



AGENDA

Ordinary Council Meeting Wednesday, 15 May 2024

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

Date: Wednesday, 15 May 2024

Time: 9.00am

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

**Mark Pitt PSM
Chief Executive Officer**

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

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

6 DEPUTATIONS/PETITIONS

6.1 PRESENTATION OF JANET SKINNER BOOKS TO LIBRARY

File Number: 15-05-2024

Author: Coordinator Executive Services

Authoriser: Chief Executive Officer

PRECIS

Presentation of Janet Skinner books to Library

SUMMARY

Presentation of Janet Skinner books to Library by Mayor and Deputy Mayor

BACKGROUND

N/A

ATTACHMENTS

Nil

**6.2 DEPUTATION BY NBN LOCAL REGIONAL DEVELOPMENT AND ENGAGEMENT
MANAGER SCOTT ROWE**

File Number: 15-05-2024
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

Deputation by NBN Local Regional Development and Engagement Manager Scott Rowe.

SUMMARY

NBN Local Regional Development and Engagement Manager Scott Rowe will be attending to address Council.

BACKGROUND

N/A

ATTACHMENTS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 24 APRIL 2024

File Number: 15-05-2024

Author: Coordinator Executive Services

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Council Meeting held on 24 April 2024 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 24 April 2024**



SOUTH BURNETT
REGIONAL COUNCIL

MINUTES

Ordinary Council Meeting
Wednesday, 24 April 2024

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	Nil	
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	Nil	
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**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 24 APRIL 2024 AT 9.00AM**

PRESENT: Councillors:

Mayor Kathy Duff, Cr Jane Erkens, Cr Linda Little, Cr Danita Potter, Cr Deb Dennien, Cr Heath Sander, Cr Ros Heit

Council Officers:

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Aaron Meehan (General Manager Infrastructure), Leanne Petersen (Acting General Manager Liveability), Kerri Anderson (Manager Finance & Sustainability), Debra Moore (Manager Community & Lifestyle), Adam Branch (Manager Water & Wastewater), Leo Jensen (Acting Manager Environment & Planning), Justin Crick (Engineering Contractor), David Hursthouse (Coordinator Development Services), Lynelle Paterson (Coordinator Executive Services), Matthew Taylor (Planning Consultant) (via teams).

1 OPENING

The Mayor declared the meeting open and welcomed all attendees

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 PRAYERS

A representative of the Kingaroy District Ministers Association, Pastor Lyle Slinger, offered prayers for Council and for the conduct of the Council meeting.

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

5 DECLARATION OF INTEREST

I, Cr Heath Sander inform this meeting that I have a prescribed conflict of interest in relation to item **10.13 - Contractual arrangements entered into over \$200,000 (ex Gst)** – The nature of my interest is as follows;

This declarable conflict of interest arises because I also sit on the list of contracts with Council with my wife managing Bjelke-Petersen and Boondooma Dams.

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

I, Cr Heath Sander inform this meeting that I have a declarable conflict of interest (as defined in section 150EN of the Local Government Act 2009) in item **17.3 - Combined application for Material Change of Use (Function facility and Food & drink outlet) and Reconfiguring a Lot (Access Easement) at 20 Fork Hill Drive, Moffatdale (and described as Lot 131 on SP221464). Applicant: Dusty Joe's Pty Ltd C/- JDBA Certifiers.** The nature of my interest is as follows:

This declarable conflict of interest arises because I manage the Bjelke Petersen Dam with my wife which is in close proximity to the application.

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

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

Attendance:

At 9.12am, Cr Heath Sander left the meeting.

DECLARATION OF INTEREST - STAY IN MEETING

RESOLUTION 2024/306

Moved: Mayor Kathy Duff

Seconded: Cr Jane Erkens

That Council resolve that Cr Heath Sander has a declarable conflict of interest in the matter and notwithstanding the conflict, Cr Sander may participate in the matter, discuss and vote upon it.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien and Ros Heit

Against: Nil

CARRIED 6/0

Attendance:

At 9.13am, Cr Heath Sander returned to the meeting.

Cr Heit and Cr Dennien advised that in relation to **15.2 - Request to Apply for the Play Our Way Program** they were both members of the Go Getta Girls Club, however were not on the executive committee and it was noted by the meeting they did not have a declarable conflict of interest.

6 DEPUTATIONS/PETITIONS

All Councillors delivered opening comments

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 6 MARCH 2024

RESOLUTION 2024/307

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That the Minutes of the Council Meeting held on 6 March 2024 be received and the recommendations therein be adopted.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

7.2 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 4 APRIL 2024

RESOLUTION 2024/308

Moved: Cr Ros Heit

Seconded: Cr Linda Little

That the Minutes of the Special Council Meeting held on 4 April 2024 be received and the recommendations therein be adopted.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

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

Nil

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

RESOLUTION 2024/309

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

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

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0**9.1.1 QUESTION ON NOTICE - SES GRANT APPLICATION**

Cr Danita Potter requested an update on the SES Grant Application.

9.1.2 QUESTION ON NOTICE - MURGON GAYNDAH ROAD

Cr Heath Sander requested an update on the Question on Notice from the Council Meeting on 6 March 2024 - Can you please clarify why the Murgon Gayndah Road has been referred to RMPC and not TMR?

9.1.3 QUESTION ON NOTICE - BUSINESS OUTSTANDING TABLE

Cr Ros Heit asked if the Business Outstanding Table could be subdivided into which General Manager is responsible for the outstanding items.

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

10.1 NOTICE TO REPEAL SOUTH BURNETT REGIONAL COUNCIL - COUNCILLOR PORTFOLIO REPRESENTATIVE POLICY - STATUTORY003

RESOLUTION 2024/310

Moved: Mayor Kathy Duff
 Seconded: Cr Jane Erkens

That the South Burnett Regional Council – Councillor Portfolio Representative Policy – Statutory003 be repealed.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

10.1.1 PORTFOLIO SYSTEM

RESOLUTION 2024/311

Moved: Cr Jane Erkens
 Seconded: Cr Danita Potter

That Council revisit the portfolio system in April 2025 and that Council hold a workshop with Donna Nielsen from Peak Services in July 2024.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

10.2 NOTICE TO REPEAL SOUTH BURNETT REGIONAL COUNCIL - INFRASTRUCTURE, ENVIRONMENT AND COMPLIANCE STANDING COMMITTEE TERMS OF REFERENCE - STATUTORY066.

RESOLUTION 2024/312

Moved: Cr Danita Potter
 Seconded: Cr Deb Dennien

That the South Burnett Regional Council – Infrastructure, Environment and Compliance Standing Committee Terms of Reference – Statutory066 be repealed.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

10.3 NOTICE TO REPEAL SOUTH BURNETT REGIONAL COUNCIL - LIVEABILITY, GOVERNANCE AND FINANCE STANDING COMMITTEE TERMS OF REFERENCE - STATUTORY067

RESOLUTION 2024/313

Moved: Cr Heath Sander

Seconded: Cr Ros Heit

That the South Burnett Regional Council – Liveability, Governance and Finance Standing Committee Terms of Reference – Statutory067 be repealed.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

10.4 NOTICE TO REPEAL SOUTH BURNETT REGIONAL COUNCIL - COUNCIL COMMUNITY REFERENCE GROUP TERM OF REFERENCE - STRATEGIC010

RESOLUTION 2024/314

Moved: Cr Danita Potter

Seconded: Cr Ros Heit

That the South Burnett Regional Council Community Reference Group Terms of Reference – Strategic010 be repealed.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

10.5 BUDGET PARAMETERS AND TIMELINES

RESOLUTION 2024/315

Moved: Mayor Kathy Duff

Seconded: Cr Deb Dennien

That South Burnett Regional Council

1. note for information the Budget Parameters and Timelines report for the 2024-2025 annual budget; and
2. note that the report will give guidance for the development of an initial draft budget, noting that Councillors will review and develop the budget in accordance with legislative framework and that the final draft budget will be formally adopted on 10 July 2024.
3. Staff be asked to model on a 0% up to 3% general rate rise
4. Council investigate alternative revenue sources and savings.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

10.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL REVENUE POLICY 2024/2025 - STATUTORY005

RESOLUTION 2024/316

Moved: Cr Jane Erkens

Seconded: Cr Heath Sander

That the South Burnett Regional Council Revenue Policy 2024/2025 – Statutory005 be adopted as presented.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

10.7 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL INVESTMENT POLICY 2024/2025 - STATUTORY009

RESOLUTION 2024/317

Moved: Cr Heath Sander

Seconded: Cr Linda Little

That the South Burnett Regional Council Investment Policy 2024/2025 – Statutory009 be adopted as presented.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

10.8 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CODE OF COMPETITIVE NEUTRALITY COMPLAINTS POLICY – STATUTORY006.

RESOLUTION 2024/318

Moved: Cr Linda Little

Seconded: Cr Ros Heit

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

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

10.9 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL MEDIA RELATIONS POLICY - STRATEGIC001

RESOLUTION 2024/319

Moved: Cr Ros Heit
Seconded: Cr Linda Little

That

1. The South Burnett Regional Council Media Relations Policy – Strategic001 be adopted as presented; and
2. The South Burnett Council endorse the administrative amendments to policies reflecting the removal of the portfolio system.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

10.10 SOUTH BURNETT REGIONAL COUNCIL OPERATIONAL PLAN 2023/2024 3RD QUARTER REVIEW

RESOLUTION 2024/320

Moved: Cr Danita Potter
Seconded: Cr Linda Little

That the South Burnett Regional Council Operational Plan 2023/2024 3rd Quarter Review be adopted as presented.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

10.11 THIRD QUARTER BUDGET REVISION

RESOLUTION 2024/321

Moved: Cr Danita Potter
Seconded: Cr Jane Erkens

1. That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised 2023/2024 operational budget be adopted.
2. That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised 2023/2024 capital budget be adopted.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

ADJOURN MORNING TEA

RESOLUTION 2024/322

Moved: Cr Linda Little

Seconded: Cr Heath Sander

That the meeting adjourn for morning tea and a citizenship ceremony.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0**Citizenship Ceremony**

During the adjournment a citizenship ceremony was held.

RESUME MEETING

RESOLUTION 2024/323

Moved: Cr Ros Heit

Seconded: Cr Jane Erkens

That the meeting resume at 11.39am

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

10.12 MONTHLY FINANCIAL INFORMATION

RESOLUTION 2024/324

Moved: Cr Deb Dennien

Seconded: Cr Linda Little

That the monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as at 31st March 2024 be received and noted.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0**Attendance:**At 11.47am Cr Heath Sander having earlier informed the meeting of a declarable conflict of interest in **Item 10.13 – Contractual arrangements entered in to ver \$200,000 (ex GST)** and his decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was

held, including any area for the public and stayed away while the matter was discussed and voted on.

At 11:52 am, Cr Jane Erkens left the meeting.

At 11:54 am, Cr Jane Erkens returned to the meeting.

10.13 CONTRACTUAL ARRANGEMENTS ENTERED IN TO OVER \$200,000 (EX GST)

RESOLUTION 2024/325

Moved: Cr Danita Potter

Seconded: Cr Deb Dennien

That this report be received for information.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien and Ros Heit

Against: Nil

CARRIED 6/0

Attendance:

At 12:00 pm, Cr Heath Sander returned to the meeting.

10.14 CONFIRMING COUNCILS ATTENDANCE ALGA NATIONAL GENERAL ASSEMBLY 2-5 JULY 2024

RESOLUTION 2024/326

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That Mayor Kathy Duff, Cr Linda Little and Cr Ros Heit from South Burnett Regional Council attend the ALGA National General Assembly and Australian Council of Local Government 2024 with Council meeting the normal cost of attendance.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

10.15 CONFIRMING ATTENDANCE AT THE LGAQ CIVIC LEADERS SUMMIT 21-22 MAY 2024 - GOLD COAST

RESOLUTION 2024/327

Moved: Mayor Kathy Duff

Seconded: Cr Ros Heit

That the report be received for information.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

10.16 BRISBANE VALLEY HERITAGE TRAILS INC (BVHTS) STONEHOUSE 150TH CELEBRATION

RESOLUTION 2024/328

Moved: Mayor Kathy Duff
Seconded: Cr Deb Dennien

That Cr Linda Little attend the Stonehouse 150th celebration as the South Burnett Regional Council representative and submit items into the time capsule.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

10.17 CUSTOMER PHONE-CALLS, AFTER-HOURS CALLS AND LONE-WORKER MONITORING

RESOLUTION 2024/329

Moved: Mayor Kathy Duff
Seconded: Cr Linda Little

That South Burnett Regional Council:

1. note the ongoing investigation of options for Council's phone call system and options available for local call placement;
2. review the provision of out-of-hours phone services, and lone-worker monitoring; and
3. with recommendations to be brought back to the Ordinary Council Meeting in May 2024.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

Attendance:

At 12.21pm, Manager Community & Lifestyle Debra Moore entered the meeting

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

11.1 ANALYSIS OPTIONS FOR WATER IMPROVEMENTS

RESOLUTION 2024/330

Moved: Mayor Kathy Duff

Seconded: Cr Ros Heit

That South Burnett Regional Council:

1. Budget \$100,000 in the 24/25 Water and Wastewater Operational budget to commence a Water Quality Options Assessment and seek a matching co-contribution from the Queensland Government; and
2. Budget \$100,000 in the 24/25 Water and Wastewater Operational budget to air scour the Kingaroy reticulation network to reduce biofilm in water mains.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

Attendance:

At 12.29pm Manager Water & Wastewater Adam Branch left the meeting

11.2 CAIRNS STREET & APPIN STREET WEST, NANANGO - BLACKSPOT PROJECT

RESOLUTION 2024/331

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That South Burnett Regional Council investigate pavement rehabilitation options for the Cairns/Appin Street intersection as part of its 2024/25 design program and reapply for additional funding in a future Blackspot program.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

12 PORTFOLIO - COMMUNITY DEVELOPMENT, ARTS & HERITAGE AND LIBRARY SERVICES**12.1 REGIONAL ARTS DEVELOPMENT FUND - FUNDING APPLICATION**

RESOLUTION 2024/332

Moved: Cr Danita Potter

Seconded: Cr Heath Sander

That South Burnett Regional Council

1. Submit an application to the Regional Arts Development Fund
2. Approve the submission for a maximum amount of \$42,000

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0**Attendance:**

At 12.43pm, Coordinator Development Services David Hursthouse entered the meeting

13 PORTFOLIO - NATURAL RESOURCE MANAGEMENT, RURAL SERVICES, AGRICULTURAL INNOVATION, COMPLIANCE AND ENVIRONMENTAL HEALTH**13.1 SYSTEMATIC INSPECTION PROGRAM**

RESOLUTION 2024/333

Moved: Cr Jane Erkens

Seconded: Cr Deb Dennien

That South Burnett Regional Council approve a Systematic Inspection Program for properties within the South Burnett Regional Council's jurisdiction in accordance with section 113 of the *Animal Management (Cats and Dogs) Act 2008* to monitor compliance with the requirements of the *Animal Management (Cats and Dogs) Act 2008*, more specifically the requirement to register dogs.

The properties to be included in the Systematic Inspection Program are potentially all properties within the South Burnett area.

The Systematic Inspection Program be conducted between the hours of 8.00am and 5.00pm Monday to Friday, commencing on Monday 29 April 2024 and concluding on Friday 28 June 2024.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

14 PORTFOLIO - DISASTER MANAGEMENT, WASTE AND RECYCLING MANAGEMENT

Nil

Attendance:

At 12.45pm, Engineering Contractor Justin Crick entered the meeting

15 PORTFOLIO - RURAL RESILIENCE & DISASTER RECOVERY, PARKS & GARDENS, PROPERTY & FACILITY MANAGEMENT, FIRST NATIONS AFFAIRS**15.1 KINGAROY BUILDING/FACILITIES SUPPLY OF SERVICES CONTRACT**

RESOLUTION 2024/334

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That South Burnett Regional Council call for tender for the cleaning of Council buildings and facilities in Kingaroy.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

Attendance:

At 12.47pm, Acting Manager Environment & Planning Leo Jensen entered the meeting

15.2 REQUEST TO APPLY FOR THE PLAY OUR WAY PROGRAM

RESOLUTION 2024/335

Moved: Cr Linda Little

Seconded: Cr Ros Heit

That South Burnett Regional Council endorse the application for funding under the Play Our Way Program

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

15.3 BLACKBUTT COMMUNITY PARKLANDS AND SENSORY GARDEN - INSTALLATION OF NEW SHADE SHELTER AND TABLE SETTINGS

RESOLUTION 2024/336

Moved: Cr Linda Little

Seconded: Cr Deb Dennien

That South Burnett Regional Council proceeds with the installation of a new shelter and table settings funded through the grant funding that was received from the Blackbutt District Community Organisation Inc.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0**16 PORTFOLIO - TOURISM & VISITOR INFORMATION CENTRES, SPORT & RECREATION AND COMMERCIAL ENTERPRISES**

Nil

Attendance:

At 12.51pm General Manager Aaron Meehan left the meeting

At 12.54pm General Manager Aaron Meehan returned to the meeting

17 PORTFOLIO - REGIONAL DEVELOPMENT, DEVELOPMENT SERVICES, COMMUNITY & SOCIAL HOUSING**17.1 PROPOSED MAJOR AMENDMENT TO THE SOUTH BURNETT REGIONAL PLANNING SCHEME**

RESOLUTION 2024/337

Moved: Cr Ros Heit

Seconded: Cr Danita Potter

That South Burnett Regional Council:

1. endorse the Consultation Report (Attachment A) which provides a summary of consultation activities undertaken, compliance with consultation requirements, matters raised in submissions received and changes to be made to the publicly consulted version of the proposed planning scheme in response to submissions;
2. endorse the revised version of the proposed South Burnett Regional Council Planning Scheme, including mapping (Attachment B);
3. determine, in accordance with Schedule 2 of the Minister's Guidelines and Rules, that the proposed South Burnett Regional Council Planning Scheme (Attachment B), is not significantly different from the publicly consulted version for the reasons in the Significantly Different Statement (Attachment C);
4. authorise the Chief Executive Officer to publish the Consultation Report on Council's website and respond to each submitter by providing a copy of the endorsed Consultation Report; and

-
5. give notice to the Planning Minister, in accordance with part 21.1 of the Minister's Guidelines and Rules, and request approval to adopt the proposed planning scheme.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

17.1.1 LAND USE INVESTIGATION

RESOLUTION 2024/338

Moved: Cr Jane Erkens

Seconded: Cr Linda Little

That:

1. Council undertake a project which includes a land use investigation to assess:
 - a. the availability of land within the South Burnett region that may be suitable to incorporate into an expansion of the RR1 precinct to allow further subdivision of rural residential lifestyle lots into one-acre (4,000m²) and/or two-acre (8,000m²) lots (smaller rural residential lots); and
 - b. the suitability and viability of, and options to facilitate the land identified in (a) above, to be able to be developed into smaller rural residential lots.
2. A report outlining the outcomes and recommendations of the investigation referred to in 1. above be presented to Council.
3. Council list this project for consideration during its 2024/25 FY budget deliberations with an allocation of up to \$25,000 (ex GST).

Reasons for Recommendation

Council wishes to facilitate increased options for smaller lifestyle lots throughout the South Burnett region, to allow existing residents to age in place without having to relocate from their existing property or the region.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

17.2 COUNCIL RESOLUTION TO COMMENCE REVIEW OF THE LOCAL GOVERNMENT INFRASTRUCTURE PLAN (LGIP)

RESOLUTION 2024/339

Moved: Cr Danita Potter

Seconded: Cr Deb Dennien

That this report be received and that South Burnett Regional Council:

1. Resolve to commence a review of the Local Government Infrastructure Plan (LGIP) in accordance with Chapter 5, Part 5 of the Minister's Guidelines and Rules (MGR), as required by Section 25(3) of the Planning Act 2016.
2. Consider the necessary budget allocation to undertake the LGIP review process in the 2024/25 financial year budget deliberations.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0**Attendance:**

At 1.12pm Cr Heath Sander left the meeting

At 1.12pm General Manager Aaron Meehan left the meeting

At 1.13pm Chief Executive Officer Mark Pitt left the meeting

At 1.14pm Chief Executive Officer Mark Pitt returned to the meeting

At 1.14pm Cr Heath Sander returned to the meeting

At 1.14pm General Manager aaron Meehan returned to the meeting

ADJOURNMENT

RESOLUTION 2024/340

Moved: Cr Jane Erkens

Seconded: Cr Deb Dennien

That the meeting adjourn for 10 minutes.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

RESUME MEETING

RESOLUTION 2024/341

Moved: Cr Ros Heit
 Seconded: Cr Danita Potter

That the meeting resume at 1.25pm.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

Attendance:

At the resumption of the meeting Planning Consultant Matthew Taylor was present via teams
 At the resumption of the meeting Manager Community & Lifestyle Debra Moore was not present
 At 1.34pm Kerri Anderson left the meeting.
 At 1.39pm Kerri Anderson returned to the meeting.

17.3 COMBINED APPLICATION FOR MATERIAL CHANGE OF USE (FUNCTION FACILITY AND FOOD & DRINK OUTLET) AND RECONFIGURING A LOT (ACCESS EASEMENT) AT 20 FORK HILL DRIVE, MOFFATDALE (AND DESCRIBED AS LOT 131 ON SP221464). APPLICANT: DUSTY JOE'S PTY LTD C/- JDBA CERTIFIERS

RESOLUTION 2024/342

Moved: Cr Deb Dennien
 Seconded: Cr Linda Little

That Council approve the Material Change of Use – Function Facility and Food & Drink Outlet – development permit and Reconfiguring a Lot – Access easement – development permit at 20 Fork Hill Drive and 80 & 89 Waterview Drive, Moffatdale QLD 4605 (and described as Lot 1 on RP903441, Lot 131 on SP221464 and Lot 94 on SP210658) subject to conditions.

MATERIAL CHANGE OF USE – DEVELOPMENT PERMIT

GENERAL

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

APPROVED PLANS

Drawing No.	Issue	Sheet Name	Date	Prepared By
DA00	B	Coversheet – Perspective – Restaurant	29/05/2023	McLaren Design
DA01	B	Survey	29/05/2023	McLaren Design
DA02	B	Master Plan	29/05/2023	McLaren Design
DARD 04	B	Restaurant Floor Plan	29/05/2023	McLaren Design
DARD 05	B	Restaurant Mezzanine Floor Plan	29/05/2024	McLaren Design

DARD 06	B	Restaurant Dimension Plan	29/05/2023	McLaren Design
DARD 08	B	Restaurant Elevations	29/05/2023	McLaren Design
DARD 09	B	Elevations – Cellar Door & Tasting Room	29/05/2023	McLaren Design
DACP 00	B	Coversheet - Cooperage	06/12/2021	McLaren Design
DACP 01	B	Cooperage Floor Plan	06/12/2021	McLaren Design
DACP 02	B	Cooperage Elevations	06/12/2021	McLaren Design
DACP 03	B	Cooperage Elevations	06/12/2021	McLaren Design
DACH 00	B	Chapel Perspective	06/12/2021	McLaren Design
DACH 01	B	Chapel Floor Plan	06/12/2021	McLaren Design
DACH 02	B	Chapel Elevations	06/12/2021	McLaren Design
DACH 03	B	Chapel Elevations	06/12/2021	McLaren Design
DACF 00	B	Coversheet - Cafe	06/12/2021	McLaren Design
DACF 01	B	Café Floor Plan	06/12/2021	McLaren Design
DACF 02	B	Café Cellar Plan	06/12/2021	McLaren Design
DACF 03	B	Café Elevations	06/12/2021	McLaren Design
DACF 04	B	Café Elevations	06/12/2021	McLaren Design

- GEN2. All works including the repair or relocation of services (Telstra/lighting) are to be completed at no cost to Council.
- GEN3. The applicant is required to maintain the site in a clean and orderly state at all times.
- GEN4. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- GEN5. Undertake appropriate measures to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN6. Provide documentary evidence of measures to be undertaken to manage fugitive dust emissions resulting from the development.

Timing: at all times/to be maintained.

APPROVED USE

- GEN7. The approved development is a material change of use for *'Food and Drink Outlet'* and *'Function Facility'* only, as shown on the approved plans referred to in this decision and does not imply approval for any other use.

ADDITIONAL REPORTING

GEN8. The applicant is to submit to Council an acoustic assessment that considers all onsite activities associated with development as referred in this approval only. The acoustic assessment is to be prepared by a suitably qualified professional in accordance with relevant laws, standards of practice, and reflect all primary/consequential activities inclusive of (**but not limited to**):

- Outdoor areas including, dining areas, formal and informal gathering spaces.
- Indoor areas including, dining areas, gathering spaces, accommodation, and amenities.
- Use of high volume/amplified music and or sound.
- Use of carpark and bus set down areas, and subsequent vehicle movements into and out of the premises.
- Site servicing including waste collection, and delivery vehicles.
- Use of trafficable areas.

Timing: Prior to issue of a development permit for Building Work.

GEN9. The applicant is to submit to Council an acoustic assessment that provides a set of recommendations including acoustic treatments to control onsite and offsite noise emissions associated with development referred to in this approval. The acoustic assessment is to be prepared by a suitably qualified professional in accordance with relevant laws, standards of practice and where relevant make recommendations including (**but not limited to**):

- Construction materials.
- Noise barriers (if determined as relevant).
- Coatings & dampeners for trafficable surfaces.
- Mechanical plant.
- Hours of operation.

Timing: Prior to issue of a development permit for Building Work.

ADDITIONAL DRAWINGS

GEN10. Prepare a landscape concept demonstrating appropriate landscape treatments in and around each of the structures referred to in approved drawings at condition GEN1 of this development permit.

Note: landscape treatments are not required for the entire site (only areas where work is approved).

HOURS OF OPERATION

GEN11. Hours of operation shall be limited from **6am to 6pm Monday to Saturday**, and **10am to 6pm Sundays** (inclusive of servicing) unless otherwise amended by recommendations in an acoustic assessment report.

GEN12. Operation of refuse collection vehicles, service vehicles, and other related commercial vehicles (excluding emergency vehicles) must only occur between 7am & 7pm Monday to Saturday unless:

- otherwise amended by recommendations in an acoustic assessment report, or
- where currently operating in accordance with existing approval conditions and not varied as a consequence of this approval.

AMPLIFIED SOUND

GEN13. There shall be no amplified sound (i.e. music, microphones or the like) installed within approved development as shown in condition GEN1 of this development permit, unless otherwise amended by recommendations in an acoustic assessment report submitted to Council.

COMPLIANCE TIMING AND COSTS

GEN14. All conditions of the approval shall be complied with before the approval occurs (prior to commencement of the use) and while the use continues unless otherwise specified within these conditions.

MAINTENANCE

GEN15. The development (including landscaping, parking, driveways, and other external spaces) shall be maintained in accordance with the Approved Plans, subject to and modified by any conditions of this approval.

GEN16. Maintain the site in a clean and orderly state at all times.

PLANNING

MCU1. Carry out the development in accordance with approved drawings as referred to in this development permit.

MCU2. Maintain existing any existing development on site in accordance with previous approvals unless otherwise varied as a consequence of this development permit.

MCU3. Where relevant existing landscape features associated with previous approvals shall be varied as a consequence of this development permit.

MCU4. Amend services as necessary to accommodate development associated with this approval whilst ensuring all existing uses maintain operations in accordance with applicable laws and/or standards as required.

BUILDING HEIGHT

MCU5. The maximum building height is to be in accordance with approved elevations referred to in condition GEN1 of this development permit.

MCU6. Submit to Council certification from a registered Surveyor confirming that overall height is in accordance with the approved elevations referred to in condition GEN1 of this development permit.

Timing: Prior to issue of certificate of Classification/final Inspection Certificate, or prior to commencement of the use (whichever comes first).

EXTERNAL ARCHITECTURAL DETAILS

MCU7. External details of the building façade treatment and external materials, colours and must be consistent with the approved drawings referred to in condition GEN1 of this development permit.

SECURITY LIGHTING

MCU8. Install and maintain a suitable system of security lighting to operate from dusk till dawn within all areas where the public may gain access, including carparking areas, building entrances, and vegetated areas.

MCU9. Design of all external lighting in accordance with AS 4282-1997 '*Control of obtrusive effects of outdoor lighting*', ensuring that light spillage does not cause nuisance to sensitive uses.

LANDSCAPING

MCU10. Construct landscaping in accordance with the prepared landscape concept plan, the relevant council standards, best trade practise, and the following conditions:

- If the extent or configuration of landscaped areas has been marginally amended from the plan, then adjust plant numbers to ensure full coverage.

-
- Provide a 3-tier landscape structure to all landscape areas i.e. trees shrubs and ground covers.
 - Maximise opportunities for stormwater infiltration into landscaped areas (where available).
 - Maintain the landscape works generally in accordance with the detailed plans and to industry standards.

REFUSE STORAGE COLLECTION

MCU11. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:

- a) level.
- coated with an impervious hard stand surface.
- fitted with appropriate washdown and drainage connections, and
- screened.

ELECTRICITY/TELECOMMUNICATIONS

MCU12. The development is to be supplied with reticulated electricity and telecommunications services.

VISUAL AMENITY & REFLECTIVITY

MCU13. Façade treatments must not cause nuisance from glare and/or inappropriate reflectivity.

MCU14. Provide written confirmation from an appropriately qualified professional that construction materials do not generate unreasonable glare, or reflectivity.

CAR PARKING

MCU15. Car parking within the premises must be maintained exclusively for the use of this development.

CONTAMINATED LAND

MCU16. Undertake all necessary searches (at no cost to Council) and confirm that areas to be developed as part of this approval are not subject to contamination.

Timing: Prior to issue of a development permit for Building Work.

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 damage incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for

public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development.

STORMWATER MANAGEMENT

- ENG6. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG7. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.
- ENG8. 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).

WATER SUPPLY

- ENG9. Provide a suitable water supply for the development, and monitor water quality to ensure compliance with Australian Drinking Water Guidelines - current edition 2011 and EnHealth Guidance of use of Rainwater standards for potable water.

ON-SITE WASTEWATER DISPOSAL

- ENG10. Connect the development to an on-site wastewater disposal system, in accordance with the AS1547:2012 On-site domestic wastewater management and the Queensland Plumbing and Wastewater Code - 2019.
- ENG11. Obtain a Development Permit for Plumbing Works for the on-site sewerage treatment system.

Note: Any on-site effluent disposal system servicing more than 21 Equivalent Persons (EP) requires an Environmentally Relevant Activity (ERA) 63 which, depending on the treatment and discharge method, may require a separate Material Change of Use approval.

PARKING AND ACCESS – GENERAL

- ENG12. Design and construct all access driveways, circulation driveways, parking aisles and car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.
- ENG13. Provide adequate manoeuvring, loading, and parking areas for all service vehicles (buses, delivery vehicles etc).
- ENG14. Design and construct all driveway, manoeuvring, and parking areas with a dust suppressive gravel.
- ENG15. Provide the following minimum number car parking spaces:

Building	Parking
Building 2	65 carparks, 2 PWD carparks, 2 bus parks
Building 3	90 carparks
Building 4	30, PWD carparking required by National Construction Code
Building 5	30, PWD carparking required by National Construction Code

- ENG16. Design & construct all PWD car parking spaces in accordance with AS2890.6.

- ENG17. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.
- ENG18. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.
- ENG19. Maintain dust suppression treatment to all unsealed internal roadways, and vehicle manoeuvring areas to not have an adverse impact on adjoining properties.

VEHICLE ACCESS

- ENG20. Design and construct vehicle turnout to Lot 1 RP903441 generally in accordance with Council's Standard Drawing No. 00049 Rev B. The access shall be bitumen sealed.

Comment: This condition refers to the access for the proposed easement to access Lot 131 SP221464. Please note that the access may not require a culvert if the access is constructed at a suitable grade.

ROADWORKS

- ENG21. At no cost to Council, upgrade the unsealed section of Waterview Drive from the end of the existing bitumen seal, through to the Dusty Hill Winery access, with a 6.5m wide Double/Double bitumen seal on an 8m gravel formation to Council standards. The upgrade shall include any additional pavement required and any ancillary works (e.g. culverts).

Timing: Prior to commencement of use.

Comment: Any road upgrade shall be carried out under an Operational Work permit with plans prepared by a Registered Professional Engineer Queensland.

ELECTRICITY AND TELECOMMUNICATION

- ENG22. Connect the development to electricity and telecommunication services.

EROSION AND SEDIMENT CONTROL - GENERAL

- ENG23. 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.
- ENG24. 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

MATERIAL CHANGE OF USE – CURRENCY PERIOD

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

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.

PREVIOUS APPROVALS.

ADV3. Where seeking to exercise this material change of use development permit it must be carried out in accordance with plans and conditions imposed noting that previous designs applied to the site (pursuant to previous approvals) are not relevant or justifiable under this permit.

DEVELOPMENT COMPLIANCE

ADV4. Development must not be amended from those plans approved unless otherwise agreed as a result of a change request pursuant to the Planning Act 2016, changes that are not approved (and constructed) may constitute a development offence pursuant to the Planning Act 2016, triggering compliance action.

ADV5. All conditions imposed must be complied with as attached to this decision package, conditions that are not complied with may constitute a development offence pursuant to the Planning Act 2016, triggering compliance action.

APPEAL RIGHTS

ADV6. Attached for your information is a copy of Chapter 6 of the Planning Act as regards to Appeal Rights.

RECONFIGURING A LOT – DEVELOPMENT PERMIT

APPROVED PLANS

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

Drawing No.		Issue	Date	Prepared By
DAEMT 01	B	Proposed Easement Plan	06/12/2021	McLaren Design

GEN2. All conditions of this approval are to be satisfied prior to Council endorsing the Survey Plan, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

A fee will be charged, with payment required prior to Council's approval of the associated documentation requiring assessment.

GEN3. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

GEN4. Prior to sealing the Plan of Survey, the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Schedule 18, Section 69 of the *Planning Act Regulation 2017*.

Timing: – As indicated.

GEN5. Prior to the sealing of the Plan of Survey the applicant is to provide a certificate signed by a licensed surveyor stating that after the completion of all works associated with the reconfiguration, survey marks were reinstated where necessary and all survey marks are in their correct position in accordance with the Plan of Survey.

Timing: – As indicated.

- GEN6. The currency period for this development approval for reconfiguring a lot is four (4) years after the development approval starts to have effect. The development approval will lapse unless the survey plan for all works and stages required to be given to Council for approval is provided within this period.

VALUATION FEES

- RAL1. 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 \$156.00 (3 x \$52.00); however, the actual amount payable will be based on Council's Register of Fees & Charges and the rate applicable at the time of payment.

EARTHWORKS

- RAL2. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

ENGINEERING WORKS

- ENG1. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to Council's endorsement of the Survey Plan unless stated otherwise.
- ENG2. Be responsible for any alteration necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

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

- ENG3. 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.
- ENG4. 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

- ENG5. 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.
- ENG6. 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).
- ENG7. 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).

VEHICLE ACCESS

- ENG8. Design and construct vehicle turnout to Lot 1 RP903441 generally in accordance with Council's Standard Drawing No. 00049 Rev B. The access shall be bitumen sealed.

Comment: This condition refers to the access for the proposed easement to access Lot 131 SP221464. Please note that the access may not require a culvert if the access is constructed at a suitable grade.

ACCESS

ENG9. Design and construct the driveway with a dust suppressive gravel.

EROSION AND SEDIMENT CONTROL - GENERAL

ENG10. 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.

ENG11. Remove and clean-up the sediment or other pollutants in the event that sediment or other pollutants are tracked or released onto adjoining streets or stormwater systems, at no cost to Council.

ADVICE**HERITAGE**

ADV7. 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.

FILLING & EXCAVATION

ADV1. It is the developer/owner's responsibility to ensure that any subsequent earthworks required as a consequence of this approval and/or ongoing operations complies with all aspects of Council's planning scheme either directly or indirectly.

INFRASTRUCTURE CHARGES

ADV2. Infrastructure charges are now levied by way of an infrastructure charges notice, issued pursuant to section 119 of the *Planning Act 2016*. See attached Infrastructure Charges Notice

APPEAL RIGHTS

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

ADV4. Construction Noise and Dust Emissions Pursuant to the *Environmental Protection Act 1994*, all development involving the emission of noise and dust from building and/or construction activities, must ensure that the emissions are in accordance with the requirements of the Act.

RECONFIGURING A LOT – CURRENCY PERIOD

ADV5. Section 85 (1)(a) of the *Planning Act* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien and Ros Heit

Against: Cr Heath Sander

CARRIED 6/1

Attendance:

At 1.46pm Planning Consultant Matthew Taylor left the meeting

17.4 MATERIAL CHANGE OF USE FOR A BULK LANDSCAPE SUPPLIES AT 100 RIVER ROAD, KINGAROY (AND DESCRIBED AS LOT 72 ON RP7915) APPLICANT JOHNSON MANAGEMENT (AUST) PTY LTD C/- ONF SURVEYORS.

RESOLUTION 2024/343

Moved: Cr Danita Potter

Seconded: Cr Ros Heit

That Council approve the Development Permit for Material Change of Use for Bulk Landscape Supplies at 100 River Road, Kingaroy (Lot 72 on RP7915) – Applicant – Johnson Management (Aust) Pty Ltd C/- ONF Surveyors, subject to conditions and recommendations contained herein.

GENERAL

GEN1. The development must be completed generally in accordance with the approved plans and documents and any amendments arising through conditions to this development approval.

Drawing Title	Prepared By	Ref No.	Rev.	Date
Proposed Shed	Designer Planning	A000	2C	23-05-2023
Proposed Site Plan Amendment to Proposed Site Plan required: Remove all references to existing building/s that are not part of the Bulk Landscape Supplies Development Permit from the Proposed Site Plan	Designer Planning	A001	2C	23-05-2023
Proposed Floor Plan & Mezzanine Floor Level	Designer Planning	A002	2C	23-05-2023
Front & Left-side Elevations	Designer Planning	A003	2C	23-05-2023
Rear & Right-side Elevations	Designer Planning	A004	2C	23-05-2023
19m SEMI – Trailer Swept Path	ATC Consulting Engineers & Project Managers	B-101	A	21/12/2023

REFERENCED DOCUMENTS

Drawing Title	Prepared By	Date
Preliminary Stormwater Management Report	ATC Consulting Engineers & Project Managers	December 2023

GEN2. The approved hours of operation are Monday to Saturday 7am to 5pm, and Sundays and Public Holidays 8am to 4pm. The site must be secured outside of these hours with no access available.

GEN3. The development herein approved may not start until the following development permits have been issued and complied with as required:

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- Development Permit for Building Works; and
 - Permit for Plumbing and Drainage Works.

GEN4. The applicant shall submit a landscape plan for approval prior to any work commencing for the buffer, indicating the following:

- The extent of the buffer;
- The location and spacing of proposed and any existing trees and shrubs;
- A list of tree and shrub species to be planted; and
- Details about how the vegetated buffer will be maintained.

Note: The submitted landscape plan for the vegetation buffer must include the tree selection and how the plantings are placed, irrigated and post planting care in accordance with Council's Branching Out Guide. Please provide the above details referencing suitable plant species, planting and establishment process from the aforementioned document.

Prior to the commencement of the use, a suitably qualified Landscape Architect/Designer shall provide written confirmation that the planted vegetation buffer complies with Council's Branching Out Guide and the provided landscaping plan.

GEN5. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.

APPROVED USE

GEN6. The approved development is a Material Change of Use for Bulk Landscape Supplies, as shown on the approved plans and does not imply approval for other similar uses.

COMPLIANCE, TIMING AND COSTS

GEN7. All conditions of the approval shall be complied with before the change occurs (prior to commencement of the use) and while the use continues, unless otherwise noted within these conditions.

GEN8. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.

MAINTENANCE

GEN9. 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.

GEN10. Maintain the site in a clean and orderly state at all times.

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.

-
- ENG4. 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.

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

- ENG5. 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.
- ENG6. 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

- ENG7. Provide stormwater management generally in accordance with the Preliminary Stormwater Management Plan prepared by ATC Consulting Engineers & Project Managers, dated December 2023, subject to detailed design and except as altered by conditions of this development approval.
- ENG8. Design and construct stormwater drainage to ensure that the development will achieve "no nuisance" as described in the Queensland Urban Drainage Manual (QUDM) to all adjacent and downstream properties including road reserves and the like for design storms up to ARI100.
- ENG9. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG10. 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.

WATER SUPPLY

- ENG11. Connect the development to Council's reticulated water supply system via a single connection.

SEWERAGE

- ENG12. 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.

Comment: Connection to Council's sewer network may require an extension to the network in order to service the site. Council's Infrastructure Department shall be consulted for the requirements for a connection.

- ENG13. Actual connection to Council's live sewerage infrastructure must be undertaken by or under the supervision of Council.
- ENG14. Do not build works within 1.5 metres from the centre of any existing sewer pipework or within the Zone of Influence, whichever is the greater (measured horizontally).
- ENG15. Maintain a minimum of a 3 metre wide corridor to be maintained for maintenance/upgrade purposes.
- ENG16. 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.

ENG17. 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

ENG18. Design all access driveways, circulation driveways, parking aisles and car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.

ENG19. Design and construct all driveway and parking areas to provide a dust suppressive gravel.

ENG20. Provide a minimum of 21 car parking spaces including a minimum of 1 person with disability (PWD) car parking space.

ENG21. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.

ENG22. Provide longitudinal gradient and crossfall for all driveways to comply with the requirements of AS2890.1.

ENG23. Maintain dust suppression treatment to all internal roadways, and vehicle manoeuvring areas ensuring not to have an adverse impact on adjoining properties.

PARKING AND ACCESS – SERVICING m

ENG24. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

ENG25. Erect signage in accordance with ATC Engineers & Projects Managers drawing B-101 A, "19m Semi-Trailer Swept Path".

VEHICLE ACCESS

ENG26. Construct commercial crossovers between the property boundary and the edge of the River Road, road pavement in accordance with IPWEAQ Std Dwg RS-051, Rev F. The crossovers shall be constructed in accordance with ATC Engineers & Projects Managers drawing B-101 A, "19m Semi-Trailer Swept Path". Ensure that crossover splay is designed to accommodate turning movements of an Articulated Vehicle.

ENG27. 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 (e.g., power pole, telecommunications pit), road infrastructure (e.g., street sign, street tree, etc).

ENG28. The western crossover shall have culverts installed to match the culverts at the existing eastern access.

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.

ENG30. Submit to Council, an application for any footpath, road or lane closures, and ensure all conditions of that approval are complied with during construction of the works.

ENG31. Maintain safe pedestrian access along Council's footpaths at all times.

ELECTRICITY AND TELECOMMUNICATION

ENG32. Connect the development to electricity and telecommunication services.

EROSION AND SEDIMENT CONTROL - GENERAL

- ENG33. 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.
- ENG34. 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.
- ENG35. Permanent erosion and sediment control measures shall be implemented to prevent sediment from entering the creek/waterway to the west of the site.
- ENG36. Implement an onsite management measure to prevent dirt/silt being carried onto River Road by exiting vehicles, e.g. Shaker grid, wheel wash. Maintain the system to ensure it is adequately operating at all times.

STANDARD ADVICE

- ADV1. Section 85(1)(b) 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. 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.
- ADV3. Attached for your information is a copy of Chapter 6 of the Planning Act 2016 as regards Appeal Rights.
- ADV4. Infrastructure charges are now levied by way of an infrastructure charges notice, issued pursuant to section 119 of the *Planning Act 2016*.
- ADV5. Council is offering a reduction in infrastructure charges payable through the development incentive scheme which is available between 1 December 2020 and 31 December 2025. Eligible development under this scheme is required to be completed by 31 December 2025.

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

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

17.5 EXTENSION OF CURRENCY PERIOD UNDER SECTION 86 OF THE PLANNING ACT 2016 TO A DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE (EXTRACTIVE INDUSTRY (GRAVEL QUARRY)) - 79 TIM DWYER ROAD, EAST NANANGO (AND DESCRIBED AS LOT 169 ON CSH697) - APPLICANT: DAVID CASSIDY C/- SWEP CONSULTING

RESOLUTION 2024/344

Moved: Cr Jane Erkens

Seconded: Cr Linda Little

That Council approves the request to extend the currency period pursuant to s86 of the *Planning Act 2016* by three (3) additional years from the 21 February 2024 until 21 February 2027.

The currency period for this development approval is extended by an additional three (3) years from 21 February 2024 (Refer to Section 85 “Lapsing of approval at end of currency period” of the *Planning Act 2016*.) Nb. The applicant has benefitted from three automatic extensions that were declared in response to the Covid-19 pandemic (for a combined total of two (2) years).

ADV9. Any further extension to the currency period beyond 21 February 2027 is unlikely to be supported due to the length of time and the introduction of new planning instruments including changes to the State Planning Policies and the Regional Plan. A resubmission of the development application is recommended if the applicant seeks to extend the currency period past nine (9) years.

All other conditions of development approval are to be retained as per Council’s Decision Notice dated 21 February 2018 (MCUI2017/0001).

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

Attendance:

At 1.52pm Acting Manager Planning & Environment Leo Jensen left the meeting.

At 1.52pm Coordinator Development Services David Hursthouse left the meeting.

ADJOURN - LUNCH

RESOLUTION 2024/345

Moved: Cr Linda Little

Seconded: Cr Deb Dennien

That the meeting adjourn for lunch.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

RESUME MEETING

RESOLUTION 2024/346

Moved: Cr Danita Potter

Seconded: Cr Deb Dennien

That the meeting resume at 2.37pm.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0**Attendance:**

At the resumption of the meeting Manager Community & Lifestyle Debra Moore was present.

18 QUESTIONS ON NOTICE

Nil

19 INFORMATION SECTION

Nil

20 CONFIDENTIAL SECTION

RESOLUTION 2024/347

Moved: Cr Ros Heit

Seconded: Cr Heath Sander

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 Amendment to Lease - Lease A & B, 62-64 Lamb Street, Murgon**

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

20.2 Expression of Interest 1 Pound Street, Kingaroy

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

20.3 Invitation to Offer - Tingoorra Chelmsford Road

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

20.4 Application to waive legal fees, Interest & Allow Discount on Assessment 10321-00000-000

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

20.5 Pensioner Concession - Assessment 11393-41000-000

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.

20.6 Application for concession - Assessment 20572-00000-000

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.

20.7 Rating of Coopers Gap Windfarm Leases

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.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

Attendance:

At 2.57pm Aaron Meehan left the meeting.

At 2.59pm Aaron Meehan returned to the meeting.

At 3.20pm Cr Danita Potter left the meeting

At 3.23pm Cr Danita Potter returned to the meeting.

At 3.26pm General Manager Aaron Meehan left the meeting

At 3.28pm General Manager Aaron Meehan returned to the meeting

RESOLUTION 2024/348

Moved: Cr Danita Potter

Seconded: Cr Ros Heit

That Council moves out of Closed Council into Open Council.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

Attendance

At 3.43pm General Manager Aaron Meehan left the meeting

20.1 AMENDMENT TO LEASE - LEASE A & B, 62-64 LAMB STREET, MURGON

RESOLUTION 2024/349

Moved: Cr Ros Heit
Seconded: Cr Linda Little

That South Burnett Regional Council

1. Resolves that the exception in *Local Government Regulation 2012 section 236 (1)(b)(iii)* applies for an amendment to the current lease between Council and the Commonwealth Bank of Australia for the retail shop space, part A and B of Lot 1 on CP M55124, 62-64 Lamb Street, Murgon, to;
 - (a) Extend the current term of the lease for an additional three (3) years to 30 December 2027; and
 - (b) Retain all other existing terms of the lease and authorise the Chief Executive Officer to negotiate the annual CPI increases.
2. Pursuant to *Section 257(1)(b) of the Local Government Act 2009*, South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the lease amendment on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

20.2 EXPRESSION OF INTEREST 1 POUND STREET, KINGAROY

RESOLUTION 2024/350

Moved: Cr Danita Potter
Seconded: Cr Deb Dennien

That South Burnett Regional Council resolve to approve the shortlisting of the compliant expression of interest Submission 4 to proceed to tender to divest of 1 Pound Street, Kingaroy (Lot 13 on RP814986) in accordance with the *Local Government Regulation 2012 - S228 subsection 7 (b)*.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

Attendance:

At 3.45pm General Manager Aaron Meehan returned to the meeting

20.3 INVITATION TO OFFER - TINGOORA CHELMSFORD ROAD

RESOLUTION 2024/351

Moved: Cr Ros Heit
Seconded: Cr Linda Little

That South Burnett Regional Council:

1. Accept the offer from Brown Contractors (G & R Brown and Sons Pty Ltd) for the sum of \$1,283,673.38 (Ex GST) for contract SBRCQ 2324-89 Tingoora Chelmsford Remediation-Phase 1; and
2. Council delegate to the Chief Executive Officer to negotiate the contract.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

20.4 APPLICATION TO WAIVE LEGAL FEES, INTEREST & ALLOW DISCOUNT ON ASSESSMENT 10321-00000-000

RESOLUTION 2024/352

Moved: Cr Danita Potter

Seconded: Cr Linda Little

1. That South Burnett Regional Council agree to waive \$2,539.94 on assessment 10321-00000-000 which is made up of \$1,637.33 in legal fees, \$186.02 in interest charges and \$716.59 in discount not allowed.
2. That South Burnett Regional Council reimburse the outstanding application fee of \$4077 for MCU23/0017.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

20.5 PENSIONER CONCESSION - ASSESSMENT 11393-41000-000

RESOLUTION 2024/353

Moved: Mayor Kathy Duff

Seconded: Cr Jane Erkens

That South Burnett Regional Council approves to backdate to the start of ownership of the property, an adjustment to the Council component of the pensioner concession on assessment 11393-41000-000.

In Favour: Crs Kathy Duff, Jane Erkens, Danita Potter, Deb Dennien and Heath Sander

Against: Crs Linda Little and Ros Heit

CARRIED 5/2

20.6 APPLICATION FOR CONCESSION - ASSESSMENT 20572-00000-000

RESOLUTION 2024/354

Moved: Cr Jane Erkens
Seconded: Cr Ros Heit

That South Burnett Regional Council approve a rate remission for the Heritage Nanango Community Funding Ltd on property located at L9 N2358 (assessment 20572-00000-000) under the charitable organisations category as they meet the criteria of the policy.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

20.7 RATING OF COOPERS GAP WINDFARM LEASES

RESOLUTION 2024/355

Moved: Cr Linda Little
Seconded: Cr Deb Dennien

That the report on the Coopers Gap Windfarm leases be received for information.

In Favour: Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 7/0

21 CLOSURE OF MEETING

The Meeting closed at 3.52pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 15 May 2024.

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CHAIRPERSON

8 NOTICES OF MOTION

Nil

9 BUSINESS OUTSTANDING

9.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File Number: 15/05/2024

Author: Coordinator Executive Services

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 - 15 May 2024** [↓](#) 

BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Meeting Date: 15 May 2024

Attachment No: 1

Meeting	Subject	Manager	Resolution	Notes
Council 24/04/2024	Blackbutt Community Parklands and Sensory Garden - Installation of New Shade Shelter and Table Settings	Petersen, Leanne	RESOLUTION 2024/336 Moved: Cr Linda Little Seconded: Cr Deb Dennien That South Burnett Regional Council proceeds with the installation of a new shelter and table settings funded through the grant funding that was received from the Blackbutt District Community Organisation Inc. <u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil CARRIED 7/0	07 May 2024 1:54pm King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report
Council 24/04/2024	Kingaroy Building/Facilities Supply of Services Contract	Petersen, Leanne	RESOLUTION 2024/334 Moved: Cr Jane Erkens Seconded: Cr Danita Potter That South Burnett Regional Council call for tender for the cleaning of Council buildings and facilities in Kingaroy. <u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil CARRIED 7/0	07 May 2024 1:51pm King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report
Council 24/04/2024	Council Resolution to Commence Review of the Local Government Infrastructure Plan (LGIP)	Petersen, Leanne	RESOLUTION 2024/339 Moved: Cr Danita Potter Seconded: Cr Deb Dennien That this report be received and that South Burnett Regional Council: 1. Resolve to commence a review of the Local Government Infrastructure Plan (LGIP) in accordance with Chapter 5, Part 5 of the Minister's Guidelines and Rules (MGR), as required by Section 25(3) of the Planning Act 2016. 2. Consider the necessary budget allocation to undertake the LGIP review process in the 2024/25 financial year budget deliberations. <u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil CARRIED 7/0	07 May 2024 1:51pm King, Denise - Reallocation Action reassigned to Jensen, Leo by King, Denise - For report

<p>Council 24/04/2024</p>	<p>Proposed Major Amendment to the South Burnett Regional Planning Scheme</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2024/337 Moved: Cr Ros Heit Seconded: Cr Danita Potter That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. endorse the Consultation Report (Attachment A) which provides a summary of consultation activities undertaken, compliance with consultation requirements, matters raised in submissions received and changes to be made to the publicly consulted version of the proposed planning scheme in response to submissions; 2. endorse the revised version of the proposed South Burnett Regional Council Planning Scheme, including mapping (Attachment B); 3. determine, in accordance with Schedule 2 of the Minister's Guidelines and Rules, that the proposed South Burnett Regional Council Planning Scheme (Attachment B), is not significantly different from the publicly consulted version for the reasons in the Significantly Different Statement (Attachment C); 4. authorise the Chief Executive Officer to publish the Consultation Report on Council's website and respond to each submitter by providing a copy of the endorsed Consultation Report; and 5. give notice to the Planning Minister, in accordance with part 21.1 of the Minister's Guidelines and Rules, and request approval to adopt the proposed planning scheme. <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil</p>	<p>07 May 2024 1:54pm King, Denise - Reallocation Action reassigned to Jensen, Leo by King, Denise - For report</p>
CARRIED 7/0				
<p>Council 24/04/2024</p>	<p>Systematic Inspection Program</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2024/333 Moved: Cr Jane Erkens Seconded: Cr Deb Dennien That South Burnett Regional Council approve a Systematic Inspection Program for properties within the South Burnett Regional Council's jurisdiction in accordance with section 113 of the <i>Animal Management (Cats and Dogs) Act 2008</i> to monitor compliance with the requirements of the <i>Animal</i></p>	<p>07 May 2024 1:52pm King, Denise - Reallocation Action reassigned to Jensen, Leo by King, Denise - For report</p>

			<p><i>Management (Cats and Dogs) Act 2008</i>, more specifically the requirement to register dogs.</p> <p>The properties to be included in the Systematic Inspection Program are potentially all properties within the South Burnett area.</p> <p>The Systematic Inspection Program be conducted between the hours of 8.00am and 5.00pm Monday to Friday, commencing on Monday 29 April 2024 and concluding on Friday 28 June 2024.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p>	
CARRIED 7/0				
Council 24/04/2024	Customer phone-calls, after-hours calls and lone-worker monitoring	Jarvis, Susan	<p>RESOLUTION 2024/329</p> <p>Moved: Mayor Kathy Duff</p> <p>Seconded: Cr Linda Little</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. note the ongoing investigation of options for Council's phone call system and options available for local call placement; 2. review the provision of out-of-hours phone services, and lone-worker monitoring; and 3. with recommendations to be brought back to the Ordinary Council Meeting in May 2024. <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p>	<p>08 May 2024 11:58am</p> <p>Kruger, Wendy - Reallocation</p> <p>Action reassigned to Bayntun, Rebecca by Kruger, Wendy - For Action as per Minutes.</p>
CARRIED 7/0				
Council 24/04/2024	Brisbane Valley Heritage Trails Inc (BVHTs) Stonehouse 150th Celebration	Pitt PSM, Mark	<p>RESOLUTION 2024/328</p> <p>Moved: Mayor Kathy Duff</p> <p>Seconded: Cr Deb Dennien</p> <p>That Cr Linda Little attend the Stonehouse 150th celebration as the South Burnett Regional Council representative and submit items into the time capsule.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p>	<p>09 May 2024 10:39am</p> <p>Hunt, Bree</p> <p>Have sent the resolutions from the meeting to the committee. Will enter into Cr Little's calendar once I have confirmation of time of event.</p>
CARRIED 7/0				

Council 24/04/2024	Cairns Street & Appin Street West, Nanango - Blackspot Project	Meehan, Aaron	<p>RESOLUTION 2024/331 Moved: Cr Jane Erkens Seconded: Cr Danita Potter That South Burnett Regional Council investigate pavement rehabilitation options for the Cairns/Appin Street intersection as part of its 2024/25 design program and reapply for additional funding in a future Blackspot program. <u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil</p>	CARRIED 7/0
Council 24/04/2024	Analysis Options for Water Improvements	Meehan, Aaron	<p>RESOLUTION 2024/330 Moved: Mayor Kathy Duff Seconded: Cr Ros Heit That South Burnett Regional Council: 1. Budget \$100,000 in the 24/25 Water and Wastewater Operational budget to commence a Water Quality Options Assessment and seek a matching co-contribution from the Queensland Government; and 2. Budget \$100,000 in the 24/25 Water and Wastewater Operational budget to air scour the Kingaroy reticulation network to reduce biofilm in water mains. <u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil</p>	<p>09 May 2024 11:14am Anderson, Kerri - Completion Acknowledged by Anderson, Kerri (action officer) on 09 May 2024 at 11:14:47 AM - Both amounts have been included in the 24/25 budget</p>
			CARRIED 7/0	

Council 24/04/2024	Combined application for Material Change of Use (Function facility and Food & drink outlet) and Reconfiguring a Lot (Access Easement) at 20 Fork Hill Drive, Moffatdale (and described as Lot 131 on SP221464). Applicant: Dusty Joe's Pty Ltd C/- JDBA Certifiers	Petersen, Leanne	<p>RESOLUTION 2024/342 Moved: Cr Deb Dennien Seconded: Cr Linda Little That Council approve the Material Change of Use – Function Facility and Food & Drink Outlet – development permit and Reconfiguring a Lot – Access easement – development permit at 20 Fork Hill Drive and 80 & 89 Waterview Drive, Moffatdale QLD 4605 (and described as Lot 1 on RP903441, Lot 131 on SP221464 and Lot 94 on SP210658) subject to conditions.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien and Ros Heit <u>Against:</u> Cr Heath Sander</p> <p style="text-align: right;">CARRIED 6/1</p>	<p>07 May 2024 1:44pm King, Denise - Reallocation Action reassigned to Jensen, Leo by King, Denise - For report</p>
Council 24/04/2024	Application for concession - Assessment 20572-00000-000	Jarvis, Susan	<p>RESOLUTION 2024/354 Moved: Cr Jane Erkens Seconded: Cr Ros Heit That South Burnett Regional Council approve a rate remission for the Heritage Nanango Community Funding Ltd on property located at L9 N2358 (assessment 20572-00000-000) under the charitable organisations category as they meet the criteria of the policy.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>08 May 2024 11:51am Kruger, Wendy - Reallocation Action reassigned to DobeWaldie, Katie by Kruger, Wendy - For Action & Completion</p>
Council 24/04/2024	Pensioner Concession - Assessment 11393-41000-000	Jarvis, Susan	<p>RESOLUTION 2024/353 Moved: Mayor Kathy Duff Seconded: Cr Jane Erkens That South Burnett Regional Council approves to backdate to the start of ownership of the property, an adjustment to the Council component of the pensioner concession on assessment 11393-41000-000.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Danita Potter, Deb Dennien and Heath Sander <u>Against:</u> Crs Linda Little and Ros Heit</p> <p style="text-align: right;">CARRIED 5/2</p>	<p>08 May 2024 11:51am Kruger, Wendy - Reallocation Action reassigned to DobeWaldie, Katie by Kruger, Wendy - For Action & completion.</p>
Council 24/04/2024	Land Use Investigation	Petersen, Leanne	<p>RESOLUTION 2024/338 Moved: Cr Jane Erkens</p>	<p>07 May 2024 1:46pm King, Denise - Reallocation</p>

			<p>Seconded: Cr Linda Little That:</p> <p>1. Council undertake a project which includes a land use investigation to assess:</p> <p>a. the availability of land within the South Burnett region that may be suitable to incorporate into an expansion of the RR1 precinct to allow further subdivision of rural residential lifestyle lots into one-acre (4,000m²) and/or two-acre (8,000m²) lots (smaller rural residential lots); and</p> <p>b. the suitability and viability of, and options to facilitate the land identified in (a) above, to be able to be developed into smaller rural residential lots.</p> <p>2. A report outlining the outcomes and recommendations of the investigation referred to in 1. above be presented to Council.</p> <p>3. Council list this project for consideration during its 2024/25 FY budget deliberations with an allocation of up to \$25,000 (ex GST).</p> <p>Reasons for Recommendation Council wishes to facilitate increased options for smaller lifestyle lots throughout the South Burnett region, to allow existing residents to age in place without having to relocate from their existing property or the region.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>Action reassigned to Turner, Paul by King, Denise - For report</p>
<p>Council 24/04/2024</p>	<p>Portfolio System</p>	<p>Pitt PSM, Mark</p>	<p>RESOLUTION 2024/311 Moved: Cr Jane Erkens Seconded: Cr Danita Potter That Council revisit the portfolio system in April 2025 and that Council hold a workshop with Donna Nielsen from Peak Services in July 2024.</p>	<p>Contact has been made with Peak Services</p>

			<p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	
Council 24/04/2024	Invitation to Offer - Tingoora Chelmsford Road	Meehan, Aaron	<p>RESOLUTION 2024/351</p> <p>Moved: Cr Ros Heit</p> <p>Seconded: Cr Linda Little</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. Accept the offer from Brown Contractors (G & R Brown and Sons Pty Ltd) for the sum of \$1,283,673.38 (Ex GST) for contract SBRCQ 2324-89 Tingoora Chelmsford Remediation-Phase 1; and 2. Council delegate to the Chief Executive Officer to negotiate the contract. <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	
Council 24/04/2024	Extension of Currency Period Under Section 87 of the Planning Act 2016 to a Development Permit for Material Change of Use (Extractive Industry (Gravel Quarry)) - 79 Tim Dwyer Road, EAST NANANGO (and Described as Lot 169 on CSH697) - Applicant: David Cassidy C/- Swep Consulting	Petersen, Leanne	<p>RESOLUTION 2024/344</p> <p>Moved: Cr Jane Erkens</p> <p>Seconded: Cr Linda Little</p> <p>That Council approves the request to extend the currency period pursuant to s86 of the <i>Planning Act 2016</i> by three (3) additional years from the 21 February 2024 until 21 February 2027.</p> <p>The currency period for this development approval is extended by an additional three (3) years from 21 February 2024 (Refer to Section 85 “Lapsing of approval at end of currency period” of the <i>Planning Act 2016</i>.) Nb. The applicant has benefitted from three automatic extensions that were declared in response to the Covid-19 pandemic (for a combined total of two (2) years).</p> <p>ADV9. Any further extension to the currency period beyond 21 February 2027 is unlikely to be supported due to the length of time and the introduction of new planning instruments including changes to the State Planning Policies and the Regional Plan. A resubmission of the development</p>	<p>07 May 2024 1:42pm King, Denise - Reallocation</p> <p>Action reassigned to Jensen, Leo by King, Denise - For report</p>

			<p>application is recommended if the applicant seeks to extend the currency period past nine (9) years.</p> <p>All other conditions of development approval are to be retained as per Council’s Decision Notice dated 21 February 2018 (MCUI2017/0001).</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	
Council 24/04/2024	Material Change of Use for a Bulk Landscape Supplies at 100 River Road, Kingaroy (and described as Lot 72 on RP7915) Applicant Johnson Management (Aust) Pty Ltd C/- ONF Surveyors.	Petersen, Leanne	<p>RESOLUTION 2024/343</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Ros Heit</p> <p>That Council approve the Development Permit for Material Change of Use for Bulk Landscape Supplies at 100 River Road, Kingaroy (Lot 72 on RP7915) – Applicant – Johnson Management (Aust) Pty Ltd C/- ONF Surveyors, subject to conditions and recommendations contained herein.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>07 May 2024 1:43pm King, Denise - Reallocation</p> <p>Action reassigned to Jensen, Leo by King, Denise - For report</p>
Council 24/04/2024	Expression of Interest 1 Pound Street, Kingaroy	Petersen, Leanne	<p>RESOLUTION 2024/350</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Deb Dennien</p> <p>That South Burnett Regional Council resolve to approve the shortlisting of the compliant expression of interest Submission 4 to proceed to tender to divest of 1 Pound Street, Kingaroy (Lot 13 on RP814986) in accordance with the <i>Local Government Regulation 2012 - S228 subsection 7 (b)</i>.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>	<p>07 May 2024 1:49pm King, Denise - Reallocation</p> <p>Action reassigned to Moore, Debra by King, Denise - For report</p> <p>08 May 2024 6:58am King, Denise - Reallocation</p> <p>Action reassigned to Turner, Paul by King, Denise - For report</p>
Council 24/04/2024	Amendment to Lease - Lease A & B, 62-64 Lamb Street, Murgon	Petersen, Leanne	<p>RESOLUTION 2024/349</p> <p>Moved: Cr Ros Heit</p> <p>Seconded: Cr Linda Little</p> <p>That South Burnett Regional Council</p>	<p>07 May 2024 1:50pm King, Denise - Reallocation</p> <p>Action reassigned to Moore, Debra by King, Denise - For report</p>

	<p>1. Resolves that the exception in <i>Local Government Regulation 2012 section 236 (1)(b)(iii)</i> applies for an amendment to the current lease between Council and the Commonwealth Bank of Australia for the retail shop space, part A and B of Lot 1 on CP M55124, 62-64 Lamb Street, Murgon, to;</p> <p>(a) Extend the current term of the lease for an additional three (3) years to 30 December 2027; and</p> <p>(b) Retain all other existing terms of the lease and authorise the Chief Executive Officer to negotiate the annual CPI increases.</p> <p>2. Pursuant to <i>Section 257(1)(b) of the Local Government Act 2009</i>, South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the lease amendment on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>
<p>Council 4/04/2024</p> <p>Appointment of the Chairperson and Deputy Chairperson to the LDMG</p> <p>Meehan, Aaron</p>	<p>RESOLUTION 2024/309</p> <p>Moved: Mayor Kathy Duff</p> <p>Seconded: Cr Danita Potter</p> <p>That Council:</p> <p>1. Pursuant to <i>Section 34 of the Disaster Management Act 2003</i>, Cr Danita Potter be appointed Chairperson of the South Burnett Local Disaster Management Group; and</p> <p>2. Pursuant to <i>Section 34 of the Disaster Management Act 2003</i>, Cr Jane Erkens be appointed Deputy Chairperson of the South Burnett Local Disaster Management Group.</p> <p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>

Council 4/04/2024	Review of positions in the South Burnett Local Disaster Management Group	Meehan, Aaron	<p>RESOLUTION 2024/310 Moved: Cr Danita Potter Seconded: Cr Deb Dennien That a review of all other positions in the South Burnett Local Disaster Management Group be completed and referred to Council for consideration as soon as practicable. <u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil</p>	CARRIED 7/0
Council 6/03/2024	Application for Funding under the Community Heritage of the Community Sustainability Action Grants Program - round 8	Petersen, Leanne	<p>RESOLUTION 2024/295 Moved: Cr Scott Henschen Seconded: Cr Kirstie Schumacher That South Burnett Regional Council apply for a grant under the Round 8 – Community Heritage of the Community Sustainability Action Grants Program – capital expenditure project category for repairs to Boondooma Homestead roof. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>15 Mar 2024 7:31am King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - For report 15 Mar 2024 8:09am King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report 08 May 2024 9:07am Turner, Paul Application Lodged.</p>
Council 6/03/2024	Selective Inspection Program - Building and plumbing Works in the Hivesville Township	Petersen, Leanne	<p>RESOLUTION 2024/302 Moved: Cr Kathy Duff Seconded: Cr Danita Potter That Council; 1. Organise a meeting with service providers to address the areas of safety and health particularly in the Hivesville village; 2. Meet with the Hivesville community as early as appropriate; 3. Implement a 6 month amnesty across the Region for residential building and plumbing works; 4. Investigate a one off kerbside pickup service for residents in Hivesville; 5. Conduct an audit of overgrown allotments. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>15 Mar 2024 7:42am King, Denise - Reallocation Action reassigned to Hursthouse, David by King, Denise - For report 15 Mar 2024 8:46am King, Denise - Reallocation Action reassigned to Petersen, Leanne by King, Denise - For report</p>

CARRIED 6/0				
Council 14/02/2024	Systematic Inspection Program	Petersen, Leanne	<p>RESOLUTION 2024/279 Moved: Cr Scott Henschen Seconded: Cr Danita Potter That Council approve a Systematic Inspection Program for properties within the South Burnett Regional Council's jurisdiction in accordance with section 113 of the <i>Animal Management (Cats and Dogs) Act 2008</i> to monitor compliance with the requirements of the <i>Animal Management (Cats and Dogs) Act 2008</i>, more specifically the requirement to register dogs. The properties to be included in the Systematic Inspection Program are potentially all properties within the South Burnett area. The Systematic Inspection Program will be conducted between the hours of 8.00am and 5.00pm Monday to Friday, commencing on Monday 4 March 2024 and concluding on Friday 31 May 2024. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>23 Feb 2024 10:24am King, Denise - Reallocation Action reassigned to Donohue, Kimberley by King, Denise - For report</p>
CARRIED 6/0				
Council 24/01/2024	Request to apply for funding under the Queensland Feral Pest Initiative.	Petersen, Leanne	<p>RESOLUTION 2024/255 Moved: Cr Scott Henschen Seconded: Cr Kirstie Schumacher That South Burnett Regional Council endorse the development of an application for funding under the Queensland Government Feral Pest Initiative Round (8) in partnership with other local governments, Natural Resource Management groups and Incorporated Industry organisations. <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 Jan 2024 10:44am King, Denise - Reallocation Action reassigned to Togatama, Frank by King, Denise - For report</p>
CARRIED 6/0				
Council 24/01/2024	Consideration of Public Auction for surplus equipment and furniture	Petersen, Leanne	<p>RESOLUTION 2024/259 Moved: Cr Danita Potter Seconded: Cr Scott Henschen That Council;</p>	<p>31 Jan 2024 10:37am King, Denise - Reallocation</p>

			<p>1. In accordance with Section 227-228 of the <i>Local Government Regulation 2012</i>, it is proposed Council offer surplus equipment and furniture for sale at public tender or auction.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>Action reassigned to Dombrow, Malcolm by King, Denise - For report</p>
CARRIED 6/0				
Council 24/01/2024	Blackbutt Water Tower – Telecommunications Tower Lease	Petersen, Leanne	<p>RESOLUTION 2024/271</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Jane Erkens</p> <p>That South Burnett Regional Council:</p> <p>1. <i>Section 236(1)(c)(vi)</i> of the <i>Local Government Regulation 2012</i> applies for the disposal of the valuable non-current asset by offering a Lease for Part of Lot 1 on RP130127, D'Aguiar Highway, Blackbutt to Telstra Limited; and</p> <p>2. <i>Pursuant to Section 257(1)(b)</i> of the <i>Local Government Act 2009</i>, South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Lease between Council and Telstra Limited on terms and conditions the Chief Executive Officer reasonably considers satisfactory to 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>31 Jan 2024 10:28am</p> <p>King, Denise - Reallocation</p> <p>Action reassigned to Moore, Debra by King, Denise - For report</p> <p>11 Mar 2024 8:27am</p> <p>Moore, Debra</p> <p>Lease has been negotiated. Waiting on final document from Telstra legal team for execution.</p>
CARRIED 5/0				
Council 24/01/2024	Quote SBRCQ 2023/24-14 - Replace Wheel Loader 1507	Jarvis, Susan	<p>RESOLUTION 2024/242</p> <p>Moved: Cr Scott Henschen</p> <p>Seconded: Cr Jane Erkens</p> <p>That South Burnett Regional Council purchase from RDO Equipment, one (1) John Deere 624K-!! for \$427,000 excluding GST.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter and Scott Henschen</p> <p><u>Against:</u> Crs Kirstie Schumacher and Kathy Duff</p>	<p>06 Feb 2024 2:56pm</p> <p>Kruger, Wendy - Reallocation</p> <p>Action reassigned to Orchard, Brandon by Kruger, Wendy - For Action</p>
CARRIED 4/2				
Council 13/12/2023	Local Law Review Workshop	Jarvis, Susan	<p>RESOLUTION 2023/197</p> <p>Moved: Cr Jane Erkens</p> <p>Seconded: Cr Scott Henschen</p>	<p>20 Dec 2023 12:24pm</p> <p>Kruger, Wendy - Reallocation</p>

			<p>That South Burnett Regional Council</p> <p>1. Accept the report, Local Laws Review – Discovery Phase – August 2023 for information; and</p> <p>2. Adopt the following recommendations that Council:</p> <p>(a) Repeal Subordinate Local Law 1.07 – Operation of Cane Railways 2011.</p> <p>(b) Repeal Model Local Law No. 2 (Meetings) 2008.</p> <p>3 Conduct a workshop shared accommodation, temporary homes, animals and parking in January 2024</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>Action reassigned to Bayntun, Rebecca by Kruger, Wendy - For Action & Completion</p>
			CARRIED 5/0	
Council 13/12/2023	Quote SBRCQ 2023/24-18 - Replace Water Trucks 2016, 2017 and 2022	Jarvis, Susan	<p>RESOLUTION 2023/196</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council purchase from Daimler Trucks Sunshine Coast, three (3) Mitsubishi Fuso Shogun FV74 for \$796,769.73 excluding GST.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>20 Dec 2023 11:52am Kruger, Wendy - Reallocation</p> <p>Action reassigned to Orchard, Brandon by Kruger, Wendy - For Action and Completion.</p>
			CARRIED 5/0	
Council 13/12/2023	Supplementary Report for Gifting of St. Faith Church and Cemetery, Mondure.	Petersen, Leanne	<p>RESOLUTION 2023/214</p> <p>Moved: Cr Kathy Duff</p> <p>Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council respectfully decline the offer to be gifted the St. Faith Anglican Church and write to the church seeking a response in regards to understanding the condition of the cemetery, its current operations and the church's plans to maintain the cemetery in the future and that a report be brought back to a future Council meeting</p> <p><u>In Favour:</u> Crs Gavin Jones, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Cr Jane Erkens,</p>	<p>20 Dec 2023 7:41am King, Denise - Reallocation</p> <p>Action reassigned to Petersen, Leanne by King, Denise - For report</p> <p>09 May 2024 12:03pm Kemp, Fiona</p> <p>Communcations have been had that there is a possibility of the Mondure community keen to look after the church. Further discussion will need to be arranged - community meeting.</p>
			CARRIED 5/1	

<p>Council 13/12/2023</p>	<p>Trusteeship of Goodger Hall - Lot 186 on FY850</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2023/218 Moved: Cr Jane Erkens Seconded: Cr Danita Potter That South Burnett Regional Council become trustees of the Goodger Hall, locally known as the Goodger School of Arts, being a Reserve for Public Hall R685, Lot 186 on FY850. and pursuant to <i>Section 257(1)(b) of the Local Government Act 2009</i>, the Council resolves to delegate to the Chief Executive Officer the power to complete the transfer of trusteeship. <u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>20 Dec 2023 7:25am King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - For report 11 Mar 2024 8:23am Moore, Debra The CEO has signed the trusteeship. Awaiting DOR to progress. Council officers will check with community to see if a Incorporated Association has been set up.</p>
<p>Council 13/12/2023</p>	<p>Future Use of Lot 19 on CP891608 - 9 Knowles Street, Nanango</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2023/215 Moved: Cr Jane Erkens Seconded: Cr Danita Potter That 1. Negotiations continue to determine suitability to enter into a new lease agreement in accordance with <i>s(236)(1)(c)(iii) & (3)(5) of the Local Government Regulation 2012</i> for the disposal of a non-valuable current asset being Lot 19 on CP891608; or 2. Negotiate the sale of the property to an adjoining landowner in accordance with <i>s(236)(c)(iv) & (3)(5) of the Local Government Regulation 2012</i>; (a) The property be offered for Tender under <i>s227 of the Local Government Regulation 2012</i> should negotiations with the existing lessee and adjoining landowners fail. 3. Pursuant to <i>Section 257(1)(b) of the Local Government Act 2009</i>, South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute a Lease between the existing leaseholder or sale of property to an adjoining landowner on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>20 Dec 2023 7:38am King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - For report 11 Mar 2024 8:25am Moore, Debra The current lessee has yet to make an official offer to Council. To be followed up.</p>

CARRIED 5/0

CARRIED 6/0

<p>Council 22/11/2023</p>	<p>Proposed tender for sale of Lot 18 McConnel Way, Mondure</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2023/166 Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter That South Burnett Regional Council approve for sale by tender Lot 18 McConnel Way, Mondure (Lot 18 RP27655) by; 1. Entering into negotiations with the highest tenderer and if the current market value of the property is reached, enter a contract of sale for the property; or 2. If negotiations with the highest tenderer does not result in a sale of the property at current market value, list the property for sale on the open market; and 3. Delegate powers to the Chief Executive Officer under Section 257 of the <i>Local Government Act 2009</i> to complete contracts of sale. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>30 Nov 2023 8:06am King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report</p>
CARRIED 6/0				
<p>Council 22/11/2023</p>	<p>Proposed tender for sale of 23 Jellicoe Street, Proston</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2023/167 Moved: Cr Scott Henschen Seconded: Cr Kathy Duff That South Burnett Regional Council approve for sale by tender 23 Jellicoe Street, Proston (Lot 38 RP57676) by; 1. Entering into negotiations with the highest tenderer and if the current market value of the property is reached, enter a contract of sale for the property; or 2. If negotiations with the highest tenderer does not result in a sale of the property at current market value, list the property for sale on the open market; and 3. Delegate powers to the Chief Executive Officer under Section 257 of the <i>Local Government Act 2009</i> to negotiate and execute contract of sale. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>30 Nov 2023 8:07am King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report</p>
CARRIED 6/0				

<p>Council 22/11/2023</p>	<p>Sale by Tender of 4 Haly Street, Kingaroy to adjoining owners</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2023/165 Moved: Cr Danita Potter Seconded: Cr Kathy Duff That South Burnett Regional Council offer the land for sale by tender to the three adjoining owners by; 1. Entering into negotiations with the highest tenderer and if the current market value of the property is reached, delegate powers to the Chief Executive Officer under Section 257 of the <i>Local Government Act 2009</i> enter a contract of sale for the property, or 2. If negotiations with the highest tenderer does not result in a sale of the property retain the property in Council ownership and tender the property for lease/permit for grazing purposes. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>30 Nov 2023 8:06am King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report</p>
CARRIED 6/0				
<p>Council 22/11/2023</p>	<p>Nanango CBD Parking & Operations - Community Consultation</p>	<p>Meehan, Aaron</p>	<p>RESOLUTION 2023/157 Moved: Cr Jane Erkens Seconded: Cr Scott Henschen That South Burnett Regional Council: 1. conduct further engagement with each business providing a letter requesting them to utilise off street parking locations and providing a map of alternative parking options; 2. meet with individual businesses on Drayton Street (Fitzroy St – Drayton St) in early 2024 to determine if there has been a change in the supply of carparking bays by business owners; and 3. contact both Stanwell Corporation, Meandu Mine and the bus company and find out how many workers park there and is it possible to liaise to find a more suitable place that does not impact on retail parking. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>29 Feb 2024 2:34pm Allen, Samantha Letters have been sent to businesses, recieved response email from Stanwell. Further consultation planned for April. 08 May 2024 11:53am Allen, Samantha Meeting to be arranged with local Councillor</p>
CARRIED 6/0				

Council 22/11/2023	Proposed Tender to Adjoining owners for sale of 29 Tiernan Terrace, Murgon	Petersen, Leanne	<p>RESOLUTION 2023/164 Moved: Cr Kathy Duff Seconded: Cr Scott Henschen That South Burnett Regional Council approve for sale by tender to adjoining owners 29 Tiernan Terrace, Murgon (Lot 72 RP855764) by;</p> <ol style="list-style-type: none"> 1. Entering into negotiations with the highest tenderer and if the current market value of the property is reached, enter a contract of sale for the property, and 2. Delegate powers to the Chief Executive Officer under Section 257 of the <i>Local Government Act 2009</i> to negotiate and execute contract of sale. <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>30 Nov 2023 8:07am King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report</p>
Council 22/11/2023	Potential Purchase of Community Health Building, Kingaroy	Petersen, Leanne	<p>RESOLUTION 2023/190 Moved: Cr Danita Potter Seconded: Cr Jane Erkens That South Burnett Regional Council offer to purchase the property from the State of Queensland (represented by Queensland Health).</p> <ol style="list-style-type: none"> 1. Contract of sale to be in accordance with; <ol style="list-style-type: none"> (i) <i>Local Government Regulation 2012.</i> (ii) Queensland Government Land Transaction Policy 2021. (iii) SBRC Procurement Policy. (iv) SBRC Investment Policy. 2. Pursuant to <i>Section 257(1)(b)</i> of the Act, the Council resolves to delegate to the CEO the power to negotiate terms and bring a report back to Council. <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>30 Nov 2023 8:06am King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report</p>
Council 22/11/2023	Business & Digital Transformation Review	Jarvis, Susan	<p>RESOLVED 2023/154</p>	<p>07 Dec 2023 10:59am Kruger, Wendy - Reallocation</p>

			That a report be brought back to Council with a road map of the business and digital transformation and what Council needs to do to fast track this process.	Action reassigned to Bills, Anthony by Kruger, Wendy - For action & complete.
Council 22/11/2023	Glendon Street Amenities Electricity Update	Petersen, Leanne	RESOLUTION 2023/188 Moved: Cr Danita Potter Seconded: Cr Scott Henschen That Council delegate to the Chief Executive Officer to make an application for an exceptional circumstances exemption in relation to the power connection of the Glendon Street Amenities until the potential purchase of the adjacent community health building is resolved. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil CARRIED 6/0	30 Nov 2023 8:06am King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report
Council 22/11/2023	Kumbia Recreation Reserve Preliminary Master Plan	Petersen, Leanne	RESOLUTION 2023/168 Moved: Cr Scott Henschen Seconded: Cr Kathy Duff That South Burnett Regional Council: 1. Adopt the Draft Kumbia Recreation Reserve Preliminary Master Plan; and 2. Undertake community consultation to seek views on the priority projects to be included in the stage one of park redevelopment. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil CARRIED 6/0	30 Nov 2023 8:08am King, Denise - Reallocation Action reassigned to Jackson, Cathy by King, Denise - For report
Council 22/11/2023	Trustee Lease - Tingoorra Sports Association Inc	Petersen, Leanne	RESOLUTION 2023/176 Moved: Cr Scott Henschen Seconded: Cr Kirstie Schumacher That South Burnett Regional Council: 1. 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 Lease of the valuable non-current asset, which is Lot 91 on Crown Plan FY2885, to the Tingoorra Sports Association Inc; and 2. delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Trustee Lease between	30 Nov 2023 8:07am King, Denise - Reallocation Action reassigned to Jackson, Cathy by King, Denise - For report

			<p>Council and Tingoora Sports Association Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	
			CARRIED 6/0	
Council 25/10/2023	Application for funding under the Safe Places Emergency Accommodation Inclusion Round	Petersen, Leanne	<p>RESOLUTION 2023/134 Moved: Cr Danita Potter Seconded: Cr Kathy Duff That South Burnett Regional Council endorse the application for grant funding under the safe places emergency accommodation program to construct emergency accommodation for women and children experience family and domestic violence (FDV). <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>30 Oct 2023 7:46am King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - For information</p>
			CARRIED 6/0	
Council 25/10/2023	Outline Council's Intent in a Planning Policy	Petersen, Leanne	<p>RESOLVED 2023/113 That Council include in an appropriate planning policy, that Council's intent is to assist, support and encourage development.</p>	<p>30 Oct 2023 9:00am Kruger, Wendy - Reallocation Action reassigned to Searle, Karen by Kruger, Wendy - For Action. 07 Dec 2023 11:20am Searle, Karen Seeking assistance from Liveability to develop policy 26 Mar 2024 8:40am Searle, Karen - Reallocation Action reassigned to Hursthouse, David by Searle, Karen - Assistance required from Planning Dept to develop or amend policy</p>

<p>Council 27/09/2023</p>	<p>Bus Shelter Structures in Crawford and Kumbia</p>	<p>Meehan, Aaron</p>	<p>RESOLUTION 2023/80 Moved: Cr Scott Henschen Seconded: Cr Danita Potter That South Burnett Regional Council consider the allocation of \$22,000 for a suitable shelter structure in Crawford, in the 2023/24 Capital Works first quarter budget review. <u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen <u>Against:</u> Nil</p>	<p>14 Dec 2023 8:46am Allen, Samantha Sent onto Works Manager, to be actioned in review 29 Feb 2024 2:41pm Allen, Samantha To be considered at the 3rd quarter review. 08 May 2024 9:42am Allen, Samantha Being added to the Project Prioritisation Tool for consideration in the 24/25 capital works budget deliberations</p>
<p>Council 27/09/2023</p>	<p>Ringsfield House Advisory Committee</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2023/94 Moved: Cr Jane Erkens Seconded: Cr Danita Potter That 1. That Ringsfield House be open by appointment with tours being conducted by Volunteers that have been inducted as per the Volunteer process of the Visitor Information Centre with reporting to the Visitor Enhancement Officer and the Tourism Officer. 2. That Ringsfield House be promoted as a community facility and venue and is open to hirers who wish to run community led events. 3. That a stocktake of current artefacts be completed and a future recommendation is made from the committee to reduce the number of artefacts. 4. That any volunteers wishing to participate in undertaking work at the house are inducted and managed by Council (excluding those working for a hirer incorporated group). 5. An amendment is made to the 2023/2024 fees and charges for group tours of Ringsfield House for \$5.00 per person. 6. That the minutes of the July 2023 and August 2023 Ringsfield House Advisory Committee be received for information.</p>	<p>03 Oct 2023 1:33pm King, Denise - Reallocation Action reassigned to Pointon, Jennifer by King, Denise - For report 12 Oct 2023 11:55am King, Denise - Reallocation Action reassigned to Beaumont, Samantha (Sam) by King, Denise - For report</p>

			<p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>	
Council 28/06/2023	Growing Regions Program - Round 1 Grant Opportunity	Petersen, Leanne	<p>RESOLUTION 2023/649</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter That Council</p> <p>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.</p> <p>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> <p><u>In Favour:</u> Crs Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Cr Jane Erkens</p> <p style="text-align: right;">CARRIED 4/1</p>	
Council 24/05/2023	Advocacy Digital Plan	Pitt PSM, Mark	<p>RESOLUTION 2023/574</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter That South Burnett Regional Council meets with NBN and the relevant telcos and uses the information provided to develop a digital plan for the South Burnett that can be used as a advocacy document for the Mayor and Councillors to take to the ALGA Assembly and the Ministerial meetings scheduled in Canberra later this year.</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 Workshop scheduled for 17 July to commence discussions on advocacy plans</p> <p>20 Oct 2023 8:56am Pitt PSM, Mark Consideration with Council's advocacy programme and drafting - gathering information for development of the draft</p> <p>16 Nov 2023 2:18pm Pitt PSM, Mark</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>Template for the report developed and population of information has commenced - rough draft to be circulated prior to end of calendar year</p> <p>03 Jan 2024 2:02pm Pitt PSM, Mark</p> <p>Given end of year workloads 1st draft was completed but circulated in January 2024 - workshop with councillors being organised to review draft</p> <p>07 Feb 2024 4:21pm Pitt PSM, Mark</p> <p>Draft circulated to SLT for feedback</p> <p>28 Feb 2024 4:55pm Pitt PSM, Mark</p> <p>Meeting held with Telstra to discuss options for connectivity planning, feedback received from LGAQ on draft</p>
<p>Council 26/04/2023</p> <p>KTP Pedestrian Visibility and PWD Shop Access</p> <p>Meehan, Aaron</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>28 Jul 2023 2:10pm Champney, Kristy</p> <p>Resolution sent to KTP Team 02.05.23. Awaiting outcome.</p> <p>21 Sep 2023 11:44am Allen, Samantha</p> <p>To be actioned in October</p> <p>09 May 2024 1:57pm Allen, Samantha</p> <p>Letter currently being drafted, to be finalised in May.</p> <p>CARRIED 7/0</p>

Council 29/03/2023	Compliance Enforcement on Burning in Residential Areas	Petersen, Leanne	<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>04 Apr 2023 3:31pm King, Denise - Reallocation Action reassigned to Petersen, Leanne by King, Denise - Run an education program, Mead Perry has been appointed to undertake local law review - this will be considered as part of this project 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 25 Jul 2023 2:02pm Petersen, Leanne Draft Fact Sheet being developed on burning in residential areas and then an educational program will be conducted 06 Dec 2023 10:47am Petersen, Leanne Fact sheet has been finalised and is with Governance for approval prior to social media comms being generated.</p>
Council 22/02/2023	Rural Residential Blocks	Petersen, Leanne	<p>RESOLUTION 2023/401 Moved: Cr Kathy Duff Seconded: Cr Danita Potter That South Burnett Regional Council review the Overgrown Property Policy – Statutory062 to consider the designated town area maps and the adjoining rural residential allotments</p>	<p>06 Mar 2023 8:36am King, Denise - Reallocation Action reassigned to Petersen, Leanne by King, Denise</p>

			<p>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>08 Mar 2023 11:30am Kemp, Fiona - Reallocation Action reassigned to Petersen, Leanne by Kemp, Fiona - Please review and update this meeting action. Thank you</p> <p>23 Jun 2023 9:30am O'May, Peter Item to be included for consideration as part of the review of Council's Local Laws during 2023/24 financial year. , OPL/38 Review Council's Local Laws to ensure relevance to the region and understanding by Council and the community</p> <p>11 Aug 2023 9:04am Petersen, Leanne Mead Perry have been appointed to conduct local law review - this will be reviewed as part of this project</p>
Council 25/01/2023	Gift of land to the South Burnett Child Care Centre at Kingaroy	Petersen, Leanne	<p>RESOLUTION 2023/364 Moved: Cr Kirstie Schumacher Seconded: Cr Gavin Jones 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>07 Feb 2023 2:25pm King, Denise - Reallocation Action reassigned to Petersen, Leanne by King, Denise</p> <p>11 Jul 2023 3:21pm King, Denise 2. Development application currently being prepared</p> <p>25 Jan 2024 10:03am King, Denise - Reallocation</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>Action reassigned to Turner, Paul by King, Denise - For report</p>
CARRIED 7/0				
Council 23/11/2022	Goodger School - Land Reserve	Jarvis, Susan	<p>RESOLUTION 2022/261</p> <p>Moved: Cr Danita Potter</p> <p>Seconded: Cr Gavin Jones</p> <p>That South Burnett Regional Council:</p> <p>1. Advise the Department of Resources that, to its knowledge, the named Trustees of the Reserve for Public Hall, being Lot 186 on FY850, are all deceased.</p> <p>2. Public consultation be undertaken to advise the community of the current situation and future options.</p> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>30 Nov 2022 10:58am Hodson, Lara - Reallocation</p> <p>Action reassigned to Bayntun, Rebecca by Hodson, Lara</p> <p>20 Jan 2023 11:49am Bayntun, Rebecca</p> <p>Public Consultation plan and information sheet being prepared.</p>
CARRIED 7/0				
Council 27/04/2022	Material change of use application for expansion of an existing piggery to 57,000SPU and associated infrastructure at 536 & 592 Morgans Road Windera and other properties - Lot 202 SP 251979 Lot 203 SP 251979 Lot 49 MZ 555 - Applicant: Jamz & Co In...	Petersen, Leanne	<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>05 May 2022 3:46pm Donohue, Kimberley - Reallocation</p> <p>Action reassigned to Lisle, Michael by Donohue, Kimberley</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>28 Oct 2022 8:39am Donohue, Kimberley - Reallocation</p>

Action reassigned to Petersen, Leanne by Donohue, Kimberley
20 Jan 2023 2:15pm
O'May, Peter
Review of road works progress scheduled February 2023
03 May 2023 3:33pm King, Denise
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.
06 Dec 2023 10:48am
Petersen, Leanne

The original engineers have disengaged by the applicant, the TMR works are complete, but that now means that the intersection works may need some minor redesign, the survey pickup (to determine extent of redesign) is to be done before Xmas, once approved by TMR, the contractor (Shadforths) is still ready to commence works. The start date unknown at the moment, but most likely March.

25 Jan 2024 10:54am
King, Denise - Reallocation
Action reassigned to Crick, Justin by King, Denise - For report

21 Feb 2024 5:08pm
Crick, Justin

The TMR works on the approach to the Gayndah rd/Kratzmans Rd itnersection have altered the design levels required at the intersection. The applicant has completed a survey to determine what design changes are required, and the design is currently being re-assessed. Any redesign may have to go back to TMR once the scope is known. Construction start date wil depend on the amount of redesign (if any) is required.

10 EXECUTIVE SERVICES

10.1 LOCAL LAW (REPEALING) LOCAL LAW (NO. 1) 2023 SUBORDINATE LOCAL LAW (REPEALING) SUBORDINATE LOCAL LAW (NO. 1) 2023

File Number: 2024/4

Author: Chief Executive Officer

Authoriser: Chief Executive Officer

PRECIS

After consideration of the Local Law Audit, Council now proposes to make each of the following:

- (a) Local Law (Repealing) Local Law (No. 1) 2024, to repeal *Local Law No. 2 (Meetings) 2008*; and
- (b) Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2024 to repeal *Subordinate Local Law No. 1.7 (Operation of Cane Railways) 2011*.

Public and government consultation has now completed.

SUMMARY

Resolution to make each of Local Law (Repealing) Local Law (No. 1) 2023 as advertised, but amended, by the omission of each reference to 2023, and the insertion instead of a reference to 2024 and Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2023 as advertised, but amended, by the omission of each reference to 2023, and the insertion instead of a reference to 2024.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council resolves to proceed with the making of, and make:

1. Local Law (Repealing) Local Law (No. 1) 2023 as advertised, but amended, by the omission of each reference to 2023, and the insertion instead of a reference to 2024; and
2. Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2023 as advertised, but amended, by the omission of each reference to 2023, and the insertion instead of a reference to 2024.

FINANCIAL AND RESOURCE IMPLICATIONS

Cost of audit of local laws, legal advice, advertising, and staff time to manage process.

LINK TO CORPORATE/OPERATIONAL PLAN

OR2: Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance and open and transparent decision-making.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Correspondence was forwarded to The Department of Housing, Local Government, Planning and Public Works (the department) on 8 February 2024 for the State Interest Check. The Department had no requirements, and this allowed for public advertisement and public consultation. (Department Response attached)

Public advertisements were circulated through media and social media with the following information:

South Burnett Regional Council ("Council") has proposed to make each of: -

- *Local Law (Repealing) Local Law (No. 1) 2023* (the "repealing local law"); and

- *Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2023* (the “repealing subordinate local law”).

Local Law No. 1 (Administration) 2011 authorises the making of the repealing subordinate local law.

The purpose and general effect of the repealing local law is to repeal *Local Law No. 2 (Meetings) 2008*.

The purpose and general effect of the repealing subordinate local law is to repeal *Subordinate Local Law No. 1.7 (Operation of Cane Railways) 2011*.

Written submissions by any person in support of, or objecting to, either or both of the repealing local law, or the repealing subordinate local law, are invited for a 21 day period commencing on 7 March 2024 and ending on 28 March 2024 (the “consultation period”).

During the consultation period, Council will make available for inspection and purchase at Council’s public office at (insert address) copies of each of the repealing local law and the repealing subordinate local law.

Submissions must be received on or before (insert last day of the 21 clear day public consultation period) stating—

- the grounds of the submission; and
- the facts and circumstances relied on in support of the grounds.

No public submissions were received.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Under *section 29(5)* of the *Local Government Act 2009*, Council must ensure that its local laws (including the proposed local law and subordinate local law) are drafted in compliance with the guidelines issued by the Parliamentary Counsel under the *Legislative Standards Act 1992, section 9* for local laws and subordinate local laws.

We certify that the proposed repealing local law and the proposed repealing subordinate local law comply with this requirement.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

This project to review South Burnett Regional Council Local and Subordinate Local Laws involved reviewing the existing suite of laws for relevance and consistency with other Council policies and engaging with councillors and the staff who administer the laws to determine if there were issues or opportunities for improvement.

ASSET MANAGEMENT IMPLICATIONS

Not applicable

REPORT

The following resolution was adopted at the December Ordinary meeting of Council.

RESOLUTION 2023/197

Moved: Cr Jane Erkens

Seconded: Cr Scott Henschen

That South Burnett Regional Council

1. *Accept the report, Local Laws Review – Discovery Phase – August 2023 for information; and*
2. ***Adopt the following recommendations that Council:***
 - (a) ***Repeal Subordinate Local Law 1.07 – Operation of Cane Railways 2011.***
 - (b) ***Repeal Model Local Law No. 2 (Meetings) 2008.***

3 *Conduct a workshop shared accommodation, temporary homes, animals, and parking in January 2024*

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

Against: Nil

CARRIED 5/0

At the January Ordinary meeting of council the following resolution was adopted:

RESOLUTION 2024/248

Moved: Cr Danita Potter

Seconded: Cr Scott Henschen

South Burnett Regional Council resolves to propose to make each of the following: -

(a) Local Law (Repealing) Local Law (No. 1) 2023; and

(b) Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2023.

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







Against: Nil

CARRIED 6/0

Council has complied with the procedures prescribed under a regulation for the review of anti-competitive provisions:

- No anti-competitive provisions have been identified in the local law.
- No anti-competitive provisions have been identified in the subordinate local law.

ATTACHMENTS

1. Reply to State Interest Check [↓](#) 
2. Anti-Comp Provisions - Local Law (Repealing) Local Law (No. 1) [↓](#) 
3. Anti-Comp Provisions - Subordinate Local Law (Repealing) Local Law (No. 1) [↓](#) 
4. Drafting Certificate - Local Law (Repealing) Local Law (No. 1) [↓](#) 
5. Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2024 [↓](#) 
6. Local Law (Repealing) Local Law (No. 1) 2024 [↓](#) 

Our reference: E24/30326
Your reference: 3129382 MP:TH



Department of
**Housing, Local Government,
Planning and Public Works**

13 February 2024

Mr Mark Pitt PSM
Chief Executive Officer
South Burnett Regional Council
[REDACTED]

Dear Mr Pitt

Thank you for your letter of 8 February 2024 requesting a state interest check in the South Burnett Regional Council's proposed Local Law (Repealing) Local Law (No.1) 2023.

The Department of Housing, Local Government, Planning and Public Works (the department) has undertaken a review of the proposed local law and did not identify any matters of adverse impact on State interests relevant to the department's portfolios.

If you require any further information, please contact Ms Samantha Freyer, Senior Regional Advisor, Southern, Local Government Division in the department, by telephone on [REDACTED] or by email at [REDACTED], who will be pleased to assist.

Thank you for providing the department with the opportunity to comment on the proposed local laws.

Yours sincerely



Joshua Hannan
Deputy-Director General
Local Government Division

GPO Box 690 Brisbane
Queensland 4001 Australia
Website www.housing.qld.gov.au

**LOCAL LAW (REPEALING) LOCAL LAW (NO. 1) 2023
LIST OF LIKELY ANTI-COMPETITIVE PROVISIONS**

Local Law: Local Law (Repealing) Local Law (No. 1) 2023

Purpose: The purpose of the local law is to repeal *Local Law No. 2 (Meetings) 2008*.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
No anti-competitive provisions have been identified in the local law	Not applicable	Not applicable

2129113v1

**SUBORDINATE LOCAL LAW (REPEALING) SUBORDINATE LOCAL LAW (NO. 1) 2023
LIST OF LIKELY ANTI-COMPETITIVE PROVISIONS**

Subordinate Local Law: Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2023

Purpose: The purpose of the subordinate local law is to repeal *Subordinate Local Law No. 1.7 (Operation of Cane Railways) 2011*.

Anti-competitive Provisions	Relevant criteria	Explanatory Comments
No anti-competitive provisions have been identified in the subordinate local law	Not applicable	Not applicable

2129116v1

DRAFTING CERTIFICATE

SOUTH BURNETT REGIONAL COUNCIL

This is to certify that, in my opinion, the proposed Local Law and the proposed Subordinate Local Law specified in the Schedule, copies of which are attached hereto, have been drafted in accordance with section 29 (5) of the *Local Government Act 2009*.

.....
Chief Executive Officer

SCHEDULE

Local Law (Repealing) Local Law (No. 1) 2023
Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2023

2129123v1

Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2024

Contents

1	Short title	2
2	Commencement.....	2
3	Subordinate local law repealed.....	2
4	Expiration	2

1 Short title

This subordinate local law may be cited as *Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2024*.

2 Commencement

This subordinate local law commences on the date notice of the making of the subordinate local law is published in the gazette.

3 Subordinate local law repealed

This subordinate local law repeals *Subordinate Local Law No. 1.7 (Operation of Cane Railways) 2011*.

4 Expiration

This subordinate local law expires on the day after notice of the making of the subordinate local law is published in the gazette.

This and the preceding page bearing my initials is a certified copy of *Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2024* made in accordance with the provisions of the *Local Government Act 2009* by South Burnett Regional Council by resolution dated the day of (*insert the date of the relevant resolution of Council*) 2024.

.....
 Chief Executive Officer

Local Law (Repealing) Local Law (No. 1) 2024

Contents

1	Short title	2
2	Commencement.....	2
3	Local law repealed	2
4	Expiration	2

2129047v1

1 Short title

This local law may be cited as *Local Law (Repealing) Local Law (No. 1) 2024*.

2 Commencement

This local law commences on the date notice of the making of the local law is published in the gazette.

3 Local law repealed

This local law repeals *Local Law No. 2 (Meetings) 2008*.

4 Expiration

This local law expires on the day after notice of the making of the local law is published in the gazette.

This and the preceding page bearing my initials is a certified copy of *Local Law (Repealing) Local Law (No. 1) 2024* made in accordance with the provisions of the *Local Government Act 2009* by South Burnett Regional Council by resolution dated the day of 2024.

.....
Chief Executive Officer

2129047v1

10.2 WIDE BAY BURNETT REGIONAL ORGANISATION OF COUNCILS (WBBROC) MOTION

File Number: 15-05-2024
Author: Coordinator Executive Services
Authoriser: Chief Executive Officer

PRECIS

WBBROC motion

SUMMARY

WBBROC is seeking its member Councils approval to write to the State government seeking a moratorium of all large-scale wind, solar, battery energy storage systems, pumped hydro and related transmission projects be imposed

OFFICER'S RECOMMENDATION

That

1. WBBROC seeks its member Councils' approval to write to the State government seeking that a moratorium of all large-scale wind, solar, battery energy storage systems, pumped hydro and related transmission projects be imposed until:
 - a. a bond is held from start of project with guaranteed finance in place to cover decommissioning and full project removal, disposal and rehabilitation costs at end of life;
 - b. appropriate regulations are in place to protect threatened and endangered species;
 - c. large scale renewable projects are subject to full state government approval processes and be made impact-assessable not code-assessable;
 - d. an appropriate land access framework to protect the environment, cultural heritage, existing land users and local roads and infrastructure is established;
 - e. minimal impact upon existing rate payers is negotiated;
 - f. Australia's food security is protected by prohibiting large scale renewable projects on prime agricultural land; (See Paris Agreement Article 2 (1) (b));
 - g. all large-scale renewable projects comply with the same regulations that apply to agriculture and mining;
 - h. large scale renewable projects are added as a trigger to the EPBC Act;
 - i. a mandatory code of conduct is established to govern the renewable energy sector and renewable energy proponents 'conduct with affected communities including notifying the relevant local Government of potential projects.
 - j. owners of large-scale renewable developments indemnify adjoining private landowners from any public liability risk;
 - k. Where Local Government are the assessment agency that appropriate mechanisms are incorporated in local government planning schemes to allow Council to apply conditions that protect local roads & infrastructure and other key assets.
2. That upon receipt of all member Councils approval, the WBBROC Secretary be directed to write to the State government and relevant Ministers informing them of WBBROC's position.

BACKGROUND

The motion that circulated was asked by the President of WBBROC, Mayor George Seymour, to provide to all WBBROC Mayors.

The motion has been proposed by the South Burnett Regional Council and it was thought best to seek the member Council's approval, via a flying minute, in advance of the upcoming WBBROC meeting where it can be discussed/endorsed.

Council is requested to consider the motion and provide for formal Council's endorsement (or otherwise) before the WBBROC meeting to be held on Friday 31st May in Goomeri.

South Burnett Regional Council has previously endorsed and submitted a similar motion to the ALGA agenda committee for consideration at this year's National Congress.

ATTACHMENTS

Nil

11 FINANCE & CORPORATE

11.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ADVERTISING SPENDING POLICY - STATUTORY047

File Number: 15-May-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Advertising Spending Policy – Statutory047

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to provide a framework that outlines the control of expenditure on advertising placed by Council in various media in accordance with the *Local Government Regulation 2012*.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Advertising Spending Policy – Statutory047 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 2023/2024	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms, and factsheets
	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The South Burnett Regional Council Advertising Spending Policy – Statutory047 has been reviewed by the Senior Leadership Team, the Chief Executive Officer and Corporate Governance and Strategy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Human Rights Act 2019 (Qld)

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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


ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The purpose of this policy is to provide a framework that outlines the control of expenditure on advertising placed by Council in various media in accordance with the *Local Government Regulation 2012*.

ATTACHMENTS

- 1. **Advertising Spending Policy - Statutory047** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory047
POLICY OWNER: Executive Services
ECM ID: 2438474
ADOPTED: 15 May 2024

Advertising Spending Policy

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

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1. POLICY STATEMENT

This policy provides a framework that outlines the control of expenditure that South Burnett Regional Council ('Council') places on advertisements in various media in accordance with the *Local Government Regulation 2012* ('Regulation'). Council may incur expenditure for advertising only if the advertising is for the provision of information or education to the public in the public interest to demonstrate the benefit/s for the South Burnett community.

2. SCOPE

This policy applies to all Council representatives.

3. GENERAL INFORMATION

3.1. Advertising Spending

Council will incur expenditure for advertising where the following applies:

- the advertising is for providing information or education to the public;
- the information or education is provided in the public interest; and
- the advertising falls into one (1) of the categories deemed acceptable as follows:
 - to advise the public of a new or continuing service or facility provided by Council;
 - to advise the public about changes to an existing service or facility provided by Council;
 - to promote the use of a service or facility provided by Council providing that such advertising does not breach the principles and limitations of competitive neutrality under the *Local Government Act 2009* ('Act');
 - to promote a change in the behaviour of people in Council's area for the reasonable benefit of all or some of the community or to achieve Council's stated objectives;
 - to advise the public of the time, place and content of scheduled meetings of Council;
 - to advise the public of the decisions made by Council at its meetings;
 - to request comment on proposed plans, policies or activities of Council;
 - to advertise matters required by legislation to be advertised;
 - to advertise matters as approved from time to time by the Chief Executive Officer ('CEO') in consultation with the Mayor; or
 - to promote the region.

3.2. Advertising authorisation and management

All advertising must be authorised and approved by the CEO or by the relevant Manager and be forwarded to Executive Services for processing and placement.

Advertising for positions vacant are to be directed to People and Culture for processing.

Advertising for tourism or promoting the region are to be directed to Executive Services for processing.

The Coordinator Executive Services will monitor the appropriateness and cost effectiveness of advertising undertaken and report to the CEO when concerns arise.

The approving officer must ensure:

- the expenditure is in accordance with this policy; and
- the cost of the advertisement is appropriate for the number of people it is intended to inform and provides a commensurate benefit to Council or the public;
- the documentation is available for scrutiny by both internal and external audit;
- the cost is available in the relevant budget item and meets the usual requirements for expenditure approvals; and
- requests for advertising meet the required deadlines; and
- a purchase order is raised prior to confirming bookings.

3.3. Local Government Elections

Council will not, during the period of three (3) months preceding an election of the local government other than a by-election, or during the period after the date of a by-election is advertised until the day of the election:

- place advertisements relating to future plans of Council unless, and only to the extent that, those plans have been formally adopted by Council;
- advertise the activities of Council otherwise than in the manner and form it is customary for Council to advertise its activities;
- place advertisements which seek to influence support for particular candidates, groups of candidates or potential candidates in the election; or
- bear the cost of advertisements featuring one (1) or more Councillors or containing quotations attributed to individual Councillors.

This does not preclude Councillors appearing in unpaid publicity or other publicity where the cost is not borne by the Council.

Council will ensure any advertising expenditure during a caretaker period is in accordance with the provisions in *Section 90A* through to *Section 90D* of the Act.

Advertising will not be used to promote the particular achievements or plans of a Councillor or group of Councillors. Advertising will not be used to influence the voters during an election.

4. DEFINITIONS

Advertising means promoting, for the payment of a fee, an idea, goods or services to the public as defined by the *Section 107* of the Regulation, as .

Caretaker Period means the period during an election for the Council that starts on the day when the public notice of the holding of the election is given and ends at the conclusion of the election, as defined in *Section 90A* of the Act. The exact dates of a caretaker period are determined by the Electoral Commission of Queensland (ECQ)

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

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)
 Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

Code of Conduct for Councillors in Queensland
 South Burnett Regional Council Caretaker Period Guidelines – Procedure023
 South Burnett Regional Council Community Engagement Policy – Statutory050
 South Burnett Regional Council Employee Code of Conduct – Statutory011
 South Burnett Regional Council Media Relations Policy – Strategic001
 South Burnett Regional Council Procurement Policy – Statutory007

7. NEXT REVIEW

As prescribed by legislation or May 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Policy Creation	9 December 2009	656632
2	Legislation Changes	13 December 2017	2438474
3	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/62	24 March 2021	2438474
4	Review of Policy – Resolution 2021/41	28 July 2021	2438474
5	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2438474
5	Review of Policy	15 May 2024	2438474

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 15 May 2024

11.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMMUNITY GROUP AND ORGANISATION INFRASTRUCTURE CHARGES POLICY - STATUTORY030

File Number: 15-May-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Community Group and Organisation Infrastructure Charges Policy - Statutory030

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to provide reduced infrastructure charges to certain community groups and organisations.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Community Group and Organisation Infrastructure Charges Policy – Statutory030 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 2023/2024	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms, and factsheets
	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The South Burnett Regional Council Community Group and Organisation Infrastructure Charges Policy – Statutory030 has been reviewed by the Senior Leadership Team, Environment and Planning and Corporate Governance and Strategy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

- Associations Incorporation Act 1981*
- Collections Act 1966*
- Planning Act 2016*
- Human Rights Act 2019 (Qld)*

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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



ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The purpose of this policy is to provide a framework that outlines the provision of reduced infrastructure charges to certain community groups and organisations.

ATTACHMENTS

- 1. **Community Group and Organisation Infrastructure Charges Policy - Statutory030**  



POLICY CATEGORY - NUMBER: Statutory030
POLICY OWNER: Environment & Planning
ECM ID: 2745007
ADOPTED: 15 May 2024

Community Group and Organisation Infrastructure Charges Policy

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

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') recognises the important contribution community groups and organisations make to the South Burnett region ('region') and is committed to reducing the costs for these entities to grow and expand their offerings.

2. SCOPE

This policy applies to infrastructure charges generated in accordance with South Burnett Regional Council Charges Resolution (No. 3) 2019.

The provision of direct grants or the waiver of other fees and charges (including development application fees) is not covered by this policy.

3. GENERAL INFORMATION

This policy outlines the types of community groups and organisations which may be eligible for a reduction in infrastructure charges, and the process by which the reductions may be achieved.

3.1. Eligible Community Groups and Organisations

Eligible community groups and organisations may apply for a reduction in infrastructure charges in accordance with this policy.

In order to be eligible for consideration for a reduction, community groups and organisations must satisfy the requirements of the following three (3) criteria:

- applicant;
- activities; and
- funding sources.

3.1.1. Applicant

Eligible community groups and organisations must either be Not-for-Profit or a charity, which provides a public service or community benefit in the region.

Council may consider relevant evidence of Not-for-Profit or charitable status including:

- Australian Taxation Office ('ATO') recognition of status;
- registration with the Australian Charities and Not-for-Profits Commission ('ACNC');

- recognition of Not-for-Profit or charity status from other government entities (including the Queensland Government);
- the incorporation of the group or organisation under the *Associations Incorporation Act 1981* (Qld) or the *Collections Act 1966* (Qld);
- the constitution or articles of incorporation of the entity; and
- the activities of the organisation (including its financial information if that information is provided).

Council retains a discretion to recognise other demonstration of the Not-for-Profit or charitable character of an organisation on a case-by-case basis. Meeting one or more of the criteria does not guarantee recognition as an eligible community group or organisation.

3.1.2. Activities

Eligible community groups or organisations must undertake an activity that benefits the community of the region as its main object. Examples of activities that may benefit the community include the following uses as defined in Council's Planning Scheme:

- cemetery;
- childcare centre;
- club;
- community care centre;
- community residence;
- community use;
- crematorium;
- educational establishment;
- emergency services;
- environment facility;
- funeral parlour;
- health care services;
- hospital;
- indoor sport and recreation;
- market;
- nature-based tourism;
- outdoor sport and recreation;
- park;
- place of worship;
- residential care facility;
- retirement facility;
- rooming accommodation (to the extent it supports another community-oriented activity, like a monastery); and
- theatre.

This list is not exhaustive, or determinative of an activity that benefits the community of South Burnett region. Applicants may demonstrate other activities that benefit the community of South Burnett region.

Developments that include the following activities as defined in Council's Planning Scheme that provides solely for residents over the age of 50 years, may be considered as activities that benefit the community:

- dual occupancy;
- dwelling house;
- dwelling unit; and
- multiple dwelling.

The community activity must be the main use of the land to which the infrastructure charges relate. An eligible community group or organisation may undertake another activity, including a commercial activity, if it is in support of the activity that benefits the community.

Development applications for reconfiguring of a lot is excluded from the application of this policy.

3.1.3. Funding Sources

If an eligible community group or organisation has not received any funding from a government source (including ongoing funding, grants, or other dispensations) in the last two (2) years, the group or organisation is an unfunded eligible community group or organisation.

If an eligible community group or organisation has received funding from a government source in the last two (2) years, the group or organisation is a funded eligible community group or organisation.

Council may choose to disregard grants below \$5,000 in determining whether an eligible community group is funded or unfunded.

Applications of this policy against other development (not the subject of the application under this policy) will be excluded from the determination of whether an eligible community group or organisation is funded or unfunded.

3.2. Discretion

Council retains absolute discretion to determine whether a community group or organisation is eligible and whether it is funded or unfunded.

3.3. Reduction in Infrastructure Charges

An application for reduction of infrastructure charges must be made at the time a development application is submitted for an eligible activity. The request must provide sufficient details and other information to enable Council to determine whether the community group or organisation satisfies the criteria under this policy, and to determine whether it is appropriate to reduce infrastructure charges. Council may request further information about an application if Council determines that more information is needed.

Eligible community groups or organisations may be entitled to reductions in infrastructure charges as follows:

- an unfunded eligible community group or organisation may apply for a 100% reduction of infrastructure charges, up to a maximum of \$20,000; and
- a funded eligible community group or organisation may apply for a 50% reduction of infrastructure charges, up to a maximum of \$10,000.

To receive a reduction in infrastructure charges, a group or organisation must enter into an infrastructure agreement with Council on Council's standard terms (and other terms that may be agreed on a case-by-case basis).

Council's costs with respect to the preparation and execution of the infrastructure agreement will be payable by the eligible community group or organisation and must be paid prior to Council executing the infrastructure agreement.

4. DEFINITIONS

Charity means an organisation or group that:

- has a constitution or rules that:
 - includes only charitable purposes which must be of public service or community benefit to residents of the South Burnett;
 - includes a clause that states it is not for profit (unless its membership consists only of charities); and
 - states that the assets and income of the organisation are applied solely to further its objects and no portion shall be distributed directly or indirectly to the members of the organisation except as genuine compensation for services rendered or expenses incurred on behalf of the organisation;
- is an incorporated association or a company limited by guarantee.

Commercial Activity means, in the context of an eligible community group or organisation, an activity (or part of an activity) that has a commercial, for-profit nature, including but not limited to the sale of alcohol, the provision of meals and the operation of gaming machines.

Community Group/Organisation means a Not-for-Profit community organisation or group, which provides a public service or community benefit, excluding any organisation or group that has gaming machines and/or trades regularly with a liquor licence (in a commercial manner).

Eligible Community Group or Organisation means a community group or organisation determined by Council to meet the criteria set out in clause 3.1.

Infrastructure Agreement has the meaning given by the *Planning Act 2016* (Qld).

Not-for-Profit means a community organisation or group which provides a public service or community benefit, that is not carried on for the profit or gain of its members. This applies for direct and indirect gains and both while the community organisation or group is being carried on and, on its winding up (its constitution or governing documents prohibit distribution of profits or gains to individual members and its actions are consistent with the prohibition). This definition is consistent with the definition used by the Australian Tax Office ('ATO').

Planning Scheme means the South Burnett Regional Council Planning Scheme.

5. LEGISLATIVE REFERENCE

Associations Incorporation Act 1981 (Qld)

Collections Act 1966 (Qld)

Planning Act 2016 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Planning Scheme

7. NEXT REVIEW

As prescribed by legislation or May 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	25 November 2020	2745007
2	Administrative change Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2745007
3	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2745007
4	Review of Policy	15 May 2024	2745007

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 15 May 2024

11.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE POLICY - STATUTORY045

File Number: 15-May-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Arts, Culture and Heritage Advisory Committee Policy – Statutory045.

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to provide a framework to set up an Arts, Culture and Heritage Advisory Committee to support regional arts, culture and heritage activity in the South Burnett region as a facilitator.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Arts, Culture and Heritage Advisory Committee Policy - Statutory045 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 2023/2024	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms, and factsheets
	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The South Burnett Regional Council Arts, Culture and Heritage Advisory Committee Policy – Statutory045 has been reviewed by Community and Lifestyle and Corporate Governance and Strategy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Code of Conduct for Councillors in Queensland
Crime and Corruption Act 2001
Local Government Act 2009
Local Government Regulation 2012

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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


ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The purpose of this policy is to provide a framework to set up an Arts, Culture and Heritage Advisory Committee to support regional arts, culture and heritage activity in the South Burnett region as a facilitator.

ATTACHMENTS

- 1. Arts, Culture and Heritage Advisory Committee Policy - Statutory045 [↓](#) 



POLICY CATEGORY - NUMBER: Statutory045
POLICY OWNER: Community & Lifestyle
ECM ID: 2787778
ADOPTED: 15 May 2024

Arts, Culture and Heritage 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

This policy provides the framework that South Burnett Regional Council ('Council') to institute the setup of an Arts, Culture and Heritage Advisory Committee ('Committee') to support regional arts, culture, and heritage activity in the South Burnett region ('region') as a facilitator.

2. SCOPE

This policy applies to all members of the Committee.

The objectives of this policy are to:

- provide leadership to the sectors through advocacy, promotion and development / maintenance of Council's arts, cultural and heritage assets;
- identify and respond to community needs through strategic planning;
- assist with local coordination of art culture and heritage activities;
- assist in the stimulation of the arts, culture, and heritage-based enterprises;
- encourage collaboration across sectors;
- manage and display Council's art and heritage collections across its facilities; and
- assess Regional Arts Development Fund ('RADF') applications in accordance with Council's Community Grants Program Policy.

3. GENERAL INFORMATION

3.1. Duties and Responsibilities

Council's primary role in supporting the arts, culture and heritage activity in the region is as a facilitator.

3.2. Membership

Two (2) Councillors will be appointed to the Committee, one (1) who will perform the role of Chairperson and one (1) who will perform the role of Deputy Chairperson. Council can at any time appoint a stand-in or replacement member to the Committee.

- a maximum of six (6) representatives from service providers / agencies or organisations who have expertise and experience in the provision of arts, cultural and heritage in the region; and

- a maximum of two (2) community representatives with an interest in the provision of arts, culture, and heritage in the region. Representation may also be considered cross industry representation such as tourism, infrastructure, economic development, natural resource management and sport and recreation.

Council's Chief Executive Officer ('CEO') and General Manager Liveability are appointed to the Committee as ex-officio members. Council's Community Development branch may be invited to provide advice and feedback to the Committee as appropriate and at the discretion of the CEO.

Committee members will be appointed for a two (2) year term, commencing on 1 July each year and if appointed at any time after 1 July, the first year of their term will end on 30 June.

Committee members may be nominated at the end of the two-year term to extend their appointment, however no Committee member may serve more than two (2) consecutive two (2) year terms or a total of four (4) years.

Council can at any time appoint a proxy or replacement members to the Committee.

Committee members acknowledge a commitment to participation on the Committee and must actively engage in the proceedings and business including attending meetings and responding to requests for comment.

3.3. Meetings

- the chairperson may determine the dates, times, and places for the Committee's meetings;
- the Committee meetings will be held quarterly on rotation with the meeting minutes and recommendations reported to Council at the Ordinary meeting.
- based on current priorities, grant funding opportunities or alike, the Committee may meet more regularly depending on current priorities and demand, and will meet at a minimum of four (4) times a year;
- the agenda will be prepared and circulated among Committee members and attendees at least five (5) days prior to the meeting;
- the Committee may collectively decide to invite other Council officers, elected representatives, guest speakers or relevant bodies or attendees to participate in Committee meetings and provide further information as necessary;
- a quorum shall consist of at least half of the members of the Committee plus one (1);
- Council shall provide secretarial functions and prepare a written report about the recommendations the Committee may make representation to Council about;
- the CEO shall present the report to Council at the next available Ordinary meeting;
- Council may nominate agenda items for the Committee meeting's agenda, and may specifically request feedback or stakeholder input from the Committee with regards to a specific topic or matter; and
- Council may submit agenda items or discussion topics to the Committee meeting for consideration and response by the Committee members.

3.4. Ethical Conduct

Committee members must exercise transparency, integrity, honesty, objectivity, and ethical conduct in the fulfilment of their duties and responsibilities. Committee members must ensure confidentiality, exercise prudence, care, and due diligence in the handling of Council and personal information acquired in the course of their duties.

Committee members must immediately declare to the chairperson any interest that may represent a real, potential or apparent conflict of interest related to their Committee membership. In case of a conflict of interest involving the chairperson, declaration to the CEO is required. The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary.

3.5. Committee Evaluations

The Committee will conduct an annual self-assessment to evaluate its performance and ensure the efficient and effective achievement of objectives. The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed. The chairperson will take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

4. DEFINITIONS

Council means South Burnett Regional Council.

5. LEGISLATIVE REFERENCE

Code of Conduct for Councillors in Queensland

Crime and Corruption Act 2001 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Arts, Culture and Heritage Policy – Strategic 009

South Burnett Regional Council Community Grants Program Policy – Strategic005

South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory 017

South Burnett Regional Council Employee Conflict of Interest Policy – Statutory 033

South Burnett Regional Council Employee Code of Conduct Policy – Statutory 011

South Burnett Regional Council Fraud and Corruption Prevention Management Policy – Statutory 021

7. NEXT REVIEW

As prescribed by legislation or May 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development and Adoption	24 March 2021	2787778
2	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2787778
3	Review of policy	14 December 2022	2787778
4	Review of policy	15 May 2024	2787778

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date: 15 May 2024

11.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL SURVEILLANCE CAMERA OPERATIONS POLICY - STATUTORY051

File Number: 15-May-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Surveillance Camera Operations Policy – Statutory051

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to protect and maintain its assets and the safety and wellbeing of Council representatives, community and visitors to the region.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Surveillance Camera Operations Policy – Statutory051 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 2023/2024	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms, and factsheets
	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The South Burnett Regional Council Surveillance Camera Operations Policy – Statutory051 has been reviewed by the Senior Leadership Team and Corporate Governance and Strategy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009
Right to Information Act 2009
Information Privacy Act 2009

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in a way compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not

absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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


ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The purpose of this policy is to protect and maintain its assets and the safety and wellbeing of Council representatives, community and visitors to the region.

ATTACHMENTS

- 1. **Surveillance Camera Operations Policy - Statutory051** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory051
POLICY OWNER: Corporate, Governance & Strategy
ECM ID: 2615354
ADOPTED: 15 May 2024

Surveillance Camera Operations 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 protect and monitor its assets, and the safety and wellbeing of Council representatives', community, and visitors to the region. This policy provides direction for:

- establishing and monitoring Close Circuit Television ('surveillance cameras') in public places in accordance with approved Australian Standards, Federal and State legislation requirements;
- minimising criminal and anti-social behaviour and improving safety within the South Burnett local government area; and
- providing a framework for ensuring requests for surveillance cameras are managed and assessed equitably and in accordance with relevant legislation.

2. SCOPE

This policy applies to Council controlled surveillance cameras within the Council local government area.

3. GENERAL INFORMATION

Council's surveillance camera systems in public spaces will not be monitored in real time by Council representatives, or other agencies unless monitoring for the early identification and rapid response to anti-social behaviours for identified law enforcement operations or major community events.

3.1. Key Principles

The key guiding principles for surveillance cameras are that:

- surveillance cameras will be operated fairly, within applicable legislative requirements and only for the purposes for which it is established;
- surveillance cameras will be used to identify possible crimes and general antisocial behaviour occurring within the areas covered by Council's surveillance cameras;
- surveillance cameras will be operated with due regard to individual's privacy in accordance with the *Information Privacy Act 2009* ('Act');

- the public interest in the operation of surveillance cameras will be recognised by ensuring the security and integrity of the system and to identify whether surveillance cameras aim, objectives and key principles, are being achieved; operational procedures.

3.2. Ownership of the surveillance cameras

Council is responsible for the installation, monitoring and review of Council owned surveillance cameras.

Council retains ownership and copyright of all footage, images and documentation held by Council owned surveillance cameras.

3.3. Operational Boundaries

The area of operation of the surveillance cameras, must be within the boundary of the local government area and in locations Council has identified as public areas considered to be at risk to public, property and Council representative safety.

3.4. Public Information

Council will ensure appropriate signage is displayed in all areas where the surveillance cameras are operational. Signs will comply with the Australian Standard AS4806.1-2006 and will be displayed on the boundary of the area covered by the surveillance cameras system and/or at other key points.

3.5. Footage / Image - Confidentiality and Release

Technical information relating to surveillance cameras, including but not limited to camera capability, Queensland Police Services procedures/MOUs, will not be provided to any unauthorised persons under any circumstances.

All requests for footage and/or images by a Law Enforcement Agency, must be submitted on the Application to Release Surveillance Camera Footage and/or Images Form. Requests to release surveillance camera footage/images will be assessed in accordance with the provisions of the *Right to Information Act 2009*.

Council has delegated officers under the *Right to Information Act 2009* within the Corporate, Governance & Strategy Branch who are responsible for the administration of the provision of data.

Council will not sanction or directly provide unauthorised footage/images from any surveillance cameras.

Requests must be made within seven (7) days of the incident/event.

3.6. Complaints

All complaints in relation to the surveillance cameras will be fully investigated in accordance with Council's Complaint Management Policy.

4. DEFINITIONS

Access means the act of viewing or requesting copies of surveillance cameras footage/images.

Antisocial behaviour means 'riotous, disorderly, indecent, offensive, threatening or insulting behaviour, as described in Schedule 1, 1(a) of Council's *Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads)*'.

Closed Circuit Television (surveillance cameras) means cameras which records footage/images transmitting to a specific site for surveillance in public spaces or the protection of assets.

Law enforcement agency means any of the following:

- Queensland Police Service;
- a police force or police service of another State or a Territory;
- the Australian Federal Police;
- the Police Integrity Commission;
- the Australian Crime Commission;
- the Queensland Crime Corruption Commission;

- the Department of Corrective Services;
- the Department of Children, Youth Justice and Multicultural Affairs;
- any other authority or person responsible for the enforcement of the criminal laws of the Commonwealth or of the State; and
- a person or body prescribed for the purposes of this definition by legislation.

Mobile camera means any device capable of recording footage that is installed in a stationary location for a period of time such as dash cams or body worn video cameras that are primarily used for Council activities associated with enforcement by authorised officers of Council in their delegated tasks or any other such wearable, handheld/controlled device.

Personal Information means information or an opinion, including information or an opinion forming part of a database, whether true or not and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Public Space means any place to which the public has access as of right or by invitation, whether express or implied and whether or not a charge is made for admission to the place.

5. LEGISLATIVE REFERENCE

Information Privacy Act 2009

Local Government Act 2009

Right to Information Act 2009

6. RELATED DOCUMENTS

Australian Standard (AS4806.1 - 2006) Part 1: Closed Circuit Television (CCTV) - Management and Operation

Australian Standard (AS4806.2 - 2006) Part 2: Closed Circuit Television (CCTV) - Application Guidelines

Local Law 1 (Administration) 2011

Queensland State Archives 'Managing Closed Circuit Television (CCTV) Records - Guideline for Queensland Public Authorities

South Burnett Regional Council Application to Release Surveillance Camera Footage and/or Images Form

South Burnett Regional Council Surveillance Camera Operations Procedure – Procedure091

7. NEXT REVIEW

As prescribed by legislation or May 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Creation of Policy	21 August 2019	2615354
2	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2615354
3	Policy Review – Resolution 2021/47	28 July 2021	2615354

4	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2615354
5	Review of policy	15 May 2024	2615354

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 15 May 2024

11.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CONSIDERATION OF APPLICATIONS FOR REDUCTION IN COUNCIL'S FEES & CHARGES - BUILDING, PLUMBING & PLANNING APPLICATIONS POLICY - STRATEGIC017

File Number: 15-May-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Consideration of Applications for reduction in Council's Fees & Charges - Building, Plumbing & Planning Applications Policy - Strategic017

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to provide a framework to consider requests for relief from Council fees and charges for Building, Plumbing and Planning applications.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Consideration of Applications for reduction in Council's Fees & Charges - Building, Plumbing & Planning Applications Policy - Strategic017 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 2023/2024	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms, and factsheets
	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The South Burnett Regional Council Consideration of Applications for reduction in Council's Fees & Charges - Building, Plumbing & Planning Applications Policy - Strategic017 been reviewed by Environment and Planning and Corporate Governance and Strategy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009
Local Government Regulation 2012

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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


ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The purpose of this policy to provide a framework to consider requests for relief from Council fees and charges for Building, Plumbing and Planning applications.

ATTACHMENTS

- 1. **Consideration of Applications for reduction in Council's Fees & Charges - Building, Plumbing & Planning Applications Policy - Strategic017** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic017
POLICY OWNER: Environment & Planning
ECM ID: 432799
ADOPTED: 15 May 2024

Consideration of Applications for reduction in Council's Fees & Charges – Building, Plumbing & Planning Applications Policy

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

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1. POLICY STATEMENT

This policy provides a framework that South Burnett Regional Council ('Council') will adopt to consider requests for relief from Council fees and charges for Building, Plumbing & Planning applications.

2. SCOPE

This policy applies to Council representatives in providing assistance to community welfare, sporting and cultural organisations, groups and community individuals based within the South Burnett Regional Council region ('region'). Consideration may be provided to community organisations external to the region who provide a service which benefits the region.

3. GENERAL INFORMATION

Applicants must demonstrate that they meet the eligibility criteria determined in this policy.

3.1. Funding Availability

Provide financial assistance for community individuals, groups or community organisations, to a maximum of 50% of the application fee subject to budget constraints.

3.2. Eligibility

Council will consider providing financial assistance to individuals, community groups or organisations, where:

- the community or not-for-profit organisation or group has significant local membership, or
- the community organisation or group has members, residing, working or has a connection to the region;
- the individual resides in, works in or has a definite connection to region;
- the project will deliver tangible benefits (for example economic, financial or social) to residents of the region; or
- a community organisation external to the region that provides a service of tangible benefit (for example economic, financial or social) to the residents of the region.

This policy provides for a reduction in fees and charges where the applicant, who is not a community organisation, is able to provide documented proof of extraordinary circumstances and/or financial hardship to Council.

4. DEFINITIONS

Council means the South Burnett Regional Council

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

Consideration of Fees & Charges Reduction Form

7. NEXT REVIEW

As prescribed by legislation or May 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	2 April 2009	432799
2	Review of policy	15 May 2024	432799

Mark Pitt PSM

CHIEF EXECUTIVE OFFICER

Date: 15 May 2024

11.6 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COMPLAINT MANAGEMENT POLICY - STATUTORY040

File Number: 15-May-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Complaint Management Policy – Statutory040.

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to provide a framework to assess complaints it receives.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Complaint Management Policy – Statutory040 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 2023/2024	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms, and factsheets
	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The South Burnett Regional Council Complaint Management Policy – Statutory040 has been reviewed by Corporate Governance and Strategy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Information Privacy Act 2009

Local Government Act 2009

Local Government Regulation 2012

Public Interest Disclosure Act 2010

Section 4(b) of the Human Rights Act 2019 requires public entities to act and make decisions in a way compatible with human rights. The Act requires public entities to only limit human rights in certain circumstances and after careful consideration. The human rights protected under the Act are not

absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The purpose of this policy to provide a framework to provide a framework to assess complaints it receives.

ATTACHMENTS

- 1. **Complaint Management Policy - Statutory040** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory040
POLICY OWNER: Corporate, Governance & Strategy
ECM ID: 2647803
ADOPTED: 15 May 2024

Complaint Management Policy

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

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1. POLICY STATEMENT

This policy provides the framework that South Burnett Regional Council ('Council') will adopt to assess complaints it receives.

2. SCOPE

This policy applies to complaints made to Council but does not apply to a complaint that is a Request for Service or information.

3. GENERAL INFORMATION

Effective complaint management is essential to maintain Council's accountability and integrity. Council has developed a Complaint Management Process (CMP) intended to:

- review decisions made;
- rectify decisions where required;
- identify and rectify defective business processes;
- promote customer satisfaction, and
- maintain good administrative practice.

Complaints

Complaints can be made by a person directly affected by that action, the complainant, or by another person on behalf of the complainant, provided written authority is provided.

Complaints may be referred to Council for investigation by an external agency.

A complaint must be made no later than six (6) months after the Complainant was notified or made aware of the issue, decision or action in question.

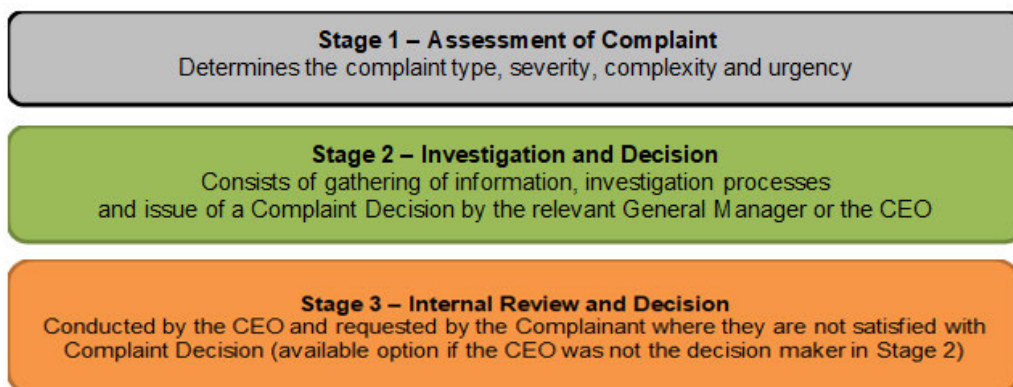
Council will adopt different methods of dealing with complaints depending on the type of complaint received.

Complaint	Description	Investigation Process
Administrative Action Complaints	Dissatisfaction by a person affected by a decision or failure to make a decision; an act or failure to do an act; the formulation of a proposal or	South Burnett Regional Council Administrative Action Complaint Procedure

	intention or the making on a recommendation	
Any other complaint	Any other complaint not captured by the above categories	Referred to the CEO for direction on management process to be used.
Conduct of a Councillor	Allegations made about the conduct of a Councillor	Referred to the Office of the Independent Assessor ('OIA') OIA may refer a complaint back to Council for investigation under the Councillor Conduct Complaints Investigation Policy and/or South Burnett Regional Council Conduct of Council & Committee Meetings Policy
Conduct of a Council employee	Allegations made about the conduct of a Council employee	Employee Code of Conduct Employee Complaint & Grievance Procedure
Conduct of the Chief Executive Officer (CEO)	Allegations made about the conduct of the CEO	Dealing with a Complaint involving the CEO Policy
Court decision	Complaint against a decision made by any Court	Legal advice and representation sought where required
Decision made under any local law	Complaint regarding a decision made under a local law	Reviewable under a local law process;
Decision made under any statute	Complaint regarding a decision made under any statute e.g. planning complaint under the <i>Planning Act 2016</i>	Progressed through relevant statutory process.
Fraud and corruption	Alleged fraud and corruption	Fraud and Corruption Prevention Management Policy Referred to external agencies as required by legislation.
Human Rights violation	Alleged breach of a person's human rights.	<i>Human Rights Act 2019</i> Human Rights Complaints Procedure
Public Interest Disclosures	Disclosures made under the <i>Public Interest Disclosure Act 2010</i>	Public Interest Disclosure Policy

Complaint Management Process (CMP)

Council’s CMP consists of the following three (3) stage process:



Complainants will be notified of outcomes in accordance with specific policies/procedures relevant to the CMP.

4. DEFINITIONS

Complaint means an expression of dissatisfaction made in person, by telephone, email, online form, mail, fax, anonymously or by representative for a person affected by:

- a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision;
- an act, or a failure to do an act;
- the formulation of a proposal or intention by Council;
- the conduct of a Councillor;
- the conduct of an employee;
- the conduct of the Chief Executive Officer; or
- the making of a recommendation by Council.

For a customer request to be accepted as a complaint, an assessment will be undertaken by Corporate, Governance & Strategy in consultation with the relevant Council Department.

Complaint Management Databases means databases managed by Council for recording complaint details and outcomes as well as details required for statutory and Council reporting.

Complainant means the person or party making a complaint.

Complaint Decision means the decision by the Investigating Officer in relation to the complaint.

Council means the South Burnett Regional Council.

Councillor means an elected representative of South Burnett Regional Council, including the Mayor and Deputy Mayor.

Council employee means a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council. Additionally, for the purposes of this policy, includes contractors, consultants, trainees, and volunteers.

External Agency means an organisation or company external to Council that interact with Council and may influence Council decision but are not under its direct control.

Human Rights means the 23 rights under the *Human Rights Act 2019*.

Internal Review means a review by the CEO (or delegated person) of the complaint, investigation process/methods and Complaint Decision.

Request for Service means a requirement for Council to carry out action on an operational issue.

Review Decision means the decision by the Internal Reviewer in relation to the Complaint Decision and investigation processes/methods.

5. LEGISLATIVE REFERENCE

- Human Rights Act 2019 (Qld)*
- Information Privacy Act 2009 (Qld)*
- Local Government Act 2009 (Qld)*
- Local Government Regulation 2012 (Qld)*
- Public Interest Disclosure Act 2010 (Qld)*

6. RELATED DOCUMENTS

- Code of Conduct for Councillors in Queensland
- South Burnett Regional Council Administrative Action Complaint Procedure –Procedure075
- South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028
- South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory017
- South Burnett Regional Council Dealing with a Complaint involving the CEO Policy – Statutory054
- South Burnett Regional Council Employee Code of Conduct – Statutory011
- South Burnett Regional Council Employee Complaint & Grievance Procedure – Procedure057
- South Burnett Regional Council Fraud & Corruption Prevention Management Policy – Statutory021
- South Burnett Regional Council Human Rights Complaints Procedure – Procedure004
- South Burnett Regional Council Public Interest Disclosure Policy – Statutory046

7. NEXT REVIEW

As prescribed by legislation or May 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Adoption of policy	8 April 2008	2647803
2	Review of policy	24 June 2014	2647803
3	Review of policy	15 February 2017	2647803
4	Review of policy	12 December 2018	2647803
5	Review of policy (combining complaint handling and inclusion of human rights complaints)	11 December 2019	2647803
6	Review of policy	22 September 2021	2647803
7	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2647803
8	Review of policy	15 May 2024	2647803

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 15 May 2024

11.7 ADOPTION OF THE SOUTH BURNETT REGIONAL EMPLOYEE CODE OF CONDUCT POLICY - STATUTORY011

File Number: 15-May-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Employee Code of Conduct Policy – Statutory011

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to provide a set of standards and behaviours and puts responsibility on all Council employees to follow the ethics and local government principles in accordance with legislation and Council's corporate values.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Code of Conduct Policy – Statutory011 be adopted as presented.

FINANCIAL AND RESOURCE IMPLICATIONS

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

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021 - 2026	OR2 Achieve community recognition as an ethical Council that values and practices community consultation, accountable governance, and open and transparent decision-making
Operational Plan 2023/2024	Deliver the Council Policy Governance Framework aligned to strategic planning and relevant legislation incorporating Council's policies, procedures, forms, and factsheets
	Promote a high standard of corporate responsibility, transparency and accountability in decision making at all levels of the organisation in the best interest of Council and the community aligning to legislation and Council policy

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The South Burnett Regional Council Code of Conduct Policy – Statutory011 has been reviewed by the People and Culture and Corporate Governance and Strategy.

The South Burnett Regional Council Code of Conduct Policy – Statutory011 was presented at the Executive Leadership Team meeting held on 30 January 2024, the Senior Leadership Team meeting held on 6 February 2024 and the Joint Consultative Committee Meeting on 22 February 2024 and through the JCC has completed engagement with the various unions that have coverage.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Anti-Discrimination Act 1991
Crime and Corruption Act 2001

Environmental Protection Act 1994
Information Privacy Act 2009
Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Public Interest Disclosure Act 2010
Public Sector Ethics Act 1994
Work Health and Safety Act 2011
Human Rights Act 2019 (Qld)

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

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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



ASSET MANAGEMENT IMPLICATIONS

No direct asset management implications arise from this report.

REPORT

The purpose of this policy is to provide a set of standards and behaviours and puts responsibility on all Council employees to follow the ethics and local government principles in accordance with legislation and Council’s corporate values.

ATTACHMENTS

- 1. **Employee Code of Conduct - Statutory011**  



POLICY CATEGORY - NUMBER: Statutory011
POLICY OWNER: People & Culture
ECM ID:1112607
ADOPTED: 15 May 2024

Employee Code of Conduct Policy

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

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') is committed to conducting its business with integrity, honesty and fairness and complies with all relevant laws, legislation, codes, and corporate standards.

The Employee Code of Conduct ('Code') is a set of standards and behaviours and puts responsibility on all Council employees to follow the ethics principles detailed in the *Public Sector Ethics Act 1994* and the local government principles detailed in the *Local Government Act 2009* and Council's corporate values.

2. SCOPE

This policy applies to all Council employees. This policy may also apply to contractors if stipulated in their contract.

3. GENERAL INFORMATION

The Code aims to deliver best practice by ensuring service standards are clear and guided by sound ethics.

The Code does not cover every situation. The values, ethics, standards, and behaviours are a reference point to help make decisions in situations it does not directly identify. If a Council employee acts in good faith and in keeping with the Code, the Council employee can reasonably expect to be supported by management.

The Good Decisions Resource produced by the Queensland Ombudsman can assist Council employees in situations not covered by the Code.

3.1. Legislative Principles & Council Corporate Values

The *Local Government Act 2009* ('Act') sets out the way in which a local government is constituted and the nature and extent of its responsibilities and powers. The Act requires that Council's actions are consistent with the local government principles.

3.2. The First Principle: Integrity and Impartiality

3.2.1. Ethics Value

Public service agencies, public sector entities and public officials seek to promote public confidence in the integrity of the public sector and:

- a) are committed to the highest ethical standards;

- b) accept and value their duty to provide advice, which is objective, independent, apolitical and impartial;
- c) show respect towards all persons, including employees, clients and the general public;
- d) acknowledge the primacy of the public interest and undertake that any conflict of interest issue will be resolved or appropriately managed in favour of the public interest; and
- e) are committed to honest, fair, and respectful engagement with the community.

3.2.2. Conflict of Interest

Council employees must refer to Council's Employee Conflict of Interest Policy – Statutory048 on requirements in relation to the disclosure of a perceived, potential or actual conflict of interest.

3.2.3. Good Decisions

The community expects Council will operate consistently and fairly and Council's suite of guidelines, policies and procedures ensure this can happen. Council employees must ensure that information is identified and considered when making good decisions and recognise the *Human Rights Act 2019* when making decisions whilst at work.

Council employees must not influence any person in an improper way with the aim to obtain personal advantage or favour. All decisions need to be, and be seen to be, fair and transparent. This includes good recordkeeping, and documenting how decisions were made. You must not in any way misrepresent your qualifications, experience or expertise in any recruitment and selection process.

Refer to the 'Good Decisions Guide' provided by the Queensland Ombudsman for further information about how to undertake good and ethical decisions and consider the 23 rights protected by the *Human Rights Act 2019*.

3.2.4. Gifts and Benefits

Council employees must refer to Council's Gifts and Benefits Policy – Strategic002 on appropriate conduct in the event of offering or being offered a gift or benefit in the course of their official duties, or whilst representing Council.

3.2.5. Employment outside of Council (Secondary Employment)

Where a Council employee is wishing to undertake secondary employment (i.e., paid, unpaid, voluntary or hobby) outside their work with Council a Application for secondary Employment must be made prior to commencement of the secondary employment. The application will be assessed to ensure that:

- a conflict of interest does not exist or could develop, between secondary employment and official duties;
- that the secondary employment has no effect on the performance of a Council employees official duties including considerations for the effects from workplace health and safety and fatigue management;
- that the secondary employment does not involve use of Council resources (physical, technological, or intellectual).

In accordance with the *Local Government Act 2009*, where a Council employee seeks to be employed by more than one local government at the same time, approval of each of the local governments is required prior to a Council employee being appointed to the second position.

Council will not unreasonably withhold permission for secondary employment but is not obligated to provide it where a conflict of interest may occur.

3.2.6. Media Relations and Public Comments on Council Business

Council employees must refer to Council's Media Relations Policy – Strategic001 on the principles, protocols and methods for managing communication to ensure consistent, factual information is provided to the community through the media.

3.2.7. Acceptable Requests Guidelines

Council employees must refer to Council's Acceptable Request Guidelines Policy – Statutory004 on

guidelines for Councillors about the way that they can ask for advice from Council employees in order to assist them in carrying out responsibilities under the *Local Government Act 2009*.

3.2.8. External Activities

Council supports and is committed to ensuring Council employees are free to engage in trade union, party-political, professional, interest group or charity activities of their choosing. Council employees must make sure that participation in external activities does not cause a conflict of interest, and/or unduly restricts or interferes with the performance of official duties with Council.

Council employees are not to take part in political affairs whilst on duty. Council's Information Communication Technology ('ICT') systems, including internet access and email, Council newsletters and workplaces must not be used for political messages or circulating defamatory or disparaging remarks against individuals or groups.

If Council employees comment publicly on any social platform, newspaper, or other form of communications, in connection with external activities, Council employees must make a clear distinction between opinions as a member of the external organisation, as a Council employee.

Council employees must not use Council information or information gained in the course of your official duties as a Council employee, to advance your position or standing within an external organisation, nor for the benefit or promotion of an external organisation.

Council employees must not provide Council information to members of other groups or related persons, except where this information is publicly available.

As a member of an external organisation, Council employees need to be aware that participating in activities in the public arena, where you may be identified as a Council employee, can give a perception of a conflict of interest.

3.2.9. Behaviour Toward Each Other

Council employees are expected to value trust and must treat each other with respect, honesty, fairness, sensitivity, and dignity. Council employees who supervise or manage other employees have an additional responsibility to model this kind of behaviour and ensure the Council employees they supervise understand the standard of performance and behaviour that is expected of them at work and when dealing with ratepayers and the public generally.

Council employees must not behave towards any other person in a way that could be perceived as intimidating, overbearing, or bullying, or that may constitute unwelcome conduct of a sexual nature.

Effective teamwork is an essential part of a productive workplace culture. Council employees are expected to work co-operatively with fellow Council employees and actively and willingly take part in team activities.

3.2.10. Non-Discriminatory Workplace

Council employees must refer to Council's Anti-Discrimination & Equal Employment Opportunity Policy – Statutory037 on the responsibilities of employees and management in preventing and addressing discrimination in or associated with the workplace.

3.2.11. Sexual and other forms of Workplace Harassment

Council employees must refer to Council's Anti-Discrimination & Equal Employment Opportunity Policy – Statutory037 on the responsibilities of employees and management in preventing and addressing discrimination in or associated with the workplace.

3.2.12. Domestic and Family Violence

Council employees must refer to Council's Domestic and Family Violence Policy – Statutory052 on the responsibilities of Council and Council employees that are affected by domestic violence.

3.3. The Second Principal: Promoting the Public Good

Public sector is the mechanism through which the elected representatives deliver programs and services for the benefit of the people of Queensland, public service agencies, public sector entities and public officials:

- accept and value their duty to be responsive to both the requirements of government and to the public interest;
- accept and value their duty to engage the community in developing and effecting official public sector priorities, policies, and decisions;
- accept and value their duty to manage public resources effectively, efficiently, and economically;
- value and seek to achieve excellence in service delivery;
- value and seek to achieve enhanced integration of services to better service clients.

3.3.1. Customer Service and Personal Presentation

Council employees must refer to Council's Corporate and Field Uniform and Dress Policy – Administrative014 which establishes guidelines for the provision and mandatory wearing of Council's uniform, health and safety and general presentation standards.

3.3.2. Fairness to Suppliers

Council employees must refer to Council's Procurement Policy Statutory007 which establishes the procurement principles to follow and apply to all procurement processes and activities undertaken by Council.

3.3.3. Public Money

Council employees must refer to Council's Procurement Policy Statutory007 which establishes the procurement principles to follow and apply to all procurement processes and activities undertaken by Council.

3.3.4. Intellectual Property

Council employees must ensure their actions do not breach or infringe the *Copyright Act 1968*, by unlawfully using the intellectual property of any individual or organisation (including Council).

Council employees must respect the copyrights, trademarks and patents of suppliers and other organisations outside Council which includes not reproducing or quoting suppliers' material unless your license specifically allows it.

Council employees must not store or copy audio, video, or image files, printed media, and software on Council assets without an appropriate license or approval. Where this is unclear Council employees must seek written approval from the CEO or delegate before arranging to publish, disclose or reproduce any articles or materials as part of official duties.

Any original work, invention, or product you have contributed to in association with a Council employee's official duties remains the property of Council. Council employees must not publish or disclose any matters relating to Council's intellectual property without appropriate authority. This does not prevent Council employees from sharing with other organisations information relating to your official duties. A Council employee must seek clarification from manager if unsure whether sharing with other organisations is a breach of the Code.

3.3.5. Concern for the Environment

Council employees must refer to the *Environmental Protection Act 1994* to ensure that the general environmental duties are adhered to and where applicable the duty to notify of environmental harm.

3.4. The Third Principle: Commitment to the System of Government

The Public sector has a duty to uphold the system of government and the laws of the State, Commonwealth and local government, public service agencies, public sector entities and public officials.

3.4.1. Acting within the Law

A Council employee is expected to comply with applicable legislation, awards, Agreements, Council policies and local laws.

Council employees have the right and responsibility to respectfully question how they do their work, particularly if they think there is an imminent risk to the safety of themselves or others, or there is a better way of doing something, or if they think a direction may be in breach of the law. When a

Council employee has recorded their suggestion or concern they are required to work as directed by the team leader/supervisor/manager, except where there is an imminent risk to safety. If the matter cannot be resolved within the workgroup, it should be immediately referred to the manager.

If a Council employee is charged with having committed any indictable offence, are subject to an indictable offence conviction, or are subject to a summary conviction, they should report the circumstances to your manager immediately. All disclosures of will remain confidential.

3.4.2. Delegations and Signing Documents on Behalf of Council

Council employees may be requested to undertake an action on behalf of the CEO or delegate. Prior to exercising any power on behalf of the CEO Council employees must ensure an appropriate delegation pursuant to State or Federal legislation exists that allows the exercise the power.

3.4.4. Fraud and Corruption

Council employees must refer to Council’s Fraud and Corruption Prevention Management Policy – Statutory021 to be aware of obligations and responsibilities regarding ethical conduct and the reporting of instances or suspected instances of fraudulent or corrupt activity.

3.4.5. Information Privacy

Council employees must refer to Council’s Information Privacy Policy – Statutory038 to ensure that reasonable steps to protect the privacy of individuals by ensuring that the collection, use, disclosure and handling of personal information is in accordance with legislation.

3.5 The Fourth Principle: Accountability and Transparency

Public trust in public office requires high standard of public administration, public service agencies, public sector entities and public officials.

3.5.1. Using Council’s Physical Assets

Council employees must refer to Council’s Computer, Internet and Email Usage Policy – Strategic007 and Motor Vehicle Procedure – Procedure014 to ensure that the use of Councils assets is utilised appropriately.

3.5.2. Diligence, care, and attention

Council employees are to by carry out duties honestly, responsibly, in a conscientious manner and to the best of your ability. This includes:

- being punctual and not being absent from your workstation/location during work time without reason;
- giving priority to official duties over personal activities (other than emergencies) during work time;
- helping Council achieve its mission and goals by acting to improve systems and practices;
- conducting yourself in a way so others gain confidence and trust in the way Council does business;
- not allowing your conduct to distract or prevent others from working (e.g., wasting time chatting about personal matters and interrupting other staff);
- advising your manager when you have spare capacity to take on additional duties; and
- not exposing Council to a judgment for damages against it, as a result of your negligence or breach of any law or policy.

If Council employees are responsible for managing or supervising others, you must ensure that:

- you model the values and principles outlined in this Code and ensure that employees within your area of responsibility understand and comply with the Code;
- you do not come under a financial obligation to any Council employee you supervise or manage;
- your work and the work of those you supervise contributes to the achievement of Council’s vision;
- Council employee performance is monitored, and individuals are given constructive and regular feedback on their performance in line with policies and procedures;

- where practicable, Council employees are given training opportunities to assist them in developing their careers within Council;
- Council employees are provided with information that is vital for effective work performance;
- the opinions of Council employees are respected and considered;
- workloads are fairly distributed and reasonable work allocation is provided to ensure full work time occupancy;
- resourcing for a work team is neither excessive nor inadequate for the job;
- Council employees who collect, handle, or disburse public money are properly supervised;
- Council employee work times, overtime, allowances, and absences are correctly recorded on timesheets and pay summary reports; and
- appropriate action is taken if breaches of this Code occur.

3.5.3. Attendance at and Absence from Duty

Council employees are expected to follow Council employment and working arrangements, agreements and adhere to reasonable expectations relating to attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods.

Council employees have an obligation to ensure they promptly notify their supervisor/manager as soon as possible before expected start time upon becoming aware they are going to be absent from work. Failure to promptly notify Council may result in the non-payment of salary/wages for the period of absence and/or may result in Council taking disciplinary action.

3.5.4. Self-Development

Council employees must refer to Council's Learning and Development Policy – Strategic013 that provides guidelines on Council's commitment to the learning and development of its employees, in relation to training, educational assistance and professional development.

3.5.5. Workplace Health and Safety

Council employees will commit to a culture of zero harm in the way Council conducts business and activities. Council will endeavour to ensure that persons are free from:

- death, injury, or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work; and
- the risk of death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work.

Council employees must take reasonable steps to ensure own safety, health and welfare in the workplace as well as have a duty of care to fellow employees and members of the public. Council employees have obligations to comply with in relation to Workplace Health and Safety, which includes complying to the Workplace Health and Safety Policy – Statutory015 and all associated policies, procedures, guidelines, manuals, and safe work method statements.

3.6. Breaches of the Code

Council expects all Council employees whilst engaged in Council duties to ensure they demonstrate the basic standards of acceptable conduct as stated in this Code. All Council employees have the responsibility to comply with this Code of Conduct and all other policies which Council implements and/or varies from time to time.

Any act or lack of action by a Council employee that contravenes this Code may result in Council taking disciplinary action against that Council employee, up to and including dismissal. All suspected breaches will be dealt with on a case-by-case basis.

In cases where a suspected breach of this Code is under investigation, and if the CEO deems it appropriate, any employee suspected of a breach of this Code may be suspended from duty on full pay until the investigation has been completed.

3.7. Information about Employee Conduct

Council employees have the right to make a Public Interest Disclosure to a proper authority subject to, and in accordance with, the *Public Interest Disclosure Act 2010* and Council's Public Interest Disclosure Policy, where a Council employee believes on reasonable grounds that they possess information about another Council employee's conduct that relates to:

- official misconduct; or
- maladministration; or
- a substantial misuse of public resources, other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes, or priorities of expenditure; or
- a substantial and specific danger to public health or safety; or
- a substantial and specific danger to the environment.

4. DEFINITIONS

Conflict of Interest means a conflict between a Council employee's duties and responsibilities and the Council employee's private interests. Conflicts can be actual, perceived or potential depending on the circumstances. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage – whether financial or otherwise.

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

Maladministration means administrative action that was taken contrary to the law, was unreasonable, unjust, oppressive, or improperly discriminatory, or was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances, or was taken for an improper purpose, or on irrelevant grounds, or having regard to irrelevant considerations, or was an action for which reasons should have been given, but were not given, or was based wholly or partly on a mistake of law or fact, or was wrong.

Official Misconduct means conduct that could, if proved be a criminal offence, or a disciplinary breach providing reasonable grounds for terminating a Council employee.

5. LEGISLATIVE REFERENCE

Anti-Discrimination Act 1991 (Qld)
Crime and Corruption Act 2001 (Qld)
Environmental Protection Act 1994 (Qld)
Information Privacy Act 2009 (Qld)
Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Public Interest Disclosure Act 2010 (Qld)
Public Sector Ethics Act 1994 (Qld)
Work Health and Safety Act 2011 (Qld)

6. RELATED DOCUMENTS

Queensland Ombudsman "Good Decisions Resource"
 South Burnett Regional Council Acceptable Requests Guidelines Policy – Statutory004
 South Burnett Regional Council Anti-Discrimination and EEO Policy – Statutory053
 South Burnett Regional Council Complaint and Grievance Procedure – Procedure057
 South Burnett Regional Council Computer, Internet, and Email Usage Policy – Strategic007
 South Burnett Regional Council Corporate and Field Uniform and Dress Policy – Administrative014
 South Burnett Regional Council Discipline Procedure – Procedure009

- South Burnett Regional Council Drug and Alcohol Policy – Administrative004
- South Burnett Regional Council Employee Discipline Procedure – Procedure009
- South Burnett Regional Council Fitness for Work Policy – Strategic018
- South Burnett Regional Council Gifts and Benefits Policy – Strategic002
- South Burnett Regional Council Information Privacy Policy – Statutory038
- South Burnett Regional Council Learning and Development Guidelines – Procedure005
- South Burnett Regional Council Media Relations Policy – Strategic001
- South Burnett Regional Council Procurement Policy – Statutory007
- South Burnett Regional Council Psychological Health, Safety and Wellbeing Procedure – Procedure135
- South Burnett Regional Council Workplace Health and Safety Policy – Statutory015

7. NEXT REVIEW

As prescribed by legislation or May 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of Policy	23 September 2004	170919
2	Review of Policy	11 November 2009	792528
3	Review of Policy	25 August 2010	911890
4	Review of Policy	19 February 2013	1112607
5	Review of Policy – Resolution 2021/97	25 August 2021	1112607
6	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	1112607
7	Review of Policy	15 May 2024	1112607

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 15 May 2024

11.8 MONTHLY FINANCIAL INFORMATION

File Number: 24.04.2024
Author: Manager Finance & Sustainability
Authoriser: Chief Executive Officer

PRECIS

Monthly financial report as at 30th April 2024.

SUMMARY

The following information provides Council's current position as at 30th April 2024.

OFFICER'S RECOMMENDATION

That the monthly Financial Report including Capital Works and Works for Queensland (W4Q4) as at 30th April 2024 be received and noted.

FINANCIAL AND RESOURCE IMPLICATIONS

Tracking actual revenue and expenditure compared to amended budget as adopted by Council on the 24th April 2024.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Monitored and reviewed by budget managers.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

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

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

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

- | | |
|---|--|
| 1. Recognition and equality before the law; | 13. Cultural rights—generally; |
| 2. Right to life; | 14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples; |
| 3. Protection from torture and cruel, inhuman or degrading treatment; | 15. Right to liberty and security of person; |
| 4. Freedom from forced work; | 16. Humane treatment when deprived of liberty; |
| 5. Freedom of movement; | 17. Fair hearing; |
| 6. Freedom of thought, conscience, religion and belief; | 18. Rights in criminal proceedings; |

- | | |
|--|---|
| 7. Freedom of expression; | 19. Children in the criminal process; |
| 8. Peaceful assembly and freedom of association; | 20. Right not to be tried or punished more than once; |
| 9. Taking part in public life; | 21. Retrospective criminal laws; |
| 10. Property rights; | 22. Right to education; |
| 11. Privacy and reputation; | 23. Right to health services. |
| 12. Protection of families and children; | |

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

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

ASSET MANAGEMENT IMPLICATIONS

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

REPORT

- The amended budget reflects the 3rd quarter budget revision as adopted at the April Council Meeting.
- Recurrent Revenue is currently sitting at 92% compared to the amended budget and Recurrent Expenditure is sitting at 87%.
- Revenue is impacted by timing effects of various income streams including grant revenue and timing in rates revenue.
- Council's current cash holdings at the end of April 2024 was \$75.62m with \$32.07m of this currently classed as restricted cash.
- All ratios at the end of April are all within their respective targets apart from the Current Ratio which is outside the target of between 2.0 to 4.0 and is sitting at 4.39. This is largely due to the large cash balance at the end of April.
- Council's capital expenditure program is currently sitting at \$15.15m in actual expenditure which equates to approximately 40.4% of the total amended budget. When taking into account committed costs of \$11.72m, the total expended is \$26.89m which represents approximately 72% of the amended budget.

ATTACHMENTS

1. **Capital Expenditure Report - April 2024** [!\[\]\(b6d55d0b173caf9b2505126db01e6158_img.jpg\)](#) [!\[\]\(12811766810e4126d2bed4d8c0808e60_img.jpg\)](#)
2. **Monthly Meeting Report - April 2024** [!\[\]\(ef4c06c861a77cbd8cff5c2a4ca34233_img.jpg\)](#) [!\[\]\(80b05c8a80151a7cedd31bb12aa6add6_img.jpg\)](#)



South Burnett Regional Council
Monthly Financial Report
April 2024



Executive Summary

This monthly report is designed to illustrate the interim financial performance and position of South Burnett Regional Council compared to the amended budget, at an organisational level, for the period ended 30 April 2024.

- The amended budget reflects the 3rd quarter budget revision as adopted at the April Council Meeting.
- Recurrent Revenue is currently sitting at 92% compared to the amended budget and Recurrent Expenditure is sitting at 87%.
- Revenue is impacted by timing effects of various income streams including grant revenue and timing in rates revenue.
- Council's current cash holdings at the end of April 2024 was \$75.62m with \$32.07m of this currently classed as restricted cash.
- All ratios at the end of April are all within their respective targets apart from the Current Ratio which is outside the target of between 2.0 to 4.0 and is sitting at 4.39. This is largely due to the large cash balance at the end of April.
- Council's capital expenditure program is currently sitting at \$15.15m in actual expenditure which equates to approximately 40.4% of the total amended budget. When taking into account committed costs of \$11.72m, the total expended is \$26.89m which represents approximately 72% of the amended budget.

Executive Summary

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1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 30 April 2024
83% of Year Complete

	2024	Original Budget	Amended Budget	Variance
	\$	\$	\$	%
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	58,440,726	57,018,206	57,879,472	101%
Fees and Charges	5,445,445	5,276,904	5,587,401	97%
Rental Income	463,934	459,715	518,603	89%
Interest Received	2,824,132	1,975,000	2,960,000	95%
Sales Revenue	4,346,356	6,835,007	7,049,000	62%
Other Income	1,103,857	1,179,323	1,168,162	94%
Grants, Subsidies, Contributions and Donations	19,780,916	8,546,353	25,153,080	79%
	<u>92,405,367</u>	<u>81,290,508</u>	<u>100,315,718</u>	<u>92%</u>
Capital Revenue				
Grants, Subsidies, Contribution and Donations	6,349,926	9,471,224	12,756,515	50%
Total Income	<u>98,755,293</u>	<u>90,761,732</u>	<u>113,072,233</u>	<u>87%</u>
Expenses				
Recurrent Expenses				
Employee Benefits	24,226,289	27,612,019	29,036,895	83%
Materials and Services	44,623,339	31,759,777	48,670,540	92%
Finance Costs	1,459,419	1,734,655	1,734,654	84%
Depreciation and Amortisation	20,093,203	23,673,214	24,256,028	83%
	<u>90,402,249</u>	<u>84,779,665</u>	<u>103,698,118</u>	<u>87%</u>
Capital Expense	4,537,967	(415,000)	(415,000)	-1093%
Total Expense	<u>94,940,216</u>	<u>84,364,665</u>	<u>103,283,118</u>	<u>92%</u>
Net Result	<u>3,815,076</u>	<u>6,397,067</u>	<u>9,789,115</u>	
Net Operating Result	<u>2,003,117</u>	<u>(3,489,157)</u>	<u>(3,382,400)</u>	

2.1 Operating Income Statement Split by Department

Council splits its income statement into the following departments – water, wastewater, waste, fleet, and general operations. The revenue and expenditure for each of these departments is monitored throughout the year to see how they are performing compared to their budget. The below provides a snapshot of the departments on their recurrent revenue and recurrent expenditure.

	Total Revenue				Total Expenditure			
	Actual	Original Budget	Amended Budget	%	Actual	Original Budget	Amended Budget	%
Water	\$ 12,696,185	\$ 11,934,395	\$ 12,556,273	101%	\$ 9,493,985	\$ 11,532,637	\$ 11,671,912	81%
Wastewater	\$ 7,392,896	\$ 7,260,458	\$ 7,340,245	101%	\$ 5,463,980	\$ 5,782,239	\$ 5,876,432	93%
Waste	\$ 8,046,256	\$ 8,178,597	\$ 8,251,061	98%	\$ 6,485,626	\$ 8,767,055	\$ 9,073,433	71%
Plant and Fleet	\$ 157,983	\$ 191,000	\$ 191,000	83%	\$ 888,747	\$ 1,372,800	\$ 1,586,623	53%
Genops	\$ 64,112,207	\$ 55,728,059	\$ 71,977,139	89%	\$ 69,797,406	\$ 60,070,534	\$ 78,652,964	89%
Total	\$ 92,405,367	\$ 81,290,508	\$ 100,315,718	92%	\$ 90,402,349	\$ 84,779,665	\$ 103,698,118	87%

Revenue

- All revenue items are currently tracking either on or above the target of 83%.
- Water, Wastewater, Waste and Genops are all affected slightly by timing of rates revenue for the January to June period which was levied in March.
- Water is sitting at 101% and is affected by increased water sales from standpipes, bulk water sales and water connections as well as variances on the early payment discount for the current rates period.
- Waste is affected by additional waste disposal revenue.
- Genops is sitting above the target at 89% and will be affected by income received from Queensland Reconstruction Authority and DTMR for flood restoration works as well as favourable bank account interest income.

Expenditure

- Three departments are tracking above the target of 83% for the month. These are Water, Wastewater and GenOps.
- Wastewater has above target expenses for materials and services due to increases in rates paid and remissions on rates for the year as well as fluctuations in work done at various Sewerage Treatment Plants.
- Waste is below target for the month but can be affected by timing of monthly waste expenditure bills that have not been received.
- Expenditure for Fleet is affected by timing of yearly registration and insurance bills as well as timing in use of internal plant by departments for the month.
- Genops continues to be affected by the timing in expenditure compared to budget for the 2022 & 2023 weather events works and accounts for approximately 6% of the variance in the table above. This will be offset by grant income.
- Genops is also affect by timing in annual expenses such as insurance, workers compensation premiums and annual software licences.

2.2 Revenue

2.2.1 Rates Levies and Charges

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

Rates or Charges	Actuals	Original Budget	Amended Budget
General Rates	\$ 32,162,879	\$ 31,574,666	\$ 31,804,538
Quarry Special Charge	\$ 16,643	\$ -	\$ 16,600
Water Charges	\$ 12,177,996	\$ 11,562,083	\$ 12,066,393
Sewerage Charges	\$ 7,297,071	\$ 7,149,764	\$ 7,246,230
Waste Collection Charges	\$ 3,397,799	\$ 3,370,338	\$ 3,370,181
Community Rescue and Evacuation Levy	\$ 89,361	\$ 90,000	\$ 90,000
Waste Management Levy	\$ 3,305,263	\$ 3,271,355	\$ 3,291,261
Memerambi Estate Levies	-\$ 6,287	\$ -	-\$ 5,731
Total	\$ 58,440,726	\$ 57,018,206	\$ 57,879,472

As at 30 April 2024, rates, levies and charges are tracking at 101% as both rates levies have now been issued for the financial year. Actuals are higher than amended budget due to less people taking up discount on the current rates notice during April as well as supplementary rates notices being issues for windfarm lease land parcels.

2.2.2 Fees and Charges

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



As of 30 April 2024, fees and charges are tracking above target at 97%. Main factors affecting the fees and charges figures are:

- Environment and Waste is above target. This income stream is affected by timing of monthly invoices for waste disposal which is offset by yearly food licences having already been issued.
- Finance is above target due to higher than anticipated rates certificates and property transfers.

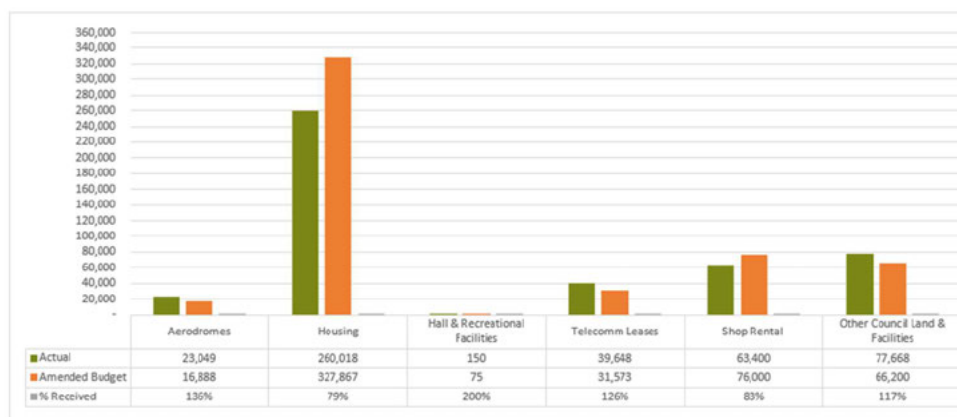
- NRM & Parks is above target and is affected by timing in visitors at Boondooma Dam, timing in cemetery income and saleyard income.
- Planning and Land Management is above target at 92% due to timing in number of planning and building applications.
- Properties is above target due to increases in the hall hire and caravan park fees received.
- Water & Waste Water are above target due to increases in water standpipe sales, bulk water sales and timing from yearly trade waste permits being invoiced and increases in other sewerage discharge fees.
- Other is above target due to increases from developer contributions.

2.2.3 Rental Income

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

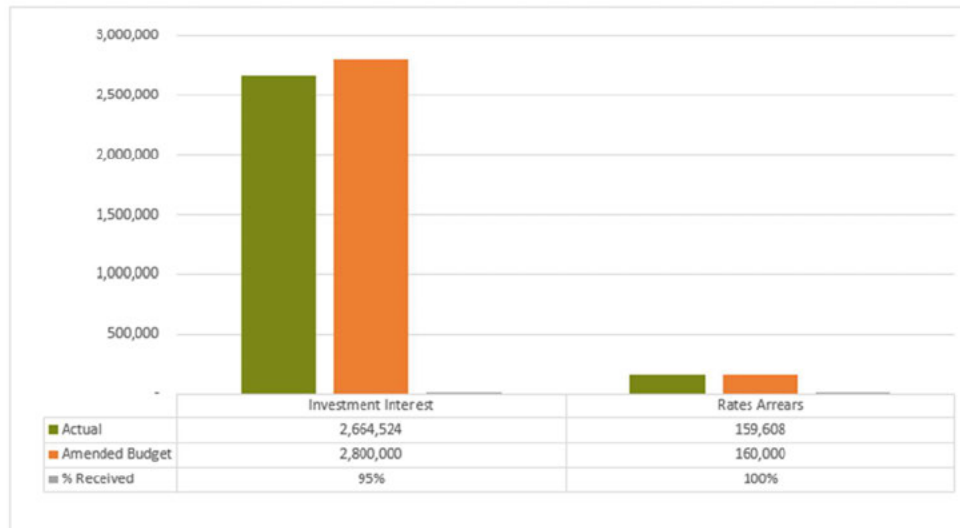
As of 30 April 2024, rental income is tracking at 89% due to timing in annual rental of various facilities. Main factors affecting the rental income figures are:

- Aerodrome and Telecomm annual leases have been issued
- Housing - timing in invoices as April has not yet been processed.



2.2.4 Interest Received

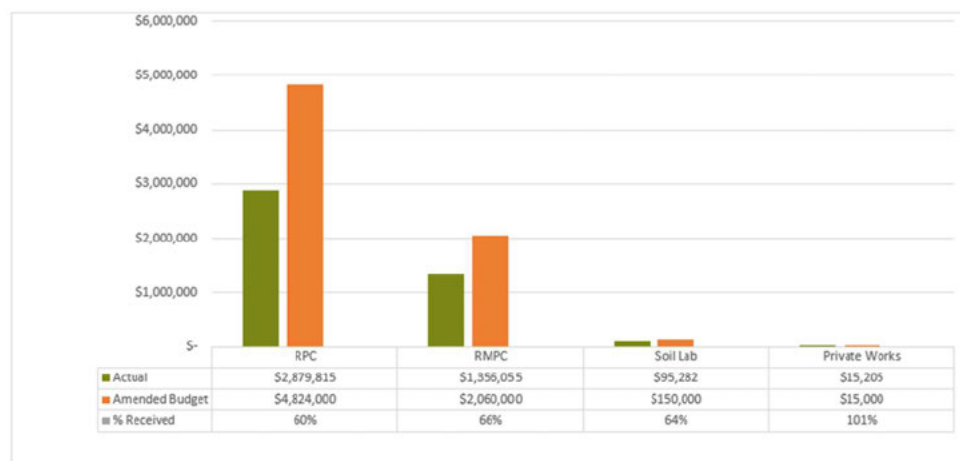
Interest revenue includes interest on investments and rate arrears. As of 30 April 2024, interest received is tracking above target at 95% due to favourable interest rates.



2.2.5 Sales Revenue

Sales revenue is income received from undertaking work for Main Roads, private works and recoverable works conducted by the Soil Laboratory. As of 30 April 2024, sales revenue is tracking below target at 62%.

This is largely due to timing of when RPC and RMPC works for this financial year are scheduled to be performed. Claims of approximately \$300k were in progress at the end of April 2024.



2.2.6 Other Income

Other income is sundry income derived from all other sources.

As of 30 April 2024, other income is tracking above target at 94%. Reasons surrounding this can be found below.

<i>Income Stream</i>	<i>Actual</i>	<i>Original Budget</i>	<i>Amended Budget</i>	<i>% Received</i>
VIC Income	\$ 86,686	\$ 88,100	\$ 88,100	98%
Fines	\$ 12,360	\$ 53,073	\$ 33,073	37%
Scrap Steel	\$ 191,777	\$ 289,865	\$ 314,865	61%
Library Sales	\$ 1,819	\$ 2,830	\$ 2,859	64%
Museum Sales	\$ 246	\$ -	\$ -	0%
Agency Income	\$ 83,896	\$ 52,000	\$ 78,000	108%
Tourist Parks	\$ 333,093	\$ 320,000	\$ 320,000	104%
Legal Recovery	\$ 75,047	\$ 80,000	\$ 80,000	94%
Insurance Claims & Workcover	\$ 75,820	\$ 20,000	\$ 20,000	379%
Misc Other	\$ 243,113	\$ 242,360	\$ 231,265	105%
Total	\$ 1,103,857	\$ 1,179,323	\$ 1,168,162	94%

- VIC Income is above target due to increased sale of goods.
- Fines are below target due to fluctuations in number of infringements throughout the year. There is a possibility that this value will decrease in the future if fines are sent to the State Penalties Enforcement Registry (SPERS) for collection.
- Scrap steel is picked up sporadically during the year and so has a timing factor. It is currently anticipated that another steel pickup will occur prior to end of year.
- Legal recovery, and insurance claims are raised and received sporadically during the year based on events and debt collection activities.

2.2.7 Operational Grants

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

As of 30 April 2024, operating grants are tracking above target at 79% due to timing in when operational grants are received and spent. Approximately \$17.97m of the monies received so far this year relates to funding from Queensland Reconstruction Authority (QRA) for expenditure incurred due to weather events.

Council should receive notification shortly around any prepayment of the 2024-2025 Financial Assistance Grant.

Contract asset and contract liability movements have been processed up to the end of April.

2.2.8 Capital Grants

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

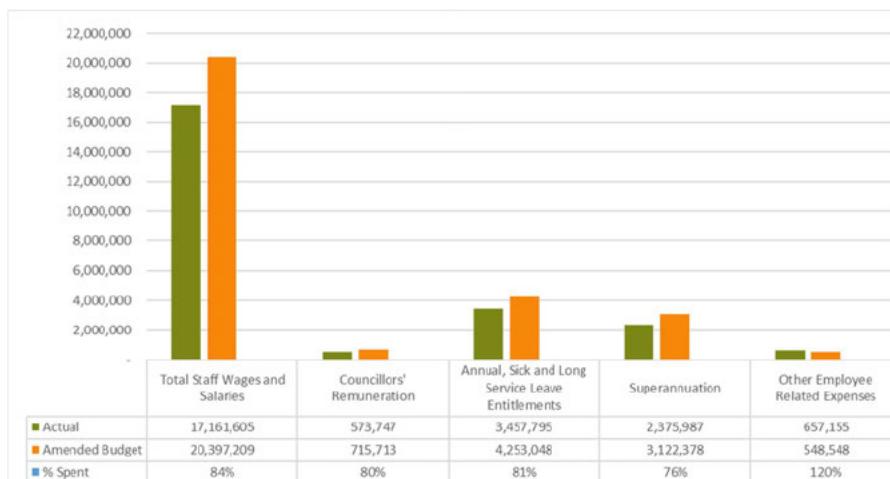
As of 30 April 2024, capital grants are tracking below target at 50%. This is expected to increase over the next two months as capital projects are completed. Contract asset and contract liability movements have been processed for the month.

2.3 Expenditure

2.3.1 Employee Benefits

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

As of 30 April 2024, employee benefits are tracking on target at 83%.



2.3.2 Materials and Services

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

As of 30 April 2024, materials and services are tracking above target at 92%.

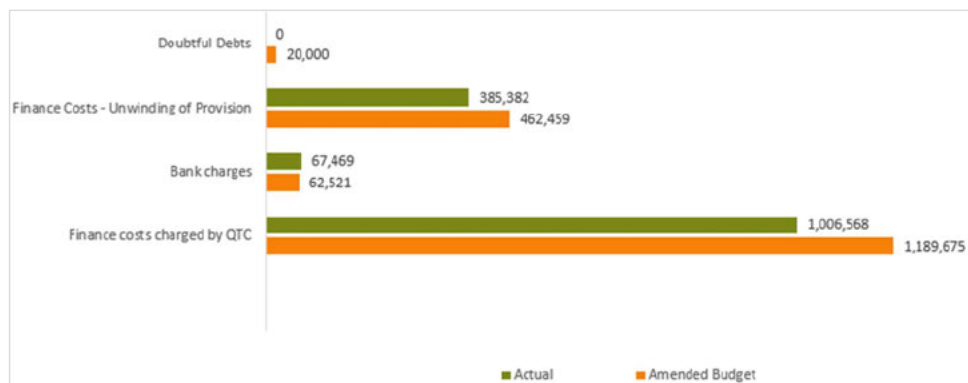
Description	Actual	Original Budget	Amended Budget	% Spent
Donations	887,219	641,631	940,471	94%
Materials	19,607,082	21,062,312	23,253,835	84%
Services	24,705,314	11,017,991	24,148,733	102%
Internal Plant Charges	6,185,689	8,006,570	9,296,228	67%
Internal Plant Recoveries	- 6,761,963	- 8,968,726	- 8,968,726	75%
	44,623,339	31,759,777	48,670,540	

- A majority of variances seen in the materials category so far relate to timing of when invoices are received including timing of yearly insurances and fleet registrations.
- A large portion of the donations relate to programs under the Black Summer Bushfire Grant as well as the yearly rate remissions.
- Expenditure of \$17.02m is associated with the various weather events and has been offset by income from Queensland Reconstruction Authority (QRA).
- There is a degree of timing for waste collection and water usage invoices as they have not yet been received.

2.3.3 Finance Costs

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

As of 30 April 2024, finance costs are tracking just above target at 84%.



2.3.4 Depreciation

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

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

As of 30 April 2024, depreciation expense was on target at 83%. Depreciation expense will be closely monitored as capitalisation occurs.

Work in progress balance as at 30 April 2024 is \$9.99m, made up of the asset classes listed below.

Asset Class	Opening Balance	Capital Expenditure	Capitalisation	Closing Balance
Plant & Equipment	32,635	2,675	-	35,310
Land	66,069	-	-	66,069
Buildings	2,342,535	121,815	-	2,464,350
Roads	3,646,912	510,011	-	4,156,922
Water	2,447,246	44,360	-	2,491,606
Wastewater	235,030	5,277	-	240,307
Fleet	113,624	2,156	-	115,780
Waste	245,789	134,514	-	380,304
Office/ICT	33,878	15,154	-	49,032
	9,163,718	835,962	-	9,999,680

2.3.5 Capital Expense

Capital expense is the net proceeds or loss on assets that have been sold or disposed of during the year.

As Council cannot sell its roads or the majority of its major infrastructure, Council generally receives no revenue when an asset is disposed of. Any value remaining on the asset (therefore its written down value which is the replacement cost less accumulated depreciation) is written off when the asset is renewed or upgraded.

A loss on asset disposal is recognised when a current asset is disposed of (sold, renewed or upgraded) out of Council's asset register while it still has a written down value on the asset register (that is, 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.

If all assets were 100% depreciated and had zero remaining useful life when they were disposed of there would be no loss on disposal.

Capital expense is sitting at \$4.54m as at 30 April 2024 due to sales income for fleet items sold and revenue from sale of land and buildings, less disposals of assets.

<i>Capital Expense</i>	<i>Actual</i>	<i>Original Budget</i>	<i>Amended Budget</i>
INCOME			
Fleet	- 198,974	- 415,000	- 415,000
Land	- 136,181	-	-
Roads	- 205,000		
DISPOSALS			
Roads	3,187,161	-	-
Fleet	142,784	-	-
Land	429,847	-	-
Buildings	789,394	-	-
Water	149,490	-	-
Wastewater	379,445	-	-
Miscellaneous		-	-
	4,537,967	- 415,000	- 415,000

3.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position

as at 30 April 2024

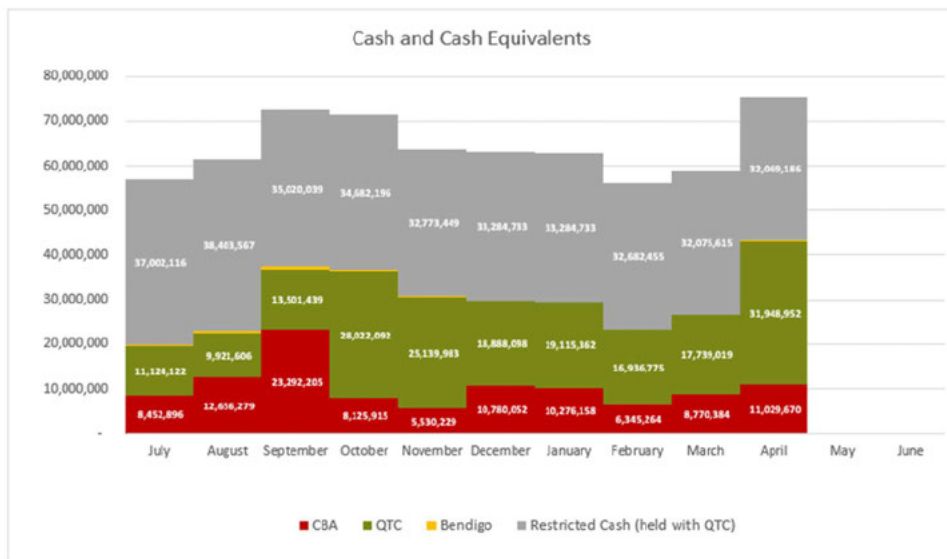
	2024 APRIL	Original Budget	Amended Budget
	\$	\$	\$
Current Assets			
Cash and Cash Equivalents	75,622,434	56,343,950	60,933,424
Trade and Other Receivables	8,233,211	11,936,624	12,372,857
Inventories	975,161	781,347	840,354
Investments	-	-	-
Total Current Assets	84,830,806	69,061,921	74,146,635
Non-Current Assets			
Trade and Other Receivables	543,637	389,495	389,495
Property, Plant and Equipment	1,050,435,918	1,068,147,535	1,073,659,228
Right of Use Asset	695,950	661,125	669,127
Intangible Assets	6,243,928	6,242,606	6,242,586
Total Non-Current Assets	1,057,919,433	1,075,440,760	1,080,960,436
TOTAL ASSETS	1,142,750,239	1,144,502,682	1,155,107,071
Current Liabilities			
Trade and Other Payables	11,874,893	10,423,308	15,877,925
Borrowings	3,309,663	3,460,548	3,460,548
Lease Liabilities	20,206	18,439	18,637
Provisions	3,992,865	3,931,009	3,915,600
Unearned Revenue	-	2,300,754	2,749,085
Other Liabilities	125,695	1,410,715	1,410,715
Total Current Liabilities	19,323,322	21,544,773	27,432,510
Non-Current Liabilities			
Trade and Other Payables	-	-	-
Borrowings	20,352,418	20,335,543	20,335,543
Lease Liabilities	712,723	686,457	694,284
Provisions	12,414,088	12,444,910	12,161,008
Other Liabilities	4,398,720	1,470,746	2,960,718
Total Non-Current Liabilities	37,877,948	34,937,655	36,151,553
TOTAL LIABILITIES	57,201,270	56,482,428	63,584,063
NET COMMUNITY ASSETS	1,085,548,969	1,088,020,254	1,091,523,008
Community Equity			
Retained Surplus/(Deficiency)	445,966,012	448,318,094	450,657,913
Asset Revaluation Surplus	639,582,956	639,702,160	640,865,095
TOTAL COMMUNITY EQUITY	1,085,548,969	1,088,020,254	1,091,523,008

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 April 2024, Council’s actual cash and cash equivalents balance was \$75.62m. The below table shows the breakup of this balance sheet element (excluding cash drawers).

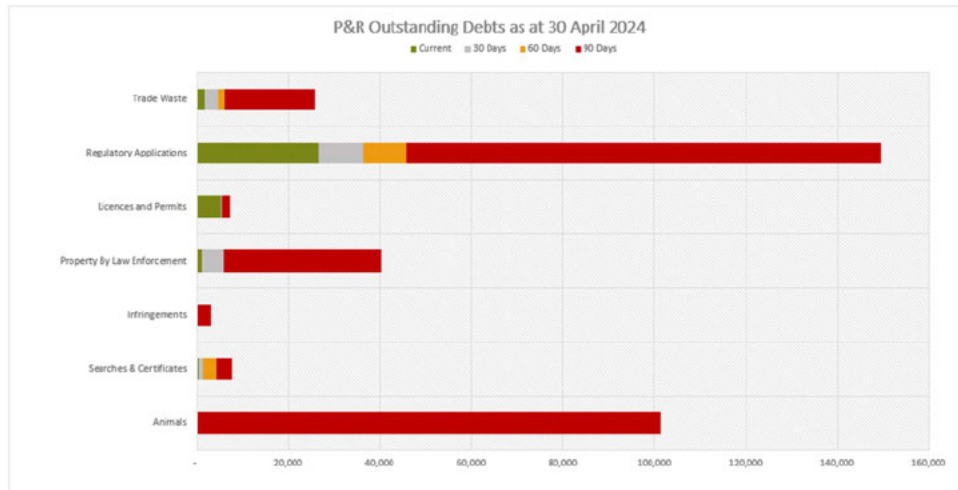


As at the 30 April 2024, the restricted cash balance was \$32.07m. This decreased from last month by \$6k and is made up of decreases in Roads of \$133k, Waste of \$54k and increases in Buildings of \$18k and Water of \$163k.

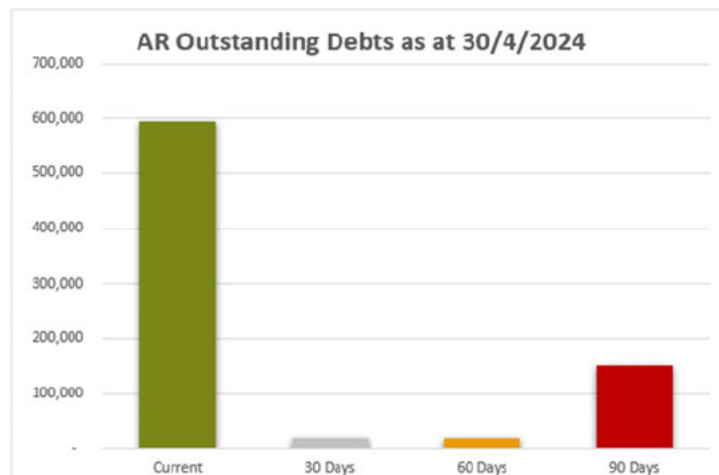
RESTRICTED CASH	Mar-24	Apr-24	Difference
Recurrent Expenditure	505,164	505,164	-
Future Capital Works			-
Roads	5,278,534	5,145,496	- 133,038
Buildings	3,555,878	3,573,493	17,616
Waste	6,071,747	6,017,466	- 54,280
Land	25,322	25,322	-
Plant & ICT	6,538,995	6,538,995	-
Water	3,307,778	3,471,052	163,274
Wastewater	4,688,110	4,688,110	-
Unspent - Developer Contributions	1,729,986	1,729,986	-
Unspent - Loan Funds	374,100	374,100	-
Total	32,075,615	32,069,186	- 6,429

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 \$268k and are made up of \$101k in overdue animal registrations, \$93k being actively pursued by Council staff or determination on next steps are being investigated, \$35k can be recovered when properties are sold, and \$39k belong to developer contributions that will be finalised in the future.

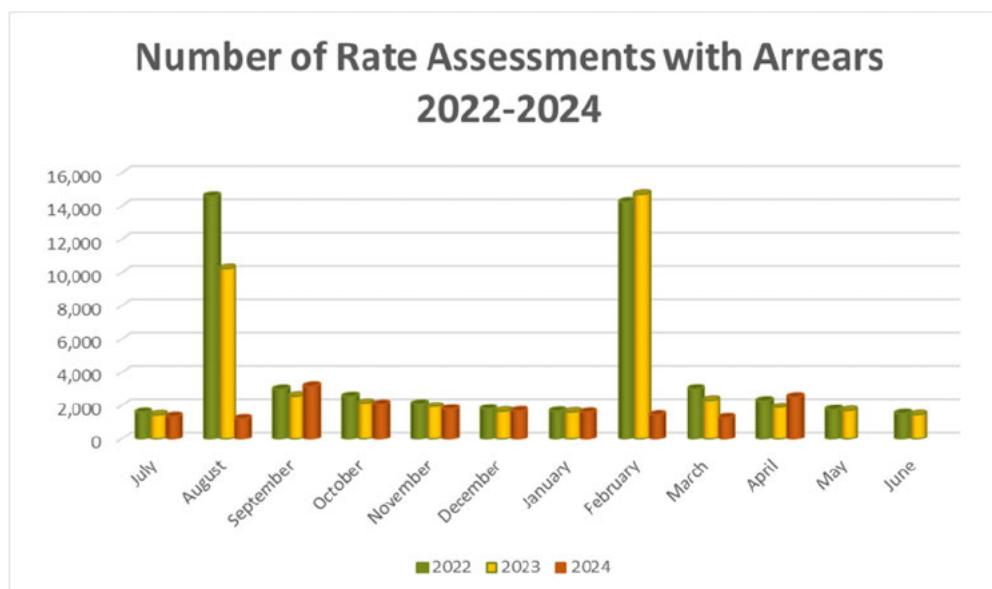
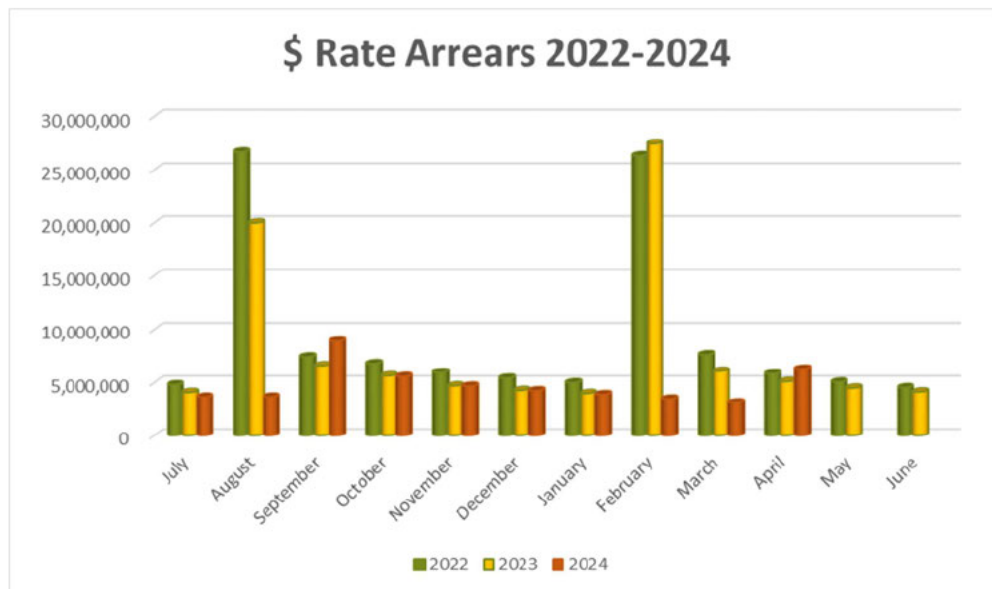


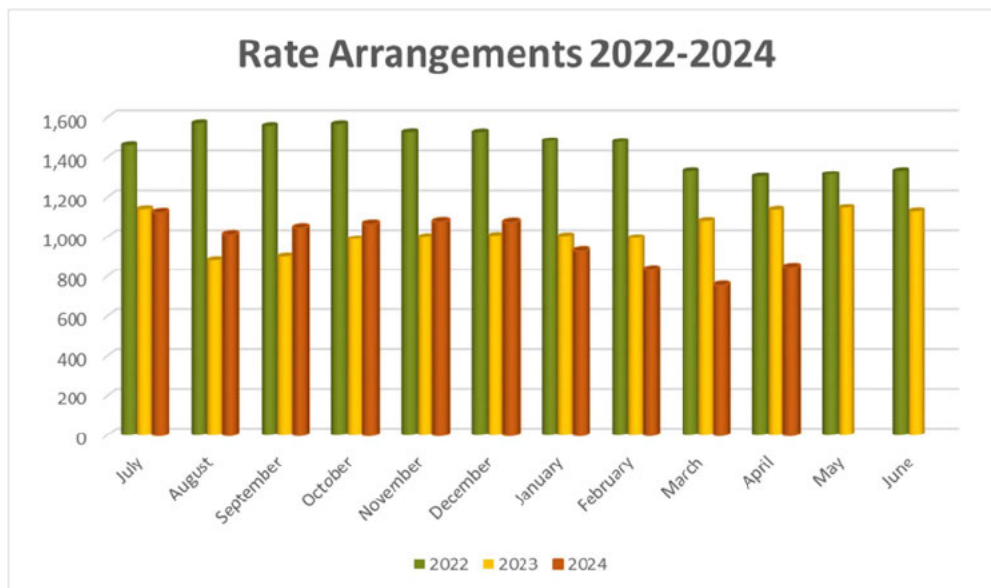
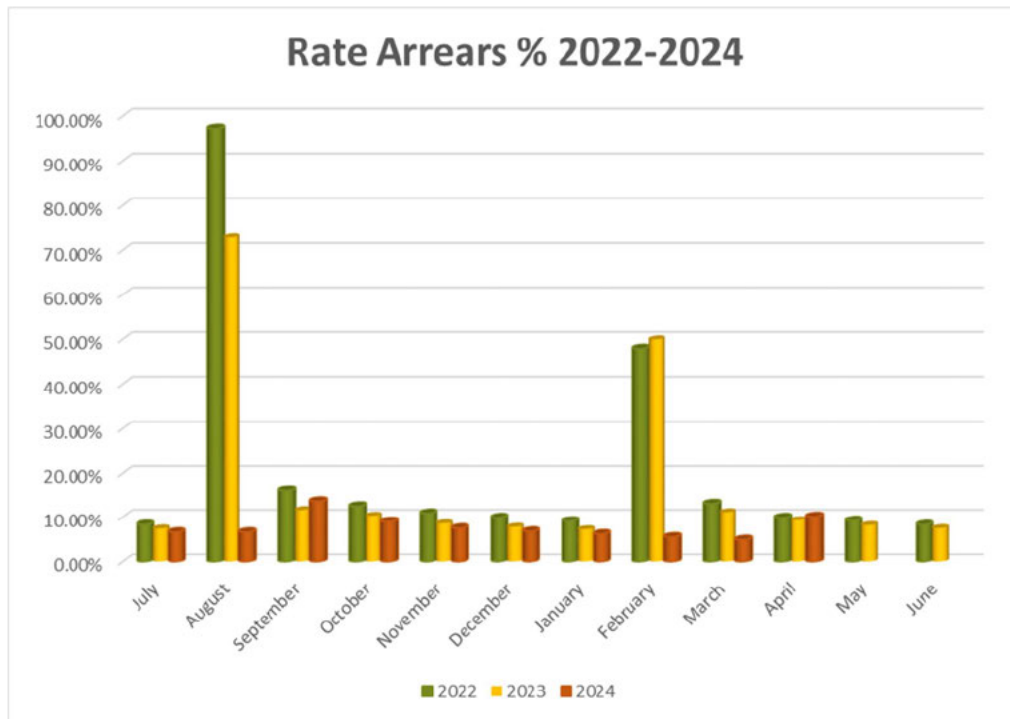
The AR outstanding debts 90+ days is currently \$150k which is 19% of total AR outstanding debts.

A total of 99% of the value sitting in 90 days remains with debt collectors or have a payment arrangement with Council. 1% is being actively pursued by Council staff.

Rates in arrears as of 30 April 2024 is sitting at \$6.28m or 10.09% which is above the target arrears of 7%. There are currently 847 assessments with rate arrangements in place which accounts for 33.41% of the properties that are in arrears.

Starting in the 2023/24 financial year, the effect of rates levies raised but still current have been removed to avoid distortion of numbers during August and February.





3.1.3 Inventories

Inventories is made-up of Council stores and is valued at cost. Council is continuing to focus on utilising the amount of inventories held more efficiently.

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 capital amended budget is \$37.50m. Actual spent as of 30 April 2024 is \$15.15m, which is tracking below target at 40.4%. Committed costs of \$11.72m are also identified which takes the actual and committed spend up to 72% of the amended budget.

Capital project budget report is attached separately 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). This is a point in time snapshot and will change as more invoices are received.

Accounts Payable - Local Purchases 2023/2024

Report run: 09-May-2024

Town of Business	Town of Business Description	February 2024 Purchases	March 2024 Purchases	April 2024 Purchases
LOCAL				
Total Local		2,566,088.35	3,405,620.99	1,569,693.69
OUTSIDE SBRC				
	Cherbourg	0.00	294.75	504.50
	Dalby	4,525.43	4,367.11	0.00
	Neighbouring Council	121,721.42	108.60	137,965.31
	Other	2,454,234.55	2,251,860.31	1,217,888.88
	Yarraman	28,442.00	28,197.00	28,197.00
Total Other		2,608,923.40	2,284,827.77	1,384,555.69
% Local Purchases		49.59%	59.85%	53.13%

3.3.2 Borrowings

All Council borrowings are with the Queensland Treasury Corporation (QTC). The balance as of 30 April 2024 was \$23,662,080 made up of borrowings in the following departments.

Department	Borrowings
NRM & Parks	\$ 310,974
Finance	\$ 245,521
Property	\$ 268,418
Economic Development	\$ 197,334
Environment & Waste	\$ 481,440
Infrastructure	\$ 8,344,821
Water & Wastewater	\$ 13,813,571
Total	\$ 23,662,080

3.3.3 Lease Liabilities

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

3.3.4 Provisions

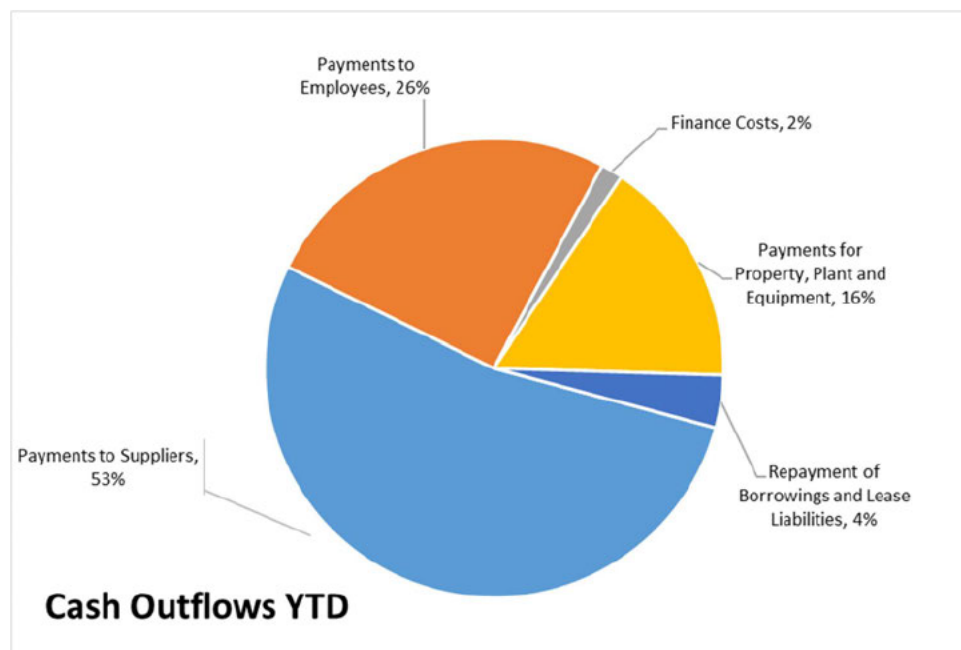
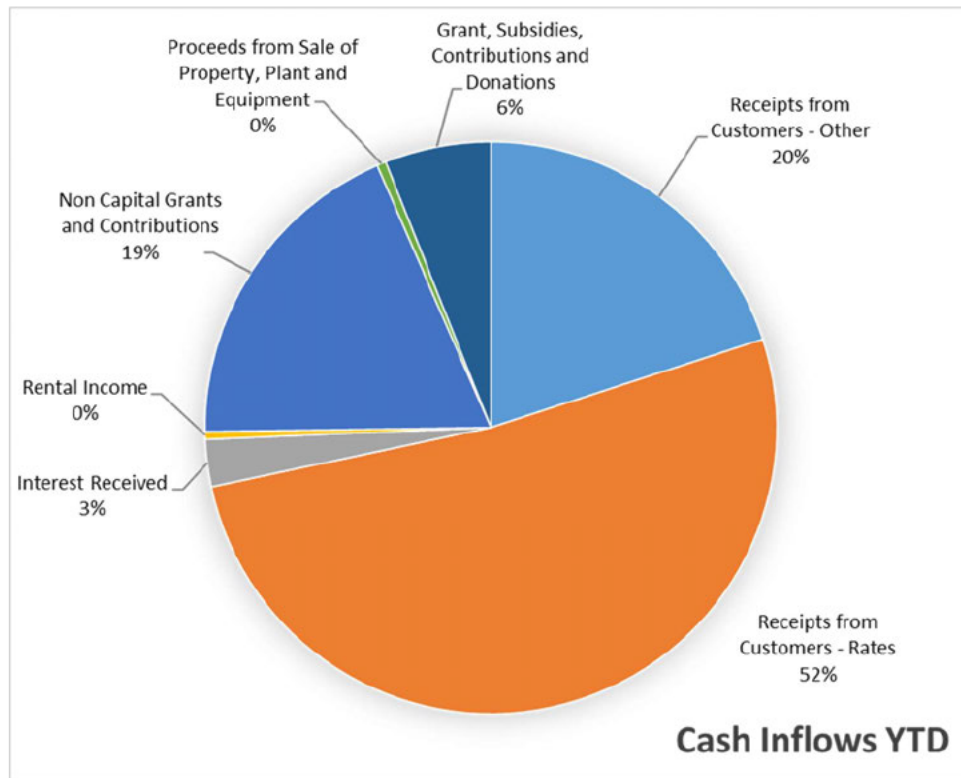
Provisions are made up of landfill and gravel pit expected restoration costs and employee long service leave. Provisions will be impacted by discount rates and end of year calculations.

3.3.5 Other Liabilities

Other liabilities are made up of the State Waste Levy payment received in advance and prepaid rates. Council received upfront payments in June 2022 and June 2023 to cover the next four financial years' worth of State Waste Levy.

4.0 Interim Cash Flow

Monthly Cashflow	Feb	Mar	Apr	YTD	YTD vs Amended		
					Original Budget	Amended Budget	Budget %
Cash Flows from Operating Activities							
Receipts from Customers	\$1,556,175	\$5,118,206	\$2,656,918	\$75,755,192	\$75,792,130	\$80,062,248	95%
Payments to Suppliers and Employees	(\$9,586,757)	(\$5,482,869)	(\$7,081,144)	(\$74,844,295)	(\$68,883,132)	(\$83,245,882)	89%
	(\$8,030,584)	\$635,337	\$15,575,774	\$1,410,897	\$12,458,998	(\$8,163,634)	
Interest Received	\$246,873	\$288,588	\$258,762	\$2,824,132	\$1,975,000	\$2,960,000	98%
Rental Income	\$46,200	\$35,760	\$41,952	\$463,934	\$459,715	\$518,602	89%
Non Capital Grants and Contributions	\$1,876,576	\$1,480,374	\$1,437,950	\$19,780,916	\$8,546,353	\$25,153,080	79%
Finance Costs	(\$142,592)	(\$138,658)	(\$138,503)	(\$1,459,419)	(\$1,252,195)	(\$1,252,196)	117%
Net Cash Inflow (Outflow) from Operating Activities	(\$6,003,467)	\$2,281,358	\$7,175,937	\$23,020,460	\$22,187,669	\$24,195,653	95%
Cash Flows from Investing Activities							
Payments for Property, Plant and Equipment	(\$1,754,613)	(\$1,103,553)	(\$907,275)	(\$15,225,967)	(\$33,353,619)	(\$37,505,615)	41%
Payments for Intangible Assets	-	-	-	-	-	-	0%
Advances/(Repayments) of Loans and Advances	-	-	-	-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment	-	\$205,000	\$94,500	\$540,154	\$415,000	\$415,000	130%
Grant, Subsidies, Contributions and Donations	\$1,169,143	\$573,868	\$634,237	\$6,349,926	\$5,471,224	\$12,756,515	50%
Net Cash Inflow (Outflow) from Investing Activities	(\$585,470)	(\$324,865)	(\$178,541)	(\$8,335,887)	(\$23,467,595)	(\$24,354,300)	34%
Cash Flows from Financing Activities							
Proceeds from Borrowings and Leasing Liabilities	-	-	-	-	-	-	0%
Repayment of Borrowings and Leasing Liabilities	\$84,882	\$90,736	\$87,808	(\$3,485,666)	(\$3,353,655)	(\$3,353,655)	104%
Net Cash Inflow (Outflow) from Financing Activities	\$84,882	\$90,736	\$87,808	(\$3,485,666)	(\$3,353,655)	(\$3,353,655)	104%
Cash and Cash Equivalents at the Beginning of the Period	\$62,994,016	\$56,489,960	\$58,537,229	\$64,423,526	\$60,976,232	\$64,423,526	
Net Increase (Decrease) in Cash and Cash Equivalents Held	(\$6,504,055)	\$2,047,259	\$7,085,205	\$11,398,907	(\$4,633,362)	(\$3,460,102)	
Cash and Cash Equivalents at the End of the Period	\$56,489,960	\$58,537,229	\$75,622,434	\$75,622,434	\$56,342,870	\$60,963,424	
Restricted Cash	\$32,882,455	\$32,075,615	\$32,069,166	\$32,069,166			
Cash Available for Use	\$29,807,505	\$26,461,614	\$43,553,268	\$43,553,268			
Minimum 3 month operating liquidity				(\$16,274,735)			



5.0 Interim Changes in Equity

	<i>Feb-24</i> \$	<i>Mar-24</i> \$	<i>Apr-24</i> \$	<i>YTD</i> \$
Asset Revaluation Surplus				
Opening Balance	639,582,956	639,582,956	639,582,956	639,582,956
Incl(dec) in asset revaluation surplus	-	-	-	-
Closing Balance	639,582,956	639,582,956	639,582,956	639,582,956
Retained Surplus				
Opening Balance	435,608,244	430,152,945	453,520,475	442,150,936
Restricted Cash Released	-	-	-	-
Net Result	- 5,455,299	23,367,530	- 7,554,463	3,815,076
Closing Balance	430,152,945	453,520,475	445,966,012	445,966,012
Total Community Equity	<u>1,069,735,901</u>	<u>1,093,103,431</u>	<u>1,085,548,969</u>	<u>1,085,548,969</u>

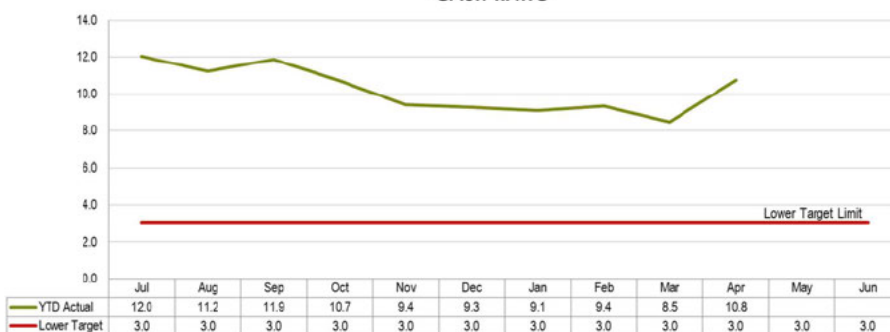
6.0 Financial Ratios

Key Performance Indicators - Monthly Reporting

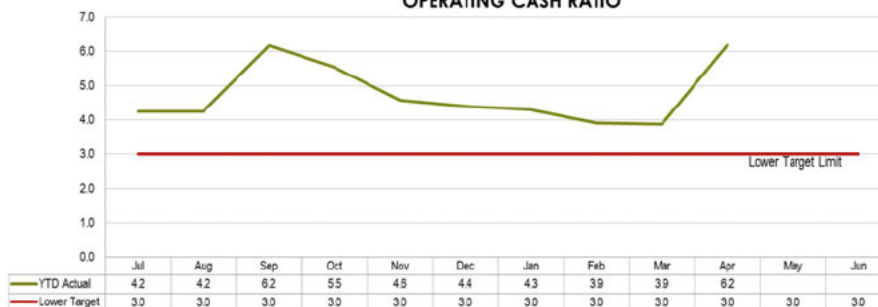
Ratio	Description	Formula	SBRC's Target	Status	Apr-24
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	10.76
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	6.19
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	✗	4.39
Funded Long-Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non} - \text{Current Borrowings}}$	Target greater than or equal to 50%	✓	144.20%
Debt Servicing Ratio	This indicates Council's ability to meet current debt instalments with recurrent revenue	$\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✓	3.98%
Cash Balance - \$M	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$24M	✓	75.62
Debt to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non} - \text{Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	2.07%
Interest Coverage Ratio	This ratio demonstrates the extent which operating revenues are being used to meet the financing charges	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	✓	1.00%

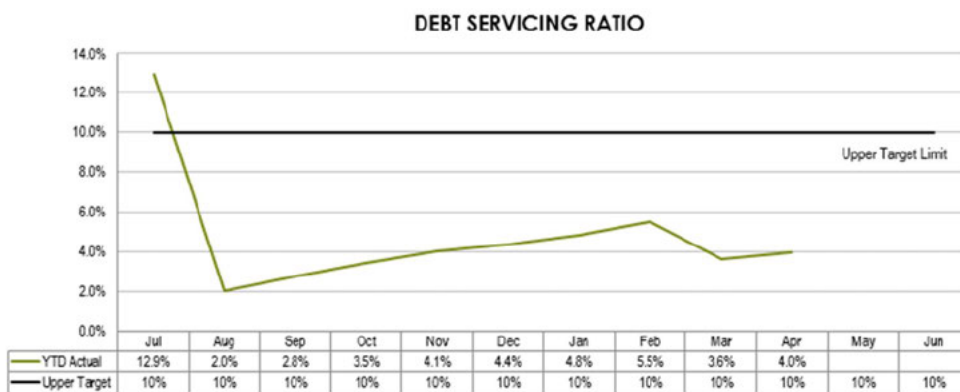
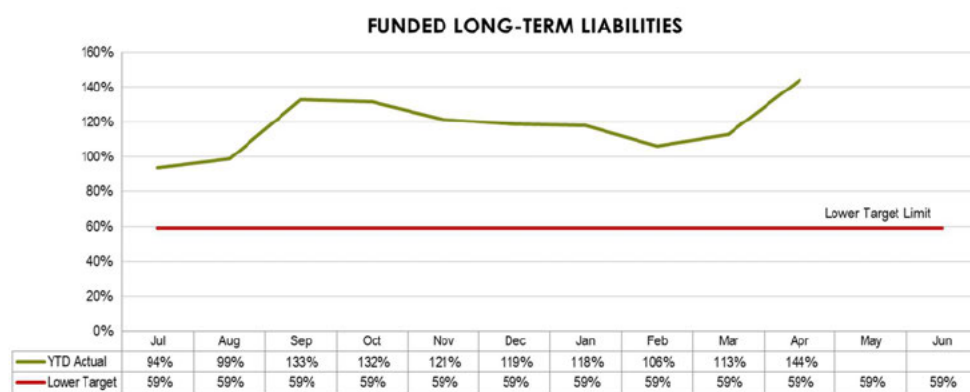
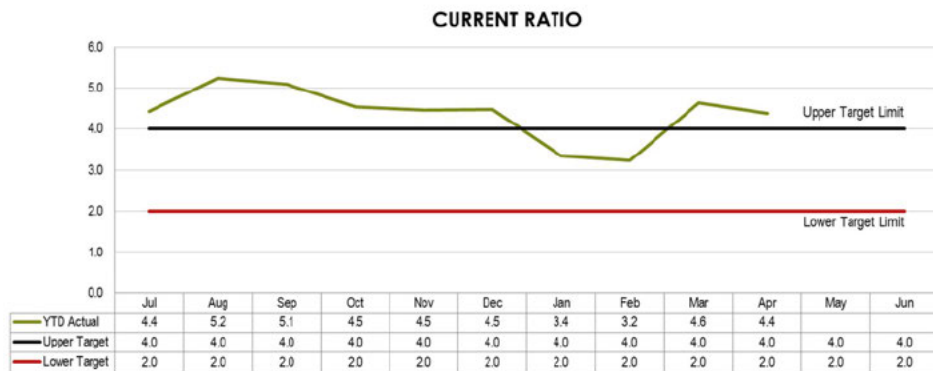
All ratios at the end of April are all within their respective targets apart from the Current Ratio which is outside the target of between 2.0 to 4.0 and is sitting at 4.39. This is largely due to the large cash balance at the end of April.

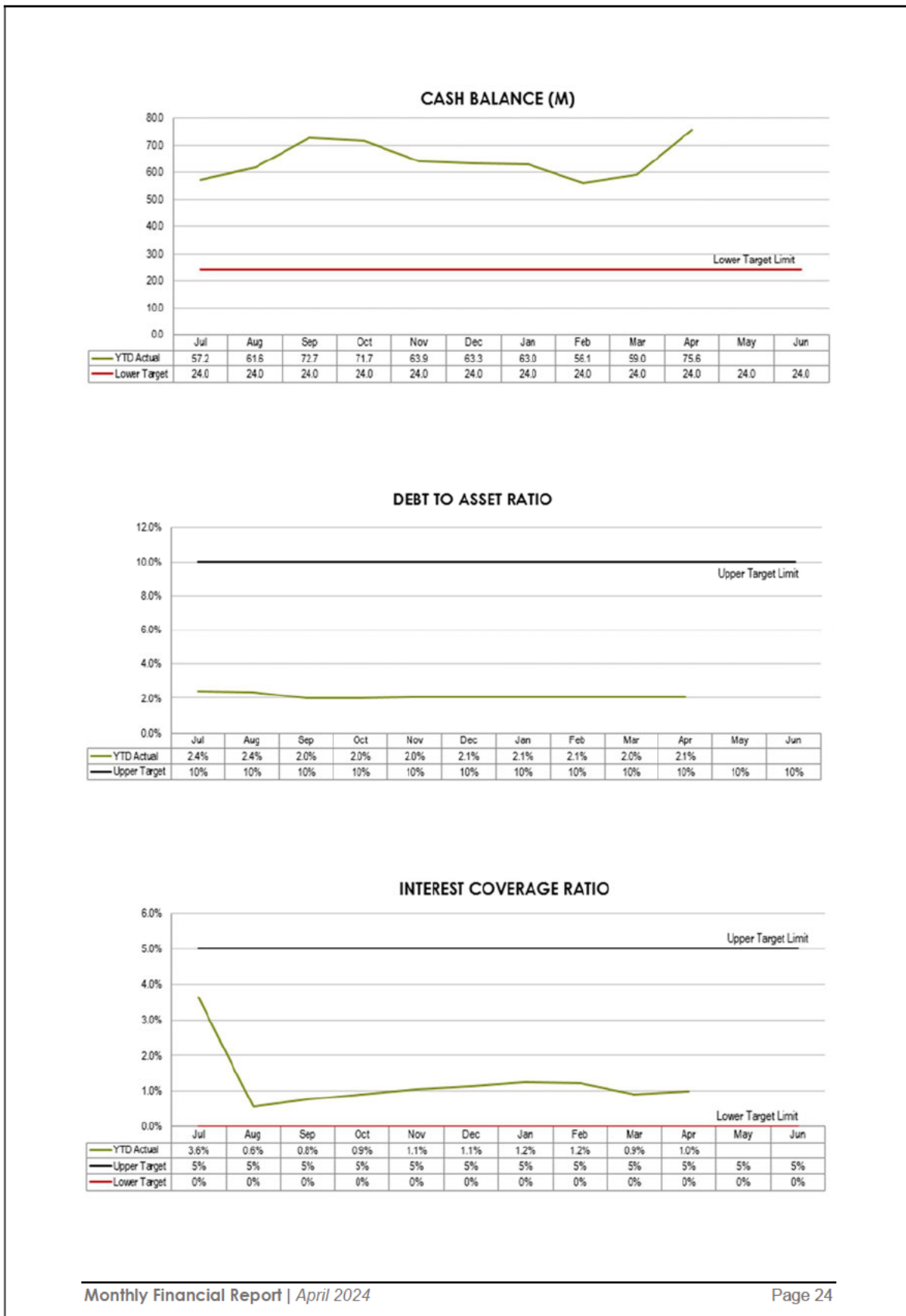
CASH RATIO



OPERATING CASH RATIO







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 2023/2024 to 2032/2033. 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 2023/2024 year.

7.1 Income and Expenditure Statements

	Year 2 2024/2025	Year 3 2025/2026	Year 4 2026/2027	Year 5 2027/2028
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	59,547,733	61,907,594	64,197,042	66,589,935
Fees and Charges	5,460,481	5,623,174	5,762,635	5,905,581
Rental Income	475,805	490,079	502,331	514,890
Interest Received	2,044,125	2,105,449	2,158,085	2,212,038
Sales Revenue	7,074,232	7,286,459	7,468,622	7,655,338
Other Income	1,220,600	1,257,220	1,288,654	1,320,868
Grants, Subsidies, Contributions and Donations	7,691,925	7,801,167	7,874,616	7,950,307
	<u>83,514,901</u>	<u>86,471,142</u>	<u>89,252,185</u>	<u>92,148,957</u>
Capital Revenue				
Grants, Subsidies, Contribution and Donations	1,736,347	4,912,610	4,912,610	4,912,610
	<u>1,736,347</u>	<u>4,912,610</u>	<u>4,912,610</u>	<u>4,912,610</u>
Total Income	<u>85,251,248</u>	<u>91,383,752</u>	<u>94,164,795</u>	<u>97,061,567</u>
Expenses				
Recurrent Expenses				
Employee Benefits	27,933,384	28,771,380	29,490,664	30,227,928
Materials and Services	31,714,350	32,665,795	33,482,457	34,619,536
Finance Costs	1,507,538	1,707,995	1,827,239	1,684,851
Depreciation and Amortisation	24,366,345	24,511,435	24,683,976	24,918,239
	<u>85,521,617</u>	<u>87,656,605</u>	<u>89,484,336</u>	<u>91,450,554</u>
Capital Expense				
	(415,000)	(427,450)	(438,136)	(449,089)
Total Expense	<u>85,106,617</u>	<u>87,229,155</u>	<u>89,046,200</u>	<u>91,001,465</u>
Net Result	<u>144,631</u>	<u>4,154,597</u>	<u>5,118,595</u>	<u>6,060,103</u>
Net Operating Result	<u>(2,006,716)</u>	<u>(1,185,453)</u>	<u>(232,151)</u>	<u>698,404</u>

	Year 6 2028/2029	Year 7 2029/2030	Year 8 2030/2031	Year 9 2031/2032	Year 10 2032/2033
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	69,097,666	71,114,740	74,446,827	77,310,761	80,302,017
Fees and Charges	6,052,096	6,202,278	6,356,212	6,514,000	6,675,725
Rental Income	527,763	540,957	554,482	568,343	582,552
Interest Received	2,267,339	2,324,023	2,382,123	2,441,676	2,502,718
Sales Revenue	7,846,721	8,042,889	8,243,961	8,450,060	8,661,312
Other Income	1,353,892	1,387,742	1,422,438	1,458,002	1,494,451
Grants, Subsidies, Contributions and Donations	8,027,684	8,106,995	8,188,289	8,271,615	8,357,026
	<u>95,173,161</u>	<u>98,319,624</u>	<u>101,594,332</u>	<u>105,014,457</u>	<u>108,575,801</u>
Capital Revenue					
Grants, Subsidies, Contribution and Donations	4,912,610	4,912,610	4,912,610	4,912,610	4,912,610
	<u>4,912,610</u>	<u>4,912,610</u>	<u>4,912,610</u>	<u>4,912,610</u>	<u>4,912,610</u>
Total Income	<u>100,085,771</u>	<u>103,232,234</u>	<u>106,506,942</u>	<u>109,927,067</u>	<u>113,488,411</u>
Expenses					
Recurrent Expenses					
Employee Benefits	30,983,626	31,758,211	32,552,179	33,365,982	34,200,120
Materials and Services	35,177,520	36,056,963	36,958,402	38,192,377	38,829,438
Finance Costs	1,531,135	1,368,226	1,221,417	1,113,003	1,012,926
Depreciation and Amortisation	25,093,550	25,623,912	25,898,760	26,121,313	26,392,534
	<u>92,785,831</u>	<u>94,807,312</u>	<u>96,630,758</u>	<u>98,792,675</u>	<u>100,435,017</u>
Capital Expense					
	(460,316)	(471,824)	(483,620)	(495,711)	(508,104)
Total Expense	<u>92,325,515</u>	<u>94,335,488</u>	<u>96,147,138</u>	<u>98,296,964</u>	<u>99,926,913</u>
Net Result	<u>7,760,256</u>	<u>8,896,747</u>	<u>10,359,804</u>	<u>11,630,103</u>	<u>13,561,498</u>
Net Operating Result	<u>2,387,330</u>	<u>3,512,313</u>	<u>4,963,574</u>	<u>6,221,782</u>	<u>8,140,784</u>

7.2 Financial Position

	Year 2 2024/2025	Year 3 2025/2026	Year 4 2026/2027	Year 5 2027/2028
Assets				
Current Assets				
Cash and Cash Equivalents	\$ 60,240,449	\$ 59,565,937	\$ 59,310,756	\$ 60,296,940
Receivables	\$ 8,178,519	\$ 8,315,275	\$ 8,373,092	\$ 8,508,190
Inventories	\$ 773,547	\$ 765,847	\$ 758,247	\$ 750,747
Total Current Assets	\$ 69,192,515	\$ 68,647,059	\$ 68,442,095	\$ 69,555,877
Non-Current Assets				
Receivables - Non-Current	\$ 239,104	\$ -	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 1,069,614,742	\$ 1,075,731,672	\$ 1,077,910,646	\$ 1,080,090,400
Intangible Assets	\$ 6,234,633	\$ 6,233,999	\$ 6,233,999	\$ 6,233,999
Right Of Use Assets	\$ 636,295	\$ 611,465	\$ 586,634	\$ 561,934
Total Non-Current Assets	\$ 1,076,724,774	\$ 1,082,577,136	\$ 1,084,731,280	\$ 1,086,886,333
Total Assets	\$ 1,145,917,289	\$ 1,151,224,195	\$ 1,153,173,374	\$ 1,156,442,210
Liabilities				
Current Liabilities				
Payables	\$ 9,927,312	\$ 10,000,967	\$ 10,067,866	\$ 10,136,004
Borrowings	\$ 3,435,981	\$ 3,777,907	\$ 3,422,237	\$ 3,581,764
Provisions	\$ 4,145,374	\$ 3,983,141	\$ 3,943,433	\$ 4,034,207
Unearned Revenue	\$ 2,308,854	\$ 2,317,054	\$ 2,325,354	\$ 2,333,754
Other Liabilities	\$ 1,470,746	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 21,288,267	\$ 20,079,069	\$ 19,758,890	\$ 20,085,730
Non-Current Liabilities				
Payables - Non-Current	\$ 667,520	\$ 648,074	\$ 628,243	\$ 607,879
Borrowings - Non-Current	\$ 22,697,222	\$ 24,919,315	\$ 21,497,078	\$ 17,917,355
Provisions - Non-Current	\$ 13,099,395	\$ 13,258,254	\$ 13,851,087	\$ 14,333,066
Other Liabilities - Non-Current	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 36,464,137	\$ 38,825,643	\$ 35,976,408	\$ 32,858,301
Total Liabilities	\$ 57,752,404	\$ 58,904,713	\$ 55,735,297	\$ 52,944,031
Net Assets	\$ 1,088,164,885	\$ 1,092,319,482	\$ 1,097,438,077	\$ 1,103,498,179
Equity				
Retained Earnings	\$ 448,462,725	\$ 452,617,322	\$ 457,735,917	\$ 463,796,019
Revaluation Reserve	\$ 639,702,160	\$ 639,702,160	\$ 639,702,160	\$ 639,702,160
Total Equity	\$ 1,088,164,885	\$ 1,092,319,482	\$ 1,097,438,077	\$ 1,103,498,179

	Year 6 2028/2029	Year 7 2029/2030	Year 8 2030/2031	Year 9 2031/2032	Year 10 2032/2033
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 56,169,579	\$ 61,766,239	\$ 65,861,858	\$ 70,746,563	\$ 81,121,270
Receivables	\$ 8,725,953	\$ 8,381,563	\$ 8,380,451	\$ 8,528,740	\$ 8,432,393
Inventories	\$ 743,347	\$ 736,047	\$ 728,847	\$ 721,747	\$ 714,747
Total Current Assets	\$ 65,638,879	\$ 70,883,850	\$ 74,971,155	\$ 79,997,050	\$ 90,268,410
Non-Current Assets					
Receivables - Non-Current	\$ -	\$ -	\$ -	\$ -	\$ -
Infrastructure, Property, Plant and Equipment	\$ 1,088,677,957	\$ 1,090,319,062	\$ 1,093,396,730	\$ 1,097,780,678	\$ 1,100,296,407
Intangible Assets	\$ 6,233,999	\$ 6,233,999	\$ 6,233,999	\$ 6,233,999	\$ 6,233,999
Right Of Use Assets	\$ 537,234	\$ 512,534	\$ 487,834	\$ 463,133	\$ 438,433
Total Non-Current Assets	\$ 1,095,449,190	\$ 1,097,065,595	\$ 1,100,118,563	\$ 1,104,477,811	\$ 1,106,968,839
Total Assets	\$ 1,161,088,070	\$ 1,167,949,445	\$ 1,175,089,718	\$ 1,184,474,861	\$ 1,197,237,249
Liabilities					
Current Liabilities					
Payables	\$ 10,205,271	\$ 10,275,698	\$ 10,347,312	\$ 10,420,146	\$ 10,494,227
Borrowings	\$ 3,640,606	\$ 3,813,514	\$ 577,949	\$ 605,452	\$ 634,497
Provisions	\$ 4,143,471	\$ 5,251,299	\$ 6,506,673	\$ 5,658,353	\$ 4,189,433
Other Liabilities	\$ 2,342,254	\$ 2,350,854	\$ 2,359,554	\$ 2,368,354	\$ 2,377,254
Total Current Liabilities	\$ 20,331,602	\$ 21,691,365	\$ 19,791,489	\$ 19,052,305	\$ 17,695,411
Non-Current Liabilities					
Payables - Non-Current	\$ 586,966	\$ 565,488	\$ 543,432	\$ 520,781	\$ 497,519
Borrowings - Non-Current	\$ 14,274,769	\$ 10,461,254	\$ 9,883,305	\$ 9,277,933	\$ 8,643,355
Provisions - Non-Current	\$ 14,636,297	\$ 15,076,154	\$ 14,356,506	\$ 13,478,752	\$ 14,694,377
Other Liabilities - Non-Current	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Current Liabilities	\$ 29,498,032	\$ 26,102,897	\$ 24,783,243	\$ 23,277,466	\$ 23,835,251
Total Liabilities	\$ 49,829,634	\$ 47,794,262	\$ 44,574,732	\$ 42,329,771	\$ 41,530,661
Net Assets	\$ 1,111,258,435	\$ 1,120,155,182	\$ 1,130,514,986	\$ 1,142,145,089	\$ 1,155,706,587
Equity					
Retained Earnings	\$ 471,556,275	\$ 480,453,022	\$ 490,812,826	\$ 502,442,929	\$ 516,004,427
Revaluation Reserve	\$ 639,702,160	\$ 639,702,160	\$ 639,702,160	\$ 639,702,160	\$ 639,702,160
Total Equity	\$ 1,111,258,435	\$ 1,120,155,182	\$ 1,130,514,986	\$ 1,142,145,089	\$ 1,155,706,587

7.3 Cash Flow

	Year 2 2024/2025	Year 3 2025/2026	Year 4 2026/2027	Year 5 2027/2028
Cash Flows from Operating Activities				
<i>Receipts:</i>				
Receipts from Customers	\$ 81,494,120	\$ 80,587,708	\$ 83,180,220	\$ 85,970,629
Interest Received	\$ 2,044,125	\$ 2,105,449	\$ 2,158,085	\$ 2,212,038
Rental Income	\$ 475,805	\$ 490,079	\$ 502,331	\$ 514,890
Non-Capital Grants and Contributions	\$ 7,691,925	\$ 7,801,167	\$ 7,874,816	\$ 7,950,307
<i>Payments:</i>				
Payment to Suppliers	-\$ 65,398,682	-\$ 67,705,708	-\$ 67,305,509	-\$ 69,288,232
Borrowing Costs	-\$ 1,100,496	-\$ 1,256,379	-\$ 1,401,836	-\$ 1,243,782
Net Cash Provided (or Used) in Operating Activities	\$ 25,206,797	\$ 22,022,316	\$ 25,008,107	\$ 26,115,850
Cash Flows from Investing Activities				
<i>Receipts:</i>				
Proceeds from Sale of PPE	\$ 415,000	\$ 427,450	\$ 438,136	\$ 449,089
Grants, Subsidies, Contributions and Donations	\$ 1,736,347	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610
<i>Payments:</i>				
Payments for PPE	-\$ 25,798,757	-\$ 30,600,907	-\$ 26,836,127	-\$ 27,071,170
Net Cash Provided (or Used) in Investing Activities	-\$ 23,647,410	-\$ 25,260,847	-\$ 21,485,381	-\$ 21,709,471
Cash Flows from Financing Activities				
<i>Receipts:</i>				
Proceeds from Borrowings	\$ 5,800,000	\$ 6,000,000	\$ -	\$ -
<i>Payments:</i>				
Repayments of Borrowings	-\$ 3,462,889	-\$ 3,435,981	-\$ 3,777,907	-\$ 3,420,195
Net Cash Provided (or Used) in Financing Activities	\$ 2,337,111	\$ 2,564,019	-\$ 3,777,907	-\$ 3,420,195
Net Increase/(Decrease) in Cash and Cash Equivalents	\$ 3,896,498	-\$ 674,512	-\$ 255,181	\$ 986,184
Cash and Cash Equivalents at Beginning of Period	\$ 56,343,950	\$ 60,240,449	\$ 59,585,937	\$ 59,310,756
Cash and Cash Equivalents at End of Period	\$ 60,240,449	\$ 59,565,937	\$ 59,310,756	\$ 60,296,940

	Year 6 2028/2029	Year 7 2029/2030	Year 8 2030/2031	Year 9 2031/2032	Year 10 2032/2033
Cash Flows from Operating Activities					
<i>Receipts:</i>					
Receipts from Customers	\$ 88,882,356	\$ 92,560,416	\$ 95,460,522	\$ 98,699,139	\$ 102,472,202
Interest Received	\$ 2,267,339	\$ 2,324,023	\$ 2,382,123	\$ 2,441,676	\$ 2,502,718
Rental Income	\$ 527,783	\$ 540,957	\$ 554,482	\$ 568,343	\$ 582,552
Non capital grants and contributions	\$ 8,027,684	\$ 8,106,995	\$ 8,188,289	\$ 8,271,615	\$ 8,357,026
<i>Payments:</i>					
Payment to Suppliers	-\$ 70,885,155	-\$ 71,522,959	-\$ 74,375,342	-\$ 78,755,244	-\$ 78,804,938
Borrowing costs	-\$ 1,062,245	-\$ 918,406	-\$ 747,567	-\$ 602,837	-\$ 688,698
Net Cash Provided (or Used) in Operating Activities	\$ 27,737,742	\$ 31,091,026	\$ 31,462,508	\$ 30,532,692	\$ 34,440,965
Cash Flows from Investing Activities					
<i>Receipts:</i>					
Proceeds from sale of PPE	\$ 460,316	\$ 471,824	\$ 483,620	\$ 495,711	\$ 508,104
Grants, subsidies, contributions & donations	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610	\$ 4,912,610
<i>Payments:</i>					
Payments for PPE	-\$ 33,654,284	-\$ 27,238,193	-\$ 28,949,605	-\$ 30,478,439	-\$ 28,881,439
Net Cash Provided (or Used) in Investing Activities	-\$ 28,281,358	-\$ 21,853,759	-\$ 23,553,375	-\$ 25,070,118	-\$ 23,460,725
Cash Flows from Financing Activities					
<i>Receipts:</i>					
Proceeds from Borrowings	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Payments:</i>					
Repayments of borrowings	-\$ 3,583,744	-\$ 3,640,607	-\$ 3,813,515	-\$ 577,869	-\$ 605,533
Net Cash Provided (or Used) in Financing Activities	-\$ 3,583,744	-\$ 3,640,607	-\$ 3,813,515	-\$ 577,869	-\$ 605,533
Net Increase(Decrease) in Cash and Cash Equivalents	-\$ 4,127,361	\$ 5,596,660	\$ 4,095,618	\$ 4,884,706	\$ 10,374,707
Cash and Cash Equivalents at Beginning of Period	\$ 80,298,940	\$ 56,169,579	\$ 61,766,239	\$ 65,861,858	\$ 70,746,563
Cash and Cash Equivalents at End of Period	\$ 56,169,579	\$ 61,766,239	\$ 65,861,858	\$ 70,746,563	\$ 81,121,270

7.4 Changes in Equity

	Year 2 2024/2025	Year 3 2025/2026	Year 4 2026/2027	Year 5 2027/2028
Asset Revaluation Surplus				
Opening Balance	\$ 639,702,160	\$ 639,702,160	\$ 639,702,160	\$ 639,702,160
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 639,702,160	\$ 639,702,160	\$ 639,702,160	\$ 639,702,160
Retained Surplus				
Opening Balance	\$ 448,318,094	\$ 448,462,725	\$ 452,617,322	\$ 457,735,917
Net Result	\$ 144,631	\$ 4,154,597	\$ 5,118,595	\$ 6,060,103
Closing Balance	\$ 448,462,725	\$ 452,617,322	\$ 457,735,917	\$ 463,796,019
Total Community Equity	\$ 1,088,164,885	\$ 1,092,319,482	\$ 1,097,438,077	\$ 1,103,498,179

	Year 6 2028/2029	Year 7 2029/2030	Year 8 2030/2031	Year 9 2031/2032	Year 10 2032/2033
Asset Revaluation Surplus					
Opening Balance	\$ 639,702,160	\$ 639,702,160	\$ 639,702,160	\$ 639,702,160	\$ 639,702,160
Increase/(Decrease) in Asset Revaluation Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance	\$ 639,702,160	\$ 639,702,160	\$ 639,702,160	\$ 639,702,160	\$ 639,702,160
Retained Surplus					
Opening Balance	\$ 463,796,019	\$ 471,556,275	\$ 480,453,022	\$ 490,812,826	\$ 502,442,929
Net Result	\$ 7,760,256	\$ 8,896,747	\$ 10,359,804	\$ 11,630,103	\$ 13,561,498
Closing Balance	\$ 471,556,275	\$ 480,453,022	\$ 490,812,826	\$ 502,442,929	\$ 516,004,427
Total Community Equity	\$ 1,111,258,435	\$ 1,120,155,182	\$ 1,130,514,986	\$ 1,142,145,089	\$ 1,155,706,587

8.0 Investments

Council had \$75.50m held in bank accounts on 30 April 2024. Out of this balance, 84.8% was held with QTC with an end of month interest rate of 4.76%, 14.7% was with Commonwealth Bank with an interest rate of 4.85% and the remaining 0.5% was sitting with Bendigo Bank with no interest rate identified at this stage.

Institution	Rating	Rate at 30/06/2023	Current Rate
QTC	A1+	4.15%	4.76%
CBA General Account (new)	A1+	4.60%	4.85%
CBA General Account	A1+	4.60%	4.85%

Investment Portfolio Report

as at 30/4/2024

	Financial Institution			TOTAL
	Queensland Treasury	Bendigo Bank	Commonwealth Bank of Australia	
Opening Investment Balance 1 July 2023	47,968,495	375,308	15,917,155	64,260,958
Interest Rate	4.76%	0.00%	4.85%	
Deposits	28,000,000	599,649	158,403,215	187,002,863
Redemptions	- 14,000,000	- 609,666	- 163,591,358	- 178,201,024
Balance	61,968,495	365,290	10,729,012	73,062,797
Interest Income	2,103,221	-	387,181	2,490,402
Admin Charge	- 53,578	- 93	-	- 53,671
Net Interest Income	2,049,643	- 93	387,181	2,436,731
Ending Investment Balance as at 30/4/2024	64,018,138	365,198	11,116,192	75,499,528
% to Portfolio	84.79%	0.48%	14.72%	
Short Term Rating	A1+	A2	A1+	
Individual Counter - Party Limit	100%	10%	30%	
Maximum Funds Limit	No Limit	\$20M	\$20M	

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 90% of the grant funding (\$2,815,000 during July 2021 and \$2,252,000 during January 2024) with these funds being posted as a contract liability in the balance sheet until funds have been used. So far Council has spent around \$4.01m over the life of the W4Q4 funding with \$1.79m of this on eligible projects for this financial year.

10.0 Rates Update

During April 2024 the Rates Department have processed:

- 109 rates searches
- 248 rates requests
- 150 transfers of properties
- 29 amalgamations and splits
- 4 refunds processed
- 2 archive searches

The discount period ended on 22 April 2024 for the rate levy notices issued for the period January to June 2024.

Reminder notices are currently being prepared for issue.

Leases have been received for the wind farm at Coopers Gap and rate notices have been issued.



12 INFRASTRUCTURE

Nil

13 LIVEABILITY

13.1 ADOPTION OF THE ARTS, CULTURE & HERITAGE STRATEGIC PLAN 2024-2029

File Number: 24-04-2024

Author: Manager Community & Lifestyle

Authoriser: Chief Executive Officer

PRECIS

Adoption of the Arts, Culture & Heritage Strategic Plan 2024-2029

SUMMARY

The South Burnett Arts, Culture and Heritage (ACH) Strategic Plan will be a 5-year plan for growing this sector and engaging communities in creative opportunities. It will be an overarching strategy, prioritising initiatives that have been determined by the communities of our region.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council adopt the Arts, Culture and Heritage (ACH) Strategic Plan 2024-2029

FINANCIAL AND RESOURCE IMPLICATIONS

To be delivered within budget allocation

LINK TO CORPORATE/OPERATIONAL PLAN

OPL/23 Finalise a South Burnett Regional Arts, Culture and Heritage Strategic Plan

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

In February 2023, the Arts, Culture & Heritage Advisory Committee (ACHAC) conducted a strategic workshop followed by a series of community consultations that defined the strengths, gaps and needs within the ACH sectors of the region. Some of these conversations took place with specific areas of the sector such as galleries and museums and other targeted demographic groups such as the South Burnett Youth Council.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Nil implications

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Nil implications

ASSET MANAGEMENT IMPLICATIONS

Nil implications

REPORT

The South Burnett Arts, Culture & Heritage Strategic Plan is a 5-year non-statutory plan that will be for growing the sector and engaging communities in creative opportunities. It will be an overarching strategy, prioritising initiatives that have been determined by the communities through community consultation.

The ACH Strategy provides direction to South Burnett Regional Council in facilitating programs and projects based on community-driven priorities, within resource capacity. A strong arts, culture and heritage sector is vital in delivering the following for the region:

- Safeguarding of historical artifacts, traditions, culture, stories and artistic expression for current and future generations
- Contributing significantly to the identity and sense of place of our communities
- Engaging communities in participating in events, festivals and creative activities that bring people together and foster a sense of community
- Contributing to economic development by attracting tourists, supporting local artists and creative industries and creating jobs
- Educating and raising awareness about our communities' histories, traditions, and values
- Creating vibrant and culturally rich environments, integrating into urban and regional planning
- Contributing to the health and wellbeing of communities through the proven benefits of participating in the arts

The ACHAC undertook community consultation with and received feedback from key stakeholder groups to determine the priorities and outcomes of the plan. This feedback has been incorporated into the final draft.

The draft plan was presented and approved by the ACHAC at the February 2024 meeting and is now submitted to council for adoption.

ATTACHMENTS

1. **Arts Culture and Heritage Strategy** [↓](#) 

DRAFT



SOUTH BURNETT REGIONAL COUNCIL
ARTS, CULTURE & HERITAGE
STRATEGY 2024 - 2029





ACKNOWLEDGEMENT OF COUNTRY

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

ARTS, CULTURE & HERITAGE STRATEGY

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FOREWORD FROM THE MAYOR

The South Burnett region's identity is deeply intertwined with the expression of arts, the preservation of heritage, and the celebration of our rich culture and unique narratives. As your Mayor, I am proud to lead a council committed to championing these aspects that define us.

It is our responsibility as a council to lead through advocacy, promotion, and the development of our region's arts, cultural, and heritage assets. This strategic plan lays the groundwork for our commitment to nurturing the arts, culture, and heritage of the South Burnett.

Our local stories, history, cultural heritage, and creativity are fundamental strengths that continue to attract visitors and enrich the lives of those who call this region home. By recognizing and celebrating these assets, we ensure that the South Burnett remains a vibrant and sought-after destination.

We understand that a community that values creativity and innovation is one that embraces diversity, welcomes new ideas, and seizes emerging opportunities. This strategy serves as our roadmap for fostering a culture of creativity and innovation throughout the South Burnett.

Together, let us embark on this journey to uphold and celebrate the arts, culture, and heritage that make the South Burnett truly special.



Mayor
Kathy Duff

MESSAGE FROM THE ACHAC

As Chair of the Arts, Cultural and Heritage Advisory Committee (ACHAC), I am pleased to be presenting the South Burnett Regional Council's Arts, Culture and Heritage Strategy. This Strategy reflects the importance of our local arts, culture and heritage by prioritising initiatives that have been determined by the communities in the South Burnett.

This strategy sets a vision where creativity forms part of our everyday lives, valued for the distinct story that could be told from our past, present, and future creative economy. Arts, culture and heritage play an important role in bringing people together. We are excited to provide more opportunities for our community to engage with arts, culture and heritage.

Participating and connecting to our arts, culture and heritage has never been so important. This strategy will support initiatives that will not only strengthen our communities but also our region's economic growth, community resilience and overall wellbeing of our region.



PURPOSE OF THE STRATEGY

The South Burnett Arts, Culture and Heritage (ACH) Strategy will be a 5-year plan for growing this sector and engaging communities in creative opportunities. It will be an overarching strategy, prioritising initiatives that have been determined by the communities of our region.

The ACH Strategy provides direction to South Burnett Regional Council in facilitating programs and projects based on community-driven priorities, within resource capacity. A strong arts, culture and heritage sector is vital in delivering the following for the region:

- Safeguarding of historical artifacts, traditions, culture, stories and artistic expression for current and future generations. Contributing significantly to the identity and sense of place of our communities
- Contributing significantly to the identity and sense of place of our communities.
- Engaging communities in participating in events, festivals and creative activities that bring people together and foster a sense of community.
- Contributing to economic development by attracting tourists, supporting local artists and creative industries and creating jobs.
- Educating and raising awareness about our communities' histories, traditions, and values.
- Creating vibrant and culturally rich environments, integrating into urban and regional planning.
- Contributing to the health and wellbeing of communities through the proven benefits of participating in the arts.



The Chase by Donna Rivers

DEFINITIONS

Arts	Arts means the expression or application of human creative skill and imagination in all art forms, such as visual arts, crafts, music, theatre, entertainment, community festivals and events, cultural traditions, and designs for public spaces. Art includes hand-made or natural objects that have aesthetic value or express symbolic meaning. For inclusions refer to the Australia Bureau of Statistics categories of 'arts' (Arts Nation - An overview of Australian Arts - Technical Appendix 2015 Edition).
Culture	Culture refers to all the traditions, history, customs and activities that constitute lifestyle, identity, heritage, celebration, and spiritual nourishment, as well as all the creative and innovative aspects of the arts that define a community. For inclusions refer to the Australia Bureau of Statistics categories of 'culture' (Arts Nation -An overview of Australian Arts - Technical Appendix 2015 Edition).
Heritage	Heritage refers to the cultural, natural, and historical assets that are inherited from past generations, preserved in the present, and passed on to future generations. Heritage encompasses a wide range of tangible and intangible elements that contribute to the identity, character, and continuity of a community, society, or civilization. These elements may include historical sites, artifacts, traditions, customs, languages, and practices that hold significance and are considered valuable for their connection to the past. It also includes the organisations and institutions involved in preserving this heritage, e.g. museums and collecting institutions.
Arts, Culture & Heritage Sector	The term sector is inclusive of all of the activities relating to arts, culture and heritage above and includes individuals, groups and organisations involved in creating and delivering ACH across the South Burnett Region.
Cross-Sector	Collaboration between different industry and community sectors including ACH and non-ACH.
Public Art	Public Art means artwork in any medium, planned and executed outside a gallery context and intended specifically for exhibition within public space. Public spaces are generally open and accessible to all. They can be indoors - such as foyers, atriums, libraries or shopping centres - or outdoors - such as forecourts, parks, squares or streets
Resources	The assets necessary for the successful planning, execution and completion of activities, projects and events. This includes human resources (e.g. artists, stage crew), physical resources (e.g. venue, sound system) as well as financial resources (e.g. funding, sponsorship).

ACRONYMS & ABBREVIATIONS

ACH	Arts, Culture and Heritage
ACHAC	Arts, Culture and Heritage Advisory Committee
Council	South Burnett Regional Council
RADF	Regional Arts Development Fund – a partnership between the Queensland Government through Arts Queensland and the South Burnett Regional Council

STRATEGIC ALIGNMENT

Council adopted the Arts, Culture and Heritage (ACH) Policy in March 2022 with “the intent of South Burnett Regional Council to support arts, culture and heritage engaging with and enriching the lives of our residence and visitors, whilst creating a community focus on arts, culture and heritage.”¹

ACH plays a vital role in delivering on several of Council’s key strategic priorities:

- Enhancing liveability and lifestyle
- Providing key infrastructure for our towns and villages
- Growing our region’s economy and prosperity²

This strategy aligns with key areas of state and national arts policy including:

- Creative Together: A 10-year Roadmap for arts, culture and creativity in Queensland
- First Nations-led arts and culture
- Accessible and inclusive arts and culture
- Growing participation in and consumption of the arts
- Sharing our stories
- Strengthening of leadership in arts and cultural organisations
- Restoring, building and maintaining cultural infrastructure
- Supporting sector development, creative businesses and employment
- Encouraging sector and cross-sector collaboration
- Growing the cultural experience economy^{3 4}

¹ South Burnett Regional Council, Arts, Culture and Heritage Policy, adopted 23 March 2022, p. 7

² South Burnett Regional Council, Corporate Plan 2021-2026, adopted 28 April 2021, p. 7

³ <https://www.arts.gov.au/publications/national-cultural-policy-revive-place-every-story-story-every-place>, p. 7

⁴ <https://www.arts.qld.gov.au/creative-together>, p. 7

⁵ South Burnett Regional Council, ACH Policy, p. 8

⁶ South Burnett Regional Council, ACH Policy, p. 8

ROLE OF SBRC IN ARTS, CULTURE & HERITAGE

For Council to play the required leadership role for the ACH sector and for this strategy to be successfully implemented, it is recommended that a full time ACH Officer be appointed. The role would include the administration of the RADF program and leading recommended initiatives as appropriate, to ensure the quality cultural, social, and economic outcomes that this strategy has the potential to deliver, in partnership with the ACHAC, broader ACH sector and key stakeholders.

The ACH Policy clearly defines Council's role as a facilitator in the sector, working towards:

- Providing leadership to the sectors through advocacy, promotion and development/ maintenance of Council's arts, cultural and heritage assets
- Identifying and responding to community needs through strategic planning
- Assisting with local coordination of art culture and heritage activities
- Assisting in the stimulation of the arts, culture and heritage-based enterprises
- Encouraging collaboration across sectors
- Managing and displaying Council's art and heritage collections across its facilities ⁵

Council also sees our role in supporting economic development through ACH including

- Building competitive advantage for the region based on its unique cultural heritage and the engagement of artists to interpret and respond to this
- Building opportunities for the arts and cultural expression into tourism activities and campaigns
- Understanding the skills development needs of the sector and assisting to deliver on these needs
- Encourage the development of place-based arts, cultural and heritage projects to support the promotion of the region
- Provide access to arts, cultural and heritage activities through Council owned infrastructure ⁶

Council also emphasises the importance of participation and engagement in ACH, including equitable and accessible opportunities for communities. Council also encourages partnerships to strengthen the sector.

Council has established the ACH Advisory Committee to support regional ACH activity in the South Burnett region, assisting Council in this role as facilitator.

The South Burnett Regional Council's ACH Officer will have responsibility for:

- Delivering ACH Strategic Plan deliverables through the ACH Advisory Committee
- Reporting on ACH Strategic Plan deliverables to the ACH Advisory Committee

The South Burnett ACH Advisory Committee will have responsibility for:

- Bi-monthly reports to SBRC on the outcomes aligned to this Strategy
- Bi-monthly reports to stakeholders

¹ South Burnett Regional Council, Arts, Culture and Heritage Policy, adopted 23 March 2022, p. 7

² South Burnett Regional Council, Corporate Plan 2021-2026, adopted 28 April 2021, p. 7

³ <https://www.arts.gov.au/publications/national-cultural-policy-revive-place-every-story-story-every-place>, p. 7

⁴ <https://www.arts.qld.gov.au/creative-together>, p. 7

⁵ South Burnett Regional Council, ACH Policy, p. 8

⁶ South Burnett Regional Council, ACH Policy, p. 8

CONSULTATION PROCESS

In February 2023, the ACHAC conducted a strategic workshop followed by a series of community conversations that defined the strengths, gaps and needs within the ACH sectors of the region. Some of these conversations took place with specific areas of the sector such as galleries and museums and other targeted demographic groups such as the South Burnett Youth Council.

These ideas were then taken back to the community through workshops that asked participants to design solutions to some of the key problems identified and suggest priority areas for the strategy.

These concepts were summarised and put to the community through an online survey in late 2023 to help reinforce the findings of these workshops and the proposed priorities. This document is based on these consultation processes, community feedback and the advice of the ACHAC who represent the region.

It has been identified that future workshops with First Nations communities and young people would be valuable to enable self-determined priority projects.

ACH NOW IN SOUTH BURNETT

The South Burnett region of Queensland is a rich and diverse cultural and historical area with a wealth of creative strengths that attract visitors from far and wide. Its local stories, unique flora and fauna, community involvement, and supportive atmosphere are just some of the key strengths of the region, which continue to make it a popular destination for visitors and a vibrant and dynamic place to live and work.

Through community consultation the following strengths, gaps, needs, and desired opportunities were identified.

Strengths:

- Local stories
- Levels of community involvement, engagement and volunteering
- Leadership and creative thinking
- Facilities, infrastructure and Council support
- Strong gallery network
- Heritage attractions and museums
- Range of visitor experiences
- Unique landscapes, flora and fauna
- Friendly and welcoming nature

Needs:

- Coordinated communication and promotion
- Dependant to a large extent on volunteers
- Visibility of First Nations arts and culture
- Networking, collaboration and resource sharing
- Access to funding and resources
- Skills and professional development
- Collection storage and management
- Access to venues
- Public art, festivals and events
- Coordinated experiences

Opportunities:

- Develop a cultural festival
- Engagement through more storytelling
- More public art and heritage interpretation
- Increased investment in RADF
- Touring of work throughout the region – performing, heritage and visual arts

This strategy aims to take these learnings and support opportunities for both Council-led and sector-led initiatives, embracing the positivity and optimism of the ACH sector.

VISION

The South Burnett thrives through active participation in arts, culture and heritage. We celebrate our rich heritage and value the transformative influence of artists and storytellers in communities.

GOALS & OBJECTIVES

A. Coordination and communication to build engagement and participation

- A.1. Unify sector communications
- A.2. Develop networking opportunities
- A.3. Encourage collaborations and resource sharing

B. Share our stories across the region

- B.1. Develop a regional touring circuit for arts, culture and heritage
- B.2. Celebrate our stories through festivals and events
- B.3. Investigate opportunities for public art and heritage trails

C. Build sector leadership and capacity

- C.1. Deliver an annual program that supports skills and professional development
- C.2. Enhance volunteer management capacity

D. Support diverse and inclusive opportunities for arts, culture and heritage

- D.1. Recognise and support First Nations arts and culture
- D.2. Encourage youth-led initiatives to engage more young people in ACH
- D.3. Support people with diverse backgrounds and needs to develop projects that share their unique stories

E. Accessible places and spaces

- E.1. Encourage innovative and collaborative use of existing spaces and places
- E.2. Enhance and maintain existing Council facilities and programs

F. Resourcing the sector

- F.1. Continue to deliver the Regional Arts Development Fund for the region
- F.2. Build partnerships that enhance the resource capacity of the arts, culture and heritage sector
- F.3. Provide advocacy for the sector in accessing resources
- F.4. Provide information and training around funding, sponsorship and fundraising

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STRATEGIC IMPLEMENTATION

A. Coordination and communication to build engagement and participation.

STRATEGY	ACTION	RESPONSIBILITY	TIMEFRAME
A.1	Unify sector communications		
A.1.1	Create a brand that becomes the identifier for ACH across the South Burnett	SBRC ACH Officer with approval by ACH Committee	2024
A.1.2	Develop an online “one stop shop” to coordinate communications, calendars and promote ACH opportunities, activities and events – website social media and e-newsletter	My Community Directory	2025 & ongoing
A.1.3	Provide sector training in arts marketing and promotion to increase the quality of content provided and shared	SBRC ACH Officer	2025 & ongoing
A.2	Develop networking opportunities		
A.2.1	Establish regular ACH sector networking meetings and diversify them between whole of sector, artform specific and cross-sector	ACH Committee with SBRC ACH Officer	2024 & ongoing
A.2.2	Encourage networking opportunities that encourage the sharing of information and resources to strengthen the sector.	ACH Committee with SBRC ACH Officer	Ongoing
A.3	Encourage collaborations and resource sharing		
A.3.1	Utilise networking meetings to map opportunities for resource sharing e.g. equipment, storage	ACH Committee with SBRC ACH Officer	Ongoing
A.3.2	Encourage applications to RADF that involve collaborations and resource sharing	ACH Committee with SBRC ACH Officer	Ongoing

Measures of success

- Increased community awareness of ACH opportunities, activities and events
- Increased marketing skills and capacity of the ACH sector
- Number of events and activities coordinated in the ACH sector
- Increased participation and attendance of events and activities
- Increased resource sharing and collaboration in the ACH sector

B. Share our stories across the region

STRATEGY	ACTION	RESPONSIBILITY	TIMEFRAME
B.1	Develop a regional touring circuit for arts, culture and heritage		
B.1.1	Support museums, galleries and performing arts to share exhibitions and performances across the region that celebrate stories of the region	SBRC ACH Officer	Ongoing
B.1.2	Investigate opportunities to partner with neighbouring regions to tour content into and out of the South Burnett	SBRC ACH Officer	2026 & ongoing
B.2	Celebrate our stories through festivals and events		
B.2.1	Encourage existing festivals and events to explore beneficial collaborations that enhance events and provide opportunities for the ACH sector	SBRC ACH Officer	Ongoing
B.2.2	Explore the possibility of a unique ACH-driven event for the region	ACH Committee & SBRC ACH Officer	2025
B.3	Investigate opportunities for public art and heritage trails		
B.3.1	Map existing public art and heritage sites relevant for inclusion in a trail	SBRC ACH Officer	2024
B.3.2	Develop a Public Art Policy and Procedures and appropriate resourcing to manage a public art collection across the South Burnett	SBRC ACH Officer	2024
B.3.3	Explore options for branding, signage, an online interactive application and develop a marketing plan to support the promotion of the trail once established	ACH Committee & SBRC ACH Officer	2025
B.3.4	Manage and maintain Council owned sites where public art and heritage destinations on the trail exist	SBRC ACH Officer	Ongoing
B.3.5	Support access to resources for public art and heritage destinations on the trail that are not on Council owned sites	SBRC ACH Officer	Ongoing
B.3.6	Encourage projects that enhance the trail once established	ACH Committee	Ongoing

Measures of success

- Touring of South Burnett produced ACH product across the region
- Touring of South Burnett produced ACH product outside of the region
- External touring of content to the region facilitated
- Positive feedback from audiences
- Increased cultural tourism product
- Adoption of a Public Art Policy and Procedures and resourcing of public art management across the South Burnett
- Establishment and maintenance of a public art and heritage trail for the South Burnett
- Evidence of increased tourist attendance at ACH programs, projects and activities

C. Build sector leadership and capacity

STRATEGY	ACTION	RESPONSIBILITY	TIMEFRAME
C.1	Deliver an annual program that supports skills and professional development		
C.1.1	Prioritise the delivery of workshops and training to build the capacity of the ACH sector. Priority areas include marketing & communications, project management, event management, art & heritage collection management and heritage interpretation practices	ACH Committee & SBRC ACH Officer	Ongoing
C.1.2	Support others to deliver skills and professional development opportunities through RADF	SBRC ACH Officer	Ongoing
C.1.3	Support alternative delivery models of training including online and attendance at out of region activities	SBRC ACH Officer	Ongoing
C.2	Enhance volunteer management capacity		
C.2.1	Offer training to enhance ACH sector capacity to attract and maintain a volunteer workforce	SBRC ACH Officer	2024 & ongoing
C.2.2	Investigate opportunities for volunteers under the age of 18 (emerging artists)	ACH Committee & SBRC ACH Officer	Ongoing
C.2.3	Encourage partnerships between schools and the ACH sector to build opportunities to engage young people in volunteering	SBRC ACH Officer & Youth Council	2025 & ongoing

Measures of success

- Increased ACH leadership and advocacy capacity
- Increased professionalism within artform and heritage practices
- Number and diversity of skills development and professional development opportunities
- Increased levels of volunteer attraction and retention
- Volunteers feel valued in their roles
- Increased number of young people in volunteering roles



D. Support diverse and inclusive opportunities for arts, culture and heritage

STRATEGY	ACTION	RESPONSIBILITY	TIMEFRAME
D.1	Recognise and support First Nations arts and culture		
D.1.1	Encourage First Nations representation on the ACHAC to explore opportunities for First Nations-led ACH initiatives across the South Burnett e.g. creative industry development, exhibitions, cultural awareness	ACH Committee & SBRC ACH Officer	Ongoing
D.1.2	Engage with First Nations-led groups and organisations to encourage applications to RADF	ACH Committee & SBRC ACH Officer	2024 & ongoing
D.2	Encourage youth-led initiatives to engage more young people in ACH		
D.2.1	Encourage a youth voice through the ACHAC to explore opportunities for youth-led ACH initiatives across the South Burnett e.g. street art, social hub with dancing	ACH Committee & Youth Council	2025 & ongoing
D.2.2	Investigate ways to offer incentives for young people to participate in ACH e.g. giveaways, work experience, course credits	SBRC ACH Officer	2025 & ongoing
D.3	Support people with diverse backgrounds and needs to develop projects that share their unique stories		
D.3.1	Encourage Council's ACH Officer to attend meetings of diverse groups and organisations across the region to promote the opportunity to be involved in ACH and access RADF	SBRC ACH Officer	Ongoing
D.3.2	Provide workshops and support to build skills in developing ACH initiatives and funding applications with diverse community representatives	SBRC ACH Officer	Ongoing
D.3.3	Have a balance of representation on the ACHAC to ensure the voice of diverse communities is represented	SBRC ACH Officer	Ongoing

Measures of success

- First Nations, Youth and diverse communities represented and involved in the ACHAC
- Increased visibility of First Nations arts and culture across the region
- First Nations-led ACH initiatives developed and delivered
- Youth-led ACH initiatives developed and delivered
- Diverse Communities-led ACH initiatives developed and delivered
- RADF support for these initiatives



The Weaners - By Robyn Dower

E. Accessible places and spaces

STRATEGY	ACTION	RESPONSIBILITY	TIMEFRAME
E.1	Deliver an annual program that supports skills and professional development		
E.1.1	Prioritise the delivery of workshops and training to build the capacity of the ACH sector. Priority areas include marketing & communications, project management, event management, art & heritage collection management and heritage interpretation practices	SBRC ACH Officer	Ongoing
E.1.2	Support others to deliver skills and professional development opportunities through RADF	SBRC ACH Officer	Ongoing
C.2	Enhance volunteer management capacity		
C.2.1	Offer training to enhance ACH sector capacity to attract and maintain a volunteer workforce	SBRC ACH Officer	2024 & ongoing
C.2.2	Encourage partnerships between schools and the ACH sector to build opportunities to engage young people in volunteering	ACH Committee & SBRC ACH Officer	2025 & ongoing

Measures of success

- Venue map established and publicly accessible
- RADF applications that demonstrate innovative approaches to use of spaces and places
- Attendance and engagement in Council run ACH venues, facilities and program



Wondai VIC & Timber Museum

F. Resourcing the sector

STRATEGY	ACTION	RESPONSIBILITY	TIMEFRAME
F.1	Continue to deliver the Regional Arts Development Fund for the region		
F.1.1	Encourage quality RADF applications through regular opportunities for training and mentoring	ACH Committee & SBRC ACH Officer	Ongoing
F.1.2	Investigate the potential to grow investment in ACH funding opportunities	ACH Committee & SBRC ACH Officer	Ongoing
F.1.3	Offer an annual RADF showcase event to demonstrate the impact and outcomes of ACH in the region	SBRC ACH Officer	2025 & ongoing
F.2	Build partnerships that enhance the resource capacity of the arts, culture and heritage sector		
F.2.1	Provide opportunities for non-ACH sector industries to understand the impact of the ACH sector on the social, economic and cultural life of the region and encourage investment of in-kind and financial resources	SBRC ACH Officer	Ongoing
F3	Provide advocacy for the sector in accessing resources		
F.3.1	Make representations where appropriate to advocate for Council and non-Council ACH resourcing needs to access funding and support including infrastructure, strategic projects and programming	SBRC ACH Officer	Ongoing
F4	Provide information and training around funding, sponsorship and fundraising		
F.4.1	Regularly update the “one stop shop” to include information on RADF and other funding opportunities for the ACH sector	SBRC ACH Officer	Ongoing
F.4.2	Provide workshops that build the ACH sector’s capacity to access financial resources	SBRC ACH Officer	Ongoing

Measures of success

- Quality of the outcomes of RADF supported projects
- Increase in the number of RADF applications
- Increase in ACH funding in the region
- Enhanced capacity to attract in-kind and financial resources to the ACH sector

13.2 RENEWAL OF LICENCE - SOUTH BURNETT FUN FLYERS INC.

File Number: 15-05-2024
Author: Lease Officer
Authoriser: Chief Executive Officer

PRECIS

South Burnett Fun Flyers Inc. have requested to renew their Deed of Licence to Occupy over Lot 354 on FY2456, Finlay Road, Nanango.

SUMMARY

The South Burnett Fun Flyers Inc. (SBFF) hold a 12-month low impact Deed of Licence to Occupy over the old Nanango Landfill being Lot 354 on Crown Plan FY2456, Finlay Road, Nanango. As the land is a Reserve for Local Government with a sub-purpose for Refuse Disposal, a trustee lease cannot be entered into. It is recommended to renew the licence for a further five (5) year term.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council:

1. In accordance with *section 236 (1)(b)(ii)* of the *Local Government Regulation 2012*, renew the Deed of Licence to Occupy with South Burnett Fun Flyers Inc. for a term of five (5) years for Lot 354 on Crown Plan FY2456.
2. Pursuant to *Section 257(1)(b)* of the *Local Government Act 2009*, South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Deed of Licence to Occupy with the South Burnett Fun Flyers Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

FINANCIAL AND RESOURCE IMPLICATIONS

Rent for the Licence to Occupy will be a concessional rate applied to all community and not for profit groups of \$75.00 per year (excluding GST).

SBFF are responsible for the maintenance, including mowing of the site.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council met with the President of SBFF in early February 2024 to view the current temporary improvements to the grounds and discuss further occupancy of the site. It was acknowledged that there are restrictions to the site that do not allow permanent development on the grounds.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The proposed use of the land is inconsistent with the purpose of the reserve, as such a Trustee Lease cannot be entered unless Council undertakes a Land Management Plan with approval from the Department of Resources in accordance with the *Land Act 1994* and *Land Regulation 2020*.

The old Nanango Landfill is listed on the State Government's Land Contamination Register and has non-active gas monitoring on site, conditions, and restriction for use of the land have been included in accordance with the *Environmental Protection Act 1994*.

The Association must follow all rules and regulations for flying model aircraft / drones under the *Civil Aviation Act 1988*, *Civil Aviation Safety Regulations 1998*, *Part 101 of the Civil Aviation Safety Regulations 1998 (CASR)*, *Part 101 Manual of Standards (MOS)* and any other legislation introduced by the Australian Government Civil Aviation Safety Authority.

An offer to renew the low impact Deed of Licence to Occupy to a community group is in accordance with s236 *Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

SBFF will be responsible for the maintenance of the land including mowing. Conditions of the Licence Agreement restricts removal of trees, soil or undertaking any earthworks on the licence area. Parking on the licence area is permissible, however development of a carpark, clubhouse or storage shed is prohibited.

REPORT

Property Details –

RPD: Lot 354 on Crown Plan FY2456

Tenure: Reserve for Local Government (Refuse Disposal)

Area: 6.62 ha

Background –






The South Burnett Fun Flyers Inc. (SBFF) entered a low impact Deed of Licence to Occupy for the old Nanango Landfill which expires on 31 May 2024. The South Burnett Fun Flyers are a recreational group that fly model aircraft and drones and have developed a model aircraft take-off and landing area on the site. Within the last 12-months SBFF's membership has increased to 18 members with electronic model aircraft. SBFF are an affiliate member through the Australian Miniature Aerosports Society Inc (AMAS) and hold a certificate of currency for public liability insurance through AON Risk Services Australia.

It was acknowledged that there are limitations to the site as the land is an operational reserve for Local Government with a sub-purpose of Refuse Disposal. As the purpose of the reserve does not align with SBFF's activities a trustee lease cannot be entered. The site is also listed on the State's Contaminated Land Register with non-active gas monitoring wells and is also located within 800 metres of the Nanango Aircraft Landing Area which further limit activities on the site.

It is recommended to renew the low impact Deed of Licence to Occupy for a further five (5) years and include the following conditions:

1. Not to remove from the Licence Area any sand, gravel, soil or timber, nor undertake any earthworks without the prior written consent of Council. If approval is granted, SBFF acknowledges and agrees to any costs associated with a disposal permit to remove, treat and dispose of contaminated land including the waste levy rate per tonne for disposal of contaminated soil.
2. Model aircraft/drones are flown during daylight hours and not before 8:00am or after 5:00pm to minimise impact on residential areas.
3. Model aircraft/drones are not to be operated over the Nanango Racecourse, Nanango Waste Facility or Licence Area of the Recreational Archery Club in Lot 351 on Crown Plan FY21 during any events or during hours of operation.
4. Model aircraft/drones are not operated during periods of cloud cover or over residential areas or roads.
5. Parking vehicles on the Licence Area will be permissible, however development of a carpark is prohibited.
6. No food preparation will be supported on the Licence Area.
7. Development of a clubhouse or shed is not supported on the Licence Area.

ATTACHMENTS

1. **Current Title - Reserve for Local Government - Refuse Disposal** [↓](#) 
2. **Aerial Map - Lot 354 on FY2456** [↓](#) 
3. **CASA - Drone Safety Information** [↓](#) 
4. **Nanango Old Landfill - Gas Monitoring** [↓](#) 
5. **SBBF - Temporary Site Improvements** [↓](#) 

INTERNAL CURRENT RESERVE SEARCH
 QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 29/04/2024 12:26

Title Reference: 49014189
 Date GAZETTED: 06/09/1980
 PAGE: 18

Opening Ref: RES 16482
 Purpose: LOCAL GOVERNMENT
 Sub-Purpose: REFUSE DISPOSAL
 Local Name:
 Address:
 County (R) No: R726
 File Ref: RES 18992

TRUSTEES

SOUTH BURNETT REGIONAL COUNCIL GAZETTED ON 06/09/1980
 PAGE 18

LAND DESCRIPTION

LOT 354 CROWN PLAN FY2456 GAZETTED ON 06/09/1980 PAGE 18
 Local Government: SOUTH BURNETT

Area: 6.620000 Ha. (ABOUT)

EASEMENTS AND ENCUMBRANCES

ADMINISTRATIVE ADVICES

Dealing	Type	Lodgement Date	Status	Location
721733222	NT DETERM	02/06/2022 13:51	CUR	EC-GEN -00
NATIVE TITLE ACT 1993 (CTH)				
UNREGISTERED DEALINGS - NIL				

** End of Current Reserve Search **

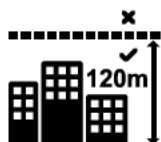




Australian Government
Civil Aviation Safety Authority

KNOW YOUR DRONE

IMPORTANT DRONE SAFETY INFORMATION



Always fly at or below 120 m (400 ft).



Keep your drone at least 30 m away from others.



If your drone weighs more than 250 grams, you must fly at least 5.5 kilometres away from a controlled airport, which generally have a control tower at them.



If you're near a helicopter landing site or smaller aerodrome without a control tower, you can fly your drone within 5.5 kilometres. If you become aware of manned aircraft nearby, you will have to manoeuvre away and land your drone as quickly and safely as possible.



Fly in open spaces, away from other people or populous areas. This includes avoiding beaches, parks, events, and sports ovals where there is a game in progress.



Always keep your drone within visual line-of-sight. This means always being able to see the drone with your own eyes (rather than through a device, screen or goggles).



Keep your drone away from emergency operations. This includes floods, bushfires, law enforcement and rescue operations. Flying your drone over or near an area where emergency operations are underway could affect public safety.



If you intend to fly your drone for or at work (commercially), there are extra rules you must follow. You will also need to register your drone and get a licence or accreditation.



Keep your drone clear of aircraft, people and property, to avoid creating a hazard.



Respect personal privacy. Photographing or recording people without their consent may breach other laws.



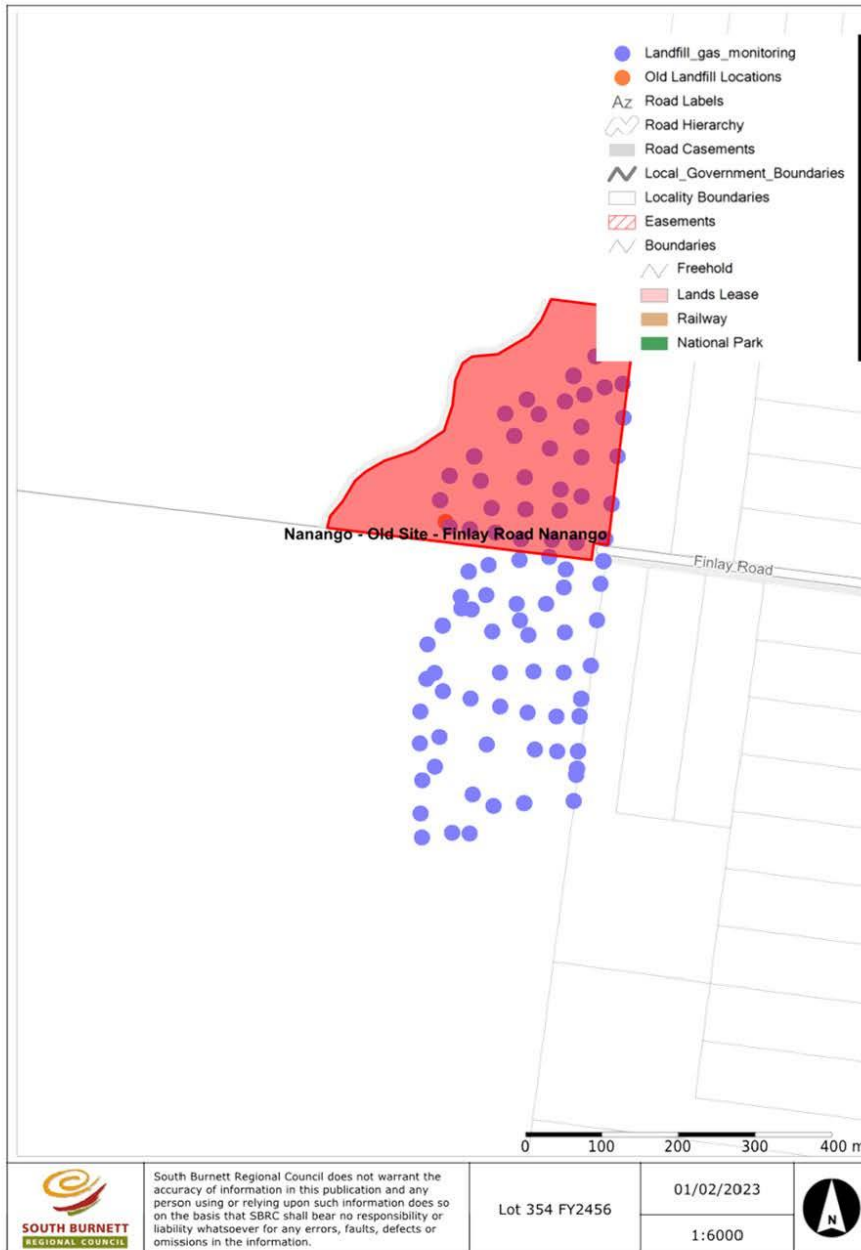
Only fly one drone at a time.



Only fly during the day and not through cloud or fog.

KNOWYOURDRONE.GOV.AU

2211.4570



South Burnett Fun Flyers Inc – Temporary Site Improvements



Figure 1 - Portable Toilets



Figure 2 - Model Aircraft Landing Area



Figure 3 - Temporary Shade Structure and seating



Figure 4 - SBFF Signage



13.3 RENEWAL OF LEASE - THE LIONS CLUB OF BLACKBUTT BENARKIN INC.**File Number:** 15-05-2024**Author:** Lease Officer**Authoriser:** Chief Executive Officer**PRECIS**

To renew the lease for The Lions Club of Blackbutt Benarkin Inc.

SUMMARY

The Lions Club of Blackbutt Benarkin Inc (the Club) have requested to renew their lease on part of Lot 87 on SP102660, Crumpton Drive, Blackbutt.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council:

1. In accordance with section 236(1)(b)(ii) of the Local Government Regulation 2012 applies to disposal of a valuable non-current asset by way of renewal of lease for part of Lot 87 on SP102660, Crumpton Drive, Blackbutt to The Lions Club of Blackbutt Benarkin Inc. for a term of 10 years.
2. Pursuant to *Section 257(1)(b)* of the *Local Government Act 2009*, South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Lease with The Lions Club of Blackbutt Benarkin Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

FINANCIAL AND RESOURCE IMPLICATIONS

Rent for the Licence to Occupy will be a concessional rate applied to all community and not for profit groups of \$75.00 per year (excluding GST).

The current survey plan is not correct for the current lease area, this is required for the Lease to be registered against the title. Council will be responsible to undertake a survey of the lease area and register the survey on the title. It has also been identified that expired leases registered against the title will need to be removed.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council wrote to The Lions Club of Blackbutt Benarkin Inc in late January 2024 to advise that the lease was going to expire on 29 March 2024 and seeking their request to renew the lease. the Club has provided verbal advise that they wish to renew the lease for the further term of ten (10) years.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

An offer to renew the lease to a community organisation complies with section 236 of the *Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Offering to renew the lease is in accordance with Council's Property Leasing Policy and Disposal of Assets Policy.

ASSET MANAGEMENT IMPLICATIONS

The Lions Club of Blackbutt Benarkin Inc are responsible for the maintenance including mowing of the grounds, fencing and payment of utilities and rates within the lease area.

The building is a Council owned asset which the Club has upgraded which was approved by Council in 2020.

REPORT

Property Detail:

RPD: Part of Lot 87 on SP102660

Property address: Crumpton Drive, Blackbutt (access off Bowman Road)

Area: 7.468 ha

Tenure: Freehold



Lease Area: 2943 m2 approximate (to be surveyed)

Background:

The Lions Club of Blackbutt Benarkin Inc. (the Club) are a community non-for-profit organisation which was renamed from Blackbutt Benarkin Lions Club Inc. on 12 May 2023.

The Lions Club of Blackbutt Benarkin Inc. have held a lease over a Council owned building on part of the grounds since 30 March 2014. The Club has maintained the Council's building asset on the grounds and uses the access off Bowman Road which Council holds a Deed of Indemnity for use of the access through the Blackbutt Showgrounds.

ATTACHMENTS

1. **Map from current Lease** [↓](#) 
2. **Survey Plan - Lot 8 on SP102660** [↓](#) 

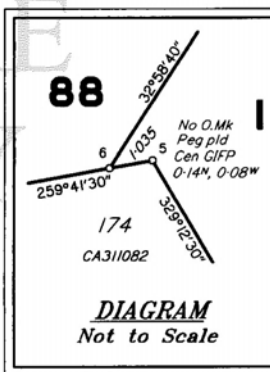
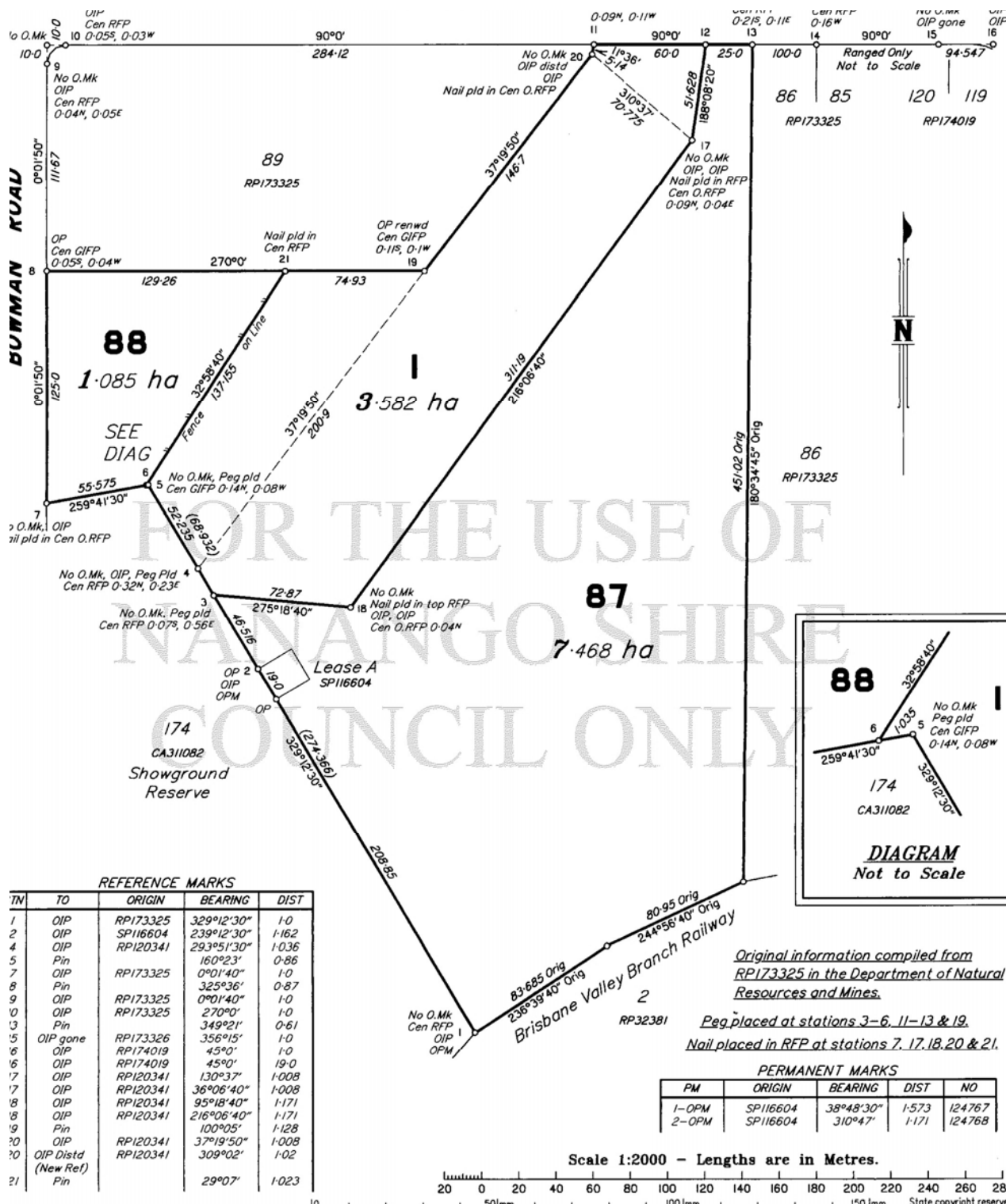
QUEENSLAND LAND REGISTRY
Land Title Act 1994, Land Act 1994
and Water Act 2000

SCHEDULE

Form 20 Version 2
Page 8 of 8

Title Reference 50409711





REFERENCE MARKS

TN	TO	ORIGIN	BEARING	DIST
1	OIP	RP173325	329°12'30"	1.0
2	OIP	SP116604	239°12'30"	1.62
4	OIP	RP120341	293°51'30"	1.036
5	Pin		160°23'	0.86
7	OIP	RP173325	0°01'40"	1.0
8	Pin		325°36'	0.87
9	OIP	RP173325	0°01'40"	1.0
10	OIP	RP173325	270°00'	1.0
13	Pin		349°21'	0.61
15	OIP gone	RP173326	356°15'	1.0
16	OIP	RP174019	45°00'	1.0
16	OIP	RP174019	45°00'	1.0
17	OIP	RP120341	130°37'	1.008
17	OIP	RP120341	36°06'40"	1.008
18	OIP	RP120341	95°18'40"	1.171
18	OIP	RP120341	216°06'40"	1.171
19	Pin		100°05'	1.128
20	OIP	RP120341	37°19'50"	1.008
20	OIP Distd (New Ref)	RP120341	309°02'	1.02
21	Pin		29°07'	1.023

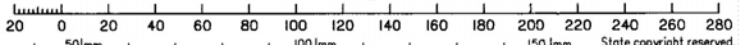
Original information compiled from RP173325 in the Department of Natural Resources and Mines.

Peg placed at stations 3-6, 11-13 & 19. Nail placed in RFP at stations 7, 17, 18, 20 & 21.

PERMANENT MARKS

PM	ORIGIN	BEARING	DIST	NO
1-OPM	SP116604	38°48'30"	1.573	124767
2-OPM	SP116604	310°47'	1.171	124768

Scale 1:2000 - Lengths are in Metres.



I, Jonathan Victor Albert DUKE, Licensed Surveyor, hereby certify that I have surveyed the land comprised in this plan personally, that the plan is accurate, that the said survey was performed in accordance with the Surveyors Act 1977 and the Surveyors Regulation 1992 and that the said survey was completed on 5-6-2002.

J. V. Duke
Licensed Surveyor

Plan of Lots 1, 87 & 88

Canceling Lot 1 on RP120341 and Lots 87 & 88 on RP173325

Scale: 1:2000
Format: STANDARD



705981594

Registered

5. Lodged by

ROBERTS AND KUSKIE
51 DRAYTON ST
NANANGO 4615
PH: 0741 631021 KY 001

(Include address, phone number, reference, and Lodger Code)

NR 400 NT

\$388.25
25/09/2002 12:30

Certificate of Registered Owners or Lessees.

We COUNCIL OF THE SHIRE OF NANANGO

BRIAN ANSON COPP

Brian Anson Copp

Names in full)

* as Registered Owners of this land agree to this plan and dedicate the Public Use and as shown hereon in accordance with Section 50 of the Land Title Act 1994.

~~* as Lessees of this land agree to this plan.~~

BRIAN ANSON COPP

Signature of *Registered Owners *Lessees-

Roger Lalland

MAYOR - NANANGO SHIRE COUNCIL

Brian Anson Copp

CEC - NANANGO SHIRE COUNCIL

* Rule out whichever is inapplicable

: Local Government Approval.

* NANANGO SHIRE COUNCIL

hereby approves this plan in accordance with the :

‡ Integrated Planning Act 1997

6. Existing			Created		
Title Reference	Lot	Plan	Lots	Emts	Road
15446164	1	RP120341	1		
16024064	87	RP173325	1 & 87		
16024065	88	RP173325	1 & 88		

EXISTING LEASE ALLOCATIONS

Lease	Lots to be Encumbered
704817468	87

FOR THE USE OF
NANANGO SHIRE
COUNCIL ONLY

POR 20V 1,87,88

Orig Lots

7. Portion Allocation :

8. Map Reference :
9344-33114

9. Locality :
Taromeo

10. Local Government :
NANANGO S.C.

11. Passed & Endorsed :

By: Kimmorley & Associates Pty Ltd

12. Building Format Plans only.

I certify that :

* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road.

* Part of the building shown on this plan encroaches onto adjoining * lots and road

Licensed Surveyor/Director * Date
~~delete words not required~~

13. Lodgement Fees :

Survey Deposit \$ _____

Lodgement \$ _____

____ New Titles \$ _____

Photocopy \$ _____

Postage \$ _____

TOTAL \$ _____

‡ Insert the name of the Local Government. % Insert Integrated Planning Act 1997 or f Insert designation of signatory or delegation Local Government (Planning & Environment) Act 1990

.Plans with Community Management Statement: 4. References :

13.4 LICENCE TO OCCUPY - NANANGO HISTORY ROOM INC.

File Number: 15-05-2024
Author: Lease Officer
Authoriser: Chief Executive Officer

PRECIS

The Nanango History Room Inc. are seeking to formalise tenure with a Deed of Licence to Occupy over the use of the old school house located at Ringsfield House, part of Lot 5 on SP156194.

SUMMARY

Nanango History Room Inc. have requested to formalise tenure for use of the old school house on Part of Lot 5 on SP156194 being part of Ringsfield House precinct by seeking a non-exclusive Deed of Licence to Occupy for the building along with access and cleaning of the toilets.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council:

1. In accordance with *section 236(1)(b)(ii)* of the *Local Government Regulation 2012*, enter a non-exclusive Deed of Licence to Occupy for use of the old school house located on part of Lot 5 on SP156194 with the Nanango History Room Inc. for a five (5) year term.
2. Pursuant to *Section 257(1)(b)* of the *Local Government Act 2009*, South Burnett Regional Council delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Deed of Licence to Occupy with the Nanango History Room Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.

FINANCIAL AND RESOURCE IMPLICATIONS

Rent for the Licence to Occupy will be a concessional rate applied to all community and not for profit groups of \$75.00 per year (excluding GST).

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

It was recognised that the Nanango History Room Inc. did not hold any form of tenure at the Ringsfield Advisory Committee Meetings. The Nanango History Room Inc. requested formalising tenure in early 2024.

Internal meetings have been held with Council's Liveability and Governance and Corporate teams, it was determined that a non-exclusive Deed of Licence to Occupy would be the most appropriate tenure.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

An offer for a Deed of Licence to Occupy to a community group is in accordance with *s236 Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Offering the Deed of Licence to Occupy is in accordance with Council's Property Lease Policy and Disposal of Assets Policy.

ASSET MANAGEMENT IMPLICATIONS

Council is the asset owner of the school building. The Nanango History Room Inc will be responsible for all maintenance and cleaning of the building.

The licence will include access and cleaning of the outside toilets located at Ringsfield House.

REPORT

Property Details:

RPD: Part of Lot 5 on SP156194

Address: Alfred Street, Nanango (access via Ringsfield House, 49 Alfred Street)

Area: 0.1007 ha

Licence Area: 184 m2 approximate

Background:

The Nanango History Room Inc. (NHR) have been a long-term tenant of the old school house located at the Ringsfield House precinct. Originally, NHR held tenure as a sub-licensee of the Deed of Licence to Occupy that Council held with the Nanango Tourism & Development Association Inc. (NaTDA) which was handed back to Council on 30 April 2019.

Council identified the requirement for NHR to enter into formal tenure for continued use of the school house for their activities during the Ringsfield House Advisory Committee meetings, although was awaiting the outcome of the advisory committee for the ongoing use of the property.

Nanango History Room Inc. have now requested to finalise tenure and enter a Deed of Licence to Occupy.

ATTACHMENTS

1. **Aerial Map - Licence Area - School House building - Part of Lot 5 on SP156194** [↓](#) 
2. **NaTDA - Termination of Licence** [↓](#) 

SCHOOL HOUSE BUILDING

Access Area

40°22'S 151°59'37"E

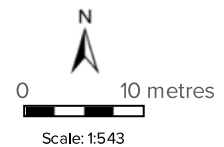
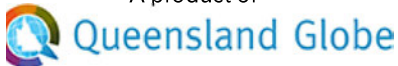
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40°25'S 151°59'37"E

26°40'25"S 151°59'

A product of



Printed at: A4
Print date: 28/2/2024

Not suitable for accurate measurement.
Projection: Web Mercator EPSG 102100 (3857)

For more information, visit
<https://qldglobe.information.qld.gov.au/help-info/Contact-us.html>



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RECEIVED
17 APR 2019
NaTDA

NANANGO TOURISM & DEVELOPMENT ASSOCIATION INC.

PO Box 37 NANANGO QLD 4615 ABN: 80 072 525 813

Email: natda@nangoo.com www.natda.org.au

14 April 2019

Mr M Pitt
CEO
South Burnett Regional Council
Kingaroy

Dear Mark

Re: Termination of Lease of School Building at Ringsfield House

This letter is to formally confirm what has previously been discussed with the Mayor and Council Officers. Nanango Tourism and Development Association (NaTDA) Inc. wishes to terminate the Lease on the School Building located at Ringsfield House as from 30th April, 2019.

I would also like to advise that NaTDA Inc. is agreeable to relinquishing custody of the historical records presently stored in the School Building.

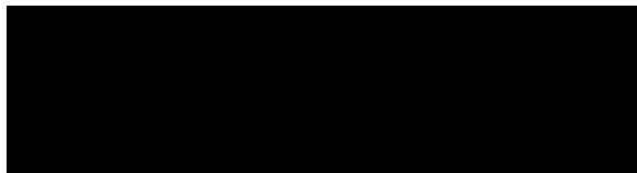
I enclose Minutes of our most recent Meeting where this lease termination was discussed and agreed to by members.

Please forward any outstanding account due.

Yours sincerely



President
NaTDA Inc.



Our Objective is to assist, foster, instigate or manage any project that the Association considers would contribute to the advancement of communities in and around Nanango

Document Set ID: 2588409
Version: 1, Version Date: 17/04/2019

AD 10-S-1-EP

NaTDA

Nanango Tourism & Development Association Inc.
ABN 80072 525 813
Po Box 37, Nanango, QLD., 4615

President: Gloria Kirkness 07 4163 2848 simgloric@futureweb.com.au
Secretary: Gary Wakely 07 4163 1715 sales@aliselloudesigns.com
Treasurer: Rhonda Mackrell 07 4163 1999 downunder.enterprises@hotmail.com

Minutes of General Meeting

Date: 11 th April, 2019	Time: 5.45pm	Venue: Nanango RSL
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Attendance:

- Gloria Kirkness, Barry Green, Andrew Beck, Dafyd, Jean Bearda. Sam Bearda, Jae, Dafyd, Beau, Nathan, Gary Wakely, Jane Erkens joined halfway through meeting.

Item No.	Description
1.	Welcome President Gloria Kirkness welcomed everyone and called for apologies and any other items of general business.
2.	Apologies Rhonda and Terry, Sue, Marilyn & Denis, Tanya, Marc and Roz, Mary, Andrew
3.	Confirmation of March 2019 Minutes Moved: Gary Seconded: Dafyd Carried
4.	Business arising from Previous Minutes None
5.	Correspondence Inward Flyer from Heritage re rewards for referring someone for a home loan. Outward Grant application to Stanwell for the Inclusive Park.
6.	Treasurer's Report Online Saver: \$ 1,156.46 Cheque Account: \$ 10,391.52 Accounts for Payment: None Moved: Gary Seconded: Dafyd Carried
7.	Other Reports Buddy Holly evening approx 100 attended. We ran the bar and made a profit of \$74.16 for quite a lot of work. People just didn't seem to be drinking. Adopt a Spot last Sunday. Beau came along with Nathan's daughters who were a great help. Picked up quite a lot of rubbish. We had a pleasant sausage sizzle afterwards. We are supposed to do it four times a year so need to think about when to do it again.

8.	<p>General Business</p> <ul style="list-style-type: none"> • There was extensive discussion about the need for a recycling collection location in Nanango. Perhaps we should approach the council, Gloria will talk to Roz about it. • School Building – lease to be terminated on 30th April. <ul style="list-style-type: none"> Motion: that the termination of the lease on the School Building and Julie’s contract to be on 30th April. Contact Centrelink and SBRC to advise them. SBRC should be custodian of the records held in The School Building. Volunteer insurance will be cancelled also. Moved: Jay Seconded: Beau Carried. • Nanago Show Society are seeking helpers on the gate on Saturday. No one available. <p>The Show Society want to borrow our gazebo, fridge and urn. The meeting agreed to this.</p> • Yarraman Junction Magazine – we can be in the Meetings page for free. We can advertise for \$10. Keep in mind next time we have something coming up. We should also use Facebook more. • Nanango VIC Centre. There was a public meeting last week to discuss the renovation of council chambers and relocation during this time. There was a lot of discussion in the meeting and it appears there is not anything decided by Council. • Blue Cards - we talked about this last month. Gloria checked and there is no requirement for us to have Blue Cards unless we are working directly with children. We need to be aware that the operators of rides need to have Blue Cards. • Jimbour – Opera in the Paddock – Blackbutt Singers. This year there will be a charge. Follow up whether or not the charge will affect the attendance. We will advertise on Facebook. • Casino Night 2019 – Dafyd please remove from your calendar of events.. Are we going to have it this year? There was extensive discussion and decided not to have it this year. Jane suggested we have a Ball Night at the Palace, she will follow up with Beau and Nathan and bring something back to the next meeting. • Barry was concerned after witnessing a walker nearly hit by a motor bike on the walking track. Seems there is a problem with motor bikes in the area. • Motion: We request SBRC to put some notices on the Walking Track and the Aerodrome prohibiting motor bikes. In our letter we congratulate SBRC on what they have done at the entrance to the racecourse. <ul style="list-style-type: none"> Moved: Jane Seconded: Beau Carried. • Bike Racks – with the bike trail nearing completion there is a need for bike racks. <ul style="list-style-type: none"> Motion: Write to council and ask if in view of the advent of the rail trail what infrastructure do they intend to install in Nanango CBD. Moved: Beau Seconded: Jane Carried.
<p>Meeting closed at 7.30 pm Next General Meeting - 5 for 5.30pm, Thursday 23rd May, 2019 at Nanango RSL</p>	

13.5 PROVISION OF "POOL PODS" TO KINGAROY AND WONDAI POOLS**File Number:** 10/04/2024**Author:** Land Investigations Officer**Authoriser:** Chief Executive Officer**PRECIS**

Provision of "Pool Pods" to Kingaroy and Wondai pools.

SUMMARY

Installation of "Pool Pods" to Kingaroy and Wondai pools to make the facilities more accessible and inclusive.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council resolve to proceed with the purchase of two Pool Pods without inviting tenders, at a cost of \$107,874.07 per unit under section 235(a) of the *Local Government Regulation 2012*.

FINANCIAL AND RESOURCE IMPLICATIONS

Provision has been made in the 23/24 Budget for the purchase of these items for \$100,000.00 per unit. To purchase the complete package of accessories with each unit will require funding approval for a further \$7,874.07 per unit.

A total of \$15750 to be allocated from Building Asset Class restricted cash.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan:

EC5 Continue to support, renew, and maintain pools, libraries, halls and Customer Service Centres across the region at agreed service levels.

Operational plan:

OPL/15 Maintain Council's swimming pools across the region.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Pool managers have been consulted in relation to the Pool Pod installation.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

There is no legal obligation to provide compliant access in the absence of a major pool refurbishment or replacement. The installation of Pool Pods will however provide access which is not only compliant with the requirements of AS 1428.1-Design for Access and Mobility; but will promote inclusiveness and provide dignified access for those with ambulant difficulties who may not be able to easily access pools using existing arrangements.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

No Policy or Local Law implications.

ASSET MANAGEMENT IMPLICATIONS

Pool pods are a high-quality product which have been in manufacture for approximately 20 years. Assuming routine servicing and maintenance is undertaken, the units should provide many years of

service. Officers have inspected units installed at a private facility in Toowoomba and the owners report that they have been trouble free.

REPORT




Provision has been made in the 23/24 SBRC budget for the installation of Pool pods to both Kingaroy and Wondai pools. The budgeted allowance is \$100,000.00 per installation inclusive of the operational accessories.

Due to the lag between receiving the original quotation and the revised quotation, the price for each unit (including accessories) has risen by \$7,874.07.

These units are designed and manufactured in Glasgow Scotland and are to be purchased directly from the manufacturer – Poolpod System. Poolpod System require a 50% upfront deposit to secure manufacture with the balance to be paid after installation of the items is complete.

At the time of receiving the latest quote update, delivery and installation was advised as being approximately 5 months from order. Installation can be done while the pool is open, if required and should not take longer than one day per site.

ATTACHMENTS

1. **Pool Pod quote - 1 unit** [↓](#) 
2. **Pool Pod Brochure** [↓](#) 
3. **Aquatilt Wheelchair brochure** [↓](#) 

PO Box 336
 Kingaroy QLD 4610
 Australia

Kingaroy QLD 4610
 Australia







Quotation # PSO4702

Poolpod System Incl. Delivery & Installation - South Burnett Regional Council

Quotation Date:
 02/02/2024 17:24:07

Salesperson:
 Martina

Expiration Date:
 31/03/2024

Image	Description	Unit Price	Quantity	Price
	Poolpod 3.0 Platform Lift System: - Lift suitable for a freeboard Pool up to 400mm freeboard - Featuring integrated wheels for moving around poolside - Featuring RFID wristband control - Featuring fixed seating and accommodation of submersible aquatic wheelchairs. - 1 set of Deck Anchors	\$ 70,530.00	1 Unit(s)	\$ 70,530.00
	Set of Anchors, System Installation & Training	\$ 14,151.39	1 Unit(s)	\$ 14,151.39
	Air Freight Packing Crate	\$ 402.44	1 Unit(s)	\$ 402.44
	Air Freight to Australia Door to Door	\$ 6,984.18	1 Unit(s)	\$ 6,984.18
	Aqua Active Wheelchair	\$ 6,109.14	1 Unit(s)	\$ 6,109.14
	Aqua Tilt Wheelchair Tilting up to 30 degrees. Comfortable platform for users with higher dependency. One size fits all - Adult and Child modes. Adjustable seat, back and leg supports. AquaParallel completely clear path for parallel transfers For swimming pool, showering and other wet environments. Self propel or assisted propel Concealed restraints 5 point harness system with additional leg restraints. Flip up arm rests	\$ 9,696.92	1 Unit(s)	\$ 9,696.92
Total (ex-VAT)				\$ 107,874.07
Total				\$ 107,874.07



Prices are stated in Australian Dollars
 Prices excluding GST.
 The equipment is GST Exempt. GST exemption code is B57

y

<https://www.abf.gov.au/importing-exporting-and-manufacturing/importing/cost-of-importing-goods/gst-and-other-taxes/gst-exemptions>

Payment Terms: 50% Deposit required with order.
50% Balance payable 30 Days after installation.
Payments made in Australian Dollars to Cotenda Pty Australian bank account.

This quote is not binding until we accept your order in writing.

You should be able to receive and securely store the crates at your site prior to installation (the delivery will be made by tail-lift vehicle with pallet truck, 1 poolpod crate is circa 206 x 89 x 135 cm)

Classes of goods:

Poolpod and ancillaries are classed as "Other lifting devices 8428" (B88 exemption code).

Wheelchairs are classed within 8713 (B105 exemption code).

Buyer is responsible for their own tax affairs regarding any duty and GST.

This quote is not binding until we accept your order in writing.

Cotenda poolpod 3.0[®]



Product Specifications

Poolpod 3.0[®] is our new flagship product with new features to benefit the user experience, new safety features, improved reliability and easier installation. The new design can transport a user up to 1.4m down into the swimming pool, meaning that the system is compatible with "skimmer" or "freeboard" pool designs in which the pool water level is typically 10-30cm below the level of the pool surround.

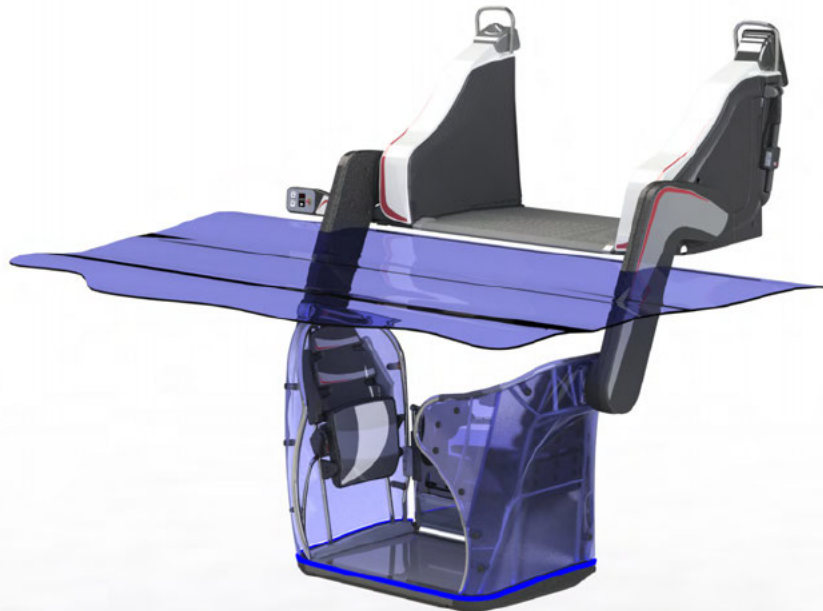
Poolpod 3.0 features electronic transport wheels permanently mounted within the chassis of the system meaning that the poolpod can be moved to a new pool location at a moments notice.

For users there are easier to use updated controls, more grab handles, fold

"We studied every element of the design, looked at how people used it and devised ways to make it even better."

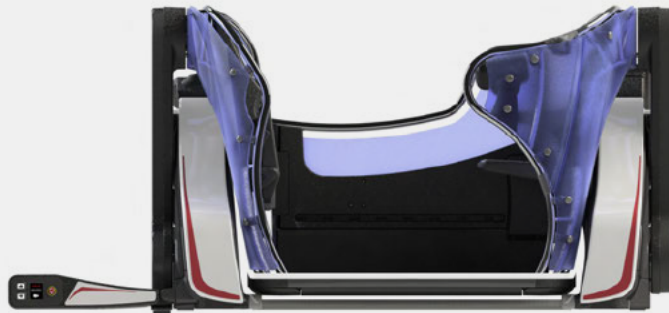
Josh Reid

Founder of Poolpod Products



Poolpod® provides dignified, independent access to swimming pools. It is designed for any swimmer who finds using a pool ladder inappropriate and is set to revolutionise the swimming experience for wheelchair users and people with reduced mobility.

Developed for the Olympic Delivery Authority and with financial support from the London Marathon Trust, Poolpod offers an independent swimming experience in a package that also provides functionality, reliability and value for money.



4

Poolpod champions cutting edge, inclusive, human-centred design and ensures that services are appropriate for increasingly older populations.

Poolpod is powered by a safe, rechargeable battery, allowing approximately 40 cycles per charge. An additional battery may be added to provide even more run time. This, coupled with a robust mechanical design, ensures access to the pool is fast and reliable.

Ascent, descent and depth are user defined using a tactile button controls or with RFID proximity wristbands.

Swimmers can choose to use the Poolpod with the custom designed submersible wheelchair or alternatively can remain standing while they descend to a comfortable water depth, or sit on one of the fold down seats.

Ergonomic controls are positioned for each user scenario.

5

The alternative to the Poolpod are pool hoists. Research into hoists shows:

Hoist users find poolside transfers undignified and dangerous. Swimmers are deterred and seek alternative activities. Hoists lack the broad appeal and intuitive usability and familiarity of a platform lift.

Dignified and independent

User operated; no need for assistance. Over-pool to In-water in ~20 seconds. Descent, ascent and depth controls are user defined using control buttons or an RFID wristband.

Enticing appearance and modern aesthetic.

The only choice for inclusive swimming pools.

With this award winning inclusive design, swimming pools can attract swimmers with mobility impairments, their families and friends.

Poolpod enables service providers to fulfil their obligations under discrimination legislation.

Poolpod lowers staffing requirements compared to conventional pool hoist solutions which require an assistant operator.

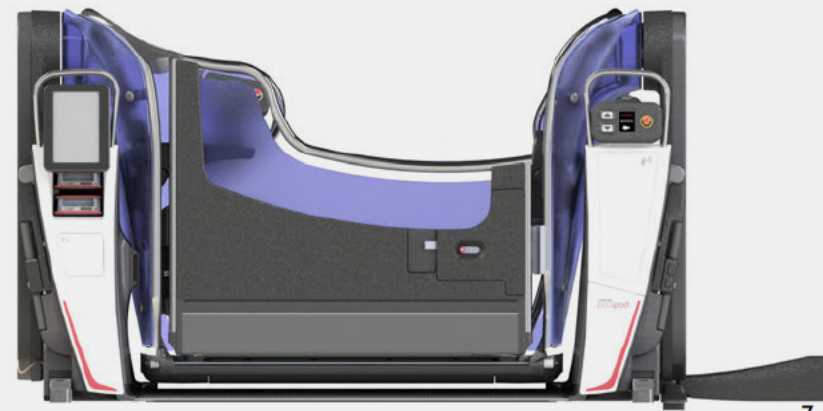
Poolpod can increase revenues as research indicates that disabled swimmers take their business to more disability 'confident' facilities.

Safety features:

- Collision sensor on the underside of the platform
- Collision sensor on the automatic door
- Anchor presence sensor
- Overload sensor
- Arm mismatch sensor
- Emergency stop monitoring circuit (featuring 3x emergency stops)
- Fast and efficient manual or battery drill operation.
- No loose accessory parts - everything is stored on the machine.



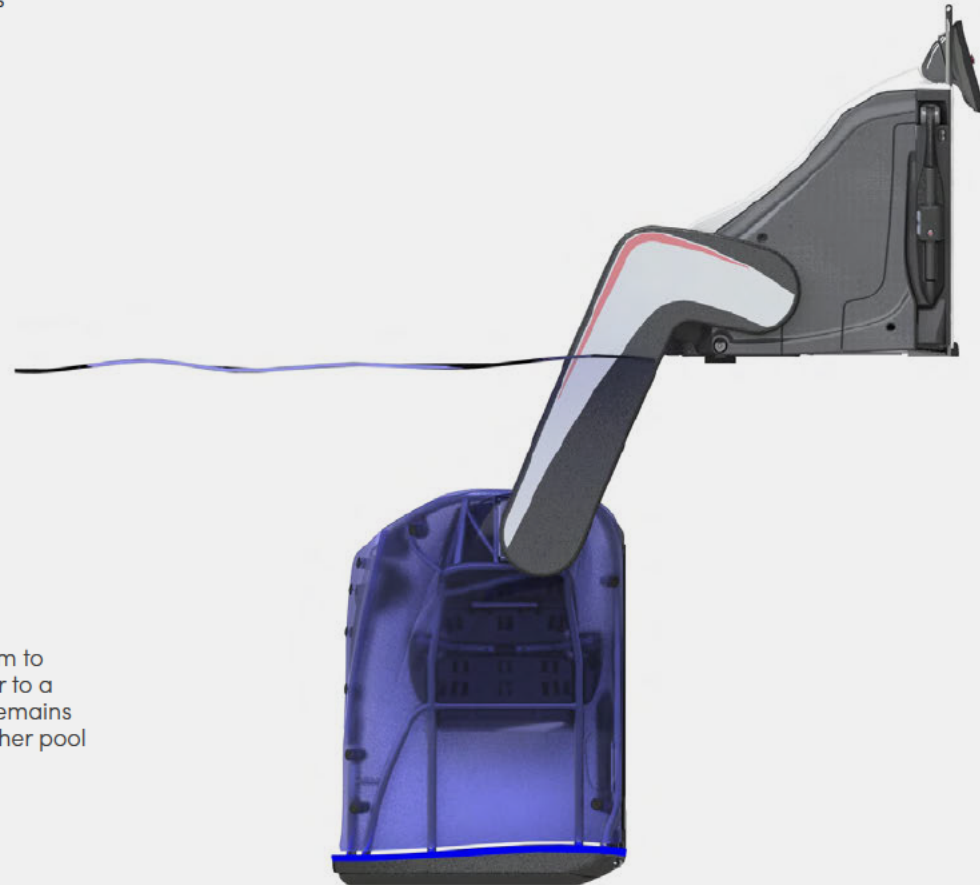
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7

Hands-free operation

Poolpod use may be facilitated by RFID proximity wristbands. Users may activate the machine by placing their wristband next to the control screen and may then control the descent/ascent via pressing the illuminated arrows. The use of the secure proximity wristbands allows multiple users monitoring and safe use of Poolpod.



Poolpod Platform Lift

The unique single pivot arm design of the Poolpod allows the platform to deploy in a single motion. It takes approximately 20 seconds to lower to a 1.4m depth. The lift remains level during its deployment phase and remains clear of the pool when stowed. Touch sensors ensure the safety of other pool users.



Ease of Installation

Installing a Poolpod necessitates two anchors for the Poolpod. Anchor installation requires drilling 45mm diameter holes 200mm deep into the poolside which are fixed securely in place using chemical resin.

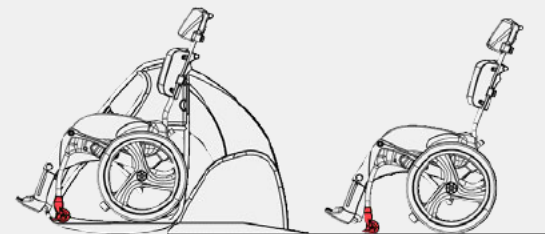
M16 Stainless Steel Bolts are used to fix the Poolpod to the anchors.

Poolpod can be easily removed from the poolside and stowed remotely for events by pool staff.

Submersible Wheelchair

Built to the same exacting standards of the Poolpod lift, the submersible wheelchair allows a user to transfer from their own wheelchair to the submersible wheelchair in the privacy of the changing room.

Wheelchairs securely lock into the platform by way of Poolpods's clever castor fork design accompanied by automatic closing of the platform's door.



Dignified, independent swimming
with functionality, value for
money and reliability.

Poolpod Products LTD reserves the right to make changes in specifications, materials or accessories without notice. For optimum quality, periodic maintenance to critical components may be required. Please see your user manual for details. No guarantee is implied other than expressly stated. CorePD Group LTD shall not be liable for any incidental or consequential damages, whether foreseeable or not, caused by defects in such products. All trademarks are the property of their respective owners.

FOR MORE INFORMATION ABOUT THE POOLPOD AND OTHER PRODUCTS PLEASE CONTACT US
AT:

Poolpod Products LTD
Unit J2
24 Craigmont Street
Glasgow
G20 9BT

www.poolpodproducts.com
poolpod@corepdgroup.com
T. 0141 237 2127

The logo for Cotenda, featuring the word "Cotenda" in a sans-serif font. The letter "C" is stylized with a red and white circular graphic element.

Cotenda aquatilt®



Compatible with Poolpod 2.0 and Poolpod 3.0



Meet our founder

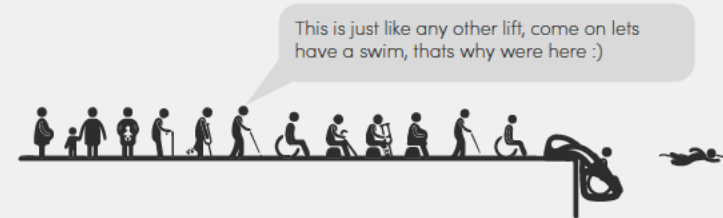
I became an engineer and designer because I always believed that good, thoughtful design can change lives. Technology has the potential to enable and empower people, though ineffective technology can often hinder opportunities and create disadvantages and disabilities. In a previous age, many people with impaired vision would have been at serious disadvantage through their disability. The simple and effective invention of eye glasses means that impaired vision is now rarely given a second thought. Our goal at Cotenda is to produce products so effective that, like glasses, they become taken for granted.

Most inventions make our lives easier and arguably technology has reduced levels of human activity over the ages. Now too many of us and our children have lives that lead us to be inactive. Increases in life expectancy have plateaued, and many people feel we lack the opportunity to live healthily. Our mission is to design products that reverse this trend and enable and encourage more active and healthier lives.

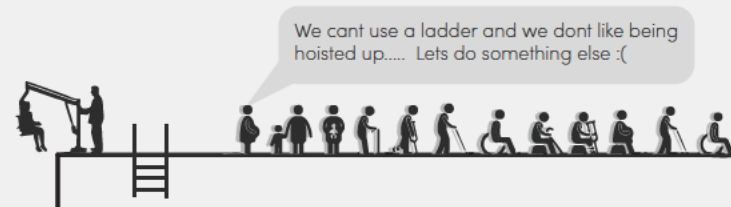
Reports tell us that though the global population is living longer, we are spending more of our years in poor health. Cotenda works to make that extra time count, so it can be spent in greater health and not excluded from family and community activities. We are continually exploring space for new products that encourage all people to remain healthy and active throughout their lives!



'Good designs becomes taken for granted'



'Bad designs can exclude poeple'



The problem with other pool wheelchairs is that they are suited and optimised to a small subset of peoples needs.



- "I only use a wheelchair occasionally for longer distances or when I feel tired"



- "We need a child size wheelchair"



- "I need extra help and am only comfortable in a tilted wheelchair"



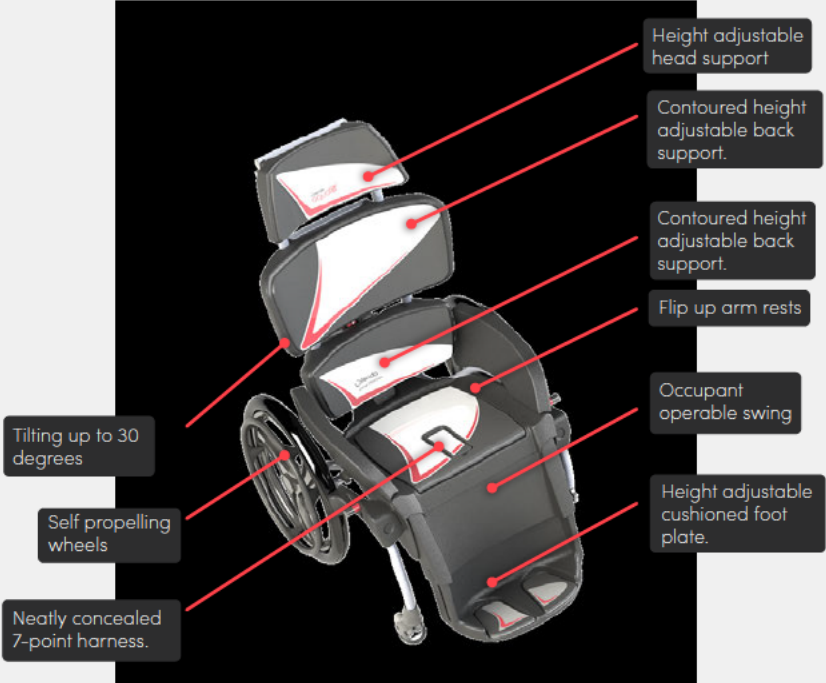
- "I need a large size wheelchair"

Available here...



Cotenda aquatilt®

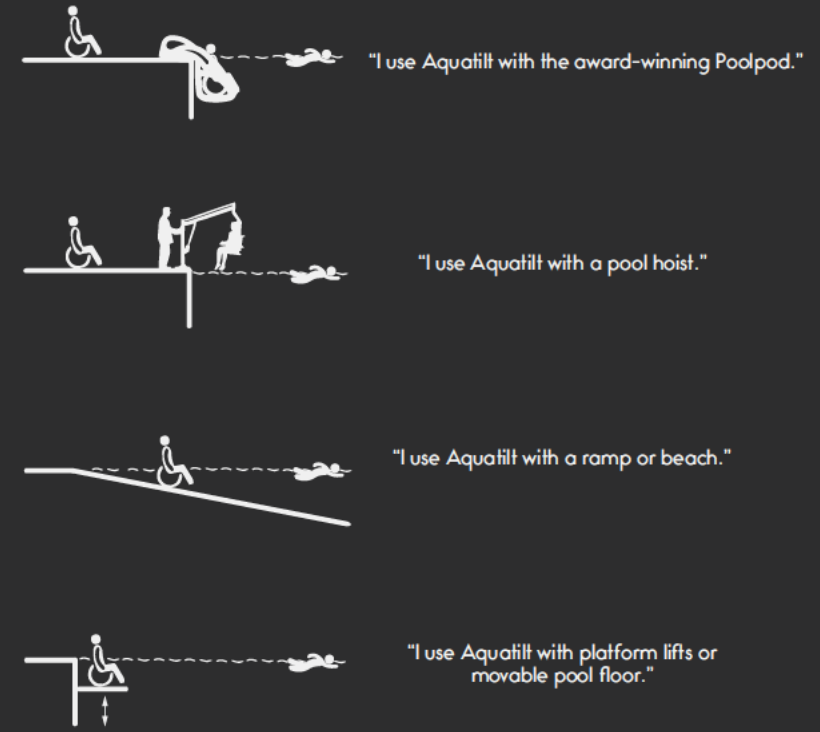
- AquaStand feature is perfect for occasional wheelchair users.
- Tilting up to 30 degrees creates a comfortable platform for users with higher dependency.
- One size fits all - with adjustable seat, back and leg supports. Aquatilt suits many users from larger people to smaller people and children and people with specific support needs.
- AquaParallel completely clear path for parallel transfers to other seats, pool hoists and using the WC.
- For swimming pool and showering use.
- Self propel or assisted propel
- Concealed restraints - 5 point harness system with additional leg restraints.
- Flip up arm rests
- Resistant to pool water, soap and cleaning agents.
- Wipe-dry seating pads - No Wet seat for the next user.



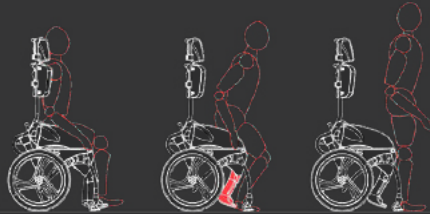
Freedom to Swim

Aquatilt helps all take advantage of the benefits of the water.

No matter how you get into the water, Aquatilt provides the most versatile and inclusive pool-side access.



Transfers *Made Easy*



The *Aquastand* design means you can swing back the foot support without reaching down.

The foot rest tucks back neatly under the seat so that the front of the wheelchair remains completely clear.

Then move your feet to a comfortable position and push against the hand rests to rise to a standing position.

Arm rest rotates completely clear

Harness concealed to be completely clear.

Flat and smooth seat edge profile

Arm rest to push against.

Footrest release button within easy reach.

Clear foot placement area to the front of the wheelchair.

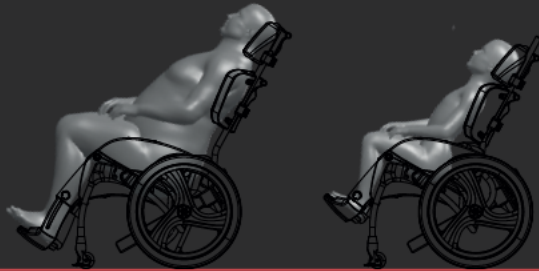
Foot rest swings backwards.



Transferring to another wheelchair, to a WC, to a vehicle or other seating is made easier by the *Aquaparelle* design: The flip up arm rests store neatly away while the rear wheel is positioned to create a completely clear pathway for parallel transfer.

Comfort For All:

- Aquatilt accommodates a wide range of proportions using continuously adjustable leg length, seat depth and back supports meaning the seat can be set in a comfortable position for you.



Maximum length back rest



Enlarged seat depth

Enlarged leg support.

Reduced length back rest

Reduced seat depth



Reduced leg support.

An End to Poolside Transfers:

- Put an end to poolside transfers*. Many people consider poolside transfers to be unsafe, they also put extra demands on pool staff, can be undignified and ultimately off putting for swimmers. Using your Aquatilt with a Poolpod platform lift means wheelchair users can roll straight onto the platform with minimum fuss.



Features Overview:

Easystand feature: Operable without reaching down, the footrest swings back to allow you to rise to a standing position more easily.

Seat Pads: Wipe clean, wipe dry contoured seat pads in a variety of colour schemes

Concealed waist belt: The waist belt is conveniently concealed behind the lumbar support. Simply peel back the seating pad and pull out the strap. All parts of the Aquatilt can stay permanently attached so they won't get lost.

Back support: Adjustable height back support features.

Tilting: If sitting in an upright position, gravity pushes down on the body, if you have low muscle strength it is impossible to maintain proper upright posture, causing discomfort. Tilting promotes proper seating alignment, allows posture to be maintained and relieves pressure.

Head Support: The wheelchair headrest aids user by preventing neck strain or stress, with slight curvature providing lateral support and keeping users head in neutral position, even when tilted. The height of headrest changed by simple mechanism allowing adjustment for different users.

The manually controlled tilting function of the Aquatilt allows for up to 30 degree recline, meaning users can be positioned safely for the journey to poolside, or all the way into the water with a Platform lift or ramp.

Push Handles: Two push handles are provided at the rear, positioned at different heights these allow for comfortable manoeuvring of the wheelchair at various tilt angles.

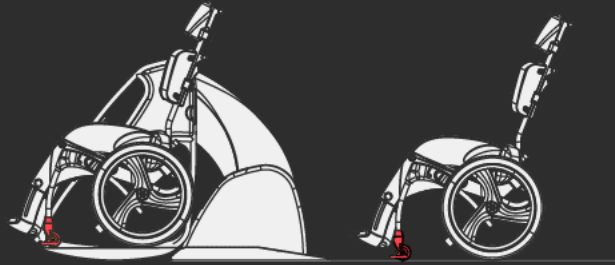


Safety First:

Safety features to maximise independence and protect you.

AquaLock:

This feature ensures that the wheelchair cannot ride off the edge of compatible pool platform lifts from our range. When the door of the platform lift closes it acts to gently grip the wheelchair to hold it securely in place. This is particularly important when the wheelchair is submerged to prevent the wheelchair being lifted off by movement of the water, buoyancy or being pulled in by a user.



AquaBrake:

AquaBrakes are designed for intuitive operation. The brightly coloured handles are pulled to brake and push down to release. They are positioned to leave parallel transfers completely unimpeded whilst within easy reach of users. AquaBrakes are covered to prevent users being exposed to trapping points.



- With Poolpod transfers are **Safe & Dignified.**



Using alternative products poolside transfers can be unsafe. Poolsides can be slippery and frequently manual handling takes place contravening regulations and creating stress and strain for all concerned.

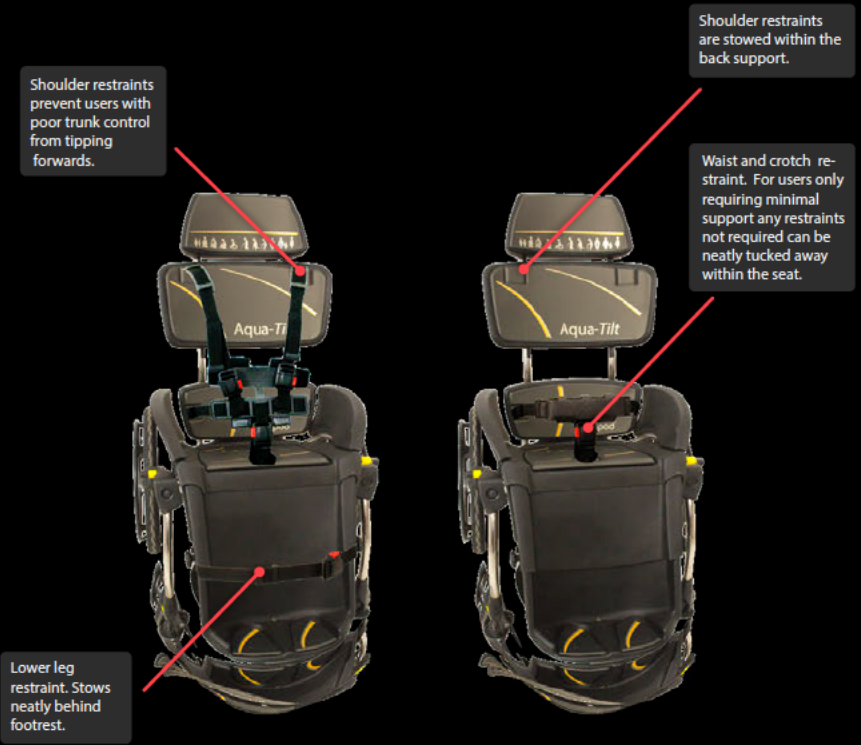
Poolpod eliminates the need for transfer at the poolside and AquaTilt is optimised for transfers wherever they are required.

Restraints to Suit all Users.

- Restraints to support a wide range of sizes and support needs.

AquaHarness:

The harness provides secure restraint for people who need it. You can employ as much restraint as necessary for the user. The restraints have brightly coloured quick releases for use in case of an emergency, such as an unintended submersion.



*Poolpod products always recommend a seating assessment by a medical professional.

Return on Investment:



- Some leisure facilities are **not welcoming to all users** due to inappropriate pool-side equipment.

- **1.5%** of the UK population use a wheelchair and many others with mobility restrictions will opt to use one to enter

• Typical Return on Investment calculation:

- Aqua*till* has appeal across this excluded demographic and will attract new clients. It is easy to operate, fast and desirable.
- The visitor-growth effect can be further increased as disabled people are often accompanied by family, assistants or carers.
- Example calculation of return on investment:
- Number of disabled users attracted = N (Typically 3)
- Average number of friend or family coming with each user = F (Typically =1)
- Average Spend of a user = £S (typically £4.50)
- Days open per year = D (Typically 353 days)
- Additional Annual income = $(N + (N \times F)) \times S \times D$
- **Typical Additional Annual Income = $3 + (3 \times 1) \times £4.50 \times 363 = £14,701$**
- Our evidence shows that most of the additional income goes to the bottom line since the cost to run a typical swimming pool does not increase significantly when the number of users increases.

Technical Benefits:

• Many **Environments:**

- Aqua*till* may be used in many environments - it is resistant swimming pools and salt water.



• Ceramic **Bearings:**

- Aqua*till* uses the latest ceramic bearings which are totally corrosion proof and have the least rolling resistance.
- This spells an end to bearing failures in harsh pool and shower environments.

• No flat **tyres:**

- The Aqua*till* main wheels are strong injection moulded Nylon. Equipped with leading brand tyres bespoke plastic push rail design and solid EVA tyre inserts. Aqua*till* tyres are tested across a variety of swimming pool environments to ensure resistance to chemicals while maintaining the performance of the tyres.

• Replaceable **Pads:**

- The seating pads are secured by Velcro and are easily replaceable. Two sets of pads are supplied with each Aqua*till* wheelchair so that one set can be in the wash. Facilities wanting further to guarantee cleanliness can use additional pads so that a fresh set may be applied for each user.

• Tough HDPE **seating:**

- The Aqua*till* is produced from tough HDPE plastic of 4-6mm thickness. This produces an exceedingly strong and tough finish that will cope with repeated use.

• Ultra **Clean:**

- The Aqua*till* wheelchair is designed to be easy to clean and wash down. The smooth continuous surfaces are free from dirt traps making Aqua*till* suitable for many medical environments.

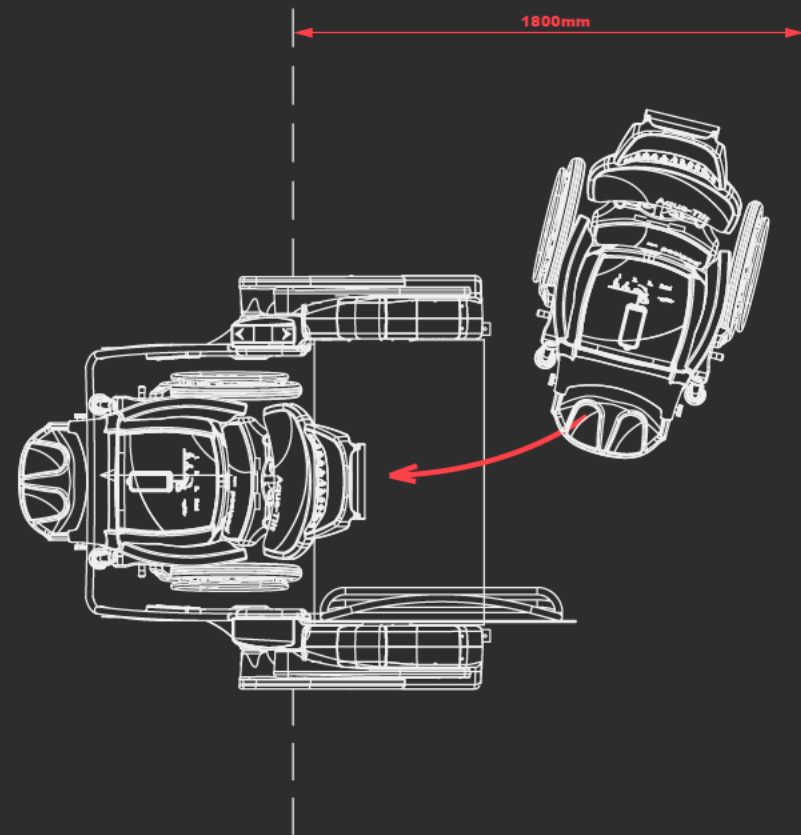
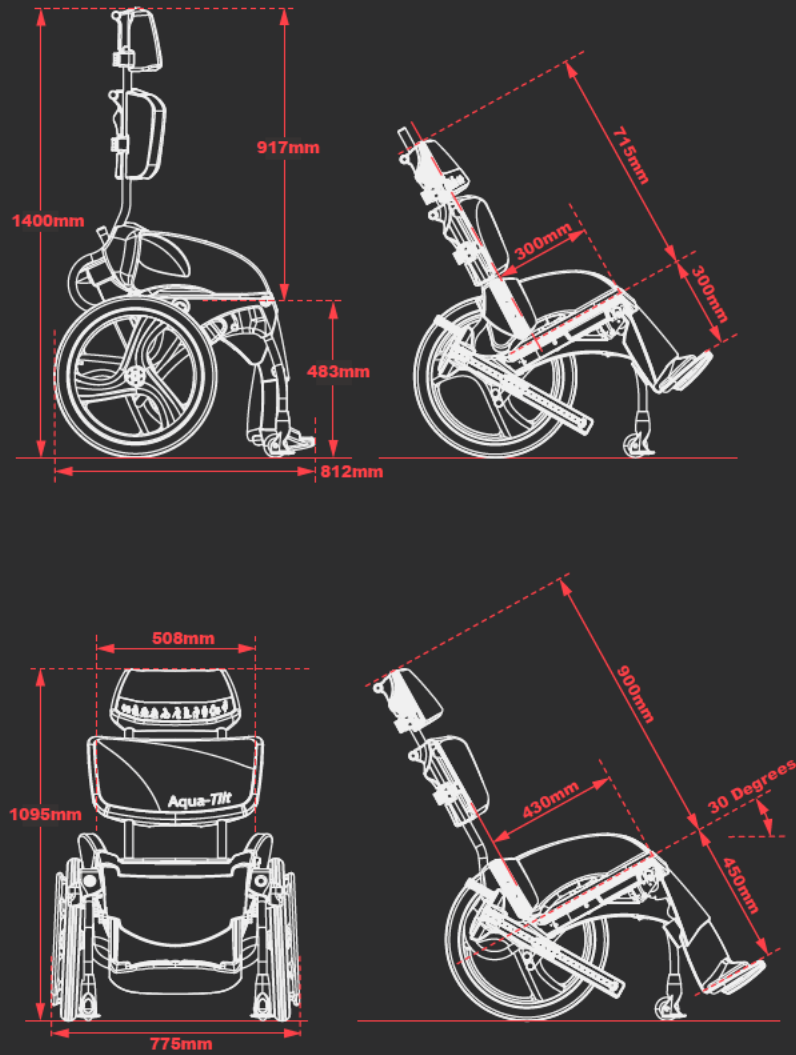
• Lead screw **Actuation:**

- Lead screw actuation means that tilting operations are easy even with a heavy occupant. The lead screw has a back locking function so that the tilt angle locks when not being altered.

• **Stainless Steel Chassis**

- The Aqua*till* features a 316L stainless steel chassis for long term strength and robustness. The welded frame ensures the wheelchairs stiffness and strength in the most demanding applications.

AquaTilt Dimensions:

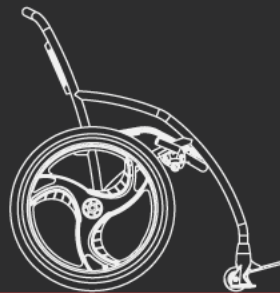


Manoeuvring onto the Poolpod a platform lift:

Poolside Mobility Range:

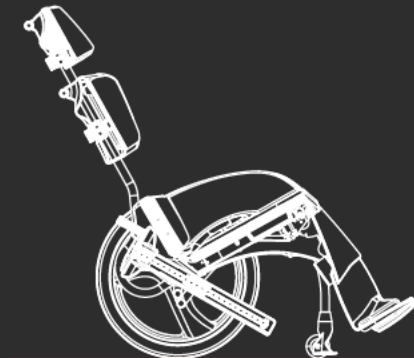
Aqua*active*:

- The Aqua*active* is a lightweight wheelchair with a fixed frame ideal for pool and wet leisure activities. The Aqua*active* may be self propelled using the 20 inch rear wheels and push rails or pushed by an assistant.
- The framework is a fully welded 316 stainless steel construction. Chest and lap straps are provided for those that need them. The foot rests swing to the sides to allow users to more easily reach a standing position.
- Pivot brakes as easily applied at each side and the wheelchair features the Aqua*Lock* design which provides increased safety when using the wheelchair with our pool lift system.



Aqua*tilt*:

- The Aqua*tilt* is a supportive wheelchair that caters for a wide range of users including people with a higher level of dependency, children, smaller and larger people. Aqua*tilt* is particularly suitable in a wet leisure environment.
- Flip up hand rests and a clear seat design make parallel transfers easier. The wheelchair is moulded from tough plastics with a stainless steel internal chassis for long term strength.
- The Aqua*Lock* design also provides increased safety when using the wheelchair with our pool lift system.



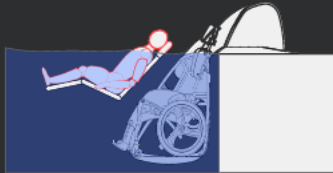
Aqua*bed*:

Available 2019

- Poolpod® Aqua*bed* provides an alternative means to transfer between the changing area and a swimming pool via the Poolpod Platform Lift.
- The design accommodates a wide range of users and has articulation at the hip and knee joint. The back rest can be raised to 45 degrees for user comfort and to allow the user to see their approach to the pool preventing the experience becoming disorientating.
- Research shows that a major barrier to pool use is the physical and emotional discomfort experienced by many users when entering the water with traditional pool access systems. The Aqua*bed* removes the need for any transfer at the poolside and when used with the Poolpod platform lift allows another person to accompany a user into the water aiding the user's confidence and allowing provision of additional support if needed.

Accessories:

• AquaFloat:



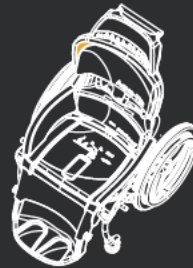
Target Release Date: July 2024

- Transferring to the water is easier with an AquaFloat flotation mat. The AquaFloat is in position on the wheelchair, as you enter the water the AquaFloat gently lifts you out of the chair. Please always make sure that you are adequately assisted.

• Contoured Seat

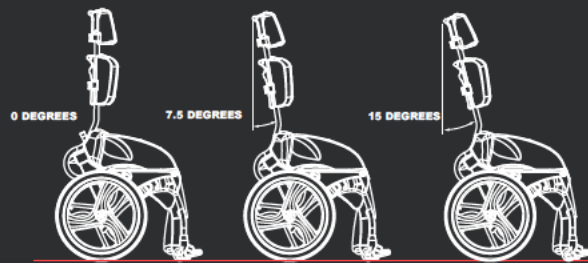
Release Date April 2023

- The contoured inserts are retained by Velcro in between the seat pad and the seat back to change the shape of the seat. This allows the seat shape to be changed in order to provide more support.
- The original seat pad still provides the final wipe clean quick drying outer surface while the inserts or wedges change the shape beneath.
- The system will allow the shape of the seat to be rapidly customised to a suit the needs of a particular user.
- Contoured inserts will be available for the head support, back support and the seat of the wheelchair.



• Fixed recline back bars:

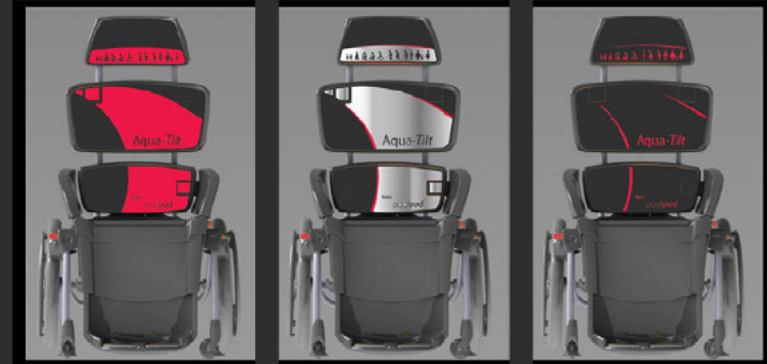
Available Now - Specify Recline Angle.



Choose a recline angle that suits you. The recline is fixed at the specified angle so you will have to decide what suits you or your client group.

We recommend recline not exceeding 10 degrees for chairs in general use.

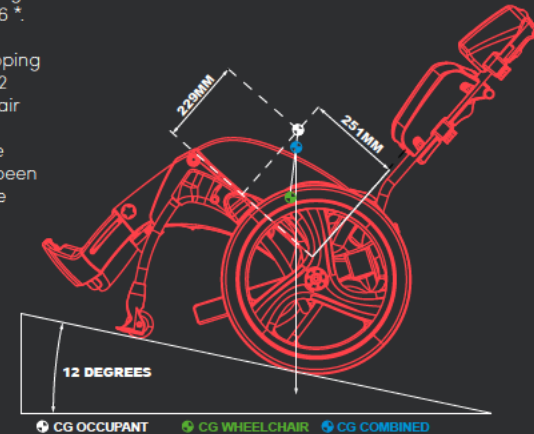
Colour Options & Updates:



- Check our website for updates, options and variations available for this product. If you would like customised graphics please contact us (minimum orders apply)

• Stability tests to ISO 7176:

- Wheelchair stability is tested using test dummies according to the requirements of ISO 7176*.
- The backward minimum tipping angle is determined to be 12 degrees when the wheelchair is tilted and the maximum degree of adjustment of the back support features has been applied. Further details are



*To ensure that you operate the product safely and take account of the factors in your operating environment that could affect stability such as slippery conditions

Dignified, independent
swimming with functionality,
value for money & reliability.

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FOR MORE INFORMATION ABOUT THE POOLPOD AND OTHER PRODUCTS PLEASE CONTACT
US AT:

Poolpod Products LTD
Unit J2
24 Craigmont Street
Glasgow
G20 0BT

www.poolpodproducts.com
poolpod@corepdgroup.com
T. 0141 237 2127



13.6 EXPANSION OF TAABINGA CEMETERY**File Number:** 15/05/2024**Author:** Land Investigations Officer**Authoriser:** Chief Executive Officer**PRECIS**

Investigate expansion options for the Taabinga Cemetery to ensure continuity of use.

SUMMARY

Expansion of the Taabinga Cemetery to ensure continuity of use. Council recognises that existing land is available within the boundary of the existing property, but this is considered unsuitable due to slope, drainage and topography. Requesting to engage with Department of Agriculture and Fisheries (DAF) and adjoining owners to investigate options of land swap/purchase or other suitable arrangements to expand the useable land area of the cemetery.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council

1. endorse closing of the perimeter road around the Cemetery; and
2. engage with the Department of Agriculture and Fisheries (DAF), Kingaroy and adjoining owners regarding expansion options for the Taabinga Cemetery to ensure continuity of use.

FINANCIAL AND RESOURCE IMPLICATIONS

There is no foreseeable financial or resource implications, other than providing the necessary funds for surveying and master plan for the proposed cemetery expansion based on a land swap arrangement. Should this not occur then funds may be required to acquire additional adjoining land.

LINK TO CORPORATE/OPERATIONAL PLAN

Corporate Plan 2021-26 IN14 Continue to provide and investigate options to improve our cemetery infrastructure.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Consultation is proposed with staff at the Department of Agriculture and Fisheries (DAF), Kingaroy and adjoining owners.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

There are no statutory implications or identified legal risks for this matter.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Council's Local Law No. 1 (Administration) 2011 defines a cemetery as a local government-controlled area. The Land Act 1994 also regulates cemeteries in Queensland. There are no statutory impediments or implications involved in this matter.

ASSET MANAGEMENT IMPLICATIONS

Current asset include amenities, machinery shed (located on road), 2 x columbarium walls, fencing, shelter and internal roads. All assets are depreciated and maintained according to standard asset principles.

REPORT

Taabinga Cemetery is the region's largest cemetery. According to the register, the first burial occurred in 1901.

Property Details:

Address: 20 Pioneer Avenue, Taabinga

RPD: 99/FY2233

Area: 8.094 hectares

Brief Description: Reserve for Cemetery.

The Taabinga Cemetery was recently included in forward estimates for further expansion, particularly in the lawn section. Currently, section 5, sub-section 3 of the lawn section is being used, with estimates that it will have availability for a further eighteen months, with approximately 95 lawn plots remaining.








Recent onsite investigations of the Taabinga Cemetery indicate that farming activity is being conducted over the southern section of the cemetery, covering an area of approximately 3 hectares (refer Attachment). The Department of Agriculture and Fisheries (DAF), Kingaroy were notified, which they were already aware of through prior discussions with Council staff.

A gazetted 20-metre-wide road surrounds the entire cemetery reserve. The existing machinery shed is located on this road, so as a first step, it should be integrated into the Cemetery allotment to create additional land area.

The existing area that is owned by Council and currently occupied by DAF is largely unsuitable and that we engage in negotiations for a land swap arrangement or similar to acquire additional suitable land for the cemetery. Given the land is state land we will be required to consider Native Title determinations.

Once the land is made good and cleared, Council will install a perimeter fence, undertake a formal survey and prepare a master plan for the remainder of the cemetery reserve.

ATTACHMENTS

1. **Current Title Search** [↓](#) 
2. **Map of Taabinga Cemetery** [↓](#) 
3. **Crown Plan** [↓](#) 
4. **Native Title Determination** [↓](#) 
5. **Aerial** [↓](#) 
6. **Smart Map** [↓](#) 
7. **Boundary Proposal Map** [↓](#) 

INTERNAL CURRENT RESERVE SEARCH
 QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 12/09/2023 09:49

Title Reference: 49000349
 Date GAZETTED: 29/03/1902
 PAGE: 1057

Opening Ref: RES 87-162
 Purpose: CEMETERY
 Sub-Purpose:
 Local Name: TAABINGA CEMETERY
 Address: TAABINGA
 County (R) No: R124
 File Ref: CEM 336

TRUSTEES

SOUTH BURNETT REGIONAL COUNCIL GAZETTED ON 03/09/1938
 PAGE 788

LAND DESCRIPTION

LOT 99 CROWN PLAN FY2233 GAZETTED ON 10/07/1971 PAGE 1421
 Local Government: SOUTH BURNETT

Area: 8.094000 Ha. (ABOUT)

EASEMENTS AND ENCUMBRANCES

ADMINISTRATIVE ADVICES

Dealing	Type	Lodgement Date	Status	Location
721733224	NT DETERM	02/06/2022 13:51	CUR	EC-GEN -00
NATIVE TITLE ACT 1993 (CTH)				
UNREGISTERED DEALINGS - NIL				

** End of Current Reserve Search **

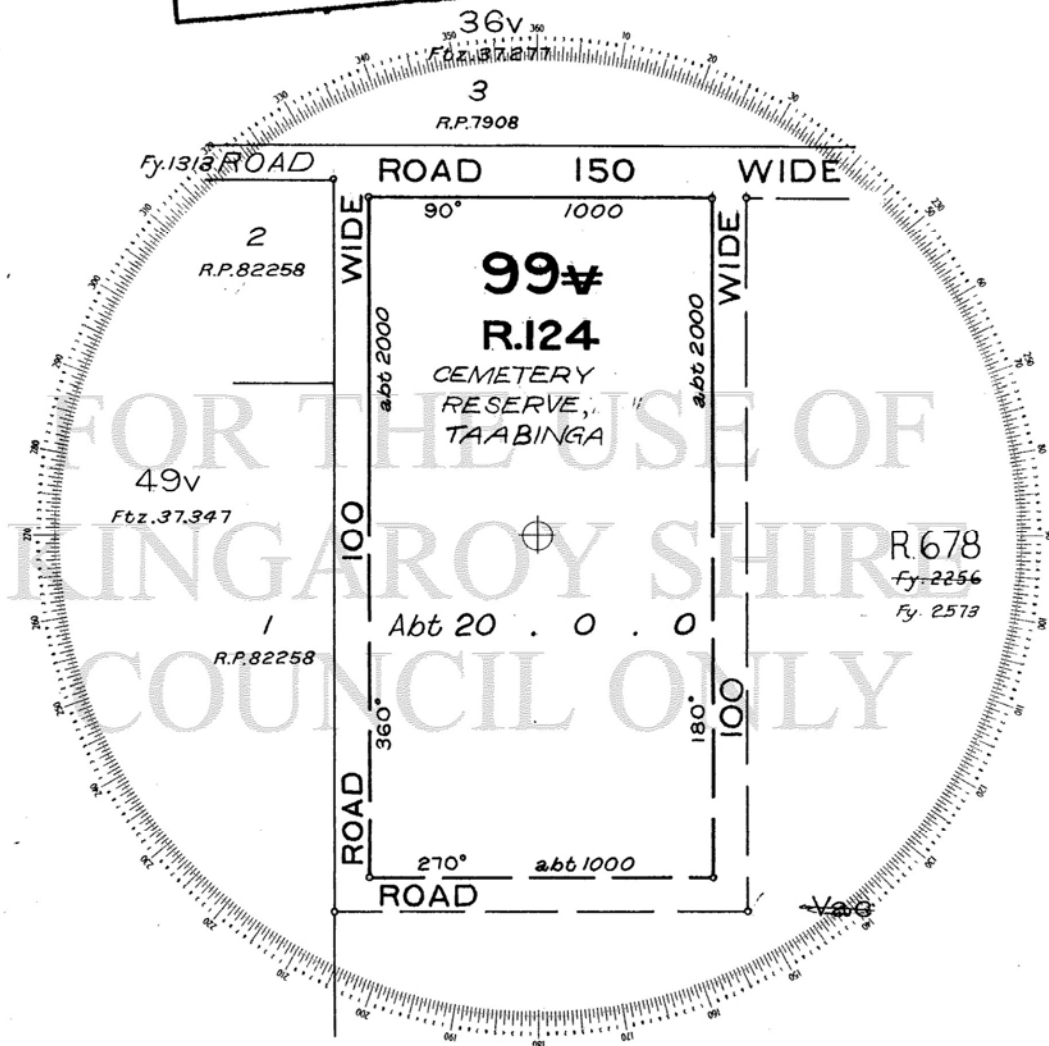
Taabinga Cemetery
20 Pioneer Avenue, Taabinga



OR.No. LEASE No.
 99v R.124 Cemetery Reserve G.G.1971,2,14-21

11 x 8.

For Additional Plan & Document Notings Refer to CISP



CAUTION
 CERTAIN DIMENSIONS ON THIS PLAN HAVE NOT BEEN MARKED ON THE GROUND AND ARE APPROXIMATE ONLY

DESCRIPTIONS AS INDICATED HEREON HAVE BEEN CONVERTED TO LOT(S) ON PLAN ...FY.2233...
 Authorised *P. J. O'Connell* Senior Draftsman
 Date *23/6/87*

SHIRE OF KINGARROY

ADJUSTMENTS			INITIALS & DATE			COMPILED FROM <i>Fy.39 & R.A.222</i>	FOR No. LOT 99v
DR.	REF.	PREV. AREA	DRAWN	EXAM'D	CHARTED		
99v	Cem. 336	IO. O. O. C. A. P.	<i>10/11/70</i>	<i>10/11/70</i>	<i>10/11/70</i>	SCALE 4 CHAINS TO AN INCH MERIDIAN	COUNTY OF FITZROY
			<i>25/11/70</i>	<i>19/01/99</i>	<i>5/1/71</i>	REF: 10/10989 S.G.	L.A.D. OF NANANGO
CROWN COPYRIGHT RESERVED			SURVEY OFFICE		COMPILED PLAN		Fy.2233

QUEENSLAND TITLES REGISTRY
Land Title Act 1994, Land Act 1994 and Water Act 2000

GENERAL REQUEST

Duty Imprint

FORM 14 Version 4
Page 1 of 4

721733224
EC NTD \$0.00
02/06/2022 13:51:29

...ing Number

OFFICE USE ONLY

...orm is authorised by legislation and is used to maintain publicly searchable records. For more information see the Department's website.

- | | | |
|--|--|-----------------------------------|
| <p>1. Nature of request
REQUEST TO RECORD A FEDERAL COURT NATIVE TITLE DETERMINATION</p> | <p>Lodger (Name, address, E-mail & phone number)
Claim Resolution, Native Title and Indigenous Land Services, Department of Resources, PO Box 15216, City East, Brisbane Q 4002
ATSILS-
ClaimNegotiation@resources.qld.gov.au</p> | <p>Lodger Code
059</p> |
| <p>2. Lot on Plan Description
SEE ENLARGED PANEL</p> | <p>Title Reference</p> | |
| <p>3. Registered Proprietor/State Lessee
N/A</p> | | |
| <p>4. Interest
N/A</p> | | |
| <p>5. Applicant
THE STATE OF QUEENSLAND (REPRESENTED BY NATIVE TITLE AND INDIGENOUS LAND SERVICES, DEPARTMENT OF RESOURCES)</p> | | |

6. Request

I hereby request that: the following statement be recorded as an administrative advice on the title/s mentioned in Item 2:

A Native Title Determination pursuant to the provisions of the Native Title Act 1993 (Cth) has been made by the Federal Court (QUD 276 of 2019). Refer to National Native Title Tribunal - Wakka Wakka #3 Pt A and B People Native Title Determination (Reference QCD 2022/003).

7. Execution by applicant

31/5/2022
Execution Date



Applicant's or Solicitor's Signature

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

QUEENSLAND LAND REGISTRY
Land Title Act 1994, Land Act 1994 and Water Act 2000

ENLARGED PANEL

FORM 20 Version 2
Page 2 of 4

2. Lot on Plan Description

Lot 2 on RP 4268
 Lot 3 on RP 4268
 Lot 5 on RP 4268
 Lot 14 on SP 122596
 Lot 3 on SP 122596
 Lot 1 on CP AP3815
 Lot 19 on SP 283823
 Lot 45 on CP MZ953
 Lot 1 on RP 41423
 Lot 2 on CP FY663
 Lot 1 on CP FY689
 Lot 2 on CP FY689
 Lot 2 on RP 15174
 Lot 2 on CP FY1227
 Lot 2 on CP AP15806
 Lot 34 on CP M5519
 Lot 41 on CP FY733
 Lot 51 on SP 262591
 Lot 48 on SP 104353
 Lot 47 on SP 104356
 Lot 1 on CP AP14515
 Lot 4 on CP FY839233
 Lot 1 on SP 157925
 Lot 235 on CP AP15643
 Lot 1 on CP AP15644
 Lot 2 on CP AP15644
 Lot 38 on CP AP20942
 Lot 69 on CP MZ873
 Lot 1 on CP AP15936
 Lot 2 on CP N2323
 Lot 3 on CP N2323
 Lot 228 on CP FY2727
 Lot 198 on CP FY1665
 Lot 302 on CP P6971
 Lot 52 on SP 269724
 Lot 333 on SP 283820
 Lot 56 on SP 282095
 Lot 462 on CP FY2396
 Lot 1 on SP 199029
 Lot 3 on SP 199029
 Lot 114 on CP AP22946
 Lot 122 on CP AP22946
 Lot 154 on CP AP22946
 Lot 2 on SP 199029
 Lot 4 on CP W53528
 Lot 185 on CP NPW723
 Lot 186 on CP NPW731
 Lot 162 on CP NPW873
 Lot 48 on CP NPW873
 Lot 190 on CP NPW742
 Lot 411 on CP OL283
 Lot 50 on CP NPW734
 Lot 183 on CP NPW803
 Lot 100 on CP NPW851
 Lot 188 on CP MZ644
 Lot 168 on CP NPW764

Title Reference

47021920
 47021921
 47021922
 47021923
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 47502112
 47502119
 47502144
 47502173
 47502259

QUEENSLAND LAND REGISTRY
Land Title Act 1994, Land Act 1994 and Water Act 2000

ENLARGED PANEL

FORM 20 Version 2
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2. Lot on Plan Description

			Title Reference
Lot 52	on	CP NPW773	47502261
Lot 1	on	CP NPW1142	47502279
Lot 517	on	CP NPW590	47512257
Lot 565	on	CP NPW850	47512462
Lot 1020	on	CP NPW1143	47532099
Lot 12	on	CP FTY1862	47542000
Lot 536	on	CP AP19211	47542000
Lot 95	on	CP FTY751	47542102
Lot 117	on	CP FTY88	47542109
Lot 118	on	CP FTY1342	47542110
Lot 127	on	CP FTY1135	47542117
Lot 138	on	CP FTY1389	47542129
Lot 146	on	CP FTY673	47542133
Lot 210	on	CP FTY702	47542177
Lot 220	on	CP FTY998	47542187
Lot 254	on	CP FTY1956	47542208
Lot 255	on	CP FTY1025	47542209
Lot 289	on	CP FTY1859	47542223
Lot 298	on	CP FTY1230	47542225
Lot 355	on	CP FTY1408	47542243
Lot 466	on	CP FTY576	47542274
Lot 535	on	CP FTY1760	47542299
Lot 546	on	CP FTY1315	47542301
Lot 612	on	CP FTY1410	47542322
Lot 618	on	CP FTY1626	47542324
Lot 639	on	CP FTY902	47542327
Lot 673	on	CP FTY1931	47542334
Lot 502	on	CP FY2592	47582727
Lot 117	on	CP C8278	49000331
Lot 99	on	CP FY2233	49000349
Lot 296	on	CP FY175	49000363
Lot 27	on	CP FY176	49000364
Lot 124	on	CP FY480	49000379
Lot 85	on	CP FY2438	49000383
Lot 53	on	CP CL6011	49000405
Lot 181	on	CP FY2651	49000422
Lot 55	on	CP 881251	49000427
Lot 35	on	CP MZ579	49000473
Lot 4	on	CP BO162	49000474
Lot 4	on	CP W53533	49000667
Lot 9	on	SP 257249	49000735
Lot 166	on	CP MZ496	49000887
Lot 467	on	CP FY838992	49000902
Lot 216	on	CP FY800284	49001049
Lot 217	on	CP FY800284	49001049
Lot 249	on	CP FY1920	49001068
Lot 62	on	CP BO42	49001188
Lot 76	on	CP FY2477	49001243
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Lot 171	on	CP FY713	49001266
Lot 172	on	CP FY713	49001266
Lot 134	on	CP FY2488	49001277
Lot 78	on	CP MZ576	49001291
Lot 14	on	CP K62319	49001300
Lot 210	on	CP FY2451	49001318

QUEENSLAND LAND REGISTRY
Land Title Act 1994, Land Act 1994 and Water Act 2000

ENLARGED PANEL

FORM 20 Version 2
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2. Lot on Plan Description**Title Reference**

Lot 177	on	CP MZ818	49001411
Lot 1	on	CP K6237	49001437
Lot 134	on	CP MZ1128	49001473
Lot 65	on	CP MZ635	49001474
Lot 399	on	CP FY814534	49001756
Lot 218	on	CP FY1278	49001872
Lot 214	on	CP FY2479	49001904
Lot 195	on	CP K62310	49001937
Lot 103	on	CP FY1294	49001939
Lot 198	on	CP FY1317	49002066
Lot 156	on	CP FY809991	49002164
Lot 313	on	CP FY509	49002370
Lot 63	on	CP BO156	49002561
Lot 396	on	CP FY2057	49002860
Lot 181	on	CP FY1092	49002862
Lot 182	on	CP FY1092	49002862
Lot 9	on	CP MZ1043	49002886
Lot 2	on	CP K6233	49002914
Lot 69	on	CP BO150	49003031
Lot 20	on	CP BO66	49003035
Lot 213	on	CP FY2647	49004054
Lot 184	on	CP FY1595	49004095
Lot 4	on	CP N2359	49004132
Lot 95	on	CP FTZ37178	49004144
Lot 320	on	CP FY2517	49004164
Lot 300	on	CP FY1057	49004208
Lot 13	on	CP MZ416	49004320
Lot 3	on	CP FY106	49004357
Lot 208	on	CP FY2435	49004395
Lot 164	on	CP FY124	49004421
Lot 310	on	CP FY175	49004438
Lot 280	on	CP FY1733	49004466
Lot 281	on	CP FY1733	49004466
Lot 251	on	CP FY2262	49004526
Lot 186	on	CP MZ1004	49004583
Lot 100	on	CP FY383	49004614
Lot 301	on	CP FY809053	49004634
Lot 65	on	CP FY400	49004649
Lot 66	on	CP FY401	49004650
Lot 108	on	CP MZ1067	49004669
Lot 11	on	CP W53533	49004688
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Lot 91	on	CP FY2885	49004724
Lot 2	on	SP 228961	49004807
Lot 8	on	CP MZ673	49004887
Lot 63	on	CP BO98	49004931
Lot 2	on	SP 228970	49004960
Lot 45	on	CP BO151	49004966
Lot 7	on	CP FY2239	49004999
Lot 13	on	CP MZ547	49005054
Lot 7	on	SP 194339	49005200
Lot 125	on	CP FY70	49005285
Lot 342	on	CP MZ1078	49005286
Lot 10	on	CP FY2074	49005294
Lot 191	on	CP FY416	49005377

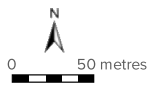


34°34'S 15°14'49"24"E

26°34'34"S 15°14'49"5

A product of
 Queensland Globe

Legend located on next page



Scale: 1:2759
 Printed at: A3
 Print date: 12/9/2023

Not suitable for accurate measurement.
 Projection: Web Mercator EPSG 102100 (3857)

For more information, visit <https://qldglobe.information.qld.gov.au/help-info/Contact-us.html>



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 magery is displayed, imagery includes material © CNES reproduced under license m Airbus DS, all rights reserved © 21AT © Earth-1, all rights reserved, © Planet Labs C, 2023

 Legend

 Attribution

Local government



Address

Land parcel

 Parcel

Land parcel - gt 1 ha

 Parcel

Land parcel - gt 10 ha

 Parcel

Property



Land parcel - gt 1000 ha

 Parcel

Land parcel label

Land parcel label - gt 1 ha

Land parcel label - gt 10 ha

Land parcel label - gt 1000 ha

Road Crossing

 Bridge

 Tunnel

Road

 Highway

 Main

 Local

 Private

Cities and Towns



Railway

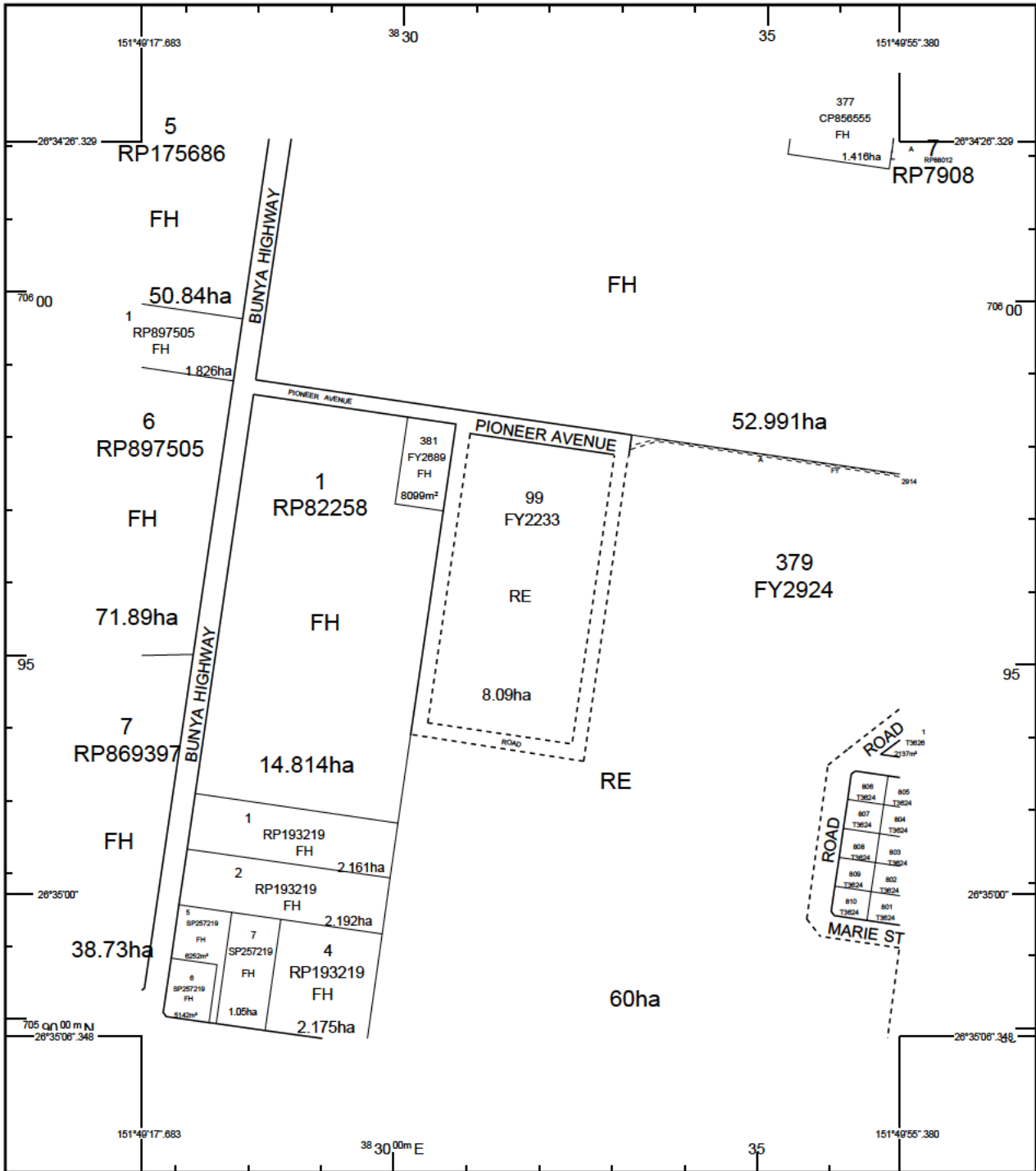


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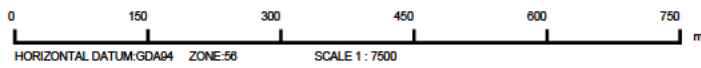
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STANDARD MAP NUMBER
9244-14243



SmartMap
An External Product of SmartMap Information Services

MAP WINDOW POSITION & NEAREST LOCATION
151°49'39".531
28°34'48".329
TAAB NGA
0.83 KM

SUBJECT PARCEL DESCRIPTION

DCDB	
Lot/Plan	99/FY2233
Area/Volume	8.09ha
Tenure	RESERVE
Local Government	SOUTH BURNETT REGIONAL
Locality	TAABINGA
Segment/Parcel	38000/6

CLIENT SERVICE STANDARDS

PRINTED 13/11/2023
DCDB 10/11/2023

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14 QUESTIONS ON NOTICE

14.1 QUESTION ON NOTICE - INFRASTRUCTURE

File Number: 15.05.2024

Author: Coordinator Infrastructure Services

Authoriser: Chief Executive Officer

The Infrastructure Department has received the below Question on Notice.

Questions

1. Councillor Potter requested an update on the SES Grant Application?
2. Can you please clarify why the Murgon Gayndah Road has been referred to RMPC and not TMR?
3. Can you please provide some feedback I can give to a concerned resident regarding the Kingaroy Cooyar Road & Weeks Road corner?

Response

Please refer to attachments for the responses.

RECOMMENDATION

That the response to the questions on notice be received and noted.

ATTACHMENTS

1. Question on Notice - May Responses [↓](#) 

Infrastructure Questions on Notice Responses – May.

Question on notice from Councillor Potter:

1. Cr Danita Potter requested an update on the SES Grant Application?

State Emergency Services (SES) Support Grant for vehicle replacement was submitted by Council in November 2023. Outcome of submission is still pending.

Question on notice from Mayor Duff & Cr Sander:

2. Can you please clarify why the Murgon Gayndah Road has been referred to RMPC and not TMR?

This was in relation to shoulder repair works next to a private entrance which is a maintenance task and why it was referred to RMPC. These repair works were completed on 6 March 2024.

Question on notice from Cr Schumacher:

3. Can you please provide some feedback I can give to a concerned resident regarding the Kingaroy Cooyar Road & Weeks Road corner?

This item was raised at the Traffic Advisory Committee (TAC) meeting and Department of Transport & Main Roads advised there is not enough crash history to support intersection upgrades to install turning lanes or widened shoulders.

15 INFORMATION SECTION

Nil

16 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*:

16.1 Petition - Country Music Campout

This matter is considered to be confidential under Section 254J - f 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 matters that may directly affect the health and safety of an individual or a group of individuals.

16.2 South Burnett Community Hospital Foundation Limited Board Meeting Minutes - 3 October 2023

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.

16.3 Financial Hardship Rates Application – Assessment Number -42450-34000-000

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.

16.4 Sale of Land for Overdue Rates and Charges Report May 2024

This matter is considered to be confidential under Section 254J - i of the Local Government Regulation, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State..

16.5 RSPCA Contract Extension - Animal Management Review

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.

17 CLOSURE OF MEETING