular and sustained revenue to reflect the scale and complexity of operations on an ongoing basis and is not subject to fluctuations. Proposed revenue threshold limits have been created by applying a revenue impact approach commonly used in assessing organisation size in traditional remuneration work value determination methodologies. The proposed framework uses the following threshold limits across six categories.

Category	Revenue
A	Up to \$50m
B	\$50.1m to \$125m
C	\$125.1m to \$250m
D	\$250.1m to \$500m
E	\$500.1m to \$1b
F	> \$1b

QUESTIONS - Primary revenue criteria thresholds?

- Do you support the proposed revenue thresholds?
- If No; What thresholds do you propose (including rationale)?

Adjusting criteria thresholds

It is proposed that a rating scale be introduced for the following two population criteria, based on thresholds informed by the actual spread of the measures across all Councils.

Population dispersion

The population dispersion considers both population and demography. The proposed model shows that councils with smaller towns within close proximity to the primary centre have shorter average distances to the primary centre. This is relative to councils with fewer small centres which require longer average travel distances to the primary centre. It reflects travel demands placed on council/councillors as measured by the total average distance from the primary centre.

Population growth

A historical and projected view over a 10-year period smooths out and reduces any potential projection errors.

Population growth can create additional requirements for infrastructure planning and development. A lower percentage (percentile data) relating to population growth reflects councils with low growth, where it is expected that there is little additional infrastructure planning and development. This approach acknowledges the complexities of future planning and infrastructure development not reflected in total operating revenue or other adjusting criteria.

Socio-Economic Indexes for Areas (SEIFA)

SEIFA thresholds are aligned with thresholds used by the Queensland Local Government Grants Commission and are used to ensure consistency of interpretation.

The Commission believes the thresholds noted above in this section allow for a controlled and accountable way for the categorisation of a council into a primary revenue category and point scoring under the adjusting criteria.

QUESTIONS

Adjusting criteria

- Do you support the adjusting criteria identified in this paper?

Adjusting criteria - Industry Impacts

- Council feedback has previously included a request for potential inclusion of industry impacts to be considered as part of a category framework - how would you review and assess industry impacts to develop an equitable, clear and repeatable criterion that can be included in a state-wide framework?

Other considerations

- Are there other accessible factors / metrics that are not included in the proposed model?

Note: any suggestions for consideration of additional / alternative factors / metrics must be supported by details of accessible quantifiable and reliable data sources. The proposed factor must be able to be applied across all councils in line with the guiding principles.

Next steps

The Commission is seeking feedback on the category framework through the questions identified throughout the consultation paper.

Timeline

You can email any submissions, questions, or concerns to lgrcenquiries@dsdilgp.qld.gov.au with the subject line '2023 Category Review'.

Feedback on this preliminary paper will close on Friday 28 July 2023.





















What happens next?

The Commission will continue to engage with stakeholders and collate and consider feedback in the coming months.

- In October 2023, the Commission will report back to councils and stakeholders on this engagement with a final framework for implementation.
- The Commission use the final framework to allocate councils to a category
- Prior to 1 December 2023 the Commission will determine the maximum remuneration for each category. The maximum remuneration levels will be implemented from 1 July 2024.
- The Commission will take the opportunity to provide clarity through the report and remuneration schedule regarding any other remuneration as required.

Appendix

Appendix 1

State / Factor	New South Wales	Victoria	Tasmania	South Australia	Western Australia	Northern Territory	Queensland
 Terrain of Council							
 Operating Expenditure							
 Services / Demand to Service							
 Area (size)							
 Population							
 Industry / Economy							
 Revenue							
 Voter Mix							
 SEIFA							
 Meetings							
 Community Involvement							
 Growth and Development							
 Social/ Economic/ Environment Issues							
 Strategic Planning							
 State or National Negotiations							
 Infrastructure Development							
 Other (e.g. Capacity to Pay, FTE, sustainability)							
 Nature and Volume of Business							
 Diversity of Community							
 Significance of Council							

11 PORTFOLIO - INFRASTRUCTURE PLANNING, WORKS (CONSTRUCTION & MAINTENANCE), WATER & WASTEWATER, PLANT & FLEET**11.1 NANANGO CBD PARKING AND OPERATIONS****File Number: 19-07-2023****Author: Executive Assistant Infrastructure****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Infrastructure, Environment and Compliance Standing Committee held on 5 July 2023, was a report updating Council on the Nanango CBD Parking and Operations.

SUMMARY**COMMITTEE RESOLUTION 2023/6**

Moved: Cr Jane Erkens

Seconded: Cr Kathy Duff

The Committee recommend to Council that:

Council undertakes public consultation regarding introducing parking regulation and restriction within the Nanango CBD.

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

Against: Nil

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

That South Burnett Regional Council undertakes public consultation regarding introducing parking regulation and restriction within the Nanango CBD.

BACKGROUND

Presented at the July Infrastructure, Environment and Compliance Standing Committee meeting.

ATTACHMENTS**Nil**

11.2 WONDAI CBD STREETScape**File Number:** 19-07-2023**Author:** Executive Assistant Infrastructure**Authoriser:** Chief Executive Officer**PRECIS**

Presented at the Infrastructure, Environment and Compliance Committee meeting held on 5 July 2023, was report updating Council on the Wondai CBD Streetscape.

SUMMARY**COMMITTEE RESOLUTION 2023/7**

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That Council consider and provide feedback as to the results from the Community Consultation for this project including the following points:

- Removal of two (2) traffic islands
- Removal of the crossing
- Proceed to final design including further design options for alternative footpath colours and construction materials which included colour options and ease of cleaning
- Consideration be given to placement options and recognition of traditional owners in the design.
- That the proposed final design be taken back to the affected business community and circulated to the broader Wondai community for final feedback before being endorsed by Council.

And that a report be provided to the September Standing Committee

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

Against: Nil

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

That South Burnett Regional Council consider and provide feedback as to the results from the Community Consultation for this project including the following points:

- Removal of two (2) traffic islands
- Removal of the crossing
- Proceed to final design including further design options for alternative footpath colours and construction materials which included colour options and ease of cleaning
- Consideration be given to placement options and recognition of traditional owners in the design.
- That the proposed final design be taken back to the affected business community and circulated to the broader Wondai community for final feedback before being endorsed by Council.

BACKGROUND

Presented at the July Infrastructure, Environment and Compliance Standing Committee meeting.

ATTACHMENTS

Nil

11.3 APPLICATION FOR ROAD LICENCE OVER A PORTION OF THE TOOMEYS ROAD RESERVE TAABINGA**File Number: 19-07-2023****Author: Executive Assistant Infrastructure****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Infrastructure, Environment and Compliance Standing Committee meeting held on 5 July 2023 was a report updating Council on the application for road licence over a portion of the Toomeys Road reserve Taabinga.

SUMMARY**COMMITTEE RESOLUTION 2023/4**

Moved: Cr Gavin Jones

Seconded: Cr Danita Potter

That the Committee recommends to Council:

1. That Council advise the applicant and the Department of Natural Resources and Mines that:
 - (a) It does not object to the application for the road licence over a portion of the Toomeys Road reserve and nearby unformed road adjacent to Lot 59 FY17 and 60 FY17 as shown in Attachment one (1).
 - (b) Should the Department of Natural Resources and Mines approve the road licence that there be no cost to Council associated with the application.
2. Delegates authority under section 257 of the Local Government Act 2009 to the Chief Executive Officer or their delegate to finalise any and all matters associated with the application.
 - (a) Execute, as road manager, form Part C 'Statement in relation to an application under the Land Act 1994 over State land' for the proposed road licence.

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

Against: Nil

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

That South Burnett Regional Council: -

1. Advise the applicant and the Department of Natural Resources and Mines that:
 - (a) It does not object to the application for the road licence over a portion of the Toomeys Road reserve and nearby unformed road adjacent to Lot 59 FY17 and 60 FY17 as shown in Attachment one (1).
 - (b) Should the Department of Natural Resources and Mines approve the road licence that there be no cost to Council associated with the application.
2. Delegates authority under section 257 of the Local Government Act 2009 to the Chief Executive Officer or their delegate to finalise any and all matters associated with the application.

- (a) Execute, as road manager, form Part C '*Statement in relation to an application under the Land Act 1994 over State land*' for the proposed road licence.

BACKGROUND

Presented at the July Infrastructure, Environment and Compliance Standing Committee meeting.

ATTACHMENTS

Nil

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

12.1 TRUSTEE LEASE - NANANGO & DISTRICT NETBALL ASSOCIATION INC

File Number: 19-07-2023

Author: Executive Assistant

Authoriser: Chief Executive Officer

PRECIS

Presented at the Liveability, Governance and Finance Standing Committee Meeting on 12 July 2023 was a report regarding the Trustee Lease - Nanango & District Netball Association Inc.

SUMMARY

COMMITTEE RESOLUTION 2023/39

Moved: Cr Jane Erkens

Seconded: Cr Scott Henschen

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.

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

Against: Nil

CARRIED 5/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council:

1. 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. 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.

BACKGROUND

Presented at the Liveability, Governance and Finance Standing Committee Meeting on 12 July 2023.

ATTACHMENTS

Nil

12.2 BLACKBUTT AVOCADO FESTIVAL 2023

File Number: 19 July 2023
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Sponsorship of the Blackbutt Avocado Festival 2023.

SUMMARY

Council has received correspondence from the organising committee of the Blackbutt Avocado Festival advising that due to a change in committee over the last four (4) months an application under Council Community Sponsorship Funding was missed under round two (2) in February 2023.

As the round opening in August 2023 will not line up with their festival, they are seeking an out of rounds approval for their grant application.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council provide sponsorship of up to \$3,000 towards the Blackbutt Avocado Festival 2023.

FINANCIAL AND RESOURCE IMPLICATIONS

Funds from the 2023/24 Community Sponsorship allocation will be used to fund this request.

LINK TO CORPORATE/OPERATIONAL PLAN

OPL/01 Support Community development and wellbeing through delivery of Council's Community Grants programme.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Request has been attached to the report.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The event organisers are an incorporated body and maintain public liability insurance for the event.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The request is outside of Council's Community Grant Program funding rounds however is considered consistent with the policy guidelines; therefore, the request is presented to Council for approval.

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

Council has received correspondence from the organising committee of the Blackbutt Avocado Festival advising that due to a change in committee over the last four (4) months an application under Council Community Sponsorship Funding was missed under round two (2) in February 2023.

As the round opening in August 2023 will not line up with their festival, they are seeking an out of rounds approval for their grant application.

The request is outside of Council's Community Grants Program funding rounds however is considered consistent with the policy guidelines.

Sponsorship request has been attached.

ATTACHMENTS

1. Sponsorship Request - Blackbutt Avocado Festival

Gavin Jones.
 Div 2
 South Burnett Regional council



Dear Gavin,

I am writing on behalf of the Blackbutt Avofest regarding the Community Sponsorship funding.

We are currently in need of funds to put towards our annual Avocado festival that is Blackbutt's signature event, attracting thousands of visitors and tourists to the South Burnett.

Due to a change in committee over the last 4 months where we have had resignations and members leaving due to ill health, we have realized an application was drafted for the first round of the Community Sponsorship but never submitted.

As the second round of funding will not line up with our festival, we are asking the SBRC to fast track our application to line up with our festival date of the 9th September. This money will go towards much-needed entertainment costs to deliver a vibrant festival to Blackbutt and the South Burnett region.

Please consider our application. I appreciate your time.

Kind Regards,

Sharon Ogden, Secretary, Grants and Sponsorship,



13 PORTFOLIO - NATURAL RESOURCE MANAGEMENT, RURAL SERVICES, AGRICULTURAL INNOVATION, COMPLIANCE AND ENVIRONMENTAL HEALTH

13.1 ANIMAL MANAGEMENT

File Number: 19.07.2023

Author: Executive Assistant Liveability

Authoriser: Chief Executive Officer

PRECIS

Presented at the Infrastructure, Environment and Compliance Standing Committee Meeting 5 July 2023.

SUMMARY

Committee Resolution 2023/14

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That the Committee recommend to Council that: -

1. Council undertakes community consultation on Council's animal management functions including:
 - Dog registration fees, categories, and registration areas
 - Potential introduction of an animal management charge in lieu of dog registrations
 - Responsible animal management initiatives
 - Cat registrations
2. A report be brought back to the October Infrastructure, Environment and Compliance Standing Committee Meeting after the community consultation process has been completed.

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

Against: Nil

CARRIED 5/0

OFFICER'S RECOMMENDATION

That South Burnett Regional Council: -

1. Undertakes community consultation on Council's animal management functions including:
 - Dog registration fees, categories, and registration areas
 - Potential introduction of an animal management charge in lieu of dog registrations
 - Responsible animal management initiatives
 - Cat registrations
2. A report be brought back to the October Infrastructure, Environment and Compliance Standing Committee Meeting after the community consultation process has been completed.

BACKGROUND

Presented at the Infrastructure, Environment and Compliance Standing Committee Meeting 5 July 2023.

ATTACHMENTS

Nil

14 PORTFOLIO - DISASTER MANAGEMENT, WASTE AND RECYCLING MANAGEMENT**14.1 AMENDMENT TO FEES AND CHARGES****File Number: 19-07-2023****Author: Executive Assistant****Authoriser: Chief Executive Officer****PRECIS**

Presented at the Liveability, Governance and Finance Standing Committee Meeting on 12 July 2023 was a report regarding the Amendment to Fees and Charges.

SUMMARY**COMMITTEE RESOLUTION 2023/36**

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

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.

In Favour: Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen**Against:** Nil**CARRIED 5/0****OFFICER'S RECOMMENDATION**

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.

BACKGROUND

Presented at the Liveability, Governance and Finance Standing Committee Meeting on 12 July 2023.

ATTACHMENTS

Nil

14.2 MAIDENWELL TRANSFER STATION - CAPITAL BUDGET**File Number:** 19-07-2023**Author:** Manager Environment and Planning**Authoriser:** Chief Executive Officer**PRECIS**

Upgrade to Maidenwell Transfer Station.

SUMMARY

Review of capital works budget for the new Maidenwell Transfer Station.

OFFICER'S RECOMMENDATION

That the Maidenwell Transfer Station be:

- 1 Designed and constructed based on the provision of two (2) twenty-seven (27) cubic metre roll on roll off bins.
- 2 That the increase in the Capital Works budget from \$350,000.00 to an estimated \$685,000.00 be funded from restricted cash reserves.
- 3 That the project capital budget be amended at the first quarter budget review.

FINANCIAL AND RESOURCE IMPLICATIONS

Impact to capital budget for this project. As waste is a stand-alone business unit it is required to fund its own activities and can restrict unused cash for future use. Waste is expected to have approximately \$6.5m in restricted cash reserves at the end of June 2023 (based on current estimations) for use to fund future year operations and capital programs. Over the next 10 years, restricted cash reserves for the waste business unit are set to deplete by year 7 due to additional costs, large capital spends in line with the regions waste needs and spending on rehabilitation of old landfill sites.

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)

N/A

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

N/A

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Waste Reduction and Recycling Plan.

ASSET MANAGEMENT IMPLICATIONS

To be determined

REPORT

A total of \$350,000.00 has been allocated in the Capital Works budget over the 2022/2023 and 2023/2024 financial years to relocate and upgrade the Maidenwell Transfer Station. This project has

progressed to a point where the land in question has been purchased by Council, a planning application and design works have commenced.

The purpose of this report is to confirm the actual configuration of the bulk bins and seek additional funds that will be required to construct the new transfer station.

It is assumed that the facility will continue to be available for the acceptance of domestic waste only, no provision has been made for the acceptance of green waste, scrap metal, concrete etc.

Bin options

There are three (3) options in relation to bin sizes, these being: -

- Like for like – a total of 8 x 3 cubic metre and 2 x 2 cubic metre front lift bins;
- Provide 2 x 10 cubic metre roll on roll off (RORO) bulk bins;
- Provide 2 x 27 cubic metre roll on roll off (RORO) bulk bins.

The front lift bins are currently serviced twice a week by JJ’s Waste and Recycling, and should the facility utilise RORO bulk bins then they would be serviced by Council.

The following cost estimates have been provided for each of the options listed above: -

Option	Like for Like	10m³ cubic metre	27m³ cubic metre
Cost estimate	\$460,000.00	\$625,000.00	\$685,000.00
Original Budget	\$350,000.00	\$350,000.00	\$350,000.00
Shortfall	\$110,000.00	\$275,000.00	\$335,000.00

The cost estimates include traffic management, tree clearing, earthworks, internal roads (unsealed), retaining wall (for 10m³ and 27m³ RORO options), fencing, signage, stormwater management, Transport and Main Road requirements (estimated to be potentially \$165,000.00). The cost estimate does not include the provision of power to the site.

Currently the total air space available for the disposal of domestic waste is 56m³, this is assuming 28m³ of bin space being serviced twice a week by JJ’s Waste & Recycling. This does not factor in the additional non-domestic waste that is dumped at the facility.

The other consideration is the increase to the operational budget once the facility has been constructed. Based on the available information, the most cost-effective way to operate the facility is providing 2 x 27m³ RORO bins as it would be likely that they would only need to be serviced once a week.

Any additional funds for this capital works project would be funded from restricted cash reserves.

ATTACHMENTS

Nil

15 PORTFOLIO - RURAL RESILIENCE & DISASTER RECOVERY, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, FIRST NATIONS AFFAIRS

15.1 REQUEST TO WAIVER HALL HIRE FEES FOR WONDAI TOWN HALL

File Number: 19/07/2023

Author: Manager Facilities and Parks

Authoriser: Chief Executive Officer

PRECIS

Request to waiver hall hire fees at the Wondai Town Hall.

SUMMARY

Council has received a request from South Burnett CTC Youth Services asking for a waiver of hall hire fees for the Wondai Town Hall as they wish to hold a free driver safety event for the community in August 2023.

OFFICER'S RECOMMENDATION

That Council waive the full Wondai Town Hall hire fees as a contribution to the CTC Youth Services and Wondai Neighbourhood Watch free driver safety event for the local community.

FINANCIAL AND RESOURCE IMPLICATIONS

Council Hall fees and charges for not-for-profit organisations are already discounted to assist community groups in reducing operational costs.

Wondai Town Hall – Main Hall

Not for Profit organisation in the South Burnett - Level 1 Fee \$182.50

Not for Profit organisation in the South Burnett – Level 2 Fee \$27.00

The hall hire fee contributes to the cost of operating the hall, including electricity, cleaning, maintenance, and security.

LINK TO CORPORATE/OPERATIONAL PLAN

EC16: Partner with community to develop and promote events.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

No legal implications

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

No legal implications.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No policy or Local Law implications

ASSET MANAGEMENT IMPLICATIONS

No asset management implications

REPORT

An email was received from South Burnett CTC Youth Services asking Council to consider waiving hall hire fees for the Wondai Town Hall.

CTC Youth Services is working with Wondai Neighbourhood Watch to host a free driver safety event for the local community. This event will be held on August 28th 2023 and will run for 6 hours (3pm-9pm). Local community members from SES, QPS and Peter and Melissa McGuinness from the You Choose Youth Road Safety Program will be in attendance to give talks on road safety to attendees. A workshop will be held by a local mechanic who will be giving a demonstration on car safety and vehicle maintenance.

The event is free for all participants and a free BBQ will be held for attendees. CTC Youth Services are enquiring if the hall hire fees can be waived for this booking as this is a free community event.

ATTACHMENTS

- 1. Email request from South Burnett CTC Youth Services**

From: "Hall Hire" <hall.hire@sbrc.qld.gov.au>
Sent: Wed, 12 Jul 2023 11:32:34 +1000
To: "Naomi Carr" <Naomi.Carr@sbrc.qld.gov.au>
Subject: FW: Booking the Wondai Town Hall for a free community road safety event



Hall Hire

☎ 07 4189 9100
PO Box 336 Kingaroy QLD 4610
www.southburnett.qld.gov.au



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From: Kate McCormack <katem@sbctc.com.au>
Sent: Wednesday, 12 July 2023 11:06 AM
To: Hall Hire <hall.hire@sbrc.qld.gov.au>
Subject: [EXTERNAL] Booking the Wondai Town Hall for a free community road safety event

Please be cautious
This email originated outside of SBRC.

Good morning,

I was hoping to book the Wondai Town Hall for Monday, August 28 from 3pm-9pm for a free driver safety event for the community. The event itself would be a joint venture between CTC Youth Services and Wondai Neighbourhood Watch and will be running from 5pm-7pm with a number of talks from local community members including SES and QPS as well as Peter and Melissa McGuinness from the You Choose Youth Road Safety Program. We will then put on a free BBQ dinner for all attendees while a local mechanic completes some essential car safety and vehicle maintenance demonstrations.

I was hoping that because this is a free community event that Council may consider waving the hall fees for this booking, but if this is not possible CTC are happy to cover the cost of the hall hire for this event.

Regards,

Kate McCormack
Program Officer
Safer Communities
South Burnett CTC
Lot 2 Somerset Street
Kingaroy QLD 4610
Phone: 07 4162 7788
Mobile: 0429 190 713
Email: katem@sbctc.com.au
Web: www.sbctc.com.au

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

Nil

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

17.1 REGIONAL ECONOMIC FUTURES FUND

File Number: REFF - 19072023

Author: Chief Executive Officer

Authoriser: Chief Executive Officer

PRECIS

To update Council on the Regional Economic Futures Fund (REFF).

SUMMARY

The Stakeholder Advisory Committee has been formed and at the time of writing this report, the first meeting has been held by Teams to review the Terms of Reference for the committee. The Mayor and Chief Executive Officer has been appointed to the committee.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council appoint Cr _____ as a proxy for the Mayor and _____ for Chief Executive Officer in the circumstance that either is unable to attend a Stakeholder Advisory Committee meeting.

FINANCIAL AND RESOURCE IMPLICATIONS

Future funding opportunities.

LINK TO CORPORATE/OPERATIONAL PLAN

GR14 - Support our community and key stakeholders to build a plan for our region's eventual coal transition.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Participation in the advisory committee process.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The SAC is an advisory committee and the ultimate decisions for the REFF will be at a State Cabinet level.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Consistent with the South Burnett Regional Council advocacy initiatives.

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

From the Departmental website:

- REFF – Regional Economic Future Fund

[Regional Economic Futures Fund | State Development, Infrastructure, Local Government and Planning](#)

The Regional Economic Futures Fund, known as the REFF, is a new \$200 million program to support communities in seizing industry development opportunities presented by global decarbonisation.

REFF is a component of the Queensland new-industry development strategy (QNIDS) and the Queensland Energy and Jobs Plan (QEJP). It will support activities which:

- create new jobs*
- strengthen regional supply chains*
- support decarbonisation and the QEJP*
- either builds on or identifies a region's strengths*
- supports renewable energy precinct development.*

The regions being funded are those which:

- include communities that have coal fired power stations and associated mines that are a significant source of economic activity and jobs*
- have unique opportunities to support new industries like critical minerals, renewable energy, hydrogen and biofuels.*

These regions are:

- North-West Queensland (including the corridor to Townsville)*
- Greater Whitsunday*
- Central Queensland*
- **Darling Downs, South-West and the South Burnett***

In each region, there will be a Stakeholder Advisory Committee that will include representatives from local government, industry and the community. They will help inform the development of a regional transformation strategy for each of these regions and implementation plans. As each region is unique, each regional transformation strategy will be designed to highlight the specific strengths and opportunities of the region.

REFF funding will be allocated to specific projects that have been identified through regional consultation as those that will best support the region's economy over the long term, creating sustainable jobs and stronger, diverse economies.

ATTACHMENTS

- 1. Regional Economic Futures Fund**
- 2. Local Economic Opportunities**



Regional Economic Futures Fund

Helping regional Queensland through transformation

The Queensland Government has announced a new funding program designed to assist targeted Queensland's regions to transform their economies.

The new \$200 million Regional Economic Futures Fund (REFF) will be activated in four regions:

- North West Queensland (and the corridor through to Townsville)
- Greater Whitsunday
- Central Queensland
- Darling Downs, South West and South Burnett.

The program has been designed to consider the unique attributes of each region and the role it could play in a low-emissions economy.

The objectives of the program are to support long term community sustainability by:

- enhancing economic, social and environmental liveability
- identifying opportunities for sustainable regional growth and economic diversification
- supporting the transformation of regional communities to a low-emissions economy.

The Department of State Development, Infrastructure, Local Government and Planning will coordinate the program through its regional office network.

Key activities

The program will distribute funding following the development of regional transformation strategies and implementation plans. These strategies and plans will be developed in consultation with local stakeholders and take into account existing, relevant strategies and plans.

The strategies and plans will identify those opportunities which, with government support, will be catalytic in creating economic benefit locally over the long term.

Potential projects

Funding is likely to be directed towards projects that:

- respond to an issue or opportunity outlined in the regional transformation strategy
- support new long-term employment and retention, through the expansion of existing industry, investment attraction or skills development
- provide opportunities to diversify the economy
- understand, identify or leverage a region's strengths by way of feasibility studies, business cases or targeted research
- strengthen existing regional supply chains
- develop business and industry capacity to operate in a low-emissions or diversified economy
- support precinct development to assist in local investment, diversity or decarbonisation.

Funding is unlikely to be allocated for projects that would normally be funded via other programs.

Activities under the program will be supported by local Stakeholder Advisory Committees, which will be composed of representatives from the department, local governments, peak bodies and other key local stakeholders.

Find out more

Web www.statedevelopment.qld.gov.au/REFF

email REFF@dsdilgp.qld.gov.au





Local Economic Opportunities

Whole-of-government coordination

The global economy is decarbonising, and consumers are demanding responsibly sourced products. This transformation represents a major opportunity for Queensland’s economy given our environmental, social and governance advantages and our strength in existing industries.

However, a successful transformation in our regions is not a forgone conclusion. It will take the coordinated efforts of all levels of government, working with communities to optimise the social and economic benefits for Queenslanders.

Supporting Qld’s regions

The Department of State Development, Infrastructure, Local Government and Planning’s Local Economic Opportunities (LEO) Network will work with key stakeholders to identify, collect and discuss local opportunities and distribute information on government programs and services

How the LEO Network assists

- be a key point of contact within government for renewable energy, decarbonisation and other regional opportunities
- ensure regional stakeholders are kept informed on current government programs, policies and other initiatives
- will provide a good mechanism to engage with the regions on key issues and coordinate potential whole of government support
- facilitate communication between local stakeholders, agencies and all tiers of government

- identify resources, policy changes and regulatory frameworks required to seize opportunities and manage risks
- identify major projects and diversification opportunities and provide facilitation support.

The department’s LEO Network aims to:

- ensure local issues and aspirations are captured and understood by government.
- use a place-based approach to inform economic and social planning
- identify and manage potential barriers to achieving regional aspirations and transition
- utilise regional data to inform government policy and programs
- provide tailored support to address local aspirations and opportunities.

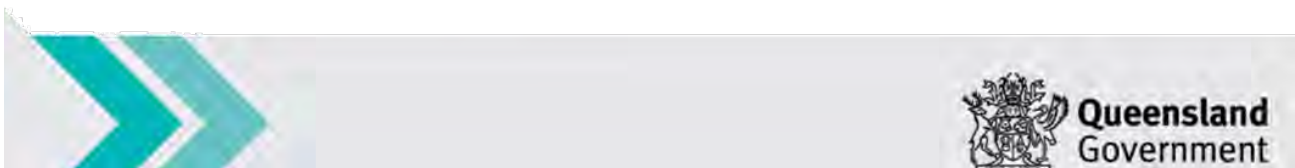
The LEO Network will provide advice and report annually to the Government on the risks, opportunities and outcomes identified and developed through the network.

A Transformation Working Group will be established with representatives from the department, the Local Government Association of Queensland and other key stakeholders to facilitate collaboration, share learnings and discuss issues and opportunities.

Find out more

www.statedevelopment.qld.gov.au/leo

email leo@dasilgp.qld.gov.au



18 QUESTIONS ON NOTICE

18.1 CAPITAL EXPENSE REPORT

File Number: 19/07/2023
Author: Manager Finance & Sustainability
Authoriser: Chief Executive Officer

The following question on notice was received from Councillor Kirstie Schumacher.

Question

Is it possible to get a better understanding of page 10 from the Capital Expense Report?

Response

The capital expense shown in the table on page 10 of the June Monthly Meeting Report (below) shows the loss on the disposal of assets that have been processed during the year. The loss on disposal comes about when an asset still has a written down value on the asset register when it is sold, renewed or upgraded. Generally, this would occur when the asset hasn't been fully depreciated before it is disposed of.

Council cannot sell its roads or majority of its major infrastructure therefore receives no revenue when an asset is disposed. Any value remaining on an asset ie it's written down value (replacement cost less accumulated depreciation) is written off when the asset is renewed or upgraded. It is the written down value that is removed from the asset register and recognised as Loss on Disposal. If all assets were 100% depreciated and had 0 remaining useful life when they were disposed there would be no loss on disposal.

Capital Expense	Actual	Original Budget	Amended Budget
INCOME			
Fleet	489,600	400,000	400,000
Land	82,360	-	-
DISPOSALS			
Roads	1,059,668	-	-
Fleet	148,681	-	-
Land	34,058	-	-
Buildings	475,676	-	-
Water	4,785	-	-
Wastewater	237,439	-	-
Miscellaneous	2,959	-	-
	1,391,305	400,000	400,000

Worked Example

Project 006580 Gravel Resheet Stonelands Road

New Asset created for the new Base of Stonelands Road and therefore the existing Base Asset 0040308 must be disposed. The existing asset had a Replacement Value of \$35,698.08 and Accumulated Depreciation of \$7,608.48 which gave a Written Down Value of \$28,089.60

When the Asset is disposed, the above values are removed from the Asset register. The net value of \$28,089.60 is a Loss on Disposal and therefore recognised as a capital expense.

The new asset is then created, and the Replacement Value is brought onto the new asset from Work in Progress based on the value that was spent on the project.

RECOMMENDATION

That the response to the question regarding the Capital Expense report raised by Councillor Kirstie Schumacher be received and noted.

ATTACHMENTS

Nil

19 INFORMATION SECTION

Nil

20 CONFIDENTIAL SECTION

OFFICER'S RECOMMENDATION

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

20.1 Waste and Recycling Collection Services Tender

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

21 CLOSURE OF MEETING