



AGENDA

Ordinary Council Meeting Wednesday, 17 July 2024

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

Date: Wednesday, 17 July 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.

Order Of Business

1	Opening	5
2	Leave of Absence / Apologies	5
3	Prayers	5
4	Recognition of Traditional Owners	5
5	Declaration of Interest	5
6	Deputations/Petitions	5
	Nil	
7	Confirmation of Minutes of Previous Meeting	6
	7.1 Minutes of the Council Meeting held on 19 June 2024	6
	7.2 Minutes of the Special Council Meeting held on 10 July 2024	41
8	Notices of Motion	94
	Nil	
9	Councillor Divisional Updates	94
10	Business Outstanding	95
	10.1 Business Outstanding Table for Ordinary Council Meeting.....	95
11	Executive Services	137
	11.1 Confirming attendance at the Local Government Association Queensland (LGAQ) Annual Conference in Brisbane on 21-23 October 2024	137
	11.2 LGAQ Annual Conference: Motion Request	139
12	Finance & Corporate	142
	12.1 Adoption of the South Burnett Regional Council Councillor Conduct Complaints Investigation Policy - Statutory028.....	142
	12.2 Adoption of the South Burnett Regional Council Remote Piloted Aircraft Drone Policy - Statutory055	153
	12.3 Adoption of the South Burnett Regional Council Magpie Behaviour Management Policy - Strategic038.....	157
	12.4 Adoption of the South Burnett Regional Council Discovery, Handling and Management of Human Remains Policy - Statutory016	162
	12.5 Adoption of the South Burnett Regional Council Expenses Reimbursement for Councillors Policy - Statutory002.....	167
	12.6 Monthly Financial Information.....	175
	12.7 23/24 EOFY Stocktake.....	218
13	Infrastructure	220
	13.1 The 2024-28 Local Government Grants and Subsidies Program (LGGSP).	220
14	Liveability	248
	14.1 Library Survey and Information	248
	14.2 Arts, Culture and Heritage Advisory Committee Nominations for Committee Representatives	251
	14.3 In-Kind support - Kingaroy Christmas Carnival 2024.	256

14.4	Trustee Lease - Wondai District Cricket Club Inc	265
14.5	Trustee Lease - Barambah United Football Club.....	269
14.6	Trustee Lease - Ballogie Community Association Inc.....	274
14.7	Trustee Lease - Wondai Country Club Inc.....	328
14.8	Renewal of Sub-sublease - South Burnett Gem and Fossicking Club Inc.....	333
14.9	Lease - Wooroolin Community Committee Inc.....	337
14.10	Access Licence - Lot 2 on RP27660 and Mountain View Lane.....	345
14.11	Old Pavers from Blackbutt Township Redevelopment.....	510
14.12	South Burnett Regional Council Climate Change Adaptation Strategy (and Action Plan) 2024-2034.....	512
14.13	Material Change of Use - Intensive Animal Industry (Expansion of Existing Feedlot to 6,425 SCU and Associated Infrastructure) at 1270 and 1344 Memerambi Barkers Creek Road WATTLE CAMP (and described as Lots 1, 2, 6 & 7 RP157322, Lots 3, 4, 5 & 8 on RP157323 and Lots 9, 10 & 11 on RP157327). Applicant: Pakaderinga Feedlot Q Pty Ltd c/- AgDSA.....	548
14.14	List of Correspondence pending completion of assessment report.....	737
14.15	Delegated Authority Reports (1 June 2024 to 30 June 2024)	740
15	Questions on Notice	928
	Nil	
16	Information Section	928
	Nil	
17	Confidential Section	929
17.1	Potential Purchase of Artie Kerr Building, Kingaroy	929
17.2	Amendment to Licence - United Christian Broadcasters Australia Limited.....	929
17.3	Undetected Water Leak - Assessment 12627-00000-000	929
17.4	Application to Waive Legal Fees on Assessment 12349-31500-000	929
17.5	Customer phone-calls, after-hours calls and lone-worker monitoring.....	929
18	Closure of Meeting.....	930

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

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 19 JUNE 2024

File Number: 17/07/2024

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Council Meeting held on 19 June 2024 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Council Meeting held on 19 June 2024**



MINUTES

**Ordinary Council Meeting
Wednesday, 19 June 2024**

Order Of Business

1	Opening	4
2	Leave of Absence / Apologies	4
3	Prayers	4
4	Acknowledgement of Traditional Owners	4
5	Declaration of Interest	4
6	Deputations/Petitions	5
6.1	Deputation - Ballogie Community	5
6.2	Deputation/PETITION – Music Festivals - Kathryn Hayes	5
7	Confirmation of Minutes of Previous Meeting	5
7.1	Minutes of the Special Council Meeting held on 4 June 2024.....	5
7.2	Minutes of the Council Meeting held on 15 May 2024	6
8	Notices of Motion	6
	Nil	
	COUNCILLOR DIVISIONAL UPDATES	6
9	Business Outstanding	6
9.1	Business Outstanding Table for Ordinary Council Meeting.....	6
9.1.1	Question on Notice - MCU21/0017 – Expansion of existing piggery and associated infrastructure at 536 and 592 Morgans Road Windera.....	6
9.1.1	Media Release - Council Staff at Hivesville Fun Day	7
10	Executive Services	7
10.1	Council Nominate the 2025 Special Holiday	7
10.2	In-Kind Support - Baconfest 2024	7
10.2.1	Grants and Donations Policy Workshop	8
10.2.2	Question on Notice - BaconFest.....	9
11	Finance & Corporate	9
11.1	Adoption of the South Burnett Regional Council Water Restrictions Policy - Strategic015.....	9
11.2	Adoption of the South Burnett Regional Council Contact with a Lobbyist Policy - Statutory049	10
11.3	Adoption of the South Burnett Regional Council Related Party Disclosure Policy - Statutory057	10
11.4	Adoption of the South Burnett Regional Council Procurement Policy - Statutory007.....	10
11.5	Monthly Financial Information.....	11
11.6	Register of Fees and Charges Schedule for 2024/2025	11
11.7	Quote SBRCQ 2023/24-16 - Replace Tractor 4007.....	11
11.8	Quote SBRCQ 2023/24-15 - Replace Grader 1509.....	12
11.9	Contractual Arrangements Entered in to over \$200,000 (EX GST).....	12
12	Infrastructure	13

12.1	2024 - 27 Works for Queensland (W4Q) Program.....	13
13	Liveability	13
13.1	Negotiated Decision Report for Combined Application for Material Change (Function Facility and Food & Drink Outlet) and Reconfiguration of a Lot (Access Easement) at 20 Fork Hill Drive and 80 & 89 Waterview Drive MOFFATDALE (and described as Lot 1 on RP903441, Lot 131 on SP221464 & Lot 94 on SP210658). Applicant: Dusty Joe's Pty Lyd C/- JDBA Certifiers	13
13.2	Trustee Lease - Booie Hall and Recreation Reserve Association Inc	23
13.3	Licence to Occupy - Curtain Call	24
13.4	Adoption of RADF Round 2 2024 grant applications	24
13.5	Waiving of Building and Plumbing Application Fees - South Burnett Saints AFL	25
13.6	Protecting the Great Barrier Reef - Community Stewardship Program Round 1	25
13.7	Minutes of the Arts, Culture and Heritage Advisory Committee	26
13.8	List of Correspondence pending completion of assessment report.....	26
13.8.1	Question on Notice - RAL23/0034 – Reconfiguration of a Lot – Subdivision (1 Lot into 2 Lots) at Haager Drive MOFFATDALE	27
13.8.2	Question on Notice - RAL23/0023 and RAL24/001	27
13.9	Delegated Authority Reports (28 November 2023 to 10 June 2024).....	27
14	Questions on Notice	27
14.1	Question on Notice - Murgon Landfill	27
15	Information Section	28
	Nil	
16	Confidential Section	28
16.1	South Burnett Community Hospital Foundation Limited - Constitutional Amendments.....	30
16.2	South Burnett Community Hospital Foundation Limited Board Meeting Minutes - 30 April 2024.....	31
16.3	Waste Strategy and Management - Waste Disposal Options	32
16.3.1	Waste Investigation.....	33
16.4	Customer phone-calls, after-hours calls and lone-worker monitoring.....	33
16.5	Coolabunia Clearing facility and Saleyards Cattle and Horse Tick Inspection Contract Arrangements	33
17	Closure of Meeting.....	34

**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 19 JUNE 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), James D'Arcy (Manager Infrastructure Planning), Leo Jensen (Acting Manager Environment & Planning), David Hursthouse (Coordinator Development Services), Mal Nearmy (Coordinator Waste Management), Rebecca Bayntun (Manager Corporate, Governance & Strategy), Rebecca Humphrey (Manager People & Culture), Jess Kerr (Principal Advisor People & Culture), Lynelle Paterson (Coordinator Executive Services), Helen Floyd (Executive Assistant)

1 OPENING

The Mayor declared the meeting open at 9.02am and welcomed all attendees.

2 LEAVE OF ABSENCE / APOLOGIES

Nil

3 PRAYERS

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

4 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

5 DECLARATION OF INTEREST

I, Cr Linda Little inform this meeting that I have a declarable conflict of interest in relation to **Item 10.2 – In-Kind Support – Baconfest 2024.**

This declarable conflict of interest arises because I am on the Baconfest Committee.

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 Jane Erkens inform this meeting that I have a declarable conflict of interest in relation to **Item 11.8 Quote SBRCQ-2023/24-15 Replace Grader 1509.**

This declarable conflict of interest arises due to a family member being an employee of Council.

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 in relation to **Item 11.8 Quote SBRCQ-2023/24-15 Replace Grader 1509.**

This declarable conflict of interest arises due to a family member being an employee of Council.

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 prescribed conflict of interest in relation **Item 11.9 - Contractual arrangements entered into over \$200,000 (ex Gst).**

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.

6 DEPUTATIONS/PETITIONS

6.1 DEPUTATION - BALLOGIE COMMUNITY

Representatives from the Ballogie Community Association Inc presented a development proposal to lease and develop Lot 50 CP868342 Wondai/Chinchilla Road Ballogie for the purpose of community sport, social and recreational gathering.

6.2 DEPUTATION/PETITION – MUSIC FESTIVALS - KATHRYN HAYES

RESOLUTION 2024/347

Moved: Mayor Kathy Duff
 Seconded: Cr Danita Potter

That the Petition relating to all night music festivals being held at 1200 Stonelands Road Stonelands be received and referred to the Chief Executive Officer to determine the appropriate action and a report be brought back 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

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 4 JUNE 2024

RESOLUTION 2024/348

Moved: Cr Ros Heit
 Seconded: Cr Deb Dennien

That the Minutes of the Special Council Meeting held on 4 June 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 COUNCIL MEETING HELD ON 15 MAY 2024

RESOLUTION 2024/349

Moved: Cr Linda Little
 Seconded: Cr Ros Heit

That the Minutes of the Council Meeting held on 15 May 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

COUNCILLOR DIVISIONAL UPDATES

All Councillors provided a divisional update.

9 BUSINESS OUTSTANDING

9.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

RESOLUTION 2024/350

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 - MCU21/0017 – EXPANSION OF EXISTING PIGGERY AND ASSOCIATED INFRASTRUCTURE AT 536 AND 592 MORGANS ROAD WINDERA

Question on notice from Cr Potter:

Have the upgrades to the road commenced yet?

9.1.1 MEDIA RELEASE - COUNCIL STAFF AT HIVESVILLE FUN DAY

RESOLVED 2024/351

Media release to advise residents that Council Staff will be in attendance at the Hivesville Fun Day.

10 EXECUTIVE SERVICES**10.1 COUNCIL NOMINATE THE 2025 SPECIAL HOLIDAY**

RESOLUTION 2024/352

Moved: Cr Heath Sander

Seconded: Cr Deb Dennien

That South Burnett Regional Council progress the Monday of the 2025 Royal National Exhibition, Brisbane – Monday 11 August 2025, as the 2025 Show Holiday for the South Burnett region and further, complete the 2025 Special Holiday request form and delegate to the Chief Executive Officer to submit via email prior to Friday 12 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

Attendance

At 10.11am - Cr Linda Little having earlier informed the meeting of a declarable conflict of interest in Item 10.2 – In-Kind Support – BaconFest 2024 and her decision to voluntarily not participate in the decision on this matter, left the place at which the meeting was held, including any area for the public and stayed away while the matter was discussed and voted on.

At 10:14 am, Cr Danita Potter left the meeting.

At 10:17 am, Cr Danita Potter returned to the meeting.

10.2 IN-KIND SUPPORT - BACONFEST 2024

RESOLUTION 2024/353

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That South Burnett Regional Council approve the requested in-kind assistance to the 2024 BaconFest listed below subject to available resources including assistance with the TMP to be prepared after Community Engagement with the surrounding and affected businesses:

- Glendon Street (Council side) closed from 6am Friday 16th August 2024 – (pending approval from business owners)
 - Glendon Street (Café side) closed from 4pm Friday 16th August 2024
 - Glendon Street Circular Place and SBRC rear carparks closed from 1pm Friday 16th August 2024 – subject to business consultation. Areas where stages are to be erected to be cordoned off with witches' hats from 6am Friday 16th August 2024 (one in each carpark).
-

- Closing of Alford Street from 4pm on Friday 16th August 2024.
- Re-open Alford and Glendon Street, Lard Lane and all carparks by midnight on Sunday 18th August 2024.
- SBRC office closed from 4pm Friday 16th August 2024
- Library closed Saturday 17th August 2024
- Cleaning and beautification of the Kingaroy CBD and surrounding parks and gardens in the lead up to the weekend of Kingaroy BaconFest.
- Cleaning of restrooms in Circular Place, Forecourt and Town hall x 3 on Saturday and x 3 on Sunday (BaconFest to cover the additional cleaning for Covid requirements). Please provide cleaning contract detail to BaconFest.
- Two x 10 cubic metre skip bin for cardboard to be delivered AM Friday 16th August 2024
- 40 x 240litre wheelie bins to be delivered AM Friday 16th August 2024. (BaconFest to hire an additional 60 x 240litre wheelie bins from JJ Richards) in bin drop off area.
- Garbage truck pick up at 1PM on Saturday 17th August 2024
- Garbage truck pick up at 6AM on Sunday 18th August 2024
- Garbage truck pick up at 6AM on Monday 19th August 2024
- Removal of the skip bin at 6 AM on Monday 19th August 2024
- Removal of the 40 x 240litre wheelie bins at 6 AM on Monday 19th August 2024
- Approval to put 'bacon signage' on 8 power poles (supported by Ergon Energy) from Thursday 1st to Tuesday 20th August 2024.
- Public notice for noise associated with the helicopter scenic rides – conducted on the land in Alford Street owned by PCA during Saturday 17th and Sunday 18th August 2024.
- Use of the Variable Message Sign for road closures and assistance with the design of the parking map.
- TMP
- 2 x Solar Lights for entrances

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

Against: Nil

CARRIED 6/0

Attendance

At 10:21 am, Cr Linda Little returned to the meeting.

10.2.1 GRANTS AND DONATIONS POLICY WORKSHOP

RESOLUTION 2024/354

Moved: Mayor Kathy Duff

Seconded: Cr Jane Erkens

That Council hold a workshop early in the next financial year to review our Grants and Donations Policy in particular our signature events.

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

Against: Nil

CARRIED 7/0

10.2.2 QUESTION ON NOTICE - BACONFEST

Question on notice from Cr Heit:

How much did we spend on BaconFest this year?

ADJOURN MORNING TEA

RESOLUTION 2024/355

Moved: Cr Danita Potter
 Seconded: Cr Heath Sander

That the meeting adjourn for morning tea.

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 2024/356

Moved: Cr Ros Heit
 Seconded: Cr Linda Little

That the meeting resume at 11.19AM and as Mayor Duff was not present, Deputy Mayor Potter assumed the Chair.

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

Against: Nil

CARRIED 6/0

11 FINANCE & CORPORATE

11.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL WATER RESTRICTIONS POLICY - STRATEGIC015

RESOLUTION 2024/357

Moved: Cr Jane Erkens
 Seconded: Cr Deb Dennien

That the South Burnett Regional Council Water Restrictions Policy – Strategic015 be adopted as presented.

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

Against: Nil

CARRIED 6/0

11.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL CONTACT WITH A LOBBYIST POLICY - STATUTORY049

RESOLUTION 2024/358

Moved: Cr Ros Heit
Seconded: Cr Linda Little

That the South Burnett Regional Council Contact with a Lobbyist Policy – Statutory049 be adopted as presented.

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

Against: Nil

CARRIED 6/0

11.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL RELATED PARTY DISCLOSURE POLICY - STATUTORY057

RESOLUTION 2024/359

Moved: Cr Deb Dennien
Seconded: Cr Jane Erkens

That the South Burnett Regional Council Related Party Disclosure Policy – Statutory057 be adopted as presented.

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

Against: Nil

CARRIED 6/0

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

RESOLUTION 2024/360

Moved: Cr Jane Erkens
Seconded: Cr Linda Little

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

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

Against: Nil

CARRIED 6/0

11.5 MONTHLY FINANCIAL INFORMATION

RESOLUTION 2024/361

Moved: Cr Heath Sander

Seconded: Cr Deb Dennien

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

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

Against: Nil

CARRIED 6/0**Attendance**

At 11.33am Rebecca Bayntun (Manager Corporate, Governance & Strategy) entered the meeting.

11.6 REGISTER OF FEES AND CHARGES SCHEDULE FOR 2024/2025

RESOLUTION 2024/362

Moved: Cr Ros Heit

Seconded: Cr Linda Little

That pursuant to Section 97(2) of the *Local Government Act 2009* the Register of Fees and Charges for the 2024/2025 year be adopted and are to take effect from 1 July 2024 as amended with Proston Railway Building - \$10 per hour with the local discount to remain.

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

Against: Nil

CARRIED 6/0

11.7 QUOTE SBRCQ 2023/24-16 - REPLACE TRACTOR 4007

RESOLUTION 2024/363

Moved: Cr Deb Dennien

Seconded: Cr Heath Sander

That Council purchase from Sengs Sales and Service, one (1) Massey Ferguson 7S 145 for \$212,175 excluding GST. The expected delivery date is approximately 4 weeks, this can change depending on units available at the time of order.

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

Against: Nil

CARRIED 6/0

Attendance

At 11.46am Cr Jane Erkens and Cr Heath Sander having earlier informed the meeting of a declarable conflict of interest in Item 11.8 - Quote SBRCQ 2023/24-15 – Replace Grader 1509 and their 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 11.47am David Hursthouse (Coordinator Development Services) entered the meeting.

11.8 QUOTE SBRCQ 2023/24-15 - REPLACE GRADER 1509

RESOLUTION 2024/364

Moved: Cr Deb Dennien

Seconded: Cr Ros Heit

That Council purchase from RDO Equipment, one (1) John Deere JD 670GP for \$724,909 excluding GST. The expected delivery date is approximately 6 weeks, noting this can change depending on units available at the time of order.

In Favour: Crs Linda Little, Danita Potter, Deb Dennien and Ros Heit

Against: Nil

CARRIED 4/0

Attendance

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

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

RESOLUTION 2024/365

Moved: Cr Ros Heit

Seconded: Cr Linda Little

That this report be received for information.

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

Against: Nil

CARRIED 5/0

Attendance

At 11:56 am, Cr Heath Sander returned to the meeting.

At 11.56 am Leo Jensen (Acting Manager Environment & Planning) entered the meeting.

12 INFRASTRUCTURE

12.1 2024 - 27 WORKS FOR QUEENSLAND (W4Q) PROGRAM

RESOLUTION 2024/366

Moved: Cr Deb Dennien

Seconded: Cr Linda Little

That Council endorse the submission of a list of nominated projects under the 2024-27 Works for Queensland Program for assessment by the Department of State Development, Infrastructure, Local Government and Planning under the following categories:

Row Labels	Sum of Value
<i>Liveability Infrastructure Community Facilities</i>	\$ 1,100,000
<i>Liveability Infrastructure Parks</i>	\$ 1,555,303
<i>Organisational Excellence</i>	\$ 420,000
<i>Transport Infrastructure Drainage</i>	\$ 1,012,214
<i>Transport Infrastructure Kerb & Medians</i>	\$ 1,517,169
<i>Transport Infrastructure Roads</i>	\$ 2,045,314
<i>WWW Infrastructure</i>	\$ 790,000
Grand Total	\$ 8,440,000

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

Against: Nil

CARRIED 6/0

Attendance

At 12.19pm Wendy Kruger (Executive Assistant) entered the meeting.

At 12.19pm Wendy Kruger (Executive Assistant) and Rebecca Bayntun (Manager Corporate, Governance & Strategy) left the meeting.

13 LIVEABILITY

13.1 NEGOTIATED DECISION REPORT FOR COMBINED APPLICATION FOR MATERIAL CHANGE (FUNCTION FACILITY AND FOOD & DRINK OUTLET) AND RECONFIGURATION OF A LOT (ACCESS EASEMENT) AT 20 FORK HILL DRIVE AND 80 & 89 WATERVIEW DRIVE MOFFATDALE (AND DESCRIBED AS LOT 1 ON RP903441, LOT 131 ON SP221464 & LOT 94 ON SP210658). APPLICANT: DUSTY JOE'S PTY LYD C/- JDBA CERTIFIERS

RESOLUTION 2024/367

Moved: Cr Deb Dennien

Seconded: Cr Linda Little

That Council resolves to:

1. Approve the Negotiated Decision Notice as amended (ENG21 and ENG22) for a Material Change of Use for Function Facility and Food & Drink Outlet – development permit and Reconfiguring a Lot for Access Easement – Development Permit at 20 Fork Hill Drive and 80

& 89 Waterview Drive MOFFATDALE (and described as Lot 1 on RP903441, Lot 131 on SP221464 and Lot 94 on SP210658) subject to the amended conditions package.

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

Plan 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 – Café	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.

- GEN7. The approved development must comply with noise emissions prescribed under the ***Environmental Protection Act 1994*** and applicable (subordinate) legislation at all times ensuring that:
- a) All relevant activities remain within obligated limits and do not produce '*unreasonable noise*' as defined by the act.
 - b) Noise emitted does not exceed any prescribed sound pressure level, and/or background levels (or any other matter deemed relevant to the emission of unwanted sound) as associated with applicable day, evening, or night time criteria under the act.
 - c) Nearby sensitive uses are not exposed to *unreasonable noise* from the approved development that is either a direct or indirect consequence of all onsite activity.

APPROVED USE

- GEN8. 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 DRAWINGS

- GEN9. 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

- GEN10. **Hours of operations shall remain consistent with associated ongoing operations including ancillary/associated uses (6am to 12am (midnight)) and pursuant to the Environmental Protection Act 1994.**
- GEN11. 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.

COMPLIANCE TIMING AND COSTS

GEN12. 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

GEN13. 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.

GEN14. 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 at Chainage 560, through to the Dusty Hill Winery gated access at Chainage 900, 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) to support cul-de-sac movements prior to the gated access.**

Timing: Completed within 18 months of the approval taking effect.

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

ENG22. **The applicant is to make submission for a temporary road closure from Chainage 900 of Waterview Drive through to the southern end of the gazetted road reserve to the Department of Natural Resources for the purpose of private access to the facility. The application is to be submitted to the Department with no objection from Council within 2 months of this decision notice being issued.**

ELECTRICITY AND TELECOMMUNICATION

ENG23. Connect the development to electricity and telecommunication services.

EROSION AND SEDIMENT CONTROL - GENERAL

ENG24. 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.

ENG25. 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.

UNREASONABLE NOISE

ADV6. In the event noise related complaints are received, Council may undertake further investigations and require demonstration that noise emitted from this approved development complies with ‘Noise regulation under the Environmental Protection Act 1994’ and hence may require commission (as owners expense) of a Noise impact Assessment Report that:

- Establishes and maintains the rights and interests of activities associated with this approved development.
- Protects ongoing rights and interests of other nearby properties.
- Sets a reasonable expectation (for Noise) for all interested parties.

ADV7. It is recommended that the applicant retain a noise complaints log documenting at least the following:

- i. Date and time of complaint.
- ii. The complainant.
- iii. Matter to be dealt with.
- iv. Identification of noise source.
- v. Actions taken to remediate, and information provided to complainant.
- vi. Conclusions and outcomes.

APPEAL RIGHTS

ADV8. 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:

Plan No.	Rev.	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).

VEHICLE ACCESS

ENG7. 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

ENG8. Design and construct the driveway with a dust suppressive gravel.

EROSION AND SEDIMENT CONTROL – GENERAL

ENG9. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.

ENG10. 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

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

FILLING & EXCAVATION

ADV2. 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

ADV3. 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

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

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

RECONFIGURING A LOT – CURRENCY PERIOD

ADV6. 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 Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit

Against: Nil

CARRIED 6/0

Attendance

At 12.22pm Leo Jensen (Acting Manager Environment & Planning) and David Hursthouse (Coordinator Development Services) left the meeting.

13.2 TRUSTEE LEASE - BOOIE HALL AND RECREATION RESERVE ASSOCIATION INC

RESOLUTION 2024/368

Moved: Cr Jane Erkens
 Seconded: Cr Deb Dennien

That South Burnett Regional Council:

1. In accordance with *section 236(1)(b)(ii)* of the *Local Government Regulation 2012* applies to dispose of a valuable non-current asset by way of entering a trustee lease for Lot 129 on SP115387 to the Booie Hall & Recreation Reserve Association 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 trustee lease with the Booie Hall & Recreation Reserve Association Inc. on terms and conditions the Chief Executive Officer reasonably considers satisfactory to Council.

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

Against: Nil

CARRIED 6/0

13.3 LICENCE TO OCCUPY - CURTAIN CALL

RESOLUTION 2024/369

Moved: Cr Jane Erkens

Seconded: Cr Ros Heit

That the matter lay on the table.

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

Against: Nil

CARRIED 6/0

Attendance

At 12.30pm James D’Arcy (Manager Infrastructure Planning) left the meeting.

At 12.30pm Leo Jensen (Acting Manager Environment & Planning) returned to the meeting.

13.4 ADOPTION OF RADF ROUND 2 2024 GRANT APPLICATIONS

RESOLUTION 2024/370

Moved: Cr Jane Erkens

Seconded: Cr Linda Little

That the following recommendations for RADF Round 2 2024 grant approvals be adopted by Council:

No.	App ID	Applicant	Division	Project	Amount requested	Decision/ comments	Amount of funding approved
1	RADF11R2	SB CTC	3	Mural Project – Kingaroy Youth Park	\$3,000.00	Approved	\$3,000.00
2	RADF13R2	Wondai Woodworkers Inc	5	Wood & Resin Workshop	\$500.00	Not Approved Application did not meet guidelines	None
3	RADF1R2	Noosa Film Academy Pty Ltd	3	Youth Screenplay & Acting for Screen Production Workshop	\$3,000.00	Approved	\$3,000.00
4	RADF2R2	The Mobile Jewellery Tutor	2	Silversmithing Beginners workshops – Blackbutt & Surrounds	\$3,000.00	Not Approved Application did not meet guidelines	None
5	RADF4R2	Kingaroy State School P& C Assoc.	3	Textiles Workshop -0 Fabric Bookmark	\$2,909.00	Approved Note: materials to remain	\$2,909.00

						property of the school	
6.	RADF5R2	Mrs Ruth Ellington (artist application)	6	The Imagination Studio	\$3,000.00	Approved	\$3,000.00
7	RADF6R2	Mr Tristan Pantarotto (Artist application)	2	WISP	\$3,000.00	Not Approved Application did not meet guidelines	None
Total grant approval allocation							\$11,909.00

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

Against: Nil

CARRIED 6/0

Attendance

At 12:31 pm, Mayor Kathy Duff returned to the meeting and resumed the Chair

13.5 WAIVING OF BUILDING AND PLUMBING APPLICATION FEES - SOUTH BURNETT SAINTS AFL

RESOLUTION 2024/371

Moved: Cr Ros Heit

Seconded: Cr Danita Potter

That South Burnett Regional Council waives 50% of the building and plumbing application fees as per the Consideration of Applications for reduction in Council’s Fees and Charges – Building, Plumbing and Planning Applications Policy – Strategic017 and contributes the remaining 50% as in-kind support from the community grant process.

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

Against: Nil

CARRIED 7/0

13.6 PROTECTING THE GREAT BARRIER REEF - COMMUNITY STEWARDSHIP PROGRAM ROUND 1

RESOLUTION 2024/372

Moved: Cr Heath Sander

Seconded: Cr Deb Dennien

That South Burnett Regional Council apply for the Community Stewardship Grant Programme:

1. To assist landholders to target weed control in riparian areas, wetlands and ecosystems to care for the Great Barrier Reef; and

-
2. Build long term community stewardship and enhance commitment to protect and care for the reef.

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

Against: Nil

CARRIED 7/0

13.7 MINUTES OF THE ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE

RESOLUTION 2024/373

Moved: Cr Danita Potter

Seconded: Cr Deb Dennien

That the minutes of the South Burnett Regional Council; Arts, Culture and Heritage Advisory Committee meetings listed below be received and noted:

1. Meeting Minutes November 2023
2. Meeting Minutes February 2024
3. Meeting draft minutes April 18, 2024

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

Against: Nil

CARRIED 7/0

13.8 LIST OF CORRESPONDENCE PENDING COMPLETION OF ASSESSMENT REPORT

RESOLUTION 2024/374

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That the List of correspondence pending completion of assessment report as of 10 June 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

13.8.1 QUESTION ON NOTICE - RAL23/0034 – RECONFIGURATION OF A LOT – SUBDIVISION (1 LOT INTO 2 LOTS) AT HAAGER DRIVE MOFFATDALE

Question on Notice from Councillor Sander:

Councillor Sander requested more information on RAL23/0034 – Reconfiguration of a Lot – Subdivision (1 Lot into 2 Lots) at Haager Drive Moffatdale

13.8.2 QUESTION ON NOTICE - RAL23/0023 AND RAL24/001

Question on Notice from Councillor Heit:

Councillor Heit requested more information on

- RAL23/0023 – Reconfiguration of a Lot – Subdivision (5 Lots into 25 Lots), New Road and Drainage Easements at 70, 84 & 104 Crumpton Drive Blackbutt North and
- RAL24/0001 – Reconfiguration of a Lot – Subdivision (1 Lot into 31 Lots) at 22-30 Bridget Carroll Road Kingaroy

13.9 DELEGATED AUTHORITY REPORTS (28 NOVEMBER 2023 TO 10 JUNE 2024)

RESOLUTION 2024/375

Moved: Cr Heath Sander

Seconded: Cr Ros Heit

That the Delegated Authority report be received.

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

Against: Nil

CARRIED 7/0

14 QUESTIONS ON NOTICE

14.1 QUESTION ON NOTICE - MURGON LANDFILL

RESOLUTION 2024/376

Moved: Mayor Kathy Duff

Seconded: Cr Heath Sander

That the response to the question regarding Murgon Landfill raised by Mayor Duff 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

MOTION

RESOLUTION 2024/377

Moved: Cr Ros Heit

Seconded: Cr Heath Sander

That meeting adjourn for lunch at 12.48pm.

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

Against: Nil

CARRIED 7/0

15 INFORMATION SECTION

Nil

RESUME MEETING

RESOLUTION 2024/378

Moved: Cr Ros Heit

Seconded: Cr Linda Little

That the meeting resume at 1.39pm

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

Against: Nil

CARRIED 6/0

At the resumption of the meeting Mayor Duff was not present and Deputy Mayor Potter assumed the Chair.

Leo Jensen (Acting Manager Environment & Planning) and Mal Nearmy (Coordinator Waste Management) were in attendance at the resumption of the meeting.

16 CONFIDENTIAL SECTION

RESOLUTION 2024/379

Moved: Cr Heath Sander

Seconded: Cr Deb Dennien

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 South Burnett Community Hospital Foundation Limited - Constitutional Amendments

This matter is considered to be confidential under Section 254J - e and 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 legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government and 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.

16.2 South Burnett Community Hospital Foundation Limited Board Meeting Minutes - 30 April 2024

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 Waste Strategy and Management - Waste Disposal Options

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.

16.4 Customer phone-calls, after-hours calls and lone-worker monitoring

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

16.5 Coolabunia Clearing facility and Saleyards Cattle and Horse Tick Inspection Contract Arrangements

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

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

Against: Nil

CARRIED 6/0

Attendance

At 1.44pm Susan Jarvis (General Manager Finance & Corporate) entered the meeting.

At 1.54pm Rebecca Bayntun (Manager Corporate, Governance & Strategy) entered the meeting.

At 1:55 pm, Cr Jane Erkens left the meeting.

At 1:58 pm, Mayor Kathy Duff returned to the meeting and resumed the Chair.

At 2.01pm, Wendy Kruger (Executive Assistant), Rebecca Humphrey (Manager People & Culture) and Jess Kerr (Principal Advisor People & Culture) entered the meeting.

At 2.01pm, Wendy Kruger (Executive Assistant) left the meeting.

At 2.05pm Jess Kerr (Principal Advisor People & Culture) left the meeting.

At 2.07pm Jess Kerr (Principal Advisor People & Culture) returned to the meeting.

At 2.16pm Aaron Meehan (General Manager Infrastructure) left the meeting.

At 2.17pm Aaron Meehan (General Manager Infrastructure) returned to the meeting.

At 2.24pm Rebecca Bayntun (Manager Corporate, Governance & Strategy) left the meeting.

At 2.27pm Rebecca Humphrey (Manager People & Culture) left the meeting.

At 2.27pm Rebecca Humphrey (Manager People & Culture) returned to the meeting.

At 2.28pm Rebecca Bayntun (Manager Corporate, Governance & Strategy) returned to the meeting.

At 2.28pm Jess Kerr (Principal Advisor People & Culture) left the meeting.

RESOLUTION 2024/380

Moved: Cr Danita Potter

Seconded: Cr Deb Dennien

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 6/0

**16.1 SOUTH BURNETT COMMUNITY HOSPITAL FOUNDATION LIMITED -
CONSTITUTIONAL AMENDMENTS**

RESOLUTION 2024/381

Moved: Cr Linda Little

Seconded: Cr Heath Sander

South Burnett Regional Council resolves that:

1. Council, the sole member of the South Burnett Community Hospital Foundation Limited A.C.N. 099 686 647 (**the Company**), approves amending the constitution of the Company, as required by the Company’s constitution Rule 3.8(2), as follows:
 - (a) Rule 1.2 (Definitions), ‘Business’ definition—to omit paragraph (1), to amend paragraph (2) to refer to raising funds for the hospital located in the Region, and to renumber the remaining paragraphs;
 - (b) Rules 4.1(1) and (2) (Appointment, Removal and Retirement of Directors)—to increase the maximum number of directors from 9 to 11;
 - (c) Rule 5.2(1) (Secretaries)—to omit the requirements that the company secretary “shall be a Director who is an employee of the Council”; and
 - (d) to make any associated consequential amendments that arise out of the foregoing amendments.
2. The Chief Executive Officer is authorised to give to the Company’s company secretary a copy of this resolution as its written approval to the constitution being amended, as required by the Company’s constitution Rule 3.8(2).

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

Against: Nil

CARRIED 6/0

RESOLUTION 2024/382

Moved: Cr Linda Little

Seconded: Cr Ros Heit

That South Burnett Regional Council resolves that:

1. Council, the sole member of the South Burnett Community Hospital Foundation Limited A.C.N. 099 686 647 (the **Company**), votes in favour of passing the following member special resolutions, without a Company general meeting pursuant to *Corporations Act* section 249B:
 - (1) the Company modify its Constitution as follows:
 - (a) in Rule 1.2 (Definitions), ‘Business’ definition—
 - (i) omit paragraph (1); and
 - (ii) in paragraph (2), after the words ‘for the hospital’, insert ‘located in the Region’; and
 - (iii) renumber paragraphs (2) and (3) as paragraphs (1) and (2);
 - (b) in Rules 4.1(1) and (2) (Appointment, Removal and Retirement of Directors)—omit the number ‘9’ and replace with the number ‘11’;
 - (c) in Rule 5.2(1) (Secretaries)—omit “, who shall be a Director who is an employee of the Council”; and
 - (2) the Company adopt the consolidated modified Constitution attached to this resolution.
2. The Chief Executive Officer is authorised as Council’s delegate under *Local Government Act 2009* sections 236 and 257 to sign a record of the member special resolutions without a Company general meeting for the purpose of giving it to the Company to record the resolution in the Company’s minutes book.

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

Against: Nil

CARRIED 6/0

16.2 SOUTH BURNETT COMMUNITY HOSPITAL FOUNDATION LIMITED BOARD MEETING MINUTES - 30 APRIL 2024

RESOLUTION 2024/383

Moved: Cr Linda Little

Seconded: Cr Danita Potter

That the report on South Burnett Community 30 April 2024 be received for information.

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

Against: Nil

CARRIED 6/0

RESOLUTION 2024/384

Moved: Cr Linda Little

Seconded: Cr Deb Dennien

That South Burnett Regional Council note and receive the resignation of Helen Roth from the Board.

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

Against: Nil

CARRIED 6/0

RESOLUTION 2024/385

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That the following nominations submitted be accepted as new Board Members of the South Burnett Community Hospital Foundation Ltd:

- a) Dr Lachlan Boyce;
- b) Margie Hams;
- c) Matthew Kenny;
- d) Nina Temperton;
- e) Paul Laurentiussen;
- f) Rowena Dionysius.

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

Against: Cr Heath Sander

CARRIED 5/1

Attendance

At 2.42pm Aaron Meehan (General Manager Infrastructure) left the meeting.

At 2.44pm Aaron Meehan (General Manager Infrastructure) returned to the meeting.

16.3 WASTE STRATEGY AND MANAGEMENT - WASTE DISPOSAL OPTIONS

RESOLUTION 2024/386

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That South Burnett Regional Council resolves to:

1. Note the content of this report.
2. Support operational changes across the waste management (landfill) portfolio as recommended in this report to assist in transitioning Council to compliance with its Environmental Authority (EPPR00445213)
3. Endorse Council officers' ongoing engagement with the Department of Environment, Science, and Innovation (DESI), about ongoing compliance issues associated with Council's waste management operations.
4. Consider allocating a capital project budget of \$750,000 in the 2024/25FY to urgently undertake the necessary investigations and approval preparation for the expansion of the Kingaroy waste operation (landfill) as the region's future regional landfill facility.
5. Authorise the CEO (or delegate) to inform DESI of the outcomes of this report to assist with managing ongoing compliance issues associated with Council's waste management operations.
6. Investigate transport options to take waste out of the region.

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

Against: Nil

CARRIED 6/0

16.3.1 WASTE INVESTIGATION

RESOLUTION 2024/387

Moved: Cr Heath Sander

Seconded: Cr Deb Dennien

That Council investigate new ways of handling current volumes of waste to reduce the impact on landfills by sending a deputation to the new plant at Sunshine Coast to inspect the operations of the plant.

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

Against: Nil

CARRIED 6/0

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

RESOLUTION 2024/388

Moved: Mayor Kathy Duff

Seconded: Cr Ros Heit

That the matter lay on the table.

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

Against: Nil

CARRIED 6/0

16.5 COOLABUNIA CLEARING FACILITY AND SALEYARDS CATTLE AND HORSE TICK INSPECTION CONTRACT ARRANGEMENTS

RESOLUTION 2024/389

Moved: Cr Heath Sander

Seconded: Cr Deb Dennien

That South Burnett Regional Council in accordance with section 235(a) of the *Local Government Regulation 2012* offer a short-term contract as it is satisfied that there is only 1 supplier who is reasonably available to provide the services.

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

Against: Nil

CARRIED 6/0

17 CLOSURE OF MEETING

The Meeting closed at 2.54pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 17 July 2024.

.....
CHAIRPERSON

7.2 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 10 JULY 2024

File Number: 17/07/24

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Special Council Meeting held on 10 July 2024 be received and the recommendations therein be adopted.

ATTACHMENTS

- 1. Minutes of the Special Council Meeting held on 10 July 2024**



SOUTH BURNETT
REGIONAL COUNCIL

MINUTES

Special Council Meeting
Wednesday, 10 July 2024

Order Of Business

1	Opening	4
2	Attendance	4
3	Leave of Absence / Apologies	4
4	Prayers	4
5	Declaration of Interest	4
6	Finance & Corporate	4
6.1	Adoption of the South Burnett Regional Council Annual Operational Plan 2024/2025	4
6.2	Adoption of South Burnett Regional Council Debt Policy 2024/2025 - Statutory010.....	5
6.3	Mayor's Budget Address for 2024/2025 Budget	5
6.4	Adoption of the 2024/2025 Budget	5
6.5	Statements of Estimated Financial Position to 30 June 2024	6
6.6	Differential General Rates Categories and Criteria 2024/2025	6
6.7	Adoption of the Differential General Rates 2024/2025.....	18
6.8	Minimum General Rates 2024/2025	20
6.9	Averaging Land Valuations 2024/2025.....	21
6.10	Business Activities 2024/2025	21
6.11	Special Charge - Rural Fire Brigades 2024/2025	22
6.12	Adoption of Discount on Rates 2024/2025	23
6.13	Adoption of Exemptions and Concessions on Various Special, Separate and Utility Charges 2024/2025	23
6.14	Adoption of the Concession of Water Consumption Charges - Haemodialysis Machines 2024/2025.....	24
6.15	Adoption of the Setting of Concession on Rates and Charges for Approved Pensioners 2024/2025	25
6.16	Adoption of Waiving Minimum General Rates 2024/2025.....	26
6.17	Interest on Overdue Rates 2024/2025.....	26
6.18	Levy and Payment of Rates and Charges 2024/205	27
6.19	Proston Common Effluent Disposal Utility Charges 2024/2025	28
6.20	Separate Charge - Community Rescue and Evacuation 2024/2025	28
6.21	Separate Charge - Waste Management Levy 2024/2025	29
6.22	Setting of Wastewater Utility Charges 2024/2025.....	29
6.23	Special Charge - Annual Implementation Plan Road Maintenance Burra Burri Road Quarry 2024/2025.....	30
6.24	Special Charge - Annual Implementation Plan Road Maintenance Manar Road Quarry 2024/2025	30
6.24.1	Question on Notice - Special Charge - Annual Implementation Plan	31
6.25	Special Charge - Annual Implementation Plan Road Maintenance Tim Dwyer Road Quarry 2024/2025.....	31

6.26	Special Charge - Annual Implementation Plan Road Maintenance Wattlegrove Road Quarry 2024/2025.....	31
6.27	Special Charge - Annual Implementation Plan Road Maintenance Wilsons Road Quarry 2024/2025.....	32
6.28	Waste Collection Utility Charges 2024/2025.....	32
6.29	Water Supply Access Charge Methodology 2024/2025.....	47
6.30	Water Supply Charges 2024/2025.....	49
6.31	Water Supply Consumption Charge Methodology 2024/2025	51
6.31.1	Question on Notice - Water Supply Consumption Charge Methodology 2024/2025	52
7	Closure of Meeting.....	52

**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
SPECIAL COUNCIL MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 10 JULY 2024 AT 9.00AM**

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

1 OPENING

The Mayor declared the meeting open and welcomed all attendees.

2 ATTENDANCE

Mark Pitt (Chief Executive Officer), Susan Jarvis (General Manager Finance & Corporate), Aaron Meehan (General Manager Infrastructure), Leanne Petersen (Acting General Manager Liveability), Lynelle Paterson (Coordinator Executive Services), Helen Floyd (Executive Assistant), Kerrie Anderson (Manager Finance & Sustainability), Kristy Miatt (Executive Assistant Communications)

3 LEAVE OF ABSENCE / APOLOGIES

Nil

4 PRAYERS

The Mayor led Council in The Lord's Prayer.

The Mayor acknowledged NAIDOC week and acknowledged the traditional custodians of the land on which the meeting took place.

5 DECLARATION OF INTEREST

Nil

6 FINANCE & CORPORATE

6.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL ANNUAL OPERATIONAL PLAN 2024/2025

RESOLUTION 2024/1

Moved: Cr Danita Potter

Seconded: Cr Ros Heit

That the South Burnett Regional Council Annual Operational Plan 2024/2025 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

6.2 ADOPTION OF SOUTH BURNETT REGIONAL COUNCIL DEBT POLICY 2024/2025 - STATUTORY010

RESOLUTION 2024/2

Moved: Cr Ros Heit
Seconded: Cr Linda Little

That the Couth Burnett Regional Council Debt Policy 2024/2025 – Statutory010 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

6.3 MAYOR'S BUDGET ADDRESS FOR 2024/2025 BUDGET

RESOLUTION 2024/3

Moved: Mayor Kathy Duff
Seconded: Cr Danita Potter

That the Mayor's Budget Address for the 2024/2025 Budget be received.

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

Against: Nil

CARRIED 7/0

6.4 ADOPTION OF THE 2024/2025 BUDGET

RESOLUTION 2024/4

Moved: Mayor Kathy Duff
Seconded: Cr Danita Potter

That pursuant to *Sections 169 and 170 of the Local Government Regulation 2012*, Council's Budget for the 2024/2025 financial year, incorporating:

1. the statements of financial position;
2. the statements of cash flow;
3. the statements of income and expenditure;
4. the statements of changes in equity;
5. capital budget;
6. the long-term financial forecast;
7. the revenue statement;
8. the revenue policy (adopted by Council resolution on 24 April 2024);
9. the relevant measures of financial sustainability; and

10. the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget, as tabled, 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

6.5 STATEMENTS OF ESTIMATED FINANCIAL POSITION TO 30 JUNE 2024

RESOLUTION 2024/5

Moved: Cr Deb Dennien

Seconded: Cr Linda Little

That pursuant to *Section 205 of the Local Government Regulation 2012*, the statement of the financial operations and financial position, including capital expenditure of the Council in respect of the previous financial year (“the Statement of Estimated Financial Position”) be received and its contents noted.

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

Against: Nil

CARRIED 7/0

6.6 DIFFERENTIAL GENERAL RATES CATEGORIES AND CRITERIA 2024/2025

RESOLUTION 2024/6

Moved: Cr Linda Little

Seconded: Cr Ros Heit

That

1. South Burnett Regional Council adopt differential general rates for the year ending 30 June 2025;
2. Pursuant to *Section 81 of the Local Government Regulation 2012*, the categories into which rateable land is categorised, the description of those categories and, in accordance with *Sections 81(4) and 81(5) of the Local Government Regulation 2012*, the method by which land is to be identified and included in its appropriate category is as listed in the table below;
3. Council delegates to the Chief Executive Officer the power, in accordance with *Sections 81(4) and 81(5) of the Local Government Regulation 2012*, to identify the rating category to which each parcel of rateable land belongs

Category	Differential Category
1	Residential – Kingaroy
Description	Identification
All properties in this category are located within the Kingaroy Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in “Individual Urban Locality” maps series. Council will be guided by the Department of Resources	<ol style="list-style-type: none"> 1. This category will cover all land within the Kingaroy Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category. 2. That such land in this category will in the main be owner occupied and where tenanted, the revenue

<p>land use codes between 1 and 9 (excluding 03) and land use code 72 when determining the properties that fit into this category.</p>	<p>earned is limited to rental income solely.</p> <ol style="list-style-type: none"> 3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land. 4. Land with land use codes 01, 02, 04, 05, 06, 07, 08, 09 and 72 or as otherwise identified by the CEO.
--	---

Category	Differential Category
201	Residential – Nanango
Description	Identification
<p>All properties in this category are located within the Nanango Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in “Individual Urban Locality” maps series. Council will be guided by the Department of Resources land use codes between 1 and 9 (excluding 03) and land use code 72 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1. This category will cover all land within the Nanango Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category. 2. That such land in this category will, in the main, be owner occupied and where tenanted, the revenue earned is limited to rental income solely. 3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land. 4. Land with land use codes 01, 02, 04, 05, 06, 07, 08, 09 and 72 or as otherwise identified by the CEO.

Category	Differential Category
203	Residential – Blackbutt
Description	Identification
<p>All properties in this category are located within the Blackbutt Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in “Individual Urban Locality” maps series. Council will be guided by the Department of Resources land use codes between 1 and 9 (excluding 03) and land use code 72 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1. This category will cover all land within the Blackbutt Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category. 2. That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely. 3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land. 4. Land with land use codes 01, 02, 04, 05, 06, 07, 08, 09 and 72 or as otherwise identified by the CEO.

Category	Differential Category
301	Residential – Murgon
Description	Identification
<p>All properties in this category are located within the Murgon Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in “Individual Urban Locality” maps series. Council will be guided by the Department of Resources land use codes between 1 and 9 (excluding 03) and land use code 72 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1. This category will cover all land within the Murgon Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category. 2. That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely. 3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land. 4. Land with land use codes 01, 02, 04, 05, 06, 07, 08, 09 and 72 or as otherwise identified by the CEO.

Category	Differential Category
401	Residential – Wondai
Description	Identification
<p>All properties in this category are located within the Wondai Urban Locality and are used solely for residential purposes, or if vacant land, is zoned for residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for residential purposes only. Urban Localities are defined in "Individual Urban Locality" maps series. Council will be guided by the Department of Resources land use codes between 1 and 9 (excluding 03) and land use code 72 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1. This category will cover all land within the Wondai Urban locality, where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category. 2. That such land in this category will in the main be owner occupied and where tenanted, the revenue earned is limited to rental income solely. 3. That in the case of land on which there is erected a single unit domestic dwelling to the extent that the dominant use of the land is residential, it will fall into this category regardless of the zoning of the land. 4. Land with land use codes 01, 02, 04, 05, 06, 07, 08, 09 and 72 or as otherwise identified by the CEO.

Category	Differential Category
3	Village
Description	Identification
<p>The property is used for any purpose; and located in located in Bunya Mountains or any of the following villages: - Benarkin, Brooklands, Cloyna, Coolabunia, Crawford, Dandabah, Hivesville, Kumbia, Maidenwell, Memerambi, Moffatdale, Proston, Taabinga, Tingoor, Windaera, Wooroolin.</p>	<ol style="list-style-type: none"> 1. All land described as 'village', where the dominant purpose for which that land is used, or intended for use, is a residential purpose and not included in any other category. 2. Villages are defined in "Individual Village" maps series.

Category	Differential Category
900	Rural Residential
Description	Identification
<p>All properties in this category are situated outside the Nanango, Kingaroy, Wondai, Murgon and Other Urban Localities and nearby village localities (excluding Blackbutt) but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the relevant map marked Rural Residential. Council will be guided by the Department of Resources land use codes between 1 and 9 (excluding 03), 72 and 94 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1. This category will cover all land used for rural residential purposes (excluding Blackbutt) that is shown on the relevant map marked Rural Residential and is not included in any other category. 2. Land with land use codes 01, 02, 04, 05, 06, 07, 08, 09, 72 and 94 or as otherwise identified by the CEO.

Category	Differential Category
910	Rural Residential – Blackbutt
Description	Identification
<p>All properties in this category are situated outside the Blackbutt Urban Locality and nearby village localities, but are used for residential purposes. Or if vacant land, it is zoned for rural residential use under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for rural residential purposes. It includes all land used for rural residential purposes as defined on the map marked Rural Residential – Blackbutt. Council will be guided by the Department of Resources land use codes between 1 and 9 (excluding 03), 72 and 94 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1. This category will cover all land used for rural residential purposes that is shown on the map marked Rural Residential – Blackbutt and is not included in any other category. 2. Land with land use codes 01, 02, 04, 05, 06, 07, 08, 09, 72 and 94 or as otherwise identified by the CEO.

Category	Differential Category
2	Commercial – Kingaroy
Description	Identification
<p>All properties in this category are located within the Kingaroy Urban Locality and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in “Individual Urban Locality” maps series.</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Resources land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1. This category will cover all land within the Kingaroy Urban locality, where the property is used for a business and commercial purpose; or 2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and 3. Is not included in any other category. 4. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.

Category	Differential Category
202	Commercial – Nanango
Description	Identification
<p>All properties in this category are located within the Nanango Urban Localities and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in “Individual Urban Locality” maps series.</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Resources land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1. This category will cover all land within the Nanango Urban locality, where the property is used for a business and commercial purpose; or 2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and 3. Is not included in any other category. 4. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO. 5.

Category	Differential Category
204	Commercial – Blackbutt
Description	Identification
<p>All properties in this category are located within the Blackbutt Urban Localities and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in “Individual Urban Locality” maps series.</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Resources land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1. This category will cover all land within the Blackbutt Urban locality, where the property is used for a business and commercial purpose; or 2. If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and 3. Is not included in any other category. 4. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.

Category	Differential Category
302	Commercial – Murgon
Description	Identification
<p>All properties in this category are located within the Murgon Urban Locality and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning</p>	<ol style="list-style-type: none"> 1. This category will cover all land within the Murgon Urban locality, where the property is used for a business and commercial purpose; or

<p>Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Resources land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 2.If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and 3.Is not included in any other category. 4.Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.
--	---

Category	Differential Category
402	Commercial – Wondai
Description	Identification
<p>All properties in this category are located within the Wondai Urban Locality and are used for business and commercial purposes, or if vacant land, is zoned for business and commercial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes. Urban Localities are defined in "Individual Urban Locality" maps series.</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Resources land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1.This category will cover all land within the Wondai Urban locality, where the property is used for a business and commercial purpose; or 2.If vacant land, is zoned for a business and commercial purpose under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for business and commercial purposes; and 3.Is not included in any other category. 4.Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.

Category	Differential Category
600	Commercial – Rural
Description	Identification
<p>All properties in this category are located anywhere within the South Burnett Regional Council area,</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Resources land use codes between 60 and 71, 73 and 89, and 93 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1.This category will cover all rural land in the region that is used for business of primary production, including agricultural, grazing, horticulture, aquaculture and similar purposes; and where there is an additional business or commercial use. 2.Is not included in any other category; and 3.Properties in this category must qualify for the Department of Resources primary producers' concession, and are identified by the land use codes below. 4.Land with land use codes 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89 and 93 or as otherwise identified by the CEO.

Category	Differential Category
700	Commercial – Village
Description	Identification
<p>All properties in this category are located anywhere within the South Burnett Regional Council area,</p> <p>The property is used for primarily business and commercial purpose; and located in located in Bunya Mountains or any of the following villages: - Benarkin, Brooklands, Cloyna, Coolabunia, Crawford, Dandabah, Hivesville, Kumbia, Maidenwell, Memerambi, Moffatdale, Proston, Taabinga, Tingoora, Winderera, Wooroolin.</p> <p>This category includes properties that are used for a combined residential and a business or commercial purpose. Council will be guided by the Department of Resources land use codes between 10 and 15, 17 and 27, and 41 and 49 when determining the properties that</p>	<ol style="list-style-type: none"> 1. This category will cover all land within the village locality in South Burnett Regional Council, where the property is primarily used for business and commercial purposes. 2. Villages are defined in "Individual Village" maps series. 3. Land with land use codes 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 41, 42, 43, 44, 45, 46, 47, 48 and 49 or as otherwise identified by the CEO.

fit into this category.

Category	Differential Category
9	Drive-In Shopping Centre > 10,000m²
Description	Identification
All properties in this category are classified as a Drive in Shopping Centre (a retail shopping and commercial complex) with more than 10,000 square metres of gross floor area and on-site parking for more than 500 vehicles.	Land used as a Drive in Shopping Centre (a retail shopping and commercial complex) with more than 10,000 square metres of gross floor area and on-site parking for more than 500 vehicles.

Category	Differential Category
10	Drive-In Shopping Centre 4,001m² to 10,000m²
Description	Identification
All properties in this category are classified as a Drive in Shopping Centre (a retail shopping and commercial complex) with a gross floor area of more than 4,000 square metres and less than 10,000 square metres and/or more than 150 on-site car parks or adjacent car parks which are maintained to service the specific shopping centre.	Land used as a Drive in Shopping Centre (a retail shopping and commercial complex) with a gross floor area of more than 4,000 square metres and less than 10,000 square metres and/or more than 150 on-site car parks or adjacent car parks which are maintained to service the specific shopping centre.

Category	Differential Category
99	Drive-In Shopping Centre 1,500m² to 4,000m²
Description	Identification
All properties in this category are classified as a Drive in Shopping Centre (a retail shopping and commercial complex) with a gross floor area of more than 1,500 square metres and less than 4,000 square metres and/or more than 40 on-site car parks or adjacent car parks which are maintained to service the specific shopping centre.	Land used as a Drive in Shopping Centre (a retail shopping and commercial complex) with a gross floor area of more than 1,500 square metres and less than 4,000 square metres and/or more than 40 on-site car parks or adjacent car parks which are maintained to service the specific shopping centre.

Category	Differential Category
8	Industrial – Kingaroy
Description	Identification
<p>All properties in this category are located within the Kingaroy Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in “Individual Urban Locality” maps series.</p> <p>This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Resources land use codes between 28 and 39 when determining the properties that fit into this category.</p>	<ol style="list-style-type: none"> 1. This category will cover all land within the Kingaroy Urban locality, where the property is used for industrial purposes; or 2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes; and 3. Is not included in any other category. 4. Land with land use codes 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 or as otherwise identified by the CEO.

Category	Differential Category
208	Industrial – Nanango
Description	Identification
All properties in this category are located within the Nanango Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in	<ol style="list-style-type: none"> 1. This category will cover all land within the Nanango Urban Locality, where the property is used for industrial purposes; or 2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial

<p>“Individual Urban Locality” maps series.</p> <p>This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Resources land use codes between 28 and 39 when determining the properties that fit into this category.</p>	<p>purposes; and</p> <p>3. Is not included in any other category.</p> <p>4. Land with land use codes 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 or as otherwise identified by the CEO.</p>
Category	Differential Category
209	Industrial – Blackbutt
Description	Identification
<p>All properties in this category are located within the Blackbutt Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in “Individual Urban Locality” maps series.</p> <p>This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Resources land use codes between 28 and 39 when determining the properties that fit into this category.</p>	<p>1. This category will cover all land within the Blackbutt Urban Locality, where the property is used for industrial purposes; or</p> <p>2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes; and</p> <p>3. Is not included in any other category.</p> <p>4. Land with land use codes 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 or as otherwise identified by the CEO.</p>

Category	Differential Category
308	Industrial – Murgon
Description	Identification
<p>All properties in this category are located within the Murgon Urban Locality and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in “Individual Urban Locality” maps series.</p> <p>This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Resources land use codes between 28 and 39 when determining the properties that fit into this category.</p>	<p>1. This category will cover all land within the Murgon Urban locality, where the property is used for industrial purposes; or</p> <p>2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes; and</p> <p>3. Is not included in any other category.</p> <p>4. Land with land use codes 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 or as otherwise identified by the CEO.</p>

Category	Differential Category
408	Industrial – Wondai
Description	Identification
<p>All properties in this category are located within the Wondai Urban Locality or Wondai Industrial Estate and are used for industrial purposes, or if vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes. Urban Localities are defined in “Individual Urban Locality” maps series.</p> <p>This category includes properties that are used for a combined residential and an industrial purpose. Council will be guided by the Department of Resources land use codes between 28 and 39 when determining the properties that fit into this category.</p>	<p>1. This category will cover all land within the Wondai Urban locality or Wondai Industrial Estate, where the property is used for industrial purposes; or</p> <p>2. If vacant land, is zoned for industrial purposes under the Planning Schemes relevant to South Burnett Regional Council, and intended for use for industrial purposes; and</p> <p>3. Is not included in any other category.</p> <p>4. Land with land use codes 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 and 39 or as otherwise identified by the CEO.</p>

Category	Differential Category
211	Extractive C
Description	Identification
<p>All properties in this category are used for extractive industry purposes such as quarries and mining operations with between 51 and 300 workers (employees and/or contractors) and/or extraction volumes of between 1 million and 2 million tonnes per</p>	<p>1. This category will cover all land used for the purpose of extracting resources from the ground, with operations that have between 51 and 300 workers (employees and/or contractors) and/or extraction volumes of between 1 million and 2 million tonnes</p>

<p>year.</p>	<p>per year.</p>
Category	Differential Category
212	Extractive A
Description	Identification
<p>All properties in this category are used for extractive industry purposes and include:</p> <ul style="list-style-type: none"> (a) Mining leases with no activity; (b) Gravel Pits that operate only sporadically; and (c) Small extractive operations such as quarries and mines which operate with an employee base of up to and including 5 workers (employees and/or contractors). <p>Council will be guided by the Department of Resources land use code 40 when determining the properties that fit into this category.</p>	<ul style="list-style-type: none"> 1. This category will cover all land used for the purpose of extracting resources from the ground and include: <ul style="list-style-type: none"> (a) Mining leases with no activity; (b) Gravel Pits that operate only sporadically; and (c) Small extractive operations such as quarries and mines which operate with an employee base of up to and including 5 workers (employees and/or contractors). 2. Land with land use code 40 or as otherwise identified by the CEO.

<p>year.</p>	<p>per year.</p>
Category	Differential Category
213	Extractive B
Description	Identification
<p>All properties in this category are used for extractive industry purposes, and include:</p> <ul style="list-style-type: none"> (a) Operational Gravel Pits; and (b) Extractive operations such as quarries and mining operations with an employee base of between 6 and 50 workers (employees and/or contractors) and/or extraction volumes of less than 1 million tonnes per annum. (c) Council will be guided by the Department of Resources land use code 40 when determining the properties that fit into this category. 	<ul style="list-style-type: none"> 1. This category will cover all land used for the purpose of extracting resources from the ground and include: <ul style="list-style-type: none"> (a) Operational Gravel Pits; and (b) Extractive operations such as quarries and mining operations with an employee base of between 6 and 50 workers (employees and/or contractors) and/or extraction volumes of less than 1 million tonnes per annum. 2. Land with land use code 40 or as otherwise identified by the CEO.

<p>year.</p>	<p>per year.</p>
Category	Differential Category
414	Coal Mine
Description	Identification
<p>All properties in this category are used for the purpose of an Integrated Coal Mining operation with more than 300 workers (employees and/or contractors) and/or production greater than 2 million tonnes per year.</p>	<ul style="list-style-type: none"> 1. This category will cover all land used for the purpose of an Integrated Coal Mining operation, with operations that have greater than 300 workers (employees and/or contractors) and/or extraction volumes of greater than 2 million tonnes per year. <p>A Coal Mine is defined as land that is the subject of a coal mining lease (issued pursuant to the <i>Mineral Resources Act 1989</i>) or other form of tenure that was used, is used, or intended to be used:</p> <ul style="list-style-type: none"> ▪ as a coal mine (or for purposes ancillary or associated with coal mining such as, for example, washing down, stockpiling, haulage, water storage and rehabilitation); or in conjunction with other land (the subject of a coal mining lease) as part of an integrated coal mining operation. <p>An integrated coal mining operation is defined as land contained in more than one coal mining lease (issued pursuant to the <i>Mineral Resources Act 1989</i>) or other form of tenure which land was used, is used, or intended to be used in an integrated manner for the purposes of coal mining or purposes ancillary or associated with coal mining such as, for example, washing down, stockpiling, haulage, water storage and rehabilitation.</p>

Category	Differential Category
215	Power Generation
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area and are used for the purpose of electricity generation by way of coal, gas or a combination of both coal and gas fired power station with a total maximum generating capacity greater than 400 megawatts.	As identified by the CEO.

Category	Differential Category
219	Solar/Wind Farm <5MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part as a Solar/Wind Farm, capable of producing an output capacity of less than 5MW	A Solar/Wind Farm is defined as land used in whole or in part to generate or produce electricity by means of a large number of solar panels connected to the mains power grid or a cluster of wind turbines that drive electrical generators and is connected to the mains power grid. As identified by the CEO

Category	Differential Category
220	Solar/Wind Farm 5MW to <20MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part as a Solar/Wind Farm, capable of producing an output capacity of at least 5MW, but no more than 20MW	A Solar/Wind Farm is defined as land used in whole or in part to generate or produce electricity by means of a large number of solar panels connected to the mains power grid or a cluster of wind turbines that drive electrical generators and is connected to the mains power grid. As identified by the CEO

Category	Differential Category
221	Solar/Wind Farm 20MW to <50MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part as a Solar/Wind Farm, capable of producing an output capacity of at least 20MW, but no more than 50MW	A Solar/Wind Farm is defined as land used in whole or in part to generate or produce electricity by means of a large number of solar panels connected to the mains power grid or a cluster of wind turbines that drive electrical generators and is connected to the mains power grid. As identified by the CEO

Category	Differential Category
222	Solar/Wind Farm 50MW to <100MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part as a Solar/Wind Farm, capable of producing an output capacity of at least 50MW, but no more than 100MW	A Solar/Wind Farm is defined as land used in whole or in part to generate or produce electricity by means of a large number of solar panels connected to the mains power grid or a cluster of wind turbines that drive electrical generators and is connected to the mains power grid. As identified by the CEO

Category	Differential Category
223	Solar/Wind Farm >=100MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, used in whole or in part as a Solar/Wind Farm, capable of producing an output capacity of greater than 100MW	A Solar/Wind Farm is defined as land used in whole or in part to generate or produce electricity by means of a large number of solar panels connected to the mains power grid or a cluster of wind turbines that drive electrical generators. As identified by the CEO

Category	Differential Category
224	Transformers
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area and are used or intended for use, in whole or in part, as a transmission/substation site with a transformer output capacity less than 1 MVA. Council will be guided by the Department of Resources land use code 91 when determining the properties that fit into this category.	Land with land use code of 91 or as otherwise identified by the CEO

Category	Differential Category
225	Transformers >1MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area and are used or intended for use, in whole or in part, as a transmission/substation site with a transformer output capacity at least 1 MVA but less than 10 MVA. Council will be guided by the Department of Resources land use code 91 when determining the properties that fit into this category.	Land with land use code of 91 or as otherwise identified by the CEO

Category	Differential Category
226	Transformers >10MW
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area and are used or intended for use, in whole or in part, as a transmission/substation site with a transformer output capacity of 10 MVA or greater. Council will be guided by the Department of Resources land use code 91 when determining the properties that fit into this category.	Land with land use code of 91 or as otherwise identified by the CEO

Category	Differential Category
508	Heavy Industry
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area and are used or intended for use, in whole or in part for Heavy Industrial purposes.	Land used for such as Abattoirs, Sawmills and Agricultural Processing Facilities. As identified by the CEO.

Category	Differential Category
101	Multi-Units – Kingaroy
Description	Identification
All properties in this category are located within the Kingaroy Urban Locality and are used solely for residential purposes. Urban Localities are defined in "Individual Urban Locality" maps series. Council will be guided by the Department of Resources land use code of 03 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1.This category will cover all land within the Kingaroy Urban Locality where the dominant purpose for which land is used, or intended for use, is a residential purpose and not included in any other category. 2.Land with land use code of 03 or as otherwise identified by the CEO.

Category	Differential Category
100	Multi-Units - Others
Description	Identification
All properties in this category are located within Urban Localities, (excluding Kingaroy) and are used solely for residential purposes. Urban Localities are defined in "Individual Urban Locality" maps series. Council will be guided by the Department of Resources land use code of 03 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1.This category will cover all land within the Urban Localities, (excluding Kingaroy) where the dominant purpose for which land is used, or intended for use, is a residential purpose and not included in any other category. 2. Land with land use code of 03 or as otherwise identified by the CEO

Category	Differential Category
601	Cattle Feedlot <1,000 SCU
Description	Identification
All properties in this category are located anywhere within the South Burnett area and are used or intended for use, in whole or in part, as a cattle feedlot requiring approval by Council or requiring licensing as an Environmentally Relevant Activity and having an approved capacity of 1,000 SCU or less.	As identified by the CEO.

Category	Differential Category
602	Cattle Feedlot 1,001 SCU to 5,000 SCU
Description	Identification
All properties in this category are located anywhere within the South Burnett area and are used or intended for use, in whole or in part, as a cattle feedlot requiring approval by Council or requiring licensing as an Environmentally Relevant Activity and having an approved capacity at least 1,001 SCU but not greater than 5,000 SCU.	As identified by the CEO.

Category	Differential Category
603	Cattle Feedlot 5,001 SCU to 10,000 SCU
Description	Identification
All properties in this category are located anywhere within the South Burnett area and are used or intended for use, in whole or in part, as a cattle feedlot requiring approval by Council or requiring licensing as an Environmentally Relevant Activity and having an approved capacity at least 5,001 SCU but not greater than 10,000 SCU.	As identified by the CEO.

Category	Differential Category
604	Cattle Feedlot >10,000 SCU
Description	Identification
All properties in this category are located anywhere within the South Burnett area and are used or intended	As identified by the CEO.

for use, in whole or in part, as a cattle feedlot requiring approval by Council or requiring licensing as an Environmentally Relevant Activity and having an approved capacity 10,000 SCU or greater.

Category	Differential Category
611	Piggery <3,499 SPU
Description	Identification
All properties in this category are located anywhere within the South Burnett area and are used or intended for use, in whole or in part, as a piggery requiring approval by Council or requiring licensing as an Environmentally Relevant Activity and having an approved capacity of 3,499 SPU or less.	As identified by the CEO.

Category	Differential Category
612	Piggery 3,500 SPU to 10,000 SPU
Description	Identification
All properties in this category are located anywhere within the South Burnett area and are used or intended for use, in whole or in part, as a piggery requiring approval by Council or requiring licensing as an Environmentally Relevant Activity and having an approved capacity at least 3,500 SPU but not greater than 10,000 SPU.	As identified by the CEO.

Category	Differential Category
613	Piggery 10,001 SPU to 20,000 SPU
Description	Identification
All properties in this category are located anywhere within the South Burnett area and are used or intended for use, in whole or in part, as a piggery requiring approval by Council or requiring licensing as an Environmentally Relevant Activity and having an approved capacity at least 10,001 SPU but not greater than 20,000 SPU.	As identified by the CEO.

Category	Differential Category
614	Piggery >20,000 SPU
Description	Identification
All properties in this category are located anywhere within the South Burnett area and are used or intended for use, in whole or in part, as a piggery requiring approval by Council or requiring licensing as an Environmentally Relevant Activity and having an approved capacity greater than 20,000 SPU.	As identified by the CEO.

Category	Differential Category
6	Rural
Description	Identification
All properties in this category are located anywhere within the South Burnett Regional Council area, and are used for rural purpose. Council will be guided by the Department of Resources land use codes between 60 and 71, 73 and 89, and 93 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land in the region that is used for rural purpose. 2. Is not included in any other category; and 3. Properties in this category must qualify for the Department of Resources primary producers' concession, and are identified by the land use codes below. 4. Land with land use codes 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89 and 93 or as otherwise identified by the CEO.

Category	Differential Category
419	Water – Pumping and Storage
Description	Identification
All properties in this category are used for the purpose of water storage or water pumping. Council will be guided by the Department of Resources land use code of 95 when determining the properties that fit into this category.	<ol style="list-style-type: none"> 1. This category will cover all land used for the purpose of water storage or water pumping and not included in any other category. 2. Land with land use code 95 or as otherwise identified by the CEO.

Category	Differential Category
7	Other
Description	Identification
Any land that cannot be included in any other category.	As identified by the CEO.

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

Against: Nil

CARRIED 7/0

6.7 ADOPTION OF THE DIFFERENTIAL GENERAL RATES 2024/2025

RESOLUTION 2024/7

Moved: Cr Danita Potter

Seconded: Cr Jane Erkens

That pursuant to *Section 94* of the *Local Government Act 2009* and *Section 80* of the *Local Government Regulation 2012* the differential general rate to be made and levied for each differential general rate category for the year ending 30 June 2025 is as follows:

Category	Category Description	Rate in Dollar
203	Residential Land – Blackbutt	2.24210
1	Residential Land – Kingaroy	2.35020
301	Residential Land – Murgon	3.43330
201	Residential Land – Nanango	2.81800
401	Residential Land – Wondai	2.97250
3	Village	1.64770
900	Rural Residential Land	1.70540
910	Rural Residential Land – Blackbutt	1.71380
204	Commercial Land – Blackbutt	2.04180

2	Commercial Land – Kingaroy	3.03300
302	Commercial Land – Murgon	4.63450
202	Commercial Land – Nanango	2.81180
402	Commercial Land – Wondai	1.90050
600	Commercial Land - Rural	1.01940
700	Commercial Land - Village	1.64770
9	Drive-In Shopping Centre >10,000m ²	1.54410
10	Drive-In Shopping Centre 4,001m ² – 10,000m ²	5.77900
99	Drive-In Shopping Centre 1,500m ² – 4,000m ²	3.82400
209	Industrial Land – Blackbutt	2.53570
8	Industrial Land – Kingaroy	2.14810
308	Industrial Land – Murgon	3.10510
208	Industrial Land – Nanango	2.70740
408	Industrial Land – Wondai	2.61000
212	Extractive A	2.30670
213	Extractive B	2.52260
211	Extractive C	3.50880
414	Coal Mine	26.58220
215	Power Generation	20.88770
219	Solar/Wind Farm – <5MW	3.06000
220	Solar/Wind Farm – 5MW to <20MW	3.06000
221	Solar/Wind Farm – 20MW to <50MW	5.28800
222	Solar/Wind Farm – 50MW to <100MW	5.28800
223	Solar/Wind Farm – >=100MW	5.28800
224	Transformers	1.40530
225	Transformers >1 MW	1.60370
226	Transformers >10MW	1.58840
508	Heavy Industry	3.28210
101	Multi-units – Kingaroy	2.43110
100	Multi-units – Others	3.01670
611	Piggery <3,499 SPU	1.01940
612	Piggery 3,500 – 10,000 SPU	1.01940
613	Piggery 10,001 – 20,000 SPU	1.01940
614	Piggery >20,000 SPU	1.01940
601	Cattle Feedlot <1,000 SCU	1.01940
602	Cattle Feedlot 1,001 – 5,000 SCU	1.01940
603	Cattle Feedlot 5,001 – 10,000 SCU	1.01940
604	Cattle Feedlot >10,000 SCU	1.01940
6	Rural Land	1.01940
419	Water – Pumping and Storage	1.48350
7	Other Land	1.28170

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

Against: Nil

CARRIED 7/0

6.8 MINIMUM GENERAL RATES 2024/2025

RESOLUTION 2024/8

Moved: Cr Ros Heit

Seconded: Cr Deb Dennien

That in accordance with Section 94 of the *Local Government Act 2009* and Section 77 of the *Local Government Regulation 2012*, the minimum general rate to be made and levied for the year ending 30 June 2025 for each differential general rate category, is as follows:

Category	Category Description	Minimum Rate
203	Residential Land – Blackbutt	\$1,055.00
1	Residential Land – Kingaroy	\$1,055.00
301	Residential Land – Murgon	\$1,055.00
201	Residential Land – Nanango	\$1,055.00
401	Residential Land – Wondai	\$1,055.00
3	Village	\$1,055.00
900	Rural Residential Land	\$1,055.00
910	Rural Residential Land – Blackbutt	\$1,055.00
204	Commercial Land – Blackbutt	\$1,307.00
2	Commercial Land – Kingaroy	\$1,307.00
302	Commercial Land – Murgon	\$1,307.00
202	Commercial Land – Nanango	\$1,307.00
402	Commercial Land – Wondai	\$1,307.00
600	Commercial Land - Rural	\$1,152.00
700	Commercial Land - Village	\$1,055.00
9	Drive-In Shopping Centre >10,000m ² floor area	\$75,468.00
10	Drive-In Shopping Centre 4,000m ² to 10,000m ²	\$30,158.00
99	Drive-In Shopping Centre 1500m ² to 4,000m ²	\$10,164.00
209	Industrial Land – Blackbutt	\$1,307.00
8	Industrial Land – Kingaroy	\$1,307.00
308	Industrial Land – Murgon	\$1,307.00
208	Industrial Land – Nanango	\$1,307.00
408	Industrial Land – Wondai	\$1,307.00
212	Extractive A	\$1,129.00
213	Extractive B	\$8,734.00
211	Extractive C	\$14,777.00
414	Coal Mine	\$116,962.00
215	Power Generation	\$405,064.00
219	Solar/Wind Farm – <5MW	\$8,164.00
220	Solar/Wind Farm – 5MW to <20MW	\$16,327.00
221	Solar/Wind Farm – 20MW to <50MW	\$44,312.00
222	Solar/Wind Farm – 50MW to <100MW	\$75,797.00
223	Solar/Wind Farm – >=100MW	\$145,762.00
224	Transformers	\$1,307.00
225	Transformers > 1 MW	\$1,513.00
226	Transformers > 10MW	\$1,639.00
508	Heavy Industry	\$1,307.00
101	Multi-units – Kingaroy	\$1,106.00

100	Multi-units – Others	\$1,106.00
611	Piggery <3,499 SPU	\$1,117.00
612	Piggery 3,500 – 10,000 SPU	\$2,793.00
613	Piggery 10,001 – 20,000 SPU	\$5,585.00
614	Piggery >20,000 SPU	\$11,169.00
601	Cattle Feedlot <1,000 SCU	\$3,351.00
602	Cattle Feedlot 1,001 – 5,000 SCU	\$4,468.00
603	Cattle Feedlot 5,001 – 10,000 SCU	\$10,053.00
604	Cattle Feedlot >10,000 SCU	\$14,892.00
6	Rural Land	\$1,152.00
419	Water – Pumping and Storage	\$1,055.00
7	Other Land	\$1,055.00

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

Against: Nil

CARRIED 7/0

6.9 AVERAGING LAND VALUATIONS 2024/2025

RESOLUTION 2024/9

Moved: Cr Deb Dennien

Seconded: Cr Linda Little

That pursuant to *Sections 74 and 76 of the Local Government Regulation 2012* for the purpose of making and levying differential general rates for the 2024/2025 financial year, the rateable value of land is the three (3) year averaged value of land.

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

Against: Nil

CARRIED 7/0

6.10 BUSINESS ACTIVITIES 2024/2025

RESOLUTION 2024/10

Moved: Cr Linda Little

Seconded: Cr Ros Heit

That in relation to Council's Business activities:

1. In accordance with the *Local Government Act 2009 (Division 2, Section 43)* and the *Local Government Regulation 2012*, Council determines that as shown in the Statement of Significant Business Activities (Table 1), it has no significant business activities that meet the threshold set as per *Section 19 of the Local Government Regulation 2012*.
2. Council determines that those Business Activities categorised as prescribed business activities and listed in the statement of prescribed and other business activities (Table 2) are those activities that meet the prescribed activity threshold of \$340,000 or more in accordance with *Section 39 of the Local Government Regulation 2012*.

-
3. Council resolve not to apply the Code of Competitive Conduct to any business activity in 2024/2025 in accordance with the *Local Government Act 2009 Section 47(7)* and the *Local Government Regulation 2012*.

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

Against: Nil

CARRIED 7/0

6.11 SPECIAL CHARGE - RURAL FIRE BRIGADES 2024/2025

RESOLUTION 2024/11

Moved: Cr Ros Heit

Seconded: Cr Heath Sander

That pursuant to *Section 94* of the *Local Government Act 2009* and *Section 94* of the *Local Government Regulation 2012* and *Section 128A* of the *Fire and Emergency Services Act 1990*:

1. Council make and levy a special charge (to be known as the Rural Fire Levy Special Charge) of \$25 per rateable assessment, on all rateable land within the region to which the overall plan applies, that also attracts a Class E Emergency Management Levy (pursuant to *Part 3* of the *Fire and Emergency Services Regulation 2011*) to fund the operations of the rural fire brigades that operate throughout the rural areas of the South Burnett Region.
2. The overall plan for the Rural Fire Levy Special Charge is as follows:
 - (a) the rateable land to which the plan applies is all rateable land within the region, other than rateable land that is liable to pay an urban district fire levy (pursuant to *Section 107* of the *Fire and Emergency Services Act 1990*).
 - (b) the service, facility or activity for which the plan is made is the ongoing provision and maintenance of rural fire-fighting equipment for the rural fire brigades that operate throughout the rural areas of the region.
 - (c) the time for implementing the overall plan is 1 year commencing 1 July 2024 and ending 30 June 2025.
 - (d) the estimated cost of implementing the overall plan for the 2024/2025 year is \$214,525.
 - (a) the level of contribution each brigade receives will be decided by the Local Area Rural Fire Services Committee.

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

Against: Nil

CARRIED 7/0

6.12 ADOPTION OF DISCOUNT ON RATES 2024/2025

RESOLUTION 2024/12

Moved: Cr Danita Potter
Seconded: Cr Linda Little

That pursuant to *Section 130* of the *Local Government Regulation 2012*, the differential general rates, wastewater utility charges, water access charges, refuse collection charges (including recycling) made and levied shall be subject to an early payment discount of 10% if paid within the discount period of thirty (30) days of the date of issue of the rate notice provided that:

1. all of the aforementioned rates and charges are paid within thirty (30) days of the date of issue of the rate notice;
2. all other rates and charges appearing on the rate notice (that are not subject to discount) are paid within thirty (30) days of the date of issue of the rate notice; and
3. all other overdue rates and charges relating to the rateable assessment are paid within thirty (30) days of the date of issue of the rate notice.

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

Against: Nil

CARRIED 7/0

6.13 ADOPTION OF EXEMPTIONS AND CONCESSIONS ON VARIOUS SPECIAL, SEPARATE AND UTILITY CHARGES 2024/2025

RESOLUTION 2024/13

Moved: Cr Danita Potter
Seconded: Cr Heath Sander

That:

1. pursuant to *Section 93* of the *Local Government Act 2009* Council provides an exemption of differential general rates and separate charges for properties as identified within the categories per the table below.
2. pursuant to *Sections 120, 121* and *122* of the *Local Government Regulation 2012*, Council grants a rebate for various rates and charges for the financial year ending 30 June 2025 as identified in the table below and subject to the following:
 - (a) Property owners must notify Council immediately if there is a substantive change in land use for a property that is receiving a rate concession.
 - (b) Applications received during the current financial year that fall within the categories below, will be granted a rate concession following the passing of a resolution by Council.
 - (c) If a property has been granted a rate concession in the previous financial year, the owner will not be required to re-apply to receive the rate concession for the current financial year. However, proof of ongoing eligibility will be required if requested.

Concession Category	Differential General Rates	Separate Rates	Water Access	Sewerage Access	Waste Bin
Queensland Country Women's Association	100%	100%	75%	75%	0%
Youth Accommodation	100%	100%	0%	0%	0%
Youth Groups – Scouts, Guides	100%	100%	100%	100%	100%
Seniors and Welfare Groups	100%	100%	50%	50%	0%
Kindergartens	100%	100%	50%	50%	0%
Service and Other Clubs	100%	100%	75%	75%	0%
Show Grounds	100%	100%	50%	50%	0%
Race Grounds	100%	100%	0%	0%	0%
Museums, Theatres, Heritage	100%	100%	100%	100%	0%
Sporting Groups and Associations	100%	100%	75%	75%	0%
Charitable Organisations	100%	100%	0%	0%	0%
Community Owned Halls	100%	100%	0%	0%	0%

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

Against: Nil

CARRIED 7/0

6.14 ADOPTION OF THE CONCESSION OF WATER CONSUMPTION CHARGES - HAEMODIALYSIS MACHINES 2024/2025

RESOLUTION 2024/14

Moved: Cr Danita Potter

Seconded: Cr Deb Dennien

1. That pursuant to *Sections 120, 121 and 122 of the Local Government Regulation 2012*, Council allows an annual rebate of 190KL on the water usage to any patient who qualifies for and operates a home Haemodialysis Machine supplied by Queensland Health.
2. The owner of the testable Backflow Prevention Device that supplies water to a home Haemodialysis Machine is exempted from the Yearly Lodgement Fee. The Form 9 and testing remains a requirement under plumbing legislation.

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

Against: Nil

CARRIED 7/0

6.15 ADOPTION OF THE SETTING OF CONCESSION ON RATES AND CHARGES FOR APPROVED PENSIONERS 2024/2025

RESOLUTION 2024/15

Moved: Cr Ros Heit

Seconded: Cr Heath Sander

That pursuant to *Sections 120, 121 and 122 of the Local Government Regulation 2012*, a rebate of rates be granted to all ratepayers who are pensioners and who are eligible for the Queensland Government pensioner remission.

The rebate will be set at:

1. Twenty percent of the differential general rate, sewerage utility charges, water utility charges and waste/refuse utility charges; and
2. The maximum concession granted per property shall be capped at \$200 per annum.
3. An additional concession of 50% of the waste recycling collection charge be allowed for eligible pensioners who pay for a recycling service.
4. Eligibility will be based on the below criteria in accordance with Policy and Procedures for the Queensland Government Pensioner Rate Subsidy Scheme.
 - (a) The pensioner must hold an eligible Pensioner Concession Card or DVA Gold Card (for all conditions)
 - (b) Property where the subsidy is applied for must be the pensioners principle place of residence
 - (c) The pensioner must be listed on the Certificate of Title of the property

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

Against: Nil

CARRIED 7/0

6.16 ADOPTION OF WAIVING MINIMUM GENERAL RATES 2024/2025

RESOLUTION 2024/16

Moved: Cr Jane Erkens
 Seconded: Cr Danita Potter

That pursuant to *Sections 120, 121 and 122 of the Local Government Regulation 2012*, Council grants a rebate equal to the full value of the separate charges and part of the differential general rates equal to the difference between the Minimum Differential General Rate for the appropriate category and the rate calculated using the rate in the dollar and the valuation for the properties identified hereunder:

1. Any rateable land held as a Permit to Occupy for water facility purposes, namely bore and pump site and associated purposes only.
2. Properties that are small parcels of land worked in conjunction with properties held in the same ownership and identified in table hereunder:

Assess No	Property Description and Location
31384	Hebbel Drive, Tablelands
31598-1	Bradleys Road, Wooroonden

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

Against: Nil

CARRIED 7/0

6.17 INTEREST ON OVERDUE RATES 2024/2025

RESOLUTION 2024/17

Moved: Cr Jane Erkens
 Seconded: Cr Linda Little

1. That pursuant to *Section 133 of the Local Government Regulation 2012*, compound interest on daily rests at the rate of eight point one seven percent (8.17%) per annum is to be charged on all overdue rates or charges.
2. South Burnett Regional Council determine that rates or charges will be considered as overdue for the charging of interest if they remain unpaid after sixty (60) days from the due date of the relevant rate notice.

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

Against: Nil

CARRIED 7/0

6.18 LEVY AND PAYMENT OF RATES AND CHARGES 2024/205

RESOLUTION 2024/18

Moved: Cr Deb Dennien

Seconded: Cr Ros Heit

That:

1. pursuant to *Section 107* of the *Local Government Regulation 2012* and *Section 114* of the *Fire and Emergency Services Act 1990*, Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy be levied:
 - (a) for the half of the year 1 July 2024 to 31 December 2024 – in August 2024; and
 - (b) for the half year 1 January 2025 to 30 June 2025 – in February 2025.
2. pursuant to *Section 118* of the *Local Government Regulation 2012*, that Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy, be paid within thirty (30) days of the issue of the rate notice.

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

Against: Nil

CARRIED 7/0

6.19 PROSTON COMMON EFFLUENT DISPOSAL UTILITY CHARGES 2024/2025

RESOLUTION 2024/19

Moved: Cr Linda Little

Seconded: Cr Danita Potter

That pursuant to *Section 94* of the *Local Government Act 2009* and *Section 99* of the *Local Government Regulation 2012* Council make and levy sewerage utility charges, for the supply of sewerage services by the Council, as follows:

The following utility charges be made and levied for the provision of a Common effluent disposal system for the year ended 30 June 2025:

1. In respect of all lands and premises which are connected to Council's Common effluent disposal system:
 - (a) For the first pedestal connected to the system, a charge of \$476.00 per annum per pedestal.
 - (b) Other than additional pedestals installed in a private residence for the sole use of the occupier and their family, all additional pedestals will be levied a charge of:
 - (i) \$381.00 per annum per additional pedestal for hospital and education facilities
 - (ii) \$381.00 per annum per additional pedestal for all other categories.
 - (c) Where any premises not connected to the Council Common system, become connected during the year, the charges under Clause (a) (1) shall become operative from the date of connection, with proportionate rebate from that date.
 - (d) A charge of \$99.00 per annum will apply to vacant land that is capable of being connected to the system.

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 10:15 am, Cr Danita Potter left the meeting.

At 10:17 am, Cr Danita Potter returned to the meeting.

6.20 SEPARATE CHARGE - COMMUNITY RESCUE AND EVACUATION 2024/2025

RESOLUTION 2024/20

Moved: Cr Jane Erkens

Seconded: Cr Heath Sander

That pursuant to *Section 94* of the *Local Government Act 2009* and *Section 103* of the *Local Government Regulation 2012*, Council make and levy a separate charge (to be known as the "Community Rescue and Evacuation Separate Charge"), in the sum of \$5.00 per rateable assessment, to be levied equally on all rateable land in the region, for the purpose of sponsoring the aerial emergency rescue and evacuation transport providers that service the South Burnett Region.

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

Against: Nil

CARRIED 7/0

6.21 SEPARATE CHARGE - WASTE MANAGEMENT LEVY 2024/2025

RESOLUTION 2024/21

Moved: Cr Linda Little

Seconded: Cr Ros Heit

That pursuant to *Section 94* of the *Local Government Act 2009* and *Section 103* of the *Local Government Regulation 2012*, Council make and levy a separate charge (to be known as the "Waste Management Separate Charge"), in the sum of \$213.00 per rateable assessment, to be levied equally on all rateable land in the region, for the purpose of:

1. providing and maintaining waste facilities and services that are not met from other fees and charges collected on a user pays basis; and
2. meeting public expectations in matters associated with the disposal and management of refuse that affect public health and visual amenity of the area.

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

Against: Nil

CARRIED 7/0

6.22 SETTING OF WASTEWATER UTILITY CHARGES 2024/2025

RESOLUTION 2024/22

Moved: Cr Danita Potter

Seconded: Cr Deb Dennien

That pursuant to *Section 94* of the *Local Government Act 2009* and *Section 99* of the *Local Government Regulation 2012*, Council make and levy sewerage utility charges, for the supply of sewerage services by the Council, as follows:

In respect of all lands and premises which are connected to, or capable of connection to, Councils reticulated sewerage systems, the following utility charges be made and levied for the provision of wastewater services for the year ended 30 June 2025, except for the Proston Common Effluent Disposal System:

1. In respect of all lands and premises which are connected to Council's wastewater Systems:
 - (a) For the first pedestal per building connected to any of Council's wastewater systems, a charge of \$808.00 per annum per pedestal.
 - (b) Other than additional pedestals installed in a private residence for the sole use of the occupier and their family, all additional pedestals per building will be levied a charge of:
 - (i) \$646.00 per annum per additional pedestal for hospital and education facilities
 - (ii) \$646.00 per annum per additional pedestal for all other categories.
 - (c) In respect of each allotment of Vacant Land rateable under the *Local Government Act 2009* situated within the declared wastewater areas defined in "Schedule A of the Revenue Statement" except for the Proston Common Effluent Disposal System, a charge of \$582.00 per annum will apply.

-
- (d) Where any premises not connected to the Council's wastewater system, become connected during the year, the charges under clause (a)(1) shall become operative from the date of connection, with proportionate rebate from that date, of those made under Clause (a)(3).

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

Against: Nil

CARRIED 7/0

6.23 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE BURRA BURRI ROAD QUARRY 2024/2025

RESOLUTION 2024/23

Moved: Cr Linda Little

Seconded: Cr Ros Heit

That pursuant to *Section 94* of the *Local Government Act 2009* and *Section 94* of the *Local Government Regulation 2012*:

1. Council make and levy a special charge of \$10,696.77 on the Burra Burri Road Quarry situated on land described as Lot 67 on BO576 or 1229 Burra Burri Road, Durong in the 2024/2025 financial year, to fund Road Maintenance and Reconstruction costs associated with the operation of the extractive industry operation at the site; and
2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2024/2025 financial year pursuant to the Revenue Policy 2024/2025 and the Revenue Statement 2024/2025.

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

Against: Nil

CARRIED 7/0

6.24 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE MANAR ROAD QUARRY 2024/2025

RESOLUTION 2024/24

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That pursuant to *Section 94* of the *Local Government Act 2009* and *Section 94* of the *Local Government Regulation 2012*:

1. Council does not levy a special charge on the Manar Road Quarry situated on land described as Lot 7 on BO179 or 1551 Manar Road, Boondooma in the 2024/2025 financial year, as the quarry has not commenced significant operations; and
2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2024/2025 financial year pursuant to the Revenue Policy 2024/2025 and the Revenue Statement 2024/2025.

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

Against: Nil

CARRIED 7/0

6.24.1 QUESTION ON NOTICE - SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN

Question on notice from Cr Erkens:

Are we able to place this special charge on other industries – eg. Logging?

6.25 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE TIM DWYER ROAD QUARRY 2024/2025

RESOLUTION 2024/25

Moved: Cr Ros Heit

Seconded: Cr Deb Dennien

That pursuant to *Section 94* of the *Local Government Act 2009* and *Section 94* of the *Local Government Regulation 2012*:

1. Council does not levy a special charge on the Tim Dwyer Road Quarry situated on land described as Lot 169 on CSH697 or 79 Tim Dwyer Road, East Nanango in the 2024/2025 financial year, as the quarry has not commenced significant operations; and
2. That Council adopts the Annual Implementation Plan for the 2024/2025 financial year pursuant to the Revenue Policy 2024/2025 and the Revenue Statement 2024/2025.

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

Against: Nil

CARRIED 7/0

6.26 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE WATTLEGROVE ROAD QUARRY 2024/2025

RESOLUTION 2024/26

Moved: Cr Danita Potter

Seconded: Cr Linda Little

That pursuant to *Section 94* of the *Local Government Act 2009* and *Section 94* of the *Local Government Regulation 2012*:

1. Council make and levy a special charge (to be known as the Kingaroy Quarry Supplies - Wattlegrove Road Special Charge) of \$9,139.00 on land described as Lot 2 on SP 341268 (previously Lot 459 on FY1925) and situated at 1304 Wattlegrove Road, Wattle Grove to fund Road Maintenance and Reconstruction costs associated with the operation of the extractive industry operation at the site, and
2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2024/2025 financial year pursuant to the Revenue Policy 2024/2025 and the Revenue Statement 2024/2025.

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

Against: Nil

CARRIED 7/0

**6.27 SPECIAL CHARGE - ANNUAL IMPLEMENTATION PLAN ROAD MAINTENANCE
WILSONS ROAD QUARRY 2024/2025**

RESOLUTION 2024/27

Moved: Cr Ros Heit

Seconded: Cr Deb Dennien

That pursuant to *Section 94* of the *Local Government Act 2009* and *Section 94* of the *Local Government Regulation 2012*:

1. Council make and levy a special charge (to be known as the Gordonbrook Sand Quarry - Wilsons Road Special Charge) of \$8,035.09 on land described as Lot 49 on BO544 and situated at Wilsons Road, Gordonbrook to fund Road Maintenance and Reconstruction costs associated with the operation of the extractive industry operation at the site, and
2. That Council adopts the Annual Implementation Plan and the proposed special charge for 2024/2025 financial year pursuant to the Revenue Policy 2024/2025 and the Revenue Statement 2024/2025.

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

Against: Nil

CARRIED 7/0

6.28 WASTE COLLECTION UTILITY CHARGES 2024/2025

RESOLUTION 2024/28

Moved: Cr Jane Erkens

Seconded: Cr Danita Potter

That in accordance with *Section 94* of the *Local Government Act 2009* and *Section 99* of the *Local Government Regulation 2012* Council make and levy waste management utility charges, for the supply of waste management services (including the storage, collection and removal of general waste) on all land and structures to which a waste management service is supplied or, in the case of rateable land which is occupied, made available by Council as follows:

1. Council's Discretion to Levy Waste Management Utility Charges
 - (a) If premises are in an area in which Council conducts or will conduct general waste collection, Council may levy waste management utility charges having regard to:
 - (i) the nature and volume of general waste produced, or to be produced, as a result of the ordinary use or occupation of the premises; and
 - (ii) the number of standard general waste containers supplied to the premises; and
 - (iii) the size and type of each standard general waste container supplied to the premises; and
 - (iv) the nature of the general waste stored, or to be stored, in each standard general waste container, for example, whether the standard general waste container is set aside for the storage of:
 - (1) commercial waste; or
 - (2) domestic waste; or
 - (3) recyclable waste (but excluding green waste); or

- (4) recyclable waste (but limited to green waste); and
- (v) how often Council will arrange for the collection of general waste from each standard general waste container supplied to the premises.
- (b) For the avoidance of doubt, in making a determination about the levying of waste management utility charges for premises, from time to time, Council is not obliged to have regard to:
- (i) the extent to which the owner or occupier of the premises elects to utilise, for the storage of general waste, one (1) or more of the standard general waste containers supplied to the premises for, or on behalf of, Council; or
- (ii) the extent to which the owner or occupier of the premises elects to utilise, for the storage of general waste, one (1) or more containers, other than standard general waste containers supplied to the premises for, or on behalf of, Council.
- (c) Council delegates, to the Chief Executive Officer of Council, the power to make a determination about the levying of waste management utility charges for premises having regard to the criteria specified (service category) in Section 2 below.

2. Waste Management Utility Charges for the Collection of General Waste

Service Category	Charge per Service
A weekly collection service for the collection of domestic waste from a 240-litre waste container servicing domestic premises in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (other than the Bunya Mountains) and some specifically identified sub divisional areas.	\$204.00
An optional weekly collection service for the collection of domestic waste from a 240-litre waste container servicing domestic premises not situated in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (also not situated in the Bunya Mountains) and some specifically identified sub divisional areas.	\$204.00
A weekly collection service for the collection of commercial waste from a 240-litre waste container servicing commercial premises in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (other than the Bunya Mountains) and some specifically identified sub divisional areas.	\$289.00
An optional weekly collection service for the collection of commercial waste from a 240-litre waste container servicing commercial premises not situated in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (and also not situated in the Bunya Mountains) and some specifically identified sub divisional areas.	\$289.00
Bunya Mountains waste management utility charge	\$245.00

<p>The Bunya Mountains waste management utility charge is a separate utility charge levied in respect of:</p> <ul style="list-style-type: none"> (a) the complexity and difficulty of waste management service provision for the Bunya Mountains; and (b) the collection of domestic waste from domestic premises situated in the Bunya Mountains in circumstances where the domestic waste is deposited in, and collected from, bulk waste containers which are set aside for the collection of domestic waste at the Bunya Mountains. 	
---	--

Service Category	Charge per Service
<p>A fortnightly collection service for the collection of recyclable waste from a 240-litre waste container servicing domestic premises in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (other than the Bunya Mountains) and some specifically identified sub divisional areas.</p>	\$78.00
<p>An optional fortnightly collection service for the collection of recyclable waste from a 240-litre waste container servicing domestic premises not situated in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (also not situated in the Bunya Mountains) and some specifically identified sub divisional areas.</p>	\$78.00
<p>A fortnightly collection service for the collection of recyclable waste from a 240-litre waste container servicing commercial premises in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (other than the Bunya Mountains) and some specifically identified sub divisional areas.</p>	\$78.00
<p>An optional fortnightly collection service for the collection of recyclable waste from a 240-litre waste container servicing commercial premises not situated in the designated waste collection area for Blackbutt, Crawford, Hivesville, Kingaroy, Kumbia, Memerambi, Murgon, Nanango, Proston, Tingoora, Wattlecamp, Wondai or Wooroolin and prescribed Villages (and also not situated in the Bunya Mountains) and some specifically identified sub divisional areas.</p>	\$78.00

3. Definitions

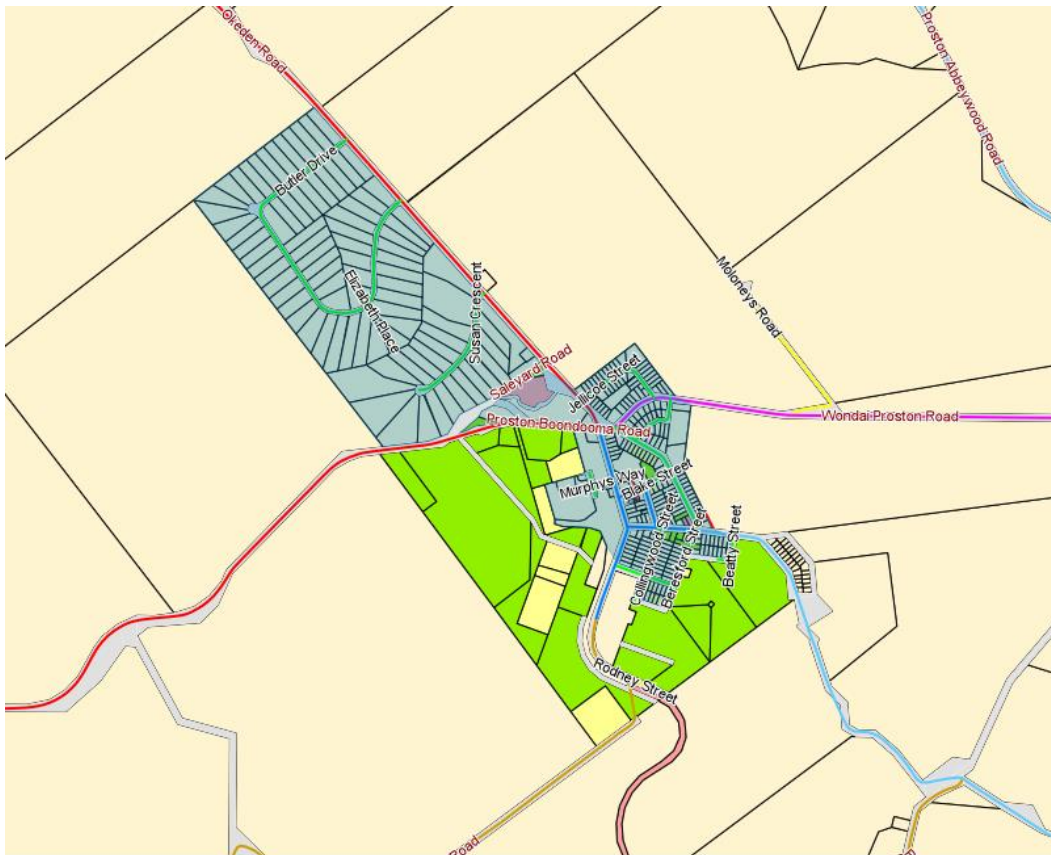
The following definitions apply:

bulk waste container	means a waste container with a capacity of 1m ³ or more.
commercial premises	means any of the following types of premises: (a) a hotel, motel, caravan park, cafe, food store or canteen;

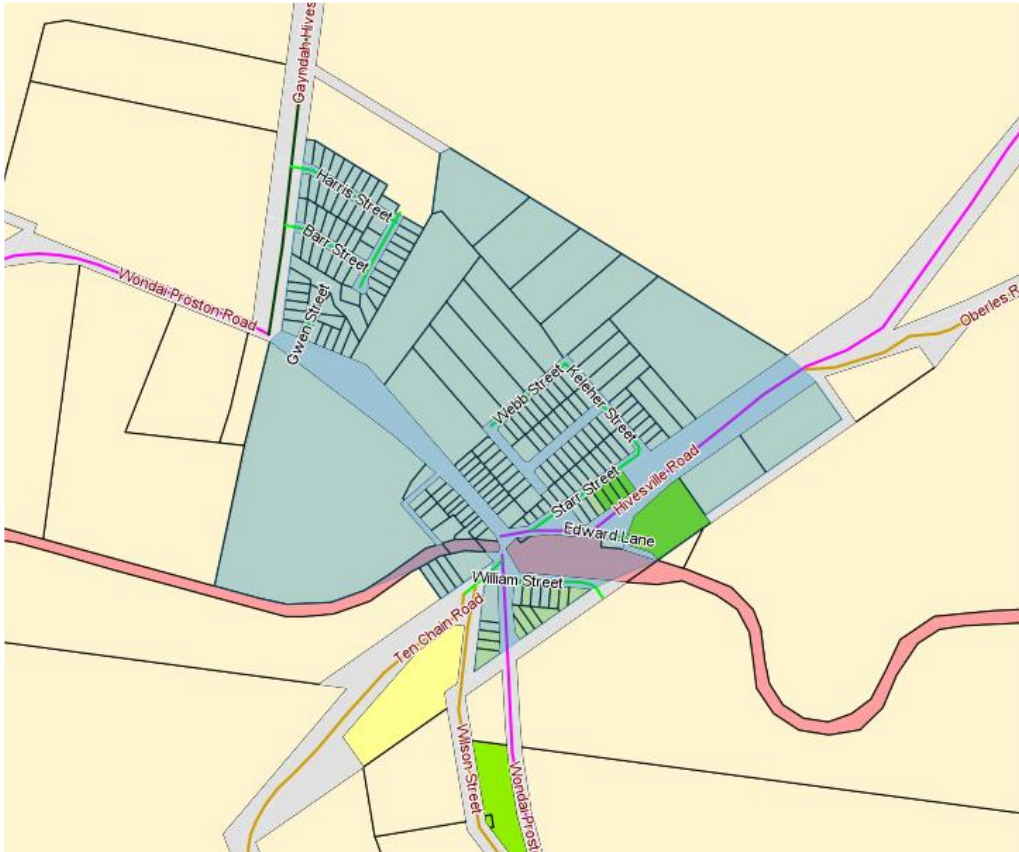
	<ul style="list-style-type: none"> (b) an assembly building, institutional building, kindergarten, child minding centre, school or other building used for education; (c) premises where a sport or game is ordinarily played in public; (d) an exhibition ground, show ground or racecourse; (e) an office, shop or other premises where business or work, other than a manufacturing process, is carried out; (f) a church, or other building, used as a place of worship, or for religious purposes.
commercial waste	means waste, other than green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of commercial premises.
designated waste collection area	means an area which Council has, by resolution, designated as an area in which Council may conduct general waste or green waste collection. Maps of the designated waste collection areas adopted on 13 June 2018 are attached.
domestic clean-up waste	means non-putrescible, dry and inoffensive waste, other than green waste or recyclable waste, produced as a result of a clean-up of domestic premises.
domestic premises	means any of the following types of premises: <ul style="list-style-type: none"> (a) a single unit private dwelling; (b) premises containing 2 or more separate flats, apartments or other dwelling units; (c) a boarding house, hostel, lodging house or guest house.
domestic waste	means waste, other than domestic clean-up waste, green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of domestic premises.
general waste	means: <ul style="list-style-type: none"> (a) waste other than regulated waste; and (b) any of the following: <ul style="list-style-type: none"> (i) commercial waste; (ii) domestic waste; (iii) recyclable waste.
green waste	grass cuttings, trees, bushes, shrubs, loppings of trees, bushes or shrubs, or similar matter produced as a result of the ordinary use or occupation of premises.
interceptor	has the meaning given in <i>Local Law No. 6 (Waste Management) 2018</i> .
interceptor waste	has the meaning given in <i>Local Law No. 6 (Waste Management) 2018</i> .
manufacturing process	means a handicraft or other process relating to adapting, altering, assembling, cleaning, finishing, making, ornamenting, preparing, renovating, repairing, washing, or wrecking goods for trade, sale or gain or otherwise in connection with a business.
occupier of premises	means the person who has the control or management of the premises.
owner of premises	means the person for the time being entitled to receive the rent for the premises or would be entitled to receive the rent for it if it were let to a tenant at a rent.

premises	includes each of the following: (a) domestic premises; (b) government premises; (c) industrial premises; (d) commercial premises; (e) a building and the land on which a building is situated.
rateable land	see <i>Local Government Act 2009</i> , Section 93(2).
recyclable waste	means clean and inoffensive waste that is declared by Council to be recyclable waste for the local government area of Council.
regulated waste	see the <i>Environmental Protection Regulation 2008</i> .
standard general waste container	means a container of a type approved by Council for storing domestic waste, commercial waste or recyclable waste at premises in the local government area of Council.
waste container	see standard general waste container.
waste	see <i>Environmental Protection Act 1994</i> , Section 13, and includes anything that is specified to be waste under <i>Local Law No. 6 (Waste Management) 2018</i> .

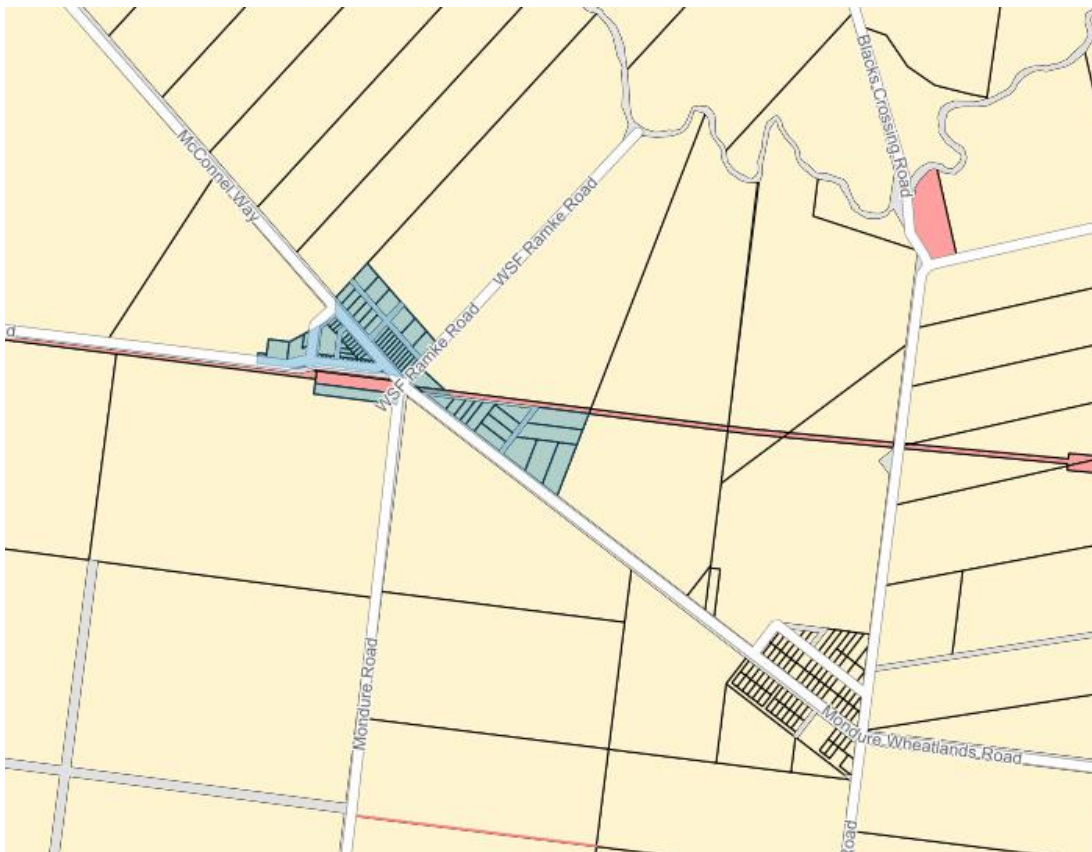
Proston Designated Waste Collection Area



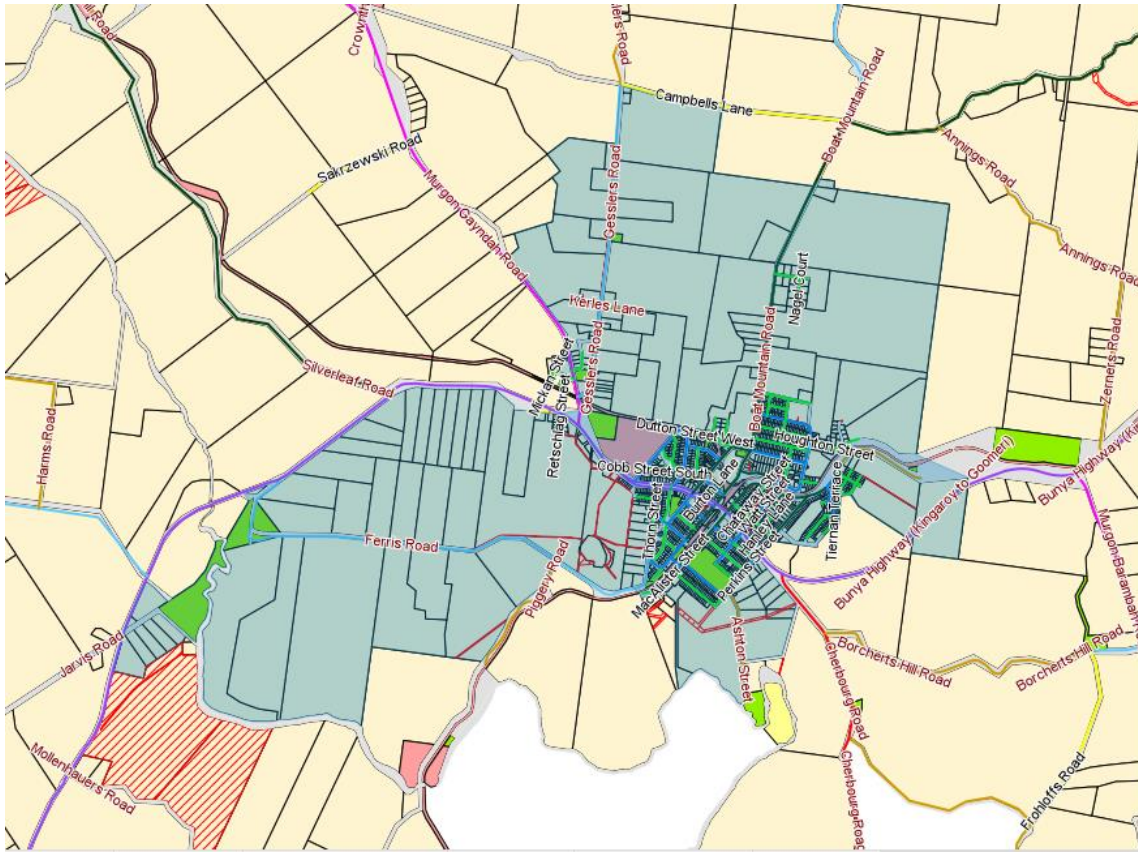
Hivesville Designated Waste Collection Area



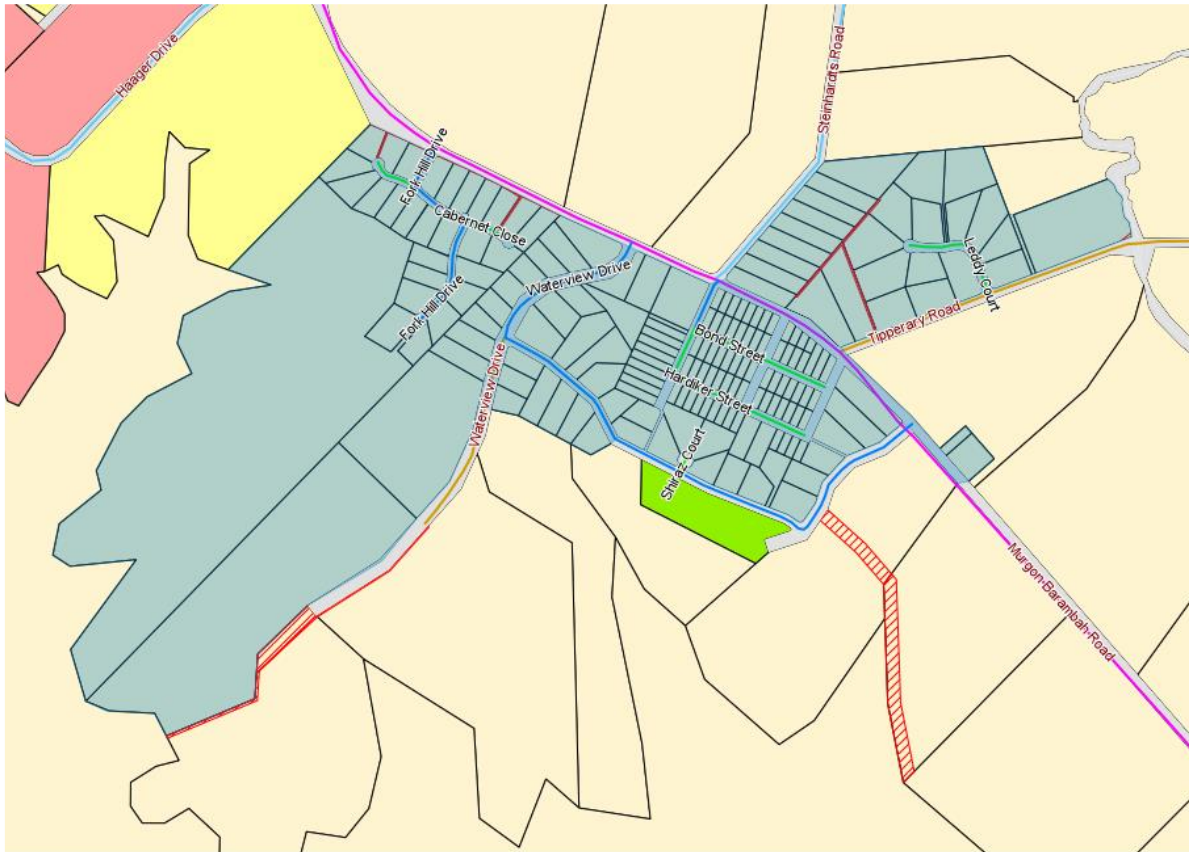
Mondure Designated Waste Collection Area



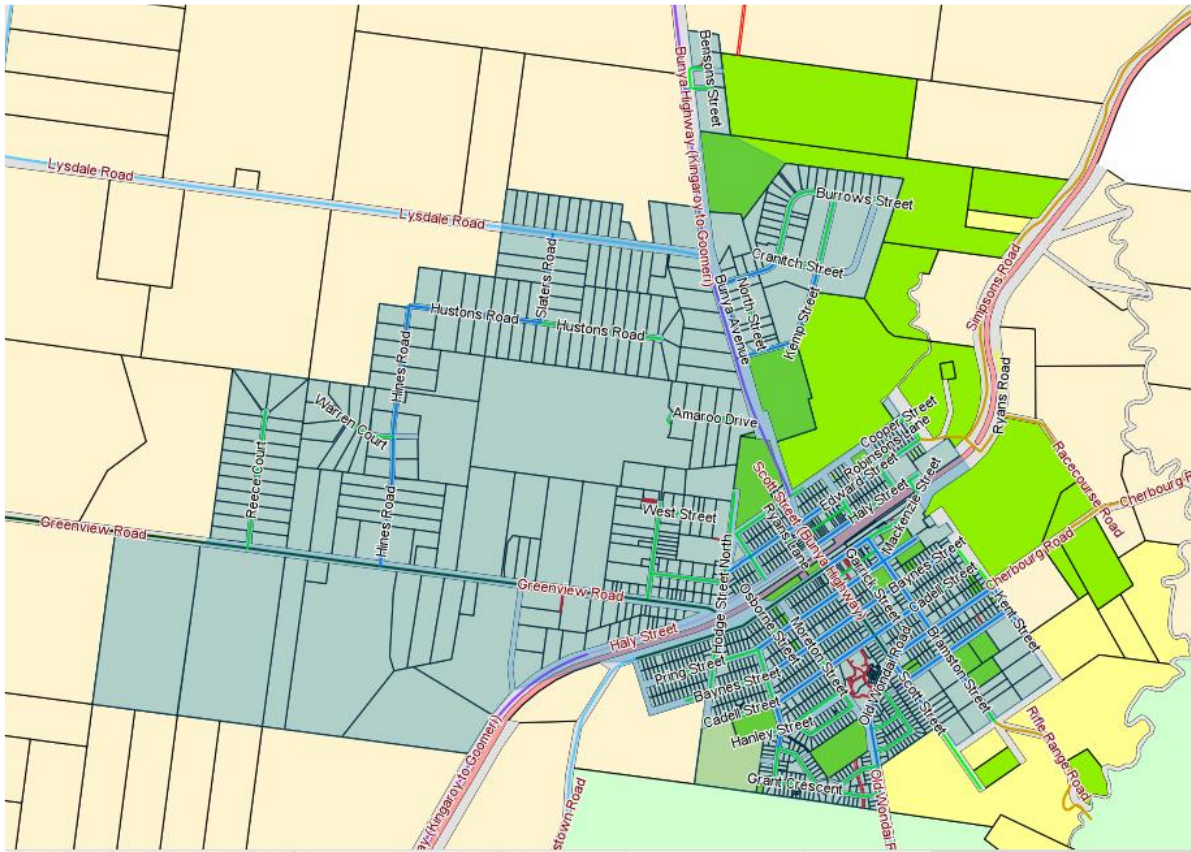
Murgon Designated Waste Collection Area



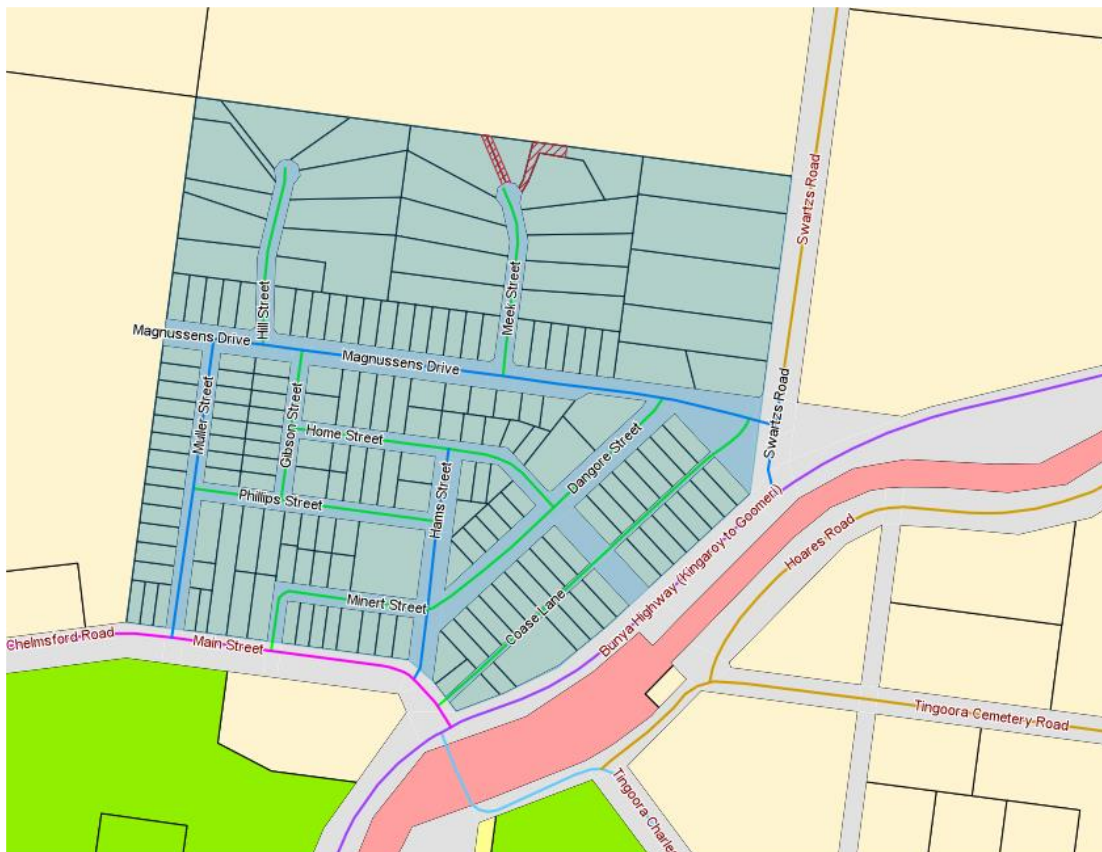
Moffatdale Designated Waste Collection Area



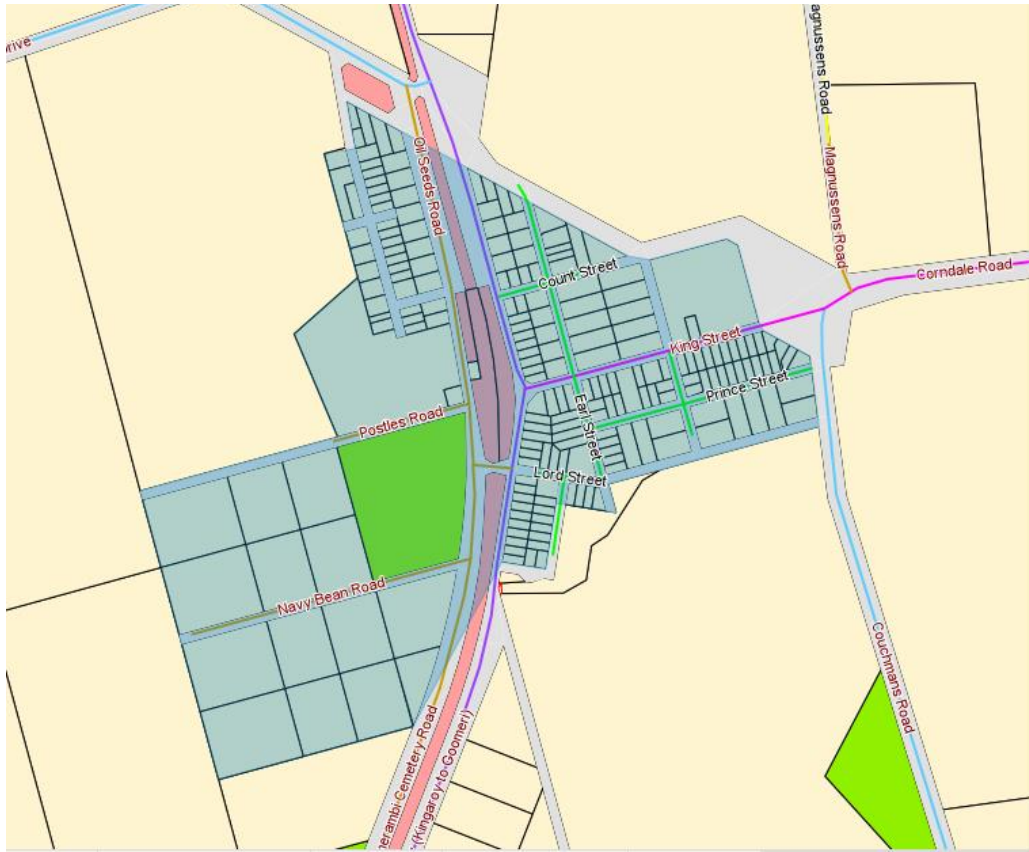
Wondai Designated Waste Collection Area



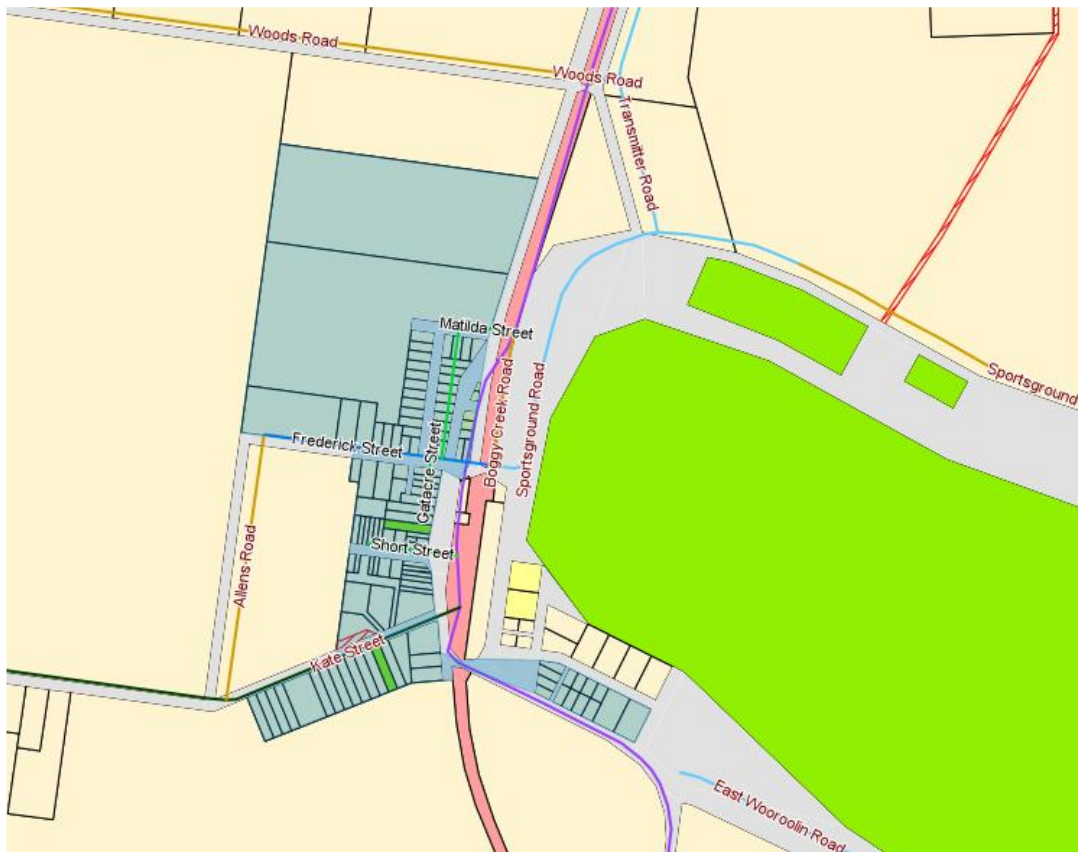
Tingora Designated Waste Collection Area



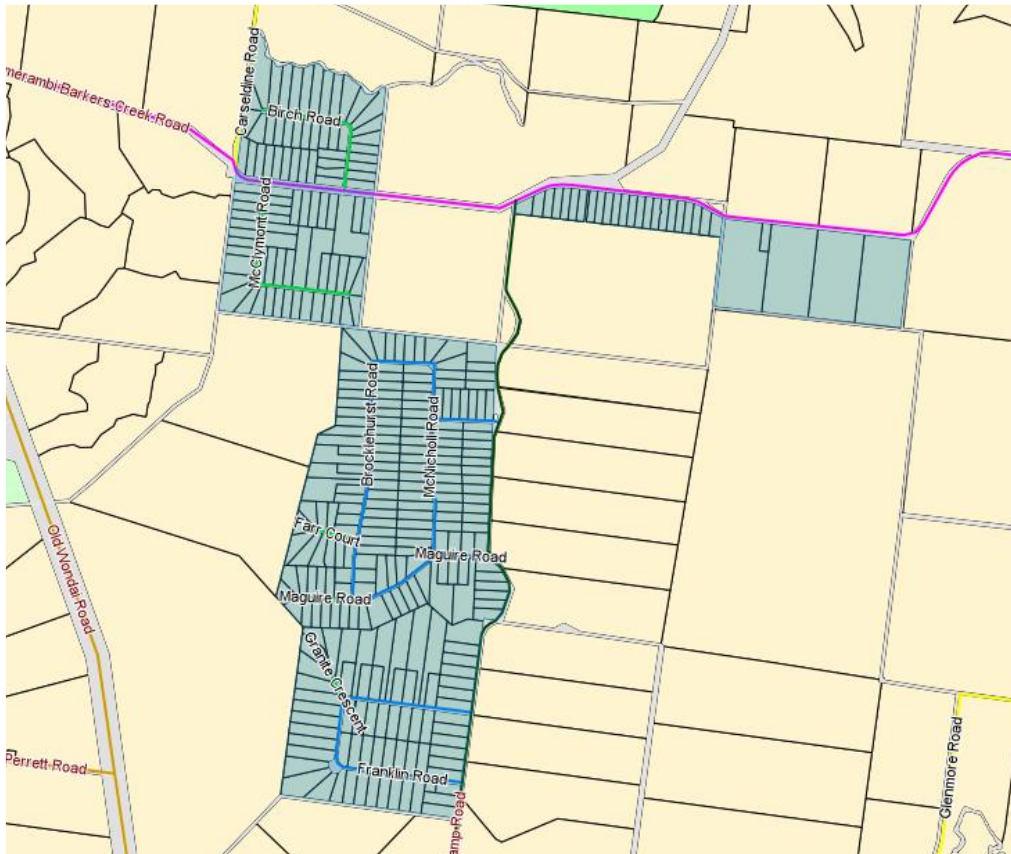
Memerambi Designated Waste Collection Area



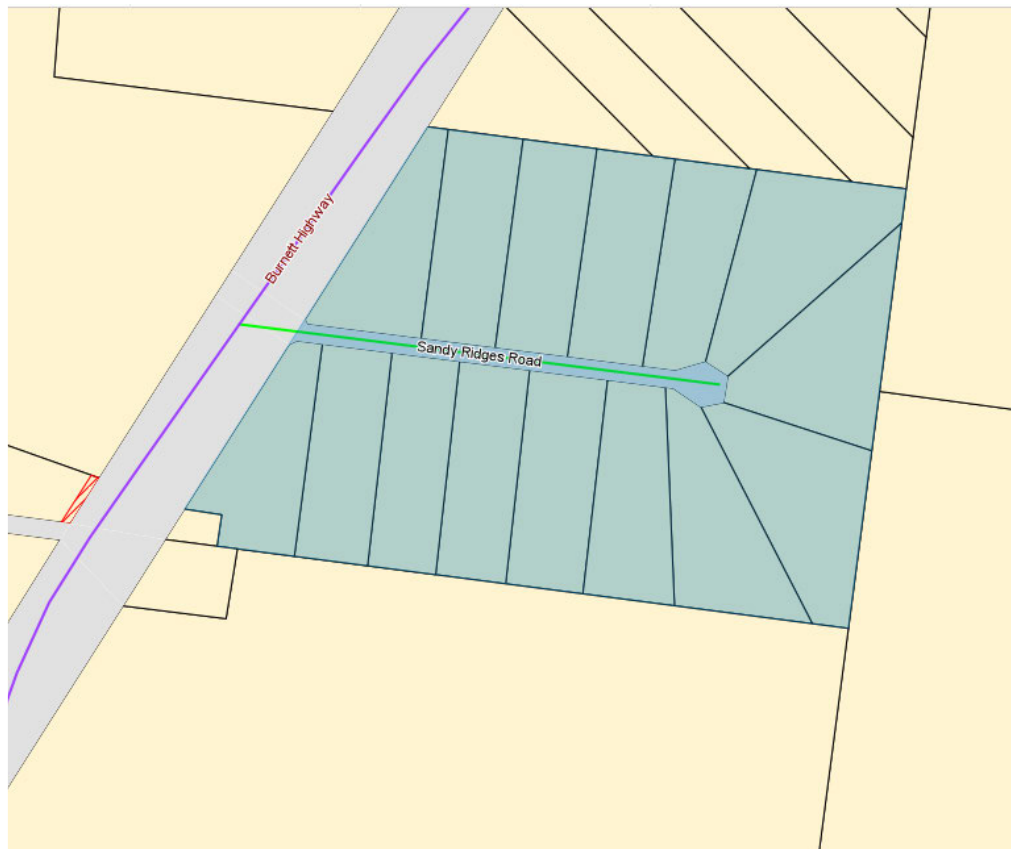
Wooroolin Designated Waste Collection Area



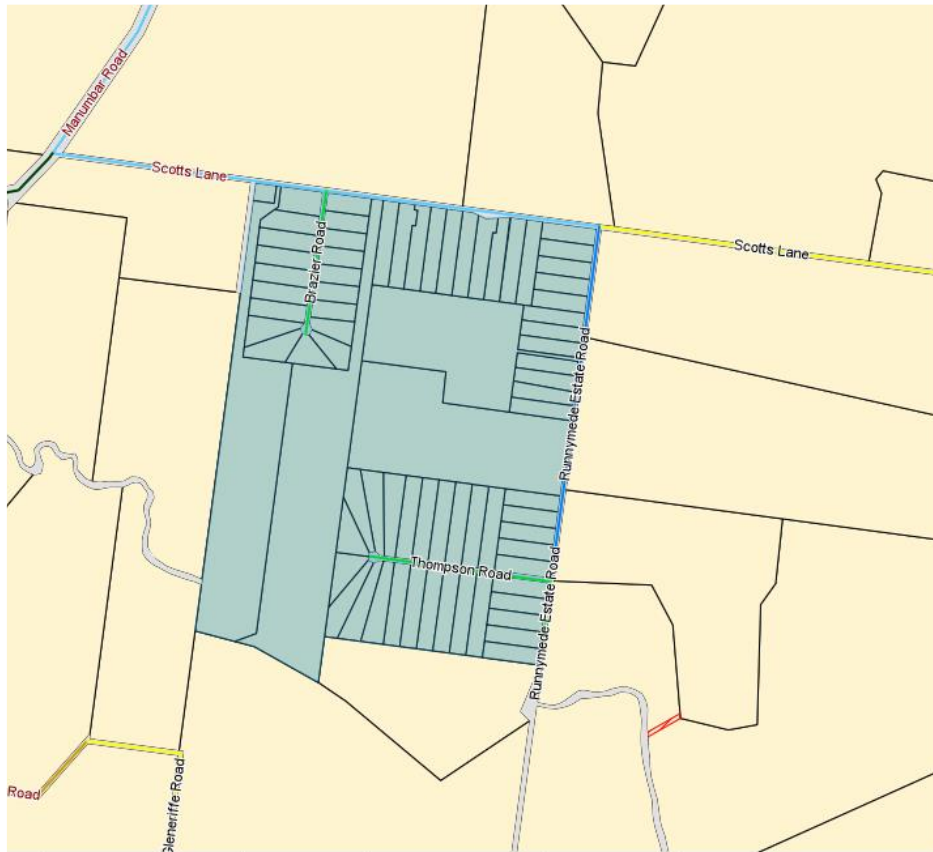
Wattlecamp Designated Waste Collection Area



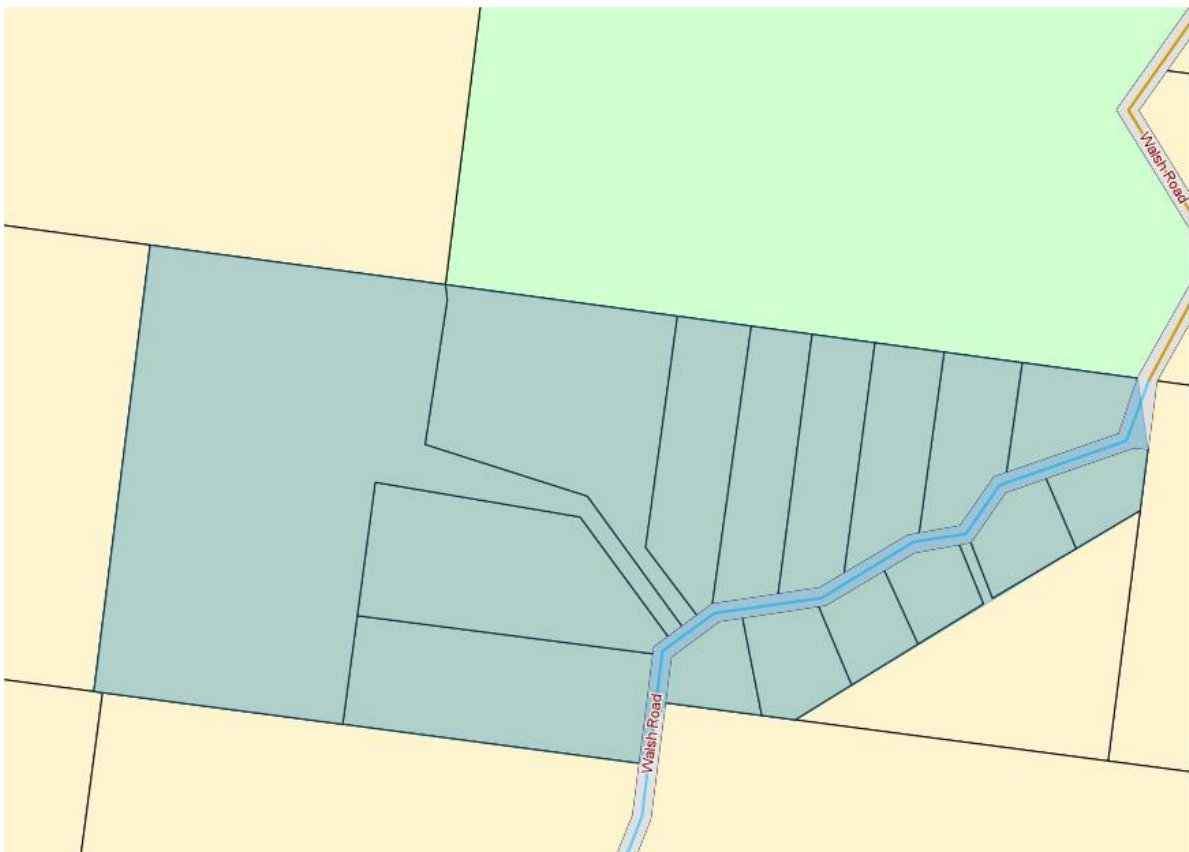
Sandy Ridges Designated Waste Collection Area



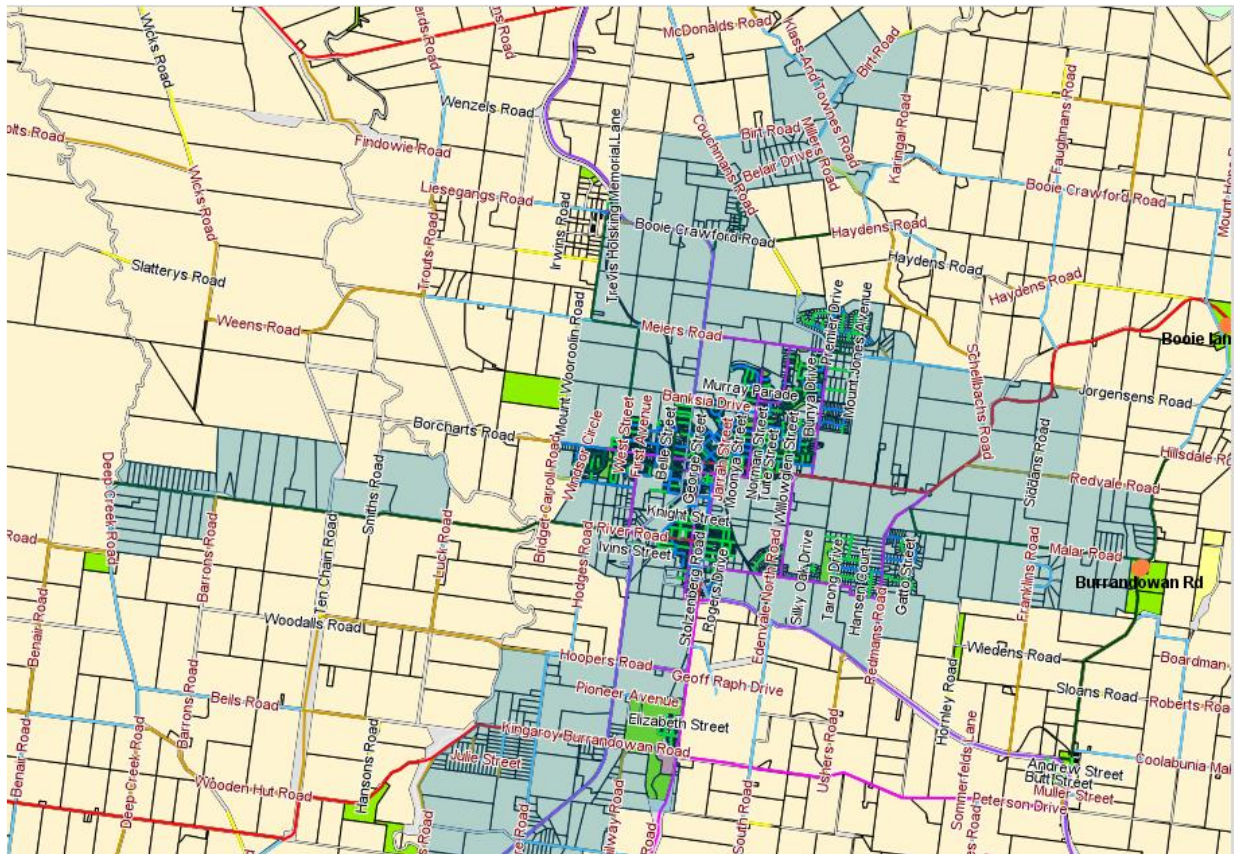
Runnymede North Designated Waste Collection Area



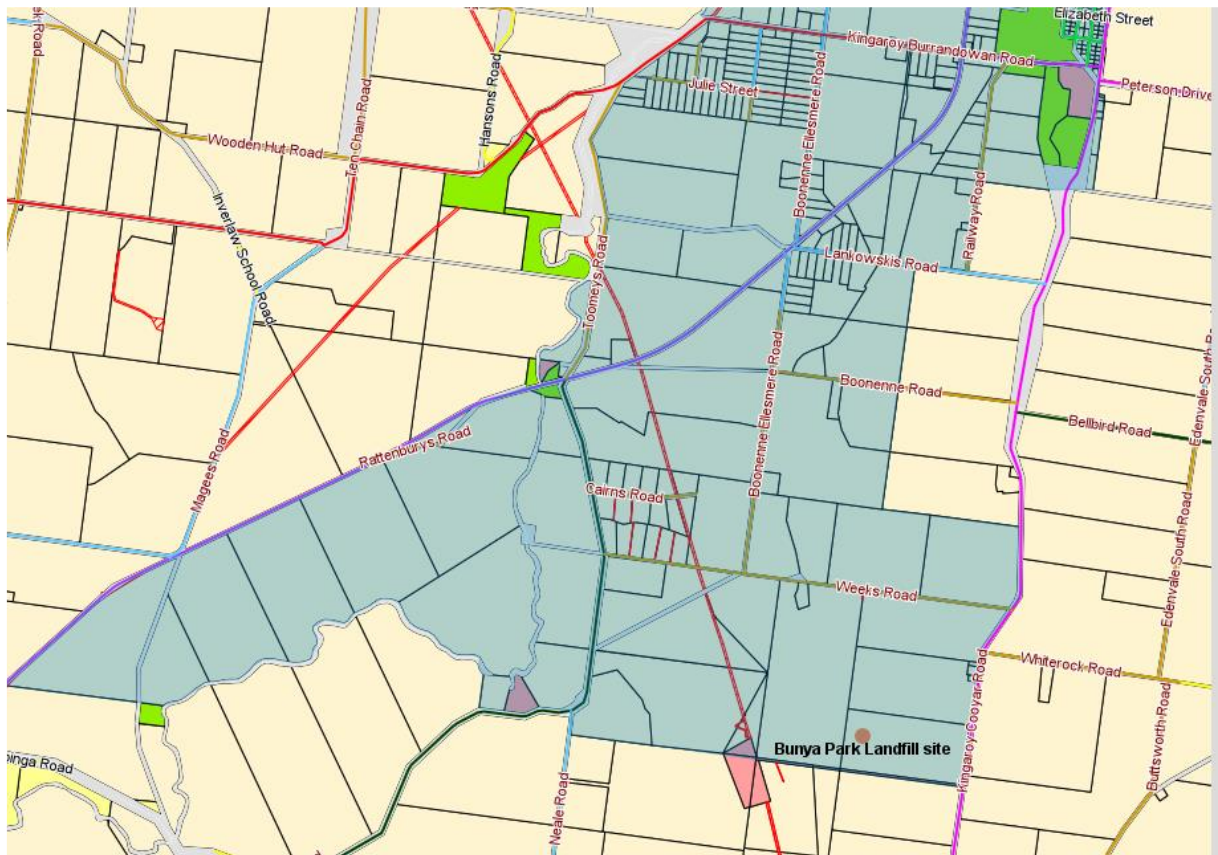
Runnymede South Designated Waste Collection Area



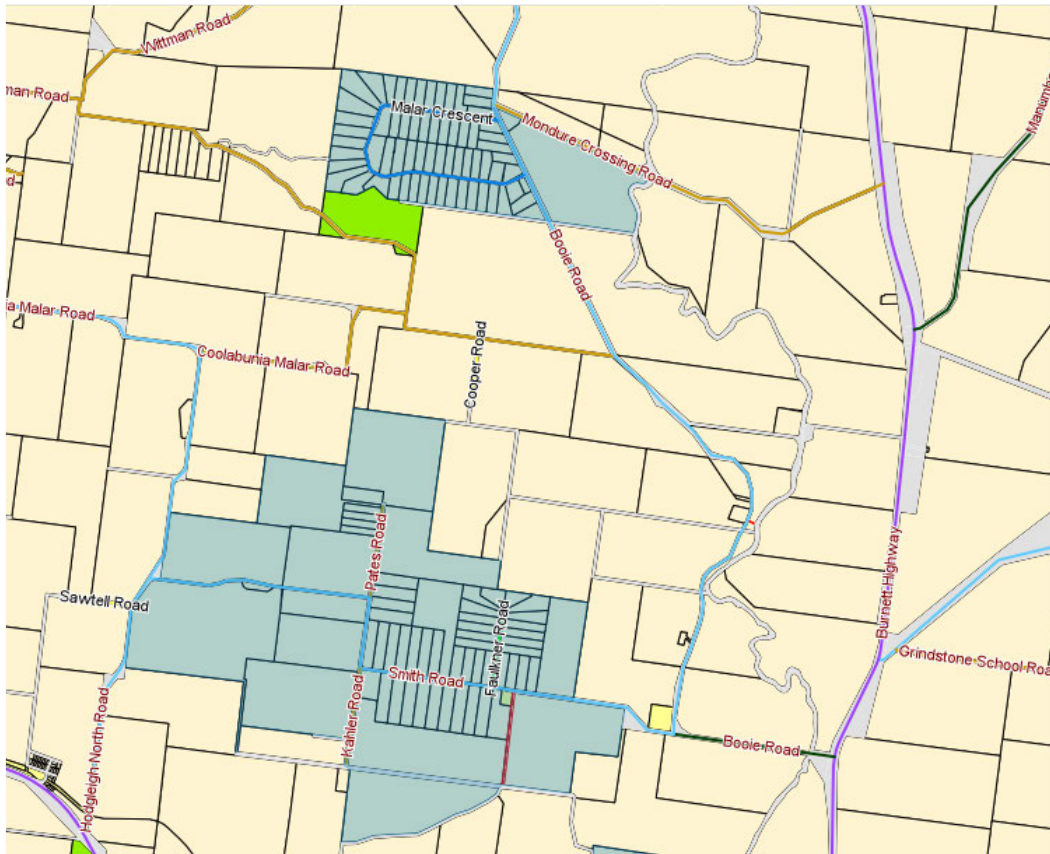
Kingaroy North Designated Waste Collection Area



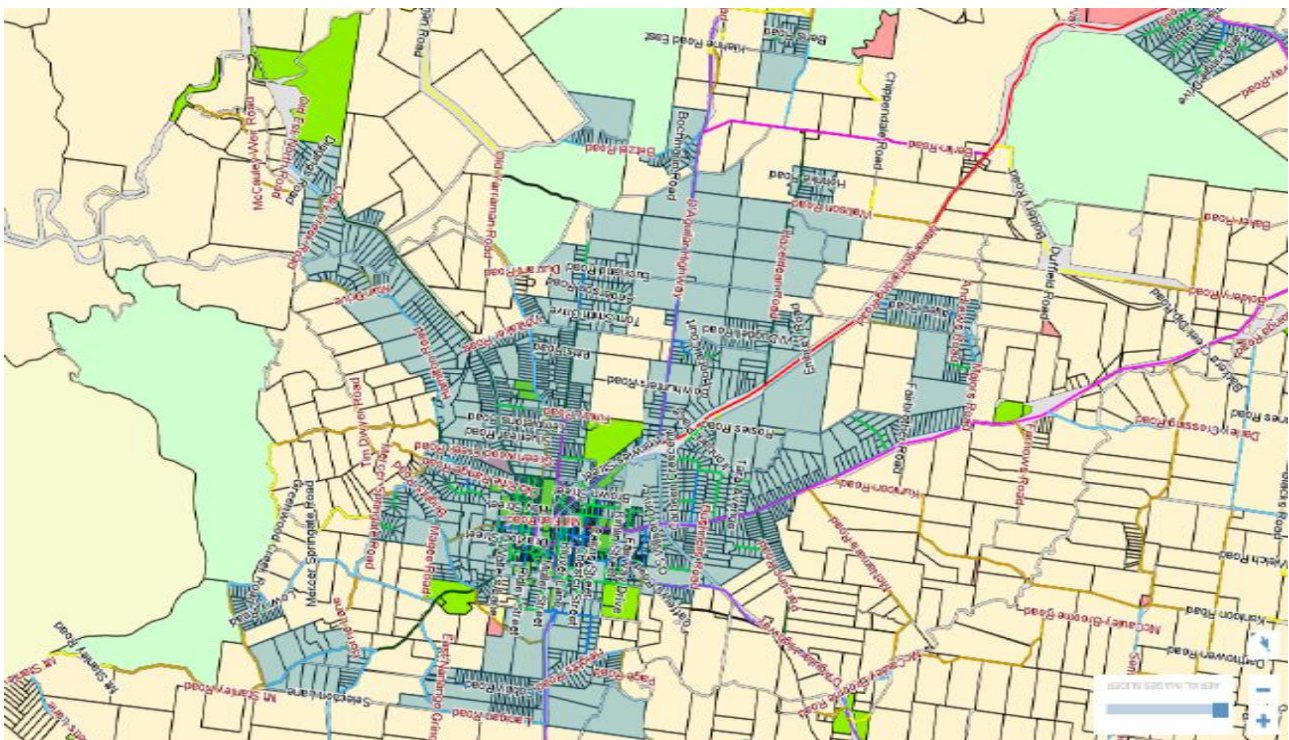
Kingaroy South Designated Waste Collection Area



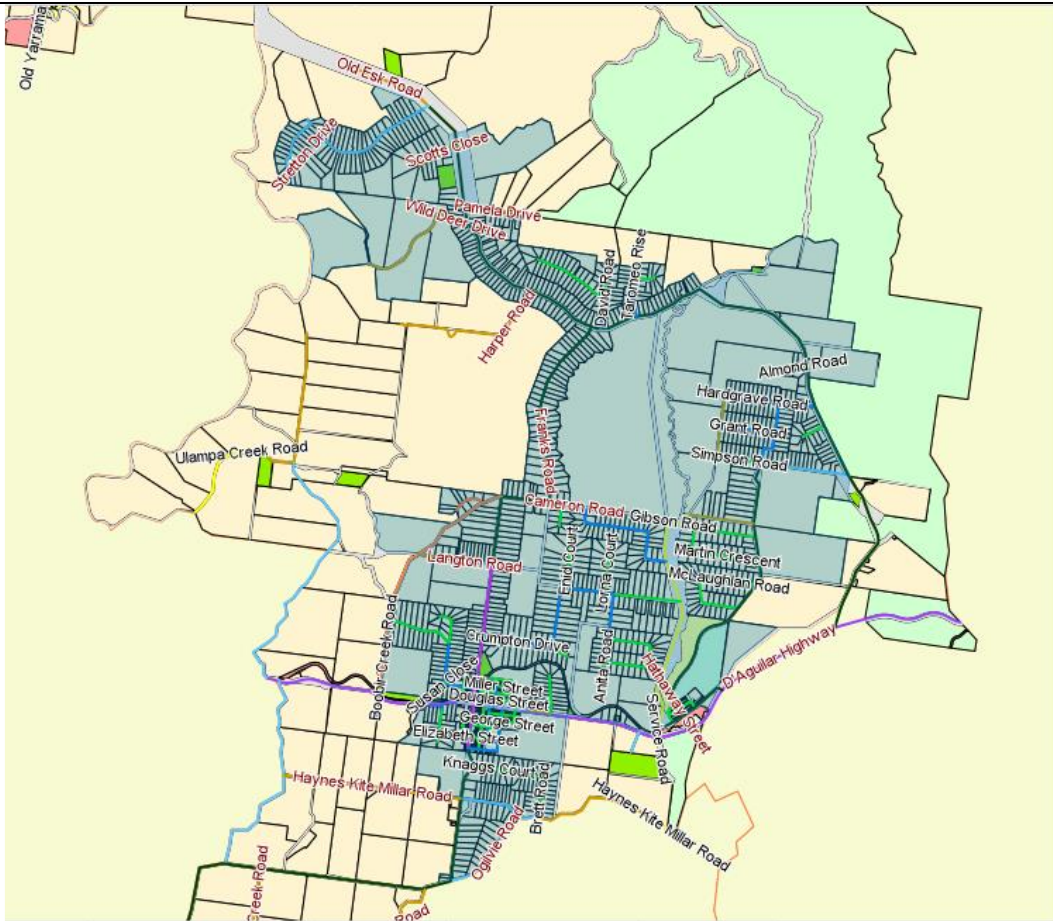
Booie Designated Waste Collection Area



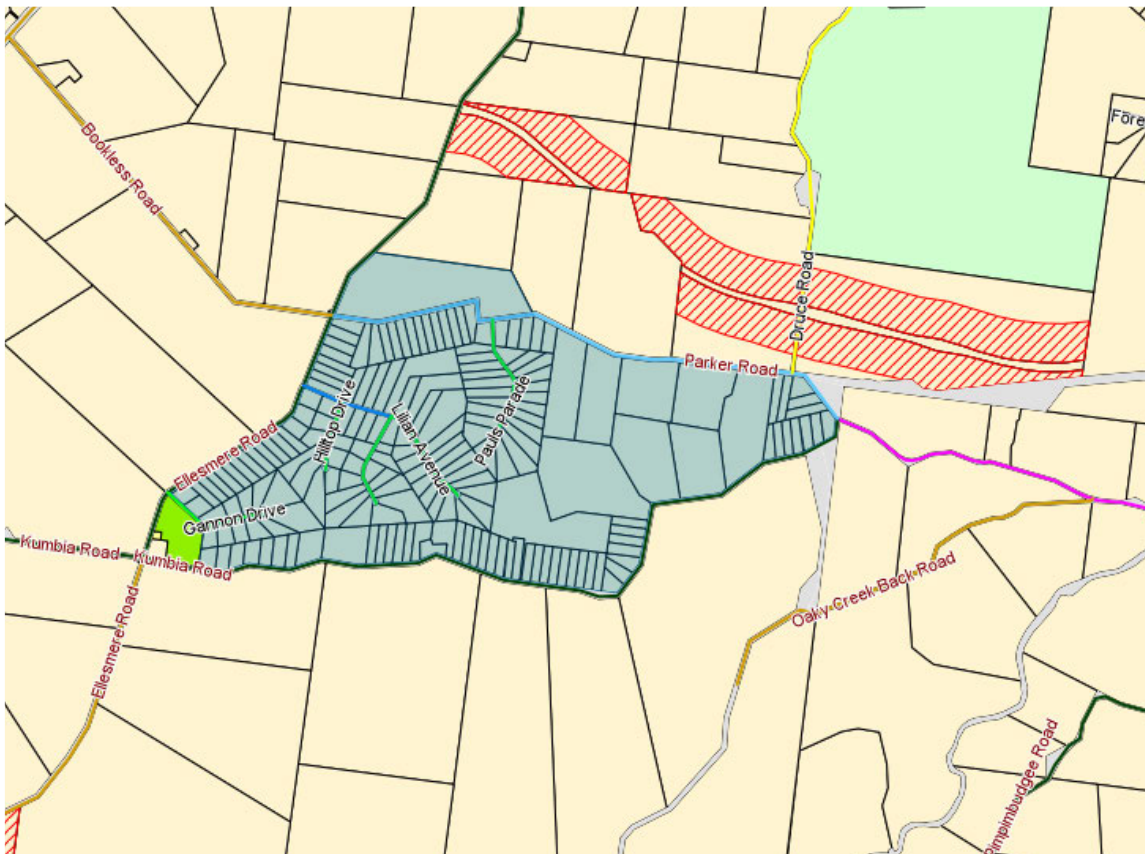
Nanango Designated Waste Collection Area



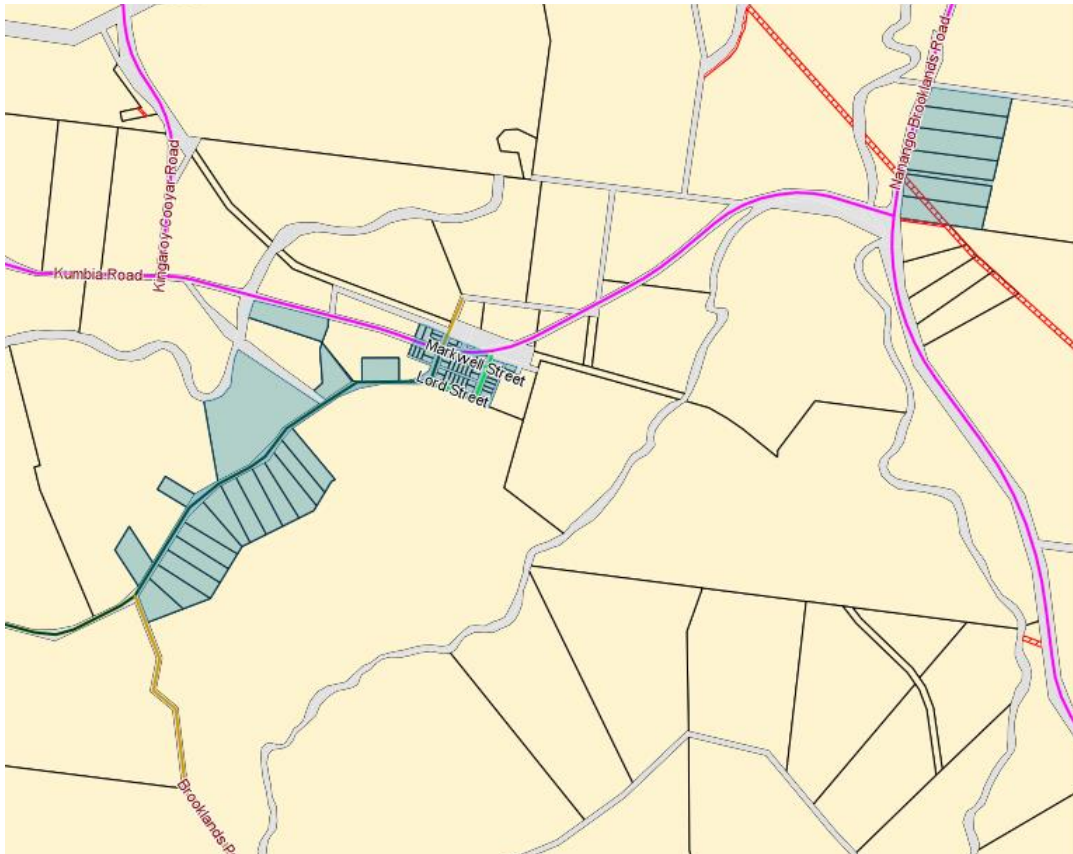
Blackbutt, Benarkin, Teelah and Taromeo Designated Waste Collection Area



Ellesmere Designated Waste Collection Area



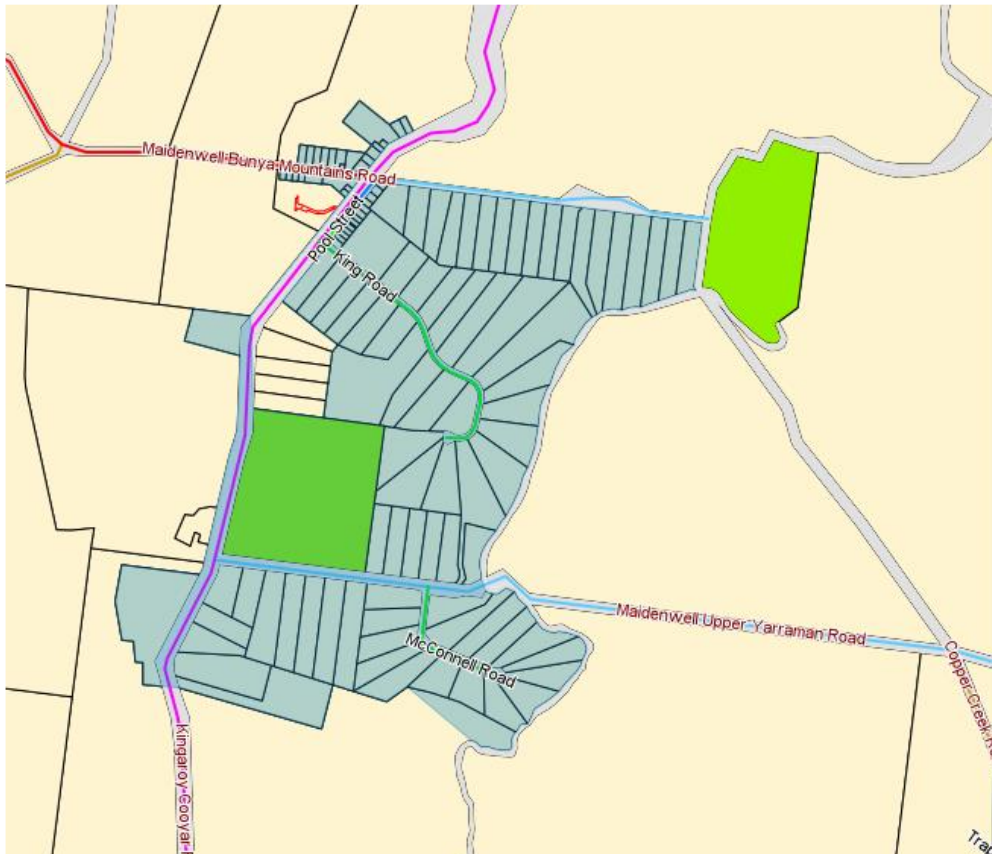
Brooklands Designated Waste Collection Area



Kumbia Designated Waste Collection Area



Maidenwell Designated Waste Collection Area



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

Against: Nil

CARRIED 7/0

6.29 WATER SUPPLY ACCESS CHARGE METHODOLOGY 2024/2025

RESOLUTION 2024/29

Moved: Cr Jane Erkens

Seconded: Cr Heath Sander

That pursuant to *Section 92(4) of the Local Government Act 2009* and *Section 99 of the Local Government Regulation 2012* Council make and levy water utility charges based on the following methodology to determine water access charges to be levied for the financial year ending the 30 June 2025 as follows:

1. A Fixed Charge for all connected and vacant (not connected) land covering the net cost associated with the source of supply, administration, technical overhead, depreciation and finance costs for each scheme area be levied on those lands receiving a supply or to which a supply is deemed to be available
2. The basis of apportionment of this cost shall be the supply capacity made available to the connected premises, as a measure of the proportionate share of the capacity of the system utilised by the connected property, as listed in the table hereunder:

Meter Size	Capacity Factor
20mm	1.0
25mm	1.6
32mm and 40mm	2.5
50mm and 80mm	6.5
100mm	15.0
Vacant (not connected)	0.5

3. This direct correlation is varied as follows:

- (a) All connections below 25mm are deemed to be the same capacity;
- (b) Domestic properties which due to low pressure related matters only, require the installation of a larger than normal (20 mm) water meter, are to be charged the equivalent of a 20mm connection base charge;
- (c) Domestic properties which due to low pressure related matters only, require the installation of an additional water meter, are to be charged the equivalent of a single 20mm connection base charge only;
- (d) In the case of units as defined under the *Body Corporate and Community Management Act 1997* where the complex has a main meter, and individual units do not have an individual meter, then the base water charge for each unit will be levied as if the unit had a 20mm service connected;
- (e) In the case where there are two (2) or more lots and an improvement is constructed across a property boundary, provided that a connected access charge is being levied for one (1) lot, then vacant charges will not apply to the other vacant (land not connected to the water system) lot;
- (f) In the case of properties defined as "Rural", except for properties connected to the Proston Rural Water Scheme, under Council's differential rating criteria where multiple services are connected a charge for each additional connection shall be 50% of a single 20mm base charge;
- (g) In the case of properties on the Proston Rural Supply Scheme an access charge for each connection will apply;
- (h) In the case where a specifically dedicated metered service connection is provided for fire-fighting capability a charge for each service shall be 50% of a single 20mm access charge.

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

Against: Nil

CARRIED 7/0

6.30 WATER SUPPLY CHARGES 2024/2025

RESOLUTION 2024/30

Moved: Cr Deb Dennien

Seconded: Cr Jane Erkens

That:

1. pursuant to *Section 94* of the *Local Government Act 2009* and *Section 99* of the *Local Government Regulation 2012* Council make and levy water utility charges set out in the table hereunder for the provision of water supply services (Access Charges) for the financial year ended 30 June 2025:

Declared Water Supply Service Area	Vacant	20mm	25mm	32mm and 40mm	50mm and 80mm	100mm	Fire Services	Additional Rural Services
Blackbutt	391.00	781.00	1,249.00	1,949.00	5,070.00	11,700.00	391.00	391.00
Boondooma Dam	391.00	781.00	1,249.00	1,949.00	5,070.00	11,700.00	391.00	391.00
Kingaroy	391.00	781.00	1,249.00	1,949.00	5,070.00	11,700.00	391.00	391.00
Kumbia	391.00	781.00	1,249.00	1,949.00	5,070.00	11,700.00	391.00	391.00
Murgon	391.00	781.00	1,249.00	1,949.00	5,070.00	11,700.00	391.00	391.00
Nanango	391.00	781.00	1,249.00	1,949.00	5,070.00	11,700.00	391.00	391.00
Proston	391.00	781.00	1,249.00	1,949.00	5,070.00	11,700.00	391.00	391.00
Proston Rural	N/A	675.00	1,083.00	1,690.00	4,394.00	N/A	N/A	N/A
Wondai/ Tingooora	391.00	781.00	1,249.00	1,949.00	5,070.00	11,700.00	391.00	391.00
Wooroolin	391.00	781.00	1,249.00	1,949.00	5,070.00	11,700.00	391.00	391.00
Yallakool	391.00	781.00	1,249.00	1,949.00	5,070.00	11,700.00	391.00	391.00

2. pursuant to *Section 94* of the *Local Government Act 2009* and *Section 99* of the *Local Government Regulation 2012* Council make and levy water utility charges set out in the tables hereunder for the consumption of water for the financial year ended 30 June 2025.

Properties not connected to the Proston Rural Water Supply Scheme will be split into separate tariffs - based on their Differential Rate Category. Residential Tariffs are comprised of Residential (1, 201, 203, 301, 401), Rural Residential (900, 910), Multi-units (100, 101) and Village (3) Rate Categories per the Revenue Statement.

Commercial Tariffs are comprised of Commercial (2, 202, 204, 302, 402, 600, 700), Shopping Centre (9,10,99), Industrial (8, 208, 209, 308, 408), Extractive (211, 212, 213), Coal Mine (414), Power Generation (215, 219, 220, 221, 222, 223, 224, 225, 226), Rural Land – Primary Production (6), Piggery (611, 612, 613, 614), Cattle Feedlots (601, 602, 603, 604), Water Pumping and Storage (419), Heavy Industry (508), and Other (7) Rate Categories per the Revenue Statement.

- (a) In respect of Residential Tariffs (Consumption Charge) for the Water Supply Schemes of Blackbutt, Boondooma Dam, Kingaroy, Kumbia, Nanango, Proston, Tingooora, Wondai, Wooroolin and Yallakool:

Declared Water Supply Service Area	Tier 1	Tier 2	Tier 3
	Charge per Kilolitre	Charge per Kilolitre	Charge per Kilolitre
Blackbutt	1.97	2.94	3.43
Boondooma Dam	1.97	2.94	3.43
Kingaroy	1.97	2.94	3.43
Kumbia	1.97	2.94	3.43
Murgon	1.97	2.94	3.43
Nanango	1.97	2.94	3.43

Proston	1.97	2.94	3.43
Wondai	1.97	2.94	3.43
Wooroolin	1.97	2.94	3.43
Yallakool	1.97	2.94	3.43

- (b) In respect of Commercial tariffs (Consumption Charge) for the Water Supply Schemes of Blackbutt, Boondooma Dam, Kingaroy, Kumbia, Nanango, Proston, Tingoora, Wondai, Wooroolin and Yallakool:

Declared Water Supply Service Area	Tier 1	Tier 2	Tier 3
	Charge per Kilolitre	Charge per Kilolitre	Charge per Kilolitre
Blackbutt	2.14	2.85	3.18
Boondooma Dam	2.14	2.85	3.18
Kingaroy	2.14	2.85	3.18
Kumbia	2.14	2.85	3.18
Murgon	2.14	2.85	3.18
Nanango	2.14	2.85	3.18
Proston	2.14	2.85	3.18
Wondai	2.14	2.85	3.18
Wooroolin	2.14	2.85	3.18
Yallakool	2.14	2.85	3.18

- (c) In respect of the Proston Rural Water Supply Scheme a flat charge of \$1.97 per Kilolitre of water consumed.
- (d) High Volume Commercial >200,000 Kilolitre per year.

Declared Water Supply Service Area	Tier 1	Tier 2	No Tier 3
	Charge per Kilolitre 0 - 20,000	Charge per Kilolitre >20,000	
Blackbutt	1.86	2.46	
Boondooma Dam	1.86	2.46	
Kingaroy	1.86	2.46	
Kumbia	1.86	2.46	
Murgon	1.86	2.46	
Nanango	1.86	2.46	
Proston	1.86	2.46	
Wondai	1.86	2.46	
Yallakool	1.86	2.46	

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

Against: Nil

CARRIED 7/0

6.31 WATER SUPPLY CONSUMPTION CHARGE METHODOLOGY 2024/2025**RESOLUTION 2024/31**

Moved: Cr Danita Potter
 Seconded: Cr Deb Dennien

That pursuant to *Section 94* of the *Local Government Act 2009* and *Section 99* of the *Local Government Regulation 2012* and on the basis of the principles laid down in Council's Revenue Statement, Council make and levy water utility consumption charges, for the supply of water services, as follows:

The following methodology be adopted to determine water consumption charges for water consumed each six (6) months during the financial year ending the 30 June 2025:

1. In respect of Water Supply Schemes of Blackbutt, Boondooma Dam, Kingaroy, Kumbia, Murgon, Nanango, Proston, Tingoorra, Wondai, Wooroolin and Yallakool:
 - (a) Council operate a three (3) tier banding system based on the volume of water used in kilolitres (000's of litres) and the capacity of the meter connected.
 - (b) For connections greater than 20mm, the steps are increased proportionally with the capacity factor for each meter size.
 - (c) The tiers or steps that apply to each 6 monthly reading are shown in the table below.

Meter Size	Capacity Factor	Step 1 KL	Step 2 KL	Step 3 KL
20mm	1.0	0 - 125	126 - 250	>250
25mm	1.6	0 - 200	201 - 400	>400
32mm and 40mm	2.5	0 - 313	314 - 625	>625
50mm and 80mm	6.5	0 - 813	814 - 1,625	>1,625
100mm	15.0	0 - 1,875	1,876 - 3,750	>3,750
High Volume Commercial >200,000KL/pa	N/A	0 - 20,000	>20,000	N/A

2. In respect of Proston Rural Water Supply Scheme:

- (a) A flat charge to apply for all water consumed.

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

Against: Nil

CARRIED 7/0

**6.31.1 QUESTION ON NOTICE - WATER SUPPLY CONSUMPTION CHARGE METHODOLOGY
2024/2025**

Question on notice from Cr Heath Sander:

How can we change 'Yallakool' to Bjelke-Petersen Dam?

7 CLOSURE OF MEETING

The Meeting closed at 10.45am.

The minutes of this meeting were confirmed at the Ordinary Meeting of the South Burnett Regional Council held on 17 July 2024.

.....
CHAIRPERSON

8 NOTICES OF MOTION

Nil

9 COUNCILLOR DIVISIONAL UPDATES

10 BUSINESS OUTSTANDING**10.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING****File Number:** 17/07/2024**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 - July 2024** [↓](#) 

BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Meeting Date: 17 July 2024

Attachment No: 1

Meeting	Subject	Manager	Resolution	Notes
Council 10/07/2024	Adoption of the South Burnett Regional Council Annual Operational Plan 2024/2025	Jarvis, Susan	RESOLUTION 2024/1 Moved: Cr Danita Potter Seconded: Cr Ros Heit That the South Burnett Regional Council Annual Operational Plan 2024/2025 be adopted as presented. <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
Council 10/07/2024	Question on Notice - Special Charge - Annual Implementation Plan	Jarvis, Susan	Question on notice from Cr Erkens: Are we able to place this special charge on other industries – eg. Logging?	11 Jul 2024 1:52pm Kruger, Wendy - Reallocation Action reassigned to Anderson, Kerri by Kruger, Wendy - To provide a response.
Council 10/07/2024	Question on Notice - Water Supply Consumption Charge Methodology 2024/2025	Jarvis, Susan	Question on notice from Cr Heath Sander: How can we change ‘Yallakool’ to Bjelke-Petersen Dam?	
Council 19/06/2024	Trustee Lease - Boobie Hall and Recreation Reserve Association Inc	Petersen, Leanne	RESOLUTION 2024/368 Moved: Cr Jane Erkens Seconded: Cr Deb Dennien That South Burnett Regional Council: 1. In accordance with <i>section 236(1)(b)(ii)</i> of the <i>Local Government Regulation 2012</i> applies to dispose of a valuable non-current asset by	21 Jun 2024 2:42pm King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report

			<p>way of entering a trustee lease for Lot 129 on SP115387 to the Booie Hall & Recreation Reserve Association Inc. for a term of 10 years.</p> <p>2. Pursuant to <i>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 trustee lease with the Booie Hall & Recreation Reserve Association Inc. on terms and conditions the Chief Executive Officer reasonably considers satisfactory to Council.</p> <p><u>In Favour:</u> Crs 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 6/0</p>	
Council 19/06/2024	Licence to Occupy - Curtain Call	Petersen, Leanne	<p>RESOLUTION 2024/369</p> <p>Moved: Cr Jane Erkens Seconded: Cr Ros Heit</p> <p>That the matter lay on the table.</p> <p><u>In Favour:</u> Crs 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 6/0</p>	<p>21 Jun 2024 2:43pm King, Denise - Reallocation</p> <p>Action reassigned to Turner, Paul by King, Denise - For report</p>

<p>Council 19/06/2024</p>	<p>Waiving of Building and Plumbing Application Fees - South Burnett Saints AFL</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2024/371</p>	<p>21 Jun 2024 2:45pm King, Denise - Reallocation</p>
			<p>Moved: Cr Ros Heit Seconded: Cr Danita Potter</p>	<p>Action reassigned to Jensen, Leo by King, Denise - For report</p>
			<p>That South Burnett Regional Council waives 50% of the building and plumbing application fees as per the Consideration of Applications for reduction in Council's Fees and Charges – Building, Plumbing and Planning Applications Policy – Strategic017 and contributes the remaining 50% as in-kind support from the community grant process.</p>	<p>24 Jun 2024 7:37am King, Denise - Reallocation</p>
			<p><u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p>	<p>Action reassigned to Hursthouse, David by King, Denise - For report</p>
			<p><u>Against:</u> Nil</p>	<p>24 Jun 2024 7:40am King, Denise - Reallocation</p>
			<p>CARRIED 7/0</p>	<p>Action reassigned to King, Denise by King, Denise</p>
				<p>24 Jun 2024 12:23pm King, Denise - Reallocation</p>
				<p>Action reassigned to Moore, Debra by King, Denise - For report</p>
				<p>03 Jul 2024 9:50am King, Denise - Reallocation</p>
				<p>Action reassigned to Jensen, Leo by King, Denise - For report</p>
<p>Council 19/06/2024</p>	<p>Quote SBRCQ 2023/24-16 - Replace Tractor 4007</p>	<p>Jarvis, Susan</p>	<p>RESOLUTION 2024/363</p>	<p>24 Jun 2024 9:44am Kruger, Wendy - Reallocation</p>
			<p>Moved: Cr Deb Dennien Seconded: Cr Heath Sander</p>	<p>Action reassigned to Reidy, Louise by Kruger, Wendy - To raise Purchase Order</p>
			<p>That Council purchase from Sengs Sales and Service, one (1) Massey Ferguson 7S 145 for \$212,175 excluding GST. The expected delivery date is approximately 4 weeks, this can change depending on units available at the time of order.</p>	
			<p><u>In Favour:</u> Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p>	
			<p><u>Against:</u> Nil</p>	
			<p>CARRIED 6/0</p>	

<p>Council 19/06/2024</p>	<p>Quote SBRCQ 2023/24-15 - Replace Grader 1509</p>	<p>Jarvis, Susan</p>	<p>RESOLUTION 2024/364</p>	<p>24 Jun 2024 9:44am Kruger, Wendy - Reallocation</p>
			<p>Moved: Cr Deb Dennien Seconded: Cr Ros Heit</p>	<p>Action reassigned to Reidy, Louise by Kruger, Wendy - To raise Purchase Order.</p>
			<p>That Council purchase from RDO Equipment, one (1) John Deere JD 670GP for \$724,909 excluding GST. The expected delivery date is approximately 6 weeks, noting this can change depending on units available at the time of order.</p>	
			<p><u>In Favour:</u> Crs Linda Little, Danita Potter, Deb Dennien and Ros Heit</p>	
			<p><u>Against:</u> Nil</p>	
			<p>CARRIED 4/0</p>	
<p>Council 19/06/2024</p>	<p>2024 - 27 Works for Queensland (W4Q) Program</p>	<p>Meehan, Aaron</p>	<p>RESOLUTION 2024/366</p>	
			<p>Moved: Cr Deb Dennien Seconded: Cr Linda Little</p>	
			<p>That Council endorse the submission of a list of nominated projects under the 2024-27 Works for Queensland Program for assessment by the Department of State Development, Infrastructure, Local Government and Planning under the following categories:</p>	
			<p>Row Labels</p>	
			<p><i>Liveability Infrastructure Community Facilities</i></p>	
			<p><i>Liveability Infrastructure Parks</i></p>	
			<p><i>Organisational Excellence</i></p>	
			<p><i>Transport Infrastructure Drainage</i></p>	
			<p><i>Transport Infrastructure Kerb & Medians</i></p>	

			<i>Transport Infrastructure Roads</i>	\$ 2,045,314
			<i>WWW Infrastructure</i>	\$ 790,000
			Grand Total	\$ 8,440,000
			<u>In Favour:</u> Crs Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit	
			<u>Against:</u> Nil	
CARRIED 6/0				
Council 19/06/2024	Deputation - Kathryn Hayes / Ray Wise	Pitt PSM, Mark	RESOLUTION 2024/347 Moved: Mayor Kathy Duff Seconded: Cr Danita Potter That the Petition relating to all night music festivals being held at 1200 Stonelands Road Stonelands be received and referred to the Chief Executive Officer to determine the appropriate action and a report be brought back to Council. <u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil	11 Jul 2024 8:30am Pitt PSM, Mark Letter with council resolution sent - included previous email from January 2024; being followed up with planning compliance
CARRIED 7/0				
Council 19/06/2024	Question on Notice - BaconFest	Petersen, Leanne	Question on notice from Cr Heit: How much did we spend on BaconFest this year?	21 Jun 2024 2:48pm King, Denise - Reallocation Action reassigned to Petersen, Leanne by King, Denise - For report
Council 19/06/2024	Waste Investigation	Petersen, Leanne	RESOLUTION 2024/387 Moved: Cr Heath Sander Seconded: Cr Deb Dennien	21 Jun 2024 2:41pm King, Denise - Reallocation Action reassigned to Jensen, Leo by King, Denise - For report

			<p>That Council investigate new ways of handling current volumes of waste to reduce the impact on landfills by sending a deputation to the new plant at Sunshine Coast to inspect the operations of the plant.</p> <p>In Favour: Crs Kathy Duff, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p>Against: Nil</p> <p style="text-align: right;">carried 6/0</p>	
<p>Council 19/06/2024</p>	<p>South Burnett Community Hospital Foundation Limited - Constitutional Amendments</p>	<p>Pitt PSM, Mark</p>	<p>RESOLUTION 2024/381</p> <p>Moved: Cr Linda Little Seconded: Cr Heath Sander</p> <p>South Burnett Regional Council resolves that:</p> <p>1. Council, the sole member of the South Burnett Community Hospital Foundation Limited A.C.N. 099 686 647 (the Company), approves amending the constitution of the Company, as required by the Company's constitution Rule 3.8(2), as follows:</p> <p>(a) Rule 1.2 (Definitions), 'Business' definition—to omit paragraph (1), to amend paragraph (2) to refer to raising funds for the hospital located in the Region, and to renumber the remaining paragraphs;</p> <p>(b) Rules 4.1(1) and (2) (Appointment, Removal and Retirement of Directors)—to increase the maximum number of directors from 9 to 11;</p> <p>(c) Rule 5.2(1) (Secretaries)—to omit the requirements that the company secretary "shall be a Director who is an employee of the Council"; and</p>	<p>11 Jul 2024 8:51am Pitt PSM, Mark</p> <p>New board members advised of their appointment and Director ID's recived. , Resignation of previous board member finalised</p>

(d) to make any associated consequential amendments that arise out of the foregoing amendments.

2. The Chief Executive Officer is authorised to give to the Company's company secretary a copy of this resolution as its written approval to the constitution being amended, as required by the Company's constitution Rule 3.8(2).

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

Against: Nil

CARRIED 6/0

RESOLUTION 2024/382

Moved: Cr Linda Little

Seconded: Cr Ros Heit

That South Burnett Regional Council resolves that:

1. Council, the sole member of the South Burnett Community Hospital Foundation Limited A.C.N. 099 686 647 (the **Company**), votes in favour of passing the following member special resolutions, without a Company general meeting pursuant to *Corporations Act* section 249B:

(1) the Company modify its Constitution as follows:

(a) in Rule 1.2 (Definitions), 'Business' definition—

(i) omit paragraph (1); and

<p>(ii) in paragraph (2), after the words 'for the hospital', insert 'located in the Region'; and</p> <p>(iii) renumber paragraphs (2) and (3) as paragraphs (1) and (2);</p> <p>(b) in Rules 4.1(1) and (2) (Appointment, Removal and Retirement of Directors)—omit the number '9' and replace with the number '11';</p> <p>(c) in Rule 5.2(1) (Secretaries)—omit “, who shall be a Director who is an employee of the Council”; and</p> <p>(2) the Company adopt the consolidated modified Constitution attached to this resolution.</p> <p>2. The Chief Executive Officer is authorised as Council’s delegate under <i>Local Government Act 2009</i> sections 236 and 257 to sign a record of the member special resolutions without a Company general meeting for the purpose of giving it to the Company to record the resolution in the Company’s minutes book.</p> <p><u>In Favour:</u> Crs Kathy Duff, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: center;">CARRIED 6/0</p>			
<p>Council 19/06/2024</p>	<p>Customer phone-calls, after-hours calls and lone-worker monitoring</p>	<p>Jarvis, Susan</p> <p>RESOLUTION 2024/388</p> <p>Moved: Mayor Kathy Duff Seconded: Cr Ros Heit</p> <p>That the matter lay on the table.</p>	<p>24 Jun 2024 9:43am Kruger, Wendy - Reallocation</p> <p>Action reassigned to Bayntun, Rebecca by Kruger, Wendy - For Action and follow up.</p>

<p><u>In Favour:</u> Crs Kathy Duff, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit</p> <p><u>Against:</u> Nil</p> <p style="text-align: center;">CARRIED 6/0</p>			
Council 19/06/2024	Deputation - Ballogie Community	Petersen, Leanne	<p>Representatives from the Ballogie Community Association Inc presented a development proposal to lease and develop Lot 50 CP868342 Wondai/Chinchilla Road Ballogie for the purpose of community sport, social and recreational gathering.</p> <p>21 Jun 2024 2:40pm King, Denise - Reallocation</p> <p>Action reassigned to Moore, Debra by King, Denise - For report</p>
Council 4/06/2024	Weighbridge Procurement	Petersen, Leanne	<p>RESOLUTION 2024/346</p> <p>Moved: Cr Heath Sander Seconded: Cr Deb Dennien</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. Procure one eleven metre heavy-duty single deck weighbridge from Newcastle Weighing Systems ensuring councils obligations under the <i>Waste Reduction and Recycling Act 2011</i> have been met for the installation of the weighbridge at the Murgon Waste Facility by the required date by the application of exception s235 (a) of the <i>Local Government Regulation 2012</i> whereby council resolves it is satisfied that there is only 1 (one) supplier who is reasonably available. 2. Allocates a total of \$210,000 in the 23/24 Capital Works Program for Waste Management <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 4/06/2024	Question on Notice - waste trucks on Borcharts Hill Road	Petersen, Leanne	Question on Notice from Mayor Duff - How many more trucks are going to be going through Borcharts Hill Road in the next two or three months? Further information to be provided to the June Ordinary Council meeting.	
Council 15/05/2024	Expansion of Taabinga Cemetery	Petersen, Leanne	<p>RESOLUTION 2024/335</p> <p>Moved: Cr Ros Heit Seconded: Cr Heath Sander That South Burnett Regional Council endorse closing of the perimeter road around the Taabinga Cemetery; and</p> <p>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.</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>21 May 2024 3:06pm King, Denise - Reallocation</p> <p>Action reassigned to Turner, Paul by King, Denise - For report</p>
CARRIED 7/0				
Council 15/05/2024	Petition - Country Music Campout	Pitt PSM, Mark	<p>RESOLUTION 2024/340</p> <p>Moved: Cr Deb Dennien Seconded: Cr Ros Heit That the Petition relating to a Music Campout Event be received and referred to the Chief Executive Officer to determine the appropriate action and a report be brought back to Council.</p>	<p>27 May 2024 1:01pm Paterson, Lynelle</p> <p>Letter emailed to Sandra Abbott on 27 May advising petition had been presented and that a report would be presented to a future Council Meeting.</p> <p>11 Jul 2024 11:07am Pitt PSM, Mark</p> <p>Currently monitoring for any potential events</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	
CARRIED 7/0				
Council 15/05/2024	Local Law (Repealing) Local Law (No. 1) 2023 Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2023	Pitt PSM, Mark	RESOLUTION 2024/316 Moved: Cr Deb Dennien Seconded: Cr Jane Erkens 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. <u>In Favour:</u> Crs Kathy Duff, Jane Erkens, Linda Little, Danita Potter, Deb Dennien, Heath Sander and Ros Heit <u>Against:</u> Nil	14 Jun 2024 10:39am Pitt PSM, Mark preparation of the government gazette notice, letter to Minister prepared, website public notice prepared 11 Jul 2024 8:48am Pitt PSM, Mark Public notice scheduled for publishing in Government Gazett Notice
CARRIED 7/0				
Council 15/05/2024	Renewal of Lease - The Lions Club of Blackbutt Benarkin Inc.	Petersen, Leanne	RESOLUTION 2024/332 Moved: Cr Linda Little Seconded: Cr Deb Dennien That South Burnett Regional Council:	21 May 2024 3:12pm King, Denise - Reallocation Action reassigned to Moore, Debra by King, Denise - For report 02 Jul 2024 4:28pm Moore, Debra

			<p>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.</p> <p>2. Pursuant to <i>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 with The Lions Club of Blackbutt Benarkin Inc. 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: center;">CARRIED 7/0</p>	Sent to Lions Club for signing.
Council 15/05/2024	Sale of Land for Overdue Rates and Charges Report May 2024	Jarvis, Susan	<p>RESOLUTION 2024/343</p> <p>Moved: Cr Jane Erkens Seconded: Cr Linda Little</p> <p>1. That pursuant to section 140 (2) of the <i>Local Government Regulation 2012</i>, the South Burnett Regional Council resolves to sell the land described below in schedule 1 for overdue rates and charges; and</p> <p>2. That Council delegate to the Chief Executive Officer its power to take all further steps under Chapter 4, part 12, Division 3 of the <i>Local Government Regulation 2012</i> to effect sale of</p>	<p>20 May 2024 12:21pm Kruger, Wendy - Reallocation</p> <p>Action reassigned to Anderson, Kerri by Kruger, Wendy - For Action & Completion.</p>

the land (including, for the avoidance of doubt,
the power to end sale procedures)

SCHEDULE 1

1	Lot 13 RP 169975, Title Reference 16000
2	Lot 96 RP 32387, Title Reference 163231
3	Lot 2 BUP 5505, Title Reference 1643300
4	Lot 11 RP 175077, Title Reference 16512
5	Lot 4 SP 133338, Title Reference 503277
6	Lot 20 RP 192570, Title Reference 17049
7	Lot 1 RP 198999, Title Reference 166571
8	Lot 21 RP 178686, Title Reference 16160
9	Lot 19 RP 54367, Title Reference 122662
10	Lot 36 RP 172928, Title Reference 16058
11	Lot 10 RP 199592, Title Reference 16661
12	Lot 55 RP 178852, Title Reference 16230
13	Lot 1 SP 215327, Title Reference 507183
14	Lot 29 CPM 55110, Title Reference 15145
15	Lots 3-4 RP894966, Title Reference 5009
16	Lot 86 RP 105329, Title Reference 13998
17	Lot 1 RP 911371, Title Reference 501773
18	Lot 10 SP 106951, Title Reference 50218
19	Lot 4 SP 119658, Title Reference 502780
20	Lot 12 SP 133328, Title Reference 50331

21	Lot 20 RP 199812, Title Reference 16746055
22	Lot 26 CPW 53513, Title Reference 50703616
23	Lot 1 CPFY 1729, Title Reference 12990094
24	Lot 352 CPFY 255, Title Reference 11975225
25	Lot 15 RP 41258, Title Reference 16475110
26	Lot 12 RP 27220, Title Reference 15144048
27	Lot 73 RP 199825, Title Reference 16950236
28	Lot 12 SP 191195, Title Reference 50839885
29	Lot 1 RP 68526, Title Reference 12540187
30	Lot 3 CPFY 948, Title Reference 50856212
31	Lot 76 RP 36983, Title Reference 50747572
32	Lot 71 RP 36983, Title Reference 50747567
33	Lots 78-79 RP36983, Title Reference 50747574, 50747575
34	Lot 29 RP 190416, Title Reference 16548188
35	Lots 2-3 RP 157173, Title Reference 15699012, 15699013
36	Lot 405 CPK 6232, Title Reference 14507070
37	Lot 46 RP 173357, Title Reference 16122083
38	Lot 1 CPFY 2967, Title Reference 17420195
39	Lot 6 CPMZ 1075 & Lot 70 CPMZ 1141, Title Reference 17653128, 50470397
40	Lot 82 RP 206860, Title Reference 16874229
41	Lot 5 RP 27224, Title Reference 50508831
42	Lot 16 SP 237305, Title Reference 50826037
43	Lot 162 SP 245775, Title Reference 50851886

			44	Lots 56-57 RP 36983, Title Reference 50747600, 50747601	
			45	Lot 1 RP 140059, Title Reference 15528233	
			46	Lot 1 RP 179281, Title Reference 17145173	
			<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: center;">CARRIED 7/0</p>		
Council 15/05/2024	Future Capital Pool Projects	Jarvis, Susan	<p>RESOLUTION 2024/334</p> <p>Moved: Cr Ros Heit Seconded: Cr Linda Little That the 2023/24 Capital Budget of \$200,000 be restricted for future capital pool projects.</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: center;">CARRIED 7/0</p>		<p>20 May 2024 12:22pm Kruger, Wendy - Reallocation</p> <p>Action reassigned to Anderson, Kerri by Kruger, Wendy - For Action & completion</p>
Council 15/05/2024	Review of Security Cameras	Petersen, Leanne	<p>RESOLUTION 2024/322</p> <p>Moved: Cr Heath Sander Seconded: Cr Deb Dennien That South Burnett Regional Council review the operation and maintenance of security cameras throughout the region as part of the 2024/25 Operational Plan.</p>		<p>20 May 2024 2:56pm Kruger, Wendy - Reallocation</p> <p>Action reassigned to Bayntun, Rebecca by Kruger, Wendy - For action (inclusion in the Operational Plan) and completion.</p> <p>09 Jul 2024 4:47pm Bayntun, Rebecca - Completion</p> <p>Completed by Bayntun, Rebecca (action officer) on 09 July 2024 at 4:47:50 PM - Review of security cameras has been added to the op plan for 2024/25</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: center;">CARRIED 7/0</p>	
<p>Council 15/05/2024</p>	<p>RSPCA Contract Extension - Animal Management Review</p>	<p>Pitt PSM, Mark</p>	<p>RESOLUTION 2024/344</p> <p>Moved: Cr Jane Erkens Seconded: Cr Deb Dennien That South Burnett Regional Council:</p> <p>1. Provide an Extension of the existing contract "Provision and Operation of the South Burnett Animal (Cats & Dogs) Housing Facility agreement with the RSPCA"</p> <p>(a) Offer the RSPCA a 12 month extension on the current contract.</p> <p>(i) As per the RSPCA agreed amount of using the Year 5 3.4% CPI increase – with no additional costs or increases.</p> <p>(ii) From the 5th year amount of \$527,155, with CPI for 24/25 equates to \$545,078.27.</p> <p><u>In Favour:</u> Crs Jane Erkens, Linda Little, Danita Potter and Deb Dennien</p> <p><u>Against:</u> Crs Kathy Duff, Heath Sander and Ros Heit</p> <p style="text-align: center;">CARRIED 4/3</p> <p>RESOLUTION 2024/345</p> <p>Moved: Cr Jane Erkens Seconded: Cr Heath Sander</p>	<p>21 May 2024 3:10pm King, Denise - Reallocation</p> <p>Action reassigned to Donohue, Kimberley by King, Denise - For report</p> <p>14 Jun 2024 10:23am Donohue, Kimberley - Completion</p> <p>Donohue, Kimberley (action officer) on 14 June 2024 at 10:23:57 AM - Received signed Deed of Variation from RSPCA on 7 June 2024 - Printed and being signed by Council week of 10/06/2024</p>

That Council undertake a full review of the Animal Management Services provided in the South Burnett Regional Council area.

- (a) Review the existing contract and lease agreement in place with the RSPCA
 - (i) Costings on variations and other options for Council.
 - (ii) Options to include:
 - (1) Reduction of animal management services – Pound only
 - (2) Share arrangements at the current facility with an animal welfare organisation
 - (3) Financial reviews of options including Council operating all impounding activities in the region and then transferring animals that are able to be rehomed to a welfare organisation.
 - (4) Transfer impounded animals to other Local Governments to look after during the impoundment timeframe of 3 – 5 days. Noting that it is a requirement that the local government provide access to the animal as per the Local Law and Legislation.
 - (5) Tender process if the impounding and rehoming of animals is outsourced.

<p>(6) Report to be presented to the September Ordinary Council Meeting.</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 15/05/2024</p>	<p>Application to Telstra's Water Tower Mega Mural Expression of Interest</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2024/330</p> <p>Moved: Cr Danita Potter Seconded: Cr Linda Little</p> <p>That South Burnett Regional Council support in principal an application to Telstra's Water Tower Mega Mural Expression of Interest with the location of the water tower or silo, a letter of support to be delegated to the CEO (Acting GM Liveability) to progress.</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>21 May 2024 3:08pm King, Denise - Reallocation</p> <p>Action reassigned to Petersen, Leanne 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</p> <p>Moved: Cr Jane Erkens Seconded: Cr Danita Potter</p> <p>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>10 May 2024 11:46am Paterson, Lynelle</p> <p>Contact has been made with Peak Services</p> <p>03 Jun 2024 5:11pm Pitt PSM, Mark</p> <p>Follow up with Peak for workshop with councillors in July due to budget timelines and current workshops - costs for workshop / training being investigated</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: center;">CARRIED 7/0</p>	
Council 24/04/2024	Land Use Investigation	Petersen, Leanne	<p>RESOLUTION 2024/338</p> <p>Moved: Cr Jane Erkens Seconded: Cr Linda Little</p> <p>That:</p> <ol style="list-style-type: none"> 1. Council undertake a project which includes a land use investigation to assess: <ol style="list-style-type: none"> 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 	<p>07 May 2024 1:46pm King, Denise - Reallocation</p> <p>Action reassigned to Turner, Paul by King, Denise - For report</p> <p>23 May 2024 11:31am Donohue, Kimberley - Reallocation</p> <p>Action reassigned to Hursthouse, David by Donohue, Kimberley - Reallocated as per LJ</p>

<p>with an allocation of up to \$25,000 (ex GST).</p> <p>Reasons for Recommendation</p> <p>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</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p>				
<p>Council 24/04/2024</p>	<p>Kingaroy Building/Facilities Supply of Services Contract</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2024/334</p> <p>Moved: Cr Jane Erkens Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council call for tender for the cleaning of Council buildings and facilities in Kingaroy.</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 1:51pm King, Denise - Reallocation</p> <p>Action reassigned to Turner, Paul by King, Denise - For report</p>

<p>Council 24/04/2024</p>	<p>Council Resolution to Commence Review of the Local Government Infrastructure Plan (LGIP)</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2024/339</p> <p>Moved: Cr Danita Potter Seconded: Cr Deb Dennien</p> <p>That this report be received and that South Burnett Regional Council:</p> <ol style="list-style-type: none"> 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. <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>07 May 2024 1:51pm King, Denise - Reallocation</p> <p>Action reassigned to Jensen, Leo by King, Denise - For report</p> <p>10 May 2024 4:02pm Donohue, Kimberley - Reallocation</p> <p>Action reassigned to Crick, Justin by Donohue, Kimberley - As per LJ.</p> <p>13 May 2024 10:02am Crick, Justin</p> <p>The internal LGIP review will commence before the end of May. Appointment of the reviewer will happen concurrently.</p>
			<p>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 Seconded: Cr Danita Potter</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Pursuant to <i>Section 34</i> of the <i>Disaster Management Act 2003</i>, Cr Danita Potter be appointed Chairperson of the South Burnett Local Disaster Management Group; and 2. Pursuant to <i>Section 34</i> of the <i>Disaster Management Act 2003</i>, Cr Jane Erkens be 	

			<p>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</p> <p>Moved: Cr Danita Potter Seconded: Cr Deb Dennien</p> <p>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.</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 6/03/2024	Selective Inspection Program - Building and plumbing Works in the Hivesville Township	Petersen, Leanne	<p>RESOLUTION 2024/302</p> <p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p> <p>That Council;</p> <p>1. Organise a meeting with service providers to address the areas of safety and health particularly in the Hivesville village;</p> <p>15 Mar 2024 7:42am King, Denise - Reallocation Action reassigned to Hursthouse, David by King, Denise - For report</p> <p>15 Mar 2024 8:46am King, Denise - Reallocation Action reassigned to Petersen, Leanne by King, Denise - For report</p>

			<p>2. Meet with the Hivesville community as early as appropriate;</p> <p>3. Implement a 6 month amnesty across the Region for residential building and plumbing works;</p> <p>4. Investigate a one off kerbside pickup service for residents in Hivesville;</p> <p>5. Conduct an audit of overgrown allotments.</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 6/03/2024	Application for Funding under the Community Heritage of the Community Sustainability Action Grants Program - round 8	Pitt PSM, Mark	<p>RESOLUTION 2024/295</p> <p>Moved: Cr Scott Henschen Seconded: Cr Kirstie Schumacher</p> <p>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.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>
			<p>15 Mar 2024 7:31am King, Denise - Reallocation</p> <p>Action reassigned to Moore, Debra by King, Denise - For report</p> <p>15 Mar 2024 8:09am King, Denise - Reallocation</p> <p>Action reassigned to Turner, Paul by King, Denise - For report</p> <p>08 May 2024 9:07am Turner, Paul</p> <p>Application Lodged.</p> <p>10 May 2024 3:03pm Turner, Paul - Completion</p> <p>Completed by Turner, Paul (action officer) on 10 May 2024 at 3:03:14 PM - Application Lodged</p> <p>09 May 2024 1:00pm Petersen, Leanne - Completion</p> <p>Completed by Petersen, Leanne (action officer) on 09 May 2024 at 1:00:04 PM - Grant application submitted</p>

<p>Council 24/01/2024</p>	<p>Request to apply for funding under the Queensland Feral Pest Initiative.</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2024/255</p> <p>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.</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: center;">CARRIED 6/0</p>	<p>31 Jan 2024 10:44am King, Denise - Reallocation</p> <p>Action reassigned to Togatama, Frank by King, Denise - For report</p>
<p>Council 24/01/2024</p>	<p>Blackbutt Water Tower – Telecommunicat ions Tower Lease</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2024/271</p> <p>Moved: Cr Danita Potter Seconded: Cr Jane Erkens</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. <i>Section 236(1)(c)(vi) of the 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'Aguilar Highway, Blackbutt to Telstra Limited; and 2. <i>Pursuant to 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 between Council and Telstra Limited on terms and conditions the Chief Executive Officer reasonably considers satisfactory to Council. 	<p>31 Jan 2024 10:28am King, Denise - Reallocation</p> <p>Action reassigned to Moore, Debra by King, Denise - For report</p> <p>11 Mar 2024 8:27am Moore, Debra</p> <p>Lease has been negotiated. Waiting on final document from Telstra legal team for execution.</p> <p>02 Jul 2024 4:25pm Moore, Debra</p> <p>Executed lease returned May 2024. Survey plans to be completed by Telstra and returned to Council when registered against title.</p>

			<p><u>In Favour:</u> Crs Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: center;">CARRIED 5/0</p>	
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 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 style="text-align: center;">CARRIED 5/1</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>Communitations have been had that there is a possiblity of the Mondure community keen to look after the church. Further discussion will need to be arranged - community meeting.</p>
Council 13/12/2023	Local Law Review Workshop	Jarvis, Susan	<p>RESOLUTION 2023/197</p> <p>Moved: Cr Jane Erkens Seconded: Cr Scott Henschen</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>20 Dec 2023 12:24pm Kruger, Wendy - Reallocation</p> <p>Action reassigned to Bayntun, Rebecca by Kruger, Wendy - For Action & Completion</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 style="text-align: center;">CARRIED 5/0</p>				
<p>Council 13/12/2023</p>	<p>Trusteeship of Goodger Hall - Lot 186 on FY850</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2023/218</p> <p>Moved: Cr Jane Erkens Seconded: Cr Danita Potter</p> <p>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.</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>20 Dec 2023 7:25am King, Denise - Reallocation</p> <p>Action reassigned to Moore, Debra by King, Denise - For report</p> <p>11 Mar 2024 8:23am Moore, Debra</p> <p>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>02 Jul 2024 4:22pm Moore, Debra</p> <p>Further paperwork to be received regarding the request for a lease.</p>

CARRIED 5/0				
<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</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>

<u>Against:</u> Nil			CARRIED 6/0	
Council 22/11/2023	Sale by Tender of 4 Haly Street, Kingaroy to adjoining owners	Petersen, Leanne	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	30 Nov 2023 8:06am King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report 10 May 2024 3:10pm Turner, Paul Postponed due to legislative requirements during Caretake mode.
CARRIED 6/0				
Council 22/11/2023	Proposed tender for sale of Lot 18 McConnel Way, Mondure	Petersen, Leanne	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;	30 Nov 2023 8:06am King, Denise - Reallocation Action reassigned to Turner, Paul by King, Denise - For report 10 May 2024 3:13pm Turner, Paul Postponed due to legislative requirements during Caretake mode.

			<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; 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. <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: center;">CARRIED 6/0</p>	
Council 22/11/2023	Nanango CBD Parking & Operations - Community Consultation	Meehan, Aaron	<p>RESOLUTION 2023/157</p> <p>Moved: Cr Jane Erkens Seconded: Cr Scott Henschen</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 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 	<p>29 Feb 2024 2:34pm Allen, Samantha</p> <p>Letters have been sent to businesses, recieved response email from Stanwell. Further consultation planned for April.</p> <p>08 May 2024 11:53am Allen, Samantha</p> <p>Meeting to be arranged with local Councillor</p> <p>13 Jun 2024 10:53am Allen, Samantha</p> <p>Finalise parking layout and report back to Council in August 2024.</p>

<p>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.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>				
<p>Council 22/11/2023</p>	<p>Proposed Tender to Adjoining owners for sale of 29 Tiernan Terrace, Murgon</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2023/164</p> <p>Moved: Cr Kathy Duff Seconded: Cr Scott Henschen</p> <p>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</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>	<p>30 Nov 2023 8:07am King, Denise - Reallocation</p> <p>Action reassigned to Turner, Paul by King, Denise - For report</p> <p>10 May 2024 3:11pm Turner, Paul</p> <p>Postponed due to legislative requirements during Caretake mode.</p>

<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</p> <p>Moved: Cr Scott Henschen Seconded: Cr Kathy Duff</p> <p>That South Burnett Regional Council approve for sale by tender 23 Jellicoe Street, Proston (Lot 38 RP57676) 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; 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. <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>30 Nov 2023 8:07am King, Denise - Reallocation</p> <p>Action reassigned to Turner, Paul by King, Denise - For report</p> <p>10 May 2024 3:13pm Turner, Paul</p> <p>Postponed due to legislative requirements during Caretake mode.</p>
CARRIED 6/0				
<p>Council 22/11/2023</p>	<p>Glendon Street Amenities Electricity Update</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2023/188</p> <p>Moved: Cr Danita Potter Seconded: Cr Scott Henschen</p> <p>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</p>	<p>30 Nov 2023 8:06am King, Denise - Reallocation</p> <p>Action reassigned to Turner, Paul by King, Denise - For report</p> <p>10 May 2024 3:12pm Turner, Paul</p>

			<p>potential purchase of the adjacent community health building is resolved.</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: center;">CARRIED 6/0</p>	<p>Assessing the cost and awaiting response from Qld Health regarding purchase of Community Health Building adjoining which will alter outcome.</p>
<p>Council 22/11/2023</p>	<p>Potential Purchase of Community Health Building, Kingaroy</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2023/190</p> <p>Moved: Cr Danita Potter Seconded: Cr Jane Erkens</p> <p>That South Burnett Regional Council offer to purchase the property from the State of Queensland (represented by Queensland Health).</p> <p>1. Contract of sale to be in accordance with;</p> <p style="padding-left: 40px;">(i) <i>Local Government Regulation 2012.</i></p> <p style="padding-left: 40px;">(ii) Queensland Government Land Transaction Policy 2021.</p> <p style="padding-left: 40px;">(iii) SBRC Procurement Policy.</p> <p style="padding-left: 40px;">(iv) SBRC Investment Policy.</p> <p>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> <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>30 Nov 2023 8:06am King, Denise - Reallocation</p> <p>Action reassigned to Turner, Paul by King, Denise - For report</p>

CARRIED 6/0				
<p>Council 22/11/2023</p>	<p>Kumbia Recreation Reserve Preliminary Master Plan</p>	<p>Petersen, Leanne</p>	<p>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</p>	<p>30 Nov 2023 8:08am King, Denise - Reallocation Action reassigned to Jackson, Cathy by King, Denise - For report</p>
CARRIED 6/0				
<p>Council 22/11/2023</p>	<p>Trustee Lease - Tingoora Sports Association Inc</p>	<p>Petersen, Leanne</p>	<p>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 Tingoora Sports Association Inc; and 2. delegates to the Chief Executive Officer the power to negotiate, finalise and execute the Trustee Lease between Council and Tingoora</p>	<p>30 Nov 2023 8:07am King, Denise - Reallocation Action reassigned to Jackson, Cathy by King, Denise - For report</p>

<p>Sports Association Inc. on terms and conditions the Chief Executive Officer reasonably considers are satisfactory to Council.</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: center;">CARRIED 6/0</p>				
<p>Council 27/09/2023</p>	<p>Ringsfield House Advisory Committee</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2023/94</p> <p>Moved: Cr Jane Erkens Seconded: Cr Danita Potter</p> <p>That</p> <ol style="list-style-type: none"> 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). 	<p>03 Oct 2023 1:33pm King, Denise - Reallocation</p> <p>Action reassigned to Pointon, Jennifer by King, Denise - For report</p> <p>12 Oct 2023 11:55am King, Denise - Reallocation</p> <p>Action reassigned to Beaumont, Samantha (Sam) by King, Denise - For report</p>

<p>5. An amendment is made to the 2023/2024 fees and charges for group tours of Ringsfield House for \$5.00 per person.</p> <p>6. That the minutes of the July 2023 and August 2023 Ringsfield House Advisory Committee be received for information.</p> <p><u>In Favour:</u> Crs Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 6/0</p>				
<p>Council 24/05/2023</p>	<p>Advocacy Digital Plan</p>	<p>Pitt PSM, Mark</p>	<p>RESOLUTION 2023/574</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Danita Potter</p> <p>That South Burnett Regional Council meets with NBN and the relevant telcos and uses the information provided to develop a digital plan for the South Burnett that can be used as a advocacy document for the Mayor and Councillors to take to the ALGA Assembly and the Ministerial meetings scheduled in Canberra later this year.</p> <p><input type="checkbox"/> 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> <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie</p>	<p>14 Jul 2023 10:31am Pitt PSM, Mark</p> <p>Workshop scheduled for 17 July to commence discussions on advocacy plans</p> <p>20 Oct 2023 8:56am Pitt PSM, Mark</p> <p>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>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>Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p>	<p>28 Feb 2024 4:55pm Pitt PSM, Mark</p> <p>Meeting held with Telstra to discuss options for connectivity planning, feedback recieved from LGAQ on draft</p> <p>CARRIED 7/0</p> <p>03 Jun 2024 5:05pm Pitt PSM, Mark</p> <p>Draft circulated to V0.2 councillors and SLT</p> <p>11 Jul 2024 4:38pm Pitt PSM, Mark</p> <p>South Burnett Connectivity Planning Workshop - Telstra & NBN, BIEDO - South Burnett Council and Industry Connectivity Round Table - nbnlocal, Telstra, Optus and The Regional Tech Hub</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 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>CARRIED 7/0</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>13 Jun 2024 10:51am Allen, Samantha</p> <p>Delayed due to staffing shortage - Letter to be finalised with Mayor in June 2024.</p>

<p>Council 29/03/2023</p>	<p>Compliance Enforcement on Burning in Residential Areas</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2023/479</p>	<p>04 Apr 2023 3:31pm King, Denise - Reallocation</p>
			<p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p>	<p>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</p>
			<p>That South Burnett Regional Council run an education program explaining Local Law 3 and Subordinate Law 3 to the community targeting lighting and maintaining fires in rural residential and residential areas and explaining ramification of non-compliance.</p>	<p>23 Jun 2023 9:20am O'May, Peter</p>
			<p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p>	<p>Awaiting recruitment/commencement of Co-ordinator Regulatory Services who will be tasked with delivering program. Expected to commence in early July</p>
			<p><u>Against:</u> Nil</p>	<p>25 Jul 2023 2:02pm Petersen, Leanne</p>
			<p>CARRIED 7/0</p>	
			<p>06 Dec 2023 10:47am Petersen, Leanne</p>	
			<p>Fact sheet has been finalised and is with Governance for approval prior to social media comms being generated.</p>	
<p>Council 22/02/2023</p>	<p>Rural Residential Blocks</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2023/401</p>	<p>06 Mar 2023 8:36am King, Denise - Reallocation</p>
			<p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p>	<p>Action reassigned to Petersen, Leanne by King, Denise</p>
			<p>That South Burnett Regional Council review the Overgrown Property Policy – Statutory062 to consider the designated town area maps and the adjoining rural residential allotments one (1) hectare or less that may not have been captured in the policy as part of the annual review process.</p>	<p>08 Mar 2023 11:30am Kemp, Fiona - 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>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</p>	

			<p><u>Against:</u> Nil</p> <p>CARRIED 7/0</p>	<p>Item to be included for consideration as part of the review of Council's Local Laws during 2023/24 financial year. , OPL/38 Review Council's Local Laws to ensure relevance to the region and understanding by Council and the community</p> <p>11 Aug 2023 9:04am Petersen, Leanne</p> <p>Mead Perry have been appointed to conduct local law review - this will be reviewed as part of this project</p>
<p>Council 25/01/2023</p>	<p>Gift of land to the South Burnett Child Care Centre at Kingaroy</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2023/364</p> <p>Moved: Cr Kirstie Schumacher Seconded: Cr Gavin Jones</p> <p>That South Burnett Regional Council:</p> <ol style="list-style-type: none"> 1. Develop a framework to consider requests from community groups that ask Council to transfer land at nil consideration, to ensure consistent decision-making. 2. Conduct a development application for subdivision of Lot 86 on RP7951 in line with the current South Burnett Child Care and Kindergarten lease area. 3. Continue engagement with South Burnett Child Care and Kindergarten as to appropriate long term tenure arrangements. <p><u>In Favour:</u> Crs Brett Otto, Gavin Jones, Jane Erkens, Danita Potter, Kirstie Schumacher, Kathy Duff and Scott Henschen</p> <p><u>Against:</u> Nil</p> <p>CARRIED 7/0</p>	<p>07 Feb 2023 2:25pm King, Denise - Reallocation</p> <p>Action reassigned to Petersen, Leanne by King, Denise</p> <p>11 Jul 2023 3:21pm King, Denise</p> <p>2. Development application currently being prepared</p> <p>25 Jan 2024 10:03am King, Denise - Reallocation</p> <p>Action reassigned to Turner, Paul by King, Denise - For report</p> <p>10 May 2024 3:11pm Turner, Paul</p> <p>Planning consultants have been engaged to complete application.</p>

<p>Council 27/04/2022</p>	<p>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...</p>	<p>Petersen, Leanne</p>	<p>RESOLUTION 2022/486</p>	<p>05 May 2022 3:46pm Donohue, Kimberley - Reallocation</p>
			<p>Moved: Cr Kathy Duff Seconded: Cr Danita Potter</p>	<p>Action reassigned to Lisle, Michael by Donohue, Kimberley</p>
			<p>Procedural Motion</p>	<p>20 Oct 2022 3:49pm Lisle, Michael</p>
			<p>That the matter lay on the table.</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><u>In Favour:</u> Crs Brett Otto, Kathy Duff, Danita Potter and Scott Henschen</p>	<p>CARRIED 4/2</p>
			<p><u>Against:</u> Cr Gavin Jones and Cr Kirstie Schumacher</p>	<p>28 Oct 2022 8:39am Donohue, Kimberley - Reallocation</p>
				<p>Action reassigned to Petersen, Leanne by Donohue, Kimberley</p>
				<p>20 Jan 2023 2:15pm O'May, Peter</p>
				<p>Review of road works progress scheduled February 2023</p>
				<p>03 May 2023 3:33pm King, Denise</p>
				<p>The following information from Justin Crick:- I followed up about the intersection works required as part of the roadworks for the Wilsons piggery at Morgans Rd, Windera and the delay in the commencement of the upgrade. It turns out that TMR are doing roadworks either side of the intersection and have told the contractor that they will not be allowed to commence until the TMR works have been completed. At the moment this will be August this year.</p>
				<p>06 Dec 2023 10:48am Petersen, Leanne</p>

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 (Shadforth's) 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 intersection 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 will depend on the amount of redesign (if any) is required.

11 EXECUTIVE SERVICES

11.1 CONFIRMING ATTENDANCE AT THE LOCAL GOVERNMENT ASSOCIATION QUEENSLAND (LGAQ) ANNUAL CONFERENCE IN BRISBANE ON 21-23 OCTOBER 2024

File Number: 17-07-2024

Author: Coordinator Executive Services

Authoriser: Chief Executive Officer

PRECIS

Confirming attendance at the LGAQ Annual Conference in Brisbane on 21-23 October 2024.

SUMMARY

The LGAQ Conference for 2024 will be held in Brisbane 21-23 October 2024. Council pays a conference levy in conjunction with its annual membership. Council is therefore entitled to send two (2) delegates to the conference.

OFFICER'S RECOMMENDATION

That _____ and _____ attend the 2024 LGAQ Conference as delegates, and the following Councillors attend as observers:

-

FINANCIAL AND RESOURCE IMPLICATIONS

Council receives, as part of its membership 2 registrations to the LGAQ Conference. All other events will be taken from the operational budgets.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council by resolution appoints delegates and observers to the conferences.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The risk of failure to undertake lobbying and advocacy is reduced by regular participation in Regional organisations and active memberships in relevant associations. Policy/Local Law Delegation Implications

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

At the 2024 LGAQ Annual Conference South Burnett Regional Council will be entitled to a total of two votes. Council can nominate two delegates, with each delegate allocated 1 (one) vote or nominate 1 (one) delegate and having both votes allocated to that delegate. There will be a separate report to call for resolutions to be submitted to the conference. Previous experience has shown that only the registered delegate(s) are able to speak to the submitted motions on the floor of conference.

It is suggested that the Mayor and Deputy Mayor attend the 2024 LGAQ Conference as delegates, and the following Councillors attend as observers:

- Cr Jane Erkens
- Cr Heath Sander
- Cr Deb Dennien

ATTACHMENTS

Nil

11.2 LGAQ ANNUAL CONFERENCE: MOTION REQUEST

File Number: 17/07/2024
Author: Executive Assistant
Authoriser: Chief Executive Officer

PRECIS

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

The 2024 LGAQ Annual Conference will be held in Brisbane, on 21-23 October at the Brisbane Convention and Exhibition Centre.

SUMMARY

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

Motions that have been passed as resolutions by councils are therefore requested to be submitted no later than **Monday 29 July 2024**. This will enable the LGAQ Agenda Committee to review all submitted motions and provide a Preliminary Agenda for member councils four (4) weeks prior to the commencement of Conference.

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

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

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

OFFICER'S RECOMMENDATION

1. That South Burnett Regional Council resolves to submit the following motions to the 2024 Local Government Association of Queensland Annual Conference
 - (a)

FINANCIAL AND RESOURCE IMPLICATIONS

Officer time to prepare and submit the motions.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Discussion regarding motions that:

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

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Not applicable

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

Not applicable

REPORT

Council direction is sought on which motions to be placed for debate. Motions must be submitted no later than **Monday 29 July 2024** for inclusion in the agenda.

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

- Trade Waste
- Waste Services and Facilities
- Water Security

ATTACHMENTS

1. **Draft Motions Template** [↓](#) 



Every Queensland community deserves to be a liveable one

2024 LGAQ Annual Conference – Motions template

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



12 FINANCE & CORPORATE

12.1 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL COUNCILLOR CONDUCT COMPLAINTS INVESTIGATION POLICY - STATUTORY028

File Number: 17-Jul-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028.

SUMMARY

South Burnett Regional Council ('Council') must adopt a policy about how complaints about the suspected conduct breach of Councillors will be dealt with as required by the *Local Government Act 2009*.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028 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 Councillor Conduct Complaints Investigation Policy – Statutory028 has been reviewed by Executive Services and Corporate Governance and Strategy aligned with the Example Local Government Investigation Policy and updated legislation.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Crime and Corruption Act 2001
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 is to adopt a policy framework about how complaints about the suspected conduct breach of Councillors will be dealt with as required by the Local Government Act 2009, which is aligned to the Example Local Government Investigation Policy and updated legislation.

ATTACHMENTS

- 1. **Councillor Conduct Complaints Investigation Policy - Statutory028**  



POLICY CATEGORY - NUMBER: Statutory028
POLICY OWNER: Executive Services
ECM ID: 2741140
ADOPTED:

Councillor Conduct Complaints Investigation 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.**

Table of Contents

1. POLICY STATEMENT	1
2. SCOPE	1
3. GENERAL INFORMATION	1
4. DEFINITIONS	7
5. LEGISLATIVE REFERENCE	8
6. RELATED DOCUMENTS	8
7. NEXT REVIEW	8
8. VERSION CONTROL	8

1. POLICY STATEMENT

This policy provides a framework that South Burnett Regional Council ('Council') must adopt about how complaints about the suspected conduct breach of Councillors will be dealt with as required by the *Local Government Act 2009* ('Act').

2. SCOPE

This policy applies to investigations and determinations the Council must adhere to about the suspected conduct breach of a Councillor including a Mayor, which has been referred by the Independent Assessor ('IA'). This policy does not relate to:

- more serious Councillor conduct, such as misconduct or corrupt conduct, which are dealt with under separate legislative provisions;
- unsuitable meeting conduct, or any conduct undertaken in a personal capacity by a Councillor (for example a sitting Councillor campaigning for re-election or attending a private social function).

3. GENERAL INFORMATION

The Act prescribes the Councillor Conduct Management System. The Act establishes an IA to carry out certain functions including the preliminary assessment, dismissal, referral, or investigation of complaints about Councillor conduct.

After undertaking a preliminary assessment on a Councillor conduct matter, if the IA reasonable suspects a Councillor has engaged in a conduct breach, the IA may decide to refer a suspected conduct breach to Council to deal with under the Act.

Upon receipt of the referral notice of a complaint of suspected conduct breach, Council must deal with the Councillor's conduct prescribed under the Act unless a decision is made not to start or to discontinue the investigation under the Act. In conducting the investigation, Council must comply with this policy.

To ensure the system of local government is accountable, effective, efficient and sustainable, the Councillors are responsible for performing their duties under of the Act in accordance with the local government principles pursuant to of Act.

3.1. Confidentiality

Matters of suspected to the investigation of suspected conduct breach of a Councillor are confidential during the investigation period, except:

- to give the Councillor information about the suspected conduct, including details about the evidence of the conduct;
- to give the Councillor the preliminary findings of the investigation before preparing an investigation report about the investigation;
- to give the Councillor a notice if an investigation is not started or is discontinued;
- for conduct the subject of a complaint – to give their person who made the complaint, and the Assessor a notice if an investigation is not started or is discontinued.

Once the conduct is investigated and an investigation report received, a summary of the investigation report must be made publicly available before any discussion is undertaken by Council. The published summary report must not contain any names or identifying information about the complainant and the persons interviewed or a transcript of interview, or provided a statement or affidavit, unless the complainant is a Councillor or Chief Executive Officer (CEO) of the Council, whose identity was disclosed at the meeting at which the investigation report was considered.

Once the matter has been investigated and a report has been provided to Council, the matter will be placed on the Council meeting agenda and the investigation report and a recommendation of the investigator may be debated in the Council meeting, which may be in a closed session under the *Local Government Regulation 2012* ('Regulation'). The summary investigation report is not treated as confidential as it must be publicly available and attached to the agenda papers that are circulated before the meeting.

A final decision by resolution of the Council in an open Council meeting must take place when the decision is made about whether a Councillor engaged in a conduct breach and if so, any decision about orders that are made under the Act. Any decision that is not consistent with the recommendation of the investigation report must state in the meeting minutes, the reasons for the decision. The minutes must give sufficient information to demonstrate the logic that has been applied to justify the decision not to follow the recommendation of the investigation report.

The full investigation report must be made publicly available within 10 business days of Council making a decision by resolution about whether the Councillor engaged in a conduct breach and if so, any orders made in relation to the matter. The published report must not contain any names or identifying information about the complainant, persons who were interviewed or a transcript of interview, or provided a statement or affidavit unless the complainant is a Councillor or CEO of Council whose identity was disclosed at the meeting at which the investigation report was considered.

When deciding what action to take, Council may consider any previous conduct breach of the Councillor, any allegation made in the investigation that was admitted or not challenged, and Council is reasonably satisfied it true.

A notice about the outcome of the investigation must be given to the Assessor as soon as practicable that states the decision, the reasons for the decision and the details of any orders made under the Act.

3.2. Natural Justice

Any investigation of suspected conduct breach of a Councillor must be carried out in accordance with natural justice.

Natural justice or procedural fairness, refers to three (3) key principles:

- that the Councillor who is the subject of the suspected conduct breach being investigated has a chance to have their say before adverse formal findings are made and before any adverse action is taken (fair hearing);
- the investigator should be objective and impartial (absence of bias); and

- any actions taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected conduct breach matter will receive information about the suspected conduct, including:

- the preliminary findings of the investigation before the preparing of the investigation report about the investigation;
- a notice if an investigation is not started or is discontinued including the reasons for the decision;
- allow the Councillor to give evidence to the investigator about the suspected conduct breach and preliminary findings;
- allow the Councillor to provide a written submission to the investigator about the suspected conduct breach and preliminary findings;
- require Council to consider the evidence and/or written submission from the Councillor in preparing the investigation report; and
- include, if evidence is given by the Councillor, a summary of the evidence and, if a written submission is provided, a full copy of the written submission, in the investigation report.

Council must give the following notices to the other parties:

- the person who made the complaint if an investigation is not started or dismissed including the reasons for the decision;
- the Assessor if an investigation is not started or dismissed including the reasons for the decision.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

3.3. Standard of Proof

The civil standard of proof is applied by the investigator when determining whether a Councillor has engaged in a conduct breach.

The civil standard of proof is 'on the balance of probabilities' which means the weighing up and comparison of the likelihood of the existence of competing facts or conclusion.

An allegation is sustained 'on the balance of probabilities', if based on the evidence, the investigator and/or Council, is reasonably satisfied that its existence is more probable than not.

3.4. Protection from Reprisal

As part of the system of Councillor complaint management, another Council representative who makes a complaint or notification or intends to make a complaint or notification against a Councillor, are protected from acts of reprisal, payback or revenge.

3.5. Timeline

The Councillor Conduct Framework must be effective and efficient. The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of the Council's Ordinary meeting within eight (8) weeks of commencing the investigation after the receipt of the complaint from the Assessor.

If the investigator is of the opinion that it may take longer than eight (8) weeks to complete the investigation, the matter should be raised with the Mayor or delegate (if the Mayor is managing the investigation) to seek an extension for time. Delay in procuring an investigator to undertake the investigation should be avoided by Council.

3.6. Expenses

Council must pay the expenses association with the investigation of suspected conduct breach of a Councillor including any costs of:

- an independent investigator engaged on behalf of Council;

- travel where the investigator needed to travel to undertake the investigation, or to interview witnesses;
- obtaining legal or expert advice.

Council may order the subject Councillor to reimburse them for all or some of the costs arising from a sustained conduct breach. These costs would only relate to obtaining legal or expert advice and reasonable costs for the investigator engaged to undertake the investigation. Any costs incurred by the complainants, or subject Councillor will not be met by Council. Where possible, costs should be kept to a reasonable rate taking into consideration the costs for more serious matters dealt with by, for example, the Councillor Conduct Tribunal or other jurisdictions who deal with conduct matters.

3.7. Councillor Conduct Register

The CEO must ensure decisions and orders in accordance with the Act made about suspected conduct breach of a Councillor or any decision to not start, or to discontinue an investigation of suspected conduct breach under the Act are entered into the Councillor Conduct Register.

3.8. Independent Assessor's Referral

Council may receive a referral notice from the IA a referral notice about the suspected conduct breach of a Councillor. The referral notice will include details of the conduct and any complaint received about the conduct, state why the IA reasonable suspects that the Councillor has engaged in a conduct breach and include information about the facts and circumstances that form the basis of the IA's reasonable suspicion.

Council must deal with the matter and the investigation must be conducted in a way that is consistent with this policy.

The IA must give notice to the Councillor that states the Councillor's conduct has been referred to Council to deal with and a copy of the referral notice must be attached.

3.8.1. Receipt of the Independent Assessor's Referral

On receipt of a referral notice about the suspected conduct breach of a Councillor from the IA the CEO will forward a copy of that referral notice to the Mayor and all Councillors as a confidential document.

The Councillor who is the subject of the complaint and the complainant, if the complainant is a Councillor, have a declarable conflict of interest and should manage it in a way that is consistent with the requirements of the Conduct of Council and Committee Meetings Policy – Statutory017.

The Mayor will manage the investigation process and may undertake the investigation themselves, or engage an external investigator to investigate the suspected conduct breach and prepare an investigation report with recommendations about whether the Councillor engaged in a conduct breach and how the conduct may be dealt with. If the Mayor has a conflict of interest in the matter, the Mayor's powers to manage the investigation can be delegated by the Mayor to another Councillor who has no conflict of interest in relation to the matter in accordance with the Act.

3.9. When Council may decide not to start, or to discontinue an investigation

If there are circumstances for considering not starting or discontinuing an investigation, the matter will be placed on the agenda for the next Council Ordinary meeting. Council may decide by resolution to not start, or discontinue, a suspected conduct breach matter. The resolution must state the decision and the reasons for the decision.

The only circumstances in which Council can formally not start or discontinue are in the Act.

The matters not started or discontinued must be reported in the annual report (including the reasons) and recorded in the Councillor Conduct Register.

3.10. Council investigating the suspected conduct breach of a Councillor

Unless the matter has been delegated, the Mayor will manage the investigation of suspected conduct breach matters relating to other Councillors by either performing the role of investigator or engaging a suitably qualified person to undertake the investigation and provide an investigation report for

Council to consider. The Mayor is authorised by this policy to expend money as reasonably needed to engage contractors in accordance with Council's procurement policy.

If the investigator obtains information which indicates a Councillor may have engaged in misconduct, the investigator must cease the investigation and advise the Mayor and CEO. The CEO will then provide an information notice to the AI giving the details of the suspected misconduct.

If the investigator obtains information that indicates a Councillor may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Mayor and CEO. The CEO will provide an information notice to the IA giving the details of the suspected corrupt conduct and notify the Crime and Corruption Commission of the suspected corrupt conduct.

3.11.Engaging an Investigator

Once an investigator has been selected to undertake the investigation, that investigator will follow the investigation standards of Council.

Once the investigation is finalised the investigator will prepare a report for Council, including the following details:

- the investigation process;
- any witnesses interviewed;
- documents or other evidence obtained;
- a statement of the relevant facts ascertained;
- confirmation that the subject Councillor has been provided with an opportunity to respond to the complaint and the evidence compiled;
- the investigation findings;
- a statement of any relevant previous disciplinary history;
- any recommendations about dealing with the conduct;
- a record of the investigation costs.

3.12.Completion of investigations

3.12.1. Findings and recommendations

The investigator must prepare a Preliminary Statement of Findings and must give the preliminary findings to the Councillor before preparing the Investigation Report. The Councillor must be invited by the investigator to give evidence and/or provide a written statement about the conduct and preliminary findings.

The investigator must consider any evidence and/or written submission given by the Councillor in preparing the investigation report and include a summary of the evidence and a full copy of any written submission in the investigation report.

3.12.2. Investigation Report

The investigator must prepare an investigation report about the investigation of a suspected conduct breach matter referred by the IA to Council in accordance with the Act. The investigation report must include the findings of the investigation, a summary of the evidence or a full copy of any written submission given by the Councillor and the recommendations for consideration by Council.

A summary investigation report with the preliminary Statement of Findings and summary of the outcome of the investigation attached, must be prepared for public availability before the meeting where the Councillors will consider the investigation report matter on or before the day and time prescribed by the Act, which is:

- 5:00 pm on the next business day after the notice of the meeting at which a decision is to be made has been provided to the Councillors; or
- the day and time when the agenda for the meeting at which a decision is to be made is publicly available.

Council must prepare a summary of the investigation report that must include:

- the name of the Councillor whose conduct has been investigated; and
- a description of the alleged conduct; and
- a statement of the facts established by the investigation; and
- a description of how natural justice was afforded to the Councillor during the conduct of the investigation; and
- a summary of the findings of the investigation; and
- any recommendations made by the investigator who investigated the conduct.

The following information must not be made publicly available:

- if the investigation relates to the conduct of a Councillor that was the subject of a complaint:
 - the name of the person who made the complaint or any other person, other than the Councillor; or
 - information that could reasonably be expected to result in identifying the person who made the complaint or any other person;
- if a person, other than the Councillor provided information for the purposes of the investigation including for example, by giving an interview or making a submission or affidavit:
 - the name of the person; or
 - information that could reasonably be expected to result in identifying the person or any other person, other than the Councillor;
- any other information Council is entitled or required to keep confidential under a law.

3.12.3. Making a decision about the Investigation

Council must make a decision as to whether the subject Councillor has engaged in a conduct breach. When considering the matter, the subject Councillor who has a declarable conflict of interest in the matter, must declare the conflict of interest, and the eligible Councillors (those who do not have a conflict of interest in the matter) can decide by resolution for the subject Councillor to remain in the meeting during the debate and may answer questions put to the subject Councillor through the Chairperson to assist the eligible Councillors in making a decision. The resolution can include conditions that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed a conduct breach. Should the complainant be a Councillor, that Councillor has a declarable conflict of interest in the matter and must follow the declarable conflict of interest procedures set out in the Conduct of Council and Committee Meetings Policy – Statutory017.

If the Council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with the Act, or deferred to another date when a quorum will be present.

If a decision is reached that the Councillor has engaged in a conduct breach, the Council (with the exception of the Councillor the subject of the investigation and the complainant, if another Councillor), will consider the findings and recommendations of the investigator’s report and decide what, if any, action it will take under the Act.

After making a decision about the conduct breach, the Council must make the investigation report for the investigation publicly available after the meeting at which the decision about the outcome of the investigation is made by:

- on or before 5:00 pm on the tenth day after the meeting at which the decision is made; or
- if the minutes of the meeting are made publicly available earlier, the day and time that the meeting minutes are made publicly available.

The following information contained in the investigation report must not be made publicly available:

- if the investigation relates to the conduct of Councillor that was the subject of a complaint:

- the name of the person who made the complaint or any other person, other than the Councillor even if that person has a declarable conflict of interest; or
- information that could reasonably be expected to result in identifying a person;
- if a person, other than a Councillor, provided information for the purposes of the investigation including, for example, by giving an interview or making a submission or affidavit:
 - the name of the person; or
 - information that could reasonably be expected to result in identifying the person or any other person, other than the Councillor.
- the submission or affidavit of, or a record or transcript of information provided orally by, a person, including for example, a transcript of an interview;
- any other information Council is entitled or required to keep confidential under a law (for example documents subject to legal professional privilege or information) that is part of a public interest disclosure under the *Public Interest Disclosure Act 2010*;
- the report made publicly available must include the name of the person who made the complaint if:
 - the person is a Councillor or the CEO of Council;
 - the person's identity as the complainant was disclosed at the meeting at which the report for the investigation was considered.

3.13. Disciplinary action against Councillors

If Council decides that the Councillor has engaged in a conduct breach, the Council may:

- i. order that no action be taken against the Councillor in accordance with the Act;
- ii. make one or more of the orders listed in the Act.

3.14. Notice about the outcome of the investigation

After an investigation is finalised, Council must give a notice about the outcome decision of the investigation if Council decides not to start or discontinue an investigation, or makes a decision about whether the Councillor has engaged in a conduct breach, including the reasons for the decision and any orders made under the Act to:

- the IA;
- the person who made the complaint about the Councillor conduct that was the subject of the investigation; and
- the subject Councillor who was investigated.

4. DEFINITIONS

Act means the *Local Government Act 2009*.

Behavioural standard means a standard of behaviour for Councillors set out in the Code of Conduct for Councillors in Queensland approved pursuant to *Section 150D and 150E* of the Act.

Conduct means

- failing to act; and
- a conspiracy, or attempt, to engage in conduct.

Conduct breach means a breach as set out in *Section 150K* of the Act.

Conduct of Council & Committee Meetings Policy means a policy that sets out guidelines in accordance with *Section 150F* of the Act.

Councillor conduct register means the register required to be kept by Council as set out in *Section 150DX and 150DY* of the Act.

Councillor Conduct Investigation Policy means this policy as required under *Section 150AE* of the Act.

Council meeting means a meeting of:

- (a) a Council; or
- (b) a committee of Council.

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

Independent Assessor means the Independent Assessor ('IA') appointed under *Section 150CT* of the Act.

Investigation report means a report provided by the investigator to Council that must be publicly available within 10 business days after the Council makes a decision about the outcome of the investigation.

Investigator means the person responsible under this policy for carrying out the investigation of the suspected conduct breach of a Councillor or Mayor.

Misconduct means misconduct in accordance with *Section 150L* of the Act.

Natural justice means a set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.

Referral notice means a notice as set out in *Section 150AB, 150AC* and *150AD* of the Act.

Summary of investigation report means a summary of the full investigation report prepared before making a decision about the outcome of the investigation that must be publicly available on or before the day prescribed by regulation.

Tribunal means the Councillor Conduct Tribunal as established under *Section 150DK* of the Act.

Unsuitable meeting conduct means conduct as set out in *Section 150H* of the Act.

5. LEGISLATIVE REFERENCE

Crime and Corruption Act 2001 (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 Acceptable Request Guidelines Policy – Statutory004

South Burnett Regional Council Conduct Breach Investigation Procedure – Procedure138

South Burnett Regional Council Conduct of Council & Committee Meetings Policy – Statutory017

South Burnett Regional Council Expenses Reimbursement for Councillors Policy – Statutory002

7. NEXT REVIEW

As prescribed by legislation or July 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1.	Development of policy	9 April 2008	428898
2.	Review of policy	25 June 2014	1314746
3.	Review & rename of policy	15 February 2017	2028975
4.	Creation of separate complaints policy for Councillors	12 December 2018	2556506
5.	Review of policy – Legislation Update & rename of policy	25 November 2020	2741140
6.	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2741140
7.	Review of Policy – Resolution 2021/95	25 August 2021	2741140
8.	Administrative amendment - organisational structure review – resolution 2022/432	27 April 2022	2741140
9.	Review of Policy		2741140

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

12.2 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL REMOTE PILOTED AIRCRAFT DRONE POLICY - STATUTORY055

File Number: 17-Jul-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Remote Piloted Aircraft Drone Policy – Statutory055.

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to set guidelines on the appropriate usage of Remote Piloted Aircraft.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Remote Piloted Aircraft Drone Policy – Statutory055 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 Remote Piloted Aircraft Drone Policy – Statutory055 has been reviewed by ICT and Fleet and Corporate Governance and Strategy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

- Civil Aviation Act 1988*
- Civil Aviation Safety Regulations 1988*
- Information Privacy Act 2009*
- Public Records Act 2002*

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 guidance on the appropriate utilisation of the South Burnett Regional Council Remote Piloted Aircraft.

ATTACHMENTS

- 1. Remote Piloted Aircraft Drone Policy - Statutory055 [↓](#) 



POLICY CATEGORY - NUMBER: Statutory055
POLICY OWNER: ICT & Fleet
ECM ID: 2491103
ADOPTED:

Remote Piloted Aircraft Drone 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.**

Table of Contents

1. POLICY STATEMENT	1
2. SCOPE	1
3. GENERAL INFORMATION	1
4. DEFINITIONS	1
5. LEGISLATIVE REFERENCE	2
6. RELATED DOCUMENTS	2
7. NEXT REVIEW	2
8. VERSION CONTROL	2

1. POLICY STATEMENT

The purpose of this policy is to provide guidance on the appropriate utilisation of the South Burnett Regional Council ('Council') Remote Piloted Aircraft ('RPA').

2. SCOPE

This policy sets the responsibility of Council representatives.

3. GENERAL INFORMATION

This policy provides assurances to individuals that Council will meet all its legal obligations and through the use of RPA's, for example:

- implementing the use of RPA's in a financially responsible and safe manner;
- ensuring operations that utilise RPA's are in alignment with public interest and governing legislation;
- instigating RPA's for continuous improvement in Council's operations. This includes, but is not limited to, asset management and surveying activities;
- ensuring RPA's are operated in alignment with Council's privacy policy and principles;
- ensuring all RPA's are operated in a manner consistent with the *Civil Aviation Safety Authority Regulations 1998*, as per Council's Remote Operators Certificate ('ReOC');
- ensuring drone operations are compliant with established Workplace Health and Safety Drone SWI;
- using RPA's in a manner that reduces/eliminates risk for Council representatives and the wider community; and
- limiting the collection and distribution of data gathered by RPA's in compliance with the Information Privacy Policy – Statutory038 and *Public Records Act 2002*.

4. DEFINITIONS

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

ReOC means RPA operator's certificate.

RPA – Remote Piloted Aircraft means as defined by International Civil Aviation Organisation as a

form of Unmanned Aerial Systems ('UAS') which is non-autonomous in its capacities, the aircraft being subject to direct pilot control at all stages of flight despite operating 'remotely' from that pilot. Civil Aviation safety Authority and has recently shifted to use of the term RPAs as its primary day to day terminology.

SWI – Safe working instructions means a set of written instructions that identify the health and safety issues that may arise from use of machinery and equipment or be based on a task or process.

5. LEGISLATIVE REFERENCE

- Civil Aviation Act 1988* (Cth)
- Civil Aviation Safety Regulations 1998* (Cth)
- Information Privacy Act 2009* (Qld)
- Public Records Act 2002* (Qld)

6. RELATED DOCUMENTS

- Code of Conduct for Councillors in Queensland
- South Burnett Regional Council Employee Code of Conduct – Statutory011
- South Burnett Regional Council Information Privacy Policy – Statutory038
- Safe Work Instruction SWI-051 Drone Operations

7. NEXT REVIEW

As prescribed by legislation or July 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	24 April 2018	2491103
2	Review of policy	22 September 2021	2491103
3	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2491103
4	Review of policy		2491103

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

12.3 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL MAGPIE BEHAVIOUR MANAGEMENT POLICY - STRATEGIC038

File Number: 17-Jul-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Magpie Behaviour Management Policy – Strategic038.

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to provide guidelines to ensure any activity associated with the management of magpie behaviour is responsible and complies with legislation.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Magpie Behaviour Management Policy – Strategic038 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 Magpie Behaviour Management Policy – Strategic038 has been reviewed by Facilities and Parks and Corporate Governance and Strategy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Nature Conservation Act 1992

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 guidelines for Council representatives to ensure any activity associated with the management of magpie behaviour is responsible and complies with legislation.

ATTACHMENTS

- 1. **Magpie Behaviour Management Policy - Strategic038** [↓](#) 



POLICY CATEGORY - NUMBER: Strategic038
POLICY OWNER: Liveability
ECM ID: 2840969
ADOPTED:

Magpie Behaviour 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.**

Table of Contents

1. POLICY STATEMENT	1
2. SCOPE	1
3. GENERAL INFORMATION	1
4. DEFINITIONS	2
5. LEGISLATIVE REFERENCE	2
6. RELATED DOCUMENTS	2
7. NEXT REVIEW	2
8. VERSION CONTROL	3

1. POLICY STATEMENT

The purpose of this policy is to provide guidelines for South Burnett Regional Council ('Council') representatives to ensure any activity associated with the management of magpie behaviour is responsible and complies with legislation.

2. SCOPE

This policy applies to all Council representatives.

3. GENERAL INFORMATION

3.1. Preventing an injury from a Swooping Magpie

Council representatives are to advise customers of steps a person can take when confronted with a swooping magpie, including:

- wear a broad-brimmed hat and sunglasses or shelter under an umbrella to protect a person's face from swooping magpies;
- painting or sticking large 'eyes' on the back of a person's hat can deter magpies (limited effectiveness for cyclists);
- attaching zip ties or tie strips of bird tape to bike helmets;
- if a magpie swoops while a person is cycling, it may stop swooping if the person dismounts their bike and walks to remove themselves from the vicinity of the swooping magpie;
- avoid defence zones by taking alternative routes during the breeding season;
- if a person must enter a defence zone, magpies will likely be less inclined to swoop if they are watched constantly, or if people walk in a close group;
- reporting defence zones to Council so appropriate signage to warn others of the location of nests and defence zones can be erected, particularly in areas used by vulnerable persons such as children and the elderly;
- waving sticks or umbrellas in the air or attaching a brightly coloured flag on a long pole to your bicycle can divert magpies from swooping;
- it is not recommended to fight back if a magpie swoops. Throwing sticks and stones or yelling at a magpie are likely to make it more aggressive next time a person enters a defence zone;

- never approach a young magpie. Fledglings that have just left the nest or have fallen out are likely to be under the watchful eye of a magpie parent. If a person picks them up or gets too close the magpie parent may think a person is a possible predator and become defensive in the future; and
- parental supervision of children whilst in a known magpie defence zone and preventing them from inadvertently antagonising magpies.

3.2. Swooping Magpie Signage

Council encourages customers to report the location of swooping magpies so appropriate signage can be erected at the entry to a defence zone.

3.3. Removal of Aggressive Magpies

Council will investigate the removal of aggressive magpies that cause injury or harm to people while on Council controlled land.

Council will engage a licenced bird relocater to undertake the relocation of identified magpies causing injury or harm during the nesting season. Council will not respond/remove individual birds in the first instance and will compile a master list to ensure there are sufficient magpies requiring relocation to warrant engagement of a bird relocater.

Council may secure the services of a licensed bird relocater but will not be able to provide a specific time period for removal to customers. Relocation will be subject to the availability of a licenced bird relocater, budget allocations, and other mitigating factors such as number of reported incidents, weather conditions and the like.

If aggressive magpies are nesting or swooping on private property, the customer may engage a licenced bird relocater at their own expense.

4. DEFINITIONS

Australian Magpie means a medium-sized black and white passerine bird native to Australia and southern New Guinea. Although once considered to be three separate species, it is now considered to be one, with nine recognised subspecies.

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

Defence Zone means a zone where a magpie is swooping persons moving through the zone.

Nesting Season means the period between July and November each calendar year.

5. LEGISLATIVE REFERENCE

Nature Conservation Act 1992 (Qld)

6. RELATED DOCUMENTS

Queensland Government – Guideline - relocating problem magpies

Queensland Government – Swooping Magpies Flyer

South Burnett Regional Council Living with Magpies Factsheet

7. NEXT REVIEW

As prescribed by legalisation or July 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	24 November 2021	2840969
2	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2840969
3	Review of policy		2840969

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date:

12.4 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL DISCOVERY, HANDLING AND MANAGEMENT OF HUMAN REMAINS POLICY - STATUTORY016

File Number: 17-Jul-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Discovery, Handling and Management of Human Remains Policy – Statutory016.

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to provide Council representatives with the discovery, handling and management of human remains within the South Burnett Region. ('region').

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Discovery, Handling and Management of Human Remains Policy – Statutory016 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 Discovery, Handling and Management of Human Remains Policy – Statutory016 has been reviewed by Community & Lifestyle and Corporate Governance and Strategy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

- Aboriginal Cultural Heritage Act 2003 (Qld)*
- Criminal Code Act 1899 (Qld)*
- Coroners Act 2003 (Qld)*
- Local Government Act 2009*

Torres Strait Islander Cultural Heritage Act 2003 (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 adopt a policy framework to guide Council representatives with the discovery, handling and management of human remains within the South Burnett Region.

ATTACHMENTS

1. **South Burnett Regional Council Discovery, Handling and Management of Human Remains Policy - Statutory016** [↓](#) 



POLICY CATEGORY - NUMBER: Statutory016
POLICY OWNER: Community & Lifestyle

ECM ID: 2734685
ADOPTED: 17 July 2024

Discovery, Handling and Management of Human Remains 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.**

Table of Contents

1. POLICY STATEMENT	1
2. SCOPE	1
3. GENERAL INFORMATION	1
4. DEFINITIONS	2
5. LEGISLATIVE REFERENCE	2
6. RELATED DOCUMENTS.....	2
7. NEXT REVIEW	2
8. VERSION CONTROL	2

1. POLICY STATEMENT

South Burnett Regional Council ('Council') has developed this policy to guide Council representatives with the discovery, handling and management of human remains within the South Burnett region ('region').

2. SCOPE

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

3. GENERAL INFORMATION

This policy recognises that human remains have social, cultural, and spiritual significance attached to them and therefore must be handled with respect.

This policy has been developed under the provisions of the *Aboriginal Cultural Heritage Act 2003*, the *Torres Strait Islander Cultural Heritage Act 2003*, *Criminal Code Act 1899*, and the *Coroners Act 2003*.

3.1. Guiding Principles

The guiding principles of this policy are that:

- Council representatives will treat each discovery of human remains with respect and dignity;
- human remains are not to be disturbed;
- the QPS is contacted in all discoveries; and
- all relevant legislation is adhered to by Council representatives at all times when discovering, handling and managing human remains.

On discovery of human remains the flowchart detailed in Appendix A is to be adhered to.

3.2. Desired Outcomes

This policy has a number of desired outcomes:

- while natural or human processes can inadvertently expose human remains, including Aboriginal or Torres Strait Islander human remains, all attempts will be made to limit further disturbance;
- if further investigation and disturbance is required, procedures are in place for the proper handling of such remains;

- all such procedures are sensitive to the wishes of the Aboriginal or Torres Strait Islander owners of the remains or any other person with links to the remains; and
- that Aboriginal or Torres Strait Islanders who have traditional or familial links with human remains are able to claim ownership of those remains.

4. DEFINITIONS

Coroner means an official who is responsible for examining the reasons for a person’s death.

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

Human Remains means the body or part of the body of a deceased person.

QPS means Queensland Police Service.

5. LEGISLATIVE REFERENCE

Aboriginal Cultural Heritage Act 2003 (Qld)

Criminal Code Act 1899 (Qld)

Coroners Act 2003 (Qld)

Local Government Act 2009 (Qld)

Torres Strait Islander Cultural Heritage Act 2003 (Qld)

6. RELATED DOCUMENTS

Department of Aboriginal and Torres Strait Islander Partnerships Guidelines for the Discovery, Handling and Management of Human Remains South Burnett Regional Council Psychological Health, Safety and Wellbeing Procedure – Procedure135

7. NEXT REVIEW

As prescribed by legislation or July 2026

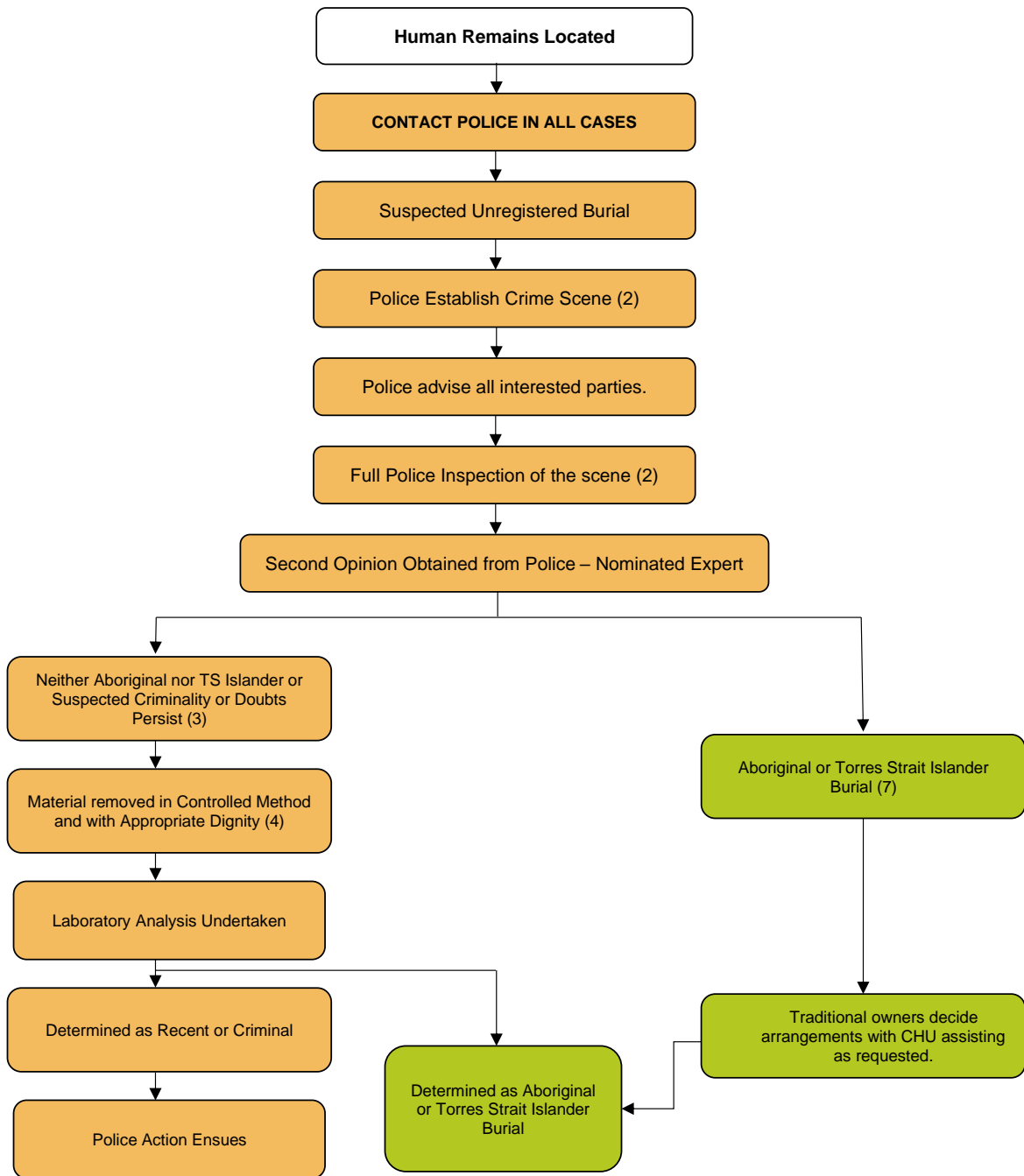
8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	25 March 2009	504121
2	Review of Policy	25 November 2020	2734685
3	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2734685
4	Administrative amendment – organisational review – resolution 2022/432	27 April 2022	2734685
5	Review of Policy	17 July 2024	2734685

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 17 July 2024

Appendix A



Reference: Guidelines for the Discovery, Handling and Management of Human Remains (Department of Aboriginal and Torres Strait Islander Partnerships, Queensland Government)

12.5 ADOPTION OF THE SOUTH BURNETT REGIONAL COUNCIL EXPENSES REIMBURSEMENT FOR COUNCILLORS POLICY - STATUTORY002

File Number: 17-Jul-2024
Author: Coordinator Corporate
Authoriser: Chief Executive Officer

PRECIS

Adoption of the South Burnett Regional Council Expenses Reimbursement for Councillors Policy – Statutory002.

SUMMARY

South Burnett Regional Council ('Council') has developed this policy to provide a framework to ensure reimbursement of expenses incurred by Councillors and facilities provided to Councillors are consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.

OFFICER'S RECOMMENDATION

That the South Burnett Regional Council Expenses Reimbursement for Councillors Policy – Statutory002 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 2024/2025	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 Expenses Reimbursement for Councillors Policy – Statutory002 has been reviewed by Councillors, Executive Services and Corporate Governance and Strategy.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Local Government Act 2009
Local Government Regulation 2012
Income Tax Assessment Act 1997

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 adopt a policy framework to ensure reimbursement of expenses incurred by Councillors and facilities provided to Councillors are consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009*. The policy does not provide for Councillor remuneration as in accordance with the determination of the Local Government Remuneration Commission.

ATTACHMENTS

- 1. Expenses Reimbursement for Councillors Policy - Statutory002 [↓](#) 



POLICY CATEGORY - NUMBER: Statutory002
POLICY OWNER: Executive Services
ECM ID: 2700021
ADOPTED: 17 July 2024

Expenses Reimbursement for Councillors 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.**

Table of Contents

- 1. POLICY STATEMENT 1
- 2. SCOPE 1
- 3. GENERAL INFORMATION 1
- 4. DEFINITIONS 4
- 5. LEGISLATIVE REFERENCE 5
- 6. RELATED DOCUMENTS 5
- 7. NEXT REVIEW 5
- 8. VERSION CONTROL 5

1. POLICY STATEMENT

This policy provides a framework to ensure that South Burnett Regional Council ('Council') reimbursement of expenses incurred by Councillors ('Councillors') and facilities provided to Councillors are consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009* ('Act').

Additional principles that underpin this policy are:

- the use of public monies in the public interest by responsible budgeting and accounting.
- fair and reasonable allocation of Council resources in the form of allowances, facilities, and other benefits, to enable all Councillors to conduct the duties of their office.
- accountability for expenditure and use of facilities through full justification and acquittal.

2. SCOPE

This policy applies to Councillors of South Burnett Regional Council.

This policy does not provide for Councillor remuneration as in accordance with the determination of the Local Government Remuneration Commission.

3. GENERAL INFORMATION

3.1. Payment of Expenses

Council will pay for/reimburse expenses incurred for:

- mandatory professional development; and
- discretionary professional development deemed essential for the Councillor's role and approved by Council.

3.2. Corporate Uniform

Council will make available a professional Corporate Uniform allowance of \$330 per annum (exclusive of GST).

3.3. Legal Assistance and Insurance Cover

Council shall pay any reasonable expenses of Council associated with the informal resolution or investigation of suspected conduct breach of a Councillor including any costs of:

- a mediator and/or investigator engaged under Council's Councillor Conduct Complaints Investigation Policy;

- seeking legal advice; or
- engaging an expert.

The provision of legal assistance/payment of legal costs incurred by a Councillor shall be provided subject to prior approval being granted by the Chief Executive Officer ('CEO') and endorsed by resolution of Council. Where it has been found that the Councillor has acted dishonestly or neglectfully or breached the provisions of the Act, the Councillor will, by resolution of Council, reimburse Council with all associated costs incurred by the Councillor.

Councillors will be covered under Council insurance policies while discharging civic duties. Insurance cover will be provided for public liability, professional indemnity, Councillor's liability, personal accident and/or workers' compensation, international and domestic travel insurance.

3.4. Travel as required to represent Council

Council may reimburse local and in some cases interstate and overseas travel expenses (for example flights, car hire or mileage, parking, accommodation, meals, and associated registration fees) deemed necessary to achieve the business of Council where:

- a Councillor is an official representative of Council; and
- the activity/event and travel have been endorsed by resolution of Council.

Councillors are to travel via the most direct route, using the most economical and efficient mode of transport. Council will pay for reasonable expenses incurred for overnight accommodation when a Councillor is required to stay outside the South Burnett region.

Any fines incurred while travelling in Council owned vehicles or privately owned vehicles when attending Council business, will be the responsibility of the Councillor (driving or in charge of the motor vehicle) incurring the fine.

3.5. Travel Bookings

All Councillor travel approved by Council will be booked and paid for by Executive Services. Economy class is to be used where possible. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business. Travel costs cannot be used to offset other unapproved expenses (for example cost of partner or spouse accompanying the Councillor).

3.6. Travel Transfer Costs

All travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed, (for example, trains, taxis, road tolls, buses, and ferry fares). Cab charge vouchers may also be used if approved by the CEO where Councillors are required to undertake duties relating to the business of Council.

3.7. Accommodation

All Councillor accommodation for Council business will be booked and paid for by Council. Council will pay for the most economical accommodation available. Where possible, the minimum standards for Councillors' accommodation should be three (3) star rating. Where particular accommodation is recommended by conference organisers, Council will take advantage of the package that is the most economical and convenient to the event.

3.8. Meals

Council will reimburse costs of meals for a Councillor when:

- the Councillor incurs the cost personally and can produce original documents sufficient to verify the actual meal cost; and
- the meal was not provided within the registration costs of the approved activity/event; or during a funded flight.

The following (incl. GST) are reasonable for reimbursement by Council:

- Breakfast \$17.50
- Lunch \$25.00
- Dinner \$50.00

This policy notes that these fees are a guide, Capital city costs may vary and will be considered on a case-by-case basis.

Alcoholic beverages will not be reimbursed under this policy. Snacks/drinks purchased outside of meal allowance will not be reimbursed under this policy.

Should the cost be for a greater value than those listed above, and the cost is deemed reasonable by the CEO, then reimbursement for the full cost may be provided.

3.9. Responsibility

Councillors accept full responsibility for the accuracy of each claim. Failure to comply with this policy, falsifying claims or the misuse of facilities may represent official misconduct and be referred to the Independent Assessor or Crime and Corruption Commission.

3.10. Facilities

All facilities provided to Councillors remain the property of Council and must be returned when a Councillor's term expires, or they cease in their role.

3.11. Private Use of Council Owned Facilities

Based on the principle that no private benefit is to be gained, the facilities provided to Councillors by Council are to be used only for Council business unless prior approval has been granted by resolution of Council. The Council resolution authorising private use of Council owned facilities will set out the terms under which the Councillors will reimburse Council for the percentage of private use. This would apply to Council vehicles and mobile telecommunication devices.

Councillors will be provided facilities as detailed which have been based on the principle that no private benefit is to be gained from the facilities provided.

3.12. Administrative Tools

Administrative tools will be provided to Councillors as required to assist Councillors in their role. Administrative tools include:

- designated office space (where space is available within a Council facility);
- access to meeting rooms;
- computer including internet access and wireless remote access where appropriate;
- stationery;
- access to photocopiers, scanners and printers;
- copies of publications; and
- use of Council landline telephones and internet in Council offices.

Administration support will be provided to the Mayor with limited administration support provided to Councillors with approval from the CEO.

3.13. Maintenance costs of Council owned equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council owned equipment that is supplied to Councillors for official business use. This includes the replacement of any facilities, which fall under Council's asset replacement program.

3.14. Name Badge & Personal Protective Equipment for Councillors

Council will provide Councillors with an Identification Card and name badge/s. Councillors will be provided the necessary personal protective equipment for use on official business when needed (for example safety helmet, vest and safety boots). Councillors are expected to observe the appropriate Work Health and Safety policies and procedures while at any workplace.

3.15. Telecommunication Needs - Mobile Devices

Mobile telecommunications devices owned by Council will be provided to Councillors for official Council business. "Bring Your Own" devices requests will be approved upon application to the CEO on a case by case basis.

3.16. Contribution to Councillors Telephone Costs

Council will contribute up to \$1,000 per annum to Councillors to offset the cost of mobile telephone costs and will be reimbursed on the production of appropriate invoices/tax receipts. For Councillors supplied mobile telephone, Council will pay the monthly account to a maximum of \$1,000.

3.17. Vehicle Fuel and Operation Costs

Councillors may have access to a Council vehicle from within the fleet for official business where available and/or as approved by the CEO.

Option 1 – kilometric allowance:

Councillors may travel using their own private vehicle for business purposes and claim a kilometric allowance substantiated by logbook details. The amount to be reimbursed will be based on the ATO cents per km rate for car travel as published on the ATO website. Councillors wishing to claim the kilometre allowance must submit properly completed logbook records in accordance with fortnightly payroll closing dates. Late claims will not be accepted. Councillors must retain original logbook records for a minimum of five (5) years.

Option 2 – weekly allowance:

A weekly amount will be paid to each Councillor covering the cost of fuel and fair wear and tear on the private vehicle of the Councillor as follows:

- Division One (1) - \$150.00
- Division Three (3) and Division (4) - \$100
- Division Two (2), Five (5) and Six (6) - \$250.00

At the beginning of each financial year a Councillor will need to advise which option they wish to enter into. This decision will be reviewed annually for each Councillor. If no advice is received the default payment method will be by a claimable kilometric allowance.

3.18. Car Parking Amenities

Council will reimburse Councillors for parking costs paid by Councillors while attending to official Council business.

3.19. Limit

Council may by resolution reduce or limit benefits receivable under this policy.

4. DEFINITIONS

Council business means official business conducted on behalf of Council, where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council, for example official Council meetings, Councillor forums and workshops, committees/boards as Council's official representative, scheduled meetings relating to portfolios or Council appointments.

Council business should result in a benefit being achieved either for the local government and/or the local government area Council business includes:

- preparing for, attending, and participating in Council meetings, committee meetings, Councillor information sessions and approved workshops, strategic briefings, and deputations; or
- meetings arranged through official Council channels (i.e. documented in official records or diary) for the purpose of conducting bona fide discussions relating to Council business; or
- seminars and conferences where Councillors are required to either deliver a paper and/or attend as a delegate of Council as per resolution or by Mayoral approval; or
- approved professional development opportunities; or
- official functions organised by or on behalf of the local government;
- public meetings and other community events within the region such as presentation dinners, meetings with community groups, fetes, and carnivals; or
- as an official Council representative as per resolution or with the prior approval of the Mayor; or

- attendance at civic functions and ceremonies on behalf of the Mayor as delegated by the Mayor; or
- attendance at events for the purpose of gathering of information by a Councillor necessary to inform them of a matter of interest to Council or which properly falls within the responsibility of Council or in relation to the Councillor's portfolio; or
- other business as resolved by Council.

The following are not regarded as council business by the attendance or participation as a community member:

- attending or participating in a community event, community group including service clubs, or being a representative on a committee or board;
- attendance at fundraising events;
- attendance at events organised by political parties.

Councillors means a Councillor of a local government, includes the Mayor.

Expenses means costs reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge. Expenses are not included as remuneration.

Facilities means the facilities deemed necessary to assist Councillors in their role.

Reasonable means Council must make sound judgements and consider what is prudent, responsible, and acceptable to the community when determining reasonable levels of facilities and expenditure.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Income Tax Assessment Act 1997 (Cth)

6. RELATED DOCUMENTS

Code of Conduct for Councillors in Queensland

South Burnett Regional Council Councillor Conduct Complaints Investigation Policy – Statutory028

South Burnett Regional Council Councillor Mileage Reimbursement Claim Form

7. NEXT REVIEW

As prescribed by legislation or July 2026

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Policy adopted	27 May 2009	413575
2	Revision of policy	16 May 2012	1017658
3	Revision of policy	27 August 2014	1340194
4	Revision of policy	7 April 2016	1590418
5	Revision of policy	15 March 2017	2328554
6	Revision of policy	13 June 2018	2511754
7	Legislation amendments	12 December 2018	2556645
8	Local Government Quadrennial Election	29 April 2020	2681184
9	Revision of policy	1 July 2020	2700021
10	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch as per Council Resolution 2021/296	24 March 2021	2700021
11	Review of policy – Resolution 2021/46	28 July 2021	2700021
12	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2700021
13	Review of policy	13 December 2023	2700021
14	Review of policy	17 July 2024	2700021

Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 17 July 2024

12.6 MONTHLY FINANCIAL INFORMATION

File Number: 17.07.2024
Author: Manager Finance & Sustainability
Authoriser: Chief Executive Officer

PRECIS

Preliminary Monthly financial report as at 30th June 2024.

SUMMARY

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

OFFICER'S RECOMMENDATION

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

FINANCIAL AND RESOURCE IMPLICATIONS

Tracking actual revenue and expenditure compared to expected position as adopted by Council on the 10th July 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;
2. Right to life;
3. Protection from torture and cruel, inhuman or degrading treatment;
4. Freedom from forced work;
5. Freedom of movement;
13. Cultural rights—generally;
14. Cultural rights—Aboriginal peoples and Torres Strait Islander peoples;
15. Right to liberty and security of person;
16. Humane treatment when deprived of liberty;
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 expected position reflects the best estimate on where the 2023/2024 year will land and these figures were adopted at the special Council Meeting on the 10th of July 2024.
- Recurrent Revenue is currently sitting at 98% compared to the expected position and Recurrent Expenditure is sitting at 99%.
- End of year accruals and journals will be processed during July and August in preparation for the financial statements and external audit.
- Council's current cash holdings at the end of June 2024 was \$61.57m with \$30.54m of this currently classed as restricted cash.
- All ratios at the end of June are all within their respective targets.
- Council's capital expenditure program is currently sitting at \$22.44m in actual expenditure which equates to approximately 63.41% of the total expected position (4th Quarter Capital Review). When taking into account committed costs of \$12.04m, the total expended is \$34.48m which represents approximately 97.42% of the expected position.
- The budget for 2024-2025 was adopted at a special budget meeting on the 10th July 2024.

ATTACHMENTS

1. **Monthly Meeting Report June 2024** [↓](#) 
2. **Capital Expenditure Report June 2024** [↓](#) 
3. **Grants Report - June 2024** [↓](#) 



South Burnett Regional Council
Monthly Financial Report
June 2024



Executive Summary

This monthly report is designed to illustrate the interim financial performance and position of South Burnett Regional Council compared to the expected position, at an organisational level, for the period ended 30 June 2024. The meeting reports for June are a modified, shortened version compared to usual due to the year to date figures not being finalised for the 2023/24 year at this point in time.

- The expected position reflects the best estimate on where the 2023/2024 year will land and these figures were adopted at the special Council Meeting on the 10th of July 2024.
- Recurrent Revenue is currently sitting at 98% compared to the expected position and Recurrent Expenditure is sitting at 99%.
- End of year accruals and journals will be processed during July and August in preparation for the financial statements and external audit.
- Council's current cash holdings at the end of June 2024 was \$61.57m with \$30.54m of this currently classed as restricted cash.
- All ratios at the end of June are all within their respective targets.
- Council's capital expenditure program is currently sitting at \$22.44m in actual expenditure which equates to approximately 63.41% of the total expected position (4th Quarter Capital Review). When taking into account committed costs of \$12.04m, the total expended is \$34.48m which represents approximately 97.42% of the expected position.
- The budget for 2024-2025 was adopted at a special budget meeting on the 10th July 2024.

Executive Summary

Contents

1.0	INTERIM STATEMENT OF FINANCIAL PERFORMANCE (INCOME STATEMENT)	2
1.1	REVENUE	3
1.1.1	<i>Rates Levies and Charges</i>	3
1.1.2	<i>Fees and Charges</i>	3
1.1.3	<i>Rental Income</i>	3
1.1.4	<i>Interest Received</i>	3
1.1.5	<i>Sales Revenue</i>	3
1.1.6	<i>Other Income</i>	3
1.1.7	<i>Operational Grants</i>	4
1.1.8	<i>Capital Grants</i>	4
1.2	EXPENDITURE	5
1.2.1	<i>Employee Benefits</i>	5
1.2.2	<i>Materials and Services</i>	5
1.2.3	<i>Finance Costs</i>	5
1.2.4	<i>Depreciation</i>	5
1.2.5	<i>Capital Expense</i>	6
2.0	INTERIM STATEMENT OF FINANCIAL POSITION (BALANCE SHEET)	7
2.1	CURRENT ASSETS.....	8
2.1.1	<i>Cash and Cash Equivalents</i>	8
2.1.2	<i>Trade and Other Receivables</i>	9
2.1.3	<i>Inventories</i>	12
2.2	NON-CURRENT ASSETS.....	12
2.2.1	<i>Trade and Other Receivables</i>	12
2.2.2	<i>Property, Plant and Equipment</i>	12
2.2.3	<i>Right of Use Assets</i>	12
2.2.4	<i>Intangible Assets</i>	12
2.3	LIABILITIES.....	13
2.3.1	<i>Trade and other Payables</i>	13
2.3.2	<i>Borrowings</i>	13
2.3.3	<i>Lease Liabilities</i>	14
2.3.4	<i>Provisions</i>	14
2.3.5	<i>Other Liabilities</i>	14
3.0	INTERIM CASH FLOW	15
4.0	INTERIM CHANGES IN EQUITY	17
5.0	FINANCIAL RATIOS	18
6.0	LONG TERM FINANCIAL FORECAST	21
6.1	INCOME AND EXPENDITURE STATEMENTS.....	22
6.2	FINANCIAL POSITION	23
6.3	CASH FLOW.....	25
6.4	CHANGES IN EQUITY.....	27
7.0	INVESTMENTS	28
8.0	WORKS FOR QUEENSLAND ROUND 4 (W4Q4)	28
9.0	RATES UPDATE	29
10.0	GRANTS REPORT	30

1.0 Interim Statement of Financial Performance (Income Statement)

Statement of Comprehensive Income

as at 30 June 2024
100% of Year Complete

	2024	Original Budget	Amended Budget	Expected Position	Variance
	\$	\$	\$	\$	%
Income					
Revenue					
Recurrent Revenue					
Rates, Levies and Charges	58,502,637	57,018,206	57,879,472	58,468,759	100%
Fees and Charges	6,406,029	5,276,904	5,587,401	6,448,151	99%
Rental Income	592,430	459,715	518,603	592,841	100%
Interest Received	3,484,610	1,975,000	2,960,000	3,390,481	103%
Sales Revenue	6,654,345	6,835,007	7,049,000	7,508,895	89%
Other Income	1,286,682	1,179,323	1,168,162	1,408,343	91%
Grants, Subsidies, Contributions and Donations	20,891,130	8,546,353	25,153,080	22,467,494	93%
	<u>97,817,864</u>	<u>81,290,508</u>	<u>100,315,718</u>	<u>100,284,965</u>	<u>98%</u>
Capital Revenue					
Grants, Subsidies, Contribution and Donations	12,789,049	9,471,224	12,756,515	10,535,889	121%
	<u>110,606,912</u>	<u>90,761,732</u>	<u>113,072,233</u>	<u>110,820,854</u>	<u>100%</u>
Expenses					
Recurrent Expenses					
Employee Benefits	29,252,438	27,612,019	29,036,895	29,399,712	99%
Materials and Services	54,417,983	31,759,777	48,670,540	56,469,058	96%
Finance Costs	1,752,466	1,734,655	1,734,654	1,143,758	153%
Depreciation and Amortisation	24,201,781	23,673,214	24,256,028	24,126,917	100%
	<u>109,624,669</u>	<u>84,779,665</u>	<u>103,698,118</u>	<u>111,139,445</u>	<u>99%</u>
Capital Expense					
	4,455,360	(415,000)	(415,000)	4,420,402	101%
	<u>114,080,028</u>	<u>84,364,665</u>	<u>103,283,118</u>	<u>115,559,846</u>	<u>99%</u>
Total Expense					
	<u>(3,473,116)</u>	<u>6,397,067</u>	<u>9,789,115</u>	<u>(4,738,992)</u>	
Net Result					
	<u>(11,806,805)</u>	<u>(3,489,157)</u>	<u>(3,382,400)</u>	<u>(10,854,480)</u>	
Net Operating Result					

1.1 Revenue

1.1.1 Rates Levies and Charges

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

As at 30 June 2024, rates, levies and charges are tracking at 100% as both rates levies have now been issued for the financial year.

1.1.2 Fees and Charges

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

As of 30 June 2024, fees and charges are tracking below target at 99%. June accruals for waste disposal are still to be completed.

1.1.3 Rental Income

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

As of 30 June 2024, rental income is tracking at 100%. Lease prepayments and June rental accruals are yet to be completed.

1.1.4 Interest Received

Interest revenue includes interest on investments and rate arrears. As of 30 June 2024, interest received is tracking above target at 103%. There are some journals still to be completed which will reduce the interest on overdue rates.

1.1.5 Sales Revenue

Sales revenue is income received from undertaking work for Main Roads, private works and recoverable works conducted by the Soil Laboratory. As of 30 June 2024, sales revenue is tracking below target at 89%.

Claims of approximately \$863k were in progress at the end of June 2024 and will be accrued back into June 2024 as part of the end of year adjustments.

1.1.6 Other Income

Other income is sundry income derived from all other sources.

As of 30 June 2024, other income is tracking below target at 91%. Reasons surrounding this can be found below.

- Scrap steel which was picked up in the last few months of the 2023/2024 year will have the income accrued back as the invoice/payment wasn't received prior to 30th June 2024.

1.1.7 Operational Grants

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

As of 30 June 2024, operating grants are tracking below target at 93% due end of year contract asset and liability journals not having been performed as yet. Approximately \$18.81m of the monies received so far this year relates to funding from Queensland Reconstruction Authority (QRA) for expenditure incurred due to weather events.

Council received 85% of the 2024-2025 Financial Assistance Grant in the first few days of July rather than in the 2023-2024 year. This caused a negative impact on the operating deficit of approximately \$6.8m which was taken into account in the expected position figures.

1.1.8 Capital Grants

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

As of 30 June 2024, capital grants are tracking above target at 121% however contract asset and contract liability reconciliations still need to be performed for the end of financial year which will have an impact on these figures.

1.2 Expenditure

1.2.1 Employee Benefits

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

As of 30 June 2024, employee benefits are tracking slightly below target at 99%. Final provision calculations and end of year reconciliations are yet to be performed.

1.2.2 Materials and Services

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

As of 30 June 2024, materials and services are tracking below target at 96%. This will change as creditor accruals and prepayments are taken into account.

- Various monthly invoices including electricity, water usage and waste collection charges will need to be accrued back into the 2023/2024 year.

1.2.3 Finance Costs

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

As of 30 June 2024, finance costs are tracking above target at 153%. End of year adjustments for the landfill and quarry provisions still need to be completed and it is expected that this will have a favourable impact on the figures due to the change in discount rates in the modelling. This favourable impact has been included in the expected position figures. Final movements for the provision of doubtful debts still need to be completed.

1.2.4 Depreciation

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

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

As of 30 June 2024, depreciation expense was on target at 100%. Only minor adjustments to the right of use asset will need to be performed.

Work in progress balance as at 30 June 2024 is \$16.05m, made up of the asset classes listed below.

<i>Asset Class</i>	<i>Opening Balance</i>	<i>Capital Expenditure</i>	<i>Capitalisation</i>	<i>Closing Balance</i>
Plant & Equipment	93,443	27,056	-	120,500
Land	66,069	-	-	66,069
Buildings	2,872,286	520,170	-	3,392,455
Roads	5,220,929	2,530,115	- 81,614	7,669,430
Water	2,616,907	571,531	- 22,642	3,165,797
Wastewater	275,063	375,112	- 60,714	589,461
Fleet	688,791	544,015	- 976,568	256,238
Waste	521,642	275,592	-	797,234
Office/ICT	78,437	100	- 78,537	-
	12,433,567	4,843,691	- 1,220,074	16,057,184

1.2.5 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 \$4.45m as at 30 June 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	- 568,974	- 415,000	- 415,000
Land	- 136,181	-	-
Roads	- 205,000		
DISPOSALS			
Roads	3,204,205	-	-
Fleet	313,561	-	-
Land	528,937	-	-
Buildings	789,394	-	-
Water	149,490	-	-
Wastewater	379,445	-	-
Miscellaneous	482	-	-
	4,455,360	- 415,000	- 415,000

2.0 Interim Statement of Financial Position (Balance Sheet)

Statement of Financial Position
as at 30 June 2024

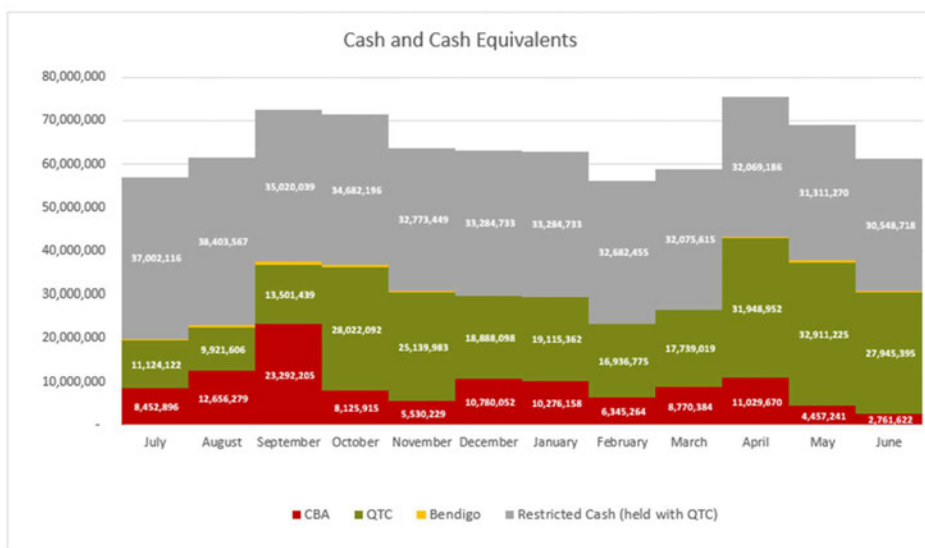
	2024 JUNE	Original Budget	Amended Budget	Expected Position
	\$	\$	\$	\$
Current Assets				
Cash and Cash Equivalents	61,567,396	56,343,950	60,933,424	62,093,389
Trade and Other Receivables	6,600,983	11,936,624	12,372,857	14,612,778
Inventories	904,965	781,347	840,354	904,965
Investments	-	-	-	-
Total Current Assets	69,073,344	69,061,921	74,146,635	77,611,132
Non-Current Assets				
Trade and Other Receivables	543,637	389,495	389,495	305,474
Property, Plant and Equipment	1,057,638,459	1,068,147,535	1,073,659,228	1,090,948,732
Right of Use Asset	695,950	661,125	669,127	707,595
Intangible Assets	6,242,601	6,242,606	6,242,586	6,242,601
Total Non-Current Assets	1,065,120,646	1,075,440,760	1,080,960,436	1,098,204,402
TOTAL ASSETS	1,134,193,991	1,144,502,682	1,155,107,071	1,175,815,534
Current Liabilities				
Trade and Other Payables	10,377,099	10,423,308	15,877,925	13,688,105
Borrowings	3,309,663	3,460,548	3,460,548	3,460,548
Lease Liabilities	20,206	18,439	18,637	20,755
Provisions	4,047,222	3,931,009	3,915,600	3,965,159
Unearned Revenue	-	2,300,754	2,749,085	2,558,685
Other Liabilities	-	1,410,715	1,410,715	1,419,439
Total Current Liabilities	17,754,190	21,544,773	27,432,510	25,112,691
Non-Current Liabilities				
Trade and Other Payables	-	-	-	-
Borrowings	20,530,963	20,335,543	20,335,543	20,377,536
Lease Liabilities	712,723	686,457	694,284	731,100
Provisions	12,495,815	12,444,910	12,161,008	12,021,351
Other Liabilities	4,439,524	1,470,746	2,960,718	3,020,085
Total Non-Current Liabilities	38,179,025	34,937,655	36,151,553	36,150,071
TOTAL LIABILITIES	55,933,214	56,482,428	63,584,063	61,262,762
NET COMMUNITY ASSETS	1,078,260,777	1,088,020,254	1,091,523,008	1,114,552,772
Community Equity				
Retained Surplus/(Deficiency)	438,677,820	448,318,094	450,657,913	436,129,806
Asset Revaluation Surplus	639,582,956	639,702,160	640,865,095	678,422,966
TOTAL COMMUNITY EQUITY	1,078,260,777	1,088,020,254	1,091,523,008	1,114,552,772

2.1 Current Assets

3.1.1 Cash and Cash Equivalents

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

As of 30 June 2024, Council's actual cash and cash equivalents balance was \$61.57m. Journals for receipts in progress are still to be completed. The below table shows the breakup of this balance sheet element (excluding cash drawers).

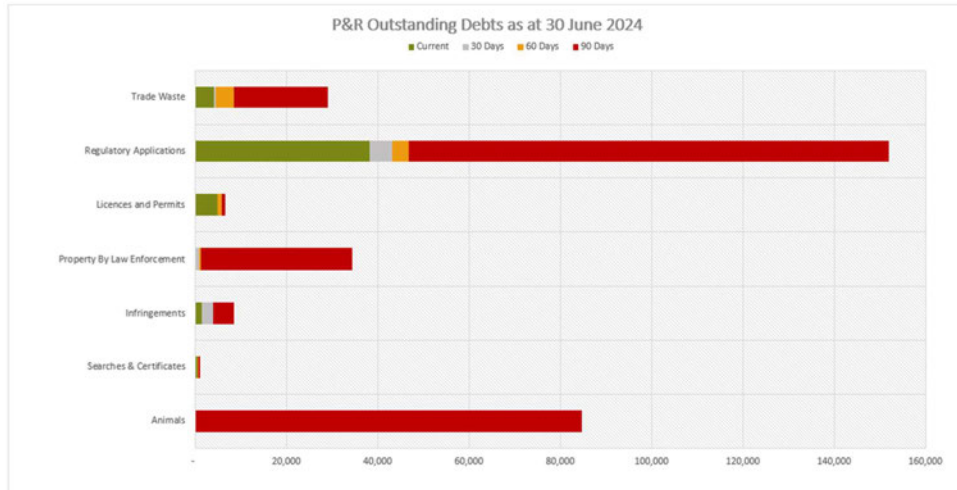


As at the 30 June 2024, the restricted cash balance was \$30.54m. This decreased from last month by \$762k and is made up of decreases in Roads of \$399k, Buildings of \$12k, Waste of \$176k and Water of \$175k. Final reconciliations for restricted cash will be completed once all accruals and adjustments have been performed for end of year.

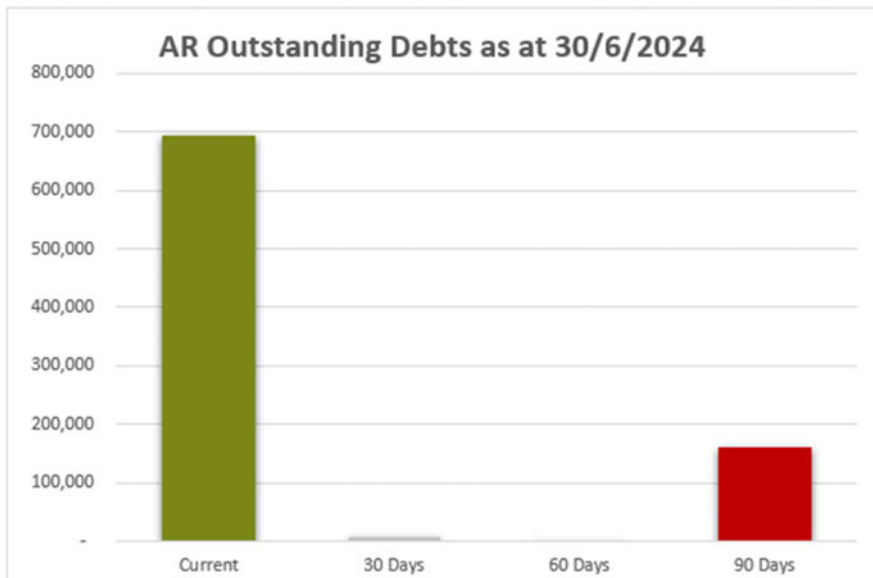
RESTRICTED CASH	May-24	Jun-24	Difference
Recurrent Expenditure	505,164	505,164	-
Future Capital Works			-
Roads	4,927,447	4,528,031	- 399,416
Buildings	3,544,007	3,532,249	- 11,757
Waste	5,959,683	5,783,846	- 175,837
Land	25,322	25,322	-
Plant & ICT	6,197,459	6,197,459	-
Water	3,369,722	3,194,180	- 175,542
Wastewater	4,678,380	4,678,380	-
Unspent - Developer Contributions	1,729,986	1,729,986	-
Unspent - Loan Funds	374,100	374,100	-
Total	31,311,270	30,548,718	- 762,552

2.1.2 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 \$249k and are made up of \$85k in overdue animal registrations, \$81k being actively pursued by Council staff or determination on next steps are being investigated, \$33k can be recovered when properties are sold, and \$50k belong to developer contributions that will be finalised in the future.

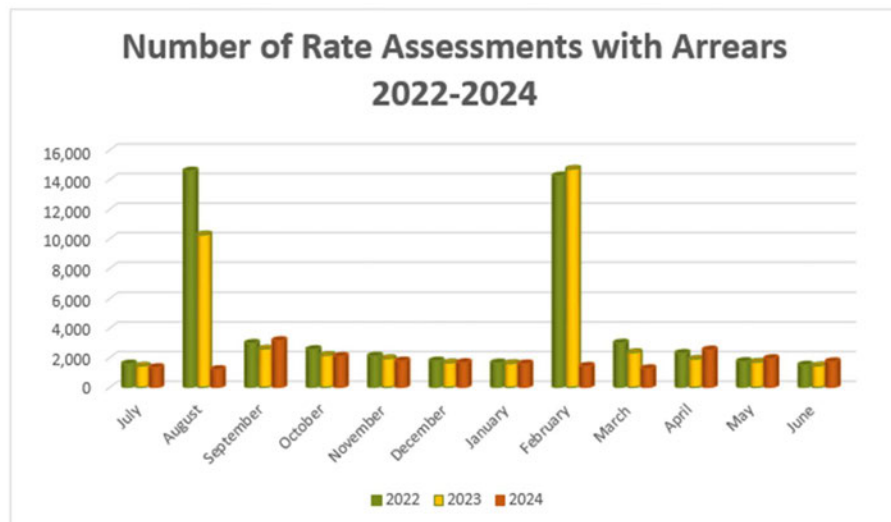
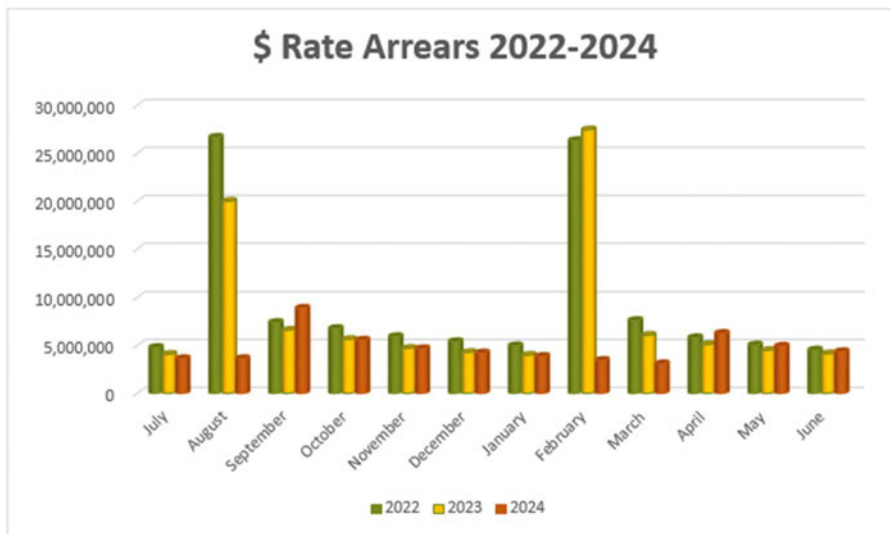


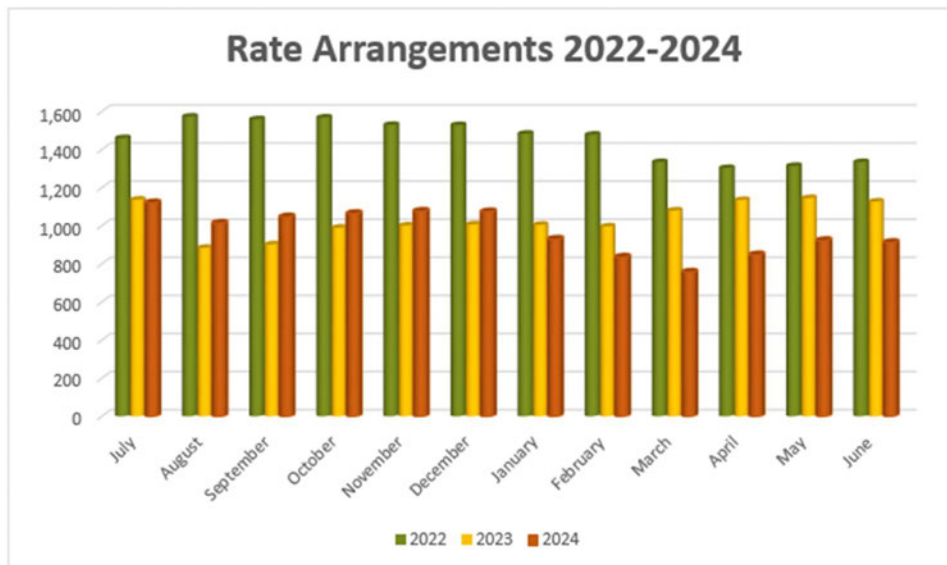
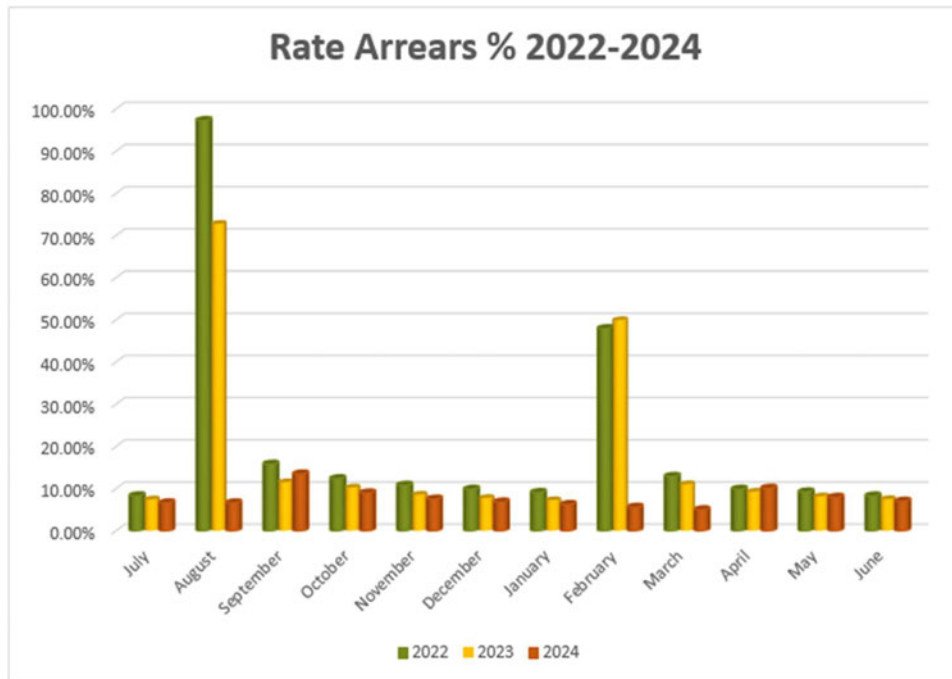
The AR outstanding debts 90+ days is currently \$161k which is 19% of total AR outstanding debts.

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 June 2024 is sitting at \$4.37m or 7.03% which is above the target arrears of 7%. There are currently 912 assessments with rate arrangements in place which accounts for 52.5% 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.





2.1.3 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. A stocktake was undertaken at the end of June 2024.

2.2 Non-Current Assets

2.2.1 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.

2.2.2 Property, Plant and Equipment

The total capital amended budget/expected position is \$35.4m. Actual spent as of 30 June 2024 is \$22.44m, which is tracking below target at 63.41%. Committed costs of \$12m are also identified which takes the actual and committed spend up to 97.42% of the amended budget. Accruals are yet to be completed for the 2023/24 year.

Capital project budget report is attached separately to this document.

2.2.3 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. End of year adjustments are still to be completed.

2.2.4 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.

2.3 Liabilities

2.3.1 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-Jul-2024

Town of Business	Town of Business Description	April 2024 Purchases	May 2024 Purchases	June 2024 Purchases
LOCAL				
	Total Local	2,689,996.05	4,401,803.45	2,299,343.58
OUTSIDE SBRC				
	Cherbourg	504.50	612.25	914.50
	Dalby	1,083.00	109.89	2,894.36
	Neighbouring Council	141,435.81	56,045.00	38,708.27
	Other	2,438,744.11	3,471,747.08	4,204,161.94
	Yarraman	28,407.00	28,197.00	28,197.00
	Total Other	2,610,174.42	3,556,711.22	4,274,876.07
	% Local Purchases	50.75%	55.31%	34.98%

2.3.2 Borrowings

All Council borrowings are with the Queensland Treasury Corporation (QTC). The balance as of 30 June 2024 was \$23,840,626 made up of borrowings in the following departments.

Department	Borrowings
NRM & Parks	\$ 313,309
Finance	\$ 246,934
Property	\$ 270,760
Economic Development	\$ 198,816
Environment & Waste	\$ 485,712
Infrastructure	\$ 8,401,075
Water & Wastewater	\$ 13,924,020
Total	\$ 23,840,626

2.3.3 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.

2.3.4 Provisions

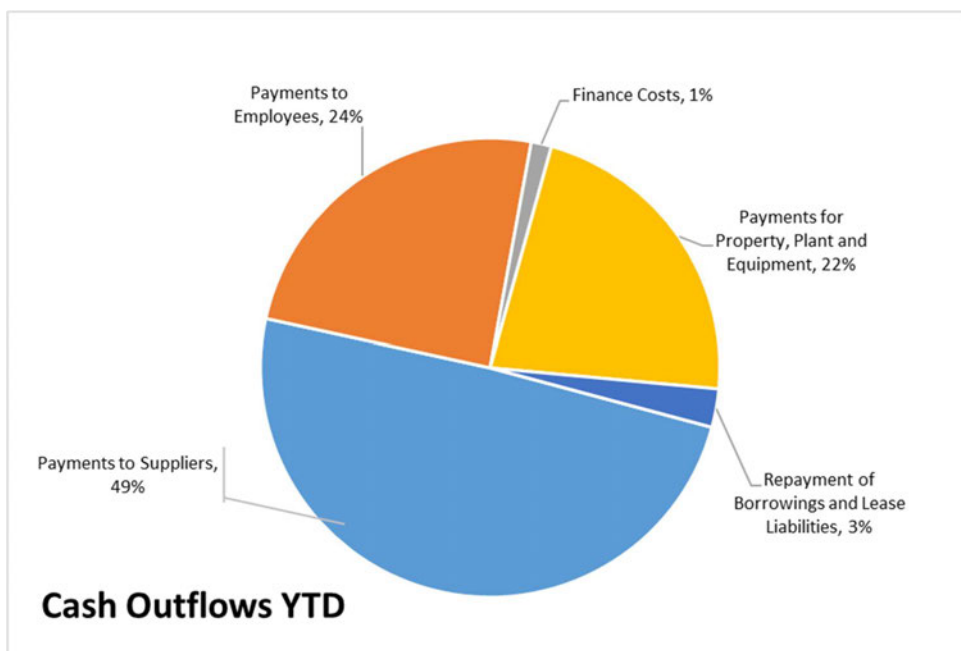
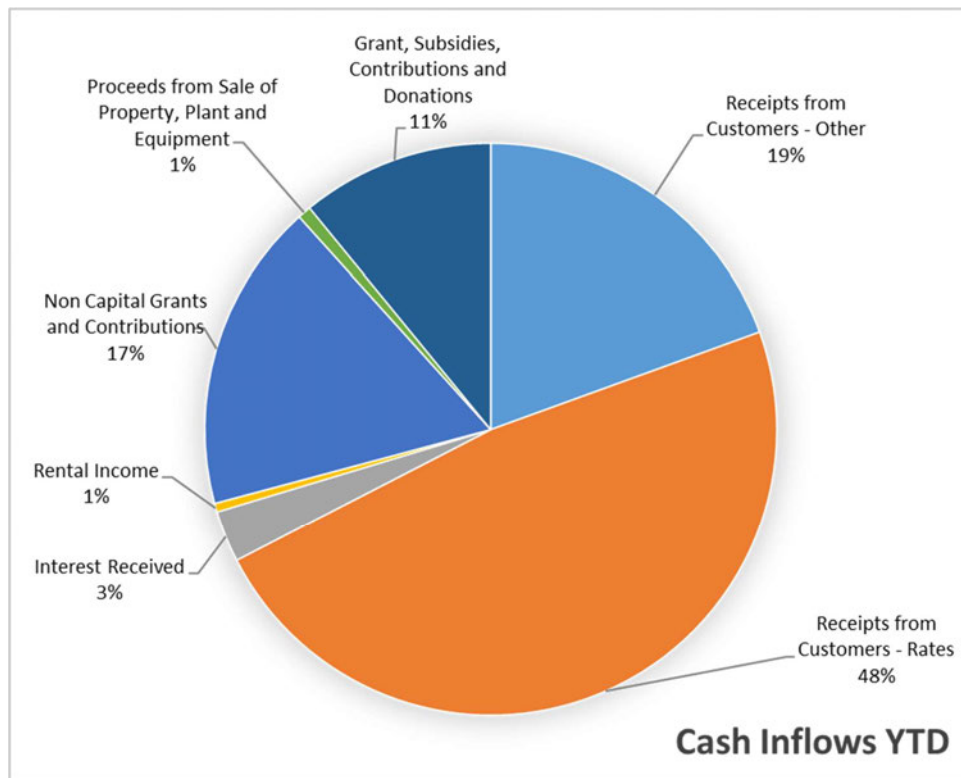
Provisions are made up of landfill and gravel pit expected restoration costs and employee long service leave. Provisions will be impacted by discount rates and end of year calculations which are still to be performed.

2.3.5 Other Liabilities

Other liabilities are made up of the State Waste Levy payment received in advance and prepaid rates. Council received upfront payments to cover the next four financial years' worth of State Waste Levy. An adjustment to the 2026/27 State Waste Levy of \$40,804 was paid in June 2024. The 2027/28 State Waste Levy allocation of \$1,547,060 will be paid to Council in 2024/25.

3.0 Interim Cash Flow

Monthly Cashflow	Mar	Apr	May	June	YTD	YTD vs Expected			
						Original Budget	Amended Budget	Expeted Position	Position %
Cash Flows from Operating Activities									
Receipts from Customers	\$6,118,206	\$2,736,926	\$2,221,324	\$2,410,286	\$80,466,810	\$75,792,130	\$80,062,248	\$82,137,817	98%
Payments to Suppliers and Employees	(\$5,482,869)	(\$7,156,662)	(\$8,427,468)	(\$7,240,396)	(\$90,087,677)	(\$63,333,132)	(\$83,245,882)	(\$95,336,601)	94%
	\$695,337	\$15,580,264	(\$6,206,144)	(\$4,830,110)	(\$9,620,867)	\$12,458,998	(\$3,183,634)	(\$13,198,784)	
Interest Received	\$268,585	\$258,762	\$350,073	\$310,405	\$3,484,610	\$1,975,000	\$2,960,000	\$3,390,481	103%
Rental Income	\$35,760	\$39,990	\$59,610	\$70,848	\$592,430	\$459,715	\$518,603	\$592,841	100%
Non Capital Grants and Contributions	\$1,480,374	\$1,462,950	\$940,791	\$124,422	\$20,871,130	\$8,546,353	\$25,153,080	\$22,467,494	93%
Finance Costs	(\$138,658)	(\$138,500)	(\$155,607)	(\$137,439)	(\$1,752,464)	(\$1,252,196)	(\$1,252,196)	(\$1,272,912)	138%
Net Cash Inflow (Outflow) from Operating Activities	\$2,281,398	\$17,203,466	(\$5,011,277)	(\$4,461,874)	\$13,574,839	\$22,187,869	\$24,195,853	\$11,979,120	113%
Cash Flows from Investing Activities									
Payments for Property, Plant and Equipment	(\$1,103,553)	(\$907,270)	(\$2,540,678)	(\$9,305,711)	(\$27,072,348)	(\$33,353,819)	(\$37,505,815)	(\$22,445,637)	121%
Payments for Intangible Assets	-	-	-	-	-	-	-	-	0%
Advances/(Repayments) of Loans and Advances	-	-	-	-	-	-	-	-	0%
Proceeds from Sale of Property, Plant and Equipment	\$205,000	\$94,500	\$140,909	\$229,091	\$910,154	\$415,000	\$415,000	\$910,154	100%
Grant, Subsidies, Contributions and Donations	\$573,688	\$634,237	\$1,002,609	\$5,685,811	\$13,038,345	\$9,471,224	\$12,756,515	\$10,535,889	124%
Net Cash Inflow (Outflow) from Investing Activities	(\$324,865)	(\$178,533)	(\$1,397,160)	(\$3,390,810)	(\$13,123,848)	(\$23,467,595)	(\$24,334,300)	(\$10,999,594)	119%
Cash Flows from Financing Activities									
Proceeds from Borrowings and Leasing Liabilities	-	-	-	-	-	-	-	-	0%
Repayment of Borrowings and Leasing Liabilities	\$90,736	\$87,809	\$90,736	\$87,809	(\$3,307,121)	(\$3,351,655)	(\$3,351,655)	(\$3,309,663)	100%
Net Cash Inflow (Outflow) from Financing Activities	\$90,736	\$87,809	\$90,736	\$87,809	(\$3,307,121)	(\$3,351,655)	(\$3,351,655)	(\$3,309,663)	100%
Cash and Cash Equivalents at the Beginning of the Period	\$56,489,960	\$58,537,229	\$75,649,972	\$69,332,271	\$64,423,526	\$60,975,332	\$64,423,526	\$64,423,526	
Net Increase (Decrease) in Cash and Cash Equivalents Held	\$2,047,269	\$17,112,743	(\$6,317,701)	(\$7,764,875)	(\$2,856,130)	(\$4,631,382)	(\$3,490,102)	(\$2,330,137)	
Cash and Cash Equivalents at the End of the Period	\$58,537,229	\$75,649,972	\$69,332,271	\$61,567,396	\$61,567,396	\$56,343,950	\$60,933,424	\$62,093,389	
Restricted Cash	\$33,075,615	\$32,069,186	\$31,311,270	\$30,548,718	\$30,548,718				
Cash Available for Use	\$26,461,614	\$43,580,786	\$38,021,001	\$31,018,678	\$31,018,678				
Minimum 3 month operating liquidity					(\$20,076,062)				



4.0 Interim Changes in Equity

	<i>Apr-24</i> \$	<i>May-24</i> \$	<i>Jun-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	453,820,501	446,937,710	442,277,975	442,150,936
Restricted Cash Released	-	-	-	-
Net Result	- 6,882,791	- 4,659,735	- 3,600,154	- 3,473,116
Closing Balance	446,937,710	442,277,975	438,677,820	438,677,820
Total Community Equity	<u>1,086,520,666</u>	<u>1,081,860,931</u>	<u>1,078,260,777</u>	<u>1,078,260,777</u>

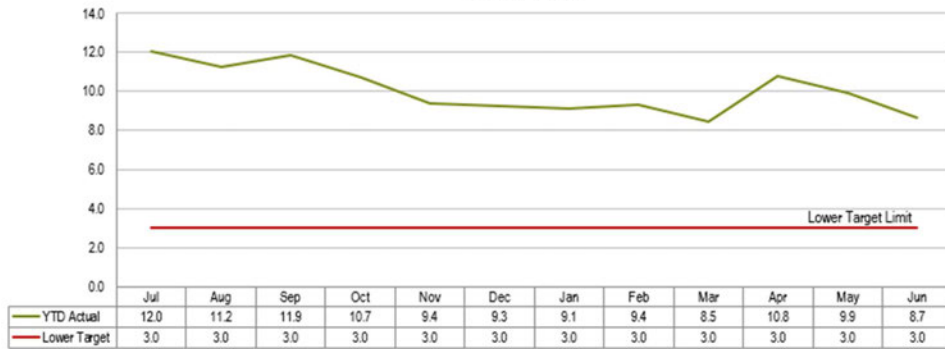
5.0 Financial Ratios

Key Performance Indicators - Monthly Reporting

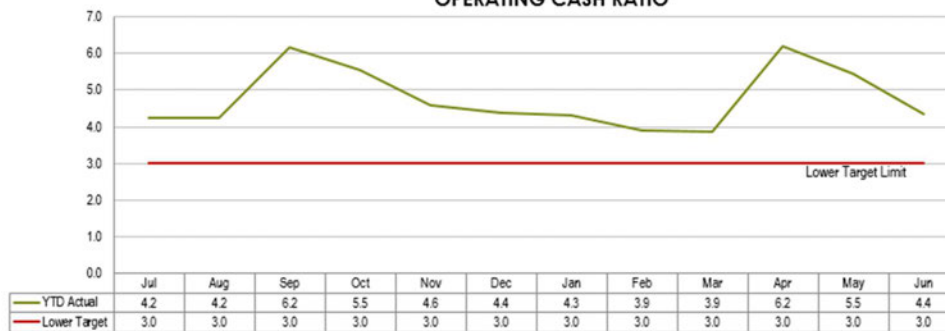
Ratio	Description	Formula	SBRC's Target	Status	Jun-24
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 3 months	✓	8.65
Operating Cash 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	✓	4.36
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	✓	3.89
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 59%	✓	120.53%
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%	✓	4.51%
Cash Balance - \$M	Total Cash that Council held	Cash Held at Period End	Target greater than or equal to \$24M	✓	61.57
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%	✓	2.10%
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%	✓	1.13%

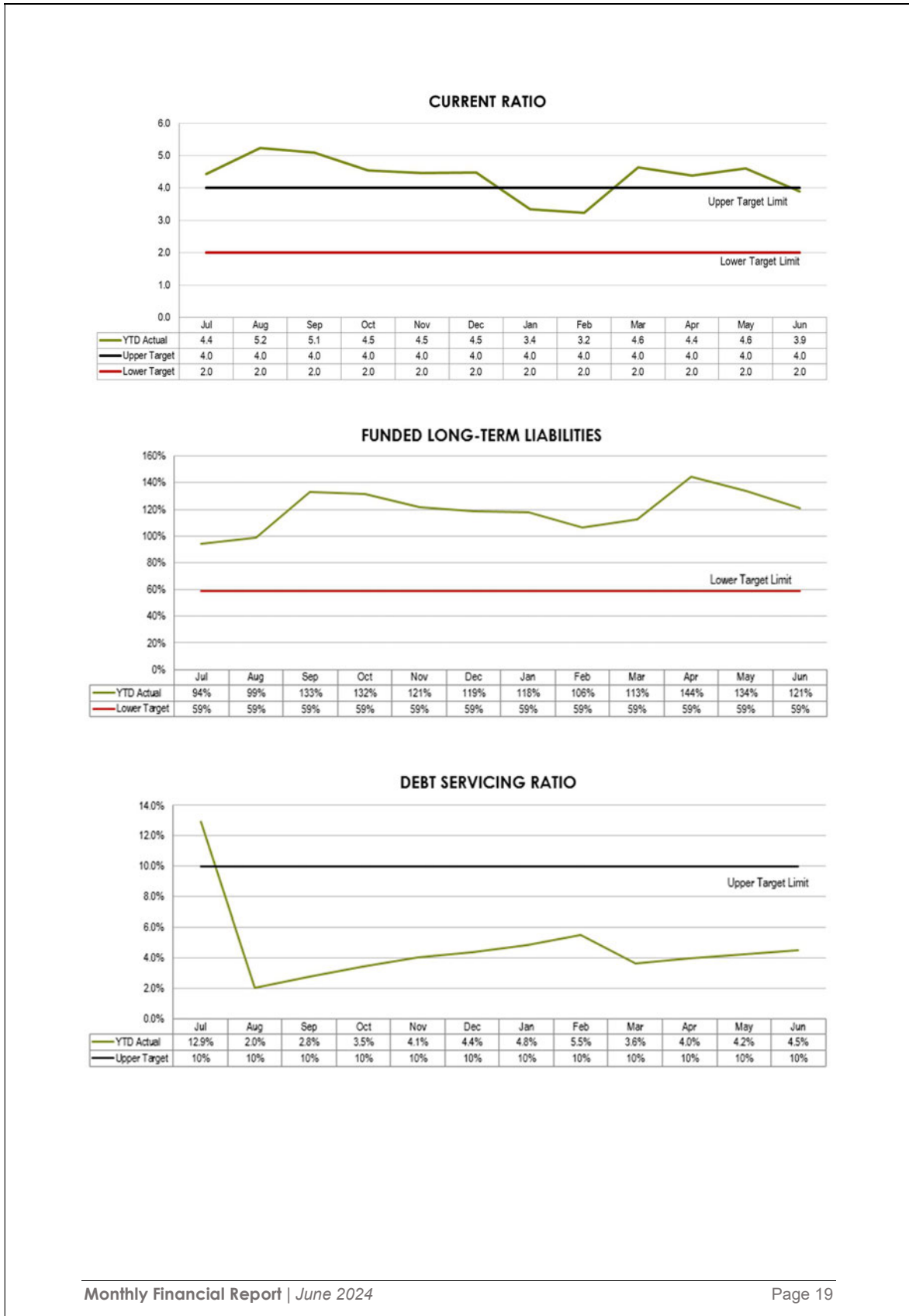
All ratios at the end of June are all within their respective targets.

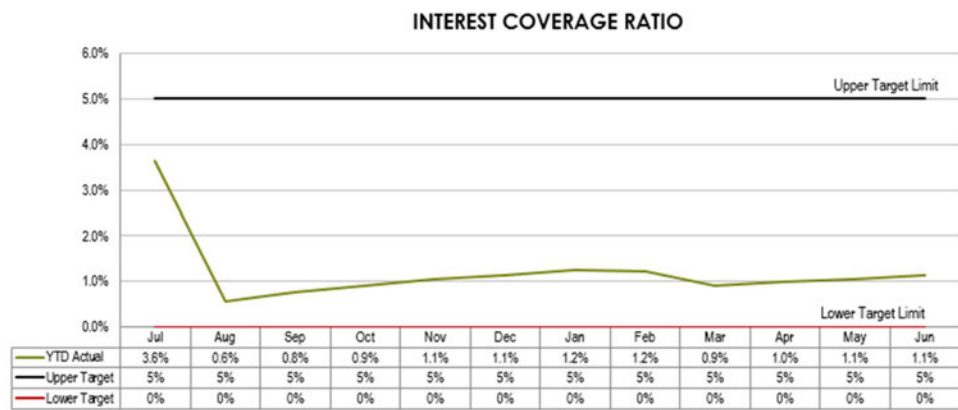
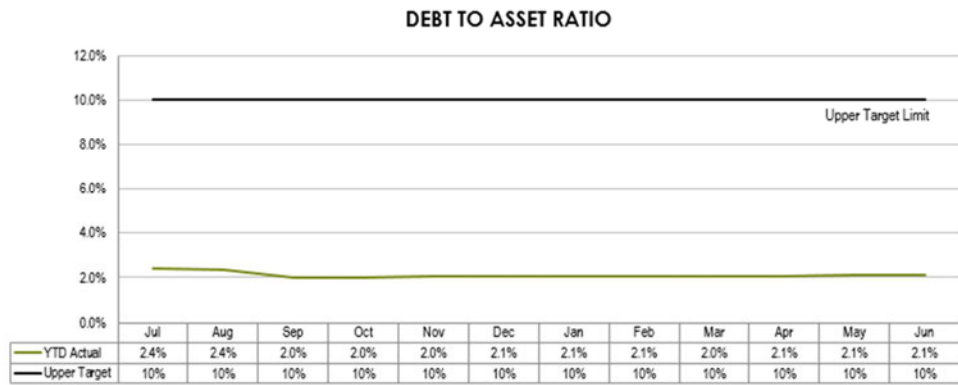
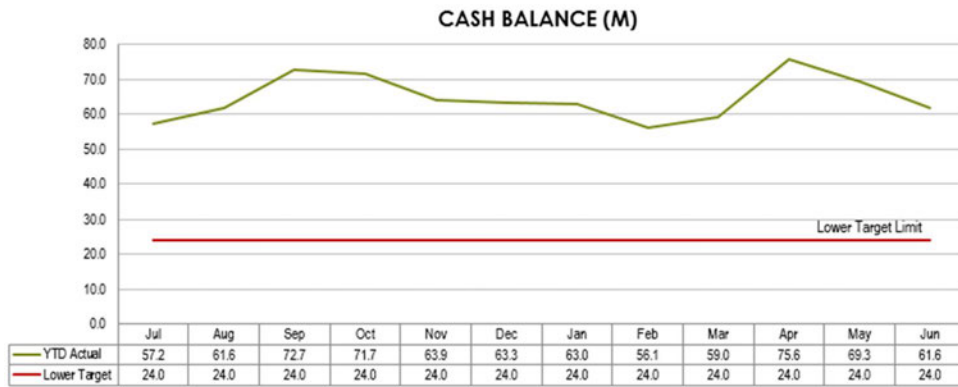
CASH RATIO



OPERATING CASH RATIO







6.0 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.

6.1 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	7,874,816	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>(1,185,463)</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	71,714,740	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>

6.2 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

6.3 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	\$ 59,565,937	\$ 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	-\$ 1,082,245	-\$ 918,406	-\$ 747,567	-\$ 692,837	-\$ 668,596
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	\$ 4,884,705	\$ 10,374,707
Cash and Cash Equivalents at Beginning of Period	\$ 60,296,940	\$ 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

6.4 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

7.0 Investments

Council had \$62.10m held in bank accounts on 30 June 2024. Out of this balance, 94.2% was held with QTC with an end of month interest rate of 4.74%, 5.7% was with Commonwealth Bank with an interest rate of 4.85% and the remaining 0.1% 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%	4.74%
CBA General Account (new)	A1+	4.60%	4.85%
CBA General Account	A1+	4.60%	4.85%

Investment Portfolio Report

as at 30/6/2024

	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	4.74%	0.00%	4.85%	
Deposits	28,000,000	615,128	178,151,684	206,766,812
Redemptions	-	909,666	191,005,276	- 211,914,942
Balance	55,968,495	80,770	3,063,563	59,112,828
Interest Income	2,591,031	-	468,116	3,059,147
Admin Charge	-	121	-	- 65,534
Net Interest Income	2,525,618	121	468,116	2,993,613
Ending Investment Balance as at 30/6/2024	58,494,113	80,649	3,531,679	62,106,441
% to Portfolio	94.18%	0.13%	5.69%	
Short Term Rating	A1+	A2	A1+	
Individual Counter - Party Limit	100%	10%	30%	
Maximum Funds Limit	No Limit	\$20M	\$20M	

8.0 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 \$4.6m over the life of the W4Q4 funding with \$3.19m of this on eligible projects for this financial year. The W4Q4 program was due to end on the 30th June 2024 however an extension for the Mount Wooroolin Reservoir Project has been approved.

9.0 Rates Update

During June 2024 the Rates Department have processed:

- 114 rates searches
- 209 rates requests
- 153 transfers of properties
- 35 amalgamations and splits
- 5 refunds processed
- 1 archive search

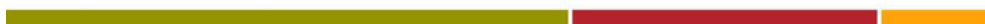
Outstanding debts that met Council's Policy and had previously been referred to the external debt collectors, are now being prepared for Statement of Claim (which is the next stage of external debt collection process).

10.0 Grants Report

The Grant report is attached to this document and Finance and the Senior Grants Audit Officer will continue to refine the report to ensure that it continues to report up to date and relevant data. While the team have endeavoured to ensure that the information is accurate and up to date, it is acknowledged that some of the data relating to grant completion due dates and other details may still need to be updated in the instances where extensions have been approved or details have changed.

There may also be some grants missing from the below table which provides details on grants activities over the last few months including applications, successful submissions and any submissions that were unsuccessful. This listing will continue to be worked on over the next few months to ensure that all grants are captured.

Recent Grant Activity Summary (3 months)	
as at 30/06/2024	
Grant Project Name	Grant Program
New Grant Applications Lodged	
Kingaroy Sustainable Airport Precinct Development Plan	Regional Precincts and Partnerships Program
Energy savings projects (incl solar installation)	Community Energy Program
Successful Grant Applications	
South Burnett Industrial Circular Economy Precinct	Regional Economic Futures Fund
Amenities to support active recreation in Murgon	Minor Infrastructure and Inclusive Facilities Fund
Amenities to support active recreation in Nanango	Minor Infrastructure and Inclusive Facilities Fund
Blackbutt SES Vehicle	State Emergency Service (SES) Support Grant 2024-25
Multi-activity program for women and girls	Active Women and Girls - Round 1
Seniors Month 2024 (August)	Council on the Ageing Queensland
South Burnett Safe & Secure Recovery Project	Disaster Recovery Funding Arrangements
Unsuccessful Grant Applications	
Regional University Study Hub	2023 Regional University Study Hubs Program
Domestic Violence and Disability Housing	Safe Places Inclusion Grant
Kingaroy Pool & Amenities Refurbishment	Growing Regions Program
Disaster Communications and Emergency Power Supply	Queensland Resilience & Risk Reduction Fund



2023/2024 Capex Report for Council

		REVENUE SOURCES						EXPENDITURE BUDGET						EXPENDITURE ACTUALS			
Project Code	Project Description	Depreciation	Restricted Cash	Proceeds from Sale of Fleet	Grant Funding	Developer Contribution	Total Budgeted Revenue	2023/2024 Adopted Budget	2022/2023 Continued Projects	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Fourth Quarter Budget Adjustments	Total Available Budget	Commitments	2023/2024 Actual Expenditure	2023/2024 Actual Expenditure & Commitments
Facilities																	
Caravan Park - Prost																	
006883	Proston Caravan Park - Amenities Refurb	26,655.05	-	-	-	-	26,655.05	20,000.00	-	-	-	-	6,655.05	26,655.05	-	26,655.05	26,655.05
		26,655.05	-	-	-	-	26,655.05	20,000.00	-	-	-	-	6,655.05	26,655.05	-	26,655.05	26,655.05
Depot - Kingaroy																	
006747	Kingaroy Depot Car Parking	-	-	-	-	-	-	-	128,409.37	-	128,409.37	-	-	-	-	1,312.50	1,312.50
006885	Kingaroy Depot - Solar Power	-	-	-	-	-	-	200,000.00	-	-	-	200,000.00	-	-	-	14,009.52	14,009.52
		-	-	-	-	-	-	200,000.00	128,409.37	-	128,409.37	200,000.00	-	-	-	15,322.02	15,322.02
Depot - Murgon																	
005836	MacAllister St -Install Security Fencing	-	-	-	-	-	-	-	24,915.00	-	-	24,915.00	-	-	-	-	-
006886	Murgon Depot - Crib Rm Repairs & H/Stand	43,344.95	-	-	-	-	43,344.95	50,000.00	-	-	-	-	6,655.05	43,344.95	5,948.94	40,315.39	46,264.33
		43,344.95	-	-	-	-	43,344.95	50,000.00	24,915.00	-	-	24,915.00	6,655.05	43,344.95	5,948.94	40,315.39	46,264.33
Depot - Blackbutt																	
006884	Blackbutt Fks Depot Shed - Connect Elec.	22,008.04	-	-	-	-	22,008.04	20,000.00	-	-	-	2,008.04	-	22,008.04	-	22,008.04	22,008.04
		22,008.04	-	-	-	-	22,008.04	20,000.00	-	-	-	2,008.04	-	22,008.04	-	22,008.04	22,008.04
SES - Blackbutt																	
006848	Blackbutt SES Building - roof/ceiling	24,412.00	-	-	73,237.00	-	97,649.00	97,649.00	-	-	-	-	-	97,649.00	-	95,527.41	95,527.41
		24,412.00	-	-	73,237.00	-	97,649.00	97,649.00	-	-	-	-	-	97,649.00	-	95,527.41	95,527.41
Hall - Nanango Culu																	
006887	Nanango Cultural Centre - Replace Chairs	19,287.00	-	-	-	-	19,287.00	30,000.00	-	-	-	10,713.00	-	19,287.00	-	19,287.14	19,287.14
		19,287.00	-	-	-	-	19,287.00	30,000.00	-	-	-	10,713.00	-	19,287.00	-	19,287.14	19,287.14
Hall - Mundure																	
006838	Mundure Hall-ReRoof & Structural Upgrade	-	78,778.00	-	100,000.00	-	178,778.00	-	218,778.00	-	-	40,000.00	-	178,778.00	-	180,519.04	180,519.04
		-	78,778.00	-	100,000.00	-	178,778.00	-	218,778.00	-	-	40,000.00	-	178,778.00	-	180,519.04	180,519.04
Hall - Blackbutt Mem																	
006888	DLGSSP - Blackbutt Memorial Hall- ReRoof	55,000.00	-	-	120,000.00	-	175,000.00	200,000.00	-	-	-	-	25,000.00	175,000.00	3,542.80	170,540.37	174,083.17
		55,000.00	-	-	120,000.00	-	175,000.00	200,000.00	-	-	-	-	25,000.00	175,000.00	3,542.80	170,540.37	174,083.17
Housing																	
006889	Nanango-Railway Ln Rental House- ReRoof	-	-	-	-	-	-	100,000.00	-	50,000.00	-	50,000.00	-	-	-	-	-
006890	Nanango - Aplin St Units - Reseal Carpark	41,500.00	-	-	-	-	41,500.00	50,000.00	-	-	8,500.00	-	-	41,500.00	-	41,677.31	41,677.31
006891	Nanango-Brighthaven Units-Reno 2 Bathrms	50,542.00	-	-	-	-	50,542.00	40,000.00	-	-	-	10,542.00	-	50,542.00	-	49,528.16	49,528.16
		92,042.00	-	-	-	-	92,042.00	190,000.00	-	50,000.00	8,500.00	39,458.00	-	92,042.00	-	91,205.47	91,205.47
Museum - Boondooma H																	
006012	Boondooma-Homestead Renovations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,560.00	25,560.00
006749	Boondooma Homestead - Replace Tourism Ro	2,100.00	-	-	-	-	2,100.00	-	-	2,100.00	-	-	-	2,100.00	-	2,100.00	2,100.00
006892	Boondooma Homestead - Restoration	-	-	-	-	-	-	50,000.00	-	-	-	50,000.00	-	-	-	-	-
		2,100.00	-	-	-	-	2,100.00	50,000.00	-	2,100.00	50,000.00	-	2,100.00	-	-	23,460.00	23,460.00
Museum - Nanango Ene																	
006846	SB Energy Centre- Compressor replacement	2,466.50	-	-	-	-	2,466.50	-	-	-	-	2,466.50	-	2,466.50	-	2,466.50	2,466.50
		2,466.50	-	-	-	-	2,466.50	-	-	-	-	2,466.50	-	2,466.50	-	2,466.50	2,466.50
Swimming Pool - King																	
006029	Kingaroy-Pool-Refurbishment-Concept Plan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	678.09	678.09
006761	Kingaroy Memorial Pool - Construction Dr	-	-	-	-	-	-	200,000.00	-	-	-	200,000.00	-	-	-	-	-
006897	Kingaroy S/Pool-Install Paramobility Pod	-	-	-	-	-	-	100,000.00	-	-	-	6,000.00	106,000.00	-	-	-	-
006887	Heat Pump - Kingaroy Learn to Swim Pool	-	9,450.00	-	-	-	9,450.00	-	-	9,450.00	-	-	-	9,450.00	-	9,450.00	9,450.00
006991	Kingaroy S/Pool - Replace L2Swim Heat Pu	-	-	-	-	-	-	-	10,850.00	-	10,850.00	-	-	-	-	-	-
		-	9,450.00	-	-	-	9,450.00	100,000.00	200,000.00	10,850.00	1,400.00	194,000.00	106,000.00	9,450.00	-	10,128.09	10,128.09
Swimming Pool - Murg																	
006895	BBRF-Murgon S/Pool- Reseal Joint&Repaint	102,000.00	-	-	-	-	102,000.00	140,000.00	-	-	-	38,000.00	-	102,000.00	135,241.05	57,818.18	193,059.23
		102,000.00	-	-	-	-	102,000.00	140,000.00	-	-	-	38,000.00	-	102,000.00	135,241.05	57,818.18	193,059.23
Swimming Pool - Wondai																	
006536	Wondai Swimming Pool Refurbishment	-	148,516.01	-	101,649.46	-	250,165.47	-	335,443.23	-	85,277.76	-	-	250,165.47	-	250,165.47	250,165.47
006896	Wondai S/Pool - Install Paramobility Pod	-	-	-	-	-	-	100,000.00	-	-	-	6,000.00	106,000.00	-	-	-	-
006992	LRCL_4_B - Wondai SP - Disabled Car Park	-	-	-	75,000.00	-	75,000.00	-	-	75,000.00	-	-	-	75,000.00	4,731.80	10,240.97	14,972.77
		-	148,516.01	-	176,649.46	-	325,165.47	100,000.00	335,443.23	75,000.00	85,277.76	6,000.00	106,000.00	325,165.47	4,731.80	260,406.44	265,138.24
Sp/ground-Murgon																	
006893	LRCL - Murgon PCYC - Bathroom Renovation	-	-	-	150,000.00	-	150,000.00	650,000.00	-	-	500,000.00	-	-	150,000.00	508,909.09	6,419.50	515,328.59
006894	Murgon PCYC - New Balustrade & Seating	-	-	-	-	-	-	80,000.00	-	-	-	80,000.00	-	-	-	-	-
		-	-	-	150,000.00	-	150,000.00	730,000.00	-	-	500,000.00	80,000.00	-	150,000.00	508,909.09	6,419.50	515,328.59
General																	
006827	Purchase of 3 new Christmas Trees	-	96,497.97	-	-	-	96,497.97	-	31,315.73	57,052.67	8,129.57	-	-	96,497.97	-	96,497.97	96,497.97
		-	96,497.97	-	-	-	96,497.97	-	31,315.73	57,052.67	8,129.57	-	-	96,497.97	-	96,497.97	96,497.97
		389,315.54	333,241.98	-	619,886.46	-	1,342,443.98	1,927,649.00	695,168.33	336,595.67	713,357.56	666,611.46	237,000.00	1,342,443.98	658,373.68	1,071,656.61	1,730,030.29
Office																	
Admin Office - Kinga																	
005483	Council Chambers Audio Video	-	19,261.75	-	-	-	19,261.75	-	-	-	-	-	-	19,261.75	-	19,261.75	19,261.75

Project Code	Project Description	Depreciation	Restricted Cash	Proceeds from Sale of Fleet	Grant Funding	Developer Contribution	Total Budgeted Revenue	2023/2024 Adopted Budget	2022/2023 Continued Projects	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Fourth Quarter Budget Adjustments	Total Available Budget	Commitments	2023/2024 Actual Expenditure	2023/2024 Actual Expenditure & Commitments
		-	19,261.75	-	-	-	19,261.75	-	-	-	19,261.75	-	-	19,261.75	-	19,261.75	19,261.75
Info Serv - ICT																	
000379	Computer Infrastructure & Upgrade	182,000.00	-	-	-	-	182,000.00	140,000.00	-	-	-	-	42,000.00	182,000.00	-	183,687.38	183,687.38
000381	Server Hardware	139,000.00	13,205.53	-	-	-	152,205.53	135,000.00	32,467.28	-	19,261.75	-	4,000.00	152,205.53	-	152,028.10	152,028.10
000382	Photocopiers & Printers	35,000.00	-	-	-	-	35,000.00	32,000.00	-	-	-	-	3,000.00	35,000.00	-	35,575.00	35,575.00
006052	Microwave Radio & Hardware	16,000.00	-	-	-	-	16,000.00	35,000.00	-	-	-	-	19,000.00	16,000.00	-	14,713.59	14,713.59
006053	MS Cloud Provisioning	30,000.00	-	-	-	-	30,000.00	30,000.00	-	-	-	-	30,000.00	-	-	-	-
007070	ICT Tablets - In Field	30,000.00	-	-	-	-	30,000.00	-	-	-	-	-	30,000.00	-	-	29,025.00	29,025.00
		402,000.00	13,205.53	-	-	-	415,205.53	372,000.00	32,467.28	-	19,261.75	-	30,000.00	415,205.53	-	415,029.07	415,029.07
		402,000.00	32,467.28	-	-	-	434,467.28	372,000.00	32,467.28	-	-	-	30,000.00	434,467.28	-	434,290.82	434,290.82
Fleet																	
Plant & Fleet Manage																	
006515	Plant and Fleet Replacement 2021-22	-	1,408,012.23	-	-	-	1,408,012.23	-	1,408,012.23	-	-	-	-	1,408,012.23	872,594.62	525,702.11	1,398,296.73
006767	Plant and Fleet Replacement 2022/2023	-	2,626,274.24	-	-	-	2,626,274.24	-	2,626,274.24	-	-	-	-	2,626,274.24	753,142.36	1,967,101.17	2,720,243.53
006876	Plant & Fleet Replacement 2023/2024	1,959,108.00	2,191,392.00	415,000.00	-	-	4,565,500.00	4,565,500.00	-	-	-	-	-	4,565,500.00	3,149,347.75	992,058.45	4,141,406.20
		1,959,108.00	6,225,678.47	415,000.00	-	-	8,599,786.47	4,565,500.00	4,034,286.47	-	-	-	-	8,599,786.47	4,775,084.73	3,484,861.73	8,259,946.46
		1,959,108.00	6,225,678.47	415,000.00	-	-	8,599,786.47	4,565,500.00	4,034,286.47	-	-	-	-	8,599,786.47	4,775,084.73	3,484,861.73	8,259,946.46
Community & Lifestyle																	
Aerodrome - Kingaroy																	
006583	RAP-Kingaroy Aerodrome Lighting Upgrade	-	500.00	-	-	-	500.00	-	15,000.00	-	14,500.00	-	-	500.00	-	412.80	412.80
006910	CP-Kingaroy Airport Security fence&gate	30,000.00	-	-	30,000.00	-	60,000.00	60,000.00	-	-	-	-	-	60,000.00	-	55,512.07	55,512.07
006911	CP-Kingaroy Airport Line Marking	41,741.76	-	-	-	-	41,741.76	40,000.00	-	-	-	1,741.76	-	41,741.76	-	46,615.05	46,615.05
006912	CP-Kingaroy Airport Stage 1 Masterplan	-	-	-	-	-	10,000.00	-	-	-	-	-	10,000.00	-	-	-	-
007003	CP-Kingaroy Aerodrome - Pavement Repairs	43,870.00	-	-	-	-	43,870.00	-	-	43,870.00	-	-	-	43,870.00	-	28,788.01	28,788.01
007027	Kingaroy Aerodrome - Fuel Bowser Replace	13,550.00	14,500.00	-	-	-	28,050.00	-	-	-	28,050.00	-	-	28,050.00	-	28,050.41	28,050.41
		129,161.76	15,000.00	-	30,000.00	-	174,161.76	110,000.00	15,000.00	43,870.00	13,550.00	1,741.76	-	174,161.76	-	159,378.34	159,378.34
Aerodrome - Wondai																	
006771	CP - Wondai Aerodrome - Reseal Carpark	29,388.24	-	-	-	-	29,388.24	45,000.00	-	13,870.00	-	-	1,741.76	29,388.24	-	29,388.24	29,388.24
		29,388.24	-	-	-	-	29,388.24	45,000.00	-	13,870.00	-	-	1,741.76	29,388.24	-	29,388.24	29,388.24
Cemeteries - Kingaro																	
006772	CP - Taabinga Cemetery - Carpark reseal	-	-	-	-	-	45,000.00	-	-	-	45,000.00	-	-	-	-	-	-
006774	CP - Taabinga Cemetery expansion	-	-	-	-	-	52,000.00	-	-	-	-	52,000.00	-	-	-	-	-
006913	CP-All Cemeteries - new signage	-	-	-	-	-	25,000.00	-	-	18,405.37	-	43,405.37	-	0.00	-	-	-
006914	CP-Taabinga Cemetery road formation-lawn	-	-	-	-	-	30,000.00	-	30,000.00	-	-	-	-	-	-	-	-
		-	-	-	-	-	152,000.00	-	30,000.00	26,594.63	-	95,405.37	-	0.00	-	-	-
Cemeteries - Murgon																	
006993	Murgon Cemetery - Toilet Emergency Works	-	-	-	-	-	-	-	-	20,000.00	-	-	20,000.00	-	-	-	-
		-	-	-	-	-	-	-	-	20,000.00	-	-	20,000.00	-	-	-	-
Cemeteries - Proston																	
006775	CP - Proston Cemetery - Expansion/Road	-	-	-	-	-	30,000.00	-	-	-	-	-	30,000.00	-	-	-	-
		-	-	-	-	-	30,000.00	-	-	-	-	-	30,000.00	-	-	-	-
Cemeteries - Blackbu																	
006828	CP - Blackbutt Cemetery - New Plinths	3,044.63	12,257.28	-	-	-	15,301.91	-	12,257.28	-	3,044.63	-	-	15,301.91	-	15,251.91	15,251.91
		3,044.63	12,257.28	-	-	-	15,301.91	-	12,257.28	-	3,044.63	-	-	15,301.91	-	15,251.91	15,251.91
Cemeteries - Kumbia																	
007033	CP - Kumbia Cemetery Plinths NEW	3,500.00	-	-	-	-	3,500.00	-	-	10,000.00	-	6,500.00	-	3,500.00	-	3,500.00	3,500.00
		3,500.00	-	-	-	-	3,500.00	-	-	10,000.00	-	6,500.00	-	3,500.00	-	3,500.00	3,500.00
Saleyards - Coolabun																	
006777	CP - Coolabunia Saleyards-Asset Upgrades	180,000.00	54,252.28	-	-	-	234,252.28	180,000.00	54,252.28	-	-	-	-	234,252.28	-	180,923.06	180,923.06
006915	CP-Coolabunia Saleyards truckwash upgrad	25,000.00	-	-	-	-	25,000.00	25,000.00	-	-	-	-	-	25,000.00	-	-	-
		205,000.00	54,252.28	-	-	-	259,252.28	205,000.00	54,252.28	-	-	-	-	259,252.28	-	180,923.06	180,923.06
Tourism - Yallakool																	
006804	Yallakool & Boondooma Dams Upgrade Proj	-	71,160.00	-	23,720.00	-	94,880.00	-	94,880.00	-	-	-	-	94,880.00	-	94,726.48	94,726.48
006916	CP-BP Dam Washing machine & Dryers	30,000.00	-	-	-	-	30,000.00	30,000.00	-	-	-	-	-	30,000.00	-	29,522.20	29,522.20
006917	CP-Boondooma Dam Access Ramp & Rec room	-	-	-	-	-	25,000.00	-	-	-	-	-	25,000.00	-	-	-	-
		30,000.00	71,160.00	-	23,720.00	-	124,880.00	55,000.00	94,880.00	-	-	-	25,000.00	124,880.00	-	124,248.68	124,248.68
Tourism - Lake Boon																	
006918	CP-Boondooma Dam Fuel Bowsers	27,831.00	-	-	-	-	27,831.00	27,831.00	-	-	-	-	-	27,831.00	-	25,906.68	25,906.68
		27,831.00	-	-	-	-	27,831.00	27,831.00	-	-	-	-	-	27,831.00	-	25,906.68	25,906.68
		427,925.63	152,669.56	-	53,720.00	-	634,315.19	624,831.00	176,389.56	20,000.00	-	-	176,905.37	634,315.19	-	538,596.91	538,596.91
Plant & Equipment																	
Depot - Kingaroy																	
007005	Kingaroy Depot Fuel Bowser Pumps	50,000.00	-	-	-	-	50,000.00	-	-	50,000.00	-	-	-	50,000.00	-	32,064.90	32,064.90
		50,000.00	-	-	-	-	50,000.00	-	-	50,000.00	-	-	-	50,000.00	-	32,064.90	32,064.90
General																	
006853	DisasterResilience-DedicatedStorageNorth	-	-	-	-	-	-	-	-	-	-	-	-	-	909.09	13,137.87	13,137.87
006854	DisasterResilience-DedicatedStorageSouth	-	-	-	-	-	-	-	-	-	-	-	-	-	8,509.34	8,509.34	8,509.34
006855	DisasterResilience-DedicatedStorageCentr	-	-	-	-	-	-	-	-	-	-	-	-	-	454.54	13,652.37	14,106.91
006856	DRFA Resilience DRFA - Gen Trailer	-	-	-	-	-	-	-	-	-	-	-	-	-	25,091.00	36,918.62	62,009.62
007035	Disaster Resilience DRFA - Vehicle Racks	-	-	-	-	-	-	-	-	-	-	-	-	-	15,993.97	41,249.55	57,243.52

Project Code	Project Description	Depreciation	Restricted Cash	Proceeds from Sale of Fleet	Grant Funding	Developer Contribution	Total Budgeted Revenue	2023/2024 Adopted Budget	2022/2023 Continued Projects	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Fourth Quarter Budget Adjustments	Total Available Budget	Commitments	2023/2024 Actual Expenditure	2023/2024 Actual Expenditure & Commitments
006882	WMR Markwell St Kingaroy	98,000.00	-	-	-	-	98,000.00	98,000.00	-	-	-	-	-	98,000.00	-	115,867.66	115,867.66
006900	WMR Alford St Kingaroy (William-Burnett)	133,000.00	-	-	-	-	133,000.00	133,000.00	-	-	-	-	-	133,000.00	-	55,260.16	55,260.16
006901	WMR Glendon St Kingaroy(Alford-Markwell)	78,400.00	-	-	-	-	78,400.00	78,400.00	-	-	-	-	-	78,400.00	-	46,838.56	46,838.56
006902	Driveln W/Main Bunya Hwy Joint Replaceme	-	-	-	-	-	100,000.00	-	-	-	-	100,000.00	-	-	-	-	-
006976	Jubilee St Kingaroy (End to IanSt)	30,000.00	-	-	-	-	30,000.00	30,000.00	-	-	-	-	-	30,000.00	-	18,237.99	18,237.99
		339,400.00	1,141,042.20	-	290,000.00	-	1,770,442.20	1,762,246.00	88,196.20	290,000.00	80,000.00	-	450,000.00	1,770,442.20	229,699.81	1,128,328.95	1,358,028.76
Water - Nanango																	
006657	WMR Dalby St Nanango (Gipps-ChesterSt)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,502.93	2,502.93
006785	Nanango WTP & Bores A, B, C, etc	-	38,711.33	-	-	-	38,711.33	340,000.00	38,711.33	-	340,000.00	-	-	38,711.33	-	-	-
		-	38,711.33	-	-	-	38,711.33	340,000.00	38,711.33	-	340,000.00	-	-	38,711.33	-	2,502.93	2,502.93
Water - Proston																	
006658	WMR Blake St, Proston (Drake-RodneySt)	-	90,916.64	-	-	-	90,916.64	-	99,369.22	-	-	8,452.58	-	90,916.64	-	91,717.10	91,717.10
		-	90,916.64	-	-	-	90,916.64	-	99,369.22	-	-	8,452.58	-	90,916.64	-	91,717.10	91,717.10
Water - Wondai																	
006659	WMR Mackenzie St, Wondai (Osborne-EndSt)	84,288.97	-	-	-	-	84,288.97	208,574.00	-	-	50,000.00	74,285.03	-	84,288.97	-	84,288.97	84,288.97
006660	WMR Mackenzie St, Wondai (Osborne-Scott)	105,474.58	-	-	-	-	105,474.58	138,116.00	-	-	30,000.00	2,641.42	-	105,474.58	-	105,474.58	105,474.58
006661	WMR Cadell St, Wondai (Scott - Kent St)	-	103,033.18	-	-	-	103,033.18	-	234,392.67	-	-	131,359.49	-	103,033.18	-	103,455.00	103,455.00
006681	Media Replacement Wondai	140,000.00	-	-	-	-	140,000.00	140,000.00	-	-	-	-	-	140,000.00	-	22,060.00	22,060.00
		329,763.55	103,033.18	-	-	-	432,796.73	486,690.00	234,392.67	-	80,000.00	208,285.94	-	432,796.73	-	315,278.55	315,278.55
		774,163.55	2,137,035.35	-	1,790,000.00	-	4,701,198.90	5,302,268.00	460,669.42	290,000.00	-	685,000.00	-	4,701,198.90	1,700,016.02	2,296,368.61	3,996,384.63
Wastewater Services																	
Wastewater - General																	
006641	S2- PC, SCADA & Telemetry WASTEWATER	-	166,747.00	-	-	-	166,747.00	166,747.00	-	-	-	-	-	166,747.00	-	141,380.00	141,380.00
006903	S3- PC, SCADA & Telemetry WASTEWATER	17,500.00	-	-	-	-	17,500.00	175,000.00	-	-	157,500.00	-	-	17,500.00	-	-	-
006904	Regional Sewer Relining	1,600,000.00	-	-	-	-	1,600,000.00	1,600,000.00	-	-	-	-	-	1,600,000.00	637,290.50	411,607.09	1,048,897.59
		1,617,500.00	166,747.00	-	-	-	1,784,247.00	1,941,747.00	-	-	157,500.00	-	-	1,784,247.00	637,290.50	552,987.09	1,190,277.59
Wastewater - Kingaro																	
006905	Kingaroy SPS2 Tessmanns Rd Switchboard	17,500.00	-	-	-	-	17,500.00	175,000.00	-	-	157,500.00	-	-	17,500.00	2,001.57	2,518.44	4,520.01
		17,500.00	-	-	-	-	17,500.00	175,000.00	-	-	157,500.00	-	-	17,500.00	2,001.57	2,518.44	4,520.01
Wastewater - Nanango																	
006793	Nanango SPS2 Switchboard renewal, etc.	21,000.00	-	-	-	-	21,000.00	210,000.00	-	-	189,000.00	-	-	21,000.00	2,001.55	2,518.42	4,519.97
006794	Nanango SPS3 Switchboard renewal, etc.	14,000.00	-	-	-	-	14,000.00	140,000.00	-	-	128,000.00	-	-	14,000.00	2,001.58	2,518.44	4,520.02
		35,000.00	-	-	-	-	35,000.00	350,000.00	-	-	315,000.00	-	-	35,000.00	4,003.13	5,036.86	9,039.99
CED - Proston																	
006510	BDWW-WWTP1 SB Renewal	-	16,500.00	-	-	-	16,500.00	-	-	-	16,500.00	-	-	16,500.00	-	16,381.97	16,381.97
006796	Proston CED Pump Station Replace & Renew	21,000.00	-	-	-	-	21,000.00	210,000.00	-	-	189,000.00	-	-	21,000.00	2,001.55	2,518.45	4,520.00
		21,000.00	16,500.00	-	-	-	37,500.00	210,000.00	-	-	172,500.00	-	-	37,500.00	2,001.55	18,900.42	20,901.97
		1,691,000.00	183,247.00	-	-	-	1,874,247.00	2,676,747.00	-	-	802,500.00	-	-	1,874,247.00	645,296.75	579,442.81	1,224,739.56
Waste																	
Waste Management - R																	
006607	New Maidenwell Transfer Station	-	184,601.07	-	-	-	184,601.07	250,000.00	54,601.07	330,000.00	-	450,000.00	-	184,601.07	17,720.11	97,148.43	114,868.54
006780	Nanango Weighbridge & Transfer Station	-	202,720.00	-	304,080.00	-	506,800.00	303,780.00	303,020.00	-	-	100,000.00	-	506,800.00	111,959.59	259,246.94	371,206.53
006845	Purchase of new SBRC Skip Bins	-	28,350.00	-	-	-	28,350.00	-	-	-	28,350.00	-	-	28,350.00	28,350.00	28,350.00	56,700.00
006989	Wondai Weighbridge	-	202,634.25	-	337,723.75	-	540,358.00	-	590,358.00	-	50,000.00	-	-	540,358.00	321,050.09	221,501.05	542,551.14
006990	Future Landfill Disposal - Feasibility	-	60,000.00	-	-	-	60,000.00	-	100,000.00	-	40,000.00	-	-	60,000.00	-	54,560.00	54,560.00
007085	Murgon Weighbridge_Portable	-	210,000.00	-	-	-	210,000.00	-	-	-	-	-	210,000.00	210,000.00	2,281.82	117,718.18	120,000.00
		-	888,305.32	-	641,803.75	-	1,530,109.07	553,780.00	357,621.07	1,020,358.00	28,350.00	-	640,000.00	210,000.00	1,530,109.07	481,361.61	778,524.60
		-	888,305.32	-	641,803.75	-	1,530,109.07	553,780.00	357,621.07	1,020,358.00	28,350.00	-	640,000.00	210,000.00	1,530,109.07	481,361.61	778,524.60
		11,541,162.25	12,390,998.92	415,000.00	10,962,513.19	90,000.00	35,399,674.36	33,353,819.00	7,703,040.40	1,815,912.68	-	869,629.52	-	4,497,326.89	-	2,106,141.31	35,399,674.36

Grants Inwards Listing 2023/24
as at 30/6/2024

Grant Project Name	Grant ID	Grant Name	Grant Body Name	Type	Grant Value	\$ Amount Received to date	Estimated Project Cost	Amount Spent	Grant Project Completion Due Date	Grant Status	Comments
Building our Region (BoR) Rd6 Gordonbrook Dam	500275	Building Our Regions Rd 6	Dept of State Development, Infrastructure, Local Government & Planning	Capital	290,000.00	174,000.00	568,721.00	331,760.11	1/02/2024	Active	
Cycle Network Local Government Grant - Youngman St Rail Trail Kingaroy	500298	Cycle Network Local Government Grant	Department of Transport & Main Roads	Capital	50,000.00	25,000.00	100,000.00	31,849.56	30/08/2024	Active	
DTIS CRARRP Kingaroy-Murgon Rail Trail	500284	Community and Recreational Assets	Department of Tourism, Innovation & Sport	Capital	631,141.00	220,899.35	631,141.00	102,770.55	30/06/2024	Active	
Emergency Animal Response EAD	500279	Emergency Animal Disease Grant	Department of Agriculture	Operational	40,000.00	24,545.45	40,000.00	22,186.47	26/04/2024	Active	
First 5 Forever Library	500214	First 5 Forever	State Library of Queensland	Operational	23,885.00	23,885.00	23,885.00	23,885.00	30/06/2024	Active	
Get Ready Program 2023/24		Get Ready Program 23-24	Queensland Reconstruction Authority	Operational	18,420.00	16,578.00	18,420.00	18,420.00	30/06/2024	Active	
Growing Workforce Participation Fund (GWPF) Murgon Pool	500282	Growing Workforce Participation Fund (Rd 2)	Dept of Youth Justice, Employment, Small Business & Training	Operational	90,000.00	63,000.00	90,000.00	12,986.97	28/02/2025	Active	Extension to Feb 25 has been approved
Growing Workforce Participation Fund (GWPF) Wondal Pool	500281	Growing Workforce Participation Fund (Rd 2)	Dept of Youth Justice, Employment, Small Business & Training	Operational	90,000.00	63,000.00	90,000.00	83.76	28/02/2025	Active	Extension to Feb 25 has been approved
Illegal Dumping Partnership (2A, 2A Ext & 2A Ext 2)	500192	Local Government Illegal Dumping Partnership Program (Rd 2A)	Department of Environment & Science	Operational	264,085.00	240,085.00	264,085.00	202,485.16	17/05/2025	Active	
LGSSP Nanango Weighbridge	500204	2022-24 Local Government Grants & Subsidies Program	Dept of State Development, Manufacturing, Infrastructure & Planning	Capital	364,536.00	109,360.80	607,560.00	260,006.94	30/09/2024	Active	
LGSSP Roof Replacement Blackbutt Memorial Hall	500207	2022-24 Local Government Grants & Subsidies Program	Dept of State Development, Manufacturing, Infrastructure & Planning	Capital	161,001.00	48,300.30	268,335.00	181,549.33	30/06/2024	Active	
LGSSP Waste Management & Climate Change Adaptation	500206	2022-24 Local Government Grants & Subsidies Program	Dept of State Development, Manufacturing, Infrastructure & Planning	Operational	138,000.00	41,400.00	250,000.00	169,433.12	30/06/2024	Active	Project will be finalised by 30/06 - need to journal some
LGLRGP Levy Ready 22/24 - Wondal Waste Weighbridge	500278	Local Government Levy Ready Grant Program	Dept of State Development, Infrastructure, Local Government & Planning	Capital	368,973.75	110,692.13	590,358.00	221,501.05	30/06/2024	Active	
LRCI Funding - Phase 3		LRCI Phase 3	Dept of Infrastructure, Transport, Regional Development & Communications	Capital	3,288,930.00	2,960,037.00	3,288,930.00	3,288,930.00	30/06/2024	Active	All spent
LRCI Funding - Phase 4	500247	LRCI Phase 4	Dept of Infrastructure, Transport, Regional Development & Communications	Capital	2,593,029.00	1,037,212.00	2,593,029.00	978,971.57	30/06/2025	Active	
MIP Memorial Park Multi Court & Course	500263	Minor Infrastructure Program (MIP)	Dept of Tourism, Innovation & Sport	Capital	250,000.00	125,000.00	850,000.00	132,997.99	28/02/2025	Active	
Public Libraries Grant	500213	Public Libraries Grant 2022/2024	State Library of Queensland	Operational	169,157.00	169,157.00	169,157.00	169,157.00	30/06/2024	Active	Allocation spent
Old Feral Pest Initiative (QFPI) Rd 6	500193	Old Feral Pest Initiative Rd 6	Dept of Agriculture & Fisheries	Operational	200,000.00	150,000.00	200,000.00	107,207.68	14/05/2024	Active	Final acquittal/report and independent audit to be
QRA DRFA - Event 1 Capital		Disaster Recovery Funding Arrangement	Queensland Reconstruction Authority	Capital		480,003.63	524,235.77	132,478.26		Active	
QRA DRFA - Event 1 Operational		Disaster Recovery Funding Arrangement	Queensland Reconstruction Authority	Operational		4,014,976.61	5,001,581.62	5,001,581.62		Active	Grant amount and amount spent will increase as more
QRA DRFA - Event 2 Operational		Disaster Recovery Funding Arrangement	Queensland Reconstruction Authority	Operational		21,058.40	151,630.82	151,630.82		Active	
QRA DRFA - Event 3 Capital		Disaster Recovery Funding Arrangement	Queensland Reconstruction Authority	Capital	1,080,521.88	324,156.56	1,344,521.73	91,143.69		Active	
QRA DRFA - Event 3 Disaster Resilience (Operational)		Disaster Recovery Funding Arrangement	Queensland Reconstruction Authority	Operational	1,000,000.00	584,924.09	1,000,000.00	608,461.85	30/09/2024	Active	
QRA DRFA - Event 3 Operational		Disaster Recovery Funding Arrangement	Queensland Reconstruction Authority	Operational		1,285,970.63	1,036,889.30	1,036,889.30		Active	
QRA DRFA - Event 4 Capital		Disaster Recovery Funding Arrangement	Queensland Reconstruction Authority	Capital	574,915.93	172,474.78	774,763.78	81,130.14		Active	
QRA DRFA - Event 4 Operational		Disaster Recovery Funding Arrangement	Queensland Reconstruction Authority	Operational		4,216,695.06	4,531,295.79	4,531,295.79		Active	
QRA DRFA - Event 5 Operational		Disaster Recovery Funding Arrangement	Queensland Reconstruction Authority	Operational		29,602,820.07	30,453,237.50	30,453,237.50		Active	
QRA DRFA Dingo Creek Carpark	500255	Disaster Recovery Funding Arrangement	Queensland Reconstruction Authority	Capital	180,260.20	162,234.18	180,260.20	184,151.18	30/06/2024	Active	
QRA DRFA Memorial Park Footbridge	500253	Disaster Recovery Funding Arrangement	Queensland Reconstruction Authority	Capital	231,030.00	77,906.71	231,030.00	132,625.70	30/06/2024	Active	
QRA DRFA Rail Trail	500254	Disaster Recovery Funding Arrangement	Queensland Reconstruction Authority	Capital	423,313.78	126,994.13	423,313.78	17,094.73	30/09/2024	Active	
RADF 23/24	500280	Regional Arts Development Fund	RADF	Operational	15,750.00	15,750.00	26,250.00	26,250.00	30/06/2024	Active	
RADF 24/26	500313	Regional Arts Development Fund	RADF	Operational	84,000.00	-	140,000.00	-	30/06/2026	Active	
RAP Rd 3 Kingaroy Airport Security Fence	500296	Regional Airports Program Rd 3	Dept of Infrastructure & Regional Development	Capital	30,000.00	9,000.00	60,000.00	55,512.07	30/04/2025	Active	
RTR 23/24 allocation		Roads to Recovery Program	Dept of Infrastructure, Transport, Regional	Capital	1,315,573.00	1,315,573.00	1,930,000.00	405,552.88	30/06/2024	Active	
STIP 23/24 - Kingaroy SHS (pedestrian crossings)	500236	Qld School Transport Infrastructure Program	Dept of Transport & Main Roads	Capital	58,000.00	51,767.95	143,308.00	103,535.90	30/06/2024	Active	Final claims have been processed
STIP 23/24 - Kroy SHS & Kroy SS (bus interchange)	500236	Qld School Transport Infrastructure Program	Dept of Transport & Main Roads	Capital	110,000.00	110,000.00	218,900.00	311,446.42	30/06/2024	Active	Final claims have been processed
STIP 23/24 - Murgon SHS & Murgon SS (footpath)	500236	Qld School Transport Infrastructure Program	Dept of Transport & Main Roads	Capital	49,500.00	39,441.21	99,110.00	78,882.41	30/06/2024	Active	Final claims have been processed
STIP 23/24 - Murgon SHS (formalised onstreet parking)	500236	Qld School Transport Infrastructure Program	Dept of Transport & Main Roads	Capital	236,500.00	140,688.75	472,054.00	278,083.46	30/06/2024	Active	Final claims have been processed

Grant Project Name	Grant ID	Grant Name	Grant Body Name	Type	Grant Value	\$ Amount Received to date	Estimated Project Cost	Amount Spent	Grant Project Completion Due Date	Grant Status	Comments
STIP 23/24 - St Joseph & Murgon SS (pedestrian crossing upgrade)	500236	Qld School Transport Infrastructure Program	Dept of Transport & Main Roads	Capital	116,000.00	116,000.00	116,000.00	120,948.19	30/06/2024	Active	Final claims have been processed
STIP 23/24 - St Marys (footpath)	500236	Qld School Transport Infrastructure Program	Dept of Transport & Main Roads	Capital	79,000.00	62,903.07	157,410.00	125,806.14	30/06/2024	Active	Final claims have been processed
STIP 24/25 - Murgon SS	500289	Qld School Transport Infrastructure Program	Dept of Transport & Main Roads	Capital	62,000.00	31,000.00	62,000.00	-	30/06/2025	Active	
STIP 24/25 - Nanango SHS	500289	Qld School Transport Infrastructure Program	Dept of Transport & Main Roads	Capital	150,000.00	75,000.00	150,000.00	-	30/06/2025	Active	
STIP 24/25 - St Patricks School Ngo	500289	Qld School Transport Infrastructure Program	Dept of Transport & Main Roads	Capital	97,500.00	48,750.00	97,500.00	-	30/06/2025	Active	
STIP 24/25 - Tanduringle SS	500289	Qld School Transport Infrastructure Program	Dept of Transport & Main Roads	Capital	62,000.00	31,000.00	62,000.00	-	30/06/2025	Active	
TIDS		Transport Infrastructure Development Scheme	Dept of Transport & Main Roads	Capital	1,352,221.20	700,145.75	1,858,405.63	1,810,516.64	30/06/2024	Active	Final claims being processed
Works for Queensland Round 4 - CAPITAL & Operational	500225	Works for Qld 4 2021-2024	Dept of Local Government, Racing & Multicultural Affairs	Operational	5,630,000.00	5,067,000.00	6,210,000.00	4,628,381.68	30/06/2024	Active	
Black Spot (Appin St West/Cairns St Intersection Nanango)	500292	Black Spot Program	Dept of Transport & Main Roads	Capital	247,500.00	123,750.00	247,500.00	48,589.20	1/06/2024	Active	Grant being returned and will be applied for under the next Program still needs to be approved by the Grant
Works for Queensland 2024-2027		Works for Qld 2024-2027	Dept of Local Government, Racing & Multicultural Affairs	Operational	8,440,000.00	-	8,440,000.00	-	30/06/2027	Active	
RTR 2024-2029		Roads to Recovery Program	Dept of Infrastructure, Transport, Regional Development, Communications & the Arts	Capital	14,471,345.00	-	14,471,345.00	-	30/06/2029	Active	5 year program allocation - projects not allocated to funding as yet
Active Womens & Girls Rd1 - Multi Activity Program for Females	500306	Active Women & Girls Round 1 (Category 2)	Department of Tourism, Innovation & Sport	Operational	25,000.00	25,000.00	25,000.00	-	30/06/2025	Active	New Grant
MIFF Amenities Block Murgon Rotary & Youth Park	500288	Minor Infrastructure & Inclusive Facilities Fund	Department of Tourism, Innovation & Sport	Capital	226,184.00	113,092.00	282,730.00	-	30/11/2025	Active	New Grant
MIFF Amenities Block Nanango Butter Factory Park	500310	Minor Infrastructure & Inclusive Facilities Fund	Department of Tourism, Innovation & Sport	Capital	204,719.00	102,359.50	255,899.00	-	30/11/2025	Active	New Grant
SES Support Grant - Vehicle	500308	State Emergency Services Support Grant	Qld Fire & Emergency Service	Capital	42,644.86	-	61,861.00	-	30/06/2025	Active	New Grant
Community Heritage CSA Grant - Boondooma Homestead Roof & Rainwater	500308	Community Sustainability Action Grant	Department of Environment, Science & Innovation	Capital	50,000.00	-	50,000.00	-	30/06/2025	Active	New Grant
Financial Assistance Grant 2024/2025	500309	Financial Assistance Grant	Dept of State Development, Manufacturing, Infrastructure & Planning	Operational							Active
QRA DRFA - Event 6 Operational		Disaster Recovery Funding Arrangement	Queensland Reconstruction Authority	Operational			1,054,940.23	1,054,940.23			Active
BBRF - Kingaroy Transformation Project	500189	Building Better Regions Fund	Dept of Industry, Science, Engery & Resources	Capital	4,500,000.00	4,500,000.00	14,800,000.00	14,809,302.37	30/06/2023	Completed	
BBRF - Wondal Pool	500217	Building Better Regions Fund	Dept of Industry, Science, Engery & Resources	Capital	300,000.00	300,000.00	904,722.24	904,722.24	30/08/2023	Completed	
Black Summer Bushfires Recovery Community		Black Summer Bushfire Grant		Operational	1,600,000.00	1,600,000.00	1,631,680.00	1,500,323.00	31/03/2024	Completed	
Financial Assistance Grant (FAGS Grant) 23/24	500264	Financial Assistance Grant	Dept of State Development, Manufacturing, Infrastructure & Planning	Operational	7,437,659.00	7,437,659.00	7,437,659.00	7,437,659.00	30/06/2024	Completed	Yearly amount provided to
Blackbutt SES Main Building new roof & store building new ceiling	500246	State Emergency Service (SES) Support	Qld Fire & Emergency Service	Capital	73,236.75	73,236.75	97,649.00	97,649.00	30/06/2024	Completed	
Old Health (Localised Mental Health Program)	500182	Localised Mental Health Initiative	Queensland Health	Operational	75,000.00	75,000.00	77,091.00	77,091.00	30/06/2023	Completed	
QRA DRFA Flexible Funding - Day at the Dam	500237	DRFA Qld Flooding - Category C - Flexible Funding	Queensland Reconstruction Authority	Operational	100,000.00	100,000.00	100,000.00	100,000.00	31/03/2024	Completed	Final acquittal/report and independent audit to be
RAP Rd 2 - Kingaroy Airport Lighting	500180	Regional Airports Program Rd 2	Dept of Infrastructure & Regional Development	Capital	266,878.00	266,878.00	505,537.03	505,537.03	30/06/2023	Completed	
Tourism Experience Development (TED)	500225	Tourism Experience Development	Dept of Tourism, Innovation & Sport	Capital	50,000.00	50,000.00	200,000.00	200,000.00	31/10/2023	Completed	
PHN Mental Health Grant		PHN	Integrated Youth Mental Health Coordination	Operational	120,000.00	120,000.00	120,000.00	109,864.10		Completed	
Seniors Month	500312	Council on the Ageing Queensland	Council on the Ageing Queensland	Operational	2,000.00	2,000.00	2,000.00			Successful	
South Burnett Safe & Secure Recovery Project	500314	Disaster Recovery Funding Arrangements	Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities & the Arts	Operational	82,780.00	66,224.00	82,780.00	-	30/08/2024	Successful	

12.7 23/24 EOFY STOCKTAKE

File Number: 240624
Author: Strategic Procurement Coordinator
Authoriser: Chief Executive Officer

PRECIS

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

SUMMARY

This report details the inventory variances encountered during the 2023/2024 financial year stocktake of Council's inventory on hand.

OFFICER'S RECOMMENDATION

That Council receive this report for information

FINANCIAL AND RESOURCE IMPLICATIONS

An accurate stocktake is crucial to ascertain the business's inventory value as this value impacts financial statements such as the Profit & Loss Statement.

LINK TO CORPORATE/OPERATIONAL PLAN

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

OR13 Implement reliable, realistic and cost-effective business systems and practices.

OPFC/21 Annual Financial Statements developed and delivered in accordance and compliance with relevant Accounting Standards and Legislation.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Procurement & Stores team provide internal notification in advance of the scheduled stocktake closure date ensuring all inventory requirements are transacted and accounted for prior to reporting.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

End of financial year stocktake is conducted in accordance with accounting standards AASB 102 – Inventories and the Financial Sustainability Policy.

ASSET MANAGEMENT IMPLICATIONS

Asset management implications may be observed where there are significant variances in the stocktake count as inventory is regarded as a current asset where it is kept for less than 12 months. Inventory that does not turn over after 12 months may be considered as dead stock, obsolete inventory and is counted as a liability.

REPORT

Council has undertaken the 2023/2024 End of Financial Year (EOFY) Stocktake in accordance with the sound accounting practices required by the *Local Government Act 2009*, the *Local Government Regulation 2012* and in alignment with accounting standards *AASB 102 – Inventories*.

The 2023/2024 EOFY stocktake was conducted on Wednesday 19th of June 2024 whereby all inventory transactions are processed prior to stocktaking ensuring all inventory movements up until and including this date are captured and accounted for.

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

Council holds approximately \$803,000 for General Inventory which is an increase of \$31,300 in the total value up from \$771,700 in the 2022/2023 Financial Year plus \$93,025 Bulk Fuel stock on hand with an overall total of \$896,025 stock on hand.

The final result for the 2023/2024 EOFY stocktake for the Council’s General Stock on hand inventory has resulted in a positive stock adjustment of \$4,869. A positive stock adjustment (gain) has occurred due to the finalisation of the major Kingaroy Transformation Project and the return to inventory of various items excess to requirements.

The final result for the 2023/2024 EOFY stocktake for the Council’s Bulk Fuel Stock on hand has resulted in a negative stock adjustment (loss) of \$2,777.83.

In accordance with good inventory practices, a variance of 2% or less is considered an acceptable variation. Stock variations can be attributed to the following reasons:

1. **General Stock Variances:** Occurs during the requisitioning process due to a misunderstanding of correct Units of Measure (UOM). Can also occur when stock is taken after hours without being correctly booked out.
2. **Redundant Stock:** Inventory items being carried on Council’s balance sheet for no functional reason such as items past “use by date”. Redundant items are disposed of in accordance with Council’s Disposal of Assets Policy.
3. **Variations in highly volatile products:** Aviation gas and ULP have an average evaporation rate of up to 10% which cannot be controlled.
4. **Permitted Stock Write off:** Where stock has not turned over for a period of 12 months or more, this is considered dead stock, obsolete inventory and is counted as a liability and therefore is often written off as a loss.
5. **Positive Stock Adjustments:** This anomaly occurs when stock may be returned to inventory which is excess to requirements during project delivery.

Stock Type	SOH Value	Kingaroy Variance	Nanango Variance	Wondai Variance	Total Variance	% of Variance for General
General Stock	\$803,000	+\$4,869	\$Nil	\$Nil	+\$4,869	+ 0.60%

Stock Type	SOH Value	FULKI Variance	FULNA Variance	FULMU Variance	FULPR Variance	Total Variance	% of loss for Fuel
FUEL (DIE & ULP)	\$93,025	\$558.69	\$528.84	\$745.25	\$945.05	- \$2,777.83	- 2.98%

ATTACHMENTS

Nil

13 INFRASTRUCTURE

13.1 THE 2024-28 LOCAL GOVERNMENT GRANTS AND SUBSIDIES PROGRAM (LGGSP).

File Number: 17-07-2024

Author: Coordinator Infrastructure Services

Authoriser: Chief Executive Officer

PRECIS

The 2024-28 Local Government Grants and Subsidies Program (LGGSP).

SUMMARY

The 2024-28 Local Government Grants and Subsidies Program (LGGSP) is a competitive, application-based grant program available to all Queensland councils.

The 2024-28 LGGSP aims to support councils to deliver priority infrastructure projects that meet the needs of their communities, create safe, liveable and prosperous regions and promote long-term council sustainability.

The Department of Housing, Local Government, Planning and Public Works (the Department) is responsible for administering the LGGSP, with a funding pool of up to \$115 million available in the following categories:

1. Infrastructure projects (please refer to Section 2.5(b) on pages 7-8 of the attached program guidelines document);
2. Planning projects (please refer to Section 2.5(c) on page 8 of the attached program guidelines document).

South Burnett Regional Council is eligible to make application to seek funding for a maximum of two Infrastructure Projects and one Planning Project under the 2024-28 LGGSP.

Council is required to endorse the nominated projects in preparation for the LGGSP application process. The below report outlines key information about the program guidelines for this funding opportunity along with an officer’s recommendation.

OFFICER’S RECOMMENDATION

That Council endorse and shortlist three (3) projects from the below list for submission under the 2024-28 Local Government Grants and Subsidies Program (LGGSP) funding opportunity. The estimated total project cost for each of these three (3) projects and Council’s required financial contribution of 40 percent are also listed below.

Option	Type	Project	Branch	Operational Plan	LGGSP Contribution	SBRC Contribution	Total Project Value
1	Infrastructure Project	Boondooma Bunkhouse Roof renewal	Commercial Enterprises	OLP14	\$ 90,000.00	\$ 60,000.00	\$ 150,000.00
2	Planning Project	Detailed Design Kingaroy Trunk Infrastructure	Water and Wastewater	OPI15 INV7 OPI8	\$ 174,000.00	\$ 116,000.00	\$ 290,000.00
3	Infrastructure Project	Kingaroy North Sewer main (River Rd to North	Water and Wastewater	OPI15 INV7	\$ 765,460.80	\$ 510,307.20	\$ 1,275,768.00

		St. Stage 4-5)		OPI8			
4	Infrastructure Project	Mt Wooroolin Reservoir 3 (2.8ML storage)	Water and Wastewater	OPI15 INV7 OPI8	\$1,322,880.00	\$ 881,920.00	\$2,204,800.00

FINANCIAL AND RESOURCE IMPLICATIONS

South Burnett Regional Council is required to contribute 40 per cent or greater toward any approved project.

The outcome of the project applications for both the categories under this funding opportunity is expected to be announced in September 2024.

If Council’s funding application was successful, Council will be required to make a financial contribution of at least 40 per cent to the project, consequently Council will be required to amend its budget via the 2nd quarter budget amendment in the current financial year to allocate the project budget and ensure the sources of funding are amended in the budget and the 10-year capital works program.

For the below projects shortlisted for funding consideration, Council’s required financial contribution for each of the projects is listed in the below table:

Option	Type	Project	SBRC Contribution
1	Infrastructure Project	Boondooma Bunkhouse Roof renewal	\$ 60,000.00
2	Planning Project	Detailed Design Kingaroy Trunk Infrastructure	\$116,000.00
3	Infrastructure Project	Kingaroy North Sewer main (River Rd to North St. Stage 4-5)	\$510,307.20
4	Infrastructure Project	Mt Wooroolin Reservoir 3 (2.8ML storage)	\$881,920.00

LINK TO CORPORATE/OPERATIONAL PLAN

OPI/15 - Advocate for and seek funding to support improvements to urban water security, irrigation water projects and Gordonbrook water safety – dam wall spillway and Nanango

IN/7 - Develop a secure and reliable urban and rural water supply system through increased allocations, upgraded and renewed infrastructure and pricing models.

OPI/08 - Update/prioritise 10 year works programme for the replacement, upgrade and construction of new and existing water and wastewater assets with allocation of funding to develop, plan & design (10 year works program completed in accordance with asset management strategy) – Completed through CAPEX workshop.

OPL/14 - Management of Council’s buildings and facilities including operational maintenance programmes, commercial and community leases and cost-effective asset management programs to meet agreed service levels.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

NIL

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Not applicable

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Not applicable

ASSET MANAGEMENT IMPLICATIONS

The nominated projects are a mix of renewal and upgrades to existing assets. The newly constructed infrastructure will drive changes to financial modelling and will incur depreciation expenditure. Council will fund the depreciation in accordance with the funding strategy outlined in Council's budget document, and asset management plans. Council asset sustainability ratio target is greater 90 percent (on average over the long-term).

REPORT

Through the Local Government Grants and Subsidies Program (LGGSP), the Queensland Government supports Councils to deliver infrastructure projects that enhance community quality of life, foster economic growth and facilitate job creation in local communities. Since 2015, the Queensland Government has approved more than \$255 million in funding across five(5) LGGSP rounds and it is estimated that LGGSP will have been used to deliver more than 400 projects and will have supported approximately 5,000 jobs across Queensland.

The objective of the LGGSP program is to support the completion of eligible projects that:

- deliver priority essential services and infrastructure, including upgrading and extending the functional life of existing infrastructure
- align with local, regional and state priorities and infrastructure planning objectives
- contribute to local and regional economic growth and employment
- improve local disaster resilience and preparedness
- support council long-term sustainability, including through improved project planning
- encourage collaboration and resource sharing between councils
- improve the liveability and amenity of regional communities through improved infrastructure and increased economic activity.

Projects funded under the 2024-28 LGGSP are to be delivered across a four-year(4) program funding period. All projects must be able to be completed by 30 June 2028.

Below details outline the projects definitions for endorsements.

1. Boondooma Bunkhouse Roof renewal:

Replace the bunkhouse roof with new roof iron sheeting and replace rotted roofing beams and guttering if required and undertake internal painting (ceiling & walls) of all rooms (1-8) and connecting amenities.

2. Detailed Design Kingaroy Trunk Infrastructure:

Complete Issue for Construction Plans, detailed survey, cost, and quantitative assessment. The detailed design report will break the total trunk water infrastructure requirements into stages for potential future shovel ready funding applications.

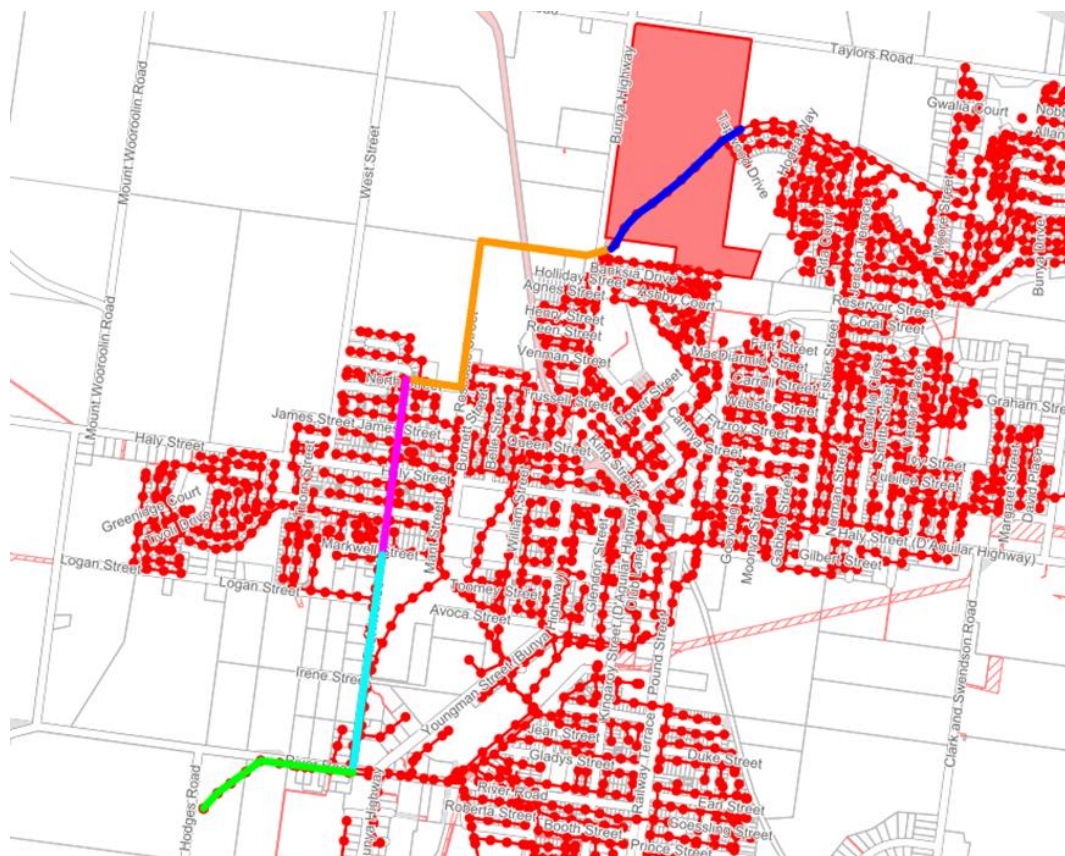
	Items required
1	Mount Wooroolin Reservoir - Additional 3ML Reservoir K03
2	TRUNK Water Main Haly Street PS to William St - 450DN K05 Required additional capacity for demand and development.
3	TRUNK Water Main William St to Jarrah Street - 450DN K04 Required additional capacity for
4	TRUNK Water Main HalySt/Fisher St to New Fisher St PS - 300DN K06a Required additional capacity for demand development
5	TRUNK Water Main New Fisher St PS to New Kingaroy Hts Reservoir - 300D K06b Required additional capacity for demand development
6	TRUNK Pump Station - New Pump Station Fisher Street 75L/s K06c Required additional capacity for demand development
7	RESERVOIR New Kingaroy Ht Reservoir - Additional Capacity 2.5 ML K06d Required additional capacity for development Demand and Fire Flow Swickers
8	TRUNK Pump Station - New Pump station of Kingaroy Hts K06e Replacement PS for Kingaroy Hts existing res and PS, as well as McAulay Drive PS. Existing to be decommissioned
9	TRUNK Water Main New Kingaroy Hts Res to Somerset St - 250DN K07a Required additional capacity for development Demand and Fire Flow and development in LLZ
10	TRUNK Water Main New Walter Road to River Road - 250DN K07b Required additional capacity for Demand and Fire Flow for develoment
11	TRUNK Water Main New River Road to Youngman St - 200DN K07b

3. Kingaroy North Sewer Main (River Rd to North St)

Council is committed to delivering stages 1,2 and 3 in year’s 24/25 and 25/26. The project proposed is to continue the Kingaroy North Trunk main required for future development opportunities.

Proposed stage 4 and 5 will extend the Trunk sewer from the 600mm main on River Rd up to North Street. This will complete the most complex construction activities that tie into existing Council operating Sewers.

The stages can be seen below in light blue and pink.



4. Mt Wooroolin Reservoir.

An additional reservoir is required to compliment the current reservoir being constructed. The reservoir is required to increase the storage capacity for the Kingaroy drinking water supply scheme. Network modelling requires 7ML of storage capacity. The proposed project will duplicate the newly constructed reservoir.

The Department of Housing, Local Government, Planning and Public Works is responsible for administering the LGGSP, with funding available in the following two categories:

1. Infrastructure projects

Councils may submit up to **two (2)** applications for an infrastructure project. Infrastructure projects must be one of the following categories:

- (i) **An essential services project**, including:
 - a critical infrastructure project - for example, water supply, sewerage (including common effluent drainage schemes), waste infrastructure, waste management, roads and drainage, stormwater systems.
 - a disaster resilience and preparedness project
 - a housing supply project – provision of Council staff housing or enabling works to support safe, secure and affordable community housing outcomes.
 - a community safety and wellbeing project – for example, CCTV, active transport infrastructure, sport, and recreation facilities (including parks and playgrounds).

- (ii) **An economic development or Council sustainability project** including:

- local economic infrastructure project – for example, airports and aerodromes, caravan / tourist parks, telecommunications / data infrastructure, community hubs, works depots.
- a tourism infrastructure project – for example, town centre works, development of iconic landmarks
- a community buildings and facilities project – for example library/knowledge centre, council
- administration building, town hall, car parking facilities

2. Planning projects

Council can submit **one** (1) application under this category for a project that can be one of the following:

- (i) a strategic plan for an infrastructure project.
- (ii) a business case and/or detailed design project
- (iii) an asset condition assessment project

Project Application

A new, two-stage process for infrastructure projects applications which will support councils to develop and submit high-quality project submissions is one of the key features of the 2024-28 LGGSP.

For infrastructure projects, a two-step application process will apply:

- (1) Stage 1 – Project Proposal (due by 9 August 2024).
- (2) Stage 2 – Business Case.

For planning projects, a one-step application process will apply:

- (1) Stage 1 – Application and Evaluation.

Councils will be notified in writing of the assessment outcome of their application, and in the case of infrastructure projects, endorsed projects will receive an invitation to progress to Stage 2 (i.e. Business Case).

All project applications seeking funding under the 2024-28 LGGSP must be submitted online via the eGrant portal.

Key Dates and Information

Program release date	11/06/2024
Policy agency	Department of Housing, Local Government, Planning and Public Works (the Department)
Administering agency	Department of Housing, Local Government, Planning and Public Works
Funding round	1 July 2024 to 30 June 2028
Stage 1 (Project Proposal) opens	12/06/2024
Stage 1 (Project Proposal) closes	09/08/2024
Stage 1 outcome announcement	September 2024
Stage 2 (Business Case) opens	September 2024
Stage 2 (Business Case) closes	31/05/2025
Project completion	30 June 2028 NOTE: projects cannot commence until a Project Funding Schedule has been signed by both parties.
Project completion report	30 September 2028 Project completion report to be provided to the Department. Final date by which project must be acquitted, including submission of a project completion report.
Program budget	Up to \$115 million
Program type	Competitive
Eligible applicants	All Queensland local government Councils

ATTACHMENTS

1. **2024-28 Local Government Grants and Subsidies Program – Program guidelines.** [↓](#) 

2024-28 Local Government Grants and Subsidies Program Program guidelines

The Department of Housing, Local Government, Planning and Public Works connects industries, businesses, communities, and government (at all levels) to leverage regions' strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive, and resilient communities.

Copyright

This publication is protected by the *Copyright Act 1968*.

Creative Commons licence

You are free to copy, communicate and adapt this publication as long as you attribute it as follows:
© State of Queensland, the Department of Housing, Local Government, Planning and Public Works, April 2024.

Third party material that is not licensed under a Creative Commons licence is referenced within this document. All content not licensed under a Creative Commons licence is all rights reserved. Please contact The Department of Housing, Local Government, Planning and Public Works/the copyright owner if you wish to use this material.

Translating and interpreting service



If you have difficulty understanding a document and need an interpreter, we provide access to a translating and interpreting service. You will not be charged for this service. To contact the Translating and Interpreting Service, telephone 131 450 and ask them to telephone The Department of Housing, Local Government, Planning and Public Works on +61 7 3328 4811.

Disclaimer

While every care has been taken in preparing this publication, to the extent permitted by law, the State of Queensland accepts no responsibility and disclaims all liability (including without limitation, liability in negligence) for all expenses, losses (including direct and indirect loss), damages and costs incurred as a result of decisions or actions taken as a result of any data, information, Statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

Copies of this publication are available on our website at www.localgovernment.qld.gov.au and further copies are available upon request.

Contact us

Phone: +61 7 3328 4811 or 13 QGOV (13 74 68)
Website: www.localgovernment.qld.gov.au
Postal: PO Box 15009, City East, Queensland 4002
Address: 1 William Street, Brisbane 4000

Key Dates and Information

Program release date	11/06/2024
Policy agency	Department of Housing, Local Government, Planning and Public Works (the Department)
Administering agency	Department of Housing, Local Government, Planning and Public Works
Funding round	1 July 2024 to 30 June 2028
Stage 1 (Project Proposal) opens	12/06/2024
Stage 1 (Project Proposal) closes	09/08/2024
Stage 1 outcome announcement	September 2024
Stage 2 (Business Case) opens	September 2024
Stage 2 (Business Case) closes	31/05/2025
Project completion	30 June 2028 NOTE: projects cannot commence until a Project Funding Schedule has been signed by both parties.
Project completion report	30 September 2028 Project completion report to be provided to the Department. Final date by which project must be acquitted, including submission of a project completion report.
Program budget	Up to \$115 million
Program type	Competitive
Eligible applicants	All Queensland local government Councils
Enquiries	Northern region: (07) 4758 3472 Southern region: (07) 4122 0411 Email: lgdgrants@dSDLGP.qld.gov.au Website: https://localgovernment.qld.gov.au

Contents

Executive summary.....	5
1. Introduction.....	6
2. Overview	6
2.1 Aim.....	6
2.2 Objective.....	6
2.3 Program funds	6
2.4 Applicant eligibility.....	6
2.5 Project eligibility	7
2.6 Eligible and ineligible project costs	8
2.7 Goods and Services Tax (GST)	9
2.8 Other requirements	9
2.9 Funding arrangements.....	10
3.0 Project applications, assessments, and approvals	10
3.1 Stage 1 – Project Proposal (all categories).....	10
3.2 Stage 1 - Assessment.....	11
3.3 Stage 2 – Business Case (Infrastructure Projects Only)	12
3.4 Approval process	13
3.5 Payment claim requirements	13
3.6 Program monitoring, acquittal, and evaluation.....	14
3.7 Extensions of time and withdrawn projects	14
4.0 Funding Acknowledgement and Communications.....	14
4.1 Acknowledgement and Communications	14
4.2 Confidentiality, privacy and use of information.....	15
4.3 Complaints.....	15
5.0 Enquiries and Contact details.....	15
6.0 Terms and conditions	16
6.1 Reservation of rights	16
7.0 Glossary	19
Appendix 1 – Project names and descriptions guide.....	20

Executive summary

Queensland's 77 local governments play a vital role in creating safe, liveable, and prosperous local communities for all Queenslanders.

Through the Local Government Grants and Subsidies Program (LGGSP) the Queensland Government supports councils to deliver priority projects that improve the infrastructure and services local communities need.

Since 2015, the Queensland Government has approved more than \$255 million in funding across five LGGSP rounds. By the end of the current 2022-24 funding round, it is estimated that LGGSP will have been used to deliver more than 400 projects and will have supported approximately 5,000 jobs across Queensland.

The 2024-28 LGGSP will provide up to \$115 million in new LGGSP funding. This funding reinforces the Queensland Government's commitment to supporting Councils to deliver infrastructure projects that enhance community quality of life, foster economic growth, and facilitate job creation in local communities.

Key features of 2024-28 LGGSP include:

- funding of up to \$115 million
- projects to be delivered across a four-year program funding period
- up to \$10 million of the total funding pool will be made available for approved planning projects
- approved infrastructure projects will be granted a subsidy of no greater than 60 per cent of the eligible project costs, unless otherwise approved by the department
- a new, two-stage process for infrastructure project applications which will support councils to develop and submit high-quality project submissions
- a maximum of two infrastructure project applications and one planning project application per council
- regional collaboration projects are encouraged and will be considered independent of the lead council's application limit
- all projects **must** be able to be completed by 30 June 2028, with no extensions of time to be provided beyond the program end date.

1. Introduction

The 2024-28 Local Government Grants and Subsidies Program (LGGSP) is a competitive, application-based grant program available to all Queensland Councils.

The Department of Housing, Local Government, Planning and Public Works (the Department) is responsible for administering the LGGSP, with a funding pool of up to \$115 million available in the following categories:

1. Infrastructure projects (please refer to Section 2.5(b))
2. Planning projects (please refer to Section 2.5(c)).

2. Overview

2.1 Aim

The aim of the LGGSP is to support councils to deliver priority infrastructure projects that meet the identified needs of their communities and which support safe, liveable and prosperous local communities and sustainable councils or assist in the planning of future projects that will deliver these same benefits.

2.2 Objective

The objective of the grant program is to support the completion of eligible projects that:

- deliver priority essential services and infrastructure, including upgrading and extending the functional life of existing infrastructure
- align with local, regional and state priorities and infrastructure planning objectives
- contribute to local and regional economic growth and employment
- improve local disaster resilience and preparedness
- support council long-term sustainability, including through improved project planning
- encourage collaboration and resource sharing between councils
- improve the liveability and amenity of regional communities through improved infrastructure and increased economic activity.

2.3 Program funds

Funding of up to \$115 million is available under the 2024-28 LGGSP program¹, including up to \$10 million for planning projects.

2.4 Applicant eligibility

To be eligible for funding under the LGGSP program, an applicant must be a local government body constituted under the *Local Government Act 2009* or the *City of Brisbane Act 2010*.

¹ A maximum of \$115 million is available for allocation to councils under the 2024-28 LGGSP. The amount of funding allocated will be determined based on the assessment of project applications received.

2.5 Project eligibility

(a) Overview

- (1) To be eligible for funding, an application must:
 - (i) be submitted before the application closing date
 - (ii) align with the objectives of the 2024-28 LGGSP (Section 2.2)
 - (iii) be for an eligible infrastructure or planning project (refer to sections 2.5(b) and 2.5(c))
 - (iv) demonstrate the construction phase of the project can commence within 12 months of the Funding Agreement start date
 - (v) be able to be completed by 30 June 2028
 - (vi) be undertaken within the Council's prescribed local government area
 - (vii) be undertaken on land owned or controlled by the Council at the time the project application is submitted, except where the Council has permission to construct on Queensland Government-owned land (should Councils wish to undertake works of this nature, evidence of land tenure and or permissions must accompany the application)
 - (viii) demonstrate that all required land tenure and/or Native Title and/or Cultural Heritage approvals have been secured at the time of making the application
 - (ix) not involve the purchase of an asset or land or be for works on an asset that is not or will not be owned and/or controlled by the Council
 - (x) not be temporary works.
- (2) A project can be a stage of a larger project, where delivery of the identified project stage can be achieved within the program period and meets the project eligibility requirements and objectives of the fund. The staged component must be identifiable as a discrete component/project within the larger project and one that can be costed independently.

Note: If a staged element, the completion of the LGGSP funded project must be able to be independently delivered (i.e. not be contingent upon the completion of another stage of the project).

(b) Infrastructure projects

- (1) Councils may submit up to two (2) applications for an infrastructure project. Councils are required to contribute to projects pursuant to Section 2.8 Other requirements section of this guideline.
- (2) Infrastructure projects must be one of the following categories:
 - (i) An **essential services project**, including:
 - a critical infrastructure project - for example, water supply, sewerage (including common effluent drainage schemes), waste infrastructure, waste management, roads and drainage, stormwater systems
 - a disaster resilience and preparedness project
 - a housing supply project – provision of Council staff housing or enabling works to support safe, secure and affordable community housing outcomes
 - a community safety and wellbeing project – for example, CCTV, active transport infrastructure, sport, and recreation facilities (including parks and playgrounds).
 - (ii) An **economic development or Council sustainability project**, including:
 - local economic infrastructure project – for example, airports and aerodromes, caravan / tourist parks, telecommunications / data infrastructure, community hubs, works depots
 - a tourism infrastructure project – for example, town centre works, development of iconic landmarks
 - a community buildings and facilities project – for example library/knowledge centre, council administration building, town hall, car parking facilities
- (3) An infrastructure project that is a capital maintenance or repair project must upgrade or extend the life of council-owned infrastructure.

- (4) Proposed projects should focus on supporting councils to manage their long-term sustainability and must demonstrate alignment with their future strategic and operational planning. Examples of documents that support the planning or delivery of proposed projects include (but are not limited to):
- (i) a council corporate plan or asset management plan
 - (ii) local government planning documents
 - (iii) critical infrastructure condition reports, including non-compliance directives or notifications from regulators or other State agencies
 - (iv) council 10-year financial forecasting.
- (5) Project proposals can also reference and demonstrate alignment with strategic State and regional planning documents, including (but not limited to):
- (i) the *State Infrastructure Strategy*
 - (ii) the *Regional Growth Framework*
 - (iii) *Regional Plans* and the *Regional Transport Plan*.

(c) Planning projects

- (1) Up to \$10 million is available for allocation to planning projects. The amount allocated under this stream will be dependent upon the availability of suitable high-quality applications.
- (2) Councils may submit one (1) application for a planning project.
- (3) To be eligible for program funding, each nominated planning project must meet all requirements of Section 2.5(a) where applicable, and be one of the following:
- (i) a **strategic plan for an infrastructure project** – funding studies and investigations that will assist local governments to form a strategic view of their key infrastructure priorities and needs (needs assessment, preliminary costing, options analysis)
 - (ii) a **business case and/or detailed design project** – the development of local government infrastructure proposals and designs to provide better clarity on investment decisions
 - (iii) an **asset condition assessment project** – the provision of an independent report detailing the current condition and remaining useful life of council's essential infrastructure with recommendations for addressing critical/immediate and future local needs.

2.6 Eligible and ineligible project costs

Councils will be responsible for all ineligible project costs and any eligible project costs over and above the approved funding amount. Councils will also be responsible for meeting any project cost increases that occur over the course of delivering an approved project.

(a) Eligible project costs

- (1) **Direct project costs**, for example:
- (i) construction costs (site works, construction-related labour, materials, equipment hire, supplies and materials etc)
 - (ii) project management costs, including remuneration of council technical, professional and/or administrative staff for time directly related to managing the construction of approved works but excluding executive duties and overhead charges
 - (iii) purchase and installation of fixed plant and equipment required to fully commission the infrastructure
 - (iv) costs of conducting a tender for construction of approved works
 - (v) for **planning projects**, professional third-party service provider fees for delivery of the approved project
 - (vi) for **Stage 2 infrastructure project applications**, professional third-party service provider fees for project planning and design development (refer to section 3.3):
 - a. incurred in the period between a Stage 1 in-principle approval being received and Stage 2 application being made.

- b. to be funded retrospectively, subject to a project receiving a Stage 2 approval and a Project Funding Schedule being executed.
- (vii) any other costs deemed eligible by the Department.

(b) Ineligible project costs

- (1) Any costs incurred by the recipient local government prior to execution of the Project Funding Schedule.
- (2) Statutory fees and charges and/or any costs associated with obtaining regulatory and/or development approvals.
- (3) Legal expenses.
- (4) Core business costs (business as usual), including:
 - (i) ongoing costs for administration, operation, maintenance, and engineering
 - (ii) corporate overheads and on-costs, including travel and accommodation where not directly incurred in delivery of the approved project
 - (iii) remuneration of council employees for work not directly related to the approved project.
- (5) Purchase, lease or hire of core business equipment such as plant, motor vehicles, office furniture and equipment and information and communication technology (ICT) equipment not required solely for the direct delivery of the project.
- (6) Land purchases and/or costs associated with land purchases (including any purchases that may be part of an eligible project; and land buy-back scheme costs).
- (7) Movable/portable furnishings supplies and related items, such as portable and attractive items, computers, tables and chairs, cutlery, crockery, appliances (refrigerators, microwave ovens, bench top appliances).
- (8) Costs associated with preparing the project application.
- (9) Official opening expenses.
- (10) Any other costs as determined by the Department to be ineligible.

Note: The above list identifies common examples of ineligible costs and is not intended to be exhaustive. If there is any doubt about ineligible projects or costs, please contact the council's Department's regional advisor.

2.7 Goods and Services Tax (GST)

- (a) Provision of grant funding to local governments is not considered a taxable supply and so Goods and Services Tax (GST) is not applicable. All costs associated with the project must be excluding GST.

2.8 Other requirements

- (a) Funding is not to be used by the Council as their own contribution towards any other State or Commonwealth Government funded projects.
- (b) Approved subsidies will be calculated based on Total Eligible Project Cost:

Total Eligible Project Cost = Total Project Cost – Ineligible Costs and other Financial Contributions

- (c) Councils are expected to make a financial contribution of 40 per cent or greater towards any approved project/s.
- (d) While Councils may request a higher subsidy rate, the final funding percentage is at the discretion of the Director-General.
- (e) Councils applications must include a considered and justifiable level of project cost contingency based on project readiness and risk.
- (f) Councils will be required to estimate, and report on, the number of jobs each project will create or sustain.
- (g) Before submitting an application, councils are encouraged to seek feedback from the Department's regional advisor to ensure consistency with program guidelines and to obtain further clarity on eligibility and assessment criteria.

2.9 Funding arrangements

- (a) Councils will need to execute a Project Funding Schedule under the Head Funding Agreement with the State before a project can commence.
- (b) The Project Funding Schedule and the Head Funding Agreement will constitute the Project Funding Agreement with Council.
- (c) Payment will be made in accordance with the provisions of the Project Funding Schedule and the Milestone Schedule set out within it.
- (d) The State has no obligation to provide project funding to a council until a Project Funding Schedule is fully executed.
- (e) Councils should not make any financial commitments until all necessary documents have been finalised and executed.

3.0 Project applications, assessments, and approvals

- (a) Funding under LGGSP is awarded through a competitive assessment process.
- (b) For infrastructure projects, a two-step application process will apply:
 - (1) Stage 1 – Project Proposal
 - (2) Stage 2 – Business Case
- (c) For planning projects, a one-step application process will apply:
 - (1) Stage 1 – Application and Evaluation.
- (d) Regional collaboration is encouraged. Where two or more councils wish to apply for funding to benefit multiple local government areas:
 - all councils must be identified in the application for funding and
 - a single council must be nominated as the lead contact. Lead contact will be the contracting party and will be responsible for project contract management and delivery.

Note: where councils submit a joint application, this will not be counted towards the total number of applications submitted for any party to the joint application.

3.1 Stage 1 – Project Proposal (all categories)

Councils are required to complete an application via the eGrant portal and upload the following documentation.

- (a) **Mandatory Documents** for inclusion in an application:
 - (1) Project plan and a risk management plan.
 - (2) Proposed project timelines/works schedule showing timeframes for all project stages.
 - (3) Evidence of any financial and in-kind contributions from other parties, including details of the amount of funding and any conditions attached to the funding (note: all funding must be confirmed at the time of submission).
 - (4) Evidence that all land ownership, access or native title issues have been extinguished. (note: exceptions may apply and must be agreed to in writing by the department prior to submission).
- (b) **Supporting Documents** for inclusion in an application (non-mandatory, however consideration should be given to including supporting documentation which supports statements/claims made in responses to the selection criteria):
 - (1) A cost-benefit analysis or benefits assessment.
 - (2) Project readiness information (for example, quotes/tender documents showing cost and delivery timeframe, example of similar project completion in the past 12 months).
 - (3) The final construction/engineering design.
 - (4) Any additional documentation (evidence) that supports statements made in the application.

- (5) Evidence to demonstrate community support and/or benefit (for example, the outcomes of previous community consultation).
- (c) The Chief Executive Officer (or delegated officer) of the local government is responsible for ensuring that the application is complete and accurate. Giving false or misleading information is a serious offence which may exclude the local government from funding consideration or result in any funds granted needing to be repaid.
- (d) Councils will be notified in writing of the assessment outcome of their applications. In the case of infrastructure projects, endorsed projects will receive an invitation to progress to Stage 2 and subsequent notification of the outcome of their application following final assessment.

3.2 Stage 1 - Assessment

3.2.1 Infrastructure projects

- (a) Applications will be assessed against the following criteria.
- (b) The eGrant application includes questions that relate to the assessment criteria and other important information.

Assessment Criterion 1: Project need and benefits (weighting 45 per cent)

Council should demonstrate this by identifying:

- the need for the proposed project
- the impacts of not proceeding with the proposed project
- the community benefits and support for the proposed project
- the economic benefits (both direct and indirect) that are expected to be realised by the proposed project
- how the project will support the long-term sustainability of the local government area.

Assessment Criterion 2: Proposed solution (weighting 30 per cent)

Council should demonstrate:

- why the proposed project is the most appropriate course of action and what alternatives have been considered
- how the proposed project aligns with the program objectives and council's long term strategic plan
- the proposed project's readiness to commence construction and be completed within the program's timeframes
- the council's capacity and capability to complete the proposed project, including evidence of previous performance in delivering similar projects
- the council's ongoing operational and maintenance costs of the infrastructure and the capacity of the local government to fund these costs over the life of the asset.

Assessment Criterion 3: Value for money (weighting 10 per cent)

Councils should demonstrate:

- the positive impact the grant will have on the size, scale, and/or timing of the proposed project
- the extent to which the project leverages financial contributions from council and/or other stakeholders
- the cost risks associated in delivering the project (for example, location, weather impacts, cost overruns).

Assessment Criterion 4: Financial need (weighting 10 per cent)

This criterion will be assessed by the Department based on the capacity of the applicant to self-fund the project.

The department will evaluate the financial capacity of the councils and the assessment panel will consider information obtained through the Councils' Financial Statements provided annually to the department.

Note: Councils with reduced capacity to fund the project will be scored positively around this criterion.

Assessment Criterion 5: Demonstrated performance in delivering funded projects (weighting 5 per cent)

This criterion will be assessed based on the council's performance over the past five years in delivering department-funded projects within program timeframes.

The department will evaluate Council's past performance from information held in the eGrant system.

3.2.2 Planning projects

- (a) Applications will be assessed against the following criteria.
- (b) The eGrants application includes questions that relate to the assessment criteria.

Assessment criterion 1 — Proposed solution (weighting 100 per cent)

The application needs to demonstrate:

- the need for the proposed project
- the proposed solution aligns with program objectives and Council's long term strategic plan
- direct and indirect economic benefits that are expected to be realised by the project
- feasibility of delivering the project within the identified budget and timeframes
- how the project will support a future infrastructure project/s.

3.3 Stage 2 – Business Case (Infrastructure Projects Only)

Stage 2 provides councils the opportunity to demonstrate that their project is ready to commence and can be completed within the program funding period and on budget.

- (a) Councils will have until 31 May 2025 to provide the documentation outlined in Criterion 1 below but are encouraged to submit as soon as practicable to allow for detailed assessment and, subject to project approval, works to commence on their project without delay.
- (b) If council fails to meet the Stage 2 criteria the in-principle approval from Stage 1 will be retracted.
- (c) Applicants will be notified in writing of the outcome of their applications in Stage 2. Successful applicants will be invited to accept and sign a Project Funding Schedule to commence the project.

Criterion 1: Project Delivery Capacity

Councils must provide:

- detailed project costing information, including a project cashflow forecast
- detailed project plan (template attached to the application form) or equivalent
- project risk management plan
- evidence demonstrating the readiness of the project to commence and confirmed start/delivery dates (i.e. quotes/tender notification, confirmation/correspondence from supplier/contractor)
- project Gantt chart (or similar such as a works program) showing timeframes for all stages up to project completion
- evidence the project has sufficient contingency to account for possible weather events and cost over runs (i.e. budget approved/set aside by the council as contingency)
- a copy of the detailed design/engineering report if applicable
- any additional information that might help strengthen the department's assurance the project will be completed on time and within budget.

Note: If the project cost or timeline has changed significantly from Stage 1, the council will be required to demonstrate how it plans to address the cost over runs and time delays accordingly.

3.4 Approval process

- (a) The Department will assess Stage 1 applications against the assessment criteria using the weighting indicated (see Section 3.5) and against other applications.
- (b) Applications will then be referred to a moderation panel for final consideration and to make recommendations to the Director-General of the Department the projects. Infrastructure projects will be provided an 'in-principle' approval, pending compliance with Stage 2 assessment requirements.
- (c) Councils may be asked to clarify or provide additional information that will not change the nature of the application.
- (d) The Director-General has discretion in funding decisions and is under no obligation to consider applications made after the designated closing date and time.
- (e) Applicants will be notified in writing of the outcome of their applications and will be invited to accept and execute a Project Funding Schedule (following Stage 1 assessment for planning projects and Stage 2 assessment for infrastructure projects) to release funds and enable the commencement of works.
- (f) To ensure responsiveness to evolving economic and market conditions, the Department may fund urgent priority works that arise during the program's duration. The Director-General, guided by the Department's delegation and funding guidelines, will have discretion in considering emerging priority projects.
- (g) Nothing in this section limits the State's discretions under Section 6.1 of these guidelines.

3.5 Payment claim requirements

- (a) The Department will make payments according to the following schedule:

Payment schedule	Milestone
First payment (30% of project funding)	<ul style="list-style-type: none"> • The Department will make the first payment to eligible Councils as soon as practicable, subject to the Project Funding Schedule/s being executed by both parties.
Second and subsequent payments (up to 60% of project funding)	<ul style="list-style-type: none"> • Second and subsequent payment claims can be lodged progressively via the eGrant portal, but not more often than monthly. • Payments will be made in arrears and calculated using the following formula: <i>Eligible expenditure incurred multiplied by the approved subsidy percentage, less any previous subsidy claims paid.</i>
Final payment (10% of project funding)	<ul style="list-style-type: none"> • The project must have been completed. • A Project Completion Report, certified by the Chief Executive Officer or authorised delegate, has been lodged with and approved by the Department via the eGrant portal. • The Project Completion Report is to be supported by photographs and proof of expenditure for all projects. See below (b) Notes on project photographs and (c) Proof of expenditure. • Confirmation that council has complied with Funding Acknowledgment Guidelines.

- (b) Project photograph requirements:
 - (1) At least two (2) photos of the project area/sites prior to works commencing.
 - (2) At least two (2) photos of the completed works funded by 2024-28 LGGSP.

Note: Photos are not required for planning projects.

- (c) Proof of expenditure must include copies of general ledger extract for relevant job/project detail payments that indicate monies spent in the delivery of the project.
- (d) Once the Project Completion Report has been submitted and final payment has been made, the Council will not be able to make any further claims for expenditure incurred on the endorsed project(s).
- (e) The Project Completion Report must include the number of jobs created/supported by the project.
- (f) The Project Completion Report must demonstrate how the project realised at least one of the outcomes outlined in Section 2.2 of these guidelines for their local community and specifically those identified in the project application.

3.6 Program monitoring, acquittal, and evaluation

- (a) All projects will be monitored by the Department.
- (b) Councils must comply with all reporting, record keeping and audit obligations in the Project Funding Agreement, which includes the provision of quarterly progress reports. Progress reports are to be submitted via the Department's on-line eGrant system. Departmental staff will conduct regular follow up of project progress outside of specified reporting periods.
- (c) The Department may:
 - (1) request from the council additional information and/or updates on the status of funded projects at any time, including requiring more frequent project reports. Councils are to ensure expenditure records and construction photographs are kept current and up to date
 - (2) require the council to engage a suitability qualified external project manager.
- (d) For infrastructure/maintenance projects, once a project has commenced councils are to provide photos of the site/work area in their next progress report.
- (e) The Project Completion Report and any supporting documents must be provided to the Department before the date specified in Section 16 of the Project Funding Schedule (30 September 2028).
- (f) The Department reserves the right to require a Council, through Clause 20 of the Project Funding Schedule, to establish a dedicated bank account for the purposes of managing its program funding allocation. This may also include the requirement to provide quarterly (or if requested, more regularly) bank statements or other reports for the account.

3.7 Extensions of time and withdrawn projects

- (a) All projects funded under the 2024-28 LGGSP must be completed by 30 June 2028.
- (b) Extensions of time to complete works will not be considered. All expenditure must be acquitted by 30 September 2028. No extensions to acquit funds will be granted.
- (c) Where a Council determines that a project cannot be delivered, the Council may apply to the Department to withdraw the project.
- (d) Approval to withdraw a project and/or change scope of a project will only be considered under exceptional circumstances with supporting evidence.

4.0 Funding Acknowledgement and Communications

4.1 Acknowledgement and Communications

- (a) All grant and funding recipients that receive funding from programs administered by the Department of Housing, Local Government, Planning and Public Works are required to acknowledge the funding provided by the Queensland Government.

- (b) Any reference to Queensland Government funding in communication materials (see Section 2.1) requires approval from the Department of Housing, Local Government, Planning and Public Works. Funding recipients must provide copies of any planned project-related communication materials to the Department before the intended release date so approval can be arranged.
- (c) Information about funding acknowledgement requirements can be found under Funding Acknowledgement Requirements via the Department's website: [Local Government Division Funding Acknowledgement Guidelines](#).

4.2 Confidentiality, privacy and use of information

- (a) The State will maintain controls in relation to the management of confidential information provided by Councils. Councils should specifically mark any information the applicant considers to be confidential.
- (b) During the submission, review, assessment and endorsement processes, Councils must keep confidential their project proposals and dealings with the State about their project proposals but may make disclosures if required by law or to its representatives or advisors who are under an obligation of confidentiality.
- (c) Councils must also keep confidential any information designated by the State as confidential.
- (d) The State may disclose information, including confidential information, of or provided by Councils:
 - 1) to its representatives and advisors for any purpose
 - 2) to any government agency or authority and its representatives and advisors, including for the purpose of assessing and verifying such information
 - 3) to comply with or meet applicable standards of accountability of public money or established government policies, procedures, or protocols or
 - 4) if required to be disclosed by law.
- (e) The State may publicly disclose the names of Councils receiving funding under the program, including information about projects (e.g. project scope and project delivery process), the amount of funding granted to each Council and details about the anticipated economic outcomes and benefits of projects.
- (f) Any personal information submitted as part of an application will not be used by the State or disclosed to any third party for a purpose other than in connection with the assessment of the application without a Council's consent, unless required by law or in accordance with the *Information Privacy Act 2009*.
- (g) For audit purposes, the State is required to retain project proposals and other supplied supporting material for a period of seven years.
- (h) The provisions of the *Right to Information Act 2009* apply to documents in the possession of the State.

4.3 Complaints

- (a) The decision in relation to an application is final and may not be appealed. If, however, a Council has any concerns in relation to the application or assessment process, they may raise their concerns in writing by contacting: lgdgrants@dsdilgp.qld.gov.au.
- (b) All questions about decisions on applications for the Grant Program are to be lodged in writing to: lgdgrants@dsdilgp.qld.gov.au.

5.0 Enquiries and Contact details

- (a) Councils should contact their designated Departmental Regional Advisor in relation to general questions, clarification in relation to assessment criteria, requests for further information and questions on how to apply.
- (b) The contact telephone numbers for the Regional Offices are:

Email: lgdgrants@dsdilgp.qld.gov.au
Website: www.localgovernment.qld.gov.au

Note: The Department is not able to assist in preparing Council's application/s.

6.0 Terms and conditions

6.1 Reservation of rights

- (a) Despite any provision of these guidelines to the contrary, the State reserves the right to administer the grant program and conduct the process for the assessment and approval of applications to the grant program in such manner as it thinks fit, in its absolute discretion.
- (b) Without limiting paragraph (a), the State retains all rights and powers to make all decisions and actions to achieve the program objectives and the State reserves the right, in its absolute discretion and at any time, to:
 - (1) change the structure, procedures, nature, scope, or timing of, or alter the terms of participation in the process or overall grant program (including submission and compliance of applications), where in such circumstances notice will be provided to applicants
 - (2) consider or accept, or refuse to consider or accept, any application which is lodged other than in accordance with these guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these guidelines or is otherwise non-conforming in any respect;
 - (3) vary or amend the eligibility or assessment criteria
 - (4) take into account any information from its own and other sources (including other government agencies and other advisors)
 - (5) accept or reject any application, having regard to these guidelines, the eligibility criteria, the assessment criteria or any other item, matter or thing which the State considers relevant, including the limitations on the funds available for the grant program
 - (6) give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria
 - (7) conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals
 - (8) require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information
 - (9) terminate the further participation of any applicant in the application process
 - (10) terminate or reinstate the grant program or any process in the grant program
 - (11) not proceed with the grant program in the manner outlined in these guidelines, or at all
 - (12) amend the nature, scope or timing of the grant program
 - (13) allow the withdrawal of an applicant
 - (14) seek presentations from or interviews with any applicant and conduct negotiations with any one or more applicants after the applications have been lodged
 - (15) publish the names of applicants to the grant program and
 - (16) take such other action as it considers in its absolute discretion appropriate in relation to the grant program processes.
- (c) Where, under these guidelines, it is stated that the State may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including an applicant).

6.2 No relationship

- (a) The State's obligations in connection with the application process are limited to those expressly Stated in these guidelines.
- (b) No contractual or legal relationship exists between the State and an applicant in connection with the grant program, these guidelines or the application process or any stage of the grant program.
- (c) An applicant, or its representatives:
 - (1) has no authority or power, and must not purport to have the authority or power to bind the State, or make representations on behalf of the State

- (2) must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner, or joint venturer with the State
- (3) must not represent to any person that the State is a party to the proposed project other than as a potential funder, subject to the application process detailed in these guidelines.

6.3 No action

- (a) To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the State (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:
 - (1) any costs, expenses, losses, or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by the State, attendance at meetings or involvement in discussions) or otherwise in connection with the grant program
 - (2) the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the grant program
 - (3) any of the matters or things relevant to its application or the grant program in respect of which the applicant must satisfy itself under these guidelines
- (b) Without limiting paragraph (a), if the State cancels or varies the grant program at any time or does not select any applicant following its assessment of the applications or does (or fails to do) any other thing referred to under clause Section 6.1 of these guidelines, no applicant will have any claim against the State arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation to (whether directly or indirectly) the grant program.
- (c) For the avoidance of doubt, each applicant:
 - (1) participates in the grant program at its own risk and
 - (2) is wholly responsible for its costs of applying for, participating in, or otherwise in connection with, the grant program.

6.4 Non-exhaustive

- (a) These guidelines do not contain all the information that applicants may require in reaching decisions in relation to whether or not to submit an application. Applicants must form their own views as to what information is relevant to such decisions.
- (b) Applicants must make their own independent investigations of the information contained or referred to in these guidelines. Applicants must obtain their own independent legal, financial, tax and other advice in relation to information in these guidelines, or otherwise made available to them, during the application process.

6.5 Disclaimer

- (a) The State makes no warranty or representation express or implied and does not assume any duty of care to the applicants that the information in these Guidelines, or supplied in connection with the grant program (information) is accurate, adequate, current, suitable or complete, or that the Information has been independently verified.
- (b) The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the Information or interpretations placed on the Information by applicants.

6.6 Intellectual property

- (a) Any intellectual property rights that may exist in an application will remain the property of an applicant or the rightful owner of those intellectual property rights. Any part of an application considered to contain intellectual property rights should be clearly identified by an applicant.

- (b) The applicant grants to the State (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the grant program.

6.7 Law

These guidelines are governed by the laws applicable in Queensland.

7.0 Glossary

Eligible Project Costs	Total Eligible Project Cost = Total Project Cost – Ineligible Costs and other Financial Contributions.
Project Funding Agreement	<p>the Project Funding Agreement is the agreement under which the State commits to provide Project Funding to a Local Government recipient for a particular project (or group of projects).</p> <p>A Project Funding Agreement is comprised of the Head Funding Agreement and its general terms and conditions, and a Project Funding Schedule and its key details of the project.</p>
Grant Program	2024-28 Local Government Grants and Subsidies Program
Guidelines	2024-28 Local Government Grants and Subsidies Program guideline (this document)
Head Funding Agreement	the agreement entered into between the State and a Local Government recipient that governs the relationship between the two entities and sets out the general terms and conditions under which the State will enter into funding arrangements.
Milestone Schedule	a schedule detailing dates upon which specified actions, deliverables, or payments, must be achieved. Milestones relevant to the funded project are set out in the Project Funding Schedule.
Minister	the Minister responsible for Local Government
Project	a project includes the entire scope of works identified in the application, e.g. for a construction project this may include such things as pre-construction activities (e.g. tendering), construction related activities and commissioning.
Project Funding	grant funds to be provided by the State under the grant program.
Project Funding Schedule	<p>a separate agreement that sets out the detailed information about a specific project (or group of projects) approved for funding by the State., that together with the Head Agreement, becomes the “Project Funding Agreement” for the provision of project funding.</p> <p>It specifies the key details for a project including the amount of approved funding, the project description, the start and end dates of the funding and the milestone and reporting requirements.</p>

Appendix 1 – Project names and descriptions guide

Project name

The project title should be short, descriptive and accurately sum up the proposed project.

Examples:

- 25 metre swimming pool, wading pool and change rooms.
- Replace water valves in the (town name) water reticulation system.
- Stage 1 of (town name) Street beautification works – town entry Statement, footpath improvements, seating, and shade structures.

Project description

The project description should accurately illustrate the works for which funding is being sought. It should leave the reader in no doubt as to the nature, extent and scope of the works being proposed.

Using the abovementioned projects, examples of appropriate project descriptions are:

The Council proposes to construct a new 25 metre swimming pool, toddler’s wading pool and change rooms. The project will be constructed on a new Council owned ‘green field’ site. The swimming pool will be eight lanes wide, will have a ramp to allow access by mobility impaired people and be heated to allow use all year round. The wading pool will be approximately 12 metres x 10 metres in size, will be heated and will have shade structures. The change rooms will feature a kiosk, showers, change rooms and facilities for mobility impaired people. The proposed cost will include fencing, landscaping, and filtration systems. Note: the facilities’ car park will be funded through Council’s own revenue.

Council proposes to replace the water valves in the (town name’s) water reticulation system. There are 250 valves requiring replacement. Council has received quotes indicating 120 can be replaced for the \$X Council wishes to allocate to the project – the final number will depend on market prices at the time of project commencement. The project is supported by the Queensland Department of Natural Resources and Water (see attached report – Section X).

The Council proposes to commence Stage 1 of (town name) street beautification works. Stage 1 works will include: a new entry Statement sign welcoming visitors to the town; replacing the current footpaths with ‘heritage look’ pavers along X and Y streets (between A and B streets); seating and shade structures for pedestrians (the exact number of seats and shade structures will depend on budget – currently the Council is looking to install eight such structures in Stage 1 works).

Project descriptions should be free of ambiguous language. Some examples:

Project description examples		
Word	Example of Use	A better way to write this...
Infrastructure	The funding is required for constructing infrastructure on the foreshore	Design and construction of fixed, covered picnic tables and chairs. Construction material to be confirmed but will probably be from concrete and timber. The items will be located on the foreshore at (location)
Works	The funding is required for works in the Council-owned playground	Purchase and installation of ‘spider web’ climbing structure and surrounding ‘soft fall’ area in the Council owned playgrounds at the following locations
Refurbish	The project will refurbish the visitor information centre	The project will involve repainting the interior and exterior of the visitor information centre, remove the old air

		conditioning system and replace it with a new air conditioning system, replace old 'not working' sliding windows and install a shade awning over the entrance
Acronyms	The project will install PAL at the aerodrome	Purchase and installation of Pilot Activated Lighting (PAL) at the (location Aerodrome). The estimated cost includes electrical connection works
Upgrade	The building will be upgraded	Upgrade of building – works will include but not be limited to: remove and replace old weatherboards, painting of entire building, remove and replace old / corroded guttering, remove and replace old wooden steps with low maintenance concrete steps
Increase	Replace the existing water pump to increase the flow rate	Replace the existing water pump to increase the flow rate above the current 10 litres per second. The final flow rate to be determined by investigations by the contractor

14 LIVEABILITY

14.1 LIBRARY SURVEY AND INFORMATION

File Number: 170424
Author: Regional Librarian
Authoriser: Chief Executive Officer

PRECIS

South Burnett Libraries Community Survey 2024.

SUMMARY

This report contains a summary of responses received from the South Burnett Libraries Community Survey 2024.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council note the report for information.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LINK TO CORPORATE/OPERATIONAL PLAN

EC5 Continue to support, renew and maintain pools, libraries, halls and Customer Service Centres across our region at agreed service levels.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

South Burnett Libraries Community Survey 2024 via Microsoft Forms.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Nil

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

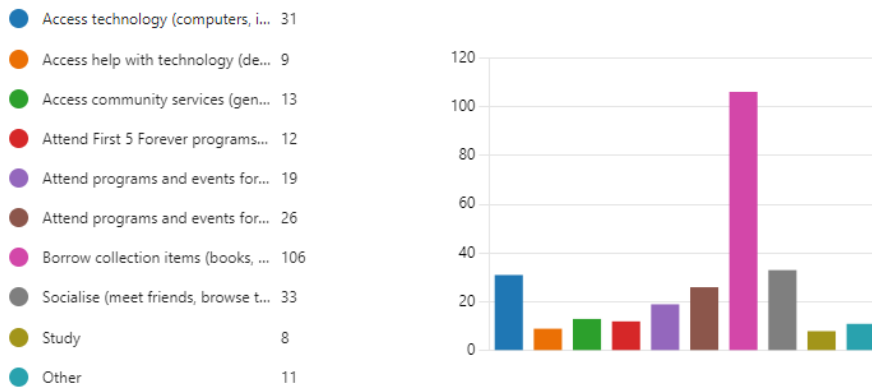
Nil

REPORT

As South Burnett Libraries are committed to monitoring the quality of services provided to the community, an online survey was developed and made available to members of the public from 3 – 30 June 2024. In total, 132 responses were received.

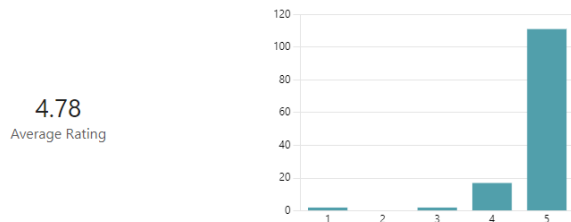
The anonymous survey asked a variety of questions in relation to use of the library service, including why members are visiting the library (to borrow items, attend programs or socialise etc.) and how often they visit their local library. As per the table below, 106 respondents indicated that they predominantly use the library to borrow items, whilst 33 visit to socialise (meet friends, browse the

collection or for quiet reading) and 31 access the technology provided, including the public access computers, internet, wi-fi and printing services.

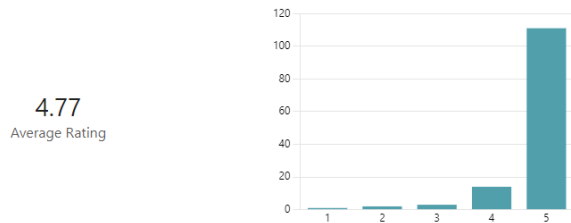


The survey also provided the opportunity for community members to rate a number of key library service areas from 1-5, including customer service, the collection, facilities, online services, programs and events and technology access. Out of the 10 main areas critiqued, customer service, facilities and the ad-hoc help with technology provided by staff rated the highest in terms of customer satisfaction:

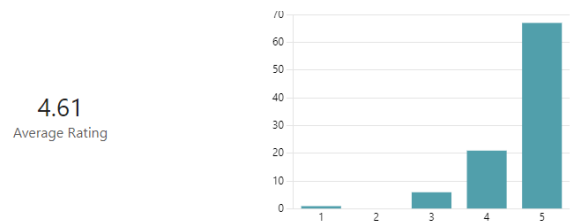
Customer Service



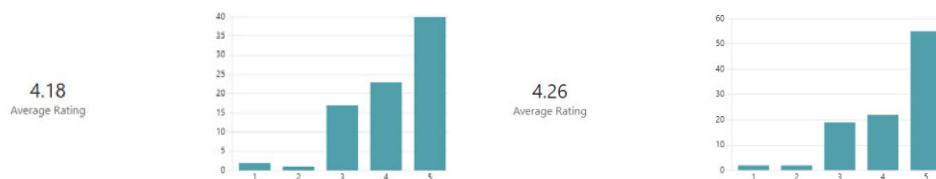
Facilities (attractive, clean, well presented)



Technology Assistance (help from staff on an ad-hoc basis)



The survey also highlighted service areas that may need attention, with programs for children aged 6-12 receiving a score of 4.18 out of 5 and programs for adults receiving a score of 4.26 out of 5.



In addition to these ratings, respondents were asked to rate their overall experience with South Burnett Libraries, with the average rating coming in at 4.70 out of 5 with 95% of the 132 responses received rated between 4-5.

95% rated between "4 - 5"

Score distribution



63 respondents also took the opportunity to supply anecdotal feedback about the library service, with the following comments received:

“I love my Council library!!”

“Good that we can use libraries in other towns when we need to. Staff are always helpful and friendly. It is a great service.”

“I very much appreciate our library in Blackbutt. I especially love being able to order books and getting an SMS when they are ready to collect.”

“The staff and all facilities at the Kingaroy Library are excellent. It is always such a pleasant experience when I visit.”

“Staff at Murgon Library are terrific.”

“Keep up the excellent service and a big thank you to the great library staff at Nanango who are always so friendly and helpful.”

“People are surprised when they walk into the Proston Library for the first time. It is quite amazing for a small village.”

“I am always impressed with the service and professionalism of all staff who come to Wondai.”

As part of reporting requirements to the State Library of Queensland, the overall satisfaction score will be supplied as part of the annual statistical return which is due in August 2024.

To continue monitoring the quality of services provided by South Burnett Libraries, a similar survey will be developed and made available for community members in June 2025.

ATTACHMENTS

Nil

14.2 ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE NOMINATIONS FOR COMMITTEE REPRESENTATIVES

File Number: 08-07-2024

Author: Coordinator Community Development

Authoriser: Chief Executive Officer

PRECIS

That Council adopt the 2024 nominations for the Arts, Culture and Heritage Advisory Committee for the 2024/2026 period.

SUMMARY

Expressions of interest were called from members of public to become a representative on the Arts, Culture and Heritage Advisory Committee and closed on 25 June 2024.

Nominations were reviewed by the Cr. Danita Potter (Chair) and Cr. Jane Erkens (Deputy Chair) on Thursday, 4 July 2024 and were all deemed to be acceptable representatives as per the Arts, Culture and Heritage Advisory Committee Policy.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council appoint the following individuals who have submitted a nomination as members to the Arts, Culture and Heritage Advisory Committee as per the Arts, Culture and Heritage Advisory Committee Policy.

- South Burnett Musical Comedy Society – Craig Reiger
- South Burnett Community Orchestra - Andrew Maddern
- Kingaroy Heritage Museum – Pam Kerr
- South Burnett Arts Inc – Robyn Dower
- Wondai Regional Art Gallery – Elaine Madill
- Community Representative – Tonita Penny
- Community Representative – Rob Fitz-Herbert

FINANCIAL AND RESOURCE IMPLICATIONS

To be delivered within budget allocation

LINK TO CORPORATE/OPERATIONAL PLAN

EC4 – Develop and implement a regionally themed Arts, Culture and Heritage Strategic Plan incorporating all communities.

GR5 - Continue to provide and investigate options to improve our arts, heritage, museums, visitor information centres and tourism infrastructure.

OPL/17 Finalise a South Burnett Regional Arts, Culture and Heritage Strategic Plan

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

A media release was progressed seeking Expressions of Interest from interested community members to participate in the Advisory Group. The request for nominations was also advertised in the South Burnett newspaper, Council's social media and website and emailed to community organisation contacts.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Nil Implications

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Nil Implications

ASSET MANAGEMENT IMPLICATIONS

Nil Implications

REPORT

As per Arts, Culture and Heritage Advisory Committee Policy, members of the advisory committee are to be appointed by Council resolution. Representatives will be appointed for a two (2) year term, commencing on 1 July and if appointed at any time after 1 July, the first year of their term will end on 30 June.

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

Nominations were called from members of the public to become a representative on the Arts, Culture and Heritage Advisory Committee and closed on 25 June 2024. A media release was progressed seeking Expressions of Interest from interested community members to participate in the Advisory Group. The request for nominations was also advertised in the South Burnett newspaper, Council's social media and website and emailed to community organisation contacts.

Council has received seven (7) nominations to participate in the Arts, Culture and Heritage Advisory Committee from the following groups / individuals:

- South Burnett Musical Comedy Society – Craig Reiger
- South Burnett Community Orchestra - Andrew Maddern
- Kingaroy Heritage Museum – Pam Kerr
- South Burnett Arts Inc – Robyn Dower
- Wondai Regional Art Gallery – Elaine Madill
- Community Representative – Tonita Penny
- Community Representative – Rob Fitz-Herbert

Nominations were received and reviewed by the Cr. Danita Potter (Chair) and Cr. Jane Erkens (Deputy Chair) on Thursday, 4 July 2024 and were all deemed to be acceptable representatives as per the Arts, Culture and Heritage Advisory Committee Policy.

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.

Table of Contents

1. POLICY STATEMENT	1
2. SCOPE	1
3. GENERAL INFORMATION	1
4. DEFINITIONS	3
5. LEGISLATIVE REFERENCE	3
6. RELATED DOCUMENTS	3
7. NEXT REVIEW	3
8. VERSION CONTROL	3

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;

- 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;
- membership selection to include consideration of arts and culture sectors and ensure diversity and geographical spread.

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

14.3 IN-KIND SUPPORT - KINGAROY CHRISTMAS CARNIVAL 2024.**File Number:** 17.07.2024**Author:** Executive Assistant Liveability**Authoriser:** Chief Executive Officer**PRECIS**

In-Kind support for the 2024 Kingaroy Christmas Carnival.

SUMMARY

Council has received correspondence from the Kingaroy Christmas Carnival Committee requesting In-Kind assistance towards their 2024 event. The request for assistance exceeds the limits in which In-Kind is recognised in the Community Grants Program Policy.

The Committee are seeking In-Kind support for the following: -

- Traffic Management Plan (TMP).
- Road signage and barricading as needed by TMP.
- 1 X Skip Bin.
- 30 X Wheelie Bins.
- 2 X Gazebos.
- 200 X Chairs.
- Delivery of the above items to Glendon Street on Thursday 12 December 2024.
- Above Items to be pick up on Friday 31 December 2024.
- Glendon Street toilet block to remain unlocked until the end of the event.
- Street Sweeper on Friday morning 13 December 2024 to clean all areas.
- Skip Bin to be deliver to the rear o the Town Hall.
- To close off and include the unnamed laneway on the southern side of the town hall (library side), to extend from Glendon Street to the end of the town hall building.
- To close off the roadway in Circular Place, so no cars can enter or exit this area, for safety reasons.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council approve the requested In-Kind assistance to the 2024 Kingaroy Christmas Carnival subject to available resources including assistance with the TMP to be prepared after Community Engagement with the surrounding and affected businesses.

FINANCIAL AND RESOURCE IMPLICATIONS

Services will be provided by a combination of Council staff and external contractors. Provision of the requested In-Kind support is expected to cost in the vicinity of \$7000.

LINK TO CORPORATE/OPERATIONAL PLAN

Core Activities

EC16 Support community development and wellbeing through delivery of Council's Community Grants programme

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Kingaroy Christmas Carnival Committee have meet with Council representatives to outline the in-kind requests.

Community consultation and advertising will be required to advise the community of proposed closures.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Road closure will be undertaken in accordance with legislative requirements. Services requests are to be provided in line with core business activities.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

The request of assistance exceeds the limits in which In-Kind is recognised in the Community Grant Program Policy, therefore the request is presented to Council for approval.

ASSET MANAGEMENT IMPLICATIONS

N/A

REPORT

Council has received correspondence from the Kingaroy Christmas Carnival Committee requesting In-Kind assistance towards their 2024 event. The request for assistance exceeds the limits in which In-Kind is recognised in the Community Grants Policy Program.

ATTACHMENTS

1. **Kingaroy Christmas Carnival In-Kind Sponsorship application** [↓](#) 
2. **Email from Jason Olsen** [↓](#) 
3. **Area requested for Kingaroy Christmas Carnival** [↓](#) 
4. **Notification of Road Closure for Events** [↓](#) 
5. **Use of Council Parkland-Reserve Land** [↓](#) 



CEO APPROVED FORM: 2995179
Version 7 – February 2023
Liveability – Community & Lifestyle

Community Grants Program – In-Kind Sponsorship Application Form

PRIVACY COLLECTION NOTICE: South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. **A hard copy of this electronic document is considered uncontrolled when printed.**

<ul style="list-style-type: none"> •This is a cover sheet and summary. Attachments are required. •You must provide Council with a minimum of four (4) weeks' notice for requested services. •All In-Kind Services provided by Council are dependent on operational priorities, availability or resources and overall annual budget allocation. •Applications can be made throughout the financial year. 	
Grant program	
In-Kind Sponsorship up to \$2000	Quantity required (if applicable)
<input checked="" type="checkbox"/> Supply of gazebo marquee imprinted with Council's branding	2 - 3x6m
<input type="checkbox"/> Supply of minor works	
<input checked="" type="checkbox"/> Supply of road signage and barriers	AS REQUIRED PER TMP
<input checked="" type="checkbox"/> Supply of skip bins (Council only has 10m3 skip bins)	1
<input checked="" type="checkbox"/> Supply of wheelie bins	30
<input type="checkbox"/> Supply of trestle tables	
<input checked="" type="checkbox"/> Supply of chairs	200
Applicant/Organisation	
Organisation name	KINGAROO CHRISTMAS CARNIVAL
Name of contact person	
Postal address	
Contact phone	
Mobile	
Email address	
Website address (if applicable)	
Is your organisation non-profit?	
What year was your organisation established?	
How many members does your organisation have?	8
Approximately how many people access your organisation facilities/services annually?	2500

Activity/Event			
Describe the Activity/Event why funding is requested			
Activity/event name	KINGAROO CHRISTMAS CARNIVAL		
Short description	CHRISTMAS CARNIVAL FOR RESIDENTS OF KINGAROO & SURROUNDING AREAS - WITH CARNIVAL RODES & FOOD ALSO TWILIGHT MARKETS		
How will this activity/event benefit the community?	CHRISTMAS		
Start/End date of activity/event commencement of project			
Start date	12-12-24	End date	12-12-24
What In-Kind is required? (Please list in detail what is required)			
ROAD SIGNAGE & BARRIAGES - TO BE DETERMINED BY TMP BINS - WHEELIE & SKIP SKIP BIN TO BE PLACED AT REAR OF TOWN HALL			
Are the above items requested to be delivered and collected?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Delivery address	GLENDDON ST KINGAROO		
Delivery date	12-12-24		
Collection date	13-12-24		
Contact name on site	[REDACTED]		
Location – Must be within the boundaries of the South Burnett Regional Council area			
Physical address (site of activity/event)	GLENDDON ST KINGAROO		
TOWN HALL FORECOURT SIDE OF THE TOWN HALL (SOUTHERN)			
Supporting documents – Please attach all requested supporting documents as these are mandatory for assessment.			
<input checked="" type="checkbox"/> I have not applied for other funding in the Community grants program for this activity/event in this financial year.			
<input checked="" type="checkbox"/> Financial statements (most recent)			
<input type="checkbox"/> Other relevant supporting documentation (please list)			
1.			
2.			
3.			
Please note: The above documents help to demonstrate the need and benefit to the Community.			

Certification – To be signed by an Executive member of the Organisation	
<input checked="" type="checkbox"/>	I certify to the best of my knowledge that the statements made in this application are true and correct.
<input checked="" type="checkbox"/>	I understand that approval of support is subject to a signed agreement between the South Burnett Regional Council and the applicant.
<input checked="" type="checkbox"/>	I understand that the South Burnett Regional Council does not accept any liability or responsibility for the supported project/event and that it is the responsibility of the applicant to provide the appropriate insurance cover.
<input checked="" type="checkbox"/>	I agree the activity/event summary and financial report (acquittal) will be supplied (including a copy of all required receipts) within six (6) weeks of completion.
Given name	[REDACTED]
Executive Position held	[REDACTED]
Signature	[REDACTED]
Lodgement of application	
Applications must be postmarked or received by Council prior the closing date advertised. Please refer to Council's Community Grants Policy or contact Council for further information.	
Please return your completed form to the following address, or email info@sbrc.qld.gov.au for enquiries, please contact (07)4189 9100 South Burnett Regional Council PO Box 336, Kingaroy Qld 4610	

Denise King

From: [REDACTED]
Sent: Tuesday, 25 June 2024 4:45 PM
To: Council Information General Email Account; Denise King
Subject: [EXTERNAL] Kingaroy Christmas Carnival
Attachments: 20171109063447_001.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Please be cautious
 This email originated outside of SBRC..

To South Burnett Reginal Council,

Kingaroy Christmas Carnival Committe are seeking Council funding for the 2024 carnival as the amount requested is above the \$2500 limit of the Community Grants Program.

We are seeking the following.

- 1 Traffic Management Plan in the past conducted by South Burnett Traffic Control and Security under direction from SBRC
- 2 Road signage and barricading as needed by TMP
- 3 Skip bin (one) wheelie bins 30
- 4 Portable shade shelters Gazebos 6*3m two of
- 5 Chairs 200
- 6 Delivery of above items to Glendon St on Thursday the 12th of December 2024 and collection on 13th of December 2024
- 7 Glendon St public toilet block to remain unlocked until the end of the event
- 8 At council discretion the services of the street sweeper on Friday morning the 13th of December

We have been advised that all though all of these were kindly supplied in 2023 by SBRC excluding the street sweeper the amount of \$5000 is well above the \$2500 limit of the Community Grants Program

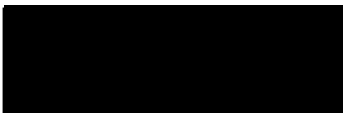
We are also seeking to extend the area of use due to the popularity of this event to include the unnamed laneway on the southern side of the town hall (library side) to extend from Glendon St to the end of the town hall building. We will in our planning include extra lighting in this area.

Please find attached the
 Notification of Road Closure form
 Council Parkland/ Reserved land and proposed Map.
 as well as the Community Grants Program - In Kind Sponsorship.

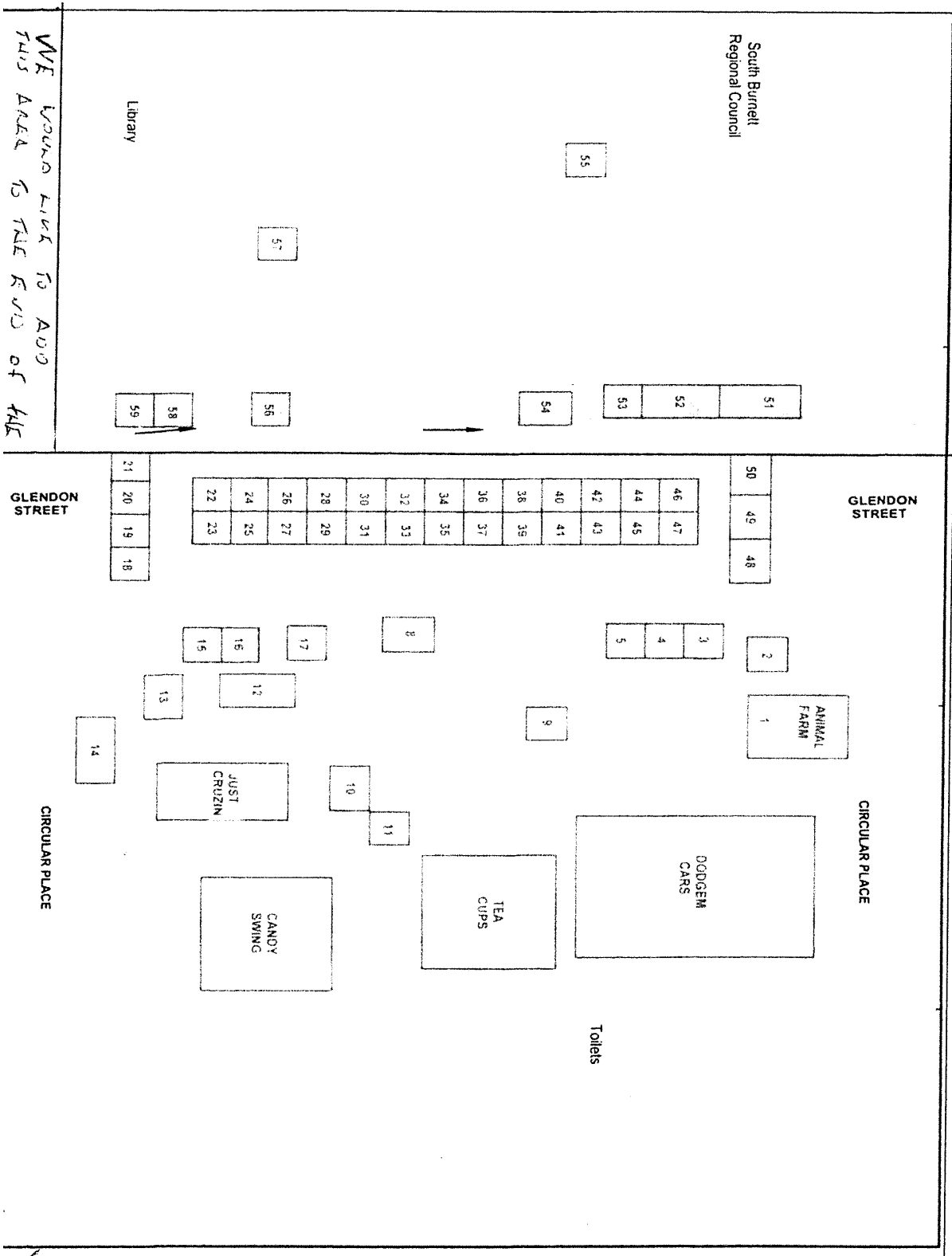
Other supporting documents will be supplied closer to the date of the event (proof of Public Liability insurance and Bank Statements)

Qld Police Road closure permit will be submitted in November as par their request

Thank you



53.





CEO APPROVED FORM: ID 2872987
Version 8 – May 2022
Infrastructure - Infrastructure Planning

Notification of Road Closure for Events

PRIVACY COLLECTION NOTICE: South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. A hard copy of this electronic document is considered uncontrolled when printed.

Requirements for letter of "No Objection / Approval" process			
<input checked="" type="checkbox"/> The applicant is to approach Queensland Police Service at least 30 days prior to the proposed closure in preparation for the permit (this can be done in conjunction with Council's "Notification of Road Closure for Events")			
<input checked="" type="checkbox"/> Council's form should be submitted at least 30 days prior to the proposed closure			
<input checked="" type="checkbox"/> Council reviews this notification & the Traffic Management Plan ("TMP") and if all requirements are satisfactory, Council will issue a "Letter of No Objection". The Council "Letter of No Objection" is to be taken to the Queensland Police Service for inclusion with their "Permit for the Road Closure".			
Applicant/s details			
Given/Surname	[REDACTED]		
Address	KINGAROO CHRISTMAS CARNIVAL		
Contact phone	[REDACTED]		
Given/Surname	[REDACTED]		
Closure details			
Road Name	GLENON ST / CIRCULAR PLACE / UNNAMED LANEWAY		
Closure location (i.e., house number, Intersection)	GLENON ST FROM SHARED ZONE SOUTH TO ANFORD ST. CIRCULAR PLACE END TO END LANEWAY BESIDE TOWN HALL (LIBRARY TO END OF BUILDING)		
Reason for closure	COMMUNE CHRISTMAS CARNIVAL		
Date of closure	Start Date	12.12.24	End Date
Hours of closure	Start time	5.00 AM	End time
Further information	PLEASE SEE ATTACHED EMAIL.		
Traffic Management Plan ("TMP")			
<p>Please note: TMP must be attached</p> <p>All signage within the TMP is to be in accordance with the requirements of the latest version of the "Manual of Uniform Traffic Control Devices (Part 3)".</p> <p>A copy of the "Permit for Road Closure" and the TMP is to be kept on site at all times during the period of the work.</p>			
Office Use Only – Infrastructure Planning			
Date received	[REDACTED]	Application number	[REDACTED]



CEO APPROVED FORM:ID 2912226
Version 3 – February 2023
Community – Facilities and Parks

Use of Council Parkland / Reserve Land

PRIVACY COLLECTION NOTICE: South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. A hard copy of this electronic document is considered uncontrolled when printed.

Applications must be submitted a minimum of 14 business days prior to the event			
Applicant/s details			
Company name	KINGAROY CHRISTMAS CARNIVAL		
Given/Surname	[REDACTED]		
Address	[REDACTED]		
Contact phone	[REDACTED]		
I/We declare the information	[REDACTED]		
Date	[REDACTED]		
Event details			
Name of park or reserve	DR ELLEN HUGHES FORECOURT		
Street address of park / reserve	GRENDALE ST KINGAROY		
Type of function	KINGAROY CHRISTMAS CARNIVAL		
Name of event	KINGAROY CHRISTMAS CARNIVAL	Approx. number attending	2500
Dates required	12-12-24		
Start time	<input type="checkbox"/> am <input type="checkbox"/> pm	Finish time	<input type="checkbox"/> am <input type="checkbox"/> pm
Access to power required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Access to water required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will food / drink vendors be engaged for this event?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please ensure a current or temporary food licence has been granted by South Burnett Regional Council.			
Attachments required for event			
<input checked="" type="checkbox"/> Copy of Public Liability Insurance		<input checked="" type="checkbox"/> Details sketch plan clearly showing a plan of the proposed area	
No approval will be granted if the above documentation has not been provided with application.			
Lodgement			
Please return your completed form to the following address, or email info@sbrc.qld.gov.au for enquiries, please contact (07)4189 9100 South Burnett Regional Council PO Box 336, Kingaroy Qld 4610			
Office Use Only			
Application approved	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Date		Signature	

14.4 TRUSTEE LEASE - WONDAI DISTRICT CRICKET CLUB INC

File Number: 17-07-2024
Author: Lease Officer
Authoriser: Chief Executive Officer

PRECIS

The Wondai District Cricket Club Inc. have requested a Trustee Lease of part of the Wondai Sports Grounds.

SUMMARY

The Wondai District Cricket Club Inc. (the Club) have requested a Trustee Lease of Area A of the Wondai Sports Grounds located on Lot 156 on FY809991.

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 entering a trustee lease on Area A for part of Lot 156 on FY809991, to the Wondai District Cricket Club 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 trustee lease with the Wondai District Cricket Club Inc. on terms considered satisfactory to Council.

FINANCIAL AND RESOURCE IMPLICATIONS

Rent for the lease will be a concessional rent applied to all community and not for profit groups of \$75.00 per year (excluding GST).

Council will be responsible for any costs associated with the preparation of the lease including registration of the Trustee Lease.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Club contacted Council seeking landowners' consent to apply to the Minor Infrastructure and Inclusive Facilities Fund to upgrade the amenities on the grounds. Council provided landowner's consent on the provision that the Club enter a trustee lease to secure tenure.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The land is a Reserve for Recreation with Council as the Trustee. The proposed Trustee Lease complies with the requirements of section 7(2) of Land Regulation 2020.

An offer of a Trustee Lease to a community group is in accordance with *section 236(1)(b)(ii) of Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Offering of a Trustee Lease is in accordance with Council's Property Lease Policy and Disposal of Assets Policy.

ASSET MANAGEMENT IMPLICATIONS

Wondai District Cricket Club Inc. (the Club) will be responsible for the maintenance and repairs to the property including slashing and mowing the grounds, vermin control and noxious weed control.

In 2018, with approval from Council the practice nets were moved from Area D to Area A, the Club will continue to maintain the pitch, fields, storage shed, fencing, portable grandstands and flood lights.

REPORT

RDP: Lot 156 on FY809991

Land Address: 14064 Bunya Highway, Wondai

Area: 9.362

Tenure: Reserve for Recreation

Trustee: South Burnett Regional Council

Trustee Lease: Area A

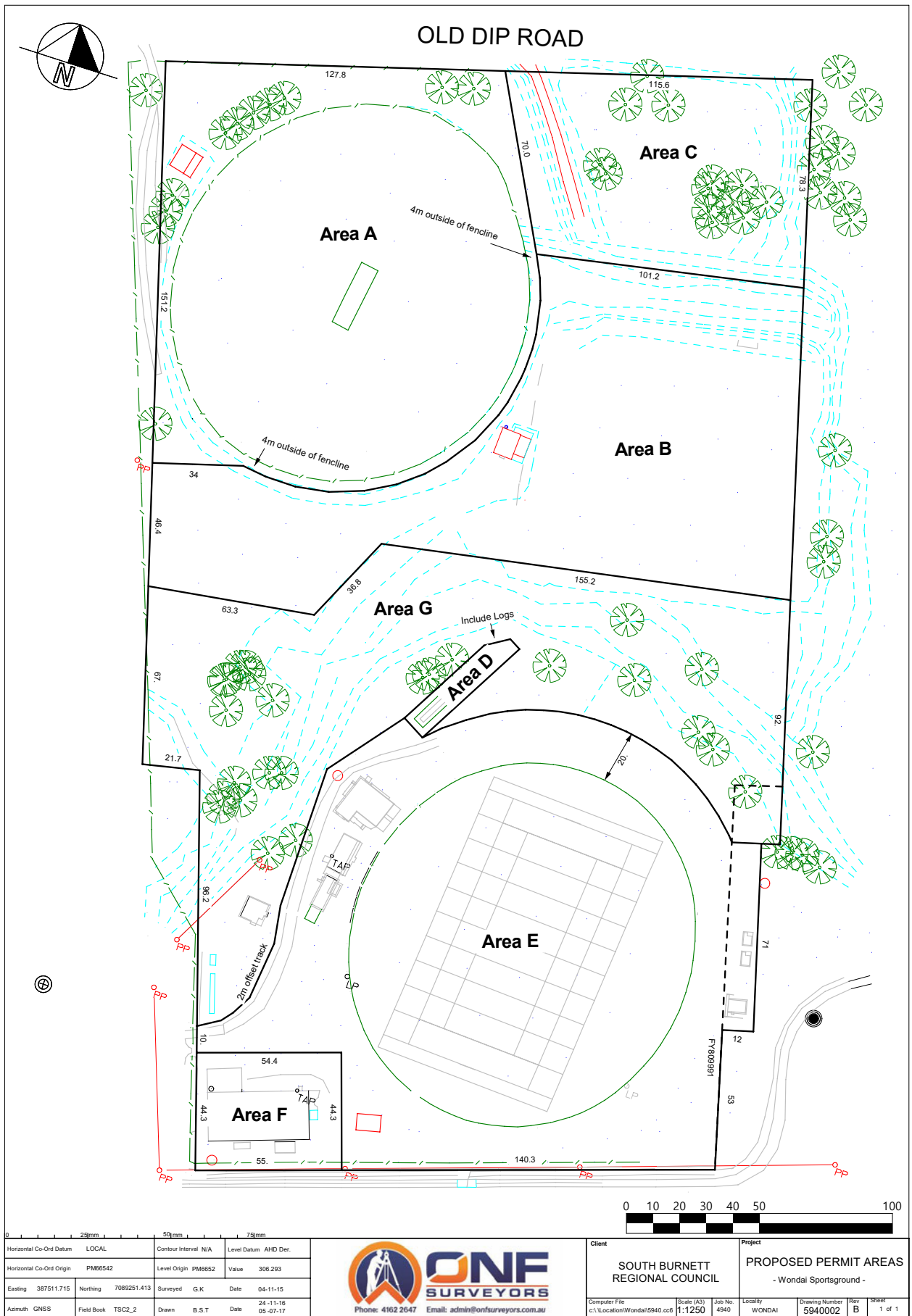
Background:

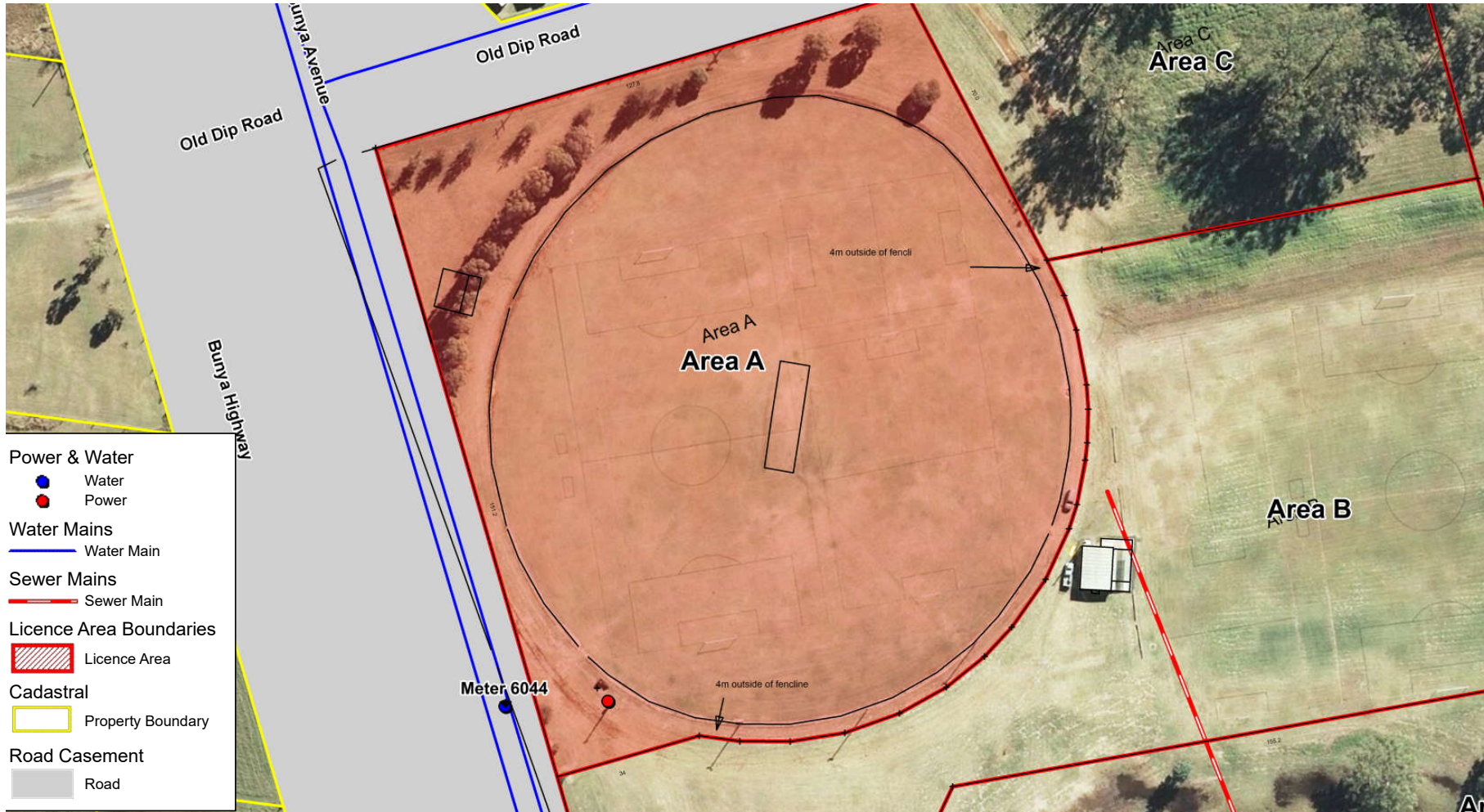
The Wondai District Cricket Club Inc. (the Club) have been situated on the grounds at the Wondai Sports Grounds without formal tenure. Council has been in discussion with the Club over the years to enter into a formal tenure/lease agreement.

Council has provided landowners consent to construct amenities under the provision of formalising tenure. The Club has also been in discussion with the Barambah United Football Club Inc. to share the amenities on Area B.

ATTACHMENTS

1. **Lease/Licence Areas - Wondai Sports Grounds** [↓](#) 
2. **Area A - Cricket Field - Wondai Sports Grounds** [↓](#) 





GDA
 True North, Grid North and Magnetic North are shown diagrammatically for the centre of the Hervey Bay Local Government Area. Magnetic North is correct for 2001 moving easterly by 0.04° in about five years.

Important
 This map was produced on the GEOCENTRIC DATUM OF AUSTRALIA 1994 (GDA94), which has superseded the Australian Geographic Datum of 1984 (AGD66/84). Heights are referenced to the Australia Height Datum (AHD) heights.
 For most practical purposes GDA94 coordinates and satellite derived (GPS) coordinates based on the World Geodetic Datum 1984 (WGS84) are the same.

SOUTH BURNETT REGIONAL COUNCIL
 Customer Contact: Ph (07) 4189 9100

Important Notice!
 This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information or use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the South Burnett Regional Council nor State or Federal Government Departments makes any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way or for any reason.
 © The State of Queensland 2003
 © South Burnett Regional Council 2008.

Drawn By : Amy King
Department : Information Services
Date : 03-03-2017
Projection : MGA94 Zone 56

**Licence Area A
 Wondai Sportsground**

14.5 TRUSTEE LEASE - BARAMBAH UNITED FOOTBALL CLUB**File Number:** 17-07-2024**Author:** Lease Officer**Authoriser:** Chief Executive Officer**PRECIS**

The Barambah United Football Club Inc. have requested a Trustee Lease of part of the Wondai Sports Grounds to secure tenure.

SUMMARY

The Barambah United Football Club Inc. (the Club) have requested a Trustee Lease of Areas B and C of the Wondai Sports Grounds located on Lot 156 on FY809991.

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 entering a trustee lease on Area B & C for part of Lot 156 on FY809991, to the Barambah United Football Club 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 trustee lease with the Barambah United Football Club Inc. on terms considered satisfactory to Council.

FINANCIAL AND RESOURCE IMPLICATIONS

Rent for the lease will be a concessional rent applied to all community and not for profit groups of \$75.00 per year (excluding GST).

Council will be responsible for any costs associated with the preparation of the trustee lease including registration and any survey requirements.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Club contacted Council seeking landowners' consent to apply to the Minor Infrastructure and Inclusive Facilities Fund to upgrade the amenities on the grounds. Council provided landowner's consent on the provision that the Club enter a trustee lease to secure tenure.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The land is Reserve for Recreation with Council as Trustee. The proposed Trustee Lease complies with the requirements of section 7(2) of Land Regulation 2020.

An offer of a Trustee Lease to a community group is in accordance with *section 236(1)(b)(ii) of Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Offering of a Trustee Lease is in accordance with Council's Property Lease Policy and Disposal of Assets Policy.

ASSET MANAGEMENT IMPLICATIONS

Barambah United Football Club Inc. (the Club) will be responsible for the maintenance and repairs to the property including slashing and mowing the grounds, vermin control and noxious weed control.

The Club has been successful with their application to the Minor Infrastructure and Inclusive Facilities Fund with the Department of Tourism & Sport to upgrade their amenities on the grounds. The Club is responsible for the asset and any improvements. The Club has also requested for Council to project manage the amenities upgrade, a future report will be prepared for this request after direction from relevant officers has been received.

REPORT

RDP: Lot 156 on FY809991

Land Address: 14064 Bunya Highway

Area: 9.362 ha

Tenure: Reserve for Recreation

Trustee: South Burnett Regional Council

Trustee Lease: Area B & C

Background:

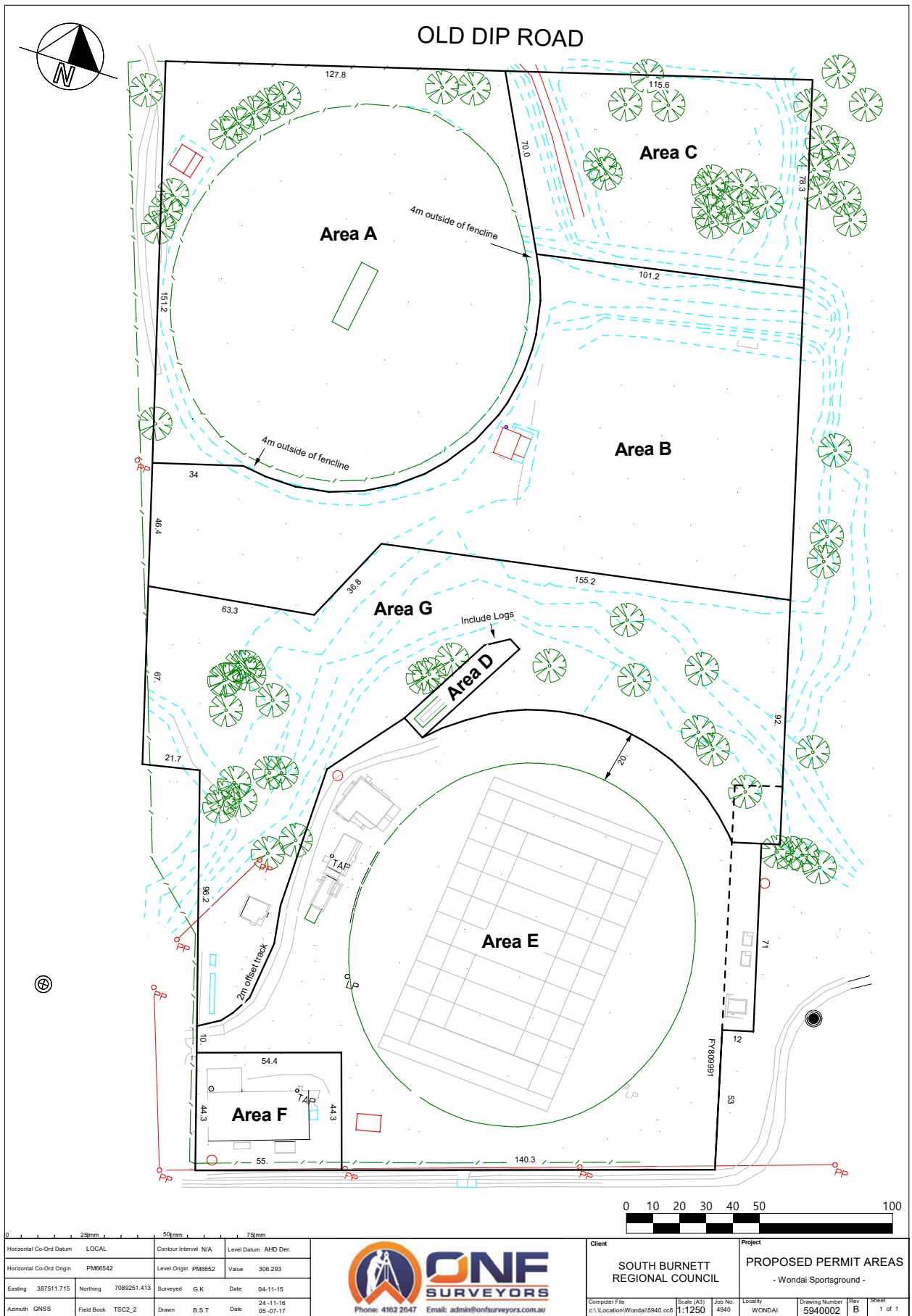
The Barambah United Football Club Inc. (the Club) have been situated on the Wondai Sports Grounds since 2014 with no formal tenure/lease of the area. Council has been in discussion with the Club over the years to enter into a formal tenure/lease agreement.

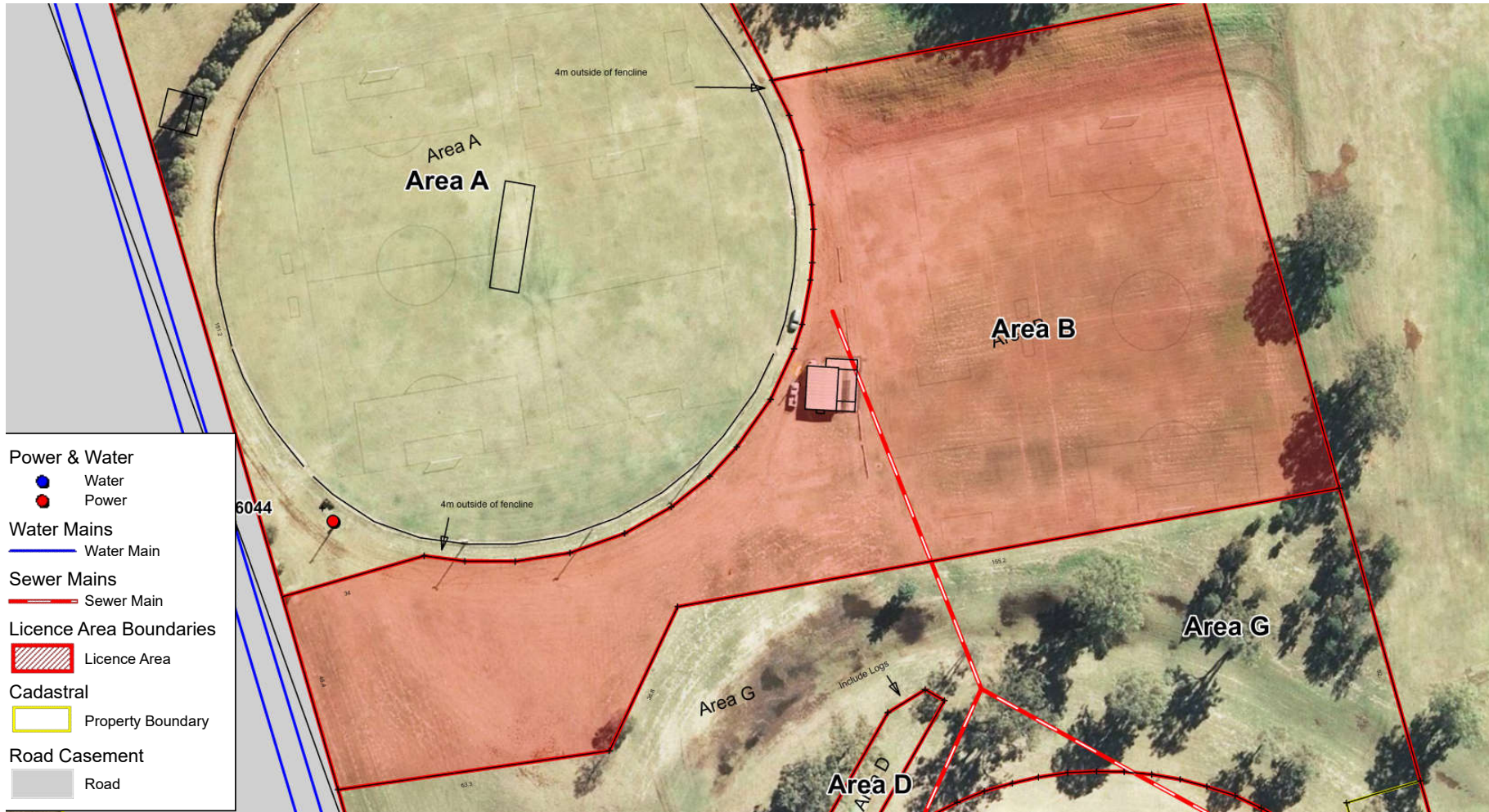
Council has provided landowners consent to upgrade the amenities under the provision of formalising tenure.

The Club holds soccer training and games on the grounds for children and adults with both men's and women's teams.

ATTACHMENTS

1. **Lease/Licence Areas - Wondai Sports Grounds** [↓](#) 
2. **Area B - Soccer Fields & Amenities - Wondai Sports Grounds** [↓](#) 
3. **Area C - Temporary carparking for match and training days** [↓](#) 





GDA
 True North, Grid North and Magnetic North are shown diagrammatically for the centre of the Hervey Bay Local Government Area. Magnetic North is correct for 2001 moving easterly by 0.04° in about five years.

Important
 This map was produced on the GEOCENTRIC DATUM OF AUSTRALIA 1994 (GDA94), which has superseded the Australian Geographic Datum of 1984 (AGD66/84). Heights are referenced to the Australia Height Datum (AHD) heights.
 For most practical purposes GDA94 coordinates and satellite derived (GPS) coordinates based on the World Geodetic Datum 1984 (WGS84) are the same.

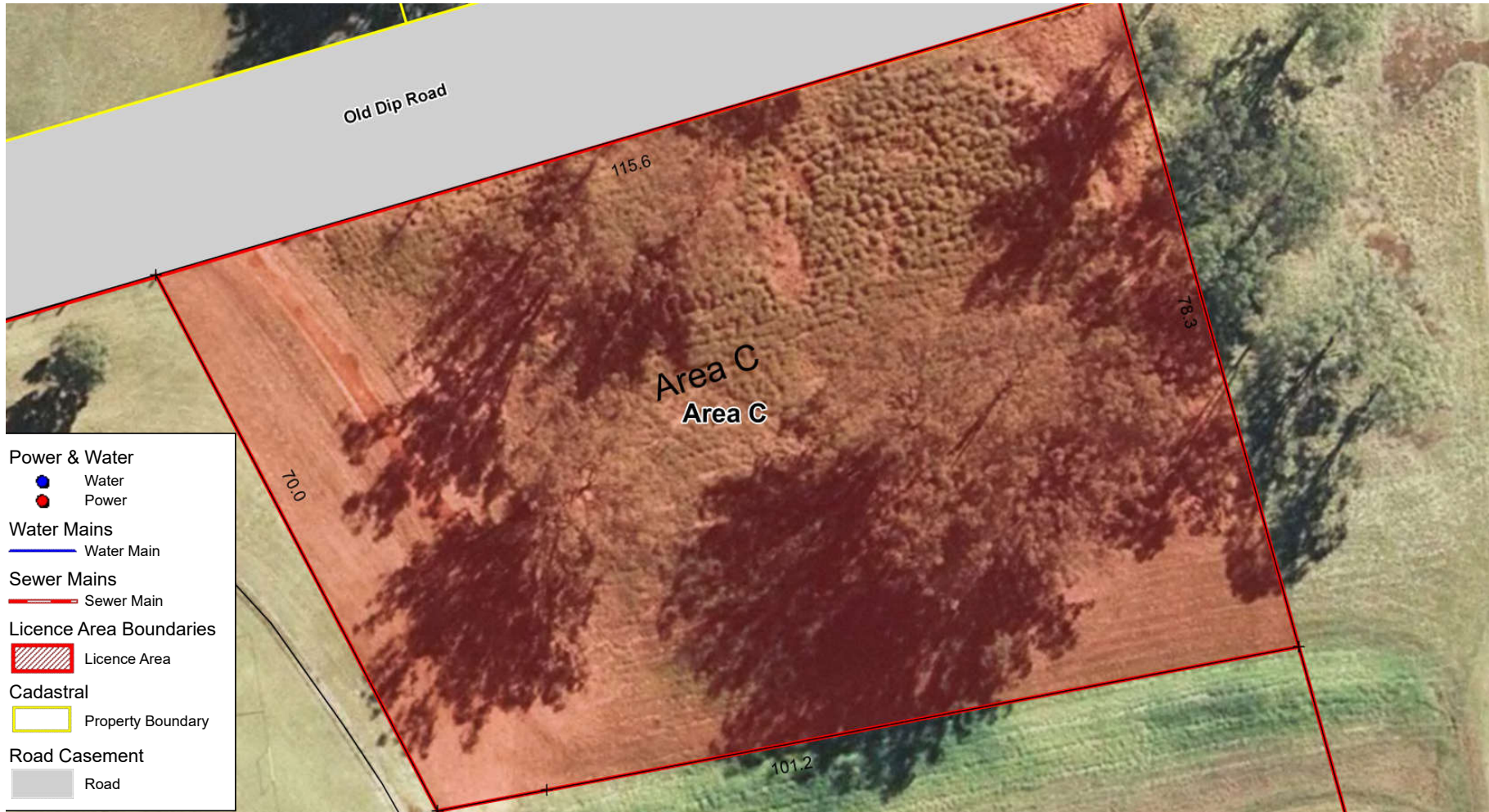
TN GN MN
 Grid - Magnetic 10.5°

SOUTH BURNETT REGIONAL COUNCIL
 Customer Contact: Ph (07) 4189 9100

Important Notice!
 This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information or use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the South Burnett Regional Council nor State or Federal Government Departments makes any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way or for any reason.
 © The State of Queensland 2003
 © South Burnett Regional Council 2008.

Drawn By : Amy King
Department : Information Services
Date : 03-03-2017
Projection : MGA94 Zone 56

**Licence Area B
 Wondai Sportsground**



GDA
 True North, Grid North and Magnetic North are shown diagrammatically for the centre of the Hervey Bay Local Government Area. Magnetic North is correct for 2001 moving easterly by 0.04° in about five years.

Important
 This map was produced on the GEOCENTRIC DATUM OF AUSTRALIA 1994 (GDA94), which has superseded the Australian Geographic Datum of 1984 (AGD66/84). Heights are referenced to the Australia Height Datum (AHD) heights.
 For most practical purposes GDA94 coordinates and satellite derived (GPS) coordinates based on the World Geodetic Datum 1984 (WGS84) are the same.

SOUTH BURNETT REGIONAL COUNCIL
 Customer Contact: Ph (07) 4189 9100

Important Notice!
 This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information or use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the South Burnett Regional Council nor State or Federal Government Departments makes any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way or for any reason.
 © The State of Queensland 2003
 © South Burnett Regional Council 2008.

Drawn By : Amy King
Department : Information Services
Date : 03-03-2017
Projection : MGA94 Zone 56

Licence Area C
Wondai Sportsground

14.6 TRUSTEE LEASE - BALLOGIE COMMUNITY ASSOCIATION INC.**File Number: 17-07-2024****Author: Lease Officer****Authoriser: Chief Executive Officer****PRECIS**

The Ballogie Community Association have requested to enter a trustee lease for Lot 50 on CP868342 to develop a community and recreation facility.

SUMMARY

The Ballogie Community Association Inc. (the Association) wish to enter a trustee lease for Lot 50 on CP868342 with a plan to develop a community and recreation facility. The reserve is undeveloped and adjoins a state-controlled road and stock route.

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 entering a trustee lease for Lot 50 on CP868342, to the Ballogie Community Association 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 Ballogie Community Association Inc. on terms considered satisfactory to Council.

FINANCIAL AND RESOURCE IMPLICATIONS

Rent for the lease will be concessional rent applied to community and not for profit groups of \$75.00 per annum (plus GST).

The Ballogie Community Association Inc. will be required to hold a certificate of currency for \$20M public liability insurance and will be applying for grant funding to fund their development plan including;

Stage 1:

- Maintenance and mowing of the reserve;
- Vegetation Clearing;
- Development of an access road and parking (all weather access);
- Development of a sporting grounds and recreation area;
- Build undercover shelters;
- Install a water tank;
- Install a community noticeboard; and
- Purchase and site portable toilets.

Stage 2:

- Development of a playground;
- Installation of a basketball or handball court;
- Install a boundary fence;

- Install a cricket pitch; and
- Develop a support hub.

Council will be responsible for any cost involved with preparing the trustee lease.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Ballogie Community Association Inc approached Council seeking to lease the reserve for recreation to develop the land for recreation and social community events.

Internal advice was received for development of the land and requirements for access, vegetation management and proposed use of the land.

The Ballogie Community Association through a deputation to the Ordinary Meeting on the 19 June 2024 presented Council with a project plan.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The land is a Reserve for Recreation with a sub-purpose of a community hall with Council as the Trustee. The Land and Other Legislation Amendment Bill (No. 2) 2023 amended the *Land Act 1994* to simplify the list of community purposes previously defined in Schedule 1, from 34 specific uses to the 6 purpose categories. The new 'taken to be' purpose of the reserve is Parks and Recreational Purposes with the sub-purpose as Community Facility. However, the trust land's title in the Land Registry will not be updated to the 'taken to be' purpose. This is because an update to the purpose would be a change in purpose of the trust land, which would be a future act for the purposes of the *Native Title Act 1993 (Cwlth)*.

The proposed Trustee Lease complies with the requirements of section 7(2) of *Land Regulation 2020* and the *Land Act 1994*.

An offer of a Trustee Lease to a community group is in accordance with section 236(1)(b)(ii) of *Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Offering of a Trustee Lease is in accordance with Council's Property Lease Policy and Disposal of Assets Policy.

ASSET MANAGEMENT IMPLICATIONS

The property is a reserve that is undeveloped, zoned rural and sits adjacent to the road corridor and stock route. The land is subject to be affected by flood hazard, high potential bushfire, stock route network management and within the state transport corridor. Any land use such as markets or development of a community hall would trigger a development application which is impact assessable and open to public notification. As the property is located on a state road an access road/driveway is required to be approved by the Department of Transport and Main Roads (DTMR).

The Association will need to consider the cost associated with each activity including any future requirements for development, engineering plans, access road or effluent disposal with estimates for a basic Aerated Wastewater Treatment Systems (AWTS) between \$30,000 to \$60,000. It should also be noted that any development must not compromise the stock route SR:445SBUR. And any proposed vegetation clearing must be notified (there is no cost for this notification) through the Department of Resources (DoR).

REPORT

RPD: Lot 50 on Crown Plan 868342

Tenure: Reserve for Recreation and sub-purpose Community Hall (taken to be - Parks and Recreational Purpose, sub-purpose as Community Facility.)

Trustee: South Burnett Regional Council

Area: 2.7 ha

Zoning: Rural








Background

The Ballogie Community Association Inc. (The Association) is a newly incorporated organisation seeking to lease the reserve Lot 50 on CP868342. This land is not developed and has some areas of dense vegetation.

The community in Ballogie sort to undertake this project in 1996, obtaining a tree clearing permit in 1998 and the group hand cleared a small section of land approximately 0.6ha. Unfortunately, the group was never incorporated, and the project was abandoned.

The Association has since formed and are strengthened in their resolve to seek grant funding to clear the vegetation and develop the land for the Ballogie community. The Association has submitted a petition to Council with over 40 signatures to lease the land for recreational and social community events.

ATTACHMENTS

1. **Current Title - 50CP868342** [↓](#) 
2. **Smart Map - 50CP868342** [↓](#) 
3. **Stock Route Map - SR:445SBUR** [↓](#) 
4. **Aerial Map - Vegetation** [↓](#) 
5. **Vegetation Management Report - Lot 50 on CP868342** [↓](#) 
6. **Development Proposal - Ballogie Community Association Inc.** [↓](#) 
7. **Petition for land use at Ballogie** [↓](#) 

INTERNAL CURRENT RESERVE SEARCH
QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 19/05/2022 11:34

Title Reference: 49022739

Date GAZETTED: 14/10/1994

PAGE: 574

Opening Ref: B 92/000630
Purpose: RECREATION
Sub-Purpose: COMMUNITY HALL
Local Name:
Address:
County (R) No: R210
File Ref: RES 28780

TRUSTEES

SOUTH BURNETT REGIONAL COUNCIL GAZETTED ON 14/10/1994
PAGE 574, 575

LAND DESCRIPTION

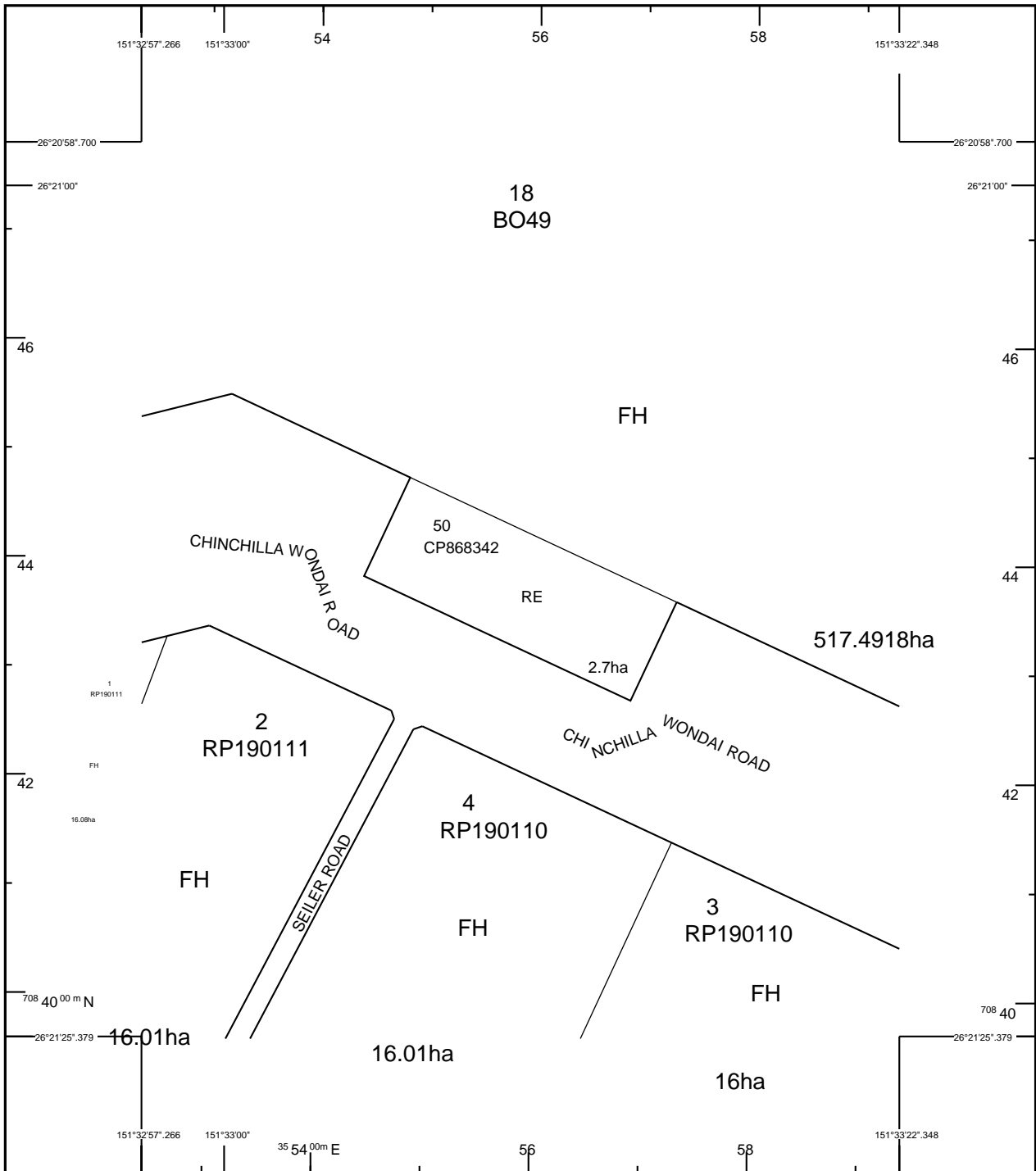
LOT 50 CROWN PLAN 868342 GAZETTED ON 14/10/1994 PAGE 574
Local Government: SOUTH BURNETT

Area: 2.700000 Ha. (SURVEYED)

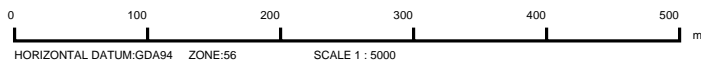
EASEMENTS AND ENCUMBRANCES

ADMINISTRATIVE ADVICES - NIL
UNREGISTERED DEALINGS - NIL

** End of Current Reserve Search **



STANDARD MAP NUMBER
9245-34321



SmartMap

An External Product of
SmartMap Information Services
Based upon an extraction from the
Digital Cadastral Data Base

MAP WINDOW POSITION &
NEAREST LOCATION



SUBJECT PARCEL DESCRIPTION

DCDB	
Lot/Plan	50/CP868342
Area/Volume	2.7ha
Tenure	RESERVE
Local Government	SOUTH BURNETT REGIONAL
Locality	BALLOGIE
Segment/Parcel	47104/107

CLIENT SERVICE STANDARDS

PRINTED 21/06/2024

DCDB 20/06/2024

Users of the information recorded in this document (the Information) accept all responsibility and risk associated with the use of the Information and should seek independent professional advice in relation to dealings with property.

Despite Department of Resources best efforts, RESOURCES makes no representations or warranties in relation to the Information, and, to the extent permitted by law, exclude or limit all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and expenses incurred in any way (including but not limited to that arising from negligence) in connection with any use of or reliance on the Information

For further information on SmartMap products visit



Queensland Government

(c) The State of Queensland,
(Department of Resources) 2024.

Map - 50CF868342

21°6'S 151°33'2"E

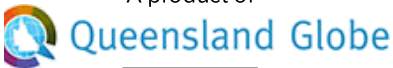
26°21'6"S 151°33'1"



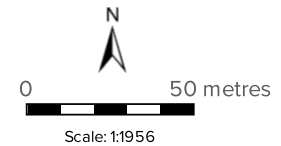
21°17'S 151°33'2"E

26°21'17"S 151°33'1"

A product of



Legend located on next page



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>



Imagery material © State of Queensland 2024. You are responsible for ensuring that the map is suitable for your purposes. The State of Queensland makes no representation or warranties in relation to the map contents and disclaims any liability.

Imagery is displayed, imagery includes material © CNES produced under license from Airbus DS, all rights reserved. IAT © Earth-i, all rights reserved. © Planet Labs PBC, 2023

Map - 506788342

Legend

Active travel permits



Stock routes



Primary



Secondary



Tertiary

Stock route reserves



Primary



Secondary



Tertiary

Road parcel



Land parcel



Parcel

Land parcel - gt 1 ha



Parcel

Land parcel - gt 10 ha



Parcel

Easement parcel



Queensland Land Use - Current



Nature conservation



Managed resource protection



Other minimal use



Grazing native vegetation



Production forestry



Plantation forestry



Grazing modified pastures



Cropping



Perennial horticulture



Seasonal horticulture



Land in transition



Irrigated plantation forestry



Irrigated modified pastures



Irrigated cropping



Irrigated perennial horticulture



Irrigated seasonal horticulture



Irrigated land in transition



Intensive horticulture



Intensive animal husbandry



Manufacturing and industrial



Residential



Services



Utilities



Transport and communication



Mining



Waste treatment and disposal



Attribution

Includes material © State of Queensland (Department of Resources); © Commonwealth of Australia (Geoscience Australia); © 21AT, © Earth-i, all rights reserved, 2024.




© State of Queensland (Department of Resources) 2023

© State of Queensland (Department of Resources) 2024

Map - 500788342

Legend

Queensland Land Use - Current (cont)

-  Lake
-  Reservoir/dam
-  River
-  Channel/aqueduct
-  Marsh/wetland
-  Estuary/coastal waters

Strata parcel



Volumetric parcel



Land parcel - gt 1000 ha









Land parcel label

Land parcel label - gt 1 ha

Land parcel label - gt 10 ha

Land parcel label - gt 1000 ha

Land parcel positional accuracy

-  +/- 0.1M - 1M
-  +/- 1.5M - 5M
-  +/- 6M - 14M
-  +/- 15M - 24M
-  +/- 25M - 28M
-  ≥ +/- 29M

Railway



Railway station



Cities and Towns



Green bridges



Bridges




















Tunnels



Map - 5007888342

Legend

Roads and tracks

-  Motorway
-  Highway
-  Secondary
-  Connector
-  Local
-  Restricted Access Road
-  Mall
-  Busway
-  Bikeway
-  Restricted Access Bikeway
-  Walkway
-  Restricted Access Walkway
-  Non-vehicular Track
-  Track
-  Restricted Access Track
-  Ferry
-  Proposed Thoroughfare

Aerial Map - vegetation (as at June 2023)

Reserve - Lot 50 on CP 868342

21°8'S 151°33'0"E

26°21'8"S 151°33'17"E

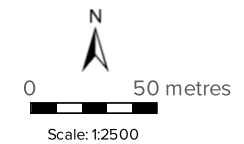


Legend located on next page



21°20'S 151°33'0"E

26°21'20"S 151°33'17"E



Printed at: A4
Print date: 21/6/2024
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>

Includes material © State of Queensland 2024. You are responsible for ensuring that the map is suitable for your purposes. The State of Queensland makes no representation or warranties in relation to the map contents and disclaims all liability.

If imagery is displayed, imagery includes material © CNES reproduced under license from Airbus DS, all rights reserved © 21AT © Earth-i, all rights reserved, © Planet Labs PBC, 2023



Aerial Map - vegetation (as at June 2023)



Reserve - Lot 50 on CP 868342

Legend

Farm dam

-  Farm Dam

Pool or rockhole

-  Pool
-  Rockhole

Waterhole

-  Waterhole




Waterfall



Coastline



Flat or swamp

-  Land subject to inundation
-  Saline coastal flat
-  Swamp

Pondage area

-  Aquaculture Area
-  Salt Evaporator
-  Settling Pond

Lake

Reservoir

-  Reservoir





Canal line

-  Canal

Canal area

-  Canal area



Watercourse lines

-  Major - perennial
-  Major - non perennial
-  Minor - perennial
-  Minor - non perennial

Watercourse area

-  Watercourse area

Water area edge

-  Perennial
-  non perennial



Watercourse stream order

Water plan areas except GABORA

Water plan area Great Artesian Basin and Other Regional Aquifers [GABORA]



Water plan nodes

-  Surface water node
-  Underground water node

Water plan water supply scheme trading zone limits



Water plan water supply scheme trading zones



Water plan water supply scheme underground water trading zones



Water plan water supply schemes



Water plan surface water management area trading

Attribution

Includes material © State of Queensland (Department of Resources); © Commonwealth of Australia (Geoscience Australia); © 21AT, © Earth-i, all rights reserved, 2024.

© State of Queensland (Department of Resources) 202

© State of Queensland (Department of Resources) 202

© State of Queensland (Department of Resources) 202

This data were created by Geoscience Australia and are subject to Commonwealth of Australia Copyright.

Water plan surface water
management area trading
zones




Water plan surface water
management areas



Aerial Map - vegetation (as at June 2023)

Legend

Water plan water licence seasonal water assignment zones

-  Upper Mitchell Zone 1
-  Upper Mitchell Zone 2
-  Upper Mitchell Zone 3

Water plan water licence zone limits



Water plan water licence zones



Water plan water licence relocation zone limits



Water plan water licence relocation zones



Water plan underground water management area trading zones



Water plan underground water management area trading zone groups



Water plan underground water management area domestic areas

Water plan underground water management area sub-areas



Water plan underground water management area notification areas






Water plan underground water management areas





Water plan overland flow areas



Water plan waterholes and lakes

-  Augmented waterhole
-  Protected waterhole
-  Significant waterhole wetland

Water plan prescribed and protected watercourses

-  Prescribed watercourse
-  Protected watercourse

Water plan watercourse water areas and significant watercourse reaches



Water plan subcatchments



Water plan catchments



GABORA groundwater dependent ecosystem springs



GABORA groundwater dependent ecosystem watercourses



GABORA groundwater dependent ecosystem areas



GABORA bore corrosion areas



Hutton zone



Precipice zone



Springbok Walloon zone



management area watercourse buffer zones





Seawater intrusion coastline



Aerial Map - vegetation (as at June 2023)

Legend

Betts Creek beds

-  Betts Creek beds North
-  Betts Creek beds South

Cadna owie

-  Bungil
-  Eromanga Cadna owie

Clematis

-  Bowen Clematis
-  Galilee Clematis

Hooray

-  Cape Gilbert River Aquifer
-  Carpentaria South Gilbert River Aquifer
-  Eromanga East Hooray
-  Eromanga North Hooray
-  Eromanga South Hooray
-  Eromanga West Hooray
-  Gubberamunda
-  Gulf Gilbert River Aquifer

Laura Gilbert River equivalents



Laura Rolling Downs



Hutton

-  Crows Nest Marburg
-  Eastern Downs Marburg
-  Eromanga Hutton
-  Gatton Esk Road Marburg
-  Murphys Creek Marburg
-  Southern Clarence Moreton Marburg
-  Surat Hutton

Mooga








Mulgildie North Hutton



Normanton













Rolling Downs

-  Cape Rolling Downs
-  Carpentaria South Wallumbilla
-  Eromanga Wallumbilla
-  Gulf Rolling Downs
-  Surat Wallumbilla


Winton Mackunda

-  Winton Mackunda North

Precipice

-  Crows Nest Woogaroo
-  Eastern Downs Precipice
-  Eromanga Precipice
-  Gatton Esk Road Woogaroo
-  Mulgildie North Precipice
-  Mulgildie South Precipice
-  Murphys Creek Woogaroo
-  Redbank Creek Woogaroo
-  Southern Clarence Moreton Woogaroo
-  Surat Precipice



Springbok Walloon

-  Adori Injune Creek
-  Eastern Downs Springbok Walloon
-  Southern Clarence Moreton Walloon
-  Surat Springbok Walloon

Wyaaba beds



Draft water plan nodes

-  Draft surface water nodes
-  Draft underground water nodes

Aerial map - vegetation (as at June 2025)

Legend

Draft water plan significant watercourse reach limits



Draft water plan significant watercourse reaches



Draft water plan underground water management areas



Draft water plan catchments and subcatchments



Moratorium areas



Water sharing rules areas



Seasonal water assignment areas



Declared underground water areas



River improvement trust areas

Bore water areas



Drainage areas



1974 Floodline Brisbane and Bremer Rivers



2010 Floodline Bundaberg



2011 Floodline Queensland towns - January



2011 Floodline Queensland towns - April



2012 Floodline SW Queensland towns



2013 Floodline Bundaberg



2017 Floodline Fitzroy River



2017 Floodline Logan and Albert Rivers



2019 Floodline Western Queensland



Sunny day failure - referable dam



Probable max flood without a dam failure - referable dam



Probable max flood with a dam failure - referable dam



Land parcel



Parcel

Land parcel - gt 1 ha



Parcel

Land parcel - gt 10 ha



Parcel

Land parcel - gt 1000 ha



Parcel

Land parcel label



Parcel



Parcel



Parcel



Parcel



Parcel





Aerial Map - vegetation (as at June 2023)

Legend

Queensland Land Use - Current

-  Nature conservation
-  Managed resource protection
-  Other minimal use
-  Grazing native vegetation
-  Production forestry
-  Plantation forestry
-  Grazing modified pastures
-  Cropping
-  Perennial horticulture
-  Seasonal horticulture
-  Land in transition
-  Irrigated plantation forestry
-  Irrigated modified pastures
-  Irrigated cropping
-  Irrigated perennial horticulture
-  Irrigated seasonal horticulture
-  Irrigated land in transition
-  Intensive horticulture
-  Intensive animal husbandry
-  Manufacturing and industrial
-  Residential
-  Services
-  Utilities
-  Transport and communication
-  Mining

Queensland Land Use - Current (cont)

-  Lake
-  Reservoir/dam
-  River
-  Channel/aqueduct
-  Marsh/wetland
-  Estuary/coastal waters

Land parcel label - gt 10 ha

Land parcel label - gt 1000 ha

Green bridges



Bridges



Tunnels




















[Deprecated] Railway



[Deprecated] Railway station

Roads and tracks

-  Motorway
-  Highway
-  Secondary
-  Connector
-  Local
-  Restricted Access Road
-  Mall
-  Busway
-  Bikeway
-  Restricted Access Bikeway
-  Walkway
-  Restricted Access Walkway
-  Non-vehicular Track
-  Track
-  Restricted Access Track
-  Ferry
-  Proposed Thoroughfare

Cape

Beach

Islands

Aerial map - vegetation (as at June 2025)

Legend

Recreation area

Landmark area

Cemeteries

Airports

Population centres

o



Vegetation management report

For Lot: 50 Plan: CP868342
16/05/2024



Queensland Governme

This publication has been compiled by Operations Support, Department of Resources.

© State of Queensland, (2024)

The Queensland Government supports and encourages the dissemination and exchange of its information. The copyright in this publication is licensed under a Creative Commons - Attribution 4.0 International (CC BY) licence.

Under this licence you are free, without having to seek our permission, to use this publication in accordance with the licence terms.



You must keep intact the copyright notice and attribute the State of Queensland as the source of the publication.

Note: Some content in this publication may have different licence terms as indicated.

For more information on this licence, visit <https://creativecommons.org/licenses/by/4.0/>

The information contained herein is subject to change without notice. The Queensland Government shall not be liable for technical or other errors or omissions contained herein. The reader/user accepts all risks and responsibility for losses, damages, costs and other consequences resulting directly or indirectly from using this information.

Updated mapping

Updated vegetation mapping was released on 22 November 2023 and includes the most recent Queensland Herbarium scientific updates to the Regulated Vegetation Management Map, regional ecosystems, essential habitat, wetland and high-value regrowth mapping.

The Department of Environment, Science and Innovation have also updated their koala protection mapping to align with the Queensland Herbarium scientific updates.

The latest version (v10) of the Protected Plants Flora Survey Trigger Map (trigger map) was released on 6 September 2023.

Overview

Based on the lot on plan details you have supplied, this report provides the following detailed information:

Property details - information about the specified Lot on Plan, lot size, local government area, bioregion(s), subregion(s) and attachment(s);

Vegetation management framework - an explanation of the application of the framework and contact details for the Department of Environment, Science and Innovation Resources who administer the framework;

Vegetation management framework details for the specified Lot on Plan including:

- the vegetation management categories on the property;
- the vegetation management regional ecosystems on the property;
- vegetation management watercourses or drainage features on the property;
- vegetation management wetlands on the property;
- vegetation management essential habitat on the property;
- whether any area management plans are associated with the property;
- whether the property is coastal or non-coastal; and
- whether the property is mapped as Agricultural Land Class A or B;

Protected plant framework - an explanation of the application of the framework and contact details for the Department of Environment, Science and Innovation who administer the framework, including:

- high risk areas on the protected plant flora survey trigger map for the property;

Koala protection framework - an explanation of the application of the framework and contact details for the Department of Environment, Science and Innovation who administer the framework; and

Koala protection framework details for the specified Lot on Plan including:

- the koala district the property is located in;
- koala priority areas on the property;
- core and locally refined koala habitat areas on the property;
- whether the lot is located in an identified koala broad-hectare area; and
- koala habitat regional ecosystems on the property for core koala habitat areas.

This information will assist you to determine your options for managing vegetation under:
the vegetation management framework, which may include:

- exempt clearing work;
- accepted development vegetation clearing code;
- an area management plan;
- a development approval;

the protected plant framework, which may include:

- the need to undertake a flora survey;
- exempt clearing;
- a protected plant clearing permit;

the koala protection framework, which may include:

- exempted development;
- a development approval;

Other laws

The clearing of native vegetation is regulated by both Queensland and Australian legislation, and some local governments also regulate native vegetation clearing. You may need to obtain an approval or permit under another Act, such as the Commonwealth Government's *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). Section 8 of this guide provides contact details of other agencies you should confirm requirements with, before commencing vegetation clearing.

Table of Contents

1. Property details	6
1.1 Tenure and title area	6
1.2 Property location	6
2. Vegetation management framework (administered by the Department of Resources)	7
2.1 Exempt clearing work	7
2.2 Accepted development vegetation clearing codes	7
2.3 Area management plans	8
2.4 Development approvals	8
2.5. Contact information for the Department of Resources	8
3. Vegetation management framework for Lot: 43 Plan: SP117916	9
3.1 Vegetation categories	9
3.2 Regional ecosystems	10
3.3 Watercourses	10
3.4 Wetlands	10
3.5 Essential habitat	10
3.6 Area Management Plan(s)	11
3.7 Coastal or non-coastal	11
3.8 Agricultural Land Class A or B	11
4. Vegetation management framework maps	12
4.1 Regulated vegetation management map	13
4.2 Vegetation management supporting map	14
4.3 Coastal/non-coastal map	15
4.4 Agricultural Land Class A or B as per State Planning Policy: State Interest for Agriculture	16
5. Protected plants framework (administered by the Department of Environment, Science and Innovation (DESI)).....	17
5.1 Clearing in high risk areas on the flora survey trigger map	17
5.2 Clearing outside high risk areas on the flora survey trigger map	17
5.3 Exemptions	17
5.4 Contact information for DESI	17
5.5 Protected plants flora survey trigger map	18
6. Koala protection framework (administered by the Department of Environment, Science and Innovation (DESI)).....	20
6.1 Koala mapping	20
6.2 Koala habitat planning controls	21
6.3 Koala Conservation Plan clearing requirements	22
6.4 Contact information for DESI	22
7. Koala protection framework details for Lot: 50 Plan: CP868342	23
7.1 Koala districts	23
7.2 Koala priority area, koala habitat area and identified koala broad-hectare map	23
7.3 Koala habitat regional ecosystems for core koala habitat areas	24
8. Other relevant legislation contacts list	25

1. Property details

1.1 Tenure and title area

All of the lot, plan, tenure and title area information associated with property Lot: 50 Plan: CP868342 are listed in Table 1.

Table 1: Lot, plan, tenure and title area information for the property

Lot	Plan	Tenure	Property title area (sq metres)
50	CP868342	Reserve	27,000

The tenure of the land may affect whether clearing is considered exempt clearing work or may be carried out under an accepted development vegetation clearing code.

Does the property Lot: 50 Plan: CP868342 have a freehold tenure and is in the Wet Tropics of Queensland World Heritage Area?

No, this property is not located in the Wet Tropics of Queensland World Heritage Area.

1.2 Property location

Table 2 provides a summary of the locations for property Lot: 50 Plan: CP868342, in relation to natural and administrative boundaries.

Table 2: Property location details

Local Government(s)	Catchment(s)	Bioregion(s)	Subregion(s)
South Burnett Regional	Burnett	Brigalow Belt	Banana - Auburn Ranges

2. Vegetation management framework (administered by the Department of Resources)

The *Vegetation Management Act 1999* (VMA), the Vegetation Management Regulation 2012, the *Planning Act 2016* and the Planning Regulation 2017, in conjunction with associated policies and codes, form the Vegetation Management Framework.

The VMA does not apply to all land tenures or vegetation types. State forests, national parks, forest reserves and some tenures under the *Forestry Act 1959* and *Nature Conservation Act 1992* are not regulated by the VMA. Managing or clearing vegetation on these tenures may require approvals under these laws.

The following native vegetation is not regulated under the VMA but may require permit(s) under other laws:

- grass or non-woody herbage;
- a plant within a grassland regional ecosystem identified in the Vegetation Management Regional Ecosystem Description Database (VM REDD) as having a grassland structure; and
- a mangrove.

2.1 Exempt clearing work

Exempt clearing work is an activity for which you do not need to notify the Department of Resources or obtain an approval under the vegetation management framework. Exempt clearing work was previously known as exemptions.

In areas that are mapped as Category X (white in colour) on the regulated vegetation management map (see section 4.1), and where the land tenure is freehold, indigenous land and leasehold land for agriculture and grazing purposes, the clearing of vegetation is considered exempt clearing work and does not require notification or development approval under the vegetation management framework. For all other land tenures, contact the Department of Resources before commencing clearing to ensure that the proposed activity is exempt clearing work.

A range of routine property management activities are considered exempt clearing work. A list of exempt clearing work is available at

<https://www.qld.gov.au/environment/land/management/vegetation/clearing-approvals/exemptions/>.

Exempt clearing work may be affected if the proposed clearing area is subject to development approval conditions, a covenant, an environmental offset, an exchange area, a restoration notice, or an area mapped as Category A. Exempt clearing work may require approval under other Commonwealth, State or Local Government laws, or local government planning schemes. Contact the Department of Resources prior to clearing in any of these areas.

2.2 Accepted development vegetation clearing codes

Some clearing activities can be undertaken under an accepted development vegetation clearing code. The codes can be downloaded at

<https://www.qld.gov.au/environment/land/management/vegetation/clearing-approvals/codes/>

If you intend to clear vegetation under an accepted development vegetation clearing code, you must notify the Department of Resources before commencing. The information in this report will assist you to complete the online notification form.

You can complete the online form at
<https://vegetation-apps.dnrm.qld.gov.au>

2.3 Area management plans

Area Management Plans (AMP) provide an alternative approval system for vegetation clearing under the vegetation management framework. They list the purposes and clearing conditions that have been approved for the areas covered by the plan. It is not necessary to use an AMP, even when an AMP applies to your property.

On 8 March 2020, AMPs ended for fodder harvesting, managing thickened vegetation and managing encroachment. New notifications cannot be made for these AMPs. You will need to consider options for fodder harvesting, managing thickened vegetation or encroachment under a relevant accepted development vegetation clearing code or apply for a development approval.

New notifications can be made for all other AMPs. These will continue to apply until their nominated end date.

If an Area Management Plan applies to your property for which you can make a new notification, it will be listed in Section 3.6 of this report. Before clearing under one of these AMPs, you must first notify the Department of Resources and then follow the conditions and requirements listed in the AMP.

<https://www.qld.gov.au/environment/land/management/vegetation/clearing-approvals/area-management-plans>

2.4 Development approvals

If under the vegetation management framework your proposed clearing is not exempt clearing work, or is not permitted under an accepted development vegetation clearing code, or an AMP, you may be able to apply for a development approval. Information on how to apply for a development approval is available at

<https://www.qld.gov.au/environment/land/management/vegetation/clearing-approvals/development>

2.5. Contact information for the Department of Resources

For further information on the vegetation management framework:

Phone 135VEG (135 834)

Email vegetation@resources.qld.gov.au

Visit <https://www.resources.qld.gov.au/?contact=vegetation> to submit an online enquiry.

3. Vegetation management framework for Lot: 50 Plan: CP868342

3.1 Vegetation categories

The vegetation categories on your property are shown on the regulated vegetation management map in section 4.1 of this report. A summary of vegetation categories on the subject lot are listed in Table 3. Descriptions for these categories are shown in Table 4.

Table 3: Vegetation categories for subject property

Vegetation category	Area (ha)
Category B	2.68
Category C	0.02

Table 4: Description of vegetation categories

Category	Colour on Map	Description	Requirements / options under the vegetation management framework
A	red	Compliance areas, environmental offset areas and voluntary declaration areas	Special conditions apply to Category A areas. Before clearing, contact the Department of Resources to confirm any requirements in a Category A area.
B	dark blue	Remnant vegetation areas	Exempt clearing work, or notification and compliance with accepted development vegetation clearing codes, area management plans or development approval.
C	light blue	High-value regrowth areas	Exempt clearing work, or notification and compliance with managing Category C regrowth vegetation accepted development vegetation clearing code.
R	yellow	Regrowth within 50m of a watercourse or drainage feature in the Great Barrier Reef catchment areas	Exempt clearing work, or notification and compliance with managing Category R regrowth accepted development vegetation clearing code or area management plans.
X	white	Clearing on freehold land, indigenous land and leasehold land for agriculture and grazing purposes is considered exempt clearing work under the vegetation management framework. Contact the Department of Resources to clarify whether a development approval is required for other State land tenures.	No permit or notification required on freehold land, indigenous land and leasehold land for agriculture and grazing. A development approval may be required for some State land tenures.

Property Map of Assessable Vegetation (PMAV)

There is no Property Map of Assessable Vegetation (PMAV) present on this property.

3.2 Regional ecosystems

The endangered, of concern and least concern regional ecosystems on your property are shown on the vegetation management supporting map in section 4.2 and are listed in Table 5.

A description of regional ecosystems can be accessed online at <https://www.qld.gov.au/environment/plants-animals/plants/ecosystems/descriptions/>

Table 5: Regional ecosystems present on subject property

Regional Ecosystem	VMA Status	Category	Area (Ha)	Short Description	Structure Category
11.12.6	Least concern	B	1.88	Corymbia citriodora open forest on igneous rocks (granite)	Mid-dense
11.12.6	Least concern	C	0.01	Corymbia citriodora open forest on igneous rocks (granite)	Mid-dense
11.3.25	Least concern	B	0.27	Eucalyptus tereticornis or E. camaldulensis woodland fringing drainage lines	Sparse
11.3.25	Least concern	C	less than 0.01	Eucalyptus tereticornis or E. camaldulensis woodland fringing drainage lines	Sparse
11.5.20	Least concern	B	0.54	Eucalyptus moluccana and/or E. microcarpa and/or E. woollsiana +/- E. crebra woodland on Cainozoic sand plains	Sparse
11.5.20	Least concern	C	less than 0.01	Eucalyptus moluccana and/or E. microcarpa and/or E. woollsiana +/- E. crebra woodland on Cainozoic sand plains	Sparse

Please note:

1. All area and area derived figures included in this table have been calculated via reprojecting relevant spatial features to Albers equal-area conic projection (central meridian = 146, datum Geocentric Datum of Australia 1994). As a result, area figures may differ slightly if calculated for the same features using a different co-ordinate system.
2. If Table 5 contains a Category 'plant', please be aware that this refers to 'plantations' such as forestry, and these areas are considered non-remnant under the VMA.

The VMA status of the regional ecosystem (whether it is endangered, of concern or least concern) also determines if any of the following are applicable:

- exempt clearing work;
- accepted development vegetation clearing codes;
- performance outcomes in State Code 16 of the State Development Assessment Provisions (SDAP).

3.3 Watercourses

Vegetation management watercourses and drainage features for this property are shown on the vegetation management supporting map in section 4.2.

3.4 Wetlands

There are no vegetation management wetlands present on this property.

3.5 Essential habitat

Under the VMA, essential habitat for protected wildlife is native wildlife prescribed under the *Nature Conservation Act 1992* (NCA) as critically endangered, endangered, vulnerable or near-threatened wildlife.

Essential habitat for protected wildlife includes suitable habitat on the lot, or where a species has been known to occur up to 1.1 kilometres from a lot on which there is assessable vegetation. These important habitat areas are protected

under the VMA.

Any essential habitat on this property will be shown as blue hatching on the vegetation supporting map in section 4.2.

If essential habitat is identified on the lot, information about the protected wildlife species is provided in Table 6 below. The numeric labels on the vegetation management supporting map can be cross referenced with Table 6 to outline the essential habitat factors for that particular species. There may be essential habitat for more than one species on each lot, and areas of Category A, Category B and Category C can be mapped as Essential Habitat.

Essential habitat is compiled from a combination of species habitat models and buffered species records. Regional ecosystem is a mandatory essential habitat factor, unless otherwise stated. Essential habitat, for protected wildlife, means an area of vegetation shown on the Regulated Vegetation Management Map -

- 1) that has at least 3 essential habitat factors for the protected wildlife that must include any essential habitat factors that are stated as mandatory for the protected wildlife in the essential habitat database. Essential habitat factors are comprised of - regional ecosystem (mandatory for most species), vegetation community, altitude, soils, position in landscape; or
- 2) in which the protected wildlife, at any stage of its life cycle, is located.

If there is no essential habitat mapping shown on the vegetation management supporting map for this lot, and there is no table in the sections below, it confirms that there is no essential habitat on the lot.

Category A and/or Category B and/or Category C

Table 6: Essential habitat in Category A and/or Category B and/or Category C

No records

3.6 Area Management Plan(s)

Necessary environmental clearing in the Burnett and Kolan catchments

3.7 Coastal or non-coastal

For the purposes of the accepted development vegetation clearing codes and State Code 16 of the State Development Assessment Provisions (SDAP), this property is regarded as*

Non Coastal

*See also Map 4.3

3.8 Agricultural Land Class A or B

The following can be used to identify Agricultural Land Class A or B areas under the "Managing regulated regrowth vegetation" accepted development vegetation clearing code:

Does this lot contain land that is mapped as Agricultural Land Class A or B in the State Planning Interactive Mapping System?

No Class A

No Class B

Note - This confirms Agricultural Land Classes as per the State Planning Interactive Mapping System only. This response does not include Agricultural Land Classes identified under local government planning schemes. For further information, check the Planning Scheme for your local government area.

See Map 4.4 to identify the location and extent of Class A and/or Class B Agricultural land on Lot: 50 Plan: CP868342.

4. Vegetation management framework maps

Vegetation management maps included in this report may also be requested individually at:

<https://www.resources.qld.gov.au/qld/environment/land/vegetation/vegetation-map-request-form>

Regulated vegetation management map

The regulated vegetation management map shows vegetation categories needed to determine clearing requirements. These maps are updated monthly to show new [property maps of assessable vegetation \(PMAV\)](#).

Vegetation management supporting map

The vegetation management supporting map provides information on regional ecosystems, wetlands, watercourses and essential habitat.

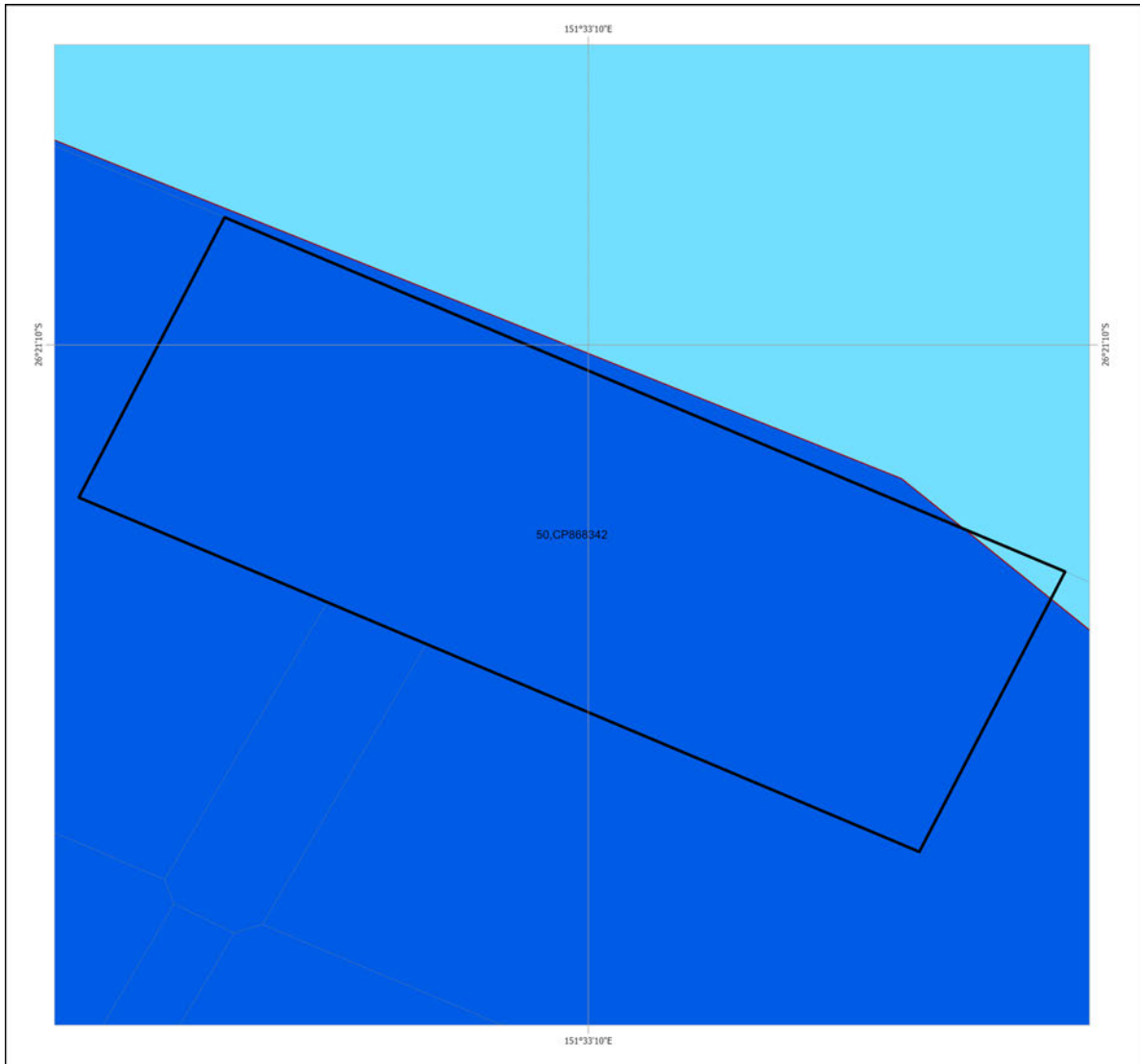
Coastal/non-coastal map

The coastal/non-coastal map confirms whether the lot, or which parts of the lot, are considered coastal or non-coastal for the purposes of the accepted development vegetation clearing codes and State Code 16 of the State Development Assessment Provisions (SDAP).

Agricultural Land Class A or B as per State Planning Policy: State Interest for Agriculture

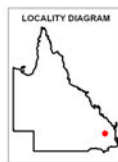
The Agricultural Land Class map confirms the location and extent of land mapped as Agricultural Land Classes A or B as identified on the State Planning Interactive Mapping System. Please note that this map does not include areas identified as Agricultural Land Class A or B in local government planning schemes. This map can be used to identify Agricultural Land Class A or B areas under the "Managing regulated regrowth vegetation" accepted development vegetation clearing code.

4.1 Regulated vegetation management map



Regulated Vegetation Management Map

- Category A area (Vegetation offsets/compliance notices/VDecs)
- Category B area (Remnant vegetation)
- Category C area (High-value regrowth vegetation)
- Category R area (Reef regrowth watercourse vegetation)
- Category X area (Exempt clearing work on Freehold, Indigenous and Leasehold land)
- Water
- Other land parcel boundaries
- Selected Lot and Plan



This product is displayed in:
GDA2020

Disclaimer:
While every care is taken to ensure the accuracy of this product, the Department of Resources makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the product being inaccurate or incomplete in any way and for any reason.

Additional information required for the assessment of vegetation values is provided in the accompanying "Vegetation Management Supporting map". For further information go to the web site: www.resources.qld.gov.au or contact the Department of Resources.

Digital data for the regulated vegetation management map is available from the Queensland Spatial Portal at <http://www.information.qld.gov.au/>

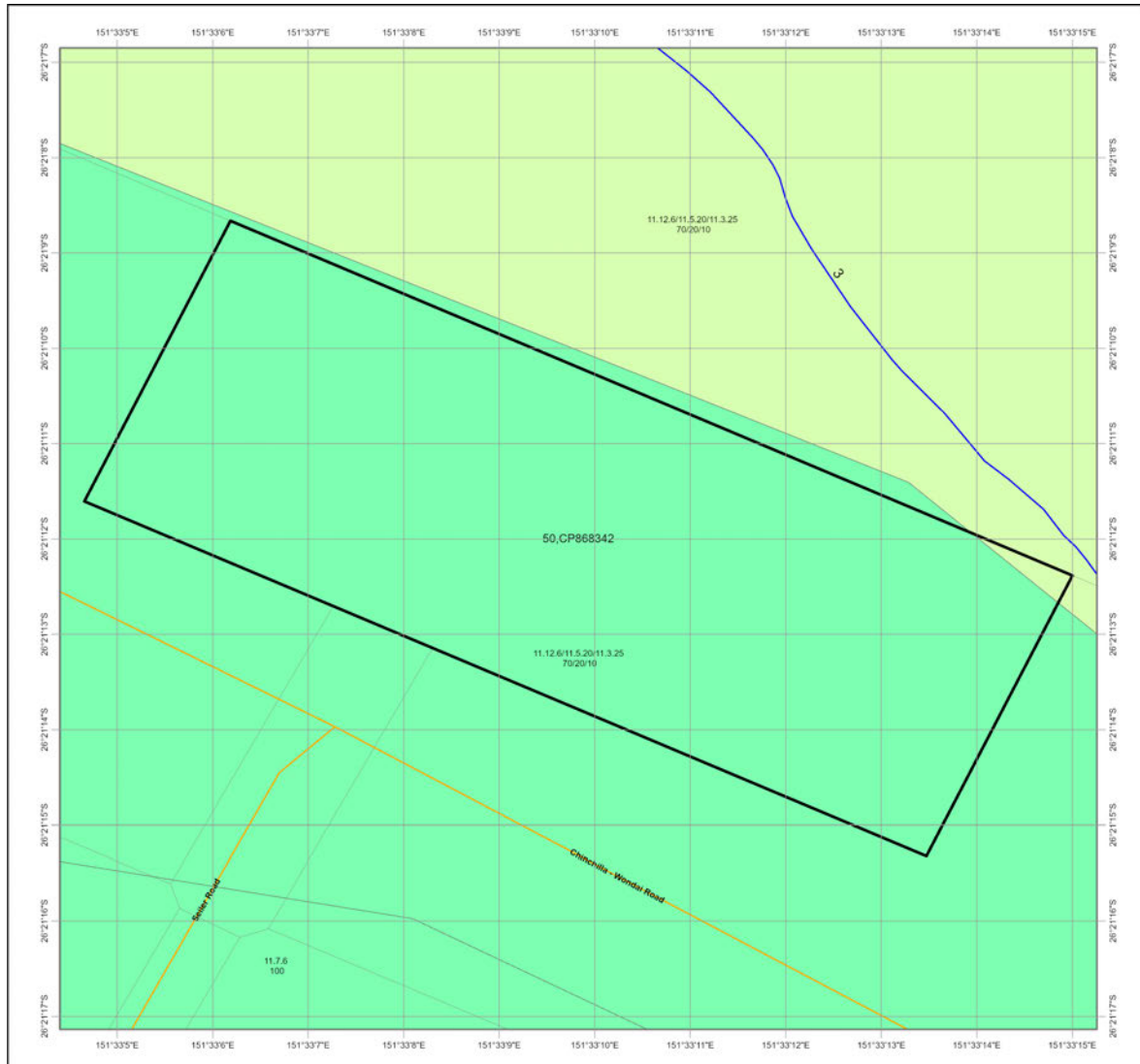
Land parcel boundaries are provided as locational aid only.

This map is updated on a monthly basis to ensure new PMAVs are included as they are approved.



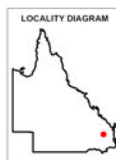
© The State of Queensland (Department of Resources), 2024

4.2 Vegetation management supporting map



Vegetation Management Supporting Map

- Category A or B area containing endangered regional ecosystems
- Category A or B area containing of concern regional ecosystems
- Category A or B area that is a least concern regional ecosystem
- Category C or R area containing endangered regional ecosystems
- Category C or R area containing of concern regional ecosystems
- Category C or R area that is a least concern regional ecosystem
- Category X area
- Water
- Wetland on the vegetation management wetlands map
- Essential habitat on the essential habitat map
- Essential habitat species record
- Watercourses and drainage features on the vegetation management watercourse and drainage features map (Stream order shown as black number against stream where available)
- Highway
- Connector
- Street/Local Road
- National Parks, State Forest and other reserves
- Other land parcel boundaries
- Selected Lot and Plan



This product is displayed in:
GDA2020

Labels for Essential Habitat are centred on the area of enquiry.

Regional ecosystem linework has been compiled at a scale of 1:100 000, except in designated areas where a compilation scale of 1:50 000 is available. Linework should be used as a guide only. The positional accuracy of RE data mapped at a scale of 1:100 000 is +/- 100 metres.

Disclaimer:

While every care is taken to ensure the accuracy of this product, the Department of Resources makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the product being inaccurate or incomplete in any way and for any reason.

Additional information may be required for the purposes of land clearing or assessment of a regional ecosystem map or PMAV applications. For further information go to the web site: www.resources.qld.gov.au or contact the Department of Resources.

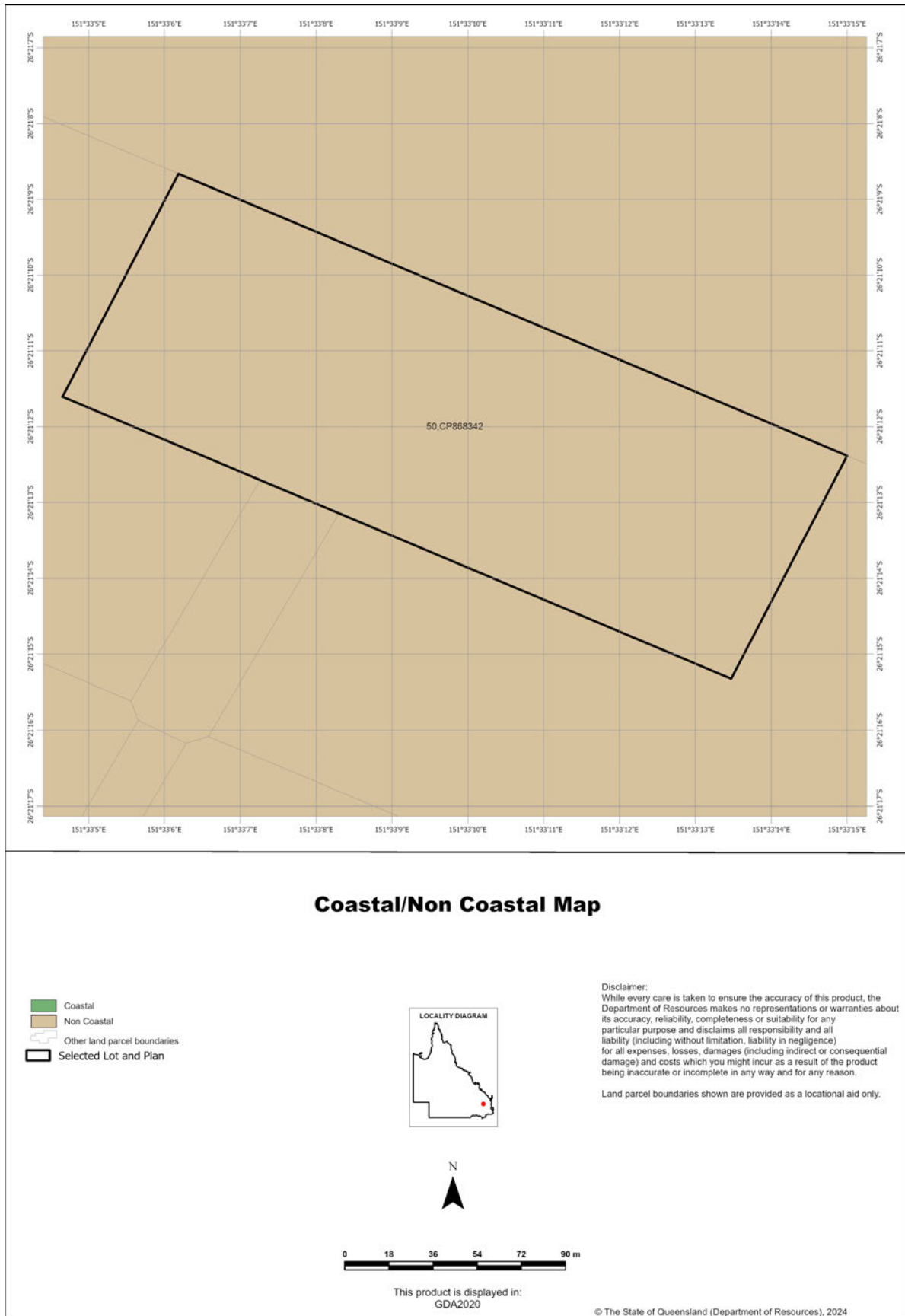
Digital data for the vegetation management watercourse and drainage feature map, vegetation management wetlands map, essential habitat map and the vegetation management remnant and regional ecosystem map are available from the Queensland Spatial Portal at <http://www.information.qld.gov.au/>

Land parcel boundaries are provided as locational aid only.

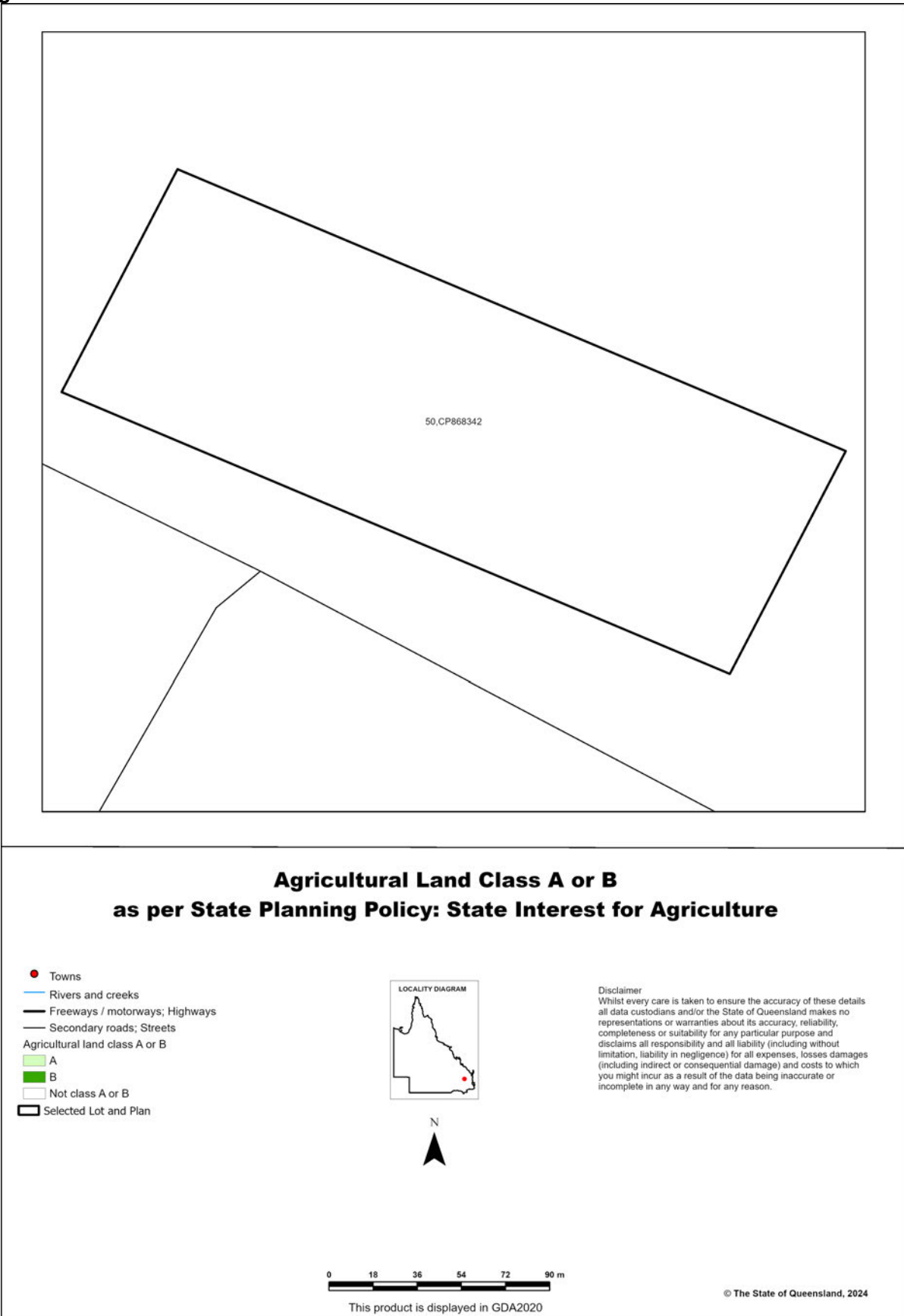


© The State of Queensland (Department of Resources), 2024

4.3 Coastal/non-coastal map



4.4 Agricultural Land Class A or B as per State Planning Policy: State Interest for Agriculture



5. Protected plants framework (administered by the Department of Environment, Science and Innovation (DESI))

In Queensland, all plants that are native to Australia are protected plants under the [Nature Conservation Act 1992](#) (NCA). The NCA regulates the clearing of protected plants 'in the wild' (see [Operational policy: When a protected plant in Queensland is considered to be 'in the wild'](#)) that are listed as critically endangered, endangered, vulnerable or near threatened under the Act.

Please note that the protected plant clearing framework applies irrespective of the classification of the vegetation under the *Vegetation Management Act 1999* and any approval or exemptions given under another Act, for example, the *Vegetation Management Act 1999* or *Planning Regulation 2017*.

5.1 Clearing in high risk areas on the flora survey trigger map

The flora survey trigger map identifies high-risk areas for threatened and near threatened plants. These are areas where threatened or near threatened plants are known to exist or are likely to exist based on the habitat present. The flora survey trigger map for this property is provided in section 5.5.

If you are proposing to clear an area shown as high risk on the flora survey trigger map, a flora survey of the clearing impact area must be undertaken by a suitably qualified person in accordance with the [Flora survey guidelines](#). The main objective of a flora survey is to locate any threatened or near threatened plants that may be present in the clearing impact area.

If the flora survey identifies that threatened or near threatened plants are not present within the clearing impact area or clearing within 100m of EVNT plants can be avoided, the clearing activity is exempt from a permit. An [exempt clearing notification form](#) must be submitted to the Department of Environment, Science and Innovation, with a copy of the flora survey report, at least one week prior to clearing.

If the flora survey identifies that threatened or near threatened plants are present in, or within 100m of, the area to be cleared, a clearing permit is required before any clearing is undertaken. The flora survey report, as well as an impact management report, must be submitted with the [clearing permit application form](#).

5.2 Clearing outside high risk areas on the flora survey trigger map

In an area other than a high risk area, a clearing permit is only required where a person is, or becomes aware that threatened or near threatened plants are present in, or within 100m of, the area to be cleared. You must keep a copy of the flora survey trigger map for the area subject to clearing for five years from the day the clearing starts. If you do not clear within the 12 month period that the flora survey trigger map was printed, you need to print and check a new flora survey trigger map.

5.3 Exemptions

Many activities are 'exempt' under the protected plant clearing framework, which means that clearing of native plants that are in the wild can be undertaken for these activities with no need for a flora survey or a protected plant clearing permit. The Information sheet - General exemptions for the take of protected plants provides some of these exemptions.

Some exemptions under the NCA are the same as exempt clearing work (formerly known as exemptions) under the *Vegetation Management Act 1999* (i.e. listed in Schedule 21 of the Planning Regulations 2017) while some are different.

5.4 Contact information for DESI

For further information on the protected plants framework:

Phone 1300 130 372 (and select option four)

Email palm@des.qld.gov.au

Visit <https://www.qld.gov.au/environment/plants-animals/plants/protected-plants>

5.5 Protected plants flora survey trigger map

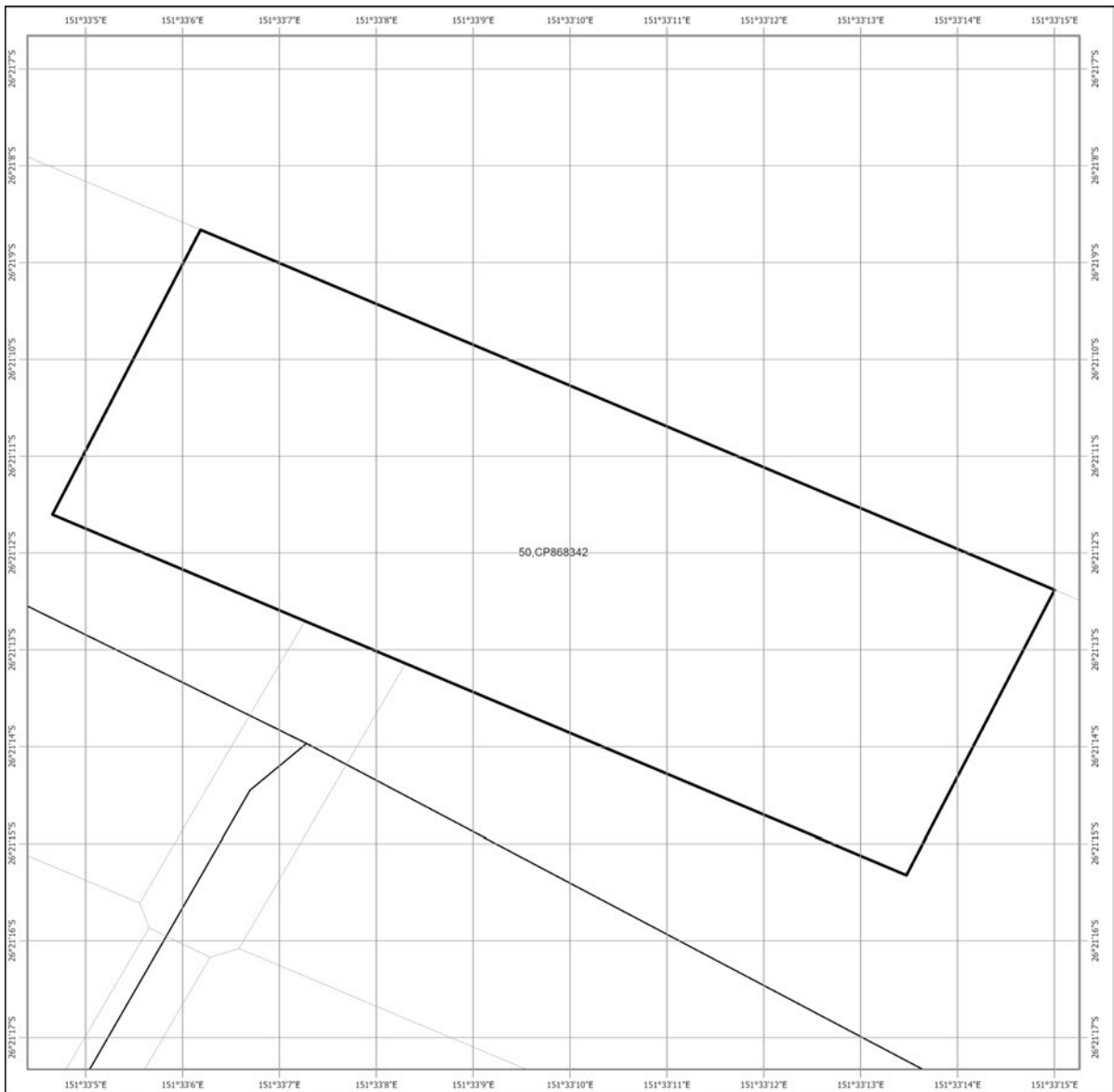
This map included may also be requested individually at: <https://apps.des.qld.gov.au/map-request/flora-survey-trigger/>.

Updates to the data informing the flora survey trigger map

The flora survey trigger map will be reviewed, and updated if necessary, at least every 12 months to ensure the map reflects the most up-to-date and accurate data available.

Species information

Please note that flora survey trigger maps do not identify species associated with 'high risk areas'. While some species information may be publicly available, for example via the [Queensland Spatial Catalogue](#), the Department of Environment, Science and Innovation does not provide species information on request. Regardless of whether species information is available for a particular high risk area, clearing plants in a high risk area may require a flora survey and/or clearing permit. Please see the Department of Environment, Science and Innovation webpage on the [clearing of protected plants](#) for more information.



Protected Plants Flora Survey Trigger Map

- High risk area
- Other land parcel boundaries
- Freeways / motorways / highways
- Secondary roads / streets
- Selected Lot and Plan



This product is displayed in:
GDA2020

This map shows areas where particular provisions of the Nature Conservation Act 1992 apply to the clearing of protected plants.

Land parcel boundaries are provided as locational aid only.

This map is produced at a scale relevant to the size of the area selected and should be printed as A4 size in portrait orientation.

For further information or assistance with interpretation of this product, please contact the Department of Environment, Science and Innovation at palm@des.qld.gov.au

Disclaimer: While every care is taken to ensure the accuracy of the data used to generate this product, the Queensland Government makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaim all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damages) and costs which might be incurred as a consequence of reliance on the data, or as a result of the data being inaccurate or incomplete in any way and for any reason.

© The State of Queensland (Department of Environment, Science and Innovation), 2024

6. Koala protection framework (administered by the Department of Environment, Science and Innovation (DESI))

The koala (*Phascolarctos cinereus*) is listed in Queensland as endangered by the Queensland Government under *Nature Conservation Act 1992* and by the Australian Government under the *Environment Protection and Biodiversity Conservation Act 1999*.

The Queensland Government's koala protection framework is comprised of the *Nature Conservation Act 1992*, the *Nature Conservation (Animals) Regulation 2020*, the *Nature Conservation (Koala) Conservation Plan 2017*, the *Planning Act 2016* and the *Planning Regulation 2017*.

6.1 Koala mapping

6.1.1 Koala districts

The parts of Queensland where koalas are known to occur has been divided into three koala districts - koala district A, koala district B and koala district C. Each koala district is made up of areas with comparable koala populations (e.g. density, extent and significance of threatening processes affecting the population) which require similar management regimes.

Section 7.1 identifies which koala district your property is located in.

6.1.2 Koala habitat areas

Koala habitat areas are areas of vegetation that have been determined to contain koala habitat that is essential for the conservation of a viable koala population in the wild based on the combination of habitat suitability and biophysical variables with known relationships to koala habitat (e.g. landcover, soil, terrain, climate and ground water). In order to protect this important koala habitat, clearing controls have been introduced into the *Planning Regulation 2017* for development in koala habitat areas.

Please note that koala habitat areas only exist in koala district A which is the South East Queensland "Shaping SEQ" Regional Plan area. These areas include the local government areas of Brisbane, Gold Coast, Logan, Lockyer Valley, Ipswich, Moreton Bay, Noosa, Redland, Scenic Rim, Somerset, Sunshine Coast and Toowoomba (urban extent).

There are two different categories of koala habitat area (core koala habitat area and locally refined koala habitat), which have been determined using two different methodologies. These methodologies are described in the document [Spatial modelling in South East Queensland](#).

Section 7.2 shows any koala habitat area that exists on your property.

Under the *Nature Conservation (Koala) Conservation Plan 2017*, an owner of land (or a person acting on the owner's behalf with written consent) can request to make, amend or revoke a koala habitat area determination if they believe, on reasonable grounds, that the existing determination for all or part of their property is incorrect.

More information on requests to make, amend or revoke a koala habitat area determination can be found in the document [Guideline - Requests to make, amend or revoke a koala habitat area determination](#).

The koala habitat area map will be updated at least annually to include any koala habitat areas that have been made, amended or revoked.

Changes to the koala habitat area map which occur between annual updates because of a request to make, amend or revoke a koala habitat area determination can be viewed on the register of approved requests to make, amend or revoke a koala habitat area available at: <https://environment.des.qld.gov.au/wildlife/animals/living-with/koalas/mapping/koalamaps>. The register includes the lot on plan for the change, the date the decision was made and the map issued to the landholder that shows areas determined to be koala habitat areas.

6.1.3 Koala priority areas

Koala priority areas are large, connected areas that have been determined to have the highest likelihood of achieving conservation outcomes for koalas based on the combination of habitat suitability, biophysical variables with known relationships to koala habitat (e.g. landcover, soil, terrain, climate and ground water) and a koala conservation cost benefit analysis.

Conservation efforts will be prioritised in these areas to ensure the conservation of viable koala populations in the wild including a focus on management (e.g. habitat protection, habitat restoration and threat mitigation) and monitoring. This includes a prohibition on clearing in koala habitat areas that are in koala priority areas under the *Planning Regulation 2017* (subject to some exemptions).

Please note that koala priority areas only exist in koala district A which is the South East Queensland "Shaping SEQ" Regional Plan area. These areas include the local government areas of Brisbane, Gold Coast, Logan, Lockyer Valley, Ipswich, Moreton Bay, Noosa, Redland, Scenic Rim, Somerset, Sunshine Coast and Toowoomba (urban extent).

Section 7.2 identifies if your property is in a koala priority area.

6.1.4 Identified koala broad-hectare areas

There are seven identified koala broad-hectare areas in SEQ. These are areas of koala habitat that are located in areas committed to meet development targets in the SEQ Regional Plan to accommodate SEQ's growing population including bring-forward Greenfield sites under the Queensland Housing Affordability Strategy and declared master planned areas under the repealed *Sustainable Planning Act 2009* and the repealed *Integrated Planning Act 1997*.

Specific assessment benchmarks apply to development applications for development proposed in identified koala broad-hectare areas to ensure koala conservation measures are incorporated into the proposed development.

Section 7.2 identifies if your property is in an identified koala broad-hectare area.

6.2 Koala habitat planning controls

On 7 February 2020, the Queensland Government introduced new planning controls to the Planning Regulation 2017 to strengthen the protection of koala habitat in South East Queensland (i.e. koala district A).

More information on these planning controls can be found here:

<https://environment.des.qld.gov.au/wildlife/animals/living-with/koalas/mapping/legislation-policy>.

As a high-level summary, the koala habitat planning controls make:

- development that involves interfering with koala habitat (defined below) in an area that is both a koala priority area and a koala habitat area, prohibited development (i.e. development for which a development application cannot be made);
- development that involves interfering with koala habitat (defined below) in an area that is a koala habitat area but is not a koala priority area, assessable development (i.e. development for which development approval is required); and
- development that is for extractive industries where the development involves interfering with koala habitat (defined below) in an area that is both a koala habitat area and a key resource area, assessable development (i.e. development for which development approval is required).

Interfering with koala habitat means:

1. Removing, cutting down, ringbarking, pushing over, poisoning or destroying in anyway, including by burning, flooding or draining native vegetation in a koala habitat area; but
2. Does not include destroying standing vegetation stock or lopping a tree.

However, these planning controls do not apply if the development is exempted development as defined in Schedule 24 of the [Planning Regulation 2017](#). More information on exempted development can be found here:

<https://environment.des.qld.gov.au/wildlife/animals/living-with/koalas/mapping/legislation-policy>.

There are also assessment benchmarks that apply to development applications for:

- building works, operational works, material change of use or reconfiguration of a lot where:

- the local government planning scheme makes the development assessable;
- the premises includes an area that is both a koala priority area and a koala habitat area; and
- the development does not involve interfering with koala habitat (defined above); and

- development in identified koala broad-hectare areas.

The [Guideline - Assessment Benchmarks in relation to Koala Habitat in South East Queensland assessment benchmarks](#) outlines these assessment benchmarks, the intent of these assessment benchmarks and advice on how proposed development may meet these assessment benchmarks.

6.3 Koala Conservation Plan clearing requirements

Section 10 and 11 of the [Nature Conservation \(Koala\) Conservation Plan 2017](#) prescribes requirements that must be met when clearing koala habitat in koala district A and koala district B.

These clearing requirements are independent to the koala habitat planning controls introduced into the Planning Regulation 2017, which means they must be complied with irrespective of any approvals or exemptions offered under other legislation.

Unlike the clearing controls prescribed in the Planning Regulation 2017 that are to protect koala habitat, the clearing requirements prescribed in the Nature Conservation (Koala) Conservation Plan 2017 are in place to prevent the injury or death of koalas when koala habitat is being cleared.

6.4 Contact information for DESI

For further information on the koala protection framework:

Phone 13 QGOV (13 74 68)

Email koala.assessment@des.qld.gov.au

Visit <https://environment.des.qld.gov.au/wildlife/animals/living-with/koalas/mapping>

7. Koala protection framework details for Lot: 50 Plan: CP868342

7.1 Koala districts

Koala District C

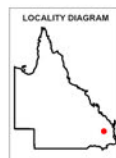
7.2 Koala priority area, koala habitat area and identified koala broad-hectare map



Koala priority area, koala habitat area and identified koala broad-hectare area map

- Koala habitat area (core)
- Koala habitat area (locally refined)
- Koala priority area
- Identified koala broad-hectare area
- Cadastral Boundaries
- Towns
- Major rivers/creeks
- Highway
- Connector
- Street/Local Road
- Queensland
- Selected Lot and Plan

The koala habitat mapping within South East Queensland uses regional ecosystem linework compiled at a scale varying from 1:25,000 to 1:100,000. Linework should be used as a guide only. The positional accuracy of regional ecosystem data mapped at a scale of 1:100,000 is +/- 100 metres.



Disclaimer:

While every care is taken to ensure the accuracy of this product, the Department of Environment, Science and Innovation acting on behalf of the State of Queensland makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason. Due to varying sources of data, spatial locations may not coincide when overlaid.

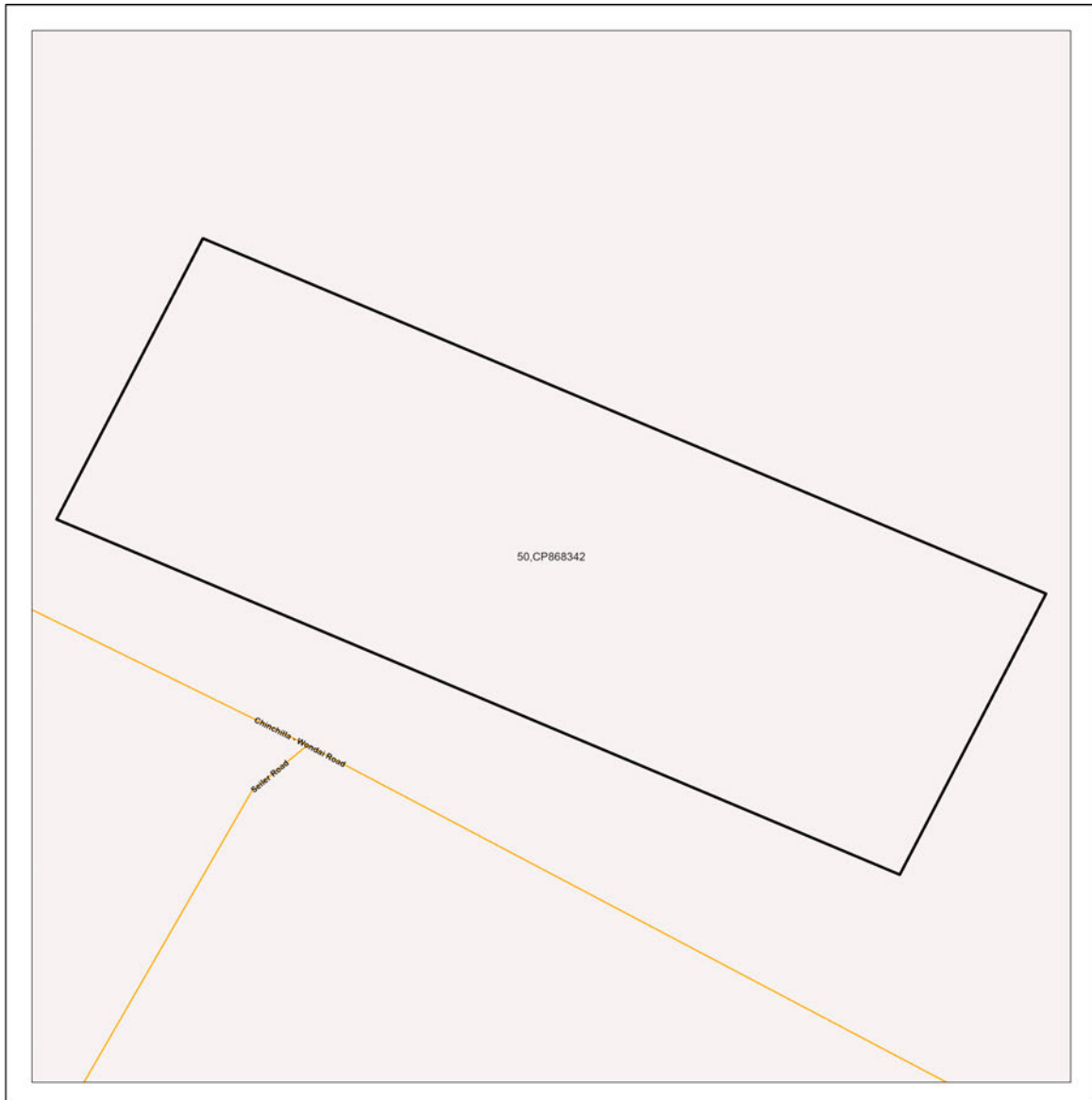
The koala conservation plan maps will be updated at least annually to include any koala habitat areas that have been made, amended or revoked.

In order to ensure that the most recent map for an area of interest can be accessed, prior to the annual update, a register of changes made to koala habitat areas as a result of the map amendment process will be available at: <https://environment.des.qld.gov.au/wildlife/animals/living-with-koalas/mapping/>. The register will include lot on plan for the change, the date the decision was made and the map issued to the landholder which shows areas determined to be koala habitat areas.

© The State of Queensland, 2024

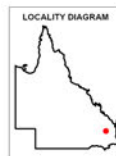
This product is displayed in GDA2020

7.3 Koala habitat regional ecosystems for core koala habitat areas



Koala habitat regional ecosystems for core koala habitat areas

- Koala habitat area (core)
- Towns
- Highway
- Connector
- Street/Local Road
- Major rivers/creeks
- Queensland
- Selected Lot and Plan

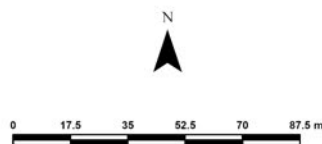


DISCLAIMER:

While every care is taken to ensure the accuracy of this product, the Department of Environment, Science and Innovation acting on behalf of the State of Queensland makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason. Due to varying sources of data, spatial locations may not coincide when overlaid.

The koala habitat mapping within South East Queensland uses regional ecosystem linework compiled at a scale varying from 1:25,000 to 1:100,000. Linework should be used as a guide only. The positional accuracy of regional ecosystem data mapped at a scale of 1:100,000 is +/- 100 metres.

© The State of Queensland, 2024



This product is displayed in GDA2020

8. Other relevant legislation contacts list

Activity	Legislation	Agency	Contact details
<ul style="list-style-type: none"> • Interference with overland flow • Earthworks, significant disturbance 	<p><i>Water Act 2000</i> <i>Soil Conservation Act 1986</i></p>	<p>Department of Regional Development, Manufacturing and Water (Queensland Government) Department of Resources (Queensland Government)</p>	<p>Ph: 13 QGOV (13 74 68) www.rdmw.qld.gov.au/ www.resources.qld.gov.au</p>
<ul style="list-style-type: none"> • Indigenous Cultural Heritage 	<p><i>Aboriginal Cultural Heritage Act 2003</i> <i>Torres Strait Islander Cultural Heritage Act 2003</i></p>	<p>Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships</p>	<p>Ph: 13 QGOV (13 74 68) www.datsip.qld.gov.au</p>
<ul style="list-style-type: none"> • Mining and environmentally relevant activities • Infrastructure development (coastal) • Heritage issues 	<p><i>Environmental Protection Act 1994</i> <i>Coastal Protection and Management Act 1995</i> <i>Queensland Heritage Act 1992</i></p>	<p>Department of Environment, Science and Innovation (Queensland Government)</p>	<p>Ph: 13 QGOV (13 74 68) www.des.qld.gov.au</p>
<ul style="list-style-type: none"> • Protected plants and protected areas 	<p><i>Nature Conservation Act 1992</i></p>	<p>Department of Environment, Science and Innovation (Queensland Government)</p>	<p>Ph: 1300 130 372 (option 4) palm@des.qld.gov.au www.des.qld.gov.au</p>
<ul style="list-style-type: none"> • Koala mapping and regulations 	<p><i>Nature Conservation Act 1992</i></p>	<p>Department of Environment, Science and Innovation (Queensland Government)</p>	<p>Ph: 13 QGOV (13 74 68) Koala.assessment@des.qld.gov.au</p>
<ul style="list-style-type: none"> • Interference with fish passage in a watercourse, mangroves • Forestry activities on State land tenures 	<p><i>Fisheries Act 1994</i> <i>Forestry Act 1959</i></p>	<p>Department of Agriculture and Fisheries (Queensland Government)</p>	<p>Ph: 13 QGOV (13 74 68) www.daf.qld.gov.au</p>
<ul style="list-style-type: none"> • Matters of National Environmental Significance including listed threatened species and ecological communities 	<p><i>Environment Protection and Biodiversity Conservation Act 1999</i></p>	<p>Department of Agriculture, Water and the Environment (Australian Government)</p>	<p>Ph: 1800 803 772 www.environment.gov.au</p>
<ul style="list-style-type: none"> • Development and planning processes 	<p><i>Planning Act 2016</i> <i>State Development and Public Works Organisation Act 1971</i></p>	<p>Department of State Development, Infrastructure, Local Government and Planning (Queensland Government)</p>	<p>Ph: 13 QGOV (13 74 68) www.dsdmip.qld.gov.au</p>
<ul style="list-style-type: none"> • Local government requirements 	<p><i>Local Government Act 2009</i> <i>Planning Act 2016</i></p>	<p>Department of State Development, Infrastructure, Local Government and Planning (Queensland Government)</p>	<p>Ph: 13 QGOV (13 74 68) Your relevant local government office</p>
<ul style="list-style-type: none"> • Harvesting timber in the Wet Tropics of Qld World Heritage area 	<p><i>Wet Tropics World Heritage Protection and Management Act 1993</i></p>	<p>Wet Tropics Management Authority</p>	<p>Ph: (07) 4241 0500 https://www.wettropics.gov.au/</p>



Ballogie Community
Association Inc.

241 Underwoods Rd Ballogie Q 4610
ballogiecommunity@gmail.com
0403515599
ABN: 16519789867

Development Proposal by the Ballogie Community Association Inc

We the committee of the Ballogie Community Association Inc propose to SBRC to lease and develop Lot 50 CP868342 Wondai/Chinchilla Rd Ballogie for the purpose of Community sport, social and recreational gatherings.

The Ballogie population has grown greatly over the last 20 years and now includes a diverse range of people from young families, aged pensioners, people with disabilities as well as religious and cultural backgrounds. Highlighting the need for more services and support other than our local Rural Fire Brigades locations, an area that provides opportunities for community growth and support hubs. An area that local children can gather and enjoy sports and social events that is usually unavailable due to travel time and cost, improving both mental and physical health for all in our community.

Upon lease approval from SBRC the tasks we immediately plan to undertake are

- Survey land or find existing surveyor pegs.
- Clean up block (mow and whipper snip)
- Assess vegetation and land layout.
- Create all weather access and parking.
- Clear area for sporting ground/ recreational area
- Plan/build undercover area with water tank.
- Community Notice Board
- Purchase Porta loos

Followed by intended but not limited to.

- Playground
- Cemented court (basketball, handball etc.)
- Boundary fence.
- Cricket pitch
- Support Hubs (Men's shed, QCWA)

Our intensions are to provide our community with an area for social gatherings such as,

- Flea markets (boot sale, farmers market, swap an barter.)
- Sporting events (cricket, personal fitness, fun days.)
- Social events (camp cook ups, music, holiday events and playgroups.)
- Educational programs (orienteering, first aid, animal and plant studies)

Our committee consists of a Certified Grants writer, accountant and secretary as well as committed business owners from the ballogie area all with families living within Ballogie.

Chairperson: Ray Robinson

Vice Chairperson: Patricia Blinco

Treasurer: Les Alberts

Secretary: Karen Holmes

Grant Writer: Ardella Alberts

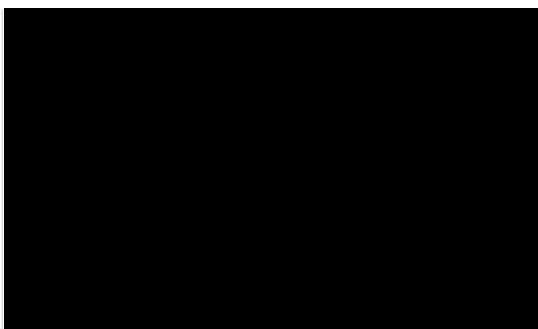
Promotions: Anna Wills

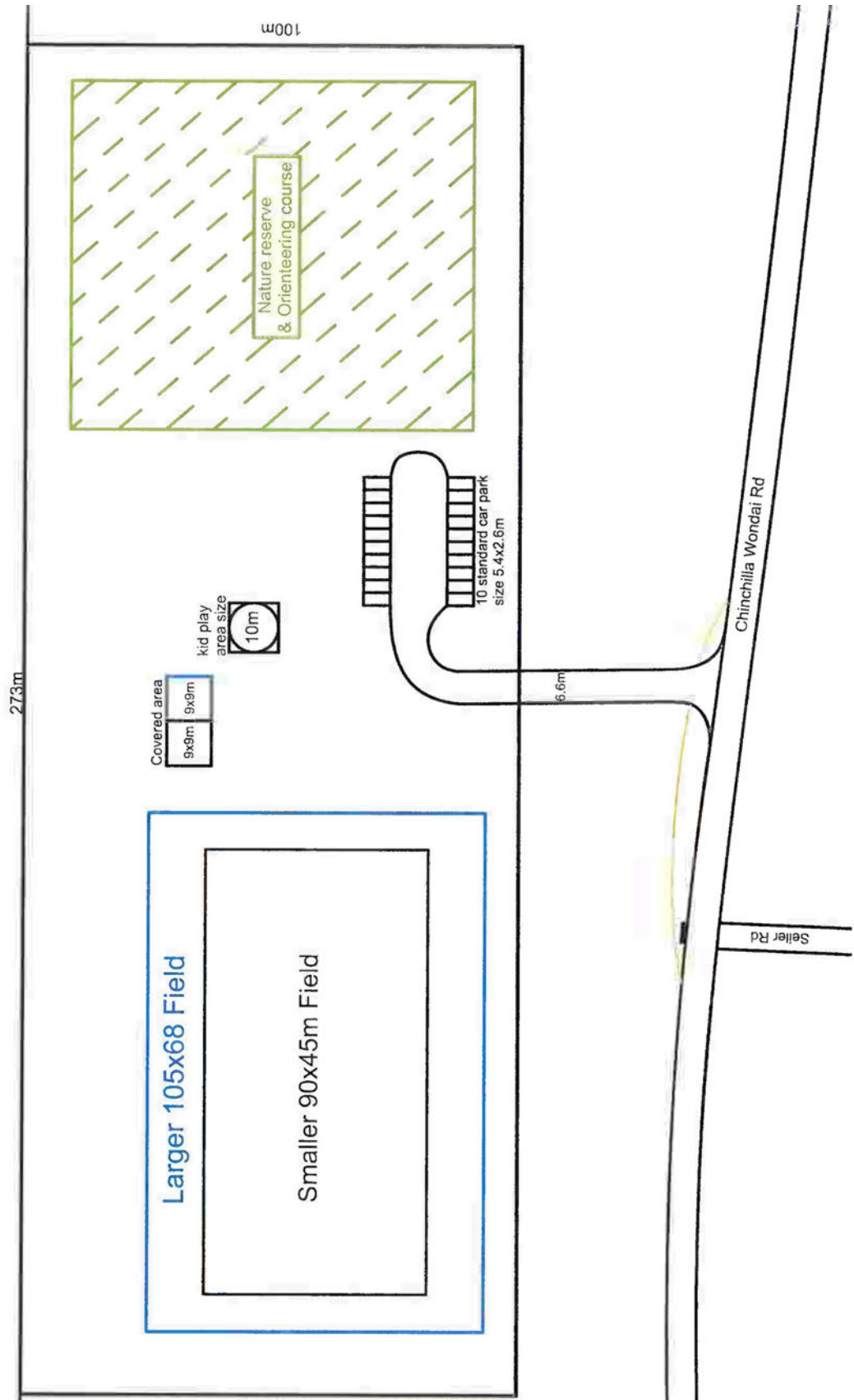
Chronicle Reporter/support position: Kane Wills

We the committee understand there is great expense and commitment required to achieve these goals and have outlined our funding and management strategies.

- Recyclables Donations
- Monthly markets site fees
- Events gate fees
- Sponsorships
- Donations
- Offsite fundraising
- Grants
- Membership fees
- Charity Auctions
- Working bees
- Volunteers

The community of Ballogie and surrounding area has raised this isolation issue and need for the outlined proposal, the development proposed by this committee addresses these needs and provides for the future of the people in this region of the South Burnett to have a vibrant and supportive community.







QUEENSLAND

Associations Incorporation Act 1981
Section 15

Form 15

Incorporation Number **IA4753232**

Certificate of Incorporation

This is to certify that

BALLOGIE COMMUNITY ASSOCIATION INC

is, on and from the seventh day of February 2024 incorporated under the Associations Incorporation Act 1981.

Dated this twenty-fifth day of March 2024

Delegate of the Director-General

Office of Fair Trading
www.qld.gov.au/fairtrading





Australian Government
Australian Taxation Office



042
03110.

BALLOGIE COMMUNITY ASSOCIATION INC
241 UNDERWOODS RD
BALLOGIE QLD 4610

Our reference: 7149249271381

3 June 2024



Your tax file number

Dear Sir/Madam

The details of your tax file number registration are:

Name: BALLOGIE COMMUNITY ASSOCIATION INC

Tax file number: [REDACTED]

It's important to keep this letter and any other document with your tax file number on it, in a safe place.

You should quote this tax file number when contacting us as it will help us find your information faster.

You will be asked to provide your tax file number to financial institutions and investment bodies when you open accounts or make investments with them. You don't have to give your tax file number to these organisations, but if you don't, they may withhold more tax from any investment returns or interest they pay to you.

For more information

You can find out more on our website www.ato.gov.au/tfn

For information about your rights and obligations, go to www.ato.gov.au/taxpayerscharter

Yours faithfully

David Allen
Deputy Commissioner of Taxation

156P_04ANSDL89943P1MBL/E-31106-3311/-6621/

11:23

100%

abr.gov.au


Accessibility A A

Client name: BALLOGIE COMMUNITY ASSOCIATION INC
ABN: 16519789867




ABN confirmation

 Your application for an Australian Business Number (ABN) has been successful.


Your name: Ballogie Community Association Inc
Your ABN: 16519789867
ABN status: Active from 31/05/2024

 We recommend that you print or save your ABN advice

Important information

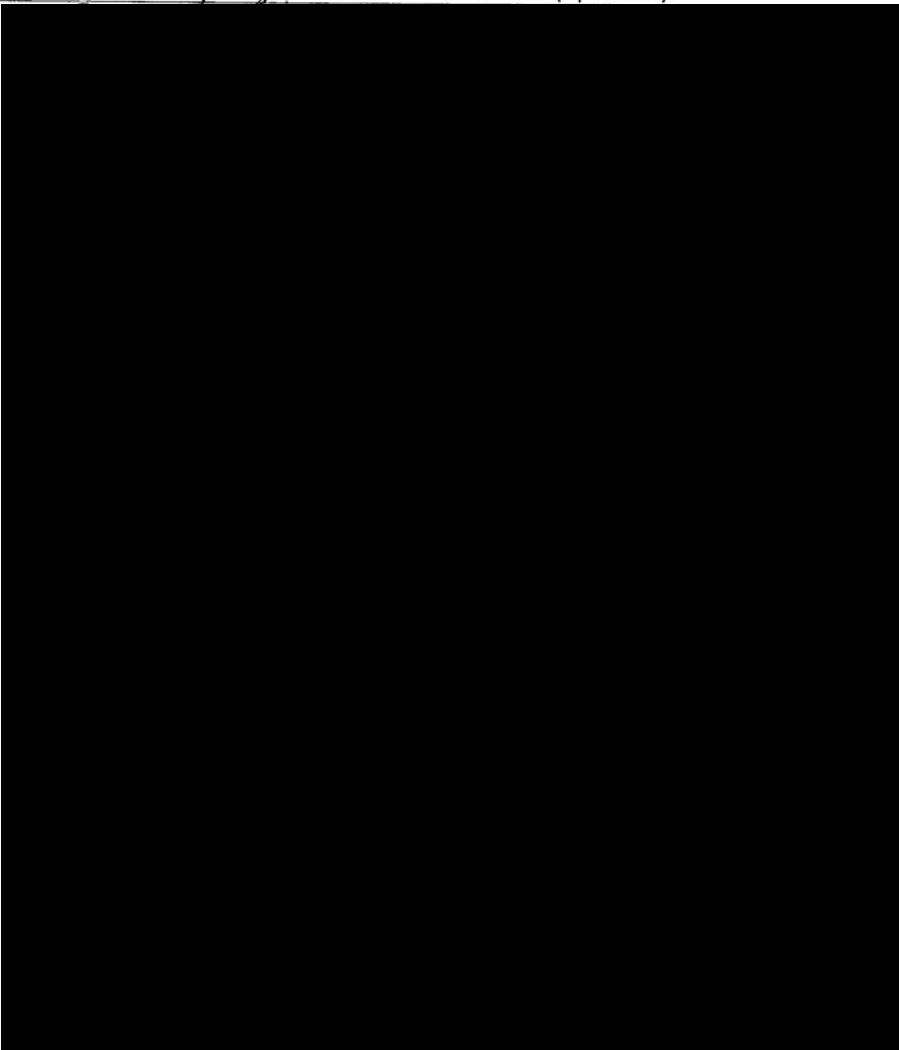
- Use  and  to access online services.
- Update your details within 28 days of any changes
- We may  your ABN entitlement
- Your ABN should be displayed on ABN Lookup in one hour

Next steps

 Select 'Continue' to apply for other business registrations including: GST, PAYG, business services.


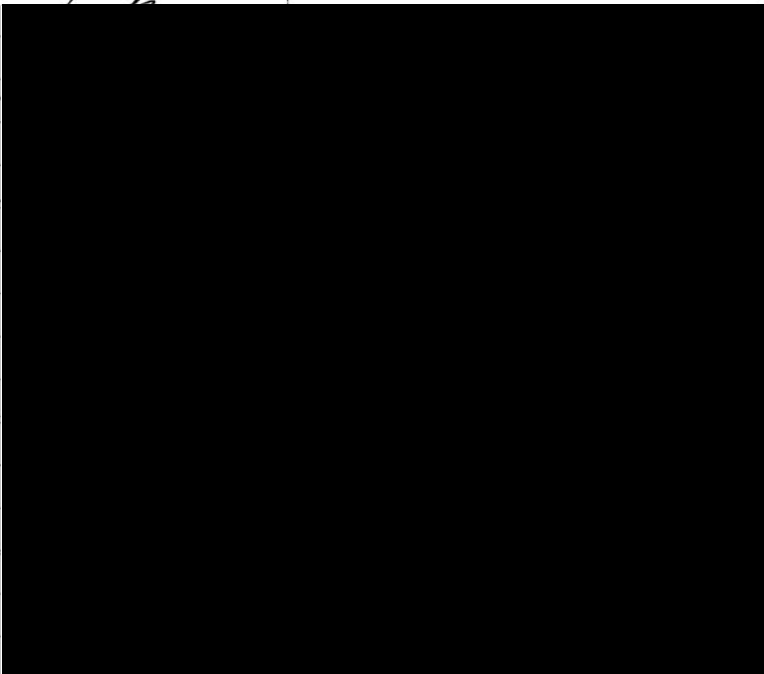
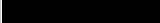
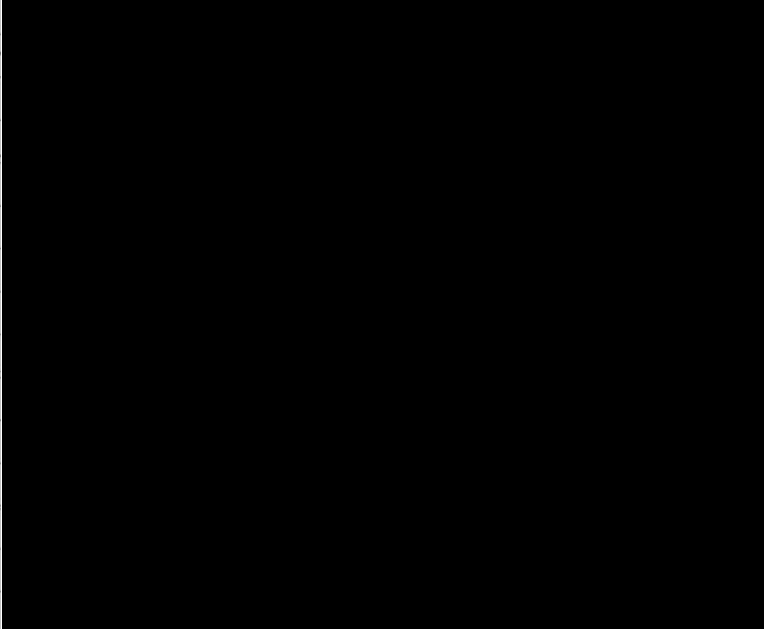
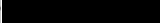
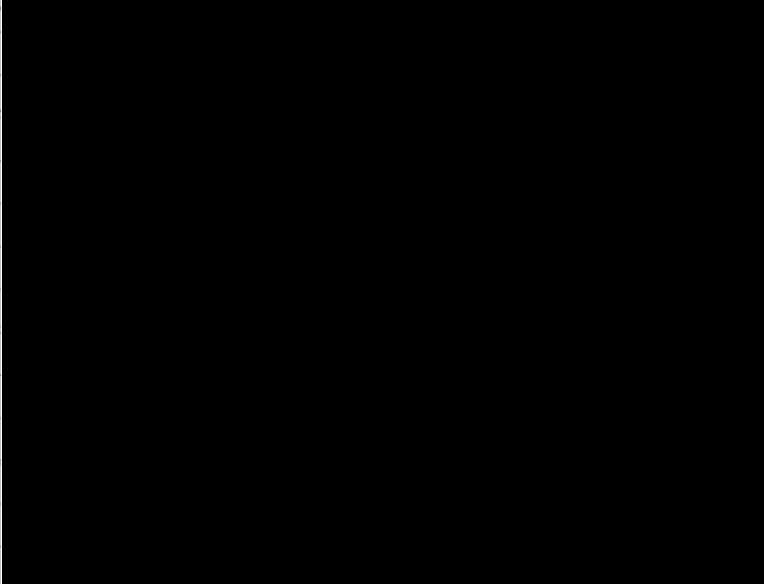
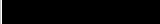
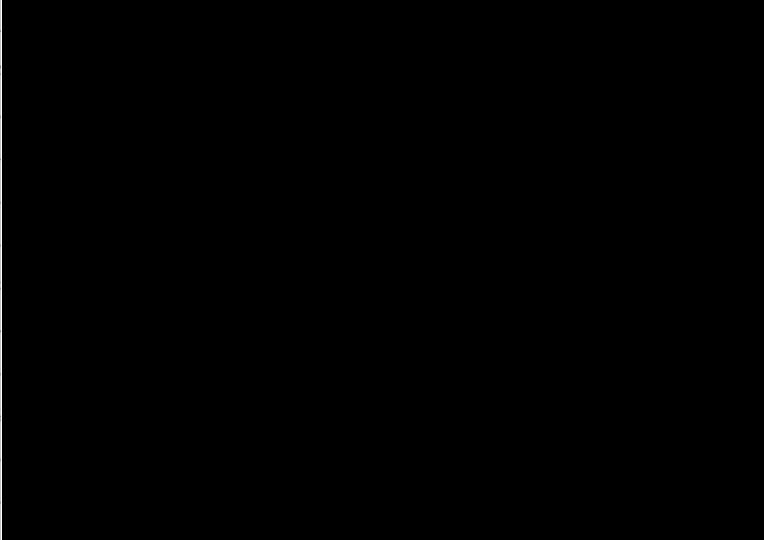
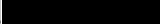
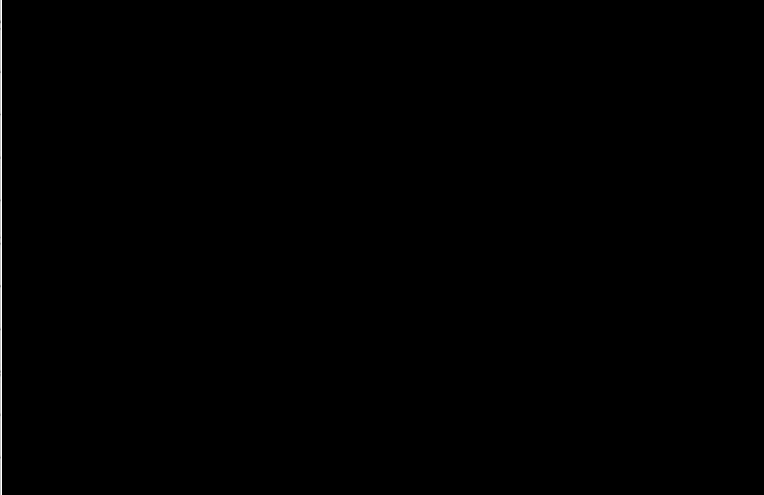
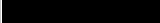
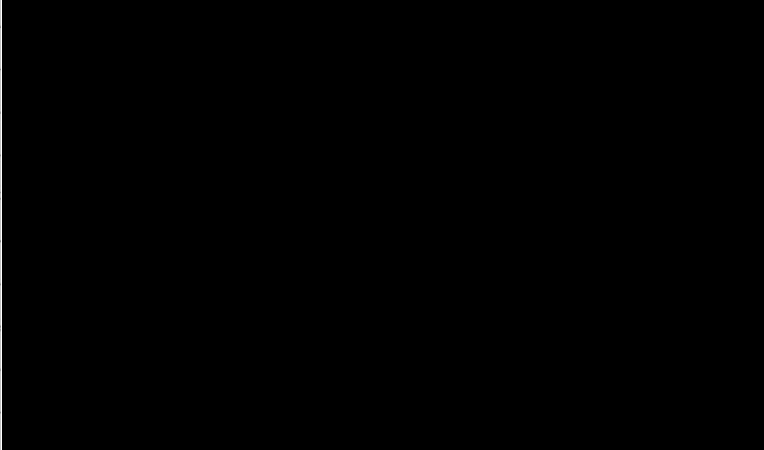
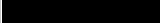
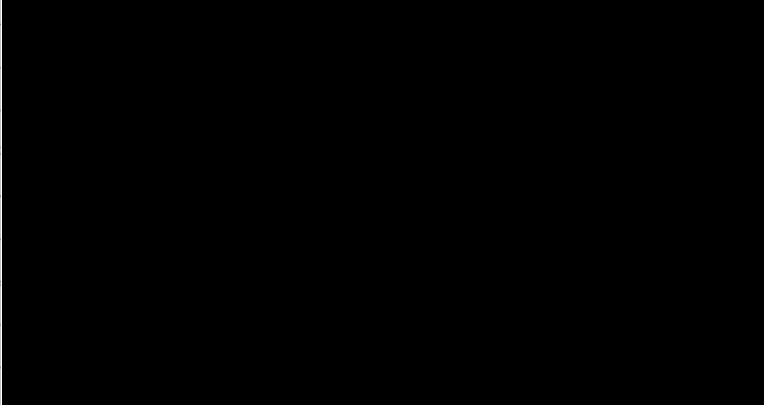
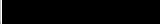
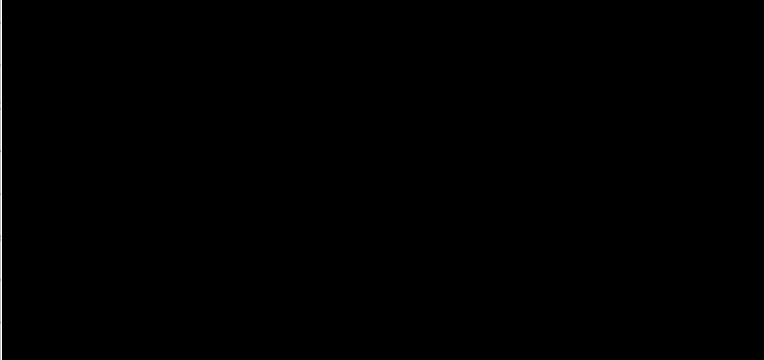
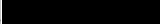
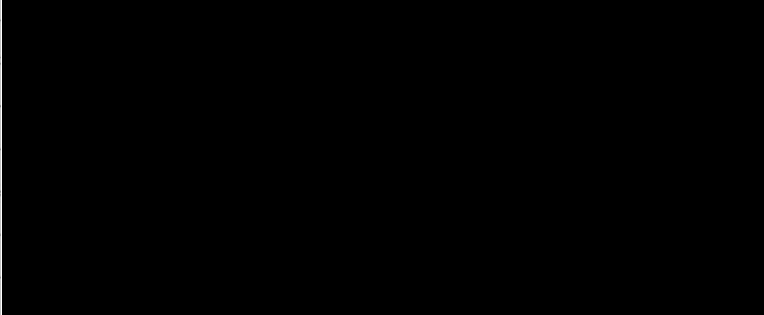
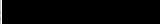
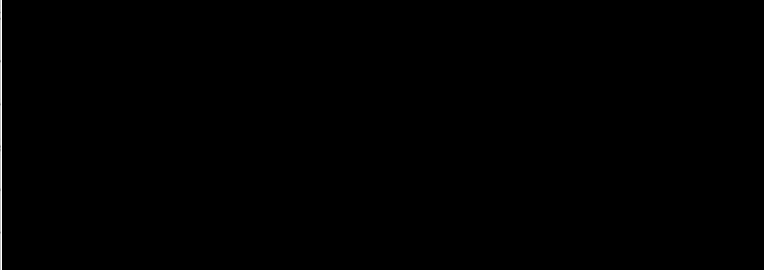
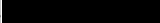
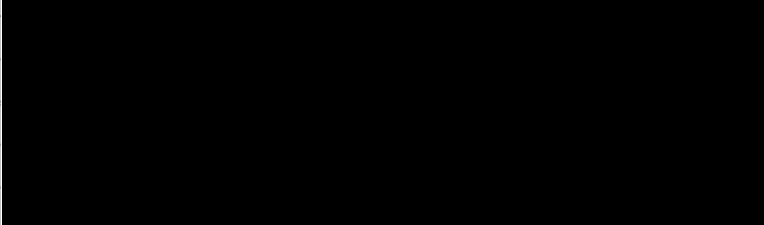
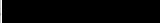
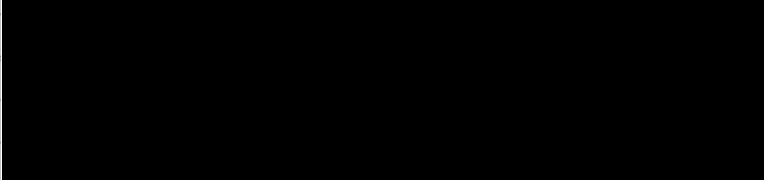
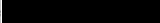
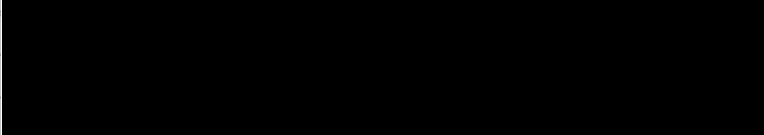
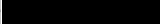
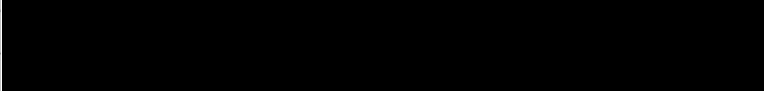
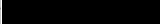
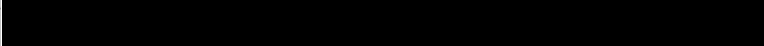

Petition for land use at Ballogie

We, the Ballogie residents. Have signed this petition to council, to clear land LOT 50 CP868342 for the use of recreational and social community events for the Ballogie and surrounding residents.

NAME	SIGNATURE	CONTACT (optional)
Paul Costello		
Norman Gorch		
Sue Dawson		
STUART GIBSON		
R. ROBINSON		
Catherine Liza		
Fiona Mitschke		
Kate Trissey		
PAUL MESSING		
Margaret McQuarrie		
Kenneth Turner		
B. G. G. G.		
W. M. M. M.		
F. M. M. M.		
Charles G. G. G.		
Calio Harris		
Ash Bradshaw		
BERYL HARGREAVES		
A. J. J. J.		
Christy Bell		
Tristan Shepherd		
K. B. B. B.		
RICHARD BRUCE		

Petition for land use at Ballogie

We, the Ballogie residents. Have signed this petition to council, to clear land LOT 50 CP868342 for the use of recreational and social community events for the Ballogie and surrounding residents.

NAME	SIGNATURE	CONTACT (optional)
Karen Holmes		
XXXXXXXXXX		
Patricia Blinco		
XXXXXXXXXX		
Milka Turner		
ANNA WILLS		
JOE VERCON		
Tom King		
Tom King		
Ardella Alberts		
Les Alberts		
* James Langley		
Laura Freeman		
MARK JOSLAND		
Frank Nitschke		
Morgan Maffius		

Petition for land use at Ballogie

We, the Ballogie residents. Have signed this petition to council, to clear land LOT 50 CP868342 for the use of recreational and social community events for the Ballogie and surrounding residents.

NAME	SIGNATURE	CONTACT (optional)
Tom Ukkola	[Redacted]	
JAMES SHERTON		
JAMES SHERTON		

Petition for land use at Ballogie

We, the Ballogie residents. Have signed this petition to council, to clear land LOT 50 CP868342 for the use of recreational and social community events for the Ballogie and surrounding residents.

NAME	SIGNATURE	CONTACT (optional)
Nigel A. Smith	[REDACTED]	[REDACTED]

14.7 TRUSTEE LEASE - WONDAI COUNTRY CLUB INC.**File Number:** 17-07-2024**Author:** Lease Officer**Authoriser:** Chief Executive Officer**PRECIS**

The Wondai Country Club Inc. are seeking to formalise tenure by entering a trustee lease.

SUMMARY

The Wondai Country Club Inc. (the Club) are seeking to enter a trustee lease for Lot 224 on Crown Plan FY2135, known as the Wondai Golf Course.

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 entering a trustee lease for Lot 224 on FY2135, to the Wondai Country Club 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 trustee lease with the Wondai Country Club Inc. on terms considered satisfactory to Council.

FINANCIAL AND RESOURCE IMPLICATIONS

Rent for the lease will be a concessional rent applied to all community and not for profit groups of \$75.00 per year (excluding GST).

Council will be responsible for any costs associated with the preparation of the lease including registration of the Trustee Lease.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Club contacted Council seeking landowner's consent to apply for grant funding to upgrade the lights for the bowling green. Council provided consent on the provision that the Club enter a trustee lease to secure tenure.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The land is a Reserve for Recreation with Council as the Trustee. The proposed Trustee Lease complies with the requirements of *section 7(2) of Land Regulation 2020* and the *Land Act 1994*.

An offer of a Trustee Lease to a community group is in accordance with *section 236(1)(b)(ii) of Local Government Regulation 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Offering of a Trustee Lease is in accordance with Council's Property Lease Policy and Disposal of Assets Policy.

ASSET MANAGEMENT IMPLICATIONS

The Wondai Country Club Inc. will be responsible for the maintenance and repairs to the property including slashing and mowing the grounds, vermin control and noxious weed control.

The Wondai Proston Wolves Rugby League Club Inc. (Rugby League) have a current Deed of Licence to Occupy which extends onto the golf course from the sports grounds by 12m x 71m, a clause to recognise the licence area has been included into the draft lease. Rugby League will be responsible for the maintenance and repairs to the toilets and shed located within the section of the licence area.

REPORT

RPD: Lot 224 on FY2135

Area: 32.7 ha

Property Name: Wondai Golf Club & Bowling Club

Tenure: Reserve for Recreation

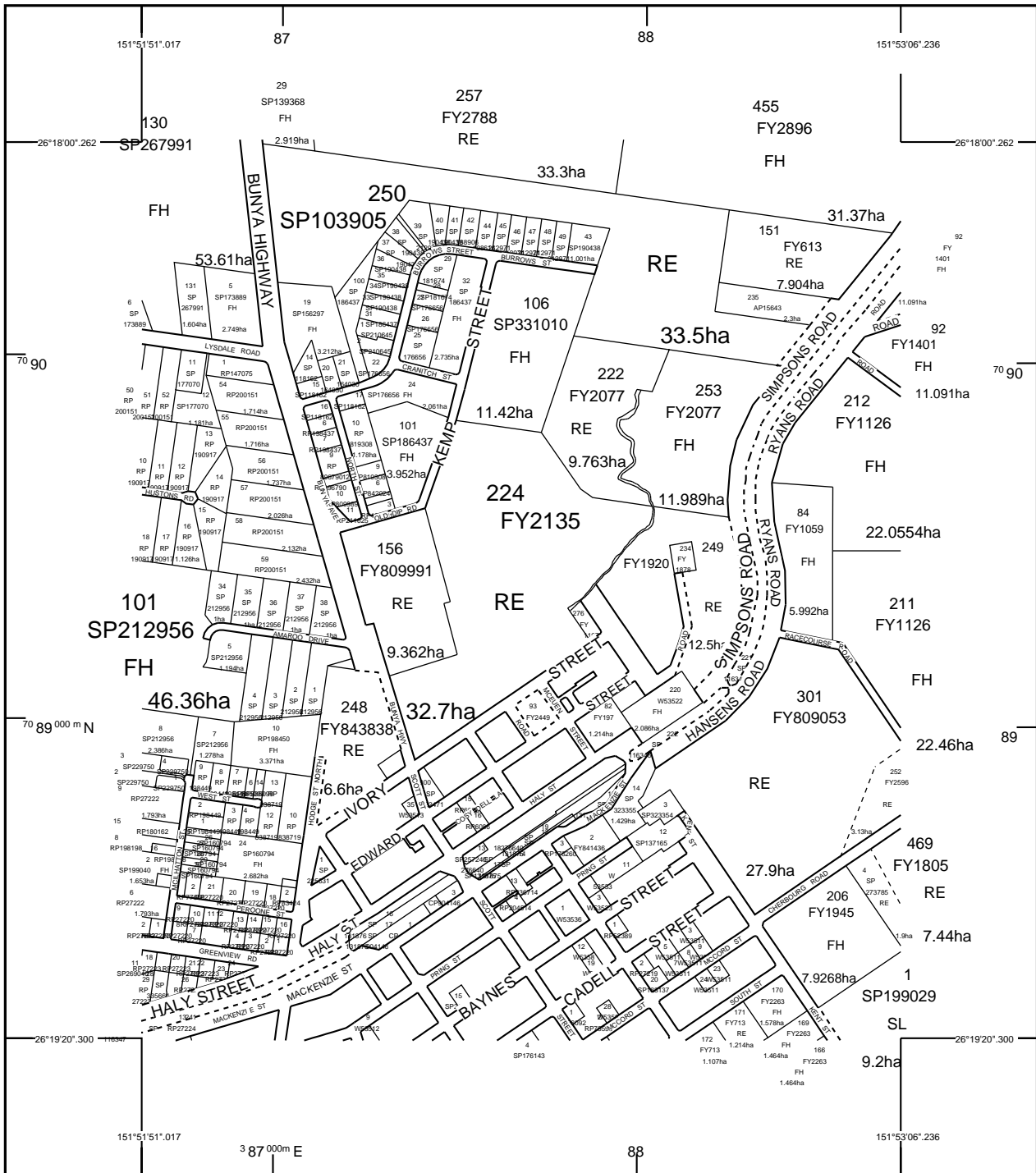
Trustee: South Burnett Regional Council

Background:

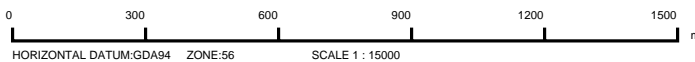
The Wondai Country Club Inc. have occupied the Wondai Golf and Bowls Club for the past 75 years and have managed the grounds and facilities for this time. The Club is now seeking to secure tenure by entering a Trustee Lease.

ATTACHMENTS

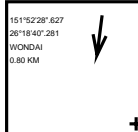
1. **Smart Map - 224FY2135** [↓](#) 
2. **Title - 224FY2135** [↓](#) 
3. **Wondai Sports Grounds - Area E - Permit extends into Lot 224 on FY2135** [↓](#) 



STANDARD MAP NUMBER
9245-24122



MAP WINDOW POSITION & NEAREST LOCATION



SUBJECT PARCEL DESCRIPTION

DCDB
Lot/Plan 224/FY2135
Area/Volume 32.7ha
Tenure RESERVE
Local Government SOUTH BURNETT REGIONAL
Locality WONDAL
Segment/Parcel 47187/6

CLIENT SERVICE STANDARDS

PRINTED 22/02/2024

DCDB 21/02/2024 (Lots with an area less than 1500m² are not shown)

Users of the information recorded in this document (the Information) accept all responsibility and risk associated with the use of the Information and should seek independent professional advice in relation to dealings with property.

Despite Department of Resources best efforts, RESOURCES makes no representations or warranties in relation to the Information, and to the extent permitted by law, exclude or limit all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and expenses incurred in any way (including but not limited to that arising from negligence) in connection with any use of or reliance on the Information

For further information on SmartMap products visit

SmartMap

An External Product of SmartMap Information Services
Based upon an extraction from the Digital Cadastral Data Base



Queensland Government
(c) The State of Queensland, (Department of Resources) 2024.

INTERNAL CURRENT RESERVE SEARCH
NATURAL RESOURCES, MINES AND ENERGY, QUEENSLAND

Search Date: 26/05/2020 08:56

Title Reference: 49009821

Date GAZETTED: 08/03/1969

PAGE: 766

Opening Ref: SL 25318
Purpose: RECREATION
Sub-Purpose:
Local Name: WONDAI GOLFCLUB AND BOWLING CLUB
Address: BUNYA HWY, WONDAI
County (R) No: R672
File Ref: RES 13459

TRUSTEES

SOUTH BURNETT REGIONAL COUNCIL GAZETTED ON 08/03/1969
PAGE 766

LAND DESCRIPTION

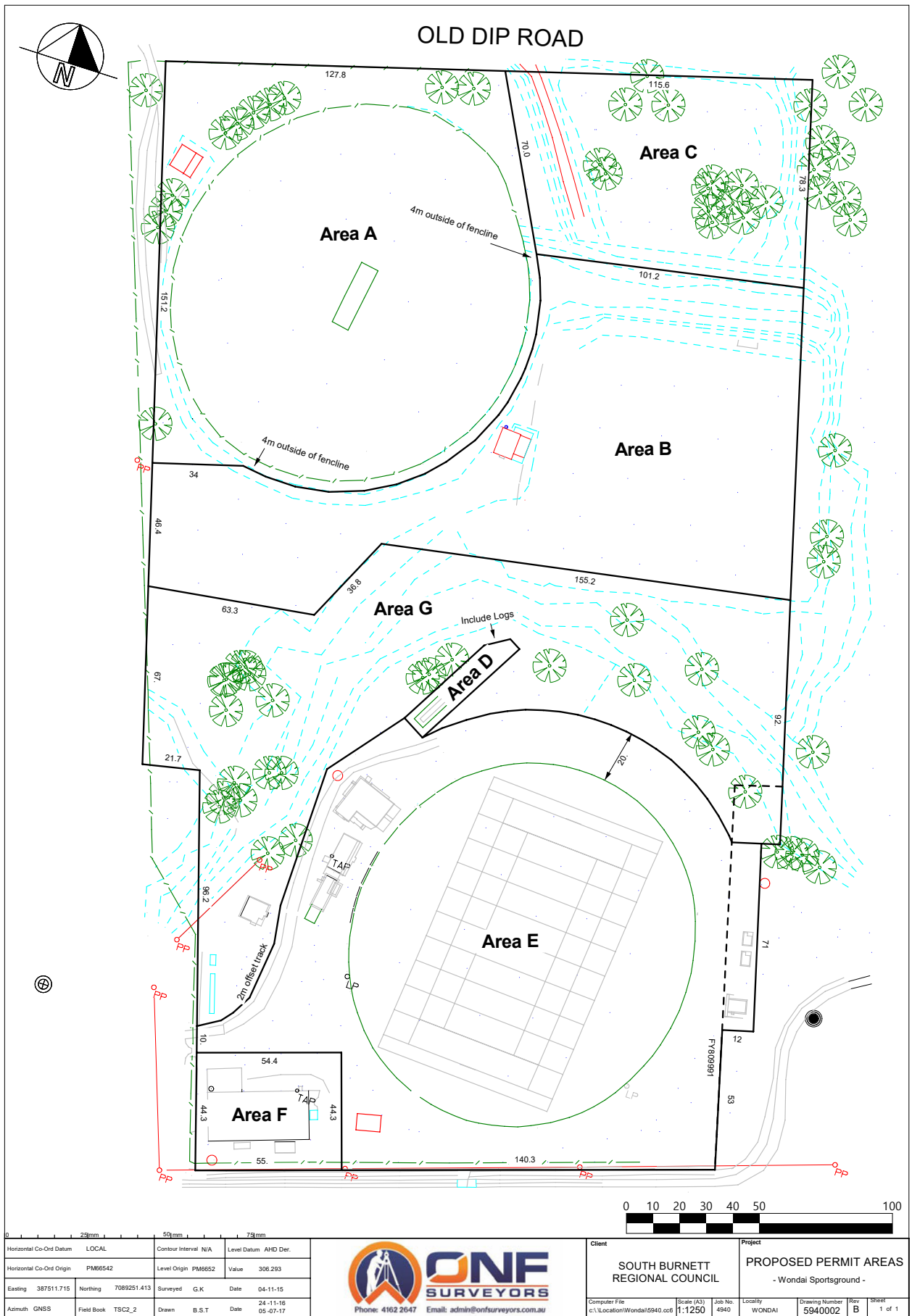
LOT 224 CROWN PLAN FY2135 GAZETTED ON 08/03/1969 PAGE 766
Local Government: SOUTH BURNETT

Area: 32.700000 Ha. (ABOUT)

EASEMENTS AND ENCUMBRANCES

ADMINISTRATIVE ADVICES - NIL
UNREGISTERED DEALINGS - NIL

** End of Current Reserve Search **



14.8 RENEWAL OF SUB-SUBLEASE - SOUTH BURNETT GEM AND FOSSICKING CLUB INC.

File Number: 17-07-2024
Author: Lease Officer
Authoriser: Chief Executive Officer

PRECIS

To renew the lease for the South Burnett Gem and Fossicking Club Inc.

SUMMARY

The South Burnett Gem and Fossicking Club Inc (the Club) has requested to renew their sub-sublease on Part of Lot 18 on SP276640, Bunya Highway, Tingoora.

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 the disposal of a valuable non-current asset by way of entering a sub-sublease for part of Lot 18 on SP276640, being the Wondai Railway Station Building to the South Burnett Gem and Fossicking Club Inc. for a term of 5 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 sub-sublease with the South Burnett Gem and Fossicking Club Inc. on terms and conditions considered satisfactory to Council.

FINANCIAL AND RESOURCE IMPLICATIONS

Rent for the Sub-sub-lease will be a concessional rate applied to all community and not for profit groups of \$75.00 per year (excluding GST).

The Club will continue to pay for utilities including electricity as per clause 3.02 of the current sub-sublease.

Council will be responsible for any costs involved with the preparation of the sub-sub-lease or plans required.

LINK TO CORPORATE/OPERATIONAL PLAN

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

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

South Burnett Gem and Fossicking Club Inc. contacted Council in February 2024 seeking landowners' consent to improve the building. Council advised that the sub-sublease was going to expire on 31 December 2024 and sort their views to renew the sub-sublease.

Council has contacted the Department of Transport and Main Roads (TMR) for approval to renew the sub-sublease as per Sublease terms and conditions. TMR have approved for the Club to renew the sub-sublease for a further five (5) years.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

An offer to renew the sub-sublease to a community organisation complies with section 236 of the *Local Government Regulation 2012*.

The Sub-sublease acknowledged the Sub-lease and Head Lease from the State under clause 14.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Offering to renew the sub-sublease is in accordance with Council's Property Leasing Policy and Disposal of Assets Policy.

ASSET MANAGEMENT IMPLICATIONS

The South Burnett Gem and Fossicking Club Inc. will continue to maintain the building and with consent from Council and TMR as per clause 3.03, they have applied for grant funding to install new air conditioning units, a new security door and new power points.

REPORT

Property Detail: Wondai Railway Station Building

RPD: Part of Lot 18 on SP276640

Property Address: Bunya Highway, Tingoorra

Tenure: Sub-Lease

Background:

Council sub-leases Lot 18 on SP276640 from the State represented by the Department of Transport and Main Roads (TMR) as a part of the Kilkivan to Kingaroy Rail Trail. With approval from the TMR, Council entered a sub-sublease with the South Burnett Gem & Fossicking Club Inc. (the Club) for the Wondai Railway Station Building on 1 January 2021 with the lease expiring on 31 December 2024.

The Club is now seeking to renew their lease and TMR have approved an additional term of 5 years.

ATTACHMENTS

1. **Map - Railway Station Building - Wondai** [↓](#) 
2. **Wondai Railway Building floor plan** [↓](#) 

Woolui Railway Station Building

Part of Lot 18 on SP276640

26°19'2"S 151°52'25"E

26°19'2"S 151°52'29"E



26°19'5"S 151°52'25"E

26°19'5"S 151°52'29"E

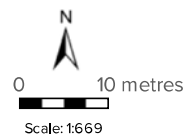
A product of
 **Queensland Globe**

Legend located on next page



Includes material © State of Queensland 2024. You are responsible for ensuring that the map is suitable for your purposes. The State of Queensland makes no representation or warranties in relation to the map contents and disclaims all liability.

If imagery is displayed, imagery includes material © CNES reproduced under license from Airbus DS, all rights reserved © 2IAT © Earth-i, all rights reserved, © Planet Labs PBC, 2023



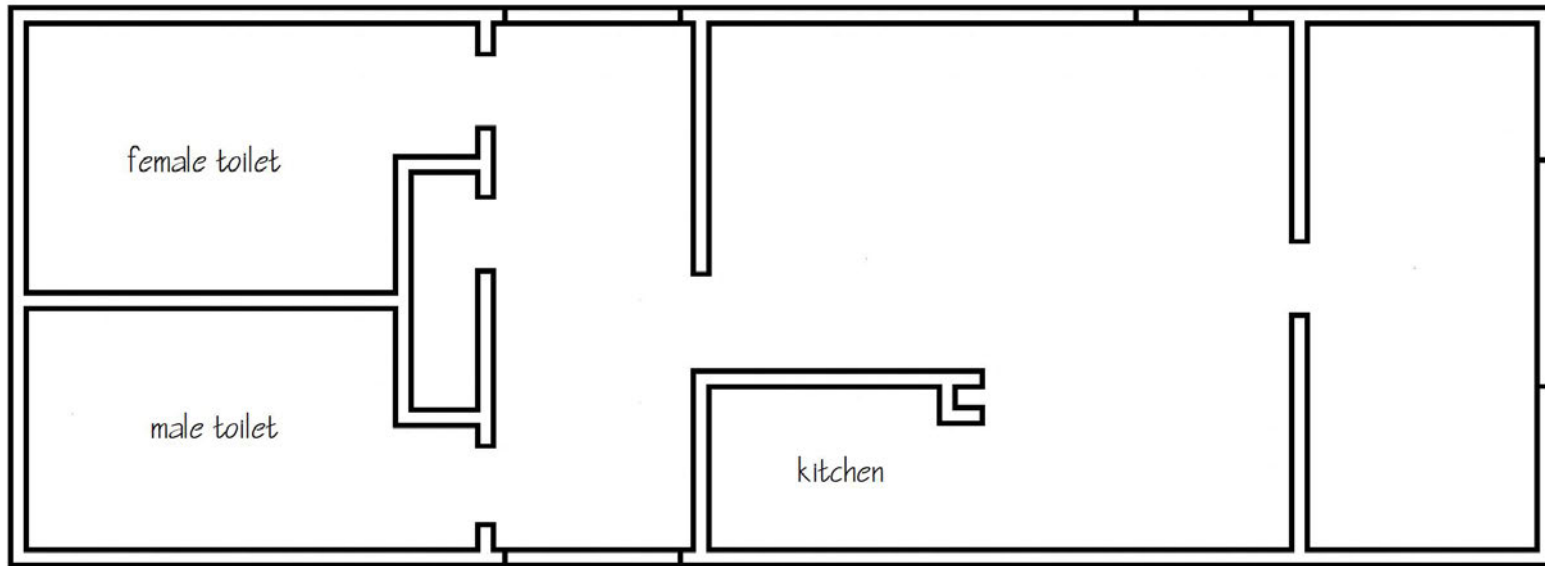
Scale: 1:669
 Printed at: A4
 Print date: 24/6/2024

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>



Wondai Railway Station Building
floor plan - not to scale



14.9 LEASE - WOOROOLIN COMMUNITY COMMITTEE INC.

File Number: 10/07/2024
Author: Lease Officer
Authoriser: Chief Executive Officer

PRECIS

The Wooroolin Community Committee Inc. have requested to enter a lease for Lot 22-25 on RP37052, for the Wooroolin Tennis Facility.

SUMMARY

Council received a request from the Wooroolin Community Committee Inc. to enter a Lease for the Wooroolin Tennis Facility to be able to apply for grant funding for capital improvements to have the facility reopened for the community.

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 was of entering a lease for Lot 22-25 on RP37052, being the Wooroolin tennis courts to the Wooroolin Community Committee 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 Wooroolin Community Committee Inc. on terms considered satisfactory to Council.

FINANCIAL AND RESOURCE IMPLICATIONS

Rent for the lease will be concessional rent applied to community and non for profit groups of \$75.00 per annum (plus GST).

The Wooroolin Community Committee Inc. have applied for grant funding to improve the surface of the tennis courts and other capital improvements to the facility.

LINK TO CORPORATE/OPERATIONAL PLAN

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

OPL/14: Management of Council's buildings and facilities including operational maintenance programmes, commercial and community leases and cost-effective asset management programs to meet agreed service levels.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Wooroolin Community Committee Inc. have requested to the lease the tennis facility at Wooroolin and through Cr Ros Heit have sort landowners' consent to apply for grant funding to improve the facility.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

An offer of a Lease to a community organisation is in accordance with *section 236(1)(b)(ii)* of the *Local Government Act 2012*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Offer of a Lease is in accordance with Council's Property Lease Policy and Disposal of Assets Policy.

ASSET MANAGEMENT IMPLICATIONS

The Tennis Courts have fallen into disrepair since the original lease was handed back to Council in 2016.

Redevelopment required:

- Reseal and resurface the tennis courts;
- Fencing repairs;
- Improvements to the clubhouse; and
- Lighting upgrade with power connection for night games.

Council has provided a letter of landowners' consent for the Committee to apply for grant funding to achieve this redevelopment.

REPORT

RPD: Lot 22-25 on RP37052

Land Address: 23 Alexander Street, Wooroolin

Tenure: Freehold




Background:

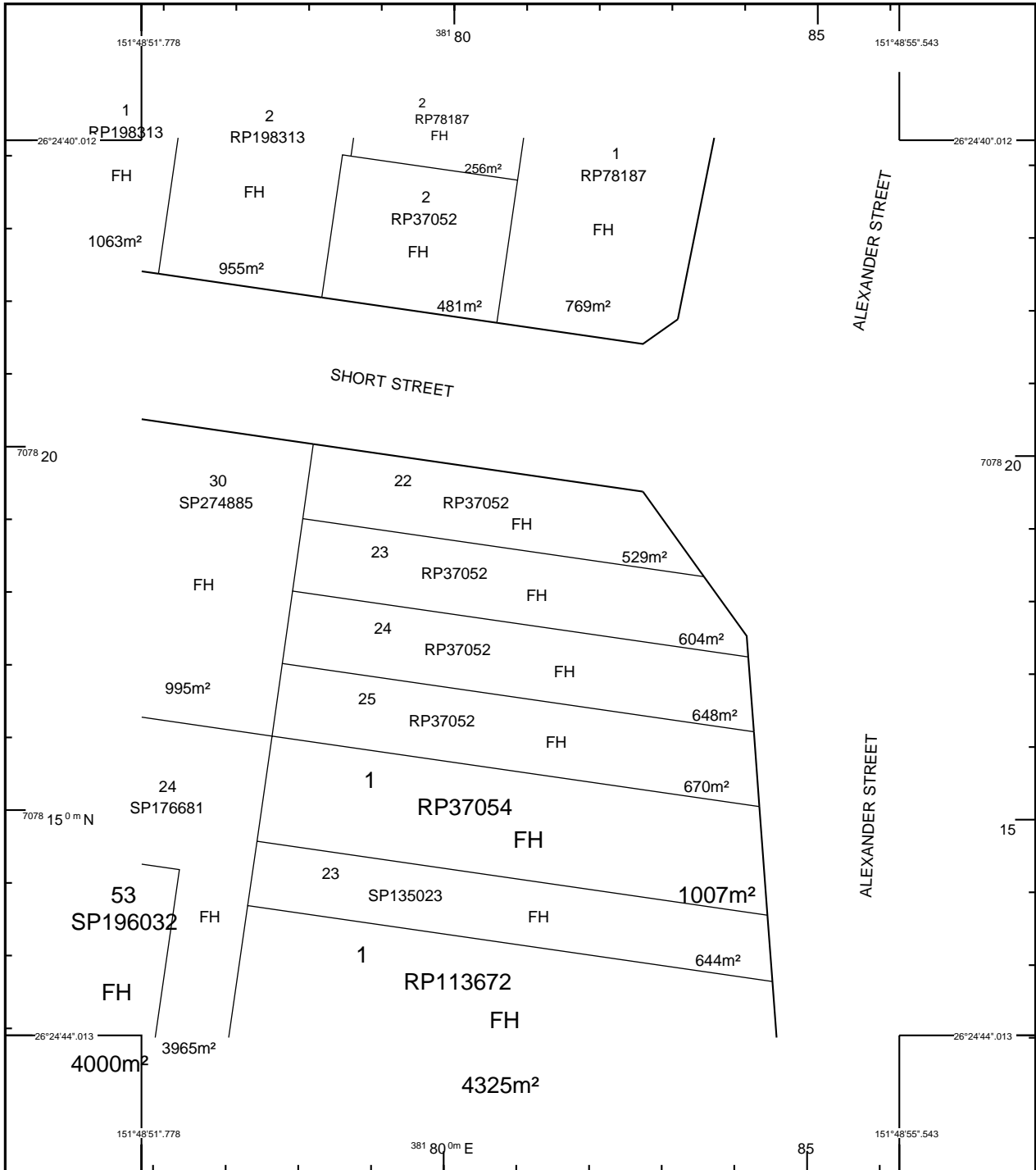
The Wooroolin Community Committee Inc. (the Committee) currently manage the Wooroolin Community Hall and the Wooroolin Sports Grounds as trustees of the land.

The tennis courts were leased to the Committee (previously Wooroolin Sporting Club) from 1 November 1996. In October 2016, the Committee advised Council that they could no longer manage or maintain the facility. Council advised that no funds would not be committed to undertake any upgrades, repairs, or improvements to the courts and that the courts would remain in their current state of condition.

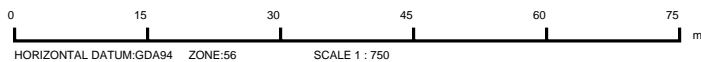
The tennis courts have degraded and are not currently in a safe or usable condition, the Committee are seeking a lease and grant funding to redevelop the facility and re-invigorate the community use of the facility after improvements have been made.

ATTACHMENTS

1. **Smart Map - Lot 22-25 on RP37052** [↓](#) 
2. **Current Title - Lot 22-25 on RP37052** [↓](#) 
3. **Drone Photos – Wooroolin Tennis Facility 2019** [↓](#) 



STANDARD MAP NUMBER
9245-23134



SmartMap

An External Product of
SmartMap Information Services
Based upon an extraction from the
Digital Cadastral Data Base

MAP WINDOW POSITION &
NEAREST LOCATION



151°48'53".661
26°24'42".013
WOOROOLIN
0.24 KM



SUBJECT PARCEL DESCRIPTION

DCDB
Lot/Plan 23/RP37052
Area/Volume 604m²
Tenure FREEHOLD
Local Government SOUTH BURNETT REGIONAL
Locality WOOROOLIN
Segment/Parcel 37999/65

CLIENT SERVICE STANDARDS

PRINTED 18/07/2023

DCDB 17/07/2023

Users of the information recorded in this document (the Information) accept all responsibility and risk associated with the use of the Information and should seek independent professional advice in relation to dealings with property.

Despite Department of Resources best efforts, RESOURCES makes no representations or warranties in relation to the Information, and, to the extent permitted by law, exclude or limit all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and expenses incurred in any way (including but not limited to that arising from negligence) in connection with any use of or reliance on the Information

For further information on SmartMap products visit



**Queensland
Government**

(c) The State of Queensland,
(Department of Resources) 2023.

INTERNAL CURRENT TITLE SEARCH
QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 18/07/2023 16:51

Title Reference: 12432243
Date Created: 09/05/1949Previous Title: 12352158
12352159

REGISTERED OWNER

Dealing No: 712669648 18/08/2009

SOUTH BURNETT REGIONAL COUNCIL

ESTATE AND LAND

Estate in Fee Simple

LOT 22	REGISTERED PLAN 37052 Local Government: SOUTH BURNETT
LOT 23	REGISTERED PLAN 37052 Local Government: SOUTH BURNETT
LOT 24	REGISTERED PLAN 37052 Local Government: SOUTH BURNETT
LOT 25	REGISTERED PLAN 37052 Local Government: SOUTH BURNETT

EASEMENTS, ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by
Deed of Grant No. 11041076 (POR 155V)

ADMINISTRATIVE ADVICES - NIL
UNREGISTERED DEALINGS - NIL

** End of Current Title Search **

Drone Photos – Wooroolin Tennis Facility 2019









14.10 ACCESS LICENCE - LOT 2 ON RP27660 AND MOUNTAIN VIEW LANE

File Number: 17-07-2024
Author: Lease Officer
Authoriser: Chief Executive Officer

PRECIS

Ergon Energy Corporation Ltd has requested to enter an access licence to construct an access road through the remaining unmade section of Mountain View Lane and through part of Lot 2 on RP27660, Mondure Wheatlands Road.

SUMMARY

Ergon Energy Corporation Limited has requested to enter an Access Licence with Council to construct a gravel access track through the unmade section of Mountain View Land through part of Lot 2 on RP27660, being the old rail trail land which Council sublease from the Department of Transport & Main Roads.

OFFICER'S RECOMMENDATION

That South Burnett Regional Council:

1. Enter an Access Licence for Part of Lot 2 on RP27660 and the remaining unmade section of Mountain View Lane with Ergon Energy Corporation Limited 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 access licence with Ergon Energy Corporation Limited on terms considered satisfactory to Council.

FINANCIAL AND RESOURCE IMPLICATIONS

Ergon Energy will be responsible for any costs associated with the construction and maintenance of the access track from the unmade section of Mountain View Lane through part of Lot 2 on RP27660 to Energy Queensland infrastructure located on Lot 2 on RP27661.

LINK TO CORPORATE/OPERATIONAL PLAN

IN6: Continue to provide and investigate options to improve rail trail infrastructure, residential footpaths, and cycleways to promote connectivity.

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

The Department of Transport & Main Roads (TMR) passed on an enquiry from Ergon Energy Corporation Limited (Ergon) seeking to enter an Access Licence to build a gravel access track on part of Lot 2 on RP27660, being the old rail corridor. TMR advised that the railway corridor was subleased to Council and would be happy to consent to the proposal provided Council support entering an Access Licence with Ergon.

Internal views were sort from Council's Executive Leadership Team and Senior Leadership Team, with no-objections being received on the provision that Ergon maintain and renew the asset.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

The Access Licence will acknowledge the sublease and head lease including clause 2 being the land is primarily used for transport, clause 9 for consent to enter a licence and clause 10 for removal of structures and delivery up of land upon termination. The Access Licence will comply with the *Land Act 1994*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Entering an Access Licence agreement with Ergon Energy Corporation Limited is in alignment with Council's Property Leasing Policy.

Construction of the gravel track is in alignment with Council's Construction of Unmade Roads Policy, noting that Council will not maintain the section of the gravel access track once constructed.

ASSET MANAGEMENT IMPLICATIONS

Mountain View Lane is a formed and maintained road for up to 240 metres from Mondure Wheatlands Road. Ergon are proposing to construct and maintain a gravel access track from the end of the formed section of road.

Council sublease Lot 2 on RP27660 as apart of the old rail corridor from the State of Queensland represented by the Department of Transport & Main Roads (TMR) until 1 July 2037. TMR has consented to the proposal from Ergon provided Council support entering an Access Licence.

REPORT

RPD: Part of Lot 2 on RP27660

Land Address: Mondure Wheatlands Road, Mondure

Known as: Old Railway Corridor

Tenure: Lands Lease

Sublessor: Department of Transport & Main Roads (TMR)

Sublessee: South Burnett Regional Council (Council)

Licensee: Ergon Energy Corporation Limited (Ergon)

Background:

Ergon contacted TMR seeking approval to construct a gravel access track on part of Lot 2 on RP27660. Council subleases the land from TMR whom have consented to Ergon's proposal provided Council support entering an Access Licence.

Ergon propose to construct a gravel access track from the unmade section of Mountain View Lane through part of Lot 2 on RP27660 to maintain Energy Queensland infrastructure located on Lot 2 on RP27661 as the current access track has been removed by the current landowner.

Mountain View Lane is a newly formed road for 240 metres off Mondure Wheatlands Road and is recognised as a class 5B lower order access road which was resolved at an ordinary meeting of Council on 28 June 2023. The Access Licence will condition for Ergon to maintain the gravel track from the 240 metres through to Lot 2 on RP27661.

ATTACHMENTS

1. **Energy Queensland - Specification for Land Management Construction** [↓](#) 
2. **Energy Queensland - Land Management - Work Category Specification WCS1.5** [↓](#) 
3. **Aerial Map of Proposed Access Track - Ergon Energy** [↓](#) 
4. **Current Title - 2RP27660 - Mondure Rail Trail** [↓](#) 



Land Management

Specification for Land Management Construction

Specification for Land Management Construction



1 Contents

1	Contents	2
2	Overview	6
2.1	Purpose	6
2.2	Scope	6
3	References	6
3.1	Legislation, regulations, rules, and codes	6
3.2	<i>Energy Queensland</i> controlled documents.....	7
3.3	Availability of construction information on-site.....	8
3.4	Other sources	8
4	Definitions and abbreviations	8
4.1	Definitions.....	8
5	Construction of Access Track Infrastructure - Light Loads.....	11
5.1	Introduction.....	11
5.2	Construction for Slopes - General.....	12
5.3	Access Track Design Parameters.....	12
5.4	Location of New Access Tracks	14
5.5	Access Track Pavements	15
5.6	Technical Specification - Typical Pavement Types and Boxed In Pavement Cross Section For Light Vehicle Loads	16
5.7	Access Track Drainage.....	16
5.8	Watercourse Crossings.....	16
5.9	Minor Creek Crossing – Technical Specification	18
6	Construction of Access Track Infrastructure - All Weather And / Or Up To 30 Tonnes Load ..	19
6.1	Introduction.....	19
6.2	All Weather Access – General	19
6.3	All Weather And / Or Heavy Vehicle Loads Access Track Infrastructure – Technical Specification	19
7	Maintenance of Access Track Infrastructure - Light Loads	22
7.1	Introduction.....	22
7.2	Maintenance of Drainage and Erosion and Sediment Controls	22
7.3	Access Track Infrastructure Maintenance Criteria and Parameters.....	22
7.4	Maintenance of Existing Watercourse Crossings Infrastructure	22
7.5	Maintenance of Existing Access Track Pavement.....	23
7.6	Maintenance of Existing Access Track Drainage	23
7.7	Maintenance of Existing Erosion Control Infrastructure.....	24
7.8	Maintenance of Existing Sediment Controls.....	25
7.9	Summary of Available Stabilisation Techniques.....	26

Specification for Land Management Construction



- 8 Maintenance of Access Track Infrastructure - All Weather and / or Up To 30 Tonnes Load ... 26
 - 8.1 Introduction..... 26
 - 8.2 Access Track Infrastructure Maintenance Criteria and Parameters..... 27
 - 8.3 Acceptable Standard 27
 - 8.4 Access Track Infrastructure Relocation During Maintenance Phase 27
 - 8.5 Maintenance of Existing Access Track Pavement..... 28
 - 8.6 Maintenance of Existing Watercourse Crossings Infrastructure 28
 - 8.7 Maintenance of Drainage and Erosion and Sediment Controls 29
 - 8.8 Maintenance of Existing Access Track Drainage 29
 - 8.9 Maintenance of Existing Erosion Control Infrastructure..... 29
 - 8.10 Maintenance of Existing Sediment Controls..... 30
 - 8.11 Summary of Available Stabilisation Techniques..... 31
 - 8.12 Access Track Pavement Reformation 31
 - 8.13 Access Track Pavement Resurfacing 31
- 9 Construction and Maintenance Standard – Access Track Infrastructure - General Construction and Maintenance Details and Typical Arrangements..... 32
 - 9.1 Formation Profiles and Specifications 32
 - 9.2 Clearing and Track Width 33
 - 9.3 Drainage of Access Tracks 33
 - 9.4 Access Track Cross Road Draining Techniques 36
 - 9.5 Access Track Down Road Drainage 38
 - 9.6 Whoa Boys 39
- 10 Construction and Maintenance of Access Gates and Fencing Locking Rails..... 46
 - 10.1 Access Gates and Locking Rails..... 46
 - 10.2 Access Gates or Locking Rails Installed in Boundary Fences 46
 - 10.3 Access Gates and Locking Rail - Construction..... 47
 - 10.4 Gate Post Removal - Uncontaminated Timber..... 47
 - 10.5 Gate Post - Reinstatement..... 48
 - 10.6 Gate Post Removal - Contaminated Timber..... 48
 - 10.7 Access Gate and Locking Rail Construction - Unstable Soil 48
 - 10.8 Gate Supply Regional Queensland..... 49
 - 10.9 Access Gate and Locking Rail Signage 49
- 11 Construction and Maintenance of Infrastructure Drainage..... 55
 - 11.1 Construction and Maintenance of Infrastructure Drainage 55
 - 11.2 Infrastructure Drainage - Technical Specification 55
- 12 Land Stabilisation..... 60
 - 12.1 Drainage Control Methods 60
 - 12.2 Maintenance of Drainage Control 66

Specification for Land Management Construction



12.3	Removal of Drainage Controls	66
12.4	Erosion Control Methods	66
12.5	Sediment Control Methods	74
12.6	Sediment Control Methods	74
12.7	Gabion Basket Walls	76
12.8	Timber Boarded Access Track for Sand Conditions	77
12.9	Summary of Stabilisation Techniques	78
13	Land Rehabilitation and Revegetation	85
13.1	Pre-works and Site Establishment	85
13.2	Site Clearing	87
13.3	Tree Maintenance	87
13.4	Disposal of Waste Materials	87
13.5	Topsoil	88
13.6	Imported Materials	90
13.7	Embankment Stabilisation	90
13.8	Ripping Subsoil	90
13.9	Excavation for Planting Beds	90
13.10	Cultivation	90
13.11	Additives to Subsoil	91
13.12	Site Topsoil Preparation	91
13.13	Placing Topsoil	91
13.14	Fertiliser	92
13.15	Invasive Plant Eradication	92
13.16	Grass Seeding	93
13.17	Revegetation	94
13.18	Maintenance of Worksite Conditions	96
13.19	Cleaning Landscaped Areas	96
13.20	Completion of Land Rehabilitation	96
13.21	Plant Procurement	96
13.22	Landscape Establishment	98
14	Procedure - Herbicide Application	100
14.1	Herbicide Application - General	100
14.2	Transport of Herbicides	101
14.3	Storage of Herbicides	101
14.4	Access in Private Property	101
14.5	Hazardous Areas, State Forests, National Parks, Vegetation Protected By Vegetation Protection Orders (VPOS)	101
14.6	Control of Invasive Plants (Weeds)	102

Specification for Land Management Construction



14.7	Environmental Criteria	102
14.8	Application	102
14.9	Methods of Application.....	102
14.10	Worksite Documentation for Herbicide Treatment.....	103
15	Design and Minor Rural New Construction Clearing and Access Tracks.....	104
15.1	Design and Minor Rural New Construction - General.....	104
15.2	Main Specification to Take Precedence	104
15.3	Identification of Route and level of Clearing	105
15.4	Scope of Works	105
15.5	Marking of Line Route.....	105
15.6	Details of requirements for Clearing.....	106
15.7	Access Tracks	110
15.8	Access Gates	112
15.9	Additional Works and Variation of Clearing	112
15.10	Damage to Property.....	112
15.11	Obstructions to Roads & Bridges	113
15.12	Straying Livestock.....	113
15.13	Permission to enter properties	113
15.14	Benchmarks & Reference Trees	114
15.15	Pegs & Survey Marks	114
15.16	Working in Proximity to Electrical Parts.....	114
15.17	State Forests, National Parks, Conservation Parks.....	114
15.18	Acts, Regulations, By-Laws and Approvals.....	115
16	Construction and Maintenance of Wash Down Facilities	115
16.1	Construction and Maintenance of Wash Down Facilities - General.....	115
17	Construction and Maintenance of Helicopter Landing Sites.....	117
17.1	Construction and Maintenance of Helicopter Landing Sites - General.....	117

Specification for Land Management Construction



2 Overview

2.1 Purpose

This specification has been created and has been made available for the construction of *Energy Queensland Limited (EQL) Land Management* infrastructure and is to ensure the meeting of *Energy Queensland's* requirements. External companies should not use this specification to construct non-*Energy Queensland* assets.

This document defines the minimum acceptable specifications for various *Land Management* constructions required by *Energy Queensland Limited (EQL)*.

The requirements of this document shall be utilised in conjunction with the all the relevant Work Category Specifications applicable to *Energy Queensland Land Management* activities.

2.2 Scope

All *Land Management Service Providers* contracted to *Energy Queensland* must ensure that their supplied service products meet the required outcomes of this specification in addition to any minimum regulatory Standards.

Energy Queensland may vary this Specification at any time. All *Service Providers* actioning *Land Management* services for *Energy Queensland* have the responsibility to ensure their compliance to the latest version of this document. Any identified required variations that will affect the minimum acceptable Specification due to site conditions shall be endorsed by the relevant *Energy Queensland Issuing Officer* prior to works commencing.

3 References

3.1 Legislation, regulations, rules, and codes

Provide Services in accordance with (but not limited to) the latest versions of:

Acts:

- Aboriginal Cultural Heritage Act
- Biosecurity Act
- Environment Protection and Biodiversity Conservation Act
- Environmental Protection Act
- Fire and Emergency Services Act
- Marine Parks Act
- Nature Conservation Act
- Pest Management Act
- Queensland Electricity Act
- Queensland Electrical Safety Act
- Queensland Work Health and Safety Act
- Torres Strait Islands Cultural Heritage Act
- Vegetation Management Act

Code of Practice:

- Electrical Safety Code of Practice – Works

Regulation:

- Biosecurity Regulation
- Environmental Protection Regulation

Specification for Land Management Construction



- Marine Parks Regulation
- Nature Conservation (Administration) Regulation
- Nature Conservation (Wildlife) Regulation
- Queensland Electricity Regulation
- Queensland Electrical Safety Regulation
- Queensland Work Health and Safety Regulation

Australian Standards

- AS 4454 - Composts, soil conditioners and mulches.
- AS 2550.5 - Cranes, hoists, and winches - Safe use - Mobile cranes.
- AS 3706.0 - Geotextiles - Methods of test - General introduction and list of methods.
- AS/NZS 4680 - Hot-dip galvanized (zinc) coatings on fabricated ferrous articles.
- AS 1289.5.2.1 - Methods of testing soils for engineering purposes; Method 5.2.1: Soil compaction and density tests — Determination of the dry density / moisture content relation of a soil using modified compaction effort.
- AS 3743 - Potting mixes.
- AS 4970 - Protection of trees on development site
- AS 4373 - Pruning of amenity trees.
- AS 4419 - Soils for landscaping and garden use.

Department of Agriculture and Fisheries documents:

- Accepted development requirements for operational work that is constructing or raising waterway barrier works.
- Accepted development requirements for operational work that is completely or partly within a declared fish habitat area.
- Accepted development requirements for operational work that is the removal, destruction, or damage of marine plants.
- Fish Habitat Area code of practice - The lawful use of physical, pesticide and biological controls in a declared Fish Habitat Area.

Code of Practice

- Maintenance of Electricity Corridors in Queensland's Parks and Forests.
- Managing the risks of plant in the workplace.
- Safe Design and Operation of Tractors
- Working in the Vicinity of Overhead and Underground Electric Lines.

3.2 Energy Queensland controlled documents.

Provide Services in accordance with (but not limited to):

- Access Track Condition Assessment Data Capture.
- Aviation Standard
- Clean Down Record
- Cultural Heritage Assessment
- Current plans detailing existing underground essential services infrastructure in the immediate area and surrounding the Worksite.
- Environmental Assessment Response T111
- Environmental Control Measures
- Environmental Management Plan



Specification for Land Management Construction

- Environmental Standard
- General Standards and Conditions - Work Category Specification WCS133
- Implement Controls - Handling and Disposal of Redundant Poles
- *Land Management* - Work Category Specification WCS1.5
- *Land Management Assessment* - Work Category Specification WCS1.5A
- Record of Distribution of *Herbicides*
- The requirements of the *Energy Queensland* approved Construction Issue Plan and associated Construction *Drawings* and instructions.
- Vegetation Clearing by Mechanical Plant near Electricity - Work Category Specification WCS1.8
- Vegetation Clearing by Mechanical Plant near Electricity Networks Assessment - Work Category Specification WCS1.8A
- Vegetation Management Plan - Work Category Specification WCS1.6
- Vegetation Management Plan Assessment - Work Category Specification WCS1.6A
- Vegetation Treatment Near Electricity Networks - Work Category Specification WCS1.7
- Vegetation Treatment Near Electricity Networks Assessment -Work Category Specification WCS1.7A

3.3 Availability of construction information on-site.

Service Providers shall have available onsite at all times the relevant information for *Operators* to action the required tasks for works under Contract.

3.4 Other sources

The *Service Provider* may also require additional documented information above sub-section 3.3 dependent on their own management systems including but not limited to the following:

- Safe Work Method Statements (*SWMS*)
- Construction Management Systems
- Specific site work methodologies
- *Environmental Management Plan (EMP)*
- Third Party conditions
- Plant and equipment manufacturers’ manuals

4 Definitions and abbreviations

4.1 Definitions

For the purposes of this Specification, the following definitions apply.

Term	Definition
<i>Access</i>	Means to approach <i>Energy Queensland</i> infrastructure in field locations, primarily <i>Access</i> track infrastructure, helicopter landing points and four-wheel drive remote and isolated terrain (<i>Access</i> routes).
<i>ACDC</i>	Agricultural Chemicals Distribution Control
<i>Batter / Slope Face</i>	The vertical (usually on an angle) surface of an area that has been cut or filled to create a bench or <i>Access</i> track.

Specification for Land Management Construction



<i>Competent Person</i>	A person who has acquired through training, qualification, experience or a combination of these, the knowledge and skill enabling that person to correctly perform the required task.
<i>Complete Clearing</i>	The complete removal from the ground where <i>Access</i> is required (structure sites and <i>Access</i> tracks) of trees, stumps, logs, undergrowth, protruding rocks, large surface roots and debris, to the satisfaction of the <i>Liaison Person</i> . Elsewhere within the corridor (as directed) vegetation that may impact on the electrical safety and safe maintenance of the asset (vegetation >4m mature height) shall be removed. Removal of vegetation and preparation of the site can be achieved using a combination of techniques. Mechanical clearing using machinery that minimises soil disturbance such as slashers, mega-mulchers, tree-grabs and groomers is encouraged. The use of one or more bulldozers fitted with a tree pushing attachment, hydraulically operated stick rake interchangeable with a standard front mounted blade where permitted, and rippers may be warranted in some situations. The type of equipment to be used for clearing should be appropriate for the conditions of the site and shall be approved in writing by the <i>Liaison Person</i> before commencement of work.
<i>Disrupted / Unprotected Surfaces</i>	Surfaces that have been stripped bare of <i>Vegetation</i> cover or ripped up during the course of undertaking construction / maintenance activities and which remain unprotected and susceptible to erosive forces (e.g., rain, wind).
<i>Drawings</i>	The route plan, construction plan or similar, including schedules and/or clearing instructions, where supplied.
<i>Drop Pipe</i>	A pipe that has been installed to carry water down a <i>Batter / Slope Face</i> through a dedicated point (the pipe) in a way that shall prevent <i>Erosion</i> of the soil surface.
<i>EMP or EWP</i>	Environmental Management Plan / Environmental Work Plan specifically prepared for powerline construction or maintenance operations within land managed by Queensland Parks & Wildlife Service or Wet Tropics Management Authority and site specific.
<i>Environmental Plan (including Cultural Heritage)</i>	Plan provided in a works folder to guide the environmental and cultural heritage aspects of the project. It may be a Simple Project Risk Management Plan, Environmental Management Plan, Cultural Heritage Assessment/Field Inspection or Environmental Work Plan. The type and form of the plan will be dependent on the scale of the project.
<i>Energy Queensland</i>	<i>Energy Queensland</i> is the group of electricity distribution, retail, and energy services businesses 100% owned by the state of Queensland.
<i>Energy Queensland Officer</i>	<i>Energy Queensland's</i> agent in relation to the administration of the service provided and serves as the interface between <i>Energy Queensland</i> and the <i>Service Provider</i> with respect to all aspects of performance of the services.
<i>Erosion</i>	The wearing away of the land surface by water, rainfall, wind or other natural geological agents.
<i>Hazardous Area **</i>	An area determined by an <i>Authority</i> , which would be adversely affected by the application of <i>Herbicides</i> .
<i>Herbicide</i>	A chemical which kills plants (<i>Vegetation</i>).
<i>Herbicide Treatment**</i>	Means the application of <i>Herbicide</i> formulations, either neat or diluted, to <i>Vegetation</i> . This may include the addition of other chemical formulations to the <i>Herbicide</i> mixture to enhance the effectiveness of the mixture (<i>Surfactants</i>). There are various means of <i>Herbicide Treatment</i> which include <i>Herbicide</i> spraying, basal bark application, <i>Stem Injection</i> , cut stump or the application of pelletised <i>Herbicide</i> .

Specification for Land Management Construction



<i>Infrastructure Drainage</i>	Defined as a system of drainage to prevent moisture (e.g., storm water) ponding around and the build-up of soil and debris around tower legs, mono and multi structure poles and columns (wood / concrete / steel) and their foundations at ground level.
<i>Invasive Plants (Weeds)</i>	<i>Vegetation</i> identified under the <i>Laws</i> including the Biosecurity Act (as amended), which have or could have a serious economic, environmental, or social impact.
<i>Land Management</i>	Construction, condition assessment and maintenance of <i>Access Track</i> infrastructure, and land stabilisation and rehabilitation in the vicinity of <i>Energy Queensland's</i> electricity network infrastructure.
<i>Landholder</i>	The owner, <i>Occupier</i> or Authority having jurisdiction over the particular parcel of land, easement, road reserve or similar.
<i>Liaison Person</i>	The <i>Energy Queensland</i> Rep(s) who will supervise and audit the work to accept the site preparation work against this Specification and the Main Specification.
<i>Marginal Trees</i>	<p>All trees outside the cleared corridor, within the Risk Management Zone, any part of which could fall to within the following safe distances from the centreline of the power line, unless otherwise specified:</p> <ul style="list-style-type: none"> • 132kV 3.0 metres. • 66kV 2.5 metres. • 33 kV, 22kV or 11kV 2.0 metres. • 19.1kV, 12.7kV or 11kV Single Wire Earth Return (S.W.E.R.) line 1.0 metre. • Low Voltage line 1.5 metres. <p>These trees will be flagged/marked with fluorescent pink tape or paint prior to the commencement of work and the cost of treatment of these trees will be included in the scope of the work.</p>
<i>Minor Creek Crossing</i>	Defined as a dry or shallow crossing with water an average depth of up to 500 mm during periods of flow.
<i>Occupier</i>	The tenant, who may not necessarily be the owner of the land.
<i>Overhead Conductors</i>	<i>EQL</i> overhead mains (that are conductors of electricity) energised at voltages up to and including 132kV including open and insulated services.
<i>Patch Gravelling</i>	A process of laying a mixture of coarse mineral particles less than 75mm in equivalent diameter on the driving surface of the <i>Access Track Pavement</i> .
<i>Pavement</i>	The <i>Access Track</i> running surface.
<i>Rainfall Run-Off</i>	Water that runs (through and off a <i>Site</i>) as a result of rainfall.
<i>RGVM</i>	Registered Gross Vehicle Mass
<i>SDS</i>	Safety Data Sheet
<i>Service Provider</i>	An organisation that provides the relevant services to action the tasks required to complete the respective works specified.

Specification for Land Management Construction



<i>Sheet Flow</i>	Means where <i>Rainfall Run-off</i> water travels over the relatively flat ground surface in a wide sheet.
<i>Stabilise / Stabilising / Stabilisation</i>	Protecting a surface to prevent (further) <i>Erosion</i> of an area – can use <i>Vegetation</i> or artificial means (e.g., rock, concrete, or matting).
<i>Standard</i>	Standards are documents that set out specifications, procedures and guidelines that aim to ensure products, services, and systems are safe, consistent, and reliable.
<i>Surface Run-Off</i>	Water from rainfall that is not absorbed or detained, and so becomes surface flow.
SWMS	Safe Work Method Statement
SPRMP	Simple Project Risk Management Plan
<i>Toe of Batter / Slope</i>	The bottom point or edge of a <i>Batter / Slope Face</i> .
<i>Vegetation</i>	Any plant growth living or dead.
VPO	<i>Vegetation Protection Order</i>
<i>Watercourse</i>	is defined in the Water Act as “a river, creek or stream in which water flows permanently or intermittently - (a) in a natural channel, whether artificially improved or not; or (b) in an artificial channel that has changed the course of the <i>Watercourse</i> ;” and “includes the bed and banks and any other element of a river, creek or stream confining or containing water.”
WCS	Means Work Category Specification.
<i>Whoa-boy</i>	A trafficable diversion banks - (<i>They are constructed to divert water off the track without causing erosion and allowing vehicles or people to cross over them</i>).
** Specific to <i>Herbicide Treatment</i> .	

5 Construction of Access Track Infrastructure - Light Loads

5.1 Introduction

- (a) Construction of *Access Track* infrastructure (for example, tracks and *Minor Creek Crossings*) with *Pavement* for light vehicle loads only (e.g., four-wheel drive *Access*) that provides, as a minimum standard, four-wheel drive vehicle *Access* to all structures at the nominated geographic locations (generally more remote and isolated areas) across *Energy Queensland* network (Note: The *Service Provider* is to check with the local *Energy Queensland Officer* for any specific *Site* exceptions to this clause).
- (b) Finish the construction of the *Access Track Pavement* where an adequate travel surface standard can be achieved, and the construction is to the satisfaction of the *Energy Queensland Officer*.
- (c) Make every effort to preserve existing grass cover and no windrows of soil or debris are to be left on the lower side of the track or across drainage lines.
- (d) Drainage is to be directed away from the centre line of the *Pavement* route.

Specification for Land Management Construction



5.2 Construction for Slopes - General

When the natural *Slope* is over 10 degrees, cut the *Access Track Pavement* around the side of the hill or ridge to gain extra length to achieve the required grade. In areas of side *Slope* where cutting is required, construct the *Access Track Pavement* with a slight out *Slope* so that runoff water discharges along the full outer edge of the track, as per Table A-1 of section 4.3.1.

- (a) Construct *Whoa-boys* (earth banks) on *Access Track Pavements* of 6% (1 in 16) [3.5 degrees] or greater *Slope* to prevent water flowing along the *Access Track Pavement*. The height of *Whoa-boys* should be approximately 300mm (compacted) and the spacing in metres along the track may be calculated by using the formula:
 - (i) $200 / \% \text{ of grade}$ (200 divided by the percentage of the grade).
 - (ii) For example: On a 10% grade, *Whoa-boys* would be 20 metres apart.
- (b) On small grades, construct *Whoa-boys* from the downhill side, so the topsoil and *Vegetation* on the uphill side of the mound remains undisturbed. On steep grades, construct *Whoa-boys* from the uphill side provided the soil is collected gradually so as not to leave a deep gutter next to the mound. *Stabilise* the newly constructed *Whoa-boy* mound via a suitable method.
- (c) Where required, construct discharge drains from the lower end of the *Whoa-boys*, extended where necessary to discharge onto a stable *Vegetated* area, and also to prevent runoff water flowing onto other sections of the *Access Track Pavement*.
- (d) Where earth is excavated to construct benching for crane operations on steep *Sites*, stockpile topsoil from the excavation and spread over the banks to promote *Stabilisation*, and to enable future utilisation of the benching by maintenance plant. Make provision for the *Stabilisation* of the ground surface for these *Disrupted Sites* with grass seed or other recognised soil *Stabilisation* techniques, to be nominated on *Construction Issue Plan Drawings* or directed by the *Energy Queensland Officer*.

5.3 Access Track Design Parameters

5.3.1 Vehicle Types

- (a) For construction of a new *Access Tracks*, decide on the types of vehicles that will generally traverse the *Access Track*.
- (b) The varying vehicle types have limitations and seasonal / weather conditions and have a significant effect on the ability of various vehicle types to utilise the *Access Track*. As an example:
 - (i) Two wheeled drive vehicles are limited by clearance and traction, with a gradient limit of about 15 degrees maximum on a dry clay *Pavement*.
 - (ii) Large / articulated trucks have the same traction and gradient limitations and require wider *Access Track Pavement* widths, especially on bends.
- (c) For *Access Track* construction that is required to carry higher gross vehicle loads, typically for all weather and / or heavy vehicle / mobile plant load¹ *Access* and two-wheel drive vehicle *Access* refer to this Specification.
- (d) Tables A-1 and Table A-2 below are provided as a guide to the allowable *Slope* for the various vehicle types.

¹ For maximum allowable RGVM of 30 Tonnes (6T steer axle / 17T rear axles).






Specification for Land Management Construction



Table A-1:– Maximum Grade of Slope – Various Vehicle Configurations

Vehicle Configuration	Slope as Percentage (%)	Slope in Degrees
High Clearance 4WD	30%	18°
High Clearance 2WD	20%	11°
Low Clearance 2WD	18%	10°
Rigid Body Truck	15%	8°
Articulated Truck	10%	5°

Table A-2:– Graphical Representation - Grade of Slope – Various Vehicle Configurations

Vehicle Configuration	Graphical Representation For Grade of Slope
High Clearance 4WD	 18° 30% 4WD
High Clearance 2WD	 11° 20% 2WD High Clearance
Low Clearance 2WD	 10° 18% 2WD Low Clearance
Rigid Body Truck	 8° 15% Large Tray Top
Articulated Truck / Lorry	 5° 10% Articulated Lorry

5.3.2 Additional Design Considerations - Parameters

- (a) The standard of design for *Access Track* construction will also consider and is not limited to following:
 - (i) Providing a safe and stable *Site Access* with reasonable maximum travel speed on the *Access Track Pavement* surface for all users.
 - (ii) Reducing any possibility for water pollution (siltation) and *Erosion*.
 - (iii) The susceptibility of the soils to *Erosion*. (Look for signs of *Erosion* from water during *Site* visits.)

Specification for Land Management Construction



- (iv) The need for *Watercourse* crossings along the *Access Track* route. (Locate existing *Watercourse* crossings and assess if suitable for *Access Track* utilisation. The number of *Watercourse* crossings constructed is to be minimised to reduce disturbance to *Watercourses*.)
- (v) *Landowner* requirements. (Some *Access Tracks* are shared with *Landowners* for various types of vehicle *Access*, pedestrian *Access*, cattle mustering, agricultural production, fauna crossing and for horse riding.)
- (vi) *Third Party* utilisation. (Members of the public may utilise *Access Tracks* for recreational purposes. For example, *Access* to remote fishing and swimming areas, trail bike and motor-cross riding, and four-wheel drive vehicle leisure activities.)
- (vii) Natural environmental and Cultural Heritage considerations. (Be aware of cultural and heritage issues and look out for protected or endangered species of wildlife and *Vegetation* in the natural environment.)
- (viii) Minimise future commitment of maintenance resources to maintain *Access track*'s operational condition.

5.3.3 Minimum Construction Standards - With Light Load Access Track Infrastructure

- (a) For the design parameters and minimum *Construction Standards* associated with light load *Access Track* infrastructure refer to Table A-3.

Table A-3:- Light Load Access Track Infrastructure Standards and Specifications

Design Parameter	Minimum Standard
Formation	Crowned with cross fall of 1-3 degrees on ridge top or flat ground surface. Out <i>sloped</i> with 1-3 degrees outfall inside cut locations.
<i>Pavement</i> Surface	Natural weathered <i>Pavement</i> surface with <i>Patch Graveling</i> on clay soils to improve traffic-ability. The desirable <i>Pavement</i> surface is short grass to minimise <i>Erosion</i> .
<i>Pavement</i> Width	2.8 metres width minimum. 4 metres width maximum.
Shoulder width	0.6 metres
Clearing width for <i>Access Track</i> infrastructure, if <i>Access Track Pavement</i> is away from <i>Energy Queensland</i> electricity distribution and transmission network infrastructure easement	1 metre either side of earthworks (<i>Access Track Pavement</i> formation)
Maximum gradient of <i>Access Track Pavement</i>	10 degrees and the gradient may be steeper where construction of the <i>Pavement</i> results in less overall disruption of the ground surface and provides good traction for vehicles.
<i>Pavement</i> formation in Wet Tropics, National Parks, and State Forest	3-metre-wide <i>Pavement</i> formation. 4-metre-high clearance to the <i>Vegetation</i> .

5.4 Location of New Access Tracks

- (a) Locate new *Access Tracks* on the ridge lines wherever possible with the *Pavement* of the new *Access Track* to follow bench shape profiles to minimise side cutting. Where side-cutting is necessary, the *Pavement* formation is to conform to the relevant standard profiles.

Specification for Land Management Construction



- (b) When locating a new *Access Track*, aerial photos and topographic maps may be used to identify potential locations and centre line routes. The final location selected is to address and incorporate the following (and are not limited to) concepts and design parameters:
- (i) Follow the contour of the land or ridge tops where practical.
 - (ii) Avoid areas of steep *Slope* and minimise the amount of earth to be moved.
 - (iii) Minimise disturbance to natural *Vegetation*, as this can affect soil stability.
 - (iv) Use natural features, for example benches or shelves.
 - (v) Minimise the number of stream crossings or drainage structures required.
 - (vi) Avoid areas of poor drainage, for example swamps and soaks.
 - (vii) Avoid routes that run parallel to or close to *Watercourses* and streams.
 - (viii) Keep new *Access Tracks* in the vicinity of or on the powerline easement / wayleave / corridor (regional areas only) or areas that have been previous *disrupted* by civil construction works.
- (c) When identifying locations and centre line routes for a new *Access Track* avoid potential for disturbance to areas of:
- (i) Significant *Vegetation* communities (endangered or of concern).
 - (ii) Cultural Heritage sites
 - (iii) Any land holdings without prior consultation with the *Landowner*.

5.5 Access Track Pavements

5.5.1 Access Track Pavement Formation

- (a) *Access track Pavement* formation is required for the following reasons:
- (i) Drainage control, especially in areas where *Erosion* or sediment influences are evident, any *Vegetation*, topography, wheel rutting or compaction is likely to intercept, concentrate and channel water.
 - (ii) Where the topography of the *Access Track* location or the drainage characteristics of the soil are likely to hinder *Access* for a protracted time period following a rain event (e.g., 1 to 2 weeks).
 - (iii) Where natural side-*Slope* pose a safety hazard to potential *Operators* utilising the track (e.g., *Patrolling Officers*, *Service Providers* and *Landowners*).
- (b) Often the formation of *Access Track Pavement* can reduce or eliminate the need for ongoing *Patch Gravelling* / rocking of the *Pavement* surface. Where *Patch Gravelling* / rocking is still considered to be warranted, the process of *Pavement* formation removes undesirable material and / or boxes the imported material in where it is required.

5.5.2 Access Track Pavement Surface

Where a ground cover exists and no active *Erosion* is occurring, *Access Track Pavement* surfaces and drainage control structures are to be established by slashing and / or limited blading (to level anthills, debris, obstructions, trees, brush and sediment) and *Patch Gravelling* / rocking of *Access Track Pavement* surfaces and drainage control structures at the nominated *Sites*.

5.5.2.1 Slashing

Consider slashing as an initial option if minimal weed, *Erosion* or drainage issues are evident at the *Site*. A distinguishable, grassed *Access Track Pavement* surface along the *Access Track* route is the outcome required of this type of construction activity. Slashing will be authorised by the *Energy Queensland Officer* after an initial assessment of the proposed *Access Track* location and the drainage characteristics of the soil at *Site*.

5.5.2.2 Blading

- (a) Keep blading to a minimum on existing formed *Access track Pavement* surfaces and at *Access track* locations not requiring the formation of a crowned *Pavement* surface.

Specification for Land Management Construction



- (b) In these situations, blading is only to be performed to remove potential traffic hazards (e.g. fallen limbs, stakes, etc.) or to repair potential environmental or safety hazards (e.g. ant hills, drainage, restrictions, washouts, wheel ruts).
- (c) Where the formation of a crowned *Pavement* surface is required, blade the surface in accordance with the design requirements in accordance with section 8, of this Specification or the directions from the *Energy Queensland Officer*.

5.5.2.3 Patch Gravelling / Rocking

- (a) *Patch Gravelling / rocking* provides protection and stability on track sections that are susceptible to rapid deterioration through the influences of traffic, water or wind *Erosion* or where the soils do not have a high load bearing capacity. Only use *Patch Gravelling / rocking* when required to ensure vehicle traction and stability, avoid rutting, or to maintain effective drainage.
- (b) *Patch Gravelling / rocking* is only to be undertaken with the written approval of the *Energy Queensland Officer*.

5.6 Technical Specification - Typical Pavement Types and Boxed In Pavement Cross Section For Light Vehicle Loads

- (a) For *Access track Pavement* construction that requires the construction of a formed *Pavement* above or boxed into the existing ground surface, refer to the included details within Section 9 of this Specification for:
 - (i) Typical arrangement for *Access track* construction.
 - (ii) *Pavement* types designed for light vehicle loads.
 - (iii) Boxed in *Pavement* cross section.
- (b) For specific details of the above refer to the following listed figures from within section 9 of this Specification:
 - (i) Figure E-1 – *Access Track Infrastructure – General* | Notes and Typical Arrangement.
 - (ii) Figure E-2 – *Access Track Infrastructure – Light Vehicle Loads – Access Track Pavement Types*.

5.7 Access Track Drainage

For detailed requirements of *Access track* drainage construction including their location to drain water runoff away from the *Access track Pavement* surface, refer to and construct in accordance with Section 12 of this Specification – *Land Stabilisation*, subsection 12.1 - *Access Track Drainage*.

5.8 Watercourse Crossings

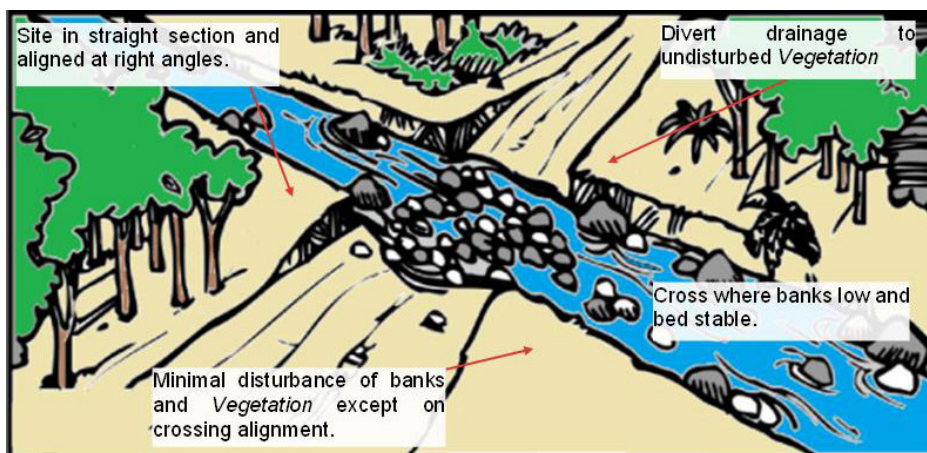
5.8.1 Watercourse Crossings - Design Considerations and Parameters

- (a) When selecting a location and constructing a *Minor Creek Crossing* through a *Watercourse* or riverine area the following design considerations and parameters (that are not limited to) detailed in the Figure – A1(indicative drawing only) below, are to be taken into consideration.
- (b) Where the *Service Provider* considers there may need to be a variance from the following design criteria and parameters, immediately seek advice from the *Energy Queensland Officer* regarding the issue of an application for a Riverine Protection Permit.

Specification for Land Management Construction



Figure 1:- Access Track Infrastructure – Watercourse Crossing Design Criteria



5.8.2 Guideline – Activities in a Watercourse, Lake, or Spring

- (a) Through the Guideline – Activities in a *Watercourse*, Lake or Spring carried out by an entity as issued by the Department of Natural Resources Mines and Energy – Water Management, permission has been granted to Queensland Electricity Distribution and Transmission entities for works within or near a *Watercourse* under Sections 49, 50 or 51 of the Water Regulation to reduce the need for riverine protection permits under Section 269 of the Water Act.
- (b) The design criteria and parameters from the guideline that are to be complied with by the *Service Provider*.
 - (i) Construction Environmental Management Plan that contains details of all works associated with a *Watercourse* crossing is to be established and available at the *Worksite* prior to commencement of any works.
 - (ii) When construction materials are to be deposited or excavated at *Worksite*, the volume is not to exceed 500 cubic metres for each activity unless permitted.
 - (iii) The clearing of *Vegetation* is not to exceed 0.25 ha unless permitted.
 - (iv) Works that will impact on the water flows or levels will require a riverine permit.
 - (v) Ensure the necessary measures are in place to control sediment and *Erosion* on and off the *Worksite* during all stages of the construction (before, during and after *Site* works). Divert clean water around the *Worksite*.
 - (vi) Notify adjoining *Landholders* of construction works to be undertaken at the *Watercourse* crossing *Site* and obtain the necessary permission(s) before any construction works commence.
 - (vii) Ensure machinery used is fit for purpose and free from oil or contaminant leaks.
 - (viii) Complete *Site* inductions and risk assessments prior to commencing any construction work activities. Continually monitor, review and communicate to all *Operators* and ground personnel during all phases of the construction work activity any additional environmental issues and considerations identified, and the additional environmental controls implemented.
 - (ix) Take a series of photographs of the construction *Site* prior to, during and upon completion of all construction works.
 - (x) On approach to *Watercourse* crossings, cross slowly so as not to create wash and increase *Erosion*.
 - (xi) Construct *Watercourse* crossings below lagoons and at 90° to the direction of the water flow (bank of *Watercourse*) wherever practical.

Specification for Land Management Construction



5.9 Minor Creek Crossing – Technical Specification

5.9.1 Minor Creek Crossing - General

- (a) Take care where *Site* material is to be excavated and or disposed of away from *Site*. For *Sites* containing acid sulphate soils, treat appropriately and have a disposal process in place to handle and transport the contaminated soil.
- (b) *Minor Creek Crossings* comprising of a graded rock spall *Pavement* boxed into existing creek bed such that the *Access* track does not impede the flow of creek. In very soft ground, for example marine clay, a geotextile underlay may need to be placed prior to rock spalls being placed in boxed section.

5.9.2 Technical Specification and

5.9.2.1 Extent of Work

The construction work included comprises of and is not limited to:

- (a) Earthworks.
- (b) *Minor Creek Crossings* construction.
- (c) Treatment and disposal of spoil.
- (d) Possible use of geotextile.

5.9.2.2 Excavation

Carry out excavation as required. Establish box depths required to achieve the total *Pavement* depths. Construct the finished *Pavement* s such that the finished surface levels are generally flush with existing creek bed surface levels.

Note: Assess all environmental issues and considerations associated with this construction work and ensure all environmental controls are implemented.

5.9.2.3 Treatment and Disposal of Spoil

- (a) Dispose excess spoil away from *Site* where required and in accordance with the controlling *Authority* requirements for transport and disposal.
- (b) Implement appropriate control measures on *Sites* containing acid sulphate soils.

5.9.2.4 Pavement

- (a) The *Pavement* for the *Minor Creek Crossings* comprises of a rock spalls base course with a 100 mm layer of a finer rock spall running course.
- (b) The total *Pavement* thickness is not less than 350 mm.

5.9.2.5 Materials

- (a) Base Course:
 - (i) The base course material is to be nominal 150 – 200 mm diameter rock spalls and or rock mattress.
- (b) Running Course:
 - (i) 100 mm thick running course material is to be nominal 100 mm diameter rock spalls.
- (c) Geotextile and Geogrid:
 - (i) In very soft soils, for example marine clays, lay a geotextile and / or geogrid synthetic system as sub grade reinforcement prior to the spreading of fill, as and when directed by the *Energy Queensland Officer / Worksite Supervisor* to place synthetic system underlay.
 - (ii) Geotextile and / or geogrid synthetic system or another approved equivalent is to comply with requirements of the relative Australian Standard (for example, geotextile fabric is to comply with AS 3706.0).

Specification for Land Management Construction



5.9.2.6 Typical Crossing Profile and Pavement Section Detail

Refer to the included details in section 9 of this Specification, Figure E-4 – Access Track Infrastructure – *Minor Creek Crossing* – Rock Spall Water Course Crossing, for typical crossing profiles and *Pavement* sections.

6 Construction of Access Track Infrastructure - All Weather And / Or Up To 30 Tonnes Load

6.1 Introduction

- (a) Construction of *Access Track* infrastructure (for example, Tracks and *Minor Creek Crossings*) with *Pavement* that provides for, as a minimum standard, all weather and / or heavy vehicle loads with a maximum allowable *RGVM* of 30 Tonnes (6T steer axle / 17T rear axles) *Access*, for example elevated work platforms and concrete trucks, providing *Access* to high priority electricity network infrastructure (for example sub-transmission line feeders).
- (b) This constructed *Access Track* infrastructure is required to provide uninterrupted Site *Access* to undertake additional construction, switching and maintenance of the electricity distribution and transmission network infrastructure.
- (c) Additionally, at these Sites there may be a requirement to provide two-wheel drive vehicle *Access*.

6.2 All Weather Access – General

- (a) For general *Access Track* infrastructure design criteria and parameters relevant to the construction of *Access Track* infrastructure that provides for all weather and / or heavy vehicle loads of a maximum allowable *RGVM* of 30 Tonnes (6T steer axle / 17T rear axles), refer to the following and not limited to listed references that are of relevance:
 - (i) Construction general, section 5 of this Specification, (Section 5, subsection 5.2).
 - (ii) *Access Track* design parameters - vehicle types Section 5 of this Specification, (Section 5, subsection 5.3.1).
 - (iii) Additional design considerations – parameters Section 5 of this Specification, (Section 5, subsection 5.3.2).
 - (iv) Location of new *Access Tracks* Section 5 of this Specification, (Section 5, subsection 5.4).
 - (v) *Access Track* drainage Section 5 of this Specification, (Section 5, subsection 5.7).
 - (vi) Crowned surface formation Section 9 of this Specification, (Section 9, subsection 9.1.1).
 - (vii) Crowned side cut formation Section 9 of this Specification, (Section 9, subsection 9.1.2).
 - (viii) Out *slope* formation Section 9 of this Specification, (Section 9, subsection 9.1.3).
 - (ix) Side cut construction Section 12 of this Specification, (Section 12, subsection 12.1.2).
 - (x) Side cutting formation design Section 12 of this Specification, (Section 12, subsection 12.1.2.3).

6.3 All Weather And / Or Heavy Vehicle Loads Access Track Infrastructure – Technical Specification

6.3.1 All Weather Access Specification - General

- (a) The *Access Track Pavements* are constructed for all weather and a maximum allowable *RGVM* of 30 Tonnes (6T steer axle / 17T rear axles) vehicle *Access*; comprises of a base course with a required combination of (or equivalent material to):
 - Armour rock spalls (nominal 200 – 400 mm diameter grading); and

Specification for Land Management Construction



Rock spalls (nominal 75 – 150 mm diameter grading) with a running course material of suitably bearing capacity, for example CBR 20 graded material, to the nominated compacted thickness. (Note: CBR=California Bearing Ratio)

- (b) In very soft ground, for example marine clay, a geotextile underlay may need to be placed in the excavation prior to the base course being laid down when directed by the *Energy Queensland Officer* / *Worksite Supervisor* to place the geotextile underlay in the excavation.

6.3.2 Technical Specification

6.3.2.1 Extent of Work

The construction work included comprises of and is not limited to:

- (a) Clearing of the *Worksite*.
- (b) Earthworks.
- (c) *Access Track Pavement* construction for all weather and / or heavy vehicle load of a maximum allowable *RGVM* of 30 Tonnes (6T steer axle / 17T rear axles) *Access* (without wheel rutting or *Pavement* compaction during normal operations; excluding prolonged periods of rain).
- (d) Treatment and disposal of spoil.
- (e) Possible use of geotextile.

6.3.2.2 Clearing of Site

- (a) Clear *Sites* of *Access Track* footprint along the *Access Track* route and structure laydown areas (platforms), of all shrubs, scrub, undergrowth, dumped building material and surface boulders.
- (b) Remove all debris resulting from *Worksite* clearing to the nearest approved refuse tip off *Site* accepting this class of debris and material.

6.3.2.3 Excavation

Undertake excavation where required to suit the dimensions and levels nominated for the construction of the *Access Track Pavement*.

6.3.2.4 Treatment and Disposal of Spoil

- (a) Dispose excess spoil away from the *Site* where required in accordance with the controlling *Authority* requirements for transport and disposal.
- (b) Implement appropriate control measures on *Sites* containing acid sulphate soils.

6.3.2.5 Pavement

- (a) The *Pavement* for *Access Tracks* and structure laydown areas (platforms) constructed for all weather and / or heavy vehicle load of a maximum allowable *RGVM* of 30 Tonnes (6T steer axle / 17T rear axles), unless an alternative load is nominated for *Access*, comprises of a base course with a required combination of (or equivalent material to):
 - (i) Armour Rock Spalls (nominal 200 – 400 mm diameter grading).
 - (ii) Rock Spalls (nominal 75 – 150 mm diameter grading).
 - (iii) with a minimum of 75 mm thick CBR 20 grading value running course.
- (b) The total *Pavement* thickness is not less than 250 mm.

6.3.2.6 Materials

- (a) Base Course:
 - (i) The base course material comprises of a combination of (or equivalent material to):
 - Armour Rock Spalls (nominal 200 – 400 mm diameter grading).
 - Rock Spalls (nominal 75 – 150 mm diameter grading).

Specification for Land Management Construction



- (ii) The fill material is free of any toxic or chemical contaminants and complies with any imposed Site-specific environmental conditions.
- (b) Gravel Running Course:
 - (i) The running course material is CBR 20 value grade material with a minimum of 75 mm thickness.
- (c) Geotextile:
 - (i) In very soft soils, for example marine clays, lay a synthetic fabric underlay as sub grade reinforcement prior to spreading of fill when directed by the *Energy Queensland Officer / Worksite Supervisor* to place synthetic fabric underlay.
 - (ii) Supply Polyester / non-woven or woven geotextile fabric complying with requirements set out in Australian Standard AS 3706.0 or approved equivalent.

6.3.2.7 Construction Works

- (a) Place fill material to form tracks – using geotextile fabric as an underlay, as directed.
- (b) Place gravel on fill, as a running course – grade and compact fill and gravel using track machines.

6.3.3 Technical Specification - Typical Pavement Types and Boxed In Pavement Cross Section for All Weather and / or Heavy Load Vehicles and Structure Laydown Areas – Platforms>

- (a) For *Access Track Pavement* and structure laydown area (platform) construction that requires the construction of a formed *Pavement* above or boxed into the existing ground surface, refer to the included details within Section 8, for:
 - (i) Typical arrangement for *Access Track* and structure laydown area (platform) construction.
 - (ii) *Pavement* types designed for all weather and / or heavy vehicle loads of a maximum allowable *RGVM* of 30 Tonnes (6T steer axle / 17T rear axles).
 - (iii) Boxed in *Pavement* cross section.
 - (iv) *Pavement* types designed for structure laydown areas (platforms).
- (b) For specific details of the above refer to the following listed figures from Section 9.
 - (i) [Figure E-9](#) – *Access Track Infrastructure – General Notes and Typical Arrangement*.
 - (ii) [Figure E-10](#) – *Access Track Infrastructure – All Weather and / or Heavy Vehicle Loads – Access Track Pavement Types*.
 - (iii) [Figure E-14](#) – *Access Track Infrastructure – Structure Laydown Area – Details*.

6.3.4 Watercourse Crossings For All Weather and / or Heavy Vehicle Loads Access Track Infrastructure

When selecting a location and constructing a *Minor Creek Crossing* through a *Watercourse* or riverine area for all weather and / or heavy vehicle loads of a maximum allowable *RGVM* of 30 Tonnes (6T steer axle/17T rear axles) *Access Track* infrastructure, for the design considerations and parameters, and technical specification refer to:

- (a) Section 5, Subsection 5.8.1- *Watercourse* Crossings - Design Considerations and Parameters.
- (b) Section 5, Subsection 5.8.2 -Guideline – Activities in a *Watercourse* Lake or Spring.
- (c) Section 5, Subsection 5.9 - *Minor Creek Crossing* - Technical Specification.
- (d) Section 9, [Figure E-12](#) – *Access Track Infrastructure – Minor Creek Crossing – Rock Spall Water Course Crossing*.

Specification for Land Management Construction



7 Maintenance of Access Track Infrastructure - Light Loads

7.1 Introduction

- (a) Maintenance of *Access Track* infrastructure (for example, tracks and *Minor Creek Crossings*) with *Pavement* for light vehicle loads only (e.g., four-wheel drive *Access*) that provides, as a minimum standard, ongoing four-wheel drive vehicle *Access* to all structures at the nominated geographic locations (generally more remote and isolated areas) across the *Energy Queensland* network.
- (b) Maintain the *Access Track Pavement* to an adequate travel surface standard and to the satisfaction of the *Energy Queensland Officer*.
- (c) During maintenance activities, make every effort to preserve existing grass cover and no windrows of soil or debris are to be left on the lower side of the *Track* or across drainage lines.
- (d) During maintenance activities, modifications to drainage are to direct the drainage channel away from the centre line of the *Pavement* route.
- (e) Where *Access Track* infrastructure is impassable, eroded, or overgrown, consider any potential opportunities to rebuild the *Access Track* infrastructure in a more suitable location, to reduce long term environmental impact and the ongoing commitment of maintenance resources. This relocation is not to occur without Authority consultation and acceptance and the approval of the *Energy Queensland Officer*.

7.2 Maintenance of Drainage and Erosion and Sediment Controls

While maintaining *Access Track* infrastructure, ensure the following measures (that are not limited to) are applied to manage sediment and *Erosion* control issues at the *Site*:

- (a) Identify potential *Erosion* sources and causes.
- (b) Install *Erosion* and sediment control measures before disrupting the *Site*.
- (c) Expose the smallest possible area of land on the *Access Track* footprint for the shortest possible period of time.
- (d) Conserve topsoil for reuse.
- (e) Control *Surface Run-Off* onto, along and off the *Access Track* footprint.
- (f) Divert uncontaminated *Surface Run-Off* around *Disrupted* Surfaces of land.
- (g) Use *Erosion* control measures to prevent on-site (*Access Track* footprint) damage.
- (h) Use sediment control measures to prevent off-site (beyond the *Access Track* footprint) damage.
- (i) Rehabilitate *Disrupted* Surfaces of land as soon as practical.
- (j) Maintain *Erosion* and sediment control measures until ground surface areas are sufficiently *Stabilised* to restrain *Erosion*.
- (k) Control *Erosion* at the source.

7.3 Access Track Infrastructure Maintenance Criteria and Parameters

During the maintenance of existing *Access Track* infrastructure (for example, Tracks and *Minor Creek Crossings*) with *Pavement* for light vehicle loads only (e.g., four-wheel drive *Access*) all reinstatement, modification and or relocation construction works are to be in accordance with the design and construction criteria and parameters for new *Access Track* infrastructure construction included within Section 4 - Construction of *Access Track* Infrastructure - Light Loads, of this Specification.

7.4 Maintenance of Existing Watercourse Crossings Infrastructure

- (a) Relevant documentation that contains details of all works associated with a *Watercourse* crossing is to be established and available at the *Worksite* prior to commencement of any maintenance works.
- (b) Ensure the necessary measures are in place to control *sediment* and *Erosion* on and off the *Worksite* during all stages of the maintenance works.

Specification for Land Management Construction



- (c) During the maintenance of existing *Watercourse* crossings infrastructure (for example, *Minor Creek Crossings*), all reinstatement and modification construction works are to be in accordance with the design and construction criteria and parameters for new *Watercourse* crossings infrastructure construction included at section 5 - Construction of *Access Track Infrastructure - Light Loads*, of this Specification.
- (d) The maintenance construction works are to be conducted in accordance with the specified requirements for:
 - (i) *Watercourse crossings - design considerations and parameters of Section 5 of this Specification, (subsection 5.8.1).*
 - (ii) *Guideline – activities in a Watercourse Lake or spring of Section 5 of this Specification, (subsection 5.8.2).*
 - (iii) *Minor Creek Crossing - technical specification Section 5 of this Specification, (subsection 5.9).*
- (e) At *Watercourse* crossings, ensure at the *Worksite* that water flows or levels have not been adversely impacted by:
 - (i) Fallen trees.
 - (ii) Vehicular traffic and equipment damage.
 - (iii) Blockages from soil or other materials.

If there has, remove the obstructions to allow clear water flows at the same levels as that of initial construction.
- (f) Works are not to impact on the water flows or levels.
- (g) Inspect the *Watercourse* crossing's rock spall *Pavement* that is boxed into the *Watercourse* bed for:
 - (i) *Sediment* accumulation.
 - (ii) Erosion from flood damage.
 - (iii) Deterioration that threaten to cause failure.
 - (iv) Damage from vehicular traffic.

Remove *sediment* so that clear water flows are not reduced and investigate the source of the *sediment* for *Erosion*; and repair any places in the rock spall *Pavement* that have deteriorated or that have been subjected to any damage.
- (h) Check for *Erosion* and undermining of control devices, rock spall surfaces and *slopes*; determine if further controls are required to be installed during this maintenance phase.

7.5 Maintenance of Existing Access Track Pavement

- (a) During the maintenance of existing *Access Track Pavement*, all reinstatement and modification construction works are to be in accordance with the design and construction criteria and parameters for new *Access Track Pavement* construction included within Section 5 - Construction of *Access Track Infrastructure - Light Loads*, of this Specification.
- (b) The maintenance construction works are to be conducted in accordance with the specified requirements for:
 - (i) *Access Track Pavements* (subsection 5.5).
 - (ii) Technical specification - typical *Pavement* types and boxed in *Pavement* cross section for light vehicle loads - (subsection 5.6).

7.6 Maintenance of Existing Access Track Drainage

- (a) During the maintenance of existing *Access Track* infrastructure, all reinstatement, modification to and relocation of drainage is to be in accordance with the design and construction criteria and parameters for new drainage construction included within Section 5 - Construction of *Access Track Infrastructure - Light Loads*, and Section 12 – *Land Stabilisation*, of this Specification.

Specification for Land Management Construction



- (b) The maintenance construction works are to be conducted in accordance with the specified requirements for:
- (i) Access Track drainage (subsection 5.7).
 - (ii) Maintenance of Drainage Control (subsection 12.2).
 - (iii) Removal of Drainage Controls (subsection 12.3).

7.6.1 Maintenance of Drainage Control Structures

- (a) Inspect the drainage system(s); for accumulated sediment, falling *Vegetation* / trees, and soil and / or other materials in the drainage, remove all these material from drainage system(s) to allow clear drainage (water flow) in accordance with Section 12 – Land *Stabilisation*, subsection 12.3 - Maintenance of Drainage Control of this Specification.
- (b) Repair any sections in the drainage system(s) that have deteriorated or that have been subjected to damage in accordance with Section 12 – Land *Stabilisation*, subsection 12.2 - Maintenance of Drainage Control of this Specification.

7.6.2 Removal of Drainage Controls

- (a) There is generally no need to remove existing drainage controls during this maintenance phase if they are constructed from naturally occurring materials at the *Site*. As long as the drainage controls are maintained and the existing drainage system is adequate, they can stay in place permanently.
- (b) Where removal of existing drainage controls are required (for example on *Sites* that are not already stable), remove the existing drainage controls in accordance with Section 12 – Land *Stabilisation*, subsection 12.3 - Removal of Drainage Controls of this Specification.

7.7 Maintenance of Existing Erosion Control Infrastructure

7.7.1 Maintenance of Existing Erosion Control Structures

Maintain *Whoa-boys* or other *Erosion* control infrastructure in accordance with the following maintenance instruction:

- (a) Inspect *Whoa-boys* or other *Erosion* control infrastructure for damage after weather events resulting in *Rainfall Run-off*.
- (b) Check for environmental impact on land surface surrounding drainage outlets to prevent impact of *Rainfall Run-off* from *Access Track Pavement* and easements.
- (c) Immediately correct all damage to *Whoa-boys* or other *Erosion* control infrastructure in accordance with Section 12 – Land *Stabilisation*, section 12.4.1.7 – Maintenance of *Whoa-boys* of this Specification.

7.7.2 Construction of Additional Erosion Control Structures during Maintenance Phase

- (a) Check the bottom of the channel (up-hill side of the mound) to ensure positive drainage in the desired direction (for example, towards the edge of the *Access Track Pavement* and into the table drain, if present). Should this not be the case, reconfigure the existing and / or construct new drainage to achieve positive drainage in the desired direction.
- (b) Check that the end of the '*Whoa-boy*' has a stable / protected outlet (e.g., thick *Vegetation*, grass, rock mulch) or discharges to a table drain. On steep *Access Track Pavements*, the construction of turn-out drains (out of table drains) is required, to ensure the safe movement of water / *Rainfall Run-off*.
- (c) During the maintenance of existing *Whoa-boys* or other *Erosion* control infrastructure, all modification to, relocation and new construction of *Whoa-boys* or other *Erosion* control infrastructure is to be in accordance with:
- (i) The design and construction criteria and parameters for new *Whoa-boys* or other *Erosion* control infrastructure construction included in Section 5 - Construction of *Access Track Infrastructure* - Light Loads.

Specification for Land Management Construction



- (ii) The installation criteria and parameters for new *Whoa-boys* included in Section 12, Subsection 12.4.1 – Installation of *Whoa-boys* within this Specification.

7.7.3 Removal of Whoa-boys or Other Erosion Control Structures During Maintenance Phase

Where removal of existing *Whoa-boys* or other *Erosion* control structures are required:

- (a) Remove and dispose of accumulated sediment.
- (b) Grade the ground surface area and level out in preparation for land *Stabilisation* and rehabilitation.
- (c) *Stabilise* and rehabilitate the ground surface area.
- (d) In accordance with Section 12 of this Specification, Subsection 12.4.1.8 - Removal of *Whoa-boys*.

7.7.4 Fibre Matting

7.7.4.1 Maintenance of Fibre Matting

Where maintenance of fibre matting is required (for example on *Slopes* that are not already stable):

- (a) Inspect the fibre matting.
- (b) Repair damaged sections of fibre matting.
- (c) Check the ground surface soil for *Erosion* underneath the fibre matting.
- (d) Check the vegetative regrowth and restore and / or re-seed.
- (e) In accordance with Subsection 12.4.2.2 - Maintenance of Fibre Matting, of this Specification.

7.7.4.2 Removal of Fibre Matting

Where removal of fibre matting is required:

- (a) Carefully remove the fibre matting cover.
- (b) Dispose of recovered fibre matting.
- (c) *Stabilise* and rehabilitate the ground surface area *Disrupted*.
- (d) In accordance with Subsection 12.4.2.3 - Removal of Fibre Matting, of this Specification.

7.8 Maintenance of Existing Sediment Controls

7.8.1 Construction of Additional Sediment Controls during Maintenance Phase

- (a) During the maintenance of existing *sediment* control infrastructure, all modification to, relocation of, and new construction of *sediment* controls or other land *Stabilisation* infrastructure is to be in accordance with:
 - (i) The design and construction, criteria and parameters for new sediment controls or other land *Stabilisation* infrastructure construction included at Section 5 - Construction of Access Track Infrastructure - Light Loads.
 - (ii) The installation criteria and parameters for new sediment controls or other land *Stabilisation* infrastructure included at Section 12 of this Specification, subsection 12.5 – Sediment Control Methods.
- (b) During the maintenance of existing *sediment* control infrastructure, when modification to, or construction of new *sediment* control infrastructure is under active consideration, the *Service Provider* is to consider alternative *sediment* control measures that may be more practical and / or effective for construction, including and not limited to:
 - (i) Sediment Fences (catchment area is 0.6 hectare maximum, *Slope* ratio, height to length is 1:2 maximum, is not to be used where *Surface Run-Off* concentrates).

Specification for Land Management Construction



- (ii) Check Dams ([for example, rock, concrete, gabions] – catchment areas are 4 hectares maximum, spillway 0.15 metre below sides, outlet protected downstream).
- (iii) Dry sediment basins, wet sediment basins and artificial wetlands.
- (iv) Coarse rock sediment traps.
- (v) Mulch, vegetative debris, or rock bunding.
- (vi) Native *Vegetation* buffer zones.
- (vii) Gravel / coarse rock inlet filters.

7.8.2 Maintenance of Sediment Controls

For the maintenance of *sediment* control infrastructure including and not limited to:

- (a) All inspections.
- (b) Repair of damage.
- (c) Remove the accumulated fill material.
- (d) Repair of damaged *sediment* control barrier structures.
- (e) Is to be conducted in accordance with Section 12 – Land *Stabilisation*, Subsection 12.6.1.3 - Maintenance of Sediment Fences.

7.8.3 Removal of Sediment Controls

- (a) When *Disrupted Surface* areas up-Slope of the *sediment* control system is sufficiently *Stabilised* to restrain *Erosion*, the *sediment* control infrastructure and any outlets are to be removed in accordance with section 12 – Land *Stabilisation*, Subsection 12.6.1.4 - Removal of Sediment Fences.
- (b) Where ground surface areas have *Stabilised*, including the *sediment* build up at the *sediment* control barrier, there may be more value in leaving the *sediment* control infrastructure and any outlets where they are. Removing the *sediment* control infrastructure at this stage will usually lead to the ground surface area becoming susceptible to *Erosion* once again.

7.9 Summary of Available Stabilisation Techniques

During the maintenance of existing *Access Track* infrastructure and the associated land *Stabilisation* infrastructure, when modification to, or construction of new land *Stabilisation* infrastructure is under active consideration, the *Service Provider* is to refer to the summary of available *Stabilisation* techniques Section 12 – Land *Stabilisation*, Table H5 - Summary of Available *Stabilisation* Techniques, to determine the more practical and / or effective land *Stabilisation* construction for the ground surface and environmental conditions at the *Site*.

8 Maintenance of Access Track Infrastructure - All Weather and / or Up To 30 Tonnes Load

8.1 Introduction

- (a) Maintain *Access Track* infrastructure (for example, *Access Track Pavements* and *Minor Creek Crossings*) with the *Access Track* infrastructure continuing to provide for, as a minimum standard, all weather and / or heavy vehicle loads with a maximum allowable *RGVM* of 30 Tonnes (6T steer axle / 17T rear axles), for example elevated work platforms and concrete trucks, providing *Access* to high priority electricity network infrastructure (for example sub-transmission line feeders).
- (b) Maintain *Access Track* infrastructure to provide uninterrupted *Site Access* to undertake additional construction, switching and maintenance of the electricity distribution and transmission network infrastructure.
- (c) Additionally, at nominated *Sites* there is a requirement to maintain *Access Track* infrastructure for providing ongoing two-wheel drive vehicle *Access*.

Specification for Land Management Construction



- (d) Maintain the *Access Track Pavement* to an adequate travel surface standard and to the satisfaction of the *Energy Queensland Officer*.
- (e) Where *Access Track* infrastructure is impassable, eroded, or overgrown, during the maintenance, actively consider any potential opportunities to rebuild the *Access Track* infrastructure in a more suitable location, to reduce long term environmental impact and ongoing commitment of maintenance resources.
- (f) During maintenance activities, modifications to drainage are to direct the drainage away from the centre line of the *Access Track Pavement* route.

8.2 Access Track Infrastructure Maintenance Criteria and Parameters

- (a) During the maintenance of existing *Access Track* infrastructure (for example, Tracks and *Minor Creek Crossings*) with *Pavement* for all weather and / or heavy vehicle loads with a maximum *RGVM* of 30 Tonnes (6T steer axle / 17T rear axles), all reinstatement, modification and or relocation construction works are to be in accordance with the design and construction criteria and parameters for new *Access Track* infrastructure construction included at section 6 - Construction of *Access Track* Infrastructure - All Weather and / or up to 30 Tonnes Load, of this *WCS1.5*.
- (b) The intent of this section 8 is to ensure *Access Track* infrastructure to electricity distribution and transmission network infrastructure (*Overhead Conductors* and supporting infrastructure) is maintained at an acceptable / serviceable level for and during both routine and emergency maintenance works on the electricity distribution and transmission network infrastructure (*Overhead Conductors* and supporting infrastructure).
- (c) Plan all maintenance tasks to:
 - (i) Ensure the utilisation of the location for its basic intended purpose is not nullified nor diminished by the condition of *Access Track* infrastructure and *Watercourse* crossings present.
 - (ii) Prevent destruction of, or damage to, the surrounding area by taking steps to avoid *Erosion* of lands, silting of waterways and diversion of water from natural drain paths.
 - (iii) Retain as far as possible the aesthetic nature of the surrounding area.
 - (iv) Limit the destruction of, or damage to, trees, shrubs, bushes, flora, and other *Vegetation* to the minimum necessary to maintain *Access* to the distribution and transmission *Overhead Conductors* and supporting infrastructure.
 - (v) Avoid damage to historical sites, Aboriginal sacred sites, Aboriginal relics, monuments, and other memorials.
- (d) This specification outlines the *Services* to be provided for re-establishing easement *Access Tracks* and retaining them in, or returning them to, an acceptable operational condition.
- (c) Maintenance may be preventive or corrective. Corrective maintenance covers both emergency and deferred maintenance works / tasks.

8.3 Acceptable Standard

The minimum standard requires all weather and / or heavy vehicle loads up to a maximum of *RGVM* of 30 Tonnes (6T steer axle / 17T rear axles) *Access* be maintained. In most cases a somewhat higher standard of *Access Track Pavement* surface will be specified by the *Energy Queensland Officer*. The standard will be raised by the *Energy Queensland Officer* in sections where:

- (a) Minimal extra expenditure would be involved for the maintenance construction works.
- (b) The section of *Access Track Pavement* surface is liable to be subjected to additional usage, demands, or adverse conditions.

8.4 Access Track Infrastructure Relocation During Maintenance Phase

- (a) Any *Access Track* infrastructure relocations or deviations are to be determined in conjunction with the *Energy Queensland Officer*. Consult with and obtain the agreement of the *Landowner(s) / Occupier(s)* for proposed *Access Track* infrastructure relocations or deviations before any final decisions are made on Track relocations or deviations.

Specification for Land Management Construction



- (b) Use existing *Access Track* infrastructure wherever possible. Contact the *Energy Queensland Officer* if there are good reasons to deviate from the existing *Access Track* route. Obtain approval in writing from the *Energy Queensland Officer* before any deviation works precede.
- (c) Undertake restoration work on any bypassed section of existing *Access Track* infrastructure to ensure it is left in an environmentally acceptable condition. The *Energy Queensland Officer* is to determine the scope and extent of restoration work required to bypassed section of existing *Access Track* infrastructure.

8.5 Maintenance of Existing Access Track Pavement

- (a) During the maintenance of existing *Access Track Pavement*, all reinstatement and modification construction works are to be in accordance with the design and construction criteria and parameters for new *Access Track Pavement* construction included in Section 6 - Construction of *Access Track Infrastructure - All Weather and / or up to 30 Tonnes Load*, of this *WCS1.5*.
- (b) The maintenance construction works are to be conducted in accordance with the specified requirements for:
 - (i) All Weather and / or Heavy Vehicle Loads *Access Track Infrastructure* – Technical Specification in Section 6 of this Specification, (subsection 6.3).
 - (ii) [Figure E-9](#) – *Access Track Infrastructure* – General Notes and Typical Arrangement.
 - (iii) [Figure E-11](#) – *Access Track Infrastructure* – All Weather and / or Heavy Vehicle Loads – *Access Track Pavement Types*.
 - (iv) [Figure E-12](#) – *Access Track Infrastructure* – *Minor Creek Crossing* – Rock Spall Water Course Crossing.

8.6 Maintenance of Existing Watercourse Crossings Infrastructure

- (a) Maintenance Environmental Management Plan that contains details of all works associated with a *Watercourse* crossing is to be established and available at the *Worksite* prior to commencement of any maintenance works.
- (b) Ensure the necessary measures are in place to control *sediment* and *Erosion* on and off the *Worksite* during all stages of the maintenance works.
- (c) During the maintenance of existing *Watercourse* crossings infrastructure (for example, *Minor Creek Crossings*), all reinstatement and modification construction works are to be in accordance with the design and construction criteria and parameters for new *Watercourse* crossings infrastructure construction included at Section 6 of this Specification, subsection 6.3.4 - *Watercourse Crossings For All Weather and / or Heavy Vehicle Loads Access Track Infrastructure*, of this *WCS1.5*.
- (d) The maintenance construction works are to be conducted in accordance with the specified requirements for:
 - (i) *Watercourse* crossings (Section 5, subsection 5.8).
 - (ii) *Minor Creek Crossing* - technical specification (Section 5, subsection 5.9).
- (e) Prior to commencement of any maintenance works at *Watercourse* crossings, ensure water flows or levels have not been adversely impacted by:
 - (i) Fallen trees.
 - (ii) Vehicular traffic and equipment damage.
 - (iii) Blockages from soil or other materials.

If there has, remove the obstructions to allow clear water flows at the same levels as that of initial construction.

- (f) Works will not impact on the water flows or levels.
- (g) Inspect the *Watercourse* crossing's rock spall *Pavement* that is boxed into the *Watercourse* bed for:
 - (i) Sediment accumulation.
 - (ii) *Erosion* from flood damage.

Specification for Land Management Construction



- (iii) Deterioration that threaten to cause failure.
- (iv) Damage from vehicular traffic.

Remove *sediment* so that clear water flows are not reduced and investigate the source of the *sediment* for *Erosion*; and repair any places in the rock spall *Pavement* that have deteriorated or that have been subjected to any damage.

- (h) Check for *Erosion* and undermining of control devices, rock spall surfaces and *Slopes*; determine if further controls are required to be installed during this maintenance phase.

8.7 Maintenance of Drainage and Erosion and Sediment Controls

While maintaining *Access Track* infrastructure, manage *sediment* and *Erosion* control issues at the *Site* in accordance with subsection 7.2 - Maintenance of Drainage and *Erosion* and Sediment Control.

8.8 Maintenance of Existing Access Track Drainage

- (a) During the maintenance of existing *Access Track* infrastructure, all reinstatement, modification to and relocation of drainage is to be in accordance with the design and construction criteria and parameters for new drainage construction included at Section 12 – Land *Stabilisation*, of this *WCS1.5*.
- (b) The maintenance construction works are to be conducted in accordance with the specified requirements for:
 - (i) *Access Track* drainage (subsection 5.7).
 - (ii) Maintenance of Drainage Control (subsection 12.2).
 - (iii) Removal of Drainage Controls (subsection 12.3).

8.8.1 Maintenance of Drainage Control Structures

- (a) Inspect the drainage system(s); for accumulated *sediment*, falling *Vegetation* / trees, and soil and / or other materials in the drainage, remove all these material from drainage system(s) to allow clear drainage (water flow) in accordance with Section 12 – Land *Stabilisation*, Subsection 12.2 - Maintenance of Drainage Control.
- (b) Repair any sections in the drainage system(s) that have deteriorated or that have been subjected to damage in accordance with Section 12 Land *Stabilisation*, Subsection 12.2 - Maintenance of Drainage Control.

8.8.2 Removal of Drainage Controls

- (a) There is generally no need to remove existing drainage controls during this maintenance phase if they are constructed from naturally occurring materials at the *Site*. As long as the drainage controls are maintained and the existing drainage system is adequate, they can stay in place permanently.
- (b) Where removal of existing drainage controls are required (for example on *Sites* that are already stable), remove the existing drainage controls in accordance with Section 12 – Land *Stabilisation*, subsection 12.3 - Removal of Drainage Controls.

8.9 Maintenance of Existing Erosion Control Infrastructure

8.9.1 Maintenance of Existing Erosion Control Structures

Maintain *Whoa-boys* or other *Erosion* control infrastructure in accordance with the following maintenance instruction:

- (a) Inspect *Whoa-boys* or other *Erosion* control infrastructure for damage after weather events resulting in *Rainfall Run-off*.
- (b) Check for environmental impact on land surface surrounding drainage outlets to prevent impact of *Rainfall Run-off* from *Access Track Pavement* and easements.

Specification for Land Management Construction



- (c) Immediately correct all damage to *Whoa-boys* or other *Erosion* control infrastructure in accordance with Section 12 – Land *Stabilisation*, subsection 12.4.1.7 – Maintenance of *Whoa-boys*.

8.9.2 Construction of Additional Erosion Control Structures During Maintenance Phase

During the maintenance of existing *Whoa-boys* or other *Erosion* control infrastructure, all modification to, relocation and new construction of *Whoa-boys* or other *Erosion* control infrastructure is to be in accordance with the installation criteria and parameters for new *Whoa-boys* included at subsection 12.4.1.1 – Installation of *Whoa-boys* of this WCS1.5.

8.9.3 Removal of Whoa-boys or Other Erosion Control Structures During Maintenance Phase

Where removal of existing *Whoa-boys* or other *Erosion* control structures are required (for example on *Sites* that are already stable), undertake these removals in accordance with subsection 12.4.1.8 -Removal of *Whoa-boys*, of this WCS1.5.

8.9.4 Fibre Matting

8.9.4.1 Maintenance of Fibre Matting

Where maintenance of fibre matting is required (for example on *Slopes* that are already stable), undertake the maintenance in accordance with subsection 12.4.2.2 - Maintenance of Fibre Matting, of this WCS1.5.

8.9.4.2 Removal of Fibre Matting

Where removal of fibre matting is required, undertake these removals in accordance with subsection 12.4.2.3 - Removal of Fibre Matting, of this WCS1.5.

8.10 Maintenance of Existing Sediment Controls

8.10.1 Construction of Additional Sediment Controls During Maintenance Phase

- (a) During the maintenance of existing *sediment* control infrastructure, when modification to, or construction of new *sediment* control infrastructure is under active consideration, the *Service Provider* is to consider alternative *sediment* control measures that may be more practical and / or effective for construction in accordance with Section 12, Subsection 12.5 - Sediment Control Methods, of this WCS1.5.
- (b) During the maintenance of existing *sediment* control infrastructure, all modification to, relocation of, and new construction of *sediment* controls or other land *Stabilisation* infrastructure is to be in accordance with the installation criteria and parameters for new *sediment* controls or other land *Stabilisation* infrastructure included at Section 12, Subsection 12.5 – Sediment Control Methods, of this WCS1.5.

8.10.2 Maintenance of Sediment Controls

For the maintenance of sediment control infrastructure is to be conducted in accordance with Section 12 – Land *Stabilisation*, Subsection 12.6.1.3 - Maintenance of Sediment Fences, of this WCS1.5.

8.10.3 Removal of Sediment Controls

- (a) When *Disrupted* ground surface areas up-*Slope* of the *sediment* control system is sufficiently *Stabilised* to restrain *Erosion*, the *sediment* control infrastructure and any outlets are to be removed in accordance with Section 12 – Land *Stabilisation*, Subsection 12.6.1.4 - Removal of Sediment Fences.
- (b) Where ground surface areas have *Stabilised*, including the *sediment* build up at the *sediment* control barrier, there may be more value in leaving the *sediment* control infrastructure and any outlets where

Specification for Land Management Construction



they are. Removing the *sediment* control infrastructure at this stage will usually lead to the ground surface area becoming susceptible to *Erosion* once again.

8.11 Summary of Available Stabilisation Techniques

During the maintenance of existing *Access Track* infrastructure and the associated land *Stabilisation* infrastructure, when modification to, or construction of new land *Stabilisation* infrastructure is under active consideration, the *Service Provider* is to refer to the summary of available *Stabilisation* techniques Section 12.9 – Land *Stabilisation*, Table H5 - Summary of Available *Stabilisation* Techniques, to determine the more practical and / or effective land *Stabilisation* construction for the ground surface and environmental conditions at the *Site*.

8.12 Access Track Pavement Reformation

Access Track Pavement reformation is required to be undertaken for the following conditions at *Site*:

- (a) Drainage control, especially in areas where any wheel rutting or compaction is likely to intercept, concentrate and channel water.
- (b) Where the topography of the *Access Track* location or the drainage characteristics of the soil are likely to hinder *Access* for a protracted time period following rain, for example one to two weeks.
- (c) Where the natural side-*Slope* would pose a safety hazard to potential users of the *Access Track*, for example *Patrol Officers*, *Service Providers* / *Subcontractors*, *Landowners* / *Occupiers* and *Energy Queensland* personnel.
- (d) Where *Patch Gravelling* / rocking would be required. Often *Access Track Pavement* reformation can reduce or eliminate the need for *Patch Gravelling* / rocking. Where *Patch Gravelling* / rocking is still considered to be warranted, the reformation process can remove undesirable material and / or box the imported material where it is required.

8.13 Access Track Pavement Resurfacing

8.13.1 Slashing

Consider slashing as the preferred maintenance option for the *Access Track Pavement* if no *Erosion* or drainage problems are evident.

A well grassed running surface is considered ideal for *Energy Queensland's* purposes.

8.13.2 Blading

- (a) Where appropriate and approved, use blading to maintain existing formed *Access Track Pavement* at locations requiring reinstatement of the *Access Track Pavement* formation.
- (b) These situations requiring blading may be and are not limited to repair of potential environmental damage, for example drainage restriction and wheel ruts, or to remove potential hazards, for example fallen limbs and stakes.

8.13.3 Patch Gravelling / Rocking

- (a) Only use *Patch Gravelling* / rocking when required to ensure traction, avoid rutting, or to maintain effective drainage.
- (b) *Patch Gravelling* / rocking is not to be undertaken without the approval of the *Energy Queensland Officer* and the *Landowners* / *Occupiers*.



Specification for Land Management Construction

9 Construction and Maintenance Standard – Access Track Infrastructure - General Construction and Maintenance Details and Typical Arrangements

9.1 Formation Profiles and Specifications

9.1.1 Crowned Surface Formation

9.1.1.1 Crowned Surface Formation Cross Section

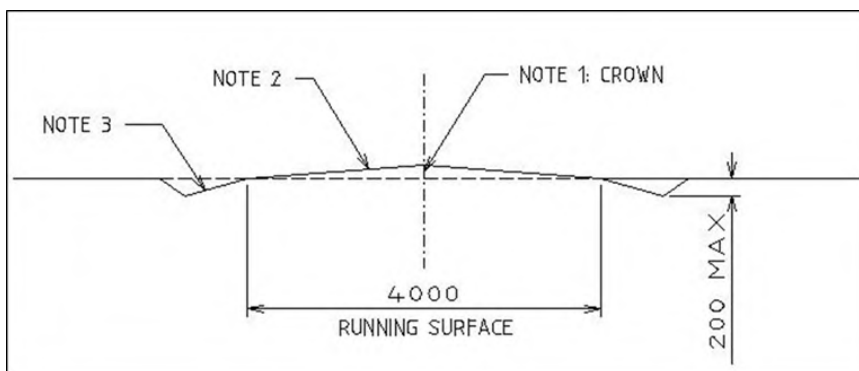


Figure E-1 – Crowned Surface Formation Cross Section

Note 1: Normally 0.1 metre above natural surface after consolidation, for example ≈ 0.15 metre unconsolidated.

Note 2: Nominal design cross fall of 5% after consolidation, for example $\approx 7\%$ unconsolidated.

Note 3: Nominal shoulder *Batter* of 1:5.

9.1.1.2 Crowned Surface Formation Specification

- (a) Is suitable for *Access Track Pavements* where water can be shed from both sides of the formation.
- (b) May be used in other situations in conjunction with suitable crossroad drainage techniques across *Access Track Pavement* (refer to Section E4).
- (c) May require down road drainage along *Access Track Pavement* (refer to Section E5).

9.1.2 Crowned Side Cut Formation

9.1.2.1 Crowned Side Cut Formation Cross Section

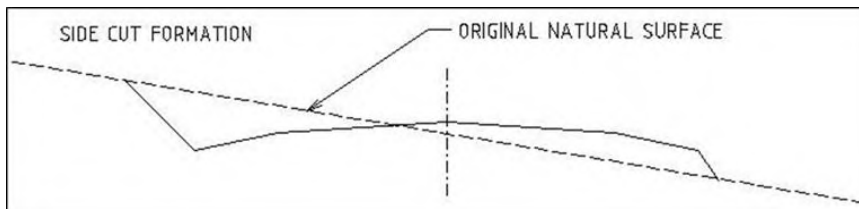


Figure E-2 – Crowned Side Cut Formation Cross Section

Notes and dimensions are specified in Section E1.1.1



Specification for Land Management Construction

9.1.2.2 Crowned Side Cut Formation Specification

- (a) Suitable for smaller lengths of side cut where water can be shed from the confined water table further down the *Access Track Pavement*, for example at ridge top saddle.
- (b) May be used in limited situations for longer runs if used in conjunction with acceptable cross drainage techniques across *Access Track Pavement* (refer to Section E4).

9.1.3 Out-slope Formation

9.1.3.1 Out-slope Formation Cross Section

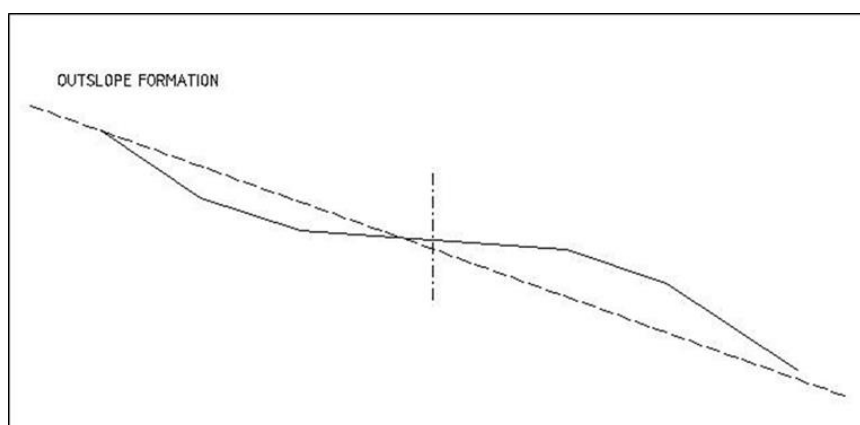


Figure E-3 – Out-slope Formation Cross Section

Note 1: Normally 0.1 metre above natural surface after consolidation, for example \approx 0.15 metre unconsolidated.

Note 2: Nominal design cross fall of 5% after consolidation, for example \approx 7% unconsolidated.

Note 3: Nominal shoulder *Batter* of 1:5 (20%).

9.1.3.2 Out-slope Formation Specification

- (a) Suitable for longer lengths of side cut where water cannot be shed from the confined shoulder of the *Access Track Pavement* except across the running surface of the *Access Track Pavement*.
- (b) This design profile should be used in conjunction with approved cross drainage techniques (refer to Section E4).

9.2 Clearing and Track Width

- (a) The normal formation width is \approx 6.6 metre (including *Batters*, table-drains and running surface of the *Access Track Pavement*).
- (b) Clearing extends 1 metre either side of the *Access track formation width*.
- (c) On steep topography, especially in areas of long lengths of side cut, hand felling is the required method of clearing outside the *Access track formation widths*.
- (d) Clearing may be extended to remove unsafe or unsound trees.
- (e) Long *Batter* lengths will require limited additional *Access track formation* and clearing widths.

9.3 Drainage of Access Tracks

9.3.1 Berms

- (a) Berms are rills of excess or unsuitable roading material windrowed on to the side of the worked area.



Specification for Land Management Construction

- (b) Any berm is discontinuous. Open breaks at intervals of less than 20 metres.
- (c) Extend any drainage through the berm.
- (d) Place berms on the uphill side of workings, especially in locations suitable for outflow Access track formation (refer to Section E1). Where possible berms should be incorporated into the Access track shoulder.

9.3.2 Spacing

- (a) Intercept and disperse water flow from table drains at safe locations and at least every 3 metres of vertical fall of the Access track Pavement centre line.
- (b) It is acknowledged that soil type, Slope and climatic zones may vary the ideal from this specification. This specification is to be used as a minimum requirement, any variation to this Specification to be authorised in writing by the Energy Queensland Officer.

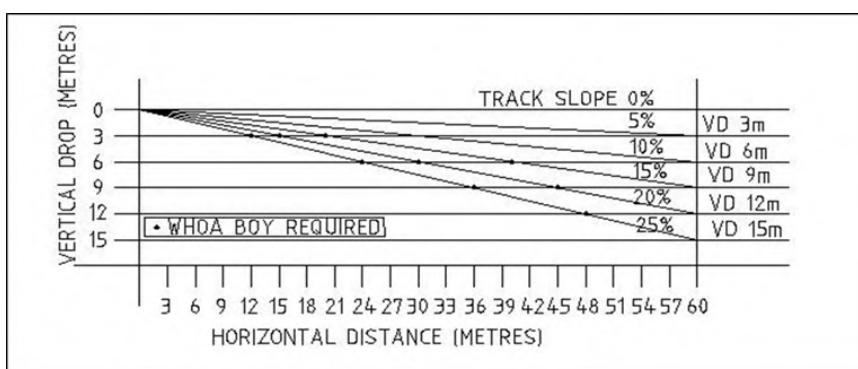


Figure E-4 – Cross Flow Whoa Boy Requirements

- (i) Calculating Slope:

$$\text{Slope\%} = \frac{\text{Vertical Drop (m)}}{\text{Horizontal Distance (m)}} \times 100$$

Example: $\frac{1.5 \text{ m}}{15 \text{ m}} \times 100 = 10\% \text{ Slope}$

- (ii) Calculating Maximum Horizontal Spacing:

$$\text{Maximum Horizontal Spacing (m)} = \frac{\text{Maximum Allowable Vertical Drop (m)}}{\text{Actual Slope\%}} \times 100$$

Example: Maximum Allowable Vertical Drop = 3 m
Actual Slope = 10%

Specification for Land Management Construction



So:

$$\text{Maximum Horizontal Spacing (m)} = \frac{3}{10} \times \frac{100}{1} = 30 \text{ m}$$

9.3.3 Turnouts (also called Side or Spur Drains)

Turnouts are generally:

- (a) Should be as shorter length as possible.
- (b) Should be terminated in as wide (level) a discharge as is practical.
- (c) Should run at approximate 1.5% grade (the lead out of the table drain may exceed this limit and is not to be more than 1.5 metre in length).
- (d) Requires an effective table drain stop.
- (e) Should extend as far as is required to prevent discharged water from flowing back to the *Access* track formation further down the *Slope* (refer to diversion drains Section E3.4).
- (f) Only discharges onto stable land surface areas of undisrupted *Vegetation* and not onto fill *Slopes*, exposed soils or directly into a *Watercourse*.

9.3.4 Diversion Drains

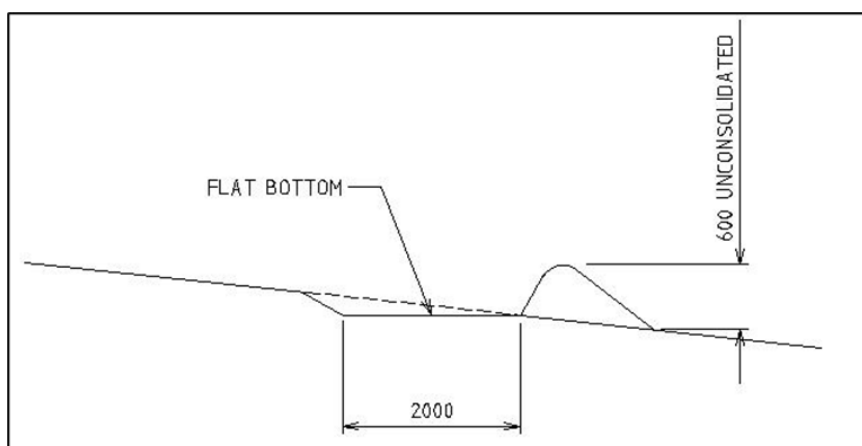


Figure E-5 – Diversion Drains

- (a) All *Batters* are less than 1:1.5 ratio.
- (b) *Slope* of the diversion drain is 0.5% to 1.5%.
- (c) These structures may need to be constructed to:
 - (i) Intercept a major concentration of overland water flow.
 - (ii) Prevent *Access* track discharge water from flowing back onto the *Access* track formation.
- (d) Diversion drains should:
 - (i) Be constructed with a grader.
 - (ii) Be flat bottomed ≈ 2 metre wide.
 - (iii) Capture no more than 2 hectares of catchments.
 - (iv) Run at 1.0% ± 0.5%.
 - (v) Discharge onto stable land surface areas of undisrupted *Vegetation* and not onto fill, *Slopes*, exposed soils, or directly into a *Watercourse*.

Specification for Land Management Construction



- (vi) Be surveyed prior to construction.
- (vii) May need to be seeded with approved and appropriate grass species, for example and not limited to jap millet, oats, couch, and natives as specified by the *Energy Queensland Officer*.
- (viii) Have *Batters* of less than 1:1.5 ratio.
- (ix) Have an unconsolidated mound height of 600 mm.

9.4 Access Track Cross Road Draining Techniques

9.4.1 Culverts

- (a) A culvert is defined as any RCP pipe, box or arch construction used for *Access* track crossroad drainage that is covered and below the surface of the *Access* track *Pavement*. Additional culverts are only to be installed at the express and written instructions of the *Energy Queensland Officer*.
- (b) Preserve existing culverts and leave culvert heads in a clean and functional condition.
- (c) If existing culverts are damaged during maintenance, photograph, and record in writing the location and extent of damage and relay this information to the *Energy Queensland Officer* within twenty-four hours of occurrence.
- (d) New RCP pipe crossing construction and subsequent maintenance is to be undertaken in accordance with [Figure E-13](#) – *Access* Track Infrastructure – *Watercourse* – RCP Pipe Crossing

9.4.2 Inverts

Inverts are man-made or naturally occurring open topped depressions in the surface of the *Access* track *Pavement* which allow for concentrated *Access* track crossroad drainage.

9.4.3 Cross Flow Whoa-Boys

These structures are used to invert water across the *Access* track *Pavement*.

9.4.3.1 Locating Cross Flow Whoa-Boys

- (a) Placement of cross flow *Whoa-boys* requires care and planning. Construct cross flow *Whoa-boys* at critical points where there is:
 - (i) Significant change of grade.
 - (ii) Significant change of road direction.
 - (iii) Significant point of overland flow concentration.
 - (iv) Safe stable discharge point.
- (b) After these key points are located, additional cross flow *Whoa-boys* will need to be constructed so as to remain within the minimum specification of 3 metre of vertical fall (refer to the spacing of *Access* track drainage Section E3.2).



Specification for Land Management Construction

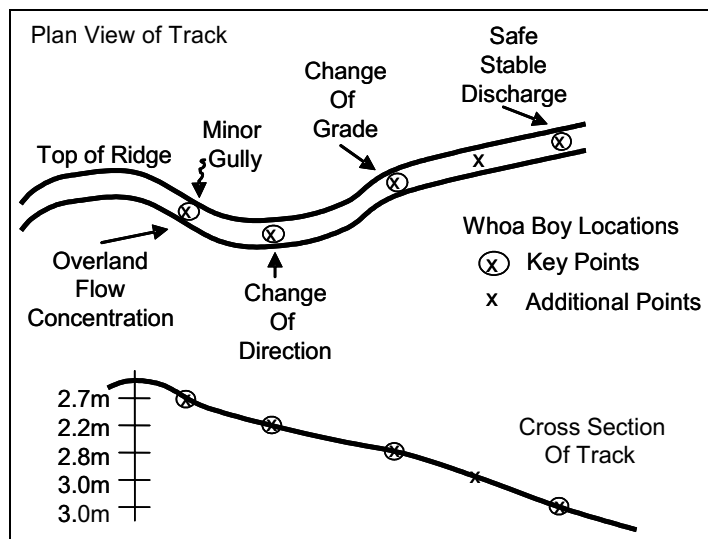


Figure E-6 – Location of Cross Flow Whoa-Boys – Indicative Construction Diagram

9.4.3.2 Dimensions of Cross Flow Whoa-Boys

- (a) *Whoa-boys* are easily trafficable and drain water across the *Access track Pavement* without scouring, ponding, or overtopping.
- (b) They will be approximately 600 mm high (unconsolidated) and be Battered for a minimum of 2 metre on both top and bottom sides of the mound.
- (c) As the longitudinal *Slope* (grade) increases so too does the risk of overtopping. A corresponding degree of care with construction is warranted to preclude any risk of the structure failing.

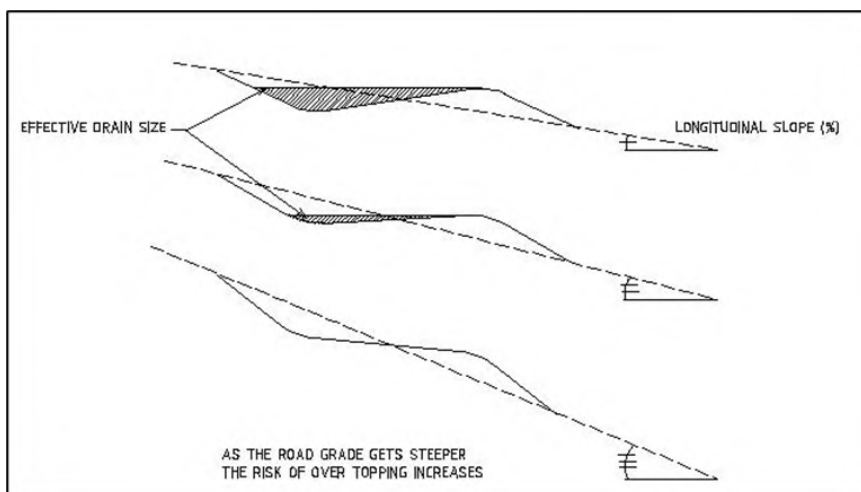


Figure E-7 – Cross Flow Whoa Boys – Cross Sections

- (d) Generally:
 - (i) For Slopes < 5%, source materials from the lower side of the mound.
 - (ii) For Slopes 5% to 10%, source materials from both sides of the mound.
 - (iii) For Slopes > 10%, source all material from above the mound.



Specification for Land Management Construction

- (e) In some very steep situations additional material will be required. Gravel needs to be sourced externally and imported to the required Whoa Boy location.

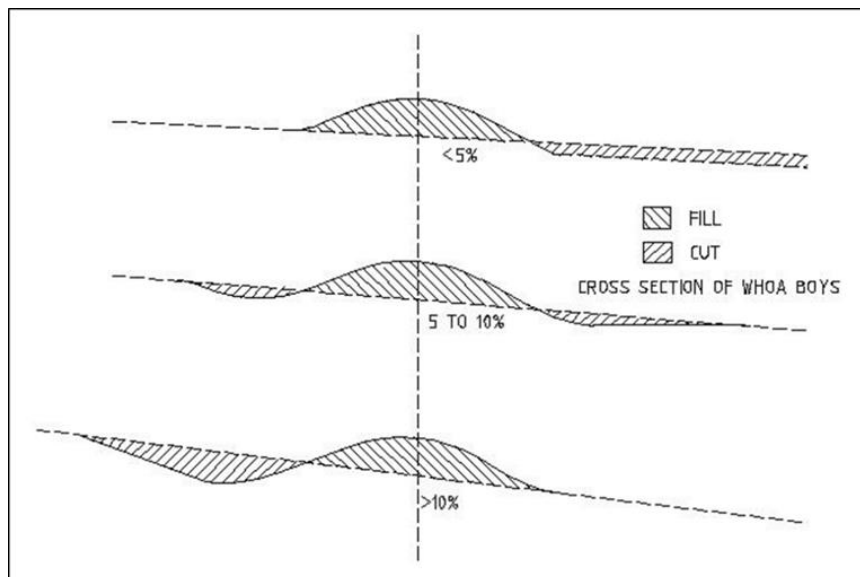


Figure E-7 – Whoa Boy Mound – Cross Sections

9.5 Access Track Down Road Drainage

- (a) These techniques specifically relate to dispersal of water confined or concentrated on the running surface of the *Access track Pavement*, for example in wheel ruts or compacted zones.
- (b) Water is to be dispersed using:
 - (i) Cross fall on running surface of the *Access track Pavement*.
 - (ii) *Whoa-boys*.
 - (iii) Combination of (i) and (ii).

9.5.1 Down Road Drainage on Formed Access Tracks

- (a) Normally the cross-fall on the running surface of the *Access track Pavement* will suffice. Exceptions occur where the *Access track* formation is:
 - (i) On very steep *slopes* where the longitudinal *Slope* is far greater than the cross fall on the *Access track* formation and even minor ruts may channel the water and frustrate water shedding from the running surface of the *Access track Pavement*.
 - (ii) In locations with highly erodible soil types.
- (b) Incorporate additional protective techniques in these situations. The techniques include *Access track* crossroad drainage structures if applicable, or if not applicable, install minor *Whoa-boys*.

9.5.2 Down Road Drainage on Unformed Access Tracks

- (a) If the *Access track* intercepts and concentrates overland flows of water, then construct normal cross flow *Whoa-boys*. In these situations, it is imperative that the structure discharge extends a sufficient distance to preclude any chance of this water migrating back to the *Access track Pavement*.
- (b) If overland flow is not a problem, then minor *Whoa-boys* will be acceptable.

Specification for Land Management Construction



9.6 Whoa Boys

9.6.1 Locating Whoa-Boys

- (a) Placement of *Whoa-boys* requires care and planning. Construct minor *Whoa-boys* at a critical point where there is:
 - (i) Significant change of grade.
 - (ii) Significant change of road direction.
 - (iii) Safe and stable discharge point.
- (b) After these key points are located, additional *Whoa-boys* will need to be constructed so as to intercept the potential flow every 6 metre of vertical fall.
- (c) These structures are free draining. Discharges extend a sufficient distance to preclude any chance of this water migrating back to the *Access track Pavement*.

9.6.2 Dimensions of Whoa-Boys

Minor *Whoa-boys* are easily trafficable and drain water off the running surface of the *Access track Pavement* without scouring, ponding, or overtopping.

- (a) They will be approximately between 450 mm and 600 mm high (unconsolidated) and be *Battered* for a minimum of 2 metre on both top and bottom sides of the mound.
- (b) As the longitudinal *Slope* (grade) increases so too does the risk of overtopping. A corresponding degree of care with construction is warranted to preclude any risk of the structure failing.
- (c) Generally:
 - (i) For *slopes* < 5%, source materials from the lower side of the mound.
 - (i) For *slopes* 5% to 10%, source materials from both sides of the mound.
 - (ii) For *slopes* > 10%, source all material from above the mound.
- (d) In some very steep situations additional material will be required. Gravel needs to be sourced externally and imported to the required *Whoa-boy* location. (Refer to Section E6.1 for indicative construction diagrams.)

Specification for Land Management Construction

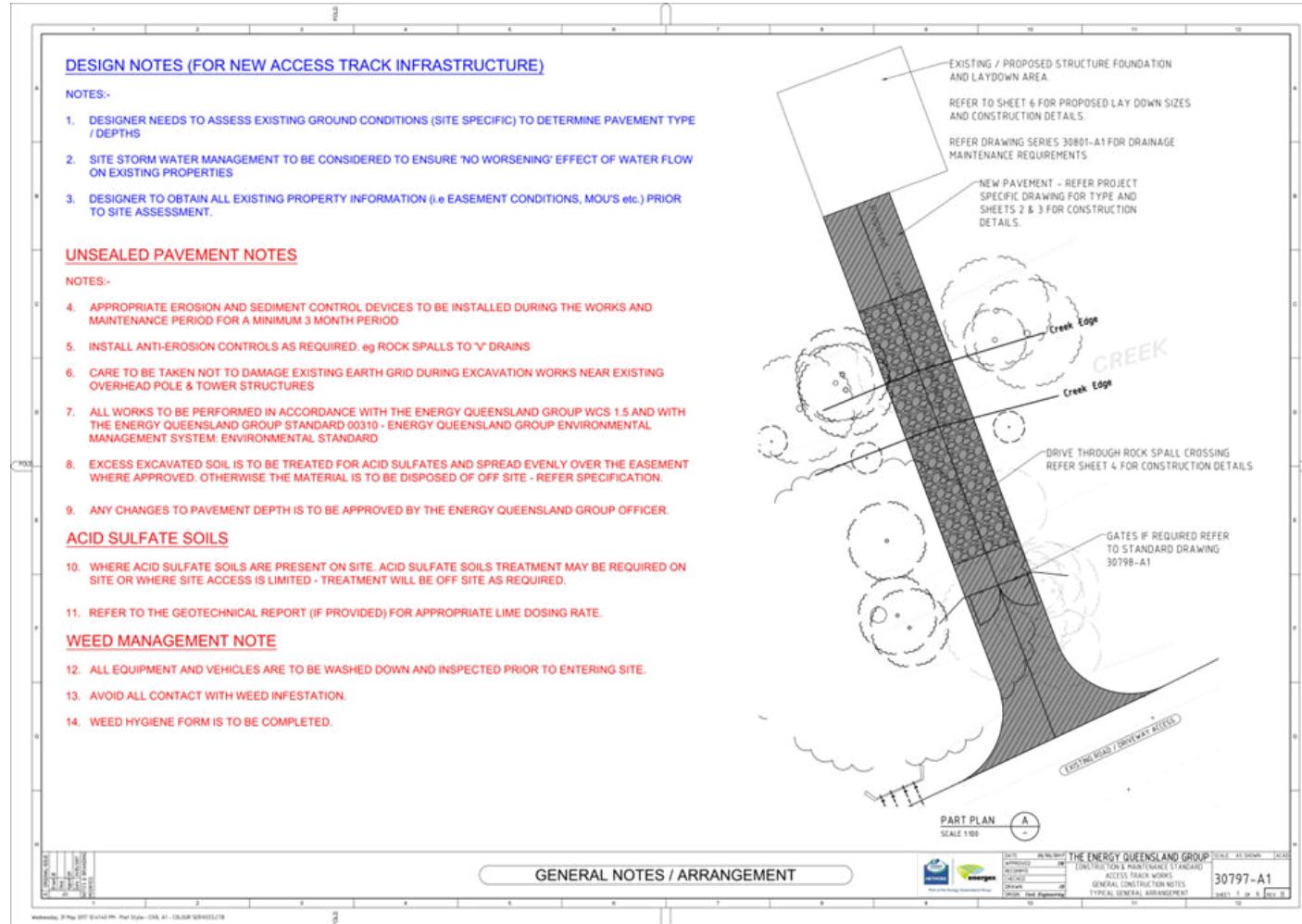


Figure E-9 – Access Track Infrastructure – General Notes and Typical Arrangement.

ner: Chief Operating Officer

Release: 1. 24 Apr 2024 | Doc ID: 19285

Specification for Land Management Construction

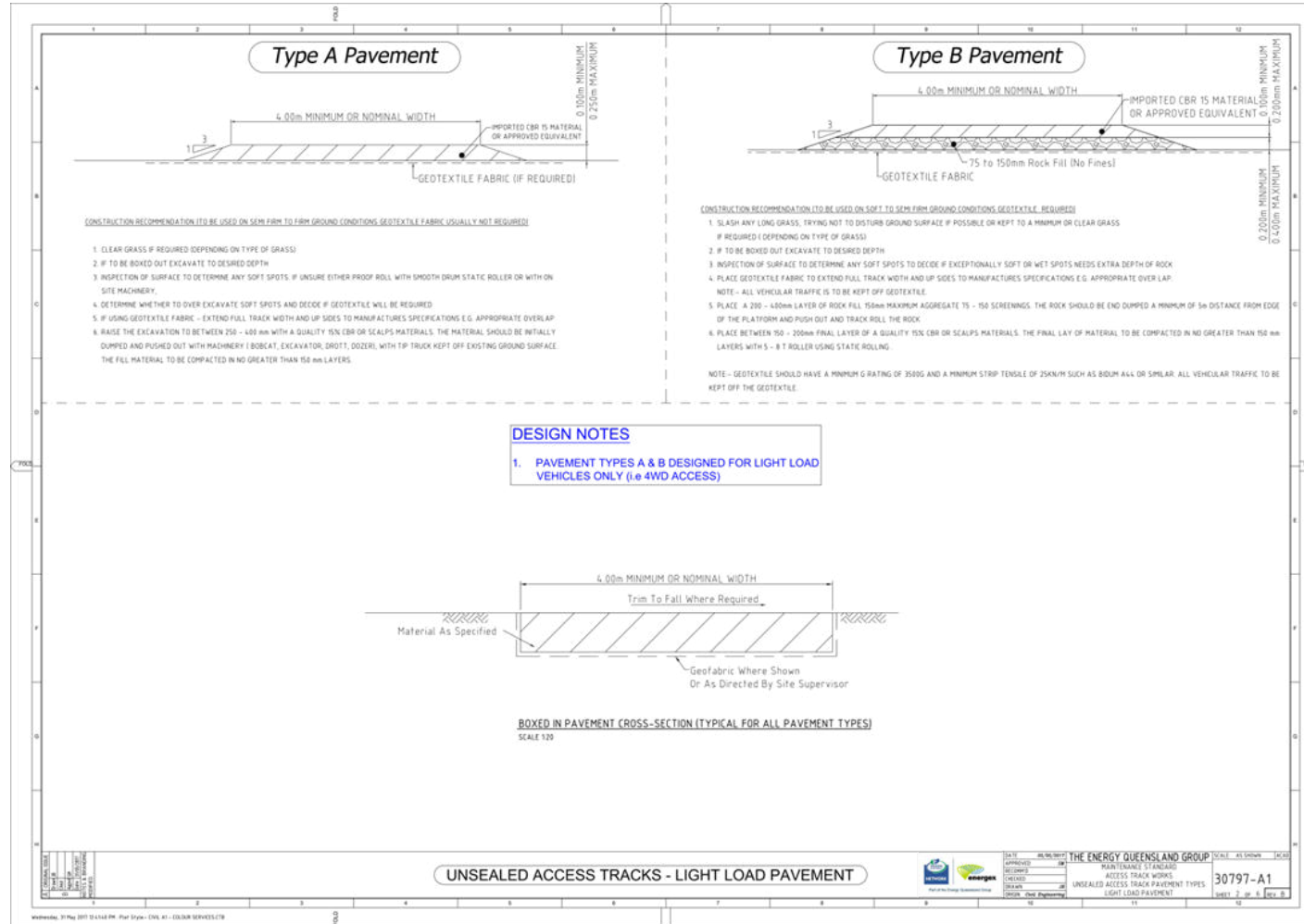


Figure E-10 – Access Track Infrastructure – Light Vehicle Loads – Access Track Pavement Types.

ner: Chief Operating Officer

Release: 1. 24 Apr 2024 | Doc ID: 19285

Specification for Land Management Construction

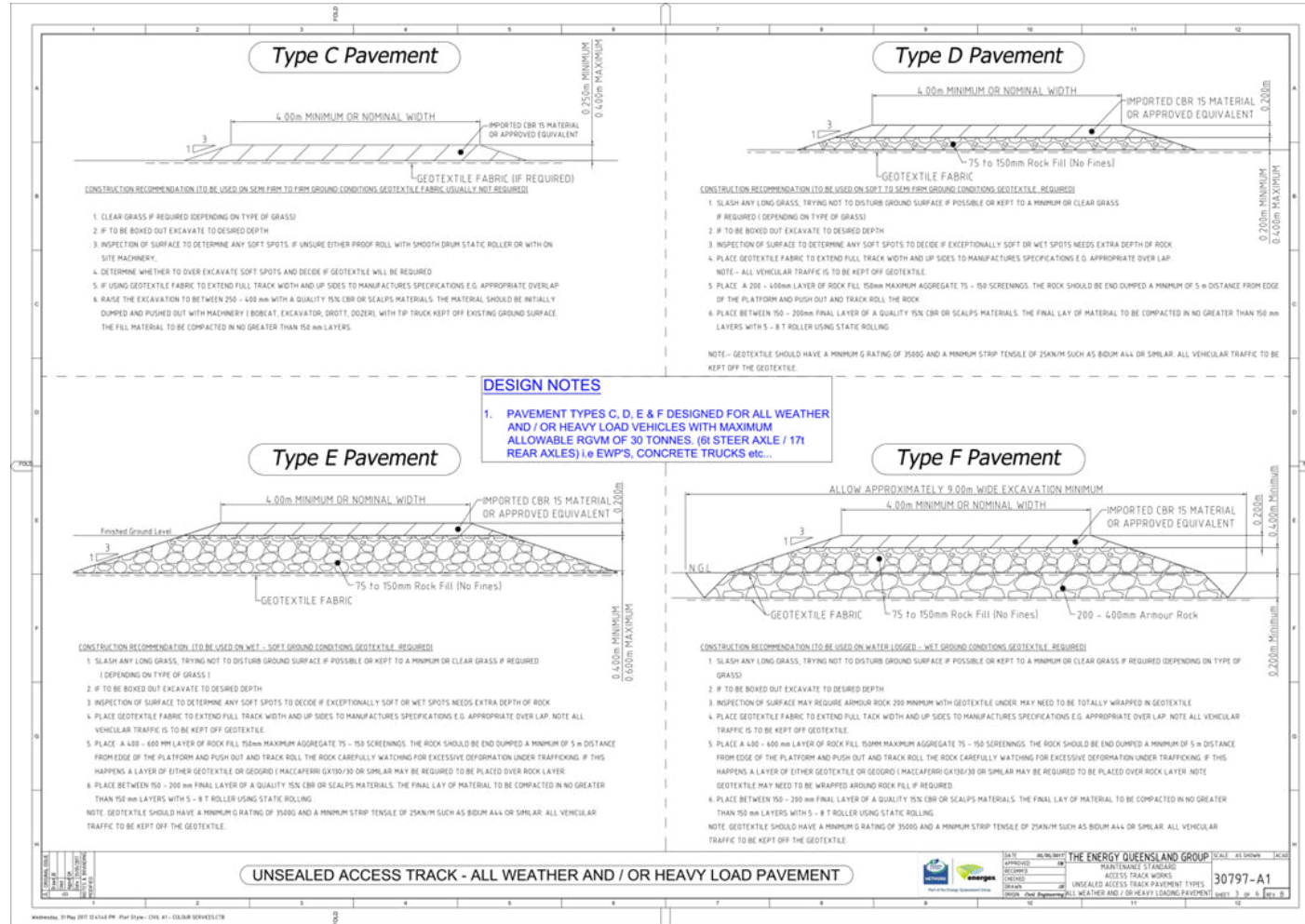


Figure E-11 – Access Track Infrastructure – All Weather And / Or Heavy Vehicle Loads – Access Track Pavement Types.

ner: Chief Operating Officer

Release: 1. 24 Apr 2024 | Doc ID: 19285

Specification for Land Management Construction

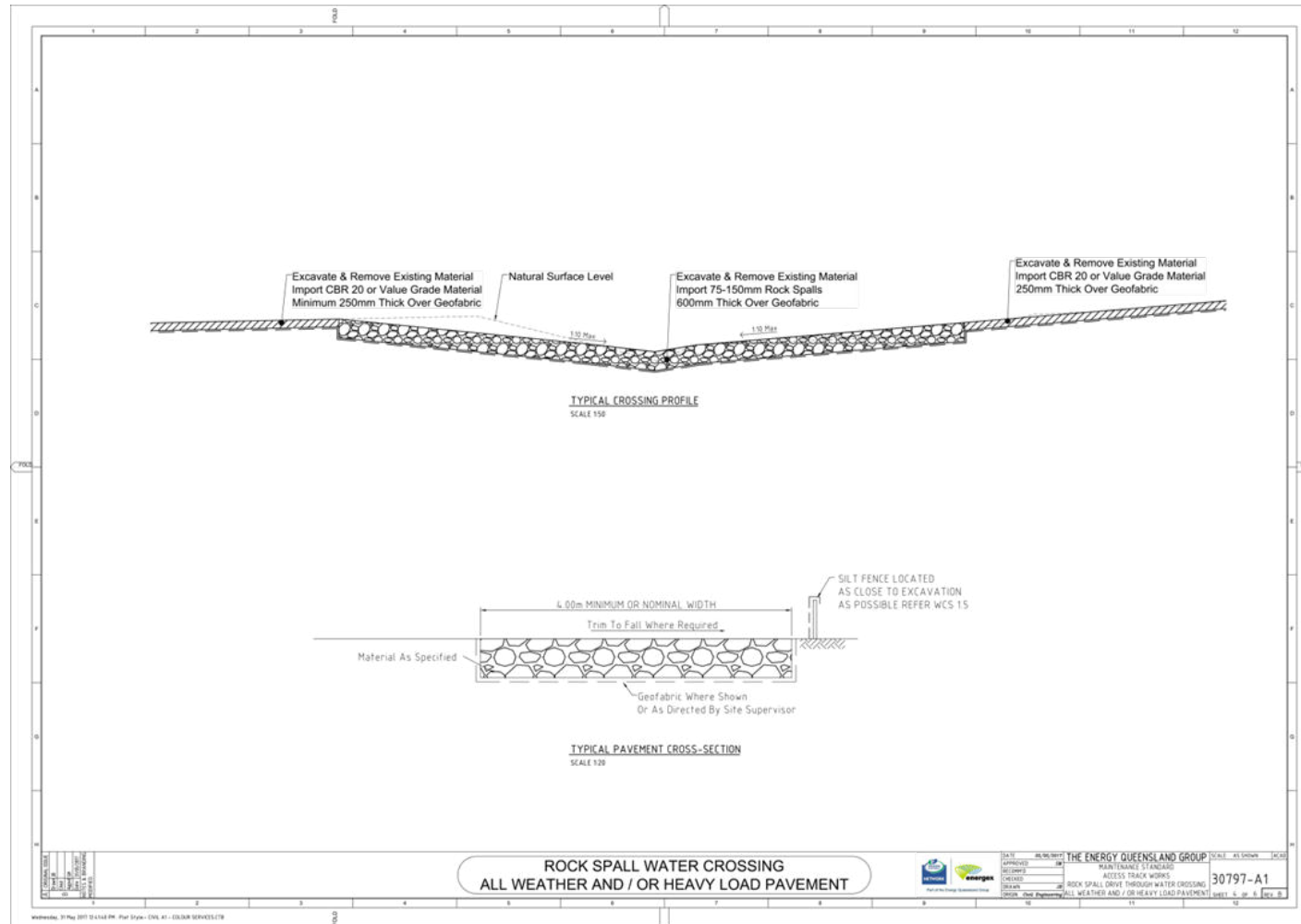


Figure E-12 – Access Track Infrastructure – Minor Creek Crossing – Rock Spall Water Course Crossing

ner: Chief Operating Officer

Release: 1. 24 Apr 2024 | Doc ID: 19285

Specification for Land Management Construction

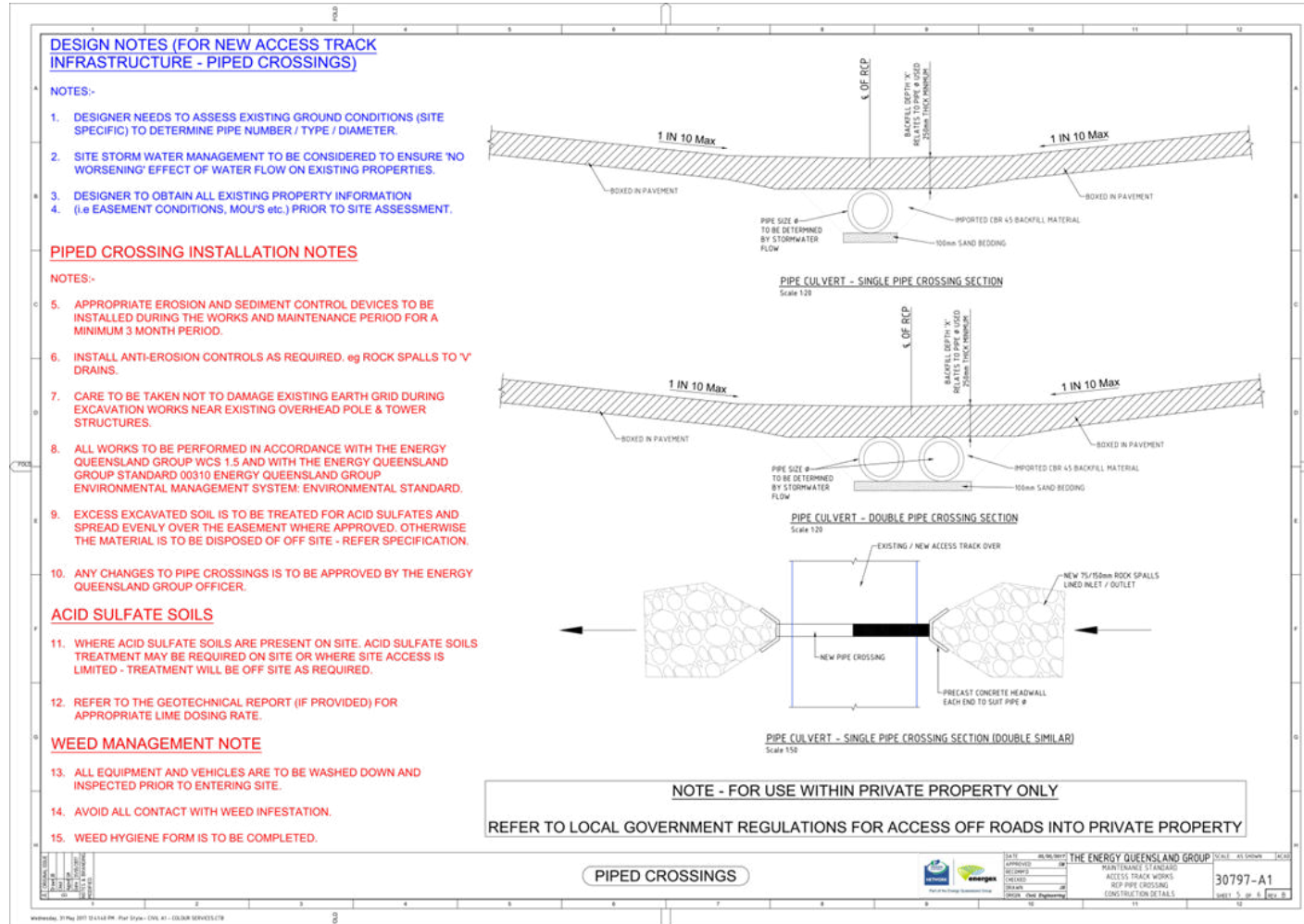


Figure E-13 – Access Track Infrastructure – Watercourse – RCP Pipe Crossing

ner: Chief Operating Officer

Release: 1. 24 Apr 2024 | Doc ID: 19285

Specification for Land Management Construction

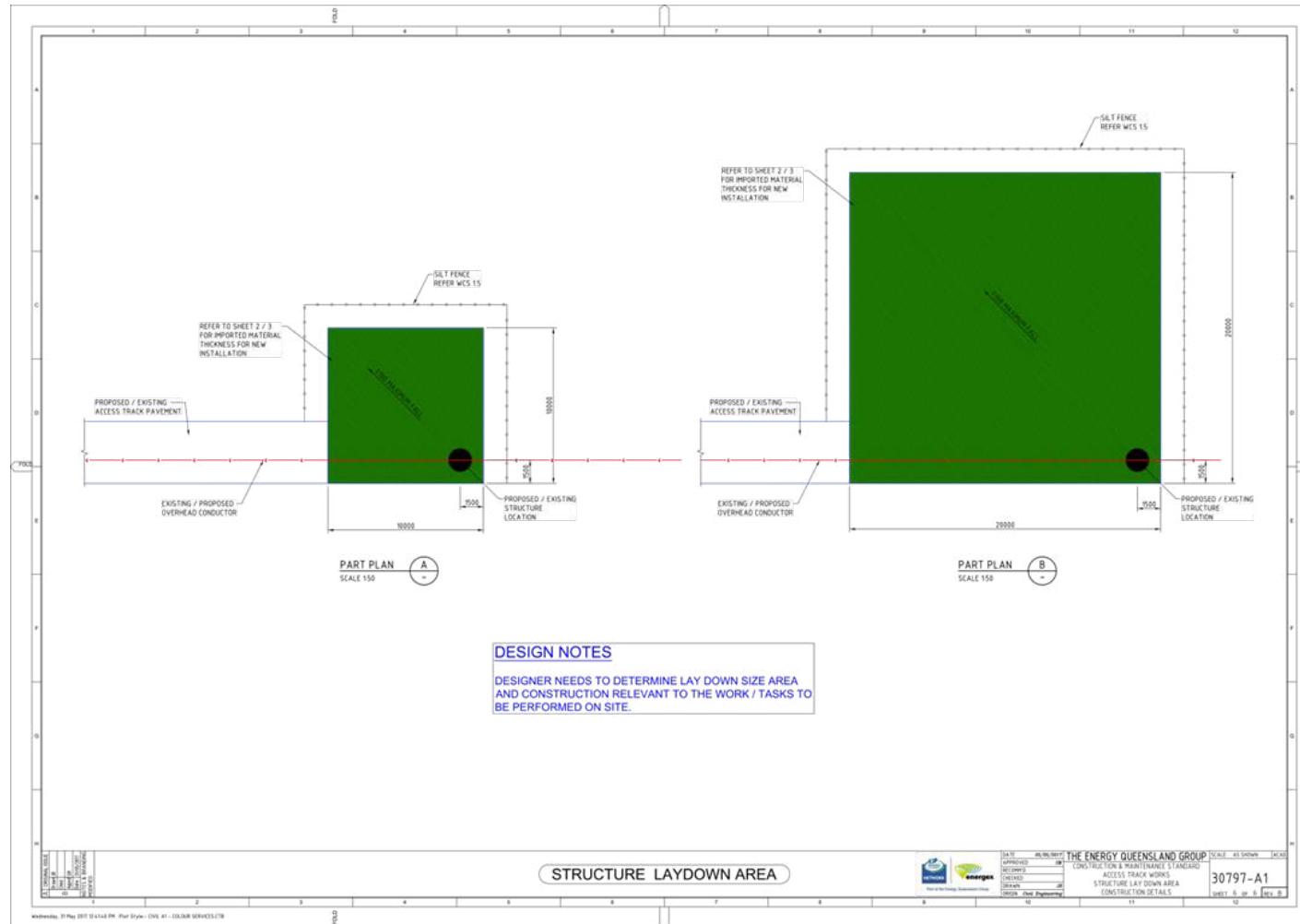


Figure E-14 – Access Track Infrastructure – Structure Laydown Area - Details

ner: Chief Operating Officer

Release: 1. 24 Apr 2024 | Doc ID: 19285

Specification for Land Management Construction



10 Construction and Maintenance of Access Gates and Fencing Locking Rails

10.1 Access Gates and Locking Rails

- (a) Undertake the construction / installation of new gate and / or locking rail assemblies where gate Access is required through a fence line that impedes continuous or lateral Access to electricity distribution and transmission network infrastructure.
- (b) Install Access gates and locking rails of a size and style nominated on either the *Construction Plan n/Drawing* or along the route the power line is to follow.
- (c) Where *Energy Queensland* is directly supplying the gates, posts, and assembly components, they will be supplied to an agreed location. The delivery to the *Worksite* is to be agreed beforehand by the *Energy Queensland Officer* and the *Service Provider*.
- (d) Installation / construction includes:
 - (i) The cutting of the existing fence.
 - (ii) Removal of existing posts where necessary.
 - (iii) The construction of the gate(s) or locking rail.
 - (iv) The piecing, re-tensioning, and retying including repair of the existing fencing, if necessary.
 - (v) Restoring the fence to as good as or better condition that existed prior to the construction of the gate(s) or locking rail(s).

Replacement is to occur where the function of an existing gate or locking rail is impaired by major damage or deterioration to the majority of the gate's or locking rail's components or the clear opening for Access is to be altered.

- (e) The construction / installation of new gate and / or locking rail assemblies and the maintenance of existing gate and / or locking rail assemblies is to be performed only with the approval of the *Energy Queensland Officer*.

10.1.1 Uninterrupted Construction and Maintenance of Access Gates and Locking Rails and Safe Performance of Works In Remote Locations

At each *Worksite* (particularly in remote and / or isolated regional areas), to ensure uninterrupted construction and maintenance of Access gates and locking rails and safe performance of works the *Service Provider* is to:

- (a) Provide all plant, equipment, materials for the nominated Access gate(s) or locking rail(s) design necessary for the safe performance of the work to specified construction and / or maintenance standards.
- (b) Provide a competent and suitably experienced plant *Operator* for the relevant plant at the *Worksite*.
- (c) Provide competent *Operators* to perform the works and *Worksite Supervisor* (as required) for the supervision of the works.
- (d) Provide all the necessary support for the *Operator(s)* and maintenance for plant and equipment.
- (e) Accept all liability for any damage that may occur to all supplied materials and equipment during the period of construction and maintenance works.
- (f) Assume responsibility as caretaker for all the plant and equipment at the *Worksite* and during transport during the period of construction and maintenance works.

10.2 Access Gates or Locking Rails Installed in Boundary Fences

- (a) If the subdivision of existing parcels of land poses the introduction of a new fence across an existing Access track, or a *Landholder* intends to construct an internal fence across an existing Access track which will prevent Access to an electricity network structure, the *Landowner*, will be required to

Specification for Land Management Construction



construct a gate or locking rail in the fence centred over the *Access* track for *Energy Queensland* to *Access* electricity network structure(s) in the vicinity, as detailed in:

- (i) [Figure F-2](#) – *Access* Track Infrastructure – *Access* Gate Construction and Fabrication Details.
 - (ii) [Figure F-3](#) – *Access* Track Infrastructure – Fencing Locking Rail – Log Rail Barrier Details.
 - (iii) [Figure F-4](#) – *Access* Track Infrastructure – Fencing Locking Rail – CHS Pipework Rail Barrier Details.
 - (iv) [Figure F-5](#) – *Access* Track Infrastructure – Fencing Locking Rail – PFC Post and CHS Rail Barrier Details.
- (b) In situations where new subdivision fences are constructed on existing powerline easements there is to be a minimum clearance of 3 metres between the fence line and the nearest edge of any *Energy Queensland* poles, columns, towers, or other infrastructure assets to allow working *Access* to and around the *Site*.
 - (c) The minimum requirement would be to request the *Landholder* constructing the fence, to include a gate or locking rail in their planned fence-line that is centred over the *Access* track. *Energy Queensland* may at its discretion agree to supply the gate or locking rail components for the installation.
 - (d) All *Access* gates or locking rails installed in boundary fences are to be locked with standard locks provided by *Energy Queensland*, unless adjacent *Landholders* (property owners) are satisfied that they are left unlocked. Gates and locking rails installed in internal property fences will be latched or locked on request. All locks remain the property of *Energy Queensland* and should only be used to give *Energy Queensland* authorised personnel *Access* through a gate or locking rail. Any extra lock(s) are to be located so that no party can lock any other party out.
 - (e) Existing gates and locking rails are to be left as they are found. Where it appears that a gate or locking rail should be shut, relevant *Landholders* (property owners) are to be contacted where possible, to ascertain the appropriate action to be taken in relation to the gate or locking rail.
 - (f) Under no circumstances is a gate or locking rail to be locked by *Energy Queensland* without consultation with the *Landholder* (property owner) and their agreement.

10.3 Access Gates and Locking Rail - Construction

- (a) The *Service Provider* is to construct, replace or maintain (repair) *Access* gates or locking rails.
- (b) The *Service Provider* provides all transportation of materials, supervision, support, labour, and equipment necessary for the construction, replacement, or maintenance (repair) of gates or locking rails.
- (c) Recover existing gate or locking rail assemblies or components that are replaced during works and return the assemblies or components that remain in a serviceable condition, to a location nominated by the *Energy Queensland Officer*.
- (d) Strain the fence wires at least as tight as the existing fence wires and tie the wires off permanently around the gateposts as indicated in the construction drawing included in this Section 10, [Figure F-2](#) to [Figure F-5](#) inclusive.

10.4 Gate Post Removal - Uncontaminated Timber

When the *Service Provider* is required to remove wooden gate posts, inspect the post to check for evidence of Termite / CCA treatment. If Termite / CCA treatment is not suspected, then:

- (a) Remove and dispose of any waste and the wooden gate post(s) in an approved industrial waste bin or collection point for recycling in accordance with local *Authority* regulations. General waste includes:
 - (i) Uncontaminated wooden gate posts.
 - (ii) Concrete.
 - (iii) Excavated Rocks.
 - (iv) Timber / wood shavings and off-cuts.

Specification for Land Management Construction



- (v) *Vegetation* and debris from *Worksite*.
- (vi) Wire off-cuts.

10.5 Gate Post - Reinstatement

- (a) Backfill the gate post excavation with all the available excavated soil and provide approved additional backfill material for the excavation where required. Approved backfill material supplied by the *Service Provider* is to be clean gravel, sand, or loam suitable for compaction with a maximum particle size of 25mm. Clean backfill material may be collected from the *Worksite* if the backfill material is gathered from a distance greater than 2 metres from any existing wooden gate posts in the surrounding area, and if the backfill material is suitable for compaction.
- (b) As the backfill soil is reinstated in the excavation, compact the layers of soil at 100mm vertical intervals with a suitable compaction tool all around the full circumference of the wooden gate post.
- (c) Cover the backfill and adjacent ground surface with clean soil material to the nominated depth, according to the following requirements:
 - (i) ≥75mm depth above the contaminated soil backfill if the wooden gate post is in a normal grazing area.
 - (ii) ≥100mm depth above the contaminated soil backfill if the wooden gate post is located near feedlots, dairies, or fenced cattle yards where cattle are contained in close proximity for extended periods.
- (d) Leave the *Worksite* in a safe, clean, and tidy condition.

10.6 Gate Post Removal - Contaminated Timber

When a wooden gate post(s) is known to be, or suspected of being contaminated from Termite / CCA treatment, the *Service Provider* undertakes the following additional steps for removal, in addition to those set out in subsection 12.4:

- (a) Follow trackable waste handling and transport procedures appropriate for relevant local *Authority*. Trackable waste includes and is not limited to:
 - (i) Wooden gate post(s)
 - (ii) Chemical residue and containers enclosing the chemical residue.
- (b) On certified organic farmland, on chemical-free properties, in stock holding yards or in *Watercourses*, transport the posts and waste materials in secure containment on a route that reduces the exposure of contamination to these sensitive locations in the immediate vicinity and / or along the nominated transport route.
- (c) When operating in Regional Queensland areas (*Energy Queensland* Northern & Southern Regions), for further information refer to Implement Controls – Handling and Disposal of Redundant Poles Work Instruction.

10.7 Access Gate and Locking Rail Construction - Unstable Soil

- (a) At locations in Regional Queensland where unstable soil conditions are identified at *Site* (for example black soil), install an additional gate post each side of the field gate opening and construct a variation to the type of strainer assembly with additional adaptive strap and bracing in the span between the two standard gate posts each side of the field gate opening.
- (b) At locations with areas of unstable soils in regional Queensland, install five bar field gates only, within cattle grazing country and on State *Authority* controlled land.
- (c) At locations with areas of unstable soils in regional Queensland, install mesh field gates only, within sheep or goat grazing country and within rural residential areas.

Specification for Land Management Construction



10.8 Gate Supply Regional Queensland

The stock code numbers and their description for field gates, gate posts and assembly components are to be quoted when requesting supply from an *Energy Queensland* regional warehouse (store) is outlined below in Table F1.

Table F1 – Field Gate Stock Code Number and Description

ENERGY QUEENSLAND STOCK CODE NUMBER AND DESCRIPTION		
EnergyQ Stock Code Number ²	EnergyQ Stock Code Description ³	Additional Field Requirements
2417624	GATE: Driveable End Assembly with Hinges: 1x2100mm (100mmNB/75x75mm angle) post, 1 x 3250mm x 50NB stay, 1 x 450mm x 200mm x 6mm galv. Driveable stay block 1 x adjustable galvanised TOP Strap, 1 x adjustable galvanised BOTTOM Gudgeon	Two of these assemblies are required to construct one field gate. Each assembly weighs 40kg.
2417616	GATE: Set Five Bar Field Gate 2 x 2370mm x 1170mm x 25NB 4.8m Opening, 400mm x 8mm Chain. Hot Dipped Galvanised.	One of these sets is required to construct one five bar field gate. Each set weighs 70kg.
2417665	GATE: Set Weld Mesh Field Gate 2 x 2370mm x 1170mm x 25NB 4.8m Opening, 400mm x 8m Chain, Hot Dipped Galvanised.	One of these sets is required to construct one weld mesh field gate. Each set weighs 70kg.
2438596	BOX ASSEMBLY, FENCING; Strainer for Unstable Soils c/w Post 1x2100mm (100mmNB/75x75mm Angle), Top Rail 1x60NB, Turnbuckle, Wire Brace, Bolt & Nut, 2 x Upper & Lower Brackets.	Two of these assemblies are required to construct one field gate. Each assembly requires one 2417624 : drivable end assembly with hinges Each assembly weighs 40 kg.
2417657	GATE: Strainer Assembly Post Driver 6" Round Pipe	A hand-held system that requires a documented safe system of work for its use.
Note:	To assemble a complete gateway you require two strainer post packages and one gate panel package.	
2465979	SIGN Arrow , Aluminium, 220 x 120 x 1.6mm, Class1 Material, Red Screen-Printed Arrow with <i>Energy Queensland</i> Group Logo Cut-out, White Reflective B/Ground, c/w Mounting ⁴ .	

10.9 Access Gate and Locking Rail Signage

- (a) For the location of *Access gate(s)* and locking rail(s) not installed in the immediate vicinity of the *Energy Queensland Overhead Conductors* and associated support infrastructure, use the *Energy Queensland* directional arrow sign(s) on the dividing fence, *Access gate* or locking rail to indicate the

Specification for Land Management Construction



direction to the next nearest gate or locking rail providing Access through the fence to the *Energy Queensland Overhead Conductors* and associated support infrastructure.

- (b) For the fabrication details and the stock code number and its description for the *Energy Queensland* directional arrow signage refer to:
 - (i) [Table F1](#) -- Field Gate Stock Code Number and Description.
 - (ii) [Figure F1](#) -- *Energy Queensland* Directional Arrow Signage.
- (c) When requesting supply from *Energy Queensland* of the directional arrow signs, quote the stock code numbers and description for the directional arrow signage. Contact the *Energy Queensland Officer* to arrange supply, pick up and / or delivery drop of point at Site of the directional arrow signage.

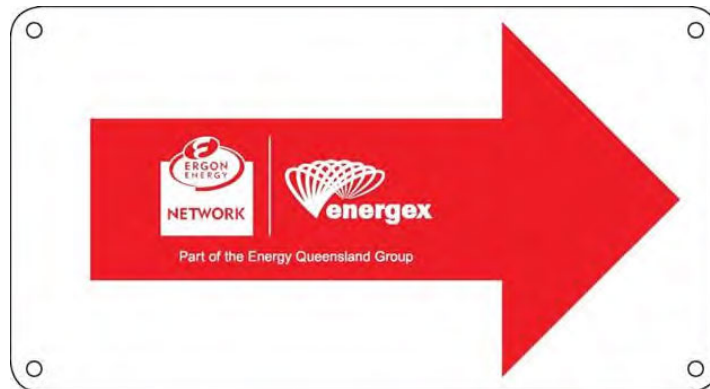


Figure F-1 -- *Energy Queensland* Directional Arrow Signage.

Specification for Land Management Construction

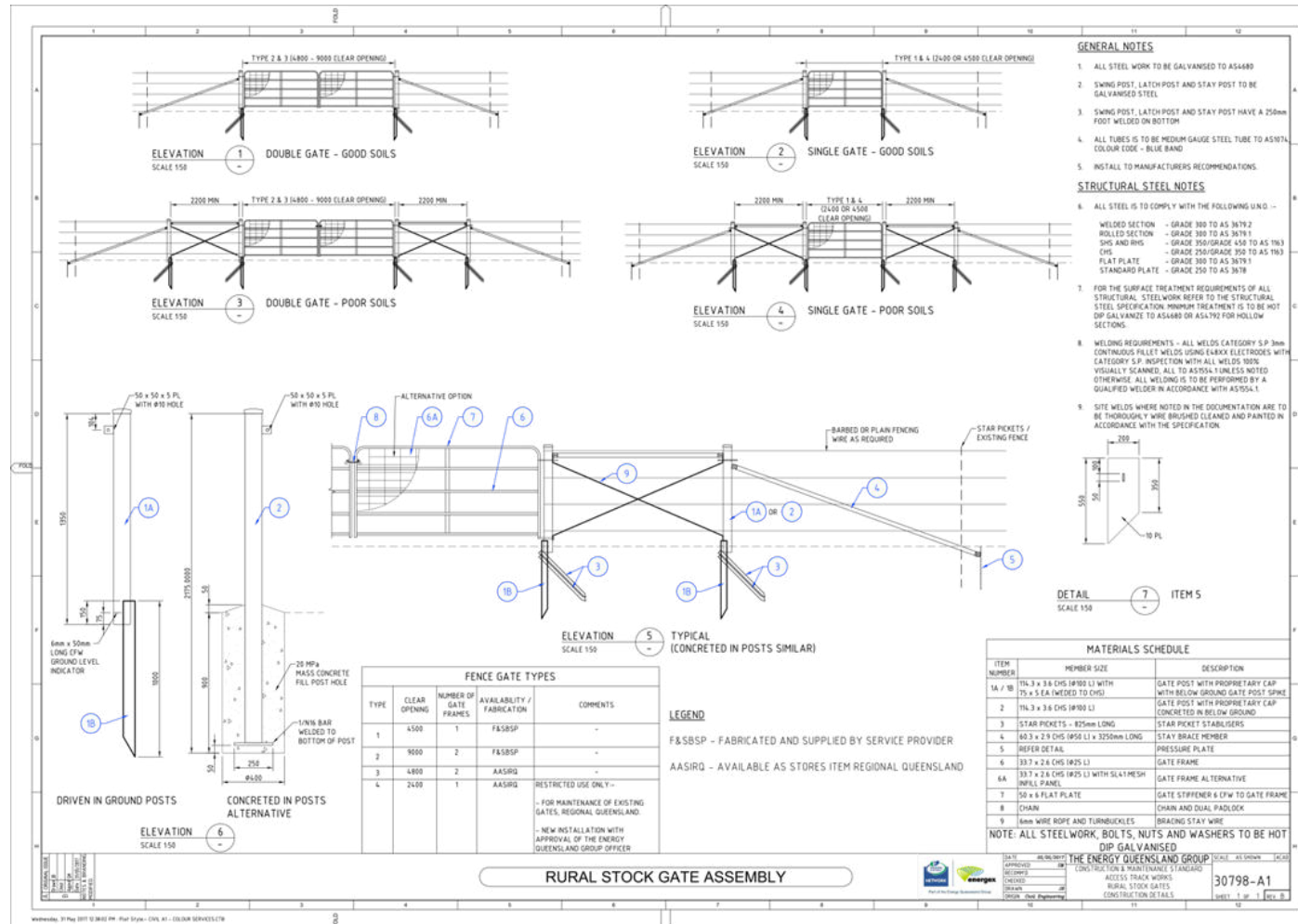


Figure F-2 – Access Track Infrastructure – Access Gate Construction and Fabrication Details.

ner: Chief Operating Officer

Release: 1. 24 Apr 2024 | Doc ID: 19285;

Specification for Land Management Construction

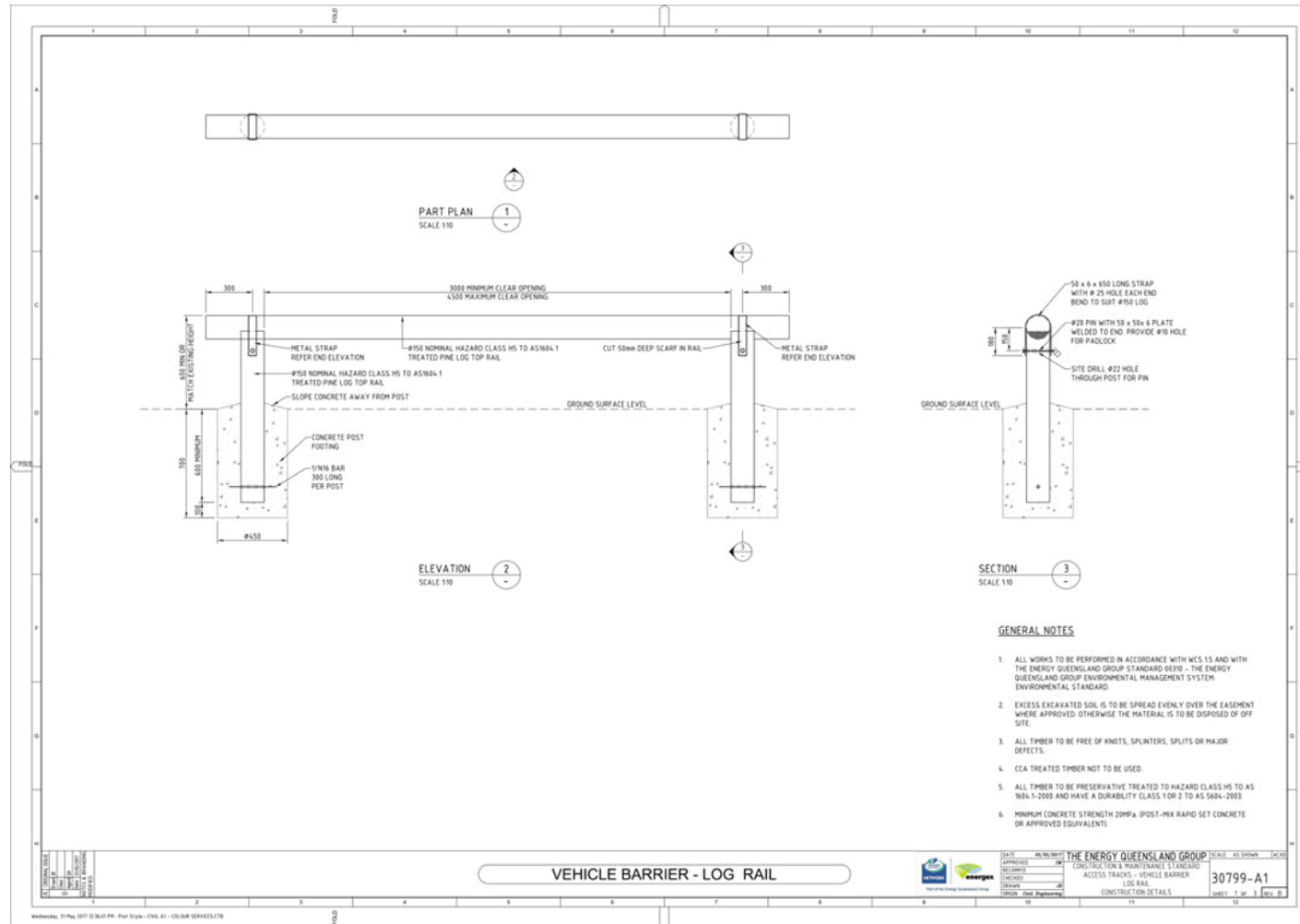


Figure F-3 – Access Track Infrastructure – Fencing Locking Rail – Log Rail Barrier Details.

ner: Chief Operating Officer

Release: 1. 24 Apr 2024 | Doc ID: 19285

Specification for Land Management Construction

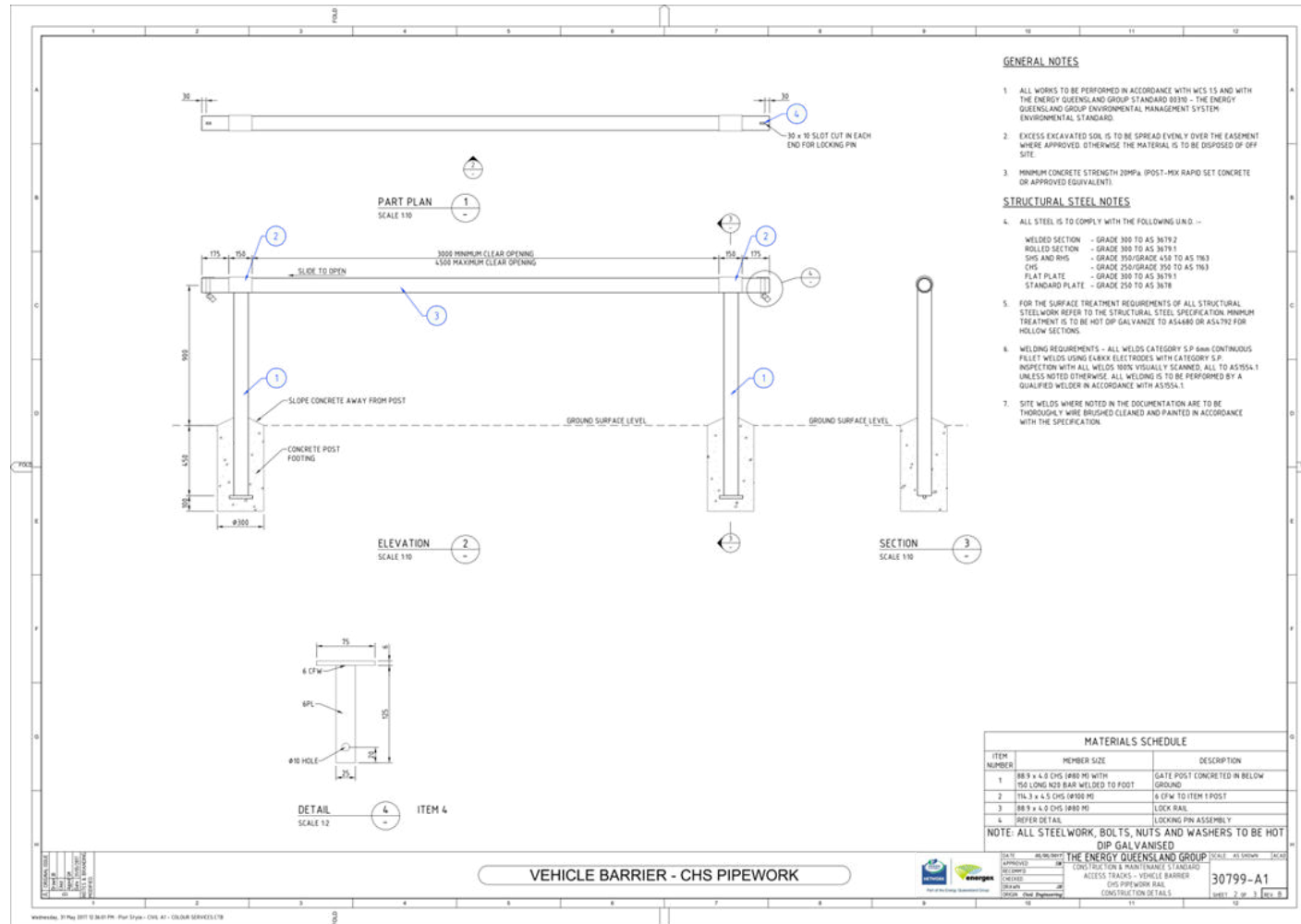


Figure F-4 – Access Track Infrastructure – Fencing Locking Rail – CHS Pipework Rail Barrier Details.

ner: Chief Operating Officer

Release: 1. 24 Apr 2024 | Doc ID: 19285

Specification for Land Management Construction

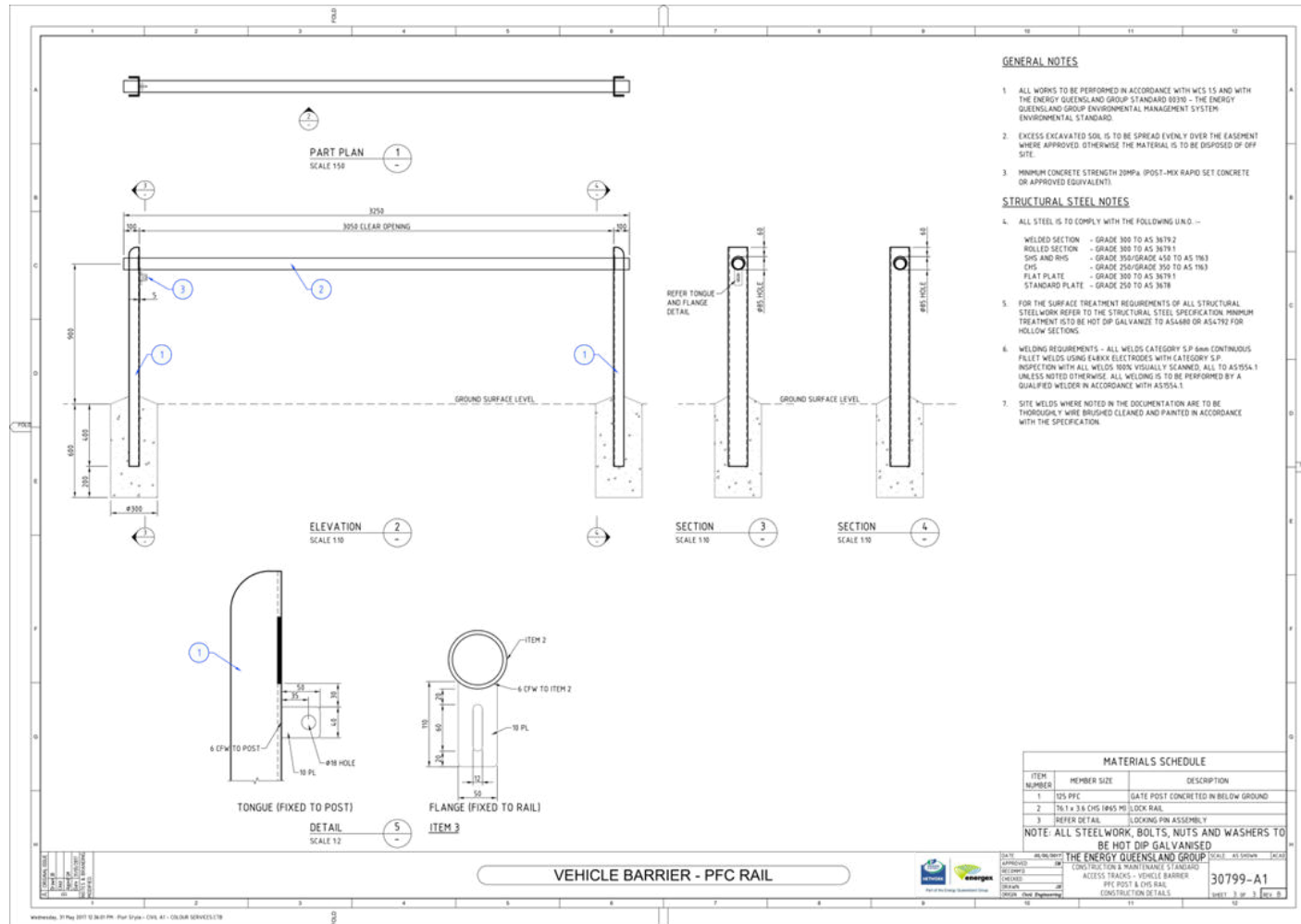


Figure F-5 – Access Track Infrastructure – Fencing Locking Rail – PFC Post and CHS Rail Barrier Details.

ner: Chief Operating Officer

Release: 1. 24 Apr 2024 | Doc ID: 19285

Specification for Land Management Construction



11 Construction and Maintenance of Infrastructure Drainage

11.1 Construction and Maintenance of Infrastructure Drainage

- (a) Undertake the initial construction / ongoing maintenance of *Infrastructure Drainage*, that is where the system of drainage around electricity distribution and transmission network infrastructure is required to prevent moisture (e.g., storm water) ponding around and the build-up of soil and debris around tower legs, mono and multi structure poles and columns (wood / concrete / steel) and their foundations at or above ground surface level.
- (b) The initial construction / ongoing maintenance of *Infrastructure Drainage*, is to be undertaken in accordance with:
 - (i) *Infrastructure Drainage - Technical Specification* (subsection 11.2).
 - (ii) *Figure G-1-Drainage Maintenance – Lattice Tower*.
 - (iii) *Figure G-2-Drainage Maintenance – Monopole Structure*.
 - (iv) *Figure G-3-Drainage Maintenance – 'H' Frame Structure*.

11.2 Infrastructure Drainage - Technical Specification

11.2.1 Extent of Work

The work included comprises of and is not limited to:

- (a) Clearing of the *Worksite*.
- (b) Earth works.
- (c) Installation of *Erosion* and *sediment* control devices.
- (d) Treatment and disposal of spoil.

11.2.2 Clearing of Site

- (a) Clear tower leg, and mono and multi structure poles and columns *Worksites*, including surface areas surrounding tower leg, and mono and multi structure poles and columns foundations; of all shrubs, scrub, undergrowth, dumped building material, spoil resulting from *Erosion* and surface boulders.
- (b) Remove all debris resulting from *Worksite* clearing to the nearest approved refuse tip off *Site* accepting this class of debris and material.

11.2.3 Excavation

Undertake excavation where required to suit the dimensions and surface levels nominated for drains or mounding.

11.2.4 Treatment Disposal of Spoil

- (a) Where required, dispose of excess spoil removed from the *Site* in accordance with controlling *Authority* requirements for transport and disposal, and negotiated *Landholder* acceptance.
- (b) Implement appropriate control measures (disposal process in place to handle and transport the contaminated soil) on *Sites* containing acid sulphate soils.

11.2.5 Construction Work

- (a) Construct earth "V" drains, local cut-off drains or mounding to ensure redirection of stormwater around base of tower legs, and mono and multi structure poles and columns.
- (b) Grade or bench ground surface under tower (inside area bounded by tower legs) to ensure no ponding of stormwater below the tower or adjacent to tower leg foundation.

Specification for Land Management Construction



- (c) Grade or bench ground surface between multi structure poles and columns (inside area bounded by multi structure poles and columns) to ensure no ponding of between multi structure poles and columns or adjacent to multi structure pole and column foundation.
- (d) Bench area surrounding foundations to ensure top surface of foundations are a minimum of 100 mm proud of the surrounding ground surface level.
- (e) Install appropriate *Erosion* and *sediment* control devices during the construction or maintenance and maintain them for a period of not less than 3 months and the environmental hazards being controlled cease to exist. (Provide anti-erosion controls, for example rock spalls to "V" drains, when required).
- (f) Exercise extreme care to positively identify the location of and not to damage any existing earth grids, electricity cables or essential services during required excavation.
- (g) Excess excavated uncontaminated soil may be spread evenly over the easement when approved by the *Energy Queensland Officer* and there is no potential for environment harm to occur.

Specification for Land Management Construction

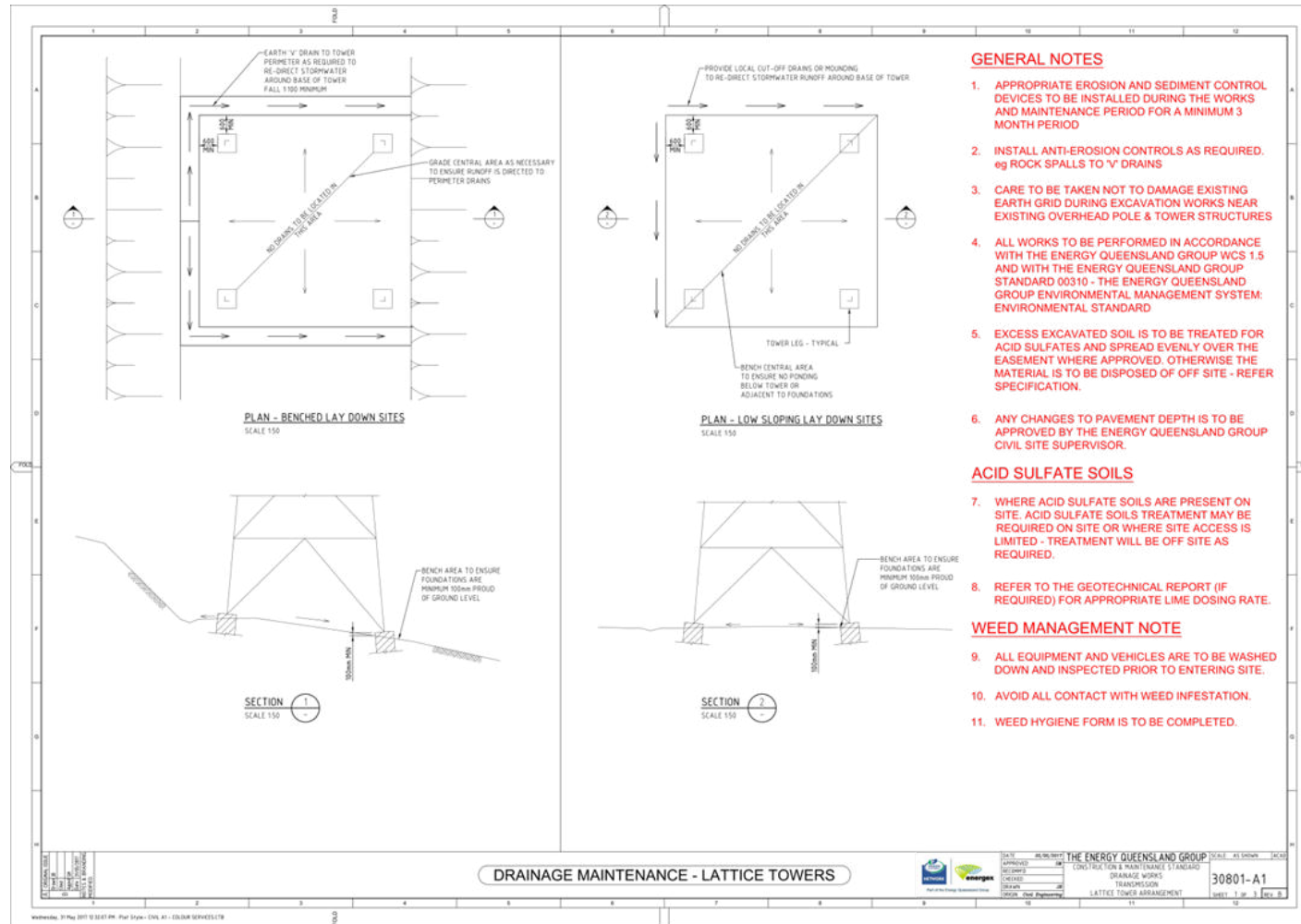


Figure G-1-Drainage Maintenance – Lattice Tower

ner: Chief Operating Officer

Release: 1. 24 Apr 2024 | Doc ID: 19285

Specification for Land Management Construction

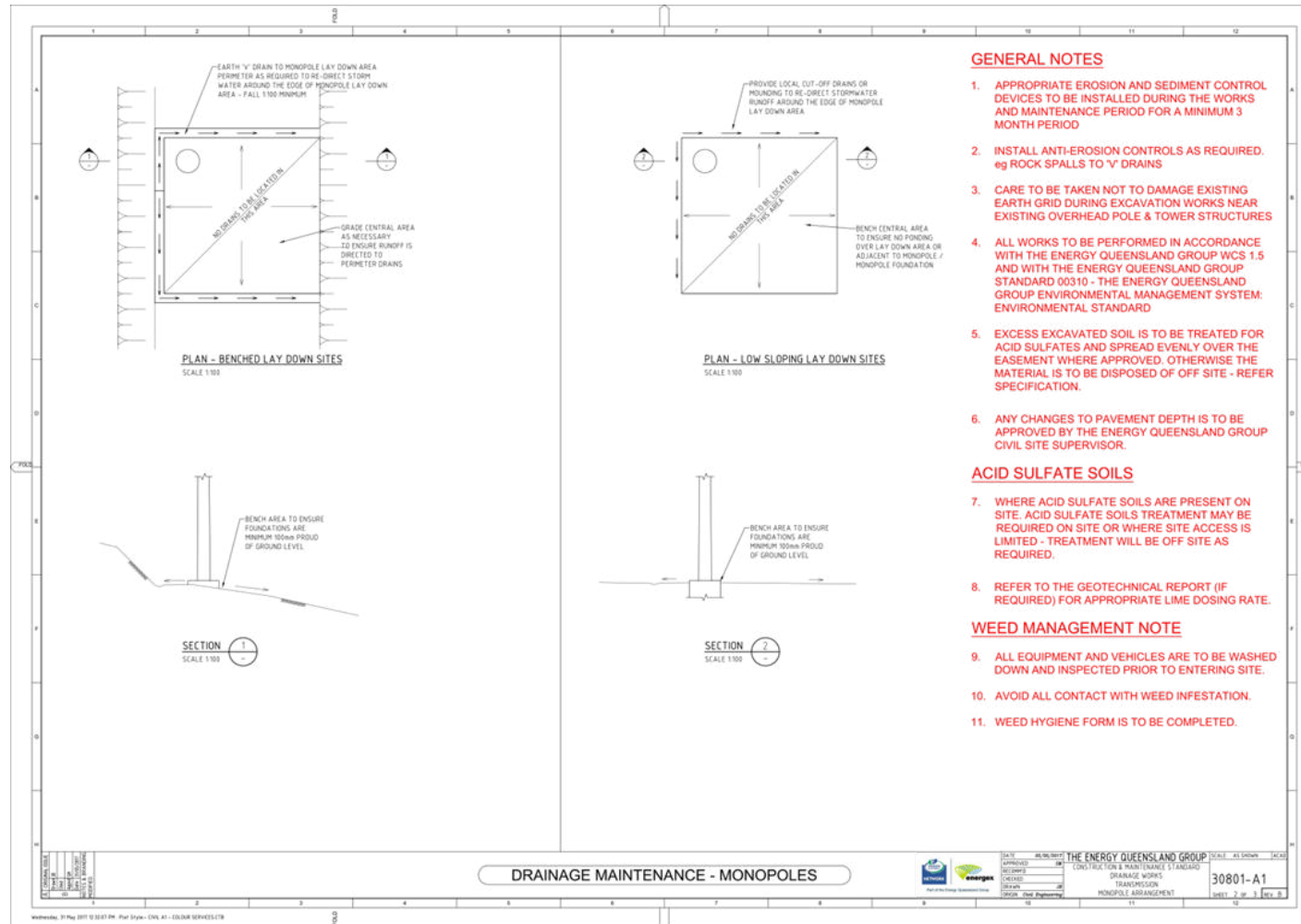


Figure G-2-Drainage Maintenance – Monopole Structure

ner: Chief Operating Officer

Release: 1. 24 Apr 2024 | Doc ID: 19285

Specification for Land Management Construction

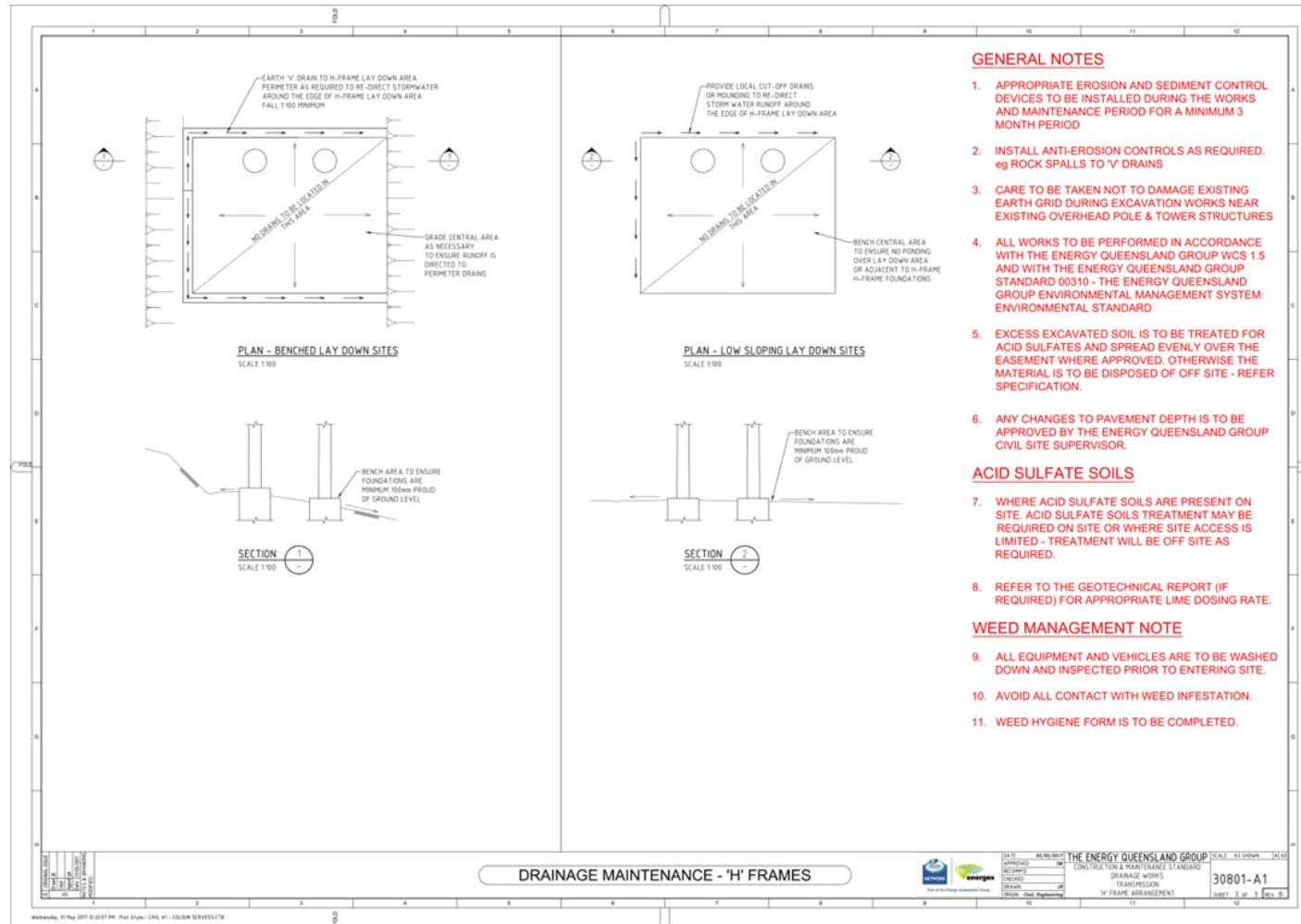


Figure G-3–Drainage Maintenance – ‘H’ Frame Structure

ner: Chief Operating Officer

Release: 1. 24 Apr 2024 | Doc ID: 19285



Specification for Land Management Construction

12 Land Stabilisation

12.1 Drainage Control Methods

[Figure H-1](#) below, details where drainage systems (including pipes) are to be located to drain water runoff away from the *Access track Pavement* surface. The top portion of the figure (illustration) is an end view or cross-section of the *Access track Pavement* and the surrounding land surface.

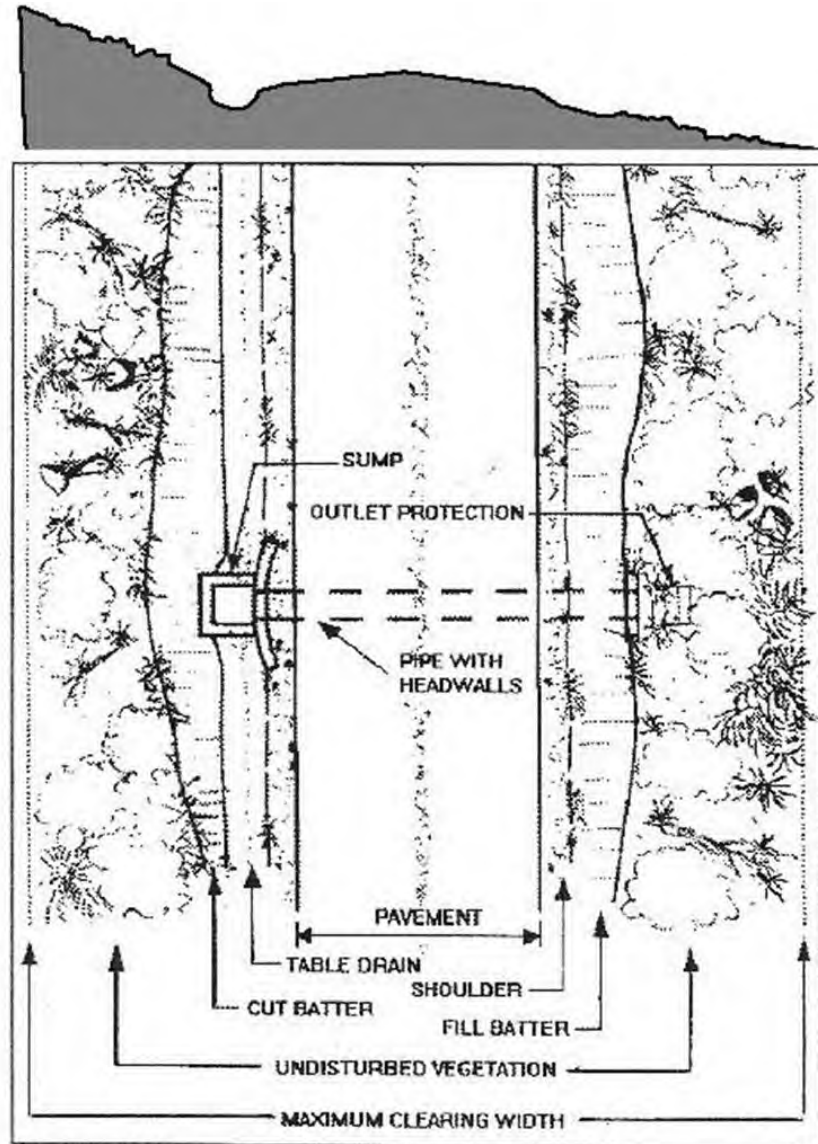


Figure H-1 – Access Track Infrastructure – Drainage Details



Specification for Land Management Construction

12.1.1 Crowned Surface Formation

- (a) This is a formation of raised earth / soil constructed on the centre line of the *Access track Pavement* alignment, graded, and sloping back toward the base of the drainage structures on each side of the *Access track Pavement*.
- (b) Soil recovered from the drainage structure construction provides material for the *Pavement* crown of the *Access track*.
- (c) [Figure H2](#) below, details a crowned surface formation and is a cross-section of the *Access track Pavement*, drainage, and the surrounding land surface.

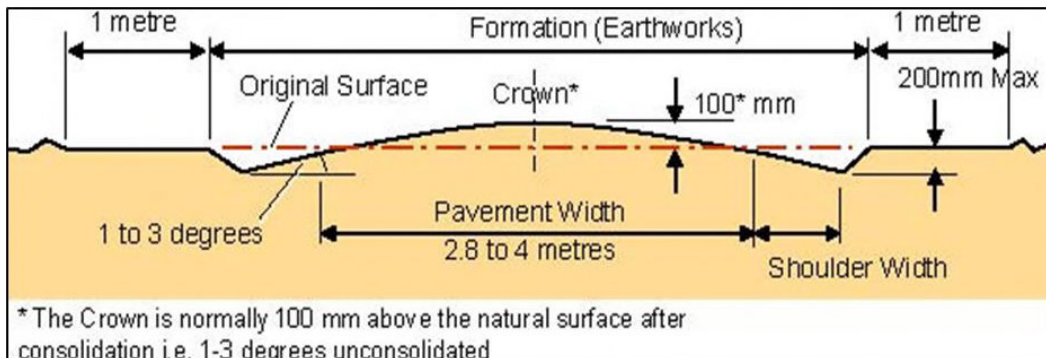


Figure H-2 – Access Track Infrastructure – Drainage Details

- (d) The crowned surface formation of the *Access track Pavement*:
Is suitable for *Access track* construction where water can be shed from both sides of the *Pavement* formation.

Alternatively, utilised in conjunction with appropriate cross track drainage techniques and protection systems.

12.1.2 Side Cut Construction

- (a) This construction refers to cutting through the natural topography with *Battered* banks down to table drains and *Access track Pavement* formation.
- (b) Where side cutting construction is necessary, construction is to comply with and is not limited to the following subsections.

12.1.2.1 Crowned Side Cut Formation

- (a) This design is similar to the crowned surface formation, and additionally includes a side cut to one side of the *Access track Pavement* and without a drainage structure on the opposite side of the *Pavement*. The excavation to form this drain provides all material for the formation as detailed in [Figure H3](#) below.
- (b) Crowned side cut formations are to be utilised for smaller lengths of side cut where the water can be shed from the confined water table further down the *Access track*, for example at a ridge top saddle.
- (c) Crowned side cut formations are to be utilised (in limited situations) for longer runs down the *Access track*, if constructed in conjunction with approved cross track drainage techniques.



Specification for Land Management Construction

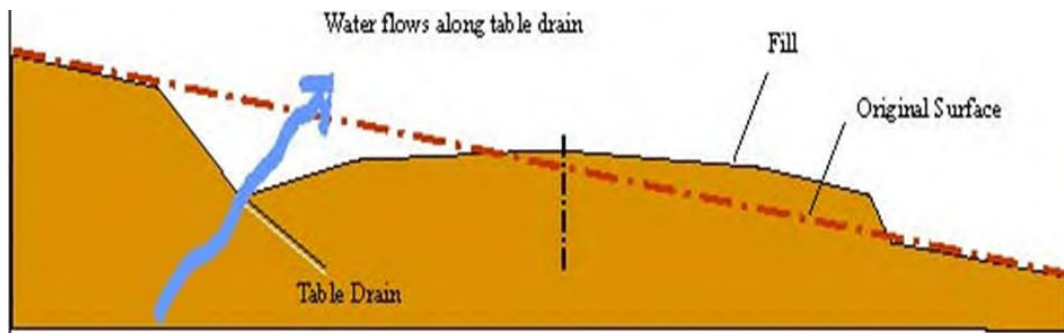


Figure H-3 – Access Track Infrastructure – Crowned Side Cut Formation Details

12.1.2.2 Out Slope Formation

- (a) The *Out Slope* (or one-way cross fall) design is utilised when construction *Access* is on a side *Slope* and the intention is for surface water to continue to flow across the *Access track Pavement* surface from the uphill side.
- (b) Water is not captured in any drainage structure and will not follow the path of the track as detailed in [Figure H4](#) below.

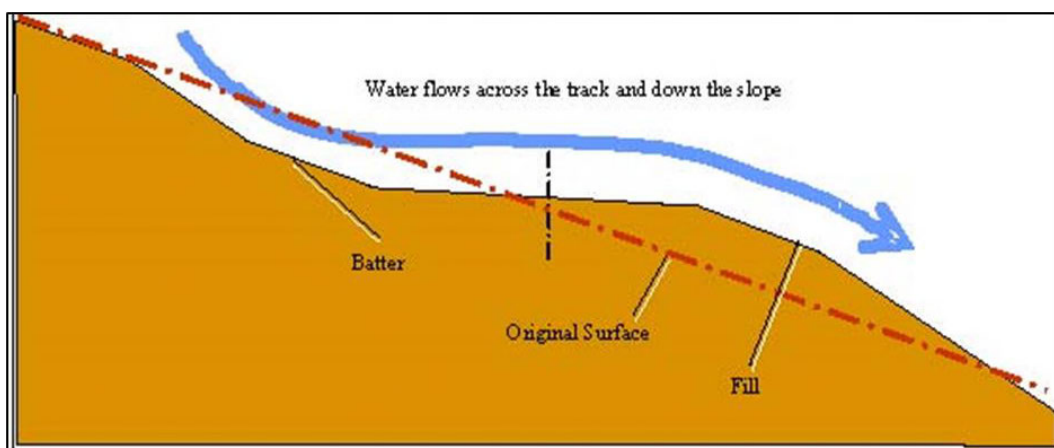


Figure H-4 – Access Track Infrastructure – *Out Slope* Formation Details

- (c) *Out Slope* formations are suitable for longer lengths of side cut where water cannot be shed via cross *Access* track drainage.
- (d) Utilise this design profile in the absence of cross drainage techniques, for example a pipe or *Whoa-boy*.



Specification for Land Management Construction

12.1.2.3 Side Cutting Formation Design

The general requirements for the side cutting formation design are detailed in Figure – H5 below

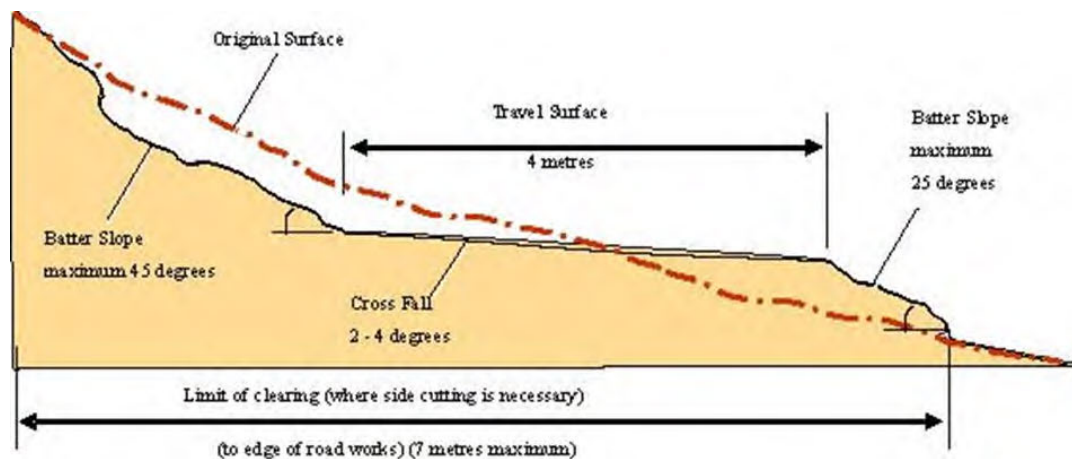


Figure H-5 – Access Track Infrastructure – Side Cutting Formation Details

12.1.3 Installation of Catch Drains

- (a) Catch drains are used to intercept and divert up-Slope runoff water, away from *Disrupted Surface* areas with exposure of bare earth to a *Stable Outlet Area*. Placed catch drains up-Slope of where water can pass onto the *Worksite* (for example at the top of a *Batter / Slope*). Install catch drains in conjunction with fibre matting in locations where rainfall is high and where *Batters / Slopes* are steep.

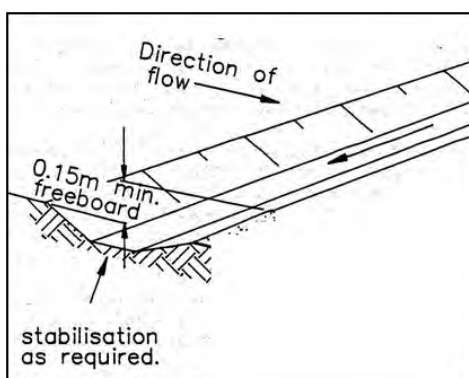


Figure H-6 – Catch Drain Installation Detail

- (b) Determine the location of the catch drain(s) at the Worksite by taking into consideration the following conditions:
 - (i) The locations of down-Slope sediment-trapping devices (for example *sediment fences*). The catch drain is to drain to a protected outlet area where the *Surface Run-Off* water is expected to contain *sediment*. Catch drains are to divert "clean" water (water from undisrupted surface areas with no exposure of bare earth) around these devices.
 - (ii) The drain is to *Slope* down with a maximum grade of 2% (so that it is not too steep).
 - (iii) Other natural drains and *Slopes* of the *Access track Pavement /* footprint.
- (c) Clear a footprint for the drain, by clearing only the area needed to provide *Access* for personnel and equipment for the drain's construction / installation. Do not clear or disrupt (expose bare earth) the surface area above the drain and ensure down-Slope sediment-trapping devices are in place (where required).

Specification for Land Management Construction



- (d) Remove roots, stumps, and other debris, and dispose of them in accordance with controlling Authority requirements for transport, disposal and negotiated *Landholder* acceptance.
- (e) Grade the drain with:
 - (i) The sides of the drain not being steeper than 30°.
 - (ii) The completed drain is to be at least 150mm deep, measured from the bottom of the drain to the ground surface level.
 - (iii) Ensure positive drainage in the specified direction, check *Slope* on the bottom of the drain to confirm.
 - (iv) The drain is to be immediately vegetated unless it will operate for less than 30 days. In either case, temporary *Erosion* protection (e.g., matting, rock) is required as specified by the *Construction Plan* or as directed by the *Energy Queensland Officer*.
- (f) Check that the end of the catch drain has a stable / protected outlet and does not discharge to an unstable *Slope*. Where a *Stable Outlet Area* does not exist, construct / install a *Drop Pipe*.

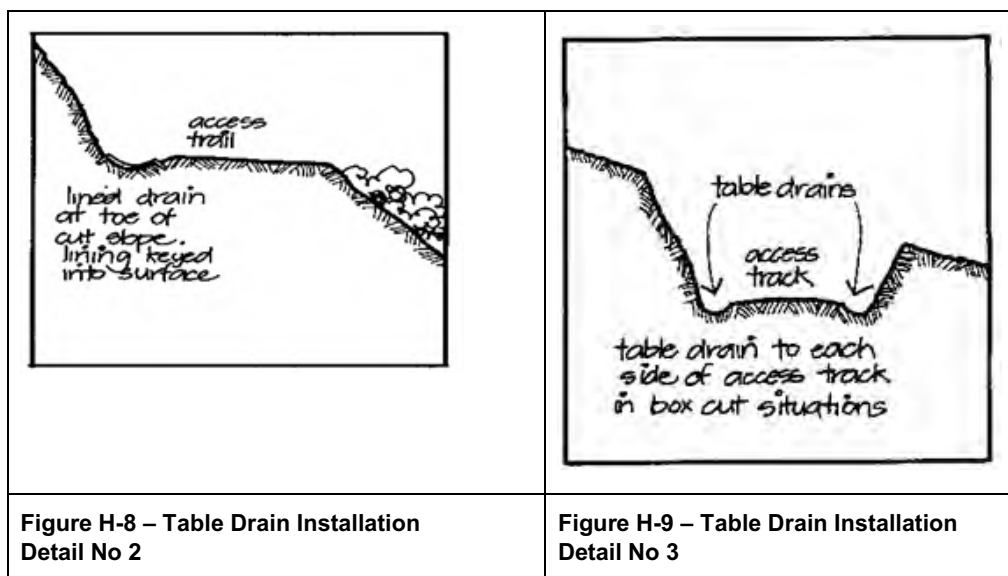
12.1.4 Installation of Table Drains



Figure H-7 – Table Drain Installation Detail No 1

- (a) Table drains are used to carry *Surface Run-Off* water along the sides of *Access track Pavements*. Table drains are often installed in conjunction with *Whoa-boys*.
- (b) Clear a footprint for the table drain, by clearing only the area needed to provide *Access* for Operators and equipment for the table drain construction / installation.
- (c) The table drain(s) is to have a broad base to minimise *Erosion* and to be 'U' shaped and not 'V' shaped (Refer to [Figure H-7](#) to [Figure H-9](#) inclusive to see illustration);
- (d) Remove roots, stumps and other debris and dispose of them in accordance controlling Authority requirements for transport and disposal and negotiated *Landholder* acceptance.
- (e) In high rainfall or heavy intensity rainfall areas (where the velocity of *Rainfall Run-Off* is very high), table drains at the *Toe of Batter / Slope* require *Stabilisation*. Install *Stabilisation* by lining the table drain with turf, rock, or matting.

Specification for Land Management Construction



12.1.5 Installation of Turn-Out Drains

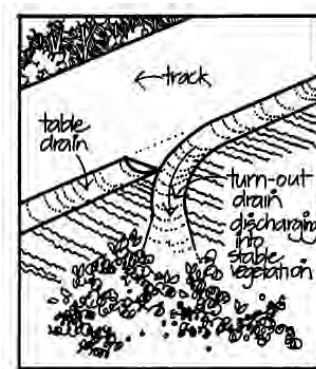


Figure H-10 – Turn-Out Drain Installation Detail

- (a) Turn-out drains are used to carry water from table drains to *Stable Outlet Areas*. Turn-out drains are often installed in conjunction with *Whoa-boys*.
- (b) Determine the location of turn-out drain(s) at the *Worksite* by taking into consideration the following conditions:
 - (i) The locations of *Whoa-boys*. The turn-out drains are to carry *Surface Run-Off* water safely from the side of the *Access track Pavement* and into a vegetated area.
 - (ii) The steepness of the *Access track Pavement*. Usually turn-out drains follow a similar spacing to the *Whoa-boys*.
- (c) Clear a footprint for the turn-out drain, by clearing only the area needed to provide *Access* for *Operators* and equipment for the turn-out drain installation.
- (d) Remove roots, stumps and other debris and dispose of them in accordance with controlling *Authority* requirements for transport and disposal and negotiated *Landholder* acceptance.
- (e) Check that the end of the turn-out drain has a stable / protected outlet (preferably into stable *Vegetation*) and does not discharge to an unstable *Slope*. Where a *Stable Outlet Area* does not exist, construct / install a *Drop Pipe*.
- (f) Vary the spacing for the turn-out drain installation to allow turn-out drain to connect up to contour banks in cultivated land areas.

Specification for Land Management Construction



12.2 Maintenance of Drainage Control

- (a) Check if, for example and not limited to, equipment and falling *Vegetation* / trees have damaged the drainage system(s). If the drainage is damaged, advise the *Energy Queensland Officer* and undertake repairs as directed.
- (c) Also check that soil and / or other material has not blocked the drainage system(s). If the drainage is blocked, remove the material(s) to allow clear drainage (water flow).
- (d) Undertake a detailed inspection of the drainage system(s).
- (e) If sediment has accumulated in the drainage system(s), remove the sediment so that the drainage (water flow) capacity is not reduced and investigate the source of the sediment and for potential *Erosion*.
- (f) Do not dispose of the sediment in a manner that will create an *Erosion* hazard or a contamination hazard.
- (g) Repair any sections in the drainage system(s) that are weakened or that have been subjected to damage from vehicular traffic and that threaten to cause failure of the drainage.
- (h) Check for *Erosion* and undermining of control devices, soil surfaces and Slopes of *Access track Pavement*; determine if further controls are required to be installed during this maintenance phase and advise the *Energy Queensland Officer* accordingly.
- (i) If possible, avoid grading of table drains as this will remove any grass in the drain and cause *Erosion*. *Erosion* results in the drain becoming too low to discharge into the turn-out drain. Runoff (water flow) then bypasses the turn-out drain causing additional *Erosion* as the runoff (water flow) continues down the table drain.
- (j) Maintain turn-out drains by grading from the turn-out drain outlet towards the table drain. If there is a sill at the outlet that has collected sediment, use the sediment to maintain the bank and ensure the turn-out drain connects up with the table drain.

12.3 Removal of Drainage Controls

Where removal of existing drainage controls is required (for example on *Sites* that are already stable):

- (a) Remove accumulated *sediment* and dispose of the *sediment* in accordance with local controlling *Authority* regulations for transport, disposal, and negotiated *Landholder* acceptance.
- (b) Grade the ground surface area and level out (smooth) the ground surface, in preparation for land *stabilisation* and rehabilitation material, if the area has not already been *Stabilised* and rehabilitated.
- (c) *Stabilise* and rehabilitate the ground surface area with suitable *stabilisation* / rehabilitation material (for example, lay turfs, mulch) as specified by the *Construction Plan/Drawing* or as directed by the *Energy Queensland Officer*.

12.4 Erosion Control Methods

12.4.1 Whoa-Boys

12.4.1.1 Installation of Whoa-Boys

- (a) *Whoa-boys* are low profile, angled, trafficable earth banks across the *Access track Pavement*, refer to [Figure H-11](#). *Whoa-boys* intercept runoff (water flow) flowing down an *Access track Pavement*, divert the flow of water off the *Access track Pavement* into a table drain or protected outlet, and allow it to continue its natural flow direction down the landscape.
- (b) The construction of *Whoa-boys* is dependent on the *Slope* in the road and the amount of runoff (water flow) they have to divert.



Specification for Land Management Construction

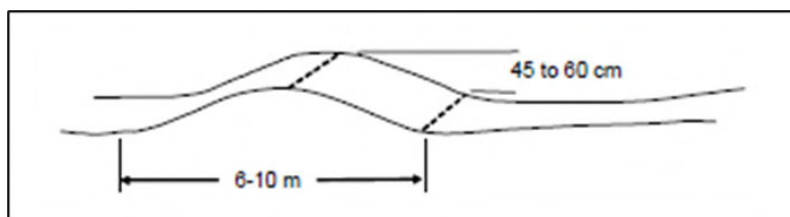


Figure H-11 – Cross-Section of Whoa-Boy in Access Track Pavement

- (c) Determine the location of *Whoa-boys* at the *Worksite* by taking into consideration the following conditions:
- (i) The locations of table drains and turn-out drains, where they are present. The *Whoa-boy* is to drain into a table drain and / or a protected outlet area, where the *Surface Run-Off* water is expected to contain *sediment*.
 - (ii) The locations with a *Stable Outlet Area*, for example a grassed or stony area.
 - (iii) The ground surface soil types as some are more susceptible to *Erosion* than others.
 - (iv) The steepness of the *Access track Pavement* – refer to the [Table H-1](#) and [Table H-2](#) below for *Whoa-boys* spacing guide on infrequently used *Access track Pavements*.
 - (v) The direction of overland flow (water flow) adjacent to the *Access track Pavement*. (In flatter landscapes determine the best side of the *Access track Pavements* to divert water runoff.)
 - (vi) The directing of runoff (water flow) in a direction that will not interfere with the lower sections of the *Access track Pavements*, for example, refer to [Figure H-12](#) *Whoa-boys* at locations A and B. Unsatisfactory *Whoa-boy* design / location are where runoff from the *Whoa-boy* will flow back towards the *Access track Pavements* and cause *Erosion*.
 - (vii) Where *Access track Pavements* are situated on ridges or directly up and down the *Slope Site*, runoff (water flow) can be diverted to either side of the *Access track Pavements*, for example, refer to [Figure H-12](#) *Whoa-boys* at locations C and D.
 - (viii) *Access track Pavement* is to be aligned so *Whoa-boys* are constructed / installed at right angles to the *Access track Pavement* centre line, for example, refer to [Figure H-12](#), *Access track Pavement* at locations A has been re-aligned so the *Whoa-boy* crosses it at right angles.
 - (ix) Likely excessive gradient occurring, where *Whoa-boy* more difficult to construct / install across the *Access track Pavement* at right angles, for example, refer to [Figure H-12](#) *Whoa-boy* at location B.
 - (x) Where there is a significant change in the *Slope* of the *Access track Pavement*, the location of *Whoa-boys* is at the top and bottom edge of the *Slope*.
 - (xi) On the approach to a drainage line or *Watercourse* crossing (*Minor Creek Crossing*), the location of a *Whoa-boy* is at top of the approach into a drainage line or *Watercourse* crossing.
 - (xii) Alignment of *Whoa-boys* with contour banks in cultivated land or where they can discharge into farm / grazing land area dams. (Ensure that the top of *Whoa-boy* in an existing *Access track Pavement* is placed just above any rills occurring in the *Access track Pavement*. If the *Erosion* appears to be active, it may be necessary to start even further up the *Slope*.)



Specification for Land Management Construction

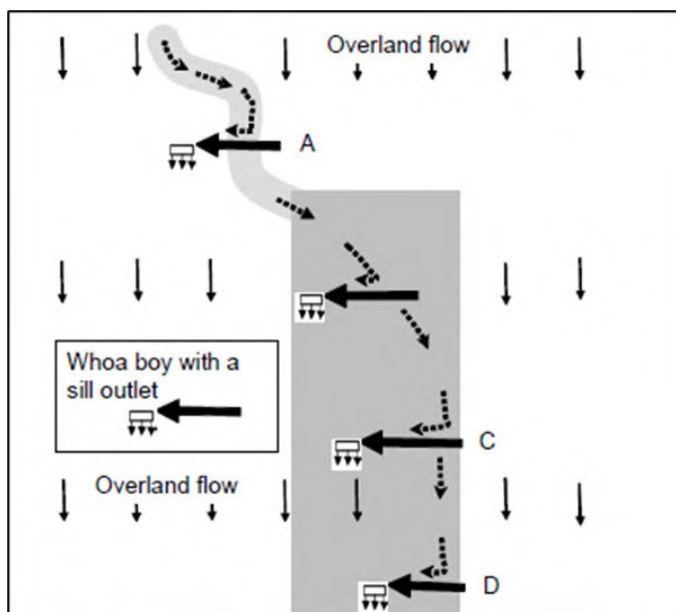


Figure H-12 – Whoa-Boys - Allow Overland Flows - Cross Access Track Pavement

12.4.1.2 Spacing of Whoa-Boys

- (a) Decreasing the spacing between *Whoa-boys* installed on *Access track Pavement* ensures the runoff (water flow) issues are reduced and minimised.
- (b) There are no strict rules to determine *Whoa-boy* spacing on *Access track Pavement* and other important considerations [subsection 12.4.1.1(b)] are to be actively considered when determining the spacing of *Whoa-boy* installations.
- (c) Installation guidelines for the spacing of *Whoa-boys* in use on *Access track Pavement*, in relation to the *Slope* of the *Pavement* refer to [Table H-1](#).
- (d) Installation guidelines for the spacing of *Whoa-boys* in use on *Access track Pavement*, in relation to the grade of drainage and level of the hazard in the vicinity of the *Pavement* refer to [Table H-2](#).

Table H1 – Whoa-Boy Spacing – Grade of Slope – Guideline

Grade of Land Slope %	VI (m)	HI (m)	Grade of Land Slope %	VI (m)	HI (m)
1	1.0	100	11	3.0	30
2	1.2	60	12	3.0	25
3	1.4	50	13	3.0	23
4	1.8	45	14	3.0	20
5	2.0	40	15	3.0	20
6	2.2	40	16	3.2	20
7	2.4	35	17	3.4	20
8	2.6	35	18	3.6	20
9	2.8	30	19	3.8	20
10	3.0	30	20	4.0	20

Legend:

VI = Vertical interval.

HI = Horizontal interval.

Table H-2 – Whoa-Boy Spacing – Grade of Drainage – Level of Hazard – Guideline



Specification for Land Management Construction

Grade of Drainage	Moderate Hazard	High Hazard
< 5°	60m	30m
5 - 15°	40m	20m
15 - 25°	20m	10m
>25°	10m	10m

12.4.1.3 Whoa-Boy Specification - Slopes Less Than Ten Percent

- (a) *Whoa-boys* may be required on *Slopes* with fall as low as one per cent (fall of one metre in 100 metre) which can be sufficient to create an *Erosion* problem.
- (b) The capacity of the channel behind a *Whoa-boy* decreases dramatically as the *Slope* increases. Where there is minimal overland flow, construct *Whoa-boys* with a height of 450 mm.
- (c) *Whoa-boys* constructed with a height of 600 mm height provides:
 - (i) Greater safety on *Slopes* above two percent grade.
 - (ii) Have a longer maintenance interval.
 - (iii) Settlement will occur depending on the method of construction.
- (d) For the cross-sectional capacity of *Whoa-boys* constructed to a height of 450 mm and 600 mm, assuming that there is no cut and fill, refer to [Table H-3](#).

Table H-3 – Whoa-Boys Cross-Sectional Capacity

Land Slope as a Percentage (%)	Height of the Whoa-Boy Above the Channel	
	45cm	60cm
Cross-sectional area (m ²) of the channel (assuming no cut and fill)		
1	10.7	18.8
2	5.6	9.8
5	2.6	4.4
10	1.6	2.6

- (e) Construct broad *Batters* to improve traffic flow over the *Access track Pavement*, of between 1:4 and 1:8 depending on the type of vehicle using the *Access track* and the *Slope* of the land, refer to [Figure H-13](#) for details (assuming that there is no cut and fill).

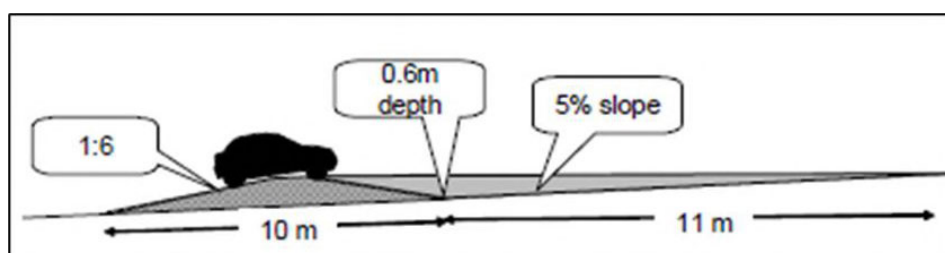


Figure H-13 – Whoa-Boys – Cross-Section – Five Percent Slope

12.4.1.4 Whoa-Boy Specification - Slopes Greater Than Ten Percent

- (a) As the *Access track Pavement Slope* increases, for *Whoa-boy* construction, it is more difficult to provide:
 - (i) Sufficient cross-sectional capacity.



Specification for Land Management Construction

- (ii) Trafficable *Batters* (as high clearance vehicles have difficulty negotiating *Whoa-boys* on *Access track Pavement Slopes* steeper than twenty per cent).
- (b) For the cross-sectional capacity of *Whoa-boys* constructed to a height of 450 mm and 600 mm, and constructed with and without cut and fill, refer to [Table H-4](#).

Table H-4 – Whoa-Boys Cross-Sectional Capacity

Land Slope as a Percentage (%)	Cross-section Area (m ²) of the Channel			
	Without Cut and Fill		With Cut and Fill	
	45cm	60cm	45cm	60cm
10	1.6	2.6	3.9	5.5
15	1.2	2.0	3.7	5.1
20	1.1	1.7	3.6	4.9

- (c) *Whoa-boy* construction on steep *Slopes* can either be:
 - (i) Cut and fill technique (refer to [Figure H-14](#)), for example constructing a 600 mm high *Whoa-boy* on a twenty per cent *Slope* using cut and fill:
 - Requires considerable earthmoving with up to 900 mm of soil needing to be excavated to form up the *Slope Batter* leading into the channel.
 - *Batter* is very susceptible to *Erosion*.
 - The total distance required to construct a *Whoa-boy* is around 20 metres.
 - (ii) Importing additional road building material for fill (refer to [Figure H-15](#)).

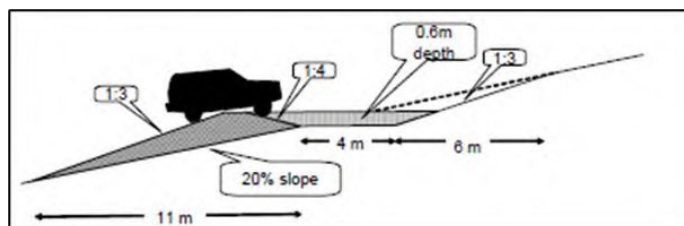


Figure H-14 – Whoa-Boys – Twenty Percent Slope – Cut and Fill – Cross-Section

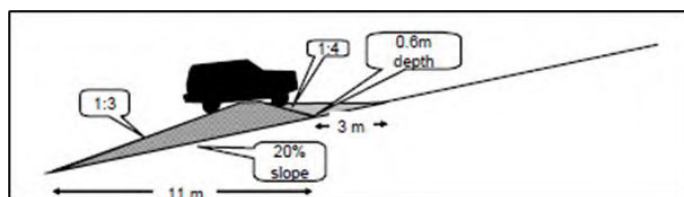


Figure H-15 – Whoa-Boys – Twenty Percent Slope – Importing Road Building Material – Cross-Section

- (d) On a steep *Slope* where *Access track Pavement* is to have an outfall type of cross-section (outfall drainage removes runoff from the *Access track Pavement*) [refer to [Figure H-16](#)], and construct the *Whoa-boy* height to 450 mm with:
 - (i) Stormwater running off the *Access track Pavement* rather than down it.
 - (ii) Smaller *Whoa-boy* adequate to deal with any runoff that flows down wheel ruts in the *Access track Pavement*.
 - (iii) *Whoa-boy* much easier to construct and easier for vehicles to traverse over.



Specification for Land Management Construction

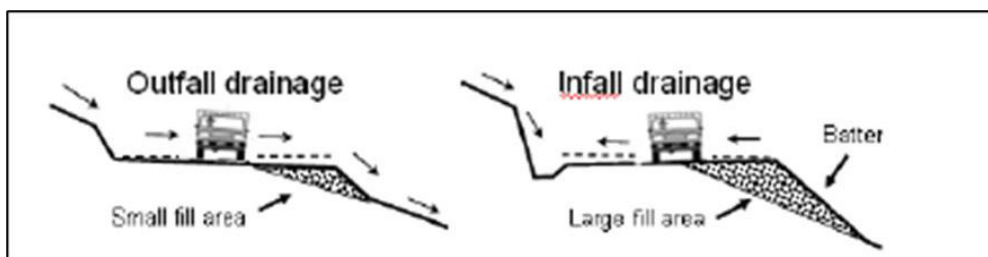


Figure H-16 – Outfall Drainage and In Fall Drainage – Steep Slope – Cross-Section

12.4.1.5 Whoa-Boy Specification - Gradients

- (a) Construct a 100 to 250 mm fall in a *Whoa-boy* from one side of the *Access track Pavement* to the other.
- (b) Runoff from *Whoa-boys* is to flow into a grassed flat-bottomed drain with a *Stable Outlet Area*, for example a grassed or rock protected surface area. (Flat bottomed drains are preferable construction to V-shaped drains, which are very susceptible to *Erosion*)
- (c) Flat bottomed drains are easier to install and maintain and there is less chance of exposing erodible subsoils.
- (d) Flat bottomed, grass lined drains are to have gradients from 0.2 percent on lower *Slopes* to 2 percent on steeper *Slopes*.
- (e) If the channel is considered to be at risk of eroding, then the construction of 0.2 percent gradients are recommended.

12.4.1.6 Whoa-Boy Construction

- (a) For construction on *Slopes* up to ten percent, move the soil for the *Whoa-boy* construction from either the top side or the bottom side of the mound.
- (b) For construction on *Slopes* above ten percent, construct the mound from the top side using cut and fill from the *Site* or road building material (for example soil or gravel) imported to the *Site*.
- (c) Take care not to expose dispersible subsoils. This can be avoided by importing road building material (for example soil or gravel) using a scraper.
- (d) Rip the *Pavement* soil on which the mound is to be constructed before the mound is constructed, this is to ensure that the soil in the constructed mound binds with the *Pavement* sub soil below the mound.
- (e) An alternative source of soil or gravel to build the mound for a *Whoa-boy* is a sill located at the *Whoa-boy* outlet.
- (f) A sill is an excavation at the end of a structure which has a level outlet that allows for the spread of runoff from the structure. The average length of a sill is usually 10 metre and 6-9 metre in width. The depth of a sill is usually 200 to 300 mm. The sill outlet is to be surveyed to ensure it is level.
- (g) For the construction of *Whoa-boys* at the *Worksite*:
 - (i) Cut a channel in the *Access track Pavement* on a slightly diagonal angle (to the forward direction of the *Access track*) and push that soil or gravel forward (down-hill) to form a mound of earth (for approximate dimensions refer to Figure H-17 - *Whoa-boys* Installation Detail, these dimensions may change depending on the *Slope* of the *Access track Pavement*, soil type and rainfall for the surrounding catchment).
 - (ii) Remove roots, stumps and other debris and dispose of them in accordance with controlling Authority requirements for transport and disposal and negotiated *Landholder* acceptance.
 - (iii) Grade the channel at a 2% fall to *Access track Pavement* edge and into a table drain or *Stabilised* outlet. The completed channel will be 150mm deep, measured from the bottom of the cut channel to the ground surface level.

Specification for Land Management Construction



- (iv) Check the bottom of the channel (up-hill side of the mound) to ensure positive drainage in the desired direction (for example towards the edge of the *Access track Pavement* and into the table drain, if previously constructed and available).
- (v) Check that the end of the *Whoa-boy* has a stable / protected outlet (for example thick *Vegetation*) or discharges to a table drain. On steep *Access track Pavements* turn-out drains (out of table drains) may be required, to ensure the controlled movement of *Surface Run-Off* water.

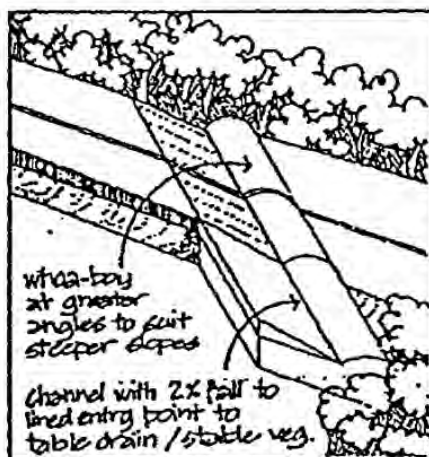


Figure H-17 – Whoa-boy Installation Detail

12.4.1.7 Maintenance of Whoa-Boys

- (a) Inspect *Whoa-boys* for damage after a significant rain and / or *Surface Run-Off* events.
- (b) Correct all damage to *Whoa-boys* immediately, by reinstating the earth bank and channel. If significant *Erosion* has occurred between *Whoa-boys*, check the spacing and install extra *Whoa-boys* as required after advising the *Energy Queensland Officer* and obtaining approval to proceed.
- (c) Ensure that the drainage structures, for example table drains and turn-out drains, are not subject to damage or blockage from *sediment* washed from the *Whoa-boys*.
- (d) Remove *sediment* that has accumulated behind and / or at the outlet of the *Whoa-boys* to prevent damage to the drain's *Vegetation*.
- (e) Place the *sediment* in an authorised disposal area, or if appropriate, mix the *sediment* with dry soil on the *Site*.
- (f) Do not dispose of the *sediment* in a manner that will create an *Erosion* hazard or a contamination hazard.

12.4.1.8 Removal of Whoa-Boys

Where removal of existing *Whoa-boys* are required (for example on *Sites* that are already stable):

- (a) Remove accumulated *sediment* and dispose of the *sediment* in accordance with local controlling *Authority* regulations for transport, disposal and negotiated *Landholder* acceptance.
- (b) Grade the ground surface area and level out (smooth) the ground surface out in preparation for land *stabilisation* and rehabilitation material if the area has not already been *Stabilised* and rehabilitated.
- (c) *Stabilise* and rehabilitate the ground surface area with suitable *stabilisation* / rehabilitation material (for example lay turfs, mulch) as specified by the *Construction Plan* or as directed by the *Energy Queensland Officer*.

Specification for Land Management Construction



12.4.2 Fibre Matting

12.4.2.1 Installation of Fibre Matting

- (a) Determine whether or not the location is appropriate for the use of fibre matting taking into consideration the following conditions:
 - (i) The steepness of the *Batter / Slope* to which the matting is to be placed. (Note that if the *Slope* is too steep and a catch drain has not been installed at the top of the *Slope* to carry water away from the *Slope Face*, the matting will fail)
 - (ii) Install a catch drain at the top of the *Batter / Slope* to prevent water from running down the *Slope Face* and undermining the matting.
 - (iii) The *Slope* requires a fairly even surface for the matting to sit over so the matting can be pegged in with close contact to the ground. (The surface of the *Slope Face* may need to be raked level before the matting is placed on the surface of the *Slope Face*)
 - (iv) Trench in (bury under a layer of soil) the top of the matting (at the top of the *Slope Face*) to avoid the matting from coming loose and away from the surface of the *Slope Face*.
- (b) Direct *Surface Run-Off* water away from the *Slope* surface by installing a catch drain along the top of *Slope*.
- (c) Rake the soil surface of the *Slope* smooth and level; remove roots, stumps and other debris and dispose of them in accordance with controlling *Authority* requirements for transport and disposal and negotiated *Landholder* acceptance.
- (d) Trench in the top of the matting under the soil surface (excavate the soil, dig a small trench) and bury the matting with the excavated soil over the matting.
- (e) Peg the matting on with heavy-duty pegs and ensure the matting is securely fastened over the entire soil surface of the *Slope* with total cover.
- (f) When utilising matting to develop a *Vegetation* cover over the soil surface of the *Slope*:
 - (i) Select suitable *Vegetation* species for the area and soil type of the *Slope*.
 - (ii) Regularly water the surface to encourage growth until the *Vegetation* cover is established.

12.4.2.2 Maintenance of Fibre Matting

For the regular maintenance of fibre matting:

- (a) Inspect the fibre matting, particularly after severe weather event (e.g., heavy rain and / or strong winds).
- (b) Repair damaged sections of fibre matting; re-secure fibre matting to the ground surface with pegs and place new fibre matting over exposed areas of the *Slope*'s ground surface if required.
- (c) Check that the soil surface of the *Slope* underneath the fibre matting has not eroded; if the soil surface has eroded, reinstate ground surface soil (backfilling and compacting soil surface of the *Slope* smooth and level) and restore the fibre matting as required.
- (d) Where applicable, check the vegetative regrowth, and restore fibre matting and / or re-seed un-vegetated ground surface of the *Slope* surface where necessary.

12.4.2.3 Removal of Fibre Matting

- (a) Fibre matting may be removed where the *Vegetation* cover is established and adequate to provide the required surface protection against *Erosion* or when an area is no longer *Energy Queensland*'s responsibility for *Erosion* control (if deemed appropriate).
- (b) Where the fibre matting removal is required:
 - (i) Carefully remove the matting cover from the *Slope* surface, ensuring minimal damage to the *Vegetation* cover from regrowth and edges of the original fibre matting area of cover.

Specification for Land Management Construction



- (ii) Dispose of recovered fibre matting at local landfill / tip in accordance with the local Authority regulations.
- (iii) *Stabilise* and rehabilitate any ground surface area *Disrupted* from the removal of fibre matting, as required or as directed by the *Energy Queensland Officer*.

12.5 Sediment Control Methods

During the construction of new or the maintenance of existing *sediment* control infrastructure, when modification to existing, or construction of new *sediment* control infrastructure is under active consideration, the *Service Provider* is to consider alternative *sediment* control measures that may be more practical and / or effective for construction and maintenance, including and not limited to:

- (a) Sediment Fences (catchment area is 0.6 hectare maximum, *Slope* ratio [height to length] is 1:2 maximum, is not to be used where *Surface Run-Off* concentrates).
- (b) Check Dams ([for example, rock, concrete, gabions] – catchment areas are 4 hectares maximum, spillway 0.15 metre below sides, outlet protected downstream).
- (c) Dry *sediment* basins, wet *sediment* basins and artificial wetlands.
- (d) Coarse rock sediment traps.
- (e) Mulch, vegetative debris, or rock bunding
- (f) Native *Vegetation* buffer zones.
- (g) Gravel / coarse rock inlet filters.

12.6 Sediment Control Methods

12.6.1 Installation of Sediment Fences

12.6.1.1 Materials Required for the Installation of Sediment Fences

- (a) Synthetic filter fabric or a pervious sheet of polypropylene, nylon, polyester, or polythene yarn. The fabric is to be ultra-violet ray inhibited or *stabilised* to provide a minimum life of not less than 6 months in the direct exposure to sun light.
- (b) Stakes, either 50mm hardwood or steel star pickets suitable for attaching the synthetic filter fabric.
- (c) Synthetic filter fabric reinforcement consisting of wire or steel mesh, minimum 14 gauge with a minimum mesh spacing of 150mm separation.

12.6.1.2 Installation of Sediment Fences

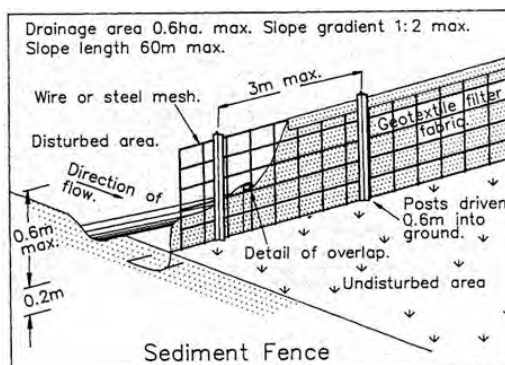


Figure H-18 – Sediment Fence Installation Detail

For the installation of *sediment* fences:

- (a) Excavate a 200mm x 200mm trench along the proposed *sediment* fence line, placing the excavated material on the higher-*Slope* side.

Specification for Land Management Construction



- (b) Along the lower side of the trench, install the stakes 500mm to 700mm into the undisrupted ground. Space the stakes no greater than:
 - (i) 3 metres apart if synthetic filter fabric supported with mesh.
 - (ii) 2 metres apart if synthetic filter fabric without the support of mesh.
 - (iii) 0.5 metres apart in areas of minor concentrated sediment flow.
- (c) Construct the *sediment* fence from a continuous roll of synthetic filter fabric avoiding joins wherever possible. To join fabric, attach each end of the synthetic filter fabric to individual stakes, holding the stakes firmly together, rotate the stakes 180 degrees around each other, and then drive the two stakes into the ground.
- (d) Securely attach the necessary support mesh to the high-*Slope* side of the stakes with the mesh extending at least 200mm into the excavated trench.
- (e) Securely attach the synthetic filter fabric to the mesh and stakes (attachments at a maximum of 300mm centres) with the synthetic filter fabric extended at least 200mm into the excavated trench. The complete *sediment* fence should be at least 450mm high, and not more than 700mm high above the ground surface level.
- (f) Backfill the trench and compact the fill by tamping to firmly anchor the bottom of the fabric and wire mesh to prevent water from flowing under the *sediment* fence.

12.6.1.3 Maintenance of Sediment Fences

For the installation of *sediment* fences:

- (a) Check if, for example and not limited to, equipment and falling *Vegetation* / trees have damaged the *sediment* fence(s). If the *sediment* fence(s) are damaged, immediately repair the damage, advise the *Energy Queensland Officer* and undertake additional repairs as directed.
- (b) Check that the adjacent fill material has not accumulated against the *sediment* fence. If the fill material has, remove the fill material, repair the *sediment* fence, and move the *sediment* fence or fill material so that the accumulation does not reoccur.
- (c) Clean out the accumulated *sediment* when it reaches a depth of one-half of the height of the synthetic filter fabric above the ground surface.
- (d) Place the *sediment* in an approved disposal area or if appropriate, mix the *sediment* with dry soil on the *Worksite*. Do not dispose of *sediment* in a manner that will create an *Erosion* hazard. Do not erect a new *sediment* fence on top of accumulated *sediment* behind the existing *sediment* fence.
- (e) If *sediment* fence outlets are used, remove and replace the gravel filter with clean, washed gravel when the filter becomes clogged. Dispose of any contaminated gravel in accordance with controlling *Authority* requirements for transport, disposal, and negotiated *Landholder* acceptance.
- (f) Repair any breaks in or deteriorated (rotten) sections of the synthetic filter fabric.
- (g) If the *sediment* fence synthetic filter fabric is sagging between stakes, install additional stakes in the impacted section of the *sediment* fence.
- (h) When making repairs to a *sediment* fence, always restore the *sediment* fence to its original constructed configuration.

12.6.1.4 Removal of Sediment Fences

- (a) When the *Disrupted Surface* areas up-*Slope* of the *sediment* fence are sufficiently *Stabilised* to restrain *Erosion*, the *sediment* fence and any outlets may be removed.
- (b) Where areas have *Stabilised* including the *sediment* build up at the *sediment* fence, there may be more value in leaving the *sediment* fence where it is. Removing the *sediment* fence at this stage will usually lead to the area becoming susceptible to *Erosion* again.
- (c) Where removal of the *sediment* fence is considered necessary:
 - (i) Remove accumulated *sediment* and dispose of the *sediment* in accordance with controlling *Authority* requirements for transport, disposal, and negotiated *Landholder* acceptance.

Specification for Land Management Construction



- (ii) Remove stakes, *sediment* fence and synthetic filter fabric, and reuse / recycle materials or dispose of the materials at a local *Authority* landfill tip.
- (iii) Remove any rocks and gravel and dispose of any rocks and gravel in accordance with controlling Authority requirements for transport, disposal, and negotiated *Landholder* acceptance.
- (iv) *Stabilise* and rehabilitate the area where the *sediment* fence was located.

12.7 Gabion Basket Walls

12.7.1 Gabion Baskets / Walls - General

- (a) All construction methods and materials used are to be in accordance with below subsection and attached *Drawings* (specification) of this Section 12:
 - (i) [Figure H-20](#) – Access Track Infrastructure – Land *Stabilisation* – ≤1 metre Gabion Rock Wall Mattress Details.
 - (ii) [Figure H-21](#) – Access Track Infrastructure – Land *Stabilisation* – >1 metre Gabion Rock Wall Mattress Details.
- (b) There may be a point where specialised geotechnical consultancy advice is required if there is any doubt about landslide hazards or specialist knowledge is required for assessing the stability of soils. If the *Service Providers* are not sure about the risks associated with a particular feature, for example landslip, request assistance (inspection and assessment) from a suitably qualified and *Competent Person* who is to provide detailed construction design for the *Site*.

12.7.2 Minimum Material Specification

- (a) Gabions:
 - (i) Double twisted, hexagonal wire mesh gabions of nominal 80x100 mesh, with 3.4mm o/d frame wire and 2.7mm mesh wire, complete with diaphragms at 1 metre centres.
- (b) Reno Mattresses:
 - (i) Manufactured from double twisted, hexagonal wire mesh of nominal 60x80 mesh, with 2.4mm o/d frame wire and 2.0mm o/d mesh wire, complete with diaphragms at 1 metre centres.
 - (ii) Diaphragms are to consist of two layers of mesh having the base of the mattress and the diaphragms manufactured from one continuous mesh panel.
- (c) PVC coated Wire:
 - (i) Mild steel coated (95% Zinc + 5% Aluminium mischmetal alloy) and heat bonded with heavy duty grey PVC coating of nominal 0.5mm wall thickness.
- (d) Fill Material:
 - (i) The gabion fill material is to be weather resistant, non-friable, insoluble, and sufficiently hard rock. Basalt and granite typically have these properties and sufficient specific gravity (high density) which qualify them to be used as fill material.

12.7.3 Minimum Construction Specification

- (a) Compact material behind and below the gabion wall structure to the nominated soil compaction specification.
- (b) A continuous filament non-woven needle punched geotextile to be placed at all mesh soil rock interfaces.
- (c) Adequate drainage and keying of structure into embankment needs to be provided for the control of *Surface Run-Off* running down the *Slope*.

Specification for Land Management Construction



12.8 Timber Boarded Access Track for Sand Conditions

12.8.1 Example 1

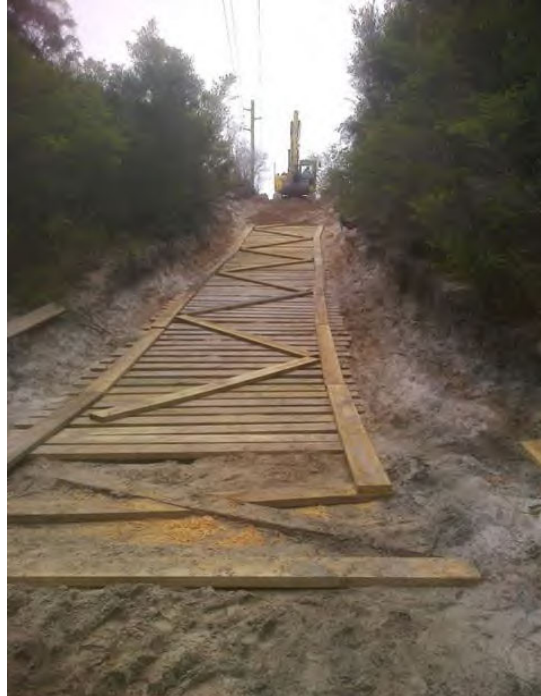


Figure H-19 – Timber Boarded Access Track Construction

12.8.2 Minimum Material Specification

- (a) Timber Board:
 - (i) 200mm X 50mm X 3000mm treated CCA pine timber for light traffic areas.
 - (ii) 200mm X 50mm X 3000mm treated CCA hardwood timber for high traffic areas.
- (b) Fasteners:
 - (i) 14g x100mm bugle batten screws galvanised; or
 - (ii) 100mm hexagonal headed screws galvanised Type 17.

12.8.3 Construction Methodology

- (a) Box out the *Access track Pavement* to a 3-metre-wide and approximately 100mm deep and stockpile the sand for reuse.
- (b) Lay the timber base boards along the *Access track* with a 75mm gap between each board across the boxed-out section with a slight angle towards the lower side to shed the water.
- (c) Lay the timber side boards continuous along the edges of the timber base boards starting and finishing offset on either side of track with 100mm galvanised screw fixing to each timber base board.
- (d) Attach angled timber cross boards at 45 degrees to the timber sideboard, were specified on *Slopes* as a water shed, fix to each timber base board with a 100mm galvanised screw.
- (e) Sand up the finished timber boarded *Access track* to an uncompacted depth of approximately 100 mm and lightly track role the sand in to compact the *Pavement* surface.
- (f) Trim the sand edges to allow water to exit on the lower side at regular intervals of approximately 5 metres along the *Access track* and place appropriate *Erosion* control.

Specification for Land Management Construction



12.9 Summary of Stabilisation Techniques

Table H-5- Summary of Stabilisation Techniques

Technique	Advantage	Disadvantage	Application	Technical Aspects
Reducing Gradient	<p>Visually appealing. Safer.</p> <p>Traversable by machinery.</p> <p>Easier to topsoil and revegetate.</p> <p>More natural looking.</p>	<p>Requires greater disruption of ground surface.</p>		<p><i>Batter</i> grade equal to or greater than 1(v):3(h) desirable for <i>Erosion</i> control. <i>Batter</i> steeper than 1:2 should not be topsoiled. <i>Batter</i> face is to be protected from <i>Erosion</i>.</p>
Benching	<p>Useful technique where <i>Battering</i> not possible.</p> <p>Easier to control <i>Surface Run-Off</i> on benches. Benches can be revegetated.</p>	<p>Poor visual amenity.</p> <p>Steep <i>Batters</i> difficult to revegetate.</p> <p>Water ponding on bench can lead to <i>Slope</i> instability.</p>	<p>Generally, not applicable for soil.</p> <p>Ideal where steeper <i>Batters</i> or minimal disturbance required.</p>	<p>Benches should <i>Slope</i> inward with stable longitudinal grade.</p> <p>A minimum width of 3 metre should be adopted.</p> <p>Bench drains should be lined to allow the efficient drainage of <i>Surface Run-Off</i> and minimise infiltration.</p>
Topsoiling	<p>Easier to revegetate.</p> <p>High quality of revegetation.</p> <p>Improved visual amenity.</p>	<p>Difficult to place on steep <i>Slopes</i>.</p> <p>Imported topsoil may contain weeds and pathogens.</p>	<p>Topsoil is placed on areas to be revegetated.</p>	<p>Should be a maximum of 50mm thick on steep <i>Slopes</i>.</p> <p>Do not place on <i>Batters</i> steeper than 1:2.</p> <p>Should be protected from <i>Erosion</i> immediately after placement.</p>

Specification for Land Management Construction



Technique	Advantage	Disadvantage	Application	Technical Aspects
Seeding	Cost effective. Small areas do not require specialist machinery.	Offers no <i>Erosion</i> protection until <i>Vegetation</i> is established. Requires preparation of the soil surface. Difficult to prepare soils on steep <i>Slopes</i> and other constrained areas.	Most effective on large, flat areas where good soil conditions are available.	Soils should be tested to determine nutrient and pH status. Seed should be <i>Invasive Plant</i> free. Supplied by a certified seed merchant. Seed merchant, agronomist or revegetation agent should be contacted for species selection and application rate.
Hydro-seeding	More effective than conventional seeding techniques on constrained <i>Worksites</i> . Requires minimal site preparation.	Offers limited short term <i>Erosion</i> protection.	Seeds easily washed away in a high rainfall environment.	
Hand Mulching	Cost effective for small areas. Depending on location, material for example hay can be cheap. Does not require specialist machinery.	Labour intensive. Mulch may contain undesirable weeds.	Normally associated with intensive landscaping or small areas of surface disruption.	Minimum soil cover of 75% is required. Mulch should be tacked down to prevent wind damage – water and bitumen common tackifiers.
Hydro mulching	Limited surface preparation required. Offers immediate <i>Erosion</i> protection. Effective in constrained areas.	Offers some <i>Erosion</i> protection. Tackifiers generally water soluble. Easily damaged by stock and vehicles. Offers only short-term <i>Erosion</i> protection. Relies on <i>Vegetation</i> for long term protection. Requires specialist machinery for application.	Effective in environments with medium rainfall intensities and <i>Sheet Flows</i> . Not to be used in drains and flow lines where concentrated flows are encountered.	Plus, appropriate grass and tree species and fertiliser.

Specification for Land Management Construction



Technique	Advantage	Disadvantage	Application	Technical Aspects
Reinforced Earth	<p>Geotechnical stability provided as well as <i>Erosion</i> protection.</p> <p>Basic earthmoving equipment required to install.</p>	<p>Can be expensive. Requires intensive site preparation.</p> <p>Not suitable where rock is present.</p>	<p>Appropriate where geotechnical stability is required for example fill <i>Batter</i> for an <i>Access track Pavement</i>.</p>	<p>Refer to manufacturer's specification for each particular product.</p>
Bonded Fibre Matrix (BFM)	<p>Limited surface preparation required.</p> <p>Offer immediate <i>Erosion</i> protection. Effective in constrained areas.</p> <p>Offers better <i>Erosion</i> protection than hydro mulching.</p>	<p>Short term costs higher than hydro mulching.</p> <p>Requires specialist machinery for application.</p>	<p>Used on <i>Slopes</i> where high intensity rainfall is common and where immediate <i>Erosion</i> protection is required.</p>	<p>Application Rate:</p> <p>Bagasse 10,000kg/ha</p> <p>Paper 1000kg/ha Binder 30L/ha (non water soluble)</p> <p>Plus, appropriate grass and tree species and fertiliser.</p> <p>If no seeds are to be included in mix increase binder to 40 L/ha (e.g., planting tube stock / mass mechanical planting techniques).</p>
Erosion Control Blankets	<p>Provides greater raindrop impact protection than hydro mulching and BFM.</p> <p>Does not require specialist machinery.</p>	<p>Intensive surface preparation required.</p> <p>Can be expensive.</p> <p>Relies on permanent <i>Vegetation</i> for long term stability.</p> <p>Installation labour intensive.</p> <p>Nylon netting in some matts can trap birds and animals.</p>	<p>Used on smooth earthen <i>Batters</i> when surface preparation is possible.</p>	<p>Type of mat depends on degree and length of protection required.</p> <p>Coconut fibre and cellulose mats offer short term protection.</p> <p>2D and 3D polypropylene mats offer long term protection and can withstand more intense rainfall.</p>

Specification for Land Management Construction



Technique	Advantage	Disadvantage	Application	Technical Aspects
Rock Mattress	Provides greater geotechnical stability and <i>Erosion</i> protection than other solutions. Can be revegetated.	Expensive. Requires extensive site preparation. Requires good <i>Access</i> for machinery.	Used where geotechnical stability is required e.g., retaining wall, fill embankments.	Refer to manufacturer's specifications and installation guide.
Rock Mulching	Offers immediate protection. If done correctly will provide permanent, long term <i>Erosion</i> protection.	Soil can erode from under rocks. Suitable rocks often not available in remote locations. Requires good <i>Access</i> for machinery. Can be expensive.	Good technique where permanent <i>Vegetation</i> cover cannot be maintained.	Soil surface should be relatively smooth. Place geotextile on the surface. Install up <i>Slope</i> cut-off trenches. Minimum average rock size of 200mm is recommended.
Gabion Basket Wall	Permanent geotechnical solution to control and <i>Stabilise</i> significant subsidence or major <i>Erosion</i> of an embankment adjacent to critical infrastructure.	Unstable soil for foundation requires geotechnical testing to confirm foundation stability. An RPEQ civil / structural engineered design required in extreme circumstances.	Appropriate where geotechnical / structural stability is required to secure high value / critical electricity supply assets in land slip and high <i>Erosion</i> geotechnical areas.	Substrata base course foundation material needs to be compacted and stable. Follow the <i>Construction Standard</i> / manufacturer's installation specifications for gabion basket wall. Rock fill is to be clean and <i>Invasive Plant</i> free.



Specification for Land Management Construction

Technique	Advantage	Disadvantage	Application	Technical Aspects
Timber Boarding	<p>Limited surface preparation required and straight forward construction.</p> <p>Offers immediate <i>Erosion</i> protection. Effective in constrained areas. Assists with vehicle <i>Access</i> across deep and soft sand. Offers a solution for sand track <i>Erosion</i>.</p>	<p>CCA pine boards can only be used for light traffic and low vehicle loads in sand.</p> <p>Sand can erode from under the boards if not compacted correctly.</p>	<p>Sandy areas only where <i>Access</i> is difficult.</p> <p>Assists vehicle across deep soft sand and offers a solution to sand track <i>Erosion</i>. Cost effective compered to constructing compacted gravel/rock <i>Access</i> tracks in the same areas.</p>	<p>Box out site saving sand for re use</p> <p>Lay boards with a 75mm gap between each board with slight angle to low side to shed water</p> <p>Attach side boards and angled cross boards at 45 degrees to sides as a water shed.</p> <p>Sand up finished boards to approximately 100 mm uncompacted depth and lightly track role in sand.</p> <p>Trim sand edges to allow water exit on lower side at regular intervals of approx. 5 metres.</p>

Specification for Land Management Construction

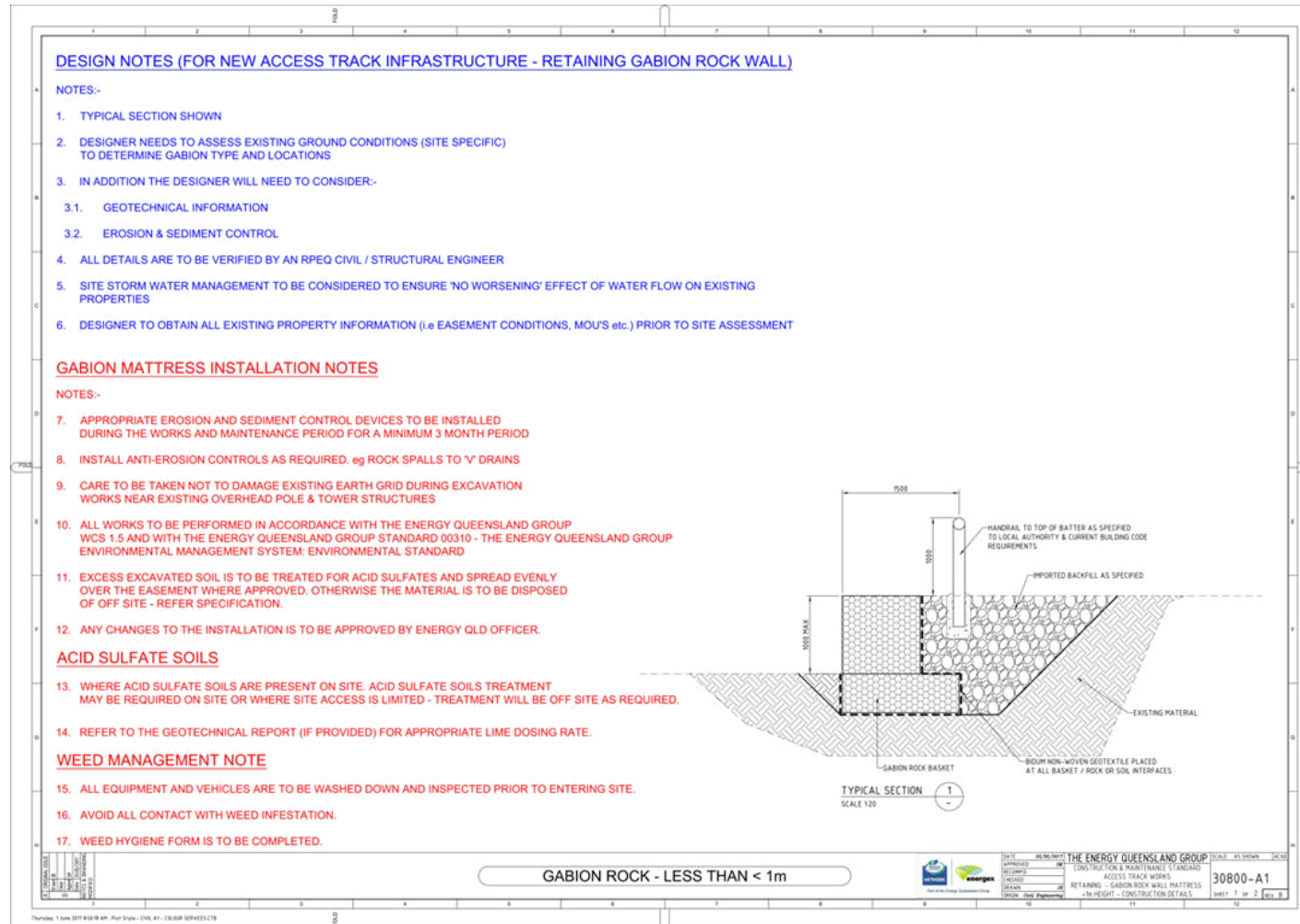


Figure H-20 – Access Track Infrastructure – Land Stabilisation – ≤1m Gabion Rock Wall Mattress Details.

ner: Chief Operating Officer

Release: 1. 24 Apr 2024 | Doc ID: 19285

Specification for Land Management Construction

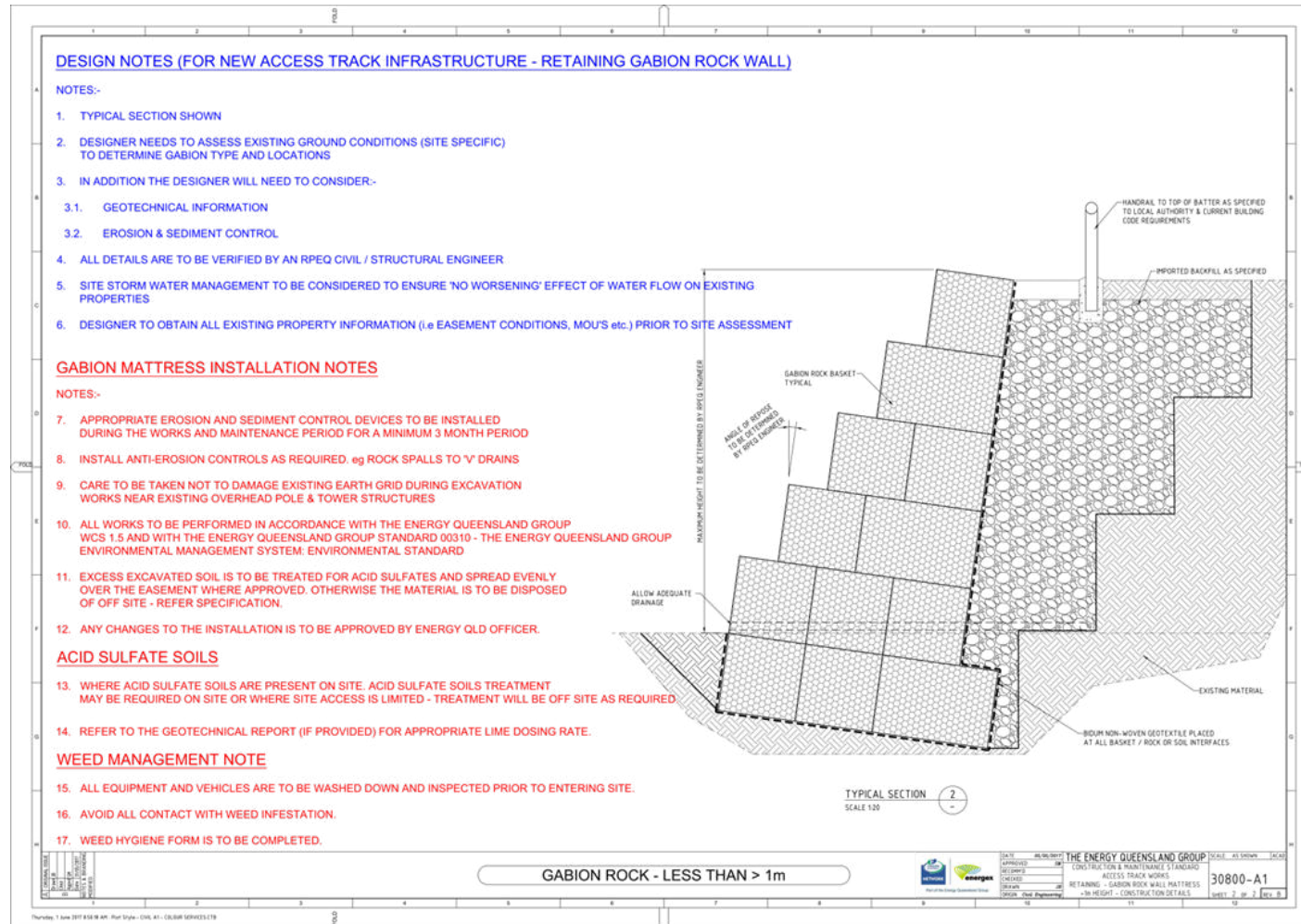


Figure H-21 – Access Track Infrastructure – Land Stabilisation – >1m Gabion Rock Wall Mattress Details.

ner: Chief Operating Officer

Release: 1. 24 Apr 2024 | Doc ID: 19285

Specification for Land Management Construction



13 Land Rehabilitation and Revegetation

13.1 Pre-works and Site Establishment

13.1.1 Management and Control Plan Implementation

- (a) The *Service Provider* is to establish and implement the following management and control plans:
- (i) Environmental management plan includes the following details as a minimum:
 - Assignment of responsibility for environmental controls.
 - Conditions of approvals, licences and permits to meet controlling *Authority* requirements, and negotiated *Landholder* acceptance.
 - Details of potential environmental impacts and operational control measures that are to be implemented.
 - (ii) Soil *Erosion* and *sediment* control plan include the following details for all *Worksite* areas and *Access* and haulage tracks, borrow pits, and stockpile areas as a minimum:
 - Staging of operations and sequence of land rehabilitation works.
 - Diversion of upstream water around the *Site*.
 - Provision of temporary drains and catch drains.
 - Application of diversion, dispersal and / or retention measures to concentrate flows, to control, dissipate stormwater and concentrate runoff through the *Site* without damage.
 - Temporary treatments to protect and / or restoration of *Disrupted* or exposed surface areas in progress with the land rehabilitation works, for example contour ploughing, bunding or mulching.
 - (iii) Air quality control plan, include the following details as a minimum:
 - Details of the measures to protect adjoining *Landholders / Occupiers* and the public against dust, dirt and water nuisance and injury.
 - Utilisation of dust screens and watering to reduce the dust nuisance.
 - (iv) Waste management plan and identify major waste streams that will be generated and where the waste is to be re-used, recycled, stockpiled, treated, or disposed of, include the following details as a minimum:
 - Green waste and organic waste.
 - Construction waste, including spoil and demolition waste.
 - (v) Ground contamination plan, include the following details as a minimum:
 - If the land to be rehabilitated is identified as contaminated, or the presence of acid sulphate soils is found, prepare a remediation action plan in accordance with *Authority* guidelines.
 - (vi) *Invasive Plants* management plan, include the following details as a minimum:
 - Identify *Invasive Plants* and infestation zones within the *Worksite*.
 - Method of cleaning vehicles and machinery and cleaning date.
 - Cleaning bay location and treatment date.
 - Contaminated fill stockpile, treatment type and treatment date.

Specification for Land Management Construction



13.1.2 Site Preparation

13.1.2.1 Program of Work

- (a) The *Service Provider* is to submit a program of work (typically in the form of a bar chart), for the land rehabilitation works prior to the commencement of *Site* works to the *Energy Queensland Officer*.
- (b) The *Service Provider* is to submit a proposed planting maintenance program (typically in the form of a bar chart), for the land rehabilitation after initial works, prior to the commencement of *Site* works to the *Energy Queensland Officer*.

13.1.2.2 Community Liaison

Notify *Authorities / Landholders / Occupiers* of new or changed land rehabilitation construction activities which will affect *Access* to or disrupt the use of the properties under their control.

13.1.2.3 Temporary Landscape Fencing

- (a) Install temporary landscape fencing to ensure the *Worksite*, and the trees and plantings are protected from vehicular and pedestrian traffic movement until rehabilitation works are complete and trees and plantings are established.
- (b) Temporary landscape fencing dimensions are nominally
 - (i) Height of 1.2 metre.
 - (ii) Maximum post spacing of 5 metres.
 - (iii) The minimum standard for fencing material is star pickets and a form of sighter tape strung between pickets at top.
- (b) Temporary landscape fencing is to remain in place and only be removed at the end of the planting establishment period.

13.1.2.4 Tree Protection

- (a) All established trees that are not marked for removal are to be maintained and protected. The level of protection is to comply with (and not limited to) those parts of AS 4970 which are referenced in the below section:
 - (i) Tree protection zone - AS 4970 Section 3.
 - (ii) Tree protective measures - AS 4970 Section 4.
 - (iii) Tree monitoring and certification - AS 4970 Section 5.
- (b) Display a tree protection warning sign in a prominent position at each entrance to the *Worksite*, warning that trees and plantings are to be protected during the initial land rehabilitation construction activities and the planting establishment period.
- (c) Tree protection warning signage is to remain in place and only be removed at the end of the planting establishment period.
- (d) Tree protection warning signage lettering is to be road type sign letters; sans serif and 100 mm high to AS 4970 Appendix C.

Specification for Land Management Construction



13.2 Site Clearing

13.2.1 Extent of Clearing

Clear only the following *Site* areas:

- (a) Work Areas:
 - (i) Areas to be occupied for land rehabilitation, including, and not limited to excavation, regrading, landscaping, and planting and establishment of *Vegetation* works.
- (b) *Service Provider's* Worksite areas:
 - (i) If not included within the land rehabilitation areas documented above, clear generally only to the extent necessary for Site mobilisation and the performance of the works.

13.2.2 Clearing and Grubbing

- (a) Clearing:
 - (i) Remove everything on or above the Worksite surface, including and not limited to rubbish, scrap material, grass, vegetable matter and organic debris, scrub, trees, timber, stumps, boulders, and rubble.
 - (ii) Remove vegetative spoil from Site and the vegetative spoil are not to be burn.
- (b) Grubbing:
 - (i) Grub out stumps and roots over 75 mm diameter to a minimum depth of 500 mm below subgrade under, embankments or paved areas.
 - (ii) Grub out stumps and roots over 75 mm diameter to a minimum depth of 300 mm below finished surface in unpaved open landscape areas.
 - (iii) Backfill holes remaining after grubbing with sand material to prevent ponding of water. Compact the material to the same relative density of the existing adjacent ground material.

13.3 Tree Maintenance

- (a) All tree maintenance is to conform to the tree maintenance schedule provided by *Energy Queensland* or as directed by the *Energy Queensland Officer* on *Worksite*.
- (b) The *Service Provider* is to give notice to the *Energy Queensland Officer* prior to commencing tree maintenance at *Worksite*.
- (c) If it is necessary to perform any work on trees that are to be retained as part of the land rehabilitation, give notice to the *Energy Queensland Officer* prior to commencing any work on the trees.
- (d) All pruning of trees is to be carried out in accordance with AS 4373 and the relevant industry codes of practice.
- (e) Tree maintenance works (for example pruning of trees to be retained) are to be carried out by a fully qualified and experienced arborist.

13.4 Disposal of Waste Materials

13.4.1 Disposal of Spoil

Remove all cleared spoil and grubbed material from the *Worksite* and dispose of in accordance with controlling *Authority* requirements for transport, disposal, and negotiated *Landholder* acceptance.

13.4.2 Mulch

- (a) Chip seed free aerial vegetative matter by putting through a chipper and reducing the vegetative matter to pieces not larger than 75 x 50 x 15 mm and stockpile for re-use as mulch.

Specification for Land Management Construction



- (b) Aerial vegetative matter not permitted to be chipped is leaf matter and tree lopping from and not limited to:
 - (i) Privet.
 - (ii) Camphor laurel.
 - (iii) Coral tree.
 - (iv) Poplar.
 - (v) Willow.
 - (vi) *Invasive Plants*.
- (c) Mulch supplied or generated at *Worksite* is not to contain biohazard contaminants.
- (d) The *Service Provider* is to submit a detailed program for the mulching of the cleared *Vegetation* at the *Worksite(s)*.

13.5 Topsoil

13.5.1 Site Topsoil

Soil excavated from the *Worksite* which contains organic matter, supports plant life, conforms generally to the fine to medium texture classification to AS 4419 (loam, silt, clay loam) and is free from:

- (a) Stones > 25 mm diameter.
- (b) Clay lumps > 75 mm diameter.
- (c) *Invasive Plants* and tree roots.
- (d) Sticks and rubbish.
- (e) Material toxic to plants.

may be stockpiled at *Worksite* and utilised to finish the surface area being landscaped to the required levels, grade, and shape for both grassing and tree planting.

13.5.2 Imported Topsoil

Import topsoil to the selected type (texture) unless the topsoil type can be provided from material recovered from the *Site*. Imported topsoil is to be similar to naturally occurring local topsoil at the *Site*, and:

- (a) Suitable for the establishment and ongoing viability of the selected *Vegetation* being planted.
- (b) Certified free of *Invasive Plants* propagules.
- (c) Free of contaminants (including bio-hazard contaminants).
- (d) Classified by texture as follows to AS 4419:
 - (i) Fine:
 - Clay loam, fine sandy loam, sandy clay loam, silty loam, loam.
 - (ii) Medium:
 - Sandy loam, fine sandy loam.
 - (iii) Coarse:
 - Sand, loamy sand.
- (e) For deliveries of topsoil to *Site*, the accompanying documentation is to comply with AS 4419
- (f) If using additives to raise topsoil to the required standard, ensure compliance with the relevant test criteria of AS 4419.
- (g) Nitrogen drawdown: if the NDI_{150} value is < 0.5 to AS 4419 add a source of soluble nitrogen to bring the value above zero.



Specification for Land Management Construction

- (h) The supplied topsoil to *Site* is to be suitable for native planting.
- (i) For the particle size of topsoil(s) being provided, refer to [Table I-1](#) for the particle size of the various nominated textures of the topsoil.

Table I-1 – Topsoil Particle Size Table [Percentage (%) Passing By Mass]

AS Sieve Aperture To	Topsoil Textures		
	Fine	Medium	Coarse
2.36	100	100	100
1.18	90 – 100	90 – 100	90 – 100
0.60	75 – 100	75 – 100	70 – 90
0.30	57 – 90	55 – 85	30 – 46
0.15	45 – 70	38 – 55	10 – 22
0.075	35 – 55	25 – 35	5 – 10
0.002		2 – 15	2 – 8

For the nutrient levels of topsoil(s) being provided, refer to [Table I-2](#) for the nutrient sufficiency range for the topsoil.

Table I-2 – Topsoil Nutrient Levels

Nutrient	Unit	Sufficiency Range
Nitrate-N (NO ₃)	mg/kg	> 25
Phosphate-P (PO ₄) – P tolerant	mg/kg	43 - 63
Phosphate-P (PO ₄) – P sensitive	mg/kg	< 28
Phosphate-P (PO ₄) – P very sensitive	mg/kg	< 6
Potassium (K)	mg/kg	178 - 388
Sulphate-S (SO ₄)	mg/kg	39 - 68
Calcium (Ca)	mg/kg	1200 - 2400
Magnesium (Mg)	mg/kg	134 - 289
Iron (Fe)	mg/kg	279 - 552
Manganese (Mn)	mg/kg	18 - 44
Zinc (Zn)	mg/kg	2.6 - 5.1
Copper (Cu)	mg/kg	4.5 - 6.3
Boron (B)	mg/kg	1.4 - 2.7
Method References:		
pH in H ₂ O (1:5), pH in CaCl ₂ (1:5) and Electrical Conductivity (EC) by Rayment & Higginson (1992) method 4A2, 4B2, 3A1.		
Soluble Nitrate-N by APHA 4500.		
Soluble Chloride by Rayment & Higginson (1992) modified method 5A2.		
Extractable P by Mehlich 3 – ICP.		
Exchangeable cations – Ca, Mg, K, Na by Mehlich 3 – ICP.		
Extractable S by Mehlich 3 – ICP.		
Extractable trace elements (Fe, Mn, Zn, Cu, B) by Mehlich 3 – ICP.		

13.5.3 Topsoil Stockpiles

- (a) Stockpile *Site* topsoil intended for re-use and imported topsoil where necessary to maximum height of 1.5 metre.
- (b) Provide drainage and *Erosion* protection for the stockpile(s).
- (c) Protect the topsoil stockpiles from contamination by other excavated material, *Invasive Plants* and building debris.

Specification for Land Management Construction



13.6 Imported Materials

- (a) Imported fill is to be provided with certification or test results by a GTA registered laboratory which establishes the compliance of imported fill with the material specification including the source.
- (b) Soil materials provided are to comply with the following standards as a minimum:
 - (i) Site and imported topsoil is to comply with AS 4419.
 - (ii) Potting mixes are to comply with AS 3743.
 - (iii) Composts, soil conditioners and mulches are to comply with AS 4454.

13.6.1 Compost

- (a) The compost supplied is to be well-rotted vegetative material or animal manure, free from harmful chemicals, grass, *Invasive Plant* growth and biohazard contaminates.
- (b) The organic content of the compost by mass is specified in the landscape design *Drawings* or as nominated by the *Energy Queensland Officer*.

13.7 Embankment Stabilisation

- (a) Where necessary *Stabilise* embankments to prevent *Erosion* or soil movement, in accordance with Section 12, *Land Stabilisation* utilising methods, for example matting overlay or hydro mulching.
- (b) Matting overlay:
 - (i) Biodegradable fibre reinforced with lightweight polymer mesh.
 - (ii) Provide lightweight material for seeding, and medium or heavy weight material for planting of the embankment.
 - (iii) In high *Erosion* zones, utilise flexible carbon black UV *stabilised* interwoven nylon mesh.

13.8 Ripping Subsoil

- (a) Rip subsoil parallel to the final contours wherever possible.
- (b) Subsoil is not to be ripped when the subsoil is wet or plastic.
- (c) Subsoil is not to be ripped within the dripline of trees and shrubs to be retained as part of the landscaping.
- (d) For compacted subsoil rip the subsoil to a typical depth of 300 mm.

13.9 Excavation for Planting Beds

- (a) Excavate the subsoil to at least a depth of 150 mm below finished design surface levels.
- (b) Shape the subsoil to fall to the subsoil drains where applicable.
- (c) Break up the subsoil to a further depth of 150 mm below the subsoil surface levels after initial excavation.
- (d) Remove any previously unexcavated weeds, roots, builder's rubbish, and other debris exposed during the excavation and breakup of the subsoil.
- (e) Re-establish the planting bed to a depth of 75 mm below finished design surface levels with topsoil as specified by the landscape master plan.

13.10 Cultivation

- (a) Cultivate manually within 300 mm of paths or structures.
- (b) Remove stones exceeding 25 mm, clods of earth exceeding 50 mm, and weeds, rubbish or other deleterious material brought to the surface during the cultivation.
- (c) Trim the surface to the design surface levels after cultivation.
- (d) During cultivation, thoroughly mix in materials required to be incorporated into the subsoil.

Specification for Land Management Construction



- (e) Cultivate the subsoil to a minimum depth of 100 mm unless otherwise specified as detailed below:
 - (i) Grassed areas (seeded) to a depth of 100 mm.
 - (ii) Planting areas to a depth as specified on landscape master plan(s)
- (f) Underground services and roots of trees and shrubs to be retained as part of the landscaping are not to be damaged or *disrupted*, if necessary, cultivate these areas by hand.

13.11 Additives to Subsoil

- (a) Apply additives after ripping or cultivation of the subsoil and incorporate additives into the upper 100 mm layer of the subsoil when required.
- (b) For example, when adding gypsum; incorporate the gypsum at the rate of 0.25 kg/m².

13.12 Site Topsoil Preparation

- (a) Screed *Site* topsoil by a suitably sized power hydraulic screen for the volume of *Site* topsoil to be processed, with sieves grading from 20 mm to 15 mm.
- (b) Remove screed generated waste from *Site*, including and not limited to all clay lumps, balled compacted particles greater than 20 mm, stones and trash foreign to the normal composition of soil.
- (c) If *Site* topsoil contamination has occurred, including from and not limited to diesel oil, cement or other phytotoxic material has been spilt on the *Site* topsoil, excavate the contaminated soil and dispose of it off the *Site* in accordance with controlling *Authority* requirements for transport and disposal, and negotiated *Landholder* acceptance.
- (d) Admixtures, during the screening process add for example:
 - (i) 15% by weight coarse sand with a minimum particle size of 0.2 mm.
 - (ii) Ameliorants if recommended in the soil tests specified.
- (e) The additives program to *Site* topsoil at screening is to occur eight weeks prior to stolonizing or turfing of *Site* topsoil.

13.13 Placing Topsoil

- (a) *Site* topsoil is not to be incorporate into the landscaping works until soil testing certification has been approved. Remove any unauthorised topsoil material from the *Site*.
- (b) Spread the topsoil on the prepared subsoil and grade evenly, making the necessary allowances to permit the following:
 - (i) Required finished surface levels and contours are being achieved after light compaction.
 - (ii) Grassed areas are finished flush with adjacent hard surfaces, for example kerbs, paths, and mowing strips.
- (c) When spreading topsoil on steep *Batters*, if using a chain drag, ensure there is no danger of *Batter* being *disrupted*.
- (d) When finishing the topsoil, feather the edges into the adjoining undisrupted ground.

13.13.1 Topsoil Consolidation

Topsoil is to be compacted lightly and uniformly in 150 mm layers. Avoid differential subsidence and excess compaction, and produce a finished topsoil surface which has the following characteristics:

- (a) Finished to design levels.
- (b) Smooth and free from stones or lumps of soil.
- (c) Graded to drain freely, without ponding, to catchment points.
- (d) Graded evenly into adjoining ground surfaces.
- (e) Ready for grassing and / or planting.

Specification for Land Management Construction



13.13.2 Topsoil Depths

Topsoil is to be spread to the following depths and may vary subject to the nominated finished surface levels:

- (a) For excavated planting areas:
 - (i) If using organic mulch, the depth is 225 mm.
 - (ii) If using gravel mulch, the depth is 250 mm.
- (b) For irrigated grassed areas, the depth is 150 mm.
- (c) For irrigated grassed areas, commercial use (e.g., playing fields, playgrounds, public parks), the depth is 200 mm.
- (d) For non-irrigated grass areas, the depth is 100 mm.
- (e) For earth mounds:
 - (i) Mass planted surfaces, the depth is 300 mm.
 - (ii) Grassed surfaces, the depth is 100 mm.
- (f) For top dressing, the depth is 10 mm.

13.13.3 Surplus Topsoil

- (a) Spread any surplus topsoil on designated areas around the *Site*; otherwise, dispose of the surplus topsoil off *Site*.
- (b) Spread topsoil evenly around designated areas and spread over existing grassed areas to form an even surface when finished.

13.14 Fertiliser

- (a) When delivering commercially produced fertilisers to the *Site* must be in sealed bags marked to show the manufacturer or vendor, weight of the bag, fertiliser type, N:P:K ratio, recommended uses and application rates.
- (b) Refer to [Table I-3](#) for the fertiliser schedule.

Table I-3 – Fertiliser Schedule

Fertiliser Key	Variety	N:P:K ratio	Application Rate
Biological – processed where pathogens, parasites and weed seeds are eradicated	Australian Certified Organic and in a pelletised form where secondary nutrients and micronutrients in a natural form	4:3:2	200-400kg / hectare

13.15 Invasive Plant Eradication

- (a) *Invasive Plant* eradication by the application of *Herbicide*:
 - (i) Eradicate weeds using environmentally acceptable methods, for example a non-residual glyphosate *Herbicide* in any of its registered formulae, at the recommended maximum rate.
 - (ii) The application of *Herbicide* is to be in accordance with Section 14, Procedure – *Herbicide* Application.
- (b) *Invasive Plant* eradication by manual weeding:
 - (i) Regularly remove by hand, rubbish, and *Invasive Plant* growth throughout grassed, planted and mulched areas.
 - (ii) Remove *Invasive Plant* growth from an area 750 mm diameter around the base of the trees in grassed areas.

Specification for Land Management Construction



- (c) Continue *Invasive Plant* eradication throughout the course of the initial landscaping works and during the planting establishment period.

13.16 Grass Seeding

- (a) Provide grass seed mixtures which are thoroughly pre-mixed with a bulking material, for example safflower meal.
- (b) Deliver the grass seed to the *Site* in bags marked to show the weight, seed species and supplier's name.
- (c) Provide fresh, clean, new grass seed. Do not provide wet, mouldy, or otherwise impaired grass seed.
- (d) The specification for the grass seed provided is:
- (i) Purity is to be a minimum of 98%.
 - (ii) Germination viability is to be a minimum of 86%.
 - (iii) Age from date of harvest is to be a maximum of two years.
- (e) Prepare the surface areas to be sown with grass seed:
- (i) Spread the fertiliser evenly over the cultivated bed within 48 hours before sowing and rake lightly into the surface.
 - (ii) If a prepared area becomes compacted from any cause before sowing can begin, rework the ground surface before sowing.
- (f) Sowing of the grass seed over the prepared area:
- (i) The sowing of grass seed is not to proceed when the following conditions occur:
 - Frost is likely before the plant has reached an established state.
 - In periods of extreme heat, cold or wet.
 - Within acceptable wind velocities that will allow even distribution without dispersion over areas outside the nominated area for grass seeding.
 - (ii) Provide an even distribution of grass seed and lightly rake the surface to cover the seed.
 - (iii) Sow seeded grass areas at *Worksite* in accordance with the grass seeding schedule provided or as directed by the *Energy Queensland Officer*.
- (g) Roll the seed bed immediately after sowing utilising the maximum roller weight as detailed below:
- (i) For clay and packing (heavy) soils, roll with 90 kg/m width roller.
 - (ii) For sandy and light soils, roll with 300 kg/m width roller.
- (h) Watering of the grass seed over the prepared areas (if required):
- (i) Before germination, water the seeded area with a fine spray until the topsoil is moistened to its full depth. Continue watering until germination to keep the surface damp and the topsoil moist and ensure the topsoil does not become waterlogged.
 - (ii) After germination, water to maintain a healthy condition, and progressively hardened off to attain the natural climatic conditions of the *Site*.
- (i) After germination, maintain sown areas if required until the attainment of a dense continuous sward of healthy grass over the whole of the seeded area, evenly green and of a consistent height.
- (j) Remove weeds that occur in sown areas if required by spraying where necessary with a selective *Herbicide* for broad leafed weeds. The spraying of grass seeded areas is not to occur within three months of germination of the grass seed.
- (k) Protect the newly sown grassed areas against vehicular and pedestrian traffic movement until well established if required. Protection method is to lay star droppers with temporary roped flagging until grass areas are established.
- (l) Fertilising of grassed areas after germination is to occur as specified below if required:

Specification for Land Management Construction



- (i) Six weeks after germination of the grass, spread fertiliser evenly over the sown area and then water in. Do not apply the fertiliser to wet grass.
- (ii) Ten weeks after germination of the grass, and if the planting establishment period carries through the summer months, spread pelleted sulphate of ammonia at the rate of 250 kg/ha.
- (m) Mowing of grassed areas after germination is to occur as specified below if required:
 - (i) Mow to maintain the grass at the nominated height within the specified range or as directed by the *Energy Queensland Officer*.
 - (ii) Do not remove more than one third of the grass height at any one time.
 - (iii) Carry out the last mowing within seven days before the end of the planting establishment period.
 - (iv) Remove grass clippings from the *Site* after each mowing.

13.17 Revegetation

13.17.1 Pre-works Approvals

The *Service Provider* is to submit a proposal to and obtain the approval of the *Energy Queensland Officer* for the following:

- (a) If a planting machine is to be used as an alternative to hand planting of tree stock.
- (b) If open rooted stock plants are to be used, instead of potted plants / tube stock.
- (c) If required to spray with targeted insecticide, fungicide or both to eradicate insect attack or plant disease identified at *Site*.

13.17.2 Mulching Planted Landscape Areas

- (a) Provide mulch which is free of deleterious and extraneous matter, for example soil, weeds, and sticks. Organic mulches are to be free of stones.
- (b) Mulch provided are to comply with Standard AS 4454 as a minimum.
- (c) Mulch is to be brush chippings and leaf litter recovered from *Site* clearing (if available), otherwise source alternative approved material.

13.17.3 Invasive Plant Eradication of Planted Landscape Areas

Undertake *Invasive Plant* eradication of planted landscape areas in accordance with Subsection 13.15, Invasive Plant Eradication of this Section 13.

13.17.4 Individual Plantings in Grassed Areas

- (a) Excavate a hole to twice the diameter of the root ball of the plant and at least 100 mm deeper than the root ball of the plant. Break up the base of the hole to a further depth of 100 mm and loosen compacted sides of the hole to prevent confinement of root growth.
- (b) If it appears necessary to vary plant locations and spacing from those specified to avoid underground services, or to cover the planting area uniformly, or for any other reasons, advise the *Energy Queensland Officer* of the variation to the planting plan and obtain approval.
- (c) Planting is not to occur in unsuitable weather conditions, for example, extreme heat, cold, wind or rain events.
- (d) In other than sandy soils, suspend excavation of holes when the soil is wet, or during periods of frost.
- (e) Thoroughly water the plants before planting, immediately after planting, and as required to maintain growth rates free of stress while the plants are being established.
- (f) Remove the plant from the container with minimum disturbance to the root ball. Root prune to ensure all circling roots have been either severed or aligned radially into the surrounding soil.
- (g) Ensure that the root ball is moist and place it in its final position, in the centre of the hole and plumb, and with the topsoil level of the plant root ball level with the finished surface of the surrounding soil.

Specification for Land Management Construction



- (h) Compact lightly so as to minimise subsidence without compacting the backfill.
- (i) Avoid mixing the mulch with the topsoil.
- (j) Backfill with topsoil mixture by lightly tamping and watering to eliminate air pockets.
- (k) Ensure that topsoil placed over the top of the root ball, so that the plant stem remains at the same height above ground surface as it was in the container.
- (l) Except in irrigated grassed areas and normally moist areas, construct a watering basin around the base of each individual plant, consisting of a raised ring of soil capable of holding at least ten litres of water.

13.17.5 Fertilising Individual Plantings

- (a) In planting beds and individual plantings, place fertiliser pellets around the plants at the time of planting.
- (m) Refer to the fertiliser schedule and application rates on product supplied for the plantings being fertilised.

13.17.6 Placing Mulch around Individual Plantings

- (a) Place mulch to the required depth, clear of plant stems, and rake to an even surface flush with the surrounding finished levels.
- (n) Spread and roll mulch so that after settling, or after rolling, the mulch is:
 - (i) Smooth and evenly graded between design surface levels *Sloped* towards the base of plant stems in plantation beds.
 - (ii) Not closer to the stem than 50 mm in the case of gravel mulches.
- (o) In mass planted areas, place the mulch after the preparation of the planting bed and before planting and other works.
- (p) In smaller areas (e.g., planter boxes), place the mulch after the preparation of the planting bed, planting, and other work.
- (q) For all planter beds, the type and depth of mulch is specified on the detailed planting plan of the area(s).
- (r) Spread organic mulch to a minimum depth of 100 mm.

13.17.7 Spraying Individual Plantings

- (a) Advise the *Energy Queensland Officer* of evidence of insect attack or disease amongst individual plantings and / or plant material at *Site*.
- (b) Where required, spray with targeted insecticide, fungicide, or both to eradicate insect attack or plant disease identified at *Site*.

13.17.8 Stakes and Ties Around Individual Plantings

- (a) Stake material and fabrication is to be hardwood, straight, free from knots or twists, and pointed at one end.
- (b) Installation of stakes is to be by driving the stakes into the ground to a depth of one third of their length, avoiding damage to the root system.
- (c) Stake sizes and lengths, and number required for various plant sizes are to be suitable for application and field environment.
- (d) Provide ties that are securely fixed to the stakes, one tie is to be placed at half the height of the main stem of the plant, and others as necessary to stabilise the plant.
- (e) Attach all ties loosely to the main stem of the plant(s).
- (f) Tie types, number, and installation details, required for various plant sizes are specified below:

Specification for Land Management Construction



- (i) For plants that are ≥ 2.5 metre high, provide two strands of 2.5 mm galvanized wire neatly twisted together, passed through a reinforced rubber or plastic hose, and installed around stakes and stem of plant in a figure of eight pattern.
- (ii) For plants that are < 2.5 metre high, provide 50 mm hessian webbing around stem of plant that is stapled to the stakes.

13.17.9 Marker Stakes at Individual Plantings

- (a) Marker stake material and fabrication is to be timber offcuts, each 25 x 25 x 1200 mm and pointed at one end. The top square end is to be paint with a high visibility paint.
- (b) Installation of marker stakes is to be by driving the marker stakes firmly into the ground at least 300 mm from the plant. The plant is not to be tied to the marker stake.
- (c) At the various location where there is a need for higher visibility of trees, utilisation of marker stakes are specified below:
 - (i) For trees that are in grass, mark the location of each tree with a marker stake.
 - (ii) For rip line planting areas, mark the location of each rip line at every fifth plant along the line.

13.17.10 Trunk Protection at Individual Plantings

For the protection of the stem / trunk of individual plantings, install a collar guard that are 200 mm length and fabricated from 100 mm diameter agricultural pipe split lengthways.

13.18 Maintenance of Worksite Conditions

- (a) Progressive clear and clean the *Worksite* as the landscaping (including excavation of *Site*), maintaining a clean tidy and safe *Worksite* at all times as the landscaping proceeds.
- (b) Remove from the *Worksite*, any rubbish and surplus material arising from the execution of the landscape area, including any work performed on the landscape area during the plant establishment period.

13.19 Cleaning Landscaped Areas

At the end of the planting establishment period:

- (a) Remove stakes and ties that are no longer required.
- (b) Remove any temporary protective fences still remaining.

13.20 Completion of Land Rehabilitation

- (a) Provide plant product certification, by submitting the plant supplier's written statement certifying that plants supplied are true to the required species and type, and are free from diseases, pests, and *Invasive Plants*.
- (b) Submit recommendations for the ongoing maintenance and specialised care of plants.

13.21 Plant Procurement

13.21.1 Plant Procurement

- (a) The *Service Provider* is to provide plants that have been grown to a standard that allows them to establish rapidly and grow to maturity.
- (b) Take any other precautions required to safeguard the health and well-being of all plant materials prior to and including their delivery to *Site*.
- (c) Anticipate replacement of plant failures on *Site* amounting to 15% during the course of propagation and the growing of plant materials during the planting establishment period.
- (d) Provide written certification that all plant material has been grown from locally provenance stock.

Specification for Land Management Construction



- (e) All the plants supplied to *Worksite* are true-to-species and type, and free of disease, fungal infection and / or any other impediment to their future growth and that they have been fully acclimatised for the conditions of the *Site*.
- (f) Where the plants supplied are to be established in the vicinity of the *Energy Queensland* network assets the plants are to comply with *WCS1.6*.

13.21.2 Plant Procurement - Specification

- (a) For the purposes of this subsection the definitions given below apply:
 - (i) *Calliper*: The stem or trunk diameter at a nominated point. Generally measured at 300 mm above ground level.
 - (ii) *Size Index*: Product of tree / plant height (m) x Calliper (mm).
 - (iii) *Tube or Plant Cell*: Trees or shrubs grown in small containers or cells in trays with a height diameter ratio > 3:2, typically < 0.75 litres.
 - (iv) *Small Tree or Small Shrub*: Tree or shrub grown in containers < 20 litres (other than tubes or plant cells), and ex-ground trees of *Size Index* < 35.
 - (v) *Large Tree*: Tree grown in containers ≥ 20 litres, and ex-ground trees of *Size Index* ≥ 35.
- (b) External tree inspection, without washing away of soil from the root ball, is to assesses the following:
 - (i) The tree's ability to be self-supporting.
 - (ii) The tree's ability to balance.
 - (iii) The tree's root development.
- (c) *Tubes or Plant Cells* are to have a height above soil level between 1.5 and 2.5 times the height of the *Tube or Plant Cell*.
- (d) Trees and shrubs in containers < 20 litres (other than *Tubes or Plant Cells*) or ex-ground trees of *Size Index* < 35 (e.g., 1.4-metre-high x 25 mm *Calliper*); the height is to fall within the range indicated for the container size in the nursery industry small container-grown plant table.
- (e) Containers / root balls (other than *Tubes or Plant Cells*) are to remain flat on the ground when the stem, held at 80% of height above ground, is deflected 30° from the vertical, side to side. (Exempt is species that naturally produce hard inflexible wood in the early stages of their development.)
- (f) For trees grown in containers ≥ 20 litres, the *Size Index* is to fall within the range indicated for the nominal container size shown in the nursery industry common container volumes table.
- (g) Ex-ground trees with a *Size Index* ≥ 35 (e.g., 1.4-metre-high x 25 mm *Calliper*) are to have root ball diameters greater than or equal to the minimum root ball diameters shown in the nursery industry ex-ground trees table.
- (h) Clearly label individual plants and batches with a label type to withstand transit without erasure or misplacement.
- (i) Supply plants with foliage size, texture and colour at time of delivery consistent with the size, texture and colour shown in healthy specimens of the nominated species.
- (j) Supply plants with extension growth consistent with that exhibited in vigorous specimens of the species nominated.
- (k) Supply plants free from damage and from restricted habit due to growth in nursery rows.
- (l) Supply plants free from stress resulting from inadequate watering, excessive shade or excessive sunlight experienced at any time during their development.
- (m) Supply plants that have been grown and hardened off to suit the conditions that could reasonably be anticipated to exist on *Site* at the time of delivery.
- (n) For maximum root development of plants in containers, grow plants in their final containers for the following periods:
 - (i) For plants in containers of < 25 litre size, grow plants for > 6 weeks.

Specification for Land Management Construction



- (ii) For plants in containers of > 25 litre size, grow plants for > 12 weeks.
- (o) Supply plants with foliage free from attack by pests or disease.
- (p) Native species with a history of attack by native pests; restrict plant supply to those with evidence of previous attack to < 15% of the foliage and ensure absence of actively feeding insects.
- (q) Supply plant material with the root system:
 - (i) Well-proportioned in relation to the size of the plant material.
 - (ii) Conducive to successful transplantation.
 - (iii) Free of any indication of having been restricted or damaged.
- (r) Supply trees that:
 - (i) Are free from injury.
 - (ii) Are self-supporting.
 - (iii) Have the Calliper at any given point on the stem greater than the Calliper at any higher point on the stem.

13.22 Landscape Establishment

- (a) For the purposes of this subsection the definitions given below apply:
 - (i) Plant Establishment: Maintain the landscape area during the Plant Establishment Period.
 - (ii) Plant Establishment Period: The period between the date of practical completion and the date of final completion.
- (b) There will be a minimum of four *Site* inspections over the *Plant Establishment Period* with a final inspection occurring in the 'off *Plant Establishment Period*' period. Any defects noted will need to be rectified by the *Service Provider* immediately.
- (c) The landscaping *Service Provider* is to be present at all scheduled *Landholder / Authority Site* inspections.
- (d) The *Service Provider* is to conduct monthly *Site* inspections making note of any plant / grass die-off, *Invasive Plant* / pest infestations, *Erosion* issues and report back to *Energy Queensland Officer* with any issues identified.
- (e) Provide a monitoring program incorporating the following:
 - (i) Photographic record including:
 - Colour photographs.
 - Documented monitoring locations and photograph angles.
 - (ii) Reporting periods including photographic records at the following:
 - Prior to the commencement of the works.
 - Date of practical completion.
 - Three monthly intervals during the *Plant Establishment Period*.
 - Date of final completion.
 - Benchmark definition based on remnant communities.
 - Replicated measurements over time and comparative analysis with regard to the benchmark.
- (f) Provide two days' notice of the following operations:
 - (i) Application of *Herbicide*.
 - (ii) Application of fertiliser.
 - (iii) Watering.

Specification for Land Management Construction



- (iv) Each *Site* maintenance visit.
- (g) Log the following on a weekly basis and make available on request:
 - (i) Description, time and method of application of toxic material.
 - (ii) Inclement weather to verify inability to carry out work within the specified time frame.
 - (iii) All maintenance activities including and not limited to watering, fertilising, *Invasive Plant* and pest control, and plant replacements.
- (h) Provide written certification that all replacement plant material is true to the required species and type.
- (i) Ensure the general appearance and presentation of the landscape and the quality of plant material at date of practical completion is maintained for the full *Planting Establishment Period*.
- (j) Maintain existing planting and grass within the landscaped area as specified for the corresponding classifications of new grassland or planting.
- (k) Replace failed, dead and / or damaged plants at maximum three-week intervals as necessary throughout the full *Plant Establishment Period*.
- (l) Prune the trees and shrubs to the pruning schedule provided with the project landscape *Drawings* and Standard AS 4373.

13.22.1 Fertilising - Establishment Period

- (a) Fertilise trees once every two years.
- (b) Generally, apply an all-purpose fertiliser of N:P:K (nitrogen : phosphorus : potassium) 10:4:6 at recommended rates. Alternatively apply 12-month slow-release fertiliser at the manufacturer's recommended rate.
- (c) Apply all-purpose fertiliser to shrubs annually in two bands and cultivated into the soil 100 mm deep.
- (d) Fertilise shrubs and trees in September and March according to their seasonal growth requirement.

13.22.2 Insect and Disease Control - Establishment Period

- (a) Evidence of insect attack or disease amongst individual plantings and / or plant material at *Site*, treat until eliminated.
- (b) Where required, spray with targeted insecticide, fungicide, or both to eradicate insect attack or plant disease identified at *Site* outside of normal working hours.
- (c) Specify the methodology for the frequency and chemicals to be used to control weeds and / or pest species that may be causing plant die-back.

13.22.3 Stakes and Ties - Establishment Period

- (a) If plants are unable to be self-supporting or if stakes are damaged, stake or re stake the plants as follows:
 - (i) Drive three hardwood stakes, placed obliquely with the first stake on the opposite side to the prevailing winds.
 - (ii) Large plants are not to be single staked.
- (b) If plants are robust with well-developed systems and are strong enough to no longer require support, remove the stakes and ties.

13.22.4 Ground Maintenance - Establishment Period

- (a) Remove litter and fallen branches prior to mowing.
- (b) Mow grass consistent with the growth habit of the grass variety and maintain grass height at 25 mm to 40 mm throughout the year.
- (c) Do not mow grass under wet weather conditions.

Specification for Land Management Construction



- (d) Remove grass clippings from *Site*.
- (e) Topdressing material for established turf or grass seeded areas, is to be *Invasive Plant* free imported sandy topsoil applied to a depth of 5 mm.
- (f) Topdressing material for remediation of depressions or irregularities is by applying coarse or medium soil to Standard AS 4419 and is suitable for application to turf or grass seeded areas.
- (g) Apply lawn fertiliser at the completion of the first and last mowing of the *Plant Establishment Period*, and at other times as required to maintain healthy grass cover.

13.22.5 Watering - Establishment Period

- (a) Watering of all plantings, lawn areas and trees within the landscaped area is to occur.
- (b) Water quality is to comply with the following specification as a minimum:
 - (i) pH between 5.5 and 7.5.
 - (ii) Total soluble salts less than 1000 mg / litre.
 - (iii) No substances that would be toxic to plant growth.
- (c) Program a minimum of three complete watering events, soaking to a depth of 150 mm at fortnightly intervals for the first 6 weeks of plant establishment irrespective of natural rainfall. Confirm soaked depth and record result.
- (d) Comply with water restrictions, by coordinating the water supply and confirm the watering regime against *Authority* (local, state and territory government) legislation and restrictions at the time.
- (e) Water all lawn and planting areas, by soaking to a depth of 150 mm for lawn and 300 mm for planting. Avoid frequent dampening of the surface. Allow the surface of the soil to partially dry out between watering events.
- (f) Specify methodology to be used for watering, for example, water truck or irrigation system.
- (g) If using a water truck a watering program is to be developed that takes into account recent rainfall, for example there is no need to water when ground is already saturated.

14 Procedure - Herbicide Application

14.1 Herbicide Application - General

- (a) Before the distribution of any *Herbicide*, the *Service Provider / Operator* is to confirm the status of the *Site / location* and whether it is an ACDC Act regulated area, by checking the *Site / location* on the Queensland Government ACDC area map interactive web site [Agricultural Chemicals Distribution Control (ACDC) Atlas] and record the regulated area data provided from the web request for later retrieval and reference if required.
- (b) For all ACDC Act Regulated *Hazardous areas* and Queensland National Parks and State Forests and Reserves (under the Code of Practice - Maintenance of Electricity Corridors in Queensland's Parks and Forests); *Herbicide* applied by or under the direct supervision of a Licensed Commercial *Operators* in accordance with the *Laws* including the Agricultural Chemical Distribution Control Act and Regulation (Qld) and reporting requirements therein. (A Licensed Commercial *Operator* means a person who holds a commercial *Operator's* licence issued under the Agricultural Chemical Distribution Control Act Qld and is in force at any time *Herbicide* application is occurring.)
- (c) For all ACDC Act Regulated areas and ACDC Act Excluded (non-regulated) areas outside of Queensland National Parks and State Forests and Reserves; *Herbicide* applied by a *Competent Person* in accordance with the *Laws* including the Agricultural Chemical Distribution Control Act and Regulation (Qld) and reporting requirements therein.
- (d) The Licensed Commercial *Operator* or the responsible *Competent Person* is present at the *Worksite* for the whole of the distribution of the *Herbicide* that is during the preparation, application to *Vegetation*, cleaning up (including disposal of any excess chemical) and maintenance of spraying plant and equipment.