



Minutes

Of The

General Council Meeting

Held in the Council Chambers, 45 Glendon Street Kingaroy

on Wednesday, 19 December 2012

Chief Executive Officer: Ken McLoughlin



SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday, 19 December 2012

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Minutes of the meeting of the South Burnett Regional Council, held in the Council Chambers, 45 Glendon Street Kingaroy on 19 December 2012 at 9:01am

PRESENT:

Councillors:

Cr DW Kratzmann (Mayor), Cr KM Campbell, Cr CD Dalton, Cr KA Duff, Cr BL Green, Cr DJ Palmer, Cr DP Tessmann

Council Officers:

Ken McLoughlin (Chief Executive Officer), Gary Wall (General Manager Finance & Information Services), John Kersnovski (General Manager Infrastructure Services), Eleanor Sharpe (General Manager Communities), Stan Taylor (General Manager Planning & Environment)

1. Leave Of Absence

Nil.

2. Prayers

A representative of the Ministers Fraternal, Pastor Cameron Rub from the Highway Christian Church offered prayers for Council and for the conduct of the Council meeting.

3. Confirmation Of Minutes Of Previous Meeting

3.1 South Burnett Regional Council Minutes

Officer's Recommendation

That the minutes of the previous meeting held on 21 November 2012 as recorded be confirmed.

Resolution:

Moved Cr DJ Palmer, seconded Cr KA Duff.

That the minutes of the previous meeting held on 21 November 2012 as recorded be confirmed.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

3.2 South Burnett Regional Council Special Minutes

Officer's Recommendation

That the minutes of the Special meeting held on Wednesday 5 December 2012 as recorded be confirmed.

Resolution:

Moved Cr KM Campbell, seconded Cr DP Tessmann.

That the minutes of the Special meeting held on Wednesday 5 December 2012 as recorded be confirmed.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

4. Mayoral Report

4.1 MR - 1112802 - Mayoral Report

Summary

Mayoral Report to council for the period 15 November 2012 to 11 December 2012.

Officer's Recommendation

That the Mayoral Report to council for the period 15 November 2012 to 11 December 2012 be received.

Resolution:

Moved Cr DW Kratzmann, seconded Cr KA Duff.

That the Mayoral Report to council for the period 15 November 2012 to 11 December 2012 be received.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

CONSIDERATION OF BUSINESS SECTIONS INCLUDING BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETINGS

See Business Function Headings

5. Planning & Environment

5.1 Environmental Services

5.1.1 ES - 1111875 - Food Business Home Based or Market Licence (Commercial Only)

Summary

State government legislation (*Food Act 2006*) requires that certain food related activities (for commercial business) be licensed. Market Operators who manufacture their food products (at home) are deemed to be one of those food activities that are required to hold a food business licence. Due to the low risk foods involved, the small frequency of participation and in an attempt to support this type of food industry at the markets a discounted food business licence is proposed.

Officer's Recommendation

That Council approve the following addition to the 2012/2013 Fees and Charges:

1. Establish a Home Based Business - Market Licence, which only permits selling at local markets conducted in the South Burnett.
2. The Assessment of Applicant Fee will be \$72, while the Home Based Business - Market Licence (including ongoing yearly renewal) will be \$57.

Resolution:

Moved Cr KA Duff, seconded Cr CD Dalton.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

5.2 Natural Resource Management (NRM) & Parks

Nil.

5.3 NRM, Parks and Environment Portfolio Report

5.3.1 NRM&P - 1112453 - NRM & Environment Portfolio Report

Summary

NRM & Environment Portfolio Report to council for the period 14 November 2012 to 11 December 2012.

Officer's Recommendation

That the NRM & Environment Portfolio Report to council for the period 14 November 2012 to 11 December 2012.

Resolution:

Moved Cr KA Duff, seconded Cr DP Tessmann.

That the NRM & Environment Portfolio Report to council for the period 14 November 2012 to 11 December 2012.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

6. Planning, Land Management and Waste

6.1 Planning and Land Management

6.1.1 P&LM - 1110515 - Forwarding a negotiated decision notice and material change of use - extractive industry on land situated at Chinchilla Road Durong and advising matter is only minor and no fee required - Lot 22 BO44 and Lot 28 BO426

Summary

Key Point Summary

- Applicant has requested a Negotiated Decision Notice in relation to Condition MCU4 (Vegetated Buffer) contained within Council's Decision Notice.
- Application was approved in full subject to conditions by Council at its General Meeting held 21 November 2012.
- Applicant provided written representations on 6 December 2012 in relation to the proposed amendment of Condition MCU4 on the basis that the establishment of the vegetated buffer may inhibit works to be undertaken as per the approved Environmental Management Plan (EMP)
- Recommendation that Council approve in part the Applicant's request relating the Condition MCU4 (Vegetated Buffer) subject to revisions considered appropriate by Council Officers

Officer's Recommendation

That Council *approve* in part the Applicant's request for a Negotiated Decision Notice and amend Conditions MCU4 (Vegetated Buffer) as outlined below (deleted text in strikethrough and new text in bold):

Condition MCU4

~~Prior to the commencement of use, establish a 10m wide vegetation buffer along the eastern boundary for the full length of the extraction operations based on the sequence of staging indicated on the approved proposal plan. The buffer is to be constructed of an earth mound with vegetation planted on the top with the design to be approved by the Chief Executive Officer prior to construction.~~

Prior to the commencement of each stage adjoining the eastern boundary of Lot 28 on BO426, establish a 10m wide vegetation buffer. The buffer is to be constructed of an earth mound with vegetation planted between the earth mound and the property boundary. The earth mound is to be a maximum of 1m high and may consist of topsoil and overburden won from the extraction areas. At the completion of each stage the earth mound may be removed and the material used for rehabilitation of the completed stage.

Prior to the commencement of the stage, tree and shrub plantings are to be established to screen the extraction operations generally in accordance with the following criteria:

- **contain random plantings of a variety of tree and shrub species of differing growth habits, at spacings of 4 – 5m**
- **including species with long, thin and rough foliage**
- **provide a permeable barrier which allows air to pass through the buffer**
- **foliage is to be from the base to the crown**
- **include species which are fast growing and hardy.**

All other conditions are to be retained as per Council's Decision Notice dated 27 November 2012.

Resolution:

Moved Cr CD Dalton, seconded Cr KM Campbell.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

6.1.2 P&LM - 1353669 - Requesting Council consider a reduction of the building, plumbing lodgement and application fees for extensions to the commercial kitchen at 17 Kingaroy Street Kingaroy

Summary

Council received a written request from the Endeavour Foundation for the 100% waiver of building and plumbing applications fees for the construction of an extension to an existing commercial kitchen (including coldroom, freezer and food preparation).

Officer's Recommendation

That Council *approve* 100% waiver of the building and plumbing application fees (\$1,342.00) less document lodgement (\$161), having regard to the community nature of the commercial kitchen extension approved for the Endeavour Foundation.

Resolution:

Moved Cr CD Dalton, seconded Cr DP Tessmann.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

Representatives from Stanwell Corporation gave a presentation to Council regarding the operations at Tarong Power Station.

ADJOURNMENT:

Motion:

Moved Cr DP Tessmann, seconded Cr KA Duff.

That the meeting adjourn for twenty (20) minutes

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

During the adjournment a Citizenship Ceremony was held for Robert Markham.

RESUMPTION:

Motion:

Moved Cr BL Green, seconded Cr DJ Palmer.

That the meeting resume at 10:51am with attendance as previous to the adjournment

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

Deb Frecklington MP, Member for Nanango congratulated the Council on a job well done and wished everyone a Merry Christmas.

6.2 Waste

Nil.

6.3 Planning & Land Management & Waste Portfolio Report

Nil

7. Community & Cultural Services

7.1 Community & Cultural Services

7.1.1 C&CS - 1110594 - Minutes of the Healthy Communities Management Advisory Committee meeting held on 15 November 2012.

Summary

Providing a copy of the Minutes of the Healthy Communities Management Advisory Committee Meeting held on Thursday, 15 November 2012.

Officer's Recommendation

That Council endorse the attached minutes and recommendations of the Healthy Communities Management Advisory Committee held on Thursday, 15 November 2012.



South Burnett
Regional Council

Directorate- Community and Economic Development

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Thursday, 15 November 2012 @ 1.00pm

Present: Cr Keith Campbell, Cr Debra Palmer Eleanor Sharpe, Carolyn Knudsen & Kerry Oldfield (SBRC); Michael Eadie (PCYC); Berneice Hilly (RHealth); Caitlin Isaac (RHealth); Nicole O'Brien (BIEDO); Janine Pay (SRO) and Tim Saal (PIR).

Apologies: Kerrie Zeller (DDSWQML), Louise Judge (SBCN), Sue Crossley (Qld Health), Deb Frecklington, Nicole Connolly (TPS) and Elaine Thompson (DCCSDS)

Chair: Cr Debra Palmer **Minutes:** Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome	As Cr Debra Palmer was running late, Cr Keith Campbell opened the meeting and welcomed everyone.		
Minutes from Previous Meeting	Recommendation: <i>That the minutes of the previous Committee Meeting held on Thursday, 18 October 2012 as record be confirmed</i> <i>Moved: Caitlin Isaac</i> <i>Seconded: Nicole O'Brien</i> <i>Carried: 10/0</i>		
Agenda Items	<i>Cr Debra Palmer arrived and Cr Campbell relinquished the chair to Cr Palmer.</i>		
<ul style="list-style-type: none"> Guest Speaker – Tim Saal - Partners in Recovery 	Tim provided a brief overview of the Partners in Recovery program that is currently being progressed. This program targets persistent and acute mental health issues in the South Burnett area. If their Tender is successful they will have \$3.4 million to be used over 4½ years with \$500,000 for setting up. Available with this project will be flexible funding for short term projects and he advised that this project is specific for the South Burnett. Partners in Recovery are looking for	Carolyn Knudsen	



Directorate- Community and Economic Development

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 Thursday, 15 November 2012 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>letters of support from organisations within the South Burnett. The committee asked that Tim keep them informed on the progress of this project and to return to future meetings to provide an update.</p> <p>Resolution: That the Healthy Community MAC agrees to support and provide a letter of support for the Partners in Recovery program.</p> <p><i>Moved: Cr Keith Campbell</i> <i>Seconded: Cr Debra Palmer</i></p> <p style="text-align: right;"><i>Carried 10/1</i></p> <p>Tim then provided Council with an update on potential research funding that is currently available from BUPA (Health Insurance). There is funding under "Wellbeing" and it is proposed that "The Toowoomba Clubhouse" which is based in Toowoomba gain funding under this research funding to set up a similar project in the South Burnett. "The Clubhouse" provides self-paced vocational and social rehabilitation for people who experience mental health problems. It encourages re-engaging into the workforce and community by providing peer support.</p> <p>Tim concluded his update and advised that he will be back in the area on Wednesday, 21 November and left his contact details. Cr Debra Palmer thanked Tim for his time and the information he provided and asked that he keep the committee up to date on this prospective funding.</p>		



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Thursday, 15 November 2012 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<p>Correspondence</p> <ul style="list-style-type: none"> Email from GIVIT - Direct Giving Network 	<p>Carolyn provided an update to the committee on GIVIT. Resolution: Correspondence be forwarded to the network groups within the committee. Moved: <i>Janine Pay</i> Seconded: <i>Eleanor Sharpe</i> Carried 10/1</p>	Carolyn Knudsen	13 December 2012
<ul style="list-style-type: none"> National "Close the Gap" Day 2013 Invitation - 23 March 2013 	<p>Carolyn provided brief update National "Close the Gap" Day. The question was asked if anybody or organisation from the Committee had any contact with this organisation. RHealth advised they have been involved in the past and everyone to consider and bring ideas back to the next meeting.</p>	Committee Members	13 December 2012
<ul style="list-style-type: none"> Long Ride 2013 - Prostate Cancer Awareness Sponsorship 	<p>Carolyn provided a brief overview on the request received by Leigh Wilkins. Carolyn asked for feedback on peoples thoughts. Council's General Manager of Communities, Eleanor Sharpe suggested rather than cash, Council provide as an example, accommodation at BP Dam for a night on his way through the South Burnett. Council and the Healthy Community Committee may also look at contacting groups that may be interested in hosting an event at that time which will value add to his event.</p> <p>Resolution: Council to contact Leigh Wilkins for a proposed itinerary including dates and offer a night accommodation in the South Burnett. Council and the Healthy Community Committee to contact "Mens Groups" (ie Men Shed, Rotary etc) to value</p>	Carolyn Knudsen	13 December 2012



South Burnett
Regional Council

Directorate- Community and Economic Development

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Thursday, 15 November 2012 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	<p>add to this event.</p> <p><i>Moved: Bernice Hilly</i> <i>Second: Kerry Oldfield</i></p> <p style="text-align: right;"><i>Carried 10/1</i></p>		
Business Arising from Previous Meeting			
<ul style="list-style-type: none"> Update on Healthy Food Access Basket Program - Kerry Oldfield 	Kerry provided a brief update to the Committee and advised she has received a draft final report. The foreword and comparison to other areas needs to be included and it will then be presented at the next meeting.	Kerry Oldfield	13 December 2012
<ul style="list-style-type: none"> Update on Sporting Club Contacts -Janine Pay & Caitlin Isaac 	Caitlin provided an update on the Sporting Club contacts. She advised that Janine had provided the information and she has started collating the contact list. Follow up in January 2013 through Active South Burnett.		
<ul style="list-style-type: none"> Update on Swimming Pool Tickets - Carolyn Knudsen 	Carolyn provided an update on purchasing bulk pool tickets for all South Burnett Schools. Carolyn advised that schools can purchase 10 visit passes which works out to be \$1.15 per child instead of \$2.50. Schools in the Kingaroy area are utilising this however none of the other schools have taken up the opportunity.		
<ul style="list-style-type: none"> Update on Stanwell Financial Incentives Employee Program 	Deferred to next meeting as Nicole Connolly was an apology.	Nicole Connolly	13 December 2012
<ul style="list-style-type: none"> Update on LGAQ Wellbeing symposium - 21-23 November 2012 	Kerry Oldfield provided an update and she advised that all registration and accommodation has been booked and paid for. The pecha kucha style presentation will be on the Thursday afternoon and the committee will be given a preview of the presentation at the end		



South Burnett
Regional Council

Directorate- Community and Economic Development

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Thursday, 15 November 2012 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> Update from the Healthy Communities Officer - Kerry Oldfield 	<p>of this meeting.</p> <p>Kerry provided an update and she advised that most of the heart moves programs are nearly full. The Life for life is program is full and will be done again in January 2013. She is getting great feedback on the participants success and that they developing great networking amongst themselves.</p> <p>Kerry handed out a revised Nanango Active Parks program for Adults to be held in November – December 2012.</p> <p>It was decided that the 2012 "Walk and Ride" held as part of the Bloomin Beautiful Festival this year would make a great Health Communities Annual Event. Kerry asked if anybody was interested in helping plan the event to be held in in September 2013. Michael Eadie provided an update on possibilities for next year as he had feedback from previous participants. Dates are to be decided as it may conflict with other events.</p> <p>The Healthy Communities website is up and running. It's under the SBRC website and provides a list of programs that are running and information on these programs. Kerry advised that she will be adding to the site and asked the Committee to provide her with feedback.</p> <p>She is looking to design a walking brochures and asked for feedback from the Committee on walks in the community that could be included in the brochure.</p> <p>Kerry advised that she is looking to set up a Parent Volunteer Program at schools and was looking for ideas and support. It's aimed at parents who don't work and are part of the Health Communities program. It's yet to be decided which school is to be used as the initial participant. She asked which schools, which town</p>		



South Burnett
Regional Council

Directorate- Community and Economic Development

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Thursday, 15 November 2012 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> Active South Burnett Activities <p>Business for Discussion</p>	<p>and any ideas. It was suggested we look at Nanango/Blackbutt area as Michael Eadie advised that it is very similar to the PACE program that is being run in Cherbourg and Murgon at the moment but Marcus Prialk. A discussion was held on the shortage of trained volunteers for these programs</p> <p>Resolution: Council contact the Active After School Program and advise that there is a need for support as there is a gap for training and request an update on what might be happening over the next twelve (12) months. Council to contact Tony Dreger and Scott Hawkins from the Australian Sport Commission (tonydreger@ausport.com.au or scotthawkins@ausport.com.au)</p> <p>Moved: Berneice Lilly Seconded: Michael Eadie</p> <p>Carried 10/1</p> <p>Janine provided an update on the proposal. Key questions on this proposal were, How do we reform and how do we get it started. Issues that have been identified in reforming of the committee and then decide what the priority is. It was suggested that a SWOT analysis be carried out in each town to see what the needs of the various sporting groups are. It has been identified that there is the need to have an organisation or group to drive it.</p> <p>Janine asked for feedback and comments to be forwarded to her.</p>	<p>Carolyn Knudsen</p> <p>Committee Members</p>	<p>13 December 2012</p>



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Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Thursday, 15 November 2012 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> RHealth - Healthy Catering Guidelines (copy attached) - Kerry Oldfield 	<p>Kerry advised that a draft was sent around to the sub-committee for feedback. She asked if the Committee and if Council could support it. Some feedback provided was that it needed information on sit down meals.</p> <p>Copies to be provided to all Councillors and all General Managers for their feedback internally for Council's point of view and also to be taken back to their organisation for internal feedback and willingness to adopt it as a healthy guidelines for catering.</p> <p>Resolution: Copies to be provided to all Councillors and General Managers and asking for feedback prior to the next Healthy Communities Committee meeting.</p> <p><i>Moved: Kerrie Oldfield Seconded Caitlin Isaacs</i></p>	<p>Carolyn Knudsen</p>	<p>13 December 2012</p>
<ul style="list-style-type: none"> "Potluck Pampers" - Carolyn Knudsen 	<p>Carroll advised that this was just for everyone's information only unless the Committee could find some way to value add to this event. If there are any thoughts, these are to be forwarded to Louise Judge. RHealth advised that it could probably go as there is a captive audience.</p> <p style="text-align: right;"><i>Carried 10/1</i></p>	<p>Committee Members</p>	
<ul style="list-style-type: none"> SBRC Healthy Communities Presentation for the Healthy Communities Symposium 	<p>Eleanor, Kerry Oldfield and Berneice Hilly gave a preview of their presentation that will be at the Healthy Communities Symposium on 20 - 21 November 2012 in Brisbane.</p>		
<p>General Section</p>			
<p>Update from Members</p>	<p>Berneice Hilly provided an update on the Healthy Communities Reading Bug. It has been very successful at the markets. The</p>		



South Burnett
Regional Council

Directorate- Community and Economic Development

Minutes of the Healthy Communities Management Advisory Committee (MAC) Meeting
Thursday, 15 November 2012 @ 1.00pm

Agenda Item	Action Summary	Responsible Officer	Due Date
	authors workshop had 51 participants. The design has been chosen for the bug. There has been fantastic feedback from parents and teachers highlighting an increase in children's interest in reading. Approximately 280 bug bags have been given out. ABC Wide Bay are doing an interview with Berneice at the next Market. Berneice asked that a huge thank you has to go to the Nanango Library for providing staff and volunteers to read to the kids. Janine Pay provided an update on her role.		
Meeting closed at 2.55 pm			

Resolution:

Moved Cr DJ Palmer, seconded Cr KM Campbell.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

7.1.2 C&CS - 1112595 - Minutes of the Arts Culture & Heritage Management Advisory Committee Meeting held on 26 November 2012.

Summary

Providing a copy of the Minutes of the Arts, Culture and Heritage Management Advisory Committee Meeting held at the 1913 Kingaroy Shire Council Chambers, Edward Street, Kingaroy on Monday, 26 November 2012.

Officer's Recommendation

That Council endorse the attached minutes and recommendations of the Arts, Culture and Heritage Management Advisory Committee held on Monday, 26 November 2012.

2.5 Round Two Applications for the 2012/2013 Year (18 October - 15 November)

Council has received six (6) applications for Round One with a total amount requested of \$9,421.45 (ex GST). Two (2) of the applications were received after the Round 2 closing date.

Applicant: Cherry Carroll

Description of Workshop: Don Milner Workshop - "Any Subject - Any Medium"

Cost: \$1,023.00

Resolution: That this application be approved for \$1,023.00 subject to the following conditions:

- A minimum 80% participation from SBR residents
- To include advertising to the wider community
- To provide dates of workshop/event to enable placement of details on Council's website
- To demonstrate that at least one place in the course has been offered to a youth participant.
- To be included as an invitee to the 2013 RADF Showcase exhibition if required.
- Note: Substantiate the refund of \$60 from previous RADF Application.

Moved: Robyn Dower

Seconded: Julia Shaw

Carried 6/0

Applicant: Lynette Dimond

Description of Workshop: 2013 McGregor Summer School - Kate French - "Study the Face in Clay"

Cost: \$809.25

Resolution: That this application be approved for \$809.25 subject to the following conditions:

- Provide evidence of skill transfer in relation to this workshop.
- To be included as an invitee to the 2013 RADF Showcase exhibition if required.

Moved: Peter Peacey

Seconded: Elaine Madill

Carried 6/0

Applicant: South Burnett Community Orchestra

Description of Workshop: South Burnett Instrumental Music Workshop

Cost: \$5,900

Resolution: That this application be approved for \$5,800 subject to the following conditions:

- A minimum 80% participation from SBR residents
- To include advertising to the wider community
- To provide dates of workshop/event to enable placement of details on Council's website
- To demonstrate that at least one place in the course has been offered to a youth participant.
- To be included as an invitee to the 2013 RADF Showcase exhibition if required.
- RADF does not fund advertising costs (\$100)
- Pending receipt of Eligibility Checklist for Professional and Emerging Professional Artists from Tracey Young, Rohan

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Hardy & Wendy Kelly and ABN to be advised for Matthew Henry

- **Pending receipt of confirmation of availability from Jo Kennedy, Matthew Henry & Tracey Young.**

*Moved: Robyn Dower
Seconded: Elaine Madill*

Carried 6/0

Applicant: South Burnett Community Orchestra
Description of Workshop: South Burnett "Open Orchestra" Programme
Cost: \$4,850

Resolution: **That this application be not approved as it is expected that this would be an activity undertaken as part of the organisations role.**

*Moved: Peter Peacey
Seconded: Robyn Dower*

Carried 6/0

Robyn Dower and Elaine Madill declared an interest in the following application and left the meeting at 11.42 am

Late Applications

Applicant: Wondai Regional Art Gallery
Description of Workshop: Sculpting Nature Workshop
Cost: \$660.00

Resolution: **The Committee noted that this application was late and agreed to assess the application as the applicant advised their delay was due to late letters of support.**

This application be approved for \$660.00 subject to the following conditions:

- **A minimum 80% participation from SBR residents**
- **To include advertising to the wider community**
- **To provide dates of workshop/event to enable placement of details on Council's website**
- **To demonstrate that at least one place in the course has been offered to a youth participant.**
- **To be included as an invitee to the 2013 RADF Showcase exhibition if required.**

*Moved: Julia Shaw
Seconded: Cr Debra Palmer*

Carried 4/0

Robyn Dower & Elaine Madill returned to the meeting at 10.52 am

Applicant: Wondai & District Band Association Inc.
Description of Workshop: 2013 McGregor Summer School - Music
Cost: \$1,129.20

Resolution: **The Committee noted the application was late and agreed to assess the application as the applicant advised their delay was due to confusion over the lodgement of application.**

This application be approved for \$1,129.20 subject to the following conditions:

- **To be included as an invitee to the 2013 RADF Showcase exhibition if required.**

*Moved: Peter Peacey
Seconded: Elaine Madill*

Carried 6/0

2.6 2011/2012 RADF Annual Report

Michael Hunter provided an update on the 2011/2012 RADF Annual Report to the Committee and advised that the report has been sent to Arts Queensland.

2.7 2012/2013 RADF Bid

Michael Hunter provided an update on the 2012/2013 RADF Bid to the committee. Council were successful in receiving \$41,333 from Arts Queensland which takes our RADF 2012/2013 Budget to \$69,333.

2.8 2012/2013 Budget Review

Michael provided an update on the 2012/2013 ACH & RADF Budget

The ACH project budget is \$24,200

RADF budget is made up of the following:

Arts Qld:	\$41,333.00
Council Contribution:	\$28,000.00
2011/12 Surplus roll over:	\$1,035.00
Total:	\$70,368.00

3. GENERAL SECTION

3.1 Other Business

- Update on RADF Showcase - November 2012

Cr Dalton advised that due to Tractor Tattoo 2012 and other unforeseen events, there won't be a RADF Showcase this November in 2012. The Committee decided to host a RADF showcase in November 2013.

Resolution: The Committee have agreed to host a RADF Showcase in November 2013.

*Moved: Elaine Madill
Seconded: Cr Debra Palmer*

Carried: 6/0

- Steering Committee from Tractor Tattoo 2012

Cr Dalton advised the ACH Committee that she would like show appreciation to the TT2012 Steering Committee by way of a photograph professionally framed and presented.

- Distribution of Agenda and Attachments

Council staff emailed a hyperlink for the ACH Committee member to access the Agenda and all the attachments; however some Committee Members were not able to access this information. It was asked that Wendy Kruger to discuss with Council's IT department and try to resolve this matter prior to next meeting.

- Christmas Break up

It was decided that the Arts Culture & Heritage Management Advisory Christmas Break up be held on at Captains Paddock on Monday, 17 December 2012 at 12 noon. Michael Hunter and Wendy Kruger to arrange for invitations to be sent to all committee members.

Arts Culture & Heritage Management Advisory Committee – MINUTES – 27 NOVEMBER 2012

The next Arts Culture & Heritage Meeting is to be held on Tuesday, 5 March 2012 starting at 9.00 am at the Council Chambers in Kingaroy

Meeting closed at 12.32 pm

Resolution:

Moved Cr CD Dalton, seconded Cr DJ Palmer.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

7.1.3 C&CS - 1110267 - Minutes of the Boondooma Homestead Management Advisory Committee meeting held on 13 November 2012.

Summary

The Boondooma Homestead Management Advisory Committee held a meeting on 13 November 2012 and submit the following minutes to be tabled at the next Council Meeting for discussion.

Officer's Recommendation

That Council endorse the recommendations and minutes of the Boondooma Homestead Management Advisory Committee meeting held on 13 November 2012.



South Burnett
Regional Council

Directorate- Community and Economic Development

Boondooma Homestead Management Advisory Committee Agenda
Tuesday, 13 November 2012 @ 9.00am

Present: Cr Kathy Duff, Cr Debra Palmer, Buddy Thomson, Bob Somerset, Leslie Somerset, Kathleen Jiggen, Marion Alford, Mavis Metzroth, Bruce Metzroth, Pattie Brown and Judy Brandt
Apologies: Richard Grimes, Lynn Bennett
Observers: Michael Hunter
Chair: Cr Kathy Duff **Minutes:** Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome	Cr Kathy Duff welcomed the Committee members to the meeting.		
Minutes from Previous Meeting			
Business Arising from Previous Meeting - 9 October 2012	Recommendation: <i>That the minutes of the previous meeting held on Tuesday 9 October 2012 as recorded be confirmed</i> <i>Moved: Bob Somerset</i> <i>Seconded: Kathleen Jiggins</i> Carried: 11/0		
<ul style="list-style-type: none"> BIEDO 	BIEDO has been in contact and they have given the Boondooma Homestead Committee forms that need to be completed and they are the client details for BIEDO Membership and budget form. Judy Brandt and Lyn Bennet to complete these forms and return them to BIEDO.	Judy Brandt & Lyn Bennett	
<ul style="list-style-type: none"> Business Plan 	Cr Duff advised that Trudi is after an updated wish list from the Inc and it's to include the quotes for the Dongas, the soil test information, the price on disabled ramp, the awning. It was suggested that if the Inc don't actually have quotes they need to provide an estimated	Buddy Thomson	



South Burnett
Regional Council

Directorate- Community and Economic Development

Boondooma Homestead Management Advisory Committee Agenda
Tuesday, 13 November 2012 @ 9.00am

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> Confirmation of Name for Inc 	costs. Buddy to provide the information to Trudi to allow her to progress the Business Plan and present it at the December Meeting Michael advised that the name has been changed on Council's Creditor System		
<ul style="list-style-type: none"> Hard wired Smoke Alarm 	Michael to contact Wondai Electrical to arrange to have a smoke alarm hard wired installed. Judy advised that the light in bedroom of caretaker's cottage flickers on and off after the switch has been turned off. Michael is to talk to the Electrician to look at that as well.		
<ul style="list-style-type: none"> Caravan Turning Signage 	The Department of Transport & Main Roads TMR has been out and inspected the road. They have agreed to install the caravan turning sign.		
General Business			
<ul style="list-style-type: none"> Budget Update 	Michael provided an update on the budget. Buddy Thomson raised his concern regarding the costs to carry out the Test and Tagging Inspection. He felt that \$6 per item was excessive. Michael Hunter is to investigate the costs. Cr Deb Palmer asked that Council query how often the equipment is to be tested. Michael to investigate how often the equipment is to be tested – Michael to ask for a report from WH&S	Michael Hunter	December Meeting
<ul style="list-style-type: none"> Maintenance of Caretakers Cottage Revised Quote from Wondai Electrical 	Michael provided an update on the work that was carried out. Council have received a revised quote from Wondai Electrical. The quote has gone up by \$154.83. Council to accept the quote on behalf of the Restoration Inc. and Wondai Electrical to contact Buddy	Michael Hunter Michael Hunter	



South Burnett
Regional Council

Directorate- Community and Economic Development

Boondooma Homestead Management Advisory Committee Agenda
Tuesday, 13 November 2012 @ 9.00am

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> • SBRC region – road section on Rural Getaway • Membership of Rural Getaway • Volunteer Working Bee 	<p>Thomson to arrange a time and date for work to be carried out. The Restoration Inc. is to pay for the work to be carried out.</p> <p>Cr Debra Palmer provided an update on the road section on Rural Getaway.</p> <p>The MAC have been asked to provide a letter of support to DTMR to support the road upgrade and why. This request will be taken to the Inc and they will provide a letter of Support.</p> <p>It was suggested that the Inc become a member of Rural Getaway rather than Council. Buddy to take it back to the next Inc. meeting</p> <p>The Inc members advised that Monday, 3 December is the Volunteer working bee. Council to put this up on the Intranet for staff to volunteer their time. Cr Duff advised that Councilors were going to attend the working bee.</p> <p>Buddy Thomson asked if Council could arrange Hec Dionysius and the little tractor to assist. He also asked if it was possible for the tractor to be left there for the week. Michael Hunter to talk to Greg Griffith about using the Tractor for Monday, 3 December 2012.</p>	<p>Cr Debra Palmer</p> <p>Buddy Thomson</p> <p>Michael Hunter & Cr Duff</p> <p>Michael Hunter</p>	
Agenda Items - New Business			
	No new items.		
	Cr Kathy Duff declared the meeting closed at 10.04am		

Resolution:

Moved Cr DJ Palmer, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

7.2 Community & Cultural Services Portfolio Report

Nil.

8. Economic & Tourism Development

8.1 Economic & Tourism Development

8.1.1 ED - 1372580 - Establishment - South Burnett Directions

Summary

It is envisaged that the establishment of the Enterprise – South Burnett Directions - will evolve through 3 stages:

1. Set Up Phase
2. Initial Operational Phase (up to 24 months after Set Up)
3. Operational Phase

The Set Up Phase will occur during the first 3 months. A selection committee will be formed to appoint the members of South Burnett Directions Steering Committee together with working with the Deputy Mayor and SBRC's Manager Economic Development to prepare a draft Memorandum of Understanding, Charter of Operations and a Code of Conduct by which the Steering Committee will be guided.

This will be followed by a period of up to 24 months called the Initial Operational Phase during which time the appointed Steering Committee will manage and guide this Enterprise to create a strong structural foundation with flexibility and community involvement when combined are capable of making a difference in the Region in respect of economic and tourism development. During this time the Steering Committee will also be responsible for reviewing its governance and report on possible changes that enhance its impact including the most appropriate structure.

Following this Initial Operational Phase the Enterprise will move to the Operational Phase which is intended to deliver on outcomes in the medium to long term.

Officer's Recommendation

That Council authorise the Chief Executive Officer to:

1. Establish a Selection Committee led by the Deputy Mayor to select suitably qualified people to form the South Burnett Directions Steering Committee.

2. On recommendation of the Selection Committee, appoint members to the South Burnett Directions Steering Committee which will operate under the Chairmanship of The Mayor South Burnett Regional Council.
3. Work with South Burnett Directions Steering Committee to establish a:
 - a. Memorandum of Understanding outlining the working relationship with South Burnett Regional Council;
 - b. Charter of Operations outlining the enterprise's objectives and deliverables; and
 - c. Code of Conduct outlining the Enterprise's governance guidelines for members.
4. To recommend to Council within 24 months the most appropriate legal and operating structure for the enterprise South Burnett Directions to deliver ongoing economic and tourism development.

Resolution:

Moved Cr DP Tessmann, seconded Cr DJ Palmer.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

8.2 Economic & Tourism Development Portfolio Report

Nil.

9. Operations and Technical Services

9.1 Operations

9.1.1 O - 1111509 - Minutes of the Traffic Advisory Committee Meeting held on Thursday 27 November 2012

Document Information

IR No 1111509

Author General Manager Infrastructure

Date 07 December 2012

Précis

Minutes of the Traffic Advisory Committee held on Thursday 27 November 2012.

Summary

The Minutes of the Traffic Advisory Committee Meeting held in the Committee Room of South Burnett Regional Council's Kingaroy office on Thursday 27 November 2012 are provided for Council to note and consider.

Officer's Recommendation

That Council endorse the recommendations and minutes of the Traffic Advisory Committee held on Thursday 27 November 2012.

Resolution:

Moved Cr DP Tessmann, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

9.1.2 O - 1325539 - Half Yearly Capital Roadworks Budget Review

Summary

The attached spreadsheet is a detailed sheet containing capital roadworks projects listed for 2012/13 and for Council consideration. The amended program includes changes due the reduction of TIDS subsidy, publication of the funded QTRIP and as a result of actual costs being known and more detailed understanding of some of the listed projects.

Officer's Recommendation

That the attached revised 2012/13 Capital Roadworks budget be adopted and adjustments to the 2012/13 budget be made as required.

Resolution:

Moved Cr DP Tessmann, seconded Cr KM Campbell.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

Attendance:

Cr DP Tessmann declared an interest in the following matter and left the meeting at 11:17 AM.

Reason: Cr Tessmann is the secretary of the Rotary Club.

9.1.3 O - 1103008 - Kingaroy Private Hospital renovation of bathrooms

Summary

The Board of South Burnett Private Hospital Ltd has received an offer from the Rotary Club of Kingaroy Inc to provide \$15,000 towards the cost of renovating the three existing bathrooms in the hospital. The estimated cost of the project is \$35,000. The Board has considered the offer and believes that the project should proceed and recommends to Council that renovations of the three

bathrooms proceed using the funds provided by the Rotary Club of Kingaroy Inc and additional funds held in Council's reserve for the Private Hospital.

Officer's Recommendation

That Council proceed with the refurbish of the bathrooms at the South Burnett Private Hospital with funding to be as follows: \$15,000 from the Rotary Club of Kingaroy Inc and \$20,000 from Council's existing hospital reserve funds.

Resolution:

Moved Cr KM Campbell, seconded Cr CD Dalton.

That the Officer's Recommendation be adopted.

*Carried 6/0
FOR VOTE - Councillors voted unanimously
ABSENT. DID NOT VOTE - Cr DP Tessmann*

Attendance:

Cr DP Tessmann has returned from temporary absence at 11:19 AM

9.2 Technical Services

- 9.2.1 TS - 1343402 - Eifcam Holdings - DR & CEM Macfie - Forwarding thanks to Council for the installation of the crossing on Youngmans Road Boyneside and requesting Council name the crossing "Hancock's Crossing"**

Summary

This report addresses the request by David Macfie to name the Mannuem Creek crossing on Youngmans Road, as "Hancock Crossing". The recommendation to Council is to refuse this application on the grounds of precedence with personalising every natural or manmade feature across the region.

Officer's Recommendation

That Council not accede to the request to name the Mannuem Creek crossing on Youngmans Road as "Hancock Crossing" due to issues of precedence, possible cost and practical implications associated with signage on multiple creek crossings.

Resolution:

Moved Cr CD Dalton, seconded Cr BL Green.

That Council accede to the request to name the Mannuem Creek crossing on Youngmans Road as "Hancock Crossing" acknowledging the previous generations of the Hancock family in the Mannuem Creek area.

Reason for Council Resolution: To recognise the Hancock family's contribution to the Mannuem Creek Area.

Carried 6/1
FOR VOTE - Cr DW Kratzmann (Mayor), Cr KM Campbell, Cr CD Dalton, Cr KA Duff, Cr BL Green, Cr DJ Palmer
AGAINST VOTE - Cr DP Tessmann

9.2.2 TS - 1111601 - Road Naming Issues - Proston

Summary

A request has been received through the South Burnett Traffic Advisory Committee to investigate an emergency service response callout for an address described by the caller as residing on Okeden Road. The confusion arose when the emergency service respondent could not locate Okeden Road as the reference for this address is titled differently in the field and this dates back to when Boondooma Dam was built in the early to mid 1980's.

Officer's Recommendation

That Council write to the State Government advocating the name change of Boondooma Dam Road back to its original title of Okeden Road and for the current Okeden Road to be altered to Okeden Byanda Road.

Resolution:

Moved Cr KA Duff, seconded Cr KM Campbell.

That the Officer's Recommendation be adopted.

Carried 7/0
FOR VOTE - Councillors voted unanimously

9.3 Roads Portfolio Report

9.3.1 O - 1112280 - Roads Portfolio Report

Summary

Roads Portfolio Report to council for the period 14 November 2012 to 11 December 2012.

Officer's Recommendation

That the Roads Portfolio Report to council for the period 14 November 2012 to 11 December 2012 be received.

Resolution:

Moved Cr DP Tessmann, seconded Cr KM Campbell.

That the Roads Portfolio Report to council for the period 14 November 2012 to 11 December 2012 be received.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

10. Water & Wastewater

10.1 Water & Wastewater

10.1.1 W&WW - 1110904 - Environment & Heritage Protection Compliance Inspection - Kingaroy Wastewater Treatment Plan

Summary

DEHP undertook a partial compliance inspection of the Kingaroy Wastewater Treatment Plant on 13 November 2012 with Council officers. The inspection revealed that a number of areas within the treatment plant and disposal area do not meet the current licence conditions and the attached letter details some specific areas that need addressing.

Officer's Recommendation

That Council request the Chief Executive Officer to prepare a response to the Department of Environment and Heritage Protection advising of Council's actions and that Council has commenced the detailed planning and design for the upgrade of the Kingaroy Wastewater Treatment Plant which is to take place with an allocation of \$10.1M over the next three (3) financial years.

Resolution:

Moved Cr BL Green, seconded Cr CD Dalton.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

10.2 Water & Wastewater Portfolio Report

Nil.

11. Finance & Information Services

11.1 Information Services

Nil.

11.2 Financial Operations

11.2.1 FO - 1113146 - South Burnett Regional Council Procurement Policy

Summary

In accordance with the Local Government Act 2009 and Local Government (Finance, Plans and Reporting) Regulation 2010 a review of Council's Procurement Policy has been conducted.

The key changes to the policy are:

- New Clause has been inserted in Clause 3 (i) Procurement Principles
 - (f) If after assessing all of the above Council elects to purchase locally, a pricing variance of 10% for goods under \$25,000, 7.5% for goods from \$25,000 up to \$50,000, 5% for goods from \$50,000 up to \$100,000 and 2.5% for goods from \$100,000 to \$150,000 may be permitted
- An additional statement included in Clause 3 (ii) Quotation Requirements
 - Note: Where local businesses (ie located in South Burnett) can provide the goods or services required then in line with Council's intention to support local businesses as stated in Clause 3 (i) (c) of the policy staff are encouraged to obtain quotations from those businesses in the first instance

In line with the above changes, it is intended that quotations will be called periodically from external suppliers to assess value for money.

Officer's Recommendation

That the South Burnett Regional Council Procurement Policy be adopted.



Procurement Policy 2012

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1. LEGISLATIVE AUTHORITY

Local Government Act 2009

Local Government (Finance, Plans and Reporting) Regulation 2010

2. BACKGROUND AND/OR PRINCIPLES

This document sets out the Council's policy for the acquisition of goods and services and carrying out of the procurement principles. This policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance)

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

This policy provides the ethos for the South Burnett Regional Council Procurement Manual.

3. POLICY STATEMENT

i. PROCUREMENT PRINCIPLES

Council officers must have regard to the following procurement principles in all purchasing activities:

(a) Open and effective competition

Purchasing should be open and transparent and result in effective competition in the provision of goods and services.

(b) Value for money

Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:

- (i) contribution to the advancement of Council's priorities;
- (ii) fitness for purpose, quality, services and support;
- (iii) whole-of-life costs including costs of acquiring, using, maintaining and disposal;
- (iv) internal administration costs;
- (v) technical compliance issues;
- (vi) risk exposure;
- (vii) the value of any associated environmental benefits.

(c) Encouragement of the development of competitive local business and industry

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

- (i) Retention of existing and creation of new local employment opportunities;
- (ii) more readily available servicing support;
- (iii) more convenient communications for contract management;
- (iv) economic growth within the South Burnett Regional Council area

(d) Environmental protection

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

- (i) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria; and
- (ii) foster the development of products and processes of low environmental and climatic impact; and
- (iii) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- (iv) encourage environmentally responsible activities.

(e) Ethical behaviour and fair dealing

Council officers involved in purchasing are to behave with impartiality, fairness, independence, transparency, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives.

(f) Local Preference

If after assessing all of the above Council elects to purchase locally, a pricing variance of 10% for goods under \$25,000, 7.5% for goods from \$25,000 up to \$50,000, 5% for goods from \$50,000 up to \$100,000 and 2.5% for goods from \$ 100,000 and \$150,000 may be permitted.

ii. QUOTATION REQUIREMENTS

PURCHASES UNDER \$150,000

Purchases up to \$50

1. Purchases up to \$50 may be made out of petty cash in accordance with relevant procedures.

Purchases up to \$1000 (not purchased from Petty Cash)

2. To be made on an official order form;
3. Orders can only be approved by authorised employees as detailed in the Financial Delegation Register and must include a reasonable estimate of cost;
4. Purchases can be undertaken by;
 - Accessing a Preferred Supplier or
 - Pre-qualified Supplier or
 - Selecting one supplier that meets the requirements
 - Obtaining One Verbal Quote

Note: Where local businesses (ie located in the South Burnett) can provide the good/services required, then in line with Council's intention to support local businesses as stated in 3 (i) (c) of this policy, staff are encouraged to obtain quotations from those businesses in the first instance.
5. All details of any purchase must be recorded on a Purchase Information Form and attached to the official order

Purchases \$1,000 and less than \$5,000

1. To be made on an official order form;
2. Orders can only be approved by authorised employees as detailed in the Financial Delegation Register and must include a reasonable estimate of cost;
3. Purchases can be undertaken by:
 - Accessing a Preferred Supplier List or
 - Accessing a Pre-qualified Supplier or,

- Inviting at least 3 verbal quotes allowing a reasonable time for a response;
Note: Where local businesses (ie located in the South Burnett) can provide the good/services required, then in line with Council's intention to support local businesses as stated in 3 (i) (c) of this policy, staff are encouraged to obtain quotations from those businesses in the first instance.
4. All details of any purchase must be recorded on a Purchase Information Form and attached to the official order.

Purchases Over \$5,000 and less than \$150,000

1. To be made on an official order form;
2. Orders can only be approved by authorised employees as detailed in the Financial Delegation Register and must include a reasonable estimate of cost;
3. Purchases can be undertaken by:
 - Accessing a Preferred Supplier List or
 - Accessing a Pre-qualified Supplier or,
 - Inviting at least 3 written quotes allowing a reasonable time for a response;
Note: Where local businesses (ie located in the South Burnett) can provide the good/services required, then in line with Council's intention to support local businesses as stated in 3 (i) (c) of this policy, staff are encouraged to obtain quotations from those businesses in the first instance.
4. All details of any purchase must be recorded on a Purchase Information Form and attached to the official order.
5. Details of all contract of \$100,000 and over must be provided to relevant finance staff for inclusion on the Contracts Register.

Purchases of \$150,000 and above

Section 175 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* requires that Council invite tenders before making a contract for the carrying out of work, or the supply of goods or services involving a cost of \$150,000 and above.

The invitation must be by an advertisement in newspapers circulating generally in Council's local government area and allow at least 21 days from the day of the advertisement for the submission of tenders.

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

iii. EXCEPTIONS

Division 3 of *Local Government (Finance, Plans and Reporting) Regulation 2010* specifies when Council is exempt from the requirement to seek tenders or quotations:

- (a) S179 – If quote or tender consideration plan prepared
- (b) S180 – For contractor on approved contractor list
- (c) S181 – For Register of pre-qualified suppliers
- (d) S182 – For a preferred supplier arrangement
- (e) S 183 – For LGA arrangement
- (f) S184 – Other Exceptions

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

v. ORDERING

Official Order Forms are not required for the following purchases but relevant authorisations are required on the invoice documentation:

1. Australia Post	2. Acts and Regulations
3. Local Authorities	4. Telephone/Communication Accounts
5. Accommodation	6. Local Buy
7. Electricity Accounts	8. Queensland Treasury Corporation
9. Corporate Card Purchases	10. Investments
11. Subscriptions	12. Freight
13. Conference Registrations	14. Items purchased from Petty Cash

iv. DELEGATIONS

The Financial Delegation Register is held with the Corporate Governance Section. A copy of the Financial Delegations can be found on Councils Intranet.

4. SCOPE

This policy applies to all Council officers responsible for purchasing goods and services. It is the responsibility of Council officers involved in the procurement process to understand the meaning and intent of this policy.

5. POLICY OBJECTIVES

Council's purchasing activities aim to achieve advantageous procurement outcomes by:

- a. promoting value for money with probity and accountability; and
- b. advancing Council's economic, social and environmental policies; and
- c. providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council; and
- d. promoting compliance with relevant legislation.

6. DEFINITIONS

"Council" South Burnett Regional Council

"Financial Delegation Register" Register of Employees who have approved delegation for the purpose of purchasing goods and services.

"LGA Arrangement" The use of Local Buy or State Government Purchasing Arrangements.

"Procurement" is the entire process by which all classes of resources (human, material, facilities and services) are obtained. This can include the functions of planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.

"Preferred Supplier Arrangement (PSA)" Is a contractual arrangement used when goods and/or services will be supplied under agreed pricing conditions for a stated period. Council's has two preferred Supplier Arrangements – General and Trade Services and External Plant Hire.

While no goods have been specified under the General and Trade Services Contracts it is recognised that most trades would require some goods to conduct work for Council. Eg Electrician called to repair faulty air-conditioner would require some parts or a replacement air-conditioner. The following definition has been developed. The General and Trade Services will include up to \$5,000 in goods required to complete the project required. Any project requiring goods greater than \$5,000 will require three written quotations. Using the above example – If a replacement air-conditioner is required and the cost is \$2,000 labour and \$4,500 air-conditioner then this can be replaced under the current PSA. However if a replacement air-conditioner is \$7,000 then the relevant purchasing quotation requirements must be adhered to.

“Purchasing” is the acquisition process for goods, services and capital projects through purchasing, leasing and licensing and this expression extends to standing offer or similar arrangements by which terms and conditions of purchase are determined.

“Pre-qualified supplier” Is a contractual arrangement that is used when a purchaser requires a group of suitably qualified suppliers to provide an unknown or un-scoped quantity of goods and services over a stated period.

“Supplier” means an enterprise known to be capable of supplying required goods and/or services. It includes manufacturers, stockists, resellers, merchants, distributors, consultants and contractors.

7. RELATED POLICIES

NIL

8. DATE REVIEWED

26 September 2012

9. NEXT REVIEW

26 September 2013

Resolution:

Moved Cr KM Campbell, seconded Cr KA Duff.

That the Officer's Recommendation be adopted subject to inclusion of the latest amendments to the Local Government Regulations.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

11.3 Financial Planning

11.3.1 FP - 1111254 - SBRC- 12/13-02 - Replacement of John Deere 770CH Motor Grader - Plant No 27

Summary

Council engaged Local Buy to prepare tender documentation and obtain a written quote from Komatsu, Hastings Deering and Hitachi for a motor grader similar in specification to Council's John Deere 770CH which is used in road construction.

Officer's Recommendation

That Council purchase a John Deere 770G for the sum of \$370,125 including selected options and accept the trade in offer of \$121,000 making the net change over figure of \$249,345.

Resolution:

Moved Cr KM Campbell, seconded Cr DP Tessmann.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

11.3.2 FP - 1111400 - Replacement of two 15tonne GVM Cab Chassis Trucks - Plant No 151 and 157

Summary

The Council has a fleet of various sized trucks and configurations with only one dedicated water truck in the South Burnett Council area. This increases Council's reliance on using slip-on tanks (6) attached to existing tip trucks plus using contractors.

Officer's Recommendation

That Council purchase two Isuzu FVR1000 Medium trucks for the sum of \$97,874 each with a total purchase price of \$195,748 and existing units 151 and 157 be sold at auction following the delivery of the replacement trucks.

Resolution:

Moved Cr KM Campbell, seconded Cr DJ Palmer.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

11.3.3 FP - 1111417- Monthly Financial Statements

Summary

The following information provides a snapshot of Council's Financial Position as at 10 December 2012.

Officer's Recommendation

That the Monthly Financial Report as at 10 December 2012 be received and noted.

Resolution:

Moved Cr KM Campbell, seconded Cr DJ Palmer.

That the Monthly Financial Report as at 10 December 2012 be received and noted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

11.3.4 FP- 1111210 - South Burnett Regional Council Monthly Capital Works

Summary

The following information provides a snapshot of Council's Capital Works as at 10 December 2012.

Officer's Recommendation

That the South Burnett Regional Council's Monthly Capital Works Report as at 10 December 2012 be received and noted.

Resolution:

Moved Cr KM Campbell, seconded Cr DJ Palmer.

That the South Burnett Regional Council's Monthly Capital Works Report as at 10 December 2012 be received and noted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

11.3.5 FP - 1111603 - Audit for Financial Year Ending 30 June 2012

Summary

The external audit for the year ending 30 June 2012 was conducted by Moore Stephens for the Queensland Audit Office. The findings from the audit including an update on findings from the previous year together with Council's responses provided to Moore Stephens are detailed in the officer's recommendation.

The audit results were presented to Council's internal audit committee by representatives from Moore Stephens and their findings discussed with the committee.

Management's responses have been formulated in consultation with the audit committee

Officer's Recommendation

That Council note the issues raised by the external auditors Moore Stephens following the completion of the audit for the year ending 30 June 2012 and management's subsequent responses to the issues raised.

Resolution:

Moved Cr KM Campbell, seconded Cr KA Duff.

That the Officer's Recommendation be adopted

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

11.4 Financial and Information Services Portfolio Report

11.4.1 F&IS - 1112257 - Financial and Information Services Portfolio Report

Summary

Finance and Information Services Portfolio Report to council for the period 14 November 2012 to 11 December 2012.

Officer's Recommendation

That the Finance and Information Services Portfolio Report to council for the period 14 November 2012 to 11 December 2012 be received.

Resolution:

Moved Cr KM Campbell, seconded Cr DP Tessmann.

That the Finance and Information Services Portfolio Report to council for the period 14 November 2012 to 11 December 2012 be received.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

12. Executive Services

12.1 Executive

12.1.1 E - 1112505 - Appointment of Acting Mayor for December 2012 and January 2013

Summary

Mayor Kratzmann will be taking leave from Friday 21 December 2012 to Monday 14 January 2013 exclusive. It is therefore necessary to appoint Deputy Mayor, Keith Campbell as the Acting Mayor during this time to assume the necessary responsibilities.

Officer's Recommendation

That Council appoint Deputy Mayor Keith Campbell as Acting Mayor for the period Monday 24 December 2012 to Sunday 13 January 2013.

Resolution:

Moved Cr KA Duff, seconded Cr DJ Palmer.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

12.2 Human Resources

Nil.

12.3 Governance

12.3.1 G - 1312149 - Operations of the Murgon SES Support Group Inc (Support Group)

Summary

- Report addresses departure by SES members from Council Policy and Procedures and Emergency Management Queensland guidelines and doctrines.
- Report also addresses plan to pay outstanding Council debt for PALS lights project.
- Recommended that the following actions be taken to remedy concerns:
 - 1) Accept transfer of shed and vehicle to Council as payment in full of debt.
 - 2) Formalise relationships between Murgon Support Group, Murgon SES and South Burnett Regional Council through development of Memorandum of Understanding incorporating clear practice and procedure requirements.

Officer's Recommendation

That;

- 1) Given the likelihood that the Murgon SES Support Group Inc is to decide to donate / transfer its capital assets to the Council;
 - a) Council receive the assets, record them in its accounts and agree to maintain the assets to an appropriate and affordable level; and

- b) Council waive the outstanding debt that the Murgon SES Support Group Inc has with the Council and make provision in Council's accounts accordingly.
- 2) The Murgon SES Support Group Inc develop a Memorandum of Understanding between the Support Group, Local Controller, Emergency Management Queensland and Council for the purposes of improving relationships and to identify the process to which the Support Group will work. The MOU to include the following:
 - a) The Support Group is to seek the approval of the Local Controller prior to conducting an activity;
 - b) When seeking approval, the Support Group is to prepare a Risk Assessment for the activity and submit to the Local Controller;
 - c) The Support Group is to prepare a Plan of its activities every six months in consultation with the Local Controller e.g. construction of PALS lights;
 - d) The Support Group is to seek approval from the Local Controller prior to preparing applications for Grant Funding;
 - e) The Local Controller is to seek advice from the Council if the Grant Funding applications involve Capital Assets to determine whether the Council would be prepared to receive those assets and associated future costs; and
 - f) The Local Controller is to give genuine consideration to requests from the Support Group and take into consideration Departmental and Local Government policies.
- 3) Letters of Support for grant applications for the Murgon SES Support Group Inc only be provided by Council and EMQ where applications are approved by the Local Controller.
- 4) The Local Disaster Coordinator only receive/process requests for approval of expenditure from the Council's budget for the SES;
 - a) from SES members who are Local Controllers; and
 - b) prior to the expenditure being incurred.

Resolution:

Moved Cr KA Duff, seconded Cr CD Dalton.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

12.3.2 G - 1112022 - Local Government Recognition in Australian Constitution

Summary

Although the Commonwealth Government has provided direct funding to Local government for many years, a recent High Court decision has challenged its power to do so. The 2009 High Court case of *Pape v Commissioner of Taxation* has found that the Commonwealth does not have power to directly fund State government entities. It can only expend money where it has a specific power under the Constitution.

The decision presents a compelling reason to include Local government in the Australian Constitution. Without Constitutional recognition, direct Commonwealth funding of Local government, through various existing programs may be open to legal challenge.

Local government needs certainty and security of funding in order to provide the range and level of services expected by the community. One such source of this funding is the Commonwealth.

Officer's Recommendation

That

1. South Burnett Regional Council declares its support for recognition of Local government in the Australian Constitution so that the Federal Government has the power to fund Local government directly and also for inclusion of Local government in any new Preamble to the Constitution if one is proposed;
2. Council informs the South Burnett community about the case for constitutional recognition of Local government;
3. The Chief Executive Officer prepare and lodge a submission to the *Joint Select Committee on Constitution Recognition of Local Government* on behalf of South Burnett Regional Council in support of constitutional recognition of Local government.

Resolution:

Moved Cr CD Dalton, seconded Cr DP Tessmann.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

12.4 Strategic Projects & Grants

Nil.

12.5 Governance Portfolio Report

Nil.

13. Information Section

13.1 IS - 1112711 - Reports for the Information of Council

Summary

Minutes of the Audit Committee Meeting held on 11 September 2012
Minutes of the Audit Committee Meeting held on 14 November 2012
Listing of Correspondence pending completion of assessment report
Monthly Water and Wastewater Information Report

Officer's Recommendation

That the reports be received.

Resolution:

Moved Cr KA Duff, seconded Cr DP Tessmann.

That the reports be received.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

14. General Section

Nil.

15. Confidential Section

CLOSED SESSION:

Motion:

Moved Cr KA Duff, seconded Cr DP Tessmann.

That the meeting be closed to the public for Council discussions in accordance with Section 275(1)(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage, of the Local Government Regulation 2012.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

OPEN COUNCIL:

Motion:

Moved Cr DP Tessmann, seconded Cr DJ Palmer.

That the meeting resume in Open Council.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

Report:

The Mayor reported that whilst in Closed Session, in accordance with Section 275(1)(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage, of the Local Government Regulation 2012, Council considered matters concerning Housing Affordability Fund Round Two - Sunnyvale Development Construction of Link Road.

Motion:

Moved Cr DW Kratzmann, seconded Cr KM Campbell.

That the Mayor's report be received.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

**15.1 CONF - 1112169 - Housing Affordability Fund Round Two - Sunnyvale
Development Construction of Link Road**

Reason for Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 275(1)(h) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage

Recommendation

That Council request the Chief Executive Officer to notify the Commonwealth Department of Families, Housing, Community Service and Indigenous Affairs (FAHCSIA) its intention to withdraw from the funding agreement as proposed due to the developer being unable to provide to Council's satisfaction security to ensure the completion of the 250 lots covering Council's potential liability under the agreement.

Resolution:

Moved Cr DP Tessmann, seconded Cr DJ Palmer.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

There being no further business the meeting was declared closed at 12:32 pm.

Confirmed before me this day of2012

..... **MAYOR**

